



**Colonial Heights  
City Council Special Meeting  
December 10, 2024  
5:45 pm**



**Colonial Heights  
City Council Regular Meeting  
December 10, 2024  
7:00 pm**

# **Colonial Heights City Council Meeting**

## **December 10, 2024**



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

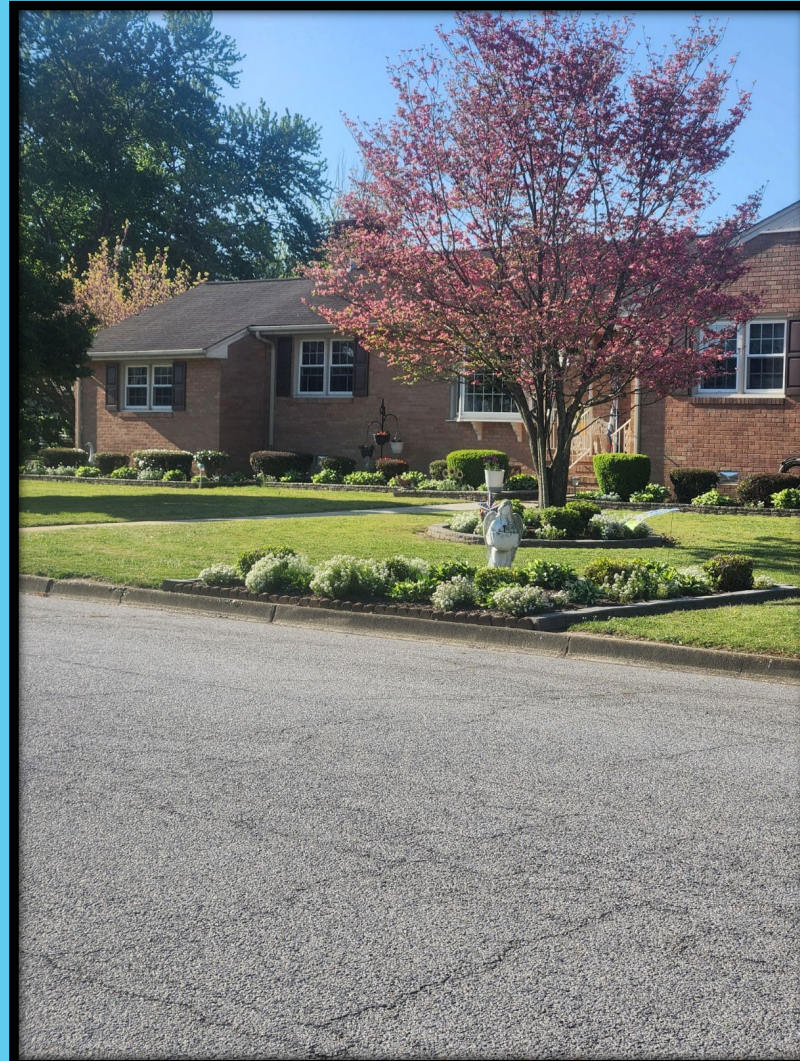


# Colonial Heights City Council Meeting December 10, 2024

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

### ***A. Recognition of the 2024 Yard Of The Year Winners***

# 2024 Yards of the Year



# Colonial Heights City Council Meeting

## December 10, 2024



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

***B. Recognizing Vice-Mayor Robert W. "Bobby" Wade, Councilman Kenneth B. Frenier, and Councilwoman Dr. Laura F. Poe for their years of service on the Colonial Heights City Council.***

# Councilman Kenneth B. Frenier



# Councilwoman Dr. Laura F. Poe



# Vice-Mayor R.W. Bobby Wade



# Colonial Heights City Council Meeting

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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.

# Colonial Heights City Council Meeting December 10, 2024



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

***None***

# Colonial Heights City Council Meeting

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## **10. Advertised Public Hearings**

### **A. AN ORDINANCE NO 24-FIN-19**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$2,042,232 to transfer to the School Board pursuant to the Memorandum of Understanding between the City and the School Board.*

# City of Colonial Heights School Truc-up

## **FY23 School True-up: Ordinance No. 24-FIN-19**

<b>Amount due to Schools from FY22</b>	<b>\$1,303,780</b>
<b>Amount due to Schools from FY23</b>	<b>\$ 672,460</b>
<b>Additional CSA owed the City</b>	<b>\$65,922</b>
<b>TOTAL Budget Amendment for FY22 and FY23</b>	<b>\$2,042,232</b>

- Budgetary Appropriation Only: Funds are not distributed to the Schools with this Ordinance
- Funds from this Ordinance are rolled forward to be distributed with the FY24 Transfer (Ordinance No. 24-FIN-20)

# FY24 School True-up: Ordinance No. 24-FIN-20

Amount due to Schools from FY22 and FY23	\$2,042,232	<i>(rolled over)</i>
Amount due to Schools for FY24	<u>\$ 1,866,069</u>	<i>(\$1,932,061 less \$65,922 owed to City from prior year CSA)</i>
TOTAL (Due and to be distributed to Schools for FY22, FY23, and FY24)	\$3,908,301	

# Colonial Heights City Council Meeting

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

#### **B. AN ORDINANCE NO 24-FIN-20**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$3,908,301 to transfer to the School Board pursuant to the Memorandum of Understanding between the City and the School Board.*

# Colonial Heights City Council Meeting

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## **10. Advertised Public Hearings**

### **C. AN ORDINANCE NO 24-21**

*(Second Reading) Amending §§ 277-4 and 277-9 of Chapter 277, Water, of the Colonial Heights City Code, by (1) increasing from \$15 to \$95 the fee a consumer shall pay to have his water meter tested; (2) increasing from \$150 to \$250 the security deposit for water service a tenant leasing a residential property shall furnish; (3) increasing from \$150 to \$500 the security deposit for water service a tenant leasing a commercial or industrial property shall furnish; (4) mandating that for new construction, only meters that are capable of reading remotely the amount of water used shall be installed; and (5) increasing the charges for water usage.*

# Colonial Heights City Council Meeting

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

#### **D. AN ORDINANCE NO 24-22**

*(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that removes the Economic Development Administrator position from Grade 18 and increases the hourly rate and range of certain part-time positions by \$0.50 pursuant to the new minimum wage effective January 1, 2025.*

# Colonial Heights City Council Meeting

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

#### **E. AN ORDINANCE NO 24-23**

*(Second Reading) Amending § 245-23 of City Code Chapter 245, Stormwater Management, by increasing the monthly stormwater utility fee on owners or tenants of all developed real property in the City by \$0.75.*

# Colonial Heights City Council Meeting

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

#### **F. AN ORDINANCE NO 24-24**

*(Second Reading) To amend § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, to increase charges for sewer service.*

# Colonial Heights City Council Meeting

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## **10. Advertised Public Hearings**

### **G. A RESOLUTION NO. 24-40**

*Amending the City of Colonial Heights Department of Recreation and Parks' Schedule of Fees and Policy for Using City Recreational Facilities.*

# RECREATION & PARKS SCHEDULE OF FEES AND POLICY UPDATES

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# ATHLETIC FIELDS AND COURTS

## DIAMONDS (BASEBALL/SOFTBALL FIELDS)

Diamonds (Baseball/Softball Fields)	Current	New
Practices	\$5/hour	\$25/practice per field
Games	\$30/game per field	\$50/game per field
Tournaments	\$75/day per field	\$125/day per field
League Play	N/A; not in City Code	\$50/night per field

# ATHLETIC FIELDS AND COURTS

## SHEPHERD STADIUM

Shepherd Stadium	Current	New
Practices	N/A	N/A
Games	\$50/game	\$150/game
Tournaments	\$150/day	\$500/day

# ATHLETIC FIELDS AND COURTS

## RECTANGLES (SOCCER, FOOTBALL)

Rectangles (Soccer, Football)	Current	New
Practices	N/A; not in City Code	\$25/practice per field
Games	N/A; not in City Code	\$50/game per field
Tournaments	N/A; not in City Code	\$125/day per field
League Play	N/A; not in City Code	\$50/night per field

# ATHLETIC FIELDS AND COURTS

## LAKEVIEW PICKLEBALL COURTS

Lakeview Picklleball Courts	Current	New
Tournaments	N/A; not in City Code	\$500/day; full facility

# ATHLETIC FIELDS AND COURTS

## Why?

- Rising cost of supplies
- Additional Upgrades completed at facilities; mainly at Shepherd Stadium
- Better recouping of staff fees; most rentals are after hours overtime pay
- Electricity increases
- Streamlined process for office staff for reserving fields and accepting payments
- Some athletic facilities and activities not included in current City Code (League Play, Soccer Fields and Pickleball Courts)

# PARKS AND BUILDINGS

Pavilions	Current	New
Resident	\$15	\$15/block
Non-profit in City	Free	Free
Non-resident	\$50	\$50/block
Non-profit outside of City	\$15	\$15/block
Community Center	Current	New
8am-2pm Time Block	\$100	\$150
3pm-9pm Time Block	\$100	\$150
Full day	\$200	\$250

# PARKS AND BUILDINGS

## Why?

- No fee increase for Pavilions, rental blocks provide more opportunities for the public to rent a Pavilion; similar to what we did at Community Center
- Rising cost of supplies
- Increase in staffing fees due to minimum wage increases
- Electricity increases

# PROGRAMS AND ALLOWING NON-RESIDENTS

## YOUTH ATHLETICS

Youth Athletic Leagues	Current	New
Resident	\$20	\$20
Non-resident	N/A	\$75

# PROGRAMS AND ALLOWING NON-RESIDENTS YOUTH ATHLETICS

## **Why for Sports?**

- Allows for City and School employees to enroll in our youth athletic programs; also allows neighboring communities to enroll; proximity to home, low enrollment in surrounding communities we partner with
- National decline in youth recreational sports participation across most sports, may allow for us to create additional teams and not have to seek games further away
- Non-resident fee would recoup the actual cost to participate
- While not the goal, could see some additional revenue to City

# PROGRAMS AND ALLOWING NON-RESIDENTS SENIOR CENTER

Senior Center	Current	New
Resident	Free	Free
Non-resident	N/A	\$100 Annually

# PROGRAMS AND ALLOWING NON-RESIDENTS SENIOR CENTER

## **Why for Senior Center?**

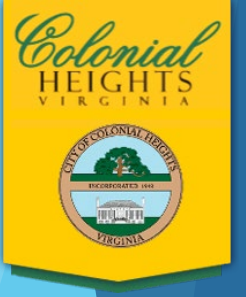
- Not currently in City Code as Resident only, but has always been stated that on website
- Non-residents have been allowed and attend FREE classes, as well as register for trips and special activities
- Complaints occasionally from Residents that we are allowing Non-resident participation. Non-residents contribute through additional classes being developed, volunteering, donating, and filling trips; Residents benefit from this

# QUESTIONS?



# Colonial Heights City Council Meeting

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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 24-FIN-18**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$73,804, consisting of: 1) \$8,000 in Library donations to Miscellaneous and to Culture and Recreation for the Library's Reading Skills Program for grades K-5; 2) \$1,401 in donations to Miscellaneous and to Public Safety; 3) \$1,800 in State Asset Forfeiture Restricted Fund Balance to Miscellaneous and to Public Safety for the purchase of equipment; 4) \$40,000 in grant funding to Miscellaneous and to Culture and Recreation to partially fund a vehicle purchase; and 5) \$22,603 from Recreation Assigned Fund Balance to Miscellaneous and to Culture and Recreation to partially fund a vehicle purchase.*

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

### **A. AN ORDINANCE NO 24-FIN-18 continued...**

*Also amending the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by transferring \$28,909 from Nondepartmental to Culture and Recreation to partially fund a vehicle purchase.*

*To amend the Recreation Fund by appropriating \$22,603 in Use of Fund Balance to Operating Transfers Out to the General Fund to partially fund a vehicle.*



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

### **A. AN ORDINANCE NO. 24-FIN-21**

*(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$4,584, consisting of \$1,084 in donations and \$3,500 in grant funds, to Public Safety and to Miscellaneous.*

*To amend the Recreation Activity Fund by appropriating \$3,000 in grant funds to Recreation Activities and to Miscellaneous & Fund Balance to fund a Tennis Program.*

# Colonial Heights City Council Meeting December 10, 2024



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

***None***

# Colonial Heights City Council Meeting

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

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

- 1. Staff Update On The National Flood Insurance Program's (NFIP) Community Rating System (CRS)*

# **National Flood Insurance Program's (NFIP) Community Rating System (CRS) - Update**

National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive-based insurance rating program.

Communities can gain points by adopting various floodplain management activities. Total points correspond to different ratings (also known as classes), which in turn correspond to discount percentages on flood insurance.

## **Background**

- On March 12, 2024, Staff presented City Council with the research of the CRS program and received feedback and support for staff pursuing the program.
- A task force was created in June 2024 to reach a recommendation of participation level.
- The City qualifies to enroll in the CRS program at **Class 8** which will result in a 10% discount to the flood insurance premiums to the residents.
- **The Task force recommends** that the city move forward with the CRS application for a Class 8 certification.

## **Application Process and Timelines**

<b>Activities</b>	<b>Tentative timelines</b>
<b>Selection of CRS Coordinator</b>	December 2024
<b>Submit a letter of interest signed by the CEO and verification of points</b>	January 2025
<b>Meet Pre- requisites</b>	January to September 2025
<b>Prepare for Community Assessment Visit (CAV)</b>	January to September 2025
<b>Verification visit by ISO for review of activities for credits</b>	January to September 2025
<b>Community Assessment Visit by FEMA</b>	October 2025 to September 2026
<b>Corrective actions (if needed*)</b>	October 2026 to March 2027
<b>Obtain Letter of good standing from FEMA and join CRS</b>	December 2028

\* Depending on the audit findings, the timeline for taking corrective actions may change

## **Post CRS Enrollment Responsibilities**

Staff will need to ensure the following requirements are met:

- Maintain current Flood Insurance Rate Maps of the NFIP;
- Maintain full compliance with the minimum requirements of the NFIP. This is documented by a “letter of full compliance” from the FEMA Regional Office;
- Maintain records - Elevation Certificates, Flood Insurance Rate Maps, and Flood Insurance Studies for as long as the community is in the CRS and until next verification;
- Maintain flood insurance on all buildings owned by the community that are required to have flood insurance;
- Designate a CRS Coordinator;
- Cooperate with the ISO/CRS Specialist and the verification procedures;
- Submit a recertification each year attesting that all credited activities are still being implemented; and
- Track the area and the number of buildings in the regulated floodplain each year.

## **Action**

Seeking Council support for applying for the CRS program at Class 8

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

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

##### *2. Health Department Update*

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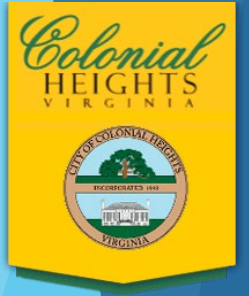
### **15. Reports of Officers and Documents Related Thereto:**

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

##### ***3. FY24 Audit Status Update***

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

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

##### *4. General Activity Report*

# UPCOMING DATES OF INTEREST

January 2025	February 2025	March 2025
<b>Jan. 2<sup>nd</sup> (7:30 pm) – City Council Organizational Meeting- Council Chambers</b>	Feb. 4 <sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers	Mar. 4 <sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers
<b>Jan. 7<sup>th</sup> (6:00 pm) – Planning Commission Meeting - Council Chambers</b>	Feb. 11 <sup>th</sup> (7:00 pm) – City Council Regular Meeting– Council Chambers	Mar. 11 <sup>th</sup> (7:00 pm) – City Council Regular Meeting– Council Chambers
<b>Jan. 14<sup>th</sup> (7:00 pm) – City Council Regular Meeting– Council Chambers</b>	Feb. 21 <sup>st</sup> & 22 <sup>nd</sup> City Council Retreat @ Smithfield Station	Mar. 18 <sup>th</sup> (6:00 pm) – City Council Special Meeting– Council Chambers (Tentative)
<b>Jan. 21<sup>st</sup> (6:00 pm) – City Council Special Meeting– Council Chambers</b>		

## **CITY HOLIDAYS**

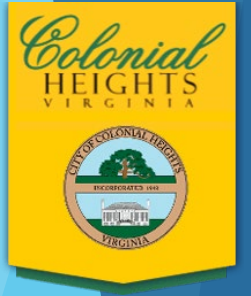
- Tuesday, December 24th and Wednesday, December 25th, 2024 – (Government Offices Closed)
- Wednesday, January 1st, 2025 – (Government Offices Closed)
- Monday, January 20th, 2025 – (Government Offices Closed)
- Monday, February 17th, 2025 – (Government Offices Closed)

## **CITY ACTIVITIES/EVENTS**

- A Colonial Christmas at Violet Bank (Dinner): Purchase dinner tickets for December 13, 14, or 15th to enjoy a special Christmas Dinner at Violet Bank. Seating begins at 6:30pm/Dinner served at 7:00pm. Tickets can be purchased in advance by visiting the Colonial Heights Recreation and Parks Department or by calling (804)520-9390. (No tickets will be sold at the door).
- Tri-City Chili Peppers Home Schedule: Get your tickets now at [chilipeppersbaseball.com/schedule](http://chilipeppersbaseball.com/schedule). Season kicks off on May 22, 2025!

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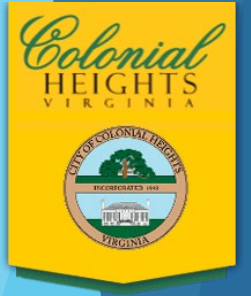


## **15. Reports of Officers and Documents Related Thereto cont.:**

### ***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***



**16. Adjournment**  
**Colonial Heights**  
**City Council Regular Meeting**  
**December 10, 2024**

# Proposed FY 25 Water/Sewer Rates: Sample Bi-Monthly Bills

## (6% Increases)

Sample Residential		
1,200 Cubic Feet consumption		
	Current Rates	6% Increase
Water	31.43	33.31
Sewer	65.27	69.21
Cap Water	3.00	6.00
Cap Sewer	3.00	6.00
Trash	42.50	42.50
Storm Water	8.00	9.50
<b>Total</b>	<b>\$153.20</b>	<b>\$166.52</b>
Usage Difference \$		\$5.82
Usage Difference %		6%
Overall Difference \$		\$13.32
Overall Difference %		9%

# Proposed FY 25 Water/Sewer Rates: Sample Bi-Monthly Bills

## (6% Increases)

Sample Business		
5,034 Cubic Feet consumption		
	Current Rates	6% Increase
Water	92.30	97.82
Sewer	185.66	196.88
Cap Water	3.00	6.00
Cap Sewer	3.00	6.00
Storm Water	58.08	68.97
<b>Total</b>	<b>\$342.03</b>	<b>\$375.67</b>
Usage Difference \$		\$16.75
Usage Difference %		6%
Overall Difference \$		\$33.64
Overall Difference %		10%

## Proposed FY 25 Water/Sewer Rates: Sample Bi-Monthly Bills (6% Increases)

Sample Large Business 133,100 Cubic Feet consumption		
	Current Rates	6% Increase
Water	2,559.00	2,712.94
Sewer	4,412.15	4,679.94
Cap Water	3.00	6.00
Cap Sewer	3.00	6.00
<b>Total</b>	<b>\$6,977.15</b>	<b>\$7,404.88</b>
Usage Difference \$		\$421.73
Usage Difference %		6%
Overall Difference \$		\$427.73
Overall Difference %		6%