



Colonial Heights
City Council Special Meeting
November 17, 2020

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

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4. A Work Session On The Following Items:

A. AN ORDINANCE NO 20-30

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Financial Systems Analyst position, along with the corresponding job description.

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4. Special Meeting On The Following Items:

B. AN ORDINANCE NO 20-31

(First Reading) Awarding a \$500 Bonus to the City Sheriff and Full-time Sworn Sheriff's Deputies.

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4. Special Meeting On The Following Items:

C. Awarding The City Clerk A 2% Salary Increase

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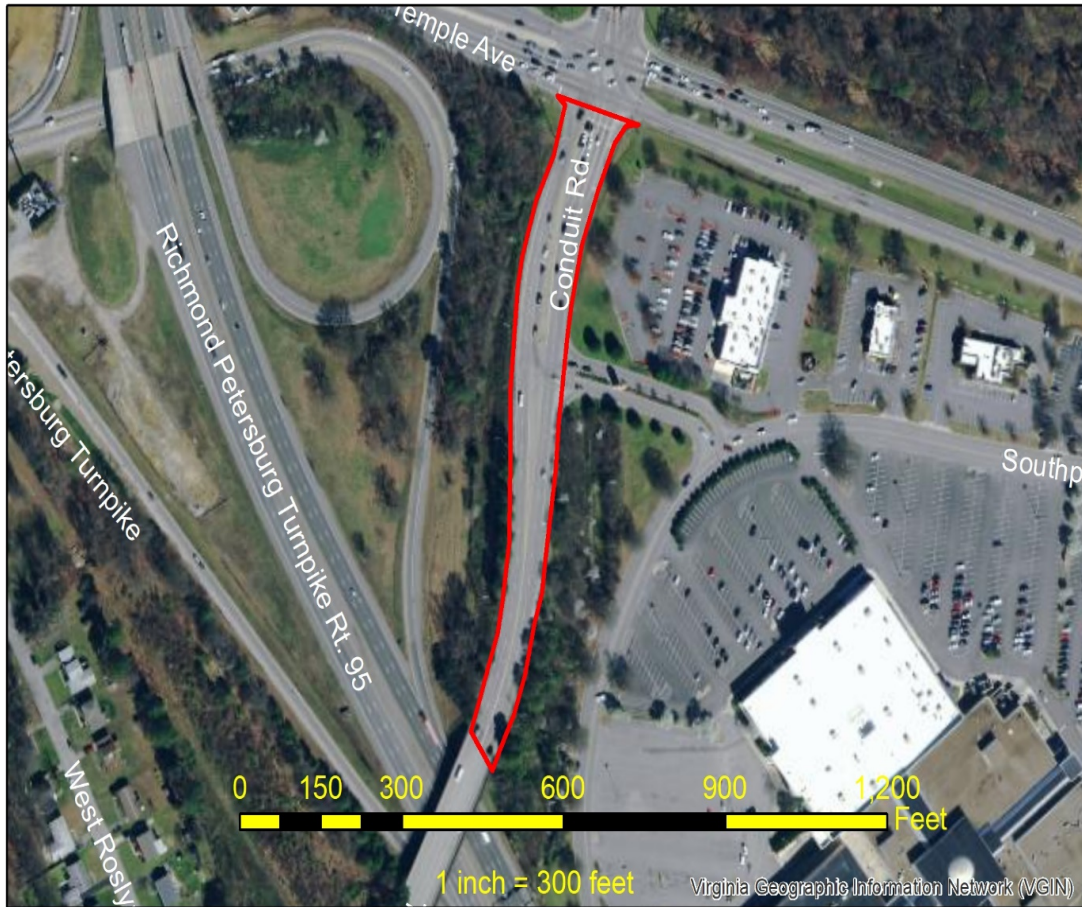


4. Special Meeting On The Following Items:

D. Discussion Regarding Roadway Improvement Projects

Conduit Road

- Mill and Overlay Pavement
- Reinstall Loop detectors
- Restore Pavement Markings



Conduit Road (cont.)

- Mill and Overlay Pavement
- Install Loop Detectors
- Restore Pavement Markings



Washington and Stuart Ave



- Patch and seal pavement where needed
- Application of Double Coat of latex modified emulsion treatment
- Estimate for Base Work ~ \$750K

Additional Funding (Conduit Road - North)– Option #1



- Mill and Overlay pavement between Temple Ave and Ellerslie Ave
- Estimate for this section - ~\$200K

Additional Funding (Conduit Road – South) – Option #2



- Mill and Overlay pavement between Westover and Ivey Ave
- Restore pavement markings
- Estimate for this option - ~\$150K

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4. Special Meeting On The Following Items:

E. City Facilities Security Assessment Update

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4. Special Meeting On The Following Items:

F. COVID-19 Grant Funding Update

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4. Special Meeting On The Following Items:

G. Discussion Regarding Utility Billing Related Moratoriums

Utility Considerations in State Budget Amendments

General Assembly Budget Item presented to the Governor

- Language to incorporate municipal utilities
- Moratorium on cut-offs for non-payment
- Requirement for repayment plan
- Availability of CARES funds for utility subsidy payments
- Reporting requirements

Moratorium on Cut-offs

- Municipal Utilities are “prohibited from disconnecting service to residential customers for non-payment of bills or fees...”
- Until
 - Governor determines that conditions have improved, or
 - 60 days after declared state of emergency ends
- And...
 - Must notify all customers who are at least 30 days in arrears of this utility disconnection moratorium”
 - Bill inserts/ notices allowed.

Moratorium on Cut-offs: Exemption

- “If...(municipal utility) has accounts receivable arrearages that exceed 1% of the utility’s annual operating revenues, then utility may obtain relief from the moratorium....” by:
 - “Providing a written analysis stating such.... to the staff of the governing body”, and
 - “The utility contemporaneously makes workpapers available for inspection to staff”, and
 - The governing body verifies the exceedance,
 - “Provides public notice,
 - Takes public comment, and
 - Votes to approve that the exceedance is accurate in an open meeting”

Repayment Plan

- Requires notification of repayment plan
 - No more than 60 days after enactment, to
 - Customers 30+ days in arrears
 - Bill Insert/ bill notice
 - Eligibility, billing information, financial assistance resources, and complaint procedure
- Requires a repayment plan
 - No new deposits, fees, interest, or penalties.
 - Amortized repayment over 6 – 24 months
 - “That the customer determines is sustainable and affordable for them”
 - No eligibility criteria (including payment history)
 - “May require the customer to attest... that the customer has experienced a financial hardship”

CARES Funds?

STATE BUDGET:

- “Utilities shall use any funding allocated from the federal Coronavirus Relief Funds of the... (CARES Act) to provide direct subsidy payments on behalf of customers whose accounts are over 30 days in arrears, provided such use meets eligibility requirements pursuant to United States Department of the Treasury Guidance.”

TREASURY GUIDANCE:

- “Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees.”

If the municipal utility exempts itself from the moratorium on disconnections, CARES Act funds will not be available.

Reporting Requirements

- Municipal Utilities must submit to the Commission on Local Government:
 - Number and value of accounts 30+ days in arrears
 - Number and value of accounts 60+ days in arrears
 - Number, value, and average debt of accounts on the Repayment Plan
 - Number of accounts removed from the Repayment Plan, and reason
 - Amount of and average debt still remaining for accounts removed from the Repayment Plan
 - The Carrying costs of the debt for accounts participating in the Repayment Plan
 - Number, total value, and average debt of accounts offset by CARES funds
 - Categorized by days in arrears, customer account type and CRF type
 - Cumulative level of customer arrearages by locality.

Reporting Requirements (continued)

- Municipal Utilities must submit to the Commission on Local Government:
 - Due to House and Senate
 - 12/31/20, and
 - 90 days after moratorium end, and
 - Annually on 12/31 for the following two years.
 - Shall cover period from 3/16/20 – 12/15/20.
 - Not eligible for deferral

Colonial Heights Implications

- Notifications
 - May have to do separate mailing to customers off-cycle
- Repayment Plan
 - Have to set up and implement payment plan on MUNIS
 - Implementation, training, and set-up costs
- Loss of Revenue
- Questions on availability of CARES funds- conflicting guidance

Colonial Heights Implications

Current Arrearages (11/13/20)

- Total, >1 day: 1,840 accounts, \$405,050 outstanding, 5.65%
- Total, > 30 days: 1,237 accounts, \$252,728 outstanding, 3.52%
- Water, Sewer, Stormwater only: 1,839 accounts, \$346,337 outstanding, 5.80%

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4. Special Meeting On The Following Items:

H. Holiday Schedule For Calendar Year 2021

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4. Special Meeting On The Following Items:

I. Discussion Regarding City Council iPads

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5. Adjournment



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