



**Colonial Heights**  
**City Council Special Meeting**  
**November 16, 2021**

# **Colonial Heights City Council Meeting**

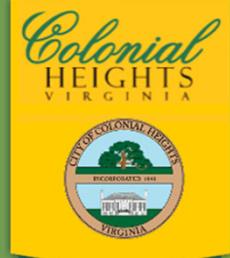
## **November 16, 2021**

- 1. Call to Order**
- 2. Roll Call**



# Colonial Heights City Council Meeting

## November 16, 2021



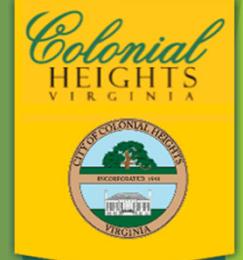
### 3. A Work Session On The Following Items:

#### A. AN ORDINANCE NO 21-FIN-14

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, by transferring \$55,000 from Contingency to Public Safety for the Fire & EMS Department to purchase, as reserve unit, a used fire/engine pumper to replace Unit 991.*

# Colonial Heights City Council Meeting

## November 16, 2021



### 3. A Work Session On The Following Items:

*B. Presentation Of The Quarterly Financial Report*

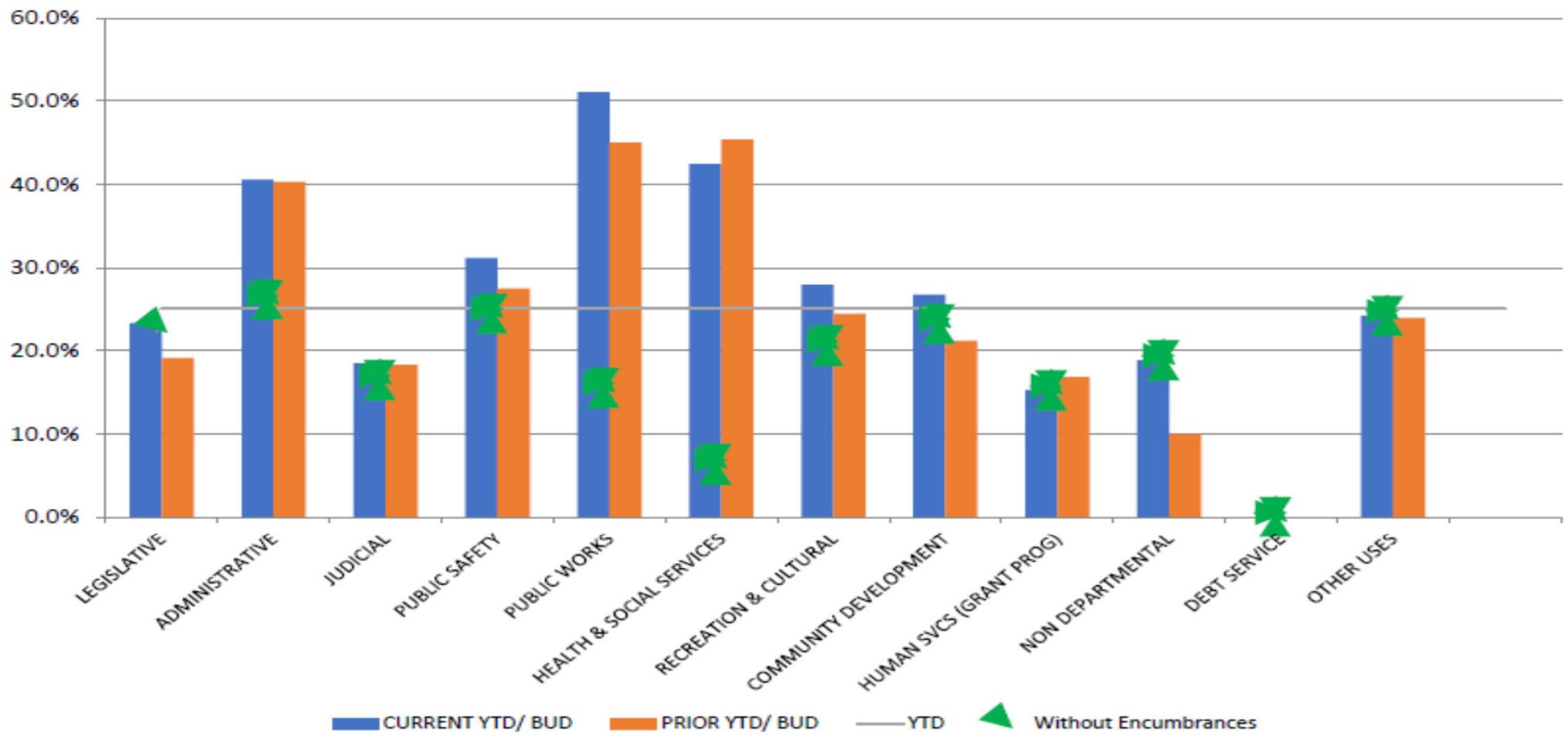
**City of Colonial Heights**  
**Quarterly Financial Report**  
**Revenue Collections FY2021-22 Through 9/30/21**

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%
		<b>GENERAL FUND TOTAL</b>	<b>61,977,501</b>	<b>1,816,572</b>	<b>4,130,686</b>	<b>57,846,816</b>	<b>6.7%</b>	<b>7.3%</b>
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%
		<b>TOTAL, ALL REVENUE</b>	<b>87,982,590</b>	<b>2,359,535</b>	<b>5,280,861</b>	<b>82,701,729</b>	<b>6.00%</b>	<b>11.11%</b>

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

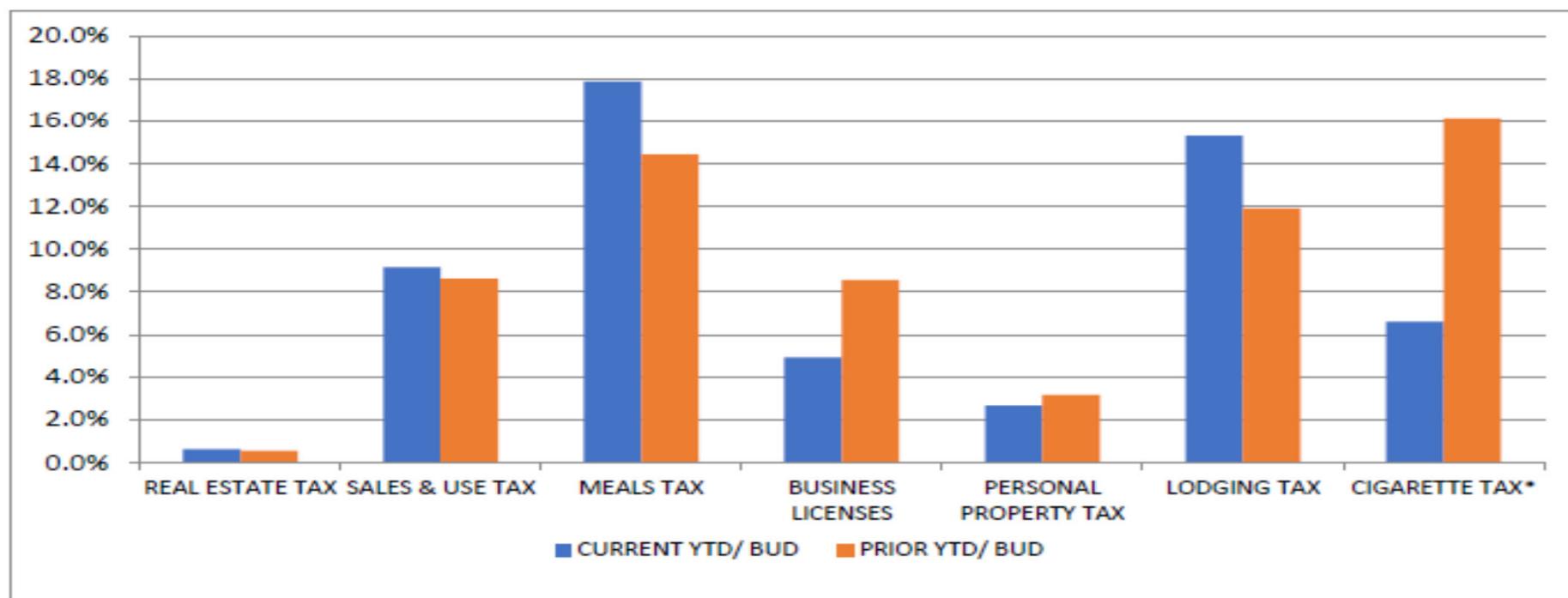
FUND	DIV	----- TITLE -----	BUDGET	SEPTEMBER EXPEND	ENCUMB OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	101	LEGISLATIVE	200,752	17,086	1,167	45,577	154,007	23.3%	19.1%
10	105	ADMINISTRATIVE	4,934,304	498,977	711,741	1,290,199	2,932,365	40.6%	40.3%
10	135	JUDICIAL	5,816,240	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%
<b>GENERAL FUND TOTAL</b>			<b>63,094,933</b>	<b>4,467,331</b>	<b>4,594,988</b>	<b>13,089,560</b>	<b>45,410,386</b>	<b>28.03%</b>	<b>26.00%</b>
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%
<b>TOTAL, ALL EXPENDITURES</b>			<b>89,819,717</b>	<b>800,210</b>	<b>6,295,373</b>	<b>2,510,130</b>	<b>17,919,281</b>	<b>9.8%</b>	<b>14.6%</b>

**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%

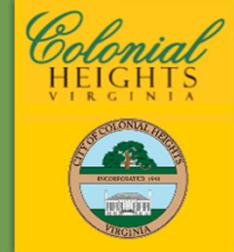


**City of Colonial Heights**  
**Quarterly Financial Report**  
**Cash and Investments as of 9/30/21**

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
<b>Total Cash and Investments</b>	<b><u>\$ 21,496,187.93</u></b>

# Colonial Heights City Council Meeting

## November 16, 2021

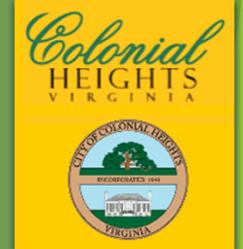


### 3. A Work Session On The Following Items:

C. *Discussion On convenience Fees For Credit/Debit Card Payments*

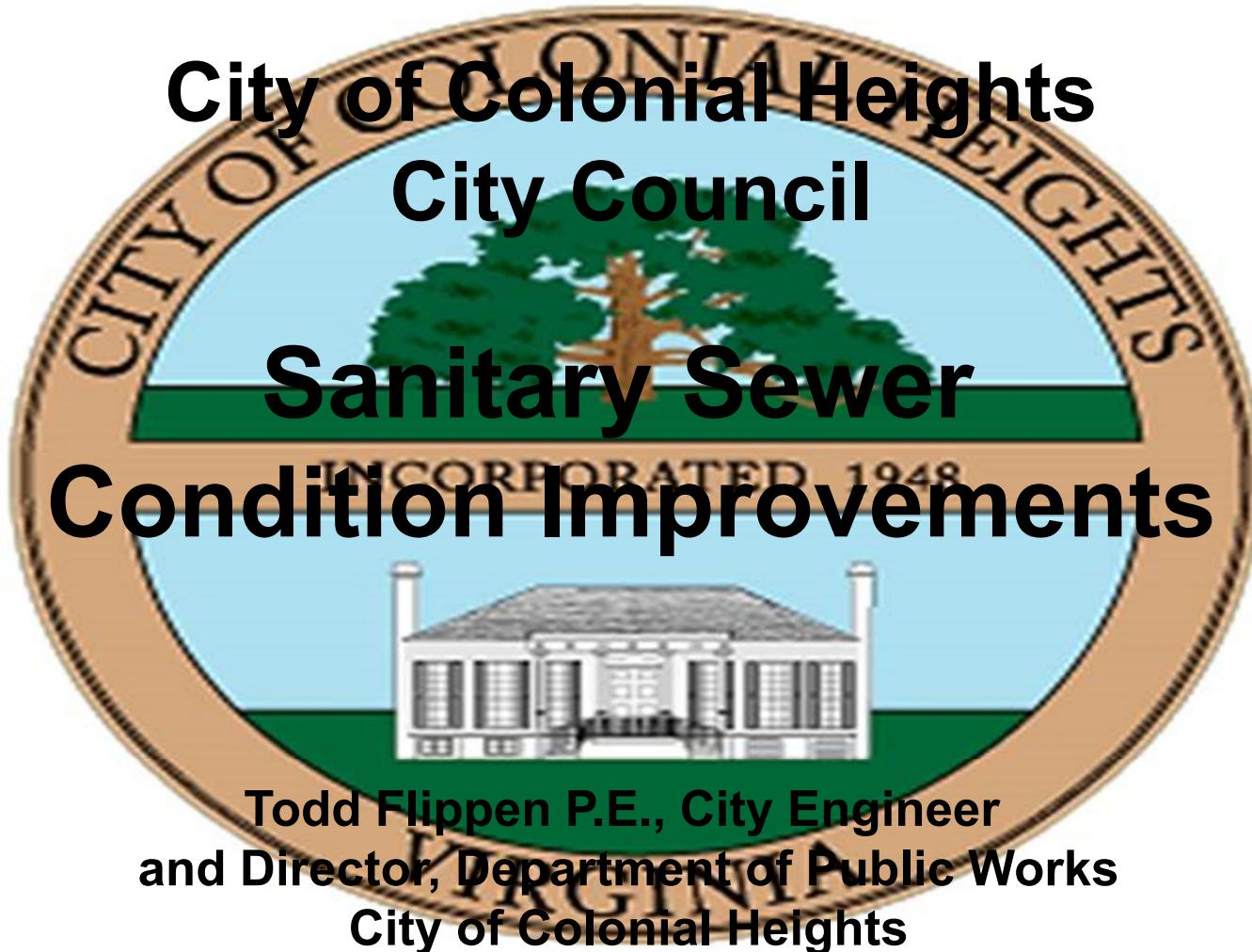
# Colonial Heights City Council Meeting

## November 16, 2021



### 3. A Work Session On The Following Items:

*D. Sanitary Sewer Condition Improvements*



# 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>
<b>System Repair and Rehabilitation Total</b>	<b>\$2,616,169</b>

- 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 1,300 manholes or 40% 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)

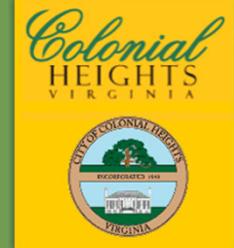
# Sanitary Sewer System Assessment

- 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

- Provide Tri State Utilities a Notice to Proceed to start the assessment work (Estimate: \$630,000)
- Assessment work is slated to take 6 months.
- Recommendation for remediation work will be provided, with cost estimates, once the assessment work has concluded.

## **Colonial Heights City Council Meeting November 16, 2021**



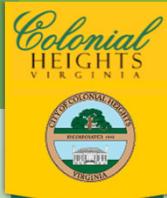
### **3. A Work Session On The Following Items:**

#### **E. AN ORDINANCE NO 21-FIN-15**

*(First Reading) To adopt the Emergency Response Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and deposit into such Fund \$630,000 in American Rescue Plan Act State and Local Fiscal Recovery Funds (SLFRF) for an assessment of the City's Sewer Infrastructure.*

# Colonial Heights City Council Meeting

## November 16, 2021

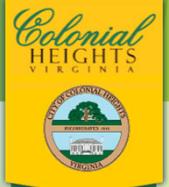


### 4. Closed Meeting Pursuant To The Code Of Virginia In Accordance With Following Provision:

- ▶ Paragraph A.29 of Section 2.2-3711, to discuss the award of a public contract for solid waste collection involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open body would adversely affect the bargaining position or negotiating strategy of the public body.
- ▶ Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Clerk.
- ▶ Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter - the appropriate zoning of a specific use type - requiring the provision of legal advice by such counsel.
- ▶ Paragraph A.1 of Section 2.2-3711, to discuss or consider the appointment of a specific public officer - namely, a Council Member - on an interim basis pending a special election.

# Colonial Heights City Council Meeting

## November 16, 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.29 of Section 2.2-3711, to discuss the award of a public contract for solid waste collection involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open body would adversely affect the bargaining position or negotiating strategy of the public body.
- ▶ Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Clerk.
- ▶ Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter - the appropriate zoning of a specific use type - requiring the provision of legal advice by such counsel.
- ▶ Paragraph A.1 of Section 2.2-3711, to discuss or consider the appointment of a specific public officer - namely, a Council Member - on an interim basis pending a special election.

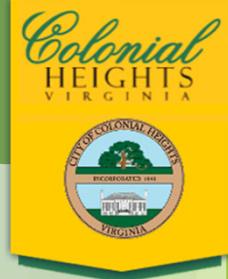
# Colonial Heights City Council Meeting

## November 16, 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.*

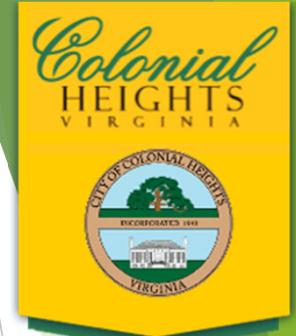
**Roll Call. An affirmative vote shall constitute certification of compliance.**

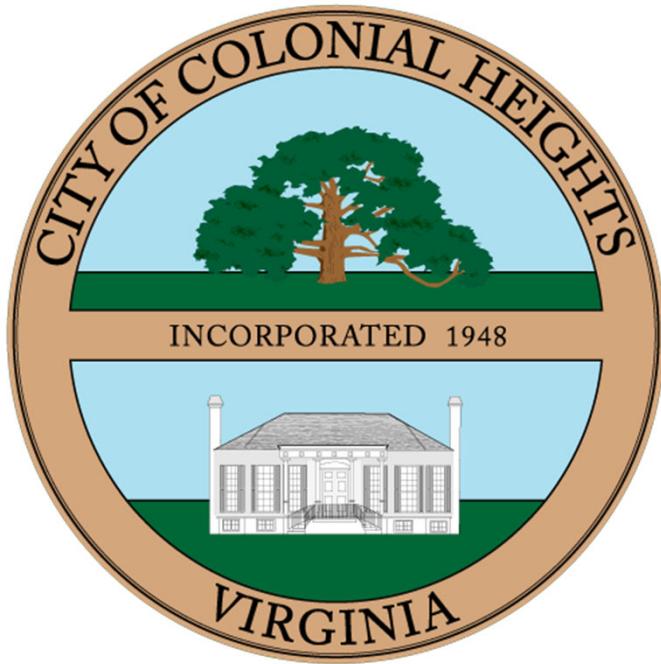


# **Colonial Heights City Council Meeting**

## **November 16, 2021**

### **6. Adjournment**





**Colonial Heights**  
**City Council Special Meeting**  
**November 16, 2021**