

**ACTIONS
COLONIAL HEIGHTS CITY COUNCIL**

June 11, 2024

APPOINTMENTS BY RESOLUTION: (UNANIMOUS PASS)

A RESOLUTION NO 24-23

Appointing Todd B. Wilson, Becca Lynch, William H. Anspach, and Chris Harris as members of the Community Criminal Justice Board, each for a two-year term beginning July 1, 2024.

A RESOLUTION NO 24-24

Appointing Douglas E. Smith as a member of the Board of Trustees of Bright Point Community College for a four-year term beginning July 1, 2024.

A RESOLUTION NO. 24-25

Appointing Charles Koutnik as a member of the Senior Citizens Advisory Committee for a two-year term beginning July 1, 2024.

A RESOLUTION NO. 24-26

Appointing Douglas E. Smith as a member, and Todd Flippen as an alternate member, of the Board of Directors of the South Central Wastewater Authority, each for a four-year term beginning July 1, 2024.

COMMENDATIONS AND PRESENTATIONS:

A presentation by the Honorable Michael A. Cherry, Delegate, to the family of the former City Registrar, Susan J. Redford, memorializing her contributions to the Citizens and City of Colonial Heights, Virginia.

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

There were none.

ADVERTISED PUBLIC HEARINGS:

AN ORDINANCE NO 24-7 (UNANIMOUS PASS)

(First Reading) To grant a special use permit with conditions to KHJ Colonial, LLC allowing a campground with electric and water hookups, and a 22,946 ± sf gravel parking area accommodating 10 campsites for travel trailers or recreational vehicles, located at the rear western edge of KHJ Colonial, LLC's property at 880 W. Roslyn Road, the site of the Keystone Truck and Tractor Museum. The property has parcel identification number 6805000001A and is zoned IN – Industrial.

AN ORDINANCE NO 24-10 (UNANIMOUS PASS)

(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 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; 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.

HEARING OF CITIZENS GENERALLY ON NON-AGENDA ITEMS

There were none.

CONSENT AGENDA MINUTES, ORDINANCES AND RESOLUTIONS (UNANIMOUS PASS)

AN ORDINANCE NO 24-8

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

AN ORDINANCE NO 24-9

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

AN ORDINANCE NO 24-12

(Second Reading) Awarding the City Clerk a bonus of \$3,500.

AN ORDINANCE NO 24-FIN-9 (UNANIMOUS PASS)

(Second 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 \$5500 in donations to Public Safety for Police equipment and community engagement.

AN ORDINANCE NO 24-FIN-10

(Second 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.

AN ORDINANCE NO 24-FIN-11

(Second 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.

AN ORDINANCE NO 24-FIN-12

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$200,933 consisting of: 1) \$15,000 from Assigned Fund balance to Miscellaneous and to Debt Services & Transfers out of the Auxiliary City Hall Parking Lot project, 2) \$165,715 from Restricted Fund balance to Miscellaneous and to Public Safety for the FEMA Flood Mitigation Assistance Grant Program, 3) \$10,218 in state funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs, and 4) \$10,000 in Regional Cooperative monies from the Virginia Opioid Abatement Authority to intergovernmental Revenues and Human Services for the purchase of Naloxone.

Also amending the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by transferring \$29,057 from Other Local Taxes to Intergovernmental Revenue for additional funds awarded through the School Resource Officer Grant.

To amend the Capital Projects Fund by appropriating \$234,944, consisting of a \$15,000 transfer from the General Fund to the Auxiliary City Hall parking Lot project; and \$219,944 in Intergovernmental Revenue (Virginia Department of Transportation) to bring the Boulevard at Temple Ave. Intersection Project in line with the allocated funds in the Appendix A.

To amend the Water and Sewer fund by appropriating \$132,266 from the Water & Sewer Fund Balance to Miscellaneous & Fund Balance and to Wastewater Treatment.

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS

AN ORDINANCE NO 24-FIN-13 (UNANIMOUS PASS)

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$125,095, consisting of: 1) \$17,095 in state funds from the Department of Health to Intergovernmental Revenues and to Public Safety for training of emergency medical personnel and the purchase of equipment and supplies; 2) \$8,000 in Library donations to Miscellaneous and to Culture and Recreation for the

Library's Reading Skills Program; and 3) \$100,000 from Unassigned Fund Balance to Miscellaneous and to Debt Service & Transfers Out for emergency sewer repair.

Also amending the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by transferring \$471,500 from Nondepartmental consisting of: 1) \$419,000 to Health and Social Services for additional funds needed for the Children's Services Act; and 2) \$52,500 to Public Works to cover additional operating costs.

To amend the Water and Sewer Fund by transferring \$1,000 from the General Fund Budget to the Water and Sewer Fund Budget's nonoperating Revenue and to Wastewater Treatment for emergency sewer repairs.

A RESOLUTION NO 24-17 (UNANIMOUS PASS)

Approving a Special Project Service Agreement with the Central Virginia Waste Management Authority for Scrap Metal Delivery, Hauling, and Recycling Services.

A RESOLUTION NO 24-19 (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 3% 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; and 3) compensation for one full-time employee who will not receive a full 3% salary increase due to being at the top of the employee's salary grade.

A RESOLUTION NO 24-20 (UNANIMOUS PASS)

Approving the City Manager's Fiscal Year 2024-2025 Proposed Annual Operating Budget.

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

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 material.

Submitted by:

Pamela B. Wallace, CMC
City Clerk