

**CITY OF COLONIAL HEIGHTS, VIRGINIA  
Special Meeting of City Council  
April 17, 2018**

**1. Call to Order**

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

**2. Roll Call**

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

**Present:** Councilman Michael A. Cherry  
Councilman Kenneth B. Frenier  
Councilman W. Joe Green, Jr.  
Councilman John E. Piotrowski  
Vice Mayor Elizabeth G. Luck  
Mayor T. Gregory Kochuba

**Absent:** Councilman John T. Wood

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

**3. Declarations of Personal Interest**

Declarations were read by Mayor Kochuba, Mrs. Luck, Messrs. Piotrowski and Frenier and filed with the Clerk.

**4. Presentation of the Quarterly Financial Report**

Finance Director, Sheila Minor, presented the City's Quarterly Financial Report and addressed questions from Council members. Addressing Mayor Kochuba's request, Mrs. Minor stated she could add a column to show period receipts for the previous year in order to track and compare how current month is trending. Addressing Mrs. Luck's question relative to lodging, Mrs. Minor advised the lodging shortfall would be approximately \$100k. Mrs. Minor also reported the numbers were tracking less in food tax.

**5. Discussion of the Proposed FY20-18-2019 City of Colonial Heights Annual Operating Budget.**

**There being no questions before the budget book review, Mr. Smith advised Council of the replacement page handouts provided for insertion into the budget book. Council reviewed the budget book by department with staff addressing the following:**

- Mayor Kochuba commented that this year's budget book did not include the salaries pages as in the past years' budget books. Mr. Smith advised that this year's book did not include the pages since the final budget book did not include them; however, it could be changed for the future. Mr. Smith stated he was unsure whether other localities included the information in their proposed budget books.**
- Mayor Kochuba commented on the benefits being included in the individual department budgets and that there was no way Council could compare or be sure that the figures were correct.**
- Mayor Kochuba noted on page three of the budget book that the annual budget was showing as \$108M and asked why the inter-fund transfers of \$21M were included twice. Addressing his question, Mrs. Minor advised the total legal appropriation was included in the budget and explained that \$21M of the General Fund was transferred; therefore, staff had to appropriate the money legally in order to transfer the money to the schools. Mrs. Minor explained that it was included in the general fund; appropriated to the schools and the schools appropriated the money.**
- Mayor Kochuba advised that inter-fund transfers had always been shown; however, it was never shown twice. Mr. Cherry provided his interpretation of the double-count as a layman and questioned Mrs. Minor again why it was counted twice. Mrs. Minor provided an explanation using a two-budget or checkbook example. Mrs. Luck asked if there was a way to show the pie chart in a more simplistic way in order for it to be less confusing. Mrs. Minor advised yes; but, it needed to be shown that it was being appropriated in two different places. Mr. Wood stated this was misleading and he would not vote to approve until it was changed; specifically noting that the chart must be one that can be understood by any layman in an effort to be transparent. Mrs. Luck commented on public perception**

**Regular Meeting Minutes**

**April 17, 2018**

**Page 3**

**when the public compares last year's budget to this year's and how the City was coming up with the money.**

- **Mrs. Luck questioned Mrs. Minor on the 27% deficit on fines and forfeitures on page 14. Mrs. Minor stated she was unsure; however, she would check with the Courts. Mayor Kochuba asked if there had been a decrease in fines being collected with Mrs. Minor responding that she did not know.**

**Council continued to review the remainder of the budget with no significant questions or comments. There was no formal action taken by Council relative to the budget.**

**6. Adjournment**

**A motion to adjourn the Special Meeting was made by Mr. Cherry, seconded by Mr. Piotrowski, and carried unanimously on voice vote at 10:30 P.M**

**APPROVED:**

---

**T. Gregory Kochuba, Mayor**

**ATTEST:**

---

**Pamela B. Wallace, City Clerk**