

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, May 23, 2023**

1. Call to Order

The Special Meeting of City Council was called to order by Mayor Kochuba at 4:00 P.M.

2. Roll Call

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

Present: Councilman Kenneth B. Frenier
Councilwoman Elizabeth G. Luck
Councilman John E. Piotrowski
Councilman John T. Wood
Vice-Mayor Robert W. Wade
Mayor T. Gregory Kochuba

Absent: Dr. Laura F. Poe

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, Clerk

3. Joint Meeting with the Colonial Heights School Board and Planning Commission for the following purpose:

- A. Walk-through tour of the Colonial Heights High School Fine Arts Wing Expansion Construction Project, 3400 Conduit Road.**

4. Council Recess for Dinner

At the end of the tour, Mayor Kochuba recessed the meeting at 4:20 P.M., at which time, Council and staff returned to City Hall.

The Pledge of Allegiance was led by Mayor Kochuba.

5. Reconvene at 6:00 P.M. City Hall, 201 James Avenue

6. Roll Call

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

Present: Councilman Kenneth B. Frenier
Councilwoman Elizabeth G. Luck
Councilman John E. Piotrowski
Councilman John T. Wood
Vice-Mayor Robert W. Wade
Mayor T. Gregory Kochuba

Absent: Councilwoman Dr. Laura F. Poe

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, Clerk

Motion: UNANIMOUS PASS

7. Declarations of Personal Interest

Declarations were read by Mr. Frenier, Mrs. Luck, Vice Mayor Wade, and Mayor Kochuba and filed with the Clerk.

8. Reading of Manner of Addressing Council

Mr. Fisher read the Manner of Addressing Council.

9. Advertised Public Hearings:

- A. AN ORDINANCE NO 23-10
(First 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.**

A motion was made by Mr. Wood, seconded by Mrs. Luck, to approve Ordinance No 23-10.

Mayor Kochuba provided a brief overview of the ordinance after which time, he opened the floor for public comments.

Public comments: None

Council comments:

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Mr. Wood noted the rate remained the same.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

- B. AN ORDINANCE NO 23-11**
(First 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.

A motion was made by Mr. Piotrowski, seconded by Mr. Wade, to adopt Ordinance No. 23-11.

Mayor Kochuba opened the floor for comments; however, there were no comments from the public or Council.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

- C. AN ORDINANCE NO 23-FIN-10**
(First Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024,

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and appropriating the estimated revenues for the year for the objects and purposes stated herein.

Mayor Kochuba provided brief comments relative to the proposed ordinance with Mr. Smith adding that the ordinance was the main ordinance appropriating those categories of revenue and expenditure by grouping. Mr. Smith clarified this was the type of ordinance that would allow amendments throughout the fiscal year as needed.

Public comments: None

Council Comments:

Mr. Wade expressed his concern relative to yearly fiscal sustainability of the proposed step plan for Public Safety moving forward. Mr. Wade also expressed his concern relative to the fiscal sustainability supporting the increase of one step per year, for Public Safety employees. Mr. Wade noted that the step plan process within the Federal Government adds a step every two years, as opposed to the proposed yearly step increase. Mr. Wade expressed that Council should be “good stewards” of the City’s finances. Mr. Wade expressed his concern relative to the utilization of public funds to “fund” these increases; with Mr. Smith adding that the funds, Mr. Wade was referencing, were not being used to fund the step plan but being applied to free up other monies to be used for capital projects.

Mr. Wood stated he supported the Public Safety Step Plan; however, Council should be mindful there may be times program funding may be unsustainable during certain years.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

D. AN ORDINANCE NO 23-FIN-11

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(First 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.

A motion was made by Mr. Frenier, seconded by Vice-Mayor Wade, to approve Ordinance No 23-F IN-11.

There were no comments from the Public or Council.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

E. Public Hearing on the Proposed FY2023-2024 City of Colonial Heights Annual Operating Budget.

Mayor Kochuba announced there would be a Resolution for approval presented at the June 13, 2023 meeting; however, he would open the floor for comments from the public and Council. There being none, he called for the vote.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

10. Council action on the following items:

A. FUND BALANCE ASSIGNMENTS

Consider a motion to approve the City Manager's recommended assignment of fund balance following the Fiscal Year 2022 audit.

At the May 16, 2023 budget work session, Mr. Smith provided an overview of recommended fund balance assignments following the FY 22 Audit. Mr. Smith recommends Council's approval of the Fund Balance assignments totaling \$3,082,000. Some funds will be used in the FY2024 Operating Budget and the FY 24 – FY 28 Capital Improvements Plan.

A motion was made by Mrs. Luck, seconded by Mr. Frenier, to approve the City Manager's recommended assignment of fund balance following the Fiscal Year 2022 audit.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

B. AN ORDINANCE NO 23-12

(First Reading) To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code to increase charges for water usage.

Mr. Smith provided brief comments relative to the 5% increase. There being no additional comments, Mayor Kochuba called for the vote.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck

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No: Kochuba
Absent: None
Abstained: Poe
None

UNANIMOUS PASS

- C. AN ORDINANCE NO 23-13
(First 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.**

A motion was made by Vice-Mayor Wade, seconded by Mrs. Luck to approve Ordinance No. 23-13.

There being no comments, Mayor Kochuba called for the vote.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

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

A motion was made by Mrs. Luck, seconded by Vice-Mayor Wade, to approve Ordinance No. 23-14.

There being no comments, Mayor Kochuba called for the vote.

Vote: 5-1
Yes: Frenier
Wade

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Wood
Luck
Kochuba
No: Piotrowski
Absent: Poe
Abstained: None

PASS

**E. AN ORDINANCE NO 23-15
(First Reading) Increasing the tax on purchased meals to 6.5%.**

A motion was made by Vice-Mayor Wade, seconded by Mr. Frenier, to approve Ordinance No. 23-15.

There being no comments, Mayor Kochuba called for the vote.

Vote: 5-1
Yes: Frenier
Wade
Wood
Luck
Kochuba
No: Piotrowski
Absent: Poe
Abstained: None

PASS

**F. AN ORDINANCE NO 23-16
(First 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 Offices, 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.

A motion was made by Vice-Mayor Wade, seconded by Mr. Frenier, to approve Ordinance No. 23-26.

Mr. Wood stated for clarification that the proposed increases were to allow for a more competitive salary range for certain City employees.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

G. A RESOLUTION NO 23-16
Revising the Operating Budget Policies and Investment Provisions contained in the City's Financial Management Policies.

A motion was made by Mr. Piotrowski, seconded by Vice-Mayor Wade, to approve Resolution No. 23-16.

Mr. Smith advised that Resolution No. 23-16 provides for several revisions to the City's Financial Management Policies as noted in the FY2023-2024 Annual Budget Letter. The revisions include the following:

- Revise the required Contingency Budget in the annual operating budget to ½ of 1 % of the budgeted General Fund expenditures, net of budgeted inter-fund transfers, instead of the current provision for ½ of 1 percent of estimated General Fund revenues. For the FY 23-24**

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Proposed Budget, this reduces the required Contingency Budget amount from \$352,879 to \$227,992.

- **Revise the list of approved investment types for City funds to remove the specific list of types of investments and just refer to investment types approved by state statutes.**

There was a brief discussion by Council after which time, Mayor Kochuba called for the vote.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

UNANIMOUS PASS

H. A RESOLUTION NO 23-17
Extending the due date for the payment of personal property taxes.

A motion was made by Vice-Mayor Wade, seconded by Mr. Frenier, to approve Resolution No. 23-17.

Mr. Smith advised that due to unforeseen circumstances, staff requested to extend the personal property tax due date from June 5 to June 20.

There being no additional comments, Mayor Kochuba called for the vote.

Vote: 6-0
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: Poe
Abstained: None

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UNANIMOUS PASS

11. Adjournment

There being no further business, a motion was made by Vice-Mayor Wade, seconded by Mrs. Luck, to adjourn the meeting at 7:23.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk