

**Colonial Heights
City Council Special Meeting
May 13, 2025
6:30 pm**





**Colonial Heights
City Council Regular Meeting
May 13, 2025
7:00 pm**

Colonial Heights City Council Meeting

May 13, 2025



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

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7. Commendations And Presentations:

A. A PROCLAMATION

Proclaiming May 11 through 17, 2025, as National Law Enforcement Officers' Memorial Week in the City of Colonial Heights, Virginia.



Thank you!



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7. Commendations And Presentations:

B. A PROCLAMATION

Recognizing May 23, 2025, as Poppy Day in the City of Colonial Heights, Virginia.



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7. Commendations And Presentations:

C. A PROCLAMATION

*Recognizing The Program Participants Of Spring 2025 Citizens
Government Academy*



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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.

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

None



10. Advertised Public Hearings

A. AN ORDINANCE NO 25-11

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range with revised and new job descriptions and class specifications for certain positions; and to adopt a revised Public Safety Step Plan with one new job description and class specification.

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11. Hearing of Citizens Generally on Non-Agenda Items

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

A. AN ORDINANCE NO 25-9

(Second Reading) Providing for a tax levy on certain personal property for the 2026 tax year, for general municipal purposes.

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

B. AN ORDINANCE NO 25-10

(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, 2026, and ending December 31, 2026 for general municipal purposes.

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

C. AN ORDINANCE NO 25-FIN-4

(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

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

D. AN ORDINANCE NO 25-FIN-5

(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and appropriating the estimated revenues for the year for the principal purposes stated.

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

E. AN ORDINANCE NO 25-FIN-6

(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and approving such budget.

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

F. AN ORDINANCE NO 25-8

(Second Reading) Awarding the City Manager a bonus of \$4,000.00.

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

G. March 11, 2025 Regular Meeting Minutes

H. March 11, 2025 Special Meeting Minutes



13. Introduction And Consideration Of Ordinances And Resolutions.

A. AN ORDINANCE NO 25-FIN-7

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$616,441, consisting of: 1) \$3,718 in state funds from the Department of Criminal Justice Services to Public Safety (\$2,834) and Judicial Administration (\$884) and to Intergovernmental Revenues; 2) \$11,000, of which \$2,244 is in book sales, \$2,035 is in donations, and \$6,721 is in Assigned Fund Balance to the Library, to Miscellaneous and to Recreation & Culture; 3) \$65,413 in Federal funds from Housing and Urban Development to Human Services and to Intergovernmental Revenues; 4) \$11,310 in State Fire Aid to Localities to Public Safety and to Intergovernmental Revenues; and 5) \$525,000 in Unassigned Fund Balance to Miscellaneous and to Debt Service & Transfers Out.



13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 25-FIN-7 continued...

Also, to amend the General Fund Budget by transferring \$66,521 from Human Services to Health and Social Services and \$4,912 from Public Works to Nondepartmental (Contingencies & Reserve).

To amend the Economic Development Authority Budget by appropriating \$100,000 in transfer from the General Fund to Operating Transfers In and to Economic Development.

To amend the Stormwater Fund Budget by appropriating \$425,000 in transfer from the General Fund to Non-operating Transfers In and to Stormwater. To amend the Water and Sewer fund by appropriating \$124,033 from the Water & Sewer Fund Balance to Non-Operating Revenue and to Wastewater Treatment.



13. Introduction And Consideration Of Ordinances And Resolutions:

B. A RESOLUTION NO 25-25

Approving the City Manager's Fiscal Year 2025-2026 Proposed Annual Operating Budget.



13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 25-30

Approving the following: (1) salary adjustments for full-time Public Safety employees who are included in the Public Safety Step Plan (2) a 3% salary increase for each full-time employee who is not included in the Public Safety Step Plan; and (3) additional salary adjustments for Maintenance employees.



13. Introduction And Consideration Of Ordinances And Resolutions:

D. A RESOLUTION NO 25-31

Approving revisions to the City of Colonial Heights Fiscal Years 2026-2030 Capital Improvement Plan.

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

A. AN ORDINANCE NO 25-2

(Second 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 recyclable material.

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

1. Fund Balance Assignments

Consider a motion to approve the City Manager's recommended assignment of fund balance.

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. General Activity Report

UPCOMING DATES OF INTEREST

| May 2025 | June 2025 | July 2025 |
|--|---|---|
| May 20th (6:00 pm) City Council Special Meeting – Council Chambers | June 3 rd (6:00 pm) Planning Commission Meeting – Council Chambers | July 1st (6:00 pm) Planning Commission Meeting – Council Chambers |
| May 28th (6:00) Planning Commission Worksession – Council Chambers | June 10 th (7:00 pm) City Council Regular Meeting – Council Chambers | July 8th (7:00 pm) City Council Regular Meeting – Council Chambers |
| | June 17 th (6:00 pm) City Council Special Meeting – Council Chambers | July 15th (6:00 pm) City Council Special Meeting – Council Chambers |

CITY HOLIDAYS

- Monday, May 26th, 2025 – (Government Offices Closed)
- Thursday, June 19th, 2025 – (Government Offices Closed)
- Friday, July 4th, 2025 – (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Memorial Day Program:** Monday, May 26, 2025 at 10:00am at the City War Memorial
- **Colonial Heights Block Bash:** Friday, June 13, 2025 from 6:00pm-8:00pm at Flora Hill Park
- **4th of July Fireworks Show:** Friday at 9:15pm
- **National Night Out:** Tuesday, August 5, 2025 from 5:30pm-8:30pm at Various Locations throughout the City.

15. Reports of Officers and Documents Related Thereto:

A. City Manager

3. City of Colonial Heights Audit Statement

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 June 30, 2025.

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

B. City Attorney

Colonial Heights City Council Meeting

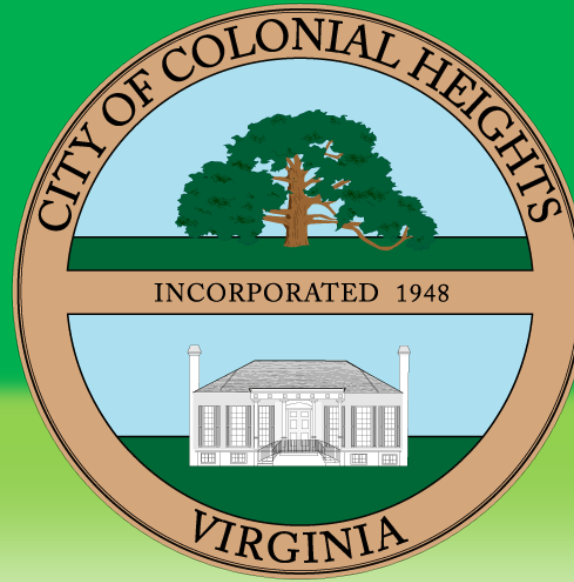
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15. Reports of Officers and Documents Related Thereto cont.:

C. Director Of Planning And Community Development

1. Planning Boards And Commissions Summary



16. Adjournment

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Recommended Fund Balance Assignments FY 2026 CIP

| Category | Amount to Assign from Unassigned Fund Balance | Notes |
|---------------------------|---|---|
| Assigned – Fire Apparatus | 460,000 | Medic 933 Replacement FY26-30 CIP |
| | | |
| Assigned – Stormwater | 992,400 | TMDL FY26-30 CIP |
| | | |
| Assigned – Street Match | 275,729 | Repaving of Conduit Road from Ellerslie Avenue to Riveroaks Drive FY26-30 CIP |
| | | |
| Assigned – Street Match | 150,000 | Bridge Repairs FY26-30 CIP |
| | | |
| Assigned – Facilities | 65,000 | White Bank Park - Pavilion Roofing and Lighting Replacement FY26-30 CIP |
| | | |
| Assigned – Facilities | 67,000 | White Bank Park - Parking Lot Repairs FY26-30 CIP |
| | | |

Cont'd: Recommended Fund Balance Assignments FY2026 CIP

| Category | Amount to Assign from Unassigned Fund Balance | Notes |
|---|--|--|
| Assigned – Facilities | 50,000 | Lakeview Park - Parking Lot Repairs in FY 26-30 CIP |
| | | |
| Assigned – Facilities | 60,000 | Violet Bank Museum Restoration - Phase III in FY 26-30 CIP |
| | | |
| Assigned – Facilities | 121,000 | Splash Pad in FY26-30 CIP |
| | | |
| Total FY26-30 CIP Assigned Fund Balance: \$2,241,129 | | |

Recommended Fund Balance Assignments FY 2026

Operating Budget

| Category | Amount to Assign from Unassigned Fund Balance | Notes |
|--------------------|---|---|
| Assigned – ITSF | 426,327 | Security Project Maintenance and Computer Replacement |
| | | |
| Assigned – Vehicle | 90,000 | Public Works Dump Truck |
| | | |
| Assigned – Vehicle | 55,000 | Public Works Truck |
| | | |
| Assigned – Vehicle | 40,000 | Police Admin Vehicle |
| | | |
| Assigned – Vehicle | 65,500 | Police Patrol Vehicle |
| | | |

Cont'd: Recommended Fund Balance Assignments FY 2026

Operating Budget

| Category | Amount to Assign from Unassigned Fund Balance | Notes |
|--|---|------------------------|
| Assigned – Fire Equipment | 90,000 | Zoll Monitors |
| | | |
| Assigned – Vehicle | 55,000 | Animal Control Vehicle |
| | | |
| Assigned – Economic Development | 340,000 | Incentive Payments |
| | | |
| Total Operating Budget Assigned Fund Balance: \$1,161,827 | | |

Additional Recommended Fund Balance Assignments

| Category | Amount to Assign from Unassigned Fund Balance |
|--|---|
| Assigned - Communications | 60,000 |
| | |
| Assigned – Facilities | 163,349 |
| | |
| Assigned – Vehicle | 220,500 |
| Total Additional Assigned Fund Balance: \$443,849 | |

Unassigned Fund Balance Summary

| | |
|--|-------------|
| FY23 Year-End Unassigned Fund Balance | 20,023,517 |
| | |
| Less Recommended assignments following FY 23 Year End | (3,846,805) |
| | |
| Additional Assignments in FY24 and FY25 | (1,298,000) |
| | |
| Fund Balance Assignments May 2024 | (2,192,951) |
| | |
| Updated Unassigned Fund Balance | 12,685,761 |
| Percent of FY25 General Fund Budget | 16.3% |
| | |
| Minimum Level of 10% of General Fund Budget (FY25) | 7,783,621 |
| | |
| Target Goal Level of 12% of General Fund Budget (FY25) | 9,340,346 |
| | |