



**Colonial Heights**  
**City Council Special Meeting**  
**May 14, 2024**  
**5:45 pm**



**Colonial Heights**  
**City Council Regular Meeting**  
**May 14, 2024**  
**7:00 pm**

# Colonial Heights City Council Meeting

## May 14, 2024



1. **Call to Order**
2. **Roll Call**
3. **Devotion – Mayor T. Gregory Kochuba**
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declarations of Personal Interest**

# Colonial Heights City Council Meeting

## May 14, 2024



### **7. Commendations And Presentations:**

#### **A. A PROCLAMATION**

*Proclaiming May 12 -18, 2024 as National Law Enforcement Officers' Memorial Week in the City of Colonial Heights, Virginia.*

# Colonial Heights City Council Meeting

## May 14, 2024



### **7. Commendations And Presentations:**

#### ***B. A PROCLAMATION***

*Proclaiming the Week of May 19 - 25, 2024 as National Emergency Medical Services Week in the City of Colonial Heights, Virginia.*

# Colonial Heights City Council Meeting

## May 14, 2024



### **7. Commendations And Presentations:**

#### **C. A PROCLAMATION**

*Proclaiming May 2024 as Mental Health Awareness Month in the City of Colonial Heights, Virginia.*

# Colonial Heights City Council Meeting

## May 14, 2024



### **7. Commendations And Presentations:**

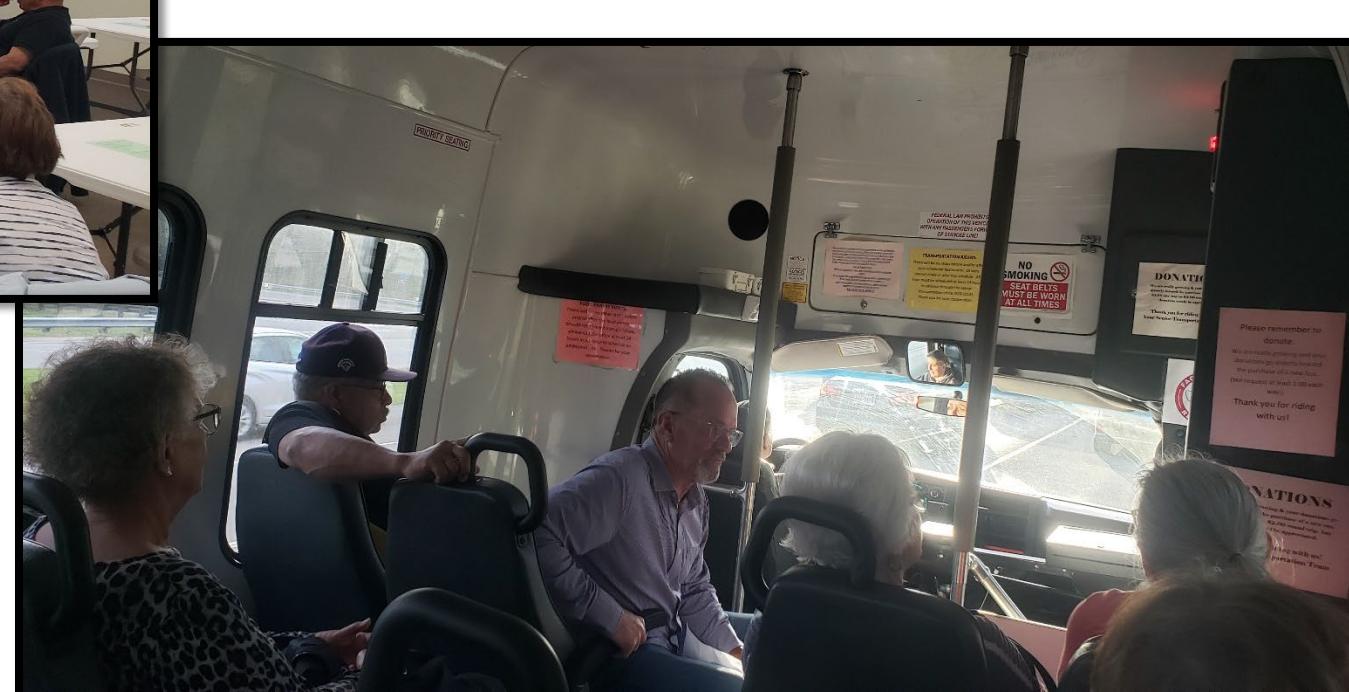
#### ***D. Citizens Government Academy***

*Recognizing The Program Participants Of Spring 2024 Citizens Government Academy*

# Citizen's Government Academy 2024



# Citizen's Government Academy 2024 cont...



# Colonial Heights City Council Meeting

## May 14, 2024

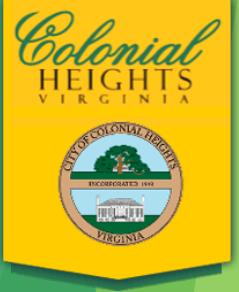


### **8. Reading of Manner Addressing Council**

**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.

# Colonial Heights City Council Meeting

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

***None***

# Colonial Heights City Council Meeting

## May 14, 2024



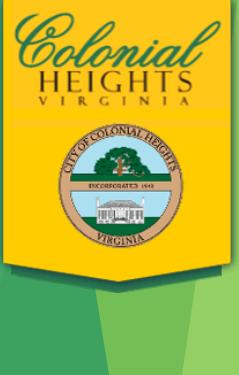
### 10. Advertised Public Hearings

#### **A. *AN ORDINANCE NO 24-8***

*(First Reading) Providing for a tax levy on certain personal property for the 2024 and 2025 tax years, for general municipal purposes.*

# Colonial Heights City Council Meeting

## May 14, 2024



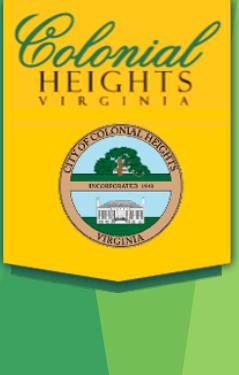
### 10. Advertised Public Hearings

#### ***B. AN ORDINANCE NO 24-9***

*(First 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, 2025, and ending December 31, 2025 for general municipal purposes.*

# Colonial Heights City Council Meeting

## May 14, 2024



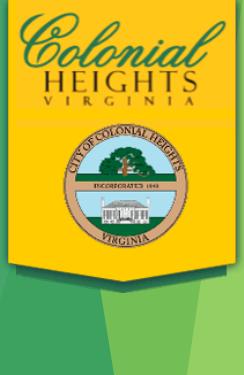
### 10. Advertised Public Hearings

#### **C. AN ORDINANCE NO 24-11**

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

# Colonial Heights City Council Meeting

## May 14, 2024



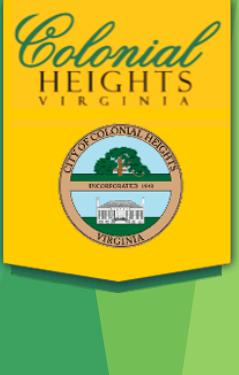
### 10. Advertised Public Hearings

#### **D. AN ORDINANCE NO 24-FIN-10**

*(First Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, and appropriating the estimated revenues for the year for the objects and purposes stated herein.*

# Colonial Heights City Council Meeting

## May 14, 2024



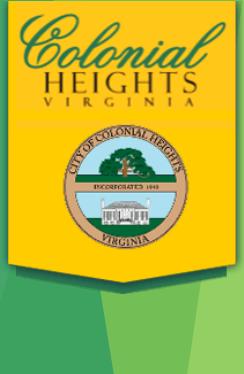
### 10. Advertised Public Hearings

#### **E. AN ORDINANCE NO 24-FIN-11**

*(First Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and appropriating the estimated revenues for the year for the principal purposes stated.*

# Colonial Heights City Council Meeting

## May 14, 2024

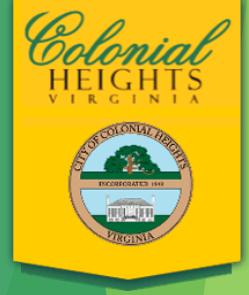


### **10. Advertised Public Hearings**

***F. Public Hearing On The Proposed FY2024-2025 City Of Colonial Heights Annual Operating Budget***

# Colonial Heights City Council Meeting

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### **11. Hearing of Citizens Generally on Non-Agenda Items**

# Colonial Heights City Council Meeting

## May 14, 2024



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

#### A. AN ORDINANCE NO 24-6

*(Second Reading) Awarding the City Manager a bonus of \$6,000.*

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

### **B. AN ORDINANCE NO 24-FIN-6**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$17,272, consisting of: 1) \$6,331 in state funds from the Department of Criminal Justice Services to the Police Department for reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs; 2) \$7,972 in the National Highway Traffic Safety Administration funds from the state to the Police Department for reimbursement of personnel costs related to Selective Enforcement; and 3) \$2,969 in donations to the Police Department for the 2024 Honors and Awards Banquet.*

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

### ***B. AN ORDINANCE NO 24-FIN-6 continued...***

*To amend the Emergency Response Fund Budget by appropriating \$3,485 in American Rescue Plan Act Tourism Recovery Program funds for reimbursement of media, public relations, and marketing expenditures.*

*To amend the Capital Projects Fund by transferring \$465,499 from the Total Maximum Daily Load Project to the Citywide Infrastructure Project.*

# Colonial Heights City Council Meeting

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

### C. AN ORDINANCE NO 24-FIN-7

*(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and approving such budget.*

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

### **D. AN ORDINANCE NO 24-FIN-8**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$42,137, consisting of: 1) \$2,775 in grant funds from the Firehouse Subs Public Safety Foundation to the Police Department to purchase a Thermal Imaging Camera; 2) \$5,967 in state funds from the Department of Criminal Justice Services to the Police Department for reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs; and 3) \$33,395 from Miscellaneous (Assigned Fund Balance) to Debt & Transfers for the Auxiliary City Hall Parking Lot Project. Transfers of \$55,000 consisting of 1) \$30,000 from Nondepartmental (Contingencies & Reserve) to Public Works for building maintenance costs; and 2) \$25,000 from Nondepartmental (Contingencies & Reserve) to the City Attorney for contracted legal services;*

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

### **D. AN ORDINANCE NO 24-FIN-8 continued...**

*To amend the Emergency Response Fund Budget by appropriating \$5,858 in American Rescue Plan Act Tourism Recovery Program funds for reimbursement of media, public relations, and marketing expenditures.*

*To amend the Capital Projects Fund by appropriating \$33,395 in an assigned fund balance transfer from the General Fund Budget to the Auxiliary City Hall Parking Lot Project.*

# Colonial Heights City Council Meeting

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

***E. April 9, 2024 Special Meeting Minutes***

***F. April 9, 2024 Regular Meeting Minutes***

## **13. Introduction And Consideration Of Ordinances And Resolutions:**

### **A. AN ORDINANCE NO 24-10**

*(First 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 1%; adds Code Enforcement Supervisor and Planner as new full-time positions; adds Assistant Fire Marshal, Permit Technician, Recreation Attendant, and Program Assistant as new part-time positions to the General Pay Plan Class and Salary Range; adopts the corresponding job descriptions and class specifications for such positions; increases the pay range for certain part-time positions; changes the salary grade, job description, starting salary, and class specifications of the Chief Deputy Sheriff, Lieutenant Deputy Sheriff, and Deputy Sheriff; changes the salary grade, job description, starting salary, and class specification for the conversion of the Administrative Services Deputy Sheriff to Sergeant Deputy Sheriff;*

## **13. Introduction And Consideration Of Ordinances And Resolutions:**

### ***A. AN ORDINANCE NO 24-10 continued...***

*changes the job description and class specifications of Assistant Commonwealth's Attorney to allow one Assistant Commonwealth's Attorney position be designated as a Senior Assistant Commonwealth's Attorney; and adds the position of Chief Deputy Commonwealth's Attorney to the General Pay Plan Class and Salary Range and adopts the job descriptions and class specifications.*

*To adopt a revised Public Safety Pay Plan that increases by 1% the steps of each pay grade and increases by 2% the salary between the majority of steps.*

# Colonial Heights City Council Meeting

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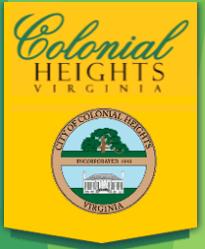
### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### ***B. AN ORDINANCE NO 24-FIN-9***

*(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$9,920, consisting of \$4,420 to Nondepartmental from Miscellaneous (Restricted Fund Balance) for litter control and \$5,500 in donations to Public Safety for Police equipment and community engagement.*

# Colonial Heights City Council Meeting

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### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### **C. A *RESOLUTION NO 24-18***

*Approving the Second Amendment to the Special Project Service Agreement for Municipal Solid Waste Collection and Disposal Services with the Central Virginia Waste Management Authority.*

# 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

## May 14, 2024



### **15. Reports of Officers and Documents Related Thereto:**

#### ***A. City Manager***

##### *1. General Activity Report*

## Dates of Interest

May 2024	June 2024	July 2024
<b>May 21<sup>st</sup> (4:00pm) Joint Council &amp; School Board Meeting</b>	June 4 <sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers	July 2 <sup>nd</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers
<b>May 21<sup>st</sup> (6:30 pm) – City Council Special Meeting–Council Chambers</b>	June 11 <sup>th</sup> (7:00 pm) – City Council Regular Meeting–Council Chambers	July 9 <sup>th</sup> (7:00 pm) – City Council Regular Meeting–Council Chambers
	June 18 <sup>th</sup> (6:00 pm) – City Council Special Meeting - Council Chambers	July 16 <sup>th</sup> (6:00 pm) – City Council Special Meeting - Council Chambers

## CITY HOLIDAYS

- Monday, May 27, 2024 – (Government Offices Closed)
- Wednesday, June 19, 2024 – (Government Offices Closed)
- Thursday, July 4, 2024 – (Government Offices Closed)

## CITY ACTIVITIES/EVENTS

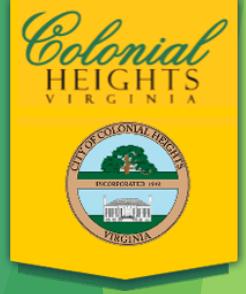
- **Memorial Day Program:** Monday, May 27, 2024 at 10:00am at the City War Memorial located on the Boulevard across from the Courthouse. This event will be sponsored by the American Legion Post 284 and VFW Post 2239. (Inclement Weather location will be at American Legion Post 284, 505 Springdale Avenue.) A light lunch will follow at the legion.
- **Play All Day VA:** Join our Colonial Heights Recreation and Parks Department for a full day of play on Thursday, June 20<sup>th</sup>, 2024. To view the full day activities and their locations, visit [www.colonialheightsva.gov](http://www.colonialheightsva.gov) and click on the event icon within Latest News and Events.
- **2024 Elections:**
  - Primary: Tuesday, June 28, 2024 (Early voting begins May 3<sup>rd</sup> until June 15<sup>th</sup>)
  - General Election: Tuesday, November 5, 2024 (Early voting begins September 20<sup>th</sup> until November 2<sup>nd</sup>)

## **CITY ACTIVITIES/EVENTS CONTINUED...**

- **4<sup>th</sup> of July Fireworks:** Thursday, July 4<sup>th</sup>, 2024. Show starts at 9:15pm (Rain date July 5<sup>th</sup>) For more information call (804)520-9390.
- **National Night Out:** Tuesday, August 6<sup>th</sup>, 2024 from 5:30pm-8:30pm at various locations throughout the city. This is a Colonial Heights Police and Community partnership event. Get to know your neighbors and get to know the members of the Police Department with food, fun, and games at each location. To become a location host, please email Master Officer Andrew Barnhouse at [barnhousea@colonialheightsva.gov](mailto:barnhousea@colonialheightsva.gov).
- **Back to School Hype Night:** Friday, August 16<sup>th</sup> from 6:00pm-10:00pm at Shepherd Stadium (Free event for Colonial Heights residents only and pre-registration for school supplies is required) For more information and to register visit [www.colonialheightsva.gov](http://www.colonialheightsva.gov) and click on the event icon within Latest News and Events.
- **Crime Solvers ‘Light Up The Night’ Event:** This event will be held at White Bank Park, Colonial Heights on October 5, 2024 at 7:00pm. For more information please visit [www.colonialheightsva.gov](http://www.colonialheightsva.gov) and click the event icon within Latest News and Events

# Colonial Heights City Council Meeting

May 14, 2024



## **15. Reports of Officers and Documents Related Thereto:**

### ***A. City Manager***

#### ***2. Public Works – Roadway Paving Update***

# Public Works

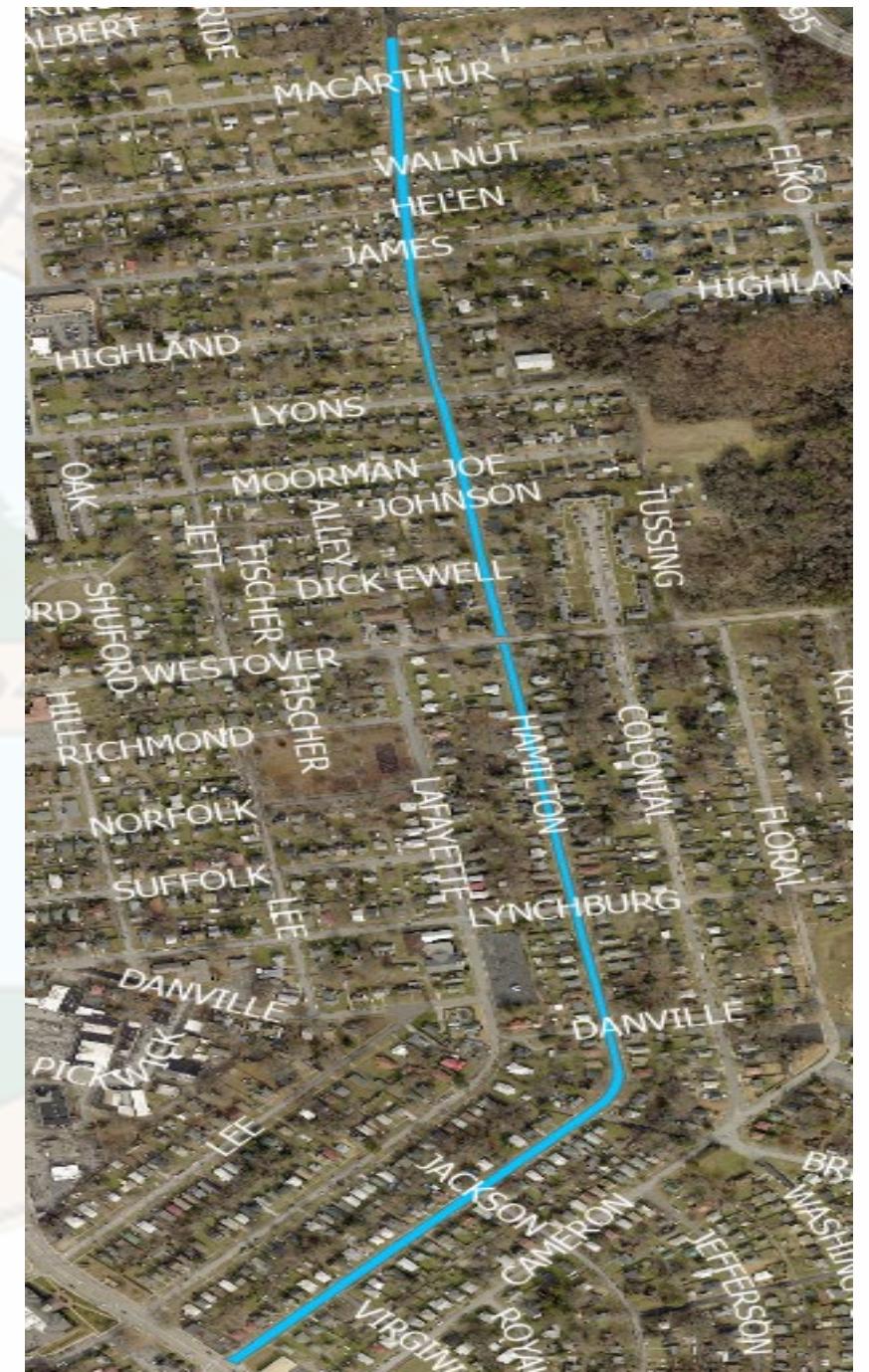
## Pavement Preservation 2024-25



- Conduit Road from River Oaks to Heron Run
- Approximately 274,302 square feet of pavement
- Estimated Cost to mill 2in, repave, and stripe \$962,416.83
  - MOT \$114,946
  - Pavement Marking \$69,277



- Hamilton Ave. from Temple Ave. to Boulevard
- Approximately 164,925 square feet of pavement
- Estimated Cost to mill 2in, repave, and stripe \$668,506.71



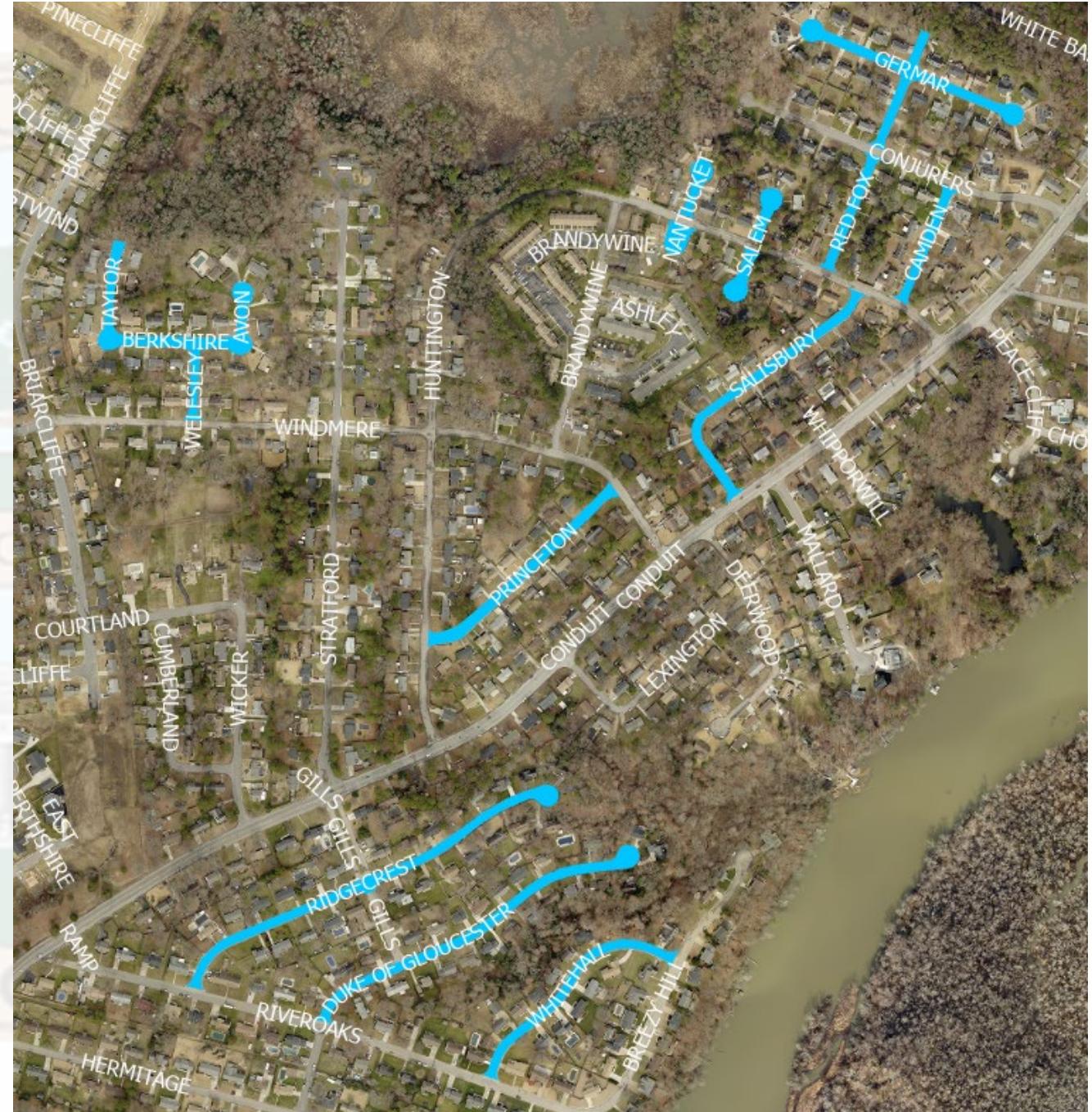


- Option 1: Repaving of residential streets between Branders Bridge and Westover
- Approximately 267,255 square feet of pavement
- Estimated Cost to mill 2in, repave, and stripe \$732,007.85

- Option 2: Repaving of residential streets adjacent to Lakeview Ave.
- Approximately 286,308 square feet of pavement
- Estimated Cost to mill 2in and repave \$712,358.04



- Option 3: Repaving of residential streets adjacent to Conduit Rd.
- Approximately 345,420 square feet of pavement
- Estimated Cost to mill 2in and repave \$842,556.33



# Paving Operations

Road Section	Pavement Area (Sqft)	Estimated Cost
Conduit	274,302	\$1,146,640
Hamilton	106,767	\$668,506
Total:		<b>\$1,815,147</b>

Road Section	Pavement Area (Sqft)	Estimated Cost	Total Cost Including Hamilton and Conduit
Option 1	267,255	\$732,007	\$2,547,154
Option 2	286,308	\$712,358	\$2,527,505
Option 3	345,420	\$842,556	\$2,657,703

# 2024 Pavement Preservation

- Mill and overlay of Eastman Ave., Hillcrest Ave., Orange Ave., Ross Ave., Dale Ave., Beechwood Ave., Bermuda Ave., Maple Grove Ave., and the east bound side of the intersection of Temple and Dimmock.
- Finley Asphalt is the lowest responsive bidder at \$589,632.57
- Anticipated start June 3, 2024



## **15. Reports of Officers and Documents Related Thereto:**

### ***A. City Manager***

#### ***3. 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 May 31, 2024.

# Colonial Heights City Council Meeting

May 14, 2024



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

### ***B. City Attorney***

# Colonial Heights City Council Meeting

May 14, 2024



## **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

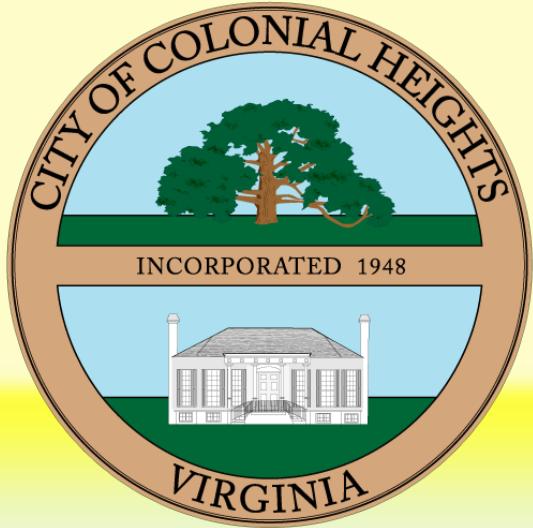
May 14, 2024



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

### ***C. Director Of Planning And Community Development***

#### *2. Planning & Community Development – General Update*



**16. ADJOURNMENT**  
**Colonial Heights**  
**City Council Regular Meeting**  
**May 14, 2024**