

**Colonial Heights**  
**City Council Regular Meeting**  
**June 9, 2020**

# Colonial Heights City Council Meeting

## June 9, 2020



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

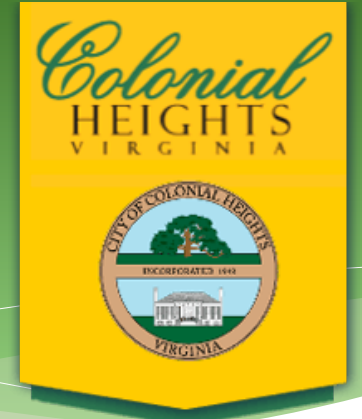
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**7. Commendations And Presentations:**

- A. Recognition Of Jhovan Galberth And Tyquan Lewis For Their Peaceful Community Protests***

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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

*None*

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

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

### ***A. AN ORDINANCE NO 20-12***

*(Second Reading) Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.*



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

### ***B. AN ORDINANCE NO 20-19***

*(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator 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**

### **C. AN ORDINANCE NO 20-FIN-10**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.*

*To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.*

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

***D. April 14, 2020 Regular Meeting Minutes***

***E. May 12, 2020 Special Meeting Minutes***

***F. May 12, 2020 Regular Meeting Minutes***

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

***A. AN EMERGENCY ORDINANCE NO 20-4***

*An uncodified ordinance allowing restaurants, given the current state of emergency, to temporarily provide for expanded dining on certain sidewalks and in their parking lots, notwithstanding parking and final site plan requirements in Chapter 286, Zoning, of the City Code.*

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

***B. A RESOLUTION NO 20-26***

*Confirming the Director of Emergency Services' extension of the declaration of a local emergency due to the COVID-19 pandemic.*

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

### **C. AN ORDINANCE NO 20-FIN-11**

*(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to increase appropriations by \$73,000 to 1) appropriate \$40,000 in insurance recoveries to cover the City's expenses for accidental losses; 2) transfer \$32,500 in savings from incarceration expenses to debt service for the 2019 computer lease; and 3) appropriate \$33,000 in proceeds from the sale of the courthouse property to purchase property adjacent to Violet Bank.*

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

***D. A RESOLUTION NO 20-18***

*Authorizing the City Manager to enter into a Real Estate Purchase Agreement on behalf of the City of Colonial Heights to purchase a 0.15 acre parcel on Royal Oak Avenue.*

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

*None*



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

***A. City Manager***

***1. Emergency Management Update***

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

***A. City Manager (continued):***

***2. Summary Of COVID-19 Grant Funding And Proposed Uses Of Funds***

## **COVID-19 Funding Sources for the City:**

- Federal CARES Act Coronavirus Relief Fund
- US Health and Human Services Funding
- CDBG CARES Supplemental Grant
- FEMA

# Federal CARES Act Coronavirus Relief Fund - Overview

- Allocation to the City: \$1,515,466
- Use of Funds to cover costs that:
  - Are necessary due to the COVID-19 public health emergency
  - Were not accounted for in the budget approved as of March 27, 2020
  - Were incurred from March 1 – December 30, 2020
- Funds cannot be used to make up for revenue shortfalls

# Federal CARES Act Coronavirus Relief Fund – Proposed Uses

- City Facility Cleaning - \$10,000
- Teleworking expenses - \$49,438
- Public Safety Salaries
  - EMS first responder salaries - \$547,200 (TBD)
  - Hazard Pay - \$238,000
  - SROs now on patrol - \$87,360
- Public Facility-Public Meeting Security - \$23,467
- Small Business Grants - \$500,000
- Families First Coronavirus Response Act Sick Leave- \$10,000
- Credit Card Fees due to convenience fee lifted for online payment - \$25,000
- Schools Expenditures - \$25,000

# US Health and Human Services Funding

## Overview

- Allocation to the City: \$35,896
- Provided to EMS transport providers proportional to the Medicaid funding the City receives for EMS Transports

## Proposed Uses

- PPE - \$31,000
- Patient Transport Cost - \$4,860

# CDBG CARES Supplemental Grant

## Overview

- Allocation to the City: \$62,237
- Grantees may use CDBG-CV grant funds to cover or reimburse costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality

## Proposed Uses

- Establishment of a Utility Bill Relief Program - \$63,237  
(to be presented at June 16, 2020 Worksession)

# FEMA Reimbursement

## Overview

Certain expenditures to respond to the COVID-19 Pandemic are eligible for FEMA reimbursement.

Types of eligible expenses include:

- Training specific to the declared event
- Disinfection of eligible public facilities
- Use of specialized medical equipment
- Purchase and distribution of PPE and hazardous material suits

## Proposed Uses

- PPE - \$25,000
- Cleaning/Disinfecting - \$31,000



# Proposed Hazard Pay Program

## Overview

- CARES funding may be used for hazard pay for public safety
- Across the board hazard pay for all employees is not eligible

## Proposed Program

- Twelve-week period of time (March 18 – June 9)
- Provide hazard pay of \$3 per hour for:
  - Certified Law Enforcement Personnel
  - Full-time Animal Control Officer
  - Certified Firefighters
  - Communications Center Staff
  - Fire Department Emergency Management Staff
  - Sheriff's Office Deputies/Supervisors

## **Proposed Hazard Pay Program Cont.**

- Initial estimated cost - \$238,000
- Utilize CARES funds based on duties performed by employees in response to COVID-19
- Utilize City funds, as needed, for areas where use of CARES funds does not apply

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

***A. City Manager (continued)...***

***3. Economic Development Authority Small Business Grants***

# **EDA Small Business Grant - Overview**

- CARES funds may be used for Small Business Assistance
- Staff proposes implementation of a Small Business Assistant Grant program

# Small Business Assistance Program Outline

- Recommend allocation of \$500,000 in CARES funding to the program
- Colonial Heights small businesses and local franchised businesses with 30 employees or less
- Operational in Colonial Heights at least 24 months with valid Colonial Heights business license
- Must demonstrate on the application how their business has been adversely impacted by the COVID-19 crisis

# Small Business Assistance Program Outline cont.

- Eligible types of expenses:
  - Payroll
  - Rent
  - Utilities
  - Business Mortgage
  - Supplies
  - Business Expenses
- Approved grants to be issued as reimbursement for qualifying costs incurred 3/17/20 – 6/30/20
- Grant amounts; up to:
  - \$5,000 for businesses with 1 – 15 employees
  - \$7,500 for businesses with 16-30 employees

## **Small Business Assistance Program Outline cont.**

- Review and determination of awards will be Economic Development staff in conjunction with the EDA
- Proposed Application Timeline: June 15, 2020 – July 15, 2020

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

***A. City Manager (continued)...***

***4. July 4<sup>th</sup> Fireworks Update***



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

***A. City Manager (continued)...***

***5. Consideration Of A Water Service Connection Request For  
207 And 211 Swift Creek Lane***

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

***A. City Manager (continued)...***

***6. General Activity Report***

# Dates of Interest

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

# Community Events

- 2020 Fort Clifton Festival: Postponed until further notice.

## HOLIDAYS



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



- Monday, September 7th, 2020: City Holiday – Labor Day (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.:**

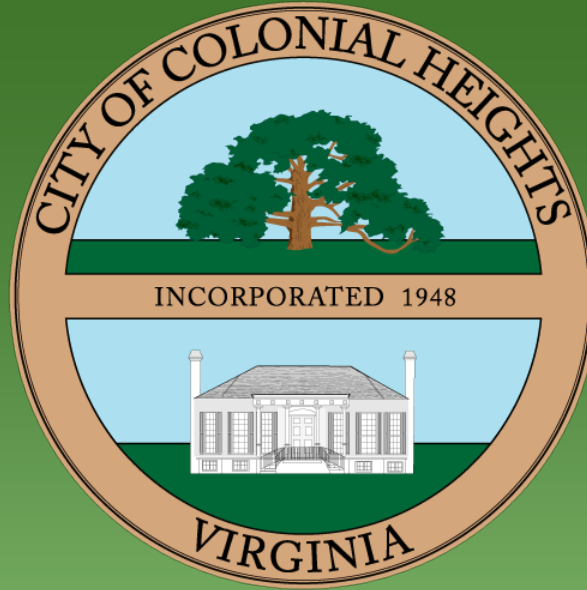
**C. *Director of Planning and Community Development***

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## **16. Adjournment**



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