

COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR MEETING CITY HALL

Council Members

Michael A. Cherry
Kenneth B. Frenier
W. Joe Green, Jr.
John E. Piotrowski
John T. Wood
Elizabeth G. Luck, Vice-
Mayor
T. Gregory Kochuba,
Mayor

MAY 12, 2020

201 JAMES AVENUE, COLONIAL HEIGHTS

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable John E. Piotrowski
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
8. Reading Of Manner Of Addressing Council.
ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.
9. Written Petitions And Communications
10. Advertised Public Hearing
 - A. AN ORDINANCE NO 20-12
(*First Reading*) Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.

Documents:

[EX SUMMARY ORD 20-12.PDF](#)
[AN ORDINANCE NO 20-12.PDF](#)

- B. AN ORDINANCE NO 20-19
(*First Reading*) To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position along with corresponding job descriptions.

Documents:

[EX SUMMARY AN ORDINANCE NO. 20-19.PDF](#)
[EXHIBIT A.PDF](#)
[AN ORDINANCE NO 20-19.PDF](#)

11. Hearing Of Citizens Generally On Non-Agenda Items
12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
 - A. AN ORDINANCE NO 20-13

(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

Documents:

[AN ORDINANCE NO 20-13.PDF](#)

- B. AN ORDINANCE NO 20-14

(Second Reading) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

Documents:

[AN ORDINANCE NO 20-14.PDF](#)

- C. AN ORDINANCE NO 20-15

(Second Reading) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

Documents:

[AN ORDINANCE NO 20-15.PDF](#)

- D. AN ORDINANCE NO 20-16

(Second Reading) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for such levy on motor vehicles which are

specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

Documents:

[AN ORDINANCE NO 20-16.PDF](#)

E. AN ORDINANCE NO 20-17

(Second Reading) Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

Documents:

[AN ORDINANCE NO 20-17.PDF](#)

F. AN ORDINANCE NO 20-18

(Second Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

Documents:

[AN ORDINANCE NO 20-18.PDF](#)

G. AN ORDINANCE NO 20-FIN-3

(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

Documents:

[AN ORDINANCE NO 20-FIN-3.PDF](#)

H. AN ORDINANCE NO 20-FIN-4

(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and approving such budget.

Documents:

[AN ORDINANCE NO 20-FIN-4.PDF](#)

I. AN ORDINANCE NO 20-FIN-5

(Second Reading) Adopting the Recreation Activity Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

[AN ORDINANCE NO 20-FIN-5.PDF](#)

J. AN ORDINANCE NO 20-FIN-6

(Second Reading) Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

[AN ORDINANCE NO 20-FIN-6.PDF](#)

K. AN ORDINANCE NO 20-FIN-7

(Second Reading) Adopting the Stormwater Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

[AN ORDINANCE NO 20-FIN-7.PDF](#)

L. AN ORDINANCE NO 20-FIN-9

(Second Reading) Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenditures stated.

Documents:

[AN ORDINANCE NO 20-FIN-9.PDF](#)

M. April 14, 2020 Special Meeting Minutes

Documents:

[04142020 SPECIAL MEETING MINUTESFINAL.PDF](#)

N. April 21, 2020 Special Meeting Minutes

Documents:

[04212020 SPECIAL MEETING MINUTEFINAL.PDF](#)

O. April 28, 2020 Special Meeting Minutes

Documents:

[04282020 SPECIAL MTNG MINUTESFINAL.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 20-FIN-10

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.

Documents:

[EX SUMMARY 20-FIN-10.PDF](#)
[BUDGET SUMMARY 20-FIN-10.PDF](#)
[FY19 PSAP GRANT AWARD.PDF](#)
[NG-911 FUNDING AWARD LETTER.PDF](#)
[HROUDA PROJECT FUNDING SUMMARY.PDF](#)
[AN ORDINANCE NO 20-FIN-10.PDF](#)

B. A RESOLUTION NO 20-23

Extending the due date for the payment of personal property taxes.

Documents:

[EX SUMMARY RESOLUTION 20 -23.PDF](#)
[A RESOLUTION NO 20-23.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. Presentation And Discussion Of Proposed Utility Rate Increase

Documents:

[EX SUM UTILITY RATE.PDF](#)
[UTILITY RATE PRESENTATION.PDF](#)

B. AN ORDINANCE NO 20-FIN-8

(Second Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenses stated.

Documents:

[AN ORDINANCE NO 20-FIN-8.PDF](#)

C. A RESOLUTION NO 20-22

Requesting the Governor of the Commonwealth of Virginia to seriously consider modifying Executive Orders Fifty-One, Fifty-Three, and Fifty-Five so as to allow for the reopening of Virginia's society and economy no later than May 25, 2020.

Documents:

[EX SUMMARY RESO 20-22.PDF](#)
[A RESOLUTION NO 20-22.PDF](#)

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Financial Analysis Update

Documents:

[EX SUMMARY FINANCIAL ANALYSIS.PDF](#)
[SENSITIVITY ANALYSIS OVERVIEW.PDF](#)
[SENSITIVITY ANALYSIS-CHARTS.PDF](#)

2. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)
[DATES OF INTEREST - CM REPORT MAY 2020.PDF](#)

B. City Attorney

C. Director Of Planning And Community Development

1. Planning Commission Summary

Documents:

[EX SUMMARY PLANNING SUMMARY.PDF](#)
[202005_PC_SUMMARY.PDF](#)
[AGENDA_BZA_20200415_SUMMARY.PDF](#)

16. Adjournment



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Ordinance No. 20-12

DEPARTMENT: City Attorney/Sheriff's Dept.

PROPOSED ACTION: Hold a public hearing and approve Ordinance No. 20-12 on first reading.

BACKGROUND: The General Assembly approved Senate Bill 149, which amends VA Code Section 53.1-120, to increase the sum a city assesses against a convicted defendant in each traffic or criminal case in its district or circuit courts from \$10 to \$20, effective July 1, 2020. Ordinance No. 20-12 amends City Code Section 1-4.1 to increase the fee the City assesses to \$20 for the funding of courthouse security personnel as of July 1.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Approve Ordinance No. 20-12.

ATTACHMENTS: n/a

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

AN ORDINANCE NO. 20-12

Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Section 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, is amended as follows:

§ 1-4.1. Fees assessed against convicted defendants in criminal and traffic cases; collection by Clerks; remittance to Director of Finance.

A. Pursuant to § 53.1-120 of the Code of Virginia 1950, as amended, a fee of ~~\$10~~ \$20 is hereby imposed against a defendant in each criminal or traffic case in the District or Circuit Court in which the defendant is convicted of a violation of any statute or ordinance.

B. ...

C. ...

2. This ordinance shall be in full force and effect on July 1, 2020.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Meeting

MEETING DATE: May 12, 2020

ITEM: First Reading of Ordinance No. 20-19

DEPARTMENT: City Manager/Human Resources

PROPOSED ACTION: This item is for first reading of Ordinance No. 20-19 to adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position, along with corresponding job descriptions.

BACKGROUND: Ordinance NO. 20-19 provides for several position changes that are related to the FY 21 Budget. The ordinance provides for the addition of two positions to the City's pay plan and the re-grading of another position; and provides for approval of the corresponding job descriptions. The two new positions, a Geographic Information Systems Coordinator and a Human Resources Specialist, need to be incorporated into the City's pay plan, at grades 16 and 15, respectively. The proposed pay plan also changes and regrades the Director of Office on Youth & Human Services position to Office on Youth & Human Services Administrator at grade 17.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Staff recommends adoption of Ordinance No. 20-19 on First Reading to revise the General Pay Plan Class and Salary Range along with corresponding job descriptions.

ATTACHMENTS: Ordinance No. 20-19, Exhibit A – General Pay Plan Class and Salary Range, Geographic Information System Coordinator Job Description, Human Resources Specialist Job Description, and Office on Youth & Human Services Administrator Job Description.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

**CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 2020**

EXHIBIT A

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	MINIMUM	MAXIMUM
11	\$28,000	\$44,816
	Deputy I Facilities/Groundskeeper I Meter Reader Public Works Technician Staff Assistant Van Driver	
12	\$29,828	\$51,210
	Concrete Technician Deputy II Deputy Registrar Facilities/Groundskeeper II Financial Technician I Legal Secretary Public Works Heavy Equipment Operator Senior Meter Reader Transportation Coordinator	
13	\$34,078	\$58,500
	Animal Control Officer Cross-Connection Control Technician Deputy III Deputy Sheriff* (Starting salary: \$40,600) Facilities/Groundskeeper III Financial Technician II Police Records Technician Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician	

*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$66,846.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$38,937	\$66,846
		Administrative Assistant Administrative Services Deputy (Starting salary: \$43,600) Building Inspector Building Maintenance Technician Community/Economic Development Specialist Construction Inspector Chief Deputy Commissioner of Revenue Digital Resource Specialist Emergency Equipment Technician Engineering Technician (Starting salary: \$42,572) Financial Specialist I Heavy Truck/Bus Technician Horticulturist Museum Curator Procurement Specialist Public Works Foreman Recreation Specialist II Senior Automotive Mechanic Senior Traffic Technician Communications Officer (Starting salary: \$39,600) Youth Program Coordinator
15	\$44,481	\$76,365
		Combination Inspector Chief Deputy Circuit Court Clerk Communications Supervisor (Starting salary: \$45,000) Firefighter-EMT (Starting salary: \$45,000) Firefighter-Intermediate (Starting salary: \$47,250) Firefighter-Paramedic (Starting salary: \$49,613) Executive Assistant Financial Specialist II Human Resources Specialist Lieutenant Deputy Sheriff (Starting salary: \$46,600) Paralegal/Deputy City Clerk Police Detective (Starting salary: \$45,000) Police Officer (Starting salary: \$45,000) Recreation Specialist III Senior Center Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$48,500) Utility Billing Supervisor

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$50,823	\$87,248
		Accountant Animal Control Supervisor Chief Deputy Sheriff Deputy Fire Marshall Fire Lieutenant Geographic Information System (GIS) Coordinator Police Sergeant Purchasing Agent Revenue Supervisor
17	\$57,760	\$99,684
		Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Emergency Communications Center Manager Facilities Superintendent Information Systems Coordinator Office on Youth & Human Services Administrator Police Lieutenant Project Coordinator Public Works Superintendent
18	\$66,342	\$113,889
		Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Economic Development Administrator Police Captain
EXEC	\$80,000	\$137,739
		Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Office on Youth & Human Services Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	MINIMUM	MAXIMUM
UNCLASSIFIED	N/A	N/A
		City Attorney
		City Clerk
		City Manager
		Clerk of Circuit Court
		Commissioner of Revenue
		Commonwealth's Attorney
		Registrar
		Sheriff
		Treasurer

PART-TIME/SEASONAL/TEMPORARY POSITIONS

Position Title	Hourly Rate
Administrative Assistant	\$10.00 - \$15.00
Animal Control Aide	\$10.00 - \$15.00
Code Enforcement Inspector	\$15.00 - \$20.00
Deputy Sheriff	\$16.00 - \$19.00
Digital Resources Assistant	\$7.25 - \$9.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$20.00
EMS Firefighter*	\$15.00 - \$20.00
Fire Logistics Officer	\$15.00 - \$20.00
FOIA Specialist	\$20.00
Groundskeeper Assistant	\$10.00 - \$12.00
Landscaping Technician	\$10.00 - \$12.00
Meter Reader	\$10.00 - \$12.00
Recreation Assistant I	\$7.25 - \$8.25
Recreation Assistant II	\$8.25 - \$9.00
Recreation Assistant III	\$9.00 - \$10.00
Recreation Assistant IV	\$10.00 - \$15.00
Recycling Center Attendant	\$9.00 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$7.50 - \$9.50
Communications Officer	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$7.25 - \$15.00
Youth Specialist	\$12.00 - \$20.00
Youth Workforce Specialist	\$15.00 - \$18.00

*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Intermediate, Firefighter-Paramedic, EMT, Intermediate, and Paramedic designations.

All Full-Time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
COORDINATOR
JOB DESCRIPTION

Department: Information Technology
Reports to: Director of Information Technology

Overview: Plans for and implements all aspects of the City's Geographic Information System (GIS) and related projects, including identifying resources and establishing project objectives and timelines and developing standards for GIS deployment and use.

ESSENTIAL DUTIES

- Ensures the accuracy, maintenance and timely updates of the City's GIS data for both internal use and in fulfillment of state requirements.
- Develops standards and creates organizational structure for GIS deployment and use within the City.
- Reviews and assists City departments with GIS data acquisition and conversion and interfaces with City departments regarding future GIS projects.
- Provides GIS-related technical guidance and assistance to departments and ensures that City staff using GIS have training and technical support as needed.
- Provides the City's Public Safety systems with the most recent and accurate GIS data available and supports the City's Emergency Operations Center with mapping and other GIS resources.
- Coordinates GIS requests (including FOIA) and projects for business contacts and all public entities of the surrounding area.
- Coordinates development and release of approved types of GIS information for the general public.

- Coordinates with other departments to ensure that proper addressing is consistent among various City databases.
- Coordinates with other City staff to update and maintain GIS data and provides data for input into the City’s GIS system.
- Manages various types and formats of data and associated work flows.
- Coordinates the compilation, maintenance and distribution of data between databases, systems, software and resources.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: 16
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related experience or

Two years of college or Associate's Degree and five to less than ten years directly related experience or

A Bachelor's Degree and two to five years directly related experience or

A Master's Degree and less than two years directly related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position does not supervise any other positions.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

HUMAN RESOURCES SPECIALIST
JOB DESCRIPTION

Department: Human Resources

Reports To: Director of Human Resources

Overview: Provides professional, technical and administrative assistance with routine and complex human resources programs and services.

ESSENTIAL DUTIES

- Assists with the administration of human resources management programs, to include benefits, recruitment and selection, staff development and training, classification and compensation, and workers' compensation.
- Assists with the implementation, monitoring, reporting and maintenance of employee benefits including new employee orientation, employment verifications, benefit changes, open enrollment, disability claims, retirement, separation, unemployment claims, and related matters.
- Provides customer service support to employees/retirees for benefit programs and serves as a liaison between benefit providers and employees/retirees; develops communication tools to enhance the understanding and delivery of benefits; and coordinates transfer of data to benefit program providers.
- Provides employee benefit information, updates and reports to Finance/Payroll on a regular basis as required.
- Assists with recruitment, selection, employment and onboarding processes and related tasks.
- Assists with the maintenance of an automated Applicant Tracking System (ATS); provides training and technical assistance for departments and applicants.

- Schedules and monitors citywide staff development and training programs, and maintains required databases and records.
- Maintains workers' compensation databases and records for claims processing and OSHA recordkeeping.
- Performs research, assists with requests for information, and compiles records to comply with subpoena and Freedom of Information Act (FOIA) requests.
- Prepares and processes federal and state reports.
- Establishes and maintains records and databases of activities and programs, and prepares regular and special reports.
- Assists with special projects, surveys, events and programs.
- Maintains and updates website and social media content.
- Prepares and maintains employee personnel records; handles and processes confidential and sensitive information; maintains confidential personnel files and records.
- Performs general administrative tasks; creates, updates and maintains paper and electronic filing systems, databases and other files; and prepares, distributes, and files correspondence, reports, and other documents.
- Coordinates, schedules, and maintains calendars of meetings and events.
- Addresses public and professional inquiries.
- Other duties as required.

NEW PAY GRADE: General – 15
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years related experience or

Two years of college or Associate's Degree and three to less than five years related experience or

A Bachelor's Degree and less than two years related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well being of a number of persons.

Personal Contacts

The majority of personal contacts are with individuals or groups from both inside and outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

OFFICE ON YOUTH & HUMAN SERVICES ADMINISTRATOR
JOB DESCRIPTION

Department: Recreation & Parks

Reports To: Director of Recreation & Parks

Overview: Plans, coordinates, oversees and evaluates a variety of youth and human services functions, activities, programs and services.

ESSENTIAL DUTIES

- Provides leadership, planning, and financial oversight for Virginia Community Crime Control Act (VJCCCA), the Kids' Achieving Progress Afterschool Program (K.A.P.), and the Office on Youth.
- Develops, solicits, monitors, and executes grants.
- Participates in the development of the division's general budget and monitors expenditures.
- Directs community education activities and resources to increase awareness and understanding of available resources, issues and needs relating to youth and families in Colonial Heights.
- Assists the director in the development and implementation of division policies, priorities, goals, procedures, personnel, projects and responsibilities.
- Serves as the City's representative on the Children's Services Act (CSA) Policy and Management Team.
- Assesses and creates youth development and prevention programs based on identified needs.
- Supervises Family Assessment and Planning Team (FAPT) representative.
- Serves as the City's representative on various committees, boards and task forces.

- Serves as the liaison to the Youth Services Commission.
- Directs staff support for engagement of youth with the Youth Advisory Council.
- Oversees, supervises, trains, and evaluates the work of staff, including seasonal, interns and volunteers.
- Ensures that all activities are in accordance with applicable law, rules, and regulations.
- Supervises, trains, and evaluates the work of employees, part-time/seasonal staff, interns, and volunteers.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: General – 17
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related supervisory experience or
A Bachelor's Degree and over five years directly related supervisory experience or
A Master's Degree and up to five years directly related professional experience or
Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Youth Program Coordinator, Youth Specialist, Part-time/Seasonal, Interns and Volunteers.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, and traffic signals are minimally required.

AN ORDINANCE NO. 20-19

To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position, along with corresponding job descriptions.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan", respectively, the revised General Pay Plan Class and Salary Range attached to this ordinance, and job descriptions for the new positions of Geographic Information Systems Coordinator, Human Resources Specialist, and Office on Youth & Human Services Administrator attached to this ordinance, are hereby approved.

2. This ordinance shall be in full force and effect upon approval on second reading.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-13

Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year beginning January 1, 2020, and ending December 31, 2020, a tax on all real estate located in the City not exempt from taxation of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year beginning January 1, 2021, and ending December 31, 2021, a tax on all real estate located in the City not exempt from taxation of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2020; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-14

Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2020, a tax on all tangible personal property in the City, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year ending December 31, 2020, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in paragraph A.10 of Va. Code § 58.1-3506, of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That there is hereby levied and shall be collected for the tax year commencing January 1, 2021, and ending December 31, 2021, a tax on all tangible personal property in the City, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

4. That there is hereby levied and shall be collected for the tax year commencing January 1, 2021, and ending December 31, 2021, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in paragraph A.10 of Va. Code § 58.1-3506, of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

5. That Sections 1 and 2 of this ordinance shall be in full force and effect for the tax year 2020 and that Sections 3 and 4 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-15

Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2020, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in paragraphs A. 15 and A. 20 of Va. Code § 58.1-3506, and City Code §§ 258-23 and § 258-23.1, of one dollar (\$1.00), for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2021, and ending December 31, 2021, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in paragraphs A.15 and A.20 of Va. Code § 58.1-3506, and City Code §§ 258-23 and 258-23.1, of one dollar (\$1.00), for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2020; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-16

Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to paragraph A.14 of Va. Code § 58.1-3506, and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2020, and ending December 31, 2020, a personal property tax of one dollar (\$1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

2. That pursuant to paragraph A.14 of Va. Code § 58.1-3506 and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2021, and ending December 31, 2021, a personal property tax of one dollar (\$1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2020; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-17

Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2020, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507; (b) tangible personal property used in a research and development business, as classified in paragraph A.7 of Va. Code § 58.1-3506; (c) motor vehicles, trailers, and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in paragraph A.25 of Va. Code § 58.1-3506; of two dollars (\$2.00) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2021, and ending December 31, 2021, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507; (b) tangible personal property used in a research and development business, as classified in paragraph A.7 of Va. Code § 58.1-3506; and (c) motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in paragraph A.25 of Va. Code § 58.1-3506; of two dollars (\$2.00) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2020; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-18

Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”), a rate of 55% is established for the tax year ending December 31, 2020.

2. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”), a rate of 54% is established for the tax year ending December 31, 2021.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2020 and that Section 2 of this ordinance shall be in full force and effect for the tax year 2021.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-3

Adopting the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	225,121
General and Financial Administration	4,641,639
Judicial Administration	5,861,192
Public Safety	12,204,078
Public Works	5,389,750
Health and Social Services	1,338,833
Culture and Recreation	2,715,980
Community Development	599,461
Human Services	435,472
Nondepartmental	1,227,203
Debt & Transfers	<u>27,061,348</u>
TOTAL	\$61,700,077

2. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2020:

General Property Taxes	25,036,661
Other Local Taxes	19,720,112
Licenses, Permits & Fees	4,005,832
Fines and Forfeitures	361,843
Use of Money & Property	167,200
Intergovernmental Revenues	7,855,300
Charges for Current Services	2,533,100
Miscellaneous	<u>2,020,029</u>
TOTAL	\$61,700,077

3. That all legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2020, be offset by an equal amount of reserved Fund Balance for subsequent year

expenditures; and if performance of a contract or purchase order is complete, or virtually complete, an expenditure and estimated liability should be recorded in lieu of an expenditure.

4. That the unencumbered balance of the annual appropriation standing on the books of the City as of June 30, 2020, shall be canceled.

5. That this ordinance shall be in full force and effect on and after the first day of July, 2020, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-4

Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and approving such budget.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the School Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby adopted.

2. That the sum of \$44,730,393 is hereby appropriated from the resources and revenues of the City of Colonial Heights School Fund for the fiscal year beginning July 1, 2020.

School Expenditures	<u>\$44,730,393</u>
TOTAL	\$44,730,393

3. That the foregoing appropriation is based upon the following estimates of revenues and transfers for the fiscal year beginning July 1, 2020:

Federal Funds	\$2,372,685
State Funds	18,219,031
City Funds	22,475,558
Other Funds	458,398
Fund Balance	<u>1,204,721</u>
TOTAL	\$44,730,393

4. That this ordinance shall be in full force and effect on and after the first day of July, 2020 and shall constitute the School Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-5

Adopting the Recreation Activity Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Recreation Activity Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted.

2. That the sum of \$170,300 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used as follows:

REVENUES

Charges for Current Services	\$161,300
Miscellaneous	<u>9,000</u>
TOTAL	\$170,300

EXPENDITURES

Recreation Activities	<u>\$170,300</u>
TOTAL	\$170,300

3. That this ordinance shall be in full force and effect on and after the first day of July, 2020, and shall constitute the Recreation Activity Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-6

Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted.

2. That the sum of \$4,171,167 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used for the major capital projects as follows:

REVENUES

Intergovernmental Revenue	\$2,086,311
Miscellaneous	<u>2,084,856</u>
TOTAL	\$4,171,167

EXPENDITURES

Fire Apparatus	300,000
City Facilities Security Placeholder	100,000
Health Department Building Renovation	50,000
Charles Dimmock Site Development	70,000
Insulation Replacement- Fire Station #2	105,000
UPS Replacement	70,000
Appomattox Greenway Trail-Phase V	415,000
Branders Bridge-Blvd. Right Turn Lane	101,000
Lakeview Avenue Modernization	828,107
Boulevard at Temple Intersection	340,000
Ridge Road Improvements	660,706
Conduit Road Sidewalks	50,000
Hrouda Pump Station	556,916
Water Tower Repairs	55,000
TMDL Project Placeholder	400,000
Ridge Road Culvert Replacement	<u>69,438</u>
TOTAL	\$4,171,167

3. That this ordinance shall be in full force and effect on and after the first day of July, 2020, and shall constitute the Capital Project Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-7

Adopting the Stormwater Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Stormwater Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted.

2. That the sum of \$1,076,555 is appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used as follows:

REVENUES

Charges for Current Services	\$719,500
Miscellaneous	<u>357,055</u>
TOTAL	\$1,076,555

OPERATING EXPENSES
(INCLUDING DEPRECIATION)

Stormwater – MS4	<u>\$1,076,555</u>
TOTAL	\$1,076,555

3. That this ordinance shall be in full force and effect on and after the first day of July, 2020 and shall constitute the Stormwater Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 20-FIN-9

Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenditures stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Economic Development Authority Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted.
2. That the sum of \$32,780 is hereby appropriated from the estimated revenues from all existing sources as shown in the Economic Development Authority Budget for the ensuing fiscal year, which shall be used for operating expenditures as follows:

REVENUES

Miscellaneous	<u>\$32,780</u>
TOTAL	\$32,780

OPERATING EXPENDITURES

Economic Development	<u>\$32,780</u>
TOTAL	\$32,780

4. That this ordinance shall be in full force and effect on and after the first day of July, 2020, and shall constitute the Economic Development Authority Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Approved as to form:

City Clerk

City Attorney

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, April 14, 2020

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:07 P.M.

2. Roll Call.

Present: Councilman Michael A. Cherry
Councilman Kenneth B. Frenier
Councilman W. Joe Green, Jr.
Councilman John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman John T. Wood (Arrived at 6:15 P.M.)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

The Clerk announced the purpose of the closed meeting.

3. Closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.5 of Section 2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – i.e. temporary discontinuance of imposing penalty and interest on late remittances of certain taxes – requiring the provision of legal advice by such counsel.

Before a motion and second was made to convene in Closed Meeting, Mr. Green read a Declaration of Personal Interest and filed it with the Clerk.

A motion to convene in a closed meeting was made by Mayor Kochuba, seconded by Mr. Cherry, at 6:09 P.M.

Vote: 6-0
Yes: Cherry
Frenier

Special Meeting Minutes

April 14, 2020

Page 2

	Green, Jr.
	Piotrowski
	Luck
	Kochuba
No:	None
Absent:	Wood
Abstained:	None

Motion UNANIMOUS PASS

4. Voice Vote – Come back into Open Session.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mrs. Luck, and carried unanimously on roll call vote at 7:33 P.M.

Vote:	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- Paragraph A.5 of Section 2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.**
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – i.e. temporary discontinuance of imposing penalty and interest on late remittances of certain taxes – requiring the provision of legal advice by such counsel.**

Consideration of the following certification:

Special Meeting Minutes

April 14, 2020

Page 3

Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Council members approved this certification, without any stating departure from the requirements of clauses (i) and (ii), by the following roll call vote:

Motion UNANIMOUS PASS

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	Abstained: None

Motion UNANIMOUS PASS

5. Motions and Resolutions of Appointment

There were none.

Motion UNANIMOUS PASS

6. Adjournment.

A motion to adjourn the Special Meeting was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote at 7:33 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Special Meeting Minutes
April 14, 2020
Page 4

Pamela B. Wallace, City Clerk

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, April 21, 2020, 6:00 P.M.**

1. Call to Order

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:05 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

Present: Councilman Michael A. Cherry
Councilman Kenneth B. Frenier
Councilman W. Joe Green, Jr.
Councilman John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman John T. Wood (arrived at 6:27 P.M.)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

Declarations of Personal Interest were read by Mayor Kochuba, Mrs. Luck and Messrs. Frenier, Green, and Piotrowski then filed with the Clerk.

4. Work Session on the Following Items:

A. Review and Discussion of the proposed FY 2020-2021 Annual Operating Budget

Before turning the presentation over to Mr. Smith, Mayor Kochuba provided brief comments relative to the budget, noting that the budget was drafted with impacts from the COVID 19 pandemic. Mayor Kochuba stated that Mr. Smith and Mrs. Minor will present recommendations relating to revenue impacts from the pandemic and how such impacts will be addressed.

Mr. Smith thanked staff for their efforts in preparing the budget document. Continuing, Mr. Smith presented the following which focused on budget control measures of the current and upcoming year:

Special Meeting Minutes

April 21, 2020

Page 2

FY20 Economic Response – Budgetary Controls

- **Hiring freeze for vacant positions**
- **Freeze on unspent capital outlay in department budgets**
- **Non-essential spending freeze**
- **Hold on pavement preservation program (\$775K)**
- **Discussion with schools on revenue projections and anticipated adjustments to monthly transfers**

FY21 Economic Response – Budgetary Controls

Personnel

- **COLA raises moved to contingency**
- **Freeze on upgraded positions**
- **Hold additional part-time funding (several departments)**

Operating

- **Additional street maintenance to contingency**
- **Freeze certain new initiatives/contributions to FY20 levels**

Capital Outlay/Equipment

- **Freeze Certain new initiatives/contributions to FY20 levels**

Other

- **Freeze on General Fund transfer to CIP**
- **Base contingency amount**

It was noted that the above listed FY21 Economic Response – Budgetary Controls totaled \$2,120,000.

Continuing with the presentation, Ms. Minor presented Proposed Budget Highlights for personnel, operating services and equipment, and capital needs, noting those items which were subject to temporary hold in response to unforeseen economic uncertainty due to COVID-19 shutdowns. Concluding the presentation, Mrs. Minor provided Council with numbers for the anticipated revenue shortfalls. These shortfalls were depicted in three FY20 Projections of moderate, difficult and severe, with a moderate revenue loss

Special Meeting Minutes

April 21, 2020

Page 3

from the budget being approximately \$1M, and a severe revenue loss being just over \$7M.

At the conclusion of Mrs. Minor's presentation of the proposed budget, Mayor Kochuba noted the budget contained a 5% utility rate increase which would be presented at the April 28, 2020 Special Meeting. Mr. Green expressed his opposition to the proposed 5% utility rate increase noting during the present condition, referring to the COVID-19 situation, it was not a good time to impose such an increase on the citizens of Colonial Heights. Mayor Kochuba advised Mr. Green that Council would be able to provide their comments at the upcoming work session when the rate study was to be presented.

At this time, Mayor Kochuba began review of the budget document by department with Mrs. Minor or department staff addressing any specific Council questions or concerns. There were no major questions, only minor clarifications.

At the conclusion of budget review, there was discussion by Council and staff as to moving forward with the budget vote knowing the uncertainty of the upcoming revenue stream. Mayor Kochuba requested regular updates from Mr. Smith as to the financial climate of the City during the upcoming months as he and Mrs. Minor navigate through the COVID-19 crisis.

Mr. Smith advised of the upcoming special meeting at which time the budget and budget ordinances would be presented at a Public Hearing.

B. AN ORDINANCE NO 20-11

(Second Reading) Amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills, and by amending Chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to City Code § 27-10.

There was no discussion by Council. A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Ordinance No. 20-11.

Vote: 7-0

**Yes: Cherry
Frenier**

Special Meeting Minutes

April 21, 2020

Page 4

	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Abstained:	None
Absent:	None

UNANIMOUS PASS

Before adjournment, Mr. Wood, seconded by Mr. Green, renewed his motion requesting that Virginia Governor Ralph Northam, reconsider modifying his closure order due to COVID-19.

Mr. Wood stated he would renew this motion in every public meeting until June 10, 2020 or until Governor Northam modified the order.

Mayor Kochuba stated it was his opinion that the resolution not be considered by unless there was a specified date. Mr. Wood refuted Mayor Kochuba's comments and provided additional comments to support his motion.

Mr. Green suggested the language "not later than Memorial Day" in an effort to give a specific date. Additionally, Mr. Green provided information relative to reports on recovered COVID-19 patients.

Mr. Frenier stated that Governor Northam, in his most recent press conference of that afternoon, stated he would not lift Executive Order 55 until number decreased for at least 14 days.

Mr. Piotrowski reported that the most recent data shows Colonial Heights as the Commonwealth's "hot spot" according to the State Department of Health.

Mr. Cherry provided comments mirroring Mr. Green's comments specifically noting, although he did not believe Governor Northam would grant the request, localities needed to send a message.

Mayor Kochuba expressed his disapproval of the motion on the floor which did not include a specific date and asked Mr. Wood if he wished to include a date in his motion.

At this time, considering the discussion by Council relative to his motion, Mr. Wood withdrew his previous motion, and made a subsequent motion,

Special Meeting Minutes

April 21, 2020

Page 5

seconded by Mr. Cherry, to request Governor Northam to consider lifting the ban on May 25, 2020.

Vote: 4-3

**Yes: Cherry
Green, Jr.
Piotrowski
Wood**

**Abstained: Frenier
Luck
Kochuba**

No: None

Absent: None

PASS

At the request of Mayor Kochuba, Mr. Fisher advised he would draft a resolution for vote at the April 28, 2020 Special Meeting. Additionally, Mr. Smith advised he would provide Council with updated information as to the most recent and accurate number of COVID-19 cases in Colonial Heights once he had confirmed such numbers with proper authorities.

6. Adjournment

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 7:59 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, April 28, 2020

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 5:32 P.M.

2. Roll Call.

Present: Councilman Michael A. Cherry
Councilman Kenneth B. Frenier
Councilman W. Joe Green, Jr.
Councilman John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman John T. Wood (arrived at 5:35 P.M.)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

Declarations of Personal Interest were read by Messrs. Frenier, Green, Piotrowski, Mrs. Luck, and Mayor Kochuba and filed with the Clerk.

The Clerk announced the purpose of the meeting.

4. Closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- **Paragraph A.5 of Virginia Code Section 2.2-3711, to discuss perspective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.**

A motion to convene in closed meeting was made by Mayor Kochuba, seconded by Mr. Frenier, at 5:34 P.M.

Vote: 6-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Luck

Special Meeting Minutes

April 28, 2020

Page 2

No: Kochuba
Absent: None
Abstained: Wood (arrived at 5:35 P.M.)
None

Motion UNANIMOUS PASS

4. Voice Vote – Come back into Open Session.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Green, and carried unanimously on roll call vote at 5:51 P.M.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

As stated by the Clerk, Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- **Paragraph A.5 of Virginia Code Section 2.2-3711, to discuss perspective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.**

Consideration of the following certification:

Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Special Meeting Minutes

April 28, 2020

Page 3

Council members approved this certification, without any stating departure from the requirements of clauses (i) and (ii), by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

Mayor Kochuba called for a short recess at 5:53 P.M.

Council reconvened in open session at 6:07 P.M.

6. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

7. Advertised Public Hearings

A. Increasing Real Property Tax Levies Due to a 4.71% Increase in Assessed Value – 6:00 P.M.

A motion was made by Mrs. Luck, seconded by Mr. Frenier, to increase Real Property Tax Levies as stated above.

Mayor Kochuba stated although this was confusing, the rate would not increase and further clarified the reasoning for such advertising.

There were no comments from the public or Council.

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba

Special Meeting Minutes

April 28, 2020

Page 4

No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- B. AN ORDINANCE NO 20-13**
(First Reading) Providing for a levy on all real estate located in the City not exempt from taxation to fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

A motion was made by Mr. Green, seconded by Mayor Kochuba, to adopt Ordinance No. 20-13.

There was no public comment.

Council Comment: Mr. Wood further clarified the purpose of the proposed ordinance.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- C. AN ORDINANCE NO 20-14**
(First Reading) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Ordinance No. 20-14.

There were no comments from the public or Council.

Special Meeting Minutes

April 28, 2020

Page 5

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- D. AN ORDINANCE NO 20-15**
(First Reading) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt ordinance No. 20-15.

There was no comment from the public or Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- E. AN ORDINANCE NO 20-16**
(First Reading) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2020, and ending December 31, 2020; and providing for such levy on motor vehicles which are specifically equipped

Special Meeting Minutes

April 28, 2020

Page 6

to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

A motion was mad by Mrs. Luck, seconded by Mr. Piotrowski, to adopt Ordinance No. 20-16.

There was no comment from the public or Council.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

**F. AN ORDINANCE NO 20-17
(First Reading) Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.**

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to adopt Ordinance No. 20-17.

There was no comment from the public or Council.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba

Special Meeting Minutes

April 28, 2020

Page 7

No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- G. AN ORDINANCE NO 20-18**
(First Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt Ordinance No. 20-18.

There was no comment from the public or Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba

No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- H. AN ORDINANCE NO 20-FIN-3**
(First Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No. 20-FIN-3.

Public Comment:

Henry Kidd, 100 Waterfront Drive – Mr. Kidd requested that Council reconsider his request for a contribution to the Side Street Gallery in Pic Wick Shopping Center.

Sharon Jadrnak, Executive Director, Petersburg Symphony Orchestra, 19 Goodrich Avenue, Petersburg – Mrs. Jadrnak advised Council did not approve the requested

Special Meeting Minutes

April 28, 2020

Page 8

funding for the Petersburg Symphony Orchestra and requested they reconsider their decision.

Mayor Kochuba thanked both individuals for coming and making their request and further explained the process used for approval of such funds. Mayor Kochuba continued to explain that due to the unforeseen financial constraints, many items had to be removed from the budget.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

- I. AN ORDINANCE NO 20-FIN-4
(First Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and approving such budget.**

A motion was made by Mr. Green, seconded by Mrs. Luck, to adopt Ordinance No. 20-FIN-1.

There was no comment from the public.

Council Comment:

Mr. Wood stated Colonial Heights had always supported the schools with a large percentage of the overall annual City budget going to them.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None

Special Meeting Minutes

April 28, 2020

Page 9

Absent: None
Abstained: None

Motion UNANIMOUS PASS

- J. AN ORDINANCE NO 20-FIN-5**
(First Reading) Adopting the Recreation Activity Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

A motion was made by Mr. Green, seconded by Mayor Kochuba, to adopt Ordinance No. 20-FIN-5.

There were no comments from the public or Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- K. AN ORDINANCE NO 20-FIN-6**
(First Reading) Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

A motion was made by Mr. Green, seconded by Mrs. Luck, to adopt Ordinance No. 20-FIN-6.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None

Special Meeting Minutes

April 28, 2020

Page 10

Absent: None
Abstained: None

Motion UNANIMOUS PASS

- L. AN ORDINANCE NO 20-Fin-7**
(First Reading) Adopting the Stormwater Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No. 20-FIN-7.

There was no comment from the public or Council.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- M. AN ORDINANCE NO 20-FIN-8**
(First Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenses stated.

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt Ordinance No. 20-FIN-8.

There was no comment from the public.

Council Comment:

Mr. Green advised he was opposed to the 5% increase and recalled Council's "gradual increase" discussion.

Special Meeting Minutes

April 28, 2020

Page 11

Mr. Smith advised of the upcoming utility rate study presentation from the consultant. Mr. Smith stated any rate increase must be approved by Council; however, he would not consider a rate increase during the pandemic but possibly in the upcoming months.

Mrs. Minor stated a rate increase was necessary to balance the budget for the utility fund adding that the operating budget was being used for replacement and upkeep of infrastructure issues.

It was the suggestion of Mr. Green to hear the rate study presentation before approval of the proposed Ordinance No. 20-FIN-8.

Mayor Kochuba clarified although Council could vote to increase the utility rate by 5%, they also have the ability to change it as well.

<u>Vote:</u>	6-1
Yes:	Cherry
	Frenier
	Piotrowski
	Wood
	Luck
	Kochuba
No:	Green, Jr.
Absent:	None
Abstained:	None

Motion PASS

**N. AN ORDINANCE NO 20-FIN-9
(First Reading) Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenditures stated.**

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt Ordinance No. 20-FIN-9

There was no comment from the public or Council.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba

Special Meeting Minutes

April 28, 2020

Page 12

No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- O. Discussion and Consideration of the Proposed 2020-2021 City of Colonial Heights Annual Operating Budget – 6:05 P.M.**

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to approve the proposed 2020-2021 City of Colonial Heights Annual Operating Budget.

There was no comment from the public or Council.

Vote: 6-1
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: Green, Jr.
Absent: None
Abstained: None

Motion UNANIMOUS PASS

- 8. Discussion and approval of the following items:**

- A. Presentation of the Utility Rate Study**

Mr. Smith provided a brief introduction of the Utility Rate Study noting the Condition Assessment and Long-term Forecast before turning the presentation over to Mrs. Minor. Mrs. Minor introduced Will Kerr and Barat Krepps of Raftellis and Chris Tabor and Francis Malik of Hazen & Sawyer who began the presentation of the Water and Sewer Rate Study results.

The study included the following:

Study Goals:

- Evaluation of effectiveness of the existing rate structure
- Recommendation of defensible rates that support utility operational and capital needs
- Communication of the basis and merits of recommended rate structure changes
- Promotion of long-term system sustainability and financial health

Study Objectives:

- **Financial Plan and Rate Study**
 - Develop forecast of revenues and revenue requirements
 - Integrate results from Condition Assessment
 - Assess level of future increases
 - Calculate cost-justified rate options
 - Create a financial planning model for use by City staff
- **Condition Assessment**
 - Evaluate existing water and sewer assets
 - Assess level of future capital investment needs

The consultants provided information relative to the development of a financial plan explaining operating expenses and debt service. In short, the consultants stated the “bottom line” was a risk-based approach resulted in identifying a minimum capital need of \$188M over the next 25 years, averaging \$7.5M per year.

The Projected Financial Plan with a \$7.5M Capital Spend would begin with a 5% increase in 2021 and increase to 11.6% in 2022 to 2029. A second Projected Financial Plan with a \$4M Capital Spend was presented with a 5% increase beginning in 2021, increasing to 7.6% in 2022 through 2029. Continuing, consultants provided information relative to bi-monthly, long-range customer impacts, and proposed rate options.

At the conclusion of the presentation, Mr. Todd Flippen provided comments on the life cycle of the City’s infrastructure noting the most common life cycle of popular pipes is 50 years. Additionally, Mr. Flippen stated Colonial Heights was not unique to this situation, as many localities were faced with the same issue.

Mr. Green expressed his opinion that the proposed increases were not acceptable. Continuing discussion followed by Council and staff relative to the ongoing breaks and repairs to the City’s current infrastructure.

There being no further comments, Mayor Kochuba asked for a summary of the presentation to be provided to Council at the May 12, 2020 Regular Council Meeting.

**B. A RESOLUTION NO 20-21
Approving and adopting the City of Colonial Heights Fiscal Years 2021-2025 Capital Improvement Plan**

A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 20-21.

Mr. Smith advised of one adjustment to the Hrouda Pump Station item which would be brought before Council as a budget transfer.

Special Meeting Minutes

April 28, 2020

Page 14

Mr. Green reiterated his past comments relative to the Breezy Hill issues and moving the Brook Edge and Spring Drive projects further up the project list.

Vote:	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

- C. A RESOLUTION NO 20-22
Requesting the Governor of the Commonwealth of Virginia to seriously consider modifying Executive Orders Fifty-One, Fifty-Three, and Fifty-Five so as to allow for the reopening of Virginia’s society and economy no later than May 25, 2020.**

A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to table Resolution No. 20-22 until the May 12 Regular Meeting to see what actions Governor Northam may make in the upcoming weeks.

Both Mr. Cherry and Mr. Green agreed that Council should move forward with approval of the resolution in an effort to “send a message” now.

Mr. Wood advised of the State of New York’s consideration of May 15, 2020 to begin loosening the restrictions and further stated that Council’s expression could only bolster Governor Northam’s decision to loosen the current restrictions on the Commonwealth. Mr. Wood reminded Council members that the resolution only requests the modification of the Governor’s current Executive Order.

Mayor Kochuba stated he agreed with Mr. Piotrowski’s motion that the resolution should be tabled until the May 12, 2020 meeting.

Mr. Frenier stated he sees the number of positive cases of COVID-19 increasing every day in the City of Colonial Heights and once the restrictions are lifted, most individuals will have no regard for social distancing or self-protection.

Mrs. Luck stated in her opinion, the resolution should be tabled until the May 12, 2020 meeting to see what Governor Northam had to say.

Special Meeting Minutes

April 28, 2020

Page 15

<u>Vote:</u>	7-0
Yes:	Frenier Piotrowski Luck Kochuba
No:	Cherry Green, Jr. Wood
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

9. Adjournment.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mr. Piotrowski, and carried unanimously on voice vote at 8:49 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: (First Reading 20-FIN-10) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$323,175 1) to appropriate \$37,000 in grant funds for the GIS Next Generation 9-1-1 ("NG 9-1-1") grant, and 2) to appropriate \$286,175 in grant funds for the Communications budget for Next Generation 9-1-1 Migration.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring appropriations of \$178,084 from the Utility Infrastructure project to the Hrouda Pump Station Project.

DEPARTMENT: Finance

PROPOSED ACTION: This item is for first reading of requested budgetary changes.

BACKGROUND:

In FY19, Information Technology was awarded of grant of \$100,697 for Public Safety Answering Point (PSAP) Next generation 9-1-1 funds from the Virginia E-911 Services Board. The remaining GIS Services to be provided under the grant are just under \$37,000, and this amount needs to be appropriated to finish out the grant-funded work. There is no local match for this grant.

The Communications department was just awarded a grant in the amount of \$338,016.80 for the implementation of NG 9-1-1. Of this amount, \$51,842 will be funded directly by the state, with the remaining \$286,175 of services to be purchased by the City and reimbursed by the Commonwealth. There is no local match for this grant.

The FY21 CIP included the second half of funding for the Hrouda Pump Station project. For this project, \$600,000 was approved in FY19, the project was bid in FY20 and the project estimate was \$1,335,000. The balance of \$735,000 was included in the FY21 CIP, funded through \$500,000 of FY16 bond proceeds originally intended for Bruce Avenue drainage, and the balance to be provided by utilities transfers. In the FY21 Operating Budget, the utility fund did not have sufficient funds to transfer the full balance, and staff identified a balance of \$178,084 remaining in a "Utility Infrastructure" project that was available for transfer. The FY21 Operating Budget includes a transfer of the balance of the \$235,000 less the \$178,084; therefore this transfer is necessary to fully fund the Hrouda project. (Please see attached Hrouda Project Funding Summary.)

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

BUDGET SUMMARY 20-FIN-10; FY19 PSAP Grant Award; NG-911 Funding Award Letter; Hrouda Project Budget Summary; ORDINANCE 20-FIN-10

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

City of Colonial Heights
Ordinance/Resolution Recap Worksheet
May 2020

		GIS NG 9-1-1 Grant	Util Infra. To Hrouda	NG 9-1-1 Migration	Total
GENERAL FUND					
<u>REVENUE:</u>					
10-4647	Intergovernmental Revenues	\$37,000		\$286,175	323,175
	Total	\$37,000	\$0	\$286,175	\$323,175
<u>EXPENDITURES:</u>					
1253-5203	General & Financial	37,000			37,000
1404-	Public Safety			286,175	286,175
	Total	\$37,000	\$0	\$286,175	\$323,175
CAPITAL PROJECTS					
<u>EXPENDITURES:</u>					
6303-5781	Hrouda Pump Station		\$178,084		178,084
6318-5243	Utility Infrastructure		(178,084)		(178,084)
	Total	\$0	\$0	\$0	-



COMMONWEALTH of VIRGINIA

Virginia E-911 Services Board

January 11, 2018

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

Jeffrey D. Stern
Chairman
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James Junkins
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ECC

David A. Von Moll
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Danny Garrison
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AT & T

Jeffrey Merriman
Verizon Communication

Diane Harding
Verizon Wireless

Anthony McDowell
Fire Chief
Henrico County

Nelson P. Moe
CIO - VITA

Kathleen Seay
Hanover County

Dennis E. Hale
Chief of Fire and EMS
Dinwiddie County

Kevin W. Hall
Sheriff of the City of
Covington

Jolena Young
Twin County

Dep Secretary Adam Thiel
Office of the Governor
Advisor

Dear Colonial Heights PSAP:

Thank you for submitting a FY19 PSAP Grant Program application. Your application meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$100,697 for your Individual PSAP NG9-1-1 GIS project, grant ID 23.

Funding for this grant award will be available on a reimbursement basis beginning July 1, 2018. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

A handwritten signature in cursive script that reads "Lisa Nicholson".

Lisa Nicholson
Public Safety Program Manager



COMMONWEALTH of VIRGINIA

Virginia 9-1-1 Services Board

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City of Franklin

Terry Ellis
Comcast

R. Scott Garber
Fire Chief
City of Staunton

Danny Garrison
Richmond Ambulance
Authority

Pete Hatcher
AT&T

Jeffrey T. Merriman
Verizon Communications

Lee W. Miller III
Major
Virginia State Police

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Sprint

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Twin County

Shawn Talmadge
Office of the Governor
Advisor

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

March 12, 2020

Colonial Heights PSAP:

This letter serves as confirmation of the Virginia 9-1-1 Services Board (the “Board”) approval of the City of Colonial Heights PSAP’s NG9-1-1 funding request for costs needed for NG9-1-1 implementation. The amount awarded is listed below and is based on estimated costs and related information contained in the version of your NG9-1-1 Migration Proposal (also listed below) referenced in your funding request:

PSAP Name and Funding ID	Colonial Heights NG911-094
Date of Award by the 9-1-1 Services Board	March 12, 2020
End of funding period for your grant award (36 months from date of award unless granted an extension by the Board)	March 12, 2023
NG9-1-1 Deployment – Amount Awarded	\$338,016.80
PSAP preference for Board payment on behalf of PSAP for incurred eligible NG9-1-1 expenses: Yes – Direct payment where possible No – Full reimbursement basis	Yes

Migration Proposal Date	November 1, 2018
Migration Proposal NG9-1-1 Service Provider	AT&T
Contract Vehicle upon which the Migration Proposal is based	Fairfax County contract w/ AT&T
Deadline for executing a contract vehicle with the NG9-1-1 Service Provider listed above (3 months after date of award)	June 12, 2020
Scheduled NG9-1-1 Deployment Window	Q3 2020

Funding awards are non-binding until a locality selects an NG9-1-1 solutions provider by executing a contract. The Board recognizes this is a local decision. If you wish to accept this funding request using the NG9-1-1 solutions provider listed above, the Board expects your locality to execute a contract vehicle with the identified NG9-1-1 solutions provider within three months of the date of your award, unless the Board grants an extension. However, if requested by the PSAP, ISP staff can prepare a migration proposal for a different NG9-1-1 solution provider and the locality can also submit a funding request using this new migration proposal.

The Board is committed to a statewide deployment of NG9-1-1 that is consistent with NENA's i3 standard and reserves the right to add subsequent conditions to your migration proposal and revise the funding award for this purpose. Funding for any additional non-recurring costs related to these conditions will be considered by the Board and you will receive a revised award letter, if approved.

Since NG9-1-1 deployments will be occurring by selective router regions over a multi-year period, portions of your funding may not be immediately available and may be distributed over different fiscal years. The spending plan below is based on your scheduled NG9-1-1 deployment window listed above and in your migration proposal. This plan lays out when approved funding for each category will be available. The goal is to complete all identified NG9-1-1 ready implementation items (CHE equipment and GIS data) at least three months in advance of your PSAP's scheduled deployment time period.

NOTE: Before contracting for a service or committing any local funding, you should consult this spending plan and coordinate expenditures with your Regional Coordinator. This action will ensure that you will be reimbursed for any local funds spent for items identified in your migration proposal.

Depending on the preference you selected in your Proposal Acceptance Letter, the Board may pay some of your NG9-1-1 deployment costs on your behalf. If applicable, the specific costs will be identified in your spending plan included in this letter. Payment for the remaining NG9-1-1 deployment costs will be made on a reimbursement basis.

Fiscal Year	Category	Amount	Payer
FY20	NG9-1-1 NRC	\$ 4,000.00	Board
FY20	CHE i3 Services	\$ 30,000.00	Locality
FY20	CHE Replacement	\$ 150,000.00	Locality
FY20	Text to 9-1-1	\$ 30,000.00	Locality
FY20	Voice Logging	\$ 0.00	Locality
FY20	ECaTS NRC	\$ 1,000.00	Board
FY20	Rack	\$ 0.00	Locality
FY20	Diversity	\$ 45,330.00	Board
FY20	GIS Data	\$ 0.00	Locality
FY20	Legacy 9-1-1	\$ 1,513.20	Board
FY20	Monthly Delta	\$ 19,043.40	Locality
FY21	Monthly Delta	\$ 38,086.80	Locality
FY22	Monthly Delta	\$ 19,043.40	Locality

Finally, funding for approved equipment and services may not be immediately available to the PSAP. ISP staff will provide a spending plan, specific to the PSAP's deployment schedule, that details in which year of the deployment period funding will be available to the PSAP.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Sincerely,



Lisa Nicholson
Public Safety Program Manager

City of Colonial Heights
Hrouda Project Funding Summary
April 30, 2020

Source	Amount
FY19 CIP (2018 Debt Funds)	\$ 600,000
Transfer from Utility Infrastructure Project	178,084
FY21 CIP (2016 Bond funds for Bruce Ave.)	500,000
FY21 Operating Budget Transfer from Utilities	56,916
	<u>\$ 1,335,000</u>

AN ORDINANCE NO. 20-FIN-10

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-2, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 202,001	
General and Financial Administration	4,423,583	4,460,583
Judicial Administration	5,879,750	
Public Safety	12,141,964	12,428,139
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,646,898	
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	3,780,340	
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	\$60,497,493	60,820,668

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977
Other Local Taxes	19,185,475
Licenses, Permits & Fees	3,707,262
Fines and Forfeitures	375,077
Use of Money & Property	322,738

Intergovernmental Revenues	7,435,109	7,758,284
Charges for Current Services	2,577,996	
Miscellaneous	2,139,412	
Fund Balance/Reserves	<u>963,447</u>	
TOTAL	\$60,497,493	60,820,668

2. That the Capital Projects Fund, as previously adopted by Council, is amended as follows:

a. That the foregoing appropriation is to be made from resources and revenues available for these projects:

EXPENDITURES

Utility Infrastructure Projects	\$178,084	0
Hrouda Pump Station Project	\$600,000	778,084

3. That this ordinance shall be effective upon approval on second reading.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Resolution No. 20-23. Extending the due date for the payment of personal property taxes.

DEPARTMENT: Finance

PROPOSED ACTION: Review and act on Resolution No. 20-23.

BACKGROUND: A number of events have contributed to a slight delay in the processing of personal property bills. These issues have included the reduced staffing schedule in response to Covid-19, new personnel in the Commissioner of the Revenue's office, and set up and training sessions for the Commissioner's staff on the new financial system to be implemented this summer.

Code of Virginia requires that personal property bills be distributed a minimum of 14 days before the due date; however, staff feels that while we could comply with this minimum, it would be in the best interest of both the public and the City to delay the due date to June 19, 2020, providing additional time for citizens to make payment.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

Resolution No. 20-23

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

A RESOLUTION NO. 20-23

Extending the due date for the payment of personal property taxes.

WHEREAS, Virginia Code §58.1-3916 authorizes the City Council of the City of Colonial Heights to provide a reasonable extension of time for payment of personal property taxes; and

WHEREAS, Council finds good cause to extend until June 19, 2020, the due date for persons to pay their 2020 personal property taxes that otherwise would be due and payable by June 5, 2020; NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

- 1. The date that one-half of the 2020 personal property taxes are due and payable is extended from June 5, 2020, to June 19, 2020.
- 2. This resolution shall be in effect upon approval.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Utility Rate Discussion

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: Staff discussion with City Council

BACKGROUND: Raftelis, the firm that conducted the Utility Rate Study for the City, provided a presentation to City Council at the April 28, 2020 Special Meeting.

At the May 12, 2020 meeting, City staff will provide a summarized presentation regarding utility rate options. For consideration for FY 2020-2021, the presentation will include options for two parts of the rating setting process:

- Part 1 – Consideration of Rate Structure
- Part 2 – Consideration of Percent Increase (staff recommends 5%)

Staff will discuss recommendations for the FY 21 rates during the presentation. The potential timing of any rate changes for FY 21 can be discussed at the meeting as well.

In addition, staff will review options for longer-term rate planning that were presented at the April 28 meeting; this topic can be discussed further during a future City Council worksession as well.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION: Staff requests Council direction regarding utility rate changes for FY 21.

ATTACHMENTS: Utility Rate Presentation

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Utility Rate Discussion

Presentation to Council

May 12, 2020

Utility Rate Considerations

- Brief recap of Study results/ questions from last meeting
- Update on Repair Expenses
- FY21 Rate Options
- Long-Term Utility Fiscal Strategy

Study Results

- City's existing infrastructure:
 - Water line: 609,122 linear feet, \$343M replacement cost
 - Sewer line: 535,583 linear feet, \$329M replacement cost
 - Total: 1.14 M linear feet, \$672M replacement cost
 - 308 "vertical assets" (water tanks, pump stations)
 - \$8.2M replacement cost

- In the next 25 years, we will reasonably have to replace:
 - 50,000 lf water (8%, \$27M)
 - **288,000 lf sewer (54%, \$159M)**
 - 206 vertical assets (67%, \$2M)
 - Total Cost: \$188,000,000



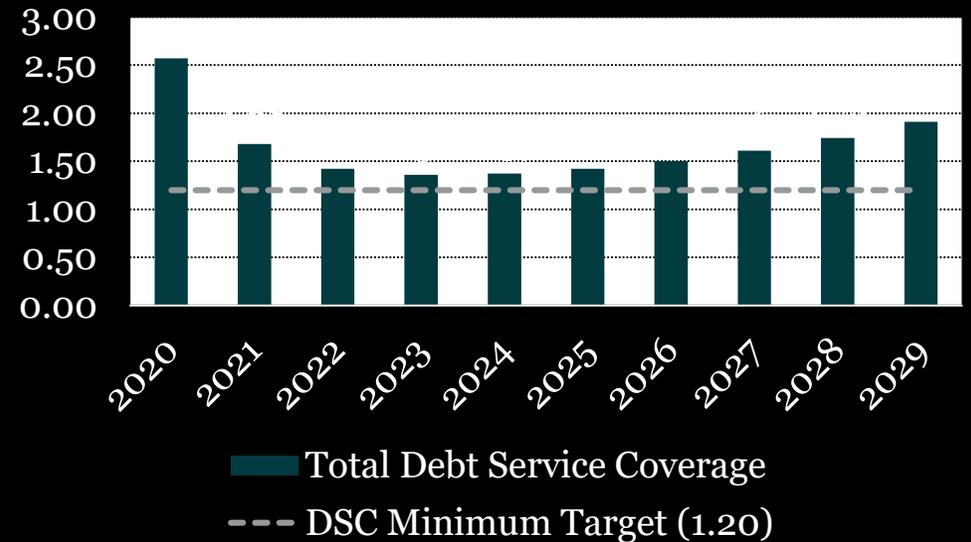
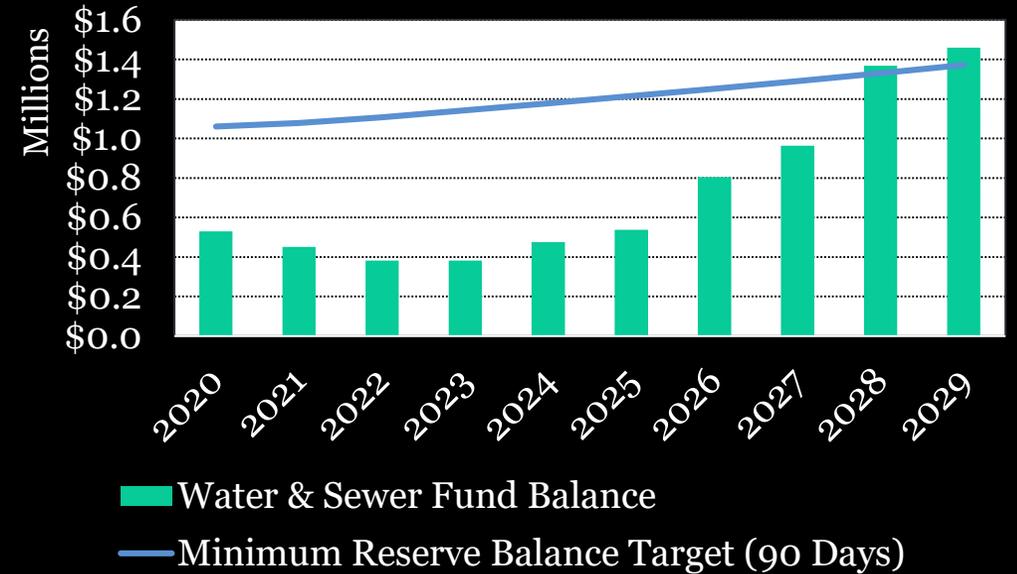
Study Results (continued)

Current Revenue insufficient for:

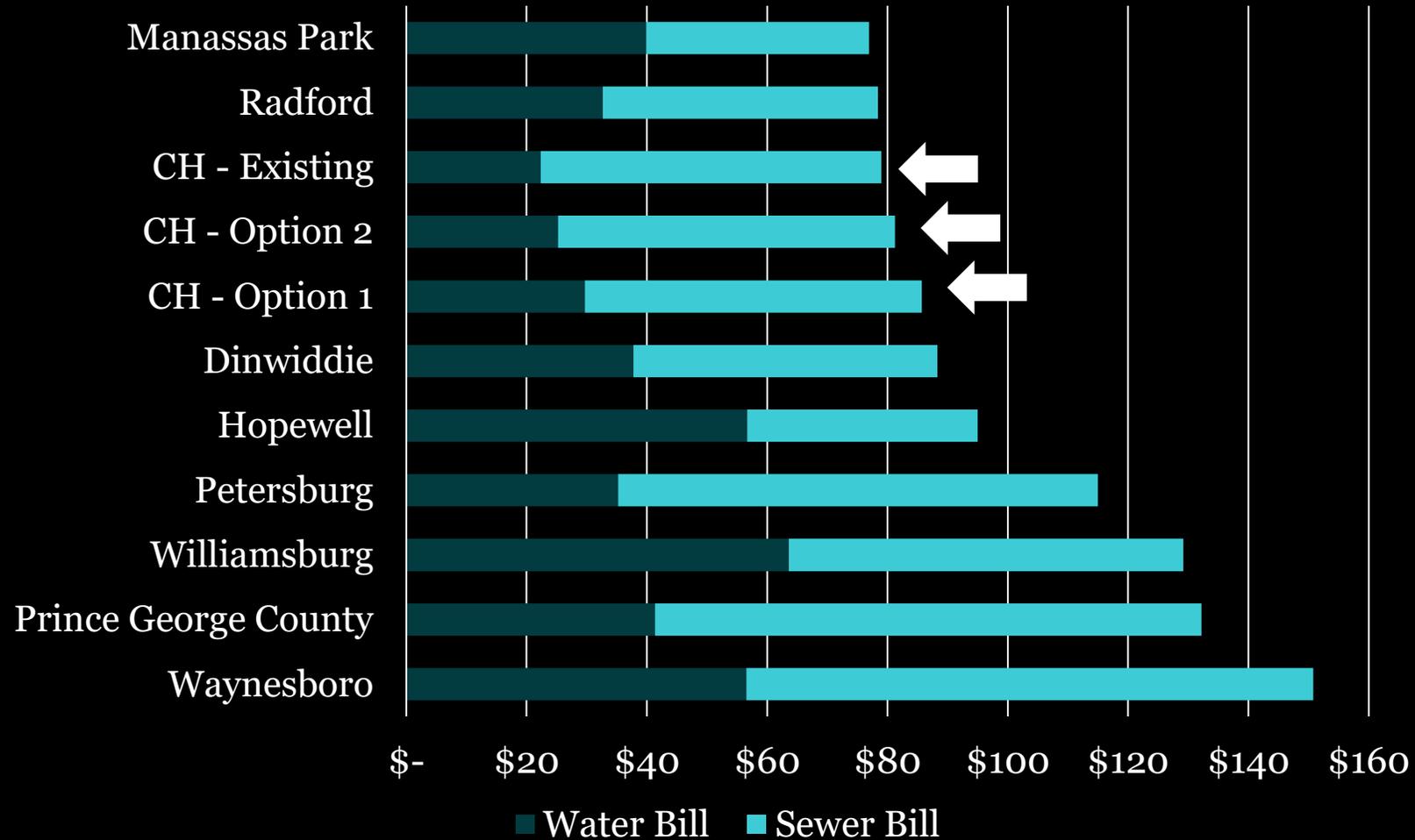
- Liquidity (90 days cash)
- Future Debt Reserves (120% of debt service)
- Replacement of Existing Capital

Recommendation for longer-term rates:

- \$7.5M annual capital outlay
 - fully replace \$188M in 25 years
 - 11.6% avg. annual rate increase
- \$4.0M annual capital outlay
 - Replaces \$100M in 25 years
 - Requires 47 years to replace \$188M
 - 7.6% avg. annual rate increase



Neighboring/ Benchmark Localities



Utility Emergency Repairs

(earlier version included as attachment to 20-FIN-2, March/ April)

Sewer Emergency Repairs

FY20 Cost

• Washington Avenue	\$145,231
• Hamilton Ave. at Bristol*	100,621
• Lee Ave. at Danville	161,132
• Lakeview Ave.	18,470
• Roanoke Ave.	<u>20,000</u>
TOTAL	\$445,454
Funds available for capital/emergency repairs:**	\$494,529

*Does not include \$187,349 paid in FY19; total project = \$287,970

** Includes \$3 capital charge proceeds, rebate from SCWA, and insurance proceeds

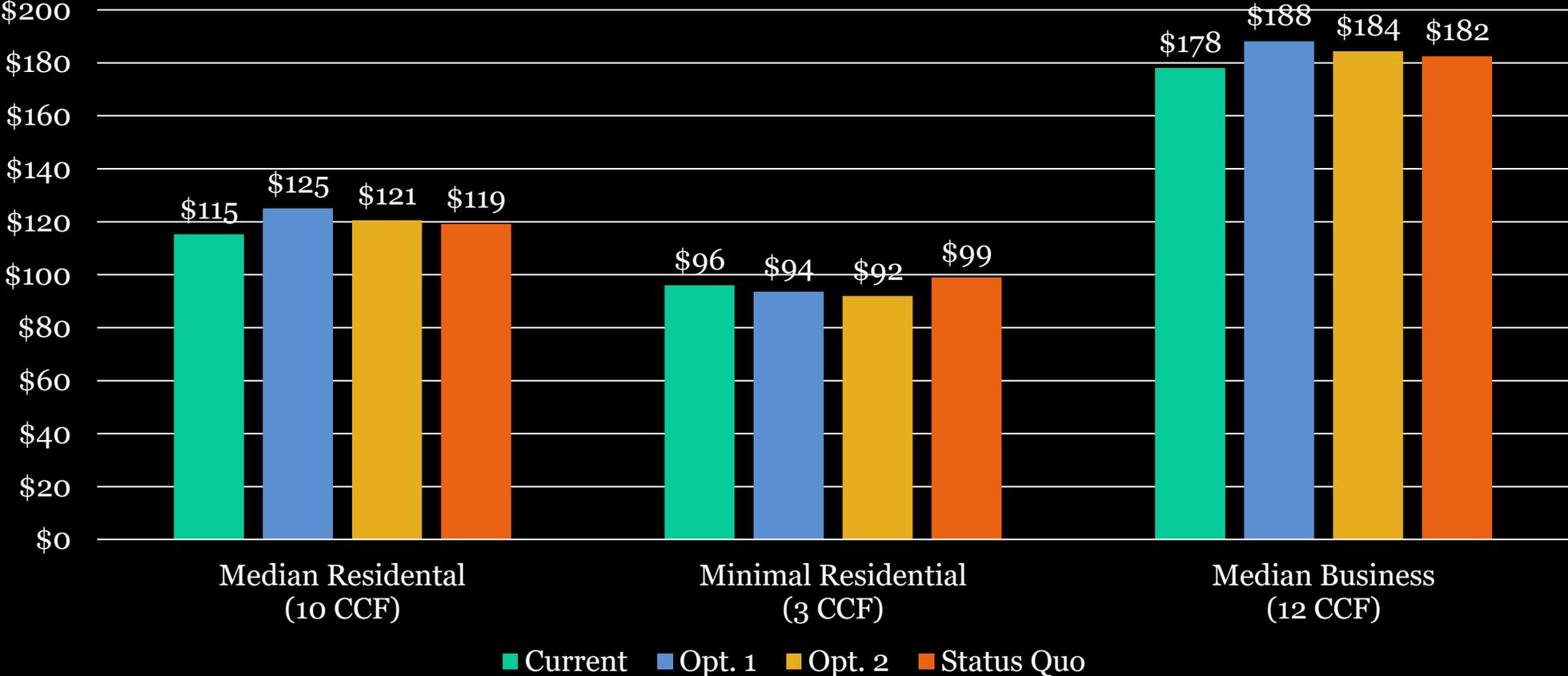
Rate Options for FY2020-2021

- Part 1 – Consideration of Rate Structure:
 - Option 1: Lower base , no “free” consumption
 - Option 2: Slightly lower base w/ 6 CCF* “free”
 - “Status Quo”: Same rate structure as current, and the approved rate increase would be applied uniformly to the current rates.
- Part 2 – Consideration of Percent Increase:
 - 5% Increase in revenue
 - 2.5% Increase in revenue

*One CCF is one-hundred cubic feet of water

Rate Options: 5% Increase

Utility Bill Totals: 5% Rate Options



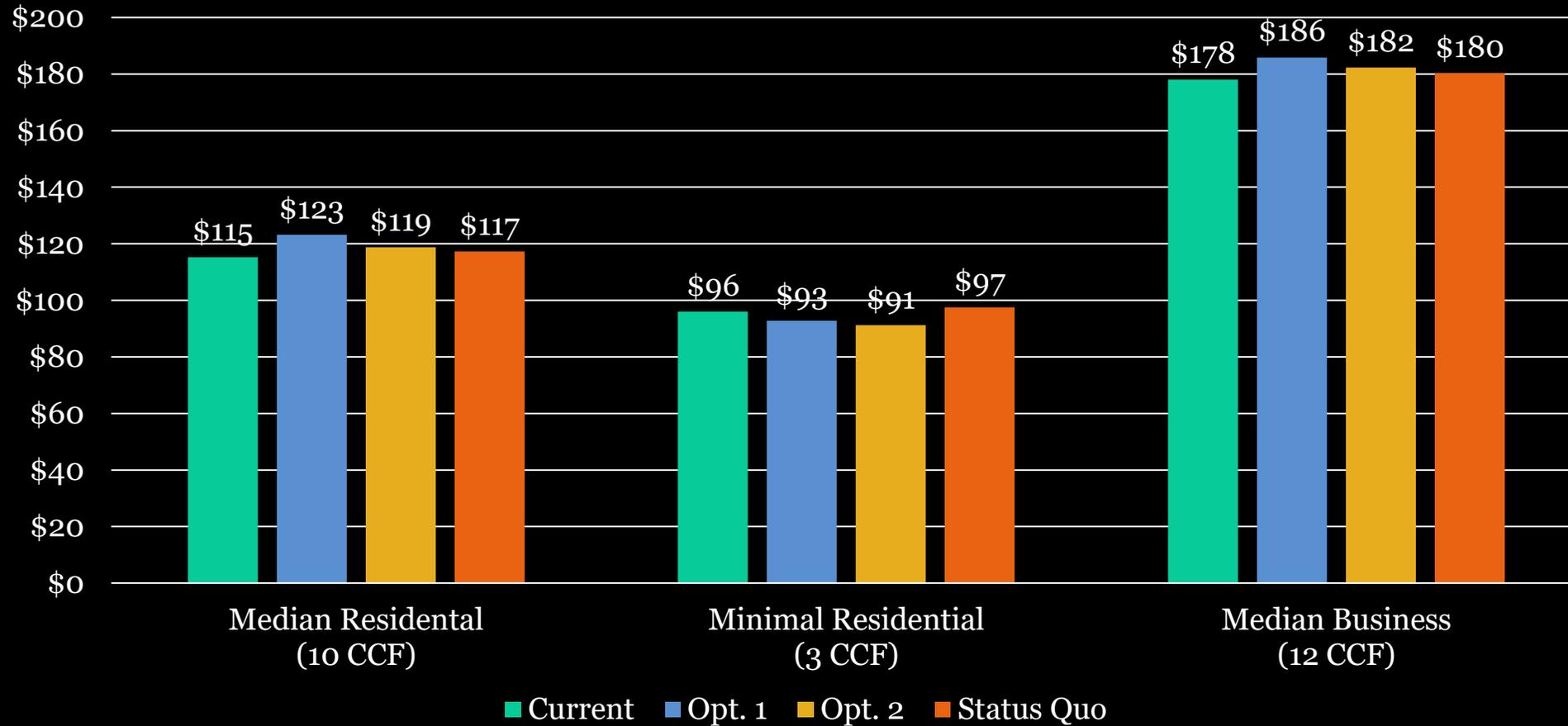
Rate Options: 5% Increase

Utility Bill Totals: 5% Rate Options

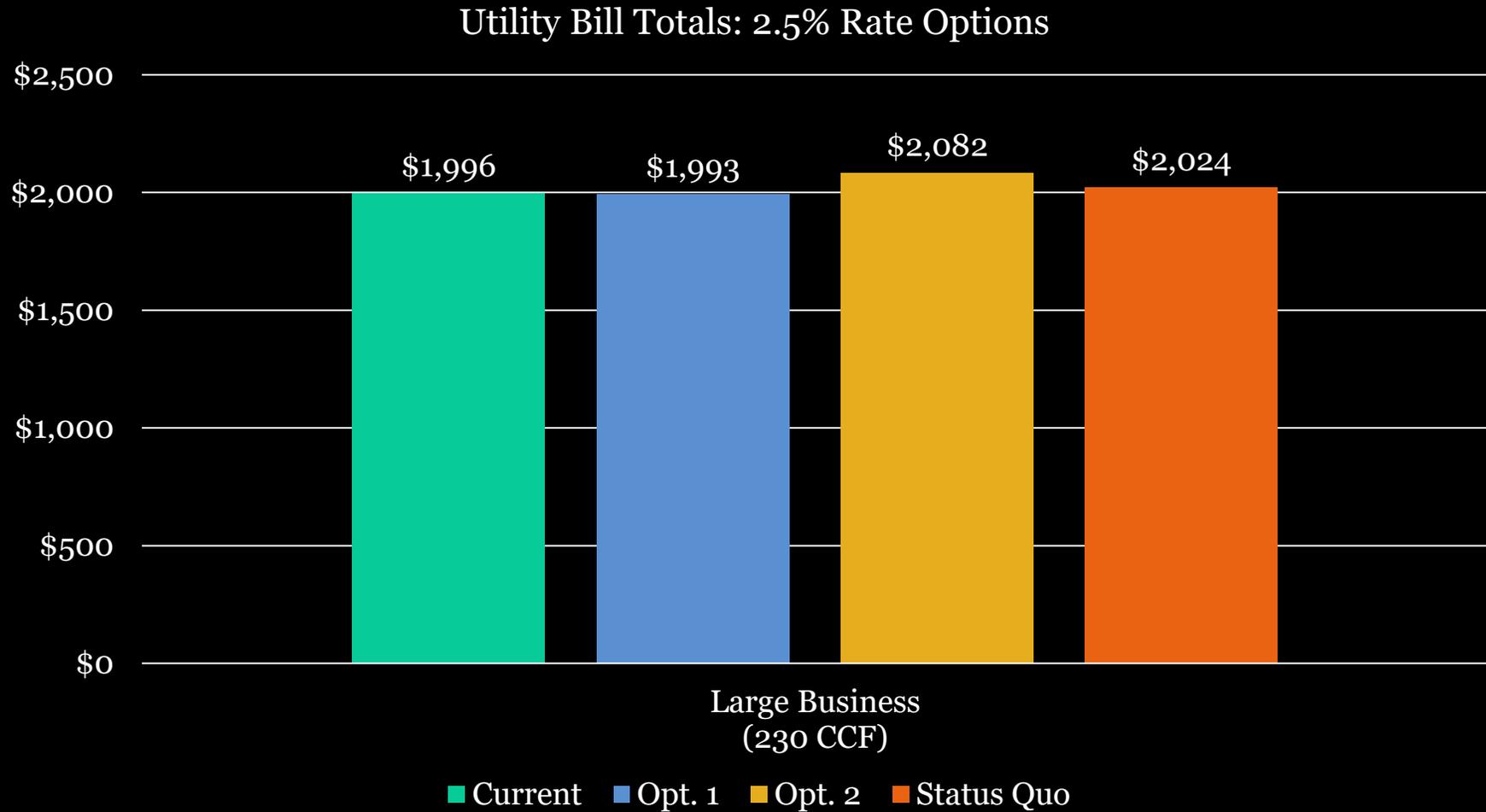


Rate Options: 2.5% Increase

Utility Bill Totals: 2.5% Rate Options



Rate Options: 2.5% Increase



2.5% Increase vs. 5% Increase

- Revenue Difference: (\$109,200)
- Would require reductions in operational expenses in the water/sewer fund based on budgeted revenues/expenses for FY 21.

Utility Rate Decisions/ Discussion

Rate Structure:	Option 1 (Decrease base, no included minimum) Option 2 (Slight Base Decrease, 6 CCF* included) No Change/ Status Quo
Percent Increase:	5% (Staff Proposed, Budgeted) 2.5% (\$109,200 reduction)
Long-Term Plan:	11.6% range, \$7M capital spend, 25 year replacement 7.6% range, \$4.5M capital spend, 47+ year replacement

*One CCF is one-hundred cubic feet of water

AN ORDINANCE NO. 20-FIN-8

Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted.
2. That the sum of \$5,196,565 is appropriated from the estimated revenues from all existing sources as shown in the Water and Sewer Fund Budget for the ensuing fiscal year, which shall be used for operating expenses as follows:

REVENUES

Charges for Current Services	\$5,192,565
Non-operating Revenue	<u>4,000</u>
TOTAL	\$5,196,565

OPERATING EXPENSES
(INCLUDING DEPRECIATION)

Water Distribution & Transmission	\$1,751,400
Wastewater Treatment	3,162,929
Utility Billing	<u>282,236</u>
TOTAL	\$5,196,565

3. That a capital outlay in the amount of \$484,316 from the resources of the Water and Sewer Fund is authorized during the ensuing fiscal year, and such purchases shall be amortized over the anticipated useful life of the affected assets in accordance with generally accepted accounting principles.
4. That this ordinance shall be in full force and effect on and after the first day of July, 2020, and shall constitute the Water and Sewer Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Resolution No. 20-22

DEPARTMENT: City Attorney

PROPOSED ACTION: Discuss and act on resolution.

BACKGROUND: At the April 14, April 21, and April 28 Council meetings, Councilman Wood requested that Council approve a resolution asking Governor Northam to seriously consider easing the restrictions his three Executive Orders have imposed on Virginia's citizens and businesses. On April 21, a majority of Council Members agreed that such a resolution should be drafted and also agreed that the resolution should ask the Governor to consider ending his restrictions by May 25, 2020. However, on April 28, Councilman Piotrowski proposed, and a majority of Council agreed, to delay action on the resolution until the May 12 meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: None.

ATTACHMENTS: Resolution No. 20-22

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

A RESOLUTION NO. 20-22

Requesting the Governor of the Commonwealth of Virginia to seriously consider modifying Executive Orders Fifty-One, Fifty-Three, and Fifty-Five so as to allow for the reopening of Virginia's society and economy no later than May 25, 2020.

WHEREAS, on March 12, 2020, The Honorable Ralph S. Northam, Governor of Virginia, issued Executive Order Fifty-One, a "Declaration of a State of Emergency Due to Novel Coronavirus (COVID-19)"; and

WHEREAS, Executive Order Fifty-One is to remain in effect until June 10, 2020; and

WHEREAS, on March 23, 2020, Governor Northam issued Executive Order Fifty-Three, entitled "Temporary Restrictions on Restaurants, Recreational, Entertainment, Gatherings, Non-Essential Related Businesses, and Closure of K-12 Schools Due to Novel Coronavirus (COVID-19)"; and

WHEREAS, Executive Order Fifty-Three, among other actions, halted all in-person instruction at Virginia's K-12 public and private schools for the remainder of the current school year; and prohibited, through April 23, 2020 (1) all private and public in-person gatherings of 10 or more persons, (2) dining and congregating in dining establishments, food courts, restaurants, microbreweries, breweries, wineries, tasting rooms, distilleries, and farmers' markets, (3) operating numerous types of recreational and entertainment businesses, and (4) operating any brick and mortar retail business not closed by the Executive Order unless the retail business ensures that no more than 10 patrons are present at a time; and

WHEREAS, Executive Order Fifty-Three also provided that all businesses shall follow enhanced sanitizing practices, adhere to social distancing, and obey workplace guidance that State and federal authorities provide; and that all businesses offering professional rather than retail services should use teleworking to the extent possible; and

WHEREAS, on April 15, 2020, Governor Northam extended Executive Order Fifty-Three

for two weeks, through May 8, 2020; and

WHEREAS, on March 30, 2020, Governor Northam issued Executive Order Fifty-Five, entitled “Temporary Stay at Home Order Due to Novel Coronavirus (COVID-19)”, mandating that all persons in Virginia shall remain at their place of residence, except as that Order and Executive Order Fifty-Three provide; and

WHEREAS, Executive Order Fifty-Five also provided for the closure of all public beaches, except for fishing and exercising; and further provided that if individuals use outdoor or shared spaces, whether on land or on water, they must at all times remain a minimum of six feet from any other individual, excluding household members, family members, or caretakers; and

WHEREAS, Executive Order Fifty-Five specified that violation of certain of its provisions shall be a Class 1 misdemeanor and that the Order shall remain in effect until June 10, 2020; and

WHEREAS, the restrictions that the Governor’s Executive Orders have imposed on Virginia’s citizens, while well-meaning, have negatively impacted – to a significant extent – the State’s economy, including the economy of the City of Colonial Heights, and have greatly diminished many citizens’ quality of life; and

WHEREAS, during the past six weeks, a huge number of Virginians have lost their jobs and filed for unemployment benefits, many other workers have had their working hours and wages significantly reduced, and a multitude of businesses have ceased operating entirely or have been operating at a reduced, less profitable level; and

WHEREAS, federal government efforts to provide relief to citizens and businesses, while well-intended, have been insufficient to prevent at least a partial shut-down of Virginia’s economy; and

WHEREAS, a person’s loss of a job often results in negative mental health changes, including greater alcohol and drug abuse, suicide, stress, depression, and domestic abuse; and

WHEREAS, the number of deaths from COVID-19 that prominent computer models

projected have proven to be greatly overstated; and the virus' negative economic effect has been, and will continue to be for some time, greater than its health effects; and

WHEREAS, the City Council believes that the Governor's Executive Orders have greatly contributed to a situation in the Commonwealth in which "the cure is worse than the sickness"; NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. Governor Ralph S. Northam is requested to seriously consider taking the following actions:

(a) Modifying Executive Orders Fifty-One, Fifty-Three, and Fifty-Five so as to ease the severe restrictions the Orders impose on Virginia residents and businesses and allow the Commonwealth's citizens to enjoy the freedoms they formerly took for granted;

(b) Enacting all appropriate measures to allow Virginians to return to work and fully reopen their businesses, so as to reignite the Commonwealth's formerly robust economy; and

(c) Modifying his Executive Orders so that the changes requested in Paragraphs (a) and (b) above are effective no later than May 25, 2020.

2. This resolution shall be in effect upon approval.

3. The City Clerk shall send certified copies of this resolution to The Honorable Ralph S. Northam, Governor of Virginia; The Honorable M. Kirkland Cox, Member of the Virginia House of Delegates; and The Honorable Amanda F. Chase, Member of the Senate of Virginia.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Financial Analysis Update

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: Staff discussion with City Council

BACKGROUND: Council suggested including financial impact projections in the final FY 21 budget document at a previous City Council meeting. The City's Financial Advisor has also recommended inclusion of a five-year revenue forecast/ sensitivity analysis in the budget document to provide readers with additional information on the economic forecast for the City. The Finance Director prepared "One and Five-Year Sensitivity Analyses" for varying scenarios related to the potential economic impact of COVID-19 on the City's top six revenue sources. Staff proposes including the attached documents in the introductory material of the FY 21 Final Budget Document. Staff will provide an overview of the documents to Council at the May 12 meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION: Staff recommends City Council support for including the attached documentation in the FY 21 Final Budget Document.

ATTACHMENTS: Sensitivity Analysis Overview; Sensitivity Analysis-charts

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

CITY OF COLONIAL HEIGHTS, VIRGINIA ONE AND FIVE-YEAR SENSITIVITY ANALYSES

The FY2020-21 Operating Budget as adopted was based on economic assumptions and revenue forecasts prior to the world-wide Covid-19 pandemic and associated response measures put significant strains on the local, state, national, and global economies. City leadership made the informed choice to move forward with the adoption of the FY2020-21 Operating Budget as presented, understanding that significant spending controls had already been put into place for the current year and would continue to be in place for at least the initial months of the new fiscal year. The smaller size of City's operations and existing business processes make it entirely possible for these controls to be an effective means of reducing expenditures, even if appropriations are available.

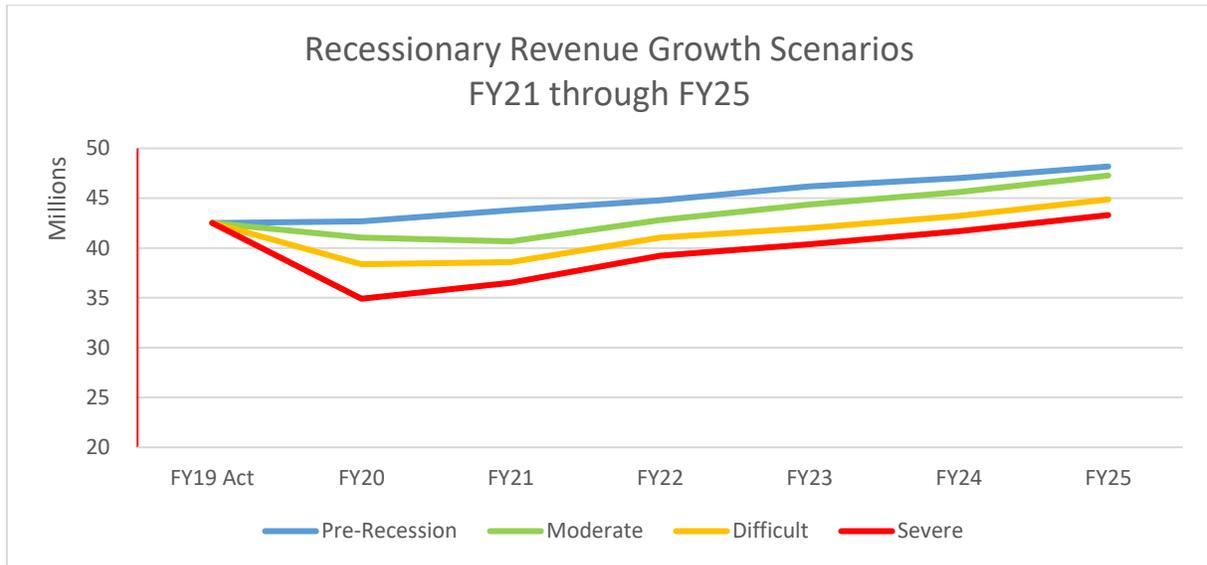
Concurrently with the development and presentation of this budget, Finance staff developed a model of the City's top six revenue sources. The anticipated economic impact of reduced revenues due to Covid-19 was individually modeled for each revenue stream under a moderate, difficult, and severe scenario. The model provided management with a dynamic tool to estimate the range of impact which will be updated as additional information and actual revenue collections materialize.

The assumptions used in the current version of the sensitivity analysis for FY21 are as follows:

- Economic recovery beginning by January 1, 2021, but prolonged economic impact over the next four years (a "U" shaped economic impact). A partial recovery at an earlier date ("✓" shaped economic impact) or full recovery after a steeper decline ("V" shaped economic impact) may require some adjustments to the length of the impact, but could potentially be offset by the change in duration.
- Real Estate will experience mild collection impacts, but the assessed values, which are based on a general reassessment at January 1, 2020, will hold.
- Sales tax is expected to experience 20% to 40% declines through calendar 2020.
- Meals tax is expected to experience 20% to 60% declines through calendar 2020.
- Business Licenses are expected to experience 30% to 50% declines, as collections in March 1 are based on calendar year 2020 gross receipts.
- Personal Property is expected to experience mild collection impacts and some slight impacts on assessed value as taxpayers hold on to vehicles longer or possibly sell personal property.
- Lodging tax is expected to experience 40% to 75% declines through calendar 2020.

The chart on the following page illustrates the impact of the anticipated "U shaped" recovery under the moderate, difficult, and severe impact scenarios given the economic assumptions for the short term and some longer-term growth assumptions carried out over the remaining four years:

CITY OF COLONIAL HEIGHTS, VIRGINIA ONE AND FIVE-YEAR SENSITIVITY ANALYSES



Under the middle, “Difficult” scenario, anticipated FY21 revenue losses are approximately \$5.2 million compared to the pre-recessionary FY21 budget and \$3.4 million compared to the FY20 (current year) budget.

These top six revenue sources are shared with Colonial Heights Public Schools under a Memorandum of Understanding (“MOU”) which specifies that 50.73% of these six revenue sources are the amount transferred for local support of the public school system. As such, CHPS will share in approximately half of the revenue loss, with the other half being borne by City general fund operations.

The City’s share of anticipated revenue shortfalls in FY21 will be offset by significant expenditure reductions in the general fund. Spending controls in place in the current year which will continue into FY21 include:

- A hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis.
- A freeze on unspent capital outlay in department budgets, unless approved by the City Manager.
- A freeze on non-essential spending, unless approved by City Manager.
- A hold on implementation of the City’s pavement preservation program.

Additional spending controls being put in place for FY21 include:

- A hold on the budgeted 2.5% cost-of-living adjustment proposed for City staff July 1, 2020.
- Additional funds originally earmarked for street maintenance have been moved to contingency.
- Freeze on implementation of several upgraded positions.
- A hold on additional part-time funding in several departments.

CITY OF COLONIAL HEIGHTS, VIRGINIA ONE AND FIVE-YEAR SENSITIVITY ANALYSES

- A freeze on certain new initiatives and contributions to FY 20 levels.
- A freeze on the General Fund transfer to the CIP for several projects.

It is anticipated that with these spending controls in place, the City will be able to offset a significant amount of the difficult scenario revenue losses. As information on the severity of the economic impact develops, Finance staff will update the model and City Management will implement additional spending controls or reduce existing spending controls as appropriate.

CITY OF COLONIAL HEIGHTS
FIVE-YEAR REVENUE PROJECTIONS
AND SENSITIVITY ANALYSIS

FY21 Revenue Loss Assumptions

	Moderate	Difficult	Severe	Notes
Real Estate	-2%	-4%	-6%	Based on 2018-19 Sales ratios, collection impact only
Sales Tax	-10%	-15%	-20%	20%, 30%, 40% declines, Recovery in January 2021
Meals Tax	-10%	-20%	-30%	20%, 40%, 60% decline, Recovery in January 2021
BPOL	-23%	-30%	-38%	2020 Gross receipts. 30%, 40%, 50% for 3/4 of year.
Personal Property	-2%	-5%	-10%	Based on 1/20 & 1/21 values, collections & reduced value impact
Lodging Tax	-20%	-30%	-38%	40%, 60%, 75% decline, Recovery in January 2021

Revenue Growth Assumptions

	FY22			FY23 and beyond		
	Moderate	Difficult	Severe	Moderate	Difficult	Severe
Real Estate	1.5%	2.0%	2.5%	3.00%	1.90%	0.60%
Sales Tax	9.5%	11.5%	13.0%	2.00%	1.20%	0.74%
Meals Tax	9.3%	11.1%	15.0%	3.40%	2.86%	1.61%
BPOL	14.7%	20.4%	23.9%	3.20%	1.90%	0.96%
Personal Property	0.3%	0.0%	-0.5%	2.20%	0.90%	0.30%
Lodging Tax	19.4%	23.9%	31.7%	4.10%	2.87%	1.48%
Pre-recession Growth Expectations	FY22 2.3%	FY23 3.1%	FY24 1.8%	FY25 2.5%		

5 YEAR PROJECTIONS

	FY21 Budget	FY21 Projections			FY22		
		Moderate	Difficult	Severe	Moderate	Difficult	Severe
Real Estate	20,919,203	20,500,819	20,082,435	19,664,051	20,808,331	20,484,084	20,155,652
Sales Tax	8,061,260	7,255,134	6,852,071	6,449,008	7,944,372	7,640,059	7,287,379
Meals Tax	7,285,359	6,556,823	5,828,287	5,099,751	7,166,608	6,475,227	5,864,714
BPOL	3,179,917	2,464,436	2,225,942	1,987,448	2,826,708	2,680,034	2,462,448
Personal Property	3,050,246	2,989,241	2,897,734	2,745,221	2,998,209	2,897,734	2,731,495
Lodging Tax	1,279,296	1,023,437	895,507	799,560	1,221,984	1,109,533	1,053,021
Total	43,775,281	40,789,890	38,781,976	36,745,039	42,966,211	41,286,671	39,554,708

CITY OF COLONIAL HEIGHTS
 FIVE-YEAR REVENUE PROJECTIONS
 AND SENSITIVITY ANALYSIS

5 YEAR PROJECTIONS (Cont.)

	FY23			FY24		
	Moderate	Difficult	Severe	Moderate	Difficult	Severe
Real Estate	21,744,706	21,067,880	20,704,767	22,397,047	21,876,065	21,206,172
Sales Tax	8,103,259	7,731,740	7,450,359	8,265,324	7,824,521	7,673,350
Meals Tax	7,410,272	6,660,418	6,152,564	7,662,221	6,850,906	6,558,461
BPOL	2,917,163	2,730,955	2,534,050	3,010,512	2,782,843	2,632,767
Personal Property	3,064,169	2,923,814	2,756,152	3,131,581	2,950,128	2,789,375
Lodging Tax	1,272,085	1,141,377	1,100,470	1,324,241	1,174,134	1,167,078
Total	44,511,655	42,256,184	40,698,363	45,790,927	43,458,597	42,027,204

	FY25		
	Moderate	Difficult	Severe
Real Estate	23,404,915	23,140,770	21,979,962
Sales Tax	8,430,631	7,918,415	7,903,014
Meals Tax	7,922,737	7,046,842	6,991,136
BPOL	3,106,848	2,835,717	2,735,331
Personal Property	3,200,476	2,976,679	2,822,999
Lodging Tax	1,378,534	1,207,832	1,237,718
Total	47,444,141	45,126,255	43,670,161



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: General Activity Report

DEPARTMENT: City Manager

PROPOSED ACTION: This item allows for updates for various city projects or issues.

BACKGROUND: This item provides opportunities for updates and comments by the staff; and Q&A with the City Council relative to on-going projects and/or issues.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

N/A

ATTACHMENTS: Dates of Interest.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

MAY 2020

<u>May</u>	<u>June</u>	<u>July</u>
<u>May 12th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>June 2nd (7:00 pm)</u> – Planning Commission Meeting – Council Chambers	<u>July 7th (7:00 pm)</u> – Planning Commission Meeting – Council Chambers (Tentative)
<u>May 19th (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>June 9th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>July 14th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
	<u>June 16th (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>July 21st (6:00 pm)</u> – City Council Special Meeting – Council Chambers

DATES OF INTEREST

Other Dates & Events

- 2020 Fort Clifton Festival: Postponed until further notice.

HOLIDAYS

- May 25th, 2020: City Holiday – Memorial Day (Government Offices Closed.)
- Friday, July 3rd, 2020: City Holiday – Independence Day Holiday (Government Offices Closed)



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: May 12, 2020

ITEM: Boards & Commission Planning Summary

DEPARTMENT: Planning & Community Development

PROPOSED ACTION: No Council action proposed or requested. This item is to provide a summary of various Boards and Commissions actions.

BACKGROUND:

Planning Commission met on May 5, 2020; meeting summary attached. Planning Commission is scheduled to meet June 2, 2020.

Board of Zoning Appeals met on April 15, 2020; meeting summary attached. The BZA is scheduled to meet on May 20, 2020.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

May Planning Commission Meeting Summary
April Board of Zoning Appeals Meeting Summary

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
Council Chambers in City Hall, 201 James Avenue
Tuesday, May 5, 2020
7:00 p.m.**

SUMMARY

- I. Call to Order**
- II. Roll Call**
 - Mitch Hartson, Chairman - present
 - Rita Schiff, Vice-Chair - present
 - Carl "Buzz" Kohan - present
 - Mary Ann Hamilton - absent
 - Michael Cherry - absent
 - Robert Wade - present
 - Deborah Levenson Melvin - present
- III. Determination of Quorum**
 - Quorum determined.
- IV. Approval of Agenda**
 - Agenda approved.
- V. Approval of Minutes for March 4, 2020 meeting**
 - Minutes approved.
- VI. Hearing of Citizens Generally**
 - No citizens spoke.
- VII. Site Plans / Plans of Development**
 - A. PD 20-1 Southpark Square Shopping Center Restaurant**

The property owner, MCB Real Estate LLC, proposes development of a 4,413 square foot restaurant with drive-thru on parcel identification number 6820470018, located in the Southpark Square Shopping Center. Restaurant may be accessed through shopping center from Temple Avenue and Southpark Boulevard.

- Ms. Hall presented the Site Plan for Southpark Square Shopping Center restaurant.
- Applicant answered questions.
- Site Plan approved.

VIII. Old Business

IX. New Business/Reports

Reports

- 1. Chairman**
- 2. Director of Planning and Community Development – Ms. Hall**
- 3. City Engineer or Designee – Asst. Director of Public Works – Mr. Flippen**
- 4. Others, as necessary or appropriate**
 - a. City Manager – Mr. Smith**
 - b. City Attorney – Mr. Fisher**

X. Adjournment



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE BOARD OF ZONING APPEALS
City Council Chambers, 201 James Avenue
Wednesday, April 15, 2020
4:00 p.m.**

SUMMARY

I. Call to Order

II. Roll Call

- Mr. Wrenn - present
- Mr. Taft - present
- Mr. Kohan - present
- Mr. Dean - absent
- Mr. Colletti - absent

III. Annual Organization Meeting

- Election of Chairman
 - Mr. Wrenn appointed Chairman.
- Election of Vice-Chairman
 - Mr. Taft appointed Vice-Chairman.
- Election of Secretary
 - Ms. Hall appointed Secretary.
- Adoption of Bylaws
 - By-laws adopted as written.

IV. Approval of Minutes

A. May 9, 2019 meeting

- Minutes approved with corrections.

V. Public Hearing of Variance Request

A. Parcel ID# 53000300026, located on the 700 Block of James Avenue

A request by Mr. Wave B. Tench, III for a variance of 5 feet to Subsection A of Section 286-300.06, "Site development regulations – RL Low Density Residential District" of Chapter 286 (Zoning) of the Colonial Heights City Code, to allow a minimum lot frontage of 70 feet rather than 75 feet for the construction of a single-family home. Such a variance shall be for parcel identification number 53000300026, located on James Avenue, with a legal description of CB Bishop Subdivision, Lot 26.

- Variance approved 3-0.

B. 311 James Avenue

A request by Mr. Jeffrey L Hamilton for a variance of 25 feet to Subsection A of Section 286-300.06, "Site development regulations – RL Low Density Residential District", of Chapter 286 (Zoning) of the Colonial Heights City Code, to allow a minimum lot frontage of 50 feet rather than 75 feet for the construction of a single-family home. Such a variance shall be for parcel identification number 5100020110D, also known as 311 James Avenue, with a legal description of Lyonia Subdivision, Block 1, 25' of Lot 9, 25' of Lot 10, plus 11' strip in rear of lots.

- Public Hearing rescheduled to next BZA meeting.

VI. New Business

VII. Adjournment