

COLONIAL HEIGHTS CITY COUNCIL AGENDA

SPECIAL 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

October 20, 2020

201 James Avenue, Colonial Heights, VA

6:00 PM

1. Call To Order
2. Roll Call
3. Declarations Of Personal Interest
4. Special Meeting On The Following Items:

A. Presentation Of The Quarterly Financial Report

Presentation of the Quarterly Financial Report for the first quarter of Fiscal Year 2020-2021.

Documents:

[EX SUMMARY QUARTERLY FINANCIAL REPORT.PDF](#)
[Q1FY21 FINANCIAL REPORT.PDF](#)

B. Request For Pay Plan Amendment - Financial Systems Analyst

Documents:

[EX SUM FIN SYS ANALYST.PDF](#)
[REQUEST FOR FINANCIAL SYSTEMS ANALYST.PDF](#)
[FINANCIAL SPECIALIST II JOB DESCRIPTION.PDF](#)
[FINANCIAL SYSTEMS ANALYST PROPOSED JOB DESCRIPTION.PDF](#)

C. COVID-19 Grant Funding Update

Documents:

[EX SUM COVID FUNDS.PDF](#)

D. Discussion Regarding Congestion Mitigation And Air Quality(CMAQ) Funding Applications And Hazard Mitigation Grant Application

Documents:

[EX SUMMARY CMAQ AND HAZARD MITIGATION.PDF](#)
[CHESTERFIELD TRAIL PROJECT INFORMATION.PDF](#)

E. Economic Development Update

Documents:

[EX SUM ECONOMIC DEV.PDF](#)

F. City Branding Project Discussion

Documents:

[EX SUMMARY RE-BRANDING.PDF](#)
[BRANDING SLIDES.PDF](#)

G. City Council Retreat Update And Discussion

Documents:

[EX SUM RETREAT.PDF](#)

H. City Council Upcoming Meeting Schedule

Documents:

[EX SUM MEETING SCHEDULE.PDF](#)

5. Adjournment



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: Presentation of the Quarterly Financial Report

DEPARTMENT: Finance

PROPOSED ACTION: Presentation of the Quarterly Financial Report

BACKGROUND: The quarterly financial report for the first quarter of FY2021 will be presented.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

ATTACHMENTS:

Q1FY21 Financial Report

- 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.

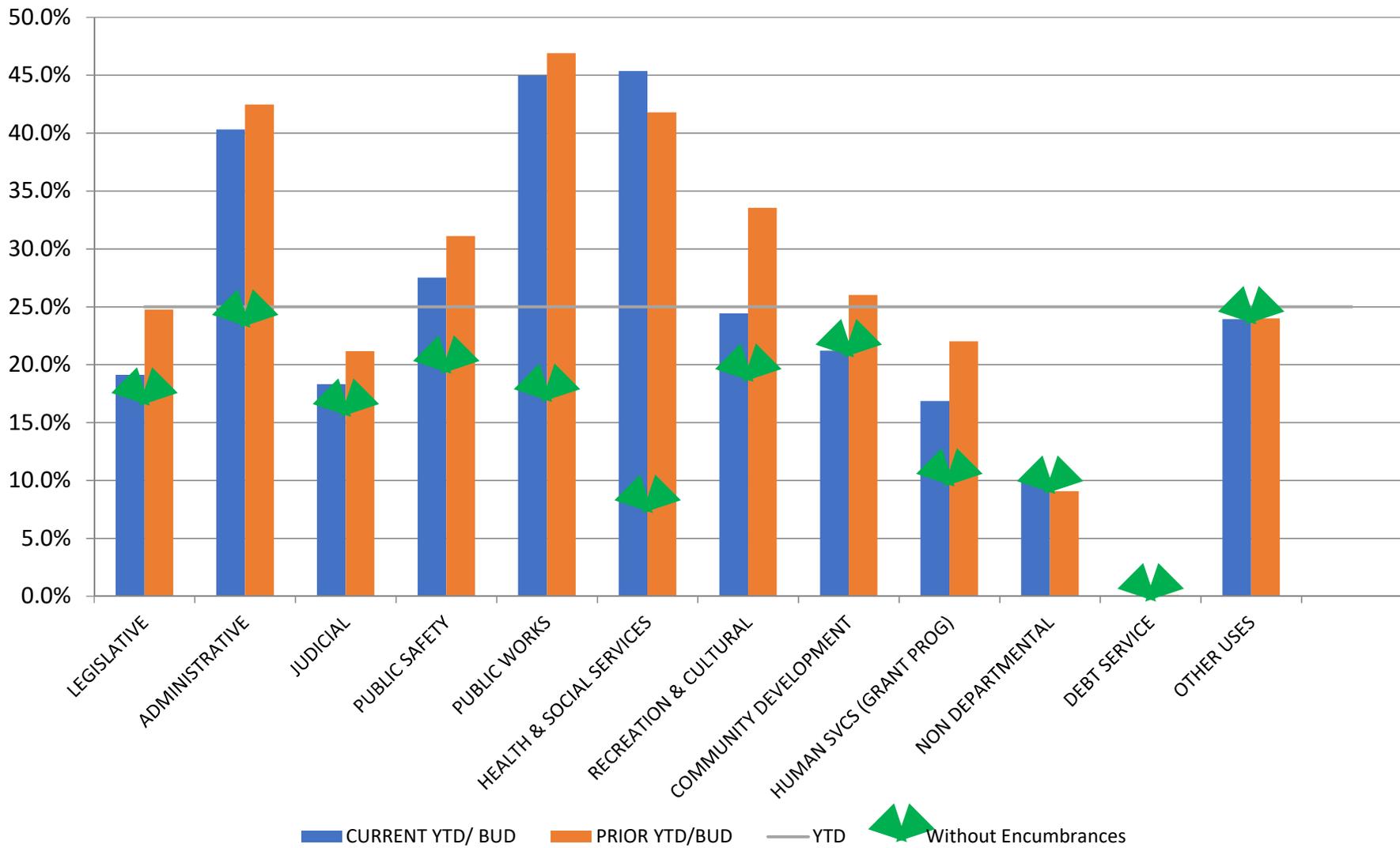
City of Colonial Heights
 Quarterly Financial Report
 Revenue Collections FY2020-21 Through 9/30/20

FUND	1ST SUB	----- TITLE -----	BUDGET	SEPTEMBER RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	4100	GENERAL PROPERTY TAXES	25,036,661	65,255	255,208	24,781,453	1.02%	1.03%
10	4200	OTHER LOCAL TAXES	19,720,112	1,539,649	2,271,328	17,448,784	11.52%	12.98%
10	4300	LICENSE PERMITS & FEES	4,005,832	47,336	362,794	3,643,038	9.06%	4.67%
10	4400	FINES & FORFEITURES	361,843	15,810	36,697	325,146	10.14%	14.29%
10	4500	USE OF MONEY & PROPERTY	167,200	11,658	35,918	131,282	21.48%	29.89%
10	4600	INTERGOVERNMENTAL REVENUE	7,886,313	906,548	1,252,779	6,633,534	15.89%	16.90%
10	4700	CHARGES-CURRENT SERVICES	2,533,100	86,390	241,042	2,292,058	9.52%	14.00%
10	4800	MISCELLANEOUS	1,246,527	13,570	32,979	1,213,548	2.65%	1.13%
10	4900	NON-OPERATING INCOME	1,714,942	-	-	1,714,942	0.00%	0.00%
		GENERAL FUND TOTAL	62,672,530	2,686,216	4,488,744	58,183,786	7.16%	7.78%
25	4600	INTERGOVERNMENTAL REVENUE	-	-	400,000	(400,000)	N/A	N/A
25	4900	NON-OPERATING INCOME	32,780	-	-	32,780	0.00%	0.00%
30	4600	INTERGOVERNMENTAL REVENUE	512,237	-	2,615,246	(2,103,009)	510.55%	N/A
30	4900	NON-OPERATING INCOME	13,735	-	-	13,735	0.00%	N/A
40	4700	CHARGES-CURRENT SERVICES	161,300	609	5,438	155,862	3.37%	29.10%
40	4800	MISCELLANEOUS	-	476	661	(661)	N/A	4.86%
40	4900	NON-OPERATING INCOME	9,000	-	-	9,000	0.00%	N/A
60	4500	USE OF MONEY & PROPERTY	-	1,700	5,713	(5,713)	N/A	N/A
60	4600	INTERGOVERNMENTAL REVENUE	8,657,630	1,157,655	1,157,655	7,499,975	13.37%	13.80%
60	4800	MISCELLANEOUS	2,019,856	-	-	2,019,856	0.00%	0.00%
60	4900	NON-OPERATING INCOME	7,774,371	-	-	7,774,371	0.00%	0.00%
75	4700	CHARGES-CURRENT SERVICES	719,500	-	51,259	668,241	7.12%	18.05%
75	4900	NON-OPERATING INCOME	398,689	-	-	398,689	0.00%	N/A
80	4700	CHARGES-CURRENT SERVICES	5,192,565	5,000	424,277	4,768,288	8.17%	17.26%
80	4900	NON-OPERATING INCOME	78,139	335	1,641	76,499	2.10%	0.67%
		TOTAL, ALL REVENUE	88,242,333	3,851,991	9,150,633	79,091,699	10.37%	8.19%

City of Colonial Heights
Quarterly Financial Report
Expenditures FY2020-21 Through 9/30/20

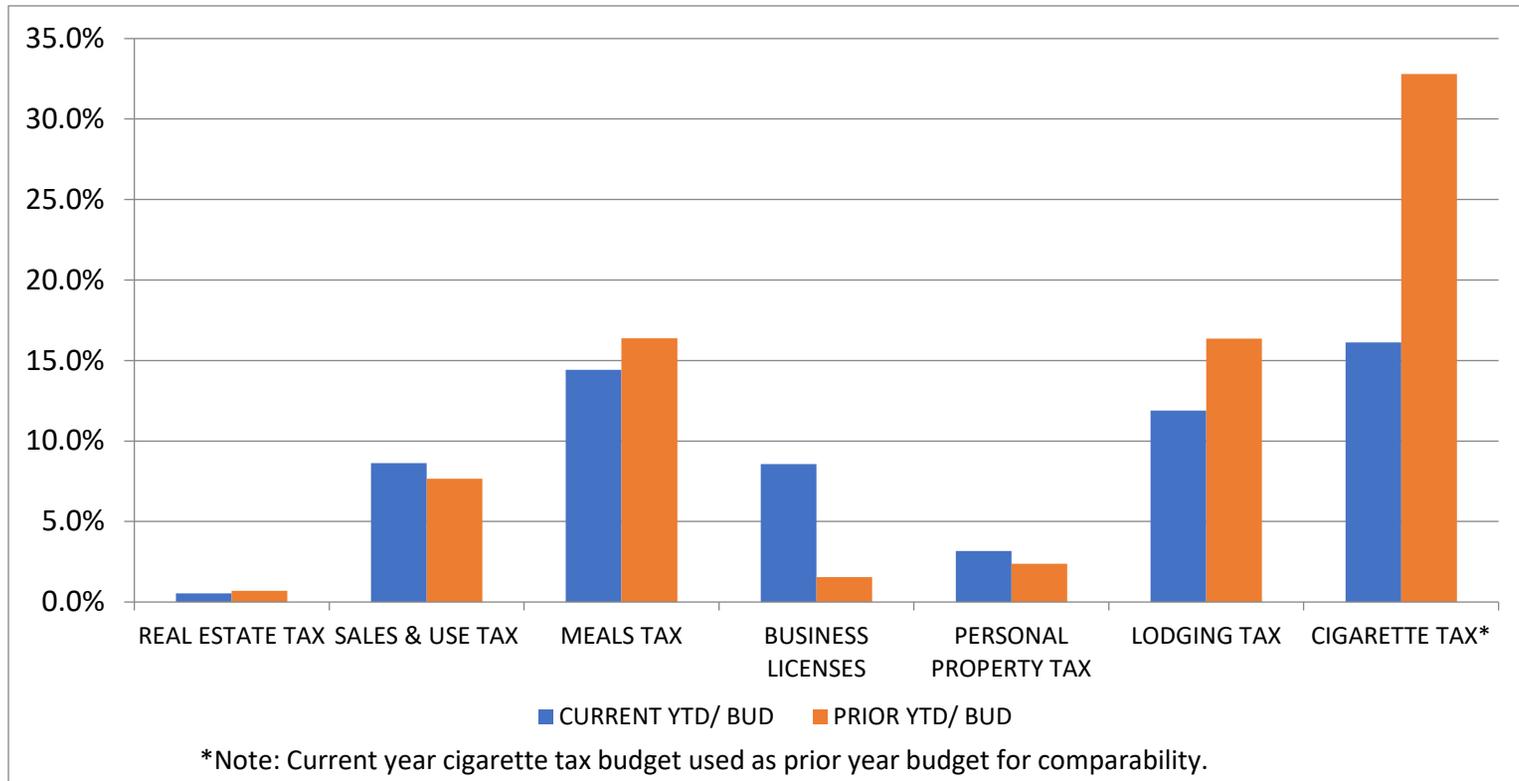
FUND	DIV	----- TITLE -----	BUDGET	SEPTEMBER EXPEND	ENCUMB OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/BUD
10	101	LEGISLATIVE	225,121	13,140	4,970	38,051	182,100	19.1%	24.8%
10	105	ADMINISTRATIVE	4,738,798	467,666	789,168	1,120,700	2,828,930	40.3%	42.4%
10	135	JUDICIAL	5,899,562	372,281	139,259	940,730	4,819,572	18.3%	21.2%
10	140	PUBLIC SAFETY	12,674,323	647,960	992,401	2,493,523	9,188,398	27.5%	31.1%
10	145	PUBLIC WORKS	5,647,747	514,829	1,566,845	973,141	3,107,761	45.0%	46.9%
10	150	HEALTH & SOCIAL SERVICES	1,352,466	59,080	510,046	103,260	739,160	45.3%	41.8%
10	160	RECREATION & CULTURAL	2,754,871	174,296	150,214	522,906	2,081,751	24.4%	33.5%
10	175	COMMUNITY DEVELOPMENT	599,461	45,042	753	126,342	472,366	21.2%	26.0%
10	180	HUMAN SVCS (GRANT PROG)	482,178	16,783	33,409	47,873	400,896	16.9%	22.0%
10	190	NON DEPARTMENTAL	1,236,655	8,561	8,604	115,065	1,112,986	10.0%	9.1%
10	195	DEBT SERVICE	3,582,288	-	-	-	3,582,288	0.0%	0.1%
10	200	OTHER USES	23,479,060	1,872,963	-	5,618,889	17,860,171	23.9%	24.0%
GENERAL FUND TOTAL			62,672,530	4,192,601	4,195,670	12,100,480	46,376,380	26.00%	27.74%
25	250	ECONOMIC DEV. AUTHORITY	32,780	112,500	-	325,000	(292,220)	991.5%	17.6%
30	300	EMERGENCY RESPONSE FUND	525,972	516,527	454,387	871,131	(799,546)	252.0%	
40	420	RECREATION ACTIVITIES	170,300	2,148	1,653	15,864	152,783	10.3%	64.1%
60	601	GENERAL GOVERNMENT	6,323,357	30,544	4,368,939	53,711	1,900,707	69.9%	78.8%
60	610	RECREATIONAL FACILITIES	953,093	1,342	158,550	1,342	793,202	16.8%	13.3%
60	615	EDUCATIONAL FACILITIES	320,257	-	-	-	-	0.0%	100.0%
60	620	STREETS & BRIDGES	7,580,582	164,838	1,100,771	476,132	6,003,679	20.8%	40.0%
60	630	UTILITY IMPROVEMENT	2,299,750	53,333	1,296,096	53,333	950,321	58.7%	3.2%
60	650	STORMWATER PROJECTS	974,818	-	-	-	974,818	0.0%	0.0%
75	750	STORM WATER	1,118,189	22,910	29,970	135,057	953,162	14.8%	10.9%
80	810	UTILITIES	5,755,020	458,736	2,445,917	1,187,363	2,121,740	63.1%	48.6%
TOTAL, ALL EXPENDITURES			88,726,649	1,362,878	9,856,283	3,118,933	12,758,646	14.6%	45.4%

**City of Colonial Heights
 Quarterly Financial Report
 Expenditures as Percent of Budget
 FY2020-21 Through 9/30/20**



**City of Colonial Heights
Quarterly Financial Report
Top Six Revenues Through 9/30/20
(including Cigarette Taxes)**

FD	ACCT	----- TITLE -----	FY20 ACTUAL	FY 21 BUDGET	SEPTEMBER RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	4101	REAL ESTATE TAX	20,090,027	20,919,203	(2,213)	113,895	20,805,308	0.5%	0.7%
10	4203	SALES & USE TAX	7,809,472	8,061,260	696,003	696,003	7,365,257	8.6%	7.7%
10	4205	MEALS TAX	6,906,975	7,285,359	584,921	1,050,140	6,235,219	14.4%	16.4%
10	4301	BUSINESS LICENSES	2,929,460	3,179,917	27,487	272,388	2,907,529	8.6%	1.6%
10	4112	PERSONAL PROPERTY TAX	2,696,078	3,050,246	58,625	96,471	2,953,775	3.2%	2.4%
10	4207	LODGING TAX	962,871	1,279,296	82,196	152,186	1,127,110	11.9%	16.4%
10	4209	CIGARETTE TAX*	840,442	862,843	22,052	139,176	723,667	16.1%	32.8%



City of Colonial Heights
Quarterly Financial Report
Cash and Investments as of 9/30/20

Truist Checking		\$ 1,543,567.97
Truist EDA		217,221.62
Truist EMS Deposit		145,924.79
LGIP		9,756,696.44
SNAP		6,895,316.93
2016 GO Bonds	4,549,149.82	
2018 Bond Proceeds	2,346,167.11	
Total Cash and Investments		<u><u>\$ 18,558,727.75</u></u>



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: Amending the Pay Plan to include the position of Financial Systems Analyst

DEPARTMENT: Finance

PROPOSED ACTION: To reclassify one Financial Specialist II to Financial Systems Analyst

BACKGROUND: The Finance Department requires a position to support the existing and newly implemented financial system, to include maintaining system security, creating reports, providing process support, assigning roles and permissions, backing up and restoring data, and providing testing and training, among other duties. Currently, a Financial Specialist II is performing most of these duties, but these responsibilities are not reflected in her job description.

This item requests a new job description separate from the existing Financial Specialist II to reflect these highly technical responsibilities and seeks to reclassify one of the two Financial Specialist II positions to a Financial Systems Analyst.

BUDGET/FINANCIAL IMPACT:

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

While not specifically funded in the FY21 budget, existing budgeted funds will be utilized for implementing the reclassification.

RECOMMENDATION: The Director of Finance strongly recommends approval.

ATTACHMENTS:

Request for Financial Systems Analyst, Financial Specialist II Job Description, Financial Systems Analyst Proposed 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

DEPARTMENT OF FINANCE

Sheila S. Minor
Director

City Hall • 201 James Avenue • P.O. Box 3401
Colonial Heights, Virginia 23834

Tiffany N. Archer
Deputy Director

TO: Doug Smith, City Manager

FROM: Sheila Minor, Finance Director

DATE: October 14, 2020

RE: Request for Position Reclassification- Financial Systems Analyst

The Finance Department has and will continue to experience tremendous changes with the implementation of the MUNIS financial system, staff turnover, changes in processes and procedures, and even the renovation of our office space.

With the implementation of MUNIS system, nearly every employee in the Finance Department will experience some change in the way they perform their jobs. For a few employees, their job responsibilities will be dramatically different from the positions they currently hold; I have been planning and continue to plan on how we will transition our amazing team members with the new ways of doing business that are available through this new technology. I have been in discussion with the most impacted employees to prepare them for upcoming changes and to encourage them to invest themselves in these new skills.

Once the implementation is at or near completion, I hope to bring forward several revised job descriptions that more accurately reflect how the Finance Department will operate in this new environment. One position, however, has already dramatically changed to the point where the employee's job description no longer reflects her daily activities.

Karla Ramsey's current job title is Financial Specialist II, and her existing job description is attached. Although Ms. Ramsey has been the "go-to" person for Financial System issues for years, she has, until recently, maintained some of the responsibilities of her original job description. Over the last year, those responsibilities have significantly decreased and the demands of system administration have increased.

Last year, Ms. Ramsey was given the tremendous responsibility of Project Manager for the City's ERP implementation. As such, Karla works directly with department heads and functional leaders to understand their business processes, communicate current state processes to the Tyler implementation team, and has been critical to the success of data extraction, system configuration and conversion efforts. She works directly with the contracted Business Process Consultant to provide information and implement changes that directly impact the success of the project.

With the change from an employed to a part-time contracted IT Director, Karla has taken on an increased role in the back-end support of the City's financial technology infrastructure. Her job responsibilities now include maintaining system security, implementing upgrades, coordinating vendor support, assisting with processing functions, designing reports and coordinating with contract IT staff. These activities require an advanced skill set that Karla has acquired through her thorough years of experience with the City and familiarity with the existing system and business processes for utility billing, tax billing, payroll, and financial administration.

As we complete the implementation of MUNIS, these job responsibilities will become permanent needs as the system matures and new users require set up, assistance and training. I believe it is necessary to recognize that these job responsibilities merit a reclassification of the position in an effort to retain our existing talent. The current salary and grade are below market for the responsibilities we require; should we lose the incumbent we would be unable to replace her with similar skills and knowledge at the current grade.

Positions with comparable job responsibilities are often titled Financial Systems Analyst and have a higher salary scale. As such, I am requesting that this position of Financial Specialist II be reclassified as a Financial Systems Analyst (proposed job description attached) and classified at grade 16 on the City's pay plan. This would be one grade above the current position.

Thank you for your consideration of this request. Mrs. Ramsey is truly an invaluable employee and her contributions to the City have been critical to multiple departments and will continue to be so as we undergo this transition.

FINANCIAL SPECIALIST II
JOB DESCRIPTION

Position Title: Financial Specialist II

Department: Finance

Reports To: Director of Finance

Overview: Provides internal controls to ensure the accuracy and integrity of financial operations and records.

ESSENTIAL DUTIES

- Ensures that the salary, benefits, and withholding amounts for each employee are accurate.
- Receives and processes timesheets for the computation of paychecks.
- Ensures that the proper withholding amounts are credited for each employee.
- Establishes and records benefits for each employee.
- Maintains and updates leave balances.
- Addresses questions concerning salary, benefits, and withholding amounts.
- Reviews and approves accounting transactions.
- Addresses user questions and resolves operating problems.
- Stores and backs up electronic data.
- Consults with software vendors on matters of installation and problem resolution.

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

ESSENTIAL DUTIES (continued)

- **Installs and tests software application packages.**
- **Establishes security measures for use of software packages.**
- **Develops and distributes all required reporting.**
- **Updates and maintains all payroll related databases.**
- **Other duties assigned.**

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years directly related experience or

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

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

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 on a temporary basis or in the absence of a supervisor.

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 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.

FINANCIAL SYSTEMS ANALYST **JOB DESCRIPTION**

Department: Finance

Reports To: Deputy Director of Finance

Overview: Provides technical support and administrative oversight for the Enterprise Resource Planning (ERP) system and other financial-related applications, software and systems.

ESSENTIAL DUTIES

- Provides technical support for Payroll, Accounts Receivable/Payable, Real Estate, Personal Property, Utility Billing, Billing & Collections, and cash receipting functions of the City's ERP system.
- Provides support for the operation of financial-related systems, ensuring optimal reporting, performance, workflow and integration with other software products.
- Evaluates user needs to design and test business processes and coordinate impacts with other staff.
- Provides first level support directly to users across all financial functions; troubleshoots problems and coordinates technical support from third-parties, including the ERP system vendor.
- Maintains security and assigns system roles and permissions.
- Drafts and maintains documentation for system processes.
- Assists and coordinates major system processes, including but not limited to fiscal year end, processing and printing of property books, payroll reporting and roll-overs, and purging records.
- Imports and exports data files for Finance, Billing & Collections, Utilities, Payroll, and Commissioner of Revenue.
- Recommends, tests and documents enhancements.

- Maintains servers for all administrative functions.
- Designs and/or writes reports to meet user needs.
- Develops and supports a variety of databases.
- Installs and tests software application processes.
- Coordinates hardware and software issues and supports IT when needed.
- Keeps Finance and City leadership informed of software and hardware issues and opportunities.
- Installs all conversion passes, software updates, and database refreshes.
- Trains users on system and processes.
- Leads project discussions and organizes departments into groups when needed.
- Processes all invoices and maintenance billing with vendors and ERP projects.
- Leads or collaborates on special projects as assigned.
- Addresses public and professional inquiries.
- Other duties as required.

PAY GRADE: General – 16

FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years directly related experience or

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

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

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

Familiarity with operations for an Enterprise Resource Planning (ERP) system, Unix and Windows servers desirable.

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

Position is responsible for the development of guidelines and operating procedures in accordance with existing laws, regulations, statutes, commonly accepted operational principles, users' manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate sources, 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. Employee is expected to understand financial business processes and related concepts (e.g. internal control, transparency, and efficiency) and incorporate those into guidelines and operating procedures.

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.

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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.



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting (Worksession)

MEETING DATE: October 20, 2020

ITEM: COVID-19 Grant Funding Update

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: Staff discussion with City Council regarding COVID-19 grant funding.

BACKGROUND: At the worksession, staff will provide Council with updates on COVID-19 grant funding and proposed uses with an opportunity for questions and further discussion.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff discussion with opportunity for Council feedback on various proposed uses of COVID-19 grant funding.

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

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: Discussion Regarding CMAQ Funding Applications and Hazard Mitigation Grant Application

DEPARTMENT: City Manager/Public Works/Emergency Management

PROPOSED ACTION: Staff discussion with City Council

BACKGROUND: At the October 20 worksession, staff will discuss proposed projects for submission for the current round of Congestion Mitigation and Air Quality (CMAQ) Funding. Also, Chesterfield County would like to submit a CMAQ application for a portion of the Fall Line (Ashland to Petersburg) Trail that runs along the City boundary (see attachment); staff will provide an overview of this proposed project for discussion with Council.

In addition, staff will brief City Council on a potential Hazard Mitigation Grant related to a flooded property in the City.

BUDGET/FINANCIAL IMPACT:

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

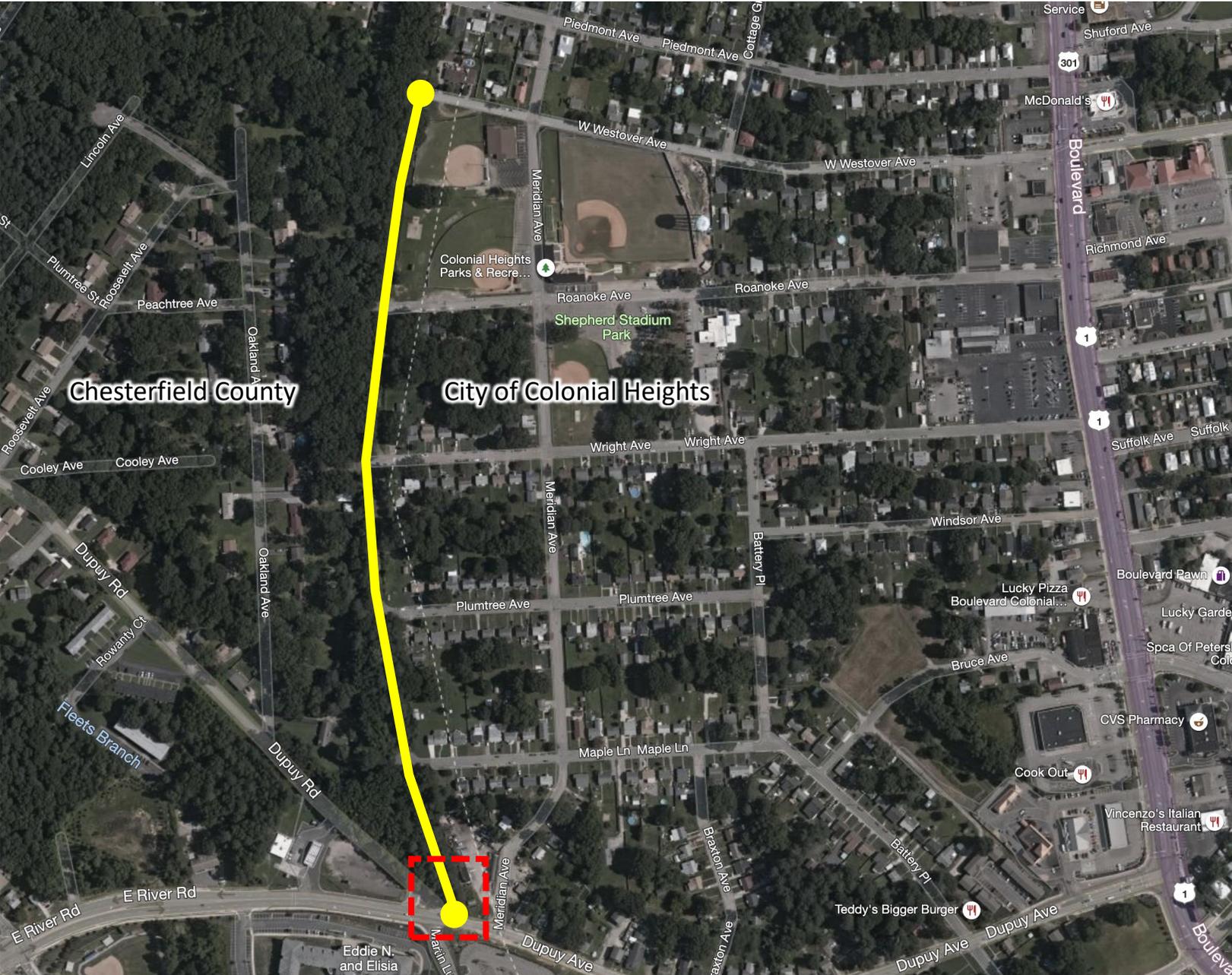
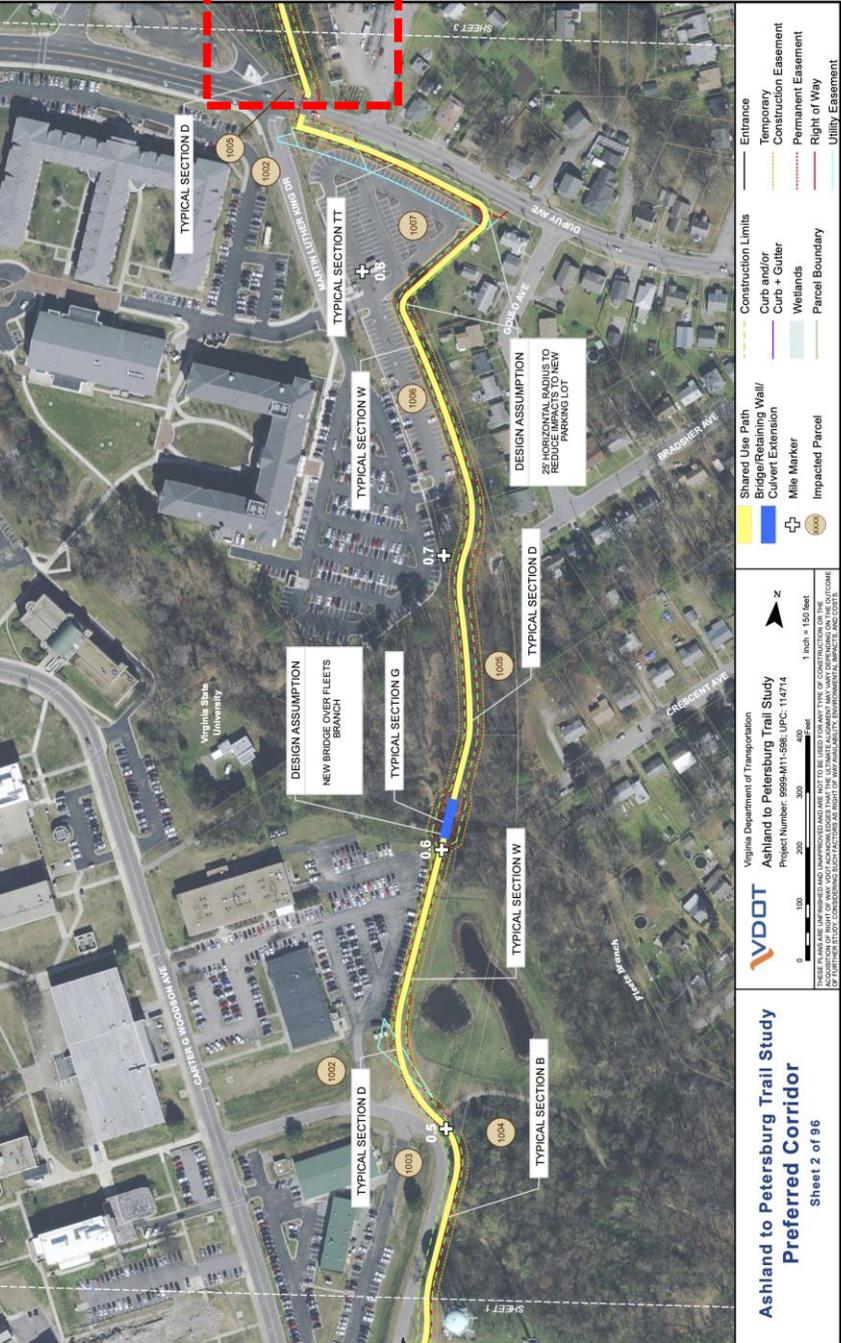
RECOMMENDATION: Staff discussion with City Council with opportunity for Council feedback on proposed projects.

ATTACHMENTS: Chesterfield Trail Project Information

- 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 to P – Dupuy Avenue to W. Westover Avenue





Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: Economic Development Update

DEPARTMENT: City Manager/Economic Development

PROPOSED ACTION: Update and discussion.

BACKGROUND: Staff will provide Council with an update on Economic Development activities.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

ATTACHMENTS: None

- 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

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: City Branding Project Discussion

DEPARTMENT: City Manager's Office

PROPOSED ACTION: Update and Discussion

BACKGROUND: At the February 18, 2020 worksession, staff presented a new branding (logo/tagline) concept to City Council. At the October 20 meeting, staff will present several alternative logo concepts (previous version and a revised one) for discussion with City Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff discussion with City Council

ATTACHMENTS: Logo design options.

- 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.

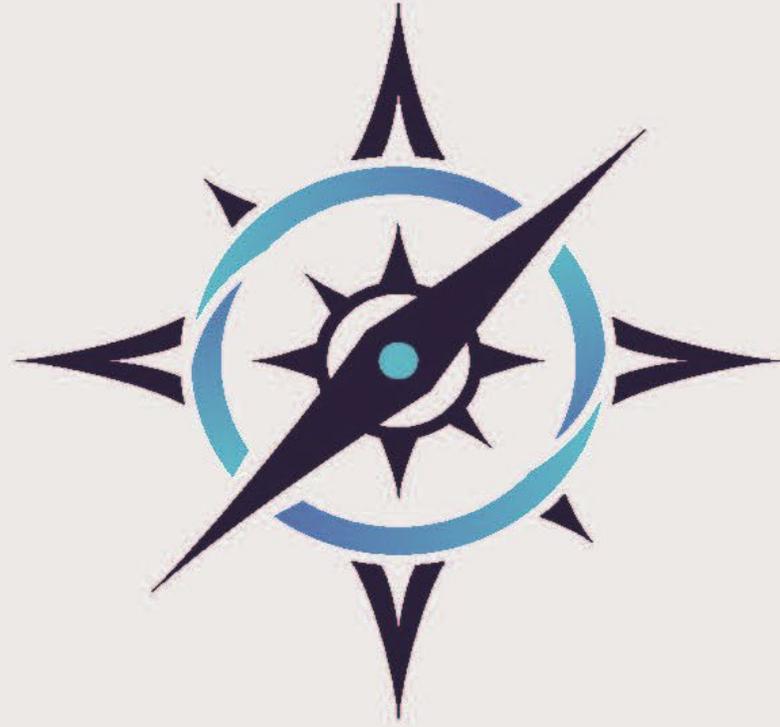


CITY OF

Colonial Heights

DISCOVER NEW HEIGHTS

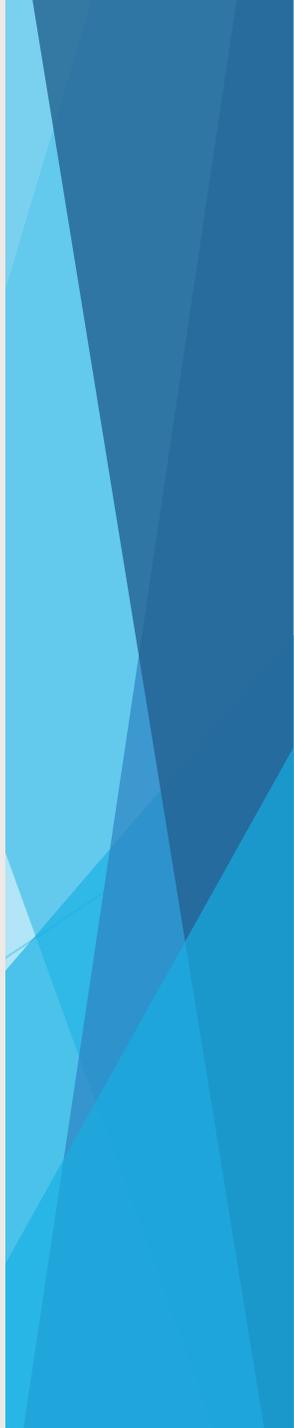




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Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: City Council Retreat Update and Discussion

DEPARTMENT: City Council

PROPOSED ACTION: City Council discussion regarding the annual City Council retreat.

BACKGROUND: City Council will have the opportunity to discuss the format and location for the upcoming City Council annual retreat.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: City Council discussion and direction regarding the annual City Council retreat.

ATTACHMENTS: None.

- 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

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: City Council Upcoming Meeting Schedule

DEPARTMENT: City Council

PROPOSED ACTION: City Council discussion regarding the upcoming meeting schedule.

BACKGROUND: City Council will have the opportunity to discuss the upcoming meeting schedule for the remainder of calendar year 2020 regarding whether Council will hold worksession meetings in November and/or December.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: City Council discussion and direction regarding the upcoming meeting schedule.

ATTACHMENTS: None.

- 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.