



**Colonial Heights
City Council Special Meeting
December 12, 2023
6:45pm**



**Colonial Heights
City Council Regular Meeting
December 12, 2023
7:00pm**

Colonial Heights City Council Meeting

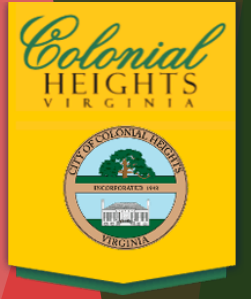
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- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable Elizabeth G. Luck**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

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7. Commendations And Presentations:

None

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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. 23-21

(Second Reading) Amending the Colonial Heights City Code in the following ways: 1) amending § 258-52 of Chapter 258, Taxation, by including a short-term rental dwelling as a hotel for purposes of the transient lodging tax and defining a “Transient” as a person who obtains lodging at a hotel for fewer than 30 consecutive days; 2) adding to § 286-202.10 of Chapter 286, Zoning, definitions for “Operator”, “Short-Term Rental”, and “Short-Term Rental Dwelling”; 3) adding “Short-term rentals, hosted and non-hosted” to § 286-300.04 of Chapter 286 as a permitted commercial use type in the RL Low Density Residential District; 4) adding to Chapter 286 a new § 286-410.70, regulating short-term rentals; and 5) adding to § 286-518.18 of Chapter 286 an off-street parking requirement for short-term rental dwellings.

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11. Hearing of Citizens Generally on Non-Agenda Items



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

A. AN ORDINANCE NO 23-22

(Second Reading) Awarding a \$2,500 bonus to full-time 911 dispatcher/telecommunicator positions, PSAP managers, supervisors, and administrative employees who are certified and actively work on the 911 operations floor; and a \$1,250 bonus to part-time 911 dispatcher/telecommunicator positions.

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

B. AN ORDINANCE NO 23-FIN-16

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, by appropriating a total of \$31,669 consisting of: 1) \$1,400 in grant funds from the Virginia Department of Emergency Management for an upgrade of the City's Emergency Operations Center; 2) \$1,225 from the Asset Forfeiture Reserve Account for law enforcement investigation technology; 3) \$7,854 from the E-Citation Reserve Account for Police Mobile Data Computers and associated equipment; 4) \$600 donation from Kiwanis and \$200 donation from Optimist Club for Office On Youth shoe vouchers; 5) \$4,240 from K9 Donations Reserve Account for Police Vehicle K9 transport system; 6) \$12,000 donation from the Fort Clifton Arts and Crafts Festival Committee to Cultural and Recreation for roof and exterior repairs and improvements to the Fort Clifton Park restrooms; and 7) \$4,150 from Virginia Risk Sharing Association for Police Department electronic hearing protection for training.

To amend the Capital Improvements Project Fund Budget by appropriating \$375,000 from unallocated bond funds to the City Facilities Security Upgrades project.

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

C. November 14, 2023 Special Meeting Minutes

D. November 14, 2023 Regular Meeting Minutes

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13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO 23-FIN-17

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, by appropriating \$2,165 from the Virginia Department of Environmental Quality to Public Works for litter abatement.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$300,106 from the Virginia Department of Transportation for the North Elementary School project.

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13. Introduction And Consideration Of Ordinances And Resolutions:

B. AN ORDINANCE NO 23-FIN-18

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, by appropriating a total of \$1,107,213 in prior year encumbrances.

To amend the Recreation Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating a total of \$6,529 in prior year encumbrances.

To amend the Water and Sewer Fund by \$74,602 for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating a total of \$74,602 in prior year encumbrances.

13. Introduction And Consideration Of Ordinances And Resolutions:

C. AN ORDINANCE NO 23-FIN-19

To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023 by appropriating a total amount of \$793,253 to Public Safety for personnel expenses as follows: 1) \$312,000 from assigned fund balance for one-time bonuses; 2) \$217,000 from assigned fund balance for vacation payouts; and 3) \$264,253 from unassigned fund balance for personnel expenses.

To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, by transferring a total amount of \$133,290 to Public Safety for personnel expenses as follows: 1) \$47,717 from General and Financial Administration; 2) \$62,530 from Public Works; and 3) \$23,043 from Human Services.

To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, by transferring \$808,429 from Council Contingency to the following Departments for personnel expenses: 1) \$9,995 to Legislative; 2). \$248,382 to Judicial Administration; 3) \$428,463 to Public Safety; 4) \$90,539 to Culture & Recreation; and 5) \$31,050 to Community Development.

13-C. AN ORDINANCE NO 23-FIN-19 continued...

To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023 by transferring \$5,361,945 in General Fund expenditure savings to the Capital Projects Fund due to public safety personnel expenses being charged to the Emergency Response Fund.

To amend the Emergency Response Fund Intergovernmental Revenue for fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$5,361,945 of deferred ARPA revenue for public safety personnel expenses.

To amend the Capital Projects Fund Revenue for fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$5,361,945, consisting of 1) \$4,500,000 in transfer of General Fund expenditure savings to change the funding source for the City-wide Infrastructure Project from ARPA funds to General Fund expenditure savings; and 2) by appropriating \$861,945 in transfer from General Fund expenditure savings for the Lakeview Dam project.

Ordinance No. 23-FIN-19 Overview

- This ordinance provides for multiple year-end revisions to the FY 23 budget including:
 - Funding for previous vacation payouts and bonuses
 - Transferring money budgeted in Council Contingency for raises to departments and appropriating funds for personnel expenses
 - Appropriating ARPA funds in the Emergency Response Fund for Public Safety Salary expenses
 - Transferring General Fund savings to the Capital Projects Fund for the City-wide Infrastructure Project and the Lakeview Dam Project

Ordinance No. 23-FIN-19 Overview

1. \$793,253 appropriated to Public Safety:

- \$312,000 from assigned fund balance for FY 23 one-time bonuses
- \$217,000 from assigned fund balance for FY 23 vacation payouts
- \$264,253 from unassigned fund balance for personnel expenses

2. Several General Fund Departments had surplus personnel expenses at year-end; transfer these funds as follows:

- \$47,717 from General and Financial Admin. to Public Safety
- \$62,530 from Public Works to Public Safety
- \$23,043 from Human Services to Public Safety

Ordinance No. 23-FIN-19 Overview

3. Transfer \$808,429 from FY 23 Council Contingency to balance personnel expenses as follows:

- \$9,995 transferred to Legislative
- \$248,382 transferred to Judicial Administration
- \$428,463 transferred to Public Safety
- \$90,539 transferred to Culture & Recreation
- \$31,050 transferred to Community Development

Items # 1 – 3 balance out General Fund Personnel expenses for FY 23

Ordinance No. 23-FIN-19 Overview

4. \$5,361,945 in ARPA revenue appropriated to the Emergency Response Fund

- \$5,361,945 in Public Safety expenses charged to the Emergency Response Fund creating savings in the General Fund Budget

5. \$5,361,945 in General Fund savings from Public Safety personnel expenses (from Item #4) is transferred to the Capital Projects Fund

Ordinance No. 23-FIN-19 Overview

6. Funds from Item #5 above appropriated in the Capital Projects Fund as follows:

- \$4,500,000 transfer from General Fund expense savings appropriated to the City-wide infrastructure project to change the funding source from ARPA funds to General Fund savings
- \$861,945 transfer from General Fund expense savings appropriated for the Lakeview Dam Project

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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. General Activity Report

Dates of Interest

January 2024	February 2024	March 2024
*Jan. 3rd (6:00 pm) - Planning Commission Meeting - Council Chambers (Tentative)	Feb. 6 th (6:00 pm) - Planning Commission Meeting - Council Chambers (Tentative)	Mar. 1st & 2nd City Council Retreat @ Smithfield Station
Jan. 9th (7:00 pm) - City Council Regular Meeting- Council Chambers	Feb. 14 th (7:00 pm) - City Council Regular Meeting- Council Chambers	Mar. 5th (6:00 pm) - Planning Commission Meeting - Council Chambers (Tentative)
Jan. 16th (6:00 pm) - City Council Special Meeting- Council Chambers		Mar. 12th (7:00 pm) - City Council Regular Meeting- Council Chambers
		Mar. 19th (6:00 pm) - City Council Special Meeting- Council Chambers

CITY HOLIDAYS

- Monday, December 25th & Tuesday, December 26th, 2023 – (Government Offices Closed)
- Monday, January 1st, 2024 – (Government Offices Closed)
- Monday, January 15th, 2024 – (Government Offices Closed)
- Monday, February 19th, 2024 – (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Annual Lights in the Heights Decorating Contest: Entry is Free, and participants must register online or by phone by December 6th. Judging will be from December 8-11th, 6-8pm, and winners will be announced December 14th. The participant list will be published in the Community Spotlight section of our website at www.colonialheightsva.gov .**
- **2024 Elections:**
 - **Presidential Primary: Tuesday, March 5, 2024 (Early voting begins January 19th until March 2nd)**
 - **Primary: Tuesday, June 28, 2024 (Early voting begins May 3rd until June 15th)**
 - **General Election: Tuesday, November 5, 2024 (Early voting begins September 20th until November 2nd)**

15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website with the following information:

- That the required audit is pending,**
- The reasons for the delay,**
- And the estimated date of completion.**

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2023 is pending. The major factors for the delay of the audit are: 1) implementation of a new financial system; 2) turnover in critical staff related to completion of the audit, specifically the Director of Finance. The City of Colonial Heights finance team is working diligently to complete their tasks for the auditors to prepare the FY23 audit report. Our estimated date of completion for the audit report is February 29, 2024.

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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



Merry
Christmas

Colonial Heights