

**HENRICO COUNTY  
NOTICE OF SPECIAL MEETING  
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, March 26, 2024, at 3:30 p.m.** in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

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

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|------------------|--|
| 3:30 - 3:45 p.m. | POSSE Land Management System Update    |
| 3:45 - 4:00 p.m. | Update on First Tee – Greater Richmond |
| 4:00 - 4:15 p.m. | Review of Regular Meeting Agenda Items |

*Tanya N. Brackett*

Tanya N. Brackett, CMC  
Clerk, Henrico County Board of Supervisors  
March 21, 2024

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**March 26, 2024**  
**5:00 p.m.**

**PLEDGE OF ALLEGIANCE**  
**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.

**BEGINNING AT 6:00 P.M.**

**APPROVAL OF MINUTES** – March 12, 2024, Regular and Special Meetings; and  
March 8, 2024, Special Meeting

**MANAGER'S COMMENTS**  
**BOARD OF SUPERVISORS' COMMENTS**  
**RECOGNITION OF NEWS MEDIA**

**PRESENTATIONS**

Proclamation - Keep Henrico Beautiful Month - April 2024.

Proclamation - National Library Week - April 7 - 13, 2024.

**APPOINTMENT**

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

**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.

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.

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.

101-24           Resolution - Signatory Authority - Amendment and Renewal of Lease of County Property - 9170 Willis Church Road - Varina District.

- 102-24 Resolution - Signatory Authority - Amendment and Renewal of Lease of County Property - 9729 Malvern Hill Lane - Varina District.
- 103-24 Resolution - Signatory Authority - Easements - City of Richmond Access - Stoney Run Bridge Replacement Project - Varina District.
- 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.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

- 105-24 Resolution - Funding to Support the Revitalization of Housing in the Community.
- 106-24 Resolution - Funding for the Acquisition of Real Property at Virginia Center Commons to Support the Sports and Entertainment Center - Fairfield District.
- 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.
- 108-24 Resolution - Award of Contract - Annual Contract for Traffic Signal Installation, Repair, and Maintenance - Countywide.
- 109-24 Resolution - Award of Contract - Annual Contract for Guardrail Maintenance, Repair Removal, and Upgrades - Countywide.
- 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.
- 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.
- 112-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - GreenCity Connector Trail and Bridge - Fairfield District.
- 113-24 Resolution - Signatory Authority - Agreement with the Central Virginia Transportation Authority for Regionally Funded Projects - Magellan Parkway Bridge and Approach Section - Fairfield District.

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



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
March 26, 2024**

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**PUBLIC HEARING** – Beginning at 5:00 p.m.

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

On Tuesday, March 26, 2024, this paper will be considered but must be deferred (at least seven days, according to law) before being approved. At the scheduled regular meeting on Tuesday, April 9, 2024, the proposed Operating and Capital Annual Fiscal Plans may be approved, amended, substituted for, or deferred until a later date. However, the Schools' budget must be approved by May 15, 2024. This paper will also allocate car tax relief for tax year 2024.

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

**Beginning at 6:00 p.m.**

**PRESENTATIONS**

**PROCLAMATION - Keep Henrico Beautiful Month - April 2024.**

This proclamation 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.

**PROCLAMATION - National Library Week - April 7 - 13, 2024.**

This proclamation recognizes April 7 – 13, 2024, as National Library Week and encourages all residents to visit their library in person or online to enjoy the amazing resources the County's libraries offer.

**APPOINTMENT**

**RESOLUTION - Appointment of Member - Board of Building Code Appeals.**

This Board paper 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

## **PUBLIC HEARING ITEMS**

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

This Board paper authorizes the County Manager to submit an eleventh amended Henrico County Annual Action Plan for FY 2019-20 to the United States Department of Housing and Urban Development (“HUD”) to reallocate CDBG funds provided to Henrico County through the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

The Board paper also authorizes the County Manager to execute contracts with subrecipients to perform activities using CDBG-CARES Act funding.

The Department of Community Revitalization has prepared the attached table of proposed sources and uses for the reprogramming of \$186,001 of unused CDBG-CARES Act funds from previously approved programs.

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

### **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.**

This Board paper authorizes the County Manager to submit to the United States Department of Housing and Urban Development (“HUD”) an amendment to the FY 2021-22 Annual Action Plan to amend the HOME-ARP Allocation Plan. The amendment is required to align the HOME-ARP Allocation Plan with those of Chesterfield County and the City of Richmond with regard to preferences for access to permanent supportive housing.

The Department of Community Revitalization has prepared the amended HOME-ARP Allocation Plan consistent with HUD requirements for inclusion into an amended Annual Action Plan for submission to HUD.

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

### **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**

This Board paper authorizes the County Manager to submit an amended Henrico County FY 2023-24 Annual Action Plan to the United States Department of Housing and Urban Development (“HUD”) to include unspent HOME funds from previous years and change the proposed uses for FY 2023-24 HOME and CDBG funds. Finally, it authorizes the County Manager to execute CDBG and HOME agreements with subrecipients, in a form approved by the County Attorney, to implement the amended FY 2023-24 Annual Action Plan.

The Department of Community Revitalization has prepared the attached table of the proposed amended sources and uses of these funds.

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

**RESOLUTION - Signatory Authority - Amendment and Renewal of Lease of County Property - 9170 Willis Church Road - Varina District.**

This Board paper authorizes the County Manager to execute an amendment to the deed of lease with Christen Nicole Motley for the single-family dwelling at 9170 Willis Church Road. The lease would extend for a one-year period beginning August 1, 2024, and ending July 31, 2025. Ms. Motley will pay a monthly rent of \$1,000 and is subject to the terms and conditions of the existing lease, including routine maintenance of the property. The Board paper also authorizes the County Manager to extend the lease for additional terms.

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

**RESOLUTION - Signatory Authority - Amendment and Renewal of Lease of County Property - 9729 Malvern Hill Lane - Varina District.**

This Board paper authorizes the County Manager to execute an amendment to the deed of lease with Christopher Welch for the single-family dwelling at 9729 Malvern Hill Lane. The lease would extend for a one-year term beginning July 1, 2024, and ending June 30, 2025. Mr. Welch will pay a monthly rent of \$1,000 and is subject to the terms and conditions of the existing lease, including routine maintenance of the property. The Board paper also authorizes the County Manager to extend the lease for additional terms.

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

**RESOLUTION - Signatory Authority - Easements - City of Richmond Access - Stoney Run Bridge Replacement Project - Varina District.**

This Board paper would authorize the execution of agreements to sell and convey easements to the City of Richmond on County-owned property as part of the City of Richmond's Stoney Run Bridge Replacement Project.

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

**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.**

This Board paper would enact new Flood Insurance Rate Maps as required by FEMA and related state and federal law. The proposed ordinance also makes minor changes to correct citations and clarify existing language. The new ordinance will become effective April 25, 2024, when the new Flood Insurance Rate Maps and Flood Insurance Study go into effect.

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

**PUBLIC COMMENTS**

**GENERAL AGENDA**

**RESOLUTION - Funding to Support the Revitalization of Housing in the Community.**

This Board paper appropriates \$4,500,000 to the Economic Development Authority to support the revitalization of housing in the community and authorizes the County Manager to negotiate and execute a memorandum of understanding with the Authority for that purpose.

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

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

This Board paper would appropriate funding for the acquisition of real property at Virginia Center Commons to provide additional parking for the Sports and Entertainment Center.

Funding for the acquisition will come from the fund balance within the General Fund via interfund transfer to the Capital Projects Fund.

**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.**

This Board paper introduces for advertisement and a public hearing on April 23, 2024, a proposed ordinance to amend and reordain the ordinance establishing the Henrico County Home Purchase Assistance Program.

The Program assists eligible employees of the County, the School Board, and County constitutional officers with the purchase of their primary residences in the County. The



proposed ordinance amends the Program so that (1) the forgiveness schedule aligns with income tax withholdings on a 24-pay period per year basis and (2) assisted employees can transfer full-time permanent employment with the County, the School Board, or a County constitutional officer to full-time permanent employment with an authority created by the Board of Supervisors without causing the unforgiven principal balance to become due and payable.

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

**RESOLUTION - Award of Contract - Annual Contract for Traffic Signal Installation, Repair, and Maintenance - Countywide.**

This Board paper awards an annual contract to B & B Signal Company, LLC for traffic signal installation, repair, and maintenance on an as-needed and as-requested basis. Estimated first-year expenditure is approximately \$2,000,000 which may increase or decrease depending on the actual needs of the County. The annual contract consists of furnishing all labor, supervision, materials, supplies, and equipment necessary for successful completion of various project assignments for installing, repairing, or maintaining traffic signal equipment at signalized intersections owned by the County. The annual contract is expected to begin in March 2024 and will remain in effect for a period of one year with two one-year renewal options.

The County received two bids on January 30, 2024, in response to ITB No. 23-2623-12JL and Addendum Nos. 1 and 2. The bids were as follows:

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

Based upon a review of the bids, B & B Signal Company, LLC is the lowest responsive and responsible bidder.

This Board paper awards the annual contract to B & B Signal Company, LLC. The County Manager is authorized to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute amendments within the scope of the project budget.

Funding to support the contract is available within the project budget. The Directors of Public Works and Purchasing recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Annual Contract for Guardrail Maintenance, Repair Removal, and Upgrades - Countywide.**

This Board paper awards a unit price contract to L.S. Lee, Inc. for guardrail maintenance, repair, removal, and upgrades on an as-needed and as-requested basis for the County.

First year expenditures will be approximately \$850,000 which may increase or decrease depending on the actual needs of the County.

The annual contract is expected to begin in July 2024 and will remain in effect for a period of one year with two one-year renewal options.

The County received one bid on February 7, 2024, in response to ITB No. 23-2619-12EAR. The bid was as follows:

<u>Bidder</u>	<u>Bid Amount</u>
L.S. Lee, Inc.	\$840,225

Based upon a review of the bid, L.S. Lee, Inc. is the lowest responsive and responsible bidder, and the costs are in line with current costs for similar work.

The County Manager is authorized to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute amendments within the scope of the project budget.

Funding to support the contract is available within the project budget. The Director of Public Works and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - 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.**

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

This Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

**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.**

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 estimated cost for the design, right-of-way, and construction of the Project is \$10,700,000. CVTA will reimburse the County up to \$10,416,000 from regional funding, and the County will pay the remainder of the cost.

This Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

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

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

This Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

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

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

This Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

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

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 estimated cost for the survey and preliminary design of the Project is \$3,210,000. CVTA has agreed to reimburse the County up to \$3,185,000 from regional funding, and the County will pay the remainder of the project cost.

This Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

**RESOLUTION - Acceptance of Roads - Harvie Point Section 1 - Fairfield District.**

This Board paper would accept the following named and described sections of roads into the County road system for maintenance:

- 0.16 miles of Waxflower Way
- 0.11 miles of Purple Haze Court
- 0.03 miles of Yellow Butterwort Lane
- 0.11 miles of Rosemallow Place

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