



COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR MEETING CITY HALL

Council Members

Kenneth B. Frenier
Elizabeth G. Luck
John E. Piotrowski
Dr. Laura F. Poe
John T. Wood
Robert W. Wade, Vice-
Mayor
T. Gregory Kochuba,
Mayor

June 13, 2023

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable Dr. Laura F. Poe
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. A PROCLAMATION
Designating June 15, 2023, as World Elder Abuse Awareness Day in the City of Colonial Heights, Virginia.

Documents:

[PROC.ELDER ABUSE AWARENESS 2023.PDF](#)
 - B. New City Employee Introductions
Introduction Of New Employees Hired By The Finance Department and The Information Technology Department.

Documents:

[EX SUMMARY NEW EMP INTRODUCTIONS.PDF](#)
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 one time 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.

9. Written Petitions And Communications By Members Of The Public And Council Members
10. Advertised Public Hearings:
- A. AN ORDINANCE NO 23-12
(*Second Reading*) To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code to increase charges for water usage.

Documents:

[EX SUM ORD 23-12.PDF](#)
[AN ORDINANCE NO 23-12.PDF](#)

- B. AN ORDINANCE NO 23-13
(*Second Reading*) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code to increase charges for sewer service.

Documents:

[EX SUM ORD 23-13.PDF](#)
[ORDINANCE NO 23-13.PDF](#)

- C. AN ORDINANCE NO 23-14
(*Second Reading*) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by modifying the monthly charges for solid waste collection and disposal and for the collection and recycling of recyclable material.

Documents:

[EX SUM ORD 23-14.PDF](#)
[AN ORDINANCE NO 23-14.PDF](#)

- D. AN ORDINANCE NO 23-15
(*Second Reading*) To amend and reordain § 258-42.2 of Chapter 258, Taxation, of the Colonial Heights City Code to increase the tax levy for prepared meals.

Documents:

[EX SUMMARY ORD 23-15.PDF](#)
[AN ORDINANCE NO. 23-15.PDF](#)

- E. AN ORDINANCE NO 23-16
(*Second Reading*) To adopt a revised General Pay Plan Class and Salary Range that increases the minimum and maximum of each grade's salary range by a minimum of 2%; adds in the existing positions of Victim Witness Program Assistant/Court Advocate and Victim Witness Program Director to the Pay Plan and adopts the corresponding job descriptions and class specifications; changes the salary grade, job description, and class specifications of the Senior Paralegal/Deputy City Clerk; revises the salary grade and starting salaries of numerous Public Works employees; and increases the pay range for certain part-time positions.

To adopt a revised Public Safety Pay Plan that provides 2% increases between steps

for the majority of steps; increases by 6% or more the pay grade of non-supervisory employees; increases by 5-6% the pay grade of supervisory employees; changes all Officers, Sergeants, and Lieutenants in the Police Department to an 80-hour pay rate; consolidates all Emergency Medical Technician (EMT) pay grades to create a new Firefighter-EMT pay grade; and increases the pay for the Firefighter-Intermediate pay grade by 2% higher than the Firefighter-EMT pay grade.

Documents:

[EX SUM ORDINANCE NO. 23-16.PDF](#)
[VICTIM WITNESS PROGRAM ASSIST-COURT ADVOCATE.PDF](#)
[VICTIM WITNESS PROGRAM DIRECTOR.PDF](#)
[SENIOR PARALEGAL-DEPUTY CITY CLERK \(REVISED 7-1-23\).PDF](#)
[GENERAL PAY PLAN CLASS AND SALARY RANGE.PDF](#)
[PROPOSED FY 24 PUBLIC SAFETY PAY PLAN.PDF](#)
[AN ORDINANCE NO. 23-16.PDF](#)

11. Hearing Of Citizens Generally On Non-Agenda Items
12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
 - A. AN ORDINANCE NO 23-10
(*Second Reading*) Providing for a percentage of personal property tax relief on qualifying vehicles for 2023 and 2024; and providing for tax levies on personal property for the 2024 tax year, for general municipal purposes.

Documents:

[AN ORD NO. 23-10.PDF](#)

- B. AN ORDINANCE NO 23-11
(*Second Reading*) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2024, and ending December 31, 2024 for general municipal purposes.

Documents:

[AN ORD NO. 23-11.PDF](#)

- C. AN ORDINANCE NO 23-FIN-7
(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$15,900 consisting of 1) \$5,900 in sale proceeds for a fire truck; and 2) a \$10,000 police donation from a citizen to purchase medical supplies.

To increase the Emergency Response Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 by \$12,500, consisting of American Rescue Plan Act funds from the Virginia Tourism Commission.

To amend the Capital Projects Budget for the fiscal year beginning July 1, 2022 and

ending June 30, 2023 by appropriating of \$3,351 consisting of 1) \$1,676 in City bond funding; and 2) \$1,675 in grant funding from the Virginia Department of Conservation and Recreation.

Documents:

[EX SUMMARY ORD NO 23-FIN-7.PDF](#)
[FIRE TRUCK SALE PROCEEDS.PDF](#)
[POLICE DONATION.PDF](#)
[ARPA VA TOURISM.PDF](#)
[LAKEVIEW PARK AWARD LETTER.PDF](#)
[ORDINANCE RECAP 23-FIN-7.PDF](#)
[AN ORDINANCE NO. 23-FIN-7.PDF](#)

D. AN ORDINANCE NO 23-FIN-10

(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

Documents:

[AN ORD 23-FIN-10.PDF](#)

E. AN ORDINANCE NO 23-FIN-11

(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

[AN ORD 23-FIN-11.PDF](#)

F. February 14, 2023 Regular Meeting Minutes

Documents:

[FEBRUARY 14 REGULAR MTNGFINAL.PDF](#)

G. April 11, 2023 Special Meeting Minutes

Documents:

[APRIL 11 SPECIAL MTNGFINAL.PDF](#)

H. May 9, 2023 Special Meeting Minutes

Documents:

[MAY 9 SPECIAL MTNGFINAL.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 23-FIN-8

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$14,025 consisting of: 1) \$5,934 to the Police Department from State Forfeiture funds, 2) \$2,844 to the Police Department from K9 donations, and 3) \$5,247 in DMV Select revenue to the Treasurer's Office. Transferring \$414,000 from Non-Departmental to Health and Social Services to cover Comprehensive Service expenditures; and transferring \$72,023 from Other Local Taxes to Intergovernmental Revenue for additional funds awarded through an SRO grant.

To amend the Recreation Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023 by appropriating \$1,000 from the Beautification Fund Balance to cover the expenses from the Arbor Day commemoration.

Documents:

[EX SUM ORD 23-FIN-8.PDF](#)
[STATE ASSET FORF.PDF](#)
[K9 DONATIONS.PDF](#)
[DMV SELECT.PDF](#)
[BEAUTIFICATION REQUEST.PDF](#)
[ORD 23-FIN-8 RECAP WORKSHEET.PDF](#)
[AN ORDINANCE NO 23-FIN-8.PDF](#)

B. A RESOLUTION NO 23-18

Approving the following: (1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; (2) a 5% salary increase for each full-time employee who is not included in the Public Safety Step Plan and who is currently not at the top of the employee's salary grade; (3) compensation for any full-time employee who will not receive a full 5% salary increase due to being at the top of the employee's salary grade; and (4) additional salary adjustments the City Manager recommends for some full-time maintenance employees.

Documents:

[EX SUMMARY - RES NO 23-18.PDF](#)
[RESOLUTION NO. 23-18 EXHIBIT.PDF](#)
[A RESOLUTION NO 23-18.PDF](#)

C. A RESOLUTION NO 23-19

Approving the City Manager's Fiscal Year 2023-2024 Proposed Annual Operating Budget.

Documents:

[EX SUMMARY RESOLUTION 23-19.PDF](#)
[PROPOSED BUDGET BOOK FY23-24 - FINAL - MAY 23, 2023.PDF](#)
[RESOLUTION NO. 23-19.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO. 23-9

(Second Reading) Awarding a \$1,000 bonus to all year-round part-time employees employed on April 25, 2023, who are not participating in the Public Safety Step Plan.

Documents:

[EX SUMMARY ORDINANCE 23-9.PDF](#)
[AN ORDINANCE NO 23-9.PDF](#)

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. Discussion Regarding A Water/Sewer Service Connection Request Outside The City Limits

Documents:

[EX SUMMARY - WATER-SEWER CONNECTION REQUEST.PDF](#)

2. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)
[DATES OF INTEREST - CM REPORT JUNE 2023.PDF](#)

B. City Attorney

C. Director Of Planning And Community Development

16. Adjournment