



**Colonial Heights
City Council Special Meeting
January 21, 2025
6:00 pm**

Colonial Heights City Council Meeting

January 21, 2025



- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations Of Personal Interest**

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4. A Work Session On The Following Items:

A. AN ORDINANCE NO 25-4

(First Reading) To adopt a revised General Pay Plan Class and Salary Range that removes the Facilities Superintendent position and the Transportation Coordinator position; changes the grade for the Building Maintenance Tech position; adds Real Estate Assessor's Office Specialist, Outreach Program Coordinator, and Parks & Facilities Foreman as new full-time positions; adopts the corresponding job descriptions and class specifications for such new positions; and amends the job description and class specification for Recreation Specialist I.

Re-organizational Changes

- **Finance Department – Assessor's Office:**

- A *Real Estate Assessor's Office Specialist* Position is added to the pay plan at Grade 14.
- New job description is included for the *Real Estate Assessor's Office Specialist*.

- **Recreation & Parks Department – Office on Youth:**

- *Outreach Program Coordinator* is added to the pay plan.
- Job description is included for approval.
- Grant-funded position through the regional Opioid Abatement Grant that the City is participating in.

Re-organizational Changes cont...

- **Recreation & Parks Department – Building Maintenance and Parks & Grounds:**
 - The *Facilities Maintenance Superintendent* Position in Grade 17 is eliminated
 - The new position of *Parks & Facilities Foreman* is added to the pay plan in Grade 15 with the associated job description included for approval.
 - **Reorganization:** The *Facilities Maintenance Superintendent* will be replaced by one *Parks & Facilities Foreman* to work in the Building Maintenance Division.
 - The current *Building Maintenance Technician* position is changed from Grade 15 to Grade 14.
 - **Reorganization:** Two new *Parks & Facilities Foreman* positions will take the place of two current *Facilities/Groundskeeper III* positions working in the Parks and Grounds division.

Re-organizational Changes cont...

- **Recreation & Parks Department – Community Center:**

- The *Recreation Specialist I* job description is revised to include duties of the *Transportation Coordinator* position. The *Transportation Coordinator* position is removed from the pay plan as well.
- **Reorganization:** One employee will be moved from the *Transportation Coordinator* position (Grade 12) to *Recreation Specialist I* (Grade 13).

- ▶ **Additional Proposed Reorganization:**

- **Finance Department – Utility Billing**

- Staff recommends proceeding with a mid-year reorganization to change one *Meter Reader* position to a *Senior Meter Reader* position. This change provides for succession planning and opportunity for staff advancement.

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4. A Work Session On The Following Items:

B. A Resolution No. 25-10

Approving a Deed of Gift whereby the City of Colonial Heights transfers to itself the real property with a street address of 610 Lakeview Avenue pursuant to various requirements for land conservation that the Federal Emergency Management Agency (“FEMA”) and the Commonwealth of Virginia have imposed.

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4. A Work Session On The Following Items:

C. Community Development Block Grant Program Update



COMMUNITY DEVELOPMENT BLOCK GRANT

CITY OF COLONIAL HEIGHTS, VA

January 21, 2025



CDBG FUNDING

- Federally-funded grant administered by Department of Housing and Urban Development (HUD)
- Awarded to entitlement communities on annual basis
- Amount determined by statutory formula

2005-2023

- Since 2005, the City has received **\$1,879,074** in CDBG funding and has provided home repair grants to **180** low to moderate-income owner-occupied households citywide.



HUD Income Limits (80% AMI*)

PY2024

FY 2024 HUD Income Limits by # of members in household

One	Two	Three	Four	Five	Six	Seven	Eight
\$61,800	\$70,600	\$79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$116,500

To be considered low to moderate income you must meet income limits set by HUD.

- 80% or less of the Area Median Income (AMI) is considered LOW INCOME

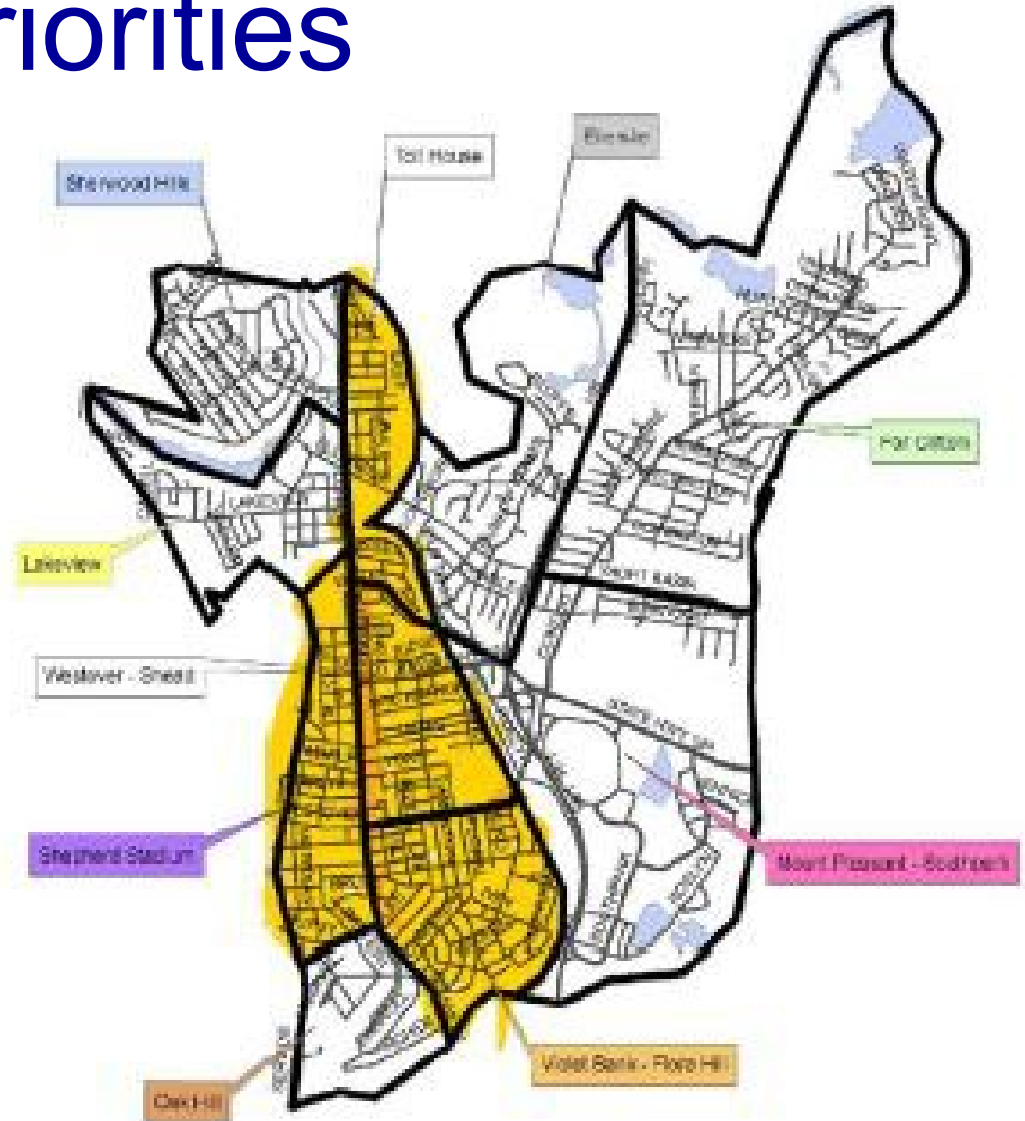
Subrecipient - Project:HOMES

City has partnered with Project: HOMES, a not-for-profit organization, since 2010 to run the Home Repair Program.



Program Priorities

- Homeowners in the Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead, and Toll House Districts;
- First time applicants;
- Persons who are elderly or disabled;
- Lower income and larger households; and
- Those needing repairs that threaten the safety or well-being of the household members.





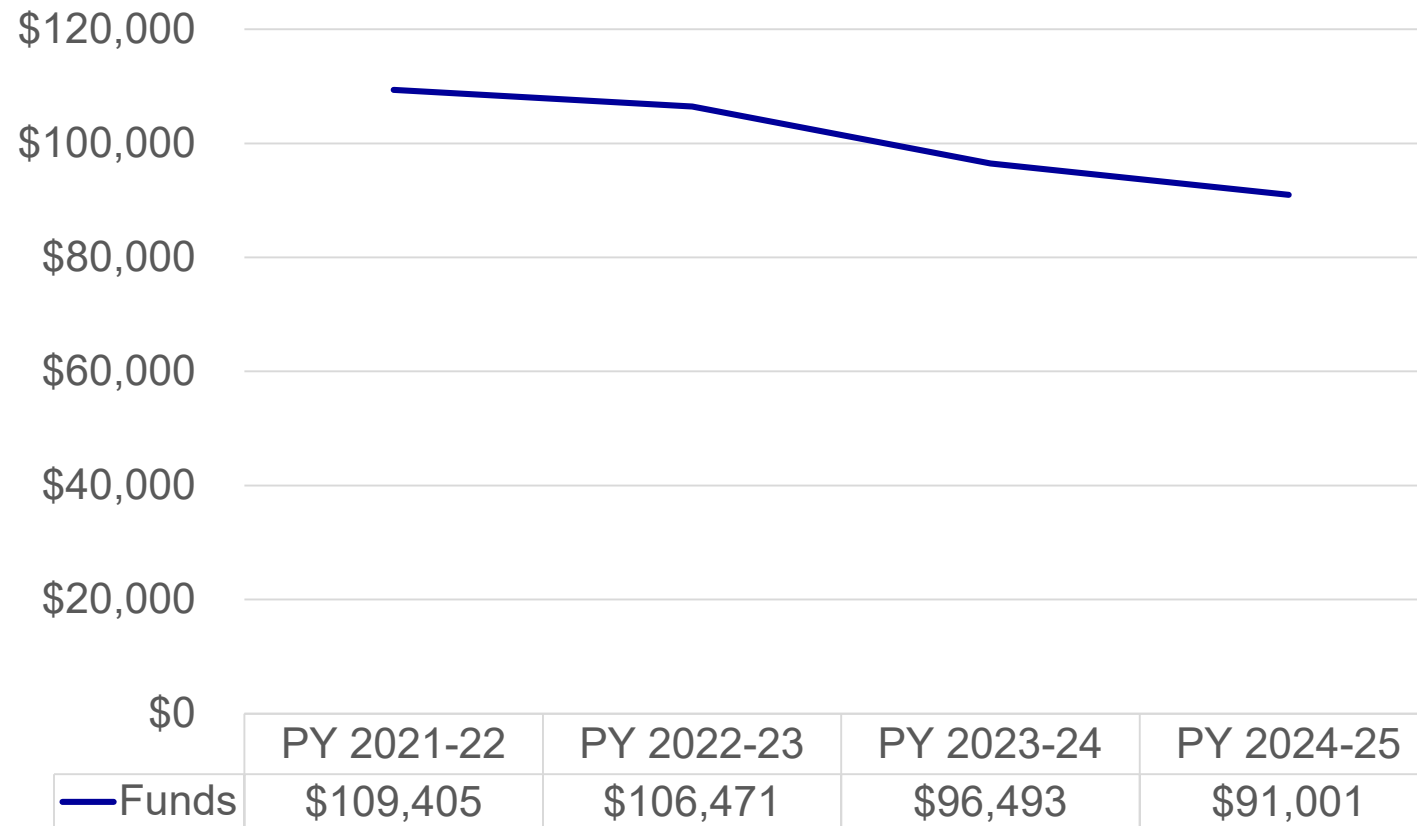
Consolidated Plan

- 5-year Plan 2025-29
- Outlines how the City will use the funds
- Historically, the City has used CDBG funds for essential home repairs of single-family dwellings only
 - Unsafe electrical, heating or plumbing systems;
 - Faulty roofs;
 - Faulty porches and steps that present a safety risk;
 - Accessibility needs; and
 - Lead-based paint testing

Essential home repairs of single-family dwellings


- Unable to meet the annual goal of 10 homes
 - increased construction cost/inflation
 - reduction in funds received from HUD
 - accommodating change orders due to the age of the homes
 - 30% administrative cost to Project:Homes
 - meeting new HUD regulations – Radon check and possible remediation in the coming years.
- Unable to expense 100% funds during the Program year due to risk of using City funds

Funding from HUD



Fund Utilization

	Available	Utilized	% Utilization
2021-22	\$111,017	\$111,017	100
2022-23	\$106,471	\$97,751	92
2023-24	\$96,493	\$95,341	99



National Objectives

Each activity funded under CDBG, except for program administration and planning activities, must meet one of three national objectives.

The three national objectives are:

1. Benefit to low- and moderate- income (LMI) persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).



Other eligible activities

1. Planning Initiatives
2. Interim Assistance
3. Public Facility Improvements
4. Rehabilitation/Historic Preservation
5. Spot blight remediation
6. Public Services

CDBG funds can be used for funding different activities during the five years.



Planning Initiatives

- Limited to 20% of CDBG funds
- Eligible activities - Studies, Analysis, Data gathering, Preparation of plans, and Identification of actions that will implement plans.

Potential Examples

1. Comprehensive plans – Due for revision in 2026
2. Small area & neighborhood plans – Mall Redevelopment plan

Interim Assistance

- limited improvements to a deteriorating area as a prelude to permanent improvements.
- Alleviate emergency conditions threatening public health and safety, such as removal of snow, tree limbs or other debris after a major storm.
- Eligible activities - Repair of
 - Streets
 - Sidewalks
 - public buildings
 - parks and playground
 - publicly- owned utilities

Potential Example

1. Repair of parks – Wakefield park and Flora Ave park



Public Facility Improvements

Eligible activities in Low-Moderate income areas

- Acquisition (including long-term leases for periods of 15 years or more),
- Construction,
- Reconstruction,
- Rehabilitation (including removal of architectural barriers to accessibility), or
- Installation of public improvements or facilities (except for buildings for the general conduct of government)

Potential Examples

1. Infrastructure Improvements (storm drains, sidewalks, etc.) in priority neighborhoods.
2. Parks Construction in priority neighborhoods.



Rehabilitation

Historic Preservation

preserving or restoring properties of historic significance, whether privately- or publicly-owned, (except that buildings for the general conduct of government may not be restored or preserved with CDBG assistance).

Potential Example

1. Violet Bank Museum restoration of exterior



Spot Blight Remediation

- Rehabilitation of the deteriorated exterior of an abandoned building located in an area that has not been designated as slum or blighted and where the rehabilitation is limited to removal of the exterior blight.
- Rehabilitation of plumbing in a building located in an area that has not been designated as slum or blighted and where rehabilitation is limited to corrections of code violators that are detrimental to public health and safety.

Potential Example

1. Rehabilitation/demolition of structures identified as unsafe

Public Services

- Limited to 15% of CDBG funds
- The *public service* must be either:
 - A new service; or
 - A quantifiable increase in the level of a service
- Eligible activities
 - Recreation programs
 - Services for Seniors
 - Public safety services

Potential Examples

1. Part of funding for Senior Transportation
2. Staffing of services in low to moderate income areas



Conclusion

- While the Home Repair Program has been a useful program for the city, there are other activities eligible to use the CDBG funds.
- Should City Council desire to continue the Home Repair Program, there are a few recommendations:
 - Place a priority on certain types of work in addition to those mandated by HUD, such as roof repairs, so that they will receive a higher priority during evaluation.
 - Set aside a minimum of \$5,000 in budget to cover any overages on projects to enable 100% expenditure of CDBG funds.



Questions

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4. A Work Session On The Following Items:

D. Appomattox River Greenway Trail (ARGT) Phase 5 Project Update

Appomattox River Greenway Trail Phase 5 Map.jpg



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4. A Work Session On The Following Items:

E. City Staff Update on the Health Department

Colonial Heights Health Department

Overview
February 2025

Background

- The Colonial Heights Health Department agreement is between the Virginia Department of Health (VDH) Local Government and the City of Colonial Heights City Council.
- The agreement is for funding and services to be provided by Colonial Heights Health Department.
- The Colonial Heights Health Department funding is between the Virginia Department of Health and the City of Colonial Heights.
- The city has asked the Colonial Heights Health Department to find a new location within the city to operate as the city intends to use existing space for city staff offices.
- The Colonial Heights Health Department has found a new location within the city limits.

Funding Requirements

- Funding for local health departments shall consist of such state funds as may be allocated for the operation of the local health department together with local matching funds and estimated self-generated local service revenues. The total amount shall constitute the collective local health budget available to a local health department.

Total Expenditures (salaries, services, rent, utilities, equipment)

- (minus) Anticipated Local Revenue

= Net Budget

Current City Share is (42.158%) & State Share is (57.842%) of Net Budget

* City of Colonial Heights contributes additional funding for 100% Local Budget (not required by law)

Topics

- Required Local Matching Funding versus Not Required 100% Local Funds
- Carry Over Fund Balance
- Employees and VDH Annual Salary Increase
- Timetable for Moving Into New Location
- Relocation Cost
- Next Step in Process

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4. A Work Session On The Following Items:

F. 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, 2024 is pending. The major factor for the delay of the audit is: delay in completion of the audit for the fiscal year ending June 30, 2023 resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024. Our estimated date of completion for the audit report is March 31, 2025.



5. Adjournment
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