

**ACTIONS  
COLONIAL HEIGHTS CITY COUNCIL**

**June 13, 2023**

**APPOINTMENTS BY RESOLUTION (UNANIMOUS PASS):**

A RESOLUTION NO. 23-20

Appointing A. Gray Collins, III and William S. Feasenmyer as members of the Community Criminal Justice Board, each for a two-year term beginning July 1, 2023.

A RESOLUTION NO. 23-21

Appointing Michelle Serr as a member of the Petersburg Area Regional Tourism Board of Directors.

**COMMENDATIONS AND PRESENTATIONS:**

A PROCLAMATION

Designating June 15, 2023, as World Elder Abuse Awareness Day in the City of Colonial Heights, VA

New City Employee Introductions

Introduction of new employees hired by the Finance Department and the Information Technology Department.

**WRITTEN PETITIONS AND COMMUNICATIONS BY MEMBERS OF THE PUBLIC AND COUNCIL MEMBERS:**

There were none.

**ADVERTISED PUBLIC HEARINGS:**

AN ORDINANCE NO 23-12 (UNANIMOUS PASS)

(Second Reading) To amend and reordain §277-9 of Chapter 277, Water, of the Colonial Heights City Code to increase charges for water usage.

AN ORDINANCE NO 23-13 (UNANIMOUS PASS)

(Second Reading) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code to increase charges for sewer service.

AN ORDINANCE NO 23-14 (PASS)

(Second Reading) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by modifying the monthly charges for solid waste collection and disposal and for the collection and recycling of recyclable material.

**AN ORDINANCE NO 23-15 (PASS)**

(Second Reading) To amend and reordain § 258-42.2 of Chapter 258, taxation, of the Colonial Heights City Code to increase to tax levy for prepared meals.

**AN ORDINANCE NO 23-16 (PASS – 1 ABSTAIN)**

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that increases the minimum and maximum of each grade's salary range by a minimum of 2%; adds in the existing positions of Victim Witness Program Assistant/Court Advocate and Victim Witness Program Director to Pay Plan and adopts the corresponding job descriptions and class specifications; changes the salary grade, job description, and class specifications of the Senior Paralegal/Deputy City Clerk; revises the salary grade and starting salary of numerous Public Works employees; and increases the pay range for certain part-time positions.

To adopt a revised Public Safety Pay Plan that provides 2% increases between steps for majority of steps; increases by 6% or more the pay grade of non-supervisory employees; increases by 5-6% the pay grade of supervisory employees; changes all Officers, Sergeants, and Lieutenants in the Police Department to an 80-hour pay rate; consolidates all Emergency Medical Technician (EMT) pay grades to create a new Firefighter-EMT pay grade; and increases the pay for the Firefighter-Intermediate pay grade by 2% higher than the Firefighter-EMT pay grade.

**HEARING OF CITIZENS GENERALLY ON NON-AGENDA ITEMS**

Larry Brown, 311 Brook Edge Drive – Addressed Council regarding the emergency notification system the City currently utilizes and suggested the City consider a wireless emergency alert system.

**CONSENT AGENDA MINUTES, ORDINANCES AND RESOLUTIONS (UNANIMOUS PASS)**

**AN ORDINANCE NO 23-10**

(Second Reading) Providing for a percentage of personal property tax relief on qualifying vehicles for 2023 and 2024; and providing for tax levies on personal property for the 2024 tax year, for general municipal purposes.

**AN ORDINANCE NO 23-11**

(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2024, and ending December 31, 2024 for general municipal purposes.

**AN ORDINANCE NO 23-FIN-7**

(Second Reading) to amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$15,900 consisting of 1) \$5,900 in sale proceeds for a fire truck; and 2) a \$10,000 police donation from a citizen to purchase medical supplies.

**AN ORDINANCE NO 23-FIN-7**

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$15,900 consisting of 1) \$5,900 in sale proceeds for a fire truck; and 2) a \$10,000 police donation from a citizen to purchase medical supplies.

To increase the Emergency Response Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 by \$12,500, consisting of American Rescue Plan Act funds from the Virginia Tourism Commission.

To amend the Capital Projects Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 by appropriating \$3,351 consisting of 1) \$1,676 in City bond funding; and 2) \$1,675 in Grant funding from the Virginia Department of Conservation and Recreation.

**AN ORDINANCE NO 23-FIN-10**

(Second Reading) Adopting the budgets for the various funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

**AN ORFDINANCE NO 23-FIN-11**

(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

February 14, 2023 Regular Meeting Minutes

April 11, 2023 Special Meeting Minutes

May 9, 2023 Special Meeting Minutes

**INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS**

**AN ORDINANCE NO 23-FIN-8 (UNANIMOUS PASS)**

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 20, 2023, by appropriating \$14,025 consisting of: 1) \$5,934 to the Police Department from State Forfeiture funds, 2) \$2,844 to the Police Department from K9 donations, and 3) \$5,247 in DMV Select revenue to the Treasurer's Office. Transferring \$414,000 from Non-Departmental to Health and Social Services to cover Comprehensive Service expenditures; and transferring \$72,023 from Other Local Taxes to Intergovernmental Revenue for additional funds awarded through an SRO grant

To amend the Recreation Fund for fiscal year beginning July 1, 2023 and ending June 30, 2023 by appropriating \$1,000 from the Beautification Fund Balance to cover the expenses from the Arbor Day commemoration.

**A RESOLUTION NO 23-18 (UNANIMOUS PASS)**

Approving the following: (1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; (2) a 5% salary increase for each full-time employee who is not included in the Public Safety Step Plan and

who is currently not at the top of the employee's salary grade; (3) compensation for any full-time employee who will not receive a full 5% salary increase due to being at the top of the employee's salary grade; and (4) additional salary adjustments the City Manager recommends for some full-time maintenance employees.

A RESOLUTION NO 23-19 (UNANIMOUS PASS)

Approving the City Manager's Fiscal Year 2023-2024 Proposed Annual Operating Budget.

**UNFINISHED BUSINESS, CONTESTED ORDINANCES AND RESOLUTIONS, AND ITEMS REMOVED FROM THE CONSENT AGENDA:**

AN ORDINANCE NO 23-9 (PASS)

(Second Reading) Awarding a \$1,000 bonus to all year-round part-time employees employed on April 25, 2023, who are not participating in the Public Safety Step Plan.

Submitted by:

Pamela B. Wallace, CMC

City Clerk