

# *City of Colonial Heights*



**FY2023-2024  
Approved Annual Operating Budget  
June 13, 2023**

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# City of Colonial Heights Elected Officials and Senior Management

## CITY COUNCIL

T. Gregory Kochuba.....	Mayor
Robert W. Wade.....	Vice Mayor
Kenneth B. Frenier .....	Councilmember
Elizabeth "Betsy" G. Luck.....	Councilmember
John E. Piotrowski .....	Councilmember
Dr. Laura F. Poe.....	Councilmember
John T. Wood.....	Councilmember

## SENIOR MANAGEMENT

Douglas E. Smith.....	City Manager
Lysa A. Rhodes.....	Director of Finance
Jennifer N. Carpenter.....	Director of Human Resources
William H. Anspach.....	Chief of Police
Hugh P. Fisher, III .....	City Attorney
Todd B. Flippin.....	Director of Public Works/ Engineering
Joseph N. Carter, Jr.....	Dir. of Planning/Community Development
Bruce N. Hansen.....	Library Director
T. Wayne Hoover.....	Chief of Fire & EMS
Craig R. Skalak.....	Director of Recreation & Parks
Pamela B. Wallace.....	Clerk of Council

## CONSTITUTIONAL OFFICERS

Alfred Gray Collins, III.....	Commonwealth's Attorney
Bill Feasenmyer.....	Commissioner of Revenue
Teresa Cherry.....	Treasurer
Stacy L. Stafford.....	Clerk of Circuit Court
Todd B. Wilson.....	Sheriff
Jennifer L. Wells.....	Registrar

# CITY BOARDS AND COMMISSIONS

## Council-Appointed Advisory Groups, Organizations and Representative Agencies Serving the City

- ADVISORY BOARD TO CITY COUNCIL
- ADVISORY BOARD TO RECREATION AND PARKS
- ADVISORY BOARD ON POLICE-REQUESTED TOWING
- APPOMATTOX RIVER WATER AUTHORITY
- ARCHITECTUAL REVIEW BOARD
- BOARD OF ZONING APPEALS
- CENTRAL VIRGINIA FILM OFFICE BOARD OF DIRECTORS
- CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
- CHESTERFIELD-COLONIAL HEIGHTS BOARD OF SOCIAL SERVICES
- CITY WETLANDS BOARD
- CVWMA CITIZEN ADVISORY COMMITTEE
- COMMUNITY CRIMINAL JUSTICE BOARD
- COMMUNITY POLICY AND MANAGEMENT TEAM
- CRATER DISTRICT AREA AGENCY ON AGING BOARD OF DIRECTORS
- CRATER PLANNING DISTRICT COMMISSION
- DISTRICT 19 COMMUNITY SERVICES BOARD
- ECONOMIC DEVELOPMENT AUTHORITY
- FIRE PREVENTION BOARD OF APPEALS
- FRIENDS OF THE LOWER APPOMATTOX RIVER
- HISTORICAL COMMISSION
- JOHN TYLER ASAP POLICY BOARD
- JOHN TYLER COMMUNITY COLLEGE BOARD OF TRUSTEES
- NATURAL HAZARDS MITIGATION ADVISORY COMMITTEE
- PERSONNEL BOARD
- PETERSBURG AREA REGIONAL TOURISM CORPORATION
- PLANNING COMMISSION
- REGIONAL BUILDING CODE APPEALS BOARD
- RICHMOND REGIONAL TOURISM BOARD OF DIRECTORS
- RIVERSIDE REGIONAL JAIL AUTHORITY
- SENIOR CITIZENS ADVISORY COMMITTEE
- SOUTH CENTRAL WASTEWATER AUTHORITY
- TRANSPORTATION SAFETY COMMISSION
- VIRGINIA'S GATEWAY REGION
- YOUTH SERVICES COMMISSION



# CITY OF COLONIAL HEIGHTS

## OFFICE OF THE CITY MANAGER

Douglas E. Smith  
City Manager

City Hall · 201 James Avenue · P.O. Box 3401  
Colonial Heights, Virginia 23834

Nancy Bosher  
Executive Assistant

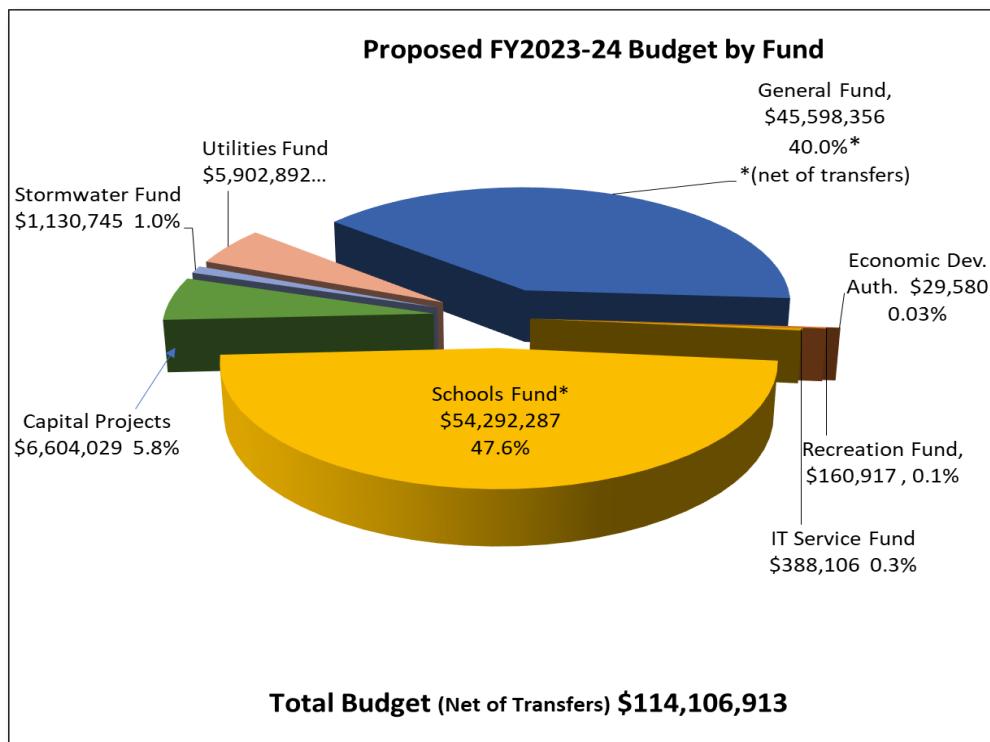
May 9, 2023

Mayor and City Council  
City of Colonial Heights  
201 James Avenue  
Colonial Heights, Virginia 23834

Mayor and Council Members,

I hereby present the annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

The total appropriation included in this FY2023-24 Annual Budget, net of the transfer to schools, is \$114,005,621 which is 2.5% larger than the current fiscal year adopted budget. Significant changes between the current year adopted budget and this budget are the reduced level of appropriations in the Capital Projects Fund (-41%), the Information Technology Fund (82.5%) and Recycling (32.5%) as compared to the current adopted budget. The Capital Projects Fund decrease is related to appropriations for capital projects being significantly lower than the current year budget; however, the total proposed capital projects funding for FY 2024 still exceeds \$6 million. The increase in the Information Technology Fund is for increased costs of computer services through a third-party vendor and for Microsoft Office costs. The Recycling increase is related to costs for the new recycling contract that is overseen by the Central Virginia Waste Management Authority. The overall budget, by fund, is shown in the following graph:



The City's total General Fund budget for the upcoming fiscal year of \$70,575,890 is an increase of 8.5% from the original FY 2022-23 General Fund budget of \$65,042,989 (the proposed FY 24 General Fund Budget net of interfund transfers is \$45,598,356 as shown in the graph on the previous page. Funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council increased slightly in the upcoming budget (further details below). Under this MOU, the School division receives 50.73% of the City's top six revenue sources as the local contribution to schools. The City's transfer is adjusted to the actual revenue received from these six sources at the end of the fiscal year. The FY 24 General Fund budget includes: one full-time position converted from funding from two part-time positions, increases in health insurance premiums, technology cost increases, various service equipment replacements, and funding in contingency for additional school funding (not yet included in the School budget appropriation) due to revised revenue projections.

The budget for Colonial Heights Public Schools totals \$54,292,287, which is 47.6% of the total budget and an increase of \$1.9 million over the current year. The School Budget includes funding for major capital improvement projects for the High School administrative/entrance area and the Fine Arts area. The line item detail of the school budget is found in the back of this document.

Transfers from the General Fund to other funds represent the largest expenditure of the General Fund budget. The General Fund transfer to the Colonial Heights School system is budgeted at \$23,943,013, similar to the \$23,876,045 transfer in the current fiscal year budget. The General Fund also includes a transfer to the Capital Projects Fund of \$1,034,521 from assigned fund balances. The current year budget provided a \$187,600 transfer to the Capital Projects Fund.

The FY23-24 Budget continues the City's practice of being a balanced, financial plan. It was created with input from all department heads.

The budget includes the continuation of existing services and programs; support for existing staff and operations; and funding for equipment replacement and selected new investment.

The City's budget is comprised of eight (8) funds:

- **General Fund – (\$45.6M, net of \$24.98M transfers)** The General Fund provides for the majority of city services; the funding of the General Fund comes from taxes, charges for services, fines and forfeitures, and intergovernmental revenue, among others. All functions not included in one of the other six funds are provided through the General Fund.
- **School Fund – (\$54.3M)** This fund accounts for revenues and expenditures related to the operation of the Colonial Heights Public School System (CHPS). The City makes a lump-sum transfer of funds to the school division each month based on a formula as set in a Memorandum of Understanding (MOU) between the School Division and the City. While the school funds are appropriated by City Council in total, the School Board allocates and manages these funds.
- **Economic Development Authority Fund – (\$29,580)** This fund receives administrative fees from the issuance of debt on behalf of specific economic entities. These funds are appropriated for use by the Colonial Heights Economic Development Authority in the promotion of economic development in the City.

- **Recreation Fund – (\$160,917)** The Recreation fund holds revenues and expenditures relating to specialized recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc. Salaries of the Recreation and Parks staff and basic activities of the department are funded through the General Fund.
- **Capital Projects Fund – (\$6.6M)** Large capital purchases are planned through the City’s Capital Improvement Plan, which is a supplemental document to this Operating Budget and integral part of the City’s budgeting process. The Capital Projects Fund accounts for expenditures related to the purchase, construction, and installation of capital projects as included in the City’s Capital Improvement Plan. Revenue sources include transfers from other funds, debt proceeds, or capital grants used to fund these large-scale projects.
- **Information Technology Service Fund – (\$388,106)** This fund is funded through charges to each department for the ongoing maintenance and ultimate replacement of desktop and laptop computers in service in departments and computer licenses. These charges are accumulated in the IT Service Fund, where they will pay for the City’s outsourced technology support as well as funding a replacement fund and computer licenses.
- **Stormwater Management Fund\* – (\$1,130,745)** Stormwater management activities are funded through a monthly stormwater fee on City utility bills. The stormwater fees are deposited to the Stormwater Management Fund and used to maintain stormwater infrastructure and fund related capital improvement projects.
- **Water and Sewer Fund\* – (\$5.9M)** The City’s potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

\*Designates Enterprise Funds

The FY23-24 budget document is presented in a format similar to prior years. Preceding most departmental budgets is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also, on this page are performance indicators providing statistical data of that department’s volume of work and a summary of personnel resources. As was included in the current year budget, this document includes a five-year plan for equipment, furnishings, fixtures, vehicles and other one-time capital outlays in each major department.

## **FY2023-24 ANNUAL BUDGET - Budget Highlights and Issues**

The City of Colonial Heights continues to respond to financial challenges through the effective management of its available resources. As we look into the future, infrastructure replacement, increased demands for services, and general increases in costs will continue to stretch current financial resources. This budget does not anticipate deficit spending and/or utilization of unassigned fund balance for operating expenses (some of the assigned fund balance utilized in the proposed budget is yet to be assigned following the FY 22 audit; these assignments will be proposed to Council prior to the final adoption of the FY 24 budget).

The following is a brief discussion of various issues impacting the FY23-24 Annual Budget:

### **Cost of Operations**

The City has experienced increased costs in various areas. Providing a compensation increase to employees is a critical item for rewarding our employees and for helping with recruitment and retention. The proposed budget includes a 5% cost of living adjustment for full-time employees who are not included in the Public Safety Pay Plan. Additional pay adjustments are included for maintenance employees. Various revisions are included for the Public Safety Pay Plan to assist with recruitment and retention.

Contingency funding is also reserved in the amount of \$150,000 for additional compensation items:

- Establishment of a longevity pay program or other type of compensation program for full-time employees not part of the Public Safety Pay Plan (to be recommended by the City Manager).
- Funds for part-time pay increases if not already included in various departmental budgets.
- Other employee pay adjustments as approved by the City Manager.

Health insurance costs increased approximately 6% for FY 24 with the City taking on 80% of the increased cost (for most plan types). City costs also increased for payments to various organizations in which the City participates.

### **Funding Enterprise Operations**

These City's utility rates were last adjusted in 2021. A rate increase of 5% is proposed for water and sewer rates for FY 23-24. Even with the 5% adjustment, additional funds are needed to balance the Water and Sewer fund. The budget includes a transfer from Water and Sewer fund balance in the amount of \$358,117.

### **Capital Outlay**

As mentioned earlier, the FY23-24 operating budget supports various capital projects through the transfer of funds from the General Fund. The City plans the one-time utilization of \$547,500 in assigned General Fund balances resulting from prior year surpluses for specific one-time and capital projects. The use of general fund assigned fund balance is planned for the following projects:

- Partial funding of the replacement of Police vehicles (\$325,000)
- Partial funding of replacement Sheriff's vehicle (\$30,000)
- Street Maintenance vehicle (\$50,000)
- Parks & Grounds Maintenance diesel tractor (\$38,000)
- Council Conference Room/Council Chambers upgrades (\$15,000)

In addition, \$30,000 of assigned fund balance is being used to partial offset the maintenance cost of the new Computer Aided Dispatch/Records Management system for Public Safety.

## **Fees and Rates**

The Personal Property Tax Rate from \$3.50 per \$100 of assessed value for calendar year 2023 is proposed to stay the same for calendar year 2024. No change is proposed for the real estate tax rate.

A slight meals tax increase of  $\frac{1}{2}$  penny is proposed for FY 23-24. This funding will be shared between the City and Schools. For the City, this funding will assist in providing increased compensation to City employees.

The monthly rate for garbage/recycling is proposed to increase from \$18.50 to \$20.50 due to garbage collection and recycling rate adjustments.

## **Specific Personnel Needs/ Staffing**

The budget includes funding in FY23-24 for two hundred seventy-four (274) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is the same as the adopted budget for FY23. For the Sheriff's Office, funding from two part-time positions is reallocated to an additional full-time budgeted position. In the Planning and Community Development Department, the position allocation is revised to show two part-time Code Enforcement Officers in place of one full-time Building Inspector. The two part-time Code Enforcement Officer positions have been existing positions for some time, but had been funded from the full-time Building Inspector position that was not filled.

## **Vehicles, Furniture, Fixtures & Equipment**

Planned replacement and acquisitions of vehicles, furniture, fixtures, and equipment in the General Fund for FY 23-24 total \$779,320. This is a increase of 17.7% when compared to the FY23-23 figure of \$661,995. Some items included in the proposed FY 24 budget include the replacement of six police vehicles, vehicles for the Sheriff's Office and Street Maintenance, and equipment for Parks Maintenance. The chart below illustrates equipment, furniture, fixtures, and vehicle spending planned in FY 24 by functional category.

### **General Fund Vehicles, Furniture, Fixture, and Equipment – Planned FY 24 Spending**

<b>Budget Category</b>	<b>Amount</b>	<b>Percent of Total</b>
Legislative	15,000	1.92%
General & Financial Admin.	9,300	1.19%
Judicial	63,050	8.09%
Public Safety	483,870	62.09%
Public Works	128,200	16.45%
Culture and Recreation	77,500	9.94%
Community Development	2,400	0.31%
<b>TOTAL</b>	<b>779,320</b>	

## Capital Improvement Plan FY2024-FY2028

The budget process included the development of a separate five-year Capital Improvement Plan (CIP). The City's capacity for issuing new debt over the period of the CIP was analyzed and funding alternatives for capital projects were identified.

Colonial Heights will need to renovate and replace core infrastructure and facilities to continue the service levels enjoyed by its citizens. By planning for these needs over the long term and matching them to the available resources over that same term, City Council and City Management can proactively address community needs in a systematic and planned manner that maintains a stable tax base and allows for continued excellence in our services to the public.

The following projects are included and recommended for funding in the first year of the Capital Improvement Plan. They will be appropriated in the Capital Projects Fund as part of this Budget:

- Auxiliary City Hall Parking Lot
- Total Maximum Daily Load Project
- Ridge Road Culvert Replacement
- Boulevard at Temple Intersection Improvements
- Boulevard at Westover Intersection Improvements
- Branders Bridge Right Turn Lane Extension
- Lakeview Avenue Modernization Phase I
- Colonial Heights High School Sidewalks
- Boulevard Spur Appomattox River Greenway Trail
- Asphalt Path Renovation (Park locations)
- Gateway Roundabout Improvements
- Colonial Heights High School Fine Arts Renovation (Music – Art)
- Colonial Heights High School Front Entrance, Administration Areas

For additional information on all capital projects, including those proposed for funding in future years, please see the City's Fiscal Years 2024-2028 Capital Improvement Plan.

## Other Items

- **Compensation Adjustments** – The General Fund budget includes funding for employee compensation as referenced earlier.
- **Employee Health Insurance** – As mentioned previously, premiums for FY 23-24 increased approximately 6%, after an approximate 9% increase in the previous year. The City is absorbing a significant amount of this increase at a cost of approximately \$177,000 for all funds.
- **Financial Policies** – The City of Colonial Heights' financial management policies are also included in this document. A recommended change is proposed for FY 24 for the City's Financial Policies for the Contingency Budget. The current policy provides that the minimum level of Contingency Funding is one half of one percent of the estimated General Fund revenues. Staff recommends a revision to change the required minimum level of Contingency Funding to one half of one percent

of the estimated General Fund expenses, net of interfund transfers. Staff will present this policy change for Council consideration during the budget process. The change would reduce the required level of base Contingency funding for FY 24 from approximately \$353,000 to approximately \$228,000. This differential in the Contingency funding level helps to provide funding for the above described additional employee compensation items.

In summation, the FY23-24 budget does show an increase from the previous fiscal year. However, the City faces cost increases requiring additional funding, and it is critical for the City to provide meaningful compensation adjustments to our employees.

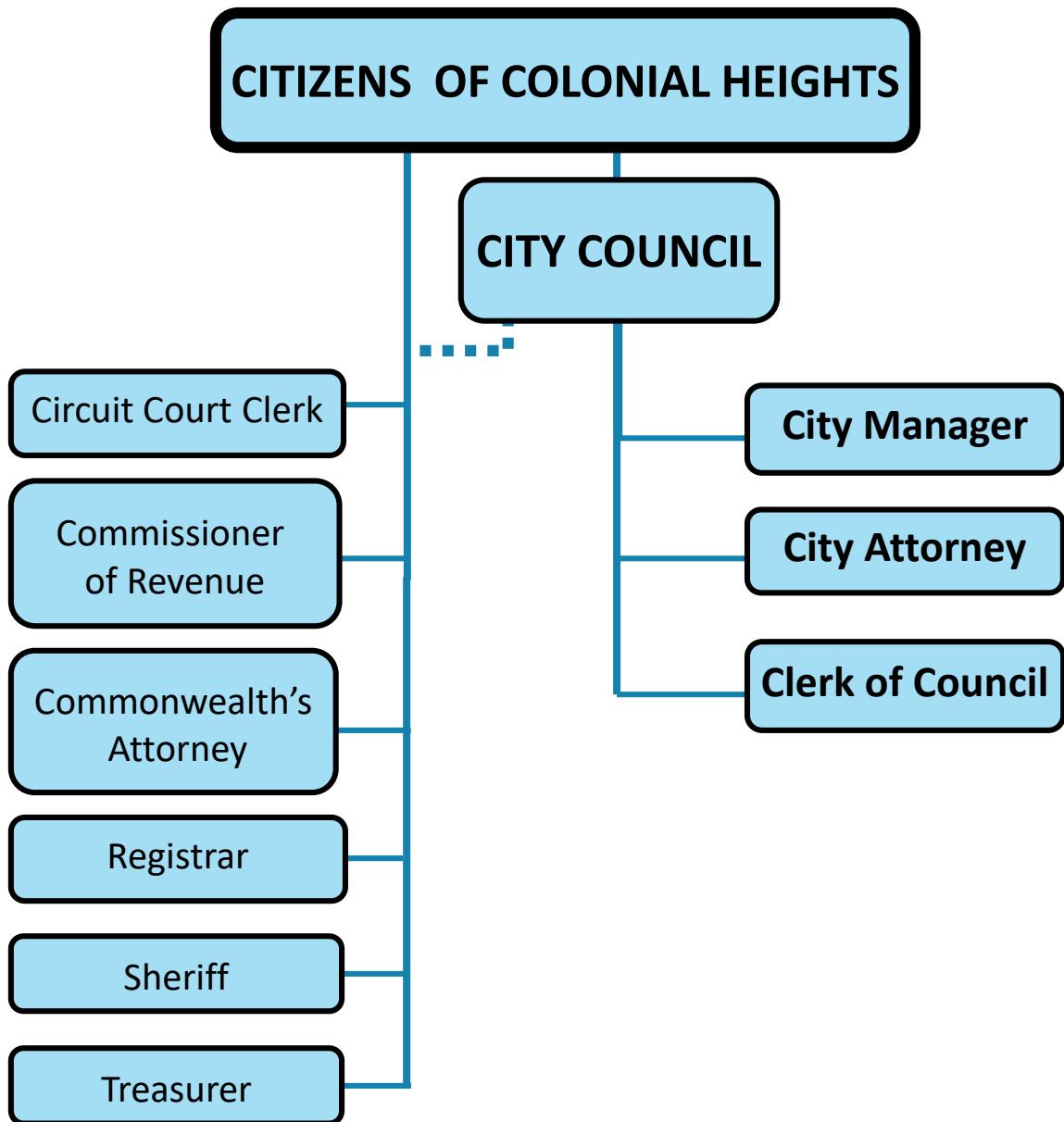
The last several years have been challenging for all. I commend the staff of the City of Colonial Heights for their dedication to continuing to provide such important services to our community each and every day. On behalf of the City staff, I thank the Mayor and City Council for their ongoing support and continued service to the citizens of Colonial Heights.

**Sincerely,**

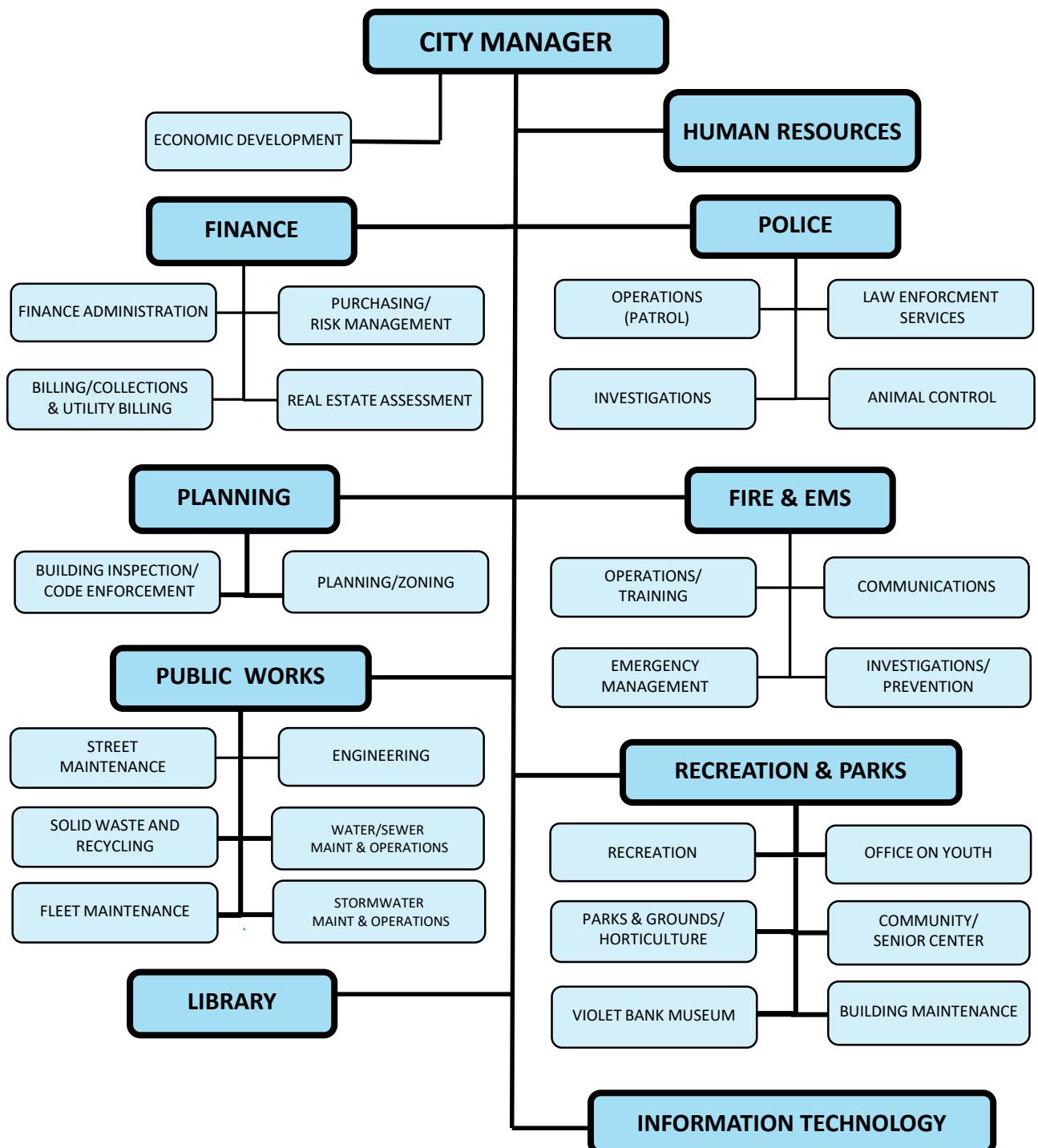
A handwritten signature in black ink, appearing to read "Douglas E. Smith".

**Douglas E. Smith**  
**City Manager**

# 2023-24 City of Colonial Heights Leadership Organization Chart



# 2023-24 City of Colonial Heights Administrative Organization Chart



## **CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES**

### **OPERATING BUDGET POLICIES:**

The budget is the City's plan to identify and allocate its annual resources. The objective is to provide the needed services with efficiency and at the desired level within allocated resources.

- A. The annual budget will be prepared under the guidelines provided by the Code of Virginia and the City Code.
- B. The budget will provide for current expenditures with current revenues. It will provide for the adequate maintenance and orderly replacement of capital plant and equipment, and the adequate funding of all retirement systems.
- C. The City administration will maintain a budget control system, and prepare monthly reports of actual revenues and expenditures vs. adopted budget.
- D. If deficits are anticipated in any fiscal year, spending will be proportionally reduced to eliminate current year shortfalls.
- E. Priority will be given to maintaining current service levels. New or reallocated resources will fund Service expansions. Proposed new services require detailed justification and budgetary requirements.
- F. Transfers between Divisions and line item expenditures within a Department can be approved by the City administration. Transfers between expenditure accounts in different departments or funds must be approved by City Council.
- G. The City will appropriate a Contingency Budget to provide for unanticipated expenditures that arise during the year. This budget will be established at a minimum of one half of one percent of the estimated General Fund revenues. Use of these funds will require the approval of Council.
- H. The City will not budget using Undesignated General Fund Balance to finance current operations.

### **CAPITAL PROJECT POLICIES:**

- A. The City will make all capital improvements in accordance with an adopted capital improvement program.
- B. The City will establish and update annually a five-year Capital Improvement Program with recommendations from the Planning Commission that are consistent with identifiable needs of the City.
- C. The City will coordinate the capital improvement budget with the development of the

## **CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES**

general operating budget. Projected funding sources will be identified along with the projected capital expenditures.

### **REVENUE POLICIES:**

The City's goal is a budget, based on revenue balanced between real estate, personal property, sales taxes, and other revenue sources.

- A. Real Property will be reassessed every two years, as mandated by State statutes.
- B. The City will adhere to sound appraisal procedures to keep property values current. The goal is to achieve an assessment to sales ratio of at least 95% when the assessment is compared with sales in the succeeding calendar year.
- C. The City will estimate all revenue sources by an objective and analytical method.
- D. The City will monitor all revenue sources to insure that they are equitably administrated and collections are timely and accurate.

### **FUND BALANCE:**

Fund Balance is the difference between City assets and liabilities. Its purpose is to provide a stable financial environment for the City's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

- A. At the end of each fiscal year, the portion of the fund balance that is not in spendable form will be reported as Non-spendable Fund Balance on the financial statements.
- B. At the end of each fiscal year, the portion of the fund balance that has applicable legal restrictions per GASB #54 will be reported as "restricted" fund balance. In addition, encumbrances or funds restricted by enabling legislation will be reported as "restricted".
- C. Prior to the end of each fiscal year, the City will report "committed" fund balance for long-term receivables such as advances and similar accounts.
- D. At the end of each fiscal year, the portion of the fund balance that has been assigned by the Director of Finance will be reported as assigned fund balance on the financial statements.
- E. It is not the policy of the City to use General Fund unassigned equity to normally finance current operations.
- F. The City will establish and maintain a minimum unassigned fund balance of 10% of

## **CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES**

the City's General Fund budget with the desired goal of 12%. Any excess amount will be considered for one-time capital expenditures or for the use of maintaining a rainy day fund.

G. In the event that amounts designated for unassigned fund balance fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning their use. It is the policy of the City that such excess funds will be, by council action, reported in the spendable unassigned category of this policy.

### **DEBT POLICIES:**

It is the City's policy to only finance capital improvements or projects that cannot be financed by current revenues, unless approved justification is provided.

- A. Ratio of General Fund supported long-term debt to assessed value should not exceed 4%.
- B. The ratio of General Fund supported debt service expenditures, as a percent of governmental fund expenditures should not exceed 10%.
- C. The minimum amortization of total General Fund supported long-term debt will be 50% within 10 years.

### **INVESTMENT:**

#### **A. Objectives**

It will be the City Policy that the Director of Finance will meet or exceed all statutes controlling the investment of public funds in Virginia. The following objectives will govern the investment of any City monies (in priority order):

1. Safety - Preservation of principal through selection and diversification is the primary objective of the investment policy.
2. Liquidity - The availability of sufficient cash when needed, without interest forfeiture, to meet operational needs as known or reasonably anticipated.
3. Yield - The attainment of a market rate of return, consistent with the safety, liquidity, and legal constraints.

#### **B. Allowable Investments**

## **CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES**

The City in the investment of public funds approves the following investments for use:

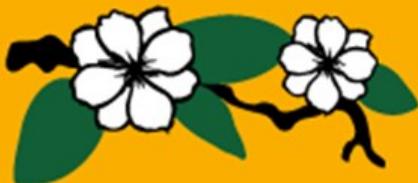
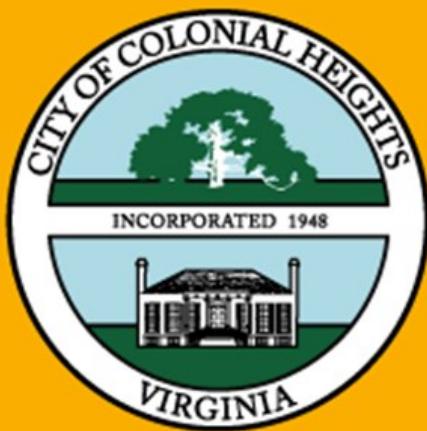
1. Only in the investment of types approved by state statutes. These currently include obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, commercial paper rated A-1 by Standard and Poor's or P-1 by Moody's Investors Service, bankers acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).
2. The City will not invest in derivatives, even if they comply with state statutes concerning investment requirements.
3. The City will not invest in securities that have a maturity of over one year.

### **C. Additional Requirements**

1. Where permitted by law, cash will be pooled from available funds for investment purposes.
2. Where applicable, financial institutions within City limits will be given preference on same investment vehicles.
3. Listing of all individuals authorized to transfer funds, or conduct investment transactions for the City, shall be maintained and communicated to all affected parties.
4. Monthly listing of all investments, including a rate and maturity date, will be provided to City Council.

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

BUDGET  
SUMMARIES

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - REVENUE SUMMARY				ACCOUNT NUMBER SUMMARY				
ACCT #	Account Description	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
	<u>GENERAL FUND</u>							
4100	General Property Taxes	\$24,133,663	\$25,103,358	\$25,456,122	\$26,080,401	\$27,181,789	\$28,948,174	6.5%
4200	Other Local Taxes	18,637,614	20,487,428	19,563,819	22,625,094	20,360,930	22,540,759	10.7%
4300	Licenses, Permits & Fees	3,622,513	4,256,739	3,744,470	4,430,090	4,151,265	4,417,960	6.4%
4400	Fines & Forfeitures	245,712	241,082	356,000	215,045	235,400	243,277	3.3%
4500	Use of Money & Property	270,432	129,353	206,300	199,511	244,500	223,000	-8.8%
4600	Intergovernmental Revenue	7,630,890	7,909,601	7,827,061	7,926,281	7,890,603	7,939,587	0.6%
4700	Charges for Current Services	2,523,758	2,511,367	2,616,900	2,536,137	2,928,850	3,103,900	6.0%
4800	Miscellaneous	1,331,676	1,429,975	2,069,028	1,654,912	2,049,652	3,159,233	54.1%
	<b>TOTAL GENERAL FUND</b>	<b>\$58,396,258</b>	<b>\$62,068,903</b>	<b>\$61,839,700</b>	<b>\$65,667,470</b>	<b>\$65,042,989</b>	<b>70,575,890</b>	<b>8.5%</b>
	<u>ECON. DEV. AUTHORITY FUND</u>							
4300	Licenses, Permits & Fees	0	0	0	0	0	0	N/A
4500	Use of Money & Property	0	0	0	0	0	0	N/A
4800	Miscellaneous	0	0	30,280	0	28,580	29,580	3.5%
	<b>TOTAL ECON. DEV. AUTH. FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,280</b>	<b>\$0</b>	<b>\$28,580</b>	<b>29,580</b>	<b>3.5%</b>
	<u>EMERGENCY RESPONSE FUND</u>							
4605	Federal/ State Welfare Assistance			33,689				N/A
4645	Community Development Block Grant			557				N/A
4647	Grants- Federal Pass Through			531,204				N/A
4821	Transfer from General Fund			28,191				N/A
	<b>TOTAL EMER. RESPONSE FUND</b>			<b>\$593,641</b>			<b>-</b>	<b>N/A</b>
	<u>RECREATION ACTIVITY FUND</u>							
4300	Licenses, Permits & Fees	93,223	16,156	160,917	76,221	160,917	160,917	0.0%
4700	Charges for Current Services	35,402	2,854	0	19,796	0	0	
	<b>TOTAL REC. ACTIVITY FUND</b>	<b>\$128,625</b>	<b>\$19,010</b>	<b>\$160,917</b>	<b>\$96,017</b>	<b>\$160,917</b>	<b>160,917</b>	<b>0.0%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - REVENUE SUMMARY				ACCOUNT NUMBER SUMMARY				
ACCT #	Account Description	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
	<u>CAPITAL PROJECTS FUND</u>							
4500	Use of Money & Property	146,520		-		0		
4600	Intergovernmental Revenue	5,215,729	1,729,142	2,630,672	1,436,672	6,886,470	3,950,470	-42.6%
4800	Miscellaneous	1,293,799	1,698,047	3,048,587	6,677,195	4,306,688	2,653,559	-38.4%
	TOTAL CAPITAL PROJECTS FUND	\$6,656,048	\$3,427,189	\$5,679,259	\$8,113,867	\$11,193,158	6,604,029	-41.0%
	<u>INFO TECH SERVICE FUND</u>							
4700	Charges for Current Services	0	0	234,960	271,450	212,625	388,106	82.5%
	TOTAL INFO TECH SERVICE FUND	0	0	\$234,960	\$271,450	\$212,625	388,106	82.5%
	<u>STORMWATER FUND</u>							
4700	Charges for Current Services	742,758	730,374	730,000	692,113	740,000	697,113	-5.8%
4800	Miscellaneous				0	236,633	433,632	
	TOTAL STORMWATER FUND	\$742,758	\$730,374	\$730,000	\$692,113	\$976,633	1,130,745	15.8%
	<u>WATER &amp; SEWER FUND</u>							
4700	Charges for Current Services	4,873,198	5,110,983	5,173,446	5,201,237	5,300,325	5,540,775	4.5%
4800	Nonoperating Revenue	286,376	4,000	106,000	87,470	82,768	362,117	337.5%
	TOTAL WATER & SEWER FUND	\$5,159,574	\$5,114,983	\$5,279,446	\$5,288,706	\$5,383,093	5,902,892	9.7%
	<u>SCHOOL FUNDS</u>							
	Federal Funds	\$2,354,025	\$2,220,579	\$2,512,584	\$3,189,204	\$2,875,578	\$3,403,716	18.4%
	State Funds	\$16,884,977	\$18,067,199	\$18,979,452	\$21,559,538	\$23,083,500	\$22,537,629	-2.4%
	Other Funds	\$624,690	\$581,702	\$567,615	\$430,487	\$388,692	\$368,292	-5.2%
	City Transfer	\$22,489,165	\$23,573,631	\$22,513,188	\$22,701,856	\$23,876,045	\$23,943,013	0.3%
	Fund Balance	\$0	\$0	\$1,573,436	\$0	\$2,118,752	\$4,039,637	90.7%
	TOTAL SCHOOL FUNDS	\$42,352,857	\$44,443,111	\$46,146,275	\$47,881,085	\$52,342,567	54,292,287	3.7%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
	<u>GENERAL FUND</u>							
	<u>LEGISLATIVE</u>							
1011	City Council	107,666	98,535	106,253	98,153	108,282	34,088	10.9%
1012	Clerk of Council	87,306	87,219	94,499	89,927	95,203	110,050	15.6%
	<u>GENERAL &amp; FINANCIAL ADMIN.</u>							
1051	City Manager	309,979	311,644	319,462	312,834	326,894	370,003	13.2%
1052	Human Resources	142,849	181,240	225,141	221,702	230,448	268,253	16.4%
1053	Economic Development	250,124	256,953	303,252	306,881	360,548	409,644	16.4%
1101	City Attorney	339,536	334,270	382,614	351,165	409,511	461,942	12.8%
1152	Commissioner Of Revenue	260,200	285,113	314,055	292,572	329,389	356,865	8.3%
1153	Treasurer	136,595	137,488	147,252	150,112	143,443	159,060	10.9%
1201	Financial Administration	783,014	703,704	790,941	680,398	795,054	904,783	12.8%
1204	Auditing	116,100	120,600	125,000	110,800	123,850	135,000	9.0%
1205	Employee Benefits	125,994	246,994	215,361	250,591	213,886	229,316	7.2%
1206	Purchasing	174,712	222,055	236,668	232,079	209,804	226,899	8.1%
1207	Insurance & Risk Management	545,826	602,873	610,823	866,302	694,111	675,719	-2.6%
1208	Real Estate Assessor	208,778	200,485	227,535	221,975	251,334	287,150	13.5%
1209	Billing & Collections	276,617	282,730	302,824	283,746	322,973	396,704	14.5%
1253	Information Technology	374,226	402,040	467,321	280,585	462,951	545,241	17.8%
1301	Electoral Board	27,328	24,731	33,495	21,747	36,272	44,901	1.7%
1302	Registrar	140,940	142,288	184,553	169,564	213,316	246,550	17.5%
	<u>JUDICIAL ADMINISTRATION</u>							
1351	Circuit Court Clerk	606,825	582,371	643,399	609,617	637,491	754,191	13.0%
1353	General District Court	24,300	18,637	63,400	23,574	62,965	58,515	-7.1%
1354	Probation	2,807	4,674	5,584	3,665	5,584	5,584	0.0%
1355	Commonwealth's Attorney	894,265	904,991	1,046,623	1,004,761	1,048,332	1,123,867	6.8%
1356	Sheriff	1,019,800	1,098,237	1,200,696	1,117,965	1,262,242	1,442,826	14.3%
1357	Incarceration	2,087,507	1,885,796	2,278,275	1,616,104	2,000,000	1,930,100	-3.5%
1358	Drug Courts	84,619	85,800	98,700	98,700	98,700	149,064	51.0%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
	<u>JUDICIAL ADMIN. CONT.</u>							
1359	Community Corrections	334,146	313,518	350,800	350,791	350,800	446,800	27.4%
1360	Victim Witness	122,330	126,238	132,313	127,439	134,500	180,011	35.4%
1361	Juvenile & Domestic Relations Court	6,533	4,507	16,450	4,683	16,756	18,756	11.9%
	<u>PUBLIC SAFETY</u>							
1401	Police	5,447,915	5,776,799	5,717,805	5,515,666	5,815,279	6,745,218	18.1%
1402	Fire & EMS	4,627,204	3,921,005	5,094,655	5,547,168	5,258,151	6,278,418	19.4%
1403	Emergency Management	32,020	62,536	93,708	92,712	58,910	82,055	39.3%
1404	Communications	1,431,487	1,596,437	1,717,641	1,685,360	1,735,038	1,953,302	12.6%
1405	Animal Control	-	-	236,061	199,382	246,282	290,957	18.1%
	<u>PUBLIC WORKS</u>							
1451	Public Works Administration	330,361	190,930	314,239	223,822	334,553	376,102	12.4%
1453	Street Maintenance	1,504,463	1,654,782	2,726,785	2,024,831	1,926,949	2,174,938	12.9%
1456	Engineering	769,417	841,165	869,928	930,854	943,315	1,058,374	12.2%
1457	Building Maintenance	599,823	724,094	728,645	776,035	745,605	771,373	3.5%
1458	Fleet Maintenance	418,976	399,142	449,559	430,536	452,192	510,457	12.9%
1459	Solid Waste	607,087	751,241	704,549	844,404	1,252,822	1,301,426	3.9%
1460	Recycling	253,362	295,699	302,994	216,754	310,018	410,685	32.5%
	<u>HEALTH &amp; SOCIAL SERVICES</u>							
1501	Health	218,376	236,825	276,408	215,156	328,269	304,049	-7.4%
1502	Social Services	282,886	251,546	400,000	153,486	400,000	325,000	-18.8%
1503	CSA	548,521	601,852	578,800	856,655	582,400	603,214	3.6%
1504	Mental Health	82,352	87,425	87,425	87,425	98,965	110,520	11.7%
	<u>CULTURE &amp; RECREATION</u>							
1601	Recreation	585,681	534,093	689,082	621,006	737,276	779,953	5.8%
1602	Community Center	295,494	257,338	368,123	326,978	335,177	356,370	6.3%
1603	Horticulture	111,528	116,271	127,826	118,129	135,239	146,165	8.1%
1604	Parks & Grounds	684,118	644,482	769,563	764,007	766,375	926,682	20.9%
1651	Violet Bank	64,259	66,181	89,361	71,489	86,005	93,083	8.2%
1701	Library	790,668	692,423	756,168	762,498	760,444	796,651	4.8%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
	<u>COMMUNITY DEVELOPMENT</u>							
1751	Planning	265,357	314,649	397,873	319,202	345,520	387,889	12.3%
1752	Building Inspections	273,712	230,859	310,741	323,613	320,982	353,135	10.0%
	<u>HUMAN SERVICES</u>							
1801	Office On Youth (incl. Better Beginnings)	224,531	245,520	360,274	314,119	392,091	466,173	18.9%
1808	Community Dev. Block Grant	73,583	139,058	107,000	92,022	107,000	96,493	-9.8%
	<u>NONDEPARTMENTAL</u>							
1901	Contributions & Subsidies	81,084	74,768	84,467	80,755	88,853	95,353	7.3%
1902	Contingencies & Miscellaneous	89,922	103,403	599,379	110,527	1,629,419	1,948,422	19.6%
	<u>DEBT &amp; TRANSFERS</u>							
1951	Debt Service	3,815,390	3,585,007	3,725,119	3,741,614	3,762,810	3,743,918	-0.5%
2001	Transfers to Other Funds	22,357,410	25,741,099	23,358,775	24,234,995	24,142,413	24,977,534	3.5%
	<b>TOTAL GENERAL FUND</b>	<b>57,003,734</b>	<b>59,802,361</b>	<b>62,966,242</b>	<b>61,579,632</b>	<b>65,042,989</b>	<b>70,435,794</b>	<b>8.5%</b>
	<u>ECON. DEV. AUTH. FUND</u>							
2553	Economic Development Authority		-	30,280	-	28,580	29,580	3.5%
	<b>TOTAL ECON. DEV. AUTH. FUND</b>		<b>-</b>	<b>30,280</b>	<b>-</b>	<b>28,580</b>	<b>29,580</b>	<b>3.5%</b>
	<u>RECREATION ACTIVITY FUND</u>							
4280	Recreation Activities	275,548	31,777	160,917	53,227	160,917	160,917	0.0%
	<b>TOTAL REC. ACTIVITY FUND</b>	<b>275,548</b>	<b>31,777</b>	<b>160,917</b>	<b>53,227</b>	<b>160,917</b>	<b>160,917</b>	<b>0.0%</b>
	<u>CAPITAL PROJECTS FUND</u>							
60XX	Capital Projects	7,366,529	5,810,276	5,679,259	4,146,930	11,193,158	5,178,625	-41.0%
	<b>TOTAL CAP. PROJECTS FUND</b>	<b>7,366,529</b>	<b>5,810,276</b>	<b>5,679,259</b>	<b>4,146,930</b>	<b>11,193,158</b>	<b>5,178,625</b>	<b>-41.0%</b>

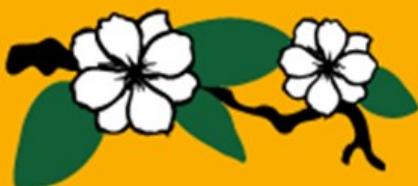
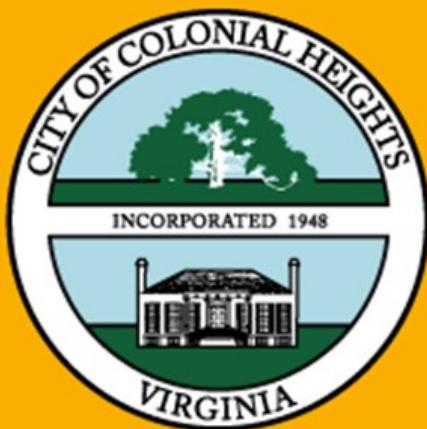
CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Council Approved	% Chg.
6018	<u>INFO. TECHNOLOGY SERVICE FUND</u> Information Technology	-	-	234,960	178,670	212,625	388,106	82.5%
	TOTAL INFO TECH SERVICE FUND	-	-	234,960	178,670	212,625	388,106	82.5%
5575	<u>STORMWATER FUND</u> Stormwater	517,464	1,050,587	1,038,329	434,019	976,744	1,130,745	15.8%
	TOTAL STORMWATER FUND	517,464	1,050,587	1,038,329	434,019	976,744	1,130,745	15.8%
5127	<u>WATER &amp; SEWER OPERATING</u> Water Transmission & Distribution	1,607,965	1,622,467	1,751,497	1,537,593	1,796,307	1,918,132	6.8%
5128	Wastewater Treatment	3,255,087	2,864,749	3,236,918	2,843,150	3,239,796	3,553,751	9.7%
5129	Utility Billing	390,264	346,711	301,968	399,841	346,990	431,009	24.2%
	TOTAL WATER & SEWER FUND	5,253,316	4,833,927	5,290,383	4,780,583	5,383,093	5,902,892	9.7%
	<u>SCHOOL FUNDS</u>							
	Instruction	31,165,350	31,366,796	34,907,235	34,048,819	37,681,373	41,217,436	9.4%
	Admin., Att., & Health	2,209,616	2,304,754	2,091,281	2,322,853	2,169,925	2,384,407	9.9%
	Transportation	1,771,861	1,116,526	1,558,809	1,563,708	1,979,054	1,859,130	-6.1%
	Operation & Maint.	4,354,536	4,583,109	4,140,138	5,432,120	4,230,955	4,167,048	-1.5%
	Food Service	1,160,601	932,582	1,255,223	1,445,041	1,449,970	1,801,220	24.2%
	Textbooks	-	-	-	-	-		
	Capital Outlay	722,475	-	-	-	-		
	Operating Transfers Out	1,393,859	711,433	714,028	714,025	713,995	714,713	0.1%
	Contingency Fund	-	-	829,561	-	1,624,900	1,498,333	-7.8%
	CIP Reserve	-	-	650,000	-	2,492,395	650,000	-73.9%
	TOTAL SCHOOL FUNDS	42,778,298	41,015,200	46,146,275	45,526,566	52,342,567	54,292,287	3.7%
	<u>WATER &amp; SEWER CAPITAL</u>							
8127	Water Transmission & Distribution	5,734	19,152	225,100	13,759	187,100	252,100	34.7%
8128	Wastewater Treatment	105,630	112,734	378,787	23,238	161,800	239,800	48.2%
8129	Utility Billing	49	20,232	25,000	1,277	25,000	35,000	40.0%
	TOTAL WATER & SEWER CAPITAL	111,413	152,117	628,887	38,274	373,900	526,900	40.9%

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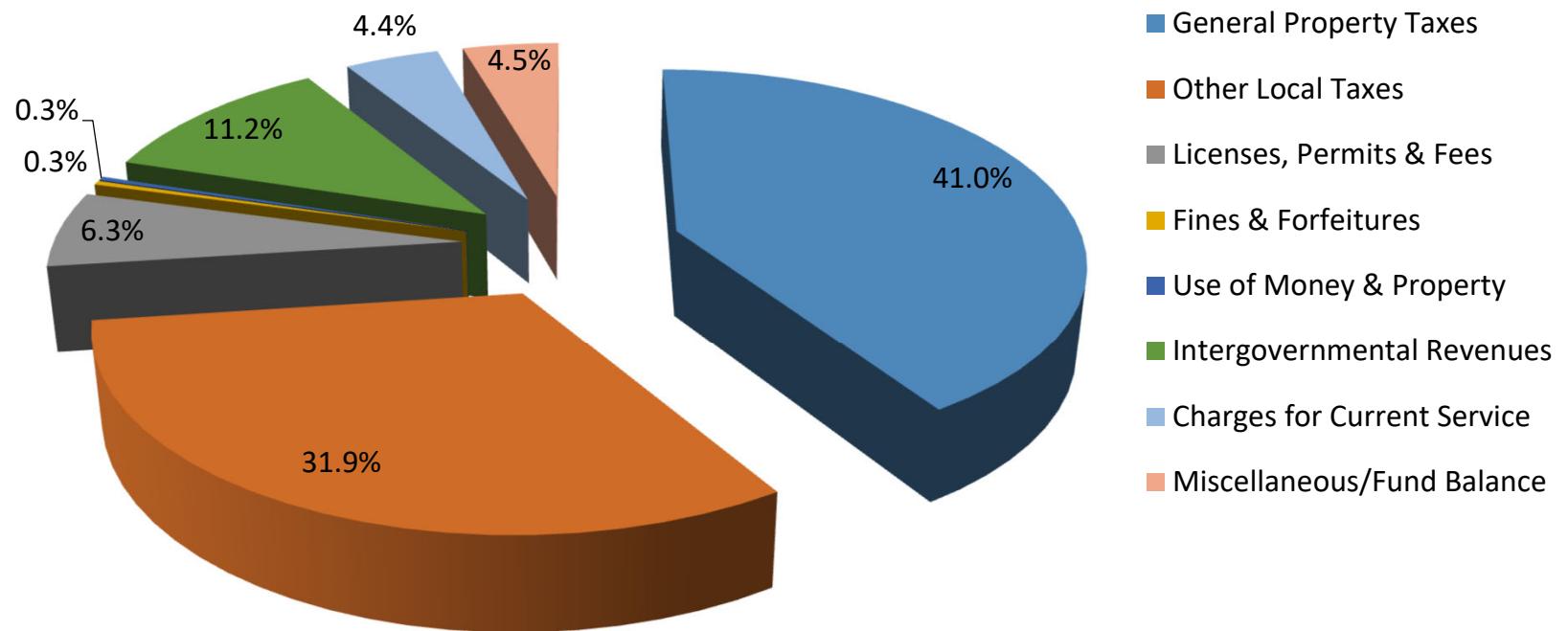
*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# GENERAL FUND REVENUE

## GENERAL FUND REVENUES



**TOTAL FY2023-24 GENERAL FUND BUDGET \$70,575,890**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

CATEGORY NUMBER 4100

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>GENERAL PROPERTY TAXES</u>								
4101		Current Real Estate 1st Half	\$9,958,394	\$10,201,940	\$10,455,924		\$11,314,073			
4102		Current Real Estate 2nd Half	10,168,514	11,187,234	10,596,716		11,372,873			
-	411110	Current Real Estate - Total				21,864,720		23,249,924	23,249,924	2.5%
4105		Current Public Service Tax 1st Half	233,330	222,362	237,996		218,177			
4106		Current Public Service Tax 2nd Half	233,330	192,657	237,996		218,177			
-	411210	Current Public Service Tax - Total				460,823		437,250	437,250	0.2%
4110	411410	Machinery & Tools Tax	105,348	58,125	105,000	9,251	95,450	96,000	96,000	0.6%
4112	411310	Current Personal Property Tax	2,926,591	2,892,083	3,323,990	3,405,229	3,495,236	4,630,000	4,630,000	32.5%
4113	411120	Delinquent Real Estate	180,598	54,738	185,000	60,727	148,574	150,000	150,000	1.0%
4114	411320	Delinquent Personal Property	129,547	61,381	110,000	35,567	104,150	145,000	145,000	39.2%
4120		Penalties & Interest	198,011	232,838	203,500		215,079			
-	411610	Penalties				244,083		160,000	160,000	-25.6%
-	411620	Interest						80,000	80,000	-62.8%
		<b>TOTAL</b>	<b>\$24,133,663</b>	<b>\$25,103,358</b>	<b>\$25,456,122</b>	<b>\$26,080,401</b>	<b>\$27,181,789</b>	<b>\$28,948,174</b>	<b>\$28,948,174</b>	<b>6.5%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES

CATEGORY NUMBER 4200

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
<u>OTHER LOCAL TAXES</u>										
4201	412120	Utility Consumer Tax	\$948,948	\$954,412	\$971,500	\$1,014,797	\$965,740	\$969,096	\$969,096	0.3%
4202	412160	Bank Stock Taxes	375,102	470,868	447,800	531,559	470,190	460,663	460,663	-2.0%
4203	412110	Retail Sales & Use Taxes	7,809,472	8,677,937	8,119,754	9,386,473	8,650,000	9,000,000	9,000,000	4.0%
4204	412170	Recordation Taxes	217,001	303,639	214,700	428,120	300,000	315,000	315,000	5.0%
4205	412220	Meals Tax	6,906,975	7,751,813	7,274,000	8,844,339	7,500,000	9,330,000	9,330,000	24.4%
4207	412210	Lodging Tax	962,871	1,202,305	1,124,765	1,491,915	1,300,000	1,400,000	1,400,000	7.7%
4208	421110	Communications Tax	576,803	512,331	562,600	458,333	525,000	516,000	516,000	-1.7%
4209	412180	Cigarette Tax	840,442	614,123	848,700	469,558	650,000	550,000	550,000	-15.4%
TOTAL			\$18,637,614	\$20,487,428	\$19,563,819	\$22,625,094	\$20,360,930	\$22,540,759	\$22,540,759	10.7%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS

CATEGORY NUMBER 4300

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>LICENSES, PERMITS &amp; FEES</u>								
4301	412130	Business & Occupational License	\$2,929,460	\$3,555,784	\$2,958,755	\$3,551,392	\$3,350,000	\$3,600,000	\$3,600,000	7.5%
4302	413570	Bicycle Tags	6	3	15	2	15	10	10	-33.3%
4303	412150	Motor Vehicle License Fees	518,821	485,100	515,000	452,866	506,600	510,000	510,000	0.7%
4305	413410	Erosion Control Permits	(13,080)	650		575				
4306	413420	Street Opening Permits	(35,000)							
4307	413110	Animal License Fees	6,837	6,530	7,200	2,587	7,200	7,200	7,200	0.0%
4308	413320	Zoning Fees	21,080	39,060	22,000		0	15,000	15,000	-
-	413350	Spec Exc/Spec u				36,150	25,450	22,000	22,000	-13.6%
4311	413220	Electrical Permits	21,898	17,832	21,500	31,209	20,500	21,500	21,500	4.9%
4312	413230	Plumbing Permits	33,736	22,865	34,000	40,186	33,750	33,750	33,750	0.0%
4313	413210	Building Permits	53,835	54,772	95,000	135,195	80,000	75,000	75,000	-6.3%
4315	414230	Courthouse Maintenance Fees	13,160	10,622	16,000	13,057	15,000	15,000	15,000	0.0%
4316	413590	Miscellaneous Fees	29,389	41,580	34,000	35,629	36,000	36,000	36,000	0.0%
4318	413430	Development Plan Fees	5,544	6,098	7,000	6,915	6,500	7,500	7,500	15.4%
4321	413280	Administrative Fees	18,204	15,621	22,000	108,160	20,250	15,000	15,000	-25.9%
4325	413510	Credit Card Fees	17,899	(6)	12,000	14,857	50,000	60,000	60,000	20.0%
4326	413520	Attorney Fees	725	228		1,312				
		<b>TOTAL</b>	<b>\$3,622,513</b>	<b>\$4,256,739</b>	<b>\$3,744,470</b>	<b>\$4,430,090</b>	<b>\$4,151,265</b>	<b>\$4,417,960</b>	<b>\$4,417,960</b>	<b>6.4%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

CATEGORY NUMBER 4400

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>FINES &amp; FORFEITURES</u>								
4401	414210	Fines & Forfeitures	\$183,741	\$148,669	\$280,000	\$120,241	\$150,000	\$150,500	\$150,500	0.3%
4402	414310	Parking Fines & Fees	6,733	7,463	7,000	13,629	7,000	14,000	14,000	100.0%
4403	414330	Alarm Fines & Fees	1,958	2,945	5,000	220	3,000	1,500	1,500	-50.0%
4405	414280	Jail Administrative Fees	7,709	6,775	9,000	4,347	8,150	6,277	6,277	-23.0%
4406	414235	Courthouse Security Fees	39,875	60,637	55,000	61,975	57,250	58,000	58,000	1.3%
4410	414350	Electronic Summons Fee	5,697	13,348		13,990	10,000	13,000	13,000	30.0%
4409	414220	Local Sheriff Fees		1,245		642	0	0	0	N/A
		<b>TOTAL</b>	<b>\$245,712</b>	<b>\$241,082</b>	<b>\$356,000</b>	<b>\$215,045</b>	<b>\$235,400</b>	<b>\$243,277</b>	<b>\$243,277</b>	<b>3.3%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY

CATEGORY NUMBER 4500

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>USE OF MONEY &amp; PROPERTY</u>								
4501	415110	Interest on Investments	\$185,830	\$45,373	\$125,000	\$71,306	\$125,000	\$130,000	\$130,000	4.0%
4502	415210	Rent of Property	19,435	73,242	31,200	106,523	75,000	80,000	80,000	6.7%
4503	418430	Sales of Surplus & Scrap	20,188	2,177	1,000	7,129	3,000	3,000	3,000	0.0%
4506	415260	Rental Fees	37,379	4,761	41,500	8,715	41,500	10,000	10,000	-75.9%
4508	415230	Health Department Rent	7,600	3,800	7,600	5,839	0	0	0	N/A
		<b>TOTAL</b>	<b>\$270,432</b>	<b>\$129,353</b>	<b>\$206,300</b>	<b>\$199,511</b>	<b>\$244,500</b>	<b>\$223,000</b>	<b>\$223,000</b>	<b>-8.8%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.	
<u>INTERGOVERNMENTAL REVENUE</u>											
4601	432340	SAFER Grant	\$89,211	\$301,865	\$266,341	\$210,744	\$248,655	\$0	\$0	-100.0%	
4603	421120	Rolling Stock Taxes	4,992	4,910	5,000	5,007	5,000	5,000	5,000	0.0%	
4604	423410	Street Construction & Maint.	2,744,013	2,820,783	2,780,000	2,869,215	2,780,000	2,820,783	2,820,783	1.5%	
4606	423710	Library Funds - State	153,744	168,233	158,231	187,771	165,500	185,000	185,000	11.8%	
4607	423342	Four-for-life Funds			17,000		17,000	17,000	17,000	0.0%	
4609	423420	Anti-Litter Grant	4,883	571	5,000	7,176	5,000	5,000	5,000	0.0%	
4610	422110	Comm. of Revenue - Recoveries	91,287	91,534	104,992	103,634	109,717	116,694	116,694	6.4%	
4611	422120	Treasurer - Recoveries	96,386	96,376	101,338	99,699	105,898	111,662	111,662	5.4%	
4612	422130	Circuit Court - Recoveries	288,384	285,998	284,328	316,727	297,123	321,881	321,881	8.3%	
4613	422140	Sheriff - Recoveries	319,413	328,622	343,901	359,877	359,377	383,551	383,551	6.7%	
4614	422150	Comm. Attorney - Recoveries	537,077	516,536	544,523	547,583	569,027	654,297	654,297	15.0%	
4615	422160	Board of Election - Reimb.	\$48,035	39,383	48,000	63,414	73,500	77,175	77,175	5.0%	
4616	423510	Health Dept. Reimbursement	22	18,028			17,202	24,600	17,000	17,000	-30.9%
4617	421140	State Recordation Tax	46,704		47,000						
4619	423345	Department of Fire Programs	63,414	67,054	60,000	70,471	65,000	75,000	75,000	15.4%	
NEW	421170	DMV Select						10,000	10,000		
	423320	Law Enforcement H.B. 599	624,780	624,781	625,000	468,631	624,800	686,922	686,922	9.9%	
	432345	LEMP Grant	7,500		7,500	15,000	7,500	7,500	7,500	0.0%	
	423210	Juvenile Crime Act	69,080	67,880	69,080	69,080	69,080	94,500	94,500	36.8%	
	423220	State Victim Witness Grant	27,514	27,514	27,500	70,697	27,500	33,017	33,017	20.1%	
		Miscellaneous Grants		3,852							
	432220	Federal Victim Witness Grant	82,542	82,542	82,550	20,423	82,550	69,335	69,335	-16.0%	
	-	432310 BVP Bulletproof				3,371					
	-	432317 State Homeland				6,247					
	423340	Rescue Squad Assistance Grant				148,165					
4630	423335	Animal Sterilization Fee	583	757	500	578	500	500	500	0.0%	
4633	423330	School Resource Grant	30,560	40,908	40,908	30,681	40,908	40,908	40,908	0.0%	
4642	423350	VA Wireless Board	82,951	86,242	81,000	104,506	85,000	90,000	90,000	5.9%	
4643	421130	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	0.0%	
4644		Fed Selective Enforcement	12,555	14,510							
4645	432710	Community Dev. Block Grant	153,371	142,325	107,000	91,634	107,000	96,493	96,493	-9.8%	
4646		Federal Grants	3,525								
4647		Federal Pass Thru Grants	6,872	3,466							
4648		State Grants	56,739	17,215							
4657	423310	State Asset Forfeiture	13,915	29,735		6,702					
4658		Federal Asset Forfeiture	4,266								
4659	421150	Vehicle Rental Tax	\$213,203	274,612	267,000	272,630	267,000	267,000	267,000	0.0%	
-	421160	Games of Skill			6,048						
		<b>TOTAL</b>	<b>7,630,890</b>	<b>7,909,601</b>	<b>7,827,061</b>	<b>7,926,281</b>	<b>7,890,603</b>	<b>7,939,587</b>	<b>7,939,587</b>	<b>0.6%</b>	

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

CATEGORY NUMBER 4700

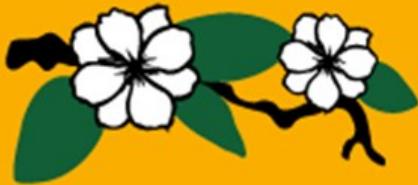
ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>CHARGES FOR SERVICES</u>								
4702	416405	Refuse fees	\$1,183,119	\$1,143,671	\$1,200,000	\$1,130,613	\$1,554,000	\$1,722,000	\$1,722,000	10.8%
4704	416710	Recreation Use Charges & Fees	12,738	4,614	18,000	11,950	15,000	15,000	15,000	0.0%
4705		Administrative Service Charges	468,051	477,859						
		Water			165,000		165,000	165,825	165,825	0.5%
		Sewer			165,000		165,000	165,825	165,825	0.5%
		Utility Billing			50,000		50,000	50,250	50,250	0.5%
		Storm Water			60,000		60,000	60,300	60,300	0.5%
-	416110	Indirect Cost Reimbursement				436,895				
4706	416350	Animal Control Charges	1,164		3,200		2,000	1,000	1,000	-50.0%
4707	414250	Law Library Fees	7,503	4,077	10,000	3,757	6,500	4,000	4,000	-38.5%
4708		Sheriff's Fees	(3,057)	201						
4709	416412	Freon Charges	210	260	100	340	100	200	200	100.0%
4710	416310	Fare Care Subscriptions	26,876	28,024	27,000	25,155	28,000	28,000	28,000	0.0%
4711	416320	EMS Transport Fees	813,317	852,218	900,000	921,169	870,000	875,000	875,000	0.6%
4740	416457	Late Payment Penalties	13,301	(7)	17,600	5,607	12,250	15,000	15,000	22.4%
4742	416120	Bad Check Fees	535	450	1,000	651	1,000	1,500	1,500	50.0%
		<b>TOTAL</b>	<b>\$2,523,758</b>	<b>\$2,511,367</b>	<b>\$2,616,900</b>	<b>\$2,536,137</b>	<b>\$2,928,850</b>	<b>\$3,103,900</b>	<b>\$3,103,900</b>	<b>6.0%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - MISCELLANEOUS REVENUE								CATEGORY NUMBER 4800		
ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>MISCELLANEOUS</u>								
4802	418110	Recoveries & Rebates	\$22,100	\$51,861	\$20,000	\$167,746	\$50,000	\$80,000	\$80,000	60.0%
4803	418112	Recoveries- Damaged Property	33,849	66,506	32,000	232,342	100,000	100,000	100,000	0.0%
4805	418440	Sale of Books & Materials	19,746	753	6,500	2,431	2,500	2,500	2,500	0.0%
4807	418510	Transf from Schools - Debt	1,011,895	1,230,258	714,028		713,995	714,712	714,712	0.1%
	418515	Transf from Schools - School Officers			280,000		420,657	350,000	350,000	-16.8%
	418520	Transf from Schools - CSA			140,000		200,000	250,000	250,000	25.0%
	418525	Transf from Schools - CA Reimb			30,000		20,000	30,000	30,000	50.0%
-	418510	Transf from Schools - Total				1,184,090				
4810	418460	Sale of Containers	3,850	34,816	2,000	36,407	0			
4812	418200	Donations	11,452	15,929	12,000	16,878	15,000	15,000	15,000	0.0%
4813	418230	Police Donations	0	11,471		5,287				
-	418231	K9 Donations				159				
4815	418273	Rec & Park Donations	0	15						
4817	416130	Grass Cutting Admin Fees	3,150	2,280	3,000	6,060	2,500	5,000	5,000	100.0%
4818	418233	Donations Animal Shelter				200				
4824	418990	Miscellaneous Revenue	634	16,086		3,313				
4825		Bond Proceeds								
4826		Sale of Property								
4828		Bond Premium								
4830		Capital Note Proceeds								
4836		Lease Proceeds								
4841		Recoveries & Rebates - RRJA								
4990	449990	Use of Fund Balance	225,000		829,500		525,000	1,612,021	1,612,021	207.1%
		<b>TOTAL</b>	<b>\$1,331,676</b>	<b>\$1,429,975</b>	<b>\$2,069,028</b>	<b>\$1,654,912</b>	<b>\$2,049,652</b>	<b>\$3,159,233</b>	<b>\$3,159,233</b>	<b>54.1%</b>

SHOP & DINE

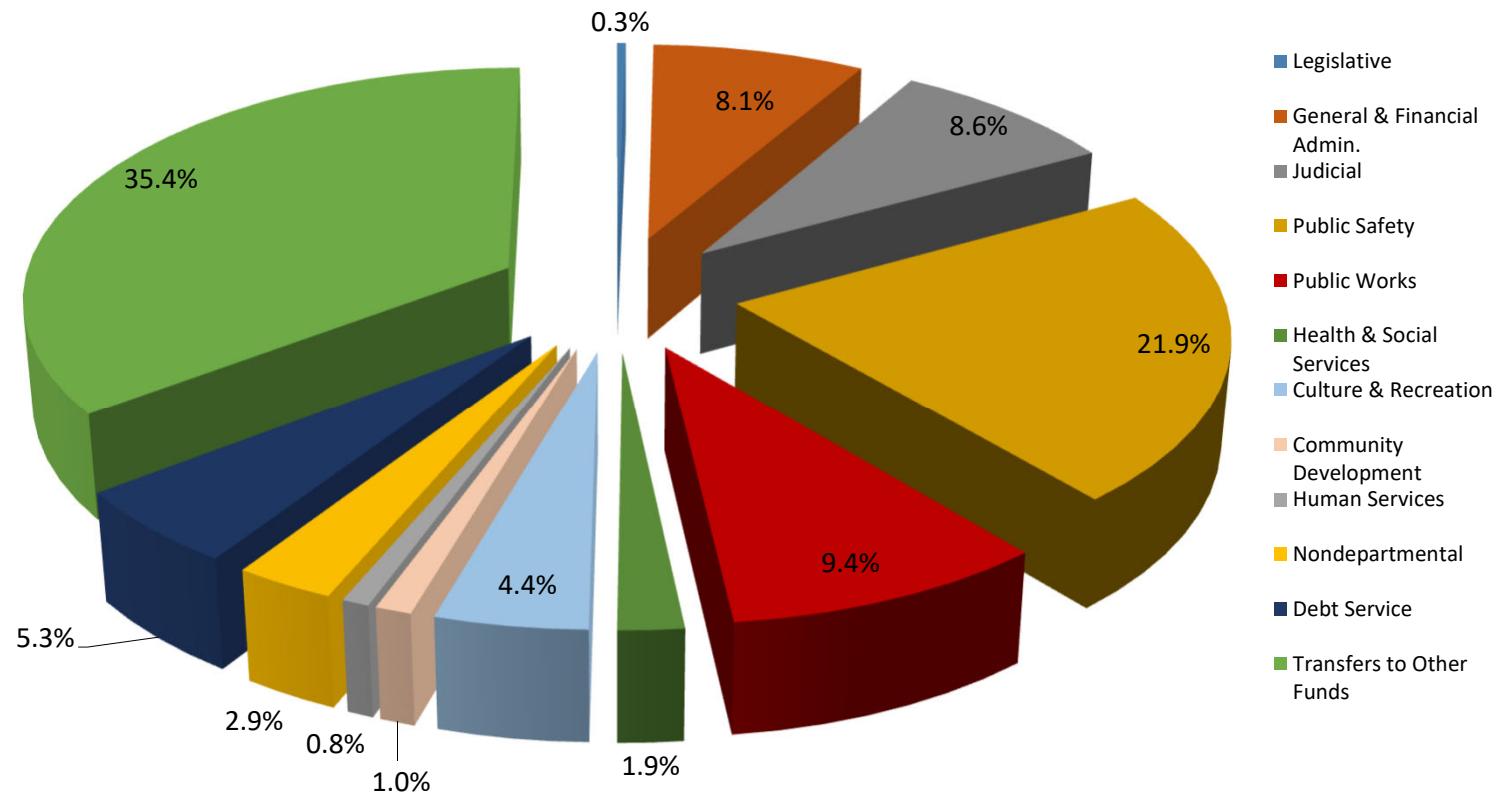
*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# GENERAL FUND EXPENDITURES

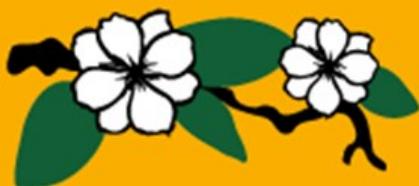
# GENERAL FUND EXPENDITURES



**TOTAL FY2023-24 GENERAL FUND BUDGET \$70,575,890**

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

LEGISLATIVE

## City Council

The Colonial Heights City Council serves as the governing body that makes all policies for the administration of the City. The seven-member Council is elected at large by the voters, and the Council members elect a Mayor from their number for a two-year term. The Mayor presides over meetings of the Council and is recognized as the head of the city government for all ceremonial purposes. Councilmembers are elected to staggered, four-year terms and a portion of the Council is elected every two years.

The City Council is charged, collectively, with providing for the organization, conduct, and operation of all departments, boards, commissions, offices, and agencies of the City through the effective development and communication of desired policies.

By a majority vote of all its members, the City Council directly appoints three city officials: City Manager, City Clerk, and City Attorney. The Council approves the Annual Budget and all appropriations for the City; including the number, titles, and compensation of all officers and employees of the City.

In accordance with the City Charter as approved by the voters, members of the City Council receive some compensation for their service.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
City Council Meetings Held	38	37	37	37
Appointments to Boards, Commissions, and Committees	43	62	55	45
Resolutions, Ordinances, and Financial Ordinances Considered	109	100	110	110

### ***Personnel Resources***

Executive Legislative		Authorized Positions		
Classification Title	Status *	FY 22-23	FY 23-24	Diff.
Mayor	L	1.00	1.00	0.00
Vice Mayor	L	1.00	1.00	0.00
Councilmember	L	5.00	5.00	0.00
L=Legislative		7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
-	5101	510100	PERSONAL SERVICES							
	5101	510100	Full-Time Salaries	\$71,310	\$70,811	\$71,001	\$71,001	\$71,001	\$71,001	
	510210	510210	Part-Time Wages							
	5125	520100	FICA	5,456	5,420	5,432	5,432	5,432	5,432	
	5170	520600	Unemployment Insurance	126	154	140	224	140	140	
			Total Personal Services	76,892	76,385	76,573	76,657	76,573	76,573	0.0%
			OPERATING EXPENSES							
	5201	530110	Advertising	5,592	8,543	0		2,000	0	0
	5203	530210	Professional & Special Services	2,973	937	4,000	4,955	4,000	4,000	4,000
	5206	550120	Membership Dues	1,563	1,569	1,575	1,604	1,604	1,700	1,700
	5209	530315	Maintenance - Electronics	360	860	660	550	660	1,296	1,296
	5221	550400	Postage	210	232	625	279	625	500	500
	5223	550420	Landline Telephone	4,209	3,384	4,320	3,105	4,320	4,320	4,320
		550430	Mobile Communications							
		550450	Internet							
	5225	550510	Mileage & Training Expenses	8,432		8,500	3,735	8,500	8,500	8,500
	5242	560110	Material & Supplies	3,163	4,501	4,200	5,066	4,200	4,200	4,200
	5254	560310	Meals & Food Supplies							
		559300	Contingencies & Reserve	3,029	2,124	4,300	1,122	4,300	4,000	4,000
			Total Operating Expenses	29,531	22,150	28,180	20,416	30,209	28,516	28,516
										-5.6%
			CAPITAL OUTLAY							
	5504	560290	Office Equipment			1,500		1,500		
	-	580300	Furniture & Fixture				1,080		15,000	15,000
	5516	580500	Technology Equipment	1,244		0				
			Total Capital Outlay	1,244	0	1,500	1,080	1,500	15,000	15,000
										900.0%
			TOTAL	\$107,666	\$98,535	\$106,253	\$98,153	\$108,282	\$120,089	\$120,089
										10.9%

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**CITY COUNCIL**

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<b>iPad Tablets (3)</b>	500	480	\$ 1,500	
<i>Replacement:</i> Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.				
<b>Room upgrades</b>	15,000	-	\$ 15,000	
Upgrade Council Conference Room to include enlarging counter space with installation of new counter and cabinet with new refrigerator and microwave. Upgrade to Council Chambers to include replacement of podium with smaller more modern podium, replacement of pew cushions and sound panels on north and south walls.				
<b>Total Capital Outlay - FY2023-24 .....</b>				<b>\$ 16,500</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<b>iPad Tablet (3)</b>	500	480	\$ 1,500	
<i>Replacement:</i> Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.				
<b>Total Capital Outlay - FY2024-25 .....</b>				<b>\$ 1,500</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<b>iPad Tablets (3)</b>	500	480	\$ 1,500	
<i>Replacement:</i> Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.				
<b>Total Capital Outlay - FY2025-26 .....</b>				<b>\$ 1,500</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2026-27 .....</b>				<b>\$ -</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2027-28 .....</b>				<b>\$ -</b>

# City Clerk

The City Clerk, often referred to as the Clerk of Council, is appointed by the Mayor and City Council and serves primarily to coordinate and record meetings and actions of the governing body.

The City Clerk is specifically charged with the responsibility to maintain a journal of City Council proceedings; recording all ordinances, resolutions and official acts of the Council. As part of this responsibility, the Clerk assures that all such information is maintained as public records and that such records are open to inspection at any time during regular business hours. The Clerk is actively involved in assuring that the city adheres to all laws of the Commonwealth regarding open meetings and open records.

In conjunction with the City Manager, City Attorney, Mayor and City Council, the Clerk prepares all meeting agendas for the Council, including the printing and distribution of said agendas to all city officials, media, and/or the general public. The Clerk also records and maintains all official minutes of such meetings.

The City Clerk maintains rosters of Council-appointed Boards, Commissions and Committees and their respective terms. The Clerk serves as custodian of the City Seal and is the officially-designated city officer authorized to use and authenticate it.

The City Clerk provides formal notice to all members of the City Council upon their election to the governing body; and administers the oath of office to all such duly elected members at the organizational meeting of the new Council.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	26	25	25	25
City Council Documents Prepared	5	7	8	7
Letters of Appointment to Boards, Commissions, and Committees	43	62	45	45
Resolutions, Ordinances, and Financial Ordinances Considered	109	96	110	110

## ***Personnel Resources***

City Clerk's Office		Authorized Positions		
Classification Title	Status *	FY 22-23	FY 23-24	Diff.
Clerk of Council	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

**CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET**

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$55,947	\$54,782	\$56,137	\$56,516	\$57,260	\$66,286	\$66,286	
5103	510250	Temporary & Seasonal Help			400		400			
-	510300	Overtime				40				
5125	520100	FICA	3,856	3,724	4,325	3,847	4,411	5,071	5,071	
5130	520200	VRS	7,385	7,285	8,078	8,119	8,950	11,224	11,224	
5145	520300	Group Life Insurance	718	693	752	756	768	963	963	
5150	520400	Health Insurance	12,449	11,696	11,736	11,736	12,906	13,780	13,780	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	20	20	20	37	27	27	27	
		Total Personal Services	80,375	78,199	81,448	81,051	84,722	97,351	97,351	14.9%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services			2,500	1,705		1,500	1,500	
5206	550120	Membership Dues	344	364	350	235	350	250	250	
5209	530315	Maintenance - Electronics	496	384	1,320	1,320	1,050	1,874	1,874	
5216	530325	Maintenance - Office Equipment			275	500	500	500	500	
5221	550400	Postage	22	67	525	78	525	525	525	
5223	550420	Landline Telephone			1,311	1,432	1,956	1,826	1,950	
	550430	Mobile Communications								
5225	550510	Mileage & Training Expenses	2,919		2,000	1,051	3,000	3,000	3,000	
5242	560110	Material & Supplies	1,839		1,327	2,500	1,811	2,500	2,500	
5248	560130	Books & Publications			200	600		600	600	
5254	559300	Contingencies & Reserve								
		Total Operating Expenses	6,932	4,049	12,251	8,876	10,481	12,699	12,699	21.2%
		<u>CAPITAL OUTLAY</u>								
5510	560290	Office Equipment			4,970	800				
5516	580500	Technology Equipment								
		Total Capital Outlay	0	4,970	800	0	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$87,306</b>	<b>\$87,219</b>	<b>\$94,499</b>	<b>\$89,927</b>	<b>\$95,203</b>	<b>\$110,050</b>	<b>\$110,050</b>	<b>15.6%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**CITY CLERK**

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$</b> <b>-</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$</b> <b>-</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$</b> <b>-</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$</b> <b>-</b>

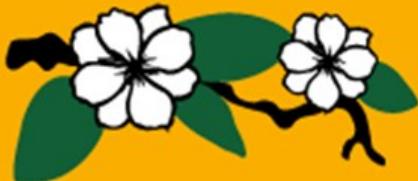
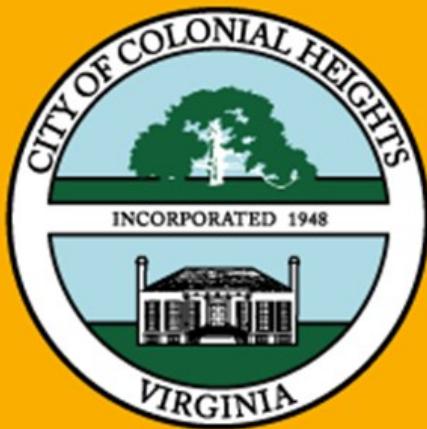
Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$</b> <b>-</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

**GENERAL &  
FINANCIAL  
ADMINISTRATION**

# City Manager

The Colonial Heights City Manager serves as the chief executive officer for the city and is responsible to the Mayor and City Council for the proper administration of city operations. The City Manager is the duly authorized representative of the governing body directing the day-to-day operations of city government.

Colonial Heights voters adopted the “Council/Manager” form of government in 1960, implementing the management concepts for same that are common among many cities throughout the country. The City Manager is appointed by the Mayor and City Council; and serves an indefinite term at their exclusive discretion.

Among a wide range of duties, the City Manager is responsible for implementing city policies adopted by City Council; enforcing City of Colonial Heights laws and ordinances; and appointing and supervising the heads of departments.

A primary responsibility for the City Manager every year is to prepare and submit an operating and capital improvement budget to City Council for their consideration, detailing funding proposals for all city departments and operations; and providing estimates of anticipated tax receipts for the coming year. The City Manager is also responsible for keeping the City Council advised and up-to-date as to the overall financial status of the city.

The City Manager’s Office currently includes support staff in the form of one Executive Assistant position.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
City Council Meetings Held	38	37	37	37
Parade/Demonstration Permits	5	9	8	10

## ***Personnel Resources***

City Manager’s Office		Authorized Positions		
Classification Title	Status *	FY 22-23	FY 23-24	Diff.
City Manager	FT	1.00	1.00	0.00
Executive Assistant	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$213,403	\$226,246	\$221,894	\$222,107	\$221,894	\$251,845	\$251,845	
5125	520100	FICA	15,121	15,577	15,799	15,801	16,975	16,617	16,617	
5130	520200	VRS	8,066	7,859	31,930	8,651	34,683	42,645	42,645	
5135	520250	VRS- Hybrid	16,724	16,735		18,022				
5140	520270	ICMA- Defined Contribution	5,040	4,882		5,257				
5145	520300	Group Life Insurance	2,896	2,761	2,974	2,974	2,974	3,657	3,657	
5150	520400	Health Insurance	26,687	25,214	25,266	25,266	27,534	29,142	29,142	
5160	520500	Disability Insurance	869	796	854	855	855	1,062	1,062	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	40	40	40	74	54	54	54	
		Total Personal Services	288,846	300,109	298,757	299,006	304,969	345,022	345,022	13.1%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	400		650					
5203	530210	Professional & Special Services	5,400	2,500		80				
5206	550120	Membership Dues	2,000	458	2,500	2,131	2,750	2,900	2,900	
5209	530315	Maintenance - Electronics	720	720	1,980	2,212	2,100	4,506	4,506	
5221	550400	Postage	16	9	75	8	75	75	75	
5223	550420	Landline Telephone	3,914	3,215	4,000	3,142	4,000	1,000	1,000	
	550430	Mobile Communications			0			750	750	
	550450	Internet			0			1,250	1,250	
5225	550510	Mileage & Training Expenses	3,501	3,060	7,000	3,561	5,000	3,500	3,500	
NEW	550520	Professional Development					4,000	7,000	7,000	
5242	560110	Material & Supplies	3,210	1,222	3,000	2,009	2,000	2,000	2,000	
5254	559300	Contingencies & Reserve	729	350	1,500	685	1,250	1,250	1,250	
-	560290	Office Equipment					750	750	750	
		Total Operating Expenses	19,889	11,534	20,705	13,828	21,925	24,981	\$24,981	13.9%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	1,244			0				
		Total Capital Outlay	1,244	0	0	0	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$309,979</b>	<b>\$311,644</b>	<b>\$319,462</b>	<b>\$312,834</b>	<b>\$326,894</b>	<b>\$370,003</b>	<b>\$370,003</b>	<b>13.2%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**CITY MANAGER**

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year.*

<b>Total Capital Outlay - FY2023-24 .....</b>	\$ -
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Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year.*

<b>Total Capital Outlay - FY2024-25 .....</b>	\$ -
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Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year.*

<b>Total Capital Outlay - FY2025-26 .....</b>	\$ -
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Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year.*

<b>Total Capital Outlay - FY2026-27 .....</b>	\$ -
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Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year.*

<b>Total Capital Outlay - FY2027-28 .....</b>	\$ -
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# Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of two hundred seventy-four (274) full-time and various part-time/seasonal staff.

The Director of Human Resources manages this department and is responsible for the administration of a fair and uniform personnel management system for all employees to ensure the most effective provision of city services. One of the primary goals of the Human Resources Department is to recruit and develop the best available employee for each position in the classified service of the city.

The Department also maintains a human resources management program that includes on-going analysis of employee classification and compensation; comprehensive benefits; employment policy development and interpretation; training and development; workers' compensation; employee relations and records management.

The Director of Human Resources also provides general support to various departments and employees as to the processing of disciplinary actions and grievance procedures.

The Human Resources Department's current staff support is provided by one Human Resources Specialist position.

Performance Indicators	FY 20 - 21 Actual	FY 21 - 22 Actual	FY 22-23 Projected	FY 23-24 Projected
Total Recruitments	48	78	61	55
Total Applicants	1,314	1,122	1,026	1,154
Total Workers' Compensation Reports	66	23	41	36
OSHA Summary Log Totals	40	8	20	19

## Personnel Resources

Human Resources Dept.	Classification Title	Status	Authorized Positions		
			FY 22-23	FY 23-24	Diff.
	Director of Human Resources	FT	1.00	1.00	0.00
	Human Resources Specialist	FT	1.00	1.00	0.00
FT = Full Time			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES

DEPARTMENT NUMBER 1052

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$85,206	\$119,390	\$135,102	\$138,710	\$138,646	\$152,860	\$152,860	
5103	510210	Part-Time Wages	9,330	5,219						
-	510300	Overtime			25					
5125	520100	FICA	7,098	9,416	10,335	10,543	10,607	11,695	11,695	
5130	520200	VRS	11,887	11,581	19,441	13,217	21,671	25,884	25,884	
5135	520250	VRS- Hybrid		4,293		5,161				
5140	520270	ICMA- Defined Contribution		891		1,628				
5145	520300	Group Life Insurance	1,156	1,532	1,810	1,854	1,859	2,220	2,220	
5150	520400	Health Insurance	8,758	9,048	9,930	12,690	10,560	18,780	18,780	
5160	520500	Disability Insurance		170	246	246	246	0	0	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	41	42	40	74	54	54	54	
		Total Personal Services	123,477	161,583	176,904	184,147	183,643	211,493	211,493	15.2%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	10,593	6,956	10,000	9,049	10,000	13,000	13,000	
5203	530210	Professional & Special Services		6,039	23,437	15,209	23,000	18,925	18,925	
5206	550120	Membership Dues	1,384	1,604	3,920	3,479	4,150	4,150	4,150	
5209	530315	Maintenance - Electronics	360	360	3,300	3,190	2,100	3,749	3,749	
5221	550400	Postage	72	101	425	282	425	425	425	
5223	550420	Landline Telephone	2,042	1,996	2,800	1,998	2,800	2,800	2,800	
	550450	Internet						0	0	
5225	550510	Mileage & Training Expenses	1,094	(234)	1,500	1,683	1,750	150	150	
	550140	Software Subscription						8,161	8,161	
	550520	Professional Development						2,350	2,350	
5242	560110	Material & Supplies	1,652	2,600	2,025	2,416	2,150	2,600	2,600	
5248	560130	Books & Publications		236	430	249	430	450	450	
		Total Operating Expenses	17,198	19,658	47,837	37,555	46,805	56,760	56,760	21.3%
		<u>CAPITAL OUTLAY</u>								
5504	580300	Furniture & Fixtures	500							
5516	580500	Technology Equipment	1,675		400					
		Total Capital Outlay	2,175		400	0	0	0	0	100.0%
		<b>TOTAL</b>	<b>\$142,849</b>	<b>\$181,240</b>	<b>\$225,141</b>	<b>\$221,702</b>	<b>\$230,448</b>	<b>\$268,253</b>	<b>\$268,253</b>	<b>16.4%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## HUMAN RESOURCES

Fiscal Year:

**FY2023-24**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2023-24 ..... \$ -**

Fiscal Year:

**FY2024-25**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

**Printer**

**500**

**-**

**\$**

**500**

*Replacement; Routine upgrade of departmental computer for Director of Human Resources based on recommended (5 year) lifecycle.*

**Total Capital Outlay - FY2024-25 ..... \$ 500**

Fiscal Year:

**FY2025-26**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2025-26 ..... \$ -**

Fiscal Year:

**FY2026-27**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

**Printer**

**500**

**-**

**\$**

**500**

*Replacement; Routine upgrade of departmental computer printer for Human Resources Specialist recommended (5 year) lifecycle.*

**Total Capital Outlay - FY2026-27 ..... \$ 500**

Fiscal Year:

**FY2027-28**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2027-28 ..... \$ -**

# Economic Development/Economic Development Authority

The City of Colonial Heights Economic Development Division is responsible for implementing the overall economic development mission of the City. A major component of this includes working with new and existing businesses to create new investments and jobs in the City of Colonial Heights. The office also provides staff support to the Economic Development Authority (EDA) and works with various regional and state agencies to market and promote the City of Colonial Heights.

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing. The EDA approved an incentive up to \$1,600,000 for the development of 401 Temple Avenue in December 2020.

Financial details for the EDA are presented immediately following the General Fund.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Existing Business Visits	8	11	20	22
Site/Bldg. Submissions	10	15	12	16
Prospect Requests	14	18	16	20
Economic Dev. Authority Mtgs.	6	6	8	8
Cold Calls	14	34	45	45
Trade Shows/Marketing Missions	0	1	2	2

## *Personnel Resources*

Economic Development		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT	1.00	1.00	0.00
FT = Full Time	PT = Part Time	<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$103,220	\$105,223	\$107,327	\$107,874	\$128,224	\$145,496	\$145,496	
5125	520100	FICA	8,095	8,277	8,211	8,684	9,810	11,131	11,131	
5130	520200	VRS	11,597	11,298	15,444	12,437	20,043	24,637	24,637	
5135	520250	VRS- Hybrid	2,491	2,404		2,589		0	0	
5140	520270	ICMA- Defined Contribution	362	388		418		0	0	
5145	520300	Group Life Insurance	1,401	1,336	1,438	1,438	1,720	2,113	2,113	
5150	520400	Health Insurance	11,449	10,189	5,790	5,790	6,105	3,300	3,300	
5160	520500	Disability Insurance	112	103	110	111	221	276	276	
5170	520550	Worker's Compensation Insurance						0	0	
	520600	Unemployment Insurance	33	30	30	55	41	55	55	
		Total Personal Services	138,759	139,249	138,350	139,397	166,164	187,008	187,008	12.5%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	4,550	6,318	10,000	6,606	10,000	15,000	15,000	
5203	530210	Professional & Special Services	3,295	33,111	12,500	18,325	10,000	10,000	10,000	
5206	550120	Membership Dues	1,212	2,037	2,500	2,723	2,500	2,700	2,700	
5209	530315	Maintenance - Electronics	360	360	1,320	1,320	1,050	3,208	3,208	
5221	550400	Postage	20	149	200		200	200	200	
5223	550420	Landline Telephone	1,875	1,287	2,000	1,213	2,000	2,000	2,000	
	550430	Mobile Communications								
	550450	Internet								
5225	550510	Mileage & Training Expenses	3,241	2,382	6,500	4,988	6,500	7,000	7,000	
NEW	550520	Professional Development					2,000	2,200	2,200	
5226	510400	Automobile Allowance	3,620	4,208	4,200	4,200	4,500	4,500	4,500	
5242	560110	Material & Supplies	1,961	1,246	2,200	4,627	2,000	2,200	2,200	
5270	570535	Tourism Matching Funds (PART)	45,000	45,000	45,000	45,000	65,000	65,000	65,000	
5805	570530	Virginia Gateway Region	43,213	21,606	48,482	48,482	48,634	58,628	58,628	
NEW	570537	Richmond Region Tourism			30,000	30,000	40,000	50,000	50,000	
NEW	570765	Longwood-Small Business Development Cntr						5,200	5,200	
NEW		Crater Regional Workforce Board						5,000	5,000	
		Total Operating Expenses	108,347	117,705	164,902	167,484	194,384	232,836	232,836	19.8%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	3,018						0	
		Total Capital Outlay	3,018	0	0	0	0	0	0	0.0%
		TOTAL	\$250,124	\$256,953	\$303,252	\$306,881	\$360,548	\$419,844	\$419,844	16.4%

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## ECONOMIC DEVELOPMENT

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Replace Desktop Printer	1000	-	1000
<i>Replacement; Replace printer with a HP Laser Jet Pro Color Printer/Scanner.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 1,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

# City Attorney

The City Attorney's Office is responsible for providing professional and timely legal representation and advice to the Mayor and City Council, City Manager, City departments, employees, and various boards and commissions.

The City Attorney is an appointed position, serving for an indefinite term and at the will of the City Council; and by City Charter, is the duly authorized legal advisor to the Council, City Manager, Colonial Heights School Board, and other agencies of the city.

Among various routine duties, the City Attorney provides opinions on any question of law; prepares and/or examines any ordinance contemplated for consideration or adoption by the City Council; prepares or approves all bonds, deeds, leases, contracts or other legal instruments considered by the City Council or School Board; and institutes all proceedings deemed necessary or proper to protect the interest of the City and School Board.

Other substantive areas involving the City Attorney Office's time and resources include dealing with personnel disputes, purchasing and risk management, zoning and planning matters, contract drafting and review, real property transactions, environmental law, and School Board issues. The City Attorney also supervises work performed by outside legal counsel and updates the Colonial Heights City Code on a semi-annual basis.

The City Attorney's Office includes support staff in the form of one Senior Paralegal position and one part-time Administrative Assistant.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Council Ordinances & Resolutions Drafted	109	100	110	110
School Board Meetings Attended (includes School Board Agenda Meetings)	30	30	30	30
Deeds and Easements Prepared	10	39	20	20

## ***Personnel Resources***

City Attorney's Office		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
City Attorney	FT	1.00	1.00	0.00
Senior Paralegal	FT	1.00	1.00	0.00
FT = Full Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
Administrative Assistant	PT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$222,666	\$225,313	\$230,202	\$234,715	\$244,396	\$273,241	\$273,241	
5103	510210	Part-Time Wages	8,333	14,338	15,600	9,432	15,600	15,601	15,601	
5125	520100	FICA	15,509	15,964	17,459	16,542	19,890	22,097	22,097	
5130	520200	VRS	30,229	29,827	33,126	33,687	38,200	46,268	46,268	
5135	520250	VRS- Hybrid	292							
5140	520270	ICMA- Defined Contribution	37							
5145	520300	Group Life Insurance	2,891	2,839	3,084	3,137	3,276	3,967	3,967	
5150	520400	Health Insurance	30,497	23,391	23,472	23,472	25,794	27,560	27,560	
5160	520500	Disability Insurance	214							
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	98	57	40	95	54	54	54	
		Total Personal Services	310,765	311,729	322,983	321,080	347,210	388,788	388,788	12.0%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising			9,000	6,480	9,650	9,650	9,650	
5203	530210	Professional & Special Services	15,218	8,975	24,500		17,500	17,500	17,500	
NEW	530215	Legal Services				73	7,000	5,000	5,000	
5206	550120	Membership Dues	2,991	6,948	7,455	6,826	5,790	1,200	1,200	
5209	530315	Maintenance - Electronics	720	720	2,640		2,625	4,866	4,866	
5216	530325	Maintenance & Equipment			200		200	3,300	3,300	
-	530330	Software Maintenance/Supplies				2,750		11,920	11,920	
5221	550400	Postage	191	86	250	108	250	200	200	
5223	550420	Landline Telephone	2,979	2,899	3,520	2,854	1,672	250	250	
NEW	550430	Mobile Communications					588	2,854	2,854	
NEW	550450	Internet					1,260	588	588	
5224	530250	Other Services & Charges	198	292	300		6,300	1,260	1,260	
5225	550510	Mileage & Training Expenses	1,209	300	6,866	2,069	6,866	300	300	
5242	560110	Material & Supplies	3,657	2,322	2,200	2,178	2,400	6,866	6,866	
5248	560130	Books & Publications			200		200	5,000	5,000	
5254	559300	Contingencies & Reserve						1,500	1,500	
		Total Operating Expenses	27,164	22,541	57,131	23,339	62,301	72,254	72,254	16.0%
		<u>CAPITAL OUTLAY</u>								
5504	580300	Furniture & Fixtures	1,184		2,500	6,747				
5516	580500	Technology Equipment	423					900	900	
		Total Capital Outlay	1,607		2,500	6,747	0	900	900	100.0%
		<b>TOTAL</b>	<b>\$339,536</b>	<b>\$334,270</b>	<b>\$382,614</b>	<b>\$351,165</b>	<b>\$409,511</b>	<b>\$461,942</b>	<b>\$461,942</b>	<b>12.8%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## CITY ATTORNEY

Fiscal Year:

<b>FY2023-24</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	<i>HP laser jet printer MFP M479fdw</i>	900	0	900
	Replace Paralegal's Laser printer 10+ years old			-
	<b>Total Capital Outlay - FY2023-24 ...</b>	<b>.....</b>	<b>\$</b>	<b>900</b>

Fiscal Year:

<b>FY2024-25</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	<b>Total Capital Outlay - FY2024-25 ...</b>	<b>.....</b>	<b>\$</b>	<b>-</b>

Fiscal Year:

<b>FY2025-26</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	<b>Total Capital Outlay - FY2025-26 ...</b>	<b>.....</b>	<b>\$</b>	<b>-</b>

Fiscal Year:

<b>FY2026-27</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	<b>Total Capital Outlay - FY2026-27 ...</b>	<b>.....</b>	<b>\$</b>	<b>-</b>

Fiscal Year:

<b>FY2027-28</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	<b>Total Capital Outlay - FY2027-28 ...</b>	<b>.....</b>	<b>\$</b>	<b>-</b>

# Commissioner of the Revenue

The Commissioner of the Revenue is an elected city official responsible for administering the assessments, licenses, and permits for businesses and individuals in the city. These include personal and business property taxes, business licenses, machinery & tools, bank franchise and public service taxes, and local excise taxes such as meals and lodging in accordance with the laws and statutes of the City and Commonwealth. The Commissioner's office also assists citizens with filing of their state income taxes. All applications for real estate tax exemption and relief are administered by the Commissioner's office, to include 100% veteran, elderly and disabled. Recently added duties include enforcement of the cigarette tax and transient occupancy tax.

The Commissioner of the Revenue also prepares and submits such reports as are required by City Council, the Director of Finance, and state agencies regarding the assessment of real and personal property and licenses issued on behalf of the city.

In addition to these primary responsibilities, the Commissioner of the Revenue's Office also supports and interacts with other city offices on a regular basis (Treasurer, Finance and Billings & Collections, Real Estate Assessor, Police and Inspections) by providing data and information pertinent to all of the above departments.

The Commissioner's office has daily interaction with citizens and business owners, and maintains a wide range of public records in support of the above duties.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Taxable Personal and Business Property Items	18,899	18,707	18,889	19,000
Number of Business Licenses	1,430	1,436	1,425	1,475
Food/Lodging Tax Monthly Returns	119	122	154	160
State Income Taxes Filed	301	288	235	200

## ***Personnel Resources***

Commissioner of the Revenue		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Commissioner	FT	1.00	1.00	0.00
Deputy Commissioner	FT	1.00	1.00	0.00
Deputy II	FT	2.00	2.00	0.00
		4.00	4.00	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$162,445	\$181,241	\$192,388	\$185,228	\$193,127	\$211,571	\$211,571	
5103	510250	Temporary & Seasonal Help	572		2,000	4,155	2,000	2,000	2,000	
5105	510300	Overtime	2,407	4,236	3,000	608	2,900	3,000	3,000	
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	11,742	13,083	15,100	13,579	15,150	16,568	16,568	
5130	520200	VRS	10,321	11,907	27,684	14,114	30,188	35,827	35,827	
5135	520250	VRS- Hybrid	9,708	9,783		9,543				
5140	520270	ICMA- Defined Contribution	2,886	2,690		2,885				
5145	520300	Group Life Insurance	2,265	2,340	2,578	2,471	2,590	3,074	3,074	
5150	520400	Health Insurance	38,109	38,616	36,786	38,294	46,749	46,340	46,340	
5160	520500	Disability Insurance	504	459	569	456	602	701	701	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	81	80	80	150	108	108	108	
		Total Personal Services	241,038	264,436	280,185	271,483	293,414	319,189	319,189	8.8%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising			750		750	750	750	
5203	530210	Professional & Special Services	4,210	2,500	3,000	3,026	3,000	4,500	4,500	
5206	530315	Membership Dues	545	585	650	530	650	750	750	
5209	550120	Maintenance - Electronics	1,407	1,423	4,620	4,980	3,675	5,226	5,226	
5221	550400	Postage	4,924	5,588	8,000	1,323	8,800	8,800	8,800	
5223	550420	Landline Telephone	4,838	4,612	6,000	4,614	6,600	6,600	6,600	
	550450	Internet								
5225	550510	Mileage & Training Expenses			2,000	193	2,000	2,000	2,000	
5242	550520	Professional Development						250	250	
	560110	Material & Supplies	3,236	5,968	8,000	6,423	8,800	8,800	8,800	
		Total Operating Services	19,161	20,677	33,020	21,090	34,275	37,676	37,676	9.9%
		<u>CAPITAL OUTLAY</u>								
5504	580300	Furniture & Equipment			850		850			
5516	580500	Technology Equipment					850			
		Total Capital Outlay	0	0	850	0	1,700	0	0	-100.0%
		<b>TOTAL</b>	<b>\$260,200</b>	<b>\$285,113</b>	<b>\$314,055</b>	<b>\$292,572</b>	<b>\$329,389</b>	<b>\$356,865</b>	<b>\$356,865</b>	<b>8.3%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**COMMISSIONER OF THE REVENUE**

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Network Copier	1,000	-	\$ 1,000
<i>Replacement; Xerox Copier will be 10 years old. Includes first year maintenance contract.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 1,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Network Printer	1,000	-	\$ 1,000
<i>Replacement; Replace 10 year old HP Laser printer with new similar model.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 750</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

# City Treasurer

The Colonial Heights Treasurer is an elected city official responsible for collections on behalf of the Commonwealth, including both income tax and estimated tax payments; and fees disbursed by the Sheriff's Office, General District Court, and Circuit Court.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Sheriff Fee Transactions	38	45	40	40
State Income Tax Transactions	112	90	120	100
State Estimated Tax Transactions	270	307	450	325

## *Personnel Resources*

Treasurer's Office		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Treasurer	FT	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$89,339	\$91,555	\$95,627	\$102,064	\$94,219	\$110,859	\$110,859	
5103	510250	Temporary & Seasonal Help			1,000		1,000	1,000	1,000	1,000
5125	520100	FICA	6,565	6,594	7,392	7,605	7,285	8,558	8,558	
5130	520200	VRS	12,508	12,143	13,761	9,151	14,727	17,417	17,417	
5135	520250	VRS- Hybrid				3,822				
5140	520270	ICMA- Defined Contribution				664				
5145	520300	Group Life Insurance	1,217	1,156	1,281	1,270	1,264	1,494	1,494	
5150	520400	Health Insurance	22,445	21,676	21,216	18,237	17,031	11,040	11,040	
5160	520500	Disability Insurance	696			165	498	589	589	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	40	40	40	86	54	54	54	
		Total Personal Services	132,811	133,164	140,317	143,064	136,078	151,011	151,011	11.0%
		<u>OPERATING EXPENSES</u>								
5206	550120	Membership Dues	445	445	600	845	400	400	400	
5209	530315	Maintenance - Electronics	720	720	1,320	1,320	1,050	2,234	2,234	
5221	550400	Postage	4	3	15	5	15	15	15	
5223	550400	Landline Telephone	1,862	1,816	1,900	1,818	1,900	1,900	1,900	
	550450	Internet								
5224	550420	Other Services & Charges	250							
5225	550510	Mileage & Training Expenses	313	57	1,500	1,856	2,500	1,000	1,000	
	550520	Professional Development								
5242	560110	Material & Supplies		763	1,400	1,203	1,500	2,500	2,500	
NEW	560115	DMV Expense								
		Total Operating Services	3,595	3,803	6,735	7,048	7,365	8,049	8,049	9.3%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	189	521	200					
		Total Capital Outlay	189	521	200	0	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$136,595</b>	<b>\$137,488</b>	<b>\$147,252</b>	<b>\$150,112</b>	<b>\$143,443</b>	<b>\$159,060</b>	<b>\$159,060</b>	<b>10.9%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## TREASURER

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Paper Shredder</i>	300	-	\$ 300
<i>New; Individual Shredder at desk.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 300</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Printer/Scanner/Copier/Fax</i>	600	-	\$ 600
<i>Replacement; Existing printer is over 5 years old.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 600</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

# Finance

The Finance Department provides a wide range of financial services to all city operations; managing the City's financial assets with the utmost security and accuracy; and maintaining the highest level of customer service for citizens and intradepartmental contacts.

The Department of Finance is organizationally structured into eight operational categories: Financial Administration, Auditing, Purchasing, Insurance & Risk Management, Real Estate Assessor, Billing & Collections, and the Utility Billing Office. All employees and operations within the Department of Finance are led and directed by the Director of Finance.

The day-to-day duties of the Department of Finance include procurement of goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering cash management and investment programs; administering all City billing and collection processes; and maintaining the records of the City's fixed assets. Other duties include maintaining financial accounting records in an accurate and efficient manner and the preparation of annual audit reports. The Department of Finance also coordinates the issuance of debt as needed for capital projects and is responsible for assessment and equalization of assessments of all real estate, taxable and tax-exempt, located within the corporate limits of the City.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
A/P Checks Issued	4,824	4,242	5,158	5,160
Payroll Checks and Direct Deposits Processed	8,554	8,529	8,680	8,700
Purchase Orders and Check Requests Issued	2,448	4,350	3,000	4,500
Sealed Bids/Proposals Issued	19	14	18	15
Value of New Construction	\$6,148,300	\$3,600,900	\$5,500,000	3,500,000
Transfers in Property Ownership	817	827	716	700

## **Personnel Resources**

Finance Department		Authorized Positions		
Classification Title	Status *	FY 22-23	FY 23-24	Diff.
Director of Finance	FT	1.00	1.00	0.00
Deputy Director of Finance	FT	1.00	1.00	0.00
Accountant	FT	1.00	1.00	0.00
Financial Specialists	FT	3.00	3.00	0.00
Financial Technicians	FT	4.00	4.00	0.00
Financial Systems Analyst	FT	1.00	1.00	0.00
Purchasing Agent	FT	1.00	1.00	0.00
Procurement Specialist	FT	1.00	1.00	0.00
City Assessor	FT	1.00	1.00	0.00
Revenue Supervisor	FT	1.00	1.00	0.00
Utility Billing Supervisor	FT	1.00	1.00	0.00
Meter Readers	FT	2.00	2.00	0.00
*FT = Full Time		<b>18.00</b>	<b>18.00</b>	<b>0.00</b>
Accountant	PT	1.00	1.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
Staff Assistant	PT	1.00	1.00	0.00
*PT = Part Time		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$456,963	\$413,257	\$455,913	\$370,996	\$453,905	\$487,099	\$487,099	
5103	510210	Part-Time Wages	10,343	56,840	50,000	82,161	55,000	55,000	55,000	
5105	510300	Overtime	(65)	534		2,072				
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	33,636	33,892	38,702	33,070	38,932	41,471	41,471	
5130	520200	VRS	45,715	39,856	64,294	29,260	69,528	80,831	80,831	
5135	520250	VRS- Hybrid	12,435	12,508		18,457				
5140	520270	ICMA- Defined Contribution	1,737	2,342		3,513				
5145	520300	Group Life Insurance	4,355	3,930	5,988	4,768	5,963	6,932	6,932	
5150	520400	Health Insurance	73,885	62,959	48,181	57,635	67,184	72,361	72,361	
5160	520500	Disability Insurance	568	536	576	806	1,555	1,489	1,489	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	248	196	120	350	162	162	162	
		Total Personal Services	639,820	626,849	663,774	603,089	692,229	745,345	745,345	7.7%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	1,363	1,081	400	150	1,000	1,000	1,000	
5203	530210	Professional & Special Services	6,494	10,819	9,912	12,501	2,700	8,500	8,500	
5206	550120	Membership Dues	960	615	1,300	1,967	1,300	1,300	1,300	
5209	530315	Maintenance - Electronics	2,520	2,520	8,580	8,580	6,825	12,289	12,289	
5221	550400	Postage	2,732	3,166	3,200	2,859	3,200	6,000	6,000	
5223	550420	Landline Telephone	7,043	6,738	7,300	6,329	7,300	1,872	1,872	
	550430	Mobile Communications								
	550450	Internet						2,316	2,316	
5225	550510	Mileage & Training Expenses	1,578	1,127	4,200	1,775	4,200	3,000	3,000	
	550520	Professional Development						6,000	6,000	
5242	560110	Material & Supplies	7,608	8,271	11,975	12,630	11,000	11,000	11,000	
5248	560130	Books & Publications		40						
5260	530330	Software Maintenance	84,172	41,578	80,000	30,288	65,000	10,000	10,000	
NEW	550140	Software Subscription						88,000	88,000	
		Total Operating Services	114,470	75,955	126,867	77,079	102,525	151,277	151,277	47.6%
		<u>CAPITAL OUTLAY</u>								
5504	580300	Furniture & Fixtures	4,450		300	230	300			
5515	580530	Building & Fixed Equipment	19,561							
5516	580500	Technology Equipment	4,714	900						
		Total Capital Outlay	28,725	900	300	230	300	0	0	-100.0%
		<b>TOTAL</b>	<b>\$783,014</b>	<b>\$703,704</b>	<b>\$790,941</b>	<b>\$680,398</b>	<b>\$795,054</b>	<b>\$896,622</b>	<b>\$896,622</b>	<b>12.8%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**FINANCE**

Fiscal Year:

**FY2023-24**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Office Chair</i>	350		350
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 350</b>

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Replacement Chairs (2)</b>	150	-	\$ 300
<i>Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present an employee safety hazard.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 300</b>

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5202	530213	Annual Audit Fee	\$116,100	\$120,600	\$125,000	\$110,800	\$123,850	\$135,000	\$135,000	
5242	560110	Material & Supplies	116,100	120,600	125,000	110,800	123,850	135,000	135,000	9.0%
		Total Operating Services								
		<b>TOTAL</b>	<b>\$116,100</b>	<b>\$120,600</b>	<b>\$125,000</b>	<b>\$110,800</b>	<b>\$123,850</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>9.0%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>FIXED CHARGES</u>								
5203	530210	Professional & Special Services	\$10,970	\$31,799	\$25,000	\$6,571	\$25,000	\$25,000	\$25,000	
5208	560330	Employee Recognition Items	460	850	1,000	625	1,500	1,500	1,500	
5210	550270	Insurance Premiums - Other	5,788	9,426		24,310				
5221	550400	Postage		1,260						
5224	530250	Other Services and Charges		69,288		12,726				
5605	520200	VRS Retirement Contributions	20,940							
5608	550250	Line of Duty Act Fund	119,463	129,564	140,361	140,361	138,386	143,816	143,816	
5610	520400	Health Insurance	(40,412)	4,489	34,000	51,249	34,000	34,000	34,000	
5615	560310	Meals & Food Supplies								
	560310	Employee Events	8,784	318	15,000	14,749	15,000	25,000	25,000	
		Total Fixed Charges	125,994	246,994	215,361	250,591	213,886	229,316	229,316	7.2%
		<b>TOTAL</b>	<b>\$125,994</b>	<b>\$246,994</b>	<b>\$215,361</b>	<b>\$250,591</b>	<b>\$213,886</b>	<b>\$229,316</b>	<b>\$229,316</b>	<b>7.2%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$129,684	\$135,156	\$138,266	\$142,528	\$138,266	\$144,945	\$144,945	
5125	520100	FICA	9,649	10,048	10,577	10,544	10,578	11,089	11,089	
5130	520200	VRS	18,093	18,019	19,896	19,332	21,612	24,544	24,544	
5135	520250	VRS- Hybrid								
5140	520270	ICMA- Defined Contribution								
5145	520300	Group Life Insurance	1,760	1,715	1,852	1,800	1,854	2,105	2,105	
5150	520400	Health Insurance	19,285	16,445	16,560	15,870	17,820	23,170	23,170	
5160	520500	Disability Insurance						271	271	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	40	40	40	74	54	54	54	
		Total Personal Services	178,510	181,424	187,191	190,148	190,184	206,178	206,178	8.4%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	1,377	917	1,300	856	1,500	1,500	1,500	
5203	530210	Professional & Special Services			100					
5206	550120	Membership Dues	170	170	300	310	300	300	300	
5209	530315	Maintenance - Electronics	720	720	2,640	3,484	2,100	3,749	3,749	
5216	530325	Maintenance - Equipment	7,077	7,611	9,030	4,000	9,030	9,030	9,030	
-	550300	Rent of Equipment				2,743				
5221	550400	Postage	8,925	22	100	154	50	50	50	
5223	550420	Landline Telephone	(22,687)	5,573	1,500	(656)	1,500	624	624	
	550450	Internet						768	768	
5224	530250	Other Services & Charges		2,400	1,746	2,365	740	500	500	
5225	550510	Mileage & Training Expenses	300	1,500			1,400	1,200	1,200	
5242	560110	Material & Supplies	(707)	(4,625)	3,000	414	3,000	3,000	3,000	
		Total Operating Expenses	(5,124)	13,088	21,216	13,670	19,620	20,721	20,721	5.6%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	1,326	14,830						
5520	580630	Other Equipment		12,714	28,261	28,261				
		Total Capital Outlay	1,326	27,544	28,261	28,261	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$174,712</b>	<b>\$222,055</b>	<b>\$236,668</b>	<b>\$232,079</b>	<b>209,804</b>	<b>\$226,899</b>	<b>\$226,899</b>	<b>8.1%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## PURCHASING

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
			<b>Total Capital Outlay - FY2023-24 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
			<b>Total Capital Outlay - FY2024-25 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
			<b>Total Capital Outlay - FY2025-26 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
			<b>Total Capital Outlay - FY2026-27 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
			<b>Total Capital Outlay - FY2027-28 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT

DEPARTMENT NUMBER 1207

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	\$1,169	\$63	\$5,000	\$250	\$5,000	\$5,000	\$5,000	
5206	550120	Membership Dues	990	995	1,000	995	1,000	1,000	1,000	
5210	550270	Insurance Premiums - Other	6,786	9,233	9,524	9,524	11,795	12,456	12,456	
5211	550240	Insurance Premiums - Workman's Comp.	254,620	293,035	285,177	318,710	305,774	278,232	278,232	
5220	550260	Insurance Deductibles	64,490	63,423	60,000	286,745	100,000	100,000	100,000	
5242	560110	Material & Supplies	381	1,627						
5290	550210	General Liability	101,031	109,261	121,770	121,770	122,594	132,092	132,092	
5291	550230	Property & Casualty Insurance	43,387	39,739	41,581	41,580	56,570	50,993	50,993	
5292	550220	Vehicle Insurance	72,972	85,498	86,771	86,727	91,378	95,947	95,947	
5520	580630	Other Equipment								
		Total Operating Services	545,826	602,873	610,823	866,302	694,111	675,719	675,719	-2.6%
		TOTAL	\$545,826	\$602,873	\$610,823	\$866,302	\$694,111	\$675,719	\$675,719	-2.6%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$127,701	\$132,184	\$134,755	\$134,884	\$134,755	\$149,824	\$149,824	
5103	510250	Temporary & Seasonal Help		120	600	5,243	21,840	21,841	21,841	
5125	520100	FICA	10,417	10,590	10,355	11,280	11,980	13,133	13,133	
5130	520200	VRS	18,069	17,615	19,391	19,391	21,063	25,370	25,370	
5145	520300	Group Life Insurance	1,757	1,677	1,806	1,806	1,806	2,176	2,176	
5150	520400	Health Insurance	18,788	17,813	17,838	17,838	19,386	20,490	20,490	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	40	40	40	91	54	54	54	
		Total Personal Services	176,772	180,039	184,785	190,532	210,884	232,888	232,888	10.4%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	210		300	111	500	750	750	
5203	530210	Professional & Special Services	5,228		8,500	6,088	5,500	8,500	8,500	
5206	550120	Membership Dues	905	1,155	3,000	1,045	3,000	3,000	3,000	
5209	530315	Maintenance - Electronics	1,800	1,800	3,300	3,410	3,150	4,506	4,506	
5216	530325	Maintenance - Equipment	9,240	9,240	12,000	9,240	12,000	12,000	12,000	
5221	550400	Postage	3,163	30	3,500	32	600	4,000	4,000	
5223	550420	Landline Telephone	2,631	2,512	2,700	2,514	2,700	3,000	3,000	
	550450	Internet								
5225	550510	Mileage & Training Expenses	1,889	250	4,250	300	4,500	2,000	2,000	
5226	510400	Automobile Allowance	3,620	3,610	4,000	4,408	5,000	6,000	6,000	
5242	560110	Material & Supplies	1,178	950	1,200	4,296	1,500	4,500	4,500	
		Total Operating Expenses	29,863	19,546	42,750	31,443	38,450	48,256	48,256	25.5%
		<u>CAPITAL OUTLAY</u>								
5510	560290	Office Equipment					2,000	4,000	4,000	
5516	580500	Technology Equipment	2,144	900						
		Total Capital Outlay	2,144	900	0	0	2,000	4,000	4,000	100.0%
		<b>TOTAL</b>	<b>\$208,778</b>	<b>\$200,485</b>	<b>\$227,535</b>	<b>\$221,975</b>	<b>\$251,334</b>	<b>\$285,144</b>	<b>\$285,144</b>	<b>13.5%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## REAL ESTATE ASSESSOR

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
Commercial Grade Network Printer	4,000	-	\$ 4,000
<i>Replacement; Replace 11 year old duplex printer used to print parcel record for citizens and others.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 4,000</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$147,935	\$151,660	\$153,822	\$150,494	\$155,746	\$177,012	\$177,012	
5103	510250	Temporary & Seasonal Help	784		11,110	1,320	19,500	20,150	20,150	
5105	510300	Overtime				540				
5125	520100	FICA	10,869	7,154	11,767	11,289	13,407	15,083	15,083	
5130	520200	VRS	7,335	10,951	22,135	7,876	24,345	29,975	29,975	
5135	520250	VRS- Hybrid	11,037	2,290		11,520				
5140	520270	ICMA- Defined Contribution	2,295	1,914		2,157				
5145	520300	Group Life Insurance	2,007	36,363	2,061	2,007	2,090	2,571	2,571	
5150	520400	Health Insurance	38,721	488	36,576	28,986	32,367	34,210	34,210	
5160	520500	Disability Insurance	532	80	523	502	535	652	652	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	80	460	80	143	108	108	108	
		Total Personal Services	221,594	222,470	226,964	216,833	248,098	279,761	279,761	12.8%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	575		1,500	914	1,500	2,000	2,000	
5203	530210	Professional & Special Services	640	900	1,500	13,717	1,500	2,000	2,000	
5206	550120	Membership Dues	225		1,000		1,000	1,000	1,000	
5209	530315	Maintenance - Electronics	1,800	1,800	3,960	4,070	3,675	6,343	6,343	
5216	530325	Maintenance - Equipment	2,197	2,110	3,400	2,496	4,000	4,000	4,000	
5221	550400	Postage	23,990	24,851	27,000	26,152	27,000	29,000	29,000	
5223	550420	Landline Telephone	4,158	3,934	4,200	3,976	4,200	4,200	4,200	
	550450	Internet								
5224	530250	Other Services & Charges								
5225	550510	Mileage & Training Expenses	669	261	2,000	433	2,000	2,000	2,000	
5242	560110	Material & Supplies	18,358	26,435	31,300	15,155	30,000	35,000	35,000	
5285	559100	Cash Over/Short	(76)	(31)		(1)				
		Total Operating Services	52,536	60,260	75,860	66,914	74,875	85,543	85,543	14.2%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	2,488					4,400	4,400	
		Total Capital Outlay	2,488	0	0	0	0	4,400	4,400	0.0%
		<b>TOTAL</b>	<b>\$276,617</b>	<b>\$282,730</b>	<b>\$302,824</b>	<b>\$283,746</b>	<b>\$322,973</b>	<b>\$369,704</b>	<b>\$369,704</b>	<b>14.5%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## BILLING & COLLECTIONS

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Heavy Duty Copier/Scanner</b>	<b>4,400</b>	-	<b>\$ 4,400</b>

*Replacement;* The copier used by the Billing & Collections department is at the end of its useful life and maintenance costs have outpaced its value. A new heavy duty copier is requested for use by both Billing & Collections and Utility Billing.

**Total Capital Outlay - FY2023-24 ..... \$ 4,400**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2024-25 ..... \$ -**

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2025-26 ..... \$ -**

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2026-27 ..... \$ -**

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2027-28 ..... \$ -**

# Information Technology

The Information Technology Department provides technology support for all city departments and operations, facilitating the efficient delivery of services and information to the general citizenry. The City's Information Technology infrastructure and applications are critical to the management and operations of the City's core functions as well as the increased productivity of all employees.

The Information Technology Department provides a wide range of support services including hardware and software support for various city technology assets including telephones, desktop computers, laptop computers, servers, printers, mobile devices, and other computer peripherals.

In addition, the Department provides for implementation and support of City-wide data networks and security; operational support for existing departmental data systems and business processes; project management and support for enterprise and departmental technology initiatives; and establishment of IT policies and procedures to ensure compliance with regulatory and security requirements.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Computers	325	366	367	370
Servers	49	48	46	48
iPhones & iPads	146	176	163*	170
Website Visitors	801,884	772,312	725,658	727,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	3,092	2,732	2,341	2,500
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	10,279	10,188	10,528	10,550
IT Service Ticket Hours (Proactive Information Management)	1,300	484	478.77	500

\*Includes phones, iPads, MiFi's/Jetpacks

## Personnel Resources

Information Technology		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	Diff.
Director of IT	FT	1.00	1.00	0.00
Info Systems Coordinator	FT	1.00	1.00	0.00
GIS Coordinator	FT	1.00	1.00	0.00
FT = Full Time   PT = Part Time		3.00	3.00	0.00

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$169,602	\$76,945	\$243,191	\$99,983	\$228,675	\$248,850	\$248,850	
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	12,130	5,036	18,604	6,663	17,494	19,038	19,038	
5130	520200	VRS	9,905	9,650	34,996	13,854	35,742	42,138	42,138	
5135	520250	VRS- Hybrid	12,158							
5140	520270	ICMA- Defined Contribution	1,250							
5145	520300	Group Life Insurance	2,264	919	3,259	1,290	3,065	3,614	3,614	
5150	520400	Health Insurance	16,078	15,123	32,280	15,120	33,063	29,138	29,138	
5160	520500	Disability Insurance	535		807		733	857	857	
	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	40	20	60	37	81	81	81	
5170		Total Personal Services	223,962	107,692	333,197	136,946	318,853	343,716	343,716	7.8%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	55,100	164,652	5,149	60,791	0			
5206	550120	Membership Dues	53,525	29,010		36,098	5,988	6,055	6,055	
5209	530315	Maintenance - Electronics	9,525	51,697	110,800	35,878	115,835	188,395	188,395	
5216	530325	Maintenance - Equipment	15,392	10,889		8,768				
5221	550400	Postage		1	75		75	75	75	
5223	550420	Landline Telephone	1,980	1,884	3,300	1,884	3,300			
	550450	Internet								
5225	550510	Mileage & Training Expenses			2,500		2,500	3,000	3,000	
5242	560110	Material & Supplies	(320)	1,908	1,000	220	1,000	1,000	1,000	
5248	560130	Books & Publications	0	0	300		300	3,000	3,000	
		Total Operating Services	135,202	260,041	123,124	143,639	128,998	201,525	201,525	56.2%
		<u>CAPITAL OUTLAY</u>								
5511	580400	Software								
5516	580500	Technology Equipment	15,063	34,307	11,000		15,100	0		
		Total Capital Outlay	15,063	34,307	11,000	-	15,100	-	-	-100.0%
		<b>TOTAL</b>	<b>\$374,226</b>	<b>\$402,040</b>	<b>\$467,321</b>	<b>\$280,585</b>	<b>\$462,951</b>	<b>\$545,241</b>	<b>\$545,241</b>	<b>17.8%</b>

## City of Colonial Heights

## FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

# INFORMATION TECHNOLOGY

Technology Capital Outlay list is included in the Information Technology Service Fund

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 . . . . .</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 . . . . .</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 . . . . .</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 . . . . .</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 . . . . .</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

# Board of Elections

## Electoral Board and Registrar

The **Electoral Board** is a three-member body appointed by a majority of the Circuit Court judges, upon recommendation of party chairs. The Electoral Board is responsible for ensuring uniformity, fairness, accuracy and purity in all elections within the city. The majority of the Board (two members) must represent the political party receiving the highest number of votes in the last preceding gubernatorial election; the remaining member represents the party with the second highest votes in said election. The Board promotes the proper administration of election laws as well as campaign finance disclosure compliance.

The **Registrar** is a sworn public official appointed by the Electoral Board and is responsible for voter registration and the duties associated with organizing and conducting all city elections. The Registrar is formally charged with responsibilities for compliance with the directives of the Electoral Board, the State Board of Elections, the Commonwealth of Virginia Election Code, and the City Council.

The Registrar's Office is responsible for all day-to-day operations regarding elections administration, including but not limited to voter registration, absentee voting, and administration of polling places during elections. Voter registration and electoral records are maintained by this office on a daily basis; and candidates for all local elections file and are processed through the Registrar's Office.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Number of Registered Voters	12,761	12,931	13,000	13,250
National Voter Registration Act Transactions	7,219	4,792	5,500	7,500
Persons Voting Absentee	5,934	2,999	4,500	7,000
Persons Voting on Election Day	3,721	3,733	5,500	6,000
Voting Equipment (Pollbooks & Voting Machines)	28	28	28	28
Candidate Processing-local	9	5	10	12
Campaign Finance-local	9	5	10	12

### **Personnel Resources**

Registrar		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
General Registrar	FT	1.00	1.00	0.00
Deputy Registrar	FT	1.00	1.00	0.00
FT = Full Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
Electoral Board Chairman	B	1.00	1.00	0.00
Electoral Board Vice-Chair	B	1.00	1.00	0.00
Electoral Board Secretary	B	1.00	1.00	0.00
FT = Full Time    B = Board Member		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

**CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET**

**DEPARTMENT NAME - ELECTORAL BOARD**

DEPARTMENT NUMBER 1301

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5101 5125 5170	510210 520100 520600	<u>PERSONAL SERVICES</u>								
		Full-Time Salaries	\$6,639	\$6,363	\$6,640	\$6,969	\$6,972	\$7,001	\$7,001	
		FICA	508	508	508	533	533	533	533	
		Unemployment Insurance	10	10	17	17	17	17	17	
		Total Personal Services	7,158	6,881	7,165	7,520	7,522	7,551	7,551	0.4%
		<u>OPERATING EXPENSES</u>								
		Membership Dues	180	180	180	180	200	250	250	
		Maintenance - Equipment	5,004	4,036	6,000	4,262	8,250	8,250	8,250	
		Postage	698	821	1,500	986	1,600	1,600	1,600	
		Other Services & Charges	130		150		200	250	250	
5206 5216 5221 5224 5225 5242	550120 530325 550400 530250 550510 560110	Mileage & Training Expenses	521	459	2,500	2,497	2,500	3,000	3,000	
		Material & Supplies	13,637	12,352	16,000	6,303	16,000	16,000	16,000	
		Total Operating Services	20,170	17,849	26,330	14,228	28,750	29,350	29,350	2.1%
		<b>TOTAL</b>	<b>\$27,328</b>	<b>\$24,731</b>	<b>\$33,495</b>	<b>\$21,747</b>	<b>\$36,272</b>	<b>\$36,901</b>	<b>\$36,901</b>	<b>1.7%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$82,068	\$84,760	\$86,242	\$108,235	\$107,709	\$122,737	\$122,737	
5103	510250	Temporary & Seasonal Help	15,800	15,552	36,000	9,450	36,000	36,001	36,001	
5105	510300	Overtime		1,304		1,597				
5125	520100	FICA	6,448	7,001	9,352	8,543	10,994	12,144	12,144	
5130	520200	VRS			12,410			20,784	20,784	
5135	520250	VRS- Hybrid	8,927	9,657		12,137				
5140	520270	ICMA- Defined Contribution	2,520	2,457		3,363				
5145	520300	Group Life Insurance	685	920	1,155	1,443	1,444	1,783	1,783	
5150	520400	Health Insurance	10,408	9,873	9,930	9,930	10,560	26,092	26,092	
5160	520500	Disability Insurance	457	539	455	569	569	229	229	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	40	40	40	74	54	55	55	
		Total Personal Services	127,352	132,101	155,584	155,341	184,166	219,825	219,825	19.4%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	325	192	1,400		1,400	1,400	1,400	
5206	550120	Membership Dues	250	250	300	250	300	300	300	
5209	530315	Maintenance - Electronics	1,080	1,080	1,980	2,200	2,625	3,749	3,749	
-	530325	Maintenance - Equipment				488		500	500	
5221	550400	Postage	1,830	1,820	9,000	3,968	9,000	9,000	9,000	
5223	550420	Landline Telephone	3,286	3,248	3,325	3,253	3,325	3,325	3,325	
	550450	Internet								
5225	550510	Mileage & Training Expenses	613	71	3,500	1,049	3,500	3,500	3,500	
5242	560110	Material & Supplies	3,716	3,526	9,464	3,015	9,000	9,000	9,000	
		Total Operating Services	11,099	10,187	28,969	14,223	29,150	30,774	30,774	5.6%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	2,488							
		Total Operating Expenses	2,488	0	0	0	0	0	0	N/A
		<b>TOTAL</b>	<b>\$140,940</b>	<b>\$142,288</b>	<b>\$184,553</b>	<b>\$169,564</b>	<b>\$213,316</b>	<b>\$250,598</b>	<b>\$250,598</b>	<b>17.5%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## REGISTRAR & ELECTORAL BOARD

Fiscal Year:

**FY2023-24**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			
<b>\$</b> -			

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			
<b>\$</b> -			

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			
<b>\$</b> -			

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			
<b>\$</b> -			

Fiscal Year:

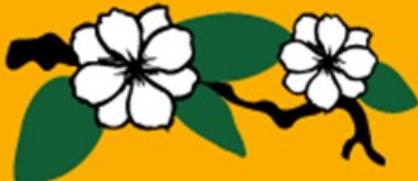
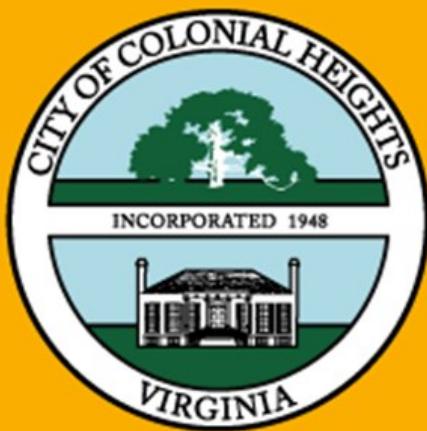
**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			
<b>\$</b> -			

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

JUDICIAL  
ADMINISTRATION

# Circuit Court Clerk

The Colonial Heights Circuit Court Clerk is an elected city official responsible for the overall administration of the Colonial Heights Circuit Court. The Clerk is specifically charged with more than 800 statutory responsibilities; many of which extend beyond judicial-related business to non-judicial and fiscal activities.

As it relates to criminal cases, the Clerk's Office provides the Circuit Court general administrative support including recordation of all proceedings, administration of case records, and coordination of case scheduling and other activities with prosecutors and law enforcement. The Clerk's Office also provides overall judicial support by managing juries, maintaining and disposing of evidence, issuing arrest and other legal documents, collecting fines, and serving as repository for the Court's records.

On the non-judicial side, the Circuit Clerk serves as the probate judge in admitting or denying wills to probate and in qualifying executors, administrators, guardians and /or conservators.

The Clerk also serves as the City's Register of Deeds; and is responsible for recording all deeds, deeds of trust, powers of attorney, and real estate liens and releases. Other transactions and recordings processed by the Clerk's Office include judgments, financing statements, marriage licenses, concealed handgun permits and a variety of appointments including ministers, notaries, local Commission and Board members and law enforcement officers.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Total Cases (Criminal/Civil)	1,178	1,179	1,178	1,250
Wills/Estates Initiated	116	165	136	150
Judgments/Liens/Notices	1,941	1,778	1,379	1,475
Deeds Recorded	2,406	3,360	2,518	3,000
Marriage Licenses	162	166	183	200
Restitution	646	585	446	600
Concealed Handgun Permits	549	345	266	325

## Personnel Resources

Circuit Court Clerk		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	3.00	3.00	0.00
FT = Full Time      PT = Part Time		6.00	6.00	0.00

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK

DEPARTMENT NUMBER 1351

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$330,954	\$327,275	\$347,017	\$347,347	\$347,017	\$390,467	\$390,467	
5103	510250	Temporary & Seasonal Help			4,000	60	4,000			
5125	520100	FICA	24,383	23,948	26,853	25,638	26,853	29,275	29,275	
5130	520200	VRS	30,340	30,563	48,938	38,343	53,157	64,795	64,795	
5135	520250	VRS- Hybrid	11,833	11,016		9,981				
5140	520270	ICMA- Defined Contribution	2,173	2,056		1,611				
5145	520300	Group Life Insurance	4,010	3,880	4,557	4,650	4,559	5,559	5,559	
5150	520400	Health Insurance	63,183	52,008	48,398	41,682	45,975	73,318	73,318	
5160	520500	Disability Insurance	556	480	426	426	426	506	506	
	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	140	126	120	221	162	162	162	
5170		Total Personal Services	467,572	451,351	480,309	469,959	482,149	564,082	564,082	17.0%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	67,995	59,381	78,980	61,548	71,608	70,428	70,428	
5205	530215	Legal Services (Law Clerk)	31,017	31,508	31,600	31,600	32,616	33,724	33,724	
5206	550120	Membership Dues	1,386	1,497	2,130	1,934	2,130	2,130	2,130	
5209	530315	Maintenance - Electronics	2,520	2,520	7,920	7,920	6,300	9,086	9,086	
5216	530325	Maintenance - Equipment	6,595	8,263	8,745	8,175	9,488	7,816	7,816	
5221	550400	Postage	4,500	7,137	9,000	8,003	10,000	10,000	10,000	
5223	550420	Landline Telephone	12,104	11,634	12,200	11,604	12,200	12,200	12,200	
5224	550450	Internet			2,500	1,750	-			
5225	530250	Other Services & Charges	2,958	1,068			1,000	1,000	1,000	
5225	550510	Mileage & Training Expenses	7,690	8,011	10,015	7,125	10,000	10,000	10,000	
5242	560110	Material & Supplies								
		Total Operating Services	136,765	131,019	163,090	139,658	155,342	156,384	156,384	0.7%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	2,488							
		Total Capital Outlay	2,488	0	0	0	0	0	0	100.0%
		<b>TOTAL</b>	<b>\$606,825</b>	<b>\$582,371</b>	<b>\$643,399</b>	<b>\$609,617</b>	<b>\$637,491</b>	<b>\$720,467</b>	<b>\$720,467</b>	<b>13.0%</b>

**City of Colonial Heights**  
**FY28-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**CIRCUIT COURT CLERK**

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2023-24 ...</b>				\$ <b>-</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2024-25 ...</b>				\$ <b>-</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2025-26 ...</b>				\$ <b>-</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2026-27 ...</b>				\$ <b>-</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2027-28 ...</b>				\$ <b>-</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5101	510100	Full-Time Salaries					\$10,000	\$10,000	\$10,000	
5125	520100	FICA					765	765	765	
		Total Personal Services	0	0	0	0	10,765	10,765	10,765	0.0%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	\$11,563	\$6,284	\$45,000	\$8,215	\$35,000	\$30,000	\$30,000	
5206	550120	Membership Dues	125	125	300	125	300	300	300	
5212	550300	Rent of Equipment	3,035	2,989	3,000	2,699	3,500	3,500	3,500	
5216	530325	Maintenance - Equipment			1,200	1,181	1,200	1,200	1,200	
5221	550400	Postage		8	50	4	50	50	50	
5223	550420	Landline Telephone	8,165	8,204	8,600	8,236	8,500	8,500	8,500	
5225	550510	Mileage & Training Expenses			1,000		1,000	1,000	1,000	
5242	560110	Material & Supplies	1,404	945	3,500	3,114	2,000	2,500	2,500	
5248	560130	Books & Publications			500		500	500	500	
5251	560250	Clothing & Personal Supplies		90	250		150	200	200	
		Total Operating Services	24,300	18,637	63,400	23,574	52,200	47,750	47,750	-8.5%
		<b>TOTAL</b>	<b>24,300</b>	<b>18,637</b>	<b>63,400</b>	<b>23,574</b>	<b>62,965</b>	<b>58,515</b>	<b>58,515</b>	<b>-7.1%</b>
		<b>TOTAL</b>	<b>\$24,300</b>	<b>\$18,637</b>	<b>\$63,400</b>	<b>\$23,574</b>	<b>\$62,965</b>	<b>\$58,515</b>	<b>\$58,515</b>	<b>-7.1%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5214	530320	Maintenance - Motor Vehicles								
5221	550400	Postage		\$198	\$200		\$200	\$200	\$200	
5223	550420	Landline Telephone	2,098	2,111	2,484	2,121	2,484	2,484	2,484	
5225	550510	Mileage & Training Expenses			600		600	600	600	
5242	560110	Material & Supplies	710	2,365	2,300	1,544	2,300	2,300	2,300	
		Total Operating Services	2,807	4,674	5,584	3,665	5,584	5,584	5,584	0.0%
		<b>TOTAL</b>	<b>\$2,807</b>	<b>\$4,674</b>	<b>\$5,584</b>	<b>\$3,665</b>	<b>\$5,584</b>	<b>\$5,584</b>	<b>\$5,584</b>	<b>0.0%</b>

# Commonwealth's Attorney

The City of Colonial Heights Commonwealth's Attorney and staff includes 5 attorneys to prosecute state and local crimes and offenses. Prosecution includes felonies, misdemeanors and selected traffic offenses. The state provides staffing only for the felony caseload, and the office is not required to handle misdemeanor trials. Nonetheless, many misdemeanor cases are prosecuted for the good of the community.

The Office of the Commonwealth's Attorney (OCA) prosecutes all felonies, appeals of misdemeanors and juvenile violations in circuit court, and misdemeanor, traffic and serious juvenile delinquency matters in other courts. The OCA is also responsible for having witness subpoenas issued. The OCA prepares indictments for the grand jury, prosecutes probation violations, and reviews police body camera video to prepare for cases.

In addition to answering citizen questions about criminal cases and providing guidance to police officers when needed during the course of investigations, the OCA also provides police training on criminal law, obtains criminal and driving records, issues subpoenas for documents, interviews witnesses and conducts legal research. The OCA also files Show Cause actions to collect restitution for crime victims and files civil asset forfeiture actions that bring additional funds to the police and OCA. By agreement with the City Attorney, the OCA also prosecutes violations of local Colonial Heights ordinances.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Circuit Court-felony cases	818	678	850	883
Circuit Ct-misdemeanor cases	679	480	750	628
GDCT Total Criminal Cases	7,997	2,260	7,500	2,391
GDCT traffic (criminal)	2,753	4,287	2,600	4,715
Jury Trials (circuit court)	13	35	12	40
Juvenile Cases	1,870	856	1,400	1,027

## Personnel Resources

Commonwealth's Attorney		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Commonwealth's Attorney	FT	1.00	1.00	0.00
Other Attorneys	FT	5.00	5.00	0.00
Secretary/paralegal support	FT	4.00	3.00	-1.00
Administrative Assistant	FT		1.0	1.00
FT = Full Time      PT = Part Time		<b>10.00</b>	<b>10.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$577,995	\$603,788	\$667,433	\$668,092	\$662,053	\$716,910	\$716,910	
5103	510210	Part-Time Wages	16,661	3,408	1,000		1,000	1,000	1,000	
5115	510550	Short Term Disability Pay	3,127							
5601	510500	Accumulated Leave								
5125	520100	FICA	42,642	43,533	51,135	48,468	50,724	54,921	54,921	
5130	520200	VRS	54,065	52,833	96,044	59,410	103,483	121,396	121,396	
5135	520250	VRS- Hybrid	21,188	25,064		31,707				
5140	520270	ICMA- Defined Contribution	2,842	2,934		4,801				
5145	520300	Group Life Insurance	7,262	6,928	8,943	8,932	8,876	10,411	10,411	
5150	520400	Health Insurance	107,031	109,339	122,086	122,058	136,792	127,867	127,867	
5160	520500	Disability Insurance	2,322	1,022	1,925	1,341	1,368	1,010	1,010	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	243	212	200	378	270	270	270	
		Total Personal Services	835,377	849,060	948,766	945,186	964,566	1,033,785	1,033,785	7.2%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	88		500	463	500	500	500	
5206	550120	Membership Dues	9,785	13,366	12,336	11,771	15,000	6,000	6,000	
	550140	Software Subscriptions						6,864	6,864	
5209	530315	Maintenance - Electronics	5,400	5,400	11,220	11,330	9,450	12,252	12,252	
5216	530325	Maintenance - Equipment	4,380	1,975	10,015	1,731	4,000	4,000	4,000	
5221	550400	Postage	338	3,927	4,200	513	4,200	1,000	1,000	
5223	550420	Landline Telephone	10,402	9,473	12,516	9,411	12,516	12,516	12,516	
	550450	Internet								
5225	550510	Mileage & Training Expenses	2,482	3,650	7,200	10,076	10,000	15,000	15,000	
	550520	Professional Development								
5242	560110	Material & Supplies	12,532	15,244	12,906	8,612	12,500	15,500	15,500	
5248	560130	Books & Publications	2,381	1,749	14,564	3,571	3,200	3,200	3,200	
-	560160	Law Enforcement Equ				2,098				
5261	560320-AFRCF	Asset Forfeiture		495						
5269	560130-LWLIB	Law Library	8,531	653	10,000		10,000	4,000	4,000	
		Total Operating Services	56,319	55,931	95,457	59,575	81,366	80,832	80,832	-0.7%
		<u>CAPITAL OUTLAY</u>								
5504	580300	Furniture & Fixtures			1,200		1,200	1,650	1,650	
5516	580500	Technology Equipment	2,570		1,200		1,200	3,600	3,600	
		Total Capital Outlay	2,570	0	2,400	0	2,400	5,250	5,250	118.8%
		<b>TOTAL</b>	<b>\$894,265</b>	<b>\$904,991</b>	<b>\$1,046,623</b>	<b>\$1,004,761</b>	<b>\$1,048,332</b>	<b>\$1,119,867</b>	<b>\$1,119,867</b>	<b>6.8%</b>

**City of Colonial Heights**  
**FY24- FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## COMMONWEALTH'S ATTORNEY

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Shredder</b>	3,000	-	\$ 3,000
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			
<b>Printer(1);</b>	600	-	\$ 600
<i>Replacement; Printer for VCIN terminal.</i>			
<b>Desk Chairs (2)</b>	400	-	\$ 800
<b>Side Chairs (2)</b>	250	-	\$ 500
<b>Conference Room Chair</b>	350	-	\$ 350
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 5,250</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Desk Chairs (2)</b>	400	-	\$ 800
<b>Side Chairs (2)</b>	250	-	\$ 500
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 1,300</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Printer (3)</b>	400	-	\$ 1,200
<i>Replacement; upgrade departmental desktop printers for staff.</i>			
<b>Conference Room Chairs (3)</b>	350	-	1,050
<b>Desk Chairs (1)</b>	400	-	400
<b>Side Chairs (3) for staff offices</b>	250	-	750
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 3,400</b>

Fiscal Year:

## FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Printer (3)</b>	400	-	\$ 1,200
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.</i>			
<b>Shredder (1)</b>	3,000	-	3,000
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			
<b>Desk Chairs (2)</b>	400	-	800
<b>Side Chairs (2)</b>	250	-	500
<b>Conference Room Chairs (2)</b>	350	-	700
<b>Total Capital Outlay - FY2026-27 .....</b>		\$	<b>6,200</b>

Fiscal Year:

## FY2027-28

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>No Equipment Needs Currently Identified for this Fiscal Year</b>			
<b>Total Capital Outlay - FY2027-28 .....</b>		\$	<b>-</b>

# Sheriff

The City of Colonial Heights Sheriff is a Constitutional Officer of the Commonwealth, elected to office every four years. Some duties of the Sheriff include; providing courthouse and courtroom security; the service of civil process and the custody, control and transportation of prisoners or inmates entrusted to the Sheriff's custody by the courts.

The Sheriff and his deputies are sworn law enforcement officers, empowered by the Commonwealth with the authority to enforce state traffic code and to effect criminal arrests. Deputy Sheriffs routinely provide enforcement assistance to our City's Police Department by arresting/executing outstanding warrants within the courthouse, by transporting persons arrested on the street by our Police Department and by providing additional personnel on the street during major incidents, inclement weather or whenever the Sheriff's aid would potentially expedite a successful resolution.

Our Sheriff's Office is a fully accredited office, through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Each year the Sheriff partners with our City's Police Officers, Fire Fighters, School Board and Community Leaders to provide public safety education programs and events like; Project Life Saver, Child Safety Seat Inspections, Drug Turn-In, and Senior Citizen Education Classes on 'Avoiding Scams' and 'Identity Theft'. Other proud projects include; Christmas "Bikes for Kids" and delivering Thanksgiving Dinner Gift Baskets to deserving families within our City.

Funding in support of the Sheriff's Office operations is derived from a variety of resources to include; the City's General Fund, the State Compensation Board, Court Fees, Sheriff's Fees, Grant Funds, and Donations.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Court Security Dockets	348	379	379	380
Inmate/Prisoner Count	1,055	1,040	1,000	1,040
Prisoner Transports	640	623	675	700
Civil Papers Served	9,068	9,062	9,100	9,200
Courthouse Patron Count	38,104	40,030	40,100	42,000

## **Personnel Resources**

Sheriff's Office		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Sheriff	FT	1.00	1.00	0.00
Chief Deputy Sheriff	FT	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	1.00	1.00	0.00
Deputy Sheriff	FT	6.00	7.00	1.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time		<b>11.00</b>	<b>12.00</b>	<b>1.00</b>
Deputy Sheriff	PT	7.00	5.00	-2.00
PT = Part Time		<b>7.00</b>	<b>5.00</b>	<b>-2.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #	NEW ACCT		2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$631,761	\$639,481	\$699,126	\$714,961	\$715,634	\$706,345	\$706,345	
5103	510210	Part-Time Wages	31,149	21,346	42,000		44,500	133,500	133,500	
-	510250	Temporary & Seasonal Help				17,403		5,000	5,000	
5105	510300	Overtime	38,545	44,142	37,000	44,952	37,000	48,000	48,000	
5111	510350	Hazard Pay	14,300	19,401						
5601	510500	Accumulated Leave								
5125	520100	FICA	52,770	53,412	59,527	57,721	60,981	68,303	68,303	
5130	520200	VRS	67,188	68,450	83,618	80,752	91,409	119,608	119,608	
5135	520250	VRS- Hybrid	2,306							
5140	520270	ICMA- Defined Contribution	203							
5145	520300	Group Life Insurance	7,126	7,196	7,789	7,520	7,839	10,259	10,259	
5150	520400	Health Insurance	85,601	82,696	97,073	82,854	101,602	112,737	112,737	
5160	520500	Disability Insurance	116							
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	363	339	340	594	417	444	444	
		Total Personal Services	931,429	936,462	1,026,473	1,006,757	1,059,382	1,204,196	1,204,196	13.7%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	9,054	8,685	8,946	8,945	9,393	12,398	12,398	
5206	550120	Membership Dues	2,818	2,720	4,365	2,710	4,365	4,365	4,365	
5209	530315	Maintenance - Electronics	4,320	4,320	9,240	9,460	8,400	16,867	16,867	
5214	530320	Maintenance - Motor Vehicles	2,470	3,888	6,000	2,947	6,000	6,000	6,000	
5216	530325	Maintenance - Equipment	13,070	9,352	23,000	14,950	20,700	20,000	20,000	
NEW	530355	Maintenance-Miscellaneous						23,000	23,000	
5221	550400	Postage	665	1,156	1,200	582	1,200	1,200	1,200	
5223	550420	Landline Telephone	13,656	13,794	15,400	14,028	16,500	15,000	15,000	
	550450	Internet						1,500	1,500	
5225	550510	Mileage & Training Expenses	5,738	2,184	7,200	5,659	7,200	4,700	4,700	
5227	550540	Extraditions (NEW)				10,357	13,902	18,000	18,000	
5242	560110	Material & Supplies	21,401	20,481	35,408	28,193	35,000	10,000	10,000	
NEW	550520	Professional Development						2,800	2,800	
NEW	560160	Law Enforcement Equipment						27,000	27,000	
5247	560210	Motor Fuels & Lubricants	9,346	10,294	13,000	15,724	13,000	16,000	16,000	
5250	560240	Small Tools & Equipment	1,039		4,664	1,125	4,000	2,800	2,800	
5275	560320-DONAT	Donated Funds	1,895	107		(4,077)				
		Total Operating Services	85,471	76,981	128,423	110,602	139,660	181,630	181,630	30.1%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles		81,992	44,000	606	44,000	57,000	57,000	
5516	580500	Technology Equipment	1,244				16,800	-	-	
5520	580630	Other Equipment	1,656	2,802	1,800		2,400	0	0	
		Total Capital Outlay	2,900	84,794	45,800	606	63,200	57,000	57,000	-9.8%
		<b>TOTAL</b>	<b>\$1,019,800</b>	<b>\$1,098,237</b>	<b>\$1,200,696</b>	<b>\$1,117,965</b>	<b>\$1,262,242</b>	<b>\$1,442,826</b>	<b>\$1,442,826</b>	<b>14.3%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### SHERIFF

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	50,000	500	\$ 50,000
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	7,000	500	\$ 7,000
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			

**Total Capital Outlay - FY2023-24 .....** \$ 57,000

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	50,000	500	\$ 50,000
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	7,000	500	\$ 7,000
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>X-Ray Machine</b>	62,000	5,500	\$ 62,000
<i>Replacement;</i> replaces courthouse public entrance x-ray machine, which is essential in maintaining public and court staff safety and required to maintain current service levels.			

**Total Capital Outlay - FY2024-25 .....** \$ 119,000

Fiscal Year:

## FY2025-26

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>7,000</b>	<b>500</b>	<b>\$ 7,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2025-26 .. ....</b>			<b>\$ 57,000</b>

Fiscal Year:

## FY2026-27

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<i>Replacement;</i> of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>7,000</b>	<b>500</b>	<b>\$ 7,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2026-27 .. ....</b>			<b>\$ 57,000</b>

Fiscal Year:

## FY2027-28

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<i>Replacement;</i> of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>7,000</b>	<b>500</b>	<b>\$ 7,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2027-28 .. ....</b>			<b>\$ 57,000</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)

DEPARTMENT NUMBER 1358

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5257	570180	<u>OPERATING EXPENSES</u> Drug Court Program Total Operating Services	\$84,619	\$85,800	\$98,700	\$98,700	\$98,700	\$149,064	\$149,064	\$149,064	
			84,619	85,800	98,700	98,700	98,700	149,064	149,064	149,064	51.0%
		TOTAL	\$84,619	\$85,800	\$98,700	\$98,700	\$98,700	\$149,064	\$149,064	\$149,064	0.0%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	\$303,090	\$282,441	\$347,200	\$347,205	\$347,200	\$443,200	\$443,200	
5223	550420	Landline Telephone	3,556	3,577	3,600	3,586	3,600	3,600	3,600	
5224	530250	Other Services & Charges	27,500	27,500						
		Total Operating Services	334,146	313,518	350,800	350,791	350,800	446,800	446,800	27.4%
		TOTAL	\$334,146	\$313,518	\$350,800	\$350,791	\$350,800	\$446,800	\$446,800	0.0%

# Victim Witness

The purpose of the Colonial Heights Victim/Witness Assistance Program (VWAP) is to reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system. VWAP provides information and assistance required by the Crime Victim and Witness Rights Act and other applicable victim's rights laws. These include informing victims of their rights and local area resources (such as counselors, support groups, legal aid and social services), courtroom escorts, explanations of the criminal justice system and assistance in navigating it, advanced notice of trial dates and hearings, requesting/obtaining restitution, advance notice of prisoner release, obtaining protective orders, victim impact statements, placement in shelters/safehouses, emotional support, safety planning, police safety checks, intercession with schools/work, crisis interventions, testimony preparation, setting/attending victim meetings with prosecutors/police department, filing claims with the Virginia Victims Fund for medical expenses, loss of support, moving expenses, funeral expenses, etc. and more.

<b>Performance Indicators</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Persons receiving services	283	304	340	350

## **Personnel Resources**

<b>Victim Witness</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Diff.</b>
Victim Witness Program Director	FT	1.00	1.00	0.00
Program Assistant	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$83,691	\$85,786	\$87,023	\$87,105	\$87,023	\$118,650	\$118,650	
5125	520100	FICA	6,249	6,415	6,657	6,522	6,658	9,077	9,077	
5130	520200	VRS	11,676	11,376	12,522	12,522	13,603	20,092	20,092	
5135	520250	VRS- Hybrid								
5140	520270	ICMA- Defined Contribution								
5145	520300	Group Life Insurance	1,135	1,083	1,166	1,166	1,167	1,724	1,724	
5150	520400	Health Insurance	17,515	16,445	16,560	16,560	17,820	18,780	18,780	
5160	520500	Disability Insurance								
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	40	40	40	74	54	54	54	
		Total Personal Services	120,307	121,145	123,968	123,949	126,325	168,377	168,377	33.3%
		<u>OPERATING EXPENSES</u>								
5206	550120	Membership Dues	100	100	275		275	500	500	
	550140	Software Subscriptions						2,137	2,137	
5209	530315	Maintenance - Electronics	360	360	1,320	1,320	1,050	2,234	2,234	
5215	530325	Maintenance - Furniture & Equipment			500		500	500	500	
5221	550400	Postage		440	450		450	500	500	
5223	550420	Landline Telephone	1,406	1,395	1,500	1,321	1,500	2,900	2,900	
5224	530250	Other Services & Charges		500	500		500	500	500	
5225	550510	Mileage & Training Expenses	(580)	80	1,700	100	1,700	1,700	1,700	
5242	560110	Material & Supplies	187	1,953	1,800	749	1,900	2,000	2,000	
		Total Operating Expenses	1,473	4,828	8,045	3,490	7,875	12,971	12,971	64.7%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment						800	800	
5510	560290	Office Equipment	551	266	300		300			
		Total Capital Outlay	551	266	300	0	300	800	800	166.7%
		<b>TOTAL</b>	<b>\$122,330</b>	<b>\$126,238</b>	<b>\$132,313</b>	<b>\$127,439</b>	<b>\$134,500</b>	<b>\$182,148</b>	<b>\$182,148</b>	<b>35.4%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### VICTIM WITNESS

Fiscal Year:

**FY2023-24**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Ipad for Laure Hahn	800	-	800

*Replacement; 6 year old Ipad not working properly. Essential when in meeting/trainings outside of the office.*

**Total Capital Outlay - FY2023-24 ..... \$ 800**

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Printer for Laure Hahn	500	-	500

*Replacement; Replace printer at recommended IT lifecycle management (5 years). Essential for maintaining service levels.*

**Total Capital Outlay - FY2024-25 ..... \$ 500**

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2025-26 ..... \$ -**

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Printer (1)	300	-	\$ 300

*Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.*

**Total Capital Outlay - FY2026-27 ..... \$ 300**

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2027-28 ..... \$ -**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

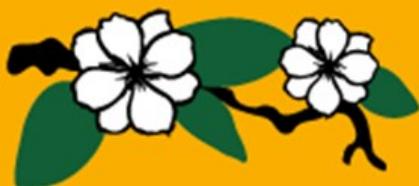
DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5101 5125	510100 520100	<u>PERSONAL SERVICES</u>					\$4,000 306	\$4,000 306	\$4,000 306	
		Full-Time Salaries					4,306	4,306	4,306	N/A
		FICA								
		Total Personal Services								
		<u>OPERATING EXPENSES</u>								
		Professional & Special Services	\$245	\$50	\$2,000	\$120		\$2,000	\$2,000	
		Membership Dues	648	1,617	2,000	1,232	250	250	250	
		Rent of Equipment					2,000	2,000	2,000	
		Maintenance - Equipment	1,800		1,000		1,000	1,000	1,000	
		Landline Telephone	1,159	1,185	1,500	1,221	1,500	1,500	1,500	
5203 5206 5212 5216 5223	530210 550120 550300 530325 550420	Mileage & Training Expenses	50	12	5,000	31	3,000	3,000	3,000	
		Material & Supplies	1,423	756	2,500	1,361	2,500	2,500	2,500	
		Books & Publications	1,168	761	1,200	544	1,200	1,200	1,200	
		Clothing & Personal Supplies	40	126	1,000	122	1,000	1,000	1,000	
		Total Operating Services	6,533	4,507	16,450	4,683	12,450	14,450	14,450	16.1%
		<b>TOTAL</b>	<b>6,533</b>	<b>4,507</b>	<b>16,450</b>	<b>4,683</b>	<b>16,756</b>	<b>18,756</b>	<b>18,756</b>	<b>11.9%</b>
		<b>TOTAL</b>	<b>\$6,533</b>	<b>\$4,507</b>	<b>\$16,450</b>	<b>\$4,683</b>	<b>\$16,756</b>	<b>\$18,756</b>	<b>\$18,756</b>	<b>11.9%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# PUBLIC SAFETY

# Police and Animal Control

The Colonial Heights Police Department strives to provide a safe environment for all citizens by enforcing all laws fairly and impartially, maintaining a highly visible police presence throughout the community, and deterring criminal activity. The department achieved initial accreditation through the Virginia Law Enforcement Professional Standards Commission in 2013. Since then, the Agency has maintained accredited status in reassessments that were conducted by VLEPSC in 2017 and again in 2021.

The Department is currently comprised of three divisions and has an authorized strength of 52 sworn police officers and five civilian support staff.

The **Law Enforcement Services Division** is responsible for training; maintenance and purchasing of equipment; management of the Property and Evidence Room; handling of social media and media relations; and overseeing accreditation and crime prevention. Additionally, the division conducts inspections, manages grants, and maintains and controls all departmental records and special projects, to include the body-worn camera and drone programs. The Law Enforcement Services Division encompasses a services sergeant, an accreditation and crime prevention officer, Records personnel, a FOIA specialist and six School Resource Officers. Throughout the year, the division holds numerous community events such as National Night Out, drug take-backs, and other events that help to keep the community informed and in touch with their police department.

The **Uniform Patrol Division** is the most recognizable and easily the largest division in the agency. This division is comprised of 32 sworn men and women who are divided among four squads. Each squad consists of a lieutenant, sergeant, and patrol officers. Squad personnel provide police protection 24/7, working 12-hour shifts.

Uniform Patrol officers provide a multitude of services to our community. In addition to responding to calls for service, they regularly enforce state and local criminal and traffic laws, conduct in-depth investigations, process evidence, testify in court, proactively identify and address quality-of-life issues, and provide general guidance for citizen inquiries.

The department has a strong belief in building partnerships with our community, other city departments, business leaders, civic organizations, and other criminal justice agencies. These relationships are critical in order for the department to provide the most professional and transparent police service possible.

The **Investigations Division** of the Colonial Heights Police Department is comprised of one detective sergeant, four general detectives, and one detective assigned to the Central Virginia Regional Narcotics Task Force. Detectives have the primary responsibility in the investigation of serious or serial crimes. Crimes commonly assigned to the detectives include rape, robbery, homicide, burglary, sex offenses, missing persons and fraud-related incidents. These general detectives also assist in quality of life investigations and assist in drug investigations. Task Force officers are assigned to the Virginia State Police Central Virginia Regional Narcotics Task Force, with a primary focus on investigations of middle- and upper-level drug dealers.

Each officer is trained in basic investigation, interviewing, interrogation, forensics and photography. Specialty courses such as computer fraud, internet crimes, child sexual abuse, forensic science courses, narcotics investigations and social media have been completed by most of the officers. Officers are

regularly enrolled in advanced training to expand their knowledge and skills necessary to carry out these complex investigations.

The Investigations Division routinely works with local, state and federal agencies while investigating crimes occurring in Colonial Heights and the region. Agencies such as the Federal Bureau of Investigations; U.S. Secret Service; Alcohol, Tobacco and Firearms; Virginia Lottery and the Virginia State Police provide or receive assistance from the Investigations Division annually.

The **Animal Control Division** of the Colonial Heights Police Department is comprised of two full time sworn Animal Control Officers (ACO) one full time Animal Control Aide, and two part time Animal Control Aides. They are responsible for all investigations related to domestic animals and companion animals. They house and care for all animals housed at the animal shelter. They are responsible for cleaning, feeding and providing medical care for the animals. They work with organizations to locate new homes for the animals that are currently at the shelter. This requires a complete check of the conditions at the perspective owner's residence and ability to care for the animal.

Performance Indicators	CY 2021 Actual	CY 2022 Actual	CY 2023 Projected	CY 2024 Projected
Police Reports	2,815	3,009	2,031	<b>2,178</b>
Calls for Service	31,231	32,221	25,126	<b>26,829</b>
Traffic Citations	4,593	4,616	4,180	<b>4,346</b>
Traffic Crashes	1,020	996	888	<b>885</b>
Total Arrests	2,603	2,903	2,070	<b>2,037</b>

## Personnel Resources

### Police Department

Classification Title	Status*	FY 2022-23	FY 2023-24	Difference
Police Chief	FT	1.00	1.00	0.00
Major	FT	1.00	1.00	0.00
Captains	FT	2.00	2.00	0.00
Lieutenants	FT	4.00	4.00	0.00
Sergeants	FT	7.00	6.00	-1.00
Detectives	FT	4.00	5.00	1.00
Police Officers	FT	33.00	33.00	0.00
Clerical Staff	FT	4.00	4.00	0.00
*FT = Full Time      PT= Part-Time		<b>56.00</b>	<b>56.00</b>	<b>0.00</b>

Classification Title	Status*	FY 2022-23	FY 2023-24	Difference
FOIA Specialist	PT	1.00	1.00	0.00
*FT = Full Time      PT= Part-Time		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

**Animal Control**

Classification Title	Status*	FY 2022-23	FY 2023-24	Difference
Animal Control Supervisor	FT	1.00	1.00	0.00
Animal Control Officer	FT	1.00	1.00	0.00
Animal Control Staff Assistant	FT	1.00	1.00	0.00
*FT = Full Time      PT= Part-Time		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

Classification Title	Status*	FY 2022-23	FY 2023-24	Difference
Animal Control Aides	PT	2.00	2.00	0.00
*FT = Full Time      PT= Part-Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$3,334,610	\$3,277,036	\$3,252,478	\$3,365,932	\$3,309,205	\$3,861,189	\$3,861,189	
5103	510210	Part-Time Wages	67,693	69,148	26,650	84,327	26,650	27,983	27,983	
-	510250	Temporary & Seasonal Help								
5105	510300	Overtime	147,804	161,016	198,000	211,435	200,000	250,000	250,000	
5111	510350	Hazard Pay	67,531	63,447						
5112	510405	Clothing Allowance	5,600	5,200	5,600	5,600	6,400	7,200	7,200	
5115	510550	Short Term Disability Pay	1,661							
5601	510500	Accumulated Leave		5,023						
5125	520100	FICA	263,135	259,076	266,429	269,116	270,983	317,198	317,198	
5130	520200	VRS	424,619	411,429	466,793	436,725	511,241	649,420	649,420	
5135	520250	VRS- Hybrid	4,014	14,735		7,999				
5140	520270	ICMA- Defined Contribution	580	1,622		1,497				
5145	520300	Group Life Insurance	43,510	42,440	43,466	41,623	43,856	55,705	55,705	
5150	520400	Health Insurance	556,738	548,822	509,861	516,996	581,873	613,784	613,784	
5160	520500	Disability Insurance	182	598		376	377	450	450	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	1,416	1,445	1,120	2,297	1,539	1,539	1,539	
		Total Personal Services	4,919,094	4,861,038	4,770,397	4,943,923	4,952,124	5,784,468	5,784,468	16.8%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	6,431	9,755	27,950	22,907	12,311	21,900	21,900	
5224	530250	Other Services & Charges (changed to "Community Engagement")	1,305	1,203	2,500	800	2,750	-	-	
NEW	530300	Community Engagement						6,750	6,750	
	530305	Recruitment and Referral Program						10,000	10,000	
5209	530315	Maintenance - Electronics	19,080	19,080	44,880	46,750	44,625	79,477	79,477	
5214	530320	Maintenance - Motor Vehicles	48,044	57,444	58,560	34,449	61,488	84,400	84,400	
5216	530325	Maintenance - Equipment	17,794	10,875	21,497	7,120	23,742	47,109	47,109	
5218	530355	Maintenance - Miscellaneous	48,838	62,686	67,523	66,800	67,523	100,594	100,594	
5206	550120	Membership Dues	16,076	15,839	16,492	16,609	18,669	20,104	20,104	
5212	550300	Rent of Equipment	6,050	6,256	10,000	6,598	10,000	7,500	7,500	
5221	550400	Postage		1,043	749	2,000	805	2,000	2,000	
5223	550420	Landline Telephone	45,585	49,837	44,833	47,266	46,233	46,233	46,233	

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5225	550450	Internet	49,555	54,102	58,728	19,705	65,964	65,175	65,175	
5227	550510	Mileage & Training Expenses			11,000	380				
5227	550540	Extraditions				2,670				
5272	550630	Water/Sewer Services		1,871						
5242	560110	Material & Supplies	95,965	93,827	122,472	90,836	86,928	36,140	36,140	
5248	560130	Books & Publications	360		575		575			
	560160	Law Enforcement Equipment						74,300	74,300	
5274	560165	Controlled Drug Buy Money			5,000		5,000	5,000	5,000	
5247	560210	Motor Fuels & Lubricants	65,655	61,315	91,764	54,874	96,352	120,000	120,000	
	560310	Meals & Food Supplies								
5266	560315	K-9 Funds	(1,453)	1,119			4,825			
-	560315	Animal Care Supplies								
5279	560315	Operation Bloodhound	377				3,685			
5267	560345	E-Citation/E=Summons Exp		4,784						
NEW	570600	Criminal Justice AC				34,728		12,398	12,398	
5409	550810-ADPT	Adopt-A-Cop	950	500						
5261	560160-AFRSP	Forfeited Assets	32,516							
5275	560320-DONAT	Donated Funds	269	5,175		33,620				
5263	560320-SELEN	Selective Enforcement Grant	2,410	4,946						
5246	moved 1405	Animal Control	21,112	13,310						
5262		Animal Control Donation	3,015	-		(385)				
		Total Operating Services	480,976	474,673	585,774	495,044	544,160	739,080	739,080	35.8%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles	16,113	416,890	282,400	10,344	300,195	332,670	332,670	
5516	580500	Technology Equipment	14,099	24,199	13,500	12,172	-	-	-	
5520	580630	Other Equipment	17,633		65,734	54,182	18,800	9,000	9,000	
		Total Capital Outlay	47,845	441,089	361,634	76,699	318,995	341,670	341,670	7.1%
		<b>TOTAL</b>	<b>\$5,447,915</b>	<b>\$5,776,799</b>	<b>\$5,717,805</b>	<b>\$5,515,666</b>	<b>\$5,815,279</b>	<b>\$6,865,218</b>	<b>\$6,865,218</b>	<b>18.1%</b>

## City of Colonial Heights

### FY23-FY28 - Five Year Projection---Vehicles, Equipment, Furniture, and Fixtures

## POLICE

Fiscal Year:

**FY2023-24**

**Annual**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>			
<b>Packages (5)</b>	<b>61,284</b>	2,000	\$ 306,420
<i>Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents base price of \$48,754.00 for each vehicle, plus costs for each of (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.] Add another \$3,500.00/vehicle for equipment installation and set-up. (A total of \$12,530.00 per package).</i>			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>26,250</b>	1,200	\$ 26,250
<i>New/Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Crime Scene Cameras (2)</b>	<b>2,500</b>	-	\$ 5,000
<i>New/Replacement; New cameras for existing staff in Investigations. As part of a replacement schedule and for our newly assigned detective.</i>			
<b>Rifles (2)</b>	<b>2,000</b>	-	\$ 4,000
<i>New/Replacement; Beginning replacement for existing aging rifles. Price includes sites, rail systems and light systems. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 341,670</b>

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>			
<b>Packages (5)</b>	<b>61,284</b>	<b>2,000</b>	<b>\$ 306,420</b>
<i>Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents base price of \$48,754.00 for each vehicle, plus costs for each of (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.] Add another \$3,500.00/vehicle for equipment installation and set-up. (A total of \$12,530.00 per package).</i>			
<b>Administrative Vehicle and Equipment</b>			
<b>Package (1)</b>	<b>35,000</b>	<b>1,200</b>	<b>\$ 35,000</b>
<i>New/Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Rifles (4)</b>			
	<b>2,000</b>	<b>-</b>	<b>\$ 8,000</b>
<i>New/Replacement; Beginning replacement for existing aging rifles. Price includes sites, rail systems and light systems. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis.</i>			
<b>Utility Terrain Vehicle (1)</b>			
	<b>30,000</b>	<b>-</b>	<b>\$ 30,000</b>
<i>Replacement; Our current UTV (Kawasaki Mule) is 20+ years old. This vehicle is used for patrolling the Appomattox River Walk and White Bank Park, as well as events such as the annual Christmas Parade, July 4th festivities, National Night Out and 5K run.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 379,420</b>

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>			
<b>Packages (5)</b>	<b>61,284</b>	<b>2,000</b>	<b>\$ 306,420</b>
<i>Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents base price of \$48,754.00 for each vehicle, plus costs for each of (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.] Add another \$3,500.00/vehicle for equipment installation and set-up. (A total of \$12,530.00 per package).</i>			
<b>Administrative Vehicle and Equipment</b>			
<b>Package (1)</b>	<b>35,000</b>	<b>1,200</b>	<b>\$ 35,000</b>
<i>Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Police Patrol K9 (to include equipment and training)</b>			
	<b>25,000</b>		<b>\$ 25,000</b>
<i>New; To add to our current K9 "fleet"; expand our ability to track, locate and apprehend criminals and missing persons, conduct building searches, and otherwise place a K9 in dangerous situations to reduce risk and liability to the life of an officer.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 366,420</b>

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>			
<b>Packages (5)</b>	<b>61,284</b>	<b>2,000</b>	<b>\$ 306,420</b>
<i>Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents base price of \$48,754.00 for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.] Add another \$3,500.00/vehicle for equipment installation and set-up. (A total of \$12,530.00 per package).</i>			
<b>Administrative Vehicle and Equipment</b>			
<b>Package (1)</b>	<b>35,000</b>	<b>1,200</b>	<b>\$ 35,000</b>
<i>Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Crime Scene Cameras (4)</b>	<b>2,500</b>	<b>-</b>	<b>\$ 10,000</b>
<i>Replacement; Upgrade of outdated and/or broken cameras used by Investigations and other investigative personnel at crime scenes.</i>			
<b>Architectural and Engineering</b>			
<b>Assessment of all CHPD Facilities and Impound Lot</b>	<b>50,000</b>		<b>\$ 50,000</b>
<i>New/Replacement; For the purpose of renovation or replacement of existing structure. Includes an evaluation of Property Room, impound lot and general office space for growing staff.</i>			
<b>Ballistic Shields (3)</b>	<b>6,000</b>	<b>-</b>	<b>\$ 18,000</b>
<i>Replacement; Replacement schedule for current ballistic shields that are set to expire.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 419,420</b>

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>				
<b>Packages (5)</b>	<b>61,284</b>	<b>2,000</b>	<b>\$</b>	<b>306,420</b>
<i>Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents base price of \$48,754.00 for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.] Add another \$3,500.00/vehicle for equipment installation and set-up. (A total of \$12,530.00 per package).</i>				
<b>Administrative Vehicle and Equipment</b>				
<b>Package (1)</b>	<b>35,000</b>	<b>1,200</b>	<b>\$</b>	<b>35,000</b>
<i>Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>				
<b>Property Room Upgrades</b>	<b>35,000</b>	<b>-</b>	<b>\$</b>	<b>35,000</b>
<i>New/Replacement; Installation of space-saving property bins and upgrading of security measures. Our Property Room is currently overburdened with the influx of evidence to be stored. This is an effort to be more efficient with use of the space that is available and alleviate the need for an entirely new addition to the building.</i>				
<b>Sidearm Weapon Upgrade (with light and site attachments) (70)</b>	<b>430</b>	<b>-</b>	<b>\$</b>	<b>30,100</b>
<i>New/Replacement; Replacements due to age of current weapons.</i>				
<b>Duty Holsters for Sidearms (70)</b>	<b>150</b>	<b>-</b>	<b>\$</b>	<b>10,500</b>
<i>New/Replacement; To accommodate new sidearm weapons.</i>				
<b>Administration Holsters for Sidearms (70)</b>	<b>70</b>	<b>-</b>	<b>\$</b>	<b>4,900</b>
<i>New/Replacement; To accommodate new sidearm weapons.</i>				
<b>Total Capital Outlay - FY2027-28 .....</b>				<b>\$ 421,920</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - ANIMAL CONTROL

DEPARTMENT NUMBER 1405

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries			\$120,130	\$118,092	\$120,277	\$137,690	\$137,690	
5103	510210	Part-Time Wages			27,846		31,200	32,760	32,760	
-	510250	Temporary & Seasonal Help				17,208		-	-	
5105	510300	Overtime			1,000	495	1,000	1,700	1,700	
5125	520100	FICA			11,397	10,085	11,665	13,170	13,170	
5130	520200	VRS			17,286		18,801	23,316	23,316	
-	520250	VRS- Hybrid				15,253				
-	520270	ICMA- Defined Contribution				1,139				
5145	520300	Group Life Insurance			1,609	1,527	1,614	2,001	2,001	
5150	520400	Health Insurance			21,966	20,841	23,457	24,820	24,820	
5160	520500	Disability Insurance			447	602	637	436	436	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance			60	186	81	81	81	
		Total Personal Services	0	0	201,741	185,426	208,732	235,974	235,974	13.1%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services			2,500	593	19,800	20,000	20,000	
5209	530315	Maintenance - Electronics			1,320	1,320	1,050	4,983	4,983	
5214	530320	Maintenance - Motor Vehicles			1,000		1,000	1,500	1,500	
5223	550420	Landline Telephone			1,000		1,000	1,000	1,000	
	550450	Internet					500	500	500	
-	550520	Professional Development				165		1,000	1,000	
-	550630	Water/Sewer Services				855		1,000	1,000	
-	560100	Printing				9,558		-	-	
5242	560110	Material & Supplies			24,000		14,700	25,000	25,000	
5248	560130	Books & Publications			4,500			-	-	
-	560325	Donated Funds				1,464				
		Total Operating Services	0	0	34,320	13,955	37,550	54,983	54,983	46.4%
		<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$236,061</b>	<b>\$199,382</b>	<b>\$246,282</b>	<b>\$290,957</b>	<b>\$290,957</b>	<b>18.1%</b>

**City of Colonial Heights****FY23-FY28 - Five Year Projection---Vehicles, Equipment, Furniture, and Fixtures****ANIMAL CONTROL**

Fiscal Year:

**FY2023-24**ItemAnnualUnit CostM&O CostTotal Cost**No Equipment Needs Currently Identified for this Fiscal Year****Total Capital Outlay - FY2023-24 .....****\$ -**

Fiscal Year:

**FY2024-25**ItemAnnualUnit CostM&O CostTotal Cost**No Equipment Needs Currently Identified for this Fiscal Year****Total Capital Outlay - FY2024-25 .....****\$ -**

Fiscal Year:

**FY2025-26**ItemAnnualM&O CostTotal Cost**Animal Control Vehicle and Equipment Package (1)****50,000****2,000****\$****50,000**

*New/Replacement:* Routine replacement of vehicle utilized by the Animal Services Unit. Current vehicle has high mileage and warrants replacement in order to continue to provide services. This vehicle is used for transport of animals by Animal Services officers on calls for service and for medical treatment. Total cost of vehicle includes costs associated with specialized equipment designed to safely transport animals, graphics package and emergency equipment.

**Total Capital Outlay - FY2025-26 .....****\$ 50,000**

Fiscal Year:

**FY2026-27**ItemAnnualUnit CostM&O CostTotal Cost**No Equipment Needs Currently Identified for this Fiscal Year****Total Capital Outlay - FY2026-27 .....****\$ -**

Fiscal Year:

**FY2027-28**ItemAnnualUnit CostM&O CostTotal Cost**No Equipment Needs Currently Identified for this Fiscal Year****Total Capital Outlay - FY2027-28 .....****\$ -**

## Fire & EMS

Colonial Heights Fire and EMS Department(CHFD) integrates Fire and EMS operations into one cohesive organization. The Fire and EMS Department is staffed by 3 platoons working 24 hour shifts with an average work week totaling 56 hours. During each shift, 3 fire units and 3 ambulances are staffed by on duty shift personnel. The 3<sup>rd</sup> fire unit (Rescue Company 942) cross staffs the 3<sup>rd</sup> ambulance and will un-staff to handle additional EMS call load. Career staff is supplemented by Part Time & CHFD volunteer members in both operational and administrative roles.

"Our Mission is to promote fire safety, fire prevention, and health safety in the community, as well as to perform fire suppression, rescue, emergency medical services, and emergency services to the citizens, workers, and visitors in Colonial Heights and surrounding communities who shall summon our assistance."

In addition to being responsible for fire and medical emergency response, the department supports a training division, fire marshal's office, and administrative services. The Fire & EMS Department also supervises the operation of the Communications and Emergency Management Departments of the City.

Performance Indicators	CY 2021 Actual	CY 2022 Actual	CY 2023 Projected	CY 2024 Projected
Total incidents	5,225	5,842	6,215	6,596
Fire incidents	1,253	1,427	1,510	1,600
EMS incidents	3,972	4,415	4,705	4,996
Fire response time < 7 minutes	83.4%	83%	84.1%	82.6%
EMS response time < 7 minutes	81.7%	80%	78%	80%
Fire Mutual Aid received	32	38	64	76
EMS Mutual Aid received	52	67	64	71
Total property loss	\$121,126	\$615,483	\$1,015,274	\$575,500

### **Personnel Resources**

Fire & EMS		Authorized Positions		
Classification Title	Status	FY 2022-23	FY 2023-24	Diff.
Fire Chief	FT	1.00	1.00	0.00
Deputy Fire Chief	FT	1.00	1.00	0.00
Battalion Chief	FT	3.00	3.00	0.00
Fire Lieutenant	FT	7.00	7.00	0.00
Deputy Fire Marshal	FT	1.00	1.00	0.00
EMS Firefighter	FT	36.00	36.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>50.00</b>	<b>50.00</b>	<b>0.00</b>

EMS-FF Int or Paramedic	PT	10.00	15.0	5.00
Logistics Coordinator	PT	1.00	1.00	0.00
Office Assistant	PT	1.00	1.00	0.00
PT = Part Time		<b>12.00</b>	<b>17.00</b>	<b>5.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$2,508,024	\$2,421,605	\$2,930,005	\$3,001,531	\$2,954,028	\$3,465,629	\$3,465,629	
5103	510210	Part-Time Wages	187,611	167,100	136,341		156,920	241,424	241,424	
-	510250	Temporary & Seasonal Help				146,039				
5105	510300	Overtime	210,303	243,313	145,435	464,786	178,618	296,674	296,674	
5111	510350	Hazard Pay	77,142	70,114						
5601	510500	Accumulated Leave								
5125	520100	FICA	213,929		245,701	262,266	251,652	306,286	306,286	
5130	520200	VRS	366,695	387,378	413,233	416,857	452,624	582,657	582,657	
5145	520300	Group Life Insurance	38,275	39,314	38,477	38,818	38,828	49,969	49,969	
5150	520400	Health Insurance	493,159		472,934	492,535	533,174	558,059	558,059	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	1,338	1,203	1,000	2,098	1,350	1,350	1,350	
		Total Personal Services	4,096,475	3,330,027	4,383,126	4,824,931	4,567,194	5,502,048	5,502,048	20.5%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	63,496	80,970	110,942	105,621	116,307	124,232	124,232	
5206	550120	Membership Dues	1,904	3,081	3,367	3,260	4,282	4,017	4,017	
NEW	550130	Subscription						265	265	
NEW	550140	Software Subscription								
NEW	550150	Lease								
5209	530315	Maintenance - Electronics	14,040	14,040	33,000	35,640	38,850	69,921	69,921	
5214	530320	Maintenance - Motor Vehicles	78,824	152,173	95,000	95,678	95,000	105,000	105,000	
5216	530325	Maintenance - Equipment	40,733	39,069	63,623	30,784	61,554	71,710	71,710	
-	550300	Rent of Equipment				2,881				
5221	550400	Postage	2,253	2,277	5,000	992	5,000	5,000	5,000	
5223	550420	Landline Telephone	37,665	36,278	36,939	36,475	36,939	35,000	35,000	
	550450	Internet								
5224	530250	Other Services & Charges	7,151	13,646	9,400	5,315	10,000	10,000	10,000	
5225	550510	Mileage & Training Expenses	29,591	22,475	55,000	40,305	44,250	48,250	48,250	
-	550630	Water/Sewer Services				4,333				
NEW	560100	Printing						6,500	6,500	
5242	560110	Material & Supplies	76,844	83,885	96,370	90,665	97,875	99,275	99,275	
5247	560210	Motor Fuels & Lubricants	35,846	35,094	54,000	66,321	59,400	67,000	67,000	
5248	560130	Books & Publications			1,138	3,500	1,423	3,500	3,500	
5250	560240	Small Tools & Equipment	6,600	2,244	18,763	15,175	13,100	14,500	14,500	
-	560320-RSTIT	Rstit Miscellaneous	(2)	(9)		(201)				
-	560320-VRSA	VRSA Miscellaneous S		3,913		51,470				
		Total Operating Services	394,947	490,273	584,904	586,137	586,057	666,370	666,370	13.7%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles			46,625	46,640	50,000			
5502	580600	Fire Equipment	110,623	97,543	80,000	83,358	54,900	110,000	110,000	
5515	580530	Buildings & Fixed Equipment								
5516	580500	Technology Equipment	25,159	2,460		6,102				
5520	580630	Other Equipment		702						
		Total Capital Outlay	135,782	100,705	126,625	136,100	104,900	110,000	110,000	4.9%
		<b>TOTAL</b>	<b>\$4,627,204</b>	<b>\$3,921,005</b>	<b>\$5,094,655</b>	<b>\$5,547,168</b>	<b>\$5,258,151</b>	<b>\$6,278,418</b>	<b>\$6,278,418</b>	<b>19.4%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## FIRE/EMS

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	10,000		\$ 10,000
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*			
<b>ALS Equipment</b>	30,000	500	\$ 30,000
<i>Replacement;</i> Upgrade in EMS equipment is essential to providing EMS patient care, allowing providers to perform essential life saving skills; upgrade of ALS equipment bags, Oxygen supply bags, EZ IO (Intraosseous access) drill equipment, portable suction units, portable ventilators, replacement of Lucas mechanical chest compression units, Video laryngoscopes, will negatively impact service delivery through patient care. #			
<b>Cardiac Monitor</b>	40,000	1,000	\$ 40,000
<i>Replacement;</i> Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels. Will replace a monitor with 10 years of service.			
<b>Extrication Equipment</b>	30,000		\$ 30,000
<i>Replacement;</i> R942 - Upgrade of rescue strut system These tools will handle large heavy extrications that require vehicle stabilization or lifting to extricate injured patients. Highway related accidents require heavy duty extrication equipment to mitigate accidents with trucks weighing over 80,000#. Current struts are 20 years old. Will negatively impact firefighter safety without replacement.*			
<b>Total Capital Outlay - FY2022-23 .....</b>			<b>\$ 110,000</b>

\* Grant Funded # Partially grant funded

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	<b>10,000</b>		<b>\$ 10,000</b>
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*</i>			
<b>Cardiac Monitor</b>	<b>42,000</b>	<b>1,000</b>	<b>\$ 42,000</b>
<i>Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels.</i>			
<b>ALS Equipment</b>	<b>45,000</b>	<b>500</b>	<b>\$ 45,000</b>
<i>Replacement; Upgrade in EMS equipment is essential to providing EMS patient care, allowing providers to perform essential life saving skills; upgrade of ALS equipment bags, Oxygen supply bags, EZ IO (Intraosseous access) drill equipment, portable suction units, portable ventilators, replacement of Lucas mechanical chest compression units, Video laryngoscopes, will negatively impact service delivery through patient care. #</i>			
<b>Turnout Gear</b>	<b>40,000</b>		<b>\$ 40,000</b>
<i>New and Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; additionally to complete the issuance of a second set of turnout gear for all interior firefighters to allow for proper decontamination procedure after each use; full set of turnout gear including helmet and boots costs approximately \$4,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. #</i>			
<b>Extrication Equipment</b>	<b>35,000</b>		<b>\$ 35,000</b>
<i>Replacement; R942 - Upgrade of extrication tool (Jaws of life) with newer, hydraulic rescue tools powered by electric/gas power unit. These tools will handle large heavy extrications that battery tools are unable to perform. Current tools/hoses are 11 years old. Will negatively impact firefighter safety without replacement. #</i>			
<b>Primary Staff Vehicle</b>	<b>55,000</b>		<b>\$ 55,000</b>
<i>Replacement; Upgrade to Safety-961 vehicle utilized for emergency response and general performance of duties as department Training and Safety officer; also allows the Safety Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 10 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 227,000</b>

\* Grant Funded # Partially grant funded

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	<b>10,000</b>		<b>\$ 10,000</b>
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*</i>			
<b>Firefighting Nozz. &amp; Appl.</b>	<b>25,000</b>	<b>1,500</b>	<b>\$ 25,000</b>
<i>Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Cardiac Monitor</b>	<b>45,000</b>	<b>1,250</b>	<b>\$ 45,000</b>
<i>Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels.</i>			
<b>Turnout Gear</b>	<b>38,000</b>		<b>\$ 38,000</b>
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$3,800; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Primary Staff Vehicle</b>	<b>55,000</b>		<b>\$ 55,000</b>
<i>Replacement; Upgrade to Fire Chief vehicle utilized for emergency response and general performance of duties within Fire Administration and Operations Division. Will retire a staff vehicle with over 10 years of service and over 125,000 miles. Replacement vehicle will allow for proper storage of equipment and safely place potential cancer causing agents away from the occupants. Will negatively impact services, affect employee health and increase maintenance costs.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 173,000</b>

\* Grant Funded # Partially grant funded

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Cardiac Monitor</b>	<b>45,000</b>	<b>1,250</b>	<b>\$ 45,000</b>
<i>Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels.*</i>			
<b>Fire Hose</b>	<b>10,000</b>		<b>\$ 10,000</b>
<b>Turnout Gear</b>	<b>42,000</b>		<b>\$ 42,000</b>
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$4,200; life span of gear is anticipated to be less than 10 years; this year will require additional funds than previous due to 2 years since turnout gear funds will be needed for SCBA replacement; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Firefighting Nozz. &amp; Appl.</b>	<b>25,000</b>	<b>1,500</b>	<b>\$ 25,000</b>
<i>Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 122,000</b>

\* Grant Funded # Partially grant funded

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	<b>10,000</b>		<b>\$ 10,000</b>
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Turnout Gear</b>	<b>42,000</b>		<b>\$ 42,000</b>
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$4,200; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Extrication Equipment</b>	<b>35,000</b>	<b>500</b>	<b>\$ 35,000</b>
<i>Replacement; Routine upgrade of extrication tool (Jaws of life) on Quint 942 with newer self contained battery powered unit rather than gas powered engine tethered to tool by hydraulic hoses, battery unit will be able to be deployed quicker and at unlimited distance from a hydraulic power source. will negatively impact firefighter safety without regular replacement.*</i>			
<b>Firefighting Nozz. &amp; Appl.</b>	<b>25,000</b>	<b>1,500</b>	<b>\$ 25,000</b>
<i>Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Primary Staff Vehicle</b>	<b>55,000</b>	<b>100</b>	<b>\$ 55,000</b>
<i>Replacement; Upgrade to Fire Marshal 974 vehicle utilized for emergency response and general performance of duties as department investigator and inspector; will retire a staff vehicle with over 12 years of service and 100,000 miles. Replacement vehicle will allow for proper storage of equipment and safely place potential cancer causing agents away from the occupants. Will negatively impact services, affect employee health and increase maintenance costs.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 167,000</b>

*\* Grant Funded # Partially grant funded*

# Emergency Management

The City of Colonial Heights Office of Emergency Management's mission is to mitigate against, plan for, prepare for; coordinate and support responses to and recover from emergencies; educate the public on preparedness; collect and disseminate critical information; and seek and obtain funding and other aid in support of overall preparedness, by coordinating all activities necessary from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Numerous projects filled 2022 to include ongoing COVID-19 response, rejuvenation of the City's Community Emergency Response Team (CERT) program, a joint full-scale exercise with TC Energy regarding a pipeline explosion, updating of the Hazard Mitigation Plan, activation of the Emergency Operations Center for severe thunderstorms and a hazardous materials incident on I-95, submission of various grants and management of grant funding and expanding the department outreach program.

In 2023 Emergency Management will continue to be working on many of the above projects and programs but also include; assisting with the implementation of a department-wide reporting and management software program (ESO), continuation of the Local Emergency Planning Committee (LEPC), implementation of a city-wide emergency exercise program, initial planning for achievement of department accreditation, training and implementation of IPAWS in conjunction with Civic Ready, training and implementation of Crisis Track online for city-wide damage assessments, upgrading emergency shelter planning and equipment, improvement of using social media for important/safety messages, continuation of a community education program, assisting department with smoke detector drive, and improvements to the City's primary and secondary Emergency Operations Centers (EOC).

Performance Indicators*	CY 2021 Actual	CY 2022 Actual*	CY 2023 Projected	CY 2024 Projected
Severe Weather Warnings (all)	15	9	15	15
Tropical Systems Monitored	21	14	17	17
Outreach Events/Total People Reached (in person) **	11/1,312	25/2,500	30/2,750	30/3000
People Reached in Social Media Messages**	201,557	205,209	210,000	220,000
Active CERT Members/Hours Contributed	24/341	30/379	35/450	35/500
EOC Activations/Operational Periods	2/3	2/5	2/4	2/4
Citizens Signed up for Emergency Alerts in Civic Ready	2,033	2,137	2,250	2500

\*New Performance Indicators were created/consolidated this year to give a more complete picture of the Emergency Management Program.

\*\* Includes all divisions of Department (Fire & EMS, Communications and Emergency Mgt)

## Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status	Hr./Sal.	FY 22-23	FY 23-24 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
Emergency Management Assistant	PT	Hourly	0.5	1.00	0.5
FT = Full Time      PT = Part Time			1.50	2.00	0.50

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5103	510210	Part-Time Wages	\$24,041	\$26,128	\$23,296		\$36,400	\$49,504	\$49,504	
-	510250	Temporary & Seasonal Help				\$19,767				
5105	510300	Overtime	106							
5111	510350	Hazard Pay		1,089						
5125	520100	FICA	1,865	1,824	1,782	1,581	2,785			
5170	520600	Unemployment Insurance	20	12	20	30				
		Total Personal Services	26,033	29,053	25,098	21,378	39,185	53,292	53,292	36.0%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	4,572	4,791	14,909	12,109	8,900	9,000	9,000	
5209	530315	Maintenance - Electronics			1,980	1,980	1,575	5,263	5,263	
5216	530325	Maintenance - Equipment	744	1,677	2,000	622	2,000	3,000	3,000	
-	550420	Landline Telephone				897				
NEW	550430	Mobile Communications		2,631						
	550510	Mileage and Training Expense		230			1,200	2,500	2,500	
-	550520	Professional Development				1,500				
5242	560110	Material & Supplies	671	1,885	2,750	2,438	5,050	8,000	8,000	
5247	560210	Motor Fuels & Lubricant			1,000		1,000	1,000	1,000	
-	560320	Miscellaneous Supplies		22,270	45,971	51,789				
		Total Operating Services	5,987	33,483	68,610	71,335	19,725	28,763	28,763	31.4%
		<b>TOTAL</b>	<b>\$32,020</b>	<b>\$62,536</b>	<b>\$93,708</b>	<b>\$92,712</b>	<b>\$58,910</b>	<b>\$82,055</b>	<b>\$82,055</b>	<b>39.3%</b>

# Communications

The Colonial Heights Emergency Communications Center (CHECC) provides 24-hour answering of all emergency and non-emergency Police, Fire and Medical calls. These calls include 9-1-1 and non-emergency telephone service for the hearing impaired. The ECC continues to use state-of-the-art technology to provide fast and effective emergency communication services. Using sophisticated radio communication, mobile computers and a Computer Aided Dispatch (CAD) System, the ECC is able to process requests and expedite the dispatch of police and fire personnel in an emergency. The center continues to receive Text to 911 and continues to improve on this new technology. This service enhances access for individuals that have difficulty speaking and hearing along with allowing access when a caller is unable to make a call due to their personal safety. The Quality Improvement/Quality Assurance program that is in place for Emergency Medical Dispatching (EMD) that was implemented in 2012 continues to raise the bar of service that the center provides.

The Emergency Communications Center is the hub of the city and acts as the central base of incoming 9-1-1 emergency calls (wireline and wireless) from the public, as well as outgoing communications to personnel in the field. The facility is the true “nerve center,” incorporating a cooperative interaction of cutting-edge technology and a highly trained work force. This combination ensures that our citizens can expect an efficient and professional response to any emergency-related contingency.

<b>Performance Indicators</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Number of Calls for Service Dispatched	37,044	31,637	35,000	39,000
Wireline 911 Calls	26,969	24,545	26,000	22,300
Wireless 911 Calls	40,455	45,776	43,000	48,700
Warrants Entered	2,253	2,593	2,500	2,500

## **Personnel Resources:**

<b>Communications</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Diff.</b>
ECC Manager	FT	1.00	1.00	0.00
Communications Supervisor	FT	4.00	4.00	0.00
Communications Officer	FT	12.00	12.00	0.00
Communications Officer	PT	4.00	4.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>22.00</b>	<b>22.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$678,718	\$761,789	\$752,998	\$786,149	\$765,696	\$864,707	\$864,707	
5103	510210	Part-Time Wages	11,710	17,253	28,100		33,512	11,520	11,520	
-	510250	Temporary & Seasonal Help				4,104				
5105	510300	Overtime	121,733	139,368	115,100	138,328	134,241	167,313	167,313	
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	59,669	69,066	68,559	67,925	71,409	79,831	79,831	
5130	520200	VRS	43,875		108,357	52,322	119,688	146,426	146,426	
5135	520250	VRS- Hybrid	45,189	46,879		52,315				
5140	520270	ICMA- Defined Contribution	4,844	6,715		9,101				
5145	520300	Group Life Insurance	10,560		10,088	10,627	10,266	12,561	12,561	
5150	520400	Health Insurance	127,970	140,749	138,633	159,147	167,982	154,303	154,303	
5160	520500	Disability Insurance	2,437	2,393	2,297	9,084	2,343	2,436	2,436	
5170	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	416	460	340	687	459	459	459	
		Total Personal Services	1,107,121	1,184,672	1,224,472	1,289,788	1,305,596	1,439,556	1,439,556	10.3%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	11,510	12,321	123,606	93,580	4,200	5,300	5,300	
5206	550120	Membership Dues	94	979	480	504	480	600	600	
5209	530315	Maintenance - Electronics	1,440	1,440	5,280	14,722	8,400	16,867	16,867	
5212	550300	Rent of Equipment		4,507	700					
5214	530320	Maintenance - Motor Vehicles		9	1,000	390	1,100	1,100	1,100	
5216	530325	Maintenance - Equipment	248,552	320,846	276,000	209,524	247,812	266,095	266,095	
5221	550400	Postage	76	120	250	216	200	300	300	
5222	530330	Software Maintenance / Support	6,898	9,001	18,303	8,072	99,500	102,792	102,792	
5223	550420	Landline Telephone	29,194	29,465	25,310	29,874	26,250	37,800	37,800	
	550430	Mobile Communications						732	732	
	550450	Internet						5,160	5,160	
5225	550510	Mileage & Training Expenses	7,326	11,460	16,000	9,122	15,000	15,000	15,000	
5242	560110	Material & Supplies	7,920	8,315	9,700	10,517	10,400	12,000	12,000	
5247	560210	Motor Fuels & Lubricants	502	88	1,640	472	1,200	1,200	1,200	
5248	560130	Books & Publications		100	200		200	200	200	
5250	560240	Small Tools & Equipment		471	200	60	200	200	200	
5281	550610	Electricity	9,355	7,697	10,500	10,980	10,500	16,200	16,200	
		Total Operating Services	322,866	406,821	489,169	388,032	425,442	481,546	481,546	13.2%
		<u>CAPITAL OUTLAY</u>								
NEW	580100	Motor Vehicles								
5510	560290	Office Equipment								
5516	580500	Technology Equipment	1,500	4,944	4,000	7,540	4,000	32,200	32,200	
		Total Capital Outlay	1,500	4,944	4,000	7,540	4,000	32,200	32,200	705.0%
		<b>TOTAL</b>	<b>\$1,431,487</b>	<b>\$1,596,437</b>	<b>\$1,717,641</b>	<b>\$1,685,360</b>	<b>\$1,735,038</b>	<b>\$1,953,302</b>	<b>\$1,953,302</b>	<b>12.6%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## COMMUNICATIONS

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Dispatch Computers (3)</b>	2,200	900	\$ 6,600
<i>Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels. These items will not be in Information Technology replacement fund as they are specialized for dispatch operations.</i>			
<b>Computer Monitors (18)</b>	400	-	\$ 7,200
<i>Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.</i>			
<b>TV/Security Monitors (2)</b>	2,000	-	\$ 4,000
<i>Replacement; Upgrade 80" large TV/Security monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, school cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Console Chairs (6)</b>	2,400	-	\$ 14,400
<i>Replacement; Upgrade current console chairs in dispatch work area; dispatchers often remain seated for entire 12-hour shift; chairs are ergonomically designed not only for comfort but to protect the dispatcher's back; current chairs will be 5 years old.</i>			

**Total Capital Outlay - FY2023-24 .. .... \$ 32,200**

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Voice Recorder Server</b>	<b>30,000</b>	-	\$ <b>30,000</b>

*Replacement:* Upgrade of Voice Recorder that operates 24-hours per day, increasing the number of recorded channels for all radio and telephone calls into Communications Center; law requires that all 9-1-1 calls received are recorded and maintained for 6 months; also utilized to maintain departmental quality assurance and in support of legal proceedings; total cost includes labor for installation and network configuration; essential for maintaining existing service levels.

<b>UPS Batteries</b>	<b>35,000</b>	-	\$ <b>35,000</b>
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*Replacement:* Upgrade of battery providing uninterrupted power supply to maintain constant electrical power during outages to Public Safety Building; also cleans the power so it will be appropriate for electronic devices and directly controls power to the Communications Center, the EOC, and multiple office electronics; manufacturer's recommended replacement schedule; lack of appropriate maintenance schedule in past resulted in a significant fire in the electrical room; essential for maintaining existing service levels.

**Total Capital Outlay - FY2024-25 .....** \$ **65,000**

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>9-1-1 Phone System Refresh</b>	<b>200,000</b>	-	\$ <b>200,000</b>

*Replacement:* Upgrade four (4) servers and six (6) computer workstations along with additional routers for 911 phone switch; all equipment and supporting hardware runs 24-hours per day and serves as critical operation infrastructure; phone switch allows for processing of all 911 calls along with administrative phone lines; replacement schedule at recommended lifecycle (5 years); total cost includes labor for installations and network configuration; essential for maintaining existing service levels.

**Total Capital Outlay - FY2025-26 .....** \$ **200,000**

Fiscal Year:

### FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Dispatch Computers (4)</b>	2,200	1,200	\$ 8,800
<i>Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels. These items will not be in Information Technology replacement fund as they are specialized for dispatch operations.</i>			
<b>Computer Monitors (24)</b>	400	-	\$ 9,600
<i>Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 18,400</b>

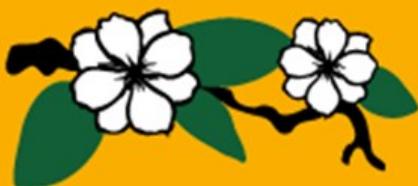
Fiscal Year:

### FY2027-28

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b><i>No Equipment Needs Currently Identified for this Fiscal Year</i></b>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# PUBLIC WORKS

# Public Works

The City of Colonial Heights Department of Public Works provides a wide range of essential services relating to city facilities and infrastructure for: capital improvements, site development, fleet maintenance, stormwater management, street maintenance, water distribution, wastewater collection, solid waste management and recycling.

The Department is organizationally structured into four operating divisions: Administration, Engineering, Streets/Utility Maintenance, and Fleet Maintenance. The Director of Public Works, who also serves as City Engineer, exercises general supervision over the Assistant Director, Public Works Superintendent, and Automotive Maintenance Supervisor.

Although a very diverse and multi-faceted operation, department employees work together very effectively to ensure that citizens and customers benefit from well-built and properly maintained infrastructure systems. Services provided by the department are funded by general fund revenue; permit fees; stormwater, water and wastewater fees; solid waste and recycling fees; state and/or federal financial assistance for street construction and maintenance.

Facility and infrastructure assets within the department's responsibility center include approximately 89 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals, 3,000 traffic signs and maintenance of 255 City-owned vehicles.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Private development submittals reviewed	50	45	39	40
Street miles resurfaced	1.73	5.50	5.80	6.80
Street miles swept	100	55	150	100
Streets/Utilities Maintenance work orders completed (in GovQA)	2,925	2,414	3,000	3,000
Construction projects completed	7	6	7	9
Right of Way Permits Approved	77	84	94	100
Fleet - Total Vehicles Maintained	250	250	255	260
Fleet - Pieces of Equipment Maintained	75	77	78	80
Fleet - Work Orders Completed	994	824	1,000	1,050
Fleet - Total Repair Costs	\$387,908	\$285,850	\$300,000	\$350,000
Fleet - Total Subcontracted Repairs	\$116,480	\$80,550	<\$60,000	<\$30,000

## Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Director of Public Works	FT	1.00	1.00	0.00
Asst. Director of Public Works	FT	1.00	1.00	0.00
Construction Inspector	FT	1.00	1.00	0.00
Administrative Assistant	FT	2.00	2.00	0.00
Engineering/Traffic Technician	FT	5.00	5.00	0.00
Project Coordinator	FT	1.00	1.00	0.00
Public Works Superintendent	FT	1.00	1.00	0.00
Public Works Foreman	FT	6.00	6.00	0.00
Heavy Equipment Operator	FT	7.00	7.00	0.00
Utility Maintenance Specialist	FT	2.00	2.00	0.00
Public Works Technician	FT	14.00	14.00	0.00
Automotive Maintenance Supervisor	FT	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	1.00	1.00	0.00
Emergency Equip. Tech.	FT	1.00	1.00	0.00
Heavy Truck / Bus Tech.	FT	1.00	1.00	0.00
		<b>45.00</b>	<b>45.00</b>	<b>0.00</b>

Sr. Automotive Mechanic	PT	1	1	0.00
Recycling Center Technician	PT	1	1	0.00
		<b>2</b>	<b>2</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$246,277	\$134,111	\$220,959	\$59,515	\$231,295	\$257,564	\$257,564	
-	510100	VDOT Full-Time Salaries			41	92,886				
5105	510300	Overtime				1,077				
-	510405	Clothing Allowance				200				
5125	520100	FICA	17,819	9,581	16,903	11,055	17,695	19,704	19,704	
5130	520200	VRS	29,133	17,588	31,796	19,901	36,152	43,613	43,613	
5135	520250	VRS- Hybrid	\$146			\$1,960				
5140	520270	ICMA- Defined Contribution	12			146				
5145	520300	Group Life Insurance	2,870	1,686	2,961	2,049	3,102	3,741	3,741	
5150	520400	Health Insurance	20,683	17,891	26,472	22,032	31,281	30,618	30,618	
5160	520500	Disability Insurance	6		613	77	492	587	587	
5170	520550	Workers Compensation Insurance								
	520600	Unemployment Insurance	48	25	45	76	61	61	61	
		Total Personal Services	316,992	180,924	299,749	210,975	320,078	355,887	355,887	11.2%
		<u>OPERATING EXPENSES</u>								
5206	550120	Membership Dues	535	550	1,000	897	1,000	1,000	1,000	
5209	530315	Maintenance - Electronics	1,080	1,080	2,640	2,750	2,625	3,965	3,965	
5221	550400	Postage	99	173	100	87	100	100	100	
5223	550420	Landline Telephone	5,615	5,444	5,250	4,260	5,250	1,250	1,250	
	550430	Mobile Communications						2,250	2,250	
	550450	Internet						1,750	1,750	
5225	550510	Mileage & Training Expenses	1,169	635	4,500	4,401	2,250	350	350	
NEW	550520	Professional Development					2,250	8,550	8,550	
5226	510400	Automobile Allowance	3,626	2,073	500	270	500	500	500	
5242	560110	Material & Supplies		51						
5248	560130	Books & Publications			500	183	500	500	500	
		Total Operating Services	12,125	10,007	14,490	12,847	14,475	20,215	20,215	39.7%
		<u>CAPITAL OUTLAY</u>								
5516	560270	Technology Equipment	1,244							
		Total Capital Outlay	1,244	0						
		<b>TOTAL</b>	<b>\$330,361</b>	<b>\$190,930</b>	<b>\$314,239</b>	<b>\$223,822</b>	<b>\$334,553</b>	<b>\$376,102</b>	<b>\$376,102</b>	<b>12.4%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**Public Works - Administration**

Fiscal Year:

**FY2023-24**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$538,366	\$496,932	\$552,382	\$99,317	\$548,420	\$639,949	\$639,949	
-	510100-VDOT	VDOT Full-Time Salaries				\$314,161				
5103	510250	Temporary & Seasonal Help	1,560	1,845	2,000	1,440	3,000	2,500	2,500	
5105	510300	Overtime	7,439	10,396	15,000	9,762	15,000	15,000	15,000	
	510300-VDOT	VDOT Overtime				4,131				
5106	510300-SNOW	Overtime - Snow	650	5,901	10,335	1,398	10,335	10,335	10,335	
5112	510405	Clothing Allowance	2,800	2,600	2,800	2,000	4,900	4,900	4,900	
5601	510500	Accumulated Leave								
5125	520100	FICA	38,770	37,394	44,563	31,416	44,497	51,461	51,461	
5130	520200	VRS	63,092	54,394	79,490	48,853	85,726	116,074	116,074	
5135	520250	VRS- Hybrid	10,604	10,389		9,514				
5140	520270	ICMA- Defined Contribution	1,255	1,262		724				
5145	520300	Group Life Insurance	6,955	6,153	7,400	5,519	7,355	9,958	9,958	
5150	520400	Health Insurance	147,010	122,638	119,094	93,027	131,650	152,028	152,028	
5160	520500	Disability Insurance	476	452	468	382	844	1,398	1,398	
	520550	Workers Compensation Insurance								
5170	520600	Unemployment Insurance	303	275	300	463	405	405	405	
		Total Personal Services	819,281	750,631	833,832	622,106	852,132	1,004,008	1,004,008	17.8%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	195	200	500	205	500	500	500	
5203	530210	Professional & Special Services	452,624	738,774	1,457,694	164,028	30,000	30,000	30,000	
-	530219	Contracted Services					70,000	80,000	80,000	
-	530219-VDOT	VDOT- Contracted Services				876,574				
5209	530315	Maintenance - Electronics	1,440	1,440	3,300	3,300	2,625	7,530	7,530	
5212	550300	Rent of Equipment			1,000		1,000	1,000	1,000	
5214	530320	Maintenance - Motor Vehicles	39,984	34,427	30,000	31,882	30,000	33,000	33,000	
5216	530325	Maintenance - Equipment	16,356	31,750	30,000	52,795	30,000	33,000	33,000	
5217	530335	Maintenance - Buildings & Grounds		3,073			500	500	500	
5219	530350	Maintenance - Bridges			10,000		10,000	10,000	10,000	
NEW	530360	Pavement Maintenance					750,000	750,000	750,000	
5221	550400	Postage		3	100	5	100	100	100	
5223	550420	Landline Telephone		2,854	2,844	3,000	2,473	624	1,200	
NEW	550430	Mobile Communications						2,700	5,100	5,100
NEW	550450	Internet						768	1,000	1,000
5225	550510	Mileage & Training Expenses	769	860	3,500	2,766	2,240	3,000	3,000	
5242	560110	Material & Supplies	13,192	12,024	21,000	12,620	10,260	12,000	12,000	

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

**DEPARTMENT NAME - STREET MAINTENANCE**

DEPARTMENT NUMBER 1453

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
NEW	550520	Professional Development								
5247	560210	Motor Fuels & Lubricants	17,545	16,543	25,000	24,139	21,000	21,000	21,000	
5249	560230	Road Materials & Equipment	21,831	32,898	48,000	2,104	48,000	30,000	30,000	
5250	560240	Small Tools & Equipment	2,806		2,000		2,000	8,000	8,000	
	560240-VDOT	VDOT Small Tools & Equipment						2,000	2,000	
5252	560350-VDOT	VDOT Snow Removal - Supplies & Materials	13,222	29,317	20,000	28,071	20,000	25,000	25,000	
-	560400-VDOT	VDOT Road Materials				16,877		42,000	42,000	
-	560490-VDOT	VDOT Miscellaneous Road & Tra				4,081		3,000	3,000	
		Total Operating Services	582,818	904,152	1,655,094	1,221,921	1,059,817	1,098,930	1,098,930	3.7%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles	102,364		48,000		0	50,000	50,000	
5503	580200	Machinery & Tools			180,859	180,804	15,000	22,000	22,000	
-	580530	Building & HVAC Equipment			9,000					
		Total Capital Outlay	102,364	0	237,859	180,804	15,000	72,000	72,000	380.0%
		<b>TOTAL</b>	<b>\$1,504,463</b>	<b>\$1,654,782</b>	<b>\$2,726,785</b>	<b>\$2,024,831</b>	<b>\$1,926,949</b>	<b>\$2,174,938</b>	<b>\$2,174,938</b>	<b>12.9%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## STREET MAINTENANCE

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Chemical Spreader</b>	<b>22,000</b>	<b>250</b>	<b>\$ 22,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 13 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit. Was scheduled for replacement in 22/23, however price increased by 45% and not enough funds were budgeted.</i>			
<b>Pickup 4X4 Crew Cab 3/4 Ton</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#200); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement. Was scheduled for replacement in 21/22, however due to manufacturer shortages and price increase by 50%, not enough funds were budgeted.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 72,000</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Backhoe</b>	<b>110,000</b>	<b>750</b>	<b>\$ 110,000</b>
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 1998 backhoe; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Leaf Loader</b>	<b>60,000</b>	<b>2,000</b>	<b>\$ 60,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Dump Truck (Flatbed)</b>	<b>90,000</b>	<b>750</b>	<b>\$ 90,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 1998 truck (#216); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 260,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Leaf Loader</b>	<b>60,000</b>	<b>2,000</b>	<b>\$ 60,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Zero-Turn Mower</b>	<b>15,000</b>	<b>250</b>	<b>\$ 15,000</b>
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 19 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Pickup (4X4)</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 19 years old (#219); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Roller, Vibratory</b>	<b>20,000</b>	<b>500</b>	<b>\$ 20,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2008 roller designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 145,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Dump Truck</b>	110,000	750	\$ 110,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2008 truck (#244); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Chemical Spreader</b>	22,000	250	\$ 22,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 14 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.			
<b>Pickup (4X4)</b>	50,000	500	\$ 50,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 15 years old (#202); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 182,000</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Dump Truck (Flatbed)</b>	90,000	750	\$ 90,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2000 truck (#217); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ 90,000</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$304,317	\$354,430	\$335,779	\$292,534	\$336,762	\$428,753	\$428,753	
	510100	VDOT Full-Time Salaries				78,367				
	510210	Part-Time Wages								
5103	501250	Temporary & Seasonal Help		1,161						
5105	510300	Overtime	19,073	17,751	22,000	16,412	22,000	22,000	22,000	
5106	510300-SNOW	Overtime - Snow		972	1,500	1,712	1,500	1,500	1,500	
5112	510405	Clothing Allowance	780	800	1,000	1,020	1,000	1,000	1,000	
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	24,855	28,095	27,561	28,861	27,637	34,674	34,674	
5130	520200	VRS	21,250	22,087	47,353	26,146	51,587	65,854	65,854	
5135	520250	VRS- Hybrid	18,413	25,856		22,444				
5140	520270	ICMA- Defined Contribution	2,291	2,856		3,266				
5145	520300	Group Life Insurance	3,840	4,110	4,408	4,823	4,425	5,649	5,649	
5150	520400	Health Insurance	42,276	55,393	47,699	58,262	58,246	85,778	85,778	
5160	520500	Disability Insurance	851	952	623	942	733	1,169	1,169	
	520550	Workers Compensation Insurance								
5170	520600	Unemployment Insurance	148	140	130	280	176	176	176	
		Total Personal Services	438,092	514,603	488,053	535,070	504,065	646,552	646,552	28.3%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	25,521	24,759	40,000	56,666	50,000	65,000	65,000	
5206	550120	Membership Dues	825	7,079	2,800	992	2,800	3,500	3,500	
5209	530315	Maintenance - Electronics	15,526	15,120	23,200	21,359	25,000	11,532	11,532	
5214	530320	Maintenance - Motor Vehicles	1,936	6,929	4,500	4,158	4,500	4,500	4,500	
5216	530325	Maintenance - Equipment	531	266	700	1,403	700	700	700	
5221	550400	Postage	76	37	175	100	250	250	250	
5223	550420	Landline Telephone	14,898	14,161	14,500	14,402	14,500	11,300	11,300	
	550430	Mobile Communications						3,200	3,200	
	550450	Internet						3,840	3,840	
5225	550510	Mileage & Training Expenses	3,900	3,264	8,500	10,648	5,500	7,500	7,500	
	550520	Professional Development					5,500	8,500	8,500	
5242	560110	Material & Supplies	17,227	27,277	32,000	32,341	35,000	35,000	35,000	
5247	560210	Motor Fuels & Lubricants	5,679	6,706	9,000	10,743	9,000	9,000	9,000	
5248	560130	Books & Publications		503	800	331	800	1,500	1,500	
5250	560240	Small Tools & Equipment		593	700	562	700	1,500	1,500	
5281	550610	Electricity	217,402	219,867	245,000	214,579	245,000	245,000	245,000	
		Total Operating Services	303,519	326,562	381,875	368,284	399,250	411,822	411,822	3.1%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles	24,074							
5515	580530	Building & Fixed Equipment				27500	40,000			
5516	560270	Technology Equipment	3,732							
		Total Capital Outlay	27,806	0	0	27,500	40,000	0	0	-100.0%
		<b>TOTAL</b>	<b>\$769,417</b>	<b>\$841,165</b>	<b>\$869,928</b>	<b>\$930,854</b>	<b>\$943,315</b>	<b>\$1,058,374</b>	<b>\$1,058,374</b>	<b>12.2%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## ENGINEERING/ TRAFFIC

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>City Bridge Inspections</b>	<b>60,000</b>	-	<b>\$ 60,000</b>
In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occurring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge (DIVER/PIER INSPECTION).			

**Total Capital Outlay - FY2024-25 .....** **\$ 60,000**

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>City Bridge Inspections</b> In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occurring every two years. Additionally, every five years, all underwater structures require inspection. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek. Adjusted for inflation.	<b>66,000</b>	<b>-</b>	<b>\$ 66,000</b>

**Total Capital Outlay - FY2025-26 ..... \$ 66,000**

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pavement Inventory Data Collection</b> Update of infrastructure asset inventory data (pavement condition, traffic signs, fire hydrants, water meters, etc.); ensures that pavement management system and GIS maps are based on the most up to date information; data collection essential to effective evaluation of pavement conditions; accurate data required to continue receipt of annual state maintenance funding; information used to objectively prioritize street resurfacing, replacement, and rehabilitation projects; essential to maintaining existing service levels.	<b>55,000</b>	<b>100</b>	<b>\$ 55,000</b>

**Total Capital Outlay - FY2026-27 ..... \$ 55,000**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
NEW		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$52,817	\$53,578	\$54,919	\$54,983	\$54,919	\$61,179	\$61,179	
5105	510300	Overtime	502	1,433	500	3,004	500	3,000	\$3,000	
5112	510405	Clothing Allowance	200	200	200	200	200			
5125	520100	FICA	4,057	4,198	4,240	4,426	4,240	4,910	\$4,910	
5130	520200	VRS	7,367	7,183	7,903	7,903	8,584	10,360	\$10,360	
5135	520250	VRS- Hybrid								
5140	520270	ICMA- Defined Contribution								
5145	520300	Group Life Insurance	724	694	736	736	736	889	\$889	
5150	520400	Health Insurance	8,758	8,223	8,280	8,280	8,910	9,390	\$9,390	
5160	520500	Disability Insurance								
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	20	20	20	37	27	27	\$27	
		Total Personal Services	74,445	75,527	76,598	79,568	77,916	89,755	89,755	15.2%
NEW		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	179,340	180,520	199,445	199,067	225,000	235,682	235,682	
5209	530315	Maintenance - Electronics	360	360	660	1,760	525	2,272	2,272	
5214	530320	Maintenance - Motor Vehicles	317	93	500	11	500	500	500	
5216	530325	Maintenance - Equipment	10,184	132		1,194				
5217	530335	Maintenance - Building & Grounds	99,610	170,338	111,900	99,133	108,500	108,500	108,500	
-	550400	Postage				853				
5223	550420	Landline Telephone	1,544	1,650	2,664	1,661	2,664	2,664	2,664	
	550450	Internet								
5281	550610	Electricity	194,785	243,844	210,000	243,995	210,000	145,000	145,000	
	550620	Natural Gas						100,000	100,000	
5272	550630	Water/Sewer Services		4,724		6,778		7,000	7,000	
5242	560110	Material & Supplies	2,185	416	4,000	150	4,000	4,000	4,000	
5243	560190	Construction Materials								
5247	560210	Motor Fuels & Lubricants	776	646	1,000	1,082	1,000	1,000	1,000	
5250	560240	Small Tools & Equipment	295	42	500	313	500	500	500	
5213	530335-CRTMT	Maintenance - Court Fees	22,441	24,602	25,000	32,645	25,000	25,000	25,000	
		Total Operating Services	511,837	627,367	555,669	588,641	577,689	632,118	632,118	9.4%
5501		<u>CAPITAL OUTLAY</u>								
5515	580100	Motor Vehicles								
	580530	Building & Fixed Equipment	13,542	21,200	96,378	107,826	90,000	49,500	49,500	
		Total Capital Outlay	13,542	21,200	96,378	107,826	90,000	49,500	49,500	-45.0%
		<b>TOTAL</b>	<b>\$599,823</b>	<b>\$724,094</b>	<b>\$728,645</b>	<b>\$776,035</b>	<b>\$745,605</b>	<b>\$771,373</b>	<b>\$771,373</b>	<b>3.5%</b>

## City of Colonial Heights

#### **FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

# BUILDING MAINTENANCE

<u>Fiscal Year:</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>FY2023-24</b>	<b>Dunlop Fire Station Heat Pump</b> <i>Replacement; Replace heat pump, air handler, Axu drain pan, and thermostat.</i>	<b>10,000</b>	<b>500</b>	<b>\$ 10,000</b>
	<b>City Hall Alarm Panel</b> <i>Replacement; Replace the existing main fire alarm control panel, bell power supplies, smoke detectors, heat detectors, pull stations, duct detectors, horn/strobes and strobes, tie in elevator controls , and connect to existing telephone lines for alarm monitoring.</i>	<b>32,500</b>	<b>500</b>	<b>\$ 32,500</b>
	<b>Violet Bank Fire Suppression</b> <i>Replacement; Perfrm system hardware upgrade to existing Fenwal 6000 fire suppression unit no longer supported by manufacturer to new SLX unit with updated software and firmware.</i>	<b>7,000</b>	<b>300</b>	<b>\$ 7,000</b>
<b>Total Capital Outlay - FY2023-24 .....</b>				<b>\$ 49,500</b>

Fiscal Year:	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2024-25 .....</b>				\$ -

Fiscal Year:	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>FY2025-26</b>				
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				\$ -
<b>Total Capital Outlay - FY2025-26 .....</b>				\$ -

<u>Fiscal Year:</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>FY2026-27</b>				
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				\$ -
<b>Total Capital Outlay - FY2026-27 .....</b>				\$ -

Fiscal Year:	Item	Unit Cost	Annual M&O Cost	Total Cost
<b><i>No Equipment Needs Currently Identified for this Fiscal Year</i></b>				
<b>Total Capital Outlay - FY2027-28 .....</b>				\$ -

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$259,523	\$262,716	\$269,852	\$263,201	\$269,852	\$300,904	\$300,904	
5103	510210	Temporary & Seasonal Help	22,764	2,178	30,000		30,000	30,000	30,000	
5105	510300	Overtime	314	2,047	3,200	958	3,200	9,500	9,500	
5106	510300-SNOW	Overtime - Snow		2,170	3,200		3,200	3,200	3,200	
5125	520100	FICA	21,276	20,078	23,428	19,711	23,429	26,286	26,286	
5130	520200	VRS	29,314	28,559	38,832	31,438	42,180	50,952	50,952	
5135	520250	VRS- Hybrid	\$6,012	\$5,911		\$5,304				
5140	520270	ICMA- Defined Contribution	900	954		856				
5145	520300	Group Life Insurance	3,522	3,408	3,615	3,501	3,619	4,371	4,371	
5150	520400	Health Insurance	38,721	36,363	36,576	35,196	39,627	45,331	45,331	
5160	520500	Disability Insurance	276	259	271	226	272	732	732	
5170	520550	Workers Compensation Insurance								
	520600	Unemployment Insurance	99	83	80	147	108	108	108	
		Total Personal Services	382,720	364,728	409,054	360,540	415,487	471,384	471,384	13.5%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	(221)	1,416		3,564				
5209	530315	Maintenance - Electronics	1,440	1,440	3,300	3,190	2,100	4,469	4,469	
5214	530320	Maintenance - Motor Vehicles	2,491	1,543	3,000	2,375	3,000	3,000	3,000	
5216	530325	Maintenance - Equipment	2,691	2,131	3,300	1,480	3,500	3,500	3,500	
5221	550400	Postage	13		5		5	5	5	
5223	550420	Landline Telephone	2,544	2,400	2,700	2,400	2,700	2,700	2,700	
	550430	Mobile Communications								
	550450	Internet								
5225	550510	Mileage & Training Expenses	300		900	267	700	700	700	
5242	560110	Material & Supplies	21,290	10,219	12,000	42,533	12,000	12,000	12,000	
5247	560210	Motor Fuels & Lubricants	(2,230)	4,778	2,200	1,559	2,500	2,500	2,500	
5248	560130	Books & Publications			400		500	500	500	
5250	560240	Small Tools & Equipment	546	2,562	2,700	2,648	3,000	3,000	3,000	
	560150	Vehicle Parts & Supplies								
		Total Operating Services	28,866	26,488	30,505	60,017	30,005	32,374	32,374	7.9%
		<u>CAPITAL OUTLAY</u>								
5503	580200	Machinery & Tools	7,390	7,927	10,000	9,979	6,700	6,700	6,700	
		Total Capital Outlay	7,390	7,927	10,000	9,979	6,700	6,700	6,700	0.0%
		<b>TOTAL</b>	<b>\$418,976</b>	<b>\$399,142</b>	<b>\$449,559</b>	<b>\$430,536</b>	<b>\$452,192</b>	<b>\$510,457</b>	<b>\$510,457</b>	<b>12.9%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## FLEET MAINTENANCE

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Nitrogen Inflation System</b>	<b>6,700</b>	-	<b>\$ 6,700</b>
<i>New; Most of the new vehicles we have purchased in the last 3 years along with our new purchases in the future have nitrogen filled tires. The Police dept will benefit from this the most with less tire pressure fluctuation and longer tire life, and to a degree better vehicle handling.</i>			
<b>Total Capital Outlay - FY2023-24 ... .....</b>			<b>\$ 6,700</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Tire Balancer</b>	<b>5,000</b>	<b>100</b>	<b>\$ 5,000</b>
<i>Replacement; Upgrade of equipment used to balance tires for all city vehicles; machine is heavily utilized by staff in routine maintenance of vehicles; current equipment will be over 20 years old and beyond useful life; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2024-25 ... .....</b>			<b>\$ 5,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Tall Jack Stands</b>	<b>7,000</b>	-	<b>\$ 7,000</b>
<i>New; Portable 9-ton stands that will be utilized to help free up mobile lifts so that they can be used in maintenance of other vehicles; on certain occasions, vehicles must remain elevated and disassembled for days and/or while waiting on parts or repairs; jack stands will allow other work to continue during such times; service level enhancement.</i>			
<b>Total Capital Outlay - FY2025-26 ... .....</b>			<b>\$ 7,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Mobile Lifts - (2)</b>	12,000	100	\$ 24,000

*New; to be used with existing 4 lifts to service various fire apparatus.*

**Total Capital Outlay - FY2026-27 ... ..... \$ 24,000**

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

**Total Capital Outlay - FY2027-28 \$ -**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5230	570130	Solid Waste Collection	\$578,757	\$710,537	\$653,594	\$792,466	\$1,177,680	\$1,210,742	\$1,210,742	
5235	530415	Landfill Monitoring	3,049	8,079	15,000	3,220	15,000	15,000	15,000	
5236	530420	Commercial Container Service	25,281	32,625	35,955	34,476	60,142	75,684	75,684	
-	559200	Write Off Bad Debts				14,242				
		Total Operating Services	607,087	751,241	704,549	844,404	1,252,822	1,301,426	1,301,426	3.9%
		<b>TOTAL</b>	<b>\$607,087</b>	<b>\$751,241</b>	<b>\$704,549</b>	<b>\$844,404</b>	<b>\$1,252,822</b>	<b>\$1,301,426</b>	<b>\$1,301,426</b>	<b>3.9%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

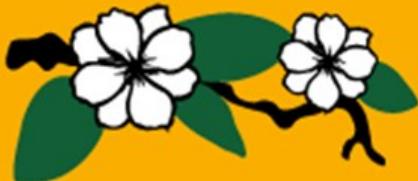
DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	New ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5103	510210	Part-time Wages	\$7,449	\$8,957	\$9,152	\$5,352	\$9,984	\$10,816	\$10,816	
5125	520100	FICA	570	685	700	409	764	827	827	
5170	520600	Unemployment Insurance	18	18		16	27	27	27	
		Total Personal Services	8,037	9,661	9,852	5,777	10,775	11,670	11,670	8.3%
		<u>OPERATING EXPENSES</u>								
5217	530335	Building Maintenance Services			200		200	200	200	
5238	530430	CFC Removal	(30)	100	750		500	500	500	
5244	550120	Membership Dues (CVWMA)	8,314	8,430	8,253	8,253	8,722	8,674	8,674	
5240	550300	Equipment Rental - Transfer Station	9,725	14,270	20,000	12,701	20,000	20,000	20,000	
5233	550310	Container Rent & Transportation	642	1,086	4,379	1,159	4,500	5,341	5,341	
5223	550420	Landline Telephone	227	244	240	192	0	0	0	
NEW	550430	Mobile Communications			300		240	280	280	
5242	560110	Material & Supplies					300	300	300	
5231	570140	Curbside Recycling	226,448	261,908	259,020	188,672	264,781	363,720	363,720	
		Total Operating Services	245,326	286,038	293,142	210,977	299,243	399,015	399,015	33.3%
		<b>TOTAL</b>	<b>\$253,362</b>	<b>\$295,699</b>	<b>\$302,994</b>	<b>\$216,754</b>	<b>\$310,018</b>	<b>\$410,685</b>	<b>\$410,685</b>	<b>32.5%</b>
		<b>TOTAL</b>	<b>\$253,362</b>	<b>\$295,699</b>	<b>\$302,994</b>	<b>\$216,754</b>	<b>\$310,018</b>	<b>\$410,685</b>	<b>\$410,685</b>	<b>32.5%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

HEALTH &  
SOCIAL  
SERVICES

# Health and Social Services

Health and Social Services are provided to Colonial Heights citizens through collaborative partnerships with other localities and the Commonwealth of Virginia. This grouping of departments includes the Health Department, which is the local branch of a state agency to which the City contributes, Social Services, which is a department of Chesterfield County which serves both localities, Comprehensive Services Act, which is also a department of Chesterfield County serving both localities, and Mental Health, which is provided by the District 19 Community Services Board (CSB) serving Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry, and Sussex.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
# Served by Comprehensive Services Act	41 (22 education cases)	42 ( 26 education cases)	45	50

## Personnel Resources

Health and Social Services		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
State, County, & CSB Employees	N/A	N/A	N/A	N/A

The employees providing services in the health and social services areas of the City's budget are employed by their respective home organizations (Commonwealth of Virginia, Chesterfield County, and District 19 CSB) and are not employees of the City of Colonial Heights.

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5268	530235	<u>OPERATING EXPENSES</u> Health Department Services Total Operating Services	\$218,376	\$236,825	\$276,408	\$215,156	\$328,269	\$304,049	\$304,049	
			218,376	236,825	276,408	215,156	328,269	304,049	304,049	-7.4%
		TOTAL	\$218,376	\$236,825	\$276,408	\$215,156	\$328,269	\$304,049	\$304,049	-7.4%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5203	530210	<u>OPERATING EXPENSES</u> Professional & Special Services Total Operating Services	\$282,886	\$251,546	\$400,000	\$153,486	\$400,000	\$325,000	\$325,000	
			282,886	251,546	400,000	153,486	400,000	325,000	325,000	-18.8%
		TOTAL	\$282,886	\$251,546	\$400,000	\$153,486	\$400,000	\$325,000	\$325,000	-18.8%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5203	530230	<u>OPERATING EXPENSES</u>								
5207	530210	Administrative Services		\$60,000	\$53,800	\$60,000	\$53,800	\$53,214	\$53,214	
		Professional & Special Services	\$548,521	541,852	525,000	796,655	528,600	550,000	550,000	
		Total Operating Services	548,521	601,852	578,800	856,655	582,400	603,214	603,214	3.6%
		<b>TOTAL</b>	<b>\$548,521</b>	<b>\$601,852</b>	<b>\$578,800</b>	<b>\$856,655</b>	<b>\$582,400</b>	<b>\$603,214</b>	<b>\$603,214</b>	<b>3.6%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

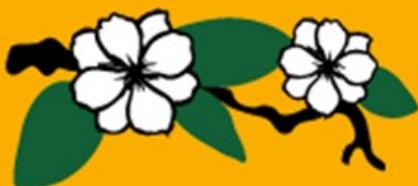
DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
5203	530210	<u>OPERATING EXPENSES</u> Professional & Special Services Total Operating Services	\$82,352	\$87,425	\$87,425	\$87,425	\$98,965	\$110,520	\$110,520	
			82,352	87,425	87,425	87,425	98,965	110,520	110,520	11.7%
		TOTAL	\$82,352	\$87,425	\$87,425	\$87,425	\$98,965	\$110,520	\$110,520	11.7%

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HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

CULTURE &  
RECREATION

## Recreation and Parks

The City of Colonial Heights Department of Recreation and Parks strives to provide, develop, and maintain an array of parks, parks facilities, services and recreational opportunities for all citizens, aimed at improving the overall quality of life for the community. The Department provides a wide range of quality recreation and parks services through public awareness, utilization of resources, and being responsive to the community.

The Department of Recreation and Parks is organizationally structured into seven operational divisions: Buildings & Grounds, Community Center, Horticulture, Office on Youth & Human Services, Parks, Recreation, and Violet Bank Museum. All employees and operations within the Department are managed and directed by the Director of Recreation and Parks.

In addition to providing all required administrative support to recreation and parks services and programs, the Department is responsible for all maintenance at parks and park facilities, special events, and community activities.

The Department promotes safe and healthy lifestyles; plans, coordinates, and implements recreational, cultural, historical, educational, and supportive activities, services, and facilities for all citizens of Colonial Heights.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Athletic Program Participants	569	2,572	2,000	2,250
Non-Athletic Program Participants	4,755	3,572	8,000	8,000
Senior Center Citizens Participants	19,712	27,596	25,000	25,000
Facility Rentals (Parks/Community Center/Fields)	706	797	800	850
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	85,993	114,777	105,000	110,000

### **Personnel Resources**

Recreation & Parks		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Director	FT	1.00	1.00	0.00
Recreation Staff	FT	4.00	4.00	0.00
Parks/B&G/Horticulture	FT	10.00	10.00	0.00
Community Center Staff	FT	5.00	5.00	0.00
Museum Curator	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		21.00	21.00	0.00

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$292,906	\$307,920	\$303,756	\$307,195	\$312,587	\$344,617	\$344,617	
5103	510250	Temporary & Seasonal Help	43,709	15,062	98,588	39,769	112,025	112,025	112,025	
5105	510300	Overtime	1,302	51	250	598	250	250	250	
5112	510405	Clothing Allowance	75							
5125	520100	FICA	24,830	23,385	30,798	24,899	32,502	34,953	34,953	
5130	520200	VRS	18,964	24,260	42,837	27,257	47,881	57,187	57,187	
5135	520250	VRS- Hybrid	16,336	15,053		13,992				
5140	520270	ICMA- Defined Contribution	2,352	2,216		2,767				
5145	520300	Group Life Insurance	2,996	2,980	3,989	4,099	4,107	4,903	4,903	
5150	520400	Health Insurance	52,120	59,473	47,481	64,070	66,917	54,553	54,553	
5160	520500	Disability Insurance	499	480	409	616	619	469	469	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	282	149	100	323	135	135	135	
		Total Personal Services	456,370	451,030	528,208	485,584	577,023	609,092	609,092	5.6%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	400		2,000	656	2,000	2,000	2,000	
5203	530210	Professional & Special Services	14,620	9,406	31,119	21,335	29,000	29,000	29,000	
5206	550120	Membership Dues	1,836	1,500	1,400	1,358	1,400	1,400	1,400	
5209	530315	Maintenance - Electronics	1,800	1,800	3,300	3,410	3,675	11,783	11,783	
5214	530320	Maintenance - Motor Vehicles	5		750	304	750	750	750	
5216	530325	Maintenance - Equipment			400	654				
5217	530335	Maintenance - Building & Grounds		1,592	2,000	1,595	2,000	2,000	2,000	
5221	550400	Postage	212	94	800	171	800	300	300	
5223	550420	Landline Telephone	7,969	7,113	8,916	6,556	8,916	8,916	8,916	
	550450	Internet								
5224	530250	Other Services & Charges	14,240	2,289	27,000	20,835	29,000	29,000	29,000	
5225	550510	Mileage & Training Expenses	2,917	646	4,000	4,109	4,500	4,500	4,500	
-	550630	Water/Sewer Services				952		1,000	1,000	
5226	510400	Automobile Allowance	4,223	4,212	4,200	4,200	4,212	4,212	4,212	
5242	560110	Material & Supplies	52,337	38,985	51,989	44,780	51,000	51,000	51,000	
5247	560210	Motor Fuels & Lubricants	205	30	1,000	841	1,000	1,000	1,000	
5281	550610	Electricity	24,815	15,395	22,000	23,666	22,000	24,000	24,000	
		Total Operating Services	125,580	83,063	160,874	135,422	160,253	170,861	170,861	6.6%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles								
5515	580530	Building & Fixed Equipment								
5520	580630	Other Equipment	3,732							
		Total Capital Outlay	3,732	0	0	0	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$585,681</b>	<b>\$534,093</b>	<b>\$689,082</b>	<b>\$621,006</b>	<b>\$737,276</b>	<b>\$779,953</b>	<b>\$779,953</b>	<b>5.8%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## RECREATION

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ -</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$164,307	\$156,876	\$180,590	\$170,380	\$178,774	\$199,830	\$199,830	
5103	510210	Part-Time Wages	13,461	2,703	28,600		31,200	31,200	31,200	
-	510250	Temporary & Seasonal Help				13,648				
5601	510500	Accumulated Leave								
5125	520100	FICA	13,308	11,934	16,003	13,555	16,064	17,674	17,674	
5130	520200	VRS	2,886	3,483	25,468		27,386	33,162	33,162	
5135	520250	VRS- Hybrid	16,825	14,768		19,459				
5140	520270	ICMA- Defined Contribution	3,048	2,850		2,997				
5145	520300	Group Life Insurance	2,066	1,976	2,372	2,091	2,350	2,845	2,845	
5150	520400	Health Insurance	37,921	33,008	30,964	34,775	38,905	27,557	27,557	
5160	520500	Disability Insurance	793	650	634	824	946	649	649	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	100	80	100	222	135	135	135	
		Total Personal Services	254,715	228,328	284,731	257,951	295,760	313,052	313,052	5.8%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	550	280						
5203	530210	Professional & Special Services	9							
5206	550120	Membership Dues	1,575	2,006	1,800	1,168	1,800	1,800	1,800	
5209	530315	Maintenance - Electronics	3,600	3,600	6,600	6,050	2,625	5,226	5,226	
5214	530320	Maintenance - Motor Vehicles			500		500	1,000	1,000	
-	530325	Maintenance - Equipment				931				
5217	530335	Maintenance - Buildings & Grounds	300	2,279	3,000	2,358	3,000	3,000	3,000	
5221	550400	Postage	149	58	400	17	400	200	200	
5223	550420	Landline Telephone	4,888	5,346	5,292	5,028	5,292	5,292	5,292	
	550450	Internet								
5224	530250	Other Services & Charges	17,407	4,631	7,000	3,602	7,000	7,000	7,000	
5225	550510	Mileage & Training Expenses	1,245	1,201	2,000	1,681	2,000	2,000	2,000	
5241	560170-SRCIT	Senior Citizens Activities	2,305	1,884	3,800		3,800	3,800	3,800	
-	550815	Payments to Groups				3,795				
5242	560110	Material & Supplies	8,664	7,726	13,000	10,787	13,000	13,000	13,000	
5247	560210	Motor Fuels & Lubricants	87				1,000	1,000	1,000	
		Total Operating Services	40,778	29,010	43,392	35,416	39,417	43,318	43,318	9.9%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles			40,000	33,371				
-	580630	Other Equipment			240					
		Total Capital Outlay	0	0	40,000	33,611	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$295,494</b>	<b>\$257,338</b>	<b>\$368,123</b>	<b>\$326,978</b>	<b>\$335,177</b>	<b>\$356,370</b>	<b>\$356,370</b>	<b>6.3%</b>

**City of Colonial Heights**  
**FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**COMMUNITY CENTER**

Fiscal Year:

**FY2023-24**

Annual

Item

Unit Cost

M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year.*

**Total Capital Outlay - FY2023-24 ...** ..... \$ -

Fiscal Year:

**FY2024-25**

Annual

Item

Unit Cost

M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year.*

**Total Capital Outlay - FY2024-25 ...** ..... \$ -

Fiscal Year:

**FY2025-26**

Annual

Item

Unit Cost

M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year.*

**Total Capital Outlay - FY2025-26 ...** ..... \$ -

Fiscal Year:

**FY2026-27**

Annual

Item

Unit Cost

M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year.*

**Total Capital Outlay - FY2026-27 ...** ..... \$ -

Fiscal Year:

**FY2027-28**

Annual

Item

Unit Cost

M&O Cost

Total Cost

*No Equipment Needs Currently Identified for this Fiscal Year.*

**Total Capital Outlay - FY2027-28 ...** ..... \$ -

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$43,874	\$45,465	\$45,048	\$31,114	\$45,048	\$52,198	\$52,198	
-	510100	VDOT Full-Time Salaries		33,112	34,455	\$14,000				
5103	510210	Part-Time Wages			38,000	26,374	45,000	45,000	45,000	
-	510250	Temporary & Seasonal Help				8,575				
-	510250	VDOT Temporary & Seasonal Help								
5105	510300	Overtime	171	934	1,000	577	1,000	1,000	1,000	
5112	510405	Clothing Allowance	350	425		500		500	500	
5125	520100	FICA	5,874	6,201	6,430	6,192	6,966	7,551	7,551	
5130	520200	VRS	6,041	5,889	6,482	6,482	7,042	8,839	8,839	
5135	520250	VRS- Hybrid								
5140	520270	ICMA- Defined Contribution								
5145	520300	Group Life Insurance	590	562	604	604	604	758	758	
5150	520400	Health Insurance	8,758	8,223	8,280	8,280	8,910	9,390	9,390	
5160	520500	Disability Insurance								
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	90	73	20	127	27	27	27	
		Total Personal Services	98,859	102,227	105,864	102,825	114,597	125,263	125,263	9.3%
		<u>OPERATING EXPENSES</u>								
5206	550120	Membership Dues	50	50	200	50	200	200	200	
5209	530315	Maintenance - Electronics	720	720	1,320	660		660	660	
5214	530320	Maintenance - Motor Vehicles	1,037	267	1,000	929	1,000	1,000	1,000	
5216	530325	Maintenance - Equipment	188	707	500	(480)	500	500	500	
5217	530335	Maintenance - Buildings & Grounds	7,406	8,475	13,000	9,482	13,000	13,000	13,000	
5223	550420	Landline Telephone	189	205	192	172	192	192	192	
5225	550510	Mileage & Training Expenses			400		400			
5242	560110	Material & Supplies	473	1,009	1,700	619	1,700	1,700	1,700	
5247	560210	Motor Fuels & Lubricants	2,086	2,332	2,400	3,546	2,400	2,400	2,400	
5250	560240	Small Tools & Equipment	520	280	1,250	325	1,250	1,250	1,250	
		Total Operating Services	12,669	14,044	21,962	15,304	20,642	20,902	20,902	1.3%
		<b>TOTAL</b>	<b>\$111,528</b>	<b>\$116,271</b>	<b>\$127,826</b>	<b>\$118,129</b>	<b>\$135,239</b>	<b>\$146,165</b>	<b>\$146,165</b>	<b>8.1%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$300,593	\$308,093	\$313,799	\$302,935	\$313,799	\$416,311	\$416,311	
5103	510250	Temporary & Seasonal Help	33,056	18,277	33,426	34,275	39,600	39,600	39,600	
5105	510300	Overtime	30,356	18,223	39,000	33,865	39,000	39,000	39,000	
5112	510405	Clothing Allowance	1,400	1,475		1,800		1,800	1,800	
5601	510500	Accumulated Leave Pay								
-	510520	Sick Leave Payout				7,288				
5125	520100	FICA	26,228	25,043	29,546	27,734	30,019	37,999	37,999	
5130	520200	VRS	30,658	29,034	44,253	32,076	48,069	69,087	69,087	
5135	520250	VRS- Hybrid	9,792	10,605		11,246				
5140	520270	ICMA- Defined Contribution	1,117	1,327		1,175				
5145	520300	Group Life Insurance	4,446	4,356	4,121	4,144	4,123	5,927	5,927	
5150	520400	Health Insurance	91,092	87,930	89,253	85,092	94,941	88,142	88,142	
5160	520500	Disability Insurance	368	458	482	456	483	716	716	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	188	170	160	388	216	243	243	
		Total Personal Services	529,293	504,992	554,040	542,474	570,250	698,825	698,825	22.5%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	5	670	17,000	4060.28	17,000	17,000	17,000	
5206	550120	Membership Dues	279	275	300	125	300	300	300	
5209	530315	Maintenance - Electronics	360	360	1,320	1,210	525	757	757	
5212	550300	Rent of Equipment	334	600	500		500	500	500	
5214	530320	Maintenance - Motor Vehicles	3,038	4,183	4,000	2,433	4,000	4,000	4,000	
5216	530325	Maintenance - Equipment	4,428	14,778	17,000	13,248	17,000	17,000	17,000	
5217	530335	Maintenance - Buildings & Grounds	83,517	63,272	70,603	92,265	74,000	74,000	74,000	
5223	550420	Landline Telephone	968	796	1,000	639	1,000	1,000	1,000	
	550430	Mobile Communications								
	550450	Internet								
5225	550510	Mileage & Training Expenses		150	400	246	400	400	400	
-	550630	Water/Sewer Services				1,497		1,500	1,500	
5242	560110	Material & Supplies	8,557	12,336	9,000	9,522	9,000	9,000	9,000	
5247	560210	Motor Fuels & Lubricants	7,620	8,514	12,000	14,377	12,000	12,000	12,000	
5250	560240	Small Tools & Equipment	1,896	980	2,400	533	2,400	2,400	2,400	
5281	550610	Electricity	11,442	11,291	12,000	14,917	12,000	12,000	12,000	
		Total Operating Services	122,442	118,205	147,523	155,070	150,125	151,857	151,857	1.2%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicle	32,383				0	0	0	
5515	580530	Building & Fixed Equipment		21,285	44,000	44,000	10,000		0	
5520	580630	Other Equipment			24,000	22,463	36,000	76,000	76,000	
		Total Capital Outlay	32,383	21,285	68,000	66,463	46,000	76,000	76,000	65.2%
		TOTAL	\$684,118	\$644,482	\$769,563	\$764,007	\$766,375	\$926,682	\$926,682	20.9%

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## PARKS & GROUNDS

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Diesel Tractor, Trailer &amp; Attachments</b>	<b>38,000</b>	<b>500</b>	<b>\$ 38,000</b>
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 38 horse power diesel tractor will replace current equipment that will be over 22 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.			
<b>Field Pro Infield Groomer and Attachments</b>	<b>38,000</b>	<b>200</b>	<b>\$ 38,000</b>
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties. Groomer will replace current equipment that will be over 17 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.			
<b>Total Capital Outlay - FY2023-24 ....</b>			<b>\$ 76,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>			<b>\$ 700</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Zero Turn Mower (2)</b>	<b>13,000</b>	<b>100</b>	<b>\$ 26,000</b>
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties. These mowers are utilized daily from March to November for grass cutting purposes at parks and facilities; will negatively impact service and increase maintenance without replacement.			
<b>Ford F150 Pick-up Truck</b>	<b>38,000</b>	<b>200</b>	<b>\$ 38,000</b>
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 20 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.			
<b>Total Capital Outlay - FY2024-25 ....</b>			<b>\$ 64,000</b>

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 ...</b>	.....	\$	-

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 ...</b>	.....	\$	-

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 ...</b>	.....	\$	-

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2025-26 ...</b>			<b>\$ -</b>

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2026-27 ...</b>			<b>\$ -</b>

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2027-28 ...</b>			<b>\$ -</b>

**CITY OF COLONIAL HEIGHTS**  
**2023-24 BUDGET**

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$39,151	\$40,469	\$40,709	\$40,747	\$40,709	\$44,883	\$44,883	
5103	510210	Part-Time Salaries	4,864	5,170	13,000			14,352	14,352	
-	510250	Temporary & Seasonal Help				759				
5601	510500	Accumulated Leave								
5125	520100	FICA	3,498	3,629	4,109	3,312	4,213	4,532	4,532	
5130	520200	VRS	5,462	5,321	5,858	5,858	6,363	7,600	7,600	
5135	520250	VRS- Hybrid								
5140	520270	ICMA- Defined Contribution								
5145	520300	Group Life Insurance	531	507	546	546	546	652	652	
5150	520400	Health Insurance	1,650	1,650	1,650	1,650	1,650	1,650	1,650	
5160	520500	Disability Insurance								
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	32	31	20	39	27	27	27	
		Total Personal Services	55,188	56,777	65,892	52,910	67,860	73,696	73,696	8.6%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	55	185	2,500		2,500	2,500	2,500	
5203	530210	Professional & Special Services	1,843	2,239	2,500	802	2,500	2,500	2,500	
5206	550120	Membership Dues	82	70	450	70	450	450	450	
5209	530315	Maintenance - Electronics	720	720	1,320	1,210	525	1,117	1,117	
5217	530335	Maintenance - Buildings & Grounds	2,282	3,072	12,529	8,468	8,000	8,000	8,000	
5221	550400	Postage	26		150	3	150	150	150	
5223	550420	Landline Telephone	1,694	1,919	720	1,924	720	720	720	
5225	550510	Mileage & Training Expenses	65		300	647	300	300	300	
-	550630	Water/Sewer Services				637		650	650	
5242	560110	Material & Supplies	2,304	1,200	3,000	4,819	3,000	3,000	3,000	
		Total Operating Services	9,070	9,404	23,469	18,579	18,145	19,387	19,387	6.8%
		<b>TOTAL</b>	<b>\$64,259</b>	<b>\$66,181</b>	<b>\$89,361</b>	<b>\$71,489</b>	<b>\$86,005</b>	<b>\$93,083</b>	<b>\$93,083</b>	<b>8.2%</b>

## Library

The City of Colonial Heights Public Library provides a wide range of library services to the community, while serving the educational, informational, and recreational reading needs of over 200,000 visitors each year.

The Library's collections include traditional books and magazines, large audio book and DVD/Blu-ray collections, and a large online e-book and audiobook library, along with a public computer center, and a newly developing Digital Knowledge Center and a public wireless network.

The Library also has three meetings rooms that are heavily utilized by civic clubs, independent groups, tutors and student study groups, as well as other city departments.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Circulation Total	103,072 <sup>(1)</sup>	259,094	260,000	260,000
Print books	59,345	204,855	204,855	205,000
E-books	22,260	24,721	26,000	26,000
Videos	12,345 <sup>(2)</sup>	11,712	11,000	10,000
Audiobooks	2,281	3,930	4,000	4,000
Computers	6,841	13,876	13,000	13,000
Library Cards Issued	661	784	800	800
Registered Borrowers	9,597 <sup>(3)</sup>	10,233	10,000	10,000
Patron Visit Count	119,136	140,417	140,000	140,000
Story Hour Participants	623	3,264	3,200	3,200
Volumes Added to Collection	4,017	3,246	3,200	3,200
Meeting Room Groups	234	1,249	1,200	1,200

1. FY 20-21 figures represent a decline in each category due to the Covid closing, while the projected figures represent a current and anticipated rebound toward normalcy.
2. Projection predicts a continued decline in the circulation of DVDs due to streaming.
3. Library staff purges the registration files annually to remove residents who have not used the library in years possibly due to moving, passing or other circumstances.

### **Personnel Resources**

Library		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Library Director	FT	1.00	1.00	0.00
Senior Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	PT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$368,926	\$300,698	\$326,871	\$326,279	\$326,870	\$337,758	\$337,758	
5103	510250	Temporary & Seasonal Help	49,809	48,608	57,519	51,199	57,519	57,519	57,519	
-	510300	Overtime				249				
5125	520100	FICA	32,393	26,914	29,406	28,698	29,406	30,239	30,239	
5130	520200	VRS	35,803	26,508	43,202	25,676	46,926	56,048	56,048	
5135	520250	VRS- Hybrid	9,730	9,791		15,301				
5140	520270	ICMA- Defined Contribution	1,224	1,361		1,643				
5145	520300	Group Life Insurance	4,560	3,569	4,024	3,969	4,025	4,807	4,807	
5150	520400	Health Insurance	60,883	46,575	41,824	41,781	45,831	48,644	48,644	
5160	520500	Disability Insurance	1,362	2,411	246	622	676	808	808	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	258	215	120	370	162	162	162	
		Total Personal Services	564,946	466,651	503,212	495,786	511,415	535,985	535,985	4.8%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	5,970	2,506	7,600	4,361	6,150	6,250	6,250	
5206	550120	Membership Dues	55	830	700	612	700	775	775	
5209	530315	Maintenance - Electronics	12,960	12,960	24,420	24,623	19,425	29,022	29,022	
5212	550300	Rent of Equipment	1,669	1,430	1,550	1,581	1,550	1,550	1,550	
5216	530325	Maintenance - Equipment	336	331	960	352	360	360	360	
5218	530355	Maintenance - Misc.								
5221	550400	Postage	57		1,200	199	1,200	1,200	1,200	
5223	550420	Landline Telephone	23,393	22,183	23,472	22,079	23,472	5,304	5,304	
	550450	Internet						14,160	14,160	
5225	550510	Mileage & Training Expenses	76		850	45	850	850	850	
5242	560110	Material & Supplies	19,766	26,923	28,911	32,285	27,040	28,122	28,122	
5248	560130	Books & Publications	108,868	113,057	116,293	117,086	119,782	124,573	124,573	
	560134	Newspapers & Periodicals								
	560138	Audiovisual Materials								
	560140	Electronic Materials								
	560143	Other Non-Book Collection Materials								
	560147	Collection Expenditures								
5281	550610	Electricity	42,619	43,778	47,000	42,711	47,000	47,000	47,000	
		Total Operating Services	215,769	223,997	252,956	245,935	247,529	259,166	259,166	4.7%
		<u>CAPITAL OUTLAY</u>								
5510	560290	Office Equipment		1,775						
5516	580500	Technology Equipment	9,952		20,777		1,500	1,500	1,500	
		Total Capital Outlay	9,952	1,775	0	20,777	1,500	1,500	1,500	0.0%
		<b>TOTAL</b>	<b>\$790,668</b>	<b>\$692,423</b>	<b>\$756,168</b>	<b>\$762,498</b>	<b>\$760,444</b>	<b>\$796,651</b>	<b>\$796,651</b>	<b>4.8%</b>

**City of Colonial Heights, Virginia**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## LIBRARY

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b>	1,500	-	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

**Total Capital Outlay - FY2023-24 ..... \$ 1,500**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b>	1,500	-	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

**Total Capital Outlay - FY2024-25 ..... \$ 1,500**

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b>	1,500	-	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

**Total Capital Outlay - FY2025-26 ..... \$ 1,500**

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b>	1,500	-		\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

**Total Capital Outlay - FY2026-27 ..... \$ 1,500**

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b>	1,500	-		\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

**Total Capital Outlay - FY2027-28 ..... \$ 1,500**

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City of Colonial Heights

FY2023-24

Annual Operating Budget

# COMMUNITY DEVELOPMENT

# Planning and Community Development

The department currently consists of three operating divisions (Planning/Zoning, Code Enforcement, and Building Inspections). The City of Colonial Heights Department of Planning and Community Development is guided by three goals:

- #1 To guide development, redevelopment, and growth of the City through the application of professional planning principles and zoning practices;
- #2 To ensure the health and safety of the citizens of the city through enforcement of codes and regulations related to construction of residential and commercial developments and enforcement of property maintenance and other ordinances; and,
- #3 To maintain a quality of service to the citizens and businesses of Colonial Heights by promptly and efficiently responding to questions and concerns in a courteous and professional manner.

The Planning/Zoning Division oversees the City's Home Repair Program that is funded through the Community Development Block Grant (CDBG) and implemented through the subrecipient awardee known as "Project: HOMES" with close coordination and supervision by planning staff. The Planning/Zoning Division processes legislative applications: (i) requesting changes in zoning districts ("rezoning"), (ii) proposing uses requiring of higher intensity and need of additional scrutiny ("special exceptions"), and (iii) proposing uses that need special consideration by City Council ("special use permits"). The Planning/Zoning Division also processes zoning permits and preliminary administrative applications that propose to develop property ("plans of development") and to subdivide property ("subdivision plat").

The Code Enforcement Division has two (2) two part-time code enforcement inspectors that work 28 hours a week each, each operating within a separate zone in the City. The division continues proactive code enforcement, driving by each home or business at least twice a month, while responding to code enforcement complaints and re-inspections for compliance. In FY 22-23, inspection services returned to onsite visits and the processes to provide notices of violation returned to standard practices.

The Building Inspections Division continues to ensure residential and commercial construction complies with the Virginia Uniform Statewide Building Code (USBC). Building Inspections staff takes pride in providing the best possible customer service and continues to be respected by contractors and residents for their knowledge and integrity. Inspection services returned to being conducted onsite in FY 22-23.

Permit applications can still be submitted online; however, foot traffic in office remains high for the submission of permits and payments.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
CDBG Funds Received*	\$105,781	\$111,017	\$115,000	\$110,000
Planning Commission Mtgs	9	7	12	12
Building Inspections**	1,347	1,295	1,500	1,500
Code Enforcement Cases***	1,323	1055	1,400	1,400

\* HUD amended actual funding amounts

\*\* Anticipated increase in residential, commercial and possible redevelopment/infill projects

\*\*\* Property Maintenance, Zoning, Graffiti, Sign, Grass, Commercial/Trailer, Graffiti, In/Op Vehicle, Trash, Exterior Storage, and Trash Receptacle Placement Violations

**Personnel Resources**

**Planning/Building Inspection**

		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Diff.</b>
Director	FT	1.00	1.00	0.00
Assistant Director of Planning	FT	1.00	1.00	0.00
Building Official	FT	1.00	1.00	0.00
Senior Building Inspector	FT	1.00	1.00	0.00
Building Inspector**	FT	1.00	0.00	-1.00
Permit Technician	FT	1.00	1.00	0.00
Code Enforcement Inspectors	PT	0.00	2.00	2.00

FT = Full Time      PT = Part Time

**6**      **7**      **1.00**

\*\*position filled with (2) part-time code enforcement inspectors

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - PLANNING

DEPARTMENT NUMBER 1751

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$185,229	\$190,461	\$236,511	\$99,792	\$232,070	\$251,822	\$251,822	
5103	510210	Part-Time Wages	2,899	41,018	50,494					
-	510250	Temporary & Seasonal Help				37,082				
-	510300	Overtime				23				
5601	510500	Accumulated Leave Pay								
5125	520100	FICA	14,957	17,414	18,093	12,034	17,754	19,265	19,265	
5130	520200	VRS			34,034		36,274	42,641	42,641	
5135	520250	VRS- Hybrid	21,156	21,055		14,316				
5140	520270	ICMA- Defined Contribution	4,798	4,680		2,353				
5145	520300	Group Life Insurance	2,513	2,397	3,168	1,552	3,111	3,657	3,657	
5150	520400	Health Insurance	23,335	23,512	32,160	17,370	29,208	39,486	39,486	
5160	520500	Disability Insurance	1,034	948	1,248	24,374	1,227	1,442	1,442	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	92	90	70	139	81	81	81	
		Total Personal Services	256,013	301,576	375,778	209,034	319,725	358,394	358,394	12.1%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	2,099	5,892	4,000	3,805	6,500	6,500	6,500	
5203	530210	Professional & Special Services	30	314	2,000	98,234	2,000	2,000	2,000	
5206	550120	Membership Dues	844	654	1,795	713	1,795	1,795	1,795	
5209	530315	Maintenance - Electronics	1,440	1,440	3,300	3,630	4,200	7,100	7,100	
5216	530325	Maintenance - Equipment		422	1,600	482	1,600	1,000	1,000	
5221	550400	Postage	1,177	1,125	1,200	743	1,300	1,300	1,300	
5223	550420	Landline Telephone	1,488	1,392	2,700	1,392	2,700	1,700	1,700	
	550450	Internet								
5225	550510	Mileage & Training Expenses	1,583	196	3,500		3,500	3,500	3,500	
5242	560110	Material & Supplies	684	1,638	1,500	1,040	1,700	1,700	1,700	
5248	560130	Books & Publications			500	129	500	500	500	
		Total Operating Services	9,343	13,073	22,095	110,168	25,795	27,095	27,095	5.0%
		<u>CAPITAL OUTLAY</u>								
	580100	Office Furniture					0	2400	2400	
5516	580500	Technology Equipment					0	2,400	2,400	100.0%
		Total Capital Outlay								
		<b>TOTAL</b>	<b>\$265,357</b>	<b>\$314,649</b>	<b>\$397,873</b>	<b>\$319,202</b>	<b>\$345,520</b>	<b>\$387,889</b>	<b>\$387,889</b>	<b>12.3%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$152,880	\$155,715	\$206,326	\$201,239	\$213,564	\$180,889	\$180,889	
5103	510210	Part-Time Wages	31,852					57,330	57,330	
-	510250	Temporary & Seasonal Help				3,329				
-	510300	Overtime				44				
5125	520100	FICA	14,589	11,906	15,784	15,594	16,338	18,224	18,224	
5130	520200	VRS	13,702	13,350	22,875	16,128	24,847	30,630	30,630	
5135	520250	VRS- Hybrid	6,934	6,803		12,323				
5140	520270	ICMA- Defined Contribution	713	792		1,226				
5145	520300	Group Life Insurance	2,074	1,978	2,130	2,775	2,131	2,627	2,627	
5150	520400	Health Insurance	17,824	13,346	13,386	20,976	14,547	15,430	15,430	
5160	520500	Disability Insurance	305	280	300	497	301	359	359	
	520550	Worker's Compensation Insurance								
5170	520600	Unemployment Insurance	40	40	40	130	54	54	54	
		Total Personal Services	240,913	204,209	260,841	274,262	271,782	305,543	305,543	12.4%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	15,115	10,395	22,000	12,267	22,000	22,000	22,000	
5206	550120	Membership Dues	130	220	500	90	500	500	500	
5209	530315	Maintenance - Electronics	1,440	1,440	3,300	3,190	2,100	2,992	2,992	
5214	530320	Maintenance - Motor Vehicles	610	791	1,200	641	1,200	1,200	1,200	
5221	550400	Postage	2,716	2,273	5,500	1,081	5,500	3,500	3,500	
5223	550420	Landline Telephone	6,075	6,663	6,200	6,848	6,700	7,000	7,000	
	550450	Internet								
5225	550510	Mileage & Training Expenses		299	1,500		1,500	1,000	1,000	
5242	560110	Material & Supplies	1,939	1,212	3,700	2,779	3,700	3,700	3,700	
5247	560210	Motor Fuels & Lubricants	2,322	2,752	3,200	3,554	3,200	3,700	3,700	
5248	560130	Books & Publications	684		2,000	394	2,000	1,000	1,000	
5250	560240	Small Tools & Equipment	29	888	800	781	800	1,000	1,000	
5283		1% State Fee-Revenue acct in Munis	(913)	(284)		(244)				
		Total Operating Services	30,147	26,650	49,900	31,380	49,200	47,592	47,592	-3.3%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Motor Vehicles				17,970				
5516	580500	Technology Equipment	2,652		0	17,970	0	0	0	0.0%
		Total Capital Outlay	2,652		0	17,970	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$273,712</b>	<b>\$230,859</b>	<b>\$310,741</b>	<b>\$323,613</b>	<b>\$320,982</b>	<b>\$353,135</b>	<b>\$353,135</b>	<b>10.0%</b>

## City of Colonial Heights

### FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## PLANNING/BUILDING INSPECTIONS

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Office Furniture</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>
<i>Replacement; General upgrade of office furniture. Existing furniture is large and bulky which doesn't allow an arrangement to accommodate small meeting space despite the large size of the office. Existing furniture is also outdated and not conducive to today's modern work environment for productivity and efficiency. New furniture will better utilize space to allow staff member to work at a desk, review plans, and include a small table and chairs to allow for a small private meeting space in the Director's office to meet with department divisions separately, with individual staff members, and with individual members of the public i.e. impromptu walk-in meetings.</i>			

**Total Capital Outlay - FY2023-24 ... ..... \$ 2,400**

Fiscal Year:

**FY2024-25**

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2024-25 ... ..... \$ -**

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Chevrolet Silverado Truck</b>	<b>28,000</b>	<b>500</b>	<b>\$ 28,000</b>
<i>Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 2015 truck for Building Inspections; current vehicle well past useful life. Request is intended to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			

**Total Capital Outlay - FY2025-26 ... ..... \$ 28,000**

Fiscal Year:

**FY2026-27**

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2026-27 ... ..... \$ -**

Fiscal Year:

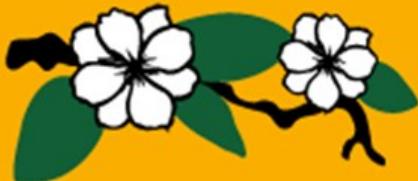
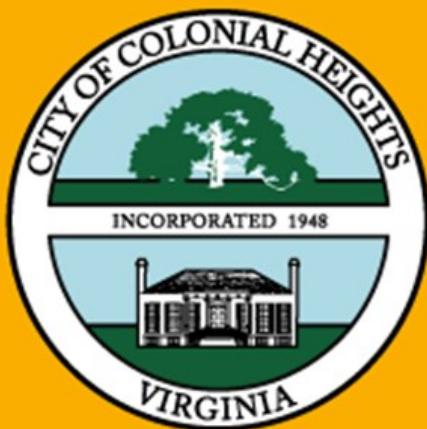
**FY2027-28**

*No Equipment Needs Currently Identified for this Fiscal Year*

**Total Capital Outlay - FY2027-28 ... ..... \$ -**

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City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# HUMAN SERVICES

## Office on Youth & Human Services

The City of Colonial Heights Office on Youth & Human Services serves the general citizenry by working to develop and improve the community assets that assist families in raising children who are responsible, law abiding and self-reliant.

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 12<sup>th</sup> District Court Services Unit, social services, health and mental health, and other city departments to create opportunities for enhancing services for our youth and families. The Virginia Juvenile Community Crime Control Act diversion programs, funded in part by the Department of Juvenile Justice, offer an opportunity for first-time offenders to receive consequences with education.

The Office on Youth is also active in providing leadership for boards, coalitions, teams and task forces that address youth issues to increase/improve community resources. The CADRE Coalition, our local community substance-abuse prevention coalition, works with the youth to provide leadership and recreational alternatives.

The Kid's Achieving Progress Afterschool Program (KAP) serves the City's youth in grades 4th-8th with afterschool tutoring and skill building.

<b>Performance Indicators</b>	<b>FY 20 - 21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
# Served by Diversion Programs (VJCCCA)	113	121	125	125
# Served Community Prevention/Education	403	472	400	700
Kid's Achieving Progress (KAP)	20	20	45	45

### **Personnel Resources**

#### **Office On Youth & Human Services**

<b>Classification Title</b>	<b>Status</b>	<b>Authorized Positions</b>		
		<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Diff.</b>
Administrator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>4.00</b>	<b>4.00</b>	<b>1.00</b>

<b>KAP (Supervisors, Support)</b>	<b>PT</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>
PT = Part Time		<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>										
5101	510100	Full-Time Salaries	\$84,773	\$88,804	\$110,641	\$111,047	\$192,440	\$210,886	\$210,886	
5101	510100-VJCCA	Full-Time Salaries (VJCCA)	14,706	40,859	43,911	36,651		41,523	41,523	
5103	510210	Part-Time Salaries	210							
5103	510210-VJCCA	Part-Time Wages (VJCCA)	28,031	20,078	29,000	19,565				
	510250	Temporary & Seasonal Wages		\$6,920						
	510250-KAP	Temporary & Seasonal Wages (KAP)	27,799	8,819	53,312	33,246	61,632	63,000	63,000	
5125	520100	FICA	6,198	7,254	8,464	8,644	19,437	16,133	16,133	
5125	520100-VJCCA	FICA (VJCCA)	3,275	4,645	5,578	4,275		3,177	3,177	
5125	520100-KAP	FICA (KAP)	2,124	675	4,078	2,544		4,820	4,820	
5130	520200	VRS	6,733	9,185	15,921	9,990	30,080	35,709	35,709	
	520200-VJCCA	VRS (VJCCA)	1,770	5,504	6,319	1,580				
5135	520250	VRS- Hybrid		2,255				5,557		
-	520250-VJCCA	VRS- Hybrid (VJCCA)						3,229		
5140	520270	ICMA- Defined Contribution		168				415		
-	520270-VJCCA	ICMA- Defined Contribution (VJCCA)						241		
5145	520300	Group Life Insurance	904	1,109	1,482	1,486	2,581	3,063	3,063	
	520300-VJCCA	Group Life Insurance (VJCCA)	172	524	588	470				
5150	520400	Health Insurance	13,171	12,535	19,740	16,560	34,063	29,810	29,810	
	520400-VJCCA	Health Insurance (VJCCA)		8,580	8,280	6,939				
5160	520500	Disability Insurance		89	218	219	650	507	507	
	520500-VJCCA	Disability Insurance (VJCCA)		-	232	127				
	520550	Worker's Compensation Insurance								
	520550-VJCCA	Worker's Compensation Ins. (VJCCA)								
5170	520600	Unemployment Insurance	41	95	40	72	108	108	108	
5170	520600-VJCCA	Unemployment Insurance (VJCCA)	27	36	20	98				
5170	520600-KAP	Unemployment Insurance (KAP)	33	3		110				
	Total Personal Services		189,965	218,137	307,824	263,068	340,991	408,736	408,736	19.9%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Svc (incl. CAC)	17,655	10,000	22,900	18,645	22,900	22,900	22,900	
5203	530210-BBG	Professional & Special Svc (Better Beg)		200	700	409	700	700	700	
5203	530210-VJCCA	Professional & Special Svc (VJCCA)	2,132	1,200	1,200	1,200	1,200	1,200	1,200	
5206	550120	Membership Dues	200	131	300	289	300	300	300	
5209	530315	Maintenance - Electronics	1,800	1,800	3,960	4,290	4,725	7,854	7,854	
5209	530315-VJCCA	Maintenance - Electronics (VJCCA)	360	360	2,640	2,310	525	757	757	
	530320	Maintenance - Motor Vehicles (703, 706)			200		200	300	300	
5214	530320-VJCCA	Maintenance - Motor Vehicles (VJCCA)			200		200	300	300	
5216	530320	Maintenance - Equipment-Vehicle			200		200	600	600	
5221	550400	Postage	234	172	550	127	550	500	500	
5221	550400	Postage (Better Beginnings)	16	1						
5221	550400-VJCCA	Postage (VJCCA)	9		350	1	350	300	300	
5223	550420	Landline Telephone	4,094	3,892	4,700	3,889	4,700	4,700	4,700	
	550450	Internet								
5224	530250	Other Services & Charges	89	70	400	637	400	400	400	
5224	530250-BBG	Other Services & Charges (Better Beginnings)			600	360	600	600	600	
5224	530250-VJCCA	Other Services & Charges (VJCCA)	138	93	200	168	200	700	700	
5224	530250-KAP	Other Services & Charges (KAP)	525	115	1,500	848	1,500	1,500	1,500	
5225	550510	Mileage & Training Expense	950	829	2,000	1,100	2,000	2,000	2,000	
5225	550510	Mileage & Training Expense (Better Beg)			500	167	500	0	0	
5225	550510-VJCCA	Mileage & Training Expenses (VJCCA)		339	400	391	400	1,000	1,000	
5225	550510-KAP	Mileage & Training! Expenses (KAP)	69	155	500	500	500	500	500	
5226	510400	Automobile Allowance	389	1,203	1,200	1,200	1,200	1,200	1,200	
5242	560110	Material & Supplies	1,860	4,912	3,500	3,384	3,500	3,500	3,500	
5242	560110-BBG	Material & Supplies (Better Beg)	14	396	800	727	800	500	500	
5242	560110-VJCCA	Material & Supplies (VJCCA)	722	558	700	4,851	700	2,700	2,700	
5242	560110-KAP	Material & Supplies (KAP)	633	600	1,125	931	1,125	1,125	1,125	
5247	560210	Motor Fuels & Lubricants	1,347	356	900	861	900	1,000	1,000	
5247	560210-VJCCA	Motor Fuels & Lubricants (VJCCA)			325		325	500	500	
5248	560130	Books & Publications	86		100	17	100	100	100	
-	560325	Donated Funds- Shoe Fund			755					
	560325-VJCCA	Donated Funds (VJCCA)								
-	570510	Youth Advisory Council				1,744				
-	570510-VJCCA	Youth Advisory Council (VJCCA)				1,250				
		Total Operating Services	33,322	27,383	52,450	51,051	51,100	57,436	57,436	12.4%
		<u>CAPITAL OUTLAY</u>								
5516	580500	Technology Equipment	1,244							
5501	580100	Motor Vehicles								
		Total Capital Outlay	1,244	0	0	0	0	0	0	0.0%
		TOTAL	\$224,531	\$245,520	\$360,274	\$314,119	\$392,091	\$466,173	\$466,173	18.9%

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Total Capital Outlay - FY2023-24 ..... \$ -</b>			

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
<b>Total Capital Outlay - FY2024-25 ..... \$ -</b>			

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
<b>Total Capital Outlay - FY2025-26 ..... \$ -</b>			

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
<b>Total Capital Outlay - FY2026-27 ..... \$ -</b>			

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
<b>Total Capital Outlay - FY2027-28 ..... \$ -</b>			

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

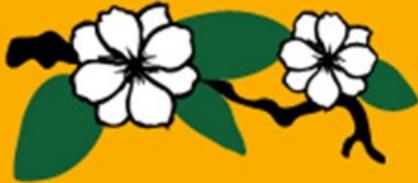
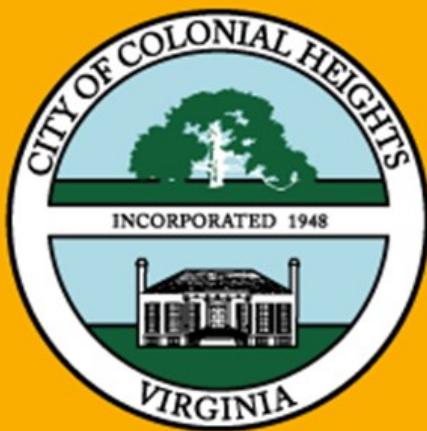
DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	\$466			904.54				
5203	530210	Professional & Special Services	73,116	\$139,058	\$107,000	\$91,118	\$107,000	\$96,493	\$96,493	
		Total Operating Services	73,583	139,058	107,000	92,022	107,000	96,493	96,493	-9.8%
		<b>TOTAL</b>	<b>\$73,583</b>	<b>\$139,058</b>	<b>\$107,000</b>	<b>\$92,022</b>	<b>\$107,000</b>	<b>\$96,493</b>	<b>\$96,493</b>	<b>-9.8%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

NON-  
DEPARTMENTAL

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>City Memberships &amp; Programs</u>								
-	530240	Credit Card Fees								
5801	570510	Youth Advisory Council	\$2,250	\$2,250	\$2,250	309.95	\$2,250	\$2,250	\$2,250	
5804	570520	Brightpoint Community College	3,733	3,892		3,754	3,892	3,892	3,892	
5806	570540	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,811	21,811	21,811	
5807	570550	Virginia Municipal League	9,105	9,009	9,000	9,474	9,000	9,000	9,000	
5808	570560	Fort Clifton Arts & Crafts Festival	500	500	600	600	600	600	600	
5809	570570	Christmas Mother	2,000	4,000	4,000	4,000	4,000	4,000	4,000	
5810	570580	Crater Agency on Aging								
5818	570640	After Prom Committee	500	500	500	500	500	500	500	
5819	570650	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5825	570680	Richard Bland College	3,000	3,000	3,000		3,000	3,000	3,000	
5827	570700	Virginia State University	3,000	0	3,000		3,000	3,000	3,000	
5828	570710	Chamber of Commerce	9,450	12,000	12,000	12,000	12,000	12,000	12,000	
5829	570720	American Legion - Flags	300	300	300	300	300	300	300	
5841	570765	Small Business Development Center	4,500	4,500	4,500	4,500	4,500			
5847		Crater Workforce Dev-move to Econ Dev								
5255	530250	Refunds - Rebates	29							
		Total City Memberships & Programs	50,684	52,268	53,257	49,545	55,853	61,353	61,353	9.8%
		<u>Contributions</u>								
5813	570610	Legal Aid Justice Center	1,000	0						
5814	570620	CARES	3,600	0				3,000	3,000	
5816	570630	Petersburg Symphony						1,000	1,000	
5826	570690	CCHASM	4,600	0	6,500	6,500	5,000	2,500	2,500	
5837	570750	Feed More (Meals on Wheels)	7,900	9,000	9,000	9,000	9,000	5,000	5,000	
5839	570760	Colonial Heights Food Pantry	9,800	11,000	13,500	13,500	15,000	15,000	15,000	
5840	570770	American Red Cross	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
5821	570660	Ridefinders								
5822	570790	Friends of the Lower Appomattox River	1,000	0	1,500	1,500	1,500	2,000	2,000	
		Crater District Area Agency on Aging						2,000	2,000	
		Side Street Gallery								
		Virginia War Memorial Foundation						1,000	1,000	
		Total Contributions	30,400	22,500	33,000	33,000	33,000	34,000	34,000	3.0%
		<b>TOTAL</b>	<b>\$81,084</b>	<b>\$74,768</b>	<b>\$86,257</b>	<b>\$82,545</b>	<b>\$88,853</b>	<b>\$95,353</b>	<b>\$95,353</b>	<b>7.3%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	\$59,331	\$41,387	\$66,900	\$19,189	\$66,900	\$66,900	\$66,900	
5224	530250	Other Services & Charges	2,519	421	7,000	(1,461)	4,000	4,000	4,000	
5225	550510	Mileage & Training Expenses		306						
5253	559300-LTRC	Litter Control Grant	811	3,716	5,000		5,000	5,000	5,000	
5254	559300	Contingencies & Reserve		0	470,479	7,943	1,500,519	1,797,522	1,797,522	
5255		Refunds - Rebates	1,424	11,091			3,000	3,000	3,000	
5273	530240	Credit Card Fees	25,836	46,483	50,000	84,856	50,000	72,000	72,000	
		Total Operating Expenses	89,922	103,403	599,379	110,527	1,629,419	1,948,422	1,948,422	19.6%
		TOTAL	\$89,922	\$103,403	\$599,379	\$110,527	\$1,629,419	\$1,948,422	\$1,948,422	19.6%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - DEBT SERVICE

DEPARTMENT NUMBER 1093000

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>FIXED CHARGES</u>								
5620	590100	Redemption of Bonds	\$2,599,226	\$2,469,102	\$2,667,220	\$2,562,554	\$2,651,523	\$2,740,494	\$2,740,494	
5621	590100	Notes Payable	93,391	74,563	76,356	76,356				
5640	590200	Interest on Bonds	1,112,350	1,031,953	974,171	946,069	1,104,787	996,924	996,924	
5641	590200	Interest on Notes	4,278	3,164	1,372	1,371				
5648	590300	Other Debt Service Costs	6,144	6,225	6,000	155,264	6,500	6,500	6,500	
		Total Fixed Charges	3,815,390	3,585,007	3,725,119	3,741,614	3,762,810	3,743,918	3,743,918	-0.5%
		<b>TOTAL</b>	<b>\$3,815,390</b>	<b>\$3,585,007</b>	<b>\$3,725,119</b>	<b>\$3,741,614</b>	<b>\$3,762,810</b>	<b>\$3,743,918</b>	<b>\$3,743,918</b>	<b>-0.5%</b>

2023-24 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2022	\$ -					\$ -
2018	225,730	\$ 74,764		\$ 34,506		335,000
2016	327,500	327,500				655,000
2015 (New)			\$ 44,600	70,963	\$ 79,436	194,999
Refunding 2007	154,167	475,833				630,000
2012	1,155,000					1,155,000
TOTAL	<u>1,862,397</u>	<u>878,097</u>	<u>44,600</u>	<u>105,469</u>	<u>79,436</u>	<u>2,969,999</u>
5621- Notes Payable	0					0
TOTAL	<u>0</u>					<u>0</u>
GRAND TOTAL	<b>\$1,862,397</b>	<b>\$878,097</b>	<b>\$44,600</b>	<b>\$105,469</b>	<b>\$79,436</b>	<b>\$2,969,999</b>
PERCENTAGE	62.71%	29.57%	1.50%	3.55%	2.67%	100.00%

2023-24 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2022	\$ 144,800	\$ 78,231				\$ 223,031
2018	108,777	\$ 36,028		\$ 16,628		161,433
2016	96,344	96,344				192,688
2015			\$19,544	26,319	\$39,587	85,450
Refunding 2007	20,862	64,388				85,250
2012	351,150					351,150
Less 2022 Accrued Interest			(1,702)	(3,850)	(3,418)	(8,970)
Plus 2023 Accrued Interest			1,629	3,640	3,289	8,557
<b>TOTAL</b>	<b>721,933</b>	<b>274,991</b>	<b>19,471</b>	<b>42,737</b>	<b>39,458</b>	<b>1,098,589</b>
5641 - Interest - Notes	-					0
<b>TOTAL</b>	<b>-</b>					<b>0</b>
5648 - Other Debt Service Cost	6,500					6,500
<b>TOTAL</b>	<b>6,500</b>					<b>6,500</b>
<b>GRAND TOTAL</b>	<b>\$728,433</b>	<b>\$274,991</b>	<b>\$19,471</b>	<b>\$42,737</b>	<b>\$39,458</b>	<b>1,105,089</b>
PERCENTAGE	65.92%	24.88%	1.76%	3.87%	3.57%	100.00%

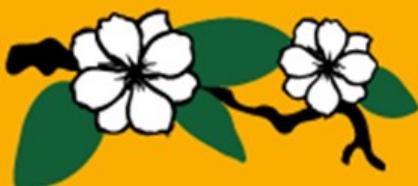
# CITY OF COLONIAL HEIGHTS 2023-24 BUDGET

DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

**ECONOMIC  
DEVELOPMENT  
AUTHORITY**

# Economic Development/Economic Development Authority

The City of Colonial Heights Economic Development Division is responsible for implementing the overall economic development mission of the City. A major component of this includes working with new and existing businesses to create new investments and jobs in the City of Colonial Heights. The office also provides staff support to the Economic Development Authority (EDA) and works with various regional and state agencies to market and promote the City of Colonial Heights.

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing. The EDA approved an incentive up to \$1,600,000 for the development of 401 Temple Avenue in December 2020.

Financial details for the EDA are presented immediately following the General Fund.

Performance Indicators	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected	FY 23-24 Projected
Existing Business Visits	8	11	20	22
Site/Bldg. Submissions	10	15	12	16
Prospect Requests	14	18	16	20
Economic Dev. Authority Mtgs.	6	6	8	8
Cold Calls	14	34	45	45
Trade Shows/Marketing Missions	0	1	2	2

## *Personnel Resources*

Economic Development		Authorized Positions		
Classification Title	Status	FY 22-23	FY 23-24	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT	1.00	1.00	0.00
FT = Full Time	PT = Part Time	<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 250

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
4321		<u>LICENSE PERMITS &amp; FEES</u> Admin Fees Total License Permits & Fees								
			0	0	0	0	0	0	0	0.0%
4501		<u>CHARGES - CURRENT SERVICES</u> Interest Total Charges - Use of Money & Property								
			0	0	0	0	0	0	0	0.0%
4647		Grants Federal Pass Thru								
4990	449990	<u>MISCELLANEOUS</u> Use Of Fund Balance Total - Miscellaneous			\$30,280		\$28,580	\$29,580	\$29,580	
			0	0	30,280	0	28,580	29,580	29,580	3.5%
		TOTAL	\$0	\$0	\$30,280	\$0	\$28,580	\$29,580	\$29,580	3.5%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

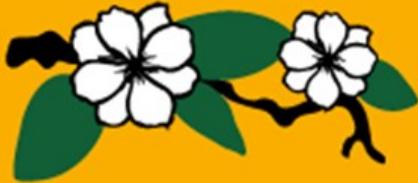
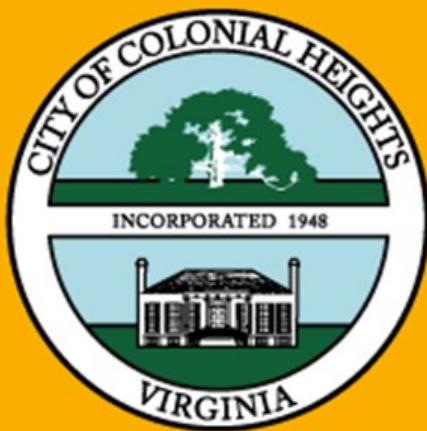
DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES

DEPARTMENT NUMBER 2553

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising			\$2,500		\$2,500	\$2,500	\$2,500	
5203	530210	Professional & Special Services			5,000		3,500	3,000	3,000	
5206	550120	Membership Dues			200		450	450	450	
5221	550400	Postage			30		30	30	30	
5225	550510	Mileage & Training Expenses			2,500		2,000	2,000	2,000	
	550520	Professional Development						1,500	1,500	
5242	560110	Material & Supplies			50		100	100	100	
5909	559300	Reserve for future Capital Projects			20,000		20,000	20,000	20,000	
5256	550820	Grant Programs/ Payments to Businesses								
		Total Operating Expenses			\$481,480					
			5,671	0	30,280	0	28,580	29,580	29,580	3.5%
		TOTAL	\$5,671	\$0	\$30,280	\$0	\$28,580	\$29,580	\$29,580	0.0%

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*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

RECREATION  
ACTIVITY  
FUND

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE

ACCOUNT NUMBER 140

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
4325		<u>LICENSE PERMITS &amp; FEES</u> Credit Card Fees Total License Permits & Fees								
4504	418410	<u>CHARGES - CURRENT SERVICES</u> Concessions Recreation Use Charges & Fees								
4704		Youth Sport Sponsorships	\$15,580		\$19,300	\$13,093	\$19,300	\$19,300	\$19,300	
4721	416710	Special Interest Classes	3,413	4,675	2,000	725	2,000	2,000	2,000	
4722	416720	Special Events	30,328	17,104	64,617	40,610	64,617	64,617	64,617	
4723	416735	Adult Athletic Leagues	475		16,000	6,973	16,000	16,000	16,000	
4724	416730	Active Net	50							
4743		Senior Citizen Classes/ Special Events	39,627	(5,624)	55,000	9,927	55,000	55,000	55,000	
4745	416740	Youth Center Fees				294				
4752	416725	Christmas Parade	3,750		4,000	4,599	4,000	4,000	4,000	
4753	416745	Youth World Series								
4755		Total Charges - Current Services	93,223	16,156	160,917	76,221	160,917	160,917	160,917	0.0%
		<u>MISCELLANEOUS</u>								
4726	416780	Violet Bank Museum	690			1,529				
4728		Beautification Committee	20							
-	449930	Transfer from Cap				15,000				
4807	449940	Transfer from Schools	30,000							
4812	418200	Donations	135	2,235		2,789				
-	418200	Becom Donations				288				
4815		Park Donations								
4821		Transfer from General Fund								
4842	418273	Transportation Donations - CAA Van	4,557	185		190				
4990	449990	Use Of Fund Balance								
		Total - Miscellaneous	35,402	2,854	0	19,796	0	0	0	0.0%
		<b>TOTAL</b>	<b>\$128,625</b>	<b>\$19,010</b>	<b>\$160,917</b>	<b>\$96,017</b>	<b>\$160,917</b>	<b>\$160,917</b>	<b>\$160,917</b>	<b>0.0%</b>

CITY OF COLONIAL HEIGHTS  
2022-23 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

DEPARTMENT NAME / RECREATION ACTIVITY FUND EXPENDITURES			DEPARTMENT NUMBER 1200							
ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>			\$5,000		\$5,000	\$5,000	\$5,000	
5103	510250	Temporary & Seasonal Help								
5125	520100	FICA								
		Total Personal Services	0	0	5,000	0	5,383	5,383	5,383	0.0%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services								
5242	560110	Material & Supplies	63,544	24,851	109,917	43,428	109,917	5,000	5,000	
5245	560310	Concession								
5305	560340-BECOM	Beautification Committee	178			300				
5307	560320-CMAS	Christmas Parade	5,123		6,000	3479.87	5,617	5,617	5,617	
5654	599300	Transfer to CIP	186,000							
5662	560320-SRCIT	Senior Citizen Classes/Special Events	20,703		40,000	6,019	40,000	40,000	40,000	
		Total Operating Services	275,548	24,851	155,917	53,227	155,534	155,534	155,534	0.0%
		<u>CAPITAL OUTLAY</u>								
5520	580630	Other Equipment		6,926						
		Total Capital Outlay	0	6,926	0	0	0	0	0	
		<b>TOTAL</b>	<b>\$275,548</b>	<b>\$31,777</b>	<b>\$160,917</b>	<b>\$53,227</b>	<b>\$160,917</b>	<b>\$160,917</b>	<b>\$160,917</b>	<b>0.0%</b>

**City of Colonial Heights****FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****RECREATION FUND**

Fiscal Year:

**FY2023-24**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year*

<b>Total Capital Outlay - FY2023-24 ...</b>	<b>\$</b>	<b>-</b>
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Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year*

<b>Total Capital Outlay - FY2024-25 ...</b>	<b>\$</b>	<b>-</b>
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Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year*

<b>Total Capital Outlay - FY2025-26 ...</b>	<b>\$</b>	<b>-</b>
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Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year*

<b>Total Capital Outlay - FY2026-27 ...</b>	<b>\$</b>	<b>-</b>
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Fiscal Year:

**FY2027-28**

Annual

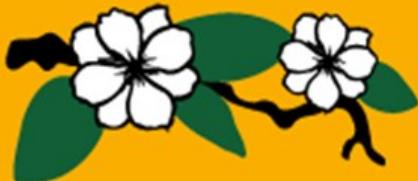
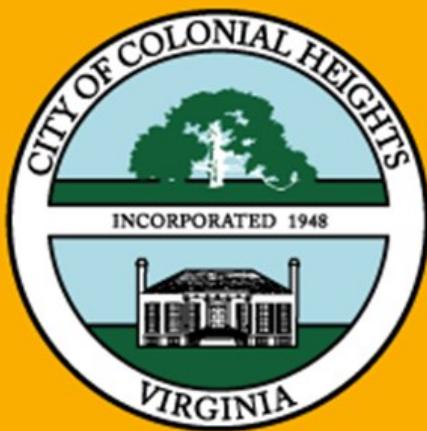
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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*No Equipment Needs Currently Identified for this Fiscal Year*

<b>Total Capital Outlay - FY2027-28 ...</b>	<b>\$</b>	<b>-</b>
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City of Colonial Heights  
FY2023-24  
Annual Operating Budget

CAPITAL  
PROJECTS  
FUND

**CITY OF COLONIAL HEIGHTS**  
2023-24 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE								ACCOUNT NUMBER 300		
ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>USE OF MONEY &amp; PROPERTY</u>								
4501	415110	Interest on Investments	\$146,520	\$12,155		\$24,602				
		Total - Use of Money & Property	146,520	0		0				
		<u>INTERGOVERNMENTAL REVENUE</u>								
4632		Ridge Road Improv								
4636		CAD Grant								
4637		ARGT IV 115182								
4648		GRANTS STATE								
4655	423340	VDOT Projects	5,215,729		2,630,672		\$2,136,470	3,950,470	\$3,950,470	
-	423355	State 911 Grant				3,000				
-	432345	Local Emergency				156,210				
NEW		Federal Grants					\$250,000			
-	432410	Federal Highway				1,277,462				
NEW		ARPA Funds					\$4,500,000			
4662		BLVDDUPUYINTER #3945								
4663		Brand Bri 9994		53,006						
4665		R1SignalCoord #77600		57,997						
4669		TRFSIGDIM/JEN #947.50								
4671		Signal Grant								
4673		DUPUYAveMod #101287		1,390,276						
4674		Lakeview Ave Imp #101288		35,590						
4676		Fire Grant								
4678		TPLSIGN COORD #98883		64,974						
4681		Bridge Rehab #105109		268,447						
4682		Signal Cord Temple								
4683		Urban Cons'T Prog								
4687		CHMS Phase 3 #102836								
4688		North Elem Ph 1 #105233		12,761						
4689		North Elem Ph 2 #106188		40,540						
4691		Boulevard Resurf #111947								
4692		ARGT PHS #107533		16,557						
4693		BLVD ENH #107534								
4694		Rt 1 & Westover UPC100501		41,936						
4698		BLVD Resurf #115248		652,647						
		Total - Intergovernmental Revenue	5,215,729	1,729,142	2,630,672	1,436,672	6,886,470	3,950,470	3,950,470	-42.6%

**CITY OF COLONIAL HEIGHTS**  
**2023-24 BUDGET**

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 300

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>MISCELLANEOUS</u>								
4814		Private Grants	43,715							
4819	449914	Transfer from Recreation Fund	186,000							
4820	449940	Transfer from School Board	3,837							
4821	449910	Transfer from General Fund	1,060,247	1,116,693	743,587	519,018	187,600	1,034,521	1,034,521	
4822	449950	Transfer from Water/ Sewer		111,916						
4826	418470	Sale of Property			100,000					
4830	441140	Note proceeds			1,780,000	6,158,177	3,688,088	1,153,539	1,153,539	
4837	449955	Transfer from Stormwater			425,000		431,000	465,499	465,499	
4990	449990	Use of Fund Balance		469,438						
		Total Miscellaneous	1,293,799	1,698,047	3,048,587	6,677,195	4,306,688	2,653,559	2,653,559	-38.4%
		<b>TOTAL</b>	<b>\$6,656,048</b>	<b>\$3,427,189</b>	<b>\$5,679,259</b>	<b>\$8,113,867</b>	<b>\$11,193,158</b>	<b>\$6,604,029</b>	<b>\$6,604,029</b>	<b>-41.0%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	DEPARTMENT NUMBER 60XX		
								Manager Proposed	Council Approved	% Chg.
<u>GENERAL GOVERNMENT</u>										
6010	583110	Enterprise Resource Planning System	\$243,026	\$219,551		\$82,897				
6015	583245	Fire Apparatus	323,561		800,000	569,674				
6017	583210	City Wide Communication System	337,724	1,553,455		96,108				
6021		Ambulance Replacement					125,000			
		Fire Station #1 Arch/Eng Conceptual					50,000			
6022	NEW	Assessment								
6030	580630	Public Safety Bldg Generator	9,016	68,181		232,444				
6031	583220	Computer Aided Dispatch Repl.	415,004	231,099						
6035	580500	Computer Replacements	\$291,609							
6036	580530	City Hall HVAC	55,000							
6037	583225	911 Phone System Hardware Refresh				196,669				
6034	583130	City Facilities Security Upgrades		54,615	1,000,000		1,000,000			
6032	583120	Health Department Building Renov.				33,199				
6033	583810	Charles Dimmock Site Development		24,815						
6038	583260	Insulation Repl. at Fire Station #2			50,000					
6039	NEW	Demolition of 218 Highland Ave.								
6040	NEW	CHMS Generator				145,380		400,000	400,000	
	NEW	Auxiliary City Hall Parking Lot								
<u>RECREATIONAL FACILITIES</u>										
6103	583710	Violet Bank Restoration Phase II		311,622		26,306	250,000			
6105	583712	Restrooms/Concession Facilities	181,047							
6113	583727	Appomattox Greenway Trail- Ph. IV	439,357	39,848		119,908				
6114	583728	Appomattox Greenway Trail- Ph. V	64,038	22,262	599,316	188,668				
6115	583610	Transfer to School CIP Program	683,315	47,835						
		Lake Ave Pickleball Court & LED								
6119	NEW	Lights/Lkview Park					500,000			
6118	583730	All Inclusive/ Barrier Free Playground	35,000			15,000				
6120	583711	Shepherd Stadium Infield/ Outfield Turf			140,000	157,309		72,800	72,800	
	NEW	Asphalt Path Renov								
<u>EDUCATIONAL FACILITIES</u>										
6156	583713	CHMS Tennis Court Replacement	6,172							
6157	NEW	CHHS Fine Arts Renovation (Music-Art)					1,286,542	817,485	817,485	
6158	NEW	CHHS Front Entrance, Administration Areas					901,546	336,054	336,054	

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

ACCT #	NEW ACCT	Account Number	DEPARTMENT NUMBER 60XX						
			2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved
6202		<u>STREETS &amp; BRIDGES</u>							
6220		Nrth Ele Sdwk Ph I 10523							
6205		Stormwater Drainage Improvement	(38,173)						
6206		Safe Route to School	12,551						
6207		Access Rd-Trans Station		406,285					
6233		Highway Constructon				9,858			
6234		SRTS/NE PH II 106188							
6235		Boulevard Resurfacing							
6237		Conduit/Ellerslie Intersection	578,479						
6238		Boulevard Enh.- A to Temple	5,937						
6236		Gateway Roundabout Improv							
6239		Boulevard Enhancement- James to A							
6240		Holly Ave./ Jamestown Road	560,231						
6241		City Bridges	765,493						
6242		Animal Shelter Entrance		116,560					
6243		Boulevard at Westover Intersection							
6244		Branders Bridge- Blvd Rt. Turn Lane							
6245		Boulevard Resurface #1152							
6246		Animal Shelter Rd PH II							
6247		Boulevard at Temple Ave. Intersection							
6248	NEW	Dupuy Ave. Modern	736	57,997					
6257		Lakeview Ave. Modernization, Phase I	2,001,047	1,362,782					
6258		Temple Sig Cord UPC	36,389	35,590					
6262		Urban Cons't Program	359,650	20,595					
6265		Temple Ave. Resurfacing #113513							
6266		Temple Ave. Resurfacing #113441	319						
6267		Rt 1 & Westover (RTL) UPC							
6268		Ridge Road Improvements							
6247		CHHS (Conduit Road) Sidewalks							
6248		Blvd Spur Appomattox Greenway Trail							
6303		<u>UTILITY IMPROVEMENT</u>							
6313		Hrouda Pump Station							
6315		Dupuy Modern-Utility							
6320		Lakeview Mod-Utility							
6321		Water Tower Repairs							
6322		Main Pump Station Valve Replacement							
		Hill Place Sewer Replacement							

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

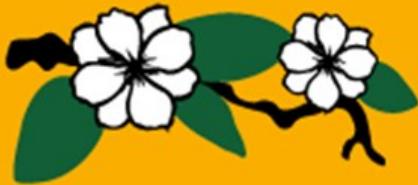
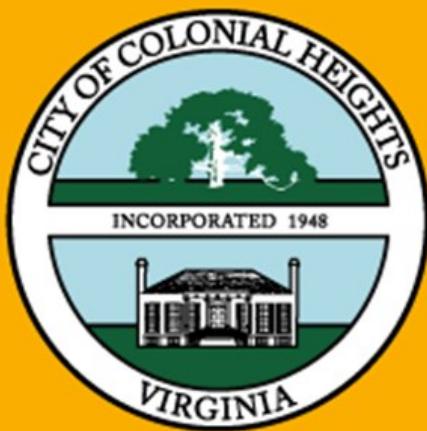
DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
6325	NEW	Citywide Infrastructure Replacement					4,500,000			
		<u>STORMWATER PROJECTS</u>				415,550	431,000	465,499	465,499	
6501		TMDL Project								
6510		Bruce Ave Phase IV								
6515		Ridge Road Culvert Replacement								
6520		Lexington Drive Outfall and Storm Sewer			425,000			237,738	237,738	
		TOTAL	\$7,366,529	\$5,810,276	\$5,679,259	\$4,146,930	\$11,193,158	\$6,604,029	\$6,604,029	-41.0%

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City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# INFORMATION TECHNOLOGY SERVICE FUND

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY SERVICE FUND REVENUE

ACCOUNT NUMBER 600

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY SERVICE FUND EXPENDITURES

DEPARTMENT NUMBER 6018

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203		Professional & Special Services			\$192,000	152,160	170,000	\$353,106	353,106	
5516		Technology Replacement Fund			42,960	26,510	42,625	35,000	35,000	
		Total Operating Expenses	0	0	234,960	178,670	212,625	388,106	388,106	82.5%
		TOTAL	\$0	\$0	\$234,960	\$178,670	\$212,625	\$388,106	\$388,106	0.0%

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## INFORMATION TECHNOLOGY SERVICE FUND

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Technology Replacement Fund</b>	<b>35,000</b>	-	<b>\$ 35,000</b>
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
<b>Total Capital Outlay - FY2023-24 . . . . .</b>			<b>\$ 35,000</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Technology Replacement Fund</b>	<b>50,000</b>	-	<b>\$ 50,000</b>
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
<b>Total Capital Outlay - FY2024-25 . . . . .</b>			<b>\$ 375,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Technology Replacement Fund</b>	<b>50,000</b>	-	<b>\$ 50,000</b>
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
<b>Total Capital Outlay - FY2025-26 . . . . .</b>			<b>\$ 375,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Technology Replacement Fund</b>	<b>50,000</b>	-	\$ 50,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

**Total Capital Outlay - FY2026-27 . . . . . \$ 50,000**

Fiscal Year:

**FY2027-28**

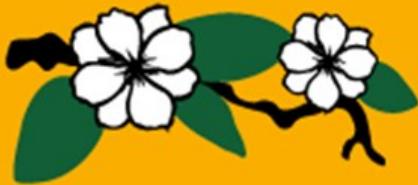
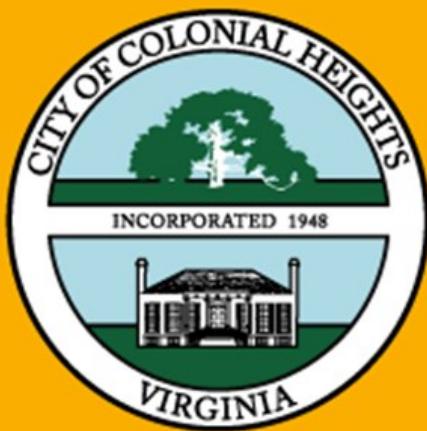
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Technology Replacement Fund</b>	<b>50,000</b>	-	\$ 50,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

**Total Capital Outlay - FY2027-28 . . . . . \$ 50,000**

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City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# STORMWATER FUND

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 550

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
4740	416457	<u>CHARGES -CURRENT SERVICES</u>								
4744	416470	Late Payment Penalties	\$5,211	(\$2)	\$5,000		\$5,000	\$5,000	\$5,000	
4746		Stormwater Charges	737,547	731,132	725,000	692,113	735,000	692,113	692,113	
		VSMP Program Administration		(756)						
		Total - Charges- Current Services	742,758	730,374	730,000	692,113	740,000	697,113	697,113	-5.8%
4821		<u>MISCELLANEOUS</u>								
4990	449990	Operating Transfer In - General Fund								
		Use of Fund Balance			236,633		236,633	433,632	433,632	
		Total - Miscellaneous			236,633	0	236,633	433,632	433,632	83.3%
		<b>TOTAL</b>	<b>\$742,758</b>	<b>\$730,374</b>	<b>\$966,633</b>	<b>\$692,113</b>	<b>\$976,633</b>	<b>\$1,130,745</b>	<b>\$1,130,745</b>	<b>15.8%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>										
5101	510100	Full-Time Salaries	\$138,377	135,664	\$133,645	171,681	\$132,891	\$157,598	\$157,598	
5105	510300	Overtime	4,487	2,612	4,000	2,630	4,000	4,000	4,000	
5106	510300-SNOW	Overtime - Snow	222	1,123	2,000	2,231	2,000	2,000	2,000	
5112	510405	Clothing Allowance	460	400	400	500	700	700	700	
5601		Accumulated Leave Pay								
5125	520100	FICA	10,283	10,015	10,713	12,791	10,679	12,569	12,569	
5130	520200	VRS	13,770	13,424	19,232	21,393	20,773	26,687	26,687	
5135	520250	VRS- Hybrid	19,382	3,332		1,776				
5140	520270	ICMA- Defined Contribution	460	346		207				
5145	520300	Group Life Insurance	1,875	1,615	1,791	2,177	1,783	2,291	2,291	
5150	520400	Health Insurance	29,180	30,105	30,816	30,606	31,165	35,303	35,303	
5160	520500	Disability Insurance	216	142	163	73	-			
5211	520550	Worker's Compensation Insurance	2,428		2,718	2,718	2,915	2,662	2,662	
5170	520600	Unemployment Insurance	55	45	55	120	75	75	75	
5613	520450	OPEB	1,950		2,000					
		Total Personal Services	223,146	198,824	207,533	248,902	206,981	243,885	243,885	17.8%
<u>OPERATING EXPENSES</u>										
5203	530210	Professional & Special Services	118,152	202,736	148,037	3,350	140,000	137,000	137,000	
5209	530315	Maintenance - Electronics	360	360	360		360	360	360	
5297	530335	Building Maintenance Svc			2,084		2,084	2,084	2,084	
5210	550270	Insurance Premiums - Other		2,560	2,774	2,774	3,108	3,402	3,402	
5212	550300	Rent of Equipment			2,000		2,000	2,000	2,000	
5214	530320	Maintenance - Motor Vehicles	1,090	3,389	1,303	492	1,250	1,750	1,750	
5216	530325	Maintenance - Equipment			750	18,461	1,250	1,750	1,750	
5218	530355	Maintenance - Miscellaneous			250		250	250	250	
5221	550400	Postage			100		100	100	100	
5223	550420	Landline Telephone	599	588	612	528	634	500	500	
	550430	Mobile Communications					612	720	720	
	550450	Internet					768	768	768	
5225	550510	Mileage & Training Expenses		300	1,000	585	1,000	1,500	1,500	
	550520	Professional Development					500	500	500	
	559200	Write Off Bad Debts				7,175				
5242	560110	Material & Supplies	1,526	430	3,000	1,747	2,500	2,500	2,500	
5247	560210	Motor Fuels & Lubricants	2,088	2,295	2,500	3,947	2,500	3,000	3,000	
5249	560230	Road Materials & Supplies	1,180	1,559	5,000	1,431	5,000	5,500	5,500	
5250	560240	Small Tools & Equipment	1,034	216	1,500		1,500	1,500	1,500	
5254	559300	Contingencies & Reserve			4,139		10,000			
5292	550220	Insurance Premiums - Auto	1,157	1,286	1,287	1,303	1,373	1,436	1,436	
		Total Operating Services	127,186	215,719	176,696	41,793	176,789	166,620	166,620	-5.8%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>FIXED CHARGES</u>								
- 5640	590100	Principal Payments								
	590200	Interest on Bonds	41,242	40,482	43,441	2,236	35,799	41,010	79,436	79,436
									39,458	39,458
5909		Reserve for future Capital Projects								
5401	589100	Depreciation	66,068	66,616	67,000	49,962	65,964	75,547	75,547	
		Total Fixed Assets	107,310	107,098	110,441	87,997	106,974	194,441	194,441	81.8%
		<u>INTERNAL SERVICES</u>								
5408	530230	Administrative Service Charges	59,822	59,508	55,000	54,342	55,000	60,300	60,300	
5654	599300	Transfer to CIP Fund		469,438	425,000			431,000	465,499	465,499
		Total Internal Services	59,822	528,946	480,000	54,342	486,000	525,799	525,799	8.2%
		<u>CAPITAL OUTLAY</u>								
- 5503	580200	Machinery & Tools			63,659	986				
	580200	Wheel Loader (split cost w/1453)			0		0	-	-	
		Total Capital Outlay	0	0	63,659	986	0	0	0	N/A
		<b>TOTAL</b>	<b>\$517,464</b>	<b>\$1,050,587</b>	<b>\$1,038,329</b>	<b>\$434,019</b>	<b>\$976,744</b>	<b>\$1,130,745</b>	<b>\$1,130,745</b>	<b>15.8%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## STORMWATER

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Pickup (4X4)	50,000	500	\$ 50,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 15 years old (#257); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

**Total Capital Outlay - FY2026-27 .....** \$ 50,000

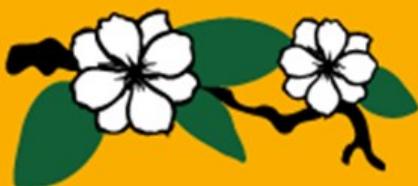
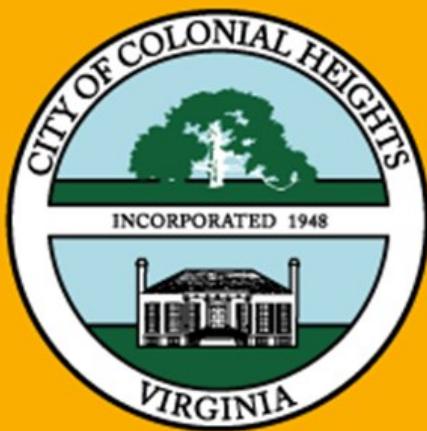
Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2027-28 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ -</span>			

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

**WATER & SEWER  
FUND**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCOUNT NUMBER 500

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>CHARGES FOR CURRENT SERVICES</u>								
4732	416420	Water User Charges	\$1,614,100	\$1,479,068	\$1,682,000	\$1,641,867	\$1,700,000	\$1,785,000	\$1,785,000	
4733	416430	Sewage User Charges	2,714,329	3,233,208	2,888,100	3,149,068	3,000,000	\$3,150,000	3,150,000	
4734	416433	Sewage User Charges - Chesterfield	48,832	41,165	50,000	51,246	48,000	50,000	50,000	
4735	416437	Sewage User Charges - Virginia State	89,195	3,144	90,000		90,000	90,000	90,000	
4736	416441	Water Connection Charges	26,500	33,000	27,000	32,727	34,000	35,700	35,700	
4737	416445	Sewer Connection Charges	24,000	37,200	25,000	37,500	35,000	36,750	36,750	
4738	416451	Water Turn On Fees	20,738	3,531	21,646	955	15,000	15,000	15,000	
4739	416455	Water Reconnection Fees	47,625	15,350	55,000	6,210	44,000	44,000	44,000	
4740	416457	Late Payment Penalties	47,502	257	64,500	15,047	64,500	64,500	64,500	
4741	416460	Clean Out / Construction Fee	6,800	6,200	6,800	6,600	6,800	6,800	6,800	
4742	416120	Dishonored Check Fee	1,130	500	1,400	250	1,025	1,025	1,025	
4743		Meter Testing Fee								
4747	416481	Capital - Water	116,947	130,463	132,000	131,048	132,000	132,000	132,000	
4748	416482	Capital - Sewer	115,499	127,897	130,000	128,718	130,000	130,000	130,000	
		Total - Charges- Current Services	4,873,198	5,110,983	5,173,446	5,201,237	5,300,325	5,540,775	5,540,775	4.5%
		<u>NONOPERATING REVENUE</u>								
4802		Recoveries & Rebates	334,627							
4803	418112	Recoveries- Damages	808							
4821	449910	Transfer from General Fund			102,000					
4837	449955	Transfer from Stormwater				3,629				
4845		Gain/Loss on Sale of Assets	(52,828)			81,643				
4902	418480	Sale of Outside Meters	3,769	4,000	4,000	2,198	4,000	4,000	4,000	
4990	449990	Use of Fund Balance						358,117	358,117	
		Total - Nonoperating Revenue	286,376	4,000	106,000	87,470	82,768	362,117	362,117	337.5%
		<b>TOTAL</b>	<b>\$5,159,574</b>	<b>\$5,114,983</b>	<b>\$5,279,446</b>	<b>\$5,288,706</b>	<b>\$5,383,093</b>	<b>\$5,902,892</b>	<b>\$5,902,892</b>	<b>9.7%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES							MENT NUMBER	80XX	
ACCT #	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING BUDGETS</u>								
8127	Water Distribution & Transmission	\$1,607,965	\$1,622,467	\$1,751,497	\$1,537,593	\$1,796,307	\$1,918,132	\$1,918,132	
8128	Wastewater Treatment	3,255,087	2,864,749	3,236,918	2,843,150	3,239,796	3,553,751	3,553,751	
8129	Utility Billing	390,264	346,711	301,968	399,841	346,990	431,009	431,009	
	TOTAL OPERATIONS	5,253,316	4,833,927	5,290,383	4,780,583	5,383,093	5,902,892	5,902,892	9.7%
	<u>CAPITAL OUTLAY</u>								
8127	Water Distribution & Transmission	5,734	19,152	225,100	13,759	187,100	252,100	252,100	
8128	Wastewater Treatment	105,630	112,734	378,787	23,238	161,800	239,800	239,800	
8129	Utility Billing	49	20,232	25,000	1,277	25,000	35,000	35,000	
	TOTAL CAPITAL OUTLAY	111,413	152,117	628,887	38,274	373,900	526,900	526,900	40.9%
	TOTAL	\$5,364,729	\$4,986,045	5,919,270	\$4,818,858	5,756,993	\$6,429,792	\$6,429,792	11.7%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$338,821	\$329,807	\$360,834	\$292,254	\$365,473	\$394,821	\$394,821	
-	510250	Temporary & Seasonal Help				\$338				
5105	510300	Overtime	29,803	29,620	38,190	23,854	38,190	38,190	38,190	
5106	510300-SNOW	Overtime Snow	180	1,512	3,000	1,495	3,000	3,000	3,000	
5112	510405	Clothing Allowance	1,000	1,200	1,400	1,000	2,450	2,450	2,450	
5601	510500	Accumulated Leave								
5125	520100	FICA	24,626	24,670	30,862	21,560	31,298	33,543	33,543	
5130	520200	VRS	39,687	38,684	50,886	38,138	55,984	62,871	62,871	
5135	520250	VRS- Hybrid	4,726	3,640		5,515				
5605	520270	VRS Retirement Contribution	5,364							
5140	520300	ICMA- Defined Contribution	353	272		635				
5145	520400	Group Life Insurance	4,573	4,367	4,739	4,124	4,802	5,394	5,394	
5150	520450	Health Insurance	93,703	82,076	90,476	79,632	95,847	103,549	103,549	
5160	520500	Disability Insurance	167	148	310	226	-	-	-	
5211	520550	Worker's Compensation Insurance	7,205	145	8,065		8,647			
5170	520600	Unemployment Insurance	180		165	267	-	209	209	
5613		OPEB	8,850		8,000	(10,716)				
		Total Personal Services	559,237	516,140	596,927	458,321	605,691	644,027	644,027	6.3%
		<u>OPERATING EXPENSES</u>								
5201	530110	Advertising	160	160	200	200	200	200	200	
5203	530210	Professional & Special Services	65,737	38,650	65,000	26,273	65,000	50,000	50,000	
5206	550120	Membership Dues	620	655	700	560	700	700	700	
5209	530315	Maintenance - Electronic	1,320	1,440	1,980	5,023	1,575	4,431	4,431	
5292	550220	Insurance Premiums - Auto	3,471		3,909	3,908	4,117	4,308	4,308	
-	550240	Insurance Premiums - Workman's				8,065		7,868	7,868	
5210	550270	Insurance Premiums - Other	1,435	1,241	1,178	1,178	1,320	1,445	1,445	
5212	550300	Rent of Equipment								
5214	530320	Maintenance - Motor Vehicles	1,976	4,701	7,500	4,971	7,500	8,500	8,500	
5216	530325	Maintenance - Equipment	5,359	10,703	10,000	6,647	10,000	12,000	12,000	
5217	530335	Maintenance - Building & Grounds		-	1,000	135	1,000	1,000	1,000	
5221	550400	Postage	43	150	300	55	300	300	300	
5223	550420	Landline Telephone	4,894	4,873	5,000	4,944	624	3,500	3,500	
	550430	Mobile Communications					3,000	2,880	2,880	
	550450	Internet					768	768	768	
5225	550510	Mileage & Training Expenses	919	250	2,000	1,710	1,250	1,500	1,500	
	550520	Professional Development					5,000	6,000	6,000	
5242	560110	Material & Supplies	47,333	67,711	59,735	59,030	52,000	70,000	70,000	
5247	560210	Motor Fuels & Lubricants	6,619	9,872	10,000	13,720	10,000	12,000	12,000	
5249	560230	Road Materials & Supplies	8,195	7,792	10,000	2,544	20,000	22,000	22,000	
5254	559300	Contingencies & Reserve					23,000	10,000	10,000	
5250	560240	Small Tools & Equipment	312	412	500	412	1,000	1,000	1,000	

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES (cont.)</u>								
5281	550610	Electricity	6,609	445	5,000	682	5,000	5,000	5,000	
5402	570160	Appomattox River Water Auth	536,138	613,858	615,490	626,383	627,106	663,274	663,274	
		Total Operating Services	691,139	762,913	799,492	766,440	840,460	888,674	888,674	5.7%
		<u>FIXED CHARGES</u>								
-	590100	Principal Payments	22,946	20,290	21,578	19,053	20,340	44,600	44,600	
5640	590200	Interest on Bonds	2,421	2,421	1,500	2,421	2,421	19,471	19,471	
5648	590300	Other Debt Service Costs	166,057	157,579	167,000	151,534	162,395	155,534	155,534	
5401		Depreciation	191,424	180,290	190,078	173,008	185,156	219,605	219,605	18.6%
		Total Fixed Assets								
		<u>INTERNAL SERVICES</u>								
5408	530230	Administrative Service Charges	166,165	163,123	165,000	139,824	165,000	165,825	165,825	
		Total Internal Services	166,165	163,123	165,000	139,824	165,000	165,825	165,825	0.5%
		<u>CAPITAL OUTLAY</u>								
5406	560260	Water Meters	5,734	9,267	132,100	1,981	132,100	132,100	132,100	
5501	580800	Water/Sewer Improvements			33,000		35,000			
5503	580100	Vehicles			60,000	11,778	20,000			
5516	580200	Machinery & Tools								
5654	580500	Technology Equipment								
	599300	Transfer to CIP Fund								
		Total Capital Outlay	5,734	19,152	225,100	13,759	187,100	252,100	252,100	34.7%
		<b>TOTAL</b>	<b>\$1,613,700</b>	<b>\$1,641,619</b>	<b>\$1,976,597</b>	<b>\$1,551,352</b>	<b>\$1,983,407</b>	<b>\$2,170,232</b>	<b>\$2,170,232</b>	<b>9.4%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Pickup 4X4 Crew Cab 3/4 Ton</b>	50,000	500	\$ 50,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 21 years old (#326); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement. Was scheduled for replacement in 21/22, however due to manufacturer shortages and price increase by 50%, not enough funds were budgeted.</i>			
<b>Utility Service Truck</b>	70,000	500	\$ 70,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a Utility Service Truck that is 20 years old (#327); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2023-24 ... .....</b>			<b>\$ 120,000</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Insta-Valve</b>	60,000	50	\$ 60,000
<i>New; To install an Insta-Valve on 16" water line that feeds the SouthPark Water Tower. This will allow isolation of the altitude valve vault if replacement is required and will not interrupt water service to the business in the area.</i>			
<b>Backhoe</b>	110,000	2,000	\$ 110,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; Will replace 2006 backhoe that is utilized in water and wastewater line repairs, etc. Designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2024-25 ... .....</b>			<b>\$ 170,000</b>

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Tank Inspections</b>	<b>60,000</b>	<b>1,000</b>	<b>\$ 60,000</b>
<i>Inspection; 5 year schedule to inspect three (3) elevated water storage tanks as outlined by the Virginia Department of Health and the American Water Works Association. Last inspection February, 2021.</i>			
<b>Van (Water Distribution)</b>	<b>40,000</b>	<b>500</b>	<b>\$ 40,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 16 years old (#340); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 100,000</b>

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Backhoe</b>	<b>110,000</b>	<b>2,000</b>	<b>\$ 110,000</b>
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; Will replace 2006 backhoe that is utilized in water and wastewater line repairs, etc. Designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			

**Total Capital Outlay - FY2026-27 .....** **\$ 110,000**

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Mower, Zero Turn</b>	<b>15,000</b>	<b>500</b>	<b>\$ 15,000</b>
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 20 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			

**Total Capital Outlay - FY2027-28 .....** **\$ 15,000**

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Salaries	\$279,427	\$285,181	\$276,673	\$259,457	270,319	\$311,068	311,068	
5105	510300	Overtime	27,585	45,353	37,730	37,609	37,730	38,000	38,000	
5106	510300-SNOW	Overtime Snow	386	3,135	3,000	2,546	3,000	3,000	3,000	
5112	510405	Clothing Allowance	1,200	1,200	1,200	1,400	2,100	2,100	2,100	
5125	520100	FICA	21,554	23,945	24,373	21,516	23,956	27,094	27,094	
5130	520200	VRS	32,681	27,602	39,017	30,420	41,407	51,620	51,620	
5135	520250	VRS- Hybrid	7,478	7,509		6,880				
5140	520270	ICMA- Defined Contribution	1,124	1,212		912				
5145	520300	Group Life Insurance	3,939	4,048	3,632	3,559	3,554	4,428	4,428	
5150	520400	Health Insurance	74,895	68,310	59,370	61,137	70,532	82,512	82,512	
5160	520500	Disability Insurance	350	329	156	286	-	213	213	
5211	520550	Worker's Compensation Insurance	3,245		3,632	3,632	3,895	3,544	3,544	
5170	520600	Unemployment Insurance	125	125	125	260	-	142	142	
5613	520450	OPEB	7,073		7,000	(8,227)				
		Total Personal Services	461,061	467,949	455,908	421,387	456,493	523,720	523,720	14.7%
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	91,978	63,255	60,000	43,371	60,000	60,000	60,000	
5206	550120	Membership Dues		400	970	400	750	750	750	
5292	550220	Insurance Premiums - Auto	4,629		4,344	4,344	4,575	4,787	4,787	
5209	530315	Maintenance - Electronics	720	720	1,320	3,703	1,050	3,170	3,170	
5210	550270	Insurance Premiums - Other	2,018	1,878	1,881	1,881	2,107	2,307	2,307	
5212	550300	Rent of Equipment		183						
5214	530320	Maintenance - Motor Vehicles	15,250	26,137	11,000	18,021	11,000	12,500	12,500	
5216	530325	Maintenance - Equipment	7,048	10,562	8,654	4,751	8,750	10,000	10,000	
5217	530335	Maintenance - Buildings & Grounds	85		3,000	275	3,000	3,000	3,000	
5218	530355	Maintenance - Miscellaneous			500		500	500	500	
5223	550420	Landline Telephone	11,479	11,241	12,000	13,016	624	10,500	10,500	
	550430	Mobile Communications					1,200	2,160	2,160	
	550450	Internet					768	768	768	
5225	550510	Mileage & Training Expenses	1,659	500	3,000	2,752	2,500	2,750	2,750	
		<i>New Line Added Professional Development</i>					5,500	6,000	6,000	
5242	560110	Material & Supplies	35,546	55,986	37,735	50,442	35,000	47,000	47,000	
5247	560210	Motor Fuels & Lubricants	12,603	14,509	14,000	22,094	14,000	17,000	17,000	
5249	560230	Road Materials & Supplies	8,195	8,050	11,500	2,544	15,000	20,000	20,000	
5250	560240	Small Tools & Equipment	600		1,000	120	1,000	1,000	1,000	
5254	559300	Contingencies & Reserve					17,000	10,000	10,000	
5281	550610	Electricity	69,301	97,312	70,000	89,570	70,000	90,000	90,000	
5405	570170	Wastewater Treatment	1,622,291	1,588,813	1,637,529	1,637,529	1,629,051	1,721,809	1,721,809	
		Total Operating Services	1,883,403	1,879,147	1,877,863	1,895,384	1,883,025	2,026,001	2,026,001	7.6%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

## DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>FIXED CHARGES</u>								
-	590100	Principal Payments								
5640	590200	Interest on Bonds	57,092	47,794	48,147	44,974	45,278	105,469	105,469	
5648	590300	Other Debt Service Costs						42,737	42,737	
5401	589100	Depreciation	688,908	298,916	690,000	317,624	690,000	690,000	690,000	
		Total Fixed Assets	746,000	346,710	738,147	362,598	735,278	838,206	838,206	14.0%
		<u>INTERNAL SERVICES</u>								
5408	530230	Administrative Service Charges								
		Total Internal Services	164,624	170,944	165,000	163,781	165,000	165,825	165,825	
			164,624	170,944	165,000	163,781	165,000	165,825	165,825	0.5%
		<u>CAPITAL OUTLAY</u>								
5406	580800	Water & Sewer Improvements								
5501	580100	Vehicles	81,102	54,442	317,787	44,520	129,800	129,800	129,800	
5503	580200	Machinery & Tools	668		32,000			50,000	50,000	
5516	580500	Technology Equipment	23,860	10,682	29,000	(21,283)		60,000	60,000	
5654	599300	Transfer to CIP Fund		(9,307)						
		Total Capital Outlay	56,916							
			105,630	112,734	378,787	23,238	161,800	239,800	239,800	48.2%
		<b>TOTAL</b>	<b>\$3,360,717</b>	<b>\$2,977,483</b>	<b>\$3,615,705</b>	<b>\$2,866,388</b>	<b>\$3,401,596</b>	<b>\$3,793,551</b>	<b>\$3,793,551</b>	<b>11.5%</b>

**City of Colonial Heights**  
**FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Pickup 4X4 Crew Cab 3/4 Ton</b> <i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 23 years old (#300); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement. Was scheduled for replacement in 21/22, however due to manufacturer shortages and price increase by 50%, not enough funds were budgeted.</i>	50,000	500	\$ 50,000
<b>Tractor w/Bushhog</b> <i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 1989 Case tractor &amp; bushhog unit that is 25 years old (#308); designed to maintain current service and meet anticipated service demands; Parts are obsolete and would be expensive to repair.</i>	60,000	500	\$ 60,000

**Total Capital Outlay - FY2023-24 ... ..... \$ 110,000**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Pump (Reserve) (2)</b> <i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>	22,000	150	\$ 44,000
<b>Pump, By-Pass</b> <i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#336); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>	60,000	500	\$ 60,000

**Total Capital Outlay - FY2024-25 ... ..... \$ 104,000**

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pump (Reserve) (2)</b>	<b>22,000</b>	<b>150</b>	<b>\$ 44,000</b>
<i>Replacement:</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.			
<b>Dump Truck</b>	<b>110,000</b>	<b>750</b>	<b>\$ 110,000</b>
<i>Replacement:</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2001 truck (#311); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2025-26 ...</b>			<b>\$ 154,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pump (Reserve) (2)</b>	<b>22,000</b>	<b>150</b>	<b>\$ 44,000</b>
<i>Replacement:</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.			
<b>Total Capital Outlay - FY2026-27 ...</b>			<b>\$ 44,000</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pump (Reserve) (2)</b>	<b>22,000</b>	<b>150</b>	<b>\$ 44,000</b>
<i>Replacement:</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.			
<b>Utility Crane Truck</b>	<b>70,000</b>	<b>750</b>	<b>\$ 70,000</b>
<i>Replacement:</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#305); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2027-28 ...</b>			<b>\$ 114,000</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
5101	510100	Full-Time Wages	\$127,121	\$133,076	\$122,193	\$120,096	153,267	\$174,846	174,846	
5103	510210	Part-Time Wages	15,954	19,202	22,495					
-	510250	Temporary & Seasonal Help				19,372				
5105	510300	Overtime		191		9,699	2,000			
5112	510405	Clothing Allowance								
5125	520100	FICA	10,484	11,143	11,069	10,894	11,878	13,376	13,376	
5130	520200	VRS	14,210	11,991	17,583	11,172	23,958	51,620	51,620	
5135	520250	VRS- Hybrid	3,563	3,505		4,754				
5140	520270	ICMA- Defined Contribution	534	566		682				
5145	520300	Group Life Insurance	1,593	1,521	1,637	1,547	2,056	2,540	2,540	
5150	520400	Health Insurance	22,445	21,079	22,866	19,875	14,097	35,410	35,410	
5160	520500	Disability Insurance	163	150	161	200	505	604	604	
5170	520600	Unemployment Insurance	60	60	60	176	108	108	108	
5613	520450	OPEB	2,120		2,200	(2,674)				
		Total Personal Services	198,247	202,483	200,264	195,792	207,869	278,505	278,505	34.0%

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	NEW ACCT	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Manager Proposed	Council Approved	% Chg.
		<u>OPERATING EXPENSES</u>								
5203	530210	Professional & Special Services	58,545	70	200	402	4,600	5,000	5,000	
NEW	550120	Membership Dues								
NEW	550130	Subscriptions								
5209	530315	Maintenance - Electronic	990	1,080	1,980	4,370	3,150	2,992	2,992	
5211	550240	Insurance Premiums - Workman's Comp.	83	91	93	94	100	91	91	
5214	530320	Maintenance - Motor Vehicles	956	14	1,500	473	650	5,000	5,000	
5216	530325	Maintenance - Equipment	5,088	1,749	13,500	3,500	11,000	11,000	11,000	
5221	550400	Postage	22,084	21,617	23,000	23,307	23,500	31,000	31,000	
5223	550420	Landline Telephone	2,419	2,497	3,337	3,441	6,837	4,250	4,250	
	550450	Internet								
5225	550510	Mileage & Training Expenses	970	83	1,000		650	1,500	1,500	
5242	560110	Material & Supplies	10,980	18,141	17,500	18,017	17,000	20,000	20,000	
5247	560210	Motor Fuels & Lubricants	1,084	1,665	2,000	2,456	1,700	3,400	3,400	
-	559200	Write Off Bad Debts				63,779				
5254	559300	Contingencies & Reserve					7,000	5,000	5,000	
5292	550220	Insurance Premiums - Auto	771	961	973	973	1,025	1,072	1,072	
5403	560260	Water Meters	2,240	4,674	5,421	467	5,000	5,000	5,000	
		Total Operating Services	106,211	52,640	70,504	121,279	82,211	95,305	95,305	15.9%
		<u>INTERNAL SERVICES</u>								
5401	589100	Depreciation	8,366	10,103	6,200	4,705	6,910	6,950	6,950	
5408	530230	Administrative Service Charges	77,440	81,485	25,000	78,065	50,000	50,250	50,250	
		Total Internal Services	85,806	91,588	31,200	82,770	56,910	57,200	57,200	0.5%
		<u>CAPITAL OUTLAY</u>								
5501	580100	Vehicles	20							
5516	580500	Technology Equipment	29	20,232	25,000	1,277	25,000	35,000	35,000	
		Total Capital Outlay	49	20,232	25,000	1,277	25,000	35,000	35,000	40.0%
		<b>TOTAL</b>	<b>\$390,312</b>	<b>\$366,943</b>	<b>\$326,968</b>	<b>\$401,118</b>	<b>\$371,990</b>	<b>\$466,009</b>	<b>\$466,009</b>	<b>25.3%</b>

## City of Colonial Heights

### FY24-FY28 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## UTILITY BILLING

Fiscal Year:

**FY2023-24**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (200)</b>	175	-	\$ 35,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
<b>Total Capital Outlay - FY2023-24 .....</b>			<b>\$ 35,000</b>

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (200)</b>	175	-	\$ 35,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 35,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (200)</b>	175	-	\$ 35,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 35,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (200)</b>	175	-	\$ 35,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 35,000</b>

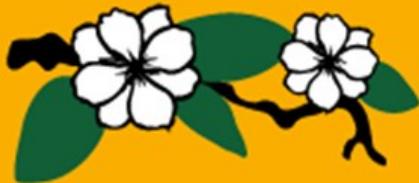
Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ -</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

SCHOOL  
FUND

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Approved	% Chg.
	Federal Funds	\$2,354,025	\$2,220,579	\$2,512,584	\$3,189,204	\$2,875,578	\$3,403,716	18.4%
	State Funds	16,884,977	18,067,199	18,979,452	21,559,538	23,083,500	22,537,629	-2.4%
	Other Funds	624,690	581,702	567,615	430,487	388,692	368,292	-5.2%
	Operating Transfers In City	22,489,165	23,573,631	22,513,188	22,701,856	23,876,045	23,943,013	0.3%
	Fund Balance			1,573,436		2,118,752	4,039,637	90.7%
	<b>TOTAL</b>	<b>\$42,352,857</b>	<b>\$44,443,111</b>	<b>\$46,146,275</b>	<b>\$47,881,085</b>	<b>\$52,342,567</b>	<b>\$54,292,287</b>	<b>3.7%</b>

CITY OF COLONIAL HEIGHTS  
2023-24 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

ACCT #	Account Number	2019-20		2020-21		2021-22		2022-23		ACCOUNT NUMBER SUMMARY	
		Actual	Actual	Actual	Budget	Actual	Actual	Budget	Approved	% Chg.	
	Instruction	\$31,165,350	\$31,366,796	\$34,907,235	\$34,048,819	\$37,681,373	\$41,217,436	9.4%			
	Administration, Attendance & Health Services	2,209,616	2,304,754	2,091,281	2,322,853	2,169,925	2,384,407	9.9%			
	Transportation	1,771,861	1,116,526	1,558,809	1,563,708	1,979,054	1,859,130	-6.1%			
	Operation and Maintenance	4,354,536	4,583,109	4,140,138	5,432,120	4,230,955	4,167,048	-1.5%			
	Food Service	1,160,601	932,582	1,255,223	1,445,041	1,449,970	1,801,220	24.2%			
	Textbooks										
	Capital Outlay	722,475									
	Debt Service	1,393,859	711,433	714,028	714,025	713,995	714,713	0.1%			
	Contingency Fund			829,561		1,624,900	1,498,333	-7.8%			
	CIP Reserve			650,000		2,492,395	650,000	-73.9%			
	TOTAL	\$42,778,298	\$41,015,200	\$46,146,275	\$45,526,566	\$52,342,567	\$54,292,287	3.7%			

## Colonial Heights Public Schools

[\(See Detailed Budget\)](#)

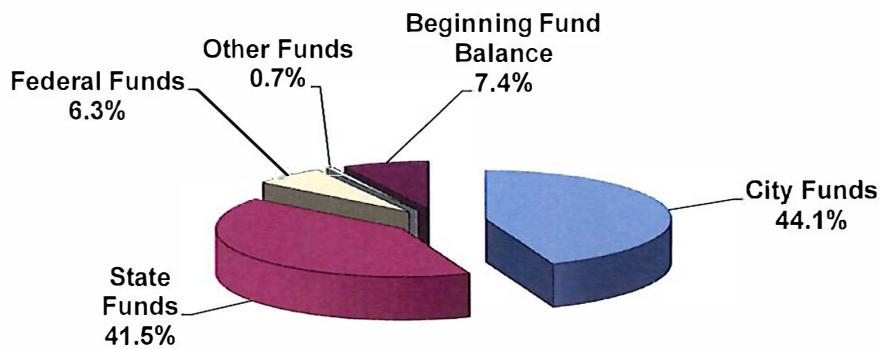
2023-2024

### Sources of Revenue

(*Superintendent's Proposal*)

	FY 2024 BUDGET	FY 2023 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$23,943,013	\$23,876,045	66,968	0.28%
State Funds	\$22,537,629	\$23,083,500	(545,871)	-2.36%
Federal Funds	\$3,403,716	\$2,875,578	528,138	18.37%
Other Funds	\$368,292	\$388,692	(20,400)	-5.25%
Beginning Fund Balance	\$4,039,637	\$2,118,752	1,920,885	90.66%
	<b>\$54,292,287</b>	<b>\$52,342,567</b>	<b>1,949,720</b>	<b>3.72%</b>

### SOURCES OF REVENUE



The budget is an estimate of the revenues that will be available to pay for estimated expenditures. General revenues are used to account for all resources except those required to be accounted for separately. Restricted revenues account for the proceeds of special sources of revenue that are restricted to expenditures for specific purposes such as food service, debt costs and grant funded programs.

The School Operating Fund revenue for FY 2024 included in this financial plan, totals **\$54,292,287**, an increase of **\$1,949,720** or **3.72%** over the approved operating budget for FY 2023. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives **51.5%** of its operating fund revenue from the City government. The City appropriates 50.73% of the revenue generated from sales tax, real estate taxes, personal property taxes, BPOL taxes and food and lodging taxes. This percentage reflects the City government's commitment to education in view of increasing demands in other public service sectors and highlights the need to become more efficient. Total revenue from the City is anticipated to be **\$27,982,650**, an increase of **\$1,987,853** over the FY 2023 approved budget of **\$25,994,797** or **90.9%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute **41.5%** of the funds for FY 2024. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Homebound Instruction. Total State revenue for FY 2024 is expected to decrease **\$545,870** or **2.36%** to **\$22,537,630**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2024, included above, is projected to be **\$3,647,390** a decrease of **\$75,610 or 2.0%**.

Federal - Federal revenue (**6.3%** of total revenue) is derived from various grants such as Title I, Part A, Title II, Part A and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (**0.70%** of total revenue) is obtained predominately from amounts charged for lunch and breakfast. Miscellaneous income includes a return from the insurance company in the form of a dividend and amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events.

Colonial Heights School Board  
2023-2024

[See Summary](#)

Sources of Revenue  
(*Superintendent's Proposal*)

LOCAL FUNDS	Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>City Appropriation</b>	23,482,069		23,482,069	22,513,188	23,476,805	5
<b>City Appropriation - Debt Surplus</b>	460,944		460,944	188,668	399,240	5
<b>Beginning Fund Balance</b>	4,039,637		4,039,637		2,118,752	5
<b>Total Local Funds</b>	27,982,650	0	27,982,650	22,701,856	25,994,797	
<b>OTHER FUNDS</b>						
<b>Rental of Facilities</b>	5,000		5,000	975	5,000	6
<b>Cafeteria Receipts</b>		109,292	109,292	81,985	92,692	6
<b>Fees from Students</b>	13,000		13,000	18,572	15,000	6
<b>Transportation of Pupils</b>	4,000		4,000	0	4,000	6
<b>Donations &amp; Private Grants</b>	5,000		5,000	0	5,000	6
<b>Refunds and Miscellaneous Income</b>	232,000		232,000	328,954	267,000	6
<b>Total Other Funds</b>	259,000	109,292	368,292	430,487	388,692	
<b>FEDERAL FUNDS</b>						
<b>Title I, Part A</b>		748,529	748,529	580,853	602,431	7
<b>Title II, Part A</b>		103,551	103,551	136,424	95,943	7
<b>Title III, Part A</b>		16,789	16,789	29,513	16,713	7
<b>Impact Aid</b>	0		0	0	0	7
<b>DMAS - Medicaid</b>	125,000		125,000	168,730	125,000	7
<b>National School Lunch Program</b>		1,141,045	1,141,045	1,214,140	957,075	7
<b>National School Breakfast Program</b>		466,832	466,832	375,509	336,658	7
<b>Summer Food Service Program</b>		23,500	23,500	23,952	22,615	7
<b>Special Ed Flow Thru</b>		706,507	706,507	573,668	652,781	7
<b>Flow Thru - Preschool A</b>		16,006	16,006	26,069	15,071	7
<b>Vocational Education - Federal Funds</b>		55,957	55,957	60,345	51,292	7
<b>Total Federal Funds</b>	125,000	3,278,716	3,403,716	3,189,204	2,875,578	

Colonial Heights School Board

2023-2024

Sources of Revenue  
(*Superintendent's Proposal*)

[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,647,390		3,647,390	4,110,685	3,723,000	9
Basic Aid - SOQ	8,393,151		8,393,151	7,378,825	8,134,363	9
Foster Care	28,878		28,878	20,783	22,895	9
Gifted Education - SOQ	88,402		88,402	81,608	86,114	9
Prevention, Intervention & Remediation - SOQ	540,456		540,456	304,460	352,283	9
Special Education - SOQ	1,408,007		1,408,007	1,282,186	1,369,991	9
Special Education - Regional Tuition	69,992		69,992	105,410	110,312	9
Infrastructure & Operations Per Pupil Fund	631,902		631,902	637,803	632,380	9
Security Equipment Grant	0		0	33,677	0	9
Textbooks	212,776		212,776	168,662	207,268	9
School Food Service		60,551	60,551	94,783	40,930	9
Vocational Education - SOQ	263,599		263,599	233,838	234,856	9
Vocational Education - CATEGORICAL		54,013	54,013	51,678	44,831	9
ISAEAP-Vocational Education - CATEGORICAL		8,233	8,233	8,233	8,233	9
Special Education - CAT - Homebound		23,767	23,767	7,295	26,957	9
Soc. Security - INSTRUCTIONAL	568,989		568,989	514,758	547,996	9
Retirement - INSTRUCTIONAL	1,324,427		1,324,427	1,200,578	1,277,614	9
Group Life - INSTRUCTIONAL	40,183		40,183	36,096	39,143	9
Early Reading Intervention	146,214		146,214	139,195	242,234	9
Mentor Teacher	0		0	2,614	0	9
SOL Algebra Readiness	48,836		48,836	42,054	48,837	9
Project Graduation	3,343		3,343	3,334	3,343	9
Technology		180,000	180,000	180,000	180,000	9
Compensation Supplement	1,274,970		1,274,970	544,244	585,629	9
At Risk Students	1,230,086		1,230,086	651,544	1,584,351	9
Bonus Payment	0		0	0	0	9
Other Funds-One Time Grants Including Cares	0		0	2,668,349	0	9
No Loss Funding	0		0	164,234	0	9
Remedial Summer School	108,115		108,115	117,844	66,506	9
School Construction	0		0	0	1,842,395	9
Grocery Tax Hold Harmless	549,845		549,845	0	91,601	9
Rebenchmarking Hold Harmless	474,163		474,163	0	477,265	9
Virginia Preschool Initiative	488,564		488,564	286,309	434,467	9
K-3 Primary Class Size Reduction	501,498		501,498	372,717	499,726	9
English-as-a-Second-Language	167,279		167,279	115,742	167,981	9
Total State Funds	22,211,065	326,564	22,537,629	21,559,538	23,083,500	
<b>TOTAL BUDGET</b>	<b>50,577,715</b>	<b>3,714,573</b>	<b>54,292,287</b>	<b>47,881,085</b>	<b>52,342,567</b>	

2023 - 2024 BudgetCity Funding

Item Description	Prior Year Actual	Current Budget	Recommended
	22,701,856	25,994,797	27,982,650
City Appropriation		23,482,069	
City - Debt Surplus		460,944	
Beg Fund Balance		4,039,637	
		<u>27,982,650</u>	

**City Appropriation:**

The City appropriates 50.73% of the top six revenue producers: real estate tax, personal property tax, BPOL tax, sales tax, and food and lodging taxes. The City increased the appropriation by \$66,967 (0.28%) for FY 2024.

	City Estimated Budget 23-24	City Estimated Budget 22-23	Net Change
Real Property Taxes	22,474,926	21,930,714	544,212
Personal Property Taxes	3,543,404	5,196,732	-1,653,328
Food Tax	6,800,000	6,570,292	229,708
Lodging Tax	1,300,000	1,204,650	95,350
Local Sales Tax	8,760,000	8,363,347	396,653
BPOL	3,410,000	3,012,206	397,794
	46,288,330	46,277,941	10,389
School Funding Percentage	50.73%	50.73%	50.73%
	<u>23,482,069</u>	<u>23,476,799</u>	<u>5,270</u>
Debt Surplus	908,622	786,990	121,632
	<u>908,622</u>	<u>786,990</u>	<u>121,632</u>
School Funding Percentage	50.73%	50.73%	50.73%
	<u>460,944</u>	<u>399,240</u>	<u>61,701</u>
Total (Rounding)	<u>23,943,013</u>	<u>23,876,039</u>	<u>66,970</u>

By charter, this estimate is subject to adjustment based on actual revenues collected.

**Beginning Fund Balance:**

As per City code (Section 6.18), the unexpended and unencumbered fund balance of the School Board at the end of a fiscal year shall remain to the credit of the Board and the amount shall be included in the school budget of the ensuing year as an estimated receipt. The unspent funds from 2021-2022 of \$4,039,637 are included as a source of funds for the 2023-2024 budget. This amount is \$1,920,885 more than the 2022-2023 beginning fund balance of \$2,118,752.

Other Funding

Item Description	Narrative	Prior Year Actual	Current Budget	Recommended
Rent	School facilities are rented to the community at a rate established by the Board. Dance studios, civic, religious and cultural groups rent the auditorium and various groups rent the gymnasium for athletic events.	\$975	\$5,000	\$5,000
Cafeteria Receipts	Food Service income for all schools	\$81,985	\$92,692	\$109,292
Fees from Students	Fees from students are received from the following: lost or damaged books, drivers education & non-resident student tuition.	\$18,572	\$15,000	\$13,000
Transportation of Pupils	Bus transportation is provided and charged on <u>unbudgeted</u> field trips and Recreation Department use.	\$0	\$4,000	\$4,000
Donations & Private Grants		\$0	\$5,000	\$5,000
Refunds & Misc Income	Insurance dividends, payment for damages to property, revenue from unanticipated sources, E-rate reimbursement and reimbursement of staff working athletic events. Returned item refunds Reimbursement Project Search Athletic staff payment reimbursements E-Rate Reimb. Telecommunications/Internet Insurance dividends	\$328,954      \$3,000 \$67,000 \$7,000 \$140,000 \$15,000	\$267,000      \$232,000	

2023 - 2024 Budget

Item Description	Narrative	Prior Year Actual	Current Budget	Recommended
<b>Impact Aid</b>	Federal Impact Aid is received from the federal government for costs incurred by districts for enrolling military and other federal installation students.	\$0	\$0	\$0
<b>DMAS - Medicaid</b>	Medicaid funds are received for reimbursable expenditures of allowable medical, speech, nursing and psychological services.	\$168,730	\$125,000	\$125,000
<b>Vocational Education - Federal Funds</b>		\$60,345	\$51,292	\$55,957
<b>Flow Thru - Preschool A</b>		\$26,069	\$15,071	\$16,006
<b>Special Ed Flow Thru</b>		\$573,668	\$652,781	\$706,507
	Teachers			\$228,511
	Support Services Spec			\$74,063
	Paraprofessionals			\$88,303
	Social Security			\$36,456
	Health Insurance			\$102,140
	Retirement & Group Life			\$91,356
	Occupational Therapy			\$85,678
	Contracted Therapy			\$0
	Supplies			\$0
	Contracted Transp Serv.			\$0
<b>Title I, Part A</b>		\$580,853	\$602,431	\$748,529
	Salaries			\$532,573
	Social Security			\$40,742
	Health Insurance			\$73,120
	VRS			\$102,094
	Supplies			\$0
<b>Title II, Part A</b>		\$136,424	\$95,943	\$103,551
<b>Title III, Part A</b>		\$29,513	\$16,713	\$16,789
<b>National School Lunch Program</b>	Claims for free and reduced meals	\$1,214,140	\$957,075	\$1,141,045
<b>National School Breakfast Program</b>	Claims for free and reduced meals	\$375,509	\$336,658	\$466,832
<b>Summer Food Service Program</b>	Claims for free and reduced meals	\$23,952	\$22,615	\$23,500

## 2023 - 2024 Budget

### State Funds:

The funds projected in this budget are those recommended by the General Assembly. This is the most accurate projection of state revenue that can be presently determined. Further action by the General Assembly during the veto session or changes submitted by the Governor may require additional adjustments.

For FY 2023-2024, the composite index for Colonial Heights is \$.416. This means that for every dollar of cost to provide the minimum standards of quality, the locality must pay **\$.416** and the state pays **\$.584**. The state is providing 41.5% of the total funds requested in the budget.

Average daily membership affects the amount of state revenue. We are projecting **2,752** students for 2023-2024.

**STATE FUNDING**

Basic Aid (State Share)	8,393,151
Compensation Supplement	1,274,970
Textbooks	212,776
VocEd-SOQ	263,599
SpecEd-SOQ	1,408,007
GiftedEd-SOQ	88,402
Prev., Inter. & RemedEd-SOQ	540,456
Bonus Payment	
Retirement	
Instructional	1,324,427
Non-Instructional	0
Social Security	
Instructional	568,989
Non-Instructional	0
Group Life	
Instructional	40,183
Non-Instructional	0
Sales Tax	3,647,390
Spec. Ed. Regional Tuition	69,992
Community Provider Add-on Funds	0
ESL	167,279
At Risk	1,230,086
Virginia Preschool Initiative	488,564
Infrastructure & Operations Per Pupil Fund	631,902
Reading Intervention	146,214
SOL Teaching Materials	0
Remedial Summer School	108,115
K-3 Initiative	501,498
School Construction	0
<b>SUBTOTAL-Per Pupil Amounts</b>	<b>21,106,000</b>

VOC Ed-Cat	54,013
Project Graduation	3,343
VOC Ed-Cat (ISAEP)	8,233
SpecEd-Cat (Homebound)	23,767
Composite Index Hold Harmless	0
Foster Care	28,878
School Lunch, Bfast & Meals Expansion	60,551
Grocery Tax Hold Harmless	549,845
Rebenchmarking Hold Harmless	474,163
Technology	180,000
SOL Algebra Readiness	48,836
	22,537,630

Adult Ed GED	0
Funding Loss Cap	0

Actual State Revenue Expected 22,537,630

State Worksheet	22,539,240
Less Mentor Teacher Program	-1,610
Actual State used	<u>22,537,630</u>

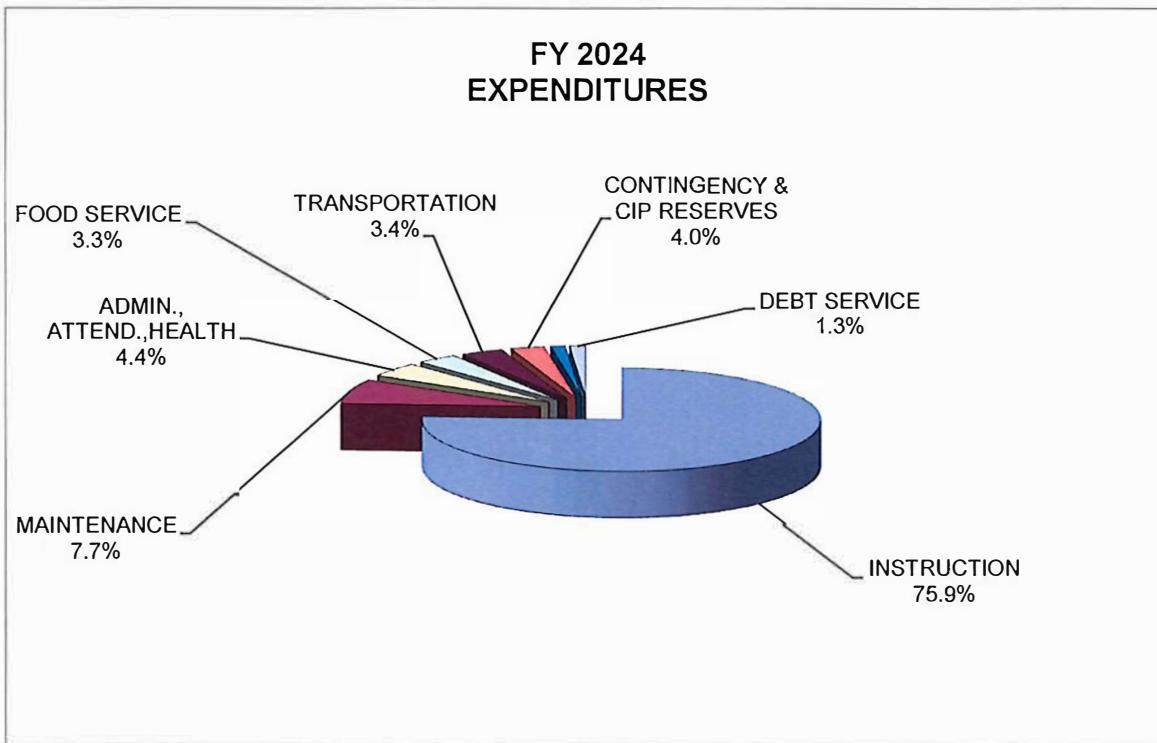
Projected 23-24 **2,752****Actual:**

March 2022	2,670
Sept 2022	2,718

**COLONIAL HEIGHTS PUBLIC SCHOOLS**  
**EXPENDITURES 2023-2024**  
*(Superintendent's Proposal)*

[Details](#)

	FY2024 BUDGET	FY 2023 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$41,217,436	37,681,373	3,536,063	9.38%
MAINTENANCE	4,167,048	4,230,955	(63,907)	-1.51%
ADMIN., ATTEND.,HEALTH	2,384,407	2,169,925	214,482	9.88%
FOOD SERVICE	1,801,220	1,449,970	351,250	24.22%
TRANSPORTATION	1,859,130	1,979,054	(119,924)	-6.06%
CONTINGENCY RESERVE	1,498,333	1,624,901	(126,568)	-7.79%
CIP RESERVE	650,000	2,492,395	(1,842,395)	-73.92%
DEBT SERVICE	714,712	713,995	717	0.10%
	<b>\$54,292,287</b>	<b>52,342,567</b>	<b>1,949,720</b>	<b>3.72%</b>



**Approach to expenditure budgeting:**

A line-item budget has been developed for analysis, authorization and control. Functions/objects are used to organize expenditures around the major functional categories or purposes of the district's activities. The major categories are instruction, administration/attendance/health, transportation, maintenance and operations, and food service. These functions are further divided into specific subfunctions, such as school level instruction, programs for physically handicapped, guidance services, school administration and fiscal services. Specific line-item expenditures are collected and presented under their related function. This provides budget information in two important dimensions--- the purpose of the expenditure (function or subfunction) and the specific items purchased (object).

Colonial Heights School Board

2023-2024

FUNCTION & LINE ITEM EXPENDITURES

(*Superintendent's Proposal*)

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual inc. grants	Current Year Budget	Page Number
<b>INSTRUCTIONAL ADMINISTRATION</b>						
INSTRUCTIONAL SUPERVISORS	905,244		905,244	653,325	700,617	15
TESTING	51,000		51,000	24,526	51,000	18
STAFF DEVELOPMENT	70,000		70,000	47,165	50,000	18
TUITION- ALL PROGRAMS	471,780		471,780	479,783	462,980	18
TRAVEL- MILEAGE, LODGING, MEALS	29,950		29,950	5,652	21,450	18-25
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	4,302	6,000	18
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	0	0	18
EDUC. SUPPLIES - SAO INSTRUCTION	96,000		96,000	156,943	103,000	18
TEXTBOOKS	303,694		303,694	84,942	115,943	18
GIFTED EDUC. EXPENDITURES	9,100		9,100	10,597	9,100	18
ADULT EDUCATION	3,320		3,320	2,205	7,200	18
<b>INSTRUCTIONAL SECONDARY</b>						
PRINCIPAL- SEC.	229,766		229,766	217,685	224,558	15
ASSIST. PRINCIPAL- SEC.	381,048		381,048	322,564	282,126	15
LIBRARIAN- SEC.	133,796		133,796	114,118	123,304	15
GUIDANCE COUN.-SEC.	498,225		498,225	352,930	443,265	15
TEACHER- SEC.- REGULAR	5,436,777		5,436,777	5,201,060	5,242,850	15
PARAPROFESSIONAL- SEC.	357,729		357,729	243,374	307,562	15
TEACHER- SEC.- SP ED	1,600,110		1,600,110	1,093,042	1,352,259	15
PARAPROFES: SP ED- SEC.	586,819		586,819	457,303	535,410	15
TEACHER- SEC.- VOC ED	1,066,807		1,066,807	857,512	950,703	15
PARAPROFES: VOC ED	29,920		29,920	29,156	30,614	15
TEACHER-SEC.- GIFTED	196,171		196,171	169,887	184,080	15
TEACHER: SUBSTITUTE- SEC.	207,700		207,700	213,225	207,700	15
OFFICE SUPPLIES- MID SCH	9,300		9,300	10,286	9,705	23
LIBRARY SUPPLIES- MID SCH	21,700		21,700	21,107	22,645	23
EDUC. SUPPLIES- MID SCH	80,600		80,600	99,359	84,110	23
VOC. SUPPLIES- MID SCH	12,000		12,000	15,930	12,000	23
COPIER COSTS & PAPER - MID SCH	35,960		35,960	23,545	35,756	23
ATHLETICS - MID SCH	9,000		9,000	97	17,500	23
BAND	15,000		15,000	0	15,000	23
OFFICE SUPPLIES- SR HI	12,825		12,825	6,424	21,705	24
LIBRARY SUPPLIES- SR HI	29,925		29,925	16,079	29,050	24
EDUC. SUPPLIES- SR HI	224,250		224,250	125,655	159,575	24
VOC. SUPPLIES- SR HI	17,964	62,246	80,210	69,928	92,210	24
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		55,957	55,957	60,147	51,292	17
COPIER COSTS & PAPER - SR HI	45,250		45,250	20,423	45,275	24
COPIER & PAPER COSTS - CAREER & TECH CENTER	13,858		13,858	25,210	14,372	24
ATHLETICS - SR HI	50,000		50,000	75,813	100,000	24
BAND - CLINICIANS	39,695		39,695	37,217	39,695	24
BAND - MUSIC, EQUIPMENT, SUPPLIES	36,000		36,000	21,725	36,000	24
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	2,414	4,000	24
<b>INSTRUCTIONAL ELEMENTARY</b>						
PRINCIPAL- ELEM.	322,632		322,632	305,186	320,934	15
LIBRARIAN- ELEM.	187,769		187,769	162,449	174,281	15
ASSIST. PRINCIPAL- ELEM.	245,067		245,067	246,217	259,015	15
GUIDANCE COUN.-ELEM.	306,902		306,902	131,584	261,482	15
TEACHER- ELEM.- REGULAR	6,356,213		6,356,213	4,451,298	5,736,282	15
PARAPROFESSIONAL- ELEM.	713,344		713,344	598,595	659,910	15
TEACHER- ELEM.- SP ED	1,316,515		1,316,515	1,215,434	1,215,843	15
PARAPROFES: SP ED- ELEM.	604,060		604,060	556,183	548,100	15
TEACHER- ELEM.- GIFTED	133,386		133,386	116,417	124,979	15
TEACHER- PRESCHOOL- SP ED	190,518		190,518	227,275	176,572	15
TEACHER: SUBSTITUTE- ELEM.	187,500		187,500	175,586	187,500	15
OFFICE SUPPLIES- NORTH	4,680		4,680	964	4,755	21
LIBRARY SUPPLIES- NORTH	10,920		10,920	2,202	11,095	21
EDUC. SUPPLIES- NORTH	40,560		40,560	59,770	41,210	21
COPIER COSTS & PAPER- NORTH	20,604		20,604	15,047	23,572	21
OFFICE SUPPLIES- LAKEVIEW	5,850		5,850	4,468	5,910	20
LIBRARY SUPPLIES- LAKEVIEW	13,650		13,650	12,484	13,790	20
EDUC. SUPPLIES- LAKEVIEW	50,700		50,700	63,893	51,220	20
COPIER COSTS & PAPER - LAKEVIEW	20,975		20,975	15,357	20,975	20
OFFICE SUPPLIES- TUSSING	8,610		8,610	3,862	8,835	22

## INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<a href="#">LIBRARY SUPPLIES- TUSSING</a>	20,090		20,090	3,794	20,615	22
<a href="#">EDUC. SUPPLIES- TUSSING</a>	74,620		74,620	79,085	76,570	22
<a href="#">COPIER COSTS &amp; PAPER - TUSSING</a>	40,908		40,908	25,011	42,500	22
<b>OFFICE OF SUPPORT SERVICES</b>						
<a href="#">SCHOOL SOCIAL WORKER</a>	142,999		142,999	130,561	137,940	15
<a href="#">SPECIAL Ed ASSISTIVE TECH. EXPENDITURES</a>	15,000		15,000	34,859	15,000	25
<a href="#">SPECIAL Ed FLOW THRU TEACHER</a>		228,511	228,511	186,727	207,598	15
<a href="#">SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.</a>		74,063	74,063	76,374	70,584	15
<a href="#">SPECIAL Ed FLOW THRU PARAPROFESSIONAL</a>		88,303	88,303	56,149	79,999	15
<a href="#">SPECIAL Ed FLOW THRU SOCIAL SECURITY</a>		36,456	36,456	23,192	33,770	16
<a href="#">SPECIAL Ed FLOW THRU RETIREMENT &amp; GROUP LIFE</a>		91,356	91,356	60,868	84,335	16
<a href="#">SPECIAL Ed FLOW THRU HOSPITAL PLANS</a>		102,140	102,140	48,057	93,236	16
<a href="#">SPECIAL Ed FLOW THRU SUPPLIES</a>		0	0	0	0	25
<a href="#">PRESCHOOL A CONTRACTUAL SERVICES</a>		16,006	16,006	26,069	15,071	25
<a href="#">SECRETARY OSS</a>	216,544		216,544	115,159	156,828	15
<a href="#">OSS NON GRANT SUPPLIES</a>	506,384		506,384	319,858	393,500	25
<a href="#">COPIER &amp; PAPER COSTS - OSS</a>	6,776		6,776	721	5,720	25
<b>INFORMATION TECHNOLOGY</b>						
<a href="#">INFORMATION TECHNOLOGY SALARIES</a>	570,365		570,365	465,285	546,824	15
<a href="#">PARAPROFS: TECHNOLOGY</a>	135,970		135,970	111,721	89,246	15
<a href="#">TECHNOLOGY EXPENDITURES- MAJOR (&gt; \$5,000)</a>	221,514		221,514	103,452	243,000	19
<a href="#">TECHNOLOGY EXPENDITURES- MINOR (&lt; \$5,000)</a>	641,086		641,086	1,379,320	724,520	19
<a href="#">SOL TECHNOLOGY INITIATIVE</a>	36,000	180,000	216,000	179,700	180,000	19
<b>INSTRUCTIONAL SUPPORT</b>						
<a href="#">SCHOOL SECRETARIES &amp; BOOKKEEPERS</a>	682,023		682,023	595,673	665,849	15
<a href="#">SECRETARY FOR DIRECTORS</a>	29,650		29,650	27,206	28,238	15
<a href="#">SUBSTITUTE SECRETARIES</a>	30,000		30,000	29,738	30,000	15
<b>EMPLOYEE BENEFITS</b>						
<a href="#">RETIREMENT - SICK LEAVE PAYOUT</a>	65,000		65,000	62,152	65,000	17
<a href="#">SOCIAL SECURITY</a>	1,894,444		1,894,444	1,474,911	1,734,086	16
<a href="#">RETIREMENT &amp; GROUP LIFE</a>	4,493,053		4,493,053	3,586,027	4,080,751	16
<a href="#">MEDICAL AND DENTAL PLANS</a>	3,946,407		3,946,407	3,007,136	3,602,380	16
<a href="#">UNEMPLOYMENT INSURANCE VEC</a>	16,536		16,536	14,406	10,395	17
<a href="#">WORKER'S COMPENSATION INSURANCE - INSTRUCTIO</a>	88,499		88,499	98,092	112,200	17
<b>PROGRAM SUPPORT</b>						
<a href="#">EXTRA DUTY SUPPLEMENTS</a>	392,450		392,450	317,967	392,974	15
<a href="#">RESOURCE OFFICERS</a>	575,935		575,935	435,584	420,657	17
<a href="#">TEACHER- HOMEBOUND</a>	76,233	23,767	100,000	95,213	100,000	15
<a href="#">TEACHER - SUM. SCH</a>	169,952		169,952	320,075	169,952	15
<a href="#">SUBSTITUTE AIDES</a>	100,000		100,000	41,675	100,000	15
<b>INSTRUCTIONAL CAPITAL</b>						
<a href="#">INSTRUCTION CAPITAL EXPENDITURES- MAJOR</a>	132,586		132,586	36,743	189,079	20-24
<a href="#">INSTRUCTION CAPITAL EXPENDITURES- MINOR</a>	0		0	0	0	20-24
<b>EVERY STUDENT SUCCEEDS ACT</b>						
<a href="#">TITLE I TEACHER</a>		505,348	505,348	329,052	411,496	15
<a href="#">TITLE I PARAPROFESSIONAL</a>		27,225	27,225	28,825	0	15
<a href="#">TITLE I - SOCIAL SECURITY</a>		40,742	40,742	25,665	31,479	16
<a href="#">TITLE I - RETIREMENT &amp; GROUP LIFE</a>		102,094	102,094	67,667	78,623	16
<a href="#">TITLE I - MEDICAL &amp; DENTAL</a>		73,120	73,120	60,323	66,746	16
<a href="#">TITLE I - SUPPLIES</a>		0	0	69,322	14,087	17
<a href="#">TITLE II STAFF DEV.</a>		103,551	103,551	137,123	95,943	17
<a href="#">TITLE III, PART A</a>		16,789	16,789	25,357	16,713	17
<b>SUB TOTAL INSTRUCTION</b>	39,389,762	1,827,674	41,217,436	34,048,819	37,681,373	

## ADMINISTRATION, ATTENDANCE, &amp; HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>ADMINISTRATION</b>						
BOARD MEMBERS	29,300		29,300	29,300	29,300	15
SUPERINTENDENT	251,205		251,205	154,350	162,068	15
ADMINISTRATIVE STAFF	238,150		238,150	378,382	226,857	15
BUSINESS OFFICE STAFF	433,054		433,054	327,798	411,480	15
<b>HEALTH SERVICES</b>						
NURSE	269,675		269,675	262,366	264,705	15
PSYCHOLOGIST	116,613		116,613	95,241	122,415	15
OCCUPATIONAL THERAPIST, FLOW THRU		85,678	85,678	79,267	83,259	15
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	102,357		102,357	96,664	93,087	16
RETIREMENT & GROUP LIFE	235,489		235,489	237,426	227,338	16
MEDICAL & DENTAL	165,600		165,600	162,656	151,164	16
UNEMPLOYMENT INSURANCE	1,289		1,289	1,022	810	17
WORKER'S COMPENSATION INSURANCE	6,521		6,521	7,213	8,250	17
<b>CONTRACTED SERVICES</b>						
ATTORNEY FEES	45,000		45,000	36,271	35,000	17
CONSULTANT FEES	28,200		28,200	30,493	9,000	17
SCHOOL ACTIVITY FUND AUDIT EXPENSES	5,500		5,500	5,225	5,500	17
GENERAL INSURANCE	89,091		89,091	69,508	70,532	17
BANK SERVICE CHARGES	12,000		12,000	8,701	6,500	17
COMPUTER SERVICES	106,100		106,100	96,064	104,450	17
BACKGROUND CHECKS & DRUG TESTS	15,000		15,000	13,870	10,000	17
CONTRACTED THERAPY, FLOW THRU		0	0	11,132	0	17
<b>OPERATIONAL COSTS</b>						
POSTAGE	5,000		5,000	1,214	4,000	17
TRAVEL, MILEAGE, LODGING, MEALS	21,000		21,000	21,702	21,000	17
ASSOCIATION DUES	31,785		31,785	24,170	31,660	17,24,25
COMMUNITY RELATIONS	10,000		10,000	21,813	10,000	17
OFFICE SUPPLIES	35,000		35,000	40,361	35,000	17
COPIER & PAPER COSTS - SAO	10,800		10,800	10,818	11,550	17
NURSING SUPPLIES	35,000		35,000	99,829	35,000	25
SUB TOTAL ADMINISTRATION	2,298,729	85,678	2,384,407	2,322,853	2,169,925	

## TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>TRANSPORTATION STAFF</b>						
BUS COORDINATOR	81,175		81,175	73,628	77,310	16
BUS DRIVERS	667,887		667,887	443,521	499,927	16
BUS SECRETARY	49,967		49,967	54,752	51,913	16
BUS PARAPROFESSIONAL	162,690		162,690	40,864	191,813	16
SUBSTITUTES AND EXTRA TRIPS	131,929		131,929	262,018	148,316	16
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	83,664		83,664	64,753	74,150	16
RETIREMENT & GROUP LIFE	70,749		70,749	22,978	24,956	16
MEDICAL & DENTAL	149,452		149,452	94,663	136,424	16
WORKER'S COMPENSATION INSURANCE	13,041		13,041	14,425	16,500	17
<b>CONTRACTED SERVICES</b>						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	55,605	0	17
PAYMENTS TO PARENTS & PRIVATE VENDORS	30,000		30,000	4,670	35,000	26
<b>OPERATIONAL COSTS</b>						
BUS INSURANCE	30,682		30,682	25,692	26,206	17
CAPITAL OUTLAY - MAJOR	143,192		143,192	199,661	411,983	26
FUEL AND SUPPLIES	244,700		244,700	206,478	284,557	26
SUB TOTAL TRANSPORTATION	1,859,130	0	1,859,130	1,563,708	1,979,054	

## OPERATION &amp; MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>MAINTENANCE STAFF</b>						
<u>DIRECTOR</u>	103,315		103,315	93,709	98,395	16
<u>CUSTODIANS - FULL TIME</u>	850,483		850,483	728,473	817,950	16
<u>MAINTENANCE WORKERS - FULL TIME</u>	648,981		648,981	532,884	619,455	16
<u>CUSTODIANS - PART &amp; OVERTIME</u>	65,000		65,000	73,048	65,000	16
<u>MAINTENANCE WORKERS: PART &amp; OVERTIME</u>	100,000		100,000	52,012	100,000	16
<b>EMPLOYEE BENEFITS</b>						
<u>SOCIAL SECURITY</u>	135,235		135,235	111,617	130,111	16
<u>RETIREMENT &amp; GROUP LIFE</u>	132,943		132,943	116,907	121,662	16
<u>MEDICAL &amp; DENTAL</u>	353,738		353,738	257,606	322,901	16
<u>UNEMPLOYMENT INSURANCE</u>	3,651		3,651	3,090	2,295	17
<u>WORKER'S COMPENSATION INSURANCE</u>	20,866		20,866	23,080	26,400	17
<b>UTILITIES</b>						
<u>ELECTRICAL SERVICE</u>	665,000		665,000	564,500	665,000	27
<u>FUEL FOR UTILITIES</u>	85,750		85,750	71,664	77,000	27
<u>WATER, SEWAGE, REFUSE</u>	75,000		75,000	68,581	57,000	27
<u>TELEPHONE &amp; INTERNET SERVICE</u>	235,600		235,600	306,538	327,336	17, 19
<b>OPERATIONAL COSTS</b>						
<u>CAPITAL EXPENDITURES- MAJOR</u>	0		0	1,745,025	142,400	27
<u>CAPITAL EXPENDITURES- MINOR</u>	15,200		15,200	0	12,000	27
<u>MAINTENANCE SERVICES</u>	275,000		275,000	225,852	270,000	27
<u>OFFICE SUPPLIES</u>	2,000		2,000	2,000	1,800	27
<u>MAINTENANCE SUPPLIES</u>	325,000		325,000	411,917	304,000	27
<u>OPERATION OF VEHICLES</u>	70,000		70,000	38,642	65,000	27
<u>COPIER &amp; PAPER COSTS - OPERATION &amp; MAINTENANCE</u>	4,286		4,286	4,974	5,250	27
<b>SUB TOTAL OPERATIONS</b>	4,167,048	0	4,167,048	5,432,120	4,230,955	

## FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>FOOD SERVICE STAFF</b>						
<u>COORDINATOR</u>		81,175	81,175	73,628	77,310	16
<u>SECRETARY</u>		40,356	40,356	44,157	38,434	16
<u>FULL TIME WORKERS</u>		157,252	157,252	102,208	135,226	16
<u>PART TIME WORKERS</u>		407,742	407,742	335,307	373,251	16
<b>EMPLOYEE BENEFITS</b>						
<u>SOCIAL SECURITY</u>		52,519	52,519	41,319	47,753	16
<u>RETIREMENT &amp; GROUP LIFE</u>		54,246	54,246	28,660	32,200	16
<u>MEDICAL &amp; DENTAL</u>		113,862	113,862	91,837	103,936	16
<u>WORKERS' COMP: OTHER</u>		1,486	1,486	1,443	1,650	17
<b>OPERATIONAL COSTS</b>						
<u>FOOD SERVICE BANK CHARGES-OTHER</u>		4,000	4,000	4,254	4,000	28
<u>CAPITAL OUTLAY - MAJOR</u>		5,800	5,800	0	5,800	28
<u>CAPITAL OUTLAY - MINOR</u>		0	0	0	0	28
<u>FOOD</u>		770,299	770,299	607,913	558,125	28
<u>SUPPLIES</u>		112,483	112,483	114,316	72,285	28
<u>CONTRACTUAL SERVICES</u>		0	0	0	0	28
<b>SUB TOTAL FOOD SERVICE</b>	0	1,801,220	1,801,220	1,445,041	1,449,970	

## DEBT SERVICE &amp; FUND TRANSFERS

<u>DEBT SERVICE TO CITY</u>	714,712		714,712	714,025	713,995	17
<u>TRANSFER TO CITY</u>		0	0	0	0	17
<b>SUB TOTAL DEBT SERVICE</b>	714,712	0	714,712	714,025	713,995	

## CONTINGENCY RESERVE

2.76%

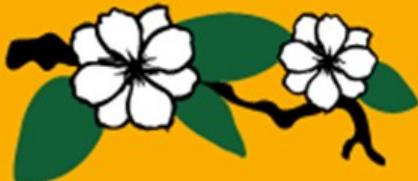
<u>CONTINGENCY RESERVE</u>	1,498,333		1,498,333		1,624,901	17
<u>CIP RESERVE</u>	650,000		650,000		2,492,395	17

## TOTAL EXPENDITURE BUDGET

50,577,714 3,714,573 54,292,287 45,526,566 52,342,567

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

**BUDGET  
ORDINANCES**

AN ORDINANCE NO. 23-10

Providing for a percentage of personal property tax relief on qualifying vehicles for 2023 and 2024; and providing for tax levies on personal property for the 2024 tax year, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. There is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a tax on all tangible personal property identified in subdivisions 1 through 19 of subsection A of Va. Code § 58.1-3503, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.
2. There is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a tax on all tangible personal property in the classes designated in subdivisions 1, 6, 11, 12, 16, 17, 22, 24, 26, 27, 28, 29, 30, 31, 32, and 37 of subsection A of Va. Code Section § 58.1-3506, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.
3. There is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in subdivision 10 of subsection A of Va. Code § 58.1-3506, of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.
4. There is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a tax on one motor vehicle owned by each member of a volunteer emergency medical services agency or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in subdivisions 15 and 20 of subsection A of Va. Code § 58.1-3506, and City Code §§ 258-23 and 258-23.1, of one dollar

(\$1.00), for general municipal purposes.

5. Pursuant to subdivision 14 of subsection A of Va. Code § 58.1-3506, and City Code § 258-23.2, there is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a personal property tax of one dollar (\$1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

6. Pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 44% on all qualifying vehicles is established for the tax year beginning January 1, 2023, and ending December 31, 2023.

7. Pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 44% on all qualifying vehicles is established for the tax year beginning January 1, 2024, and ending December 31, 2024.

8. There is levied and shall be collected for the tax year commencing January 1, 2024, and ending December 31, 2024, a tax on all (a) machinery and tools as classified in Va. Code § 58.1-3507; (b) tangible personal property used in a research and development business, as classified in subdivision 7 of subsection A of Va. Code § 58.1-3506; (c) generating equipment, as classified in subdivision 9 of subsection A of Va. Code § 58.1-3506; and (d) motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in subdivision 25 of subsection A of Va. Code § 58.1-3506; of two dollars (\$2.00) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

9. This ordinance shall be in effect upon approval on second reading.

Approved:

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Mayor

Attested:

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City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on\_\_\_\_\_.

Ayes:\_\_\_\_\_. Nays:\_\_\_\_\_. Absent:\_\_\_\_\_. Abstain:\_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman:\_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman:\_\_\_\_\_

The Honorable John E. Piotrowski, Councilman:\_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman:\_\_\_\_\_

The Honorable John T. Wood, Councilman:\_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor:\_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor:\_\_\_\_\_

Adopted on its second reading on\_\_\_\_\_.

Ayes:\_\_\_\_\_. Nays:\_\_\_\_\_. Absent:\_\_\_\_\_. Abstain:\_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman:\_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman:\_\_\_\_\_

The Honorable John E. Piotrowski, Councilman:\_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman:\_\_\_\_\_

The Honorable John T. Wood, Councilman:\_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor:\_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor:\_\_\_\_\_

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City Clerk

Approved as to form:

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City Attorney

AN ORDINANCE NO. 23-11

Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2024, and ending December 31, 2024 for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. There is hereby levied and shall be collected for the tax year beginning January 1, 2024, and ending December 31, 2024, a tax on all real estate located in the City not exempt from taxation of one dollar and twenty cents (\$1.20) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. Section 1 of this ordinance shall be in full force and effect for the tax year 2024.

Approved:

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Mayor

Attest:

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City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.  
\_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

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City Clerk

Approved as to form:

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City Attorney

AN ORDINANCE NO. 23-15

Increasing the tax on purchased meals to 6.5%.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS AS FOLLOWS:

1. Section 258-42.2 of Chapter 258, Taxation, of the Colonial Heights City Code is amended as follows:

§ 258-42.2. Levy.

There is hereby levied by the City on each person a tax at the rate of 6%– 6.5% on the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not.

2. This ordinance shall be in full force and effect upon approval on second reading.

Approved:

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Mayor

Attest:

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City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.  
\_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

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City Clerk

Approved as to form:

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City Attorney

AN ORDINANCE NO. 23-FIN-10

Adopting the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. The budget designated the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted; and subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$230,139
General and Financial Administration	5,687,713
Judicial Administration	6,074,127
Public Safety	15,469,950
Public Works	6,603,356
Health and Social Services	1,342,783
Culture and Recreation	3,098,905
Community Development	741,024
Human Services	562,666
Non-departmental	2,043,775
Debt Service & Transfers Out	<u>28,721,452</u>
<b>TOTAL</b>	<b>\$70,575,890</b>

For the purposes of City Charter § 6.15, each of the above-referenced purposes shall be considered a department, board, commission, officer, or agency.

2. The foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2023:

General Property Taxes	\$28,948,174
Other Local Taxes	22,540,759
Licenses, Permits & Fees	4,417,960
Fines and Forfeitures	243,277
Use of Money & Property	223,000
Intergovernmental Revenues	7,939,587
Charges for Current Services	3,103,900
Miscellaneous	<u>3,159,233</u>
<b>TOTAL</b>	<b>\$70,575,890</b>

3. All legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2023, be offset by an equal amount of reserved Fund Balance for subsequent year expenditures; and if performance of a contract or purchase order is complete, or virtually complete, an expenditure and estimated liability should be recorded in lieu of an expenditure.

4. The unencumbered balance of the annual appropriation standing on the books of the City as of June 30, 2023, shall be canceled.

5. This ordinance shall be in full force and effect on and after the first day of July, 2023, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

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Mayor

Attest:

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City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.  
\_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

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City Clerk

Approved as to form:

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City Attorney

AN ORDINANCE NO. 23-FIN-11

Adopting the budgets for various funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. The budget designated the **Recreation Activity Fund** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

2. The sum of \$160,917 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the **Recreation Activity Fund** Budget as follows:

REVENUES

Charges for Current Services		<u>\$160,917</u>
TOTAL		\$160,917

EXPENDITURES

Recreation Activities		<u>\$160,917</u>
TOTAL		\$160,917

3. The budget designated the **Economic Development Authority** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

4. The sum of \$29,580 is hereby appropriated from the estimated revenues from all existing sources as shown in the **Economic Development Authority** Budget for the ensuing fiscal year, which shall be used for operating expenses as follows:

REVENUES

Miscellaneous		<u>\$29,580</u>
TOTAL		\$29,580

EXPENDITURES

Economic Development		<u>\$29,580</u>
TOTAL		\$29,580

5. The budget designated the **Capital Projects Fund** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

6. The sum of \$6,604,029 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major capital projects to the sums itemized in the **Capital Projects Fund** Budget as follows:

REVENUES

Intergovernmental Revenue	\$3,950,470
Miscellaneous	<u>2,653,559</u>
<b>TOTAL</b>	<b>\$6,604,029</b>

EXPENDITURES

Auxiliary City Hall Parking Lot	\$400,000
Asphalt Path Renovation	72,800
CHHS Fine Arts Renovation (Music-Arts)	817,485
CHHS Front Entrance, Administration Areas	336,054
Gateway Roundabout Improvements	100,000
Boulevard at Westover Intersection Improvements	291,115
Branders Bridge-Blvd Right Turn Lane Extension	271,806
Boulevard at Temple Ave. Intersection Improv.	729,000
Lakeview Ave. Modernization, Phase I	1,406,084
CHHS (Conduit Road) Sidewalks	523,844
Blvd Spur Appomattox Greenway Trail	952,604
Total Maximum Daily Load Project	465,499
Ridge Road Culvert Replacement	<u>237,738</u>
<b>TOTAL</b>	<b>\$6,604,029</b>

7. The budget designated the **Information Technology Service Fund** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

8. The sum of \$388,106 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the **Information Technology Service Fund** Budget as follows:

REVENUES

Charges for Current Services	<u>\$388,106</u>
TOTAL	<u>\$388,106</u>

OPERATING EXPENDITURES

Information Technology	<u>\$388,106</u>
TOTAL	<u>\$388,106</u>

9. The budget designated the **Storm Water Fund** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

10. The sum of \$1,130,745 is hereby appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the **Storm Water Fund** Budget as follows:

REVENUES

Charges for Current Services	<u>\$697,113</u>
Miscellaneous	<u>433,632</u>
TOTAL	<u>\$1,130,745</u>

OPERATING EXPENSES  
(INCLUDING DEPRECIATION)

Stormwater Operating	<u>\$1,130,745</u>
TOTAL	<u>\$1,130,745</u>

9. The budget designated the **Water and Sewer Fund** Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted.

10. The sum of \$5,902,892 is hereby appropriated from the estimated revenues from all existing sources as shown in the **Water and Sewer Fund** Budget for the ensuing fiscal year, which shall be used for operating expenses as follows:

REVENUES

Charges for Current Services	\$5,540,775
Nonoperating Revenue	<u>362,117</u>
<b>TOTAL</b>	<b>\$5,902,892</b>

OPERATING EXPENSES  
(INCLUDING DEPRECIATION)

Water Distribution	\$1,918,132
Wastewater Treatment	3,553,751
Utility Billing	<u>431,009</u>
<b>TOTAL</b>	<b>\$5,902,892</b>

11. A capital outlay in the amount of \$526,900 from the resources of the **Water and Sewer Fund** is hereby authorized and appropriated during the ensuing fiscal year, and the Fund's purchases shall be amortized over the anticipated useful life of the Fund's assets in accordance with generally accepted accounting principles.

12. This ordinance shall be in full force and effect on the first day of July, 2023 and shall constitute the Appropriation Ordinance for the funds specified herein for the fiscal year beginning on that date.

Approved:

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\_\_\_\_\_  
Mayor

Attest:

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\_\_\_\_\_  
City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Councilwoman: \_\_\_\_\_

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_

The Honorable Dr. Laura F. Poe, Councilwoman: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Robert W. Wade, Vice-Mayor: \_\_\_\_\_

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_

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City Clerk

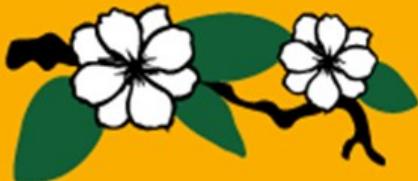
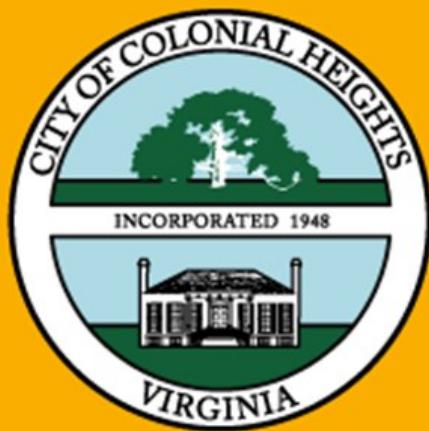
Approved as to form:

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City Attorney

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2023-24  
Annual Operating Budget

# PERSONNEL INFORMATION

CITY OF COLONIAL HEIGHTS, VIRGINIA  
 GENERAL PAY PLAN CLASS AND SALARY RANGE  
 EFFECTIVE JULY 1, 2023

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	\$31,200 \$33,280	\$47,792 \$48,748
	Deputy I Facilities/Groundskeeper I Meter Reader Public Works Technician I Staff Assistant Van Driver	
12	\$32,760 \$35,100	\$54,611 \$55,703
	Concrete Technician (Starting Salary: \$36,400) Deputy II Deputy Registrar Facilities/Groundskeeper II (Starting salary: \$34,320 \$36,150) Financial Technician I Legal Secretary Public Works Heavy Equipment Operator (Starting salary: \$35,360) Public Works Technician II (\$33,280) Senior Meter Reader Transportation Coordinator	
13	\$36,341 \$37,068	\$62,385 \$63,633
	Concrete Technician (Starting Salary: \$39,146) Cross-Connection Control Technician (Starting salary: \$38,480) Deputy III Deputy Sheriff* (Starting salary: \$43,297 \$47,627) Facilities/Groundskeeper III (Starting salary: \$38,480 \$40,310) Financial Technician II Police Records Technician Public Works Heavy Equipment Operator Recreation Specialist I Traffic Technician (Starting salary: \$38,480) Utility Maintenance Specialist (Starting salary: \$38,480) Waterworks Distribution Technician (Starting salary: \$38,480)	

\*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$71,286 \$72,71

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2023

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$41,523 \$42,354	\$71,286 \$72,712
		Administrative Assistant Administrative Services Deputy (Starting salary: \$46,496 <b>\$51,146</b> ) Building Inspector <b>Building Maintenance Technician</b> Chief Deputy Commissioner of Revenue Community/Economic Development Specialist <b>Construction Inspector</b> <b>Cross-Connection Control Technician</b> Digital Resource Specialist <b>Emergency Equipment Technician</b> Engineering Technician (Starting salary: \$46,419 <b>\$47,347</b> ) Financial Specialist I <b>Heavy Truck/Bus Technician</b> Horticulturist Museum Curator Permit Technician Procurement Specialist <b>Public Works Foreman</b> (Starting salary: \$43,160) Recreation Specialist II <b>Senior Automotive Mechanic</b> <b>Senior Traffic Technician</b> <b>Traffic Technician</b> <b>Utility Maintenance Specialist</b> <b>Victim Witness Program Assistant/Court Advocate</b> <b>Waterworks Distribution Technician</b> Youth Program Coordinator
15	\$47,435 \$48,384	\$81,437 \$83,066
		<b>Building Maintenance Technician</b> Combination Inspector <b>Construction Inspector</b> Chief Deputy Circuit Court Clerk <b>Emergency Equipment Technician</b> Executive Assistant Financial Specialist II <b>Heavy Truck/Bus Technician</b> Human Resources Specialist Lieutenant Deputy Sheriff (Starting salary: \$49,695 <b>\$54,665</b> ) <b>Public Works Foreman</b> <b>Senior Paralegal/Deputy City Clerk</b> Recreation Specialist III Senior Center <b>Senior Automotive Mechanic</b> Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$51,721 <b>\$52,755</b> ) <b>Senior Traffic Technician</b> Utility Billing Supervisor

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2023

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$54,198 \$55,282	\$93,042 \$94,903
	Accountant Chief Deputy Sheriff ( <b>Starting Salary: \$59,618</b> ) Financial Systems Analyst Geographic Information System (GIS) Coordinator Purchasing Agent Revenue Supervisor <b>Senior Paralegal/Deputy City Clerk</b>	
17	\$61,597 \$62,829	\$106,304 \$108,430
	Assistant Commonwealth's Attorney Automotive Maintenance Superintendent City Assessor Facilities Superintendent Information Systems Coordinator Office on Youth & Human Services Administrator Project Coordinator Public Works Superintendent <b>Victim Witness Program Director</b>	
18	\$70,747 \$72,162	\$121,452 \$123,881
	Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Deputy Director of Finance Economic Development Administrator	
EXEC	\$85,313 \$87,019	\$146,886 \$149,824
	Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director	

GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2023

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
UNCLASSIFIED	N/A	N/A
	City Attorney*	
	City Clerk	
	City Manager**	
	Clerk of Circuit Court	
	Commissioner of Revenue	
	Commonwealth's Attorney	
	Registrar	
	Sheriff	
	Treasurer	

The following salaries with a 5% salary increase will be:

\* City Attorney's salary as of 7/1/2023 will be **\$180,580.84 \$193,403.32**

\*\* City Manager's salary as of 7/1/2023 will be **\$173,260.56 \$185,562.51**

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2023

**PART-TIME/SEASONAL/TEMPORARY POSITIONS**

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Assistant	\$12.00 - \$20.00
Animal Control Aide	\$12.00 - \$16.00
Code Enforcement Inspector	<del>\$15.00 - \$23.00</del> <b>\$15.00 - \$25.00</b>
Communications Officer	<del>\$15.00 - \$23.00</del> <b>\$15.00 - \$25.00</b>
Deputy Sheriff	<del>\$16.00 - \$23.00</del> <b>\$20.00 - \$25.00</b>
Digital Resources Assistant	\$12.00 - \$13.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	<del>\$15.00 - \$23.00</del> <b>\$15.00 - \$25.00</b>
EMS Firefighter*	<del>\$15.00 - \$23.00</del> <b>\$17.00 - \$25.00</b>
Fire Logistics Officer	<del>\$15.00 - \$23.00</del> <b>\$15.00 - \$25.00</b>
FOIA Specialist	<del>\$20.00 - \$23.00</del> <b>\$20.00 - \$25.00</b>
Groundskeeper Assistant	\$12.00 - \$14.00
Landscaping Technician	\$12.00 - \$14.00
Meter Reader	\$12.00 - \$16.00
Recreation Assistant I	\$12.00 - \$14.00
Recreation Assistant II	\$14.00 - \$16.00
Recycling Center Attendant	\$12.00 - \$14.00
Senior Automotive Mechanic	<del>\$20.00 - \$23.00</del> <b>\$20.00 - \$25.00</b>
Site Supervisor	\$14.00 - \$17.00
Support Worker	\$12.00 - \$14.00
Temporary/Seasonal	\$12.00 - \$20.00
Van Driver	\$12.00 - \$14.00

\*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Advanced, Firefighter - Intermediate, Firefighter-Paramedic, EMT, Advanced, Intermediate, and Paramedic designations.

All full-time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently, with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.

CITY OF COLONIAL HEIGHTS  
 PUBLIC SAFETY PAY PLAN  
 Effective July 1, 2023

Plan Include:

- \* 2% increase between steps (except from step 1 to step 2 for Police Officer, Firefighter-EMT and Firefighter-Intermediate)
- \* 6% or more increase for non-supervisor pay grades
- \* 5% or 6% increase, as designated, for supervisor pay grades
- \* Police Officers all moved to new 80 hour pay rate, Police Sgt. And Police Lt. moved to 80 hour pay rate
- \* All EMT's pay grades consolidated to form new Firefighter-EMT pay grade; Firefighter-Intermediate pay grade moved 2% above new Firefighter-EMT grade

**Police Department**

Job Title	New Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Police Officer Recruit (80 Hrs)	P - 100	47,989																				
Police Officer/SRO & Police Detective (80 Hrs)	P - 102	47,989	48,949	49,928	50,926	51,945	52,984	54,043	55,124	56,227	57,351	58,498	59,668	60,862	62,079	63,320	64,587	65,879	67,196	68,540	69,911	71,309
Police Officer/Patrol (84 Hours)	P - 103	50,388	51,396	52,424	53,473	54,542	55,633	56,746	57,880	59,038	60,219	61,423	62,652	63,905	65,183	66,486	67,816	69,173	70,556	71,967	73,406	74,875
Police Officer (+6% over previous Patrol, step 1 higher % increase) - all Officers now on 80 hr.	P - 103	54,000	54,480	55,570	56,681	57,815	58,971	60,150	61,353	62,580	63,832	65,109	66,411	67,739	69,094	70,476	71,885	73,323	74,789	76,285	77,811	79,367
Police Sergeant	P - 104	64,260	65,545	66,856	68,193	69,557	70,948	72,367	73,815	75,291	76,797	78,333	79,899	81,497	83,127	84,790	86,485	88,215	89,980	91,779	93,615	95,487
Police Sergeant (84 Hours)	P - 105	67,473	68,822	70,199	71,603	73,035	74,496	75,986	77,505	79,055	80,636	82,249	83,894	85,572	87,284	89,029	90,810	92,626	94,478	96,368	98,295	100,261
Police Sergeant (+6% over Previous 80 hr Sgt) - all Sgt. now on 80 hr.	P - 105	68,116	69,478	70,867	72,285	73,731	75,205	76,709	78,243	79,808	81,404	83,033	84,693	86,387	88,115	89,877	91,675	93,508	95,378	97,286	99,232	101,216
Police Lieutenant	P - 106	71,400	72,828	74,285	75,770	77,286	78,831	80,408	82,016	83,656	85,330	87,036	88,777	90,552	92,364	94,211	96,095	98,017	99,977	101,977	104,016	106,097
Police Lieutenant (84 Hours)	P - 107	74,970	76,469	77,999	79,559	81,150	82,773	84,428	86,117	87,839	89,596	91,388	93,216	95,080	96,982	98,921	100,900	102,918	104,976	107,076	109,217	111,401
Police Lieutenant (+5% over previous 80 hr Lt.) - all Lt. now on 80 hr.	P - 107	74,970	76,469	77,999	79,559	81,150	82,773	84,428	86,117	87,839	89,596	91,388	93,216	95,080	96,982	98,921	100,900	102,918	104,976	107,076	109,217	111,401
Police Captain	P - 108	79,560	81,151	82,774	84,430	86,118	87,841	89,597	91,389	93,217	95,082	96,983	98,923	100,901	102,919	104,978	107,077	109,219	111,403	113,631	115,904	118,222
Police Captain +5% over previous	P - 108	83,538	85,209	86,913	88,651	90,424	92,233	94,077	95,959	97,878	99,836	101,832	103,869	105,946	108,065	110,227	112,431	114,680	116,973	119,313	121,699	124,133
Deputy Chief of Police - Major	P - 109	84,150	85,833	87,550	89,301	91,087	92,908	94,767	96,662	98,595	100,567	102,578	104,630	106,723	108,857	111,034	113,255	115,520	117,830	120,187	122,591	125,042
Deputy Chief - Major +5% over previous	P - 109	88,358	90,125	91,927	93,766	95,641	97,554	99,505	101,495	103,525	105,595	107,707	109,861	112,059	114,300	116,586	118,918	121,296	123,722	126,196	128,720	131,295

**Fire Department**

Job Title	New Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Firefighter-EMT-B	F - 100	47,989	48,949	49,928	50,926	51,945	52,984	54,043	55,124	56,227	57,351	58,498	59,668	60,862	62,079	63,320	64,587	65,879	67,196	68,540	69,911	71,309
Firefighter-EMT/A	F - 101	49,189	50,172	51,176	52,199	53,243	54,308	55,394	56,502	57,632	58,785	59,961	61,160	62,383	63,631	64,903	66,201	67,526	68,876	70,254	71,659	73,092
Firefighter-EMT Combined (+6% over previous FF-Intermediate, step one higher % increase)	F - 101	54,000	54,480	55,569	56,680	57,814	58,970	60,150	61,353	62,580	63,831	65,108	66,410	67,738	69,093	70,475	71,885	73,322	74,789	76,284	77,810	79,366
Firefighter-Intermediate	F - 102	50,388	51,396	52,424	53,472	54,542	55,632	56,745	57,880	59,038	60,218	61,423	62,651	63,904	65,182	66,486	67,816	69,172	70,555	71,966	73,406	74,874
Firefighter-Intermediate (+2% over new FF-EMT Combined)	F - 102	55,080	55,569	56,680	57,814	58,970	60,150	61,353	62,580	63,831	65,108	66,410	67,738	69,093	70,475	71,885	73,322	74,789	76,284	77,810	79,366	80,954
Firefighter Paramedic	F - 103	52,908	53,967	55,046	56,147	57,270	58,415	59,583	60,775	61,991	63,230	64,495	65,785	67,101	68,443	69,812	71,208	72,632	74,085	75,566	77,078	78,619
Firefighter-Paramedic (+ 6% over previous, step one higher % increase)	F - 103	56,701	57,205	58,349	59,516	60,706	61,920	63,158	64,422	65,710	67,024	68,365	69,732	71,127	72,549	74,000	75,480	76,990	78,530	80,100	81,702	83,336
Fire Lieutenant	F - 104	64,260	65,545	66,856	68,193	69,557	70,948	72,367	73,815	75,291	76,797	78,333	79,899	81,497	83,127	84,790	86,485	88,215	89,980	91,779	93,615	95,487
Fire Lieutenant + 6% over previous	F - 104	68,116	69,478	70,867	72,285	73,731	75,205	76,709	78,243	79,808	81,404	83,033	84,693	86,387	88,115	89,877	91,675	93,508	95,378	97,286	99,232	101,216
Fire Lieutenant (80 Hours)	F - 105	67,473	68,822	70,199	71,603	73,035	74,496	75,986	77,505	79,055	80,636	82,249	83,894	85,572	87,284	89,029	90,810	92,626	94,478	96,368		

**Communications Center**

Job Title	New Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Communications Officer	C - 100	42,230	43,075	43,936	44,815	45,711	46,625	47,558	48,509	49,479	50,469	51,478	52,508	53,558	54,629	55,722	56,836	57,973	59,132	60,315	61,521	62,752
Communications Officer + 6% over previous	C - 100	44,764	45,659	46,572	47,504	48,454	49,423	50,411	51,420	52,448	53,497	54,567	55,658	56,771	57,907	59,065	60,246	61,451	62,680	63,934	65,212	66,517
Communications Supervisor	C - 101	50,388	51,396	52,424	53,472	54,542	55,632	56,745	57,880	59,038	60,218	61,423	62,651	63,904	65,182	66,486	67,816	69,172	70,555	71,966	73,406	74,874
Communications Supervisor + 6% over previous	C - 101	53,411	54,480	55,569	56,680	57,814	58,970	60,150	61,353	62,580	63,831	65,108	66,410	67,738	69,093	70,475	71,885	73,322	74,789	76,284	77,810	79,366
Emergency Comm. Center Manager	C - 102	61,597	62,829	64,085	65,367	66,674	68,008	69,368	70,755	72,170	73,614	75,086	76,588	78,120	79,682	81,276	82,901	84,559	86,250	87,975	89,735	91,530
Emergency Comm. Center Manager + 6% over previous	C - 102	65,293	66,598	67,930	69,289	70,675	72,088	73,530	75,001	76,501	78,031	79,591	81,183	82,807	84,463	86,152	87,875	89,633	91,425	93,254	95,119	97,021

**Animal Control**

Job Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Animal Control Officer	A - 100	36,341	37,067	37,809	38,565	39,336	40,123	40,925	41,744	42,579	43,430	44,299	45,185	46,089	47,010	47,951	48,910	49,888	50,886	51,903	52,941	54,000
Animal Control Officer + 6% over previous	A - 100	38,521	39,291	40,077	40,879	41,696	42,530	43,381	44,249	45,133	46,036	46,957	47,896	48,854	49,831	50,828	51,844	52,881	53,939	55,017	56,118	57,240
Animal Control Supervisor	A - 101	54,198	55,282	56,387	57,515	58,665	59,839	61,035	62,256	63,501	64,771	66,067	67,388	68,736	70,111	71,513	72,943	74,402	75,890	77,408	78,956	80,535
Animal Control Supervisor + 5% over previous	A - 101	56,908	58,046	59,207	60,391	61,599	62,831	64,087	65,369	66,676	68,010	69,370	70,757	72,173	73,616	75,088	76,590	78,122	79,684	81,278	82,904	84,562

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