

COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR 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

June 9, 2020

201 James Avenue, Colonial Heights, VA

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable John T. Wood
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. Recognition Of Jhovan Galberth And Tyquan Lewis For Their Peaceful Community Protests
8. Reading Of Manner Of Addressing Council.

ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.
9. Written Petitions And Communications
10. Advertised Public Hearing
11. Hearing Of Citizens Generally On Non-Agenda Items
12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
 - A. AN ORDINANCE NO 20-12

(*Second Reading*) Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.

Documents:

[EX SUMMARY ORD 20-12.PDF](#)

[AN ORDINANCE NO 20-12.PDF](#)

B. AN ORDINANCE NO 20-19

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position along with corresponding job descriptions.

Documents:

[EX SUMMARY AN ORDINANCE NO 20-19.PDF](#)
[EXHIBIT A.PDF](#)
[AN ORDINANCE NO 20-19.PDF](#)

C. AN ORDINANCE NO 20-FIN-10

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.

Documents:

[EX SUMMARY 20-FIN-10.PDF](#)
[BUDGET SUMMARY 20-FIN-10.PDF](#)
[FY19 PSAP GRANT AWARD.PDF](#)
[NG-911 FUNDING AWARD LETTER.PDF](#)
[HROUDA PROJECT FUNDING SUMMARY.PDF](#)
[AN ORDINANCE NO 20-FIN-10.PDF](#)

D. April 14, 2020 Regular Meeting Minutes

Documents:

[04142020 REGULAR MEETING MINUTESFINAL.PDF](#)

E. May 12, 2020 Special Meeting Minutes

Documents:

[05122020 SPECIAL MEETING MINUTESFINAL.PDF](#)

F. May 12, 2020 Regular Meeting Minutes

Documents:

[05122020 REGULAR MEETING MINUTESFINAL.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN EMERGENCY ORDINANCE NO 20-4

An uncodified ordinance allowing restaurants, given the current state of emergency, to temporarily provide for expanded dining on certain sidewalks and in their parking lots, notwithstanding parking and final site plan requirements in Chapter 286, Zoning, of the

City Code.

Documents:

[EX SUMMARY EMERGENCY ORD 20-4.PDF](#)
[AN EMERGENCY ORDINANCE 20-4.PDF](#)

B. A RESOLUTION NO 20-26

Confirming the Director of Emergency Services' extension of the declaration of a local emergency due to the COVID-19 pandemic.

Documents:

[EX SUM RESOLUTION NO 20-26.PDF](#)
[A RESOLUTION NO 20-26.PDF](#)

C. AN ORDINANCE NO 20-FIN-11

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to increase appropriations by \$73,000 to 1) appropriate \$40,000 in insurance recoveries to cover the City's expenses for accidental losses; 2) transfer \$32,500 in savings from incarceration expenses to debt service for the 2019 computer lease; and 3) appropriate \$33,000 in proceeds from the sale of the courthouse property to purchase property adjacent to Violet Bank.

Documents:

[EX SUMMARY 20-FIN-11.PDF](#)
[BUDGET SUMMARY 20-FIN-11.PDF](#)
[AN ORDINANCE NO 20-FIN-11.PDF](#)

D. A RESOLUTION NO 20-18

Authorizing the City Manager to enter into a Real Estate Purchase Agreement on behalf of the City of Colonial Heights to purchase a 0.15 acre parcel on Royal Oak Avenue.

Documents:

[EXECUTIVE SUMMARY RESOLUTION NO. 20-18.PDF](#)
[A RESOLUTION NO 20-18.PDF](#)
[REAL ESTATE PURCHASE AGREEMENT.PDF](#)

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

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Emergency Management Update
2. Summary Of COVID-19 Grant Funding And Proposed Uses Of Funds

Documents:

[EX SUM COVID-19 GRANT SUMMARY.PDF](#)
[COVID GRANT AND FUNDING TRACKING.PDF](#)

HAZARDPAY PROGRAM.PDF

3. Economic Development Authority Small Business Grants

Documents:

EXECUTIVE SUMMARY BUSINESS GRANT.PDF
COVID19SMALLBUSINESSGRANTINFO6-3-20REV.PDF
EDASMALLBUSINESSGRANTAPP DRAFT 6-8-20 (2).PDF

4. July 4th Fireworks Update

Documents:

EXECUTIVE SUMMARY JULY4 FIREWORKS.PDF

5. Consideration Of A Water Service Connection Request For 207 And 211 Swift Creek Lane

Documents:

EX SUMMARY WATER CONNECTION REQUEST.PDF
LETTER OF REQUEST.PDF

6. General Activity Report

Documents:

EX SUM CM ACTIVITY REPORT.PDF
DATES OF INTEREST - CM REPORT JUNE 2020.PDF

B. City Attorney

C. Director Of Planning And Community Development

16. Adjournment



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Ordinance No. 20-12

DEPARTMENT: City Attorney/Sheriff's Dept.

PROPOSED ACTION: Approve Ordinance No. 20-12 on second reading.

BACKGROUND: The General Assembly approved Senate Bill 149, which amends VA Code Section 53.1-120, to increase the sum a city assesses against a convicted defendant in each traffic or criminal case in its district or circuit courts from \$10 to \$20, effective July 1, 2020. Ordinance No. 20-12 amends City Code Section 1-4.1 to increase the fee the City assesses to \$20 for the funding of courthouse security personnel as of July 1.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve Ordinance No. 20-12.

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.

AN ORDINANCE NO. 20-12

Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Section 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, is amended as follows:

§ 1-4.1. Fees assessed against convicted defendants in criminal and traffic cases; collection by Clerks; remittance to Director of Finance.

A. Pursuant to § 53.1-120 of the Code of Virginia 1950, as amended, a fee of ~~\$10~~ \$20 is hereby imposed against a defendant in each criminal or traffic case in the District or Circuit Court in which the defendant is convicted of a violation of any statute or ordinance.

B. ...

C. ...

2. This ordinance shall be in full force and effect on July 1, 2020.

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

City Council Meeting

MEETING TYPE: City Council Meeting

MEETING DATE: June 9, 2020

ITEM: Second Reading of Ordinance No. 20-19

DEPARTMENT: City Manager/Human Resources

PROPOSED ACTION: This item is for second reading of Ordinance No. 20-19 to adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position, along with corresponding job descriptions.

BACKGROUND: Ordinance NO. 20-19 provides for several position changes that are related to the FY 21 Budget. The ordinance provides for the addition of two positions to the City's pay plan and the re-grading of another position; and provides for approval of the corresponding job descriptions. The two new positions, a Geographic Information Systems Coordinator and a Human Resources Specialist, need to be incorporated into the City's pay plan, at grades 16 and 15, respectively. The proposed pay plan also changes and regrades the Director of Office on Youth & Human Services position to Office on Youth & Human Services Administrator at grade 17.

A public hearing was held on this issue at City Council's May 12, 2020 meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends adoption of Ordinance No. 20-19 on Second Reading to revise the General Pay Plan Class and Salary Range along with corresponding job descriptions.

ATTACHMENTS: Ordinance No. 20-19, Exhibit A – General Pay Plan Class and Salary Range, Geographic Information System Coordinator Job Description, Human Resources Specialist Job Description, and Office on Youth & Human Services Administrator Job Description.

- 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.

**CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 2020**

EXHIBIT A

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	MINIMUM	MAXIMUM
11	\$28,000	\$44,816
	Deputy I Facilities/Groundskeeper I Meter Reader Public Works Technician Staff Assistant Van Driver	
12	\$29,828	\$51,210
	Concrete Technician Deputy II Deputy Registrar Facilities/Groundskeeper II Financial Technician I Legal Secretary Public Works Heavy Equipment Operator Senior Meter Reader Transportation Coordinator	
13	\$34,078	\$58,500
	Animal Control Officer Cross-Connection Control Technician Deputy III Deputy Sheriff* (Starting salary: \$40,600) Facilities/Groundskeeper III Financial Technician II Police Records Technician Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician	

*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$66,846.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$38,937	\$66,846
		Administrative Assistant Administrative Services Deputy (Starting salary: \$43,600) Building Inspector Building Maintenance Technician Community/Economic Development Specialist Construction Inspector Chief Deputy Commissioner of Revenue Digital Resource Specialist Emergency Equipment Technician Engineering Technician (Starting salary: \$42,572) Financial Specialist I Heavy Truck/Bus Technician Horticulturist Museum Curator Procurement Specialist Public Works Foreman Recreation Specialist II Senior Automotive Mechanic Senior Traffic Technician Communications Officer (Starting salary: \$39,600) Youth Program Coordinator
15	\$44,481	\$76,365
		Combination Inspector Chief Deputy Circuit Court Clerk Communications Supervisor (Starting salary: \$45,000) Firefighter-EMT (Starting salary: \$45,000) Firefighter-Intermediate (Starting salary: \$47,250) Firefighter-Paramedic (Starting salary: \$49,613) Executive Assistant Financial Specialist II Human Resources Specialist Lieutenant Deputy Sheriff (Starting salary: \$46,600) Paralegal/Deputy City Clerk Police Detective (Starting salary: \$45,000) Police Officer (Starting salary: \$45,000) Recreation Specialist III Senior Center Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$48,500) Utility Billing Supervisor

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$50,823	\$87,248
		Accountant Animal Control Supervisor Chief Deputy Sheriff Deputy Fire Marshall Fire Lieutenant Geographic Information System (GIS) Coordinator Police Sergeant Purchasing Agent Revenue Supervisor
17	\$57,760	\$99,684
		Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Emergency Communications Center Manager Facilities Superintendent Information Systems Coordinator Office on Youth & Human Services Administrator Police Lieutenant Project Coordinator Public Works Superintendent
18	\$66,342	\$113,889
		Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Economic Development Administrator Police Captain
EXEC	\$80,000	\$137,739
		Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Office on Youth & Human Services Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	MINIMUM	MAXIMUM
UNCLASSIFIED	N/A	N/A
		City Attorney
		City Clerk
		City Manager
		Clerk of Circuit Court
		Commissioner of Revenue
		Commonwealth's Attorney
		Registrar
		Sheriff
		Treasurer

PART-TIME/SEASONAL/TEMPORARY POSITIONS

Position Title	Hourly Rate
Administrative Assistant	\$10.00 - \$15.00
Animal Control Aide	\$10.00 - \$15.00
Code Enforcement Inspector	\$15.00 - \$20.00
Deputy Sheriff	\$16.00 - \$19.00
Digital Resources Assistant	\$7.25 - \$9.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$20.00
EMS Firefighter*	\$15.00 - \$20.00
Fire Logistics Officer	\$15.00 - \$20.00
FOIA Specialist	\$20.00
Groundskeeper Assistant	\$10.00 - \$12.00
Landscaping Technician	\$10.00 - \$12.00
Meter Reader	\$10.00 - \$12.00
Recreation Assistant I	\$7.25 - \$8.25
Recreation Assistant II	\$8.25 - \$9.00
Recreation Assistant III	\$9.00 - \$10.00
Recreation Assistant IV	\$10.00 - \$15.00
Recycling Center Attendant	\$9.00 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$7.50 - \$9.50
Communications Officer	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$7.25 - \$15.00
Youth Specialist	\$12.00 - \$20.00
Youth Workforce Specialist	\$15.00 - \$18.00

*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Intermediate, Firefighter-Paramedic, EMT, Intermediate, and Paramedic designations.

All Full-Time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
COORDINATOR
JOB DESCRIPTION

Department: Information Technology
Reports to: Director of Information Technology

Overview: Plans for and implements all aspects of the City's Geographic Information System (GIS) and related projects, including identifying resources and establishing project objectives and timelines and developing standards for GIS deployment and use.

ESSENTIAL DUTIES

- Ensures the accuracy, maintenance and timely updates of the City's GIS data for both internal use and in fulfillment of state requirements.
- Develops standards and creates organizational structure for GIS deployment and use within the City.
- Reviews and assists City departments with GIS data acquisition and conversion and interfaces with City departments regarding future GIS projects.
- Provides GIS-related technical guidance and assistance to departments and ensures that City staff using GIS have training and technical support as needed.
- Provides the City's Public Safety systems with the most recent and accurate GIS data available and supports the City's Emergency Operations Center with mapping and other GIS resources.
- Coordinates GIS requests (including FOIA) and projects for business contacts and all public entities of the surrounding area.
- Coordinates development and release of approved types of GIS information for the general public.

- Coordinates with other departments to ensure that proper addressing is consistent among various City databases.
- Coordinates with other City staff to update and maintain GIS data and provides data for input into the City’s GIS system.
- Manages various types and formats of data and associated work flows.
- Coordinates the compilation, maintenance and distribution of data between databases, systems, software and resources.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: 16
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related experience or

Two years of college or Associate's Degree and five to less than ten years directly related experience or

A Bachelor's Degree and two to five years directly related experience or

A Master's Degree and less than two years directly related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position does not supervise any other positions.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

HUMAN RESOURCES SPECIALIST
JOB DESCRIPTION

Department: Human Resources

Reports To: Director of Human Resources

Overview: Provides professional, technical and administrative assistance with routine and complex human resources programs and services.

ESSENTIAL DUTIES

- Assists with the administration of human resources management programs, to include benefits, recruitment and selection, staff development and training, classification and compensation, and workers' compensation.
- Assists with the implementation, monitoring, reporting and maintenance of employee benefits including new employee orientation, employment verifications, benefit changes, open enrollment, disability claims, retirement, separation, unemployment claims, and related matters.
- Provides customer service support to employees/retirees for benefit programs and serves as a liaison between benefit providers and employees/retirees; develops communication tools to enhance the understanding and delivery of benefits; and coordinates transfer of data to benefit program providers.
- Provides employee benefit information, updates and reports to Finance/Payroll on a regular basis as required.
- Assists with recruitment, selection, employment and onboarding processes and related tasks.
- Assists with the maintenance of an automated Applicant Tracking System (ATS); provides training and technical assistance for departments and applicants.

- Schedules and monitors citywide staff development and training programs, and maintains required databases and records.
- Maintains workers' compensation databases and records for claims processing and OSHA recordkeeping.
- Performs research, assists with requests for information, and compiles records to comply with subpoena and Freedom of Information Act (FOIA) requests.
- Prepares and processes federal and state reports.
- Establishes and maintains records and databases of activities and programs, and prepares regular and special reports.
- Assists with special projects, surveys, events and programs.
- Maintains and updates website and social media content.
- Prepares and maintains employee personnel records; handles and processes confidential and sensitive information; maintains confidential personnel files and records.
- Performs general administrative tasks; creates, updates and maintains paper and electronic filing systems, databases and other files; and prepares, distributes, and files correspondence, reports, and other documents.
- Coordinates, schedules, and maintains calendars of meetings and events.
- Addresses public and professional inquiries.
- Other duties as required.

NEW PAY GRADE: General – 15
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years related experience or

Two years of college or Associate's Degree and three to less than five years related experience or

A Bachelor's Degree and less than two years related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well being of a number of persons.

Personal Contacts

The majority of personal contacts are with individuals or groups from both inside and outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

OFFICE ON YOUTH & HUMAN SERVICES ADMINISTRATOR
JOB DESCRIPTION

Department: Recreation & Parks

Reports To: Director of Recreation & Parks

Overview: Plans, coordinates, oversees and evaluates a variety of youth and human services functions, activities, programs and services.

ESSENTIAL DUTIES

- Provides leadership, planning, and financial oversight for Virginia Community Crime Control Act (VJCCCA), the Kids' Achieving Progress Afterschool Program (K.A.P.), and the Office on Youth.
- Develops, solicits, monitors, and executes grants.
- Participates in the development of the division's general budget and monitors expenditures.
- Directs community education activities and resources to increase awareness and understanding of available resources, issues and needs relating to youth and families in Colonial Heights.
- Assists the director in the development and implementation of division policies, priorities, goals, procedures, personnel, projects and responsibilities.
- Serves as the City's representative on the Children's Services Act (CSA) Policy and Management Team.
- Assesses and creates youth development and prevention programs based on identified needs.
- Supervises Family Assessment and Planning Team (FAPT) representative.
- Serves as the City's representative on various committees, boards and task forces.

- Serves as the liaison to the Youth Services Commission.
- Directs staff support for engagement of youth with the Youth Advisory Council.
- Oversees, supervises, trains, and evaluates the work of staff, including seasonal, interns and volunteers.
- Ensures that all activities are in accordance with applicable law, rules, and regulations.
- Supervises, trains, and evaluates the work of employees, part-time/seasonal staff, interns, and volunteers.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: General – 17
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related supervisory experience or
A Bachelor's Degree and over five years directly related supervisory experience or
A Master's Degree and up to five years directly related professional experience or
Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Youth Program Coordinator, Youth Specialist, Part-time/Seasonal, Interns and Volunteers.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, and traffic signals are minimally required.

AN ORDINANCE NO. 20-19

To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position, along with corresponding job descriptions.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan", respectively, the revised General Pay Plan Class and Salary Range attached to this ordinance, and job descriptions for the new positions of Geographic Information Systems Coordinator, Human Resources Specialist, and Office on Youth & Human Services Administrator attached to this ordinance, are hereby approved.

2. This ordinance shall be in full force and effect 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

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: (Second Reading 20-FIN-10) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$323,175 1) to appropriate \$37,000 in grant funds for the GIS Next Generation 9-1-1 ("NG 9-1-1") grant, and 2) to appropriate \$286,175 in grant funds for the Communications budget for Next Generation 9-1-1 Migration.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring appropriations of \$178,084 from the Utility Infrastructure project to the Hrouda Pump Station Project.

DEPARTMENT: Finance

PROPOSED ACTION: This item is for second reading of requested budgetary changes.

BACKGROUND:

In FY19, Information Technology was awarded of grant of \$100,697 for Public Safety Answering Point (PSAP) Next generation 9-1-1 funds from the Virginia E-911 Services Board. The remaining GIS Services to be provided under the grant are just under \$37,000, and this amount needs to be appropriated to finish out the grant-funded work. There is no local match for this grant.

The Communications department was just awarded a grant in the amount of \$338,016.80 for the implementation of NG 9-1-1. Of this amount, \$51,842 will be funded directly by the state, with the remaining \$286,175 of services to be purchased by the City and reimbursed by the Commonwealth. There is no local match for this grant.

The FY21 CIP included the second half of funding for the Hrouda Pump Station project. For this project, \$600,000 was approved in FY19, the project was bid in FY20 and the project estimate was \$1,335,000. The balance of \$735,000 was included in the FY21 CIP, funded through \$500,000 of FY16 bond proceeds originally intended for Bruce Avenue drainage, and the balance to be provided by utilities transfers. In the FY21 Operating Budget, the utility fund did not have sufficient funds to transfer the full balance, and staff identified a balance of \$178,084 remaining in a "Utility Infrastructure" project that was available for transfer. The FY21 Operating Budget includes a transfer of the balance of the \$235,000 less the \$178,084; therefore this transfer is necessary to fully fund the Hrouda project. (Please see attached Hrouda Project Funding Summary.)

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

BUDGET SUMMARY 20-FIN-10; FY19 PSAP Grant Award; NG-911 Funding Award Letter; Hrouda Project Budget Summary; ORDINANCE 20-FIN-10

- 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.

City of Colonial Heights
Ordinance/Resolution Recap Worksheet
May 2020

		GIS NG 9-1-1 Grant	Util Infra. To Hrouda	NG 9-1-1 Migration	Total
GENERAL FUND					
<u>REVENUE:</u>					
10-4647	Intergovernmental Revenues	\$37,000		\$286,175	323,175
	Total	\$37,000	\$0	\$286,175	\$323,175
<u>EXPENDITURES:</u>					
1253-5203	General & Financial	37,000			37,000
1404-	Public Safety			286,175	286,175
	Total	\$37,000	\$0	\$286,175	\$323,175
CAPITAL PROJECTS					
<u>EXPENDITURES:</u>					
6303-5781	Hrouda Pump Station		\$178,084		178,084
6318-5243	Utility Infrastructure		(178,084)		(178,084)
	Total	\$0	\$0	\$0	-



COMMONWEALTH of VIRGINIA
Virginia E-911 Services Board

January 11, 2018

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

Jeffrey D. Stern
Chairman
VDEM

James Junkins
Vice Chairman
Harrisonburg-Rockingham
ECC

David A. Von Moll
Treasurer State of Virginia
Comptroller

Danny Garrison
Richmond Ambulance
Authority

Robert Layman
AT & T

Jeffrey Merriman
Verizon Communication

Diane Harding
Verizon Wireless

Anthony McDowell
Fire Chief
Henrico County

Nelson P. Moe
CIO - VITA

Kathleen Seay
Hanover County

Dennis E. Hale
Chief of Fire and EMS
Dinwiddie County

Kevin W. Hall
Sheriff of the City of
Covington

Jolena Young
Twin County

Dep Secretary Adam Thiel
Office of the Governor
Advisor

Dear Colonial Heights PSAP:

Thank you for submitting a FY19 PSAP Grant Program application. Your application meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$100,697 for your Individual PSAP NG9-1-1 GIS project, grant ID 23.

Funding for this grant award will be available on a reimbursement basis beginning July 1, 2018. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

Lisa Nicholson
Public Safety Program Manager



COMMONWEALTH of VIRGINIA

Virginia 9-1-1 Services Board

Jeffrey D. Stern
Chairman
VDEM

Hon Kevin W. Hall
Sheriff
Vice Chairman
City of Covington

David A. Von Moll
Treasurer
Comptroller

Mary M. Blowe
Chief Financial Officer
City of Winchester

Gary Critzer
Emergency Mgmt/ EMS Dir
City of Waynesboro

Bruce Edwards
City of Franklin

Terry Ellis
Comcast

R. Scott Garber
Fire Chief
City of Staunton

Danny Garrison
Richmond Ambulance
Authority

Pete Hatcher
AT&T

Jeffrey T. Merriman
Verizon Communications

Lee W. Miller III
Major
Virginia State Police

Nelson P. Moe
CIO - VITA

Seth Weise
Sprint

Kelvin Wright
Chief of Police
City of Chesapeake

Jolena Young
Twin County

Shawn Talmadge
Office of the Governor
Advisor

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

March 12, 2020

Colonial Heights PSAP:

This letter serves as confirmation of the Virginia 9-1-1 Services Board (the “Board”) approval of the City of Colonial Heights PSAP’s NG9-1-1 funding request for costs needed for NG9-1-1 implementation. The amount awarded is listed below and is based on estimated costs and related information contained in the version of your NG9-1-1 Migration Proposal (also listed below) referenced in your funding request:

PSAP Name and Funding ID	Colonial Heights NG911-094
Date of Award by the 9-1-1 Services Board	March 12, 2020
End of funding period for your grant award (36 months from date of award unless granted an extension by the Board)	March 12, 2023
NG9-1-1 Deployment – Amount Awarded	\$338,016.80
PSAP preference for Board payment on behalf of PSAP for incurred eligible NG9-1-1 expenses: Yes – Direct payment where possible No – Full reimbursement basis	Yes

Migration Proposal Date	November 1, 2018
Migration Proposal NG9-1-1 Service Provider	AT&T
Contract Vehicle upon which the Migration Proposal is based	Fairfax County contract w/ AT&T
Deadline for executing a contract vehicle with the NG9-1-1 Service Provider listed above (3 months after date of award)	June 12, 2020
Scheduled NG9-1-1 Deployment Window	Q3 2020

Funding awards are non-binding until a locality selects an NG9-1-1 solutions provider by executing a contract. The Board recognizes this is a local decision. If you wish to accept this funding request using the NG9-1-1 solutions provider listed above, the Board expects your locality to execute a contract vehicle with the identified NG9-1-1 solutions provider within three months of the date of your award, unless the Board grants an extension. However, if requested by the PSAP, ISP staff can prepare a migration proposal for a different NG9-1-1 solution provider and the locality can also submit a funding request using this new migration proposal.

The Board is committed to a statewide deployment of NG9-1-1 that is consistent with NENA's i3 standard and reserves the right to add subsequent conditions to your migration proposal and revise the funding award for this purpose. Funding for any additional non-recurring costs related to these conditions will be considered by the Board and you will receive a revised award letter, if approved.

Since NG9-1-1 deployments will be occurring by selective router regions over a multi-year period, portions of your funding may not be immediately available and may be distributed over different fiscal years. The spending plan below is based on your scheduled NG9-1-1 deployment window listed above and in your migration proposal. This plan lays out when approved funding for each category will be available. The goal is to complete all identified NG9-1-1 ready implementation items (CHE equipment and GIS data) at least three months in advance of your PSAP's scheduled deployment time period.

NOTE: Before contracting for a service or committing any local funding, you should consult this spending plan and coordinate expenditures with your Regional Coordinator. This action will ensure that you will be reimbursed for any local funds spent for items identified in your migration proposal.

Depending on the preference you selected in your Proposal Acceptance Letter, the Board may pay some of your NG9-1-1 deployment costs on your behalf. If applicable, the specific costs will be identified in your spending plan included in this letter. Payment for the remaining NG9-1-1 deployment costs will be made on a reimbursement basis.

Fiscal Year	Category	Amount	Payer
FY20	NG9-1-1 NRC	\$ 4,000.00	Board
FY20	CHE i3 Services	\$ 30,000.00	Locality
FY20	CHE Replacement	\$ 150,000.00	Locality
FY20	Text to 9-1-1	\$ 30,000.00	Locality
FY20	Voice Logging	\$ 0.00	Locality
FY20	ECaTS NRC	\$ 1,000.00	Board
FY20	Rack	\$ 0.00	Locality
FY20	Diversity	\$ 45,330.00	Board
FY20	GIS Data	\$ 0.00	Locality
FY20	Legacy 9-1-1	\$ 1,513.20	Board
FY20	Monthly Delta	\$ 19,043.40	Locality
FY21	Monthly Delta	\$ 38,086.80	Locality
FY22	Monthly Delta	\$ 19,043.40	Locality

Finally, funding for approved equipment and services may not be immediately available to the PSAP. ISP staff will provide a spending plan, specific to the PSAP's deployment schedule, that details in which year of the deployment period funding will be available to the PSAP.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Sincerely,



Lisa Nicholson
Public Safety Program Manager

City of Colonial Heights
Hrouda Project Funding Summary
April 30, 2020

Source	Amount
FY19 CIP (2018 Debt Funds)	\$ 600,000
Transfer from Utility Infrastructure Project	178,084
FY21 CIP (2016 Bond funds for Bruce Ave.)	500,000
FY21 Operating Budget Transfer from Utilities	56,916
	<u>\$ 1,335,000</u>

AN ORDINANCE NO. 20-FIN-10

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-2, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 202,001	
General and Financial Administration	4,423,583	4,460,583
Judicial Administration	5,879,750	
Public Safety	12,141,964	12,428,139
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,646,898	
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	3,780,340	
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	\$60,497,493	60,820,668

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977
Other Local Taxes	19,185,475
Licenses, Permits & Fees	3,707,262
Fines and Forfeitures	375,077
Use of Money & Property	322,738

Intergovernmental Revenues	7,435,109	7,758,284
Charges for Current Services	2,577,996	
Miscellaneous	2,139,412	
Fund Balance/Reserves	<u>963,447</u>	
TOTAL	\$60,497,493	60,820,668

2. That the Capital Projects Fund, as previously adopted by Council, is amended as follows:

a. That the foregoing appropriation is to be made from resources and revenues available for these projects:

EXPENDITURES

Utility Infrastructure Projects	\$178,084	0
Hrouda Pump Station Project	\$600,000	778,084

3. 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

CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, April 14, 2020

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:38 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

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

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Devotion

A devotional prayer was led by Mr. Green.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mr. Frenier, seconded by Mr. Piotrowski, to adopt the agenda as presented.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski

Regular Meeting Minutes

April 14, 2020

Page 2

Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

There were none.

7. Commendations and Presentations

A. Presentation of the City Manager's Proposed FY2020-2021 Annual Operating Budget

Mr. Smith provided comments specifically noting the changes affecting the budget due to the COVID-19 crisis. Mr. Smith thanked Council for their input during the Council/Manager budget meetings as well as thanking Mrs. Minor and her staff for their efforts in compiling the budget material.

Mrs. Minor stated it was important to present how the COVID-19 crisis would affect the budget and advised of the spending controls set in place moving forward during this time. With the ongoing changes, Mrs. Minor stated she contacted surrounding localities regarding strategies to address the crisis and had developed three scenarios to address the anticipated revenue shortfalls. Mrs. Minor provided information reflecting the potential shortfalls for City revenue ranging from moderate to severe.

Mr. Smith advised the FY2020 economic responses to budgetary controls highlighting the hiring freeze for vacant positions unless approved by the City Manager, freeze on unspent capital outlay in department budgets unless approved by the City Manager, and moving the COLA for employees and additional street maintenance to contingency.

Continuing, both Mrs. Minor and Mr. Smith provided information and possible changes to the Operating Plan, Operating Services, Equipment/Capital, and Pavement Inventory Data Collection. Additional information was provided relative to a proposed 5% increase in utility rates which would be presented to Council at the April 28, 2020 meeting.

Mrs. Minor reported that revenue had been trending upward and provided charts depicting the increase as well as charts depicting the specific portions

Regular Meeting Minutes

April 14, 2020

Page 3

of the budget and percentage of funding for each. Additionally, Mrs. Minor provided information relative to shared services with Chesterfield County advising of an increase of approximately \$63,000 with brief discussion and clarification by Mrs. Luck how individuals are selected for services. Concluding the presentation, Mrs. Minor reviewed the unfunded requests.

There being no further discussion, Mayor Kochuba advised that Council would be reviewing the budget document at the April 21, 2020 meeting at which time the opportunity would be given for more detailed questions and discussion.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

There were none.

10. Advertised Public Hearing

A. Public Hearing on the proposed FY2021-FY2025 Capital Improvement Plan

A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt the Proposed FY2021-FY2025 Capital Improvement Plan.

Mr. Smith stated he had no additional comments as the presentation had previously been made to Council; however, staff would be available by phone should the public or Council have any questions.

Mr. Cherry confirmed the Capital Improvement Plan had been approved by the Planning Commission at its recent meeting.

Public Comments:

Daryl Childs, 115 Deerwood Drive – Mr. Childs noted the proposed CIP FY2022 storm drain and sewer run-off project at Lexington Drive asking if there was anything he could do in an effort to have this project moved up. Mr. Childs explained the on-going problem with flooding in the area of Lexington Drive advising that Public Works staff had visited the site.

Mayor Kochuba stated since Public Works staff had already visited the site, would it be possible to provide a temporary fix to hold out until next year.

Regular Meeting Minutes

April 14, 2020

Page 4

Addressing Mayor Kochuba's comments, Mr. Flippen advised that the project had been in the CIP since 2014 and due to the permit process, had been on hold. Mr. Flippen stated it had been staff's though to correct the problem in-house.

Council Comments:

Addressing Mayor Kochuba's comments relative to non-funded CIP projects, Mr. Smith provided a list of such projects. Continuing, Mr. Smith stated it was staff's desire to continue with those CIP projects which were receiving large amounts of state and federal funding.

Addressing a different project, Mr. Fisher suggested that although the public Security Project was on hold, interim building security measures needed to be put in place until a security study is completed. Continuing, Mr. Wood provided comments supporting Mr. Fisher's suggestion. Mr. Smith provided the most recent measures which had been taken, but advised he would come back to Council with additional measures to be taken in the meantime.

Mr. Wood provided comments relative to the Bruce Avenue project asking where construction stood in the phase sequence. Addressing Mr. Wood's question, Mr. Smith stated funds allocated for Bruce Avenue were directed to the Hrouda Pump Station Project. Additionally, Mr. Flippen stated Phases 1, 2, and 3 of the Bruce Avenue Project had been completed.

Mr. Green addressed Council relative to several unfunded projects which had been on the CIP for several years; specifically, Brookedge and Spring Drive. Mr. Green stated these projects needed to be taken seriously before the assessed property values decline because of the effects of the drainage and erosion problems. Continuing, Mr. Green addressed the ongoing issue of the Breezy Hill Drive stormwater outfall and requested the effected ditch be monitored by City Public Works staff and kept clean to avoid flooding at the location.

11. Hearing of Citizens Generally on Non-Agenda Items

Although there were no citizen comments, Mr. Wood expressed his appreciation to the City Manager and City staff for their efforts in dealing with the circumstances presented by the COVID-19 Pandemic. Mr. Wood provided lengthy comments relative to the current shut-down of businesses in the Commonwealth and the negative economic impacts which will follow.

After continued discussion and comments, a motion was made by Mr. Wood, seconded by Mr. Cherry to send a resolution to Governor Northam

requesting consideration to lift or shorten the most recent Executive Order No. 55 for the temporary stay-at-home order.

Mayor Kochuba polled Council members for the following vote:

Mr. Green – No

Mr. Frenier – No

Mr. Cherry – Yes

Mr. Piotrowski – Yes

Mayor Kochuba – No

Mrs. Luck – No

Mr. Wood - Yes

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

A. AN ORDINANCE NO 20-8

(Second Reading) Amending § 51-56.1 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to clarify which employees may be paid for accrued but unused sick leave upon retirement through the Virginia Retirement System.

B. AN ORDINANCE NO 20-9

(Second Reading) Amending § 51-56.1 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to provide that only Virginia Retirement System Plan 1 and Plan 2 employees may participate in the City sick leave bank.

C. AN ORDINANCE NO 20-10

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Animal Control Supervisor position and a new Emergency Communications Center Manager position along with corresponding job descriptions.

D. AN ORDINANCE NO 20-FIN-2

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$263,763 from assigned Fund Balance/Reserves for pavement preservation to Public Works for the Conduit Road pavement project.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to

Regular Meeting Minutes

April 14, 2020

Page 6

appropriate \$352,593 in reimbursements from the South Central Wastewater Authority (SCWA) and Virginia Risk Sharing Association (VRSA) for emergency repairs to various sewer lines in the City.

- E. December 10, 2019 Regular Meeting Minutes**
- F. January 14, 2020 Regular Meeting Minutes**
- G. March 10, 2020 Special Meeting Minutes**
- H. March 10, 2020 Regular Meeting Minutes**
- I. March 17, 2020 Special Meeting Minutes**

A motion was made by Mr. Green, seconded by Mr. Frenier, to approve the Consent Agenda as presented.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

- A. A RESOLUTION NO 20-19**
Adopting a policy authorizing a City Council Member to participate remotely in a Council Meeting by electronic communication if a quorum of the Council is physically assembled in one location.

A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 20-19.

Regular Meeting Minutes

April 14, 2020

Page 7

Mr. Fisher provided comments relative to the adoption of such policy allowing one or two Council members to remotely participate in a Council meeting. Mr. Fisher advised of the criteria for holding such a meeting; specifically noting a quorum must be present.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

B. AN EMERGENCY ORDINANCE NO 20-1

An emergency ordinance to establish methods to assure continuity in Colonial Heights City Government.

A motion was made by Mr. Green, seconded by Mr. Cherry, to approve Emergency Ordinance No. 20-1.

Mr. Fisher again provided comments and specifically noted the Emergency Ordinance No. 1 was effective upon its passage by Council through June 10, 2020. Mr. Fisher provided specifics of the ordinance regarding Council's ability to meet and the flexibility allowing remote participation from the public, should the need arise in the coming weeks or months.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Regular Meeting Minutes

April 14, 2020

Page 8

Motion: UNANIMOUS PASS

- C. AN EMERGENCY ORDINANCE NO 20-2**
Waiving through June 10, 2020, any penalties and interest on late payments of the tax on purchased meals.

- D. AN EMERGENCY ORDINANCE NO 20-3**
Waiving through June 10, 2020, any penalties and interest on late payments of transient lodging tax.

A motion was made by Mr. Green, seconded by Mr. Cherry, requesting Item C – An Emergency Ordinance No. 20-2 and Item D – An Emergency Ordinance No. 20-3, be continued to a future date to be determined by Council.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS TO TABLE EMERGENCY ORDINANCE NOS. 20-2 AND 20-3.

- E. AN ORDINANCE NO 20-11**
(First Reading) amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills; and by amending chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to city Code § 27-10.

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No. 20-11.

Regular Meeting Minutes

April 14, 2020

Page 9

There was no discussion.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

- F. A RESOLUTION NO 20-20**
Consenting to the City Manager’s proposed appointment of T. Wayne Hoover, Acting Chief of Fire and EMS, as the City’s Coordinator of Emergency Services Activities.

A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 20-20.

There was no discussion.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

- 14. Unfinished Business, Contested Ordinances and Resolutions, And Items Removed From the Consent Agenda.**

Regular Meeting Minutes

April 14, 2020

Page 10

- A. AN ORDINANCE NO 20-7, AS AMENDED
(Second Reading) Amending §§ 98-42 of Chapter 98, Animals,
of the Colonial Heights City Code, to prohibit the keeping of
poultry and fowl in the City of Colonial Heights.**

**A motion was made by Mr. Green, seconded by Mayor Kochuba, to adopt
Ordinance No. 20-7, As Amended.**

**Vote: 4-3
Yes: Frenier
Green
Wood
Kochuba
No: Cherry
Piotrowski
Luck
Absent: None
Abstained: None**

Motion PASS

- B. Discussion on Chili Peppers Baseball Sponsorship Opportunity
and Fireworks at Events.**

**Before turning the presentation over the Mr. Craig Skalak, Director of
Recreation and Parks, Mr. Smith advised there were to items to bring before
Council for their approval:**

- A proposed sponsorship by a company which would like to have a
field-naming sponsorship in association with the Chili Peppers as well
as some associated benefits to the City with that plan.**
- Presentation of fireworks at two of the Chili Peppers games – Opening
Day and Fourth of July.**

Mr. Smith stated he was supporting of both items.

**At this time, Mr. Skalak advised that the Chili Peppers had requested to
reach an agreement with Nutrien AG on a three-year sponsorship for field-
naming rights with the name being “Nutrien Field at Shephard Stadium”.
Mr. Skalak stated this was a substantial agreement and a great sponsorship
opportunity for the Chili Peppers as well as a substantial benefit to the City.
Mr. Skalak advised that the benefit to the City would include field products
(fertilizers, seed, etc.), consulting services for city parks and waterways, as
well as a “homerun” contest during the season. Mr. Skalak stated he and his**

Regular Meeting Minutes

April 14, 2020

Page 11

staff highly recommend the proposed partnership, and he was confident in Nutrien's commitment to the City. Mr. Skalak stated Nutrien has a long history of working with communities and again expressed his confidence in their commitment to the City of Colonial Heights. Additionally, Mr. Skalak stated that the naming of the field was essentially inside the stadium naming on banners and on the field using painted templates near home plate; however, it did not include any permanent signage on the outside of the stadium. Mr. Skalak stated there would be naming rights when marketing games and events at Shephard Stadium.

Directing his comments to Mr. Skalak, Mr. Green stated he was in favor of both aspects; however, did this preclude or negate any other "wall sponsorship" within the stadium. Addressing Mr. Green's concerns, Mr. Skalak stated the City's current lease agreement with the Chili Peppers gives the Chili Peppers all sponsorship opportunities inside Shepard Stadium including the outfield wall. Mr. Skalak advised that in the past, the sponsorships came through the Recreation Department through the Recreation Activity Fund; averaging approximately \$6,000 per year. Mr. Skalak advised these sponsorships will be used to offset those fees estimating approximately \$6,000 to \$7,000 brought in from the Home Run contest with additional free product and consulting offered to the City by Nutrien.

Mr. Skalak added that due to the current conditions brought on by the COVID-19 pandemic, the Chili Peppers have taken a significant loss in sponsors for the upcoming year. Mr. Skalak stated it was his hope that the City agrees that its commitment was ensured and continue to help the team out during this difficult time.

Clarifying Mr. Wood's question with regard to the naming of the field, Mr. Skalak clarified this sponsorship was in accordance with the three-year contract and would only allow signing and advertising on the inside of Shephard Stadium. However, Mr. Skalak clarified that any advertisement information for tournaments would reference the name Nutrien Field at Shephard Stadium.

There was continued discussion with Mr. Wood and Mayor Kochuba expressing their concerns relative to the change of the field name.

Moving forward, Mr. Skalak stated he had been in discussions with the Chili Peppers, Colonial Heights Fire Marshal, Joe Boisseau, and a local fireworks distributor deciding there would be two games with fireworks. The proposed games were May 29 and July 3; however, even though the opening game of May 29 will not happen, the plan still remains to have fireworks at two games. Mr. Skalak advised that fireworks would be shot from the Civic Field, across

from Shephard Stadium on Meridian Avenue with spectators viewing from the infield and outfield.

Mr. Boisseau advised that the fireworks display would last between five and 10 minutes. Continuing, Mr. Boisseau advised Dominion Fireworks was the local vendor providing the display, further noting he had worked with them on several occasions. Mr. Boisseau provided information on the type of fireworks to be used and addressed his initial concerns regarding the notification of surrounding residents of the fire display, advising the Chili Peppers assured they would notify such residents prior to any display and they would be responsible to provide both medical and fire protection during these times. Additionally, Mr. Boisseau stated the regulations set forth in the Fire Code and by the National Fire Protection Association before such a display takes place.

Addressing Mr. Frenier's question relative to the type of fireworks and the "fall-out" from the fireworks, Mr. Boisseau explained the differences between the fireworks displayed at the City's Fourth of July celebration and those proposed for the Shepard Stadium display. Mr. Boisseau explained the "fall-out" from this type of fire work is very short and limited; additionally, the noise would not be as loud.

Mr. Fisher advised Council of the hazards and liability set forth under the law associates with the use of fireworks at the stadium. Mr. Fisher advised that it did not matter as to the measure of precautions used, if property or individuals were injured, the City was liable.

With the request for Council's support to allow fireworks at 2 games at Shepard Stadium, Mayor Kochuba polled Council for the following vote:

- Mr. Cherry – Yes
- Mr. Frenier – Yes
- Mr. Green – Yes
- Mr. Piotrowski – No
- Mr. Wood – No
- Mrs. Luck – No
- Mayor Kochuba – Yes

Before continuing, both Mayor Kochuba and Mr. Wood requested that the record reflect their vote of "No" for the sponsorship name change of Shephard Stadium to "Nutrien Field at Shephard Stadium".

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. Emergency Management Update

Chief Hoover shared the timeline and the Continuity of Operation Plan (COOP) city staff had been following while addressing the COVID-19 outbreak. Additionally, Chief Hoover advised Council of the precautions his staff was taking while assisting the public during emergency calls and thanked Mr. Smith and Council for support in addressing the safety needs of those emergency services personnel during this time.

Mr. Smith provided Council with updates relative to the modified services city staff and departments were implementing while still addressing the needs of the public. Mr. Smith specifically addressed code enforcement and trash pick-up services. Mr. Smith advised he had received notification from CVWMA regarding the temporary suspension of bulk waste collection and how the City planned to address this change.

Directing his comments to Mr. Smith, Mr. Cherry advised of the current grass and parking lot condition of the vacant Walgreens on the Boulevard. Additionally, Mr. Cherry stated he had contacted Ms. Hall regarding the number of 5G cell towers in the City and if so, was Council part of the approval process for such towers.

Addressing Mr. Cherry's question regarding 5G towers currently in the City, Ms. Hall reported there were no 5G towers currently; however, there had been previous discussion to allow such which would be attached to Public Utilities, but to date, there have been no applications received. Addressing Mr. Cherry's second questions regarding Council's involvement in the approval of such towers, Ms. Hall stated she was not sure and would have to get back to him; however, her office was responsible for approval of the height and other zoning requirements. If 5G equipment was being attached to public equipment, Council would become involved.

Mr. Fisher stated that until he could see the letter he could not provide specific comments; however, the City does not have much regulatory authority on small cell towers.

2. General Activity Report

Mr. Smith provided Council with the Dates of Interest and asked if Council was ok with delaying the joint School Board meeting scheduled for May 19. Mayor Kochuba stated he would discuss this at an upcoming meeting between himself, Mrs. Luck, Mr. Smith, and the School Board Chair and Vice Chair.

Addressing Mr. Piotrowski's question relative to the collection bins and notification to property owners advising of bin removal, Mr. Fisher stated Ms. Payne sent out letters to the owners; however, he was not certain when they were sent or what the responses had been. Further addressing Mr. Piotrowski's question, Mr. Fisher clarified that letters were only sent to the property owners and not bin owners. Weighing in on the conversation, Ms. Hall stated she would get with Ms. Payne tomorrow to clarify Mr. Piotrowski's question. There was brief discussion, after which time it was the consensus of Council letters should be sent to both property owners who allow the collection bins and owners of such collection bins.

B. City Attorney

Mr. Fisher advised he had nothing to report at this time.

C. Director of Planning and Community Development

Ms. Hall reported the Planning Commission did not meet in May but plans to meet in June. Additionally, Ms. Hall advised the BZA will meet tomorrow, April 15, to discuss variances and will be meeting in upcoming months to discuss the same. Concluding, Ms. Hall reported the April construction season was as strong as it had been in previous years noting the Building Inspections Department had previously implemented a digital inspection program so there was no interruptions in permitting and inspections.

Addressing Mayor Kochuba's question relative to Mission BBQ, Mr. Smith stated he would provide him with an update as to the status of the plans.

Mayor Kochuba advised the next meeting was scheduled for Tuesday, April 21, 2020, at 6:00 P.M., with the largest portion of the meeting being designated to the budget.

16. Adjournment

There being no further business, a motion was made by Mr. Cherry, seconded by Mr. Frenier, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 10:55 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

Regular Meeting Minutes
April 14, 2020
Page 15

ATTEST:

Pamela B. Wallace, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, May 12, 2020

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:00 P.M.

2. Roll Call.

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

Absent: Councilman John T. Wood (Arrived at 6:05 P.M.)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

The Clerk announced the purpose of the closed meeting.

3. Closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- **Paragraph A.1 of Section 2.2-3711, to discuss appointments to the FOLAR Board of Directors and the Historical Commission.**
- **Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – possible changes to City Code Section 286-200 and 286-530.26, relating to donation collection bins – requiring the provision of legal advice by such counsel.**
- **Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of 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.**

A motion to convene in a closed meeting was made by Mayor Kochuba, seconded by Mr. Cherry, at 6:03 P.M.

Vote: 6-0
Yes: Cherry
Frenier

Special Meeting Minutes

May 12, 2020

Page 2

	Green, Jr.
	Piotrowski
	Luck
	Kochuba
No:	None
Absent:	Wood (arrived at 6:05 P.M.)
Abstained:	None

Motion UNANIMOUS PASS

4. Voice Vote – Come back into Open Session.

A motion to reconvene in open session was made by Mr. Piotrowski, seconded by Mr. Frenier, and carried unanimously on roll call vote at 6:30 P.M.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss appointments to the FOLAR Board of Directors and the Historical Commission.**
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – possible changes to City Code Section 286-200 and 286-530.26, relating to donation collection bins – requiring the provision of legal advice by such counsel.**
- Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of 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.**

Special Meeting Minutes

May 12, 2020

Page 3

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.

Council members approved this certification, without any stating departure from the requirements of clauses (i) and (ii), by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	Abstained: None

Motion UNANIMOUS PASS

5. Motions and Resolutions of Appointment

RESOLUTION NO 20-24

Appointing Karen Epps as a member of the "Friends of the Lower Appomattox River" for an indefinite term.

6. Adjournment.

A motion to adjourn the Special Meeting was made by Mayor Kochuba, seconded by Mrs. Luck, and carried unanimously on voice vote at 6:33 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

Special Meeting Minutes
May 12, 2020
Page 4

ATTEST:

Pamela B. Wallace, City Clerk

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, May 12, 2020**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:05 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

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

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Devotion

A devotional prayer was led by Mr. Piotrowski.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt the agenda as presented.

**Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski**

Regular Meeting Minutes

May 12, 2020

Page 2

Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

Declarations were read by Messrs. Frenier, Green, Piotrowski, Mrs. Luck, and Mayor Kochuba.

7. Commendations and Presentations

There were none.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

There were none.

10. Advertised Public Hearing

- A. AN ORDINANCE NO 20-12
(First Reading) Amending § 1-4.1 of Chapter 1, General Provisions, of the Colonial Heights City Code, by increasing from \$10 to \$20 the fee to be collected from a convicted defendant for funding courthouse security personnel.**

A motion was made by Mr. Green, seconded by Mrs. Luck, to adopt the Ordinance No. 20-12.

Mr. Fisher advised this action was initiated by the Virginia Sheriff's Association, which brought it before the General Assembly for approval during the 2020 session. Mr. Fisher also advised upon speaking with Sheriff Wilson, he was in favor and supported the proposed increase.

Public Comments: None

Regular Meeting Minutes

May 12, 2020

Page 3

Council Comments:

Mr. Wood noted that under most circumstances, he did not agree with increased fees; however, he supported this increase.

Mayor Kochuba stated his only concern was the collection of such fees, as there has been difficulty in the past with collection of court fees.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

- B. AN ORDINANCE NO 20-19**
(First Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position along with corresponding job descriptions.

A motion was made by Mayor Kochuba, seconded by Mr. Cherry, to adopt Ordinance No. 20-19.

11. Hearing of Citizens Generally on Non-Agenda Items

Although there were no comments from the public, Mr. Wood requested that a resolution be drafted and signed by Council, remembering Mr. Leslie P. Fryar and recognizing his dedicated service to the City of Colonial Heights.

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

- A. AN ORDINANCE NO 20-13**

(First Reading) Providing for a levy on all real estate located in the City not exempt from taxation to fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020; 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, 2021, and ending December 31, 2021, for general municipal purposes.

B. AN ORDINANCE NO 20-14

(First 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, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

C. AN ORDINANCE NO 20-15

(First 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, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021, for general municipal purposes.

D. AN ORDINANCE NO 20-16

(First 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, 2020, and ending December 31, 2020; 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, 2021, and ending December 31, 2021, for general municipal purposes.

E. AN ORDINANCE NO 20-17

(First Reading) Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, 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, 2020; and for the tax year commencing January 1, 2021, and ending December 31, 2021; for general municipal purposes.

Regular Meeting Minutes

May 12, 2020

Page 5

- F. AN ORDINANCE NO 20-18**
(First 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.
- G. AN ORDINANCE NO 20-FIN-3**
(First Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the objects and purposes stated herein.
- H. AN ORDINANCE NO 20-FIN-4**
(First Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and approving such budget.
- I. AN ORDINANCE NO 20-FIN-5**
(First Reading) Adopting the Recreation Activity Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.
- J. AN ORDINANCE NO 20-FIN-6**
(First Reading) Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.
- K. AN ORDINANCE NO 20-FIN-7**
(First Reading) Adopting the Stormwater Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the principal purposes stated.
- L. AN ORDINANCE NO 20-FIN-9**
(First Reading) Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenditures stated.
- M. April 14, 2020 Special Meeting Minutes**

Regular Meeting Minutes

May 12, 2020

Page 6

N. April 21, 2020 Special Meeting Minutes

O. April 28, 2020 Special Meeting Minutes

A motion was made by Mr. Green, seconded by Mrs. Luck, to approve the Consent Agenda as presented.

Vote:	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

A motion was made by Mr. Green, seconded by Mr. Frenier, to approve the Consent Agenda as presented.

Vote:	7-0
Yes:	Cherry Frenier Green Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

**A. AN ORDINANCE NO 20-FIN-10
(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$323,175, which consists of: 1) \$37,000 in grant**

Regular Meeting Minutes

May 12, 2020

Page 7

funds for the GIS Next Generation 9-1-1 to General and Financial Administration; and 2) \$286,175 in grant funds for the Next Generation 9-1-1 Migration to Public Safety for Communications.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by transferring \$178,084 from Utility Infrastructure Projects to the Hrouda Pump Station project.

A motion was made by Mr. Green, seconded by Mr. Piotrowski, to adopt Ordinance No 20-FIN-10.

Mr. Smith provided brief comments further clarifying the appropriations. There were no comments from Council.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

B. A RESOLUTION NO 20-23
Extending the due date for the payment of personal property taxes.

A motion was made by Mr. Green, seconded by Mr. Piotrowski, to approve Resolution No. 20-23.

Mayor Kochuba advised Bill Feasenmyer, Commissioner of Revenue, was in agreement with the proposed resolution. Mr. Feasenmyer, joining the meeting via teleconference, explained the reasoning behind the request for the extension.

Vote: 7-0

Regular Meeting Minutes

May 12, 2020

Page 8

**Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba**

No: None

Absent: None

Abstained: None

Motion: UNANIMOUS PASS

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

A. Presentation and Discussion of Proposed Utility Rate Increase

Mr. Smith recalled Council's previous discussion and consideration of the Utility Rate study presented at the April 28, 2020 Special Meeting. The two parts:

**Rate Structure
Scenarios**

Mrs. Minor presented slides showing the city's existing infrastructure including the water and sewer lines totaling \$1.14 M linear feet at a \$673M replacement cost. Mrs. Minor also advised there were 308 "vertical assets" with a \$8.2M replacement cost. Continuing, Mrs. Minor stated that in the next 25 years, the city will reasonably have to replace a total of \$188,000,000 in water and sewer lines as well as vertical assets.

On the financial side, Mrs. Minor stated that the current revenue was insufficient for liquidity, future debt reserves and replacement of existing capital. Mrs. Minor reported the recommendation for longer-term rates:

- 7.5M annual capital outlay which would fully replace \$188M in 25 years with an 11.6% average annual rate increase**
- Or**
- 4.0M annual capital outlay which would replace \$100M in 25 years which would require 47 years to replace the \$188M implementing a 7.6% annual rate increase.**

Mrs. Minor provided information on the FY20 emergency repair cost for five projects totaling approximately \$450,000.

Continuing, Mrs. Minor provided rate options for FY20/21.

Part 1 – Consideration of rate structure:

Option 1: Lower base, no “free” consumption

Option 2: Slightly lower base with 6 CCF “free”

Status quo: Same rate structure as current, and the approved rate increase would be applied uniformly to the current rates.

Part 2 – Consideration of Percentage Increase:

5% increase in revenue

2.5% increase in revenue

Mrs. Minor provided information showing the increases for current, option 1, option 2, and status quo for median and minimal residential and median business. Continuing, Mrs. Minor advised the revenue difference between a 2.5% vs. 5% increase would be \$109,200 noting this would require reductions in operational expenses in the water/sewer fund based on budgeted revenues/expenses for FY21.

After brief comments, Mayor Kochuba expressed his concern that the infrastructure issues had not been addressed in previous years and he did not feel the City’s lack of response to address these issues, should be placed on the citizens.

Mr. Green provided comments expressing his concerns relative to a 5% increase and therefore stated he could not support any more than status quo or 2.5%.

Addressing Mr. Frenier’s question relative to the replacement of infrastructure other than a break, Mr. Flippen stated that infrastructure was being replaced in conjunction with the Dupuy and Lakeview Projects. Mr. Frenier pointed out that the repairs which have been made are in the older sections of the City and have occurred only to address breakages and not maintenance replacement.

Mr. Wood provided comments referring to hidden infrastructure which is not seen and therefore often not address because out-of-site it is out-of-mind. After additional comments, Mr. Wood expressed his support for Option 1, which included a 5% increase.

There being no further discussion, Mayor Kochuba polled Council, which would move forward with Option 1 to include a 5% increase:

**Wood - Yes
Green – No
Frenier – Yes
Piotrowski – No
Luck – Yes
Cherry – Yes
Kochuba – No**

- B. AN ORDINANCE NO 20-FIN-8
(First Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, and appropriating the estimated revenues for the year for the operating expenses stated.**

There was no discussion on this item.

A motion was made by Mrs. Luck, seconded by Mr. Frenier, to adopt Ordinance No. 20-FIN-8.

**Vote: 6-1
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: Green, Jr.
Absent: None
Abstained: None**

Motion PASS

- C. A RESOLUTION NO 20-22
Requesting the Governor of the Commonwealth of Virginia to seriously consider modifying Executive Orders Fifty-One, Fifty-Three, and Fifty-Five so as to allow for the reopening of Virginia’s society and economy no later than May 25, 2020.**

Upon being recognized by the Mayor, Mr. Fisher directed Council’s attention to the amended resolution and provided comments relative to the Governor’s most recent Executive Order, advising Council that he had incorporated the changes in the Executive Order in the proposed resolution. Mr. Fisher advised Council to vote on the amended version of the resolution as presented.

Regular Meeting Minutes

May 12, 2020

Page 11

After additional discussion by Council members relative to the amendments to the proposed resolution, a motion was made by Mr. Green, seconded by Mr. Wood, to adopt Resolution No. 20-22, as amended.

Vote: 5-2
Yes: Cherry
Green, Jr.
Piotrowski
Wood
Kochuba
No: Frenier
Luck
Absent: None
Abstained: None

Motion PASS

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. Financial Analysis Update

Mr. Smith recalled Mr. Green's recommendation to include a Financial Analysis in the budget document and advised he and his staff would address any questions by Council. Council members thanked both Mr. Smith and Mrs. Minor for their efforts in providing this information in the budget document.

2. General Activity Report

Mr. Smith provided congratulatory remarks on the recent retirement of Fire Chief A. G. Moore and the promotion of Acting Chief Wayne Hoover as Fire Chief, replacing Chief Moore. Continuing with updates, Mr. Smith provided information on the following:

- Central Virginia Waste Management Authority will resume bulk pick-up next week**
- Southpark Mall to open Friday, May 15 (limited opening)**
- Begin discussion to initiate the opening of City Hall**
- Registrar's Office to begin in-person absentee voting**
- Installation of doorbell at City Hall front door**
- Notification received from the Secretary of the Commonwealth advising of the CARES Act awarding the City of Colonial**

Heights with \$1.5 M to assist with economic shortfalls due to COVID-19 emergencies (specific spending guidelines apply)

Before providing information relative to COVID-19 updates, Chief Hoover thanked Mr. Smith and Council for the opportunity to lead Fire and EMS Departments. Continuing, Chief Hoover provided updates relative to the increased number of identified cases of COVID-19 and commended his staff for their efforts in addressing those increasing numbers.

Mr. Smith advised there would not be a Council Work Session on May 26, 2020.

B. City Attorney

Mr. Fisher advised for Council's information that the Governor's Emergency Declaration extended through June 10, as did the City's Emergency Declaration. Secondly, Mr. Fisher stated his office had been very busy reviewing contracts from Mrs. Minor.

C. Director of Planning and Community Development

Ms. Hall reported that the Planning Commission and Board of Zoning Appeals (BZA) met in May advising that the Planning Commission approved a site plan for drive-thru restaurant development in the Southpark Square Shopping Center. Continuing, Ms. Hall advised the BZA approved the vacant lot in the 700 block of James Avenue. Ms. Hall advised the BZA will be reviewing three additional variances at the upcoming meeting on May 20.

Mr. Cherry asked Ms. Hall if there had been any information or movement on the home involved in the house fire on Battery Place. Ms. Hall advised she would follow up with the building official and get back with him after she follows up with the property owner.

Addressing Mr. Piotrowski's inquiry as to the status of the house fire on Franklin Avenue, Ms. Hall advised she would have to get back to Mr. Piotrowski with that information.

Ms. Hall addressed Mr. Frenier's question relative to the drive-thru restaurant in the Southpark Square Shopping Center stating it was to be a Panera Bread.

Addressing Mrs. Luck's question relative to the additional variance for the property in the 700 block of James Avenue, Ms. Hall provided comments which clarified the reasoning behind such a substantial increase in variance.

Regular Meeting Minutes

May 12, 2020

Page 13

16. Adjournment

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 9:37 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Emergency Ordinance No. 20-4

DEPARTMENT: City Attorney/Economic Development

PROPOSED ACTION: Discuss and act on Emergency Ordinance No. 20-4

BACKGROUND: To assist restaurants, which have been significantly impacted by the Governor's COVID-19 restrictions, the City Manager and Economic Development Administrator requested that an ordinance be drafted to now allow restaurants to provide for outdoor dining on certain sidewalks and parking lots. Emergency Ordinance No. 20-4 authorizes such outdoor dining for 60 days.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Act on Emergency Ordinance No. 20-4.

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.

EMERGENCY ORDINANCE NO. 20-4

An uncodified ordinance allowing restaurants, given the current state of emergency, to temporarily provide for expanded dining on certain sidewalks and in their parking lots, notwithstanding parking and final site plan requirements in Chapter 286, Zoning, of the City Code.

WHEREAS, it is important to the City's overall financial health and prosperity for its restaurants to be operated profitably; and

WHEREAS, since March 12, 2020, a state of emergency has existed in the Commonwealth of Virginia due to the Novel Coronavirus (COVID-19) pandemic; and

WHEREAS, on March 17, 2020, the City Council confirmed the City Manager's March 16, 2020 declaration that a state of emergency due to COVID-19 exists in the City of Colonial Heights; and

WHEREAS, Executive Orders of the Governor of the Commonwealth have imposed severe restrictions on the number of persons who can dine in and be served by restaurants, resulting in financial distress for many restaurant owners and their staffs in the City; and

WHEREAS, the financial distress such restrictions have created for many restaurant owners and their staffs – including unemployment and reduced wages for employees and the inability to make a profit – constitutes an emergency; and

WHEREAS, some restaurants desire to provide for outdoor dining for patrons, either on sidewalks or parking lots, to at least partially offset the negative economic consequences of the Governor's restrictions on indoor dining; and

WHEREAS, to help the City's restaurants remain economically viable, the City Council believes it should try to assist restaurants in the City by authorizing, on a temporary basis, expanded dining opportunities that comply with the Governor's Executive Orders; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. An emergency exists, and any restaurant is allowed to provide dining for patrons on or in the following areas: (a) a sidewalk directly adjoining one or more of the restaurant's

exterior walls; and (b) the restaurant's parking lot. Nothing herein shall be deemed to authorize restaurant dining for patrons on any other sidewalk or another business's parking lot; provided, however, that a restaurant may provide for dining on a parking lot it shares with one or more other businesses, if the parking lot owner consents to such dining.

2. To the extent that any provision in City Code §§ 286-506.06 through 286-506.22, relating to final site plans, and §§ 286-518.14 through 286-518.22, relating to parking spaces, conflicts with the expanded restaurant dining authorized in paragraph 1, such conflicting provision shall be null and void while this ordinance is in effect.

3. Notwithstanding the provisions of paragraph 1, all restaurants shall continue to fully comply with the Virginia Statewide Fire Prevention Code.

4. No restaurant providing for the outdoor dining authorized by this ordinance shall serve beverages containing alcohol without first obtaining the appropriate permit or license from the Virginia Alcoholic Beverage Control Authority.

5. This emergency ordinance shall be in effect upon approval after one reading and shall expire on August 8, 2020.

Approved:

Mayor

Attest:

City Clerk

I certify that the above emergency ordinance was:

Adopted 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

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Resolution No. 20-26

DEPARTMENT: City Manager

PROPOSED ACTION: This item is for approval of Resolution No. 20-26 to extend the State of Emergency for Colonial Heights.

BACKGROUND: The current State of Emergency for Colonial Heights is scheduled to expire at midnight on June 10, 2020 through Resolution No. 20-17, which was approved unanimously by Council on March 17, 2020.

On May 26, 2020, the Commonwealth's Governor has extended indefinitely the state of emergency for Virginia due to COVID-19 until amended or rescinded by executive order.

On June 9, prior to the City Council meeting, the City Manager will be issuing an extension of the local emergency declaration.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: The City Manager is requesting Council approval to extend the State of Emergency for Colonial Heights until ended by further declaration.

ATTACHMENTS: A RESOLUTION NO.20-26.

- 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.

A RESOLUTION NO. 20-26

Confirming the Director of Emergency Services' extension of the declaration of a local emergency due to the COVID-19 pandemic.

WHEREAS, on March 16, 2020, the City Manager, as Director of Emergency Services, declared a state of local emergency throughout the City of Colonial Heights effective at 5:00 p.m., and ending at midnight on June 10, 2020, due to the Coronavirus (COVID-19) pandemic; and

WHEREAS, on March 17, 2020, the City Council consented to and confirmed the City Manager's declaration of the state of local emergency through the unanimous approval of Resolution No. 20-17; and

WHEREAS, on May 26, 2020, the Commonwealth's Governor extended indefinitely the state of emergency in the Commonwealth of Virginia due to COVID-19 until amended or rescinded by executive order; and

WHEREAS, on June 9, 2020, the City Manager, as Director of Emergency Services, declared an extension to the City's local state of emergency beyond June 10, 2020, until ended by further declaration; and

WHEREAS, the proclamation extending the local emergency was necessary to permit the full powers of the City government to deal effectively with the consequences of COVID-19; NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. City Council confirms and consents to the City Manager's declaration, as Director of Emergency Services, to extend throughout the City of Colonial Heights the state of local emergency effective June 9, 2020, until ended by further declaration.

2. During the existence of this emergency, the Director of Emergency Services and the City's emergency management staff shall have all of the powers, duties, and functions prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the City of Colonial Heights, in order to mitigate the effects of such emergency.

3. This resolution shall be in full force and effect upon its passage.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted 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

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: (First Reading 20-FIN-11) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$73,000 1) to appropriate \$40,000 in insurance recoveries to cover the City's expenses for accidental losses, 2) to transfer \$32,500 in savings from incarceration expenses to debt service for the 2019 computer lease, and 3) to appropriate \$33,000 in proceeds from the sale of the courthouse property to purchase property adjacent to Violet Bank.

DEPARTMENT: Finance

PROPOSED ACTION: This item is for first reading of requested budgetary changes.

BACKGROUND:

The City has changed the process for recording insurance losses and reimbursements from our carrier. The losses are now recorded as expenditures and the reimbursements as revenue, and they need to be appropriated to offset each other. The computer lease was issued earlier in the current fiscal year than originally planned, incurring two debt service payments. Once was appropriated earlier in the year, but a second hit in June. This item transfers unspent appropriations from the regional jail to cover the additional \$32,500 expense.

Council is considering the purchase of property adjacent to Violet Bank in a separate item on the June 12 agenda. This item appropriates \$33,000 in remaining proceeds from the sale of the old courthouse property for the purchase of this parcel (\$31,500 for purchase price + \$1,500 for closing costs). After this appropriation, the remaining unallocated proceeds will total \$93,191.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

BUDGET SUMMARY 20-FIN-11; ORDINANCE 20-FIN-11

- 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.

City of Colonial Heights
 Ordinance/Resolution Recap Worksheet
 June 2020

		Insurance Recoveries	Lease Payment	Property Purchase	Total
GENERAL FUND					
<u>REVENUE:</u>					
10-4812	Miscellaneous	\$40,000			40,000
10-4990	Fund Balance/ Reserves			\$33,000	33,000
	Total	\$40,000	\$0	\$33,000	\$73,000
<u>EXPENDITURES:</u>					
1207-5220	General & Financial	40,000			40,000
1357-5228	Judicial Administration		(32,500)		(32,500)
1604-5501	Recreation & Culture			33,000	33,000
	Debt Service		32,500		32,500
	Total	\$40,000	\$0	\$33,000	\$73,000

AN ORDINANCE NO. 20-FIN-11

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to increase appropriations by \$73,000 to 1) appropriate \$40,000 in insurance recoveries to cover the City's expenses for accidental losses; 2) transfer \$32,500 in savings from incarceration expenses to debt service for the 2019 computer lease; and 3) appropriate \$33,000 in proceeds from the sale of the courthouse property to purchase property adjacent to Violet Bank.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-2, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 202,001	
General and Financial Administration	4,423,583	4,463,583
Judicial Administration	5,879,750	5,847,250
Public Safety	12,141,964	
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,646,898	2,679,898
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	3,780,340	3,812,840
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	\$60,497,493	60,570,493

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977
Other Local Taxes	19,185,475
Licenses, Permits & Fees	3,707,262
Fines and Forfeitures	375,077
Use of Money & Property	322,738
Intergovernmental Revenues	7,435,109
Charges for Current Services	2,577,996

Miscellaneous	2,139,412	2,179,412
Fund Balance/Reserves	<u>963,447</u>	996,447
TOTAL	\$60,497,493	60,570,493

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

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Resolution No. 20-18

DEPARTMENT: City Manager

PROPOSED ACTION: This item is for approval of Resolution No. 20-18 authorizing the City Manager to enter into a Real Estate Purchase Agreement as noted below.

BACKGROUND: Swearingen Realty Company has agreed to sell the City the 0.15 acre parcel, (known as Lot 3 (Burgess Property), Block 7, Riverside Park) that is on Royal Oak Avenue adjacent to the Violet Bank Museum for an agreed upon purchase price of \$31,500. Funding for the purchase is being appropriated through Ordinance 20-FIN-11, which is on the June 9 meeting for first reading.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends approval of Resolution No. 20-18.

ATTACHMENTS: RESOLUTION NO. 20-18; REAL ESTATE PURCHASE AGREEMENT

- 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.

A RESOLUTION NO. 20-18

Authorizing the City Manager to enter into a Real Estate Purchase Agreement on behalf of the City of Colonial Heights to purchase a 0.15 acre parcel on Royal Oak Avenue.

WHEREAS, Swearingen Realty Company, as the owner of the real property known as Lot 3 (Burgess Property), Block 7, Riverside Park, has agreed to sell to the City of Colonial Heights the 0.15 acre parcel that is on Royal Oak Avenue adjacent to the Violet Bank Museum; and

WHEREAS, the owner and the City have agreed on a purchase price of \$31,500; NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. City Council approves the purchase for \$31,500 of the 0.15 acre real property parcel that is on Royal Oak Avenue adjacent to the Violet Bank Museum and known as Lot 3 (Burgess Property), Block 7, Riverside Park.
2. City Council authorizes the City Manager to enter into and sign the Real Estate Purchase Agreement attached hereto (or one substantially similar) on behalf of the City of Colonial Heights.
3. This resolution shall be in full force and effect upon its approval.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted 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

REAL ESTATE PURCHASE AGREEMENT

This Agreement is made this ____ day of _____, 2020, by and between **SWEARINGEN REALTY COMPANY**, Seller, and the **CITY OF COLONIAL HEIGHTS, VIRGINIA**, a Virginia municipal corporation, Purchaser.

For and in consideration of the mutual covenants, premises, conditions and undertakings herein set forth, Seller and Purchaser covenant and agree as follows:

1. PROPERTY: Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase from the Seller, the land and appurtenances thereto, located in the City of Colonial Heights, Virginia, identified by the City Assessor as Tax Parcel Number 38000207003, also known as Lot 3 (Burgess Property), Block 7, Riverside Park Subdivision, Royal Oak Avenue, Colonial Heights, Virginia 23834, and with the following legal description:

ALL that certain lot or parcel of land, with the improvements thereon and appurtenances thereto, belonging, lying, being, and situate in the City of Colonial Heights, Virginia, and being known, numbered, and designated as Lot 3, on a plat showing "Property Owned by V.I. and Ann B. Burgess, Colonial Heights, Chesterfield County, Virginia", made by F.D.P. Bruner, Engineer, and recorded in the Clerk's Office of the Circuit Court of Chesterfield County, Virginia, in Deed Book 326, page 182.

BEING the same real property conveyed to Swearingen Realty Company, by deed from Carlton E. Barricks, Jr., dated March 30, 2007, and recorded April 3, 2007, in the Clerk's Office, Circuit Court, City of Colonial Heights, Virginia, in Deed Book 284, at page 3858, as instrument number 070001009.

2. PURCHASE PRICE: Seller shall convey to Purchaser, and Purchaser shall purchase from Seller, the Property described herein for the purchase price of THIRTY-ONE THOUSAND FIVE HUNDRED DOLLARS (\$31,500.00), which shall be paid to Seller at settlement.

3. DEPOSIT: NONE

4. SETTLEMENT: Settlement shall take place at the offices of a closing agent to be chosen by the Purchaser with written notice to Seller, and shall take place AS SOON AS PRACTICABLE,

allowing reasonable time for examination of title and the preparation and execution of closing documents, unless otherwise agreed to in writing. If for any reason this sale has not closed by _____, either party may terminate this Agreement by giving written notice to the other; and neither shall have any further obligation hereunder.

TIME IS OF THE ESSENCE AS TO THIS PROVISION.

5. CONDITION: This is an AS IS sale. Property shall be in substantially the same condition at Settlement as on the date the parties execute this Agreement.

6. TITLE: At Settlement, Seller shall convey the Property to Purchaser by general warranty deed containing English covenants of title, free from all liens, tenancies and encumbrances. Title shall be good, marketable, and insurable, without exception, at regular rates by a title insurance company of the Purchaser's choice; subject, however, to covenants, easements, conditions and restrictions of record as of the date Seller executes this Agreement. Purchaser shall promptly report any title defect to Seller; and if Seller is unable because of such defect in title to deliver title at Settlement as set forth herein, and Purchaser is unwilling to waive such defect, Seller shall have the opportunity to correct the defect, if it can be done within twenty (20) days from the date the Seller receives notice of the defect ("Cure Period").

In the event Seller is unable, unwilling or fails to correct the defect within the Cure Period, then either party may terminate this Agreement upon written notice given to the other; and upon such termination no party shall have any further liability hereunder. Seller shall deliver to Purchaser at Settlement all customary and usual affidavits needed for securing title insurance and reporting the transfer to State and Federal taxing authorities.

7. OCCUPANCY DISCLOSURE: Purchaser does not intend to occupy the Property for residential purposes.

8. PROPERTY OWNERS ASSOCIATION DISCLOSURE: The Seller represents that

the Property is not located within a development which is subject to the Virginia Property Owners' Association Act (Chapter 18 of Title 55.1 of the Code of Virginia).

9. CONDOMINIUM DISCLOSURE: The Seller represents that the Property is not a condominium resale, subject to the Virginia Condominium Act (Chapter 19 of Title 55.1 of the Code of Virginia).

10. LEASES: Seller warrants that there are no leases, written or oral, encumbering the Property. Seller agrees to indemnify Purchaser and to defend it from and against any claims by tenants or their assigns, whether pursuant to the terms of putative leases or by other theory of recovery, for compensation or damages growing out of or related to this sale or the termination of such leases. If Seller is unable to deliver the property at Settlement free of such lease(s), Purchaser, in its sole discretion, may terminate this Agreement by giving written notice to Seller. The terms of this paragraph shall survive closing.

11. RISK OF LOSS: All risk of loss or damage to the Property by fire, windstorm, casualty, or other cause is assumed by Seller until settlement. In the event of substantial loss or damage to the Property before settlement, Purchaser shall have the option of either (i) terminating this Agreement, and neither party shall have any further obligation hereunder; or (ii) affirming this Agreement, in which event Seller shall assign to Purchaser all of Seller's rights under any policy or policies of insurance applicable to the Property.

12. CONDITION AND INSPECTION: Purchaser has conducted such inspections and tests as it deems proper and agrees to accept the property at closing "AS IS" in the same physical condition as it existed at the time this Agreement was executed by all parties. Upon closing, Purchaser assumes all responsibility for remediation and removal of any hazardous condition or materials upon the property and Sellers shall not bear any responsibility for any such matters. The terms of this paragraph shall survive closing.

13. GENERAL PROVISIONS:

Completeness and Modification. This Agreement constitutes the entire agreement between the parties as to the transactions contemplated herein and supersedes all prior and contemporaneous discussions, understandings, and agreements between both parties. No modification shall be effective unless in a subsequent writing and signed by Seller and Purchaser.

Assignments. Purchaser may assign its rights hereunder without the prior written consent of Seller.

Contract Not to Be Recorded. Neither party shall record this Agreement.

Governing Law and Venue. Notwithstanding the place where this Agreement may be negotiated, executed or performed by either of the parties hereto, all of its terms and provisions shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia; and any litigation arising out of this Agreement shall be filed and tried in the appropriate state court in Colonial Heights, Virginia.

Severability. If any term, covenant, or condition of this Agreement, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to other persons or circumstances, shall not be affected thereby; and each term, covenant, or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Taxes. Real property taxes shall be prorated to date of closing.

Interpretation. The section and paragraph headings used herein are for reference and convenience only and shall not enter into the interpretation hereof. Wherever used herein, the singular number shall include the plural and vice versa; and the use of any gender shall include all other genders, all as the context may require.

Waiver. No waiver or purported waiver by Purchaser of any contingency contained herein shall be valid against Purchaser unless it is in writing and signed by Purchaser.

Real Estate Brokers. Each party represents to the other that it has not engaged the services of any real estate broker or agent in connection with the Property and/or this Agreement. (Seller is a real estate broker.)

Notices. All notices permitted or required hereunder shall be in writing and shall be deemed delivered when sent by certified mail, return receipt requested, and with postage pre-paid, or delivered by hand (which shall include delivery by a reputable national overnight courier service, such as Federal Express), to the parties at the addresses set forth below:

a. To Seller:

Ted L. Swearingen
Swearingen Realty Company
1001 Boulevard
Colonial Heights, VA 23834

b. To Purchaser:

The City of Colonial Heights, Virginia
c/o Douglas E. Smith, City Manager
201 James Avenue
P.O Box 3401
Colonial Heights, VA 23834

and

The City of Colonial Heights, Virginia
c/o Hugh P. Fisher, III, City Attorney
201 James Avenue
Colonial Heights, VA 23834

Either party may change the address for notification purposes by giving written notice of such change to the other party at the above address.

THIS IS A LEGALLY BINDING CONTRACT WHEN SIGNED BY BOTH PURCHASER AND SELLER. IF NOT UNDERSTOOD, SEEK LEGAL ADVICE.

IN WITNESS WHEREOF, the parties have affixed their respective signatures.

SELLER:

SWEARINGEN REALTY COMPANY

_____(SEAL)
Ted L. Swearingen, President

COMMONWEALTH OF VIRGINIA,
City/County of _____, to-wit:

The foregoing instrument was acknowledged before me this day of _____, 2020,
by Ted L. Swearingen, President of Swearingen Realty Company, on behalf of the company, Seller.

My commission expires: _____

Notary Public
Registration No. _____

PURCHASER:

CITY OF COLONIAL HEIGHTS, VIRGINIA

By _____(SEAL)
Douglas E. Smith
City Manager

APPROVED AS TO FORM:

By _____
Hugh P. Fisher, III
City Attorney

ATTESTED:

Pamela B. Wallace
City Clerk

COMMONWEALTH OF VIRGINIA
City of Colonial Heights, to wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Douglas E. Smith, City Manager, on behalf of the City of Colonial Heights, Virginia, a municipal corporation, Purchaser.

My commission expires: _____

Notary Public
Registration No. _____



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Summary of COVID-19 Grant Funding and Proposed Uses of Funds

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: Staff discussion with City Council; and recommend City Council support/ approval of proposed uses of funds

BACKGROUND: The City of Colonial Heights has received (or will be receiving) COVID-19 related grant funds from various programs. The following is a summary of funding for the City, and the attached document provides an outline of initial proposed uses of funds (which will be updated as needed moving forward) and estimated amounts.

Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF)

The City has received \$1,515,466 in Federal funding through the Commonwealth of Virginia. CRF funds may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

CRF funds can only be used for direct costs associated with response to COVID-19 and cannot be used to make up for revenue shortfalls.

Staff has proposed multiple uses of funds as outlined in the attached document. One of the proposed uses is a Hazard Pay Program which is outlined in a separate attachment.

US Health and Human Services funding to EMS Transport Providers

The City received \$35,859.51 in HHS stimulus (part of the CARES Act) that sends an allotment proportional to the City's Medicaid funding, which we are receiving for EMS Transports.

CDBG CARES Supplemental Grant

In addition to the regular CDBG funds of \$105,797 that the City will receive for Program Year 20-21, the City is receiving \$62,237 in CDBG CARES Supplemental Grant Funding. One of the approved uses of this funding is for assistance with utility payments. Staff proposes the establishment of a program to assist residents with payment of City utility bills (this will be an item on the June 16 worksession).

FEMA

Certain expenditures by the City to respond to the COVID-19 Pandemic are eligible for FEMA reimbursement.

Types of eligible expenses include:

- Training specific to the declared event
- Disinfection of eligible public facilities
- Use of specialized medical equipment
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits

The City will need to expend the \$1.5 million in CRF funding before utilizing FEMA funds for expenses.

Also, while not awarded directly to the City, the Cameron Foundation awarded our Volunteer Fire Department with over \$3,300 for purchase of specialized decontamination equipment for our medic units and fire stations.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends Council support for the initial proposed uses of COVID-19 Grant Funds and approval to implement the proposed hazard pay program.

ATTACHMENTS: Summary of Proposed Uses of COVID-19 Grant Funds; Proposed Hazard Pay Program

- 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.

Identified Need/ Recovery Expenditure	Estimated Cost	Primary Recovery Source	Secondary Recovery Source
PPE- City Operations			
PPE- General	31,000	HHS-1	
PPE- General	20,000	FEMA	
PPE- Elections	5,000	FEMA	ELECT?
Disinfecting/ Cleaning			
General Cleaning/ Disinfecting	5,000	FEMA	
City Hall Disinfecting	26,000	FEMA	
PT & FT Rec Staff for Cleaning Facilities	10,000	CARES	
Teleworking			
General Teleworking expenses	3,500	CARES	
Laptop Purchases	39,138	CARES	
Webcams	1,800	CARES	
PT Employees answering main phone line	5,000	CARES	
Public Safety Salaries			
EMS First Responders 3/1-6/30	547,200	CARES	
Hazard Pay	238,000	CARES	
SROs now on patrol	87,360	CARES	
Public facility/public meeting management			
Sheriff deputy for Council meetings	3,875	CARES	
Officer/Deputy OT for City Hall	19,592	CARES	
Economic Recovery			
"Ready to Reopen" Grants to Small Businesses	500,000	CARES	CDBG
Low/ Moderate Income Assistance			
One-Time Utility Bill Assistance	62,237	CDBG	
Direct Covid-19 patient care			
Patient Transport Cost	4,860	HHS-1	
Employee Sick Leave (FFCRA)			
	10,000	CARES	
Credit Card Fees in excess of Average			
(City has encouraged people to pay online, lifted convenience fees and maximum transaction amounts)	25,000	CARES	
Schools Expenditures			
	25,000	CARES	

Total By Source		Amount Available
CARES	1,515,466	1,515,466
FEMA	56,000	No cap
CDBG	62,237	62,237
HHS-1	35,860	35,860

PROPOSED COLONIAL HEIGHTS HAZARD PAY PROGRAM

6/9/20

One of the authorized uses of CARES Act funds is for hazard pay. However, across the board hazard pay payments for all employees is not allowed as a use of CARES funds; the employees need to be public safety, public health, etc.

Based on guidance from our auditors, it would be best to provide hazard pay based on a dollar amount per hour worked rather than as a lump sum amount.

Staff proposes to implement a hazard pay program as follows:

- Twelve-week period of time (March 18 – June 9)
- Provide hazard pay of \$3 per hour for:
 - Certified Law Enforcement Personnel
 - Full-time Animal Control Officer
 - Certified Firefighters
 - Communications Center Staff
 - Fire Department Emergency Management Staff
 - Sheriff's Office Deputies/Supervisors

The initial estimated cost is approximately \$238,000. Staff will determine eligibility for use of CARES funds based on duties performed by employees in response to COVID-19. CARES funds will be considered the primary source of funds for the above, supplemented by City funds, as needed, for areas where use of CARES funds does not apply.



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Economic Development Authority Small Business Grants

DEPARTMENT: City Manager/Economic Development

PROPOSED ACTION: Council approval.

BACKGROUND:

The City's Economic Development Authority initially was interested in using a portion of the EDA funds to provide grants ranging from \$ 500.00 to \$2,000.00 for the small business community. Prior to the EDA's May 28th meeting, staff was informed by the Finance Director, that money received from the CARES Act can be used for small business grants. Based on approval by City Council, the grants could now range from \$5,000 to \$7,500 depending on the number of employees a company may have.

Staff will provide City Council with a briefing on the proposed program at the June 9 meeting. The City Manager proposes allocating up to \$500,000 of the City's CARES funding allocation to the program. The program would provide for reimbursement of eligible expenses to small businesses. If approved the program funds would be provided to eligible businesses through the EDA.

BUDGET/FINANCIAL IMPACT:

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

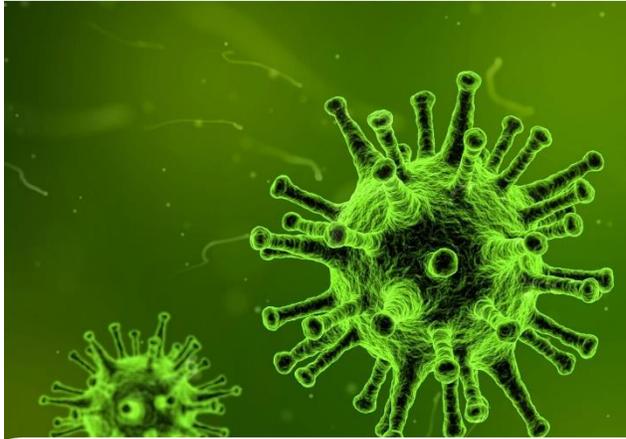
RECOMMENDATION: City Council approval to provide a portion of the CARES Act funds to be used for small business grants to be administered through the EDA.

ATTACHMENTS: Small Business Grant Information.

- 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.

CITY OF COLONIAL HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY



Small Business COVID-19 Disaster Grant Fund

In response to these challenging times in our community, the Economic Development Authority (EDA) of the City of Colonial Heights is pleased to offer the Small Business COVID-19 Disaster Grant Fund opportunity to Colonial Heights Small Businesses. Funds must be used to relieve and reduce unemployment, assist with job retention, and/or assist with operational needs necessary to sustain businesses through the pandemic.

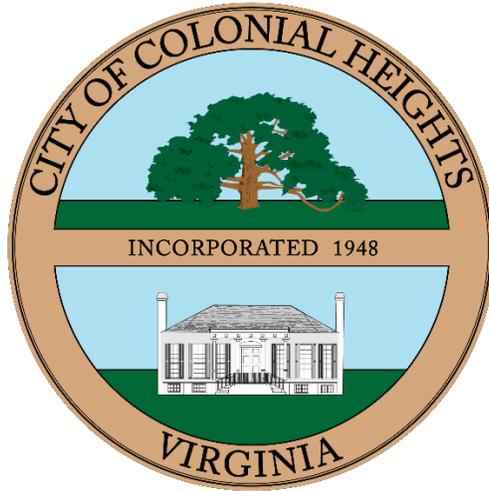
PLEASE REVIEW THE GUIDELINES AND SUBMIT A COMPLETE APPLICATION TO:
EPPSK@COLONIALHEIGHTSVA.GOV BY THE DEADLINE DATE OF TBD AT 5:00PM

ELIGIBILITY

- Colonial Heights small businesses and local franchised businesses with 30 employees or less. (non-franchised national chain and/or big box retailers are not eligible).
- Businesses must have been established and operational within Colonial Heights for at least 24 months.
- Businesses and all business owners must possess a valid Colonial Heights Business License.
- Businesses must demonstrate on the application how their business has been adversely impacted by the COVID-19 crisis.
- If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occur between March 17, 2020 and June 30, 2020.
- Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in. Preference is given to those firms that have made efforts to retain employees during the pandemic and remain operational (if allowed).
- Total grant funds available for award will not exceed \$ _____.
- Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records)
 - Business with 1-15 employees \$5,000
 - Business with 16-30 employees \$7,500

USE OF FUNDS

Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage. Grant funds will be provided on a reimbursement basis once the applicant has demonstrated that the expense has been paid.



Economic Development Authority of The City of Colonial
Heights Small Business COVID-19 Disaster Grant Fund
Application

Economic Development Authority of The City of Colonial Heights Small Business COVID-19 Disaster Grant Fund Application

The purpose of this program is to assist the City of Colonial Heights, Virginia, small businesses who have been adversely impacted by the COVID-19 pandemic. Limited funds are available for this grant assistance program and only qualified applicants will receive funds. All applicants must submit certain financial information as provided below and all applications must be deemed complete before the Economic Development Authority of The City of Colonial Heights, Virginia (the "EDA") can fund any grant. The factors for the award are set forth below. The EDA may also request additional information before finalizing its review. All applicants must further certify that the information provided below and submitted with this application is true and accurate. Please note that EDA funds for this program are not guaranteed and the EDA may choose to award as many or as few grants as it chooses, but, in any event, the amount of the program is limited to \$ [REDACTED]. The grant is awarded based on the following factors.

1. Have made efforts to retain employees during the COVID-19 outbreak (taking into consideration that legally required closures may have made employee retention easier in some industries than others).
2. Possession of valid Colonial Heights Business License and located within City limits (or valid explanation of why business is not required to have a Colonial Heights Business License).
3. Submission of a timely and complete application (including all required documentation and receipt copies). Applications will be numbered and reviewed as they are received.
4. If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occurred between March 17, 2020 and June 30, 2020. The Business must provide documentation of the purpose of which the qualifying expense was paid and then the EDA will reimburse the business for the expenses up to the amount of the grant award. Qualifying expenses include payroll, rent, utilities, mortgage payment, supplies, and business expenses during the COVID-19 pandemic.
5. The applicant must clearly demonstrate the financial benefit this grant would have on their business operations, and articulate the impact of the COVID-19 pandemic on their business.
6. Other relevant factors may be considered by the EDA.

Grant amounts vary by size of business, based on number of persons employed (documented by payroll statements and federal employment records). Business with 1-15 employees will be awarded a maximum of \$5,000, and a business with 16-30 employees will be awarded a maximum of \$7,500.

Applications with receipts and documentation should be emailed to: EDA@colonialheightsva.gov or placed in City drop box addressed to: Karen Epps, Economic Development Authority

Economic Development Authority of The City of Colonial Heights Small Business COVID-19 Disaster Grant Fund Application

Date: _____

Application Checklist Please include the following documents:

- Copy of January and February (monthly) or last quarterly (Q4 2019) Federal payroll tax forms (a small employer that is not required to submit quarterly reports may submit the most recently submitted report with an explanation that it is not required to submit quarterly reports).
- A year-to-date through May 31 (or most recently available) profit and loss statement.
- Copy of business's 2019 Federal Tax Return (2018 acceptable if current years' taxes have not been filed).
- Copy of most recent payroll statement.
- Copy of Colonial Heights Business License.

Business Information

Legal Business Name: _____

DBA: _____

Business Address: _____

City: _____ Zip: _____

Business Phone #: _____

Years of operation in Colonial Heights: _____

Business Email: _____

Website: _____

Federal Tax ID# (EIN): _____

Description of Business: _____

Economic Development Authority of The City of Colonial Heights Small Business COVID-19 Disaster Grant Fund Application

Ownership Information

Complete this section for each person who has 3% or more ownership interest in the business. Use additional sheets as necessary.

Name: _____
Home Street Address: _____
City/County: _____ Zip: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone #: _____ Email Address: _____

Name: _____
Home Street Address: _____
City/County: _____ Zip: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone #: _____ Email Address: _____

Name: _____
Home Street Address: _____
City/County: _____ Zip: _____
Home Phone #: _____ Work Phone #: _____
Mobile Phone #: _____ Email Address: _____

Economic Development Authority of The City of Colonial Heights Small Business COVID-19 Disaster Grant Fund

Application

Applicant Qualification Questionnaire

- A. Program eligibility is limited to those businesses which meet the following qualifications:
1. The business must have been established and operational in Colonial Heights for at least the past **24** months (since **February 1, 2018**)? Is that the case?

Yes: _____ No: _____

2. The business must hold a valid Colonial Heights Business License? Does your business hold a current business license?

Yes: _____ No: _____

*If no, please explain why a business license is not required by law (such instances are very rare): _____

- B. How often do you process and run payroll?

- ___ Weekly (52x per year)
___ Bi-weekly (26x per year)
___ Semi-monthly (24x per year)
___ Monthly (12x per year)

Additional Questions

- A. Total number of current employees: Full Time: _____ Part Time: _____
- B. Total number of employees as of last payroll run: Full Time: _____ Part Time: _____
- C. Total number of employees either laid-off or furloughed as a result of COVID-19:
Full Time: _____ Part Time: _____
- D. Have you submitted an application to the U.S. Small Business Administration (SBA) for financial assistance through the Coronavirus (COVID-19) Economic Injury Disaster Loan (EIDL) program or the Payment Protection Program (PPP)?

Yes: _____ No: _____

- E. Has your business received funding from any of the SBA programs or any other grant or loan program associated with the COVID-19 Pandemic?

Yes: _____ No: _____ If "YES" Amount: _____

F. Did you experience a business interruption due to a required COVID-19 closure?

Yes: _____ No: _____

G. Did your business close voluntarily to promote social distancing?

Yes: _____ No: _____

H. Was your business affected by decreased customer demand due to COVID-19?

Yes: _____ No: _____

Statement Narrative

Describe how business operations have been and will be adversely impacted by the COVID-19 pandemic as well as your plans for current and near-term operations (during reduced COVID-19 business restrictions) in order to remain operational.

Identify how you plan to continue employment of all or certain employees and the type and number of positions being retained in comparison to pre COVID-19 disruption.

Grants will be provided on a reimbursement basis. Describe eligible expenses for which you are requesting reimbursement under the program (copies of receipts must be attached).

Economic Development Authority of The City of Colonial Heights Small Business COVID-19 Disaster Grant Fund Application

Each of the applicants must initial the following statements to indicate that they understand and agree to the following conditions and certifications:

_____ I acknowledge that this completed and signed application is an application only for the disaster assistance grant funds expressed herein and that reimbursements will be made after submission of valid receipts for proof of valid expenses under the grant guidelines.

_____ This application, does not constitute a commitment on the part of the EDA to extend grant funds to my business.

_____ I agree to notify the EDA immediately in writing if any of the information contained in this application materially changes in any respect.

_____ I agree to hold harmless and indemnify the EDA, its board members, and City employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the EDA, its board members, and the City of Colonial Heights, City employees whether now existing or arising in the future, for damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application process.

_____ I understand that by submitting this application the EDA is under no obligation to approve an assistance grant.

_____ I certify that this application is not made by or for the financial benefit of any of the following persons or their immediate family members (where immediate family members includes a spouse or any other person who resides in the same household of such person and is a dependent of such person): (i) any EDA board member, (ii) any officer or employee of the City of Colonial Heights (including the Board of Supervisors and Planning Commission), or (iii) any constitutional officer of the City of Colonial Heights or any employee of a constitutional officer.

_____ I agree that a false certification, false statement, or false receipts on this application will subject the signatory and applicant to repayment of the EDA grant funds and other penalties under the law.

I HEREBY CERTIFY AND ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE APPLICATION AS COMPLETED, AND THAT EACH RESPONSE IS TRUE, COMPLETE, AND ACCURATE.

Applicant: _____ (Name of Business)

Date _____

Authorized Signature

Title _____



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: July 4th Fireworks Update

DEPARTMENT: City Manager

PROPOSED ACTION: Staff update and discussion with City Council.

BACKGROUND: The City's Fireworks Vendor has provided us the opportunity to move our July 4th Fireworks display to a later time in the year, provided notice is given by June 20. As an alternative, the City also has the option to apply the down payment made to next year's July 4th Fireworks. Fort Lee will not be holding a Fireworks show on this July 4th. Staff will discuss this topic further with City Council at the meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends not holding the July 4th Fireworks display this year and applying the deposit to next year's July 4th Fireworks.

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 Regular Meeting

MEETING DATE: June 9, 2020

ITEM: Water Service Connection Request for 207 and 211 Swift Creek Lane

DEPARTMENT: City Manager

PROPOSED ACTION: Review and Discussion of Request

BACKGROUND: The City Manager received a request from a property owner requesting that the City of Colonial Heights provide water services to two new residential homes to be built at 207 and 211 Swift Creek Lane, South Chesterfield, VA 23834 located outside the City of Colonial Heights. If City Council supports the request, a tri-party agreement between the City, Chesterfield County, and the property owner will still need to be finalized.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff requests Council support for the requested connections.

ATTACHMENTS: Letter of Request

- 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.

May 11, 2020

RE: 207 and 211 Swift Creek Lane Water Connections

Mr. Doug Smith:

I represent Lin Mark Henshaw Builder's Inc., and we are trying to build homes on the above mentioned lots in Chesterfield County. We wish to connect to the Colonial Heights Water System. The homes at 205 and 209 Swift Creek Lane are already connected to the City system so it appears the water line is on this side of the street and crosses both lots. It is our understanding we will have to go in front of your City Council to get approval.

Anything you can help us to do to expedite this process would be very greatly appreciated. We look forward to working with your offices to accomplish these services.

Please feel free to contact Mr. Henshaw at 804-898-1111 or myself at 804-536-7126 for any instructions or requests your office may have.

Sincerely Yours,



Richard L. Tetterton Jr.
Associate Broker/Builders Rep
Long and Foster Realtors
601 South Park Blvd.
Colonial Heights, Va. 23834
804-520-5600



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 9, 2020

ITEM: General Activity Report

DEPARTMENT: City Manager

PROPOSED ACTION: This item allows for updates for various city projects or issues.

BACKGROUND: This item provides opportunities for updates and comments by the staff; and Q&A with the City Council relative to on-going projects and/or issues.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS: Dates of Interest.

- 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.

JUNE 2020

<u>June</u>	<u>July</u>	<u>August</u>
<u>June 16th (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>July 7th (7:00 pm)</u> – Planning Commission Meeting – Council Chambers	<u>August 4th (7:00 pm)</u> – Planning Commission Meeting – Council Chambers (Tentative)
	<u>July 14th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>August 11th (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
	<u>July 21st (6:00 pm)</u> – City Council Special Meeting – Council Chambers	<u>August 18th (6:00 pm)</u> – City Council Special Meeting – Council Chambers

DATES OF INTEREST

Other Dates & Events

- 2020 Fort Clifton Festival: Postponed until further notice.

HOLIDAYS

- **Friday, July 3rd, 2020:** City Holiday – Independence Day Holiday (Government Offices Closed)
- **Monday, September 7th, 2020:** City Holiday – Labor Day (Government Offices Closed)