

# Proclamation



COLONIAL HEIGHTS, VIRGINIA

## IN SUPPORT OF THE AFTER PROM CELEBRATION 2011

WHEREAS, concern for the safety and well-being of Colonial Heights High School Seniors and other students during their annual prom activities is of utmost importance; and

WHEREAS, the After Prom Celebration 2011 is a school and community effort to encourage seniors and other students to be safe and refrain from attending parties where alcohol/drugs may be present while offering a substance-free alternative activity; and

WHEREAS, the After Prom Celebration was initiated by the local Colonial Heights CADRE (Commonwealth Alliance for Drug Rehabilitation and Education); and

WHEREAS, this project is highly valued and supported financially by the Colonial Heights High School Administration, parents, the Class of 2011, Students Against Drunk Driving, the student body of Colonial Heights High School, the business community, civic organizations, Virginia State Department of Education, Virginia Department of Alcoholic Beverage Control and the Colonial Heights School Board; and

WHEREAS, the continued success of the After Prom Celebration on May 22, 2011 from 12:00 a.m. until 5:00 a.m. is dependent upon the commitment from the parents, students and the community.

NOW, THEREFORE, I, C. Scott Davis, Mayor, on behalf of the Colonial Heights City Council, do hereby proclaim Council's support of After Prom Celebration 2011 and commend the After Prom Committee for their dedication to the youth of our City in this worthwhile effort.

Signed this 8th day of March, 2011.



C. Scott Davis, Mayor

Attest:

The signature of DeAnna D. Atkins, City Clerk, is written in cursive ink. It is a stylized signature of the name "DeAnna D. Atkins".  
DeAnna D. Atkins, City Clerk



# Colonial Heights High School

3600 Conduit Road  
COLONIAL HEIGHTS, VIRGINIA 23834  
(804) 524-3405  
FAX 520-7222

Kristin K. Janssen  
Principal

February 16, 2011

ASSISTANT PRINCIPALS  
Travis L. Ridley  
James D. Burnett

**RECEIVED**

FEB 23 2011

**The Honorable C. Scott Davis, Mayor  
City of Colonial Heights, Virginia**

**CITY CLERK'S OFFICE**

Dear Mayor Davis:

The Colonial Heights After Prom Committee is busy planning our annual substance free, all-night senior activity to be held on May 22, 2011 at Colonial Heights High School. In the past, our After Prom Party has been included in the Virginia Department of Education's listing of school systems that provide alternative activities for their seniors.

As you know, this event incorporates parents, students and school personnel working together for the success of this worthy project. Providing an all-night, safe, yet enjoyable evening for our seniors is the main goal of our After Prom Committee.

The After Prom Committee is hoping that once again both you and the City Council will issue a Proclamation at your March meeting demonstrating your support for this project. The tremendous success of the After Prom celebration in the past was largely due to the overwhelming support received from the City Council and our entire community.

Your support as well as the support of City Council will help to guarantee the success of the After Prom celebration this year. We look forward to hearing from you. Please feel free to contact one of us if you have any questions.

Sincerely,

**2011 After Prom Steering Committee**

*Cindy Shortridge*  
Cindy Shortridge, Co-Chairman

(804) 586-5533

*Paula Hood*  
Paula Hood, Co-Chairman  
(804) 691-2698

# Proclamation



COLONIAL HEIGHTS, VIRGINIA

## IN SUPPORT OF THE REGIONAL PLAN FOR CHILDREN'S SCHOOL READINESS

WHEREAS, learning begins at birth; and

WHEREAS, the early years are the most critical years in preparing children to start kindergarten ready to succeed; and

WHEREAS, investing in children's early development and school readiness reaps returns across different sectors – workforce, health care, education, public safety and business – resulting in a human capital investment strategy proven to improve lives and encourage economic growth for the entire Richmond region; and

WHEREAS, lack of school readiness contributes to tremendous costs in school remediation and juvenile delinquency, teen pregnancy, substance abuse, crime, and lost productivity; and

WHEREAS, the *Regional Plan for Children's School Readiness* (the Plan) provides a map to achieving the vision that all children, ages 0-5, in the Richmond region will be healthy, well-cared for and ready to succeed in school and in life; and

WHEREAS, Smart Beginnings Greater Richmond (the Coalition), an initiative of the United Way of Greater Richmond & Petersburg and the Greater Richmond Chamber, is a coalition of public and private agencies covering eleven local jurisdictions (the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, the cities of Colonial Heights, Petersburg and Richmond and the town of Ashland) and citizens working together as the mobilizing force behind the Plan; and

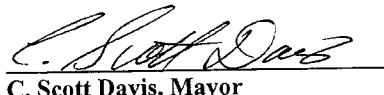
WHEREAS, the goals, objectives, strategies and indicators of the Plan were developed and approved through a collaborative community process led by the Coalition; and

WHEREAS, City of Colonial Heights Public Schools and City of Colonial Heights Government are represented on the Coalition that includes Ready Action Teams; and

WHEREAS, members of the Coalition's Ready Schools Action Team reached a consensus to hold kindergarten registration on April 7, 2011 and will campaign to raise awareness of kindergarten readiness and this regional registration date.

NOW, THEREFORE, I, C. Scott Davis, Mayor of the City of Colonial Heights do hereby proclaim that the City of Colonial Heights endorses the *Regional Plan for Children's School Readiness* and pledges to actively support the Coalition so that all children in the region will enter school ready to succeed and supports the Plan's Regional Kindergarten Registration campaign and pledges to actively participate in the campaign so that all children will register for kindergarten on time.

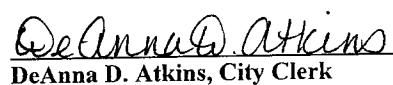
Signed this 8<sup>th</sup> day of March 2011.



C. Scott Davis

C. Scott Davis, Mayor

Attest:



DeAnna D. Atkins

DeAnna D. Atkins, City Clerk

## Eileen Brown

**From:** Jacqueline Hale [halej@yourunitedway.org]  
**Sent:** Thursday, February 10, 2011 8:59 AM  
**To:** Eileen Brown  
**Cc:** Joan Marable  
**Subject:** Smart Beginnings Greater Richmond Proclamation Request  
**Attachments:** Proclamation Colonial Heights City Council.docx

Hello, Eileen –

We are in the process of securing proclamation endorsements from localities in our region that are participating in the kindergarten registration campaign and the *Regional Plan for Children's School Readiness*. We would like to request your assistance to process the attached proclamation for the City of Colonial Heights support.

In May of 2010 we published the *Regional Plan for Children's School Readiness (the Plan)*. The goals, objectives, strategies and indicators of the Plan were developed and approved through a collaborative community process led by members of Smart Beginnings Greater Richmond representing the cities and counties throughout the region.

We are also very proud of the kindergarten registration agreement among ten regional school systems. We anticipate that a common registration date not only helps ensure that children will register for kindergarten on time, but will raise awareness of school readiness. You can view the press release of this announcement [here](#).

A proclamation acknowledging this work would be greatly appreciated. We are also going to send a similar request to Joe Cox to submit a proclamation request to the school board.

What are your thoughts on timeline for this process? Do you think this is a good time to broach the topic with your city council? When the proclamation is approved, we can also arrange to have citizens or early childhood representatives attend the presentation and receive the proclamation.

Thank you so much. I look forward to your response.

Take care,  
Jacque

Jacqueline D. Hale  
Director of Community Mobilization  
Smart Beginnings Greater Richmond  
United Way of Greater Richmond & Petersburg  
2001 Maywill Street; P.O. Box 11807  
Richmond, VA 23230  
phone: 804-771-5873; fax: 804-225-7344  
[www.yourunitedway.org](http://www.yourunitedway.org)

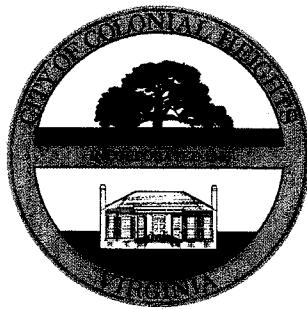
**GIVE. ADVOCATE. VOLUNTEER.**  
**LIVE UNITED.** 

To receive free United Way news and updates, please [click here](#).

2/24/2011

# FEBRUARY 2011 EMPLOYEE OF THE MONTH



**NAME:** Louis B. Barchanowicz

**POSITION:** Emergency Equipment Technician

**EMPLOYMENT**

**HISTORY:** Mr. Barchanowicz was hired in July, 1997 as a Senior Automotive Mechanic in the General Services Department.

**NARRATIVE:**

Lou Barchanowicz's work ethic and attention to details are second to none. He does more than just meet the required standards; he consistently uses his creativity and initiative to ensure the city's motor vehicle fleet operates at peak performance.

As a member of the fleet maintenance staff, he is often called upon to complete difficult assignments. Lou willingly accepts these assignments with ease, and persistence enabling him to accomplish tasks that others are unable to fulfill.

In 2003, Lou recognized that the Fire Department was paying a company to letter its apparatus. Lou volunteered to learn this skill and using the Fire Department as a test subject, he began lettering our apparatus. The results were much better than the company we were paying, and he saved the department thousands of dollars. Since then, Lou has been lettering and detailing all city vehicles.

Another example of Lou's persistence and dedication can be outlined in his ability to overcome roadblocks. While trying to repair a piece of apparatus, he found out he could no longer get the parts needed due to the age of the vehicle. That didn't stop Lou; he used his skillfulness and ingenuity to fabricate the necessary parts enabling the Fire Department to keep the unit in service. His ability to design and manufacture parts so city vehicles can remain in service are what makes him such a valuable employee.

Lou's skills are immeasurable and you can always depend on him to complete his projects in a concise manner. His work is often admired and is a testament to the high standard that he sets for himself. It is for the above reasons that he should be honored as the Employee of the Month.

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 8<sup>th</sup> day of March, 2011; and the members of Council unanimously affix their signatures.

\s\ C. Scott Davis  
Mayor

\s\ Milton E. Freeland, Jr.  
Councilwoman

\s\ Kenneth B. Frenier  
Councilman

\s\ W. Joe Green, Jr.  
Councilman

\s\ Betsy G. Luck  
Vice Mayor

\s\ John T. Wood  
Councilman

\s\ Diane H. Yates  
Councilwoman

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeQuatre. 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, VIRGINIA**  
**Special Meeting of City Council**  
**February 8, 2011**

**1. Call to Order.**

The Special Meeting of City Council was called to order by Mayor Davis at 6:07 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 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**

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

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

- **Section 2.2-3711.A.1 – to discuss and consider an appointment to the Youth Services Commission.**
- **Section 2.2-3711.A.1 – to discuss and consider the performance of a City Officer – specifically, the evaluation of the City Attorney.**

The Clerk announced the purpose of the meeting.

A motion to go into closed session was made by Mr. Freeland, seconded by Mrs. Luck and carried unanimously on voice vote at 6:08 P.M.

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

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

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

- **Section 2.2-3711.A.1 – to discuss and consider an appointment to the Youth Services Commission.**

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- Section 2.2-3711.A.1 – to discuss and consider the performance of a City Officer – specifically, the evaluation of the City Attorney.

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

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

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

**Motion UNANIMOUS PASS.**

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

*Dr. Kimberly C. Ball to the Youth Services Commission.*

8. **Adjournment of Special Meeting.**

A motion to adjourn the Special Meeting was made by Mr. Green, seconded by Mrs. Yates and carried unanimously on voice vote at 7:06 P.M.

**APPROVED:**

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**C. Scott Davis, Mayor**

**ATTEST:**

DeAnna D. Atkins  
DeAnna D. Atkins, City Clerk

**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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<u>Vote:</u>	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.**

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

**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.

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

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.

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

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.

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

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.

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

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.

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

Motion UNANIMOUS PASS.

**A RESOLUTION NO. 11-5. 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.

<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.

**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><u>Vote:</u></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.

**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><u>Vote:</u></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.**

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

**There was a brief discussion regarding the composition of the members of the Project Oversight-Building Committee and the Project Land Use Planning Committee.**

**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.**

<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.**

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

**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.</b>
	<b>Wood</b>
<b>No:</b>	<b>Green, Jr.</b>
	<b>Luck</b>
	<b>Yates</b>
	<b>Davis</b>
<b>Abstained:</b>	<b>None</b>
<b>Absent:</b>	<b>Frenier</b>

**Motion MAJORITY FAIL.**

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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.

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

**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.

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

**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.

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**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.)**

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

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

**1. Call to Order.**

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

**2. Roll Call.**

**Present:** **Councilman Milton E. Freeland, Jr.**

**Councilman Kenneth B. Frenier**

**Vice Mayor Elizabeth G. Luck**

**Councilman John T. Wood (arrived at 6:14 P.M.)**

**Councilwoman Diane H. Yates**

**Mayor C. Scott Davis**

**Absent:** **Councilman W. Joe Green, Jr.**

**Also Present:** **Mr. Thomas L. Mattis, City Manager**

**Mr. Hugh P. Fisher, III, City Attorney**

**Mr. George W. Schanzenbacher, Director of Planning**

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

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

- **Section 2.2-3711.A.3 – to discuss or consider the disposition of an approximate 19.8 acre parcel of publicly held real property located east of Charles Dimmock Parkway, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and**
- **Section 2.2-3711.A.7 – to consult with legal counsel employed by a public body regarding a specific legal matter – namely, the appropriateness of issuing a business license – requiring the provision of legal advice by such counsel.**

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

**A motion to go into closed session was made by Mayor Davis, seconded by Mrs. Yates, and carried unanimously on voice vote at 6:02 P.M.**

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

**A motion to reconvene in open session was made by Mr. Freeland, seconded by Mrs. Luck, and carried unanimously on voice vote at 7:07 P.M.**

Boulevard Revitalization Steering Committee in the audience. He stated that this Committee was created in 2004 because of various development activities on the Boulevard. Two points of interest about the plan were highlighted – to enhance the Boulevard Business Corridor and to direct people coming into the City to various sites.

As Mr. Schanzenbacher explained, Phase 1 of the project would be to erect welcome signs at the intersections of I-95 and Temple Avenue, the Boulevard and Temple Avenue, the Boulevard and Dupuy Avenue, I-95 and Southpark Boulevard, and the Northern Boulevard entrance into the City. Phase 2 would include other areas where signs could be placed to include lodging, restaurants, places of community interest, and highlighted special events. He stated that the initial cost for four (4) wayfinding signs would be \$14,700 - \$20,000, based on estimates received from two sign companies. The entrance sign at the Northern Boulevard Corridor would cost approximately \$1,500. It was brought to Council's attention that no additional appropriation would be required as funding is available in the Boulevard Redevelopment Account.

Following discussion, Mr. Mattis stated that this item would be on the March regular meeting agenda to provide additional information about the project based on Council comment.

2. Consideration of Proposed Exchange of Land at the Corner of Archer Ave/Boulevard with David Petroff in Support of the Appomattox River Greenway Trail Project – Mr. George W. Schanzenbacher, Director of Planning

Mr. Schanzenbacher explained that Mr. David Petroff has requested that the City convey to him a small parcel of land at the southwest corner of Archer Avenue/Boulevard (approximately .8 acre), which is adjacent to a larger parcel he currently owns. His intention is to build a four-story office building. In exchange for this parcel, Mr. Petroff would convey to the City an easement for Phase IV of the trail project across land along the Appomattox River.

Following discussion, Mr. Mattis stated that staff would work on bringing something back to Council in March so as to better define what the City would gain from the exchange.

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

In continuing its review of the proposed zoning ordinance. Mr. Schanzenbacher suggested that those questions raised at the December 21 work session be addressed before continuing. He referred Council to the memo and comparison table prepared by Mr. Fisher dealing with tattoo parlors. Mr. Fisher commented that currently, by right, tattoo parlors are allowed in commercial districts. Under the new ordinance, they would only be allowed in the General Business District – Southpark and Roslyn Road. As a result of Council discussion, possible revisions included requiring that tattoo parlors be allowed only by special exception, that a tattoo artist be certified and in good standing

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

- Section 2.2-3711.A.3 – to discuss or consider the disposition of an approximate 19.8 acre parcel of publicly held real property located east of Charles Dimmock Parkway, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- Section 2.2-3711.A.7 – to consult with legal counsel employed by a public body regarding a specific legal matter – namely, the appropriateness of issuing a business license – requiring the provision of legal advice by such counsel.

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.

Vote:

6-0

Yes:

Freeland, Jr.

Frenier

Luck

Wood

Yates

Davis

No:

None

Abstained:

None

Absent:

Green, Jr.

**Motion UNANIMOUS PASS.**

Mayor Davis stated that there was no action to be taken by Council as a result of the closed meeting.

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

1. Presentation of the Proposed Way Finding Signage Plan – Mr. George W. Schanzenbacher, Director of Planning

Mr. Mattis stated that Mr. Schanzenbacher and staff, along with the Boulevard Revitalization Steering Committee, had developed a proposal for a Wayfinding Signage Plan. The floor was turned over to Mr. Schanzenbacher. He introduced members of the

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with a professional organization, and that tattoo parlors not be located within a certain distance of other tattoo parlors, schools, churches, etc. Council decided to address at a later date, the composition of the Architectural Review Board and whether to impose minimum square footage for townhouse and multi-family dwelling construction.

Council had several questions about wording related to home occupations and development standards for accessory structures. Revisions to those code provisions were so noted by staff. Further review of the proposed zoning ordinance will continue at its next work session in March.

Before adjourning, Mr. Fisher advised Council that Comcast had begun service upgrades in the City.

**4. Adjournment of Meeting.**

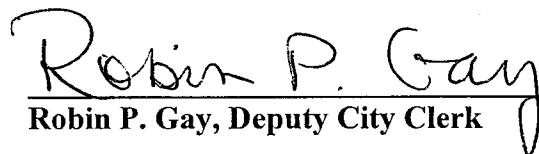
A motion to adjourn the Special Meeting was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 9:08 P.M.

APPROVED:

---

C. Scott Davis, Mayor

ATTEST:

  
\_\_\_\_\_  
Robin P. Gay, Deputy City Clerk

AN ORDINANCE NO. 11-FIN-3

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.

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	4,515,343
Public Safety	7,536,592 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 \$48,247,874 \$48,288,866 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	6,137,100 6,146,492
Charges for Current Services	1,190,840
Miscellaneous	866,615 898,215
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	\$48,247,874 48,288,866

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnne D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on February 8, 2011.

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

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

Aye

The Honorable Kenneth B. Frenier, Councilman:

Absent

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

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Aye

The Honorable Diane H. Yates, Councilwoman:

Aye

The Honorable C. Scott Davis, Mayor:

Aye

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

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

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

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

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

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

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

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

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

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

Approved as to form:

Hugh P. Doster, III  
City Attorney

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	4,516,351 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	651,000 692,474
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
<b>TOTAL</b>	<b>\$48,248,882 48,291,587</b>

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

*DeAnne D. Atkins*  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved as to form:

Hugh P. Foster, III  
City Attorney



# OFFICE OF THE SHERIFF

City of Colonial Heights



**TODD B. WILSON**  
SHERIFF

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 1, 2011

To: Thomas Mattis, City Manager  
From: Todd B. Wilson, Sheriff  
Subject: Annual Appropriation of Courthouse Security Funds

Mr. Mattis,

Please add the following request to your March 8<sup>th</sup> 2011 City Council agenda for Council approval:

I am requesting that City Council appropriate a total of **\$41,474.00** from Restricted Account; *4406-Courthouse Security* in accordance with VA CODE 53.1-120 to the Sheriff's Account. Specific disbursement and purpose for this transfer request is to fund the following:

**\$21,000.00 – into 5101 Wages and Salary**

**\$14,000.00 – into 5103 Temporary and Seasonal**

\*Routine budget shortfall adjustment of current part-time employee's salaries

**\$6,474.00 – into 5242 – Printing, Supply, Material**

\*Distribution of these funds as follows:

- 1- Outfitting/uniforms replacement deputy: 2,958.00
- 2- New mid year mandated service charge from State Police connectivity box / VITA: 948.00
- 3- New Service Contracts for Shieldware Reporting System: 1,050.00
- 4- Replacement of 40" CCTV security monitor: 650.00
- 5- Replacement batteries for hand held radios: 868.00

Thank you in advance for your assistance in processing this request. I will be present at this regular City Council meeting to answer any questions you or Council may have. If you require any additional information please contact me at your convenience 520-3950.

Respectfully,

A handwritten signature in black ink, appearing to read "Todd B. Wilson".

Todd B. Wilson  
Sheriff

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§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment.

A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. A list of such designations shall be forwarded to the Director of the Department of Criminal Justice Services.

B. The chief circuit court judge, the chief general district court judge and the chief juvenile and domestic relations district court judge shall be responsible by agreement with the sheriff of the jurisdiction for the designation of courtroom security deputies for their respective courts. If the respective chief judges and sheriff are unable to agree on the number, type and working schedules of courtroom security deputies for the court, the matter shall be referred to the Compensation Board for resolution in accordance with existing budgeted funds and personnel.

C. The sheriff shall have the sole responsibility for the identity of the deputies designated for courtroom security.

D. Any county or city, through its governing body, may assess a sum not in excess of \$10 as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. If a town provides court facilities for a county, the governing body of the county shall return to the town a portion of the assessments collected based on the number of criminal and traffic cases originating and heard in the town. The imposition of such assessment shall be by ordinance of the governing body that may provide for different sums in the circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the case is heard, remitted to the treasurer of the appropriate county or city and held by such treasurer to be appropriated by the governing body to the sheriff's office. The assessment shall be used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

(Code 1950, § 53-168.1; 1972, c. 135; 1982, c. 636; 1986, c. 568; 1988, c. 119; 1989, c. 571; 2002, cc. 533, 756; 2003, cc. 26, 44; 2004, cc. 390, 432; 2006, c. 495; 2007, c. 377.)

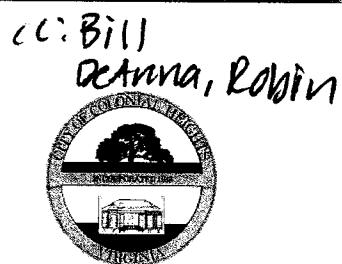
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# OFFICE OF THE SHERIFF

City of Colonial Heights



**TODD B. WILSON**  
SHERIFF

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

February 23, 2011

TO: Thomas L. Mattis  
City Manager  
  
FROM: Sheriff Todd Wilson  
RE: Donation from the American Legion

The Sheriff's Office has received a donation from The American Legion in the amount of \$1,206.00 to purchase nine (9) Generation 4 Glock Model 22 handguns to replace current departmental issued hand guns. The Generation 4 Glock 22 provides for several mechanical upgrades. A detailed information sheet is attached to this request.

This amount has been deposited into 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 \$1,206.00 into Sheriff's account 1356-5250, funds deriving from a donation. This donation will be used to purchase nine (9) Generation 4 Glock Model 22 handguns to replace current issued weapons.

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.

**COLONIAL HEIGHTS SHERIFF'S OFFICE**

# **GLOCK 22**



**GENERATION 4**

# **GLOCK 22**

**The Generation 4 (Gen 4), just like any GLOCK pistol has the same time tested:**

1. "Safe Action" system
2. Tenifer durable exterior finish (64 HRC)
3. Cold hammer forged barrel
4. Durability
5. Reliability
6. Light weight

**... that make GLOCK firearms famous!**

\*\*\*\*\*

The new Gen4 has several new features designed to satisfy the most demanding consumers.

It is based on a full size G17/G22 MBS (multiple back straps) frame with a reduced short frame trigger mechanism housing. The multiple back strap system allows the user to change the circumference of the grip to fit their individual hand size. The grip has three options; a short frame version, medium frame or large frame that is easily changed and secured with a single pin.

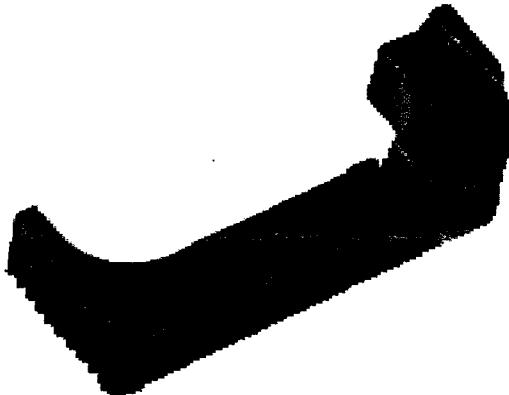
The grip angle of the GLOCK "Safe Action" Pistol is not changed by back strap modifications. This ensures that the shooter does not shoot high or low when modifying the back strap or when shooting with a different GLOCK Pistol.

# **GLOCK 22**



1. The smallest back strap is integrated in the GLOCK MBS Frame reducing the trigger distance of the standard size frame by 2 mm.
2. The medium back strap is a 2 mm back strap offering equal size of a standard frame.
3. The large back strap is a 4 mm back strap.

# **GLOCK 22**



The magazine release catch of the Gen4 is reversible and enlarged. The reversible magazine allows users to switch the catch to the left or right side of the pistol with no additional parts.



Additionally, the Gen4 has a new Rough Textured Frame (Gen4 RTF) surface designed to enhance grip traction and is present on the frame as well as the interchangeable back straps.

# **GLOCK 22**



Internally, the original recoil spring has been replaced with a dual recoil spring assembly. The dual recoil spring assembly noticeably reduces the recoil while simultaneously increasing the life cycle of the assembly.

**INFORMATION PRESENTED HERE IS FROM GLOCK,  
INCORPORATED AND IS ACCURATE AS OF DATE OF  
RELEASE.**

FOR ADDITIONAL INFORMATION, PLEASE CONTACT SERGEANT DONALD HANNUKSELA AT THE COLONIAL HEIGHTS SHERIFF'S OFFICE.

PHONE (804) 520-9352.

COLONIAL HEIGHTS AMERICAN LEGION  
POST 284 BINGO FUND  
P.O. BOX 57  
COLONIAL HEIGHTS, VA 23834-0057

1526  
68-464/514

Date 27th 2011

Pay to the order of Sheriff Todd B. Wilson

\$ 1,206.00

One thousand two hundred six and 00/100 —

Dollars  on back  
Security details

BSV The Bank of Southside Virginia

P.O. BOX 608  
COLONIAL HEIGHTS, VIRGINIA 23834

For: Dominion - New England

James A. Smith  
William J. Frazee

NP

1000152610514046421 153 415 710

RECEIVED

cc: Robyn  
DeAnna



City Manager's Office

## CITY OF COLONIAL HEIGHTS

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

---

### COLONIAL HEIGHTS POLICE DEPARTMENT

February 14, 2011

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

**RE: DONATED FUNDS FROM CITIZEN**

Dear Tom:

We have received a check in the amount of **\$25.00** from Mr. and Mrs. Michael L. Saxton of Colonial Heights. The donation has been deposited in the City's **Donations Account #10-4812**. We plan to use these funds toward the purchase of crime prevention items.

I would appreciate your placing this on the next agenda for review by City Council. It is our understanding that this request must undergo two readings by City Council. Once approved, we further request that the funds be transferred from **Account #10-4812** to **Account #1401-5275 (Donated Funds)**.

Thank you for your prompt attention to this matter.

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

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

Saxton

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

7877

RECEIVED OF CED \$ 25.00  
Twenty five & 00/100 DOLLARS  
FOR general donations  
FUND general CLASSIFICATION 10-4832  
JAN 5 2011 JOY W. MOORE, Treasurer  
1-5 2011 BY km

LTC MICHAEL L SAXTON USA RET  
PH 804-520-1175  
DARLENE H SAXTON  
4511 COURTLAND DR  
COLONIAL HEIGHTS, VA 23834-1936

2471

68-464/514

Date 23 Dec. 2010

Pay to the Col. Wrights. Police Dept. \$ 25.00  
Order of Twenty Five Dollars 00/100 Dollars  Security details on back

**BSV** The Bank of Southside Virginia  
6401 COURTHOUSE ROAD  
PRINCE GEORGE, VIRGINIA 23875

PRIME TIME BANKING

For Henry Christmas WCG

Darlene H. Sutton MP

100514046421 33 938 51 2471

AN ORDINANCE NO. 11-1

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.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That, pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan" respectively, the General Pay Plan Class and Salary Range attached as Exhibit A is hereby approved and incorporated as part of this ordinance.
2. That, pursuant to City Charter §§ 9.7 and 9.8, the job description and class specification for City Assessor, attached as Exhibit B, is hereby approved and incorporated as part of this ordinance.
3. 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 February 8, 2011.

Ayes: 5. Nays: 1. Absent: 0. Abstain: 0.

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

Aye

The Honorable Kenneth B. Frenier, Councilman:

Absent

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

Aye

The Honorable Elizabeth G. Luck, Vice Mayor:

Aye

The Honorable John T. Wood, Councilman:

Nay

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:

John P. Finken, III  
City Attorney

**EXHIBIT A**

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**March 8, 2011**

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

11      \$23,566.00 - \$37,349.00

Deputy I  
Facilities/Groundskeeper I  
Landfill Attendant  
Legal Secretary  
Meter Reader  
Public Works Technician  
Staff Aide  
Staff Assistant  
Utility Technician  
Van Driver

12      \$25,863.00 - \$42,677.00

Concrete Technician  
Customer Service Representative  
Deputy II  
Deputy Registrar  
Facilities/Groundskeeper II  
Office Assistant  
Records Technician  
Senior Meter Reader  
Streets Heavy Equipment Operator  
Transportation Coordinator  
Utility Heavy Equipment Operator

13      \$29,548.00 - \$48,754.00

Administrative Assistant  
Administrative Services Deputy  
Animal Control Officer  
Deputy III  
Deputy Sheriff  
Facilities/Groundskeeper III  
EMS Firefighter Recruit\* (Starting salary: \$33,578)  
Police Officer Recruit\* (Starting salary: \$33,578)  
Recreation Specialist I  
Traffic Technician  
Utility Maintenance Specialist  
Waterworks Distribution Technician

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

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 2

March 8, 2011

### GRADE      GENERAL PAY PLAN CLASS AND SALARY RANGE

14      \$33,762.00 - \$55,709.00

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

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

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

15      \$38,569.00 - \$63,643.00

Chief Deputy Sheriff  
Financial Analyst  
Library Associate  
Recreation Specialist III Senior Center  
Senior Building Inspector  
Senior Engineering Technician  
Communications Supervisor

GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 3

March 8, 2011

16	\$44,067.00 - \$72,712.00	Deputy Fire Marshal Fire Lieutenant Information Systems Coordinator Police Sergeant Neighborhood Revitalization Planner Purchasing Agent Web Administrator
17	\$50,348.00 - \$83,076.00	Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Communications Coordinator Facilities Superintendent Police Lieutenant Project Coordinator Project Engineer Public Works Superintendent Recreation Superintendent Streets Superintendent Utilities Superintendent
18	\$57,523.00 - \$94,915.00	Assistant Director of Public Works – Engineering Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Information Technology Administrator Police Captain
EXEC	\$57,394.00 - \$114,790.00	Chief of Fire & EMS Chief of Police City Engineer Director of Finance Director of Human Resources Director of Office on Youth & Human Services Director of Parks & Recreation Director of Planning & Community Development Director of Public Works Library Director

GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 4

March 8, 2011

UNCLASSIFIED

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

**CITY ASSESSOR**  
**JOB DESCRIPTION**

**Position Factor Reference: City Assessor**

**Position Title: City Assessor**

**Department: Tax Assessor's Office**

**Reports to: City Manager or his designee**

**Overview: Plans and oversees the assessment of real estate valuation for the City.**

**ESSENTIAL DUTIES**

- **Develops procedures for the appraisal of real estate.**
- **Locates, lists, assesses and determines the taxable status of all real property.**
- **Conducts the study and analysis of the market value of properties to ensure the equalization of assessments.**
- **Interprets and administers laws regarding real estate assessments and exemptions.**
- **Conducts site visits to property to verify information and property value.**
- **Examines plats, maps and photographs related to valuation of property.**
- **Produces and maintains all real estate assessment records and documentation.**
- **Addresses public and professional inquiries.**
- **Other duties as assigned.**

<b>NEW PAY GRADE: General – 17</b>
<b>FLSA DESIGNATION: Exempt</b>

## CLASS SPECIFICATION

### **Education & Directly Applicable Experience**

High School Diploma and over ten years directly related supervisory experience or  
Two years of college or Associate's Degree and over ten years directly related professional experience or  
A Bachelor's Degree and over five years directly related professional experience or  
Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.  
Must be a Certified General Real Estate Appraiser in Virginia or must obtain such certification within a reasonable period of time after initial employment.  
Must be certified by the Virginia Department of Taxation within a reasonable time after initial employment.

### **Supervisory Controls**

The position generally directs the operations of a division. The work is performed under general direction; the City Manager or his designee identifies the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, processes and work to be done.

The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy in terms of established objectives.

### **Supervision Given**

This position supervises the following position:

Assessor's Office Technician

### **Guidelines**

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

### **Complexity**

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

City Assessor

---

**Job Description**

**3/8/2011**

**Page 2**

**The City of Colonial Heights, Virginia**

## **Scope and Effect**

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

## **Personal Contacts**

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

## **Purpose of Contacts**

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

## **Physical Demands**

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

## **Work Environment**

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

AN ORDINANCE NO. 11-2

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.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 258-2 of Chapter 258, Taxation, be, and is hereby, amended and reordained as follows:

§ 258-2. Biennial assessment and reassessment.

A. In lieu of any other reassessment provided by general or special law, there shall be a general assessment and reassessment and equalization of assessment during the years 1979-1980 and thereafter a biennial assessment and reassessment and equalization of assessment of lots, buildings and other real estate in the City of Colonial Heights, except of real estate assessed under the law by the State Corporation Commission.

~~B. The City Council shall appoint a professional Real Estate Assessor, certified by the Department of Taxation, who shall serve at the pleasure of Council, and shall set the salary of said Assessor.~~

~~C. B.~~ In the event that any general reassessment or general reassessments shall be directed by the Council, pursuant to Virginia Code, § 58.1-3222, as amended, the subsequent biennial assessment shall be for the two years following the year in which the last general reassessment was conducted.

2. That Chapter 258, Taxation, be, and is hereby further amended by adding therein a new § 258-2.1 as follows:

§ 258-2.1. *Appointment, classification and dismissal of City Assessor.*

A. *The City Council shall appoint, by resolution and upon recommendation of the City Manager, a qualified person to the position of City Assessor for an indefinite term. The person Council appoints shall be licensed by the Commonwealth of Virginia as a certified general real estate appraiser or be willing to pursue such licensure. Moreover, the Assessor shall be certified by the Virginia Department of Taxation within a reasonable time after commencing employment. The City Council shall set the City Assessor's initial salary.*

B. *Such Assessor shall be considered a classified employee, whose subsequent compensation shall be established in the same manner as that for other classified employees. The City Manager or his designee shall generally supervise the Assessor's activities.*

C. *Upon recommendation of the City Manager, the City Council shall have the authority to terminate the City Assessor's employment.*

3. 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 February 8, 2011.

Ayes: 4. Nays: 2. Absent: 1. Abstain: 0.

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

The Honorable Kenneth B. Frenier, Councilman: Absent

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

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Nay

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

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

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

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

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

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

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

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

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

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

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

Approved as to form:

Hugh P. Foster, III  
City Attorney

RECEIVED

FEB 18 2011



City Manager's Office

**COMMONWEALTH of VIRGINIA**

DEPARTMENT OF ENVIRONMENTAL QUALITY

Douglas W. Domenech  
Secretary of Natural Resources

**PIEDMONT REGIONAL OFFICE**  
4949-A Cox Road, Glen Allen, Virginia 23060  
(804) 527-5020 Fax (804) 527-5106  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

David K. Paylor  
Director

Michael P. Murphy  
Regional Director

**February 15, 2011**

**Mr. Thomas L. Mattis**  
Colonial Heights City Manager  
201 James Ave., Colonial Heights, Virginia 23834

**RE: Draft Permit Amendment No. 12, Major  
Shoosmith Sanitary Landfill, Permit No. 587  
Chesterfield County, Virginia.**

**Dear Mr. Mattis:**

This letter transmits a copy of the USGS map that delineates the facility's property boundary and the advertisement for public notice. Should your agency have any comments or objections regarding any portion of this facility, please contact me by telephone at (804) 527-5114, by email at [ma.karim@deq.virginia.gov](mailto:ma.karim@deq.virginia.gov), or mail at the following address:

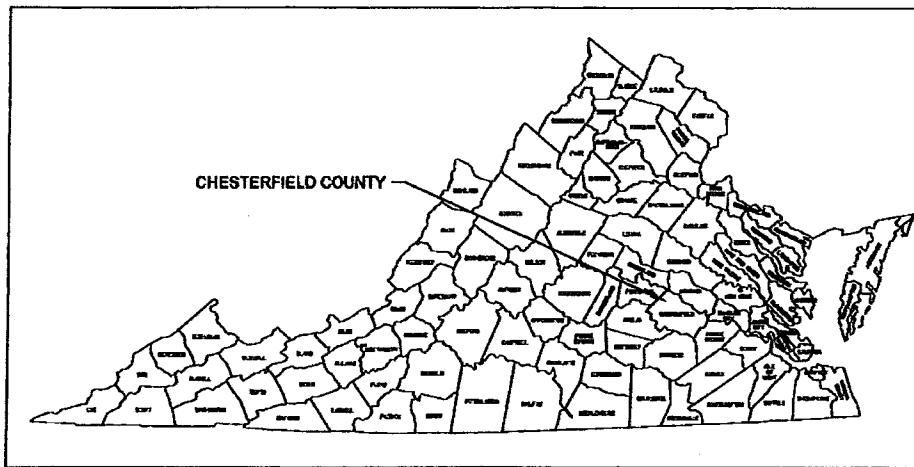
Department of Environmental Quality  
Piedmont Regional Office  
4949-A Cox Road, Glen Allen, VA 23060

Please be advised that the comment period for the Draft Permit Amendment ends at 5:00 pm on Wednesday, March 17, 2011. If no response is received before this date, it will be assumed that your agency has no objections to the proposed facility.

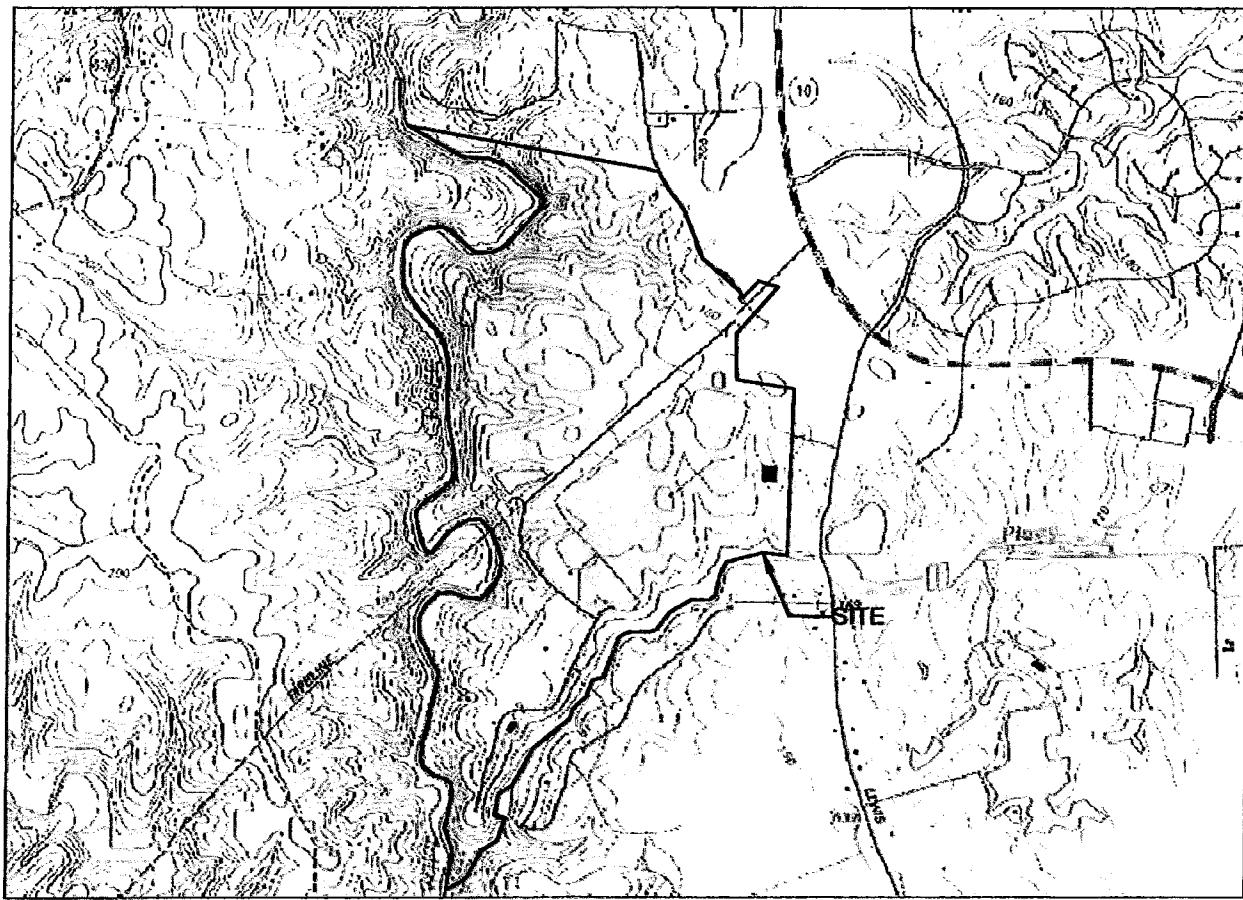
Sincerely,

A handwritten signature in black ink, appearing to read "Dr. M. A. Karim, P.E." followed by a stylized surname.

**Dr. M. A. Karim, P.E.**  
Environmental Engineer Senior



**VIRGINIA**  
COUNTY LOCATION MAP  
N.T.S.



GRAPHIC SCALE

0 1,000 2,000 4,000

(FEET)

USGS MAP SOURCE

USGS 7.5 MIN QUADRANGLES:  
BEACH, MAP EDITED 1996  
CHESTER, PHOTOREVISED 1987

**VICINITY MAP**

1=2,000'

SCALE  
AS SHOWN PROJECT NO.  
398.1001.03

SHOOSMITH SANITARY LANDFILL  
SITE LOCATION MAP  
DRAWING 1



1604 OWNBY LANE  
RICHMOND, VA 23220  
PHONE: (804) 355-4520  
© 2010 JOMCE Engineering, Inc.  
All rights reserved.

**Public Notice – Environmental Permit and Regulatory Variance**  
Published in “The Richmond Times-Dispatch” on Sunday, 1/30/2011

**PURPOSE OF NOTICE:** To seek public comment on a draft permit from the Department of Environmental Quality regarding a Sanitary Landfill in Chesterfield County, Virginia.

**PUBLIC COMMENT PERIOD:** January 30, 2011 to March 17, 2011

**PERMIT NAME AND NUMBER:** Shoosmith Sanitary Landfill, Permit No. 587

**PERMIT APPLICANT:** Shoosmith Bros. Inc.

**FACILITY NAME AND LOCATION:** Shoosmith Sanitary Landfill located on Lewis Road, approximately 3 miles northwest of the Town of Chester and State Route 10 in the Matoaca District of Chesterfield County, Virginia.

**PROJECT DESCRIPTION:** Shoosmith Bros. Inc has applied for a modification to a permit that allows the Shoosmith Sanitary Landfill to operate an existing landfill in Chesterfield County, Virginia. This modification to the permit would allow the facility to include the design of two new Cells 26 and 27. Shoosmith Bros. Inc has also submitted a petition to the Director for a variance to the requirements of 9 VAC 20-80-250.B.9. The petition would allow the facility to use the alternate bottom liner system for Cells 26 and 27. This petition has been submitted consistent with the requirements of 9 VAC 20-80-790.A. The tentative decision to approve this petition for a variance is based on information submitted to the Department.

**HOW TO COMMENT:** DEQ accepts comments during public hearing, by e-mail, fax or postal mail. All comments must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses, and telephone numbers of the commenter and of all persons represented by the commenter. The hearing is scheduled for 7:00 pm, on Wednesday, March 2, 2011, in Smith-Wagner Building located at 9501 Lucy Corr Circle, Chesterfield, Virginia 23832 in Chesterfield County. The purpose is to solicit comments on the technical merits of the permit amendment as it pertains to the design of Cells 26 and 27. The public comment period ends at 5:00 pm, on Thursday, March 17, 2011.

Copies of the permit documents are also available at Central Library at 9501 Lori Road, Chesterfield, VA 23832 in Chesterfield County.

**CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION:** Dr. M. A. Karim, P.E., Environmental Engineer Senior, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia 23060; Phone: (804) 527-5114; E-mail: [ma.karim@deq.virginia.gov](mailto:ma.karim@deq.virginia.gov); Fax: (804) 527-5106.

RECEIVED

FEB 18 2011



City Manager's Office **COMMONWEALTH of VIRGINIA**

DEPARTMENT OF ENVIRONMENTAL QUALITY

Douglas W. Domenech  
Secretary of Natural Resources

**PIEDMONT REGIONAL OFFICE**  
4949-A Cox Road, Glen Allen, Virginia 23060  
(804) 527-5020 Fax (804) 527-5106  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

David K. Paylor  
Director

Michael P. Murphy  
Regional Director

**February 16, 2011**

**Mr. Thomas L. Mattis**  
Colonial Heights City Manager  
201 James Ave., Colonial Heights, Virginia 23834

**RE: Draft Permit Amendment No. 9, Major**  
Tri-City Regional Disposal & Recycling Services, Permit No. 228  
The City of Petersburg, Virginia.

**Dear Mr. Mattis:**

This letter transmits a copy of the USGS map that delineates the facility's property boundary and the advertisement for public notice. Should your agency have any comments or objections regarding any portion of this facility, please contact me by telephone at (804) 527-5114, by email at [ma.karim@deq.virginia.gov](mailto:ma.karim@deq.virginia.gov), or mail at the following address:

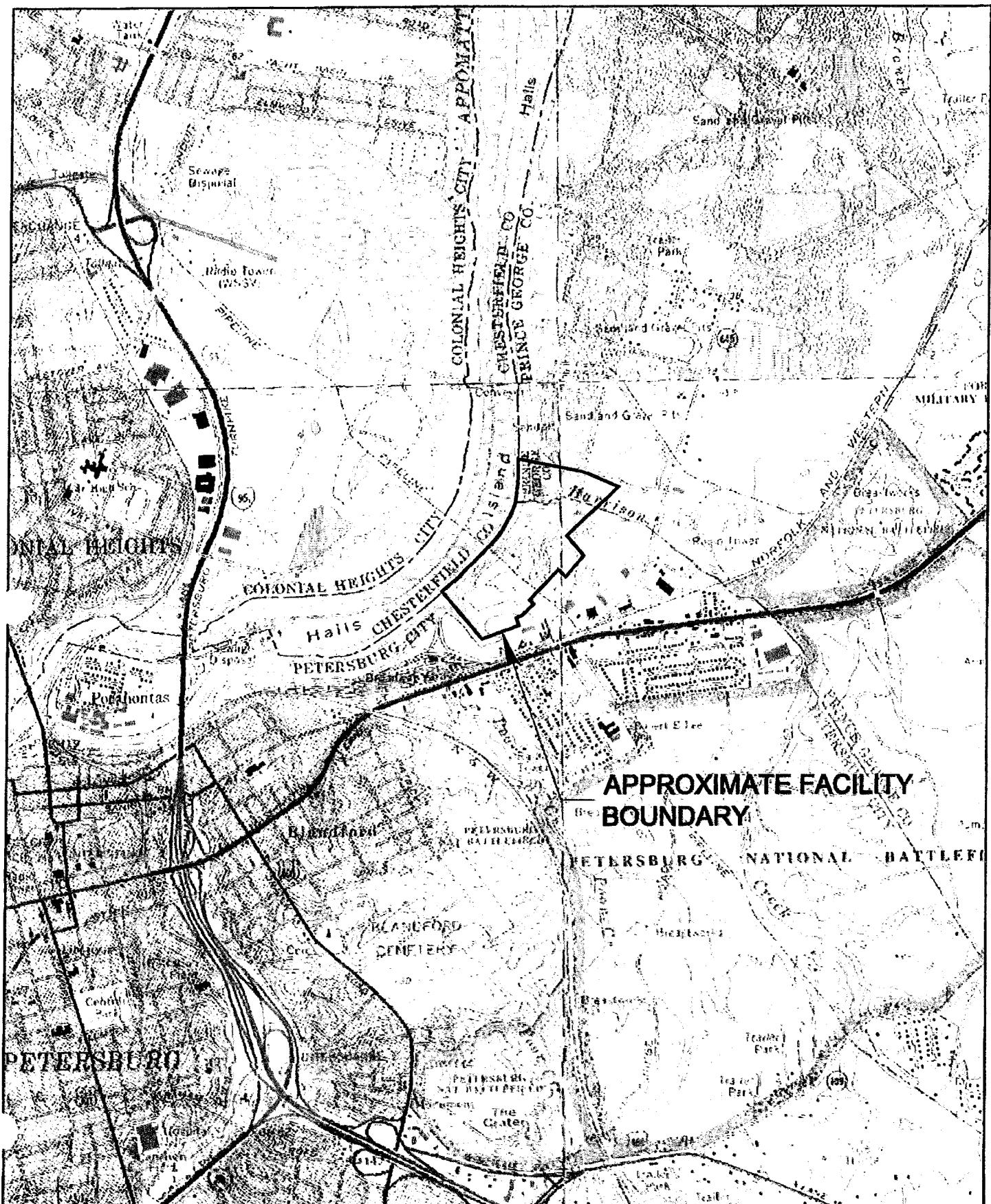
Department of Environmental Quality  
Piedmont Regional Office  
4949-A Cox Road, Glen Allen, VA 23060

Please be advised that the comment period for the Draft Permit Amendment ends at 5:00 pm on Wednesday, April 7, 2011. If no response is received before this date, it will be assumed that your agency has no objections to the proposed facility.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. M. A. Karim, P.E." followed by a stylized signature line.

**Dr. M. A. Karim, P.E.**  
Environmental Engineer Senior



**JOICE**  
ENGINEERING, INC.

1604 OWNBY LANE  
RICHMOND, VA 23220  
PHONE: (804) 355-4520

SCALE

PROJECT NO.

TRI-CITIES REGIONAL  
DISPOSAL AND RECYCLING SERVICES  
SITE LOCATION MAP

**Public Notice – Environmental Permit**  
Published in "The Progress Index" on Monday, 2/14/2011

**PURPOSE OF NOTICE:** To seek public comment on a draft permit from the Department of Environmental Quality regarding a Sanitary Landfill in the City of Petersburg, Virginia.

**PUBLIC COMMENT PERIOD:** February 14, 2011 to April 7, 2011.

**PERMIT NAME AND NUMBER:** Tri City Regional Disposal & Recycling Services, SWP 228

**PERMIT APPLICANT:** The CFS Group Disposal & Recycling Services, LLC

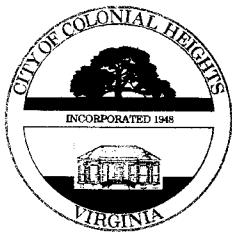
**FACILITY NAME AND LOCATION:** Tri City Regional Disposal & Recycling Services, 390 Industrial Drive, Petersburg, Virginia 23803.

**PROJECT DESCRIPTION:** The CFS Group Disposal & Recycling Services, LLC has applied for a modification to a permit that allows the Tri City Regional Disposal and Recycling Services facility to operate an existing landfill in the City of Petersburg, Virginia. This modification to the permit would allow the facility to expand Cells D & E vertically with the design of the mechanically stabilized earthen (MSE) berm around the cells and the associated alternate bottom liner system at the buttress of the MSE berm. The alternate bottom liner system design meets the requirements of §9 VAC 20-81-130.J.1.b of the Virginia Solid Waste Management Regulations (VSWMR), Amendment 7 (pending approval).

**HOW TO COMMENT:** DEQ accepts comments during public hearing, by e-mail, fax or postal mail. All comments must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses, and telephone numbers of the commenter and of all persons represented by the commenter. The public hearing is scheduled for 7:00 pm, on Wednesday, March 23, 2011, in the Train Station located at 103 River Street, Petersburg, Virginia 23803 in the City of Petersburg. The purpose is to solicit comments on the technical merits of the permit amendment as it pertains to the vertical expansion of Cells D and E and the associated alternate bottom liner system. The public comment period ends at 5:00 pm, on Thursday, April 7, 2011.

Copies of the permit documents are also available at William R. McKenney Branch Central Library at 137 S. Sycamore Street, Petersburg, Virginia 23803 in the City of Petersburg.

**CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION:** Dr. M. A. Karim, P.E., Environmental Engineer Senior, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia 23060; Phone: (804) 527-5114; E-mail: [ma.karim@deq.virginia.gov](mailto:ma.karim@deq.virginia.gov); Fax: (804) 527-5106.



## CITY OF COLONIAL HEIGHTS

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

**To:** Thomas L. Mattis, City Manager

**From:** William E. Johnson, Director of Finance

**Date:** 2/25/2011

**RE:** Stormwater Bills

At the past City Council meeting, a citizen indicated he would like some information concerning the cost of printing and the number of customers that received \$2.00 stormwater utility bills. With our software, I was unable to find the exact number of minimum bills that went out on the first two cycles, but on the current billing cycle 34 bills were produced that had an amount due of \$4.00 or less. This should parallel the number of bills in the first cycle that would have been for \$2.00 which was questioned by the Citizen.

With this small amount of bills, I would see no fixed cost savings, such as personnel costs, by reducing the number of these bills, so the only savings would be the variable costs of sixty-five cents which are recapped below:

Actual bill	\$885.21 per 10,000	\$0.089
Postage	2383 zip code	0.414
Cost to deposit check		0.120
Other estimated: ink, etc		<u>0.027</u>
<b>TOTAL</b>		<b><u>\$0.650</u></b>

The bills are printed in account number order, and in my opinion it would not be efficient to hand pull 30-40 bills out of the approximately 3,500 bills we print monthly. A modification to the utility software to eliminate the printing of these bills is estimated at \$1,200 based on similar modifications in the past. A ten percent surcharge (\$120.00) for the maintenance of modifications would be added yearly.

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

You are cordially invited to attend  
The 2011 Annual Youth Forum



Wednesday, March 16, 2011  
6:00 to 8:30 p.m.

Colonial Heights High School Cafeteria

Sponsored by  
The Youth Advisory Council  
and  
The Youth Services Commission

Guest Speaker  
Colonel Gwen Bingham  
Quartermaster School Commandant, Fort Lee



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://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: March 2, 2011

#### **Subject: Planning Commission Actions at March 1, 2011 meeting**

At the March 1, 2011 meeting of the Commission the following actions were taken:

1. Approved minutes of the January 2001 meeting (enclosed).
2. Presented Resolution to Lewis Johnson for his twelve years of service on the Commission.
3. Heard staff presentation on status of securing volunteers for the citizens planning committee. Twelve volunteer applications have been submitted to date. Planning Commission selection of the final committee at the April meeting is still scheduled.

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Minutes of the Regular Meeting**  
**Of the Planning Commission**  
**Tuesday, January 4, 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. O'Connell  
Mr. Hargis  
Mr. Townes  
Mr. Kollman  
Mr. Freeland

Absent: None:

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 November 2010**

There was some discussion regarding the minutes from the November 2010 meeting. Mr. O'Connell stated that he made several comments that were not in the minutes. Mr. Schanzenbacher stated that the intent of the minutes were to be more general. The Department no longer had the capacity to do detailed minutes since the position that recorded the minutes in the past was eliminated. It was suggested by Mr. Townes that if there is something that the Commission members feel important that they state that it be on the record. The minutes were approved on role call vote, with Mr. Freeland abstaining.

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

There were no changes or additions to the agenda and no citizens asked to speak to the Commission.

Chairman Harry Hargis welcomed Mr. Mitchell Hartson the new planning commissioner to his first Planning Commission meeting. He stated that he and Mr. Hartson have known each other for many years and he was looking forward to working with him.

## **V. Organizational Meeting**

The first item on the agenda was the Annual Organization Meeting. Mr. Harry Hargis was unanimously reelected as Chairman and Mr. Charles Townes was unanimously elected as Vice Chairman. Mr. Schanzenbacher was reappointed as Secretary of the Commission.

Chairman Hargis stated that since Mr. Lewis Johnson resigned from the Planning Commission they need to appoint someone to take his place on the Parks and Recreation Advisory Board. Mr. James O'Connell volunteered to hold that position.

The Commission unanimously adopted the Rules of Procedures, the Annual Report and the 2011 Meeting Schedule.

Mr. Hargis noted that there were vacancies on several of the committees. Mr. O'Connell was selected to chair the subdivision committee. Mr. Hartson agreed to serve on the Subdivision Committee and Mrs. Hamilton agreed to serve on the Zoning Committee.

## **VI. Public Hearings**

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

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

### PD-11-1 Texas Roadhouse- Conduit Road at Old Town Creek Way

Mr. Schanzenbacher stated that Texas Roadhouse is proposing a one story restaurant of 6,695 square feet on a 1.06 acre site located in front of the Home Depot on Conduit Road at Old Town Creek Way, just north of Temple Avenue. He stated a representative from the restaurant was there if the Commission had any questions.

Ms. Dawn Schaffran, representing Texas Roadhouse addressed the Commission and answered several questions. She stated the restaurant would be open for dinner every night and for lunch on Saturday and Sunday. She stated the construction for the project would cost between \$300,000 and \$500,000. She also stated that the restaurant would employ about 20 employees per shift and hoped to open for business by the 3<sup>rd</sup> quarter of 2011. She stated that the building would be made of cedar and brick. She noted that Texas Roadhouse is not associated with Home Depot and that Texas Roadhouse purchased the restaurant site.

Ms. Mary Ann Hamilton suggested that the restaurant use native plans in the landscaping. She said she would give Mr. Schanzenbacher the list to give to Ms. Schaffran. Ms. Schaffran stated that they would incorporate them wherever possible.

Upon roll call vote made by Mr. Hartson and seconded by Mr. O'Connell the Commission unanimously gave conditional approval of the plan of development.

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

Mr. Schanzenbacher stated that this was a proposed revision to a plan of development the Commission approved in 2009. He stated that the proposed site for a WAWA service station is next to Patient First and was originally divided into two sites, preliminarily shown for restaurant use. The only major issue identified in the staff review is that there is a major billboard located on the eastern edge of the property. He stated that staff recommends that the existing billboard on the site be removed. He also stated that the billboard on the Patient First site was being removed and that billboards were not consistent with the development along Temple Avenue.

Mr. Brian Mitchell, the engineer representing the developer, made a brief presentation and answered questions from the Commission. He stated WAWA would like to keep the billboard if it met existing code. He said that the billboard would be used for advertisement for WAWA or they may lease it. He stated that they were proposing a smaller WAWA than the one located on the Boulevard. There would be 12 pumps instead of the usual 16 pumps. He stated the pumps would be located parallel to Temple Avenue. He stated that the site would use the same entrance off of Temple Avenue as Patient First. He said that they did not plan to construct a car wash, but he did say that in the future the back part of the lot could be developed by another company.

Mr. Pat Scarentino, who represents WAWA answered a question that pertained to storage tanks and safety features that will be in place.

Ms. Mary Ann Hamilton asked questions about the size of the store that the representatives could not answer. She stated that she was concerned about safety at this location because there is a very high call for service from the police at the WAWA on the Boulevard.

Mr. Freeland expressed concern that the Commission would not get the opportunity to see an elevation of the building.

Mr. Fisher, the City Attorney, reminded the Commission that they had no influence on the site as long as the applicant has met code requirements.

Upon roll call vote motion made by Mr. O'Connell the Commission unanimously approved the plan of development amendment; however they asked that the applicant shows the Commission the store proposed building elevation, that they look into the crime at the store along the Boulevard, and they remove the billboard.

#### **VIII Old Business**

Comprehensive Plan and Citizen Participation Process Ms. Jamie Sherry presented the Draft Comprehensive Plan Update Work Plan. She stated that the plan consist of 5 Phases that will take approximately 36 months to complete. The Commission has some discussion about advertising for the Citizen Planning Committee and how soon the

process would begin. Mr. Schanzenbacher stated that it would take at least 2 months to receive requests to serve on the committee.

## **IX New Business**

Chairman Hargis stated that Mr. Johnson served as a Planning Commissioner for 12 years and that the Commission would like to invite Mr. Lewis Johnson to attend a meeting so that he could be recognized. A resolution of Appreciation was unanimously approved.

## **X. Committee Reports**

Chairman Hargis asked if there were any committee reports. There were none.

Mr. Thomas Mattis, the City Manager, stated that Council is moving forward with the new Courthouse project. He expects that there will be discussion as to the broader use of the land in and around the site and that the Planning Commission will be involved in this effort.

Mr. Freeland stated that CHARTS would hold a spring clean up planning meeting and needed a map showing the property lines. Mr. Schanzenbacher stated that he would get him a map.

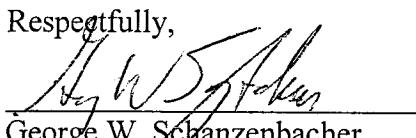
Chairman Hargis stated that he wanted to commend the City on the quick response to snow.

Mr. Fisher stated that he understands the Commission's frustration in having authority when it comes to the development of property. He stated that changes need to be made at the state level; however, property owners in Virginia have strong rights.

## **XI. Adjournment**

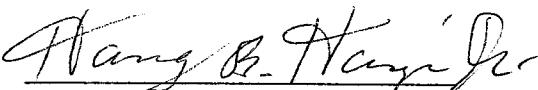
Meeting adjourned at 8:37 p.m.

Respectfully,

  
George W. Schanzenbacher

Director, Department of Planning and Community Development

APPROVAL:



Harry B. Hargis Jr.

Chairman