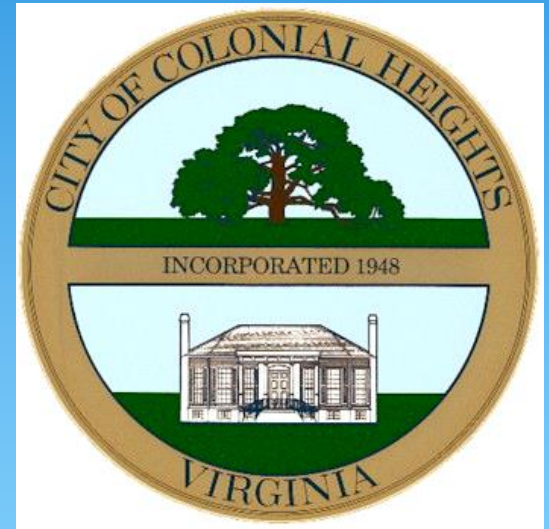


Colonial Heights City Council Meeting September 8, 2015



Colonial Heights City Council Meeting

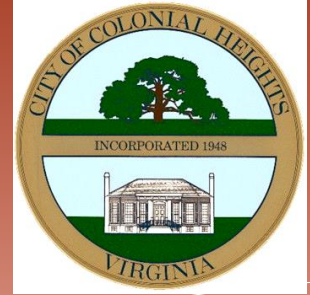
September 8, 2015



1. **Call to Order**
2. **Roll Call**
3. **Devotion** – Milton E. Freeland Jr.
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declarations of Personal Interest**

Colonial Heights City Council Meeting

September 8, 2015



7. Commendations and Presentations

A. PROCLAMATION Recognizing the contributions and generous efforts of "The Forgotten Initiative"

Colonial Heights City Council Meeting

September 8, 2015

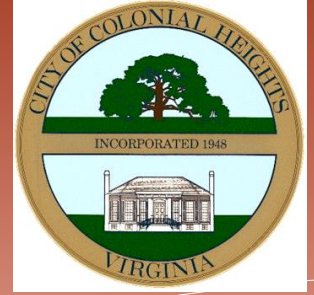


7. Commendations and Presentations

B. A PROCLAMATION Designating the month of September 2015 as "Suicide Prevention Month" in the City of Colonial Heights, Virginia

Colonial Heights City Council Meeting

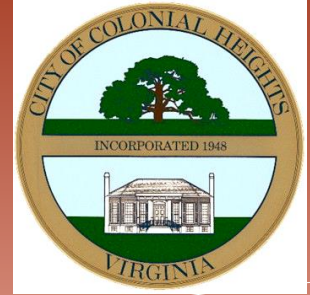
September 8, 2015



7. Commendations and Presentations

***C. Presentation by Colonial Heights
Police Chief Jeffrey W. Farries -
Induction of new members to the
Colonial Heights Police Department
DUI "100" Club***

Colonial Heights City Council Meeting September 8, 2015

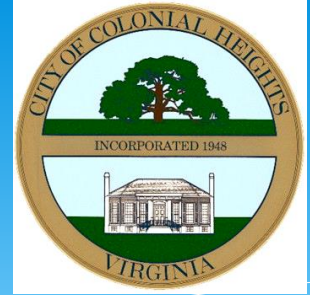


7. Commendations and Presentations

D. Presentation of the Red Cross Clara Barton Award to Kenneth B. Frenier

Colonial Heights City Council Meeting

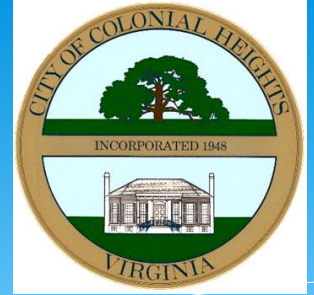
September 8, 2015



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 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 September 8, 2015

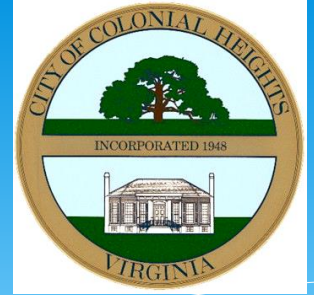


9. Written Petitions and Communications

***A. Jeremy S. Grim, 102 Appomattox Court,
Selective Zoning Enforcement***

Colonial Heights City Council Meeting

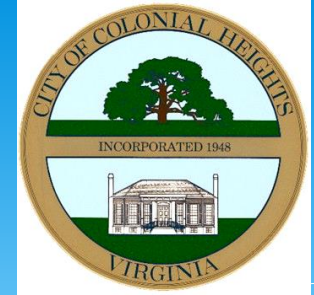
September 8, 2015



10. Advertised Public Hearing

A. AN ORDINANCE NO 15-20 (Second Reading) To vacate and discontinue as a public right-of-way an approximate 0.652 acre portion of a parcel containing 0.752 acres located at the southwest corner of Route 1 and Archer Avenue

Colonial Heights City Council Meeting September 8, 2015



10. Advertised Public Hearing

B. AN ORDINANCE NO 15-21 (Second Reading) To amend Sections 91-4 and 91-9 of Chapter 91 of the Colonial Heights City Code which relates to alarms

Existing Alarm Ordinance

Purpose

- Maintain accurate contact information for police or fire units to contact when an alarm occurs
- Provide for a fine for any alarm system producing multiple false alarms in a one year period. This encourages maintaining a properly operating system and reduces City services costs.



Requested Change #1

- Allow for online submission of permits
 - www.colonialheightsva.gov



Requested Change #2

- Maintain accurate alarm permit information
 - Any changes to existing permit information must be reported within 30 days of the change to 520-9313 (Records) - \$25 fee for failure to submit changes
 - After notification of the police chief changes are still not submitted within 30 days, continued operation of the alarm system shall constitute a misdemeanor punishable by a maximum fine of \$250



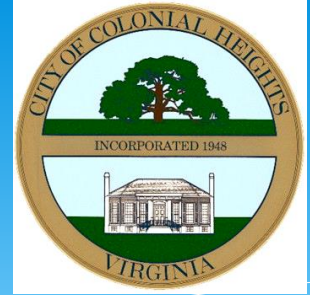
Requested Change #3

- No automated dialing devices
 - Automated dialing devices have never been allowed to 911 in the existing ordinance
 - Will no longer be allowed to any phone in the communications center



Colonial Heights City Council Meeting

September 8, 2015



10. Advertised Public Hearing

***C. AN ORDINANCE 15-22 (Second Reading)
To amend and reordain Section 226-7
of Chapter 226 of the Colonial Heights
City Code, which relates to records
kept by dealers of precious gems and
metal***


Leads Online is a technology service helping law enforcement catch criminals, while helping businesses reduce the hassles of reporting.



Leads Online is a significant improvement over the current reporting process in Colonial Heights saving both time and taxpayer dollars.



LEADS ONLINE IS COMPLETELY FREE TO THE BUSINESS OWNER. THE BUSINESS OWNER REGISTERS ONLINE. REGISTRATIONS TAKE LESS THAN TWO (2) MINUTES TOTAL. LEADS ONLINE WILL THEN CONTACT THE BUSINESS OWNER WITH EASY INSTRUCTIONS FOR ELECTRONICALLY UPLOADING DAILY TRANSACTIONS. UPLOADING IS A VERY SIMPLE AND SECURE PROCESS TAKING LESS THAN THIRTY (30) SECONDS PER DAY.



We currently have eleven (11) business's in the city that submit transaction forms to the department. One (1) submits transaction forms electronically through a program they provided themselves. The other ten (10) submit hand written transaction forms. The problem we are having with these handwritten transaction forms are:

- It is time consuming entering the information in to our Records Management System.
- It is hard to read the handwriting from the transaction forms.
- Having to enter the information in to the RMS by hand causes the information not to be immediately available to law enforcement.

Here is an example of the transaction forms that we get frequently:



Can you tell
what was
pawned from
this
transaction
form?

521779

DOB

CUSTOMER'S ORDER NO. DATE 8/1/15

NAME

ADDRESS

CITY, STATE, ZIP

SOLD BY CASH C.O.D. CHARGE ON ACCT. MDSE. RETD. PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	14K Single hoop	0.59	
2	14K Pearl	1.28	
3	14K Single Pearl earring	1.28	
4	14K Ring	3.9	
5	14K Diamond band	5.5	
6			
7			
8			
9			
10			
11			
12			

RECEIVED BY

KEEP THIS SLIP FOR REFERENCE

01-11

LeadsOnline Ticket - Liberty Pawn & Gold 3

Ticket Date: 8/13/2015 (6:26 PM)

Ticket No. LT-LP3008945 (Pawn)

Redeem By: 9/12/2015

Liberty Pawn & Gold 3

Sex: MALE Race: WHITE Eye Color: BLUE Hair Color: BROWN Height: 5'5" Weight: N/A

Item Listing

Type	Make / Brand	Model	Serial No.	Details	Amount
Other	UNITED STATES	SILVER40MIXEDDATESTYPES		(Qty: 1) SILVER COIN: UNITED STATES MODEL SILVER - 40% MIXED DATES / TYPES, 1969 JFK 20 EA., WALKING HALF 2, FRANKLIN HALF NGC MS64, DIME PENY TWO CENT SET, ONE DOLLAR COIN SET, EISENHOWER 40% 2, 1958 MINT SET SILVER, 1966 U.C.MINT SET, MILLENIUM COINAGE SET Condition: NEW	\$100.00

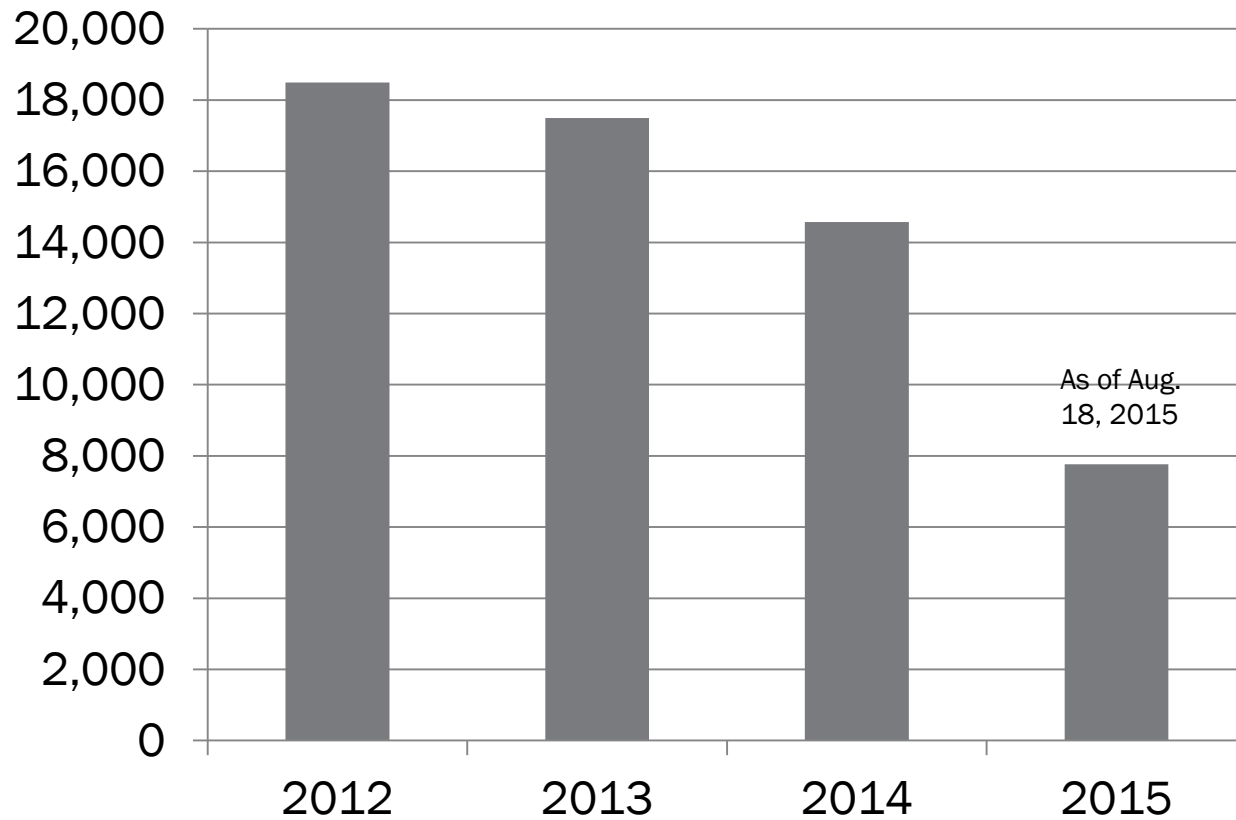
TOTAL: \$100.00

Images

This is an example of a pawn report that is generated from a Leads Online entry.

The information contained herein is for authorized law enforcement use only. © LeadsOnline LLC. All rights reserved. 18109680508

NUMBER OF PAWN TRANSACTIONS FOR THE PAST 4 YEARS

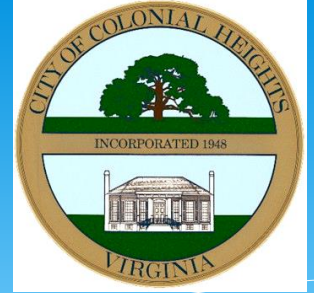


Approving a City Ordinance that requires business's to file transaction reports electronically will clearly improve the efficiency of department and save taxpayer dollars. It will also add in the investigative efforts of all law enforcement agencies by making information immediately available. Transaction forms submitted through **Leads Online** becomes immediately available compared to the possibility of several days when entered into our RMS by hand.

Approving a City Ordinance giving business owners the choice is not the solution. We need to look towards the future. The future is computerization. Research of other localities throughout Virginia show that the majority are requiring business's in their jurisdictions to file transaction forms electronically.



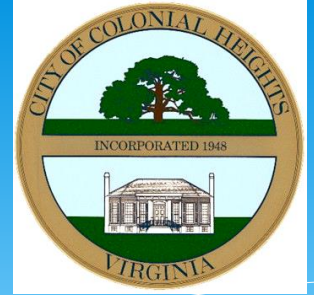
Colonial Heights City Council Meeting September 8, 2015



11. Hearing of Citizens Generally on Non-Agenda Items

Colonial Heights City Council Meeting

September 8, 2015

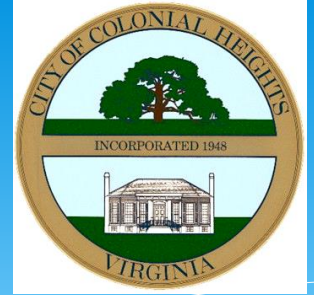


12. Consent Agenda

- A. *AN ORDINANCE NO. 15-FIN-11 (Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate funds in the aggregate amount of \$13,340, which consists of \$11,036 in reductions to net Constitutional Office recoveries; and a \$24,376 increase in School Resource Officer cost recoveries; and \$188,346 in reallocations and modification of a budgeted general salary adjustment effective September 1, 2015, correction of an existing SRO position, and updating of employee salary lapse amounts.***

Colonial Heights City Council Meeting

September 8, 2015



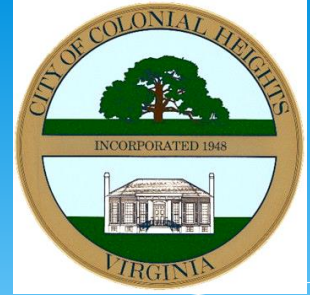
12. Consent Agenda

B. AN ORDINANCE NO. 15-FIN-12 (Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate funds in the aggregate amount of \$215,748; which consists of \$58,828 from the Virginia Department of Criminal Justice, with matching School and City funds for the addition of an elementary SRO; \$66,881 in federal asset forfeiture funds to equip the new SRO and purchase equipment for use in crash and crime scene investigations; \$5,000 in donations to upgrade the Special Operations Unit cell phones and to provide a clothing allowance; and \$90,039 in additional administrative charges estimated in the original budget.

To amend the Capital Projects Fund Budget to appropriate \$115,000 from Virginia State University for Dupuy Avenue Project costs and \$57,212 in interest earned on bond proceeds for a Sign Replacement/Development Project

Colonial Heights City Council Meeting

September 8, 2015

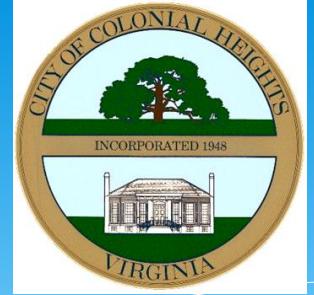


12. Consent Agenda

C. *Special Meeting Minutes*
April 28, 2015

D. *Special Meeting Minutes*
August 6, 2015

Colonial Heights City Council Meeting September 8, 2015

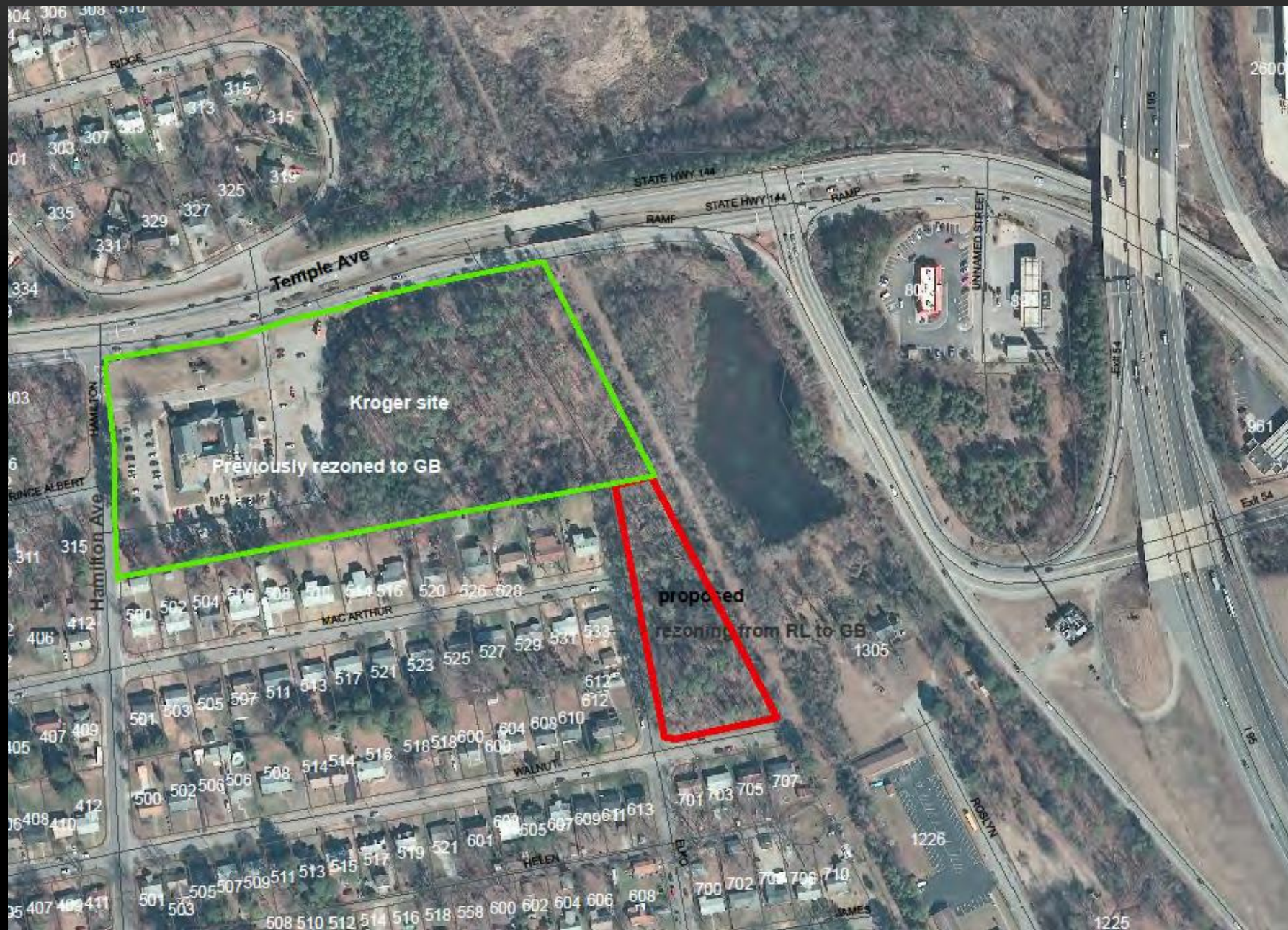


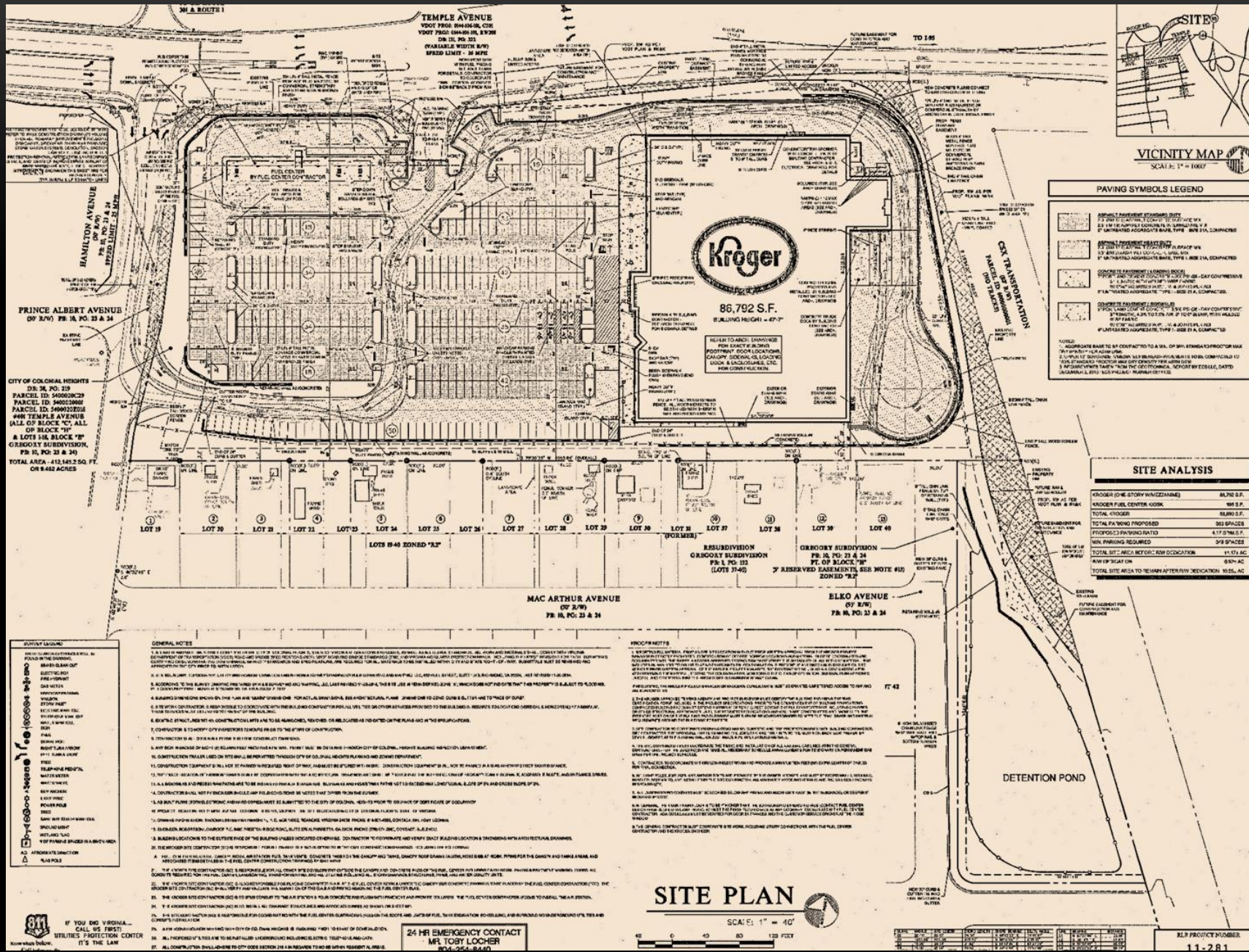
13. Introduction and Consideration of Ordinances and Resolutions

***A. A RESOLUTION NO 15-28 Authorizing
the City Manager to execute a Second
Amendment to Purchase, Sale, and
Development Agreement on behalf of
the City with Kroger Limited
Partnership I***

Primary Elements to Second Amendment to Kroger Purchase, Sale, & Development Agreement

- Dimensions of “Premises” amended (real property located at 401 Temple Avenue)
- Purchase Price reduced to \$2,559,392
- Kroger “anticipates” start of construction no later than 90 days after Closing
- If Kroger does not start construction within 90 days of Closing, City can reacquire the Premises for \$2.4M
- Kroger “anticipates” new store will be open December 31, 2016
- Closing on the property shall occur on or before October 30, 2015
- No change in Earnest Money provision (\$20k)





ROBERTSON LOIA ROOF
ARCHITECTS & ENGINEERS



SUBMITTAL DATE:	
11-07-14	
DATE:	REVISION:
05-27-11	DISPOSABLE
06-01-13	CITY OF CHANDLER



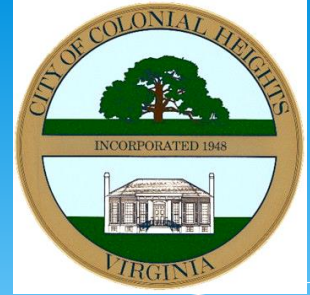
CITY OF COLONIAL HEIGHTS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
CROGER R-550 • 401 TEMPLE AVENUE, COLONIAL HEIGHTS, VA 23834

3000 AVENUE COLONIAL HEIGHTS, VA 23834

NO.

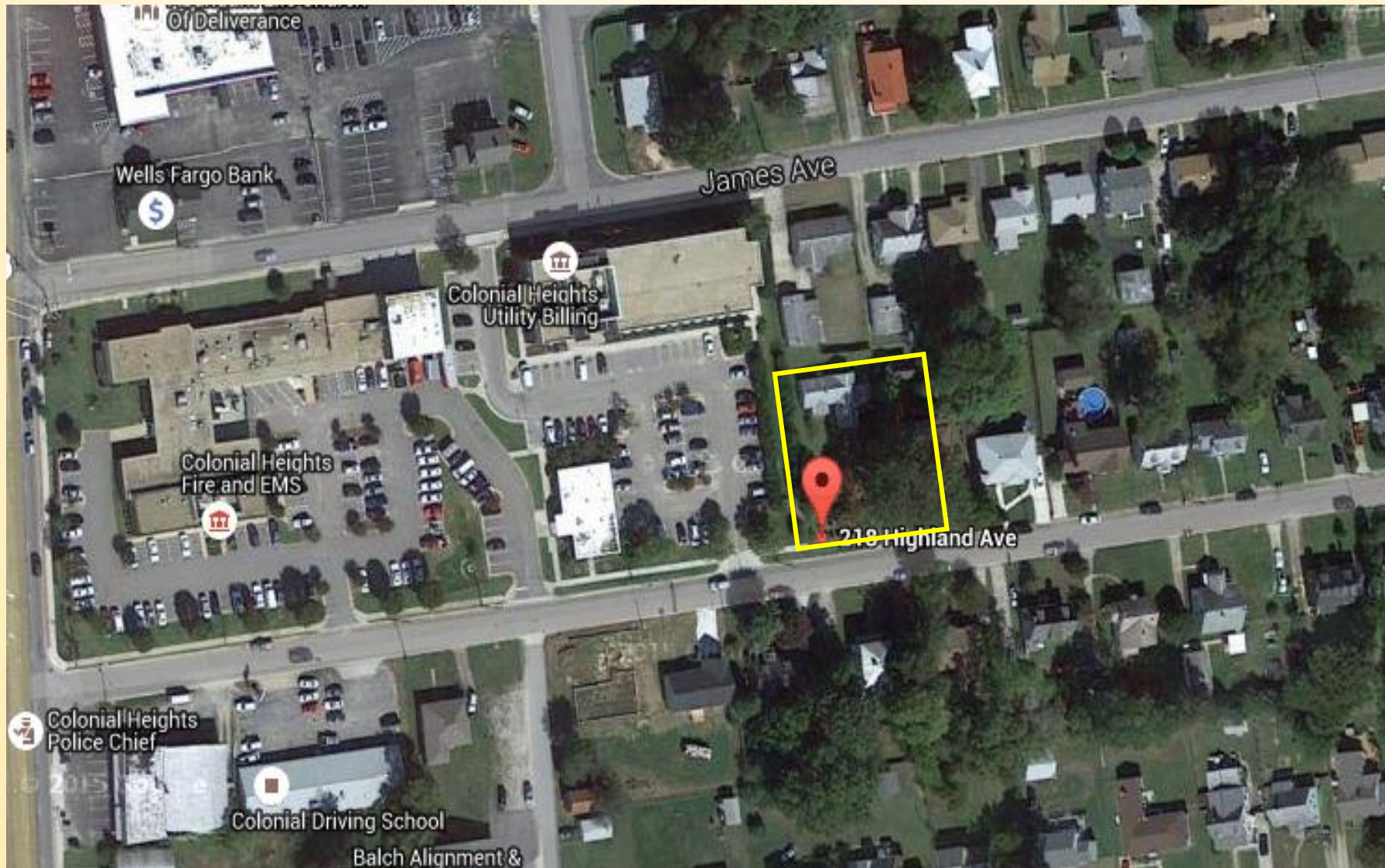
Colonial Heights City Council Meeting

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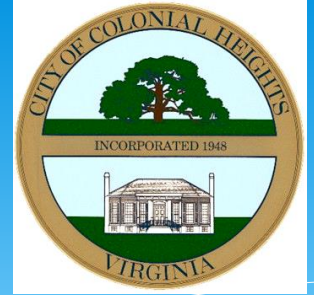
13. Introduction and Consideration of Ordinances and Resolutions

B. A RESOLUTION NO 15-29 Approving the City Manager's execution of a Real Estate Purchase Agreement dated August 4, 2015, concerning 218 Highland Avenue, and authorizing the City Manager to execute any documents to close on the property



Colonial Heights City Council Meeting

September 8, 2015

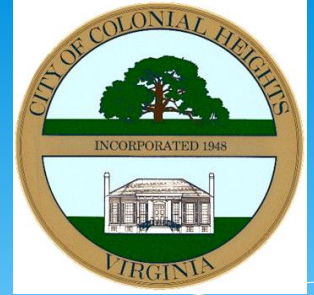


13. Introduction and Consideration of Ordinances and Resolutions

C. *AN ORDINANCE NO 15-18 (First Reading) To amend Chapter 39, Libraries, of the Code of the City of Colonial Heights by providing that the City's public library shall be under the general control and management of the City Manager and the day-to-day administration of a Librarian*

Colonial Heights City Council Meeting

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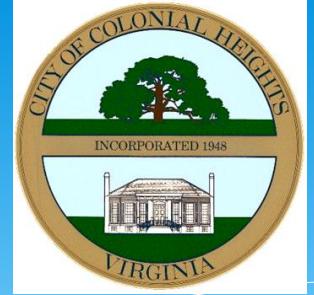


13. Introduction and Consideration of Ordinances and Resolutions

D. AN ORDINANCE NO 15-25 (First Reading) To amend Chapter 13, Boards, Commissions and Authorities, of the Code of the City of Colonial Heights to change the membership of the Transportation Safety Committee.

Colonial Heights City Council Meeting

September 8, 2015



13. Introduction and Consideration of Ordinances and Resolutions

- E.** *AN ORDINANCE NO 15-FIN-13 (First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate funds in the aggregate amount of \$47,783; which consists of \$32,543 from the Rescue Squad Assistance Fund, with a Fire/EMS Volunteer donation of \$8,136 for the purchase of a Stryer stretcher/load system; \$3,210 in donations to fund \$1,710 for the replacement of expired AED Pads, \$1,000 to purchase Police Honor Guard equipment and \$500 to provide funding of children's Christmas shopping; \$2,994 from a Byrne Justice Assistance Grant to purchase a Raptor radar unit; \$900 increase in funds from the Department of Conservation and Recreation for the Pocahontas State Park work program; and to transfer \$4,000 from contingencies to Public Works for the installation of a guard rail.*

Ordinance No. 15-FIN-13

- ❖ The **CH Fire/EMS Department** is requesting the total appropriation of **\$40,679** to purchase an ambulance stretcher/load system; said funding coming from a grant in the amount of **\$32,543** from the Rescue Squad Assistance Fund (RSAF) and **\$8,136** (20% match) being provide the Colonial Heights Volunteer Fire & EMS.
- ❖ The **CH Police Department** is requesting the following total appropriation of **\$4,494**:
 - A **Byrne Justice Assistance Grant** in the amount of **\$2,994** from the Department of Criminal Justice Services for a Raptor radar unit, ballistic helmets and training tuition
 - A donation from the **American Legion Donation** in the amount of **\$1,000** to purchase Honor Guard equipment.
 - A donation from Target in the amount of **\$500** to collaborate with the Colonial Heights Kiwanis in funding for a children's Christmas

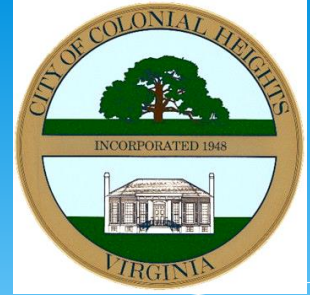
Ordinance No. 15-FIN-13

- ❖ The **CH Sheriff Office** has received and is requesting appropriation of a **\$1,710** donation to purchase and replace AED Pads and batteries that have expired.
- ❖ **The Office on Youth & Human Services** has received and is requesting appropriation of a **\$900** additional award in support of the Youth Services Corps Program at Pocahontas State Park to fund stipends for three supervisors
- ❖ **Finance-** At the 8/25 Work Session, the City Council directed a guard rail addition for the intersection of Conduit and Westover was approved and requested that it's funding of **\$4,000** be made from the Contingency account.



Colonial Heights City Council Work Session

September 8, 2015



14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda

A. AN ORDINANCE NO 15-23 (Second Reading) To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment and job description for Assistant Director of Planning and Community Development

Assistant Director Position

Why upgrade the current position?

- Final part of reorganization plan to achieve City Council's goals and objectives regarding planning, community development, and code enforcement
- To enhance overall management of departmental operations as directed by the City Manager
- Current title is outdated and duties are too restrictive for our size locality
- Need for identifiable mid-manager

Change in Management Style and Operation

Initial Assessment

- Needs interactive management
- Working in silos
- General knowledge of whole operation
- Lack of communication

Operation

- Efficiency – continual evaluation
- More focus on short and long-term planning – implement Comprehensive Plan by teaming with other departments, i.e. ED and Public Works
- Employee expectations and job performance

Outdated Title and Restrictive Duties

Overall Focus – Revitalize City not just neighborhoods

Current Duties – sets up silos

- Work w/neighborhood groups
- CDBG
- Assist in Comprehensive Plan

Expanded Duties of Assistant Director

- Assist in zoning administration & plan review
- Overseeing code enforcement – daily basis
- Review permits
- Continue CDBG, working w/neighborhoods (historic districts), and assist in comprehensive plan – not just updates but focus on planning to revitalize short and long-term

Mid-Manager

- Correlates with other Supervisor in Department – Building Official
- Clearly identifies supervision for employees
- Aligns w/ additional duties needed to enhance department
- Aligns w/ other city departments w/ multiple divisions or functions
- Could be used long-term for succession planning

Colonial Heights City Council Meeting

September 8, 2015

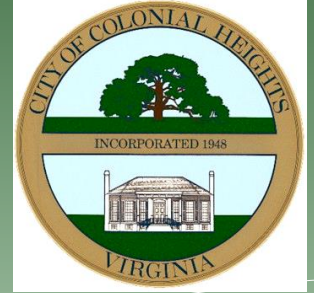


15. Reports of Officers and Documents Related Thereto

A. *City Manager*

1. General Activity Report and/or Project Update

Colonial Heights City Council Meeting September 8, 2015

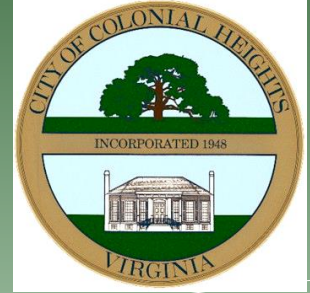


15. Reports of Officers and Documents Related Thereto

B. City Attorney

Colonial Heights City Council Meeting

September 8, 2015

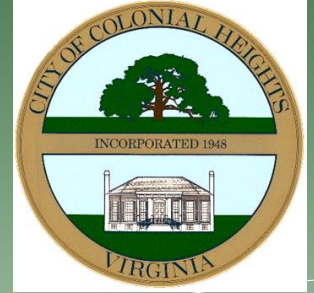


15. Reports of Officers and Documents Related Thereto

C. *Director of Planning and Community Development*

Colonial Heights City Council Meeting

September 8, 2015



16. Consideration of Claims.

17. Adjournment

Colonial Heights City Council Meeting September 8, 2015

