

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
June 11, 2019

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, June 11, 2019, 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:**

Tyrone E. Nelson, Chairman, Varina District  
Thomas M. Branin, Vice Chairman, Three Chopt District  
Daniel J. Schmitt, Brookland District  
Frank J. Thornton, Fairfield District

**Member of the Board Absent:**

Patricia S. O'Bannon, Tuckahoe District

**Other Officials Present:**

John A. Vithoulkas, County Manager  
Joseph P. Rapisarda, Jr., County Attorney  
Michael L. Wade, Sheriff  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
W. Brandon Hinton, Deputy County Manager for Administration  
Anthony E. McDowell, Deputy County Manager for Public Safety  
Randall R. Silber, Deputy County Manager for Community Development

Mr. Nelson called the meeting to order at 7:00 p.m. He led the recitation of the Pledge of Allegiance.

Reverend Dr. Theodore T. Brown, Pastor of Quioccasin Baptist Church, delivered the invocation.

On motion of Mr. Branin, seconded by Mr. Schmitt, and by unanimous vote, the Board approved the May 28, 2019, Regular Meeting Minutes.

The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

## **MANAGER'S COMMENTS**

Virginia Hayden will be retiring from the Police Division on June 14. Mrs. Haden began her employment with the County as a crossing guard on September 2, 1970, when Wilmer Hedrick was the Chief of Police. She has been assigned to several elementary schools over the years. In addition to serving as a crossing guard and working her post, Mrs. Haden performed many activities and helped deliver a wide array of programs to Henrico children. The impact she has had on Henrico children will be felt for years to come, and the County owes her and others like her a debt of gratitude. Mr. Vithoulkas thanked Mrs. Haden for her 48 years of service to the County and for protecting Henrico's youth and offered her and her husband, William, best wishes on her retirement. Joining Mr. and Mrs. Haden for this recognition were Capt. Mark Banks and Chief Humberto Cardounel from the Police Division. Mrs. Haden reflected on the special nature of the job and the many good friendships she has made with children, parents, grandparents, and neighborhood residents through her work with the County.

On May 15, the Department of Public Utilities' Water Reclamation Facility celebrated 1,000 days of no loss time accidents. Located in the Varina Magisterial District and covering almost 180 acres, this complex industrial facility treats the County's sewage and discharges clean water back to the James River. This achievement highlights the County's commitment and dedication to maintaining a safe and healthy work environment for all its employees, volunteers, and contractors who access County property and locations. Mr. Vithoulkas thanked the Department of Public Utilities for this accomplishment. He recognized James Grandstaff, Water Reclamation Facility Division Director; Neal Burns, the division's Assistant Director; Erica Duncan, the division's Operations Superintendent; and Bentley Chan, Assistant Director of Public Utilities.

The County has been emphasizing the importance of service to the community and recently authorized as an annual benefit to all employees eight hours of leave that can be used for volunteer service. In keeping with this, a group of County employees had the privilege of helping to clear overgrowth and debris on June 7 at Woodlawn Cemetery. The volunteer team, including department directors and members of the County Manager's Office, joined staff from the Division of Recreation and Parks and Department of Public Works for a day of service to one of the area's oldest and most historic African American cemeteries. Using weed eaters, mowers, and other tools, the volunteers uncovered headstones and removed growth around graves. Mr. Vithoulkas thanked Paula Reid, Director of Human Resources, for coordinating this effort, and thanked Mr. Thornton for taking him to another cemetery many years ago and introducing him to unmanaged, local cemeteries. Mr. Vithoulkas shared a video highlighting the June 7 cleanup that was produced by the Department of Public Relations & Media Services. Mrs. Reid noted how volunteer projects such as this help build teamwork and camaraderie among the County staff.

Mr. Vithoulkas introduced and welcomed Emily Ashley as the County's new Coordinator of Emergency Management. Ms. Ashley has an extensive background in emergency management, including service as an Emergency Planner for the City of Newport News, Emergency Management Deputy Coordinator for the City of Poquoson, and Emergency Management Coordinator for Gloucester County and most recently for Chesterfield County. While serving in Chesterfield, Ms. Ashley led emergency response and recovery operations for such incidents as the 2018 tornado, Tropical Storm Michael, Hurricane Irene, the 2012 derecho, Hurricane Sandy, and the 2015-16 snowstorms. She has a Bachelor of Science in

geography with a minor in business administration from Missouri State University and a Master of Public Administration from Old Dominion University. Ms. Ashley is also a certified Virginia Professional Emergency Manager. Fire Chief Alec Oughton joined Ms. Ashley for this introduction.

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

Mr. Nelson mentioned Mrs. O'Bannon was not present for the meeting because she was attending the Godwin High School graduation at the Siegel Center.

Mr. Branin acknowledged the passing of Emily Nuckols, who was a staple in the Three Chopt District along with her husband of 62 years, Norwood. Mr. Nuckols is a longstanding member of the Henrico Historical Society and Historic Preservation Advisory Committee and knowledgeable about everything concerning the Three Chopt District. Mr. Branin extended prayers to Mr. Nuckols and the Nuckols family.

Mr. Thornton announced he gave greetings at a fatherhood conference that was held at Virginia Union University the previous week. He commented on the County's diligence in sponsoring programs pertaining to fatherhood and noted the County's Assistant Director of Social Services, Shawn Rozier, received a special fatherhood award. Mr. Thornton extended metaphorical flowers in his greetings to Mr. Rozier, who initiated the County's fatherhood program 16 years ago. He pointed out 19.7 million children in the United States currently live in homes without fathers.

Thornton commended Mr. Vithoulkas and the County's upper management for their volunteer work at Greenlawn Cemetery clearing foliage. He recalled taking Mr. Vithoulkas to African American cemeteries to see their level of distress.

### **RECOGNITION OF NEWS MEDIA**

Mr. Nelson recognized Chris Suarez Rojas from the *Richmond Times-Dispatch*.

Mr. Nelson recognized Aryan Mittal from Cub Scout Pack 701, sponsored by St. Martin's Episcopal Church, who was observing the meeting to fulfill an award requirement. Joining him was Pieter Van Saun, Cubmaster for Pack 701.

### **APPOINTMENT**

|        |   |
|--------|---|
| 132-19 | Resolution - Nomination of Member - Local Emergency Planning Committee. |
|--------|---|

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

## PUBLIC HEARINGS – REZONING CASES AND PROVISIONAL USE PERMIT

133-19 Monument Hospitality II, LLC: Request to amend proffers accepted with  
REZ2019- Rezoning cases C-67C-89 and C-34C-98 on Parcel 823-717-5204 located  
00014 on the west line of Trampton Road, approximately 125' north of its  
Varina intersection with Audubon Drive.

Joe Emerson, Director of Planning responded to a question from Mr. Nelson.

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

On motion of Mr. Branin, seconded by Mr. Thornton, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item as follows:

Except as amended herein, all proffers accepted with Rezoning Cases C-67C-89 and C-34C-98 shall remain in full force and effect, and shall by this reference thereto be made a part hereof as if fully set forth herein.

11. **Height Limitation.** No building or any portion thereof constructed on the Property shall exceed the greater of five (5) stories or sixty-five (65) feet in height.
16. **Elevation and Site Plan.** The property shall be developed in substantial conformance with the site plan dated February 7, 2019, entitled "Comfort Inn & Suites - Richmond Airport" and the accompanying building elevations, filed herewith, subject to changes as may be requested by the county or owner and approved at the time of plan of development review. Exterior Elevations prepared by Nitin Kulkarni and Site Plan prepared by The Site Design Company (see case file).

The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

134-19 SLA Construction, LLC: Request to conditionally rezone from A-1  
REZ2019- Agricultural District to R-3C One Family Residence District (Conditional)  
00016 part of Parcel 778-766-8307 containing 1.302 acres located on the north  
Fairfield line of Francis Road, approximately 80' east of its intersection with Knotty  
Drive.

Mr. Emerson advised the Board that Jessica Stone, a nearby resident, had notified staff of her support for this rezoning request but wished to convey to the Board her concerns regarding the condition of Francis Road.

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

On motion of Mr. Thornton, seconded by Mr. Branin, 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 property shall be developed in general conformance with the exhibit title "Proposed Division of Parcel 778-766-8307" by Youngblood, Tyler & Associates dated April 12, 2019 attached hereto as Exhibit A (see case file). The exact locations, footprints, configurations, size, and details of the lots, drives, and other improvements shown on the Conceptual Plan are illustrative and may be subject to change and may be updated from time to time as required for final engineering design, compliance with governmental regulations, or as otherwise approved at the time of subdivision review of the property.
2. **Density.** No more than two (2) single family residential units shall be constructed on the property.
3. **Lot Width.** The proposed lots shall have a minimum lot width of ninety (90) feet at the building setback line.
4. **Elevations.** Homes constructed on the Property shall be similar in architectural treatment with the elevation attached hereto as Exhibit B entitled "Proposed Elevation" (see case file). Any new home constructed on the property shall have a minimum of 1,400 square feet of floor area. Floor area shall include the area of the garage.
5. **Location.** Both residential units shall be constructed within the area zoned R-3C.
6. **Hours of Construction.** During the construction of the development on the property, the hours of exterior construction shall be limited to 7:00 a.m. to 8:00 p.m., Monday through Saturday, except in emergencies or where unusual circumstances require extending the specific hours in order to complete such work as concrete pours or utility connections. Exceptions shall require the approval of the Director of Planning. Construction signs shall be posted in English and in Spanish and shall state the hours of construction.
7. **Severance.** The inability to enforce, eliminate, revise, or amend any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.

The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

135-19  
REZ2019-  
00013  
Three Chopt

11934 W. Broad LLC: Request to amend proffers accepted with Rezoning cases C-49C-04, C-43C-05, and C-44C-06 on Parcel 735-763-9381 located on the north line of W. Broad Street (U.S. Route 250), approximately 1800' west of its intersection with Lauderdale Drive.

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

On motion of Mr. Branin, seconded by Mr. Schmitt, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item as follows:

Notwithstanding proffers from Cases C-49C-04, C-43C-05, and C-44C-06, the following proffer shall apply to the subject property located at 11934 W. Broad Street and having an existing Parcel Number of 735-763-9381:

Any detached signage serving the subject property shall be substantially like the sign rendering attached hereto, dated January 7, 2019 and created by Carousel Signs & Designs Inc. (2 pages, see case file). Any such sign shall be generally located on the Property as shown on the attached exhibit dated April 12, 2019, and entitled "11934 West Broad Street" (see case file).

No digital message signs or Attention Getting Device (as that item is currently defined in Section 24-3 of the Henrico County Zoning Ordinance) shall be permitted.

Other than as amended herein, all other proffers from Cases C-49C-04, C-43C-05, and C-44C-06 shall continue to apply to the subject property.

The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

136-19  
PUP2019-  
00005  
Tuckahoe

Jonathan Bremer: Request for a Provisional Use Permit under Sections 24-62.2(g), 24-120 and 24-122.1 of Chapter 24 of the County Code to allow the continued operation of an existing farmers' market with expanded vendor operations on part of Parcels 732-751-4078, -0561 and 731-751-8088 located at the southwest intersection of Gayton Road and Ridgefield Parkway.

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

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

1. The farmers' market shall not operate outside of the following parameters:
  - a) Market Seasons -
    - Spring-Summer-Fall Market Season - beginning of May through end of November;
    - Winter Market Season - beginning of December through end of April;
  - b) Market Days - maximum of two days per week, only on Tuesday and Saturday;
  - c) Market Hours -
    - Spring-Summer-Fall Season
      - Tuesday (4:00 pm - 7:00 pm);
      - Saturday (8:00 am - 12:00 noon);
    - Winter Season
      - Saturday (1:30 pm - 4:30 pm).
2. The farmers' market shall be no greater than 13,600 square feet in size and shall be located on the site as shown in Exhibit A (see case file). All market-related services shall take place only within this market boundary.
3. Market operations shall abide by all rules and regulations set forth in Exhibit C, entitled "West End Farmers Market Vendor Packet" (see case file).
4. The applicant shall designate a Market Manager to be in charge of the farmers' market operations, including vendor selection and implementation of the conditions of this permit. The Market Manager shall be responsible for ensuring market compliance with all applicable local, state and federal regulations.
5. Other than temporary stands and canopies/tents for vendor sales or for the Market Manager, no structures shall be erected on the property. All canopies/tents shall be solid in color, and neither text nor logo displays shall be permitted on any canopy/tent or similar temporary structure. No later than one hour after the closing of each market, any stands shall be removed from the site and the subject parcels shall be completely cleared of all market-related items and debris.

6. No market-vendor sales or outside storage shall be permitted except in designated vendor spaces during market hours.
7. Vehicles shall not be permitted on the grass area of the parcel identified as GPIN 732-751-4078 for any reason.
8. Trash receptacles shall be provided and properly serviced to control litter generated by this use.
9. Generators (except those supporting food trucks), portable toilets, outside live music performances, or use of public address systems (including megaphones) shall not be permitted on the site.
10. On-site food preparation and distribution of prepared meals shall be permitted for a maximum of 8 vendors.
11. The sale or consumption of alcohol shall be prohibited.
12. The operation of the farmers' market shall not cause loitering, criminal assaults, public nuisance, or unsafe conditions for the adjacent area.
13. Except for one temporary banner or board sign for market identification (no greater than 25 square feet in size), any other signage or attention-getting devices related to the market shall be prohibited. Temporary individual vendor signage shall be permitted, but it shall not be attached to vendor canopies/tents, shall only be placed to face the interior of the market sales area, and must be removed at the close of each market.
14. Prior to each season, the Market Manager shall submit any necessary Plan of Development (POD) revisions to the Department of Planning for approval. The POD shall delineate the vendor sales areas, specific landscaping information for the proposed perimeter hedge, and details of any temporary canopy/tent structures, pedestrian walkways, drive aisles, and parking areas for the site. The perimeter of the vendor area shall be clearly defined by a barrier to discourage unauthorized access into the vendor area and to provide safe and orderly pedestrian access to and from the market.
15. If the Director of Planning finds that the permit holder has failed to comply with any of the conditions or that the operation of the outdoor farmers' market is having a deleterious effect on the surrounding area, then the Director shall initiate a show cause hearing on revocation of the permit pursuant to the provisions of Section 24-122.1 (b) of the County Code.



The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

137-19  
REZ2019-  
00015  
Brookland

JR Properties: Request to conditionally rezone from B-1 Business District to B-3C Business District (Conditional) Parcel 773-759-9815 containing .55 acres located on the west line of Woodman Road, approximately 165' north of its intersection with Hungary Road.

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

On motion of Mr. Schmitt, seconded by Mr. Thornton, 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.** Development of the Property shall be in general conformance with the Conceptual Plan (dated in the year of 1976) (see case file) which Concept Plan is conceptual in nature and may vary in detail as may be approved by County review staff at the time of Plan of Development.
2. **Elevations.** Except for the existing building, any proposed new building or building addition constructed on the property shall adhere to the following; the exposed portion of each exterior wall surface (front, rear, and side) of any building (excluding rooftop screening materials for mechanical equipment, windows, doors, breezeways, gables, and other architectural design features) shall be predominantly brick with decorative features of alternate materials such as E.I.F.S., vinyl, wood, metal, or unless different architectural treatment and/or materials are specifically approved with respect to the exposed portion of any such wall at the time of Plan of Development.
3. **Use Restrictions.** The use of the Property will be restricted to those uses allowed in B-2 Business District and a heating, ventilation, and air conditioning shop as allowed in Sec. 24-62.1 (K).
4. **Hours of Operation.** Will be as regulated in the B-2 District.
5. **Exterior Lighting.** Shall be reduced to minimum necessary for security purposes after permitted business hours.
6. **Signage.** Business signs and lighting shall adhere to B-2 sign regulations.

7. **Underground Utilities.** Except for junction boxes, meters, existing overhead utility lines and those utility services required to be above grade for technical or environmental reasons, all proposed utility lines serving the building shall be underground.
8. **Public Address.** No outside pagers or loudspeakers shall be permitted on the Property.
9. **HVAC.** All heating and air conditioning equipment shall be screened from the public, where viewed at ground level from the property lines, in a manner approved at the time of Plan of Development.
10. **Trash Enclosures.** Any proposed enclosure area for dumpsters on the Property, shall be constructed of wood on three (3) sides that is complementary to that which is utilized in the original approved POD Plans. The fourth side shall be gated. The location of this proposed enclosures for the dumpsters shall be located in agreement with the prior POD.
11. **Severance.** The unenforceability, elimination, revision or amendment of any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.
12. **Outside Storage.** Outside storage shall be prohibited. No temporary storage containers, including shipping containers, shall be placed on the property for use as storage.

The vote of the Board was as follows:

Yes: Nelson, Branin, Schmitt, Thornton

No: None

Absent: O'Bannon

#### **PUBLIC HEARINGS – OTHER ITEMS**

138-19 Resolution - Amendments to the FY 2018-19 Annual Fiscal Plan: June 2019.

Justin Crawford, Management & Budget Division Director, responded to a question from Mr. Thornton.

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

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

- 139-19 Resolution - Signatory Authority - Quitclaim of Portion of Drainage Easement - Enclave at Bacova - Three Chopt District.

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

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

### **PUBLIC COMMENTS**

Patricia Kibler, a resident of the Three Chopt District, addressed the Board as a supporting member of Preserve Belmont and representative of the LPGA Amateur Golf Association's Richmond Chapter. She requested that the Board support the continuance of Belmont Golf Course as an eighteen-hole course for use by Henrico citizens and all others who choose to play there. Denise Hayes, a resident of the Brookland District, read Preserve Belmont's mission statement and asked the Board to consider keeping the historic golf course at Belmont.

### **GENERAL AGENDA**

- 140-19 Resolution - Signatory Authority - Memorandum of Understanding - Maggie Walker Community Land Trust.

Eric Leabough, Housing Specialist, recognized Laura Lafayette, Chair of the Board of the Maggie Walker Community Land Trust. Mrs. Lafayette thanked the Board of Supervisors for its stewardship of the County budget and meals tax and for its support of the community land trust.

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

- 141-19 Resolution - Signatory Authority - Adoption Agreement - Commonwealth of Virginia Voluntary Group Long Term Insurance Program.

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

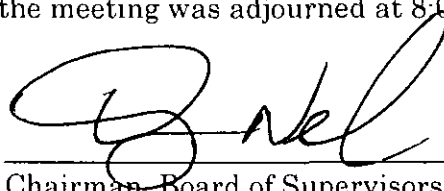
- 142-19 Resolution - Request for Letter of Necessity - Oakleys Lane - Fairfield and Varina Districts.

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

- 143-19 Resolution - Approval of Settlement of Worker's Compensation Claim - Sandra Francis.

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

There being no further business, the meeting was adjourned at 8:07 p.m.

A handwritten signature in black ink, appearing to read "B. K. L.", is written over a horizontal line.

Chairman, Board of Supervisors  
Henrico County, Virginia



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 132-19  
Page No. 1 of 1

Agenda Title: RESOLUTION – Nomination of Member – Local Emergency Planning Committee

For Clerk's Use Only:

Date: 10/11/2019

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Branin Seconded by (1) Schmitt  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

ADDITIONAL

YES NO OTHER

|              |                                     |                          |                          |
|--------------|-------------------------------------|--------------------------|--------------------------|
| Branin, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nelson, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O'Bannon, P. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>absent</u>            |
| Schmitt, D.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thornton, F. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

BE IT RESOLVED that the Board of Supervisors of Henrico County, Virginia, nominates the following person for appointment to Local Emergency Planning Committee for an unexpired term ending December 31, 2020, or thereafter, when her successor shall have been appointed and qualified:

Emergency Services Representative

Emily A. Ashley

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

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

Routing:

Yellow to: \_\_\_\_\_

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

Certified:

A Copy Teste: \_\_\_\_\_

Clerk, Board of Supervisors

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



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 138-19  
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Agenda Title: RESOLUTION - Amendments to the FY 2018-19 Annual Fiscal Plan: June 2019

| For Clerk's Use Only:<br>Date: <u>6/11/2019</u><br><input checked="" type="checkbox"/> Approved<br><input type="checkbox"/> Denied<br><input type="checkbox"/> Amended<br><input type="checkbox"/> Deferred to: | <b>BOARD OF SUPERVISORS ACTION</b><br>Moved by (1) <u>Branin</u> Seconded by (1) <u>Schmitt</u><br>(2) _____ (2) _____<br>REMARKS:<br><b>APPROVED</b> |                          | <table><thead><tr><th></th><th>YES</th><th>NO</th><th>OTHER</th></tr></thead><tbody><tr><td>Branin, T.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Nelson, T.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>O'Bannon, P.</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><u>absent</u></td></tr><tr><td>Schmitt, D.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Thornton, F.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> |       | YES | NO | OTHER | Branin, T. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nelson, T. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | O'Bannon, P. | <input type="checkbox"/> | <input type="checkbox"/> | <u>absent</u> | Schmitt, D. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Thornton, F. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|---|--------------------------|---|-------|-----|----|-------|------------|-------------------------------------|--------------------------|--------------------------|------------|-------------------------------------|--------------------------|--------------------------|--------------|--------------------------|--------------------------|---------------|-------------|-------------------------------------|--------------------------|--------------------------|--------------|-------------------------------------|--------------------------|--------------------------|
|   |   | YES                      | NO  | OTHER |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |
| Branin, T.  | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>  |       |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |
| Nelson, T.  | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>  |       |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |
| O'Bannon, P.  | <input type="checkbox"/>  | <input type="checkbox"/> | <u>absent</u>   |       |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |
| Schmitt, D.   | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>  |       |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |
| Thornton, F.  | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>  |       |     |    |       |            |                                     |                          |                          |            |                                     |                          |                          |              |                          |                          |               |             |                                     |                          |                          |              |                                     |                          |                          |

WHEREAS, the Board of Supervisors of the County of Henrico, Virginia, held an advertised public hearing on June 11, 2019, to consider proposed amendments to the Annual Fiscal Plan for fiscal year 2018-19; 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 fiscal year 2018-19 is amended and that such funds are appropriated and allocated for expenditure in the amounts and for the purposes indicated.

OPERATING FUNDS

FUND 0101 - GENERAL FUND - General Operating Fund

Department 03 - Sheriff

03005 - Administration \$ 4,000,000

0000 00000 To appropriate funding to cover inmate medical expenses for the Sheriff's Office.  
This funding will come from the fund balance of the General Fund.

03006 - Jail West Personnel \$ 1,000,000

0000 00000 To appropriate State revenue received, but not appropriated, to cover additional  
Sheriff's Office overtime expenditures.

Total Sheriff \$ 5,000,000

Department 12 - Police

12063 - Incident Management Team \$ 210,000

0000 00000 To appropriate funding to cover partial costs associated with the purchase of 30  
night vision goggles for the Emergency Response Team. This funding will come  
from the fund balance of the General Fund.

By Agency Head

By County Manager

Routing:

Yellow to: \_\_\_\_\_

Certified:

A Copy Teste: \_\_\_\_\_

Clerk, Board of Supervisors

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

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



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

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Department 13 - Fire

|            |  |            |
|------------|--|------------|
| 13115      | – <u>Logistics</u>   | \$ 52,335  |
| 0000 00000 | To appropriate funding to cover emergency maintenance and repair costs of four engines and a truck associated with a parts recall. This funding will come from the fund balance of the General Fund.   |            |
| 13115      | – <u>Logistics</u>   | \$ 23,400  |
| 0000 00000 | To appropriate Advanced Life Support (ALS) training funds received from regional agencies and non-county students enrolled in the ALS EMT - Intermediate class taught by Henrico Fire. This funding will be used to purchase replacement extrication tools for the Division. |            |
| 13115      | – <u>Logistics</u>   | \$ 13,279  |
| 13150      | – <u>Field Operations</u>  | 71,229     |
| 0000 00000 | To appropriate funding to cover overtime costs incurred to facilitate Division of Fire participation at two recent funerals. This funding will come from the fund balance of the General Fund.   |            |
| 13122      | – <u>Operations - EMS</u>  | \$ 45,308  |
| 13150      | – <u>Field Operations</u>  | 9,081      |
| 0000 00000 | To appropriate funding to cover overtime and generator rental costs associated with the Hurricane Florence event in September 2018. This funding will come from the fund balance of the General Fund.  |            |
| Total Fire |  | \$ 214,632 |

Department 30 - Economic Development

|  |   |              |
|--|---|--------------|
| 30001  | – Economic Development                                |              |
| 0000 01043   | – <u>Greater Richmond Convention Center Authority</u> | \$ 3,000,000 |
| Revenue from the 8.0% Hotel/Motel Occupancy Tax is exceeding the estimate of \$12,600,000 included in the fiscal year 2018-19 Annual Fiscal Plan. This \$3,000,000 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 \$750,000 for this amendment), will come back to the County. In total, for fiscal year 2018-19, the County expects to receive \$15,600,000 in Hotel/Motel Occupancy Taxes, reflecting an increase when compared to the prior fiscal year. These funds will be disbursed to the GRCCA. Upon completion of the fiscal year, the GRCCA will return 2.0% of the 8.0%, estimated at \$3,900,000 as per the financing agreement for the Convention Center. |   |              |



**COUNTY OF HENRICO, VIRGINIA  
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|  |  |                    |
|--|--|--------------------|
| 32001  | – <u>Non-Departmental</u>  | \$ 750,000         |
| 0000 00000   | Participation in the County's Real Estate Assistance Program (REAP) is forecasted to exceed the FY2018-19 appropriation of \$8,642,550. 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 FY2018-19 to \$9,392,550. |                    |
|  | Total GENERAL FUND   | <hr/> \$ 9,174,632 |
| FUND 1102 – SPECIAL REVENUE FUND - State and Federal Grants - County |  |                    |
| 07003  | – Juvenile Detention Home  |                    |
| 0000 05009   | – <u>USDA Grant - Detention Home</u>   | \$ 759             |
|  | To appropriate additional Federal revenue received from the United States Department of Agriculture for food supplies for Henrico's Juvenile Detention Home.   |                    |
| Department 12 - Police   |  |                    |
| 12800  | – Grants   |                    |
| 0000 00033   | – <u>Police - DMV Animal Friendly Plates</u>   | \$ 7,603           |
|  | The Commonwealth of Virginia, Department of Motor Vehicles (DMV) has awarded the County of Henrico \$7,603 from the Dog and Cat Sterilization Fund as a result of the sale of State Animal Friendly license plates in Henrico County during fiscal year 2018-19. Funds will be used to support sterilization programs for dogs and cats through a donation to the Henrico Humane Society.                              |                    |
| 0000 00120   | – <u>H.E.A.T. Grant</u>  | 1,583              |
|  | The Virginia Department of State Police has awarded the County of Henrico \$1,583 for two detectives to attend the Southeast Region International Association of Auto Theft Investigators (I.A.A.T.I.) training seminar in June 2019. These funds are from the Help Eliminate Auto Theft (H.E.A.T.) Program. No County matching funds are required.  |                    |
| 0000 08349   | – <u>Federal Task Forces</u>   | 3,700              |
|  | To appropriate funding of \$3,700 from the Federal Bureau of Investigation to purchase one year of software maintenance for one software package for the Police Division's Cyber Crimes Task Force.  |                    |
| 0000 08349   | – <u>Federal Task Forces</u>   | 886                |
|  | To appropriate funding of \$886 from the Department of Homeland Security to provide software training for two Organized Crime detectives.  |                    |
| 1828 08349   | – <u>Federal Task Forces</u>   | 5,000              |
|  | To appropriate funding of \$5,000 from the Department of Homeland Security to purchase six concealment vests for plain clothes detectives assigned to the Vice Investigative Team.   |                    |
|  | Total Police   | <hr/> \$ 18,772    |





**COUNTY OF HENRICO, VIRGINIA  
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Department 22 - Social Services

22011 – Joint Administration

1301 00000 – Administration \$ 80,536

The Commonwealth of Virginia, Department of Social Services, will provide the County of Henrico an additional \$7,642 of State and \$36,143 of Federal funds to add one Senior Family Services Specialist position to the Service Division complement. This position is being added to reduce the average foster care caseloads for existing employees. The required County match, \$36,751, will come from the fund balance in the General Fund via an interfund transfer to the Special Revenue Fund and is included in this \$80,536 amount.

1301 00000 – Administration 72,099

The Commonwealth of Virginia, Department of Social Services, has provided the County of Henrico an additional \$28,628 of State (39.7%) and \$43,471 of federal (60.3%) funds to add one Human Services Specialist IV to the Service Division in response to increased service demand due to Medicaid expansion, which became effective on January 1, 2019. This is the third amendment requesting positions for this expansion. The previous Medicaid expansion amendments totaling \$1,101,172 were approved in September 2018 and February 2019. There is no required County match for these funds in fiscal year 2018-19, however, beginning in fiscal year 2019-20, a local match of 15.5% will be required.

22104 – CSA Mandated Services

1302 08578 – FY2018-19 CSA \$ 932,135

To amend the Children's Services Act (CSA) program budget to provide additional State funding of \$680,225 to pay program expenditures. The current County appropriation is \$3,454,451 and this amendment increases that amount to \$4,386,586. The County has a local match of \$251,910 for this program, which is to come from the fund balance in the General Fund via an interfund transfer to the Special Revenue Fund.

22108 – CSA - Education

1302 08578 – FY2018-19 CSA \$ 2,228,826

The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico an additional \$1,391,900 of State funding for the Schools portion of the Children's Services Act (CSA) expenses in fiscal year 2018-19. The County has a 37.55% local match of \$836,926 for this program, which is to come from the fund balance in the General Fund via an interfund transfer to the Special Revenue Fund.

22503 – Adoption Subsidy

1302 00000 – Purchase of Services \$ 160,000

To increase the County allocation to the estimated level of need for State and federally mandated Title IV-E Adoption Program expenditures. This program is funded with \$80,000 of State (50%) and \$80,000 of federal (50%) funds. The total appropriation for this program in fiscal year 2018-19 will be \$1,515,754 after this addition. No County matching funds are required.

Total Social Services

\$ 3,473,596



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Department 23 - Recreation and Parks

23101 – Director

0000 08811 – 50 Years of Love Grant

\$ 10,000

To appropriate grant funding awarded by the Virginia Tourism Corporation to promote the 50th anniversary of both Henrico Recreation and Parks and the iconic "Virginia is for Lovers" slogan. This funding will be used to support the anniversary celebration area at this year's Red, White, and Lights event on July 4, 2019, at Dorey Park.

Total Fund 1102 - Special Revenue Fund-State/Fed Grants-County

\$ 3,503,127

FUND 1103 – SPECIAL REVENUE FUND - Solid Waste

Department 31 - Public Utilities

31602 – Collection Operations

1006 00000 – Bagged Leaf

\$ 325,000

This amendment would provide additional funding for the bagged leaf program to cover the cost of a contractor for the bagged leaf pick-ups. This funding is to come from fund balance in the Solid Waste Fund.

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

Department 26 - Mental Health and Developmental Services

26107 – Substance Abuse

9556 08795 – Federal VA SOR (State Opioid Response) Grant

\$ 253,800

To appropriate the first installment of federal Virginia State Opioid Response (SOR) Recovery Grant funds for the Virginia Collegiate Recovery Expansion funding. A total of \$233,496 will be disbursed to Virginia Commonwealth University.

9559 08795 – Federal VA SOR (State Opioid Response) Grant

200,000

To appropriate year one of the federal Virginia State Opioid Response (SOR) Treatment Grant. This funding will provide full-time salary and benefit costs associated with one position.

26108 – Medical Services

1696 08740 – Federal SAMHSA PBHCI Grant FY 18-19

\$ 25,000

To appropriate additional Primary and Behavioral Health Care Integration grant, third year funding from SAMHSA (Substance Abuse and Mental Health Services Administration).

Total Fund 1110 Special Revenue Fund - MH and DS

\$ 478,800

FUND 1113 – SPECIAL REVENUE FUND - Forfeitures Commonwealth's Attorney State

Department 05 – Commonwealth's Attorney

05001 – Commonwealth's Attorney

0000 00000 – Forfeitures - Commonwealth's Attorney - State

\$ 29,616

Law enforcement special funds, which have been received by the County of Henrico, and heretofore not appropriated for expenditure, are to be used by the Commonwealth's Attorney for law enforcement projects as determined and approved by the County Manager or his designee.

Total SPECIAL REVENUE FUND

\$ 4,336,543



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**FUND 5101 – WATER AND SEWER REVENUE FUND**

Department 31 - Public Utilities

|       |  |            |
|-------|--|------------|
| 31304 | – <u>Water Transmission and Distribution</u> | \$ 500,000 |
| 31305 | – <u>Wastewater Collection</u>               | 350,000    |
| 31401 | – <u>Administration - WRF</u>                | 1,200,000  |

0000 00000 To appropriate additional funding to cover storing and disposing of bio-solids produced at the Water Reclamation Facility and six pavement repairs due to water main breaks. In addition, funding is needed to cover the costs for bypass pumping associated with pipe repair at the James River Outfall Sewer. This funding is to come from the fund balance in the Water and Sewer Revenue Fund.

|                                    |               |
|------------------------------------|---------------|
| Total WATER AND SEWER REVENUE FUND | \$ 2,050,000  |
| Total OPERATING FUNDS              | \$ 15,561,175 |

**CAPITAL FUNDS**

**FUND 2109 – CAPITAL PROJECTS FUND - State and Federal Grant-Funded Capital Projects**

Department 28 - Public Works

|            |  |              |
|------------|--|--------------|
| 28004      | – Construction                                       |              |
| 0000 08805 | – <u>N. Parham Rd Sidewalk &amp; Traffic Signals</u> | \$ 3,125,000 |

To appropriate federal funding of \$2,500,000 and state funding of \$625,000 from the Regional Surface Transportation Program (RSTP) which is administered by the Virginia Department of Transportation. This project would install approximately 3,150 ft of sidewalk between the entrance of J.R. Tucker High School and Old Skipwith Road and install a traffic signal at the intersection of N. Parham Road and Homeview Drive. In addition, this project would upgrade the traffic signal at the intersection of N. Parham Road and Skipwith Road.

|            |                               |           |
|------------|-------------------------------|-----------|
| 0000 08806 | – <u>Three Chopt Sidewalk</u> | 2,165,000 |
|------------|-------------------------------|-----------|

To appropriate federal funding of \$1,732,000 and state funding of \$433,000 from the Regional Surface Transportation Program (RSTP) which is administered by the Virginia Department of Transportation. This project would install approximately 3,290 ft of sidewalk on Three Chopt Road between Bexhill Road and Dinwiddie Avenue.

|            |  |         |
|------------|--|---------|
| 0000 08813 | – <u>Parham Rd/Hungary Rd Bicycle &amp; Pedestrian Study</u> | 250,000 |
|------------|--|---------|

To appropriate federal funding of \$200,000 and state funding of \$50,000 from the Regional Surface Transportation Program (RSTP) which is administered by the Virginia Department of Transportation. This funding would cover costs associated with a preliminary engineering study for possible modifications for bicycles and pedestrians on Parham Road and Hungary Road.

|  |              |
|--|--------------|
| Total Public Works   | \$ 5,540,000 |
| Total 2109 - State and Federal Grant-Funded Capital Projects | \$ 5,540,000 |



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Page 7 of 9

**FUND 2111 – CAPITAL INITIATIVES FUND**

**Department 23 - Recreation and Parks**

23101 – Director

0000 08809 – Freeman HS Ticket Plaza \$ 500,000

To appropriate funding for the design and construction of stadium entrance improvements at Douglas S. Freeman High School. These improvements will provide a new central stadium entrance, ticket booth and gate building, an ADA accessible pedestrian path from the main parking lot, new fencing, and landscaping. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

0000 08810 – Highland Springs Recreation Area Field Improvements 18,550

To appropriate funding for the renovation of the Highland Springs Recreation Area field. The project would include laser-grading, soil amendments, new sod, and additional irrigation. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

0000 08812 – Tuckahoe Park Master Plan 150,000

To appropriate funding for engineering and design development to create a plan for phasing of construction of improvements at Tuckahoe Park. 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 \$ 668,550

**Department 28 - Public Works**

28004 – Construction

0000 00363 – Drainage Projects \$ 100,000

To appropriate funding for miscellaneous small residential drainage projects countywide. The projects will include improvements to culverts and other drainage related issues to relieve flooding in ditches and yards. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

0000 00978 – Lake Overton (Three Fountains) 400,000

To appropriate funding for the dredging of Lake Overton located in the Three Fountains Lake Subdivision. The project consists of dredging an area of approximately 1.4 acres on the north end of the lake. The project also includes the construction of a temporary haul road, installation of erosion control measures, pumping of the lake, and soil removal. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.



**COUNTY OF HENRICO, VIRGINIA  
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|                                  |  |                    |
|----------------------------------|--|--------------------|
| 0000 08814                       | – <u>BMP Restoration - The Meadows Subdivision</u>   | 125,000            |
|                                  | To appropriate funding for maintenance work on a stormwater basin located in The Meadows Subdivision, southeast of the Cox Road and Nuckols Road intersection. The maintenance will pump and dredge the pond in order to bring it back to its original approved design level. Additional maintenance may be completed on the riser to repair or replace the dewatering orifice at the base of the outlet structure to allow for future dewatering of the facility without using pumps. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund. |                    |
| 0000 08824                       | – <u>Gaskins Road Sidewalk</u>   | 700,000            |
|                                  | To appropriate funding for the construction of approximately 3,500 feet of sidewalk on North Gaskins Road between Derbyshire Road and River Road.  |                    |
|                                  | Total Public Works   | <hr/> \$ 1,325,000 |
| Department 31 - Public Utilities |  |                    |
| 31201                            | – Accounting   |                    |
| 1002 08819                       | – <u>Recycling Art Facility - Glen Allen Cultural Arts Center</u>  | \$ 75,000          |
|                                  | To appropriate funding for a recycling art facility at the Glen Allen Cultural Arts Center. This facility is proposed to establish a safe and efficient means for our citizens to dispose of recyclable materials. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.   |                    |
| 1002 08820                       | – <u>Recycling Drop Off Space - Pouncey Tract Park</u>   | 35,000             |
|                                  | To appropriate funding for recycling drop off space at Pouncey Tract Park. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.   |                    |
|                                  | Total Public Utilities   | <hr/> \$ 110,000   |
| Department 32 - Non-Departmental |  |                    |
| 32001                            | – Non-Departmental   |                    |
| 0000 08090                       | – <u>We The People - Freeman High School</u>   | \$ 11,450          |
|                                  | This amendment will provide funding for the Freeman High School "We The People" program, who finished sixth in a national competition in Washington, D.C. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.  |                    |
| 0000 08511                       | – <u>A.C.E. Academy</u>  | 2,000              |
|                                  | This amendment will provide funding to the A.C.E. Academy, which provides youth tennis programs. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.   |                    |
| 0000 08815                       | – <u>Highland Springs HS - Athletic Items</u>  | 29,450             |
|                                  | This amendment will provide funding of \$29,450 to purchase uniforms, football helmets, and banners for Highland Springs High School. Funding is to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.   |                    |



**COUNTY OF HENRICO, VIRGINIA  
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|               |   |                      |
|---------------|---|----------------------|
| 0000 08816    | – <u>Too Smart 2 Start</u>  | 5,000                |
|               | This amendment will provide funding of \$5,000 for the Too Smart 2 Start coalition. This organization focuses on reducing youth substance abuse through education, advocacy, and capacity building. Funding is to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.  |                      |
| 0000 08818    | – <u>Local Initiatives Support Corporation - LISC</u>   | 20,000               |
|               | This amendment will provide funding of \$20,000 for the Local Initiatives Support Corporation - LISC. This organization supports projects to revitalize communities and bring better economic opportunity to residents. Funding is to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.  |                      |
| 0000 08821    | – <u>Excel to Excellence</u>  | 25,000               |
|               | This amendment will provide funding of \$25,000 for Excel to Excellence. This organization provides an opportunity for children to interact and receive coaching from professional athletes and area coaches. The organization's program motivates students to succeed in the classroom and life. Funding is to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.  |                      |
| 0000 08823    | – <u>Varina HS - Athletic Items</u>   | 5,851                |
|               | This amendment will provide funding of \$5,851 to purchase helmets and shoulder pads for Varina High School. Funding is to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.   |                      |
|               | Total Non-Departmental  | <u>\$ 98,751</u>     |
|               | Total Capital Initiatives Fund  | <u>\$ 2,202,301</u>  |
| FUND 2141     | – COMMUNITY REVITALIZATION FUND   |                      |
| Department 32 | – Non-Departmental  |                      |
| 32001         | – Non-Departmental  |                      |
| 0000 08822    | – <u>Maggie Walker Community Land Trust</u>   | \$ 580,000           |
|               | To appropriate funding of \$580,000 to donate to the Maggie Walker Community Land Trust (the "Trust"). The funds will be used to support the Trust's charitable activities in the County. The Trust works to prevent the deterioration of housing stock and create affordable housing opportunities using the community land trust model. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund. |                      |
|               | Total CAPITAL PROJECTS FUND   | <u>\$ 8,322,301</u>  |
|               | Total Amendments/Appropriations   | <u>\$ 23,883,476</u> |

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



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
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Agenda Item No. 139-19

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Quitclaim of Portion of Drainage Easement — Enclave at Bacova — Three Chopt District

For Clerk's Use Only:

Date: 6/11/2019

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Branin Seconded by (1) Schmitt  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES NO OTHER

Branin, T. ☒ ☐ ☐

Nelson, T. ☒ ☐ ☐

O'Bannon, P. ☐ ☐ about

Schmitt, D. ☒ ☐ ☐

Thornton, F. ☒ ☐ ☐

WHEREAS, Welford Properties, LLC, has requested that the County quitclaim a portion of a drainage easement across its property known as Common Area 1, The Enclave at Bacova, Section 1; and,

WHEREAS, there are no County facilities in the easement, the County does not need the portion to be quitclaimed, and a replacement easement has been dedicated to the County; and,

WHEREAS, this resolution was advertised and a public hearing was held on June 11, 2019, pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Chairman is authorized to execute a deed, in a form approved by the County Attorney, quitclaiming all interest of the County in the area shown labeled "PORTION OF 16' DRAINAGE EASEMENT DB.5514 PG.1660 TO BE QUITCLAIMED 4902.93 S.F. 0.113 ACRES" on the plat attached as Exhibit A.

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

By Agency Head Steve Price

By County Manager [Signature]

Routing:

Yellow to: \_\_\_\_\_

Certified:

A Copy Teste: \_\_\_\_\_

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

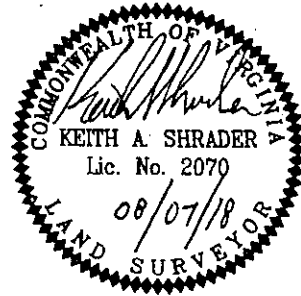
Clerk, Board of Supervisors

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

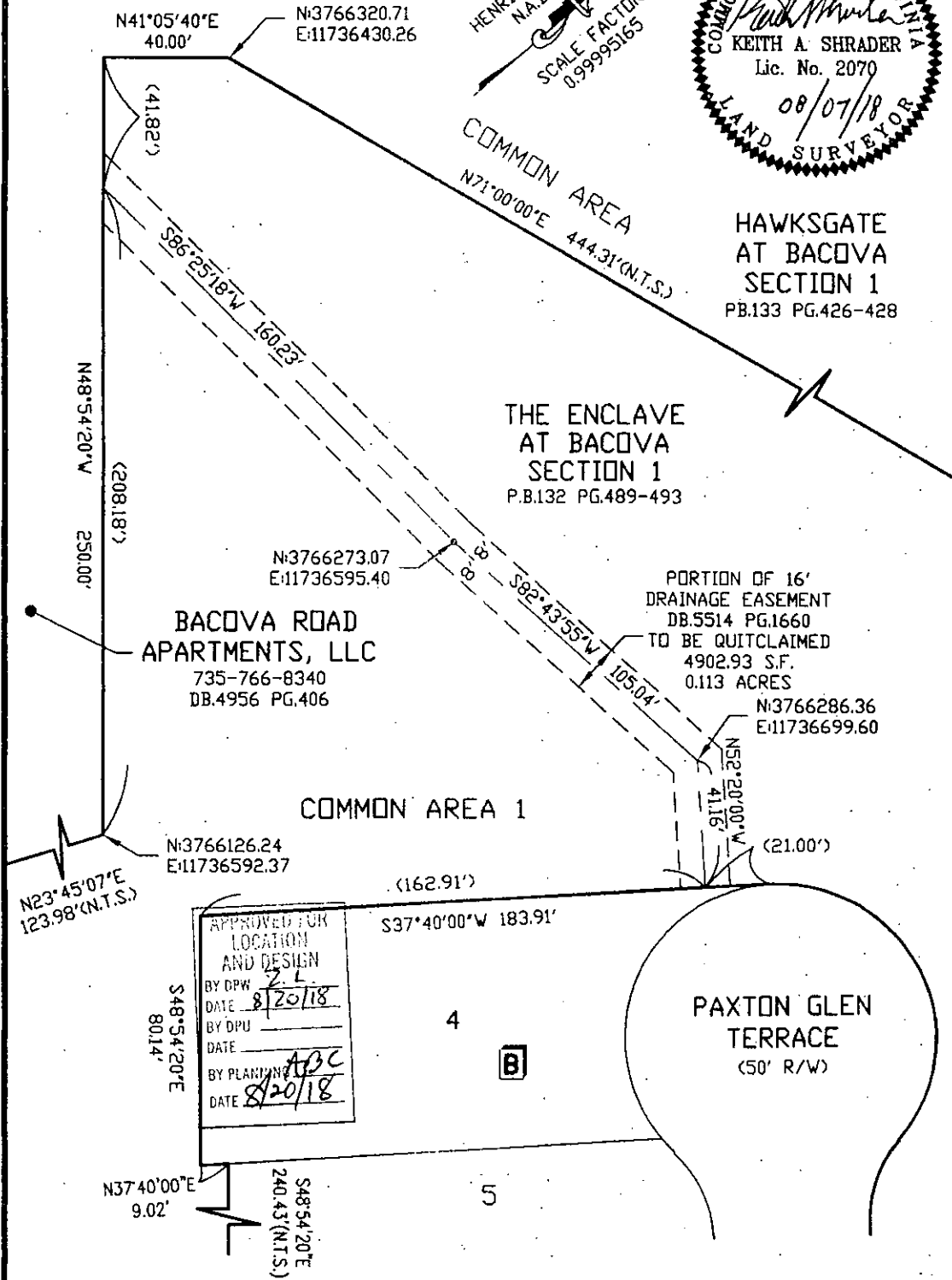
(N.T.S.) = NOT TO SCALE  
S.F. = SQUARE FEET

EXHIBIT A

HENRICO COUNTY  
N.A.D. 83  
SCALE FACTOR  
0.99995165



HAWKSGATE  
AT BACOVA  
SECTION 1  
PB.133 PG.426-428



PLAT SHOWING  
A PORTION OF THE 16' DRAINAGE EASEMENT  
(RECORDED IN DB.5514 PG.1660), ACROSS  
COMMON AREA 1  
**THE ENCLAVE  
AT BACOVA  
SECTION 1**  
(TO BE QUITCLAIMED)  
THREE CHOPT DISTRICT, HENRICO COUNTY, VIRGINIA

**YOUNGBLOOD  
TYLER &**  
ASSOCIATES, P.C.

CIVIL ENGINEERS, PLANNERS  
& LAND SURVEYORS  
7309 HANOVER GREEN DRIVE  
P.O. BOX 517  
MECHANICSVILLE, Va. 23111  
(804) 746-5285

|                     |               |                 |
|---------------------|---------------|-----------------|
| DATE: JULY 16, 2018 | DRAWN BY: JGW | CHECKED BY: KAS |
| CAD FILE: TE_QCP    | SC: 1"=40'    | JN: 404-02-100  |

Sub2018-00090





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
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Agenda Item No. 140-19

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Agenda Title: RESOLUTION – Signatory Authority – Memorandum of Understanding – Maggie Walker Community Land Trust

For Clerk's Use Only:

Date: 6/11/2019

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Shouta Seconded by (1) Branin  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES NO OTHER

|              |                                     |                          |                          |
|--------------|-------------------------------------|--------------------------|--------------------------|
| Branin, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nelson, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O'Bannon, P. | <input type="checkbox"/>            | <input type="checkbox"/> | <u>about</u>             |
| Schmitt, D.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thornton, F. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WHEREAS, Maggie Walker Community Land Trust (the "Trust") is a nonprofit organization providing community land trust and related charitable services in the Richmond metropolitan area; and

WHEREAS, the County and the Trust have a mutual interest in preventing the deterioration of housing stock in the County's aging neighborhoods and creating affordable home ownership opportunities in the County for individuals and families earning no greater than 120% of the Area Median Income for the Richmond metropolitan area; and

WHEREAS, to promote this mutual interest, the Trust provided the County a Proposal for the Acquisition, Rehabilitation, and Resale of Vacant, Deteriorated Homes; and

WHEREAS, the Board of Supervisors of Henrico County, Virginia, is providing the Trust with a grant pursuant to Code of Virginia Section 15.2-953 to support the Trust's charitable activities in the County, and the Trust will solicit funds of at least \$250,000 from other donors for the same purpose; and,

WHEREAS, the Trust has agreed to a memorandum of understanding to use these funds to carry out its Proposal.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute, in a form approved by the County Attorney, a memorandum of understanding with the Trust to carry out the charitable activities described in the Trust's Proposal to the County; and

BE IT FURTHER RESOLVED that the Board extends its thanks to the Trust for its service in the County.

Comments: The Housing Specialist recommends approval of this resolution, and the County Manager concurs.

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

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

Routing:

Yellow to: \_\_\_\_\_

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

Certified:

A Copy Teste: \_\_\_\_\_

Clerk, Board of Supervisors

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

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") sets forth the understanding and agreement of the County of Henrico, Virginia (the "County") and Maggie Walker Community Land Trust (the "Trust"), effective June 11, 2019.

WHEREAS, the Trust is a nonprofit organization providing community land trust and related charitable services in the Richmond metropolitan area; and

WHEREAS, the County is a political subdivision of the Commonwealth of Virginia located in the Richmond metropolitan area; and

WHEREAS, the County and the Trust have a mutual interest in preventing deterioration of housing stock in the County's aging neighborhoods and creating affordable home ownership opportunities in the County for individuals and families earning no greater than 120% of the Area Median Income for the Richmond metropolitan area; and

WHEREAS, to promote this mutual interest, the Trust provided the County a Proposal for the Acquisition, Rehabilitation, and Resale of Vacant, Deteriorated Homes, a copy of which is attached to this MOU; and


WHEREAS, the County is willing to donate \$580,000 as a charitable contribution to the Trust so that the Trust may carry out the charitable activities described in the Trust's Proposal, pursuant to Code of Virginia Section 15.2-953.


NOW, THEREFORE, the County and the Trust agree as follows: (1) the County will donate \$580,000 to the Trust before June 30, 2019; and (2) the Trust will use the funds donated by the County, and at least \$250,000 solicited from other donors, to carry out the activities described in the Trust's Proposal.

IN WITNESS THEREOF, the County and the Trust have affixed the signatures of their representatives below.

COUNTY OF HENRICO

MAGGIE WALKER COMMUNITY LAND TRUST

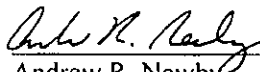
  
John A. Withoulkas  
County Manager

  
Name: Laura D. Lafayette  
Title: Chair of the Board

Date: 6/11/2019

Date: 6/11/2019

Approved as to form:

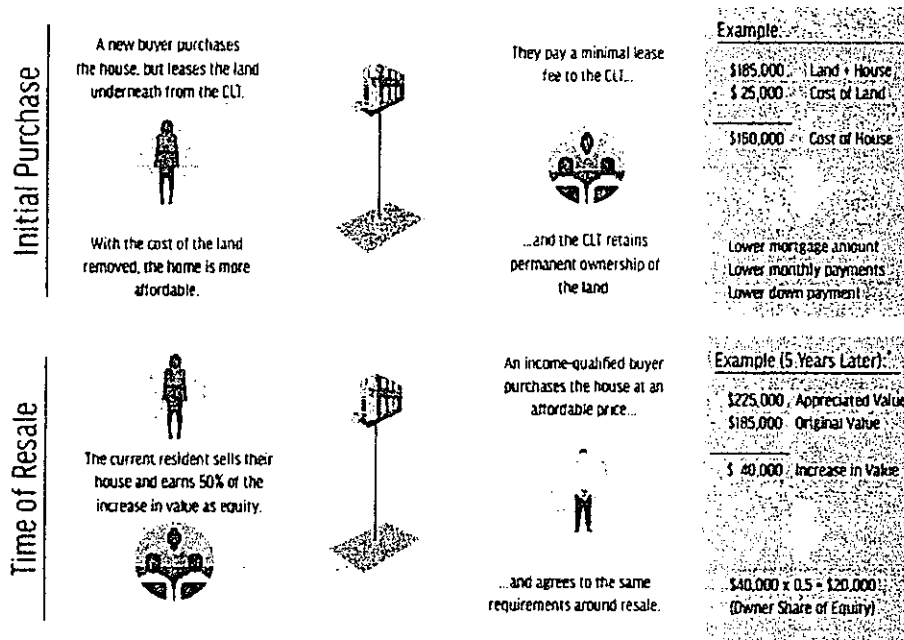
  
Andrew R. Newby  
Assistant County Attorney

# Proposal from the Maggie Walker Community Land Trust to Henrico County Acquisition, Rehabilitation and Resale of Vacant, Deteriorated Homes

May 13, 2019

## The Community Land Trust Model

Using the CLT model, MWCLT builds new homes or rehabilitates existing homes on its land and then sells them to qualified home buyers, resulting in a contract between the CLT and the home owner. This agreement protects the homeowner's security, privacy, legacy and equity, while also protecting the CLT's interest in preserving the appropriate use of the land. The MWCLT's 99-year ground lease ensures perpetual affordability for the home by retaining an option for the CLT to repurchase any structure on its land if the owners choose to sell, or in the unlikely event of a foreclosure.



In addition, a resale formula that is part of the lease agreement gives homeowners a fair return on their investment, and the home continues to be affordable for future owners.

The MWCLT is Virginia's second land trust, serving the Richmond region with an initial focus on neighborhoods experiencing rapid price increases (gentrification) and neighborhoods in need of stabilization. The MWCLT is currently operating in the City of Richmond and Chesterfield County, where it focuses on residents earning between 80-115% of Area Median Income who have trouble finding affordable homes to purchase, because high construction and land development costs make it difficult to produce housing in their price range.

### MWCLT's Mission

MWCLT will use the funds donated by the County to further its charitable mission within the County. MWCLT's mission involves the acquisition and development of real property to be used solely as affordable housing. Typically, the improvements on the real property are sold to qualified purchasers at a reduced cost, subject to a ground lease and restrictive covenants that encumber the property and allow the property, if resold, to be used only as affordable housing in perpetuity. MWCLT will expend the donated funds and matching funds to accomplish all of the following:

- a. Acquiring and developing County-Assisted Properties;
- b. Marketing County-Assisted Properties to Qualified Purchasers;
- c. Identifying Qualified Purchasers and verifying their qualifications;
- d. Providing education to Qualified Purchasers about the MWCLT and the terms of any leases, resale restrictions, laws, and contracts relating to County-Assisted Properties;
- e. Maintaining the affordability of County-Assisted Properties for subsequent Qualified Purchasers;
- f. Monitoring homeowner compliance with the applicable laws, leases, and contractual obligations related to County-Assisted Properties;
- g. Preventing foreclosures, to the extent possible, on County-Assisted Properties; and
- h. Providing annual reports regarding the use of County-Assisted Properties and the charitable donation.

For the purposes of this proposal, the terms qualified purchaser and County-assisted property shall have the following meaning:

Qualified Purchaser – the purchaser of an interest in County-Assisted Property who:

- Is 18 years of age or older;
- Is a legal resident of the United States;
- Has annual household income not exceeding 120% of the area median income, adjusted for family size, of the Richmond Metropolitan Area;
- Has monthly household income sufficient to support the housing costs for the County-Assisted Property;
- Can demonstrate a history of responsible efforts to meet his or her financial obligations;
- Has not owned a principal residence in the past three years; and
- Has not participated in a down-payment assistance program sponsored by the County in the past five years.
- Will occupy the County-Assisted Property structure as his or her principal residence.

County-Assisted Property – real property in the County (1) acquired or developed by MWCLT using funds donated by the County or matching funds, and (2) held by the MWCLT or restricted by the MWCLT for use solely as affordable housing by Qualified Purchasers.

### Henrico County Proposed Activities

In Henrico, the MWCLT proposes to use county funds and MWCLT matching funds to create permanent, affordable homeownership opportunities to qualified purchasers and eligible households. The MWCLT plans to acquire and rehabilitate homes in the county's publicly stated target areas to encourage home ownership, reduce the number of vacant properties, and ensure long term affordability as property values rise. MWCLT will

identify subject acquisitions and present them to County staff with a brief pro forma analysis that estimates costs, sales price and subsidy levels.

MWCLT investment in the target areas will accomplish several goals that are consistent with the county's strategic and consolidated plans, including:

- (1) acquiring and rehabilitating aging housing stock into high-quality, durable homes;
- (2) providing perpetually affordable homes to stabilize neighborhoods and provide wealth-building opportunities for local families that are currently renting;
- (3) assisting with Henrico County's efforts to eliminate blight and the deterioration of residential properties in low and moderate income neighborhoods by acquiring vacant properties; and
- (4) encouraging a collaborative approach to community revitalization that includes Henrico County, the MWCLT, CLT home owners, and other nonprofit partners that will provide home buyer education services.

Given the price points and housing stock of the target areas, MWCLT estimates that the acquisitions will primarily be vacant and deteriorated homes. MWCLT requests that Henrico County provide approximately \$50,000 per home to be paired with \$25,000 of MWCLT matching funds to acquire the house and provide permanent subsidy, so the home can be sold below market price to a qualified homebuyer. The CLT structure is designed to ensure that the home will remain affordable and be sold to a qualified homebuyer at the time of resale.

Below is a sample analysis of this subsidy structure that is anticipated for homes in Henrico County:

|                   |                        |
|-------------------|------------------------|
| Acquisition Price | \$ 75,000 - \$100,000  |
| Rehab Costs**     | \$ 105,000 - \$105,000 |
| Total Cost        | \$ 177,000 – \$205,000 |
| Sale Price        | \$ 105,000 - \$125,000 |
| Market Price      | \$ 150,000 - \$175,000 |
| Discount/Value*   | \$ 45,000 - \$ 50,000  |
| <hr/>             |                        |
| Subsidy           | \$ 72,000 - \$ 80,000  |

\* difference between our sales price & market rate.

\*\* Rehab at \$70/SF; \$10K closing costs, \$15,000 dev fee

To market its homes, MWCLT's Community Engagement Specialist will conduct community meetings to introduce the land trust concept to residents and identify potential CLT home buyers. Participants who are interested in pursuing CLT home ownership then attend home buyer information sessions, where they learn about the CLT concept and

process in greater depth, and are qualified by the MWCLT community engagement specialist to go on to home ownership classes. The MWCLT also markets to potential home buyers by:

- Establishing relationships with neighborhood civic groups and local nonprofits;
- Informing participants attending general homebuyer education classes through Housing Opportunities Made Equal, which is the provider of the MWCLT's specialized home buyer courses;
- Participating in local festivals and community events;
- Providing information to area employers and other anchor institutions associated with CLT neighborhoods, including local schools, churches, and other community groups in the area; and
- Placing targeted advertisements in local media and Facebook.

MWCLT will be guided by the following criteria for selecting properties.

a. Location. Property located in, by order of preference:

1. The Laburnum Gateway or Highland Springs Revitalization areas; or
2. Neighborhoods where there is a higher than average number of vacant, foreclosed and/or tax delinquent properties; or
3. Neighborhoods with a higher than average number of building or environmental code violations; or
4. Census Tracts where 25% percent of residents are cost burdened (i.e., paying more than 30% of their gross monthly income towards housing costs); or
5. Neighborhoods that are located in or within 300 feet of a Henrico County Enterprise Zone; or
6. Neighborhoods served by the County's Community Clean-Up Program; or
7. A HUD Qualified Census Tract.

b. Characteristics. Property that is, by order of preference:

1. Considered blighted by the County and (i) negatively impacting property values or the overall health and the viability of the neighborhood or (ii) are a threat to public health or safety;
2. Identified as vacant in Henrico's Vacant Housing Tracker Database and assigned an acquisition path;
3. Currently tax-delinquent and eligible for direct conveyance to the County;
4. Currently tax-delinquent and eligible for tax-sale;
5. Long-term vacant residential property (i.e., property that has been vacant for at least 12 months);
6. Mortgage foreclosures that have not been conveyed by the bank to an arm's length purchaser; or
7. Meets any other criteria that the County indicates aligns with its community revitalization and community development objectives.

### Requested Funding

MWCLT requests that the County appropriate \$580,000 as a charitable donation to the MWCLT. MWCLT will use the donation as outlined in this proposal and according to any terms and conditions agreeable to by the parties.

### Clustering of Properties

To the extent possible, MWCLT will attempt to acquire at least three County-Assisted Properties in the same area as it may have a cumulative positive effect on the area greater than the sum of the Properties individually. Accordingly, the MWCLT will prioritize developing County-Assisted Properties located within a radius of 10 blocks of other County-Assisted Properties.

### Matching Donations

MWCLT has or will solicit pledges of additional charitable donations from other donors for the purpose of providing \$250,000 in matching funds.

### Schedule of Activities

MWCLT plans to complete all acquisitions within 12 months of the date that any agreement is executed between the County and MWCLT in connection with this proposal and complete the acquisition, rehabilitation, and sale of the County-Assisted Property no later than 24 months after the above reference execution date.

### Anticipated Expenditure Amounts

MWCLT expects that the per property subsidy will range between \$70,000 and \$100,000.

### Displacement Mitigation

MWCLT will avoid the displacement of existing residents to develop County-Assisted Properties. MWCLT will not seek to purchase occupied properties with the County's donated funds, or the matching funds, except where (i) the occupant imminently intends to move, (ii) there is an imminent threat of foreclosure on the property, or (iii) there is an imminent threat of the property being declared uninhabitable.

### Staffing and Capacity

The MWCLT is managed by HDAdvisors, a Richmond-based consulting group led by Bob Adams. Mr. Adams will act as the primary consultant during the grant period. He has a 40 year history in affordable housing in Virginia and nationally, and has held leadership positions in housing policy and affordable housing development as President of the National Low-Income Housing Coalition, Director of the Virginia Housing Coalition, Executive Director of Housing Virginia, and Chief Operating Officer for Community

Housing Partners, the largest non-profit housing development organization in the southeastern United States. HDAdvisors has significant experience managing community land trusts, including the management of the Thomas Jefferson Community Land Trust in Charlottesville for ten years, and the formation Huntington CLT in Newport News earlier this year. Bob's staff includes Erica Sims, who joined HDAdvisors in 2017 after a 16-year career in housing and development in New York City, and Jonathan Knopf, Senior Associate for Research and Programs who acts as the organization's GIS specialist. Additional consultants include Nikki D'Adamo-Damery, who serves as the Community Coordinator. Ms. D'Adamo-Damery has extensive experience in community engagement and social justice in locations that include Northern Ireland, Arkansas, Alabama, Blacksburg, Virginia.

In order to document the CLT's activities, progress, and program effectiveness, it is setting up a specialized system to collect data and manage day to day operations, using industry-recommended tools that are based on best practices. The MWCLT will track information on each property, including its basic characteristics, location and stages of development. It will also keep an event log to monitor issues related to the properties, and will track property resale activities.

The MWCLT anticipates the following potential barrier for this project, and will employ the following strategy to overcome it, should it arise:

| Potential Barriers   | Strategies to Overcome Them  |
|--|--|
| Fewer properties than anticipated become available in the target area. | The MWCLT will use the MVA analysis to identify properties in high opportunity areas to encourage mixed income communities in other areas of Henrico County. |





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

Agenda Item No. **141-19**  
Page No. 1 of 2

**Agenda Title: RESOLUTION — Signatory Authority — Adoption Agreement — Commonwealth of Virginia Voluntary Group Long Term Insurance Program**

For Clerk's Use Only:

Date: 6/11/2019

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

**BOARD OF SUPERVISORS ACTION**

Moved by (1) Branin Seconded by (1) Schmitt  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES NO OTHER

|              |                                     |                          |                          |
|--------------|-------------------------------------|--------------------------|--------------------------|
| Branin, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nelson, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O'Bannon, P. | <input type="checkbox"/>            | <input type="checkbox"/> | <u>about</u>             |
| Schmitt, D.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thornton, F. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**WHEREAS**, the Virginia Retirement System administers the Commonwealth of Virginia Voluntary Group Long Term Insurance Program which is underwritten by Genworth Life Insurance Company; and,

**WHEREAS**, the Program is offered to state employees and those of participating political subdivisions who work at least 20 hours a week and wish to purchase long-term care insurance coverage; and,

**WHEREAS**, the Program also permits family members between the ages of 18 and 75 to apply for coverage; and,

**WHEREAS**, participation in the Program is voluntary, and employees who choose to participate will be responsible for payment of all insurance premiums; and,

**WHEREAS**, during a special enrollment period from September 16 to October 11, 2019, employees will be eligible to apply for coverage with reduced medical underwriting; and,

**WHEREAS**, execution of an Adoption Agreement is necessary for County employees to participate in the Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that the County Manager is authorized to execute an Adoption Agreement with the Virginia Retirement System to permit County employees and their family members to participate in the Program.

Comment: The Director of Human Resources recommends approval of the Board paper, and the County Manager concurs.

By Agency Head *Pamela A. Reed* By County Manager *[Signature]*

Routing:  
Yellow to: \_\_\_\_\_

Certified:  
A Copy Teste: \_\_\_\_\_

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

Clerk, Board of Supervisors

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



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 14219  
Page No. 1 of 1

Agenda Title: RESOLUTION — Request for Letter of Necessity — Oakleys Lane — Fairfield and Varina Districts

For Clerk's Use Only:

Date: 6/11/2019

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Shaw Seconded by (1) Branin  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES NO OTHER

|              |                                     |                          |                          |
|--------------|-------------------------------------|--------------------------|--------------------------|
| Branin, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nelson, T.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O'Bannon, P. | <input type="checkbox"/>            | <input type="checkbox"/> | <u>abst</u>              |
| Schmitt, D.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thornton, F. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WHEREAS, Oakleys Lane is identified as a Minor Collector roadway on the 2026 Major Thoroughfare Plan; and,

WHEREAS, on February 22, 2011, the Board of Supervisors approved a contract with Johnson, Mirmiran & Thompson (d/b/a JMT) to provide engineering design services for Oakleys Lane from Oakleys Place to S. Holly Avenue; and,

WHEREAS, this roadway improvements project will improve roadway safety by bringing the roadway geometry, lane widths, shoulders, guardrail, and creek crossings to current standards; and,

WHEREAS, under state law, the County Engineer must examine the road and report to the Board of Supervisors about the expediency of the proposed improvements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Engineer is directed to (1) examine the proposed improvements of Oakleys Lane from Oakleys Place to S. Holly Avenue and report to the Board upon the expediency of the project, and (2) prepare a Letter of Necessity in accordance with Section 33.2-706 of the Code of Virginia and file it with the Clerk of the Board.

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

By Agency Head

By County Manager

Routing:

Yellow to: \_\_\_\_\_

Certified:

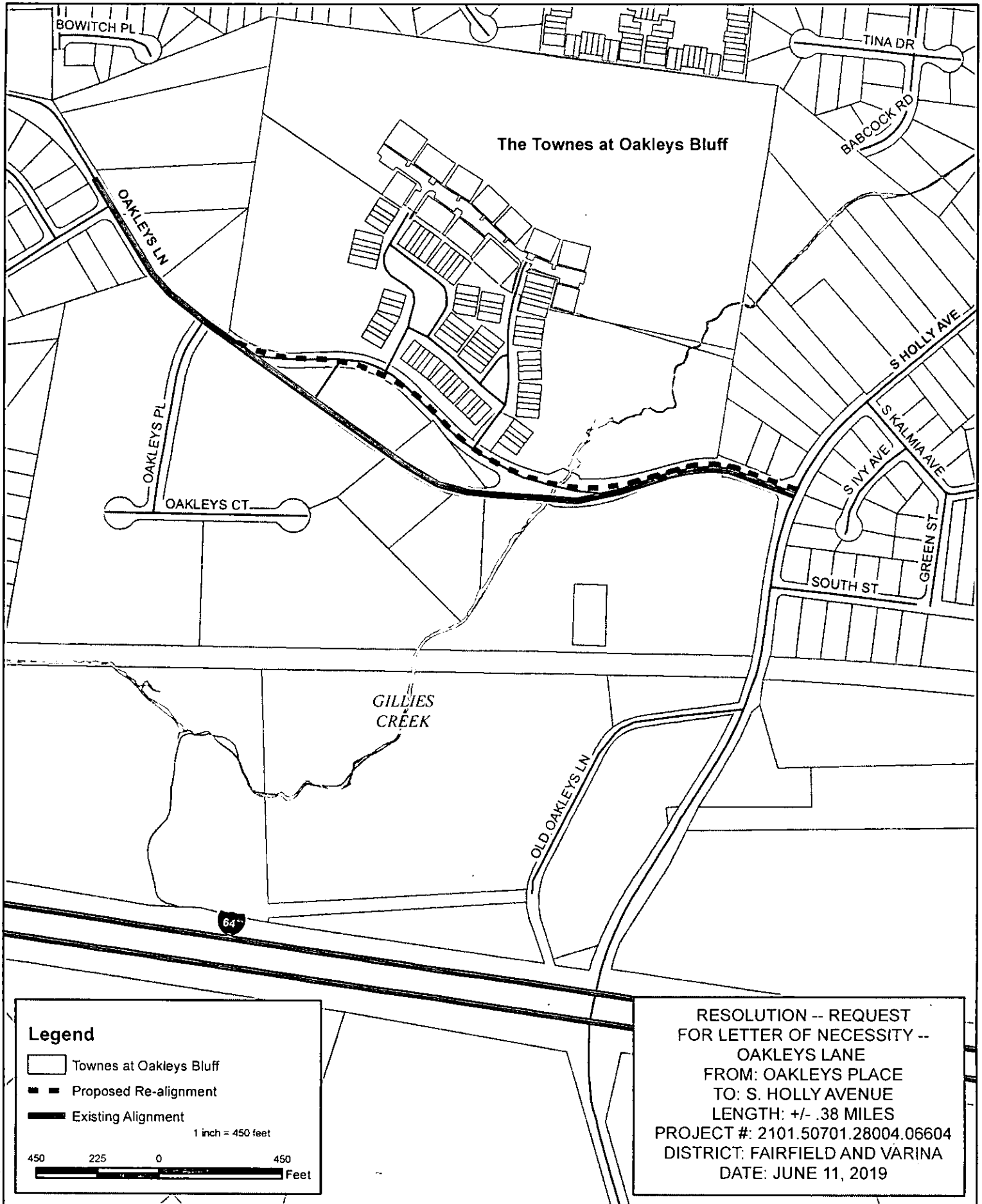
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Clerk, Board of Supervisors

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



# Oakleys Lane Improvements





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 143-19

Page No. 1 of 1

Agenda Title: RESOLUTION - Approval of Settlement of Worker's Compensation Claim -  
Sandra Francis

For Clerk's Use Only:

Date: 6/11/2019

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Branin Seconded by (1) Thornton  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

|              |   |  |       |
|--------------|---|--|-------|
| Branin, T.   | ✓ |  |       |
| Nelson, T.   | ✓ |  |       |
| O'Bannon, P. |   |  | about |
| Schmitt, D.  | ✓ |  |       |
| Thornton, F. | ✓ |  |       |

BE IT RESOLVED by the Board of Supervisors of Henrico County that:

- (1) it authorizes settlement of the worker's compensation claim of Sandra Francis on terms as recommended by the Acting Risk Manager, the County Attorney, and outside counsel, and as approved by the Self-Insurance Trustees; and
- (2) the Acting Risk Manager, County Manager, County Attorney, and outside counsel are authorized to execute all documents, in forms satisfactory to counsel, necessary to conclude this case and implement the terms of the settlement.

COMMENTS: The Acting Risk Manager, the County Attorney, and outside counsel recommend approval of this Board paper; the County Manager concurs.

By Agency Head

*[Signature]*

By County Manager

*[Signature]*

Routing:

Yellow to: County Attorney

Certified:

A Copy Teste: Clerk, Board of Supervisors

Copy to:

Date: