

Colonial Heights

City Council Regular Meeting

May 10, 2022

Colonial Heights City Council Meeting

May 10, 2022



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

Colonial Heights City Council Meeting

May 10, 2022



7. Commendations And Presentations:

A. Presentation Regarding A Regional Industrial Facilities Authority (RIFA) By Keith Boswell, President And CEO Of Virginia's Gateway Region



Virginia's
Gateway
Region

RIFA: Regional Industrial Facilities Authority
Colonial Heights City Council
May 10, 2022

Regional Industrial Facilities Authority

Enabling Legislation:

- Virginia Regional Industrial Facilities Act, Chapter 64, Title 15.2, Section 15.2-6400. et seq.

Code of Virginia authority provides a mechanism for member localities to cooperate in developing, owning, and operating one or more facilities needed or desired in a region, *through combined action.*

RIFA Purpose

- The creation of regional authority provides a mechanism for the Member Localities to cooperate in the development of facilities which will assist the region.
- This allows Localities to combine resources and assets for the purpose of economic development.
- It is also a mechanism for sharing revenue.

RIFA Potential Projects

- Broadband deployment
- Industrial Park development
- Industrial Site development
- Water/Sewer solutions
- Transportation solutions

RIFA vs Local EDA/IDA

- Sec. 15.2-4905 is a more general statute and therefore would be subject to the RIFA Act as a more particular statute.
 - Under Virginia Law the more detailed legal authority controls over a less detailed authority.
- Sec. 15.2-4905 has language that cures the potential conflict.
 - “not created by such locality”
 - Colonial Heights will create the new RIFA which it is authorized to do by 15.2-6402 and thus 15.2-4095 is fulfilled.
- Conclusion: A RIFA is different authority than an IDA/EDA primarily by nature of it requiring multiple Localities to create it in accordance with the RIFA Act.

RIFA Creation Process

- Localities hold hearings
- Localities adopt ordinances
- Agreement creating RIFA
- By-Laws
- Appointment of RIFA Board of Directors
 - Appointed by Council / Board of Supervisors
 - Can come from anywhere in the service area

RIFA Creation

Creation - Governing bodies of the localities create, by adoption of concurrent ordinances, Virginia's Gateway Regional Industrial Facility Authority ("VGRIFA"), which concurrent ordinances will be filed with the Secretary of the Commonwealth causing the creation of the Authority.

1. Creation of VGRIFA by concurrent ordinances and filing with the Commonwealth; and
2. Localities agree on individual projects for participation.

VGRIFA Members

The initial proposed Member Localities of the Virginia's Gateway Regional Industrial Facility Authority are:

- Prince George County
- Dinwiddie County
- Sussex County
- Surry County
- City of Colonial Heights
- City of Hopewell
- City of Petersburg

VGRIFA – Future Expansion

Later, the membership of the VGRIFA may be expanded to include any locality within the region that would have been eligible to be an initial member.

VGRIFA Governing Board

VGRIFA shall be governed by a Board of Directors.

- Each Member Locality appoints one /two board members.
- Opportunity to have same number of alternate members.
- The Board shall elect from its membership a chair, vice chair, treasurer, and secretary for each calendar year.

Recommendation – Each Locality appoint an elected official, or Economic Development Authority member , or an Economic Development Director as their VGRIFA Board member. Best members have had economic development experience.

VGRIFA Funding Obligations

Creation phase – VGR will absorb the cost of creation.

Operational Dues – no cost anticipated at this time. The best practice would be for the organization to be self funding and self sustaining (i.e., % of grant to go towards administrative cost)

Individual Projects Participation Agreements – require approval by the governing bodies of the Member Localities who elect to participate on individual project basis. Operational funding would be expected during this phase.

VGRIFA Project(s) Participation

- Each Member Locality may consider participation in individual facilities or projects.
- The cost for such projects, and any remuneration from a project, shall only be shared by those that participate in the Participation Agreement for that project.
- There is no requirement to participate in each project and no penalties or adverse consequences to a Member Locality who does not participate.

VGRIFA Revenue Sharing

- The Member Localities may agree to a revenue and economic growth sharing arrangement with respect to tax revenues and other income and revenues generated by any facility owned by the Authority.
 - Requires approval by the governing body of the Member Locality for the site.
- Any such agreement shall be approved by a majority vote of the governing bodies of the Member Localities reaching such an agreement.
 - The agreement does not require any other approval.
- This does away with the need for more complex approaches thus a RIFA streamlines the approval process.

VGRIFA Annual Report

The Board shall submit an annual report of the VGRIFA's activities of the preceding year to the governing bodies of the Member Localities 120 days following the close of the fiscal year including a complete operating and financial statement covering the operation of the Authority during such reporting year.

VGRIFA Termination

Any Member Locality may withdraw:

- i. upon dissolution of the Authority, or
- ii. with majority approval of all other Member Localities, after making contractual provisions for the repayment of its portion of any debt incurred and any general dues (if any) for operation of the Authority for the current and succeeding fiscal year.

VGRIFA – Advantages

- Grant opportunities encourage regional collaboration
- Project response time could decrease
- Partnerships in place when addressing large issues
- Cost sharing
- Revenue sharing
- Reduces risk through diversification
- Ready tool when needed – avoid long creation time
- Project size and scope

Selected Success Stories

- **Lonesome Pine RIFA**
 - In its 1st year, announced redevelopment of surface mine into industrial/commercial sites
- **Southern VA Mega Site at Berry Hill**
 - 3,528-acre publicly owned megasite with a completed 200-acre graded pad
 - \$200 million of investment to date by the RIFA partners
- **Danville-Pittsylvania RIFA – Cyber Park – Kyocera 2017**
- **Cumberland Industrial Facilities Authority**
 - \$300M / 200 job salmon aquaculture facility on 200 acres

Known RIFAs in Virginia

- Crossroads Regional Industrial Facility Authority (Counties of Bland & Wythe, Town of Wytheville)
- Cumberland Industrial Facilities Authority (Counties of Tazewell, Russell, and Buchanan)
- Carroll, Grayson, Galax Regional Industrial Facility Authority
- Danville-Pittsylvania Regional Industrial Facility Authority (City of Danville and County of Pittsylvania)
- Lonesome Pine Regional Industrial Facility Authority (Counties of Lee, Scott, Wise & Dickenson)
- Smyth-Washington Regional Industrial Facility Authority (Counties of Smyth & Washington)
- Fredericksburg Regional Industrial Facilities Authority (Fredericksburg and the Counties of Caroline, King George, Stafford, and Spotsylvania)
- Virginia Heartland industrial Facility Authority (Counties of Amelia, Brunswick, Charlotte, Cumberland, Lunenburg & Prince Edward)
- Western Virginia Regional Industrial Facility Authority (Counties of Botetourt, Franklin, Roanoke, Cities of Roanoke & Salem; Town of Vinton)
- Virginia Lakeside Commerce Park (Towns of Chase City & Clarksville, County of Mecklenburg)
- Staunton River Regional Industrial Facility Authority (Pittsylvania County; Towns of Hurt & Altavista, City of Danville, and Southern Virginia Multimodal Park, a North Carolina limited liability company)
- Virginia's First Regional industrial Facility Authority (Counties of Pulaski, Montgomery, Giles, Roanoke, Bland, Wythe & Craig; Towns of Pulaski, Dublin, Christiansburg & Pearisburg, Cities of Roanoke & Radford) – note: it was Virginia's first RIFA - September 1, 1996
- Eastern Virginia Regional Industrial Facility Authority (Counties of Chesapeake, Gloucester County Isle of Wight James City, York, and the Cities of Hampton, Franklin, Newport News, Poquoson, Williamsburg)

VGRIFA – Next Steps

Completed steps:

1. Draft the Public Hearing Notices.
2. Draft the draft Ordinances for each participating jurisdiction.
3. Draft Agreement Creating the VGRIFA.
4. Share these drafts with the potential Member Localities.

Next steps:

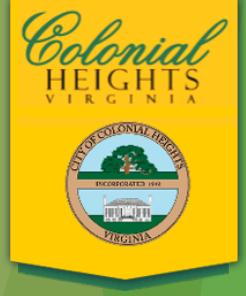
1. Member Localities to add VGRIFA their agendas and start advertising.
2. VGRIFA attorney will coordinate on hearing dates (Work Sessions and/or Public Hearings) and any other meetings or discussions that are requested.
3. Hold the public hearing(s).
4. Vote.

Uniting our region for economic **prosperity**



Colonial Heights City Council Meeting

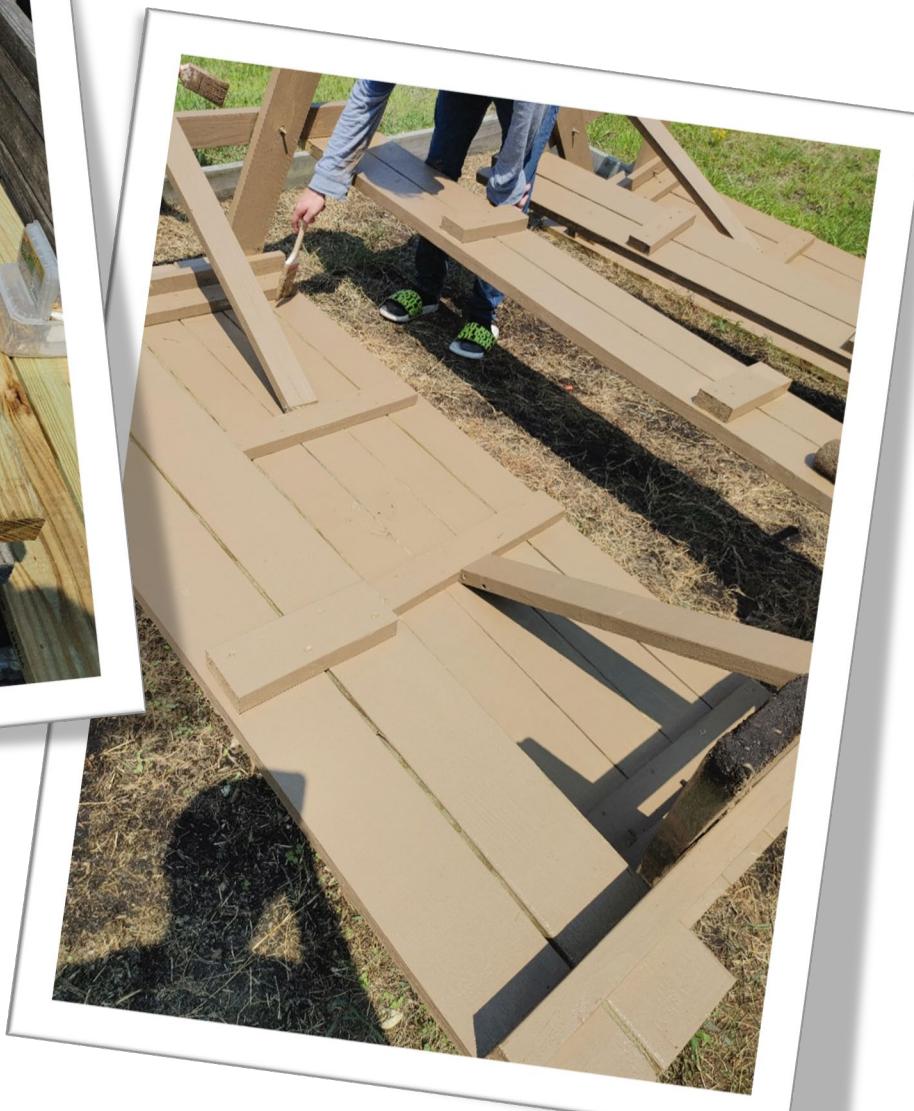
May 10, 2022



7. Commendations And Presentations:

B. A PROCLAMATION

Recognizing Tucker Reid Booth Upon His Attaining Rank Of Eagle Scout

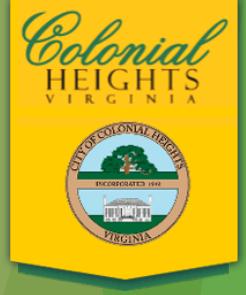






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7. **Commendations And Presentations:**

C. A PROCLAMATION

Proclaiming May 15 Through May 21, 2022 As NATIONAL LAW ENFORCEMENT OFFICERS' MEMORIAL WEEK In The City Of Colonial Heights, Virginia

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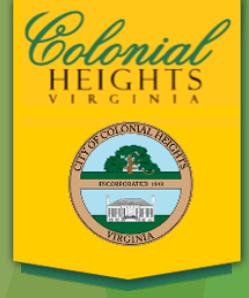
7. Commendations And Presentations:

D. A PROCLAMATION

Proclaiming May 2022 as "Business Appreciation Month" In The City of Colonial Heights

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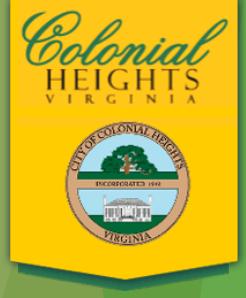
7. Commendations And Presentations:

E. New City Employee Introduction

New Employee hired by the Fire & EMS Department

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7. Commendations And Presentations:

F. Presentation Of The City Manager's FY2022-2023 Proposed Annual Operating Budget

FY2022-2023 City Manager's Proposed Budget

Top Six General Fund Revenues

	<u>FY22 Budget</u>	<u>FY22 Projected</u>	<u>FY23 Proposed</u>
Real Estate	21,052,640	21,052,640	22,686,946
Sales Tax	8,119,754	9,249,271	8,650,000
Meals Tax	7,274,000	7,672,052	7,500,000
BPOL	2,958,755	3,941,052	3,350,000
Personal Property	3,323,990	3,323,990	3,495,236
Lodging Tax	<u>1,124,765</u>	<u>1,700,598</u>	<u>1,300,000</u>
	43,853,904	46,939,603	47,132,182

Proposed Budget Highlights

PERSONNEL

- ▶ Economic Development: move shared position with Planning to full-time in Economic Development
- ▶ Emergency Management - second part-time position
- ▶ Assessor's Office - part-time employee
- ▶ Billing and Collections - part-time employee
- ▶ Office on Youth - Request to upgrade part-time employee to full-time
- ▶ Utility Billing - Request to upgrade part-time employee to full-time

Proposed Budget Highlights

EMPLOYEE COMPENSATION:

- ▶ Recommendation to be provided at the May 17th Budget Work Session.

Proposed Budget Highlights

OPERATING- SERVICES

- ▶ Increase in Richmond Regional Tourism membership (\$30,000 to \$40,000) and Petersburg Area Regional Tourism (\$45,000 to \$65,000)
- ▶ Debt Service (Interest only) for new bond issue: \$244,000
- ▶ Health Department cost increase: \$52,000
- ▶ Increase in City share of Employee Health Insurance: \$294,000 (all funds)
- ▶ Increase in City VRS contribution: \$199,000 (all funds)
- ▶ Increase in Refuse Collection Charges and Expenses

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

- ▶ Library Server: \$15,100
- ▶ Sheriff's Office
 - ▶ Vehicle: \$44,000
 - ▶ Body Cameras: \$12,555
- ▶ Police
 - ▶ Patrol Vehicles (5): \$225,225
 - ▶ Admin. Vehicle (1): \$26,250
 - ▶ K-9 Vehicle: \$48,720
 - ▶ New K-9: \$10,000
- ▶ Fire
 - ▶ Fire Marshal Staff Vehicle: \$50,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- ▶ Street Maintenance
 - ▶ Chemical Spreader: \$15,000
 - ▶ Dump Truck: \$90,000
- ▶ Building Maintenance
 - ▶ HVAC - Senior Center: \$18,000
 - ▶ Public Safety Building HVAC (Phase 2): \$54,000
 - ▶ HVAC - Sign Shop: \$18,000
- ▶ Recreation & Parks - Parks Maintenance
 - ▶ Pickup Truck: \$38,000
 - ▶ Diesel Tractor: \$36,000
 - ▶ Community Garden Initial Funding: \$10,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL - Water/Sewer

WATER

- ▶ Trailer (\$20,000)
- ▶ Pick-up Truck (\$35,000)

SEWER

- ▶ Van (Small Camera Truck) (\$32,000)

Proposed Budget Highlights: Use of Fund Balance

Fund Balance used for One-Time Equipment/ Capital Needs:

▶ Replacement Police Vehicles	200,000
▶ Parks Maintenance Diesel Tractor	30,000
▶ CAD System Maintenance Fees	30,000
▶ Facilities Maintenance	90,000
▶ Fire Station 1 facility study	50,000
▶ Fire Medic 941	<u>125,000</u>
TOTAL	\$525,000

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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 By Members of the Public and Council Members

None

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10. Advertised Public Hearings

A. A RESOLUTION NO 22-16

Approving and adopting the City of Colonial Heights Fiscal Years 2023-2027 Capital Improvement Plan.



City Manager's Proposed FY2023 – FY2027 Capital Improvement Plan

Presentation to City Council

April 26, 2022



FY23-FY27 Capital Improvement Plan

- Total of \$158.5M in project costs (Funded & Unfunded Combined)
- Projects proposed for funding FY23-FY27:
 - \$17 Million in total costs
- \$13.9M in debt required for proposed projects
- \$141.4M in projects remain unfunded



1st Year (FY23) Projects & FY23 Net Cost

• City Facilities Security Upgrade	\$1,000,000
• Fire & EMS Medic 934 Replacement	\$125,000*
• Fire Station #1 Architectural/Engineering Conceptual Assessment	\$50,000
• Total Maximum Daily Load Project	\$431,000
• Boulevard at Temple Intersection Improvements	\$0**
• Branders Bridge Right Turn Lane Extension	\$0**

*partial funding

**external funding

***partial external funding, see CIP document for more information

1st Year (FY23) Projects & FY23 Net Cost (continued...)

• Lakeview Avenue Modernization Phase I	\$0***
• Colonial Heights High School Sidewalks	\$12,600*
• Citywide Infrastructure Replacement	\$0**
• Lake Avenue Pickleball Courts and LED lights/Lakeview Park Improvements	\$250,000*
• Violet Bank Restoration Phase II	\$250,000
• Colonial Heights High School Fine Arts Renovation (Music – Art)	\$1,286,542*
• Colonial Heights High School Front Entrance, Administration Areas	\$901,546*
TOTAL	\$4,306,688

*partial funding

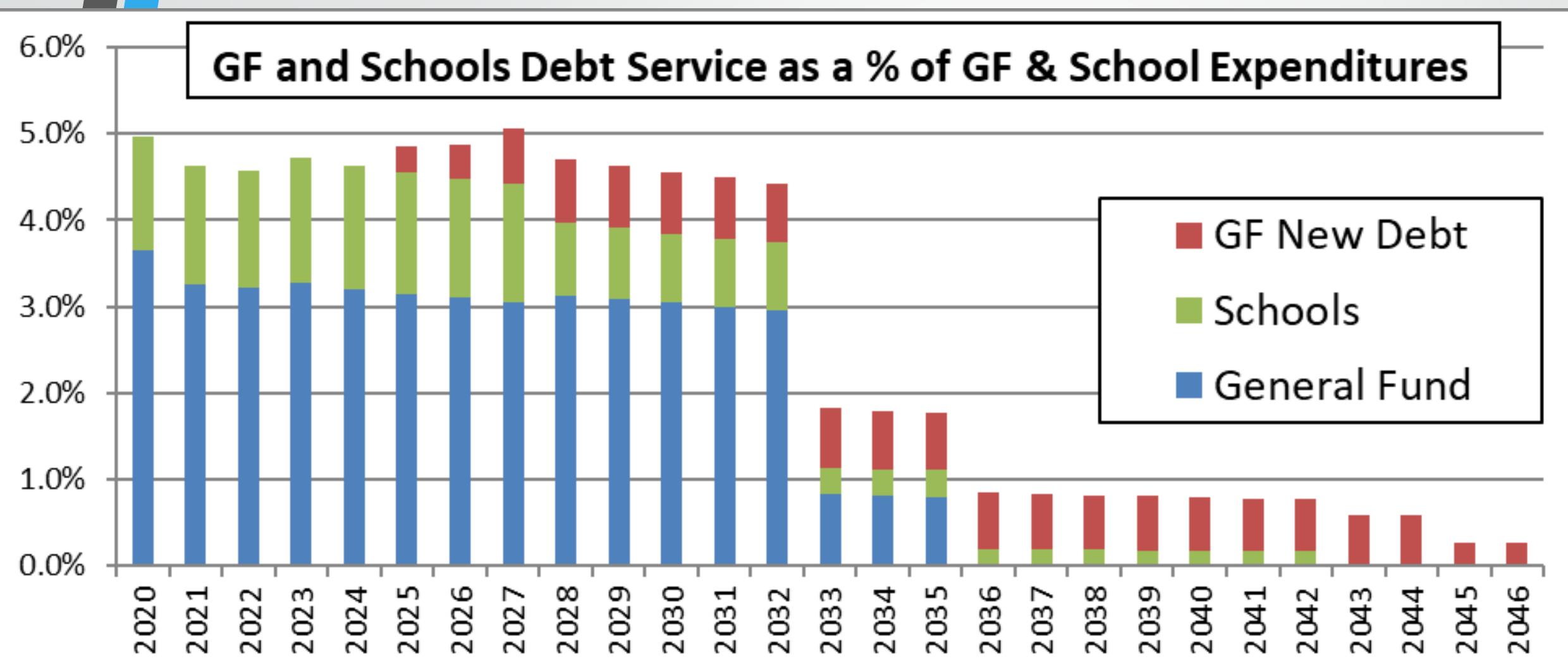
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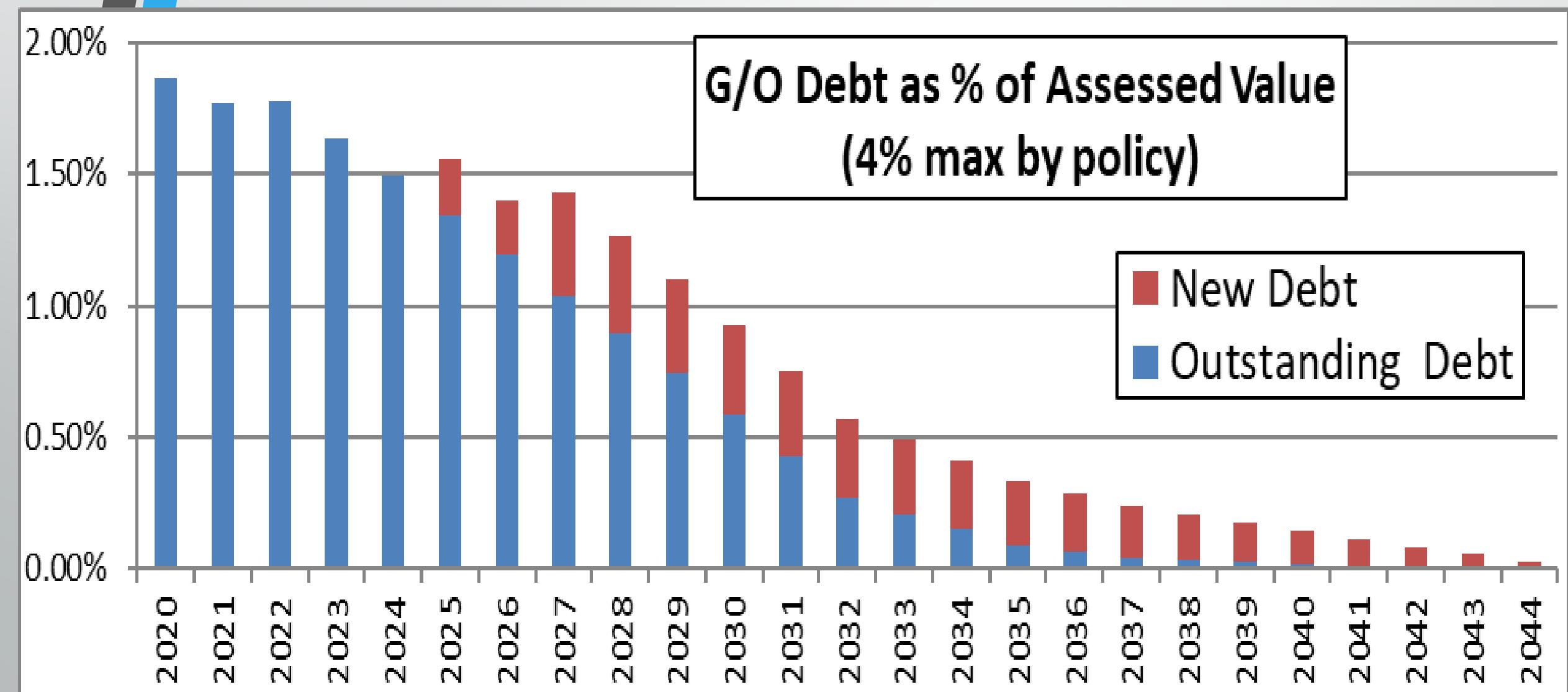
Project Funding- FY23

• General Fund “Pay-Go”	\$12,600
• Use of Assigned General Fund Balance	175,000
• Stormwater Transfer Fund Balance	431,000
• Issuance of Debt- General Fund	<u>3,688,088</u>
	\$4,306,688

General Fund & School Debt Service



Outstanding Debt



CIP budget calendar

- April 5 Presentation and approval of CIP by Planning Commission
- April 26 Presentation of CIP to City Council and City Council CIP Discussion
- May 10 Public Hearing on CIP
- May 10 Adoption of FY23-27 CIP



Questions/ comments

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10. Advertised Public Hearings

B. AN ORDINANCE NO 22-5

(First Reading) To amend §§ 273-37 and 273-41 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code to increase the minimum citation amount and minimum fine for illegally parking in a handicapped parking space from \$100 to \$250.

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10. Advertised Public Hearings

C. ***AN ORDINANCE NO 22-6***

(First Reading) To amend §§ 286-200, 286-530.20, and 286-602 of Chapter 286, Zoning, of the Colonial Heights City Code to add definitions of decorative, lattice, and picket fences; to amend the type of fence prohibited beyond the front plane of a building; and to allow the Zoning Administrator to modify the requirements for fences, walls, and hedges on commercial property, as she deems appropriate.

PC Resolution NO. 22-04 AND AN ORDINANCE NO. 22-6

**Amendments to § 286-200, 286-530.20, and 286-602 of Chapter 286,
Zoning- Fence Ordinance.**

Proposed amendments seek to do the following:

- (1) Add definitions for decorative, lattice, and picket fences;**
- (2) Amend the type of fence prohibited beyond the front plane of a building; and**
- (3) Allow the Zoning Administrator to modify requirements for fences, walls, and hedges in commercial districts, as appropriate.**

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10. Advertised Public Hearings

D. AN ORDINANCE NO 22-7

(First Reading) Amending § 286-506.04 of Chapter 286, Zoning, of the Colonial Heights City Code, to eliminate a conflict in the fee listed for preliminary site plans and clarify that such fee is \$500.

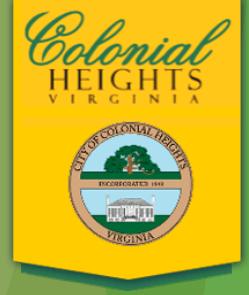
PC Resolution NO. 22-05 AND AN ORDINANCE NO. 22-07

Amendment to § 286-506.04 of Chapter 286, Zoning- Clarification of Preliminary Site Plan Fee.

Proposed amendment will correct the inconsistency between ordinance and fee schedule. (The ordinance was not updated at the same time as the fee schedule.) The preliminary site plan fee is \$500.

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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 22-FIN-5

(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, and approving such budget.

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

B. AN ORDINANCE NO 22-FIN-7

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, by appropriating \$144,073, consisting of 1) \$2,043 in Asset Forfeiture funds to the Commonwealth's Attorney; 2) \$2,322 in donations to the Animal Shelter; 3) \$3,708 in Byrne Justice Grant funds for the Police Department; and 4) \$136,000 in Restricted Fund Balance for Street Maintenance Pavement projects.

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13. Introduction And Consideration Of Ordinances And Resolutions:

A. A *RESOLUTION NO 22-18*

Approving a Project Service Agreement for Municipal Solid Waste (MSW) Collection and Disposal Services with the Central Virginia Waste Management Authority.



Trash Collection Contract – July 1, 2022

Colonial Heights City Council
April 26, 2022

Kim Hynes
Executive Director, CVWMA
khynes@cvwma.com



CVWMA Existing Contracts

Colonial Heights Expires 6/30/22 w/ 2 & 3 year options

Hopewell	Expires 6/30/24 w/ no renewal
Petersburg	Expires 6/30/24 w/no renewal
Ashland	Expires 6/30/24 w/ 5 year renewal option

Meridian currently Collects as follows:

- Monday: Hopewell (majority) and Town of Ashland
- Tuesday: 2 routes in Hopewell and Petersburg recycling
- Wednesday: Colonial Heights
- Thursday: Petersburg (1/2)
- Friday: Petersburg (1/2)

Procurement Process and Timeline

April 2021 – Requested and received renewal proposal from Meridian

May 2021 – CVWMA and City decided to procure (70% increase in costs for renewal)

July 2021 – Issued procurement for trash collection in Colonial Heights (2022), Hopewell, Petersburg and Ashland (all 2024) in accordance with the Virginia Public Procurement Act.

Sept 2021 – Proposals Due, received 4 for Colonial Heights (Choice Waste, Meridian, WM, Zans Refuse)

Sept 2021 – Evaluation Committee Formed

- CVWMA Staff (Kim Hynes, Executive Director and Rich Nolan, Director of Operations)
- Locality Staff (Todd Flippen, Col Hgts; Ed Watson, Hopewell; Bill Riggleman, Petersburg; Todd Evan, Ashland)

Sept/Oct 2021 – Interviews with top 2 companies based on rankings by committee (WM and Zans)

Nov 2021 – Met with Cities/Town separately to discuss before award

Nov 19, 2021 – CVWMA Board of Directors awarded contract to Waste Management for all 4 localities

March 8, 2022 – Executed Contract with WM

Cost Proposal Comparison

	Per HH/Mo – service only, not including cart
Choice	\$14.57
Meridian	\$13.45 *
WM	\$13.12
Zans	\$11.00

* Would not need new carts because incumbent.

*Meridian proposal included additional diesel fuel surcharge added or subtracted from price each month (April = \$.80/hh/month)

New Contract with WM

- Collection Remains weekly on Wednesdays
- New Larger (95 gallons) Trash Can – holds 40% more garbage (at least 2 full kitchen bags more)
 - Additional cans will be available for those that need extra room
- Will begin delivery June 20 through June 29
- What to do with the old cart? Leave on curb until removed
- Trash will *not* be collected from the old carts or any other can, other than the CVWMA issued can



NEW

Call by 2pm on Tuesdays to schedule Bulk Pick-Up for Wednesday

Bulky Waste

- **What is Bulky Waste?** Items that do not fit in the Cart, such as furniture, appliances, yard waste
- **When will Bulky Waste be collected?** On Trash Day (Wednesdays)
- **After scheduling a bulk pickup, how much can be put on the curb for regular bulky waste collection?** Same as current limits each week: *what can fit in the bed of a full-sized pick-up truck*. **More bulk than that?** Call for a special bulky waste collection.
- **NEW** – Residents will be required to schedule bulk pick up by **2:00pm on Tuesdays** to be picked up on Wednesday.



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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. Discussion Regarding Personal Property Tax Due Date*

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15. Reports of Officers and Documents Related Thereto:

A. *City Manager*

2. *General Activity Report*

Dates of Interest

<u>May 2022</u>	<u>June 2022</u>	<u>July 2022</u>
<u>May 3rd (7:00 pm)</u> - Planning Commission Meeting - Council Chambers	<u>June 7th (7:00 pm)</u> - Planning Commission Meeting - Council Chambers	<u>July 5th (7:00 pm)</u> - Planning Commission Meeting - Council Chambers
<u>May 10th (7:00 pm)</u> - City Council Regular Meeting- Council Chambers	<u>June 14th (7:00 pm)</u> - City Council Regular Meeting-Council Chambers	<u>July 12th (7:00 pm)</u> - City Council Regular Meeting- Council Chambers
<u>May 17th (6:00 pm)</u> - City Council Budget Worksession - Council Chambers	<u>June 21st (6:00 pm)</u> - City Council Special Meeting - Council Chambers	<u>July 19th (6:00 pm)</u> - City Council Special Meeting - Council Chambers
<u>May 24th (6:00 pm)</u> - City Council Special Meeting - Council Chambers		

CITY HOLIDAYS

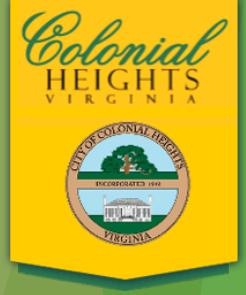
- **May**—
 - Monday, May 30th – (Government Offices Closed)
- **July**—
 - Monday, July 4th – (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **4th of July Fireworks Show:** 9:15pm (Rain date July 5th)
- **Back to School Festival** (Tuesday, August 9th from 6-8pm) At the Colonial Heights Soccer Complex
- **Fort Clifton Festival** Rescheduled due to weather for September 24 & 25, 2022

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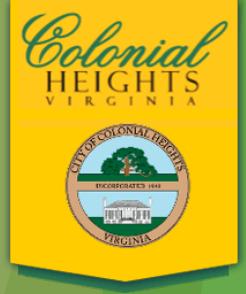


15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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

C. Director Of Planning And Community Development

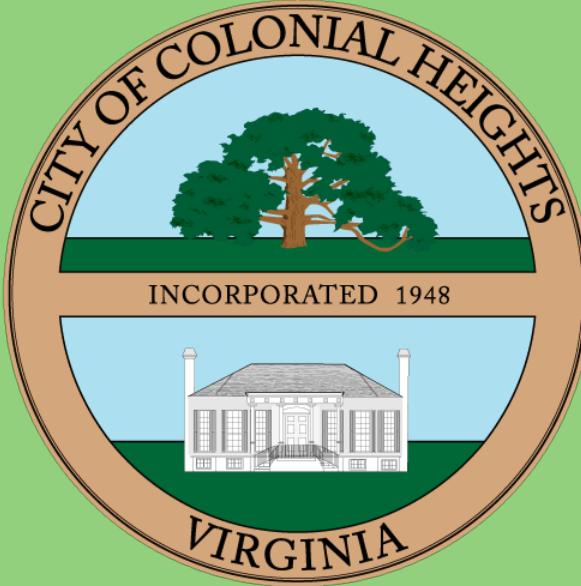
1. Planning Boards And Commissions Summary

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16. Adjournment



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