

# COLONIAL HEIGHTS CITY COUNCIL AGENDA

## SPECIAL MEETING CITY HALL

### Council Members

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-Mayor  
T. Gregory Kochuba, Mayor

February 18, 2020

201 James Avenue, Colonial Heights, VA

6:00 PM

1. Call To Order
2. Roll Call
3. Declarations Of Personal Interest
4. Closed Meeting Pursuant To The Code Of Virginia In Accordance With The Following Provision:
  - Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of a parcel of real property on Royal Oak Avenue that is part of the Riverside Park Subdivision, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
  - Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter - namely, contractual terms of a proposed development of real property on Temple Avenue - requiring the provision of legal advice by such counsel.
5. Vote To Come Back Into Open Meeting.

The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of a parcel of real property on Royal Oak Avenue that is part of the Riverside Park Subdivision, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter - namely, contractual terms of a proposed development of real property on Temple Avenue - requiring the provision of legal advice by such counsel.

Consideration of the following certification:

Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed

meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Roll Call. An affirmative vote shall constitute certification of compliance.

6. AN ORDINANCE NO 20-6  
(*First Reading*) Awarding the City Attorney a 1% pay increase and a \$5,000 bonus.

Documents:

[EX SUMMARY ORD 20-6.PDF](#)  
[AN ORDINANCE NO 20-6.PDF](#)

7. Work Session On The Following Items:

- A. City Branding Project Update And Discussion

Documents:

[EX SUMMARY BRANDING PROJECT UPDATE.PDF](#)

- B. Position Reorganization Discussion

Documents:

[EXECUTIVE SUMMARY POSITION REORGANIZATION.PDF](#)

- C. Roundabout Area Enhancement Update And Discussion

Documents:

[EX SUMMARY ROUNDABOUT.PDF](#)  
[TEMPLE ROUNDABOUT SIGN L501.PDF](#)

- D. Update And Discussion Of The Potential For Future Trail Projects

Documents:

[EX SUMMARY TRAIL PROJECTS.PDF](#)  
[TRAIL MAP.PDF](#)  
[FOLAR PLAN - EXCERPT.PDF](#)

- E. Update And Discussion Of The City Infrastructure Condition Assessment

Documents:

[EX SUMMARY INFRASTRUCTURE.PDF](#)  
[PRESENTATION-SEWER WATER SYSTEM ASSESSMENT.PDF](#)  
[DRAINAGE PROJ UPDATES AND MAPS.PDF](#)  
[EMERGENCY UTILITY REPAIRS.PDF](#)  
[HROUDA PUMP STATION UPDATE.PDF](#)  
[HROUDA PUMP STATION UPDATE-MAPS.PDF](#)

F. City Council Retreat Action Items

Documents:

[EX SUMMARY RETREAT ACTION.PDF](#)  
[CITY COUNCIL RETREAT-FOLLOW-UP.PDF](#)

8. Adjournment



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** Ordinance No. 20-6

**DEPARTMENT:** City Council

**PROPOSED ACTION:** Approve first reading of Ordinance No. 20-6.

**BACKGROUND:** City Council is awarding the City Attorney an increase of 1% of his annual salary plus a \$5,000 bonus after his annual performance evaluation.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Approve first reading of Ordinance No. 20-6.

**ATTACHMENTS:** Ordinance No. 20-6

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

AN ORDINANCE NO. 20-6

Awarding the City Attorney a 1% pay increase and a \$5,000 bonus.

WHEREAS, the City Council has reviewed the City Attorney's performance during the last year and believes he should be awarded a 1% pay increase of his current salary and a bonus of \$5,000.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That Hugh P. Fisher, III, City Attorney, is awarded a 1% pay increase of his current salary and a bonus of \$5,000.
2. That this Ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

---

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** City Branding Project Update and Discussion

**DEPARTMENT:** City Manager's Office

**PROPOSED ACTION:** Update and Discussion.

**BACKGROUND:** City staff has been working on developing a new City brand. This new City brand will include a new logo design, a complementary tag line, and new colors. The timing of this project is in sync with our contracted CivicPlus City Website redesign project. Staff will provide a presentation at the worksession to the present the new branding concept to City Council.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:** None

- Staff will be making a detailed presentation on this agenda item at the meeting.
  - Staff will provide brief comments and answer questions on this item at the meeting.
  - This is a routine procedural item and no presentation is planned for the meeting.
- Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



## Colonial Heights City Council Meeting Agenda Item Executive Summary

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** Position Reorganization Discussion

**DEPARTMENT:** City Manager's Office

**PROPOSED ACTION:** Staff briefing and discussion with City Council.

**BACKGROUND:** At the worksession, staff will discuss with Council some proposals for several position reorganizations:

**Police Department** - staff is proposing to convert one Police Officer position to Animal Control Supervisor.

**Fire Department (Communications)** – staff is proposing to convert one Battalion Chief position to be the head of Communications with the position being titled Emergency Communications Center Manager.

Staff will provide additional information on these reorganization concepts (and potentially more) at the worksession.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:** N/A

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** Roundabout Area Enhancement Update/Discussion

**DEPARTMENT:** City Manager Office/Recreation and Parks

**PROPOSED ACTION:** Discussion by City Council and Staff.

**BACKGROUND:** The City currently has \$50,000 budgeted to install mist irrigation and plantings in the medians east and west of the roundabout on Temple Avenue. The water supply lines were installed during the roundabout project build and are operational. Although there are no power lines in place to supply service to the irrigation system for timers and water valves, staff is confident that power service can be run from the traffic cabinet at Ridge Road and Temple Avenue to the water valve for the specified drip irrigation system for the medians and the central roundabout without having to bore under the road. This item will also provide the opportunity for further discussion of ideas for the central island. The previous design for a potential roundabout sign is attached for reference purposes.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:**

Previous Sign Design

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*





## Colonial Heights City Council Meeting Agenda Item Executive Summary

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** Potential Future Trail Projects Discussion

**DEPARTMENT:** City Manager Office/Public Works

**PROPOSED ACTION:** Discussion of potential connections from the River Trail to other areas, including the proposed Ashland to Petersburg Trail.

**BACKGROUND:** The Virginia Department of Transportation (VDOT) initiated the Ashland to Petersburg Trail Study to identify a preferred corridor for a multi-use trail that will extend between Ashland to Petersburg, a distance of approximately 40 miles. Colonial Heights worked with VDOT in stakeholder and public outreach meetings to identify the preferred corridor for the Colonial Heights segment of the Ashland to Petersburg Trail.

Specific to the City, the preferred corridor travels north from VSU within the abandoned Seaboard Line Railroad line along the western City boundary, over Swift Creek at the location of the remnants of the former bridge crossing, and exiting the City just north of Swift Creek Lane (see map).

On February 4th, the City received notification that the trail study had concluded and the final report was available for review. Now that the study has concluded, individual localities can choose to select portions on the preferred corridor, within their respective municipal boundaries, to apply for funding. It is anticipated that localities will utilize the preliminary designs and cost estimates within the final report to compile their funding application. The next opportunity for federal/state transportation funding is March 2020, when Smart Scale applications are due. The Tri-Cities MPO is proposing to submit a funding application for the section of the preferred corridor located on Virginia State University property and crossing over the Appomattox River into Petersburg. Sections of the trail north of VSU, within the Tri-Cities MPO boundaries, will be managed by the localities where the proposed trail is to be located.

At the work session, staff will discuss potential connections from the Appomattox River Trail in Colonial Heights to other locations, including the proposed Ashland to Petersburg Trail. Staff will also provide an update on the bid process for Phase IV of the Appomattox River Trail in Colonial Heights.

**BUDGET/FINANCIAL IMPACT:**

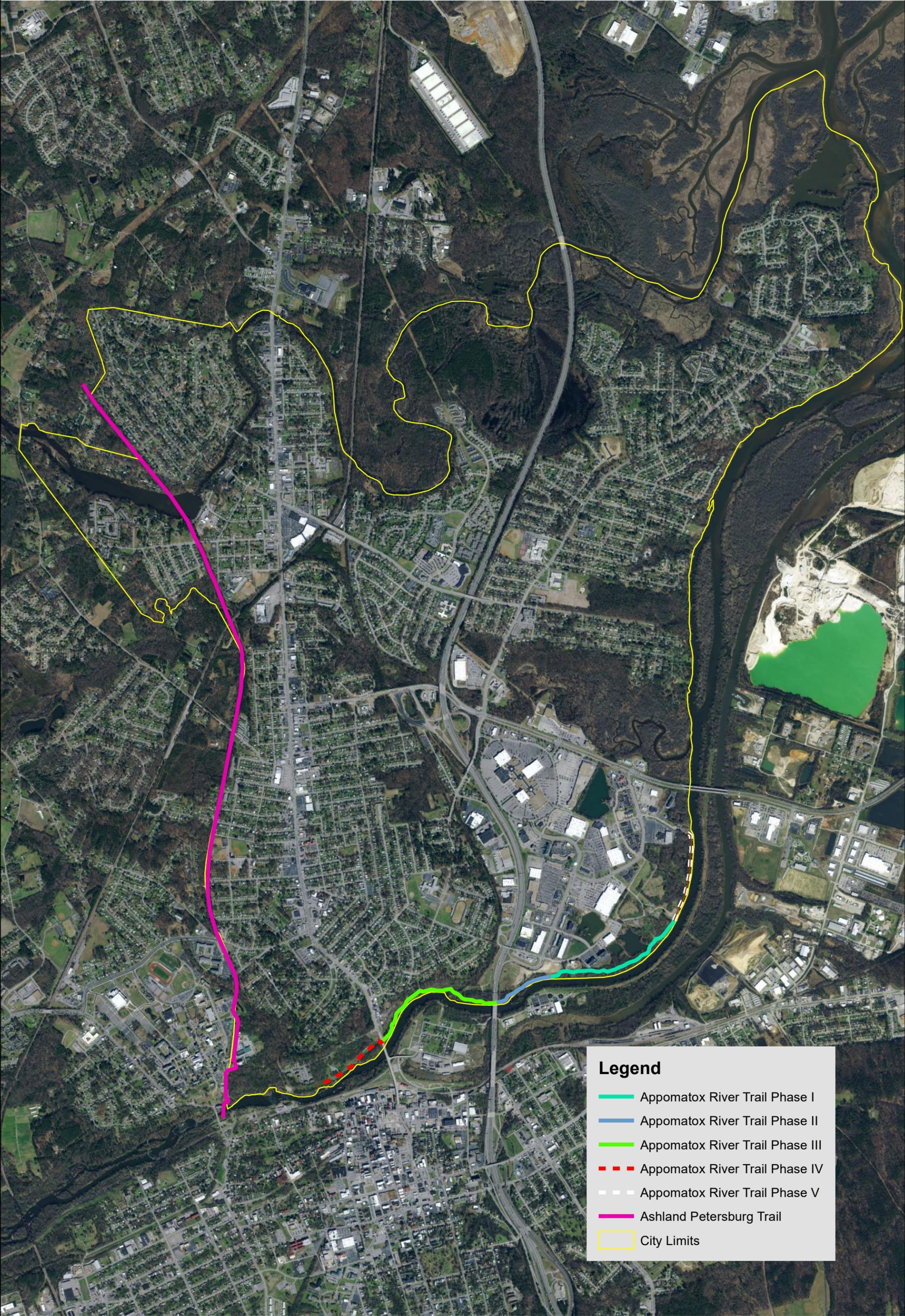
**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:** Trail Map; FOLAR Plan - excerpt.

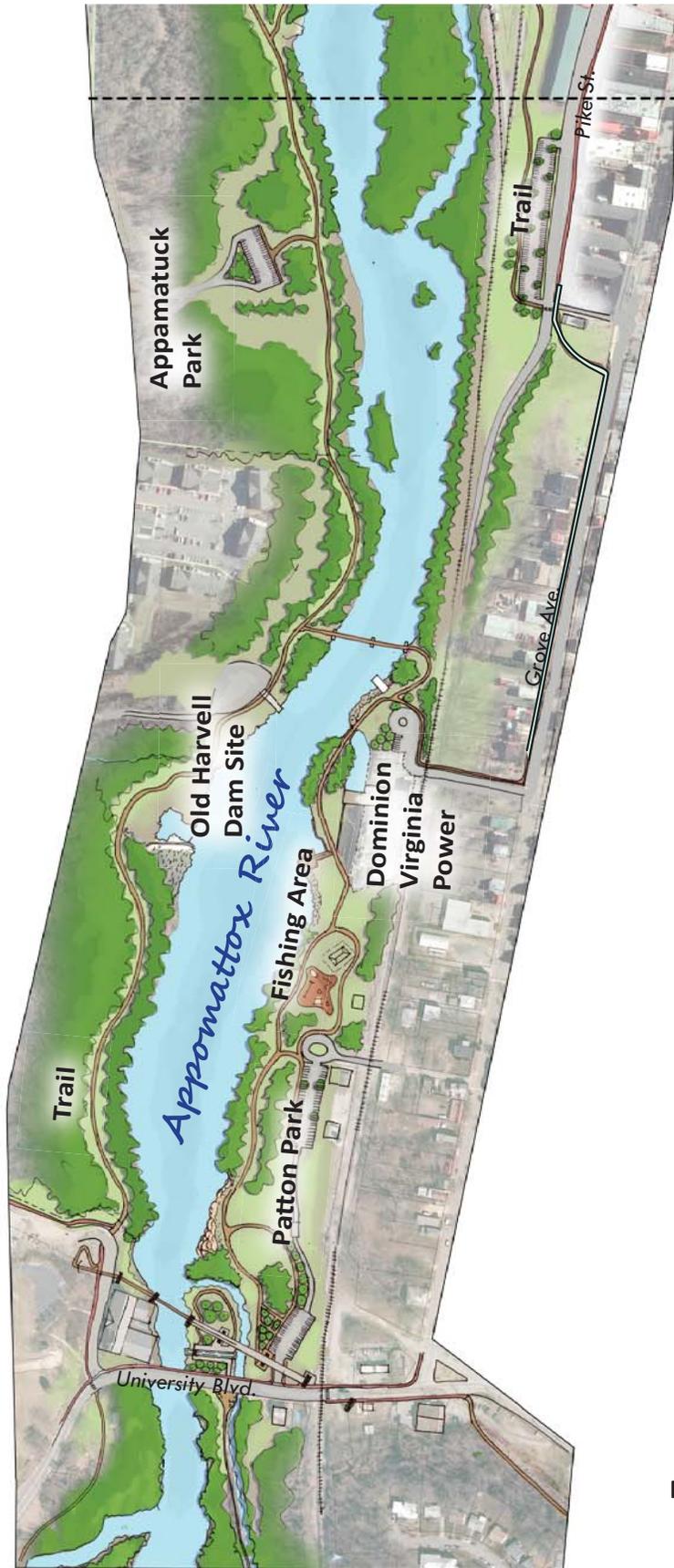
- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



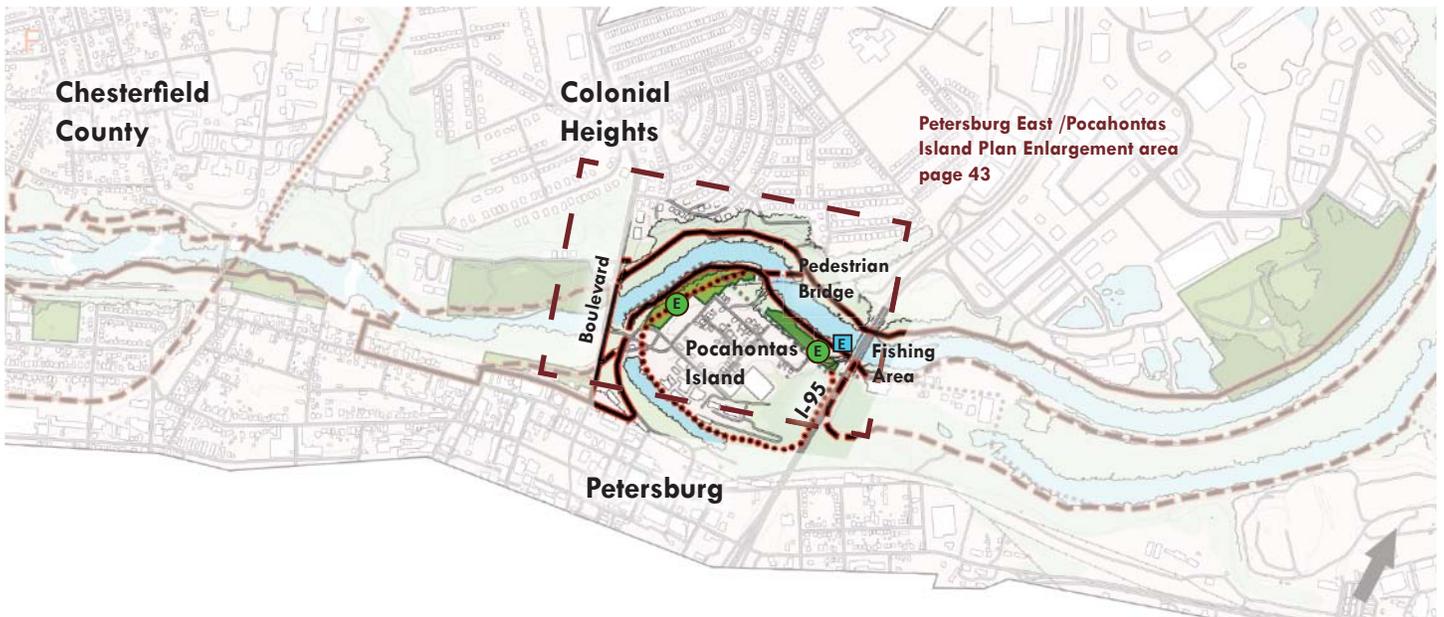
**Legend**

- Appomattox River Trail Phase I
- Appomattox River Trail Phase II
- Appomattox River Trail Phase III
- Appomattox River Trail Phase IV
- Appomattox River Trail Phase V
- Ashland Petersburg Trail
- City Limits



N.T.S.





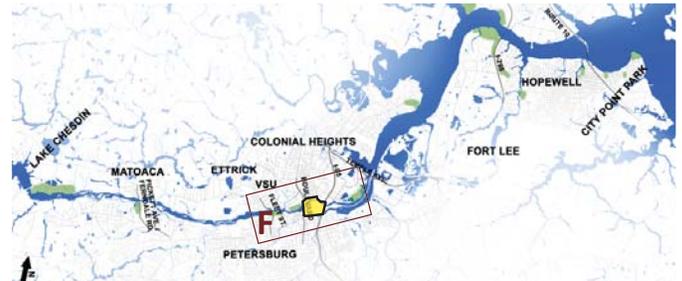
Section F

**Boulevard to I-95**

This section of river has trails on both the north bank in Colonial Heights and on Pocahontas Island in Petersburg, which are established, ADA accessible, and moderately well-used.

The halfway point along the existing north bank trail segment is a trail overlook (see photo at right) that is directly in line with a set of historic bridge abutments. **This would be an ideal location for a pedestrian bridge that links the north and south banks of the river (see photos below).**

**Other recommended improvements on the south bank include expanding the sidewalk network, connecting to the sidewalks on the Boulevard bridge, adding an “upper” trail along the old railroad bed, paving the existing trail for use by**



Existing trail overlook on north side of river



Existing bridge abutments



Rendering showing potential pedestrian bridge



*Existing parking and trail access at Pocahontas Island*

**a variety of users (see photos below), clearly defining a parking area and trailhead with signage, adding comfort stations and benches, and redesigning the fishing area on the east end of the trail (below I-95) (see photo at right).**

**Improvements could also include expanding the existing field sports area and converting the old railway line to a trail encircling the community.**

**Recommended Improvements Summary:**

- Sidewalk improvements
- Convert historic rail bed to trail
- Convert existing trail to shared-use path and improve trailhead and parking
- Add a pedestrian bridge across the river
- Improve fishing area and extend trail to Magazine Road.

See cost details on Estimate Summary page 65.



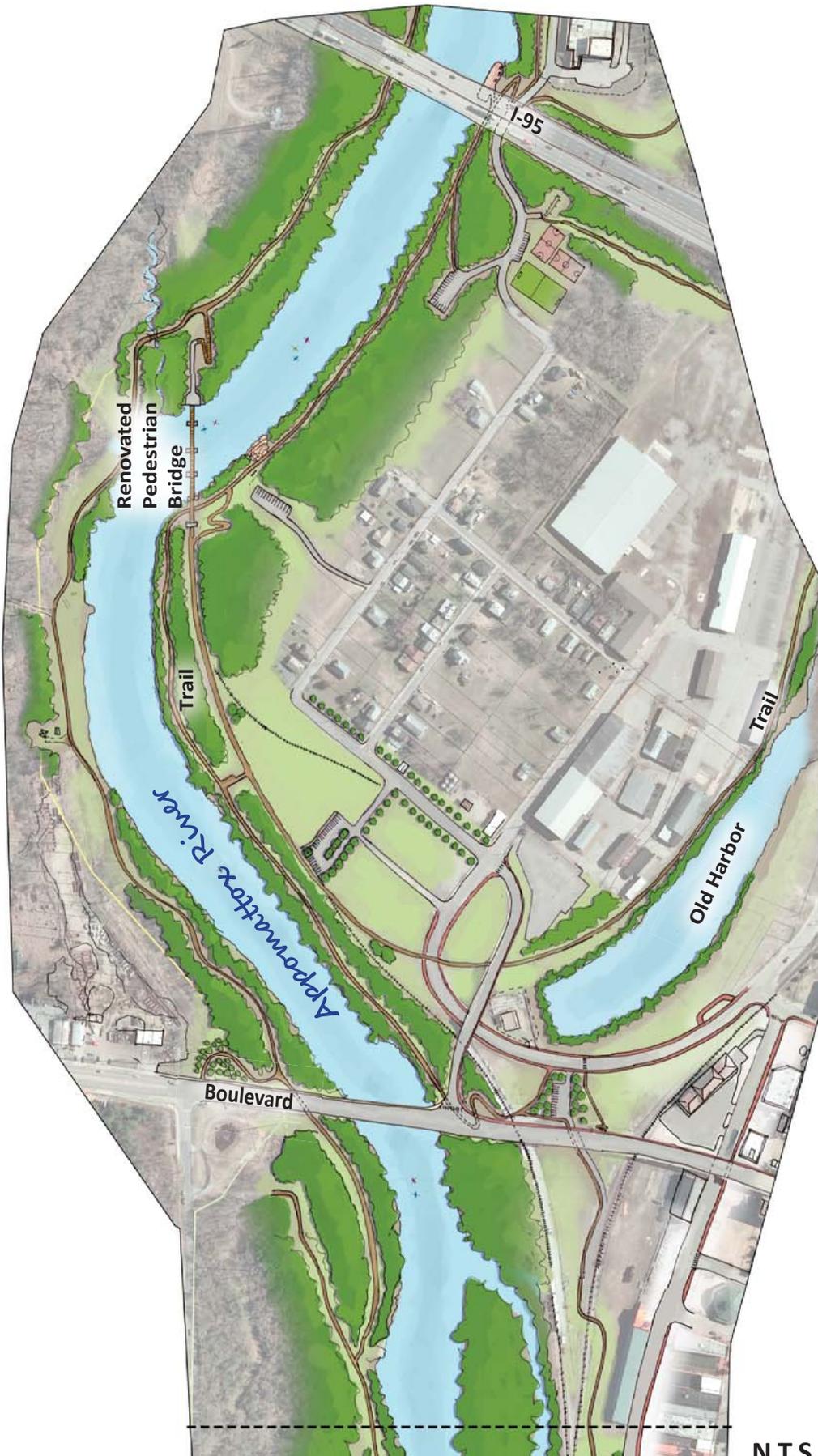
*Existing trail at Pocahontas Island*



*Potential fishing access*



*Rendering showing potential trail improvements*



Petersburg East/  
Pocahontas Island Plan Enlargement Area

N.T.S.





## Colonial Heights City Council Meeting Agenda Item Executive Summary

---

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** Update and Discussion of the City Infrastructure Condition Assessment

**DEPARTMENT:** City Manager Office/Public Works

**PROPOSED ACTION:** Update and Discussion.

**BACKGROUND:** An Infrastructure Condition Assessment was included in the utility rate study being conducted for the City. Staff will review the following items with Council:

- The attached presentation by Hazen and Sawyer, the firm conducting the infrastructure assessment
- Drainage project updates on several current drainage projects
- FY 19-20 Emergency Wastewater Repair Overview as it related to emergency sewer repair projects, costs, and funding sources
- An update on the Hrouda Pump Station Project
- South Central Wastewater Plant Project Update and grant application process/funding

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:** Presentation - Sanitary Sewer & Water Distribution System Condition Assessment; Drainage Project Updates and Maps; FY 19-20 Emergency Wastewater Repair Overview; Hrouda Pump Station Update and Maps

**Staff will be making a detailed presentation on this agenda item at the meeting.**

**Staff will provide brief comments and answer questions on this item at the meeting.**

**This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# Hazen



## Sanitary Sewer & Water Distribution System Condition Assessment

January 9, 2020

## Agenda

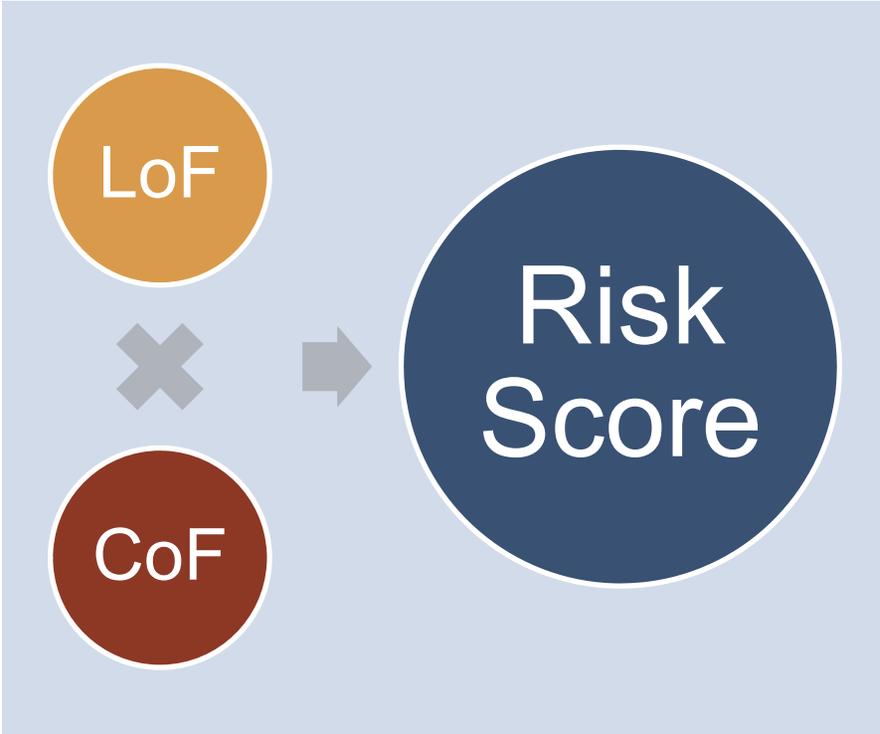
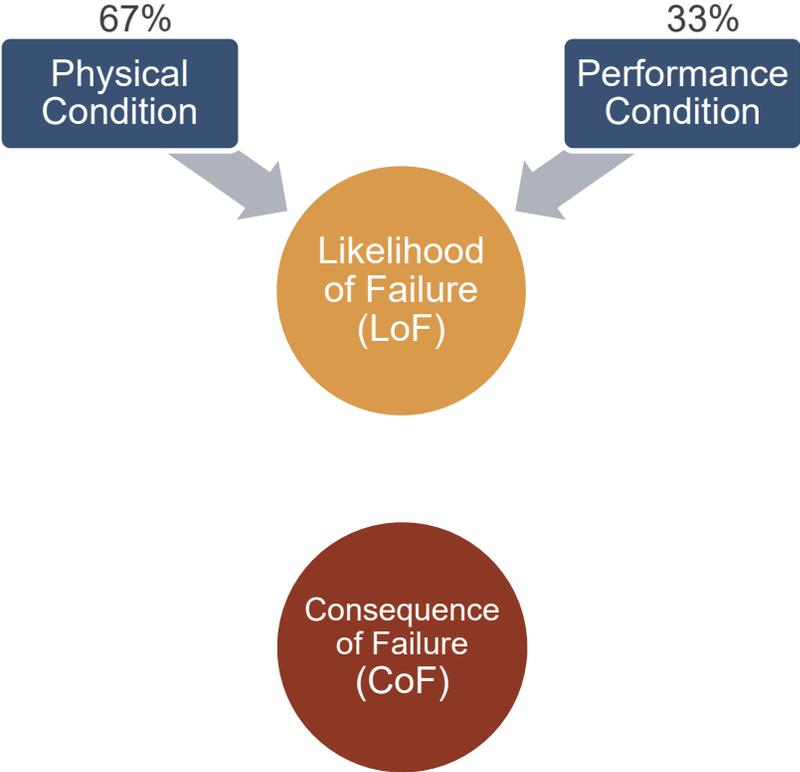
- Risk Assessment Purpose and Background
- Risk Assessment Approach and Results
- CIP Recommendations
- Next Steps

## Purpose & Background – Infrastructure Strategy

- Know what assets you own
- Understand asset condition and criticality
- Understand performance and serviceability, remaining life, and economic value/replacement cost
- More accurately plan for and prioritize long-term capital needs
- Proactively reduce overall infrastructure risk



# Risk Assessment Methodology



# Risk Assessment Methodology

## Likelihood of Failure (LoF)

### Likelihood of Failure

- Vertical Assets (pump stations and water tanks)
  - Physical Condition (67%)
  - Performance Condition (33%)
- Linear Assets (pipes)
  - Age (35%)
  - Soil Corrosivity (20%)
  - Pipe Material (10%)
  - Failure History (35%)

### Consequence of Failure

- Vertical Assets
  - Regulatory Compliance (20%)
  - Level of Service (40%)
  - Safety (25%)
  - O&M Impacts (15%)
- Linear Assets
  - Diameter (20%)
  - Pipe Depth (20%)
  - Cost Impact (20%)
  - Proximity to Water Bodies (20%)
  - Population Density (20%)

## Approach

- **Field investigation** to determine physical condition
- **Onsite interviews** with operations staff to determine performance condition
- **Desktop analyses** to determine pump station resiliency and consequence of failure
- Development of **renewal and replacement costs and timing**

# Vertical Assets Risk Matrices

Assets Projected for Replacement within 25 YRs

Risk Matrix - # of Vertical Assets for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Pump Station & Water Tank Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	6 2.0%	15 4.9%	21 6.8%	4 1.3%	1 0.3%	47 15%	Low	65 21%
	2	3 1.0%	18 5.9%	82 26.7%	22 7.2%	2 0.7%	127 41%		Medium Low
	3 Moderate Impact	2 0.7%	1 0.3%	20 6.5%	8 2.6%	1 0.3%	32 10%	Medium High	11 4%
	4	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0%	High	1 0%
	5 High Impact	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0%		1 0%
Condition Totals		11 4%	34 11%	123 40%	34 11%	4 1%	206 67%		206 67%

Risk Matrix - \$ of Vertical Assets for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Pump Station & Water Tank Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$90,000 1.10%	\$61,920 0.76%	\$83,320 1.02%	\$14,120 0.17%	\$1,600 0.02%	\$250,960 3%	Low	\$408,640 5%
	2	\$22,000 0.27%	\$132,400 1.62%	\$571,500 6.98%	\$308,000 3.76%	\$0 0.00%	\$1,033,900 13%		Medium Low
	3 Moderate Impact	\$19,000 0.23%	\$15,000 0.18%	\$398,750 4.87%	\$381,000 4.65%	\$9,500 0.12%	\$823,250 10%	Medium High	\$382,600 5%
	4	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	High	\$9,500 0%
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%		\$9,500 0%
Condition Totals		\$131,000 2%	\$209,320 3%	\$1,053,570 13%	\$703,120 9%	\$11,100 0%	\$2,108,110 26%		\$2,108,110 26%

# Vertical Assets Risk Matrices

Entire Pump Station & Water Storage Tank System

Risk Matrix - # of Vertical Assets									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Pump Station & Water Tank Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	7 2%	21 7%	21 7%	4 1%	1 0%	54 18%	Low	136 44%
	2	29 9%	51 17%	101 33%	25 8%	2 1%	208 68%		Medium
	3 Moderate Impact	7 2%	3 1%	22 7%	8 3%	1 0%	41 13%	Low	15 5%
	4	1 0%	0 0%	4 1%	0 0%	0 0%	5 2%	Medium	5 1%
	5 High Impact	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	High	1 0%
Condition Totals		44 14%	75 24%	148 48%	37 12%	4 1%	308 100%		308 100%

Risk Matrix - \$ of Vertical Assets									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Pump Station & Water Tank Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$94,220 1.15%	\$97,920 1.20%	\$83,320 1.02%	\$14,120 0.17%	\$1,600 0.02%	\$291,180 4%	Low	\$1,127,960 14%
	2	\$350,300 4.28%	\$288,500 3.52%	\$611,250 7.47%	\$311,600 3.81%	\$0 0.00%	\$1,561,650 19%		Medium
	3 Moderate Impact	\$213,700 2.61%	\$37,000 0.45%	\$420,750 5.14%	\$381,000 4.65%	\$9,500 0.12%	\$1,061,950 13%	Low	\$4,904,600 60%
	4	\$750,000 9.16%	\$0 0.00%	\$4,522,000 55.24%	\$0 0.00%	\$0 0.00%	\$5,272,000 64%	Medium	\$9,500 0%
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	High	\$8,186,780 100%
Condition Totals		\$1,408,220 17%	\$423,420 5%	\$5,637,320 69%	\$706,720 9%	\$11,100 0%	\$8,186,780 100%		\$8,186,780 100%

# Sanitary Sewer Risk Matrices

Pipe Segments Projected for Replacement within 25 YRs

Risk Matrix - LF of Sanitary Sewer for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Sanitary Sewer Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	Low	0 0%
	2	0 0.00%	0 0.00%	40,869 7.63%	1,353 0.25%	0 0.00%	42,222 8%		Medium
	3 Moderate Impact	0 0.00%	0 0.00%	216,356 40.40%	9,268 1.73%	0 0.00%	225,624 42%	Low	48%
		0 0.00%	0 0.00%	20,011 3.74%	0 0.00%	0 0.00%	20,011 4%	Medium	29,279
	5 High Impact	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	High	0 0%
Condition Totals		0 0.0%	0 0.0%	277,236 51.8%	10,621 2.0%	0 0.0%	287,857 54%		287,857 54%

Risk Matrix - \$ of Sanitary Sewer for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Sanitary Sewer Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$0 0%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.0%	Low	\$0 0%
	2	\$0 0.00%	\$0 0.00%	\$19,850,060 6.03%	\$629,200 0.19%	\$0 0.00%	\$20,479,260 6.2%		Medium
	3 Moderate Impact	\$0 0.00%	\$0 0.00%	\$115,154,390 34.95%	\$4,831,100 1.47%	\$0 0.00%	\$119,985,490 36.4%	Low	41%
		\$0 0.00%	\$0 0.00%	\$18,579,050 5.64%	\$0 0.00%	\$0 0.00%	\$18,579,050 5.6%	Medium	\$23,410,150
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.0%	High	\$0 0%
Condition Totals		\$0 0.0%	\$0 0.0%	\$153,583,500 46.6%	\$5,460,300 1.7%	\$0 0.0%	\$159,043,800 48%		\$159,043,800 48%

# Sanitary Sewer Risk Matrices

Entire Sanitary Sewer System

Risk Matrix - LF of Sanitary Sewer									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Sanitary Sewer Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	Low	39,066
	2	849 0.16%	32,158 6.00%	49,836 9.30%	1,353 0.25%	0 0.00%	84,195 16%		Medium
	3 Moderate Impact	6,059 1.13%	110,399 20.61%	288,440 53.86%	9,268 1.73%	0 0.00%	414,166 77%	Low	86%
	4	306 0.06%	11,028 2.06%	25,887 4.83%	0 0.00%	0 0.00%	37,221 7%	Medium	35,155
	5 High Impact	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	High	0
Condition Totals		7,214 1%	153,585 29%	364,163 68%	10,621 2%	0 0%	535,583 100%		535,583 100%

Risk Matrix - \$ of Sanitary Sewer									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Sanitary Sewer Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$0 0%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	Low	\$27,015,320
	2	\$551,870 0.17%	\$21,935,760 6.66%	\$24,604,740 7.47%	\$629,200 0.19%	\$0 0.00%	\$47,721,570 14%		Medium
	3 Moderate Impact	\$4,527,690 1.37%	\$77,551,030 23.54%	\$162,761,260 49.40%	\$4,831,100 1.47%	\$0 0.00%	\$249,671,080 76%	Low	83%
	4	\$253,920 0.08%	\$9,193,120 2.79%	\$22,609,340 6.86%	\$0 0.00%	\$0 0.00%	\$32,056,380 10%	Medium	\$27,440,440
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	High	\$0
Condition Totals		\$5,333,480 2%	\$108,679,910 33%	\$209,975,340 64%	\$5,460,300 2%	\$0 0%	\$329,449,030 100%		\$329,449,030 100%

# Water Distribution Risk Matrices

Pipe Segments Projected for Replacement within 25 YRs

Risk Matrix - LF of Water Distribution for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Water Distribution Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	Low	0 0%
	2	0 0.00%	0 0.00%	13,463 2.21%	14,092 2.31%	2,848 0.47%	30,403 5%	Medium	27,555 5%
	3 Moderate Impact	0 0.00%	0 0.00%	0 0.00%	17,811 2.92%	1,677 0.28%	19,488 3%	Medium	20,659 3%
	4	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	High	1,677 0%
	5 High Impact	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	High	0 0%
Condition Totals		0 0.0%	0 0.0%	13,463 2.2%	31,903 5.2%	4,525 0.7%	49,891 8%		49,891 8%

Risk Matrix - \$ of Water Distribution for Replacement in 25 Yrs									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Water Distribution Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.0%	Low	\$0 0%
	2	\$0 0.00%	\$0 0.00%	\$8,750,950 2.55%	\$7,217,000 2.10%	\$1,851,200 0.54%	\$17,819,150 5.2%	Medium	\$15,967,950 5%
	3 Moderate Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$8,014,950 2.34%	\$754,650 0.22%	\$8,769,600 2.6%	Medium	\$9,866,150 3%
	4	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.0%	High	\$754,650 0%
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.0%	High	0 0%
Condition Totals		\$0 0.0%	\$0 0.0%	\$8,750,950 2.6%	\$15,231,950 4.4%	\$2,605,850 0.8%	\$26,588,750 8%		\$26,588,750 8%

# Water Distribution Risk Matrices

Entire Water Distribution System

Risk Matrix - LF of Water Distribution									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Water Distribution Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	0 0.00%	0 0.00%	49 0.01%	0 0.00%	0 0.00%	49 0%	Low	129,706
	2	1,689 0.28%	127,968 21.01%	171,008 28.07%	14,410 2.37%	2,848 0.47%	317,923 52%		Medium
	3 Moderate Impact	0 0.00%	101,533 16.67%	163,027 26.76%	24,913 4.09%	1,677 0.28%	291,150 48%	Low	74%
	4	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0%	Medium	27,761
	5 High Impact	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	High	5%
Condition Totals		1,689 0%	229,501 38%	334,084 55%	39,323 6%	4,525 1%	609,122 100%		609,122 100%

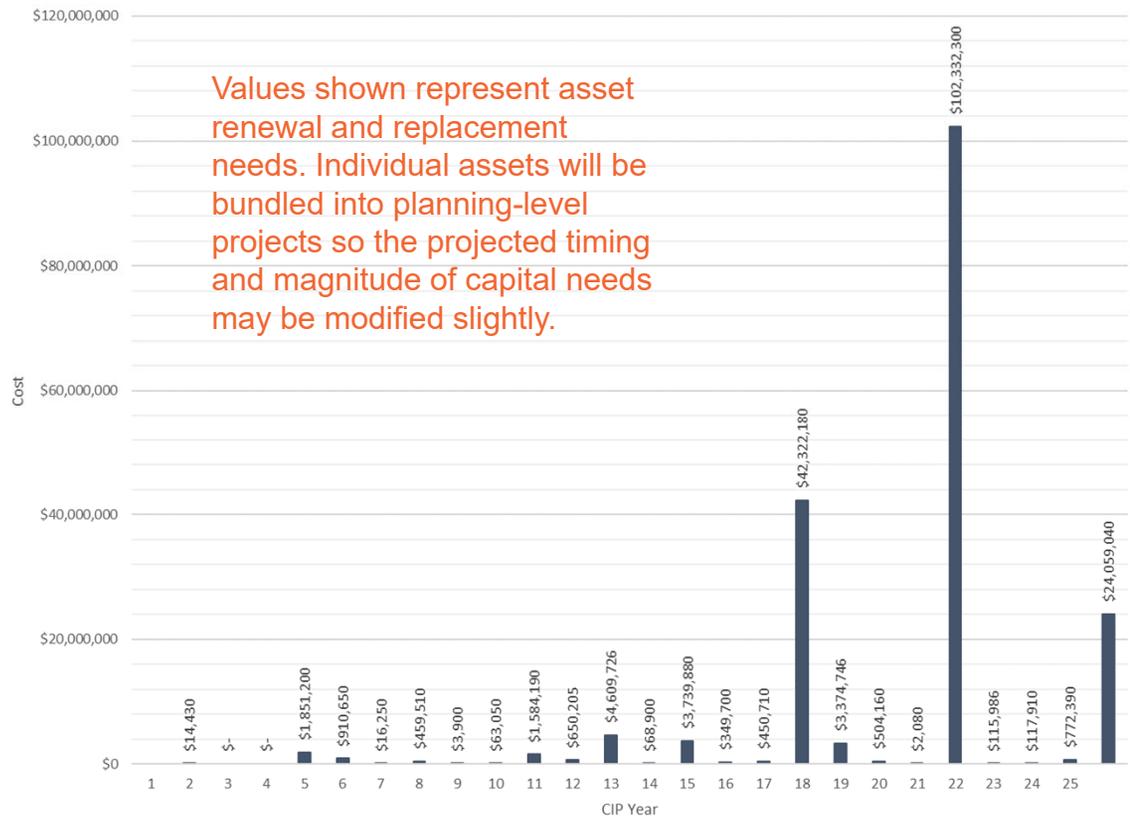
Risk Matrix - \$ of Water Distribution									
Risk Score = LoF * CoF		Likelihood of Failure (LoF)					Criticality Totals	Water Distribution Risk Results	
		1 Very Good	2 Good	3 Fair	4 Poor	5 Very Poor			
Consequence of Failure (CoF)	1 Low Impact	\$0 0.00%	\$0 0.00%	\$31,850 0.01%	\$0 0.00%	\$0 0.00%	\$31,850 0%	Low	\$78,916,810
	2	\$1,097,850 0.32%	\$77,787,110 22.69%	\$84,653,200 24.69%	\$7,423,700 2.17%	\$1,851,200 0.54%	\$172,813,060 50%		Medium
	3 Moderate Impact	\$0 0.00%	\$65,355,810 19.06%	\$89,566,490 26.12%	\$14,351,130 4.19%	\$754,650 0.22%	\$170,028,080 50%	Low	72%
	4	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	Medium	\$16,202,330
	5 High Impact	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0%	High	5%
Condition Totals		\$1,097,850 0%	\$143,142,920 42%	\$174,251,540 51%	\$21,774,830 6%	\$2,605,850 1%	\$342,872,990 100%		\$342,872,990 100%

# Capital Project Recommendations and Prioritization

## Projected 25-Year Capital Needs

### Total Cost:

- \$188 million (\$7.5M/yr) in today's dollars



## Next Steps

- Finalize analysis and program annual budget limits into CIP plan in rate model
- Develop Draft Technical Memorandum

# Discussion

# Nantucket Court and Hemlock Avenue Drainage Improvement Project

Status as of January 10, 2020

## **Background**

These two projects were originally put out for bid on September 25, 2019 to address drainage/stabilization issues along with installing stream restoration practices downstream of each respective outfall. In the City's 2015 TMDL Action Plan, Nantucket Court and Hemlock Ave were identified as projects the City would implement in order to address pollutant load reductions within the Chesapeake Bay Watershed Area as mandated by EPA and DEQ. In order to be in compliance with the action plan, stream restoration practices were added to the construction plans.

The City received one construction bid from Shoosmith Construction in the amount of \$279,000. This bid exceeded the engineer's estimate and the City's budget for construction by over 100%. Shortly after the bid opening, City staff met with representatives from Shoosmith to negotiate services to be performed within the City's budget. Through these discussions, we discovered the stream restoration practices were a major cost driver and had to be cut in order to address the stabilization issues that were of great concern to the property owners adjacent to the two projects.

Public Works staff is currently working with our on-call consultant, JMT, to address the TMDL Action Plan and locate potential projects to cover the pollutant load reductions from the removal of Nantucket and Hemlock projects. Projected costs for each project are listed below.

## **Nantucket Court**

### **Description of Work**

Contractor will extend and tie an existing 15 inch stormwater pipe to a 42 inch stormwater pipe downstream utilizing a new junction box. A new 42" stormwater outfall, exiting the junction box, will allow water to discharge from the stormwater pipe system and large erosion control stone will be utilized for outlet protection and energy dissipation. Existing erosion areas will be stabilized as needed and all areas will be restored to similar or better condition.

### **Estimated Cost**

\$110,000

### **Projected Schedule**

Start of construction is scheduled for late January 2020. Construction expected to take 3 weeks, weather depending.

## **Hemlock Avenue**

### **Description of Work**

Contractor will construct a 12 foot wide triangular ditch for approximately 175 feet starting at the end of Hemlock Avenue north toward Swift Creek. Erosion Control stone will be utilized to dissipate energy as the water flows within the ditch. Existing eroded areas will be stabilized as needed and all areas will be restored to similar or better condition.

### **Estimated Cost**

\$52,000

### **Project Schedule**

Start of project will coincide with the completion of the Nantucket project. Current projection for the start of construction is Mid-February. Construction expected to take 1 week, weather depending.

# Hemlock Avenue Drainage Project

Project Area



1 inch = 500 feet

# Nantucket Court Drainage Project

Project Area



1 inch = 500 feet

**City of Colonial Heights  
Emergency Wastewater Repairs, FY19-20 To date**

<u>Location</u>	<u>Total Estimated Costs</u>	<u>FY20 Estimated Costs</u>	<u>Actual Costs Paid to Date</u>	<u>Contractor</u>	<u>Notes</u>
Washington Avenue	115,231	115,231	72,820	Southern Construction	
Hamilton Avenue at Bristol	287,970	100,621	229,791	Perkinson Construction	\$187,349 paid in FY19, \$54,241 balance is for retaining wall
Lee Avenue at Danville	161,132	161,132	161,132	Southern Construction	Project complete
Lakeview Ave (between Boulevard & Lenoir)	18,470	18,470	-	Southern Construction	
<b>Total Expenses</b>	<b>\$ 582,803</b>	<b>\$ 395,454</b>	<b>\$ 463,743</b>		
FY20 \$3 Capital Charge budgeted for Capital		\$ 141,937			
FY20 Rebate from SCWA (unappropriated)		330,824			
<b>Available resources</b>		<b>\$ 472,761</b>			
Resources available for other emergency wastewater repairs:		\$ 77,307			

## **HROUDA PUMP STATION UPDATE – February 18, 2020 Worksession**

### **BACKGROUND:**

#### **Location and Condition of the Pump Station**

The pumping station (PS) proposed for replacement is located in the Gills Point Subdivision, Section 9 at the end of Wilkshire Court. See attachment 1 for vicinity map. The PS services over 1400 residential properties and the Tussing Elementary School. It is over 50 years old having been originally constructed in 1969. Based on a 2009 preliminary engineering report from consultants, O'Brien and Gere, Inc. and the department's assessment, the PS is functionally obsolete, mechanically deficient and presents safety concerns for city personnel. Specific problems include but are not limited to the following:

- Access for routine maintenance is severely restricted due to insufficient space in the wet- and dry-wells
- Access to remove and replace internal equipment is problematic due to narrow openings in the well shafts and tops
- Only one pump is operable due to internal deficiencies in valving and piping; however, two operable pumps are required according to state regulations
- Electrical service panels are located outside the PS and by code need to be enclosed
- The wells are located very close to a stream that allows groundwater to infiltrate the wells
- The PS lacks sufficient capacity for current and future hydraulic conditions
- The close proximity of the PS to waters of the United States and its hydraulic and mechanical inadequacy increases the risk of a sanitary sewer overflows into the stream in violation of the Clean Water Act

#### **Description of Project**

The project as proposed would replace and relocate the PS wells and related appurtenances to a position approximately 25' north of the existing location, increasing the separation between the stream and the wells. See Attachment 2 for layout. This parallel location will allow the existing PS to remain in service during construction of the new facility. This will minimize the need for expensive bypass pumping around the existing wells not only during construction but also during flow diversion from the existing PS to the new one. The existing control house will be reused and the existing wells will be obliterated to a point below existing grade.

#### **Procurement History**

In 2017, the City developed a project using a traditional design-bid-build approach and advertised for bids to rehabilitate the PS. The scope including correcting some but not all of the aforementioned deficiencies. However, the City did not receive any proposals from bidders. Comments received from contractors at the pre-bid meeting for the project indicated that the risk of rebuilding the PS in place was unacceptable. They stated that replacing the PS would be the most cost-effective option and the City should consider using a design-build approach.

Consequently, at its regular meeting in September 2019, the department requested that Council authorize the procurement of a design-build project to replace the PS. Design-build is recommended as suitable and fiscally advantageous for this project because it has the following characteristics:

- Relatively simple and straightforward;
- Incorporates integral components as primary systems that require review and approval of structural and prefabricated items; and
- Replacement is largely new construction

In December 2019, the City issued a request for design-build proposals to replace the PS. However, interest by the contracting community in the opportunity was sparse. Only one proposer, Southwood Building Systems, Inc. (SBS) of Ashland, Virginia submitted a proposal.

#### **BUDGET/FINANCIAL IMPACT:**

Council appropriated \$600,000 in the current year for the project based on the department's cost estimate. However, Southwood Building Systems' price proposal is \$1,285,000. The following reasons explain the significant cost/price discrepancy:

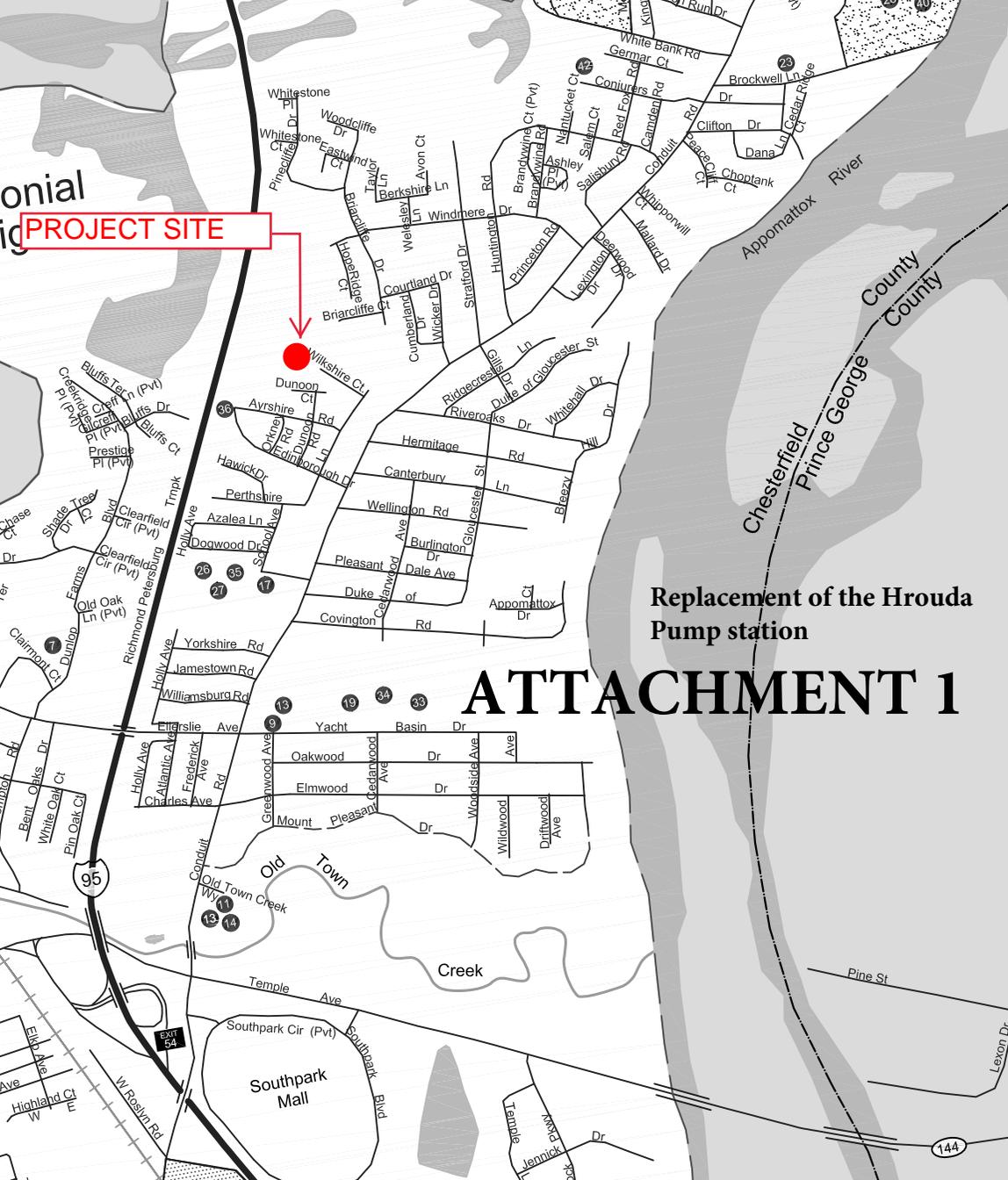
- Under estimation largely due to the department's inexperience with design-build projects and omission of price escalation since 2009
- Standards that are higher and more costly for the replacement of material and equipment rather than rehabilitation
- Unforeseen costs to replace certain electrical items such as generator and electrical service (the original project scope included reusing these items)
- Lack of market interest and competition as evidenced by the shortage of bids received

Another contractor who ultimately decided not to submit a proposal shared their pricing information with the department. Their bid would have been in the \$3-4 million range. After review and careful consideration of SBS' proposal and other known information, the department considers \$1,285,000 a fair value to construct the project given the circumstances.

Staff will be recommending the appropriation of additional funds for this project in the FY 20-21 Budget.

onial  
ig

**PROJECT SITE**



Appomattox River  
Chesterfield County  
Prince George County

Replacement of the Hrouda Pump station

# ATTACHMENT 1





## Colonial Heights City Council Meeting Agenda Item Executive Summary

---

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** February 18, 2020

**ITEM:** City Council Retreat Action Items

**DEPARTMENT:** City Manager Office

**PROPOSED ACTION:** Staff briefing and discussion with City Council.

**BACKGROUND:** The City Council Retreat was held in January 2020. The attached retreat summary document provides a list of various follow-up items from the retreat. Staff will review the list and provide updates at the worksession.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff update and discussion with City Council.

**ATTACHMENTS:** 2020 City Council Retreat – Follow Up Items.

Staff will be making a detailed presentation on this agenda item at the meeting.

Staff will provide brief comments and answer questions on this item at the meeting.

This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# 2020 City Council Retreat – Follow Up Items

## Development-Related Update and Discussion

### Staff Economic Development Update/Report

- Several items can be considered during the budget process:
  - Funding for City-owned property on Dimmock Parkway (\$70,000) to move to state tier III level
  - Downtown revitalization consulting proposal from Retail Strategies
- Staff to bring back information on ideas for incentivizing Boulevard redevelopment.

### Discussion of Development Opportunities for Various Properties

- Staff to review area of dumping at the side of Home Depot.
- Staff to review businesses on Pickwick/Dupuy and if a zoning change would help develop business.
- Staff to review property that the City could potentially purchase.

### Discussion Regarding Boulevard Sidewalks/Other Sidewalk Locations

- Staff to bring back Temple Avenue sidewalk ideas to Council.
- Staff will continue to apply for funding for Boulevard Projects that include sidewalks.

## City Facilities Security Assessment/Southpark Mall Patrol Update and Discussion

- Council supported staff doing an RFP for a full City facilities security assessment. Staff will bring the topic back to Council for funding appropriation.
- Staff is to work with the Chamber on coordinating meetings of mall and businesses near the mall and then invite the Police Chief to attend a meeting.

## Human Resources Topics

### Employee Compensation Discussion

- Staff to work on developing a broader career development program (will be brought back to Council).

### City Employee Training Program Discussion

- Staff will proceed with development/implementation of an employee training program.
- Training topics will include cyber security, first aid/CPR for field personnel, customer service, and other areas.
- HR will conduct training needs assessments with Departments.

### Payroll/Benefit Policy Recommendations

- Short-term Disability Benefits – Council is OK with staff recommendation to only allow VRS Plan 1 and 2 Employees participate in the City Short-Term Disability Plan; no further Council action needed. Staff will implement this change.
- City Code Sick Leave Payout – Council supports changing the sick leave payout provision in the City Code to clarify that the five (5) years of service is with the City. Staff will bring this item forward for Council action.

- Health Insurance Credit – Staff brought a resolution to Council (February 11, 2020 Regular Meeting) to clarify that the years of service for the Retiree Health Insurance Credit is years of service with the City.
- Sick Leave Bank Updates – Council supported staff recommended changes to only allow VRS Plan 1 and 2 employees to use the sick leave bank and to modify the review process to be through HR with City Manager approval rather than using a review committee. Staff will bring forward an updated Sick Leave Bank Policy for Council action.

## **Financial Overview**

- Council agreed to include the option for a right-of-way use fee in the Verizon agreement being negotiated by the City Attorney.
- Council discussed and determined to utilize the Cigarette Tax revenue above \$460,000 in the FY 21 budget to split between the match for the SAFER Grant and road projects.

## **Discussion Regarding City Hall Office Needs/City-Owned Property Near City Hall**

- Staff will provide Council with an update on the cost for cleaning records stored at 218 Highland Avenue so the records can be relocated elsewhere.
- For 218 Highland Avenue, staff will get a cost estimate for tearing down the building and building a parking lot.
- For the Health Department Building, staff will pursue the building for the City and explore if the Health Department can be relocated to another location within Colonial Heights (several possible locations were mentioned).
- Staff is to obtain statistics for the number of people served by the Health Department location in Colonial Heights.

## **Review School Memorandum of Understanding**

- Staff will review the trend in pay raises over time for Colonial Heights (City compared to Schools).
- Staff will prepare comparative information related to other localities local contribution for school funding to discuss at the joint meeting with the School Board in May 2020:
  - LCI information
  - Free and reduced lunch statistics
  - Percentage of funds contributed to schools; and what that percentage is calculated on (if there is a formula)
  - Show whether other locality's funds contributed to schools are structured to cover capital improvement projects for the schools
- Discussion occurred regarding possibility of the school system paying a portion of the City's annual audit (school system is a component unit of the City in the audit).
- City staff provided an overview of Colonial Heights Schools proposed renovations with some discussion by Council; further discussion on the proposed renovations will occur once the Schools submit a proposal.

## **Items for Brief Discussion**

### City Holiday Schedule

- Council confirmed the list of City Holidays for 2020, and Council was supportive of staff bringing the future year's list to Council prior to the end of the calendar year.

### Violet Bank Restoration Phase I Project Update

- Staff is to look into source of funding Petersburg received for the Siege Museum.
- Staff will check on any impact to the cucumber tree roots if a house is built on a property for sale near Violet Bank.

### Urban Archery

- Council decided to include a requirement for urban archery in the City to be from a 10-foot high elevated platform. The City Attorney will bring back a resolution to add this elevation requirement.

### Tri-City Landfill Update

- Council does not support reopening of the (Tri-City) landfill.
- The City Manager will be writing a general letter for County Waste for a process they are working on for a landfill in another area.

### Purchasing Used Vehicles

- Staff will plan on purchasing new vehicles as the main strategy with the option for purchasing used when that works for the Department and Fleet Maintenance.