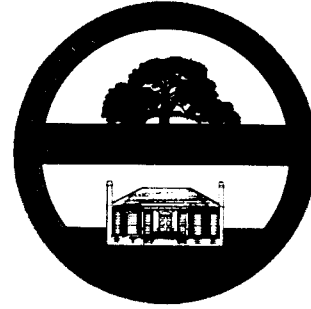


# Memorandum

**Date:** February 3, 2011

**To:** Mayor and City Council

**Subject:** Agenda Briefing - Regular City Council  
Meeting - *Tuesday, February 8, 2011*



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

## 6. Commendations and Presentations:

- A. This item is for formal recognition of CHPD Dispatch Supervisor *Julia Grote* as January 2011 City Employee-Team of the Month by Mayor Davis. A copy of the formal recognition is included in with the meeting packet. The Mayor will be making a brief presentation of the award to the winners at the meeting.
- B. This item is for formal presentation of the Annual Audit report for all city funds from the city's independent auditor. Representatives of PBGH will be in attendance at the meeting to conduct a formal presentation of the Report.

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

- A. Copies of the minutes from our (a) Organizational Meeting on 1/3/11, (b) Special Meeting on 1/11/11, (c) Regular Meeting on 1/11/11, and (d) Council Retreat on 1/14-1/15/11 are included in the meeting packet for your review.

### B. "Adoption of:"

- ORDINANCE NO. 11-FIN-1 - Discussed and approved at last meeting; This item is for Second Reading and Final Adoption of an Ordinance to authorize an amendment to the FY10-11 Annual Budget to accommodate a minor funding adjustment requested by the Sheriff's Office.

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

A copy of the Ordinance as approved on First Reading is included in the packet.

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

## 8. Reading of Manner Addressing Council

## 9. Public Hearings:

- A. ORDINANCE NO. 11-FIN-2 - Discussed at previous meetings; This item is for Public Hearing, Second Reading, and Final Adoption of an Ordinance on Second Reading to formally amend the Capital Projects Fund to (a) properly reflect the inclusion of the first phase of the Courthouse Project and (b) generally update remaining appropriations for other previously-approved projects within the fund. A copy of a memorandum from the Director of Finance relative to this agenda item is included in the meeting packet.

9. **Public Hearings (continued):**

A. ORDINANCE NO. 11-FIN-2 - (cont'd)

Council and staff have previously discussed on prior occasions the anticipated project schedule and/or sequence of events relating to the overall development of the new City Courthouse; and this action is in accordance with that schedule.

*Budgetary Impact* – This item constitutes the formal appropriation of an additional \$1.05M to support demolition of the existing building, preliminary engineering, and additional miscellaneous costs associated with the Courthouse Project.

As noted, the required notice of public hearing for this agenda item was published in *The Progress-Index* on January 26, 2011 in compliance with applicable law. A copy of the proposed Ordinance and supporting information is included in the meeting packet.

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

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

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

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

- ORDINANCE NO. 11-1 – (See Item ORD 11-2 below) Discussed previously with Council; This item is to formally establish the job classification and salary range for the realigned City Assessor position.

*Budgetary Impact* – N/A; This item in and of itself has no direct cost or funding implications

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

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

- ORDINANCE NO. 11-2 - Discussed previously with Council; This item is for consideration of an Ordinance on First Reading to formally amend the City Code to establish and clarify the new administrative organizational structure for the City Assessor. While the Council will continue to formally appoint the City Assessor, it will do so upon recommendation of the City Manager and the day-to-day supervision of the Assessor will now be under the City Manager or his designee. A copy of a staff memorandum relative to this agenda item is included in the meeting packet.

*Budgetary Impact* – N/A; This item in and of itself has no direct cost or funding implications

A copy of the proposed Ordinance is also included in the meeting packet.

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

- ORDINANCE NO. 11-FIN-3 - This item is for consideration of an Ordinance on First Reading to authorize an amendment to the FY10-11 Annual Budget to accommodate a minor funding adjustments as follows:

- CHFD has received a donation of \$15,000 from the Colonial Heights Fire/EMS Volunteers. These funds that were donated to their annual fund drive will be used for the purchase of turnout gear, boots and helmets.
- CHFD has also obtained \$9,392 in extended grant funding from the Virginia Department of Health; Office of Emergency Medical Services for the purchase of external defibrillators and online training classes. partial funding for the installation of the traffic signal at is requesting the appropriation of \$1,008 from a donation by Bruce and Connie Thornton. This donation will be utilized to purchase a new taser and power modules

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

➤ ORDINANCE NO. 11-FIN-3 - (cont'd)

- CHPD has received a donation of \$16,000 from Mr. And Mrs. Bruce Thornton of Colonial Heights. These funds will be used for the purchase of a mobile message sign board which will be utilized to advertise safety programs and assist in all areas of public safety.
- CHPD has also received a donation of \$600 from the Colonial Heights Moose Lodge #1783. These funds will be used for the upkeep of our narcotics canines.

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

A copy of the proposed Ordinance is also included in the meeting packet.

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

➤ RESOLUTION 11-5 - Discussed previously with Council; This item is for consideration of a Resolution to formally approve the *City of Colonial Heights - 2011 City Council Goals* as discussed at the recent Council Retreat.

*Budgetary Impact* – N/A; This item in and of itself has no direct cost or funding implications

A copy of the *Goals* and the enabling Resolution is included in the meeting packet.

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

➤ RESOLUTION 11-6 - Discussed previously with Council; This item is for consideration of a Resolution to formally authorize an agreement with Mosely Architects in the amount of \$379,929 for engineering services related to the production of "bridging documents" of the new City Courthouse

These services will provide preliminary engineering plans for the Courthouse and are essentially to the effective utilization of the Public-Private Education Facilities and Infrastructure Act (PPEA) process implemented for design and construction of the Courthouse.

Council and staff have previously discussed on prior occasions the anticipated project schedule and/or sequence of events relating to the overall development of the new City Courthouse; and this action is in accordance with that schedule. A copy of a memorandum from the City Engineer relative to this agenda item is included in the meeting packet.

*Budgetary Impact* –This item constitutes the formal authorization to execute a services agreement in the total amount of \$379,929, said funding coming from appropriations within the Capital Projects Fund (authorized by ORD 11-FIN-2, Agenda Item No.9-A above).

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

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

13. **Unfinished Business . . . and Items Removed from Consent Agenda**

➤ ORDINANCE NO. 10-15 - Discussed at previous meetings: This item is for disposition of a pending special use permit for John and Patsy Crowder as discussed by the City Attorney at our last Council meeting.

14. **Staff Reports** (*"Reports of Officers . . ."*):

A. City Manager

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

- Review of Bids/Contract for Demolition Services - A copy of a staff memorandum relative to this agenda item is included in the meeting packet. The staff will also be making a brief presentation and answering any questions relative to same at Tuesday's meeting.
  - Approval/Appointment of Project Oversight-Building Committee - This item is for formal appointment of the noted Committee as discussed at the recent Council Retreat. A copy of a staff memorandum relative to this agenda item is included in the meeting packet.
  - Approval/Appointment of Project Land Use Planning Committee - This item is for formal appointment of the noted Committee as discussed at the recent Council Retreat. A copy of a staff memorandum relative to this agenda item (*revised consistent with Council's discussion*) is included in the meeting packet.
2. ***Recap of Annual City Council Retreat*** - A copy of a memorandum from the City Manager relative to this agenda item is included in the meeting packet..
3. ***General Activity Report and/or Project Update*** - This item is for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.


15. **Staff Reports** (*continued*):

B. City Attorney

C. Director of Planning and Community Development

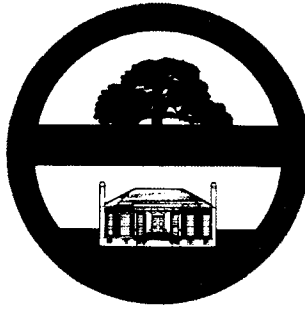
16. **Consideration of Claims** - *None submitted for inclusion on the meeting agenda*

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



Thomas L. Mattis  
City Manager

# JANUARY 2011 EMPLOYEE OF THE MONTH



**NAME:** Julia A. Groat

**POSITION:** Communications Supervisor

## **EMPLOYMENT**

**HISTORY:** Ms. Groat was hired in September, 1994 as a Secretary in the Police Department.

**NARRATIVE:** Through Julie's hard work and enthusiasm, she was promoted to a Supervisor in December of 2000. She understands her responsibilities, legal limits, and expectations. As a Supervisor, Julie leads by example and is one of our strongest team members. Julie not only gets recognized by her co-workers, but also by a number of citizen phone calls and letters complimenting her on her performance. She regularly goes out of her way to assist callers while remaining polite and professional.

Along with the above attributes, it was no surprise to hear how Julie handled the following incident:

On January 18, 2011, a Chesterfield citizen came into the Police Department Lobby to report that her purse had been stolen in Colonial Heights. An hour later the citizen called back to inform the Communications Center that a female had called her, gave her name, and informed her that she had found her stolen purse. We will refer to her as "*Jane Doe*."

Jane Doe told the citizen that she found the purse on the hill at Home Depot and took the initiative to retrieve it. Jane Doe also stated that the citizen's driver's license was in the purse, along with an insurance card, but no check book or charge cards. (The citizen's Master Card had already been used). The citizen wanted to inform the Police Department that Jane Doe was delivering her purse to her home in Chesterfield and to disregard her report of the stolen purse. The citizen told Supervisor Groat that Jane Doe had also mentioned that she lived in a Motel on Route 460.

Supervisor Groat realized there were a number of ways this type of situation could evolve, so she advised the citizen not to let anyone in her home. Supervisor Groat immediately called Chesterfield Police and asked them to check the welfare of the citizen.

Later that evening Officer Burkett, with Chesterfield Police, called Supervisor Groat and advised that they had arrested Jane Doe at the citizen's residence in Chesterfield, charging her with possession and giving false ID information. The Police had reason to believe that Jane Doe was the one that had stolen the purse from the Chesterfield citizen.

If Supervisor Groat had not taken the time to handle this situation in the manner she did, chances are things may have ended differently for the citizen. She considered the well-being of the citizen and went above and beyond to ensure her safety.

Supervisor Groat's attitude and professionalism continue to be an asset to Public Safety. It is for these reasons that she should be honored as the Employee of the Month.

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Organizational Meeting of City Council**  
**Monday, January 3, 2011**

**1. Call to Order.**

**The Organizational Meeting of City Council was called to order by the Clerk at 7:31 P.M.**

**2. Devotion.**

**A devotional prayer was led by The Honorable Diane H. Yates, Councilwoman.**

**3. Pledge of Allegiance.**

**The Pledge of Allegiance was led by the City Clerk.**

**4. Oath of Office for Newly Elected Members of City Council.**

**The Oath of Office was administered by the City Clerk to C. Scott Davis, Milton E. Freeland, Jr., and John T. Wood.**

**5. Organizational Meeting Pursuant to Sections 4.3, 4.5 and 4.6 of City Charter.**

**A. Roll Call.**

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

<b>Present:</b>	<b>Councilman C. Scott Davis</b>
	<b>Councilman Milton E. Freeland, Jr.</b>
	<b>Councilman Kenneth B. Frenier</b>
	<b>Councilman W. Joe Green, Jr.</b>
	<b>Councilwoman Elizabeth G. Luck</b>
	<b>Councilman John T. Wood</b>
	<b>Councilwoman Diane H. Yates</b>

<b>Absent:</b>	<b>None</b>
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<b>Also Present:</b>	<b>City Manager Thomas L. Mattis</b>
	<b>City Attorney Hugh P. Fisher, III</b>

**B. Adoption of Organizational Meeting Rules.**

**A RESOLUTION NO. 11-1. Providing for City Council Rules of Procedure.**

**A motion for adoption was made by Mr. Green and seconded by Mrs. Luck.**

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**Vote:** 7-0  
Davis  
Freeland  
Frenier  
Green  
Luck  
Wood  
Yates  
**No:** None  
**Abstained:** None  
**Absent:** None

**Motion UNANIMOUS PASS.**

**C. Election of Mayor.**

**The Clerk opened the floor for nominations for the Office of Mayor.**

**Mrs. Luck nominated Mr. Davis.**

**There being no response to the Clerk's request for further nominations, the nominations were closed.**

<b>Vote:</b>	<b>Mr. Davis</b>	<b>Mr. Davis</b>
	<b>Mr. Freeland</b>	<b>Mr. Davis</b>
	<b>Mr. Frenier</b>	<b>Mr. Davis</b>
	<b>Mr. Green</b>	<b>Mr. Davis</b>
	<b>Mrs. Luck</b>	<b>Mr. Davis</b>
	<b>Mr. Wood</b>	<b>Abstained</b>
	<b>Mrs. Yates</b>	<b>Mr. Davis</b>

**Mr. Davis was elected by City Council to the Office of Mayor.**

**D. Election of Vice Mayor.**

**Mayor Davis opened the floor for nominations for the Office of Vice Mayor and nominated Mrs. Luck.**

**There being no response to the Mayor's request for further nominations, the nominations were closed.**

<b>Vote:</b>	<b>Mr. Freeland</b>	<b>Mrs. Luck</b>
	<b>Mr. Frenier</b>	<b>Mrs. Luck</b>
	<b>Mr. Green</b>	<b>Mrs. Luck</b>



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<b>Mrs. Luck</b>	<b>Mrs. Luck</b>
<b>Mr. Wood</b>	<b>Mrs. Luck</b>
<b>Mrs. Yates</b>	<b>Mrs. Luck</b>
<b>Mr. Davis</b>	<b>Mrs. Luck</b>

**Mrs. Luck was elected by City Council to the Office of Vice Mayor.**

**Mayor Davis expressed appreciation to Council for being elected Mayor for the next two years.**

**7. Adjournment.**

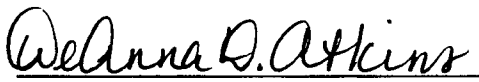
**A motion to adjourn the Organizational Meeting was made by Mayor Davis, seconded by Mr. Green and carried unanimously on voice vote at 7:36 P.M.**

**APPROVED:**

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**C. Scott Davis, Mayor**

**ATTEST:**

  
**DeAnna D. Atkins, City Clerk**

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**Tuesday, January 11, 2011**

**1. Call to Order.**

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

**2. Roll Call.**

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

**Present:**

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

**Absent:** **None**

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

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

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

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

**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 6:03 P.M.**

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

**A motion to reconvene into open session was made by Mrs. Yates, seconded by Mr. Frenier and carried unanimously on voice vote at 7:03 P.M.**

- 5. The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with Section 2.2-3711.A.1 – To discuss and consider the assignment and salary of a specific public officer, the City Assessor.**

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

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

Motion UNANIMOUS PASS.

8. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mrs. Yates and carried unanimously on voice vote at 7:04 P.M.

APPROVED:

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

ATTEST:

DeAnna D. Atkins  
DeAnna D. Atkins, City Clerk

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Regular Meeting of City Council**  
**Tuesday, January 11, 2011**

**1. Call to Order.**

The Regular Meeting of City Council was called to order by Mayor Davis at 7:04 P.M.

**2. Roll Call.**

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

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

**Absent:** None

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

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

**3. Devotion.**

A devotional prayer was led by Councilman John. T. Wood.

**4. Pledge of Allegiance.**

The Pledge of Allegiance was led by Councilman John T. Wood.

**5. Adoption of Agenda.**

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

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

**Motion UNANIMOUS PASS.**

**Mayor Davis welcomed Mr. Nick Booth of Boy Scout Troop 184 Wesley United Methodist Church, who was present and working on his Communications Badge.**

**6. Commendations and Presentations.**

- A. Presentation of Team of the Month Award for December 2010 to Lieutenant William H. Anspach, III, Sergeant Stephanie E. Early, and Sergeant Robert L. Ruxer, III.**

**Mayor Davis recognized Lieutenant Anspach, Sergeant Early and Sergeant Ruxer, read their commendation in its entirety, and presented them with a certificate and a small token of appreciation.**

**Lieutenant Anspach, Sergeant Early and Sergeant Ruxer expressed appreciation for the recognition and for the guidance of Captain Early and Chief Faries.**

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

**A. Approval of Minutes:**

- 1. Special Meeting, December 14, 2010.**
- 2. Regular Meeting, December 14, 2010.**
- 3. Special Meeting, December 21, 2010.**

**B. Adoption of:**

**AN ORDINANCE NO. 10-FIN-22 (Second Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, to**

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appropriate \$2,213 to Public Safety, \$818 of which is to be used to purchase a replacement camera for the Deputy Fire Marshal, such funds coming from Court restitution; \$395 to be used to purchase equipment and supplies for the Animal Shelter, and \$1,000 to be used to purchase accreditation supplies and handheld video cameras, such funds coming from donations.

**AN ORDINANCE NO. 10-30 (Second Reading).** To amend the General Pay Plan Class and Salary Range so as to add the job classification for Administrative Services Deputy; and to approve the job description and class specification for Administrative Services Deputy.

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

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

**Motion UNANIMOUS PASS.**

**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 December 21, 2010 and December 28, 2010.**

**A RESOLUTION NO. 11-3.** A Resolution of the City Council of the City of Colonial Heights, Virginia Authorizing the Issuance of General Obligation Public Improvement Bonds in the Estimated Maximum Amount of \$1,050,000.

A motion for adoption of Resolution No. 11-3 was made by Mr. Freeland and seconded by Mrs. Luck.

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

**Mr. Mattis stated Resolution No. 11-3 is a procedural step for Council to authorize debt and appropriations for the new courthouse project.**

**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.**

**In response to a question from Mr. Green, Mr. Mattis stated the amount of the bond will be subtracted from the estimate received from the architect for the demolition of the building on Chesterfield Avenue.**

**In response to a question from Mr. Wood, Mr. Mattis stated Resolution No. 11-3 gives the City authorization to borrow funds to begin the project. He further stated the specific amount borrowed will come before Council at a later date.**

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

**Motion UNANIMOUS PASS.**

**10. Written Petitions and Communications.**

**(There were none.)**

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

**There was no response to the Mayor's request for input from the public.**

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

**AN ORDINANCE NO. 11-FIN-2 (First 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 Mr. Freeland.**

**Mr. Fisher suggested an amendment be made to Ordinance No. 11-FIN-2 to change "Courts Building Renovation" to "Courts Building Construction".**

**Mr. Green withdrew his motion and Mr. Freeland withdrew his second for adoption of Ordinance No. 11-FIN-2.**

**A motion for adoption of the amendment to Ordinance No. 11-FIN-2 was made by Mayor Davis and seconded by Mr. Green.**

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

**Motion UNANIMOUS PASS.**

**A motion for adoption of Ordinance No. 11-FIN-02, as amended, was made by Mr. Green and seconded by Mrs. Yates.**

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

**Motion Passed.**



**A RESOLUTION NO. 11-4. Finding that it is in the public interest to follow the Public-Private Education Facilities and Infrastructure Act of 2002 and the local guidelines adopted thereto in the design and construction of a new courthouse.**

**A motion for adoption of Resolution No. 11-4 was made by Mr. Green and seconded by Mr. Freeland.**

**Mayor Davis provided a brief explanation of Resolution No. 11-4.**

**Mr. Mattis stated that Council approving Resolution No. 11-4 is a procedural step which is required by the PPEA.**

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

**Motion UNANIMOUS PASS.**

**AN ORDINANCE NO. 11-FIN-1 (First 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 Ordinance No. 11-FIN-1 was made by Mr. Green and seconded by Mrs. Yates.**

**Mayor Davis provided a brief explanation of Ordinance No. 11-FIN-1.**

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

**Motion UNANIMOUS PASS.**

**A RESOLUTION NO. 11-2. Authorizing the City Manager to execute a "Standard Project Administration Agreement" with the Virginia Department of Transportation for the installation of a northbound right turn lane on Southpark Boulevard (Project Number SPB1-106-133, P101, C501).**

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

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

**Mr. Henley stated the installation of the northbound right turn lane on Southpark Boulevard will relieve congestion. He further stated the project requires no local funding.**

**Mr. Green expressed appreciation to Mr. Henley for his work on the project.**

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

**Motion UNANIMOUS PASS.**

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

**AN ORDINANCE NO. 10-FIN-23 (Second Reading). To amend the Capital Projects Fund Budget to appropriate \$900,000 to be used for the purchase of a new multi-purpose fire vehicle; such vehicle being purchased through a lease-purchase agreement.**

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

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

Mr. Mattis stated the bid for the multi-purpose fire vehicle came in as projected, approximately \$890,000. He further stated staff was able to negotiate with the bidder and was able to secure a fully-equipped vehicle for \$890,000, as opposed to a partially equipped vehicle.

In response to a question from Mayor Davis, Mr. Mattis stated Resolution No. 11-2 authorizes the funds to be spent, but staff will report to Council on how the project will be funded.

Mr. Green expressed appreciation to Chief Moore for negotiating the equipment for the vehicle being included at the same price.

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

Motion Passed.

14. Reports of Officers and Documents Related Thereto.

A. City Manager.

1. Update on City Courthouse Project and Staff Recommendation(s) for Project Oversight-Building Committee.

Mr. Mattis provided an update to Council on the City Courthouse Project to include the demolition process.

In response to a question from Mr. Green, Mr. Mattis stated staff is continuing the process of salvaging any items from the church building which can be utilized by the City.

There was a brief discussion regarding salvageable items from the church building and the current courthouse and how they may be utilized in the future.

Mr. Mattis reviewed the requirements of the PPEA for the City to establish a *PPEA Oversight Advisory/Building Committee* and staff's recommendation to establish the *Southern Gateway Land Use Planning Committee* to support the Courthouse Project.

There was a general consensus of Council to establish the suggested committees and to make the appointments to the committees at the February 8, 2011, meeting.

Mayor Davis stated Council will have the final vote on the site plan for the Courthouse Project.

In response to a question from Mr. Wood, Mr. Mattis stated he made the recommendations for the composition of the two committees, subject to Council approval.

There was a brief description regarding the composition of the *PPEA Oversight Advisory/Building Committee* and *Southern Gateway Land Use Planning Committee*.

**2. Annual City Council Retreat – January 14-15.**

There was a brief discussion regarding the items to be discussed at Council's Annual Retreat scheduled for January 14 and 15, 2011.

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

Chief Faries provided an update to Council regarding a bank robbery, which occurred earlier in the day and the suspect was apprehended.

**B. City Attorney.**

Mr. Fisher stated he has made contact with the Crowders, and they would like the Special Use Permit request to be placed on the February 8, 2011 agenda. He provided an explanation to Council on the process for implementation of the Constitutional Amendment regarding property tax relief for disabled veterans. He stated a public hearing on Ordinance No. 11-FIN-2 will be held on February 8. He provided an update on the drainage ditch issue at Interstate 95 and presented options for resolving the issue to Council.

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

- 1. Actions, Regular Meeting of Planning Commission, January 4, 2011.**
- 2. Minutes, Regular Meeting of Planning Commission, November 10, 2010.**

Mr. Schanzenbacher reported on the actions of the Regular Meeting of January 4, 2011.

**Minutes, Regular Meeting  
January 11, 2011  
Page 10**

**15. Consideration of Claims.**

**(There were none.)**

**16. Adjournment.**

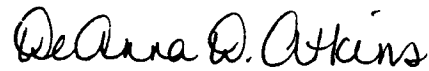
**A motion to adjourn the Regular Meeting was made by Mr. Frenier, seconded by Mrs. Luck and carried unanimously on voice vote at 8:21 P.M.**

**APPROVED:**

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**C. Scott Davis, Mayor**

**ATTEST:**



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**DeAnna D. Atkins, City Clerk**

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**City Council Retreat**  
**Friday, January 14, 2011, and Saturday, January 15, 2011**

The City Council Retreat began on Friday, January 14, 2011, at 2:13 P.M. in the Captain Todd Meeting Room at Smithfield Station in Smithfield, Virginia.

The following members of City Council and Staff were present for the Friday session:

**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 (arrived at 4:45 P.M.)**  
**The Honorable Diane H. Yates, Councilwoman**  
**The Honorable C. Scott Davis, Mayor**  
**Mr. Thomas L. Mattis, City Manager**  
**Mr. Hugh P. Fisher, III, City Attorney**  
**Ms. DeAnna D. Atkins, City Clerk**  
**Mr. William E. Johnson, Director of Finance**

Mayor Davis gave a presentation entitled *Communicate With an Impact*, which described the differences in the way different personalities communicate with each other.

There was a brief discussion on steps Mr. Mattis is taking to improve communication between the departments of the City.

**2011 General Assembly Session**

Mayor Davis distributed a memo to Council, prepared by staff, regarding the 2011 General Assembly and "Five Ways to Give Issues a Local Flavor". He discussed a meeting which was held with Delegate Kirk Cox in which the memo was presented to Delegate Cox to inform him of the City's views on proposed 2011 General Assembly legislation.

Mr. Mattis stated that the memo can serve as an information sheet for citizens on the 2011 General Assembly session.

There was a brief discussion on some proposed legislation changes that will affect the City.

**Discussion on differences in management styles**

There was a brief discussion highlighting the positives and negatives of different management styles.

**Discussion on Annual City Council Performance Goals**

There was a brief discussion about the short and long term goals for the City from Council, such as increasing business revenues; streamlining the processes for business owners; building more partnerships with citizens and organizations to reduce the City's operating expenses; improving communication with citizens; review staffing for the City Attorney's office and employee raises for the upcoming budget.

Mr. Mattis discussed the goals for the City to include the following:

- **Courthouse Project** – demolition, land use planning for project site, design of new building and construction of new building.
- **Economic Development** – develop effective strategies for recruitment of appropriate and desired commercial projects for the City; defining the role of and expectations for the City Retail Development Coordinator; and continuing efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project.
- **Planning and Code Enforcement** – complete the Appomattox River Corridor Development Plan, initiate process for updating the City's Comprehensive Plan, assure an effective and timely review of proposed development plans; and increase enforcement of nuisance ordinances to assure proper maintenance and appearance of properties throughout the City.
- **Public Safety** – complete review and analysis of existing emergency communication outbound notification system by July 1, and finalize process and initiate construction of new multi-purpose vehicle/heavy rescue pumper truck for the Fire/EMS Department (anticipated for delivery in 2012).
- **Finance** – develop and formally adopt a *City of Colonial Heights Five-Year Capital Program*.
- **Personnel** – finalize appointment of new City Assessor no later than June 1.
- **Water/Wastewater Services** – continue efforts to achieve effective water and wastewater planning to address both short-term and long-term needs of the City and conduct preliminary analysis identifying possibilities for the development of alternative water resources for the City.
- **Transportation/Mobility** – continue to work effectively with the Tri-Cities Metropolitan Planning Organization to access funds and complete various road improvement projects under the Virginia Department of Transportation's (VDOT) Urban Construction Initiative.
- **Parks and Recreation** – complete construction of Phase II and finalize planning/design on Phase III on the Appomattox River Greenway Trail Project; develop a master plan for Shepherd Stadium; define long-range plans for capital improvements and historic preservation; completely assess the Violet Bank Museum buildings and grounds; and generally review operational practices, procedures and staffing.

- **Communications** – continue to make appropriate enhancements to the City's website and strive to improve all forms of communication with the general citizenry as to various City issues and/or projects.
- **Services** – continue appropriate building and/or organization upgrades to City Hall, striving to achieve a more open and "welcoming atmosphere" for the general public and staff; continue to assess overall litter control policies for the City, assuring effective utilization of available resources to achieve desired results; and review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of desired services at an appropriate cost.

Council recessed at 6:09 P.M. for dinner and reconvened the meeting at 8:09 P.M.

There was a brief discussion regarding litter control, ornamental lighting in the City, and traffic congestion along Conduit Road and Temple Avenue.

The meeting adjourned at 9:37 P.M.

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The Saturday, January 15, 2011, session began at 9:02 A.M. and was attended by the following:

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 (arrived at 9:32 A.M.)  
The Honorable Diane H. Yates, Councilwoman  
The Honorable C. Scott Davis, Mayor  
Mr. Thomas L. Mattis, City Manager  
Mr. Hugh P. Fisher, III, City Attorney  
Ms. DeAnna D. Atkins, City Clerk  
Mr. William E. Johnson, Director of Finance

**Fiscal Year 2011-2012 Budget**

The City Manager and Director of Finance provided an overview of items being considered for the upcoming budget.

There was a brief discussion of items Council would like to be considered while staff is working on the upcoming budget, to include giving employees a raise, no increase in taxes, no increase in employee health care costs, restoration of reserve fund, and improvements to infrastructure.



**Minutes, City Council Retreat  
January 14 and 15, 2011  
Page 4**

**Council took a 20 minute recess beginning at 10:50 A.M.**

**There was a brief discussion regarding economic development for the City.**

**Mr. Fisher made comments with respect to discoverable information and the transaction of public business via email as it related to public records. Mr. Fisher stated that the FOIA rules governing emails included emails sent to personal email addresses if they pertained to public business.**


**Adjourn**

**A motion for adjournment was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 12:11 P.M.**

**APPROVED:**

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

**ATTEST:**

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

AN ORDINANCE NO. 11-FIN-1

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.

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		<del>4,516,343</del>	4,516,351
Public Safety		7,534,379	
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 ~~\$48,245,661~~ \$48,246,669 is appropriated for the fiscal year beginning July 1, 2010.

3. That the foregoing appropriation is based upon the following revenue 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	
Charges for Current Services	1,190,840	
Miscellaneous	<del>865,220</del>	866,228
Restricted Fund Balance – Police Assets	500	
Restricted Fund Balance – CDBG CDBG	84,122	
Restricted Fund Balance – Fire & EMS	10,582	

Restricted Fund Balance – Police	33,043
Restricted Fund Balance – Dimmock	
Signal	60,000
Restricted Fund Balance—Library	7,200
Fund Balance	<u>413,904</u>
TOTAL	\$48,245,661 \$48,246,669

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 11, 2011

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

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

The Honorable Kenneth B. Frenier, Councilman: Aye

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

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Aye

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

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

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

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

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

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

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

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

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

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

Approved as to form:

*High P. J. J. J.*  
City Attorney

AN ORDINANCE NO. 11-FIN-2

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.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated as the Capital Projects Fund Budget, be, and is hereby, adopted.

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

GENERAL GOVERNMENT

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

RECREATIONAL FACILITIES

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

STREETS AND BRIDGES

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

TRANSFERS

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

TOTAL		<u>\$11,227,892</u>
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3. That the foregoing appropriations are to be made from resources and revenues available for these projects, and anticipated as follows:

REVENUES

Future Bond Issues:		
General Fund	1,000,000	
Future Capital Lease	<u>900,000</u>	
SUBTOTAL		\$ 1,900,000

CONTINUING APPROPRIATED PROJECTS

General Fund	<u>\$ 9,327,892</u>	
SUBTOTAL		<u>\$ 9,327,892</u>

TOTAL		<u>\$11,227,892</u>
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3. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnne W. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 11, 2011

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

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

The Honorable Kenneth B. Frenier, Councilman: Aye

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

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: 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 R. Foster III*  
City Attorney



OFFICE OF THE  
CITY ATTORNEY

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

(804) 520-9316 / FAX 520-9398

HUGH P. FISHER, III  
CITY ATTORNEY

TAMARA L. DRAPER  
LEGAL ASSISTANT

January 12, 2011

The Progress-Index  
15 Franklin Street  
Petersburg, VA 23803

Attention: Legal Advertisements

Dear Madam or Sir:

I have enclosed for publication in the legal advertisements section of your newspaper a notice of City Council holding a public hearing to accept public comment on and consider the adoption of Ordinance No. 11-FIN-2.

You are requested to publish the notice on **Wednesday, January 26, 2011**.

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

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

Thank you for your assistance.

Very truly yours,

Hugh P. Fisher, III  
City Attorney

Enclosure

cc: The Honorable C. Scott Davis, Mayor  
Mr. Thomas L. Mattis, City Manager  
✓ Mrs. DeAnna Atkins, City Clerk  
Mr. William E. Johnson, Director of Finance



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

Notice is hereby given to all persons affected or interested that at the Colonial Heights City Council meeting to be held on **Tuesday, February 8, 2011, at 7:00 P.M.**, in Council Chambers of City Hall, 201 James Avenue, Colonial Heights, Virginia, the City Council shall hold a public hearing to accept comments on the following:

**AN ORDINANCE NO. 11-FIN-2**

To adopt the Capital Projects Fund Budget, consisting of General Governmental, Recreational and Streets and Bridges projects, to provide for continuing appropriation for the projects in such program. The ordinance lists the amounts appropriated for the identified projects and identifies the funding sources for the appropriations.

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

Hugh P. Fisher, III  
City Attorney

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



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401

COLONIAL HEIGHTS, VA 23834-9001

[www.colonial-heights.com](http://www.colonial-heights.com)

RECEIVED

JAN 11 2011

## City Manager's Office

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

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

**Date:** 1/11/2011

**RE:** 2011 Bond Funding

City Council has shown its intent to fund the construction of the new Court House with a bond sale. It is now necessary to increase the appropriation of this project to proceed and to enact a new Bond Authorization to finance this project. It is my recommendation that this appropriation be set at one million dollars to finance site preparation and the design phases. As in the past, the Bond Authorization is a little higher than the actual need of the capital project, which allows the funding of any cost of issuance or the need to adjust the issue size to take advantage of bond bid dynamics at the time of the sale.

At this time I am also recommending the readopting of the Capital Projects Fund ordinance that has been in used since 2006. This reflects our past practice to readopt the Capital Projects Fund at the beginning of each new bond issuance process. This process eliminates completed projects and reestablishes an ordinance that only shows currently active projects. This new ordinance will only show currently active projects and the recommended increase of the Courthouse Project by one million dollars.

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



# CITY OF COLONIAL HEIGHTS

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

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## Office of the City Clerk

### MEMORANDUM

**TO:** Thomas L. Mattis, City Manager  
**FR:** DeAnna D. Atkins, City Clerk *DDA*  
**DATE:** February 1, 2011  
**SUBJ:** Request for a Special Use Permit

Please see the attached letter for a request for a Special Use Permit to keep more than four companion animals. The information has been forwarded to Chief Faries. I will be placing the request on the February 8, 2011 Council Agenda.

Enclosure

**cc:** Mr. Hugh P. Fisher, III, City Attorney  
Chief Jeff Faries, Police Department

Carolyn & Phil Brown  
419 Waterfront Drive  
Colonial Heights, VA 23834  
520-1222

January 27, 2011

Dear City Council Members,

We would like to apply for a special permit for more than 4 pets. I am a volunteer with the Petersburg-Colonial Heights SPCA and have taken in 3 unwanted cats and have had them spayed or neutered. Our oldest dog is 17 years old and other dog is 12 years old. I am keeping my sons dog for him while he is away at college. We are very responsible pet owners with a fenced in yard and all our animals are inside and are not allowed to roam. We would appreciate this consideration.

Sincerely,

*Carolyn C. Brown*  
*Phil Brown*

**RECEIVED**

JAN 31 2011

**CITY CLERK'S OFFICE**

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:

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

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved as to form:

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

**EXHIBIT A**

CITY OF COLONIAL HEIGHTS, VIRGINIA  
March 8, 2011

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>
--------------	--

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

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>
--------------	--

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 <i>City Assessor</i> 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>

City Assessor

**Job Description**

**3/8/2011**

**Page 1**

**The City of Colonial Heights, Virginia**

## **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

### **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**

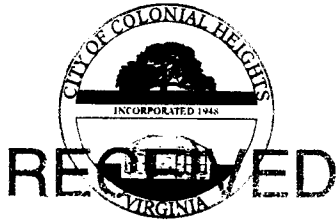
The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

### **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.



# CITY OF COLONIAL HEIGHTS

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

DEC 13 2010

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## FINANCIAL ADMINISTRATION

### City Manager's Office

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

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

**Date:** 12/13/2010

**RE:** City Assessor's Office

It has come to my attention that the City Assessor will be retiring soon and this brings up the opportunity to further consolidate City financial services under one general supervision. It would appear that while this position must be appointed by City Council just as the City Purchasing Agent, the supervision of this position can be by someone else, just as the current Purchasing Agent is supervised by the Director of Finance.

This would not eliminate any Citizen appeal process concerning their individual assessments, or modify day-to-day citizen contact with the existing departmental personnel or services. The Real Estate billing process requires integration of both departments' existing software and would ensure smooth procedural processes if both are under the same division. It could also enhance the flow of information between the two functions during the budget process. This is not seen to be a cost saving over the existing structure, but a streamlining of the current process.

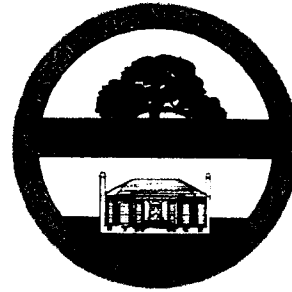
If any additional information or clarification of this is needed, I am available at your convenience.

# Memorandum

**Date:** December 16, 2010

**To:** Mayor and City Council

**Subject:** City Assessor Vacancy



As you are aware, City Assessor Ken Strickler has recently notified the Mayor and City Council of his intention to retire in early 2011. As is typically the case when any such vacancy occurs, the staff has reviewed this overall situation; and would request that the Council consider a recommendation regarding the future of this position before moving forward in filling this upcoming vacancy.

The current organizational structure has traditionally positioned the City Assessor as being appointed by and reporting directly to the City Council. However, unlike other city officials appointed by the Council such as the City Manager, City Attorney, and City Clerk, the *Colonial Heights City Charter* is basically silent as it relates to the position of City Assessor – including describing the powers, duties, and appointment process. As such, it would appear that the criteria for appointing and/or managing the position of City Assessor is done primarily – if not totally – at the discretion of the City Council.

Additionally, the City Code lacks significant clarity as to the requirements for the City of Colonial Heights City Assessor. As it relates to typical personnel matters (duties, responsibilities, qualifications, etc.) there are only two sections of the code that contain specific language regarding this position:

- **Chapter 258, Article II, Section 258-3 (“Duties of City Assessor”):**
  - A. It shall be the duty of said Assessor to assess, each month, all buildings which, prior to November 1 of each year, are new, razed, destroyed or damaged, . . . , and to accordingly increase or decrease the assessment of all real estate heretofore assessed as it appears wise to do so, to the end that all of said property shall be uniformly assessed. The Assessor shall appraise and assess at 100% of its fair market value all real estate in the City not assessable for taxation by the State Corporation Commission.
  - B. Said Assessor **appointed by the Council** shall, by the first day in each month prior to December 1, supply the Commissioner of the Revenue with the new assessed value of each such new, razed, destroyed or damaged building added in the previous month.
  - C. Each year's assessment or reassessment shall be completed on or before December 31 of each calendar year, except for reassessments required in the ordinary performance of real estate responsibilities conferred by law on the Commissioner of the Revenue. Each biennial assessment or reassessment shall be completed on or before December 31 of every second calendar year.
  - D. Said assessments or reassessments shall be extended in the manner hereinafter provided by the Commissioner of the Revenue annually and assessed with taxes thereon as the same appear of record on the landbooks as of December 31, the year so assessed.
  - E. It shall be the duty of the Commissioner of the Revenue to deliver a copy of the City Land Book to the City Treasurer on or before March 1 of each calendar year.
- **Chapter 258, Article II, Section 258-2(B):**
  - B. The City Council shall appoint a professional Real Estate Assessor, certified by the Department of Taxation

Although there is obviously significant, long-term tradition regarding the City Assessor, aside from the brief citations above that the position is "appointed by the Council" and that the individual appointed must be a state-certified professional assessor, the City itself seems to have very few mandatory requirements relating to this position.

Given these overall circumstances, it is therefore the recommendation of the City Manager and the Director of Finance (see attached) that the City Council consider an organizational realignment of the City Assessor position, so that this office and its functions become part of the professional management team under the day-to-day direction of the City Manager. Council would still formally appoint the Assessor, but responsibilities for management of this office would shift to the City Manager or his designee (very similar to how the office of the City Purchasing Agent is currently structured).

The primary duties of the City Assessor as defined by Section 258-3 are vital elements to the annual budget development process and creating accurate revenue projections. Clearly, these functions are aligned with and are an integral part of the professional staff's day-to-day responsibilities. It is our position that the functionality and effectiveness of the City's overall financial planning and administration would be significantly enhanced by this organizational change.

While this approach would represent a change in how the City has conducted its business in the past, such action would not (a) necessitate any formal amendment to the City Charter, (b) affect continued compliance with Section 258 of the Code, (c) conflict with state law, or (d) in any way conflict with the accepted general practice or "spirit" of the traditional role of the Assessor here in Colonial Heights.

It should be noted that this change is not anticipated to create significant cost savings for the city. While the current plan would include the Director of Finance assuming certain management responsibilities currently performed by the City Assessor, there would still be a need to hire an experienced professional to complete the necessary appraisal functions; so although there could be some net salary savings in this conversion, it is not anticipated to be significant.

This recommendation is based solely on the most basic principles of sound management concepts; and our goal is to appropriately consolidate the administration of city financial services.

And, while such action as proposed would not necessarily *require* a code amendment, the Council could memorialize this proposed management structure through a very simple amendment such as:

*There is hereby created a system for the appraisal and assessment of all real estate in compliance with Chapter 258, Article II of this Code to be operated under the direction and supervision of the City Assessor, who shall be appointed for an indefinite term by Council, by resolution, upon recommendation of the City Manager, and who shall be considered a classified employee and subject to the general supervision of the City Manager.*

It should also be noted that this analysis was developed with the assistance of the Director of Finance and the City Attorney; and both are in support of the conclusions and recommendations contained herein.

Please let me know if you have any questions or comments; or need additional information regarding this item.



Thomas L. Mattis  
City Manager



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 \_\_\_\_\_.

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

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		<del>7,536,592</del>	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	<del>6,137,100</del>	6,146,492
Charges for Current Services	1,190,840	
Miscellaneous	<del>866,645</del>	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	<u>413,904</u>
TOTAL	<u>\$48,247,874</u> 48,288,866

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

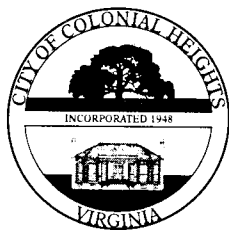
\_\_\_\_\_

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

Approved as to form:

Hugh P. Foster, III  
City Attorney

cc: Robin  
DeAnna



## CITY OF COLONIAL HEIGHTS

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

RECEIVED

JAN 12 2011

City Manager's Office

### COLONIAL HEIGHTS POLICE DEPARTMENT

January 10, 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 **\$16,000.00** from Mr. and Mrs. Bruce W. Thornton 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 a mobile message sign board, which will allow our department to advertise safety programs, direct traffic in case of impending disasters and assist us in all areas of public safety.

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



# CITY OF COLONIAL HEIGHTS

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

RECEIVED

JAN 12 2011

City Managers Office

## COLONIAL HEIGHTS POLICE DEPARTMENT

January 10, 2011

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

**RE: DONATED FUNDS**

Dear Tom:

We are in receipt of a generous check in the amount of **\$600.00** from the Colonial Heights Moose Lodge #1783, which has subsequently been deposited in the City's *Donations Account* [#10-4812]. The money was specifically earmarked as a "narcotics canine donation".

I am requesting that this \$600.00 donation be transferred from the aforementioned donations account to the Police Department's *Dog Funds Account* #1401-5266 so that it may be used to purchase any upcoming expenses incurred by our narcotics canines.

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

Sincerely,

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

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

COLONIAL HEIGHTS MOOSE LODGE 1783  
BINGO ACCOUNT  
170 Moose Ave  
P.O. Box 253  
Colonial Heights, VA 23834

**BSV** The Bank of Southside Virginia  
P.O. BOX 608  
COLONIAL HEIGHTS, VIRGINIA 23834

8026

68-464/514

12/16/2010

PAY TO THE  
ORDER OF

Colonial Heights Police Dept.

\$ \*\*600.00

Six Hundred and 00/100\*\*\*\*\*

DOLLARS

Colonial Heights Police Dept.

MEMO

Narcotics canine donation

⑈008026⑈ ⑈051404642⑈ 150 431 2⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK

*[Signature]*  
*Robert B. Moore*

25RRD004810

City of Colonial Heights

OFFICE OF THE TREASURER

**MISCELLANEOUS RECEIPT**

7878

RECEIVED OF CHPD \$ 600.00

Six hundred & 00/100 DOLLARS

FOR K-9 donation

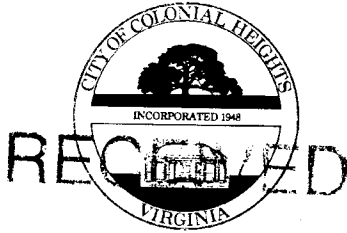
FUND general CLASSIFICATION 18-4852

JOY W. MOORE, Treasurer

1-5 2011 BY FM



cc: Bill  
Robin  
DeAnna



JAN 03 2010

# CITY OF COLONIAL HEIGHTS

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

## Department of Fire, EMS & Emergency Management

City Manager's Office

### MEMORANDUM

TO : Tom Mattis, City Manager  
FROM : A. G. Moore, Jr., Fire Chief  
SUBJECT : Council Agenda  
DATE : January 3, 2011

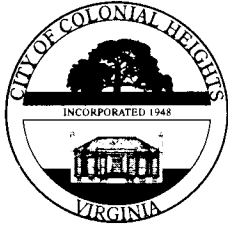
A handwritten signature in black ink, likely belonging to A. G. Moore, Jr., is written over the 'FROM' line of the memorandum.

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

Amend the FY 10-11 Fire and EMS budget to reflect an increase of \$15,000. Said funds are donations from the Colonial Heights Fire & EMS Volunteer fund drive.

These funds will be used for the purchase of turnout gear, boots, and helmets. There are currently 71 career/volunteer/part time personnel that have turnout gear issued to them. This number fluctuates significantly with the number of volunteers. It is estimated to require a consistent \$20,000 to \$25,000 per year to maintain a proper gear replacement schedule. A full set of gear costs approximately \$2500 and has a projected lifespan of 10 years if it is not damaged or destroyed.

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



# CITY OF COLONIAL HEIGHTS

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

cc: Bill  
Robin  
DeAnna

**RECEIVED**

JAN 04 2010

## Department of Fire, EMS and Emergency Management

City Manager's Office

### MEMORANDUM

TO: Thomas L. Mattis, City Manager  
FROM: A. G. Moore, Jr., Fire Chief  
SUBJECT: Council Agenda  
DATE: January 3, 2011

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

Amend the FY 10-11 Emergency Communications operating budget to reflect an increase of \$9,391.50. Said funds have been appropriated from the Commonwealth of Virginia, Department of Health; Office of Emergency Medical Services. (See enclosed awards letter and extension letter).

These grant funds will be used to purchase the following items for the Emergency Communications Department:

- 3 EMD (Emergency Medical Dispatcher) instructor online classes
- 16 EMD online classes
- 2 AED's (automated external defibrillators)
- 4 sets of customized guide cards with racks

A \$604.22 match is required by the City.

If you have additional questions, feel free to contact me at extension 319, thank you.

AGM/ls  
Enclosures



COMMONWEALTH of VIRGINIA  
*Department of Health*

December 22, 2010

T. Wayne Hoover  
Colonial Heights Fire, EMS  
PO Box 3401  
Colonial Heights, VA 23834-9001

Dear Mr. Hoover:

The Office of Emergency Medical Services (OEMS) has approved your request for an extension for grant number CR-C03/12-09 for 3 EMD Instructor Course, 16 EMD Courses, 2 AED's and 4 Guide Cards in the amount of \$9,391.50.

The grant period has been extended until June 30, 2011. All paperwork must be completed and invoices turned in by this time. Keep in mind that your agency has special conditions on this grant that must be met before reimbursement. If you have any questions regarding this extension please let me know. I can be reached at 804-888-9106 or [amanda.davis@vdh.virginia.gov](mailto:amanda.davis@vdh.virginia.gov).

Sincerely,

Amanda B. Davis  
Grants Program Manager  
Virginia Office of Emergency Medical Services



## COMMONWEALTH of VIRGINIA

Karen Remley, MD, MHA, FAAP  
State Health Commissioner

Gary R. Brown  
Director

P. Scott Winston  
Assistant Director

Department of Health

Office of Emergency Medical Services

P.O. Box 2448

Richmond, VA 23218-2448

January 1, 2010

109 Governor St., Suite UB-55  
Richmond, VA 23219

1-800-523-6019 (VA only)  
804-864-7600  
FAX: 804-864-7580

Lewis Archileti  
Colonial Heights Fire/EMS  
100-B Highland Ave.  
Colonial Heights, VA 23834

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents have been included in your grant award package:

- **Memorandum of Agreement:** All three (3) pages of this document must be signed and returned by **March 1, 2010**. Original or faxed copies will be accepted.
- **Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
- **Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

Your agency may have had a condition placed on your award. Any and all conditions must be met in order to receive reimbursement. All vehicles that are awarded under the RSAF Grant Program *must be available for service 24 hours a day – 7 days a week*. Any agency that is not fully compliant with PPCR/PPDR submission through OEMS will not be reimbursed for their grant award until compliance has been fully met.

Any item awarded that is available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov), must be purchased under state contract unless your agency has received prior approval from OEMS. For communications equipment purchases, OEMS recommends you check the STARS contract for pricing.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 864-7611, [Amanda.Davis@vdh.virginia.gov](mailto:Amanda.Davis@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 864-7612, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown, Director

Enclosures

**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH  
Protecting You and Your Environment  
[www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems)

Office of Emergency Medical Services  
Consolidated Grant Program

## AWARD PAGE

January 1, 2010 - December 31, 2010 Grant Period

Agency Name: COLONIAL HEIGHTS FIRE/EMS

Grant Number: CR-C03/12-09

Code	Items Requested	Status	Quantity Funded	Funding C % Level T #	Amount Funded
G 18345	EMD Instructor Course	FUNDED	3	50	\$763.50
Conditions: 5 - Must be reviewed and approved by OEMS Communications Coordinator prior to purchase.					
G 18346	EMD Course	FUNDED	16	80	\$5,491.20
Conditions: 5 - Must be reviewed and approved by OEMS Communications Coordinator prior to purchase.					
G 18347	AED	FUNDED	2	80	\$1,920.00
G 18348	Guide Cards and Racks	FUNDED	4	80	\$1,216.80
Conditions: 5 - Must be reviewed and approved by OEMS Communications Coordinator prior to purchase.					
					\$9,391.50

Virginia Office of Emergency Medical Services  
Virginia Department of Health

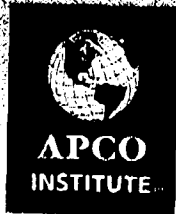
MEMORANDUM OF AGREEMENT

I, as the Authorized Agent, affirm that the grantee agrees to abide by all items listed in the Memorandum of Agreement, and by signing below attests to this fact.

Any fraudulent submissions for payment (or misrepresentations of any kind) may be considered sufficient cause for grant revocation, repayment and possible prosecution of both the Grantee and the Authorized Agent, whose name appears below.

Name of Grantee (Agency)	Colonial Heights Fire/EMS
Name and Title of Authorized Agent	Lewis Archiletti / Director Emergency Comm
Daytime Phone No.	804-520-9317 / 804-720-1269
E-mail address (required)	Archiletti@Colonial-Heights.com
Signature of Authorized Agent	<i>L. Archiletti</i>
Federal Identification Number (FIN)	54-6001228
Grant Number	CR-603/12-09
Date	2-23-10

NOTE: Your grant award may have condition(s). This or these condition(s) must be met in order to receive grant funds.

**QUOTE**

351 N Williamson Blvd, Daytona Beach, FL 32114  
 Phone 386.322.2500 Fax 386.322.9766  
[www.apcoinstitute.org](http://www.apcoinstitute.org)

DATE: NOVEMBER 5, 2010

EXPIRATION DATE: 30 DAYS

TO Colonial Heights Emergency Communications  
 Attn: Lewis Archiletti  
 10 B Highland Ave  
 Colonial Heights, VA 23834

PREPARER	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS
D Hines	EMD Quote	FOB	net 30	Upon request	Due on receipt

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
16	EMD	EMD Online Class		
4	Guidecard	EMD Guide Card Racks	\$ 429.00	\$ 6,864.00
1	Cust. Fee	Guide Card Customization Fee	\$ 299.00	\$ 1,196.00
3	EMD Instr	EMD Instructor Online Class	\$ 325.00	\$ 325.00
			\$509.00	\$ 1,527.00

Quotation prepared by: Darlene Hines, EMD Program Coordinator  
 This is a quotation on the goods named, subject to the conditions listed in the APCO EMD  
 Implementation Guide.  
 To accept this quotation, sign here and return:

SUBTOTAL	\$9,912.00
S & H *	\$ 83.72
TOTAL	\$9,995.72

THANK YOU FOR YOUR BUSINESS!

A RESOLUTION NO. 11-5

Adopting the **2011 City Council Goals** for the City of Colonial Heights.

WHEREAS, the Colonial Heights City Council conducted its annual planning retreat on January 14-15, 2011, and among many other topics, discussed performance goals and objectives for city operations during the coming year; and

WHEREAS, city staff, through the City Manager, provided input and participated in the discussion of such goals for 2011; and

WHEREAS, Council now wishes to formally define and adopt performance goals and objectives for city operations for the 2011 calendar year; NOW, THEREFORE,

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

1. That Council formally adopts and approves the **2011 City Council Goals** for the City of Colonial Heights.

2. That the Exhibit attached hereto, the **2011 City Council Goals** for the City of Colonial Heights, is hereby incorporated and made part of this Resolution as if copied verbatim herein.

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

*DeAnna D. Atkins*  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

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

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

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

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

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



The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

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

Approved as to form:

*Hugh L. Foster III*  
City Attorney

# **CITY OF COLONIAL HEIGHTS - 2011 CITY COUNCIL GOALS**

## ***Courthouse Project***

- ❖ Demolition – Award contract and commence demolition activities no later than March 1; complete demolition of building and clearing of site no later than June 15.
- ❖ Land Use Planning for Project Site – Finalize appointment of planning advisory committee by February 8; develop an effective long-term land use planning strategy for not only the city-owned property where the courthouse will be located, but also the developable property/buildings adjacent to the site; and the Boulevard and Dupuy commercial corridors.
- ❖ Design of New Building – Finalize appointment of building/oversight committee by February 8; develop and approve site and preliminary building architectural design; solicit and review conceptual proposals and select construction-manager-at-risk team in compliance with the Public-Private Education and Infrastructure Act guidelines; approve PPEA Agreement
- ❖ Construction - Initiate development of final construction plans (with actual construction not likely to commence until 2012)
- ❖ Site of Existing Courthouse – Initiate the process for the development of a plan for future use and/or sale of the existing courthouse property at 401 Temple Avenue.

## ***Economic Development***

- ❖ Develop effective strategies for recruitment of appropriate and desired commercial projects to the City.
- ❖ Assist the City Manager in defining the role of and the expectations for the City Retail Development Coordinator
- ❖ Continue efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project

## ***Planning and Code Enforcement***

- ❖ Complete review and formal adoption of new City Zoning Ordinance.
- ❖ Working with and through the various stakeholders, complete the *Appomattox River Corridor Development Plan*, indentifying constraints and opportunities affecting future development scenarios clustered around the Dimmock Parkway & Roslyn Road corridors.
- ❖ Working through the Planning Commission, initiate process for review and updating of the City's Comprehensive Plan.
- ❖ Complete overall review and assessment of city policies and procedures for the processing of proposed development plans, assuring an effective and timely review of such plans
- ❖ Increase enforcement of nuisance ordinances to assure proper maintenance & appearance of properties throughout the city, with special emphasis on absentee-owner properties

## ***Public Safety***

- ❖ Complete review and analysis of existing emergency communication outbound notification system by July 1, to assure effective and affordable delivery of desired services and capabilities for citizens.
- ❖ Finalize process and initiate construction of new multi-purpose vehicle/heavy rescue pumper truck for the Fire/EMS Department (anticipated for delivery in 2012).
- ❖ Complete analysis and finalize recommendation on funding and schedule for replacement of CHFD "Medic 3" Ambulance.

## ***Finance***

- ❖ Develop and formally adopt a *City of Colonial Heights Five-Year Capital Program*

# CITY OF COLONIAL HEIGHTS - 2011 CITY COUNCIL GOALS

## **Personnel**

- ❖ Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits.
- ❖ Finalize appointment of new City Assessor no later than June 1.
- ❖ Complete review and analysis of future staffing needs for the City Attorney's office.

## **Water/Wastewater Services**

- ❖ Continue efforts to achieve effective water and wastewater planning to address both short-term and long-term needs of the City.
- ❖ Conduct preliminary analysis identifying possibilities for the development of alternative water resources for the City

## **Transportation/Mobility**

- ❖ Continue on-going work to effectively access external funds and complete various road improvement projects, including but not limited to the following:
  - Dimmock/Jennick Traffic Signal
  - Safe Routes to School, Phases I and II
  - Boulevard/Government Center Enhancement
  - Southpark Boulevard Right Turn Lane
  - Annual Street Resurfacing
- ❖ Review and assess the City's "Adopt-a-Street" Program to gauge its effectiveness.

## **Parks and Recreation**

- ❖ Complete construction of Phase II and finalize planning/design of Phase III on the *Appomattox River Greenway Trail Project*.
- ❖ Develop a master plan for *Shepherd Stadium*, to defining long-range plans for capital improvements and historic preservation.
- ❖ Complete an overall assessment of the *Violet Bank Museum* buildings and grounds, identifying capital improvement and historical restoration; in addition to a general review of operational practices, procedures, and staffing

## **Communications**

- ❖ Continue appropriate enhancements to the City's website
- ❖ Strive to continue to improve all forms of communication with general citizenry as to various city issues and/or projects.

## **Services**

- ❖ Continue appropriate building and/or organizational upgrades to the City Hall, striving to achieve a more open and "welcoming atmosphere" for the general public and staff.
- ❖ Continue to assess overall litter control policies for the City, assuring effective utilization of available resources to achieve desired results.
- ❖ Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of desired services at an appropriate cost.
- ❖ Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.
- ❖ Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of desired services at an appropriate cost.

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.

WHEREAS, pursuant to a request for proposals, the City of Colonial Heights entered into a Standard Contract for Services with Moseley Architects on June 8, 2010, to provide certain preliminary architectural and engineering services to the City related to the adaptive reuse of the former Colonial Heights Baptist Church at 231 Chesterfield Avenue as a courts facility; and

WHEREAS, the City desires to contract with Moseley Architects, for a price not to exceed \$379,929, for additional architectural and engineering services concerning a new courthouse; and

WHEREAS, the additional services shall include providing a schematic design, preliminary design phases, and working drawings for site construction of landscaping, irrigation, and lighting for a new courthouse, as well as providing a final geotechnical investigation and report; and

WHEREAS, the attached Architect/Engineer Contract Change Order and the Attachment A to Change Order Number 1, dated January 14, 2011, more particularly describe the additional services that Moseley Architects will provide; NOW, THEREFORE,

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

1. That the City Manager or his designee is authorized to execute the attached Architect/Engineer Contract Change Order, providing for Moseley Architects to furnish additional services not to exceed \$379,929, relating to a new City courthouse building; and

2. That this resolution shall be effective upon approval.

Approved:

\_\_\_\_\_  
Mayor

Attest:

*DeAnna D. Atkins*  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

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

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

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

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

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

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

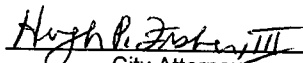
The Honorable John T. Wood, Councilman: \_\_\_\_\_

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

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

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

Approved as to form:

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

**ARCHITECT/ENGINEER CONTRACT CHANGE ORDER**

Change Order Number: 1 Date: January 27, 2011

**PROJECT DESCRIPTION**

Project Number: 500671  
Institution/Agency: City of Colonial Heights  
Project Title: City of Colonial Heights New Courthouse

**CHANGE DESCRIPTION**

TO: Moseley Architects P.C.

Gentlemen:

Under your contract dated June 8, 2010 for work on the project shown above, you are hereby authorized to make the following additions, deletions, and/or changes to your Scope of Work: Refer to Attachment A to this Change Order.

and to ☒ add to ☐ deduct from your contract amount, the sum of  
Three Hundred Seventy Nine Thousand Nine Hundred Twenty Nine & 00 / 100 dollars

The "Design Not to Exceed" construction cost shall now be: \$13,512,000.00

The adjusted schedule is as follows:

Refer to Attachment A to this Change Order

**CONTRACT COST SUMMARY**

(Show summary of all additive and deductive change orders on bottom of Sheet 2 )

<b><u>AMOUNT OF ORIGINAL CONTRACT</u></b>		<b><u>TOTAL ADDITIONS</u></b>		<b><u>TOTAL DEDUCTIONS</u></b>		<b><u>AMOUNT OF CONTRACT TO DATE</u></b>
<u>\$68,150.00</u>	<u>+</u>	<u>\$379,929.00</u>	<u>-</u>	<u>\$0.00</u>	<u>=</u>	<u>\$448,079.00</u>

**CHANGE AUTHORIZATION**

Accepted By:

\_\_\_\_\_  
Architect/Engineer Date

Approved By / Recommended By:

\_\_\_\_\_  
Agency Representative Date

**AGENCY JUSTIFICATION for A/E CONTRACT CHANGE ORDER**

Project Number: 500671 Change Order Number: 1 Date: January 27, 2011

**REASON FOR CHANGE ORDER**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Existing building or utility conditions not as shown for design

Change in Agency requirement

Unforeseen site conditions during construction

Additional construction period services

Other (describe): Add services for building and site design**JUSTIFICATION**

1) Agency's explanation of why the work was required:

2) When was the change in requirements (function, mission) known? (explain)

3) Why was this work not included in the original contract negotiations? (explain)

4) If change in construction period services, will the contractor contribute to this change order? (explain)

**SUMMARY OF CHANGE ORDERS**

If additional space is required, use the Continuation Sheet (Sheet 3).

**Change  
Order  
Number**

**Change Order Description**

**Additions**

**Deductions**

1

Add services for building and site design

\$379,929.00

\$0.00

Subtotal from Sheet 3

\$0.00

\$0.00

**TOTAL ADDITIONS/DEDUCTIONS (Carry totals forward to Sheet 1.)**

\$379,929.00

\$0.00

**Project Number:** 500671 **Change Order Number:** 1 **Date:** January 27, 2011

**Change  
Order  
Number**

## Additions

## Deductions

**\$0.00**

\$0.00



**Attachment A to Change Order Number 1, dated January 14, 2011, to City of Colonial Heights  
Standard Contract for Services with Moseley Architects, dated June 8, 2010, for Adaptive Reuse of  
Colonial Heights Baptist Church as a Courts Facility**

\*\*\*\*\*

**The following additions to the Contractor's scope of work are authorized:**

**1. BASIC SERVICES FOR SCHEMATIC DESIGN, PRELIMINARY DESIGN, AND  
WORKING DRAWINGS**

- A. The Contractor shall furnish expertise, labor, and resources to provide services in accordance with the requirements of Sections 806.0 and 807.0 of the A/E Manual for the Schematic Design and Preliminary Design Phases for a new courthouse building for the City of Colonial Heights. The courthouse shall house the City's Circuit Court; Circuit Court Clerk; General District Court and Clerk; Juvenile and Domestic Relations (J&DR) District Court and Clerk; J&DR Court Services Unit; Community Corrections offices; Commonwealth's Attorney; and Sheriff's Department; as well as holding cells, a vehicle sallyport, public spaces, and other spaces typical of modern court facilities. The courthouse will be approximately 56,000 gross square feet in area, two or three stories in height, and will be located on property owned by the City at and adjoining 231 Chesterfield Avenue, Colonial Heights, Virginia.
- B. The Contractor shall furnish expertise, labor, and resources to provide services in accordance with the requirements of Sections 806.0, 807.0, and 808.0 of the A/E Manual for the Schematic Design, Preliminary Design, and Working Drawings Phases for site construction of landscaping, irrigation, and lighting for the new courthouse. The Project site is approximately 6.5 acres in area. It consists of the current Colonial Heights Baptist Church property; the block bounded by Chesterfield, Lee, and Hamilton Avenues and the Boulevard except for the City's school administration property; and the portion of Chesterfield Avenue along the eastern boundary of the current church property. That portion of Chesterfield Avenue is to be removed as part of the Project. Site construction shall consist of grading and earthwork; storm drainage and storm water management; utilities; vehicular parking estimated to be between 250 and 300 spaces; vehicular drives; pedestrian paving; landscape planting; irrigation system utilizing collected stormwater, if practical; typical site amenities such as flag poles; and site lighting. The Project does not include offsite utility or stormwater improvements, improvements to adjacent roadways, traffic signals, or other offsite improvements.
- C. Preliminary Design documents for the courthouse building shall not be professionally sealed by the Contractor since the documents will not be sufficiently detailed to serve as construction documents and the Contractor will not be the Architect or Engineer of Record for the building portion of the Project. Working Drawings and Specifications for site construction of landscaping and irrigation shall be prepared and professionally sealed by the Contractor's sub-consultant, Timmons Group, which shall be the Landscape Architect of Record for that part of the Project. Working Drawings and Specifications for site construction of lighting shall be prepared and professionally sealed by the Contractor, which shall be the Engineer of Record for that part of the Project.
- D. The schematic furniture plan required as part of Preliminary Design shall be based on procurement of new furniture for the Project, and no inventory of existing furniture for potential reuse will be conducted by the Contractor with the exception of record storage units in the court clerks' offices.

- E. The Contractor shall provide services for Value Engineering as defined in Paragraphs 8.14.9 through 8.14.11 of the A/E Manual.

## **2. ADDITIONAL SERVICES**

### **A. Final Geotechnical Investigation and Report**

The Contractor shall provide a final geotechnical investigation and report prepared under the supervision of a Professional Engineer licensed in the Commonwealth of Virginia, as follows:

- 1) Conduct a subsurface exploration consisting of test borings with Standard Penetration Tests to a depth of twenty-five (25) feet. The number of borings and total depth of drilling will be determined once design of the Project has sufficiently progressed. Borings shall be drilled to the planned depth or to prior refusal.
- 2) Provide field engineering consisting of site reconnaissance, boring stakeout and logging of the subsurface exploration.
- 3) Conduct soil laboratory testing consisting of moisture content, Atterberg Limits, and 200/40 gradation tests. The number of tests to be provided shall be determined once design of the Project has sufficiently progressed.
- 4) Prepare a final geotechnical engineering report consisting of the following:
  - Estimated subsurface conditions and groundwater levels within the area explored.
  - Preliminary foundation recommendations including feasible foundation systems and range of bearing pressures or capacities.
  - Comments on possible site subsurface conditions that could influence the design and construction of the Project such as the presence of soft or loose near-surface natural or existing fill soils, shallow groundwater, and shallow rock.
  - Comments on the potential seismic site class in accordance with International Building Code 2006 for use in preliminary foundation design.
  - Comments on the shrink/swell potential of on-site soils and typical frost depth for spread footings.
  - Comments on support of floor slabs and pavements.
  - Comments on earthwork requirements for construction of load bearing fill including a preliminary assessment of on-site soils to be excavated for use as fill.
- 5) Geotechnical design services, liquefaction analyses, site-specific earthquake analyses, and other services not specifically defined herein shall not be included in the geotechnical investigation and report. Some damage to ground surfaces and landscape planting may result from drilling operations. Reasonable efforts will be made to avoid such damage. No restoration is included other than backfilling the soil borings.

## **3. PROPORTIONING OF THE CONTRACTOR FEE**

### **A. Basic Services**

Basic Services and the negotiated fees for each are a lump sum for each phase, as follows:

Courthouse Building:

Schematic Design	\$127,500.00
Preliminary Design	\$199,250.00
<u>Value Engineering</u>	<u>\$8,656.00</u>
Subtotal	\$335,406.00

Site (landscaping, irrigation, and lighting only):

Schematic Design	\$8,800.00
<u>Preliminary Design and Working Drawings</u>	<u>\$14,723.00</u>
Subtotal	\$23,523.00

**Total Basic Services Fee** **\$358,929**

**B. Additional Services**

Additional Services defined herein and the negotiated fees for each are as follows:

Final Geotechnical Investigation and Report:	
<u>Contractor's actual cost times 1.1, not to exceed</u>	<u>\$11,000.00</u>
<b>Total Additional Services Fees Not to Exceed</b>	<b>\$11,000.00</b>

**C. Reimbursable Expenses Budget**

The following is a budget estimate of the costs to be paid for as reimbursable expenses in accordance with the provisions of the A/E Manual.

**Total Reimbursables Budget = \$10,000.00**

Reimbursable expenses related to the services defined herein shall be limited to the cost of presentation materials for meetings or other display purposes as directed by the City, and reproduction of drawings and other documents for the City's review and regulatory approval, for soliciting PPEA proposals, and for Value Engineering. The A/E's project related costs of all miscellaneous blueprinting, reproduction of reports, photocopying, long-distance telephone calls, facsimile transmissions, telegrams, travel and postage are included in the lump sum fee and marked up hourly rates negotiated.

**4. SCHEDULE FOR PLANNING AND DESIGN OF PROJECT**

The Contractor understands that time is of the essence and that delays in the design and/or construction may significantly impact the feasibility and cost of the Project. The Owner agrees to make timely decisions on items presented by the Contractor.

The following schedule shall apply to the Contractor's services:

Action	Complete By
City Council approval of this Change Order	February 8, 2011
Complete Schematic Design	April 1, 2011

Complete Schematic Design cost estimate	April 16, 2011
Complete Preliminary Design for building and Working Drawings for site landscaping, irrigation, and lighting	May 30, 2011
Submit site landscaping, irrigation, and lighting plan for City regulatory review	May 30, 2010
Complete Preliminary Design cost estimate for building and Working Drawings cost estimate for site	June 15, 2011

It is understood that the above dates are contingent upon the Owner receiving the necessary approvals, funding, and authorizations. Should the Owner not receive the necessary approvals, funding, and authorizations through no fault of the Contractor, or if the Owner or others delay the Project through no fault of the Contractor, appropriate adjustments and changes will be made in the schedule. The Contractor shall be notified in writing of any changes to the schedule.

**5. TOPOGRAPHIC SURVEY PROVIDED BY CITY** The City shall provide a topographic survey of the Project site suitable for design and construction of the Project. Property boundaries shall be located and indicated on the survey drawing. The area of the existing church building shall be re-surveyed following the demolition and backfill operation, and the survey shall be updated to incorporate that information. The Contractor shall be entitled to rely on the survey provided by the City.

**6. EASEMENT PLATS PROVIDED BY CITY**

If required, the City shall prepare easement plats for the Chesterfield Avenue right-of-way abandonment and for utility easements.

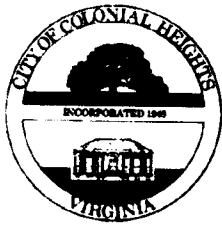
**7. ENGINEERING FOR SITE CONSTRUCTION PROVIDED BY CITY**

The City shall provide engineering for and prepare all Drawings and Specifications for all site construction except for landscaping, irrigation, and lighting. Preparation of such Drawings and Specifications by the City shall be supervised by a licensed professional engineer employed by the City, who shall professionally seal such Drawings and Specifications and be the Engineer of Record for that portion of the Project. The City and the Contractor shall each cooperate to coordinate their work with that of the other. The City shall be responsible for obtaining necessary site plan regulatory approvals, with which the Contractor shall assist with regard to landscaping, irrigation, and site lighting.

**8. DEMOLITION OF EXISTING BUILDING**

Separately from this Contract and the proposed PPEA contract for final design and construction, the City shall arrange for demolition of the existing church building on the Project site as well as necessary hazardous materials abatement.

**End of Attachment A to Change Order Number 1**



# 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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## MEMORANDUM

**TO:** Thomas L. Mattis, City Manager  
**FROM:** William (Chuck) E. Henley, P. E., Director of Public Works/City Engineer *WE Chuck Henley*  
**SUBJECT:** Request for Council Approval of Modification to Mosely Architects' Professional Services Agreement  
**DATE:** February 1, 2011

### Summary and Recommendation

Staff has negotiated a modification to the City's professional agreement (or contract) with Mosely Architects providing for additional design services on the Courthouse project. The project is being developed and implemented in accordance with the Public-Private Educational Facilities and Infrastructure Act of 2002 (PPEA). The cost of the proposed modification exceeds the statutory limit of twenty-five percent of the original contract or \$50,000, whichever is greater, and therefore state procurement law requires approval by the governing body. Staff recommends that Council approve the modification and provide signatory authority to execute a contract change order in the amount of \$379,929. As additional professional services are needed during later phases of the courthouse project, staff will request Council approval of additional modifications to Mosely Architects' contract.

### Background

The original professional services agreement was approved by Council on June 8, 2010. The agreement authorizes Mosely to provide comprehensive professional services during various phases of the project lifecycle. The first phase, which is complete, provided for an evaluation of project options and provided information for Council's deliberations and decision-making. The question to be answered was whether to keep the existing courthouse on its current site at 401 Temple Avenue and renovate it or relocate it to another site on city-owned property at 231 Chesterfield Avenue. Additional consideration was given to the question of reusing the existing church building on the Chesterfield Avenue site or removing and replacing it with a new courthouse facility. The technical details can be found in Mosely's report titled "Feasibility Study for Adaptive Reuse of Colonial Heights Baptist Church as a Courts Facility," which was submitted to Council in September 2010.

On October 25, 2010, Council approved the relocation of the existing courthouse located at 401 Temple Avenue to the site at 231 Chesterfield Avenue. On November 9, 2010, Council approved the demolition of the existing church building at the site to make way for a new courthouse building. On January 11, 2011 Council approved Resolution No. 11-4 finding that it is in the public interest to follow the PPEA and the local guidelines adopted thereto in the design and construction of the new courthouse. On January 25, 2011, the City expressed its intent to award a contract to S.B. Cox, Inc. of Richmond, Virginia for demolition of the Colonial Heights Baptist Church.

Acceleration of the courthouse project is being done with the purpose of taking advantage of current favorable conditions in the construction market. Simply put, early completion of

construction should save money. To that end, several project development activities are scheduled to take place concurrently. In addition to administering the design contract, staff is administering the church demolition contract and simultaneously preparing a request for conceptual proposals for construction of the new courthouse in accordance with the PPEA guidelines.

The next step in the design of the courthouse is to have Mosely Architects work with staff, the building oversight committee and the land use committee to develop alternate preliminary plans for the new facilities. The scope of the recommended contract modification provides for the development of two schematic building designs for ultimate consideration by Council. Upon approval and execution of the contract modification, Mosely Architects would continue with the development of the preliminary design for the selected alternate.

As mentioned above, staff is proceeding concurrently with the development of a solicitation to request conceptual proposals from qualified firms to implement construction of the new courthouse. Responsive proposals would be evaluated and ranked by the building oversight committee. Upon determination of the most qualified firms, Mosely Architects' work product would be utilized by staff in the negotiation with one or more top-ranked firms of a PPEA Interim Agreement. Upon successful negotiation and approval of the agreement by Council, a construction management firm would provide final design and construction services for the new facility including a Guaranteed Maximum Price.

#### Fiscal Impact

The original amount of Mosely Architect's professional agreement for first phase services is \$68,150. The cost of second phase services to be authorized by approval of this contract modification is \$379,929. This amount reflects a substantial reduction in Mosely Architect's cost of services compared to the amount they originally offered for performance of the second phase. By downsizing the scope of the modification, staff negotiated a revised offer approximately \$84,000 less (\$379,929 vs. \$464,130.00) than the amount initially proposed by Mosely. The savings will be realized by having city staff develop the basic site and utility plans instead of consultants.

#### Policy Implications

§ 15.2-1638 of the Code of Virginia requires the city to provide a courthouse with suitable space and facilities to accommodate the various courts and officials thereof serving the city. The city has sole cost responsibility for acquiring, developing and maintaining in good order its courthouse facility and the land on which it is situated.

In its Comprehensive Judicial Plan, the Judicial Council of Virginia adopted an objective calling for the provision of safe, efficient, and convenient court facilities. To assist in achieving this goal, Council commissioned the development of research materials. Based upon this research and the ideas and approaches used elsewhere, with special attention given to the unique character and needs of all Virginia courts, the Judicial Council of Virginia adopted the Virginia Courthouse Facility Guidelines to be used by Virginia courts in initiating improvements in their court facilities.

Improvements to public infrastructure [and facilities] to support economic development are one of Council's strategic priorities. Redevelopment of the site of the former Colonial Heights Baptist Church and the creation of a public landmark along the Boulevard are consistent with the City Council's goal to redevelop and enhance the viability of the City's legacy commercial corridor. Investment in new public facilities and infrastructure complements private investment and is likely to catalyze additional redevelopment along the corridor.

AN ORDINANCE NO. 10-15  
(As Amended)

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.

WHEREAS, the Planning Commission at its meeting on March 2, 2010, held a public hearing on the issuance of a special use permit to John and Patsy Crowder for a 3.67 acre parcel of property presently zoned R-4 Apartment and Multiple-Family Dwelling District, to allow the property to be used for a single-family home with no direct access to a public street, as depicted on the attached plat prepared by Timmons Group and revised on November 13, 2009 (the "Plat"); and

WHEREAS, after due consideration, the Planning Commission recommended that City Council approve this ordinance and the special use permit; and

WHEREAS, pursuant to §17.11-1 of the Colonial Heights City Charter and Va. Code §15.2-2204, City Council advertised a public hearing in *The Progress-Index* and held a public hearing at its Regular Meeting on April 13, 2010, to receive citizen comment on the issuance of a special use permit; and

WHEREAS, upon recommendation of the Planning Commission, the determination of City Council is that the public necessity, convenience, general welfare and good zoning practice require that this special use permit be granted; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Council finds, after investigation by the Colonial Heights' Planning Commission, that issuance of a special use permit to John and Patsy Crowder, for property located west of Sadler Avenue, will not be detrimental to the safety, health, morals and general welfare of the community involved; will conform to the principles of good planning; will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; will not create hazards from fire, panic or other dangers; will not tend to overcrowding of land and cause an undue concentration of population; will not adversely affect or interfere with public or private schools, parks,

playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; and will not interfere with adequate light and air.

2. That John and Patsy Crowder be and are hereby granted a special use permit for a 3.67 parcel of property located west of Sadler Avenue that is part of lot 24, A.B. Cook Farm, and has parcel identification number 1600010025A, to allow the property to be used for a single-family home with no direct access to a public street, as depicted on the Plat; which Plat is hereby attached to and made a part of this Ordinance.

3. That this permit also shall be subject to review and revocation by Council, at Council's discretion, in the same manner and under the same conditions as required by law for the granting of such permits.

**4. That Council grants this special use permit without regard to whether another single-family home already exists on Lot 24, A.B. Cook Farm; and the effectiveness and validity of this special use permit shall not be impacted by the existence, if any, of another single family home on Lot 24.**

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

DeAnna D. Atkins  
City Clerk

\*\*\*\*\*



I certify that the above ordinance was:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved as to form:

Hugh P. Drake, III  
City Attorney

AN ORDINANCE NO. 10-15

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WHEREAS, after due consideration, the Planning Commission recommended that City Council approve this ordinance and the special use permit; and

WHEREAS, pursuant to §17.11-1 of the Colonial Heights City Charter and Va. Code §15.2-2204, City Council advertised a public hearing in *The Progress-Index* and held a public hearing at its Regular Meeting on April 13, 2010, to receive citizen comment on the issuance of a special use permit; and

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

Approved:

\_\_\_\_\_  
Mayor

Attest:

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

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on April 13, 2010  
Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

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

Yes

The Honorable Kenneth B. Frenier, Councilman:

Yes

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

Yes

The Honorable Elizabeth G. Luck, Vice Mayor:

Yes

The Honorable John T. Wood, Councilman:

Yes

The Honorable Diane H. Yates, Councilwoman:

Yes

The Honorable C. Scott Davis, Mayor:

Yes

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:

\_\_\_\_\_

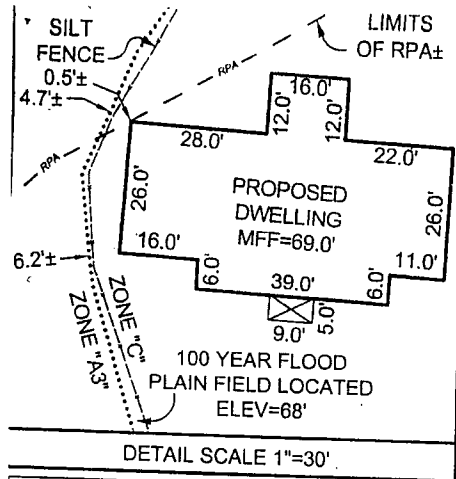
The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

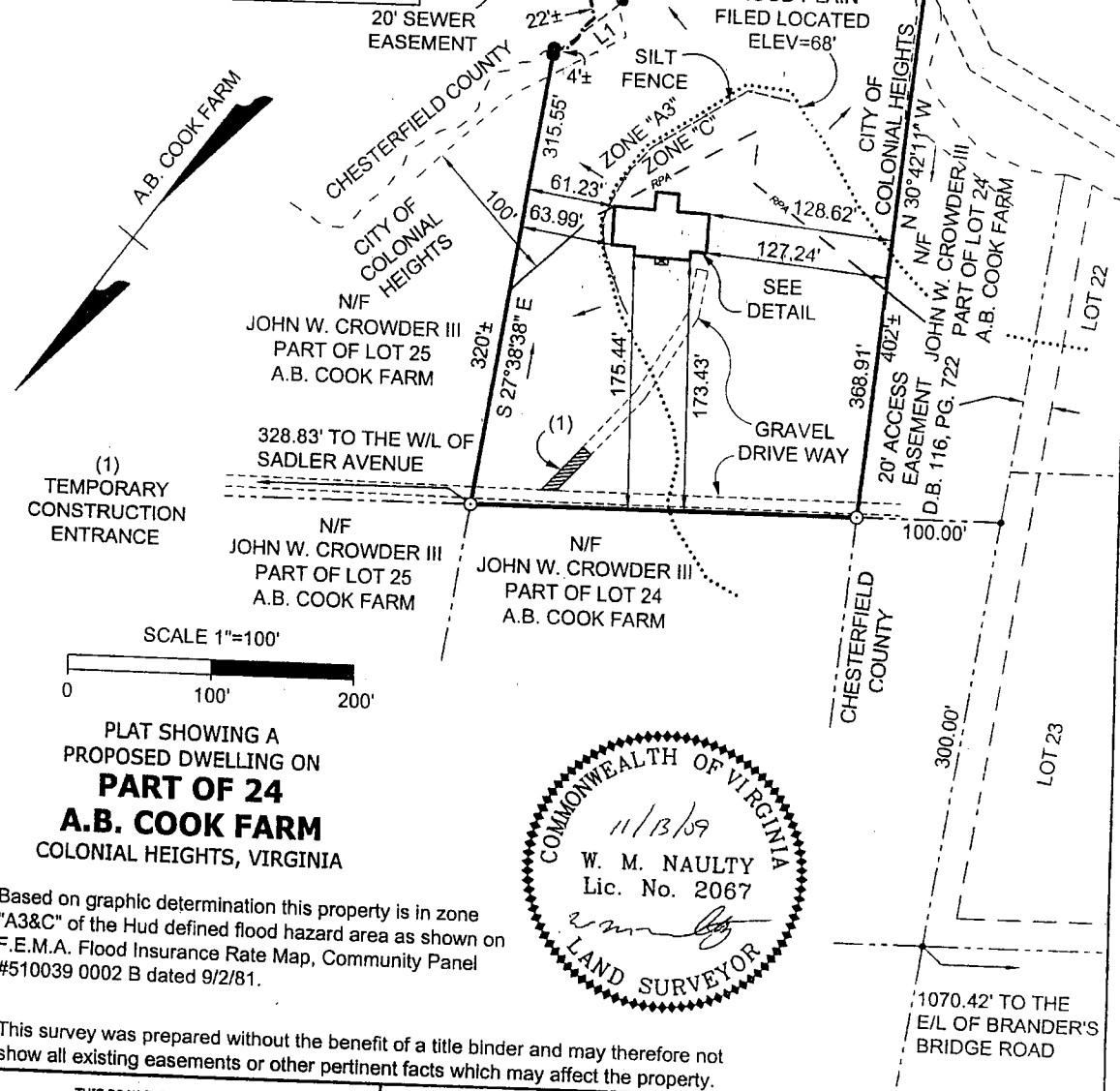
\_\_\_\_\_  
City Clerk

Approved as to form:

Henry P. Frater, III  
City Attorney



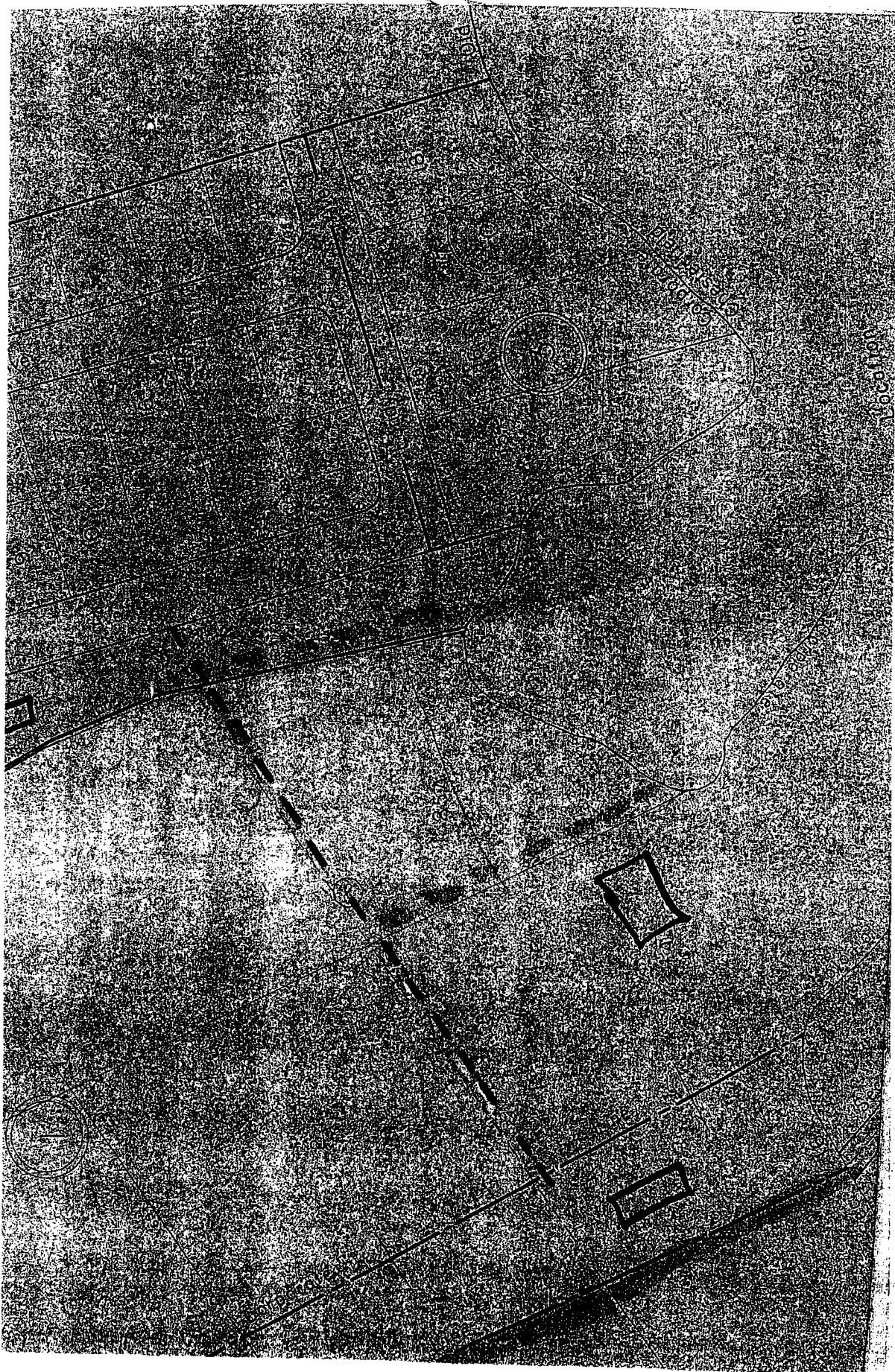
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 14°12'45" W	62.09'
L2	S 39°31'47" W	196.05'
L3	N 68°56'09" W	27.07'



THIS DRAWING PREPARED AT THE <b>TRI-CITIES OFFICE</b> 4260 Crossings Blvd   Prince George, VA 23875 TEL 804.541.6600 FAX 804.751.0798 www.timmons.com		YOUR VISION ACHIEVED THROUGH OURS.	
DATE: OCTOBER 5, 2009		SCALE: AS SHOWN	
REV: NOVEMBER 13, 2009		J.N.: 27540-903	
DRAWN BY: JNL		CHECK BY: WMN	

**TIMMONS GROUP**

Cell 334-4895





# CITY OF COLONIAL HEIGHTS

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

Larry H. Melvin – Purchasing Agent  
Office: 804-520-9333 Fax: 804-520-9290 Email: [melvinL@colonial-heights.com](mailto:melvinL@colonial-heights.com)

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To: Thomas Mattis – City Manager

From: Larry Melvin – Purchasing Agent

Date: February 3, 2011

Subj: Bid Results – Demolition of City Property

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Invitation to Bid # 10-012503-979, Demolition of City Property, 231 Chesterfield Avenue (Former Colonial Heights Baptist Church), was opened on Tuesday January 25 2011 at 3:00 PM.

The following bids, with pricing, were received:

- S. B. Cox \$147,152
- Dickerson Construction \$231,512.23
- Demolition Services Inc \$265,553
- Haley Builder \$268,700
- Marcor Environmental \$535,802

I contacted S. B. Cox on January 26, to talk to them about their bid. They are confident that they can do the work as stated in our bid, at the price quoted. They are excited about this project.

Based on the recommendation by the City Engineer, contract documents were mail to S.B. Cox on Wednesday, January 26, and received back on Tuesday, February 2.

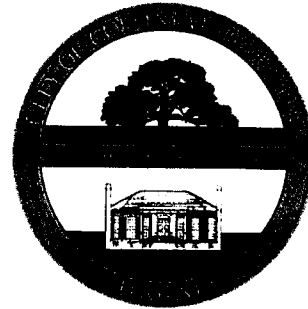
The contract documents are now in the City Attorney's office, pending approval.

# Memorandum

**Date:** January 10, 2011

**To:** Mayor and City Council

**Subject:** Courthouse Project PPEA Oversight  
Advisory/Building Committee



As part of our presentation on the proposed "Road Map to a New Courthouse" at the 12/21/10 City Council Work Session, the staff has recommended utilization of the *Public-Private Education and Infrastructure Act of 2002* (PPEA) to facilitate construction of the new City of Colonial Heights Courthouse.

As defined by the Commonwealth of Virginia Department of General Services, the PPEA was "designed to bring private sector expertise to bear on public projects - saving time and money. It has allowed private entities to acquire, design, construct, improve, renovate, expand, equip, maintain or operate qualifying projects and encourages innovative approaches to financing construction and renovation."

The PPEA grants the City of Colonial Heights the authority to create public-private partnerships for the development of projects such as the new courthouse, insofar as the City "determines there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion."

The PPEA defines "responsible public entities" (RPE) to include any public entity that "has the power to develop or operate the applicable qualifying project."

Based on our experience and overall assessment of this project, it is the staff's view that the development opportunities provided through the PPEA will produce a cost-effective Courthouse Project for the City of Colonial Heights; and will do so in a timely manner. And, as endorsed by the Council at the Work Session, it our further recommendation that implementation of the PPEA begin immediately to move said project forward.

As such, and in addition to the action anticipated by Council to formally activate the PPEA for this project, the staff is now ready to proceed with appointment of the PPEA Oversight Advisory Committee as required by the *Act*.

Guidelines provided by the Department of General Services, stipulate that the City (or RPE):

*"(Establish) an advisory committee consisting of representatives of (the City) and the appropriating body to review the terms of the proposed (PPEA project) agreement. The (Committee's review) criteria should include, but not be limited to, the scope, total cost and duration of the proposed project, and whether the project involves or impacts multiple public entities. Timelines for the work of the committee should be developed and made available to proposers."*



This Committee will work in concert with - but will have a totally different focus than - the PPEA Oversight Advisory/Building Committee, whose primary charge is planning and construction of the Courthouse building. These Committees will interact as appropriate, but the *Land Use Planning Advisory Committee* will be focused on “the big picture issues” that go beyond just the courthouse building; helping the Council to form the broader vision for redevelopment of this area of the City, with the Courthouse serving as its cornerstone.

It is important to note that this Committee as proposed would function purely in an *advisory capacity* providing recommendations and/or suggestions to the Council about possibilities for this project. Such a committee is not mandatory and is recommended solely to provide an opportunity for broad-based input from various representatives of the community as to future improvements or land uses that can enhance the Courthouse Project to the betterment of the City.

Please let me know if you have any questions or comments; or need additional information regarding this item.



Thomas L. Mattis  
City Manager

# Memorandum

**Date:** January 31, 2011

**To:** Mayor and City Council

**Subject:** Courthouse Project – Southern Gateway  
Land Use Planning Committee - REVISED



In addition to the procedural requirements associated with the actual construction of the new City of Colonial Heights Courthouse, the staff has also indentified a number of planning and or land use issues that should be reviewed relative to the land area in and around the project site.

Given the size and scope of the Courthouse Project, it is clearly in the city's best interests to take advantage of this opportunity to develop an effective long-term land use planning strategy for not only the city-owned property where the courthouse will be located, but also the developable property/buildings adjacent to the site; and the Boulevard and Dupuy commercial corridors.

The timing of this project presents unique opportunities for the City to, among other things, create synergy for compatible redevelopment and infrastructure revitalization in the area; develop a pedestrian-friendly environment with substantial greenspace; stabilize adjacent neighborhoods; and develop a unique southern gateway into the city.

Subsequent to a review with the City Council, that staff does now hereby recommend the creation of the *Southern Gateway Land Use Planning Committee* and the following appointments to said committee to help guide this discussion:

## Council/Planning Commission Representatives

- **Betsy Luck**.....*Vice-Mayor*
- **Milton Freeland**.....*City Council*
- **Jim O'Connell**.....*Planning Commission*

## Area Business Community Representatives

- **Bob Schrum**.....*President/CEO, Flagstop (610 Boulevard)*
- **Brian Little**.....*E. Alvin Small Funeral Home (2033 Boulevard)*

## Citizen Representatives

- **Mike Cherry**.....*Resident (204 Battery Place)*
- **Brian Nerrie**.....*Resident (415 Norwood Drive), Virginia State University*

## Staff Representatives

- **Thomas L. Mattis**.....*City Manager*
- **George W. Schanzenbacher** .....*Director of Planning and Community Development*
- **Craig Skalak**.....*Director of Parks & Recreation*
- **William Henley**.....*City Engineer*

Typically, major building projects as the new Courthouse would have a Building Committee made up of various stakeholders and city representatives to help guide the actual construction project, providing timely decision-making on various details and certain elements thereof. In this particular case, however, the staff is proposing to combine such a Building Committee with the required Oversight Advisory Committee into one group that will serve both purposes.

It is therefore the staff's recommendation that the City Council establish the PPEA Oversight Advisory/Building Committee in support of the City of Colonial Heights Courthouse Project and make the following appointments to serve in this capacity:

- **C. Scott Davis**.....*Mayor*
- **Hon. Herbert C. Gill Jr.**.....*Presiding Judge, 12<sup>th</sup> Judicial Circuit of Virginia*
- **Todd B. Wilson**.....*Office of the Sheriff*
- **William Henley**.....*City Engineer*
- **Thomas L. Mattis**.....*City Manager*

Staff Ex-Officio Members

- **Craig Skalak**.....*Director of Parks & Recreation (Building Maintenance)*
- **Larry Melvin**.....*Purchasing Agent (Procurement)*
- **Hugh "Chip" Fisher**.....*City Attorney (Legal)*

Please let me know if you have any questions or comments; or need additional information regarding this item.



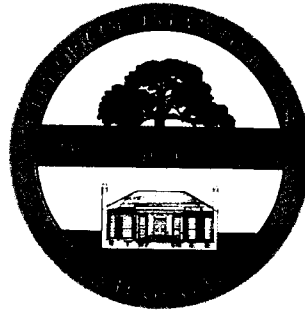
Thomas L. Mattis  
City Manager

# Memorandum

**Date:** January 31, 2010

**To:** Mayor and City Council

**Subject:** Recap – City Council Retreat



Following is a general recap and synopsis of the various issues discussed by the Mayor and City Council, City Manager, City Attorney, Director of Finance and Clerk of Council at the *City Council Retreat* on January 14-15 in Smithfield.

## **2011 City Council Goals**

The retreat included a lengthy and detailed discussion of possible performance goals for the City for 2011. The Council reviewed such possible goals as shared by the City Manager, with the majority of Council appearing to support most if not all of such goals as presented. In addition, the following goals were added to the proposed list subsequent to the retreat as a result of said discussion:

### ***Public Safety***

- ❖ Complete analysis and finalize recommendation on funding and schedule for replacement of CHFD "Medic 3" Ambulance.

### ***Personnel***

- ❖ Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits.
- ❖ Complete review and analysis of future staffing needs for the City Attorney's office.

### ***Transportation/Mobility***

- ❖ Review and assess the City's "Adopt-a-Street" Program to gauge its effectiveness.

### ***Services***

- ❖ Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.

In reviewing my notes, however, I discovered that there was one additional goal that was discussed by Council for possible inclusion with the final listing of goals that I had failed to mention previously:

### ***Courthouse Project***

- ❖ Site of Existing Courthouse – Initiate the process for the development of a plan for future use and/or sale of the existing courthouse property at 401 Temple Avenue.

In addition to these defined goals, Councilmembers also engaged in further discussion as to other short and long term goals, such as increasing business revenues; streamlining the processes for business owners; building more partnerships with citizens and organizations to reduce the City's operating expenses; improving communication with citizens; review staffing for the City Attorney's office and employee raises for the upcoming budget.

A final draft of the 2011 City Council Goals will be prepared to reflect these changes and will be presented to Council for consideration of formal adoption at the February 8 Regular Meeting.

### **Courthouse Project Planning Committees**

Council reviewed these Committees and their respective memberships as proposed by the staff; ultimately giving, by a consensus vote, preliminary approval of the formation of said Committees as proposed with one amendment: Brian Little from E. Alvin Small Funeral Home was selected to replace Vince Ferranti on the *Southern Gateway Land Use Planning Committee* as a business community representative.


### **General Discussion**

In addition, there were also a variety of other items discussed at the retreat that are listed in my notes but are items/issues not necessarily intended for inclusion in the Annual Goals (in no particular order):

- Top priority for Council in the coming fiscal year (FY11-12) will be to provide a pay increase for employees while stabilizing and controlling costs for benefits – particularly health insurance and retirement – but to do so without increasing taxes or fees.
- It is the management's goal in the FY11-12 Annual Budget to fully restore reserve funds and to achieve a zero-based, balanced budget without utilizing fund balance.
- As it relates to the Courthouse Project, the staff should make every effort to insure that sufficient care and screening of residential properties in the affected area are reasonably protected from dust, security issues, etc. related to demolition activities.
- A cost-benefit analysis of fees for dog tags should be completed.
- The staff should consider whether additional personnel would enhance code enforcement efforts during the summer; and, if so, what the possibilities are for internships to assist in this regard.
- Presuming the replacement of CHFD "Medic 3" Ambulance, the staff should consider all possibilities for an effective re-use of the current unit by other city operations.
- The staff should conduct a review and analysis of the timing of the traffic signalization at the Conduit/Temple intersection.
- The City Manager discussed with the Council the current practice of requiring all Department Heads to attend Council Meetings. The Manager shared that some Department's Heads had questioned the need for such attendance; and that it has typically not been the Manager's experience that all Department Heads attend such meetings unless there was something applicable to their expertise planned for the meeting. There were varying opinions expressed on this practice, with some Councilmembers sharing that such attendance was not necessary; while others stated that they found such participation helpful in the proper conducting of business of the City. The Manager took such feedback under advisement and will continue to strive toward a mutually-agreeable solution.
- When contemplating future capital improvements, the staff should remain cognizant of previously-identified "spaulding" issues at Sheppard Stadium.
- There appears to be a growing amount of spare and/or unused cables left behind in various locations throughout the City that are beginning to create an eyesore. The staff should investigate and make efforts to address this issue.
- The City Attorney briefed the Council regarding discoverable information and the transaction of public business via email as it related to public records; reminding Council that FOIA rules governing emails included emails sent to personal email addresses if they pertained to public business.

It should be noted that neither these items as listed above nor the wording of same were voted upon or formally directed in any way by a majority of the Council. They are simply provided as a sharing of my personal notes on the primary discussion items at the retreat. If

Please let me know if you have any questions or comments; or if you feel there were any pertinent items discussed at the retreat that I have not appropriately listed in this report.



Thomas L. Mattis  
City Manager

cc: Department Heads  
Hugh (Chip) Fisher, City Attorney