

# 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

August 11, 2020

201 James Avenue, Colonial Heights, VA

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - Mayor T. Gregory Kochuba
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. 20-20  
(*Second Reading*) Amending § 286-530.26 of Chapter 286, Zoning, of the Colonial Heights City Code by allowing donation collection bins in the City under certain circumstances.  
  
Documents:  
  
[EX SUMMARY ORDINANCE NO 20-20.PDF](#)  
[AN ORDINANCE NO 20-20.PDF](#)  
[PCRESO20-8\\_SIGNED.PDF](#)
  - B. AN ORDINANCE NO. 20-22  
(*First Reading*) To grant a special use permit, with conditions, to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at

St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

Documents:

[EX SUMMARY ORDINANCE NO 20-22.PDF](#)  
[AN ORDINANCE NO 20-22.PDF](#)  
[PCRESO20-9\\_SIGNED.PDF](#)  
[06\\_ONLINE FORM SUBMITTAL\\_ REQUEST FOR SPECIAL USE PERMIT.PDF](#)  
[07\\_APPLICATIONDOCUMENTATION.PDF](#)

C. AN ORDINANCE NO 20-23

(Second Reading) Amending § 30-3 of Chapter 30, Finance, of the Colonial Heights City Code, to require the Director of Finance to levy a convenience fee whenever a person uses a debit or credit card to pay the City for non-utility related charges; and adding a new § 30-3.1 to Chapter 30 that authorizes the City Manager to waive such fee during an emergency or disaster.

Documents:

[EX SUMMARY 20-23.PDF](#)  
[AN ORDINANCE 20-23.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-FIN-13

(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring appropriations in the amount of \$45,000 from Contingency to Buildings and Grounds for emergency repairs of the Courthouse HVAC system; and 2) transferring \$28,191 from Contingency to the Emergency Response Fund for hazard pay for certain public safety employees.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to appropriate a total of \$594,051 for direct costs of the COVID-19 response, comprised of \$565,860 received from federal sources and \$28,191 from the City.

Documents:

[EX SUMMARY 20-FIN-13.PDF](#)  
[BUDGET SUMMARY JULY 20 \(FY20\).PDF](#)  
[COVID-19 SPENDING TO 6-30.PDF](#)  
[AN ORDINANCE NO 20-FIN-13.PDF](#)

B. AN ORDINANCE NO 20-FIN-14

(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$31,013: 1) to appropriate \$17,216 in Office of Emergency Medical Services grant funds for the purchase of EMS equipment, and 2) to appropriate \$13,797 in CDBG funds anticipated in excess of the current budget.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$512,237 received from federal sources for direct costs of the COVID-19 response.

To amend the Capital Projects Fund Budget, as previously adopted by Council, by reducing appropriations by \$210,972 and transferring funds from the Boulevard Enhancement Project and the Appomattox Greenway Trail Project (ARGT) to the North Elementary Sidewalks Project, and Redevelopment Project.

Documents:

[EX SUMMARY 20-FIN-14.PDF](#)  
[BUDGET SUMMARY JULY 20.PDF](#)  
[OEMS GRANT AWARD LETTER.PDF](#)  
[VDOT TRANSFER.PDF](#)  
[AN ORDINANCE NO 20-FIN-14.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 20-FIN-15

*(First Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs; transferring \$5,000 from the regional jail budget to debt service; and transferring \$125,750 from public safety to judicial administration for community corrections and drug court.

Documents:

[EX SUMMARY 20-FIN-15.PDF](#)  
[BUDGET SUMMARY AUGUST 20 \(FY20\).PDF](#)  
[SHSP AWARD LETTER.PDF](#)  
[AN ORDINANCE NO 20-FIN-15.PDF](#)

B. AN ORDINANCE NO 20-FIN-16

*(First Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

Documents:

[EX SUMMARY 20-FIN-16.PDF](#)  
[BUDGET SUMMARY AUGUST 20.PDF](#)  
[AN ORDINANCE NO 20-FIN-16.PDF](#)

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

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Discussion Regarding The Agreement With Collegiate Baseball Experience And Shepherd Stadium Facility Updates

Documents:

[EXECUTIVE SUMMARY CBE AGREEMENT.PDF](#)

2. Emergency Management And CARES Funding Update
3. Code Enforcement Update
4. General Activity Report

Documents:

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

- B. City Attorney
- C. Director Of Planning And Community Development
  1. Planning Boards And Commissions Summary

Documents:

[EX SUMMARY PLANNING SUMMARY.PDF](#)

16. Adjournment



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** July 14, 2020

**ITEM:** ORDINANCE NO. 20-20 (*Second Reading*)

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:** City Council to have second reading on Ordinance No. 20-20

**BACKGROUND:**

(*Second Reading*) Ordinance No. 20-20, upon approval of second reading, will amend §286-530.26 of Chapter 286, Zoning, of the Colonial Heights City Code by allowing donation collection bins in the City under certain circumstances.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Planning Commission recommended approval (approved 4-2) of Ordinance No. 20-20 to the City Council on July 7, 2020.

**ATTACHMENTS:**

ORDINANCE NO. 20-20; PLANNING COMMISSION RESOLUTION NO. 20-8

- 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. 20-20

Amending § 286-530.26 of Chapter 286, Zoning, of the Colonial Heights City Code by allowing donation collection bins in the City under certain circumstances.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Chapter 286, Zoning, of the Colonial Heights City Code, is amended as follows:

**§ 286-530.26. Donation collection bins prohibited; exception.**

Donation collection bins shall not be placed or located anywhere in the City; provided, however, that any retail store that is operated by an organization designated as a nonprofit organization pursuant to Section 501(c)(3) of the Internal Revenue Code may locate one or more donation collection bins behind the front plane of the retail store.

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



## PLANNING COMMISSION RESOLUTION NO. 20-8

Recommending the approval of Ordinance 20-20 to amend § 286-530.26 of Chapter 286, Zoning, of the Colonial Heights City Code by allowing donation collection bins in the City under certain circumstances.

Approved this 7<sup>th</sup> day of July, 2020.

APPROVED:

*Mitchell Hartson*  
Chairman

ATTEST:

*Kelly Hall*  
Secretary



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** July 14, 2020

**ITEM:** ORDINANCE NO. 20-22 (*First Reading*)

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:** City Council to have first reading on Ordinance No. 20-20

**BACKGROUND:**

(*First Reading*) Ordinance No. 20-22 will grant a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Planning Commission recommended approval (approved 6-0) of Ordinance No. 20-22 to the City Council on July 7, 2020.

**ATTACHMENTS:**

ORDINANCE NO. 20-22; PLANNING COMMISSION RESOLUTION NO. 20-9; Special Use Permit Application; Special Use Permit Documentation Attachments.

- 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. 20-22

To grant a special use permit, with conditions, to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

WHEREAS, the St. Michaels Church Trustees ("St. Michaels") have filed an application for a special use permit to upgrade existing renovated signage at St. Michael's Episcopal Church, located at 501 Old Town Drive, to allow for an internally illuminated sign consisting of 6.8 square feet and an electronic message board consisting of 31 square feet; and

WHEREAS, 501 Old Town Drive is also known as parcel identification number 680101010A011 and is zoned RL – Low Density Residential District; and

WHEREAS, after due consideration, the Planning Commission approved Planning Commission Resolution No. 20-9, a copy of which is attached hereto and made a part of this ordinance; and

WHEREAS, the Planning Commission recommended that City Council approve this ordinance; and

WHEREAS, City Council has held a public hearing to receive citizen comment on the issuance of the special use permit; and

WHEREAS, upon recommendation of the Planning Commission, the City Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice require that this special use permit be granted; and

WHEREAS, City Council further finds, after investigation by the Colonial Heights' Planning Commission, that issuance of the requested special use permit to St. Michaels for property located at 501 Old Town Drive will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, Drives, alleys and other public ways and places in the area involved;

will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That St. Michaels is granted a special use permit to upgrade existing signage at St. Michael's Episcopal Church, 501 Old Town Drive, to allow for an internally illuminated sign consisting of 6.8 square feet and an electronic message board consisting of approximately 31 square feet on a renovated freestanding sign structure.

2. That the following conditions are part of Council's approval of the special use permit: (i) The electronic message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

3. That this permit shall be subject to review and revocation by Council, at Council's discretion, in the same manner and under the same conditions as required by law for the granting of such permits.

4. That this ordinance shall be in full force and effect upon its 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



## **PLANNING COMMISSION RESOLUTION NO. 20-9**

To grant a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.

WHEREAS, the City of Colonial Heights Planning Commission has investigated and considered Ordinance No. 20-22 and the St. Michael's Episcopal Church's application for a special use permit; and

WHEREAS, the Planning Commission has duly advertised a public hearing on the Ordinance in The Progress Index and held a public hearing on July 7, 2020; and

WHEREAS, the Planning Commission has determined that the public necessity, convenience, general welfare, and good planning and zoning practice support the special use permit application; and

WHEREAS, the Planning Commission finds that granting the requested special use permit will not be detrimental to the safety, health, morals, and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic, or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF COLONIAL HEIGHTS  
PLANNING COMMISSION:**

1. That the Planning Commission recommends to City Council the approval of Ordinance No. 20-22, which grants a special use permit with conditions to the St. Michaels Church Trustees to allow for a 6.8 square foot internally illuminated sign and a 31 square foot electronic message board on a renovated freestanding sign structure at St. Michael's Episcopal Church, 501 Old Town Drive, also known as parcel identification number 680101010A011, which is zoned RL – Low Density Residential District.
2. That the Planning Commission also recommends that the City Council make the following conditions part of its approval of the special use permit: (i) The electronic

message board shall not be in use prior to 7:00 a.m. or after 10:00 p.m. on any day, except in an emergency situation; (ii) Any movement of the electronic message board, including flashing and scrolling, is prohibited; (iii) The minimal interval between messages on the electronic message board shall be 10 seconds; (iv) The maximum brightness allowed for the electronic message board is 5,000 nits – day and 500 nits – night; (v) The illuminated sign must be programmed to dim and brighten automatically in response to changes in ambient light; and (vi) The illuminated sign must either freeze or go blank if there is a malfunction.

Approved this 7th day of July, 2020.

APPROVED:

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Brandi Payne](#); [Kelly Hall](#); [Karen Epps](#)  
**Subject:** Online Form Submittal: Request for Special Use Permit  
**Date:** Tuesday, April 28, 2020 4:44:24 PM

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## Request for Special Use Permit

### Step 1

Date of Request	3/23/2020
Name of Project	St. Michaels Episcopal Church EMB
Address of Request	501 Old Town Dr.
Description of Request	Replace existing sign with a new double face Brick Monument with Color EMB & ID cabinet per attached plans

### Applicant Information

Property Owner	ST MICHAELS CHURCH-TRUSTEES
Owner Contact Name	David Warriner
Address of Owner	501 OLD TOWN DR
Telephone No.	804-712-0884
Fax No.	<i>Field not completed.</i>
Email Address	jeff.lee@SuperiorSignsRVA.com

### Applicant Information (continued)

Developer (if applicable)	<i>Field not completed.</i>
Engineer (if applicable)	<i>Field not completed.</i>
Contact Name & Address	Jeff Lee, C/O Superior Signs, 2510 Willis Rd; N. Chesterfield, VA 23237
Telephone No.	8042715685
Fax No.	8047439250
Email Address	jeff.lee@SuperiorSignsRVA.com

Statement	All information is accurate to the best of my ability. By checking this box, you are agreeing to sign and take responsibility for the work on this permit.
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**Site Plan Information**

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Site Acreage 3.3

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Parcel Identification 6801010A011

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Existing/Proposed  
Square Footage of  
Structure(s) (if  
applicable) 42.8

---

Proposed Land Use  
Activity Signage

---

Vehicles per Peak  
Hour (VPH) 1400

---

Traffic Impact Analysis N/A

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**Attachments**

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Attachments Adjacent Property Owners Form, Thirteen Copies of the Plat of the Subject Property, Responses to Questions on following page, Required \$1,500 fee

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Please email attachments to [hallk@colonialheightsva.gov](mailto:hallk@colonialheightsva.gov) to include with your submission.

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**Adjoining Property Owners**

*All adjacent property owners shall be listed. Adjacent property owners include all property across from roadways, watercourses, railroads, and/or municipal boundaries. The names and addresses below are those of adjacent property owners as listed in the tax records of the City Assessor and County Assessor if applicable.*

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Parcel ID # 6801010A012  
6801010D30A

6801010B032

6801030B035

6701010B002

6701010A001

---

Name BLAKE BRUCE E  
DISHMAN WADE A,  
SANDRA S  
MEYER KAREN H,  
ROLF

CHURCH OF THE NAZARENE  
CHRISTIAN III SILAS H  
BAIRD III HARRY D,  
KATHY J

---

Street Address      511 OLD TOWN DR  
502 OLD TOWN DR

602 FAIRLIE RD

601 E ELLERSLIE AVE

3207 LONGHORN DR

3200 LONGHORN DR

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**Questions**

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What is the Land Use and Transportation Plan Map designation of the subject property?      United States

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Describe in Detail the Proposed Use of the Property.      Church

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Explain how this request is consistent with the Comprehensive Plan.      The sign will not overshadow the landscape. There is no change to the sign location as it will be placed on the existing steel structure

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List any sensitive environmental or unique features of the property.      None

---

Explain how this request will impact the surrounding neighborhood and/or the City of Colonial Heights.      Improve communication of community service announcements, Amber Alerts, etc.

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Have you prepared a conceptual plan of the proposed development, including proposed uses, general lot configurations and road

Yes

locations?

---

What provisions will be made to provide safe and adequate access to the subject property?

No fences will be constructed & this will ensure safe & adequate access to the property.

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Please identify any known or suspected historic resources on both the subject property and adjacent properties.

None identified.

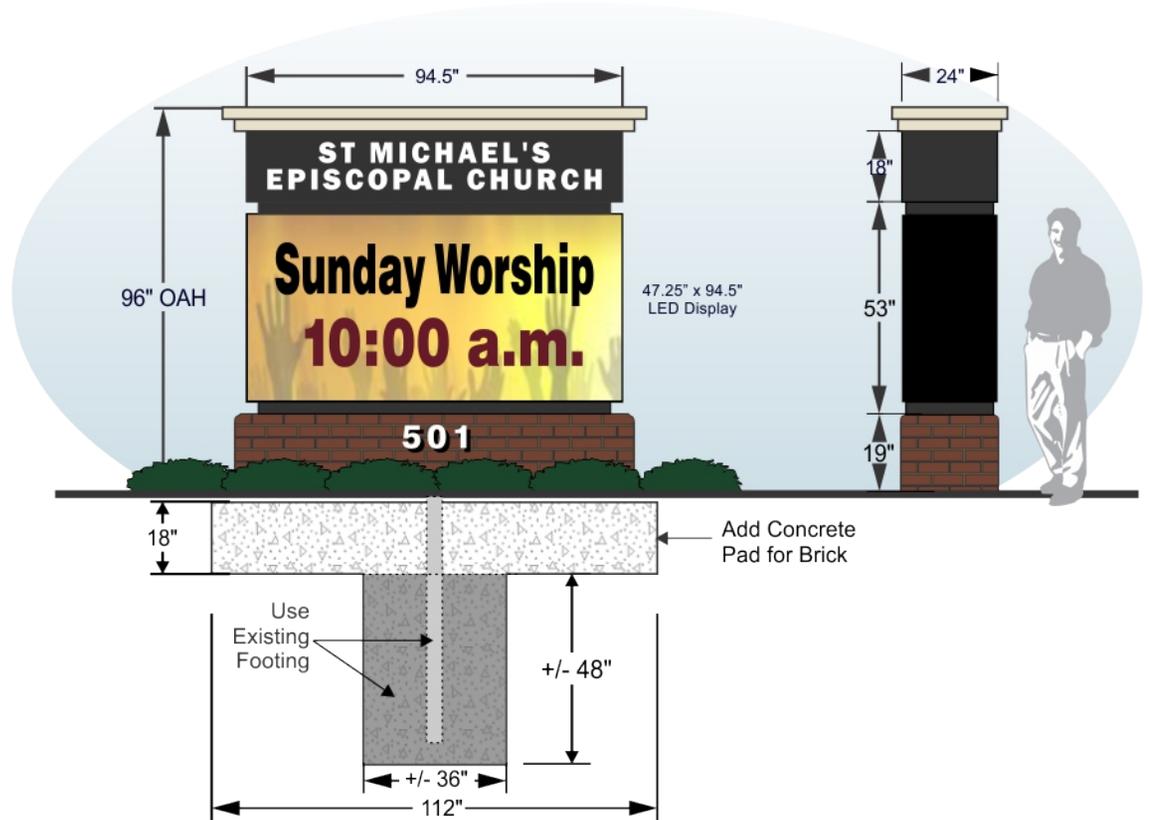
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Email not displaying correctly? [View it in your browser.](#)

**42.8 Total Sq. Ft.**



EXISTING SIGN



2510 willis road, richmond, virginia 23237  
 phone: 804-271-5685 fax: 804-743-9250  
 SuperiorSignsRVA.com

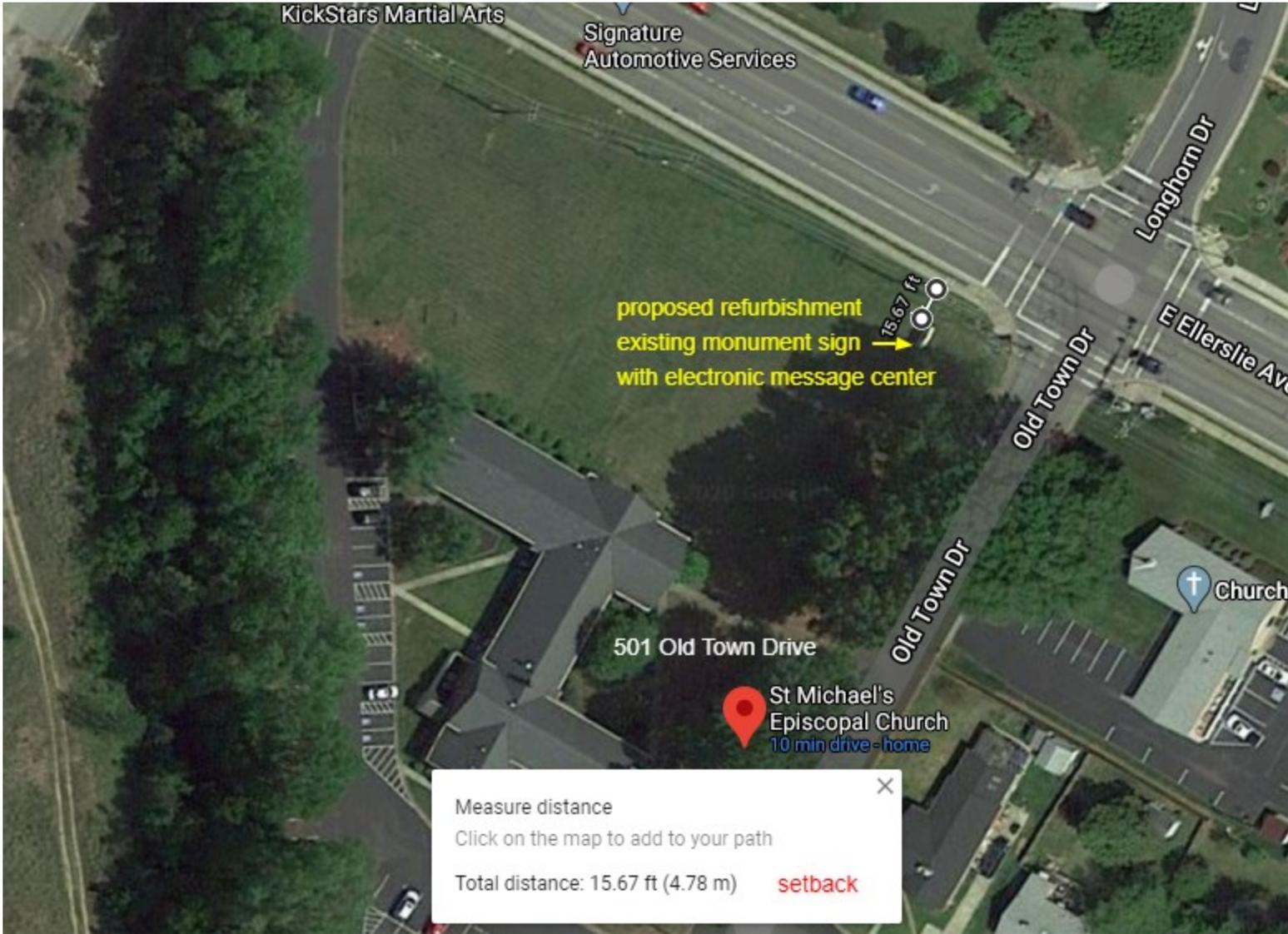
Customer: St Michael's Episcopal Church Job Location: 501 Old Town Dr.

Date: 4-10-20 Salesperson: M D Drawn By: D M Revisions: Scale: 1/4" = 1' - 0"

Type of Signage: Monument

File Name: Monument Customer Approval:

This drawing must be approved and signed by the customer before production can begin. Any changes made after the drawing has been approved will be done at the customers expense. This drawing is the property of Superior Signs, LLC and may not be shown to anyone outside of the customers own organization. Duplication or distribution of this drawing without the written permission of Superior Signs, LLC is prohibited by law and will be taken very seriously.



KickStars Martial Arts

Signature Automotive Services

Longhorn Dr

E Ellerslie Ave

Old Town Dr

Old Town Dr

501 Old Town Drive

St Michael's Episcopal Church  
10 min drive - home

Church

Measure distance  
Click on the map to add to your path  
Total distance: 15.67 ft (4.78 m) setback





## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** July 21, 2020

**ITEM:** (Second Reading 20-23) To amend §30-3 of Chapter 30, Finance, of the Colonial Heights City Code, to require the Director of Finance to levy a convenience fee whenever a person uses a debit or credit card to pay the City for non-utility related charges; and adding a new § 30-3.1 to Chapter 30 that authorizes the City Manager to waive such fee during an emergency or disaster.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for second reading of requested changes.

**BACKGROUND:** As part of implementing the new Enterprise Resource Planning (ERP) System, the Finance Department has contracted with a new credit card processor to settle credit and debit transactions, as well as provide the City with capability to process e-checks, in an efficient manner. As part of the negotiations with the new vendor, staff explored various options for the fees associated with credit card processing.

In the past, customers were charged a 3.0% convenience fee when making credit or debit payments to the City online. These fees have been temporarily waived to encourage citizens to make online payments in lieu of visiting City Hall. Customers coming in to City Hall have historically not been charged a convenience fee.

In FY2019, the City collected and paid convenience fees of approximately \$20,000 for online transactions, and paid over \$54,000 for credit card transactions over the counter.

This item would codify the requirement for a convenience fee for all credit and debit card transactions, both online and in-person. Staff proposes reducing the convenience fee for billing and collections transactions to be set at no more than 2% initially, and allowing this fee to be administratively set in the future. With the new rate program, staff anticipates the costs to the City to be approximately the same. Recreation Department transactions would continue to use the City's current credit card processor, Paypal, and therefore continue the 3% charge.

Additionally, there would be no charge for utility bill payments. The City will take advantage of a regulatory program allowing reduced rates on card transactions paying utility bills, however, in order to do so the City can not charge convenience fees on those transactions. E-checks paid online would also be free to customers, although the City will incur a small charge for those as well.

**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:**

ORDINANCE 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.*

AN ORDINANCE NO. 20-23

Amending § 30-3 of Chapter 30, Finance, of the Colonial Heights City Code, to require the Director of Finance to levy a convenience fee whenever a person uses a debit or credit card to pay the City for non-utility related charges; and adding a new § 30-3.1 to Chapter 30 that authorizes the City Manager to waive such fee during an emergency or disaster.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Chapter 30, Finance, of the Colonial Heights City Code, is amended as follows:

**§ 30-3. Powers and duties of Director of Finance.**

The Director of Finance shall have general management and control of the functions of the Department of Finance and shall have the power to make rules and regulations consistent with the Charter and this Code and other ordinances of the City for the conduct of its business. He shall have charge, subject to the direction and control of the City Manager, of the administration of the financial affairs of the city, except those of the School Board, unless otherwise specified by law, and to that end he shall have the authority and be required to:

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N. Levy a convenience fee whenever a person uses a credit or debit card the Director accepts to pay the City or any of its departments. The convenience fee shall be levied regardless of whether the credit or debit card transaction occurs at a City-owned facility or at another location. The convenience fee shall not exceed the amount charged to the City by any means for acceptance of any payment or the amount negotiated and agreed to in a contract with the City, whichever is less. Provided however, that no such convenience fee shall be levied when a person uses an accepted credit or debit card to pay his City utility bill.

**§ 30-3.1. Waiver of convenience fee.**

The City Manager shall have the authority to waive the convenience fee referenced in Paragraph N of Section 30-3 during the time that the Director of Emergency Services has declared, and the City Council has confirmed, that an emergency or a disaster exists in the City.

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



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** August 11, 2020

**ITEM:** (Second Reading 20-FIN-13) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring appropriations in the amount of \$45,000 from Contingency to Buildings and Grounds for emergency repairs of the Courthouse HVAC system, and 2) transferring \$28,191 from Contingency to the Emergency Response Fund for hazard pay for certain public safety employees.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to appropriate a total of \$594,051 for direct costs of the COVID-19 response, comprised of \$565,860 received from federal sources and \$28,191 from the City.

**DEPARTMENT:** Finance

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

**BACKGROUND:**

The air conditioning at the Courthouse has failed, and the coils need replacing. The estimated cost of the repair (including crane rental) and temporary cooling for the facility until repairs can be made is expected to not exceed \$45,000. This item would transfer funds from contingency for this unexpected expenditure.

Staff presented the estimated costs of the City's direct response to Covid-19 and the planned use of federal funds provided to address those direct costs to Council on June 16. This item appropriates \$556,860 of those funds for costs incurred through June 30, 2020 for Covid-19 response. Federal funding appropriated in this item includes the full \$35,860 received from Health and Human Services and \$530,000 of the CARES funds in FY2019-2020. The balance of CARES funds are anticipated to be spent in the next fiscal year. To date, these funds have been used for personal protective equipment, hazard pay, telecommuting expenses, cleaning and disinfecting public facilities, barriers, signs, and plexiglass to maintain physical distancing, the first tranche of the EDA grant program, and a few other eligible costs.

This item also transfers \$28,191 from general fund Contingency to the Emergency Response Fund to fund hazard pay for eligible communications, emergency management, and animal control employees.

Staff is expecting additional FY20 expenditures during the accrual period (through August 31).

**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 JULY 20 (FY20); COVID-19 SPENDING TO 6-30; ORDINANCE 20-FIN-13

- 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  
 July 2020 (For FY19-20)

	Courthouse HVAC Repair	FEMA/CARES Reimbursements	Total
<b>GENERAL FUND</b>			
<u>REVENUE:</u>			
Total	\$0	\$0	\$0
<u>EXPENDITURES:</u>			
Public Works	45,000		45,000
Nondepartmental	(45,000)	(28,191)	(73,191)
Operating Transfers Out		28,191	28,191
Total	\$0	\$0	\$0
<b>EMERGENCY RESPONSE FUND</b>			
<u>REVENUE:</u>			
Miscellaneous		28,191	28,191
Intergovernmental Revenue		565,860	565,860
Total	\$0	\$594,051	\$594,051
<u>EXPENDITURES:</u>			
Emergency Response		594,051	594,051
Total	\$0	594,051	594,051

**COVID 19 Expenditures**

**As of 6/30/20 (No accruals)**

<b>Row Labels</b>	<b>Sum of EXPENDITURES</b>	<b>Sum of ENCUMBRANCES</b>	<b>Spent &amp; Enc. To Date</b>	<b>Total Available</b>	<b>Balance</b>
<b>CARES</b>	<b>459,348.55</b>	<b>6,942.53</b>	466,291	1,515,466	1,049,175
Credit Card Fees	18,571.52	-			
FFCRA Leave	4,148.98	-			
Hazard Pay	169,406.52	-			
Public Education	5,603.87	-			
Telecommuting	34,664.28	6,942.53			
Barriers/ Signs/Plexiglass	3,715.49	-			
Public Safety Salaries	1,650.00	-			
ED Grant	100,000.00	-			
SRO	121,587.89	-			
<b>CDBG</b>	<b>-</b>	<b>557.40</b>	557	62,237	61,680
UB Assistance	-	557.40			
<b>FEMA</b>	<b>6,766.55</b>	<b>2,441.16</b>	9,208	No cap	N/A
Cleaning	6,729.22	2,441.16			
EOC	37.33	-			
<b>HHS-1</b>	<b>33,688.77</b>	<b>7,682.11</b>	41,371	35,860	(5,511)
PPE	33,688.77	7,682.11			
<b>City</b>	<b>28,190.54</b>	<b>-</b>			
Hazard Pay	28,190.54	-			
<b>Grand Total</b>	<b>527,994.41</b>	<b>17,623.20</b>	<b>517,427</b>	<b>1,613,563</b>	<b>1,105,343</b>

AN ORDINANCE NO. 20-FIN-13

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring appropriations in the amount of \$45,000 from Contingency to Buildings and Grounds for emergency repairs of the Courthouse HVAC system; and 2) transferring \$28,191 from Contingency to the Emergency Response Fund for hazard pay for certain public safety employees.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to appropriate a total of \$594,051 for direct costs of the COVID-19 response, comprised of \$565,860 received from federal sources and \$28,191 from the City.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-11, 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		4,500,583	
Judicial Administration		5,847,250	
Public Safety		12,428,139	
Public Works		<del>5,950,693</del>	5,995,693
Health and Social Services		1,180,201	
Culture and Recreation		2,679,898	
Community Development		577,980	
Human Services		486,530	
Nondepartmental		<del>600,904</del>	527,710
Debt Service		3,812,840	
Operating Transfers Out		<u>22,626,652</u>	22,654,843
TOTAL		\$60,893,668	

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	7,758,284
Charges for Current Services	2,577,996

Miscellaneous	2,179,412
Fund Balance/Reserves	<u>996,447</u>
TOTAL	\$60,893,668

2. That the Emergency Response Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 is amended as follows by making the foregoing appropriation from available revenues:

<u>EXPENDITURES</u>		
Emergency Response	\$0	<u>594,051</u>
TOTAL		\$594,051
<u>REVENUE</u>		
Miscellaneous	\$0	28,191
Intergovernmental Revenue	\$0	<u>565,860</u>
TOTAL		\$594,051

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:** August 11, 2020

**ITEM:** (Second Reading 20-FIN-14) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$31,013 1) to appropriate \$17,216 in Office of Emergency Medical Services grant funds for the purchase of EMS equipment, 2) to appropriate \$13,797 in CDBG funds anticipated in excess of the current budget.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$512,237 received from federal sources for direct costs of the COVID-19 response.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by reducing appropriations \$210,972 and transferring funds from the Boulevard Enhancement project and the Appomattox Greenway Trail Project (ARGT) to the North Elementary Sidewalks Project, and Redevelopment Projects.

**DEPARTMENT:** Finance

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

**BACKGROUND:** The Fire & EMS Department has been awarded a \$17,216 grant from the state Office of Emergency Medical Services to partially fund the purchase of a cardiac monitor. The cost of the monitor is \$34,431, and the balance will be paid by the volunteer fire department with grant funds they have received for that purpose.

The Planning Department was notified that the FY21 allocation of CDBG funds would be \$105,797. The current budget for CDBG is \$92,000; this item appropriates the \$13,797 difference.

Staff presented the estimated costs of the City's direct response to Covid-19 and the planned use of federal funds provided to address those direct costs to Council on June 16. This item appropriates \$512,237 of those funds, including the full \$62,237 received from Housing and Urban Development and \$450,000 of the CARES funds. The HHS funds and \$530,000 of the CARES funds are included for appropriation in FY20 in Ordinance 20-FIN-13. The FY21 funds are expected to be used for the Utility Bill relief program, EDA grants, and other eligible costs.

Staff has worked with VDOT to transfer funds from the two Boulevard Enhancement projects (James to A and A to Temple) to the North Elementary Sidewalks and Appomattox River Greenway Trail Phase Five project. During the review of current City appropriations compared to VDOT funding, staff discovered that the appropriations for ARGT Phase V were higher than the VDOT budget by \$140,500. This was the amount of a supplemental appropriation from 2018 outside the CIP process.

This item will get the project budgets in line with VDOT and appropriate the leftover local funds in Redevelopment Projects for a future use.

**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 JULY 20; OEMS Grant Award Letter; VDOT Transfer; ORDINANCE 20-FIN-14

- 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  
 July 2020

	EMS Grant	VDOT Projects	Emergency Resp Funding	CDBG Adjustment	Total
<b>GENERAL FUND</b>					
<u>REVENUE:</u>					
10-4647					
	\$17,216			\$13,797	31,013
	\$17,216	\$0	\$0	\$13,797	\$31,013
<u>EXPENDITURES:</u>					
1401-5261	17,216				17,216
1808-5203				13,797	13,797
	\$17,216	\$0	\$0	\$13,797	\$31,013
<b>EMERGENCY RESPONSE FUND</b>					
<u>REVENUE:</u>					
			512,237		512,237
	\$0	\$0	\$512,237	\$0	\$512,237
<u>EXPENDITURES:</u>					
			512,237		512,237
	\$0	-	512,237	-	512,237
<b>CAPITAL PROJECTS</b>					
<u>REVENUE:</u>					
		(210,972)			(210,972)
	\$0	(\$210,972)	\$0	\$0	\$1,837,976
<u>EXPENDITURES:</u>					
6233-5783		366,511			366,511
6114-5761		(140,500)			(140,500)
6238-5761		(230,313)			(230,313)
6237-5761		(272,100)			(272,100)
6206-		65,430			65,430
	\$0	(\$210,972)	\$0	\$0	(210,972)



# COMMONWEALTH of VIRGINIA

*Department of Health*

PO BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

January 01, 2020

Thomas Hoover  
Colonial Heights Fire/Ems  
100-B Highland Ave.  
Colonial Heights, VA 23834

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

**Memorandum of Agreement:** Must be submitted by February 29, 2020.

**Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.

**Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov), OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 29, 2020** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2020**. You must contact OEMS prior to the February 29, 2020 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Luke Parker, OEMS Grant Program Manager at (804) 888-9106, [luke.parker@vdh.virginia.gov](mailto:luke.parker@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

A handwritten signature in black ink that reads "Gary R. Brown".

Gary R. Brown, Director

**Office of Emergency Medical Services  
Consolidated Grant Program  
AWARD PAGE**

January 1, 2020 - December 31, 2020 Grant Period

**Agency Name: Colonial Heights Fire/Ems**

**Grant Number: CR-C03/12-19**

<b>Item Type (Item)</b>	<b>Status</b>	<b>Quantity Funded</b>	<b>Funding % Level</b>	<b>Amount Funded</b>
Zoll X Series Monitor/Defib.	FUNDED	1	50 / 50	\$17,215.45
<b>Conditions:</b> 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health." 36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs. 37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.				
<b>Total:</b>				<b>\$17,215.45</b>

City of Colonial Heights  
 Transfer of Funds for VDOT Projects  
 June 2020

	UPC	Dept	Total	Local Appropriation	
				State/ Fed	Local
<b>Existing</b>					
Blvd Enh- James to A	114430	6238	230,313	184,250	46,063
Blvd Enh- A to Temple	107534	6237	272,100	207,531	64,569
ARGT PH V	107533	6114	786,000	628,800	157,200
North Elem Sidewalks Ph II	106188	6233	432,989	346,391	86,598
<b>Proposed</b>					
Blvd Enh- James to A	114430	6238	-	-	-
Blvd Enh- A to Temple	107534	6237	-	-	-
ARGT PH V	107533	6114	645,500	516,400	129,100
North Elem Sidewalks Ph II	106188	6233	799,500	639,600	159,900
		<b>Difference</b>	<b>(276,402)</b>	<b>(210,972)</b>	<b>(65,430)</b>

AN ORDINANCE NO. 20-FIN-14

To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$31,013: 1) to appropriate \$17,216 in Office of Emergency Medical Services grant funds for the purchase of EMS equipment, and 2) to appropriate \$13,797 in CDBG funds anticipated in excess of the current budget.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$512,237 received from federal sources for direct costs of the COVID-19 response.

To amend the Capital Projects Fund Budget, as previously adopted by Council, by reducing appropriations by \$210,972 and transferring funds from the Boulevard Enhancement Project and the Appomattox Greenway Trail Project (ARGT) to the North Elementary Sidewalks Project, and Redevelopment Project.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-3, 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, 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	<del>42,204,078</del>	12,221,294
Public Works	5,389,750	
Health and Social Services	1,338,833	
Culture and Recreation	2,715,980	
Community Development	599,461	
Human Services	<del>435,472</del>	449,269
Nondepartmental	1,227,203	
Debt & Transfers	<u>27,061,348</u>	
TOTAL	<del>\$61,700,077</del>	61,731,090

b. 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	<del>7,855,300</del>	7,886,313
Charges for Current Services	2,533,100	
Miscellaneous	<u>2,020,029</u>	
TOTAL	\$ <del>61,700,077</del>	61,731,090

2. That the Emergency Response Fund Budget, as previously adopted by Council, is amended as follows by making the foregoing appropriation from revenues available for these projects:

EXPENDITURES

Emergency Response	\$0	512,237
--------------------	-----	---------

REVENUE

Intergovernmental Revenue	\$0	512,237
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3. 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

North Elementary Sidewalks Ph. II	<del>\$432,989</del>	799,500
ARGT Phase 5	<del>786,000</del>	645,500
Blvd. Enhancement James to A	<del>230,313</del>	0
Blvd. Enhancement A to Temple	<del>272,100</del>	0
Redevelopment Project	0	65,430

REVENUE

Intergovernmental Revenue	<del>\$2,086,314</del>	1,875,339
---------------------------	------------------------	-----------

4. 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:** August 11, 2020

**ITEM:** (First Reading 20-FIN-15) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270, 1) to appropriate \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs, 2) to transfer \$5,000 from the regional jail budget to debt service, and 3) to transfer \$125,750 from public safety to judicial administration for community corrections and drug court.

**DEPARTMENT:** Finance

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

**BACKGROUND:** The City has been awarded a \$12,250 grant from the Virginia Department of Emergency Management (VDEM) to partially fund crowd control personnel and equipment expenses. This item will appropriate \$3,270 in personnel costs (overtime and FICA) related to the peaceful protests in May and June 2020. The remainder of the grant will be appropriated in FY21 for equipment ordered in June but received in August.

Council approved 20-FIN-11 in July for the additional debt service payment on the 2019 computer lease that posted in FY20. Staff discovered a typographical error in the amount, which should have been \$37,500 instead of \$32,500. This item will appropriate the remaining balance needed.

City staff have been in discussions with Chesterfield County regarding the amount the City pays the County for shared services such as Community Corrections and Drug Court. Through these discussions, Chesterfield has provided a methodology to allocate the City's share of the cost and City staff agrees in principle with the approach. For FY20, the County budgeted a higher amount for Community Corrections and Drug Court than the City. While the County has given the City additional time to pay the difference, the cost must be recognized as an expense in FY20, as that was the year in which the obligation was incurred. This item would transfer unused appropriations from public safety departments in FY20 for the payment of these additional costs for Community Corrections (\$120,600) and Drug Court (\$23,150) although the actual final amounts billed by the County for these services may result in lower amounts due from the City (based on actual/projected costs).

**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 AUGUST 20 (FY20); SHSP AWARD LETTER, ORDINANCE 20-FIN-15

- 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  
August 2020 (For FY19-20)

	Debt Service	SHSP Grant	Chesterfield Shared Services	Total
<b>GENERAL FUND</b>				
<u>REVENUE:</u>				
Intergovernmental Revenues		\$3,270		3,270
Total	\$0	\$3,270	\$0	\$3,270
<u>EXPENDITURES:</u>				
Judicial Administration	(5,000)		125,750	120,750
Public Safety		3,270	(\$125,750)	(122,480)
Debt Service	5,000			5,000
Total	\$0	\$3,270	\$0	\$3,270

JEFFREY D. STERN, Ph.D.  
State Coordinator

CURTIS C. BROWN  
Chief Deputy State Coordinator/  
Chief Diversity and Inclusion Officer



JOHN NORTON  
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ  
Deputy State Coordinator – Mission Support

## COMMONWEALTH of VIRGINIA

### Department of Emergency Management

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

October 07, 2019

Mr. Douglas E. Smith  
City Manager  
Colonial Heights City  
201 James Avenue  
Colonial Heights, VA 23834

RE: FY 2019 State Homeland Security Program Grant (SHSP)

Dear Mr. Smith:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2019 State Homeland Security Program Grant (SHSP) Assistance Listings No. 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act, 2019 (Public Law 116-6)*. Your locality has been allocated funding for:

**EGMS Award Title: FY 19 SHSP CERT**

**Proposal Title: Colonial Heights Community Emergency Response Team (CERT) Support**

**Federal Grant Allocation: \$12,250.00**

**Subrecipient's Required Cost Share/Match Amount: N/A**

**Total Grant Award: \$12,250.00**

**Obligation Period: October 01, 2019 to June 30, 2021**

**\*This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's electronic Grants Management System (eGMS).\* You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

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Mr. Douglas E. Smith  
Page 2 of 6  
October 07, 2019

OPT-Out Notice

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", **before November 07, 2019.**

I **do not** want to be a recipient of the SHSP funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **November 07, 2019.**

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Objectives

The objective of the State Homeland Security Program is to assist state and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR).

The FY 2019 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2019 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2019 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2019 DHS Standard Terms and Conditions
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200 Uniform Administrative Requirements

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*Management and Administration (M&A)*

Your local emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering SHSP Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local emergency management agency chooses to assign personnel to specific M&A activities.

*Indirect (Facilities & Administrative [F&A]) Costs*

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated, indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

*Accessing Your Allocation*

To access your allocation, you must complete the following steps **within 30 days from the date of this notification:**

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- SHSP Proposal Form
- Online Budget (to be built and submitted in eGMS)
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- **\*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]**

**Step 2:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2019 State Homeland Security Program Grant (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

### Reporting

Subrecipients are obligated to submit Quarterly Progress Reports as a condition of their subaward. Quarterly progress reports must be uploaded directly into your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

### **Timetable and Deadlines for 2019 HSGP Progress Reporting** (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: September 1, 2019 to November 30, 2019

**Quarter 1 Report Due: On or Before December 15, 2019**

[Quarter 2 of 7] Time Period: December 1, 2019 to February 28, 2020

**Quarter 2 Report Due: On or Before March 15, 2020**

[Quarter 3 of 7] Time Period: March 1, 2020 to May 31, 2020

**Quarter 3 Report Due: On or Before June 15, 2020**

[Quarter 4 of 7] Time Period: June 1, 2020 to August 31, 2020

**Quarter 4 Report Due: On or Before September 15, 2020**

[Quarter 5 of 7] Time Period: September 1, 2020 to November 30, 2020

**Quarter 5 Report Due: On or Before December 15, 2020**

[Quarter 6 of 7] Time Period: December 1, 2020 to February 28, 2021

**Quarter 6 Report Due: On or Before March 15, 2021**

[Quarter 7 of 7] Time Period: March 1, 2021 to May 31, 2021

**Quarter 7 Report Due: On or Before June 15, 2021**

### **HSGP Final Progress Reports:**

Due: On or Before July 30, 2021

**Within 30 days following the end of the period of performance**, subrecipients must upload a Final Progress Report detailing all accomplishments throughout the period of performance into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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### **Period of Performance Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM, and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in eGMS
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the approved budget.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals
- Where other special circumstances exist

Recipients must submit all extension requests to VDEM via upload into eGMS **no later than 90 days prior to June 30, 2021.**

Mr. Douglas E. Smith  
Page 6 of 6  
October 07, 2019

Please initiate the steps described under *Accessing Your Allocation* **within 30 days from the date of this notification**. If you have any questions regarding this award, please contact Lisa Foley in the Grants Office at 804-897-9767 or [lisa.foley@vdem.virginia.gov](mailto:lisa.foley@vdem.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern". The signature is written in a cursive style with some loops and flourishes.

Jeffrey D. Stern, Ph.D.

JDS/laf

cc: Ms. Beverly Brandt, Coordinator, Emergency Management  
Mr. Jack King, Director of Regional Support, East Division  
Ms. Donna Pletch, Chief Regional Coordinator, Region 1

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AN ORDINANCE NO. 20-FIN-15

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$3,270 in State Homeland Security Program (SHSP) grant funds for personnel costs; transferring \$5,000 from the regional jail budget to debt service; and transferring \$125,750 from public safety to judicial administration for community corrections and drug court.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-12, 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	4,500,583	
Judicial Administration	<del>5,847,250</del>	5,968,000
Public Safety	<del>12,432,459</del>	12,309,979
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,679,898	
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	<del>3,812,840</del>	3,817,840
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	<del>\$60,897,988</del>	60,901,258

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	112,037	
Intergovernmental Revenues	<del>7,973,305</del>	7,976,575
Charges for Current Services	2,577,996	
Miscellaneous	2,179,412	
Fund Balance/Reserves	<u>996,447</u>	

TOTAL

\$60,897,988 60,901,258

2. 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:** August 11, 2020

**ITEM:** (First Reading 20-FIN-16) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

**DEPARTMENT:** Finance

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

**BACKGROUND:** The City has been awarded a \$12,250 grant from the Virginia Department of Emergency Management (VDEM) to partially fund crowd control personnel and equipment expenses. A portion of the grant funds related to personnel expenses will be appropriated in FY20; this item appropriates \$8,980 for equipment funded by the grant which will be received in FY21.

The City appropriated CARES funds for FY20 and FY21 with 20-FIN-13 and 20-FIN-14, a portion of which was intended for the Economic Development Authority to fund Small Business Grants. The EDA is a separate legal entity, but a component unit of the City. Therefore, the funds to be provided to small businesses must be appropriated in the EDA's budget. This item would appropriate the full \$500,000 allocated for this program. To date, approximately \$200,000 has been disbursed to Colonial Heights' businesses.

**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 AUG 20; ORDINANCE 20-FIN-16

- 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  
 Aug 2020

	SHSP Grant	EDA Grant Program	Total
<b>GENERAL FUND</b>			
<u>REVENUE:</u>			
Intergovernmental Revenues	\$8,980		8,980
Total	\$8,980	\$0	\$8,980

<u>EXPENDITURES:</u>			
Public Safety	8,980		8,980
Total	\$8,980	\$0	\$8,980

**ECONOMIC DEVELOPMENT AUTHORITY**

<u>REVENUE:</u>			
Miscellaneous			
Operating Transfers In		500,000	500,000
Total	\$0	\$500,000	\$500,000

<u>EXPENDITURES:</u>			
Economic Development		500,000	500,000
Total	\$0	500,000	500,000

AN ORDINANCE NO. 20-FIN-16

To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$8,980 in State Homeland Security Program (SHSP) grant funds for the purchase of police equipment.

To amend the Economic Development Authority Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to appropriate \$500,000 received from the City's CARES funds for the Small Business Grant Program.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-3, 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, 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	<del>12,204,078</del>	12,213,058
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	<del>\$61,700,077</del>	61,709,057

b. 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	<del>7,855,300</del>	7,864,280
Charges for Current Services	2,533,100	
Miscellaneous	<u>2,020,029</u>	



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:** August 11, 2020

**ITEM:** Discussion Regarding the Agreement with Collegiate Baseball Experience and Shepherd Stadium Facility Updates

**DEPARTMENT:** Recreation & Parks

**PROPOSED ACTION:** Staff discussion with City Council

**BACKGROUND:** Staff discussed proposed amendments to the Collegiate Baseball Experience (CBE) agreement at the July 21 Council meetings. One concept mentioned at the meeting was the possibility of an artificial turf infield at Shepherd Stadium. At the August 11, 2020 Regular Meeting, staff will present further information on the artificial turf concept and review other work accomplished by the City at the stadium this year. In addition, staff will provide a recommendation on additional revisions to the CBE agreement for Council's discussion and consideration.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:** Staff recommends Council support for potential additional revisions to the CBE agreement and support for the artificial turf infield concept.

**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.*



## Colonial Heights City Council Meeting Agenda Item Executive Summary

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### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** August 11, 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.*

# AUGUST 2020

<u>August</u>	<u>September</u>	<u>October</u>
<u>No Additional Meetings Scheduled</u>	<u>September 1<sup>st</sup> (7:00 pm)</u> – Planning Commission Meeting – Council Chambers	<u>October 6<sup>th</sup> (7:00 pm)</u> – Planning Commission Meeting – Council Chambers (Tentative)
	<u>September 8<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>October 13<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
	<u>September 15<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>October 20<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers

## DATES OF INTEREST

### Other Dates & Events

- None

### HOLIDAYS

- Monday, September 7<sup>th</sup>, 2020: City Holiday – Labor Day (Government Offices Closed)
- Monday, October 12<sup>th</sup>, 2020: City Holiday – Columbus Day (Government Offices Closed)



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** August 11, 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 did not meet in August; Planning Commission is next scheduled to meet on September 1, 2020. Board of Zoning Appeals will meet August 19, 2020 at 4:30pm.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

- 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.*