

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
REGULAR MEETING
January 28, 2020

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, January 28, 2020, 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:

Thomas M. Branin, Chairman, Three Chopt District
Daniel J. Schmitt, Vice-Chairman, Brookland District
Tyrone E. Nelson, Varina District
Patricia S. O'Bannon, Tuckahoe District
Frank J. Thornton, Fairfield District

Other Officials Present:

John A. Vithoukaskas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Alisa A. Gregory, Sheriff
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
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. Branin called the meeting to order at 7:00 p.m. and led the recitation of the Pledge of Allegiance.

Reverend Angela V. Chatmon, Lead Pastor of Pilgrim Journey Baptist Church, delivered the invocation.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved the January 14, 2020, Regular Meeting Minutes.

The vote of the Board was as follows:

Yes: Branin, Schmitt, Nelson, O'Bannon, Thornton

No: None

MANAGER'S COMMENTS

On January 20, the 18th Annual Martin Luther King Jr. Drum Major Awards & Reception was held at Fifth Street Baptist Church. Virginia State Senator Jennifer McClellan was the keynote speaker. This event recognizes individuals and organizations that generously give their time to serve others and improve economic and health conditions of underserved individuals in the community. It is presented by the Urban Financial Services Coalition

Richmond Chapter, Boaz & Ruth, and Fifth Street Baptist Church and sponsored by the L2L Leadership Institute. Mr. Thornton received the inaugural Eugene A. Mason Jr. Lifetime Achievement Award, named in memory of a late community leader, educator, and Richmond City Councilman. He was recognized for his personal dedication to education and decades of services to Henrico County and to the Greater Richmond Region. Mr. Vithoukas congratulated Mr. Thornton on this achievement.

In 2019, Henrico County partnered with the Asian & Latino Solidarity Alliance of Central Virginia by offering an academy designed to help residents, particularly those from immigrant backgrounds, learn about their local government and how they can access and navigate County services and resources. My Henrico Academy met each month from June to December. Participants explored a variety of County facilities and learned about the operations of County agencies. Mr. Vithoukas recognized Victoria Davis from the County staff for her herculean efforts in coordinating the academy and thanked the alliance's Eric Lin and Suja Amir for bringing forward the conversation that led to the academy. He also recognized the alliance's Chair, May Nivar. Mr. Vithoukas acknowledged the inaugural class of the academy, which consisted of the following participants representing 14 different countries: Suja Amir, Sally Chavez-Bejar, Angela Chiang; Alsuin Creighton-Preis, Mary Jane Jackson; Eric Lin, Gloria Lujan, Royal McCargo, Ahn Nguyen; Harsh Purohit, Hueina Su, Fabian Vargas, and Yunus Vohra. Ms. Davis presented graduation certificates to those participants who were in attendance, and Mr. Branin presented the participants with Henrico County lapel pins while they were greeted by the members of the Board. Ms. Amir provided remarks on behalf of the association.

BOARD OF SUPERVISORS' COMMENTS

There were no comments from the Board of Supervisors.

RECOGNITION OF NEWS MEDIA

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

PRESENTATION

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

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

Mr. Nelson presented the resolution to the club's Treasurer, Susan Lawton, in recognition of a generous donation from the club upon its dissolution to the Henrico County Vocational-Technical Education Foundation. Joining Ms. Lawton were the following club officers: Wayne Fleming, President; Carol Mawyer, Vice President; and Rhonda Inge, Secretary. Also participating in the presentation were Pat Chalkley, a longtime club stockholder; Philip Parker, the foundation's President; Lenny Pritchard, Chief of Operations for Henrico County Public Schools (HCPS); and Mac Beaton, Director of Career and Technical Education for HCPS. Ms. Lawton remarked that the club was honored to keep its legacy

alive through vocational-technical scholarships. She noted the club has closed its books and is able to donate an additional \$3,943.18 (beyond the \$50,000 donation cited in the resolution). Mr. Beaton expressed appreciation to the club for the opportunity it will be providing for many young people for years to come and thanked the club for its generosity.

APPOINTMENTS

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

On motion of Mrs. O'Bannon, seconded by Mr. Schmitt, and by unanimous vote, the Board approved this item - see attached resolution.

PUBLIC HEARING ITEMS

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

John Neal, Director of General Services, responded to a question from Mrs. O'Bannon.

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

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

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

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

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

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

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

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

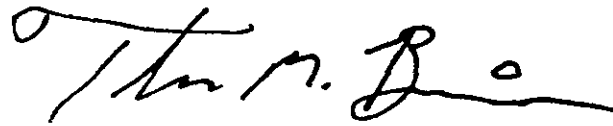
PUBLIC COMMENTS

Bruce Richardson, a resident of the Fairfield District, shared information on a course for first-time homebuyers that will be hosted by the Henrico County NAACP Economic Development Committee on April 11 at the new Fairfield Area Library. Mr. Richardson noted this educational event will be open to the public.

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.
- On motion of Mr. Nelson, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.
- 31-20 Resolution - Award of Contract - Roslyn Hills Drive Water Main Replacement - Tuckahoe District.
- Chip England, Director of Public Utilities, responded to a question from Mrs. O'Bannon.
- On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.
- 32-20 Resolution - Award of Contract - Montrose Terrace Area Sewer & Water Rehabilitation - Varina District.
- On motion of Mr. Nelson, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.
- 33-20 Resolution - Award of Contract - Dominion Boulevard Improvements - Three Chopt District.
- On motion of Mr. Schmitt, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.
- 34-20 Resolution - Award of Contract - Nuckols Road and Pouncey Tract Road Sidewalk Improvements - Three Chopt District.
- Steve Yob, Director of Public Works, responded to questions from Mr. Branin.
- On motion of Mr. Schmitt, seconded by Mr. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.
- 35-20 Resolution - Award of Contract - Short Pump Park - Multi-Use Trails - Three Chopt District.
- On motion of Mr. Schmitt, 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 7:40 p.m.

A handwritten signature in black ink, appearing to read "Thomas M. De". The signature is written in a cursive style with a long horizontal stroke at the end.

Chairman, Board of Supervisors
Henrico County, Virginia



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

Agenda Item No. 25-20

Page No. 1 of 1

Agenda Title: RESOLUTION – Expressing Appreciation to the Windsor Club of Elko for Its Support of Henrico County Public Schools

For Clerk's Use Only: Date: <u>4/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Nelson</u> Seconded by (1) <u>Thornton</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></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> </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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

WHEREAS, in November 1916, approximately 100 Danish and Norwegian Americans established the Windsor Community Farm at Elko; and,

WHEREAS, in 1924, members of the settlement built the Elko Community House, which was operated by the Windsor Club of Elko for many decades; and,

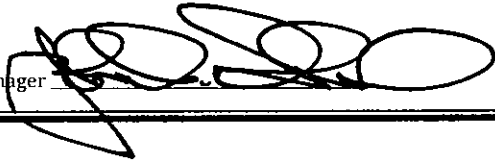
WHEREAS, in 2012, the Elko Community House was acquired by Henrico County and operated as a neighborhood community center with outdoor recreational facilities by the Division of Recreation and Parks; and,

WHEREAS, the Windsor Club of Elko, upon its dissolution, elected to donate \$50,000 that remained in the club treasury to the Henrico County Vocational-Technical Education Foundation; and,

WHEREAS, this donation will provide scholarships for students who have chosen to pursue a technical career path.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Henrico County, Virginia, that it commends the Windsor Club of Elko for its dedication to this community, for its generosity, and for its commitment to Henrico County Public Schools.

Comments: The Director of Finance and the Superintendent of Schools recommend approval; the County Manager concurs.

By Agency Head _____ By County Manager 

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 Clerk, Board of Supervisors

Date: _____

Resolution



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

Expressing Appreciation to the Windsor Club of Elko for Its Support of Henrico County Public Schools

WHEREAS, in November 1916, approximately 100 Danish and Norwegian Americans established the Windsor Community Farm at Elko; and,

WHEREAS, in 1924, members of the settlement built the Elko Community House, which was operated by the Windsor Club of Elko for many decades; and,

WHEREAS, in 2012, the Elko Community House was acquired by Henrico County and operated as a neighborhood community center with outdoor recreational facilities by the Division of Recreation and Parks; and,

WHEREAS, the Windsor Club of Elko, upon its dissolution, elected to donate \$50,000 that remained in the club treasury to the Henrico County Vocational-Technical Education Foundation; and,

WHEREAS, this donation will provide scholarships for students who have chosen to pursue a technical career path.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Henrico County, Virginia, that it commends the Windsor Club of Elko for its dedication to this community, for its generosity, and for its commitment to Henrico County Public Schools.



Thomas M. Branin, Chairman
Board of Supervisors



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 27-20
Page No. 1 of 2

Agenda Title: RESOLUTION — Signatory Authority — Lease of Rooftop of Public Safety Building —
Sun Tribe Solar LLC — Brookland District

For Clerk's Use Only: Date: <u>4/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION	YES NO OTHER
	Moved by (1) <u>Schmitt</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____	Branin, T. <input checked="" type="checkbox"/> _____
REMARKS: <u>APPROVED</u>	O'Bannon, P. <input checked="" type="checkbox"/> _____	Schmitt, D. <input checked="" type="checkbox"/> _____
	Thornton, F. <input checked="" type="checkbox"/> _____	

WHEREAS, the County owns and operates the Public Safety Building located at 7721 East Parham Road; and,

WHEREAS, Sun Tribe desires to lease space on the rooftop of the Public Safety Building to install solar panels and associated equipment, and the County desires to lease these spaces to Sun Tribe; and,

WHEREAS, Sun Tribe will be the sole owner of the solar panels and associated equipment and will operate and maintain them to produce electric power for sale to the County during the term of the lease; and,

WHEREAS, for each lease, the initial lease period will be 25 years at the annual rent of \$1.00, commencing on the effective date of the power purchase agreement; and,

WHEREAS, Sun Tribe and the County, by mutual agreement, may extend the initial lease period of each lease for up to two successive periods of five years each at the same rent of \$1.00 per year; and,

WHEREAS, this resolution was advertised pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia, and a public hearing was held on January 28, 2020.

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

- The County Manager is authorized to execute a lease for space on the rooftop of the Public Safety Building to Sun Tribe Solar, LLC, in a form approved by the County Attorney, under the terms set forth above; and,

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

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Clerk, Board of Supervisors

Date: _____

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

Agenda Item No. 27-20

Page No. 2 of 2

Agenda Title: RESOLUTION — Signatory Authority — Lease of Rooftop of Public Safety Building — Sun Tribe Solar LLC — Brookland District

2. The County Manager, or his designee, is authorized to execute any other documents necessary for the leasing of the rooftop of the facility in accordance with the terms set forth above.

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



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

Agenda Item No. 28-20

Page No. 1 of 2

**Agenda Title: RESOLUTION — Signatory Authority — Acquisition and Lease of Real Property —
11320 Winfrey Road — Fairfield District**

For Clerk's Use Only:

Date: 1/28/2020

- Approved
- Denied
- Amended
- Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Shomata Seconded by (1) Nelson
(2) _____ (2) _____

REMARKS: **APPROVED**

YES NO OTHER

Branin, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the Board of Supervisors desires to acquire approximately 1.012 acres of land located at 11320 Winfrey Road for a future school site; and,

WHEREAS, Doreen E. Gardner owns the property and has agreed to sell the property to the County for \$319,000; and,

WHEREAS, Ms. Gardner desires to continue occupying the residence at 11320 Winfrey Road for a period of 18 months after the parties close on the property pursuant to a lease with the County; and,

WHEREAS, the County will not collect any rent from Ms. Gardner during the lease period, but Ms. Gardner will be responsible for maintenance and repairs at the property during the lease period; and,

WHEREAS, this Resolution was advertised pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia, 1950, as amended, and a public hearing was held on January 28, 2020.

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

- (1) the County Manager is authorized to execute the purchase agreement and accept the deed, in a form approved by the County Attorney, necessary to acquire the property for the total of \$319,000; and,
- (2) the County Manager, or his designee, is authorized to execute all other documents necessary to complete the County's due diligence and to close the transaction; and,

By Agency Head By County Manager

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Clerk, Board of Supervisors

Date: _____



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

Agenda Item No. 28-20

Page No. 2 of 2

**Agenda Title: RESOLUTION — Signatory Authority — Acquisition and Lease of Real Property —
11320 Winfrey Road — Fairfield District**

- (3) the County Manager and County Attorney are authorized to undertake all other actions necessary to complete the acquisition by the County; and,
- (4) the County Manager is authorized to execute a deed of lease, in a form approved by the County Attorney, to lease 11320 Winfrey Road to Doreen E. Gardner for a period of 18 months after the parties close on the property.

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



VICINITY MAP
ACQUISITION OF REAL PROPERTY
34.6 ACRES AND 1.012 ACRES
WINFREY ROAD - FAIRFIELD DISTRICT





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

Agenda Item No. 29-20

Page No. 1 of 1

Agenda Title: **RESOLUTION — Signatory Authority — Lease of Real Property — Winfrey Road — Fairfield District**

For Clerk's Use Only: Date: <u>1/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Shomko</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="1"> <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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the County is the contract purchaser of approximately 34.6 acres of land comprised of two parcels on Winfrey Road for a future school site (the "Property"); and,

WHEREAS, the Property contains an active organic farm operated by Stanley J. and Nicole Schermerhorn; and,

WHEREAS, Stanley J. and Nicole Schermerhorn desire to lease the Property at an annual rent of \$1.00 per year, for a period of one year after the parties close on the Property in order to wind up and relocate the farming activities being conducted on the Property; and,

WHEREAS, this resolution was advertised pursuant to Sections 15.2-1800 and 15.2-1813 of the Code of Virginia, 1950, as amended, and a public hearing was held on January 28, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute a deed of lease, in a form approved by the County Attorney, to lease the Property to Stanley J. and Nicole Schermerhorn for one year after the parties close on the Property at an annual rent of \$1.00 for the purposes stated above.

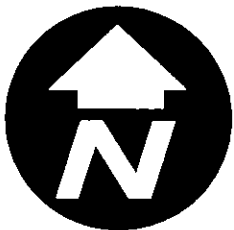
Comments: The Directors of Real Property and General Services recommend approval of the Board paper; the County Manager concurs.

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

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 Clerk, Board of Supervisors

Date: _____



VICINITY MAP
ACQUISITION OF REAL PROPERTY
34.6 ACRES AND 1.012 ACRES
WINFREY ROAD - FAIRFIELD DISTRICT





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

Agenda Item No. **30-20**
Page No. 1 of 1

Agenda Title: 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

<p>For Clerk's Use Only:</p> <p>Date: <u>4/28/2020</u></p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:</p>	<p>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>Nelson</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____</p> <p>REMARKS: APPROVED</p>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Branin, T.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	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"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The Clerk is directed to advertise, in the Richmond Times-Dispatch on February 4 and 11, 2020, the following ordinance for a public hearing to be held at the Board Room on February 25, 2020, at 7:00 p.m.:

"AN 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. A copy of the full text of this ordinance shall be on file in the Office of the County Manager."

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

By Agency Head *Neil Smith* By County Manager *[Signature]*

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Clerk, Board of Supervisors

Date: _____

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

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA:

1. That Section 20-273 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 20-273. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

• • • •

Hotel includes, but is not limited to, any public or private hotel, inn, apartment hotel, hostelry, tourist home or house, motel, boardinghouse, **short-term rental** or other lodging place within the county, offering lodging to any transient for compensation, ~~and which can lodge four or more persons at any one time.~~

• • • •

Operator means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity.

• • • •

Short-term rental means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

• • • •

2. That Section 20-280 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 20-280. Reserved Short-term rental registry established; annual registration required; fee.

There is hereby established a short-term rental registry in the county. Operators within the county are required to register annually with the director of the department of finance and provide (i) the complete name of the operator and (ii) the address of each property in the locality offered for short-term rental by the operator. The operator must pay a fee of \$200.00 at the time of registration each year. Registrations are valid for one year from the date of registration. No operator may offer a property for short-term rental without a valid registration.

3. That Section 20-281 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 20-281. Reserved Exemptions.

The following operators are exempt from the registration requirement of Section 20-280:

(1) Operators licensed by the Real Estate Board or who are property owners represented by a real estate licensee;

(2) Operators registered pursuant to the Virginia Real Estate Time-Share Act, Code of Virginia, § 55.1-2200 et seq.;

(3) Operators licensed or registered with the Department of Health, related to the provision of room or space for lodging;

(4) Operators licensed or registered with the county, related to the rental or management of real property, including licensed real estate professionals, hotels, motels, campgrounds, and bed and breakfast establishments.

4. That Section 20-282 of the Code of the County of Henrico be amended and reordained as follows:

Sec. 20-282. Reserved Penalties.

(a) Penalties for violations of registration requirement. Any operator required to register who violates section 20-280 is liable to the county for a penalty of \$500 for each violation. Unless and until the operator pays the penalty and registers the property, the operator may not continue to offer such property for short-term rental. Upon more than one violation of this article as it relates to a specific

property, the operator will be prohibited from registering and offering that property for a short-term rental.

(b) Penalty for violations of other applicable laws and regulations. Any operator required to register will be prohibited from offering a specific property for short-term rental upon three or more violations on more than three occasions of applicable state and local laws, ordinances, and regulations, as they relate to the short-term rental.

5. That this ordinance will be in full force and effect on July 1, 2020, except that Sec. 20-280 is in full force and effect immediately upon passage to allow operators to register before July 1, 2020.

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

Agenda Item No. 31-20
Page No. 2 of 2

Agenda Title: **RESOLUTION — Award of Contract — Roslyn Hills Drive Water Main Replacement —
Tuckahoe District**

2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. 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.

Comment: Funding will be provided by the Water and Sewer Revenue Fund. The Director of Public Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

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

Agenda Item No. 32-20
Page No. 2 of 2

Agenda Title: **RESOLUTION — Award of Contract — Montrose Terrace Area Sewer & Water Rehabilitation — Varina District**

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

1. The contract is awarded to G. L. Howard, Inc., the lowest responsive and responsible bidder, in the amount of \$ 2,214,300, pursuant to Invitation to Bid No.19-1917-9JOK, Addenda Nos. 1 and 2, and the bid submitted by G. L. Howard, Inc.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. 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.

Comment: Funding will be provided by the Water and Sewer Revenue Fund. The Director of Public Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.



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

Agenda Item No. 33-20

Page No. 1 of 2

Agenda Title: Resolution — Award of Contract — Dominion Boulevard Improvements — Three Chopt District

For Clerk's Use Only: Date: <u>1/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Schmitt</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: APPROVED	<table> <tr><td></td><td>YES</td><td>NO</td><td>OTHER</td></tr> <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 checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></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> </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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the County received two bids on November 21, 2019, in response to ITB No. 19-1929-10JOK for construction of Dominion Boulevard improvements; and,

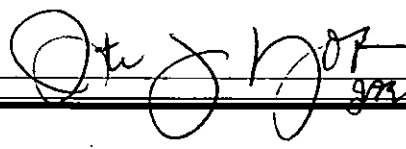
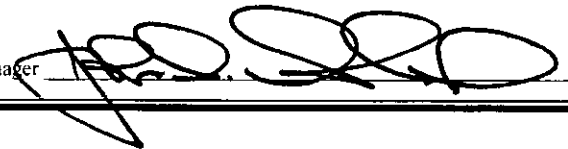
WHEREAS, the work includes construction of an additional southbound right-turn lane at the intersection of U.S. Route 250 (West Broad Street) and Dominion Boulevard by reducing the existing median width on Dominion Boulevard; and,

WHEREAS, the work also includes construction of traffic signal improvements and ADA-compliant curb ramps as well as drainage, earthwork, aggregate base, concrete, asphalt, pavement patching, pavement markings, and incidental construction; and,

WHEREAS, for selection and evaluation purposes, the lowest submitted bid was determined by multiplying unit prices by the estimated unit quantities specified in the bid documents, with the following results:

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

WHEREAS, after a review and evaluation of the bids received, it was determined that Central Contracting Company, Inc. is the lowest responsive and responsible bidder with a calculated bid amount of \$294,385.25.

By Agency Head  By County Manager 

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Clerk, Board of Supervisors

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

Agenda Item No. 33-20

Page No. 2 of 2

Agenda Title: Resolution — Award of Contract — Dominion Boulevard Improvements — Three Chopt District

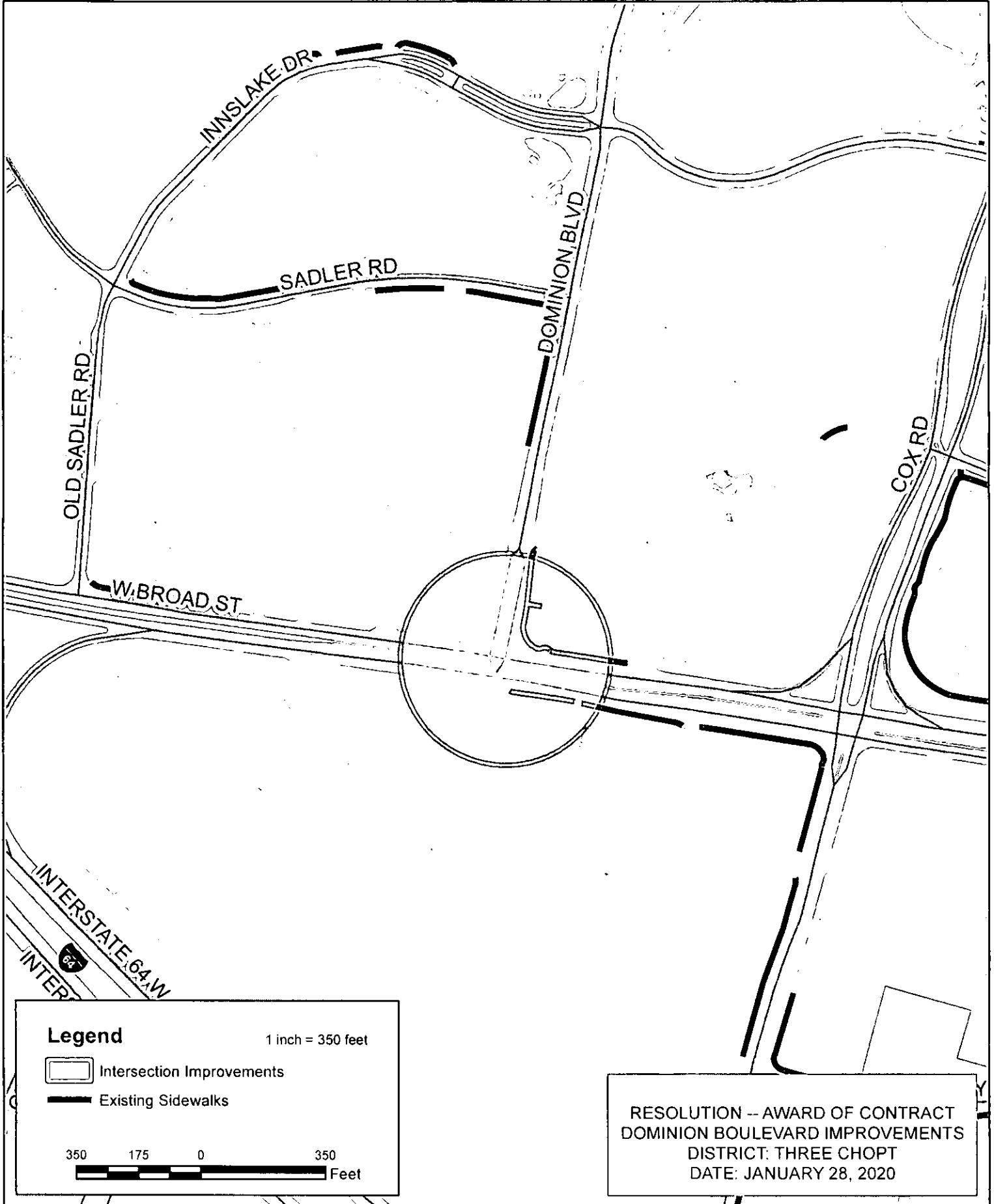
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors:

1. The contract for \$294,385.25 to furnish all labor, materials, supplies, equipment, and services necessary for construction of Dominion Boulevard improvements is awarded to Central Contracting Company, Inc., the lowest responsive and responsible bidder, with a calculated bid amount of \$294,385.25, pursuant to ITB No. 19-1929-10JOK. 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.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. 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.


COMMENT: 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.





Dominion Boulevard Improvements



Legend 1 inch = 350 feet

 Intersection Improvements

 Existing Sidewalks

350 175 0 350
 Feet

RESOLUTION -- AWARD OF CONTRACT
DOMINION BOULEVARD IMPROVEMENTS
DISTRICT: THREE CHOPT
DATE: JANUARY 28, 2020



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

Agenda Item No. 34-20
Page No. 1 of 2

Agenda Title: Resolution — Award of Contract — Nuckols Road and Pouncey Tract Road Sidewalk Improvements — Three Chopt District

For Clerk's Use Only: Date: <u>1/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Schmitt</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center;">APPROVED</div>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></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> </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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the County received six bids on December 3, 2019, in response to ITB No. 19-1941-10JOK and Addendum No. 1 for construction of Nuckols Road and Pouncey Tract Road sidewalk improvements; and,

WHEREAS, the work includes 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; and,

WHEREAS, the work also includes installation of pedestrian traffic signals and construction of storm drainage inlets; and,

WHEREAS, for selection and evaluation purposes, the lowest submitted bid was determined by multiplying unit prices times the estimated unit quantities specified in the bid documents, with the following results:

<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

By Agency Head _____

By County Manager _____

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Clerk, Board of Supervisors

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

Agenda Item No. 34-20

Page No. 2 of 2

Agenda Title: Resolution — Award of Contract — Nuckols Road and Pouncey Tract Road Sidewalk Improvements — Three Chopt District

WHEREAS, after a review and evaluation of the bids received, it was determined that Central Contracting Company, Inc. is the lowest responsive and responsible bidder with a calculated bid amount of \$627,606.25.

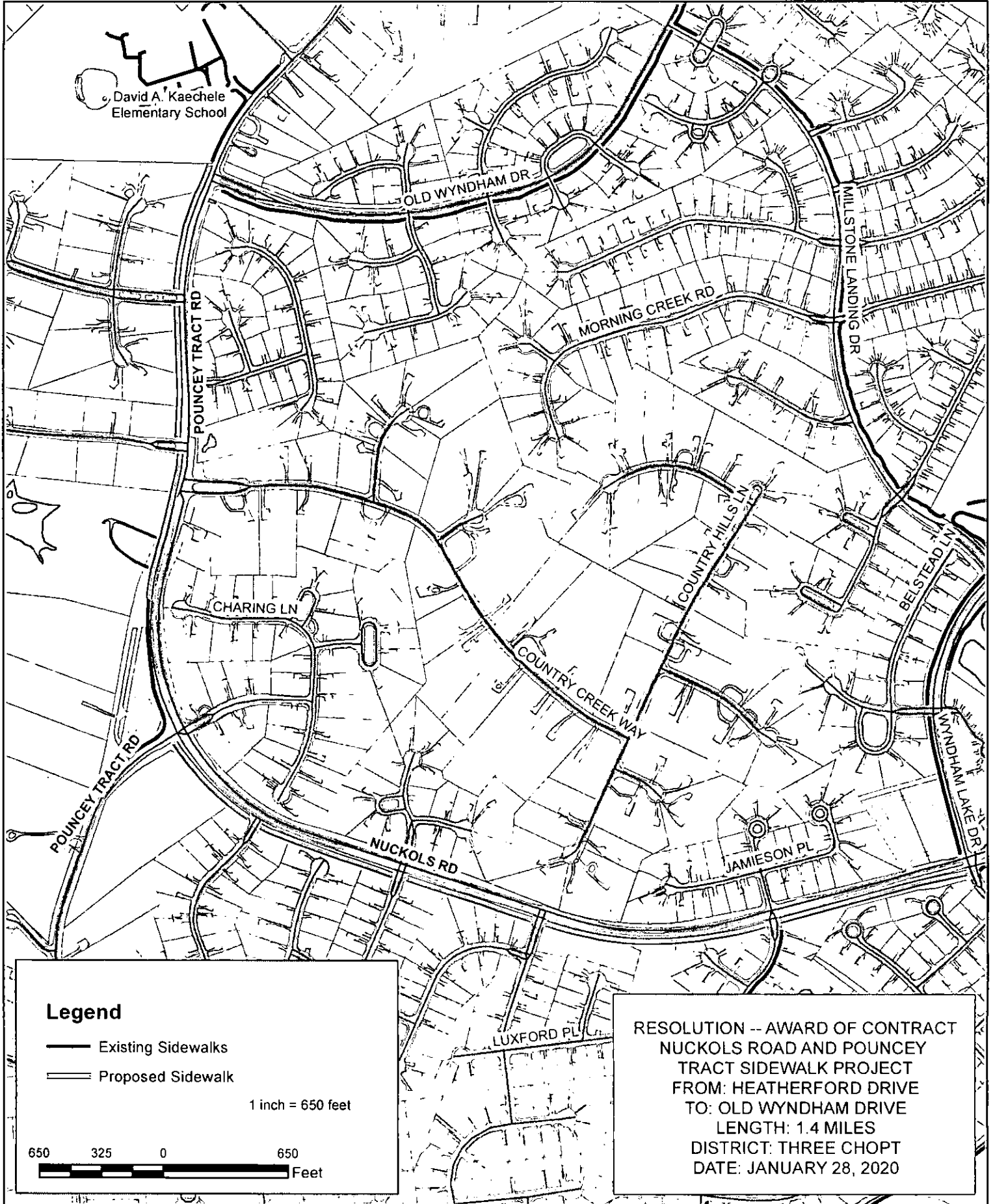
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors:

1. The contract for \$627,606.25 to furnish all labor, materials, supplies, equipment, and services necessary for construction of Nuckols Road and Pouncey Tract sidewalk improvements is awarded to Central Contracting Company, Inc., the lowest responsive and responsible bidder, with a calculated bid amount of \$627,606.25, pursuant to ITB No. 19-1941-10JOK and Addendum No. 1. The final contract amount shall 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.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. 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.

COMMENT: 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.



Nuckols Road and Pouncey Tract Road Sidewalk Project





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

Agenda Item No. 35-20

Page No. 1 of 2

Agenda Title: Resolution—Award of Contract—Short Pump Park—Multi-Use Trails—Three Chopt District

For Clerk's Use Only: Date: <u>4/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Schmitt</u> Seconded by (1) <u>Thornton</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center; letter-spacing: 0.5em;">A P P R O V E D</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">OTHER</td> </tr> <tr> <td>Branin, T.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Schmitt, D.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	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"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the County received five bids on November 26, 2019, in response to ITB No. 19-1934-10JOK and Addendum Nos. 1 and 2 for construction of the Short Pump Park Multi-Use Trails project; and,

WHEREAS, the work consists of construction of a new 10-foot-wide paved trail approximately 0.25 miles in length within Short Pump Park that will provide connectivity to John Rolfe Parkway; and,

WHEREAS, the work also includes clearing, grading, required drainage improvements, signs, and pavement markings; and,

WHEREAS, for selection and evaluation purposes, the lowest submitted bid was determined by multiplying unit prices by the estimated unit quantities specified in the bid documents, with the following results:

<u>Bidder</u>	<u>Bid Amount</u>
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

WHEREAS, after a review and evaluation of the bids received, it was determined that Jeffrey Stack, Inc. is the lowest responsive and responsible bidder with a calculated bid amount of \$240,414.

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

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

Agenda Item No. 35-20

Page No. 2 of 2

Agenda Title: Resolution — Award of Contract — Short Pump Park — Multi-Use Trails — Three Chopt District

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

1. The contract for \$240,414 to furnish all labor, materials, supplies, equipment, and services necessary for construction of the Short Pump Park Multi-Use Trails is awarded to Jeffrey Stack, Inc., the lowest responsive and responsible bidder, with a calculated bid amount of \$240,414, pursuant to ITB No. 19-1934-10JOK and Addendum Nos. 1 and 2. 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.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. 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.

COMMENT: 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.



Short Pump Park Multi-Use Trails

