



Colonial Heights
City Council Regular Meeting
April 9, 2019

Colonial Heights City Council Meeting

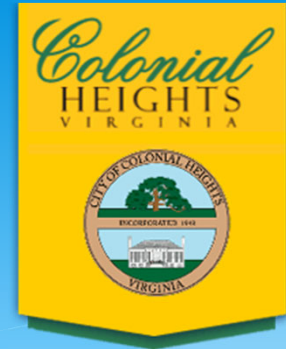
April 9, 2019



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable Elizabeth G. Luck**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

Colonial Heights City Council Meeting

April 9, 2019



7. Commendations And Presentations:

A. A RESOLUTION NO 19-23

*Recognizing And Commending The Service Of Dr.
Joseph O. Cox, Jr.*

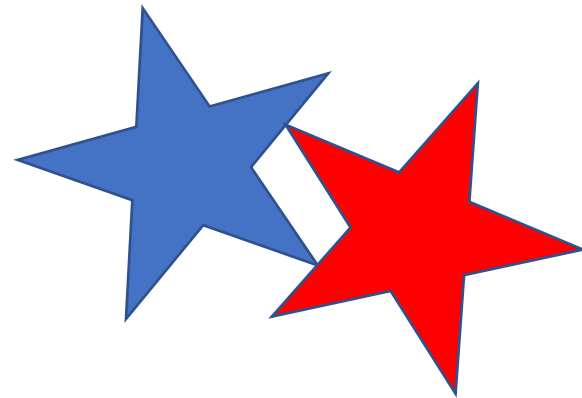




REFLECTING



- Community Forums
- Block Schedule
- Safer Schools – *Security/Resource Officers*
- Online Courses
- Chromebooks – *High School & Middle School*
- Facility Upgrades – *Chemistry Labs, Auditorium, Cafeteria, Media Center, Tennis Courts, Locker Rooms, etc.*
- Sports Programs – *Playing equal size schools*
- Colonial Pride – *Parade of Graduates*
- Highly Qualified Staff
- Student Talent
- **Accreditation – All Schools**



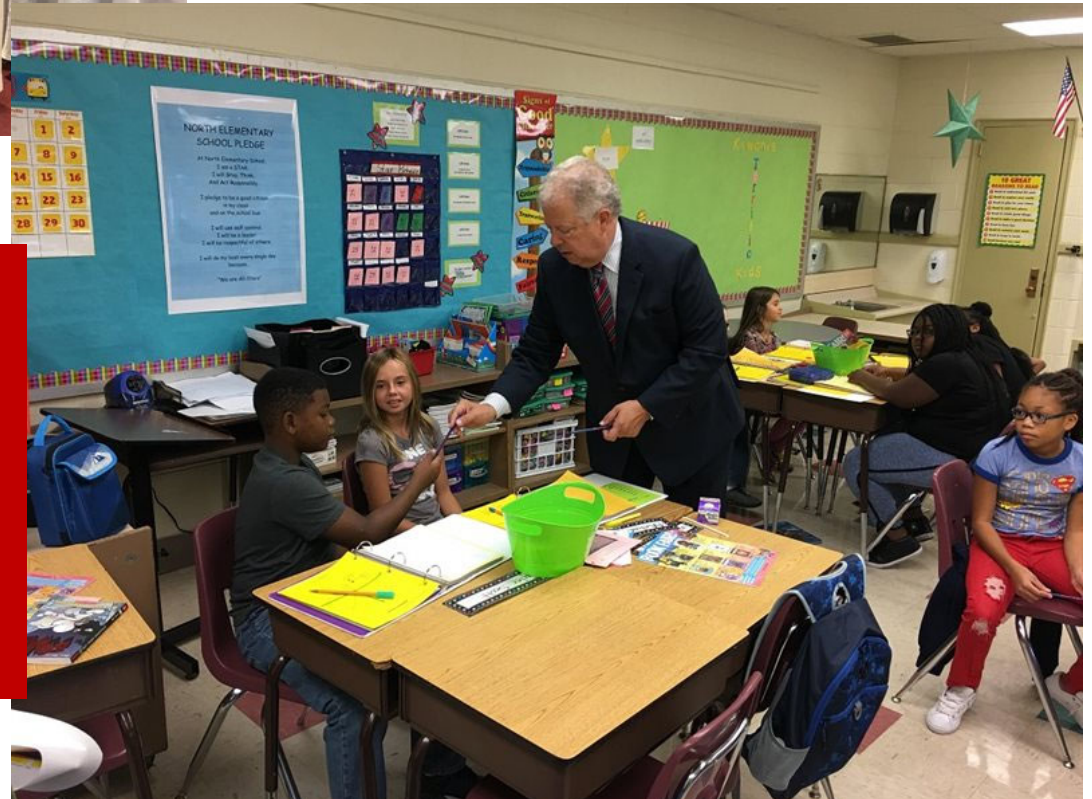
Growing Student Education!!!



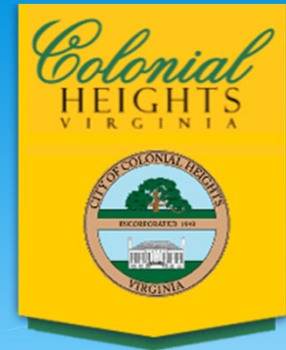


Recognizing Quality
Leadership and
Teamwork

Honor, Tradition,
and Value



Colonial Heights City Council Meeting April 9, 2019

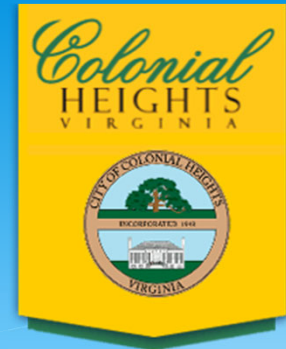


7. Commendations And Presentations:

B. A PROCLAMATION

Designating The Month Of April As Child and Youth Month In The City of Colonial Heights, VA.

Colonial Heights City Council Meeting April 9, 2019



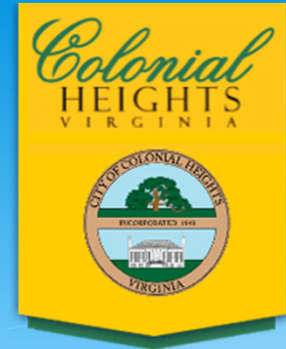
7. Commendations And Presentations:

C. A PROCLAMATION

Designating The Month Of April As Child Abuse Awareness And Prevention Month In The City of Colonial Heights, VA.

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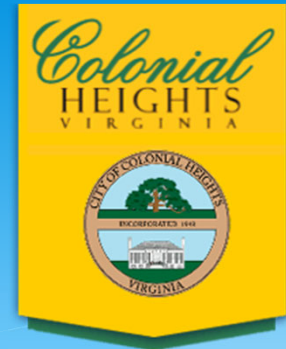
7. Commendations And Presentations:

D. New Employee Introduction

Introduction Of New City Employee Hired By The Library.

Colonial Heights City Council Meeting

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7. Commendations And Presentations:

***E. Presentation Of The City Manager's
FY2019-2020 Proposed Annual Operating
Budget***

FY2019-2020 City Manager's Proposed Budget

Presentation to Council

April 9, 2019

Proposed Budget Highlights

- * 2% COLA Increase for FT Employees effective July 1, 2019
- * No Health Insurance Increase
- * Professional Services for GIS
- * SAFER Grant match for 6 Firefighters
- * Reserves \$200,000 for salary study implementation
- * Proposed cigarette tax at .35/ pack
- * Addresses Phase I of Regional Jail Increase

Proposed Budget Highlights

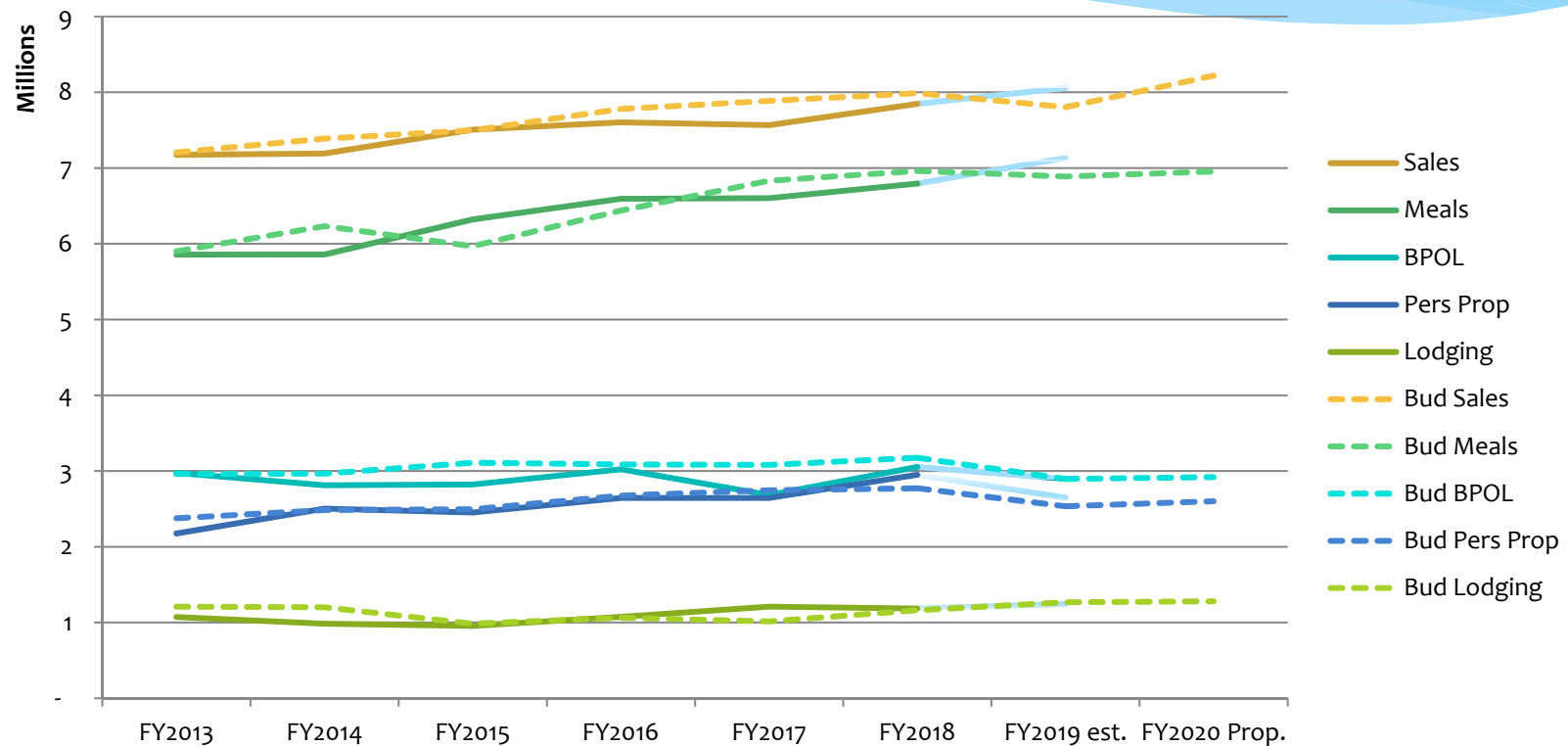
- * Phase II of Shared Services Increases
- * Uses selected reserves & fund balances for specific capital projects in CIP
- * Increases estimate for CSA- now \$450,000
- * Absorbs curbside recycling cost increases
- * No fee increases for existing fees
- * Include High Deductible Health Plan (HDHP) for 2020 renewal in addition to current Health Insurance Plan offerings

Proposed Budget Highlights

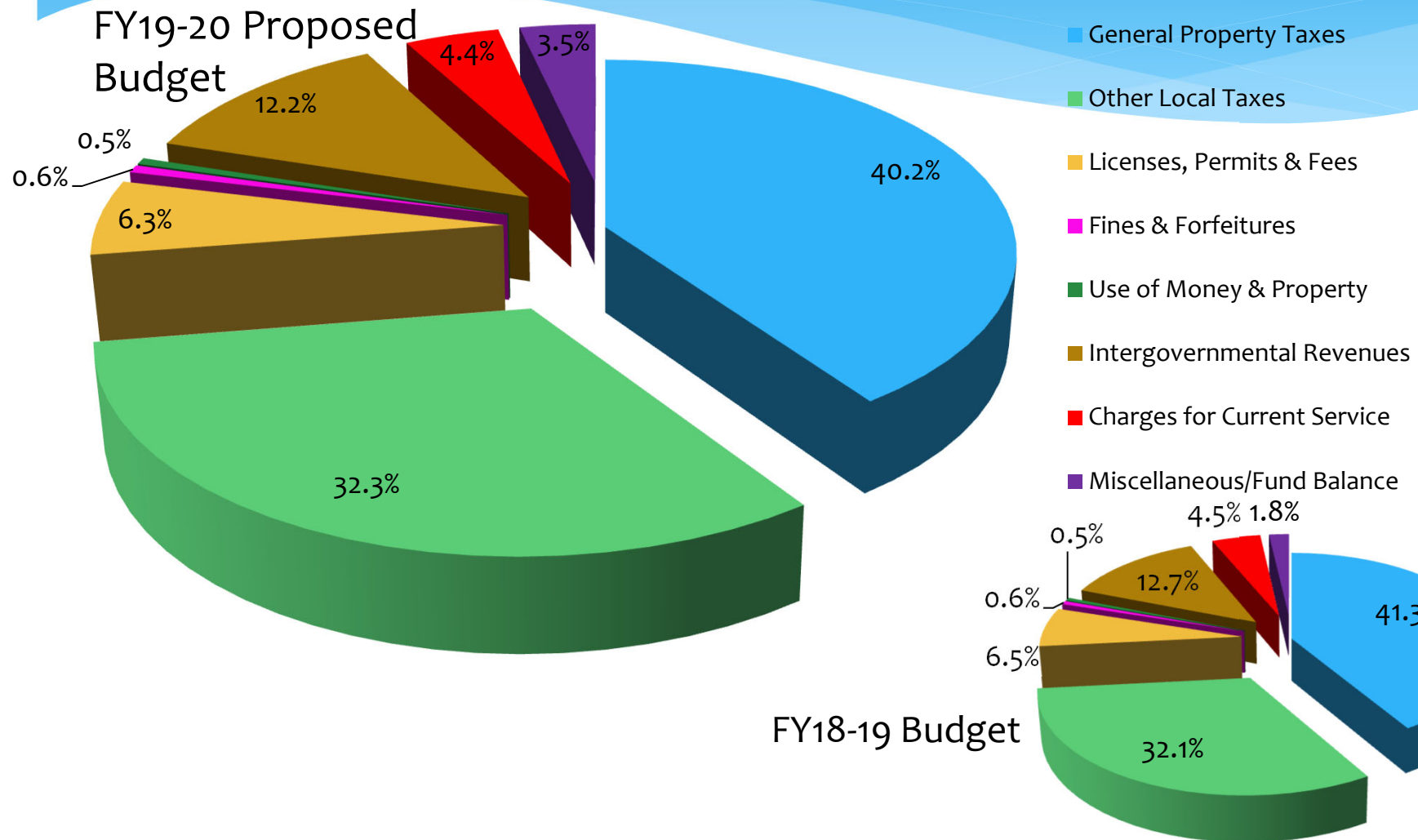
- * City Attorney's office- Part-time employee and contract services
- * HR Part-time Employee
- * PT rate adjustments for Kids Afterschool Program, PT Fire and PT Sheriff Deputies
- * Engineering Intern

General Fund Revenue Trends

Five Largest Revenue Sources (Excl. RE Tax) FY2013 - FY2019 Budget & Actual (FY19 Est., 20 Budget)



General Fund Revenue

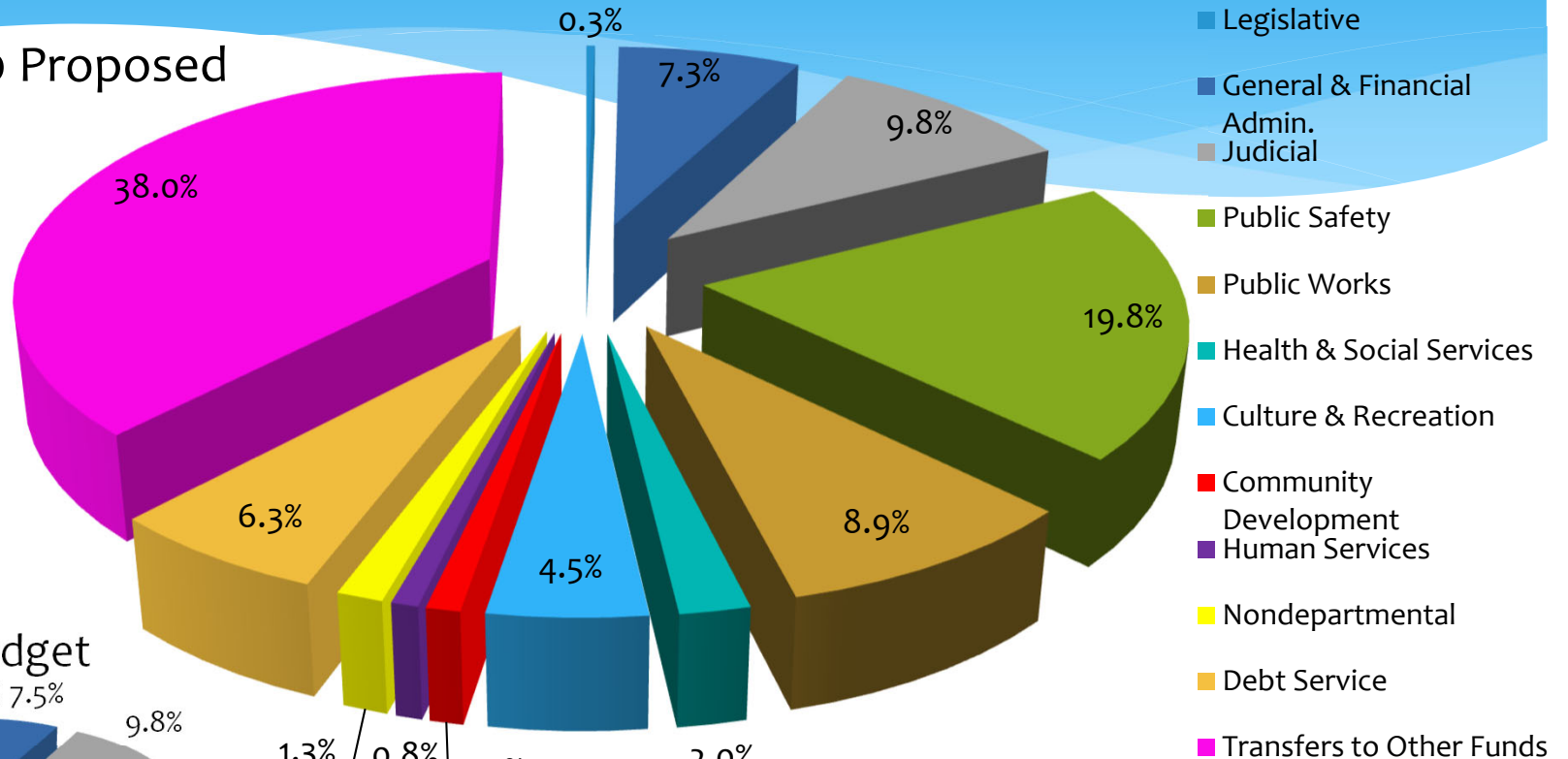


Revenue Changes

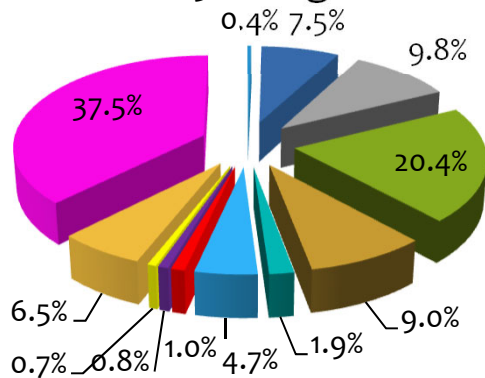
- * Cigarette Tax Stamps - \$0.35/pack, anticipated \$460,000
- * School Board transfer for \$20,000 for City Attorney
- * General Reassessment on January 1, 2020
 - * Assumes continuance of \$1.20/\$100 tax rate
- * Tussing SRO Grant expires- replaced by school contribution
- * Use of Fund Balance for Capital Projects: \$501,958

General Fund Expenditures

FY19-20 Proposed Budget



FY18-19 Budget



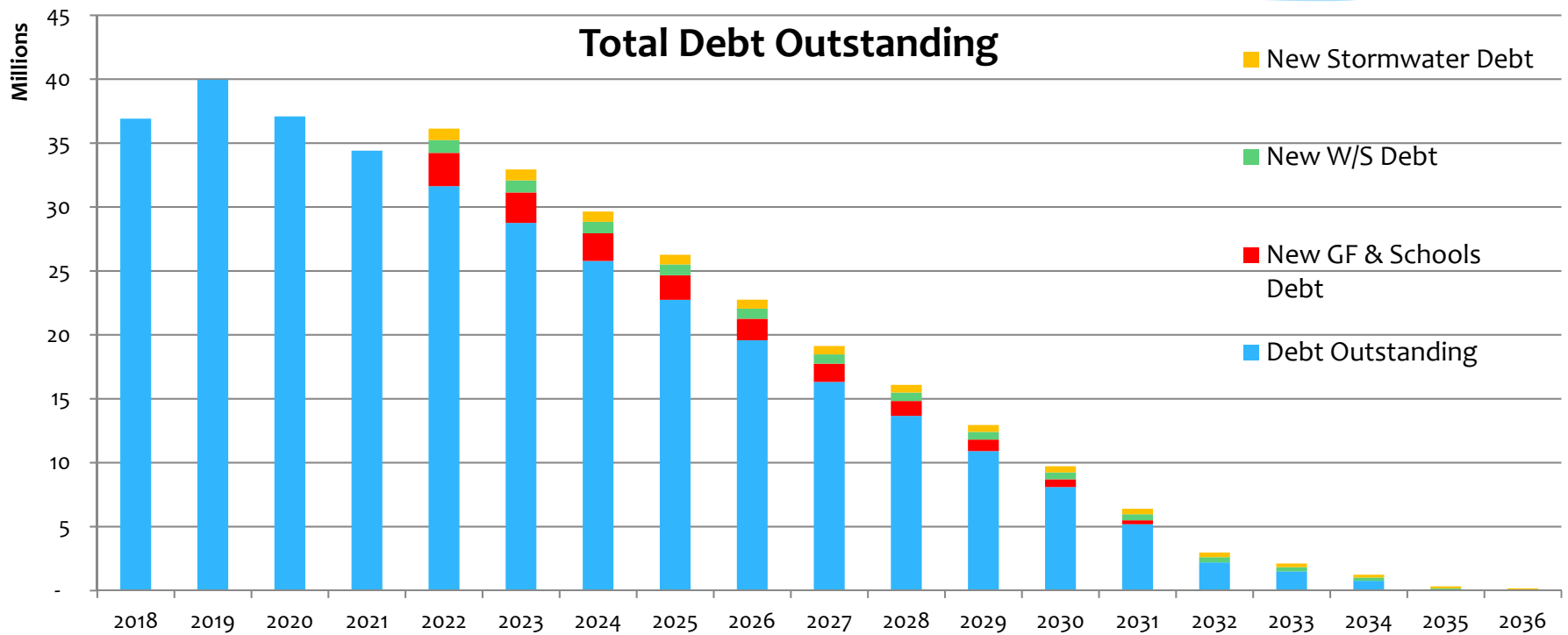
Capital Improvement Plan

- * Proposed projects costing \$26.56M (over 5 years)
- * Leveraged by
 - * \$6.31M 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

Capital Project Funding from General Fund Operating Budget

* Use of Fund Balance:		\$501,958
* Holly Ave/ Jamestown	356,000	
* City Hall HVAC	72,000	
* Violet Bank Phase I	73,958	
* Operating Transfers to CIP		154,412
* Match for Transportation projects	104,412	
* Gateway Roundabout Ph. 1	50,000	
* Lease proceeds		
* Windows 10 computer upgrade		<u>256,000</u>
TOTAL TRANSFER TO CIP		\$912,370

Outstanding Debt



Outstanding Debt

Debt Issue	Purpose	Outstanding at 12/31/18	Maturity Date
2012 Bonds	Courthouse	16,845,000	6/1/2032
2015 Bonds (04 Refi)	Sch, GF, W&S	1,078,650	6/1/2020
2015 Bonds (07 Refi)	Sch, GF	5,516,350	6/1/2027
2015 Bonds	W&S, Stormwater	3,685,000	6/1/2035
2016 Lease	Bucket Truck	31,932	3/31/2020
2016 Bonds	Radio System, School Projects	9,185,000	12/1/2031
2018 Bank Loan	GF & School Projects, Hrouda	5,825,000	12/1/2034

Chesterfield Shared Services

	FY18	FY19	FY20		FY20	
Service	Actual	Budget	Request	% Inc.	Proposed	% Inc.
Child Advocacy Center	-	10,000	10,000	0%	10,000	0%
Community Corrections	117,000	188,500	309,337	64%	207,350	10%
CSA Administration	28,721	54,600	57,500	5%	57,500	5%
Circuit Court Law Clerk	30,824	30,824	31,018	1%	31,018	1%
General District Court*	-	-	24,726	N/A	-	N/A
JDR Court*	-	-	8,738	N/A	-	N/A
Drug Courts	57,000	57,000	85,838	51%	62,700	10%
Juvenile Det Home	\$125/day	\$125/day	\$110/day	-12%	\$110/day	-12%
Social Services	347,084	337,260	451,633	34%	387,849	15%

*Services are not “shared”; Colonial Heights has departmental budgets specifically for expenditures of the Courts.

Overview – All Funds

	FY18-19 Adopted	FY19-20 Proposed	% Change
General Fund	\$ 56,514,843	\$ 59,191,136	4.7%
General Fund (net of School Transfer)	35,393,772	37,624,731	6.3%
Economic Dev. Auth.	-	31,250	N/A
Recreation Fund	161,300	342,300	112.2%
Capital Projects Fund	5,369,352	3,512,075	-34.6%
Stormwater Fund	785,000	696,996	-11.2%
Utilities Fund	5,660,300	5,151,083	-9.0%

Year to Year Change- General Fund

General Fund Increase	\$2,230,959
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* CIP	760,000
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(one time and lease purchase)

* Increase in Contingencies	315,000
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(Includes SAFER, salary study)

* 2% CoLA	320,000
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* RRJA increase (partially offset)	250,000
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* CSA	75,000
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* Chesterfield Shared Services	<u>78,000</u>
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1,798,000

Year to Year Change- Other Funds

Recreation Fund Increase \$181,000

- * CIP (one time use of reserves)

- * All Inclusive Playground Contribution 50,000

- * CHMS Tennis Courts 131,000

- (includes \$30,000 School Contribution)

Capital Projects Decrease (2,261,772)

- * No Debt issuance in FY20

Year to Year Change- Other Funds

Stormwater Decrease	(88,000)
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- | | |
|---------------------------------|----------|
| * No Swift Creek Dam Repair | (50,000) |
| * Revision of revenue estimates | (38,000) |

Utilities Decrease	(509,000)
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- | | |
|------------------------------------|-----------|
| * No Hrouda Pump Station from FY19 | (600,000) |
|------------------------------------|-----------|

Unfunded Requests

- * Six Firefighters \$372,352*
- * GIS Analyst position
- * Chesterfield Shared Services increases
- * Part-time positions, wage increases, and salary supplements

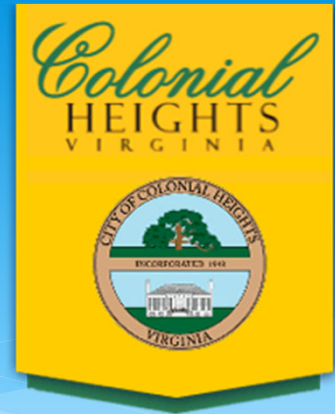
* Proposed budget includes contingency funds for grant match to potentially fund these positions.

Unfunded Requests- Vehicles, Fixtures, & Equipment

- * Fire Battalion Chief vehicle - \$47,000
- * Police Admin Vehicle & ATV - \$34,000
- * Streets Asphalt Hot Box- \$35,000
- * Engineering Pavement Inventory Data Collection - \$40,000
- * Fire Workout Equipment - \$25,000
- * Planning Department Sedan - \$21,308

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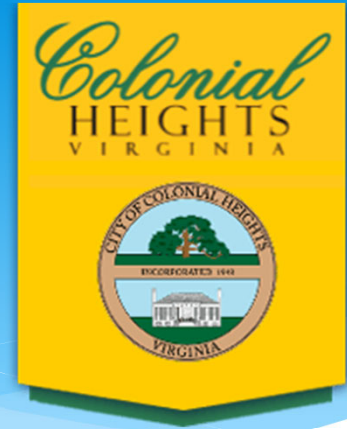


8. Reading of Manner Addressing Council

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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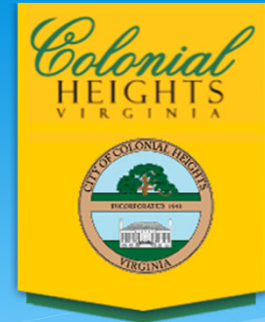


9. Written Petitions and Communications

None

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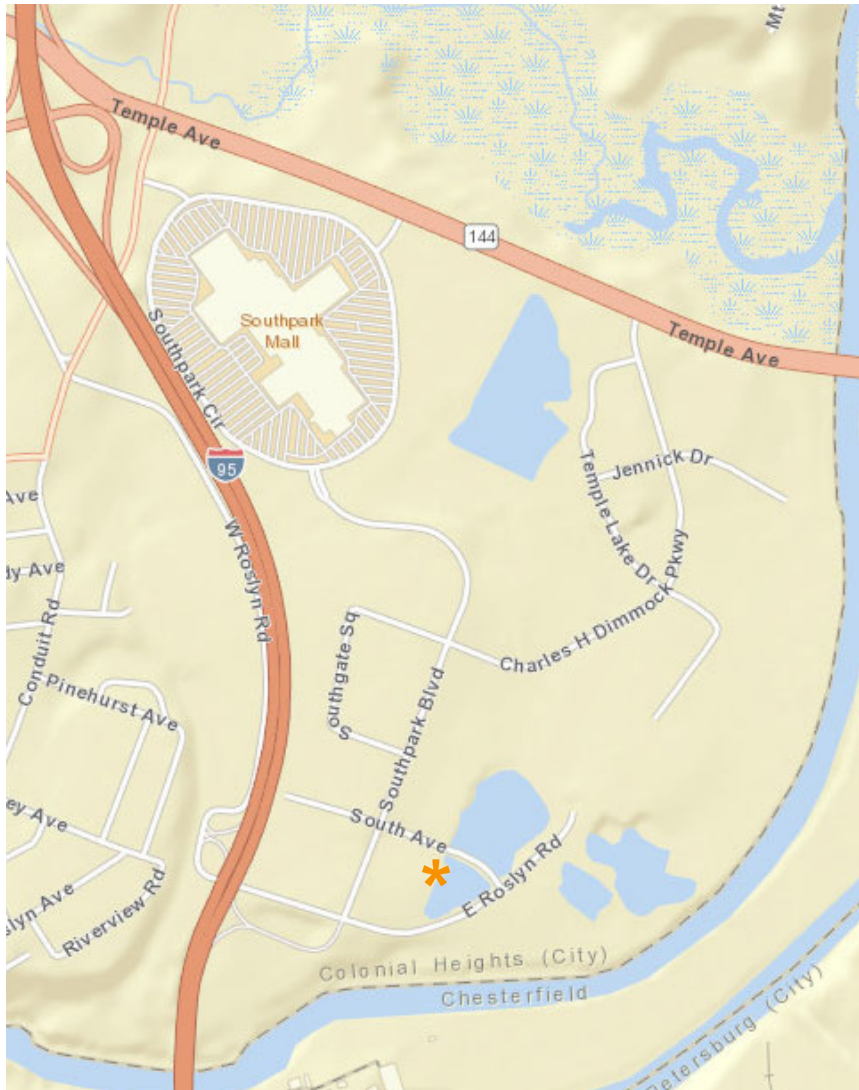


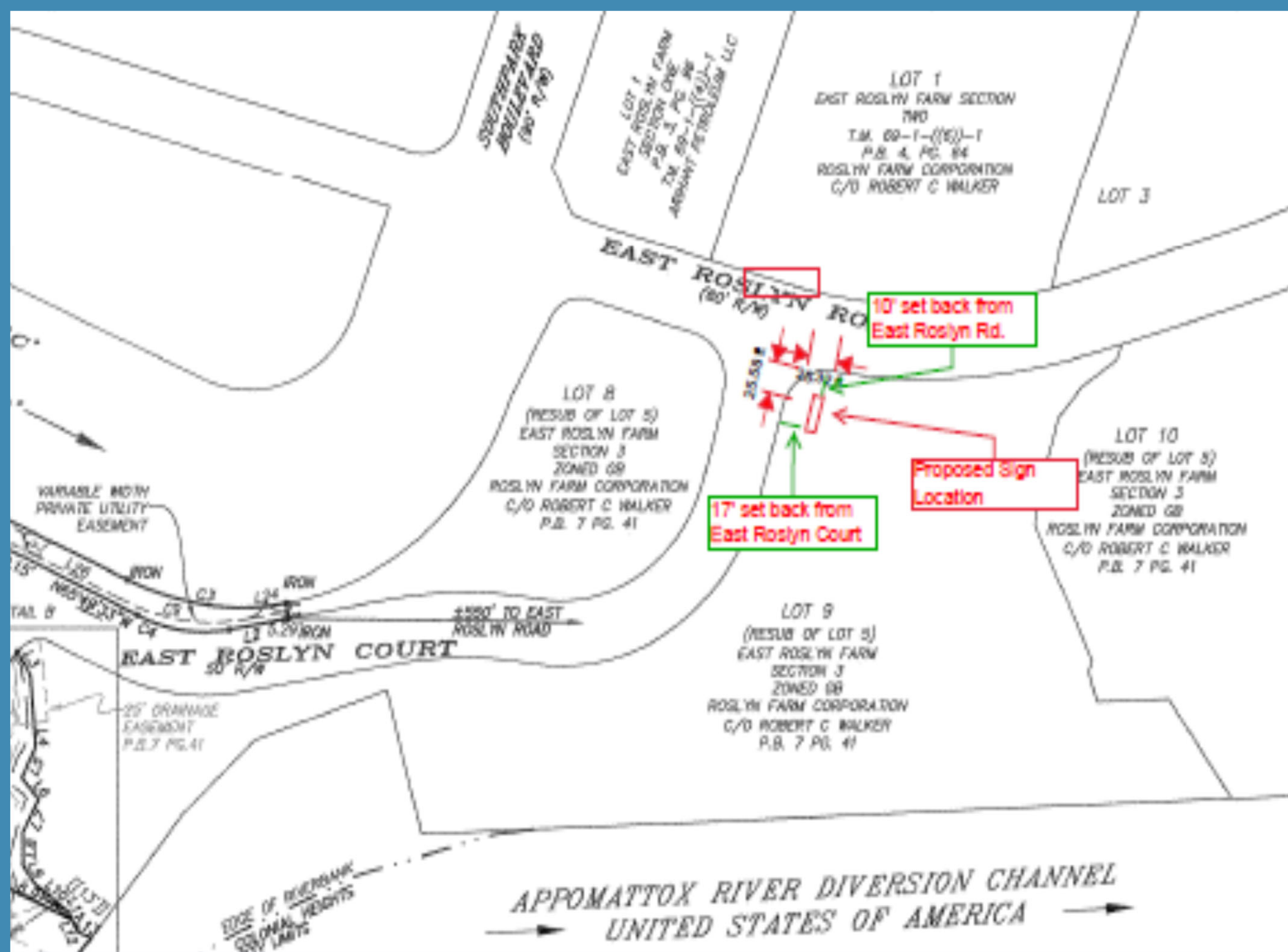
10. Advertised Public Hearings

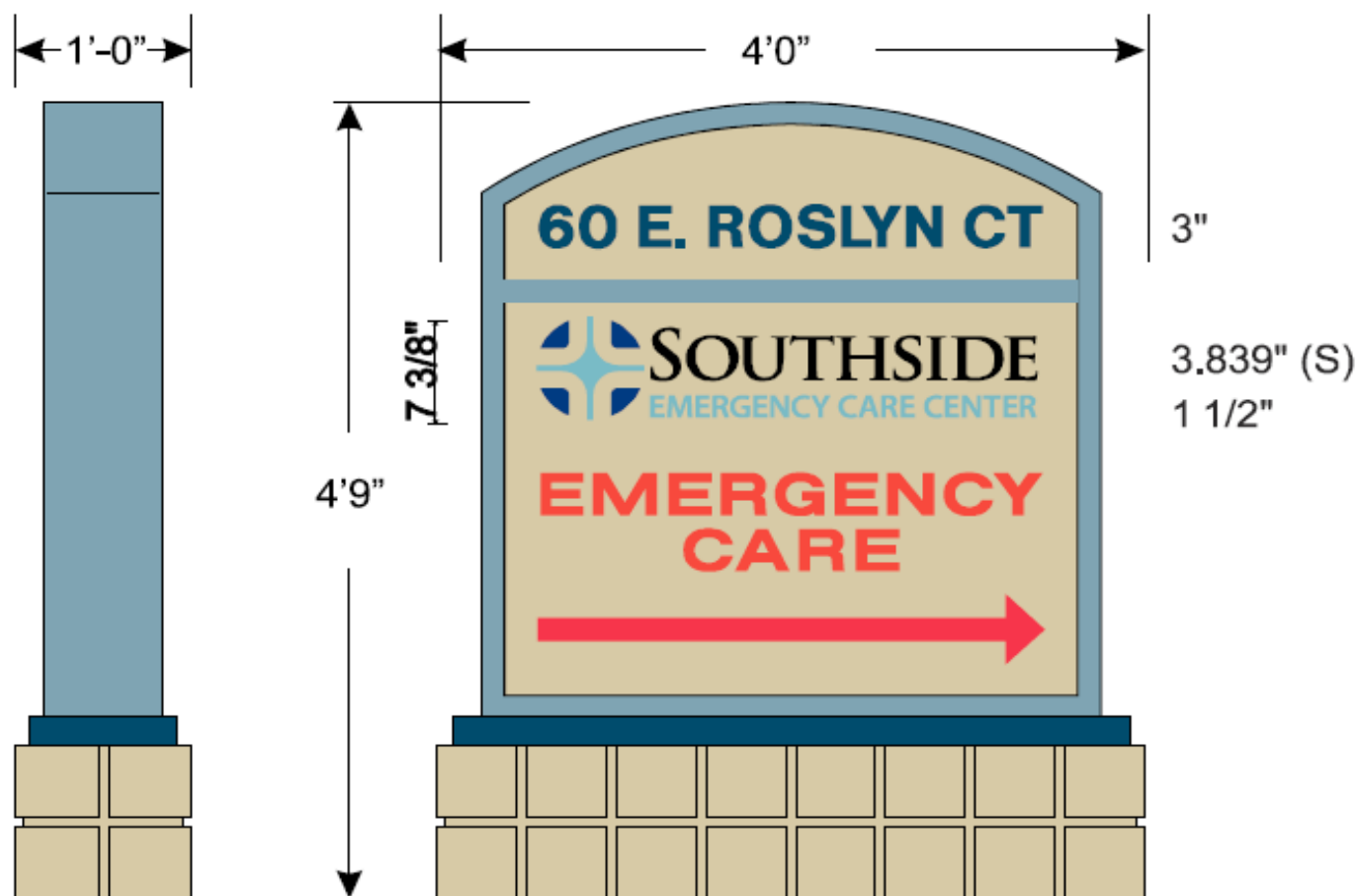
A. AN ORDINANCE NO 19-1

(Second 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.

PC RESO No. 19-1: Special Use Permit – Roslyn Court







S/F FOAMCORE MONUMENT SIGN WITH RAISED COPY

CUSTOMER'S APPROVAL:

I HAVE THE AUTHORITY TO APPROVE THIS SIGN AS SHOWN OR WITH THE CHANGES CLEARLY MARKED AND INITIALED, INCLUDING THE DESIGN, SIZE, COPY, SPELLING AND COLORS IF INDICATED.

APPROVED: _____ DATE: _____

BY: _____

THIS DRAWING IS THE PROPERTY OF MOORE SIGN CORP. AND IS LOANED WITHOUT CONSIDERATION. THE BORROWER AGREES THAT IT SHALL NOT BE REPRODUCED, COPIED OR DISPOSED OF DIRECTLY OR INDIRECTLY, NOR USED FOR ANY PURPOSE WITHOUT THE EXPRESS PERMISSION OF THE OWNER.

Moore Sign Corp.

901 Old Bermuda Hundred Rd.
Chester, Virginia 23836

Phone: (804) 748-5836 Fax: (804) 748-3055

CUSTOMER:	SOUTHSIDE REGIONAL MEDICAL CENTER		
LOCATION:	60 E. ROSLYN CT.		
	COLONIAL HEIGHTS, VA.		
SALESMAN:	J. W. HILL	ARTIST:	J. PARKER
DATE:	7/25/18		
REVISIONS:	8/1/18		
SKETCH:	18623 - 1	FILE:	S
		SCALE:	1" = 1'-0"

PERMANENT SIGNS

§286-524.72(a)(4) Additional Regulations for Signs
Accessory to Commercial Uses
Permitted building and freestanding pole signs shall identify only the property, individual enterprises, products of a general nature, services or entertainment available on the premises where the sign is located; however, 50% of the area of such signs may be devoted to the advertisement of specific products.

TEMPORARY SIGNS

§ 286-524.48(l)(6) Temporary Signs
No off-site temporary advertising signs are allowed in any zoning district.

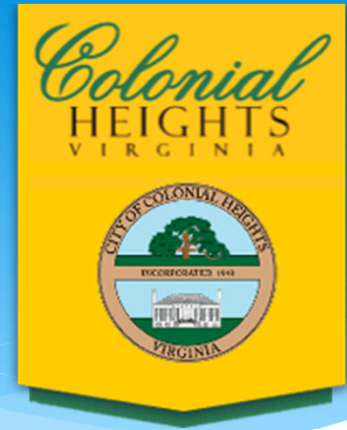
§286-200 Definitions: Sign, Off-Site
A sign which advertises a commodity, product, service, activity or any other person, place or thing, which is not located, found, or sold on the premises upon which such sign is located.

Planning Commission approved (7-0) Planning Commission Resolution 19-1 which recommends passage of Ordinance Number 19-1 at the January Planning Commission Meeting with the following conditions:

- Shall be of durable material
- Shall expire upon the applicant's sale of the property

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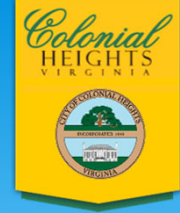
April 9, 2019



11. Hearing of Citizens Generally on Non-Agenda Items

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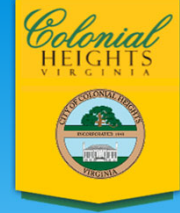
12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

A. AN ORDINANCE NO 19-3

(Second Reading) Authorizing the City Manager to enter into a Right of Way Agreement with Virginia Electric and Power Company, d/b/a Dominion Energy Virginia, granting an easement to lay underground power lines on City-owned property with an address of 501 Lake Avenue (parcel identification number 08000100010).

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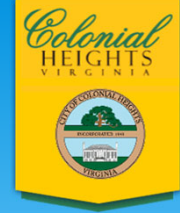
12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

B. AN ORDINANCE NO 19-4

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

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

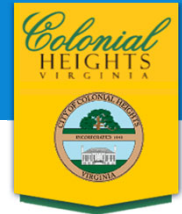
C. February 19, 2019 Special Meeting Minutes

D. March 12, 2019 Special Meeting Minutes

E. March 12, 2019 Regular Meeting Minutes

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13. Introduction And Consideration Of Ordinances And Resolutions:

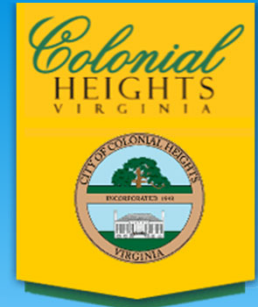
A. AN ORDINANCE NO 19-FIN-3:

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, to appropriate \$304,149 in funds from the Riverside Regional Jail Authority (RRJA) back to the RRJA in compliance with bond requirements.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, by appropriating \$398,150 in reimbursement funds from the South Central Wastewater Authority (SCWA) for emergency repairs of various sewer lines in the City and for completion of an infrastructure condition assessment and utility rate study.

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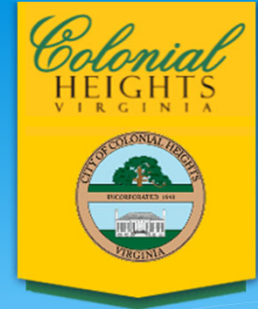
13. Introduction And Consideration Of Ordinances And Resolutions:

B. A RESOLUTION NO 19-21:

Authorizing the City Manager to enter into the “Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement” with the Virginia Retirement System.

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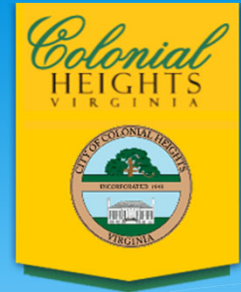
13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 19-22:

Providing signatory authority to the City Manager to execute the Special Project Service Agreement with the Central Virginia Waste Management Authority (CVWMA) for Collection, Transportation and Processing of Household Hazardous Waste, Used Oil, Oil Filters and Antifreeze.

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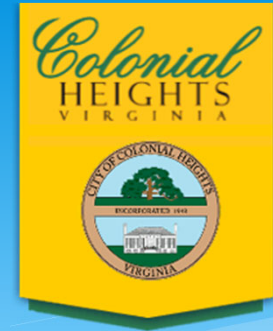
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:

A. AN ORDINACE NO 18-30:

(Second Reading) Finding that the dwelling and shed at 608 Hamilton Avenue are unsafe and constitute a public nuisance that violates the Virginia Maintenance Code and the Statewide Fire Prevention Code, and requesting corrective action.

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

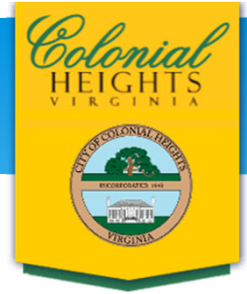
A. City Manager

1. General Activity Report

➤ Dates of Interest

Colonial Heights City Council Meeting

April 9, 2019



Dates of Interest

<u>CITY MEETINGS</u>		
<u>April</u>	<u>May</u>	<u>June</u>
<u>April 16th (6:00 pm)</u> - City Council Special Meeting– Budget Work Session- Council Chambers	<u>May 14th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>June 4th (7:00 pm)</u> – Planning Commission – Council Chambers
<u>April 23rd (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Public Hearing FY 19-20 Annual Operating Budget)	<u>May 21st (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)	<u>June 11th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
		<u>June 18th (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)

Upcoming Events

- **Touch a Truck @ Chick-Fil-A Event: (April 16, 2019 from 5:30pm-7:30pm at 661 Southpark Boulevard)**
- **Spring Clean-Up Day (April 27th, 2019):**
 - **Adopt-A-Roadway Clean Up Event (8:00am-12:00pm at the Colonial Heights Community Center)** Contact the Public Works department at (804)520-9372 to register yourself or a group.
 - **DEA Drug Takeback and Child Safety Seat Check/Installation Event (10:00am-2:00pm)** Colonial Orthopedics Parking Lot (325 Charles Dimmock Pkwy).

Upcoming Events cont.:

- **Annual Cuddle Up for a Cause: Autism Awareness and Fundraiser Event (April 27th, 2019 from 9:00am-5:00pm)** This event will be benefiting the Autism Society of Central Virginia and will be located at the Southpark Mall in the parking lot next to Planet Fitness. The Colonial Heights Police Department will be actively participating in this event.
- **Fort Clifton Festival: (May 11 & 12, 2019)** The annual Fort Clifton Festival will be held at Fort Clifton Park on May 11 & 12, 2019 from 10:30am-5:00pm.

Upcoming Holidays

April 19, 2019:

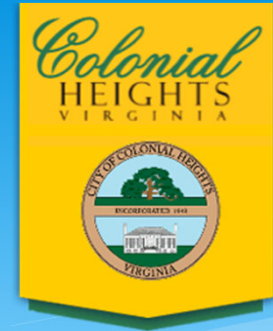
City Holiday – Good Friday (Government Offices Closed.)

May 27, 2019:

City Holiday – Memorial Day (Government Offices Closed.)

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

A. City Manager

2. Quarterly City Street Project Updates

Construction Project Status Update First Quarter Calendar Year 2019

April 9, 2019
Council Meeting



The City of
Colonial Heights, Virginia

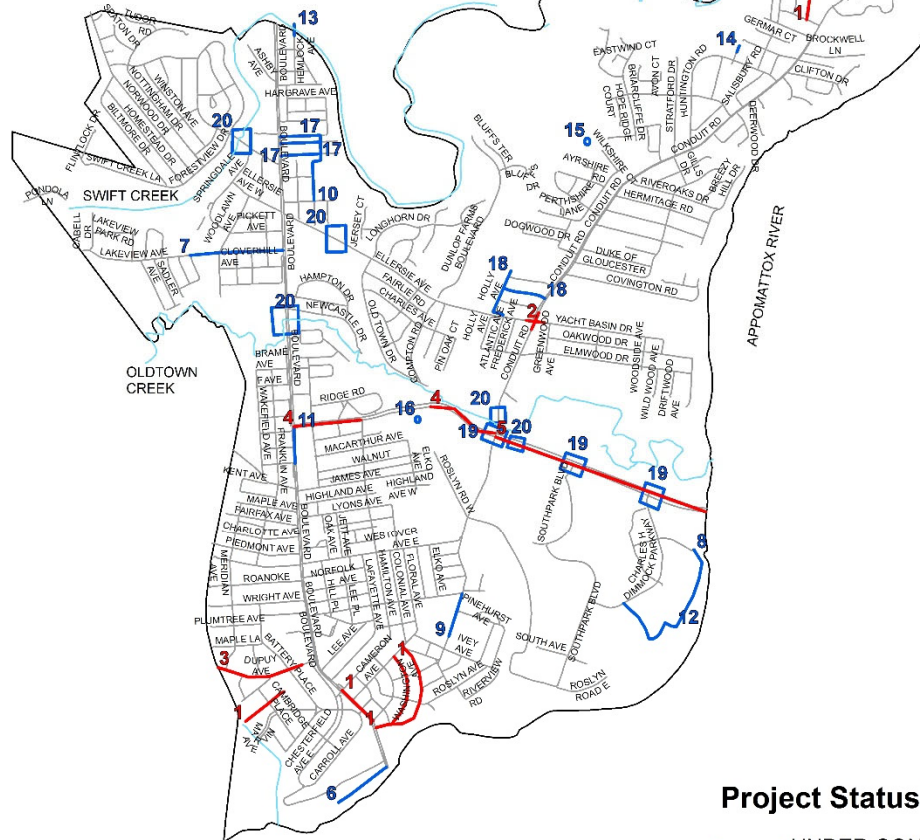
Department of Public Works

Construction Contracts in Progress

Project	Contractor	Amount	Net City Cost
Temple Avenue Resurfacing Boulevard to Conduit	Allan Myers, Inc.	\$216,666	\$0
Temple Avenue Resurfacing Conduit to City Limits	Allan Myers, Inc.	\$555,777	\$0
Dupuy Avenue Improvements Battery Place to City Limits	Shoosmith Const., Inc.	\$2,848,757	Est. \$350,000 Utilities
Conduit Road and Ellerslie Avenue Intersection Improvements	Blakemore Const., Inc.	\$609,663	\$304,832
2019 Annual Pavement Project Watercress Ct., Washington Ave., Jefferson Ave., et al	Slurry Pavers, Inc.	\$502,705	\$502,705
Totals		\$4,733,568	Est. \$1,157,537



**CITY OF COLONIAL HEIGHTS
DEPT. OF PUBLIC WORKS
CONSTRUCTION PROJECT STATUS
QUARTERLY REPORT
APRIL 2019**



Project Status Legend

- UNDER CONSTRUCTION
- UNDER DESIGN

Id	PROJECT	END DATE
1	2019 Pavement Preservation	06/2019
2	Conduit and Ellerslie Intersection Improvements	11/2019
3	Dupuy Avenue Improvements	06/2020
4	Temple Avenue Resurfacing (Boulevard to Conduit)	06/2019
5	Temple Avenue Resurfacing (Conduit to City Limits)	06/2019

Id	PROJECT	START DATE
6	Appomattox River Greenway Trail Phase 4	03/2020
7	Lakeview Avenue Improvements	03/2020
8	Appomattox River Greenway Trail Phase 5	08/2021
9	CH Middle School Sidewalks	04/2020
10	North Elementary Sidewalks Phase 1	06/2020
11	Boulevard Enhancement (A Ave to Temple Ave)	08/2021
12	Animal Shelter Entrance Improvements (Phase 1&2)	04/2022
13	Hemlock Ave Drainage Project	08/2019
14	Nantucket Court Drainage Project	08/2019
15	Hrouda Pump Station	10/2019
16	Temple Avenue Pond Improvements	07/2019
17	North Elementary Sidewalks Phase 2	03/2021
18	Holly Avenue and Jamestown Road Reconstruction	07/2019
19	Temple Avenue Signalization	03/2020
20	Bridge Rehabilitation Project	09/2019

FUNDED - DESIGN HAS NOT STARTED
Boulevard Enhancement (James Ave to A Ave)
Branders Bridge and Rt.1 Intersection Improvements
Boulevard and Westover Ave Intersection Improvements

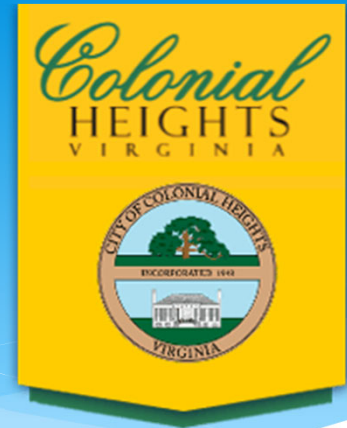
FUNDING APPLICATION SUBMITTED
Boulevard Resurfacing (Shuford to Newcastle Dr)



The City of
Colonial Heights, Virginia

Department of Public Works

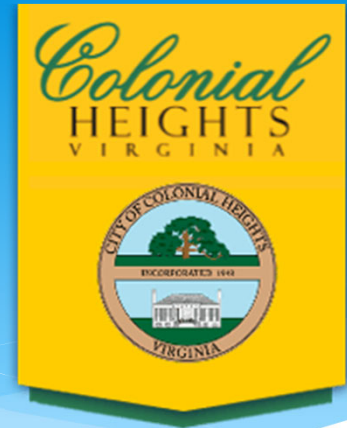
Colonial Heights City Council Meeting April 9, 2019



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

B. City Attorney

Colonial Heights City Council Meeting April 9, 2019

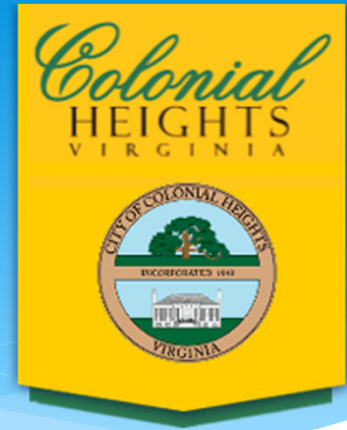


15. Reports of Officers and Documents Related Thereto cont.:

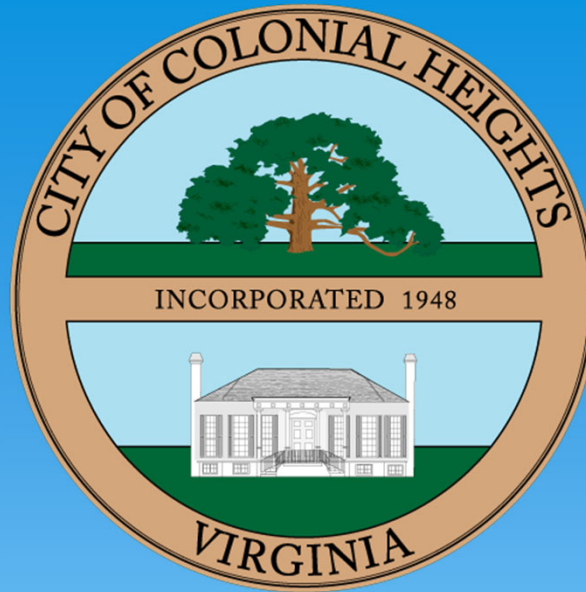
C. Director of Planning and Community Development

Colonial Heights City Council Meeting

April 9, 2019



16. Adjournment



Colonial Heights
City Council Regular Meeting
April 9, 2019