

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, June 16, 2020

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:07 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 (arrived at 6:13 PM)

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 of Personal Interest were read by Mr. Frenier and filed with the Clerk.

The Clerk announced the purpose of the meeting.

4. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

5. Advertised Public Hearings

- A. A RESOLUTION NO 20-25**
Adopting the City of Colonial Heights Housing and Community Development Annual Action, Plan, Consolidated Plan, Citizen Participation Plan, and Budget for 2020-2021.

A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 20-25.

After brief comments from Mayor Kochuba, Ms. Brandi Payne, Assistant Planning and Community Development Director, requested Council's support of the CDBG Program. Mrs. Payne provided an in-depth review of the City's CDBG Program by further explaining the program and the funding awarded for 2020. Of the \$168,034 received, \$62,237 was supplemental CDBG COVID funds. Ms. Payne advised it was staff's

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recommendation that these funds be utilized for a Water Utility Grant to assist individuals who experienced a loss of income due to COVID-19 subsequently affecting their ability to pay their utility bill. Ms. Payne stated the grant would be a maximum of \$300 and priority would be given to those applicants in low-moderate neighborhoods. Applications for the CDBG program will be available June 28 and the grant applications for the Water Utility Grant program will be available starting tomorrow.

Continuing, Ms. Payne addressed questions from Council relative to the following criteria to be met in order to qualify for the Water Utility Grant program:

- Must live in one of the designated low-moderate income neighborhoods
- Households with disabilities
- Households with loss of income due to COVID-19

At the conclusion of Ms. Payne's presentation, Mayor Kochuba asked if there were any questions from the public; there being none, Mayor Kochuba opened the floor to questions from Council.

Addressing Mrs. Luck's question relative to how staff planned to further advertise the program, Ms. Payne stated it had been her intention to canvas the affected neighborhoods; however, with the onset of COVID-19, she was unable to do this and has advertised in the City Focus and on social media.

There being no further questions, Mayor Kochuba thanked Ms. Payne for her work on this program.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

6. Work Session on the Following Items:

- A. AN ORDINANCE NO 20-FIN-12
(First Reading To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations by \$4,320 to 1) transfer anticipated revenue for vehicle**

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rental tax in the amount of \$210,701 from use of money and property to intergovernmental revenue; and 2) appropriate \$4,320 in state asset forfeiture funds for training.

A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, to adopt Ordinance No. 20-FIN-12.

Mr. Smith addressed the second appropriation listed in the ordinance, stating the funding discussed by Chief Faries is for CPT Ruxer to attend the Command College.

At the request of Mr. Smith, Mrs. Minor provided further details relative to the additional items listed in the ordinance.

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

**B. ORDINANCE NO 20-21
(First Reading) Awarding the City Manager a 4% bonus.**

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No 20-21.

There was no discussion on this item.

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

C. Presentation of the Quarterly Financial Report

Mr. Smith stated the financial report was a particularly important one, noting staff delayed the previously scheduled presentation since additional information needed to be obtained due to the impacts of COVID. Mr. Smith advised Mrs. Minor, Director of Finance, would make the presentation, which would conclude with projections for the end of the year.

Mrs. Minor provided information relative to the general revenue and compared current figures to those of the same time last year. Mrs. Minor noted 2019 was a good year for revenue as the City was collecting well and were over revenue estimates in several categories. Mrs. Minor directed Council's attention to collections through May 31 and noted those numbers were beginning to fall behind with a 78.5% collection rate as compared to the previous 86.3% collection rate at this point last year. Mrs. Minor stated that much of the City's revenue stream will come in through the middle of August; therefore, it is not concerning that the percentage is not closer to 100%; however, it is concerning revenue will fall further behind over the next few months.

Due to anticipated revenue shortfalls, Mrs. Minor stated staff has considered several expenditure reductions and compared current expenditure percentages to those from the previous year. Mrs. Minor stated the City was under budget on the expenditure side in all categories except for debt service, which is to be expected.

Mrs. Minor provided the top six revenue sources and the cigarette tax revenue, specifically noting the impact to the sales and use tax and the meals tax. Continuing, Mrs. Minor reported that the meals tax incurred at 40% drop with the lodging tax incurring a 75% drop compared to the average. Mrs. Minor stated the significant impact to the personal property tax was not as concerning considering the delay in mailing the bills and the movement of the due date.

At the recommendation of City Auditor's, Mrs. Minor provided Council with an update of the City's cash and investments and provided balances for the City's various accounts with a total cash and investment total of just under \$22M for the end of May 2020.

Continuing, Mrs. Minor stated her staff had spent a lot of time compiling information to get a handle on where exactly City finances will be at the end of the fiscal year. The information presented including the budget, anticipated and difference in the General Fund estimated year end revenue. Mrs. Minor reported there was an anticipated General Fund Revenue shortfall of \$5,608,193.

Addressing expenditures, Mrs. Minor stated staff has taken a number of initiatives to try and reduce the impacts of COVID through savings. Mrs. Minor thanked

department heads for their efforts in assisting with identifying areas of savings. Mrs. Minor provided areas of expenditure savings which totaled approximately \$4.3M. Mrs. Minor advised that the Comprehensive Services Act was an area which, even before COVID, staff was not sure where funding would end up. Concluding, Mrs. Minor stated staff was anticipating a draw from the City's undesignated fund balance in the current fiscal year of approximately \$1.2M. Mrs. Minor advised Council she would have additional information affecting this figure toward the end of June and would keep Council apprised should there be any significant change.

Mrs. Minor addressed Mrs. Luck's question relative to the CARES Act funding by providing the many ways staff is currently utilizing those funds; specifically noting the EDA Grant, and the Water Utility Grant Program.

D. Public Safety Compression Adjustments

Mr. Smith recalled the Public Safety salary adjustments which were made across the board. Mr. Smith noted some of the adjustments were based on years of service which were made in small increments of adjustment. With this being said, Mr. Smith made a presentation to Council providing concepts in the three public safety areas addressing compression and related issues. Mr. Smith provided information supporting a salary benefit/cost of approximately \$79,000.

Mr. Smith stated it was staff's recommendation to implement the proposed salary adjustments July 1 and if budget adjustments are necessary further into the year, those adjustments can be made toward the end of the next fiscal year.

Addressing questions from Council, both MAJ Anspach and Deputy Chief Kissner stated they had seen a decline in the number of employees accepting positions in surrounding localities.

Chief Faries thanked Council for their efforts relative the proposed recommendation and support of the recent community issues. Concurring with Chief Faries' comments, Sheriff Wilson also provided positive comments relative to the staff retention and moral.

Mr. Wood stated he wanted officers to know Council supported them during this hazardous time.

At the conclusion of the presentation and comments, Mayor Kochuba polled Council as to their support of Mr. Smith's recommendation of the proposed salary adjustments.

Vote: 7-0
Yes: Cherry
Frenier
Green, Jr.
Piotrowski

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

Motion UNANIMOUS PASS

E. Discussion Regarding July 4th Fireworks

This item was initially discussed and approved at the June 9, 2020 Regular Meeting; however, at the request of Mr. Cherry, it has been placed on the agenda for further discussion.

Mayor Kochuba recalled a memo from Mr. Cherry expressing his concerns and current opinion related to the City’s annual July 4th firework display.

Chief Faries advised he had spoken with his staff, as well as confirming with Ft. Lee, that they would not have fireworks this year. Chief Faries stated the cancellation of fireworks in the surrounding areas was said to be from COVID; however, Chief Faries advised with the current unrest in surrounding localities, it was his recommendation to postpone the fireworks.

<u>Vote:</u>	7-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

F. Discussion Regarding the Tri-City Chili Peppers

Mr. Smith advised Council it was the decision of the Chili Peppers’ administration to cancel the current season noting this was not the type of opening “fan” season they had anticipated; and due to the restrictions, decided to cancel the season all together.

Mr. Smith stated staff was proposing an amendment to the Chili Peppers’ agreement to restructure the term of the agreement to reflect starting the season next year and

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moving the payments for this year to an appropriate time next year. Additionally, other areas within the agreement would be adjusted.

Mr. Skalak stated he was thankful, as were the Chili Peppers, for Council's support to start the contract in 2021 with slight modifications to dates, etc. Additionally, Mr. Skalak stated he and his staff are working with the Chili Peppers to recoup some of their lost revenue. Mr. Skalak advised they have installed cameras in an effort to livestream several showcase tournaments to enhance the recruiting process for high school players and NCAA recruiters alike. Mr. Skalak stated there were six scheduled long weekend events with teams from out of town, and some from out of state, which was a great opportunity for the Chili Peppers.

Mayor Kochuba asked for an informal vote for Mr. Smith and Mr. Skalak to move forward to renegotiate the lease agreement with the Chili Peppers.

<u>Vote:</u>	7-0
Yes:	Cherry Frenier Green, Jr. Piotrowski Wood Luck Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

Before adjournment, Mr. Green asked that his comments be noted as a matter of record for the minutes. Mr. Green stated that he meant for his comments to be complimentary; however, Council has viewed presentation which go above and beyond; the Finance Department has gone into tremendous detail on finances and COVID impacts and the City Manager with a comprehensive pay plan; the Planning Department with the building and housing. Mr. Green stated he has made these statements a couple of times before; however, he wanted his comments to be a matter of the record. Mr. Green stated, staff sends Council the information in advance so they can review it and come to Council meeting and ask questions on things they have concerns about and he is certain they have spent hours preparing the material, yet it is presented line-by-line, detail-by-detail and it discourages him from reading anything ahead of time because he knows staff will go over every jot and tittle at the meeting and it doesn't seem fair to him for staff; it seems like a disservice to staff.

Mr. Green asked that the material/presentation be provided to Council ahead of time in an effort for them to review and prepare any questions or concerns they may have once

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the presentation is made at the meeting; not review the entire presentation line for line; allow Council to review and study and ask questions of staff at the scheduled meeting.

Mr. Wood asked, for his own personal knowledge, if the City Attorney could provide him with the portion of the City Code relating to permits for public festivals, meeting, and/or gatherings.

Mr. Piotrowski inquired as to the condition of the pond at the Roundabout.

Addressing Mr. Frenier's question relative to the completion date of the Dupuy Project, Mr. Smith stated he was reviewing information and would get back with him tomorrow.

Addressing Mr. Cherry's question relative to the time frame for hazard pay for Public Safety, Mr. Smith stated he would consult with Mrs. Minor to determine that time and get back with him.

9. Adjournment.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mr. Cherry, and carried unanimously on voice vote at 8:15 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk