

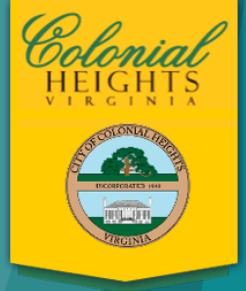
**Colonial Heights  
City Council Special Meeting  
August 13, 2024  
6:30 pm**



**Colonial Heights  
City Council Regular Meeting  
August 13, 2024  
7:00 pm**

# Colonial Heights City Council Meeting

## August 13, 2024



1. **Call to Order**
2. **Roll Call**
3. **Devotion – The Honorable John E. Piotrowski**
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declarations of Personal Interest**

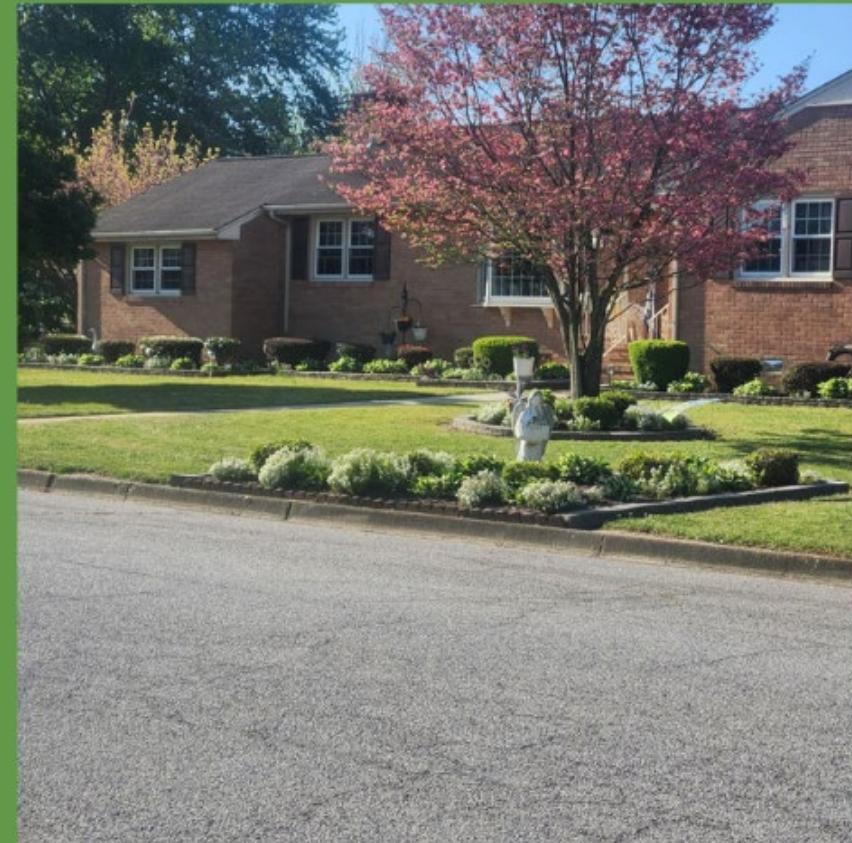
# Colonial Heights City Council Meeting

## August 13, 2024



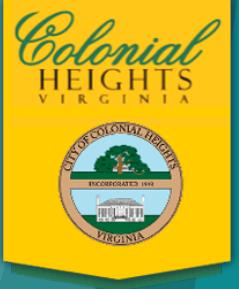
### 7. Commendations And Presentations:

#### A. *Recognition of the Spring 2024 Yard of the Season Contest Winners*



# Colonial Heights City Council Meeting

## August 13, 2024



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

#### ***B. Office On Youth Summer Leadership Program/Fundraiser Update And Donation Presentation To The James House***

OFFICE ON YOUTH  
&  
HUMAN SERVICES

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SUMMER PROGRAMS

# SUMMER LEADERSHIP

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## SUMMER LEADERSHIP GOALS

- To Develop Leadership and Lifeskills
- Introduce Youth to Leaders in our community
- Connect with Youth and make a difference.

# FIELD EXPERIENCES

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- Leadership Youth went to the Food Pantry and helped assemble 432 meals for families in need.
- Leadership Youth took a tour of the Colonial Heights Library and helped tag and put away new books.
- Youth also went on a tour of the Court House led by Judge Landry.

# POLICE DEPARTMENT AND FIRE DEPARTMENT TOURS

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- Officer Barnhouse gave the youth a tour of the Police Department and the youth spoke with Chief Anspach on the meaning of leadership. Youth also learned about investigations, the evidence room, holding cells, call center, records and the squad room.
- Youth went on a tour of the Fire department led by Kevin Kiddy. The tour taught the youth about emergency calls and procedures, costs of vehicles, maintenance, weather, and they learned how to use a fire extinguisher.

# LEMONADE STAND



- The Leadership youth and Youth Advisory Council partnered to raise funds to donate to the James House.
- A total of **\$556.89** was raised.

# Colonial Heights City Council Meeting

## August 13, 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

## August 13, 2024



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

***None***

# Colonial Heights City Council Meeting

## August 13, 2024



### 10. Advertised Public Hearings

#### A. AN ORDINANCE NO 24-13

*(Second Reading) Amending § 258-13 of Chapter 258, Taxation, of the Colonial Heights City Code, by specifying the penalty and interest rate on delinquent real estate taxes.*

# Colonial Heights City Council Meeting

## August 13, 2024



### 10. Advertised Public Hearings

#### B. AN ORDINANCE NO 24-16

*(Second Reading) Amending § 258-26 of Chapter 258, Taxation, of the Colonial Heights City Code, by specifying the penalty and interest rate on delinquent personal property taxes.*

# Colonial Heights City Council Meeting

## August 13, 2024



### 10. Advertised Public Hearings

#### C. AN ORDINANCE NO 24-18

*(Second Reading) Amending § 238-4 of Chapter 238, Sewers and Sewage Disposal, and §§ 277-4 and 277-8 of Chapter 277, Water, of the Colonial Heights City Code, to comply with state law by enacting a policy that concerns the disconnection of water and sewer service for nonpayment of bills.*

# Colonial Heights City Council Meeting

## August 13, 2024



### 10. Advertised Public Hearings

#### D. AN ORDINANCE NO 24-19

*(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that removes Permit Technician from part-time classification and includes the position as full-time under Grade 14; and adds the new position of Assistant City Manager as an Unclassified position.*

# Colonial Heights City Council Meeting

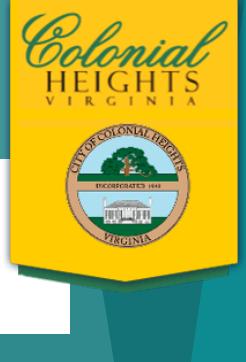
August 13, 2024



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

# Colonial Heights City Council Meeting

## August 13, 2024



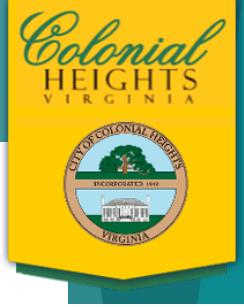
### 12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

#### A. AN ORDINANCE NO 24-FIN-14

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$38,400, consisting of: 1) \$8,000 in state funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for the reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs; and 2) \$30,400 from the Virginia Opioid Abatement Authority to Intergovernmental Revenues and Human Services to support the Mobile Outreach Cooperative Partnership.*

# Colonial Heights City Council Meeting

## August 13, 2024



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

#### A. AN ORDINANCE NO 24-FIN-14 continued...

*Also amending the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by transferring \$196,500 from Nondepartmental to Judicial Administration for additional incarceration costs.*

*To amend the Water and Sewer Fund Budget by appropriating \$16,500 from Fund Balance to Water and Sewer Nonoperating Revenue and to Wastewater Treatment to cover additional operating costs.*

# Colonial Heights City Council Meeting

## August 13, 2024



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

#### **B. June 11, 2024 Regular Meeting Minutes**

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

### **A. AN ORDINANCE NO. 24-FIN-15**

*(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$266,909, consisting of: 1) \$7,704 in state grant funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Judicial Administration for Victim Witness salaries; 2) \$32,586 in state grant funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for operating expenses associated with the Police Department; 3) \$49,500 in state grant funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for the purchase of police equipment; 4) \$74,208 in state grant funds from the Department of Criminal Justice Services to Intergovernmental Revenues and to Public Safety for the purchase of police equipment;*

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

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### **A. AN ORDINANCE NO. 24-FIN-15 continued...**

5) \$77,500 in federal grants from the Department of Homeland Security consisting of: a) \$73,810 to Intergovernmental Revenues and to Public Safety for the purchase of fire equipment, and b) \$3,690 in local matching funds to Miscellaneous and to Public Safety for the purchase of fire equipment; 6) \$557 in donations to Miscellaneous and to Human Services to be donated to James House; 7) \$18,000 in Restricted Fund Balance to Miscellaneous and to Public Safety for the purchase of equipment and supplies; 8) \$73,085 in Restricted Fund Balance to Miscellaneous and to Public Safety for the FEMA Flood Mitigation Assistance Grant Program; 9) \$165,000 from Unassigned Fund Balance to Miscellaneous and to Debt Service & Transfers Out for emergency sewer repairs; and 10) a reduction of \$231,231 from Miscellaneous and Debt Service & Transfers Out for the reallocation of funding related to the purchase of fire apparatus.

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

### **A. AN ORDINANCE NO. 24-FIN-15 continued...**

*Also amending the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by transferring \$54,750, consisting of: 1) \$17,250 from Other Local Taxes to Intergovernmental Revenues to appropriate funds from the Department of Conservation and Recreation for costs associated with the Pocahontas State Park Youth Conservation Corp Program, 2) \$12,500 from Other Local Taxes to Intergovernmental Revenues to appropriate funds from the Virginia State Police for costs associated with the investigation and/or prevention of motor vehicle theft; and 3) \$25,000 from Nondepartmental to General and Financial Administration for contracted legal counsel.*

# Amendments to the General Fund

- ❖ \$7,704 Victim Witness state grant funds from the Department of Criminal Justice to reimburse personnel costs.
- ❖ \$32,586 in HB599 state funds from the Department of Criminal Justice for reimbursement of operating expenses in the Police Department.
- ❖ \$49,500 in state funds from the Operation Ceasefire Grant program to purchase an Apex Officer – Pro Training Simulator for the Police Department.
- ❖ \$74,208 in state grant funds from the Byrne/ Justice Assistance Grant program to purchase equipment for the Police Department to include: dual evidence dryer, mobile surveillance camera trailer, camera and tripod, police bicycle, and radio headsets and mi-fi cards.

# Amendments to the General Fund

- ❖ \$77,500 in federal grant funds from the Assistance to Fire Fighters Grant for the purchase of ten self-contained breathing apparatus units.
  - \$73,810 federal funds
  - \$3,690 local match from Assigned Fire Apparatus fund balance
- ❖ \$557 in funds donated to the Youth Advisory Council at the annual Office on Youth Lemonade stand to benefit the James House.
- ❖ \$8,000 in Restricted Police Asset Forfeiture funds to purchase five Surface Pro computers to be used by the Police Department.
- ❖ \$10,000 in Restricted E-Citation funds for the purchase of mobile data computers printers, and printer paper to be used by the Police Department.

# Amendments to the General Fund

- ❖ \$73,085 in Restricted fund balance from the FEMA Flood Mitigation Assistance Grant program to Fire & EMS for the demolition of the property at 610 Lakeview Avenue and related activities.
- ❖ \$17,250 in state funds from the Department of Conservation and Recreation Division of State Parks to reimburse costs related to the Pocahontas State Park Youth Conservation Corps program.
- ❖ \$12,500 in state funds from the Virginia State Police Help Eliminate Auto Theft program for reimbursement of equipment.
- ❖ \$25,000 transferred from Nondepartmental (Contingencies & Reserve) for expenses related to contracted counsel.

# Interfund Amendments

- ❖ \$231,231 in Unallocated Bond Funds in lieu of the budgeted Transfer from the General Fund for the required fifty percent deposit on the purchase of the Medic to replace Medic 932 in the Capital Projects Fund.
- ❖ \$165,000 in General Fund Unassigned Fund Balance to the Water and Sewer Fund for the Stuart Avenue emergency sewer repair.

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

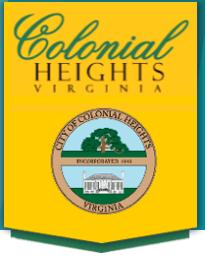
### **A. AN ORDINANCE NO. 24-FIN-15 continued...**

*To amend the Capital Projects Fund Budget Miscellaneous Revenue by transferring \$231,231 from Transfers from the General Fund to Note Proceeds in order to change the funding source for the 50% down payment for purchase of a Medic unit.*

*To amend the Water and Sewer Fund by transferring \$165,000 from the General Fund Budget to Water and Sewer Budget's Nonoperating Revenue and to Wastewater Treatment for emergency sewer repairs.*

# Colonial Heights City Council Meeting

## August 13, 2024



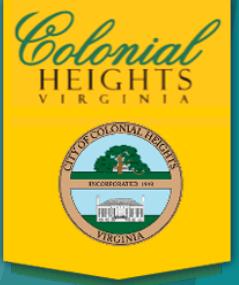
### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### **B. A RESOLUTION NO. 24-29**

*Approving the City's application for a grant from The Cameron Foundation for funds to partially offset the cost to purchase a van for the Community Center for senior transportation services.*

# Colonial Heights City Council Meeting

## August 13, 2024



### 14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

**None**

# Colonial Heights City Council Meeting

## August 13, 2024



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

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

##### *1. Tyler Munis Update*

# Colonial Heights City Council Meeting

## August 13, 2024



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

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

##### *2. General Activity Report*

## Dates of Interest

September 2024	October 2024	November 2024
<b>Sep. 4<sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers</b>	<b>Oct. 1<sup>st</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers</b>	<b>Nov. 6<sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers</b>
<b>Sep. 10<sup>th</sup> (7:00 pm) – City Council Regular Meeting–Council Chambers</b>	<b>Oct. 8<sup>th</sup> (7:00 pm) – City Council Regular Meeting–Council Chambers</b>	<b>Nov. 12<sup>th</sup> (7:00 pm) – City Council Regular Meeting–Council Chambers</b>
<b>Sep. 17<sup>th</sup> (6:00 pm) – City Council Special Meeting–Council Chambers</b>	<b>Oct. 15<sup>th</sup> (6:00 pm) – City Council Special Meeting–Council Chambers</b>	<b>Nov. 19<sup>th</sup> (6:00 pm) – City Council Special Meeting–Council Chambers</b>

## **CITY HOLIDAYS**

- Monday, September 2, 2024 – (Government Offices Closed)
- Monday, October 14, 2024 – (Government Offices Closed)
- Monday, November 11, 2024; Thursday, November 28th; & Friday, November 29th, 2024 – (Government Office Closed)

## **CITY ACTIVITIES/EVENTS**

- **2024 Elections:**
  - General Election: Tuesday, November 5, 2024 (Early voting begins September 20th until November 2nd)
- **Back to School Hype Night:** Friday, August 16th 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.

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

- **Falloween Festival:** This year the City will host a Falloween Festival on Saturday, October 26, 2024 from 10:00am-3:00pm at Fort Clifton Park. The festival is free to attend and will include arts and crafts, pumpkin decorating, moonbounces, scarecrow puppets, costume contest, and more family fun! For questions about this event, contact our Recreation and Parks department at (804)520-9390.
- **Animal Shelter Adoption Event:** Come meet our adoptable animals on Saturday, October 19, 2024 from 12:00pm – 2:30pm at 301 Charles H. Dimmock Pkwy, Colonial Heights. Come in your best costume and join some fun activities for kids, pumpkin carving, painting and more!
- **71st Annual Christmas Parade:** Our longtime Colonial Heights Holiday Tradition will take place on Tuesday, December 3, 2024 at 7:00pm on the Boulevard starting at Temple Ave. and concluding at the Colonial Heights Courthouse. Applications for this year's Parade will open on August 26th. Please contact the Recreation and Parks Department at (804)520-9390 or apply online at [www.colonialheightsva.gov/christmasparade](http://www.colonialheightsva.gov/christmasparade).

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

### **A. City Manager**

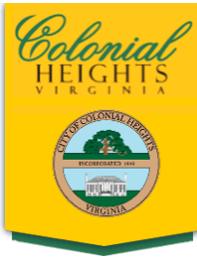
#### **3. City of Colonial Heights Audit Statement**

*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 August 30, 2024.*



# Colonial Heights City Council Meeting

## August 13, 2024

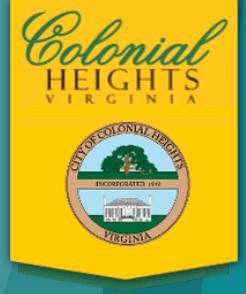


### **15. Reports of Officers and Documents Related Thereto cont.:**

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

# Colonial Heights City Council Meeting

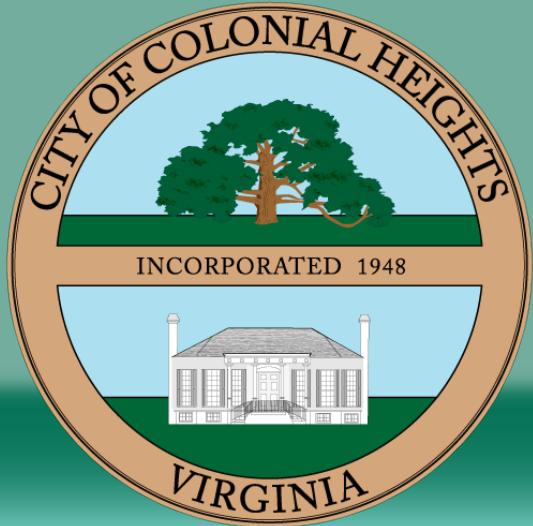
August 13, 2024



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

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

#### *1. Planning Boards And Commissions Summary*



**16. ADJOURNMENT**  
**Colonial Heights**  
**City Council Regular Meeting**  
**August 13, 2024**