



Colonial Heights
City Council Special Meeting
September 15, 2020

Colonial Heights City Council Meeting

September 15, 2020



- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations of Personal Interest**

Colonial Heights City Council Meeting

September 15, 2020



4. Closed Meeting Pursuant To The Code Of Virginia In Accordance With The Following Provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider the salary of the City Attorney.
- Paragraph A.5 of §2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.

Colonial Heights City Council Meeting

September 15, 2020



5. Vote To Come Back Into Open Meeting.

The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider the salary of the City Attorney.
- Paragraph A.5 of §2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.

Colonial Heights City Council Meeting

September 15, 2020



Consideration of the following certification:

Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Roll Call. An affirmative vote shall constitute certification of compliance.

Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

A. AN ORDINANCE 20-FIN-18

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$157,000 consisting of 1) \$60,000 in anticipated grant funds for GIS enhancements; 2) \$35,000 in assigned fund balance for the replacement of the City's gas pumps; and 3) \$62,000 in unassigned fund balance for repairs at 608 Hamilton Avenue.

Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

B. South Central Wastewater Authority Plant Upgrade Project

Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

C. COVID-19 Grant Funding Update

Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

D. Discussion Regarding Employee Compensation

Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

E. Revisions To The Assistant Director Of Public Works – Engineering Job Description

Assistant Director of Public Works – Engineering Job Description Revisions

September 15, 2020
Council Meeting

Assistant Director Job Duties

- Supervise an office of eight (8) staff members
- Manage Capital Improvements Projects and Project Agreement, preparation of plans, specifications and estimate for bid advertising
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures as needed
- Administer the Erosion and Sediment Control and Stormwater Management Programs for the City.

Engineering Department Program Administration

- Erosion and Sediment Control Program (Program Audit by DEQ)
- Virginia Stormwater Management Program instituted in 2014 (DEQ)
- Municipal Separate Storm Sewer System (MS4) program since 2002 (EPA and DEQ)
- Virginia's Phase II Watershed Implementation Plan - Total Maximum Daily Load (TMDL) Plan effective 2013 (EPA and DEQ)
- Locally Administered Projects Qualification Program effective 2019 (VDOT)

Federal/State Funding based on Type of Design work since 2015

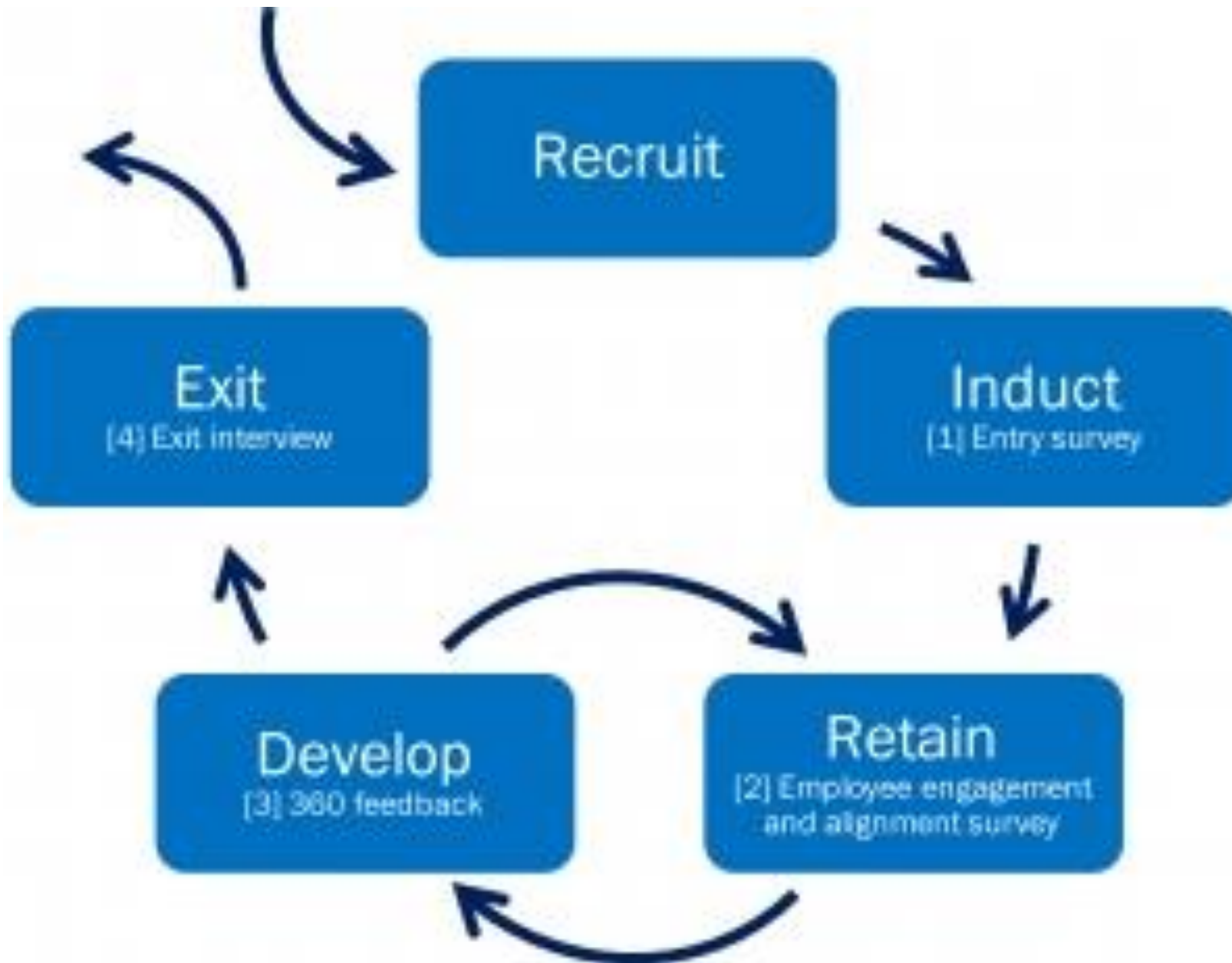
- In-House Design
- \$1.9 Million in Total
- Holly Ave Reconstruction, North Elementary Phase 1 Sidewalks and Stratford/Mallard
- Consultant Design
- \$12.9 Million in Total
- Multiple Projects including Dupuy, Lakeview, North Elem Phase 2, Conduit/Ellerslie Intersection, Etc.

New Technical Requirements

- Erosion and Sediment Control Program Administrator
- Stormwater Management Program Administrator
- VDOT Locally Administered Projects Qualification Program Certificate

Revised Requirements

- Work experience reduced from 10 years to 8 years (Reduced to 4 years with Master's Degree)
- EIT certification adjusted from Required to Desirable
 - Expands applicant pool to include nearby Fort Lee personnel
 - Allows for promotional opportunities for existing and future staff members
 - Better reflects the shifting responsibilities within the Engineering division



Colonial Heights City Council Meeting September 15, 2020



6. Work Session On The Following Items:

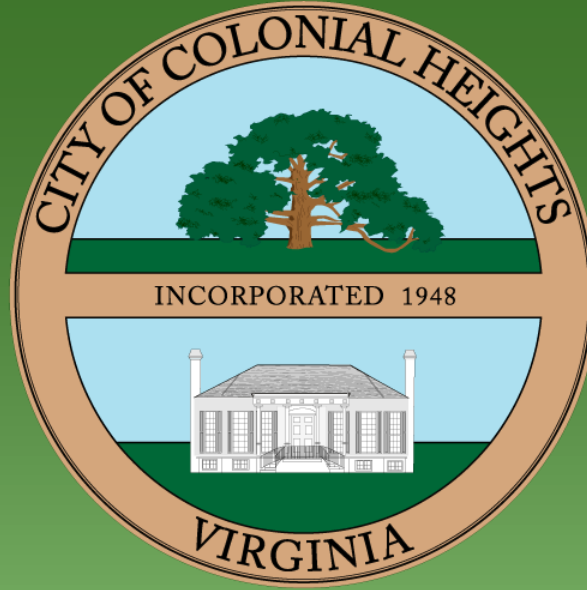
**F. Discussion Concerning Possible New Agenda Item:
Council Member Comments**

Colonial Heights City Council Meeting

September 15, 2020



7. Adjournment



Colonial Heights
City Council Special Meeting
September 15, 2020