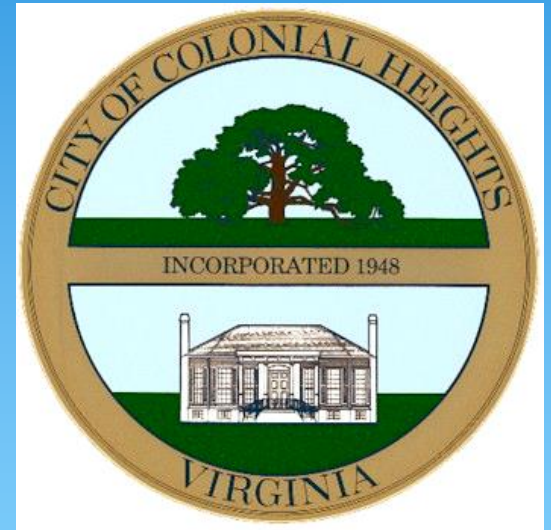


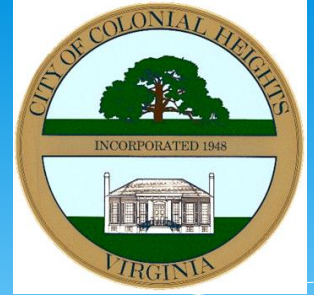
Colonial Heights City Council Meeting

May 10, 2016



Colonial Heights City Council Meeting

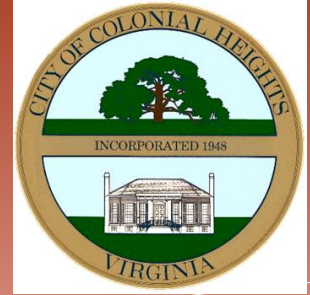
May 10, 2016



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

Colonial Heights City Council Meeting

May 10, 2016

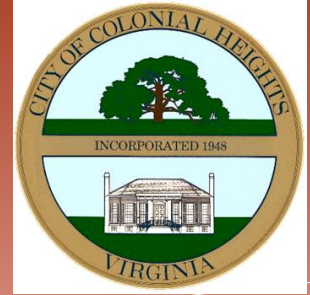


7. Commendations and Presentations

A. A PROCLAMATION Designating May 15 through 21, 2016 as Law Enforcement Officers' Memorial Week in the City of Colonial Heights, Virginia

Colonial Heights City Council Meeting

May 10, 2016

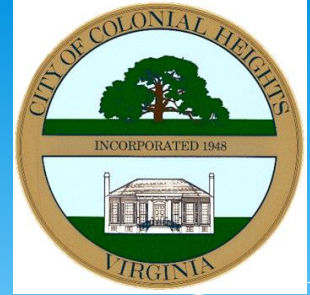


7. Commendations and Presentations

B. A PROCLAMATION Designating May 23 through June 5, 2016 as the Click It or Ticket Mobilization in the City of Colonial Heights, Virginia

Colonial Heights City Council Meeting

May 10, 2016

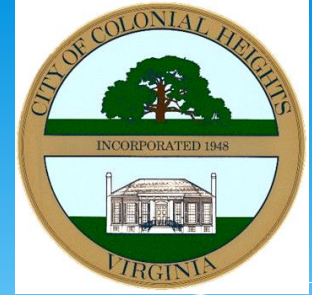


8. Reading of Manner Addressing Council

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

May 10, 2016

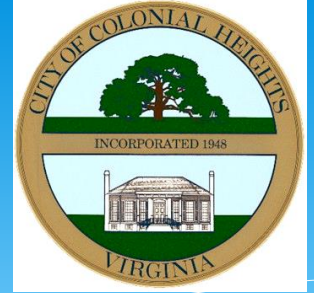


9. Written Petitions and Communications

A. *Request For Special Use Permit - Mrs. Jacky Whigham, 715 Lafayette Avenue*
Mrs. Whigham request approval of one additional K9 at her residence, exceeding the limit of four as stated in the City Code.

Colonial Heights City Council Meeting

May 10, 2016

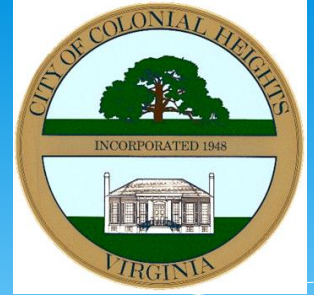


9. Written Petitions and Communications

B. RECEIVE AND OPEN CABLE FRANCHISE BIDS

Colonial Heights City Council Meeting

May 10, 2016



10. Advertised Public Hearing

A. A RESOLUTION NO 16-17 Adopting the City of Colonial Heights' Housing and Community Development Annual Action Plan and Budget for 2016-2017



COMMUNITY DEVELOPMENT BLOCK GRANT



CITY OF COLONIAL HEIGHTS, VA
EMERGENCY HOME REPAIR PROGRAM

May 10, 2016



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

HUD Planning and Reporting

- Consolidated Plan (5 year Plan)
- Annual Action Plan
- Consolidated Action Plan
Evaluation Report (CAPER)
- Citizen Participation Plan
 - 2 Public Hearings
 - Annual Action Plan
 - CAPER



2005-2015

- Since 2005, the City has received **\$945,006** in CDBG funding and has been able to provide home repair grants to **107** low to moderate income owner-occupied households citywide.



ELIGIBLE PROJECTS

Eligible activities or repairs include but are not limited to the following:

- Unsafe electrical, heating or plumbing systems;
- Faulty roofs;
- Faulty porches and steps that present a safety risk;
- Accessibility needs; and
- Lead-based paint testing.

Ineligible activities consist of any unnecessary physical improvements, any repairs of a cosmetic nature, repairs to sheds, and repairs to garages or any structure not attached to the living unit.



ELIGIBLE HOUSEHOLDS

Must...

- be single-family homeowners;
- have active home insurance;
- be current on property taxes;
- be at or below 80% of the area median income; and
- not have received the grant in the last 5 years.





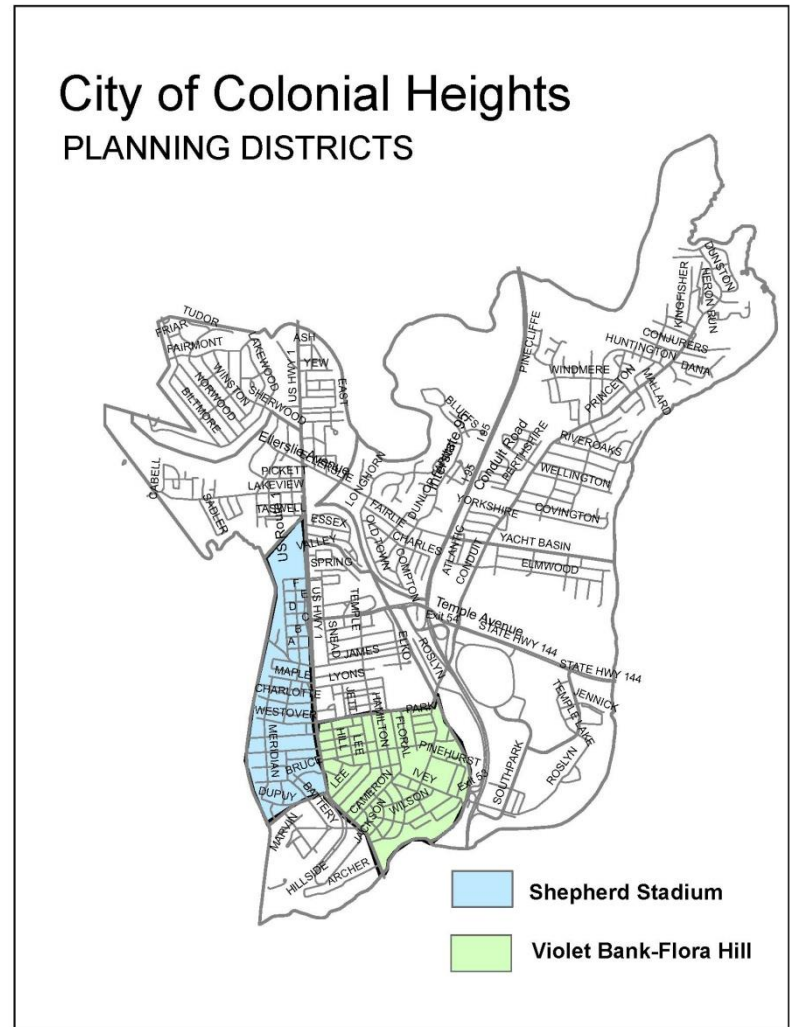
HUD Income Limits (80% AMI) FY2016

FY 2016 Housing and Urban Development Income Limits

One	Two	Three	Four	Five	Six	Seven	Eight
\$40,550	\$46,350	\$52,150	\$57,900	\$62,550	\$67,200	\$71,800	\$76,450

Program Priorities

- Homeowners in the Violet Bank-Flora Hill and Shepherd Stadium 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.



Subrecipient - Project:HOMES



In 2010 the City hired Project:HOMES (formerly ElderHomes) to run the day-to-day business of the Emergency Home Repair Program.



Past Funding

■ 2005 - \$100,411	■ 2011 - \$78,399
■ 2006 - \$90,409	■ 2012 - \$69,234
■ 2007 - \$89,932	■ 2013 - \$79,555
■ 2008 - \$86,560	■ 2014 - \$67,032
■ 2009 - \$111,021*	■ 2015 - \$78,219
■ 2010 - \$94,234	■ 2016 - \$84,367

* 2009 the City received CDBG-R stimulus funding

Application Process

The application will be available on June 1, 2016.

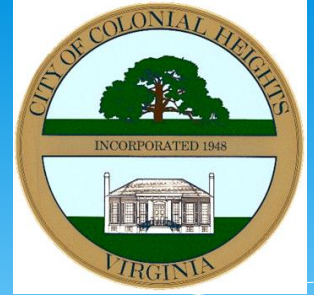
- Press Release
- Website
- *In the news*
- The City Focus

Assistance is available for individuals who may need help filling out the application.



Colonial Heights City Council Meeting

May 10, 2016

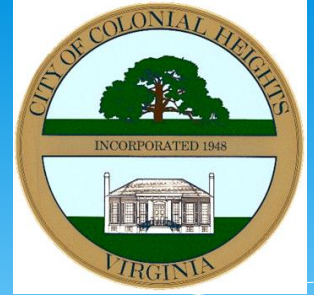


10. Advertised Public Hearing

B. AN ORDINANCE NO 16-4 (First Reading)
To grant a non-exclusive franchise to Comcast of Connecticut/ Georgia/ Massachusetts/ New Hampshire/ New York/ North Carolina/ Virginia/ Vermont, LLC to operate a cable system in the City of Colonial Heights, Virginia and to approve a Cable Franchise Agreement

Colonial Heights City Council Meeting

May 10, 2016

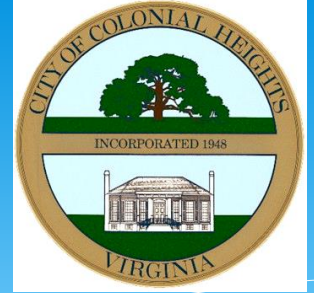


10. Advertised Public Hearing

C. *AN ORDINANCE NO 16-20 (First Reading) To amend and reordain numerous portions of the Colonial Heights City Code by providing that the Director of Finance shall perform various duties that the City Treasurer previously performed.*

Colonial Heights City Council Meeting

May 10, 2016



11. Hearing of Citizens Generally on Non-Agenda Items

Total Proposed Expenditures for All Municipal Funds & Departments

\$78,037,047

(4% increase over prior year)



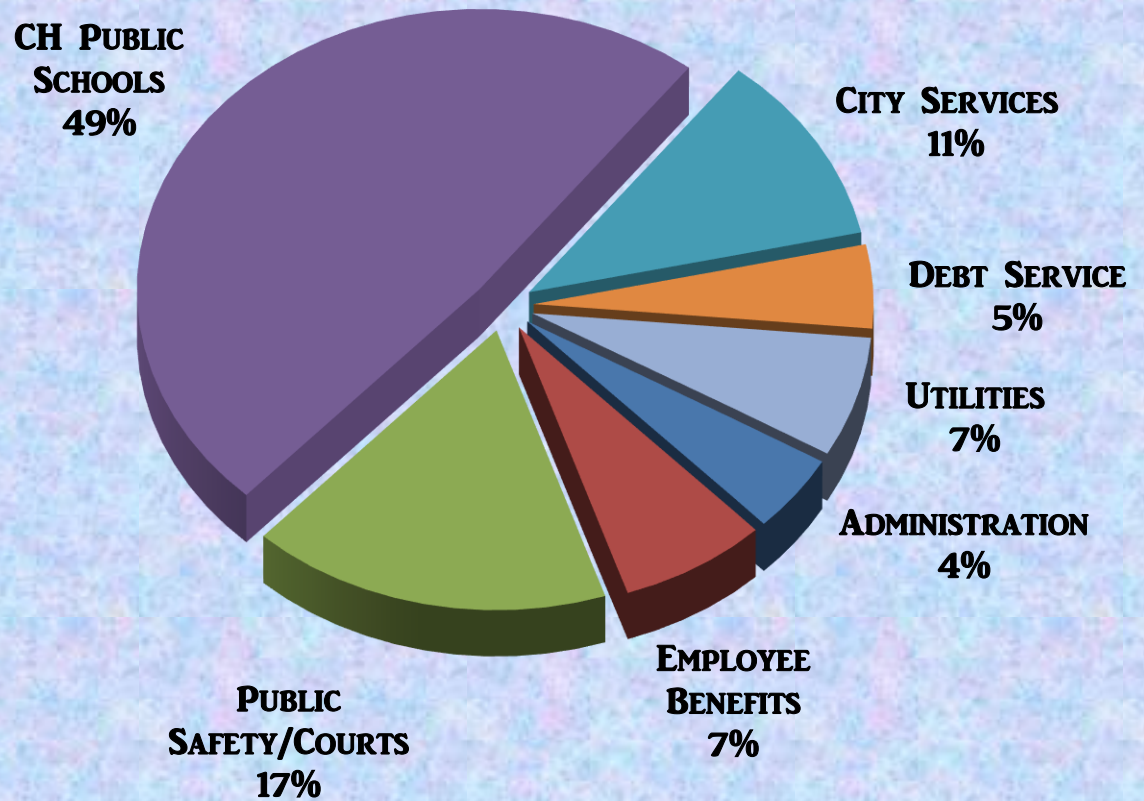
FY2016-17 ANNUAL OPERATING BUDGET

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA

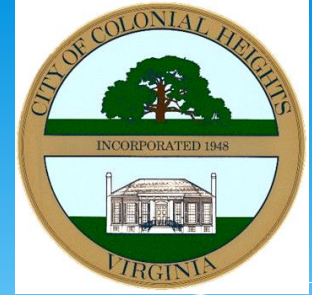


CITY OF COLONIAL HEIGHTS PROPOSED FY16-17 ANNUAL BUDGET DISTRIBUTION OF TOTAL APPROPRIATIONS



Colonial Heights City Council Meeting

May 10, 2016

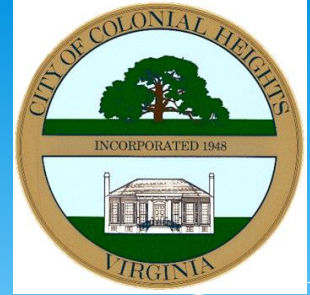


12. Consent Agenda

A. AN ORDINANCE NO 16-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, 2016 and ending June 30, 2017, and approving such budget.

Colonial Heights City Council Meeting

May 10, 2016

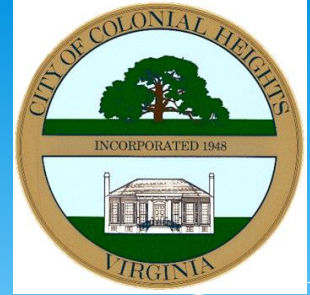


12. Consent Agenda

B. AN ORDINANCE NO 16-FIN-7 (Second Reading) Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.

Colonial Heights City Council Meeting

May 10, 2016

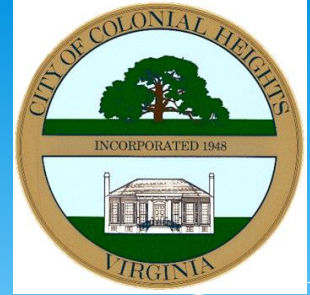


12. Consent Agenda

C. *AN ORDINANCE NO 16-FIN-8 (Second Reading) Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.*

Colonial Heights City Council Meeting

May 10, 2016

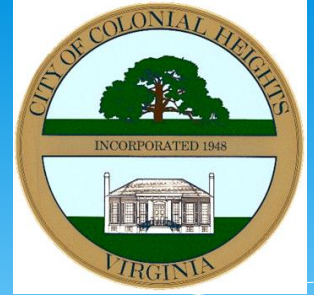


12. Consent Agenda

D. AN ORDINANCE NO 16-FIN-9 (Second Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the operating expenses stated.

Colonial Heights City Council Meeting

May 10, 2016

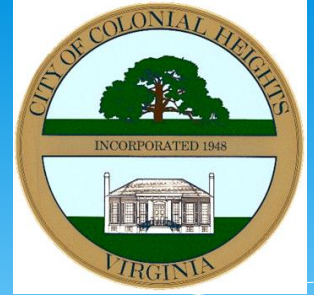


12. Consent Agenda

E. AN ORDINANCE NO 16-6 (Second Reading) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2016; for general municipal purposes.

Colonial Heights City Council Meeting

May 10, 2016



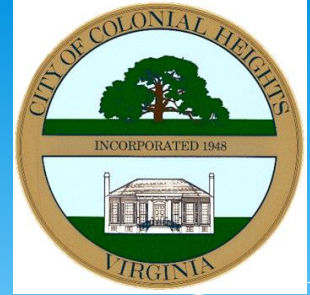
12. Consent Agenda

F.

AN ORDINANCE NO 16-7 (Second Reading) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.

Colonial Heights City Council Meeting

May 10, 2016

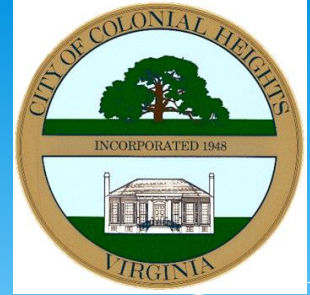


12. Consent Agenda

- G.** ***AN ORDINANCE NO 16-8 (Second Reading) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2016, and ending December 31, 2016; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.***

Colonial Heights City Council Meeting

May 10, 2016

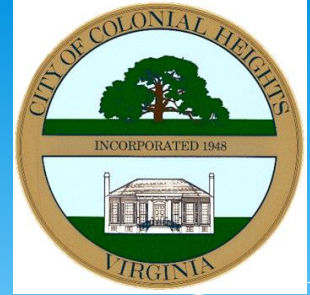


12. Consent Agenda

H. AN ORDINANCE NO 16-9 (Second Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.

Colonial Heights City Council Meeting

May 10, 2016

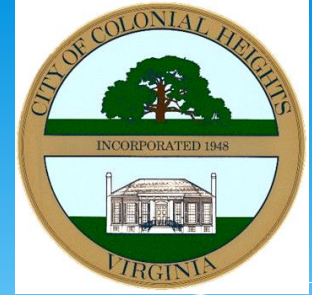


12. Consent Agenda

- I. *AN ORDINANCE NO 16-9 (Second Reading) Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017; for general municipal purposes.***

Colonial Heights City Council Meeting

May 10, 2016



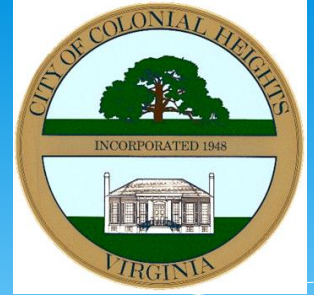
12. Consent Agenda

- J. AN ORDINANCE NO 16-11 (Second Reading) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, to increase charges for sewer service.***

Proposed Utility Increase						
Effective 7/1/2016						
					Bi-monthly	
			Current	Proposed	Increase	
Usage 0 Cubit Feet						
Water			22.33	22.33	0.00	
Sewer			26.98	27.65	0.67	
Refuse			22.80	22.80	0.00	
Storm Water			4.00	4.00	0.00	
			76.11	76.78	0.67	
Usage 1,000 Cubit Feet						
Water			22.33	22.33	0.00	
Sewer			52.48	53.75	1.27	
Refuse			22.80	22.80	0.00	
Storm Water			4.00	4.00	0.00	
			101.61	102.88	1.27	
Usage 1800 Cubit Feet						
Water			35.17	35.21	0.04	
Sewer			72.88	74.63	1.75	
Refuse			22.80	22.80	0.00	
Storm Water			4.00	4.00	0.00	
			134.85	136.64	1.79	

Colonial Heights City Council Meeting

May 10, 2016

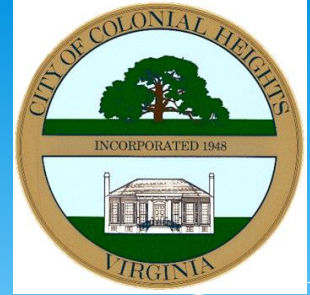


12. Consent Agenda

K. AN ORDINANCE NO 16-12 (second Reading) To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code, to increase charges for water service.

Colonial Heights City Council Meeting

May 10, 2016

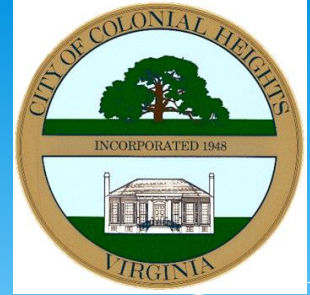


12. Consent Agenda

L. AN ORDINANCE NO 16-13 (Second Reading) To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment for Digital Resource Specialist, Heavy Truck/Bus Technician, Utility Billing Supervisor, Financial Technician I, Financial Technician II, Revenue Supervisor, revised Financial Specialist I and Meter Reader, and removes Customer Service Representative and Assessor's Office Technician; and adopts new and revised job descriptions for such positions.

Colonial Heights City Council Meeting

May 10, 2016



12. Consent Agenda

M. AN ORDINANCE NO 16-14 (Second Reading) To amend and reordain §§ 109-3, 109-7, and 109-8 of Chapter 109 of the Colonial Heights City Code and repeal the unnumbered Schedule of Building and Related Permit Fees in Chapter 109

FEE STRUCTURE: BUILDING INSPECTIONS

Presented by:
C. Scott Davis,
LP.D.
Director of Planning
and Community
Development

OVERVIEW OF FEE STUDY

■ Why review our fee structure?

- Very few changes made in 20 years – specifically Building Inspections
- Verify fees are relevant to certain costs to the City – pay for resources you use
- Comparison with other local governments - especially those w/growth
- Way to evaluate the operation

OVERVIEW OF FEE STUDY

■ Division compared fees with certain localities

■ Surrounding area and those used in previous studies by City Council

- Chesterfield County
- Dinwiddie County
- City of Fredericksburg
- City of Hopewell
- City of Martinsville
- County of Prince George
- City of Petersburg
- City of Salem
- City of Staunton
- City of Williamsburg
- City of Winchester

■ Building Inspections

- Considerably lower in residential fees per square foot
- Competitive in commercial fees
- Residential and commercial permits need a higher base fee

CURRENT BUILDING INSPECTION FEES

Residential Building Permits	
Minimum fee	\$25
Single family dwellings, additions, garages, carports, storage buildings (less 256 sq ft), covered porches and decks	\$0.10 per sq.ft.
Basements, residential unfinished interior areas, uncovered porches and uncovered decks	\$0.05 per sq.ft.
Swimming Pool	\$30 base fee - excess of \$15,000 in actual cost is 1% of amount over plus base fee
Demo, moving or relocation, addition of brick, masonry fireplace including relining or replacement	\$25 base fee - in excess of \$15,000 actual cost is 1% of amount over plus base fee
Commercial Building Permits	
Minimum on all permits	\$25
New construction	1% of contract price
Additions	1% of contract price
Tenant upfits	1% of contract price

CURRENT BUILDING INSPECTION FEES

Residential Electrical Permit		
New single family dwelling		\$25 + \$0.04 per sq.ft.
Additions		\$25 + \$0.04 per sq.ft.
Service Change or temp service		\$25
Commercial Electrical Permit		
Minimum fee		\$25
All service activity	1% of contract price or actual cost of all work permitted	
Residential Plumbing Permit		
New single family dwelling		\$25 + \$0.04 per sq.ft.
Additions		\$25 + \$0.04 per sq.ft.
Commercial Plumbing Permit		
Minimum fee		\$25
All commercial plumbing activity	1% of contract price or actual cost of all work permitted	
Residential Mechanical Permit		
New single family dwelling		\$25 + \$0.04 per sq.ft.
Additions		\$25 + \$0.04 per sq.ft.
Commercial Mechanical Permit		
Minimum fee		\$25
All commercial plumbing activity	1% of contract price or actual cost of all work permitted	
Miscellaneous Permits		
Passenger elevator, escalator per unit, freight elevator, hood system, tank permit, other areas covered under USBC		\$25 minimum fee and 1% of contract price

PROPOSED BUILDING INSPECTION FEES

Residential Building Permits	
Single family dwellings, additions, garages, carports, storage buildings (less 256 sq ft), covered porches and decks	\$75 base fee + \$0.20 per sq.ft.
Basements, residential unfinished interior areas, uncovered porches and uncovered decks	\$75 base fee + \$0.15 per sq.ft.
Swimming Pool	\$50 base fee - excess of \$15,000 in actual cost is 1% of amount over \$15,000 plus base fee
Demo, moving or relocation, addition of brick, masonry fireplace including relining or replacement	\$75 base fee - in excess of \$15,000 actual cost is 1% of amount over \$15,000 plus base fee
Commercial Building Permits	
New construction	\$75 base fee + 1% of contract price
Additions	\$75 base fee + 1% of contract price
Tenant upfits	\$75 base fee + 1% of contract price
Residential Electrical Permit	
New single family dwelling	\$75 base fee + \$0.06 per sq.ft.
Additions	\$75 base fee + \$0.06 per sq.ft.
Service Change or temp service	\$75
Commercial Electrical Permit	
All service activity	\$75 base fee + 1% of contract price

PROPOSED BUILDING INSPECTION FEES

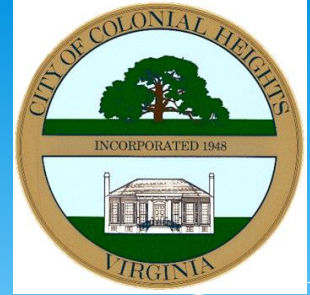
Residential Plumbing Permit	
New single family dwelling	\$75 base fee + \$0.06 per sq.ft.
Additions	\$75 base fee + \$0.06 per sq.ft.
Commercial Plumbing Permit	
All commercial plumbing activity	\$75 base fee + 1% of contract price
Residential Mechanical Permit	
New single family dwelling	\$75 base fee + \$0.06 per sq.ft.
Additions	\$75 base fee + \$0.06 per sq.ft.
Commercial Mechanical Permit	
All commercial plumbing activity	\$75 base fee + 1% of contract price
Miscellaneous Permits	
Passenger elevator, escalator per unit, freight elevator, hood system, tank permit, other areas covered under USBC	\$75 base fee and 1% of contract price

FEE CHANGES ACCOMPLISH

- Costs related to resources/services used
- Better use of general fund dollars
- Streamlines fee structure
- Updates outdated fees

Colonial Heights City Council Meeting

May 10, 2016

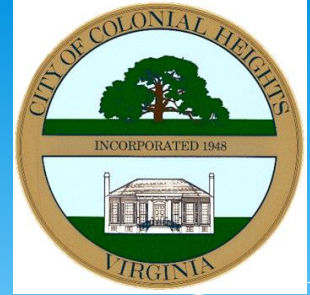


12. Consent Agenda

N. AN ORDINANCE NO 16-16 (Second Reading) To amend and reordain §§ 111-1 and 111-3 of Chapter 111 of the Colonial Heights City Code, relating to the assignment, placement, size, and style of address numbers

Colonial Heights City Council Meeting

May 10, 2016

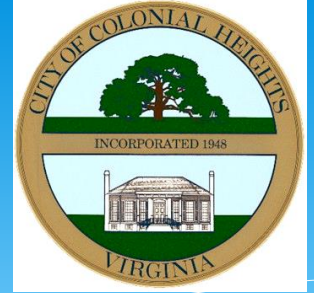


12. Consent Agenda

- O. AN ORDINANCE NO 16-17 (Second Reading) To amend and reordain § 247-18 of Chapter 247 of the Colonial Heights City Code, relating to coasting or sliding by certain means on a sidewalk in a RO, BB or GB Zoning District***

Colonial Heights City Council Meeting

May 10, 2016

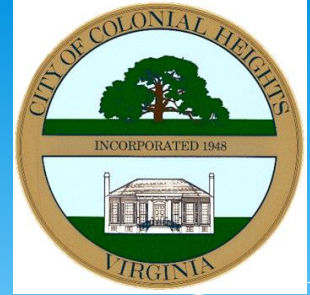


12. Consent Agenda

***P. Special Meeting Minutes
November 10, 2016***

Colonial Heights City Council Meeting

May 10, 2016

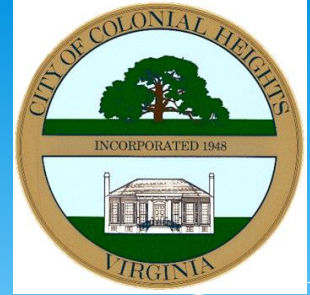


13. Introduction and Consideration of Ordinances and Resolutions

A. A RESOLUTION NO 16-14 Authorizing signatures of certain officers to appear on checks of various accounts of the City of Colonial Heights, Virginia, effective July 1, 2016; and to appeal Resolution No. 16-2

Colonial Heights City Council Meeting

May 10, 2016

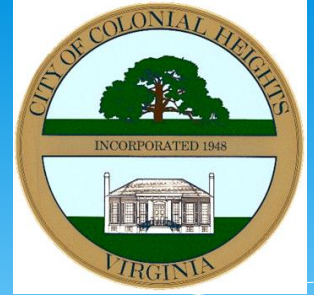


13. Introduction and Consideration of Ordinances and Resolutions

***B. A RESOLUTION NO 16-16 Authorizing
the City Manager to execute an
Extension Addendum to the
Programmatic Project Administration
Agreement for Revenue Sharing
Projects with the Virginia Department
of Transportation.***

Colonial Heights City Council Meeting

May 10, 2016

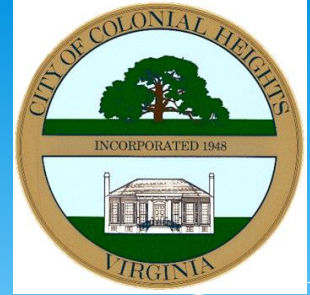


13. Introduction and Consideration of Ordinances and Resolutions

C. AN ORDINANCE NO 16-FIN-10 (First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to transfer \$100,000 from contingencies to Comprehensive Services to provide matching funds for supplemental funding requested by the Community Services Board for current and projected expenditures.

Colonial Heights City Council Meeting

April 12, 2016

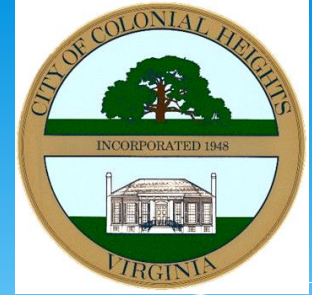


13. Introduction and Consideration of Ordinances and Resolutions

B. AN ORDINANCE NO 16-17 (First Reading) To amend and reordain § 247-18 of Chapter 247 of the Colonial Heights City Code, relating to coasting or sliding by certain means on a sidewalk in a RO, BB or GB Zoning District

Colonial Heights City Council Meeting

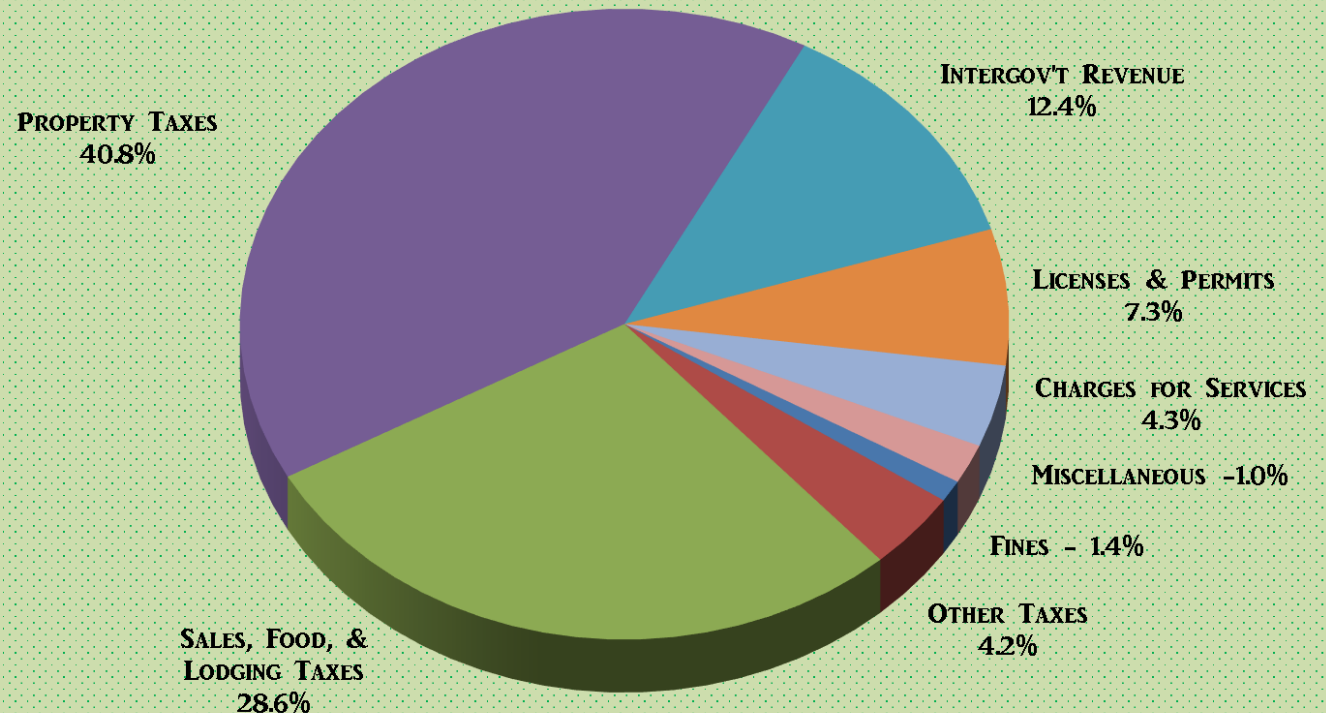
May 10, 2016



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

A. AN ORDINANCE NO 16-FIN-5 (Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

CITY OF COLONIAL HEIGHTS PROPOSED FY16-17 ANNUAL BUDGET GENERAL FUND OPERATING REVENUES

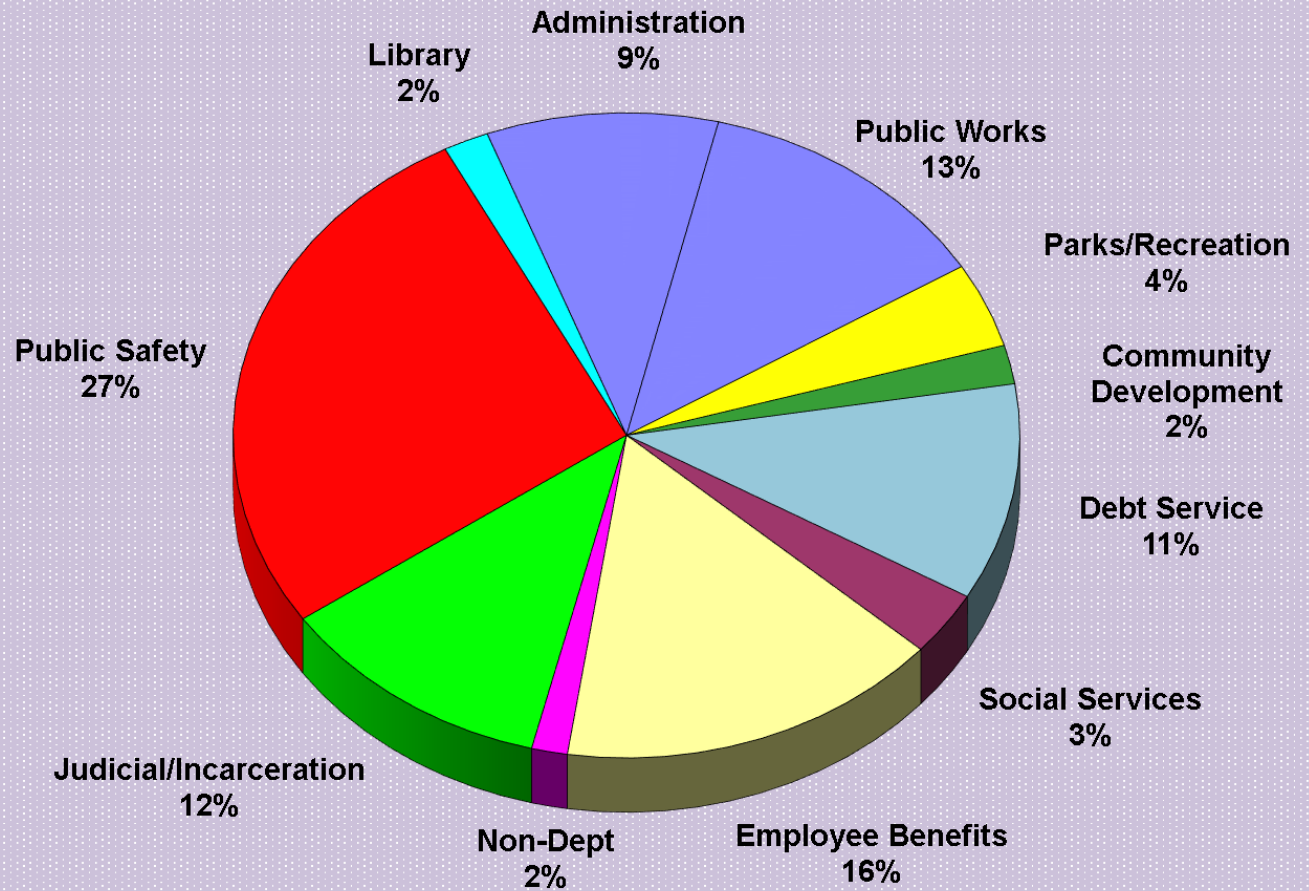


SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



**CITY OF COLONIAL HEIGHTS
PROPOSED FY16-17 ANNUAL BUDGET
GENERAL FUND OPERATING EXPENDITURES**



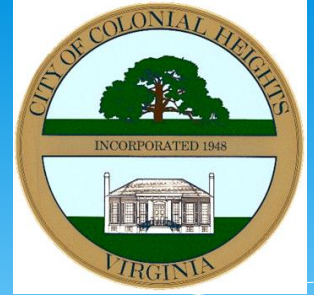
SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



Colonial Heights City Council Meeting

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

- B.** ***AN ORDINANCE NO 16-5 (Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2016, and ending December 31, 2016; and 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, 2017, and ending December 31, 2017, for general municipal purposes.***

Annual Impact of Property Tax Rate Increase on SF-Homes

(Current Rate - \$1.14 per \$100 valuation)

	<u>\$100,000 Valuation</u>	<u>\$144,416* Valuation</u>	<u>\$200,000 Valuation</u>
\$.01 Increase (0.9%)	\$10.00	\$14.44	\$20.00
\$.03 Increase (2.6%)	\$30.00	\$43.32	\$60.00
\$.06 Increase (5.3%)	\$60.00	\$86.65	\$120.00
\$.11 Increase (9.65%)	\$110.00	\$158.86	\$220.00
\$.12 Increase (10.5%)	\$120.00	\$173.30	\$240.00

*2016 Average SF-Home Value

CITY OF COLONIAL HEIGHTS PROPERTY TAX RATE HISTORY SINCE 1969

1969 – 1974..... **\$1.30**

1975 - 1976..... **\$1.15**

1977 – 1997..... **\$1.25**

1998 – 2005..... **\$1.20**

2006 – 2007..... **\$1.18**

2008..... **\$1.15**

2009 – 2012..... **\$1.10**

2013 - 2016..... **\$1.14**

2017 (proposed) **\$1.20**

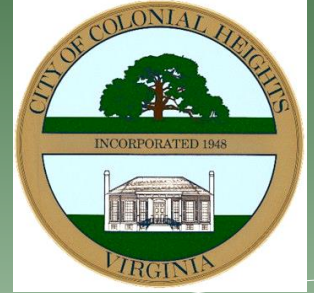
***Per \$100 Valuation**



FY2016-17 ANNUAL OPERATING BUDGET

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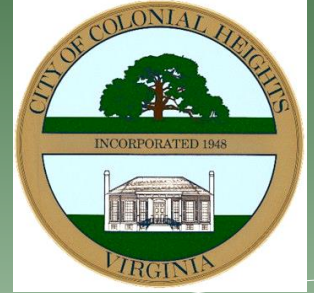
15. Reports of Officers and Documents Related Thereto

A. *City Manager*

1. General Activity Report and/or Project Update

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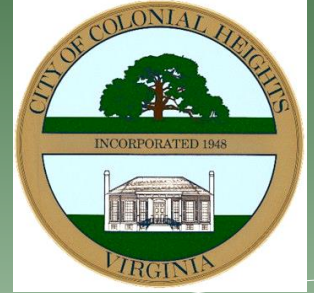


15. Reports of Officers and Documents Related Thereto

B. City Attorney

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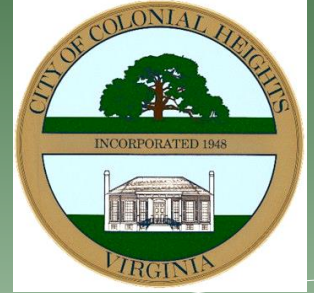


15. Reports of Officers and Documents Related Thereto

C. *Director of Planning and Community Development*

Colonial Heights City Council Meeting

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16. Consideration of Claims.

17. Adjournment

Colonial Heights City Council Meeting

May 10, 2016

