



Colonial Heights
City Council Special Meeting
April 21, 2020

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- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations of Personal Interest**

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4. Work Session On The Following Items:

A. Review and Discussion Of The Proposed FY 2020-2021 Annual Operating Budget



FY20 Economic Response – Budgetary Controls

- Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis
- Freeze on unspent capital outlay in department budgets, unless approved by City Manager
- Non-essential spending freeze, unless approved by City Manager
- Hold on pavement preservation program (\$775k)
- Discussion with schools on revenue projections and anticipated adjustments to monthly transfers

FY21 Economic Response – Budgetary Controls

Personnel

► COLA raises moved to contingency	\$420,000
► Freeze on upgraded positions	43,000
► Hold additional part-time funding (several depts.)	12,000

Operating

► Additional Street maintenance to contingency	295,000
► Freeze certain new initiatives/contrib. to FY20 levels	44,000

Capital Outlay/Equipment

► Freeze on most approved capital outlay	777,000
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Other

► Freeze on General Fund transfer to CIP	220,000
► Base contingency amount	<u>309,000</u>

\$2,120,000



FY21 Economic Response - Additional Budgetary Controls

- Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis (amount TBD)
- Non-essential spending freeze, unless approved by City Manager (amount TBD)
- Hold on implementation of Pavement Preservation Program for FY 21 (\$700,000)



Proposed Budget Highlights

PERSONNEL

- Full Year 2.5% COLA Increase for FT Employees (\$419,000)
- 2.5% Health Insurance Increase (\$61,000)
- VRS Employer rate increase from 13.48% to 14.39% (\$130,000)
- Three upgraded positions (\$43,000):
 - GIS Coordinator, IT (replacing professional services)
 - Legal Secretary, Comm Attny (PT to FT)
 - HR Specialist (Finance Admin Assist. to PT)
- SAFER grant year 2 match (Cigarette taxes, \$108,000)
- Additional staffing for community center (revenue funded, \$25,000)
- Increased funding for PT horticulture staff (\$4,850) & sheriff's deputies (\$7,550)

* Items in purple are subject to temporary hold in response to economic conditions



Proposed Budget Highlights

OPERATING- SERVICES

- Phase II RRJA increase
- Phase II Shared Services increase
- Increases estimate for CSA- now \$515,000 (\$65,000)
- Richmond Regional Tourism membership (\$20,000)
- Downtown Revitalization Study (\$18,000)
- Utilities for city buildings (\$11,400)
- Increases in insurance premiums (\$70,000)
- Outsourced assistance for buildings & grounds (\$20,000)
- Increase in Contributions, including Chamber of Commerce and Christmas Mother (\$5,700)
- Increased street maintenance (Cigarette taxes) (\$295,000)
- Increased school funding per MOU (\$909,000)

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Proposed Budget Highlights

EQUIPMENT/ CAPITAL

- Uses selected reserves & fund balances for specific capital projects in CIP
- Sharepoint/ Office 365 Upgrade (\$60,000)
- Technology Fund for computer purchases (\$30,000)
- Pavement inventory data collection (\$40,000)
- City Bridge Inspections (\$40,000)
- UPS power supply for traffic signals at Temple & Boulevard, Ellerslie & Boulevard, and Dimmock & Southpark (\$21,000)
- Shepherd Stadium Handrails (\$32,000)

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Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- Courthouse carpet replacement (\$10,600)
- Courthouse Sally Port Gate replacement (\$10,600)
- Equipment:
 - Council Audio equipment & recording software upgrades (\$23,000)
 - Balance of Steel Spreader Rack for Street Maintenance (\$55,000)
 - Front End Wheel Loader (Streets & Stormwater, \$75,000 each)
 - Community Center HVAC replacement (\$16,000)
 - Four jack stands for fleet maintenance (\$6,800)
 - Diesel Tractor, trailer & attachments for Parks & Grounds (\$30,000)

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Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- Equipment:
 - LTRON crime scene system (\$12,000)
 - Fire Equipment (\$80,000) (largely grant funded)
- Vehicles:
 - Sheriff's Office Vehicle (\$41,000)
 - Police Vehicles (\$194,000)
 - Fire Staff Vehicle (\$47,000)
 - Code Enforcement Vehicle (\$21,000)

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Anticipated Revenue Shortfalls?

	FY20 Budget	FY20 Projections		
		Moderate	Difficult	Severe
Real Estate	\$20,066,538	\$20,166,593	\$19,864,094	\$19,268,171
Sales Tax	8,218,214	7,334,747	6,417,904	5,348,039
Meals Tax	6,953,362	6,625,244	5,521,037	4,140,778
BPOL	2,920,442	2,920,442	2,920,442	2,891,238
Personal Property	2,601,250	2,961,619	2,872,770	2,729,132
Lodging Tax	1,280,483	1,026,080	769,560	529,073
Total	\$42,040,289	\$41,034,725	\$38,365,807	\$34,906,431
Revenue Loss (From Budget)		(\$1,005,564)	(\$3,674,482)	(\$7,133,858)

Anticipated Revenue Shortfalls?

	FY21 Budget	FY21 Projections		
		Moderate	Difficult	Severe
Real Estate	\$20,919,203	\$20,500,819	\$20,082,435	\$19,664,051
Sales Tax	8,061,260	7,255,134	6,852,071	6,449,008
Meals Tax	7,285,359	6,556,823	5,828,287	5,099,751
BPOL	3,179,917	2,464,436	2,225,942	1,987,448
Personal Property	3,050,246	2,989,241	2,897,734	2,745,221
Lodging Tax	1,279,296	895,507	703,613	559,692
Total	\$43,775,281	\$40,661,960	\$38,590,082	\$36,505,171
Revenue Loss (From Budget)		(\$3,113,321)	(\$5,185,199)	(\$7,270,110)

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4. Work Session On The Following Items:

B. AN ORDINANCE NO 20-11

(Second Reading) Amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills; and by amending Chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to City Code §27-10.

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5. Adjournment



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