



CITY OF COLONIAL HEIGHTS

2023 Annual City Council Retreat
Smithfield Station
409 South Church Street
Smithfield Virginia
February 3-4, 2023

AGENDA

Friday, February 3

- I. (1:00 p.m.) Call to Order
- II. (1:00 p.m. – 2:30 p.m.) Development-Related Update and Discussion
 - A. Staff Economic Development Update
 - B. Discussion of Development Opportunities for Various Properties
 - C. Discussion Regarding Sherwood Hills Swim Club Property
- III. (2:30 p.m. – 2:45 p.m.) Break
- IV. (2:45 p.m. – 4:00 p.m.) Planning and Code Enforcement Discussion
 - A. Code Enforcement and Potential City Code Revisions
 - B. Other Potential Planning-Related City Code Revisions
- V. (4:00 p.m. – 4:15 p.m.) Break
- VI. (4:15 p.m. – 5:00 p.m.) Planning and Code Enforcement Discussion - *Continued*
- VII. (5:00 p.m. – 6:00 p.m.) Roundabout Area Enhancement Discussion
- VIII. (6:00 p.m. – 7:30 p.m.) Break for Dinner
- IX. (7:30 p.m.) Reconvene (*Captain Todd Executive Suite in the Lighthouse*)
- X. (7:30 p.m. – 8:45 p.m.) Financial Overview
 - A. Revenue Trends
 - B. FY 23-24 Budget Preview
 - C. Quarterly Finance Report – Second Quarter FY 23
 - D. Project Updates
 - E. Other Finance Items
- XI. (8:45 p.m. – 9:00 p.m.) City Holiday Schedule for 2023
- XII. (9:00 p.m.) Recess (Exact recess time is unknown)

Note: The listed agenda times are tentative; actual times for the agenda may vary

Saturday, February 4

- I. **(8:00 - 9:00 a.m.) Breakfast (Smithfield Station Restaurant) and Hotel Check Out**
- II. **(9:00 a.m.) Reconvene/Call to Order (Captain Todd Executive Suite in the Lighthouse)**
- III. **(9:00 - 10:30 a.m.) Tax-Related Discussion**
 - A. Personal Property Tax Discussion Regarding:
 - i. Proration
 - ii. Tax Rate
 - iii. Relief Percentage
 - B. Real Estate Tax Discussion Regarding Elderly/Disabled Tax Exemption
- IV. **(10:30 – 10:45 a.m.) Break**
- V. **(10:45 a.m.– 12:45 p.m.) Human Resources Discussion Items (and working lunch)**
 - A. Public Works Compensation
 - B. Other Compensation Items
 - C. Employee Morale Initiatives and Discussion
 - D. City Attorney’s Workload Pertaining to the School System
- VI. **(12:45 – 1:00 p.m.) Consideration of Real Property Tax Exemption Request by Keystone Truck & Tractor Museum, Inc.**
- VII. **(1:00 p.m.) Wrap Up/Adjourn (Exact adjournment time is unknown)**

City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality’s audit is not completed as required by this statute, the locality must promptly post a statement on its website, if such website exists, with the following information:

- **That the required audit is pending,**
- **The reasons for the delay,**
- **And the estimated date of completion.**

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2022 is pending. The major factors for the delay of the audit are the implementation of a new financial system and vacancies in various important positions related to the audit: the Director of Finance (vacant for a significant portion of FY 21-22) and the Deputy Director of Finance. The City of Colonial Heights finance team is working diligently to complete their tasks for the auditors to prepare the audit report. Our estimated date of completion for the audit report is February 28, 2023.

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