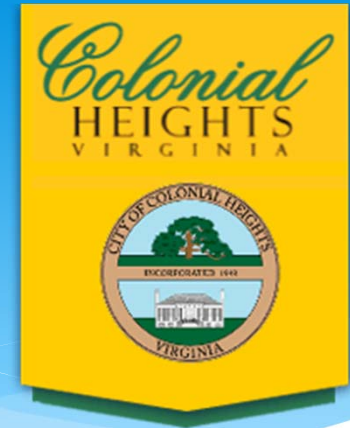




Colonial Heights
City Council Regular Meeting
March 12, 2019

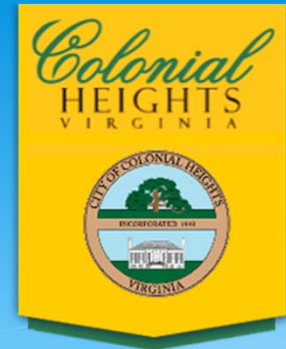
Colonial Heights City Council Meeting

March 12, 2019



- 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**

Colonial Heights City Council Meeting March 12, 2019



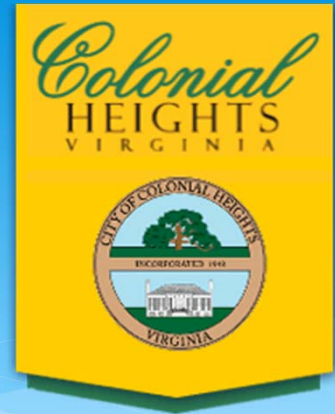
7. Commendations And Presentations:

A. New Employee Introduction

*Introduction of New City Employee Hired By The
Finance Department.*

Colonial Heights City Council Meeting

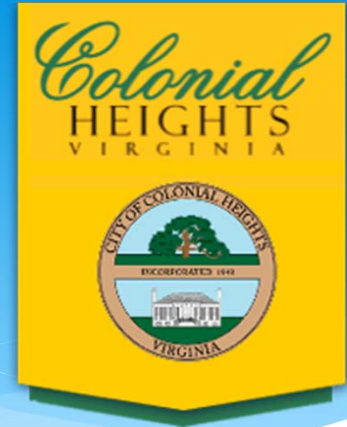
March 12, 2019



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.

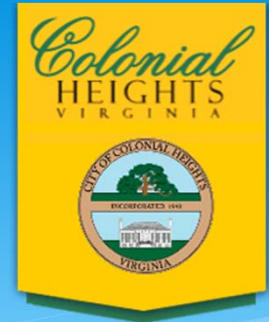
Colonial Heights City Council Meeting March 12, 2019



9. Written Petitions and Communications

None


Colonial Heights City Council Meeting March 12, 2019



10. Advertised Public Hearings

A. *Presentation Of The FY20-FY24 Proposed Capital Improvement Plan*

Presentation of the FY2020-FY2024 Proposed Capital Improvement Plan (CIP)



City Manager's Proposed FY2020 – FY2024 Capital Improvement Plan

PRESENTATION TO CITY COUNCIL

MARCH 12, 2019

FY20-FY24 Capital Improvement Plan

8

- ▶ Total Requests of \$69.0M in projects costing \$51.4M
- ▶ Projects proposed for funding FY20-FY24:
 - ▶ \$26.9M total costs
 - ▶ \$6.3M in state and federal transportation funds
 - ▶ \$11.0M in anticipated grants
- ▶ \$9.25M in funding required for proposed projects
- ▶ \$42.1M in requested projects remain unfunded



1st Year (FY20) Projects & Net Cost (cont.)

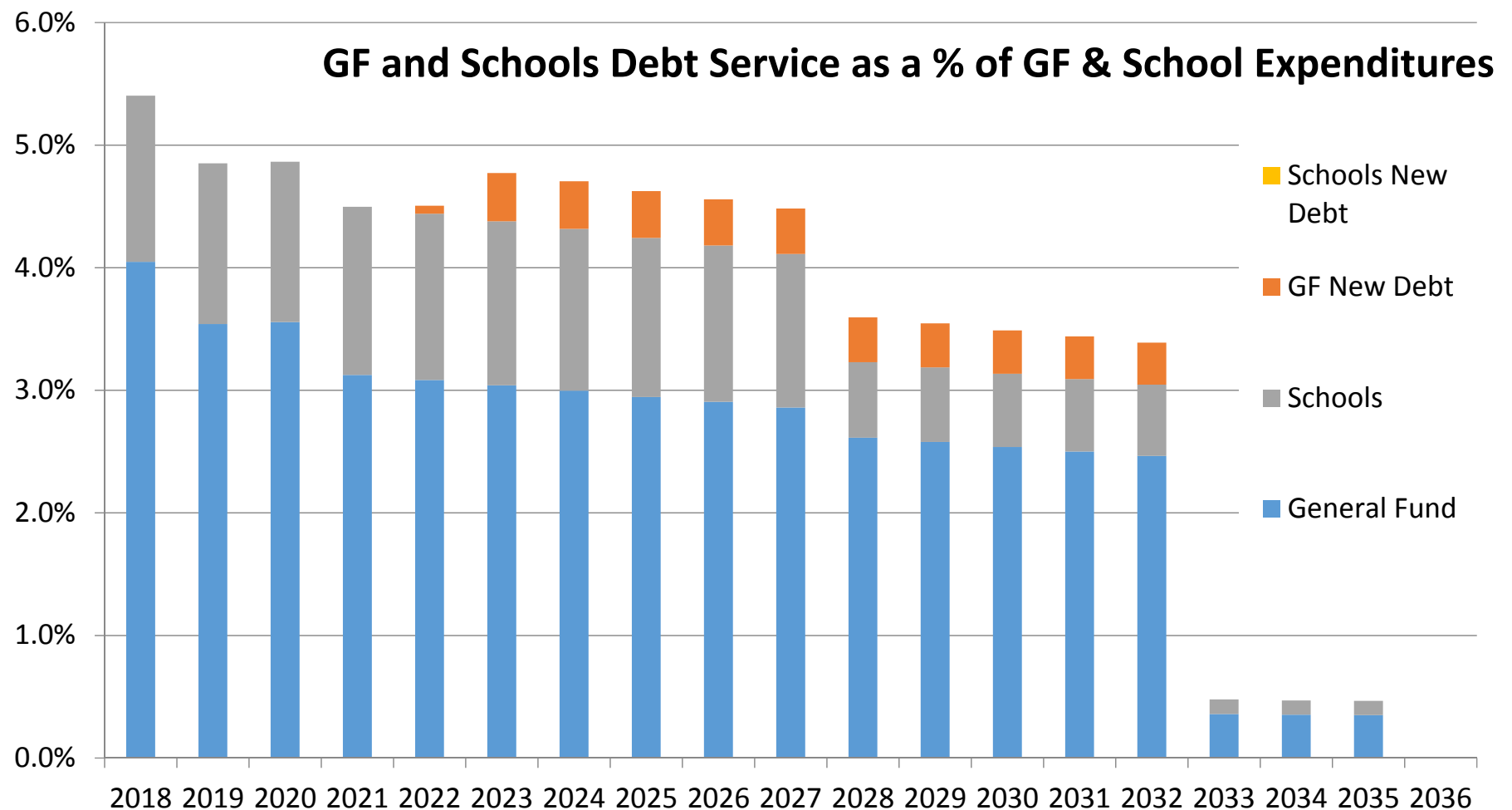
▶ Boulevard Enhancement & Streetscape	
▶ James Ave to A Ave	\$31,192
▶ A Ave to Temple Ave	\$15,120
▶ Appomattox River Greenway Trail	
▶ Phase IV	\$0
▶ Phase V	\$28,100
▶ Holly Avenue and Jamestown Road Pavement Repair	\$356,000
▶ Rehabilitation and Preservation of City Bridges	\$0
▶ Boulevard at Westover Intersection Improvements	\$0
▶ Branders Bridge Right Turn Lane Extension	\$0



1st Year (FY20) Projects & Net Cost (cont.)

▶ Animal Shelter Entrance Improvements Phases 1 & 2	\$50,000
▶ Gateway Roundabout Phase I	\$50,000
▶ Windows 10 Operating System Upgrade	\$256,000
▶ Contribution to an All Inclusive/ Barrier Free Playground	\$50,000
▶ CHMS Tennis Courts	\$101,000
▶ Violet Bank Restoration Project Phase I	\$73,958
▶ City Hall HVAC replacement	\$72,000
▶ E911 Phone System Hardware Refresh	\$30,000

General Fund & School Debt Service

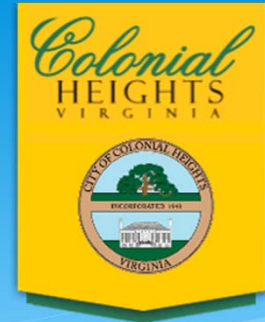


Operating budget & CIP calendar

- ▶ March 12: Presentation of City Manager's Proposed CIP
- ▶ March 19: Work Session on CIP, Tax Rate Advertisement
- ▶ April 9: Presentation of City Manager's Proposed Budget
- ▶ April 16: Work Session on Budget
- ▶ April 23: Public Hearing on Proposed Budget
 - Public Hearing on Proposed 2019-20 Tax Rates
 - First Reading of School Division Annual Budget
 - First Reading of City Budget and CIP
- ▶ May 7: Work session on Budget (if needed)
- ▶ May 14 : Second Reading and Final Adoption of Budget & CIP

Colonial Heights City Council Meeting

March 12, 2019



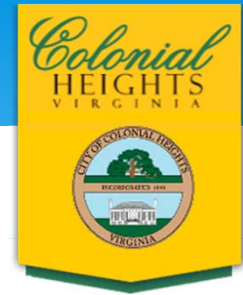
10. Advertised Public Hearings

B. AN ORDINANCE NO 19-3

(First Reading) Granting an easement to Virginia Electric and Power Company d/b/a Dominion Energy Virginia to lay underground power lines on City-owned property with an address of 501 Lake Avenue (know by parcel identification number 08000100010).

Colonial Heights City Council Meeting

March 12, 2019



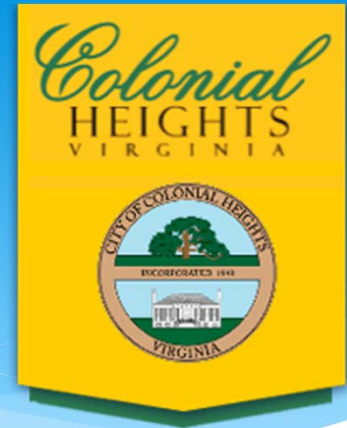
10. Advertised Public Hearings

C. *AN ORDINANCE No 19-FIN-2*

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in the aggregate amount of \$39,050 to appropriate 1) \$1,500 in sanctions relinquished to the Police Department and City Attorney; 2) \$2,000 in donations from the Southside Virginia Association of Realtors to the Police and Fire & EMS Departments; and 3) \$35,550 in Rescue Squad Assistance Grant Funds to the Fire & EMS Department.

To amend the Capital Projects Fund Budget by \$1,000,000 to appropriate State of Good Repair Funding from the Virginia Department of Transportation for the resurfacing of Temple Avenue.

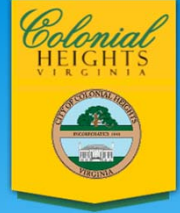
Colonial Heights City Council Meeting March 12, 2019



11. Hearing of Citizens Generally on Non-Agenda Items

Colonial Heights City Council Meeting

March 12, 2019



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

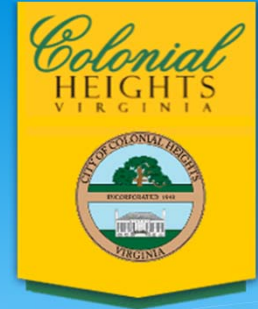
A. January 18-19, 2019 Retreat Minutes

***B. February 12, 2019 Special Meeting
Minutes***

***C. February 12, 2019 Regular Meeting
Minutes***

Colonial Heights City Council Meeting

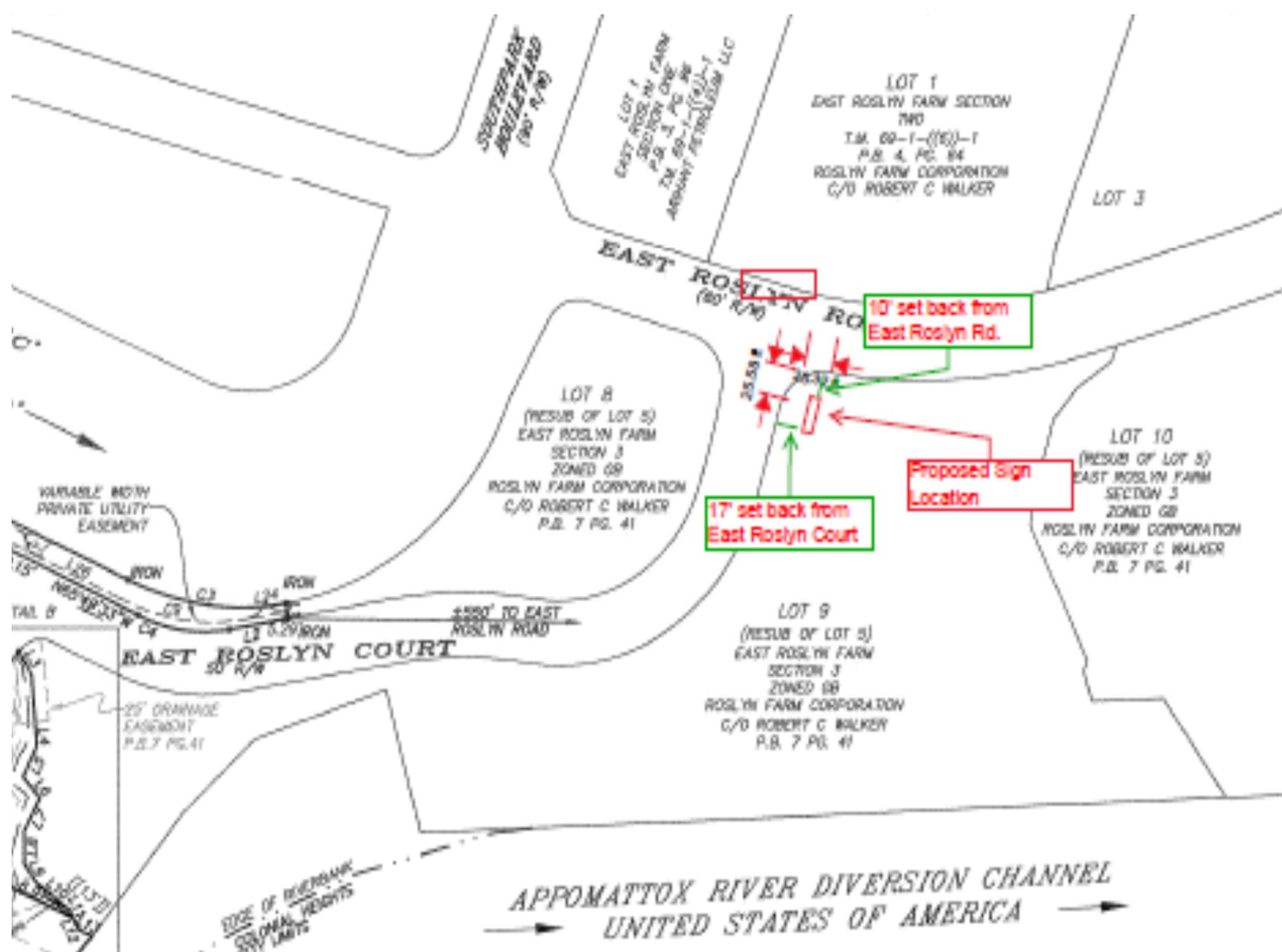
March 12, 2019

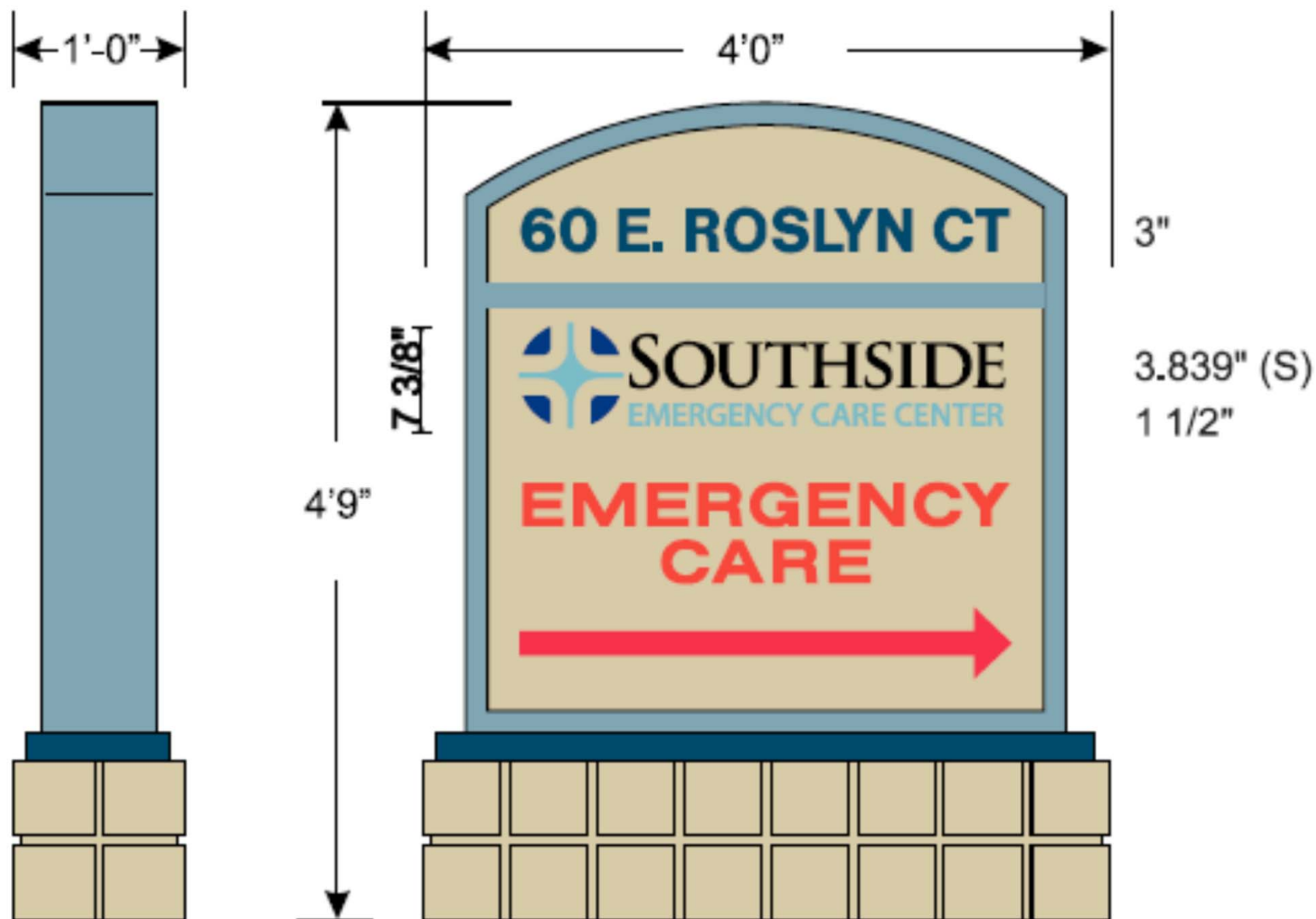


13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO 19-1:

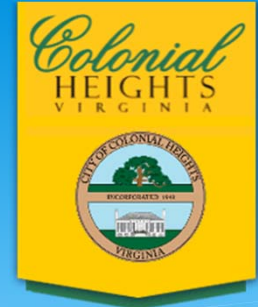
(First Reading) To approve a special use permit for Roslyn Farm Corporation to allow a 19 square foot monument sign on a parcel located on East Roslyn Court known by parcel identification number 69011100012. The sign will be advertising an off-site business also located on East Roslyn Court.





S/F FOAMCORE MONUMENT SIGN WITH RAISED COPY

Colonial Heights City Council Meeting March 12, 2019



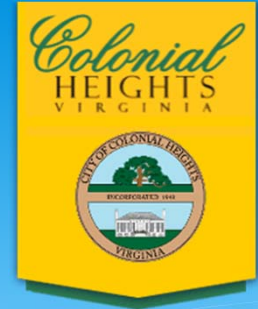
13. Introduction And Consideration Of Ordinances And Resolutions:

B. AN ORDINANCE NO 19-4:

(First Reading) Awarding the City Attorney a 3% bonus.

Colonial Heights City Council Meeting

March 12, 2019



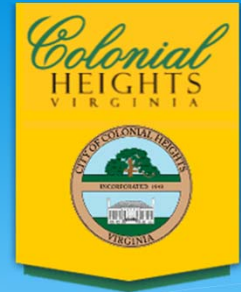
13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 19-18:

Authorizing the City Manager to enter into the “License and Services Agreement” with Tyler Technologies, Inc. for a new financial software system known as an Enterprise Resource Planning System.

Colonial Heights City Council Meeting

March 12, 2019



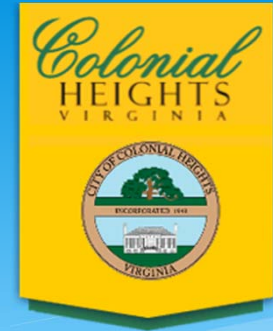
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:

A. Council Discussion And Action On The Re-Purchase Of 401 Temple Avenue:

Council discussion and action relative the re-purchase of Parcel IC No. 5400020000H, with a street address of 401 Temple Avenue, from Kroger Limited Partnership I.

Colonial Heights City Council Meeting

March 12, 2019



15. Reports of Officers and Documents **Related Thereto:**

A. City Manager

1. Presentation On Proposed Cigarette Tax

Cigarette Tax Information

Authorization

- * Chapter 38, Article 7 of the Code of Virginia provides authority for cities to charge a cigarette tax.

Cigarette Tax Information – Other Cities

- * Summary information from some other Virginia cities that charge a cigarette tax shows rates ranging from a low of 14 cents up to 90 cents per pack, while surrounding counties do not have a cigarette tax.
- * Sam's Club in Colonial Heights sells cigarettes wholesale to business in Petersburg.
- * Staff would anticipate that many Colonial Heights businesses also purchase wholesale from Sam's.

Cigarette Tax Information, cont.

Staff Recommendation

- * Staff's recommendation to Council is to implement a 35 cents per pack cigarette tax beginning in FY 19-20.
- * Estimated revenue for the City of Colonial Heights is \$460,000 at this rate.
- * Funding will provide the City with a much needed revenue stream that diversifies our revenue base and that can help address public safety staffing and other budget needs.

Similar Cities with Cigarette Taxes				
City	Per Pack Rates	2018 Revenue (or 2017 with *)	Surrounding County/Counties	Cigarette Tax In County?
Bristol	0.14	\$ 465,120	Washington	No
Charlottesville	0.55	\$ 666,356	Albemarle	No
Franklin	0.60	\$ 298,773	Southhampton, Isle of Wight	No
Fredericksburg	0.31	\$ 498,154	Spottsylvania, Stafford	No
Harrisonburg	0.30	\$ 543,750	Rockingham	No
Lynchburg	.35-.438	\$ 870,084	Campbell, Amherst, Bedford	No
Manassas Park*	0.75	\$ 297,600	Prince William	No
Petersburg*	0.90	\$ 1,056,029	Prince George, Chesterfield, Dinwiddie	No
Roanoke	0.54	\$ 2,152,811	Roanoke	No
Salem	.15-.225	\$ 791,715	Roanoke	No
Staunton	0.30	\$ 397,536	Augusta	No
Waynesboro	0.20	\$ 336,686	Augusta	No
Williamsburg	0.30	\$ 167,638	James City	No

Cigarette Tax Information, cont.

Revenue Estimate Research

- * Staff analyzed the cigarette tax revenue collected by other cities as compared to their retail sales tax revenue.
- * Sales tax serves as a proxy to measure the retail activity, which would directly impact the volume of cigarette sales.
- * Staff used these comparisons of the cigarette tax revenue received per penny with the level of sales tax received from other communities to help estimate cigarette tax revenue.

Cigarette Tax Information, cont.

Implementation

- * **Administration** - If approved by Council, cigarette stamps would be sold to wholesalers by the Billing and Collections office and be required to be placed on packs purchased for resale on or after July 1, 2019.
- * **Stamps** – The City would purchase the printed stamps to sell to the wholesalers that sell cigarettes to businesses in the City.
- * Staff would recommend that a discount be provided to purchasers of the stamps to offset the cost of affixing the stamps to the cigarettes.
- * The tax stamps do not have to be attached by the City, but can be sold by the City to the wholesalers who can attach the stamps.
- * The City collects revenue for the tax when the stamps are sold to wholesalers or directly to retailers.

Cigarette Tax Information, cont.

Implementation cont.,

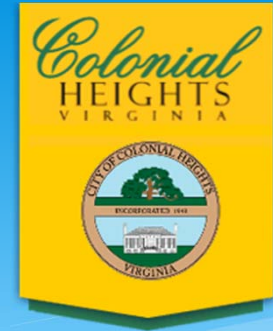
- * **Enforcement** – The Commissioner of Revenue could potentially conduct site visits to ensure proper labeling.

Action for Tonight's Meeting

- * Staff recommends approval from Council for bringing forward an Ordinance for implementation of a 35 cents per pack cigarette tax for FY 19-20.

Colonial Heights City Council Meeting

March 12, 2019



15. Reports of Officers and Documents **Related Thereto:**

A. City Manager

2. General Activity Report

➤ Dates of Interest

Colonial Heights City Council Meeting

March 12, 2019



Dates of Interest

<u>CITY MEETINGS</u>		
<u>March</u>	<u>April</u>	<u>May</u>
<u>March 12th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>April 2nd (7:00 pm)</u> – Planning Commission – Council Chambers	<u>May 7th (7:00 pm)</u> – Planning Commission – Council Chambers (Tentative)
<u>March 19th (6:00 pm)</u> - City Council Special Meeting– Council Chambers	<u>April 9th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>May 14th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
	<u>April 16th (6:00 pm)</u> - City Council Special Meeting– Council Chambers	<u>May 21st (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)
	<u>April 23rd (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Public Hearing FY 19-20 Annual Operating Budget)	

Upcoming Events

➤ **Fort Clifton Festival:**

The annual Fort Clifton Festival will be held at Fort Clifton Park on May 11 & 12, 2019 from 10:30am-5:00pm.

➤ **The Great American Backyard Campout:**

On June 21-23, 2019 at Fort Clifton join the Recreation and Parks Department for this overnight camping event in Historic Fort Clifton Park on the Appomattox River.

➤ **Cardboard Boat Regatta:**

On July 20, 2019 at 9:00 am, Lakeview Park will be full of spectators waiting to see who will float, sink or swim at the “Cardboard Boat Regatta”.

For all questions relating to these activities, contact the Recreation and Parks department at (804)520-9391.

Upcoming Holidays

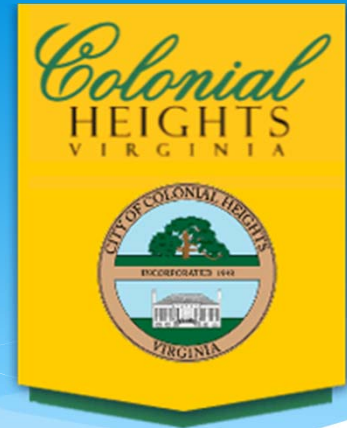
April 19, 2019:

City Holiday – Good Friday (Government Offices Closed.)

May 27, 2019:

City Holiday – Memorial Day (Government Offices Closed.)

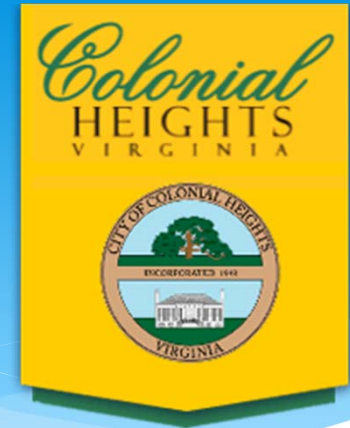
Colonial Heights City Council Meeting March 12, 2019



15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

Colonial Heights City Council Meeting March 12, 2019

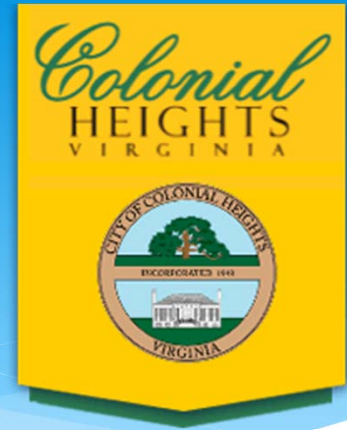


15. Reports of Officers and Documents Related Thereto cont.:

C. Director of Planning and Community Development

Colonial Heights City Council Meeting

March 12, 2019



16. Adjournment



Colonial Heights
City Council Regular Meeting
March 12, 2019