

# MARCH 2011 EMPLOYEE OF THE MONTH



**NAME:** Jonaaron M. Evans

**POSITION:** EMS Firefighter

## **EMPLOYMENT**

**HISTORY:** Mr. Evans was hired in September, 2009 as an EMS Firefighter in the Fire & EMS Department.

**NARRATIVE:** Mr. Evans was previously employed in Campbell County, Virginia as their Communications Supervisor. The training and education that he acquired from his previous employer has provided him with a vast amount of expertise that has immensely benefited the City.

When battery deficiencies were noticed, Jonaaron voluntarily took over the Fire Department's portable radio battery management program. He managed the battery program at both fire stations to ensure that all batteries in the department were safe for field use. He researched several different batteries and found a newer one that would be easier to maintain. This battery eliminated the need for a tracking system and its durability will extend the overall life of the equipment. Since their implementation in September, the new batteries have greatly improved the operation of portable radios in the Fire Department.

In October, Jonaaron was proficient in solving a problem with the new batteries that the City's contracted radio shop was unable to repair. With extensive research, and several calls to the manufacturer, he was able to repair the batteries and get them back in service for far less than the radio shop's quote for repairs, again saving the City a significant amount of money.

Jonaaron also assisted the Communications Center by getting the high band paging system reinstated. This improved the ability to notify volunteer members of emergency calls within the City. He programmed their current pagers with his own personnel software saving them from having to purchase newer, more expensive models.

Recently the Fire Department's Knox Box system was updated when Jonaaron, with the assistance of the Logistics Division, was able to identify a solution to a continual system breakdown. He researched the trouble and updated the equipment by installing new circuit boards that replaced the aging batteries in the systems. Jonaaron's ability to diagnose and repair the Knox Box equipment again saved the City a significant amount on repairs.

All of the above assignments were duties Jonaaron voluntarily accomplished in addition to his "regular Firefighter/EMT duties." He has been an enormous asset to the Fire Department; his positive attitude and congenial personality are additional attributes that truly make him a pleasure to work with.

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Regular Meeting of City Council**  
**Tuesday, February 8, 2011**

**1. Call to Order.**

The Regular Meeting of City Council was called to order by Mayor Davis at 7:06 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:** City Manager Thomas L. Mattis  
City Attorney Hugh P. Fisher, III

Mrs. Jennifer N. Carpenter, Director of Human Resources  
Mr. Jeffrey W. Faries, Chief of Police  
Mr. Craig R. Skalak, Director of Recreation and Parks  
Mr. Bruce N. Hansen, Library Director  
Mr. William E. Henley, Director of Public Works/Engineering  
Mr. William E. Johnson, Director of Finance  
Mr. A. G. Moore, Jr., Chief of Fire and EMS  
Ms. Karen K. Saunders, Information Technology Administrator  
Mr. George W. Schanzenbacher, Director of Planning

**3. Devotion.**

A devotional prayer was led by Mayor Davis.

**4. Pledge of Allegiance.**

The Pledge of Allegiance was led by Mayor Davis.

**5. Adoption of Agenda.**

A motion to amend the agenda by moving Resolution No. 11-6 to follow Item 14.A.1., City Manager's Update on the City Courthouse Project, was made by Mayor Davis and seconded by Mrs. Luck.

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

**Motion UNANIMOUS PASS.**

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

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

**Motion UNANIMOUS PASS.**

**6. Commendations and Presentations.**

- A. Presentation of Employee of the Month Award for January 2011 to Ms. Julie A. Groat, Communications Supervisor.**

**Mayor Davis recognized Ms. Groat, read the commendation in its entirety, and presented her with a certificate and a small token of appreciation.**

**Ms. Groat expressed appreciation for the recognition.**

- B. Presentation of Annual Audit Report – Mr. Michael Garber, PBGH.**

**Mr. Garber provided an overview of the Annual Audit Report, stating the City was issued an unqualified opinion.**

**Mayor Davis and Mr. Freeland expressed appreciation to Mr. Garber and PBGH for the excellent job they had done for the City.**

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

**A. Approval of Minutes:**

- 1. Organizational Meeting, January 3, 2011.**
- 2. Special Meeting, January 11, 2011.**
- 3. Regular Meeting, January 11, 2011.**
- 4. City Council Retreat, January 14 & 15, 2011.**

**B. Adoption of:**

**AN ORDINANCE NO. 11-FIN-1 (Second Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate donated funds of \$1,008 to Judicial for the Sheriff's Office to purchase equipment.**

**A motion for adoption of the Consent Agenda as presented was made by Mr. Green and seconded by Mr. Freeland.**

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

**Motion UNANIMOUS PASS.**

**Mayor Davis recognized Mr. William Reade, who was present in the audience representing the School Board.**

**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 January 26, 2011.**

**AN ORDINANCE NO. 11-FIN-2 (Second Reading). To adopt the Capital Projects Fund Budget, consisting of General Governmental, Recreational and Streets and Bridges projects, to provide continuing appropriation for the projects in such program.**

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**A motion for adoption of Ordinance No. 11-FIN-2 was made by Mr. Green and seconded by Mrs. Luck.**

**Mayor Davis provided a brief explanation of Ordinance No. 11-FIN-2.**

**Mr. Green read a Declaration of Personal Interest with regard to his residential location near the Courthouse property, which was filed with the Clerk.**

**Mr. Wood read a Declaration of Personal Interest with regard to his residential location near the former church property, which was filed with the Clerk.**

**Mr. Wood stated he would vote no on Ordinance No. 11-FIN-2 due to the \$900,000 for the multi-purpose fire vehicle.**

**Mr. Green expressed appreciation for the foresight of the City Manager and his staff on the projection for the bond money for the courthouse.**

<b><u>Vote:</u></b>	<b>5-1</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

**10. Written Petitions and Communications.**

- A. Request for permission to keep more than four companion animals at a residence – Phillip and Carolyn Brown, 419 Waterfront Drive.**

**Mayor Davis provided a brief explanation of Mr. and Mrs. Brown's request.**

**A motion was made by Mr. Green and seconded by Mrs. Luck to approve a waiver to allow Mr. and Mrs. Brown to keep six companion animals at their residence.**

<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.**

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

**Mr. Randy Thomas, 540 Roslyn Avenue, presented questions on behalf of a new neighborhood watch program pertaining to background checks on rental applicants and more patrols in the neighborhood.**

**Mayor Davis suggested Mr. Thomas contact the Police Department and set up a meeting on behalf of the neighborhood watch.**

**Mr. Freeland commended the police department on the handling of an incident at the middle school and passed on high praise for all involved.**

**Mr. Lewis Wasky, 406 Dupuy Avenue, received a statement for \$2.00 for storm water for a vacant lot and stated that it was counter productive financially. He suggested the Council meetings be video streamed on the Internet for greater access by the citizens.**

**Mayor Davis stated that the subject of live Council meetings on the City's website had been discussed and felt grandstanding would be an issue as well as sessions being recorded and taken out of context. He also noted that the \$2.00 stormwater fee had been well advertised on the website and in the Focus and that it was federally mandated to meet Chesapeake Bay requirements.**

**A discussion followed on the method of collecting the fee.**

**Mr. Mattis noted it was a new fee and he would be reviewing the process.**

**Mr. Fisher stated the City had no discretion in billing the \$2.00 fee.**

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

**AN ORDINANCE NO. 11-1 (First Reading). To amend the General Pay Plan Class and Salary Range so as to move the job classification for City Assessor from Unclassified to Grade 17; and to approve the job description and class specification for City Assessor.**

**A motion for adoption of Ordinance No. 11-1 was made by Mr. Freeland and seconded by Mrs. Luck.**

**Mr. Wood stated he would prefer the City Assessor remain under the direction of City Council and would vote no on Ordinance No. 11-1.**

**Mayor Davis added that a lot of the Assessor's duties were regulated by state code and this ordinance basically would be streamlining government.**

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**Mr. Freeland noted that Ordinance No. 11-1 would take the political aspect out of the assessment process, and the City would gain an additional employee to assist in other departments.**

**In response to a question from Mayor Davis, Mr. Mattis stated that there were very few localities where the Assessor works for City Council.**

**A motion for adoption of Ordinance No. 11-1, as submitted, was made by Mr. Green and seconded by Mrs. Yates.**

<b><u>Vote:</u></b>	<b>5-1</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

**AN ORDINANCE NO. 11-2 (First Reading). To amend and reordain § 258-2 of Chapter 258, Taxation, and to add therein a new § 258-2.1, relating to the position of City Assessor.**

**A motion for adoption of Ordinance No. 11-2 was made by Mr. Green and seconded by Mr. Freeland.**

**Mayor Davis provided a brief explanation of Ordinance No. 11-2.**

**In response to a question from Mr. Freeland, Mayor Davis stated Ordinance No. 11-2 will convert the City Assessor position to one similar to the Purchasing Agent's position as far as classification goes.**

<b><u>Vote:</u></b>	<b>4-2</b>
<b>Yes:</b>	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>Freeland, Jr.</b>
	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

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**AN ORDINANCE NO. 11-FIN-3 (First Reading).** To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$40,992 to Public Safety, of which \$9,392 is coming from grant funds and \$31,600 from donated funds; such funds to be used to purchase equipment for the Fire/EMS department and online training courses, and for the Police Department to purchase a mobile sign board and to provide funds towards the upkeep of narcotics canines.

A motion for adoption of Ordinance No. 11-FIN-3 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 11-FIN-3.

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

**Motion UNANIMOUS PASS.**

**A RESOLUTION NO. 11-5.** Adopting the 2011 City Council Goals for the City of Colonial Heights.

Mayor Davis provided a brief explanation of Resolution No. 11-5.

Mr. Mattis provided a review of the 2011 City Council Goals for the City of Colonial Heights.

A motion for adoption of Resolution No. 11-5 was made by Mrs. Luck and seconded by Mr. Green.

<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.**

**AN ORDINANCE NO. 10-15 (As Amended) (Second Reading).** To grant a special use permit to John and Patsy Crowder for a 3.67 acre parcel of property located west of Sadler Avenue, which property is presently zoned R-4 Apartment and Multiple-Family Dwelling District, is part of lot 24, A.B. Cook Farm, and has parcel identification number 1600010025A, to allow for the property to be used for a single-family home with no direct access to a public street.

A motion for adoption of Ordinance No. 10-15 was made by Mr. Green and seconded by Mayor Davis.

Mayor Davis provided a brief explanation of Ordinance No. 10-15.

In response to a question from Mr. Wood, Mr. Fisher stated the tax obligations of Mr. and Mrs. Crowder had been paid in full.

<b>Vote:</b>	<b>4-2</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Wood</b>
	<b>Davis</b>
<b>No:</b>	<b>Luck</b>
	<b>Yates</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

**14. Reports of Officers and Documents Related Thereto.**

**A. City Manager.**

**1. Update on City Courthouse Project:**

**a. Review of Bids/Contract for Demolition Services**

Mr. Mattis reported the initial estimates on the demolition for the site were as high as \$500,000 but he was very pleased to report that the City received a competitive bid of \$147,152 from S.B. Cox of Richmond. He stated the contractor could be onsite by the first of March and could finish ahead of the deadline.

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Mayor Davis made a motion, seconded by Mr. Green, to continue with the demolition of the property on 231 Chesterfield Avenue and to authorize the City Manager to sign a contract with S.B. Cox, Inc. for \$147,152.

In response to a question from Mr. Wood, Mr. Mattis stated that all of the bids were in conformance with the specifications and included the removal of all debris and asbestos.

Mayor Davis noted that S.B. Cox was a large contractor that had their own landfill and equipment, resulting in a cost savings to the City.

Mr. Wood stated that while S.B. Cox might be the right choice, he would vote no considering none of the original structure will be left.

<b>Vote:</b>	<b>5-1</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Green, Jr.</b>
	<b>Davis</b>
	<b>Luck</b>
	<b>Yates</b>
<b>No:</b>	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

**b. Approval/Appointment of Project Oversight-Building Committee**

Mr. Mattis provided a brief explanation of the Project Oversight-Building Committee and the importance of the Committee. He stated the focus of the Committee will be to focus on the building itself and to be directly involved with the architect.

Mayor Davis stated the Council members are aware of the pending litigation and he had been in conversation, on a consistent basis, with the Circuit Court Judge and he approved of the committee as written.

There was a brief discussion regarding the process which will be utilized to keep all parties informed of the particulars of the project.

Mayor Davis stated the Courthouse building would be completed by 2013 and it is a manageable deadline.

**c. Approval/Appointment of Project Land Use Planning Committee**

Mr. Mattis stated the Committee's focus is to have broad-based discussions for the entire area around the Courthouse and how the Courthouse will sit on the property.

Mayor Davis made a motion, seconded by Mr. Green, for Council to adopt the Project Oversight-Building Committee.

Mr. Wood stated he was the Council member which initiated the acquisition of the property upon which the new courthouse is going to be built and the first Council member to publicly endorse the utilization of the site for the building of the courthouse. He further stated he probably spends more time in courthouses than any other Council member, yet he is not a member of either committee. He stated he has no objections with any of the members designated for the committees but he intends to vote against them because he is not a member on either one.

Mayor Davis brought attention to the lack of communication with the Circuit Court Judges regarding the building of a new courthouse over the last decade.

Mr. Wood stated he never had a discussion with the judges since it was not a possibility for the courthouse to be replaced because the property being utilized by the City was not available. He further stated there was not sufficient room for a new courthouse, which would meet the specifications of the judges, to be built until the Chesterfield Avenue property was designated to be utilized. He stated the availability of the property being utilized is what changed the matter, not any ability of anyone specific with regards to negotiations with the judges. He further stated he did not have direct discussions with the judges but there were some discussions conducted by the previous mayors, Mr. Townes and Mr. Kollman.

Mayor Davis stated he will agree to disagree since the current courthouse site does have room to build a new courthouse with the additional acres which located beyond the parking lot.

Mr. Freeland stated he would be glad to vacate his position on the Southern Gateway Land Use Committee if Mr. Wood would like to be on the Committee.

Mr. Green noted that before the conception of the committees, he was one of the initial people that brought up the idea of utilizing the 231 Chesterfield Avenue property on which to build a Courthouse. He stated he trusts the representatives which will be on the two Committees and will support the recommended representatives.

<u>Vote:</u>	5-1
Yes:	Freeland, Jr.
	Green, Jr.
	Luck
	Yates
	Davis
No:	Wood
Abstained:	None
Absent:	Frenier

Motion Passed.

Mayor Davis made a motion for adoption of the approval and appointment of the Project Land Use Planning Committee, seconded by Mr. Green.

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**Mr. Freeland reiterated that he would withdraw his name from the Committee if Mr. Wood would be willing to accept the challenge.**

**Mr. Wood accepted.**

**Mr. Freeland made a substitute motion, seconded by Mr. Wood, to add Mr. Wood instead of Mr. Freeland as a City Council representative on the Project Land Use Planning Committee.**

<b><u>Vote:</u></b>	<b>2-4</b>
<b>Yes:</b>	<b>Freeland, Jr. Wood</b>
<b>No:</b>	<b>Green, Jr. Luck Yates Davis</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion MAJORITY FAIL.**

**Mayor Davis called for a vote on his original motion, seconded by Mr. Green, for the approval and appointment of members to the Project Land Use Planning Committee, as submitted.**

<b><u>Vote:</u></b>	<b>5-1</b>
<b>Yes:</b>	<b>Freeland, Jr. Green, Jr. Luck Yates Davis</b>
<b>No:</b>	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion Passed.**

**A RESOLUTION NO. 11-6. Authorizing the City Manager or his designee to execute a contract change order with Moseley Architects for additional architectural/engineering work related to a new City courthouse building at 231 Chesterfield Avenue.**

**Mr. Mattis provided a brief explanation of the purpose for Resolution No. 11-6. He stated there was a significant reduction from the initial price estimated for the contract due to some of the work being completed by in-house staff. He then provided an explanation of the process and the requirement through the PPEA process.**

**A motion for adoption of Resolution No. 11-6 was made by Mr. Green and seconded by Mrs. Yates.**

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

**Motion UNANIMOUS PASS.**

**2. Recap of Annual City Council Retreat**

**Mr. Mattis called attention to the memorandum included in the packets providing additional items discussed at the retreat that will be shared with the staff.**

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

**Mr. Mattis noted the budget season is coming up and he would be starting the process of meeting with individual departments. He reminded Council of the full agenda for the work session on February 15 at 6:00 P.M.**

**Mayor Davis commended Mr. Mattis for hitting the ground running after only a few months and being able to move projects at the pace the Council expects.**

**B. City Attorney.**

**Mr. Fisher noted Mrs. Gay would be filling in for the City Clerk at the February 15, 2011 meeting.**

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

**Mr. Schanzenbacher stated he does not have a report due to the Planning Commission not meeting.**

**Mayor Davis stated he had been asked to sign another campaign of funding for the Board of Directors of Virginia's Gateway Region.**

**There was a general consensus of Council for approval of the campaign funding for the Board of Directors of Virginia's Gateway Region.**

**15. Consideration of Claims.**

**(There were none.)**

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**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 9:25 P.M.**

**APPROVED:**

\_\_\_\_\_  
**C. Scott Davis, Mayor**

**ATTEST:**

\_\_\_\_\_  
**DeAnna D. Atkins, City Clerk**

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Regular Meeting of City Council**  
**Tuesday, March 8, 2011**

**1. Call to Order.**

**The Regular Meeting of City Council was called to order by Mayor Davis at 7:04 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 Kenneth B. Frenier  
Councilman W. Joe Green, Jr.  
Vice Mayor Elizabeth G. Luck  
Councilman John T. Wood  
Councilwoman Diane H. Yates  
Mayor C. Scott Davis

**Absent:** None

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

Mrs. Jennifer N. Carpenter, Director of Human Resources  
Mr. Jeffrey W. Faries, Chief of Police  
Mr. Craig R. Skalak, Director of Recreation and Parks  
Mr. Bruce N. Hansen, Library Director  
Mr. William E. Henley, Director of Public Works/Engineering  
Mr. William E. Johnson, Director of Finance  
Mr. A. G. Moore, Jr., Chief of Fire and EMS  
Mr. George W. Schanzenbacher, Director of Planning

**3. Devotion.**

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

**4. Pledge of Allegiance.**

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

**5. Adoption of Agenda.**

**A motion to amend the agenda by moving Approval of Minutes to Item 13, Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda, was made by Mr. Wood and seconded by Mayor Davis.**

<b><u>Vote:</u></b>	<b>7-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</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>None</b>

**Motion UNANIMOUS PASS.**

**A motion to adopt the agenda, as amended, was made by Mrs. Luck and seconded by Mr. Freeland.**

<b><u>Vote:</u></b>	<b>7-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</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>None</b>

**Motion UNANIMOUS PASS.**

**6. Commendations and Presentations.**

**A. Presentation of Proclamation in Support of the After Prom Celebration 2011 and presentation of donations.**

**Mayor Davis recognized Mrs. Cindy Shortlidge, Co-Chairman of the 2011 CHHS After Prom Steering Committee, read the proclamation in its entirety and presented her with a donation from the City.**

**Mrs. Shortlidge thanked the City for their support; invited the community to their upcoming fundraiser; and acknowledged Mrs. Yates for forming the After Prom Steering Committee.**

**B. Presentation of Proclamation in Support of the Regional Plan for Children's School Readiness.**

**Mayor Davis read the proclamation in its entirety and presented it to Ms. Barbara Couto Sipe, Vice President of Community Impact.**

Ms. Sipe expressed appreciation for the regional partnership regarding regional kindergarten registration day.

- C. Presentation of Employee of the Month Award for February 2011 to Mr. Louis Barchanowicz, Emergency Equipment Technician.

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

Mr. Barchanowicz expressed appreciation for the recognition.

- D. Resolution No. 11-8. Recognizing Kenneth W. Strickler Upon His Retirement.

Mayor Davis recognized Mr. Strickler, read the resolution in its entirety, and expressed appreciation to Mr. Strickler for dedication to the City.

Mr. Strickler expressed appreciation for the recognition.

#### A RESOLUTION NO. 11-8

Recognizing Kenneth W. Strickler upon his retirement.

WHEREAS, Kenneth W. Strickler has served as the City Assessor for the City of Colonial Heights since August 1986; and as the City Assessor he was instrumental in computerizing the office in 1987 to make categorizing and searching for real property records more efficient, not only for staff members but also for the general public; and

WHEREAS, Mr. Strickler holds the highest appraisal designation – Certified General Real Estate Appraiser – by the Commonwealth of Virginia, as he is licensed in both residential and commercial appraisal; and

WHEREAS, Mr. Strickler has been recognized by the International Association of Assessing Officers for 25 years of continuous membership, and has been recognized by the Virginia Association of Assessing Officers for 25 years of committee service and membership; and

WHEREAS, during his tenure Mr. Strickler valued every parcel in the City for twelve biennial general assessment cycles; and in 2002 oversaw and implemented a Computer Assisted Mass Appraisal System, which is still used today to effectively and efficiently equalize and appraise all taxable property in the City; and

WHEREAS, with the major economic growth that the City has experienced since his employment, Mr. Strickler has assisted City Council and other City departments by providing projections of growth and other vital information, as needed; and

WHEREAS, with Mr. Strickler's retirement, effective April 1, 2011, the City will be losing the services of a dedicated employee who has served the City and its citizens in a professional, courteous and helpful manner; NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That Council hereby expresses, on behalf of the City, its gratitude to Kenneth W. Strickler, for his innumerable contributions to good government; and extends to him best wishes in future endeavors.

2. That, in attestation of the high regard in which Kenneth W. Strickler is held by this Council, this resolution is read hereby into the minutes of this meeting and the permanent record of the City of Colonial Heights, this 8th day of March, 2011; and the members of Council unanimously affix their signatures.

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

**B. Adoption of:**

**AN ORDINANCE NO. 11-FIN-3 (Second Reading).** To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$40,992 to Public Safety, of which \$9,392 is coming from grant funds and \$31,600 from donated funds; such funds to be used to purchase equipment for the Fire/EMS department and online training courses, and for the Police Department to purchase a mobile sign board and to provide funds towards the upkeep of narcotics canines.

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

Mr. Frenier read a Declaration of Personal Interest with regard to his employment as a part-time logistics officer with the City Fire/EMS Department, which was filed with the Clerk.

<u>Vote:</u>	7-0
Yes:	Freeland, Jr. Frenier Green, Jr. Luck Wood Yates Davis
No:	None
Abstained:	None
Absent:	None

**Motion UNANIMOUS PASS.**

Mayor Davis recognized Mrs. Cindy Shortlidge, who was present in the audience representing the School Board.

**8. Reading of Manner of Addressing Council.**

The City Attorney read the Manner of Addressing Council.

**9. Advertised Public Hearings.**

There were no Public Hearings.

**10. Written Petitions and Communications.**

There were none.

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

Mayor Davis suggested moving the November 8, 2011 Council meeting to November 10, 2011, due to November 8 being Election Day and the Executive Conference Room being used for absentee ballots.

Mayor Davis stated Council's Audit Committee had interviewed four audit firms and has narrowed their selection down to two, PBGH and Brown, Edwards and Company, LLP. He further stated after careful consideration the Audit Committee recommends approval of Brown, Edwards and Company, LLP to be utilized as the City's audit firm.

A motion was made to utilize Brown, Edwards and Company, LLP as the City's audit firm by Mayor Davis, and seconded by Mr. Freeland.

In response to a question from Mr. Wood, Mayor Davis stated the recommendation was made due to the additional information which would be offered to Council and staff by Brown, Edwards and Company, LLP for the amount of money being paid by the City.

<b>Vote:</b>	<b>7-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</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>None</b>

**Motion UNANIMOUS PASS.**

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

**AN ORDINANCE NO. 11-FIN-4 (First Reading).** To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$42,705, of which \$42,680 is to be appropriated to the Sheriff's Office, \$41,474 coming from Courthouse security funds and \$1,206 from donated funds, to be used towards salaries, office equipment and materials; and \$25 of donated funds to be appropriated to Public Safety to be used to purchase crime prevention items for the Police Department.

A motion for adoption of Ordinance No. 11-FIN-4 was made by Mr. Freeland and seconded by Mrs. Luck.

Mayor Davis provided a brief explanation of Ordinance No. 11-FIN-4.

Sheriff Wilson stated reductions in funding from the State continues to impact this request.

In response to questions from Mr. Wood, Sheriff Wilson stated new guns will be purchased through a trade in program. He further stated the budget request is to cover straight time pay for part-time employees who are working additional hours.

Mr. Freeland congratulated Deputy William Feasenmyer for graduating number 1 academically from the Basic Civil Process and Court Security Class, which was held at the Crater Criminal Justice Training Academy in Prince George.

<u>Vote:</u>	7-0
Yes:	Freeland, Jr. Frenier Green, Jr. Luck Wood Yates Davis
No:	None
Abstained:	None
Absent:	None

**Motion UNANIMOUS PASS.**

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

**A. Approval of Minutes:**

1. Special Meeting, February 8, 2011.
2. Regular Meeting, February 8, 2011.
3. Special Meeting, February 15, 2011.

Mr. Wood requested his comments made at the February 8, 2011 Regular Meeting regarding the composition of the Project Oversight-Building Committee and the Project Land Use Planning Committee be included in those minutes.

Mayor Davis suggested having the entire discussion verbatim for clarity.

A motion was made to amend the February 8, 2011 Regular Meeting minutes by Mayor Davis, and seconded by Mr. Wood.

<b><u>Vote:</u></b>	<b>7-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</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>None</b>

**Motion UNANIMOUS PASS.**

A motion was made to approve the minutes from the Special Meeting, February 8 and February 15, 2011 by Mr. Wood, seconded by Mayor Davis.

<b><u>Vote:</u></b>	<b>7-0</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</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>None</b>

**Motion UNANIMOUS PASS.**

**AN ORDINANCE NO. 11-1 (Second Reading).** To amend the General Pay Plan Class and Salary Range so as to move the job classification for City Assessor from Unclassified to Grade 17; and to approve the job description and class specification for City Assessor.

A motion for adoption of Ordinance No. 11-1 was made by Mr. Frenier and seconded by Mrs. Yates.

Mr. Wood stated he would prefer the City Assessor remain under the direction of City Council and would vote no on Ordinance No. 11-1.

<b>Vote:</b>	<b>6-1</b>
<b>Yes:</b>	<b>Freeland, Jr.</b>
	<b>Frenier</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>

**Motion PASS.**

**AN ORDINANCE NO. 11-2 (Second Reading).** To amend and reordain § 258-2 of Chapter 258, Taxation, and to add therein a new § 258-2.1, relating to the position of City Assessor.

A motion for adoption of Ordinance No. 11-2 was made by Mrs. Luck and seconded by Mrs. Yates.

Mr. Wood stated he would vote no on Ordinance No. 11-2 because it will move the City Assessor under the administration of the City Manager.

Mayor Davis stated Ordinance No. 11-2 would streamline the process of the City and daily oversight should be placed with the City Manager.

Mrs. Luck stated Ordinance No. 11-2 would improve the efficiency of the City Assessor's office and will benefit the City in many ways.

Mr. Freeland stated he does not agree with Council needing to appoint the City Assessor if the position is being moved under the City Manager's authority.

<b>Vote:</b>	<b>5-2</b>
<b>Yes:</b>	<b>Frenier</b>
	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>No:</b>	<b>Freeland, Jr.</b>
	<b>Wood</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>

**Motion PASS.**

**14. Reports of Officers and Documents Related Thereto.**

**A. City Manager.**

Chief Moore provided a brief explanation as to why City residents did not receive a phone call during the last storm which passed through the City.

**1. Review of funding plan for Wayfinding Signage Project**

Mr. Mattis stated there is sufficient funding for the Wayfinding Signage Project through the Boulevard Redevelopment Fund and the Mayor's Beautification Fund, which is separate from the Beautification Committee Fund.

**2. Pending DEQ Sanitary Landfill Permit Amendments – Permit Nos. 587 and 228**

Mr. Mattis provided information on two landfill permit amendments the City has received, one from Shoosmith Sanitary Landfill in Chesterfield and the other from Tri-City Regional Disposal & Recycling Services in Petersburg. He stated without any action from Council the City will support the permit amendments as long as they comply with DEQ requirements.

There was a brief discussion regarding comments from citizens in the past relating to the height of the landfill in Petersburg, but there have not been any concerns relayed to Council recently.

Mr. Mattis stated the permit amendment would call for the height limit to be raised significantly.

Mr. Freeland requested representatives from Tri-City Regional Disposal & Recycling Services be present at the March 15, 2011 Work Session to discuss the plans for the landfill site.

Mayor Davis suggested if citizens or Council members have concerns about the landfill permit amendments to address those concerns to DEQ.

Mr. Green stated neither of the landfills requesting amendments have been eyesores and continue to be compliant with DEQ regulations. He further stated as long as the City has two landfills to utilize, it will assist with keeping the costs down for the City.

Mr. Wood stated citizens which live in the area of the Shoosmith landfill do have concerns with the odor. He further stated there are always concerns with contamination of groundwater around landfills. He stated the Tri-City Regional Disposal & Recycling Services landfill could have an impact on any development along the river on the City side.

Mr. Mattis stated he will contact the operator of the Tri-City Regional Disposal & Recycling Services landfill and invite them to the March 15, 2011 Work Session.

In response to a question from Mr. Wood, Mayor Davis stated the comment period on the permit amendment with DEQ ends April 7.

**3. Update on City Courthouse Project**

Mr. Mattis provided an update on the City Courthouse Project. He stated the demolition process has begun and the contractor is on site. He further stated the two committees are progressing forward.

**4. Review of City stormwater fees and billing practices**

Mr. Johnson provided a breakdown of the costs to send out a \$2.00 bill to property owners in the City. He stated there are only thirty-four \$2.00 bills being sent out in the next cycle.

**5. 2011 City of Colonial Heights Annual Youth Forum – March 16, 2011**

Mr. Mattis stated the 2011 City of Colonial Heights Annual Youth Forum is scheduled for March 16, 2011.

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

Mr. Mattis stated there is a retirement reception scheduled for March 31, 2011 from 2:00 P.M. to 4:00 P.M. at Highland United Methodist Church for Ms. Elvira Shaw.

Mr. Mattis recognized the Parks Department by showing the activity guide.

Mr. Green expressed appreciation to Mr. Skalak for the great job he is doing in the Parks and Recreation Department.

**B. City Attorney.**

Mr. Fisher provided an update on the legislation which provides for tax relief for 100 percent disabled veterans.

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

- 1. Actions, Regular Meeting of Planning Commission, March 1, 2011.**
- 2. Minutes, Regular Meeting of Planning Commission, January 4, 2011.**

Mr. Schanzenbacher reported on the actions of the Regular Meeting on May 1<sup>st</sup>.

Mr. Mattis stated the Citizens' Planning Committee for the Comprehensive Plan is looking for more business representatives to make it a balanced committee.

Mayor Davis reminded Council of the Annual Chamber of Commerce Dinner scheduled for March 17, 2011 at 5:45 P.M.

15. Consideration of Claims.

There were none.

16. Adjournment.


A motion to adjourn the Regular Meeting was made by Mrs. Luck, seconded by Mrs. Yates and carried unanimously on voice vote at 8:47 P.M.

APPROVED:

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C. Scott Davis, Mayor

ATTEST:

  
DeAnna D. Atkins, City Clerk

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**Tuesday, March 15, 2011**

**1. Call to Order.**

The Special Meeting of City Council was called to order by Mayor Davis at 6:04 P.M.

**2. Roll Call.**

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

**Present:** Councilman Milton E. Freeland, Jr.  
Councilman Kenneth B. Frenier  
Vice Mayor Elizabeth G. Luck  
Councilwoman Diane H. Yates  
Mayor C. Scott Davis

**Absent:** Councilman W. Joe Green, Jr.  
Councilman John T. Wood (Arrived at 6:42 P.M.)

**Also Present:** Mr. Thomas L. Mattis, City Manager  
Mr. Hugh P. Fisher, III, City Attorney  
Mr. George W. Schanzenbacher, Director of Planning

Mr. Fisher stated that the City Manager and the Finance Director were requesting that the following item be included on Council's closed meeting agenda:

- Section 2.2-3711.A.1. To discuss and consider the appointment and salary of a specific public officer, the City Assessor.

Mayor Davis thanked Mr. Fisher for pointing that out.

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

**B. Holding a work session for the following purposes:**

- 1. Adoption of Resolution No. 11-9. Recognizing Mrs. Elvira B. Shaw for Dedicated Service.**

Mayor Davis read Resolution No. 11-9 in its entirety.

A motion was made by Mayor Davis, seconded by Mrs. Luck, to adopt Resolution No. 11-9, as presented.

**A RESOLUTION NO. 11-9**

**Recognizing Elvira B. Shaw for dedicated service.**

**WHEREAS, Elvira B. Shaw, born on May 4, 1920, in Dinwiddie County, devoted wife to the late Lawrence "Larry" C. Shaw, and loving mother to her son Ben and his wife, Nancy, is one of the City's most distinguished and respected citizens; and**

WHEREAS, since 1961 Mrs. Shaw has served as the Secretary of the Colonial Heights Electoral Board, representing the Democratic Party; and in addition to 50 years of dedicated service to the City's Electoral Board and City voters, Mrs. Shaw also served as an executive member of the Virginia Electoral Board Association and recently earned member emeritus status; and

WHEREAS, during her lifetime Mrs. Shaw has served as a founder or member of numerous organizations, including the Chesterfield-Colonial Heights Board of Social Services, the District 19 Community Services Board, the Board of Directors of the Crater District Area Agency on Aging, the Community Criminal Justice Board, the Senior Citizens Advisory Committee, the Richard Bland College Foundation Board, and the Colonial Heights Federated Women's Club, to name a few; and

WHEREAS, Mrs. Shaw has not only given extensive time to her community but also to the Commonwealth of Virginia, having been appointed by former Governors Robb, Baliles, Wilder, and Warner to various advisory boards on volunteerism and services for senior citizens; and

WHEREAS, Mrs. Shaw was formally recognized by the Virginia General Assembly, at its 2009 Session, for receiving the American Association of Retired Persons (AARP) Andrus Award for her outstanding volunteer work and community service; and

WHEREAS, as another recent example of the esteem in which Mrs. Shaw is held by her peers, in October 2010, she received the prestigious Judah P. Benjamin Award from the United Daughters of the Confederacy, Virginia Division, for her outstanding work in the fields of civic/community service, conservation, education, the environment, humanitarian efforts and patriotic service; and

WHEREAS, with the end of her term on the Electoral Board on February 28, 2011, it is only appropriate that Mrs. Shaw be recognized and commended for her personal dedication and devoted service; NOW, THEREFORE,

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

1. That Council hereby expresses, on behalf of the City, its gratitude to Elvira B. Shaw, for her valuable service and innumerable contributions to the City of Colonial Heights and the Commonwealth of Virginia; and extends to her best wishes in future endeavors.

2. That, in attestation of the high regard in which Elvira B. Shaw is held by this Council, this resolution is read hereby into the minutes of this meeting and the permanent record of the City of Colonial Heights, this 15th day of March, 2011; and the members of Council unanimously affix their signatures.

<u>Vote:</u>	5-0
Yes:	Freeland, Jr.
	Frenier
	Luck
	Yates
	Davis

No:	None
Abstained:	None
Absent:	Green, Jr. Wood

**Motion UNANIMOUS PASS.**

**2. Briefing and General Discussion with Tri-Cities Disposal & Recycling Services, including but not limited discussion of their pending DEQ Sanitary Landfill Permit Amendment – Permit No. 228**

**Mr. Mattis provided a brief explanation of the request.**

**Mr. Rob Guidry, President of Container First Services, LLC (CFS), gave a brief presentation on the history of CFS, project goals and construction activities at the Tri-City Regional Disposal & Recycling facility, and community involvement of CFS in the region. He stated the facility has been inspected 37 times since the beginning of the construction either by federal, state or local authorities and has not received a negative inspection. He further stated the landfill will not be any higher than the height it is currently.**

**Mayor Davis expressed appreciation to Mr. Guidry for providing an explanation of the operations at the Tri-City Regional Disposal & Recycling facility.**

**In response to questions from Mayor Davis, Mr. Guidry stated that when the facility is closed in approximately 25 years, CFS will be responsible for upkeep of the property for 30 years following the closure. He further stated the second phase of the construction will be to the north of the current cell and will be no higher than 190 feet. He stated that only green grass will be seen from Roslyn Park.**

**Mr. Freeland expressed appreciation to Mr. Guidry for providing information to Council on future plans at Tri-City Regional Disposal & Recycling facility.**

**In response to questions from Mr. Freeland, Mr. Guidry stated that ash from a burning facility is being utilized to build the MSE wall on the exterior of the facility. He provided a brief explanation of the requirements for the transfer/recycling center to become LEED certified. He stated the facility is currently permitted to receive 175 tons a day but is only receiving approximately 150 tons a day. He further stated when the construction is done later this year, the facility will be permitted to bring in 750 tons a day, and a modification will be requested to increase to 1,000 tons a day**

**There was a brief discussion regarding CFS's ability to increase rates for disposal at the facility and the decision not to increase the rates.**

**Mr. Guidry stated the current permit with DEQ would allow the facility to go up to 225 feet high, but the facility will not go higher than 192 feet.**

Mr. Wood stated he was prepared to recommend that the permit not be granted through DEQ, but Mr. Guidry allayed many of his concerns.

Mr. Guidry stated there has not been trash visible since September 2010. He further stated the bird mitigation procedures need to take place in order to keep the seagulls away from the facility.

In response to questions from Mr. Wood, Mr. Guidry stated the life expectancy of the facility is 20 to 25 years, depending on the compaction rate of the materials which are brought in. He provided an explanation of how the MSE wall will look once the construction is complete.

Mayor Davis expressed appreciation to Mr. Guidry for providing information to Council.

Also in attendance was Mayor Brian Moore, City of Petersburg, who stated Container First Services has been a great corporate partner with the City of Petersburg and the Tri-cities region.

Mayor Davis stated if citizens have any concerns, those comments need to be made directly to the DEQ.

(Council took a five minute recess.)

- A. Holding a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:
- Section 2.2-3711.A.7. To consult with legal counsel and be briefed by staff members pertaining to actual litigation involving (i) the grievance of a dismissed employee, and (ii) Wawa, Inc. et al. v. City of Colonial Heights, Virginia, et. al., where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and
  - Section 2.2-3711.A.1. To discuss and consider the appointment and salary of a specific public officer, the City Assessor.

The Clerk announced the purpose of the closed meeting.

A motion was made by Mayor Davis, seconded by Mrs. Yates and carried unanimously on voice vote to convene into closed session at 7:25 P.M.

Voice Vote – come back into Open Session.

A motion to reconvene into open session was made by Mrs. Yates, seconded by Mr. Frenier and carried unanimously on voice vote at 8:21 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.7. To consult with legal counsel and be briefed by staff members pertaining to actual litigation involving (i) the grievance of a dismissed employee, and (ii) Wawa, Inc. et al. v. City of Colonial Heights, Virginia, et. al., where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.
- Section 2.2-3711.A.1. To discuss and consider the appointment and salary of a specific public office, the City Assessor.

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.

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

Motion UNANIMOUS PASS.

3. Draft Zoning Ordinance – Mr. George W. Schanzenbacher, Director of Planning.

In continuing its review of the proposed zoning ordinance, Mr. Schanzenbacher reviewed the questions raised at the February 15 work session. He referred Council to the information provided in the packet. Council decided to address at a later date, the composition of the Architectural Review Board, tattoo parlors and whether to impose minimum square footage for townhouse and multi-family dwelling construction.

There was a brief discussion regarding the process for which plans of development are handled by staff and the Planning Commission and possible changes for that process.

**In response to a question from Mr. Freeland, Mr. Schanzenbacher stated the 2,500 square foot disturbance minimum which requires a site plan was changed several years ago along with the erosion and sediment control ordinance.**

**There was a brief discussion regarding the possibility of requiring businesses along the Boulevard which border residences to install some sort of a buffer if the businesses change use or owners.**

**In response to a question from Mayor Davis, Mr. Schanzenbacher stated the standards for the parking requirements have not been changed, but more specific uses have been included in the ordinance.**

**In response to Mr. Freeland's concerns regarding the 2,500 square foot disturbance minimum in the ordinance, Mr. Fisher stated any development or redevelopment disturbing 2,500 square feet of the property requires a plan of development or a site plan to be submitted. He further stated it is a requirement of the erosion and sediment control ordinance.**

**In response to a question from Mayor Davis, Mr. Schanzenbacher stated it was a policy decision to allow the open house signs, used by real estate agents, to be placed on private properties.**

**In response to a question from Mr. Wood, Mr. Schanzenbacher stated the sign information in the zoning ordinance is the same as what is in the sign ordinance.**

**There was a brief discussion regarding the Administration section of the zoning ordinance and the proposed changes.**

**In response to a question from Mayor Davis, Mr. Schanzenbacher stated all of the zoning fees have increased and provided an explanation of the changes in the fees.**

**In response to a question from Mr. Freeland, Mr. Schanzenbacher provided an explanation of what a certificate of zoning compliance is.**

**Mr. Wood stated a certificate of zoning compliance could be used by businesses which are trying to market their property to show which businesses are allowed on the property.**

**There was a brief discussion regarding the minimum and maximum penalties imposed for violations of the zoning ordinance, and those penalties being mandated by the state code.**

**Mayor Davis suggested a time limit for administrative review be placed in the zoning ordinance in order to ensure items are handled in a timely manner.**

**Mr. Fisher stated administrative time limits could be placed in the zoning ordinance.**

**Mr. Mattis stated staff will review administrative time limits and present the information to Council.**

Council decided to take up the remaining issues at Council's next work session.

4. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mrs. Yates, and carried unanimously on voice vote at 9:37 P.M.

APPROVED:

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C. Scott Davis, Mayor

ATTEST:

  
DeAnna D. Atkins, City Clerk

AN ORDINANCE NO. 11-FIN-4

To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$42,705, of which \$42,680 is to be appropriated to the Sheriff's Office, \$41,474 coming from Courthouse security funds and \$1,206 from donated funds, to be used towards salaries, office equipment and materials; and \$25 of donated funds to be appropriated to Public Safety to be used to purchase crime prevention items for the Police Department.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 10-FIN-5, 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, 2010, and ending June 30, 2011, 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)	\$	139,965	
Administrative (City Manager)		286,065	
Legal (City Attorney)		209,571	
Tax Collections & Assessments		580,950	
Finance		5,988,018	
Information Technologies		179,669	
Board of Elections		131,784	
Judicial		4,516,354	4,559,031
Public Safety		7,536,592	7,536,617
Public Works		2,906,095	
Health and Social Services		695,825	
Parks and Recreation		1,296,995	
Cultural Enrichment		105,755	
Library		589,267	
Community Development		490,987	
Grant Programs		536,829	
Nondepartmental		603,961	
Debt Service		2,843,031	
Operating Transfers Out		18,611,172	

2. That the sum of ~~\$48,248,882~~ \$48,291,587 is appropriated for the fiscal year beginning July 1, 2010.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2010:

General Property Taxes	\$21,388,966	
Other Local Taxes	13,789,050	
Licenses, Permits & Fees	3,319,134	
Fines and Forfeitures	654,000	692,474
Use of Money & Property	295,000	
Intergovernmental Revenues	6,137,100	
Charges for Current Services	1,190,840	
Miscellaneous	867,623	868,854
Restricted Fund Balance – Police Assets	500	
Restricted Fund Balance – CDBG		

CDBG	84,122
Restricted Fund Balance – Fire & EMS	11,400
Restricted Fund Balance – Police	33,043
Restricted Fund Balance – Dimmock Signal	60,000
Restricted Fund Balance—Library	7,200
Fund Balance	413,904
TOTAL	<u>\$48,248,882</u> 48,291,587

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 March 8, 2011

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

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

The Honorable Kenneth B. Frenier, Councilman: Aye

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:

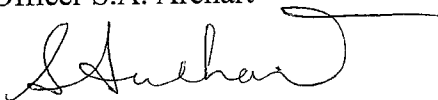
  
\_\_\_\_\_  
City Attorney

To: Capt. Early  
From: Officer S.A. Arehart  
Date: 3-14-11  
Ref: 220 Norfolk Ave

On 3-14-11 I checked on the conditions at 220 Norfolk Ave. I spoke to Mr. Alban who advised that they were requesting permission to keep an additional dog. This is a temporary situation. Mr. Alban is keeping the dog for someone else until they are able to take their dog. Upon checking the inside and outside of the house I found no violations. All of the dogs were healthy and up to date on shots. There has not been any calls at the residence in reference to animals. I also spoke to Mr. Underhill at 215 Richmond Ave who stated that the dogs do not cause any problems and he has no problem with Mr. Alban having an additional dog. The neighbor at 216 Norfolk Ave is 94 years old and is currently in the hospital. It is unclear when I would be able to talk with her. The neighbor at 217 Richmond Ave. works out of town and is not currently living at the residence.

I see no reason why Mr. and Mrs. Alban should not be granted permission to have an additional dog.

Officer S.A. Arehart



RECEIVED

MAR 16 2011

Colonial Heights Police Dept.



# CITY OF COLONIAL HEIGHTS

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

---

## Office of the City Clerk

March 15, 2011

Ms. Jacqueline M. Alban  
220 Norfolk Avenue  
Colonial Heights, VA 23834

Dear Ms. Alban:

Your request to keep five companion animals at your residence has been placed on the Regular Meeting agenda for April under "Written Petitions and Communications" and a copy of the agenda will be mailed to you prior to the meeting. The meeting will be held on April 12, 2011 at 7:00 P.M. in Council Chambers of City Hall which is located at 201 James Avenue.

If this office can be of further assistance, please do not hesitate to contact me at 520-9360.

Sincerely,

DeAnna D. Atkins  
City Clerk



## City of Colonial Heights

**Attention:**

Office of the City Clerk  
Post Office Box 3401  
Colonial Heights, VA 23834

Name: Jacqueline M. Alban

Address: 220 Norfolk Ave.

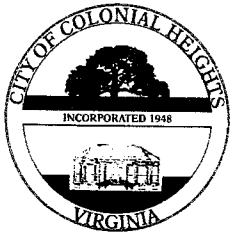
Colonial Heights VA 23834

Telephone Number: 526-2983

Please place me on the City Council Agenda for April 12, 2011.  
(date)

Purpose: We would like to keep 5 animals on  
our premisses - all are indoor dogs - We were  
breeders who now just want to keep  
companion animals -

Please deliver this form to the City Clerk's Office or mail it to Office of the City Clerk, Post Office Box 3401, Colonial Heights, Virginia at least one week prior to the date of the Council Meeting in order to be placed on the agenda.



# CITY OF COLONIAL HEIGHTS

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

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## Office of the City Clerk

March 28, 2011

Mrs. Linda Pegram  
5111 Bickings Lane  
Prince George, VA 23875

Dear Mrs. Pegram:

Your request to address Council regarding the City's Police Department will be placed on the agenda under "Written Petitions and Communications," and a copy of the agenda will be mailed to you prior to the meeting. The meeting will be held on April 12, 2011 at 7:00 P.M. in Council Chambers of City Hall, which is located at 201 James Avenue.

Each person addressing the Council should approach the lectern and state his/her name and address for the record. Unless further time is granted by the Council, each person speaking on issues not on the agenda can address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. A person speaking pursuant to a Written Petition and Communication on the agenda, or a person speaking during a Public Hearing, is allowed to address the Council for a maximum of five (5) minutes unless the Council extends his/her time. All remarks should be directed to Council as a body and not to any member thereof. Any questions for Councilors should be asked through the Mayor.

If this office can be of further assistance, please do not hesitate to contact me at 520-9360.

Sincerely,

  
DeAnna D. Atkins  
City Clerk



## City of Colonial Heights

Attention:

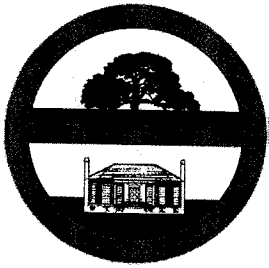
Office of the City Clerk  
Post Office Box 3401  
Colonial Heights, VA 23834

Name: Linda Pegram  
Address: 5111 Bickings Lane  
Prince George, VA 23875  
Telephone Number: 957-5754

Please place me on the City Council Agenda for April 12, 2011.  
(date)

Purpose: Address Council regarding an assault which  
took place in <sup>a</sup> City store and the lack of action  
by Police Department.

Please deliver this form to the City Clerk's Office or mail it to Office of the City Clerk, Post Office Box 3401, Colonial Heights, Virginia at least one week prior to the date of the Council Meeting in order to be placed on the agenda.




# CITY OF COLONIAL HEIGHTS

## DEPARTMENT OF FINANCE

William E. Johnson  
Director

201 James Avenue PO Box 3401  
Colonial Heights, Virginia 23834

Kathy Sparks  
Deputy Director

**To:** Thomas L. Mattis, City Manager  
**From:** William E. Johnson, Director of Finance  
**Date:** 3/31/2011   
**RE: Budget Transfers**

The following budgetary actions are requested:

1. During the approval process for the Signal Coordination-Temple Avenue/Sherwood Drive project, the increased grant funding was approved in general terms but the budget ordinance was not updated to reflect the additional funding received from the Commonwealth. This funding of \$132,837 needs to be appropriated to reflect the current State funding for this project.
2. The Recreation Department would like to purchase a replacement reel mower for use on turf fields. This would replace the current mower that has been utilized for the past eighteen years. While the department may have sufficient funds overall for the purchase at year end, it is my recommendation that we use current Contingency funding in the amount of \$17,624 and purchase the replacement equipment in the amount of \$27,624 in time for the initial spring growth period.
3. The Riverside Regional Jail Authority experienced a shortfall this year due to declining daily population and reduced interest earnings, while experiencing increased depreciation and operating expenditures with the recent facility expansion. This shortfall in the amount of \$3,262,075 will be offset by use of the facilities expansion fund. The City's portion of this in the amount of \$447,162 will be refunded to the City by the authority, which will then bill us for this amount as a supplemental charge. This allows these funds to be utilized as acceptable revenues under the bond restrictions and will hold the localities financially harmless for this operating loss. A resolution will be prepared that accepts this refund and appropriates it for prison care during this fiscal year. This process will likely be utilized again in the upcoming fiscal year.

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

Ordinance/Resolution Recap Worksheet  
April 2011 Meeting

	Fire/EMS Volunteers Donation - Tools Rescue Truck	Thornton Donation - Tools Rescue Truck	BSSV Donation Ride for the Torch	Parks Reel Mower Replacement	Riverside Regional Jail	TEAMS Donation	Violet Bank Donations	State Grant Boulevard Signalization	Total
<b>GENERAL FUND</b>									
<u>REVENUE:</u>									
Miscellaneous	55,000	1,000	50		447,162	1,500	505		504,712
Restricted Fund Balance - Violet Bank Museum									505
Total	55,000	1,000	50		447,162	1,500	505		505,217
<u>EXPENDITURES:</u>									
Judicial									
Public Safety			50		447,162				447,212
Parks and Recreation	55,000	1,000				1,500			56,000
Cultural Enrichment				17,624					19,124
Nondepartmental				-17,624			505		505
Total	\$55,000	\$1,000	\$50	\$0	\$447,162	\$1,500	\$505		\$505,217

**CAPITAL PROJECTS**

<u>REVENUE:</u>									
Intergovernmental Revenue								\$132,837	\$132,837
Total								\$132,837	\$132,837
<u>EXPENDITURES:</u>									
Signal Coordination Temple/Sherwood								132,837	\$132,837
Total								\$132,837	\$132,837

AN ORDINANCE NO. 11-FIN-5

To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate \$58,055, of which \$50 of donated funds is to be appropriated to Judicial to be used for the "Ride for the Torch" event; \$56,000 of donated funds to be appropriated to Public Safety to be used to purchase equipment for the new heavy rescue truck; \$1,500 of donated funds to Parks and Recreation to purchase poles for the Civic Field and Shepherd Stadium; \$505 of Violet Bank Museum donations to purchase collector items; and \$17,624 to be transferred to Recreation and Parks to replace a mower.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 10-FIN-5, 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, 2010, and ending June 30, 2011, 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)	\$	139,965	
Administrative (City Manager)		286,065	
Legal (City Attorney)		209,571	
Tax Collections & Assessments		580,950	
Finance		5,988,018	
Information Technologies		179,669	
Board of Elections		131,784	
Judicial		4,516,361	4,516,401
Public Safety		7,577,584	7,633,584
Public Works		2,906,095	
Health and Social Services		695,825	
Parks and Recreation		1,296,995	1,316,119
Cultural Enrichment		106,755	106,260
Library		589,267	
Community Development		490,987	
Grant Programs		536,829	
Nondepartmental		603,964	586,337
Debt Service		2,843,031	
Operating Transfers Out		18,611,172	

2. That the sum of ~~\$48,289,874~~ \$48,347,929 is appropriated for the fiscal year beginning July 1, 2010.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2010:

General Property Taxes	\$21,388,966	
Other Local Taxes	13,789,050	
Licenses, Permits & Fees	3,319,134	
Fines and Forfeitures	651,000	
Use of Money & Property	295,000	
Intergovernmental Revenues	6,146,492	
Charges for Current Services	1,222,440	
Miscellaneous	867,623	925,173
Restricted Fund Balance – Police Assets	500	

Restricted Fund Balance – CDBG	
CDBG	84,122
Restricted Fund Balance – Fire & EMS	11,400
Restricted Fund Balance – Police	33,043
Restricted Fund Balance – Dimmock Signal	60,000
Restricted Fund Balance—Library	7,200
Restricted Fund Balance—Violet Bank Museum	505
Fund Balance	413,904
TOTAL	\$48,289,874 48,347,929

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:

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

## Elke Gibbs

---

**From:** Craig Skalak  
**Sent:** Tuesday, April 05, 2011 12:05 PM  
**To:** Thomas Mattis  
**Cc:** Elke Gibbs; Bill Johnson  
**Subject:** April Council Agenda

Tom,

I am requesting that the following donated funds be transferred to the Recreation and Parks operating budget.

- \$1500.00 from T.E.A.M.S. to purchase foul poles for the Civic Field and Shepherd Stadium (from 10-4812 to 1601-5242)
- \$505.00 from the Violet Bank donation account to purchase a 1850's Maternity gown, an 1850's Post-mortem child's memorial ambrotype and a 1832 edition "Newton on the Prophecies" (from 10-3207 to 1651-5242)

All Items have been on display at the museum for quite some time. The maternity gown and post-mortem are rare and fill a gap in the collection. "Newton on the Prophecies" is listed in Thomas Shore's original library at Violet Bank.

Craig Skalak  
Director of Recreation and Parks  
City of Colonial Heights  
Office: 804-520-9224  
Fax: 804-520-9203



# OFFICE OF THE SHERIFF

City of Colonial Heights

MAR 28 2011

401 Temple Avenue

P.O. Box 3401

Colonial Heights, Virginia 23834

Phone: 804 520-9352  
Fax: 804 520-9248  
Email: [sheriff@colonial-heights.com](mailto:sheriff@colonial-heights.com)

TODD B. WILSON

SHERIFF

City Manager's Office



cc: Bill  
Robin  
Deanne

Phone: 804 520-9352

Fax: 804 520-9248

TO: Thomas L. Mattis  
City Manager

FROM: Sheriff Todd Wilson 

RR: BSV Donation

DATE: March 22, 2011

The Sheriff's Office has received a donation from the Bank of Southside Virginia in the amount of \$50.00. These funds have been deposited in the City Treasurer's Office, city account 10-4812.

Mr. Mattis, will you please have the following request placed on the next available city council docket:

1. City Council appropriate \$50.00 into Sheriff's account 1356-5242, fund deriving from a donation. This donation will be used on purchases for the Sheriff's Office annual "Ride for the Torch" event.

Your attention to this matter is greatly appreciated and should you require additional information to process this request, please do not hesitate to contact me,

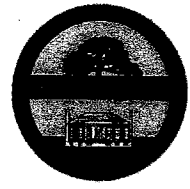


**TODD B. WILSON**  
SHERIFF

# OFFICE OF THE SHERIFF

City of Colonial Heights

401 Temple Avenue  
P.O. Box 3401  
Colonial Heights, Virginia 23834  
Email: [sheriff@colonial-heights.com](mailto:sheriff@colonial-heights.com)



Phone: 804 520-9352  
Fax: 804 520-9248

March 22, 2011

TO: Joy Moore, Treasurer

FROM: Sheriff Todd B. Wilson 

RE: Donation from BSV

Please deposit the enclosed check in the amount of \$50.00 from The Bank of Southside Virginia as a donation for the Ride For The Torch event.

Please deposit the amount into the Sheriff's Recoveries account #10-4812.

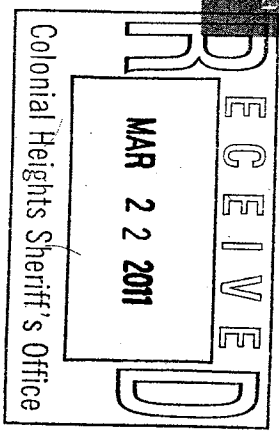
Thank you for your assistance in this matter. Should you require additional information, please do not hesitate to contact this office.

TBW:sam

Enclosure

c: Bill Johnson  
Director of Finance

INVOICE NO	DATE	AMOUNT PAID	GL ACCOUNT	DESCRIPTION
1107700164	3/18/11	50.00	21005056200	CH SHERIFF OFFICE-SPECIAL
CHECK AMOUNT -		50.00		



DATE 3/18/11

FIFTY AND NO/100

EXPENSE CHECK

ACCOUNT NUMBER

5086

AMOUNT \*\*\*\*\*50.00

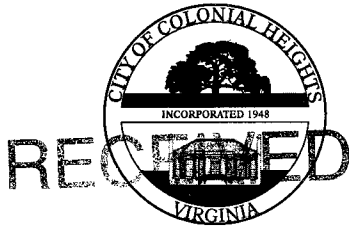
DOLLARS

**PAY TO THE ORDER OF**  
 COLONIAL HEIGHTS SHERIFF'S OFFICE  
 RIDE FOR THE TORCH EVENT  
 PO BOX 3401  
 COLONIAL HEIGHTS VA 23834

VOID AFTER 180 DAYS

*[Signature]*  
 AUTHORIZED SIGNATURE

012677



MAR 11 2011

# CITY OF COLONIAL HEIGHTS

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

cc: Bill  
DeAnna  
Robin

City Manager's Office

## Department of Fire, EMS and Emergency Management

### MEMORANDUM

TO: Thomas L. Mattis, City Manager

FROM: A. G. Moore, Jr., Fire Chief

SUBJECT: Council Agenda

DATE: March 10, 2011

A handwritten signature in black ink, appearing to be 'AG Moore', is written over the 'FROM' line.

Please have the following item placed on the next available City Council agenda:

Amend the FY 10-11 Fire & EMS operating budget to reflect an increase of \$1,000.  
Said funds were donated from citizens Bruce and Connie Thornton.

The money will be used towards the purchase of a Holmatro Lock and Chain cutting tool  
for the new heavy rescue truck.

If you have additional questions, please contact me at extension 319.

AGM/ls

Attachment

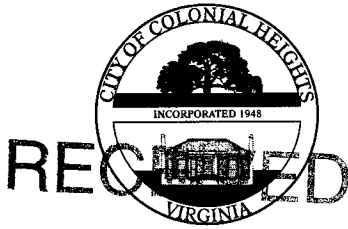
cc: William E. Johnson, Director of Finance

Hugh P. "Chip" Fisher, City Attorney

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

8098

RECEIVED OF FIRE ADMINISTRATION, CITY OF COLONIAL HEIGHTS, VA \$ 1,000<sup>00</sup>  
One Thousand and No DOLLARS  
FOR Donation MAR 02 2011  
FUND General CLASSIFICATION 10-4812  
BY JOY W. MOORE, Treasurer  
march 2 20 11 BY JW



# CITY OF COLONIAL HEIGHTS

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

cc: Bill  
Detting  
Robin

MAR 11 2011

## City Manager's Office Department of Fire, EMS and Emergency Management

### MEMORANDUM

TO: Thomas L. Mattis, City Manager

FROM: A. G. Moore, Jr., Fire Chief

SUBJECT: Council Agenda

DATE: March 10, 2011

Please have the following item placed on the next available City Council agenda:

Amend the FY 10-11 Fire & EMS operating budget to reflect an increase of \$55,000. Said funds were donated from Colonial Heights Fire & EMS Volunteer organization.

The money will be used to purchase numerous pieces of extrication equipment needed for the new heavy rescue truck.

If you have additional questions, please contact me at extension 319.

AGM/ls

Attachment

cc: William E. Johnson, Director of Finance

Hugh P. "Chip" Fisher, City Attorney

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

8164

RECEIVED OF CHFD \$ 55000<sup>00</sup>

Fifty-Five Thousand and 00/100 DOLLARS

FOR Extraction Tools & Equipment

FUND General MAR 10 2011 CLASSIFICATION 10-4812

Treas. JOY W. MOORE, Treasurer

March 10 BY 20-11 BY JLO

AN ORDINANCE NO. 11-FIN-13

To amend the Capital Projects Fund Budget to appropriate \$132,837 to Streets and Bridges to be used for the Signal Coordination – Temple/Sherwood project; such funds coming from a state grant.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 2 and 3 of Ordinance No. 11-FIN-2, the Capital Projects Fund Budget, be, and are hereby, amended and reordained as follows:

2. That there shall be appropriated from the resources and revenues available to the City of Colonial Heights (City) in its Capital Projects Fund, until such appropriations are amended by the City Council or the subject projects are completed or abandoned, the following sums for the purposes stated:

GENERAL GOVERNMENT

Beautification Committee/Tourism	\$ 18,830	
Courts Building Construction/A & E	1,590,000	
Boulevard Redevelopment	29,237	
Fire Apparatus	<u>900,000</u>	
SUBTOTAL		\$ 2,538,067

RECREATIONAL FACILITIES

Facilities Masterplan/Improvements	57,238	
Appomattox River Greenway	<u>252,852</u>	
SUBTOTAL		\$ 310,090

STREETS AND BRIDGES

Highway Construction Fund (Local Share)	\$ 12,561	
Redevelopment Project	53,292	
Bruce Avenue Drainage	261,503	
Boulevard Widening – North End	439	
Boulevard Enhancement Project	275,000	
Dupuy Boulevard Intersection	5,376,898	
Signal Coordination –		
Temple/Sherwood	331,000	463,837
Safe Routes to School	314,948	
Traffic Signal – Dimmock Parkway	255,000	
ARRA Funding – Southpark Paving	<u>686,070</u>	
SUBTOTAL		\$ 7,566,711
		7,699,548

TRANSFERS

Transfer to School CIP Program	\$ 813,024	
SUBTOTAL		\$ 813,024

TOTAL		\$11,227,892
		<u>11,360,729</u>

3. That the foregoing appropriations are to be made from resources and revenues available for these projects, and anticipated as follows:

REVENUES

Grant Funds	\$ 132,837	
Future Bond Issues:		
General Fund	1,000,000	
Future Capital Lease	<u>900,000</u>	
SUBTOTAL		\$ 1,900,000
		2,032,837

CONTINUING APPROPRIATED PROJECTS


General Fund	\$ 9,327,892	
SUBTOTAL		\$ 9,327,892
 TOTAL		 \$11,227,892
		11,360,729

3. 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. Foster III*  
City Attorney

A RESOLUTION NO. 11-10

Relating to costs of prisoner care at Riverside Regional Jail for the current fiscal year, and approving an amendment to the Service Agreement.

WHEREAS, the Riverside Regional Jail Authority (the "Authority") has notified the City of a supplemental charge for prisoner care in the current fiscal year in the amount of \$447,162 which is due no later than June 30, 2011; and

WHEREAS, the Authority has provided funds to the City in an amount equal to such supplemental charge, and has requested that the City advise the Authority as to whether all or a portion of such amount is to be applied as a credit to the supplemental charge or paid to the City; and

WHEREAS, the Authority advises that funds sufficient for the supplemental charge to the City and supplemental charges to other members of the Authority are on deposit with the Authority and had been earmarked in the Authority's budget to be applied towards Authority expenses; however, on the recommendation of the Authority's bond counsel, in order to receive revenue credit under a provision of the Authority's bond documents, the Authority was advised to distribute the funds and seek payment back in like amount as a supplemental charge; and

WHEREAS, the Authority further advises that it desires to amend the existing Service Agreement with the member jurisdictions of the Authority to provide flexibility in establishing charges for housing prisoners of non-member jurisdictions to allow the Authority to increase revenue generated from operations and potentially reduce member jurisdiction charges, and the Authority has recommended language to effect such amendment; NOW, THEREFORE,

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

1. The officers of the City are authorized to accept \$447,162 from the Authority.
2. The amount specified in paragraph 1 is appropriated for payment to the Authority for prisoner care during the current fiscal year, and shall be paid not later than June 30, 2011. The officers of the City are authorized to pay such amount to the Authority in one or more payments, and are further authorized to direct the Authority to apply all or a portion of such amount as a credit towards the supplemental charge.
3. The following language amending and restating Section 4.2 of the Service Agreement is hereby approved as requested by the Authority:

"Within the limits allowed by law, the Authority shall establish a per diem charge for the care, maintenance and subsistence of Prisoners from non-member jurisdictions, including the state and federal governments. Charges for non-member jurisdictions need not be uniform and shall be due and payable as the Authority and any non-member jurisdiction shall agree."

4. All other actions in furtherance of the intent of this Resolution are authorized, including the execution and delivery by the officers of the City of all documents, instruments, agreements and amendments thereto herein approved.

5. 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

AN ORDINANCE NO. 11-FIN-14

To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to appropriate donated funds in the amount of \$447,162 to Judicial for Riverside Regional Jail expenses.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 10-FIN-5, 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, 2010, and ending June 30, 2011, 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)	\$	139,965	
Administrative (City Manager)		286,065	
Legal (City Attorney)		209,571	
Tax Collections & Assessments		580,950	
Finance		5,988,018	
Information Technologies		179,669	
Board of Elections		131,784	
Judicial		4,516,351	4,963,513
Public Safety		7,577,584	
Public Works		2,906,095	
Health and Social Services		695,825	
Parks and Recreation		1,296,995	
Cultural Enrichment		105,755	
Library		589,267	
Community Development		490,987	
Grant Programs		536,829	
Nondepartmental		603,961	
Debt Service		2,843,031	
Operating Transfers Out		18,611,172	

2. That the sum of ~~\$48,289,874~~ \$48,737,036 is appropriated for the fiscal year beginning July 1, 2010.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2010:

General Property Taxes	\$21,388,966	
Other Local Taxes	13,789,050	
Licenses, Permits & Fees	3,319,134	
Fines and Forfeitures	651,000	
Use of Money & Property	295,000	
Intergovernmental Revenues	6,146,492	
Charges for Current Services	1,222,440	
Miscellaneous	867,623	1,314,785
Restricted Fund Balance – Police Assets	500	
Restricted Fund Balance – CDBG CDBG	84,122	
Restricted Fund Balance – Fire & EMS	11,400	
Restricted Fund Balance – Police	33,043	

Restricted Fund Balance – Dimmock	
Signal	60,000
Restricted Fund Balance—Library	7,200
Fund Balance	<u>413,904</u>
TOTAL	\$48,289,874 48,737,036

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

W. Arnold 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. Foster III*  
City Attorney

A RESOLUTION NO. 11-11

Appointing Bruce E. Cashion to the position of City Assessor.

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

1. That, pursuant to City Code § 258-2.1, and upon recommendation of the City Manager, Bruce E. Cashion be, and is hereby, appointed to the position of City Assessor for an indefinite term beginning April 13, 2011.

2. That the initial salary of the City Assessor shall be set at \$55,383 (Grade 17: \$50,348.00 - \$83,076.00).

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



# CITY OF COLONIAL HEIGHTS

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

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## 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: April 6, 2011

**Subject: Planning Commission Actions at April 5, 2011 meeting**

At the April 5, 2011 meeting of the Commission the following actions were taken:

1. Approved minutes of the March 2001 meeting (enclosed).
2. Selected members of the Citizens Planning Committee. Please see the attached list of those selected. City Council ratification of the selected candidates is requested.

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Minutes of the Regular Meeting**  
**of the Planning Commission**  
**Tuesday, March 1, 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: Mrs. Hamilton  
Mr. Hartson  
Mr. Hargis  
Mr. Townes  
Mr. Kollman  
Mr. Freeland

Absent: Mr. O'Connell

Mr. Schanzenbacher stated there was a quorum.

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

**III. Approval of Minutes of January 2011**

There was no discussion. The minutes were approved on roll call vote, with Mr. Freeland abstaining.

**IV. Approval of Agenda and Hearing of Citizens Generally**

Mr. Schanzenbacher stated that S-11-1 Subdivision Plat of Roslyn Farm Corporation was being removed from the agenda. No citizens asked to speak to the Commission.

**V. Resolution Recognizing Lewis L. Johnson**

The first item on the agenda was the Resolution Recognizing Lewis L. Johnson for his 3 terms serving on the City's Planning Commission. Mr. Harry Hargis thanked Mr. Johnson for his dedication. Mr. Hargis read the resolution aloud. After a round of applause from those in attendance, Mr. Johnson stated that it was his pleasure to serve on the Planning Commission.

**VI. Hearing of Citizens Generally**

There were not citizens that wanted to speak at the meeting.

## **VII Public Hearings**

Mr. Hargis stated that there were no public hearings on the agenda.

## **VIII Plans of Development/Subdivisions**

There were no Plans of Development or Subdivision on the Agenda.

## **IX Old Business**

### PD 09-5 North Riverview Commercial Center –revised plan- WAWA

Mr. Schanzenbacher stated that the representative from WAWA was unable to attend the meeting. Mr. Mattis stated that he intended to meet with them before they came back to the Planning Commission.

### Update- Comprehensive Plan – Citizen Committee

Ms. Sherry stated that since the January meeting, twelve (12) requests to serve on the Citizen Planning Committee have been received. She stated the request for applications was advertised on the City's website, the City's Facebook page, and e-news. She also stated that a press release resulted in an article in both the Petersburg Progress Index and the Colonial Voice. She also stated that Mr. Schanzenbacher had attended several community events where he distributed applications and/or spoke about the process.

She stated that there were still no applications from the following planning districts: Westover-Snead, Oak Hill, Lakeview and Sherwood Hills. The Planning Commission had stated that they were looking for 15 members with at least 1 representative from each planning district, but they were not bound to those numbers.

Mr. Mattis stated that more information on the Citizen Planning Committee will be going out in the City's Newsletter, *The Focus*, in the next month and may result in additional applications.

### Update- Appomattox River Corridor Study

Mr. Schanzenbacher stated that the consultant had not delivered the report. At the stakeholders' meeting in January we had asked him to do some additional market research which may have caused the delay. He said he expected the report in the next week and he should be able to report to the Commission next month.

## **X New Business**

Mr. Hargis stated that there was no new business on the agenda.

## **X. Committee Reports**

Chairman Hargis asked if there were any committee reports. There were no reports from the Chairman, the Land Use Committee, the Subdivision Committee, Zoning Committee, or from Public Works.

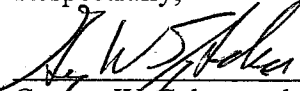
Mr. Mattis stated that there was progress made on the new courthouse site since the Commission's last meeting. He stated that the demolition work would begin in the next week. Although the building itself will not be coming down immediately, fences will be placed around the site and asbestos abatement will begin.

Additionally, he stated that two new courthouse committees have been formed. The Building Committee is which is made up of city officials and building users, will help determine the physical design of the building. The Land Use Planning Committee, which is comprised of citizens, business owners and city staff, will help decide how this development will be incorporated in the surrounding neighborhood and business corridor. The Planning Commission representative is James O'Connell.

## **XII. Adjournment**

Meeting adjourned at 7:15 p.m.

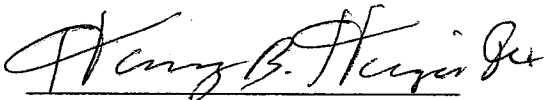
Respectfully,



George W. Schanzenbacher

Director, Department of Planning and Community Development

APPROVAL:



Harry B. Hargis Jr.

Chairman

# City of Colonial Heights-Proposed Citizen Planning Committee

April 5, 2011

	Last Name	First Name	City Resident	Address	Planning District/City Interest
		William	y	208 Battery Place	1 - Oak Hill
2	Trenblay	Lia	y	711 Lafayette Avenue	2 - Violet Banks - Flora Hill
3	Harris-Temple	Kathi Jo	y	613 Hamilton Avenue	2 - Violet Banks - Flora Hill
4	Morgan	Kacey	y	301 Hamilton Avenue	2 - Violet Banks - Flora Hill
5	Gomez	Cipriano	y	902 Hamilton Avenue	2 - Violet Banks - Flora Hill
		Black		648 Battery Place	2 - Shepherd Stadium
		Billy	y	117 Briano Avenue	2 - Shepherd Stadium
8	Andrews	Linda	y	415 Taswell Avenue	5 - Lakeview
9	McManus	Glynn	y	925-D Lakeview Avenue	5 - Lakeview
10	Thompson	Carolyn A	y	410 Norwood Drive	6 - Sherwood Hills
11	Vance	Nancy	y	500 Norwood Drive	6 - Sherwood Hills
12	Stephens	Robin W.	y	306 Greenmeadow Court	8 - Ellerslie
13	Williams	Deborah R.	y	204 Honeycreek Court	8 - Ellerslie
14	Temple-Thornton	Cornelia (Connie)	y	3704 Conduit Road	9 - Fort Clifton
15	Green	Roger M.	y	206 Old Brickhouse Lane	9 - Fort Clifton
16	O'Dell	Diane T.	y	212 Old Brickhouse Lane	9 - Fort Clifton
17	Beazley	J. Keith	y	907 Germar Court	9 - Fort Clifton
18	Stum	Margie P.	y	304 Oakwood Drive	10 - Mount Pleasant-Southpark
19	Clipp	Maria	y	3002 Briarwood Avenue	10 - Mount Pleasant-Southpark
20	Sittes	Wilbur "Rusty"	y	1222 W. Roslyn Road	10 - Mount Pleasant-Southpark
21	Lundie	Frank	?	1021 Boulevard	Business Owner
22	Dunn	R. L.	n	POB 532 Colonial Heights 23834	Business Owner