

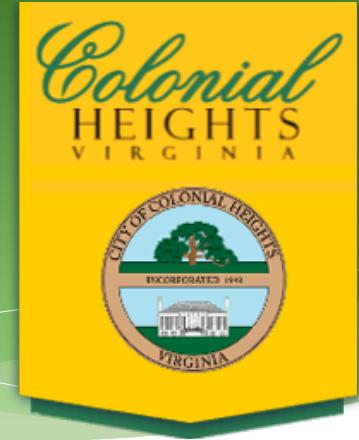
Colonial Heights

City Council Regular Meeting

April 14, 2020

Colonial Heights City Council Meeting

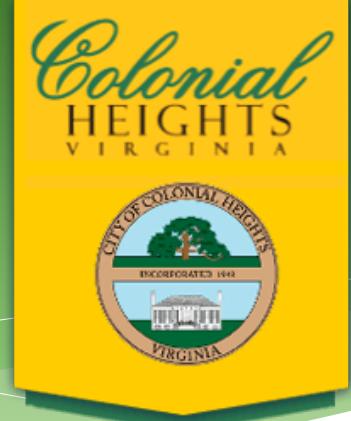
April 14, 2020



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable W. Joe Green, Jr.**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

Colonial Heights City Council Meeting

April 14, 2020



7. Commendations And Presentations:

A. Presentation Of The City Manager's Proposed FY2020-2021 Annual Operating Budget.



FY2020-2021 City Manager's Proposed Budget

Presentation to Council

April 14, 2020

Response to Current Economic Situation

- COVID-19 response will have a significant impact on remainder of FY20 and planning for FY21.
- Spending control measures in anticipation of reduced revenue for remainder of FY20
- Proposing “Flexible budgeting” in anticipation of FY21 impacts
 - Adopt FY21 budget at pre-COVID levels
 - Implement and adjust spending controls as revenue situation dictates.

Anticipated Revenue Shortfalls?

- ▶ 3 scenarios: Moderate, Difficult, Severe
 - ▶ Various levels of revenue loss for top 6 revenue sources:
 - ▶ Real Estate: Collection impacts only (1/1/20 book)
 - ▶ Personal Property: Collection impacts 2020, possible AV loss in 2021
 - ▶ Sales Tax: 20%, 30%, 40%
 - ▶ Meals tax: 20%, 40%, 60%
 - ▶ BPOL: FY20 no impact, FY21 30%, 40%, 50%
 - ▶ Lodging: 40%, 60%, 75%

Anticipated Revenue Shortfalls?

| | FY20 Budget | FY20 Projections | | |
|----------------------------|--------------|------------------|---------------|---------------|
| | | Moderate | Difficult | Severe |
| Real Estate | \$20,066,538 | \$20,166,593 | \$19,864,094 | \$19,268,171 |
| Sales Tax | 8,218,214 | 7,334,747 | 6,417,904 | 5,348,039 |
| Meals Tax | 6,953,362 | 6,625,244 | 5,521,037 | 4,140,778 |
| BPOL | 2,920,442 | 2,920,442 | 2,920,442 | 2,891,238 |
| Personal Property | 2,601,250 | 2,961,619 | 2,872,770 | 2,729,132 |
| Lodging Tax | 1,280,483 | 1,026,080 | 769,560 | 529,073 |
| Total | \$42,040,289 | \$41,034,725 | \$38,365,807 | \$34,906,431 |
| Revenue Loss (From Budget) | | (\$1,005,564) | (\$3,674,482) | (\$7,133,858) |

Anticipated Revenue Shortfalls?

| | FY21 Budget | FY21 Projections | | |
|-------------------------------|--------------|------------------|---------------|---------------|
| | | Moderate | Difficult | Severe |
| Real Estate | \$20,919,203 | \$20,500,819 | \$20,082,435 | \$19,664,051 |
| Sales Tax | 8,061,260 | 7,255,134 | 6,852,071 | 6,449,008 |
| Meals Tax | 7,285,359 | 6,556,823 | 5,828,287 | 5,099,751 |
| BPOL | 3,179,917 | 2,464,436 | 2,225,942 | 1,987,448 |
| Personal Property | 3,050,246 | 2,989,241 | 2,897,734 | 2,745,221 |
| Lodging Tax | 1,279,296 | 895,507 | 703,613 | 559,692 |
| Total | \$43,775,281 | \$40,661,960 | \$38,590,082 | \$36,505,171 |
| Revenue Loss (From Budget) | | (\$3,113,321) | (\$5,185,199) | (\$7,270,110) |



FY20 Economic Response – Budgetary Controls

- ▶ Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis
- ▶ Freeze on unspent capital outlay in department budgets, unless approved by City Manager
- ▶ Non-essential spending freeze, unless approved by City Manager
- ▶ Hold on pavement preservation program
- ▶ Discussion with schools on revenue projections and anticipated adjustments to monthly transfers

FY21 Economic Response – Budgetary Control Options

- COLA raises moved to contingency \$420,000
- Additional Street maintenance to contingency 295,000
- Freeze on approved capital outlay 897,000
- Freeze on upgraded positions 43,000
- Freeze on General Fund transfer to CIP 220,000
- Base contingency amount 309,000
- Freeze certain new initiatives/contrib. to FY20 levels 44,000
\$2,228,000
- Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis
- Non-essential spending freeze, unless approved by City Manager
- Hold on implementation of Pavement Preservation Program for FY 21

Proposed Budget Highlights

PERSONNEL

- Full Year 2.5% COLA Increase for FT Employees (\$419,000)
- 2.5% Health Insurance Increase (\$61,000)
- VRS Employer rate increase from 13.48% to 14.39% (\$130,000)
- Three upgraded positions (\$43,000):
 - GIS Coordinator, IT (replacing professional services)
 - Legal Secretary, Comm Attny (PT to FT)
 - HR Specialist (Finance Admin Assist. to PT)
- SAFER grant year 2 match (Cigarette taxes, \$108,000)
- Additional staffing for community center (revenue funded, \$25,000)
- Increased funding for PT horticulture staff (\$9,000) & sheriff's deputies (\$8,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

OPERATING- SERVICES

- ▶ Phase II RRJA increase
- ▶ Phase II Shared Services increase
- ▶ Increases estimate for CSA- now \$515,000 (\$65,000)
- ▶ Richmond Regional Tourism membership (\$20,000)
- ▶ **Downtown Revitalization Study (\$18,000)**
- ▶ Utilities for city buildings (\$11,400)
- ▶ Increases in insurance premiums (\$70,000)
- ▶ **Outsourced assistance for buildings & grounds (\$20,000)**
- ▶ **Increase in Contributions, including Chamber of Commerce and Christmas Mother (\$7,600)**
- ▶ **Increased school funding per MOU (\$909,000)**

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

- Uses selected reserves & fund balances for specific capital projects in CIP
- Sharepoint/ Office 365 Upgrade (\$60,000)
- Technology Fund for computer purchases (\$30,000)
- Pavement inventory data collection (\$40,000)
- City Bridge Inspections (\$40,000)
- UPS power supply for traffic signals at Temple & Boulevard, Ellerslie & Boulevard, and Dimmock & Southpark (\$21,000)
- Shepherd Stadium Handrails (\$32,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- ▶ Courthouse carpet replacement (\$10,600)
- ▶ Courthouse Sally Port Gate replacement (\$10,600)
- ▶ Increased street maintenance (Cigarette taxes) (\$295,000)
- ▶ Equipment:
 - ▶ Council Audio equipment & recording software upgrades (\$23,000)
 - ▶ Balance of Steel Spreader Rack for Street Maintenance (\$55,000)
 - ▶ Front End Wheel Loader (Streets & Stormwater, \$75,000 each)
 - ▶ Community Center HVAC replacement (\$16,000)
 - ▶ Four jack stands for fleet maintenance (\$6,800)
 - ▶ Diesel Tractor, trailer & attachments for Parks & Grounds (\$30,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- ▶ Equipment:
 - ▶ LTRON crime scene system (\$12,000)
 - ▶ Fire Equipment (\$80,000) (largely grant funded)
- ▶ Vehicles:
 - ▶ Sheriff's Office Vehicle (\$41,000)
 - ▶ Police Vehicles (\$194,000)
 - ▶ Fire Staff Vehicle (\$47,000)
 - ▶ Code Enforcement Vehicle (\$21,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

REVENUE CHANGES

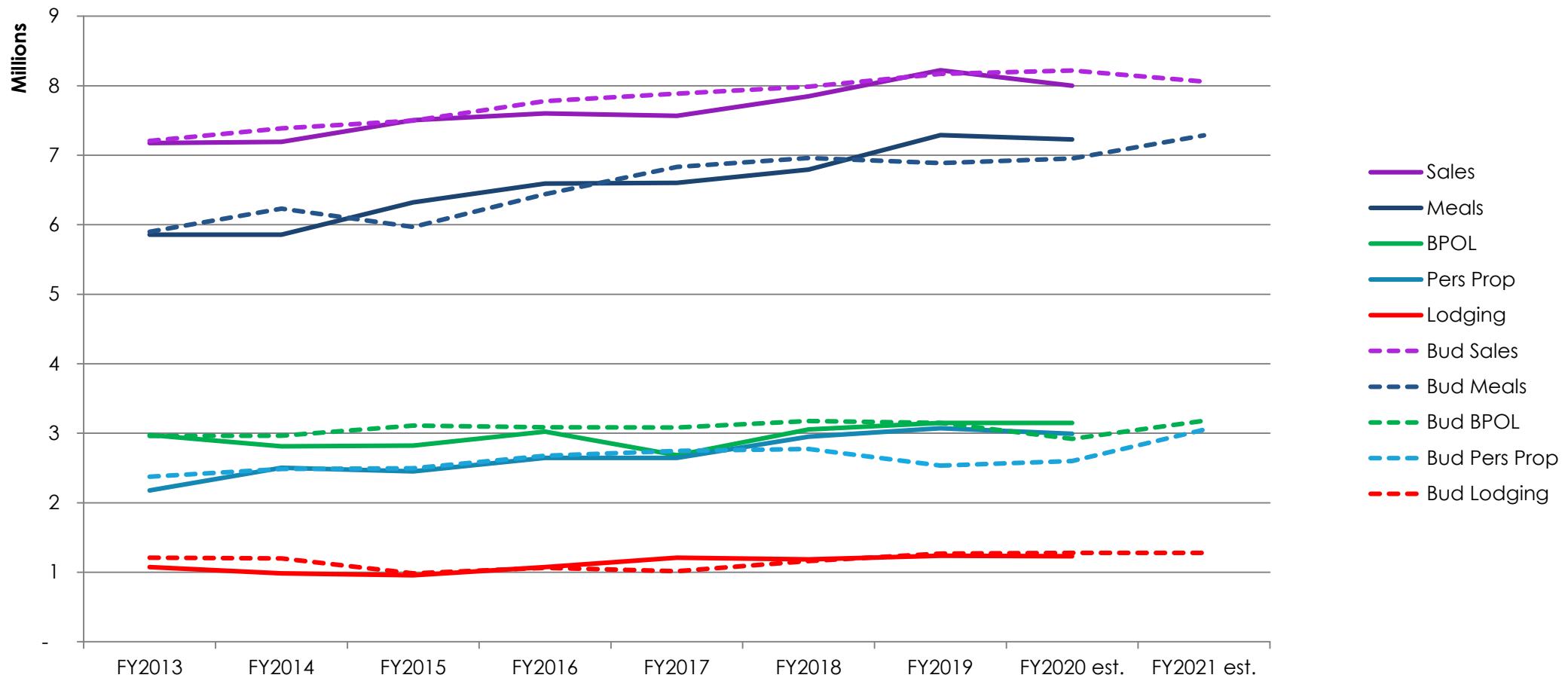
- ▶ 5% Increase in Utility Rates & Restructuring

DEPARTMENTAL ORGANIZATIONAL CHANGES

- ▶ Fleet Maintenance moved under Public Works as a Division
- ▶ Office on Youth moved under Recreation and Parks as a Division
- ▶ Economic Development moved under the City Manager's Office as a Division

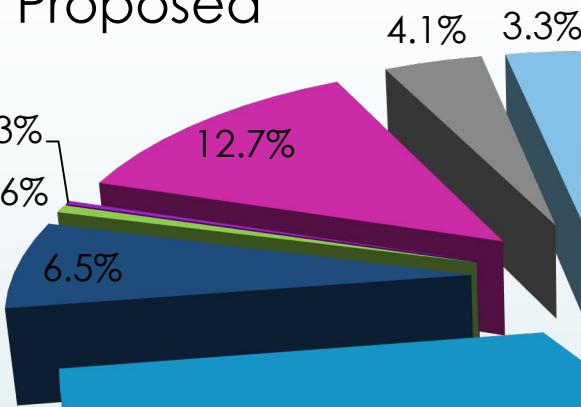
General Fund Revenue Trends

Five Largest Revenue Sources (Excl. RE Tax)
FY2013 - FY2021 Budget & Actual (FY20,FY21 Est.)

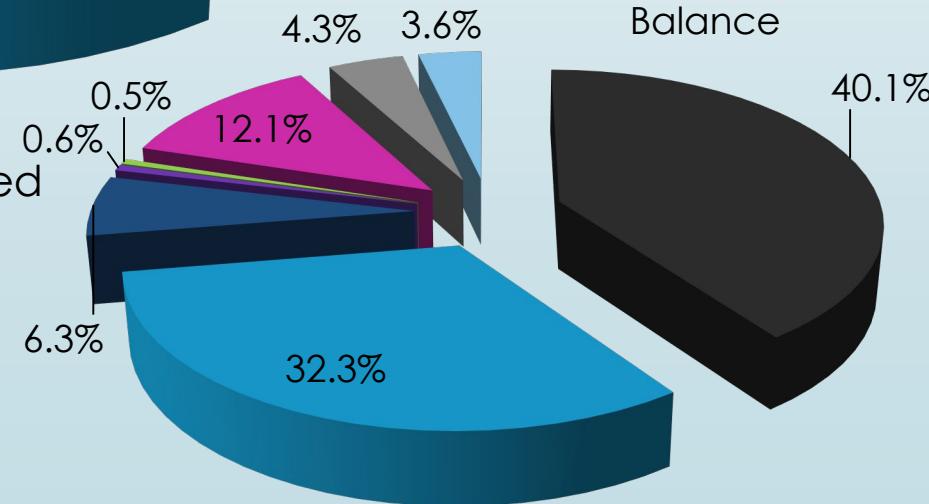


General Fund Revenue

FY20-21 Proposed
Budget



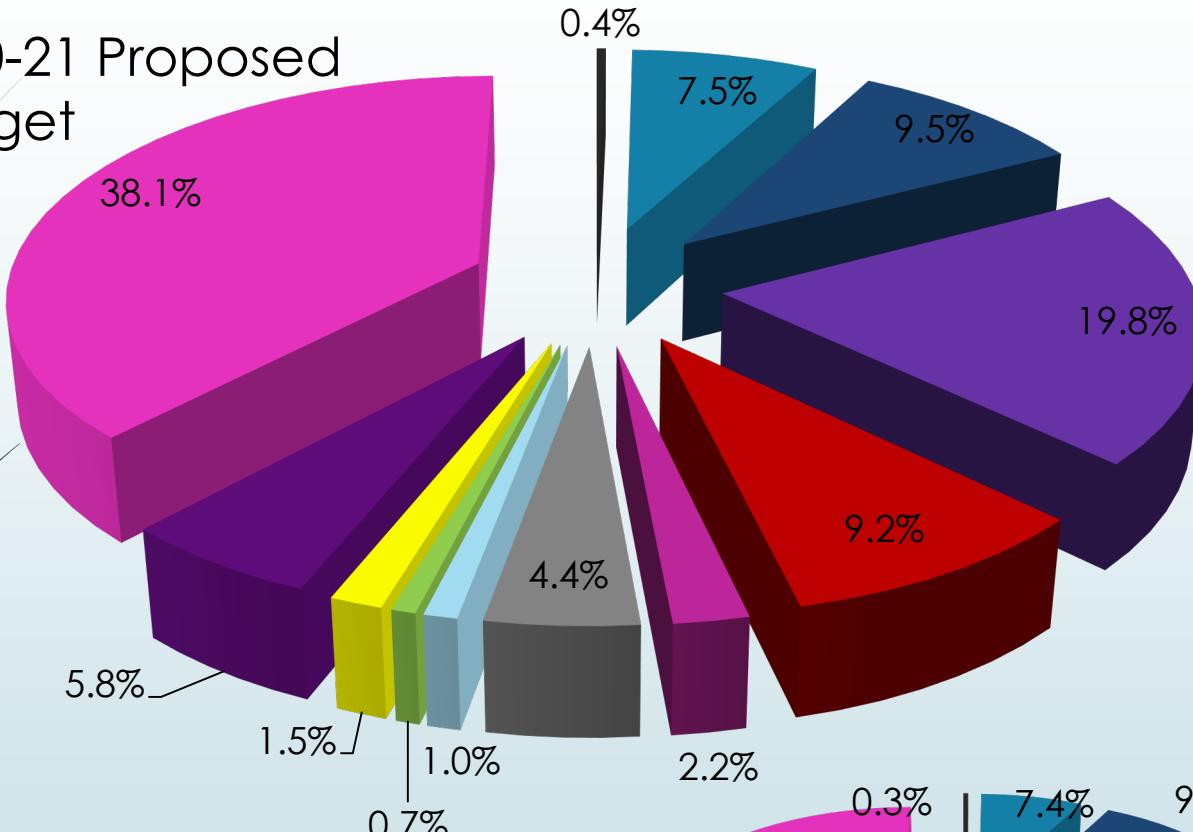
FY19-20 Proposed
Budget



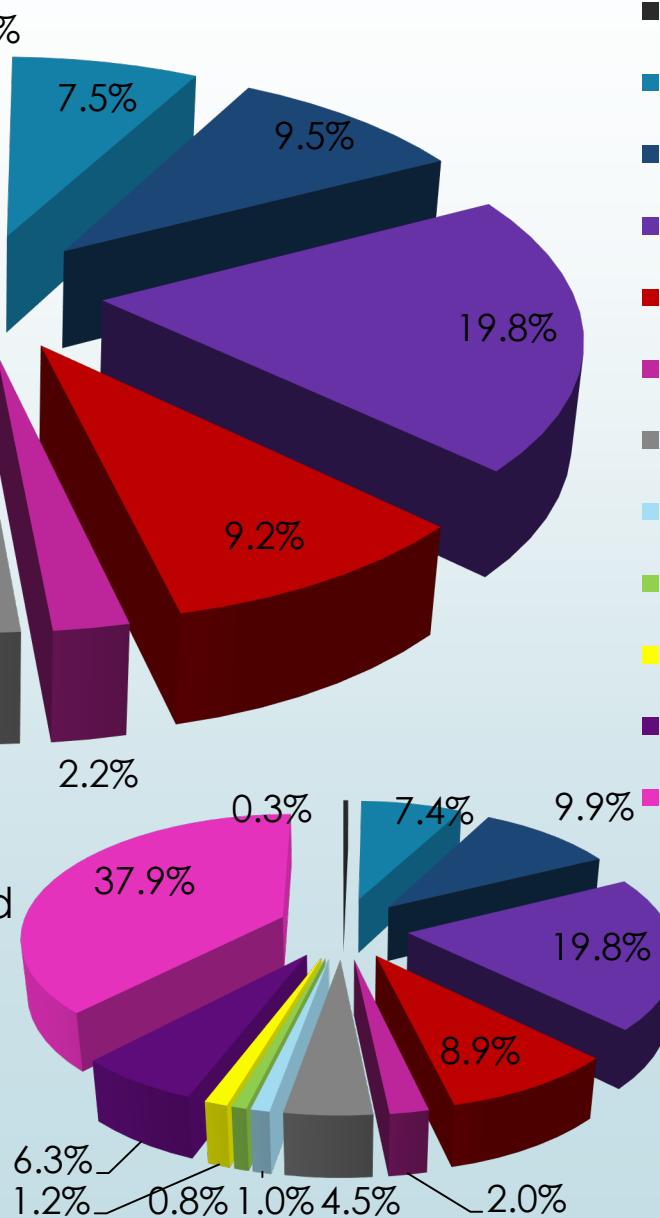
- General Property Taxes
- Other Local Taxes
- Licenses, Permits & Fees
- Fines & Forfeitures
- Use of Money & Property
- Intergovernmental Revenues
- Charges for Current Service
- Miscellaneous/Fund Balance

General Fund Expenditures

FY20-21 Proposed Budget



FY19-20 Proposed Budget



- Legislative
- General & Financial Admin.
- Judicial
- Public Safety
- Public Works
- Health & Social Services
- Culture & Recreation
- Community Development
- Human Services
- Nondepartmental
- Debt Service
- Transfers to Other Funds

Chesterfield Shared Services

| Service | FY20 Adopted Budget | FY21 Chesterfield Request | FY21 Proposed Budget | Difference |
|-------------------------|------------------------|------------------------------|-------------------------|-----------------|
| Child Advocacy Center | \$10,000 | \$10,000 | \$10,000 | \$0 |
| Community Corrections | \$207,350 | \$309,300 | \$306,000 | \$3,300 |
| CSA Administration | \$57,500 | \$60,000 | \$60,000 | \$0 |
| Circuit Court | \$31,018 | \$31,000 | \$31,949 | -\$949 |
| Drug Courts | \$62,700 | \$85,800 | \$64,581 | \$21,219 |
| Juvenile Detention Home | \$67,500 | \$76,300 | \$67,500 | \$8,800 |
| Social Services | \$387,849 | \$415,700 | \$400,000 | \$15,700 |
| Radio Shop | \$200,000 | \$220,300 | \$200,000 | \$20,300 |
| Total | \$1,023,917 | \$1,208,400 | \$1,140,030 | \$68,370 |

City estimates based on anticipated actual expenditures in each service;
County request based on County's proposed budget.

Overview – All Funds

| | FY19-20 Adopted | FY20-21 Proposed | Change | Percent |
|---|--------------------|---------------------|-----------|---------|
| General Fund (net) | 37,704,731 | 39,224,519 | 1,519,788 | 4.0% |
| Economic Dev. Auth. | 31,250 | 32,780 | 1,530 | 4.9% |
| Recreation Fund | 342,300 | 170,300 | (172,000) | -50.2% |
| Schools Fund | 41,904,863 | 41,904,863 | - | 0.0% |
| Capital Projects | 3,512,075 | 4,349,251 | 837,176 | 23.8% |
| Stormwater Fund | 696,996 | 1,076,555 | 379,559 | 54.5% |
| Utilities Fund | 5,151,083 | 5,196,565 | 45,482 | 0.9% |
| | | | | |
| Total (net of school transfer) | 89,343,298 | 91,954,833 | 2,611,535 | 2.9% |

Year to Year Change- General Fund

General Fund Increase

\$2.4M

- ▶ CIP Transfer (230k Operating, 774 FB) 100,000
- ▶ Transfer to schools 909,000
- ▶ 2.5% COLA(in contingency) 419,000
- ▶ CSA Direct Costs 125,000
- ▶ New Equipment 164,000
- ▶ Upgraded Personnel 43,000
- ▶ Health Insurance Increase 61,000
- ▶ VRS Increase 130,000
- ▶ Street Maint. (Cigarette Taxes) 295,000
- ▶ Chesterfield Shared Services 68,000

\$2.3M

Year to Year Change- Other Funds

Recreation Fund Decrease \$(172,000)

- CIP (one time use of reserves in FY20)

Capital Projects Increase 837,176

- Large one-time projects funded through assigned fund balances & state assistance

Year to Year Change- Other Funds

| | |
|---|---------|
| Stormwater Increase | 379,559 |
| ▶ Use of Fund Balance for TMDL remediation & Ridge Road culvert | |
| ▶ 50% of cost of wheel loader (split with streets) | |
| Utilities Increase | 45,482 |
| ▶ 5% increase in rates | |
| ▶ Decrease in sewer charges from Chesterfield | |
| ▶ Water tank inspections | |
| ▶ Pickup truck | |

Unfunded Requests

General

- ▶ Stand alone Economic Development website
- ▶ Salary supplements for General District and Juvenile Courts
- ▶ Asphalt hot box for streets
- ▶ Pickup truck for streets
- ▶ Sedan for Office on Youth

Utility Funds

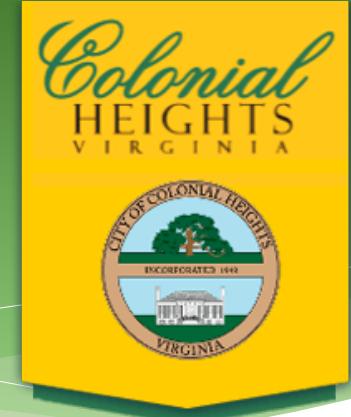
- ▶ Insta-valve for water line for Southpark Water Tower
- ▶ Dump truck for wastewater transmission



Questions

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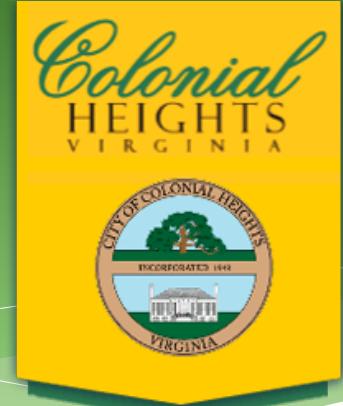


8. Reading of Manner Addressing Council

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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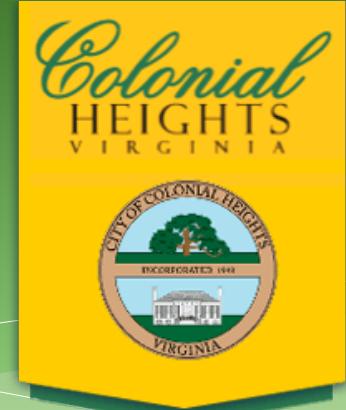


9. Written Petitions and Communications

None

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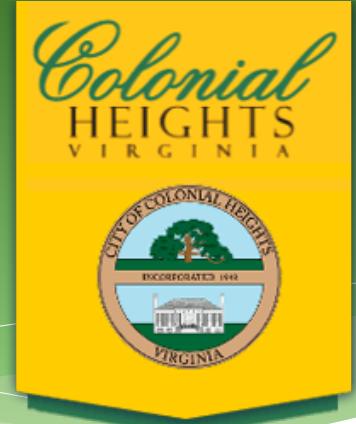


10. Advertised Public Hearings

A. Public Hearing On The Proposed FY2021-FY2025 Capital Improvement Plan

Colonial Heights City Council Meeting

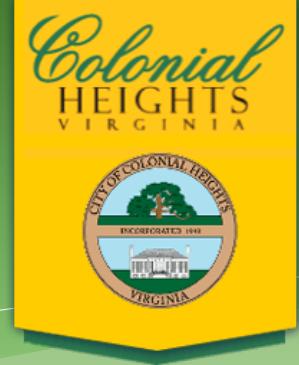
April 14, 2020



11. Hearing of Citizens Generally on Non-Agenda Items

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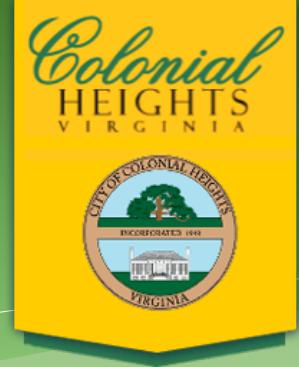
12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

A. AN ORDINANCE NO 20-8

(Second Reading) Amending § 51-56 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to clarify which employees may be paid for accrued but unused sick leave upon retirement through the Virginia Retirement System.

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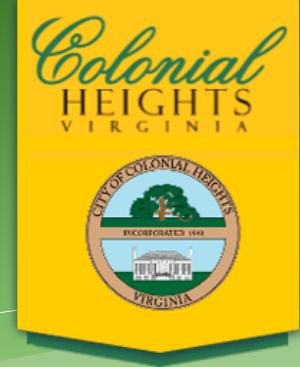
12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

B. AN ORDINANCE NO 20-9

(Second Reading) Amending § 51-56.1 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to provide that only Virginia Retirement System Plan 1 and Plan 2 employees may participate in the City sick leave bank.

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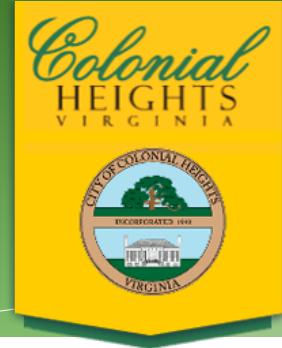
12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

C. AN ORDINANCE NO 20-10

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Animal Control Supervisor position and a new Emergency Communications Center Manager position along with corresponding job descriptions.

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

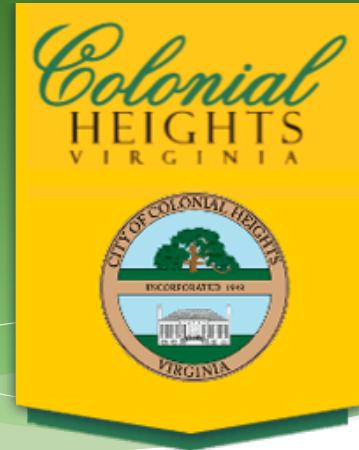
D. AN ORDINANCE NO 20-FIN-2

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$263,763 from assigned Fund Balance/Reserves for pavement preservation to Public Works for the Conduit Road pavement project.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to appropriate \$352,593 in reimbursements from the South Central Wastewater Authority (SCWA) and Virginia Risk Sharing Association (VRSA) for emergency repairs to various sewer lines in the City.

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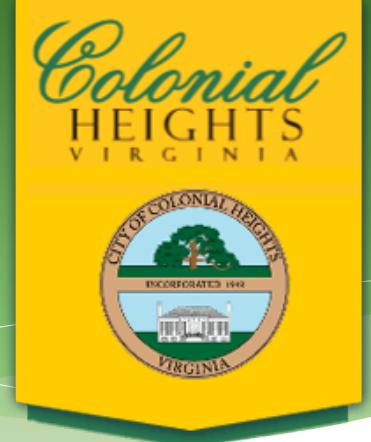


12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

- E. December 10, 2019 Regular Meeting Minutes***
- F. January 14, 2020 Regular Meeting Minutes***
- G. March 10, 2020 Special Meeting Minutes***
- H. March 10, 2020 Regular Meeting Minutes***
- I. March 17, 2020 Special Meeting Minutes***

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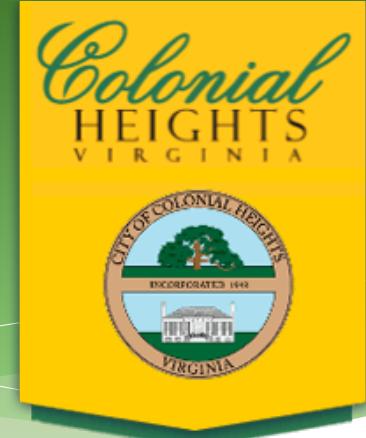
13. Introduction And Consideration Of Ordinances And Resolutions:

A. A *RESOLUTION NO 20-19*

Adopting a policy authorizing a City Council Member to participate remotely in a Council meeting by electronic communication if a quorum of the Council is physically assembled in one location.

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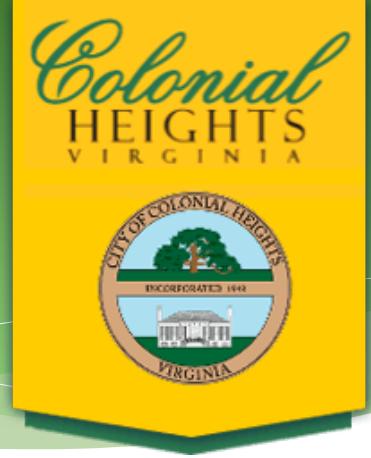
13. Introduction And Consideration Of Ordinances And Resolutions:

B. AN EMERGENCY ORDINANCE NO 20-1

An emergency ordinance to establish methods to assure continuity in Colonial Heights City Government and the conduct of City Council meetings and certain other meetings during the Novel Coronavirus (COVID-19) emergency.

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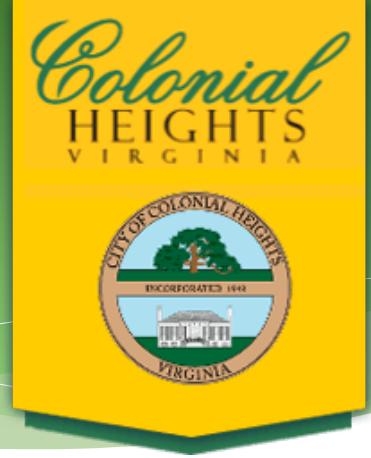
13. Introduction And Consideration Of Ordinances And Resolutions:

C. AN EMERGENCY ORDINANCE NO 20-2

Waiving through June 10, 2020, any penalties and interest on late payments of the tax on purchased meals.

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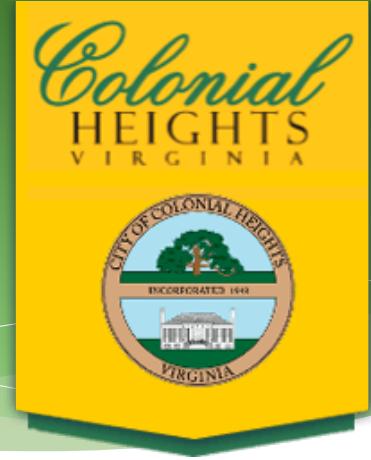
13. Introduction And Consideration Of Ordinances And Resolutions:

D. AN EMERGENCY ORDINANCE NO 20-3

Waiving through June 10, 2020, any penalties and interest on late payments of transient lodging tax.

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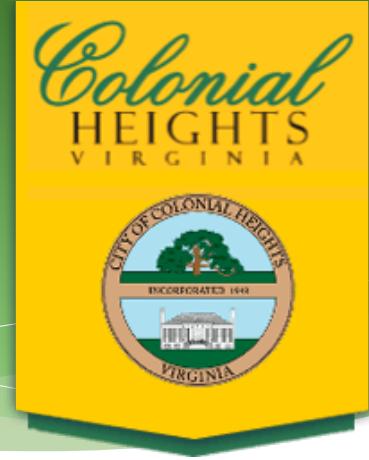
13. Introduction And Consideration Of Ordinances And Resolutions:

E. AN ORDINANCE NO 20-11

(First Reading) Amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills; and by amending Chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to City Code §27-10.

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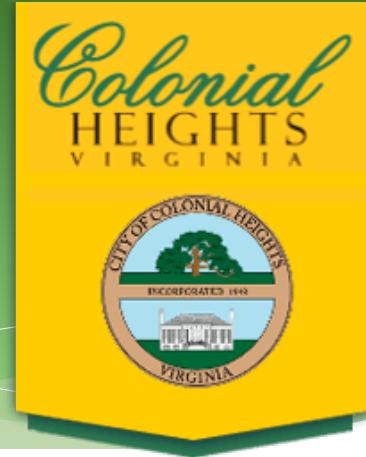
13. Introduction And Consideration Of Ordinances And Resolutions:

F. A RESOLUTION NO 20-20

Consenting to the City Manager's proposed appointment of T. Wayne Hoover, Acting Chief of Fire and EMS, as the City's Coordinator of Emergency Services Activities.

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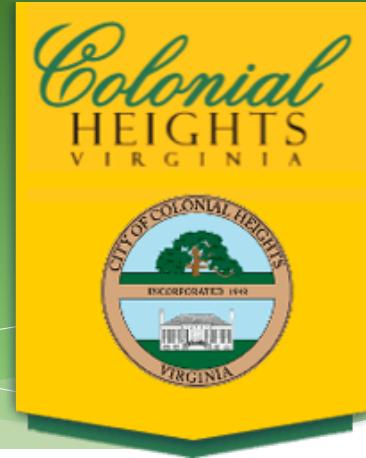
14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:

A. AN ORDINANCE NO 20-7, AS AMENDED

(Second Reading) Amending §§ 98-42 and 98-43 of Chapter 98, Animals, of the Colonial Heights City Code, to prohibit the keeping of poultry and fowl in the City of Colonial Heights.

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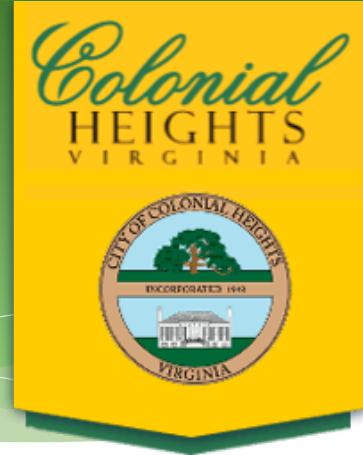


14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:

B. Discussion On Chili Peppers Baseball Sponsorship Opportunity And Fireworks At Events

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15. Reports of Officers and Documents Related Thereto:

A. *City Manager*

- 1. Emergency Management Update***
- 2. General Activity Report***

Dates of Interest

| <u>April</u> | <u>May</u> | <u>June</u> |
|--|---|--|
| <u>April 21st (6:00 pm) – City Council Special Meeting – Council Chambers</u> | <u>May 5th (7:00 pm) – Planning Commission Meeting – Council Chambers</u> | <u>June 2nd (7:00 pm) – Planning Commission Meeting – Council Chambers (Tentative)</u> |
| <u>April 28th (6:00 pm) – City Council Special Meeting – Council Chambers (Public Hearings on Proposed FY20-21 Annual Operating Budget & 2020/2021 Real & Personal Property Tax Rates)</u> | <u>May 12th (7:00 pm) – City Council Regular Meeting – Council Chambers</u> | <u>June 9th (7:00 pm) – City Council Regular Meeting – Council Chambers</u> |
| | <u>May 19th (4:30 pm) – Joint School Board and Council Work Session @ City Hall</u> | <u>June 16th (6:00 pm) – City Council Special Meeting – Council Chambers</u> |
| | <u>May 19th (6:00 pm) – City Council Special Meeting – Council Chambers</u> | |

Community Events

- Arbor Day Celebration – Postponed until further notice.
- 2020 Fort Clifton Festival: Postponed until further notice.

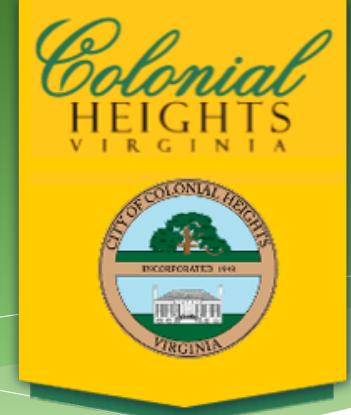
HOLIDAYS



- May 25, 2020: City Holiday – Memorial Day (Government Offices Closed.)
- Friday, July 3rd, 2020: City Holiday – Independence Day Holiday (Government Offices Closed)

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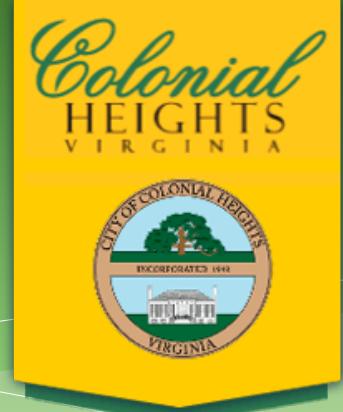


15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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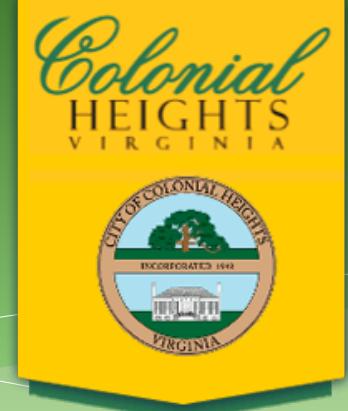
15. Reports of Officers and Documents Related Thereto cont.:

C. *Director of Planning and Community Development*

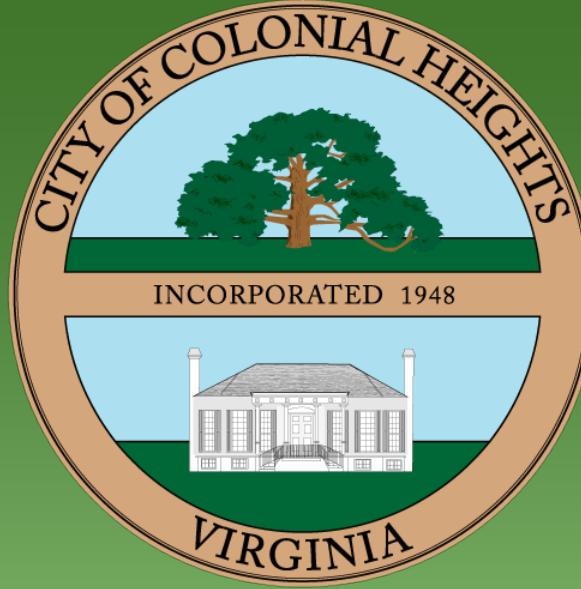
1. Planning Commission Meeting Summary

Colonial Heights City Council Meeting

April 14, 2020



16. Adjournment



Colonial Heights

City Council Regular Meeting

April 14, 2020