

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
February 25, 2020

The Henrico County Board of Supervisors convened a special meeting on Tuesday, February 25, 2020, at 5:45 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

Members of the Board Present:

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. Vithoulikas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
J. T. (Tom) Tokarz II, Deputy County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, CMC, Deputy Clerk/Administrative Assistant
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
Monica L. Smith-Callahan, Deputy County Manager for Community Affairs
Benjamin A. Sheppard, Director of Public Relations

Mr. Branin called the meeting to order at 5:49 p.m.

Tidemark Replacement Project Update

Mr. Vithoulikas reminded the Board that this update was pulled from the agenda for the Board's January 24 retreat in the interest of time. He recognized Travis Sparrow, Director of Information Technology, who narrated a slide presentation titled *ELMS Project: The Road to Replacing Tidemark*. Mr. Sparrow began his presentation by providing a history of the project. He informed the Board that a contract for the Public One-Stop Service Engine (POSSE), the product/solution for the Enterprise Land Management Solution (ELMS) project, was officially awarded on October 23, 2018. The company providing this solution is Computronix. The solution will touch 17 different departments and about 500 employees across the organization. Not only will it change the way Henrico does business internally, but the citizens and development community will see a huge shift in how they will interact with the County moving forward. Mr. Sparrow next explained why POSSE was selected. Under this land management system, applicants will have control over their online account with the County, will allow plan reviewers to work on the same plans at the same time, provide an accelerated and transparent method for persons or businesses interacting with

the County, and will help the County store information more securely and not rely on the use of paper copies. Mr. Sparrow advised the Board that POSSE will enable citizens or members of the development community to apply for land use and building inspection permits, pay fees, see the status of their applications, modify plans, schedule inspections, print permits and certificates of occupancy, and submit feedback. The system allows for online public access, has mobile capabilities, and is Geographic Information System (GIS) centric. Mr. Sparrow elaborated on what the system means for citizens and County staff in terms of time savings, efficiency of use, and customer service. He reported that Phase 1 of the project pertaining to work orders and inventory management was successfully put into production on November 18, 2019. Phase 2A relating to permitting and inspections is currently in the configuration stage, with anticipated completion in April 2020. Select users, including citizens from the development community, will begin training and participating in user acceptance testing in mid-July of this year. Phase 1 required two change order requests totaling \$68,700, and Phase 2A is requiring five change order requests totaling \$372,200. Mr. Sparrow concluded his presentation by reviewing the schedule for current and future phases of the project, which are as follows: Phase 2B (code enforcement), Phase 2C (Planning Department module), Division of Fire and Department of General Services work order management; Phase 2D (Department of Public Utilities introduction into ELMS), and County Code modification. The anticipated “go live” date for the remaining phases is sometime in January 2021.

Following his presentation, Mr. Sparrow showed a short video that demonstrated how plans can be submitted and marked up online by using the system. In response to questions from Mrs. O’Bannon, Mr. Sparrow explained how the system will be used by the Division of Recreation and Parks, how an audit log will track every completed transmission, and how County staff will be trained on the system. He confirmed for Mr. Schmitt that citizens and developers will still have the option of using the paper process onsite.

Plan of Development for Firehouse 20

Mr. Vithoukias recognized Leslie News, Senior Principal Planner, who narrated a slide presentation on this item. Ms. News began by noting the new firehouse will be located on Willis Road near Dixon Powers Drive and Staples Mill Road in the Brookland District. She described the zoning classifications of adjoining properties, provided an aerial photograph of the subject site, discussed the infrastructure that will serve the site, and reviewed the site’s future access, building setbacks, and parking. Ms. News also discussed other features of the site, such as a Best Management Practices (BMP) stormwater retention pond, landscaping, and utilities. She reported that no concerns were shared by citizens regarding the project at a December 16 community meeting hosted by Mr. Schmitt and the Planning Department. Ms. News continued her presentation by showing drawings depicting the layout and floor plan of the firehouse and exterior design. She advised the Board that the Department of General Services is pursuing Leadership in Energy and Design (LEED) certification for the structure. Ms. News concluded her presentation by offering a project timeline.

Mr. Vithoukias advised the Board that the County’s capital budget will include supplemental appropriations for a stormwater management system that will serve an area that is larger than the subject site. Mr. Schmitt commented favorably on the community meeting that was held for this project and thanked staff for including a stormwater management plan for this site within the plan of development. He noted residents from an adjoining neighborhood, Hermitage Farms, were especially appreciative of how the site will be buffered. Chuck Phan,

Capital Projects Manager for the Department of General Services who is assigned to Division of Fire projects, responded to a question from Mr. Schmitt relating to parking in the vicinity of the subject site. Mr. Phan informed Mr. Schmitt there will be parallel parking on the north side of Willis Road and assured him that on-street parking will not impede emergency access to the site, which also adjoins Bliley's Funeral Home. Mr. Schmitt thanked Fire Chief Alec Oughton and his staff for agreeing to relocate a piece of special fire apparatus to Firehouse 20 so it will be closer to the Government Center.

Henrico Area Mental Health & Developmental Services Accreditation Update

Mr. Vithoukas recognized Yvonne Russell, Quality Assurance Manager for Henrico Area Mental Health & Developmental Services (HAMHDS), who narrated a slide presentation regarding the three-year accreditation survey process HAMHDS underwent during October 28 - 30, 2019. Ms. Russell first provided background information on the accrediting agency, the Commission on Accreditation of Rehabilitation Facilities (CARF) International, which is an independent, nonprofit accreditor of health and human services founded in 1966 and headquartered in Tucson, Arizona. CARF's mission is to promote the quality, value, and optimal outcomes of services through an accreditation process and continuous improvement services that center on enhancing the lives of the persons served. Ms. Russell then explained the consultative accreditation process, a journey that began for HAMHDS in 2000 when it was seeking a process to assist its model of continuous improvement. HAMHDS completed its first survey and earned its first accreditation in August 2001, and its seventh three-year accreditation cycle occurred in 2019. Its current certification will expire in November 2022. HAMHDS was reviewed for compliance with international consensus standards contained in two manuals addressing behavioral health and employment and community services. Ms. Russell identified the four members of the CARF survey team that reviewed HAMHDS during the most recent accreditation cycle, elaborated on the scope of their review, mentioned what the survey included and the categories of standards, and pointed out HAMHDS was found in compliance with 99.97 percent of the approximately 1,920 standards on which it was rated. She also addressed the impact of accreditation on HAMHDS and shared some of the comments that were captured during the survey from the CARF survey team. Ms. Russell concluded her presentation by noting how she and two other CARF surveyors on the HAMHDS staff will prepare for the 2022 CARF survey cycle and help HAMHDS comply with new yearly standards. Following her presentation, Ms. Russell explained for Mr. Schmitt how HAMHDS's accreditation process compares with those for the Divisions of Fire, Police, and Recreation and Parks. In response to a request by Mr. Schmitt, Ms. Russell stated she will provide the Board with data documenting how many local and regional mental health and developmental services agencies have achieved accreditation through CARF.

Regular Meeting Agenda Items

Mr. Vithoukas advised the Board that staff had a few updates to bring forward prior to his review of the regular meeting agenda. He asked Mr. Sheppard to update the Board on a new video public service announcement produced in both English and Spanish by the Department of Public Relations with the assistance of the Police Division to focus regional awareness on pedestrian and bicyclist safety. The video is being shared by police departments or sheriff's offices in Henrico County, Chesterfield County, Hanover County, and the City of Richmond as well as by the Virginia Department of Transportation and Virginia State Police. The message, which is designed for social media platforms, urges travelers to obey traffic laws, to take simple precautions such as slowing down for pedestrians and bicyclists, and to avoid

distractions, such as mobile phones and headphones. This regional message was mentioned at the Board's retreat in January and has been reported by *WRIC-TV 8News* and the *Henrico Citizen*. Hum Cardounel, Police Chief, remarked that Police Captain Don Lambert is part of a working group composed of several County agencies that has been developing pedestrian and bicyclist safety education materials.

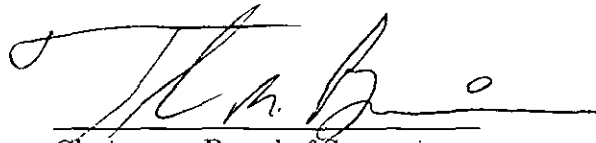
Mr. Vithoukas updated the Board on legislation pending in the Virginia General Assembly, House Bill 1541, that would create the Central Virginia Transportation Authority. The bill was reported earlier in the day from the Senate Finance Committee on a 15-1 vote and sent to the floor of the Senate.

At Mr. Vithoukas request, Mr. Rapisarda updated the Board on the status of two measures pending in the General Assembly, House Bill 582 and Senate Bill 939. HB 582, which was rereferred to the Senate Finance and Appropriations Committee, would mandate collective bargaining at the local government level. SB 939, which was referred to the House Committee on Labor and Commerce, would provide local governments with the option of allowing collective bargaining by its employees.

Mr. Vithoukas and Mr. Hinton informed the Board that the County sold taxable bonds earlier in the day at a 2.5 percent interest rate, one of the lowest rates the County has ever achieved for 20-year double-A bond issuances. They cited the steep drop in the stock market as a contributing factor to this very low rate.

Mr. Vithoukas reviewed the items for the 7:00 p.m. meeting. He referred to the two appointment resolutions and pointed out there were three public hearing items. Mr. Vithoukas noted two of these items were companion ordinances relating to the regulation of short-term rentals. He suggested there be one presentation and public hearing covering both ordinances. In response to a question from Mr. Nelson, Planning Director Joe Emerson informed the Board that staff anticipated there would be citizens speaking during the hearing both for and against the ordinances. The Board agreed with a suggestion by Mr. Branin to limit public comments on the ordinances to a total of one hour (30 minutes each for proponents and opponents). Mr. Vithoukas advised the Board that three citizens were signed up to speak during the public comment period, two on the issue of school redistricting and the other on Henrico's historic timeline. He pointed out that school redistricting is within the purview of the School Board rather than the Board of Supervisors and Henrico County Public Schools will be updating the Board of Supervisors on this issue during the legislative budget reviews in March. Mr. Vithoukas concluded his review by briefly mentioning each of the eight items on the general agenda. In response to a question from Mr. Nelson regarding the resolution for award of contract for the maintenance of the Parham Road Bridge, Public Works Director Steve Yob clarified that the County owns and maintains this bridge whereas the bridge on Darbytown Road is owned and maintained by the Virginia Department of Transportation. Mr. Vithoukas informed the Board that Assistant County Attorney Andrew Newby would present the two short-term rental ordinances, but Assistant Finance Director Meghan Coates would be available to help answer questions pertaining to the ordinance imposing a transient occupancy tax on short-term rentals and establishing a short-term rental registry.

There being no further business, the meeting was adjourned at 6:42 p.m.

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

Chairman, Board of Supervisors
Henrico County, Virginia