



Colonial Heights

City Council Regular Meeting

April 11, 2023

Colonial Heights City Council Meeting

April 11, 2023



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

Colonial Heights City Council Meeting

March 14, 2023



7. Commendations And Presentations:

A. Presentation By Virginia State University Recreation Management Class – Colonial Heights Recreation And Parks Survey



COLONIAL HEIGHTS RECREATION & PARKS SURVEY - 2022

Presented by:

Tavarus Blanks, Jordan Bullock, Miles Burton, Antonio Davis, Trevon Epps,
Jayshaun Lindsey, Richard Offee, Shamar Williams, and Tyrek Williams

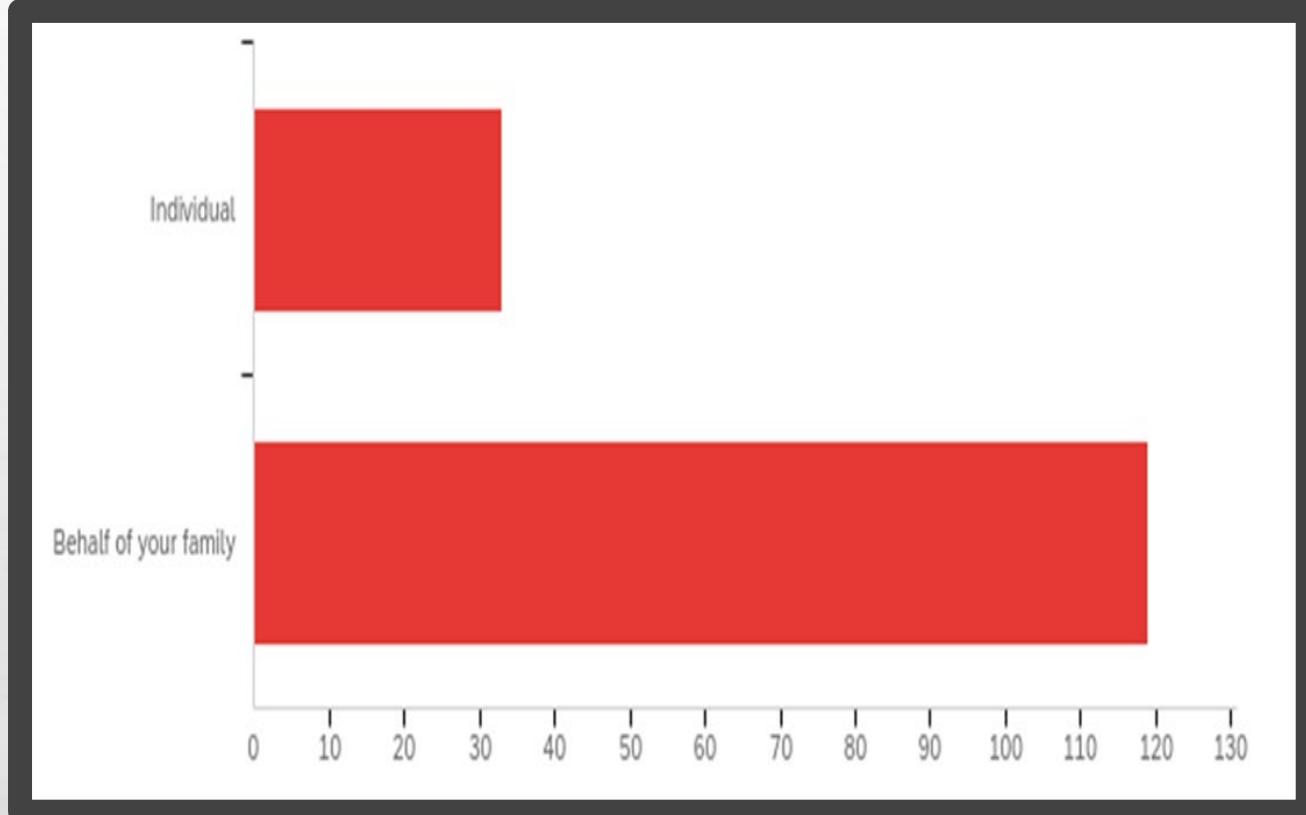
Faculty: Dr. Brandon Kimble



QUESTION #2:

ARE YOU ANSWERING THIS SURVEY AS AN INDIVIDUAL OR
ON BEHALF OF YOUR FAMILY?

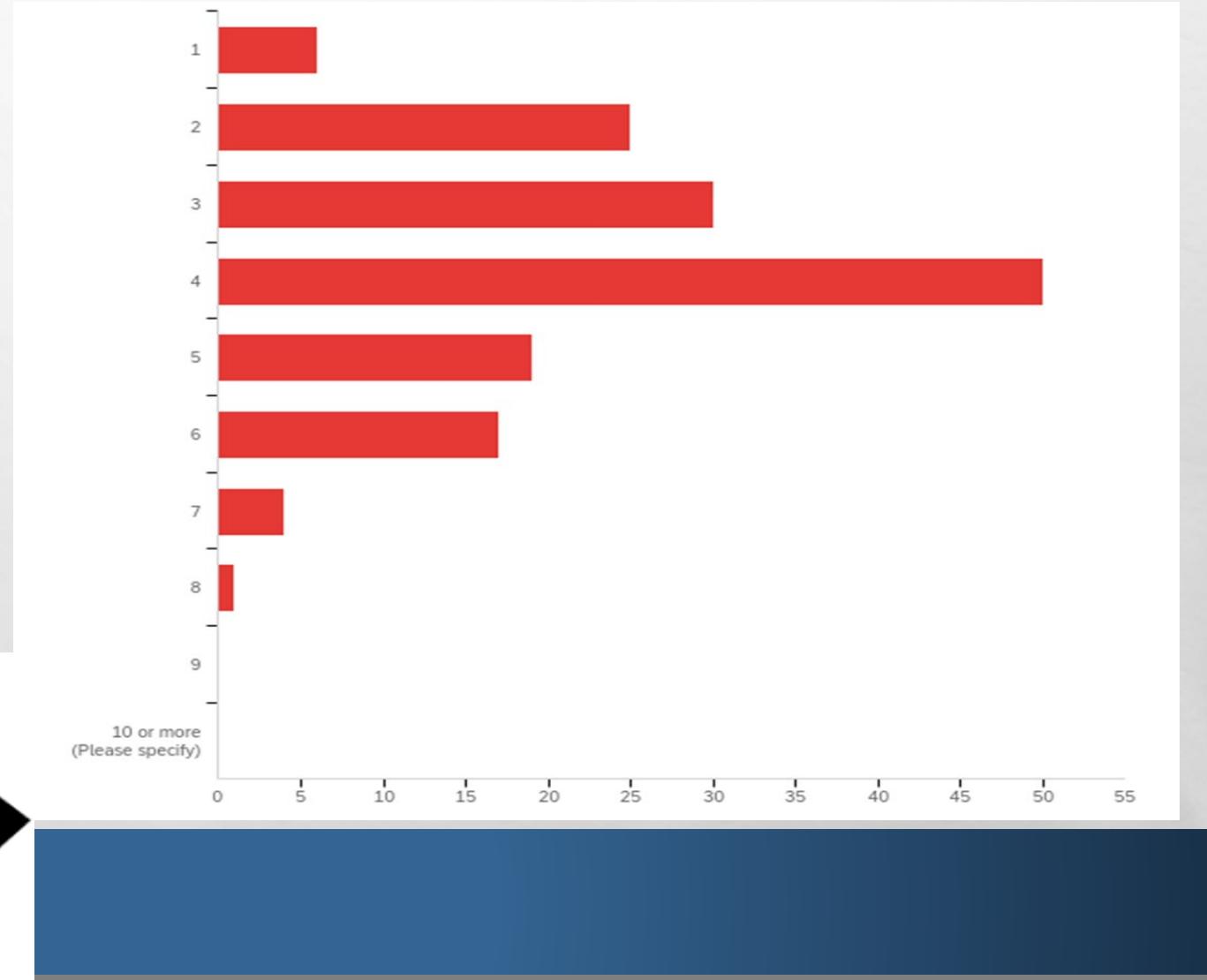
- ❖ **118 out of 150 participants
completed the survey on behalf
of their family (79%)**
- ❖ **Household size (4 or more
people)**



QUESTION #3:

HOW MANY PEOPLE CURRENTLY LIVE IN YOUR HOUSEHOLD?

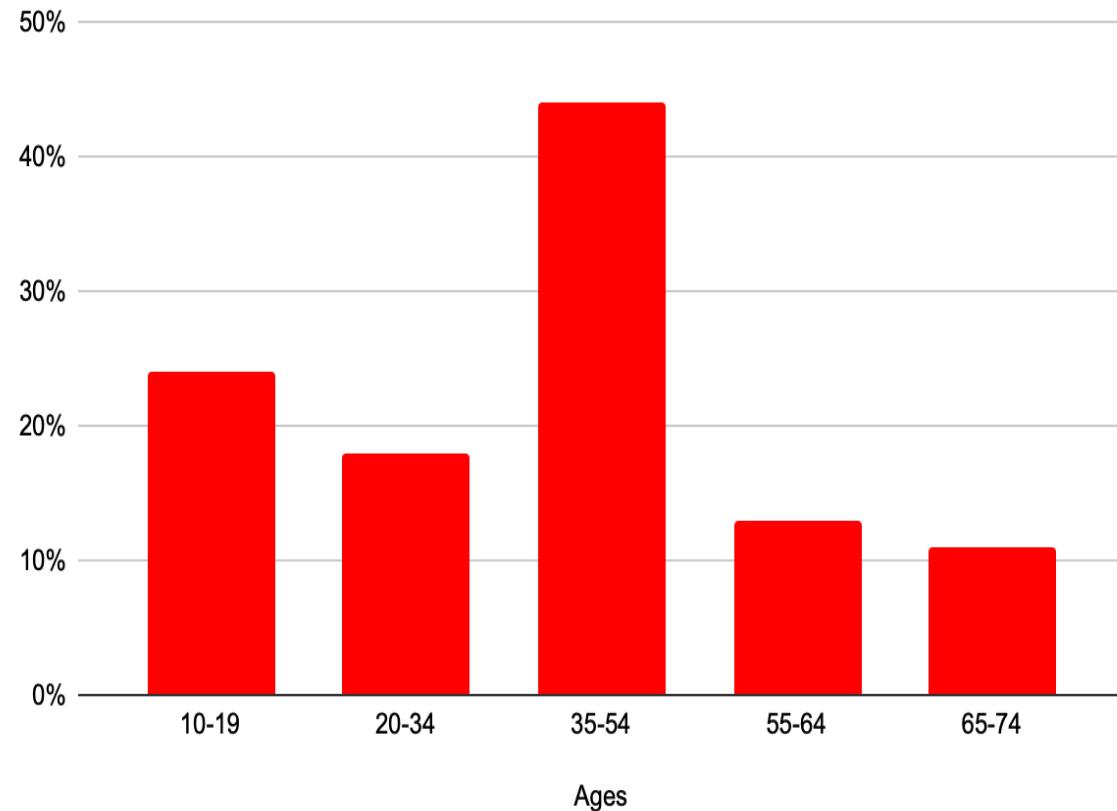
- ❖ **Nearly 60% of respondents had 4 or more people in their household**
- ❖ **20% had 3 in their household**
- ❖ **17% had 2 in their household**



QUESTION #4:

WHAT ARE THE AGES CURRENTLY LIVE IN YOUR HOUSEHOLD?

- **24% with ages 10-19**
- **18% with ages 20-34**
- **44% with ages 35-54**
- **13% with ages 55-64**
- **11% with ages 65-74**



QUESTION #5:

WHAT TYPES OF LEISURE ACTIVITIES DO MEMBERS IN YOUR HOUSEHOLD PARTICIPATE IN?

- **Swimming**
- **Arts & Crafts**
- **Walking/hiking**
- **Dance/fitness**
- **Gardening**



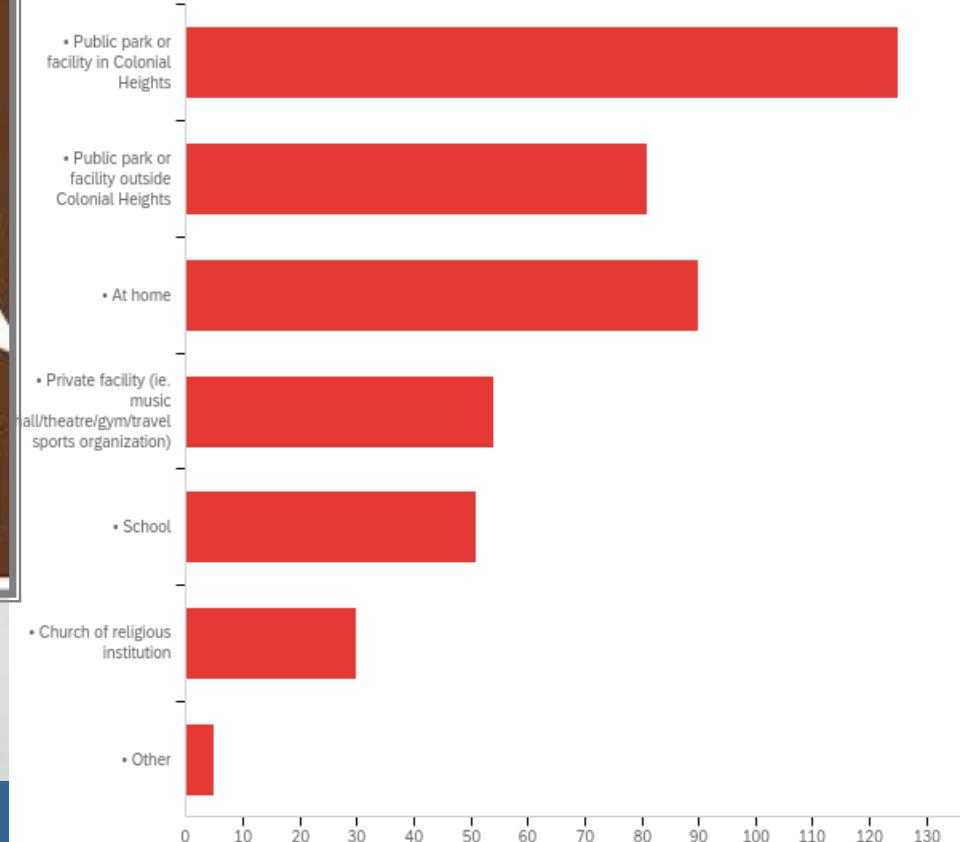
Jordan Bullock

QUESTION #6:

WHAT PARKS, RECREATION AND CULTURE FACILITIES DOES YOUR HOUSEHOLD PRIMARILY USE?



- **29% primarily use Colonial Heights public parks/facilities**
- **20% primarily do activities at home**
- **19% primarily use public parks/facilities outside of Colonial Heights**
- **13% primarily use a private facility**
- **12% primarily use a school facility**
- **7% primarily use a church or religious institution**



Shamar Williams

QUESTION #7:

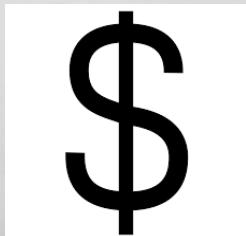
WHAT ARE THE BARRIERS WHICH PREVENT YOU FROM PARTICIPATING IN LEISURE ACTIVITIES?



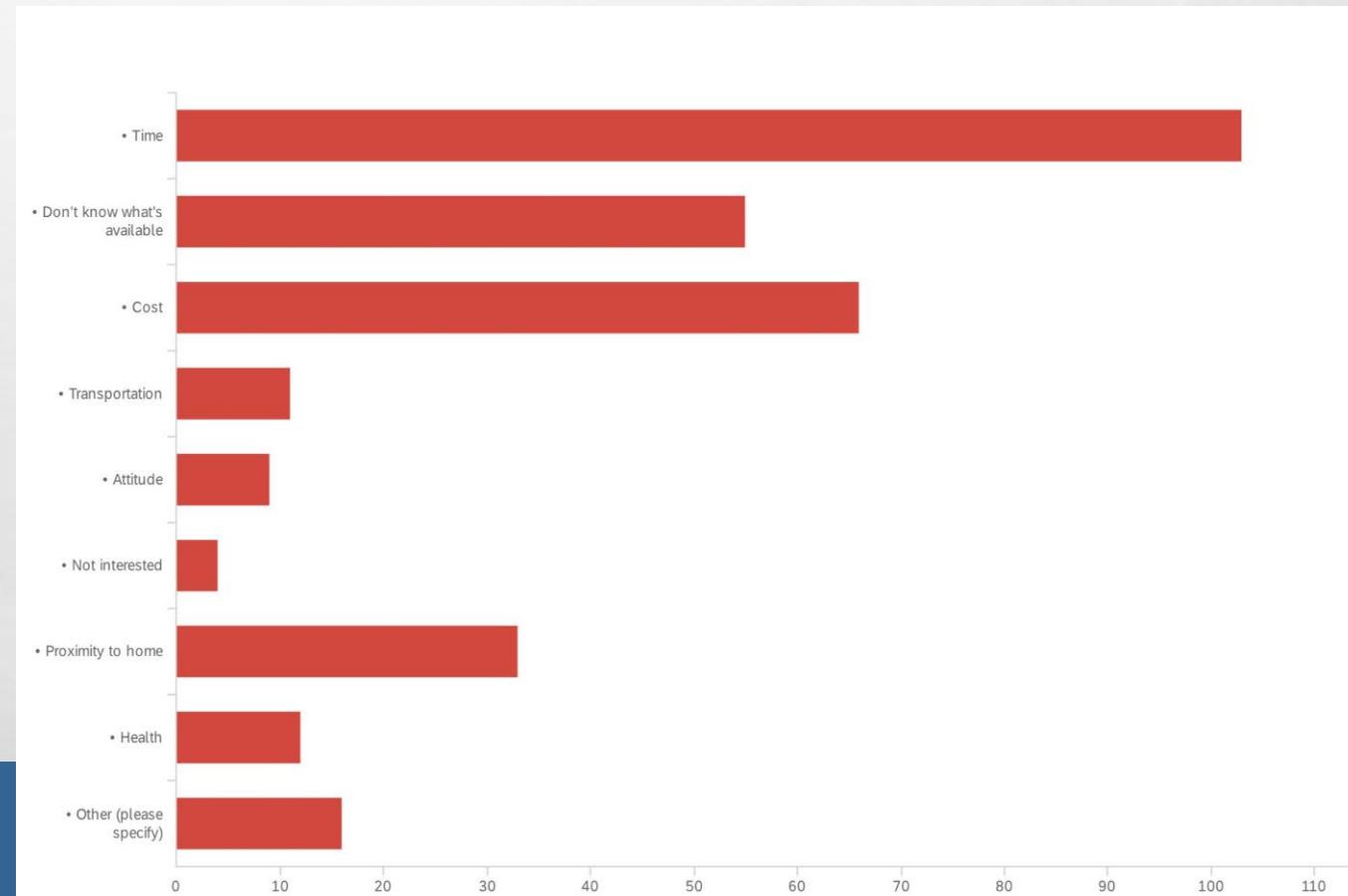
Time



Access and Availability



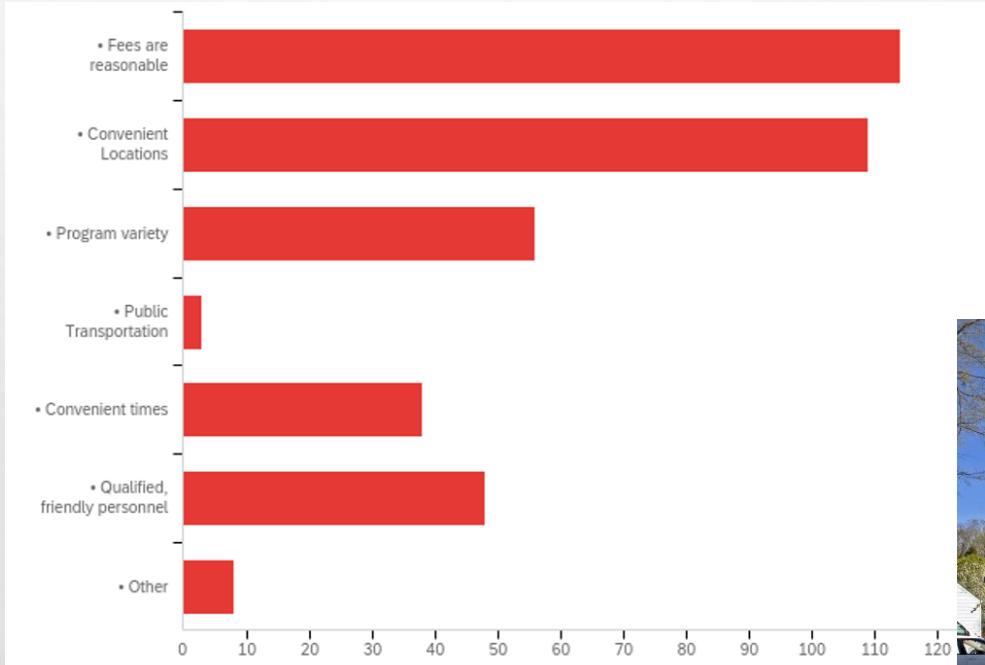
Cost



QUESTION #8:

WHAT ARE THE MAIN REASONS YOU PARTICIPATE IN COLONIAL HEIGHTS RECREATION PROGRAMS?

- ★ **31% fees are reasonable**
- ★ **29% convenient locations**
- ★ **15% program variety**
- ★ **13% qualified, friendly staff**
- ★ **10% convenient times**



QUESTION #9:

IF MONEY WERE NO OBJECT, WHAT TYPES OF FACILITIES, SERVICES, OR NEW AMENITIES WOULD YOU LIKE TO SEE IN COLONIAL HEIGHTS?

- **Family center**
- **Golf/Mini putt**
- **Recreation center**
- **Safe park for kids**
- **Dog park**
- **Roller hockey**
- **Skate park**
- **Splash pad**



Tyrek williams

QUESTION #10:

WHAT NEW EVENTS, PROGRAMS, OR SERVICES WOULD YOU LIKE TO SEE THE COLONIAL HEIGHTS RECREATION DEPARTMENT PROVIDE?

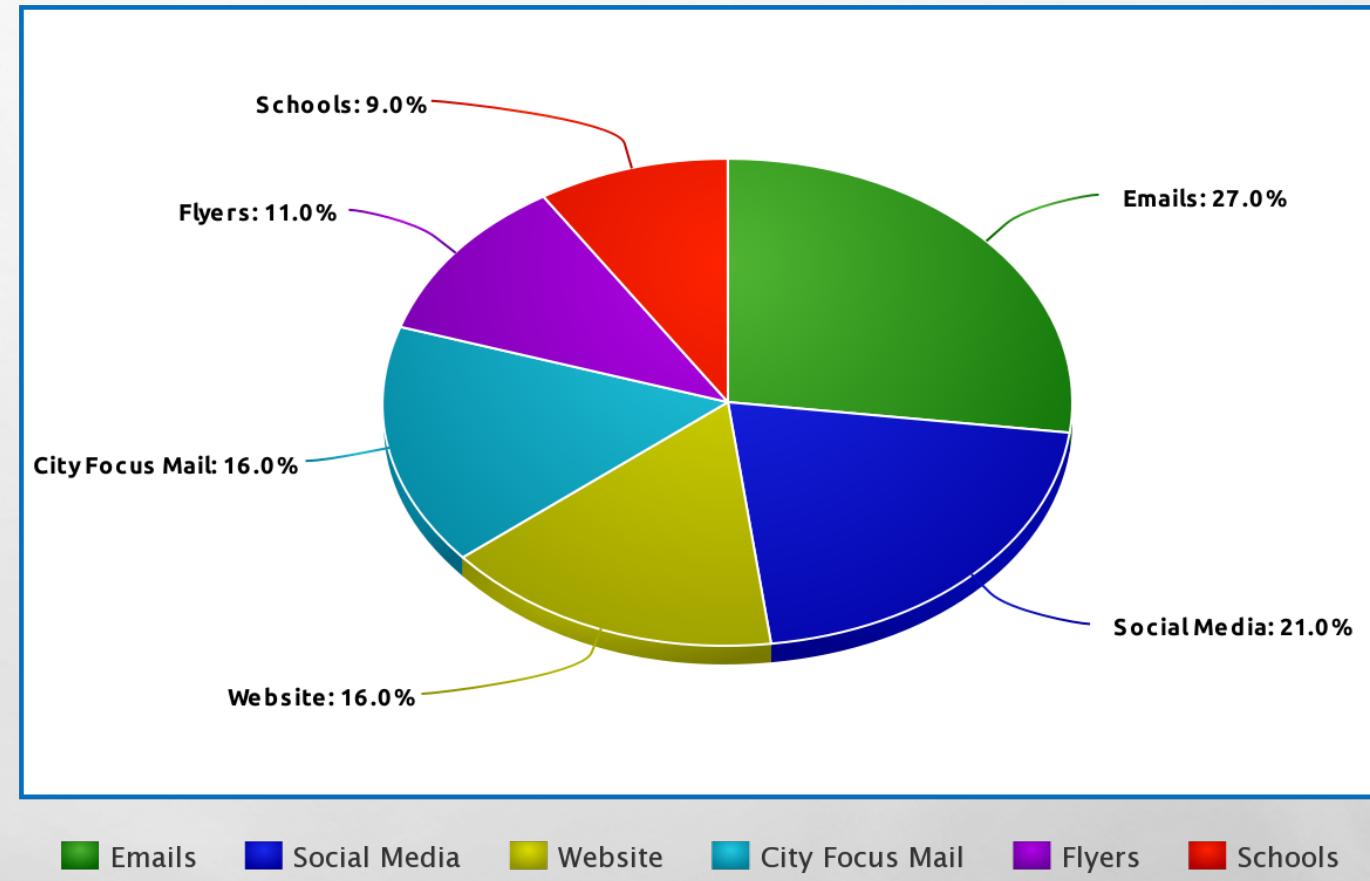
- Sports Complex
- More Yoga
- Summer Festival
- Better Skate Park
- More Swim options including a pool, splash pad, and adding lessons
- Ninja Warrior type park area
- Archery
- Live music
- Cooking classes
- Nature Center/Adventure Camp
- Outdoor concerts
- Public art murals, sculptures
- Outdoor programming in parks



QUESTION #11:

HOW DO YOU GET INFORMATION ON COLONIAL HEIGHTS RECREATION PROGRAMS?

- **Emails 27%**
- **Social media 21%**
- **Website 16%**
- **City focus mail 16%**
- **Flyers 11%**
- **Schools 9%**



QUESTION #12:

DO YOU HAVE ANY OTHER SUGGESTIONS FOR US TO HELP SERVE THE RESIDENTS OF COLONIAL HEIGHTS?

- Updated Facilities
- More amenities needed in parks (so don't have to go outside City)
- More diverse programs
- Increase marketing of city events, programs, and things to do
- Decreasing Program Costs
- Local Food Banks/Drives



Tre Epps

Data Implementation: Phase(s)

Mr. Spruill



**ANY
QUESTIONS?**



Colonial Heights City Council Meeting

April 11, 2023



7. **Commendations And Presentations:**

B. Presentation By Mr. Warren Hammonds, Executive Director, Colonial Heights Food Pantry



*. . . Committed to the well-being of our
community
to build a better tomorrow*

Humbling News . . .

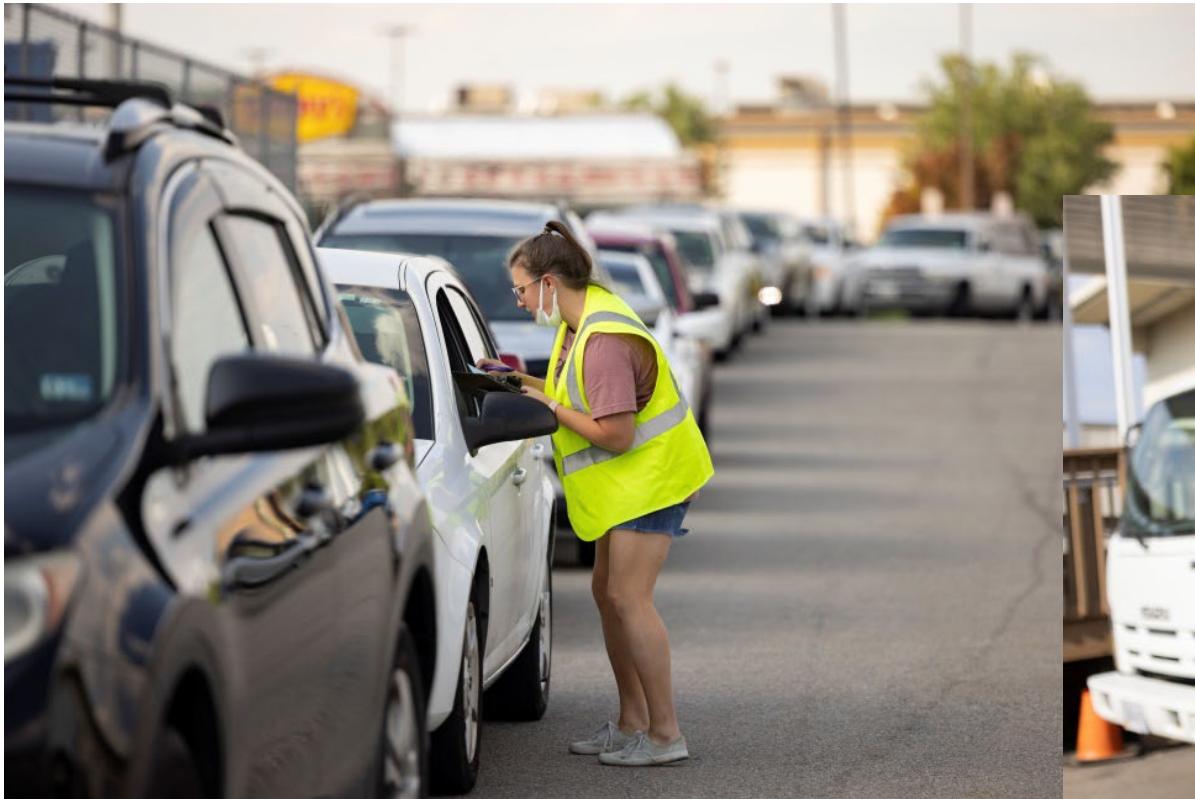
Just FOUR Months Ago . . .

- 145-150 Families Weekly
- 250 Families Monthly
- 600-650 People Monthly
- 1,500 – 1,600 Total thru' Month
- And these above figures are rising numbers from the previous year already

The Current Picture . . .

- 175 – 195 Families Weekly
- 280 – 300 Families Monthly
- 720 – 760 People Monthly
- 1,800 – 2,200 Total thru Month
- ***March hit an all-time high of 2,269 overall services***

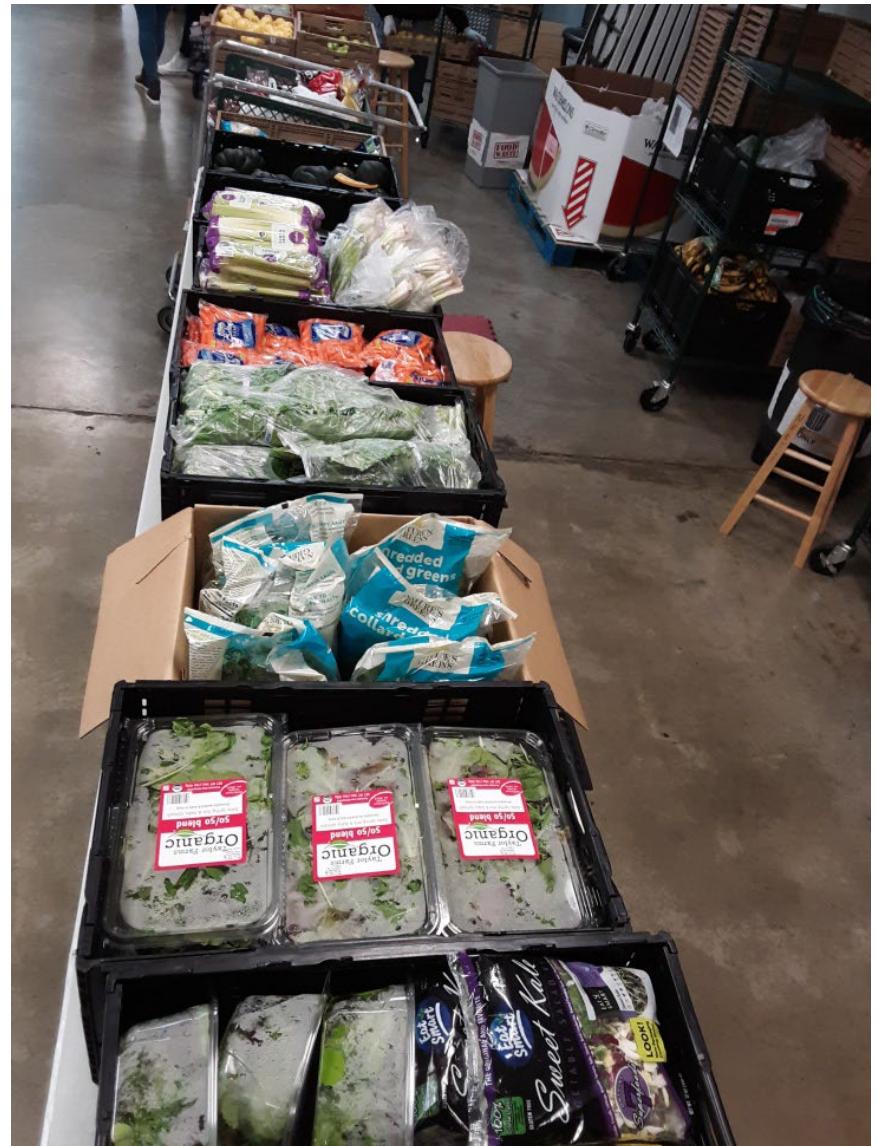
What we see . . .



What we see . . .



How we Serve . . .



How we Serve . . .



A Team Effort!



EXPANSION EXCITEMENT!



Expanding to do More . . .



Expanding to do More . . .



. . . committed to well-being



to build a better tomorrow . . .





Thanks for the City's Support & Partnership!
We can't do alone!

7. Commendations And Presentations:

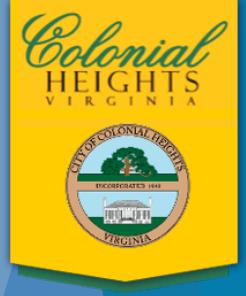
C. Recognizing The Administrator Of The Office On Youth And Human Services



Recognizing Rebecca Lynch as the 2023 Recipient of the Patricia M. Cullen Keeping our Promise by Keeping our Children Safe Award presented by the Chesterfield/ Colonial Heights Positive Parenting Coalition.

Colonial Heights City Council Meeting

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7. **Commendations And Presentations:**

D. A PROCLAMATION

Designating the Month of April as "Child Abuse Awareness and Prevention Month" In the City of Colonial Heights, Virginia.

Colonial Heights Blue Day 2023

On March 30, 2023 Colonial Heights kicked off Child Abuse Prevention Month by wearing blue. Here are some pictures of our amazing city partners who joined us.

City Manager Doug Smith



Delegate Mike Cherry



Clerk of Council: Pam Wallace



Director of Human Resources:
Jennifer Carpenter



Colonial Heights Police Department



K-9 Unit



Recreation & Parks



Senior Center & Office On Youth



Nancy Bosher & Yvette Hawthorne



Utility Billing/Collections

Fire Department



EMS



Public Works/Engineering
Department

Finance/Economic Development Department



SHERIFF'S OFFICE



Sherriff's Department

Health Department



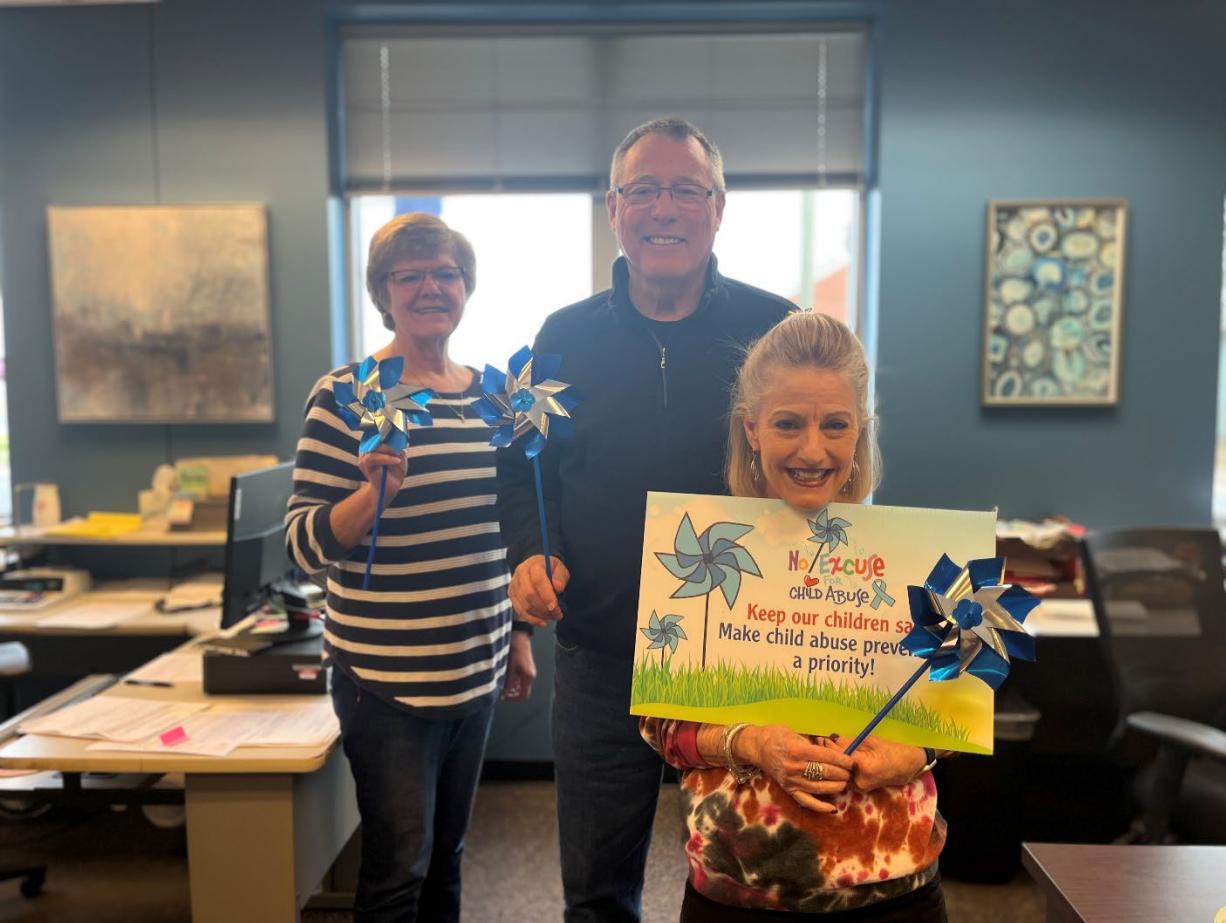
Commonwealth Attorney



Circuit Court

Juvenile Domestic Relation Court





Commissioner of Revenue



City Assessor

Planning Department



Treasurer / DMV Select Office



City Attorney Chip Fisher

Jerri-Ann Tomlin, Amber Wallace, Pam Wallace



Office On Youth



Colonial Heights Public Schools

Colonial Heights City Council Meeting

April 11, 2023



7. **Commendations And Presentations:**

E. A PROCLAMATION

Recognizing The Month of April 2023 As "Month Of The Military Child" In The City Of Colonial Heights, Virginia

Colonial Heights City Council Meeting

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7. **Commendations And Presentations:**

F. Presentation Of The Proposed FY24-28 Capital Improvement Plan



City Manager's Proposed FY2024 – FY2028 Capital Improvement Plan

Presentation to City Council

April 11, 2023



FY24-FY28 Capital Improvement Plan

- Total of \$213.67M in project costs (Funded & Unfunded Combined)
- Projects proposed for funding FY24-FY28: \$22.26 Million in total costs
- \$18.6M in debt required for proposed projects
 - \$16.4M in new debt
- \$191.4M in projects remain unfunded



1st Year (FY24) Projects & FY24 Net Cost

● Auxiliary City Hall Parking Lot	\$400,000
● Total Maximum Daily Load Project	\$465,499
● Ridge Road Culvert Replacement	\$237,738
● Boulevard at Temple Intersection Improvements	\$0**
● Boulevard at Westover Intersection Improvements	\$39,313***
● Branders Bridge Right Turn Lane Extension	\$0**
● Lakeview Avenue Modernization, Phase 1	\$0***

*partial funding

**external funding

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

1st Year (FY24) Projects & FY24 Net Cost (continued...)

● Colonial Heights High School Sidewalks	\$104,769***
● Boulevard Spur Appomattox Greenway Trail	\$79,901***
● White Bank Park & Fort Clifton Asphalt Path Renovation	\$72,800
● Gateway Roundabout Improvements	\$100,000
● CHHS Fine Arts Renovation (Music-Art)	\$817,485**
● CHHS Front Entrance, Administration Area	\$336,054**
<hr/>	
Total	\$2,653,559

*partial funding

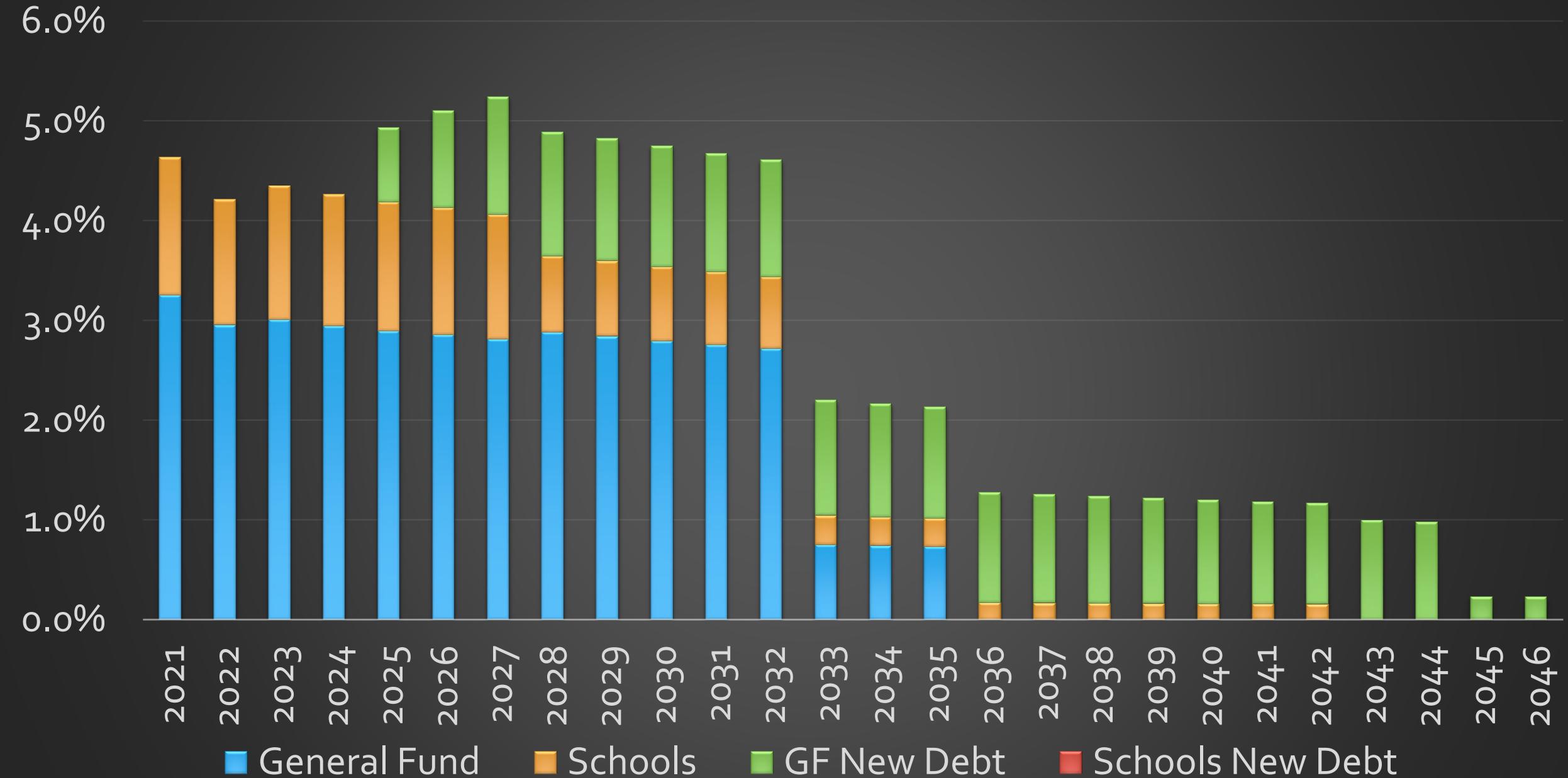
**external funding

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

Project Funding- FY24

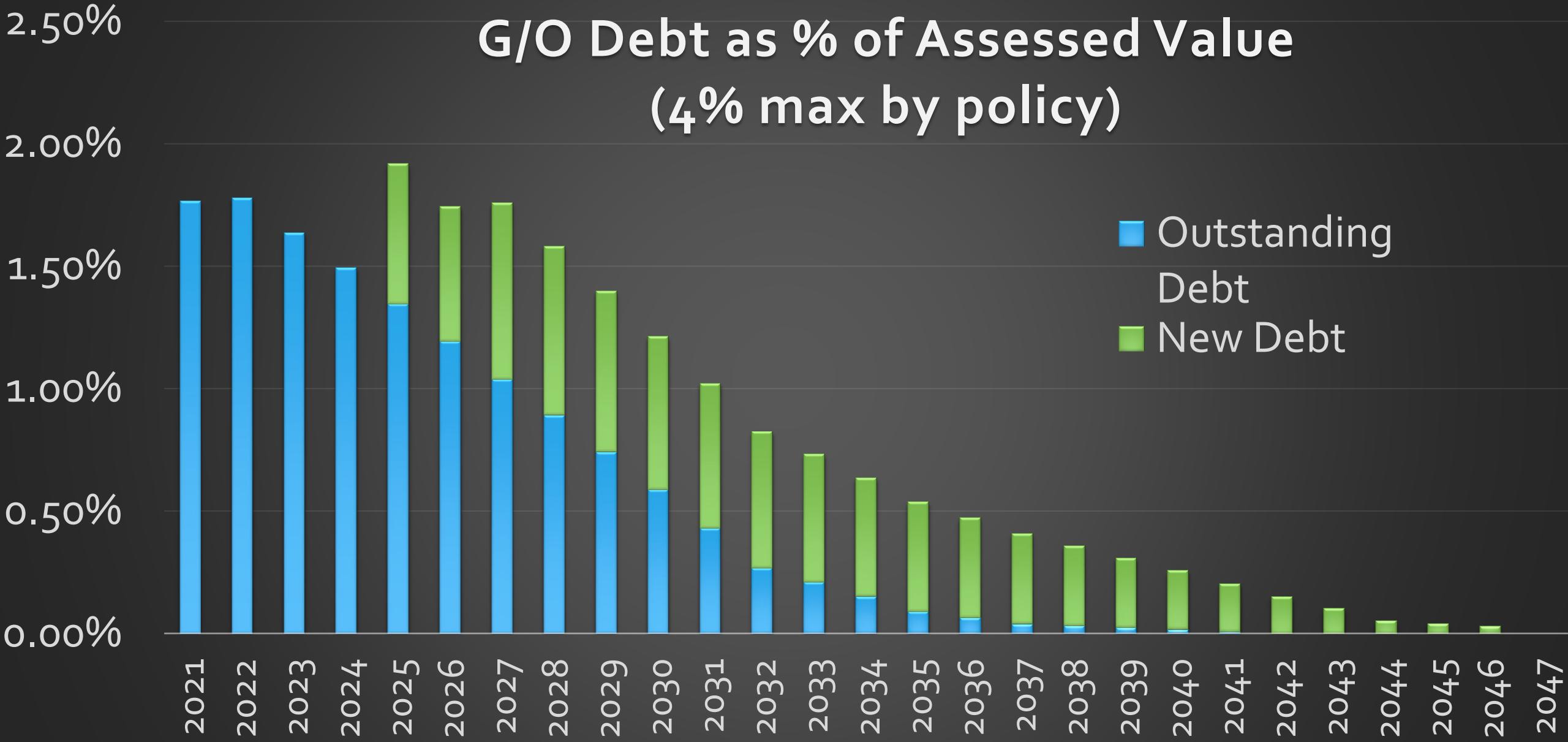
• General Fund “Pay-Go”	\$0
• Use of Assigned General Fund Balance	1,034,521
• Stormwater Transfer Fund Balance	465,499
• Issuance of Debt- General Fund	1,153,539
	<hr/>
	\$2,653,559

General Fund & School Debt Service as % of GF and School Expenditures



Outstanding Debt

G/O Debt as % of Assessed Value
(4% max by policy)



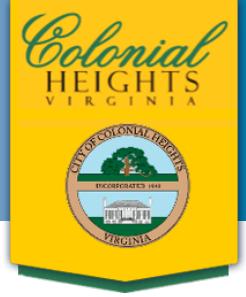


CIP budget calendar

- April 4 Presentation and approval of CIP by Planning Commission
- April 11 Presentation of Proposed CIP to City Council
- April 18 City Council CIP Review and Discussion
- May 9 Public Hearing on Proposed CIP
- May 9 Adoption of FY24-28 CIP

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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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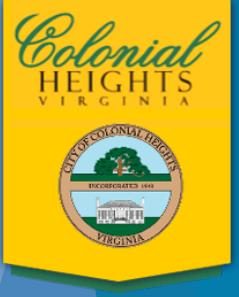


9. Written Petitions and Communications By Members of the Public and Council Members

None

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10. Advertised Public Hearings

A. AN ORDINANCE NO 22-12

(First Reading) Amending § 286-322.10 of Chapter 286, Zoning, of the Colonial Heights City Code by providing that the application fee for development of a wetland is \$350.

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10. Advertised Public Hearings

B. AN ORDINANCE NO 23-FIN-4

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, to appropriate \$1,496,638 to transfer to the School Board per the Memorandum of Understanding between the City Council and the School Board.

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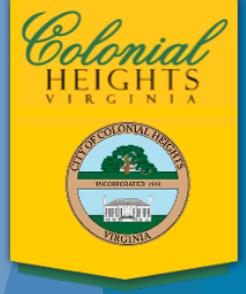
10. Advertised Public Hearings

C. AN ORDINANCE NO 23-FIN-5

(First Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and approving such budget.

Colonial Heights City Council Meeting

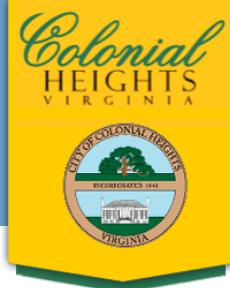
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11. Hearing of Citizens Generally on Non-Agenda Items

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

A. AN ORDINANCE NO 23-2

(Second Reading) Amending §§ 244-5.1, 244-6, 244-8, 244-9, 244-10, and 244-12 of Chapter 244, Solid Waste, of the Colonial Heights City Code, to define “clutter”; to prohibit clutter; to change the method of giving real property owners written notice of violations regarding exterior storage of certain objects and tall grass, weeds, or other foreign growth; reducing from ten to seven days the time period to remedy such violations; providing for a \$100 administrative charge per violation and a \$100 civil penalty on property owners with two or more tall grass, weeds, or other foreign growth violations in a growing season; and establishing liens on real estate for charges that remain unpaid 20 or more days after notice of a violation is given. Also, deleting current § 244-11 of Chapter 244, which has language that is duplicative of amended § 244-10; and changing current § 244-11.1 to new § 244-11

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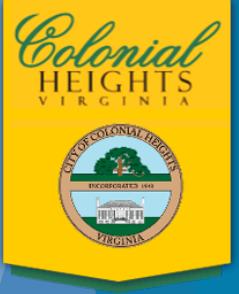
12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

B. AN ORDINANCE NO 23-3

(Second Reading) To amend § 51-54 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to include Juneteenth as a City Holiday.

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

C. AN ORDINANCE NO 23-5

(Second Reading) To amend §§ 51-55, 51-55.1, and 51-56 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to remove the prohibition on using annual leave during the first six months of employment; to adjust the leave time accrual rate of 24-hour employees; and to increase from \$8,000 to \$10,000 the amount of sick leave payable to certain employees upon retirement.

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

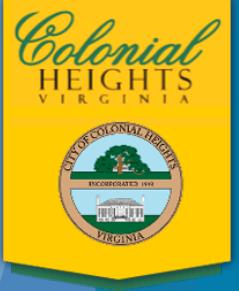
D. AN ORDINANCE NO 23-FIN-3

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$94,475 consisting of 1) \$53,109 in bond funds for emergency sewer repairs; 2) \$8,000 in donations to the Police Department from the American Legion for a K-9 kennel and dog food; 3) \$19,225 in grant funds to the Fire Department for ballistic vests and accessories from Firehouse Subs; 4) \$10,000 from HEAT program to Public Safety for a surveillance camera system; 5) \$2,732 in State Asset Forfeiture to the Commonwealth Attorney for crime scene screens; 6) \$1,209 in remaining grants and donations from last year to the Office on Youth; and 7) \$200 in donations to the Sheriff's Office from the Colonial Heights Moose Lodge 1783. Also, to transfer \$2,250 from Nondepartmental to Human Services for the City's annual contribution to the Youth Advisory Council.

To amend the Capital Projects Budget for fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$53,109 in transfer from the general fund for emergency sewer repairs.

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

E. February 3-4, 2023 Annual City Council Retreat Minutes

F. March 21, 2023 Special Meeting Minutes

Colonial Heights City Council Meeting

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13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO 23-7

(First Reading) Awarding a \$2,000 bonus to all full-time employees employed on or before April 25, 2023, who are not participating in the Public Safety Step Plan.

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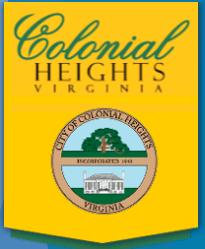
13. Introduction And Consideration Of Ordinances And Resolutions:

B. AN ORDINANCE NO 23-8

(First Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

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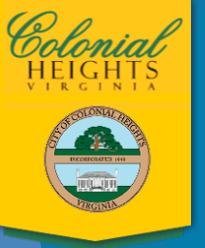
13. Introduction And Consideration Of Ordinances And Resolutions:

C. AN ORDINANCE NO 23-FIN-6

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$3,350 consisting of 1) a \$300 donation to the Sheriff's Department from the American Legion; and 2) \$3,050 in State Asset Forfeiture Funds to the Commonwealth Attorney's Office for a Cellebrite subscription to extract and collect digital data.

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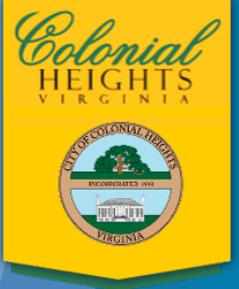
13. Introduction And Consideration Of Ordinances And Resolutions:

D. A RESOLUTION NO 23-9

Approving \$39,313 in local share funding for the Boulevard at Westover Intersection Improvement project.

Colonial Heights City Council Meeting

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14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

None

Colonial Heights City Council Meeting

April 11, 2023



15. Reports of Officers and Documents Related Thereto:

A. City Manager

- 1. Lakeview Dam And Utilities Infrastructure Funding Update*

ARPA Funds

\$6,010,810 ARPA Funds

\$960,427

\$5,050,383

- FY22 Expended for Infrastructure study: \$584,935
- FY22 Allocated for Lakeview Modernization Utility Lines: \$375,492
- Allocate under Revenue Loss to Salaries

\$5,050,383 (Freed up from ARPA Fund Use)

- \$4.5 Million to the Utilities Infrastructure Project
- \$487,173 to Lakeview Dam Project
- \$63,210 to Infrastructure Study Expenses during FY23

Lakeview Dam Project

Expenses

\$649,150 - Construction Bid

\$55,275 - Contingency/Other Costs

\$704,425

Funding*

\$116,576 - Previously Appropriated to Public Works

\$487,173 - Funding freed up from ARPA Funds

\$100,676 - From Council Contingency or Unappropriated Fund Balance

\$704,425

**Awaiting potential \$250,000 in State Funding*

Request Council Authorization:

- For staff to take the revenue loss allowance for ARPA funds and apply to payroll expenses.
- For staff to proceed with unappropriated expenditure of \$4.5M for the Utilities Infrastructure Projects;
- For staff to proceed with unappropriated expenditures up to \$800,000 for Lakeview Dam Project; and
- For staff to prepare and bring back budget amendments appropriating funds for the above items from non-ARPA funds.

Colonial Heights City Council Meeting

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. General Activity Report

Dates of Interest

April 2023	May 2023	June 2023
<u>April 18th (6:00 pm) - City Council Special Meeting - Council Chambers</u>	<u>May 2nd (6:00 pm) - Planning Commission Meeting - Council Chambers</u>	<u>June 6th (6:00 pm) - Planning Commission Meeting - Council Chambers (Tentative)</u>
	<u>May 9th (7:00 pm) - City Council Regular Meeting- Council Chambers</u>	<u>June 6th (6:00 pm) - City Council Special Meeting (Budget Worksession) - Location TBD (Tentative/As Needed)</u>
	<u>May 16th (6:00 pm) - City Council Special Meeting (Budget Worksession) - Council Chambers</u>	<u>June 13th (7:00 pm) - City Council Regular Meeting-Council Chambers</u>
	<u>May 23rd (6:00 pm) - City Council Special Meeting (Budget items) - Council Chambers</u>	<u>June 20th (6:00 pm) - City Council Special Meeting- Council Chambers</u>

CITY HOLIDAYS

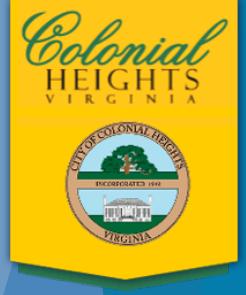
- Monday, May 29th, 2023 – (Government Offices Closed)
- Monday, June 19th, 2023 – (Government Offices Closed)
- Tuesday, July 4th, 2023 – (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Colonial Heights Police Department Drug Take-Back & Community Health Fair Event:** Saturday, April 22nd, 2023 from 10:00am-2:00pm in the Life Christian Academy Parking Lot (1221 Boulevard, CH)
- **17th Annual Arbor Day Celebration:** Friday, April 28th, 2023 at the Violet Bank Museum at 10:00AM
- **City Clean-Up/Adopt-A-Roadway Event:** Saturday, April 29th, 2023 from 8am-12pm.
- **2023 Fort Clifton Arts & Crafts Festival:** Saturday, May 13th and Sunday, May 14th from 10:30am-5:00pm both days.
- **Native American National Baseball Team Games:** World Cup Games May 4-14th, 2023!
- **Tri-City Chili Peppers 2023 Baseball Opening Weekend:** May 25-27th
- **Spring Fling Family Festival:** Saturday, June 10th from 4:00pm-7:00pm at White Bank Park

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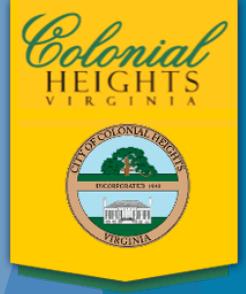


15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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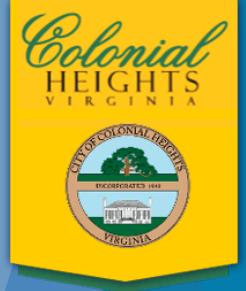
15. Reports of Officers and Documents Related Thereto cont.:

C. Director Of Planning And Community Development

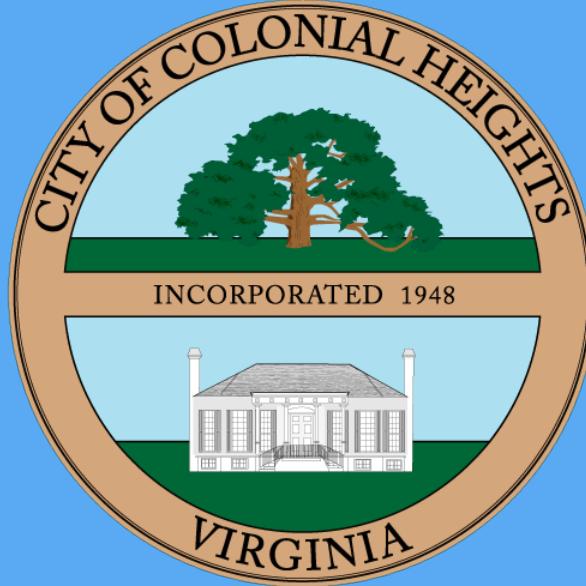
1. Planning Boards And Commissions Summary

Colonial Heights City Council Meeting

April 11, 2023



16. Adjournment



Colonial Heights

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