



**Colonial Heights
City Council Special Meeting
April 24, 2024
6:00 pm**

Colonial Heights City Council Meeting

April 24, 2024



1. Call to Order

2. Roll Call

3. Closed Meeting Pursuant To The Code Of Virginia In Accordance With The Following Provisions:

- ▶ *Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Manager*

Colonial Heights City Council Meeting

April 24, 2024



4. **Vote To Come Back Into Open Meeting:**

The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- ▶ *Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Manager.*

Consideration of the following certification:

Each member will now certify that to the best of the member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii) shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Roll Call. An affirmative vote shall constitute certification of compliance.

Colonial Heights City Council Meeting

April 24, 2024



5. Declarations Of Personal Interest

6. Reading Of Manner Of Addressing Council.

ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council one time for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss.

PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

Colonial Heights City Council Meeting

April 24, 2024



7. Advertised Public Hearings:

A. AN ORDINANCE NO 24-FIN-7

(First Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and approving such budget.

Colonial Heights City Council Meeting

April 24, 2024



8. A Work Session On The Following Items:

A. AN ORDINANCE NO 24-5

(Second Reading) Amending Chapter 30, Finance, of the Colonial Heights City Code by grouping existing §§ 30-1 through 30-11 into Article I of such chapter, and adding an Article II, Tourism Improvement District (consisting of new §§ 30-12, 30-13, 30-14, 30-15, 30-16, and 30-17) to the chapter. The new sections relate to the establishment, operation, duration, and administration of a Tourism Improvement District.

Colonial Heights City Council Meeting

April 24, 2024



8. A Work Session On The Following Items:

B. AN ORDINANCE NO 24-6

(First Reading) Awarding the City Manager a bonus of \$6,000.

8. A Work Session On The Following Items:

C. AN ORDINANCE NO 24-FIN-8

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$42,137, consisting of: 1) \$2,775 in grant funds from the Firehouse Subs Public Safety Foundation to the Police Department to purchase a Thermal Imaging Camera; 2) \$5,967 in state funds from the Department of Criminal Justice Services to the Police Department for reimbursement of Temporary Detention Order/Emergency Custody Order personnel costs; and 3) \$33,395 from Miscellaneous (Assigned Fund Balance) to Debt & Transfers for the Auxiliary City Hall Parking Lot Project. Transfers of \$55,000 consisting of 1) \$30,000 from Nondepartmental (Contingencies & Reserve) to Public Works for building maintenance costs; and 2) \$25,000 from Nondepartmental (Contingencies & Reserve) to the City Attorney for contracted legal services;

8. A Work Session On The Following Items:

C. AN ORDINANCE NO 24-FIN-8 continued...

To amend the Emergency Response Fund Budget by appropriating \$5,858 in American Rescue Plan Act Tourism Recovery Program funds for reimbursement of media, public relations, and marketing expenditures.

To amend the Capital Projects Fund by appropriating \$33,395 in an assigned fund balance transfer from the General Fund Budget to the Auxiliary City Hall Parking Lot Project.

Colonial Heights City Council Meeting

April 24, 2024



8. A Work Session On The Following Items:

D. Presentation Of The City Manager's Proposed FY2024-2025 Annual Operating Budget

The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides, framing the central white area where the text is placed.

FY2024-2025 City Manager's Proposed Budget Presentation

April 24, 2024

Top Six General Fund Revenues

	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY24 Projected</u>	<u>FY25 Proposed</u>
Real Estate	23,025,917	23,249,924	22,869,936	25,036,567
Sales Tax	9,863,793	9,000,000	10,288,079	9,700,000
Meals Tax	10,036,495	9,330,000	11,040,144	10,200,000
BPOL	3,830,936	3,600,000	3,804,755	3,600,000
Personal Property	4,080,106	4,630,000	3,949,252	3,950,000
Lodging Tax	<u>1,479,159</u>	<u>1,400,000</u>	<u>1,382,334</u>	<u>1,550,000</u>
	52,316,406	51,209,924	53,334,500	54,036,567

General Fund Proposed Budget

- ▶ **Proposed General Fund Budget for FY 25:
\$77,836,214**
- ▶ **Increase of 10.3% from FY 24 adopted budget**
- ▶ **The proposed FY 25 Budget includes more use of Fund balance than FY 24**
- ▶ **If the FY 25 budget used the same amount of Fund Balance as FY 24, the increase for FY 25 would be 5.8%**

Proposed Budget Highlights

EMPLOYEE COMPENSATION

General Employees

- ▶ 3% cost of living adjustment for Full-time employees who are not included in the Public Safety Step Plan
- ▶ Increase Pay Plan by 1%
- ▶ \$279,210 salary/benefit cost

Public Safety Pay Plan

- ▶ Increase Plan 1%
- ▶ Move employees one step
- ▶ \$286,949 salary/benefit cost

Proposed Budget Highlights

OTHER PERSONNEL

- ▶ Increase in City share of Employee Health Insurance (approx. \$180,000)
- ▶ Increase in Employer costs for VRS (approx. \$370,016)
- ▶ Police Lt. over Investigations/Support (upgrade current position)
- ▶ Fire - Add one PT Assistant Fire Marshal
- ▶ Planning - Reclass Permit Tech to Planner, add PT Permit Tech, add FT Code Enforcement Supervisor

Proposed Budget Highlights

OTHER PERSONNEL

- ▶ Recreation - Add one PT Recreation Attendant
- ▶ Part-time pay rate revisions - Sheriff's Office/Fire & EMS
- ▶ Reclassify Sheriff's Deputy positions
- ▶ Reclassify position in Commissioner of Revenue's Office
- ▶ Reclassify one part-time position in Office on Youth
- ▶ \$40,000 in contingency for limited additional salary adjustments following completion of review by City Manager

Proposed Budget Highlights

OPERATING- SERVICES UPDATE

- ▶ Health Department: increase from amount City budgeted for FY24
- ▶ Increase in Technology Costs Proactive/MS Office licensing: increase of approx. \$74,000 from originally budget for FY24
- ▶ Increase in Refuse Collection and Recycling Rates

Chesterfield Shared Services

Service	FY24 Adopted Budget	FY25 Chesterfield Request	FY25 Proposed Budget	Difference
Child Advocacy Center	\$10,000	\$10,000	\$10,000	-
Community Corrections	\$443,200	\$443,200	\$443,200	-
CSA Administration	\$53,214	\$53,214	\$53,214	-
Circuit Court	\$33,724	\$35,482	\$35,482	-
Drug Courts	\$149,064	\$149,064	\$149,064	-
Juvenile Detention Home	\$71,500	\$139,125	\$139,125	-
Social Services	\$325,000	\$496,600	\$350,000	(\$146,600)

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

▶ Finance

- ▶ Billing & Collections/Utility Billing Area Renovation: \$25,000

▶ Sheriff

- ▶ Vehicle/Equipment: \$54,000
- ▶ Courthouse X-ray machine: \$69,000

▶ Police

- ▶ Patrol Vehicles (4): \$248,000
- ▶ Admin. Vehicle (2): \$80,000
- ▶ Other Capital Outlay: \$21,162

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

- ▶ Fire
 - ▶ Fire/EMS Equipment: \$93,000
 - ▶ Cardiac Monitors: \$90,000
- ▶ Fire/EMS Communications
 - ▶ Voice Recorder Server - \$30,000
 - ▶ UPS Batteries - \$35,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

- ▶ Street Maintenance
 - ▶ Street Sweeper - \$125,000 (1/2 cost)
 - ▶ Two leaf loaders (refurbished) - \$40,000
 - ▶ Dump Truck Bed - \$25,000
- ▶ Engineering
 - ▶ City Bridge Inspections: \$60,000
 - ▶ Ornamental Streetlight LED Upgrade: \$47,000
- ▶ Building Maintenance
 - ▶ Library HVAC: \$26,000
 - ▶ Courthouse lighting: \$12,500
 - ▶ Library exterior lighting: \$10,000
 - ▶ Demolition of 115 Dupuy: \$50,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL Highlights

- ▶ Parks & Grounds
 - ▶ Backhoe Attachment - \$12,000
 - ▶ Storage Shed Replacement: \$25,000
 - ▶ Equipment Trailer - \$9,000
 - ▶ Playground Resurfacing - \$20,000
 - ▶ GMC Crew Cab - \$30,000 (for Horticulture)
- ▶ Office on Youth - SUV - \$42,500

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

Information Technology Service Fund

- ▶ Citywide Computer Replacement: \$187,500
- ▶ Computer Infrastructure: \$80,000

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

STORMWATER

- ▶ Street Sweeper - \$125,000 (1/2 cost)

WATER

- ▶ Insta-valve - \$70,000
- ▶ Dump Truck - \$60,000 (1/2 cost)
- ▶ Water Meters - \$87,500

SEWER

- ▶ Dump Truck - \$60,000 (1/2 cost)
- ▶ Reserve Pumps - \$44,000
- ▶ Camera-Lateral - \$17,000

UTILITY BILLING

- ▶ Water Meters - \$50,000

Proposed Budget Highlights: Use of Fund Balance

Capital Improvement Plan

▶ CIP \$3,606,023

Operating Budget

- ▶ Police Patrol Vehicles: \$248,000 (vehicle fund balance)
- ▶ Police Admin. Vehicle: \$40,000 (vehicle)
- ▶ Street Sweeper (1/2 cost): \$125,000 (vehicle)
- ▶ Demolition of 115 Dupuy: \$50,000 (facilities)
- ▶ Library lighting: \$10,500 (facilities)
- ▶ Courthouse lighting: \$12,500 (facilities)

Proposed Budget Highlights:

Use of Fund Balance

- ▶ Billing Offices Renovation: \$25,000(facilities)
- ▶ Courthouse X-ray machine: \$69,000 (facilities)
- ▶ Sheriff's Office firearm replacement: \$10,000 (restricted fund balance)
- ▶ Playground Resurfacing: \$20,000 (facilities)
- ▶ Parks storage building: \$25,000 (facilities)
- ▶ Fire/Communications Equipment: \$60,000 (communications fund balance)
- ▶ Cardiac Monitor: \$45,000 (fire)

**Total for Fund Balance for Operating Budget
Projects/Equipment (non-pass through): \$740,000**

Proposed Budget Highlights: Use of Fund Balance

OTHER GENERAL FUND, FUND BALANCE USE

▶ Information Technology Fund

- ▶ \$125,000 from assigned fund balance for computer replacement

▶ Economic Development Authority

- ▶ \$340,000 from assigned fund balance for previously approved economic development incentives (note: will need to be assigned prior to start of the budget year)

Proposed Budget Highlights:

Fee-Rate changes

- ▶ Garbage/Recycling Rate Increase monthly rate from \$20.50 to \$21.25
- ▶ Stormwater Rate Increase - proposed Jan. 1, 2025
- ▶ Water/Sewer Rate Increase - proposed Jan. 1, 2025

Overview - All Funds

	FY24-25	
	Proposed	
General Fund*	\$47,800,140	
Economic Dev. Auth.	\$369,580	
Recreation Fund	\$156,534	
IT Service Fund	\$706,142	
Schools Fund	\$58,088,638	
Capital Projects	\$14,191,261	
Stormwater Fund	\$800,470	
Utilities Fund	\$5,728,228	
Total**	\$127,840,994	
*(net of transfers)		
**Rounded up \$1 to match chart in budget message		

Summary of Unfunded Requests

Personnel

- ▶ Information Technology Help Desk Staff (PT)
- ▶ Two Police Officers (FT)
- ▶ Two Assistant Fire Marshals (FT)
- ▶ One Assistant Fire Marshals (PT)
- ▶ Nurse Practitioner (PT)
- ▶ Building Maintenance Technician (PT)
- ▶ Planner (FT)
- ▶ Accounting Supervisor (FT)
- ▶ Utilities Superintendent (FT)

Summary of Unfunded Requests

Equipment/Capital

- ▶ Fire Department staff vehicle (\$61,671)
- ▶ Senior Transportation Van (\$90,000) - reevaluate after grant response
- ▶ Courthouse Meeting Room Equipment (\$45,000)
- ▶ Street Maintenance Pickup Truck (\$55,000)
- ▶ Parks Maintenance Pickup Truck (\$48,000)
- ▶ Police Department Printer (\$10,239)
- ▶ Planning Department Vehicle (\$30,000)

Proposed New Fund Balance Assignments for FY 23 Year end

TMDL	700,000	Proposed for FY 25 CIP
Cost share for Federal Waterline Funding	192,000	Proposed for FY 25 CIP
Additional cost for City Hall Parking lot (portion of the cost)	300,000	Proposed for FY 25 CIP
Conduit/Hamilton (portion of cost)	661,000	Proposed for FY 25 CIP
Economic Development Incentives	340,000	Proposed for FY 25 EDA budget
TOTAL Proposed for new Assign.	2,193,000	

CIP Fund balance proposed use (FY25)

Medic 932	450,000	Use of previous assigned
TMDL	700,000	Use of new assigned
Additional cost for City Hall Parking lot (portion of the cost)	300,000	Use of new assigned
Conduit/Hamilton (portion of cost)	660,981	Use of new assigned
Conduit/Hamilton (portion of cost)	606,091	Use of restricted
Conduit/Hamilton (portion of cost)	600,000	Use of previous assigned
Match for Federal Waterline funding	191,951	Use of new assigned
Community Center Parking Lot	97,000	Use of previous assigned
TOTAL	3,606,023	

Colonial Heights City Council Meeting

April 24, 2024



8. A Work Session On The Following Items:

E. Discussion Of The Proposed FY2025-2029 Capital Improvement Plan

Colonial Heights City Council Meeting

April 24, 2024



8. A Work Session On The Following Items:

F. City-Wide Infrastructure Project Funding



9. ADJOURNMENT
Colonial Heights
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April 24, 2024