

**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, January 28, 2020, at 5:30 p.m.** in the County Manager's Conference Room on the Third Floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

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

- |                  |                                   |
|------------------|-----------------------------------|
| 5:30 - 5:45 p.m. | All Henrico Reads Update          |
| 5:45 - 6:15 p.m. | Regulation of Short-Term Rentals  |
| 6:15 - 6:30 p.m. | Transportation Legislation Update |
| 6:30 - 6:45 p.m. | Regular Meeting Agenda Items      |



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
January 23, 2020

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**January 28, 2020**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** - January 14, 2020, Regular Meeting

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATION**

25-20                      Resolution - Expressing Appreciation to the Windsor Club of Elko for Its Support of Henrico County Public Schools.

**APPOINTMENTS**

26-20                      Resolution - Appointment of Members - Keep Henrico Beautiful Committee.

**PUBLIC HEARING ITEMS**

27-20                      Resolution - Signatory Authority - Lease of Rooftop of Public Safety Building - Sun Tribe Solar LLC - Brookland District.

28-20                      Resolution - Signatory Authority - Acquisition and Lease of Real Property - 11320 Winfrey Road - Fairfield District.

29-20                      Resolution - Signatory Authority - Lease of Real Property - Winfrey Road - Fairfield District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

30-20                      Introduction of Ordinance - To Amend and Reordain Section 20-273 Titled "Definitions" and Sections 20-280 through 20-282 Titled "Reserved" of the Code of the County of Henrico to Impose Transient Occupancy Tax on Short-Term Rentals and Establish a Short-Term Rental Registry.

31-20                      Resolution - Award of Contract - Roslyn Hills Drive Water Main Replacement - Tuckahoe District.

32-20                      Resolution - Award of Contract - Montrose Terrace Area Sewer & Water Rehabilitation - Varina District.

- 33-20 Resolution - Award of Contract - Dominion Boulevard Improvements - Three Chopt District.
- 34-20 Resolution - Award of Contract - Nuckols Road and Pouncey Tract Road Sidewalk Improvements - Three Chopt District.
- 35-20 Resolution - Award of Contract - Short Pump Park - Multi-Use Trails - Three Chopt District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
January 28, 2020**

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**PRESENTATION**

**RESOLUTION - Expressing Appreciation to the Windsor Club of Elko for Its Support of Henrico County Public Schools.**

This Board paper recognizes a donation in the amount of \$50,000 from the Windsor Club of Elko upon its dissolution. The donation will be made to the Henrico County Vocational-Technical Education Foundation to provide scholarships for students who have chosen to pursue a technical career path.

**APPOINTMENTS**

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

This Board paper appoints the following persons to the Keep Henrico Beautiful Committee for two-year terms expiring December 31, 2021, or thereafter, when their successors shall have been appointed and qualified:

Brookland District	Theresa W. Harris
Fairfield District	_____
Three Chopt District	Rachna K. Sharma
Three Chopt District	_____

**PUBLIC HEARING ITEMS**

**RESOLUTION - Signatory Authority - Lease of Rooftop of Public Safety Building - Sun Tribe Solar LLC - Brookland District.**

This Board paper authorizes the County Manager to execute a deed of lease with Sun Tribe Solar, LLC for space on the rooftop of the Public Safety Building. Sun Tribe will install, own, and maintain solar panels and associated equipment on the rooftop to generate electric power to be purchased by the County under a power purchase agreement.

The initial term of the lease will be 25 years, commencing on the effective date of the power purchase agreement between Sun Tribe and the County. Sun Tribe and the County may agree to extend the lease for up to two successive periods of five years, each at the same rent of \$1.00 per year.

The Directors of General Services and Real Property recommend approval of this paper; the County Manager concurs.

**RESOLUTION - Signatory Authority - Acquisition and Lease of Real Property - 11320 Winfrey Road - Fairfield District.**

This Board paper would authorize the County Manager to execute the purchase agreement and accept the deed necessary to acquire approximately 1.012 acres of land located at 11320 Winfrey Road for a future school site. The Board paper also authorizes the County Manager, or his designee, to execute all other documents necessary to complete the County's due diligence and to close the transaction. Doreen E. Gardner owns the property and has agreed to sell the property for \$319,000.

Finally, the Board paper would authorize the County Manager to execute a deed of lease to lease the property to Ms. Gardner for a period of 18 months after the parties close on the property. The County will not collect any rent during the lease period, but Ms. Gardner will be responsible for maintenance and repairs at the property during the lease period.

The Directors of Real Property and General Services recommend approval of the Board paper; the County Manager concurs.

**RESOLUTION - Signatory Authority - Lease of Real Property - Winfrey Road - Fairfield District.**

This Board paper would authorize the County Manager to execute a deed of lease to lease approximately 34.6 acres of land comprised of two parcels on Winfrey Road (the "Property"), which is the future site of a school. The County is the contract purchaser of the Property.

The proposed lessees are Stanley J. and Nicole Schermerhorn, who currently operate an organic farm on the Property. The lease period would be for one year after the parties close on the Property at an annual rent of \$1.00, and the lease would permit Stanley J. and Nicole Schermerhorn to wind up and relocate the farming activities being conducted on the Property.

The Directors of Real Property and General Services recommend approval of the Board paper; the County Manager concurs.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

**INTRODUCTION OF ORDINANCE - To Amend and Reordain Section 20-273 Titled "Definitions" and Sections 20-280 through 20-282 Titled "Reserved" of the Code of the County of Henrico to Impose Transient Occupancy Tax on Short-Term Rentals and Establish a Short-Term Rental Registry.**

This Board paper introduces for advertising and a public hearing on February 25, 2020, an ordinance to create a registry for short-term rentals and impose transient occupancy tax on those rentals.

"Short-term rentals" include rentals of a lodging space for a period of fewer than 30 consecutive days, in exchange for a charge. Short-term rentals are commonly offered through an intermediary, such as Airbnb.

Under the proposed ordinance, short-term rental operators would be required to register annually with the County's department of finance and remit transient occupancy taxes on a monthly basis for rentals occurring in the preceding month. The annual fee for registration would be \$200.00. The transient occupancy tax would be 8% of the rental charge.

The proposed ordinance would take effect on July 1, 2020, except that operators would be allowed to register prior to that date.

A separate Board paper amending the zoning ordinance to regulate short-term rentals will also be advertised for a public hearing on February 25, 2020.

**RESOLUTION - Award of Contract - Roslyn Hills Drive Water Main Replacement - Tuckahoe District.**

This Board paper would award a construction contract for \$444,116 to C. T. Purcell Excavating, Inc. for the Roslyn Hills Drive Water Main Replacement project. This project will provide approximately 1,105 feet of 6-inch ductile iron water main and 6 water service connections in the Roslyn Hills subdivision along Roslyn Hills Drive between Shadow and Melwood Lanes.

The work is expected to begin in April 2020 and to be completed by September 2020. Funding will be provided by the Water and Sewer Revenue Fund.

Three bids were received on December 5, 2019, in response to Invitation to Bid No.19-1931-10PEW and Addenda Nos. 1 and 2:

<u>Bidders</u>	<u>Bid Amount</u>
C. T. Purcell Excavating, Inc. Montpelier, VA	\$444,116
Suffolk Utility Construction, Inc. Suffolk, VA	\$655,804
Kelvic Construction Company, Inc. Stafford, VA	\$673,588

C. T. Purcell Excavating, Inc. has been determined to be the lowest responsive and responsible bidder.

The Board paper awards the contract to C. T. Purcell Excavating,, Inc. and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget, not to exceed 15% of the original contract amount.

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

**RESOLUTION - Award of Contract - Montrose Terrace Area Sewer & Water Rehabilitation - Varina District.**

This Board paper would award a construction contract for \$2,214,300 to G. L. Howard, Inc. for the Montrose Terrace Area Sewer & Water Rehabilitation project. This project will rehabilitate approximately 3,575 feet of 8-inch diameter gravity sewer pipe, rehabilitate or replace 89 sewer service connections, and provide approximately 5,050 feet of 8-inch, 6-inch, and 4-inch diameter ductile iron water pipe and 94 water service connections. The work will be performed in the area approximately bounded by Rawlings Street/Rawlings Court (north), Farrand Drive (east), Carlisle Avenue (south), and the Henrico County/City of Richmond border (west).

The work is expected to begin in April 2020 and to be completed by April 2021. Funding will be provided by the Water and Sewer Revenue Fund.

Four bids were received on November 13, 2019, in response to Invitation to Bid No.19-1917-9JOK and Addenda Nos. 1 and 2:

<b><u>Bidders</u></b>	<b><u>Bid Amount</u></b>
G. L. Howard, Inc. Rockville, VA	\$2,214,300.00
Enviroscape, Inc. Sandston, VA	\$2,737,000.00
C. T. Purcell Excavating, Inc. Montpelier, VA	\$2,886,443.00
Tidewater Utility Construction, Inc. Suffolk, VA	\$3,677,088.10

G. L. Howard, Inc. has been determined to be the lowest responsive and responsible bidder.

The Board paper awards the contract to G. L. Howard, Inc. and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget, not to exceed 15% of the original contract amount.

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

**RESOLUTION - Award of Contract - Dominion Boulevard Improvements - Three Chopt District.**

This Board paper would award a construction contract for \$294,385.25 to Central Contracting Company, Inc. for Dominion Boulevard improvements. The work consists of construction of an additional southbound right-turn lane at the intersection of U.S. Route 250 (West Broad Street) and Dominion Boulevard by reducing the existing median width on Dominion Boulevard. The work also includes construction of traffic signal improvements and ADA-compliant curb ramps within the project limits as well as drainage, earthwork, aggregate base, concrete, asphalt, pavement patching, pavement markings, and incidental construction. The work is anticipated to begin on March 1, 2020, and be completed within 90 days.

Two bids were received on November 21, 2019, in response to ITB No. 19-1929-10JOK. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Central Contracting Company, Inc. Richmond, Virginia	\$294,385.25
Jeffrey Stack, Inc. Jersey, Virginia	\$406,408.00

Based upon a review of the bids, Central Contracting Company, Inc. is the lowest responsive and responsible bidder.

The final contract amount will be determined upon completion of the project by multiplying the actual unit quantities authorized by the County for construction by the unit prices submitted in the contractor's bid. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

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

**RESOLUTION - Award of Contract - Nuckols Road and Pouncey Tract Road Sidewalk Improvements - Three Chopt District.**

This Board paper would award a construction contract for \$627,606.25 to Central Contracting Company, Inc. for construction of Nuckols Road and Pouncey Tract Road sidewalk improvements. The work consists of construction of sidewalk and ADA-compliant ramps along the south sides of Nuckols Road and Pouncey Tract Road for a distance of 1.4 miles. The project includes installation of pedestrian traffic signals and construction of storm drainage inlets.

The work is anticipated to begin on March 1, 2020, and is scheduled to be completed within 120 days.

The County received six bids on December 3, 2019, in response to ITB No. 19-1941-10JOK and Addendum No. 1. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Central Contracting Company, Inc. Richmond, Virginia	\$627,606.25
Shield Contracting, LLC Mechanicsville, Virginia	\$739,620.92
EL-X Enterprises Portsmouth, Virginia	\$765,981.11
Simons Contracting Company, Inc. Richmond, Virginia	\$839,199.50
Messer Contracting, LLC Glen Allen, Virginia	\$916,320.35



Jeffrey Stack, Inc. Jersey, Virginia	\$926,238.90
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Based upon a review of the bids, Central Contracting Company, Inc. is the lowest responsive and responsible bidder.

The final contract amount shall be determined upon completion of the project by multiplying the actual unit quantities authorized by the County by the unit prices submitted in the contractor's bid. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

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

**RESOLUTION - Award of Contract - Short Pump Park - Multi-Use Trails - Three Chopt District.**

This Board paper would award a construction contract for \$240,414.00 to Jeffrey Stack, Inc. for construction of the Short Pump Park Multi-Use Trails. The work consists of construction of a 10-foot-wide paved trail approximately 0.25 miles in length within Short Pump Park and will provide connectivity to John Rolfe Parkway. The work also includes clearing, grading, drainage improvements, signage, and pavement markings.

The construction work is anticipated to begin on March 1, 2020, and is scheduled to be completed within 90 calendar days.

The County received 5 bids on November 26, 2019, in response to ITB No. 19-1934-10JOK and Addendum Nos. 1 and 2. The bidders and bid amounts are as follows:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Jeffrey Stack, Inc. Jersey, Virginia	\$240,414.00
Shield Contracting, LLC Mechanicsville, Virginia	\$259,390.02
Finley Asphalt Sealing, Inc. Ashland, Virginia	\$262,848.47
Messer Contracting, LLC Glen Allen, Virginia	\$288,557.78
J. Sanders Construction Company West Point, Virginia	\$372,984.00

Based upon a review of the bids, Jeffrey Stack, Inc. is the lowest responsive and responsible bidder.

The final contract amount will be determined upon completion of the project by multiplying the actual unit quantities authorized by the County for construction by the unit prices submitted in the contractor's bid. The County Manager, or the Purchasing Director as his

designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

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