

**ACTIONS
COLONIAL HEIGHTS CITY COUNCIL**

May 14, 2024

APPOINTMENTS BY RESOLUTION: (UNANIMOUS PASS)

A RESOLUTION NO 24-21

Appointing A. Gray Collins, John Brandt, and Charlotte Price as members of the Historical Commission for a three-year term beginning June 1, 2024.

A RESOLUTION NO 24-22

Appointing Darius Lee as a member of the Youth Services Commission for the remainder of a three-year term which expires May 31, 2026.

COMMENDATIONS AND PRESENTATIONS:

A PROCLAMATION

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

A PROCLAMATION

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

A PROCLAMATION

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

Citizens Government Academy

Recognizing the program participants of the Spring 2024 Citizens Government Academy.

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

There were none.

ADVERTISED PUBLIC HEARINGS:

AN ORDINANCE NO 24-9 (UNANIMOUS PASS)

(First 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 (UNANIMOUS PASS)

(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.

AN ORDINANCE NO 24-11 (PASS)

(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.

AN ORDINANCE NO 24-FIN-10 (UNANIMOUS PASS)

(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.

AN ORDINANCE NO 24-FIN-11 (UNANIMOUS PASS)

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.

Public Hearing on the Proposed FY2024-2025 City of Colonial Heights Annual Operating Budget. (NOTE: There was no action taken on this item only a Public Hearing. First reading of the ordinance will be held at the June 11, 2024 Regular Council Meeting.)

HEARING OF CITIZENS GENERALLY ON NON-AGENDA ITEMS

Patricia Edwards, 414 Whippoorwill Court - Mrs. Edwards addressed her concerns and discontent relative to the previous and most recent survey of her property relating to the brick wall along her property line and 302 Highland Avenue.

CONSENT AGENDA MINUTES, ORDINANCES AND RESOLUTIONS (UNANIMOUS PASS)

AN ORDINANCE NO 24-6

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

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.

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.

AN ORDINANCE NO 24-FIN-7

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

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) \$333,395 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.

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.

April 9, 2024 Special Meeting Minutes

April 9, 2024 Regular Meeting Minutes

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS

An ORDINANCE NO 24-10 (UNANIMOUS PASS)

(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; 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.

AN ORDINANCE NO 24-FIN-9 (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 \$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.

A RESOLUTION NO 24-18 (PASS)

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.

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

There was none.

Submitted by:

Pamela B. Wallace, CMC

City Clerk