

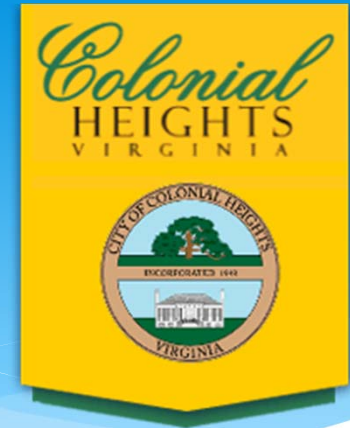
Colonial Heights City Council Meeting

March 13, 2018



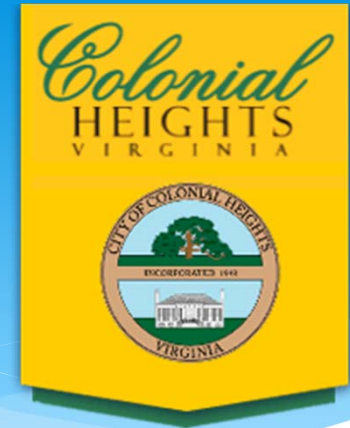
Colonial Heights City Council Meeting

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

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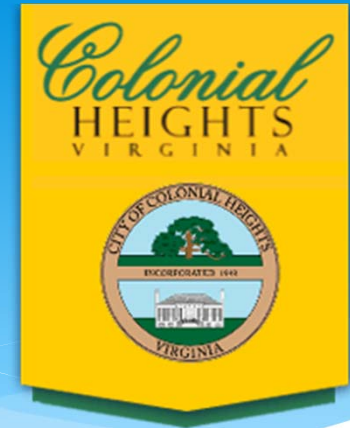


7. Commendations and Presentations

A. New Employee Introductions:

- * Introduction Of New Employees
Hired By The Fire & EMS
Department.***


Colonial Heights City Council Meeting March 13, 2018



7. Commendations and Presentations

B. Proposed Capital Improvements Plan (CIP) Presentation:

- * The City Manager's Proposed Fiscal Years 2019 through 2023 Capital Improvement Plan (CIP)***



City Manager's Proposed FY2019 – FY2023 Capital Improvements Plan

**PRESENTATION TO
CITY COUNCIL
MARCH 13, 2018**



Purpose of CIP

- ▶ Long Term Planning for Capital Needs
 - ▶ Coordination of plans
 - ▶ Identification of funding
 - ▶ Review of debt capacity
 - ▶ Communication tool

Definition of CIP project

- ▶ New assets over \$50,000
 - ▶ Land
 - ▶ Buildings
 - ▶ Vehicles
 - ▶ Equipment
 - ▶ Hardware
 - ▶ Software
 - ▶ Intangibles
- ▶ Upgrades or additions to existing assets over \$50,000 where:
 - ▶ Value is greatly increased
 - ▶ Estimated useful life is extended
- ▶ Remodeling or repairs over \$100,000



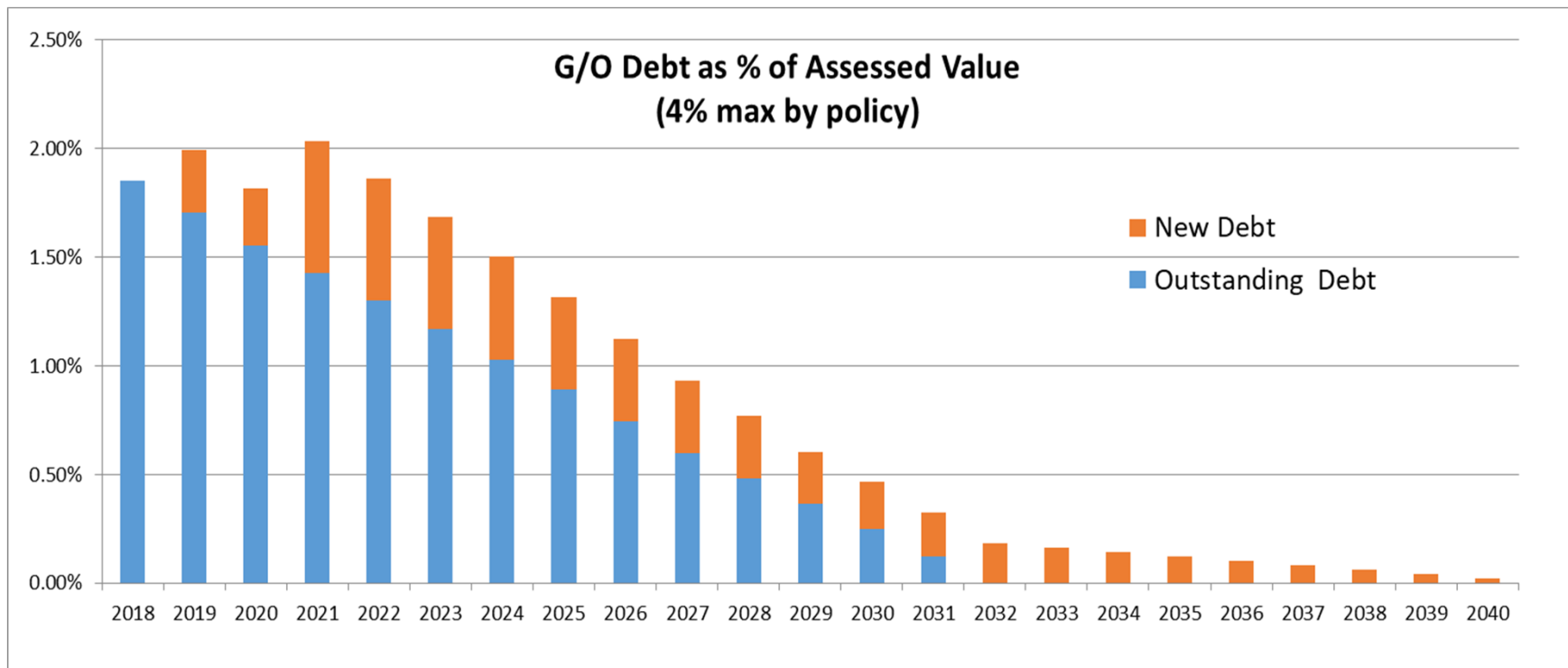
Funding for CIP

- ▶ Debt/ Lease
- ▶ Transfers from Operating Funds ("Pay-Go")
- ▶ Use of Fund Balances/ Reserves
- ▶ Grants/ Dedicated Revenue

Enterprise Funds (Water & Sewer, Storm water) should fund their own Capital Projects

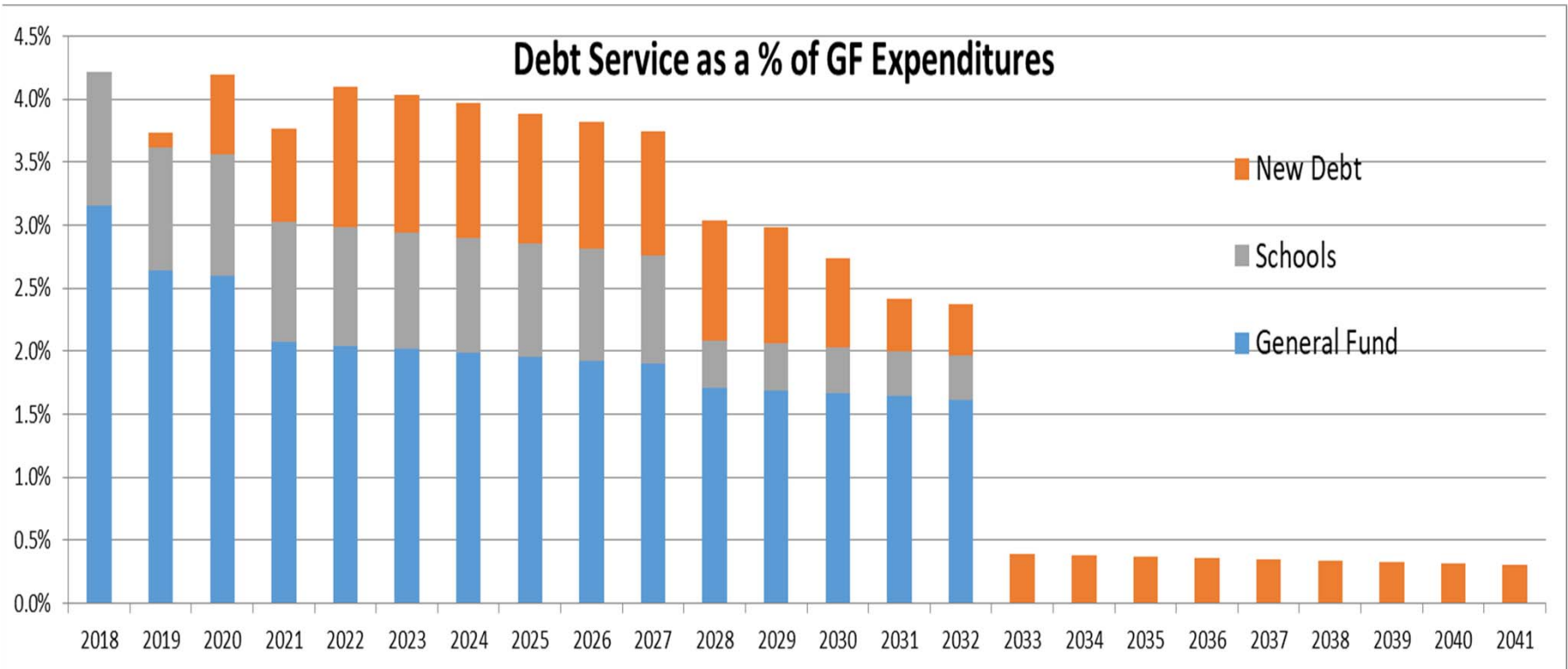
Debt Capacity

Ratio of General Fund supported long-term debt to assessed value should not exceed 4%.



Debt Capacity (cont.)

The ratio of General Fund supported debt service expenditures, as a percent of governmental fund expenditures should not exceed 10%.



Debt Capacity

The minimum amortization of total General Fund supported long-term debt will be 50% within 10 years."

	GF Supported Debt	Existing Debt	Existing & Proposed
	% Paid in 10 Years	% Paid in 10 Years	% Paid in 10 Years
FY2018	73.33%	71.38%	71.38%
FY2019	78.05%	75.91%	68.07%
FY2020	83.78%	81.41%	72.70%
FY2021	91.08%	88.45%	82.37%
FY2022	100.00%	97.01%	88.69%
FY2023	100.00%	97.76%	89.35%
FY2024	100.00%	98.73%	90.19%
FY2025	100.00%	100.00%	91.26%
FY2026	100.00%	100.00%	91.47%
FY2027	100.00%	100.00%	91.74%
FY2028	100.00%	100.00%	92.51%
FY2029	100.00%	100.00%	93.66%
FY2030	100.00%	100.00%	95.91%
FY2031	100.00%	100.00%	100.00%
FY2032	100.00%	100.00%	100.00%
FY2033	100.00%	100.00%	100.00%
FY2034	100.00%	100.00%	100.00%
FY2035	100.00%	100.00%	100.00%



Debt capacity- enterprise funds

- ▶ Can't be measured with General Fund Ratios
 - ▶ Debt Service Coverage
 - ▶ Days Cash on Hand

Financial Ratios- Water & Sewer

	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
Cash	\$ -	\$ 55,267	\$ 139,150	\$ 126,675	\$ 648,924
Debt Service Expense	\$ 859,657	\$ 859,278	\$ 874,703	\$ 305,137	\$ 258,228
Cash coverage of Principal and Interest Payments	0	0.06	0.16	0.42	2.51
Days Cash On Hand	0	4.55	9.15	9.76	45.22

Financial Ratios- Stormwater

	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
Cash	\$ 218,597	\$ 275,610	\$ 286,783	\$ 233,483	\$ 192,611
Debt Service Expense	\$ 41,932	\$ 38,519	\$ 24,279	\$ 114,514	\$ 115,248
Cash coverage of Principal and Interest Payments	5.21	7.16	11.81	2.04	1.67
Days Cash On Hand	236.39	298.14	179.21	198.96	166.04



Projects submitted

- ▶ \$49.4M in requested projects
 - ▶ \$2.95M Stormwater
 - ▶ \$6.0M Water & Sewer
 - ▶ \$26.4M Transportation (City Cost Only)
 - ▶ \$1.3M Finance
 - ▶ \$300,000 Buildings & Grounds
 - ▶ \$1.37M Communications
 - ▶ \$4.15M Fire & EMS
 - ▶ \$7.0M Schools



Proposed CIP summary

- ▶ Incorporates bank-qualified loans in FY2018-19 and FY2020-21 to finance projects
- ▶ Uses varying levels of General Fund Transfer (which may be made up by spending reserves) in each year of the CIP
- ▶ Uses anticipated proceeds from the sale of City-Owned property behind Wal-Mart to reimburse the City for road improvements to that parcel and the Animal Shelter.
- ▶ Requires an increase in Stormwater fees to fund planned debt for upcoming mandated projects.
- ▶ Will likely require utility rate changes to support additional debt service and pay-go/ transfer funding.

Proposed CIP Summary

	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Public Works- Stormwater	-	-	950,000	-	-
Public Works- Sewer	600,000	-	300,000	-	-
Public Works- Water	-	625,000	-	625,000	1,920,000
Public Works- Transportation	419,750	1,039,076	293,420	287,400	176,914
Finance	1,300,000	-	-	-	-
Buildings & Grounds	300,000	-	-	-	-
Communications	1,200,000	170,000	-	-	-
Fire and EMS	1,100,000	-	1,100,000	-	-
Schools	1,706,500	-	5,545,674	-	-
Total	\$ 6,626,250	\$ 1,834,076	\$ 8,189,094	\$ 912,400	\$ 2,096,914

Operating budget & CIP calendar

- ▶ March 13 Presentation of City Manager's Proposed CIP
- ▶ March 20 Work Session on CIP, Tax Rate Advertisement
- ▶ April 10 Presentation of City Manager's Proposed Budget
- ▶ April 17 Work Session on Budget
- ▶ April 24 Public Hearing on Proposed Budget
Public Hearing on Proposed 2018-19 Tax Rates
First Reading of School Division Annual Budget
First Reading of City Budget and CIP
- ▶ May 1 Work session on Budget
- ▶ May 8 Second Reading and Final Adoption of Budget & CIP

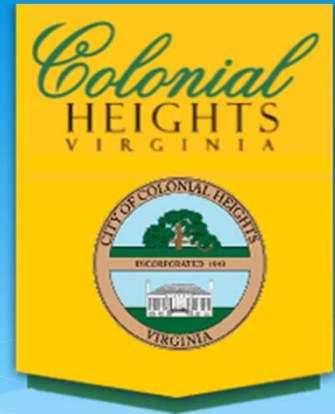


Questions/
comments



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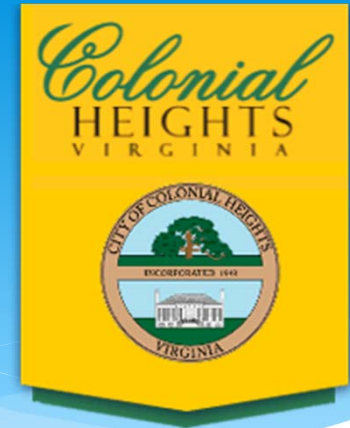


8. Reading of Manner Addressing Council

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.

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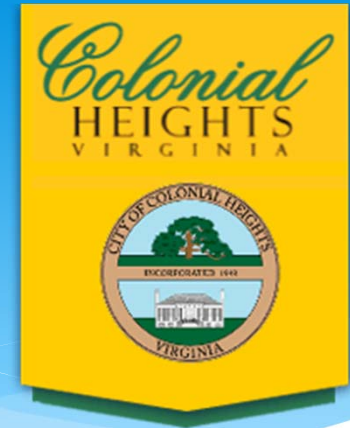


9. Written Petitions and Communications

A. *Ann Coffin, 923 Forestview Drive:
Request to speak on “Grounds and
Land”.*

B. *Kathy Crockett, The Foot Center, Inc.
Address damages to infrastructure
that occurred during the Boulevard
renovations.*

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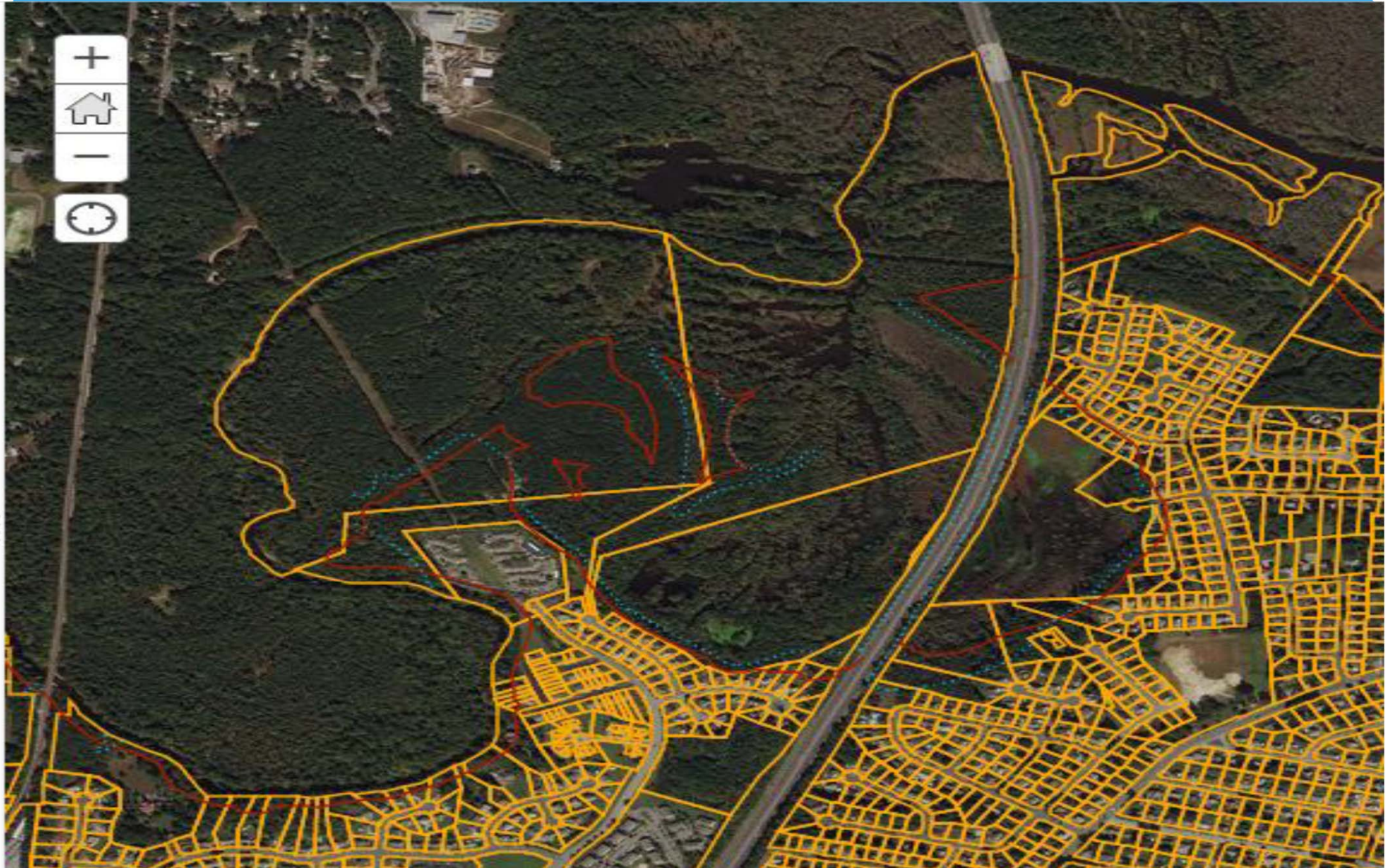
10. Advertised Public Hearing

A. AN ORDINANCE NO 17-31

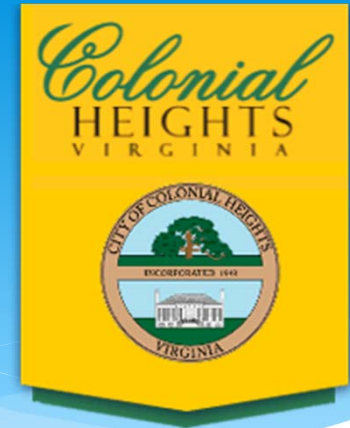
(First Reading) To grant a special use permit to Lewis and Christy Archileti to allow Agricultural use and accessory structures without a primary structure on parcel identification number 67051500002, also known as Lot 2, Pearson, containing 88+ acres and being zoned PUD - Planned Unit Development.

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10. Advertised Public Hearing

B. AN ORDINANCE NO 18-2

(First Reading) To amend Section 218-1.1 of Chapter 218, Peace and Good Order, of the Colonial Heights City Code, by providing for beer and wine to be possessed and consumed on City-owned property subject to multiple conditions.

Possession and consumption of alcoholic beverages on City-owned property

Overview

- ❖ No person shall possess any open alcoholic beverage containers on public streets.
- ❖ No person shall possess any open alcoholic beverage container or consume any alcoholic beverage on other City-owned property unless the person obtains the appropriate **permit**.
 - Permits can be obtained through Recreation & Parks.
 - A committee of City employees shall review the completed application & recommend to the City Manager whether to approve the application.

Possession and consumption of alcoholic beverages on City-owned property, cont.:

Overview (continued):

- ❖ If the committee recommends approval, they will specify the conditions it deems appropriate for the City Manager to give approval.
- ❖ If the City Manager approves the application with the specified conditions:
 - The permit will authorize the opening of beer or wine containers, or both, and the serving & consuming of beer, wine, or both, but no other type of alcoholic beverage.

Possession and consumption of alcoholic beverages on City-owned property, cont.:

Conditions of the Permit:

- ❖ A \$100 non-refundable application fee & submits a completed application at least 90 days before the event.
- ❖ At least 30 days before the event the applicant:
 - Provides proof of at least **\$1,000,000** in liability insurance coverage for the event & a certificate naming the City as an additional insured;
 - Each event vendor shall provide certificates of insurance naming the City as an additional insured;
 - Provides a copy of any required Commonwealth of Virginia Alcoholic Beverage Control permit.

Possession and consumption of alcoholic beverages on City-owned property, cont.:

Conditions of the Permit (continued):

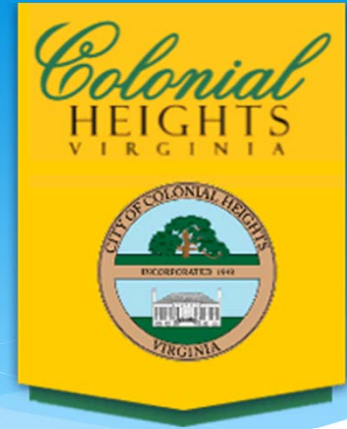
- ❖ At least 30 days before the event:
 - All fees, which the committee determines are needed to pay for security or other functions that City employees shall provide, must be paid in full;
 - Each food vendor submits a permit from an appropriate governmental entity allowing the vendor to sell food.
- ❖ The applicant specifies the City-owned property where the event will be held & provides a map depicting the location on the property of vendors and activities.

Possession and consumption of alcoholic beverages on City-owned property, cont.:

Conditions of the Permit (continued):

- ❖ No alcoholic beverages other than beer, wine, or both, shall be opened or consumed at the event.
- ❖ The applicant complies with any other requirements that the committee or the City Manager impose.

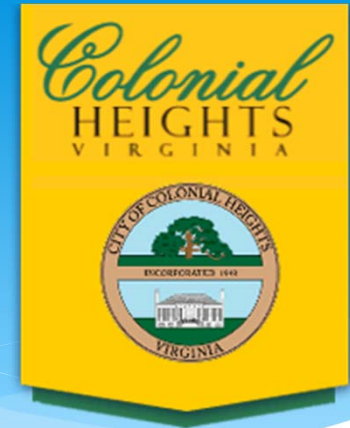
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11. Hearing of Citizens Generally on Non-Agenda Items

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

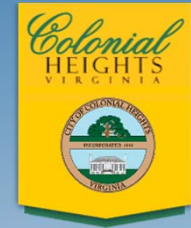
A. AN ORDINANCE NO 18-5

(Second Reading) Awarding the City Attorney a 4% bonus.

B. January 12-13, 2018 Council Retreat Minutes

C. February 13, 2018 Special Meeting Minutes

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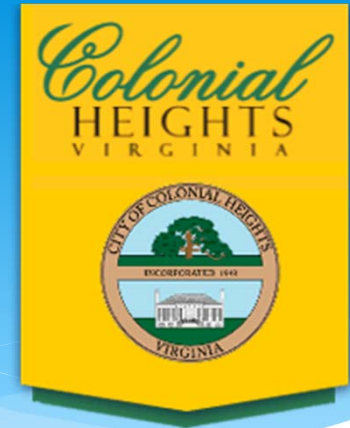
**13. Introduction and Consideration of
Ordinances and Resolutions**

A. AN ORDINANCE NO 18-FIN-3

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018, to appropriate \$50,000 in reserved fund balance designated for the Petersburg Area Transit; to transfer \$6,000 from the City Council budget to the City Attorney's budget to cover an unexpected expenditure; and to transfer \$100,000 from contingencies to the operating transfers out line item.

To amend the Capital Projects Budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 to increase appropriations in the amount of \$500,000 for the construction of tennis courts at the High School.

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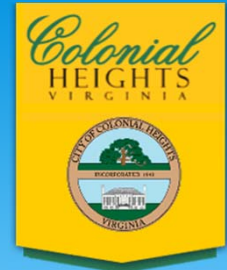
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO 18-1

(Second Reading) To abolish the requirement for a City motor vehicle decal by amending Section 273-43 and repealing Sections 273-44, 273-45, 273-46, 273-47, 273-48, and 273-49 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code.

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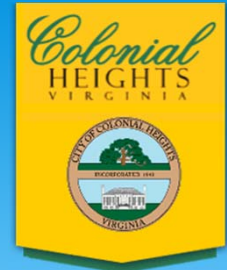
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

B. AN ORDINANCE NO 18-FIN-2

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018, to increase appropriations in the aggregate amount of \$373,876 for the purposes of 1) appropriating \$300,000 in reserved fund balance from the proceeds of the courthouse property sale to the capital projects fund; 2) appropriating Homeland Security Grant funds in the amount of \$59,844 to the Fire and EMS Department for equipment purchases;

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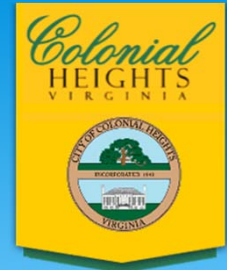
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

B. AN ORDINANCE NO 18-FIN-2 continued:

3) appropriating \$13,532 in federal asset forfeiture funds for use by the Commonwealth's Attorney; and 4) appropriating a corporate donation in the amount of \$500 to be used for police events.

To amend the Capital Projects Budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 to increase appropriations in the amount of \$300,000 for the replacement of restroom facilities at White Bank Park

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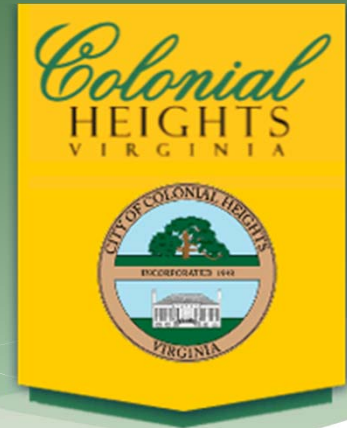
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

***C. Gateway Roundabout Project –
Rejection of Bids***

***Consider rejection of all bids received for
Invitation to Bid: 17-100402-1066 for the Gateway
Roundabout Landscape and Signage Project.***

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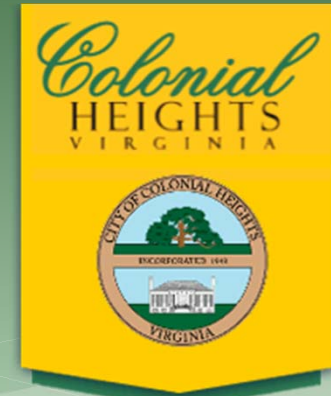
15. Reports of Officers and Documents Related Thereto

A. *City Manager*

1. *General Activity Report*

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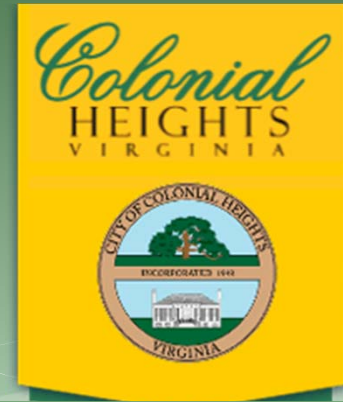
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Dates of Interest

<u>March</u>	<u>April</u>	<u>May</u>
3/20 (7:00 pm) – City Council Special Meeting; FY 18-19 Budget Work Session	4/10 (7:00 pm) – City Council Regular Meeting (Public Hearing on 5-year Capital Program & Presentation of FY 18-19 Annual Operating Budget)	5/1 (6:00 pm) – (Tentative Budget Work Session)
3/30 - City Holiday/Good Friday	4/17 (6:00 pm) – City Council Special Meeting (Tentative Budget Work Session)	5/8 (7:00 pm) – City Council Regular Meeting (FY 18-19 Final Budget Adoption)
	4/24 (6:00 pm) – City Council Special Meeting (Public Hearing FY 18-19 Annual Operating Budget)	5/15 (6:00pm) – City Council Special Meeting
		5/18 – (11am-2pm)Employee Picnic @ White Bank Park
		5/28 – City Holiday – Memorial Day

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Dates of Interest continued:

Arbor Day Ceremony

Friday, April 27, 2018 (10:00am)
Colonial Heights Animal Shelter

Spring Clean-Up Day

Saturday, April 28, 2018 (8:00am)
Colonial Heights Community Center

Fort Clifton Festival

May 12-13, 2018 (10:30am-5:30pm)

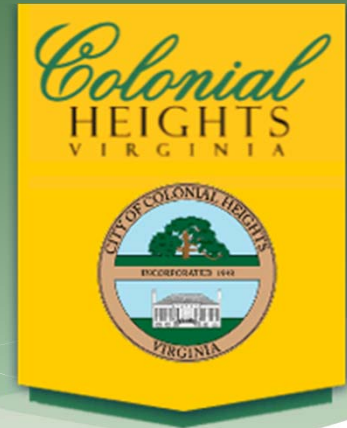
The Great American Backyard Campout

June 22-24, 2018 Fort Clifton Park

Cardboard Boat Regatta

Saturday, July 14, 2018 (8:00am)
Lakeview Park

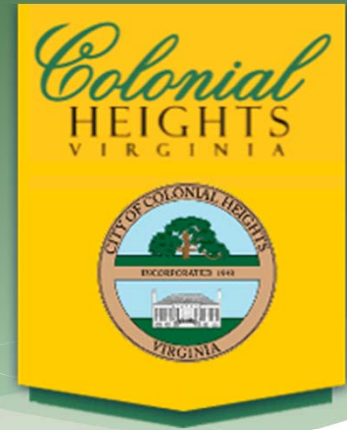
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15. Reports of Officers and Documents Related Thereto

B. City Attorney

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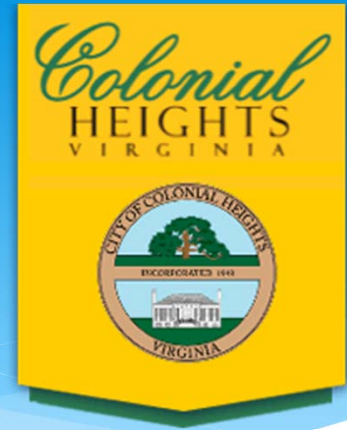


15. Reports of Officers and Documents Related Thereto

C. *Director of Planning and Community Development*

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16. Adjournment

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