



COLONIAL HEIGHTS CITY COUNCIL AGENDA

201 James Avenue, Colonial Heights, VA

REGULAR MEETING CITY HALL

January 13, 2026

7:00 PM

Council Members

Elizabeth G. Luck
Tricia L. Palmer
Craig R. Skalak
Brad E. Slaybaugh
John T. Wood
John E. Piotrowski,
Vice-Mayor
T. Gregory Kochuba,
Mayor

1. Call To Order
2. Roll Call
3. Devotion - The Honorable Craig R. Skalak
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. Fire Department Presentation - First Responder Supply Bag Donation
 - B. Recognition Of Senior Police Officer Rocky Navarro For His Exemplary Service
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:
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 25-FIN-17

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$40,878 consisting of: 1) \$225 in donations to Human Services and to Miscellaneous; 2) \$2,953 in additional

grant funds from the Virginia Department of Environmental Quality to Nondepartmental and to Intergovernmental Revenue; 3) \$1,700 in funding from Virginia Department of Emergency Management to Public Safety and to Intergovernmental Revenue; 4) \$33,500 in Federal Asset Forfeiture to Public Safety and to Intergovernmental Revenue; and 5) \$2,500 in Restricted Fund Donation Balance to Public Safety and to Miscellaneous.

Documents:

[EX SUM ORD 25-FIN-17.PDF](#)
[ORD 25-FIN-17 RECAP.PDF](#)
[AN ORD NO. 25-FIN-17.PDF](#)

B. December 16, 2025 Special Meeting Minutes

Documents:

[DECEMBER 16 SPECIAL MTNGFINAL.PDF](#)

C. December 16, 2025 Regular Meeting Minutes

Documents:

[DECEMBER 16 REGULR MTNGFINAL.PDF](#)

D. April 22, 2025 Special Meeting Minutes

Documents:

[APRIL 22 SPECIAL MTNGFINAL.PDF](#)

E. Council Retreat Minutes February 21-22, 2025

Documents:

[COUNCIL RETREAT MINUTES FEBRUARY 21-22 2025.PDF](#)

13. Introduction An Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 26-1

(First Reading) To add a new Deputy IV Class Specification and Job Description and adopt a revised General Pay Plan Class and Salary Range that changes the Assistant City Manager title to Deputy City Manager; removes the asterisk symbol next to the City Manager and City Attorney titles; increases the Minimum and Maximum Pay Range for the Executive level; and adopts the corresponding job description and class specifications for Deputy IV.

Documents:

[EX SUM ORD NO. 26-1.PDF](#)
[GENERAL PAY PLAN CLASS AND SALARY RANGE 2-10-2026.PDF](#)
[AN ORDINANCE NO 26-1.PDF](#)

B. AN ORDINANCE NO 26-FIN-1

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, by appropriating \$282,667 consisting of: 1) \$60,083 in Cooperative Agreement funding from the Virginia Opioid Abatement Authority to Health and Social Services and to Intergovernmental Revenue; 2) \$137,196 in grant funds administered by the Department of Criminal Justice Services to Public Safety and to Intergovernmental Revenues; 3) \$1,900 in funding from Old Dominion EMS Alliance to Public Safety and to Intergovernmental Revenue; 4) \$5,000 in Help Eliminate Auto Theft Grant funding from the Virginia State Police to Public Safety and to Intergovernmental Revenue; and 5) \$78,528 in Virginia Health Department reimbursement funds to Debt & Transfers and Intergovernmental Revenues.

The General Fund Budget is also amended by transferring \$10,000 from Nondepartmental to General & Financial.

The Capital Projects Fund Budget is also amended by transferring \$78,528 from the General Fund to Miscellaneous and to City Hall Complex Improvements (formerly Health Department Building Renovations).

The Recreation Activity Fund is also amended by appropriating \$10,000 in Grant funding to Miscellaneous & Fund Balance and to Operating Expenses.

Documents:

[EX SUMMARY 26-FIN-1.PDF](#)
[ORDINANCE NO. 26-FIN-1 RECAP.PDF](#)
[AN ORDINANCE NO. 26-FIN-1.PDF](#)

C. A RESOLUTION NO 26-1

Specifying the regular meeting dates of the Colonial Heights City Council.

Documents:

[EX SUMMARY RESO 26-1.PDF](#)
[A RESOLUTION NO 26-1.PDF](#)

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. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)
[DATES OF INT - JANUARY 2026.PDF](#)

2. City Of Colonial Heights Audit Statement

City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website with the following information:

- **That the required audit is pending,**
- **The reasons for the delay,**
- **And the estimated date of completion.**

City of Colonial Heights Audit Statement

The City of Colonial Heights audits for the fiscal years ending June 30, 2024 and June 30, 2025 are pending. The major factor for the delay of the audits is: delay in completion of the audit for the fiscal year ending June 30, 2023 and additional work after financial system conversion resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024, which consequently resulted in a delay in the year-end close and audit work for the fiscal year ending June 30, 2025. Our estimated date of completion for the 2024 audit report is February 10, 2026 and the estimated date of completion for the 2025 audit report is June 30, 2026.

- B. City Attorney
- C. Director Of Planning And Community Development
 - 1. Planning Boards & Commission Summary

Documents:

[EX SUM PLANNING SUM 01_2026.PDF](#)
[08_2025 PC ANNUAL REPORT.PDF](#)
[202601_PC_PLANNING SUMMARY.PDF](#)

- 16. Adjournment