

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

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, July 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. Vithoukas, County Manager  
J. T. (Tom) Tokarz, Acting County Attorney  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
W. Brandon Hinton, Deputy County Manager for Administration  
Monica Smith-Callahan, Deputy County Manager for Community Affairs  
Steven J. Yob, P.E., Deputy County Manager for Community Operations  
Anthony E. McDowell, Deputy County Manager for Public Safety  
Cari M. Tretina, Assistant to the County Manager/Chief of Staff

Mr. Branin called the meeting to order at 7:04 p.m.

Before leading the recitation of the Pledge of Allegiance, Mr. Branin welcomed those watching the meeting and announced that the Board Room's capacity for the meeting would be 40 persons socially distanced at least six feet apart. He provided instructions to citizens who wished to participate remotely in the public hearing and public comment sections of the meeting via WebEx.

Jeanetta Lee, Chaplain for the Henrico County Police Division, delivered the invocation.

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

The vote of the Board was as follows:

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

No: None

## MANAGER'S COMMENTS

Meghan Coates will officially take the reins as the County's Director of Finance on August 1. Ms. Coates joined the Finance Department last year as Deputy Director and most recently has been serving as Acting Director. She was key to the County's efforts to navigate the \$99 million budget shortfall brought on by the sudden economic downturn due to COVID-19, which happened just as Henrico was beginning its budget process for the 2020-21 fiscal year. Ms. Coates helped lead the Herculean task of re-creating the County's operating and capital budgets in a matter of weeks. She will direct a department with more than 160 employees and a budget of \$13.7 million. Before joining the County staff, Ms. Coates held several positions with Chesterfield County after earning her bachelor's degree from Roanoke College and master's degree from Virginia Commonwealth University. Mr. Vithoukias is looking forward to Ms. Coates' continuing leadership and pointed out she will be the youngest person to have served as the County's Director of Finance. Mr. Vithoukias recognized Ms. Coates, who reflected on her 14-year career in local government. She said it is her honor to help ensure that County services are delivered efficiently and effectively and is looking forward to many great things to come. Mr. Branin congratulated Ms. Coates on her new position and Mr. Nelson joined him in welcoming her.

The County has historically hired student employees for the summer, and it instituted a formal internship program in 2013. Since that time, the County has hosted 491 interns in 25 agencies and provided valuable work experience while also benefitting from the work the interns have performed. In consideration of this year's budget reductions, the County has offered internships for credit rather than for pay this summer. At Mr. Branin's suggestion this year, the County became a founding partner with Cristo Rey, a new high school that opened in August 2019. Cristo Rey is unique because it exclusively serves students and families with limited income and offers a different type of learning experience. Each student takes a full load of college preparatory coursework for four years and participates one day each week in a four-year Corporate Work Study Program to fund their tuition. Upon graduation, the students are college ready and career prepared. The County participated in a draft day to meet and greet four ninth grade students who would be working within the Department of Finance's Treasury Division, the Department of General Services' Controller's Office, the Public Library administration, and the Voter Registration and Elections Office. Mr. Vithoukias recognized Catherine McSorley, Corporate Work Study Program Assistant for Cristo Rey, and Cristo Rey student Joshua Hughes, who reflected on his internship in the Department of General Services. Mr. Vithoukias also recognized Natania Jones, who has been interning since last summer with the Circuit Court Clerk's Office. Ms. Jones is a rising senior at J.R. Tucker High School and is dually enrolled in the Advanced College Academy at J. Sargeant Reynolds Community College, where she will satisfy the requirements for both her high school diploma and associate degree in May 2021. She also offered remarks about her internship opportunity and experiences with the County. Mr. Vithoukias noted that he personally benefitted from internships along the way. He thanked Debbie Lumpkin, the Department of Human Resources' Internship Coordinator, and Yvette George, Director of Human Resources, for their efforts with the internship program. Mr. Vithoukias congratulated a group of interns who were in the audience and thanked them for their volunteerism with the County this summer.

Mr. Vithoukias recognized Tony McDowell, Deputy County Manager for Public Safety, who provided a COVID-19 update. As of July 27, a total of 53,321 persons have been tested for COVID-19 in the Henrico County Health District according to data from the Virginia

Department of Health (VDH). VDH has recorded 12,078 new tests in Henrico since July 14, 23 percent of the total number of tests administered so far in Henrico. There have been 3,315 confirmed COVID-19 cases in Henrico, an increase of 476 cases since July 17, and another 56 probable cases are awaiting test results. The number of deaths in Henrico attributable to COVID-19 is 176, an increase of three since July 17. Of this total, 39 cases were from outside long-term care settings. The current seven-day moving average of positive tests is 7.1 percent compared to 5.7 percent on July 14. The number of hospitalizations in Henrico peaked in April, May, and early June, and local hospitals have capacity at this time. Henrico Jail West recently experienced a COVID-19 outbreak resulting in 200 positive tests among 1,323 inmates between July 5 and July 27. Fewer than 10 of the inmates with positive test results showed any signs or symptoms of COVID-19 and the two who were hospitalized had pre-existing conditions and tested negative for COVID-19 while in the hospital. All but 16 of the inmates who tested positive have either been cleared of infection or have been released or diverted from the jail and are being monitored by VDH. Of 419 Sheriff's Office staff members who were tested for COVID-19, nine had positive results but experienced minor or no symptoms.

Mr. McDowell further reported that the County's Emergency Operations Center is continuing to manage all orders of cleaning supplies and personal protective equipment for County agencies and schools. A large order was placed on July 17 for Henrico County Public Schools and items from this order have begun to arrive. The County will be receiving 17 tractor trailer loads of hand sanitizer for a total of 78,000 gallons for schools. The County has received 50,000 boxes of cleaning wipes and will also be receiving 18 pallets of cleaning supplies; tens of thousands of paper lunch bags; 1,200 face shields; and additional items. A County team is continuing to monitor national and local trends and is maintaining preparedness efforts should another outbreak occur. A training exercise was conducted earlier in the day with the Department of Health and Social Services with representatives of five long-term care facilities. The Health Department will be offering a flu vaccination exercise with support from the Office of Emergency Management and will prepare for administering COVID-19 vaccinations once the vaccines are available. The County is continuing to evaluate County facilities and operations to ensure they are adhering to safe and best practices and the Governor's orders. Finally, the County will be conducting a table-top hurricane preparedness exercise on August 5 for all department heads.

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

Mrs. O'Bannon noted the recent passing of Highland Springs resident Bernice Newell, who was very forceful but very nice in presenting concerns when she spoke during the public comment period at Board meetings. Mr. Nelson also acknowledged Mrs. Newell's passing and pointed out he was on the receiving end of some of the challenges she brought forward to the Board. He remarked that Mrs. Newell was a faithful citizen who shared comments at community meetings as well as Board meetings, was a part of the North Airport Drive Civic Association, and was among those citizens who are involved in the community and who make Henrico a better place. Mr. Nelson stated that the County is going to miss her presence.

Mr. Thornton reflected on his participation in the historic March on Washington for Jobs and Freedom on August 28, 1963, along with two of his fellow students. Although he had to leave the event following Dr. Martin Luther King, Jr.'s "I Have a Dream" speech, the final speaker that day was 23-year-old John Robert Lewis, whom Dr. King referred to as "the

Boy from Troy.” Mr. Lewis passed away on July 17. Mr. Thornton recommended two books for those who wish to learn more about Mr. Lewis – *His Truth is Marching On: John Lewis and the Power of Hope* by Jon Meacham and *Walking With the Wind: A Memoir of the Movement* by John Lewis and Michael D’Orso. Mr. Thornton characterized Mr. Lewis as a stamp on an envelope because of the way he stuck to his beliefs. He remarked that Mr. Lewis transcended race and color while always holding humanity in high esteem and personified what America is all about. Mr. Thornton suggested that Henrico has a heart and is trying to put into place those types of beliefs that were held by Mr. Lewis.

Mr. Schmitt announced he and Mr. Nelson had the opportunity last week to visit the new Henrico YMCA Aquatic Center that will be opening soon in the Fairfield District. He expressed appreciation to Mr. Thornton for his vision for the center, which will make a difference in the County for school-aged children and the public while enhancing the North Laburnum Avenue corridor. Mr. Schmitt encouraged Henrico citizens to check out the facility when it opens. Mr. Nelson echoed Mr. Schmitt’s comments and sentiments.

Mr. Nelson saluted the Division of Recreation and Parks for recently opening beautiful new pickleball courts at The Springs Recreation Center, which are already being heavily used. He stated he cannot wait to have more pickleball courts in the Varina District.

### **RECOGNITION OF NEWS MEDIA**

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

Mr. Vithoukaskas pointed out Chief Humberto I. Cardounel, Jr., has enjoyed a successful 32-year career with the Police Division and will retire from the County on August 28. He recommended the Board add a resolution to the general agenda by unanimous consent expressing the Board’s appreciation to Chief Cardounel.

187-20            On motion of Mr. Thornton, seconded by Mr. Schmitt, and by unanimous vote, the Board approved adding to the agenda an item numbered 187-20 and titled “Resolution - Expressing Appreciation to Chief Humberto I. Cardounel, Jr.” - see attached resolution.

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

Mr. Branin presented the resolution and a gift to Chief Cardounel, who was joined by his wife, Nancy; children, Katie, Hailey, and Andrew; and mother, Lourdes. Chief Cardounel noted he was born and raised in Henrico and was appreciative and deeply humbled and honored for the opportunities and support granted him by Mr. Vithoukaskas, the Board, the Police Division, and the community. He also thanked his family for being present for this recognition.

### **APPOINTMENT**

176-20            Resolution - Appointment of Member - The Cultural Arts Center at Glen Allen Foundation Board of Directors.

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

### PUBLIC HEARING ITEMS

177-20 Resolution - Authorization to Submit Application to the Virginia Department of Housing and Community Development to Amend the Henrico Portion of the City of Richmond North/Henrico County Enterprise Zone.

David Sachs, Community Development Manager for the Department of Community Revitalization, responded to questions from Mr. Thornton and Mr. Nelson. He narrated a lengthy slide presentation that explained a proposed amendment of the enterprise zone to remove 274.3 acres and add 281.8 acres. The areas proposed for removal are for land that is not able to benefit from the enterprise zone program and included environmentally sensitive areas, publicly owned property, and residential land. The areas proposed for addition will provide economic development or revitalization opportunities. The following areas were proposed for deletion: stormwater retention ponds at Reynold Crossing and White Oak Village, acreage on Staples Mill Road owned by the Commonwealth of Virginia and Amtrak, Highland Springs High School acreage, the Westminster Canterbury extension, property at Nine Mile and Dabbs House Roads, residential areas adjacent to Broad Run, and Creighton Road area acreage. Areas included for addition were Quioccasin Station Shopping Center; 3008 Mechanicsville Turnpike; 4300 Carolina Avenue; the Klockner industrial area; Chamberlayne Farms Shopping Center; Brookfield; the Azalea Avenue and Richmond Raceway corridor; 6914 Staples Mill Road; 3507, 3509, and 6010 Nine Mile Road; Ridge Shopping Center; 1910 Charles City Road; and Libbie Mill. Mr. Sachs also summarized the acreage and local incentives associated with the enterprise zone amendments. He concluded his presentation by reviewing the enterprise zone amendment schedule for Henrico County and the City of Richmond and noting that approval of the amendments was expected in October 2020. Mr. Sachs responded to further questions from Mrs. O'Bannon and Mr. Thornton.

Mr. Branin repeated the instructions as to how citizens could participate remotely in the public hearing and public comment sections of the meeting via WebEx.

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

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

178-20 Resolution - Authorization to Submit Henrico County FY 2020-25 Consolidated Plan and FY 2020-21 Annual Action Plan, including the CDBG, HOME and ESG Program Plans for FY 2020-21; to Execute the CDBG, HOME and ESG Agreements for FY 2020-21; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities.

Eric Leabough, Director of Community Revitalization, responded to a question from Mr. Nelson. He began a slide presentation on the consolidated plan by identifying key community development needs that are served by the U.S. Housing and Urban Development Community Development Block Grant (CDBG), HOME Investments Partnership (HOME), and Emergency Shelter/Solutions Grant (ESG) programs. Mr. Leabough advised the Board that HUD increased the allocations for these programs by 4.4 percent for Fiscal Year 2020-21 and staff was requesting that 24 of the 29 requests it received be approved for funding. He concluded his presentation by reviewing the sources and proposed uses of program funds, which totaled \$2,833,438 for the three programs. Mr. Leabough responded to further questions from Mr. Thornton and Mr. Nelson.

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

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

### **PUBLIC COMMENTS**

Sylvia Renee Forbes, a resident of the City of Richmond and direct descendant of three families buried at Evergreen Cemetery, expressed concerns regarding the maintenance of Evergreen Cemetery and East End Cemetery by their overseer, The Enrichmond Foundation. She specifically referred to the recent removal of memorial items, including American flags and floral arrangements, from gravesites at the two cemeteries. Ms. Forbes asked for the Board to establish transparency and County oversight among the Foundation, families of the deceased, and Friends of East End and to assist with the restoration of work done at the cemeteries by Friends of East End and other volunteer groups. Mr. Nelson asked Mr. Vitoulkas to help facilitate discussions to address this situation. Mr. Thornton advised that there is a section addressing African American cemeteries in the book "Built by Blacks." He pointed out these cemeteries are repositories of museums, thanked Ms. Forbes for bringing this matter to the Board's attention, and said the County will see what it can do to assist. Mr. Branin remarked that Mr. Thornton brought this topic up several years ago and the County began organizing volunteer groups to help clean up African American cemeteries located in Henrico.

Brian Palmer, a resident of the Fairfield District and member of Friends of East End, elaborated on ongoing maintenance problems encountered at the cemeteries and requested the County's help in compelling the Foundation to be an adequate steward. He responded to a question from Mr. Nelson.

### **GENERAL AGENDA**

179-20                      Resolution - Signatory Authority - Amendment to Contract - Enterprise Land Management System.

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

180-20 Resolution - Approval of Amendment - FY2019 and FY2020 Community Services Board Performance Contract between Virginia Department of Behavioral Health and Developmental Services and Henrico Area Mental Health & Developmental Services Board.

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

181-20 Resolution - Authorization to Seek Re-Certification - Certified Crime Prevention Community Program.

Chief Cardounel explained this program, noting that to obtain certification a locality must meet 12 core community safety strategies augmented by a minimum of seven approved optional strategies for a total of 19 strategies. Henrico has attained certification for the 2017 through 2019 three-year cycle and can apply for recertification in December 2022. It is one of only 11 Virginia localities to achieve this certification. The program is a tool that is used to enhance safety, economic development, and tourism. It also strengthens the professionalism of law enforcement agency management and demonstrates the County can meet rigorous standards related to community safety. Chief Cardounel recognized Billy Moffett, the Police Division's Crime Prevention through Environmental Design Planner, who led the certification effort. He also recognized the following persons who collaborated with Mr. Moffett and many other members of the Police Division staff on this effort: Shelly Shuman-Johnson, Commonwealth's Attorney's Office; Dr. Pat Hill, Henrico Area Mental Health & Developmental Services; Kathy Jones, Juvenile Probation; Shawn Rozier, Department of Social Services; Ashley Catterton and Paul Johnson, Department of Community Revitalization; and Cortney Berry, Chris Bailor, and Gwen Miller, Henrico County Public Schools. Mr. Moffett presented a framed copy of the certification document to Mr. Vithoukas on behalf of the Division.

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

182-20 Resolution - Signatory Authority - Sixth Amendment to Communications Tower License Agreement - 3245 Basie Road - Brookland District.

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

183-20 Resolution - Signatory Authority - Acquisition of Easements - Three Chopt Road Improvements Project - Gaskins Professional Office Condos East - Tuckahoe District.

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

184-20 Resolution - Signatory Authority - Acquisition of Real Estate and Easements - Three Chopt Road Improvements Project - Gaskins Professional Office Condos - Tuckahoe District.

Steve Price, Real Property Director, responded to questions from Mr. Branin and 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.

185-20 Resolution - Award of Contract - Dorey Park Shared Use Path, Phase II - Varina District.

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

186-20 Resolution - Signatory Authority - Amendment to Engineering Services Agreement - Upham Brook Trunk Sewer - Brookland and Fairfield Districts.

Bentley Chan, Assistant Director of Public Utilities, responded to questions from the Board.

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

Mr. Branin asked everybody watching the meeting and everybody in the room to please be safe.

There being no further business, the meeting was adjourned at 8:51 p.m.



Chairman, Board of Supervisors  
Henrico County, Virginia





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

Agenda Item No. 187-20

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**Agenda Title: RESOLUTION – Expressing Appreciation to Chief Humberto I. Cardounel, Jr.**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<p align="center"><b>BOARD OF SUPERVISORS ACTION</b></p> <p>1) add 2) approve</p> Moved by (1) <u>Schmitt</u> Secended by (1) <u>Schmitt</u> (2) <u>O'Bannon</u> (2) <u>Nelson</u>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <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> </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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REMARKS: <b>APPROVED</b>																										

**WHEREAS**, Henrico Police Chief Humberto I. Cardounel, Jr., has enjoyed a successful and distinguished 32-year career with the Henrico Police Division and will retire from the County on August 28, 2020; and

**WHEREAS**, Chief Cardounel grew up in Henrico County, graduated from Douglas S. Freeman High School, and earned a Bachelor of Arts degree from the University of Richmond and a Master of Public Administration degree from Virginia Commonwealth University; and

**WHEREAS**, Chief Cardounel joined the Police Division in October 1988 as a patrol officer and SWAT team medic and rose through the ranks to investigator and later sergeant, command sergeant, lieutenant, captain, and major; and

**WHEREAS**, before his appointment as Chief in April 2016, Chief Cardounel served as deputy chief for the Patrol and Investigative Bureaus; led the Criminal Investigations Section; developed and implemented the Homeland Security Section; and provided leadership and service to the Training Academy, Internal Affairs Unit, Media Relations Unit, Organized Crime Section, and Personnel Unit; and

**WHEREAS**, Chief Cardounel is a graduate of the 221<sup>st</sup> Session of the Federal Bureau of Investigation's National Academy; Police Executive Research Forum's Senior Management Institute for Police; Jepson School of Leadership Studies' Police Executive Leadership School; Virginia Association of Chiefs of Police & Foundation's (VACP) Institute for Leadership in Changing Times; Weldon Cooper Center for Public Service's Leading, Educating, and Developing Program; and Leadership Metro Richmond; and

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

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

Agenda Item No. 187-20  
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**Agenda Title: RESOLUTION - Expressing Appreciation to Chief Humberto I. Cardounel, Jr.**

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**WHEREAS**, Chief Cardounel has also served as a gubernatorial appointee on the Virginia State Child Fatality Review Team and the Charitable Gaming Board, and he is currently a member of the VACP Executive Board and an assessor and team leader for the Commission on Accreditation for Law Enforcement Agencies; and

**WHEREAS**, Chief Cardounel oversees a division with a staff of 864 sworn and unsworn personnel that is responsible for providing law enforcement for Henrico's approximately 340,000 residents; and

**WHEREAS**, Chief Cardounel has demonstrated what it means to serve with heart during his long and distinguished career and will leave a lasting mark on Henrico and its Police Division.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Henrico County, Virginia, hereby expresses its heartfelt appreciation to Chief Humberto I. Cardounel, Jr., for his calm and steady leadership and 32 years of outstanding service to this community and offers him very best wishes in his retirement and future endeavors.

**BE IT FURTHER RESOLVED** that this resolution shall be spread among the minutes of this meeting and a copy publicly presented to Chief Cardounel as a token of the Board's deepest gratitude.

# Resolution



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

## *Expressing Appreciation to Chief Humberto I. Cardounel, Jr.*

**WHEREAS**, Henrico Police Chief Humberto I. Cardounel, Jr., has enjoyed a successful and distinguished 32-year career with the Henrico Police Division and will retire from the County on August 28, 2020; and

**WHEREAS**, Chief Cardounel grew up in Henrico County, graduated from Douglas S. Freeman High School, and earned a Bachelor of Arts degree from the University of Richmond and a Master of Public Administration degree from Virginia Commonwealth University; and

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**COUNTY OF HENRICO, VIRGINIA  
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MINUTE**

Agenda Item No. 176-20

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**Agenda Title: RESOLUTION - Appointment of Member - The Cultural Arts Center at Glen Allen Foundation Board of Directors**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Branin, T.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> </tbody> </table>		YES	NO	OTHER	Branin, T.	✓	—	—	Nelson, T.	✓	—	—	O'Bannon, P.	✓	—	—	Schmitt, D.	✓	—	—	Thornton, F.	✓	—	—
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**BE IT RESOLVED** that the Board of Supervisors of Henrico County, Virginia, hereby appoints the following person to The Cultural Arts Center at Glen Allen Foundation Board of Directors for a three-year term expiring June 30, 2023, or thereafter, when his successor shall have been appointed and qualified:

At-Large      Michael E. Klein

By Agency Head *M* By County Manager *F. Schmitt*

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Agenda Item No. 177-20

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Agenda Title: **RESOLUTION — Authorization to Submit Application to the Virginia Department of Housing and Community Development to Amend the Henrico Portion of the City of Richmond North/Henrico County Enterprise Zone**

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NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors authorizes the County Manager to submit the application and necessary supporting information to the Virginia Department of Housing and Community Development and to perform all program administrative and reporting requirements throughout the life of the Zone.

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



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

Agenda Item No. 178-20

Page No. 1 of 2

**Agenda Title: RESOLUTION – Authorization to Submit Henrico County FY 2020-25 Consolidated Plan and FY 2020-21 Annual Action Plan, including the CDBG, HOME and ESG Program Plans for FY 2020-21; to Execute the CDBG, HOME and ESG Agreements for FY 2020-21; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <u>APPROVED</u>	<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 align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	OTHER	Branin, T.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Schmitt, D.	✓			Thornton, F.			
	YES	NO	OTHER																							
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Nelson, T.	✓																									
O'Bannon, P.	✓																									
Schmitt, D.	✓																									
Thornton, F.																										

WHEREAS, Henrico County is an entitlement community under the U.S. Department of Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") Program, as authorized by Title 1 of the Housing and Community Development Act of 1974; and,

WHEREAS, the County's CDBG entitlement for Fiscal Year 2020-21 is \$1,729,959, and the County has prepared the attached proposed sources and uses of CDBG entitlement funds; and,

WHEREAS, \$36,371 in unspent CDBG funds from previous years is included in the proposed use of CDBG funds in Fiscal Year 2020-21; and,

WHEREAS, the County is an entitlement community under the HUD HOME Investment Partnerships Program ("HOME") as authorized by the HOME Investment Partnerships Act of 1990; and,

WHEREAS, the County's HOME entitlement for Fiscal Year 2020-21 is \$919,624, and the County has prepared the attached proposed sources and uses of HOME entitlement funds; and,

WHEREAS, Henrico County is an entitlement community under the HUD Emergency Solutions Grants ("ESG") Program, as authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009; and,

WHEREAS, the County's ESG entitlement for Fiscal Year 2020-21 is \$147,484, and the County has prepared the attached proposed sources and uses of ESG entitlement funds; and,

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

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 Clerk, Board of Supervisors

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

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

Agenda Item No. 178-20

Page 2 of 2

**Agenda Title: RESOLUTION – Authorization to Submit Henrico County FY 2020-25 Consolidated Plan and FY 2020-21 Annual Action Plan, including the CDBG, HOME and ESG Program Plans for FY 2020-21; to Execute the CDBG, HOME and ESG Agreements for FY 2020-21; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities**

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WHEREAS, localities are required to submit a Consolidated Plan and an Annual Action Plan (“Plan”) as a condition of receiving CDBG, HOME and ESG funds, and the Department of Community Revitalization has prepared the required Plans for submission to HUD with the proposed uses of CDBG, HOME and ESG funds shown on the attached table.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that it: (1) approves the County’s Five-Year Consolidated Plan and FY 2020-21 Action Plan, including the proposed uses of CDBG, HOME and ESG funds for FY 2020-21; (2) authorizes the County Manager to submit the Plans to HUD; and (3) authorizes the County Manager to execute the CDBG, HOME, and ESG agreements with HUD for FY 2020-21 and the contracts necessary to carry out the CDBG, HOME and ESG program activities, all in a form approved by the County Attorney.

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







COMMONWEALTH OF VIRGINIA  
**County of Henrico**

First Amendment to Agreement for Enterprise Land Management  
Solution and Master Services Agreement

Contract No. 1154

July \_\_, 2020

This First Amendment to Agreement for Enterprise Land Management Solution and Master Services Agreement (“Amendment”) by and between the County of Henrico, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and Computronix USA, Inc. (“Vendor”), a Colorado corporation, is dated July \_\_, 2020.

**Recitals**

**R-1** The County and Vendor entered into the Agreement for Enterprise Land Management Solution and Master Services Agreement (“Contract #1154”) dated October 24, 2018. All terms used but not defined in this Amendment shall have the meanings given to them in Contract #1154.

**R-2** The County agreed to pay Vendor a fixed fee not to exceed \$2,379,925 for the successful completion of the Services described in the Statement of Work and successful delivery of the System and Project. Pursuant to Section 8.1 of Contract #1154, the fixed fee could be changed by Change Request in accordance with the Statement of Work.

**R-3** During development of the System and Project, between October 24, 2018 and the date of this Amendment, the parties have agreed to the following Change Requests:

A. *Change Request No. 1.* The parties agreed to move completion of the final design and delivery of the FileNet interface and associated deliverables from Phase 1 to Phase 2A without change in cost.

B. *Change Request No. 2.* The parties agreed to add functionality for bulk restocking at a fixed fee not to exceed \$60,200.

C. *Change Request No. 3.* The parties agreed to move a standard operational report (work order invoice report) from Phase 1 to Phase 2C without change in cost.

D. *Change Request No. 4.* At the County’s request, Vendor repeated a one-day demonstration at a fixed fee not to exceed \$36,300.

E. *Change Request No. 5.* Without change in cost, the parties agreed to adjust the schedule of work by making Phase 2B the Code Enforcement module and Phase 2C the Planning module.

F. *Change Request No. 7.* The parties agreed to move the interface work for the County’s payment portal to Phase 2C without change in cost.

G. *Change Request No. 8.* The parties agreed to add work to develop processes for elevator permitting at a fixed fee not to exceed \$124,000.

H. *Change Request No. 9.* The parties agreed to add work related to the temporary certificate of occupancy processes at a fixed fee not to exceed \$45,300.

I. *Change Request No. 11.* Following the Phase 2A Fit/Gap sessions, the parties agreed to add work to close identified gaps at a fixed fee not to exceed \$122,500.

J. *Change Request No. 12.* The parties agreed to add work to Phase 2A to implement a process for receiving and reviewing requests for modifications from the Virginia Uniform Statewide Building Code at a fixed fee not to exceed \$44,100.

K. *Change Request No. 13.* The parties agreed to move the FileNet interface and associated deliverables to Phase 2C without change in cost.

L. *Change Request No. 14.* The parties agreed to add an additional test run of the conversion into the user acceptance testing environment, including additional reports and related meetings, at a fixed fee not to exceed \$8,500.

M. *Change Request No. 15.* The parties agreed to add work to install and configure a County-hosted Corral database without change in cost.

N. *Change Request No. 16.* The parties agreed to add work to support three individual “Go Live” events – one for each of the following modules: Permitting & Inspections, Code Enforcement, and Planning – at a fixed fee not to exceed \$32,112.

O. *Change Request No. 17.* The parties agreed to move work from Phase 2B/Phase 2 Code Enforcement module to Phase 2C/Phase 4 Planning module and add work to support additional Fit/Gap work at a fixed fee not to exceed \$20,480.

P. *Change Request No. 18.* The parties agreed to add work to modify processes in Phase 2 Code Enforcement module to enable County employees to track activities associated with work orders at a fixed fee not to exceed \$26,240.

Q. *Change Request No. 19.* The parties agreed to add work to separate activities within the Code Enforcement module according to department at a fixed fee not to exceed \$26,880.

R. *Change Request No. 20.* The parties agreed to add work to modify the Code Enforcement module to allow information regarding third party inspectors at a fixed fee not to exceed \$11,360.

S. *Change Request No. 21.* The parties agreed to add work to the Code Enforcement module to allow users to filter violation types, view all related activities associated to a property, and display information associated with the assigned investigator at a fixed fee not to exceed \$26,960.

T. *Change Request No. 22.* The parties agreed to add work to the Code Enforcement module to allow users greater ability to evaluate and assess customer complaints at a fixed fee not to exceed \$21,760.

U. *Change Request No. 23.* For a fixed fee not to exceed \$10,880, the parties agreed to add work to the Code Enforcement module to develop a process for automatically producing a work order following the initial review of a complaint and linking the work order to the complaint.

**R-4** The parties anticipate needing additional Change Requests to successfully complete the Services described in the Statement of Work (Exhibit A to Contract #1154) and successfully deliver the System and Project, and the County desires to cap the amount by which the not-to-exceed fee may be increased by Change Request, whether individually or cumulatively.

#### **Agreement**

Now, therefore, the parties agree to amend the Contract as follows:

1. Section 8 of Contract #1154 is deleted in its entirety and replaced with the following:

**“8. FEES FOR SERVICES.**

COUNTY agrees to pay VENDOR the following fees:

8.1. The County shall pay Vendor a fixed fee not to exceed \$2,379,925 for the successful completion of the Services described in the Statement of Work (Exhibit A) and successful delivery of the System and Project. This fixed fee may be changed by Change Request as provided in the Statement of Work (Exhibit A). However, this fixed fee shall not be increased by Change Request, whether individually or cumulatively, to an amount exceeding \$3,760,825, except by amendment to Contract #1154 approved by the Board of Supervisors of Henrico County, Virginia.

8.2. The fees for Subscribed Services are broken down yearly into five annual terms with exception of the one-time fee for the perpetual software license to POSSE (Year 1 only). The applicable fees for the remaining Subscribed Services, permitted annual increases in such fees, and the timing for when the fees will be due are summarized in the table below. As of October 24, 2018, the total not-to-exceed amounts to be paid for the Services associated with the System, the Project, and Subscribed Services for the first five years are also summarized in the table below. Except as provided in the applicable Exhibit, the fees for Subscribed Services may only be changed by written amendment to Contract #1154 signed by Vendor and the County.

Service	Year 1	Year 2	Year 3	Year 4	Year 5	Comment
POSSE Perpetual License (License Agreement)	\$579,645	-				One-time payment; due when POSSE is installed in an environment specifically for the County
POSSE ePlans Module (License Agreement)	-	\$55,000	\$57,200	\$59,488	\$61,866	Annual fee due approximately 2 months before going live (est. month 20); 4% maximum increase per year
Project Implementation (Statement of Work)	\$1,183,930	\$1,170,995	-	-	-	Timing of payments shown in this row is estimated based on the original 22-month schedule in the Statement of Work
Support Services (Support Agreement)	\$127,370	\$132,465	\$137,763	\$143,274	\$149,005	4% maximum increase per year
Test and Install POSSE Updates (Support Agreement)	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	Fixed fee

Hosting Services ( <i>Hosting SLA</i> )	\$79,010	\$92,799	\$97,439	\$102,311	\$107,426	Year 1 includes \$25,000 set-up fee described in Exhibit A, 3 months free, 5 months at reduced cost, and 4 months at full price. 5% maximum increase per year.
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- 8.3 County will pay the applicable fees for Services upon completion of said Services in a manner satisfactory to County and after receipt and approval by County of a proper invoice itemizing the services performed and the rates charged for such services. County shall make payment in accordance with the payment schedule set forth in the Statement of Work (Exhibit A). Fees for Subscribed Services shall be paid upon receipt of a certified invoice itemizing the services provided for the applicable term.
- 8.4 Unless otherwise stated in the Agreement Documents, County agrees that all payments are due thirty (30) days from date of invoice and County will endeavor to pay such amounts in a timely fashion.
- 8.5 Except as stated in paragraphs 8.1 and 8.2, the fees for the Services associated with the Project and the Subscribed Services may only be changed by written amendment signed by Vendor and the County.
- 8.6 If an audit or other investigation discloses that the County made payments in excess of the amount to which it owed Vendor, Vendor shall repay such amount back to the County. Under no circumstances shall an overpayment associated with a previous invoice constitute an acceptance of overcharges.
- 8.7 Travel Expenses: Appropriate amounts for the costs of travel, lodging, meals, and related expenses Vendor may incur during implementation of the Project are included in the fixed fee stated in the Statement of Work (Exhibit A). If the County requires additional services that require travel, lodging, meals, or related expenses, all costs must be included in any Change Requests and provided to the County for approval in advance. The County will only provide reimbursement for mode of travel and lodging that is most economical and a daily per diem for meals and incidentals based on the federal per diem rates listed in IRS Publication 1542. The maximum daily per diem is \$57 per day (\$52 for meals, \$5 for incidentals). Incidental expenses include baggage handling fees, hotel maids, etc. Incidentals do not include tips associated with meals, which are included in the meals allowance.”

2. Except as modified by this Amendment, the provisions of Contract #1154 remain in full force and effect.

3. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument, and facsimile or electronic signatures shall be deemed to be original signatures and of the same force and effect.

In witness whereof, the parties have caused this Amendment to be executed by the following duly authorized individuals:

**Computronix USA, Inc.**  
3900 S. Wadsworth Blvd., Suite 510  
Lakewood, CO 80235



\_\_\_\_\_  
Signature

**David den Otter - VP Operations**  
\_\_\_\_\_  
Printed Name and Title

**July 9, 2020**  
\_\_\_\_\_  
Date

**COUNTY OF HENRICO, VIRGINIA**  
P.O. Box 90775  
Henrico, VA 23273-0775

\_\_\_\_\_  
Signature

**John A. Vithoukas**  
County Manager

\_\_\_\_\_  
Date



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

Agenda Item No. 180-20

Page No. 1 of 1

**Agenda Title: RESOLUTION — Approval of Amendment — FY2019 and FY2020 Community Services Board Performance Contract between Virginia Department of Behavioral Health and Developmental Services and Henrico Area Mental Health & Developmental Services Board**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Branin, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	OTHER	Branin, T.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Schmitt, D.	✓			Thornton, F.	✓		
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Schmitt, D.	✓																									
Thornton, F.	✓																									

**WHEREAS**, on September 25, 2018, the Board of Supervisors approved a performance contract for FY2019 and FY2020 between the Virginia Department of Behavioral Health and Developmental Services and the Henrico Area Mental Health & Developmental Services Board; and,

**WHEREAS**, the parties have negotiated an amendment to extend the end of the contract term from June 30, 2020, to December 31, 2020, while a new contract is prepared for FY2021 and FY2022; and,

**WHEREAS**, the Henrico Area Mental Health & Developmental Services Board approved the amendment on July 23, 2020, and recommended approval by the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED** by the Henrico County Board of Supervisors that Amendment No. 1 to the FY2019 and FY2020 Community Services Board Performance Contract between the Virginia Department of Behavioral Health and Developmental Services and Henrico Area Mental Health & Developmental Services Board is approved.

Comment: The Executive Director of HAMHDS recommends approval of this Board paper; the County Manager concurs.

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

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

Agenda Item No. 182-20

Page No. 1 of 1

**Agenda Title: RESOLUTION — Signatory Authority — Sixth Amendment to Communications Tower License Agreement — 3245 Basie Road — Brookland District**

<p>For Clerk's Use Only:</p> <p>Date: <u>7/28/2020</u></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Amended</p> <p><input type="checkbox"/> Deferred to:</p>	<p><b>BOARD OF SUPERVISORS ACTION</b></p> <p>Moved by (1) <u>Schmitt</u> Seconded by (1) <u>O'Bannon</u></p> <p>(2) _____</p> <p>REMARKS: <b>A P P R O V E D</b></p>	<table border="0"> <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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

WHEREAS, the County operates public safety radio equipment on the communications tower at 3245 Basie Road pursuant to a license agreement with Vertical Bridge CC FM, LLC; and,

WHEREAS, the design for the County's new public safety radio system has been finalized, and the parties have agreed to amend the license agreement to list the additional equipment that will be used in the new system; and,

WHEREAS, all other terms of the license agreement will remain unchanged.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute an amendment to the license agreement to list the new equipment in a form approved by the County Attorney.

Comments: The Deputy County Manager for Public Safety and the Director of Real Property recommend approval of this Board Paper, and the County Manager concurs.

By Agency Head Steve Sine 7/11 By County Manager [Signature]

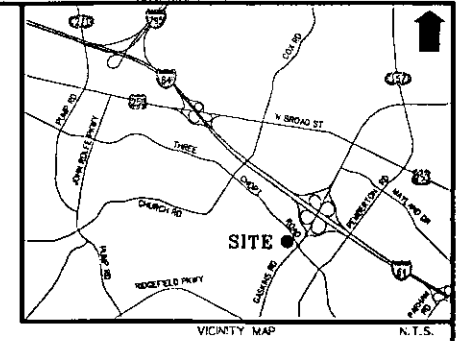
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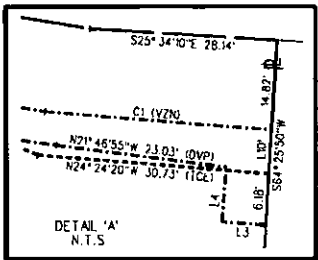
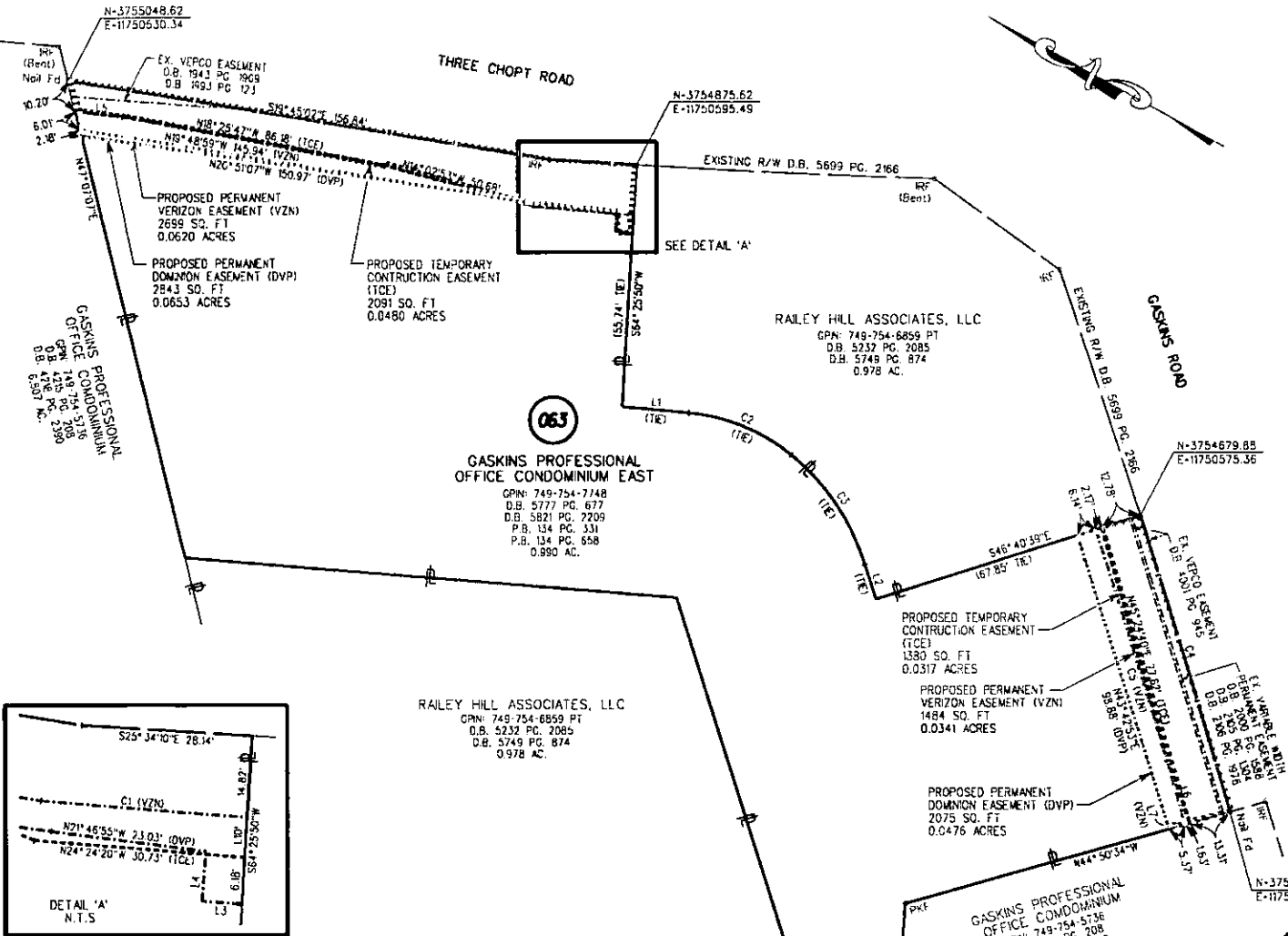
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PARCEL INFO		PARCEL AREA (ACRES)		TEMP. CONSTRUCTION ESMT		PERM. VERIZON ESMT		PERM. DOMINION ESMT	
NO.	GPIN	EXIST.	REMAINING	SO. FT.	ACRES	SO. FT.	ACRES	SO. FT.	ACRES
063	749-754-7748	0.990	0.990	3471	0.0797	4183	0.0961	4918	0.1129



- NOTES**
- I HEREBY CERTIFY THAT THIS COMPILED PLAT MEETS THE MINIMUM PLAT STANDARDS OF THE VA DPOR APPLICABLE REGULATIONS.
  - THIS PLAT IS BASED ON A COMPARISON OF DATA FROM EXISTING DEEDS AND PLATS, AND FROM A FIELD SURVEY TO DETERMINE RIGHT-OF-WAY ALONG THE PROJECT CORRIDOR.
  - THIS PLAT WAS PREPARED TO SHOW THE ACQUISITIONS NOTED, AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY HEREON.
  - THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ALL EASEMENTS WHICH MAY AFFECT THE PROPERTY HEREON.
  - THE PROPERTY'S PHYSICAL IMPROVEMENTS ARE NOT SHOWN.
  - ACQUISITIONS SHOWN ARE BASED ON FILES PROVIDED BY AECOM, RECEIVED ON 5-3-2019.
  - NO DESIGNATION OR LOCATION OF SUBSURFACE UTILITIES WAS PERFORMED DURING THE PREPARATION OF THIS PLAT.
  - COORDINATES SHOWN ON THIS COMPILED PLAT ARE VIRGINIA STATE PLANE, PROJECT COORDINATES CAN BE COMPUTED BY MULTIPLYING THE STATE PLANE VALUES SHOWN BY THE COMBINED SCALE AND ELEVATION SCALE FACTOR OF 1.00006.
  - ALL DISTANCES SHOWN ARE GROUND DISTANCES.
  - MERIDIAN SOURCE:  
VA STATE PLANE, SOUTH ZONE, GRID NORTH



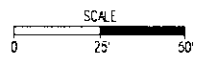
**CURVE DATA TABLE (Measurements in FT)**

	RADIUS	ARC	DELTA	TAN	CHBEARING	CHDIST.
C1	1988.86	34.15	00°59'02"	17.08	N24°32'11"W	34.15
C2	60.00	35.96	34°29'21"	18.54	S06°33'10"E	35.43
C3	75.00	43.04	32°52'48"	22.13	S27°03'35"W	42.45
C4	3756.62	99.54	01°31'05"	49.77	S44°09'50"W	99.54
C5	3741.72	98.58	01°30'23"	49.19	N44°09'40"E	98.37

**LINE DATA TABLE**

	BEARING	DIST. (FT)
L1	S23°43'26"E	21.51
L2	S43°29'58"W	11.62
L3	N24°49'48"W	5.36
L4	N65°33'06"E	6.44
L5	N73°12'44"W	15.25
L6	N41°04'17"E	21.55
L7	N43°54'59"E	0.69

- LEGEND**
- AREA OF PROPOSED PERMANENT VERIZON OR DOMINION VA POWER UTILITY EASEMENTS
  - AREA OF PROPOSED TEMPORARY CONSTRUCTION EASEMENT
  - PROPERTY LINE
  - EXISTING RIGHT OF WAY



COMPILED PLAT SHOWING PROPOSED PERMANENT AND TEMPORARY EASEMENTS ON THE PROPERTY OF

**GASKINS PROFESSIONAL OFFICE CONDOMINIUM EAST**

THREE CHOPT MASTER DISTRICT  
HENRICO COUNTY, VIRGINIA

**Engineers, Surveyors  
Construction Managers**

114 east cary street, suite 200  
Richmond, Virginia 23219  
(804) 644-4000

FILE NAME	SCALE	DATE	DRG. NO.	SHEET
0637497547748.DGN	1"=25'	MAY 17, 2019	04001 004	1 of 1

REVISION: DATE:





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

Agenda Item No. 184-20

Page No. 1 of 1

**Agenda Title: RESOLUTION — Signatory Authority — Acquisition of Real Estate and Easements — Three Chopt Road Improvements Project — Gaskins Professional Office Condos — Tuckahoe District**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</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 align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> </table>		YES	NO	OTHER	Branin, T.	✓	—	—	Nelson, T.	✓	—	—	O'Bannon, P.	✓	—	—	Schmitt, D.	✓	—	—	Thornton, F.	✓	—	—
	YES	NO	OTHER																							
Branin, T.	✓	—	—																							
Nelson, T.	✓	—	—																							
O'Bannon, P.	✓	—	—																							
Schmitt, D.	✓	—	—																							
Thornton, F.	✓	—	—																							

WHEREAS, the County needs to acquire 3,622 square feet of fee simple right-of-way, 4,372 square feet of temporary construction easement, 4,557 square feet of permanent utility easement to relocate Verizon facilities, and 5,438 square feet of permanent utility easement to relocate Dominion Energy Virginia facilities, all being across the property at 2500 – 2570 Gaskins Road for the Three Chopt Road Improvements project; and,

WHEREAS, Gaskins Road Real Estate Center, LLC, TLK Holdings, LLC, Hungry Dogs, L.L.C., Three Chopt Realty Partners, LLC, Cantara Holdings, LLC, De Paredes Investments, LLC, Kingdom Holdings, L.L.C., A&M Holding Company, LLC, Brown Brothers LLC, and Three Chopt Gaskins, LLC own the property and have agreed to sell the necessary real estate, including site improvements and easements, for \$45,600.

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

- (1) it authorizes the acquisition of the real estate, including site improvements, and easements for \$45,600; and,
- (2) the County Manager, or his designee, and the County Attorney are authorized to execute all documents and undertake all actions necessary to complete the acquisition.

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

By Agency Head *Stan Schmitt* By County Manager *John Nelson*

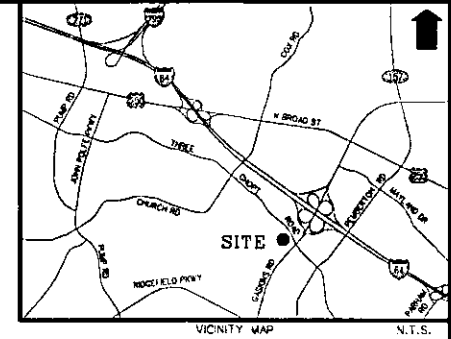
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Certified: \_\_\_\_\_  
 A Copy Teste: \_\_\_\_\_  
 Clerk, Board of Supervisors

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

PARCEL INFO		PARCEL AREA (ACRES)		RIGHT OF WAY		TEMP. CONSTRUCTION ESMT		DVP UTILITY EASEMENT		VERIZON UTILITY ESMT	
NO.	GPIN	EXIST.	REMAINING	SQ. FT.	ACRES	SQ. FT.	ACRES	SQ. FT.	ACRES	SQ. FT.	ACRES
061	749-754-5736	6.807	6.724	3622	0.0831	4372	0.1003	5438	0.1249	4557	0.1046

SEE SHEET 2



RAILEY HILL ASSOCIATES LLC  
 GPN: 749-754-7558  
 O.B. 5232 PG. 2085  
 1.291 AC.

**061**  
**GASKINS PROFESSIONAL  
 OFFICE CONDOMINIUM**  
 GPN: 749-754-5736  
 O.B. 4215 PG. 208  
 O.B. 4218 PG. 2390  
 6.807 AC.

PROPOSED PERMANENT COMMON  
 VA POWER UTILITY EASEMENT  
 2177 SQ. FT.  
 0.0500 ACRES

PROPOSED PERMANENT  
 VERIZON UTILITY EASEMENT  
 1920 SQ. FT.  
 0.0441 ACRES

PROPOSED  
 R/W LINE  
 1547 SQ. FT.  
 0.0355 ACRES

PROPOSED TEMPORARY  
 CONSTRUCTION EASEMENT  
 1303 SQ. FT.  
 0.0299 ACRES

N-3754507.63  
 E-11750425.94

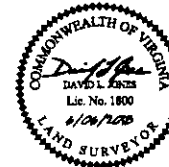
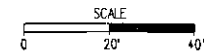
GASKINS ROAD

**NOTES**

1. I HEREBY CERTIFY THAT THIS COMPILED PLAT MEETS THE MINIMUM PLAT STANDARDS OF THE VA DPOR APPLICABLE REGULATIONS.
2. THIS PLAT IS BASED ON A COMPILED OF DATA FROM EXISTING DEEDS AND PLATS, AND FROM A FIELD SURVEY TO DETERMINE RIGHT-OF-WAY ALONG THE PROJECT CORRIDOR.
3. THIS PLAT WAS PREPARED TO SHOW THE ACQUISITIONS NOTED, AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY HEREON.
4. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ALL EASEMENTS WHICH MAY AFFECT THE PROPERTY HEREON.
5. THE PROPERTY'S PHYSICAL IMPROVEMENTS ARE NOT SHOWN.
6. ACQUISITIONS SHOWN ARE BASED ON FILES PROVIDED BY AECOM, RECEIVED ON 8-11-2016.
7. NO DESIGNATION OR LOCATION OF SUBSURFACE UTILITIES WAS PERFORMED DURING THE PREPARATION OF THIS PLAT.
8. COORDINATES SHOWN ON THIS COMPILED PLAT ARE VIRGINIA STATE PLANE. PROJECT COORDINATES CAN BE COMPUTED BY MULTIPLYING THE STATE PLANE VALUES SHOWN BY THE COMBINED SCALE AND ELEVATION SCALE FACTOR OF 1.00006.
9. ALL DISTANCES SHOWN ARE GROUND DISTANCES.
10. MERIDIAN SOURCE:  
VA STATE PLANE, SOUTH ZONE, GRID NORTH

**LEGEND**

- AREA OF PROPOSED RIGHT OF WAY
- AREA OF PROPOSED PERMANENT VERIZON OR COMMON VA POWER UTILITY EASEMENTS
- AREA OF PROPOSED TEMPORARY CONSTRUCTION EASEMENTS
- PROPERTY LINE
- EXISTING RIGHT OF WAY



COMPILED PLAT SHOWING PROPOSED  
 RIGHT OF WAY AND PERMANENT AND TEMPORARY EASEMENTS ON  
 THE PROPERTY OF

**GASKINS PROFESSIONAL OFFICE CONDOMINIUM**

THREE CHURCH INDUSTRIAL DISTRICT  
 HENRICO COUNTY, VIRGINIA

**rd** Engineers, Surveyors  
 Construction Managers  
 114 west cary street, suite 200  
 richmond, virginia 23219  
 (804) 644-6600

FILE NAME	SCALE	DATE	JOB NO.	SHEET
061-749-754-5736.DGN	1"=20'	APRIL 4, 2016	04001-004	1 of 2

REVISION: OWNER NAME DATE: JUNE 6, 2016

BRENDA G. SHADE  
 GPN: 749-754-5095  
 D.B. 1809 PG. 1926  
 0.963 AC.

AMPLE STORAGE  
 THREE CHOPT LLC  
 GPN: 750-755-0814  
 D.B. 5345 PG. 583  
 3.64 AC.

PROPOSED TEMPORARY  
 CONSTRUCTION EASEMENT  
 3069 SQ. FT  
 0.0704 ACRES

PROPOSED PERMANENT  
 VERIZON UTILITY EASEMENT  
 2637 SQ. FT  
 0.0605 ACRES

PROPOSED  
 R/W LINE  
 2075 SQ. FT  
 0.0476 ACRES

C-THREE LLC  
 GPN: 750-754-0386  
 D.B. 4354 PG. 752  
 1.11 AC.

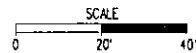
**061**  
 GASKINS PROFESSIONAL  
 OFFICE  
 CONDOMINIUM  
 GPN: 749-754-5736  
 D.B. 4216 PG. 208  
 D.B. 4218 PG. 2390  
 6.807 AC.

PROPOSED PERMANENT DOMINION  
 VA POWER UTILITY EASEMENT  
 3261 SQ. FT  
 0.0749 ACRES

RALEY HILL ASSOCIATES LLC  
 GPN: 749-754-7268  
 D.B. 5232 PG. 2085  
 0.861 AC.



SEE SHEET 1 FOR AREA TABLE



COMPILED PLAT SHOWING PROPOSED  
 RIGHT OF WAY AND PERMANENT AND TEMPORARY EASEMENTS ON  
 THE PROPERTY OF  
**GASKINS PROFESSIONAL OFFICE CONDOMINIUM**

THREE CHOPT MAGISTERIAL DISTRICT  
 HENRICO COUNTY, VIRGINIA



SEE SHEET 1

FILE NAME	SCALE	DATE	JOB NO.	SHEET
061-749-754-5738.DGN	1"=20'	APRIL 4, 2018	04001-004	2 of 2
REVISION: OWNER NAME			DATE: JUNE 6, 2018	



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

Agenda Item No. 185-20  
Page No. 1 of 2

**Agenda Title: Resolution — Award of Contract — Dorey Park Shared Use Path, Phase II — Varina District**

For Clerk's Use Only: Date: <u>7/28/2020</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>Nelson</u> Seconded by (1) <u>Shuttles</u> REMA <sup>(2)</sup> <b>APPROVED</b> <sup>(2)</sup>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> <tr> <td>Branin, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td></td> <td></td> <td></td> </tr> </table>		YES	NO	OTHER	Branin, T.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Schmitt, D.	✓			Thornton, F.			
	YES	NO	OTHER																							
Branin, T.	✓																									
Nelson, T.	✓																									
O'Bannon, P.	✓																									
Schmitt, D.	✓																									
Thornton, F.																										

**WHEREAS**, the County received eight bids on June 30, 2020, in response to ITB No. 19-1956-12JOK and Addendum No. 1 for construction of the Dorey Park Shared Use Path, Phase II project; and,

**WHEREAS**, the work consists of construction of a 10-foot-wide asphalt path along the east side of Dorey Park Drive for a distance of 0.74 miles, drainage infrastructure, and trail signs; and,

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

<u>Bidder</u>	<u>Bid Amount</u>
Dickerson Construction, LLC Chesterfield, Virginia	\$244,942.98
Enviroscape, Inc. Sandston, Virginia	\$291,771.00
Jeffrey Stack, Inc. Jersey, Virginia	\$316,311.00
J.S.G. Corp. Williamsburg, Virginia	\$326,755.61
Messer Contracting, LLC Glen Allen, Virginia	\$342,184.77
Walter C. Via Enterprises, Inc. West Point, Virginia	\$397,970.43
Synchronized Construction Services, Inc. Orange, Virginia	\$447,265.00
Central Contracting Co., Inc. Richmond, Virginia	\$552,626.10

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

Routing:  
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 Certified: \_\_\_\_\_  
 A Copy Teste: \_\_\_\_\_ Clerk, Board of Supervisors  
 Date: \_\_\_\_\_

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

Agenda Item No. 185-20

Page No. 2 of 2

**Agenda Title: Resolution — Award of Contract — Dorey Park Shared Use Path, Phase II — Varina District**

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**WHEREAS**, after a review and evaluation of the bids received, it was determined that Dickerson Construction, LLC is the lowest responsive and responsible bidder with a calculated bid amount of \$244,942.98.

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

1. The contract for \$244,942.98 to furnish all labor, materials, supplies, equipment, and services necessary for construction of the Dorey Park Shared Use Path, Phase II project is awarded to Dickerson Construction, LLC, the lowest responsive and responsible bidder, pursuant to ITB No. 19-1956-12JOK, Addendum No. 1, and the bid submitted by Dickerson Construction, LLC. The final contract amount shall be determined upon completion of the project by multiplying the actual unit quantities authorized by the County times 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 Recreation and Parks and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.



