

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

Page No. 1 of 7  
Agenda Item No. 96-24

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25 and Allocation of Car Tax Relief for Tax Year 2024**

<b>For Clerk's Use Only:</b>  Date: <u>3/26/2024</u>  <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Deferred to:  <u>4/9/2024</u>	<b>BOARD OF SUPERVISORS ACTION</b>  Moved by (1) <u>Cooper</u> Seconded by (1) <u>Rogish</u> (2) _____      (2) _____  REMARKS: _____ _____ _____	<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>Cooper, R.</td><td style="text-align: center;"><u>✓</u></td><td></td><td></td></tr><tr><td>Nelson, T.</td><td style="text-align: center;"><u>✓</u></td><td></td><td></td></tr><tr><td>Rogish, J.</td><td style="text-align: center;"><u>✓</u></td><td></td><td></td></tr><tr><td>Schmitt, D.</td><td style="text-align: center;"><u>✓</u></td><td></td><td></td></tr><tr><td>Whitehead, M.</td><td style="text-align: center;"><u>✓</u></td><td></td><td></td></tr></table>		YES	NO	OTHER	Cooper, R.	<u>✓</u>			Nelson, T.	<u>✓</u>			Rogish, J.	<u>✓</u>			Schmitt, D.	<u>✓</u>			Whitehead, M.	<u>✓</u>		
	YES	NO	OTHER																							
Cooper, R.	<u>✓</u>																									
Nelson, T.	<u>✓</u>																									
Rogish, J.	<u>✓</u>																									
Schmitt, D.	<u>✓</u>																									
Whitehead, M.	<u>✓</u>																									

**WHEREAS**, the Board of Supervisors of the County of Henrico, Virginia, held an advertised public hearing at 5:00 p.m., on March 26, 2024, to consider the proposed Operating and Capital Annual Fiscal Plans FY 2024-25; and,

**WHEREAS**, those citizens who appeared and wished to speak were heard.

**NOW, THEREFORE, BE IT RESOLVED** that the proposed Operating and Capital Annual Fiscal Plans for FY 2024-25 are hereby approved for informative and fiscal planning purposes only.

**OPERATING ANNUAL FISCAL PLAN**  
**ESTIMATED OPERATING RESOURCES**

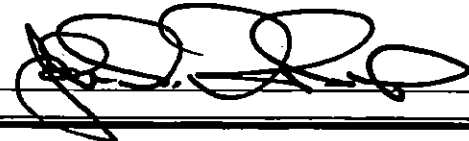
**01- GENERAL FUND:**

	Manager Proposed	Board Approved
General Property Taxes	\$ 685,550,000	\$ 685,550,000
Other Local Taxes	222,360,000	222,360,000
Permits, Fees, & Licenses	8,538,000	8,538,000
Fines & Forfeitures	1,675,000	1,675,000
Use of Money & Property	10,233,500	10,233,500
Charges for Services	3,217,000	3,217,000
Miscellaneous	3,654,000	3,654,000
Recovered Costs	4,468,500	4,468,500
Total from Local Sources	\$ 939,696,000	\$ 939,696,000
 Non-Categorical Aid	 \$ 12,567,000	 \$ 12,567,000
Shared Expenses	21,155,000	21,155,000
Categorical Aid	455,435,000	455,435,000
Total from State	\$ 489,157,000	\$ 489,157,000

By Agency Head



By County Manager



Copy to: \_\_\_\_\_ Clerk, Board of Supervisors

Certified:

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

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

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

Page No. 2 of 7  
Agenda Item No. 96-24

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25  
and Allocation of Car Tax Relief for Tax Year 2024**

Categorical Aid - Total Federal	\$ 385,000	\$ 385,000
GENERAL FUND REVENUE	\$ 1,429,238,000	\$ 1,429,238,000
Operating Transfers	\$ (237,417,159)	\$ (237,417,159)
From (To) Fund Balance	62,920,559	62,920,559
GENERAL FUND RESOURCES	\$ 1,254,741,400	\$ 1,254,741,400
<b><u>11 – SPECIAL REVENUE FUND:</u></b>		
Permits, Fees, & Licenses	\$ 897,000	\$ 897,000
Fines & Forfeitures	267,360	267,360
Use of Money & Property	316,305	316,305
Charges for Services	39,345,699	39,345,699
Miscellaneous	11,703,883	11,703,883
Recovered Costs	1,219,170	1,219,170
Total from Local Sources	\$ 53,749,417	\$ 53,749,417
Non-Categorical Aid	\$ 2,594,995	\$ 2,594,995
Categorical Aid	63,969,064	63,969,064
Total from State	\$ 66,564,059	\$ 66,564,059
Categorical Aid - Total Federal	\$ 79,958,261	\$ 79,958,261
SPECIAL REVENUE FUND REVENUE	\$ 200,271,737	\$ 200,271,737
Operating Transfers	\$ 51,409,775	\$ 51,409,775
From (To) Fund Balance	2,653,058	2,653,058
SPECIAL REVENUE FUND RESOURCES	\$ 254,334,570	\$ 254,334,570
<b><u>51 – WATER AND SEWER ENTERPRISE FUND:</u></b>		
Charges for Services	\$ 156,686,741	\$ 156,686,741
Miscellaneous	2,386,808	2,386,808
W&S ENTERPRISE FUND REVENUE	\$ 159,073,549	\$ 159,073,549
Operating Transfers	\$ 8,150,250	\$ 8,150,250
From (To) Retained Earnings	(36,123,920)	(36,123,920)
W&S ENTERPRISE FUND RESOURCES	\$ 131,099,879	\$ 131,099,879
<b><u>61 – CENTRAL AUTO MAINTENANCE (C.A.M.) FUND:</u></b>		
Use of Money & Property	\$ 400,000	\$ 400,000
Recovered Costs	27,413,036	27,413,036
C.A.M. FUND REVENUES	\$ 27,813,036	\$ 27,813,036
Operating Transfers	924,779	924,779
C.A.M. FUND RESOURCES	\$ 28,737,815	\$ 28,737,815

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

Page No. 3 of 7  
Agenda Item No. 96-24

**Agenda Title: RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25  
and Allocation of Car Tax Relief for Tax Year 2024**

**62 – TECHNOLOGY REPLACEMENT FUND:**

Operating Transfers	\$ 4,000,000	\$ 4,000,000
From (To) Retained Earnings	489,495	489,495
TECH. REPLACE. FUND RESOURCES	<u>\$ 4,489,495</u>	<u>\$ 4,489,495</u>

**63 – RISK MANAGEMENT/WORKPLACE SAFETY FUND:**

Recovered Costs - Total Revenue	\$ 1,000,000	\$ 1,000,000
Operating Transfers	9,790,984	9,790,984
RISK MANAGEMENT/WORKPLACE SAFETY RES.	<u>\$ 10,790,984</u>	<u>\$ 10,790,984</u>

**64 - HEALTHCARE FUND:**

Interest on Investment	\$ 500,000	\$ 500,000
Miscellaneous	600,000	600,000
Recovered Costs	158,354,984	158,354,984
HEALTHCARE FUND RESOURCES	<u>\$ 159,454,984</u>	<u>\$ 159,454,984</u>

**71 – DEBT SERVICE FUND:**

Operating Transfers - TOTAL RESOURCES	\$ 86,988,636	\$ 86,988,636
From (To) Fund Balance	2,711,364	2,711,364
DEBT SERVICE FUND RESOURCES	<u>\$ 89,700,000</u>	<u>\$ 89,700,000</u>

**82 – JAMES RIVER JUVENILE DETENTION CENTER AGENCY FUND:**

Shared Expenses - Local	\$ 624,156	\$ 624,156
Shared Expenses - State	1,631,880	1,631,880
JRJDC AGENCY FUND REVENUE	<u>\$ 2,256,036</u>	<u>\$ 2,256,036</u>
Operating Transfers	\$ 4,033,734	\$ 4,033,734
From (To) Fund Balance	551,528	551,528
JRJDC AGENCY FUND RESOURCES	<u>\$ 6,841,298</u>	<u>\$ 6,841,298</u>

**83 – FIDUCIARY FUNDS**

Recovered Costs	\$ 75,000	\$ 75,000
Operating Transfers	4,575,000	4,575,000
OPEB, LINE OF DUTY AND LTD RESOURCES	<u>\$ 4,650,000</u>	<u>\$ 4,650,000</u>

**90 – ADJUSTMENT FOR INTERFUND TRANSACTIONS:**

Operating Transfers - TOTAL RESOURCES	<u>\$ (137,435,407)</u>	<u>\$ (137,435,407)</u>
TOTAL OPERATING RESOURCES	<u><u>\$ 1,807,405,018</u></u>	<u><u>\$ 1,807,405,018</u></u>

Including: REVENUE TOTAL	\$ 1,979,182,342	\$ 1,979,182,342
OPERATING TRANSFERS	(204,979,407)	(204,979,407)
FUND BALANCE/RETAINED EARNINGS	33,202,083	33,202,083
	<u>\$ 1,807,405,018</u>	<u>\$ 1,807,405,018</u>

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

Page No 4 of 7  
Agenda Item No. 96-24

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25  
and Allocation of Car Tax Relief for Tax Year 2024**

ESTIMATED OPERATING REQUIREMENTS

Department

01 - GENERAL FUND:

	<u>Manager Proposed</u>	<u>Board Approved</u>
General Government Administration	\$ 85,824,325	\$ 85,824,325
Judicial Administration	13,176,242	13,176,242
Public Safety	275,366,673	275,366,673
Public Works	64,612,803	64,612,803
Health & Welfare	2,978,330	2,978,330
Education	704,044,092	704,044,092
Recreation, Parks, & Culture	54,048,086	54,048,086
Community Development	36,620,747	36,620,747
Miscellaneous	18,070,102	18,070,102
TOTAL GENERAL FUND	<u>\$ 1,254,741,400</u>	<u>\$ 1,254,741,400</u>

11 - SPECIAL REVENUE FUND:

Judicial Administration	\$ 4,465,755	\$ 4,465,755
Public Safety	2,646,688	2,646,688
Public Works	25,224,397	25,224,397
Health & Welfare	98,648,986	98,648,986
Education	120,939,863	120,939,863
Recreation, Parks, & Culture	1,608,881	1,608,881
Miscellaneous	800,000	800,000
TOTAL SPECIAL REVENUE FUND	<u>\$ 254,334,570</u>	<u>\$ 254,334,570</u>

51 - WATER AND SEWER ENTERPRISE FUND:

Public Utilities - Operations	\$ 94,950,711	\$ 94,950,711
- Debt Service	36,149,168	36,149,168
TOTAL W&S ENTERPRISE FUND	<u>\$ 131,099,879</u>	<u>\$ 131,099,879</u>

61 - CENTRAL AUTO MAINTENANCE FUND:

Central Auto. Maint. - TOTAL FUND	\$ 28,737,815	\$ 28,737,815
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62 - TECHNOLOGY REPLACEMENT FUND:

Technology Replacement - TOTAL FUND	\$ 4,489,495	\$ 4,489,495
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63 - RISK MANAGEMENT/WORKPLACE SAFETY FUND:

Finance	\$ 10,790,984	\$ 10,790,984
TOTAL RISK MANAGEMENT/WORKPLACE SAFETY	<u>\$ 10,790,984</u>	<u>\$ 10,790,984</u>

64 - HEALTHCARE FUND:

Healthcare - TOTAL FUND	\$ 159,454,984	\$ 159,454,984
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71 - DEBT SERVICE FUND:

General Government	\$ 33,640,479	\$ 33,640,479
Education	56,059,521	56,059,521
TOTAL DEBT SERVICE FUND	<u>\$ 89,700,000</u>	<u>\$ 89,700,000</u>

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

Page No 5 of 7  
Agenda Item No. 46-24

**Agenda Title: RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25 and Allocation of Car Tax Relief for Tax Year 2024**

**82 – JAMES RIVER JUVENILE DETENTION CENTER AGENCY FUND:**

JRJDC - Operations	\$ 6,841,298	\$ 6,841,298
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**83 – FIDUCIARY FUND:**

OPEB - GASB 45	\$ 2,750,000	\$ 2,750,000
Long-Term Disability	650,000	650,000
Line of Duty Act (LODA)	1,250,000	1,250,000
TOTAL FIDUCIARY FUND	\$ 4,650,000	\$ 4,650,000

**90 – ADJUSTMENT FOR INTERFUND TRANSACTIONS:**

Interdepartmental Billings - CAM	\$ (27,813,036)	\$ (27,813,036)
- Healthcare	(109,622,371)	(109,622,371)
TOTAL ADJUSTMENTS	\$ (137,435,407)	\$ (137,435,407)
TOTAL OPERATING REQUIREMENTS	\$ 1,807,405,018	\$ 1,807,405,018

**CAPITAL ANNUAL FISCAL PLAN  
ESTIMATED CAPITAL RESOURCES**

**Source**

**21 - CAPITAL PROJECTS FUND:**

	<u>Manager Proposed</u>	<u>Board Approved</u>
Central Virginia Transit Authority - Revenues	\$ 27,500,000	\$ 27,500,000
Designated General Fund Balance	9,000,000	9,000,000
General Fund - Reserves	23,450,000	23,450,000
Education Meals Tax Revenue	9,000,000	9,000,000
2022 G. O. Bonds - Education	94,300,000	94,300,000
2022 G. O. Bonds - General Government	12,774,000	12,774,000
Motor Vehicle License Fees	2,750,000	2,750,000
General Fund Revenues	3,000,000	3,000,000
General Fund - Stormwater Dedication	2,348,000	2,348,000
2024 EDA Bonds	3,774,000	3,774,000
Designated Capital Reserve	4,496,000	4,496,000
TOTAL CAPITAL PROJECTS FUND	\$ 192,392,000	\$ 192,392,000

**22 - VEHICLE REPLACEMENT RESERVE:**

Fund Balance - General Fund	\$ 13,500,000	\$ 13,500,000
Categorical Aid	1,300,000	1,300,000
TOTAL VEHICLE REPLACEMENT RESERVE	\$ 14,800,000	\$ 14,800,000

**51 – WATER AND SEWER ENTERPRISE FUND:**

Water & Sewer Resources	\$ 119,975,000	\$ 119,975,000
TOTAL WATER AND SEWER ENTERPRISE FUND	\$ 119,975,000	\$ 119,975,000
TOTAL CAPITAL RESOURCES	\$ 327,167,000	\$ 327,167,000

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

Page No 6 of 7  
Agenda Item No. File-24

**Agenda Title: RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25 and Allocation of Car Tax Relief for Tax Year 2024**

**ESTIMATED CAPITAL REQUIREMENTS**

**Department**

**21 - CAPITAL PROJECTS FUND:**

	<u>Manager Proposed</u>	<u>Board Approved</u>
General Government	\$ 76,092,000	\$ 76,092,000
Education	116,300,000	116,300,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$ 192,392,000</b>	<b>\$ 192,392,000</b>

**22 - VEHICLE REPLACEMENT RESERVE:**

Public Safety	\$ 8,800,000	\$ 8,800,000
Education	6,000,000	6,000,000
<b>TOTAL VEHICLE REPLACEMENT RESERVE</b>	<b>\$ 14,800,000</b>	<b>\$ 14,800,000</b>

**51 - WATER AND SEWER ENTERPRISE FUND:**

Public Utilities - Water	\$ 26,100,000	\$ 26,100,000
- Sewer	93,875,000	93,875,000
<b>TOTAL WATER &amp; SEWER ENTERPRISE FUND</b>	<b>\$ 119,975,000</b>	<b>\$ 119,975,000</b>

<b>TOTAL CAPITAL REQUIREMENTS</b>	<b>\$ 327,167,000</b>	<b>\$ 327,167,000</b>
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**BE IT FURTHER RESOLVED** that the funds included in the Operating and Capital Annual Fiscal Plans for any County department, office, or agency may be used as participating funds in any Federal or State aid program for like purpose upon appropriation by the Board of Supervisors.

**BE IT FURTHER RESOLVED** that the Schedule of Compensation attached hereto effective at the beginning of FY 2024-25 is approved.

**BE IT FURTHER RESOLVED** that the approved Operating Annual Fiscal Plan for FY 2024-25 includes an increase in the personnel complement of 56 positions for general government and 69 positions for schools and funding for a 4.8% wage adjustment for all eligible general government and school employees, to be effective on June 15, 2024.

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

Page No 7 of 7  
Agenda Item No \_\_\_\_\_

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for FY 2024-25  
and Allocation of Car Tax Relief for Tax Year 2024**

**BE IT FURTHER RESOLVED** that in order to implement changes to the Personal Property Tax Relief Act of 1998 (the "PPTRA") made by legislation adopted by the Virginia General Assembly:

1. Any qualifying vehicle, as defined in the PPTRA, situated within the County commencing January 1, 2024, shall receive personal property tax relief in the following manner:
  - a. Qualifying vehicles valued at \$1,000 or less shall receive 100% tax relief;
  - b. Qualifying vehicles valued at between \$1,001 to \$20,000 shall receive 46% tax relief;
  - c. Qualifying vehicles valued at \$20,001 or more shall receive 46% tax relief on the first \$20,000 of value only; and
  - d. All other vehicles which do not meet the definition of "qualifying vehicles" will not receive any form of tax relief under the PPTRA.
2. The amount of tax relief shall be a specific dollar amount offset against the total personal property taxes that would otherwise be due on a qualifying vehicle but for the PPTRA. The specific dollar amount of relief shall be shown on the tax bill for each qualifying vehicle, together with a general description of the criteria upon which relief has been allocated.

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

# FY25 SCHEDULE OF COMPENSATION

## County of Henrico, Virginia

<u>OFFICE, BOARD, COMMISSION, AUTHORITY OR JOB TITLE</u>	<u>RATE</u>
Board of Supervisors .....	\$ 64,796.00 per annum (1)
Board of Zoning Appeals.....	\$6,600.00 per annum
Electoral Board - General Election (members other than the Secretary).....	\$5,126.10 per annum (2)
Secretary, Electoral Board - General Election.....	\$10,252.20 per annum (2)
Election Officials .....	\$225.00 base pay per workday (3)
Assistant Chief Election Officials .....	\$275.00 base pay per workday (3)
Chief Election Officials.....	\$300.00 base pay per workday (3)
Henrico Planning Commission.....	\$20,000.00 per annum
Plan RVA .....	\$3,000.00 per annum
Capital Region Airport Commission .....	\$3,000.00 per annum
Board of Real Estate Review & Equalization.....	\$300.00 per month
School Board .....	\$24,205.32 per annum (4)
Social Services Board .....	\$3,000.00 per annum
Volunteer Firefighters.....	\$2.00 per call
Economic Development Authority.....	\$200.00 per meeting
Sports and Entertainment Authority.....	\$200.00 per meeting
Parks and Recreation Advisory Commission .....	\$75.00 per meeting
Housing Advisory Committee .....	\$225.00 per meeting

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- (1) This salary is in effect through December 31, 2024. The Chairman and Vice Chairman receive the additional sum of 15% and 10%, respectively. Pursuant to Va. Code Sec. 15.2-1414.2, in 2023, the Board established the following maximum annual salaries for calendar years 2024-2027: 2024, \$64,796.00; 2025, \$68,036.00; 2026, \$71,438.00; and 2027, \$75,010.00.
- (2) The annual compensation rate and effective date are set by the General Assembly and subject to the Governor's approval.
- (3) The maximum rate is set by separate resolution of the Board of Supervisors.
- (4) This salary is in effect through June 30, 2024. Acting pursuant to Va. Code Sec. 22.1-32, on May 11, 2023, the School Board determined, in each fiscal year 2024-2025, 2025-2026, 2026-2027, and 2027-2028 that each member of the School Board will receive a maximum increase equal to any wage increase established for School Board employees through the annual budget process. The Chairman shall receive an additional sum of \$2,000 per year.



**FY25 SCHEDULE OF COMPENSATION**  
**County of Henrico, Virginia**

**NAME AND OFFICE OR JOB TITLE**

**SALARY**

Heidi Barshinger Clerk of Circuit Court.....	\$ 196,393.81 <sup>(5)(7)</sup>
Alisa Gregory Sheriff.....	\$ 195,363.58 <sup>(5)(6)(8)</sup>
Mark Coakley General Registrar.....	\$ 163,095.65 <sup>(6)(9)</sup>
Shannon Taylor Attorney for the Commonwealth.....	\$ 232,754.81 <sup>(6)(10)</sup>

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- (5) The Clerk of the Circuit Court and the Sheriff are elected positions. The General Assembly sets the annual compensation and effective dates subject to the Governor's approval. The salary reflected also includes the targeted longevity pay adjustment approved by the Board of Supervisors for FY22. The County will adjust these salaries to reflect any changes made by the General Assembly and approved by the Governor for FY25 as well as any additional targeted increases approved by the Board of Supervisors.
- (6) 2012 Va. Acts c. 822 requires persons employed by local government to contribute five percent of their creditable compensation for the employee contribution to the Virginia Retirement System. To comply with 2012 Va. Acts c. 822 and the non-supplant requirement, the current incumbent in this elected/appointed position, who was employed or hired on or before July 1, 2012, receives an additional amount equal to 5% of the salary approved by the General Assembly. Future incumbents in this position will not receive an additional 5% locality supplement for the VRS employee member contribution per 2012 Va. Acts c. 822.
- (7) Salary reflects the current Clerk of the Circuit Court's certification.
- (8) Consistent with historical pay practice for this position, the Sheriff's current salary reflects the salary published by the State Compensation Board plus the targeted longevity pay adjustment approved by the Board of Supervisors for FY22. The County will adjust this salary to reflect any changes made by the General Assembly and approved by the Governor for FY25, as well as any additional targeted increases approved by the Board of Supervisors.
- (9) Effective FY22 the General Assembly approved repositioning the General Registrar classification/salary within the State's compensation system. Consistent with that approved action, the General Registrar's current salary reflects the salary published by the State Compensation Board plus the longevity pay adjustment approved by the Board of Supervisors for FY22. The County will adjust this salary to reflect any changes made by the General Assembly and approved by the Governor for FY25, as well as any additional targeted increases approved by the Board of Supervisors.
- (10) Effective June 22, 1988 (FY89), the constitutional position of Attorney for the Commonwealth was adopted into the County classification and compensation plan. The position is currently assigned to pay grade HU.50, and the current incumbent (Taylor) receives the pay increases and wage adjustments approved by the Board of Supervisors for county pay plans.

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
March 26, 2024**

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, March 26, 2024, at 5:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

**Members of the Board Present:**

Tyrone E. Nelson, Chairman, Varina District  
Daniel J. Schmitt, Vice-Chairman, Brookland District  
Roscoe D. Cooper, III, Fairfield District  
Misty D. Whitehead, Three Chopt District  
Jody K. Rogish, Tuckahoe District

**Other Officials Present:**

John A. Vithoukas, County Manager  
Andrew R. Newby, County Attorney  
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board  
Michael Y. Feinmel, Deputy County Manager for Public Safety  
W. Brandon Hinton, Deputy County Manager for Administration  
Monica Smith-Callahan, Deputy County Manager for Community Affairs  
Cari M. Tretina, Assistant to the County Manager/Chief of Staff  
Steven J. Yob, Deputy County Manager for Community Operations  
Ben A. Sheppard, Director of Public Relations

Tina Schroff with the Ismaili Muslim Jamatkhana delivered the invocation.

**PUBLIC HEARING**

96-24                      Resolution - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2024-25 and Allocation of Car Tax Relief for Tax Year 2024.

Justin Crawford, Budget Division Director, highlighted the FY 2024-25 budget. He explained the budget was built with four pillars in mind: the people who serve, the people we serve, the businesses we serve, and the fiscal discipline required to provide the best service at the lowest tax burden to our residents and community. Mr. Crawford continued by noting the real estate tax remains the same, and the budget will continue to allocate the lion's share of resources to our highest priorities: education and public safety, with nearly \$75 million of the general fund budget growth dedicated to these two areas. Noting employees are essential to every service provided by the County, the budget includes a 4.8% salary increase for all employees and a nearly \$17 million for adjustments where the County is experiencing critical employee shortages.

Mr. Crawford continued explaining the budget will begin implementation of the Henrico CARES initiative through a partnership with Schools, Mental Health, and private providers and will continue the six-year plan for our bond projects approved by the voters in 2022.

Mr. Crawford reviewed the adjustments the Board discussed during legislative reviews the previous week, including funding of an additional health worker; removing funding for the Henricus Foundation and RAMPS; and increasing funding for Neighborhood Resource Center, Coal Pit Learning Center, Big Brothers/Big Sisters, CASA, and ChildSavers.

Mr. Vithoulkas noted the Board had conversations with the School Board and the Superintendent regarding planning periods. The Board of Supervisors instructed the Manager to find funding to expand the elementary school planning period to help enrich fine motor skill development and social/emotional learning. He noted those funds will be put in a reserve fund and made available July 1. He thanked Brandon Hinton, Mr. Crawford, and the entire Budget staff for the efforts they put into the budget.

The following persons addressed the Board during the public hearing:

- Ms. Mowdy, with Parents for Community Based Services, and her daughter, Beth Mowdy, who is 37 years old and has benefited from services provided by the County, thanked the Board for supporting individuals like Beth.
- Max Maizels, a resident of the Tuckahoe District, asked the County to discontinue funding the Virginia Association of Counties.
- Graham Montrose, a resident of the Varina District, encouraged the County to practice good planning for the next hundred years and urged the Board to protect green spaces and small businesses.
- Frank Callahan, a resident of the Three Chopt District and Education Chair of the Henrico NAACP, thanked the Board for its work with public schools education and stated he was very happy to hear there will be additional funding for elementary school planning periods.
- Monica Hutchinson, President of the Henrico NAACP, echoed the words of Mr. Callahan and thanked the Board for its support of the HCPS. She also thanked Mr. Nelson for raising the awareness of the disparity in the test scores between schools in the community and the work that needs to be done to address that. Lastly, she thanked the Board for the work in implementing the Marcus Alert and the work on mental health.

Mr. Schmitt thanked the individuals who spoke this evening and

explained the Board spent an entire week reviewing the budget. He highlighted a few items in the budget, including major new investments in education, public safety, sidewalks, road improvements, and pedestrian safety initiatives. Mr. Schmitt also noted the low tax rate and the County's continued commitment to fiscal discipline and prudent fiscal planning.

Ms. Whitehead explained what she saw and heard during the budget review were the voices and faces of the people of the County who work behind the scenes. She enjoyed seeing the passion and dedication of the individuals who work and love what they do. She noted one of her favorite parts of the budget was the non-departmental review, where the Board gets to support the community and individuals who do not work for the County but are non-profit groups who are working hard in the community. She stated she is honored and humbled to work with such a great group of people.

Mr. Cooper echoed the sentiment of his colleagues and stated he is excited about the increase in the support for education and the efforts of the County Manager to identify funding for the reserve to expand planning periods. He also applauded the support and commitment to public safety. He stated he is excited that Henrico is the place where if you want to live, work, and play, you can do so. He thanked the Chair for the opportunity and staff for all their hard work.

Mr. Rogish thanked the Manager, the Chair, and his colleagues. He stated he ran on three things: school, education, and public safety, and this budget addresses all three of those items. He enjoyed the last week and the opportunity to review the budget. He thanked the staff for all their hard work and efforts put forward and looks forward to continued work.

In conclusion, Mr. Nelson stated the Board of Supervisors only has one employee and that is the County Manager. All the employees work for the County Manager, and they do an incredible job. He thanked the employees for all their hard work, and they put together this incredible budget and, regardless of what area those people work in, they do a great job. He said he would put the County's employees up against any employees in the Commonwealth. He echoed the statement of Ms. Whitehead that County staff does the work and the Board gets the credit. He reiterated we have an incredible group of people who get the job done. He stated it was a refreshing budget season to review it with a new Board. Mr. Nelson stated he was excited about the budget and was excited to continue to do the work.

Mr. Vithoulkas thanked the Board for all the work they continue to do.

On motion of Mr. Cooper, seconded by Mr. Rogish, and by unanimous vote, the Board deferred the budget resolution to the April 9, 2024, meeting.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

The Board recessed at 5:55 p.m. and reconvened at 6:07 p.m.

On motion of Mr. Schmitt, seconded by Mr. Rogish, the Board approved the minutes of the March 26, 2024, Regular and Special Meeting, and the March 8, 2024, Special Meeting minutes.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

### **MANAGER'S COMMENTS**

Mr. Vithoulkas announced throughout March, Henrico County has celebrated Women's History Month with a series of engaging programs and events. As we near the close of the month, he invited everyone to join this Thursday for the 2024 All Henrico Reads community conversation event featuring author Cheryl Strayed at the Henrico Sports and Events Center.

He also encouraged everyone to explore the remarkable contributions of County staff and historical figures on the County website's Multicultural Community Engagement Women's History page.

He then welcomed My Henrico Academy ambassador, Amma Gatty. Amma is the founder and executive director of Culture Encounters. She embodies the spirit of collaboration for the betterment of our community as a proud Henrico resident. She is joined by Culture Encounters' staff Nadira Berry.

Amma gave the following remarks:

"Welcome and thank you for joining us in honoring Women's History Month!

In recognition of Women's History Month, and the celebration of women entrepreneurs in Henrico County, I am honored to represent the bold spirit of immigrant women who fearlessly bring their ideas, dreams, and values to new communities.

Oprah Winfrey said, "I was once afraid of people saying, 'Who does she think she is?' Now, I have the courage to stand and say, 'This is who I am.'"

I am Amma Gatty from Ghana, West Africa – a woman, wife, mom, daughter, sis, and friend. I am also the founder and executive director of Culture

Encounters and a proud Ghanaian immigrant who calls Eastern Henrico County home.

What began as a small organization to empower youth through arts in Eastern Henrico is now a dynamic 501(c)(3) with the mission to ignite cultural curiosity, knowledge, and appreciation within our region for people of all ages. Culture Encounters is the realization of my dream to forge a community where every individual feels welcomed and included. We provide opportunities for individuals to immerse themselves in the vibrance of diverse cultures, contribute to our local economy, and foster meaningful connections that transcend cultural boundaries.

Everyone is invited to celebrate the rich tapestry of our region – from curated dining experiences at immigrant-owned restaurants where people from all backgrounds are introduced to the foods, the preparations, and the tastes of Afghan, Ethiopian, Pakistan, to name a few to “Conversations That Connect” where panelists share their perspectives on an array of topics central to diverse communities. I value being a part of the community and want to give that gift to others.

As a leader, I am known for my fervent commitment to knowledge-sharing and fostering genuine relationships. When Monica Smith-Callahan invited me to take part in the My Henrico Academy 2023 program, I was grateful for the wealth of knowledge available. It was encouraging to know that anyone can build a business and thrive in Henrico. As immigrants, we need that handholding support to learn the process of starting a business. I got to know people to reach out to – the connections. I am dedicated to sharing what I learned and empowering fellow entrepreneurs, particularly women, recognizing their pivotal role in driving economic growth and societal change.

Today, I am honored to stand as a beacon of our county's dynamic community of women entrepreneurs—a force characterized by innovation and resilience. This celebration serves as a testament to our unwavering determination and ability to triumph over obstacles, buoyed by the unwavering support and resources provided by our county.

In the words of an adage, “There is no force more powerful than a woman determined to rise.” Here's to every woman boldly pursuing her dreams, shattering boundaries, and embracing limitless possibilities.

Thank you for your steadfast dedication to supporting women entrepreneurs in our county. Your commitment is deeply valued.”

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

Ms. Whitehead recognized the Deep Run Robotics Team (Blue Cheese) who attended the meeting. She thanked them for inviting her to attend one of their district-wide robotics events held the weekend of March 16 -17, 2024, and how much fun it was. Abhi Somala, First Team Blue Cheese Robotics Advocacy Lead, thanked Ms. Whitehead and explained their team is nationally recognized and is doing amazing things to expand STEM access

throughout our local community and the state, including mentoring feeder programs in elementary schools. They also helped advocate for state legislation that will impact STEM efforts in the Commonwealth. In two weeks, Harvie Elementary School will be hosting its first Lego team competition, and the Deep Run team will be there to support them.

### **RECOGNITION OF NEWS MEDIA**

There was no news media present.

### **PRESENTATIONS**

Mr. Rogish presented a proclamation recognizing April 2024 as Keep Henrico Beautiful Month. Accepting the proclamation was Tuckahoe District – Colin Walthall and Nicole Bridge; Brookland District – Theresa Harris and Lynne Yurchak; Fairfield District - Dale Alexander; and from the Varina District – Bland Goddin and Aileen Rivera. Also joining them was Megan Brown, Executive Coordinator for Keep Henrico Beautiful. Mr. Walthall thanked the Board for their continued support and noted they look forward to serving the community this month. Megan noted they believe everyday is Keep Henrico Beautiful Month and invited the Board to Deep Run Park for Earth Day on Saturday, April 20, and recognized that Gwen Miller and Cabel Whipple were also present for the presentation.

Ms. Whitehead presented a proclamation recognizing April 7 – 13, 2024, as National Library Week. Accepting the proclamation was Gail Atkins, Chairman of the Library Board, Varina District; Shuchi Jain, Vice-Chair, Three Chopt District; and Valorie McBee and Sharon Cox. Joining them were Mindy Ward, President, Friends of Henrico County Public Library, and Meg Medina, ALA Honorary Chair of National Library Week 2024 and National Ambassador for Young People's Literature. Also joining them were Barbara Weedman, Director of Libraries, Angie Bennet, Assistant Director of Libraries, and Alex Hamby, Assistant Director of Libraries. Mrs. Atkins thanked the Board for their continued support of all the libraries and encouraged all residents to continue to use their libraries for all the services they offer. She noted how proud they are of all the libraries in the County and thanked them for providing their continued support for the most beautiful libraries.

### **APPOINTMENT**

97-24                      Resolution - Appointment of Member - Board of Building Code Appeals.

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

### **PUBLIC HEARING ITEMS**

98-24                      Resolution - Authorizing the County Manager to Submit Eleventh Amended Henrico County FY 2019-20 Annual Action Plan and to Execute Contracts for CDBG Activities.

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

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

- 99-24                    Resolution - Authorizing the County Manager to Submit an Amendment to the Henrico County FY 2021-22 Annual Action Plan Modifying the HOME-ARP Allocation Plan.
- No one from the public spoke in opposition to this item.
- On motion of Mr. Cooper, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.
- 100-24                   Resolution - Authorizing the County Manager to Submit an Amended Henrico County FY 2023-24 Annual Action Plan and to Execute Contracts for CDBG and HOME Activities.
- No one from the public spoke in opposition to this item.
- On motion of Ms. Whitehead, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.
- 101-24                   Resolution - Signatory Authority - Amendment and Renewal of Lease of County Property - 9170 Willis Church Road - Varina District.
- No one from the public spoke in opposition to this item.
- On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.
- 102-24                   Resolution - Signatory Authority - Amendment and Renewal of Lease of County Property - 9729 Malvern Hill Lane - Varina District.
- No one from the public spoke in opposition to this item.
- On motion of Mr. Nelson, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.
- 103-24                   Resolution - Signatory Authority - Easements - City of Richmond Access - Stoney Run Bridge Replacement Project - Varina District.
- No one from the public spoke in opposition to this item.
- On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.
- 104-24                   Ordinance - To Revise the County's Floodplain and Stormwater Management Ordinances, Including the Implementation of Updated FEMA Floodplain Maps, by Amending and Reordaining Section 10-1 Titled "Purpose and applicability," Section 10-3 Titled "Definitions," Section 10-9 Titled "Development standards – general," Section 10-10 Titled "Elevation and construction standards," Section 10-17 Titled "Administrative variance," and Section 10-28 Titled "Definitions" of the Code of the County of Henrico.



Kristin Owen with the Department of Public Works explained she is actively working to join the Community Rating System program, which will give a discount on flood insurance premiums to our residents. Ms. Owens noted she didn't want to spoil the discount yet, but the ordinance will be a huge part of the process.

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

On motion of Mr. Cooper, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached ordinance.

### **PUBLIC COMMENTS**

Adrienne Tinsley, a resident of the Three Chopt District, requested the Board's help with streetlights and traffic lights on Lauderdale Drive. She also requested help with fencing in her subdivision. Finally, Ms. Tinsley requested the Police Division assist with noises from helicopters that had been recently circling her neighborhood.

### **GENERAL AGENDA**

105-24            Resolution - Funding to Support the Revitalization of Housing in the Community.

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

106-24            Resolution - Funding for the Acquisition of Real Property at Virginia Center Commons to Support the Sports and Entertainment Center - Fairfield District.

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

107-24            Introduction of Ordinance - To Amend and Reordain an Ordinance Approved on June 13, 2023, Establishing the Henrico County Home Purchase Assistance Program to Assist Employees with the Purchase of Homes in the County.

On motion of Mr. Cooper, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached introduction of ordinance.

108-24            Resolution - Award of Contract - Annual Contract for Traffic Signal Installation, Repair, and Maintenance - Countywide.

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

109-24            Resolution - Award of Contract - Annual Contract for Guardrail Maintenance, Repair Removal, and Upgrades - Countywide.

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

- 110-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - Woodman Road Improvements - Mountain Road to Hungary Road - Fairfield and Brookland Districts.

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

- 111-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - Brook Road Improvements - Villa Park Drive to Hilliard Road - Fairfield District.

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

- 112-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - GreenCity Connector Trail and Bridge - Fairfield District.

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

- 113-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - Magellan Parkway Bridge and Approach Section - Fairfield District.

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

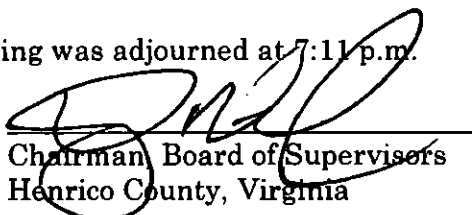
- 114-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - N. Gayton Road Interchange at Interstate 64 - Three Chopt District.

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

- 115-24 Resolution - Acceptance of Roads - Harvie Point Section 1 - Fairfield District.

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

There being no further business, the meeting was adjourned at 7:11 p.m.

  
Chairman, Board of Supervisors  
Henrico County, Virginia

# Proclamation



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

## **KEEP HENRICO BEAUTIFUL MONTH**

**April 2024**

**WHEREAS**, littering is unlawful, unsightly, and hazardous to health; and

**WHEREAS**, the Keep Henrico Beautiful program and Keep Henrico Beautiful Committee of appointed volunteers were established in 1980 to develop and lead educational litter prevention activities and encourage participation of all Henrico County residents in litter prevention and recycling; and

**WHEREAS**, for the past 44 years, members of the Keep Henrico Beautiful Committee have dedicated their time, talent, and energy to the successful direction of anti-litter educational programs; and

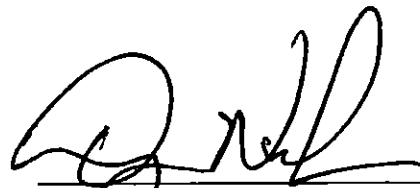
**WHEREAS**, the Keep Henrico Beautiful Committee disseminates educational materials and sponsors programs, special events, and workshops to foster public awareness of the environment including the Plant Native Festival and the Land Lovers Series in partnership with Henrico County Public Libraries; and

**WHEREAS**, the Keep Henrico Beautiful program is a member of the "Don't Trash Central Virginia" campaign with nine other localities and one tribe to unite the region in the fight against litter; and

**WHEREAS**, the Keep Henrico Beautiful program has a strong relationship with Henrico schools by providing classroom presentations and lesson plans on litter prevention, recycling, and watershed protection that correlate with the Virginia Standards of Learning.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Board of Supervisors of Henrico County, Virginia, hereby recognizes April 2024 as Keep Henrico Beautiful Month, urges all Henrico residents to show their environmental stewardship by recycling and not littering, and encourages the public to celebrate our clean county by joining the efforts of Keep Henrico Beautiful.



  
Tyrone E. Nelson, Chairman  
Board of Supervisors

# Proclamation



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

## **NATIONAL LIBRARY WEEK**

***April 7 - 13, 2024***

**WHEREAS**, libraries offer the opportunity for everyone to read and to connect with others, learn new skills, and pursue their passions no matter where they are on life's journey; and

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, developing and expanding services, programs, and collections that are as diverse as the populations they serve; and

**WHEREAS**, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

**WHEREAS**, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and businesses, contributing to local prosperity and growth; and

**WHEREAS**, libraries share information about and make choices that are good for the environment, creating thriving communities for a better tomorrow; and

**WHEREAS**, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations; and

**WHEREAS**, libraries are an essential public good, and fundamental institutions in democratic societies working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all; and

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week 2024 with the theme of "Ready, Set, Library!"; and

**WHEREAS**, the American Library Association's National Honorary Chair for National Library Week 2024 is Newbery award-winning author, National Ambassador for Young People's Literature of the Library of Congress, and Henrico Resident, Ms. Meg Medina.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Board of Supervisors of Henrico County, Virginia that the week of April 7 - 13, 2024, will be celebrated in the County as National Library Week and all residents are encouraged to visit their library in person or online to enjoy the amazing resources the County's libraries offer.



A handwritten signature in black ink, appearing to be "T. D.", is written over the bottom right of the page.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 97-24

Page No. 1 of 1

Agenda Title: RESOLUTION – Appointment of Member – Board of Building Code Appeals


For Clerk's Use Only: Date: <u>3/26/2024</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>Rogish</u> Seconded by (1) <u>Schmitt</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<b>YES NO OTHER</b> Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Whitehead, M. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**BE IT RESOLVED** that the Board of Supervisors of Henrico County, Virginia, appoints the following person to the Board of Building Code Appeals for a term expiring December 31, 2028, or thereafter when his successor has been appointed and qualified:

Mechanical Contractor

Shane Oberholtzer

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

By County Manager 

Certified:

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

Clerk, Board of Supervisors

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

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



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 98-24

Page No. 1 of 1

**Agenda Title: RESOLUTION — Authorizing the County Manager to Submit Eleventh Amended Henrico County FY 2019-20 Annual Action Plan and to Execute Contracts for CDBG Activities**

For Clerk's Use Only: Date: <u>3/26/2024</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>Schmitt</u> Seconded by (1) <u>Cooper</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<b>YES NO OTHER</b> Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Whitehead, M. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**WHEREAS**, Henrico County is an entitlement community under the United States Department of Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") Program, as authorized by Title I of the Housing and Community Development Act of 1974; and,

**WHEREAS**, localities are required to submit an Annual Action Plan ("Plan") as a condition of receiving CDBG funds, and the Board of Supervisors previously approved submission of the FY 2019-20 Plan that included proposed uses of CDBG funds for FY 2019-20; and,

**WHEREAS**, the Board of Supervisors previously approved the submission of amendments to the FY 2019-20 Plan to incorporate and reallocate additional and existing CDBG and ESG funds allocated by HUD using Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") funds; and,

**WHEREAS**, the Board wishes to further reallocate unspent CDBG-CARES Act funds to new and existing programs; and,

**WHEREAS**, the County is required to submit an amended FY 2019-20 Plan in order to reallocate these funds, and the Department of Community Revitalization has prepared the attached table identifying the proposed reallocation of the CDBG-CARES Act funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that it: (1) approves the submission to HUD of an eleventh amended FY 2019-20 Plan that changes proposed uses of CDBG funds allocated under the CARES Act for FY 2019-20; and (2) authorizes the County Manager to execute CDBG agreements with subrecipients for activities funded by the reallocation of CDBG-CARES Act funds, all in a form approved by the County Attorney.

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

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

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

Certified:

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

Clerk, Board of Supervisors

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

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

**Fiscal Year 2019-2020 CDBG-CV Programs  
Amendment #11  
Sources & Uses of Funds**

	<b>Current CDBG-CV</b>	<b>Proposed CDBG-CV</b>
Commonwealth Catholic Charities - Outreach & Diversion	-	\$30,000
HOME Inc. - Foreclosure Prevention Program	\$26,564	\$24,878
Virginia LISC - Micro Business Relief Fund	\$405,000	\$263,934
Program Administration	\$40,192	\$38,337
Henrico Department of PR & Media Services - COVID-19 Vaccine Outreach	\$40,000	\$38,606
Housing Assessment and Transition Support	\$200,000	\$160,000
HumanKind Family Crisis Program	-	\$156,002

Note: "Current CDBG-CV" column represents budget inclusive of Amendments 1 through 10.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 99-24

Page No. 1 of 1

**Agenda Title: RESOLUTION — Authorizing the County Manager to Submit an Amendment to the Henrico County FY 2021-22 Annual Action Plan Modifying the HOME-ARP Allocation Plan**

For Clerk's Use Only:

Date: 3/26/2024

(✓) Approved

( ) Denied

( ) Amended

( ) Deferred to: \_\_\_\_\_

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Rogish  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

APPROVED

YES NO OTHER

Cooper, R. ✓

Nelson, T. ✓

Rogish, J. ✓

Schmitt, D. ✓

Whitehead, M. ✓

**WHEREAS**, Henrico County is an entitlement community under the United States Department of Housing and Urban Development ("HUD") HOME Investment Partnerships Program ("HOME") as authorized by the HOME Investment Partnerships Act of 1990; and,

**WHEREAS**, localities are required to submit an Annual Action Plan ("Plan") as a condition of receiving HOME funds, and the Board of Supervisors previously approved the submission of an amended Plan that included a HOME-ARP Allocation Plan; and,

**WHEREAS**, the County is required to further amend the FY 2021-22 Plan to incorporate additional language in the HOME-ARP Allocation Plan to address requirements identified by HUD, and the Department of Community Revitalization has prepared a modified HOME-ARP Allocation Plan to address those requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that it approves the submission to HUD of an amended FY 2021-22 Plan modifying the HOME-ARP Allocation Plan.

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

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

Clerk, Board of Supervisors

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





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 100-24

Page No. 1 of 1

Agenda Title: RESOLUTION — Authorizing the County Manager to Submit an Amended Henrico County FY 2023-24 Annual Action Plan and to Execute Contracts for CDBG and HOME Activities

For Clerk's Use Only:

Date: 3/26/2024

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to: \_\_\_\_\_

BOARD OF SUPERVISORS ACTION

Moved by (1) Whitehead Seconded by (1) Rogish  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

APPROVED

YES NO OTHER

Cooper, R. ☒ ☐ ☐

Nelson, T. ☒ ☐ ☐

Rogish, J. ☒ ☐ ☐

Schmitt, D. ☒ ☐ ☐

Whitehead, M. ☒ ☐ ☐

**WHEREAS**, Henrico County is an entitlement community under the United States Department of Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") Program, as authorized by Title I of the Housing and Community Development Act of 1974; 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**, localities are required to submit an Annual Action Plan ("Plan") as a condition of receiving CDBG and HOME funds; and,

**WHEREAS**, on July 11, 2023, the Board of Supervisors approved submission of the FY 2023-24 Plan that included proposed uses of CDBG and HOME funds for FY 2023-24; and,

**WHEREAS**, \$220,000 in unspent HOME funds from previous years is available for reallocation and inclusion in the FY 2023-24 Plan; and,

**WHEREAS**, the Board also wishes to change the proposed uses for FY 2023-24 CDBG and HOME funds based upon HUD regulation limitations; and,

**WHEREAS**, the County is required to submit an amended FY 2023-24 Plan to reallocate these CDBG and HOME funds, and the Department of Community Revitalization has prepared the attached sources and uses table identifying the proposed reallocation of CDBG and HOME funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that it: (1) approves the submission to HUD of an amended Plan that includes additional HOME funds allocated for previous years and changes the proposed uses of the FY 2023-24 HOME and CDBG funds; and (2) authorizes the County Manager to execute CDBG and HOME agreements with subrecipients for activities funded by these reallocations of CDBG and HOME funds in a form approved by the County Attorney.

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

By Agency Head

By County Manager

Certified:

A Copy Tests:

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

Clerk, Board of Supervisors

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

# **2023-2024 CDBG & HOME Programs**

Amendment #2

## **Sources & Uses of Funds**

SOURCES	CDBG	CDBG Amended	HOME	HOME Amended
FY 2023-2024 Allocation	\$1,652,427	\$1,652,427	\$1,024,604	\$1,024,604
Funds Brought Forward	\$100,000	\$150,000	\$0	\$220,000
<b>Total Available</b>	<b>\$1,752,427</b>	<b>\$1,802,427</b>	<b>\$1,024,604</b>	<b>\$1,244,604</b>

### **CDBG/HOME USES**

1. CDBG & HOME Administration	322,000	322,000	102,000	102,000
2. Commercial Assistance Program	160,000	160,000	-	-
3. CONNECT Program	184,000	184,000	-	-
4. project:HOMES - Critical Home Repair	579,427	579,427	-	-
5. project:HOMES - Homeowner Rehabilitation Program	-	300,000	597,904	517,904
6. Richmond Metropolitan Habitat for Humanity - Critical Home Repair Program	50,000	50,000	-	-
7. HOME Inc. - Downpayment Assistance	-	-	100,000	100,000
8. Southside Community Development & Housing Corp. - Downpayment Assistance Program	-	-	71,000	71,000
9. CHDO Activities - Affordable Housing Development New Construction or Rehab	-	-	153,700	153,700
10. Commonwealth Catholic Charities - Homeless Diversion & Prevention	30,000	30,000	-	-
11. OAR of Richmond, Inc. - Reentry Housing	13,000	13,000	-	-
12. Better Housing Coalition - Carter Woods III	250,000	-	-	300,000
13. Affordable Housing Support	112,000	112,000	-	-
14. Henrico County Public Schools - McKinney-Vento Program	2,000	2,000	-	-
15. Cool Lane Apartments - Virginia Supportive Housing	50,000	50,000	-	-

<b>TOTAL</b>	<b>1,752,427</b>	<b>1,802,427</b>	<b>\$1,024,604</b>	<b>\$1,244,604</b>
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Figures in red reflect the Amendment



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 101-24  
Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Amendment and Renewal of Lease of County Property — 9170 Willis Church Road — Varina District

For Clerk's Use Only:

Date: 3/26/2024

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Cooper  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	✓		
Nelson, T.	✓		
Rogish, J.	✓		
Schmitt, D.	✓		
Whitehead, M.			

WHEREAS, Christen Nicole Motley currently leases 9170 Willis Church Road from the County; and,

WHEREAS, the initial term of the lease will expire on July 31, 2024; and,

WHEREAS, Ms. Motley wishes to extend the lease for a one-year term commencing on August 1, 2024, at a monthly rent of \$1,000; and,

WHEREAS, this resolution was advertised pursuant to Va. Code § 15.2-1813 and a public hearing was held on March 26, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute an amendment to the deed of lease to renew the lease of 9170 Willis Church Road to Christen Nicole Motley for a one-year term ending on July 31, 2025, at a monthly rent of \$1,000, which lease the County Manager is authorized to extend for additional one-year terms and for monthly rent amounts mutually agreeable to the parties, in a form approved by the County Attorney.

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

Copy to:

Clerk, Board of Supervisors

Date:



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 102-24

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Amendment and Renewal of Lease of County Property — 9729 Malvern Hill Lane — Varina District

For Clerk's Use Only:

Date: 3/26/2024

(✓) Approved

( ) Denied

( ) Amended

( ) Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Rogish  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R. ✓

Nelson, T. ✓

Rogish, J. ✓

Schmitt, D. ✓

Whitehead, M. ✓

WHEREAS, Christopher Welch currently leases 9729 Malvern Hill Lane from the County; and,

WHEREAS, Mr. Welch wishes to extend the lease for a one-year term commencing on July 1, 2024, at a monthly rent of \$1,000; and,

WHEREAS, this resolution was advertised pursuant to Va. Code § 15.2-1813 and a public hearing was held on March 26, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute an amendment to the deed of lease to renew the lease of 9729 Malvern Hill Road to Christopher Welch for a one-year term ending on June 30, 2025, at a monthly rent of \$1,000, which lease the County Manager is authorized to extend for additional one-year terms and for monthly rent amounts mutually agreeable to the parties, in a form approved by the County Attorney.

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

Copy to:

Clerk, Board of Supervisors

Date:



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 103-24

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Easements — City of Richmond Access —  
Stoney Run Bridge Replacement Project — Varina District

For Clerk's Use Only:

Date: 3/26/2024

- ( ☒ ) Approved  
( ) Denied  
( ) Amended  
( ) Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Cooper  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

	YES	NO	OTHER
Cooper, R.	<input checked="" type="checkbox"/>		
Nelson, T.	<input checked="" type="checkbox"/>		
Rogish, J.	<input checked="" type="checkbox"/>		
Schmitt, D.	<input checked="" type="checkbox"/>		
Whitehead, M.	<input checked="" type="checkbox"/>		

WHEREAS, the City of Richmond has asked the County to convey a permanent bridge maintenance easement and a temporary construction easement as shown on Exhibit A for the construction and maintenance of a portion of the Stoney Run Bridge Replacement Project on the County-owned parcel located on East Richmond Road, Tax Map Parcel E0003301003; and,

WHEREAS, this resolution was advertised, and a public hearing was held on March 26, 2024, pursuant to Va. Code §§ 15.2-1800 and 15.2-1813.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Chairman is authorized to execute easement agreements and the County Manager is authorized to execute an agreement to sell, both in forms approved by the County Attorney, conveying a permanent bridge maintenance easement and a temporary construction easement to the City of Richmond as shown on Exhibit A.

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

By Agency Head

By County Manager

Certified:

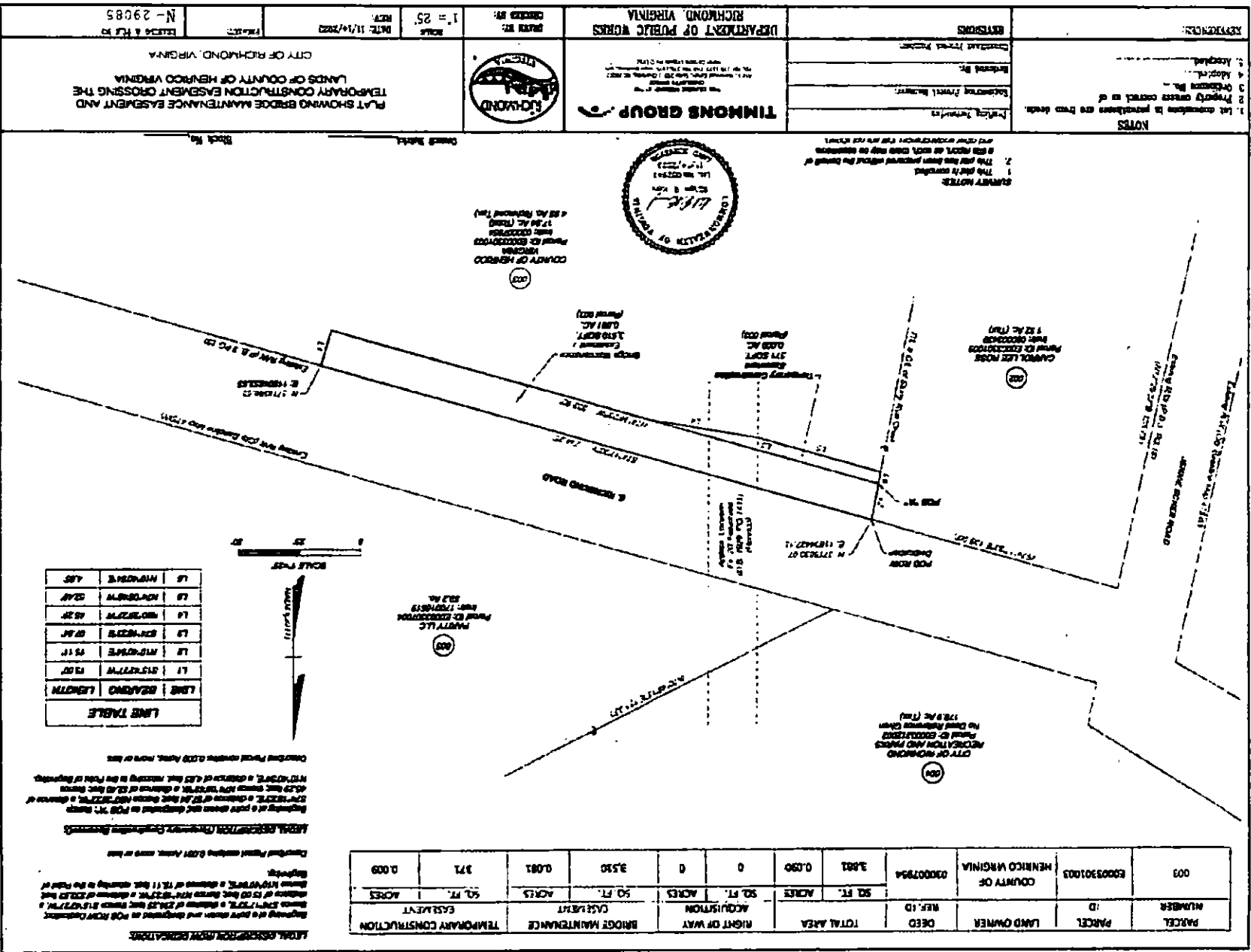
A Copy Teste:

Clerk, Board of Supervisors

Copy to:

Date:

# EXHIBIT A





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 104-24

Page No. 1 of 1

**Agenda Title: ORDINANCE — To Revise the County's Floodplain and Stormwater Management Ordinances, Including the Implementation of Updated FEMA Floodplain Maps, by Amending and Reordaining Section 10-1 Titled "Purpose and applicability," Section 10-3 Titled "Definitions," Section 10-9 Titled "Development standards – general," Section 10-10 Titled "Elevation and construction standards," Section 10-17 Titled "Administrative variance," and Section 10-28 Titled "Definitions" of the Code of the County of Henrico**

For Clerk's Use Only:

Date: 3/26/2024

- ( ) Approved  
( ) Denied  
( ) Amended  
( ) Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Rogish  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	✓	—	—
Nelson, T.	✓	—	—
Rogish, J.	✓	—	—
Schmitt, D.	✓	—	—
Whitehead, M.	✓	—	—

After a duly advertised public hearing, the Board of Supervisors of Henrico County, Virginia, adopted the attached ordinance.

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

By Agency Head \_\_\_\_\_ By County Manager \_\_\_\_\_

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

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

Clerk, Board of Supervisors

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

BLACKLINE

**ORDINANCE — To Revise the County's Floodplain and Stormwater Management Ordinances, Including the Implementation of Updated FEMA Floodplain Maps, by Amending and Reordaining Section 10-1 Titled "Purpose and applicability," Section 10-3 Titled "Definitions," Section 10-9 Titled "Development standards – general," Section 10-10 Titled "Elevation and construction standards," Section 10-17 Titled "Administrative variance," and Section 10-28 Titled "Definitions" of the Code of the County of Henrico**

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

1. That Section 10-1 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-1. Purpose and applicability**

• • • •

This article ~~shall apply~~<sup>ies</sup> to privately and publicly owned lands within areas designated as a Special Flood Hazard Area (SFHA) and areas adjacent to SFHAs, as outlined in this article. ~~These areas are shown on the county's current Floodplain Maps.~~ No development shall occur within ~~these areas~~ the SFHA and areas adjacent to SFHAs except in accordance with the provisions of this article.

2. That Section 10-3 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-3. Definitions**

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

• • • •

*Floodplain Maps:* The current Flood Insurance Rate Maps and Flood Insurance Study for Henrico County prepared by the Federal Emergency Management Agency, Federal Insurance Administration, effective December 18, 2007 April 25, 2024, and the current County Comprehensive Drainage Map, effective December 18, 2007, and subsequent revisions or amendments thereto.

• • • •



*Lowest Floor:* The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area is not considered a building's lowest floor if such enclosure does not violate the applicable enclosure requirements in Sec. 10-10(e**b**) of this article.

• • • •

*New Construction:* ~~For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means~~ Structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

• • • •

3. That Section 10-9 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-9. Development standards – general**

The following provisions shall apply to all permitted development:

• • • •

- (h) An owner or developer must obtain a permit from the U. S. Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (as applicable) prior to any proposed alteration or relocation of any channel or watercourse within the county. Furthermore, the applicant shall notify all affected adjacent jurisdictions, the Virginia Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and FEMA when altering or relocating any channel or watercourse mapped in a FEMA SFHA.

• • • •

4. That Section 10-10 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-10. Elevation and construction standards**

• • • •

- (c) *Accessory Structures:* Detached accessory structures used only for parking of vehicles and/or storage may be permitted with the lowest floor below the BFE if the following conditions are met:

- (1) the structure is not larger than 600 square feet - approximately the size of a one-story two-car garage and walls.
- (2) the structure has flood openings in compliance with the requirements of Sec. 10-10(~~eb~~)(4) to protect the structure from hydrostatic pressure.

• • • •

• • • •

- (k) *Temporary Structures:* Before issuance of a Floodplain Development Permit by the Floodplain Administrator for a temporary structure, all applicants must submit a plan for removal of the structure in the event of a flood-related severe weather notification (hurricane, tropical storm, flood, flash flood, etc.) which includes the following information:

• • • •

- (2) a specified time period for the temporary use. The time period may not exceed three months and is renewable for up to one additional year;

• • • •

- (l) *Temporary Encroachments:* Temporary encroachments into the SFHA may be exempt from the requirements of Sec. 10-9(a) and Sec. 10-9(b) if a Floodplain Development permit is issued. Temporary encroachments include sediment control devices, temporary stream crossings, haul roads and construction entrances, storage of equipment, and soil stockpiling. The following conditions must be met to qualify for the exemption:

- (1) The proposed temporary encroachment shall not be in place more than three months and is renewable for up to one additional year with written approval from the Floodplain Administrator. Temporary sediment control devices may be kept in place longer than one year if required by the appropriate regulatory agency; and,

• • • •

5. That Section 10-17 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-17. Administrative variance**

The Floodplain Administrator may grant administrative variances for the following uses, development, or redevelopment:

- (a) minor filling in the SFHA necessary to protect or restore natural floodplain functions or to stabilize stream banks to protect public roads ~~and~~ or utilities. The requirements of Sec. 10-9 must be met.

• • • •

6. That Section 10-28 of the Code of the County of Henrico be amended and reordained as follows:

**Sec. 10-28. 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:

• • • •

*100-year floodplain* means the special flood hazard area as defined in § 10-~~43~~ of the Code.

• • • •

7. That this ordinance will be in full force and effect on and after its adoption.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 105-24

Page No. 1 of 1

Agenda Title: RESOLUTION – Funding to Support the Revitalization of Housing in the Community

For Clerk's Use Only:

Date: 3/26/2024

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

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

REMARKS:

**APPROVED**

YES NO OTHER

Cooper, R. ☒ ☐ ☐

Nelson, T. ☒ ☐ ☐

Rogish, J. ☒ ☐ ☐

Schmitt, D. ☒ ☐ ☐

Whitehead, M. ☒ ☐ ☐

**WHEREAS**, the Board wishes to appropriate funding to the Economic Development Authority, subject to the terms of a memorandum of understanding to be negotiated between the County and the Authority, for the revitalization of housing in the community.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that \$4,500,000 is appropriated to the Economic Development Authority for the revitalization of housing in the community, and the County Manager is authorized to negotiate and execute a memorandum of understanding with the Economic Development Authority for the use of those funds in furtherance of that purpose.

**Comment:** Funding will come from the fund balance within the General Fund via interfund transfer to the Capital Projects Fund.

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

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

Certified:

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

Clerk, Board of Supervisors

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

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



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 106-24

Page No. 1 of 1

**Agenda Title: RESOLUTION – Funding for the Acquisition of Real Property at Virginia Center Commons to Support the Sports and Entertainment Center – Fairfield District**

For Clerk's Use Only:

Date: 3/26/2024

- ( ☒ ) Approved  
( ) Denied  
( ) Amended  
( ) Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Whitehead Seconded by (1) Rowse  
(2) (2)

REMARKS:

**APPROVED**

YES NO OTHER

Cooper, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whitehead, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WHEREAS**, the Board of Supervisors wishes to acquire real property consisting of approximately 7.58 acres adjacent to the Sports and Entertainment Center (the "Center") at Virginia Center Commons to provide additional parking for the Center, as shown on the attached Exhibit A (the "Property"); and,

**WHEREAS**, the County has executed a Letter of Intent ("LOI") with Shamin VCC LLC and VCC Partners LLC for the acquisition of the Property at a purchase price of \$2,000,000 and the relinquishment of the County's rights to other real property at Virginia Center Commons.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that \$2,000,000 is appropriated for the acquisition of the Property, subject to the terms of the LOI and the execution of the Purchase and Sale Agreement referenced in the LOI.

**Comment:** Funding will come from the fund balance within the General Fund via an interfund transfer to the Capital Projects Fund.

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

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

Certified:

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

Clerk, Board of Supervisors

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

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

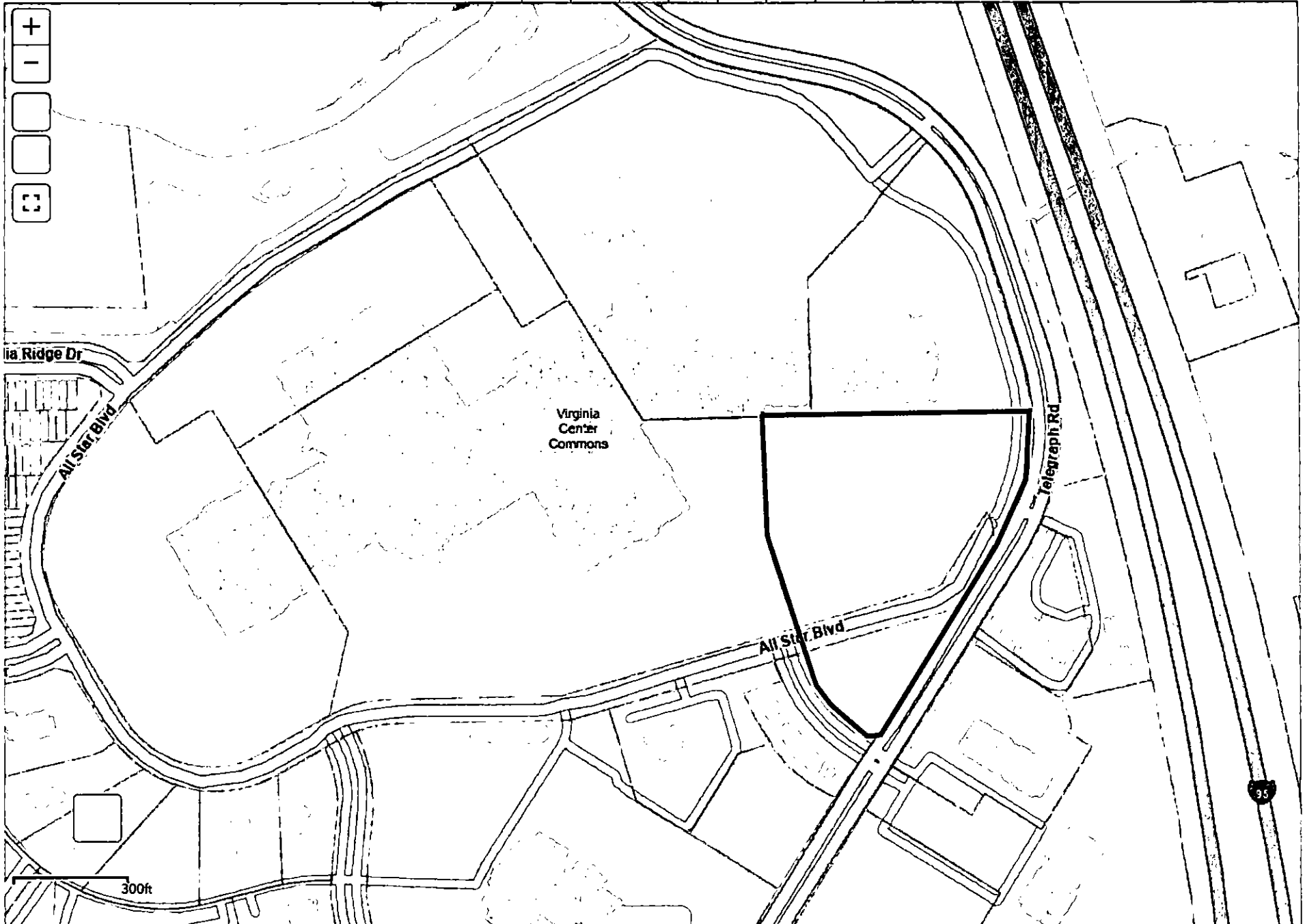


Internal GIS Viewer

GIS Office

View Center

Find address or place





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 107-24  
Page 1 of 1

**Agenda Title: INTRODUCTION OF ORDINANCE — To Amend and Reordain an Ordinance Approved on June 13, 2023, Establishing the Henrico County Home Purchase Assistance Program to Assist Employees with the Purchase of Homes in the County**

For Clerk's Use Only:	BOARD OF SUPERVISORS ACTION	YES	NO	OTHER
Date: 3/26/2024	Moved by (1) Cooper Seconded by (1) Rogish			
( ) Approved	(2)			
( ) Denied	REMARKS: APPROVED			
( ) Amended				
( ) Deferred to:				

The Clerk is directed to advertise in the Richmond Times-Dispatch on April 10 and 17, 2024, the following ordinance for a public hearing to be held in the Board Room on April 23, 2024, at 6:00 p.m.:

“AN ORDINANCE to amend and reordain an ordinance approved on June 13, 2023, establishing the Henrico County Home Purchase Assistance Program to assist employees with the purchase of homes in the County. A copy of the full text of this ordinance is on file in the Office of the County Manager.”

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

Copy to:

Clerk, Board of Supervisors

Date:



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 108-24  
Page No. 1 of 2

Agenda Title: RESOLUTION – Award of Contract – Annual Contract for Traffic Signal Installation, Repair, and Maintenance – Countywide

For Clerk's Use Only: Date: <u>3/26/2024</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>Whitehead</u> Seconded by (1) <u>Schmitt</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<b>YES NO OTHER</b> Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Whitehead, M. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**WHEREAS**, the County received two bids on January 30, 2024, in response to ITB No. 23-2623-12JL and Addendum Nos. 1 and 2 for the Annual Contract for Traffic Signal Installation, Repair, and Maintenance; and,

**WHEREAS**, the annual contract consists of various project assignments for installing, repairing, or maintaining traffic signal equipment at signalized intersections owned by Henrico County; and,

**WHEREAS**, the bids were as follows:

Bidders	Bid Amounts
B & B Signal Company, LLC Manassas, VA	\$8,432,610.00
Richardson-Wayland Electrical Company, LLC Roanoke, VA	\$8,440,850.74

**WHEREAS**, the bid amounts were calculated by multiplying the estimated unit quantities listed in the bid documents by the unit prices set out in the bids; and,

**WHEREAS**, after evaluation of the bids, it was determined that B & B Signal Company, LLC is the lowest responsive and responsible bidder for the unit price contract; and,

**WHEREAS**, the project amounts will be determined upon completion of the projects by multiplying the unit quantities authorized by the County by the unit prices submitted in the contractor's bid.

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

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

Certified:

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

Clerk, Board of Supervisors

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

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



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

Agenda Item No. 108-24

Page No. 2 of 2

**Agenda Title: RESOLUTION – Award of Contract – Annual Contract for Traffic Signal Installation, Repair, and Maintenance – Countywide**

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

1. The annual contract is awarded to B & B Signal Company, LLC for the period of one year, with an option for the County to renew for up to two additional one-year terms, pursuant to ITB No. 23-2623-12JL, Addendum Nos. 1 and 2, and the bid submitted by B & B Signal Company, LLC.
2. Fees will not exceed \$1,000,000 for a single project. Compensation will be based upon the unit costs in the contractor's bid. Estimated first year expenditures are approximately \$2,000,000 which may increase or decrease depending on the actual needs of the County.
3. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
4. The County Manager, or the Purchasing Director as his designee, is authorized to execute amendments within the scope of the project budget.

**Comment:** The Directors of Public Works and Purchasing recommend approval of the Board paper, and the County Manager concurs.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 109-24

Page No. 1 of 2

Agenda Title: RESOLUTION – Award of Contract – Annual Contract for Guardrail Maintenance, Repair, Removal, and Upgrades – Countywide

For Clerk's Use Only: Date: <u>3/26/2024</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>Schmitt</u> Seconded by (1) <u>Rogish</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<b>YES NO OTHER</b> Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Whitehead, M. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--	---	--

WHEREAS, the County received one bid on February 7, 2024, in response to ITB No. 23-2619-12EAR for an annual contract for guardrail maintenance, repair, removal, and upgrades on an as-needed and as-requested basis; and,

WHEREAS, the annual contract consists of furnishing all tools, labor, materials, equipment, fees, and supervision necessary for guardrail maintenance, repair, removal, and upgrades as needed and as requested by the Department of Public Works at various locations within the County and as identified within the M.A.S.H. Guardrail Upgrade Tasks 1A-1C Report dated October 5, 2022; and,

WHEREAS, the bid was as follows:

Bidder	Bid Amount
L.S. Lee, Inc.	\$840,225

WHEREAS, the bid amount was calculated by multiplying the estimated quantities listed in the bid documents by the unit prices set out in the bid; and,

WHEREAS, after review and evaluation of the bid, it was determined that L.S. Lee, Inc. submitted the only responsive bid, and the costs are in line with current costs; and,

WHEREAS, the cost of each project will be determined upon completion of the project by multiplying the unit quantities authorized by the County by the unit prices submitted in the contractor's bid.

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

- Pursuant to ITB No. 23-2619-12EAR and the bid submitted thereto, an annual contract is awarded to L.S. Lee, Inc. for the period of one year, with an option for the County to renew the contract for up to two additional one-year terms.

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

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

Certified:

A Copy Teste:

Clerk, Board of Supervisors

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

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

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

Agenda Item No. 109-24

Page No. 2 of 2

**Agenda Title: RESOLUTION – Award of Contract – Annual Contract for Guardrail Maintenance, Repair, Removal, and Upgrades – Countywide**

---

2. Fees for the contract may not exceed \$1,000,000 for a single project. Compensation will be based on the unit costs in the contractor's bid. Estimated first year expenditures are approximately \$850,000 which may increase or decrease depending on the actual needs of the County.
3. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
4. The County Manager, or the Purchasing Director and his designee, is authorized to execute amendments within the scope of the project budget.

**Comment:** The Director of Public Works 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. 110-24

Page No. 1 of 1

Agenda Title: RESOLUTION - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - Woodman Road Improvements - Mountain Road to Hungary Road - Fairfield and Brookland Districts

For Clerk's Use Only:

Date: 3/26/2024

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Schmitt  
(2) (2)

REMARKS:

APPROVED

YES NO OTHER

Cooper, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whitehead, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the Department of Public Works has negotiated an agreement with the Central Virginia Transportation Authority ("CVTA") under which the County will construct approximately 8,500 linear feet of roadway to include widening of Woodman Road between Hungary Road and Mountain Road from a two-lane undivided roadway to a four-lane divided roadway with a shared-use path and sidewalk (the "Project"); and,

WHEREAS, the estimated cost for the design, right-of-way, and construction of the Project is \$46,440,000; and,

WHEREAS, CVTA has agreed to reimburse the County up to \$27,848,000 from regional funding, with the remainder of the cost to be paid from a combination of County funds and Virginia Department of Transportation Revenue Sharing Program funds.

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

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

By Agency Head

By County Manager

Certified:

A Copy Tests:

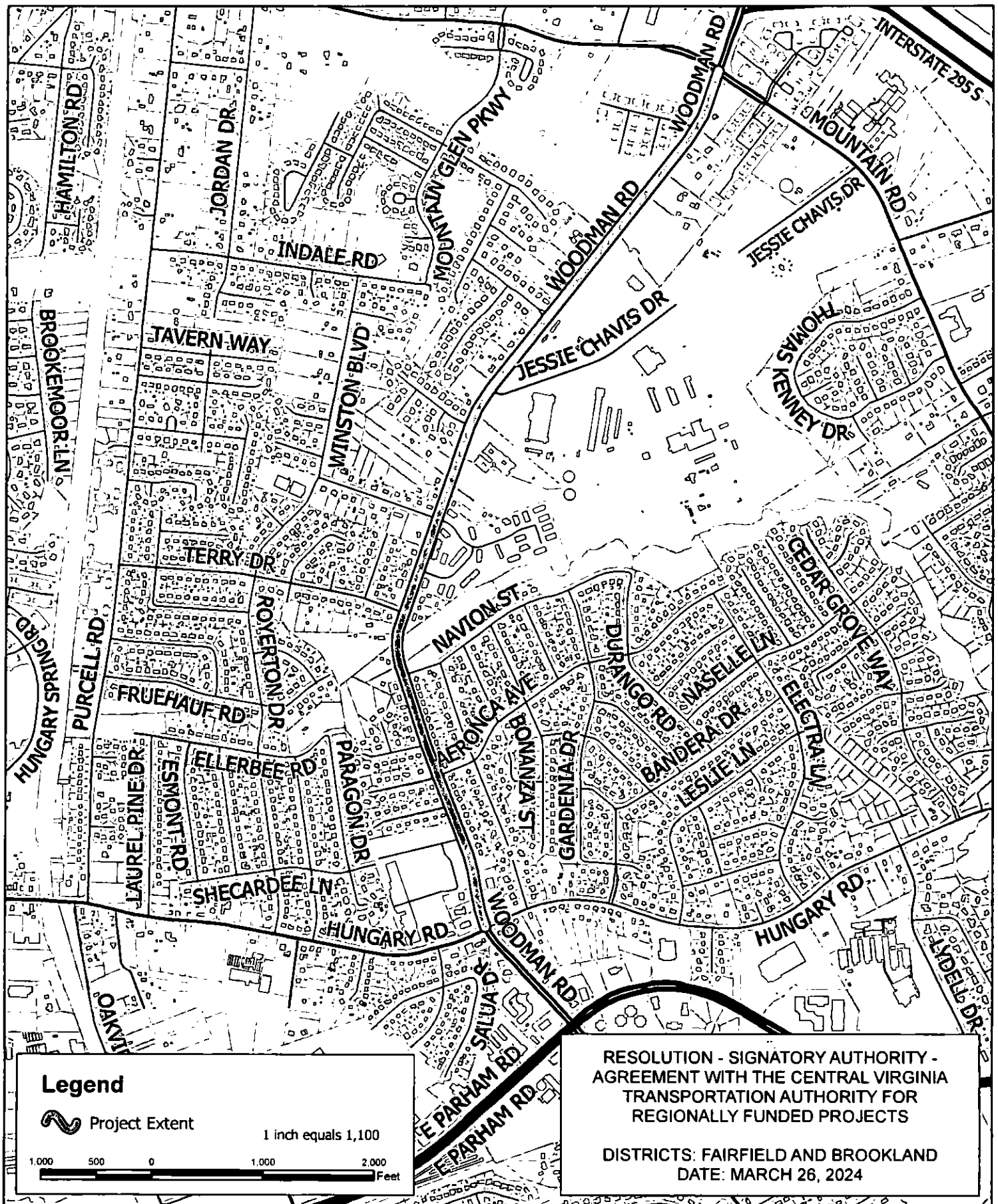
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Clerk, Board of Supervisors

Date:



# Woodman Road Improvements - Mountain Road to Hungary Road





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 111-24

Page No. 1 of 1

**Agenda Title: RESOLUTION – Signatory Authority – Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects – Brook Road Improvements – Villa Park Drive to Hilliard Road – Fairfield District**

<b>For Clerk's Use Only:</b> Date: <u>3/26/2024</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>Cooper</u> Seconded by (1) <u>Whitehead</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table><thead><tr><th></th><th>YES</th><th>NO</th><th>OTHER</th></tr></thead><tbody><tr><td>Cooper, R.</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>Rogish, J.</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>Whitehead, M.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		YES	NO	OTHER	Cooper, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whitehead, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		YES	NO	OTHER																						
Cooper, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Whitehead, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

**WHEREAS**, the Department of Public Works has negotiated an agreement with the Central Virginia Transportation Authority ("CVTA") under which the County will construct improvements along Brook Road between Villa Park Drive and Hilliard Road to improve traffic flow and provide pedestrian accommodations (the "Project"); and,

**WHEREAS**, the estimated cost for the design, right-of-way, and construction of the Project is \$10,700,000; and,

**WHEREAS**, CVTA has agreed to reimburse the County up to \$10,416,000 from regional funding, and the County will pay the remainder of the cost.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that the County Manager is authorized to execute the agreement in a form approved by the County Attorney.

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

By Agency Head

By County Manager

Certified:

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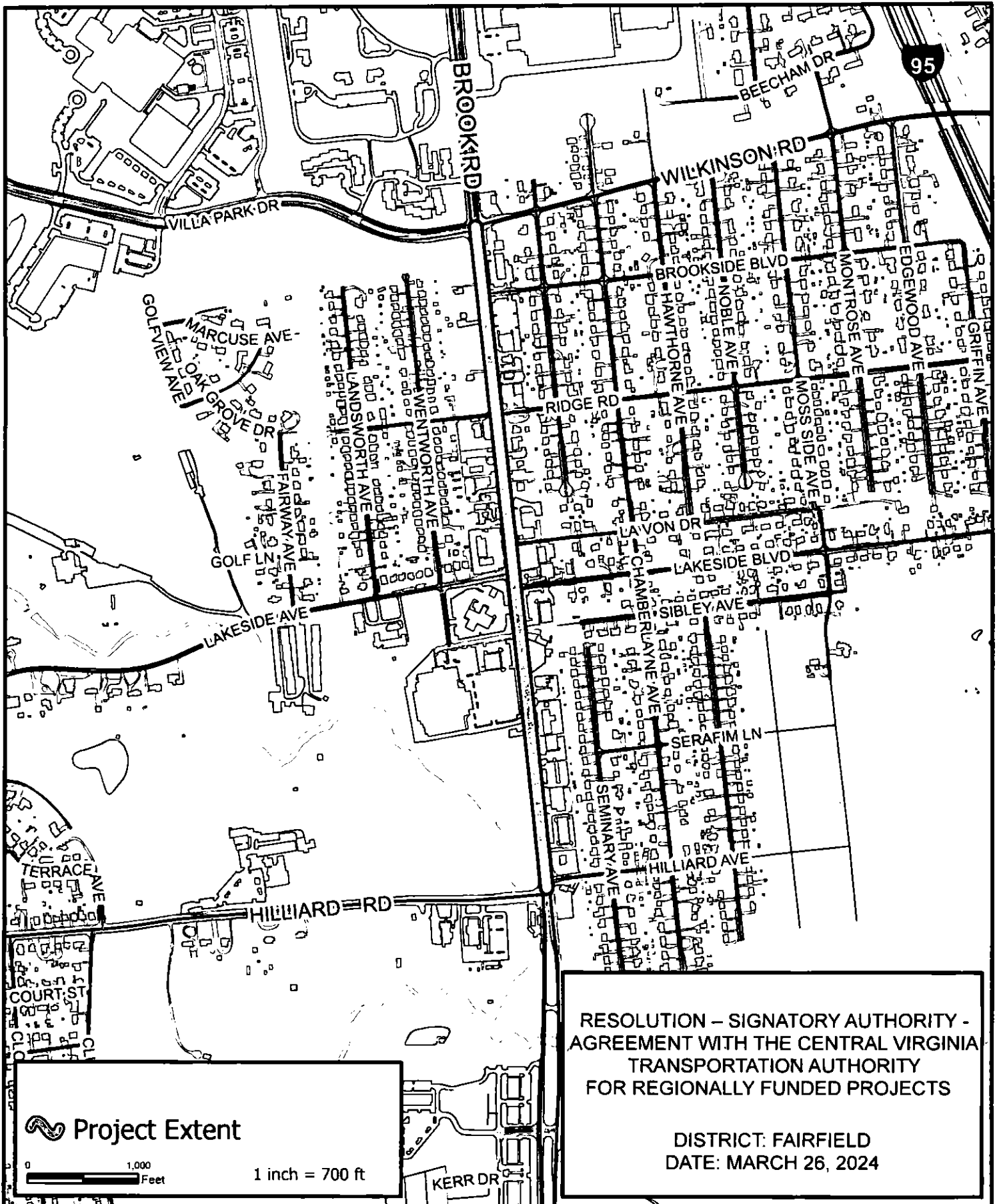
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Clerk, Board of Supervisors

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



# Brook Road Improvements





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 112-24

Page No. 1 of 1

Agenda Title: RESOLUTION - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - GreenCity Connector Trail and Bridge - Fairfield District

For Clerk's Use Only:

Date: 3/26/2024

☒ Approved

☐ Denied

☐ Amended

☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Schmitt  
(2) (2)

REMARKS

APPROVED

YES NO OTHER

	YES	NO	OTHER
Cooper, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whitehead, M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the Department of Public Works has negotiated an agreement with the Central Virginia Transportation Authority ("CVTA") under which the County will construct approximately 0.66 miles of 12-foot-wide, paved, shared-use path along Athens Road and Scott Road, including reconstruction of the Scott Road Bridge over Interstate 95 to create a bicycle-and-pedestrian-only bridge (the "Project"); and,

WHEREAS, the estimated cost for the design, right-of-way, and construction of the Project is \$20,000,000; and,

WHEREAS, CVTA has agreed to reimburse the County up to \$9,978,000 from regional funding, and the County will pay the remainder of the cost.

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

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

By Agency Head

By County Manager

Certified:

A Copy Teste:

Clerk, Board of Supervisors

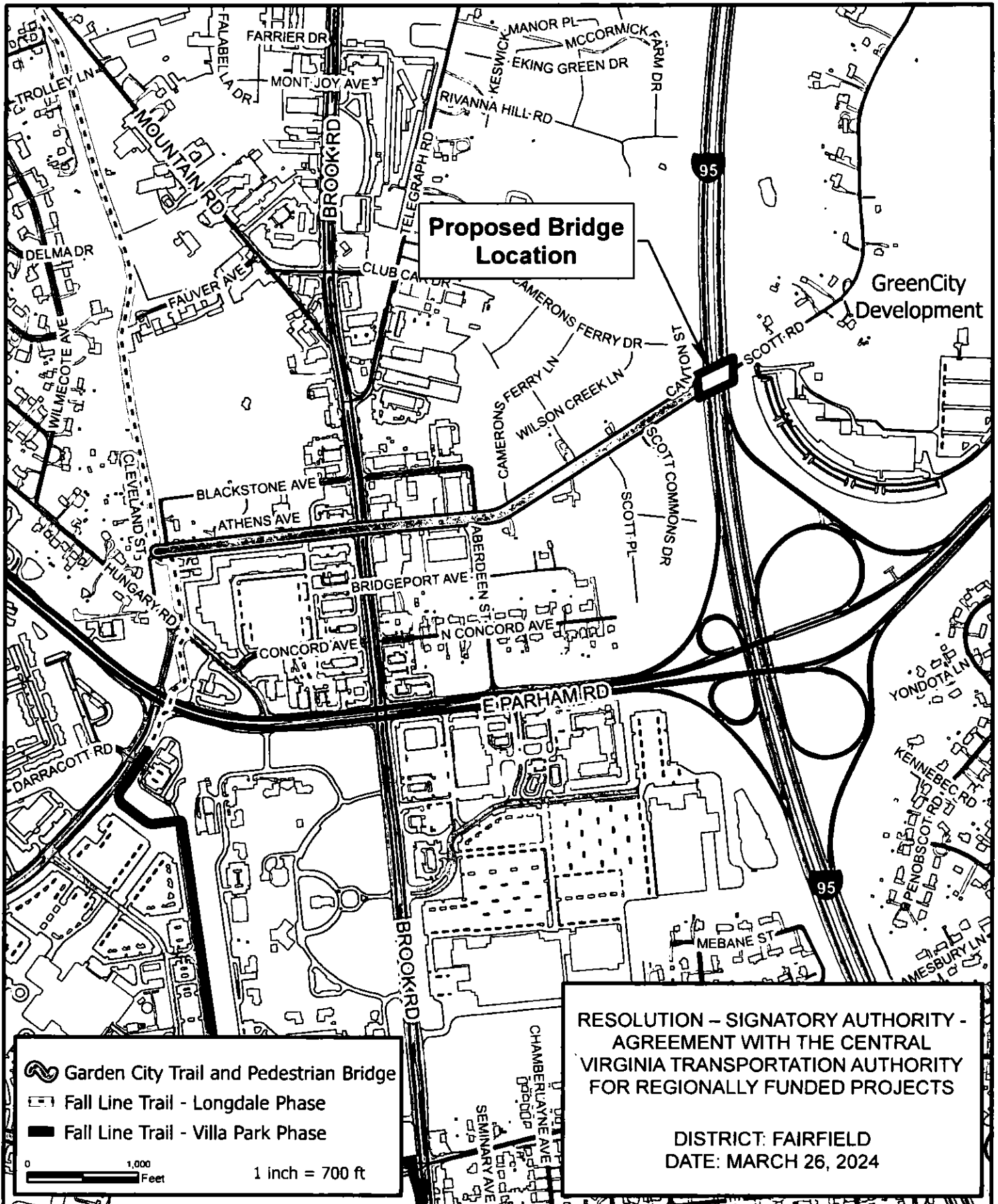
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# Green City Connector Trail and Bridge





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 113-24

Page No. 1 of 1

Agenda Title: RESOLUTION – Signatory Authority – Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects – Magellan Parkway Bridge and Approach Section – Fairfield District

For Clerk's Use Only:

Date: 3/24/2021

- ☒ Approved  
☐ Denied  
☐ Amended  
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Cooper Seconded by (1) Rogish  
(2) (2)

REMARK:

APPROVED

YES NO OTHER

Cooper, R.	✓	—	—
Nelson, T.	✓	—	—
Rogish, J.	✓	—	—
Schmitt, D.	✓	—	—
Whitehead, M.	—	—	—

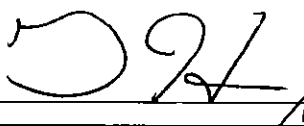

WHEREAS, the Department of Public Works has negotiated an agreement with the Central Virginia Transportation Authority ("CVTA") under which the County will construct a new four-lane curb and gutter roadway with a raised median, a paved shared-use path for the south side of the roadway, and a sidewalk along the north side; between Englewood Farms Drive and Scott Road, including a bridge across Interstate 95 (the "Project"); and,

WHEREAS, the estimated cost for the design, right-of-way, and construction of the Project is \$33,000,000; and,

WHEREAS, CVTA has agreed to reimburse the County up to \$18,572,000 from regional funding, and the County will pay the remainder of the cost.

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

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

By Agency Head  By County Manager 

Certified:

A Copy Teste:

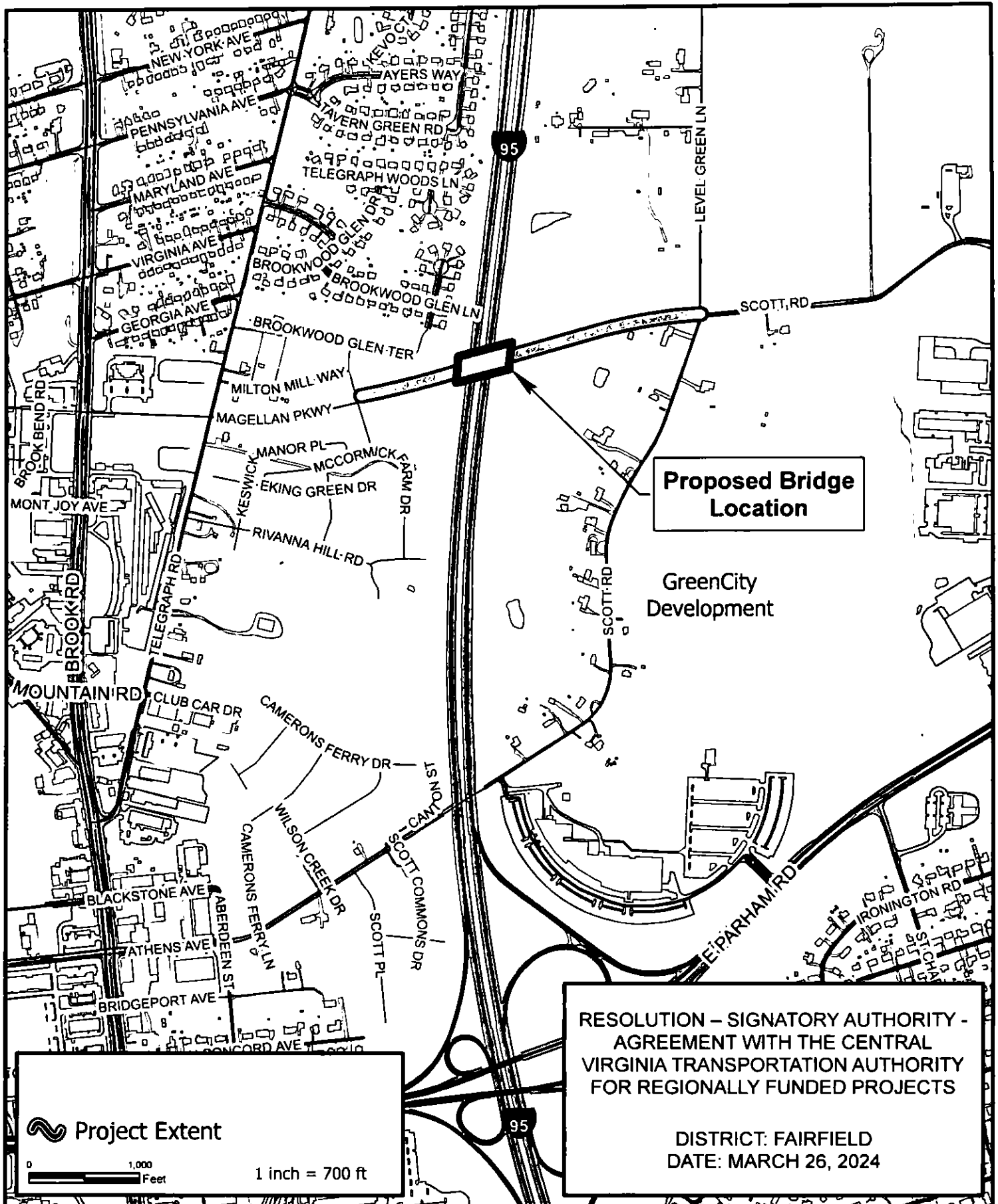
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# Magellan Parkway Bridge and Approach Section





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 114-24

Page No. 1 of 1

Agenda Title: RESOLUTION – Signatory Authority – Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects – N. Gayton Road Interchange at Interstate 64 – Three Chopt District

For Clerk's Use Only:

Date: 3/26/2024

- ( ☒ ) Approved  
( ) Denied  
( ) Amended  
( ) Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Whitehead Seconded by (1) Cooper  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES NO OTHER

Cooper, R.	<input checked="" type="checkbox"/>	—	—
Nelson, T.	<input checked="" type="checkbox"/>	—	—
Rogish, J.	<input checked="" type="checkbox"/>	—	—
Schmitt, D.	<input checked="" type="checkbox"/>	—	—
Whitehead, M.	<input checked="" type="checkbox"/>	—	—

WHEREAS, the Department of Public Works has negotiated an agreement with the Central Virginia Transportation Authority ("CVTA") under which the County will construct a new interchange at N. Gayton Road and Interstate 64, reconstruct the interchange at W. Broad Street and Interstate 64, and construct improvements on Interstate 295 between Interstate 64 and Nuckols Road (the "Project"); and,

WHEREAS, the estimated cost for the survey and preliminary design of the Project is \$3,210,000; and,

WHEREAS, CVTA has agreed to reimburse the County up to \$3,185,000 from regional funding, and the County will pay the remainder of the cost.

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

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

By Agency Head

By County Manager

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

Certified:

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Clerk, Board of Supervisors

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





COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 115-24

Page No. 1 of 1

Agenda Title: RESOLUTION – Acceptance of Roads – Harvie Point Section 1 – Fairfield District

For Clerk's Use Only: Date: 3/26/2024 <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) Nelson Seconded by (1) Cooper (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<b>YES NO OTHER</b> Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Whitehead, M. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**BE IT RESOLVED** by the Board of Supervisors of the County of Henrico that the following named and described sections of roads are accepted into the County road system for maintenance:

**Harvie Point (Section 1)**

Waxflower Way from Harvie Road to 0.16 Mi. E. of Harvie Road	0.16 Mi.
Purple Haze Court from 0.03 Mi. S. of Waxflower Way to 0.08 Mi. N. of Waxflower Way	0.11 Mi.
Yellow Butterwort Lane from Rosemallow Place to 0.03 Mi. E. of Rosemallow Place	0.03 Mi.
Rosemallow Place from 0.03 Mi. S. of Waxflower Way to 0.08 Mi. N. of Waxflower Way	0.11 Mi.
<b>Total Miles</b>	<b>0.41 Mi.</b>

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

By Agency Head

By County Manager

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

Certified:

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Clerk, Board of Supervisors

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



# HARVIE POINT - SECTION 1



\*\*\*\*\*  
**HARVIE POINT - SECTION 1**  
\*\*\*\*\*

**WAXFLOWER WAY**  
FROM: HARVIE POINT ROAD  
TO: 0.16 MI. E. OF HARVIE POINT ROAD  
LENGTH: 0.16 MI.

**PURPLE HAZE COURT**  
FROM: 0.03 MI. S. OF WAXFLOWER WAY  
TO: 0.08 MI. N. OF WAXFLOWER WAY  
LENGTH: 0.11 MI.

**YELLOW BUTTERWORT LANE**  
FROM: ROSEMALLOW PLACE  
TO: 0.03 MI. E. OF ROSEMALLOW PLACE  
LENGTH: 0.03 MI.

**ROSEMALLOW PLACE**  
FROM: 0.03 MI. S. OF WAXFLOWER WAY  
TO: 0.08 MI. N. OF WAXFLOWER WAY  
LENGTH: 0.11 MI.

**DISTRICT: FAIRFIELD**  
**DATE: MARCH 26, 2024**  
\*\*\*\*\*

