



AGENDA

Regular Meeting

DATE: June 19, 2012

CITY HALL

TIME: 7:00 P.M.

1. Call to Order.
2. Roll Call.
3. Devotion – The Honorable Milton E. Freeland, Jr.
4. Pledge of Allegiance.
5. Adoption of Agenda.
6. Declarations of Personal Interest.
7. Commendations and Presentations.
 - A. Presentation of Employee of the Month Award for May 2012 to Stacey Peterson, Administrative Assistant.
 - B. Introduction of New City Employees
 1. Zachary Albiston – EMS Firefighter
 2. Randy Foster – EMS Firefighter
 3. Joey Hammack – EMS Firefighter
 4. Heather Smith – EMS Firefighter
 - C. Presentation of Colonial Heights Beautification Award for June 2012 to E. Alvin Small Funeral Home.
8. Reading of Manner of Addressing Council.

ANY MEMBER OF THE PUBLIC ADDRESSING THE COUNCIL SHALL APPROACH THE LECTERN, GIVE HIS NAME AND ADDRESS IN AN AUDIBLE TONE OF VOICE FOR THE RECORD, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. UNLESS FURTHER TIME IS GRANTED BY THE COUNCIL, ANY MEMBER OF THE PUBLIC SHALL ADDRESS THE COUNCIL FOR A MAXIMUM OF FIVE (5) MINUTES, REGARDLESS OF THE NUMBER OF ISSUES HE DESIRES TO DISCUSS. PROVIDED HOWEVER, THAT THE MAIN PROPOSER OF ANY APPLICATION, PETITION, OR PLAN THAT IS THE SUBJECT OF A PUBLIC HEARING SHALL BE ALLOWED TO ADDRESS THE COUNCIL INITIALLY FOR A MAXIMUM OF TEN (10) MINUTES AND LATER IN REBUTTAL FOR A MAXIMUM OF THREE (3) MINUTES.

9. Written Petitions and Communications.

There are none

10. Advertised Public Hearings.

A. Public Hearing as advertised in *The Progress-Index* on Saturday, June 9, 2012.

AN ORDINANCE NO. 12-FIN-16. (First Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$4,593,304, consisting of \$4,282,107 for redemption of 2008 General Obligation Bonds and 2012 General Obligation Bond Issuance costs and the transfer of \$311,197 to the Courthouse Project; such funds coming from a Capital Project Bond sale and increased real estate tax collections.

To amend the Capital Projects Fund Budget to transfer \$4,281,197 in 2012 General Obligation Bond Proceeds issued for Courthouse construction to the General Fund Budget to redeem 2008 General Obligation Bonds issued for Courthouse Construction and Bond Issuance costs; and to appropriate \$55,000 in matching funds and previously authorized grant funding for Phase 2 (\$228,400) and Phase 3 (\$313,600) of the Appomattox Greenway Trial (totaling \$597,000) from the General Fund.

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

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

A. Approval of Minutes:

1. Special Meeting, April 17, 2012.
2. Regular Meeting, April 24, 2012.
3. Special Meeting, May 8, 2012.
4. Regular Meeting, May 8, 2012.
5. Special Meeting, May 15, 2012.

B. Adoption of:

AN ORDINANCE NO. 12-13. (Second Reading). To amend and reordain § 98-11 of Chapter 98, Animals, of the Colonial Heights City Code, providing for a notice of violation for certain offenses and civil penalty thereon. The offenses subject to a civil penalty would be not displaying a current dog license, not having current rabies vaccination, and having a barking or howling dog.

AN ORDINANCE NO. 12-15. (Second Reading). To adopt a revised General Pay Plan Class and Salary Range and to add the grade assignment for Youth Program Coordinator.

AN ORDINANCE NO. 12-FIN-12. (Second Reading). To amend the Solid Waste Management Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30,

2012, to appropriate \$25,000 of retained earnings to be used for additional landfill monitoring and preventative measures.

AN ORDINANCE NO. 12-FIN-13. (Second Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$708 of donated funds to be used by Human Services for the Kids' After-School Program.

13. Introduction and Consideration of Ordinances and Resolutions.

A RESOLUTION NO. 12-24. Wherein the City of Colonial Heights will amend its Virginia Retirement System contribution rates effective July 1, 2012, in accordance with the 2012 Appropriation Act Item 468(H).

A RESOLUTION NO. 12-25. Relating to contributions to the Virginia Retirement System by employees of the City of Colonial Heights required by Internal Revenue Code § 414(h).

A RESOLUTION NO. 12-26. Authorizing the City Manager to enter into the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for the Propane Tank Collection and Recycling Program.

A RESOLUTION NO. 12-27. Authorizing the City Manager to enter into the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for Professional Debris Management Services.

A RESOLUTION NO. 12-28. A resolution whereby the City Council concurs with the School Division's election to pay the VRS Board-Certified Rate.

A RESOLUTION NO. 12-29. Authorizing the City Manager to enter into the First Amendment to the Disaster Recovery Services Program with the Central Virginia Waste Management Authority.

AN ORDINANCE NO. 12-FIN-15. (First Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$22,000 in grant funds to the Fire & EMS Department operating budget to be used to purchase a pet housing trailer for the Police Department's Animal Control Division; to appropriate \$46,000 for consulting services for the Chesterfield County/Colonial Heights Next Generation Radio System Phase 1 Assessment Project; to appropriate \$12,500 in grant funds to the Department of Planning and Community Development to prepare the nomination for the proposed Chesterfield Highlands Historic Tax District; to appropriate \$495,232 from FEMA and State revenues to reimburse the City's cash expenditures made from the Emergency Preparedness Budget; and to appropriate \$3,833 in donations to the Sheriff's Department from VML-Risk Management Safety Grant Program (\$3,733 to purchase cameras) and from the Optimist Club (\$100 for annual Halloween in the Park event).

A RESOLUTION NO. 12-30. Authorizing the City Manager to enter into a Standard Project Administration Agreement with the Virginia Department of Transportation providing for certain sidewalk improvements.

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

15. Reports of Officers and Documents Related Thereto.

A. City Manager.

- 1. Update on New Trash Collection and Recycling Programs**
- 2. Proposed 2012-17 Five-Year Capital Program**
- 3. Update on City Courthouse Project**
- 4. General Activity Report and/or Project Update**

B. City Attorney.

C. Director of Planning and Community Development.

- 1. Actions, Regular Meeting of Planning Commission, June 5, 2012.**
- 2. Minutes, Regular Meeting of Planning Commission, April 3, 2012.**

16. Consideration of Claims.

17. Adjournment.

Memorandum

Date: June 12, 2012

To: Mayor and City Council

Subject: Agenda Briefing - Regular City Council
Meeting - ***Tuesday, June 19, 2012***



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:

7. Commendations and Presentations:

- A. This item is for formal recognition of Stacey Peterson as May 2012 City Employee of the Month by Mayor Davis. A copy of the formal recognition is included with the meeting packet. The Mayor will be making a brief presentation of the award to Mrs. Peterson at the meeting.
- B. This item is for introduction and brief recognition of four (4) new CHFD employees: Zachary Albiston (EMS/Firefighter), Randy Foster (EMS/Firefighter), Joey Hammack (EMS/Firefighter), and Heather Smith (EMS/Firefighter).
- C. This item is for formal presentation of a *Colonial Heights Beautification Award* for June 2012 to the E. Alvin Small Funeral Home at 2033 Boulevard.

8. Reading of Manner Addressing Council

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

10. Public Hearings:

- A. ORDINANCE NO. 12-FIN-16 –This item is for a required Public Hearing and consideration of an Ordinance on First Reading to formally amend the current-year General Fund Budget to address certain issues regarding the financial reporting of appropriations and/or debt proceeds primarily associated with the Courthouse Project. Basically, said funds were originally appropriated through the Capital Projects Fund; however, it has now been determined that the more appropriate avenue for funding and reporting is through the General Fund. Accordingly, this formal amendment to the Annual Budget is required to accommodate same.

The Director of Finance will be making a detailed presentation and answering any questions relative to this item at the meeting.

Budgetary Impact – None; while this item will affect the General Fund Budget as it relates to accounting and/or reporting, it will have no impact on net, overall expenditures or fund balance; and will not adversely affect overall funding of the operating budget or costs to taxpayers.

As noted on the agenda, the notice of public hearing for this agenda item was published in *The Progress-Index*. A copy of the proposed Ordinance is also included in the meeting packet.

The staff recommends approval of this item as presented

11. **Public Comments** (“*Hearing of Citizens Generally on Non-Agenda Issues*”):
12. **Consent Agenda** (“*Consideration of Uncontested Minutes, Ordinances, Resolutions, & Motions . . .*”):
 - A. Copies of the minutes from the (1.) Special Meeting on 4/17//12, the (2.) Regular Meeting on 4/24//12, the (3.) Special Meeting on 5/8//12, the (4.) Regular Meeting on 5/8//12, and the (5.) Special Meeting on 5/15//12 is included in the meeting packet for your review.
 - B. **“Adoption of:”**
 - **ORDINANCE NO. 12-13** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to amend the City Code to provide certain penalties for not displaying a current dog license, not having current rabies vaccination, and having a barking or howling dog.
Budgetary Impact – None
The staff recommends approval of this item as presented
 - **ORDINANCE NO. 12-15** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to formally approve the creation of the new position of Youth Program Coordinator within the Office on Youth Department.
A copy of a staff memorandum providing additional background on this item is included in the meeting packet.
Budgetary Impact – See staff memorandum/report.
A copy of the proposed Resolution is included in the meeting packet.
The staff recommends approval of this item as presented
 - **ORDINANCE NO. 12-FIN-12** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to formally amend the Solid Waste Management Fund Budget to appropriate \$25,000 of retained earnings to be used for additional landfill monitoring and preventative measures.
Budgetary Impact - This item as proposed is bottom-line, “cost-neutral”, as it is the formal appropriation of fund balance and will not adversely affect overall funding of the operating budget or costs to taxpayers.
A copy of the proposed Ordinance and supporting information is included in the meeting packet.
The staff recommends approval of this item as presented
 - **ORDINANCE NO. 12-FIN-13** - Discussed and approved at the last regular meeting; This item is for Second Reading and Final Adoption of an Ordinance to appropriate \$708 of donated funds to be used by Human Services for the Kids’ After-School Program.
Budgetary Impact - This item as proposed is bottom-line, “cost-neutral”, as it is the formal appropriation of donated funds and will not adversely affect overall funding of the operating budget or costs to taxpayers.
A copy of the proposed Ordinance and supporting information is included in the meeting packet.
The staff recommends approval of this item as presented

13. **New Business/Legislation** (*"Introduction and Consideration of Ordinances and Resolutions"*):

➤ **RESOLUTION NO. 12-24** – Discussed during budget deliberations; This item is for consideration of a Resolution required by the Virginia Retirement System (VRS) to formally acknowledge/approve new contribution rates for city employees effective July 1, 2012, in accordance with the 2012 Appropriation Act.

Budgetary Impact – Reviewed previously during budget deliberations; the new VRS rates will have a net adverse impact on costs, but such impact has been fully assessed and contemplated – and accounted for in the FY2012-13 Annual Budget.

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

The staff recommends approval of this item as presented

➤ **RESOLUTION NO. 12-25** – Discussed during budget deliberations; This item is for consideration of a Resolution required by the Virginia Retirement System (VRS) to formally acknowledge/approve contributions by employees of the City of Colonial Heights required by Internal Revenue Code.

Budgetary Impact – Reviewed previously during budget deliberations; the new VRS rates will have a net adverse impact on costs, but such impact has been fully assessed and contemplated – and accounted for in the FY2012-13 Annual Budget.

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

The staff recommends approval of this item as presented

➤ **RESOLUTION NO. 12-26** – This item is for consideration of Resolution to formally approve an amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority to authorize the Propane Tank Collection and Recycling Program. This amendment has been requested by CVWMA to formally authorize and/or approve this service for city residents.

Budgetary Impact – None; all cost associated with this program will be absorbed by fees charged to those customers participating and, as such, will not adversely affect overall funding of the operating budget or costs to taxpayers.

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

The staff recommends approval of this item as presented

➤ **RESOLUTION NO. 12-27** – This item is for consideration of Resolution to formally approve an amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority to authorize professional debris management services. This amendment has been requested by CVWMA to formally authorize and/or approve this service for city residents.

Budgetary Impact – None; all cost associated with this program will be absorbed by fees charged to those customers participating and, as such, will not adversely affect overall funding of the operating budget or costs to taxpayers.

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

The staff recommends approval of this item as presented

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

➤ RESOLUTION NO. 12-28 – Discussed during budget deliberations; This item is for consideration of a Resolution required by the Virginia Retirement System (VRS) to formally acknowledge/approve the CH Public School's decision to pay the VRS Board-Certified Rate for its employees.

Budgetary Impact – Reviewed previously during budget deliberations; the new VRS rates will have a net adverse impact on costs, but such impact has been fully assessed and contemplated – and accounted for in the FY2012-13 Annual Budget.

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

The staff recommends approval of this item as presented

➤ RESOLUTION NO. 12-29 – This item is for consideration of Resolution to formally approve an amendment to the Disaster Recovery Services Program as requested by the Central Virginia Waste Management Authority.

Budgetary Impact – None

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

The staff recommends approval of this item as presented

➤ ORDINANCE NO. 12-FIN-15 - This item is for consideration of an Ordinance on First Reading to authorize an amendment to the FY11-12 Annual Budget to accommodate various funding adjustments as follows:

- The CH Fire/EMS Department has received a grant of \$22,000 to purchase a pet housing trailer for the Police Department's Animal Control Division.
- The CHFD has also requested initial funding of \$46,000 for consulting services for the Chesterfield County/Colonial Heights Next Generation Radio System Phase 1 Assessment Project as previously discussed with Council.
- The Department of Planning and Community Development has received a grant of \$12,500 to prepare the nomination for the proposed Chesterfield Highlands Historic Tax District.
- The Department of Finance has requested formal appropriation of FEMA funds in the total amount of \$495,232 from FEMA and State revenues to reimburse the City's cash expenditures made from the Emergency Preparedness Budget (*The Director of Finance will be making a detailed presentation and answering any questions relative to this item at the meeting*).
- The CH Sheriff's Office has received has received donations in the total amount of \$3,833 from VML-Risk Management Safety Grant Program (\$3,733 to purchase cameras) and from the Optimist Club (\$100 for annual Halloween in the Park event).

Budgetary Impact - This amendment as proposed is bottom-line, “cost-neutral”, as it is the formal appropriation of designated funds from FEMA, the Commonwealth, restricted or donated funds; and will not adversely affect overall funding or costs to taxpayers – with the exception being the funding associated with the Chesterfield/CH Next Generation Radio System Phase 1 which will come from fund balance.

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

The staff recommends approval of this item as presented

14. Unfinished Business . . . and Items Removed from Consent Agenda

– None identified for inclusion on the meeting agenda

15. Staff Reports (“Reports of Officers . . .”):

A. City Manager

1. ***Update on New Trash Collection and Recycling Programs*** - This item is to allow for a general update and overview of issues relating to the City’s New Trash Collection and Recycling Programs. The staff will be updating Council and answering any questions relating to the new services that begin July 1.
2. ***Proposed 2012-17 Five-Year Capital Program*** - This item is to update Council on the current status of the Five-Year Capital Program-Capital Projects and discuss the upcoming review/adoption process.
3. ***Update on City Courthouse Project*** - This item is to allow for general update and/or activities report on this on-going project.
4. ***General Activity Report and/or Project Update*** - This item is for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.

B. City Attorney

C. Director of Planning and Community Development

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

EMPLOYEE OF THE MONTH



NAME: STACEY PETERSON

POSITION: ADMINISTRATIVE ASSISTANT

EMPLOYMENT

HISTORY:

Stacey Peterson has over 18 years of experience with the City, starting in the Treasurer's Office in 1994 and moving to the Public Works Department in 2001. Since 2008, she has served as the Administrative Assistant for the Engineering Division and for the Department Director.

NARRATIVE:

With her exceptional customer service skills and financial management expertise, Stacey sets the standard as an administrative professional. She makes it possible for the employees she supports to function efficiently. As a result, she has earned the highest respect and confidence of the people with which she works and for whom she serves.

She leads from the front, as the "face" and "voice" to visitors, citizens and customers. In her highly visible and important position, she has a triple-A approach: Attitude, Aptitude, and Assistance. Each is accomplished politely and professionally.

In keeping the public works department on track and moving forward, she makes others around her look good, especially her bosses. In many ways, Stacey has a better feel for the workplace and the pulse of the City than they do. They need only let her know what needs to be done, because she will figure out how to do it and get it done.

She knows the ins and outs not only of her department, but also of many others in the City. Public Works runs smoother largely due to her efforts and her overall knowledge of the City is impressive. Above all, she knows that the ultimate purpose of an administrative professional is to be the glue that brings a team together – whether it is a single department or the entire city.

Her personal qualities make her a stand out. She is a good listener and she is flexible. Despite the daily distractions, red tape, and foibles of others, she always perseveres. She performs mundane tasks without complaint. Her knack for asking the right questions at the right time is outstanding.

Stacey is always willing to pitch in and is quick to volunteer to help someone. However, she rarely gets the credit she deserves for going above and beyond her normal duties and responsibilities.

Her hard work was instrumental to the success of the 54th annual conference of the Mid-Atlantic Chapter of the American Public Works Association. This event took place in Ocean City, Maryland in May and was attended by 230 public works officials and industry representatives from Virginia, Maryland, District of Columbia, and West Virginia. She provided support to the organizing committee and ran the registration desk during the conference. The Chapter recognized her contributions to public service by awarding her its Customer Contact Service Award for 2012.

Her willingness to help, however, does not end with the public works department or the public works association. In the words of the Chief of Police, "I gave Stacey Peterson an 'On the Spot' award for her hard work and effort during the planning, preparation and work on the day of our annual Public Safety softball game. It was a small token of gratitude for a lot of after-hours work that Stacey put in. Stacey did all this even though her own husband (Jay), a Police Lieutenant for the City, was not involved with the event. Stacey was wonderful to work with, she got things done and she even got her children involved to help with the after game dinner."

The entire staff of the Department of Public Works and Engineering has come to depend on Stacey for her capable support and her willingness to give of herself. We are proud to have her as part of our staff. Her contributions are greatly appreciated.

AN ORDINANCE NO. 12-FIN-16

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$4,593,304, consisting of \$4,282,107 for redemption of 2008 General Obligation Bonds and 2012 General Obligation Bond Issuance costs and the transfer of \$311,197 to the Courthouse Project; such funds coming from a Capital Project Bond sale and increased real estate tax collections.

To amend the Capital Projects Fund Budget to transfer \$4,281,197 in 2012 General Obligation Bond Proceeds issued for Courthouse construction to the General Fund Budget to redeem 2008 General Obligation Bonds issued for Courthouse Construction and Bond Issuance costs; and to appropriate \$55,000 in matching funds and previously authorized grant funding for Phase 2 (\$228,400) and Phase 3 (\$313,600) of the Appomattox Greenway Trial (totaling \$597,000) from the General Fund.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1 and 2 of Ordinance No. 12-FIN-5, the General Fund Budget, be, and are hereby amended and reordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 142,210
Administrative (City Manager)	309,143
Legal (City Attorney)	219,869
Tax Collections	435,102
Finance	6,094,244
Information Technologies	225,492
Board of Elections	129,110
Judicial	4,407,980
Public Safety	7,860,799
Public Works	3,079,899
Health and Social Services	707,559
Parks and Recreation	1,454,578
Cultural Enrichment	97,265
Library	613,463
Community Development	473,381
Human Services	366,320
Nondepartmental	500,919
Debt Service	2,843,192 7,125,299
Operating Transfers Out	<u>19,043,934</u> 19,355,131
TOTAL	\$49,004,459 53,597,763

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

General Property Taxes	\$21,283,149	21,594,346
Other Local Taxes	14,996,861	
Licenses, Permits & Fees	3,368,705	
Fines and Forfeitures	693,000	
Use of Money & Property	158,000	
Intergovernmental Revenues	6,317,651	
Charges for Current Services	1,227,954—	
Miscellaneous	318,662	4,600,769
Restricted Fund Balance – After School Program		400
Restricted Fund Balance – Violet Bank		11,500
Restricted Fund Balance – Asset Forfeiture		14,841

Restricted Fund Balance – Police	1,175
Restricted Fund Balance – Fire	21,483
Restricted Fund Balance – Senior Citizen	
Transportation	20,000
Restricted Fund Balance – Library	22,000
Fund Balance	<u>549,078</u>
TOTAL	\$49,004,459 53,597,763

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

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	<u>23,015,000</u> 19,045,000
Boulevard Redevelopment	29,237
Fire Apparatus	900,000
Ambulance	<u>218,525</u>
SUBTOTAL	\$24,181,592 20,211,592

RECREATIONAL FACILITIES

Facilities Masterplan/Improvements	57,238
Appomattox River Greenway Trail	<u>859,900</u> 1,456,900
SUBTOTAL	\$917,138 1,514,138

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	463,837
Safe Routes to School	314,948
Traffic Signal – Dimmock Parkway	255,000
ARRA Funding – Southpark Paving	686,070
Dimmock/Southpark Boulevard Turn Lane	177,217
<i>Dupuy Avenue Modernization Project</i>	150,000
<i>Lakeview Avenue Modernization Project</i>	<u>150,000</u>
SUBTOTAL	\$ 7,876,765 8,176,765

TRANSFERS

Transfer to School CIP Program	\$ 813,024
SUBTOTAL	\$ 813,024
TOTAL	\$34,088,519 <u>30,715,519</u>

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

REVENUES

Grant Funds	\$ 1,259,554	1,801,554
Future Bond Issues:		
General Fund	23,165,000	18,883,803
Future Capital Lease	0	
Restricted Fund Balance—Fire Apparatus	146,025	
General Fund	<u>125,000</u>	491,197
SUBTOTAL		\$24,695,579
		21,322,579

CONTINUING APPROPRIATED PROJECTS

General Fund	\$ 9,392,940
SUBTOTAL	\$ <u>9,392,940</u>
 TOTAL	 \$34,088,519
	<u>30,715,519</u>

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 _____.

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

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, June 19, 2012, 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. 12-FIN-16

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$4,593,304, consisting of \$4,282,107 for redemption of 2008 General Obligation Bonds and 2012 General Obligation Bond Issuance costs and the transfer of \$311,197 to Courthouse Project; such funds coming from a Capital Project Bond sale and increased real estate tax collections.

To amend the Capital Projects Fund Budget to transfer \$4,281,197 in 2012 General Obligation Bond Proceeds issued for Courthouse construction to the General Fund Budget to redeem 2008 General Obligation Bonds issued for Courthouse Construction and Bond Issuance costs; and to appropriate \$55,000 in matching funds and previously authorized grant funding for Phase 2 (\$228,400) and Phase 3 (\$513,000) of the Appomattox Greenway Trial (totaling \$597,000) from the General Fund.

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, VIRGINIA
Special Meeting of City Council
April 17, 2012

1. Call to Order.

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

2. Roll Call.

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

Absent: **Councilman John T. Wood (Arrived at 6:08 P.M.)**

Also Present: **Mr. Thomas L. Mattis, City Manager**
 Mr. Hugh P. Fisher, III, City Attorney
 Mr. William E. Johnson, Director of Finance

Mrs. Jennifer N. Carpenter, Director of Human Resources
Mr. 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. A. G. Moore, Jr., Chief of Fire and EMS
Ms. Karen K. Saunders, Information Technology Administrator
Mr. George W. Schanzenbacher, Director of Planning
Mrs. Marjorie DeDanko, Commissioner of Revenue
Ms. Joy Moore, Treasurer

3. Special Meeting for the purpose of holding a work session for the following purpose:

Mrs. Luck read a Declaration of Personal Interest as it pertained to the budget with specific regard to her employment with the School Board, which she filed with the Clerk.

Mr. Frenier read a Declaration of Personal Interest as it pertained to the budget with specific regard to his part-time employment with the Fire/EMS Department and the employment of his spouse by the City, which he filed with the Clerk.

Mr. Mattis presented correspondence the City received from the Petersburg Area Transit, requesting financial assistance, due to the reduction of State supplemental funds they will be receiving. He stated the correspondence was received towards the end of the budget development process and no funding is included in this budget. He further stated City staff had a preliminary meeting with the officials from the Petersburg Area Transit to discuss feedback received from Council members. He stated staff informed them that Council would need more information on how assisting with funding would serve the citizens of Colonial Heights. He further stated the Petersburg Area Transit is open to reassessing available bus routes. He stated currently the only route to Southpark Mall leaves the station in Petersburg and takes the interstate, which does not benefit the

residents of Colonial Heights. The officials of Petersburg Area Transit are open to the possibility of altering the route and having it take the Boulevard. He stated Fort Lee is also interested in having a direct route to Southpark Mall. He further stated the Petersburg Area Transit is seeking feedback from Council.

In response to a question from Mr. Green, Mr. Mattis stated once he has received feedback from Council, he would report back to the Petersburg Area Transit.

In response to a question from Mayor Davis, Mr. Mattis stated the Petersburg Area Transit does not track where their passengers come from to utilize the buses. He further stated one of their most utilized routes is from Petersburg to Richmond.

Mayor Davis suggested that the Petersburg Area Transit do a study to see if the citizens of Colonial Heights utilize their service.

Mr. Freeland stated there are probably not a lot of Colonial Heights citizens utilizing the bus service to Southpark Mall. He suggested if there was going to be a bus route through the City, it would better serve the residents by going up the Boulevard to Ellerslie and then over to Southpark Mall. He stated a bus service is needed in the City, but he is unsure how to track the ridership.

Mr. Green stated he would be interested in traffic counts from Fort Lee to Southpark Mall. He further stated a bus route from Fort Lee to Southpark Mall would help the retail businesses in the City. He further stated soldiers are currently utilizing cab service to get from Fort Lee to Southpark Mall and those numbers may increase with a bus route.

There was a brief discussion regarding the logistics of where the bus would stop along the Boulevard if the City had a bus route.

Mayor Davis suggested Council forward any ideas they may have on funding the Petersburg Area Transit and a potential bus route through the City to Mr. Mattis.

Mr. Mattis stated the City has a pending major upgrade to the radio system, which is five to 6 years away which is estimated to cost \$5 million. He further stated the upgrade would be in partnership with Chesterfield County and part of the process is to do an assessment study of the needs of the radio system. He stated staff received a budget request late in the process for \$45,992 for the City's portion of the reassessment study. He further stated staff is recommending the funding for the assessment study come from the current budget year.

Chief Moore provided a general overview of the City's radio system and the areas in the region which are covered by the system. He stated with the current radio system the City is tied to Chesterfield County, Henrico County, and the City of Richmond. He further stated the City could have a detective conducting an investigation in the north end of Henrico County and have the ability to communicate back to the dispatch center.

In response to a question from Mayor Davis, Chief Moore stated if the City upgrades the radio system, they would be able to communicate with Hanover County and the City of Petersburg.

Chief Moore stated the City currently has an agreement with Chesterfield County, for county staff to do all maintenance to the radio equipment. He further stated this has proven to be extremely beneficial for the City. He stated that there is a major project at

the tower to improve the grounding for the tower to reduce the impacts of lightening. Staff recommends that the City do the reassessment study with Chesterfield County, which is approximately \$46,000 to determine the needs to complete the system upgrade in about six years.

Mrs. Luck stated she can understand a needs assessment for many things, but not for the need to upgrade the radio system.

Chief Moore stated he would rather have an independent third party come in and do the assessment study to tell the City what is needed.

In response to a question from Mrs. Luck, Chief Moore stated the problem the City is having is that there are several radios in inventory that if they break, they are unable to be repaired. He further stated this is due to technology constantly being upgraded, and if the City does not upgrade, it faces the possibility of falling behind.

Mrs. Luck stated 11 years ago when the City was upgrading the radio system, it was a huge investment but it has been well worth the money during weather crises, but paying for an assessment study sounds like throwing money away.

In response to questions from Mr. Freeland, Chief Moore stated the portable radios are the ones that are unable to be repaired if they are damaged. He further stated Chesterfield is currently working on getting the radio system compliant with FCC narrowbanding mandate and should be complete in the next three to four months. He stated funding from Sprint and Nextel is paying to get the system into compliance. He further stated the portable radios are being replaced when they are damaged because Motorola is no longer building that technology.

Mr. Freeland stated he believed most of the City's equipment is upgradable. He further stated Chesterfield County is doing a lot of work on the system, but they probably utilize it more than the City does. He expressed concerns with funding the assessment study, when the system currently covers from the City to northern Henrico.

In response to questions from Mr. Wood, Chief Moore stated the assessment study will determine what the City needs for the overall radio system for the upgrade and the City's portion of the upgrade will be \$5 to \$6 million. He further stated the \$5 to \$6 million would purchase new radios, mobile units in the vehicles, portable radios, and console equipment for the Emergency Communications Center, which is essentially a whole new electronic system.

Mayor Davis stated the \$5 to \$6 million would cover an upgrade in the radio system.

Mr. Wood stated the City seems to be spending money every couple of years for some sort of communication device.

In response to questions from Mr. Wood, Chief Moore stated the requests for funding for communication devices is to upgrade due to the ever changing technology. He further stated there will always be situations where cell phone service may not be available and the current system will need to be upgraded to remain compatible with surrounding locations.

In response to a question from Mr. Green, Chief Moore stated the needs assessment study will take approximately one year. He further stated the study will be paid for once it is complete.

In response to a question from Mr. Green, Mr. Mattis stated the \$5 to \$6 million for the upgrade of the radio system will be paid in payments, not in a lump sum.

Mr. Green expressed concern regarding funding the needs assessment study and the findings being obsolete before the City has an opportunity to upgrade the radio system.

Chief Moore stated the needs assessment study will include computer and hardware needs and for the most part those items will not change.

Mayor Davis stated the needs assessment study will determine what is needed in a new radio system along with the existing footprint and the possible need for additional towers.

Chief Moore stated it has been discussed about Chesterfield County adding three additional towers.

In response to a question from Mayor Davis, Chief Moore stated it is safe to say if the City does not upgrade the radio system, it will be a similar situation as with the prior radio system.

There was a brief discussion regarding the benefits of the regional radio system both to Chesterfield and Colonial Heights.

In response to a question from Mr. Green, Chief Moore stated the needs assessment study is needed to see what software and integration is needed with the nine tower sites to keep them integrated.

Mr. Frenier stated the City also transports patients to Richmond and the ambulances need the ability to communicate with dispatch.

Mr. Mattis stated the City is a partner with Chesterfield County on the radio system and he is unsure if the City has a choice as to whether or not to participate with the upgrade.

Mr. Wood stated the upgrade to the radio system is necessary for the continued communication while traveling outside of the City.

Chief Faries stated a lot of the Police Department's business includes traveling outside of the City for investigations.

Mr. Mattis stated he wanted Council to be aware of the proposed upgrade to the radio system and the needs assessment study.

- **Proposed FY2012-13 Annual Operating Budget**

Mr. Mattis stated additional detailed information had been submitted to Council to support the budget document. He reviewed items which will be significant in the future to the City.

Mayor Davis stated Council will proceed through the budget document by section.

RECAPITULATION

In response to a question from Mayor Davis, Mr. Mattis stated the increase of 84.5 percent is due to the funds changing from enterprise funds to the general fund. He further stated the increase is not new funds, just a reclassification.

In response to a question from Mayor Davis, Mr. Johnson stated the Aid to the Commonwealth was changed by Council to eliminate sending a check to the State, but to have the State make the choice for the City to reduce other revenues.

In response to a question from Mr. Wood, Mr. Mattis stated the \$1 million for communications under public safety is for dispatch operations which includes personnel.

Mayor Davis stated Council has suggested the City Manager and staff study how the City can reduce expenditures on phone services. He further stated some departments saw a decrease in their phone services expenditures, some stayed the same, while others increased.

In response to a question from Mayor Davis, Mr. Mattis stated that staff can provide to Council an overall figure of what the City pays for the phone services. He further stated the purchase of iPads requires a monthly fee and those charges are the phone services line item. He stated staff is currently doing an assessment of the phones in City Hall to assess the City's needs and possibly upgrade in a cost effective way.

Mr. Mattis stated that technology is an area the City is constantly reassessing and making changes. He further stated the City is always looking for ways to make telephones and technology more cost effective.

Mayor Davis stated the City needs to work towards decreasing the expenditures for phone services.

In response to a question from Mayor Davis, Mr. Freeland stated the mobile data computers the Police and Fire Departments use does not have the capability to run data through them.

In response to a question from Mayor Davis, Mr. Mattis stated the City has not seen a decrease in printing costs because the iPads have not been utilized the entire year. He further stated that he expects to see a decrease in the next budget.

CLERK OF COUNCIL

In response to a question from Mayor Davis, Mr. Johnson stated the professional and special services line item increased due moving the copier lease there and out of the capital outlay line item. He further stated only items in the five year capital projects plan will be showing in the future.

CITY MANAGER

In response to a question from Mrs. Yates, Mr. Mattis stated the increase in the phone services line item reflects the iPad monthly charges. He further stated the charges for Council's iPads should be in the telephone line item.

HUMAN RESOURCES

In response to a question from Mayor Davis, Mr. Mattis stated the proposed increase in the Human Resources Professional and Special Services line item is for the yearly maintenance fee for NeoGov, the City's new automated application system. He further stated there has been a reduction in the Advertising line item which corresponds to the cost of NeoGov. He stated Human Resources has completed the first application process utilizing NeoGov and it was successful.

Ms. Carpenter stated utilizing NeoGov will reduce advertising and copying costs.

In response to a question from Mayor Davis, Mr. Mattis stated the City may evolve to only accepting applications electronically in the future.

CITY ATTORNEY

In response to a question from Mayor Davis, Mr. Fisher stated the Professional and Special Services line item is utilized for General Code supplements as well as outside legal counsel if needed.

Mayor Davis stated the City has been fortunate over the last several years, that when outside legal counsel was needed, they were not large costs.

FINANCE

In response to a question from Mr. Green, Mayor Davis stated increases in employees salaries are found under Employee Benefits.

Mr. Johnson stated there are no increases or decreases in salaries other than for turnover in positions. He further stated the increases in salaries that are showing in the budget is the portion of the three percent that was given to employees on October 1, 2011.

In response to a question from Mr. Green, Mr. Johnson stated there is no money in the budget for a true cost of living or merit increase.

In response to a question from Mr. Freeland, Mayor Davis stated the five percent increase in the budget is the increase the State is requiring localities to give employees so they can contribute that amount into their own retirement.

Mayor Davis stated Information Technology never had its own budget and Mr. Mattis has made it into its own department. He further stated there is a position in Finance of an information systems technician, which may require a title change if the positions stays in Finance.

Mr. Mattis stated the information systems technician is exclusively a Finance position and staff will look into changing the title.

Mayor Davis stated in the employee benefits line item, he was expecting to see a larger increase than 2.7 percent due to the five percent raise in salary which will increase the City's portion of FICA and insurance increasing.

Mr. Johnson stated there is about a \$500,000 decrease in what would have been shown under VRS and roughly about \$600,000 worth of increases

Mayor Davis suggested that the City incrementally give staff increases in salaries for employees to contribute to VRS instead of giving the full five percent this budget year. He stated that he understands why the City would give the entire five percent at one time but the individual employees may be affected by having their tax bracket boosted and actually taking home less money in their checks.

Mr. Mattis stated staff will continue to look at the affect of the five percent increase and subsequent five percent payment to VRS on City employees. He further stated staff's recommendation is to give the full five percent increase with this budget. He stated that continuing to chip away at the employees every year for the next five years is not a good alternative. He further stated that other localities in the region are also doing the entire five percent increase this year.

Mayor Davis stated that he would like to see how the increase affects the majority of the employees.

INFORMATION TECHNOLOGY

In response to a question from Mrs. Yates, Mrs. Saunders stated the reason for the increase in the dues and subscriptions line item is the annual subscription for the new City website. She further stated the increase in the telephone line item reflects the monthly iPad service fee.

COMMONWEALTH'S ATTORNEY

In response to a question from Mayor Davis, Mr. Johnson stated the amount for an office manager in the Commonwealth's Attorney's office is more of placeholder of how much funding they have for when they hire for the position they have open. He further stated the City supplements what the State reimburses to the Commonwealth's Attorney's office for the position.

In response to a question from Mrs. Luck, Mr. Johnson stated the Commonwealth's Attorney can use the funds from court services and asset forfeiture for special projects but not for normal staffing.

Mayor Davis stated how asset forfeiture funds are used by the Police Department and Commonwealth's Attorney's Office is spelled out in the State code.

SHERIFF

Mayor Davis stated he has had a discussion with the Sheriff regarding vehicle usage in his department and deputies being allowed to drive their vehicles home. He further stated the Sheriff has assured him that there are only one or two employees which live outside of the City and use their vehicles. He stated those employees will transport prisoners to Riverside Regional Jail on their way home, which eliminates the need to pay an employee overtime to do that.

GENERAL DISTRICT COURT

In response to a question from Mrs. Yates, Mr. Johnson stated staff is trying to capture the actual usage and in most court cases, the City is reimbursed.

POLICE

In response to a question from Mr. Freeland, Mr. Mattis stated the cost of cameras was added to the request for the police cars, so that is one difference in the cost between the police's vehicle and the sheriff's vehicle.

Mayor Davis stated the police vehicles utilize different equipment than the sheriff vehicles.

In response to a question from Mr. Freeland, Chief Faries stated each of the police vehicles do not have cameras installed in them. He further stated cameras are purchased when the budget allows it.

In response to a question from Mrs. Luck, Chief Faries stated the Police Department currently utilizes Chevrolet Caprice as their vehicles.

Mr. Mattis stated as the new vehicles are being outfitted, staff tries to save everything and transfer it to the new vehicles.

There was a brief discussion regarding the number of sergeants and patrolmen which are listed in the Police Department.

Mr. Mattis stated that staff will correct the information in the final documents for the budget.

In response to a question from Mayor Davis, Chief Faries stated the City had been utilizing one of the patrol officers as the animal control officer and a new animal control officer was recently hired. He further stated the animal control office is more efficient now.

In response to a question from Mr. Freeland, Chief Faries stated the rifle sights need to be replaced because they are worn from daily use. He further stated they are not the best sights for the rifles.

Mayor Davis provided an explanation of the different types of sights available and which ones are best for the Police Department's use.

In response to a question from Mr. Frenier, Mr. Mattis stated the funding in the career development line item for the Fire Department is for certifications that are coming up and are not a part of the career development program.

Mayor Davis stated that when Mr. Mattis went over the preliminary proposed budget, he did not support removing the funding for the career development program. He further stated when an employee is told that a program is going to be suspended for a year; the employee doesn't believe the program will ever be restarted. He stated the career development program has become a professional standard in most localities for public safety. He provided an explanation of how the career development program works and the requirements that have to be met. He stated eliminating the career

development program does not bode well for the morale and will hurt what the City does to try to stay competitive with surround localities.

Mr. Green stated that he understood Mayor Davis' concerns regarding the career development program. He inquired what Mayor Davis was willing to sacrifice from the budget to continue to funding the career development program.

Mrs. Luck stated when the career development program was originally proposed to Council the Police and Fire Departments had a large number of open positions and it was done as an incentive to entice potential employees. She further stated there currently are no openings and the City is now competitive with the salaries of police officers and firefighters with surrounding localities.

Mayor Davis stated if the City eliminates an incentive then some of the competitiveness is lost.

Mrs. Luck stated she would not want the elimination of the career development program to be permanent but she also finds it a little inequitable when other departments have goals and training sessions with no monetary incentive.

Mayor Davis stated the career development program is a professional standard. He further stated each locality has different programs for different departments.

Mrs. Luck stated that most professions have professional development which must be done in order to maintain their job. She further stated the City tries to give a cost of living or salary increase across the board and it doesn't seem fair for some departments to have a career development program and for others not. She further stated it may be time for the City to suspend the program for a year.

Mayor Davis stated public safety has a certain amount of education credit hours in their field which must be met to keep their certification. He further stated if an employee is mandated to become certified in a program, they are normally not as proficient as they would be if there was an incentive to become certified. He stated those employees in the career development program are doing something to better themselves and the department.

Mr. Mattis stated he understood the Mayor's point on the career development program. He further stated the City will only suspend the program for a year and he hopes the employees believe that it will be returning. He stated the suspension of the program is strictly a cost saving measure for one year to try to address a budget shortfall and there is a \$50,000 budget shortfall in the budget if the program is not cut. He further stated he has met with Chief Moore and Chief Faries to discuss the career development program, while they were not excited about the news, they recognized their responsibility as part of the overall team of the City. He stated Chief Moore and Chief Faries are supportive of the career development program and they felt while the program is suspended it would be a good time to reassess the entire program and possibly come up with a more effective way to make it work for the Police and Fire Departments. He further stated that the City does not have anyone else on staff who is getting an increase in pay next year, other than the VRS issue and it sends a better message to all of the employees to say no one is getting any kind of pay increase next year. He suggested that staff take this opportunity to see if there is career development programs which can be extend to employees outside of the Police and Fire Departments.

Mayor Davis stated not every police officer and firefighter would be getting a pay increase through the career development program, that it is a small amount of employees that are eligible each year. He further stated the employees must meet certain criteria and have the number of years needed to be eligible for the incentive.

Mr. Green expressed concerns regarding suspending the career development program and possibly hanging an employee out to dry that is due to complete all of the goals necessary to receive the incentive in the next year. He stated there needs to be a waiver which would allow any employees that falls into that scenario to complete their goals and receive the incentive.

Mr. Mattis stated those employees would receive an incentive once the career development program is restarted.

In response to a question from **Mr. Green**, **Mr. Mattis** stated anytime an employee makes more money, it is considered a pay increase.

In response to a question from **Mr. Green**, **Mayor Davis** stated employees who take certain courses or skill training do not automatically get a pay increase. He further stated employees can get a raise without taking classes if the City gives a cost of living or merit increase.

Mr. Green questioned if Council wants the career development program added into the budget, what will be sacrificed. He further stated delaying the purchase of a piece of equipment or a vehicle could fund the career development program. He stated he would be willing to use funding from the contingency fund to allow any employee currently in the process of the career development program to finish.

In response to a question from **Mr. Freeland**, **Mr. Mattis** stated staff will assess what it would cost to grandfather those employees currently in the program now, so they will be able to complete the step they are on.

Mr. Wood stated he is in favor of incentive programs for career development that allow employees the opportunity to do more and demonstrate they are capable to do more. He further stated that the City is in a much different posture then when the career development program was began. He stated the City was in a position of not being able to compete effectively due to the pay scales which were much lower than other localities in the area. He further stated employees understand that if the budget has less revenue, then there has to be a reduction in operating costs. He stated reducing personnel, benefits and the number of paid hours are more detrimental to employee morale and this budget has been masterfully designed to prevent any of those. He further stated temporarily suspending the career development program to maintain the budget is a good idea. He stated the number and quality of applications the City receives when there is an open position demonstrates the City is competitive and this is a good City to work for. He further stated he can support the administration's suggestion to suspend the career development program temporarily.

Mr. Frenier stated the total funding for both the Police and Fire Departments' career development program is \$44,000. He further stated not all employees in those departments are eligible for the program. He stated if one employee leaves the City, it will cost the City more than \$44,000 to get a new employee and have them trained. He further stated he is against suspending the career development program due to the

repercussions on the City. He stated employees will not believe that the program is being temporarily suspended.

Mr. Freeland stated the career development program is still open for discussion and a decision does not have to be made now.

(Council took a five minute recess.)

EMERGENCY MANAGEMENT

In response to a question from Mrs. Yates, Mr. Mattis stated the temporary and seasonal help line item is for the emergency management coordinator position and it increased due to changing the way the funding is placed in the budget. He further stated in the past staff would only show half of the salary in the budget and adjust the budget once the grant had been received, but this year staff is putting the full amount of the salary in the budget. He stated staff fully expects to receive the grant as it has in years past.

COMMUNICATIONS

In response to a question from Mrs. Yates, Mr. Mattis stated the request for a communications coordinator is a mistake.

PUBLIC WORKS

Mr. Freeland expressed concerns regarding purchasing a new tractor-slope/boom mower. He stated a 20 year old tractor is not obsolete and parts can still be purchased for it. He further stated the funding allocated for the tractor-slope/boom mower could be utilized for the career development program in the Police and Fire Departments and utilizes the tractor for another year.

Mr. Wood stated each year Council hears from many citizens concerned about the mowing and maintenance of City property and staff needs the equipment to maintain the City's rights of way. He further stated the appearance of the City affects the City's economic viability.

Mr. Mattis stated the new tractor-slope/boom mower will replace a 23 year old piece of equipment and the purchase is consistent with the 5 year capital plan. He further stated the mower does not need to be purchased next year but the City is behind in upgrading and replacing equipment. He stated the City does a lot of mowing and staff is trying to keep up with the mowing demand. He further stated if Council does not want to purchase the mower, then staff will suggest purchasing the next piece of equipment in the plan.

In response to a question from Mayor Davis, Mr. Henley stated the mower is used frequently and the City has a number of easements where they are only accessible with this type of equipment. He further stated that this piece of equipment was utilized to clear the trail. He stated of all of the City's rolling stock, Public Works has the equipment with the highest replacement value. He further stated it is in the City's long term interest to look at the replacement of the equipment in a long term plan. He stated that over the last four months, the City has spent about four times what it should be spending on an annual basis to maintain the mower to be replaced. He further stated that there are new attachments with the equipment that will maximum safety and minimize damage during the operation of the mower.

Mr. Green stated during Council's Retreat he suggested the City look into replacing vehicles in their fleet with used vehicles as opposed to new vehicles due to the cost savings. He suggested staff look into trying to find a used replacement mower.

Mr. Frenier stated having personnel operating 20 year old equipment is unacceptable and he would support purchasing a new mower.

In response to a question from Mrs. Luck, Mr. Henley stated a message board is an electronic directional message board to direct traffic.

There was a brief discussion regarding whether the City should keep the pieces of equipment in which replacements are being purchased or to continue auctioning them off.

PARKS AND RECREATION

In response to a question from Mayor Davis, Mr. Mattis stated the City has \$11,000 allocated to purchase mulch, flowers, shrubs and trees to beautify the City.

In response to a question from Mayor Davis, Mr. Mattis stated City staff does a lot of mowing and the mowers need to be on a regular replacement schedule. He further stated the boom mower was utilized to do the initial clearing at the trail, but the routine mowing occurs with zero turn mowers. He stated the Parks and Recreation Department will be absorbing Appamatuck Park this year and will be maintaining it at a different level than in the past.

Mr. Skalak stated Parks and Recreation has a plan for replacing the outdated equipment and wants to be proactive.

In response to a question from Mayor Davis, Mr. Skalak stated staff will continue utilizing the City's current inventory for mowing and will be adding to the inventory. He further stated the City has ample vehicles and trailers to transport the mowers to the sites.

Mr. Freeland stated since the Parks and Recreation Department has taken over Appamatuck Park, it looks better than it has looked since it was developed. He further stated the zero turn mowers do a better job on the grass and the mowing can be done faster.

In response to a question from Mayor Davis, Mr. Skalak stated two mowers are needed to have two with the same deck location to achieve equal cuts on the lawn of the new courthouse.

In response to a question from Mr. Wood, Mr. Skalak stated the zero turn mowers will allow the employees greater productivity.

ECONOMIC DEVELOPMENT

Mayor Davis stated the previous City Manager had a vision for the economic development position and how it would benefit the City. He questioned whether the City is doing that particular position justice in how it is currently functioning.

Mr. Mattis stated staff has discussed the economic development position and wants to make the economic development position what Council wants it to be in the future. He further stated that he will be bringing forward information to show the costs and what the position does for the City.

Mayor Davis stated the City may want to invest additional funding into the economic development position and make it full-time to achieve what the City needs for economic development.

In response to a question from Mayor Davis, Mr. Schanzenbacher stated staff is about half way through the process for the Comprehensive Plan. He further stated staff has a draft vision and mission and need to receive feedback from Council and will be establishing goals and objectives.

OFFICE ON YOUTH & HUMAN SERVICES

In response to a question from Mrs. Yates, Mr. Johnson stated the fringe benefits line item in Juvenile Crime Grant shows the benefits as a separate line item. He further stated the amount in that line item depends on what people in the system receives for health insurance.

There was a brief discussion regarding the cost of the fringe benefits for a full-time employee to the City.

In response to a question from Mayor Davis, Mr. Johnson stated the discrepancies on the part-time or full-time administrative assistant for the Office on Youth is due to an employee retiring and the possible restructuring of the department. He further stated the position will be funded the same way it was last year.

NON-DEPARTMENTAL

In response to a question from Mayor Davis, Mr. Mattis stated the Advisory Board to Council did meet and reviewed the requests for funding from different programs and made a recommendation.

SCHOOL FUND

Mayor Davis stated the School Fund does not appear to be in as bad of shape for funding as what was initially thought, even though the State has not adopted a budget.

NON-OPERATING REVENUE

In response to a question from Mrs. Yates, Mr. Johnson stated with the Water and Sewer Funds being put together, some of the administrative charges were interchanges between the two funds and since they were combined, that line item is no longer there.

Mr. Green stated that if Council decides not to approve the purchase of a boom mower, the funding could be put towards the career development program in the Police and Fire Departments. He commended past Council's for being fiscally responsible in the past to set aside funds for a rainy day fund, which could be used if needed. He stated the current Council has continued to be fiscally responsible, but there have been a few years where the rainy day fund has needed to be utilized. He commended management and staff for the budget which has been proposed. He stated he believes Police and Fire are

two of the most under paid career fields and would like to have the career development for those two departments funded, if it is possible.

There was a brief discussion regarding Council's meeting schedule for the next couple of weeks.

Mr. Mattis stated Council will have the first reading for the budget on April 24, 2012 and final approval on May 8, 2012.

In response to a question from Mr. Green, Mr. Mattis stated the groundbreaking for the Courthouse will be Tuesday, May 1, 2012, at 4:00 P.M.

Mayor Davis requested to have any follow up discussion on the budget prior to the Public Hearings scheduled for April 24, 2012. He commended the City Manager on a job well done on the budget preparation. He stated the City has an invaluable asset in the Finance Director who has done the City budget many times and knows the ins and outs of the organization.

Mr. Mattis stated the budget process was a good team effort which included Council and all of staff. He further stated having staff doing their part makes the formulation of the budget easier.

Mr. Wood stated the Commonwealth of Virginia will be executing a tolling agreement with the Federal Transportation Administration by December 2012. He further stated the Commonwealth will be asking the Metropolitan Planning Organization and other agencies what their position is with regards to the amount and location of the tolls. He stated the tolling stations are proposed to be located just south of the southern terminus between I-95 and I-295 and south of the Massoponox Exit, which is south of Fredericksburg and north of the northern terminus of I-295 with I-95. He further stated this means all of the traffic north of Fredericksburg will not be tolled, but will be subject to availability of the tolls collected. He shared the information which was provided by VDOT.

Mayor Davis requested Council members to forward any questions or comments to Mr. Wood.

Mr. Wood stated a VDOT representative could attend a Council meeting to provide more information about the proposal.

4. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mr. Freeland, seconded by Mr. Frenier, and carried unanimously on voice vote at 9:20 P.M.

APPROVED:

C. Scott Davis, Mayor

ATTEST:

DeAnna D. Atkins, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, April 24, 2012

1. Call to Order.

The Regular Meeting of City Council was called to order by Mayor Davis at 6:01 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:

Mr. Thomas L. Mattis, City Manager
Mr. Hugh P. Fisher, III, City Attorney

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

Mr. Frenier read a Declaration of Personal Interest as it pertained to the budget with specific regard to his part-time employment with the Fire/EMS Department and the employment of his spouse by the City, which he filed with the Clerk.

Mrs. Luck read a Declaration of Personal Interest as it pertained to the budget with specific regard to her employment with the School Board, which she filed with the Clerk.

Mr. Mattis provided a brief explanation of House Bill 1301. He stated House Bill 1301 does not change staff's recommendation on the budget. He further stated that staff is not clear on the what exact impact is going to be on the City.

Mayor Davis stated the Commonwealth is basing House Bill 1301 on an average throughout the state, and if a locality is below a certain threshold, the locality would

be able to keep all of their court fees and fines at the local level. He further stated if the City is required to turn over a portion of court fees and fines, it will affect how the Sheriff pays for deputies for the Courthouse.

Mr. Green inquired whether it would help if a letter or resolution sent to our legislators from Council would be of assistance in expressing Council's position on House Bill 1301.

Mr. Mattis stated he was confident the Mayor and himself could get together and prepare a letter for the Mayor's signature.

Mayor Davis stated House Bill 1301 was approved by the conferees as part of the State budget and it will be very difficult to change it.

A motion was made by Mr. Wood, seconded by Mrs. Luck, directing the Mayor, in conjunction with the City Manager, to draft a letter expressing Council's opposition to the portion of House Bill 1301 which limits and restricts local use of monies received from traffic fines.

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

Motion UNANIMOUS PASS.

Mr. Wood stated not only are the chances slim to have changes made but the window of opportunity is extremely narrow because if the Governor does not act quickly, the conferees' version of the budget will be adopted.

Mr. Green suggested sending the letter electronically so it gets there promptly.

3. Special Meeting for the purpose of holding a work session for the following purposes:

A. Review and Discussion of the City Manager's Recommended Budget for Fiscal Year 2012-13.

In response to questions from Mayor Davis, Mr. Johnson stated the figures supplied to Council was just for the land lines in the City, and not the total amount in the telephone line item. He further stated the total amount for the telephone line item would include the monthly fees for mobile data computers, air cards and iPads.

Mr. Mattis stated staff would provide Mayor Davis with the total figure for the telephone line item.

Mayor Davis stated if Council had the total figure for the telephone line item, it would show a true picture of what the City is spending.

In response to a question from Mr. Freeland, Mr. Johnson stated the City receives revenue from cell phone carriers who utilize the City's towers.

In response to a question from Mr. Freeland, Mr. Henley stated the City has long term lease agreements with cell phone carriers for use of the City's towers.

Mayor Davis stated the career development program needs to be funded. He further stated there are employees that will test in June and would have received the pay for it in July. He further stated the City Manager has agreed to possibly fund the career development program mid-way through the fiscal year if the budget will allow it.

Mr. Mattis stated staff is willing review the revenue projections and mid-year possibly fund the career development program if the revenue is there. He further stated staff would do an assessment of the program and also possibly expand to other departments and bring it back to Council.

Mr. Freeland stated he hopes the City can fund the career development program if revenue increases.

Mr. Wood stated that employees need to understand and realize that many localities are having to take more drastic measures to balance their budgets, such as losing personnel. He further stated suspending the career development program allows the City to balance the budget and maintain all employees and services. He stated the City has been fortunate to have administrations and Councils which have managed the City's money and growth well. He further stated that suspension of the career development plan is small price to pay and the City Manager has stated it will be revisited later. He stated hopefully, other departments, not just the public safety employees, will be able to benefit from such a program. He further stated career development programs are significant in smaller localities where career advancement may not be as easy as a larger locality.

Mr. Frenier stated he is against the career development program being removed from the budget completely, but he supports the compromise. He further stated eliminating the program would be devastating to the public safety departments. He stated the program is for the men and women out there answering the calls and doing the dirty work. He further stated he appreciates the compromise which has been proposed by the City Manager.

Mr. Freeland expressed appreciation to Mr. Mattis and Mr. Johnson for the excellent job they have done on the FY2012-13 budget. He suggested Council further consider

the \$15,000 request from the Petersburg Area Transit to provide bus service in the City on a trial basis. He stated with gas prices continually rising, he has noticed a lot of pedestrian traffic at the south end of the City and bus service in the City would be an alternative for them. He expressed concerns relative to the City spending \$80,000 to replace the boom slope mower when the maintenance records show only normal maintenance on the mower, which averages about \$3,000 per year. He stated the City could postpone purchasing the boom slope mower for a year to supplement the request of the Fire Chief to fund an assessment study for the emergency radio system along with the Petersburg Area Transit request.

Mayor Davis stated he has a hard time voting for an expense for the Petersburg Area Transit when there is not an outpouring of citizens saying they need transportation provided by the City.

In response to a comment from Mr. Freeland, Mayor Davis stated there has been one citizen requesting public transit in the six years he has been on Council. He further stated if there was a way of tracking the daily load count on the current Petersburg Area Transit routes, and there was some data showing City's citizens utilizing the routes, he would be more willing vote in favor of funding them.

Mrs. Luck expressed concerns regarding the number of citizens who would actually utilize a public transit route in the City. She stated once a new service or program is begun and it is removed at a later date that is when there will be an outcry about the removal of it. She further stated a study needs to be done to gather data on how many City citizens would utilize a bus route in the City.

Mayor Davis stated Petersburg Area Transit needs to do a study through their ridership. He further stated the City residents may not utilize the route within the City.

Mrs. Yates stated citizens may utilize the route from their house to the mall or the grocery store.

In response to a question from Mr. Frenier, Mr. Freeland stated he is referring to the potential route within the City not the route from Petersburg to Richmond.

Mayor Davis stated part of the \$15,000 the City would give Petersburg Area Transit is to assist them in keeping the route from Petersburg to Richmond.

Mr. Freeland stated if Colonial Heights can obtain a route within the City for the \$15,000, it would not bother him if Petersburg Area Transit utilizes part of that to support the Petersburg to Richmond route.

Mr. Green stated if a route through the City has never been run, Petersburg Area Transit can not provide the City with ridership numbers. He expressed concerns regarding Petersburg Area Transit being unable to provide the City with ridership numbers for routes they currently are running, which concerns him about the quality of their management. He stated he would like to be able to provide a bus service in the City, but if the service is provided on a trial basis and then it is removed, Council will hear an outcry from the citizens. He further stated there would be plenty of citizens that would utilize the bus route if it was dependable. He stated the \$15,000 proposal

was an estimate and that amount could increase depending on what services the City wanted.

In response to a comment from Mr. Green, Mr. Mattis stated a route in the City, the route from Fort Lee to Southpark Mall and the route from Petersburg to Richmond are all in play.

Mr. Green stated a route in the City would benefit the City's revenue, as far as people being able to come to shop in Colonial Heights. He further stated if the City tried the route from the south end to the north end of the Boulevard, the City would benefit from it.

Mayor Davis stated from his experience traveling to Boston, who has a huge transit system, he has learned once a transit system is started, citizens will expect it and the cost to operate it will never decrease. He further stated public transit systems always rely on the jurisdictions and other state or federal funds for funding.

Mr. Freeland stated he would support providing a public transit route through the City on a trial basis and removing it if it turns out to be cost prohibitive.

Mr. Wood stated when a service is provided and then removed citizens will outcry that they are receiving less services for higher taxes. He further stated when it comes to public transit, rarely more than twenty percent of the operation costs are paid by the fares collected and that is why government agencies are requested to provide funding. He stated Council needs to decide if providing public transit is beneficial to the City and its citizens as a whole.

Mr. Freeland stated the ridership numbers for a bus route through the City will not be known until it is instituted.

Mr. Wood stated if citizens are asked if they would utilize a bus route, generally they are going to say yes. He further stated once a route is instituted, it is difficult to remove it. He stated the economic model will not support public transit.

Mr. Freeland stated if the City can obtain a bus route through the City, it will be worth the funding request.

Mr. Wood stated the administration is trying to replace equipment on a schedule so there is no back log of equipment needing to be replaced all at once. He further stated the purchase of any piece of equipment in the budget can be delayed, but it is good to spread the amount of equipment being purchased through the years.

Mr. Green stated on equipment such as the slope boom mower, the number of hours it is operated is more important than how many miles it is ran in a year.

In response to a question from Mr. Green, Mr. Mattis stated the City could get one more year out of each piece of equipment in the operation. He further stated it is important to have the right equipment for the employees to be able to do their jobs safely, especially in public works. He stated staff is beginning to take a five year view at the replacement of equipment in the City's fleet. He further stated staff can remove

this piece of equipment from the proposed budget and add in the next piece of equipment on the replacement schedule.

Mr. Green expressed concerns regarding not purchasing the boom slope mower and possibly make it more difficult for an employee to do their job.

Mr. Mattis stated staff believes the boom slope mower needs to be replaced and now is the right time to replace it. He further stated operating costs and capital investment are two different entities. He stated it is staff's recommendation to keep the boom slope mower in the budget and move forward as presented.

Mr. Green stated he would like to give the bus route a trial run, but it is more important to the citizens to have the slope boom mower in order to keep the City looking nice.

In response to a question from Mayor Davis, Mr. Mattis stated the funding for the assessment study for the radio equipment will be coming out of the FY2011-12 budget not the proposed FY 2012-13 budget.

Mr. Frenier stated the boom slope mower is 20 years old and a newer mower would have more safety features on it. He further stated Council needs to be cognitive of the safety of the City's employees. He stated if the City delays purchasing the mower for a year, the price will increase next year.

In response to a request from Mayor Davis, Mr. Mattis stated staff will continue to monitor the affect of the five percent increase in employees' pay with that amount going to VRS on the employees and report back to Council.

Council took a 5 minute recess.

PUBLIC HEARING – 7:00 P.M.

B. Holding a Public Hearing on the City Manager's Recommended Budget for Fiscal Year 2012-13.

1. Reading by City Attorney of Manner of Addressing Council.

ANY MEMBER OF THE PUBLIC ADDRESSING THE COUNCIL SHALL APPROACH THE LECTERN, GIVE HIS NAME AND ADDRESS IN AN AUDIBLE TONE OF VOICE FOR THE RECORD, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. UNLESS FURTHER TIME IS GRANTED BY THE COUNCIL, ANY MEMBER OF THE PUBLIC SHALL ADDRESS THE COUNCIL FOR A MAXIMUM OF FIVE (5) MINUTES, REGARDLESS OF THE NUMBER OF ISSUES HE DESIRES TO DISCUSS. PROVIDED HOWEVER, THAT THE MAIN PROPONENT OF ANY APPLICATION, PETITION, OR PLAN THAT IS THE SUBJECT OF A PUBLIC HEARING SHALL BE ALLOWED TO ADDRESS THE COUNCIL INITIALLY FOR A MAXIMUM OF TEN (10) MINUTES AND LATER IN REBUTTAL FOR A MAXIMUM OF THREE (3) MINUTES.

Mayor Davis called for general comments from the public on the FY2012-13 budget.

Ms. Lori Mollnow, 706 Waterfront Drive, addressed Council on behalf of the Colonial Heights Food Pantry. She stated last year 1,173 volunteers worked a total of 12,777 hours. She further stated the Mission statement of the pantry is the Colonial Heights Food Pantry is committed to alleviating hunger, while developing collaborative strategies to encourage self reliance in our community. She stated the community is very supportive of the food pantry, but the pantry is currently struggling to provide fresh fruits and vegetables to the clients.

Mayor Davis expressed appreciation to Mr. Humphries for the Colonial Heights Food Pantry. He stated Council has appropriated \$6,000 for FY2012-13 for the food pantry.

Mayor Davis stated that Ordinance Nos. 12-10, 12-11, and 12-12 are not a part of the FY2012-13 budget package.

Mr. Norm Gold, Chief Operations Officer of Feedmore Agency, expressed appreciation to Council for their support. He provided information on the number of meals which has been served by the agency and the cost associated with those meals.

Mayor Davis expressed appreciation to Mr. Gold and Feedmore Agency for the service provided to the residents of Colonial Heights.

Mr. Hand Barrett, 5113 Nantucket Court, addressed Council regarding an issue with the outfall from the storm drainage system next to his property. He expressed concerns relative to the 20 foot deep, 60 foot long hole which has been created by the outfall. He requested Council fund this project to bring the property back to its pre-damage condition.

Mayor Davis stated this project is in the Five-Year Capital Plan, which will be presented to Council in the future. He further stated the Five-Year Capital Plan has not been funded in several years due to budget restrictions. He stated the Plan can be manipulated by Council, but there are several other projects which need the City's attention.

Mr. Barrett stated the area surrounding the storm drainage outfall is dangerous.

Mr. Mattis stated the project has been identified as a \$200,000 project, which is a major project for the City. He further stated there are a number of projects throughout the City that are comparable to the one at 5113 Nantucket Court.

Mrs. Ann Hoopsick, 401 Dupuy Avenue, stated the new trash and recycling program sounds like a good plan.

In response to questions from Mrs. Hoopsick, Mayor Davis provided an explanation of how the recycling program will be monitored for the recycling reward perks. He stated the collection day for solid waste will remain the same and the bin for the recycling will be larger. He further stated the City does not pay fees for recyclables going into the landfill.

Mrs. Hoopsick stated there are localities in North Carolina which fine citizens \$25 on their utility bill if they do not recycle. She further stated she would not want to see the City of Colonial Heights fining citizens for not recycling.

Mayor Davis stated the City's goal is to get citizens to recycle positively by offering perks.

Mr. Green stated when citizens increase their recycling, the City reduces its solid waste. He further stated if citizens decide not to recycle they do not get the perk and there is no penalty.

2. Disclosure of Personal Interests by Council members pursuant to the State and Local Government Conflict of Interests Act.

Mrs. Luck read a Declaration of Personal Interest as it pertained to the budget with specific regard to her employment with the School Board, which she filed with the Clerk.

Mr. Frenier read a Declaration of Personal Interest as it pertained to the budget with specific regard to his part-time employment with the Fire/EMS Department and the employment of his spouse by the City, which he filed with the Clerk.

3. Public Hearing as advertised in *The Progress-Index* on Sunday, April 15, 2012.

AN ORDINANCE NO. 12-FIN-7 (First Reading). Adopting the General Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

A motion for adoption of Ordinance No. 12-FIN-7 was made by Mrs. Luck and seconded by Mr. Green.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-8 (First Reading). Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013; and approving such budget.

A motion for adoption of Ordinance No. 12-FIN-8 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 12-FIN-8.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-9 (First Reading). Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the principal purposes stated.

A motion for adoption of Ordinance No. 12-FIN-9 was made by Mr. Frenier and seconded by Mrs. Yates.

There was no response to the Mayor's request for comments from the public or the Council.

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

Absent: **None**

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-10 (First Reading). Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the operating expenses stated.

A motion for adoption of Ordinance No. 12-FIN-10 was made by Mrs. Luck and seconded by Mrs. Yates.

In response to a question from Mayor Davis, Mr. Mattis stated it is less expensive for the City to pay credits towards the sewer fund instead of giving funding to upgrade the sewer plant.

There was no response to the Mayor's request for comments from the public or the Council.

Vote: **7-0**

Yes: **Freeland, Jr.**

Frenier

Green, Jr.

Luck

Wood

Yates

Davis

No: **None**

Abstained: **None**

Absent: **None**

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-11 (First Reading). Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the operating expenses stated.

A motion for adoption of Ordinance No. 12-FIN-11 was made by Mr. Green and seconded by Mrs. Luck

Mayor Davis provided a brief explanation of Ordinance No. 12-FIN-11.

There was no response to the Mayor's request for comments from the public or the Council.

Vote: **7-0**

Yes: **Freeland, Jr.**

	Frenier
	Green, Jr.
	Luck
	Wood
	Yates
	Davis
No:	None
Abstained:	None
Absent:	None

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-4 (First Reading). Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2012, and ending December 31, 2012; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

A motion for adoption of Ordinance No. 12-4 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 12-4.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

Mr. Wood stated the additional funds generated by Ordinance No. 12-4 is designated for the specific development of the Courthouse.

AN ORDINANCE NO. 12-5 (First Reading). Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year

ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013; for general municipal purposes.

A motion for adoption of Ordinance No. 12-5 was made by Mr. Green and seconded by Mrs. Luck.

Mayor Davis provided a brief explanation of Ordinance No. 12-5.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-6 (First Reading). Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

A motion for adoption of Ordinance No. 12-6 was made by Mr. Green and seconded by Mrs. Luck.

Mayor Davis provided a brief explanation of Ordinance No. 12-7.

There was no response to the Mayor's request for comments from the public or the Council.

<u>Vote:</u>	7-0
Yes:	Freeland, Jr. Frenier Green, Jr. Luck Wood Yates

No:	Davis
Abstained:	None
Absent:	None

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-7 (First Reading). Reaffirming Ordinance No. 10-11, which provided for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2012, and ending December 31, 2012; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

A motion for adoption of Ordinance No. 11-FIN-6 was made by Mr. Green and seconded by Mrs. Luck.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-8 (First Reading). Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

A motion for adoption of Ordinance No. 12-8 was made by Mr. Green and seconded by Mr. Frenier.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-9 (First Reading). Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013; for general municipal purposes.

A motion for adoption of Ordinance No. 12-9 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 12-9. He stated if the State decided to take this tax from localities, the City would lose a significant amount of revenue.

There was no response to the Mayor's request for comments from the public or the Council.

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

Motion UNANIMOUS PASS.

Mr. Green expressed appreciation to Mrs. Hoopsick for coming to address Council.

Mayor Davis stated one of Council's goals is to try to communicate with the public better.

In response to a comment from Mr. Mattis, Mayor Davis stated Council will have a meeting on May 8, 2012. He further stated the Groundbreaking for the Courthouse will be May 1, 2012 at 4:00 P.M.

Mr. Green stated the Boulevard looks nice coming from the south end of town with the buildings being removed near the new Courthouse site.

4. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 7:45 P.M.

APPROVED:

C. Scott Davis, Mayor

ATTEST:

DeAnna D. Atkins, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, May 8, 2012

1. Call to Order.

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

2. Roll Call.

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

Absent: **Councilman John T. Wood (Arrived at 6:16 P.M.)**

Also Present: **Mr. Thomas L. Mattis, City Manager**
 Mr. Hugh P. Fisher, III, City Attorney
 Mr. William E. Johnson, Director of Finance

3. Special Meeting for the purpose of:

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

- Section 2.2-3711.A.3, to discuss or consider the acquisition of real property for a public purpose – specifically, the possible condemnation of real property on six parcels for the Boulevard Modernization Project – where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- Section 2.2-3711.A.7, to consult with legal counsel pertaining to probable litigation – specifically, the Circuit Court case of In Re: Deborah Romero – where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

The Clerk announced the purpose of the meeting.

A motion to go into closed session was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 6:01 P.M.

4. Voice Vote – come back into Open Session.

A motion to reconvene in open session was made by Mr. Frenier, seconded by Mrs. Yates, and carried unanimously on voice vote at 6:59 P.M.

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

- Section 2.2-3711.A.3, to discuss or consider the acquisition of real property for a public purpose – specifically, the possible condemnation of real property on six parcels for the Boulevard Modernization Project – where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- Section 2.2-3711.A.7, to consult with legal counsel pertaining to probable litigation – specifically, the Circuit Court case of In Re: Deborah Romero – where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

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

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

Motion UNANIMOUS PASS.

A motion to authorize the City Attorney to institute suit regarding the disposition of Deborah Romero was made by Mayor Davis, seconded by Mr. Green.

<u>Vote:</u>	7-0
Yes:	Freeland, Jr. Frenier Green, Jr.

Minutes, Special Meeting

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**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 Mr. Freeland, seconded by Mrs. Luck, and carried unanimously on voice vote at 7:01 P.M.

APPROVED:

C. Scott Davis, Mayor

ATTEST:

DeAnna D. Atkins, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, May 8, 2012

1. Call to Order.

The Regular Meeting of City Council was called to order by Mayor Davis at 7:02 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:

Mr. Thomas L. Mattis, City Manager
Mr. Hugh P. Fisher, III, City Attorney

Mr. William E. Johnson, Director of Finance
Mrs. Jennifer N. Carpenter, Director of Human Resources
Mr. Jeffrey W. Faries, Chief of Police
Mr. Bruce N. Hansen, Library Director
Mr. George W. Schanzenbacher, Director of Planning
Mr. Brian Copple, Assistant Director of Public Works/Engineering
Mr. Craig R. Skalak, Director of Recreation and Parks

3. Devotion.

A devotional prayer was led by Mr. Freeland.

4. Pledge of Allegiance.

The Pledge of Allegiance was led by Mr. Freeland.

5. Adoption of Agenda.

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

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

Motion UNANIMOUS PASS.

6. Declarations of Personal Interest.

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

Mrs. Luck read a Declaration of Personal Interest as it pertained to the budget with specific regard to her employment with the School Board, which she filed with the Clerk.

Mr. Wood read a Declaration of Personal Interest with regard to his residential location near the former church property (the proposed site of the new Courthouse), which was filed with the Clerk.

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

7. Commendations and Presentations.

A. Presentation of Team of the Month Award for April 2012 to Ms. Krystle Hester, EMS Firefighter and Mr. Joseph Boisseau, Deputy Fire Marshall.

Mayor Davis recognized Ms. Hester and Mr. Boisseau, read the commendation in its entirety and presented them with a certificate and a small token of appreciation from the City.

Ms. Hester and Mr. Boisseau expressed appreciation for the recognition.

B. Introduction of New City Employees

- Mr. Barry Davis, Senior Automotive Mechanic (Fleet Maintenance)**

Mr. Freddie Ross introduced Mr. Barry Davis.

Mayor Davis welcomed Mr. Davis to the City.

- **Mr. Robert Garrison, Deputy Sheriff (Sheriff's Office)**

Sheriff Wilson introduced Mr. Robert Garrison.

Mayor Davis welcomed Mr. Garrison to the City.

- **Mr. Eddie Nye, Utility Technician (Public Works)**
- **Mr. Trey Sheppard, Utility Technician (Public Works)**

Mr. Copple introduced Mr. Eddie Nye and Mr. Trey Sheppard.

Mayor Davis welcomed Mr. Nye and Mr. Sheppard to the City.

- **Mrs. Jeri-Ann Tomlin, Legal Assistant (City Attorney's Office)**

Mr. Fisher introduced Mrs. Jeri-Ann Tomlin.

Mayor Davis welcomed Mrs. Tomlin to the City.

8. Reading of Manner of Addressing Council.

The City Attorney read the Manner of Addressing Council.

9. Written Petitions and Communications.

There were none.

10. Advertised Public Hearings.

- A. **Public Hearing as advertised in *The Progress-Index* on Friday, April 27, 2012.**

AN ORDINANCE NO. 12-13. (First Reading). To amend and reordain § 98-11 of Chapter 98, Animals, of the Colonial Heights City Code, providing for a notice of violation for certain offenses and civil penalty thereon. The offenses subject to a civil penalty would be not displaying a current dog license, not having current rabies vaccination, and having a barking or howling dog.

A motion for adoption of Ordinance No. 12-3 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 12-13.

Mr. Fisher stated the concerns the Treasurer had regarding the implementation of Ordinance No. 12-3 have been eliminated.

Mayor Davis stated handling complaints in this manner is a more effective way than through the previous process under the criminal statute.

Mr. Fisher stated handling complaints in this manner will be a trial process and once staff is comfortable with the system, the City may expand civil penalties to other violations as well.

In response to a question from Mrs. Luck, Mayor Davis stated the dog tag is supposed to be on the dog, but the Police Department has been willing in the past if the tag is readily available to work with the citizen.

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

Motion UNANIMOUS PASS.

B. Public Hearing as advertised in *The Progress-Index* on Saturday, April 28, 2012 and Saturday, May 5, 2012.

A RESOLUTION NO. 12-23. Authorizing acquisition by condemnation, if necessary, of certain portions of various tax map parcels in fee simple together with certain easements for the Boulevard (Route 1) Modernization and Improvement Project. The property acquired for the Project is needed to widen the Boulevard and install curb, gutter, landscaping, and other improvements. The following are the tax map numbers to be acquired in part, if necessary, in fee simple together with certain easements: (1) tax map parcel number 29000500010, owned by Larry Forehand and Patricia Forehand; (2) tax map parcel number 41000403022, owned by Mosley Properties, Inc.; (3) tax map parcel number 3000050000A, owned by Dunn Right Properties, LLC; (4) tax map parcel number 3000050000B, owned by Victor A. Johnson and Deborah D. Johnson; (5) tax map parcel number 27001000003, owned by Wawa, Inc; and (6) tax map parcel number 40000400001, owned by Colonial Heights Business Trust.

A motion to amend Resolution No. 12-23, by removing tax map parcel number 3000050000B, owned by Victor A. Johnson and Deborah D. Johnson, based upon compliance with what the City needs, was made by Mayor Davis, seconded by Mr. Green.

Minutes, Regular Meeting

May 8, 2012

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

Motion UNANIMOUS PASS.

A motion for adoption of Resolution No. 12-23, as amended, was made by Mr. Green and seconded by Mr. Frenier.

Mayor Davis provided a brief explanation of Resolution No. 12-23. He stated the property which may be condemned will be used to widen the Boulevard and portions of Dupuy Avenue.

In response to a question from Mr. Green, Mayor Davis stated the power lines on the above mentioned properties will not be buried but the current poles will be relocated.

Mr. R. L. Dunn, owner of Dunn Right Properties, stated he has been working with the City Manager.

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

Motion UNANIMOUS PASS.

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

Mr. Wood expressed appreciation to the City Administration and the Public Works Department for the excellent condition of the site of the new Courthouse for the Groundbreaking Ceremony.

Mayor Davis stated the Groundbreaking Ceremony for the new Courthouse was a nice event. He further stated he looks forward to working with Kenbridge Construction as they move forward with the project.

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

A. Approval of Minutes:

1. Regular Meeting, April 10, 2012.

B. Adoption of:

AN ORDINANCE NO. 12-3. (Second Reading). To grant a special use permit to KHJ, LLC, for property located at 800 West Roslyn Road. The property is presently zoned IN Industrial District, has parcel identification numbers 6805380004A, 68050000012C and 6805000012B, and comprises 11.5 acres. The special use permit would allow for the property to be used for a restaurant not to exceed 2,000 square feet, which would be located in the existing farm museum building; and allow for a freestanding pole sign not exceeding 45 feet in height and 192 square feet in size, to be located within 500 feet of the Interstate 95 highway right-of-way.

FY2012-13 Annual Operating Budget

AN ORDINANCE NO. 12-FIN-8 (Second Reading). Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013; and approving such budget.

AN ORDINANCE NO. 12-FIN-9 (Second Reading). Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the principal purposes stated.

AN ORDINANCE NO. 12-FIN-10 (Second Reading). Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the operating expenses stated.

AN ORDINANCE NO. 12-FIN-11 (Second Reading). Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the operating expenses stated.

AN ORDINANCE NO. 12-4 (Second Reading). Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2012, and ending December 31, 2012; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

AN ORDINANCE NO. 12-5 (Second Reading). Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year

ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013; for general municipal purposes.

AN ORDINANCE NO. 12-6 (Second Reading). Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

AN ORDINANCE NO. 12-7 (Second Reading). Reaffirming Ordinance No. 10-11, which provided for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2012, and ending December 31, 2012; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2013, and ending December 31, 2013, for general municipal purposes.

AN ORDINANCE NO. 12-8 (Second Reading). Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

AN ORDINANCE NO. 12-9 (Second Reading). Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2012; and for the tax year commencing January 1, 2013, and ending December 31, 2013; for general municipal purposes.

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

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

Motion UNANIMOUS PASS.

13. Introduction and Consideration of Ordinances and Resolutions.

AN ORDINANCE NO. 12-15. (First Reading). To adopt a revised General Pay Plan Class and Salary Range and to add the grade assignment for Youth Program Coordinator.

A motion for adoption of Ordinance No. 12-15 was made by Mr. Green and seconded by Mrs. Yates.

Mayor Davis provided a brief explanation of Ordinance No. 12-15.

Mr. Mattis stated Ordinance No. 12-15 is an internal reorganization within the Office on Youth Department. He further stated Ordinance No. 12-15 creates a new position but no new staff will be added.

In response to a question from Mr. Wood, Mayor Davis stated Ordinance No. 12-15 is combining a full-time and part-time position to make a new full-time position.

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

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-12. (First Reading). To amend the Solid Waste Management Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$25,000 of retained earnings to be used for additional landfill monitoring and preventative measures.

A motion for adoption of Ordinance No. 12-FIN-12 was made by Mrs. Yates and seconded by Mr. Frenier.

Mayor Davis provided a brief explanation of Ordinance No. 12-FIN-12.

<u>Vote:</u>	7-0
Yes:	Freeland, Jr. Frenier Green, Jr. Luck Wood

	Yates
	Davis
No:	None
Abstained:	None
Absent:	None

Motion UNANIMOUS PASS.

AN ORDINANCE NO. 12-FIN-13. (First Reading). To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$708 of donated funds to be used by Human Services for the Kids' After-School Program.

A motion for adoption of Ordinance No. 12-FIN-13 was made by Mr. Green and seconded by Mrs. Luck.

Mayor Davis provided a brief explanation of Ordinance No. 12-FIN-13.

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

Motion UNANIMOUS PASS.

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

AN ORDINANCE NO. 12-FIN-7 (Second Reading). Adopting the General Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

A motion for adoption of Ordinance No. 12-FIN-7 was made by Mr. Green and seconded by Mrs. Luck.

Mr. Freeland expressed concerns regarding replacing the slope boom mower which is 20 years and does not have any major deficiencies. He stated he disagrees with the City Manager when he states a new slope boom mower will be more efficient, effective and safer for employees because the technology is basically the same. He further stated he would support paying \$15,000 to Petersburg Area Transit to get a bus route in the City for a year and if it is not utilized then stopping the service. He stated the City is missing

an opportunity to do an assessment on who would utilize the bus service in the City relatively inexpensive. He further stated the City is considering participating in an assessment study with Chesterfield County for the radio system for \$45,000.

Mayor Davis stated that he does not believe Petersburg Area Transit is going to collect any data with the \$15,000 from the City. He further stated that they will pick up passengers and transport them. He stated public transportation is not self sustaining and he does not feel the \$15,000 is money well spent. He further stated the study for the radio system for \$45,000 is for a multi-million dollar radio system that has increased and will continue to increase the public safety department's ability to communicate. He stated he understood Mr. Freeland's concerns relative to the slope boom mower, but he was accepting administration's recommendation to replace it because it is their goal to gradually replace City equipment that is over 20 years old.

In response to a question from Mr. Freeland, Mr. Copple stated the City still has the 1962 grader, but it is not utilized much by staff.

Mr. Freeland stated the City had a bus service that went around the City. He further stated he has heard from citizens they would utilize a bus service if it was available in the City. He stated that no public transportation service pays for itself and the City cannot use that as an argument not to support Petersburg Area Transit.

Mayor Davis stated if he does not want the citizens of Colonial Heights to pay for public transportation, he can vote against it.

Mr. Green stated he agreed with Mr. Freeland on replacing a slope boom mower that is only 20 years old. He further stated the Engineering Department does such an excellent job and he is inclined to follow their recommendation to replace the equipment. He stated that he has struggled with replacing this piece of equipment because this type of equipment is normally maintained pretty well and lasts more than 20 years. He further stated if the City provides a bus service for a year and then pulls the plug on it, the citizens will be upset. He expressed concerns regarding the fact that Petersburg Area Transit management is unable to provide the City with ridership numbers or estimations but has requested \$15,000. He stated that figure is low to provide a route through the City for a year and fears it will go up if the City decides to utilize the service.

Mr. Frenier stated he agrees with the purchase of the slope boom mower which will allow staff to have good equipment to maintain the City. He further stated he would support a trial bus service in the City if a study could be done to gather data on the ridership numbers.

Mr. Mattis stated the City needs to continue to reinvest in capital equipment for the Public Works Department. He further stated the slope boom mower is the appropriate piece of equipment to replace but staff could select the next piece of equipment on the list to be replaced. He stated the \$15,000 request from Petersburg Area Transit does not guarantee the City will get a bus route through the City, it will be utilized to assist them the Petersburg Area Transit stay in business. He further stated that Petersburg Area Transit is willing to discuss the possibility of other routes being provided through the City.

In response to a question from Mayor Davis, Mr. Mattis stated the Petersburg Area Transit has indicated they are willing to discuss a possible route through the City, but at this point they are looking for partners.

Mr. Wood stated that the Petersburg Area Transit is attempting to spread the funding for public transit amongst localities other than Petersburg. He further stated the Petersburg Area Transit will have to reduce service unless localities are willing to participate and fund the service. He stated each councilmember has to make the decision as to whether or not the public transportation provided by Petersburg Area Transit is cost effective, worthwhile and needed. He further stated if the City decides to fund public transportation it will continue to be funded for many years.

Mr. Freeland stated he understood the request as the Petersburg Area Transit was requesting \$15,000 and asked for routes that Council would like to see through the City. He further stated public transportation is a long term commitment for the City but he still thinks it is worth exploring further.

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

Motion PASS.

15. Reports of Officers and Documents Related Thereto.

A. City Manager.

1. Update on City Courthouse Project
• Review of Plans for Building Interior and Exterior Finishes

Mr. Mattis provided a brief review of progress of the Courthouse project. He stated the Building Committee has made recommendations on the interior and exterior color palette for the Courthouse.

Mr. Scott Wheeler, Enteros Design, PC, presented the Building Committee's recommendations for the color palette for the interior and exterior of the building along with the finishes that will be utilized for the Courthouse. He stated the goal is to utilize durable, easy to maintain materials. He further stated that four types of spaces were identified to have different colors and materials utilized to make them have different looks.

In response to a question from Mayor Davis, Mr. Wheeler stated the jury deliberation room will be decorated with the same color palette as the judges' offices.

Mr. Wheeler stated the lobby space is part of the City's space within the Courthouse.

In response to a question from Mayor Davis, Mr. Wheeler stated ornamental steel railings on the stair case will look like wrought iron.

Mr. Wheeler stated the decision was made to use porcelain tile instead of the terrazzo flooring due to cost. He further stated that while terrazzo flooring is being installed construction must stop because it cannot be walked on.

In response to questions from Mr. Wood, Mr. Wheeler stated the pattern for the floor in the lobby will look similar to the terrazzo pattern which has been shown previously. He further stated the medallion in the lobby will be the only pattern utilized on the interior floor.

There was a brief discussion regarding the color palette and materials which will be utilized for the interior of the Courthouse.

In response to a question from Mrs. Luck, Mr. Wheeler stated the public space walls will not be completely covered in acoustic panels.

Mayor Davis stated that the design presented by Moseley Architects in the beginning has not been altered greatly.

Mr. Wheeler stated some of the materials being utilized in the construction has been changed through the value engineering process to get the most material for the money.

Mr. Green stated the medallion looks more like a compass rose, pointing the difference between right and wrong.

Mr. Wood suggested utilizing more vibrant colors in the public areas in the Courthouse. He stated most governmental buildings have institutional colors.

Mrs. Luck stated that color can be incorporated in the Courthouse with the furnishings because the furnishings are easier to change than the paint on the walls.

Mr. Wheeler stated brighter colored furnishings and artwork could be utilized in the Courthouse.

In response to a question from Mrs. Yates, Mr. Wheeler stated there are no plans for furniture to be placed in the foyer of the Courthouse. He further stated the trim around the windows will be painted white trim.

Mayor Davis stated the furniture for the Courthouse will be selected towards the end of the construction. He further stated the color palette selected was one of the most colorful schemes presented to the Building Committee.

Mr. Green stated that he does not want Council to lose track that the foyer will be utilized to display artifacts and historical renderings.

In response to a question from Mr. Green, Mayor Davis stated the use of the foyer to display artifacts is still being discussed. He further stated this portion of the Courthouse can be utilized by the City.

Mr. Mattis stated staff is leaving all options open for the use of the foyer.

Mayor Davis stated the colors chosen will work with just about any other color scheme and compliment any artifacts which are displayed.

Mr. Wheeler stated the judge's bench will be a dark wood which will be prominent in the courtrooms.

In response to a question from Mrs. Luck, Mr. Wheeler stated it is not recommended to hang artwork from the acoustic panels because it greatly affects their performance.

In response to a question from Mayor Davis, Mr. Wheeler stated the judge's conference spaces, Clerk's offices, and public waiting area will have a vinyl wall covering which is attractive and durable. He further stated that the undesignated space is being decorated so it can be used for things other than storage.

In response to a question from Mr. Wood, Mr. Wheeler stated the band at the base of the exterior of the building is an architectural pre-cast concrete.

In response to a question from Mr. Green, Mr. Wheeler stated the brick which will be utilized for the exterior of the building is a brick manufactured in Virginia.

Mr. Wheeler stated the dome at the top of the Courthouse will be a painted metal which will resemble copper. He further stated the material used on the dome has a 35-year warranty.

Mr. Mattis stated a model of the Courthouse will be built prior to construction which will be placed near the site of the Courthouse.

In response to a question from Mr. Freeland, Mr. Wheeler stated the dimensional shingle which will be used simulates the look of a slate roof and has a 50-year warranty.

In response to a comment from Mr. Mattis, Mr. Wheeler stated recommendations were made to the Building Committee and some changes were made, and all of the colors being presented to Council are good choices.

There was a brief discussion regarding the use of the carpet squares in the Courthouse, how they will be placed and the ease of their maintenance.

In response to a question from Mr. Wood, Mr. Wheeler stated there is a pre-tarnished copper which could be placed on the dome, but that material would still have maintenance issues the City would have to deal with.

Mr. Wood stated a copper dome would fit well on a traditional building.

Mr. Wheeler stated if the City chose a copper dome for the Courthouse there would be a lot of runoff which will stain the white portions of the cupola. He further stated that it was the consensus of the Building Committee to avoid using copper but to maintain the look and feel of copper for the dome.

Mr. Wood suggested the material recommended for the dome of the cupola does not look like copper.

Mr. Mattis stated the Building Committee wanted the cupola to look like copper, not have the maintenance issues and not to tarnish.

Mayor Davis stated if copper was used on the dome of the cupola, it could be maintained to keep the non-tarnished look but it would require a lot of maintenance.

Mrs. Luck stated that maintaining the copper to not tarnish takes away from the traditional look. She further stated she likes the tarnished look on copper.

Mayor Davis stated it was the consensus of the Building Committee to have the dome look like new copper in 50 years and not the tarnished look.

In response to question from Mrs. Luck, Mr. Wheeler stated there are different varieties of paint which can be used on the dome, but the tarnished look of copper is hard to replicate.

Mr. Wood stated the design of using the pre-fabricated concrete stone as a linear break on the face of the Courthouse is masterful. He further stated that the brick being utilized has an orange tint to it, but it does have the variegated look which will help the building look more traditional. He stated he would like to have copper on the dome of the cupola.

Mr. Green stated the color of the brick looks like a faded color which will look more traditional.

In response to a question from Mrs. Luck, Mr. Wheeler stated there is some variegation in the bricks.

Mr. Wheeler stated of the choices presented to the Building Committee, the brick chosen was the least orange brick.

In response to a question from Mr. Freeland, Mr. Wheeler stated portions of the exterior of the Courthouse are going to be a synthetic type stucco material.

It was the general CONSENSUS of Council to move forward with the materials and colors recommended by the Building Committee for the Courthouse.

Mr. Wood stated he wanted to make sure the brick chosen was the least orange brick choice available. He further stated he would like for the dome of the cupola to have copper on it instead of a painted material.

Mayor Davis expressed appreciation to Enteros Design, PC for the presentation.

• Construction Schedule

Mr. Copple stated the construction schedule for the Courthouse is going to be a moving target at times because Kenbridge Construction is on a tight timeframe. He further stated that the building pad for the footprint of the building is anticipated to be completed the second week of June, and by the middle of July the construction should be going vertical. He stated that updates will be provided to Council on a regular basis and the website will be kept updated with the milestones.

Mr. Mattis stated Kenbridge Construction is progressing with the construction.

In response to a question from Mr. Wood, there was a brief discussion regarding holding a cornerstone laying ceremony and how it will be done.

2. Update on New Trash Collection and Recycling Programs

Mr. Mattis presented brochures to Council for their review on the trash collection and recycling programs. He requested if Council had revisions to the brochures to notify his office by the end of the week. He stated the brochures will be sent out to the citizens.

Mayor Davis stated that Council adopted a goal to get information out the public in many different ways and sending out a brochure on the trash collection and recycling programs is a great idea. He further stated it is worth the cost of the printing and postage to keep the citizens informed.

Mr. Mattis stated that the City cannot lose sight that a large number of the population in the City does not have internet access.

There was a brief discussion regarding the recycling perks program and the need for internet access.

Mayor Davis stated the educational component of changing contractors for trash collection is important.

Mr. Green stated that he would support sending the brochures to the citizens. He suggested adding information in the brochure letting citizens know the City does not make revenue from the recycling program.

Mrs. Yates suggested changing the color on the back of the brochure from red so if a citizen is color blind they do not have a difficult time reading it.

There was a brief discussion regarding the cost savings of printing the brochure in black and white as opposed to color.

In response to a question from Mr. Wood, Mr. Mattis stated that staff does anticipate some savings in manpower hours of answering questions by sending out the brochure to citizens. He further stated that when the recycling carts and trash collection carts are delivered there will be a packet of information with them.

Mr. Frenier suggested adding information to the brochure about the 68-gallon container being the same size as what many elderly in the City already utilize.

3. Upcoming Council Meeting Schedule

There was a brief discussion regarding the meeting date in June for the regular meeting. It was decided June 19, 2012 would be a combined regular and work session meeting.

4. General Activity Report and/or Project Update

Mr. Mattis stated grant funding has been approved for phase 2 of the Boulevard Streetscape. He further stated the Arbor Day Program, City Clean-Up Day and Groundbreaking for the Courthouse were successful events.

B. City Attorney.

Mr. Fisher stated the City Employee Picnic is May 18, 2012 from 11:00 A.M. to 2:00 P.M. He further stated the City Attorney's Monthly Report has been updated with a new look. He stated the Planning Commission will be considering changes to the Zoning Ordinance along with the new floodplain ordinance, which should be before Council in July.

C. Director of Planning and Community Development.

16. Consideration of Claims.

17. Adjournment.

A motion to adjourn the Regular Meeting was made by Mrs. Yates seconded by Mrs. Luck and carried unanimously on voice vote at 9:58 P.M.

APPROVED:

C. Scott Davis, Mayor

ATTEST:

DeAnna D. Atkins, City Clerk

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, May 15, 2012

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Davis at 5:31 P.M.

2. Roll Call.

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

Absent: **Vice Mayor Elizabeth G. Luck**

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

3. Special Meeting for the purpose of holding a work session for the following purposes:

- **Presentation of a Proclamation Designating May 13 through May 19, 2012 as Law Enforcement Officers' Memorial Week in the City of Colonial Heights, Virginia**

Mayor Davis recognized Lt. William Anspach, who was present to receive the Proclamation, and read the Proclamation in its entirety.

Lt. Anspach expressed appreciation for the Proclamation.

Mr. John Rooney was recognized for his work on the pictures for the City's new website.

Mayor Davis expressed appreciation to Mr. Rooney and presented him with a token of appreciation.

Mr. Rooney expressed appreciation for the recognition.

- **A RESOLUTION NO. 12-22. Recognizing and commending the public service of Dr. James B. McNeer.**

Mayor Davis read Resolution No. 12-22 in its entirety.

A motion was made by Mayor Davis, seconded by Mr. Green, to adopt Resolution No. 12-22, as presented.

A RESOLUTION NO. 12-22

Recognizing and commending the public service of Dr. James B. McNeer.

WHEREAS, Dr. James B. McNeer is being recognized and commended for his outstanding and dedicated service to the City of Colonial Heights and the Tri-Cities Region; and

WHEREAS, Dr. McNeer earned a bachelor's degree from Emory and Henry College, and later earned a master's degree from West Virginia University and a doctorate from The College of William and Mary; and

WHEREAS, Dr. McNeer and his wife, the former Nancy Wilkinson, relocated to the City of Colonial Heights in 1962 where they began careers in the local school system; and

WHEREAS, Dr. McNeer served the Colonial Heights School System in various positions as an employee until 1968 and later served as a member, vice chairman, and chairman of the Colonial Heights School Board; and

WHEREAS, Dr. McNeer served the citizens of the City of Colonial Heights as Mayor from 1984 until 1996; and during this time, he led the City through the development of Southpark Mall, many road improvements and expansions, formed the Mayor's Beautification Committee, and devoted countless hours to listening and responding to the needs and wants of citizens; and

WHEREAS, Dr. McNeer also served as chairman of the Crater Planning District Commission and as the Tri-Cities' Civilian spokesperson for three base realignment and closure commissions (BRAC), with the last one resulting in the expansion of Fort Lee; and

WHEREAS, Dr. McNeer has taught an adult Sunday school class at Highland Methodist Church in Colonial Heights for over 40 years, and in 1994 received the Presidential Award for leadership and courage in the cause for human relations from the Virginia state unit of the Southern Christian Leadership Conference; and

WHEREAS, Dr. McNeer joined Richard Bland College in 1968 and held the positions of Professor of Government, Director of Admissions and Financial Aid, Assistant to the President, and Provost and Dean of Faculty; and

WHEREAS, Dr. McNeer became the third President of Richard Bland College in 1996 and has led the College in fulfilling its mission – educating, supporting, and preparing students to complete their first two years of college and transfer to a four-year college or university or to be successful in the workforce; and

WHEREAS, during the tenure and leadership of Dr. McNeer, Richard Bland College was successfully reaccredited twice by the Southern Association of Colleges and Schools (SACS); experienced an increase in enrollment; enhanced numerous articulation agreements with public and private four-year colleges and universities; experienced the construction of its first residential housing facilities, new recreational complex, renovations to existing buildings, a new 52,000 square foot state-of-the-art science and technology building named in his honor; and led the implementation of the largest capital campaign in the College's history; and

WHEREAS, Dr. McNeer has announced his retirement effective June 30, 2012 after serving Richard Bland College of The College of William and Mary a total of 44 years, 16 of those years as President; and

WHEREAS, Dr. McNeer is the model of a servant leader and has dedicated his life to regional cooperation, the advancement of good government, excellence in education, and the building of positive relationships; NOW, THEREFORE,

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

1. That Council wishes to publicly recognize and commend Dr. James B. McNeer for his outstanding service to the City of Colonial Heights, Richard Bland College, and the Tri-Cities Region.
2. That, in attestation of the high regard in which Dr. James B. McNeer is held by this Council, this resolution is hereby read into the minutes of this meeting and permanent record of the City of Colonial Heights, this 15th day of May, 2012; and the members of Council unanimously affix their signatures.

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

Motion UNANIMOUS PASS.

8. Adjournment of Special Meeting.

A motion to adjourn the Special Meeting was made by Mr. Frenier, seconded by Mrs. Yates, and carried unanimously on voice vote at 5:44 P.M.

APPROVED:

C. Scott Davis, Mayor

ATTEST:

DeAnna D. Atkins, City Clerk

AN ORDINANCE NO. 12-13

To amend and reordain § 98-11 of Chapter 98, Animals, of the Colonial Heights City Code, providing for a notice of violation for certain offenses and a civil penalty thereon.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 98-11 of Chapter 98, Animals, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 98-11. Penalties.

A. Unless otherwise specified, any violation of a provision of this chapter shall constitute a Class 4 misdemeanor, punishable by a fine of up to \$250.

B. Payment of the annual dog and cat license tax required by this chapter subsequent to a summons to appear before a Court for failure to pay such fee within the time specified in § 98-24 shall not operate to relieve the owner from the penalties provided.

C. Civil penalties:

(1) If an animal control officer or law enforcement officer determines that a civil penalty violation of this section has occurred, he shall issue and serve, or cause to be served a notice of violation on any and all persons committing the violation. The notice shall provide that the person served may elect to make an appearance, either in person or in writing by mail, before the Treasurer of the City, and admit liability for or plead no contest to the violation and pay the civil penalty established for the violation, all within the time period set forth in the notice. If a person so notified does not elect to admit liability or to plead no contest, the violation shall be tried in the Colonial Heights General District Court upon a warrant in debt or complaint, with the same right of appeal as provided in civil actions at law. A finding or admission of liability or a plea of no contest shall not be deemed a criminal conviction for any purpose.

(2) A- For the purposes of this subsection, a civil penalty in the amount listed on the schedule below shall be assessed for a violation of the respective offense:

(a) Not displaying a current City dog license:

[1] First offense: \$20.

[2] Second offense: \$30.

[3] Third and subsequent offenses: \$40.

(b) No current rabies vaccination:

[1] First offense: \$20.

[2] Second offense: \$45.

[3] Third and subsequent offenses: \$60.

(c) Barking or howling dog:

[1] First offense: \$50.

[2] Second offense: \$100.

[3] Third and subsequent offenses: \$150.

~~(2) (3)~~ The assessment of any civil penalty for a violation shall be in lieu of criminal prosecutions for that violation.

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

AN ORDINANCE NO. 12-15

To adopt a revised General Pay Plan Class and Salary Range and to add the grade assignment for Youth Program Coordinator.

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 revised General Pay Plan Class and Salary Range attached as Exhibit A is hereby approved and made a part of this ordinance.
2. That pursuant to City Charter §§ 9.7 and 9.8, the grade assignment for Youth Program Coordinator is added to Grade 13.
3. That this ordinance shall be in full force and effect on and after July 1, 2012.

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

CITY OF COLONIAL HEIGHTS, VIRGINIA
July 1, 2012

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>
11	\$25,486.00 - \$40,393.00 Deputy I Facilities/Groundskeeper I Landfill Attendant Legal Secretary Meter Reader Public Works Technician Staff Aide Staff Assistant Utility Technician Van Driver
12	\$27,971.00 - \$ 46,156.00 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	\$33,956.00 - \$52,727.00 Administrative Assistant Administrative Services Deputy Animal Control Officer Deputy III Deputy Sheriff Facilities/Groundskeeper III EMS Firefighter Recruit* (Starting salary: \$36,314) Police Officer Recruit* (Starting salary: \$36,314) Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician <i>Youth Program Coordinator</i>

*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

July 1, 2012

GRADE GENERAL PAY PLAN CLASS AND SALARY RANGE

14 \$36,513.00 - \$60,249.00

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: \$40,102)
 Horticulturist
 Information Systems Technician
 Legal Assistant
 Library Assistant
 Lieutenant Deputy Sheriff
 Master Deputy Sheriff
 Museum Curator
 Police Detective* (Starting salary: \$40,102)
 Police Officer* (Starting salary: \$40,102)
 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 \$68,829

15 \$41,712.00 - \$68,829

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

GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 3

July 1, 2012

	Senior Engineering Technician Communications Supervisor
16	\$47,658.00 - \$78,637.00
	Deputy Fire Marshal Fire Lieutenant Information Systems Coordinator Police Sergeant Neighborhood Revitalization Planner Purchasing Agent Web Administrator
17	\$54,164.00- \$89,846.00
	Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Communications Coordinator Facilities Superintendent Police Lieutenant Project Coordinator Project Engineer Public Works Superintendent Recreation Superintendent Streets Superintendent Utilities Superintendent
18	\$62,211.00 - \$102,650.00
	Assistant Director of Public Works – Engineering Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Information Technology Administrator Police Captain
EXEC	\$62,071.00 - \$124,146.00
	Chief of Fire & EMS Chief of Police City Engineer Director of Finance

GENERAL PAY PLAN CLASS AND SALARY RANGE

Page 4

July 1, 2012

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

UNCLASSIFIED

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

AN ORDINANCE NO. 12-FIN-12

To amend the Solid Waste Management Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$25,000 of retained earnings to be used for additional landfill monitoring and preventative measures.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Section 2 of Ordinance No. 11-FIN-9, the Solid Waste Management Fund Budget, be and hereby is amended and reordained as follows:

2. That the sum of \$1,286,159 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units up to the sums itemized in the Solid Waste Management Fund Budget, as follows:

REVENUES

Charges for Current Services	\$1,178,659
Miscellaneous	82,500
<i>Retained Earnings</i>	<u>25,000</u>
TOTAL	\$1,261,159 \$1,286,159

EXPENDITURES

Solid Waste	\$-983,384	\$1,008,384
Transfer Station	46,223	
Recycling	<u>231,552</u>	
TOTAL	\$1,261,159	\$1,286,159

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: _____.

he 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

AN ORDINANCE NO. 12-FIN-13

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$708 of donated funds to be used by Human Services for the Kids' After-School Program.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

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

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 142,210
Administrative (City Manager)	309,143
Legal (City Attorney)	219,869
Tax Collections	435,102
Finance	6,094,244
Information Technologies	225,492
Board of Elections	129,110
Judicial	4,415,878
Public Safety	7,882,959
Public Works	3,079,899
Health and Social Services	707,559
Parks and Recreation	1,454,578
Cultural Enrichment	97,265
Library	613,463
Community Development	473,381
Human Services	366,320 367,028
Nondepartmental	500,919
Debt Service	2,843,192
Operating Transfers Out	<u>19,043,934</u>
TOTAL	\$49,034,517 49,035,225

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

General Property Taxes	\$21,283,149
Other Local Taxes	14,996,861
Licenses, Permits & Fees	3,368,705
Fines and Forfeitures	693,000
Use of Money & Property	158,000
Intergovernmental Revenues	6,322,651
Charges for Current Services	1,227,954
Miscellaneous	<u>330,662</u> 331,370
Restricted Fund Balance – After School Program	400
Restricted Fund Balance – Violet Bank	11,500
Restricted Fund Balance – Asset Forfeiture	22,739
Restricted Fund Balance – Police	1,175
Restricted Fund Balance – Fire	26,643
Restricted Fund Balance – Senior Citizen	
Transportation	20,000
Restricted Fund Balance – Library	22,000
Fund Balance	<u>549,078</u>
TOTAL	\$49,034,517 49,035,225
48,980,693	

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

City Clerk

Approved as to form:

City Attorney

A RESOLUTION NO. 12-24

Wherein the City of Colonial Heights will amend its Virginia Retirement System contribution rates effective July 1, 2012, in accordance with the 2012 Appropriation Act Item 468(H).

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

That the City of Colonial Heights does hereby acknowledge that its contribution rates effective July 1, 2012 shall be based on the higher of a) the contribution rate effective for FY 2012, or b) seventy percent of the results of the June 30, 2011 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2012-14 biennium (the "Alternate Rate"); provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate");

That the City of Colonial Heights does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2012:

(Check only one box)

The Certified Rate of 16.80%

The Alternate Rate of 13.24%; and

BE IT ALSO RESOLVED that the City of Colonial Heights does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of the City of Colonial Heights are hereby authorized and directed in the name of the City of Colonial Heights to carry out the provisions of this resolution; and said officers of the City of Colonial Heights are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the City of Colonial Heights for this purpose.

Approved:

Mayor

Attest:

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

CERTIFICATE

I, DeAnna Atkins, Clerk of the Colonial Heights City Council, certify that the foregoing is a true and correct copy of a resolution passed by the Colonial Heights City Council at a lawfully organized meeting of the Colonial Heights City Council, held at Colonial Heights, Virginia, at 7:00 p.m., on June 19, 2012. Given under my hand and seal of the City of Colonial Heights this ____ day of June, 2012.

City Clerk

A RESOLUTION NO. 12-25

Relating to contributions to the Virginia Retirement System by employees of the City of Colonial Heights required by Internal Revenue Code § 414(h).

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

WHEREAS, the City of Colonial Heights employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 ("FY 2013 Employees" for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the City of Colonial Heights employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, the City of Colonial Heights may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB 497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the difference between five percent of the employee's total creditable compensation and the percentage of the member contribution paid by such employee on January 1, 2012.

BE IT THEREFORE RESOLVED, that the City of Colonial Heights does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013):

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	0%	5%
Plan 2	0%	5%
Fy2013 Employees	0%	5%

(Note: Each row must add up to 5%); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the City of Colonial Heights in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the City of Colonial Heights under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the City of Colonial Heights shall be reduced by the amount of member contributions picked up by the City of Colonial Heights on behalf of such employees pursuant to the foregoing resolutions.

NOW, THEREFORE, the officers of the City of Colonial Heights are hereby authorized and directed in the name of the City of Colonial Heights to carry out the provisions of this

resolution, and said officers of the City of Colonial Heights are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the City of Colonial Heights for this purpose.

Approved:

Mayor

Attest:

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

CERTIFICATE

I, DeAnna Atkins, Clerk of the Colonial Heights City Council, certify that the foregoing is a true and correct copy of a resolution passed by the Colonial Heights City Council at a lawfully organized meeting of the Colonial Heights City Council, held at Colonial Heights, Virginia, at 7:00 p.m., on June 19, 2012. Given under my hand and seal of the City of Colonial Heights this ____ day of June, 2012.

City Clerk

A RESOLUTION NO. 12-26

Authorizing the City Manager to enter into the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for the Propane Tank Collection and Recycling Program.

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

1. That Thomas L. Mattis, City Manager, be, and is hereby, authorized to enter into, on behalf of the City, the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for the Propane Tank Collection and Recycling Program; a copy of which is attached to and made part of this resolution; subject to approval by the City Attorney as to form.

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable 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: _____.

Resolution No. 12-26

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

COPY

Re: Res-12-24

FIRST ADDENDUM TO THE
SPECIAL PROJECT SERVICE AGREEMENT FOR
PROPANE TANK COLLECTION SERVICES
between
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
and
PARTICIPATING LOCAL JURISDICTIONS

WHEREAS, the Central Virginia Waste Management Authority (hereinafter "CVWMA") and Massey, Wood and West Inc. (hereinafter "Contractor") executed a Propane Tank Collection Services Contract dated July 1, 2007, and

WHEREAS, Section 2 – Terms of Contract provide for a (5) five year extension of the Contract based on mutual consent of the CVWMA and the Contractor, and

WHEREAS, the Central Virginia Waste Management Authority executed a Special Project Service Agreement (hereinafter "Agreement") with certain participating Local Jurisdictions listed below for the collection of obsolete propane tanks, and

WHEREAS, the CVWMA and the Contractor have extended the term of the contract for a five year period commencing on or about July 1, 2012 and ending June 30, 2017, and

NOW THEREFORE, in consideration of the forgoing recitals and the mutual covenants hereinafter provided:

BE IT RESOLVED that this addendum to the Agreement is made by and between CVWMA, its successors and assigns, having its principal place of business at 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227, and (if executed on the appropriate page 3 – signature – end page of this agreement)

TOWN OF ASHLAND (ASH),
COUNTY OF CHARLES CITY (CCC),
COUNTY OF CHESTERFIELD (CHE),
COUNTY OF GOOCHLAND (GCH),
COUNTY OF HANOVER (HAN),
COUNTY OF HENRICO (HEN),
COUNTY OF NEW KENT (NKT),
COUNTY OF POWHATAN (POW),
CITY OF COLONIAL HEIGHTS (COL),
CITY OF HOPEWELL (HOP), and
CITY OF RICHMOND (RIC)

(hereinafter, collectively, "Participating Local Jurisdictions").

BE IT FURTHER RESOLVED, that the CVWMA and the Participating Local Jurisdictions amend the Agreement as follows:

1. Article III – Term of Agreement, is deleted and substituted in its place is the following:
The term of this Service Agreement shall run concurrently with the term of the Contract with the Contractor, and shall terminate when such Contract terminates. The term of that Contract to start on or about July 1, 2012 and run through June 30, 2017, with no additional renewal options.

BE IT FURTHER RESOLVED, that all other terms, conditions and provisions of the Agreement are reaffirmed and remain in full force and effect as if set out in full in this addendum.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, CVWMA and the Participating Local Jurisdictions have caused this Agreement to be executed.

APPROVED AS TO FORM:

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Patricia Wins McGehee
McCandlish Holton, P.C.

McCandlish Holton, P.C.

By:

Kimberly A. Hynes
Kimberly A. Hynes
Executive Producer

Kimberly A. Hynes
Executive Director

Date: _____

5/22/12

APPROVED AS TO FORM:

CITY OF COLONIAL HEIGHTS

Hugh P. Fisher III
Hugh P. Fisher III
City Attorney

Hugh P. Fisher III
City Attorney

By:

Thomas L. Mattis
City Manager

Date:

A RESOLUTION NO. 12-27

Authorizing the City Manager to enter into the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for Professional Debris Management Services.

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

1. That Thomas L. Mattis, City Manager, be, and is hereby, authorized to enter into, on behalf of the City, the First Amendment to a Special Project Service Agreement with the Central Virginia Waste Management Authority for Professional Debris Management Services, a copy of which is attached to and made part of this resolution; subject to approval by the City Attorney as to form.

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable 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: _____.

Resolution No. 12-27

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

**FIRST ADDENDUM TO THE
SPECIAL PROJECT SERVICE AGREEMENT FOR
PROFESSIONAL DEBRIS MANAGEMENT SERVICES
between
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
and
PARTICIPATING LOCAL JURISDICTIONS**

WHEREAS, the Central Virginia Waste Management Authority (hereinafter "CVWMA") and SAIC (formerly known as Beck Disaster Recovery Inc. executed a Professional Debris Management Services Contract dated June 1, 2007, and

WHEREAS, Section 2 – Terms of Contract provide for a (5) five year extension of the Contract based on mutual consent of the CVWMA and the Contractor, and

WHEREAS, the Central Virginia Waste Management Authority executed a Special Project Service Agreement (hereinafter "Agreement") with certain participating Local Jurisdictions listed below for the Professional Debris Management Services, and

WHEREAS, the CVWMA and the Contractor have extended the term of the contract for a five year period commencing on or about June 1, 2012 and ending May 31, 2017, and

NOW THEREFORE, in consideration of the forgoing recitals and the mutual covenants hereinafter provided:

BE IT RESOLVED that this addendum to the Agreement is made by and between CVWMA, its successors and assigns, having its principal place of business at 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227, and (if executed on the appropriate page 3 – signature – end page of this agreement)

TOWN OF ASHLAND (ASH),
COUNTY OF CHARLES CITY (CCC),
COUNTY OF CHESTERFIELD (CHE),
COUNTY OF GOOCHLAND (GCH),
COUNTY OF HANOVER (HAN),
COUNTY OF HENRICO (HEN),
COUNTY OF NEW KENT (NKT),
COUNTY OF POWHATAN (POW),
COUNTY OF PRINCE GEORGE (PRG)
CITY OF COLONIAL HEIGHTS (COL),
CITY OF HOPEWELL (HOP),
CITY OF PETERSBURG (PET), and
CITY OF RICHMOND (RIC)

(hereinafter, collectively, "Participating Local Jurisdictions").

BE IT FURTHER RESOLVED, that the CVWMA and the Participating Local Jurisdictions amend the Agreement as follows:

The term of this Service Agreement shall run concurrently with the term of the Contract with the Contractor, and shall terminate when such Contract terminates.

The term of that Contract starts on or about June 1, 2012 and runs through May 31, 2017, with no additional renewal options.

BE IT FURTHER RESOLVED, that all other terms, conditions and provisions of the Agreement are reaffirmed and remain in full force and effect as if set out in full in this addendum.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, CVWMA and the Participating Local Jurisdictions have caused this Agreement to be executed.

APPROVED AS TO FORM:

Patricia Collins McCandlish
McCandlish Holton, P.C.

CENTRAL VIRGINIA
WASTE MANAGEMENT AUTHORITY

By: Kimberly A. Hynes
Kimberly A. Hynes
Executive Director

Date: 5/22/12

APPROVED AS TO FORM:

CITY OF COLONIAL HEIGHTS

Hugh P. Fisher III
Hugh P. Fisher III
City Attorney

By: _____
Thomas L. Mattis
City Manager

Date: _____

A RESOLUTION NO. 12-28

A resolution whereby the City Council concurs with the School Division's election to pay the VRS Board-Certified Rate.

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

1. That the City of Colonial Heights does hereby acknowledge that the Colonial Heights School Division has made the election for its contribution rate to be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate"); and
2. That the City of Colonial Heights does hereby certify to the Virginia Retirement System Board of Trustees that it concurs with the election of the Colonial Heights School Division to pay the Certified Rate, as required by Item 468(H) of the 2012 Appropriation Act.

NOW, THEREFORE, the officers of the City of Colonial Heights are hereby authorized and directed in the name of the City of Colonial Heights to execute any required contract to carry out the provisions of this resolution. In execution of any such contract which may be required, the seal of the City of Colonial Heights, as appropriate, shall be affixed and attested by the Clerk.

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable 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

CERTIFICATE

I, DeAnna Atkins, Clerk of the Colonial Heights City Council, certify that the foregoing is a true and correct copy of a resolution passed by the Colonial Heights City Council at a lawfully organized meeting of the Colonial Heights City Council, held at Colonial Heights, Virginia, at 7:00 p.m., on June 19, 2012. Given under my hand and seal of the City of Colonial Heights this ____ day of June, 2012.

City Clerk

A RESOLUTION NO. 12-29

Authorizing the City Manager to enter into the First Amendment to the Disaster Recovery Services Program with the Central Virginia Waste Management Authority.

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

1. That Thomas L. Mattis, City Manager, be, and is hereby, authorized to enter into, on behalf of the City, the First Amendment to the Disaster Recovery Services Program with the Central Virginia Waste Management Authority, a copy of which is attached to and made part of this resolution; subject to approval by the City Attorney as to form.
2. That this resolution shall be in full force and effect upon its passage.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable 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: _____.

Resolution No. 12-29

City Clerk

Approved as to form:

City Attorney

**FIRST ADDENDUM TO THE
SPECIAL PROJECT SERVICE AGREEMENT FOR
DISASTER RECOVERY SERVICES
between
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
and
PARTICIPATING LOCAL JURISDICTIONS**

WHEREAS, the Central Virginia Waste Management Authority (hereinafter "CVWMA") and Omni Pinnical, LLC. and CVWMA and DRC Emergency Services, LLC. executed Disaster Recovery Services Contracts dated June 1, 2007, and

WHEREAS, Section 2 – Terms of Contracts provide for a (5) five year extension of the Contracts based on mutual consent of the CVWMA and the Contractors, and

WHEREAS, the Central Virginia Waste Management Authority executed a Special Project Service Agreement (hereinafter "Agreement") with certain participating Local Jurisdictions listed below for the Disaster Recovery Services, and

WHEREAS, the CVWMA and the Contractors have extended the term of the contracts for a five year period commencing on or about June 1, 2012 and ending May 31, 2017, and

NOW THEREFORE, in consideration of the forgoing recitals and the mutual covenants hereinafter provided:

BE IT RESOLVED that this addendum to the Agreement is made by and between CVWMA, its successors and assigns, having its principal place of business at 2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227, and (if executed on the appropriate page 3 – signature – end page of this agreement)

TOWN OF ASHLAND (ASH),
COUNTY OF CHARLES CITY (CCC),
COUNTY OF CHESTERFIELD (CHE),
COUNTY OF GOOCHLAND (GCH),
COUNTY OF HANOVER (HAN),
COUNTY OF HENRICO (HEN),
COUNTY OF NEW KENT (NKT),
COUNTY OF POWHATAN (POW),
COUNTY OF PRINCE GEORGE (PRG)
CITY OF COLONIAL HEIGHTS (COL),
CITY OF HOPEWELL (HOP),
CITY OF PETERSBURG (PET), and
CITY OF RICHMOND (RIC)

(hereinafter, collectively, "Participating Local Jurisdictions").

BE IT FURTHER RESOLVED, that the CVWMA and the Participating Local Jurisdictions amend the Agreement as follows:

The term of this Service Agreement shall run concurrently with the term of the Contracts with the Contractors, and shall terminate when such Contracts terminate.

The term of those Contracts start on or about June 1, 2012 and run through May 31, 2017, with no additional renewal options.

BE IT FURTHER RESOLVED, that all other terms, conditions and provisions of the Agreement are reaffirmed and remain in full force and effect as if set out in full in this addendum.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, CVWMA and the Participating Local Jurisdictions have caused this Agreement to be executed.

APPROVED AS TO FORM:

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Patricia Collins McCandlish
McCandlish Holton, P.C.

McCandlish Holton, P.C.

By:

Kimberly A. Johnson

Kimberly A. Hynes
Executive Director

Date:

5/22/12

APPROVED AS TO FORM:

CITY OF COLONIAL HEIGHTS

Hugh P. Fisher, III
Hugh P. Fisher III

Hugh P. Fisher III
City Attorney

By:

Thomas L. Mattis
City Manager

Date:

AN ORDINANCE NO. 12-FIN-15

To amend the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, to appropriate \$22,000 in grant funds to the Fire & EMS Department operating budget to be used to purchase a pet housing trailer for the Police Department's Animal Control Division; to appropriate \$46,000 for consulting services for the Chesterfield County/Colonial Heights Next Generation Radio System Phase 1 Assessment Project; to appropriate \$12,500 in grant funds to the Department of Planning and Community Development to prepare the nomination for the proposed Chesterfield Highlands Historic Tax District; to appropriate \$495,232 from FEMA and State revenues to reimburse the City's cash expenditures made from the Emergency Preparedness Budget; and to appropriate \$3,833 in donations to the Sheriff's Department from VML-Risk Management Safety Grant Program (\$3,733 to purchase cameras) and from the Optimist Club (\$100 for annual Halloween in the Park event).

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1 and 2 of Ordinance No. 12-FIN-5, the General Fund Budget, be, and are hereby amended and reordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 142,210
Administrative (City Manager)	309,143
Legal (City Attorney)	219,869
Tax Collections	435,102
Finance	6,094,244
Information Technologies	225,492
Board of Elections	129,110
Judicial	4,407,980 4,411,813
Public Safety	7,860,799 8,424,031
Public Works	3,079,899
Health and Social Services	707,559
Parks and Recreation	1,454,578
Cultural Enrichment	97,265
Library	613,463
Community Development	473,384 485,881
Human Services	366,320
Nondepartmental	500,919
Debt Service	2,843,192
Operating Transfers Out	<u>19,043,934</u>
TOTAL	\$49,004,459 49,584,024

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

General Property Taxes	\$21,283,149
Other Local Taxes	14,996,861
Licenses, Permits & Fees	3,368,705
Fines and Forfeitures	693,000
Use of Money & Property	158,000
Intergovernmental Revenues	6,317,651 6,847,383
Charges for Current Services	1,227,954—
Miscellaneous	318,662 368,495
Restricted Fund Balance – After School Program	400
Restricted Fund Balance – Violet Bank	11,500
Restricted Fund Balance – Asset Forfeiture	14,841
Restricted Fund Balance – Police	1,175
Restricted Fund Balance – Fire	21,483

Restricted Fund Balance – Senior Citizen	
Transportation	20,000
Restricted Fund Balance – Library	22,000
Fund Balance	<u>549,078</u>
TOTAL	\$49,004,459 49,584,024

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

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Kenneth B. Frenier, Councilman: _____.

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

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Diane H. Yates, Councilwoman: _____.

The Honorable C. Scott Davis, Mayor: _____.

City Clerk

Approved as to form:

City Attorney



CITY OF COLONIAL HEIGHTS

FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.
Fire Chief

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

David A. Salot
Deputy Chief

Memorandum

To: Thomas L. Mattis, City Manager

From: A. G. Moore, Jr., Chief of Fire & EMS

Subject: City Council Agenda

Date: May 21, 2012

Please have the following item placed on the June 2012 City Council agenda:

Amend the FY 2011-2012 Fire and EMS operating budget to reflect an increase of \$22,000.

Said funds are from the Virginia Department of Emergency Management FY 2009 State Homeland Security Grant Program. These funds are being used to purchase a pet housing trailer for the Police Department's Animal Control Division. The trailer will be used during emergencies such as hurricanes and tornadoes when pet housing is needed.

If you need further information, please advise.

AGM/ls
Attachments

cc: William E. Johnson, Director of Finance
Hugh P. "Chip" Fisher, City Attorney
Colonel Jeffrey W. Faries, Police Chief



COMMONWEALTH of VIRGINIA

Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

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

March 5, 2012

Mr. Thomas L. Mattis
City Manager
City of Colonial Heights
PO Box 3401
Colonial Heights, VA 23834

Dear Mr. Mattis:

I am pleased to inform you that the Virginia Department of Emergency Management Grants Office has approved the application for funding under the FY 2009 State Homeland Security Grant Program in the amount of \$22,000.00. The City of Colonial Heights will use grant funding to support the Pet Sheltering project.

Enclosed you will find the Grant Award and Special Conditions documents. Please return this executed Grant Agreement and Special Conditions within thirty days from the receipt of this letter. This award is *subject* to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the award will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the "Request for Funds" form. This form can be found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms#report>. You are required to attach invoices and proof of payment that reflect the spending plan you submitted with your application package. Any changes to the budget will require preapproval by the VDEM Grants Office.

The end of the program period is July 31, 2012, for obligation purposes and August 31, 2012, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms#report>.

Mr. Mattis
Page 2
March 5, 2012

If you have questions regarding this award, please contact Amy Wright, Grants Administrator, at (804) 897-9769. Congratulations, and we look forward to working with you.

Sincerely,



Michael M. Cline

MMC/aw

c: Honorable Terrie L. Suit, Secretary of Veterans Affairs and Homeland Security
Ms. Beverley Brandt, Emergency Manager, City of Colonial Heights



CITY OF COLONIAL HEIGHTS

FIRE, EMS AND EMERGENCY MANAGEMENT

A.G. Moore, Jr.
Fire Chief

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

David A. Salot
Deputy Chief

Memorandum

To: Thomas L. Mattis, City Manager

From: A. G. Moore, Jr., Chief of Fire & EMS

Subject: Next Generation Radio System Assessment Project

Date: May 22, 2012

I am recommending the City move forward with the appropriation of \$46,000 to conduct the radio needs assessment for the next generation interoperable regional radio system.

After a detailed review of the needs assessment study and further discussions with Chesterfield County, myself and Chief Faries support moving forward with the consulting services for the Chesterfield County/Colonial Heights Next Generation Radio System Phase 1 Assessment Project. It should be noted that on May 21, 2012 Chesterfield County entered into a purchase order agreement with Altairis to conduct their portion of the study.

I have attached the proposal and the timeline from Altairis Technology Partners for your review. If you need additional information, please advise.

AGM/ls
Attachments
cc: William E. Johnson, Director of Finance
Colonel Jeffrey W. Faries, Police Chief

Mr. Richard Troshak
Director, Emergency Communications
Chesterfield County, VA
P.O. Box 40
Chesterfield, VA 23832

March 09, 2012

Re: Altairis Technology Partners Next Generation Radio System Phase 1 Assessment Proposal

Dear Mr. Troshak,

Please accept this letter in response to Chesterfield County's request for more information regarding Altairis Technology Partners, LLC ("Altairis") and our ability to facilitate communications consulting services for the Chesterfield County Next Generation Radio System Phase 1 Assessment Project. Altairis sincerely welcomes the opportunity to work with Chesterfield County on this mission-critical endeavor. Based on Altairis' knowledge of the County and the excellent working relationship developed over a 13-year period, Altairis is uniquely poised to assist the County with the analysis required to prepare for a Next Generation Radio System.

Based on the level of analysis and preparatory system design work, Altairis has estimated approximately 12 months of effort to complete the Phase 1 Assessment Project. Altairis has crafted a representative work plan to guide the Phase 1 Assessment Project activities (see attached work plan). The County's Phase 1 Assessment Project requires a comprehensive study of both internal County radio communication needs and external interoperability relationships that must be preserved and enhanced with the Next Generation Radio System. In addition, a high-level analysis of the County's existing mobile data system and identification of potential replacement options are included. The Phase 1 Assessment Project concludes with a candidate voice radio system design and associated replacement system cost estimates.

A Virginia LLC, Altairis is an independent technology strategy, sourcing, and implementation firm, specializing in the most technically and operationally complex engagements. Uniquely suited to serve the needs of Chesterfield County, Altairis offers a distinctive blend of technical and business talent, with broad experience in Public Safety and Commercial Wireless technologies. We believe our ability to facilitate the County's needs are unparalleled based on 1) extensive experience with the County's and surrounding jurisdictions communications systems, 2) widely diversified telecommunication expertise, 3) experience negotiating some of the largest telecommunications agreements with the primary public safety vendors and 4) having resources intimately familiar with the County's communications systems.

Altairis participated in a competitive procurement for consulting services (RFP #08-8437-6CS) issued by neighboring Henrico County, VA and was ultimately awarded and is currently providing services for On-Call Communications Consulting Services to the County (Henrico Contract No. 8437). Chesterfield County was part of the proposal review and selection committee that resulted in contract award. For the Next Generation Radio System Phase 1 Assessment Project, Chesterfield County is invited to leverage the contract Altairis has with Henrico County as the competitively procured terms and pricing have been offered to all neighboring localities of Henrico. The professional services fee structure from the Henrico contract has been revised for Chesterfield County and is attached for reference. Altairis proposes an approximate 53-week engagement requiring an estimated 1,842 man-hours (1,418 for base Chesterfield NextGen assessment, 256 for the Colonial Heights Requirements Development Phase and 168 hours for the Chesterfield Mobile Data Analysis) utilizing a variety of resources for a total cost of \$329,473 (\$253,241 for base Chesterfield NextGen assessment, \$45,992 for the Colonial Heights Requirements Development Phase and \$30,240 for the Chesterfield Mobile Data Analysis). Please see the attached work plan for details.

Chesterfield County maintains a critical leadership role in both the Capital Region and Crater Region with respect to interoperable Public Safety communications, and Altairis remains prepared and eager to continue providing technical and business expertise to the County in support of its various radio communications initiatives. We genuinely look forward to the opportunity of assisting Chesterfield County with the Next Generation Radio System Phase 1 Assessment Project. Should you require additional information or discussion, we would be pleased to meet with you in person to further refine the project plan and address any remaining questions. Please do not hesitate to contact me at (804) 306-3793 or via email at jmorgan@AltairisLLC.com.

Sincerely,


James K. Morgan
Partner, Altairis Technology Partners, LLC

Cc: Gerry Fuss
Heather Garland
Steven Gompers

Attachment

Chesterfield County On-Call Consulting Services Hourly Rates

Fee Structure

In general, due to Altairis' emphasis on utilizing experienced resources and leveraging standardized project processes and deliverable templates (e.g., data collection templates, RFPs, vendor evaluation score-sheets and tools, SOW and SLA frameworks, sample end to end contact templates, etc.), Altairis is able to provide exceptional project value through accelerated delivery. Further, to maximize the chance to introduce our services to the County, Altairis is prepared to offer our consultants at prices that represent a significant discount from our standard rates.

Altairis projects are typically structured on a Time and Material basis; however, Altairis would welcome the opportunity to discuss other fee structures with the County on a case-by-case basis.

Time and Materials

Under a Time and Materials arrangement, Altairis would only charge for the actual hours worked, based upon a jointly determined project team size and composition. Specific to this opportunity, Altairis proposes to charge the County for consulting services at the following reduced rates:

Resource	Standard Rate/hour	Chesterfield Discounted Rate/hour ¹
Partner	\$ 230	\$ 195
Principal Consultant	\$ 200	\$ 180
Managing Consultant	\$ 175	\$ 158
Senior Consultant	\$ 145	\$ 131
Consultant	\$ 115	\$ 104
Analyst	\$ 85	\$ 77

Expenses

Because Altairis is located in such close proximity to Chesterfield County, coordination and travel expenses will be much less burdensome than with other more distant firms. Altairis expects that the great majority of its effort associated with the County's various communications projects will be local in nature and, therefore, has included local travel mileage expense in the hourly rate. However, if local travel becomes extraordinary or it becomes necessary to travel outside of the local area, these out-of-pocket expenses² such as travel, meals, and incidentals are in addition to professional fees and will be billed at direct cost without mark-up. Altairis will provide the County prior notification of extraordinary expenses and request prior approval for travel.

Other expenses directly attributable to the project, such as costs for frequency coordination fees, licensing fees, permit fees, civil or structural engineering fees, soil tests, and microwave pre-coordination fees are not included and will be billed to the County as a reimbursable expense if the task is managed through Altairis.

¹ In accordance with Henrico County's RFP Section VI, U., Contract Period, the above rate structure shall be subject to annual increases on the anniversary date of the contract not to exceed three percent (3%) per hour above the previous year's rate.

² Expenses may include, but not be limited to lodging, meals, airfares, rental equipment, rental vehicles, highway mileage at the most current Federal mileage rate, inordinate printing or copying costs, and shipping.

Phase I Assessment Project Pricing Assumptions

General

- Professional fees are based on the estimated labor and expenses included in the pricing for the scope of work outlined in this document and attachments. This effort may be adjusted by mutual agreement of both parties as necessary to facilitate the desired scope of work. Altairis has proposed levels of effort for each task requested by the County and accordingly full-time project management has not been proposed. Should there be unforeseen circumstances beyond Altairis' control that require additional effort or the County requests additional effort such as a full time project manager, Altairis' executive sponsor shall review the County's requirements and submit a cost proposal at that time.
- The fees and rates contained herein shall remain valid for 90 days from the date of this proposal.
- Hourly rates for professional fees beyond the scope of work will be based on Chesterfield Discounted hourly rates and additional expenses.
- Altairis' proposal assumes the County provides a single point of contact for project management.
- Altairis has proposed a total of 1,842 man-hours (1,418 for base Chesterfield NextGen assessment, 256 for the Colonial Heights Requirements Development Phase and 168 hours for the Chesterfield Mobile Data Analysis) utilizing a variety of resources for a total cost of \$329,473 (\$253,241 for base Chesterfield NextGen assessment, \$45,992 for the Colonial Heights Requirements Development Phase and \$30,240 for the Chesterfield Mobile Data Analysis) to facilitate the Phase 1 Assessment Project. Should the need arise, the County and Altairis may decide to utilize any of the various Altairis resources at the Chesterfield County discounted rate to complete the various tasks associated with the project. While not envisioned necessary, this total project cost does not include any expenses for extraordinary local travel. If the County desires support in excess of what has been proposed, Altairis can provide the necessary support and provide quotations for additional services as requested. Altairis will only invoice for actual work performed and services rendered.
- In order to be more responsive to the County's needs, Altairis respectfully reserves the right to move professional fees & expenses between project tasks as necessary and approved by the County to complete the scope of work, as long as the total amount billed to the County does not exceed the contract amount. The representative work plan (see Attachment) serves as a framework for the variety of tasks envisioned for the Phase 1 Assessment. The County and Altairis reserve the flexibility to tailor and adjust the work plan throughout the course of the project as needs, requirements, and funding dictate. Altairis will only invoice for actual work performed and services rendered.
- This proposal does not include comprehensive assessment activities or detailed analyses for any jurisdictions, partners, stakeholders or groups (e.g., Hopewell, Petersburg, etc.) other than Chesterfield County and Colonial Heights. Proposal references to other organizations pertain to analyzing the impact they might have on Chesterfield's Next Generation system and are not intended to imply that any assessment activities are being conducted for the referenced organization. Altairis welcomes the opportunity to work independently with specific partners identified by Chesterfield County or modify the scope of the Chesterfield proposal to include a comprehensive analysis of designated partners.
- This proposal includes a comprehensive assessment of Colonial Heights, VA under the assumption that the City will be an integral part of Chesterfield's NextGen Voice System. The proposal does not analyze a scenario whereby Colonial Heights elects to implement an independent, standalone system. The proposal also assumes Colonial Heights' requirements are incorporated into the Chesterfield report presentation and not a separate report. If during the assessment the City and County desire to expand the scope of work outlined in the proposal, the County and Altairis reserve

the flexibility to tailor and adjust the work plan throughout the course of the project as needs, requirements, and funding dictate.

- The Mobile Data Analysis is proposed to perform a high-level review of the existing system capabilities and lifecycle as well as identify replacement options for a next generation mobile data system. The proposal does not include a detailed analysis of all features, functions, coverage modeling or other related conceptual design work necessary to develop specification for replacing the existing mobile data system. If the County desires support in excess of what has been proposed, Altairis can provide the necessary support and provide quotations for additional services as requested.
- Electrical, mechanical, structural, civil, or other design engineering services not specifically indicated in this proposal have not been proposed. Services specifically requiring a registered Professional Engineering review, certification, or seal are not proposed unless otherwise explicitly stated in this proposal.

Regulatory, Site Planning & Coordination

- Please note that no licensing, regulatory or site acquisition/development coordination has been proposed. The proposed effort does not include local planning or zoning efforts, meetings with the NPSPAC Regional Coordinating Committee, completing FCC licensing or FAA construction notification paperwork, or engineering efforts required for co-channel short-spacing, commercial interference analysis, or analysis of the effects of new tower sites on existing AM transmission facilities. Any additional regulatory or site planning coordination or related fees shall be determined by the County and discussed with Altairis' project manager, who can provide a cost proposal to assist the County at that time.

Procurement & Negotiation Assistance

Procurement support services have not been included as part of this project.

Project Chesterfield, CH12-NextGen-Split Date 3/9/2012									
Task ID	Task Name	Start		End		Duration		Cost	
		Wkday	Time	Wkday	Time	Days	Hours	Work	Hours
58	11.2.5.12 Task Name: Ft. Lee	Thu	9/6/12	Thu	9/6/12	1 d	4 hrs	Fri 9/7/12	2 hrs
59	11.2.5.13	Fri	9/7/12	Fri	9/7/12	1 d	4 hrs	Mon 9/10/12	4 hrs
60	Virginia State University	Fri	9/7/12	Mon	9/10/12	1 d	4 hrs	Mon 9/10/12	4 hrs
61	VA State Police	Mon	9/10/12	Mon	9/10/12	1 d	4 hrs	Tue 9/11/12	2 hrs
62	VA Department Game & Inland Fisheries	Mon	9/10/12	Wed	9/12/12	1 d	4 hrs	Wed 9/12/12	2 hrs
63	VA Animal Beverage Control (ABC)	Wed	9/12/12	Thu	9/13/12	1 d	4 hrs	Thu 9/13/12	2 hrs
64	VA Department of Transportation	Thu	9/13/12	Fri	9/14/12	1 d	4 hrs	Fri 9/14/12	2 hrs
65	VA State Health Department	Fri	9/14/12	Mon	9/17/12	1 d	4 hrs	Mon 9/17/12	2 hrs
66	Dominion VA Power	Mon	9/17/12	Tue	9/18/12	1 d	4 hrs	Tue 9/18/12	2 hrs
67	Johnston-Willes Hospital	Tue	9/18/12	Wed	9/19/12	1 d	4 hrs	Wed 9/19/12	2 hrs
68	Chesperham Hospital	Wed	9/19/12	Thu	9/20/12	1 d	4 hrs	Thu 9/20/12	2 hrs
69	DuPont	Thu	9/20/12	Fri	9/21/12	1 d	4 hrs	Fri 9/21/12	2 hrs
70	Mathis Morris	Fri	9/21/12	Mon	9/24/12	1 d	4 hrs	Mon 9/24/12	2 hrs
71	South End Task Force	Mon	9/24/12	Tue	9/25/12	1 d	4 hrs	Tue 9/25/12	2 hrs
72	RAMIS Partners (Document Current Interoperability & Catalyst Bridge)	Tue	9/25/12	Wed	9/26/12	1 d	4 hrs	Wed 9/26/12	2 hrs
73	Media	Wed	9/26/12	Thu	9/27/12	1 d	4 hrs	Thu 9/27/12	2 hrs
74	Assess/Review Existing Radio System Data/Stats & System Loading	Thu	9/27/12	Fri	9/28/12	1 d	4 hrs	Fri 9/28/12	2 hrs
75	Assess/Review Existing Subscriber Fleet & Requirements	Fri	9/28/12	Mon	10/1/12	1 d	4 hrs	Mon 10/1/12	2 hrs
76	Police	Mon	10/1/12	Tue	10/2/12	1 d	4 hrs	Tue 10/2/12	2 hrs
77	Fire & EMS	Tue	10/2/12	Wed	10/3/12	1 d	4 hrs	Wed 10/3/12	2 hrs
78	Emergency Communications	Wed	10/3/12	Thu	10/4/12	1 d	4 hrs	Thu 10/4/12	2 hrs
79	Sheriff	Thu	10/4/12	Fri	10/5/12	1 d	4 hrs	Fri 10/5/12	2 hrs
80	Administration	Fri	10/5/12	Mon	10/8/12	1 d	4 hrs	Mon 10/8/12	2 hrs
81	Parks & Recreation	Mon	10/8/12	Tue	10/9/12	1 d	4 hrs	Tue 10/9/12	2 hrs
82	Police Utilities	Tue	10/9/12	Wed	10/10/12	1 d	4 hrs	Wed 10/10/12	2 hrs
83	General Services (Buildings & Grounds, WARR) Schools	Wed	10/10/12	Thu	10/11/12	1 d	4 hrs	Thu 10/11/12	2 hrs
84	Environmental Engineering	Thu	10/11/12	Fri	10/12/12	1 d	4 hrs	Fri 10/12/12	2 hrs
85	Building Inspections	Fri	10/12/12	Mon	10/15/12	1 d	4 hrs	Mon 10/15/12	2 hrs
86	Radio Shop	Mon	10/15/12	Tue	10/16/12	1 d	4 hrs	Tue 10/16/12	2 hrs
87	Risk Management	Tue	10/16/12	Wed	10/17/12	1 d	4 hrs	Wed 10/17/12	2 hrs
88	Juvenile Detention	Wed	10/17/12	Thu	10/18/12	1 d	4 hrs	Thu 10/18/12	2 hrs
89	Assess/Review Existing Radio System Coverage Performance & Requirements	Thu	10/18/12	Fri	10/19/12	1 d	4 hrs	Fri 10/19/12	2 hrs
90	Assess/Review Existing Coverage	Fri	10/19/12	Mon	10/22/12	1 d	4 hrs	Mon 10/22/12	2 hrs
91	Conceptual Design Coverage	Mon	10/22/12	Tue	10/23/12	1 d	4 hrs	Tue 10/23/12	2 hrs
92	Assess Licensing/Regulatory/Spectrum Issues	Tue	10/23/12	Fri	11/30/12	2 d	8 hrs	Fri 11/30/12	12 hrs
93	Assess Conventional/Symplex Channels	Fri	11/30/12	Mon	12/3/12	1 d	4 hrs	Mon 12/3/12	2 hrs
94	700 MHz Interoperability Mutual Aid Channels	Mon	12/3/12	Tue	12/4/12	1 d	4 hrs	Tue 12/4/12	2 hrs
95	Assess/Monitor Existing Dispatch/ECC Operations	Tue	12/4/12	Wed	12/22/13	4 d	32 hrs	Wed 12/22/13	32 hrs
96	Console Configuration	Wed	12/22/13	Tue	12/28/12	3 d	24 hrs	Tue 12/28/12	6 hrs
97	Operational Requirements	Tue	12/28/12	Fri	12/29/12	3 d	24 hrs	Fri 12/29/12	6 hrs
98	Emergency Communications	Fri	12/29/12	Mon	1/2/13	1 d	4 hrs	Mon 1/2/13	6 hrs
99	Assess/Review Existing System Coverage	Mon	1/2/13	Tue	1/3/13	1 d	4 hrs	Tue 1/3/13	6 hrs
100	Assess System Management/Lifecycle Issues	Tue	1/3/13	Wed	1/4/13	1 d	4 hrs	Wed 1/4/13	6 hrs
101	Conduct Stakeholder Agency Interviews/Surveys	Wed	1/4/13	Thu	1/5/13	1 d	4 hrs	Thu 1/5/13	6 hrs
102	Police	Thu	1/5/13	Fri	1/6/13	1 d	4 hrs	Fri 1/6/13	6 hrs
103	Fire & EMS	Fri	1/6/13	Mon	1/7/13	1 d	4 hrs	Mon 1/7/13	6 hrs
104	Emergency Communications	Mon	1/7/13	Tue	1/8/13	1 d	4 hrs	Tue 1/8/13	6 hrs
105	Assess/Review Existing System Coverage	Tue	1/8/13	Wed	1/9/13	1 d	4 hrs	Wed 1/9/13	6 hrs
106	Administrative	Wed	1/9/13	Thu	1/10/13	1 d	4 hrs	Thu 1/10/13	6 hrs
107	Parks & Recreation	Thu	1/10/13	Fri	1/11/13	1 d	4 hrs	Fri 1/11/13	6 hrs
108	Public Utilities	Fri	1/11/13	Mon	1/14/13	1 d	4 hrs	Mon 1/14/13	6 hrs
109	General Services (Buildings & Grounds, WARR) Schools	Mon	1/14/13	Tue	1/15/13	1 d	4 hrs	Tue 1/15/13	6 hrs
110	Environmental Engineering	Tue	1/15/13	Wed	1/16/13	1 d	4 hrs	Wed 1/16/13	6 hrs
111	Building Inspections	Wed	1/16/13	Thu	1/17/13	1 d	4 hrs	Thu 1/17/13	6 hrs
112	Radio Shop	Thu	1/17/13	Fri	1/18/13	1 d	4 hrs	Fri 1/18/13	6 hrs
113	Risk Management	Fri	1/18/13	Mon	1/21/13	1 d	4 hrs	Mon 1/21/13	6 hrs
114	Juvenile Detention	Mon	1/21/13	Tue	1/22/13	1 d	4 hrs	Tue 1/22/13	6 hrs
115	External Milestone	Tue	1/22/13	Wed	1/23/13	1 d	4 hrs	Wed 1/23/13	6 hrs

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CONFIDENTIAL & PROPRIETARY

ID	ID	WBS	Task Name	Dur	Start	Finish	Work	Cost
1.1.1.1 System Engineering and Preliminary System Design Activities								
116	116	1.1.1.1.1 Identifying Radio Coverage & Requirements	51.5 d	Tue 1/22/13	Thu 4/6/13	408 hrs	\$72,952.00	
117	117	1.1.1.1.1.1 Identifying Site Interconnecting Requirements	1 d	Tue 1/22/13	Wed 1/23/13	8 hrs		
118	118	1.1.1.1.1.2 Identify Facility Requirements	1 d	Wed 1/23/13	Thu 1/24/13	8 hrs		
119	119	1.1.1.1.1.3 Identify System Capacity/Loading Requirements	2 d	Thu 1/24/13	Mon 1/25/13	16 hrs		
120	120	1.1.1.1.1.4 Identify System Redundancy Requirements	1 d	Mon 1/25/13	Tue 1/26/13	8 hrs		
121	121	1.1.1.1.1.5 Identify Regulatory & Spectrum Requirements (Frequency Bands)	1 d	Tue 1/26/13	Wed 1/27/13	8 hrs		
122	122	1.1.1.1.1.6 Identify Network & Fault Management Requirements	1 d	Wed 1/27/13	Thu 1/28/13	8 hrs		
123	123	1.1.1.1.1.7 Functional & Configuration	2 d	Thu 1/28/13	Thu 1/31/13	12 hrs	\$2,160.00	
124	124	1.1.1.1.1.8 Remote Network Access and Client Distribution	1 d	Thu 1/31/13	Fri 2/1/13	6 hrs		
125	125	1.1.1.1.1.9 Identity Subscribers & Feature Set Requirements	1 d	Fri 2/1/13	Mon 2/4/13	6 hrs		
126	126	1.1.1.1.1.10 Identity Channel/Rollgroup Requirements	1 d	Mon 2/4/13	Tue 2/5/13	4 hrs		
127	127	1.1.1.1.1.11 Identity System Maintenance/Lifecycle Requirements	1 d	Tue 2/5/13	Wed 2/6/13	4 hrs		
128	128	1.1.1.1.1.12 Identity System Management Requirements	1 d	Wed 2/6/13	Thu 2/7/13	4 hrs		
129	129	1.1.1.1.1.13 Analyze & Refine Dispatch Center Requirements	1 d	Thu 2/7/13	Fri 2/8/13	4 hrs		
130	130	1.1.1.1.1.14 Identify Dispatch/ECC Space Requirements	1 d	Fri 2/8/13	Mon 2/11/13	8 hrs		
131	131	1.1.1.1.1.15 Identify Dispatch Console Requirements	1 d	Mon 2/11/13	Tue 2/12/13	4 hrs		
132	132	1.1.1.1.1.16 Identity Logging Recording Equipment Requirements	1 d	Tue 2/12/13	Wed 2/13/13	4 hrs		
133	133	1.1.1.1.1.17 Identify Ancillary Dispatch Equipment Requirements	1 d	Wed 2/13/13	Thu 2/14/13	4 hrs		
134	134	1.1.1.1.1.18 Identify Mutual Aid Interoperability Requirements	1 d	Thu 2/14/13	Mon 2/18/13	8 hrs		
135	135	1.1.1.1.1.19 Identify Internal & External Interoperability Requirements	1 d	Mon 2/18/13	Tue 2/19/13	8 hrs		
136	136	1.1.1.1.1.20 Analyze & Refine Internal Subsidiar Interoperability Requirements	4 d	Tue 2/19/13	Mon 2/25/13	32 hrs	\$5,760.00	
137	137	1.1.1.1.1.21 Identify Internal & External Dispatch Interoperability Requirements	2 d	Mon 2/25/13	Thu 2/28/13	16 hrs		
138	138	1.1.1.1.1.22 Identity Radio Programming/Rebooting Requirements	1 d	Thu 2/28/13	Fri 2/29/13	8 hrs		
139	139	1.1.1.1.1.23 Develop Candidate Conceptual Design Alternatives & Budgetary Estimate	—	Fri 2/29/13	Mon 3/25/13	8 hrs		
140	140	1.1.1.1.1.24 Prepare and Present Assessment Presentation Report	1.5 d	Mon 3/25/13	Wed 3/26/13	136 hrs	\$24,480.00	
141	141	1.1.1.1.1.25 Prepare & Deliver Draft Report	2 d	Wed 3/26/13	Thu 4/4/13	120 hrs	\$21,112.00	
142	142	1.1.1.1.1.26 Client Review and Feedback	3 d	Thu 4/4/13	Mon 5/25/13	72 hrs		
143	143	1.1.1.1.1.27 Review/Revise Draft Report	0 d	Mon 5/25/13	Mon 5/27/13	0 hrs		
144	144	1.1.1.1.1.28 Review/Revise Draft Report	0 d	Mon 5/27/13	Tue 4/2/13	24 hrs		
145	145	1.1.1.1.1.29 Prepare & Present Presentation	1 d	Tue 4/2/13	Thu 4/4/13	24 hrs		
146	146	1.1.1.1.1.30 Project Reviewers, Stakeholders, and Oversight	1.5 d	Thu 4/4/13	Thu 5/15/12	136 hrs	\$24,074.00	
147	147	1.1.1.1.1.31 Executive Sponsor Participation	1 d	Thu 5/15/12	Tue 5/15/12	40 hrs		
148	148	1.1.1.1.1.32 Twelve Atr Project Meetings (Approx. 1 meeting per month)	199 d	Tue 5/15/12	Tue 5/15/12	199 d		
149	149	1.1.1.1.1.33	1.2.1.1.1 Project Mobilization and Initiation	225 d	Mon 4/21/13	Thu 4/21/13	256 hrs	\$46,992.00
150	150	1.1.1.1.1.34	1.2.1.1.2 Notice to Proceed	14 d	Thu 4/21/13	Fri 4/27/13	11 hrs	\$13,112.00
151	151	1.1.1.1.1.35	1.2.1.1.3 Mobilization & Resources Coordination	0 d	Fri 4/27/13	Mon 4/29/13	0 hrs	
152	152	1.1.1.1.1.36	1.2.1.1.4 Review Project Schedule & Milestones	1 d	Mon 4/29/13	Tue 4/30/13	2 hrs	
153	153	1.1.1.1.1.37	1.2.1.1.5 Identify Information Requirements	1 d	Tue 4/30/13	Wed 4/30/13	4 hrs	
154	154	1.1.1.1.1.38	1.2.1.1.6 Identify Core Ctrg Project Team	1 d	Wed 4/30/13	Thu 4/30/13	4 hrs	
155	155	1.1.1.1.1.39	1.2.1.1.7 Internal Conference	0 d	Thu 4/30/13	Fri 4/30/13	0 hrs	
156	156	1.1.1.1.1.40	1.2.2.1 Internal and Regional Assessment	1 d	Fri 4/30/13	Fri 4/27/13	8 hrs	
157	157	1.1.1.1.1.41	1.2.2.2 Stakeholder Surveys	47 d	Fri 4/27/13	Thu 5/16/13	170 hrs	\$10,600.00
158	158	1.1.1.1.1.42	1.2.2.3 Prepare Stakeholder Surveys & Surveys	33 d	Thu 5/16/13	Fri 6/1/13	24 hrs	\$4,370.00
159	159	1.1.1.1.1.43	1.2.2.4 Distribute Survey Documentation	4 d	Fri 6/1/13	Thu 5/20/13	3 hrs	
160	160	1.1.1.1.1.44	1.2.2.5 Receive Complete Surveys from Client	0 d	Mon 5/27/13	Mon 5/27/13	0 hrs	
161	161	1.1.1.1.1.45	1.2.2.6 Summarize Survey Data	0 d	Fri 6/8/13	Fri 6/8/13	0 hrs	
162	162	1.1.1.1.1.46	1.2.2.7 Assess/Review Existing Radio Communication Facilities	5 d	Mon 6/11/13	Fri 6/15/13	16 hrs	
163	163	1.1.1.1.1.47	1.2.2.8 Identify Current Station Locations	6 d	Fri 6/15/13	Mon 6/17/13	28 hrs	\$5,040.00
164	164	1.1.1.1.1.48	1.2.2.9 Emergency Communication 911 Center	1 d	Mon 6/17/13	Mon 6/18/13	8 hrs	\$1,440.00
165	165	1.1.1.1.1.49	1.2.2.10 Ancillary Sites	5 d	Mon 6/18/13	Mon 6/19/13	20 hrs	\$3,600.00
166	166	1.1.1.1.1.50	1.2.2.11 Fire Station 1	4 d	Mon 6/19/13	Tue 6/20/13	8 hrs	
167	167	1.1.1.1.1.51	1.2.2.12 Fire Station 2	1 d	Tue 6/20/13	Wed 6/21/13	4 hrs	
168	168	1.1.1.1.1.52	1.2.2.13 EOC	1 d	Wed 6/21/13	Thu 6/21/13	4 hrs	
169	169	1.1.1.1.1.53	1.2.2.14 In-Building Locations	1 d	Thu 6/21/13	Fri 6/22/13	4 hrs	
170	170	1.1.1.1.1.54	1.2.2.15 Identify Current Station Locations	1 d	Fri 6/22/13	Mon 6/24/13	4 hrs	
171	171	1.1.1.1.1.55	1.2.2.16 Assess/Review Existing Dispatch Subsystem & Requirements	7 d	Mon 6/24/13	Tue 7/10/13	24 hrs	\$6,190.00
172	172	1.1.1.1.1.56	1.2.2.17 Dispatch Console Subsystem	1 d	Tue 7/10/13	Thu 7/10/13	8 hrs	
173	173	1.1.1.1.1.57	1.2.2.18					
1.2. COLORFUL HEIGHTS REQUIREMENTS DEVELOPMENT PHASE								
151	151	1.2.1.1.1 Project Mobilization and Initiation	225 d	Mon 4/21/13	Thu 4/21/13	256 hrs	\$46,992.00	
152	152	1.2.1.1.2 Notice to Proceed	14 d	Thu 4/21/13	Fri 4/27/13	11 hrs	\$13,112.00	
153	153	1.2.1.1.3 Mobilization & Resources Coordination	0 d	Fri 4/27/13	Mon 4/29/13	0 hrs		
154	154	1.2.1.1.4 Review Project Schedule & Milestones	1 d	Mon 4/29/13	Tue 4/30/13	2 hrs		
155	155	1.2.1.1.5 Identify Information Requirements	1 d	Tue 4/30/13	Wed 4/30/13	4 hrs		
156	156	1.2.1.1.6 Identify Core Ctrg Project Team	1 d	Wed 4/30/13	Thu 4/30/13	4 hrs		
157	157	1.2.1.1.7 Internal Conference	0 d	Thu 4/30/13	Fri 4/30/13	0 hrs		
158	158	1.2.2.1 Internal and Regional Assessment	47 d	Fri 4/27/13	Thu 5/16/13	170 hrs	\$10,600.00	
159	159	1.2.2.2 Stakeholder Surveys	33 d	Thu 5/16/13	Fri 6/1/13	24 hrs		
160	160	1.2.2.3 Prepare Stakeholder Surveys & Surveys	4 d	Fri 6/1/13	Mon 5/27/13	3 hrs		
161	161	1.2.2.4 Distribute Survey Documentation	0 d	Mon 5/27/13	Mon 5/27/13	0 hrs		
162	162	1.2.2.5 Receive Complete Surveys from Client	0 d	Fri 6/8/13	Fri 6/8/13	0 hrs		
163	163	1.2.2.6 Summarize Survey Data	5 d	Mon 6/11/13	Fri 6/15/13	16 hrs		
164	164	1.2.2.7 Assess/Review Existing Radio Communication Facilities	6 d	Fri 6/15/13	Mon 6/17/13	28 hrs		
165	165	1.2.2.8 Identify Current Station Locations	1 d	Mon 6/17/13	Mon 6/18/13	8 hrs		
166	166	1.2.2.9 Emergency Communication 911 Center	1 d	Mon 6/18/13	Tue 6/19/13	20 hrs		
167	167	1.2.2.10 Ancillary Sites	5 d	Tue 6/19/13	Mon 6/20/13	8 hrs		
168	168	1.2.2.11 Fire Station 1	4 d	Mon 6/20/13	Wed 6/21/13	4 hrs		
169	169	1.2.2.12 Fire Station 2	1 d	Wed 6/21/13	Thu 6/21/13	4 hrs		
170	170	1.2.2.13 EOC	1 d	Thu 6/21/13	Fri 6/22/13	4 hrs		
171	171	1.2.2.14 In-Building Locations	1 d	Fri 6/22/13	Mon 6/24/13	4 hrs		
172	172	1.2.2.15 Identify Current Station Locations	1 d	Mon 6/24/13	Tue 7/10/13	4 hrs		
173	173	1.2.2.16 Assess/Review Existing Dispatch Subsystem & Requirements	7 d	Tue 7/10/13	Thu 7/10/13	8 hrs		
1.3.1.1.1 External Milestone								
1.3.1.1.2 Inactive Task								
1.3.1.1.3 Inactive Milestone								
1.3.1.1.4 Duration-only								
1.3.1.1.5 Manual Task								
1.3.1.1.6 Manual Summary								
1.3.1.1.7 Manual Summary Rollup								
1.3.1.1.8 Stan-by								
1.3.1.1.9 Progress								
1.3.1.1.10 Deadline								

ID	WBS	Task Name	Start	Dur	Finish	Work	Cost
174	174	Plan/Rescue Alert/Paging	Wed 7/1/12	1 d	Thu 7/2/12	8 hrs	
175	175	911 Telephony Interface	Thu 7/2/12	1 d	Fri 7/3/12	4 hrs	
176	176	CAD Interface	Fri 7/3/12	1 d	Sat 7/4/12	4 hrs	
177	177	Mobile/Municipality Interface	Sat 7/4/12	1 d	Sun 7/5/12	4 hrs	
178	178	Control Stations	Sun 7/5/12	1 d	Tue 7/7/12	2 hrs	
179	179	Capture/Recover	Tue 7/7/12	1 d	Wed 7/8/12	4 hrs	\$7,569.00
180	180	Assess/Review Regional Interoperability	Wed 7/8/12	7 d	Thu 7/19/12	42 hrs	
181	181	Chesapeake County	Thu 7/19/12	1 d	Fri 7/20/12	8 hrs	
182	182	Petersburg	Fri 7/20/12	1 d	Sat 7/21/12	4 hrs	
183	183	Howell	Sat 7/21/12	1 d	Sun 7/22/12	4 hrs	
184	184	Richmond	Sun 7/22/12	1 d	Tue 7/24/12	4 hrs	
185	185	Henrico County	Tue 7/24/12	1 d	Wed 7/25/12	4 hrs	
186	186	Hanover County	Wed 7/25/12	1 d	Thu 7/26/12	4 hrs	
187	187	Prince George County	Thu 7/26/12	1 d	Fri 7/27/12	2 hrs	
188	188	Virginia State University	Fri 7/27/12	1 d	Sat 7/28/12	2 hrs	
189	189	F. L. Lee	Sat 7/28/12	1 d	Sun 7/29/12	2 hrs	
190	190	VA State Police	Sun 7/29/12	1 d	Tue 7/30/12	2 hrs	
191	191	VA State Health Department	Tue 7/30/12	1 d	Wed 7/31/12	2 hrs	
192	192	Assess/Review Existing Subscriber Fleet & Requirements	Wed 7/31/12	6 d	Fri 8/6/12	12 hrs	\$2,169.00
193	193	Police	Fri 8/6/12	1 d	Sat 8/7/12	2 hrs	
194	194	Fire & EMS	Sat 8/7/12	1 d	Sun 8/8/12	2 hrs	
195	195	Emergency Communications	Sun 8/8/12	1 d	Tue 8/10/12	2 hrs	
196	196	Shoreline	Tue 8/10/12	1 d	Wed 8/11/12	2 hrs	
197	197	Public Schools	Wed 8/11/12	1 d	Thu 8/12/12	2 hrs	
198	198	Public Works	Thu 8/12/12	1 d	Fri 8/13/12	2 hrs	
199	199	Examine/Review Existing Dispatch/ECC Operations	Fri 8/13/12	2 d	Sat 8/14/12	10 hrs	\$1,409.00
200	200	Console Configurations	Sat 8/14/12	1 d	Sun 8/15/12	2 hrs	
201	201	Operational Requirements	Sun 8/15/12	1 d	Tue 8/17/12	4 hrs	
202	202	Conduct Stakeholder Agency Interviews/Surveys	Tue 8/17/12	6 d	Fri 8/20/12	20 hrs	\$3,400.00
203	203	Police	Fri 8/20/12	1 d	Sat 8/21/12	2 hrs	
204	204	Fire & EMS	Sat 8/21/12	1 d	Fri 8/24/12	4 hrs	
205	205	Emergency Communications	Fri 8/24/12	1 d	Sat 8/25/12	4 hrs	
206	206	Shoreline	Sat 8/25/12	1 d	Sun 8/26/12	4 hrs	
207	207	Public Schools	Sun 8/26/12	1 d	Tue 8/27/12	4 hrs	
208	208	Public Works	Tue 8/27/12	1 d	Wed 8/28/12	2 hrs	
209	209	System Engineering and Preparatory System Design Activities	Wed 8/28/12	135.75 d	Fri 8/31/12	66 hrs	\$12,240.00
210	210	Identify Subscribers & Feature Set Requirements	Fri 8/31/12	1 d	Sat 9/1/12	4 hrs	
211	211	Identify Current/Upgroup Requirements	Sat 9/1/12	1 d	Fri 9/7/12	4 hrs	
212	212	Identify System Maintenance/Recycle Requirements	Fri 9/7/12	1 d	Sat 9/8/12	4 hrs	
213	213	Identity System Management Requirements	Sat 9/8/12	1 d	Fri 9/14/12	4 hrs	
214	214	Identify Dispatch Console Requirements	Fri 9/14/12	1 d	Sat 9/15/12	4 hrs	
215	215	Identify Dispatch Console Requirements	Sat 9/15/12	1 d	Fri 9/21/12	4 hrs	
216	216	Identify Ancillary Dispatch Equipment Requirements	Fri 9/21/12	1 d	Sat 9/22/12	4 hrs	
217	217	Identify Dispatch Mutual Aid Interoperability Requirements	Sat 9/22/12	1 d	Fri 9/28/12	4 hrs	
218	218	Analyze & Refine Internal & External Interoperability Requirements	Fri 9/28/12	3 d	Sat 9/29/12	16 hrs	\$12,440.00
219	219	Identify Internal & External Subscriber Interoperability Requirements	Sat 9/29/12	1 d	Fri 9/30/12	4 hrs	
220	220	Identify Internal & External Dispatch Interoperability Requirements	Fri 9/30/12	1 d	Sat 10/1/12	4 hrs	
221	221	Identify Radio Programming/Mapping Requirements	Sat 10/1/12	1 d	Fri 10/5/12	8 hrs	
222	222	Develop Candidate Conceptual Design Alternatives & Budgetary Estimate	Fri 10/5/12	10 d	Mon 10/15/12	20 hrs	\$3,400.00
223	223	Long Range Planning: Updates and Oversight	Mon 10/15/12	47 d	Fri 11/9/12	16 hrs	\$5,600.00
224	224	Project Charter: Milestones, Milestones, Milestones	Fri 11/9/12	1 d	Sat 11/10/12	0 hrs	
225	225	Project Charter: Milestones, Milestones, Milestones	Sat 11/10/12	1 d	Fri 11/16/12	6 hrs	
226	226	Project Charter: Milestones, Milestones, Milestones	Fri 11/16/12	1 d	Sat 11/17/12	0 hrs	
227	227	1.3 CHESTERFIELD MOBILE DATA ANALYSIS	Sat 11/17/12	158 d	Fri 4/4/13	168 hrs	\$10,240.00
228	228	1.3.1 Existing System Analysis	Fri 4/4/13	10 d	Fri 7/27/12	60 hrs	\$14,400.00
229	229	System Design/Development Topology	Fri 7/27/12	4 d	Thu 8/1/12	32 hrs	
230	230	Functional/Feature Set	Thu 8/1/12	4 d	Fri 8/2/12	32 hrs	
231	231	System Lifecycle	Fri 8/2/12	2 d	Sat 8/3/12	16 hrs	

Project: Chesterfield_CHTS_NextGen_	Task	Summary	External Milestone	Inactive Task	Inactive Milestone	Inactive Summary	Manual Task	Duration-only	Manual Summary	Start-only	Finish-only	Progress	Deadline
Date: Fri 3/9/12	Milestone	Project Summary	External Milestone	External Tasks	External Milestones	External Summary	Manual Task	Duration-only	Manual Summary	Start-only	Finish-only	Progress	Deadline

ID	Task Name	Start	Finish	Work	Cost
232	1.3.2 Security Candidate: Native Data Replacement Technologies	Wed 2/20/13	Thu 4/4/13	8 hrs	\$15,800.00
233	1.3.2.1 Private Mobile Data	4 d	Wed 2/26/13	52 hrs	
234	1.3.2.2 Commercial Wireless	4 d	Tue 2/26/13	32 hrs	
235	1.3.2.3 Hybrid Solution (Private/Commercial)	3 d	Mon 4/1/13	24 hrs	

Project	Task	Summary	External Milestone	Inactive Task	Manual Summary	Manual Task	Start-only	Duration-only	Finish-only	Progress	Deadline
Project_Chesterfield_CHTS_NextGen_	Task_Split_Milestone	Project Summary External Tasks	External Milestone	Inactive Task	Manual Summary	Manual Task			3		

Page 5
CONFIDENTIAL & PROPRIETARY

Bill Johnson

From: George Schanzenbacher
Sent: Tuesday, May 22, 2012 11:47 AM
To: Bill Johnson
Cc: Jamie Sherry
Subject: FW: DHR Grant

5/22/12

Bill- after talking with Jamie, think we should appropriate the funds in June. Please see here explanation below. Please let me know if you need any other documents.

Thanks

George W. Schanzenbacher, AICP
Director
Department of Planning and Community Development
Colonial Heights, Va 23834
(804) 520-9275
schanzenbacher@colonialheightsva.gov

*please note that my e-mail address has changed
and we have a new web page www.colonialheightsva.gov*

From: Jamie Sherry
Sent: Tuesday, May 22, 2012 11:43 AM
To: George Schanzenbacher
Subject: DHR Grant

George – Here is a brief description of the Grant amount and what it is going to be used for.

The City has received a grant from the Department of Historic Resources in the amount of \$12,500 to prepare the nomination for the proposed Chesterfield Highlands Historic Tax District. These funds will be used to hire an intern to prepare survey information as required by the state and to hire a consultant to prepare the nomination. Additionally, some funds will also be used for printing and supplies.

Jamie Sherry
Neighborhood Revitalization Planner
Department of Planning and Community Development
201 James Avenue
City of Colonial Heights, Virginia 23834
(804) 520-9382 (phone)
(804) 524-8755 (fax)

sherryj@colonialheightsva.gov
www.colonialheightsva.gov

Please note that our email address and website have changed.

RECEIVED

JUN 07 2012

CITY ATTORNEY'S OFFICE



OFFICE OF THE SHERIFF

City of Colonial Heights

TODD B. WILSON
SHERIFF

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



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

TO: Joy Moore, Treasurer
FROM: Sheriff Todd B. Wilson 
RE: VML-Risk Management Safety Grant Program and Optimist Club
DATE: October 24, 2011

RECEIVED

JUN 07 2012

CITY ATTORNEY'S OFFICE

Please deposit the enclosed two (2) checks into city account #10-4626. The check for \$3,733.00 was received from VML-Risk Management Safety Grant Program to purchase cameras and a check for \$100.00 was received from the Optimist Club for our Halloween in the Park event.

Your assistance is greatly appreciated in depositing these two check and should you have any questions, please do not hesitate to contact this office.

Enclosure

C: William Johnson
Director of Finance



CITY OF COLONIAL HEIGHTS

DEPARTMENT OF FINANCE

William E. Johnson
Director

Kathy L. Sparks
Deputy Director

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

To: Thomas L. Mattis, City Manager
From: William E. Johnson, Director of Finance
Date: 6/1/2012
RE: FEMA Reimbursement

As we have done with the past weather events, all City expenditures for storm related activities are expensed in the Emergency Preparedness budget. This allows departments to operate normally for the remaining part of the year and allows Finance to track justifiable expenses under the ever-changing FEMA guidelines and regulations.

We are starting to receive FEMA reimbursements and need to appropriate the anticipated revenues and storm related expenditures. Under our reporting methods, we have identified \$722,378 in City authorized labor (\$110,138), equipment (\$593,784) and materials (\$18,456), with FEMA tentatively approving \$637,812 of these costs. Of these approved costs, we should receive 75% (\$478,359) from FEMA, 19% (\$121,184) from the State with the remaining 6% (\$38,269) being City responsibility. The City received \$206,546 on 4/19/12, which represents partial payment of FEMA's 75% responsibility of the \$491,958 in expenditures that have received final FEMA financial approval.

I am recommending that the City's actual cash expenditures amount of \$495,232, be appropriated at this time, with the funding source being FEMA and State revenues. This will bring our budget to a balanced status, and we anticipate receipt of these revenues by the end of the fiscal year's accrual timelines. As in the past, any revenues received over this amount will revert to fund balance.

I am free to discuss further at your convenience.

RECEIVED
JUN 11 2012
CITY ATTORNEY'S OFFICE

A RESOLUTION NO. 12-30

Authorizing the City Manager to enter into a Standard Project Administration Agreement with the Virginia Department of Transportation providing for certain sidewalk improvements.

WHEREAS, the City of Colonial Heights passed Resolution 11-18 on June 14, 2011, wherein it supported the goals of the Safe Routes to School Program administered by the Virginia Department of Transportation, which enables and encourages children, including those with disabilities, to walk and bicycle to school; makes bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and facilitates the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools; NOW, THEREFORE,

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

1. That Council authorizes Thomas L. Mattis, City Manager, on behalf of the City, to enter into a Standard Project Administration Agreement (a copy of which is attached) with the Virginia Department of Transportation for the Safe Routes to School Program to provide for certain sidewalk improvements along Colonial Avenue, Lafayette Avenue, Elko Avenue, and Conduit Road; and the Council hereby acknowledges that this is a locally-administered reimbursement project.
2. That this resolution shall be in full force and effect upon its passage.

Approved:

Mayor

Attest:

City Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable 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



Department of Planning and Community Development

MEMORANDUM

TO: Thomas L. Mattis, City Manager

FROM: George W. Schanzenbacher, Director *GW*

DATE: June 6, 2012

CC: Jamie Sherry, Neighborhood Revitalization Planner
Brian Copple, Assistant Director of Public Works

SUBJECT: 2012 SRTS Infrastructure Grant Agreement

Attached please find the SRTS VDOT agreements for City Council approval. The agreement will also require your signature. The attached agreement is for:

PROJECT 1	Requested SRTS Amount	Local Cost	Total Cost
Colonial Avenue - Install Sidewalks from Lynchburg Ave to Westover Ave, on East side.	\$ 39,440.00		
Lafayette Avenue - Install Sidewalks from Suffolk Ave to Norfolk Ave, on West side & Install Sidewalks from Richmond Ave to Westover Ave, on West Side	\$ 79,064		
Elko Avenue - Install sidewalk from Center Ave to Westover Ave, on East side	\$ 13,280.00		
Project 1 Total	131,784.00	\$ 8,390.40	\$140,174.40
PROJECT 2			
Conduit Road - Install Sidewalks from Ingram Ave to Westover Ave, on West Side			
Project 2 Total	\$ 47,492.00	\$ 10,220.40	\$ 57,712.40
TOTAL	\$179,276.00	\$18,610.80	\$197,866.80

Sidewalks were previously installed along Colonial Avenue this past fall with the SRTS Grant Received by the City. Per discussion with the VDOT SRTS Coordinator, this money currently allocated can be re-allocated to fund additional locations as selected by the City and approved for inclusion into the SRTS Grant by VDOT. Public Works and Engineering will design and administer the SRTS Project to make the most efficient use of this allocated grant.

If you have any questions, please let me know. Thanks.

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

Project Number	UPC	Local Government
SRTS-106-141,P101,R201,C501	102836	City of Colonial Heights

THIS AGREEMENT, made and executed in triplicate this _____ day of _____, 20____, by and between the City of Colonial Heights, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match and/or termination of this Agreement

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to the Code of Federal Regulations, Title 49, Section 18.43, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.1-44 or Section 33.1-70.01 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements.
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the locality expends over

\$500,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with Office of Management and Budget Circular A-133.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination.
2. The DEPARTMENT shall:
 - a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified,

shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.

4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.1-94 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.
9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the

DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

_____ OF _____, VIRGINIA:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF
TRANSPORTATION:**

Commissioner of Highways
Commonwealth of Virginia
Department of Transportation

Date

Signature of Witness

Date

Attachments

Appendix A for the following Project UPC(s): 102836

Locally Administered Appendix A1

Project Number: SRTS-106-141	UPC: 102836	Locality: City of Colonial Heights
Project Location ZIP+4: 23834-3546	Locality DUNS# 010043883	Locality Address (incl ZIP+4): 201 James Avenue Colonial Heights, VA 23834
Project Narrative		
Scope:	Install new sidewalks where missing along portions of Colonial Avenue, Lafayette Avenue, Elko Avenue and Conduit Road from Lynchburg Avenue to Westover Avenue.	
From:	Near Colonial Heights MS	
To:		
Locality Project Manager Contact Info:	Jamie Sherry - sherry@colonial-heights.com (804) 520-9382	
Department Project Coordinator Contact Info:	Kerry Batten - Kerry.Batten@VDOT.Virginia.gov	

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost	
Estimated Locality Project Expenses	\$5,000	\$6,000	\$165,276	\$176,276	
Estimated VDOT Project Expenses	\$3,000	\$0	\$0	\$3,000	
Estimated Total Project Costs	\$8,000	\$6,000	\$165,276	\$179,276	

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Est. Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$8,000	SRTS	0%	\$0	\$8,000	
Total PE	\$8,000					
Right of Way & Utilities	\$6,000	SRTS	0%	\$0	\$8,000	\$5,000
					\$6,000	
Total RW	\$6,000					
Construction	\$165,276	SRTS	0%	\$0	\$165,276	\$6,000
Total CN	\$165,276					
Total Estimated Cost	\$179,276					

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$179,276

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$176,276

Project Financing

SRTS						Aggregate Allocations (A+B+C+D+E+F)
\$179,276						\$179,276

Program and project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
- The project will be constructed and maintained in accordance with VDOT's Road Design Manual
- The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.
- This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$179,276 (if applicable)
- VDOT charges may increase due to increased VDOT oversight.
- VDOT may prepare environmental review documents for the project, if agreed upon by both VDOT and the locality.
- SERP is not required for SRTS projects.
- In accordance with federal policy for Safe Routes to School infrastructure projects, public funds must be spent on projects within the public right of way.
- The project must be completed and the full SRTS allocation expended by three years from date of agreement or the project may be subject to de-allocation.
- Preliminary engineering must be underway within three (3) months from the date of agreement; and the first invoice sent within six (6) months and no less than every 90 days thereafter.
- Total project allocations:** \$179,276

This attachment is certified and made an official attachment to this document by the parties to this agreement

Authorized Locality Official and date

Authorized VDOT Official
Recommendation and Date

Typed or printed name of person signing

Typed or printed name of person signing



CITY OF COLONIAL HEIGHTS

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

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

George W. Schanzenbacher,
A.I.C.P., Director

MEMORANDUM

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

From: George W. Schanzenbacher, Director

Date: June 6, 2012

Subject: Planning Commission Actions at June 5, 2012 meeting

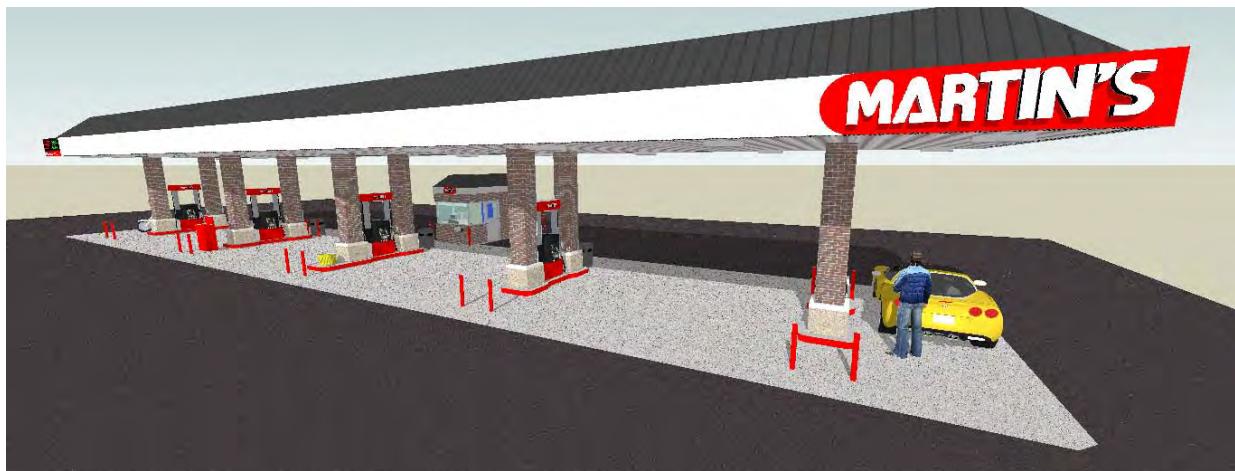
At the June 5, 2012 meeting of the Commission the following actions were taken:

1. Approved minutes of the April 3, 2012 meeting (enclosed).
2. Gave preliminary Site Plan approval for Family Dollar-1600 Boulevard. Please see attached final elevation drawings.
3. Held a public hearing on proposed changes to the new zoning ordinance. Approved the general ordinance changes and tabled the proposed Flood Plain Overlay District. A second public hearing will be held in July for the Flood Plain Overlay District to address additional proposed changes recommended by the State based on their review of the draft regulations.
4. Recommended approval of the City Manager's proposed 2012-2017 Capital Improvement Program. Please see enclosed resolution 12-4 (PC).



Proposed Family Dollar- 1600 Boulevard

2960 Boulevard- Approved Building Elevations



CITY OF COLONIAL HEIGHTS, VIRGINIA
Minutes of the Regular Meeting
of the Planning Commission
Tuesday, April 3, 2012

I. Call to Order

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

II. Roll Call/Determination of Quorum

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

Present: Mr. Townes

Mr. Kollman

Mr. O'Connell

Mrs. Hamilton

Mr. Hartson

Mrs. Schiff

Absent: Mr. Freeland

Mr. Schanzenbacher stated there was a quorum.

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

Mr. Townes, the other Commission members and staff welcomed Mrs. Rita Schiff to the Commission. She stated that she was looking forward to serving the City in this new capacity.

III. Approval of Minutes of March 2012

The minutes were approved on a roll call vote with no changes. Mrs. Schiff abstained from the vote.

IV. Approval of Agenda

There were no changes to the agenda.

V. Hearing of Citizens Generally

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

VI. Public Hearings

There were no public hearings.

VII. Site Plan /Subdivisions

SP-12-1 2960 Boulevard Colonial Square Fuel Station

Mr. Schanzenbacher stated since the last Planning Commission meeting, staff met with representatives from Martin's to resolve some of the Commission's issues with the site plan and building elevations. He stated the Commission had a concern with the location of the driveway and the look of the building. After the consultant presented the results of the traffic study, Mr. Schanzenbacher stated he felt the two driveway locations were justified. Mr. Schanzenbacher presented the latest elevations submitted by Martin's. He said the red band had been eliminated and the brickwork was now closer to that used at Dante's restaurant.

Mr. Jackson, the consultant representing Martin's, passed around a sample of the brick that would be used at the site. After the Commission agreed that this was an improvement, Mrs. Hamilton asked the consultant to include Virginia native species on the site if possible. The consultant agreed that it was in their best interest for maintenance purposes as well. SP-12-1 2960 Boulevard Colonial Square Fuel Station was approved on roll call vote.

It was asked when construction would begin. The consultant said they hoped to begin sometime this summer.

IX. Old Business

By-law revision-removal of standing committees

Mr. Fisher stated that the Commission received the Amendment to Rules and Procedures in their agenda packet. After a brief recount by Mr. Fisher, the Commission approved on a roll call vote the motion to delete the reference in its rules to standing committees in Article 6 of the Planning Commission Rules of Procedures.

X. New Business

Proposed modifications to Zoning Ordinance

Mr. Schanzenbacher proposed several changes to the new zoning ordinance that deal with items such as minimum setbacks in accessory buildings, lot coverage in residential areas for swimming pools, buffer yard screening and landscaping for 2 different sections of the code, parking requirements for off-site parking, preventing barbed wire and electrified fences, and hotels and motels allowing extended stay visits, site plan requirements and reviews.

There was some discussion in reference to the site plan review for change of use from a residence to a commercial use. It was determined that this provision would not have triggered a site plan review for the recent conversion from a single-family residence to a duplex on Lee Street.

Mr. Schanzenbacher continued by stating, the VA Department of Conservation and Recreation has reviewed the City's floodplain regulations and have found deficiencies and omissions based on current FEMA standards. This review is required as part of the federal adoption of new flood insurance rate map scheduled to be completed August of

2012. Mr. Schanzenbacher suggested we adopted these amendments at the same time as the other zoning changes to put the City into compliance.

The Commission agreed with these provisions. Mr. Schanzenbacher indicated that he would finalize the details and then it would go through the same public hearing process as did the new ordinance.

Proposed 2012 -2017 Capital Improvement Program

Mr. Mattis presented the draft 2012 -2017 CIP to the Commission. He said the previous plan was used as a starting point for the new document. He said the new document had some changes in ranking and some projects were eliminated. He stated it was discussed with City Council at their retreat in January. Mr. Mattis went through the process upon which this CIP was developed and reviewed the highlights of the plan. Mr. Mattis asked that the Commission review this document and be prepared to discuss it at the next meeting and to contact him if they had any questions. After some discussion, the Commission agreed to put it on the agenda for the next month.

Mr. Fisher stated a charter provision states the Capital Improvement Program is the Planning Commission's program and they play an integral role in its development.

XI. Committee Reports to the Commission

Chairman Townes asked for committee reports.

Mr. Mattis stated the budget will be presented to Council next week. He also stated that he continues to be optimistic about all the activity along the Boulevard this year.

There was a question about the status of Wawa on Temple Avenue. Mr. Mattis stated that it was moving along as far as he knew and that all the items related to the property had been resolved. He continued by stated the ground breaking for the Courthouse is May 1 at 4:00pm.

Mr. Copple stated that 600 and 602 Boulevard would soon be demolished. He echoed the manager's comments on the activity along the Boulevard this summer.

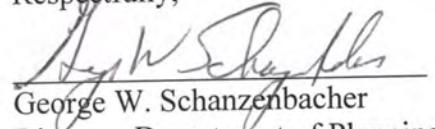
Mr. Schanzenbacher stated that 2 preliminary site plan reviews came into the office this past week, although they will not be on the next month, there is an increase in development activity. He said the city's marketing person was getting a lot of phone calls and things appear to be on the upswing as far as commercial development goes.

Mr. Fisher stated that as part of the Boulevard Modernization Project the City still has not resolved many easement issues with property owners. If need be, the city will be prepared to go to condemnation of these properties.

XII. Adjournment

Meeting adjourned at 7:55 p.m.

Respectfully,



George W. Schanzenbacher
Director, Department of Planning and Community Development

APPROVAL:



Charles E. Townes
Chairman

RESOLUTION NO. 12-4 (PC)

To recommend to City Council that the City Manager's proposed 2012-2017 Capital improvement Program be approved.

WHEREAS, the City of Colonial Heights Planning Commission, pursuant to section 17.8 of the City Charter, is to prepare and revise annually a program of capital improvements and submit same to the City Manager; and

WHEREAS, the City Manager has prepared such a proposed program, which has been reviewed by the Planning Commission; and

WHEREAS, the Commission supports the proposed spending plan and estimates of revenue in support of the program; NOW, THEREFORE,

BE IT RESOLVED BY THE COLONIAL HEIGHTS PLANNING COMMISSION:

That it approves the proposed 2012-2017 Capital Improvement Program and recommends that the City Manager submit it to the City Council for adoption.

Approved this 5th day of June 2012.

APPROVED:



Chairman

ATTEST:


Secretary