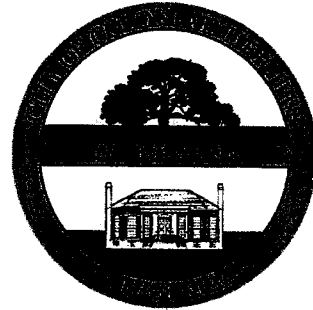


# Memorandum

**Date:** August 3, 2011

**To:** Mayor and City Council

**Subject:** Agenda Briefing - Regular City Council  
Meeting - *Tuesday, August 9, 2011*



Following is a brief review and description of the various business items listed upon the agenda and set for discussion at the next regular meeting of City Council:

## 6. Commendations and Presentations:

- A. This item is for formal presentation of a *Colonial Heights Beautification Award* for August 2011 to Carini's Pizzeria & Ristorante at 3620 Boulevard.
- B. This item is for formal recognition of Library Associate *Peggy F. Taylor* as July 2011 City Employee of the Month by Mayor Davis. A copy of the formal recognition is included in with the meeting packet. The Mayor will be making a brief presentation of the award to Ms. Taylor at the meeting.
- C. This item is for the formal presentation of the 2010-11 Annual Report for Office on Youth by Rennie B. Glazer, Chairperson of the Youth Services Commission. Mr. Glazer will be making a presentation of the report at the meeting.
- D. This item is for formal recognition of CHPD Captain William K. Early and his selection for the 247<sup>th</sup> Session of the FBI National Academy.

This selection to the prestigious FBI National Academy is an honor not only for Capt. Early, but for the CHPD in general. This elite training is a 10 week program which focuses on a professional course of study for U.S. and international law enforcement leaders that serve to improve the administration of justice in police agencies; and to raise law enforcement standards, knowledge, and cooperation worldwide.

The FBI-NA will take place October 2 through December 16<sup>th</sup>, 2011. Upon Captain Early's graduation, he will join Police Chief Jeffrey W. Faries as alumni of the program.

## 7. Consent Agenda ("Consideration of Uncontested Minutes, Ordinances, Resolutions, & Motions . . ."):

- A. Copies of the minutes from our (1.) Special Meeting on 7/12/11 and (2.) Regular Meeting on 7/12/11 are included in the meeting packet for your review.

### B. "Adoption of:"

- ORDINANCE NO. 11-15 - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to formally amend and reordain Chapter 286 of the City Code to formally approve and adopt the new City Zoning Ordinance and Zoning Map.

As the Council is well-aware, this proposed Ordinance has been fully vetted and approved by staff, the Planning Commission, and the City Council. The staff has also provided written notice to all city property owners of this new ordinance and its pending consideration by the Council.

*Budgetary Impact – None*

**7. Consent Agenda (continued):**

➤ **ORDINANCE NO. 11-15** (cont'd):

A public hearing on this Ordinance was conducted at our last meeting and Councilmembers have previously been provided a copy of the proposed Ordinance and supporting information.

**The staff recommends approval of this item as presented**

➤ **ORDINANCE NO. 11-16** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to formally adopt along with the new zoning regulations provisions relating to the implementation of the Chesapeake Bay Preservation Act.

The proposed Ordinance has also been approved by staff, the Planning Commission, and the City Council. The staff has also provided written notice to all city property owners of this new ordinance and its pending consideration by the Council.

*Budgetary Impact* – None

A public hearing on this Ordinance was conducted at our last meeting and Councilmembers have previously been provided a copy of the proposed Ordinance and supporting information.

**The staff recommends approval of this item as presented**

➤ **ORDINANCE NO. 11-FIN-17** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to authorize an amendment to the FY11-12 Annual Budget to accommodate various funding adjustments as follows:

- The CH Police Department has received a Byrne Justice Assistance Grant in the total amount of \$4,839 that will be utilized to purchase miscellaneous equipment and to provide funding for officer training.
- CHPD is also requesting authorization to utilize Asset Forfeiture Funds in the total amount of \$12,341 to fund vehicle equipment packages for the five new patrol vehicles purchased in the FY10-11 Budget.
- The Recreation & Parks Department has requested authorization to utilize \$11,500 from the Violet Bank Donations Fund to purchase a gatling gun for display at the museum.
- The Youth and Human Services Department has received donations in the total amount of \$400 in support of the CADRE Coalition.
- The Youth and Human Services Department is also requesting authorization to access designated grant funds in the total amount of \$11,500 to fund the Summer Youth Conservation Corps Program.

*Budgetary Impact* - This amendment as proposed is bottom-line, "cost-neutral", as it is the formal appropriation of donated funds and/or restricted funds and will not adversely affect overall funding or costs to taxpayers.

A copy of the proposed Ordinance and supporting information is included in the meeting packet.

**The staff recommends approval of this item as presented**

**8. Reading of Manner Addressing Council**

## 9. Public Hearings:

- A. ORDINANCE NO. 11-18 - Discussed at previous meetings; This item is for a Public Hearing and consideration of an Ordinance First Reading to formally amend and reordain Chapter 273 of the City Code to formally prohibiting the distribution of handbills, leaflets, etc., the solicitation of contributions, and the sale of merchandise or services on highways, public roadways, and medians within the City.

This Ordinance has been proposed to help address issues related to roadside solicitations. Both staff and Councilmembers have recently received comments or complaints about roadside solicitation activities, questioning both the appropriateness of such activities and the safety of those participating. This ordinance would prohibit such activities within public roadways, enhancing safety for all.

*Budgetary Impact* – None

As noted on the agenda, the required notice of public hearing for this agenda item was published in *The Progress-Index* in compliance with applicable law.

The City attorney and/or staff will be making a brief presentation of this item at the meeting. A copy of the proposed Ordinance is included in the meeting packet.

**The staff recommends approval of this item as presented**

## 10. Written Petitions/Communications – *None submitted for inclusion on the meeting agenda*

## 11. Public Comments (“Hearing of Citizens Generally on Non-Agenda Issues”):

## 12. New Business/Legislation (“Introduction and Consideration of Ordinances and Resolutions”):

- RESOLUTION NO. 11-26 – Discussed at the July Council Work Session; This item is for consideration of a Resolution to formally state the Council’s support of restoration of state funding for aid to localities.

A copy of a recent correspondence from the Executive Director of the Virginia Municipal League requesting this action is included with the meeting packet.

Also included is a copy of a memorandum from the Director of Finance regarding this item; and he will be providing a brief review of same at the meeting.

*Budgetary Impact* – None

A copy of the proposed Resolution is also included with the meeting packet.

**The staff recommends approval of this item as presented**

- ORDINANCE NO. 11-FIN-18 - This item is for consideration of an Ordinance on First Reading to authorize an amendment to the FY11-12 Annual Budget to accommodate various funding adjustments as follows:

- A routine annual adjustment in the total amount of \$79,517 to account for additional state funding changes, grants, and intergovernmental reimbursements. A copy of a memorandum from the Director of Finance providing a brief review and explanation of this item is included with the meeting packet.
- The CH Police Department has received a Homeland Security Program Grant in the total amount of \$16,040 that will be utilized to purchase a Mobile License Reader and associated miscellaneous equipment.
- CHPD is also requesting authorization to utilize donated funds in the total amount of \$1,175 in support of the city animal shelter to pay for a surveillance camera system (This is a “re-funding” of an item from the last fiscal year already approved by Council that was not purchased in a timely manner).

**12. New Business/Legislation (continued):**

- The CH Fire & EMS Department has also received a Homeland Security Program Grant in the total amount of \$23,000 that will be utilized to purchase hazardous material response equipment.
- CHFD is also requesting authorization to utilize donated funds in the total amount of \$13,852 to purchase miscellaneous turn-out gear for both paid and volunteer firefighters.
- CHFD has also received a Local Emergency Management Program Grant in the total amount of \$5,000 that will be utilized to continue funding of the department's Emergency Management Assistant position.
- CHFD has also received an additional Homeland Security Program Grant in the total amount of \$6,781 that will be utilized to fund citizen preparedness activities and the CERT program.
- CHFD has also received a Global Fire Prevention Grant in the total amount of \$850 that will be utilized to purchase a digital camera for fire investigations.
- The Sherriff's Office has received a Risk Management Grant in the total amount of \$3,992 that will be utilized to purchase 7 DSLR camera kits.

*Budgetary Impact* - This amendment as proposed is bottom-line, "cost-neutral", as it is the formal appropriation budget-anticipated state funds, donated funds and/or restricted funds and will not adversely affect overall funding or costs to taxpayers.

A copy of the proposed Ordinance and supporting information is included in the meeting packet.

**The staff recommends approval of this item as presented**

- ORDINANCE NO. 11-19 - (See Item ORD 11-FIN-19 below for additional details)  
This item is to formally authorize the appropriate adjustment to the city's approved pay plan and salary ranges to reflect the 3.0% Cost of Living Adjustment (COLA) included within the FY11-12 Annual Budget.

*Budgetary Impact* – This specific action has no direct budgetary impact.

A copy of the proposed Ordinance and supporting information is included with the meeting packet.

- ORDINANCE NO. 11-FIN-19 - Discussed at previous meetings and throughout the FY2011-12 Annual Budget development process; This item is for consideration of an Ordinance on First Reading to formally authorize the 3.0% Cost of Living Adjustment (COLA) in base salaries or rates of pay for all full-time city employees that was included within the approved FY11-12 Annual Budget. The COLA as proposed will go into effect with the first payroll of October.

This action will specifically help address one of Council's *Goals for 2011-12*, to "Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits".

*Budgetary Impact* – A copy of a staff memorandum providing cost implications and further details on this item is included with the meeting packet. While the COLA certainly represents new costs for the city, this increase was anticipated and accounted for within the FY11-12 Annual Budget; and should therefore have no adverse impact on the current year budget.

A copy of the proposed Resolution is also included with the meeting packet.

**The staff recommends approval of this item as presented**

13. **Unfinished Business . . . and Items Removed from Consent Agenda**  
– *None identified for inclusion on the meeting agenda*

14. **Staff Reports** (“*Reports of Officers . . .*”):

A. City Manager

1. ***Review of Staff Report on Stormdrainage Issues at 179 Piedmont Avenue and adjacent area*** – This item is for a brief report and discussion with the City Engineer and staff relative to storm drainage issues that were discussed by Council at our lat meeting.  
Mr. Tom Atkinson appeared before Council and described certain issues with stormwater drainage near his residence at of 179 Piedmont Avenue. The staff has now reviewed the situation and is prepared to discuss same with the Council.  
(Mr. Atkinson will be notified of the report/discussion prior to the meeting.)
2. ***Review of Code Enforcement Policies Regarding “Overgrown” Trees or Shrubs*** - This item is to allow for a brief discussion between staff and Council as to code enforcement efforts and limitations regarding certain “overgrown” trees, shrubs, etc.
3. ***August 16 Council Work Session*** - This item is to allow for a brief discussion of the agenda for the upcoming Council Work Session.
4. ***Update on City Courthouse Project*** - This item is to allow for general update and/or activities report on this on-going project.
5. ***General Activity Report and/or Project Update*** - This item is for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.

B. City Attorney

C. Director of Planning and Community Development

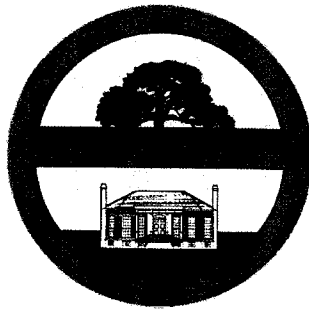
15. **Consideration of Claims** – *None submitted for inclusion on the meeting agenda*

Please feel free to contact me anytime prior to Tuesday’s meeting if you have any questions or require additional information relative to any item on the agenda; or if you need an update on any item not listed on the agenda.



Thomas L. Mattis  
City Manager

# JULY 2011 EMPLOYEE OF THE MONTH



**NAME:** Peggy F. Taylor

**POSITION:** Library Associate

## **EMPLOYMENT**

**HISTORY:** Mrs. Taylor was hired in September, 1989 as a Library Assistant in the Library.

**NARRATIVE:** Mrs. Peggy Taylor has been "Miss Peggy" to thousands of children who have participated in the Colonial Heights Public Library's children's reading programs over the past twenty-two years. To say that she has done an extraordinary job of improving children's reading skills would be an enormous understatement. Miss Peggy has had the privilege of seeing the children she started on the path to reading grow through their elementary, high school and college years. Often they become the school system's highest academic achievers. She has been deeply blessed to have participated in the lives of so many children through the years, and many have returned to tell her how important she has been to them.

Peggy's high energy level, creativity, compassion and unflinching commitment to the city and library have always been immediately apparent to the community's parents and civic organizations, and each has responded by generously contributing to her efforts and leadership.

After twenty-two years of devotion to the children of Colonial Heights, Miss Peggy is retiring from her service to the library and city for a much needed rest.

Peggy is well deserving of being recognized as the Employee of the Month for her compassion, energy and devotion to improving the reading skills of children during her years of service with the city.



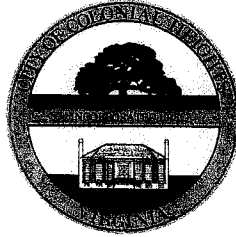
# Office on Youth

## 2010-2011 Annual Report

*Youth Matter in Colonial Heights*



Office on Youth & Human Services  
201 James Avenue, PO Box 3401  
Colonial Heights, VA 23834  
520-9286



*Office on Youth & Human Services*

August 1, 2011

Honorable C. Scott Davis  
Honorable Members of City Council  
City of Colonial Heights  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mayor Davis & Members of Council:

The 2010-11 Annual Report for the Office on Youth & Human Services indeed shows the office is working hard to make a difference in the lives of our youth and families. It is with pride that I present this year's report to members of City Council.

The Office on Youth, Youth Services Commission and the Youth Advisory Council are grateful to you for your continued support of our programming. "Youth Matter in Colonial Heights" and that is evident through your support and advocacy for our community's youth.

Sincerely,

*Rennie Glazer*

Chair, Youth Services Commission



# OFFICE ON YOUTH

## 2010-11 ANNUAL REPORT

### STAFF

- Eileen Brown,  
MSW, LCSW  
Director
- Tricia Quenan,  
Youth Specialist
- Abby Lynch,  
Youth Specialist
- Becca Lynch, Kid's  
After-School  
Program  
Coordinator
- Michelle Anderson,  
Teen Pregnancy  
Prevention Initia-  
tive Coordinator
- Phyllis Cheely,  
Administrative  
Assistant



### Mission Statement

*The Office on Youth & Human Services serves the citizens of Colonial Heights by working to develop and improve community assets which assist families in raising healthy children.*

*To accomplish this, the Office on Youth & Human Services partners with, collaborates with, and supports the work of various groups and organizations in the City.*

### Collaborative Partnership

The Office on Youth serves as a collaborative partner working with other organizations to meet youth needs. In this role, the Office on Youth has been active in the following local and regional efforts.

- ⇒ Comprehensive Services Act Program (FAPT & CPMT)
- ⇒ Colonial Heights Public Schools
- ⇒ Virginia Alcoholic Beverage Control Board
- ⇒ Adult & Juvenile Drug Court
- ⇒ Community Criminal Justice Board
- ⇒ Department of Conservation & Recreation
- ⇒ Twelfth District Court Service Unit
- ⇒ Families First Program
- ⇒ Juvenile & Domestic Violence Task Force
- ⇒ Partnership for Youth
- ⇒ S.A.F.E.—Substance Abuse Free Environment
- ⇒ Community Coalitions of Virginia
- ⇒ Positive Parenting Coalition
- ⇒ Regional Drug Free Alliance
- ⇒ Virginia Juvenile Community Crime Control Act
- ⇒ Interagency Prevention Team
- ⇒ Colonial Heights CADRE Coalition
- ⇒ Infant Mortality Committee
- ⇒ CAAN-DUU Coalition

## Youth Services Commission

Rennie Glazer, Chair  
 Doug Harris, Vice Chair  
 Margie Strum, Secretary  
 David Whiting  
 Doug Harris  
 Sandra Coleman  
 Lt. Dann Ferguson  
 Stephen Ball

Thomas Coon  
 George Miller  
 Dr. Kimberly Ball  
 Craig Skalak  
 Diane Yates, Council Rep.  
 Katie Finch, Youth Rep.  
 Ryan Hudson, Youth Rep.  
 Natasha Sheybani, YAC Pres.

## Youth Advisory Council

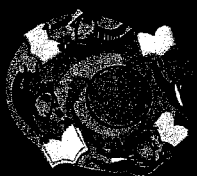
Natasha Sheybani, President  
 Anna-Claire Bousquet, 1st VP  
 Katie Finch, 2nd VP  
 Andrea Zhou, Secretary  
 Kari Christopher, Historian  
 Katie Finch, Youth Rep.  
 Ryan Hudson, Youth Rep.  
 Makenzie Ball  
 Nick Ball  
 Sally Chen  
 Lisa Chung  
 Spenser Coleman  
 Savannah Couch  
 Anthony DiNoia  
 Linwood Fraher  
 Sandy Hersee  
 Bobby Jackson  
 Braden Johnson  
 Alex Jolly  
 Emily Jolly  
 Nicole Knick  
 Christian Kochuba

Brian Madl  
 Mark Martino  
 Jimmy Mills  
 Jacob Murdock  
 Noah Murdock  
 Asal Najmi  
 Eric Neal  
 Amber Payne  
 Angelica Primmer  
 Alexandra Rivero  
 Brieana Rodriguez  
 Thompson Rowe  
 Nojan Sheybani  
 Joey Tyler  
 Samantha Tyler  
 Kaitlyn Underwood  
 Natalie Uzzle  
 Stephen Zaruba  
  
 Advisor—Abby Lynch  
 YSC Rep—Stephen Ball  
 YSC Rep—Rennie Glazer



Youth Advisory Council

*Helping change our world,  
 one step at a time!*



# Summary of Services

## Information & Referral

The Office on Youth & Human Services serves to provide information on a variety of youth related issues or services. Resource information is available through our Resource Directory, which is on the City's web page.

## Planning & Program Development

The Office on Youth & Human Services works with different community organizations, groups and agencies to develop needed resources and services for youth and families in Colonial Heights.

## Public Information

The staff of the Office on Youth are available to speak to community groups and civic organizations on a variety of educational topics related to youth and family functioning.

## Highlights from this year . . .

### Youth Advisory Council

- ⇒ Hosted the Annual Youth Forum that brought out 100 teens to voice their opinions on issues of "Healthy Relationships", "How to Get it All Done", "Substance Use", "Being Safe Behind the Wheel", "How You See Yourself . . . How Others See You. . . Who Cares?", and "Save Your Drama for Your Mama". Invited General Gwen Bingham, Quartermaster Commandant, Fort Lee, Virginia as guest speaker.
- ⇒ Participated in Tri-Cities Work Camp Lunch Program as a community service.
- ⇒ Awarded two "Coleman Voice of Youth" scholarships to members.
- ⇒ Provided "Christmas Mother" gifts and food to a family, as well as an elderly person.
- ⇒ Sponsored the "Lemon-aid" stand to support research for pediatric cancer.
- ⇒ "Volunteered to Cheer" for Special Olympics.
- ⇒ Participated in City-Wide Clean-Up Day.
- ⇒ Maintained James Avenue as "Adopt A Street" project.
- ⇒ Made blankets for CARES Shelter.
- ⇒ Attended Peace Summit.
- ⇒ Continued to develop good citizenship and leadership skills through meetings, community activities and special projects.

Leadership

Volunteerism

Activities

Education

Community Outreach



## Youth Services Commission

- ⇒ Supported and assisted the Youth Advisory Council with their annual Youth Forum.
- ⇒ Supported activities at Pete's Place (Teen Center).
- ⇒ YSC continued to be an advocate for youth and families in Colonial Heights.

## Juvenile & Domestic Violence Task Force

- ⇒ Supported Regional Domestic Violence Task Force Press Conference, acknowledged the community's role and helped with domestic violence issues. Conference hosted in Petersburg. Two Colonial Heights' Task Force Members received the Community Impact Award for their work with youth. Recipients were: Abby Lynch and Sandra Coleman.
- ⇒ Distributed dating violence materials at "Freshman Orientation" at Colonial Heights High School in late August 2010.
- ⇒ Task Force, YAC members, and Daisy Troop 80 planted a "Pinwheel Garden" at the Colonial Heights Public Library in April 2011 to honor all children during Child Abuse Prevention Month. This year's garden totaled 200 pinwheels. In addition, a resource table was available for library patrons on the subject of preventing child abuse.

## Shoe Fund

Thirty needy youth received new shoes during the school year. Funded by private donations.

## Teen Pregnancy Prevention Initiative

- ⇒ City Council continued to support teen pregnancy prevention initiatives with a \$2,600 allocation.
- ⇒ Literature available for teens at "Pete's Place".
- ⇒ Distributed literature to students and parents at CHHS Freshman Orientation in August.
- ⇒ Held teen groups at "Pete's Place".
- ⇒ Held a Teen Pregnancy Prevention Poster Contest.

## Comprehensive Services Act Program

- ⇒ Served 17 youth & their families with a variety of human services to include community-based services, Therapeutic Foster Care, Respite, Day School Programs, and residential treatment.
- ⇒ Education cases accounted for 53% of cases served; DSS accounted for 41% of cases served, and CSU accounted 6% of cases served.
- ⇒ Comprehensive Services Act expenditures for 2010-11 were \$214,387 as of June 30, 2011.

## K.A.P.—Kids' After-School Program

K.A.P. served 43 youth from three elementary schools with youth tutoring and mentoring held at North Elementary, Tussing Elementary and Lakeview Elementary. The participants in K.A.P. also enjoyed 2 family dinners, with focus on an outreach project at one dinner and a "Karate Night" at the other. In addition, students participated in experiments, took educational field trips, and learned tips on healthy nutrition. KAP was fortunate to have 132 volunteers from VCU, JTCC, VSU, CHHS and MHS to assist with tutoring and KAP activities.

## Pocahontas Youth Conservation Corp.

- ⇒ 14 youth and 3 staff took part in the Youth Conservation Corp project at the Pocahontas State Park.
- ⇒ Participants worked for 3 weeks in July & August, learning about team work, nature, and important work skills.
- ⇒ The Virginia Department of Conservation paid \$500 stipend to youth.

## Virginia Community Crime Control Act Programs

- ⇒ Funded by the state and local government, these programs serve to divert youth away from the courts and to provide sanctions and education to prevent re-offending.

## Shoplifting Diversion Program

- ⇒ This 3 hour educational program is designed to inform youth and their parent about the consequences of stealing. The program served 622 youth and their families.

## Community Service Learning

- ⇒ Service learning served 124 youth with job sites and supervision of youth who are court ordered to complete hours of restitution. Community hours served by these youth were 2,322.
- ⇒ The program builds knowledge, develops character, and fosters civic responsibility through community service.

"Youth programs encourage accountability of youth, improves self-esteem, citizenship, and responsibility, as well as instills a sense of community pride."

## Anger Management

This program offered 150 juveniles structured discussions and group activities designed to improve self-esteem, learn resistance and coping skills, as well as develop communication skills. They learn the difference between assertive and aggressive behavior. The focus is on personal responsibility and challenges of life for middle school and high school students.



## Parenting Classes

### *"Parenting With Love & Limits"*

- ⇒ A 6-week program for both teens and their parents. This program helps to restore parental control and lost nurturance. At-risk youth are served in a small group setting.
- ⇒ 16 families were served this year.

### *"Parenting Wisely"*

- ⇒ A self-driven computer program that assists parents in improving/developing skills that help in communicating and lowering children's risk of problems.
- ⇒ Served 3 parents.



## Interagency Prevention Team

- ⇒ The Interagency Prevention Team is a multi-disciplinary team of professionals working to identify and assist youth at-risk in our community.
- ⇒ The team meets monthly to discuss cases and make recommendations to enhance a youth's success at school, at home and in the community.
- ⇒ Teachers, guidance counselors, school administration, team members/parents may refer child to the team.

## Colonial Heights CADRE Coalition

- ⇒ CADRE held monthly meetings.
- ⇒ Supported Colonial Heights High School CADRE.
- ⇒ Sponsored substance free student activities.
- ⇒ **Youth Alcohol and Drug Abuse Prevention Program**—CADRE sent 8 youth and 2 adults to the YADAPP Conference held in July 2010 at Longwood University. Group's **STAN Plan** was **"Don't Skip Out On Your Education"**. Activities held at Colonial Heights High School were centered around the theme of not skipping school and staying in school with the goal to graduate.



## American Red Cross Babysitting

- ⇒ Two babysitting classes were held for middle and high school students during the year; 17 youth served.



# Photo Gallery

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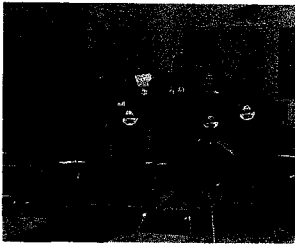
**Lemon-Aid Stand  
Fundraiser for childhood cancer!**



**YAC Christmas Family  
Project!**



**Planted 200 pinwheels at CH Library**



**2010 Youth Forum Participants.  
Small Group Discussion.**



**YAC participates in Richmond  
Peace Summit**



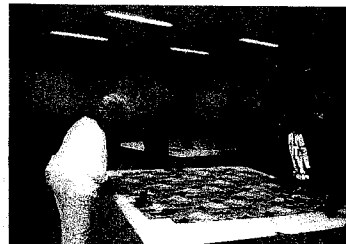
**YAC "Cheerleaders" for Special  
Olympics**



**Pocahontas State Park  
Youth Conservation Corps  
finds a big bug!**



**Work Camp  
YAC provided lunches**



**Making blankets for CARES**



**YADAPP Participants  
July 2010**



**YAC Christmas Caroling at  
Dunlop House**

*Office on Youth & Human Services  
201 James Avenue, PO Box 3401  
Colonial Heights, VA 23834  
520-9286*

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**July 12, 2011**

**1. Call to Order.**

The Special Meeting of City Council was called to order by Mayor Davis at 6:02 P.M.

**2. Roll Call.**

**Present:** Councilman Milton E. Freeland, Jr.  
Councilman W. Joe Green, Jr.  
Vice Mayor Elizabeth G. Luck  
Councilwoman Diane H. Yates  
Mayor C. Scott Davis

**Absent:** Councilman Kenneth B. Frenier  
Councilman John T. Wood (Arrived at 6:09 P.M.)

**Also Present:** Mr. Thomas L. Mattis, City Manager  
Mr. Hugh P. Fisher, III, City Attorney

**3. Special Meeting for the purpose of:**

**A. Holding a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:**

- Section 2.2-3711.A.1 – to discuss and consider an appointment to the Community Criminal Justice Board; and
- Section 2.2-3711.A.1 – to discuss and consider the performance of a City Officer – specifically, the evaluation of the City Clerk; and
- Section 2.2-3711.A.29 – To discuss the possible award of a public contract involving the expenditure of public funds, with the Central Virginia Waste Management Authority and Allied Waste Services for municipal solid waste services, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

The Clerk announced the purpose of the meeting.

A motion to go into closed session was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 6:03 P.M.

**4. Voice Vote – come back into Open Session.**



A motion to reconvene in open session was made by Mrs. Luck, seconded by Mrs. Yates, and carried unanimously on voice vote at 7:05 P.M.

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

- Section 2.2-3711.A.1 – to discuss and consider an appointment to the Community Criminal Justice Board; and
- Section 2.2-3711.A.1 – to discuss and consider the performance of a City Officer – specifically, the evaluation of the City Clerk; and
- Section 2.2-3711.A.29 – To discuss the possible award of a public contract involving the expenditure of public funds, with the Central Virginia Waste Management Authority and Allied Waste Services for municipal solid waste services, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

6. Each member will now certify that to the best of the member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the act and identified in the motion pursuant to which the closed meeting was convened were heard, discussed or considered. Any members who do not intend to so certify shall state now, for the minutes, their reasons.

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

<u>Vote:</u>	6-0
Yes:	Freeland, Jr. Green, Jr. Luck Wood Yates Davis
No:	None
Abstained:	None
Absent:	Frenier

Motion UNANIMOUS PASS.

As a result of the closed meeting, a motion was made by Mayor Davis, seconded by Mr. Green, to make the following appointment to the Community Criminal Justice Board:

Colonial Heights Citizen Representative – Karen Diane Thomas

<u>Vote:</u>	6-0
Yes:	Freeland, Jr. Green, Jr.

	Luck
	Wood
	Yates
	Davis
No:	None
Abstained:	None
Absent:	Frenier

**Motion UNANIMOUS PASS.**

**The Special Meeting was recessed at 7:07 P.M., to reconvene at the end of the Regular Meeting.**

**A motion to reconvene into closed session was made by Mrs. Yates and seconded by Mrs. Luck, and carried unanimously on voice vote at 9:18 P.M.**

**The Clerk announced the purpose of the meeting.**

**A motion to reconvene into open session was made by Mrs. Yates and seconded by Mr. Green, and carried unanimously on voice vote at 9:53 P.M.**

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

- **Section 2.2-3711.A.29 – To discuss the possible award of a public contract involving the expenditure of public funds, with the Central Virginia Waste Management Authority and Allied Waste Services for municipal solid waste services, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.**

**Each member will now certify that to the best of the member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the act and identified in the motion pursuant to which the closed meeting was convened were heard, discussed or considered. Any members who do not intend to so certify shall state now, for the minutes, their reasons.**

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

<b>Vote:</b>	<b>6-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Wood</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion UNANIMOUS PASS.**

A motion was made by Mayor Davis that the City Manager issue a Request For Proposals in reference to the City's Solid Waste Disposal Services, and the motion was seconded by Mr. Green.

<u>Vote:</u>	6-0
<u>Yes:</u>	Freeland, Jr. Green, Jr. Luck Wood Yates Davis
<u>No:</u>	None
<u>Abstained:</u>	None
<u>Absent:</u>	Frenier

Motion UNANIMOUS PASS.

8. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mr. Green, and carried unanimously on voice vote at 9:55 P.M.

APPROVED:

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C. Scott Davis, Mayor

ATTEST:



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DeAnna D. Atkins, City Clerk

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Regular Meeting of City Council**  
**Tuesday, July 12, 2011**

**1. Call to Order.**

**The Regular Meeting of City Council was called to order by Mayor Davis at 7:07 P.M.**

**2. Roll Call.**

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

**Present:**  
Councilman Milton E. Freeland, Jr.  
Councilman W. Joe Green, Jr.  
Vice Mayor Elizabeth G. Luck  
Councilman John T. Wood  
Councilwoman Diane H. Yates  
Mayor C. Scott Davis

**Absent:** Councilman Kenneth B. Frenier

**Also Present:** Mr. Thomas L. Mattis, City Manager  
Mr. Hugh P. Fisher, III, City Attorney  
  
Mr. William E. Johnson, Director of Finance  
Mrs. Jennifer N. Carpenter, Director of Human Resources  
Mr. Craig R. Skalak, Director of Recreation and Parks  
Mr. Jeffrey W. Faries, Chief of Police  
Mr. George W. Schanzenbacher, Director of Planning  
Ms. Karen K. Saunders, Information Technology Administrator

**3. Devotion.**

**A devotional prayer was led by Councilman Wood.**

**4. Pledge of Allegiance.**

**The Pledge of Allegiance was led by Councilman Wood.**

**5. Adoption of Agenda.**

**A motion to adopt the agenda, as presented, was made by Mr. Freeland and seconded by Mr. Green.**

**Vote:**  
**Yes:** 6-0  
Freeland, Jr.  
Green, Jr.  
Luck

	Wood
	Yates
	Davis
No:	None
Abstained:	None
Absent:	Frenier

**Motion UNANIMOUS PASS.**

**Mayor Davis recognized Ms. Sandra Coleman, who was in the audience representing the Colonial Heights School Board.**

**6. Commendations and Presentations.**

**A. Presentation of Colonial Heights Beautification Award for July 2011 to Angel Touch Electrolysis & Skin Spa.**

**Mayor Davis recognized Mrs. Lizanne Furrow, Angel Touch Electrolysis & Skin Spa, and presented her with a plaque from the Mayor's Beautification Committee.**

**Mrs. Furrow expressed appreciation for the recognition.**

**B. Presentation of Employee of the Month Award for June 2011 to Travis J. Karr, Police Officer.**

**Mayor Davis recognized Officer Karr, read the commendation in its entirety, and presented him with a certificate and a small token of appreciation.**

**Officer Karr expressed appreciation for the recognition and for the opportunity to work for the City.**

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

**A. Approval of Minutes:**

- 1. Special Meeting, June 14, 2011.**
- 2. Regular Meeting, June 14, 2011.**

**B. Adoption of:**

**AN ORDINANCE NO. 11-FIN-16. (Second Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$250 of donated funds to the Sheriff's Office to be used towards the "Ride for the Torch" event.**

**AN ORDINANCE NO. 11-17. (Second Reading). To amend the General Pay Plan Class and Salary Range so as to revise the job classification for Administrative Assistant.**

A motion for adoption of the Consent Agenda, as presented, was made by Mr. Green and seconded by Mrs. Luck.

<u>Vote:</u>	6-0
Yes:	Freeland, Jr. Green, Jr. Luck Wood Yates Davis
No:	None
Abstained:	None
Absent:	Frenier

Motion UNANIMOUS PASS.

8. Reading of Manner of Addressing Council.

The City Attorney read the Manner of Addressing Council.

9. Advertised Public Hearings.

- A. Public Hearing as advertised in *The Progress-Index* on June 27 and July 4, 2011.

**AN ORDINANCE NO. 11-15. (First Reading).** To amend and reordain Chapter 286, Zoning, and the official Zoning Map, of the Colonial Heights City Code by repealing the current provisions of Chapter 286 and adopting all new provisions thereto. The new Zoning Ordinance and Map completely rewrite Chapter 286, including consolidating and reorganizing zoning districts, updating terms and definitions, and adding new development and use standards for the City's various zoning districts.

A motion for adoption of Ordinance No. 11-15 was made by Mr. Green and seconded by Mayor Davis.

There was a brief discussion regarding considering Ordinance Nos. 11-15 and 11-16 at the same time. It was decided to keep them separate.

Mr. Fisher stated the mandated changes to the Chesapeake Bay provisions are incorporated in the Zoning Ordinance and two other chapters of the City Code.

Mr. Schanzenbacher provided a brief explanation of Ordinance No. 11-15. He stated the Zoning Ordinance has been in draft form for three and a half years and will bring the standards and definitions up to date. He further stated the Zoning Ordinance has gone through numerous reviews by the Planning Commission and Council. He stated every property owner in the City has received notice of the public hearing and there has not been much feedback.

Mayor Davis called for public comment.

Mr. Ronald Wilson and Ms. Jennifer Outlaw, 130 Archer Avenue, inquired whether or not zoning for a property would change if the deed changed ownership.

Mayor Davis stated the Zoning Ordinance will not change the current zoning classification on property.

In response to a question from Mr. Wilson, Mayor Davis stated the property at the Boulevard and Archer Avenue is owned by a third party and is currently zoned General Business.

Mr. Freeland stated if a property is inherited the zoning classification will not change. He further stated the Zoning Ordinance is consolidating a number of districts to make it easier to understand.

In response to a question from Ms. Outlaw, Mr. Freeland stated if property is currently located in a floodplain, the Zoning Ordinance will not change the designation.

In response to a question from Ms. Outlaw, Mayor Davis stated if a developer wants to develop property located in a floodplain then he will have to meet the Chesapeake Bay provisions and all of the new zoning requirements.

Mr. Freeland stated that the developer of the property at the corner of the Boulevard and Archer Avenue is proposing a 4- to 5-story building, which would obstruct the view of the river from residential properties.

Ms. Outlaw stated she was more concerned about the environmental impact the development will have on the river than the view of the river being blocked.

Mr. Freeland stated the proposed Chesapeake Bay provisions will be more restrictive on the developers.

Ms. Jean Childress, 6942 Hollybark Drive, Midlothian, inquired how the proposed Zoning Ordinance will affect the tattoo studios in the City.

Mayor Davis stated current tattoo studios will be permitted to continue to operate where they are located within the City. He further stated if the Zoning Ordinance is adopted, new tattoo studio locations will only be permitted in the General Business district, which is located in the vicinity of Southpark Mall. He stated the purpose for locating new tattoo studios in the General Business district is to bring more businesses to the Boulevard and add greenspace on the Boulevard. He further stated locating tattoo studios in the General Business district will be a benefit to the City.

Mr. Wood stated the proposed Zoning Ordinance before Council is a culmination of many months of work on the part of staff, the Planning Commission and City Council.

He expressed concerns regarding accessory apartment uses in residential districts and the lack of minimum square footage requirements for apartment dwellings. He stated although he had concerns with the proposed Zoning Ordinance, they are not sufficient enough to override the benefits the City will receive from having a Zoning Ordinance that is coherent, consistent and enforceable. He further stated he will vote in favor of the Zoning Ordinance because it is an enormous improvement over the current Zoning Ordinance. He stated it communicates to citizens and businesses what the parameters, goals and rules are in the City, and it will make it easier for everyone to work together.

Mayor Davis expressed concerns relating to the proposed Zoning Ordinance regarding accessory apartments or mother-in-law suites being permitted and not setting standards for square footage minimums for multifamily apartment style dwellings. He stated he would like for the City to require a buffer for property along the Boulevard when they change ownership, but the City is not able to require that. He further stated the Zoning Ordinance has been a tremendous undertaking by staff, the Planning Commission and Council and, as a whole, it will have a positive impact on the future of Colonial Heights.

<u>Vote:</u>	6-0
Yes:	Freeland, Jr. Green, Jr. Luck Wood Yates Davis
No:	None
Abstained:	None
Absent:	Frenier

**Motion UNANIMOUS PASS.**

**AN ORDINANCE NO. 11-16. (First Reading). To amend and reordain § 238-1 of Chapter 238, Sewers and Sewage Disposal; §§ 250-14, 250-16 and 250-31 of Chapter 250, Subdivision of Land; and §§ 286-200, 286-300.06, 286-302.06, 286-304.06, 286-306.06, 286-310.06, 286-312.06, 286-326.12, 286-326.24, 286-326.30, 286-506.02, 286-506.12, 286-512.16, 286-512.24, 286-512.26, and 286-518.19 of Chapter 286, Zoning, of the Colonial Heights City Code, relating to the implementation of Phase III of the Chesapeake Bay Preservation Act.**

A motion for adoption of Ordinance No. 11-16 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 11-16 and stated the changes include requirements the State and Federal governments have placed on the Chesapeake Bay Preservation. He further stated there is very little leeway that the City has in not enacting these and it is for the benefit of the waterways in Virginia to do so.

Mayor Davis called for public comment.



There was no public comment.

In response to a question from Mr. Wood, Mr. Fisher stated Ordinance No. 11-16 includes the standards required by the General Assembly for the protection and health of the Chesapeake Bay.

<b>Vote:</b>	<b>6-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Wood</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

Motion UNANIMOUS PASS.

**10. Written Petitions and Communications.**

Mr. Thomas Atkinson, 179 Piedmont Avenue, stated he has had flooding and drainage issues for the last 18 years and the City has consistently recognized there was a problem. He further stated that City officials have stated in the past the City would try different solutions to correct the flooding and drainage concerns on his property. He stated the foundation of his home is being eroded away. He further stated the Piedmont Avenue Project was supposed to alleviate the flooding. He presented pictures to Council of the flooding on his property during a rain event.

In response to a question from Mayor Davis, Mr. Atkinson stated the water is coming from Westover, the Boulevard, Shepherd Stadium and both ends of Piedmont Avenue. He further stated the pressure of the water which accumulates in the box in front of his home is so high that it will push the manhole cover five feet into the air. He provided additional details of the extent of the flooding in his yard.

There was a brief discussion regarding the layout of Mr. Atkinson's property.

In response to a question from Mr. Green, Mr. Atkinson stated the force of the water going into the storm system is so severe that it blows a 50-pound manhole cover off and into the street.

In response to a question from Mayor Davis, Mr. Atkinson stated the storm system is backing up onto his property and surrounding the foundation during rain events.

In response to a question from Mr. Green, Mr. Atkinson stated the trench located between his property and his neighbor's property is to drain the water coming off of Westover, the Boulevard and Shepherd Stadium. He further stated his home has sustained damage to the foundation and wood damage due to the moisture.

In response to a question from Mayor Davis, Mr. Atkinson stated there are three homes around him which are affected by flooding and drainage concerns. He further stated the Fire Department had to come out and pump out the foundation of the home on the corner in the past because the flooding was so bad. He stated when the Piedmont Avenue Project was completed, it corrected that problem but it did not ease any of his flooding.

In response to a question from Mr. Green, Mr. Atkinson stated he has not received any written documentation from the City on what they plan to do to ease the flooding on his property.

There was a brief discussion regarding the location of Mr. Atkinson's property and projects in the past, which should have alleviated some of the flooding issues on the property.

Mr. Atkinson stated the City has stated that they realize there is a problem and it seems to be the size of the pipe coming in and going out of the storm system located on his property.

Mayor Davis stated Council is asking the City Manager to review the flooding problem on Mr. Atkinson's property and bring information on how to correct the problem back to Council at a future work session. He further stated the Clerk will contact Mr. Atkinson to inform him of the meeting.

**11. Hearing of Citizens Generally on Non-Agenda Issues.**

There were none.

**12. Introduction and Consideration of Ordinances and Resolutions.**

**AN ORDINANCE NO. 11-FIN-17 (First Reading).** To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$40,580, of which \$17,180 is to be appropriated to Public Safety, \$4,839 in grant funds to purchase law enforcement equipment, and \$12,341 of forfeited assets to purchase police vehicular equipment; \$11,500 of grant funds to be appropriated to Parks and Recreation to purchase a production copy of a 1862 Gatling gun for display at Violet Bank Museum; and \$11,900 to be appropriated to Human Services, of which \$400 of donated funds is to be used for the Colonial Heights CADRE Coalition, and \$11,500 of grant funds is to be used for the Summer Youth Conservation Corps Program.

A motion for adoption of Ordinance No. 11-FIN-17 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 11-FIN-17.

Chief Faries stated the funds being requested from asset forfeiture will be put towards the cost of the new vehicle which was purchased last year.

Mr. Skalak stated Recreation and Parks would like to purchase the 1862 Gatling gun which has been on loan to the Violet Bank Museum with grant funds.

<b>Vote:</b>	<b>6-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Wood</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion UNANIMOUS PASS.**

**A RESOLUTION NO. 11-21. Providing for a group health insurance credit for eligible City retirees.**

**A motion for adoption of Resolution No. 11-21 was made by Mr. Green and seconded by Mr. Freeland.**

**Mr. Johnson provided a brief explanation of Resolution No. 11-21. He stated the City will be utilizing the Virginia Retirement System to withhold the payments for the insurance coverage for retirees from their retirement check. He further stated it will streamline the process for the City and the retirees.**

**In response to questions from Mayor Davis, Mr. Johnson stated streamlining the process does not affect the auditing procedures, it simply guarantees the City gets a check every month for the retiree health insurance. He further stated any increase on the cost will not affect the City's retirees; the City will pay for the increase.**

**In response to a question from Mrs. Yates, Mr. Johnson explained the yearly break points on how the City's retirees will be grouped together.**

**In response to questions from Mr. Wood, Mr. Johnson stated the Virginia Retirement System will be collecting the insurance payment from the retiree and send it to the City in one check for all of the City's retirees. He further stated any additional costs the City may bear by streamlining this process will equal out in the long run because the City is guaranteed to receive the check from the Virginia Retirement System, and the Treasurer's Office no longer has to collect from multiple retirees.**

**In response to a question from Mayor Davis, Mr. Johnson stated an indirect benefit to the City is receiving payment for the retiree's health insurance in a timely manner from the Virginia Retirement System.**

<b><u>Vote:</u></b>	<b>6-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Wood</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion UNANIMOUS PASS.**

**A RESOLUTION NO. 11-FIN-1. Transferring \$45,500 from Contingencies & Miscellaneous to Information Technologies in the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to reestablish the position of Information Systems Coordinator.**

**A motion for adoption of Resolution No. 11-FIN-1 was made by Mr. Green and seconded by Mrs. Yates.**

**Mr. Mattis stated through the budget process this year a situation came to light within the public safety communications division, where a position had evolved to a different type of position than what was approved. He further stated a review was done to insure appropriate staffing positions had been properly created and approved by City Council. He stated the Information Technology Administrator has been asked to assess the situation and determine whether the communications coordinator position was needed or if an IT position was needed.**

**Ms. Saunders stated a committee was formed to do an assessment of the IT needs of the Public Safety Division and how those needs are currently being fulfilled, which consisted of Jennifer Carpenter from Human Resources, Battalion Chief John Anderson, and Police Sergeant Sam Young. She expressed appreciation to Sergeant Young and Chief Anderson for the great amount of prep work they did for the committee. She stated after a lengthy evaluation it has been determined the IT needs in the Public Safety Division has grown so much over the years, that a dedicated person is needed for their continued operation. She made the recommendation for a full-time IT position to be added instead an outside contract due to the nature of the work. She stated the position would serve approximately 80 percent of their time supporting the Public Safety Division and the remainder of their time would be assisting the Information Technology Administrator with other IT needs for the City.**

**Mr. Mattis stated after the review of the position he is confident that City resources are being applied correctly to support the Public Safety Division and the City as a whole. He further stated the position would be a full-time position and part of the IT Department. He stated funding was in the Contingency Fund to allow for the action being requested.**

In response to a question from Mayor Davis, Mr. Mattis stated although the job title is similar to a position the City had in the past, the job requirements are completely different, and this position will report to the IT Department.

In response to a question from Mayor Davis, Ms. Saunders stated the addition of this position is consistent with the City's IT Plan.

In response to a question from Mayor Davis, Mr. Mattis stated the direct oversight of this position will fall under Ms. Saunders and not the Public Safety Division. He further stated the review of the IT needs in the Public Safety Division showed that the IT Administrator did not have a great understanding of what was needed in the Division and the addition of this position will bring the IT needs of the Division back under the IT Administrator.

In response to a question from Mayor Davis, Mr. Johnson stated the benefits for the new position will come out of the fringe benefit budget, which has ample funding.

Mr. Mattis stated the elimination and creation of the position was never done to cut costs, although the City is always being cost conscious.

In response to a question from Mayor Davis, Mrs. Carpenter stated the pay range for the position is from \$45,000 to \$72,000.

Mayor Davis expressed appreciation to the committee for the work they have done and the time spent to complete this review. He stated there are very few people that can keep the technology running in the Public Safety Division. He further stated an IT person is needed with the qualifications to continue the level of service needed for the Public Safety Division.

In response to a question from Mr. Wood, Mr. Mattis stated in anticipation of filling the position with a dedicated IT person, the Communications Coordinator position was eliminated since the workload of that position had moved towards supporting the technology needs in the Public Safety Division.

In response to a question from Mr. Wood, Mr. Johnson stated the City funded six pay periods into the new budget for the Communications Coordinator position which provided enough time to complete the review of the position. He further stated the balance of the funding for that position was put into the Contingency Fund realizing it would go towards the creation of the IT position or towards an outside consultant.

Mr. Wood stated the pay scale of the Communications Coordinator which was eliminated is roughly equivalent to the pay scale for the IT position, so it is just shifting funds from one position to another position.

In response to a question from Mr. Wood, Mr. Mattis stated on October 1, 2011, the Communications Coordinator position will end and hopefully the IT position will be filled by then.

Mr. Wood stated the position may not be economically neutral, but is roughly equivalent and will be more effective having one position to run the technology end of the Public Safety Division.

Ms. Saunders stated the position will not only be more effective but more efficient due to the ability to utilize the person for more than one department.

In response to a question from Mr. Wood, Mrs. Carpenter stated the pay scale range of \$45,000 to \$72,000 is just a range. She further stated in looking at the comparisons with other localities, the starting salary of \$45,500 seems to be right on target. She stated the Communications Coordinator position was a grade higher and had an active supervisory roll incorporated in it but the IT position will not have a supervisory roll which is why it was lowered to a grade 16.

Mr. Wood stated it sounds like the IT position is going to cost the City less.

Mr. Mattis stated the cost was not the reason the City reviewed the Communications Coordinator position. He further stated the City will go through the full recruitment process to fill this position.

Mayor Davis stated Ms. Saunders does an excellent job for the City. He further stated the IT field outside of local government is expensive and if someone is good in the IT field they can make good money. He stated he believes the City will benefit from the IT position.

Mr. Green stated he is skeptical that the City can recruit the right kind of person for the amount of money being offered for the position.

Mr. Freeland stated he is familiar with the qualifications for the position and whoever is going to fill it will have a lot of work to do. He further stated it may be tough to find a suitable candidate for the position.

Mr. Wood stated the job security in the public sector is very attractive to potential employees.

Mayor Davis stated the Communications Coordinator position was eliminated due to it evolving to more IT work for the Public Safety Division.

Mr. Wood stated he can support Resolution No. 11-FIN-1 for two reasons; the creation of the IT position is the replacement of the Communications Coordinator position which has already been eliminated and by utilizing the IT position in the Public Safety Division, firefighters and police officers can be more effectively utilized for their primary duties.

Vote:  
Yes:

6-0  
Freeland, Jr.  
Green, Jr.  
Luck  
Wood

	Yates
	Davis
No:	None
Abstained:	None
Absent:	Frenier

Motion UNANIMOUS PASS.

A RESOLUTION NO. 11-22. Approving revisions to the job description and class specification for Information Technology Coordinator within the Classification and Pay Plan.

A motion for adoption of Resolution No. 11-22 was made by Mr. Green and seconded by Mrs. Luck.

Mr. Mattis provided a brief explanation of Resolution No. 11-22.

In response to a question from Mayor Davis, Mrs. Carpenter stated an exempt position is not eligible for overtime and a non-exempt position is eligible for overtime.

<u>Vote:</u>	6-0
Yes:	Freeland, Jr.
	Green, Jr.
	Luck
	Wood
	Yates
	Davis
No:	None
Abstained:	None
Absent:	Frenier

Motion UNANIMOUS PASS.

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

There were none.

14. Reports of Officers and Documents Related Thereto.

A. City Manager.

1. Review of City Website Redesign and New Content Management System Project.

Ms. Saunders stated the redesign of the City website project had several goals, which included creating a new design for the website; assisting visitors in finding information on the website easier; employing a content management system which allows staff to

update their own page; integrating social media tools with the website; and locating a new hosting service. She further stated a committee was formed to review the responses to the RFP and through the interview process the committee selected CivicPlus. She reviewed the qualifications of CivicPlus and the different tools offered to localities for their websites which will make processes easier for citizens who utilize the website. She stated services to the citizens will be enhanced by the upgrade to the website.

In response to a question from Mayor Davis, Ms. Saunders stated the Epayment tool provided by CivicPlus for the website will be another tool for the City to collect payments electronically.

Mr. Johnson stated the Epayment tool will complement the tools the City currently utilizes to collect payments electronically.

Ms. Saunders provided an update on the process in which the City has taken to update the website and the steps left to complete the process. She reviewed some of the photographs which will be utilized on the City website that have been provided by Mr. John Rooney.

Mr. Mattis stated the City is excited about the update to the website to enhance citizen services. He welcomed any feedback or suggestions from Council.

In response to a question from Mayor Davis, Ms. Saunders stated the contract with CivicPlus is for two years, with the option to renew for two more years. If the City continues to be a customer of CivicPlus, the website will be updated and refreshed for free.

In response to a question from Mr. Freeland, Ms. Saunders stated once the website is turned over to the City from CivicPlus, it is the City's and the City has the ability to take the website to someone else at the end of the contract.

In response to a question from Mayor Davis, Ms. Saunders stated once the website is released to the City, it will be maintained by City staff.

In response to a question from Mr. Freeland, Ms. Saunders stated the cost of the website redesign is approximately \$4,000.

In response to a question from Ms. Luck, Ms. Saunders stated the website will go live around December.

## 2. Review of New City Web-based HR/Application Management System.

Mrs. Carpenter presented information on the City's web-based HR/application management system which will be provided by NeoGov. She stated utilizing this application will simplify the application process for citizens and allow them to be



submitted electronically to the City. She reviewed what the application will look like and some of the benefits of utilizing the system for the City.

In response to a question from Mrs. Yates, Mrs. Carpenter stated NeoGov is an application which is for localities and universities.

In response to a question from Mrs. Luck, Mrs. Carpenter stated the application does have the ability to notify applicants electronically of whether or not they were selected for an interview and if the position for which they had applied has been filled.

**3. Review of City Policy/Procedures for Illegal Signage.**

Mr. Mattis stated staff has received numerous complaints regarding illegal signs being placed in right-of-ways.

**4. Update on City Courthouse Project.**

Mr. Mattis stated the July 19, 2011 Work Session will be an important meeting on the City Courthouse Project where staff will be seeking approval of the floorplan and architectural renderings.

**5. General Activity Report and/or Project Update.**

Mr. Mattis provided brief updates on the Wayfinding Sign Program, the receptionist area in the lobby, and the Safe Routes to School Project. He reminded Council that CodeRed goes live on August 1, 2011, as the City's provider for emergency notifications to the citizens.

**B. City Attorney.**

Mr. Fisher provided an update on the Roslyn Farm agreement and release and stated it has not been finalized yet. He stated an agreement for the access for Phase 2 is being worked out. He informed Council he would be on vacation the week of July 25, 2011.

**C. Director of Planning and Community Development.**

Mr. Schanzenbacher stated he did not have any information to report.

**15. Consideration of Claims.**

There were none.

Mr. Wood stated the work session on July 19, 2011 is scheduled at 6:00 P.M.

**16. Adjournment.**

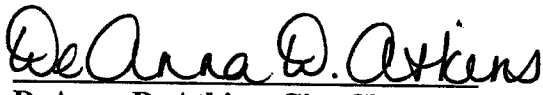
**A motion to adjourn the Regular Meeting was made by Mrs. Yates, seconded by Mrs. Luck and carried unanimously on voice vote at 9:18 P.M.**

**APPROVED:**

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**C. Scott Davis, Mayor**

**ATTEST:**

  
**DeAnna D. Atkins, City Clerk**

AN ORDINANCE NO. 11-15

To amend and reordain Chapter 286, Zoning, and the official Zoning Map, of the Colonial Heights City Code by repealing the current provisions of Chapter 286 and adopting all new provisions thereto. The new Zoning Ordinance and Map completely rewrite Chapter 286, including consolidating and reorganizing zoning districts, updating terms and definitions, and adding new development and use standards for the City's various zoning districts.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the current provisions of Chapter 286, Zoning, be, and are hereby repealed. The new Chapter 286, Zoning, including the official Zoning Map, of the Colonial Heights City Code, be, and is hereby adopted.

The New Zoning Ordinance Follows.

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on July 12, 2011

Ayes: 10 Nays: 0 Absent: 1 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman:

Absent

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

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Aye

The Honorable Diane H. Yates, Councilwoman:

Aye

The Honorable C. Scott Davis, Mayor:

Aye

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

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

The Honorable Milton E. Freeland, Jr., Councilman:

\_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman:

\_\_\_\_\_.

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

\_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_.

The Honorable John T. Wood, Councilman:

\_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_.

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_.

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

Approved as to form:

Hugh P. Fink  
City Attorney

AN ORDINANCE NO. 11-16

To amend and reordain § 238-1 of Chapter 238, Sewers and Sewage Disposal; §§ 250-14, 250-16 and 250-31 of Chapter 250, Subdivision of Land; and §§ 286-200, 286-300.06, 286-302.06, 286-304.06, 286-306.06, 286-308.06, 286-310.06, 286-312.06, 286-326.12, 286-326.24, 286-326.30, 286-506.02, 286-506.12, 286-512.16, 286-512.24, 286-512.26, and 286-518.19 of Chapter 286, Zoning, of the Colonial Heights City Code, relating to the implementation of Phase III of the Chesapeake Bay Preservation Act.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 238-1 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights Code be, and is hereby, amended and reordained as follows:

**§ 238-1. Connection to sanitary sewer system; use of individual systems.**

A. Wherever in the City a property abuts in any manner upon any street, alley or easement along which runs a sanitary sewer available for public use, the improvements on such property shall be connected to such line, and on such property no outside toilet, cesspool, privy vault or privy of any kind or description shall be permitted. Also, wherever in the City a property abuts in any manner upon any street, alley or easement along which runs only a waterline available for public use, homes or places of business on such property shall replace any box and can privy which may exist at that time with a properly constructed concrete slab pit privy or a properly constructed septic tank with adequate subsurface drainage field, as the owner elects, subject to the approval of the Director of Public Health.

B. *If the Director of Public Works determines that public sanitary sewer is not feasible for any new lot proposed, such lot shall be served by a private onsite sewage treatment system. Any such proposed lot shall be large enough in size, shape and dimensions to accommodate the required primary drain field, and a reserved drain field that is at least 100 percent the size of the required primary drain field.*

2. That §§ 250-14, 250-16 and 250-31 of Chapter 250, Subdivision of Land, be, and are hereby amended and reordained as follows:

**§ 250-14. Contents of preliminary plats.**

When required by the agent, the subdivider shall submit, prior to or at the time of submitting a preliminary plat, three prints or copies prepared by a registered professional engineer or registered land surveyor authorized to do business in the state, showing the following:

.

B. A sketch plan. The sketch plan showing the final topography of the subdivision shall show in simple form the proposed streets, lots and other features in relation to existing topography outside the platted subdivision, clearly showing the following:

.

(13) *The location of all Resource Protection Areas and Resource Management Areas as defined in §§ 286-200, 286-326.12, and 286-326.14 of the Colonial Heights Zoning Ordinance.*

**§ 250-16. Contents of final plat.**

The subdivider shall submit to the agent three black-line linen prints, or cloth prints if permitted by the agent, and one transparent copy of the final subdivision plat, prepared by a registered professional engineer or registered land surveyor authorized to do business in the state, clearly and legibly drawn in black India ink on a sheet sixteen by twenty-four (16 x 24) inches, including a margin of one-half-inch outside-ruled border lines at the bottom and right sides, and one and one-half (1 1/2) inches for binding on the left sixteen-inch end and at the top of the sheet. The plat shall have a scale of 100 feet to the inch. After approval, one print shall be returned to the owner or proprietor of the subdivision for recordation. When more than one sheet is necessary, an index sheet of the same size may be required by the agent, showing the entire subdivision. A vicinity sketch of the area in the vicinity of the subdivision, on a small scale, may also be required by the agent. The final subdivision plat herein referred to shall clearly show the following:

A. The title of the plat shall be included within a space of four inches high and six inches wide in the lower right-hand corner of the plat. The data therein shall be confined to the following: the name of the subdivision, with a designation of the section if only a portion of the approved preliminary plat is being developed; the name of the city; the date; the scale; and the registered surveyor or engineer who prepared the plat. The name of the subdivision shall be in bolder type than the rest of the title.

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S. *A notation on the final plat that all vegetation shall be left undisturbed within 100 foot wide buffer areas as required by § 286-326.12 B(5) of the Colonial Heights Zoning Ordinance.*

T. *A notation on the final plat that all development or redevelopment in a required Resource Protection Area shall be limited to water dependent facilities as defined in the Colonial Heights Zoning Ordinance.*

U. *A notation on the final plat that any lot that shall be served by a private on-site sewage treatment system shall designate the location of the required primary drain field, and the location of a reserved drain field that is at least 100 percent the size of the required drain field.*

**§ 250-31. Easements for installation of utilities and drainage purposes.**

A. *Unless approved otherwise by the Director of Public Works, all new and relocated public utilities shall be located in existing or proposed public rights-of way. Easements across lots or easements centered on rear or side lot lines shall be provided when necessary for the installation of sewers, gas and water and electric facilities and for surface and subsurface water drainage purposes whenever necessary to provide such services in the subdivision or in the areas beyond its boundaries. They shall be at least 10 feet in width, except that when an easement is for surface drainage only it need be of no greater width than, in the judgment of the City Engineer Director of Public Works, the drainage area requires.*

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3. That §§ 286-200, 286-300.06, 286-302.06, 286-304.06, 286-306.06, 286-308.06, 286-310.06, 286-312.06, 286-326.12, 286-326.24, 286-326.30, 286-506.02, 286-506.12, 286-512.16, 286-512.24, 286-512.26 and 286-518.19 of Chapter 286, Zoning, of the Colonial Heights City Code, be, and are hereby, amended and reordained as follows:

**§ 286-200. Definitions.**

A. For the purposes of this chapter, the following rules of language shall apply:

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B. Where terms in this chapter are undefined, the meaning of the term shall be as ascribed in the most recent edition of Webster's Unabridged Dictionary, unless it is the opinion of the Administrator that based upon normal zoning practice, a different meaning shall apply.

C. The words and terms listed below shall have the following meanings:

**ABUTTING** - Contiguous or adjoining; having property or zoning district lines in common, or separated by a right-of-way.

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**DEVELOPMENT FOOTPRINT** – The horizontal perimeter of any cleared, graded, disturbed or otherwise modified areas that when viewed directly from above is inclusive of any existing or proposed buildings or structures, parking and loading areas and any other surfaces that are impermeable or substantially impervious to storm water or have been disturbed or modified as a result of existing or proposed development or redevelopment of a site.

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**§ 286-300.06. Site development regulations.**

The following are general development standards for the RL Low Density Residential District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.

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D. Maximum Lot Coverage

- (1) Principal Structures: 40 percent of lot area
- (2) Accessory Structures: 20 percent of rear yard area.

**§ 286-302.06. Site development regulations.**

The following are general development standards for the RM Medium Density Residential District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.

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D. Maximum Lot Coverage

- (1) Principal Structures: 40 percent of lot area
- (2) Accessory Structures: 20 percent of rear yard area.

**§ 286-304.06. Site development regulations.**

*The following are general development standards for the RH High Density Residential District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.*

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**D. Maximum Lot Coverage**

- (1) *Principal Structures: 50 percent of lot area.*
- (2) *Accessory Structures: 20 percent of rear lot area.*

**§ 286-306.06. Site development regulations.**

*The following are general development standards for the RO Residential Office District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.*

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**D. Maximum Lot Coverage**

- (1) *Principal Structures: 40 percent of lot area*
- (2) *Accessory Structures: 20 percent of rear yard area*

**§ 286-308.06. Site development regulations.**

*The following are general development standards for the BB Boulevard Business District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.*

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**D. Maximum Lot Coverage**

- (1) *Principal Structures: 70 percent of lot area*
- (2) *Accessory Structures: 20 percent of rear yard area*

**§ 286-310.06. Site development regulations.**

*The following are general development standards for the GB General Business District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.*

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**D. Maximum Lot Coverage**

- (1) *Principal Structures: 80 percent of lot area*
- (2) *Accessory Structures: 20 percent of rear yard area*



**§ 286-312.06. Site development regulations.**

*The following are general development standards for the IN Industrial District. For additional, modified or more stringent standards see Article IV, Use and Design Standards.*

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**D. Maximum Lot Coverage**

- (1) *Principal Structures: 70 percent of lot area*
- (2) *Accessory Structures: 20 percent of rear yard area*

**§ 286-326.12. Resource protection areas.**

A. *At a minimum, RPAs shall consist of lands adjacent to water bodies with perennial flow that have an intrinsic water quality value due to the ecological and biological processes they perform or are sensitive to impacts which may cause significant degradation to the quality of state waters. In their natural condition, these lands provide for the removal, reduction or assimilation of sediments, nutrients and potentially harmful or toxic substances in runoff entering the bay and its tributaries, and minimize the adverse effects of human activities on state waters and aquatic resources.*

**B. The resource protection area shall include:**

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4. *Such other lands considered by the City to meet the provisions of Subsection A herein and to be necessary to protect the quality of state waters, including highly erodible soils and slopes in excess of 25 percent.*

**§ 286-326.24. Site-specific refinement.**

A. *The site-specific boundaries of the resource protection area and the resource management area shall be determined by the applicant through the performance of an environmental site assessment submitted as part of the site plan process, or water quality impact assessment, subject to approval by the Director of Planning and Community Development. The Chesapeake Bay Preservation Area Maps dated July 1, 1990, shall be used as a guide to the general location of resource protection areas.*

B. *The site-specific boundaries of all resource protection areas and resource management areas shall be shown on all preliminary and final site plans that are required by § 286-506 of the Colonial Heights Zoning Ordinance.*

**§ 286-326.30. Performance standards for development and redevelopment.**

A. *Land disturbance shall be limited to the area necessary to provide for the proposed use or development.*

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I. *All required RPAs shall be physically located and clearly marked on the site prior to initiating site grading or any other on-site activities. Once marked, the condition of the RPAs shall be visually documented using digital photographs, video or other techniques acceptable to the Director of Public Works. This documentation shall be submitted to the Director of Public Works, who shall retain the documentation. In addition, the limits of clearing and grading, as shown on any approved site plan, shall be physically located and clearly marked on the site prior to initiating site grading or any other on-site activities.*

J. For all new developments or redevelopments, all building setbacks shall be a minimum of ten (10) feet from any RPA.

**§ 286-506.02. Pre-application conference.**

A preliminary site plan applicant shall schedule a pre-application conference with the Administrator. The purpose of the pre-application conference is to informally review the proposed preliminary site plan to determine ways to minimize the environmental and natural resource impacts of the proposed development and any other issues and concerns that may emerge as part of the formal review of the site plan. The Administrator's and other staff comments on the proposed preliminary site plan shall be informal, and shall not constitute a formal action on the application. Also, the time period for preliminary site plan approval shall not commence until after the pre-application conference, when the applicant files, and the City accepts, a completed preliminary site plan application

**§ 286-506.12. Minimum standards and improvements required.**

A. Any improvement or dedication required by this chapter or any other ordinance of the City shall be made at the sole cost of the property owner unless other agreements have been reached between him, the City, and/or any other governmental agency. In the City's sole discretion, the City may require payment equivalent to the cost of required improvements rather than actual construction of said improvements. In such cases, the City shall provide the required improvements within a specified time period.

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F. Wastewater (sanitary) and water utilities shall be required and conform to Chapters 238 and 277 of the City Code and applicable City standards and specifications, as determined by the Director of Public Works. All utility plans shall be approved by the Director of Public Works prior to any land disturbance activities. To the extent feasible, all new public utilities shall be located within public rights of way.

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H. Erosion and sedimentation control plans shall be designed and implemented in accordance with the provisions of Chapter 241 of the City Code. All areas proposed for clearing and or grading shall be limited in size and location to the minimum necessary to achieve the development proposed. The Director of Public Works shall have the authority to determine and establish the limits of clearing and grading and to require that the limits of clearing and grading be shown on the final site plan and the final erosion and sedimentation control plan required by Chapter 241 of the City Code. All disturbed areas, including areas within temporary construction easements, shall be replanted and stabilized.

**§ 286-512.16. Use of existing woodland areas.**

In cases where quality indigenous vegetation or woodlands exist, preservation of existing quality indigenous vegetation or woodlands is encouraged. Preserving quality indigenous vegetation and woodlands between the parking area and the adjoining right-of-way or property is encouraged and may be substituted for landscaping requirements at the discretion of the Administrator.

**§ 286-512.24. Maintenance of landscaping.**

A. The owner, tenant and their agents, if any, shall be jointly and severally responsible for the maintenance of all required and provided landscaping in good condition so as to present a healthy, neat and orderly appearance. All landscaped areas shall be kept free from refuse and debris.

E. An adequate preservation and maintenance surety in effect during construction shall be required. The surety shall guarantee that all indigenous vegetation required to be maintained at the site is maintained in its natural undisturbed state and that all new vegetation planted on site remains healthy and in good condition.

**§ 286-512.26. Modifications.**

A. The requirements of this section shall be applied equally to all similarly classified and situated properties but may be modified or waived by the Administrator where the intent of this section is preserved and where the proposed developments of the new use meets any of the following guidelines:

(1) Natural land characteristics and/or existing vegetation would achieve the same intent of this section, provided such natural features are maintained and not modified by the development or use of the site;

(7) The location and design of any required landscaped area may be modified by the Administrator to achieve local stormwater management and/or water quality objectives. The use of low impact development (LID) techniques is encouraged to meet these objectives.

**§ 286-518.19. Maximum parking required.**

All parking areas or spaces provided that exceed the minimum parking requirements contained in § 286-518.18 by more than twenty (20) percent shall be constructed of a porous pavement or grid/block paver type of material as specified in § 286-518.12 B.

4. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

*DeAnna D. Atkins*  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on July 12, 2011

Ayes: 6 Nays: 0 Absent: 1 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman:

*Aye*

The Honorable Kenneth B. Frenier, Councilman:

*Absent*

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

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Aye

The Honorable Diane H. Yates, Councilwoman:

Aye

The Honorable C. Scott Davis, Mayor:

Aye

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

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

The Honorable Milton E. Freeland, Jr., Councilman:

\_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman:

\_\_\_\_\_

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

\_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

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

Approved as to form:

Hugh P. Foster III  
City Attorney

AN ORDINANCE NO. 11-FIN-17

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$40,580, of which \$17,180 is to be appropriated to Public Safety, \$4,839 in grant funds to purchase law enforcement equipment, and \$12,341 of forfeited assets to purchase police vehicular equipment; \$11,500 of grant funds to be appropriated to Parks and Recreation to purchase a production copy of a 1862 Gatling gun for display at Violet Bank Museum; and \$11,900 to be appropriated to Human Services, of which \$400 of donated funds is to be used for the Colonial Heights CADRE Coalition, and \$11,500 of grant funds is to be used for the Summer Youth Conservation Corps Program.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1 and 2 of Ordinance No. 11-FIN-6, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 (City Council)	\$	136,863	
Administrative (City Manager)		288,045	
Legal (City Attorney)		202,565	
Tax Collections		428,851	
Finance		6,318,402	
Information Technologies		120,734	
Board of Elections		127,349	
Judicial		4,370,185	
Public Safety		<del>7,437,724</del>	7,454,904
Public Works		2,782,798	
Health and Social Services		647,559	
Parks and Recreation		<del>1,318,821</del>	1,331,321
Cultural Enrichment		83,734	
Library		580,111	
Community Development		462,804	
Human Services		<del>270,208</del>	282,108
Nondepartmental		569,671	
Debt Service		2,843,192	
Operating Transfers Out		<u>19,043,934</u>	
TOTAL		<del>\$48,934,550</del>	48,075,130

2. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2011:

General Property Taxes	\$21,283,149	
Other Local Taxes	14,996,861	
Licenses, Permits & Fees	3,368,705	
Fines and Forfeitures	693,000	
Use of Money & Property	158,000	
Intergovernmental Revenues	<del>5,991,218</del>	6,007,557
Charges for Current Services	1,227,954	
Miscellaneous	315,663	
Restricted Fund Balance – After School Program	400	
Restricted Fund Balance – Violet Bank	11,500	
Restricted Fund Balance – Asset Forfeiture	<u>12,341</u>	
TOTAL	<del>\$48,934,550</del>	48,075,130

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on July 12, 2011

Ayes: 6 Nays: 0 Absent: 1 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman: Absent

The Honorable W. Joe Green, Jr., Councilman: Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Aye

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

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

Approved as to form:

Hugh R. Jenkins III  
City Attorney

AN ORDINANCE NO. 11-18

To amend and reordain § 273-19 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code, prohibiting the distribution of handbills, leaflets, etc., the solicitation of contributions, and the sale of merchandise or services on highways, public roadways, and medians within the City; and providing that violators shall be guilty of a traffic infraction.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 273-19 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

**§ 273-19. ~~Solicitation by pedestrians; violations and penalties~~ *Distribution of handbills, etc., solicitation of contributions, and sale of merchandise or services on highways, public roadways, and medians prohibited.***

A. ~~No person shall stand in the vehicular travel portion of any street or roadway for the purpose of soliciting a ride, employment or business, or soliciting for any other purpose, from the occupant of any vehicle. The following acts are prohibited:~~

1. *The distribution of handbills, leaflets, bulletins, literature, advertisements, or similar material to the occupants of motor vehicles on highways or on public roadways and medians within the City;*

2. *The solicitation of contributions of any nature from the occupants of motor vehicles on highways or on public roadways and medians within the City; and*

3. *The sale of merchandise or services or the attempted sale of merchandise or services to the occupants of motor vehicles on highways or on public roadways and medians within the City.*

Use of any City street or portion thereof within the terms of a permit issued pursuant to Chapter 213, Parades and Demonstrations, of this Code shall not constitute a violation of this section.

B. ~~Any person violating any of the provisions of this section shall, upon conviction thereof, be fined not less than \$1 nor more than \$5 for each offense be guilty of a traffic infraction.~~

2. That this ordinance shall be in full force and effect upon its passage 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 Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

Approved as to form:

Hugh P. Fisher, III  
City Attorney





OFFICE OF THE  
CITY ATTORNEY

CITY OF COLONIAL HEIGHTS  
201 JAMES AVENUE  
P. O. BOX 3401  
COLONIAL HEIGHTS, VIRGINIA 23834-9001

(804) 520-9316 / FAX 520-9398

HUGH P. FISHER, III  
CITY ATTORNEY

TAMARA L. DRAPER  
LEGAL ASSISTANT

July 20, 2011

The Progress-Index  
15 Franklin Street  
Petersburg, VA 23803

Attention: Legal Advertisements

Dear Madam or Sir:

I have enclosed for publication in the legal advertisements section of your newspaper a notice of City Council holding a public hearing to accept public comment on and consider the adoption of Ordinance No. 11-18.

You are requested to publish the notice on **Saturday, July 30, 2011.**

Please send a certificate of publication to the Office of the City Clerk in City Hall so that we may have evidence that legal requirements have been met.

If there is any problem in publishing the notice on the date requested, please notify this Office immediately so that we may make other arrangements for publication.

Thank you for your assistance.

Very truly yours,

Hugh P. Fisher, III  
City Attorney

Enclosure

cc: The Honorable C. Scott Davis, Mayor  
Mr. Thomas L. Mattis, City Manager  
✓ Mrs. DeAnna Atkins, City Clerk

**RECEIVED**

JUL 20 2011

**CITY CLERK'S OFFICE**

**NOTICE OF PUBLIC HEARING**  
**CITY OF COLONIAL HEIGHTS, VIRGINIA**

Notice is hereby given to all persons affected or interested that at the Colonial Heights City Council meeting to be held on **Tuesday, August 9, 2011, at 7:00 P.M.**, in Council Chambers of City Hall, 201 James Avenue, Colonial Heights, Virginia, the City Council shall hold a public hearing to accept comments on the following:

**AN ORDINANCE NO. 11-18**

To amend and reordain § 273-19 of Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code, prohibiting the distribution of handbills, leaflets, etc., the solicitation of contributions, and the sale of merchandise or services on highways, public roadways, and medians within the City; and providing that violators shall be guilty of a traffic infraction.

A copy of the proposed ordinance is on file for public examination during regular business hours in the City Clerk's Office in City Hall, 201 James Avenue, Colonial Heights, Virginia. All persons affected or interested are invited to be present at the public hearing of the City Council, to be held at the time and place stated above, when an opportunity will be given for them to be heard.

Hugh P. Fisher, III  
City Attorney

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap should contact the City Manager's Office at 520-9265 at least six days in advance.

A RESOLUTION NO. 11-26

In support of restoration of state funding for aid to localities.

WHEREAS, state financial assistance for mandated and high priority programs, including public education, health and human services, public safety and constitutional officers, is \$800 million less in FY12 than in FY09; and

WHEREAS, cities and counties must balance their budgets during a time in which future state assistance is unreliable, federal stimulus dollars are dwindling, and real estate assessments are declining; and

WHEREAS, the Appropriation Act contains \$60 million in across-the-board cuts to cities and counties for both FY11 and FY12, under which localities are required to either elect to take reductions in particular state aid programs, or to send the State a check for the amounts determined by the Department of Planning and Budget ("Local Aid to the State"); and

WHEREAS, the reductions are applied to essential services, including law enforcement, jail administration, foster care and child protection services, election administration and social services; and

WHEREAS, the City of Colonial Heights does not have the authority to unilaterally decide to discontinue providing services such as election administration or to refuse to house and care for State prisoners in local and regional jails; and

WHEREAS, the state budget cuts are not accompanied by any reductions in state-imposed mandates, standards and service requirements, nor do they provide any administrative flexibility for local agencies; and

WHEREAS, the City of Colonial Heights remitted \$102,378 in FY11 and will be required to remit another \$98,637 in FY12; and

WHEREAS, cities and counties will have provided the State with \$220 million by the close of FY12 for this "Local Aid to the State" program; and

WHEREAS, these reductions shift State costs to local taxpayers and artificially increase the amount of state surplus revenue; and

WHEREAS, State revenues have begun to recover and the State has announced a \$311 million revenue surplus for FY11; and

WHEREAS, revenue collections for the City of Colonial Heights continue to reflect the struggling housing market; and

WHEREAS, the State should not shift its share of the costs for mandates and responsibilities to local governments; NOW, THEREFORE,

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

1. That the City Council asks Governor Bob McDonnell to submit a budget amendment to the 2012 session of the General Assembly to reverse the \$60 million-a-year reduction for the current year, FY12, and to eliminate the aid to localities reduction in the budget submitted for FY13 and FY14.

2. That the members of the General Assembly support a budget amendment to the 2012 session of the General Assembly to reverse the \$60 million-a-year reduction for the current year, FY12, and to eliminate the aid to localities reduction in the budget submitted for FY13 and FY14.

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

Approved as to form:

Hugh P. Foster, III  
City Attorney

**Thomas Mattis**


---

**From:** Terry, Joni [JTerry@VML.ORG]  
**Sent:** Tuesday, July 12, 2011 3:45 PM  
**To:** undisclosed-recipients  
**Subject:** Draft resolution on restoration of \$60 million reduction in aid to localities  
**Attachments:** ATL\_Local\_Resolution.doc

TO: VML and VACo City-County Managers and County Administrators  
 Mayors and Board Chairs

FROM: Mike Amyx, Executive Director of VML  
 James Campbell, Executive Director of VACo

SUBJECT: \$60 Million a Year Across-the-Board Cuts in Aid to Localities

For the past three years, VML and VACo have recommended that cities and counties simply cut a check to the state for each locality's share of the across-the-board cuts to aid to localities included in the state budget.

We were hopeful that the state would restore the budget cuts. However, our position has changed. Neither the General Assembly nor the governor has shown interest in the past few sessions in addressing the problem.

Also, the appropriation base by the state budget office determines each locality's share of the reduction continues to change without a logical basis. For example, the FY12 base excludes recordation tax revenue allocated for Northern Virginia localities and the City of Chesapeake because (we think) the money is tied to debt service. This apparently was not a state concern in fiscal years 2009, 2010 and 2011. In FY09, the state budget office would not accept local decisions to cut CSA even though CSA funding was included in the base. Now, localities can cut CSA. Is this demonstrating flexibility or confusion?

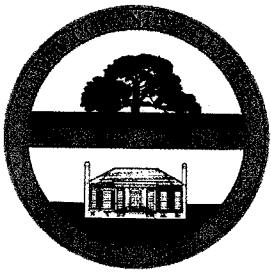
We are now requesting that you no longer simply stroke a check to comply with this budget drill. Instead, please elect to spread the reductions to as many programs as possible. This will place the administrative burden to collect the money on the state where the responsibility belongs. Localities are not obligated to make the collection of the funds a painless exercise for the state and a costly one for you.

If you have already told the state that you elect to write a check, we ask that you rescind that decision.

Finally, we encourage you to have your council or board adopt a resolution to be sent to Gov. Bob McDonnell asking him to restore the \$60 million in each year of next year's Budget Bill.

A draft resolution is enclosed.

If you have questions, please call or email:  
 Neal Menkes ([nmenkes@vml.org](mailto:nmenkes@vml.org), 804-523-8523)  
 Dean Lynch ([dlynch@vaco.org](mailto:dlynch@vaco.org), 804-343-2511)  
 Mary Jo Fields ([mfields@vml.org](mailto:mfields@vml.org), 804-523-8524)



# CITY OF COLONIAL HEIGHTS

## DEPARTMENT OF FINANCE

William E. Johnson  
Director

City Hall • 201 James Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

Kathy L. Sparks  
Deputy Director

**To:** Thomas L. Mattis, City Manager  
**From:** William E. Johnson, Director of Finance *WEG*  
**Date:** 7/25/2011  
**RE:** Aid to Commonwealth

In response to the discussion by City Council at the past July meeting, the Aid to Commonwealth reduction was established during the 2008-09 State budget process and received with the following information from the VML on April 4<sup>th</sup> 2008.

Item 475.20 of the 2008 state budget bill (as enrolled) requires a \$50 million reduction in state aid to local governments in both FY 2009 and FY 2010. Within 30 days after enactment of the 2008 Appropriation Act, the Director of the Department of Planning and Budget, is required to provide localities a list of certain state aid to local government programs which will include an estimate of the general fund amount for each program that each locality could expect to receive from the state. The amounts listed for these programs will serve as the basis for calculating each locality's share of the \$50 million savings. The selected programs do not include the constitutionally required K-12 direct aid to education funds and the car tax reimbursement amounts.

The draft locality-by-locality listing shows both the estimated base and the theoretical reduction for selected aid to locality programs that would yield the required \$50 million savings. The base amounts for each locality are estimates from the distributing state agencies. Per the enrolled budget bill, localities will have the choice of electing 1) to take the total savings out of one program included on the list, (2) reduce multiple state aid programs on a proportional basis or by a specified percentage reduction, or (3) reimburse the Commonwealth in aggregate for their share of the savings. Localities will be required to make their election by August 30, 2008. If option 3 is elected, a locality will be required to make payment to the state by January 9, 2009.

The City chose to follow numerous other jurisdictions and the VML concurrence not to elect which programs to reduce, but to utilize the third option given by the

State, which allowed the localities to handle the cuts by paying the Commonwealth directly. The reason being, the State could never say we did not need the money in any programs since we chose to cut them. That payment amounted to \$93,432 for fiscal year 2009, with \$93,288 being returned as our portion in Fiscal Year 2010.

For Fiscal Year 2011, the amount budgeted in the proposed budget was based on a State reimbursement amount that would still be based on the \$50 Million utilized the past two fiscal years. This amount was increased to \$60 Million and we raised our estimated payment to \$112,118 based on the previous \$50 million requirement. The State changed its calculations and the amount we had to contribute last year was only \$102,378.

For Fiscal Year 2012, the amount budgeted in the proposed budget was based on a State reimbursement amount that would be based on the new \$60 Million from the past fiscal year. This amount was estimated to be an \$112,118 payment based on the previous \$60 million requirement and did not take into effect the reduced amount of \$102,378 last year. It appears the State has changed the method of calculation again, and the amount we have to contribute this year is \$98,637, which is based on the identical \$60 Million reduction. The \$112,118 reduction is currently budgeted in the Intergovernmental Revenue section of the General Fund. This reduction would normally be reduced in the budget amendment recommended in July/August once I receive the final numbers from the legislative actions.

We have, as in the past, currently reported that the City would be utilizing the payback method, but to Finance, it would not make any difference how the reduction was received. I have attached the form utilized by the Commonwealth to show our preference to the State. If City Council would like to utilize the Revenue Reduction method, I would recommend that we use the Commonwealths' calculated reduction method, since you could still maintain all monies that are important to the City and we took the method that they recommended. No ordinance would be required to change this election, since the currently budgeted item and the proposed reductions would still be in the Intergovernmental Revenue section. The reduction of the currently budgeted amount will be included in the August amendment as in the past.

If you need any additional information or clarification, I am available at your convenience.

# State Reductions In Aid To Localities

## City of Colonial Heights

Distributing Agency	Distribution Title	FY 2012 Base	FY 2012 Calculated Reduction	FY 2012 Locality Elected Reduction
State Board of Elections	Financial Assistance for General Registrar Compensation	\$31,382	\$1,747	\$0
State Board of Elections	Financial Assistance for Local Electoral Board Compensation and Expenses	\$6,604	\$368	\$0
Compensation Board	Financial Assistance for Sheriffs' Offices and Regional Jails	\$213,373	\$11,878	\$0
Compensation Board	Financial Assistance for Local Commissioners of the Revenue	\$21,973	\$1,223	\$0
Compensation Board	Financial Assistance for Operations of Local Attorneys for the Commonwealth	\$337,461	\$18,786	\$0
Compensation Board	Financial Assistance for Circuit Court Clerks	\$137,069	\$7,630	\$0
Compensation Board	Financial Assistance for Local Treasurers	\$17,535	\$976	\$0
The Library of Virginia	State Formula Aid for Local Public Libraries	\$141,871	\$7,898	\$0
Department of Accounts Transfer Payments	Rolling Stock Taxes	\$3,862	\$215	\$0
Department of Accounts Transfer Payments	Distribution of Recordation Taxes	\$28,204	\$1,570	\$0
Comprehensive Services for At-Risk Youth and Families	Financial Assistance for Child and Youth Services	\$190,516	\$10,606	\$0
Department of Social Services	Supplemental Assistance - General Relief	\$11,141	\$620	\$0
Department of Criminal Justice Services	HB599	\$561,786	\$31,274	\$0
Department of Juvenile Justice	Financial Assistance for Community Based Alternative Treatment Services	\$69,080	\$3,846	\$0
	REIMBURSEMENT TO THE COMMONWEALTH	\$0	\$0	\$98,637
<b>TOTALS</b>		<b>\$1,771,857</b>	<b>\$98,637</b>	<b>\$98,637</b>
<b>Amount Remaining To Elect:</b>				<b>\$0</b>



AN ORDINANCE NO. 11-FIN-18

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$150,207, consisting of \$79,517 in additional state funding changes, grants, and intergovernmental reimbursement; and \$70,690 of grant funds and donations to be used to continue part-time funding of the Emergency Management Assistant position, to purchase additional fire hoses, HazMat equipment, turnout gear for paid and volunteer firefighters, a digital camera for fire investigations, a mobile license reader for the Police Department, and police cameras for the Sheriff's Office, and for citizen preparedness activities.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1 and 2 of Ordinance No. 11-FIN-6, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 (City Council)	\$	136,863	
Administrative (City Manager)		288,045	
Legal (City Attorney)		202,565	
Tax Collections		428,851	
Finance		6,318,402	6,311,220
Information Technologies		166,234	
Board of Elections		127,349	
Judicial		4,370,185	4,377,233
Public Safety		7,437,724	7,507,660
Public Works		2,782,798	2,863,203
Health and Social Services		647,559	
Parks and Recreation		1,319,821	
Cultural Enrichment		83,734	
Library		580,111	
Community Development		462,804	
Human Services		270,208	
Nondepartmental		524,171	
Debt Service		2,843,192	
Operating Transfers Out		19,043,934	
TOTAL		<u>\$48,034,550</u>	48,184,757

2. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2011:

General Property Taxes	\$21,283,149	
Other Local Taxes	14,996,861	
Licenses, Permits & Fees	3,368,705	
Fines and Forfeitures	693,000	
Use of Money & Property	158,000	
Intergovernmental Revenues	5,994,248	6,118,767
Charges for Current Services	1,227,954	
Miscellaneous	315,663	
Restricted Fund Balance - Police	1,175	
Restricted Fund Balance - Fire	21,483	
TOTAL	<u>\$48,034,550</u>	48,184,757

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

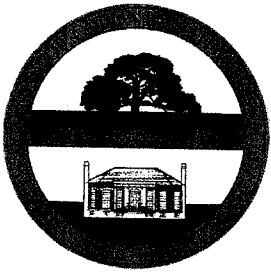
\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Easter, III  
City Attorney

City of Colonial Heights  
Ordinance/Resolution Recap Worksheet  
August 2011

GENERAL FUND													Total
REVENUE:													
Intergovernmental	Finance	Police	Police	Fire	Fire	Fire	LEMPPG	Fire	Fire	Sheriff			
Restricted Fund Balance-Police	Judicial	Homeland	Donations	Homeland	Donations	Homeland	Emergency	Homeland	FM Global	Sheriff			
Restricted Fund Balance-Fire	Public Safety	Security Act	Animal Shelter	Security Act	HazMat Equip	Security Act	Management	Security Act	Grant	Police			
Total	Public Works	Revisions	License Reader	Turnout Gear		Cert Funding	Position		Camera	Cameras			



# CITY OF COLONIAL HEIGHTS

## DEPARTMENT OF FINANCE

William E. Johnson  
Director

City Hall • 201 James Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

Kathy L. Sparks  
Deputy Director

**To:** Thomas L. Mattis, City Manager  
**From:** William E. Johnson, Director of Finance *wsj*  
**Date:** 7/25/2011  
**RE:** Budget Modifications

The City has received funding notifications based on final State formulas for grants and other intergovernmental reimbursements that were estimated during the annual budget process. This is also the time we normally make modifications to any corrections found since the presentation of the originally proposed budget. These changes are summarized as follows:

### State Funding Changes

We have now received revised funding notifications due to State budget changes for the following intergovernmental revenue accounts: Rolling Stock Tax, Street Construction funding, Library funding, Fire Programs, Emergency Medical Service funding, Victim Witness Grant and Juvenile Crime Grant. These were previously estimated due to the timing of the State budget process. Any increase in State street construction funding has been traditionally added to the street paving account, and my proposed budget revision continues this tradition.

### Intergovernmental Reimbursements

These reflect increases in State funding for salaries in constitutional and election official offices. These offices include Commissioner of Revenue, Treasurer, Circuit Court, Sheriff, Commonwealth Attorney and Electoral Board. These increases are due primary to the final State budget not including an earlier decrease for each of these constitutional offices as in the past fiscal year.

### Required Appropriations

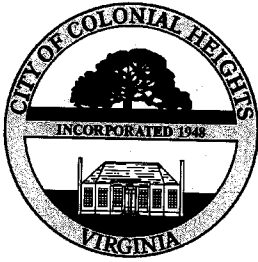
I have attached a detailed summary of the proposed modifications, which totals \$79,517 in overall budget increases. This includes the recommended \$80,405 increase in the street paving program and an increase of \$3,238 in grant funded equipment the Fire Department. An estimated reduction in projected Insurance costs allowed the contingencies funds not to be reduced

If you have any questions or need additional clarification, please advise.

City of Colonial Heights  
Proposed Budget Revision  
7/25/2011

	<u>Budget</u>	<u>Modifications</u>	<u>Revised Budget</u>
<b>REVENUES:</b>			
Intergovernmental Revenues			
Rolling Stock	\$4,300	\$3,862	(438)
Street Construction & Maintenance	\$2,166,918	\$2,247,323	80,405
Library Funds - State	\$145,000	\$141,871	(3,129)
Commissioner of Revenue - Recoveries	81,102	82,835	1,733
Treasurer - Recoveries	75,141	78,501	3,360
Circuit Court - Recoveries	247,777	251,429	3,652
Sheriff - Recoveries	285,887	286,878	991
Commonwealth's Attorney - Recoveries	459,349	436,869	(22,480)
State Board of Election - Reimbursement	36,771	37,986	1,215
Department of Fire Programs	46,600	48,788	2,188
Emergency Medical Service Funds (DMV)	16,900	17,950	1,050
Law Enforcement Recoveries HB599	561,806	561,786	(20)
Juvenile Crime Grant	72,642	69,080	(3,562)
Victim Witness Grant	53,574	54,645	1,071
Aid to Commonwealth	(112,118)	(98,637)	13,481
Total	<u>4,141,649</u>	<u>4,221,166</u>	<u>79,517</u>
<b>TOTAL REVENUES</b>	<u><b>\$4,141,649</b></u>	<u><b>\$4,221,166</b></u>	<u><b>\$79,517</b></u>
<b>EXPENDITURES:</b>			
FINANCE			
Insurance		Vehicle Insurance	(7,753)
Total			<u>(7,753)</u>
JUDICIAL			
Commonwealth's Attorney		Salaries	3,627
Total			<u>3,627</u>
PUBLIC SAFETY			
Fire		Capital Outlay	3,238
Total			<u>3,238</u>
PUBLIC WORKS			
Street Maintenance		Professional & Special Services	80,405
Total			<u>80,405</u>
<b>TOTAL EXPENDITURES</b>			<u><b>\$79,517</b></u>

CC: DeAnna  
Robin  
Bill



# CITY OF COLONIAL HEIGHTS POLICE DEPARTMENT

Col. Jeffrey W. Faries  
Chief of Police

100-A Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

Babette B. Hansen  
Administrative Assistant

RECEIVED

JUL 14 2011

July 14, 2011

## City Manager's Office

Mr. Thomas L. Mattis, City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: HOMELAND SECURITY PROGRAM GRANT FOR FY 2010**  
*[Through the Virginia Department of Emergency Management Grants Office]*

Dear Tom:

The Colonial Heights Police Department has been awarded a *State Homeland Security Program Grant* in the amount of **\$16,040.00** from the Virginia Department of Emergency Management Grants Office. Our department intends to direct the funds toward the purchase of a Mobile License Reader and all pertinent equipment, training and maintenance. This device provides an officer/operator with the ability to scan a large volume of license plates and identify any stolen or otherwise "wanted" vehicles. The grant covers the period September 1, 2010, through February 28, 2013, at which time all expenditures and grant requirements must be met. No matching funds from the City would be required.

We would appreciate your placing this item on the next City Council agenda so that it may be reviewed at that time. Once the grant acceptance is approved by Council after two readings by members, we would ask that the funds be transferred into the Police Department's **Grant Funds Account #1401-5263**, making it available for spending.

Many thanks for your attention to this matter.

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: Mr. William Johnson, Director of Finance  
Ms. Kathy Sparks, Assistant Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Capt. W. Keith Early, Patrol Division Commander  
Sgt. Robert L. Ruxer, Law Enforcement Services Division  
Ms. Joy Moore, City Treasurer

cc: Ron  
DeAnna



# CITY OF COLONIAL HEIGHTS POLICE DEPARTMENT

Col. Jeffrey W. Faries  
Chief of Police

**RECEIVED**  
1002A Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

Babette B. Hansen  
Administrative Assistant

JUL 27 2011

July 25, 2011

## City Manager's Office

Mr. Thomas Mattis, City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: DONATED FUNDS FOR ANIMAL SHELTER**

Dear Tom:

In November, 2010, and April, 2011, respectively, we requested that City Council approve and transfer some funds that we had received as donations from various sources, as follows:

- Five (5) checks from various citizens totaling **\$395.00**.
- A check in the amount of **\$779.99** from the S.P.C.A.

After two readings, City Council approved the transfer of funds from the City's General Donations Account #10-4812 into the Police Department's **Donated Funds Account #1401-5275**. Unfortunately, we were not able to spend the **\$1,174.95** before the end of our fiscal year. Thus, Finance Director Bill Johnson has directed us to readdress transfer with City Council so that we may access this money in order to pay for a security/surveillance camera system for inside and outside of the Animal Shelter. **The money is currently in a reserve account with the City (10-3222) and should be transferred to the Police Department's Donated Funds Account #1401-5275.**

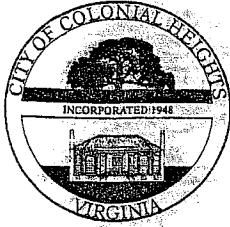
Therefore, I am requesting that this item be placed on the Council agenda for the next meeting so that it may undergo two readings by City Council. Once approved, the transfer will be made by the Finance Department for our use.

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Deputy Director of Finance  
Capt. W. Keith Early, Patrol Division Commander  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Ms. Joy Moore, Treasurer



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## COLONIAL HEIGHTS POLICE DEPARTMENT

April 21, 2011

Mr. Thomas Mattis, City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: DONATED FUNDS FOR ANIMAL SHELTER**

Dear Tom:

We are in receipt of a check in the amount of **\$779.99** which was donated to the Colonial Heights Animal Shelter by the S.P.C.A. Same has been deposited in the City's *General Donations* account [#10-4812].

I am requesting that this **\$779.99** donation be transferred to the Police Department's **Donated Funds Account #1401-5275** so that it may be used to purchase a surveillance camera system for inside and outside of the Animal Shelter.

It is our understanding that this request must undergo two readings by City Council, and if and when approved, the transfer will be made by the Finance Department for our use. Therefore, I would appreciate your placing this on the next agenda for approval by City Council.

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Deputy Director of Finance  
Capt. W. Keith Early, Patrol Division Commander  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Ms. Joy Moore, Treasurer





# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## COLONIAL HEIGHTS POLICE DEPARTMENT

November 18, 2010

Mr. Thomas Mattis, City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: DONATED FUNDS FOR ANIMAL SHELTER**

Dear Tom:

We are in receipt of five (5) checks totaling **\$395.00** which were donated to the Colonial Heights Animal Shelter, as follows:

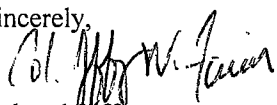
Brian and Amy Rabin	\$165.00
Linda M. Hass	30.00
Sue A. Bopp	50.00
B. V. Goodman	50.00
Gregory and Mary-Alice Silva	100.00

All have been deposited in the City's *General Donations* account [#10-4812].

I am requesting that this **\$395.00** in donations be transferred to the Police Department's **Donated Funds Account #1401-5275** so that they may be used to purchase equipment and supplies for the Animal Shelter.

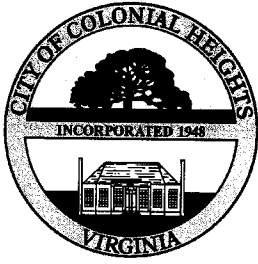
It is our understanding that this request must undergo two readings by City Council, and if and when approved, the transfer will be made by the Finance Department for our use. Therefore, I would appreciate your placing this on the next agenda for approval by City Council.

Sincerely,

  
Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Deputy Director of Finance  
Capt. W. Keith Early, Patrol Division Commander  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Ms. Joy Moore, Treasurer



# CITY OF COLONIAL HEIGHTS

## FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.  
Fire Chief

David A. Salot  
Deputy Chief

Public Safety Building  
100-B Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

### Memorandum

**To:** Thomas L. Mattis, City Manager  
**From:** A. G. Moore, Jr., Chief of Fire & EMS  
**Subject:** Council Agenda  
**Date:** July 21, 2011

Please have the following item placed on the August 9<sup>th</sup> City Council agenda:

Amend the FY 11-12 Fire and EMS operating budget to reflect an increase of \$23,000.00. Said funds are from The Virginia Department of Emergency Management (VDEM) 2010 State Homeland Security Program grant.

This allocation will be used to purchase a range of HazMat equipment for the Crater Regional Hazardous Materials Team. Deputy Fire Marshal Joe Boisseau is the coordinator for our department's Haz Mat Team and he will serve as coordinator for this grant.

No match funds are required by the City.

AGM/ls

Attachment

cc: William E. Johnson, Director of Finance  
Hugh P. "Chip" Fisher, City Attorney

RECEIVED

APR 26 2011



City Manager's Office

**COMMONWEALTH of VIRGINIA**

*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JACK E. KING  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

April 18, 2011

Mr. Thomas L. Mattis  
Office of the City Manager  
City of Colonial Heights  
201 James Avenue  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mr. Mattis:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the 2010 State Homeland Security Program grant (CFDA # 97.073) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS). Your locality has been funded for:

Project Title: HazMat Team Equipment, Exercise and Training  
Federal Grant Allocation: \$23,000.00  
Recipient's Required Cost Share/Match Amount: \$0.00

The obligation period for this program is September 1, 2010 to March 31, 2012. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.com/grants/forms> or contact your grant specialist.

*"Working to Protect People, Property and Our Communities"*

Mr. Thomas L. Mattis

Page 2

April 18, 2011

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

POC Form, Budget Sheets

[www.vaemergency.com/grants/forms](http://www.vaemergency.com/grants/forms)

EHP Evaluation Form

[www.vaemergency.com/grants/forms](http://www.vaemergency.com/grants/forms)

Grant Assurances

[www.vaemergency.com/grants/forms](http://www.vaemergency.com/grants/forms)

Certification Regarding Lobbying

[www.vaemergency.com/grants/forms](http://www.vaemergency.com/grants/forms)

Non-Supplanting Certification

[www.vaemergency.com/grants/forms](http://www.vaemergency.com/grants/forms)

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at [www.vaemergency.com](http://www.vaemergency.com) under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by May 18, 2011. If you have any questions regarding this award, please contact JoAnn Maher at the VDEM Grants Management Office at (804) 897-9762.

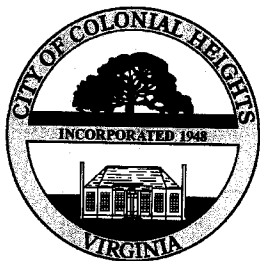
Sincerely,



Michael M. Cline

MMC/jm

- c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness  
Ms. Kerry Stuver, Grants Management Coordinator, Office of Commonwealth Preparedness  
Mr. Joe Boisseau, Deputy Fire Marshal, City of Colonial Heights



# CITY OF COLONIAL HEIGHTS

## FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.  
Fire Chief

David A. Salot  
Deputy Chief

Public Safety Building  
100-B Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

### Memorandum

**To:** Thomas L. Mattis, City Manager  
**From:** A. G. Moore, Jr., Chief of Fire & EMS  
**Subject:** Council Agenda  
**Date:** July 21, 2011

Please have the following items placed on the August 9<sup>th</sup> City Council agenda:

Amend the FY 11-12 Fire and EMS operating budget to reflect an increase of \$13,851.95. These funds have been restricted from the FY 10-11 budget.

Funds were received from the following donors:

- A bequest from the estate of Delia Cogbill Michael in the amount of \$12,765.84
- A donation from Honeywell Hometown Solutions in the amount of \$836.11
- A donation from citizen Betty L. Holt in the amount of \$250.00

The above donations will be used to purchase turnout gear for paid and volunteer firefighters. The current price for one set of turnout gear (coat and pants) is \$1,745.00.

AGM/lis

Attachments

cc: William E. Johnson, Director of Finance  
Hugh P. "Chip" Fisher, City Attorney



ESTATE OF DELIA COGBILL MICHAEL  
DOROTHY BAUGH, EXECUTOR  
629 CHARLES AVE  
COLONIAL HEIGHT, VA 23834

1041

68-54/514  
BRANCH 97264

DATE 4-19-11

PAY TO THE ORDER OF Colonial Heights Emergency Medical Services \$ 12,765.84  
Twelve thousand seven hundred sixty-five and 84/100 DOLLARS



**WACHOVIA**  
Wachovia Bank, N.A.  
wachovia.com

FOR \_\_\_\_\_

Dorothy R. Baugh Etc MP

⑈00104⑈ ⑈051400549⑈ 200004263349⑈

**City of Colonial Heights**  
OFFICE OF THE TREASURER

8399

**MISCELLANEOUS RECEIPT**

RECEIVED OF Estate of Delia Michael \$ 12765.84  
Twelve thousand seven hundred sixty-five and 84/100 DOLLARS

FOR Bequest

FUND general CLASSIFICATION 10-3269

JOY W. MOORE, Treasurer

4-28 20 11 BY JM

**HONEYWELL HOMETOWN SOLUTIONS**101 COLUMBIA ROAD  
MORRISTOWN, NJ 07962**Bank of America**  
Controlled Disbursement  
Northbrook, Illinois**3305**

70-2328/719 IL

02/15/2011

PAY TO THE  
ORDER OF Colonial Heights Emergency Medical Services

\$ 836.11

Eight Hundred Thirty-Six and 11/100 Dollars

DOLLARS

MEMO

Recurring Payroll Donation Grant

AUTHORIZED SIGNATURE

⑈003305⑈ ⑆071923284⑆ 87652⑈17959⑈

**City of Colonial Heights**

OFFICE OF THE TREASURER

**8400****MISCELLANEOUS RECEIPT**RECEIVED OF Honeywell Hometown Solutions 836.11Eight hundred thirty six and 11/100 DOLLARSFOR donationFUND generalAPR 28 2009 CLASSIFICATION 10-3227

TROY W. MOORE, Treasurer

4.28

20

BY

BY

LM

Treasurer's Office:

Please write receipts as follows:

Received of : Betty L. Holt  
Amount: \$250.00  
For: Donation  
Fund: General  
Classification: 10-3229

CITY OF COLONIAL HEIGHTS, VA

Treas

JUN 15 2011

BY [Signature]

Return Receipt to: Lisa @ Fire Administration

Thank you!

**BETTY L HOLT** 08/07  
PO BOX 133  
COLONIAL HEIGHTS, VA 23834-0133

8284  
68-426/514

6/8/11 Date

Pay to the Order of Colonial Heights Fire Department \$ 250.00  
Two hundred Fifty & no/100 Dollars

**BB&T** BRANCH BANKING AND TRUST COMPANY  
1-800-BANK BBT BBT.com

**Elle**  
BRANCH BANKING AND TRUST COMPANY

For Betty L. Holt MP

⑆051404260⑆0000153340021⑈08284

GUARDIAN SAFETY® YELLOW





# CITY OF COLONIAL HEIGHTS

## FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.  
Fire Chief

Public Safety Building  
100-B Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

David A. Salot  
Deputy Chief

### Memorandum

**To:** Thomas L. Mattis, City Manager  
**From:** A. G. Moore, Jr., Chief of Fire & EMS  
**Subject:** Council Agenda  
**Date:** July 22, 2011

Please have the following item placed on the August 9<sup>th</sup> City Council agenda:

Amend the FY 11-12 Emergency Management budget to reflect an increase of \$5,000. Said funds were awarded from the Virginia Department of Emergency Management 2010 Local Emergency Management Performance Grant (LEMPG).

These funds will be used to continue part-time funding of the Emergency Management Assistant position.

AGM/ls

cc: William E. Johnson, Director of Finance  
Hugh P. "Chip" Fisher, City Attorney



# CITY OF COLONIAL HEIGHTS

## FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.  
Fire Chief

Public Safety Building  
100-B Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

David A. Salot  
Deputy Chief

### Memorandum

**To:** Thomas L. Mattis, City Manager  
**From:** A. G. Moore, Jr., Chief of Fire & EMS  
**Subject:** Council Agenda  
**Date:** July 22, 2011

Please have the following item placed on the August 9<sup>th</sup> City Council agenda:

Amend the FY 11-12 Emergency Management budget to reflect an increase of \$6,781. Said funds are from the 2009 Homeland Security Grant. These funds have been restricted from the FY 10-11 budget.

These resources will be used for citizen preparedness activities such as Community Emergency Response Teams (CERT) as well as used to continue part time funding of the CERT Coordinator.

No match funds are required by the City.

AGM/lis

cc: William E. Johnson, Director of Finance  
Hugh P. "Chip" Fisher, City Attorney



# CITY OF COLONIAL HEIGHTS

## FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.  
Fire Chief

David A. Salot  
Deputy Chief

Public Safety Building  
100-B Highland Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

### Memorandum

**To:** Thomas L. Mattis, City Manager  
**From:** A. G. Moore, Jr., Chief of Fire & EMS  
**Subject:** Council Agenda  
**Date:** July 21, 2011

Please have the following item placed on the August 9<sup>th</sup> City Council agenda:

Amend the FY 11-12 Fire and EMS operating budget to reflect an increase of \$850.00. Said funds are from the FM Global Fire Prevention Grant and will be used to purchase a digital camera for fire investigations. These funds have been restricted from the FY 10-11 budget.

No match funds are required by the City.

AGM/lis

Attachments

cc: William E. Johnson, Director of Finance  
Hugh P. "Chip" Fisher, City Attorney

Treasurer's Office:

Please write receipts as follows:

Received of : FM Global Foundation  
Amount: \$850.00  
For: Fire Prevention Grant  
Fund: General  
Classification: 10-3229

COLONIAL HEIGHTS VA  
JUN 15 2011  
BY *[Signature]*

Return Receipt to: Lisa @ Fire Administration

Thank you!

THE FACE OF THIS DOCUMENT HAS A BLUE AND BROWN BACKGROUND - THE BACK HAS AN ARTIFICIAL WATERMARK

**J.P.Morgan** FM GLOBAL FOUNDATION

616007019 1-2  
0020335977 210

PAY TO THE ORDER OF COLONIAL HEIGHTS FIRE AND EMS  
P.O. BOX 3401  
COLONIAL HEIGHTS VA 23834

004005FM1

AMOUNT \$\*\*\*\*\*850.00 Not Payable Prior to: 05-26-2011

VOID AND WITHOUT RECOURSE IF NOT PRESENTED WITHIN 1 YEAR

\*\*\*\*\*EIGHT HUNDRED FIFTY AND 00/100 DOLLARS\*\*\*\*\*

PAYEE MUST PERSONALLY ENDORSE EXACTLY AS DRAWN  
CHECK DRAWN ON JPMORGAN CHASE BANK, N.Y., NEW YORK, NY  
(See details on back)

*[Signature]*  
AUTHORIZED SIGNATURE

000064

⑈0020335977⑈ ⑆021000021⑆

616007019⑈



Factory Mutual Insurance Company  
270 Central Avenue  
P.O. Box 7500 Johnston, RI 02919 USA  
T: 401 275 3000 F: 401 275 3029 [www.fmglobal.com](http://www.fmglobal.com)

May 23, 2011

Deputy Fire Marshal Boisseau  
Colonial Heights Fire and EMS  
P.O. Box 3401  
Colonial Heights, Virginia 23834

Dear Deputy Fire Marshal Boisseau:

Congratulations. Your grant application for an FM Global fire prevention grant stood out among the hundreds we received and we will be funding \$850 to purchase a digital camera.

Keith Holzer, fire service program coordinator in FM Global's Washington DC office will contact you soon to arrange for a check presentation. In addition you will be receiving an email with a sample press release. Once you and Keith have scheduled a date for a visit, you can customize and distribute the press release to bring further public attention to your worthy efforts and to publicize your award.

In the meantime, if you have any questions, please feel welcome to e-mail me.

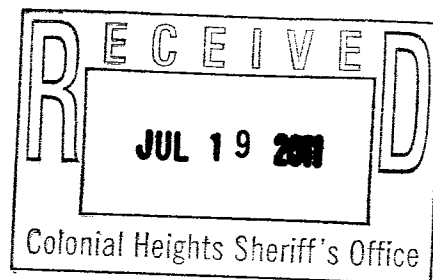
Best wishes for continued success in your fire prevention endeavors.

A handwritten signature in black ink, appearing to read "Michael Spaziani".

Michael Spaziani  
Manager - Fire Service Programs  
[michael.spaziani@fmglobal.com](mailto:michael.spaziani@fmglobal.com)

cc: Keith Holzer – FM Global Washington DC Operations

File #11-007



Friday, July 15, 2011

Mr. Todd Wilson  
Sheriff  
City of Colonial Heights  
401 Temple Avenue  
Colonial Heights, VA 23834

Re: 2011-2012 Risk Management Grant

VML #242

Qualifying Level: Tier III

Participating Program and Description of Grant Application Items		
Requested Amount	Date Application Received	Description of Eligible Item(s)
\$3,992.00	7/1/2011	7 DSR camera kits

Dear Mr. Wilson:

Congratulations! Your Risk Management Safety Grant request has been approved. However, since grants are awarded on a first-come, first-served basis from the time receipts are received, I encourage you to submit the required documentation for approved items as soon as possible.

Please provide copies of purchase orders, receipts, invoices, or other appropriate documentation (such as course registration) indicating that the requested item(s) have been purchased. Reimbursement then will be mailed to your attention. Grant checks are processed approximately 4-6 weeks after receipts are received.

Thank you for your interest and participation.

Sincerely,

Beth A. Rosenthal  
Director of Safety Services

Cc: Mr. Thomas Mattis, City Manager  
Mr. Matt Reid

AN ORDINANCE NO. 11-19

To approve a General Pay Plan Class and Salary Range, effective October 1, 2011.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

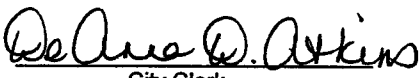
1. That pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan" respectively, the General Pay Plan Class and Salary Range attached as Exhibit A is hereby approved and incorporated as part of this ordinance.

2. That this ordinance shall be in full force and effect on October 1, 2011.

Approved:

\_\_\_\_\_  
Mayor

Attest:

  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

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

Approved as to form:

Hyatt P. Foster, III  
City Attorney



**EXHIBIT A****CITY OF COLONIAL HEIGHTS, VIRGINIA  
October 1, 2011**

<b><u>GRADE</u></b>	<b><u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u></b>
11	<del>\$23,566.00 - \$37,349.00</del> <del>\$24,273.00 - \$38,470.00</del>  Deputy I Facilities/Groundskeeper I Landfill Attendant Legal Secretary Meter Reader Public Works Technician Staff Aide Staff Assistant Utility Technician Van Driver
12	<del>\$25,863.00 - \$42,677.00</del> <del>\$26,639.00 - \$ 43,958.00</del>  Concrete Technician Customer Service Representative Deputy II Deputy Registrar Facilities/Groundskeeper II Office Assistant Records Technician Senior Meter Reader Streets Heavy Equipment Operator Transportation Coordinator Utility Heavy Equipment Operator
13	<del>\$29,548.00 - \$48,754.00</del> <del>\$30,435.00 - \$50,217.00</del>  Administrative Assistant Administrative Services Deputy Animal Control Officer Deputy III Deputy Sheriff Facilities/Groundskeeper III EMS Firefighter Recruit* (Starting salary: <del>\$33,578</del> \$34,585) Police Officer Recruit* (Starting salary: <del>\$33,578</del> \$34,585) Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician

\*Starting for non-certified EMS Firefighter & Police Officer candidates that are required to attend an academy.

# GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 2

October 1, 2011

## GRADE                      GENERAL PAY PLAN CLASS AND SALARY RANGE

14                      ~~\$33,762.00—\$55,709.00~~  
\$34,775.00 - \$57,380.00

Assessor's Office Technician  
Assistant Treasurer  
Building Inspector  
Building Maintenance Supervisor  
Chief Deputy/Bookkeeper  
Concrete Foreman  
Construction Inspector  
Cross-Connection Control Technician  
Emergency Equipment Technician  
Engineering Technician  
Executive Assistant  
Financial Specialist  
EMS Firefighter\* (Starting salary: ~~\$37,080~~ \$38,192)  
Horticulturist  
Information Systems Technician  
Legal Assistant  
Library Assistant  
Lieutenant Deputy Sheriff  
Master Deputy Sheriff  
Museum Curator  
Police Detective\* (Starting salary: ~~\$37,080~~ \$38,192))  
Police Officer\* (Starting salary: ~~\$37,080~~ \$38,192)  
Procurement Specialist  
Recreation Specialist II  
Senior Automotive Mechanic  
Senior Traffic Technician  
Storm Water Foreman  
Streets Foreman  
Telecommunicator  
Utility Foreman

\*Starting salary for certified EMS Firefighter & Police Officer candidates with 5 or less years of experience.

\*Salary range spans Grades 14-15; therefore, maximum salary for Police Detective, EMS Firefighter, and Police Officer is ~~\$63,643~~ \$65,552.

15                      ~~\$38,569.00—\$63,643.00~~  
\$39,726.00 - \$65,552.00

Chief Deputy Sheriff  
Financial Analyst  
Library Associate  
Recreation Specialist III Senior Center  
Senior Building Inspector

# GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 3

October 1, 2011

	Senior Engineering Technician Communications Supervisor
16	<del>\$44,067.00 – \$72,712.00</del> \$45,389.00 - \$74,893.00
	Deputy Fire Marshal Fire Lieutenant Information Systems Coordinator Police Sergeant Neighborhood Revitalization Planner Purchasing Agent Web Administrator
17	<del>\$50,348.00 – \$83,076.00</del> \$51,858.00 - \$85,568.00
	Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Communications Coordinator Facilities Superintendent Police Lieutenant Project Coordinator Project Engineer Public Works Superintendent Recreation Superintendent Streets Superintendent Utilities Superintendent
18	<del>\$57,523.00 – \$94,915.00</del> \$59,249.00 - \$97,762.00
	Assistant Director of Public Works – Engineering Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Information Technology Administrator Police Captain
EXEC	<del>\$57,394.00 – \$114,790.00</del> \$59,116.00 - \$118,234.00
	Chief of Fire & EMS Chief of Police City Engineer Director of Finance

## **GENERAL PAY PLAN CLASS AND SALARY RANGE**

Page 4

October 1, 2011

Director of Human Resources  
Director of Office on Youth & Human Services  
Director of Parks & Recreation  
Director of Planning & Community Development  
Director of Public Works  
Library Director

## **UNCLASSIFIED**

City Attorney  
City Clerk  
City Manager  
Clerk of Circuit Court  
Commonwealth's Attorney  
Commissioner of Revenue  
Sheriff  
Treasurer  
Registrar

AN ORDINANCE NO. 11-FIN-19

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to reflect a three percent cost-of-living increase for employees, effective October 1, 2011.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Section 1 of Ordinance No. 11-FIN-6, the General Fund Budget, be, and is hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 (City Council)	\$ 436,863	138,063
Administrative (City Manager)	288,045	293,723
Legal (City Attorney)	202,565	206,645
Tax Collections	428,854	433,656
Finance	6,318,402	6,069,322
Information Technologies	166,234	167,877
Board of Elections	127,349	129,062
Judicial	4,370,185	4,389,768
Public Safety	7,437,724	7,563,727
Public Works	2,782,798	2,815,739
Health and Social Services	647,559	
Parks and Recreation	1,319,821	1,335,805
Cultural Enrichment	83,734	84,867
Library	580,111	588,433
Community Development	462,804	469,914
Human Services	270,208	274,700
Nondepartmental	524,171	
Debt Service	2,843,192	
Operating Transfers Out	19,043,934	
TOTAL	\$48,034,550	

2. That, contingent upon passage of Ordinance No. 11-19, this ordinance shall be in full force and effect upon its passage 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 Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

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

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

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

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

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

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

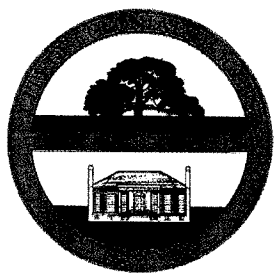
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

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

Approved as to form:

Hugh P. Foster III  
City Attorney



# CITY OF COLONIAL HEIGHTS

## DEPARTMENT OF FINANCE

William E. Johnson  
Director

City Hall • 201 James Avenue • P.O. Box 3401  
Colonial Heights, Virginia 23834

Kathy L. Sparks  
Deputy Director

**To:** Thomas L. Mattis, City Manager  
**From:** William E. Johnson, Director of Finance *W.E.J.*  
**Date:** 7/25/2011  
**RE:** Cost of Living Increase

In the passage of the City's Fiscal Year 2011-12 Annual Operating Budget, \$305,959 was allocated for a 3 percent cost of living to be effective October 1, 2011. At that point, it was our desire to ensure that a sufficient revenue stream would be available before these funds were allocated to the individual departments and the current pay plan modified to reflect this increase. Based on current estimated revenue projections, we appear to be on in line with the projections, and I recommend these changes be formalized by City Council.

I have attached the recommended changes and if you need any additional information or clarification, I am available at your convenience.

**APPROVED**  
*TK Sparks*  
*7/26/11*

City of Colonial Heights  
Ordinance Recap Worksheet  
August 2011

Cost of  
Living  
Transfer

---

**GENERAL FUND**

REVENUE:

None  
Total

---

\$0

---

EXPENDITURES:

Legislative	1,200
Executive	5,678
Legal	4,080
Tax Collections	4,805
Finance	14,393
Cost of Living	(305,959)
Fringe Benefits	57,846
Information Technologies	1,643
Board of Elections	1,713
Judicial	18,616
Public Safety	126,003
Public Works	32,941
Parks & Recreation	15,984
Cultural Enrichment	1,133
Library	8,322
Community Development	7,110
Human Services	4,492
Nondepartmental	

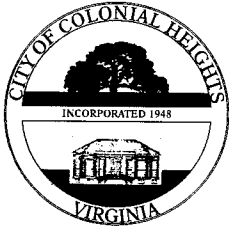
Total

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\$0

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# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

---

## Department of Planning and Community Development

### MEMORANDUM

To: Honorable Mayor and Members of City Council  
Mr. Thomas L. Mattis, City Manager

From: George W. Schanzenbacher, Director

Date: August 3, 2011

**Subject: Planning Commission Actions at August 2, 2011 meeting**

At the August 2, 2011 meeting of the Commission the following actions were taken:

1. Approved minutes of the June 7, 2001 meeting (enclosed).
2. Gave conditional approval of the grading plan for Old Town Creek Center-Phase 2
3. Heard a staff report on the results of the Visioning meeting held on Monday May 9<sup>th</sup> the Citizens Planning Committee meeting held on Monday July 18<sup>th</sup> and the proposed community survey.
4. Heard a presentation by the City Manager on the Courthouse project, including a review of the building elevation and landscaping/site plan.

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Minutes of the Regular Meeting**  
**of the Planning Commission**  
**Tuesday, June 7, 2011**

**I. Call to Order**

Chairman Hargis called the meeting to order at 7:00 p.m.

**II. Roll Call/Determination of Quorum**

Mr. Schanzenbacher, Director of Planning and Community Development, called the roll.

Present: Mr. Hargis  
Mrs. Hamilton  
Mr. Hartson  
Mr. Townes  
Mr. Freeland  
Mr. Kollman  
Mr. O'Connell

Absent: None

Mr. Schanzenbacher stated there was a quorum.

**Also Present:** City Manager Thomas L. Mattis, City Attorney Hugh P. Fisher, III, Planning Director George W. Schanzenbacher, Jamie Sherry, Neighborhood Revitalization Planner and Assistant Director of Public Works Harold Caples.

**III. Approval of Minutes of May 2011**

Mr. Fisher stated that there were a few corrections and clarifications to the minutes. The revised minutes were distributed and approved based on those changes on a roll call vote. Mr. Hargis abstained from the vote.

**IV. Approval of Agenda**

There were no changes to the agenda.

**V. Hearing of Citizens Generally**

There were no citizens in the audience that wanted to be heard.

**VI. Public Hearings -An Ordinance to amend and reordain Chapter 286, Zoning; Chapter 250, Subdivision of Land; and Chapter 238, Sewers and Sewage Disposal, of the City Code by adding standards to implement Phase III of the Chesapeake Bay Preservation Act. The Ordinance modifies the City Code's Chesapeake Preservation Act provisions that apply to zoning, plans of development, and subdivision.**

After Mr. Schanzenbacher read the rules of a public hearing, he stated that the public hearing was for Chesapeake Bay Phase III General Performance Criteria and Site Plan and Plat Amendments that was presented to the Commission at the May 2011 meeting.

He stated that Mr. Terry Harrington, the consultant hired to work on the ordinance, was here to answer any questions from the Commission or the public. Mr. Schanzenbacher stated that if the Commission approved the ordinance this evening, City Council could hold a public hearing in July on both the Chesapeake Bay Phase III and overall zoning ordinance. City Council could potentially adopt the zoning ordinance in August.

There were no comments from the public at the public hearing.

There were no questions from the Commission on the proposed ordinance; however, the Commission members expressed some surprise that there were no members of the development community to comment at the public hearing. Mr. Schanzenbacher stated that the notice was announced on the City's website and there were two notices put in the paper advertising the public hearing. Mr. Schanzenbacher also stated that approximately 7,500 notices were mailed to all property owners in the city.

On motion of Mr. Freeland and second by Mr. Townes, the Commission unanimously recommended approval of the ordinance by roll call vote.

#### **VII. Plans of Development/Subdivisions**

There were no Plans of Development or Subdivisions on the agenda.

#### **VIII. Old Business**

##### **Comprehensive Plan- report on first meeting of Citizen Planning Committee**

Ms. Sherry stated that the Citizen Planning Committee had its orientation on May 9, 2011. At the meeting she said there was a presentation on the role of the Comprehensive Plan and a discussion of the responsibility of the committee members.

Ms. Sherry also added that the Citywide Visioning Meeting was held Monday, June 6, from 6:30 to 8:30 p.m. at the Senior Center. She stated that 25 people, in addition to staff, were in attendance. At the meeting attendees were asked to identify the top 3 likes and dislikes for each of the following topics: Business and Economy, Natural, Cultural & Recreational Resources, Housing & Neighborhoods, Public Facilities & Services, Transportation. These topics were discussed and narrowed down at each table.

When asked about the highlights of the responses, Ms. Sherry stated that attendees were very pleased with most public services, especially Police, Fire and EMS. She stated that people wanted more property maintenance code enforcement and were concerned with the types of businesses that were coming into the city.

She stated that the Citizen Planning Committee will be meeting again in July to discuss the Visioning Meeting results and to discuss additional ways to secure citizen input.

## **IX. New Business**

### **Courthouse Project – Preliminary site plan and building layout**

Mr. Mattis gave a presentation on the preliminary site plan and building layout for the new Courthouse. He stated that both the Land Use and the Building Committees worked with the architect in an attempt to create a functional, traditional style building that was respectful to the surrounding neighborhood. He stated that security was a major factor in design of the building and site. He also said that open space on the site and community space within the building were also priorities. He said that the building would have a large vestibule/entrance area that potentially could be used as meeting space. He stated that the total cost of the project would be about \$15 million and the building life span is expected to be at least 45 to 50 years.

## **X. Committee Reports**

Chairman Hargis congratulated Mr. Hartson for graduating from planning commission school. He then asked if there were any committee reports. There were no reports from the Commission members.

Mr. Mattis stated that the Texas Road House and Cookout restaurants were both under construction. He expected a quick turnaround for them to be open because they were being built on site-ready pads. He also stated that there would be a new traffic light on Dimmock Parkway, and the Boulevard Enhancement Project was out to bid. He also stated that the City was still waiting to hear from VDOT on the Safe Routes to School project.

Mr. Hargis thanked Mr. O'Connell for working to ensure the City of Colonial Heights had pictures of its historic buildings and sites in a filmmaking database. Because of this, there is now potential opportunity for the movie industry to come to Colonial Heights to make a film.

Mr. Schanzenbacher suggested that the Commission consider cancelling the July meeting since there was nothing on the agenda. The Commission approved this on a roll call vote.

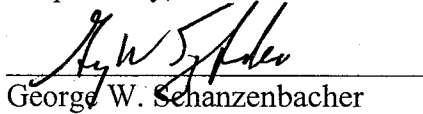
Mr. Hargis stated the CHARTS meeting included a trail and river tour. Although a river rescue was necessary, it was, overall, a successful meeting.

Mr. Fisher stated that the new courthouse is a major upgrade from the current building. He also stated that although a new courthouse is expensive, renovating the current courthouse would have been expensive, too.

## **XI. Adjournment**

Meeting adjourned at 8:05 p.m.

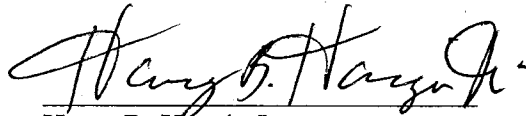
Respectfully,



George W. Schanzenbacher

Director, Department of Planning and Community Development

APPROVAL:



Harry B. Hargis Jr.  
Chairman