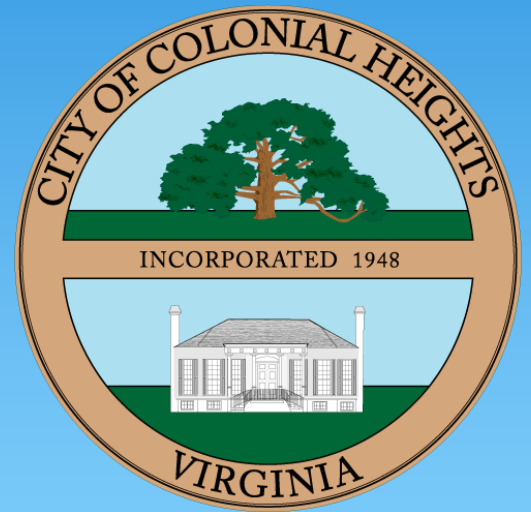


Colonial Heights City Council Meeting

April 11, 2017



Colonial Heights City Council Meeting

April 11, 2017



1. **Call to Order**
2. **Roll Call**
3. **Devotion** – The Honorable T. Gregory Kochuba
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declarations of Personal Interest**

Colonial Heights City Council Meeting

April 11, 2017



7. Commendations and Presentations

A. New Employee Introductions

***Introduction of new City employees
hired by the Public Works Department.***

- ❖ ***Troy McCain - Project Coordinator***
- ❖ ***Aaron Cypher - Senior Engineering Technician***

Colonial Heights City Council Meeting

April 11, 2017



8. Reading of Manner 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.

Colonial Heights City Council Meeting April 11, 2017



9. Written Petitions and Communications

❖ *None*

Colonial Heights City Council Meeting April 11, 2017



10. Advertised Public Hearing

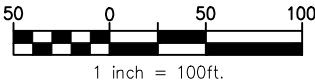
A. AN ORDINANCE NO 17-13

(First Reading) To grant a special use permit to the City of Colonial Heights to allow construction of a 100-foot monopole tower, a 4-foot lightning rod at the top of the tower, and emergency communication antennas to the tower, to be located at 100 Highland Avenue (Parcel ID No. 5100020102C), as part of a public safety radio system.



Site Location Plan

NOTE: SITE WAS RELOCATED TO CURRENT POSITION AFTER SITEWALK WAS COMPLETED HERE 08-21-16



ANY DISCREPANCIES BETWEEN THIS DRAWING PACKAGE AND EXISTING FIELD CONDITIONS MUST BE REPORTED TO THE ENGINEER OF RECORD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

PRELIMINARY
NOT FOR
CONSTRUCTION

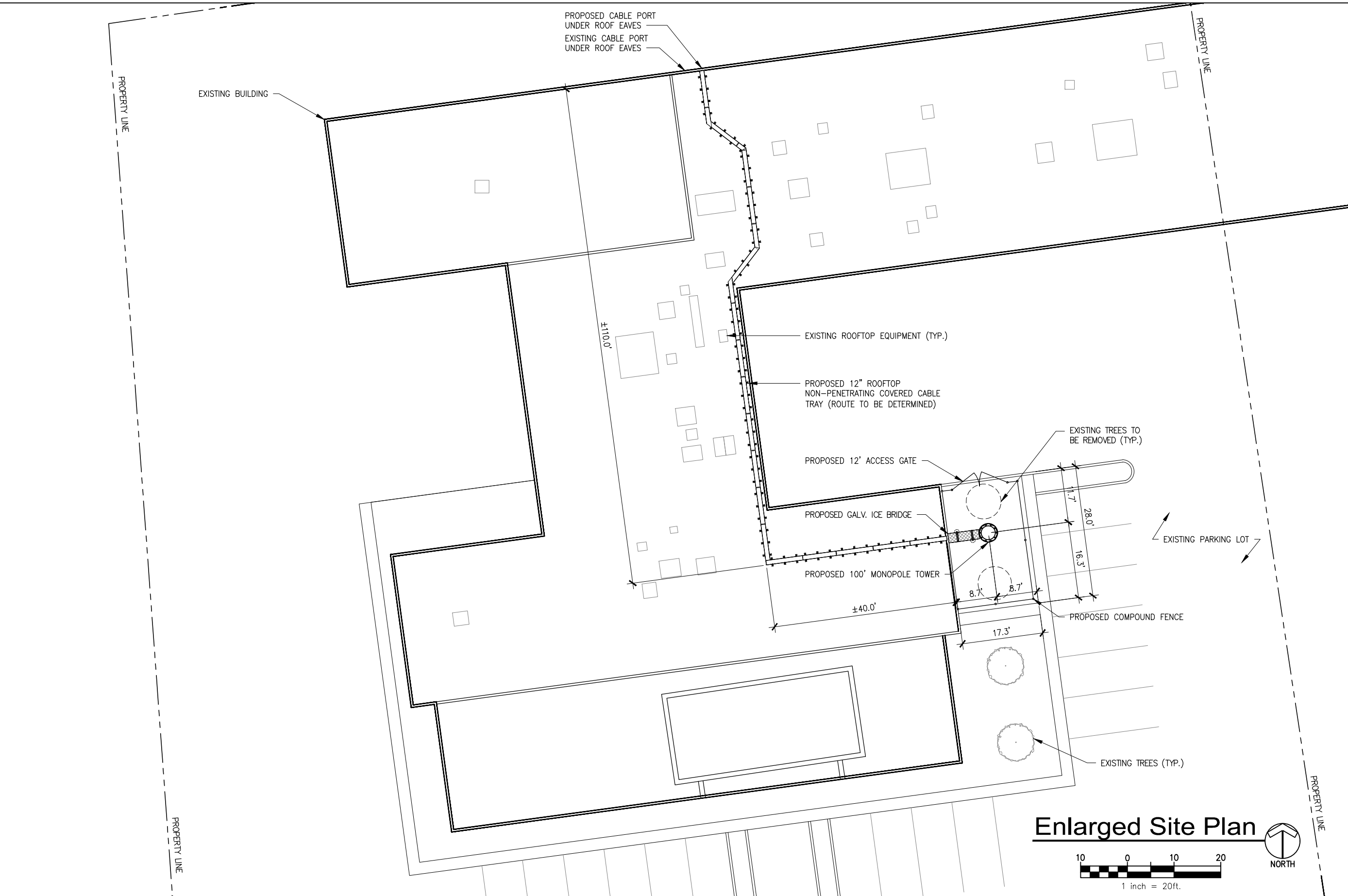
NO.	DATE	REVISIONS	BY	CHK	APP'D
C	11-18-16	ISSUED FOR REVIEW	MLM	MJA	
B	10-15-16	ISSUED FOR REVIEW	MLM	MJA	
A	09-15-16	ISSUED FOR REVIEW	MLM	MJA	



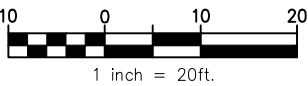
SITE LOCATION PLAN
COLONIAL HEIGHTS ECC
DISPATCH
HIGHLAND AVE
COLONIAL HEIGHTS, VA 23834

C-1

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Enlarged Site Plan





PRELIMINARY
NOT FOR
CONSTRUCTION

NO.	DATE	REVISIONS	BY	CHK	APP'D
C	11-18-16	ISSUED FOR REVIEW	MLM	MJA	
B	10-15-16	ISSUED FOR REVIEW	MLM	MJA	
A	09-15-16	ISSUED FOR REVIEW	MLM	MJA	



MISSION 1
COMMUNICATIONS

6355 Constitution Drive, Suite A
Fort Wayne, IN 46804



ENLARGED SITE PLAN

COLONIAL HEIGHTS ECC
DISPATCH
HIGHLAND AVE
COLONIAL HEIGHTS, VA 23834

C-2

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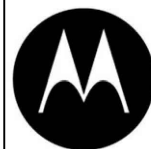
[illegible]

PRELIMINARY
NOT FOR
CONSTRUCTION

C	11-18-16	ISSUED FOR REVIEW	MLM	MJA
B	10-15-16	ISSUED FOR REVIEW	MLM	MJA
A	09-15-16	ISSUED FOR REVIEW	MLM	MJA
NO.	DATE	REVISIONS	BY	CHK APP'D



6355 Constitution Drive, Suite A
Fort Wayne, IN 46804



MOTOROLA
SOLUTIONS

TOWER ELEVATION AND ANTENNA INFORMATION		C-3
COLONIAL HEIGHTS ECC DISPATCH HIGHLAND AVE COLONIAL HEIGHTS, VA 23834		

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Colonial Heights City Council Meeting April 11, 2017



11. Hearing of Citizens Generally on Non-Agenda Items

Colonial Heights City Council Meeting

April 11, 2017



12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in accordance with the Consent Agenda

A. AN ORDINANCE NO 17-12

(Second Reading) Granting the City Attorney a 2% bonus.

Colonial Heights City Council Meeting

April 11, 2017

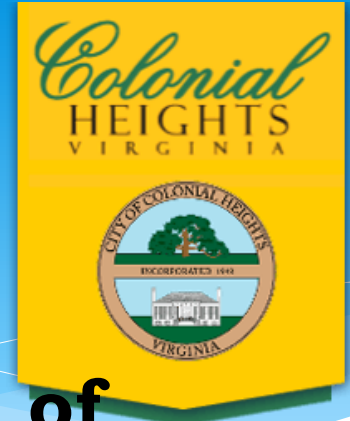


12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in accordance with the Consent Agenda

- B. January 10, 2017 Regular Meeting Minutes***
- C. February 14, 2017 Regular Meeting Minutes***
- D. March 14, 2017 Special Meeting Minutes***

Colonial Heights City Council Meeting

April 11, 2017



13. Introduction and Consideration of Ordinances and Resolutions

A. AN ORDINANCE NO 17-FIN-8

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, to appropriate funds in the aggregate amount of \$8,000, which consists of \$4,000 in grant funding from the Virginia Municipal League and \$4,000 in donations from the Library Donations Reserve account.

Colonial Heights City Council Meeting

April 11, 2017



14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda

A. AN ORDINANCE NO 17-11

(Second Reading) To amend §218-1.2 of Chapter 218, Peace and Good Order, of the City Code by increasing the time period that beer and wine may be sold on-premises and off-premises.

Colonial Heights City Council Meeting

April 11, 2017



14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda

B. AN ORDINANCE NO 16-29

(For Discussion Purposes Only) To amend and reordain §§286-200, 286-518.04, 286-518.05, and 286-530.24, 286-612 of Chapter 286 of the Colonial Heights City Code, relating to the parking or storage of recreational vehicles, campers, commercial vehicles, utility trailers, boats, and tractor-trailers in certain zoning districts.

Colonial Heights City Council Meeting

April 11, 2017



14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda

C. A RESOLUTION NO 17-8

Authorizing the City Manager to enter into a Special Project Service Agreement with the Central Virginia Waste Management Authority for Municipal Solid Waste Collection Services.

Colonial Heights City Council Meeting April 11, 2017



15. Reports of Officers and Documents Related Thereto

A. *City Manager*

1. Presentation of The Proposed FY2017-18 City Of Colonial Heights Annual Operating Budget



City of Colonial Heights
(proposed)
FY2017-18
Annual Operating Budget

April 11, 2017



**City of Colonial Heights
(proposed)
FY2017-18
Annual Operating Budget**

April 11, 2017

- ❑ The proposed FY17-18 Annual Budget is a zero-based, balanced, and appropriately conservative plan wherein all operating costs are supported by revenue generated during the fiscal year.
- ❑ Created with input from department heads; includes comprehensive review of all existing programs, operations, and services.
- ❑ Includes continuation of all existing services and programs; and full-year funding of all existing staff and operations. While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever possible while effectively controlling costs.



FY2017-18 ANNUAL OPERATING BUDGET

The *FY17-18 Annual Budget* as proposed is delineated into five (5) basic funds:

- **General Fund**
- **School Fund**
- **Recreation Fund***
- **Stormwater Management Fund***
- **Water and Sewer Fund***

□ The budget document is presented in a format consistent with prior years; preceding each departmental budget is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also on this page are “*Performance Indicators*” - statistical data providing general overview of that department’s volume of work; and a review of personnel resources.



FY2017-18 ANNUAL OPERATING BUDGET

FINANCE

The City of Colonial Heights Department of Finance provides a wide range of financial services to all city operations; managing the City's financial assets with the upmost security and accuracy; and maintaining the highest level of customer service for citizens and intradepartmental contacts.

The Department of Finance is organizationally structured into seven operational categories: Financial Administration, Auditing, Employee Benefits, Purchasing, Insurance & Risk Management, Real Estate Assessor, Billing & Collections, and the Utility Billing Office. All employees and operations within the Department of Finance are managed and directed by the Director of Finance.

The day-to-day duties of Department of Finance include procurement of all goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering the cash management and investment programs; administering all City billing and collection processes and maintaining the records of the City's fixed assets.

Other duties include maintaining financial accounting records in an accurate and efficient manner and assisting with the preparation of annual audit reports. The Department of Finance also coordinates the sale of bonds for long term financing as needed for capital projects.

The City's Real Estate Assessor's Office, working under the direction of the Director of Finance, is responsible for assessment and equalization of assessments of all real estate, taxable and tax exempt, located within the corporate limits of the city.

Performance Indicators	FY 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 Projected
A/P Checks Issued	5,904	5,682	5,800	6,000
Payroll Checks and Direct Deposits Processed	8,712	8,834	8,900	9,000
Purchase Orders and Check Requests Issued	4,607	4,370	4,500	4,500
Sealed Bids/Proposals Issued	12	17	10	12
New Construction & Growth	3,668,000	6,721,900	4,000,000	5,000,000
Transfers in Property Ownership	494	506	540	550

Personnel Resources

Finance Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Director of Finance	FT	Salary	1.00	1.00	0.00
Deputy Director of Finance	FT	Salary	1.00	1.00	0.00
Financial Specialists	FT	Salary	5.00	5.00	0.00
Financial Technicians	FT	Salary	3.00	3.00	0.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Revenue Supervisor	FT	Salary	1.00	1.00	0.00
Customer Billing Supervisor	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
FT = Full Time PT = Part Time			18.00	18.00	0.00

Total Proposed Expenditures for All Municipal Funds & Departments

\$81,190,559

(3.7% increase over prior year)



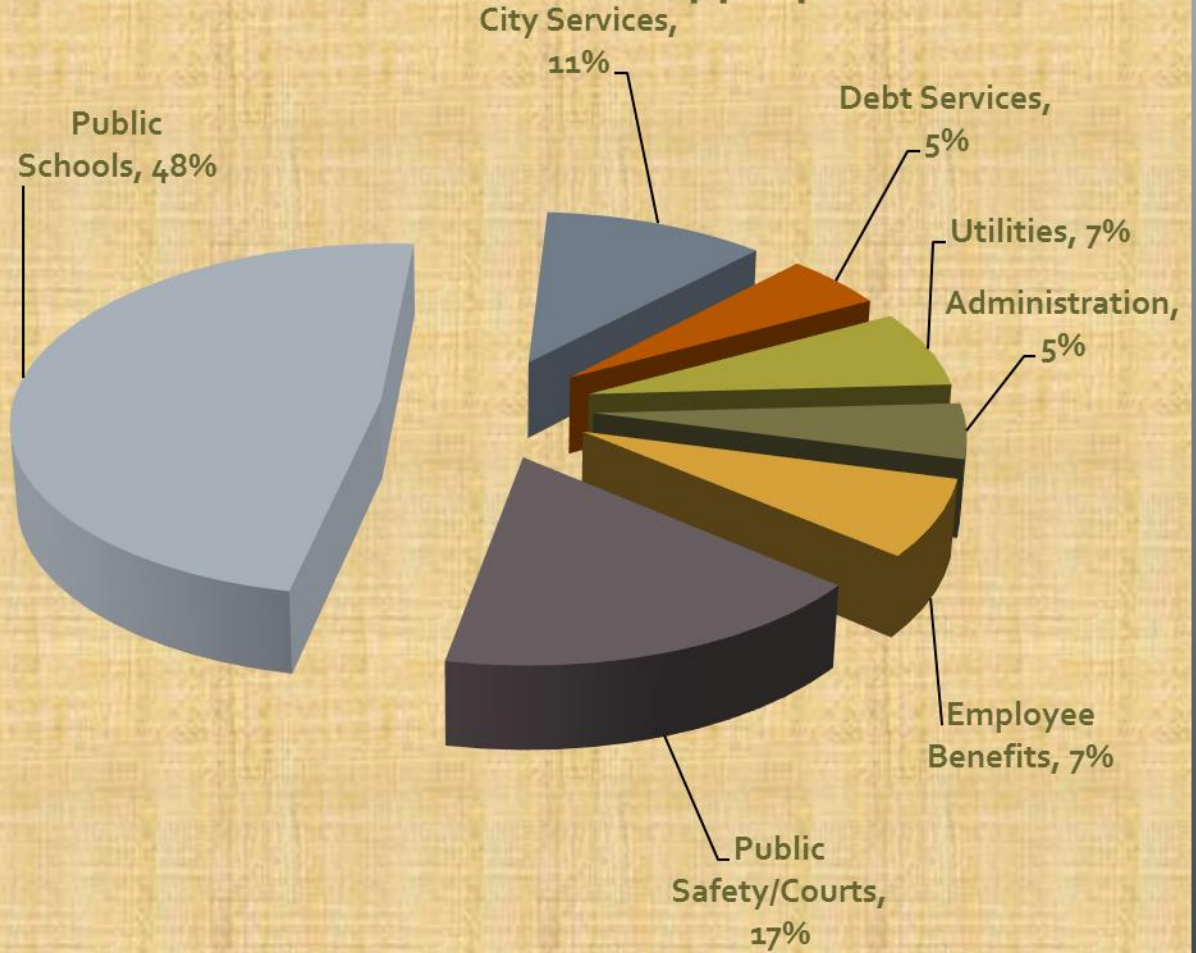
FY2017-18 ANNUAL OPERATING BUDGET

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



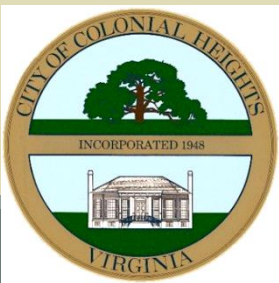
Distribution of Total Appropriations



***Full-year funding for all existing and/or
previously authorized positions***

362 Total City Employees

257-Full-time, 43-Part-time, & 62-Seasonal



FY2017-18 ANNUAL OPERATING BUDGET

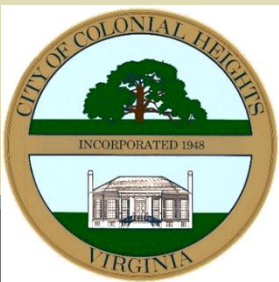
GENERAL FUND

Grand Total.....\$57,138,345

Less Transfers..... (21,229,814)

Net General Fund Operating

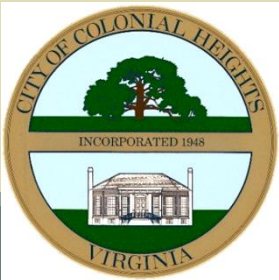
..... \$35,908,531



FY2017-18 ANNUAL OPERATING BUDGET

GENERAL FUND OPERATING REVENUE

- ★ Total General Fund revenue is anticipated to experience a 3.7% increase over the current-year budget. While the majority of this growth is related to the Real Estate rate increase last year for the issuance of debt to fund major capital projects, 'operating revenues' are also anticipated to grow by approximately \$450,000; which (under the terms of our agreement) will be essentially shared equally with Colonial Heights Public Schools and will be utilized to fund increased general operation and bond debt costs.
- ★ **Real Estate Taxes** - Although the City's annual budget continues to be uniquely supported by our retail business community, Real Estate and/or Property Taxes still provide the basic foundation for revenue in support of the General Fund. This stable source of income provides assured funding each year for the most basic and essential city services – public safety, basic services, mobility, asset maintenance, schools, etc. The proposed FY17-18 Annual Budget is predicated upon a continuation of the current real estate tax rate of \$1.20/\$100 valuation.



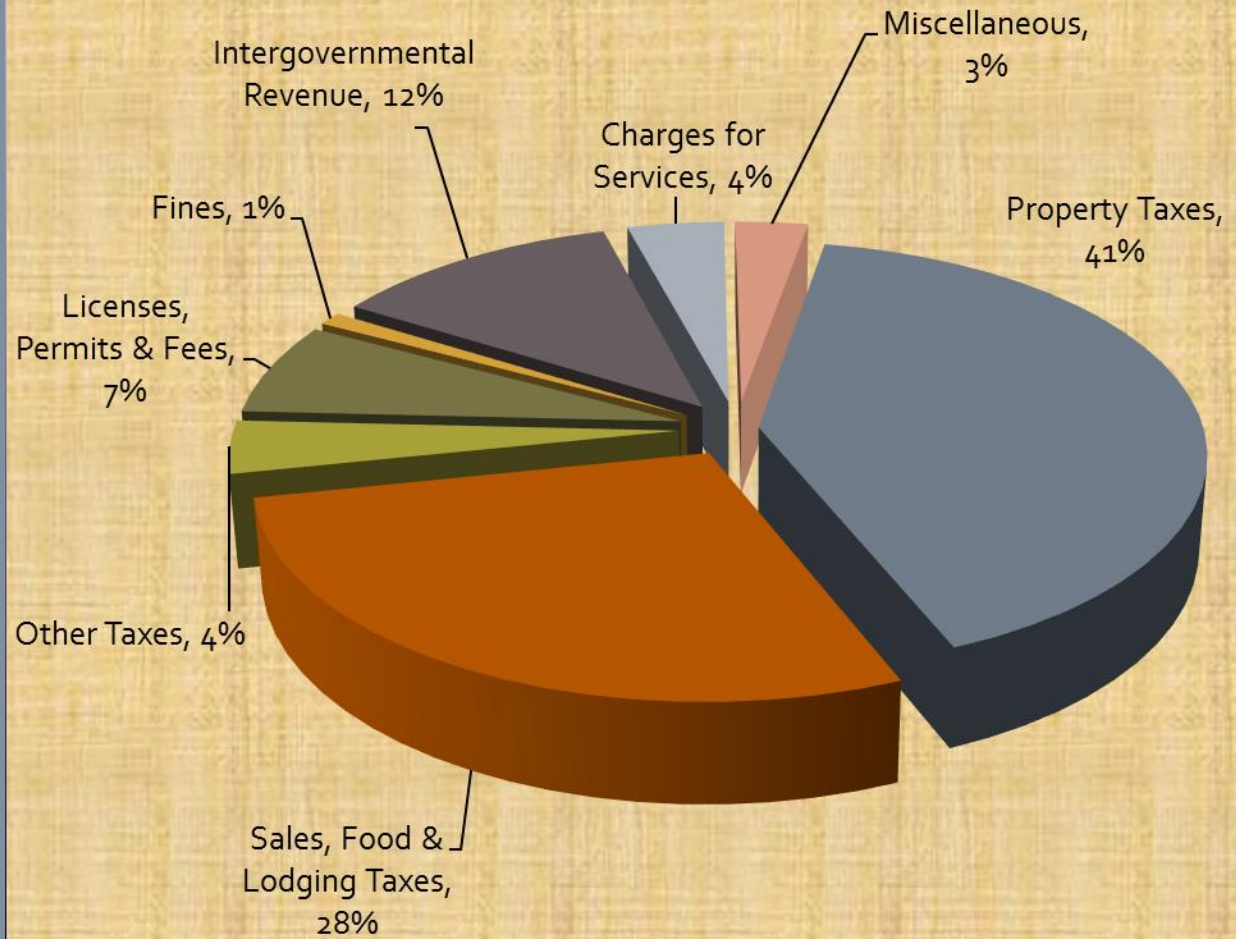
FY2017-18 ANNUAL OPERATING BUDGET

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



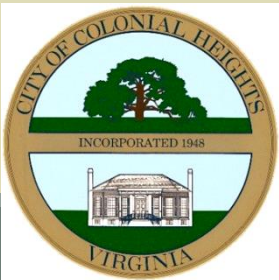
General Fund Operating Revenues



GENERAL FUND OPERATING REVENUE

Variable Local Taxes

- ★ While property taxes provide financial stability in annual support of basic services, variable local taxes – primarily **Retail Sales & Use Tax**, **Food Tax**, and **Lodging Tax** – typically provide the City with funding opportunities for new and/or enhanced services or capital investment.
- ★ As the market center for the Tri-Cities Region and Fort Lee, such tax revenues are primarily driven by the retail business community located in the Southpark Mall area and along the Boulevard corridor. The City has typically ranked among the top Virginia localities for annual taxable sales per capita .
- ★ The City has continued to experience moderate, but steady growth in this combined revenue, having averaged an annual increase of 2.9% over the past three years. **Looking forward to FY16-17, a conservative analysis of recent trends warrant an anticipated collective increase in these three categories of nearly 2.4%; projecting increased gross income of approximately \$356,000.**



FY2017-18 ANNUAL OPERATING BUDGET

GENERAL FUND EXPENDITURES

- ***No deficit spending or reserves for operating expense***
- ***No reduction in services***
- ***No major policy changes***
- ***Consistent with 2018 5-YR Capital Operating Plan - Operating***



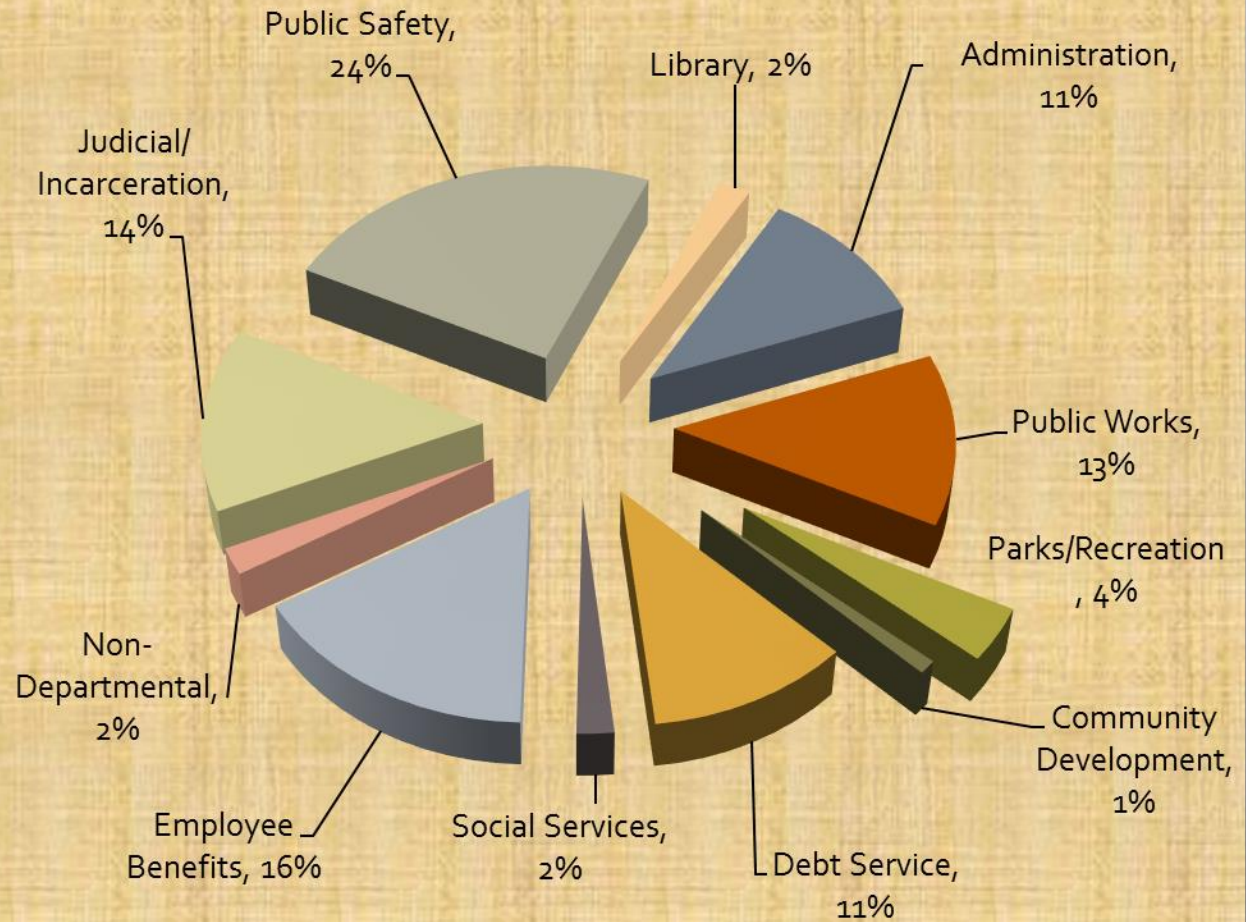
FY2017-18 ANNUAL OPERATING BUDGET

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



General Fund Operating Expenditures



CITY OF COLONIAL HEIGHTS PROPERTY TAX RATE HISTORY SINCE 1969

1969 – 1974..... **\$1.30**

2008..... **\$1.15**

1975 - 1976..... **\$1.15**

2009 – 2012..... **\$1.10**

1977 – 1997..... **\$1.25**

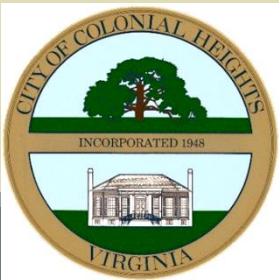
2013 - 2016..... **\$1.14**

1998 – 2005..... **\$1.20**

2017 - 2018 **\$1.20**

2006 – 2007..... **\$1.18**

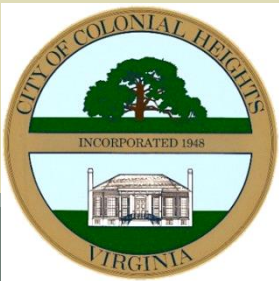
***Per \$100 Valuation**



FY2017-18 ANNUAL OPERATING BUDGET

ANNUAL STREET MAINTENANCE

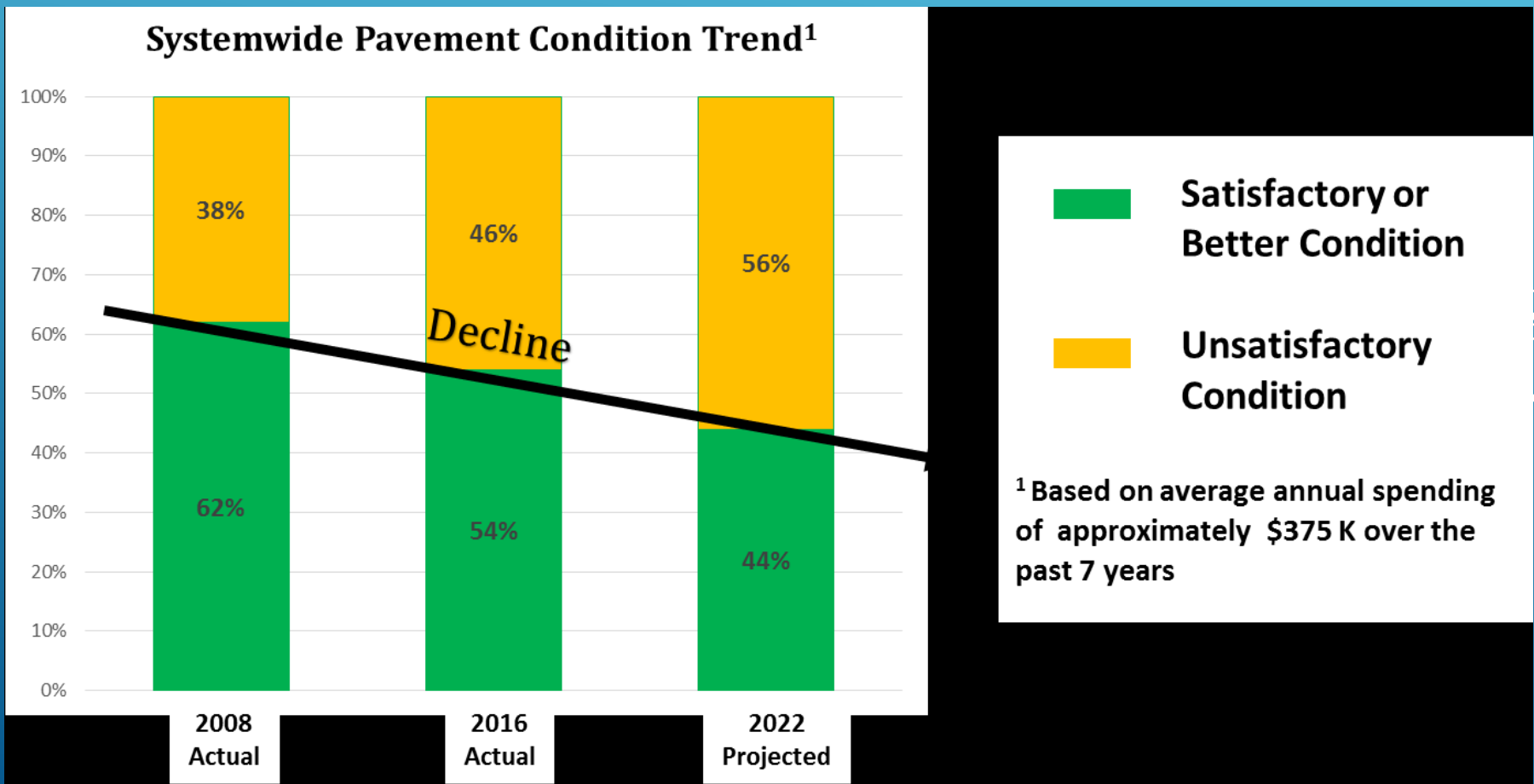
- Another challenge the City continues to face is the effective and timely maintenance and resurfacing of city streets. Although major street reconstruction projects have been completed in recent years (and similar projects are slated for the near future), resurfacing of existing streets continues to be plagued by limitations on available resources; and recent analysis by the staff indicates a future adverse trend in this regard unless more aggressive corrective action is taken



FY2017-18 ANNUAL OPERATING BUDGET

“Resources for pavement preservation have been inadequate to arrest the decline in system-wide condition. Conclusion is that annual funding would have to average **3 times more** than what the city has historically spent to bring the overall condition to “Good.”

The following graph illustrates the trend in pavement asset condition, which clearly is one of decline. **If the trend continues, more than half of all city street pavement will be in unsatisfactory condition within a few years and fall below 50% by the year 2022.**”



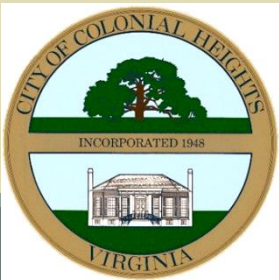
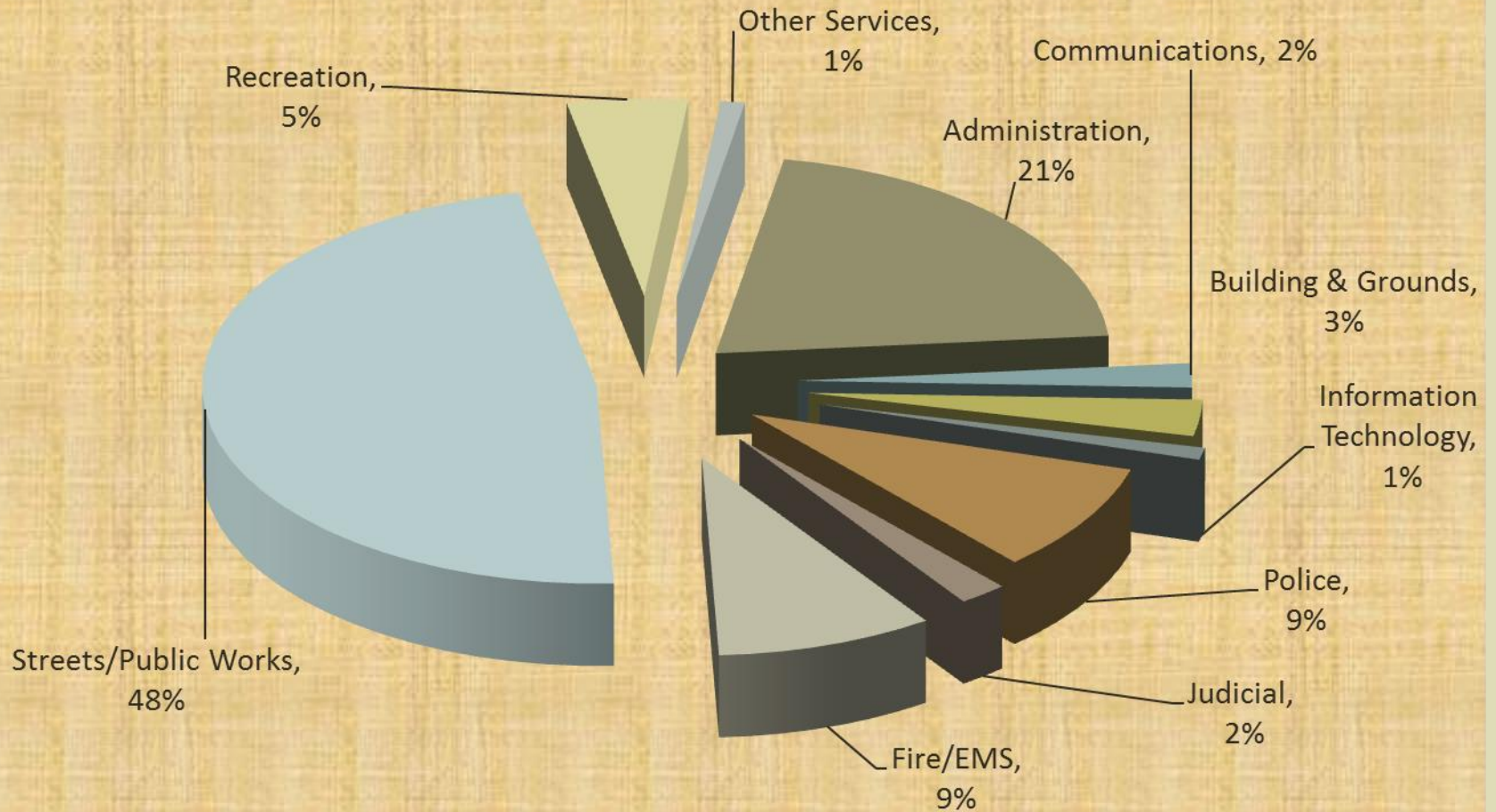
ANNUAL STREET MAINTENANCE

- A 50/50 split between *Satisfactory* and *Unsatisfactory* conditions is considered a point of instability in asset management. A system-wide level below 50% requires increased funding, since it's more expensive to restore the asset to a better condition later in its service life than it is to avert a loss of service life in earlier years – which is why a preventive approach to pavement management is the most cost effective.
- To initiate an effort to reverse this trend, the FY16-17 Annual Budget included **\$400,000 in additional funding for Street Maintenance and/or Re-paving** – *essentially double the amount traditionally budgeted each year* for this purpose. The submitted FY 17-18 Budget continues this level of commitment to move City's system in the right direction.



FY2017-18 ANNUAL OPERATING BUDGET

General Fund Capital Outlay



FY2017-18 ANNUAL OPERATING BUDGET

MISCELLANEOUS ITEMS

- ***Employee Compensation*** - The proposed *FY17-18 Annual Budget* includes a Cost of Living Adjustment (COLA) of **2.0%** in base salaries or rates of pay for all full-time city employees that will be effective January 1, 2018.
- ***Employee Health Insurance*** - Renewal was received with a 15% average increase, of which, the City will increase its amount by 10%
- ***Contingencies*** - Increased by \$70,000 to allow City Manager recommended changes upon the completion of operational review.
- ***Utility Rates*** - Refuse rate increase of \$2.33 per month due to new contract.

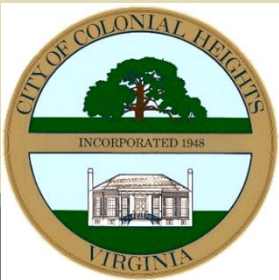


FY2017-18 ANNUAL OPERATING BUDGET

BUDGET ADOPTION CALENDAR

☐ **Tuesday, April 18**City Council Budget Review
(Regular Work Session)

☐ **Tuesday, April 25**.....Public Hearing on Proposed
(Special Council Meeting) FY17-18 Annual Budget
.....First Reading-**School Division**
Annual Budget
.....First Reading – Appropriations
Ordinance/City Budget
.....City Council Budget Review



FY2017-18 ANNUAL OPERATING BUDGET

BUDGET ADOPTION CALENDAR

☐ **Tuesday, May 2**City Council Budget Review
(*Special Work Session*) - *if necessary*

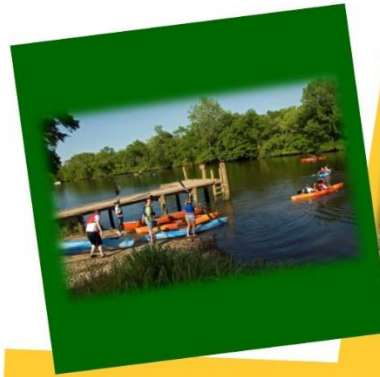
☐ **Tuesday, May 9**.....Second Reading and Final
(*Regular Council Meeting*) Adoption of FY17-18
**School Division Annual
Budget**

.....Second Reading-Appropriations
Ordinance & Final Adoption
of **FY2017-18 City Annual
Operating Budget**



FY2017-18 ANNUAL OPERATING BUDGET

QUESTIONS?



**City of Colonial Heights
(proposed)
FY2017-18
Annual Operating Budget**

April 11, 2017



FY2017-18 ANNUAL OPERATING BUDGET

Colonial Heights City Council Meeting April 11, 2017



15. Reports of Officers and Documents Related Thereto

A. *City Manager*

2. 218 Highland Avenue Parking

Colonial Heights City Council Meeting

April 11, 2017



15. Reports of Officers and Documents Related Thereto

A. *City Manager*

3. General Activity Report And/Or Project Update

Colonial Heights City Council Meeting April 11, 2017



15. Reports of Officers and Documents Related Thereto

B. City Attorney

Colonial Heights City Council Meeting April 11, 2017



15. Reports of Officers and Documents Related Thereto

C. *Director of Planning and Community Development*

1. Planning Commission Meeting Summary April 2017

Colonial Heights City Council Meeting

April 11, 2017



16. Consideration of Claims

17. Adjournment

Colonial Heights City Council Meeting

April 11, 2017

