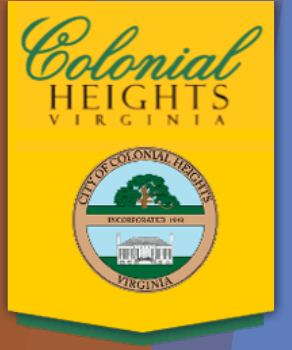




**Colonial Heights
City Council Special Meeting
May 16, 2023**

Colonial Heights City Council Meeting

May 16, 2023



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

Colonial Heights City Council Meeting

May 16, 2023



4. A Work Session On The Following Items:

*A. Review And Discussion Of The Proposed FY 2023-2024 City
Of Colonial Heights Annual Operating Budget*

Proposed Budget Highlights

EMPLOYEE COMPENSATION - General Employees

- ▶ 5% cost of living adjustment for Full-time employees are (who are not in the Public Safety Step Plan)
- ▶ Increase the pay plan ranges by 2%
- ▶ Estimated Salary/Benefit Cost: \$585,000
- ▶ CM to review potential additional employee salary movement based on longevity.

Proposed Budget Highlights

EMPLOYEE COMPENSATION:

- ▶ Maintenance Employee Adjustments
 - ▶ Various pay plan/pay grade changes.
 - ▶ Following the 5% Cost of Living Adjustment, increase salary to proposed new minimum/minimum starting pay, if below, on updated pay plan.
 - ▶ Provide additional base salary increases based on years of service for 2 or more years of service.
- ▶ Estimated Salary/Benefit Cost: \$55,000

Proposed Budget Highlights

EMPLOYEE COMPENSATION:

- ▶ Public Safety Pay Plan
 - ▶ Increase Plan (percentage varies)
 - ▶ Move ahead one step
 - ▶ Move Police to all on 80 hour schedule
 - ▶ Estimated Salary/Benefit Cost: \$717,000

Unassigned Fund Balance Summary

FY 22 Year-End Unassigned Fund Balance	16,499,227
Less recommended assignments following FY 22 Year End	(3,082,000)
Updated Unassigned Fund Balance	13,417,227
Percent of FY 24 General Fund budget	19.01%
Minimum Level of 10% of General Fund Budget (FY 24)	7,057,589
Target Goal Level of 12% of General Fund Budget (FY 24)	8,469,107

Recommend Amounts to Assign after FY 22

Category	Available Fund Balance	Additional to Assign From FY 22 Year End	Total Available after Assignment	Notes
Assigned - Vehicle Replacement	0	725,000	725,000	
Assigned - Facilities	212,000	700,000	912,000	
Assigned - Street Match	912,341	100,000	1,012,341	
Assigned - Communciations	30,000	0	30,000	For CAD Maintenance
Assigned-Stormwater		400,000	400,000	New Category; use toward FY 24 CIP
Assigned-Fire Apparatus	20,000	500,000	520,000	
Assigned-Fire/EMS	0	28,000	28,000	Funds for FY 23 for emergency alert siren

Recommend Amounts to Assign after FY 22 continued...

Category	Available Fund Balance	Additional to Assign From FY 22 Year End	Total Available after Assignment	Notes
Assigned One-Time Employee Bonus	0	312,000	312,000	Funds for FY 23 for one-time FT and PT bonuses
Assigned One-Time vacation payment	0	217,000	217,000	Funds for FY 23 for one-time vacation payment
Information Technology	25,000	100,000	125,000	Funds for future IT needs
Total Additional Assigned Fund Balance		3,082,000		

Fund Balance Use FY 24 CIP

Category	Available Fund Balance (from table above)	Use for FY 24 CIP	Remaining Funds	Notes
Assigned - Facilities	912,000	572,800	339,200	Use in CIP for: City Hall Parking (\$400,000), Asphalt Paths (\$72,800), Gateway Roundabout (\$100,000)
Assigned - Street Match	1,012,341	223,983	788,358	Use in CIP for: Boulevard-Westover (\$39,313), CH High School Sidewalks (\$104,769), Boulevard Spur (\$79,901)
Assigned - Stormwater	400,000	237,738	162,262	Use In CIP for: Ridge Road Culvert (\$237,738)
Total Fund Balance Use FY 24 CIP		1,034,521		

Fund Balance Use FY 24 Operating Budget

Category	Available Fund Balance (from table above)	Use for FY 24 Operating Budget	Remaining Funds	Notes
Assigned - Vehicle Replacement	725,000	532,500	192,500	Use in Budget for: Sheriff vehicle (\$47,000); Funds toward Police car cost (\$300,000), Police Admin. Vehicle (\$25,000) Street Maint. Truck (\$50,000), Parks Diesel Tractor (\$38,000)
Assigned-Communciations	30,000	30,000	0	Use to offset CAD Maintenance Cost
Assigned City Council	18,000	15,000	3,000	Use fund balance reserved for audio equipment and instead use for Chambers/Conference Room upgrade
Total Fund Balance Use FY 24 Operating Budget		577,500		

Meals Tax Rate Comparison

City of Petersburg	7%
City of Richmond	7.5%
City of Hopewell	6%
City of Williamsburg	6.5%
Prince George County	4%

Colonial Heights City Council Meeting

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5. Adjournment

Top Six General Fund Revenues

	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY23 Projected</u>	<u>FY24 Proposed</u>
Real Estate	22,325,543	22,686,946	23,000,000	23,249,924
Sales Tax	9,386,200	8,650,000	9,445,690	9,000,000
Meals Tax	8,844,339	7,500,000	8,700,000	9,330,000
BPOL	3,551,392	3,350,000	3,750,000	3,600,000
Personal Property	3,405,229	3,495,236	3,800,000	4,600,000
Lodging Tax	<u>1,491,915</u>	<u>1,300,000</u>	<u>1,380,000</u>	<u>1,400,000</u>
	49,004,618	46,982,182	50,075,690	51,179,924

Proposed Budget Highlights

PERSONNEL

- ▶ Adjust Grade of Paralegal/Deputy City Clerk
- ▶ Sheriff's Office
 - ▶ Budget one full-time Deputy Sheriff position in place of two part-time employees (once vacancy occurs later, vacant position will revert to part-time)
- ▶ Code Enforcement Officers budgeted as two part-time positions (had been budgeted as a full-time Building Inspector, and filled with part-time)
- ▶ Commonwealth's Attorney - change one Legal Secretary to Administrative Assistant
- ▶ Add Victim Witness positions to the Pay Plan

Proposed Budget Highlights

OPERATING- SERVICES

- ▶ Increase in Richmond Regional Tourism membership (\$40,000 to \$50,000; planned increase), Virginia's Gateway Region (\$48,634 to \$58,628), and Crater Planning District (\$10,000).
- ▶ Health Department cost increase
- ▶ Increase in City share of Employee Health Insurance (approx. \$177,000)
- ▶ Increase in Technology Costs (\$175,000)
 - ▶ Third Party Support
 - ▶ Microsoft Office Subscriptions
- ▶ Increase in Refuse Collection and Recycling Costs
- ▶ Increase in Chesterfield Shared Services Requests

Chesterfield Shared Services

Service	FY23 Adopted Budget	FY24 Chesterfield Request	FY24 Proposed Budget	Difference
Child Advocacy Center	\$10,000	\$10,000	\$10,000	\$0
Community Corrections	\$350,800	\$446,800	\$446,800	\$0
CSA Administration	\$53,800	\$53,214	\$53,214	\$0
Circuit Court	\$31,600	\$35,482	\$35,482	-\$0
Drug Courts	\$98,700	\$149,064	\$149,064	\$0
Juvenile Detention Home	\$101,967	\$71,500	\$71,500	\$0
Social Services	\$400,000	\$496,600	\$325,000	-\$171,600
Radio Shop	\$215,702	\$213,600	\$213,600	\$0
Total	\$1,262,569	\$1,476,260	\$1,304,660	-\$171,600

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

- ▶ Council Conference Room-Chambers upgrades: \$15,000
- ▶ Sheriff's Office
 - ▶ Vehicle/Equipment: \$57,000
- ▶ Police
 - ▶ Patrol Vehicles (5): \$306,420
 - ▶ Admin. Vehicle (1): \$26,250
- ▶ Fire
 - ▶ Fire/EMS Equipment: \$110,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

- ▶ Street Maintenance
 - ▶ Chemical Spreader - \$22,000
 - ▶ Pickup Truck - \$50,000
- ▶ Building Maintenance
 - ▶ Dunlop Fire Station Heat Pump - \$10,000
 - ▶ City Hall Alarm Panel - \$32,500
- ▶ Parks & Grounds
 - ▶ Diesel Tractor/Trailer - \$38,000
 - ▶ Infield Groomer - \$38,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

IT Service Fund

- ▶ Technology Replacement - \$35,000

WATER

- ▶ Pick-up Truck \$50,000
- ▶ Utility Service Truck - \$70,000

SEWER

- ▶ Pickup Truck - \$50,000
- ▶ Tractor w/ Bushhog - \$60,000

Proposed Budget Highlights:

Use of Fund Balance

Capital Improvement Plan

▶ CIP	\$1,034,521
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Operating Budget

▶ Replacement Police Vehicles	325,000
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▶ Sheriff Vehicle	47,000
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▶ CAD System Maintenance Fees	30,000
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▶ Street Maintenance Truck	50,000
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▶ Parks Diesel Tractor	38,000
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▶ Council Conf. Room/Chambers upgrades	<u>15,000</u>
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Total for Operating Budget	\$577,500
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Proposed Budget Highlights: Fee-Rate changes

- ▶ Garbage/Recycling Rate
 - ▶ Increase monthly rate from \$18.50 to \$20.50
- ▶ Meals Tax
 - ▶ Recommended increase of ½ penny
 - ▶ Estimated Revenue:
 - ▶ City: \$335,036
 - ▶ Schools: \$344,964
- ▶ Water/Sewer Rate Increase

Overview - All Funds

	FY22-23 Adopted	FY23-24 Proposed	Change	Percent
General Fund	\$ 40,900,576	\$ 45,598,356	\$ 4,697,780	11.5%
Economic Dev. Auth.	28,580	\$ 29,580	1,000	3.5%
Recreation Fund	160,917	\$ 160,917	1	0.0%
IT Service Fund	212,625	\$ 388,106	175,481	N/A
Schools Fund*	52,342,567	\$ 54,292,287	1,949,720	3.7%
Capital Projects	11,193,158	\$ 6,604,029	(4,589,129)	-41.0%
Stormwater Fund	976,744	\$ 1,130,745	154,001	15.8%
Utilities Fund	5,383,093	\$ 5,902,892	519,799	9.7%
Total (net of transfers)	\$ 111,198,260	\$ 114,106,913	\$ 2,908,653	2.6%