

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, April 16, 2019

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.

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 Messrs. Piotrowski, Frenier, Green, Mrs. Luck, and Mayor Kochuba.

4. Work Session on the Following Items:

A. Presentation by the Computer Aided Dispatch Software Evaluation Team

A presentation was made by the Evaluation Team, including Chief A. G. Moore, CPT Billy Anspach, Battalion Chief Eric Albert, and Recreation Superintendent Matt Spruill. Each member presented information on the specific needs the new software will address. Chief Moore stated the selected software was under the budgeted cost of \$1.2 M with a total cost of \$1,084,000. Chief Moore stated Tyler Technology was the team recommendation for the CAD Software; specifically noting this was the same company selected to provide the City's new financial software.

After brief questioning by Council, Mayor Kochuba polled Council for their vote to approve staff's recommendation of Tyler Technology to provide services for the Computer Aided Dispatch Software.

Vote:

Yes: Frenier
Green
Piotrowski

Special Meeting Minutes

April 16, 2019

Page 2

	Luck
	Kochuba
No:	None
Absent:	Cherry
	Wood
Abstained:	None

Motion UNANIMOUS PASS

B. Presentation of the Third Quarter FY2018-2019 Quarterly Financial Report

Finance Director Sheila Minor reported on the third quarter financial status through March 31, 2019 after which time Mayor Kochuba asked where the reconciliations stood. Mrs. Minor stated staff was currently working on March, 2019.

C. Discussion of the FY2019-2020 Proposed Annual Operating Budget

Mr. Smith thanked staff for attending the meeting; specifically thanking Mrs. Minor, Assistant Finance Director Tomeka Smith, and their staff for their efforts on preparing the budget. At this time, Mr. Smith turned the meeting over to Mayor Kochuba.

Mayor Kochuba stated he had a few questions, which Mr. Smith and Mrs. Minor addressed, and referred to the information provided earlier by Mr. Smith. Continuing, Mr. Smith addressed Mayor Kochuba's comments relative to the 4.7% increase in the General Fund, and shared slides showing a number of items increased from last year, which comprised approximately \$1.8M of the total.

There was discussion relative to the Shared Services and CSA funds with Chesterfield County. Mrs. Minor stated the Shared Services would continue to increase next year; however, regarding the CSA, the City is getting much closer to the actual costs. Mrs. Minor stated since the CSA is a direct service, the City pays whatever they are billed.

Mr. Smith stated that within the next several months City staff would be working with Chesterfield staff to determine what the agreed funding amount should be.

Mayor Kochuba added that the charges implemented by Chesterfield are pro-rated over the next couple of years; however, that will change and the number will be much larger than what the budget reflects.

Addressing Mr. Cherry's question relative to the reimbursement/rebate the City receives from the schools for funds they receive from CSA for special needs children, Mrs. Minor stated the costs were negotiated with the schools to accommodate these types of services for the children. Mrs. Minor advised she would not have the final total until September of October.

Special Meeting Minutes

April 16, 2019

Page 3

Addressing Mr. Frenier's question regarding available information showing the number of children benefiting from these funds and if there had been any increase in the number serviced, Director of Youth Eileen Brown stated the numbers were down to 11 from 22 last year. Additionally, Mrs. Brown stated that CSA could also receive children referred by District 19. Mrs. Brown stated she had been on the CSA Policy and Management Team since its enactment in the Commonwealth and commended the team for their efforts; specifically noting, costs could not be controlled for certain situations.

Mr. Green noted that District 19 costs were not increased.

Mrs. Luck expressed her concerns relative to staff basing the budget on new projected revenue sources, such as the cigarette tax. Mrs. Minor assured Mrs. Luck that although this was a projection, and should her projection be off by half, contingency funds would still be sufficient. Additionally, addressing Mrs. Luck's question relative to the percent of the fund balance, Mrs. Minor stated that by financial policy, the City has a 10% minimum for the fund balance (10% of budgeted expenditures), and a 12% target fund balance. Mrs. Minor reported that last year's ending fund balance percentage was 16.5.

Mr. Green stated he shared the same feelings as Mrs. Luck regarding the cigarette tax; however, he was willing to try something new and appreciated staff's efforts to bring this before Council. Continuing, Mr. Green expressed his concern relative to the expense the city incurs on the purchasing of new vehicles and suggested the purchase of used vehicles. Mr. Green stated he had discussed this with Mrs. Minor and provided information to her on this concept.

Continuing with additional items, Mayor Kochuba stated he felt the City "dodged the bullet" this year with Riverside Regional Jail (RRJ), by receiving a refund of approximately \$200,000; however, he again stressed that there will be an increase of \$150,000 from RRJ along with increases from Chesterfield County.

Mayor Kochuba, referencing the leasing of 200 new computers totaling \$256,00, asked if City staff had contacted the school system to inquire if they were purchasing additional computers; and if so, would it be cost effective to combine the purchase.

Addressing Mayor Kochuba's question, Mr. Andrew Blais, IT Director, stated City staff had not been in contact with the schools; however, he was negotiating with ProActive regarding a buy-one get-one option.

Mr. Cherry questioned the request by the Commonwealth Attorney's Office for an additional part-time position to assist with additional administrative needs, which would be added to the office to support the addition of the mandated, and unfunded, Assistant Commonwealth's Attorney position.

Mr. Smith stated he and Mrs. Minor had spoken with Mr. Collins regarding this request and stated funding of the position was at Council's digression for consideration.

Special Meeting Minutes

April 16, 2019

Page 4

After additional discussion, it was the consensus of Council to fund the part-time administrative position requested by the Commonwealth Attorney's Office.

Before moving on to the review of the entire budget, Mayor Kochuba expressed his desire for an additional 0.5% increase to the proposed 2% Cost of Living Adjustment for City employees. After much discussion, it was the consensus of Council to request staff further examine the budget to find the additional 0.5%.

At this time, Council reviewed the proposed budget department by department, providing the following comments:

City Council – No discussion

City Clerk – No discussion

City Manager – No discussion

Human Resources – No discussion

Economic Development – No discussion

City Attorney – The addition of a part-time hourly position (20 hours per week)

City Treasurer – No discussion

Commissioner of Revenue – No discussion

Finance – Labor costs for the cigarette tax.

Addressing Mayor Kochuba's question relative to labor costs for enforcement of the cigarette tax, Mrs. Minor stated there were no labor costs at this time; however, she was in discussion with Mr. Feasenmyer relative to the idea of creating an audit function in one of the two offices (Finance and/or Commissioner of Revenue). Mrs. Minor stated she believes revenue could be generated to pay for the position; however, data must be retrieved before determining such.

Billing and Collections – A significant increase in Printing Supplies and Materials due to the required purchase of cigarette stamps for implementation of the cigarette tax.

Information Technology – No discussion

Registrar – No discussion

Circuit Court Clerk – No discussion

Special Meeting Minutes

April 16, 2019

Page 5

Commonwealth's Attorney – Mr. Collins provided additional information on his previous request of a PT administrative position.

Sheriff – No discussion

Victim Witness – No discussion

Police – No discussion

Fire – Chief Moore provided information on his request for 6 additional firefighters and the SAFER grant and the City's responsibility relative to that grant.

EMS – No discussion

Communications – No discussion

Public Works:

Street Maintenance – No discussion

Engineering – No discussion

Health and Social Services – No discussion

Recreation and Parks – No discussion

Planning and Community Development – No discussion

Youth and Human Services – No discussion

NON-DEPARTMENTAL BUDGET:

Economic Development Authority – No discussion

Recreation Activity Fund - \$181,000 transfer to CIP

CAPITAL PROJECTS FUND:

Stormwater Fund – No discussion

Water and Sewer – No discussion

Colonial Heights Public Schools – There was no one present from the Schools

After discussion of individual departmental budgets, Mr. Green thanked Mr. Smith for an outstanding job on the budget.

Special Meeting Minutes

April 16, 2019

Page 6

Mayor Kochuba noted the items for further discussion at the April 23, 2019 work session:

- **Funding modifications for the Commonwealth Attorney's office**
- **Increasing the 2% COLA for employees by 0.5%**

Mr. Frenier expressed his gratitude to Mr. Smith and staff for their efforts to provide City employees with the COLA increase and ensuring no increase in health insurance costs.

Addressing Mrs. Luck's comments relative to there being no discussion on the proposed High Deductible Health Plan (HDHP), Mrs. Minor provided comments relative to the proposed plan and stated there would be several information sessions scheduled for representatives to discuss the options of the HDHP.

6. Adjournment.

There being no further discussion, a motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mr. Cherry and carried unanimously on voice vote at 8:17 P.M

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk