



**Colonial Heights**  
**City Council Regular Meeting**  
**May 14, 2019**

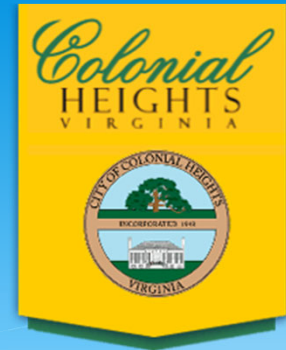
# Colonial Heights City Council Meeting

## May 14, 2019



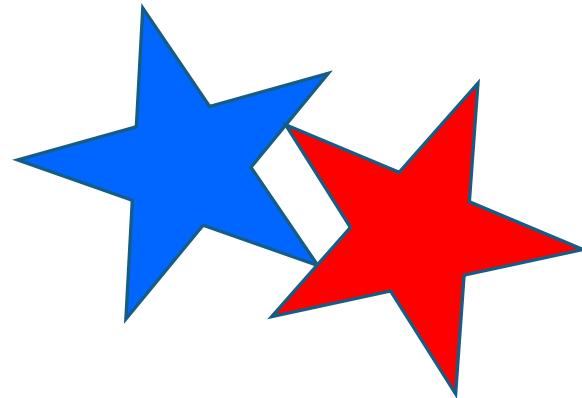
- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable T. Gregory Kochuba**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

# Colonial Heights City Council Meeting May 14, 2019

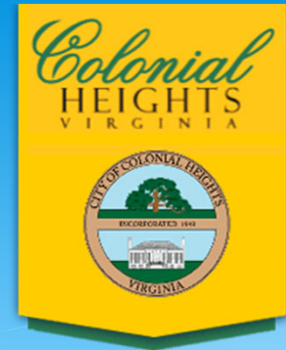


## **7. Commendations And Presentations:**

### ***A. Recognizing Debra M. Russell Upon Her Retirement From The City Of Colonial Heights***



# Colonial Heights City Council Meeting May 14, 2019



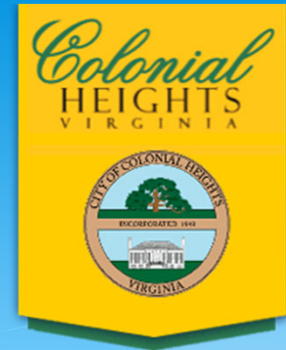
## **7. Commendations And Presentations:**

### ***B. Citizens Government Academy***

*Recognizing The Program Participants In The  
Citizens Government Academy (Spring 2019).*



# Colonial Heights City Council Meeting May 14, 2019

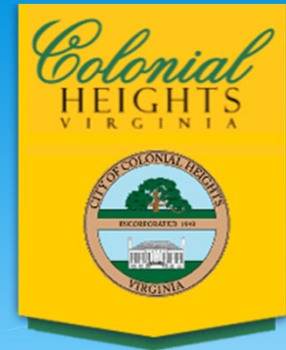


## **7. Commendations And Presentations:**

### ***C. New Employee Introductions***

*Introduction of New City Employees Hired By The Economic Development/Planning & Community Development Department, Recreation & Parks Department, and Fire & EMS Department.*

# Colonial Heights City Council Meeting May 14, 2019



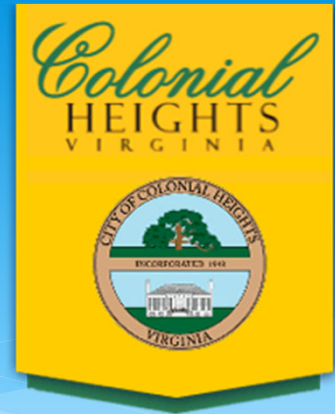
## **7. Commendations And Presentations:**

### ***D. A PROCLAMATION***

*Declaring May 2019 “Business Appreciation Month”  
in the City of Colonial Heights, Virginia.*

# Colonial Heights City Council Meeting

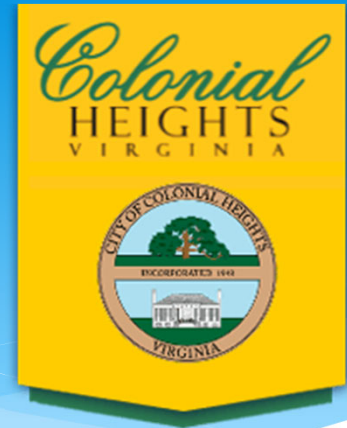
## May 14, 2019



### **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 May 14, 2019

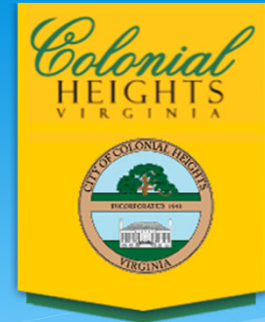


## 9. Written Petitions and Communications

**A. *Mr. Haywood Gray, 219 Spring Drive –  
Address Council Regarding Parking Of  
Tractor Trailers in Residential Areas.***

# Colonial Heights City Council Meeting

## May 14, 2019



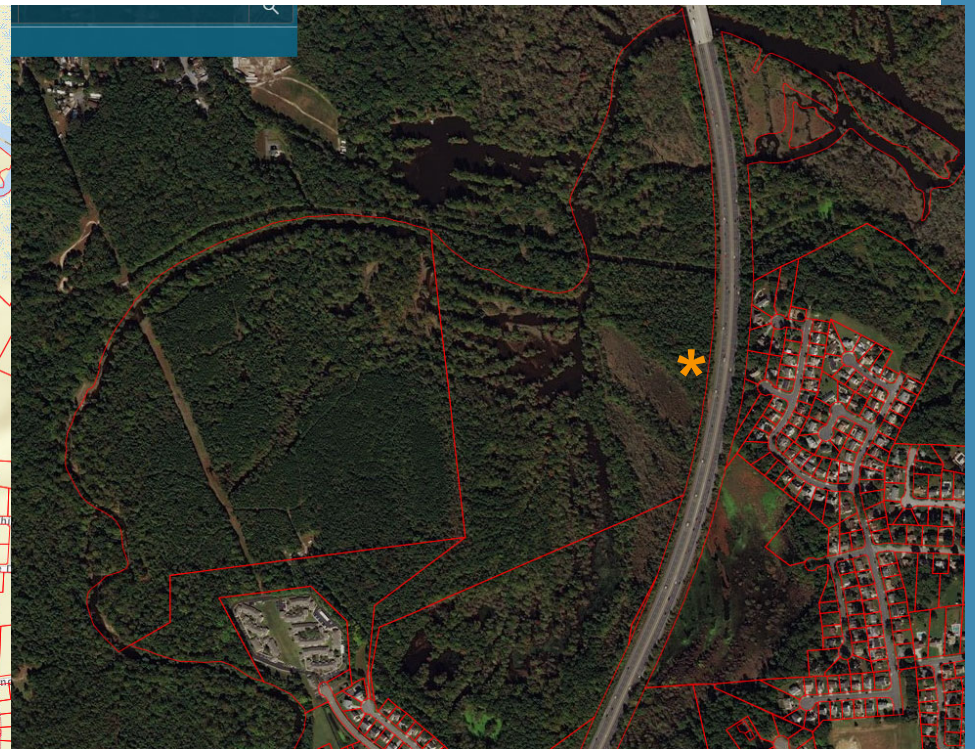
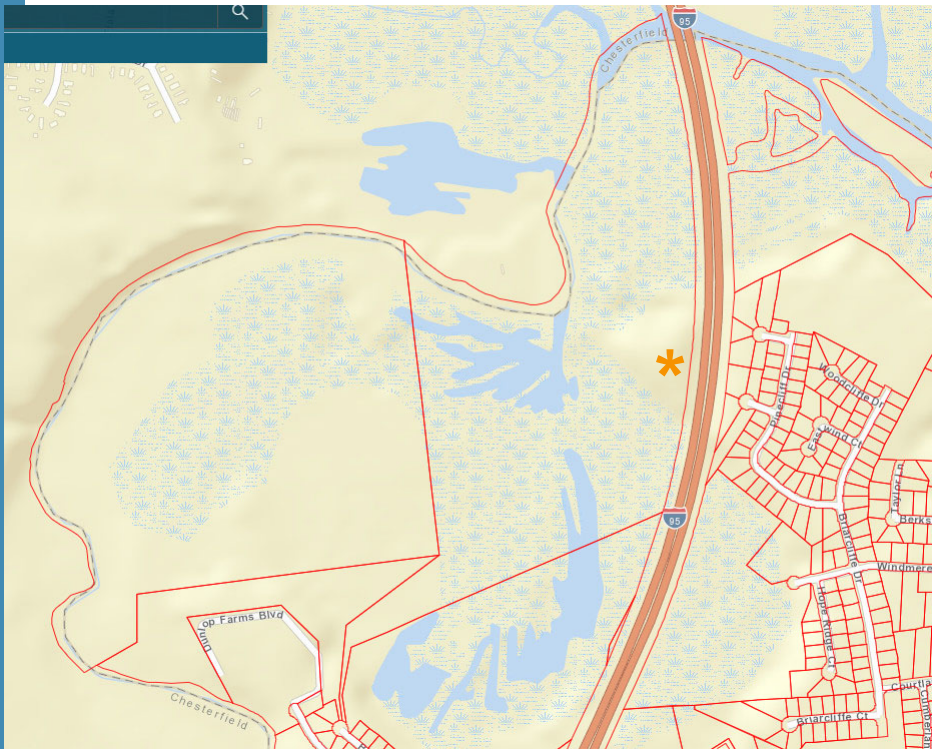
## 10. Advertised Public Hearings

### **A. AN ORDINANCE NO 19-5**

*(First Reading) To grant a special use permit to Lewis and Christy Archileti to allow a 199-foot monopole tower with associated 50'x50' fenced compound on parcel identification number 67051500002, also known as Lot 2, Pearson, containing 88 ± acres and being zoned planned unit development.*



## PC RESO No. 19-3: Special Use Permit – Cell Tower



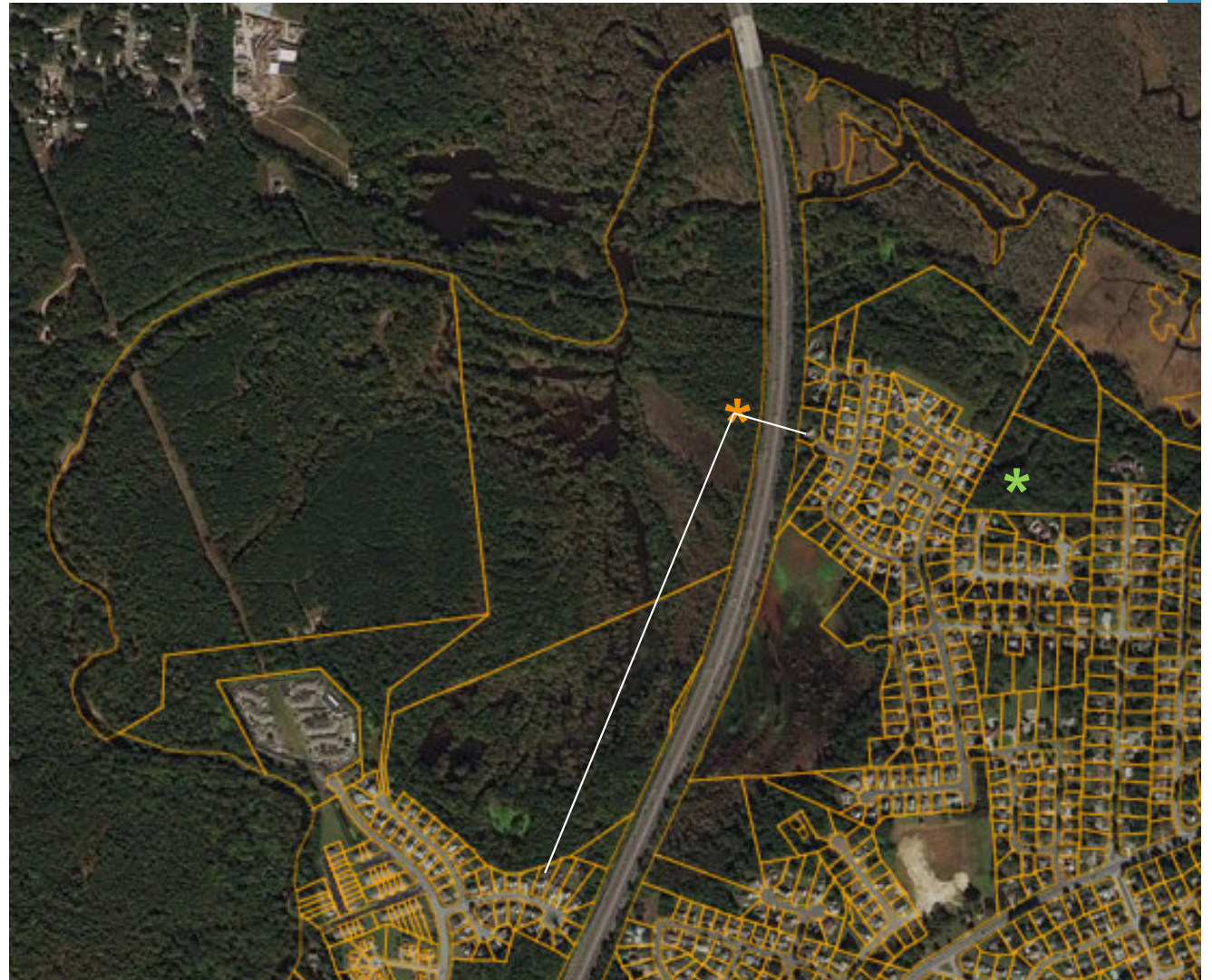


**PC RESO NO. 19-3**

**Closest Homes**

**378'**

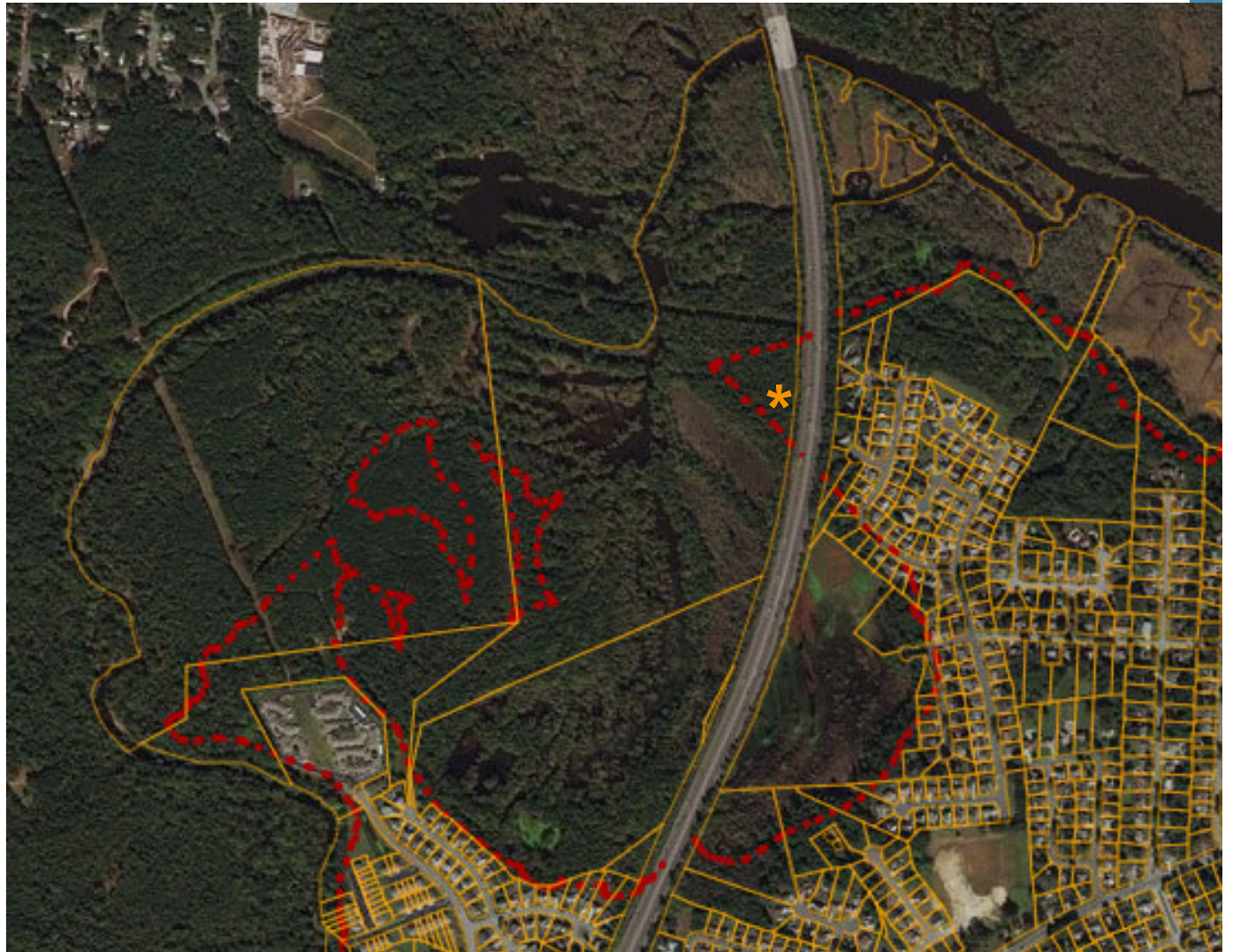
**2,939'**





**PC RESO NO. 19-3**

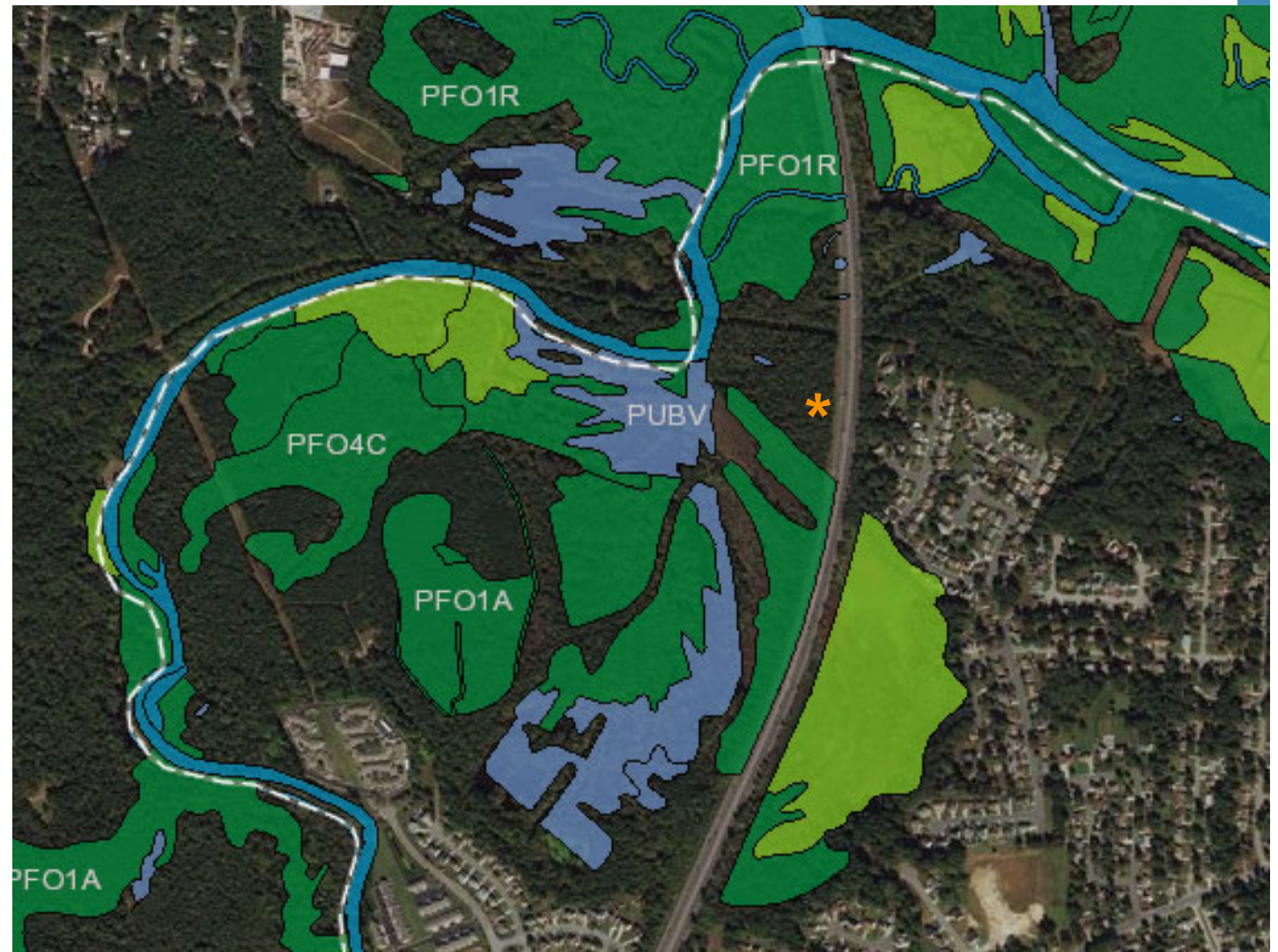
**Resource Protection Area**





**PC RESO NO. 19-3**

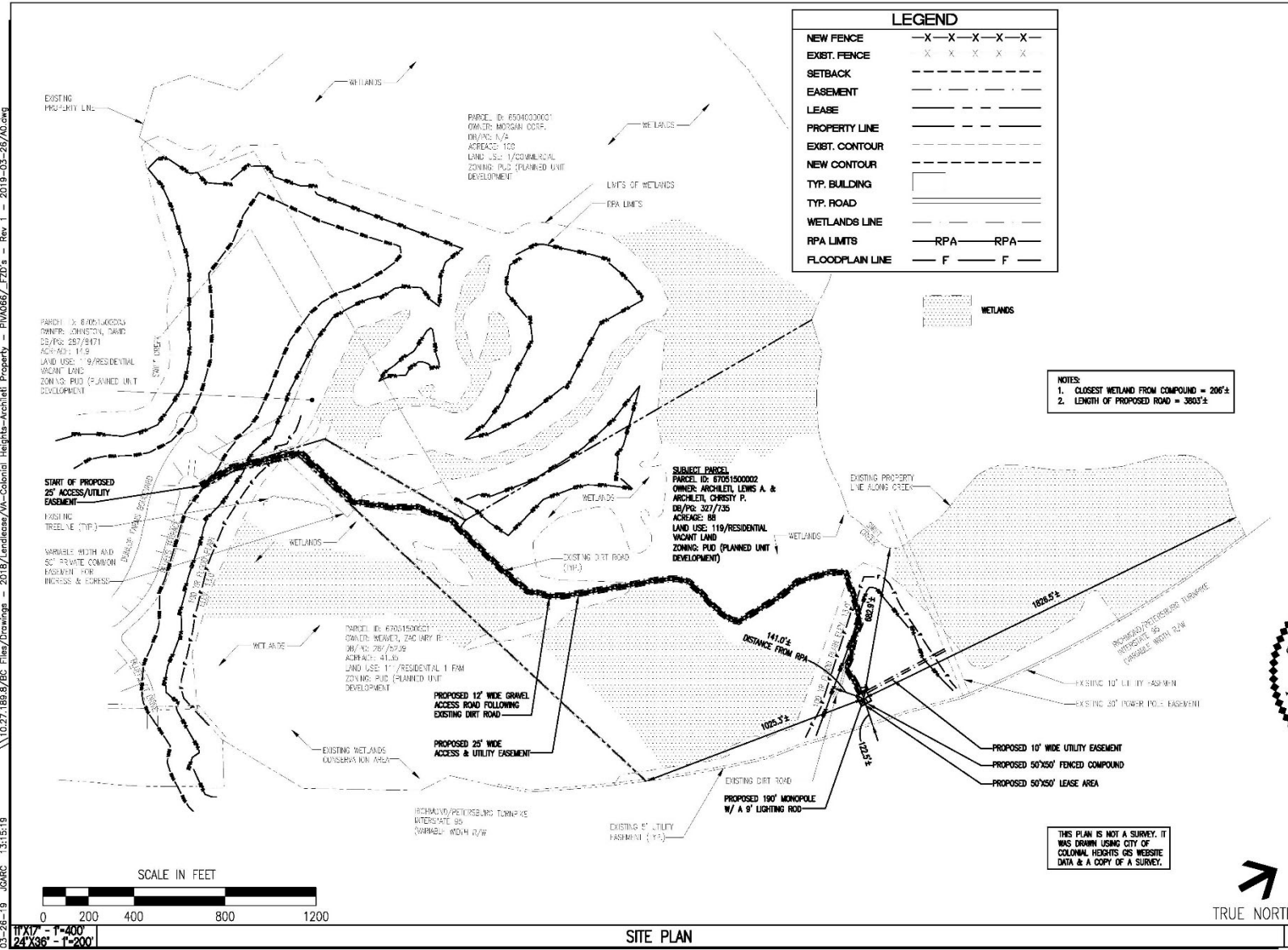
**Wetlands**



# PC RESO NO. 19-3

## Site Plan

03-26-19 JGBC 1:31:51:19 \\03271893\BC Files\Drawings - 2019\lendlease\VA-Colonial Heights-Architect Property - PVA066\TDO's - Rev 1 - 2019-03-26\AO.dwg



PI TOWER DEVELOPMENT LLC  
C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
2400 CROOKS FARM BLVD, SUITE 300  
CHARLOTTE, NORTH CAROLINA 28208

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATIONS AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF PI TOWER DEVELOPMENT, LLC AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM PARALLEL INFRASTRUCTURES. TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH PI TOWER DEVELOPMENT, LLC WITHOUT PREJUDICE, AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE FROM FACE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

**BC**  
architects  
engineers

5801 COLUMBIA PIKE, SUITE 200  
FALLS CHURCH, VA 22041-2966  
TEL: (703) 671-6000  
FAX: (703) 671-6300

**SHEET REVISION**

NO.	DESCRIPTION	BY	DATE
1	COMMENTS	JG	03-26-19
2	COMMENTS	JG	03-26-19

**SITE NAME:**  
**VA-COLONIAL HEIGHTS-ARCHITECT PROPERTY**

**SITE ID:**  
**PVA066**

**CLOSEST SITE ADDRESS:**  
**254 BLUFFS TERRACE**  
**COLONIAL HEIGHTS, VA 23834**

**CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING**

**COMMONWEALTH OF VIRGINIA**  
**CHRISTOPHER D. MORIN**  
**No. 032984**  
**3.26.19**  
**PROFESSIONAL ENGINEER**

**CHECKED BY:** JG

**DATE DRAWN:** 03-04-19

**SUBMISSION:** FINAL ZONING

**SHEET TITLE:**

**SITE PLAN**

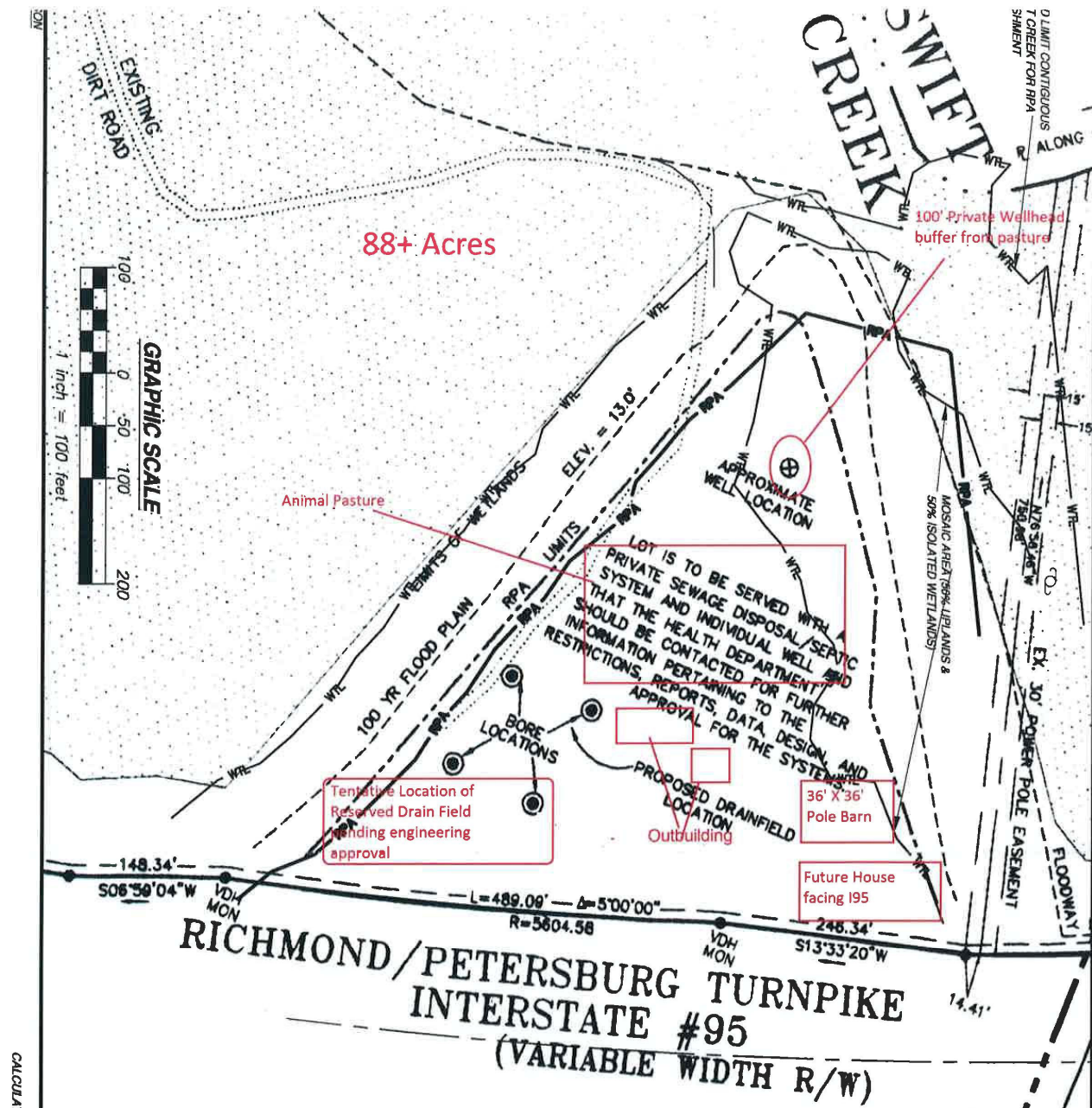
**SHEET NUMBER:** A-0

**REV. #** 2



## PC RESO NO. 19-3

Same Property as  
Special Use Permit 18-1  
Permitted agricultural use and  
accessory structures.



### PC RESO No. 19-3: Special Use Permit – Cell Tower

Location	Owner	Overall Height Above Ground	Overall Height Above Mean Sea Level
NE Corner of Conduit Rd and Temple Ave	Richmond Christian Radio Corp	132.0	137.5
I-95 and Temple Ave	VDOT	194.8	234.9
Near Animal Shelter	City	125.9	130.5
Springdale Avenue	Precision	160.1	227.6
Highland Ave (approved, not constructed)	City	104.0	200.1
PROPOSED TOWER	PI Tower Development LLC	199.0	247.8

*Source: TOWAIR, Federal Communications Commission. Accessed 03/25/2019.*

### **PC RESO No. 19-3: Special Use Permit – Cell Tower**

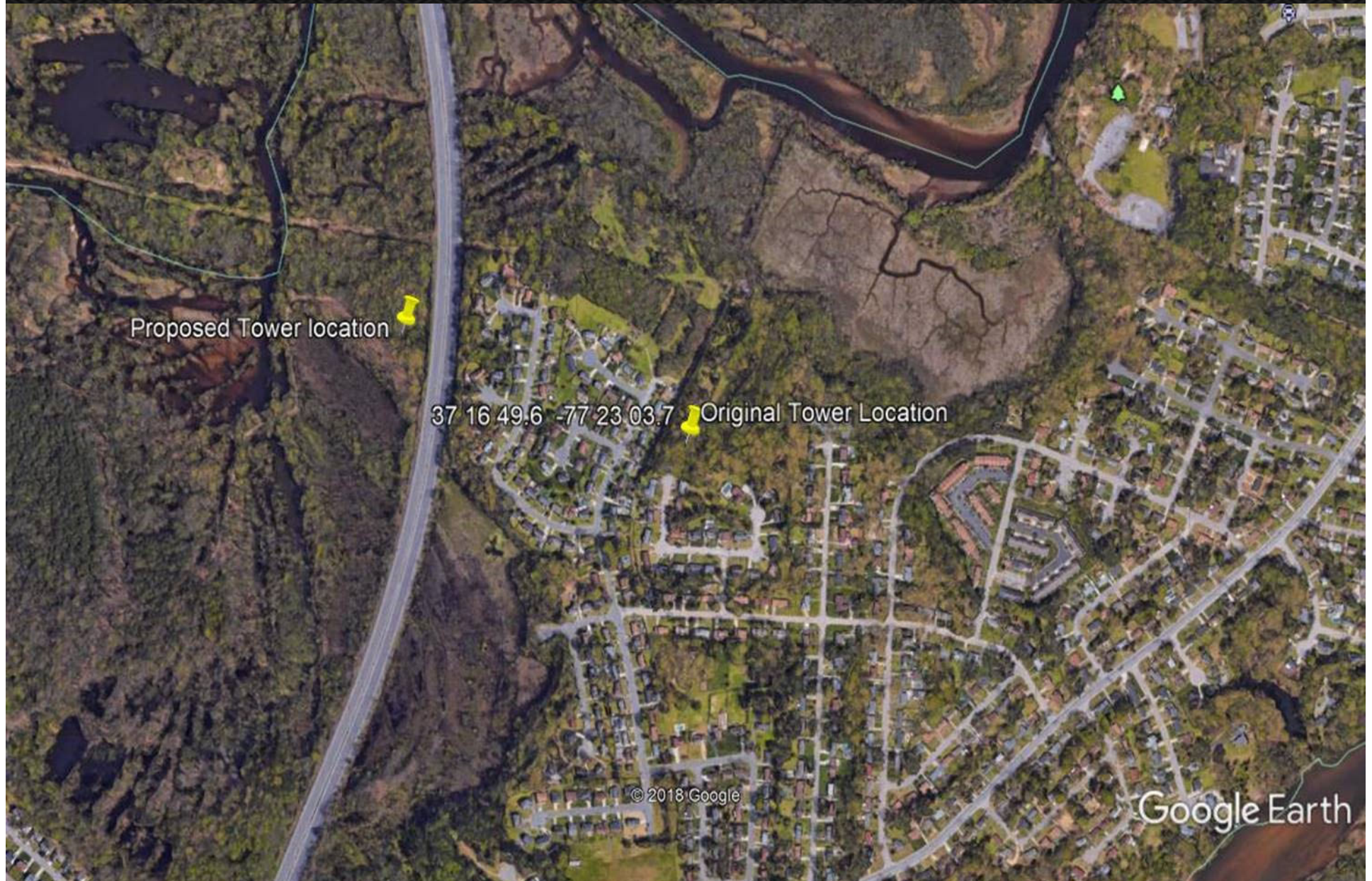
The recommendation from staff is for the Planning Commission to approve Planning Commission Resolution 19-3, which recommends passage of Ordinance Number 19-05 with the following stipulations:

1. Given that the driveway on parcel identification number 67051500002 is within the Resource Protection Area, any gravel deposited shall, to the greatest extent practical, be deposited onto only the existing width of the road needing gravel. The applicant shall obtain approval from the Director of the Department of Planning and Community Development (“the Director”) prior to depositing gravel off of the existing road width.
2. The applicant shall obtain the Director’s approval prior to disturbing any vegetation or land.
3. The applicant shall provide the Director with video or pictorial evidence of the Resource Protection Area’s conditions prior to zoning permit approval.
4. The applicant shall obtain a wetlands’ delineation that categorizes the property’s wetlands as tidal or non-tidal, and the Army Corps of Engineers shall confirm the delineation.



# Applicant Presentation





18

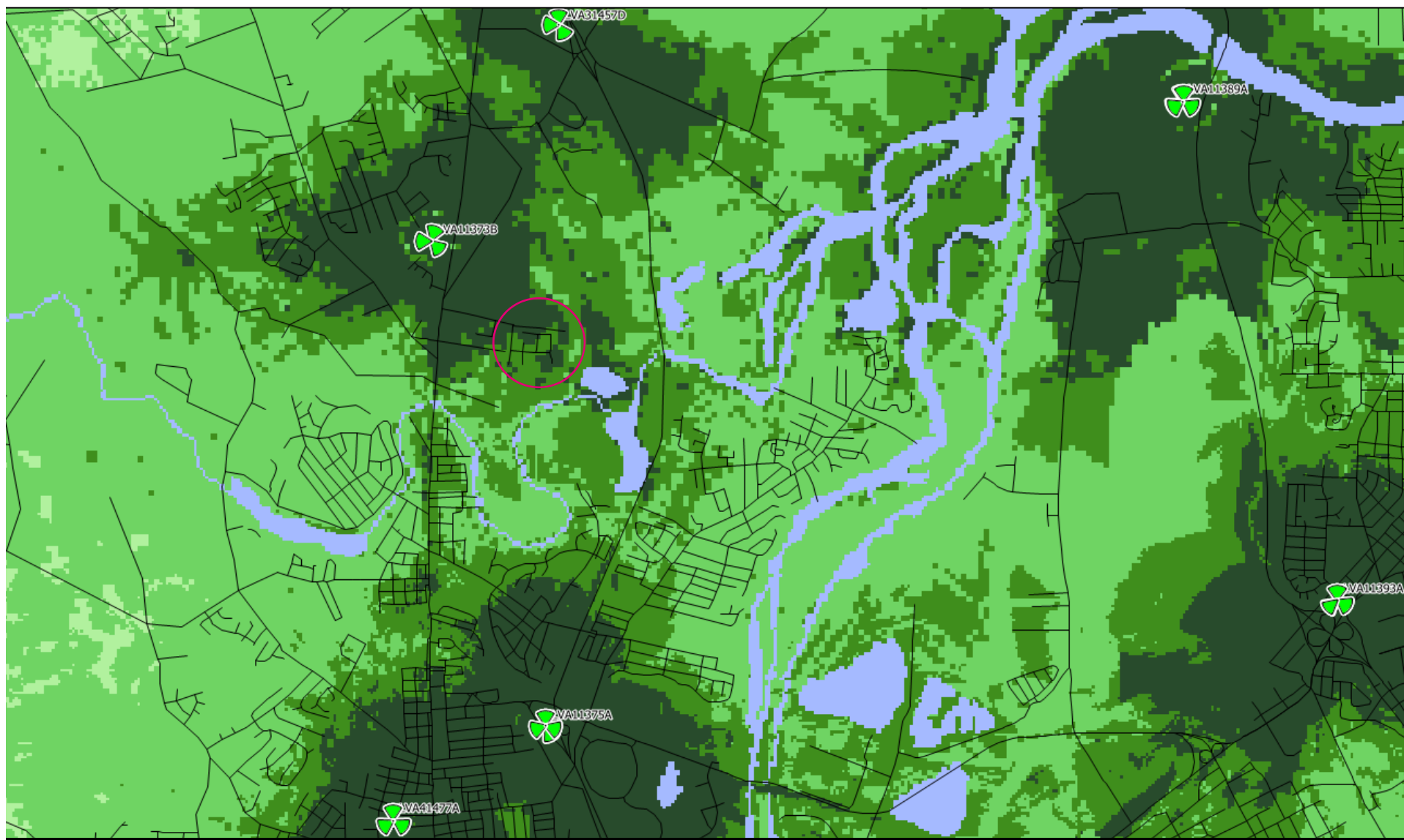




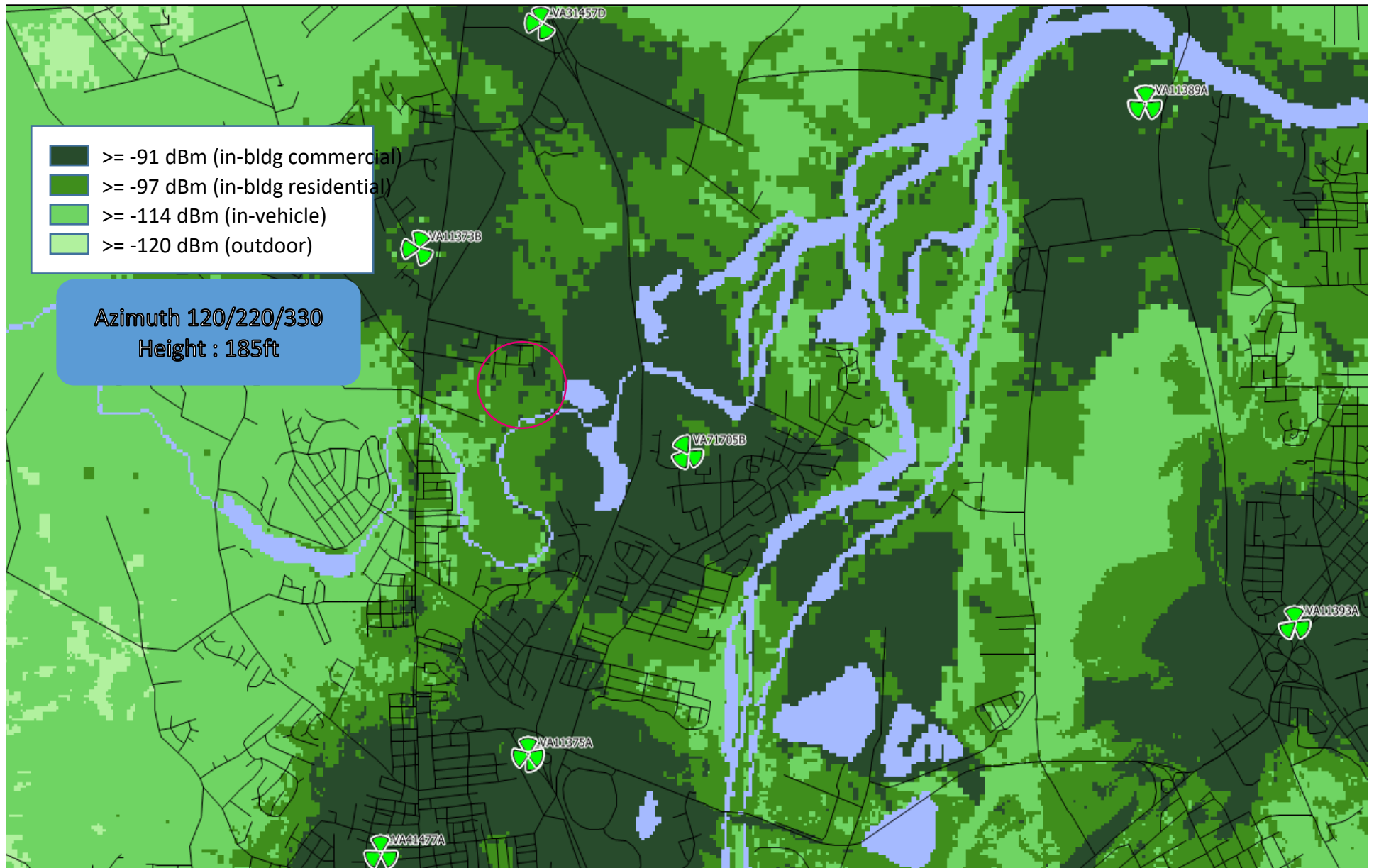
# Existing L1900 Coverage

19

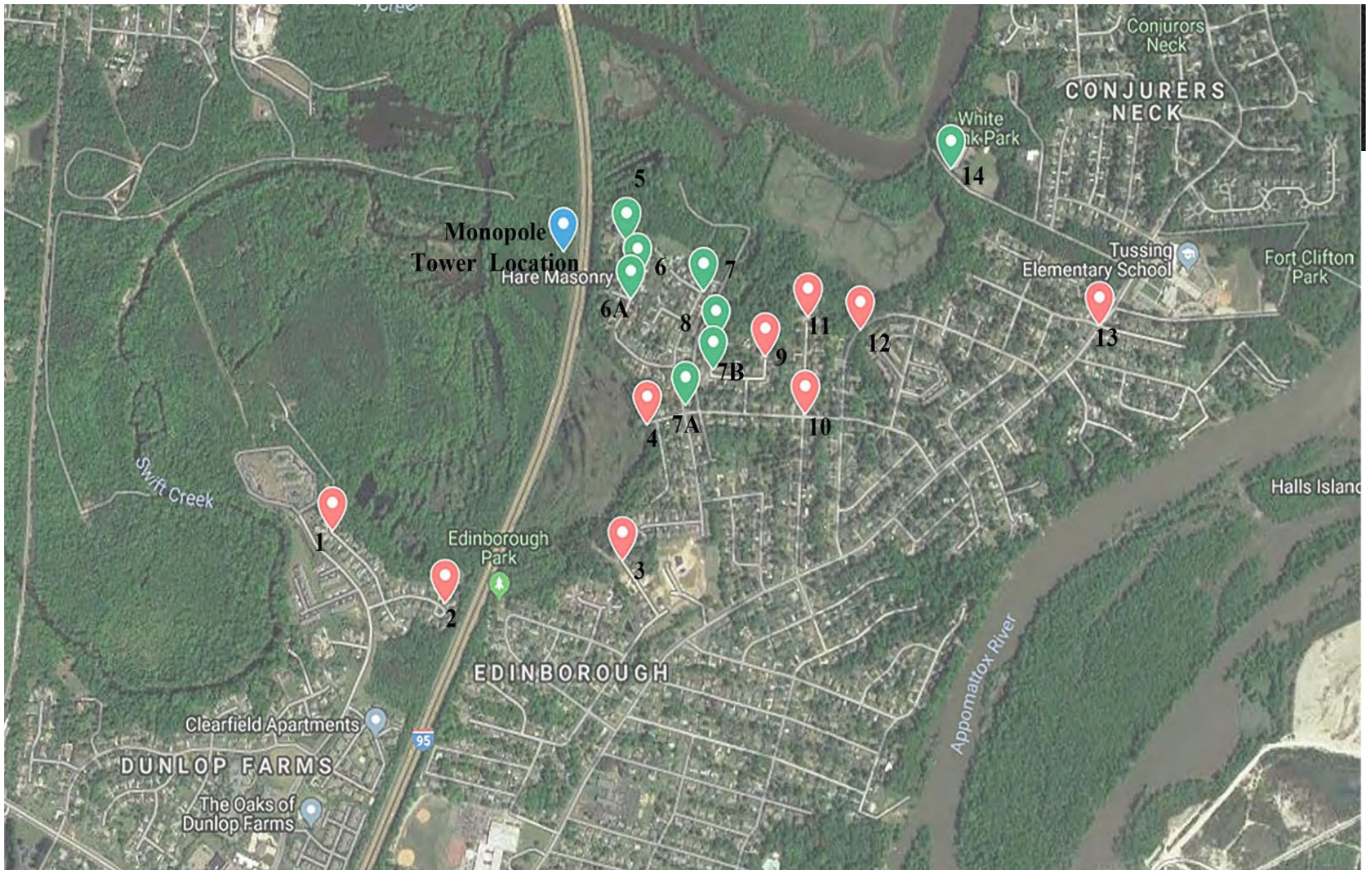
-   $\geq -91$  dBm (in-bldg commercial)
-   $\geq -97$  dBm (in-bldg residential)
-   $\geq -114$  dBm (in-vehicle)
-   $\geq -120$  dBm (outdoor)



# L1900 Coverage-Adding VA71705B























Existing View





Existing View





Existing View





Existing View



10/10/2018



Existing View



10/10/2018



Existing View



















10/10/2018

**BC**  
architects  
engineers



**190'-0" Monopole Tower w/ 9' Lightning Rod - Not Visible**  
View **11** from End of Starford Ln.

**VA-Colonial Heights - Archileti Property**  
**-PIVA066**  
254 Bluffs Terrace, Colonial Heights, VA 23834









10/10/2018

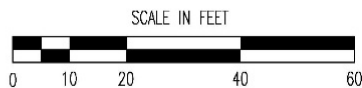


Existing View

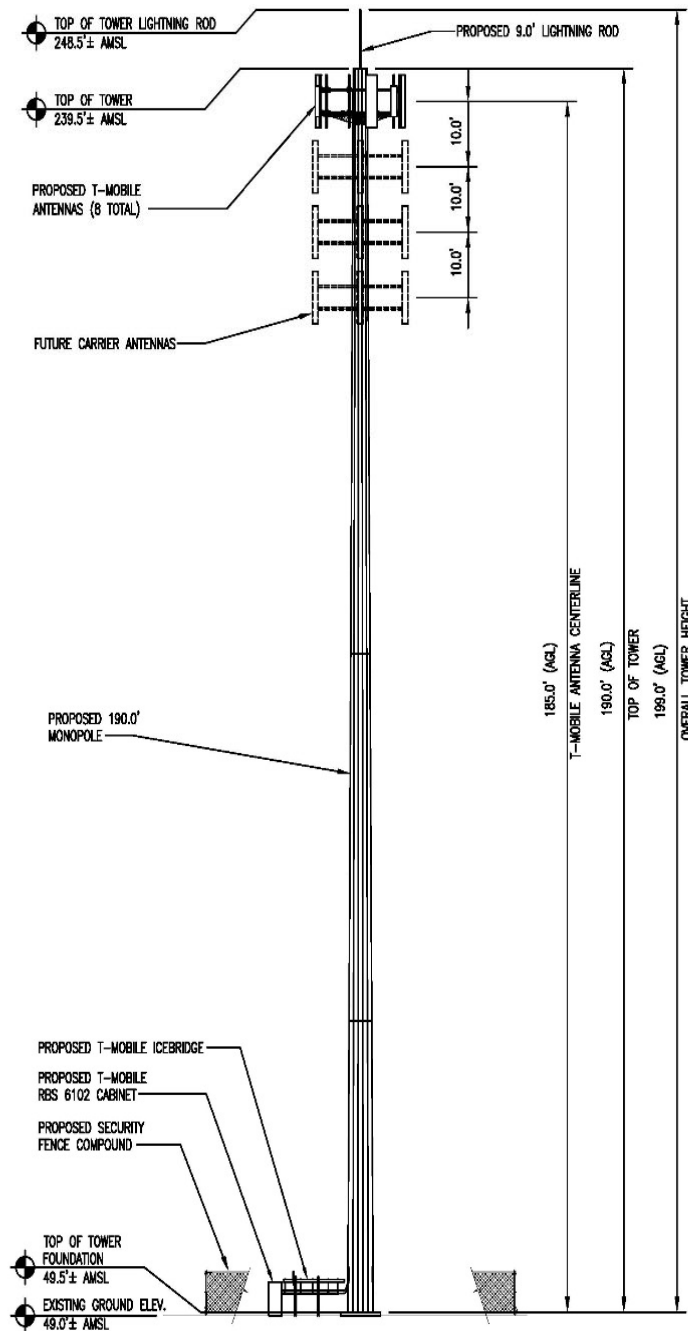


10/10/2018

03-28-19 JGARC 12:27:16 \10.27.189.8\BC Files\Drawings - 2018\Lendlease\VA-Colonial Heights-Archilei Property - PIVAO66\FZD's - Rev 1 - 2019-03-26\A2.dwg



1"=20'



TOWER ELEVATION



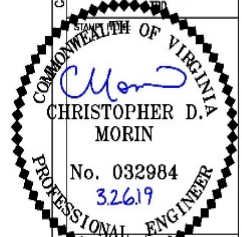
PI TOWER REDEVELOPMENT LLC  
C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
2320 CASCADE POINT BLVD., SUITE 300  
CHARLOTTE, NORTH CAROLINA 28208

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATION AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF PI TOWER DEVELOPMENT, LLC AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM PARALLEL INFRASTRUCTURES. TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH PI TOWER DEVELOPMENT, LLC WITHOUT PREJUDICE AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

**BC**  
architects  
engineers  
5881 COLUMBIA PIKE, SUITE 200  
FALLS CHURCH, VA 22041-2888  
TEL: (703) 671-8000  
FAX: (703) 671-6300

SHEET REVISION		
NO.	DESCRIPTION	BY DATE
1	COMMENTS	J1 03-28-19
2	COMMENTS	J1 03-28-19

SITE NAME:  
**VA-COLONIAL HEIGHTS-ARCHILEI PROPERTY**  
SITE ID:  
**PIVAO66**  
CLOSEST SITE ADDRESS:  
**254 BLUFFS TERRACE**  
COLONIAL HEIGHTS, VA 23834  
911 ADDRESS:



CHECKED BY:	NB
DATE DRAWING:	03-04-19
SUBMISSION:	FINAL ZONING
SHEET TITLE:	

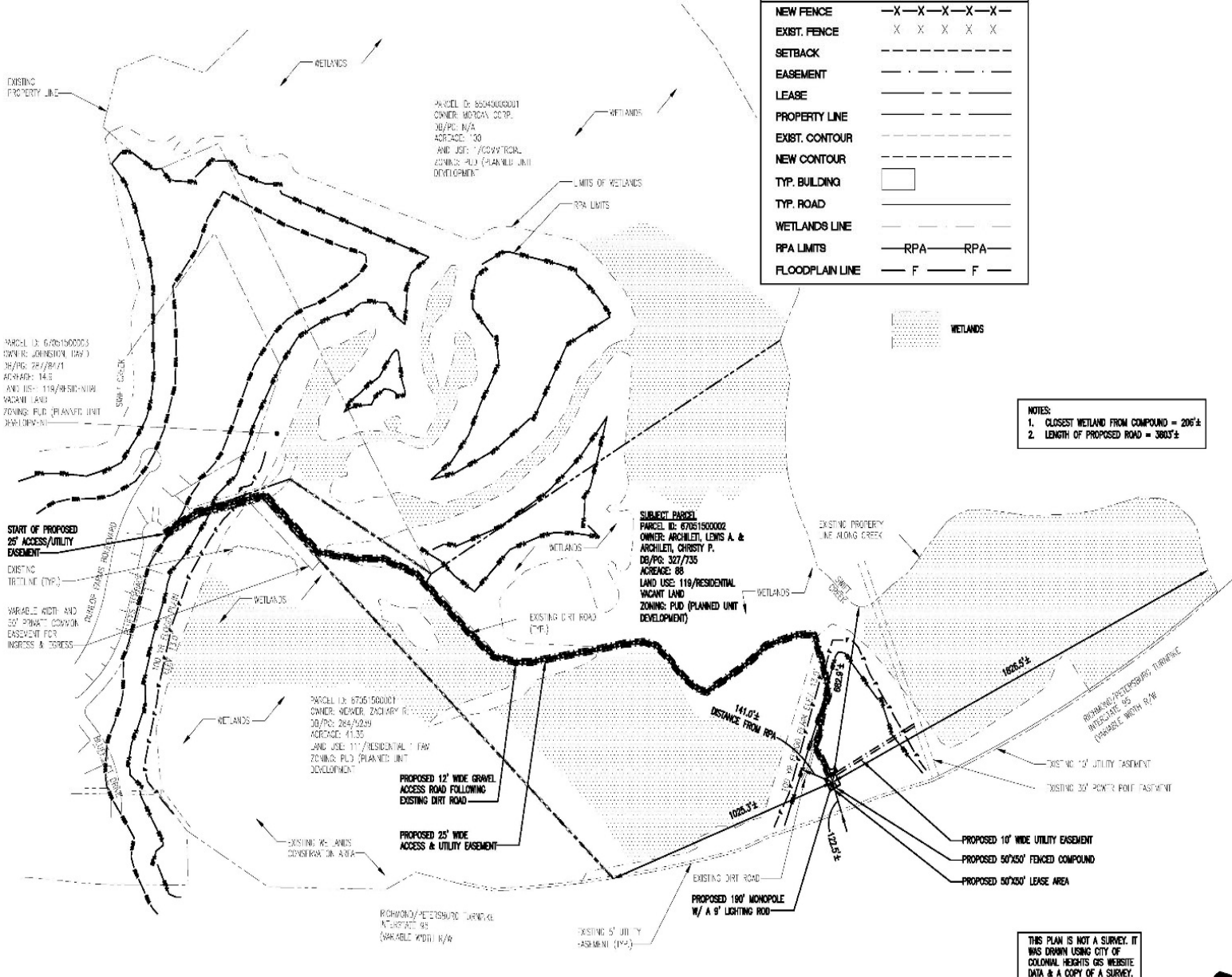
**TOWER ELEVATION**

SHEET NUMBER:	REV. #
<b>A-2</b>	<b>2</b>



10.27.189.8/BC Files/Drawings - 2018/Lendlease/VA-Colonial Heights-Archile Property - PVA066/\_FZD's - Rev 1 - 2019-03-26/AD.dwg

03-28-19 JGARC 13:15:19



LEGEND	
NEW FENCE	-X-X-X-X-X-
EXIST. FENCE	X X X X X
SETBACK	----
EASEMENT	----
LEASE	----
PROPERTY LINE	----
EXIST. CONTOUR	----
NEW CONTOUR	----
TYP. BUILDING	[Symbol]
TYP. ROAD	----
WETLANDS LINE	----
RPA LIMITS	-----RPA-----RPA-----
FLOODPLAIN LINE	-----F-----F-----

- NOTES:
1. CLOSEST WETLAND FROM COMPOUND = 206'±
  2. LENGTH OF PROPOSED ROAD = 3803'±

PI TOWER DEVELOPMENT LLC  
C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
2320 CASCADE POINT BLVD, SUITE 300  
CHARLOTTE, NORTH CAROLINA 28208

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATIONS AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF PI TOWER DEVELOPMENT, LLC AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM PARALLEL INFRASTRUCTURES. TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH PI TOWER DEVELOPMENT, LLC. WITHOUT NEGLIGENCE AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

5881 COLUMBIA PIKE, SUITE 200  
FALLS CHURCH, VA 22041-2888  
TEL: (703) 671-6300  
FAX: (703) 671-6300

SHEET REVISION	
NO.	DESCRIPTION
1	03-28-19
2	03-28-19

SITE NAME:  
**VA-COLONIAL HEIGHTS-  
ARCHILET PROPERTY**

SITE ID:  
**PVA066**

CLOSEST SITE ADDRESS:  
**254 BLUFFS TERRACE  
COLONIAL HEIGHTS, VA 23054**

911 ADDRESS:

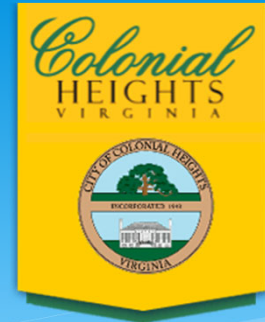
**CHRISTOPHER D. MORIN**  
No. 032984  
32619  
PROFESSIONAL ENGINEER

SITE PLAN	
SHEET NUMBER:	REV. #
A-0	2

THIS PLAN IS NOT A SURVEY. IT WAS DRAWN USING CITY OF COLONIAL HEIGHTS GIS WEBSITE DATA & A COPY OF A SURVEY.



# Colonial Heights City Council Meeting May 14, 2019



## 10. Advertised Public Hearings

### **B. AN ORDINANCE NO 19-12**

*(Second Reading) Amending Chapter 258, Taxation, of the Colonial Heights City Code by adding an Article IX, Cigarette Tax, to such chapter.*

# Colonial Heights City Council Meeting

## May 14, 2019



## 10. Advertised Public Hearings

### **C. AN ORDINANCE NO 19-14**

*(First Reading) Amending §§ 277-4.1 of City Code Chapter 277, Water, by increasing the charge for unauthorized use of water from \$25 to \$50.*



# Colonial Heights City Council Meeting

## May 14, 2019



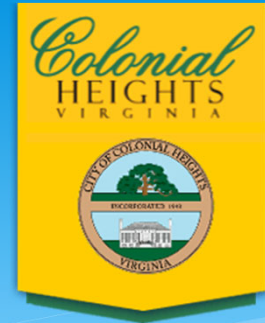
## 10. Advertised Public Hearings

### ***D. AN ORDINANCE NO 19-15***

*(First Reading) Approving a real property tax exemption for parcel identification number 6805000001A, which is owned by KHJ Colonial, LLC and has a street address of 880 West Roslyn Road (site of the Keystone Truck & Tractor Museum).*

# Colonial Heights City Council Meeting

## May 14, 2019



## 10. Advertised Public Hearings

### ***E. A RESOLUTION NO 19-27***

*Council approval of FY2019 CDBG Annual Action Plan and Budget.*





# COMMUNITY DEVELOPMENT BLOCK GRANT



CITY OF COLONIAL HEIGHTS, VA  
EMERGENCY HOME REPAIR PROGRAM

May 14, 2019



# CDBG FUNDING

- Federally-funded grant administered by Department of Housing and Urban Development (HUD)
- Awarded to entitlement communities on annual basis
- Amount determined by statutory formula



# HUD Planning and Reporting

- Consolidated Plan (5 year Plan)
- Annual Action Plan
- Consolidated Action Plan  
Evaluation Report (CAPER)
- Citizen Participation Plan
  - 2 Public Hearings
    - Annual Action Plan
    - CAPER



# 2005-2018

- Since 2005, the City has received **\$1,187,466** in CDBG funding and has provided home repair grants to **127** low to moderate income owner-occupied households citywide.





# ELIGIBLE PROJECTS

Eligible activities or repairs include but are not limited to the following:

- Unsafe electrical, heating or plumbing systems;
- Faulty roofs;
- Faulty porches and steps that present a safety risk;
- Accessibility needs; and
- Lead-based paint testing.

Ineligible activities consist of any unnecessary physical improvements, any repairs of a cosmetic nature, repairs to sheds, and repairs to garages or any structure not attached to the living unit.



# ELIGIBLE HOUSEHOLDS

Must...

- be single-family homeowners;
- have active home insurance;
- be current on property taxes;
- be at or below 80% of the area median income; and
- not have received the grant in the last 5 years.





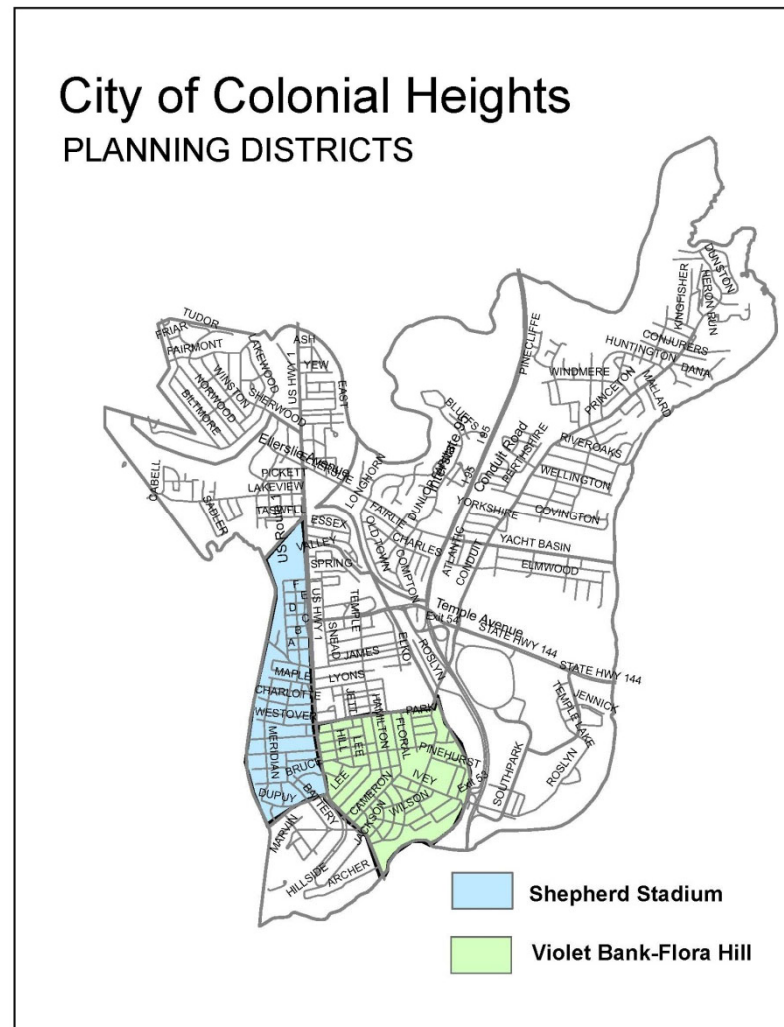


# HUD Income Limits (80% AMI) PY2019

## **FY 2019 Housing and Urban Development Income Limits**

One	Two	Three	Four	Five	Six	Seven	Eight
\$48,400	\$55,300	\$62,200	\$69,100	\$74,650	\$80,200	\$85,700	\$91,250

- Homeowners in the Violet Bank-Flora Hill and Shepherd Stadium Districts;
- First time applicants;
- Persons who are elderly or disabled;
- Lower income and larger households; and
- Those needing repairs that threaten the safety or well-being of the household members.





# Subrecipient - Project:HOMES



In 2010 the City hired Project:HOMES (formerly ElderHomes) to run the day-to-day business of the Emergency Home Repair Program.





# Past Funding

■ 2005 - \$100,411	■ 2013 - \$79,555
■ 2006 - \$90,409	■ 2014 - \$67,032
■ 2007 - \$89,932	■ 2015 - \$78,219
■ 2008 - \$86,560	■ 2016 - \$84,367
■ 2009 - \$111,021*	■ 2017 - \$87,108
■ 2010 - \$94,234	■ 2018 - \$94,495
■ 2011 - \$78,399	
■ 2012 - \$69,234	

\* 2009 the City received CDBG-R stimulus funding



# Program Year 2019-20

**\$104,899**

- Funding levels are contingent upon approval of the Federal Budget.
- Approximately 7 households will be served.

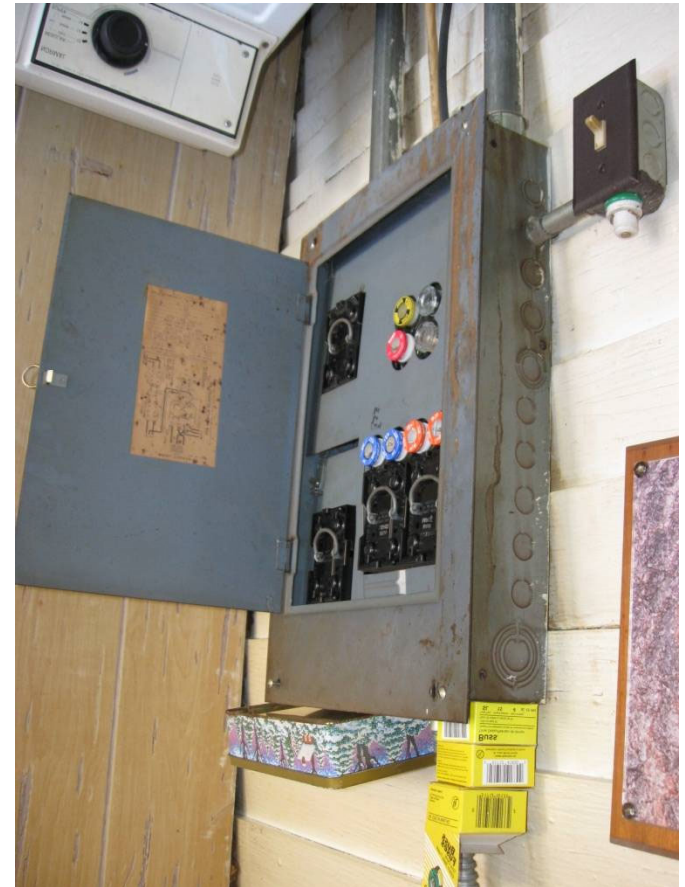


# Application Process

The application will be available on June 1, 2019.

- Website
- Social Media
- The City Focus

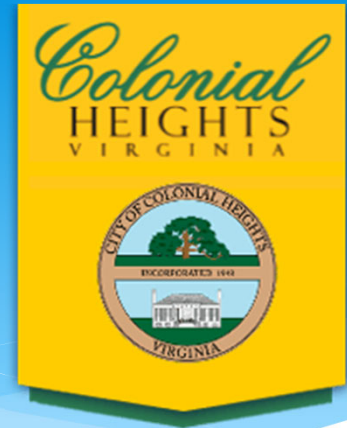
Assistance is available for individuals who may need help filling out the application.





# Colonial Heights City Council Meeting

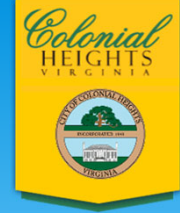
## May 14, 2019



### **11. Hearing of Citizens Generally on Non-Agenda Items**

# Colonial Heights City Council Meeting

## May 14, 2019



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

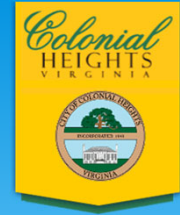
### ***A. AN ORDINANCE NO 19-6***

*(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2019, and ending December 31, 2019; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.*



# Colonial Heights City Council Meeting

## May 14, 2019



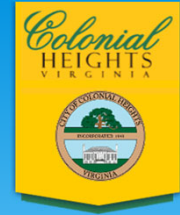
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### ***B. AN ORDINANCE NO 19-7***

*(Second Reading) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020; for general municipal purposes.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

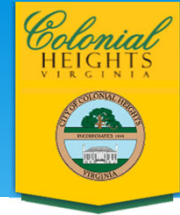
### **C. AN ORDINANCE NO 19-8**

*(Second Reading) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.*



# Colonial Heights City Council Meeting

## May 14, 2019



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

### ***D. AN ORDINANCE NO 19-9***

*(Second Reading) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2019, and ending December 31, 2019; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.*

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

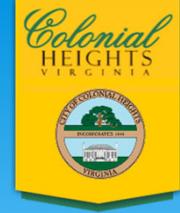
### ***E. AN ORDINANCE NO 19-10***

*(Second Reading) Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020; for general municipal purposes.*



# Colonial Heights City Council Meeting

## May 14, 2019



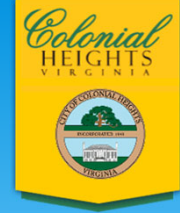
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### ***F. AN ORDINANCE NO 19-11:***

*(Second Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

#### ***G. AN ORDINANCE NO 19-13:***

*(Second Reading) To adopt a revised General Pay Plan Class and Salary Range for Fiscal Year 2019-2020.*



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

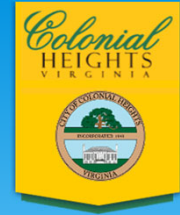
### ***H. AN ORDINANCE NO 19-FIN-3:***

*(Second 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.*

# Colonial Heights City Council Meeting

## May 14, 2019



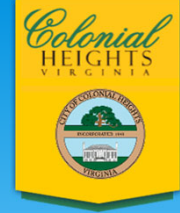
## **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***I. AN ORDINANCE NO 19-FIN-4:***

*(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the objects and purposes stated herein.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

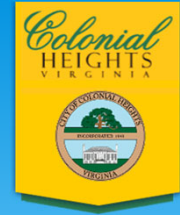
#### ***J. AN ORDINANCE NO 19-FIN-5:***

*(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and approving such budget.*



# Colonial Heights City Council Meeting

## May 14, 2019



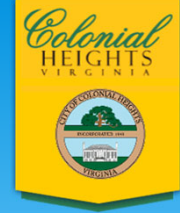
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### ***K. AN ORDINANCE NO 19-FIN-6:***

*(Second Reading) Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.*

# Colonial Heights City Council Meeting

## May 14, 2019



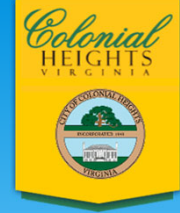
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### ***L. AN ORDINANCE NO 19-FIN-7:***

*(Second Reading) Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

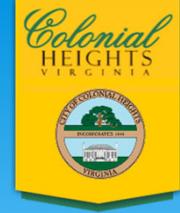
#### ***M. AN ORDINANCE NO 19-FIN-8:***

*(Second Reading) Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.*



# Colonial Heights City Council Meeting

## May 14, 2019



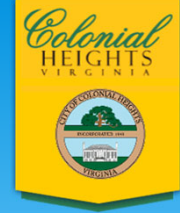
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### ***N. AN ORDINANCE NO 19-FIN-9:***

*(Second Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the operating expenses stated.*

# Colonial Heights City Council Meeting

## May 14, 2019



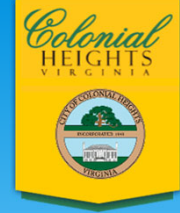
### **12.Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

#### **O. AN ORDINANCE NO 19-FIN-10:**

*(Second Reading) Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the operating expenditures stated.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

***P. March 19, 2019 Special Meeting Minutes***

***Q. April 9, 2019 Special Meeting Minutes***

***R. April 9, 2019 Regular Meeting Minutes***

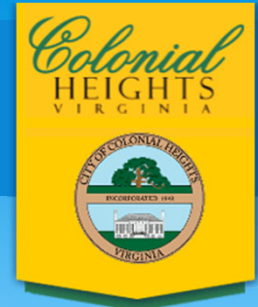
***S. April 16, 2019 Special Meeting Minutes***

***T. April 23, 2019 Special Meeting Minutes***



# Colonial Heights City Council Meeting

## May 14, 2019



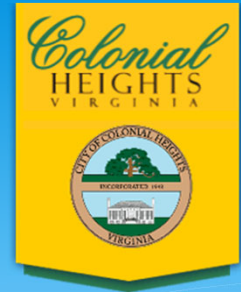
### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### **A. A RESOLUTION NO 19-26:**

*Providing for representation on the Chesterfield-Colonial Heights Social Service Board.*

# Colonial Heights City Council Meeting

## May 14, 2019



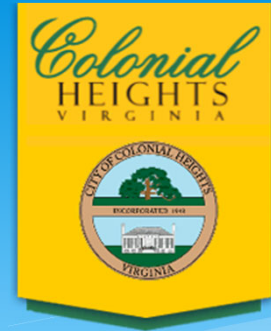
### **14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:**

#### ***A. Approval Of The FY2019-2020 Operating Budget:***

*Approval and adoption of the FY2019-2020 Operating Budget.*

# Colonial Heights City Council Meeting

## May 14, 2019



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

#### ***A. City Manager***

##### ***1. Pay Study Presentation***



# Pay Plan Study

## Survey Overview

- Salary study conducted for 74 positions
- Comparison jurisdictions:
  - Chesterfield County
  - Hanover County
  - Henrico County
  - Prince George County
  - City of Petersburg
  - City of Hopewell
  - City of Winchester
- Removed several other jurisdictions from the analysis



# Pay Plan Study

## Pay Plan Adjustments

- 2.5% pay plan adjustment included
- Various Positions moved to new Pay Grades
- Title Changes - Various Positions



# Pay Plan Study:

## Summary of Pay Grade/Position Title Changes

Grade	Title	Minimum	Maximum	Survey Avg. Min.	New Grade	New Title	New Minimum	New Maximum
11	Deputy I	\$27,177	\$44,816		11	Deputy I	<b>\$28,000</b>	\$44,816
11	Facilities/ Groundskeeper I	\$27,177	\$44,816	<b>\$24,987</b>	11	Facilities/ Groundskeeper I	<b>\$28,000</b>	\$44,816
11	Meter Reader	\$27,177	\$44,816	<b>\$28,757</b>	11	Meter Reader	<b>\$28,000</b>	\$44,816
11	Public Works Technician	\$27,177	\$44,816	<b>\$28,542</b>	11	Public Works Technician	<b>\$28,000</b>	\$44,816
11	Staff Assistant	\$27,177	\$44,816		11	Staff Assistant	<b>\$28,000</b>	\$44,816
11	Van Driver	\$27,177	\$44,816		11	Van Driver	<b>\$28,000</b>	\$44,816
11	Legal Secretary	\$27,177	\$44,816	<b>\$34,260</b>	<b>12</b>	Legal Secretary	<b>\$29,828</b>	<b>\$51,210</b>
12	Records Technician	\$29,828	\$51,210	<b>\$31,116</b>	<b>13</b>	Records Technician	<b>\$34,078</b>	<b>\$58,500</b>



# Pay Plan Study:

## Summary of Pay Grade/Position Title Changes

Grade	Title	Minimum	Maximum	Survey Avg. Min.	New Grade	New Title	New Minimum	New Maximum
14	Chief Deputy/ Bookkeeper	\$38,937	\$66,846	<b>\$53,937</b>	15	<b>Chief Deputy Circuit Ct. Clerk</b>	<b>\$44,481</b>	<b>\$76,365</b>
14	Utility Billing Supervisor	\$38,937	\$66,846	<b>\$50,066</b>	15	Utility Billing Supervisor	<b>\$44,481</b>	<b>\$76,365</b>
14	Telecommunicator	\$38,937	\$66,846	<b>\$35,107</b>	14	<b>Communications Officer</b>	<b>\$39,600</b>	\$66,846
15	Communications Supervisor	\$44,481	\$76,365	<b>\$50,641</b>	15	Communications Supervisor	<b>\$45,000</b>	\$76,365
14	Police Officer	\$42,765	\$76,365	<b>\$44,129</b>	15	Police Officer	<b>\$45,000</b>	\$76,365
14	Police Detective	\$42,765	\$76,365	<b>\$45,233</b>	15	Police Detective	<b>\$45,000</b>	\$76,365
14	EMS Firefighter	\$42,765	\$76,365	<b>\$43,742</b>	15	EMS Firefighter	<b>\$45,000</b>	\$76,365
14	EMS Firefighter EMT-Intermediate	\$44,903	\$76,365		15	EMS Firefighter EMT-Int.	<b>\$47,250</b>	\$76,365
14	EMS Firefighter – Paramedic	\$47,148	\$76,365		15	EMS Firefighter – Paramedic	<b>\$49,613</b>	\$76,365

# Pay Plan Study:

## Summary of Pay Grade/Position Title Changes

Grade	Title	Minimum	Maximum	Survey Avg. Min.	New Grade	New Title	New Minimum	New Maximum
14	Engineering Technician	\$38,937	\$66,846	<b>\$42,572</b>	14	Engineering Technician	<b>\$42,572</b>	\$66,846
15	Sr. Engineering Technician	\$44,481	\$76,365	<b>\$49,543</b>	15	Sr. Engineering Technician	<b>\$48,500</b>	\$76,365
13	Youth Program Coordinator	\$34,078	\$58,500	<b>\$45,981</b>	14	Youth Program Coordinator	<b>\$38,937</b>	<b>\$66,846</b>
15	Senior Building Inspector	\$44,481	\$76,365	<b>\$45,019</b>	15	<b>Combination Inspector</b>	\$44,481	\$76,365
13	Deputy Sheriff	\$34,078	\$58,500	<b>\$39,547</b>	13	Deputy Sheriff	<b>\$37,500</b>	<b>\$66,846</b>
13	Admin.Services Deputy	\$34,078	\$58,500	<b>\$65,465</b>	14	Admin.Services Deputy	<b>\$38,937</b>	<b>\$66,846</b>
14	Lt. Deputy Sheriff	\$38,937	\$66,846	<b>\$57,120</b>	15	Lt. Deputy Sheriff	<b>\$44,481</b>	<b>\$76,365</b>
15	Chief Deputy Sheriff	\$44,481	\$76,365	<b>\$75,503</b>	16	Chief Deputy Sheriff	<b>\$50,823</b>	<b>\$87,248</b>
16	Information Systems Coordinator	\$50,823	\$87,248	<b>\$60,857</b>	17	Info. Systems Coordinator	<b>\$57,760</b>	<b>\$99,684</b>
EXEC	Econ. Development Director	\$66,193	\$137,739	<b>\$97,877</b>	18	<b>Econ. Develop. Administrator</b>	<b>\$66,342</b>	<b>\$113,889</b>

# Pay Plan Study:

## Summary of Pay Grade/Position Title Changes

Grade	Title	Minimum	Maximum	Survey Avg. Min.	New Grade	New Title	New Minimum	New Maximum
EXEC	Chief of Fire & EMS	\$66,193	\$137,739	<b><i>\$104,254</i></b>	EXEC	Chief of Fire & EMS	<b>\$80,000</b>	\$137,739
EXEC	Chief of Police	\$66,193	\$137,739	<b><i>\$103,206</i></b>	EXEC	Chief of Police	<b>\$80,000</b>	\$137,739
EXEC	Director of Finance	\$66,193	\$137,739	<b><i>\$102,502</i></b>	EXEC	Director of Finance	<b>\$80,000</b>	\$137,739
EXEC	Director of Human Resources	\$66,193	\$137,739	<b><i>\$101,162</i></b>	EXEC	Director of Human Resources	<b>\$80,000</b>	\$137,739
EXEC	Director of Information Technology	\$66,193	\$137,739	<b><i>\$98,916</i></b>	EXEC	Director of Information Technology	<b>\$80,000</b>	\$137,739
EXEC	Director Office on Youth & Human Services	\$66,193	\$137,739	<b><i>\$83,791</i></b>	EXEC	Director Office on Youth & Human Services	<b>\$80,000</b>	\$137,739
EXEC	Director of Parks & Recreation	\$66,193	\$137,739	<b><i>\$96,589</i></b>	EXEC	Director of <b>Recreation &amp; Parks</b>	<b>\$80,000</b>	\$137,739



# Pay Plan Study:

## Summary of Pay Grade/Position Title Changes

Grade	Title	Minimum	Maximum	Survey Avg. Min.	New Grade	New Title	New Minimum	New Maximum
EXEC	Director of Planning & Community Development	\$66,193	\$137,739	<b>\$97,327</b>	EXEC	Director of Planning & Community Development	<b>\$80,000</b>	\$137,739
EXEC	Director of Public Works	\$66,193	\$137,739	<b>\$96,923</b>	EXEC	Director of Public Works/ <b>City Engineer</b>	<b>\$80,000</b>	\$137,739
EXEC	Library Director	\$66,193	\$137,739	<b>\$97,123</b>	EXEC	Library Director	<b>\$80,000</b>	\$137,739



# Pay Plan Study:

## Summary of Position Reclassifications

Grade	Title	Minimum	Maximum	New Grade	New Title	New Min.	New Max
13	Deputy III	\$34,078	\$58,500	14	Deputy Commissioner of Revenue	\$38,937	\$66,846
17	Recreation Superintendent	\$57,760	\$99,684	18	Assistant Director of Recreation & Parks	\$66,342	\$113,889



# Pay Plan Study:

## Methodology for Pay Adjustments

- 2.5% COLA effective July 1, 2019 applied first
- For Pay Grade changes only; employees below new minimum moved to new minimum
- For Reclassifications; position is moved to new Pay Grade and employees receive 5% increase
- Special adjustments for several employees
- Certain positions receive a Years of Service/Compression Adjustment:

Years of Service	Base Pay Increase
2	\$250
3	\$300
4	\$350
5	\$400
6	\$450
7	\$500
8	\$550
9	\$600
10	\$650
11 and up	\$700



# Pay Plan Study:

## Methodology for Pay Adjustments – Department Specific

- **Public Works/Recreation and Parks (and Finance Meter Readers)**
  - For Pay Grade changes - moved to minimum of new range (or new starting rate) if below
  - Full-time staff below Director level with 2 or more years of service receive Years of Service/Compression Adjustment if they are:
    - Not at pay range maximum
    - Not already receiving a reclassification adjustment



# Pay Plan Study:

## Methodology for Pay Adjustments – Department Specific

### ➤ Emergency Communications

- For Starting Pay changes - moved to minimum of new starting rate if below
- An employee within \$200 of the new minimum receives a Years of Service/Compression Adjustment

### ➤ Police and Fire - sworn positions below supervisor level

- For Pay Grade/Starting Pay changes - moved to new minimum if below
- Employees with 2 or more years of service receive Years of Service/Compression Adjustment



# Pay Plan Study:

## Methodology for Pay Adjustments – Department Specific

### ➤ Police and Fire - sworn supervisor positions

- For Police Sergeants through Captains and Fire Lieutenant through Deputy Chief who did not previously receive 5% per step for career development
- Receive 2% or 3% base salary increase; helps close the differential in career development between supervisory and non-supervisory staff

### ➤ Sheriff's Office

- 3% base salary increase for three supervisors that will not be part of the career development program



# Pay Plan Study:

## Costs

- Total Cost of recommended changes:
  - Approximately \$175,000
  - Plus additional fringe benefit cost of approx. \$40,000
  - Estimated total: \$215,000



# Pay Plan Study:

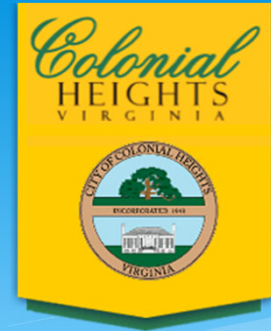
## Future Steps

- Survey positions on more regular basis; especially hard to fill positions
- Work on additional career development related adjustments in Police and Fire (supervisory and non-supervisory) with program for promotions to recognize open career development steps
- Review career development opportunities in other areas, such as Public Works
- Potential Years of Service/Compression Adjustments for other positions



# Colonial Heights City Council Meeting

## May 14, 2019



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

### ***A. City Manager***

#### ***2. General Activity Report***

➤ *Dates of Interest*

# Colonial Heights City Council Meeting

## April 9, 2019



### Dates of Interest

<u>CITY MEETINGS</u>		
<u>May</u>	<u>June</u>	<u>July</u>
<u>May 14<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>June 4<sup>th</sup> (7:00 pm)</u> – Planning Commission – Council Chambers	<u>July 2<sup>nd</sup> (7:00 pm)</u> – Planning Commission – Council Chambers (Tentative)
<u>May 21<sup>st</sup> (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)	<u>June 11<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>July 9<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
	<u>June 18<sup>th</sup> (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)	<u>July 16<sup>th</sup> (6:00 pm)</u> - City Council Special Meeting– Council Chambers (Tentative)



## Upcoming Events

- **Cops in the Community** Throughout the month of May, our Colonial Heights Police Department will be available to meet with citizens in the community at various restaurants throughout the city. Locations, dates, and times are published in the City Focus and on the front page of our website in the Community Spotlight section.
- **The Great American Backyard Campout: (June 21-23, 2019 - Fort Clifton)** Join the Recreation and Parks Department for this overnight camping event in Historic Fort Clifton Park on the Appomattox River, whether you're a first-time or an old hand, for traditional outdoor and camping activities such as storytelling, s'mores, crafts, games, night hikes, river exploration, and, of course, camping in tents. Contact us at (804)520-9391 for more information or to register.

## Upcoming Events cont.:

➤ **Independence Day Celebration (4<sup>th</sup> of July Fireworks @ 9:15pm)**

Viewing for the fireworks will be off Interstate 95 in the Southgate Square/Wal-Mart Area. Bring blankets and/or lawn chairs.

➤ **Cardboard Boat Regatta: (July 20, 2019 @ 9:00 am - Lakeview**

**Park)** Lakeview Park will be full of spectators waiting to see who will float, sink or swim at the “Cardboard Boat Regatta”. Contestants will make boats out of cardboard & tape and will rely on their inventions to keep them afloat as they race across the lake. Pre-registration is required & all teams will need to collect their own cardboard. Life vests are mandatory for all team members. Prizes will be awarded to the winners and most creative designed boats! Contact us at (804)520-9391 for a full set of rules/instructions/details.



## Upcoming Holidays

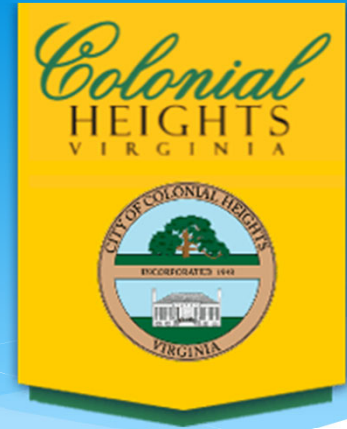
**May 27, 2019:**

City Holiday –  
Memorial Day  
(Government Offices  
Closed.)

**July 4, 2019:**

City Holiday –  
Independence Day  
(Government Offices  
Closed.)

# Colonial Heights City Council Meeting May 14, 2019



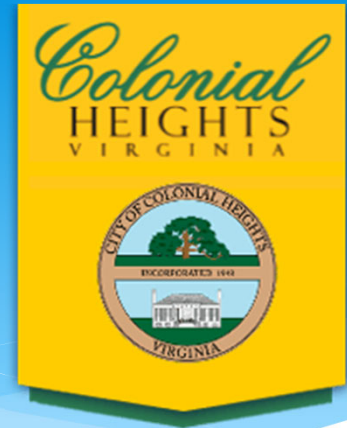
## **15. Reports of Officers and Documents Related Thereto cont.:**

### ***B. City Attorney***



# Colonial Heights City Council Meeting

## May 14, 2019

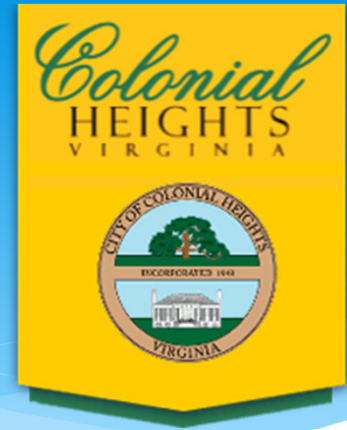


### 15. Reports of Officers and Documents Related Thereto cont.:

#### ***C. Director of Planning and Community Development***

# Colonial Heights City Council Meeting

## May 14, 2019



## 16. Adjournment





**Colonial Heights**  
**City Council Regular Meeting**  
**May 14, 2019**