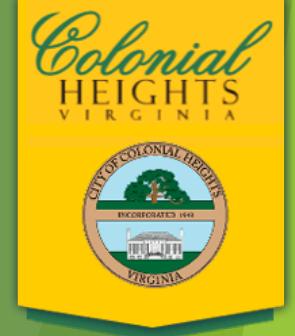




Colonial Heights
City Council Special Meeting
October 19, 2021

Colonial Heights City Council Meeting

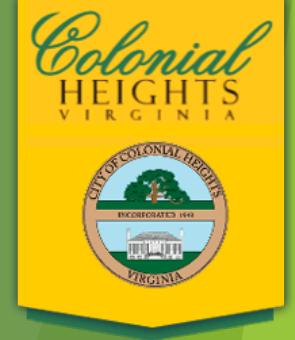
October 19, 2021



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

Colonial Heights City Council Meeting

October 19, 2021

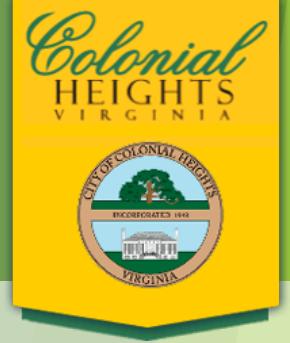


4. Closed Meeting Pursuant To The Code Of Virginia In Accordance With The Following Provision:

- ▶ *Paragraph A.5 of Section 2.2-3711, to discuss a prospective business providing housing at Southpark Mall, where no previous announcement has been made of the business' interest in locating its facilities in the community.*

Colonial Heights City Council Meeting

October 19, 2021



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 provision:

- ▶ *Paragraph A.5 of Section 2.2-3711, to discuss a prospective business providing housing at Southpark Mall, where no previous announcement has been made of the business' interest in locating its facilities in the community.*

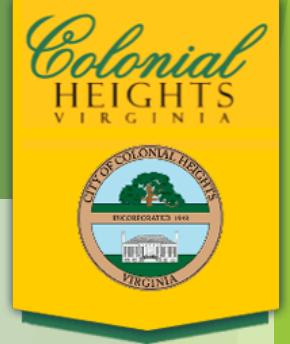
Colonial Heights City Council Meeting

October 19, 2021

Consideration of the following consideration:

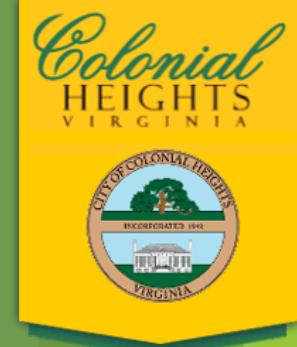
Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed 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

October 19, 2021

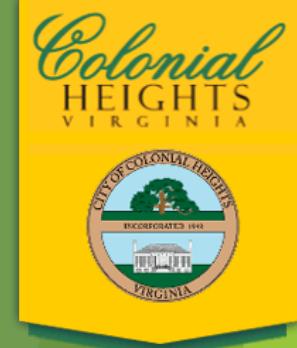


6. A Work Session On The Following Items:

- A. Discussion Regarding City Code For Tax Relief For The Elderly And Disabled*

Colonial Heights City Council Meeting

October 19, 2021



6. A Work Session On The Following Items:

B. Quarterly Financial Report

*Presentation of the Quarterly Financial Report for the Quarter
Ended September 30, 2021.*

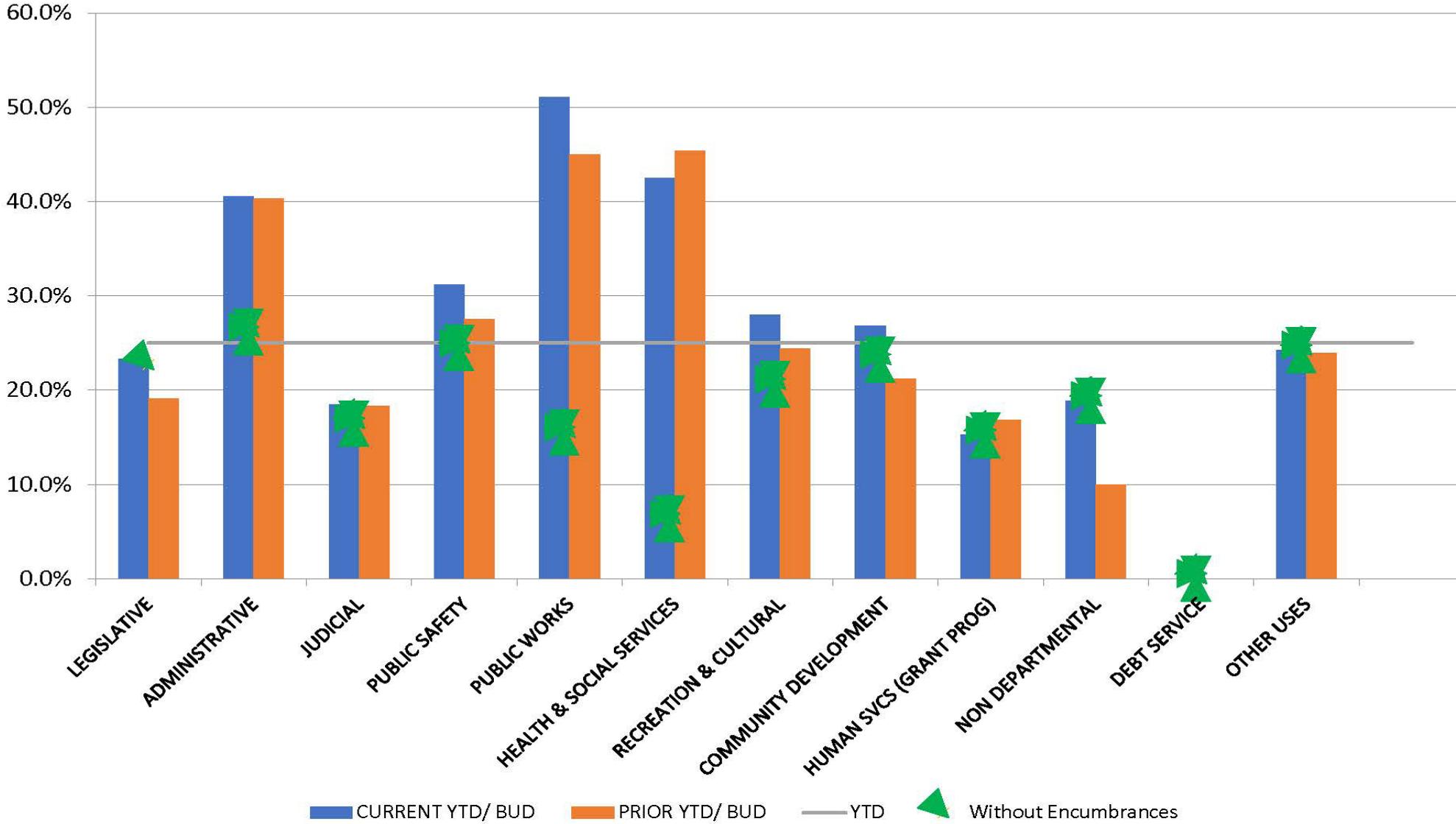
City of Colonial Heights
Quarterly Financial Report
Revenue Collections FY2021-22 Through 9/30/21

1ST FUND	SUB	----- TITLE -----	BUDGET	SEPTEMBER RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/BUD
10	4100	GENERAL PROPERTY TAXES	25,456,122	172,528	258,257	25,197,865	1.0%	1.0%
10	4200	OTHER LOCAL TAXES	19,563,819	1,063,274	2,521,603	17,042,216	12.9%	11.5%
10	4300	LICENSE PERMITS & FEES	3,744,470	46,625	335,183	3,409,287	9.0%	9.1%
10	4400	FINES & FORFEITURES	356,000	19,568	47,671	308,329	13.4%	10.1%
10	4500	USE OF MONEY & PROPERTY	206,300	4,465	39,367	166,933	19.1%	21.5%
10	4600	INTERGOVERNMENTAL REVENUE	7,943,255	313,860	553,032	7,390,223	7.0%	15.9%
10	4700	CHARGES-CURRENT SERVICES	2,616,900	181,212	333,889	2,283,011	12.8%	13.8%
10	4800	MISCELLANEOUS	1,239,528	15,040	41,684	1,197,845	3.4%	2.6%
10	4900	NON-OPERATING INCOME	851,107	-	-	851,107	0.0%	0.0%
GENERAL FUND TOTAL			61,977,501	1,816,572	4,130,686	57,846,816	6.7%	7.3%
25	4900	NON-OPERATING INCOME	30,280	-	-	30,280	0.0%	0
30	4600	INTERGOVERNMENTAL REVENUE	-	18,064	18,064	(18,064)	0.0%	511%
40	4700	CHARGES-CURRENT SERVICES	160,917	4,046	19,663	141,254	12.2%	3.37%
40	4800	MISCELLANEOUS	-	15,158	16,479	(16,479)	N/A	N/A
60	4500	USE OF MONEY & PROPERTY	-	232	807	(807)	N/A	N/A
60	4600	INTERGOVERNMENTAL REVENUE	9,364,253	62,758	105,283	9,258,970	1.1%	13.37%
60	4800	MISCELLANEOUS	3,483,587	-	-	3,483,587	0.0%	0.00%
60	4900	NON-OPERATING INCOME	6,485,013	-	-	6,485,013	0.0%	0.00%
68	4700	CHARGES-CURRENT SERVICES	234,960	19,690	59,070	175,890	25.1%	N/A
68	4800	MISCELLANEOUS	-	-	30,000	(30,000)	N/A	N/A
75	4700	CHARGES-CURRENT SERVICES	730,000	72,380	124,011	605,989	17.0%	17.16%
75	4900	NON-OPERATING INCOME	236,633	-	-	236,633	0.0%	0.00%
80	4700	CHARGES-CURRENT SERVICES	5,173,446	350,359	775,727	4,397,719	15.0%	17.23%
80	4800	MISCELLANEOUS	102,000	-	-	102,000	0.0%	N/A
80	4900	NON-OPERATING INCOME	4,000	275	1,071	2,929	26.8%	2.10%
TOTAL, ALL REVENUE			87,982,590	2,359,535	5,280,861	82,701,729	6.00%	11.11%

City of Colonial Heights
Quarterly Financial Report
Expenditures FY2021-22 Through 9/30/21

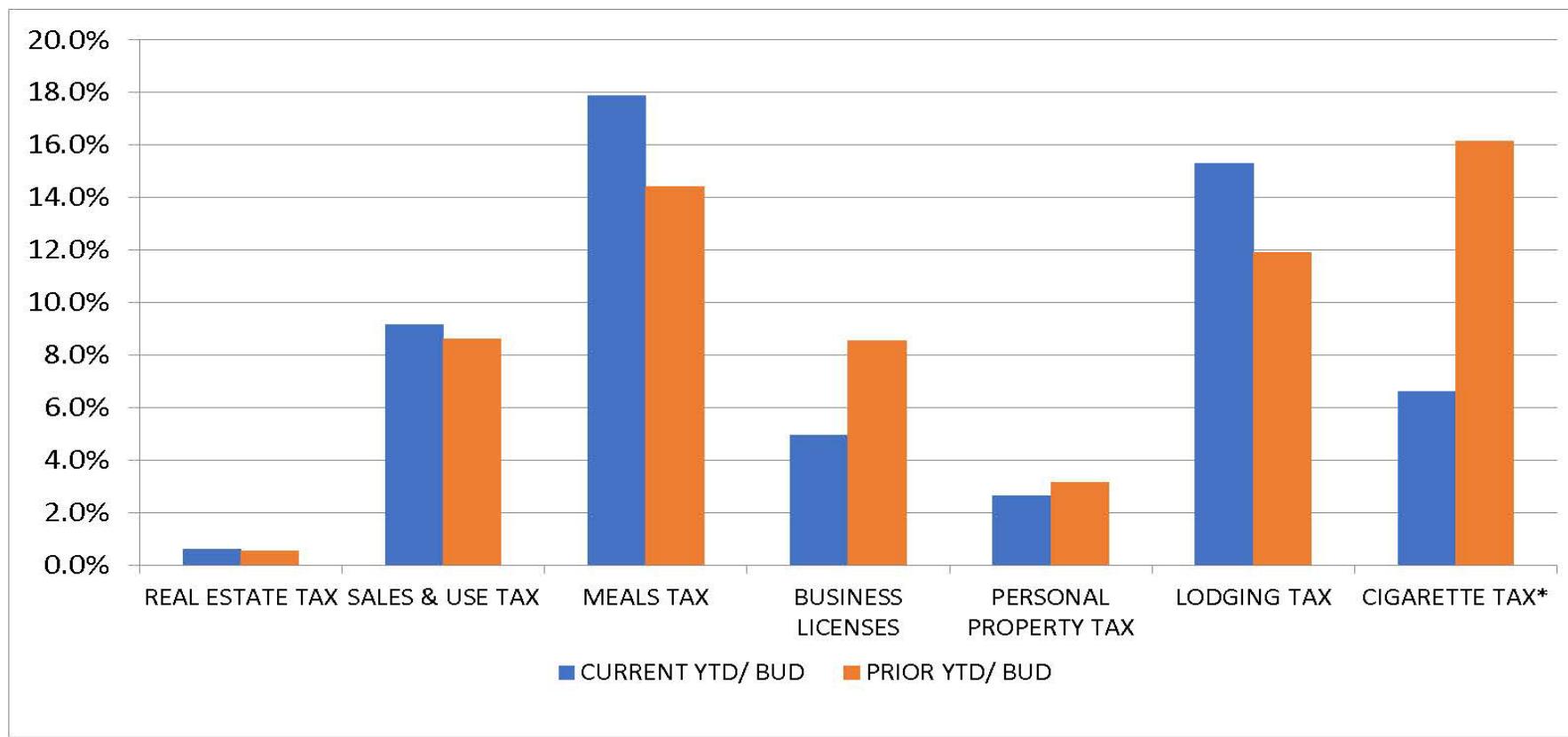
FUND	DIV	----- TITLE -----	BUDGET	SEPTEMBER EXPEND	ENCUMB OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	CURRENT YTD / BUD	PRIOR YTD / BUD
10	101	LEGISLATIVE	200,752	17,086	1,167	45,577	154,007	23.3%	19.1%
10	105	ADMINISTRATIVE	4,934,304	498,977	711,741	1,290,199	2,932,365	40.6%	40.3%
10	135	JUDICIAL	5,816,240	353,546	116,684	957,270	4,742,286	18.5%	18.3%
10	140	PUBLIC SAFETY	12,941,064	1,133,000	872,917	3,164,343	8,903,805	31.2%	27.5%
10	145	PUBLIC WORKS	6,126,358	267,934	2,176,711	950,695	2,998,952	51.0%	45.0%
10	150	HEALTH & SOCIAL SERVICES	1,342,633	40,357	484,697	85,330	772,607	42.5%	45.3%
10	160	RECREATION & CULTURAL	2,800,123	189,898	206,617	576,924	2,016,582	28.0%	24.4%
10	175	COMMUNITY DEVELOPMENT	676,090	58,856	24,142	157,035	494,913	26.8%	21.2%
10	180	HUMAN SVCS (GRANT PROG)	475,874	22,060	313	72,364	403,198	15.3%	16.9%
10	190	NON DEPARTMENTAL	697,600	9,517	-	131,525	566,075	18.9%	10.0%
10	195	DEBT SERVICE	3,725,119	-	-	-	3,725,119	0.0%	0.0%
10	200	OTHER USES	23,358,775	1,876,099	-	5,658,297	17,700,478	24.2%	23.9%
GENERAL FUND TOTAL			63,094,933	4,467,331	4,594,988	13,089,560	45,410,386	28.03%	26.00%
25	250	ECONOMIC DEV. AUTHORITY	30,280	-	-	-	30,280	0.0%	991.5%
30	300	EMERGENCY RESPONSE	-	3,089	-	35,821	(35,821)	#DIV/0!	252.0%
40	420	RECREATION ACTIVITIES	169,093	1,517	792	25,229	143,072	15.4%	10.3%
60	601	GENERAL GOVERNMENT	6,196,022	86,704	2,900,903	694,110	2,601,009	58.0%	69.9%
60	610	RECREATIONAL FACILITIES	1,411,869	40,354	223,456	40,354	1,148,059	18.7%	16.8%
60	615	EDUCATIONAL FACILITIES	272,422	-	-	-	272,422	0.0%	0.0%
60	620	STREETS & BRIDGES	8,971,858	145,812	764,841	165,634	8,041,383	10.4%	20.8%
60	630	UTILITY IMPROVEMENT	1,080,864	-	108,490	173,842	798,533	26.1%	58.7%
60	650	STORMWATER PROJECTS	1,399,818	-	-	-	1,399,818	0.0%	0.0%
68	680	INFORMATION TECH SER FUN	234,960	-	109,838	38,125	86,997	63.0%	N/A
75	750	STORM WATER	1,038,329	25,770	11,289	143,626	883,413	14.9%	14.8%
80	810	UTILITIES	5,919,270	496,963	2,175,764	1,193,389	2,550,117	56.9%	63.1%
TOTAL, ALL EXPENDITURES			89,819,717	800,210	6,295,373	2,510,130	17,919,281	9.8%	14.6%

City of Colonial Heights
Quarterly Financial Report
Expenditures as Percent of Budget
FY2020-22 Through 9/30/21



City of Colonial Heights
Quarterly Financial Report
Top Six Revenues Through 9/30/21
(including Cigarette Taxes)

FD	ACCT	----- TITLE -----	FY21 ACTUAL	FY 22 BUDGET	SEPTEMBER RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	4101	REAL ESTATE TAX	21,389,174	21,052,640	121,743	130,763	20,921,877	0.6%	0.5%
10	4203	SALES & USE TAX	8,677,937	8,119,754	743,028	743,028	7,376,726	9.2%	8.6%
10	4205	MEALS TAX	7,751,813	7,274,000	715,396	1,299,933	5,974,067	17.9%	14.4%
10	4301	BUSINESS LICENSES	3,555,784	2,958,755	10,290	146,147	2,812,608	4.9%	8.6%
10	4112	PERSONAL PROPERTY TAX	2,892,083	3,323,990	30,070	88,438	3,235,552	2.7%	3.2%
10	4207	LODGING TAX	1,202,305	1,124,765	165,850	172,159	952,606	15.3%	11.9%
10	4209	CIGARETTE TAX*	614,123	848,700	20,476	56,115	792,585	6.6%	16.1%

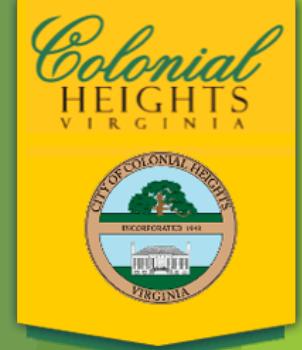


City of Colonial Heights
Quarterly Financial Report
Cash and Investments as of 9/30/21

Truist Checking	\$ 2,144,285.65
Truist EDA	124,683.62
Truist EMS Deposit	191,418.88
LGIP	14,268,450.78
SNAP	4,767,349.00
2016 GO Bonds	3,644,918.37
2018 Bond Proceeds	1,122,430.63
Total Cash and Investments	\$ 21,496,187.93

Colonial Heights City Council Meeting

October 19, 2021



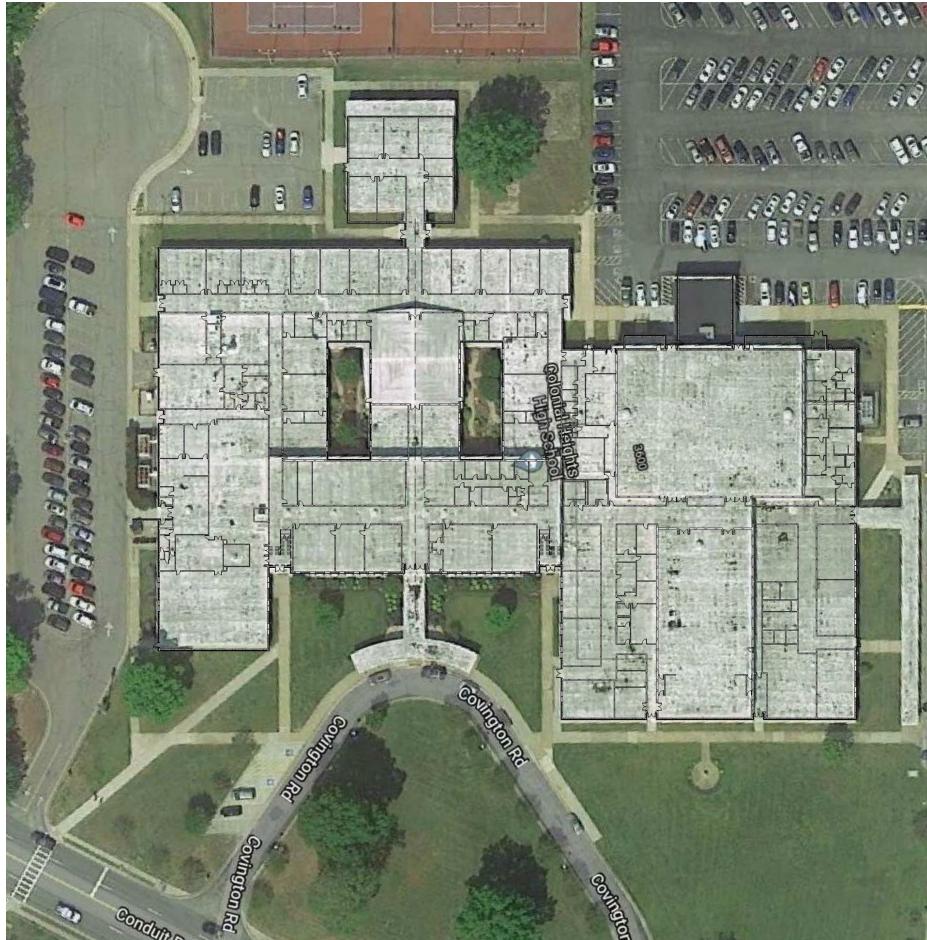
6. A Work Session On The Following Items:

C. *Discussion Regarding Colonial Heights Public Schools Proposed High School Projects*

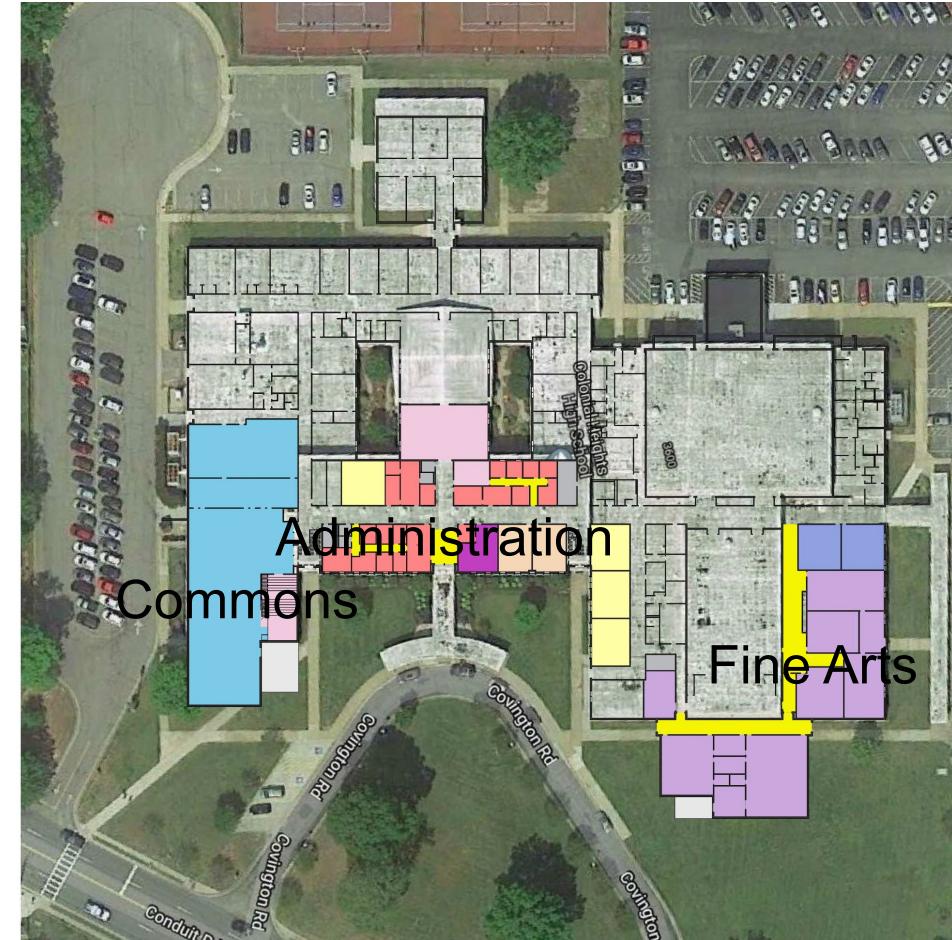
School Projects Overview

- ▶ Fine Arts Addition and Renovation
- ▶ Commons/Kitchen
- ▶ Administration/Counseling

Conceptual Design Phase



Colonial Heights High School



MOSELEY ARCHITECTS

Project Cost Estimates

Fine Arts:	\$4,838,967
Administration/Guidance:	\$3,390,912
Commons/Kitchen:	\$4,997,030
Total:	\$13,226,909

Funding Request from the Schools

School Funding		Proposed City Funding	
ESSER Grant Funding	\$3,303,304	Proposed City Funding	\$5,541,369
School Capital Projects Reserve	\$2,238,065		
Subtotal	\$5,541,369	Subtotal	\$5,541,369
Share Remaining Cost	\$1,072,086	Share Remaining Cost	\$1,072,086
TOTAL School	\$6,613,455	TOTAL City	\$6,613,455

City-School MOU Highlights

- ▶ ...the City shall match dollar for dollar any amount identified by the School Board from its sources of recurring revenue toward debt service to pay for major school capital improvement projects.
- ▶ The term “major school capital improvement project” shall generally mean construction projects where the total square footage of a school building or facility increases.
- ▶ Any requests for the dollar for dollar matching funds from the City must be formally requested by the School Board through the City Manager on or before February 1st in all future budget years so it can be included in the upcoming annual budget.

Schools Proposed Project Schedule

PROJECT SCHEDULE

Funding Questions

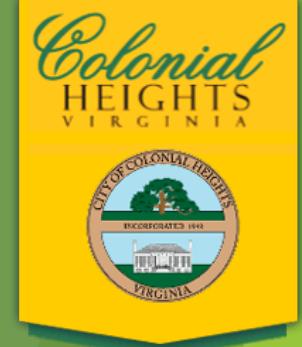
- ▶ Potential City-funding for all three projects vs. two-projects that increase building square footage (Fine Arts and Commons/Kitchen)
- ▶ Construction of projects simultaneously vs. spacing out projects (potentially higher costs)

Assuming City funding was provided to Schools in the FY 22-23 budget:

- ▶ To fund \$6.6 million in City costs (if full amount requested is provided)
 - Estimated Annual Debt Service: \$325,000 (2.5%, \$6.75M)
- ▶ Possible Funding Sources:
 - 2 cents on RE tax rate (\$1.20/\$100 to \$1.22/\$100, 1 cent = \$175,000)
 - Increase on \$190,000 property = \$38.00
 - 25 cents on PP tax rate (\$3.50/\$100 to \$3.75/\$100, 1 cent = \$14,000)
 - Increase on \$25,000 vehicle(s) = \$62.50
 - A combination of sources which could include:
 - 5 cent increase on cigarettes (\$85,000), from 35 cents to 40 cents (state max)
 - Other taxes that may be allowable by state law and under current maximums
 - Existing school & city annual debt service decreases \$700,000 in FY27 with payoff of 2007 bonds (2015 refi); however, this misses the ESSER deadline.

Colonial Heights City Council Meeting

October 19, 2021



6. A Work Session On The Following Items:

D. Discussion Regarding Community Garden Concept

Colonial Heights Community Gardens Park



Proposal Summary

- Not for profit project focused on creating park space to bring the community together
- Will emphasize spreading agricultural education and environmental awareness throughout the Tri-Cities and southern Chesterfield County
- Allows residents to grow their own fresh, organic produce while simultaneously giving back to the community
- Provides a recreational and therapeutic environment for residents to congregate



Objectives:

Short Term

- Establish park boundaries on city provided land by fall of 2022
- Open in fall of 2023
- Start with 24 personal garden plots 24' x 48' (approximate) and a communal gardening plot 200' x 80' and as space permits
- Cover all costs and have room for expansion in a 3-year period

Long Term

- Increase personal plots by adding 24 new plots in year two and 24 more in year three
- Create an after-school program providing agricultural education to local students by year five

Product/Service Overview

- Managed area for gardeners
- Education area for home gardeners
- Education for sustainable gardening
- Communal garden for volunteer/community service participation
- Passive park space



Competitive Advantage

- Bringing something completely new to the area where community can come together
- Allows people to grow their own produce organically, which has never offered before in our city
- Offer various agricultural workshops to educate the community
- No other local gardens to compete with. Should one or more arise, we would look for a partnership instead of competition.



Customers



- School-aged (5-19): 3,261 or 18.7% of the population
 - Focus on education and volunteer hours for older group.
 - Received letter of support from Colonial Heights Public Schools Superintendent
- Middle-aged (30-64): 7,583 or 43.5% of the population
 - Target audience
 - Focus on the purchase of personal plots and overall volunteer participation
 - Full participation from this group will make us successful
- Retirement (65+): 3,501 or 20.1% of the population
 - Focus on participation and “mentoring” the younger groups

Sales and Marketing Plan

Unique Benefits

- Organic “grow your own” food available to those who cannot/do not desire to garden at their current residence
- Create a new sense of community & community fellowship
- Community based education
- Beautification of the neighborhood/city
- Creating park space
- Therapy outlet for retirement/special needs community

A \$75 rental fee will include one fenced plot approximately measuring 24' x 48', use of community gardening tools and any donated garden items, start-up soil, and some start-up materials to be determined.



Sales & Guidelines

Promotion

- Gardening/farming workshops to bring people to the garden
- Social media platforms, City Focus, City & CH Schools websites

Renter Guidelines

- Colonial Heights residents only for year one. Future expansion could include non-residents.
- Keep their area from weeds and overgrowth and shared cleaning of trash
- Shared community tools
- Natural gardening practices (no herbicides/pesticides, etc.) and plantings with a focus on those that are native to Virginia
- Encouraged sharing plants/harvests with other members/volunteers



Communal Area

- 200' x 80' Communal Garden
- Cared for and gardened by volunteers (community, local high school, court system, local community groups)
- Used mainly for educational purposes - all of the produce gathered will be given to volunteers, sold to local residents, or donated to the Colonial Heights Food Pantry.



Finances

The Colonial Heights Community Gardens Park is proposed to be established as a not for profit project, managed by local gardening enthusiasts with support from the City's Recreation & Parks Department. We will hope to work with mainly grant/donation money and minimal City funding and resources for start-up costs.

3-Year Financial Forecast

Expenses

- Utilities \$3,000, Soil \$2,500, Lumber & Fencing \$12,200, Seeds \$100, Irrigation \$750, Misc. Supplies \$2,000. **Total Operating Expense \$20,550**

Revenue

- Plot Leases \$10,800, Grant Funding \$15,000*, Donations / In-Kind Contributions \$6,000. **Gross Revenue \$31,800**

*We believe that this project would be a great investment for foundations like The Cameron Foundation and John Randolph Foundation due to the positive impact that it will have on the local community.

Potential Locations

- City property - Dunlop Farms Boulevard (8 acres donated)
- Appamatuck Park
- Flora M. Hill Park
- Floral Ave. Park
- Wakefield Park
- White Bank Park



Local Community Gardens

- McDonough Community Garden, Richmond
- Heritage Farms Gardens, Midlothian



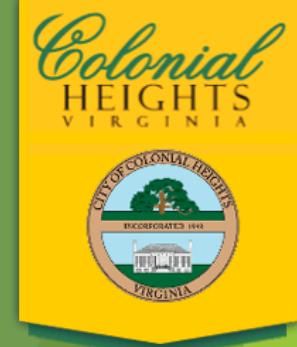
Conclusion

The Colonial Heights Community Gardens Park will be a great addition to the City. We will be working to provide an area where local residents can come enjoy gardening, park space, and learn more through agricultural education. We hope that this project will continue to expand year after year. We feel that this project can be extremely successful with the land and resources available.



Colonial Heights City Council Meeting

October 19, 2021



6. A Work Session On The Following Items:

E. Chesapeake Bay TMDL Action Plan

Total Maximum Daily Load Action Plan Update

October 19, 2021
City Council Work Session



Background

- In 2010, the U.S. Environmental Protection Agency (EPA) established the Chesapeake Bay Total Maximum Daily Load (TMDL), a historic and comprehensive “pollution diet.” The TMDL is the largest ever developed by EPA, encompassing a 64,000-square-mile watershed.
- The Chesapeake Bay and its tributaries contain excess nutrients and sediment from various sources such as agricultural operations, urban and suburban stormwater, wastewater, and airborne contaminants. The excess nutrients and sediment lead to murky water and algae blooms, which block sunlight from reaching and sustaining underwater Bay grasses, and create low levels of dissolved oxygen, which is critical for aquatic life such as fish, crabs, and oysters



Background

- The TMDL identified the overall loading capacity of nitrogen, phosphorus, and sediment that can be present in the Bay to achieve applicable water quality standards.



City's TMDL Reductions by Permit Cycle

Pollutant	1 st permit cycle reductions (5%) (lbs)	2 nd permit cycle reductions (35%) (lbs)	3 rd permit cycle reductions (60%) (lbs)	Total Required Reduction (lbs)
Total Nitrogen	129.84	908.88	1558.08	2596.8
Total Phosphorus	22.65	158.55	271.8	453
Total Suspended Solids	12184.17	85289.19	146210.04	243683.4



Previous Action Plan

- The City's first TMDL Action Plan was published in 2015.
- Street Sweeping practices accounted for over 70% of our total required reductions within this version of the plan.
- In 2018, DEQ changed the criteria for how street sweeping credits can be obtained.



TMDL Feasibility Study

In August of 2020 the City contracted JMT to perform a TMDL Best Management Practices (BMP) feasibility study to determine where the City could install BMP's to meet the 100% reduction goal.



August 05, 2020
(Revised October 20, 2020)

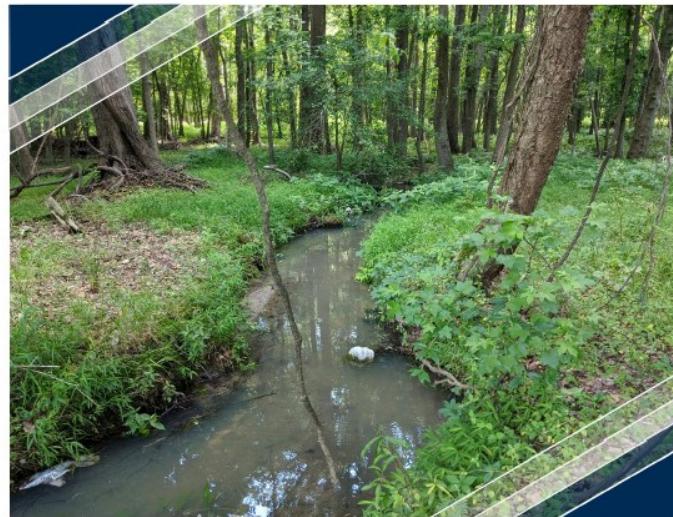
TECHNICAL REPORT

CHESAPEAKE BAY TMDL BMP FEASIBILITY STUDY

JMT #15-1843-007

Submitted to:
City of Colonial Heights

Prepared By:
Johnson, Mirmiran & Thompson



The City of
Colonial Heights, Virginia

Department of Public Works

Study Results

- 24 sites were selected, only 12 were determined to be suitable for installation of a BMP.
- The cost of installing the 12 BMP's is \$3,010,553.46 which would yield a total reduction of 77.6 lbs/yr. which is only 18% of the City's 100% goal.
- This analysis provided a baseline cost per credit unit at **\$38,795** per lb of phosphorous reduction.



August 05, 2020
(Revised October 20, 2020)

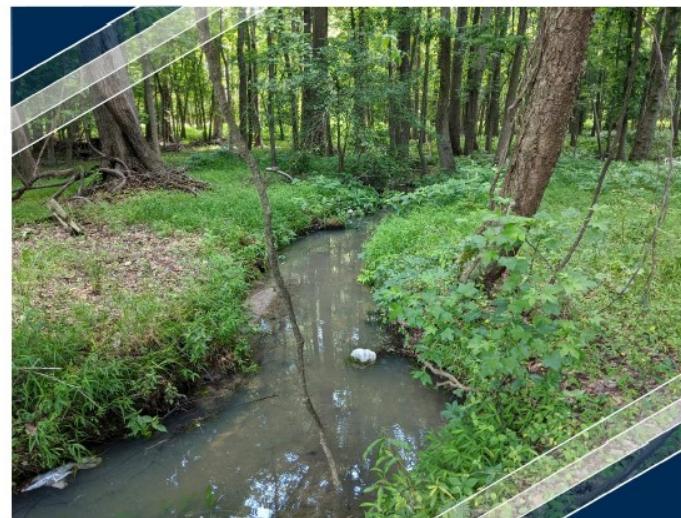
TECHNICAL REPORT

CHESAPEAKE BAY TMDL BMP
FEASIBILITY STUDY

JMT #15-1843-007

Submitted to:
City of Colonial Heights

Prepared By:
Johnson, Mirmiran & Thompson



Alternative Solutions

- Over the past 8 months, the City has been working with Resources Environmental Solutions (RES) to find cost effective alternatives to meet the required TMDL reductions set by DEQ and EPA.
- RES is one of the largest ecological restoration companies in the nation.
- RES finds available land within a respective watershed to provide a full-delivery project that will provide the necessary credits a locality may need.

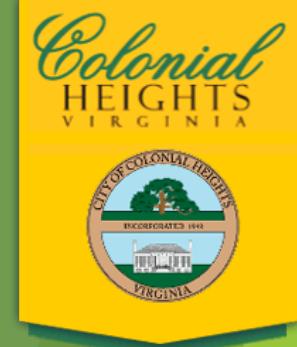


Action Plan (40% goal)

- Deadline to achieve 40% goal: June 30, 2023
- RES has offered the City the ability to purchase 187 lb of phosphorous credit which will meet the City's 40% requirement.
- Price of purchase: \$6,925/credit (\$1.3 million total –one time cost)
- RES will explore projects to offer the 100% reduction requirement at a lower cost per credit than the amount above.
- The advantage to purchasing nutrient credits versus administering projects includes no operation and maintenance costs. O&M costs were not included in the JMT study (\$38,400/credit). Disadvantage to this option is the work will be conducted outside the City boundaries.
- Staff recommends the purchase of nutrient credits through RES.

Colonial Heights City Council Meeting

October 19, 2021



6. A Work Session On The Following Items:

F. Sanitary Sewer Condition Improvements

City of Colonial Heights City Council

Sanitary Sewer Condition Improvements

**Todd Flippen P.E., City Engineer
and Director, Department of Public Works
City of Colonial Heights**

Sanitary Sewer System Inventory

- Total Length of Sewer Pipe: 527,573 linear feet (100mi)
- Total Number of Manholes: 3,243
- Total Number of Elevation: 6,739

Background

- City contracted O'Brien & Gere for a Sanitary Sewer Evaluation Study in 2005
- Area of focus was west of the Boulevard
 - Only 120,000 linear feet evaluated or 23% of the City total sewer inventory
 - Only 500 manholes or 16% of the City total sewer manhole inventory
- Cost to perform recommended system repairs from 2005 survey:

Mainline Rehabilitation (Priority 1)	\$1,108,162
Mainline Rehabilitation (Priority 2)	\$629,965
Mainline Rehabilitation (Priority 3)	\$147,156
Manhole Rehabilitation	\$50,867
Other System Improvements	\$45,797
Engineering Contingency	\$237,834
Construction Contingency	<u>\$396,389</u>
System Repair and Rehabilitation Total	\$2,616,169

Background continued...

- Between 2015 and 2021, the City has spent at least \$1,959,572 in emergency sewer repairs outside the focus area (4,300 linear feet)
- Between 2015 and 2021, the City has spent at least \$1,907,048 in emergency and CIP sewer repairs within the focus area (1,700 linear feet)

Sanitary Sewer System Assessment

- Area of focus is southern sections of the city, east of the Boulevard; Dunlop Village; Conduit corridor
 - Expand up to 250,000 linear feet evaluated or 50% of the City total sewer inventory
 - Expand up to 1,800 manholes or 56% of the City total sewer manhole inventory
- Determine priorities and cost to perform recommended system repairs

Sanitary Sewer System Assessment

The condition assessment determines and records the following data into the asset management system:

- Pipe Diameter
- Pipe Material
- Length of Pipe
- Segment Identification
- Low Spots
- Grease Build-up
- Protruding Services
- Sediment Accumulation and Encrustation
- Deformations in Line
- Root Intrusion
- Prior Repairs
- Joint Alignment and Movement
- Reverse Slope
- Obstructions
- Service Locations
- Structural Condition (including cracks and holes)

Sanitary Sewer System Assessment

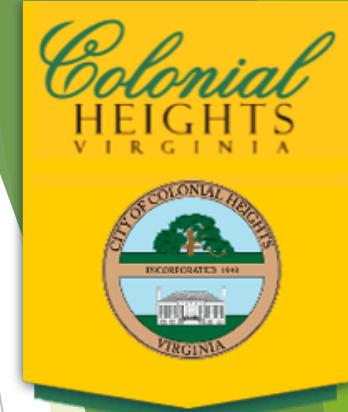
- Information is recorded by location, noting the distance from the starting manhole.
- Pipe condition information derived from video inspection is used to determine both short and long-term maintenance strategies
 - including increased cleaning
 - root treatment
 - sewer line repair
 - replacement, and rehabilitation.
- The condition assessment also helps to establish the cleaning frequency and any root control measures needed.

Next Steps

- Finalize Vendor Selection
- Conduct Assessment
- Prioritize and Implement sanitary sewer remediation work

Colonial Heights City Council Meeting

October 19, 2021



7. Adjournment



Colonial Heights

City Council Special Meeting

October 19, 2021