

# *City of Colonial Heights*



**FY2024-2025  
Approved Annual Operating Budget  
June 11, 2024**

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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
Christina E. Sadler.....	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

Nancy Bosher  
Executive Assistant

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

May 9, 2024 (revised letter)

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

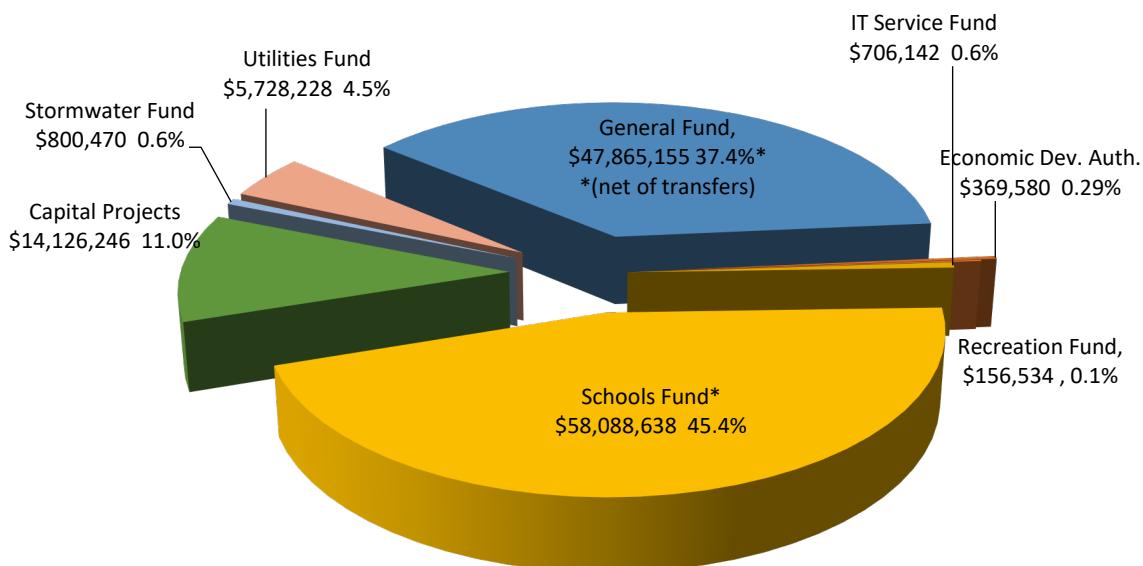
Mayor and Council Members,

I hereby present the annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

The total appropriation included in this FY2024-25 Annual Budget, net of inter-fund transfers, is \$127,840,993 which is around 12% larger than the current fiscal year's adopted budget.

Some significant changes between the current year adopted budget and this budget are the increased budget for Use of Fund Balance in Miscellaneous Revenue (approximately \$3.2 million more than FY 24; a large portion of the budgeted amount for FY 25 is transferred to the Capital Projects Fund as explained later), increased appropriations in the Capital Projects Fund (about \$7.5 million more than FY 24), and increased funding in the Economic Development Authority Fund for payment of economic development incentives. The overall budget, by fund, is shown in the following graph:

### Proposed FY 24-25 Budget by Fund



**Total Budget (Net of Transfers) \$127,840,993**

The City's total General Fund budget for the upcoming fiscal year of \$77,836,214 is an increase of 10.3% from the original FY 2023-24 General Fund budget of \$70,575,890 (the proposed FY 25 General Fund Budget net of interfund transfers is \$47,865,155 as shown in the graph on the previous page). The General Fund budget includes budgeting for a significant transfer of \$3,541,008 to the Capital Projects fund for various capital projects (pass through funds). The total use of Fund Balance (assigned/restricted) in the FY 25 Proposed Budget is \$4,811,023 which is \$3,199,002 higher than last year. If the FY 25 Proposed General Fund budget included the same use of fund balance as last year, the overall increase in the General Fund Budget would be 5.8% instead of 10.3%.

The Funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council increased in the upcoming budget (further details regarding the School Budget are included 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 25 General Fund budget includes: one new full-time position, several new part-time positions, increases in health insurance premiums and required Virginia Retirement System contributions, 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 \$58,088,638, which is 45.4% of the total budget and an increase of \$3,796,351 over the current year. 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 \$25,965,051, which is 8.4% higher than the \$23,943,013 transfer in the current fiscal year budget. The General Fund also includes a transfer to the Capital Projects Fund of \$3,541,008 from assigned and restricted fund balances. The current year budget provided a \$1,034,521 transfer to the Capital Projects Fund.

The FY24-25 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 – (\$47.8M, net of \$29.97M 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 – (\$58.1M)** 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 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 – (\$369,580)** This fund receives administrative fees from the issuance of debt on behalf of a specific economic entity. These funds are appropriated for use by the Colonial Heights Economic Development Authority in the promotion of economic development in the City (more information on additional funding included later in this letter).
- **Recreation Fund – (\$156,534)** 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 – (\$14.1M)** 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 – (\$706,142)** 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 (more information on use of fund balances is included later in this letter).
- **Stormwater Management Fund\* – (\$800,470)** Stormwater management activities are funded through a 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\* – (\$5.7M)** The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

*\*Designates Enterprise Funds*

The FY24-25 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.

## **FY2024-25 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 from FY 23 year-end results; these assignments will be proposed to Council prior to the final adoption of the FY 25 budget).

The following is a brief discussion of various issues impacting the FY24-25 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 3% cost of living adjustment for full-time employees who are not included in the Public Safety Pay Plan. For positions in the Public Safety Step Plan, the proposed budget includes a 1% increase to the plan (which employees will receive as well) as well as movement of one step in the step plan (which will be provided for all eligible employees).

Contingency funding is also reserved in the amount of \$40,000 for additional compensation as follows:

- Other employee pay adjustments as approved by the City Manager.

Health insurance costs increased 5.8% for FY 25 with the City taking on 80% of the increased cost for all employee plans (approximate additional cost of \$180,000). The City's required payments to the Virginia Retirement System also increased by approximately \$370,000 in required costs.

### **Funding Enterprise Operations**

The City's water and sewer rates were last adjusted in 2023 and the current stormwater rate was set in 2018. The monthly stormwater fee is proposed to increase from \$4 to \$4.75 per equivalent residential unit beginning January 1, 2025. A rate increase of 6% is proposed for water and sewer rates for FY 24-25 beginning January 1, 2025, and a \$3 dollar increase for both the water and sewer capital charges is also proposed to begin January 1, 2025.

### **Capital Outlay**

As mentioned earlier, the FY24-25 operating budget supports various capital projects through the transfer of funds from the General Fund. The City plans the one-time utilization of \$805,015 in assigned (or restricted) General Fund balances resulting from prior year surpluses for specific one-time and capital outlay projects. The use of general fund assigned fund balance is planned for the following projects:

- Replacement of Police Vehicles: \$288,000
- Partial funding of Fire/EMS Cardiac Monitor replacements: \$45,000
- Partial funding of Sheriff's Office firearm replacement: \$10,000 (from restricted fund balance)
- Fire/Emergency Communications Equipment: \$60,000
- Courthouse X ray machine: \$69,000
- Demolition of 115 Dupuy: \$50,000
- Library exterior lighting: \$10,500
- Courthouse exterior lighting: \$12,500
- Billing Offices Renovation: \$25,000
- Street Sweeper (1/2 cost): \$125,000
- Playground Resurfacing: \$20,000
- Parks storage building: \$25,000
- Partial funding of Pavement Maintenance in Public Works/Street Maintenance: \$65,015

## **Fees and Rates**

The Personal Property Tax Rate from \$3.50 per \$100 of assessed value for calendar year 2024 is proposed to stay the same for calendar year 2025. No change is proposed for the real estate tax rate.

The monthly rate for garbage/recycling is proposed to increase from \$20.50 to \$21.25 following solid waste collection and recycling rate adjustments through the Central Virginia Waste Management Authority.

## **Specific Personnel Needs/ Staffing**

The budget includes funding in FY24-25 for two hundred seventy-four (275) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is an increase of one full-time positions over the FY 24 budget, a new Code Enforcement Supervisor position in the Planning and Community Development Department. Other personnel related changes include, but are not limited to, Police Department command staff restructuring (including the upgrade of a current authorized position to Lieutenant), a new part-time Assistant Fire Marshal, a new part-time Permit Technician, a new part-time Recreation Attendant position, reclassification of a position in the Commissioner of the Revenue's Office, reclassification of various Sheriff's Office positions, reclassification of a current Planning Department position to a Planner job classification, and various part-time pay revisions.

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

Planned replacement and acquisitions of vehicles, furniture, fixtures, equipment and other capital outlay items in the General Fund for FY 24-25 total \$1,410,797. This is an increase of 81% when compared to the FY23-24 figure of \$779,320. 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 25 Spending**

<b>Budget Category</b>	<b>Amount</b>	<b>Percent of Total</b>
Legislative	3,100	0.2%
General & Financial Admin.	77,275	5.5%
Judicial	127,360	9.0%
Public Safety	597,162	42.3%
Public Works	430,500	30.5%
Culture and Recreation	124,000	8.8%
Community Development	8,900	0.6%
Human Services	42,500	3.0%
<b>TOTAL</b>	<b>\$1,410,797</b>	

## **Capital Improvement Plan FY2025-FY2029**

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:

- Fire & EMS Medic 932 Replacement
- Total Maximum Daily Load Project
- Breezy Hill Avenue Stormwater Outfall
- Mt. Pleasant Drive Outfall Rehabilitation
- Yacht Basin Drive Outfall Rehabilitation
- Brookedge Drive and Spring Drive Drainage Improvements
- Repaving of Hamilton Avenue
- Repaving of Conduit Road from Riveroaks Drive to Heron Run
- Boulevard at Temple Intersection Improvements
- Roanoke Avenue Reconstruction
- Appomattox River Greenway Trail Phase 5
- Galvanized Waterline Replacement Phase 1
- Violet Bank Museum Restoration – Phase II
- Community Center Parking Lot Renovation
- 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 2025-2029 Capital Improvement Plan.

The General Fund budget includes a transfer of \$3,541,008 to the Capital Projects Fund from various assigned or restricted fund balances for funding toward some of the projects listed above.

## **Other Items**

- **Proposed Debt Issuance** – The FY 25 proposed budget assumes a new debt issuance. A \$5.9 million debt issuance is proposed for Roanoke Avenue Reconstruction and stormwater projects as outlined in the proposed FY25-29 Capital Improvement Plan. While the proposed debt issuance would occur during FY 25, the first debt payment will not be planned to occur until FY 26.

- **Information Technology Services Fund** – A \$125,000 transfer from General Fund assigned fund balance to the Information Technology Services Fund is included in the proposed budget. An allocation of \$142,500 of fund balance from the Technology Fund is also included in the proposed budget. These fund balance allocations are for computer replacement and replacement of computer infrastructure (first of two phases for both).
- **Economic Development Authority Fund** – The Economic Development Authority Fund includes \$340,000 from General Fund assigned fund balance for payments for several previously approved Economic Development incentives (development of 401 Temple Avenue and the TownePlace Suites hotel).
- **Compensation Adjustments** – The General Fund budget includes funding for employee compensation as referenced earlier.
- **Employee Health Insurance** – As mentioned previously, premiums for FY 24-25 increased 5.8%, after an approximate 6% increase in the previous year. The City is absorbing a significant amount of this increase at a cost of approximately \$180,000 for all funds.
- **Financial Policies** – The City of Colonial Heights' financial management policies are also included in this document.

In summation, the FY24-25 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.

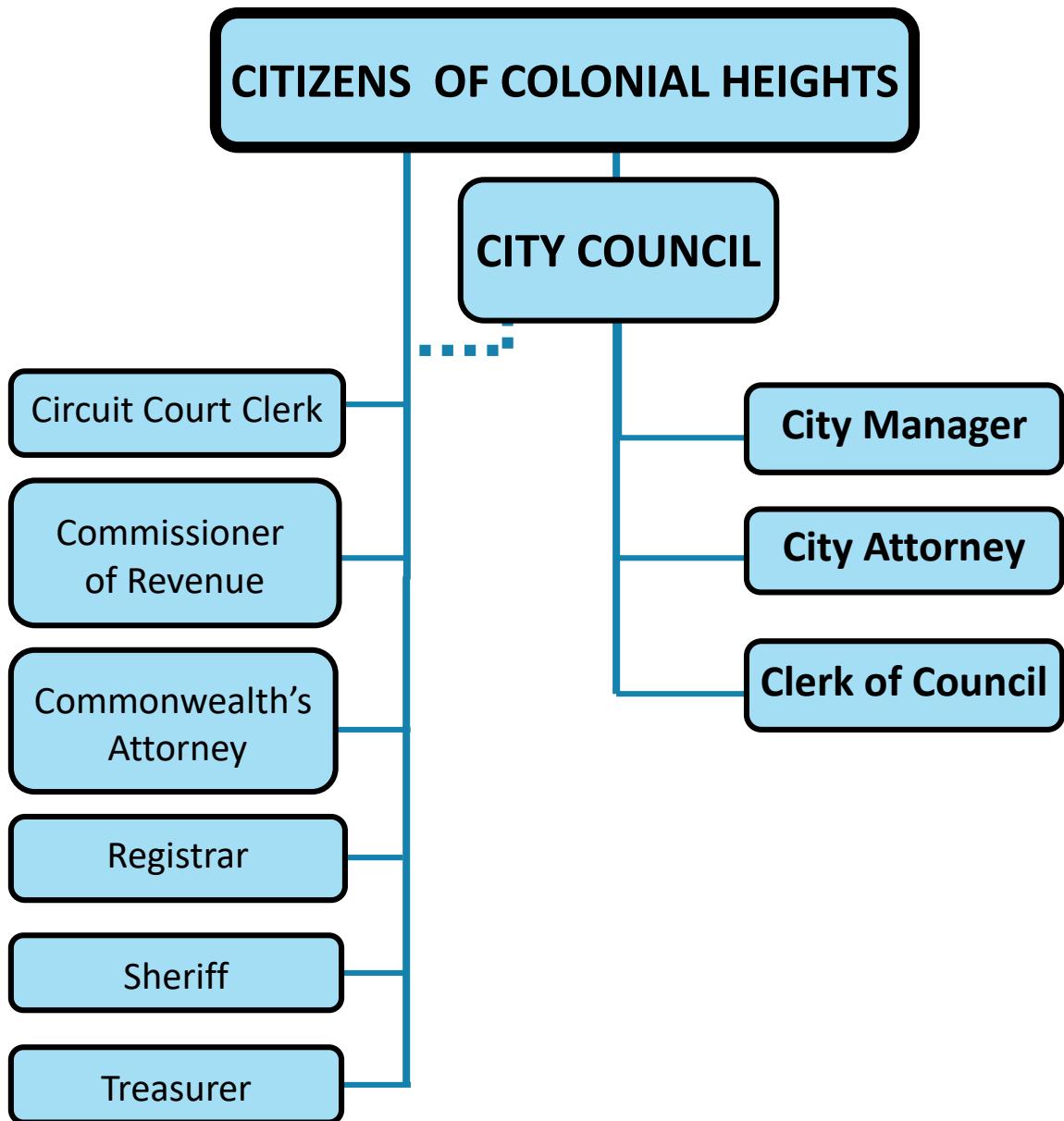
Thank you to the staff of the City of Colonial Heights for their dedication to continuing to provide such important services to our community each and every day. On behalf of the City staff, I thank the Mayor and City Council for their ongoing support and continued service to the citizens of Colonial Heights.

**Sincerely,**

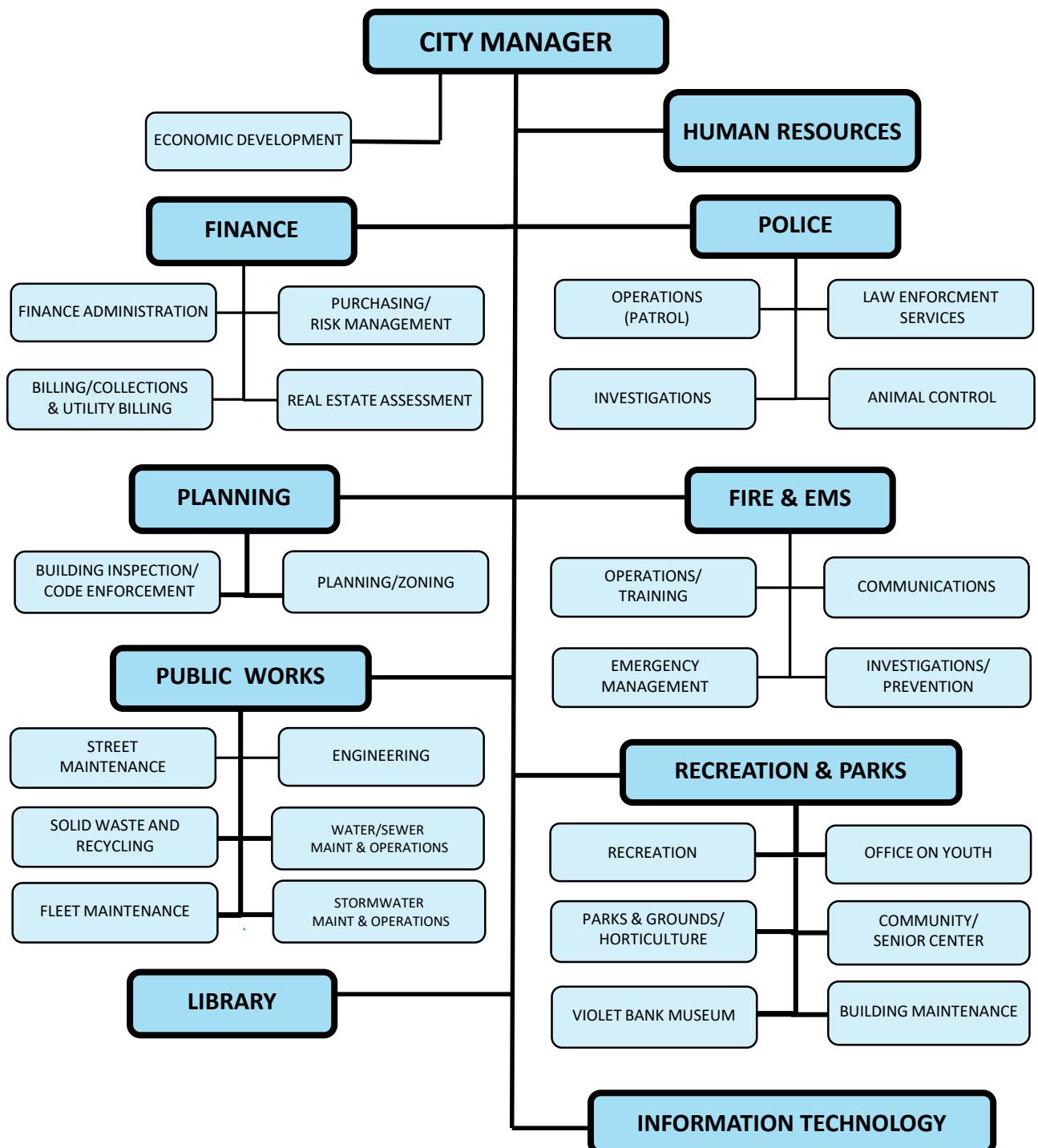


**Douglas E. Smith**  
**City Manager**

# 2024-25 City of Colonial Heights Leadership Organization Chart



# 2024-25 City of Colonial Heights Administrative Organization Chart



## 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 Budgeted General Fund expenditures, net of budgeted interfund transfers. Use of these funds will require the approval of Council. For this section "budgeted" shall refer to the original adopted General Fund budget for the fiscal year.
- 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

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

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

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

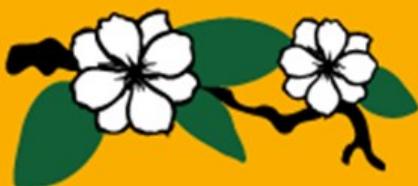
1. Only in the investment of types approved by state statutes.
2. The City will not invest in derivatives, even if they comply with state statutes concerning investment requirements.
3. The City will not invest in securities that have a maturity of over one year.

#### 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  
FY2024-25  
Annual Operating Budget

**BUDGET  
SUMMARIES**

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	ACCOUNT NUMBER SUMMARY								
		2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.	
	<u>GENERAL FUND</u>									
4100	General Property Taxes	\$25,103,358	\$26,080,401	\$27,181,789	\$28,232,669	\$28,948,174	\$30,009,710	\$30,009,710	3.7%	
4200	Other Local Taxes	20,487,428	22,625,094	20,360,930	24,407,762	22,540,759	24,214,800	24,214,800	7.4%	
4300	Licenses, Permits & Fees	4,256,739	4,430,090	4,151,265	4,676,228	4,417,960	4,437,020	4,437,020	0.4%	
4400	Fines & Forfeitures	241,082	214,403	235,400	265,505	243,277	284,450	284,450	16.9%	
4500	Use of Money & Property	129,353	199,511	244,500	935,846	223,000	466,151	466,151	109.0%	
4600	Intergovernmental Revenue	7,909,601	7,920,233	7,890,603	8,695,032	7,939,587	8,793,753	8,793,753	10.8%	
4700	Charges for Current Services	2,511,367	2,536,779	3,368,850	3,092,620	3,103,900	3,221,400	3,221,400	3.8%	
4800	Miscellaneous	1,429,975	1,654,912	2,049,652	2,383,100	3,159,233	6,408,930	6,408,930	102.9%	
	TOTAL GENERAL FUND	\$62,068,903	\$65,661,422	\$65,482,989	\$72,688,762	\$70,575,890	\$77,836,214	\$77,836,214	10.3%	
	<u>ECON. DEV. AUTHORITY FUND</u>									
4300	Licenses, Permits & Fees	0	0	0	0	0	0	0	0	
4500	Use of Money & Property	0	0	0	0	0	0	0	0	
4800	Miscellaneous	0	0	28,580	0	29,580	369,580	369,580	1149.4%	
	TOTAL ECON. DEV. AUTH. FUND	\$0	\$0	\$28,580	\$0	\$29,580	\$369,580	\$369,580	1149.4%	
	<u>EMERGENCY RESPONSE FUND</u>									
4605	Federal/ State Welfare Assistance								N/A	
4645	Community Development Block Grant								N/A	
4647	Grants- Federal Pass Through								N/A	
4821	Transfer from General Fund								N/A	
	TOTAL EMER. RESPONSE FUND					\$0	-	-	N/A	
	<u>RECREATION ACTIVITY FUND</u>									
4300	Licenses, Permits & Fees	-	-	-	-	-	-	-		
4700	Charges for Current Services	16,156	76,221	160,917	95,251	160,917	156,534	156,535	-2.7%	
4800	Miscellaneous	2,854	19,796	0	20,292	0	0	0		
	TOTAL REC. ACTIVITY FUND	\$19,010	\$96,017	\$160,917	\$115,543	\$160,917	\$156,534	\$156,535	-2.7%	

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL PROJECTS FUND</u>								
4500	Use of Money & Property	12,155	24,602	-	425,225	0	-	-	
4600	Intergovernmental Revenue	1,729,142	1,436,672	6,886,470	7,624,137	-	3,012,578	3,012,578	-23.7%
4800	Miscellaneous	1,698,047	6,677,195	4,306,688	5,602,654	2,653,559	11,113,668	11,113,668	318.8%
	TOTAL CAPITAL PROJECTS FUND	\$3,439,344	\$8,138,469	\$11,193,158	\$13,652,016	\$6,604,029	\$14,126,246	\$14,126,246	113.9%
	<u>INFO TECH SERVICE FUND</u>								
4700	Charges for Current Services	0	0	212,625	267,300	388,106	706,142	706,142	81.9%
	TOTAL INFO TECH SERVICE FUND	\$0	\$0	\$212,625	\$267,300	\$388,106	\$706,142	\$706,142	81.9%
	<u>STORMWATER FUND</u>								
4700	Charges for Current Services	730,374	692,113	740,000	726,913	697,113	800,470	800,470	14.8%
4800	Miscellaneous	0	0	236,633	147,213	433,632	0	0	
	TOTAL STORMWATER FUND	\$730,374	\$692,113	\$976,633	\$874,126	\$1,130,745	\$800,470	\$800,470	-29.2%
	<u>WATER &amp; SEWER FUND</u>								
4700	Charges for Current Services	5,110,983	5,201,237	5,300,325	5,374,211	5,540,775	5,723,228	5,723,228	3.3%
4800	Nonoperating Revenue	4,000	87,470	82,768	225,645	362,117	5,000	5,000	-98.6%
	TOTAL WATER & SEWER FUND	\$5,114,983	\$5,288,706	\$5,383,093	\$5,599,856	\$5,902,892	\$5,728,228	\$5,728,228	-3.0%
	<u>SCHOOL FUNDS</u>								
	Federal Funds	\$2,220,579	\$3,189,204	\$2,875,578	\$6,516,479	\$3,403,716	\$3,714,618	\$3,714,618	9.1%
	State Funds	\$18,067,199	\$21,559,538	\$23,083,500	\$23,186,675	\$22,537,629	\$24,835,482	\$24,835,482	10.2%
	Other Funds	\$581,702	\$430,487	\$388,692	\$568,744	\$368,292	\$561,299	\$561,299	52.4%
	City Transfer	\$23,573,631	\$22,701,856	\$23,876,045	\$23,924,437	\$23,943,013	\$25,965,051	\$25,965,051	8.4%
	Fund Balance	\$0	\$0	\$2,118,752	\$3,012,188	\$4,039,637	\$3,012,188	\$3,012,188	-25.4%
	TOTAL SCHOOL FUNDS	\$44,443,111	\$47,881,085	\$52,342,567	\$57,208,523	\$54,292,287	\$58,088,638	\$58,088,638	7.0%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL FUND</u>								
	<u>LEGISLATIVE</u>								
1011	City Council	98,535	98,153	108,282	98,011	120,089	126,875	126,875	5.7%
1012	Clerk of Council	87,219	89,927	95,203	98,565	110,050	115,358	115,358	4.8%
	<u>GENERAL &amp; FINANCIAL ADMIN.</u>								
1051	City Manager	311,644	312,834	326,894	351,011	370,003	401,451	401,451	8.5%
1052	Human Resources	181,240	221,702	230,448	253,525	268,253	284,495	284,495	6.1%
1053	Economic Development	256,953	306,881	360,548	365,647	419,844	470,826	470,826	12.1%
1101	City Attorney	334,270	351,165	409,511	407,214	461,942	466,417	466,417	1.0%
1152	Commissioner Of Revenue	285,113	292,572	328,420	304,412	356,865	382,066	382,066	7.1%
1153	Treasurer	137,488	150,112	143,443	147,861	159,660	184,386	184,386	15.5%
1201	Financial Administration	703,704	680,398	795,054	679,399	896,622	1,016,665	1,016,665	13.4%
1204	Auditing	120,600	110,800	123,850	123,525	135,000	136,565	136,565	1.2%
1205	Employee Benefits	246,994	250,591	213,886	172,324	229,316	285,295	285,295	24.4%
1206	Purchasing	222,055	232,079	209,804	193,844	226,899	234,695	234,695	3.4%
1207	Insurance & Risk Management	602,873	866,302	694,111	741,974	675,720	780,734	780,734	15.5%
1208	Real Estate Assessor	200,485	221,975	251,334	234,307	285,144	306,807	306,807	7.6%
1209	Billing & Collections	282,730	283,746	322,973	328,976	369,704	399,116	399,116	8.0%
1253	Information Technology	402,040	280,585	462,951	394,129	545,241	546,760	546,760	0.3%
1301	Electoral Board	24,731	21,747	36,272	30,933	36,901	38,156	38,156	3.4%
1302	Registrar	142,288	169,564	213,316	226,115	250,599	259,856	259,856	3.7%
	<u>JUDICIAL ADMINISTRATION</u>								
1351	Circuit Court Clerk	582,371	609,617	637,491	731,167	720,466	737,368	737,368	2.3%
1353	General District Court	18,637	23,574	62,965	29,972	58,515	53,515	53,515	-8.5%
1354	Probation	4,674	3,665	5,584	2,921	5,584	5,584	5,584	0.0%
1355	Commonwealth's Attorney	904,991	1,004,761	1,048,332	1,086,278	1,119,867	1,201,348	1,201,348	7.3%
1356	Sheriff	1,098,237	1,117,965	1,262,242	1,340,536	1,442,826	1,658,755	1,658,755	15.0%
1357	Incarceration	1,885,796	1,616,104	2,000,000	1,867,255	1,930,100	2,049,261	2,049,261	6.2%
1358	Drug Courts	85,800	98,700	98,700	54,200	149,064	149,064	149,064	0.0%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>JUDICIAL ADMIN. CONT.</u>								
1359	Community Corrections	313,518	350,791	350,800	350,802	446,800	446,800	446,800	0.0%
1360	Victim Witness	126,238	127,439	134,500	160,336	182,148	190,754	190,754	4.7%
1361	Juvenile & Domestic Relations Court	4,507	4,683	16,756	7,995	18,756	17,756	17,756	-5.3%
	<u>PUBLIC SAFETY</u>								
1401	Police	5,776,799	5,515,666	5,815,279	3,702,191	6,865,218	7,212,758	7,212,758	5.1%
1402	Fire & EMS	3,921,005	5,547,168	5,258,151	3,905,165	6,278,418	6,676,205	6,676,205	6.3%
1403	Emergency Management	62,536	92,712	58,910	27,586	82,055	108,136	108,136	31.8%
1404	Communications	1,596,437	1,685,360	1,735,038	1,041,836	1,953,302	2,124,502	2,124,502	8.8%
1405	Animal Control	-	199,382	246,282	232,681	290,957	312,032	312,032	7.2%
	<u>PUBLIC WORKS</u>								
1451	Public Works Administration	190,930	223,822	334,553	232,980	376,103	362,880	362,880	-3.5%
1453	Street Maintenance	1,654,782	2,024,831	1,926,949	1,730,269	2,174,938	2,402,596	2,402,596	10.5%
1456	Engineering	841,165	930,854	943,315	1,045,452	1,058,375	1,208,741	1,208,741	14.2%
1457	Building Maintenance	724,094	776,035	745,605	753,003	771,373	868,862	868,862	12.6%
1458	Fleet Maintenance	399,142	430,536	452,192	429,686	510,458	529,863	529,863	3.8%
1459	Solid Waste	751,241	844,404	1,252,822	1,195,887	1,301,426	1,342,372	1,342,372	3.1%
1460	Recycling	295,699	216,754	310,018	278,229	410,685	446,277	446,277	8.7%
	<u>HEALTH &amp; SOCIAL SERVICES</u>								
1501	Health	236,825	215,156	328,269	175,698	304,049	324,049	324,049	6.6%
1502	Social Services	251,546	153,486	400,000	335,702	325,000	350,000	350,000	7.7%
1503	CSA	601,852	856,655	582,400	1,034,649	603,214	710,000	710,000	17.7%
1504	Mental Health	87,425	87,425	98,965	98,965	110,520	125,977	125,977	14.0%
	<u>CULTURE &amp; RECREATION</u>								
1601	Recreation	534,093	621,006	737,276	716,224	779,953	788,117	788,117	1.0%
1602	Community Center	257,338	326,978	335,177	309,763	356,370	404,353	404,353	13.5%
1603	Horticulture	116,271	118,129	146,165	134,821	146,165	159,427	159,427	9.1%
1604	Parks & Grounds	644,482	764,007	766,375	845,618	926,682	955,187	955,187	3.1%
1651	Violet Bank	66,181	71,489	86,005	78,766	93,083	100,042	100,042	7.5%
1701	Library	692,423	762,498	760,444	830,351	796,651	799,896	799,896	0.4%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>COMMUNITY DEVELOPMENT</u>								
1751	Planning	314,649	319,202	345,520	320,649	387,889	471,245	471,245	21.5%
1752	Building Inspections	230,859	323,613	320,982	359,328	353,135	460,378	460,378	30.4%
	<u>HUMAN SERVICES</u>								
1801	Office On Youth (incl. Better Beginnings)	245,520	314,118	392,091	368,134	466,172	500,018	500,018	7.3%
1808	Community Dev. Block Grant	139,058	92,022	107,000	134,283	96,493	93,000	93,000	-3.6%
	<u>NONDEPARTMENTAL</u>								
1901	Contributions & Subsidies	74,768	82,545	88,853	76,124	95,353	97,426	97,426	2.2%
1902	Contingencies & Miscellaneous	103,403	110,527	1,629,419	306,120	1,948,422	1,204,592	1,204,592	-38.2%
	<u>DEBT &amp; TRANSFERS</u>								
1951	Debt Service	3,585,007	3,741,614	3,762,810	3,760,806	3,743,918	3,779,497	3,779,497	1.0%
2001	Transfers to Other Funds	25,741,099	24,264,995	24,142,413	31,887,797	24,977,534	29,971,059	29,971,059	20.0%
	<b>TOTAL GENERAL FUND</b>	<b>59,802,362</b>	<b>61,611,420</b>	<b>65,052,946</b>	<b>67,131,992</b>	<b>70,575,890</b>	<b>77,836,214</b>	<b>77,836,214</b>	<b>10.3%</b>
	<u>ECON. DEV. AUTH. FUND</u>								
2553	Economic Development Authority		-	28,580	121	29,580	369,580	369,580	1149.4%
	<b>TOTAL ECON. DEV. AUTH. FUND</b>		<b>-</b>	<b>28,580</b>	<b>121</b>	<b>29,580</b>	<b>369,580</b>	<b>369,580</b>	<b>1149.4%</b>
	<u>RECREATION ACTIVITY FUND</u>								
4280	Recreation Activities	31,777	53,227	160,917	85,048	160,917	156,534	156,534	-2.7%
	<b>TOTAL REC. ACTIVITY FUND</b>	<b>31,777</b>	<b>53,227</b>	<b>160,917</b>	<b>85,048</b>	<b>160,917</b>	<b>156,534</b>	<b>156,534</b>	<b>-2.7%</b>
	<u>CAPITAL PROJECTS FUND</u>								
60XX	Capital Projects	5,810,276	4,146,930	11,193,158	7,909,849	6,604,029	14,126,246	14,126,246	113.9%
	<b>TOTAL CAP. PROJECTS FUND</b>	<b>5,810,276</b>	<b>4,146,930</b>	<b>11,193,158</b>	<b>7,909,849</b>	<b>6,604,029</b>	<b>14,126,246</b>	<b>14,126,246</b>	<b>113.9%</b>

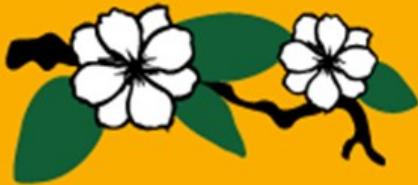
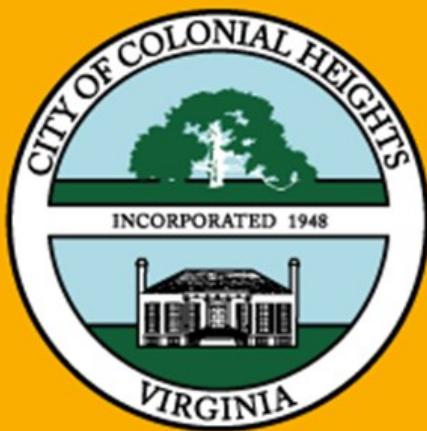
CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
6018	<u>INFO. TECHNOLOGY SERVICE FUND</u> Information Technology	-	178,670	212,625	191,834	388,106	706,142	706,142	81.9%
	<b>TOTAL INFO TECH SERVICE FUND</b>	<b>-</b>	<b>178,670</b>	<b>212,625</b>	<b>191,834</b>	<b>388,106</b>	<b>706,142</b>	<b>706,142</b>	<b>81.9%</b>
5575	<u>STORMWATER FUND</u> Stormwater	1,050,587	434,019	976,744	747,286	1,130,745	800,470	800,470	-29.2%
	<b>TOTAL STORMWATER FUND</b>	<b>1,050,587</b>	<b>434,019</b>	<b>976,744</b>	<b>747,286</b>	<b>1,130,745</b>	<b>800,470</b>	<b>800,470</b>	<b>-29.2%</b>
5127	<u>WATER &amp; SEWER OPERATING</u> Water Distribution & Transmission	1,622,467	1,537,593	1,796,307	1,707,746	1,918,132	1,941,537	1,941,537	1.2%
5128	Wastewater Treatment	2,864,749	2,843,150	3,239,796	-	3,553,751	3,317,083	3,317,083	-6.7%
5129	Utility Billing	346,711	399,841	346,990	-	431,009	469,608	469,608	9.0%
	<b>TOTAL WATER &amp; SEWER FUND</b>	<b>4,833,927</b>	<b>4,780,583</b>	<b>5,383,093</b>	<b>1,707,746</b>	<b>5,902,892</b>	<b>5,728,228</b>	<b>5,728,228</b>	<b>-3.0%</b>
	<u>SCHOOL FUNDS</u>								
	Instruction	31,366,796	34,048,819	37,681,373	35,907,433	41,217,436	43,448,314	43,448,314	5.4%
	Admin., Att., & Health	2,304,754	2,322,853	2,169,925	2,595,523	2,384,407	2,480,874	2,480,874	4.0%
	Transportation	1,116,526	1,563,708	1,979,054	2,241,765	1,859,130	2,139,572	2,139,572	15.1%
	Operation & Maint.	4,583,109	5,432,120	4,230,955	9,511,870	4,167,048	4,948,070	4,948,070	18.7%
	Food Service	932,582	1,445,041	1,449,970	1,878,930	1,801,220	2,081,462	2,081,462	15.6%
	Textbooks	-	-	-	-	-	-	-	
	Capital Outlay	-	-	-	-	-	-	-	
	Operating Transfers Out	711,433	714,025	713,995	713,991	714,713	713,657	713,657	-0.1%
	Contingency Fund	-	-	1,624,900	-	1,498,333	898,995	898,995	-40.0%
	CIP Reserve	-	-	2,492,395	-	650,000	1,377,694	1,377,694	112.0%
	<b>TOTAL SCHOOL FUNDS</b>	<b>41,015,200</b>	<b>45,526,566</b>	<b>52,342,567</b>	<b>52,849,512</b>	<b>54,292,287</b>	<b>58,088,638</b>	<b>58,088,638</b>	<b>7.0%</b>
	<u>WATER &amp; SEWER CAPITAL</u>								
5127	Water Distribution & Transmission	19,152	13,759	187,100	41,165	252,100	292,500	292,500	16.0%
5128	Wastewater Treatment	112,734	23,238	161,800	-	239,800	307,800	307,800	28.4%
5129	Utility Billing	20,232	1,277	25,000	-	35,000	50,000	50,000	42.9%
	<b>TOTAL WATER &amp; SEWER CAPITAL</b>	<b>152,117</b>	<b>38,274</b>	<b>373,900</b>	<b>41,165</b>	<b>526,900</b>	<b>650,300</b>	<b>650,300</b>	<b>23.4%</b>

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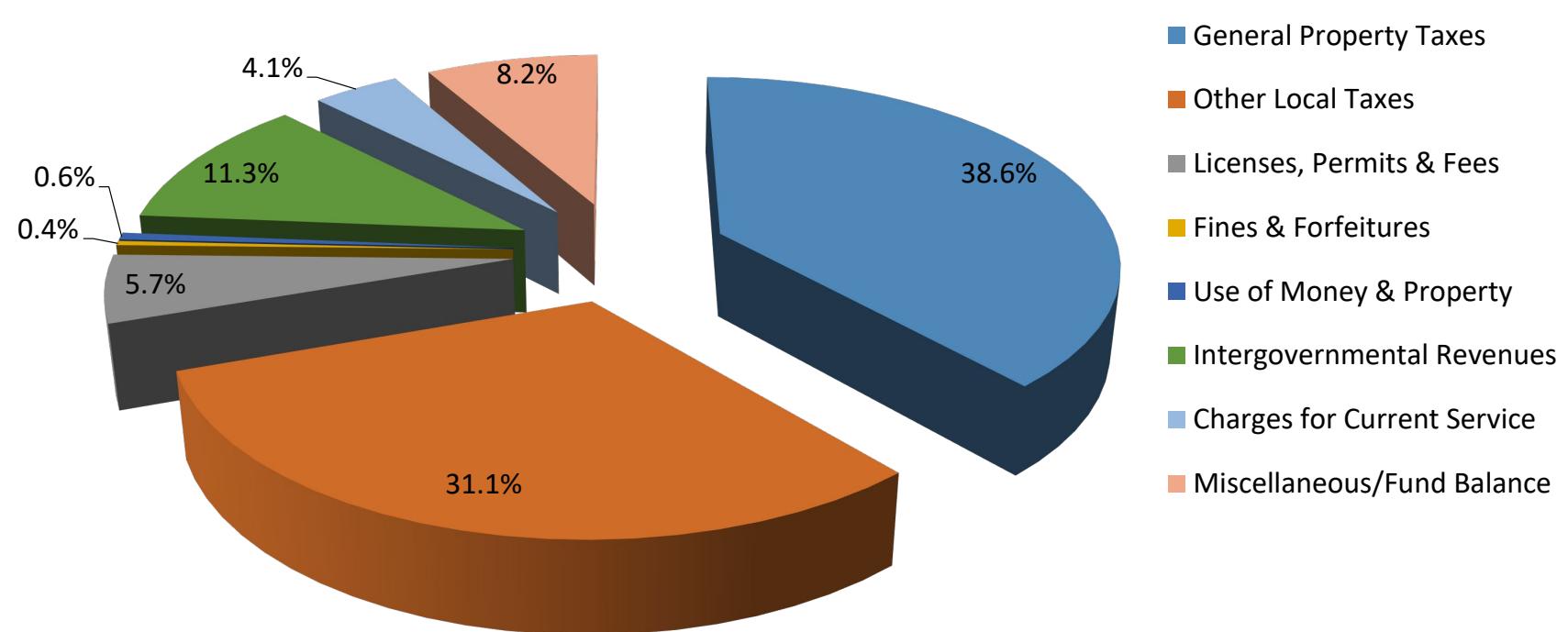
*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

# GENERAL FUND REVENUE

# GENERAL FUND REVENUES



**TOTAL FY2024-25 GENERAL FUND BUDGET \$77,836,214**

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

CATEGORY NUMBER 4100

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL PROPERTY TAXES</u>								
411110	Current Real Estate 1st Half	\$10,201,940		\$11,314,073					
	Current Real Estate 2nd Half	11,187,234		11,372,873					
	Current Real Estate - Total		21,864,720						
411210	Current Public Service Tax 1st Half	222,362		218,177					
	Current Public Service Tax 2nd Half	192,657		218,177					
	Current Public Service Tax - Total								
411410	Machinery & Tools Tax	58,125	9,251	95,450	62,770	437,250	394,793	394,793	-9.7%
411310	Current Personal Property Tax	2,892,083	3,405,229	3,495,236	4,080,106	4,630,000	3,950,000	3,950,000	-14.7%
411120	Delinquent Real Estate	54,738	60,727	148,574	200,716	150,000	155,000	155,000	3.3%
411320	Delinquent Personal Property	61,381	35,567	104,150	161,398	145,000	146,200	146,200	0.8%
	Penalties & Interest	232,838		215,079					
411610	Penalties				237,653	160,000	180,000	180,000	12.5%
411620	Interest		244,083		107,632	80,000	85,400	85,400	6.8%
	<b>TOTAL</b>	<b>\$25,103,358</b>	<b>\$26,080,401</b>	<b>\$27,181,789</b>	<b>\$28,232,669</b>	<b>\$28,948,174</b>	<b>\$30,009,710</b>	<b>\$30,009,710</b>	<b>3.7%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES

CATEGORY NUMBER 4200

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>OTHER LOCAL TAXES</u>									
412120	Utility Consumer Tax	\$954,412	\$1,014,797	\$965,740	\$944,074	\$969,096	\$939,800	\$939,800	-3.0%
412160	Bank Stock Taxes	470,868	531,559	470,190	614,325	460,663	475,000	475,000	3.1%
412110	Retail Sales & Use Taxes	8,677,937	9,386,473	8,650,000	9,863,793	9,000,000	9,700,000	9,700,000	7.8%
412170	Recordation Taxes	303,639	428,120	300,000	289,454	315,000	280,000	280,000	-11.1%
412220	Meals Tax	7,751,813	8,844,339	7,500,000	10,036,495	9,330,000	10,200,000	10,200,000	9.3%
412210	Lodging Tax	1,202,305	1,491,915	1,300,000	1,479,159	1,400,000	1,550,000	1,550,000	10.7%
421110	Communications Tax	512,331	458,333	525,000	521,779	516,000	510,000	510,000	-1.2%
412180	Cigarette Tax	614,123	469,558	650,000	658,683	550,000	560,000	560,000	1.8%
TOTAL		\$20,487,428	\$22,625,094	\$20,360,930	\$24,407,762	\$22,540,759	\$24,214,800	\$24,214,800	7.4%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS								CATEGORY NUMBER 4300	
ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>LICENSES, PERMITS &amp; FEES</u>									
412130	Business & Occupational License	\$3,555,784	\$3,551,392	\$3,350,000	\$3,830,936	\$3,600,000	\$3,600,000	\$3,600,000	0.0%
413570	Bicycle Tags	3	2	15	0	10	10	10	0.0%
412150	Motor Vehicle License Fees	485,100	452,866	506,600	498,867	510,000	495,000	495,000	-2.9%
413410	Erosion Control Permits	650	575						
413420	Street Opening Permits								
413110	Animal License Fees	6,530	2,587	7,200	1,970	7,200	2,000	2,000	-72.2%
413320	Zoning Fees	39,060		0	18,020	15,000	15,500	15,500	-
413350	Spec Exc/Spec u		36,150	25,450	11,523	22,000	11,450	11,450	-48.0%
413220	Electrical Permits	17,832	31,209	20,500	27,684	21,500	22,360	22,360	4.0%
413230	Plumbing Permits	22,865	40,186	33,750	27,892	33,750	33,900	33,900	0.4%
413210	Building Permits	54,772	135,195	80,000	110,512	75,000	110,000	110,000	46.7%
414230	Courthouse Maintenance Fees	10,622	13,057	15,000	11,199	15,000	12,000	12,000	-20.0%
413590	Miscellaneous Fees	41,580	35,629	36,000	31,017	36,000	34,500	34,500	-4.2%
413430	Development Plan Fees	6,098	6,915	6,500	18,770	7,500	8,000	8,000	6.7%
413280	Administrative Fees	15,621	108,160	20,250	5,747	15,000	15,000	15,000	0.0%
413515	DMV Stop Fees						5,000	5,000	
413510	Credit Card Fees	(6)	14,857	50,000	81,130	60,000	72,300	72,300	20.5%
413520	Attorney Fees	228	1,312		961				
	<b>TOTAL</b>	<b>\$4,256,739</b>	<b>\$4,430,090</b>	<b>\$4,151,265</b>	<b>\$4,676,228</b>	<b>\$4,417,960</b>	<b>\$4,437,020</b>	<b>\$4,437,020</b>	<b>0.4%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

CATEGORY NUMBER 4400

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>FINES &amp; FORFEITURES</u>									
414210	Fines & Forfeitures	\$148,669	\$120,241	\$150,000	\$160,060	\$150,500	\$160,000	\$160,000	6.3%
414310	Parking Fines & Fees	7,463	13,629	7,000	19,695	14,000	40,000	40,000	185.7%
414320	Court Ordered Restitution						1,750	1,750	
414330	Alarm Fines & Fees	2,945	220	3,000	1,255	1,500	1,500	1,500	0.0%
414280	Jail Administrative Fees	6,775	4,347	8,150	5,577	6,277	5,800	5,800	-7.6%
414235	Courthouse Security Fees	60,637	61,975	57,250	64,453	58,000	61,800	61,800	6.6%
414350	Electronic Summons Fee	13,348	13,990	10,000	14,465	13,000	13,600	13,600	4.6%
414220	Local Sheriff Fees	1,245	0	0	0	0			N/A
TOTAL		\$241,082	\$214,403	\$235,400	\$265,505	\$243,277	\$284,450	\$284,450	16.9%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY

CATEGORY NUMBER 4500

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>USE OF MONEY &amp; PROPERTY</u>									
415110	Interest on Investments	\$45,373	\$71,306	\$125,000	\$864,273	\$130,000	\$359,391	\$359,391	176.5%
415210	Rent of Property	73,242	106,523	75,000	59,096	80,000	59,260	59,260	-25.9%
418430	Sales of Surplus & Scrap	2,177	7,129	3,000	1,916	3,000	2,500	2,500	-16.7%
415240	Rental of Tower Space						40,000	40,000	
415260	Rental Fees	4,761	8,715	41,500	2,738	10,000	5,000	5,000	-50.0%
415230	Health Department Rent	3,800	5,839	0	7,823	0	0	0	0.0%
TOTAL		\$129,353	\$199,511	\$244,500	\$935,846	\$223,000	\$466,151	\$466,151	109.0%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>INTERGOVERNMENTAL REVENUE</u>									
432340	SAFER Grant	\$301,865	\$210,744	\$248,655	\$92,716	\$0	\$0	\$0	0.0%
421120	Rolling Stock Taxes	4,910	5,007	5,000	5,237	5,000	5,000	5,000	0.0%
423410	Street Construction & Maint.	2,820,783	2,869,215	2,780,000	3,312,086	2,820,783	3,300,000	3,300,000	17.0%
423710	Library Funds - State	168,233	187,771	165,500	189,858	185,000	188,000	188,000	1.6%
423342	Four-for-life Funds			17,000	-	17,000	17,126	17,126	0.7%
423420	Anti-Litter Grant	571	7,176	5,000	9,539	5,000	5,000	5,000	0.0%
422110	Comm. of Revenue - Recoveries	91,534	103,634	109,717	108,694	116,694	140,598	140,598	20.5%
422120	Treasurer - Recoveries	96,376	99,699	105,898	106,445	111,662	117,461	117,461	5.2%
422130	Circuit Court - Recoveries	285,998	316,727	297,123	379,903	321,881	346,518	346,518	7.7%
422140	Sheriff - Recoveries	328,622	359,877	359,377	363,460	383,551	434,218	434,218	13.2%
422150	Comm. Attorney - Recoveries	516,536	547,583	569,027	571,148	654,297	708,365	708,365	8.3%
422160	Board of Election - Reimb.	39,383	63,414	73,500	66,084	77,175	70,300	70,300	-8.9%
423510	Health Dept. Reimbursement	18,028	17,202	24,600	5,733	17,000	-	-	-100.0%
421140	State Recordation Tax								
423345	Department of Fire Programs	67,054	70,471	65,000	92,125	75,000	81,810	81,810	9.1%
421170	DMV Select				9,931	10,000	25,000	25,000	150.0%
423320	Law Enforcement H.B. 599	624,781	468,631	624,800	686,922	686,922	715,772	715,772	4.2%
432320	DMV Selective Enforcement (NHTSA)						10,000	10,000	
423355	NG911 Grant State						42,873	42,873	
432345	LEMP Grant		15,000	7,500	2,100	7,500	7,500	7,500	0.0%
432350	Local Law Enforcement Grant						5,105	5,105	
432180	DCJS Grant (Firearm Intervention)						84,046	84,046	
423210	Juvenile Crime Act	67,880	69,080	69,080	69,080	94,500	69,080	69,080	-26.9%
423220	State Victim Witness Grant	27,514	70,697	27,500	37,856	33,017	34,957	34,957	5.9%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	Miscellaneous Grants	3,852							
432220	Federal Victim Witness Grant	82,542	20,423	82,550	88,329	69,335	67,395	67,395	-2.8%
432310	BVP Bulletproof		3,371		3,087				
432317	State Homeland		6,247		6,265				
423340	Rescue Squad Assistance Grant		148,165		-				
423335	Animal Sterilization Fee	757	578	500	708	500	650	650	30.0%
423330	School Resource Grant	40,908	30,681	40,908	123,158	40,908	78,610	78,610	92.2%
423350	VA Wireless Board	86,242	104,506	85,000	92,832	90,000	92,000	92,000	2.2%
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%
	Fed Selective Enforcement	14,510							
432710	Community Dev.Block Grant	142,325	91,634	107,000	133,902	96,493	93,000	93,000	-3.6%
	Federal Grants								
	Federal Pass Thru Grants	3,466							
	State Grants	17,215							
423310	State Asset Forfeiture	29,735	6,702		-				
	Federal Asset Forfeiture								
421150	Vehicle Rental Tax	274,612	272,630	267,000	384,465	267,000	300,000	300,000	12.4%
421160	Games of Skill		6,048						
	<b>TOTAL</b>	<b>7,909,601</b>	<b>7,920,233</b>	<b>7,890,603</b>	<b>8,695,032</b>	<b>7,939,587</b>	<b>8,793,753</b>	<b>8,793,753</b>	<b>10.8%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

CATEGORY NUMBER 4700

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>CHARGES FOR SERVICES</u>									
416411	Refuse fees	\$1,143,671	\$1,130,613	\$1,554,000	\$1,499,269	\$1,722,000	\$1,744,508	\$1,744,508	1.3%
416710	Recreation Use Charges & Fees	4,614	11,950	15,000	15,112	15,000	15,000	15,000	0.0%
413580	Administrative Service Charges	477,859			20,234		10,000	10,000	
416110	Indirect Cost Reimbursement		436,895	440,000	478,343				
	Water			165,000		165,825	164,631	164,631	-0.7%
	Sewer			165,000		165,825	163,136	163,136	-1.6%
	Utility Billing			50,000		50,250	87,033	87,033	73.2%
	Storm Water			60,000		60,300	77,892	77,892	29.2%
416350	Animal Control Charges			2,000	60	1,000	1,000	1,000	0.0%
414250	Law Library Fees	4,077	3,757	6,500	5,153	4,000	4,000	4,000	0.0%
414220	Sheriff's Fees	201	642		2,511		2,000	2,000	
416412	Freon Charges	260	340	100	370	200	200	200	0.0%
416310	Fare Care Subscriptions	28,024	25,155	28,000	21,662	28,000	28,000	28,000	0.0%
416320	EMS Transport Fees	852,218	921,169	870,000	962,644	875,000	890,000	890,000	1.7%
416457	Late Payment Penalties	(7)	5,607	12,250	85,512	15,000	17,500	17,500	16.7%
416120	Bad Check Fees	450	651	1,000	1,750	1,500	1,500	1,500	0.0%
416810	Code Enforcement Charges						15,000	15,000	
TOTAL		\$2,511,367	\$2,536,779	\$3,368,850	\$3,092,620	\$3,103,900	\$3,221,400	\$3,221,400	3.8%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

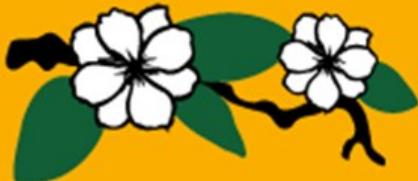
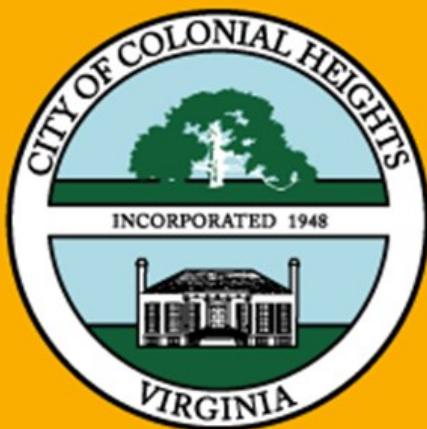
ACCOUNT NAME - MISCELLANEOUS REVENUE

CATEGORY NUMBER 4800

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>MISCELLANEOUS</u>									
418110	Recoveries & Rebates	\$51,861	\$167,746	\$50,000	\$87,432	\$80,000	\$82,000	\$82,000	2.5%
418112	Recoveries- Damaged Property	66,506	232,342	100,000	124,325	100,000	100,000	100,000	0.0%
418440	Sale of Books & Materials	753	2,431	2,500	3,480	2,500	2,750	2,750	10.0%
418510	Transf from Schools - Debt	1,230,258		713,995	713,991	714,712	713,657	713,657	-0.1%
418515	Transf from Schools - School Officers			420,657	399,427	350,000	444,000	444,000	26.9%
418520	Transf from Schools - CSA			200,000	170,362	250,000	235,000	235,000	-6.0%
418525	Transf from Schools - CA Reimb			20,000	20,000	30,000			-100.0%
	Transf from Schools - Total		1,184,090						
418460	Sale of Containers	34,816	36,407	0	200				
418200	Donations	15,929	16,878	15,000	3,217	15,000			-100.0%
418221	Sheriff Donations						8,000	8,000	
418230	Police Donations	11,471	5,287		10,100		5,000	5,000	
418231	K9 Donations		159		10,844				
418273	Rec & Park Donations	15			600				
416130	Grass Cutting Admin Fees	2,280	6,060	2,500	6,710	5,000	6,000	6,000	20.0%
418233	Donations Animal Shelter		200		1,840		1,500	1,500	
418990	Miscellaneous Revenue	16,086	3,313		31,385				
	Bond Proceeds								
	Sale of Property								
	Bond Premium								
	Capital Note Proceeds								
	Lease Proceeds								
	Recoveries & Rebates - RRJA								
449990	Use of Fund Balance			525,000	799,187	1,612,021	4,811,023	4,811,023	198.4%
	<b>TOTAL</b>	<b>\$1,429,975</b>	<b>\$1,654,912</b>	<b>\$2,049,652</b>	<b>\$2,383,100</b>	<b>\$3,159,233</b>	<b>\$6,408,930</b>	<b>\$6,408,930</b>	<b>102.9%</b>

SHOP & DINE

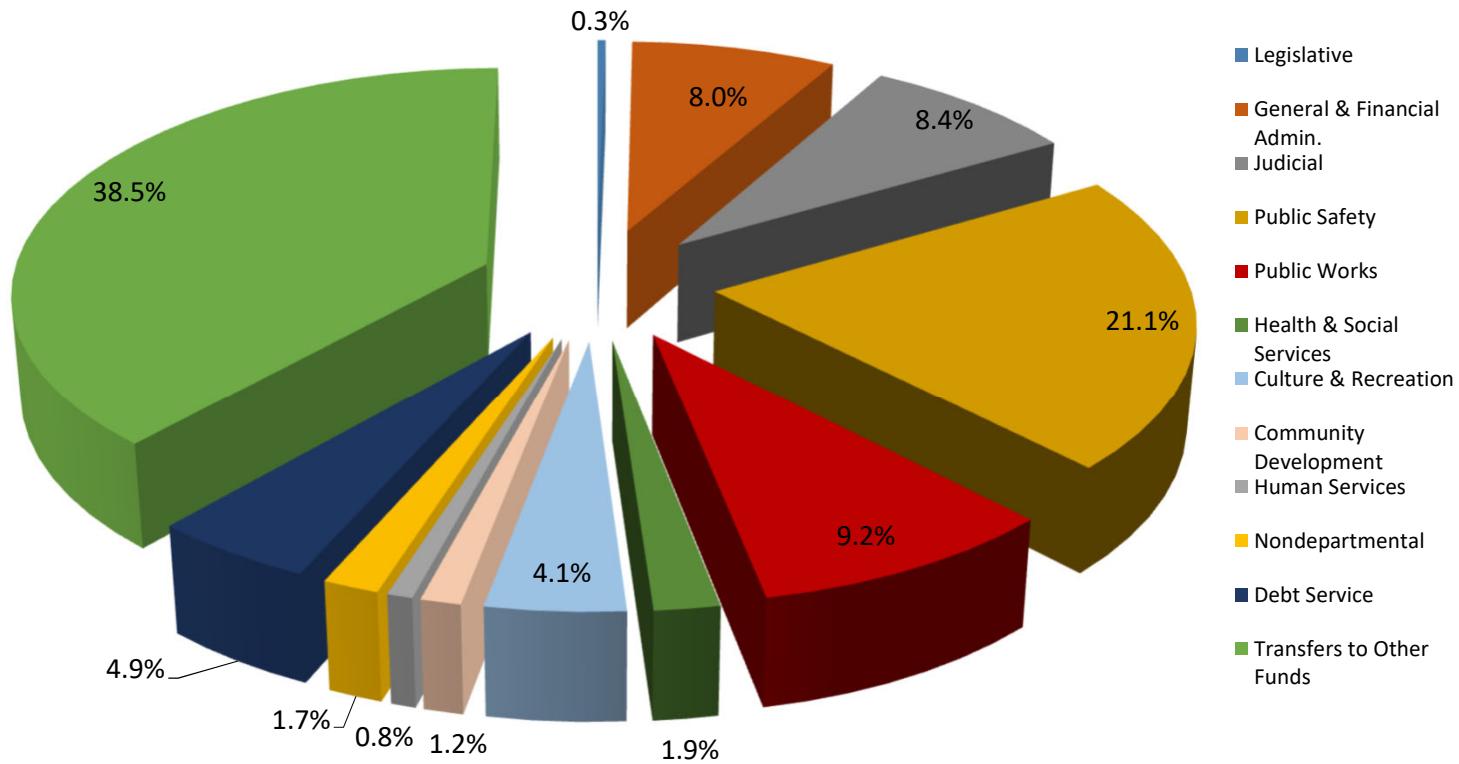
*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

# GENERAL FUND EXPENDITURES

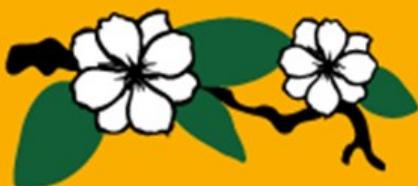
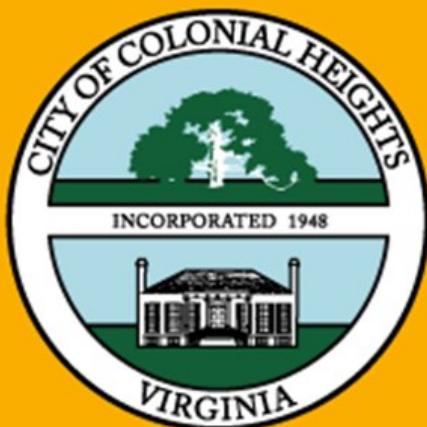
# GENERAL FUND EXPENDITURES



**TOTAL FY2024-25 GENERAL FUND BUDGET \$77,836,214**

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
City Council Meetings Held	37	33	37	35
Appointments to Boards, Commissions, and Committees	62	41	45	60
Resolutions, Ordinances, and Financial Ordinances Considered	100	98	110	100

## ***Personnel Resources***

Executive Legislative		Authorized Positions		
Classification Title	Status *	FY 23-24	FY 24-25	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  
2024-25 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$70,811	\$71,001	\$71,001	\$73,490	\$71,001	\$71,001	\$71,001	0.0%
510210	Part-Time Wages								
520100	FICA	5,420	5,432	5,432	5,623	5,432	5,432	5,432	0.0%
520600	Unemployment Insurance	154	224	140	167	140	140	140	0.0%
	Total Personal Services	76,385	76,657	76,573	79,280	76,573	76,573	76,573	0.0%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	8,543		2,000		0			
530210	Professional & Special Services	937	4,955	4,000	3,133	4,000	17,600	17,600	340.0%
550120	Membership Dues	1,569	1,604	1,604	1,652	1,700	1,701	1,701	0.1%
530315	Maintenance - Electronics	860	550	660		1,296	5,381	5,381	315.2%
550400	Postage	232	279	625	355	500	500	500	0.0%
550420	Landline Telephone	3,384	3,105	4,320	2,964	4,320	4,320	4,320	0.0%
550430	Mobile Communications								
550450	Internet								
550510	Mileage & Training Expenses		3,735	8,500	2,857	8,500	9,000	9,000	5.9%
560110	Material & Supplies	4,501	5,066	4,200	5,890	4,200	4,700	4,700	11.9%
560310	Meals & Food Supplies								
559300	Contingencies & Reserve	2,124	1,122	4,300	1,880	4,000	4,000	4,000	0.0%
	Total Operating Expenses	22,150	20,416	30,209	18,731	28,516	47,202	47,202	65.5%
	<u>CAPITAL OUTLAY</u>								
560290	Office Equipment			1,500					
580300	Furniture & Fixture		1,080			15,000	1,600	1,600	-89.3%
580500	Technology Equipment	0					1,500	1,500	
	Total Capital Outlay	0	1,080	1,500	0	15,000	3,100	3,100	-79.3%
	<b>TOTAL</b>	<b>\$98,535</b>	<b>\$98,153</b>	<b>\$108,282</b>	<b>\$98,011</b>	<b>\$120,089</b>	<b>\$126,875</b>	<b>\$126,875</b>	<b>5.7%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## CITY COUNCIL

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Chairs for Council Chambers (4)	400	\$	1,600
iPad Tablet (3)	500	480	\$ 1,500
<i>Replacement; Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.</i>			
<b>Total Capital Outlay - FY2024-25 ...</b>	<b>\$ 3,100</b>		

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
iPad Tablets (3)	500	480	\$ 1,500
<i>Replacement; Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.</i>			
Chairs for Council Chamber (14)	125	0	1750
<i>Replacement; Replacement of broken and worn-out Council dais and staff table chairs.</i>			
<b>Total Capital Outlay - FY2025-26 ...</b>	<b>\$ 3,250</b>		

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Televisions (3)	500	500	\$ 1,500
<i>Replacement: Upgrade of televisions in Council Chambers before malfunction.</i>			
<b>Total Capital Outlay - FY2026-27 ...</b>	<b>\$ 1,500</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>		

Fiscal Year:

**FY2028-29**

<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 - FY2028-29 ...</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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	25	21	25	23
City Council Documents Prepared	7	8	7	7
Letters of Appointment to Boards, Commissions, and Committees	62	41	45	60
Resolutions, Ordinances, and Financial Ordinances Considered	96	98	110	100

## ***Personnel Resources***

City Clerk's Office		Authorized Positions		
Classification Title	Status *	FY 23-24	FY 24-25	Diff.
Clerk of Council	FT	1.00	1.00	0.00
		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$54,782	\$56,516	\$57,260	\$64,349	\$66,286	\$68,275	\$68,275	3.0%
510250	Temporary & Seasonal Help			400					
510300	Overtime		40						
520100	FICA	3,724	3,847	4,411	4,291	5,071	5,224	5,224	3.0%
520200	VRS	7,285	8,119	8,950	9,623	11,224	11,430	11,430	1.8%
520300	Group Life Insurance	693	756	768	825	963	915	915	-5.0%
520400	Health Insurance								
520550	Worker's Compensation Insurance	11,696	11,736	12,906	12,897	13,780	14,654	14,654	6.3%
520600	Unemployment Insurance	20	37	27	26	27	13	13	-51.9%
	Total Personal Services	78,199	81,051	84,722	92,010	97,351	100,511	100,511	3.2%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services		1,705		185	1,500	1,500	1,500	0.0%
550120	Membership Dues	364	235	350	120	250	300	300	20.0%
530315	Maintenance - Electronics	384	1,320	1,050	1,320	1,874	1,672	1,672	-10.8%
530325	Maintenance - Office Equipment	275	850	500		500	500	500	0.0%
550400	Postage	67	78	525	10	525	525	525	0.0%
550420	Landline Telephone	1,432	1,826	1,956	1,495	1,950	1,950	1,950	0.0%
550430	Mobile Communications								
550510	Mileage & Training Expenses		1,051	3,000	1,075	3,000	4,000	4,000	33.3%
560110	Material & Supplies	1,327	1,811	2,500	2,350	2,500	3,500	3,500	40.0%
560130	Books & Publications	200		600		600	900	900	50.0%
559300	Contingencies & Reserve								
	Total Operating Expenses	4,049	8,876	10,481	6,555	12,699	14,847	14,847	16.9%
	<u>CAPITAL OUTLAY</u>								
560290	Office Equipment	4,970							
580500	Technology Equipment								
	Total Capital Outlay	4,970	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$87,219</b>	<b>\$89,927</b>	<b>\$95,203</b>	<b>\$98,565</b>	<b>\$110,050</b>	<b>\$115,358</b>	<b>\$115,358</b>	<b>4.8%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### CITY CLERK

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>

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>

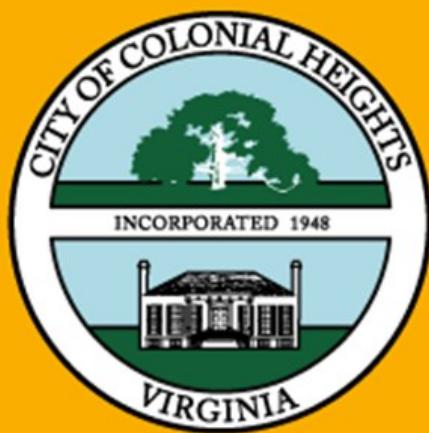
Fiscal Year:

**FY2028-29**

<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 - FY2028-29 ...</b>			<b>\$ -</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
City Council Meetings Held	37	33	37	35
Parade/Demonstration Permits	9	6	10	10

## ***Personnel Resources***

City Manager’s Office		Authorized Positions		
Classification Title	Status *	FY 23-24	FY 24-25	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  
2024-25 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$226,246	\$222,107	\$221,894	\$245,428	\$251,845	\$262,131	\$262,131	4.1%
520100	FICA	15,577	15,801	16,975	17,496	16,617	18,657	18,657	12.3%
520200	VRS	7,859	8,651	34,683	9,866	42,645	43,882	43,882	2.9%
520250	VRS- Hybrid	16,735	18,022		21,070				
520270	ICMA- Defined Contribution	4,882	5,257		6,098		6,690	6,690	
520300	Group Life Insurance	2,761	2,974	2,974	3,174	3,657	3,514	3,514	-3.9%
520400	Health Insurance	25,214	25,266	27,534	27,534	29,142	30,738	30,738	5.5%
520500	Disability Insurance	796	855	855	917	1,062	1,094	1,094	3.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	74	54	51	54	26	26	-51.9%
	Total Personal Services	300,109	299,006	304,969	331,635	345,022	366,732	366,732	6.3%
	<u>OPERATING EXPENSES</u>								
530110	Advertising						250	250	
530210	Professional & Special Services	2,500	80		3,764		6,000	6,000	
550120	Membership Dues	458	2,131	2,750	2,589	2,900	3,100	3,100	6.9%
530315	Maintenance - Electronics	720	2,212	2,100	2,640	4,506	3,344	3,344	-25.8%
550400	Postage	9	8	75	6	75	75	75	0.0%
550420	Landline Telephone	3,215	3,142	4,000	2,661	1,000	1,000	1,000	0.0%
550430	Mobile Communications				763	750	1,700	1,700	126.7%
550450	Internet					1,250	1,250	1,250	0.0%
550510	Mileage & Training Expenses	3,060	3,561	5,000	3,224	3,500	3,500	3,500	0.0%
550520	Professional Development			4,000	40	7,000	7,000	7,000	0.0%
560110	Material & Supplies	1,222	2,009	2,000	1,587	2,000	2,000	2,000	0.0%
559300	Contingencies & Reserve	350	685	1,250	1,531	1,250	1,250	1,250	0.0%
560290	Office Equipment			750	571	750	750	750	0.0%
560310	Meals & Food Supplies						3,500	3,500	
	Total Operating Expenses	11,534	13,828	21,925	19,376	24,981	34,719	34,719	39.0%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$311,644</b>	<b>\$312,834</b>	<b>\$326,894</b>	<b>\$351,011</b>	<b>\$370,003</b>	<b>\$401,451</b>	<b>\$401,451</b>	<b>8.5%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## CITY MANAGER

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.*

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

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.*

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

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

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.*

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

Fiscal Year:

**FY2028-29**

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.*

**Total Capital Outlay - FY2028-29 ..... \$ -**

# 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.

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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Total Recruitments	78	61	63	64
Total Applicants	1,122	1,026	1,111	1,086
Total Workers' Compensation Reports	23	41	42	32
OSHA Summary Log Totals	8	20	18	15

## Personnel Resources

Human Resources Dept.	Authorized Positions				
	Classification Title	Status	FY 23-24	FY 24-25	Diff.
Director of Human Resources	FT	1.00	1.00	0.00	
Human Resources Specialist	FT	1.00	1.00	0.00	
		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	

FT = Full Time

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES		DEPARTMENT NUMBER 1052							
ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$119,390	\$138,710	\$138,646	\$154,287	\$152,860	\$163,345	\$163,345	6.9%
510210	Part-Time Wages	5,219		25					
510300	Overtime		9,416	10,543	10,607	11,560	11,695	12,497	6.9%
520100	FICA		11,581	13,217	21,671	15,122	25,884	27,345	5.6%
520200	VRS		4,293	5,161		5,923			
520250	VRS- Hybrid		891	1,628		1,709			
520270	ICMA- Defined Contribution		1,532	1,854	1,859	1,951	2,220	2,190	-1.4%
520300	Group Life Insurance		9,048	12,690	10,560	17,820	18,780	19,721	5.0%
520400	Health Insurance		170	246	246	258	336	336	
520500	Disability Insurance								
520550	Worker's Compensation Insurance		42	74	54	51	54	26	-51.9%
520600	Unemployment Insurance								
	Total Personal Services	161,583	184,147	183,643	208,681	211,493	225,460	225,460	6.6%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	6,956	9,049	10,000	9,157	13,000	14,000	14,000	7.7%
530210	Professional & Special Services	6,039	15,209	23,000	22,907	18,925	3,000	3,000	-84.1%
550120	Membership Dues	1,604	3,479	4,150	3,750	4,150	1,064	1,064	-74.4%
530315	Maintenance - Electronics	360	3,190	2,100	2,640	3,749	3,344	3,344	-10.8%
550400	Postage	101	282	425	147	425	300	300	-29.4%
550420	Landline Telephone	1,996	1,998	2,800	2,059	2,800	2,800	2,800	0.0%
550450	Internet								
550510	Mileage & Training Expenses	(234)	1,683	1,750	625	150	150	150	0.0%
550140	Software Subscription					8,161	28,002	28,002	243.1%
550520	Professional Development					2,350	2,350	2,350	0.0%
560110	Material & Supplies	2,600	2,416	2,150	2,217	2,600	3,000	3,000	15.4%
560130	Books & Publications	236	249	430	261	450	450	450	0.0%
	Total Operating Expenses	19,658	37,555	46,805	43,764	56,760	58,460	58,460	3.0%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures				179.99				
580500	Technology Equipment				900		575	575	
	Total Capital Outlay	0	0	0	1,080	0	575	575	
	<b>TOTAL</b>	<b>\$181,240</b>	<b>\$221,702</b>	<b>\$230,448</b>	<b>\$253,525</b>	<b>\$268,253</b>	<b>\$284,495</b>	<b>\$284,495</b>	<b>6.1%</b>

**City of Colonial Heights****FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****HUMAN RESOURCES**

Fiscal Year:

<b>FY2024-25</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Printer		575	-	\$ 575
<i>Replacement; Routine upgrade of departmental computer printer (all-in-one to include fax) for Director of Human Resources. based on recommended (5 year) lifecycle.</i>				
<b>Total Capital Outlay - FY2024-25 .....</b>				<b>\$ 575</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>

Fiscal Year:

<b>FY2026-27</b>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Printer		575	-	\$ 575
<i>Replacement; Routine upgrade of departmental computer printer for Human Resources Specialist recommended (5 year) lifecycle.</i>				
<b>Total Capital Outlay - FY2026-27 .....</b>				<b>\$ 575</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>

Fiscal Year:

<b>FY2028-29</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 - FY2028-29 .....</b>				<b>\$ -</b>

# 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 City of Colonial Heights Economic Development Authority issued \$28,000,000 in Industrial Revenue Bonds for Colonial Ridge Preservation Partners in December 2017. The EDA has approved several incentives such as an incentive of up to \$1,600,000 for the development of 401 Temple Avenue in December 2020, and incentives for construction of Towneplace Suites and Home2 Suites hotels.

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

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Existing Business Visits	11	10	22	24
Site/Bldg. Submissions	15	14	16	12
Prospect Requests	18	16	20	20
Economic Dev. Authority Mtgs.	6	7	8	7
Cold Calls	34	30	45	40
Trade Shows/Marketing Missions	1	1	2	2

## *Personnel Resources*

Economic Development		Authorized Positions		
Classification Title	Status*	FY 23-24	FY 24-25	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT	1.00	1.00	0.00
FT = Full Time		<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$105,223	\$107,874	\$128,224	\$137,983	\$145,496	\$149,861	\$149,861	3.0%
520100	FICA	8,277	8,684	9,810	11,036	11,131	11,465	11,465	3.0%
520200	VRS	11,298	12,437	20,043	14,380	24,637	25,087	25,087	1.8%
520250	VRS- Hybrid	2,404	2,589		4,362				
520270	ICMA- Defined Contribution	388	418		376		498	498	
520300	Group Life Insurance	1,336	1,438	1,720	1,639	2,113	2,009	2,009	-4.9%
520400	Health Insurance	10,189	5,790	6,105	7,618	3,300	11,510	11,510	248.8%
520500	Disability Insurance	103	111	221	160	276	285	285	3.3%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	30	55	41	58	55	26	26	-52.7%
	Total Personal Services	139,249	139,397	166,164	177,612	187,008	200,741	200,741	7.3%
<u>OPERATING EXPENSES</u>									
530110	Advertising	6,318	6,606	10,000	9,744	15,000	15,000	15,000	0.0%
530210	Professional & Special Services	33,111	18,325	10,000	7,433	10,000	45,000	45,000	350.0%
550120	Membership Dues	2,037	2,723	2,500	2,210	2,700	2,800	2,800	3.7%
530315	Maintenance - Electronics	360	1,320	1,050	1,320	3,208	3,560	3,560	11.0%
550400	Postage	149		200	4	200	200	200	0.0%
550420	Landline Telephone	1,287	1,213	2,000	761	2,000	2,000	2,000	0.0%
550430	Mobile Communications				735		2,000	2,000	
550450	Internet								
550510	Mileage & Training Expenses	2,382	4,988	6,500	6,545	7,000	7,000	7,000	0.0%
550520	Professional Development			2,000		2,200	2,200	2,200	0.0%
510400	Automobile Allowance	4,208	4,200	4,500	4,543	4,500	4,500	4,500	0.0%
560110	Material & Supplies	1,246	4,627	2,000	1,106	2,200	2,000	2,000	-9.1%
570535	Tourism Matching Funds (PART)	45,000	45,000	65,000	65,000	65,000	65,000	65,000	0.0%
570530	Virginia Gateway Region	21,606	48,482	48,634	48,634	58,628	58,625	58,625	0.0%
570537	Richmond Region Tourism		30,000	40,000	40,000	50,000	50,000	50,000	0.0%
570765	Longwood-Small Business Development Cntr					5,200	5,200	5,200	0.0%
570775	Crater Regional Workforce Board					5,000	5,000	5,000	0.0%
	Total Operating Expenses	117,705	167,484	194,384	188,034	232,836	270,085	270,085	16.0%
<u>CAPITAL OUTLAY</u>									
580500	Technology Equipment	0	0	0	0	0	0	0	
	Total Capital Outlay	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$256,953</b>	<b>\$306,881</b>	<b>\$360,548</b>	<b>\$365,647</b>	<b>\$419,844</b>	<b>\$470,826</b>	<b>\$470,826</b>	<b>12.1%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## ECONOMIC DEVELOPMENT

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</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**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
Replace Desktop Printer	1000	-	\$ 1,000
<b>Total Capital Outlay - FY2025-26 ...</b>			<b>\$ 1,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
Replace ED Specialist Laptop	2500	-	\$ 2,500
<b>Total Capital Outlay - FY2026-27 ...</b>			<b>\$ 2,500</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</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>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2028-29 ...</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, 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; and institutes all proceedings deemed necessary or proper to protect the interest of the City.

Other substantive areas involving the City Attorney Office's time and resources include representing the City and its agencies in litigation, human resources or employment law issues, purchasing and risk management issues, zoning and planning matters, contract drafting and review, real property transactions, environmental law, and reviewing and processing Freedom of Information Act requests. 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 Sr. Paralegal position and one part-time Administrative Assistant.

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Council Ordinances & Resolutions Drafted	100	107	110	110
Meetings Attended (includes Council, Planning Comm, EDA)	33	35	38	41
Deeds and Easements Prepared	39	51	20	20

## ***Personnel Resources***

City Attorney's Office		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	Diff.
City Attorney	FT	1.00	1.00	0.00
Sr. 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  
2024-25 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$225,313	\$234,715	\$244,396	\$281,252	\$273,241	\$281,440	\$281,440	3.0%
510210	Part-Time Wages	14,338	9,432	15,600	9,999	15,601	15,601	15,601	0.0%
520100	FICA	15,964	16,542	19,890	19,846	22,097	20,826	20,826	-5.7%
520200	VRS	29,827	33,687	38,200	40,297	46,268	47,114	47,114	1.8%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	2,839	3,137	3,276	3,455	3,967	3,772	3,772	-4.9%
520400	Health Insurance	23,391	23,472	25,794	25,794	27,560	29,308	29,308	6.3%
520500	Disability Insurance								
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	57	95	54	96	54	39	39	-27.8%
	Total Personal Services	311,729	321,080	347,210	380,739	388,788	398,100	398,100	2.4%
	<u>OPERATING EXPENSES</u>								
530110	Advertising		6,480	9,650	5,184	9,650	9,650	9,650	0.0%
530210	Professional & Special Services	8,975		17,500		17,500	17,500	17,500	0.0%
530215	Legal Services		73	7,000	1,690	5,000	5,000	5,000	0.0%
550120	Membership Dues	6,948	6,826	5,790	4,926	1,200	1,200	1,200	0.0%
530315	Maintenance - Electronics	720		2,625	2,475	4,866	4,004	4,004	-17.7%
530325	Maintenance & Equipment			200		3,300	200	200	-93.9%
530330	Software Maintenance/Supplies		2,750		825	11,920	12,055	12,055	1.1%
550400	Postage	86	108	250	200	200	250	250	25.0%
550420	Landline Telephone	2,899	2,854	1,672	2,437	250	250	250	0.0%
550430	Mobile Communications			588	303	2,854	2,854	2,854	0.0%
550450	Internet			1,260		588	588	588	0.0%
530250	Other Services & Charges	292		6,300	3,279	1,260	300	300	-76.2%
550510	Mileage & Training Expenses	300	2,069	6,866	1,422	300	6,866	6,866	2188.7%
560110	Material & Supplies	2,322	2,178	2,400	3,647	6,866	5,500	5,500	-19.9%
560130	Books & Publications			200	87	5,000	1,500	1,500	-70.0%
559300	Contingencies & Reserve					1,500			
	Total Operating Expenses	22,541	23,339	62,301	26,475	72,254	67,717	67,717	-6.3%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures		6,747				600	600	
580500	Technology Equipment					900			
	Total Capital Outlay		6,747	0	0	900	600	600	-33.3%
	<b>TOTAL</b>	<b>\$334,270</b>	<b>\$351,165</b>	<b>\$409,511</b>	<b>\$407,214</b>	<b>\$461,942</b>	<b>\$466,417</b>	<b>\$466,417</b>	<b>1.0%</b>

**City of Colonial Heights****FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****CITY ATTORNEY**

Fiscal Year:

**FY2024-25**Item

		<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	Desk Chair (2)	300		\$ 600
<b>Total Capital Outlay - FY2024-25 .....</b>				<b>\$ 600</b>

Fiscal Year:

**FY2025-26**Item

		<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**Item

		<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>

Fiscal Year:

**FY2027-28**Item

		<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>

Fiscal Year:

**FY2028-29**Item

		<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 - FY2028-29 .....</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, currently 145, elderly and disabled, currently 107. Recently added duties include enforcement of the cigarette tax and transient occupancy tax and a Veteran PP exemption.

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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Taxable Personal and Business Property Items	18,707	15,647	16,000	16,000
Number of Business Licenses	1,436	1,435	1,475	1,475
Food/Lodging Tax Monthly Returns	122	115	116	117
State Income Taxes Filed	288	277	200	200

## ***Personnel Resources***

Commissioner of the Revenue		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	Diff.
Commissioner	FT	1.00	1.00	0.00
Deputy Commissioner	FT	1.00	1.00	0.00
Deputy II	FT	1.00	2.00	+1.00
Deputy I	FT	1.00	0.00	-1.00
FT = Full Time      PT = Part Time		4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$181,241	\$185,228	\$193,127	\$201,120	\$211,571	\$221,094	\$221,094	4.5%
510250	Temporary & Seasonal Help		4,155	2,000	84	2,000	3,000	3,000	50.0%
510300	Overtime	4,236	608	2,000	1,551	3,000	3,000	3,000	0.0%
510500	Accumulated Leave Pay								
520100	FICA	13,083	13,579	15,081	14,818	16,568	17,375	17,375	4.9%
520200	VRS	11,907	14,114	30,188	13,187	35,827	37,013	37,013	3.3%
520250	VRS- Hybrid	9,783	9,543		12,075				
520270	ICMA- Defined Contribution	2,690	2,885		3,548		3,279	3,279	
520300	Group Life Insurance	2,340	2,471	2,590	2,489	3,074	2,965	2,965	-3.5%
520400	Health Insurance	38,616	38,294	46,749	34,704	46,340	49,029	49,029	5.8%
520500	Disability Insurance	459	456	602	535	701	536	536	-23.5%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	80	150	108	78	108	65	65	-39.8%
	Total Personal Services	264,436	271,483	292,445	284,189	319,189	337,356	337,356	5.7%
<u>OPERATING EXPENSES</u>									
530110	Advertising			750		750	750	750	0.0%
530210	Professional & Special Services	2,500	3,026	3,000	894	4,500	11,500	11,500	155.6%
550120	Membership Dues	585	530	650	470	750	750	750	0.0%
530315	Maintenance - Electronics	1,423	4,980	3,675	4,998	5,226	6,457	6,457	23.6%
530325	Maintenance - Equipment					403	403	403	
550400	Postage	5,588	1,323	8,800	1,507	8,800	6,000	6,000	-31.8%
550420	Landline Telephone	4,612	4,614	6,600	4,675	6,600	6,600	6,600	0.0%
550450	Internet								
550510	Mileage & Training Expenses		193	2,000	54	2,000	2,000	2,000	0.0%
550520	Professional Development					250	250	250	0.0%
560110	Material & Supplies	5,968	6,423	8,800	7,623	8,800	9,000	9,000	2.3%
	Total Operating Services	20,677	21,090	34,275	20,223	37,676	43,710	43,710	16.0%
<u>CAPITAL OUTLAY</u>									
580300	Furniture & Equipment			850					
580500	Technology Equipment			850			1,000	1,000	
	Total Capital Outlay	0	0	1,700	0	0	1,000	1,000	
	<b>TOTAL</b>	<b>\$285,113</b>	<b>\$292,572</b>	<b>\$328,420</b>	<b>\$304,412</b>	<b>\$356,865</b>	<b>\$382,066</b>	<b>\$382,066</b>	<b>7.1%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## COMMISSIONER OF THE REVENUE

Fiscal Year:

**FY2024-25**

Item

	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
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**Network Copier**

1,000

-

\$ 1,000

*Replacement; Xerox Copier will be 10 years old. Includes first year maintenance contract.*

**Total Capital Outlay - FY2024-25 .....** \$ 1,000

Fiscal Year:

**FY2025-26**

Item

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

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

Fiscal Year:

**FY2026-27**

Item

	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
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**Network Printer**

1,000

-

\$ 1,000

*Replacement; Replace 10 year old HP Laser printer with new similar model.*

**Total Capital Outlay - FY2026-27 .....** \$ 1,000

Fiscal Year:

**FY2027-28**

Item

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

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

Fiscal Year:

**FY2028-29**

Item

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

**Total Capital Outlay - FY2028-29 .....** \$ -

# 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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Sheriff Fee Transactions	45	36	40	40
State Income Tax	90	36	35	30
State Estimated Tax	307	344	325	200
DMV Select Transactions		CY 2023 Actual	CY 2024 Projected	CY 2025 Projected
Title Transactions		1,181	1,181	1,181
Registration Transactions		3,564	3,564	3,564
Customer Transcripts		96	96	96
Handicap Placards		326	326	326
EZ Passes		30	30	30
Misc. Transactions		827	827	827

## ***Personnel Resources***

Treasurer's Office		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	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  
2024-25 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-2024 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$91,555	\$102,064	\$94,219	\$104,526	\$110,859	\$128,066	\$128,066	15.5%
510250	Temporary & Seasonal Help			1,000		1,000	1,000	1,000	0.0%
520100	FICA	6,594	7,605	7,285	8,087	8,558	8,345	8,345	-2.5%
520200	VRS	12,143	9,151	14,727		17,417	18,091	18,091	3.9%
520250	VRS- Hybrid		3,822		12,604				
520270	ICMA- Defined Contribution		664		2,686		3,783	3,783	
520300	Group Life Insurance	1,156	1,270	1,264	1,314	1,494	1,449	1,449	-3.0%
520400	Health Insurance	21,676	18,237	17,031	10,560	11,040	11,510	11,510	4.3%
520500	Disability Insurance		165	498	518	589	619	619	5.1%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	86	54	71	54	39	39	-27.8%
	Total Personal Services	133,164	143,064	136,078	140,366	151,011	172,902	172,902	14.5%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	445	845	400		400	400	400	0.0%
530315	Maintenance - Electronics	720	1,320	1,050	1,320	2,234	3,809	3,809	70.5%
550400	Postage	3	5	15	9	15	15	15	0.0%
550420	Landline Telephone	1,816	1,818	1,900	1,875	1,900	624	624	-67.2%
550450	Internet						1,236	1,236	
550420	Other Services & Charges								
550510	Mileage & Training Expenses	57	1,856	2,500	125	1,000	500	500	-50.0%
550520	Professional Development				110		2,000	2,000	
560110	Material & Supplies	763	1,203	1,500	2,933	2,500	2,000	2,000	-20.0%
560115	DMV Expense				1,123	600	600	600	
	Total Operating Services	3,803	7,048	7,365	7,495	8,649	11,184	11,184	29.3%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment	521					300	300	
	Total Capital Outlay	521	0	0	0	0	300	300	
	<b>TOTAL</b>	<b>\$137,488</b>	<b>\$150,112</b>	<b>\$143,443</b>	<b>\$147,861</b>	<b>\$159,660</b>	<b>\$184,386</b>	<b>\$184,386</b>	<b>15.5%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**TREASURER**

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Paper Shredder</i>	300	-	\$ 300

*New; Individual Shredder at desk.*

**Total Capital Outlay - FY2024-25 .....** \$ 300

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*

**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>
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<i>Printer/Scanner/Copier/Fax</i>	600	-	\$ 600
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*Replacement; Existing printer is over 5 years old.*

**Total Capital Outlay - FY2026-27 .....** \$ 600

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*

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

Fiscal Year:

**FY2028-29**

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*

**Total Capital Outlay - FY2028-29 .....** \$ -

# 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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
A/P Checks Issued	4,242	5,865	5,160	5,873
Payroll Checks and Direct Deposits Processed	8,529	8,676	8,700	8,724
Purchase Orders and Check Requests Issued	4,350	3,527	4,500	3,749
Sealed Bids/Proposals Issued	14	10	15	11
Value of New Construction	\$3,600,900	\$5,755,800	\$3,500,000	4,250,000
Transfers in Property Ownership	827	585	700	536

## **Personnel Resources**

Finance Department		Authorized Positions		
Classification Title	Status*	FY 23-24	FY 24-25	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  
2024-25 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b>PERSONAL SERVICES</b>									
510100	Full-Time Salaries	\$413,257	\$370,996	\$453,905	\$351,626	\$487,099	\$451,128	\$451,128	-7.4%
510210	Part-Time Wages	56,840	82,161	55,000	86,840	55,000	59,041	59,041	7.3%
510300	Overtime	534	2,072		11,561		3,000	3,000	
510500	Accumulated Leave Pay								
520100	FICA	33,892	33,070	38,932	32,885	41,471	39,260	39,260	-5.3%
520200	VRS	39,856	29,260	69,528	35,799	80,831	75,522	75,522	-6.6%
520250	VRS- Hybrid	12,508	18,457		14,308				
520270	ICMA- Defined Contribution	2,342	3,513		2,984		3,192	3,192	
520300	Group Life Insurance	3,930	4,768	5,963	4,552	6,932	6,049	6,049	-12.7%
520400	Health Insurance	62,959	57,635	67,184	53,499	72,361	86,900	86,900	20.1%
520500	Disability Insurance	536	806	1,555	577	1,489	966	966	-35.1%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	196	350	162	214	162	104	104	-35.8%
	Total Personal Services	626,849	603,089	692,229	594,843	745,345	725,162	725,162	-2.7%
<b>OPERATING EXPENSES</b>									
530110	Advertising	1,081	150	1,000	111	1,000	500	500	-50.0%
530210	Professional & Special Services	10,819	12,501	2,700	2,417	8,500	8,500	8,500	0.0%
550120	Membership Dues	615	1,967	1,300	750	1,300	2,500	2,500	92.3%
530315	Maintenance - Electronics	2,520	8,580	6,825	8,580	12,289	11,984	11,984	-2.5%
550400	Postage	3,166	2,859	3,200	2,759	6,000	6,000	6,000	0.0%
550420	Landline Telephone	6,738	6,329	7,300	5,741	1,872	1,872	1,872	0.0%
550430	Mobile Communications				723				
550450	Internet					2,316	2,316	2,316	0.0%
550510	Mileage & Training Expenses	1,127	1,775	4,200	608	3,000	6,000	6,000	100.0%
550520	Professional Development					6,000	8,000	8,000	33.3%
560110	Material & Supplies	8,271	12,630	11,000	10,706	11,000	12,000	12,000	9.1%
560130	Books & Publications	40			210				
530330	Software Maintenance	41,578	30,288	65,000	51,950	10,000	10,000	10,000	0.0%
550140	Software Subscription					88,000	196,031	196,031	122.8%
	Total Operating Services	75,955	77,079	102,525	84,555	151,277	265,703	265,703	75.6%
<b>CAPITAL OUTLAY</b>									
580300	Furniture & Fixtures		230	300			800	800	
580530	Building & Fixed Equipment					25,000	25,000		
580500	Technology Equipment	900							
	Total Capital Outlay	900	230	300	0	0	25,800	25,800	
	<b>TOTAL</b>	<b>\$703,704</b>	<b>\$680,398</b>	<b>\$795,054</b>	<b>\$679,399</b>	<b>\$896,622</b>	<b>\$1,016,665</b>	<b>\$1,016,665</b>	<b>13.4%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## FINANCE

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>Office Chair (2)</i>	350		\$ 700
<i>Step ladder</i>	100		\$ 100
<i>Renovation to Billing &amp; Collections/Utility Billing Area</i>			\$ 25,000

**Total Capital Outlay - FY2024-25 ..... \$ 25,800**

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>			

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>Replacement Chairs (2)</i>	350	-	\$ 700
<i>Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present an employee safety hazard.</i>			

**Total Capital Outlay - FY2026-27 ..... \$ 700**

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>			

Fiscal Year:

**FY2028-29**

<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 - FY2028-29 ..... \$ -</b>			

## CITY OF COLONIAL HEIGHTS 2024-25 BUDGET

## DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
530210	Professional & Special Services	\$31,799	\$6,571	\$25,000	\$7,250	\$25,000	\$25,000	\$25,000	0.0%
560330	Employee Recognition Items	850	625	1,500	475	1,500	5,000	5,000	233.3%
550270	Insurance Premiums - Other	9,426	24,310		(8,814)				
550400	Postage	1,260							
530250	Other Services and Charges	69,288	12,726						
520200	VRS Retirement Contributions								
550250	Line of Duty Act Fund	129,564	140,361	138,386	142,802	143,816	153,725	153,725	6.9%
520400	Health Insurance	4,489	51,249	34,000	15,799	34,000	63,570	63,570	87.0%
560310	Meals & Food Supplies								
560310	Employee Events	318	14,749	15,000	14,812	25,000	30,000	30,000	20.0%
	Total Fixed Charges	246,994	250,591	213,886	172,324	229,316	285,295	285,295	24.4%
	TOTAL	\$246,994	\$250,591	\$213,886	\$172,324	\$229,316	\$285,295	\$285,295	24.4%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b><u>PERSONAL SERVICES</u></b>									
510100	Full-Time Salaries	\$135,156	\$142,528	\$138,266	\$132,197	\$144,945	\$146,419	\$146,419	1.0%
520100	FICA	10,048	10,544	10,578	9,751	11,089	11,202	11,202	1.0%
520200	VRS	18,019	19,332	21,612	14,543	24,544	24,512	24,512	-0.1%
520250	VRS- Hybrid				1,960				
520270	ICMA- Defined Contribution				337		1,704	1,704	
520300	Group Life Insurance	1,715	1,800	1,854	1,448	2,105	1,963	1,963	-6.7%
520400	Health Insurance	16,445	15,870	17,820	13,209	23,170	24,514	24,514	5.8%
520500	Disability Insurance				79	271	279	279	3.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	74	54	51	54	26	26	-51.9%
	Total Personal Services	181,424	190,148	190,184	173,575	206,178	210,619	210,619	2.2%
<b><u>OPERATING EXPENSES</u></b>									
530110	Advertising	917	856	1,500	2,056	1,500	1,500	1,500	0.0%
530210	Professional & Special Services				417				
550120	Membership Dues	170	310	300	135	300	350	350	16.7%
530315	Maintenance - Electronics	720	3,484	2,100	2,640	3,749	4,505	4,505	20.2%
530325	Maintenance - Equipment	7,611	4,000	9,030	7,591	9,030	9,410	9,410	4.2%
550300	Rent of Equipment				2,743				
550400	Postage	22	154	50	7	50	50	50	0.0%
550420	Landline Telephone	5,573	(656)	1,500	5,661	624	655	655	5.0%
550450	Internet					768	806	806	4.9%
530250	Other Services & Charges	2,400	2,365	740	2,760	500	2,800	2,800	460.0%
550510	Mileage & Training Expenses	300		1,400	300	1,200	1,000	1,000	-16.7%
560110	Material & Supplies	(4,625)	414	3,000	(1,298)	3,000	3,000	3,000	0.0%
	Total Operating Expenses	13,088	13,670	19,620	20,269	20,721	24,076	24,076	16.2%
<b><u>CAPITAL OUTLAY</u></b>									
580500	Technology Equipment	14,830							
580630	Other Equipment	12,714	28,261						
	Total Capital Outlay	27,544	28,261	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$222,055</b>	<b>\$232,079</b>	<b>\$209,804</b>	<b>\$193,844</b>	<b>\$226,899</b>	<b>\$234,695</b>	<b>\$234,695</b>	<b>3.4%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## PURCHASING

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</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>Annual</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>Annual</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>Annual</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:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</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 - FY2028-29 .....</b> \$ -

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT

DEPARTMENT NUMBER 1207

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$63	\$250	\$5,000	\$51,385	\$5,000	\$25,000	\$25,000	400.00%
550120	Membership Dues	995	995	1,000		1,000	1,000	1,000	0.00%
550270	Insurance Premiums - Other	9,233	9,524	11,795	11,795	12,456	11,929	11,929	-4.23%
550240	Insurance Premiums - Workman's Comp.	293,035	318,710	305,774	324,009	278,232	312,715	312,715	12.39%
550260	Insurance Deductibles	63,423	286,745	100,000	94,016	100,000	103,200	103,200	3.20%
560110	Material & Supplies	1,627							
550210	General Liability	109,261	121,770	122,594	122,825	132,092	147,407	147,407	11.59%
550230	Property & Casualty Insurance	39,739	41,580	56,570	46,568	50,993	57,089	57,089	11.95%
550220	Vehicle Insurance	85,498	86,727	91,378	91,378	95,947	122,394	122,394	27.56%
580630	Other Equipment								
	Total Operating Services	602,873	866,302	694,111	741,974	675,720	780,734	780,734	15.5%
	TOTAL	\$602,873	\$866,302	\$694,111	\$741,974	\$675,720	\$780,734	\$780,734	15.5%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-2024 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$132,184	\$134,884	\$134,755	\$151,592	\$149,824	\$152,893	\$152,893	2.0%
510250	Temporary & Seasonal Help	120	5,243	21,840	1,452	21,841	21,840	21,840	0.0%
520100	FICA	10,590	11,280	11,980	12,419	13,133	13,367	13,367	1.8%
520200	VRS	17,615	19,391	21,063	22,244	25,370	25,595	25,595	0.9%
520300	Group Life Insurance	1,677	1,806	1,806	1,907	2,176	2,050	2,050	-5.8%
520400	Health Insurance	17,813	17,838	19,386	19,386	20,490	29,792	29,792	45.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	91	54	51	54	26	26	-51.9%
	Total Personal Services	180,039	190,532	210,884	209,051	232,888	245,563	245,563	5.4%
<u>OPERATING EXPENSES</u>									
530110	Advertising		111	500		750	500	500	-33.3%
530210	Professional & Special Services		6,088	5,500		8,500	6,000	6,000	-29.4%
550120	Membership Dues	1,155	1,045	3,000	960	3,000	3,000	3,000	0.0%
530315	Maintenance - Electronics	1,800	3,410	3,150	3,960	4,506	3,644	3,644	-19.1%
530325	Maintenance - Equipment	9,240	9,240	12,000	9,240	12,000	1,000	1,000	-91.7%
550400	Postage	30	32	600	17	4,000	600	600	-85.0%
550420	Landline Telephone	2,512	2,514	2,700	2,572	3,000	1,500	1,500	-50.0%
550450	Internet						1,500	1,500	
550510	Mileage & Training Expenses	250	300	4,500	2,287	2,000	3,000	3,000	50.0%
510400	Automobile Allowance	3,610	4,408	5,000	5,088	6,000	6,000	6,000	0.0%
560110	Material & Supplies	950	4,296	1,500	1,131	4,500	1,500	1,500	-66.7%
530330	Software Maintenance						10,000	10,000	
550140	Software Subscription						6,000	6,000	
	Total Operating Expenses	19,546	31,443	38,450	25,255	48,256	44,244	44,244	-8.3%
<u>CAPITAL OUTLAY</u>									
560290	Office Equipment			2,000		4,000	17,000	17,000	325.0%
580500	Technology Equipment	900					0	0	
580400	Software								
	Total Capital Outlay	900	0	2,000	0	4,000	17,000	17,000	325.0%
	<b>TOTAL</b>	<b>\$200,485</b>	<b>\$221,975</b>	<b>\$251,334</b>	<b>\$234,307</b>	<b>\$285,144</b>	<b>\$306,807</b>	<b>\$306,807</b>	<b>7.6%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## REAL ESTATE ASSESSOR

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	\$ 17,000		\$ 17,000
<i>Server for the CAMA System</i>			<b>Total Capital Outlay - FY2024-25 ..... \$ 17,000</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>			

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>			

Fiscal Year:

**FY2028-29**

<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 - FY2028-29 ..... \$ -</b>			

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$151,660	\$150,494	\$155,746	\$182,271	\$177,012	\$182,020	\$182,020	2.8%
510250	Temporary & Seasonal Help		1,320	19,500	9,812	20,150	21,840	21,840	8.4%
510300	Overtime	11,110	540						
520100	FICA	7,154	11,289	13,407	14,323	15,083	15,598	15,598	3.4%
520200	VRS	10,951	7,876	24,345	9,292	29,975	30,473	30,473	1.7%
520250	VRS- Hybrid	2,290	11,520		14,324				
520270	ICMA- Defined Contribution	1,914	2,157		2,480		2,663	2,663	
520300	Group Life Insurance	36,363	2,007	2,090	2,237	2,571	2,441	2,441	-5.1%
520400	Health Insurance	488	28,986	32,367	30,717	34,210	44,216	44,216	29.2%
520500	Disability Insurance	80	502	535	568	652	669	669	2.6%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	460	143	108	128	108	52	52	-51.9%
	Total Personal Services	222,470	216,833	248,098	266,153	279,761	299,972	299,972	7.2%
<u>OPERATING EXPENSES</u>									
530110	Advertising		914	1,500	812	2,000	2,500	2,500	25.0%
530210	Professional & Special Services	900	13,717	1,500	5,207	2,000	2,000	2,000	0.0%
550120	Membership Dues			1,000		1,000	1,000	1,000	0.0%
530315	Maintenance - Electronics	1,800	4,070	3,675	4,620	6,343	7,117	7,117	12.2%
530325	Maintenance - Equipment	2,110	2,496	4,000	2,418	4,000	5,327	5,327	33.2%
550400	Postage	24,851	26,152	27,000	30,342	29,000	34,000	34,000	17.2%
550420	Landline Telephone	3,934	3,976	4,200	3,934	4,200	4,200	4,200	0.0%
550450	Internet								
530250	Other Services & Charges								
550510	Mileage & Training Expenses	261	433	2,000	824	2,000	2,000	2,000	0.0%
560110	Material & Supplies	26,435	15,155	30,000	14,443	35,000	30,000	30,000	-14.3%
559100	Cash Over/Short	(31)	(1)		223				
	Total Operating Services	60,260	66,914	74,875	62,822	85,543	88,144	88,144	3.0%
<u>CAPITAL OUTLAY</u>									
580500	Technology Equipment					4,400	11,000	11,000	150.0%
	Total Capital Outlay	0	0	0	0	4,400	11,000	11,000	150.0%
	<b>TOTAL</b>	<b>\$282,730</b>	<b>\$283,746</b>	<b>\$322,973</b>	<b>\$328,976</b>	<b>\$369,704</b>	<b>\$399,116</b>	<b>\$399,116</b>	<b>8.0%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## BILLING & COLLECTIONS

Fiscal Year:

**FY2024-25**

	Annual		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Check Scanners (2)</i>	1300		\$ 2,600
<i>Letter Opener</i>	6000		\$ 6,000
<i>Credit Card machines (4)</i>	600		\$ 2,400
<b>Total Capital Outlay - FY2024-25 ...</b>			<b>\$ 11,000</b>

Fiscal Year:

**FY2025-26**

	Annual		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Credit Card machines (2)</i>	600		\$ 1,200
<i>Check Scanners (2)</i>	1300		\$ 2,600
<b>Total Capital Outlay - FY2025-26 ...</b>			<b>\$ 3,800</b>

Fiscal Year:

**FY2026-27**

	Annual			
	<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Credit Card machines (2)</i>	600		\$ 1,200	
<i>Check Scanners (2)</i>	1300		\$ 2,600	
<b>Total Capital Outlay - FY2026-27 ...</b>				<b>\$ 3,800</b>

Fiscal Year:

**FY2027-28**

	Annual			
	<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Credit Card machines (2)</i>	600		\$ 1,200	
<i>Check Scanners (2)</i>	1300		\$ 2,600	
<b>Total Capital Outlay - FY2027-28 ...</b>				<b>\$ 3,800</b>

Fiscal Year:

**FY2028-29**

	Annual			
	<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<i>Credit Card machines (2)</i>	600		\$ 1,200	
<i>Check Scanners (2)</i>	1300		\$ 2,600	
<b>Total Capital Outlay - FY2028-29 ...</b>				<b>\$ 3,800</b>

# 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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Computers	366	367	362	370
Servers	48	46	42	40
iPhones & iPads	176	163	154	156
Website Visitors	772,312	725,658	740,153	745,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	2,732	2,341	2,104	2,200
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	10,188	10,528	10,846	11,000
IT Service Ticket Hours (Proactive Information Management)	484	479	421	450

## Personnel Resources

Information Technology		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	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  
2024-25 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$76,945	\$99,983	\$228,675	\$207,593	\$248,850	\$256,317	\$256,317	3.0%
510210	Part-time Salaries								
510500	Accumulated Leave Pay								
520100	FICA	5,036	6,663	17,494	14,889	19,038	19,610	19,610	3.0%
520200	VRS	9,650	13,854	35,742	28,056	42,138	42,909	42,909	1.8%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	919	1,290	3,065	2,405	3,614	3,436	3,436	-4.9%
520400	Health Insurance	15,123	15,120	33,063	19,956	29,138	30,876	30,876	6.0%
520500	Disability Insurance			733		857			
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	20	37	81	77	81	39	39	-51.9%
	Total Personal Services	107,692	136,946	318,853	272,976	343,716	353,187	353,187	2.8%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	164,652	60,791	0	324				
550120	Membership Dues	29,010	36,098	5,988	10,008	6,055	6,055	6,055	0.0%
530315	Maintenance - Electronics	51,697	35,878	115,835	92,810	188,395	154,137	154,137	-18.2%
530325	Maintenance - Equipment	10,889	8,768		2,635				
550400	Postage	1		75		75	25	25	-66.7%
550420	Landline Telephone	1,884	1,884	3,300	2,584		624	624	
550430	Mobile Communications						972	972	
550450	Internet						1,260	1,260	
550510	Mileage & Training Expenses			2,500	306	3,000	5,000	5,000	66.7%
560110	Material & Supplies	1,908	220	1,000	1,132	1,000	1,500	1,500	50.0%
560130	Books & Publications	0		300		3,000	3,000	3,000	0.0%
	Total Operating Services	260,041	143,639	128,998	109,799	201,525	172,573	172,573	-14.4%
	<u>CAPITAL OUTLAY</u>								
580400	Software								
580500	Technology Equipment	34,307		15,100	11,354		21,000	21,000	
	Total Capital Outlay	34,307	-	15,100	11,354	-	21,000	21,000	
	<b>TOTAL</b>	<b>\$402,040</b>	<b>\$280,585</b>	<b>\$462,951</b>	<b>\$394,129</b>	<b>\$545,241</b>	<b>\$546,760</b>	<b>\$546,760</b>	<b>0.3%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## INFORMATION TECHNOLOGY

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b><i>Public Safety Firewall</i></b>			
The current Firewall will reach end of life in March 2025 meaning it will no longer be supported nor receive updates.			
	\$ 21,000		
<b>Total Capital Outlay - FY2024-25 ...</b>			<b>\$ 21,000</b>

Fiscal Year:

**FY2025-26**

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

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>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>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b><i>No Equipment Needs Currently Identified for this Fiscal Year</i></b>			
<b>Total Capital Outlay - FY2028-29 ...</b>			<b>\$ -</b>

# 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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Number of Registered Voters	12,931	12,915	13,250	13,250
National Voter Registration Act Transactions	4,792	5,382	7,500	7,500
Persons Voting Absentee	2,999	3,775	7,000	7,000
Persons Voting on Election Day	3,733	5,925	6,000	6,500
Voting Equipment (Pollbooks & Voting Machines)	28	28	28	28
Candidate Processing-local	9	10	12	10
Campaign Finance-local	9	10	12	10

### **Personnel Resources**

Registrar	Authorized Positions			
	Classification Title	Status	FY 23-24	FY 24-25
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  
2024-25 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD

DEPARTMENT NUMBER 1301

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510210	Part-time Salaries	\$6,363	\$6,969	\$6,972	\$7,290	\$7,001	\$7,774	\$7,774	11.0%
520100	FICA	508	533	533	558	533	595	595	11.6%
520600	Unemployment Insurance	10	17	17	24	17	12	12	-26.8%
	Total Personal Services	6,881	7,520	7,522	7,871	7,551	8,381	8,381	11.0%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	180	180	200	261	250	250	250	0.0%
530325	Maintenance - Equipment	4,036	4,262	8,250	6,444	8,250	7,250	7,250	-12.1%
550400	Postage	821	986	1,600	20	1,600	2,000	2,000	25.0%
530250	Other Services & Charges			200	210	250	275	275	10.0%
550510	Mileage & Training Expenses	459	2,497	2,500	218	3,000	3,000	3,000	0.0%
560110	Material & Supplies	12,352	6,303	16,000	15,909	16,000	17,000	17,000	6.3%
	Total Operating Services	17,849	14,228	28,750	23,062	29,350	29,775	29,775	1.4%
	<b>TOTAL</b>	<b>\$24,731</b>	<b>\$21,747</b>	<b>\$36,272</b>	<b>\$30,933</b>	<b>\$36,901</b>	<b>\$38,156</b>	<b>\$38,156</b>	<b>3.9%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	Account Description	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b>PERSONAL SERVICES</b>									
510100	Full-Time Salaries	\$84,760	\$108,235	\$107,709	\$137,469	\$122,737	\$128,948	\$128,948	5.1%
510250	Temporary & Seasonal Help	15,552	9,450	36,000	22,230	36,001	36,000	36,000	0.0%
510300	Overtime	1,304	1,597		4,651				
520100	FICA	7,001	8,543	10,994	11,057	12,144	12,619	12,619	3.9%
520200	VRS			16,836		20,784	21,587	21,587	3.9%
520250	VRS- Hybrid	9,657	12,137		13,303				
520270	ICMA- Defined Contribution	2,457	3,363		3,635		3,991	3,991	
520300	Group Life Insurance	920	1,443	1,444	1,452	1,783	1,729	1,729	-3.0%
520400	Health Insurance	9,873	9,930	10,560	13,158	26,092	27,666	27,666	6.0%
520500	Disability Insurance	539	569	569	572	229	738	738	222.3%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	74	54	81	55	52	52	-5.5%
	Total Personal Services	132,101	155,341	184,166	207,609	219,825	233,329	233,329	6.1%
<b>OPERATING EXPENSES</b>									
530110	Advertising	192		1,400	430	1,400	1,000	1,000	-28.6%
550120	Membership Dues	250	250	300	270	300	300	300	0.0%
530210	Professional & Special Services				74				
530315	Maintenance - Electronics	1,080	2,200	2,625	3,412	3,749	3,877	3,877	3.4%
530325	Maintenance - Equipment		488		371	500	500	500	0.0%
550400	Postage	1,820	3,968	9,000	4,173	9,000	4,500	4,500	-50.0%
550420	Landline Telephone	3,248	3,253	3,325	3,241	3,325	1,350	1,350	-59.4%
550450	Internet						2,000	2,000	
550510	Mileage & Training Expenses	71	1,049	3,500	2,981	3,500	3,000	3,000	-14.3%
560110	Material & Supplies	3,526	3,015	9,000	3,376	9,000	10,000	10,000	11.1%
	Total Operating Services	10,187	14,223	29,150	18,328	30,774	26,527	26,527	-13.8%
<b>CAPITAL OUTLAY</b>									
580500	Technology Equipment				178				
	Total Operating Expenses	0	0	0	178	0	0	0	
	<b>TOTAL</b>	<b>\$142,288</b>	<b>\$169,564</b>	<b>\$213,316</b>	<b>\$226,115</b>	<b>\$250,599</b>	<b>\$259,856</b>	<b>\$259,856</b>	<b>3.7%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## REGISTRAR & ELECTORAL BOARD

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>			

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:

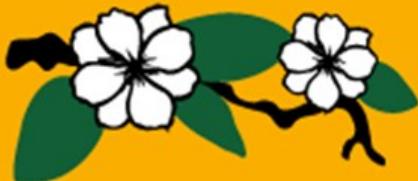
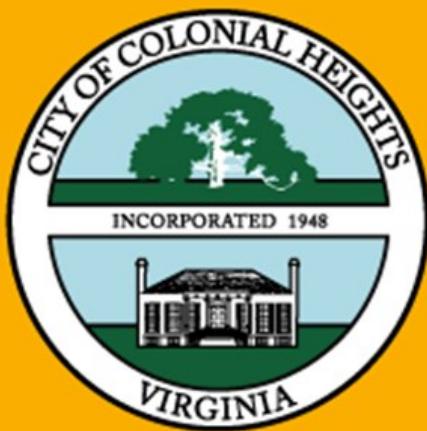
**FY2028-29**

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 - FY2028-29 ... ..... \$ -</b>			

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Total Cases (Criminal/Civil)	1,179	1,099	1,150	1,250
Wills/Estates Initiated	165	108	125	150
Judgments/Liens/Notices	1,778	1,503	1,625	1,675
Deeds Recorded	3,360	1,825	2,000	2,500
Marriage Licenses	166	181	200	225
Restitution	585	489	600	650
Concealed Handgun Permits	345	333	375	425

## Personnel Resources

Circuit Court Clerk		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	Diff.
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	2.00	2.00	0.00
FT = Full Time      PT = Part Time		6.00	6.00	0.00

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK

DEPARTMENT NUMBER 1351

ACCT #	Account Description	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$327,275	\$347,347	\$347,017	\$389,196	\$390,467	\$398,047	\$398,047	1.9%
510250	Temporary & Seasonal Help		60	4,000			4,000	4,000	
520100	FICA	23,948	25,638	26,853	27,638	29,275	30,757	30,757	5.1%
520200	VRS	30,563	38,343	53,157	38,029	64,795	65,302	65,302	0.8%
520250	VRS- Hybrid	11,016	9,981		17,028				
520270	ICMA- Defined Contribution	2,056	1,611		2,969		6,219	6,219	
520300	Group Life Insurance	3,880	4,650	4,559	4,975	5,559	5,231	5,231	-5.9%
520400	Health Insurance	52,008	41,682	45,975	64,424	73,318	73,297	73,297	0.0%
520500	Disability Insurance	480	426	426	675	506	1,237	1,237	144.5%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	126	221	162	180	162	78	78	-51.9%
	Total Personal Services	451,351	469,959	482,149	545,114	564,082	584,168	584,168	3.6%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	59,381	61,548	71,608	115,466	70,428	70,428	70,428	0.0%
530215	Legal Services (Law Clerk)	31,508	31,600	32,616	34,234	33,724	35,482	35,482	5.2%
550120	Membership Dues	1,497	1,934	2,130	445	2,130	2,130	2,130	0.0%
530315	Maintenance - Electronics	2,520	7,920	6,300	7,920	9,086	1,729	1,729	-81.0%
530325	Maintenance - Equipment	8,263	8,175	9,488	7,290	7,816	10,231	10,231	30.9%
550400	Postage	7,137	8,003	10,000		10,000	10,000	10,000	0.0%
550420	Landline Telephone	11,634	11,604	12,200	10,562	12,200	12,200	12,200	0.0%
550450	Internet		1,750	-					
530250	Other Services & Charges								
550510	Mileage & Training Expenses	1,068		1,000	(1,068)	1,000	1,000	1,000	0.0%
560110	Material & Supplies	8,011	7,125	10,000	11,204	10,000	10,000	10,000	0.0%
	Total Operating Services	131,019	139,658	155,342	186,053	156,384	153,200	153,200	-2.0%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$582,371</b>	<b>\$609,617</b>	<b>\$637,491</b>	<b>\$731,167</b>	<b>\$720,466</b>	<b>\$737,368</b>	<b>\$737,368</b>	<b>2.3%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**CIRCUIT COURT CLERK**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</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**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</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>Annual</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>Annual</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>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				
<b>Total Capital Outlay - FY2028-29 ...</b>	.....	.....	.....	<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%
520100	FICA			765	765	765	765	765	0.0%
	Total Personal Services	0	0	10,765	10,000	10,765	10,765	10,765	0.0%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$6,284	\$8,215	\$35,000	\$7,525	\$30,000	\$25,000	\$25,000	-16.7%
550120	Membership Dues	125	125	300	125	300	300	300	0.0%
550300	Rent of Equipment	2,989	2,699	3,500	2,755	3,500	3,500	3,500	0.0%
530325	Maintenance - Equipment		1,181	1,200	405	1,200	1,200	1,200	0.0%
550400	Postage		4	50	14	50	50	50	0.0%
550420	Landline Telephone	8,204	8,236	8,500	8,288	8,500	8,500	8,500	0.0%
550510	Mileage & Training Expenses			1,000		1,000	1,000	1,000	0.0%
560110	Material & Supplies	945	3,114	2,000	665	2,500	2,500	2,500	0.0%
560130	Books & Publications			500	196	500	500	500	0.0%
560250	Clothing & Personal Supplies	90		150		200	200	200	0.0%
	Total Operating Services	18,637	23,574	52,200	19,972	47,750	42,750	42,750	-10.5%
	<b>TOTAL</b>	<b>\$18,637</b>	<b>\$23,574</b>	<b>\$62,965</b>	<b>\$29,972</b>	<b>\$58,515</b>	<b>\$53,515</b>	<b>\$53,515</b>	<b>-8.5%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530320	Maintenance - Motor Vehicles								
550400	Postage	\$198		\$200		\$200	\$200	\$200	0.0%
550420	Landline Telephone	2,111	2,121	2,484	2,183	2,484	2,484	2,484	0.0%
550510	Mileage & Training Expenses			600		600		600	0.0%
560110	Material & Supplies	2,365	1,544	2,300	738	2,300	2,300	2,300	0.0%
	Total Operating Services	4,674	3,665	5,584	2,921	5,584	5,584	5,584	0.0%
	TOTAL	\$4,674	\$3,665	\$5,584	\$2,921	\$5,584	\$5,584	\$5,584	0.0%

# 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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Circuit Court-felony cases	678	1,060	883	1,378
Circuit Ct-misdemeanor cases	480	647	628	894
GDCT Total Criminal Cases	2,260	2,402	2,391	2,762
GDCT traffic (criminal)	4,287	4,438	4,715	4,660
Jury Trials (circuit court)	35	74	40	114
Juvenile Cases	856	880	1,027	924

## Personnel Resources

Commonwealth's Attorney		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	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	4.00	0.00
FT = Full Time      PT = Part Time		<b>10.00</b>	<b>10.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b>PERSONAL SERVICES</b>									
510100	Full-Time Salaries	\$603,788	\$668,092	\$662,053	\$713,902	\$716,910	\$789,497	\$789,497	10.1%
510210	Part-Time Wages	3,408		1,000		1,000			-100.0%
510550	Short Term Disability Pay								
510500	Accumulated Leave								
520100	FICA	43,533	48,468	50,724	51,699	54,921	60,400	60,400	10.0%
520200	VRS	52,833	59,410	103,483	61,882	121,396	132,167	132,167	8.9%
520250	VRS- Hybrid	25,064	31,707		36,715				
520270	ICMA- Defined Contribution	2,934	4,801		5,768		5,172	5,172	
520300	Group Life Insurance	6,928	8,932	8,876	9,013	10,411	10,585	10,585	1.7%
520400	Health Insurance	109,339	122,058	136,792	131,478	127,867	97,320	97,320	-23.9%
520500	Disability Insurance	1,022	1,341	1,368	1,448	1,010	1,613	1,613	59.7%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	212	378	270	256	270	130	130	-51.9%
	Total Personal Services	849,060	945,186	964,566	1,012,161	1,033,785	1,096,884	1,096,884	6.1%
<b>OPERATING EXPENSES</b>									
530210	Professional & Special Services		463	500	118	500	500	500	0.0%
550120	Membership Dues	13,366	11,771	15,000	4,695	6,000	6,000	6,000	0.0%
550140	Software Subscriptions				6,104	6,864	6,864	6,864	0.0%
530315	Maintenance - Electronics	5,400	11,330	9,450	16,380	12,252	17,024	17,024	38.9%
530325	Maintenance - Equipment	1,975	1,731	4,000	1,874	4,000	12,500	12,500	212.5%
550400	Postage	3,927	513	4,200	(1,334)	1,000	1,000	1,000	0.0%
550420	Landline Telephone	9,473	9,411	12,516	9,795	12,516	12,516	12,516	0.0%
550450	Internet								
550510	Mileage & Training Expenses	3,650	10,076	10,000	14,610	15,000	23,000	23,000	53.3%
550520	Professional Development								
560110	Material & Supplies	15,244	8,612	12,500	16,966	15,500	15,500	15,500	0.0%
560130	Books & Publications	1,749	3,571	3,200	2,738	3,200	3,200	3,200	0.0%
560160	Law Enforcement Equ		2,098		2,171				
560320-AFRCF	Asset Forfeiture	495							
560130-LWLIB	Law Library	653		10,000		4,000	4,000	4,000	0.0%
	Total Operating Services	55,931	59,575	81,366	74,117	80,832	102,104	102,104	26.3%
<b>CAPITAL OUTLAY</b>									
580300	Furniture & Fixtures			1,200		1,650	1,300	1,300	-21.2%
580500	Technology Equipment			1,200		3,600	1,060	1,060	-70.6%
	Total Capital Outlay	0	0	2,400	0	5,250	2,360	2,360	-55.0%
	<b>TOTAL</b>	<b>\$904,991</b>	<b>\$1,004,761</b>	<b>\$1,048,332</b>	<b>\$1,086,278</b>	<b>\$1,119,867</b>	<b>\$1,201,348</b>	<b>\$1,201,348</b>	<b>7.3%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**COMMONWEALTH'S ATTORNEY**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Desk Chairs (2)	400	-	\$ 800
Side Chairs (2)	250	-	\$ 500
Desk Scanner (1)	1,060	-	\$ 1,060
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 2,360</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Printer (3)	400	-	\$ 1,200
<i>Replacement; upgrade departmental desktop printers for staff.</i>			
Conference Room Chairs (3)	350	-	1,050
Desk Chairs (1)	400	-	400
Side Chairs (3) for staff offices	250	-	750
Desk Scanner (1)	1,060		1,060
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 4,460</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Printer (3)	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>			
Shredder (1)	3,000	-	3,000
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			
Desk Chairs (2)	400	-	800
Side Chairs (2)	250	-	500
Conference Room Chairs (2)	350	-	700
Desk Scanner (1)	1,060		1,060
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 7,260</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Printers (3)	300		\$900
Shredder	3,000		\$3,000
Desk Chairs (2)	250		\$500
Desk Scanner (1)	1,060		\$1,060
<b>Total Capital Outlay - FY2027-28 .....</b>		<b>\$ 5,460</b>	

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Printers (3)	300		\$ 900
Shredder	3,000		\$3,000
Desk Chairs (2)	250		\$500
Desk Scanner (1)	1060		\$1,060
<b>Total Capital Outlay - FY2028-29 .....</b>		<b>\$ 5,460</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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Court Security Dockets	379	364	380	370
Inmate/Prisoner Count	1,040	1,295	1,040	1,150
Prisoner Transports	623	624	700	640
Civil Papers Served	9,062	8,914	9,200	9,100
Courthouse Patron Count	40,030	40,306	42,000	40,000

## ***Personnel Resources***

Sheriff's Office		Authorized Positions		
Classification Title	Status*	FY 23-24	FY 24-25	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	7.00	7.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time		<b>12.00</b>	<b>12.00</b>	<b>0.00</b>
Deputy Sheriff	PT	5.00	5.00	0.00
PT = Part Time		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b><u>PERSONAL SERVICES</u></b>									
510100	Full-Time Salaries	\$639,481	\$714,961	\$715,634	\$810,861	\$706,345	\$771,784	\$771,784	9.3%
510210	Part-Time Wages	21,346		44,500	5,110	133,500	142,800	142,800	7.0%
510250	Temporary & Seasonal Help		17,403		22,312	5,000	5,000	5,000	0.0%
510300	Overtime	44,142	44,952	37,000	47,210	48,000	52,500	52,500	9.4%
510350	Hazard Pay	19,401							
510500	Accumulated Leave								
520100	FICA	53,412	57,721	60,981	65,342	68,303	74,364	74,364	8.9%
520200	VRS	68,450	80,752	91,409	97,008	119,608	129,201	129,201	8.0%
520250	VRS- Hybrid				838				
520270	ICMA- Defined Contribution				105		506	506	
520300	Group Life Insurance	7,196	7,520	7,839	8,401	10,259	10,349	10,349	0.9%
520400	Health Insurance	82,696	82,854	101,602	106,778	112,737	130,378	130,378	15.6%
520500	Disability Insurance				30		290	290	
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	339	594	417	491	444	276	276	-37.8%
	Total Personal Services	936,462	1,006,757	1,059,382	1,164,485	1,204,196	1,317,448	1,317,448	9.4%
<b><u>OPERATING EXPENSES</u></b>									
530210	Professional & Special Services	8,685	8,945	9,393	9,393	12,398	13,019	13,019	5.0%
550120	Membership Dues	2,720	2,710	4,365	3,024	4,365	5,315	5,315	21.8%
530315	Maintenance - Electronics	4,320	9,460	8,400	10,560	16,867	21,151	21,151	25.4%
530320	Maintenance - Motor Vehicles	3,888	2,947	6,000	13,491	6,000	6,000	6,000	0.0%
530325	Maintenance - Equipment	9,352	14,950	20,700	15,819	20,000	18,000	18,000	-10.0%
530355	Maintenance-Miscellaneous					23,000	22,000	22,000	-4.3%
550400	Postage	1,156	582	1,200	568	1,200	800	800	-33.3%
550420	Landline Telephone	13,794	14,028	16,500	11,568	15,000	4,680	4,680	-68.8%
550430	Mobile Communications				1,623		1,942	1,942	
550450	Internet					1,500	10,000	10,000	566.7%
550510	Mileage & Training Expenses	2,184	5,659	7,200	2,171	4,700	5,600	5,600	19.1%
550540	<b>Extraditions (NEW)</b>		10,357	13,902	6,680	18,000	18,000	18,000	0.0%
560110	Material & Supplies	20,481	28,193	35,000	18,962	10,000	16,000	16,000	60.0%
560320	Miscellaneous Supplies				190				
550520	Professional Development				100	2,800	2,800	2,800	0.0%
560160	Law Enforcement Equipment					27,000	46,000	46,000	70.4%
560210	Motor Fuels & Lubricants	10,294	15,724	13,000	19,960	16,000	16,200	16,200	1.3%
560240	Small Tools & Equipment		1,125	4,000	4,205	2,800	2,800	2,800	0.0%
560320-DONAT	Donated Funds	107	(4,077)		1,496		8,000	8,000	
	Total Operating Services	76,981	110,602	139,660	119,809	181,630	218,307	218,307	20.2%
<b><u>CAPITAL OUTLAY</u></b>									
580100	Motor Vehicles	81,992	606	44,000	40,938	57,000	54,000	54,000	-5.3%
580500	Technology Equipment			16,800	15,305				
580630	Other Equipment	2,802		2,400			69,000	69,000	
	Total Capital Outlay	84,794	606	63,200	56,242	57,000	123,000	123,000	115.8%
	<b>TOTAL</b>	<b>\$1,098,237</b>	<b>\$1,117,965</b>	<b>\$1,262,242</b>	<b>\$1,340,536</b>	<b>\$1,442,826</b>	<b>\$1,658,755</b>	<b>\$1,658,755</b>	<b>15.0%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### **SHERIFF**

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Fleet Vehicle</b> <i>Replacement; 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.</i>	46,000	500	\$ 46,000
<b>Equipment Package</b> <i>Replacement; 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.</i>	8,000	500	\$ 8,000
<b>X-Ray Machine</b> <i>Replacement; replaces courthouse public entrance x-ray machine, which is essential in maintaining public and court staff safety and required to maintain current service levels.</i>	69,000	5,500	\$ 69,000

**Total Capital Outlay - FY2024-25 .. ....** \$ 123,000

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Fleet Vehicle</b> <i>Replacement; 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.</i>	46,000	500	\$ 46,000
<b>Equipment Package</b> <i>Replacement; 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.</i>	8,000	500	\$ 8,000

**Total Capital Outlay - FY2025-26 .. ....** \$ 54,000

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</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.	48,000	500	\$ 48,000
<b>Equipment Package</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.	8,000	500	\$ 8,000
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 56,000</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</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.	48,000	500	\$ 48,000
<b>Equipment Package</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.	8,000	500	\$ 8,000
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ 56,000</b>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</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.	48,000	500	\$ 48,000
<b>Equipment Package</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.	8,000	500	\$ 8,000
<b>Total Capital Outlay - FY2028-29 .....</b>			<b>\$ 56,000</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530315	Maintenance - Electronics		\$1,404	\$5,000	\$551	\$5,000	\$5,000	\$5,000	0.0%
550420	Landline Telephone		5,041		5,045	5,100	5,136	5,136	0.7%
530333	Video Arraignment	5,000							
550510	Mileage & Trainingl Expenses								
570100	Adult Incarceration	1,852,236	1,541,230	1,900,000	1,762,639	1,825,000	1,900,000	1,900,000	4.1%
570120	Youth Incarceration	28,560	68,430	95,000	99,020	95,000	139,125	139,125	46.4%
	Total Operating Services	1,885,796	1,616,104	2,000,000	1,867,255	1,930,100	2,049,261	2,049,261	6.2%
	TOTAL	\$1,885,796	\$1,616,104	\$2,000,000	\$1,867,255	\$1,930,100	\$2,049,261	\$2,049,261	4.1%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

**DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)**

DEPARTMENT NUMBER 1358

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$282,441	\$347,205	\$347,200	\$347,205	\$443,200	\$443,200	\$443,200	0.0%
550420	Landline Telephone	3,577	3,586	3,600	3,597	3,600	3,600	3,600	0.0%
530250	Other Services & Charges	27,500							
	Total Operating Services	313,518	350,791	350,800	350,802	446,800	446,800	446,800	0.0%
	<b>TOTAL</b>	<b>\$313,518</b>	<b>\$350,791</b>	<b>\$350,800</b>	<b>\$350,802</b>	<b>\$446,800</b>	<b>\$446,800</b>	<b>\$446,800</b>	<b>0.0%</b>

# 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 21-22 Actual</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Projected</b>	<b>FY 24-25 Projected</b>
Persons receiving services	304	320	340	360

## **Personnel Resources**

<b>Victim Witness</b>	<b>Authorized Positions</b>			
	<b>Classification Title</b>	<b>Status</b>	<b>FY 23-24</b>	<b>FY 24-25</b>
Victim Witness 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  
2024-25 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$85,786	\$87,105	\$87,023	\$111,017	\$118,650	\$122,210	\$122,210	3.0%
520100	FICA	6,415	6,522	6,658	8,267	9,077	9,350	9,350	3.0%
520200	VRS	11,376	12,522	13,603	16,535	20,092	20,459	20,459	1.8%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	1,083	1,166	1,167	1,426	1,724	1,638	1,638	-5.0%
520400	Health Insurance	16,445	16,560	17,820	17,820	18,780	19,721	19,721	5.0%
520500	Disability Insurance								
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	74	54	51	54	26	26	-51.9%
	Total Personal Services	121,145	123,949	126,325	155,116	168,377	173,404	173,404	3.0%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	100		275		500	500	500	0.0%
550140	Software Subscriptions					2,137	955	955	-55.3%
530315	Maintenance - Electronics	360	1,320	1,050	1,320	2,234	6,595	6,595	195.2%
530325	Maintenance - Furniture & Equipment			500		500	500	500	0.0%
550400	Postage	440		450		500	500	500	0.0%
550420	Landline Telephone	1,395	1,321	1,500	866	2,900	2,600	2,600	-10.3%
530250	Other Services & Charges	500		500	100	500	500	500	0.0%
550510	Mileage & Training Expenses	80	100	1,700	813	1,700	600	600	-64.7%
560110	Material & Supplies	1,953	749	1,900	1,844	2,000	2,600	2,600	30.0%
	Total Operating Expenses	4,828	3,490	7,875	4,944	12,971	15,350	15,350	18.3%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment				277	800	2,000	2,000	150.0%
560290	Office Equipment	266		300					
	Total Capital Outlay	266	0	300	277	800	2,000	2,000	150.0%
	<b>TOTAL</b>	<b>\$126,238</b>	<b>\$127,439</b>	<b>\$134,500</b>	<b>\$160,336</b>	<b>\$182,148</b>	<b>\$190,754</b>	<b>\$190,754</b>	<b>4.7%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## VICTIM WITNESS

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
Shredder	500	-	500	
Printer	500	-	500	
<i>Replacement; Replace printer at recommended IT lifecycle management (5 years). Essential for maintaining service levels.</i>				
High Volume Printer	1,000		1,000	
<i>PD will be emailing daily police packets. VW will now be printing all reports.</i>				
<b>Total Capital Outlay - FY2024-25 .....</b>				<b>\$ 2,000</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
Printer (1)	300	-	\$ 300	
<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>Total Capital Outlay - FY2026-27 .....</b>				<b>\$ 300</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>

Fiscal Year:

**FY2028-29**

<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 - FY2028-29 .....</b>				<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

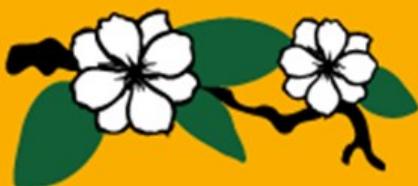
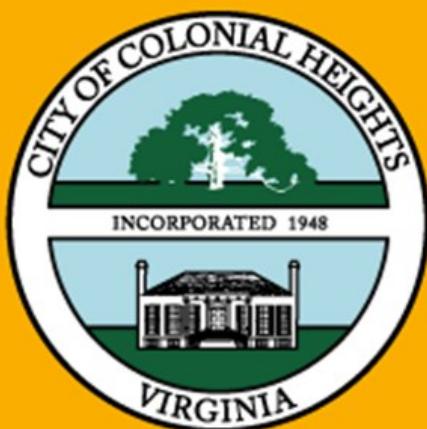
DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries			\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	0.0%
520100	FICA			306		306		306	0.0%
	Total Personal Services			4,306	4,000	4,306	4,306	4,306	0.0%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services		\$120		\$120	\$2,000	\$1,000	\$1,000	-50.0%
550120	Membership Dues	\$50	\$50	250	\$160	250	250	250	0.0%
550300	Rent of Equipment	1,617	1,232	2,000	581	2,000	2,000	2,000	0.0%
530325	Maintenance - Equipment			1,000	765	1,000	1,000	1,000	0.0%
550420	Landline Telephone	1,185	1,221	1,500	1,132	1,500	1,500	1,500	0.0%
550510	Mileage & Training Expenses	12	31	3,000	17	3,000	3,000	3,000	0.0%
560110	Material & Supplies	756	1,361	2,500	1,190	2,500	2,500	2,500	0.0%
560130	Books & Publications	761	544	1,200		1,200	1,200	1,200	0.0%
560250	Clothing & Personal Supplies	126	122	1,000	30	1,000	1,000	1,000	0.0%
	Total Operating Services	4,507	4,683	12,450	3,995	14,450	13,450	13,450	-6.9%
	<b>TOTAL</b>	<b>4,507</b>	<b>4,683</b>	<b>16,756</b>	<b>7,995</b>	<b>18,756</b>	<b>17,756</b>	<b>17,756</b>	<b>-5.3%</b>
	<b>TOTAL</b>	<b>\$4,507</b>	<b>\$4,683</b>	<b>\$12,450</b>	<b>\$3,995</b>	<b>\$14,450</b>	<b>\$17,756</b>	<b>\$17,756</b>	<b>22.9%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 comprised of two main divisions and has an authorized strength of 52 sworn police officers, four civilian support staff and one crime analyst.

The **Operations Division** is overseen by a Captain and 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. Additionally, the division is responsible for Animal Control and the Auxiliary Police volunteer unit.

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 **Law Enforcement Services Division** is overseen by a Captain and a Lieutenant and encompasses both the **Criminal Investigations** and the **Support Services Unit**.

The **Support Services Unit** is responsible for training, maintenance and purchasing of equipment; management of the Property and Evidence Rooms; 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 Support Unit encompasses a support sergeant, an accreditation and crime prevention officer, Records personnel, a FOIA specialist and six School Resource Officers. Throughout the year, the unit holds numerous community events such as National Night Out, drug takebacks, and other events that help to keep the community informed and in touch with their police department.

The **Criminal Investigations Unit** is comprised of one detective sergeant, three general detectives, a crime analyst 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 unit 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. The task force officer assigned to the Virginia State Police Central Virginia Regional Narcotics Task Force has a primary focus on the investigation of middle- and upper-level drug dealers.

Each detective is trained in basic criminal investigations, interviewing and interrogation, forensics, and photography. Detectives receive training in specialized fields such as computer fraud, internet crimes, child sexual abuse, narcotics investigations, and human trafficking. Detectives are regularly enrolled in advanced training to expand their knowledge and skills necessary to carry out these complex investigations.

The Investigations Unit 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; and the Virginia State Police provide or receive assistance from the Investigations Division annually.

The **Animal Control Unit** of the Colonial Heights Police Department is comprised of one full-time Animal Control Supervisor (ACS), one full-time Animal Control Officer (ACO), one full-time Animal Control Aide, and two part-time Animal Control Aides. They are responsible for investigations related to domestic and companion animals, respond to calls for service, enforce state and local domestic animal laws, conduct investigations, and provide general guidance for citizen inquiries. In addition, they house and care for animals at the shelter and are responsible for cleaning, feeding, and providing medical care.

Performance Indicators	CY 2022 Actual	CY 2023 Actual	CY 2024 Projected	CY 2025 Projected
Police Reports	2,031	1,904	1,968	1,936
Calls for Service	25,126	25,589	25,357	25,473
Traffic Citations	4,180	4,135	4,158	4,147
Traffic Crashes	888	976	932	954
Total Arrests	2,070	1,958	2,014	1,986

#### **Personnel Resources**

##### **Police Department**

Classification Title	Status*	FY 2023-24	FY 2024-25	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	5.00	+1.00
Sergeants	FT	6.00	6.00	0.00
Detectives	FT	5.00	4.00	-1.00
Police Officers	FT	33.00	33.00	0.00
Crime Analyst	FT	1.00	1.00	0.00
Clerical Staff	FT	4.00	4.00	0.00
*FT = Full Time      PT= Part-Time		<b>57.00</b>	<b>57.00</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 2023-24	FY 2024-25	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  
2024-25 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$3,277,036	\$3,365,932	\$3,309,205	\$1,323,599	3,861,189	\$3,985,089	\$3,985,089	3.2%
510210	Part-Time Wages	69,148		26,650	23,240	27,983	51,740	51,740	84.9%
510250	Temporary & Seasonal Help		84,327		59,122				
510300	Overtime	161,016	211,435	200,000	244,891	250,000	300,000	300,000	20.0%
510350	Hazard Pay	63,447							
510405	Clothing Allowance	5,200	5,600	6,400	6,400	7,200	6,000	6,000	-16.7%
510550	Short Term Disability Pay								
510500	Accumulated Leave	5,023							
520100	FICA	259,076	269,116	270,983	137,586	317,198	331,768	331,768	4.6%
520200	VRS	411,429	436,725	511,241	532,133	649,420	662,780	662,780	2.1%
520250	VRS- Hybrid	14,735	7,999		9,904				
520270	ICMA- Defined Contribution	1,622	1,497		1,781		904	904	
520300	Group Life Insurance	42,440	41,623	43,856	46,616	55,705	53,082	53,082	-4.7%
520400	Health Insurance	548,822	516,996	581,873	579,284	613,784	646,099	646,099	5.3%
520500	Disability Insurance	598	376	377	395	450	259	259	-42.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	1,445	2,297	1,539	1,569	1,539	819	819	-46.8%
Total Personal Services		4,861,038	4,943,923	4,952,124	2,966,521	5,784,468	6,038,540	6,038,540	4.4%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	9,755	22,907	12,311	7,817	21,900	17,700	17,700	-19.2%
530250	Other Services & Charges (changed to "Co	1,203	800	2,750	2,744				
530300	Community Engagement					6,750	11,750	11,750	74.1%
530305	Recruitment and Referral Program					10,000	20,500	20,500	105.0%
530315	Maintenance - Electronics	19,080	46,750	44,625	56,100	79,477	76,257	76,257	-4.1%
530320	Maintenance - Motor Vehicles	57,444	34,449	61,488	73,212	84,400	78,400	78,400	-7.1%
530325	Maintenance - Equipment	10,875	7,120	23,742	11,313	47,109	60,313	60,313	28.0%
530355	Maintenance - Miscellaneous	62,686	66,800	67,523	68,318	100,594	128,188	128,188	27.4%
550120	Membership Dues	15,839	16,609	18,669	18,373	20,104	10,942	10,942	-45.6%
550300	Rent of Equipment	6,256	6,598	10,000	4,931	7,500	4,000	4,000	-46.7%
550400	Postage	749	805	2,000	1,207	2,000	2,000	2,000	0.0%
550420	Landline Telephone	49,837	47,266	46,233	47,047	46,233	47,047	47,047	1.8%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
550450	Internet								
550510	Mileage & Training Expenses	54,102	19,705	65,964	27,336	65,175	45,900	45,900	-29.6%
550540	Traditions		380						
550630	Water/Sewer Services		1,871	2,670		529			
560110	Material & Supplies	93,827	90,836	86,928	96,398	36,140	45,000	45,000	24.5%
560130	Books & Publications			575					
550535	Public Safety Personnel Equipment					29,236	74,300	48,500	48,500
550525	Public Safety Uniforms/Apparel						54,550	54,550	(0.3)
560165	Controlled Drug Buy Money			5,000		5,000	5,000	5,000	0.0
560210	Motor Fuels & Lubricants	61,315	54,874	96,352	151,520	120,000	120,000	120,000	0.0
560315	K-9 Funds	1,119			294				
560315	Animal Care Supplies			4,825					
560320	Miscellaneous Supplies				10,650				
560345	E-Citation/E=Summons Exp	4,784	3,685		18,030				
570600	Criminal Justice Academy		34,728		35,360	12,398	49,009	49,009	3.0
550810-ADPT	Adopt-A-Cop	500							
560325-DONAT	Donated Funds	5,175	33,620		9,558				
560320-SELEN	Selective Enforcement Grant	4,946							
moved 1405	Animal Control	13,310							
moved 1405	Animal Control Donation	-	(385)						
	Total Operating Services	474,673	495,044	544,160	669,971	739,080	825,056	825,056	11.6%
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicles	416,890	10,344	300,195	39,640	332,670	328,000	328,000	-1.4%
580500	Technology Equipment	24,199	12,172	-			6,000	6,000	
580630	Other Equipment		54,182	18,800	26,058	9,000	15,162	15,162	68.5%
	Total Capital Outlay	441,089	76,699	318,995	65,698	341,670	349,162	349,162	2.2%
	<b>TOTAL</b>	<b>\$5,776,799</b>	<b>\$5,515,666</b>	<b>\$5,815,279</b>	<b>\$3,702,191</b>	<b>\$6,865,218</b>	<b>\$7,212,758</b>	<b>\$7,212,758</b>	<b>5.1%</b>

**City of Colonial Heights****FY25-FY29 - Five Year Projection--Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:

**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>			
Packages (4)	\$ 62,000	2,000	\$ 248,000
<i>Replacement of 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.</i>			
<b>Administrative Vehicle and Equipment</b>			
Package (2)	40,000	1,200	\$ 80,000
<i>Replacement of unmarked vehicles to be utilized for investigatory and administrative purposes.</i>			
Rifles (1)	2,100	-	\$ 2,100
<i>Replacement of existing aging rifles. Price includes weapon accessories.</i>			
Radar Units (2)	3,000		6,000
<i>Replacement of outdated and/or broken units.</i>			
<b>Special Response Units (SRU) Equipment (6)</b>			
	1,727		10,362
<i>New; To provide protection to police officers during crowd control incidents.</i>			
Shredder (1)	2,700		2,700
<i>Replacement; To replace current 15-year-old shredder that is now requiring multiple costly repairs.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 349,162</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ 3,200</b>

Fiscal Year:

**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 Packages (4)</b>	\$ 62,000	2,000	\$ 248,000
<i>Replacement of 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.</i>			
<b>Administrative Vehicle and Equipment Package (1)</b>	40,000	1,200	\$ 40,000
<i>Replacement of unmarked vehicles to be utilized for investigatory and administrative purposes.</i>			
<b>Sidearm Weapon Replacements (with Lights and Attachments) (75)</b>	554		\$ 41,550
<i>Replacements; Firearms are nearing end-of-life for police service. Agency is replacing with the same manufacturer but with enhanced optics for increased safety and function.</i>			
<b>Duty Holsters for Sidearms (75)</b>	160		\$ 12,000
<i>Replacements; To accommodate new sidearm weapons.</i>			
<b>Administration Holsters for Sidearms (75)</b>	88		\$ 6,600
<i>Replacements; To accommodate new sidearm weapons.</i>			
<b>Double Magazine Cases (75)</b>	29		\$ 2,175
<i>Replacements; To accommodate new sidearm weapons.</i>			
<b>Furniture</b>	10,000		\$ 10,000
<i>Replacement of furniture that is 25+ years old.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 360,325</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ 3,200</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment Packages (4)</b>	\$ 62,000	2,000	\$ 248,000
<i>Replacement of 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.</i>			
<b>Administrative Vehicle and Equipment Package (2)</b>	40,000	1,200	\$ 80,000
<i>Replacement of unmarked vehicles to be utilized for investigatory and administrative purposes.</i>			
<b>Ballistic Shields (3)</b>	6,000		\$ 18,000
<i>Replacement of current ballistic shields that are set to expire.</i>			
<b>Police Patrol K9 (to Include Equipment and Training) (1)</b>	25,000		\$ 25,000
<i>New; To include outfitting of specialized vehicle, construction of kennel and associated equipment necessary to enhance the department's K9 Program. This Patrol K9 will be utilized for the tracking and apprehension of violent individuals, tracking of lost citizens, and search and rescue missions.</i>			
<b>Rifles (2)</b>	2,100	-	\$ 4,200
<i>Replacement of existing aging rifles. Price includes weapon accessories.</i>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 375,200</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ 3,200</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment</b>			
Packages (4)	\$ 62,000	2,000	\$ 248,000
<i>Replacement of 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.</i>			
<b>Administrative Vehicle and Equipment</b>			
Package (1)	40,000	1,200	\$ 40,000
<i>Replacement of unmarked vehicles to be utilized for investigatory and administrative purposes.</i>			
<b>Property Room Upgrades</b>			
	35,000		\$ 35,000
<i>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>Ballistic Shields (3)</b>			
	6,000		\$ 18,000
<i>Replacement of current ballistic shields set to expire.</i>			
<b>Architectural and Engineering</b>			
<b>Assessment of all CHPD Facilities and Impound Lot</b>			
<i>New; 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>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ 341,000</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ 3,200</b>

Fiscal Year:

**FY2028-29**

<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 (4)</b>	\$ 62,000	2,000	\$ 248,000
<i>Replacement of 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.</i>			
<b>Administrative Vehicle and Equipment</b>			
<b>Package (1)</b>	40,000	1,200	\$ 40,000
<i>Replacement of unmarked vehicles to be utilized for investigatory and administrative purposes.</i>			
<b>Ballistic Shields (3)</b>	6,000		\$ 18,000
<i>Replacement of current ballistic shields set to expire.</i>			
<b>Mobile Command Post Vehicle (1)</b>	150,000		\$ 150,000
<i>Replacement of a 30-year-old outdated vehicle. Used as a mobile "headquarters" during critical incidents.</i>			
<b>Total Capital Outlay - FY2028-29 .....</b>			<b>\$ 456,000</b>
<b>Annual Maintenance &amp; Operations Cost .....</b>			<b>\$ 3,200</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - ANIMAL CONTROL

DEPARTMENT NUMBER 1405

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries		\$118,092	\$120,277	\$132,618	\$137,690	\$139,974	\$139,974	1.7%
510210	Part-Time Wages			31,200	3,133	32,760	32,760	32,760	0.0%
510250	Temporary & Seasonal Help		17,208		14,667				
510300	Overtime		495	1,000	4,611	1,700	5,000	5,000	194.1%
520100	FICA		10,085	11,665	11,572	13,170	13,597	13,597	3.2%
520200	VRS			18,801		23,316	23,433	23,433	0.5%
520250	VRS- Hybrid		15,253		18,412				
520270	ICMA- Defined Contribution		1,139		1,634				
520300	Group Life Insurance		1,527	1,614	1,719	2,001	1,877	1,877	-6.2%
520400	Health Insurance		20,841	23,457	23,457	24,820	26,164	26,164	5.4%
520500	Disability Insurance		602	637	678	436	803	803	84.2%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance		186	81	119	81	52	52	-35.8%
	Total Personal Services	0	185,426	208,732	212,620	235,974	243,660	243,660	3.3%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services		593	19,800	13,466	20,000	20,000	20,000	0.0%
530315	Maintenance - Electronics		1,320	1,050	1,320	4,983	8,872	8,872	78.0%
530320	Maintenance - Motor Vehicles			1,000		1,500	6,000	6,000	300.0%
560210	Motor Vehicle Fuels and Lubricants						3,000	3,000	
550420	Landline Telephone			1,000		1,000	1,000	1,000	0.0%
550450	Internet					500	500	500	0.0%
550520	Travel and Training						3,000	3,000	#DIV/0!
550520	Professional Development		165		123	1,000			
550630	Water/Sewer Services		855		699	1,000	1,000	1,000	0.0%
560100	Printing		9,558		961				
560110	Material & Supplies			14,700	3,207	25,000	2,000	2,000	-92.0%
560310	Food Supplies						10,000	10,000	
560105	Janitorial Supplies						8,000	8,000	
560130	Books & Publications				285				
550535	Public Safety Personal Equipment						2,500	2,500	
550525	Public Safety Uniforms/Apparel						2,500	2,500	
560325	Donated Funds		1,464						
	Total Operating Services	0	13,955	37,550	20,061	54,983	68,372	68,372	24.4%
	<b>TOTAL</b>	<b>\$0</b>	<b>\$199,382</b>	<b>\$246,282</b>	<b>\$232,681</b>	<b>\$290,957</b>	<b>\$312,032</b>	<b>\$312,032</b>	<b>7.2%</b>

## City of Colonial Heights

### FY25-FY29 - Five Year Projection--Vehicles, Equipment, Furniture, and Fixtures

## ANIMAL CONTROL

Fiscal Year:

**FY2024-25**

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

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Animal Control Vehicle and Equipment Package (1)</b>	<b>50,000</b>	<b>2,000</b>	<b>\$ 50,000</b>

*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**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Generator (22KW)</b>	<b>20,000</b>	<b>\$ 20,000</b>	

*Replacement;* To provide backup power in the event of a storm or other catastrophe if the main power source goes out.

**Total Capital Outlay - FY2026-27 .....** \$ 20,000

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fiber Optics for Internet</b>	<b>20,000</b>	<b>\$ 20,000</b>	

*New;* To allow internet capability at the Animal Shelter, which they currently do not have access to.

**Total Capital Outlay - FY2027-28 .....** \$ 20,000

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Animal Control Vehicle and Equipment Package (1)</b>	<b>50,000</b>	<b>2,000</b>	<b>\$ 50,000</b>

*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 - FY2028-29 .....** \$ 50,000

## Fire & EMS

Colonial Heights Fire and EMS (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 2022 Actual	CY 2023 Actual	CY 2024 Projected	CY 2025 Projected
Total incidents	5,842	6,215	5,726	6,140
Fire incidents	1,437	1,510	1,439	1,490
EMS incidents	4,415	4,705	4,287	4,650
Fire response time < 7 minutes	83%	84.1%	82%	82.6%
EMS response time < 7 minutes	80%	78%	79%	76%
Fire Mutual Aid received	38	64	72	76
EMS Mutual Aid received	67	64	62	70
Total property loss	\$615,483	\$1,015,274	\$675,500	\$751,400

### Personnel Resources

Fire & EMS		Authorized Positions		
Classification Title	Status*	FY 2023-24	FY 2024-25	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	15.00	15.00	0.00
Logistics Coordinator	PT	1.00	1.00	0.00
Office Assistant	PT	1.00	1.00	0.00
Assistant Fire Marshal	PT	0.00	1.00	1.00
PT = Part Time		<b>17.00</b>	<b>18.00</b>	<b>5.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$2,421,605	\$3,001,531	\$2,954,028	\$1,069,826	\$3,465,629	\$3,547,786	\$3,547,786	2.4%
510210	Part-Time Wages	167,100		156,920	48,741	241,424	285,320	285,320	18.2%
510250	Temporary & Seasonal Help		146,039		129,983				
510300	Overtime	243,313	464,786	178,618	720,865	296,674	324,000	324,000	9.2%
510350	Hazard Pay	70,114							
510500	Accumulated Leave								
520100	FICA		262,266	251,652	158,472	306,286	318,019	318,019	3.8%
520200	VRS	387,378	416,857	452,624	474,675	582,657	589,782	589,782	1.2%
520300	Group Life Insurance	39,314	38,818	38,828	40,684	49,969	47,233	47,233	-5.5%
520400	Health Insurance								
520550	Worker's Compensation Insurance	492,535		533,174	529,746	558,059	641,674	641,674	15.0%
520600	Unemployment Insurance		1,203	2,098	1,350	1,720	1,350	650	650
	Total Personal Services	3,330,027	4,824,931	4,567,194	3,174,712	5,502,048	5,754,463	5,754,463	4.6%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	80,970	105,621	116,307	104,053	124,232	110,330	110,330	-11.2%
530221	Engineering Services				1,700				
550120	Membership Dues	3,081	3,260	4,282	2,824	4,017	4,077	4,077	1.5%
550130	Subscription					265	250	250	-5.7%
550140	Software Subscription						34,711	34,711	
550150	Lease					2,200	2,900	2,900	31.8%
530315	Maintenance - Electronics	14,040	35,640	38,850	48,840	69,921	86,349	86,349	23.5%
530320	Maintenance - Motor Vehicles	152,173	95,678	95,000	134,896	105,000	115,000	115,000	9.5%
530325	Maintenance - Equipment	39,069	30,784	61,554	24,177	71,710	72,947	72,947	1.7%
550300	Rent of Equipment		2,881		1,115				
550400	Postage	2,277	992	5,000	702	5,000	5,000	5,000	0.0%
550420	Landline Telephone	36,278	36,475	36,939	35,149	35,000	35,000	35,000	0.0%
550450	Internet								
550520	Professional Development				5,641				
530250	Other Services & Charges	13,646	5,315	10,000	4,102	10,000	10,000	10,000	0.0%
550510	Mileage & Training Expenses	22,475	40,305	44,250	25,589	48,250	65,378	65,378	35.5%
550630	Water/Sewer Services		4,333		4,139				
560100	Printing					6,500	10,000	10,000	53.8%
560110	Material & Supplies	83,885	90,665	97,875	108,395	99,275	101,075	101,075	1.8%
560210	Motor Fuels & Lubricants	35,094	66,321	59,400	73,203	67,000	67,000	67,000	0.0%
560130	Books & Publications	1,138	1,423	3,500	1,009	3,500	3,500	3,500	0.0%
560240	Small Tools & Equipment	2,244	15,175	13,100	9,472	14,500	15,225	15,225	5.0%
560320-RSTIT	Rstit Miscellaneous	(9)	(201)						
560320-VRSA	VRSA Miscellaneous S	3,913	51,470						
	Total Operating Services	490,273	586,137	586,057	585,007	666,370	738,742	738,742	10.9%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicles		46,640	50,000	48,702				
580600	Fire Equipment	97,543	83,358	54,900	85,025	110,000	183,000	183,000	66.4%
580530	Buildings & Fixed Equipment								
580500	Technology Equipment	2,460	6,102		11,718				
580630	Other Equipment	702							
Total Capital Outlay		100,705	136,100	104,900	145,445	110,000	183,000	183,000	66.4%
	TOTAL	\$3,921,005	\$5,547,168	\$5,258,151	\$3,905,165	\$6,278,418	\$6,676,205	\$6,676,205	6.3%

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### FIRE/EMS

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Heavy Technical Rescue Equipment</b>	<b>25,000</b>	<b>500</b>	<b>\$ 25,000</b>
Replacement: Scheduled replacement of Heavy Technical Rescue equipment; life safety rope with NFPA 10-year service life. Life safety rope is utilized for high angle rope rescue, haul systems, confined space and vehicle rescue. Rope rescue hardware which includes; replacement bags, aluminum/steel carabiners, single and double pulley systems, rigging plates and prussic cords. Stabilization equipment replacement for Engine 941, Quint 942 & Rescue 942. #			
<b>Turnout Gear (OPS Personnel)</b>	<b>40,000</b>	<b>500</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>Fire Hose</b>	<b>10,000</b>	<b>100</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>Turnout Gear (PPE) (Recruit FF)</b>	<b>18,000</b>	<b>500</b>	<b>\$ 18,000</b>
Purchase of new firefighter recruit turnout gear (PPE) to properly equip four (4) new firefighter recruits. Equipment will consist of turnout coat, turnout pants, helmet, protective hoods, protective boots & protective gloves. Total cost per fighter \$4,500.#			
<b>(2) Zoll Cardiac Monitors</b>	<b>45,000</b>	<b>500</b>	<b>\$ 90,000</b>
Replacement/Purchase: Funding request for the first of a three year plan for the lifecycle replacement of cardiac monitors. Present ZOLL monitors have exceeded their shelf life per the American Hospital Association and lack technology now considered the industry standard, such as see through CPR and real-time high quality CPR/Ventilations coaching. The department currently has eight cardiac monitors with six units needing to be replaced. Year one will replace two cardiac monitors.			
<b>Total Capital Outlay - FY2024-25 .....</b>		<b>\$</b>	<b>183,000</b>

\* Grant Funded # Partially grant funded

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	15,000	100	\$ 15,000
<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>ALS Equipment</b>	40,000	\$	40,000
<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>Self Contained Breathing Apparatus</b>	50,000	500	\$ 50,000
<i>Addition of 5 Self Contained Breathing Apparatus to be utilized by the Training Division during regional fire recruit schools. Currently this equipment is removed from reserve fire apparatus rendering said apparatus out of service for emergency responses. The purchase of these additional units would allow reserve fire apparatus to remain in service and ready to respond as needed.</i>			
<b>Turnout Gear (OPS Personnel)</b>	40,000	500	\$ 40,000
<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 \$4,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*</i>			
<b>Fire Marshal Vehicle</b>	63,213	1,500	\$ 63,213
<i>Replacement: Routine upgrade to Fire Marshal 974 vehicle utilized for emergency response and performance of duties as the department investigator and inspector, will retire a staff vehicle with over 17 years of service and over 100,000 miles. This vehicle will meet current NFPA storage requirements for personal protective equipment and gear (cancer reduction). Vehicle will have 4-wheel drive capabilities essential for snow and inclement weather events. [Price represents base price of \$52,381, plus cost for equipment packages (siren, console, exterior warning lights, bed cover and command cabinet). This figure also includes \$300.00 installation cost of new radio equipment.] (A total equipment and installation cost \$13,991). #</i>			
<b>(2) Zoll Cardiac Monitors</b>	45,000	500	\$ 90,000
<i>Replacement/Purchase: Funding request for the second of a three year plan for the lifecycle replacement of cardiac monitors. Present ZOLL monitors have exceeded their shelf life per the American Hospital Association and lack technology now considered the industry standard, such as see through CPR and real-time high quality CPR/Ventilations coaching. The department currently has eight cardiac monitors with six units needing to be replaced.</i>			
<b>Total Capital Outlay - FY2025-26 .....</b>		<b>\$ 298,213.00</b>	

\* Grant Funded # Partially grant funded

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Extrication Equipment</b>	<b>35,000</b>	<b>500</b>	<b>\$ 35,000</b>
Replacement; Routine upgrade of extrication tool (Jaws of life) on Rescue 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.*			
<b>Fire Hose</b>	<b>15,000</b>	<b>100</b>	<b>15,000</b>
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.*			
<b>Turnout Gear (Ops Personnel)</b>	<b>42,000</b>	<b>500</b>	<b>\$ 42,000</b>
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.*			
<b>Primary Staff Vehicle</b>	<b>66,372</b>	<b>1,500</b>	<b>\$ 66,372</b>
Replacement: Routine 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 100,000 miles. This vehicle will meet current NFPA storage requirements for personal protective equipment and gear (cancer reduction). Vehicle will have 4-wheel drive capabilities essential for snow and inclement weather events. [Price represents base price of \$49,888 plus cost for equipment packages (siren, console, exterior warning lights, bed cover and command cabinet). This figure also includes \$300.00 installation cost of new radio equipment.] (A total equipment and installation cost \$13,325). #			
<b>(2) Zoll Cardiac Monitors</b>	<b>45,000</b>	<b>500</b>	<b>\$ 90,000</b>
Replacement/Purchase: Funding request for the third of a three year plan for the lifecycle replacement of cardiac monitors. Present ZOLL monitors have exceeded their shelf life per the American Hospital Association and lack technology now considered the industry standard, such as see through CPR and real-time high quality CPR/Ventilations coaching. The department currently has eight cardiac monitors with six units needing to be replaced.			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 248,372</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>20,000</b>	<b>100</b>	<b>\$ 20,000</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>Turnout Gear (OPS Personnel)</b>	<b>42,000</b>	<b>500</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>ALS Equipment</b>	<b>30,000</b>		<b>\$ 30,000</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>Firefighting Nozz. &amp; Appliances</b>	<b>25,000</b>	<b>100</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>66,372</b>	<b>1,500</b>	<b>\$ 66,372</b>
<i>Replacement: Routine upgrade to Safety 961 vehicle utilized for emergency response within the Operations Division. Will retire a staff vehicle with over 11 years of service and 100,000 miles. This vehicle will meet current NFPA storage requirements for personal protective equipment and gear (cancer reduction). Vehicle will have 4-wheel drive capabilities essential for snow and inclement weather events. [Price represents base price of \$51,104, plus cost for equipment packages (siren, console, exterior warning lights, bed cover and command cabinet). This figure also includes \$300.00 installation cost of new radio equipment.] (A total equipment and installation cost \$13,650). #</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ 183,372</b>

\* Grant Funded # Partially grant funded

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fire Hose</b>	<b>15,000</b>	<b>100</b>	<b>\$ 15,000</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>Turnout Gear (OPS Personnel)</b>	<b>42,000</b>	<b>500</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; Appliances</b>	<b>25,000</b>	<b>100</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 Response Vehicle</b>	<b>66,372</b>	<b>1,500</b>	<b>\$ 66,372</b>
<i>Replacement: Routine upgrade to Battalion 913 vehicle utilized for emergency response and performance of duties as the department investigator and inspector, will retire a staff vehicle with over 12 years of service and over 100,000 miles. This vehicle will meet current NFPA storage requirements for personal protective equipment and gear (cancer reduction). Vehicle will have 4-wheel drive capabilities essential for snow and inclement weather events. [Price represents base price of \$52,381, plus cost for equipment packages (siren, console, exterior warning lights, bed cover and command cabinet). This figure also includes \$300.00 installation cost of new radio equipment.] (A total equipment and installation cost \$13,991). #</i>			
<b>Total Capital Outlay - FY2028-29 .....</b>			<b>\$ 183,372</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; to coordinate and support responses to and recovery from emergencies; to educate the public on preparedness; to collect and disseminate critical information; and to 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 2023/2024 to include training and adoption of Crisis Track for damage assessments, upgrading of Emergency Shelter equipment and supplies, completion of the Emergency Shelter generator replacement, the signing of a Shelter Agreement with the American Red Cross as a back-up shelter plan and regaining the City's status as a StormReady community in conjunction with the National Weather Service.

A huge amount of time and work was also dedicated to pursuing and administration of federal, state and private grants to assist the jurisdiction in a variety of projects and funding for equipment. Grants obtained were LEMPG which goes towards EM salary, SHSP for Rescue Task Force Training for all of Public Safety, Cameron Foundation for a new brush truck, John Randolph Foundation for video laryngoscopes, and Firehouse Subs for ballistic vests for Fire Operations staff. We also gathered information and data for participation in early stages of a BRIC grant (G-Pods) which is a clean energy initiative that will provide emergency generation hook-ups for City Hall and Colonial Heights High School which is our back-up Emergency Shelter. Another sorely needed project that we are participating in is the upgrading of IFLOWS in VDEM Region 1 which will place river and rain and river monitoring on Swift Creek both in our jurisdiction as well as upstream which will provide critical data and flood warning.

In 2024/2025 Emergency Management will continue working on many of the above projects and programs but also include working towards the implementation of the FEMA IPAWS Alerting System, a Functional Test of the Lakeview Dam Emergency Action Plan, Rescue Task Force Training for Public Safety Departments, assisting in obtaining additional Swiftwater Rescue Training, training of city employees in Emergency Operations Center functions, and completion of IFLOWS monitoring for Swift Creek.

Performance Indicators	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Severe Weather Warnings (all)	15	9	17	15
Tropical Systems Monitored	21	14	7	15
Outreach Events/Total People Reached (in person) **	11/1,312	22/2,500	29/2,000	30/3,000
People Reached in Social Media Messages Fire, EMS & EM	201,557	205,209	4,762,264	250,000
Active CERT Members/Hours Contributed	24/351	30/379	30/401.5	40/500
EOC Activations/Operational Periods	2/3	2/5	3/5	3/5
Citizens Signed up for Emergency Alerts in Civic Ready	2,033	2,137	2,173	2,250

## Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status*	Hr./Sal.	FY 23-24	FY 24-25 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
Emergency Management Assistant	PT	Hourly	1.00	1.00	0.00
FT = Full Time      PT = Part Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510210	Part-Time Wages	\$26,128		\$36,400	(\$775)	\$49,504	\$55,956	\$55,956	13.0%
510250	Temporary & Seasonal Help		\$19,767		\$12,589				
510300	Overtime	1,089				\$3,788			
510350	Hazard Pay	1,824	1,581	2,785	904		4,281	4,281	
520100	FICA	12	30		52		39	39	
520600	Unemployment Insurance								
	Total Personal Services	29,053	21,378	39,185	12,769	53,292	60,276	60,276	13.1%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	4,791	12,109	8,900	6,474	9,000	10,000	10,000	11.1%
530315	Maintenance - Electronics		1,980	1,575	1,980	5,263	17,110	17,110	225.1%
530325	Maintenance - Equipment	1,677	622	2,000		3,000	3,000	3,000	0.0%
550120	Membership Dues				200				
550420	Landline Telephone		897						
550430	Mobile Communications	2,631							
550510	Mileage and Training Expense	230		1,200	891	2,500	6,000	6,000	140.0%
550520	Professional Development		1,500		1,055		2,750	2,750	
560110	Material & Supplies	1,885	2,438	5,050	4,217	8,000	8,000	8,000	0.0%
560210	Motor Fuels & Lubricant			1,000		1,000	1,000	1,000	0.0%
560320	Miscellaneous Supplies	22,270	51,789						
	Total Operating Services	33,483	71,335	19,725	14,817	28,763	47,860	47,860	66.4%
	<b>TOTAL</b>	<b>\$62,536</b>	<b>\$92,712</b>	<b>\$58,910</b>	<b>\$27,586</b>	<b>\$82,055</b>	<b>\$108,136</b>	<b>\$108,136</b>	<b>31.8%</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.

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Number of Calls for Service Dispatched	39,485	43,154	34,490	35,200
Wireline 911 Calls*	3,726	3,765	EIM 911 Calls	EIM 911 Calls
Wireless 911 Calls*	12,342	12,113	15,984	16,100
Warrants Entered	2,374	2,032	2,080	2,138

\* *With the new NG911 lines, the call data is no longer separated between wireline and wireless. EIM 911 is the combined data.*

## *Personnel Resources:*

Communications		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	Diff.
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

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404									
ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$761,789	\$786,149	\$765,696	\$211,932	\$864,707	\$891,261	\$891,261	3.1%
510210	Part-Time Wages	17,253		33,512	5,600	11,520			
510250	Temporary & Seasonal Help		4,104		14,673		33,360	33,360	
510300	Overtime	139,368	138,328	134,241	162,374	167,313	176,405	176,405	5.4%
510500	Accumulated Leave Pay								
520100	FICA	69,066	67,925	71,409	50,728	79,831	84,228	84,228	5.5%
520200	VRS		52,322	119,688	32,244	146,426	149,203	149,203	1.9%
520250	VRS- Hybrid	46,879	52,315		59,655				
520270	ICMA- Defined Contribution	6,715	9,101		11,704		14,301	14,301	
520300	Group Life Insurance		10,627	10,266	8,858	12,561	11,950	11,950	-4.9%
520400	Health Insurance	140,749	159,147	167,982	138,672	154,303	183,410	183,410	18.9%
520500	Disability Insurance	2,393	9,084	2,343	2,411	2,436	3,323	3,323	36.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	460	687	459	416	459	221	221	-51.9%
	Total Personal Services	1,184,672	1,289,788	1,305,596	699,269	1,439,556	1,547,663	1,547,663	7.5%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	12,321	93,580	4,200	2,508	5,300	5,475	5,475	3.3%
550120	Membership Dues	979	504	480	500	600	900	900	50.0%
530315	Maintenance - Electronics	1,440	14,722	8,400	10,560	16,867	23,156	23,156	37.3%
550300	Rent of Equipment	4,507							
530320	Maintenance - Motor Vehicles	9	390	1,100		1,100	1,100	1,100	0.0%
530325	Maintenance - Equipment	320,846	209,524	247,812	223,800	266,095	289,313	289,313	8.7%
550400	Postage	120	216	200	224	300	300	300	0.0%
530330	Software Maintenance / Support	9,001	8,072	99,500	45,262	102,792	106,715	106,715	3.8%
550420	Landline Telephone	29,465	29,874	26,250	29,976	37,800	38,576	38,576	2.1%
550430	Mobile Communications				645	732			
550450	Internet					5,160			
550510	Mileage & Training Expenses	11,460	9,122	15,000	7,089	15,000	16,000	16,000	6.7%
560110	Material & Supplies	8,315	10,517	10,400	5,858	12,000	12,000	12,000	0.0%
560210	Motor Fuels & Lubricants	88	472	1,200	175	1,200	1,200	1,200	0.0%
560130	Books & Publications	100		200		200	200	200	0.0%
560240	Small Tools & Equipment	471	60	200		200	200	200	0.0%
550610	Electricity	7,697	10,980	10,500	14,039	16,200	16,704	16,704	3.1%
	Total Operating Services	406,821	388,032	425,442	340,636	481,546	511,839	511,839	6.3%
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicles								
560290	Office Equipment								
580500	Technology Equipment	4,944	7,540	4,000	1,932	32,200	65,000	65,000	101.9%
	Total Capital Outlay	4,944	7,540	4,000	1,932	32,200	65,000	65,000	101.9%
	<b>TOTAL</b>	<b>\$1,596,437</b>	<b>\$1,685,360</b>	<b>\$1,735,038</b>	<b>\$1,041,836</b>	<b>\$1,953,302</b>	<b>\$2,124,502</b>	<b>\$2,124,502</b>	<b>8.8%</b>

## City of Colonial Heights

## FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

# COMMUNICATIONS

Fiscal Year:

**FY2024-25**

<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>	-	\$ 30,000
<i>Replacement:</i> 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>	-	\$ 35,000
<i>Replacement:</i> Upgrade of battery providing uninterruptable 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.			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 65,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Dispatch Computers (3)</b>	<b>2,200</b>	<b>900</b>	\$ 6,600
<i>Replacement:</i> Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (3 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.			
<b>Computer Monitors (18)</b>	<b>400</b>		\$ 7,200.00
<i>Replacement:</i> 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 (3 years); essential for maintaining existing service levels.			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 13,800</b>

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> <i>Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (3 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>	2,200	1,200	\$ 8,800
<b>Computer Monitors (24)</b> <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 (3 years); essential for maintaining existing service levels.</i>	400	-	\$ 9,600
<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>Dispatch Laptops (5)</b> <i>Replacement; Four (4) CAD Project computers used to dispatch offline or when agency has to evacuate center to Chesterfield and one (1) ECC Manager laptop. Purchased in 2021, units will be past recommended lifecycle of five (5) years.</i>	1,200	-	\$ 6,000
<b>Total Capital Outlay - FY2027-28 ... .....</b>			<b>\$ 6,000</b>

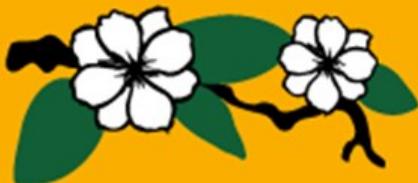
Fiscal Year:

## FY2028-29

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>TV/Security Monitors (2)</b> <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>	2,000	-	\$ 4,000
<b>Console Chairs (6)</b> <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>			<b>\$ 14,400</b>
<b>Total Capital Outlay - FY2028-29 ... .....</b>			<b>\$ 4,000</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 Fleet Superintendent.

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 265 City-owned vehicles.

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Private development submittals reviewed	45	36	40	38
Street miles resurfaced	5.50	4.21	6.80	5.2
Street miles swept	55	64.2	100	100
Streets/Utilities Maintenance work orders completed (in GovQA)	2,414	2,224	3,000	2,500
Construction projects completed	6	9	9	8
Right of Way Permits Approved	84	100	100	102
Fleet - Total Vehicles Maintained	250	263	260	275
Fleet - Pieces of Equipment Maintained	77	80	80	90
Fleet - Work Orders Completed	824	889	1,050	1000
Fleet - Total Repair Costs	\$285,850	\$429,016	\$350,000	\$375,000
Fleet – Total Subcontracted Repairs	\$80,550	\$45,938	<\$30,000	<\$40,000

## Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	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
FT = Full Time      PT = Part Time		<b>2</b>	<b>2</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$134,111		\$59,515	\$231,295	\$162,321	\$257,564	\$255,380	\$255,380 -0.8%
510100	VDOT Full-Time Salaries		41	92,886					
510300	Overtime			1,077					
510405	Clothing Allowance			200					
520100	FICA	9,581		11,055	17,695	11,714	19,704	19,538	19,538 -0.8%
520200	VRS	17,588		19,901	36,152	22,959	43,613	42,752	42,752 -2.0%
520250	VRS- Hybrid			\$1,960					
520270	ICMA- Defined Contribution			146					
520300	Group Life Insurance	1,686		2,049	3,102	1,968	3,741	3,424	3,424 -8.5%
520400	Health Insurance	17,891		22,032	31,281	19,793	30,618	24,302	24,302 -20.6%
520500	Disability Insurance			77	492		587	0	0 -100.0%
520550	Workers Compensation Insurance								
520600	Unemployment Insurance	25		76	61	32	61	29	29 -52.0%
	Total Personal Services	180,924	210,975	320,078	218,787	355,888	345,425	345,425	-2.9%
<u>OPERATING EXPENSES</u>									
550120	Membership Dues	550		897	1,000	699	1,000	1,000	1,000 0.0%
530315	Maintenance - Electronics	1,080		2,750	2,625	3,300	3,965	5,105	5,105 28.8%
550400	Postage	173		87	100	102	100	100	100 0.0%
550420	Landline Telephone	5,444		4,260	5,250	5,536	1,250	1,250	1,250 0.0%
550430	Mobile Communications						2,250	2,250	2,250 0.0%
550450	Internet						1,750	1,750	1,750 0.0%
550510	Mileage & Training Expenses	635		4,401	2,250	3,396	350	2,500	2,500 614.3%
550520	Professional Development				2,250	854	8,550	2,500	2,500 -70.8%
510400	Automobile Allowance	2,073		0					
560110	Material & Supplies	51		270	500	10	500	500	500 0.0%
560130	Books & Publications			183	500	297	500	500	500 0.0%
	Total Operating Services	10,007	12,847	14,475	14,193	20,215	17,455	17,455	-13.7%
<u>CAPITAL OUTLAY</u>									
560270	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$190,930</b>	<b>\$223,822</b>	<b>\$334,553</b>	<b>\$232,980</b>	<b>\$376,103</b>	<b>\$362,880</b>	<b>\$362,880</b>	<b>-3.5%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### Public Works - Administration

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>			\$ -

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:

**FY2028-29**

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 - FY2028-29 .....</b>			\$ -

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b><u>PERSONAL SERVICES</u></b>									
510100	Full-Time Salaries	\$496,932	\$99,317	\$548,420	\$528,263	\$639,949	\$647,585	\$647,585	1.2%
510100-VDOT	VDOT Full-Time Salaries		\$314,161						
510250	Temporary & Seasonal Help	1,845	1,440	3,000	720	2,500	\$2,500	\$2,500	0.0%
510300	Overtime	10,396	9,762	15,000	16,685	15,000	17,000	17,000	13.3%
510300-VDOT	VDOT Overtime		4,131						
510300-SNOW	Overtime - Snow	5,901	1,398	10,335		10,335	12,000	12,000	16.1%
510405	Clothing Allowance	2,600	2,000	4,900	2,200	4,900	4,900	4,900	0.0%
510500	Accumulated Leave								
520100	FICA	37,394	31,416	44,497	39,576	51,461	51,950	51,950	1.0%
520200	VRS	54,394	48,853	85,726	58,005	116,074	116,991	116,991	0.8%
520250	VRS- Hybrid	10,389	9,514		17,621				
520270	ICMA- Defined Contribution	1,262	724		1,570		2,441	2,441	
520300	Group Life Insurance	6,153	5,519	7,355	6,721	9,958	9,371	9,371	-5.9%
520400	Health Insurance	122,638	93,027	131,650	117,404	152,028	131,838	131,838	-13.3%
520500	Disability Insurance	452	382	844	655	1,398	822	822	-41.2%
520550	Workers Compensation Insurance								
520600	Unemployment Insurance	275	463	405	375	405	182	182	-55.1%
	Total Personal Services	750,631	622,106	852,132	789,795	1,004,008	997,580	997,580	-0.6%
<b><u>OPERATING EXPENSES</u></b>									
530110	Advertising	200	205	500		500	500	500	0.0%
530210	Professional & Special Services	738,774	164,028	30,000	(104,885)	30,000	30,000	30,000	0.0%
530219	Contracted Services			70,000	130,470	80,000	80,000	80,000	0.0%
530219-VDOT	VDOT- Contracted Services		876,574						
530315	Maintenance - Electronics	1,440	3,300	2,625	3,300	7,530	6,601	6,601	-12.3%
550300	Rent of Equipment			1,000		1,000	1,000	1,000	0.0%
530320	Maintenance - Motor Vehicles	34,427	31,882	30,000	25,727	33,000	33,000	33,000	0.0%
530325	Maintenance - Equipment	31,750	52,795	30,000	15,151	33,000	33,000	33,000	0.0%
530335	Maintenance - Buildings & Grounds	3,073		500		500	500	500	0.0%
530350	Maintenance - Bridges			10,000		10,000	10,000	10,000	0.0%
530360	Pavement Maintenance			750,000	758,679	750,000	865,015	865,015	15.3%
550400	Postage	3	5	100	2	100	100	100	0.0%
550420	Landline Telephone	2,844	2,473	624	378	1,200	1,200	1,200	0.0%
550430	Mobile Communications			2,700	2,226	5,100	5,100	5,100	0.0%
550450	Internet			768		1,000	1,000	1,000	0.0%
550510	Mileage & Training Expenses	860	2,766	2,240	1,736	3,000	3,000	3,000	0.0%
560110	Material & Supplies	12,024	12,620	10,260	7,057	12,000	14,000	14,000	16.7%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
550520	Professional Development			21,000		21,000	17,000	17,000	-19.0%
560210	Motor Fuels & Lubricants	16,543	24,139	27,500	28,180	30,000	30,000	30,000	0.0%
560230	Road Materials & Equipment	32,898	2,104	48,000	7,290	8,000	9,000	9,000	12.5%
560240	Small Tools & Equipment			2,000	149	2,000	1,000	1,000	-50.0%
560240-VDOT	VDOT Small Tools & Equipment						1,000	1,000	
560350-VDOT	VDOT Snow Removal - Supplies & Materials	29,317	28,071	20,000	4,946	25,000	25,000	25,000	0.0%
560400-VDOT	VDOT Road Materials		16,877		19,704	42,000	45,000	45,000	7.1%
560490-VDOT	VDOT Miscellaneous Road & Tra		4,081		1,817	3,000	3,000	3,000	0.0%
	Total Operating Services	904,152	1,221,921	1,059,817	901,928	1,098,930	1,215,016	1,215,016	10.6%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles			0	16,000	50,000			-100.0%
580200	Machinery & Tools		180,804	15,000	13,546	22,000	190,000	190,000	763.6%
580530	Building & HVAC Equipment				9,000				
	Total Capital Outlay	0	180,804	15,000	38,546	72,000	190,000	190,000	163.9%
	<b>TOTAL</b>	<b>\$1,654,782</b>	<b>\$2,024,831</b>	<b>\$1,926,949</b>	<b>\$1,730,269</b>	<b>\$2,174,938</b>	<b>\$2,402,596</b>	<b>\$2,402,596</b>	<b>10.5%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## STREET MAINTENANCE

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Leaf Loader (refurbish-2)</b>	20,000	2,000	\$ 40,000
Refurbish two leaf collector machines utilized in annual leaf removal program; leaf machines are a 1996 and 1997 model. The cost of new machines are 78k each. Designed to maintain current service and meet anticipated service demands.; will negatively impact service and increase maintenance costs without replacement.			
<b>Dump Truck Bed</b>	25,000	250	\$ 25,000
<i>Replacement; Remove and replace rusted out dump truck bed on 2008 International Dump truck (243) utilized in general performance of departmental duties; will negatively impact service and truck will not be useable.</i>			
<b>Street Sweeper (50%)</b>	125,000	750	\$ 125,000
Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2004 Street Sweeper that requires numerous repairs. Cost to be split with Stormwater Fund. Designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 190,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Dump Truck (Flatbed)</b>	90,000	750	\$ 90,000
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.			
<b>Backhoe</b>	110,000	750	\$ 110,000
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.			
<b>Pickup (4X4)</b>	55,000	500	\$ 55,000
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.			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 255,000</b>

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Roller, Vibratory</b>	<b>20,000</b>	<b>500</b>	<b>\$ 20,000</b>
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.			
<b>Chemical Spreader</b>	<b>22,000</b>	<b>250</b>	<b>\$ 22,000</b>
Replacement; 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>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
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 (#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>\$ 92,000</b>

Fiscal Year:

**FY2027-28**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Dump Truck (Flatbed)</b>	<b>90,000</b>	<b>750</b>	<b>\$ 90,000</b>
Replacement; 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.			

**Total Capital Outlay - FY2027-28 .....** **\$ 90,000**

Fiscal Year:

**FY2028-29**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Dump Truck</b>	<b>110,000</b>	<b>750</b>	<b>\$ 110,000</b>
Replacement; 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.			

**Total Capital Outlay - FY2028-29 .....** **\$ 110,000**

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$354,430	\$292,534	\$336,762	\$440,968	\$428,753	\$429,122	\$429,122	0.1%
510100	VDOT Full-Time Salaries		78,367						
510210	Part-Time Wages								
501250	Temporary & Seasonal Help	1,161							
510300	Overtime	17,751	16,412	22,000	14,852	22,000	22,000	22,000	0.0%
510300-SNOW	Overtime - Snow	972	1,712	1,500		1,500	1,500	1,500	0.0%
510405	Clothing Allowance	800	1,020	1,000	1,450	1,000	1,000	1,000	0.0%
510500	Accumulated Leave Pay								
520100	FICA	28,095	28,861	27,637	33,452	34,674	34,702	34,702	0.1%
520200	VRS	22,087	26,146	51,587	38,178	65,854	65,010	65,010	-1.3%
520250	VRS- Hybrid	25,856	22,444		22,948				
520270	ICMA- Defined Contribution	2,856	3,266		4,218		3,782	3,782	
520300	Group Life Insurance	4,110	4,823	4,425	5,499	5,649	5,207	5,207	-7.8%
520400	Health Insurance	55,393	58,262	58,246	73,797	85,778	91,200	91,200	6.3%
520500	Disability Insurance	952	942	733	885	1,169	853	853	-27.0%
520550	Workers Compensation Insurance								
520600	Unemployment Insurance	140	280	176	192	176	85	85	-52.0%
	Total Personal Services	514,603	535,070	504,065	636,441	646,553	654,460	654,460	1.2%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	24,759	56,666	50,000	54,774	65,000	90,000	90,000	38.5%
550120	Membership Dues	7,079	992	2,800	7,480	3,500	3,500	3,500	0.0%
530315	Maintenance - Electronics	15,120	21,359	25,000	13,560	11,532	13,691	13,691	18.7%
530320	Maintenance - Motor Vehicles	6,929	4,158	4,500	8,134	4,500	4,500	4,500	0.0%
530325	Maintenance - Equipment	266	1,403	700	943	700	7,000	7,000	900.0%
550400	Postage	37	100	250	33	250	250	250	0.0%
550420	Landline Telephone	14,161	14,402	14,500	12,090	11,300	11,300	11,300	0.0%
550430	Mobile Communications				2,652	3,200	3,200	3,200	0.0%
550450	Internet					3,840	3,840	3,840	0.0%
550510	Mileage & Training Expenses	3,264	10,648	5,500	5,527	7,500	7,500	7,500	0.0%
550520	Professional Development			5,500		8,500	8,500	8,500	0.0%
560110	Material & Supplies	27,277	32,341	35,000	22,382	35,000	37,000	37,000	5.7%
560210	Motor Fuels & Lubricants	6,706	10,743	9,000	9,217	9,000	9,000	9,000	0.0%
560130	Books & Publications	503	331	800	800	1,500	1,500	1,500	0.0%
560240	Small Tools & Equipment	593	562	700	700	1,500	1,500	1,500	0.0%
550610	Electricity	219,867	214,579	245,000	238,072	245,000	245,000	245,000	0.0%
	Total Operating Services	326,562	368,284	399,250	376,363	411,822	447,281	447,281	8.6%
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicles								
580530	Building & Fixed Equipment		27500	40,000	32647.86		107,000	107,000	
560270	Technology Equipment								
	Total Capital Outlay	0	27,500	40,000	32,648	0	107,000	107,000	
	<b>TOTAL</b>	<b>\$841,165</b>	<b>\$930,854</b>	<b>\$943,315</b>	<b>\$1,045,452</b>	<b>\$1,058,375</b>	<b>\$1,208,741</b>	<b>\$1,208,741</b>	<b>14.2%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## ENGINEERING/ TRAFFIC

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>City Bridge Inspections</b>	<b>60,000</b>	<b>-</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).			
<b>Ornamental Street Light LED Upgrade</b>			<b>\$ 47,000</b>
The ornamental street lights throughout the City currently use a ballast with an incandescent sodium bulb. This outlay would fund materials to upgrade existing incandescent bulbs to energy efficient LED bulbs. Upgrading existing incandescent bulbs to LED will reduce energy consumption and maintenance costs as LED bulbs do not require a ballast. The upgrade will be done by City forces.			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 107,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>4X4 Standard Cab Pickup Truck</b>	<b>46,000</b>	<b>-</b>	<b>\$ 46,000</b>
Replacement; Routine upgrade of (Traffic) operations vehicle heavily utilized in performance of departmental duties; will replace truck that is over 10 years old with 125,000+ miles; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 46,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>City Bridge Inspections</b>	<b>66,000</b>	<b>-</b>	<b>\$ 44,000</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. 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.

**Total Capital Outlay - FY2026-27 ..... \$ 44,000**

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</b>			
<b>Collection</b>	<b>55,000</b>	<b>100</b>	<b>\$ 55,000</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.			

**Total Capital Outlay - FY2027-28 ..... \$ 55,000**

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
<b>Total Capital Outlay - FY2028-29 ..... \$ -</b>			

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b>PERSONAL SERVICES</b>									
510100	Full-Time Salaries	\$53,578	\$54,983	\$54,919	\$5,602	\$61,179	\$59,050	\$59,050	-3.5%
510250	Temporary & Seasonal Help								
510300	Overtime	1,433	3,004	500	651	3,000	3,000	3,000	0.0%
510405	Clothing Allowance	200	200				200	200	
520100	FICA	4,198	4,426	4,240	469	4,910	4,762	4,762	-3.0%
520200	VRS	7,183	7,903	8,584	1,138	10,360			
520250	VRS- Hybrid						9,885	9,885	
520270	ICMA- Defined Contribution						591	591	
520300	Group Life Insurance	694	736	736	98	889	792	792	-10.9%
520400	Health Insurance	8,223	8,280	8,910	1,114	9,390	9,860	9,860	5.0%
520500	Disability Insurance						338	338	
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	20	37	27		27	13	13	-51.9%
	Total Personal Services	75,527	79,568	77,916	9,072	89,755	88,492	88,492	-1.4%
<b>OPERATING EXPENSES</b>									
530210	Professional & Special Services	180,520	199,067	225,000	231,945	235,682	240,682	240,682	2.1%
530315	Maintenance - Electronics	360	1,760	525	660	2,272	4,102	4,102	80.5%
530320	Maintenance - Motor Vehicles	93	11	500	20	500	500	500	0.0%
530325	Maintenance - Equipment	132	1,194				522	522	
530335	Maintenance - Building & Grounds	170,338	99,133	108,500	135,023	108,500	108,500	108,500	0.0%
550300	Rent of Equipment						14,400	14,400	
550400	Postage		853						
550420	Landline Telephone	1,650	1,661	2,664	956	2,664	2,664	2,664	0.0%
550450	Internet								
550610	Electricity	243,844	243,995	210,000	271,771	145,000	170,000	170,000	17.2%
550620	Natural Gas					100,000	75,000	75,000	-25.0%
550630	Water/Sewer Services	4,724	6,778		7,264	7,000	7,000	7,000	0.0%
560110	Material & Supplies	416	150	4,000	2,548	4,000	4,000	4,000	0.0%
560190	Construction Materials								
560210	Motor Fuels & Lubricants	646	1,082	1,000	1,300	1,000	1,000	1,000	0.0%
560240	Small Tools & Equipment	42	313	500		500	500	500	0.0%
530335-CRTMT	Maintenance - Court Fees	24,602	32,645	25,000		25,000	25,000	25,000	0.0%
	Total Operating Services	627,367	588,641	577,689	651,487	632,118	653,870	653,870	3.4%
<b>CAPITAL OUTLAY</b>									
580100	Motor Vehicles								
580530	Building & Fixed Equipment	21,200	107,826	90,000	92,443	49,500	126,500	126,500	155.6%
	Total Capital Outlay	21,200	107,826	90,000	92,443	49,500	126,500	126,500	155.6%
	<b>TOTAL</b>	<b>\$724,094</b>	<b>\$776,035</b>	<b>\$745,605</b>	<b>\$753,003</b>	<b>\$771,373</b>	<b>\$868,862</b>	<b>\$868,862</b>	<b>12.6%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## BUILDING MAINTENANCE

Fiscal Year:

**FY2024-25**

Item

Unit Cost

Annual  
M&O Cost

Total Cost

<b>Library HVAC Unit #2 Replacement</b>	<b>26,000</b>	<b>500</b>	<b>\$ 26,000</b>
<i>Replacement; 15 ton American Standard unit, new coils and valves and Crane rental. Replacing the 2005 unit that we have replaced the compressor 3 times and continue to have coil leaks in the aging system.</i>			
<b>Courthouse Exterior Lighting to LED</b>	<b>12,500</b>	<b>500</b>	<b>\$ 12,500</b>
<i>Replacement; Routine upgrade of Courthouse exterior building and parking lot lighting; retrofit all exterior lighting to LED; longer lasting, more cost efficient and brighter lamps will increase safety.</i>			
<b>Library Exterior Lighting to LED</b>	<b>10,500</b>	<b>500</b>	<b>\$ 10,500</b>
<i>Replacement; Routine upgrade of Library exterior building and parking lot lighting; retrofit all exterior lighting to LED; longer lasting, more cost efficient and brighter lamps will increase safety.</i>			
<b>Building Demolition</b>	<b>50,000</b>		<b>\$ 50,000</b>
<i>Demolition of house at 115 Dupuy</i>			
<b>Metal Lean-To Awning (1)</b>	<b>10,000</b>		<b>10,000</b>
<i>New 30' x 20' metal unit to cover sallyport, providing protection to officers and arrestees from inclement weather and preventing hazardous ice accumulation on walkways as prisoners are removed from vehicles and walked up to the lock-up facility inside the police department.</i>			
<b>Drain Remediation</b>	<b>10,000</b>		<b>\$ 10,000</b>
<i>Replacement; Remediation inside and outside each kennel. (Currently, there is a danger of animals falling through the makeshift drain covers.)</i>			
<b>Vinyl Wrap of Wood Surface</b>	<b>7,500</b>		<b>\$ 7,500</b>
<i>New; To prevent animals from chewing.</i>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 126,500</b>

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

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

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

**\$ -**

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

<u>Fiscal Year:</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>FY2028-29</b>				
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>				<b>Total Capital Outlay - FY2028-29 .....</b>
				\$ -

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

New ACCT	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$262,716	\$263,201	\$269,852	\$290,721	\$300,904	\$309,933	\$309,933	3.0%
510210	Part-time wages	2,178		30,000	18,155	30,000	30,000	30,000	0.0%
510300	Overtime	2,047	958	3,200	5,833	9,500	11,000	11,000	15.8%
510300-SNOW	Overtime - Snow	2,170		3,200		3,200	4,000	4,000	25.0%
520100	FICA	20,078	19,711	23,429	23,809	26,286	27,152	27,152	3.3%
520200	VRS	28,559	31,438	42,180	24,979	50,952	51,884	51,884	1.8%
520250	VRS- Hybrid	\$5,911	\$5,304		\$8,880				
520270	ICMA- Defined Contribution	954	856		607		1,317	1,317	
520300	Group Life Insurance	3,408	3,501	3,619	2,955	4,371	792	792	-81.9%
520400	Health Insurance	36,363	35,196	39,627	30,777	45,331	47,952	47,952	5.8%
520500	Disability Insurance	259	226	272	321	732	754	754	3.0%
520550	Workers Compensation Insurance								
520600	Unemployment Insurance	83	147	108	173	108	117	117	8.3%
	Total Personal Services	364,728	360,540	415,487	407,209	471,384	484,901	484,901	2.9%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	1,416	3,564		(1,776)				
530315	Maintenance - Electronics	1,440	3,190	2,100	2,640	4,469	6,457	6,457	44.5%
530320	Maintenance - Motor Vehicles	1,543	2,375	3,000	2,822	3,000	3,500	3,500	16.7%
530325	Maintenance - Equipment	2,131	1,480	3,500	3,423	3,500	5,000	5,000	42.9%
550400	Postage			5	2	5	5	5	0.0%
550420	Landline Telephone	2,400	2,400	2,700	2,400	2,700	2,700	2,700	0.0%
550430	Mobile Communications								
550450	Internet								
550510	Mileage & Training Expenses		267	700	65	700	800	800	14.3%
560110	Material & Supplies	10,219	42,533	12,000	7,306	12,000	13,000	13,000	8.3%
560210	Motor Fuels & Lubricants	4,778	1,559	2,500	(3,118)	2,500	2,500	2,500	0.0%
560130	Books & Publications			500		500	500	500	0.0%
560240	Small Tools & Equipment	2,562	2,648	3,000	2,038	3,000	3,500	3,500	16.7%
560150	Vehicle Parts & Supplies								
	Total Operating Services	26,488	60,017	30,005	15,802	32,374	37,962	37,962	17.3%
	<u>CAPITAL OUTLAY</u>								
580200	Machinery & Tools	7,927	9,979	6,700	6,675	6,700	7,000	7,000	4.5%
	Total Capital Outlay	7,927	9,979	6,700	6,675	6,700	7,000	7,000	4.5%
	<b>TOTAL</b>	<b>\$399,142</b>	<b>\$430,536</b>	<b>\$452,192</b>	<b>\$429,686</b>	<b>\$510,458</b>	<b>\$529,863</b>	<b>\$529,863</b>	<b>3.8%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## FLEET MAINTENANCE

Fiscal Year:

**FY2024-25**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
A/C recycle machine	7,000	100	\$ 7,000

*New;* This machine will be required to service and repair air conditioning units on most of the 2022 and newer vehicles that use the new refrigerant R1243yf.

<b>Total Capital Outlay - FY2024-25 ...</b>	<b>\$ 7,000</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>
Tall Jack Stands	7,000	-	\$ 7,000

*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.

<b>Total Capital Outlay - FY2025-26 ...</b>	<b>\$ 7,000</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>
Mobile Lifts - (2)	12,000	100	\$ 24,000

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

<b>Total Capital Outlay - FY2026-27 ...</b>	<b>\$ 24,000</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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

<b>Total Capital Outlay - FY2027-28</b>	<b>\$ -</b>
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Fiscal Year:

**FY2028-29**

<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 - FY2028-29</b>	<b>\$ -</b>
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CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
570130	Solid Waste Collection	\$710,537	\$792,466	\$1,177,680	\$1,135,261	\$1,210,742	\$1,249,417	\$1,249,417	3.2%
530415	Landfill Monitoring	8,079	3,220	15,000	7,254	15,000	15,000	15,000	0.0%
530420	Commercial Container Service	32,625	34,476	60,142	50,847	75,684	77,955	77,955	3.0%
559200	Write Off Bad Debts		14,242		2,524				
	Total Operating Services	751,241	844,404	1,252,822	1,195,887	1,301,426	1,342,372	1,342,372	3.1%
	<b>TOTAL</b>	<b>\$751,241</b>	<b>\$844,404</b>	<b>\$1,252,822</b>	<b>\$1,195,887</b>	<b>\$1,301,426</b>	<b>\$1,342,372</b>	<b>\$1,342,372</b>	<b>3.1%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

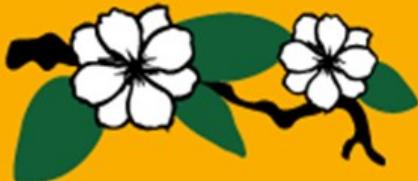
DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510210	Part-time Wages	\$8,957	\$5,352	\$9,984	\$8,331	\$10,816	\$16,244	\$16,244	50.2%
520100	FICA	685	409	764	637	827	1,243	1,243	50.3%
520600	Unemployment Insurance	18	16	27	25	27	13	13	-51.9%
	Total Personal Services	9,661	5,777	10,775	8,993	11,670	17,500	17,500	50.0%
	<u>OPERATING EXPENSES</u>								
530335	Building Maintenance Services			200		200	200	200	0.0%
530430	CFC Removal	100		500	687	500	500	500	0.0%
550120	Membership Dues (CVWMA)	8,430	8,253	8,722	8,722	8,674	8,659	8,659	-0.2%
550300	Equipment Rental - Transfer Station	14,270	12,701	20,000	22,226	20,000	30,000	30,000	50.0%
550310	Container Rent & Transportation	1,086	1,159	4,500	2,125	5,341	5,930	5,930	11.0%
550420	Landline Telephone	244	192	0	48				
550430	Mobile Communications			240	232	280	280	280	0.0%
560110	Material & Supplies			300		300	300	300	0.0%
570140	Curbside Recycling	261,908	188,672	264,781	235,196	363,720	382,908	382,908	5.3%
	Total Operating Services	286,038	210,977	299,243	269,236	399,015	428,777	428,777	7.5%
	<b>TOTAL</b>	<b>\$295,699</b>	<b>\$216,754</b>	<b>\$310,018</b>	<b>\$278,229</b>	<b>\$410,685</b>	<b>\$446,277</b>	<b>\$446,277</b>	<b>8.7%</b>
	<b>TOTAL</b>	<b>\$295,699</b>	<b>\$216,754</b>	<b>\$310,018</b>	<b>\$278,229</b>	<b>\$410,685</b>	<b>\$446,277</b>	<b>\$446,277</b>	<b>8.7%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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.

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530235	Health Department Services	\$236,825	\$215,156	\$328,269	\$175,698	\$304,049	\$324,049	\$324,049	6.6%
	Total Operating Services	236,825	215,156	328,269	175,698	304,049	324,049	324,049	6.6%
	TOTAL	\$236,825	\$215,156	\$328,269	\$175,698	\$304,049	\$324,049	\$324,049	6.6%

**CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET**

## DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

## CITY OF COLONIAL HEIGHTS 2024-25 BUDGET

## DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

**CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET**

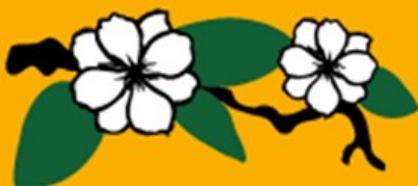
## DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$87,425	\$87,425	\$98,965	\$98,965	\$110,520	\$125,977	\$125,977	14.0%
	Total Operating Services	87,425	87,425	98,965	98,965	110,520	125,977	125,977	14.0%
	<b>TOTAL</b>	<b>\$87,425</b>	<b>\$87,425</b>	<b>\$98,965</b>	<b>\$98,965</b>	<b>\$110,520</b>	<b>\$125,977</b>	<b>\$125,977</b>	<b>14.0%</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Athletic Program Participants	2,572	2,514	2,250	2,150
Non-Athletic Program Participants	3,572	14,636	8,000	10,000
Senior Center Citizens Participants	27,596	33,762	25,000	28,000
Facility Rentals (Parks/Community Center/Fields)	797	810	850	825
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	114,777	122,427	110,000	115,000

### **Personnel Resources**

Recreation & Parks		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	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

Note: the Department is also budgeted for various part-time positions

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$307,920	\$307,195	\$312,587	\$361,827	\$344,617	\$358,392	\$358,392	4.0%
510250	Temporary & Seasonal Help	15,062	39,769	112,025	45,259	112,025	95,000	95,000	-15.2%
510300	Overtime	51	598	250	2,810	250	1,500	1,500	500.0%
510405	Clothing Allowance								
520100	FICA	23,385	24,899	32,502	30,813	34,953	34,799	34,799	-0.4%
520200	VRS	24,260	27,257	47,881	32,336	57,187	58,797	58,797	2.8%
520250	VRS- Hybrid	15,053	13,992		17,534				
520270	ICMA- Defined Contribution	2,216	2,767		3,177		3,497	3,497	
520300	Group Life Insurance	2,980	4,099	4,107	4,548	4,903	4,708	4,708	-4.0%
520400	Health Insurance	59,473	64,070	66,917	52,678	54,553	57,649	57,649	5.7%
520500	Disability Insurance	480	616	619	700	469	767	767	63.5%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	149	323	135	346	135	221	221	63.7%
	Total Personal Services	451,030	485,584	577,023	552,028	609,092	615,330	615,330	1.0%
<u>OPERATING EXPENSES</u>									
530110	Advertising		656	2,000	1,191	2,000	2,000	2,000	0.0%
530210	Professional & Special Services	9,406	21,335	29,000	19,347	29,000	29,000	29,000	0.0%
550120	Membership Dues	1,500	1,358	1,400	1,245	1,400	1,400	1,400	0.0%
530315	Maintenance - Electronics	1,800	3,410	3,675	3,960	11,783	7,049	7,049	-40.2%
530320	Maintenance - Motor Vehicles		304	750	106	750	750	750	0.0%
530325	Maintenance - Equipment		654		14		660	660	
530335	Maintenance - Building & Grounds	1,592	1,595	2,000	1,820	2,000	2,000	2,000	0.0%
550400	Postage	94	171	800	190	300	300	300	0.0%
550420	Landline Telephone	7,113	6,556	8,916	6,010	8,916	8,916	8,916	0.0%
550450	Internet								
530250	Other Services & Charges	2,289	20,835	29,000	40,408	29,000	35,000	35,000	20.7%
550510	Mileage & Training Expenses	646	4,109	4,500	6,576	4,500	4,500	4,500	0.0%
550630	Water/Sewer Services		952		1,118	1,000	1,000	1,000	0.0%
510400	Automobile Allowance	4,212	4,200	4,212	4,247	4,212	4,212	4,212	0.0%
560110	Material & Supplies	38,985	44,780	51,000	55,304	51,000	51,000	51,000	0.0%
560210	Motor Fuels & Lubricants	30	841	1,000	555	1,000	1,000	1,000	0.0%
550610	Electricity	15,395	23,666	22,000	22,107	24,000	24,000	24,000	0.0%
	Total Operating Services	83,063	135,422	160,253	164,197	170,861	172,787	172,787	1.1%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles								
580530	Building & Fixed Equipment								
580630	Other Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$534,093</b>	<b>\$621,006</b>	<b>\$737,276</b>	<b>\$716,224</b>	<b>\$779,953</b>	<b>\$788,117</b>	<b>\$788,117</b>	<b>1.0%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

#### RECREATION

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</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**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</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>Annual</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>Annual</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>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</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 - FY2028-29 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$156,876	\$170,380	\$178,774	\$178,786	\$199,830	\$205,827	\$205,827	3.0%
510210	Part-Time Wages	2,703		31,200	5,286	31,200	35,100	35,100	12.5%
510250	Temporary & Seasonal Help		13,648		15,685				
510500	Accumulated Leave								
520100	FICA	11,934	13,555	16,064	14,931	17,674	18,431	18,431	4.3%
520200	VRS	3,483		27,386		33,162	33,768	33,768	1.8%
520250	VRS- Hybrid	14,768	19,459		20,049				
520270	ICMA- Defined Contribution	2,850	2,997		5,366		4,335	4,335	
520300	Group Life Insurance	1,976	2,091	2,350	2,179	2,845	2,705	2,705	-4.9%
520400	Health Insurance	33,008	34,775	38,905	29,698	27,557	49,636	49,636	80.1%
520500	Disability Insurance	650	824	946	858	649	983	983	51.5%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	80	222	135	178	135	195	195	44.4%
	Total Personal Services	228,328	257,951	295,760	273,016	313,052	350,980	350,980	12.1%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	280							
530210	Professional & Special Services								
550120	Membership Dues	2,006	1,168	1,800	1,603	1,800	1,800	1,800	0.0%
530315	Maintenance - Electronics	3,600	6,050	2,625	3,300	5,226	7,281	7,281	39.3%
530320	Maintenance - Motor Vehicles			500	5	1,000	5,000	5,000	400.0%
530325	Maintenance - Equipment		931						
530335	Maintenance - Buildings & Grounds	2,279	2,358	3,000	1,830	3,000	3,000	3,000	0.0%
550400	Postage	58	17	400	23	200	200	200	0.0%
550420	Landline Telephone	5,346	5,028	5,292	4,757	5,292	5,292	5,292	0.0%
550450	Internet								
530250	Other Services & Charges	4,631	3,602	7,000	5,854	7,000	7,000	7,000	0.0%
550510	Mileage & Training Expenses	1,201	1,681	2,000	1,532	2,000	2,000	2,000	0.0%
560170-SRCIT	Senior Citizens Activities	1,884		3,800		3,800	3,800	3,800	0.0%
550815	Payments to Groups		3,795		3,800				
560110	Material & Supplies	7,726	10,787	13,000	14,043	13,000	13,000	13,000	0.0%
560210	Motor Fuels & Lubricants				1,000	5,000	5,000	5,000	400.0%
	Total Operating Services	29,010	35,416	39,417	36,747	43,318	53,373	53,373	23.2%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles		33,371						
580630	Other Equipment		240						
	Total Capital Outlay	0	33,611	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$257,338</b>	<b>\$326,978</b>	<b>\$335,177</b>	<b>\$309,763</b>	<b>\$356,370</b>	<b>\$404,353</b>	<b>\$404,353</b>	<b>13.5%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## COMMUNITY CENTER

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.*

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

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.*

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

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

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.*

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

Fiscal Year:

**FY2028-29**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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**Total Capital Outlay - FY2028-29 ...** ..... \$ -

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$45,465	\$31,114	\$52,198	\$57,842	\$52,198	\$53,764	\$53,764	3.0%
510100	VDOT Full-Time Salaries		\$14,000						
510210	Part-Time Wages	34,455		45,000	8,553	45,000	52,650	52,650	17.0%
510250	Temporary & Seasonal Help		26,374		25,062				
510250	VDOT Temporary & Seasonal Help		8,575						
510300	Overtime	934	577	1,000	1,705	1,000	1,000	1,000	0.0%
510405	Clothing Allowance	425	500	500	500	500	500	500	0.0%
520100	FICA	6,201	6,192	7,551	7,166	7,551	8,255	8,255	9.3%
520200	VRS	5,889	6,482	8,839	7,581	8,839	9,001	9,001	1.8%
520250	VRS- Hybrid				89				
520270	ICMA- Defined Contribution				(89)				
520300	Group Life Insurance	562	604	758	658	758	721	721	-4.9%
520400	Health Insurance	8,223	8,280	9,390	8,910	9,390	9,860	9,860	5.0%
520500	Disability Insurance				3				
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	73	127	27	102	27	143	143	429.6%
	Total Personal Services	102,227	102,825	125,263	118,083	125,263	135,895	135,895	8.5%
<u>OPERATING EXPENSES</u>									
550120	Membership Dues	50	50	200	50	200	200	200	0.0%
530315	Maintenance - Electronics	720	660	660	660	660	2,601	2,601	294.1%
530320	Maintenance - Motor Vehicles	267	929	1,000	733	1,000	1,000	1,000	0.0%
530325	Maintenance - Equipment	707	(480)	500	374	500	500	500	0.0%
530335	Maintenance - Buildings & Grounds	8,475	9,482	13,000	8,613	13,000	13,000	13,000	0.0%
550420	Landline Telephone	205	172	192	280	192			
550430	Mobile Communications						281	281	
550510	Mileage & Training Expenses								
560110	Material & Supplies	1,009	619	1,700	1,032	1,700	1,700	1,700	0.0%
560210	Motor Fuels & Lubricants	2,332	3,546	2,400	4,146	2,400	3,000	3,000	25.0%
560240	Small Tools & Equipment	280	325	1,250	850	1,250	1,250	1,250	0.0%
	Total Operating Services	14,044	15,304	20,902	16,737	20,902	23,532	23,532	12.6%
	<b>TOTAL</b>	<b>\$116,271</b>	<b>\$118,129</b>	<b>\$146,165</b>	<b>\$134,821</b>	<b>\$146,165</b>	<b>\$159,427</b>	<b>\$159,427</b>	<b>9.1%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$308,093	\$302,935	\$313,799	\$405,691	\$ 416,311	\$372,567	\$372,567	-10.5%
510250	Temporary & Seasonal Help	18,277	34,275	39,600	20,364	39,600	50,000	50,000	26.3%
510300	Overtime	18,223	33,865	39,000	38,096	39,000	39,000	39,000	0.0%
510405	Clothing Allowance	1,475	1,800		1,900	1,800	1,800	1,800	0.0%
510500	Accumulated Leave Pay			7,288					
510520	Sick Leave Payout								
520100	FICA	25,043	27,734	30,019	34,455	37,999	35,448	35,448	-6.7%
520200	VRS	29,034	32,076	48,069	39,697	69,087	61,123	61,123	-11.5%
520250	VRS- Hybrid	10,605	11,246		14,674				
520270	ICMA- Defined Contribution	1,327	1,175		1,941		1,737	1,737	
520300	Group Life Insurance	4,356	4,144	4,123	4,815	5,927	4,897	4,897	-17.4%
520400	Health Insurance	87,930	85,092	94,941	85,138	88,142	105,429	105,429	19.6%
520500	Disability Insurance	458	456	483	556	716	620	620	-13.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	170	388	216	315	243	234	234	-3.7%
	Total Personal Services	504,992	542,474	570,250	647,642	698,825	672,855	672,855	-3.7%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	670	4060.28	17,000	10074.55	17,000	17,000	17,000	0.0%
550120	Membership Dues	275	125	300	225	300	300	300	0.0%
530315	Maintenance - Electronics	360	1,210	525	660	757	9,232	9,232	1119.2%
550300	Rent of Equipment	600		500	203	500	500	500	0.0%
530320	Maintenance - Motor Vehicles	4,183	2,433	4,000	6,876	4,000	4,000	4,000	0.0%
530325	Maintenance - Equipment	14,778	13,248	17,000	22,884	17,000	17,000	17,000	0.0%
530335	Maintenance - Buildings & Grounds	63,272	92,265	74,000	72,114	74,000	74,000	74,000	0.0%
550420	Landline Telephone	796	639	1,000	109	1,000	1,000	1,000	0.0%
550430	Mobile Communications				843				
550450	Internet								
550510	Mileage & Training Expenses	150	246	400	294	400	400	400	0.0%
550630	Water/Sewer Services		1,497		5,253	1,500	1,500	1,500	0.0%
560110	Material & Supplies	12,336	9,522	9,000	13,106	9,000	9,000	9,000	0.0%
560210	Motor Fuels & Lubricants	8,514	14,377	12,000	14,550	12,000	12,000	12,000	0.0%
560240	Small Tools & Equipment	980	533	2,400	490	2,400	2,400	2,400	0.0%
550610	Electricity	11,291	14,917	12,000	11,500	12,000	12,000	12,000	0.0%
	Total Operating Services	118,205	155,070	150,125	159,182	151,857	160,332	160,332	5.6%
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicle			0		0	30,000	30,000	
580530	Building & Fixed Equipment	21,285	44,000	10,000	3,897	0	25,000	25,000	
580630	Other Equipment		22,463	36,000	34,897	76,000	67,000	67,000	-11.8%
	Total Capital Outlay	21,285	66,463	46,000	38,794		122,000	122,000	
	<b>TOTAL</b>	<b>\$644,482</b>	<b>\$764,007</b>	<b>\$766,375</b>	<b>\$845,618</b>	<b>850,682</b>	<b>\$955,187</b>	<b>\$955,187</b>	<b>12.3%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## PARKS & GROUNDS

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Zero Turn Mower (2)</b>	13,000	100	\$ 26,000
<i>Replacement; 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.</i>			
<b>GMC 1500 Pick-up Truck</b>	38,000	200	\$ 30,000
<i>Replacement; Routine upgrade of horticultural operations and maintenance equipment; truck will replace 1997 truck with 127,000 miles</i>			
Backhoe attachment: Kubota Tractor	12,000		\$ 12,000
Enclosed Mobile Trailer: Parks	9,000		\$ 9,000
Storage Shed Replacement	25,000		\$ 25,000
Parks and grounds			
Resurfacing of Playground	20,000		\$ 20,000
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 122,000</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**

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> -

Fiscal Year:

**FY2028-29**

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 - FY2028-29</b>	....	.....	<b>\$</b> -

**CITY OF COLONIAL HEIGHTS**  
**2024-25 BUDGET**

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b>PERSONAL SERVICES</b>									
510100	Full-Time Salaries	\$40,469	\$40,747	\$40,709	\$46,904	\$44,883	\$46,230	\$46,230	3.0%
510210	Part-Time Salaries	5,170		14,352	2,521	14,352	17,550	17,550	22.3%
510250	Temporary & Seasonal Help		759		6,232				
510500	Accumulated Leave								
520100	FICA	3,629	3,312	4,213	4,398	4,532	4,879	4,879	7.7%
520200	VRS	5,321	5,858	6,363	6,638	7,600	7,739	7,739	1.8%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	507	546	546	569	652	620	620	-4.9%
520400	Health Insurance	1,650	1,650	1,650	1,650	1,650	1,650	1,650	0.0%
520500	Disability Insurance								
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	31	39	27	60	27	39	39	44.4%
	Total Personal Services	56,777	52,910	67,860	68,972	73,696	78,707	78,707	6.8%
<b>OPERATING EXPENSES</b>									
530110	Advertising	185		2,500	391	2,500	2,500	2,500	0.0%
530210	Professional & Special Services	2,239	802	2,500	516	2,500	2,500	2,500	0.0%
550120	Membership Dues	70	70	450	55	450	450	450	0.0%
530315	Maintenance - Electronics	720	1,210	525	1,029	1,117	3,065	3,065	174.3%
550300	Rent of Equipment								
530335	Maintenance - Buildings & Grounds	3,072	8,468	8,000	4,286	8,000	8,000	8,000	0.0%
550400	Postage		3	150	8	150	150	150	0.0%
550420	Landline Telephone	1,919	1,924	720	2,105	720	720	720	0.0%
550510	Mileage & Training Expenses		647	300		300	300	300	0.0%
550630	Water/Sewer Services		637		526	650	650	650	0.0%
560110	Material & Supplies	1,200	4,819	3,000	878	3,000	3,000	3,000	0.0%
	Total Operating Services	9,404	18,579	18,145	9,793	19,387	21,335	21,335	10.0%
	TOTAL	\$66,181	\$71,489	\$86,005	\$78,766	\$93,083	\$100,042	\$100,042	7.5%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$300,698	\$326,279	\$326,870	\$357,690	\$337,758	\$343,670	\$343,670	1.8%
510250	Temporary & Seasonal Help	48,608	51,199	57,519	74,573	57,519	57,519	57,519	0.0%
510300	Overtime		249						
520100	FICA	26,914	28,698	29,406	32,944	30,239	30,691	30,691	1.5%
520200	VRS	26,508	25,676	46,926	29,283	56,048	56,381	56,381	0.6%
520250	VRS- Hybrid	9,791	15,301		18,888				
520270	ICMA- Defined Contribution	1,361	1,643		2,106		1,883	1,883	
520300	Group Life Insurance	3,569	3,969	4,025	4,311	4,807	4,515	4,515	-6.1%
520400	Health Insurance	46,575	41,781	45,831	46,767	48,644	58,639	58,639	20.5%
520500	Disability Insurance	2,411	622	676	709	808	568	568	-29.7%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	215	370	162	396	162	195	195	20.4%
	Total Personal Services	466,651	495,786	511,415	567,667	535,985	554,062	554,062	3.4%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	2,506	4,361	6,150	2,568	6,250	5,625	5,625	-10.0%
550120	Membership Dues	830	612	700	612	775	1,050	1,050	35.5%
530315	Maintenance - Electronics	12,960	24,623	19,425	24,420	29,022	7,972	7,972	-72.5%
550300	Rent of Equipment	1,430	1,581	1,550	1,240	1,550	1,750	1,750	12.9%
530325	Maintenance - Equipment	331	352	360	310	360	720	720	100.0%
530355	Maintenance - Misc.								
550400	Postage		199	1,200	382	1,200	600	600	-50.0%
550420	Landline Telephone	22,183	22,079	23,472	22,230	5,304	5,304	5,304	0.0%
550450	Internet					14,160	14,160	14,160	0.0%
550510	Mileage & Training Expenses		45	850		850	850	850	0.0%
560110	Material & Supplies	26,923	32,285	27,040	34,422	28,122	29,247	29,247	4.0%
560130	Books & Publications	113,057	117,086	119,782	119,008	124,573	129,556	129,556	4.0%
560134	Newspapers & Periodicals				298				
560138	Audiovisual Materials								
560140	Electronic Materials								
560143	Other Non-Book Collection Materials								
560147	Collection Expenditures								
550610	Electricity	43,778	42,711	47,000	44,752	47,000	47,000	47,000	0.0%
	Total Operating Services	223,997	245,935	247,529	250,243	259,166	243,834	243,834	-5.9%
<u>CAPITAL OUTLAY</u>									
560290	Office Equipment	1,775		1,500		1,500	2,000	2,000	33.3%
580500	Technology Equipment		20,777		12,441				
	Total Capital Outlay	1,775	20,777	1,500	12,441	1,500	2,000	2,000	33.3%
	<b>TOTAL</b>	<b>\$692,423</b>	<b>\$762,498</b>	<b>\$760,444</b>	<b>\$830,351</b>	<b>\$796,651</b>	<b>\$799,896</b>	<b>\$799,896</b>	<b>0.4%</b>

## City of Colonial Heights, Virginia

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## LIBRARY

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<b>Area Refresh</b>	<b>2,000</b>	-	\$ 2,000
<p>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.</p>			
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 2,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<b>Area Refresh</b>	<b>2,000</b>	-	\$ 2,000
<p>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.</p>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 2,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<b>Area Refresh</b>	<b>2,000</b>	-	\$ 2,000
<p>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.</p>			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 2,000</b>

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> 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.	2,000	-		\$ 2,000
<b>Total Capital Outlay - FY2027-28 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ 2,000</span>				

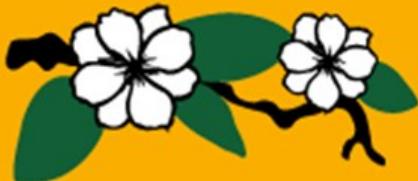
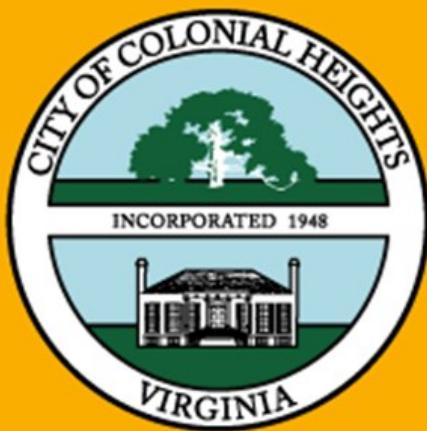
Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Area Refresh</b> 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.	2,000	-		\$ 2,000
<b>Total Capital Outlay - FY2027-28 .....</b> <span style="border: 1px solid blue; padding: 2px;">\$ 2,000</span>				

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City of Colonial Heights  
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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 division also ensures compliance with the City's environmental programs regulated by federal and state agencies, and staffs the various boards established by City Council such as Planning Commission, Board of Zoning Appeals, Wetlands Board, etc.

The Code Enforcement 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.

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. Requests for inspection services are usually scheduled to occur within 24 to 48 hours of request.

Permit applications can still be submitted online; however, foot traffic in office remains high for the submission of permits and payments since the online payment is not available.

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
CDBG Funds Received*	\$111,017	\$106,471	\$110,000	\$93,000
Planning Commission Mtgs	7	7	12	12
Building Inspections**	1,295	1,753	1,500	1,800
Code Enforcement Cases***	1,055	1,186	1,400	1,500

\* HUD amended actual funding amounts in FY21-22

\*\* 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 Inspections		Authorized Positions		
Classification Title	Status	FY 23-24	FY 24-25	Diff.
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
Code Enforcement Supervisor	FT	0.00	1.00	+1.00
Permit Technician	FT	1.00	0.00	-1.00
Planner	FT	0.00	1.00	+1.00
FT = Full-time		<b>5.0</b>	<b>6.0</b>	<b>+1.00</b>
Code Enforcement Inspectors	PT	2.00	2.00	0.00
Permit Technician	PT	0.00	1.00	+1.00
PT = Part-time		<b>2.00</b>	<b>3.00</b>	<b>+2.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - PLANNING

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	DEPARTMENT NUMBER 1751 % Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$190,461	\$99,792	\$232,070	\$200,633	\$251,822	\$273,233	\$273,233	8.5%
510210	Part-Time Wages	41,018		37,082			30,000	30,000	
510250	Temporary & Seasonal Help		23						
510300	Overtime								
510500	Accumulated Leave Pay								
520100	FICA	17,414	12,034	17,754	14,271	19,265	23,197	23,197	20.4%
520200	VRS			36,274	14,302	42,641	45,741	45,741	7.3%
520250	VRS- Hybrid	21,055	14,316		11,798				
520270	ICMA- Defined Contribution	4,680	2,353		3,266		4,854	4,854	
520300	Group Life Insurance	2,397	1,552	3,111	2,518	3,657	3,663	3,663	0.2%
520400	Health Insurance	23,512	17,370	29,208	29,355	39,486	44,296	44,296	12.2%
520500	Disability Insurance	948	24,374	1,227	509	1,442	794	794	-44.9%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	90	139	81	109	81	39	39	-51.9%
	Total Personal Services	301,576	209,034	319,725	276,762	358,394	425,817	425,817	18.8%
<u>OPERATING EXPENSES</u>									
530110	Advertising	5,892	3,805	6,500	2,348	6,500	6,500	6,500	0.0%
530210	Professional & Special Services	314	98,234	2,000	30,290	2,000	8,000	8,000	300.0%
550120	Membership Dues	654	713	1,795	1,385	1,795	1,795	1,795	0.0%
530315	Maintenance - Electronics	1,440	3,630	4,200	5,829	7,100	10,033	10,033	41.3%
530325	Maintenance - Equipment	422	482	1,600		1,000	1,000	1,000	0.0%
550400	Postage	1,125	743	1,300	479	1,300	1,300	1,300	0.0%
550420	Landline Telephone	1,392	1,392	2,700	1,553	1,700	1,700	1,700	0.0%
550450	Internet								
550510	Mileage & Training Expenses	196		3,500	754	3,500	4,000	4,000	14.3%
560110	Material & Supplies	1,638	1,040	1,700	1,157	1,700	1,700	1,700	0.0%
560130	Books & Publications		129	500	92	500	500	500	0.0%
	Total Operating Services	13,073	110,168	25,795	43,887	27,095	36,528	36,528	34.8%
<u>CAPITAL OUTLAY</u>									
580300	Office Furniture			0		2,400	2,400	2,400	0.0%
580500	Technology Equipment			0		6,500	6,500	6,500	
	Total Capital Outlay					2,400	8,900	8,900	270.8%
	TOTAL	\$314,649	\$319,202	\$345,520	\$320,649	\$387,889	\$471,245	\$471,245	21.5%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$155,715	\$201,239	\$213,564	\$203,744	\$180,889	\$251,317	\$251,317	38.9%
510210	Part-Time Wages			3,329		13,072	59,050	59,050	3.0%
510250	Temporary & Seasonal Help		44			36,418			
510300	Overtime				258				
520100	FICA	11,906	15,594	16,338	19,410	18,224	23,743	23,743	30.3%
520200	VRS	13,350	16,128	24,847	17,598	30,630	42,072	42,072	37.4%
520250	VRS- Hybrid	6,803	12,323		8,246				
520270	ICMA- Defined Contribution	792	1,226		1,039				
520300	Group Life Insurance	1,978	2,775	2,131	2,305	2,627	3,368	3,368	28.2%
520400	Health Insurance	13,346	20,976	14,547	14,547	15,430	26,164	26,164	69.6%
520500	Disability Insurance	280	497	301	314	359			
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	40	130	54	102	54	65	65	20.4%
Total Personal Services		204,209	274,262	271,782	317,054	305,543	405,779	405,779	32.8%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	10,395	12,267	22,000	23,507	22,000	30,000	30,000	36.4%
550120	Membership Dues	220	90	500	140	500	500	500	0.0%
530315	Maintenance - Electronics	1,440	3,190	2,100	2,640	2,992	4,273	4,273	42.8%
530320	Maintenance - Motor Vehicles	791	641	1,200	733	1,200	1,200	1,200	0.0%
530325	Maintenance - Equipment						626	626	
550400	Postage	2,273	1,081	5,500	476	3,500	600	600	-82.9%
550420	Landline Telephone	6,663	6,848	6,700	7,298	7,000	7,000	7,000	0.0%
550450	Internet								
550510	Mileage & Training Expenses	299		1,500		1,000	1,000	1,000	0.0%
560110	Material & Supplies	1,212	2,779	3,700	3,173	3,700	3,700	3,700	0.0%
560210	Motor Fuels & Lubricants	2,752	3,554	3,200	3,570	3,700	3,700	3,700	0.0%
560130	Books & Publications		394	2,000	612	1,000	1,000	1,000	0.0%
560240	Small Tools & Equipment	888	781	800	126	1,000	1,000	1,000	0.0%
1% State Fee-Revenue acct in Munis		(284)	(244)						
Total Operating Services		26,650	31,380	49,200	42,274	47,592	54,599	54,599	14.7%
<u>CAPITAL OUTLAY</u>									
580100	Motor Vehicles		17,970						
580500	Technology Equipment		17,970	0	0	0	0	0	
Total Capital Outlay									
TOTAL		\$230,859	\$323,613	\$320,982	\$359,328	\$353,135	\$460,378	\$460,378	30.4%

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## PLANNING/BUILDING INSPECTIONS

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Office Furniture</b>			\$ 2,400
General upgrade of office furniture to bettr meet the needs of the space. This will allow staff to review plans. Also, a small table and chairs to allow for a private meeting space.			
<b>Printer/Scanner</b>			\$ 4,500
<b>Field Tablet (2)</b>	1,000		\$ 2,000
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 8,900</b>

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>	28,000	500	\$ 28,000
<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>			
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 28,000</b>

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 .....** \$ -

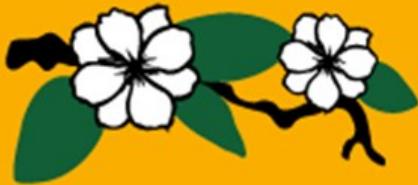
Fiscal Year:

**FY2028-29 No Equipment Needs Currently Identified for this Fiscal Year**

**Total Capital Outlay - FY2028-29 .....** \$ -

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FY2024-25  
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# 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.

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
# Served by Diversion Programs (VJCCCA)	121	359	125	375
# Served Community Prevention/Education	472	554	700	550
Kid's Achieving Progress (KAP)	20	41	45	45

## Personnel Resources

### Office On Youth & Human Services

Classification Title	Status	Authorized Positions		
		FY 23-24	FY 24-25	Diff.
Department 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		4.00	4.00	0.00

KAP (Supervisors, Support)	PT	12.00	11.00	-1.00
KAP (Support/Program Assistant)	PT	0.00	1.00	+1.00
PT = Part Time		12.00	12.00	0.00

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	DEPARTMENT NUMBER 1801-1803 % Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$88,804	\$111,047	\$192,440	\$156,136	\$210,886	\$155,027	\$155,027	-26.5%
510100-VJCCA	Full-Time Salaries (VJCCA)	40,859	36,651		45,156	41,523	64,550	64,550	55.5%
510210	Part-Time Salaries				\$1,045				
510210-VJCCA	Part-Time Wages (VJCCA)	20,078	19,565		7,710				
510250	Temporary & Seasonal Wages	15,739	33,246	61,632	26,471	63,000	63,000	63,000	0.0%
520100	FICA	7,929	11,188	19,437	13,651	20,953	21,619	21,619	3.2%
520100-VJCCA	FICA (VJCCA)	4,645	4,275		3,918	3,177			
520200	VRS	9,185	9,990	30,080	11,375	35,709	36,759	36,759	2.9%
520200-VJCCA	VRS (VJCCA)	5,504	1,580						
520250	VRS- Hybrid	2,255	5,557		9,825				
520250-VJCCA	VRS- Hybrid (VJCCA)		3,229		6,147				
520270	ICMA- Defined Contribution	168	415		788		1,889	1,889	
520270-VJCCA	ICMA- Defined Contribution (VJCCA)		241		534				
520300	Group Life Insurance	1,109	1,486	2,581	1,887	3,063	2,944	2,944	-3.9%
520300-VJCCA	Group Life Insurance (VJCCA)	524	470		573				
520400	Health Insurance	12,535	16,560	34,063	23,018	29,810	39,422	39,422	32.2%
520400-VJCCA	Health Insurance (VJCCA)	8,580	6,939		8,910				
520500	Disability Insurance	89	219	650	359	507	806	806	59.0%
520500-VJCCA	Disability Insurance (VJCCA)	-	127		226				
520550	Worker's Compensation Insurance								
520550-VJCCA	Worker's Compensation Ins. (VJCCA)								
520600	Unemployment Insurance	98	182	108	179	108	39	39	-63.9%
520600-VJCCA	Unemployment Insurance (VJCCA)	36	98		33		13	13	
Total Personal Services		218,137	263,068	340,991	317,940	408,736	386,068	386,068	-5.5%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b><u>OPERATING EXPENSES</u></b>									
530210	Professional & Special Svc (incl. CAC)	10,000	18,645	22,900	21,100	22,900	27,250	27,250	19.0%
530210-BBG	Professional & Special Svc (Better Beg)	200	409	700	700	700	700	700	0.0%
530210-VJCCA	Professional & Special Svc (VJCCA)	1,200	1,200	1,200	1,008	1,200	1,800	1,800	50.0%
550120	Membership Dues	131	289	300	293	300	300	300	0.0%
530315	Maintenance - Electronics	2,160	6,600	5,250	6,600	8,611	8,489	8,489	-1.4%
530320	Maintenance - Equipment-Vehicle			400		900	5,736	5,736	537.3%
550400	Postage	173	128	900	206	800	500	500	-37.5%
550420	Landline Telephone	3,892	3,889	4,700	3,946	4,700	4,700	4,700	0.0%
550450	Internet								
530250	Other Services & Charges	70	637	400	694	400	400	400	0.0%
530250-BBG	Other Services & Charges (Better Beginning)	208	1,376	2,300	3,158	2,800	2,800	2,800	0.0%
550510	Mileage & Training Expense	1,323	2,158	3,400	3,332	3,500	3,500	3,500	0.0%
510400	Automobile Allowance	1,203	1,200	1,200	1,210	1,200	1,200	1,200	0.0%
560110	Material & Supplies	5,909	5,042	5,425	4,361	5,125	5,125	5,125	0.0%
560110-VJCCA	Material & Supplies (VJCCA)	558	4,851	700	592	2,700	5,200	5,200	92.6%
560210	Motor Fuels & Lubricants	356	861	1,225	1,032	1,500	1,500	1,500	0.0%
560130	Books & Publications		17	100	99	100			-100.0%
560325	Donated Funds- Shoe Fund		755		1,406				
570510	Youth Advisory Council		2,994		1,157		2,250	2,250	
	Total Operating Services	27,384	51,050	51,100	50,194	57,436	71,450	71,450	24.4%
<b><u>CAPITAL OUTLAY</u></b>									
580500	Technology Equipment								
580100	Motor Vehicles						42,500	42,500	
	Total Capital Outlay	0	0	0	0	0	42,500	42,500	
	<b>TOTAL</b>	<b>\$245,520</b>	<b>\$314,118</b>	<b>\$392,091</b>	<b>\$368,134</b>	<b>\$466,172</b>	<b>\$500,018</b>	<b>\$500,018</b>	<b>7.3%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
SUV	\$42,500.00	\$1,000.00	\$42,500.00	
<p><i>Replacement of Vehicle:</i> Routine upgrade of departmental vehicle (1998 Ford Escort sedan) with SUV that allows for more passengers and cargo area. Vehicle mainly used for staff to attend meetings as well as transport clients (kids mainly) for community service projects, summer camps, and staff to attend meetings and other programming needs. Replacing high-mileage vehicle that will be over 22 years old, has continuing maintenance needs and has been recommended for replacement by Fleet Maintenance. Essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</p>				

**Total Capital Outlay - FY2024-25 ..... \$ 42,500**

Fiscal Year:

**FY2025-26**

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

Fiscal Year:

**FY2026-27**

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

Fiscal Year:

**FY2027-28**

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

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>	Annual
<p><i>No Equipment Needs Currently Identified for this Fiscal Year.</i></p>				
<p style="text-align: right;"><b>Total Capital Outlay - FY2028-29 ..... \$ -</b></p>				

## CITY OF COLONIAL HEIGHTS 2024-25 BUDGET

## DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

NON-  
DEPARTMENTAL

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>City Memberships &amp; Programs</u>								
530240	Credit Card Fees		309.95						
570510	Youth Advisory Council	\$2,250		\$2,250		\$2,250			
570520	Brightpoint Community College	3,892	3,754	3,892		3,892	3,715	3,715	-4.5%
570540	Crater Planning District Commission	11,317	11,317	11,811	11,811	21,811	21,811	21,811	0.0%
570550	Virginia Municipal League	9,009	9,474	9,000	10,313	9,000	9,000	9,000	0.0%
570560	Fort Clifton Arts & Crafts Festival	500	600	600	1,200	600	600	600	0.0%
570570	Christmas Mother	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0.0%
570580	Crater Agency on Aging								
570640	After Prom Committee	500	500	500	500	500	500	500	0.0%
570650	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
570680	Richard Bland College	3,000		3,000		3,000			-100.0%
570700	Virginia State University	0		3,000		3,000			-100.0%
570710	Chamber of Commerce	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0.0%
570720	American Legion - Flags	300	300	300	300	300	300	300	0.0%
570765	Small Business Development Center Crater Workforce Dev-move to Econ Dev	4,500	4,500	4,500	4,500		4,500	4,500	
530250	Refunds - Rebates		1,790						
	Total City Memberships & Programs	52,268	49,545	55,853	45,624	61,353	57,426	57,426	-6.4%
	<u>Contributions</u>								
570610	Legal Aid Justice Center	0							
570620	CARES	0				3,000	3,500	3,500	17%
570630	Petersburg Symphony					1,000	1,500	1,500	50%
570690	CCHASM	0	6,500	5,000	5,000	2,500	2,000	2,000	-20.0%
570750	Feed More (Meals on Wheels)	9,000	9,000	9,000	9,000	5,000	5,000	5,000	0.0%
570760	Colonial Heights Food Pantry	11,000	13,500	15,000	15,000	15,000	15,500	15,500	3.3%
570770	American Red Cross	2,500	2,500	2,500		2,500	2,500	2,500	0.0%
570680	Richard Bland College						2,500	2,500	
570660	Ridefinders								
570790	Friends of the Lower Appomattox River	0	1,500	1,500	1,500	2,000	1,500	1,500	-25.0%
570580	Crater District Area Agency on Aging					2,000	2,000	2,000	0%
570700	Virginia State University						2,500	2,500	
570585	Virginia War Memorial Foundation					1,000	1,500	1,500	50%
	Total Contributions	22,500	33,000	33,000	30,500	34,000	40,000	40,000	17.6%
	<b>TOTAL</b>	<b>\$74,768</b>	<b>\$82,545</b>	<b>\$88,853</b>	<b>\$76,124</b>	<b>\$95,353</b>	<b>\$97,426</b>	<b>\$97,426</b>	<b>2.2%</b>

## CITY OF COLONIAL HEIGHTS 2024-25 BUDGET

## DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

ACCT #	Account Number	2020-2021 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$41,387	\$19,189	\$66,900	\$21,535	\$66,900	\$66,900	\$66,900	0.0%
530250	Other Services & Charges	421	(1,461)	4,000	20,495	4,000	4,000	4,000	0.0%
550510	Mileage & Training Expenses	306			192				
559300-LTRC	Litter Control Grant	3,716		5,000	5,119	5,000	5,000	5,000	0.0%
559300	Contingencies & Reserve	0	7,943	1,500,519	195,697	1,797,522	1,055,692	1,055,692	-41.3%
	Refunds - Rebates	11,091		3,000		3,000	3,000	3,000	0.0%
530240	Credit Card Fees	46,483	84,856	50,000	63,081	72,000	70,000	70,000	-2.8%
	Total Operating Expenses	103,403	110,527	1,629,419	306,120	1,948,422	1,204,592	1,204,592	-38.2%
	TOTAL	\$103,403	\$110,527	\$1,629,419	\$306,120	\$1,948,422	\$1,204,592	\$1,204,592	-40.2%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - DEBT SERVICE

DEPARTMENT NUMBER 1093000

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
590100	Redemption of Bonds	\$2,469,102	\$2,562,554	\$2,651,523	\$2,651,524	\$2,740,494	\$2,855,208	\$2,855,208	4.2%
590100	Notes Payable	74,563	76,356						
590200	Interest on Bonds	1,031,953	946,069	1,104,787	1,104,787	996,924	919,289	919,289	-7.8%
590200	Interest on Notes	3,164	1,371						
590300	Other Debt Service Costs	6,225	155,264	6,500	4,495	6,500	5,000	5,000	-23.1%
	Total Fixed Charges	3,585,007	3,741,614	3,762,810	3,760,806	3,743,918	3,779,497	3,779,497	1.0%
	<b>TOTAL</b>	<b>\$3,585,007</b>	<b>\$3,741,614</b>	<b>\$3,762,810</b>	<b>\$3,760,806</b>	<b>\$3,743,918</b>	<b>\$3,779,497</b>	<b>\$3,779,497</b>	<b>1.0%</b>

2024-25 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
590100						
2022	\$ -					\$ -
2018	232,468	\$ 76,996		\$ 35,537		345,001
2016	337,500	337,500				675,000
2015 (New)			\$ 45,744	72,612	\$ 81,644	200,000
Refunding 2007	156,614	483,386				640,000
2012	1,185,000					1,185,000
TOTAL	<b>1,911,582</b>	<b>897,882</b>	<b>45,744</b>	<b>108,149</b>	<b>81,644</b>	<b>3,045,001</b>
590100- Notes Payable	0					0
TOTAL	0					0
<b>GRAND TOTAL</b>	<b>\$1,911,582</b>	<b>\$897,882</b>	<b>\$45,744</b>	<b>\$108,149</b>	<b>\$81,644</b>	<b>\$3,045,001</b>
<b>PERCENTAGE</b>	<b>62.78%</b>	<b>29.49%</b>	<b>1.50%</b>	<b>3.55%</b>	<b>2.68%</b>	<b>100.00%</b>

**2024-25 Interest & Fiscal Charges**

	General	School	Water	Sewer	Stormwater	Total
590200						
2022	\$ 144,800	\$ 78,232				\$ 223,032
2018	100,937	\$ 33,431		\$ 15,430		149,798
2016	86,369	86,369				172,738
2015			\$18,653	24,908	\$37,991	81,552
Refunding 2007	17,779	54,872				72,651
2012	316,500					316,500
Less 2022 Accrued Interest			(1,629)	(3,640)	(3,289)	(8,558)
Plus 2023 Accrued Interest			1,554	3,362	3,166	8,082
<b>TOTAL</b>	<b>666,385</b>	<b>252,904</b>	<b>18,578</b>	<b>40,060</b>	<b>37,868</b>	<b>1,015,795</b>
590200 - Interest - Notes	-					0
<b>TOTAL</b>	<b>-</b>					<b>0</b>
590300- Other Debt Service Cost	5,000					5,000
<b>TOTAL</b>	<b>5,000</b>					<b>5,000</b>
<b>GRAND TOTAL</b>	<b>\$671,385</b>	<b>\$252,904</b>	<b>\$18,578</b>	<b>\$40,060</b>	<b>\$37,868</b>	<b>1,020,795</b>
PERCENTAGE	65.77%	24.78%	1.82%	3.92%	3.71%	100.00%

# CITY OF COLONIAL HEIGHTS 2024-25 BUDGET

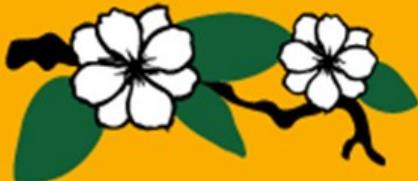
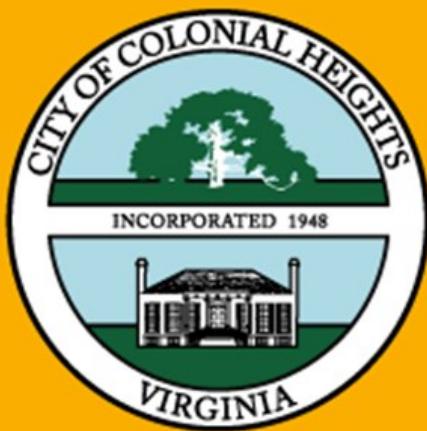
DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
599140	Transfer to Recreation Fund								
599560	Transfer to Stormwater Fund								
599500	Transfer to Water & Sewer Fund	\$1,200,000	\$81,643	\$78,768	\$147,213				
599300	Transfer to Capital Projects Fund	1,116,693	143,526	187,600	\$140,885				
599400	Transfer to School Fund	23,330,119	24,009,826	23,876,045	5,681,422	1,034,521	3,541,008	3,541,008	242.3%
599190	Transfer to Emergency Response	94,287			25,918,277	23,943,013	25,965,051	25,965,051	8.4%
599600	Transfer to Economic Development Fund		30,000				340,000	340,000	
	Transfer to Info Technology Fund						125,000	125,000	
	Total Operating Expenses	25,741,099	24,264,995	24,142,413	31,887,797	24,977,534	29,971,059	29,971,059	20.0%
	TOTAL	\$25,741,099	\$24,264,995	\$24,142,413	\$31,887,797	\$24,977,534	\$29,971,059	\$29,971,059	20.0%

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
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 City of Colonial Heights Economic Development Authority issued \$28,000,000 in Industrial Revenue Bonds for Colonial Ridge Preservation Partners in December 2017. The EDA has approved several incentives such as an incentive of up to \$1,600,000 for the development of 401 Temple Avenue in December 2020, and incentives for construction of Towneplace Suites and Home2 Suites hotels.

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

Performance Indicators	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Projected
Existing Business Visits	11	10	22	24
Site/Bldg. Submissions	15	14	16	12
Prospect Requests	18	16	20	20
Economic Dev. Authority Mtgs.	6	7	8	7
Cold Calls	34	30	45	40
Trade Shows/Marketing Missions	1	1	2	2

## *Personnel Resources*

Economic Development		Authorized Positions		
Classification Title	Status*	FY 23-24	FY 24-25	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT	1.00	1.00	0.00
FT = Full Time		<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 250

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
449990	<u>LICENSE PERMITS &amp; FEES</u>								
	Admin Fees								
	Total License Permits & Fees	0	0	0	0	0	0	0	0.0%
	<u>CHARGES - CURRENT SERVICES</u>								
	Interest								
	Total Charges - Use of Money & Property	0	0	0	0	0	0	0	0.0%
	Grants Federal Pass Thru								
	<u>MISCELLANEOUS</u>								
	Use Of Fund Balance			\$28,580	\$0	\$29,580	\$369,580	\$369,580	1149%
	Total - Miscellaneous	0	0	28,580	0	29,580	369,580	369,580	1149.4%
	<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,580</b>	<b>\$0</b>	<b>\$29,580</b>	<b>\$369,580</b>	<b>\$369,580</b>	<b>1149.4%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

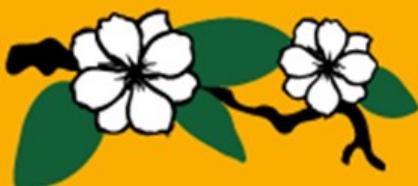
DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES

DEPARTMENT NUMBER 2553

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<b><u>OPERATING EXPENSES</u></b>									
530110	Advertising			\$2,500		\$2,500	\$2,500	\$2,500	0.0%
530210	Professional & Special Services			3,500		3,000	3,000	3,000	0.0%
550120	Membership Dues			450		450	450	450	0.0%
550400	Postage			30		30	30	30	0.0%
550510	Mileage & Training Expenses			2,000		2,000	2,000	2,000	0.0%
550520	Professional Development					1,500	1,500	1,500	0.0%
560110	Material & Supplies			100	121	100	100	100	0.0%
559300	Reserve for future Capital Projects			20,000		20,000	20,000	20,000	0.0%
550820	Grant Programs/ Payments to Businesses	\$481,480					240,000	240,000	
550820-1828	Grant Programs/ Payments to Businesses						100,000	100,000	
550820-1827	Grant Programs/ Payments to Businesses								
	Total Operating Expenses	481,480	0	28,580	121	29,580	369,580	369,580	1149.4%
	TOTAL	\$481,480	\$0	\$28,580	\$121	\$29,580	\$369,580	\$369,580	1149.4%

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

RECREATION  
ACTIVITY  
FUND

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE

ACCOUNT NUMBER 140

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSE PERMITS &amp; FEES</u>								
	Credit Card Fees								
	Total License Permits & Fees								
	<u>CHARGES - CURRENT SERVICES</u>								
418410	Concessions								
	Recreation Use Charges & Fees								
416710	Youth Sport Sponsorships								
416720	Special Interest Classes	4,675	725	2,000	3,255	2,000	2,000	2,000	0.0%
416735	Special Events	17,104	40,610	64,617	12,271	64,617	60,234	60,234	-6.8%
416730	Adult Athletic Leagues		6,973	16,000	0	16,000	16,000	16,000	0.0%
	Active Net								
416740	Senior Citizen Classes/ Special Events		(5,624)	9,927	55,000	31,170	55,000	55,000	0.0%
416725	Youth Center Fees			294	0				
416745	Christmas Parade			4,599	4,000	6,485	4,000	4,000	0.0%
	Youth World Series								
	Total Charges - Current Services	16,156	76,221	160,917	95,251	160,917	156,534	156,534	-2.7%
	<u>MISCELLANEOUS</u>								
416780	Violet Bank Museum	434	1,529		1,297				
	Beautification Committee								
449930	Transfer from Cap		15,000		0				
449940	Transfer from Schools				0				
418200	Donations	2,235	2,789		488				
418200	Becom Donations		288						
	Park Donations								
	Transfer from General Fund								
418273	Transportation Donations - CAA Van	185	190		17,507				
449990	Use Of Fund Balance				1,000				
	Total - Miscellaneous	2,854	19,796	0	20,292	0	0	0	
	<b>TOTAL</b>	<b>\$19,010</b>	<b>\$96,017</b>	<b>\$160,917</b>	<b>\$115,543</b>	<b>\$160,917</b>	<b>\$156,534</b>	<b>\$156,534</b>	<b>-2.7%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
510250	Temporary & Seasonal Help			\$5,000		\$5,000			-100.0%
520100	FICA			383		383			-100.0%
	Total Personal Services	0	0	5,383	0	5,383	0	0	-100.0%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	24,851	43,428	109,917	4,140	5,000	5,000	5,000	0.0%
560110	Material & Supplies			75,013	104,917	104,917	104,917	104,917	0.0%
560310	Concession								
560340-BECOM	Beautification Committee		300		300		1,000	1,000	
560320-CMAS	Christmas Parade		3,480	5,617	3,810	5,617	5,617	5,617	0.0%
599300	Transfer to CIP								
560320-SRCIT	Senior Citizen Classes/Special Events		6,019	40,000	1,785	40,000	40,000	40,000	0.0%
	Total Operating Services	24,851	53,227	155,534	85,048	155,534	156,534	156,534	0.6%
	<u>CAPITAL OUTLAY</u>								
580630	Other Equipment	6,926							
	Total Capital Outlay	6,926	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$31,777</b>	<b>\$53,227</b>	<b>\$160,917</b>	<b>\$85,048</b>	<b>\$160,917</b>	<b>\$156,534</b>	<b>\$156,534</b>	<b>-2.7%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## RECREATION FUND

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>

Fiscal Year:

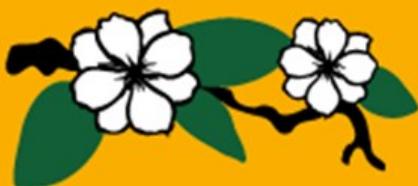
**FY2028-29**

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 - FY2028-29 ...</b>			<b>\$ -</b>

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City of Colonial Heights  
FY2024-25  
Annual Operating Budget

CAPITAL  
PROJECTS  
FUND

**CITY OF COLONIAL HEIGHTS**  
2024-25 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 300

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
415110	<u>USE OF MONEY &amp; PROPERTY</u> Interest on Investments	\$12,155	\$24,602		\$425,225				
	Total - Use of Money & Property	12,155	24,602	0	425,225	0	0	0	
	<u>INTERGOVERNMENTAL REVENUE</u>								
423340	ARGT IV 115182	192,272							
423355	VDOT Projects								
432345	State 911 Grant		3,000						
432400	Local Emergency		156,210						
432410	Federal Grants								
	Federal Highway								
	ARPA Funds								
	Brand Bri 9994	53,006							
	R1SignalCoord #77600	57,997							
	DUPUYAveMod #101287	1,390,276							
	Lakeview Ave Imp #101288	35,590							
	TPLSIGN COORD #98883	64,974							
	Bridge Rehab #105109	268,447							
	North Elem Ph 1 #105233	12,761							
	North Elem Ph 2 #106188	40,540							
	ARGT PHS #107533	16,557							
	Rt 1 & Westover UPC100501	41,936							
	BLVD Resurf #115248	652,647							
	Total - Intergovernmental Revenue	1,729,142	1,436,672	6,886,470	7,624,137	3,950,470	3,012,578	3,012,578	-23.7%

**CITY OF COLONIAL HEIGHTS**  
**2024-25 BUDGET**

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 300

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>MISCELLANEOUS</u>								
	Private Grants								
449914	Transfer from Recreation Fund								
449940	Transfer from School Board								
449910	Transfer from General Fund	1,116,693	519,018	187,600	5,602,654	1,034,521	3,541,008	3,541,008	242%
449950	Transfer from Water/ Sewer	111,916							
418470	Sale of Property								
441140	Note proceeds								
449955	Transfer from Stormwater		6,158,177	3,688,088	0	1,153,539	6,641,860	6,641,860	476%
449990	Use of Fund Balance		469,438	431,000	0	465,499	930,800	930,800	100%
	Total Miscellaneous	1,698,047	6,677,195	4,306,688	5,602,654	2,653,559	11,113,668	11,113,668	318.8%
	<b>TOTAL</b>	<b>\$3,439,344</b>	<b>\$8,138,469</b>	<b>\$11,193,158</b>	<b>\$13,652,016</b>	<b>\$6,604,029</b>	<b>\$14,126,246</b>	<b>\$14,126,246</b>	<b>113.9%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>GENERAL GOVERNMENT</u>										
6010	583110	Enterprise Resource Planning System	\$219,551	\$82,897		\$207,741				
6015	583245	Fire Apparatus		569,674		176,291				
6017	583210	City Wide Communication System	1,553,455	96,108		111,252				
6021		Ambulance Replacement			125,000	295,416				
6022	NEW	Fire Station #1 Arch/Eng Conceptual Assessment			50,000	39,184		450,000	450,000	
6030	580630	Public Safety Bldg Generator	68,181							
6031	583220	Computer Aided Dispatch Repl.	231,099	232,444		94,600				
6037	583225	911 Phone System Hardware Refresh		196,669						
6034	583130	City Facilities Security Upgrades	54,615		1,000,000	356,470				
6032	583120	Health Department Building Renov.								
6033	583810	Charles Dimmock Site Development	24,815	33,199						
6038	583260	Insulation Repl. at Fire Station #2								
6039	NEW	Demolition of 218 Highland Ave.				4,230				
6040	NEW	CHMS Generator			145,380	65,287				
6042	NEW	Auxiliary City Hall Parking Lot				26,530	400,000			-100.0%
<u>RECREATIONAL FACILITIES</u>										
6103	583710	Violet Bank Restoration Phase II	311,622	26,306	250,000			325,000	325,000	
6104	NEW	Violet Bank Restoration Phase III								
6105	583712	Restrooms/Concession Facilities								
6113	583727	Appomattox Greenway Trail- Ph. IV	39,848							
6114	583728	Appomattox Greenway Trail- Ph. V	22,262	119,908		600		863,273	863,273	
6271	NEW	Blvd Spur Appomattox Greenway Trail					952,604			
6112	NEW	Appomattox Greenway Trail- Ph. VI								
6115	583610	Transfer to School CIP Program	47,835	188,668		83,754				
6119	NEW	Lake Ave Pickleball Court & LED Lights/Lakeview Park			500,000					
6118	583730	All Inclusive/ Barrier Free Playground		15,000						
6120	583711	Shepherd Stadium Infield/ Outfield Turf		157,309						
6121	NEW	Asphalt Path Renovation					72,800			
6122	NEW	Community Center Parking Lot						97,000	97,000	
6123		Mini-Pitch Courts								
6124		Skate Park								
<u>EDUCATIONAL FACILITIES</u>										
6156	583713	CHMS Tennis Court Replacement			1,286,542	1,286,542				
6157	NEW	CHHS Fine Arts Renovation (Music-Art)			901,546	817,485		203,000	203,000	-75.2%
6158	NEW	CHHS Front Entrance, Administration Areas			901,546	336,054		147,000	147,000	-56.3%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>STREETS &amp; BRIDGES</u>										
6202		Nrth Ele Sdwk Ph I 10523		472,100		6,000				
6220		Stormwater Drainage Improvement		9,858						
6205		Safe Route to School		406,285						
6206		Access Rd-Trans Station								
6207		Highway Construction								
6233		SRTS/NE PH II 106188		62,316	74,148					
6234		Boulevard Resurfacing								
6235		Conduit/Ellerslie Intersection								
6237		Boulevard Enh.- A to Temple								
6236		Gateway Roundabout Improv								
6238		Boulevard Enhancement- James to A					100,000			
6239		Holly Ave./ Jamestown Road								
6240		City Bridges	116,560							
6241		Animal Shelter Entrance								
6242		Boulevard at Westover Intersection								
6243		Branders Bridge- Blvd Rt. Turn Lane	53,006	136,281	329,000	57,836	291,115			
6244		Boulevard Resurface #1152	880			129,069	271,806			
6245		Animal Shelter Rd PH II								
6246		Boulevard at Temple Ave. Intersection	57,997	93,049	256,000	89,817	729,000	1,381,504	1,381,504	89.5%
6257		Dupuy Ave. Modern	1,362,782							
6258		Lakeview Ave. Modernization, Phase I	35,590	601,584	1,501,070	3,811,174	1,406,084			
6262		Temple Sig Cord UPC	20,595	3,630						
6265		Urban Cons't Program								
6266		Temple Ave. Resurfacing #113513								
6267		Temple Ave. Resurfacing #113441								
6268		Rt 1 & Westover (RTL) UPC	41,936	200,096						
6269		RT 1Paving UPC 121680								
6247		Ridge Road Improvements								
6248		CHHS (Conduit Road) Sidewalks								
6272	NEW	Hamilton Avenue Repaving		50,320	63,000	65,718	523,844	668,543	668,543	
6273	NEW	Conduit Repaving Riveroaks to Heron Run						1,198,529	1,198,529	
		Conduit Repaving Ellerslie Avenue to Riveroaks								
6274	NEW	Drive								
6275	NEW	Boulevard Sidewalks								
6276	NEW	Roanoke Ave Reconstruction						4,656,860	4,656,860	
6277	NEW	Sherwood Hills Bridge Replacement								
<u>UTILITY IMPROVEMENT</u>										
6303		Hrouda Pump Station	1,079,046	226,752						
6313		Dupuy Modern-Utility								
6315		Lakeview Mod-Utility								
6320		Water Tower Repairs								
6321		Main Pump Station Valve Replacement								
6322		Hill Place Sewer Replacement								
6325	NEW	Citywide Infrastructure Replacement								
6326	NEW	Galvanized Waterline Replacement Ph. I			4,500,000	58,545		959,752	959,752	

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

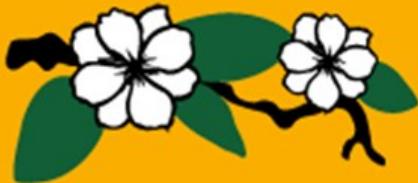
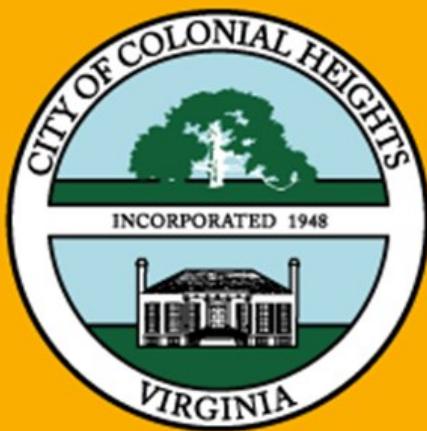
DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
6327	NEW	Galvanized Waterline Replacement Ph. II								
6328	NEW	Galvanized Waterline Replacement Ph. III <b>STORMWATER PROJECTS</b>								
<b>TMDL Project</b>										
6510		Bruce Ave Phase IV								
6515		Ridge Road Culvert Replacement								
6521	NEW	Breezy Hill Avenue Stormwater Outfall								
6522	NEW	Mt. Pleasant Drive Outfall Rehabilitation								
6523	NEW	Yacht Basin Drive Outfall Rehabilitation								
		Brookedge and Spring Drive Drainage								
6524	NEW	Improvements								
6525	NEW	321 Lafayette Avenue Catch Basin Repl.								
6526	NEW	202 Lafayette Avenue Catch Basin & Pipe Repl.								
6527	NEW	Driftwood Avenue Drainage Outfall								
6520		Lexington Drive Outfall and Storm Sewer								
<b>TOTAL</b>			<b>\$5,810,276</b>	<b>\$4,146,930</b>	<b>\$11,193,158</b>	<b>\$7,909,849</b>	<b>\$6,604,029</b>	<b>\$14,126,246</b>	<b>\$14,126,246</b>	<b>113.9%</b>

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City of Colonial Heights  
FY2024-25  
Annual Operating Budget

# INFORMATION TECHNOLOGY SERVICE FUND

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY SERVICE FUND REVENUE

ACCOUNT NUMBER 600

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES - CURRENT SERVICES</u>								
416150	Data Processing Charges			\$212,625	\$267,300	\$353,106	\$438,642	\$438,642	24.22%
449990	Assigned Fund Balance					\$35,000	\$142,500	\$142,500	
449910	Transfer from General Fund						\$125,000	\$125,000	257.14%
	Total Charges - Use of Money & Property			212,625	267,300	388,106	706,142	706,142	81.9%
	TOTAL	\$0	\$0	\$212,625	\$267,300	\$388,106	\$706,142	\$706,142	82%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY SERVICE FUND EXPENDITURES

DEPARTMENT NUMBER 6018

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530219	Professional & Special Services		152,160	170,000	165,006	353,106	\$438,642	\$438,642	24.2%
580500	Technology Replacement Fund		26,510	42,625	26,828	35,000	267,500	267,500	664.3%
	Total Operating Expenses	0	178,670	212,625	191,834	388,106	706,142	706,142	81.9%
	TOTAL	\$0	\$178,670	\$212,625	\$191,834	\$388,106	\$706,142	\$706,142	81.9%

## City of Colonial Heights

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

## INFORMATION TECHNOLOGY SERVICE FUND

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Citywide Computer Replacement</b>	<b>187,500</b>	-	\$ 187,500
Microsoft Windows 10 reaches End of Life in October 2025. All laptops and desktops will need to be replaced prior to that date due to security concerns. Estimating a total of \$650,000 for replacement and breaking it up into 2 budget years.			
<b>Computer Infrastructure Replacement/Upgrade</b>			<b>\$ 80,000</b>
Current infrastructure is 12+ years old. These include routers, switches, Virtual Environment, etc. - many reaching end of life. This is phase 1 of the upgrade cycle.			
<b>Total Capital Outlay - FY2024-25 . . . . .</b>			<b>\$ 267,500</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>	-	\$ 10,000
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.			
<b>City Wide Computer Replacement</b>	<b>250,000</b>	-	\$ 250,000
Due to Microsoft Windows 10 End of Life in October 2025, all computers (laptops and desktops) must be replaced. Project would begin in Budget year 24/25 and be completed prior to October in Budget year 25/26.			
<b>Computer Infrastructure Replacement/Upgrade</b>	<b>40,000</b>	-	\$ 40,000
Current infrastructure is 12+ years old. These include routers, switches, Virtual Environment, etc. - many reaching end of life. This is phase 2 of the upgrade cycle.			
<b>Total Capital Outlay - FY2025-26 . . . . .</b>			<b>\$ 300,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>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.			
<b>Total Capital Outlay - FY2026-27 . . . . .</b>			<b>\$ 50,000</b>

Fiscal Year:

**FY2027-28**

Annual

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

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

Fiscal Year:

**FY2028-29**

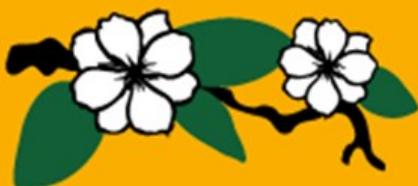
Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
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**Total Capital Outlay - FY2028-29 . . . . .** \$ -

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City of Colonial Heights  
FY2024-25  
Annual Operating Budget

# STORMWATER FUND

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 550

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES -CURRENT SERVICES</u>								
416457	Late Payment Penalties	(\$2)		\$5,000		\$5,000	\$5,000	\$5,000	0%
416470	Stormwater Charges	731,132	692,113	735,000	726,913	692,113	795,470	795,470	15%
	VSMP Program Administration	(756)							
	Total - Charges- Current Services	730,374	692,113	740,000	726,913	697,113	800,470	800,470	14.8%
	<u>MISCELLANEOUS</u>								
449910	Operating Transfer In - General Fund				147,213				
449990	Use of Fund Balance			236,633	0	433,632			-100%
	Total - Miscellaneous		0	236,633	147,213	433,632	0	0	-100.0%
	TOTAL	\$730,374	\$692,113	\$976,633	\$874,126	\$1,130,745	\$800,470	\$800,470	-29.2%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$135,664	\$171,681	\$132,891	\$204,173	\$157,598	\$163,893	\$163,893	4.0%
510300	Overtime	2,612	2,630	4,000	1,890	4,000	4,000	4,000	0.0%
510300-SNOW	Overtime - Snow	1,123	2,231	2,000		2,000	2,000	2,000	0.0%
510405	Clothing Allowance	400	500	700	500	700	700	700	0.0%
	Accumulated Leave Pay								
520100	FICA	10,015	12,791	10,679	15,123	12,569	13,050	13,050	3.8%
520200	VRS	13,424	21,393	20,773	30,557	26,687	27,438	27,438	2.8%
520250	VRS- Hybrid	3,332	1,776						
520270	ICMA- Defined Contribution	346	207				1,077	1,077	
520300	Group Life Insurance	1,615	2,177	1,783	2,598	2,291	2,198	2,198	-4.1%
520400	Health Insurance	30,105	30,606	31,165	34,559	35,303	39,084	39,084	10.7%
520500	Disability Insurance	142	73	-			224	224	
550240	Worker's Compensation Insurance		2,718	2,915	2,914	2,662	2,915	2,915	9.5%
520600	Unemployment Insurance	45	120	75	83	75	37	37	-50.7%
520450	OPEB				3,832				
	Total Personal Services	198,824	248,902	206,981	296,231	243,885	256,616	256,616	5.2%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	202,736	3,350	140,000	245,657	137,000	20,000	20,000	-85.4%
530315	Maintenance - Electronics	360		360		360	2,673	2,673	642.5%
530335	Building Maintenance Svc			2,084	844	2,084	2,084	2,084	0.0%
550270	Insurance Premiums - Other	2,560	2,774	3,108	3,107	3,402	3,405	3,405	0.1%
550300	Rent of Equipment			2,000	1,079	2,000	2,000	2,000	0.0%
530320	Maintenance - Motor Vehicles	3,389	492	1,250	21,027	1,750	2,000	2,000	14.3%
530325	Maintenance - Equipment		18,461	1,250	876	1,750	2,000	2,000	14.3%
530355	Maintenance - Miscellaneous			250		250	250	250	0.0%
550400	Postage			100		100	100	100	0.0%
550420	Landline Telephone	588	528	634	82	500	300	300	-40.0%
550430	Mobile Communications			612	397	720	720	720	0.0%
550450	Internet			768		768	750	750	-2.3%
550510	Mileage & Training Expenses	300	585	1,000	102	1,500	1,500	1,500	0.0%
550520	Professional Development			500		500	500	500	0.0%
559200	Write Off Bad Debts		7,175		3,366				
560110	Material & Supplies	430	1,747	2,500	575	2,500	2,500	2,500	0.0%
560210	Motor Fuels & Lubricants	2,295	3,947	2,500	3,489	3,000	3,000	3,000	0.0%
560230	Road Materials & Supplies	1,559	1,431	5,000	1,529	5,500	5,500	5,500	0.0%
560240	Small Tools & Equipment	216		1,500		1,500	1,500	1,500	0.0%
559300	Contingencies & Reserve			10,000					
550220	Insurance Premiums - Auto	1,286	1,303	1,373	1,372	1,436	1,500	1,500	4.4%
	Total Operating Services	215,719	41,793	176,789	283,502	166,620	52,282	52,282	-68.6%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
590100	<u>FIXED CHARGES</u> Principal Payments		2,236			79,436	81,644	81,644	2.8%
590200	Interest on Bonds	40,482	35,799	41,010	35,601	39,458	37,868	37,868	-4.0%
589100	Reserve for future Capital Projects								
	Depreciation	66,616	49,962	65,964	56,328	75,547	65,964	65,964	
	Total Fixed Assets	107,098	87,997	106,974	91,930	194,441	185,476	185,476	-4.6%
530230	<u>INTERNAL SERVICES</u> Administrative Service Charges	59,508	54,342	55,000	75,624	60,300	77,892	77,892	29.2%
599300	Transfer to CIP Fund	469,438		431,000		465,499			
	Total Internal Services	528,946	54,342	486,000	75,624	525,799	77,892	77,892	-85.2%
580200	<u>CAPITAL OUTLAY</u> Machinery & Tools		986				125,000	125,000	
580200	Wheel Loader (split cost w/1453)			0			103,204	103,204	
580800	Utility Improvements								
	Total Capital Outlay	0	986	0	0	0	228,204	228,204	
	<b>TOTAL</b>	<b>\$1,050,587</b>	<b>\$434,019</b>	<b>\$976,744</b>	<b>\$747,286</b>	<b>\$1,130,745</b>	<b>\$800,470</b>	<b>\$800,470</b>	<b>-29.2%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## STORMWATER

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Street Sweeper (50%)</b>	<b>125,000</b>	<b>750</b>	<b>\$ 125,000</b>
<p>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2004 Street Sweeper that requires numerous repairs. Cost to be split with General Fund. Designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</p>			

*No Equipment Needs Identified for This Fiscal Year.*

**Total Capital Outlay - FY2024-25 ..... \$ 125,000**

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 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>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pickup (4X4)</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<p>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.</p>			

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

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 Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2027-28 ..... \$ -</b>			

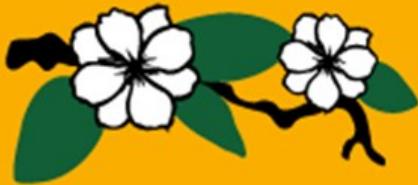
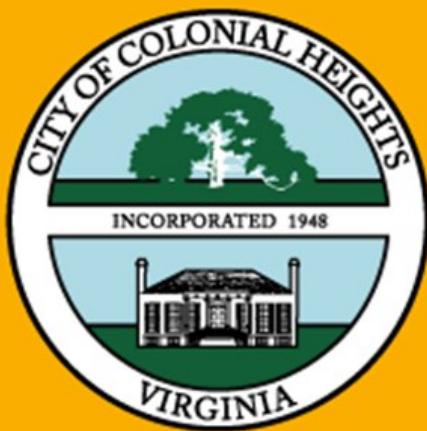
Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Total Capital Outlay - FY2028-29 .....</b>		<b>\$</b>		<b>-</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

**WATER & SEWER  
FUND**

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCT #	Account Number						ACCOUNT NUMBER 500		
		2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES FOR CURRENT SERVICES</u>								
416420	Water User Charges	\$1,479,068	\$1,641,867	\$1,700,000	\$1,358,388	\$1,785,000	\$1,744,419	\$1,744,419	-2%
416425	Commercial Water Charges				\$303,347				
416430	Sewage User Charges	3,233,208	3,149,068	3,000,000	2,543,019	3,150,000	\$3,240,184	\$3,240,184	3%
416435	Commercial Sewer Charges				599,913				
416433	Sewage User Charges - Chesterfield	41,165	51,246	48,000	25,220	50,000	50,000	50,000	0%
416437	Sewage User Charges - Virginia State	3,144		90,000	-	90,000	90,000	90,000	0%
416441	Water Connection Charges	33,000	32,727	34,000	98,100	35,700	37,500	37,500	5%
416445	Sewer Connection Charges	37,200	37,500	35,000	105,100	36,750	38,400	38,400	4%
416451	Water Turn On Fees	3,531	955	15,000	103	15,000	1,000	1,000	-93%
416455	Water Reconnection Fees	15,350	6,210	44,000	11,605	44,000	10,000	10,000	-77%
416125	Administrative Fees				64,880		50,000	50,000	
416457	Late Payment Penalties	257	15,047	64,500	-	64,500	64,500	64,500	0%
416460	Clean Out / Construction Fee	6,200	6,600	6,800	3,800	6,800	4,000	4,000	-41%
416120	Dishonored Check Fee	500	250	1,025	-	1,025	250	250	-76%
	Meter Testing Fee								
416481	Capital - Water	130,463	131,048	132,000	131,511	132,000	197,977	197,977	50%
416482	Capital - Sewer	127,897	128,718	130,000	129,225	130,000	194,998	194,998	50%
	Total - Charges- Current Services	5,110,983	5,201,237	5,300,325	5,374,211	5,540,775	5,723,228	5,723,228	3.3%
	<u>NONOPERATING REVENUE</u>								
418112	Recoveries & Rebates								
449910	Recoveries- Damages		3,629						
449955	Transfer from General Fund		81,643	78,768	219,653				
449955	Transfer from Stormwater								
418480	Gain/Loss on Sale of Assets								
418480	Sale of Outside Meters	4,000	2,198	4,000	5,992	4,000	5,000	5,000	25%
449990	Use of Fund Balance				-	358,117			
	Total - Nonoperating Revenue	4,000	87,470	82,768	225,645	362,117	5,000	5,000	-98.6%
	<b>TOTAL</b>	<b>\$5,114,983</b>	<b>\$5,288,706</b>	<b>\$5,383,093</b>	<b>\$5,599,856</b>	<b>\$5,902,892</b>	<b>\$5,728,228</b>	<b>\$5,728,228</b>	<b>-3.0%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCT #	Account Number							DEPARTMENT NUMBER	80XX
		2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING BUDGETS</u>								
5127	Water Distribution & Transmission	\$1,622,467	\$1,537,593	\$1,796,307	\$1,707,746	\$1,918,132	\$1,941,537	\$1,941,537	1.2%
5128	Wastewater Treatment	2,864,749	2,843,150	3,239,796		3,553,751	3,317,083	3,317,083	-6.7%
5129	Utility Billing	346,711	399,841	346,990		431,009	469,608	469,608	9.0%
	<b>TOTAL OPERATIONS</b>	<b>4,833,927</b>	<b>4,780,583</b>	<b>5,383,093</b>	<b>1,707,746</b>	<b>5,902,892</b>	<b>5,728,228</b>	<b>5,728,228</b>	<b>-3.0%</b>
	<u>CAPITAL OUTLAY</u>								
5127	Water Distribution & Transmission	19,152	13,759	187,100	41,165	252,100	292,500	292,500	16.0%
5128	Wastewater Treatment	112,734	23,238	161,800		239,800	307,800	307,800	28.4%
5129	Utility Billing	20,232	1,277	25,000		35,000	50,000	50,000	42.9%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>152,117</b>	<b>38,274</b>	<b>373,900</b>	<b>41,165</b>	<b>526,900</b>	<b>650,300</b>	<b>650,300</b>	<b>23.4%</b>
	<b>TOTAL</b>	<b>\$4,986,045</b>	<b>\$4,818,858</b>	<b>\$5,756,993</b>	<b>\$1,748,911</b>	<b>\$6,429,792</b>	<b>\$6,378,528</b>	<b>\$6,378,528</b>	<b>-0.8%</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$329,807	\$292,254	\$365,473	\$378,624	\$394,821	\$408,470	\$408,470	3.3%
510250	Temporary & Seasonal Help		\$338						
510300	Overtime	29,620	23,854	38,190	35,690	38,190	38,190	38,190	0.0%
510300-SNOW	Overtime Snow	1,512	1,495	3,000		3,000	3,000	3,000	0.0%
510405	Clothing Allowance	1,200	1,000	2,450	1,400	2,450	2,450	2,450	0.0%
510500	Accumulated Leave								
520100	FICA	24,670	21,560	31,298	28,632	33,543	34,586	34,586	3.0%
520200	VRS	38,684	38,138	55,984	41,106	62,871	64,269	64,269	2.2%
520250	VRS- Hybrid	3,640	5,515		10,345				
520270	VRS Retirement Contribution								
520300	ICMA- Defined Contribution	272	635		1,169		1,722	1,722	100.0%
520400	Group Life Insurance	4,367	4,124	4,802	4,511	5,394	5,164	5,164	-4.5%
520450	Health Insurance	82,076	79,632	95,847	91,960	103,549	118,279	118,279	12.5%
520500	Disability Insurance	148	226	-	389	-	669	669	100.0%
520550	Worker's Compensation Insurance	145		8,647					
520600	Unemployment Insurance		267	-	220	209	108	108	-94.2%
	OPEB		(10,716)		7,362				
	Total Personal Services	516,140	458,321	605,691	601,410	644,027	676,907	676,907	4.9%
<u>OPERATING EXPENSES</u>									
530110	Advertising	160	200	200		200	200	200	0.0%
530210	Professional & Special Services	38,650	26,273	65,000	37,643	50,000	50,000	50,000	0.0%
550120	Membership Dues	655	560	700	485	700	700	700	0.0%
530315	Maintenance - Electronic	1,440	5,023	1,575	3,960	4,218	4,218	4,218	0.0%
550220	Insurance Premiums - Auto		3,908	4,117	4,117	4,308	4,325	4,325	0.4%
550240	Insurance Premiums - Workman's		8,065		8,647	7,868	7,870	7,870	0.0%
550270	Insurance Premiums - Other	1,241	1,178	1,320	1,320	1,445	1,445	1,445	0.0%
550300	Rent of Equipment								
530320	Maintenance - Motor Vehicles	4,701	4,971	7,500	11,286	8,500	9,000	9,000	5.6%
530325	Maintenance - Equipment	10,703	6,647	10,000	7,761	12,000	15,000	15,000	20.0%
530335	Maintenance - Building & Grounds	-	135	1,000		1,000	1,000	1,000	0.0%
550400	Postage	150	55	300	56	300	300	300	0.0%
550420	Landline Telephone	4,873	4,944	624	3,288	3,500	3,500	3,500	0.0%
550430	Mobile Communications			3,000	1,381	2,880	2,880	2,880	0.0%
550450	Internet			768		768	768	768	0.0%
550510	Mileage & Training Expenses	250	1,710	1,250	687	1,500	1,700	1,700	11.8%
550520	Professional Development			5,000		6,000	6,000	6,000	0.0%
560110	Material & Supplies	67,711	59,030	52,000	78,561	70,000	50,000	50,000	-40.0%
560210	Motor Fuels & Lubricants	9,872	13,720	10,000	12,186	12,000	13,000	13,000	7.7%
560230	Road Materials & Supplies	7,792	2,544	20,000	12,083	22,000	23,000	23,000	4.3%
559300	Contingencies & Reserve			23,000		10,000	12,700	12,700	21.3%
560240	Small Tools & Equipment	412	412	1,000	656	1,000	1,000	1,000	0.0%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES (cont.)</u>								
550610	Electricity	445	682	5,000	851	5,000	5,000	5,000	0.0%
570160	Appomattox River Water Auth	613,858	626,383	627,106	592,617	663,274	666,537	666,537	0.5%
	Total Operating Services	762,913	766,440	840,460	777,584	888,461	880,143	880,143	1.6%
	<u>FIXED CHARGES</u>								
590100	Principal Payments	20,290	19,053	20,340	17,816	44,600	45,744	45,744	2.5%
590200	Interest on Bonds	2,421	2,421	2,421		19,471	18,578	18,578	-4.8%
590300	Other Debt Service Costs	157,579	151,534	162,395	151,100	155,534	155,534	155,534	0.0%
	Depreciation	180,290	173,008	185,156	168,917	219,605	219,856	219,856	0.1%
	Total Fixed Assets								
	<u>INTERNAL SERVICES</u>								
530230	Administrative Service Charges	163,123	139,824	165,000	159,836	165,825	164,631	164,631	-0.7%
	Total Internal Services	163,123	139,824	165,000	159,836	165,825	164,631	164,631	-0.7%
	<u>CAPITAL OUTLAY</u>								
560260	Water Meters	9,267	1,981	132,100	33,836	132,100	87,500	87,500	100.0%
580800	Water/Sewer Improvements			35,000		120,000	75,000	75,000	-76.1%
580100	Vehicles	9,885	11,778	20,000	7,329		60,000	60,000	-100.0%
580200	Machinery & Tools						70,000	70,000	100.0%
580500	Technology Equipment								
599300	Transfer to CIP Fund	19,152	13,759	187,100	41,165	252,100	292,500	292,500	13.8%
	Total Capital Outlay								
	<b>TOTAL</b>	<b>\$1,641,619</b>	<b>\$1,551,352</b>	<b>\$1,983,407</b>	<b>\$1,748,911</b>	<b>\$2,170,019</b>	<b>\$2,234,037</b>	<b>\$2,234,037</b>	<b>2.8%</b>

**City of Colonial Heights**  
**FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## WATER - DISTRIBUTION & MAINTENANCE

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>	70,000	50	\$ 70,000
<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>Water Meters</b>			\$ 87,500
<i>Replacement of water meters exceeding useful life</i>			
<b>Dump Truck (.5)</b>	60,000	750	\$ 60,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2001 truck (#311) cost to be divided with Wastewater Fund. 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>\$ 217,500</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual Total Cost</u>
<b>Water Tank Inspections</b>	60,000	1,000	\$ 60,000
<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>	40,000	500	\$ 40,000
<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

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Backhoe	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 - FY2026-27 .....</b>			<b>\$ 110,000</b>

Fiscal Year:

## FY2027-28

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	500	\$ 15,000
<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>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ 15,000</b>

Fiscal Year:

## FY2028-29

<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 - FY2028-29 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Salaries	\$285,181	\$259,457	270,319	291,641	311,068	\$320,402	\$320,402	3.0%
510300	Overtime	45,353	37,609	37,730	53,810	38,000	38,000	38,000	0.0%
510300-SNOW	Overtime Snow	3,135	2,546	3,000		3,000	3,000	3,000	0.0%
510405	Clothing Allowance	1,200	1,400	2,100	1,200	2,100	2,100	2,100	0.0%
520100	FICA	23,945	21,516	23,956	24,932	27,094	27,808	27,808	2.6%
520200	VRS	27,602	30,420	41,407	35,039	51,620	52,566	52,566	1.8%
520250	VRS- Hybrid	7,509	6,880		5,199				
520270	ICMA- Defined Contribution	1,212	912		355				
520300	Group Life Insurance	4,048	3,559	3,554	3,481	4,428	383	383	-91.4%
520400	Health Insurance	68,310	61,137	70,532	59,443	82,512	73,392	73,392	-11.1%
520500	Disability Insurance	329	286	-	188	213	219	219	2.8%
520550	Worker's Compensation Insurance		3,632	3,895	3,895	3,544	3,895	3,895	9.9%
520600	Unemployment Insurance	125	260	-	178	142	72	72	-49.4%
520450	OPEB		(8,227)		4,759				
	Total Personal Services	467,949	421,387	456,493	484,119	523,720	521,836	521,836	-0.4%
<u>OPERATING EXPENSES</u>									
530210	Professional & Special Services	63,255	43,371	60,000	64,060	60,000	60,000	60,000	0.0%
550120	Membership Dues	970	400	1,172	750	750	750	750	0.0%
550220	Insurance Premiums - Auto		4,344	4,575	4,574	4,787	4,790	4,790	0.1%
530315	Maintenance - Electronics	720	3,703	1,050	5,280	3,985	3,985	3,985	0.0%
550270	Insurance Premiums - Other	1,878	1,881	2,107	2,107	2,307	2,307	2,307	0.0%
550300	Rent of Equipment	183							
530320	Maintenance - Motor Vehicles	26,137	18,021	11,000	18,061	12,500	13,000	13,000	4.0%
530325	Maintenance - Equipment	10,562	4,751	8,750	6,198	10,000	12,000	12,000	20.0%
530335	Maintenance - Buildings & Grounds		275	3,000		3,000	2,500	2,500	-16.7%
530355	Maintenance - Miscellaneous			500		500	500	500	0.0%
550420	Landline Telephone	11,241	13,016	624	11,236	10,500	10,500	10,500	0.0%
550430	Mobile Communications			1,200	918	2,160	2,160	2,160	0.0%
550450	Internet			768		768	768	768	0.0%
550510	Mileage & Training Expenses	500	2,752	2,500	1,300	2,750	3,000	3,000	9.1%
550520	Professional Development			5,500		6,000	6,000	6,000	0.0%
560110	Material & Supplies	55,986	50,442	35,000	27,314	47,000	47,000	47,000	0.0%
560210	Motor Fuels & Lubricants	14,509	22,094	14,000	28,442	17,000	18,000	18,000	5.9%
560230	Road Materials & Supplies	8,050	2,544	15,000	10,358	20,000	20,000	20,000	0.0%
560240	Small Tools & Equipment		120	1,000	367	1,000	1,000	1,000	0.0%
559300	Contingencies & Reserve			17,000		10,000	12,700	12,700	27.0%
550610	Electricity	97,312	89,570	70,000	98,463	90,000	90,000	90,000	0.0%
570170	Wastewater Treatment	1,588,813	1,637,529	1,629,051	1,612,099	1,721,809	1,822,942	1,822,942	5.9%
	Total Operating Services	1,879,147	1,895,384	1,883,025	1,891,947	2,026,816	2,133,902	2,133,902	5.3%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
590100	Principal Payments		47,794			105,469	108,149	108,149	2.5%
590200	Interest on Bonds			44,974	45,278	42,108	42,737	40,060	-6.3%
590300	Other Debt Service Costs								
589100	Depreciation	298,916	317,624	690,000	322,995	690,000	350,000	350,000	-49.3%
	Total Fixed Assets	346,710	362,598	735,278	365,104	838,206	498,209	498,209	-40.6%
	<u>INTERNAL SERVICES</u>								
530230	Administrative Service Charges	170,944	163,781	165,000	158,385	165,825	163,136	163,136	-1.6%
	Total Internal Services	170,944	163,781	165,000	158,385	165,825	163,136	163,136	-1.6%
	<u>CAPITAL OUTLAY</u>								
580800	Water & Sewer Improvements	54,442	44,520	129,800		129,800	186,800	186,800	43.9%
580100	Vehicles			32,000		50,000	60,000	60,000	20.0%
580200	Machinery & Tools	10,682	(21,283)			60,000	61,000	61,000	1.7%
580500	Technology Equipment	(9,307)							
599300	Transfer to CIP Fund	56,916							
	Total Capital Outlay	112,734	23,238	161,800	-	239,800	307,800	307,800	28.4%
	<b>TOTAL</b>	<b>\$2,977,483</b>	<b>\$2,866,388</b>	<b>\$3,401,596</b>	<b>\$2,899,554</b>	<b>\$3,794,366</b>	<b>\$3,624,883</b>	<b>\$3,624,883</b>	<b>-4.5%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

**FY2024-25**

<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 (.5)</b>	<b>60,000</b>	<b>750</b>	<b>\$ 60,000</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), cost to be divided with Water Fund. designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.			
<b>Camera-Lateral</b>	<b>17,000</b>	<b>100</b>	<b>\$ 17,000</b>
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment utilized in general performance of departmental duties; will replace unit that consistently needs repairs. Designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.			

**Total Capital Outlay - FY2024-25 ... ..... \$ 121,000**

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)</b>	<b>22,000</b>	<b>150</b>	<b>\$ 22,000</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>Pump, By-Pass</b>	<b>70,000</b>	<b>500</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 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.			

**Total Capital Outlay - FY2025-26 ... ..... \$ 92,000**

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<b>Pump (Reserve) (2)</b>	22,000	150	\$ 44,000
<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>Pump, By-Pass</b>	60,000	500	\$ 60,000
<i>Replacement;</i> 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.			
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 104,000</b>

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<b>Pump (Reserve) (2)</b>	22,000	150	\$ 44,000
<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>	70,000	750	\$ 70,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 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>

Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Annual</u> <u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2028-29 .....</b>			<b>\$ -</b>

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
510100	Full-Time Wages	\$133,076	\$120,096	153,267	176,466	174,846	\$180,093	\$180,093	3.0%
510210	Part-Time Wages	19,202			84				
510250	Temporary & Seasonal Help		19,372		3,351				
510300	Overtime	191	9,699	2,000	5,665				
510405	Clothing Allowance								
520100	FICA	11,143	10,894	11,878	13,626	13,376	13,778	13,778	3.0%
520200	VRS	11,991	11,172	23,958	9,830	51,620	30,150	30,150	-41.6%
520250	VRS- Hybrid	3,505	4,754		12,560				
520270	ICMA- Defined Contribution	566	682		1,842		2,214	2,214	
520300	Group Life Insurance	1,521	1,547	2,056	2,078	2,540	2,415	2,415	-4.9%
520400	Health Insurance	21,079	19,875	14,097	29,690	35,410	37,225	37,225	5.1%
520500	Disability Insurance	150	200	505	486	604	636	636	5.2%
520600	Unemployment Insurance	60	176	108	147	108	52	52	-51.9%
520450	OPEB		(2,674)		2,377				
	Total Personal Services	202,483	195,792	207,869	258,201	278,505	266,563	266,563	-4.3%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	70	402	4,600	5,480	5,000	5,000	5,000	0.0%
550120	Membership Dues								
550130	Subscriptions								
530315	Maintenance - Electronic	1,080	4,370	3,150	3,300	4,961	4,961	4,961	0.0%
550240	Insurance Premiums - Workman's Comp.	91	94	100	100	91	91	91	0.0%
530320	Maintenance - Motor Vehicles	14	473	650	982	5,000	7,200	7,200	44.0%
530325	Maintenance - Equipment	1,749	3,500	11,000		11,000	11,000	11,000	0.0%
550400	Postage	21,617	23,307	23,500	24,705	31,000	31,000	31,000	0.0%
550420	Landline Telephone	2,497	3,441	6,837	4,036	4,250	6,837	6,837	60.9%
550450	Internet								
550510	Mileage & Training Expenses	83		650		1,500	1,500	1,500	0.0%
560110	Material & Supplies	18,141	18,017	17,000	18,541	20,000	25,000	25,000	25.0%
560210	Motor Fuels & Lubricants	1,665	2,456	1,700	3,428	3,400	3,400	3,400	0.0%
559200	Write Off Bad Debts		63,779		8,081				
559300	Contingencies & Reserve			7,000		5,000	7,001	7,001	40.0%
550220	Insurance Premiums - Auto	961	973	1,025	1,025	1,072	1,072	1,072	0.0%
560260	Water Meters	4,674	467	5,000	7,421	5,000	5,000	5,000	0.0%
	Total Operating Services	52,640	121,279	82,211	77,099	97,274	109,062	109,062	12.1%
	<u>INTERNAL SERVICES</u>								
589100	Depreciation	10,103	4,705	6,910	4,705	6,950	6,950	6,950	0.0%
530230	Administrative Service Charges	81,485	78,065	50,000	84,498	50,250	87,033	87,033	73.2%
	Total Internal Services	91,588	82,770	56,910	89,203	57,200	93,983	93,983	64.3%
	<u>CAPITAL OUTLAY</u>								
580100	Vehicles								
580500	Technology Equipment	20,232	1,277	25,000	25,161	35,000	50,000	50,000	42.9%
	Total Capital Outlay	20,232	1,277	25,000	25,161	35,000	50,000	50,000	42.9%
	<b>TOTAL</b>	<b>\$366,943</b>	<b>\$401,118</b>	<b>\$371,990</b>	<b>\$449,664</b>	<b>\$467,979</b>	<b>\$519,608</b>	<b>\$519,608</b>	<b>11.0%</b>

## City of Colonial Heights

### FY25-FY29 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## UTILITY BILLING

Fiscal Year:

**FY2024-25**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (285)</b> <i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>	175	-	\$ 50,000
<b>Total Capital Outlay - FY2024-25 .....</b>			<b>\$ 50,000</b>

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (285)</b> <i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>	175	-	\$ 50,000
<b>Total Capital Outlay - FY2025-26 .....</b>			<b>\$ 50,000</b>

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Meters (285)</b> <i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>	175	-	\$ 50,000
<b>Total Capital Outlay - FY2026-27 .....</b>			<b>\$ 50,000</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 Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2027-28 .....</b>			<b>\$ -</b>

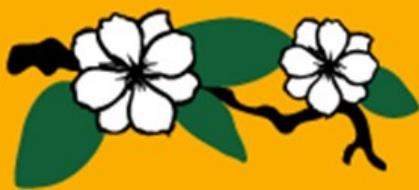
Fiscal Year:

**FY2028-29**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>			
<b>Total Capital Outlay - FY2028-29 .....</b>			<b>\$ -</b>

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

SCHOOL  
FUND

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE		ACCOUNT NUMBER SUMMARY							
ACCT #	Account Number	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget	Schools Request	2024-25 Approved	% Chg.
	Federal Funds	\$2,220,579	\$3,189,204	\$2,875,578	\$6,516,479	\$3,403,716	\$3,714,618	\$3,714,618	9.1%
	State Funds	18,067,199	21,559,538	23,083,500	23,186,675	22,537,629	24,835,482	24,835,482	10.2%
	Other Funds	581,702	430,487	388,692	568,744	368,292	561,299	561,299	52.4%
	Operating Transfers In City	23,573,631	22,701,856	23,876,045	23,924,437	23,943,013	25,965,051	25,965,051	8.4%
	Fund Balance			2,118,752	3,012,188	4,039,637	3,012,188	3,012,188	-25.4%
	TOTAL	\$44,443,111	\$47,881,085	\$52,342,567	\$57,208,523	\$54,292,287	\$58,088,638	\$58,088,638	7.0%

CITY OF COLONIAL HEIGHTS  
2024-25 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

ACCT #	Account Number	2020-21		2021-22		2022-23		2023-24		2024-25		% Chg.				
		Actual		Actual		Budget		Actual		Budget	Proposed					
	Instruction Administration, Attendance & Health Services Transportation Operation and Maintenance Food Service Textbooks Capital Outlay Debt Service Contingency Fund CIP Reserve	\$31,366,796 2,304,754 1,116,526 4,583,109 932,582  711,433		\$34,048,819 2,322,853 1,563,708 5,432,120 1,445,041  714,025		\$37,681,373 2,169,925 1,979,054 4,230,955 1,449,970  713,995 1,624,900 2,492,395		\$35,907,433 2,595,523 2,241,765 9,511,870 1,878,930  713,991 1,498,333 650,000		\$41,217,436 2,384,407 1,859,130 4,167,048 1,801,220  714,713 898,995 1,377,694		\$43,448,314 2,480,874 2,139,572 4,948,070 2,081,462  713,657 898,995 1,377,694		\$43,448,314 2,480,874 2,139,572 4,948,070 2,081,462  713,657 898,995 1,377,694		5.4% 4.0% 15.1% 18.7% 15.6%  -0.1% -40.0% 112.0%
	TOTAL	\$41,015,200		\$45,526,566		\$52,342,567		\$52,849,512		\$54,292,287		\$58,088,638		\$58,088,638	11.0%	

## Colonial Heights Public Schools

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

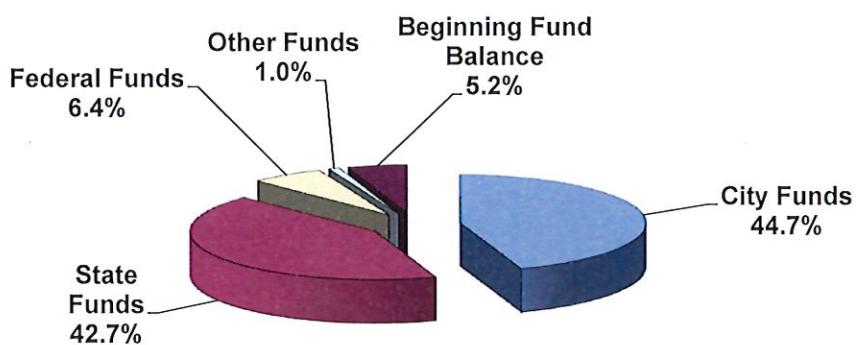
2024-2025

### Sources of Revenue

(*Superintendent's Proposal*)

	FY 2025 BUDGET	FY 2024 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$25,965,050	\$23,943,013	2,022,037	8.45%
State Funds	\$24,835,482	\$23,730,828	1,104,654	4.65%
Federal Funds	\$3,714,618	\$3,403,716	310,902	9.13%
Other Funds	\$561,299	\$368,292	193,007	52.41%
Beginning Fund Balance	\$3,012,188	\$4,039,637	(1,027,449)	-25.43%
	<u>\$58,088,638</u>	<u>\$55,485,486</u>	<u>2,603,152</u>	<u>4.69%</u>

### 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 2025 included in this financial plan, totals **\$58,088,638**, an increase of **\$2,603,152** or **4.69%** over the approved operating budget for FY 2024. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives **49.9%** 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 **\$28,977,238**, an increase of **\$994,588** over the FY 2024 approved budget of **\$27,982,650** or **3.6%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute **42.7%** of the funds for FY 2025. 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 2025 is expected to increase **\$1,104,654** or **4.65%** to **\$24,835,482**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2025, included above, is projected to be **\$3,887,697**, an increase of **\$240,307** or **6.5%**.

Federal - Federal revenue (**6.4%** 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 (**1.0%** 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

2024-2025

Sources of Revenue  
(*Superintendent's Proposal*)

[See Summary](#)

LOCAL FUNDS	Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<a href="#">City Appropriation</a>	25,417,405		25,417,405	23,876,045	23,482,069	5
<a href="#">City Appropriation - Debt Surplus</a>	547,646		547,646	48,392	460,944	5
<a href="#">Beginning Fund Balance</a>	3,012,188		3,012,188		4,039,637	5
Total Local Funds	28,977,239	0	28,977,239	23,924,437	27,982,650	

OTHER FUNDS

<a href="#">Rental of Facilities</a>	1,000		1,000	420	5,000	6
<a href="#">Cafeteria Receipts</a>		122,664	122,664	110,897	109,292	6
<a href="#">Fees from Students</a>	12,000		12,000	6,882	13,000	6
<a href="#">Transportation of Pupils</a>	0		0	0	4,000	6
<a href="#">Donations &amp; Private Grants</a>	5,000		5,000	6,160	5,000	6
<a href="#">Refunds and Miscellaneous Income</a>	420,635		420,635	444,385	232,000	6
Total Other Funds	438,635	122,664	561,299	568,744	368,292	

FEDERAL FUNDS

<a href="#">Title I, Part A</a>		777,501	777,501	695,307	748,529	7
<a href="#">Title II, Part A</a>		108,717	108,717	116,307	103,551	7
<a href="#">Title III, Part A</a>		16,879	16,879	6,526	16,789	7
<a href="#">Other Funds-One Time Grants Including CARES</a>	0		0	3,017,569	0	7
<a href="#">DMAS - Medicaid</a>	87,030		87,030	101,592	125,000	7
<a href="#">National School Lunch Program</a>		1,343,810	1,343,810	1,291,916	1,141,045	7
<a href="#">National School Breakfast Program</a>		538,857	538,857	424,782	466,832	7
<a href="#">Summer Food Service Program</a>		13,850	13,850	27,452	23,500	7
<a href="#">Special Ed Flow Thru</a>		749,610	749,610	762,194	706,507	7
<a href="#">Flow Thru - Preschool A</a>		16,468	16,468	16,006	16,006	7
<a href="#">Vocational Education - Federal Funds</a>		61,897	61,897	56,830	55,958	7
Total Federal Funds	87,030	3,627,589	3,714,618	6,516,479	3,403,716	

Colonial Heights School Board

2024-2025

Sources of Revenue  
(*Superintendent's Proposal*)

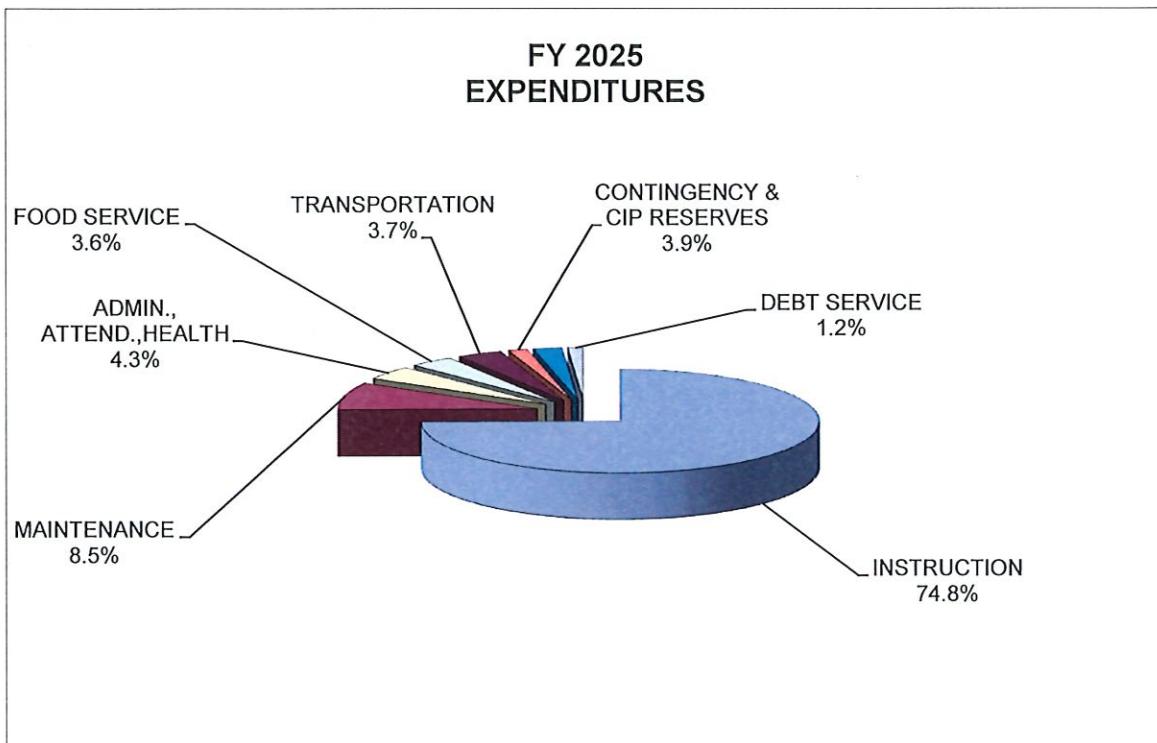
[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,887,697		3,887,697	3,923,422	3,843,161	9
Basic Aid - SOQ	11,256,616		11,256,616	8,203,619	8,680,861	9
Foster Care	14,160		14,160	29,311	28,878	9
Gifted Education - SOQ	106,285		106,285	87,611	88,402	9
Prevention, Intervention & Remediation - SOQ	474,063		474,063	358,408	361,646	9
Special Education - SOQ	1,508,229		1,508,229	1,393,809	1,408,007	9
Special Education - Regional Tuition	84,665		84,665	69,317	69,991	9
Infrastructure & Operations Per Pupil Fund	687,592		687,592	643,527	645,719	9
Security Equipment Grant	0		0	62,584	0	9
Textbooks	270,165		270,165	210,871	212,776	9
School Food Service		62,080	62,080	39,875	57,961	9
Vocational Education - SOQ	301,983		301,983	261,240	263,599	9
Vocational Education - CATEGORICAL		53,238	53,238	53,238	54,043	9
ISAEV-Vocational Education - CATEGORICAL		8,203	8,203	8,203	8,203	9
Special Education - CAT - Homebound		34,789	34,789	26,095	26,356	9
Soc. Security - INSTRUCTIONAL	664,701		664,701	562,302	568,989	9
Retirement - INSTRUCTIONAL	1,427,251		1,427,251	1,312,570	1,324,427	9
Group Life - INSTRUCTIONAL	47,238		47,238	39,823	40,183	9
Early Reading Intervention	114,441		114,441	117,844	117,844	9
Mentor Teacher	1,281		1,281	1,610	0	9
SOL Algebra Readiness	54,698		54,698	46,428	46,430	9
Project Graduation	3,498		3,498	3,343	3,343	9
Technology		180,000	180,000	174,613	180,000	9
Compensation Supplement			0	558,808	1,435,876	9
At Risk Students	1,490,542		1,490,542	1,208,122	1,262,381	9
Bonus Payment	130,113		130,113	313,563	0	9
Other Funds-One Time Grants Including CARES			0	132,772	0	9
No Loss Funding			0	0	0	9
Remedial Summer School	45,698		45,698	108,115	108,115	9
School Construction			0	1,507,801	0	9
Grocery Tax Hold Harmless			0	477,265	549,845	9
Rebenchmarking Hold Harmless			0	222,546	474,163	9
All In VA Initiative	482,502		482,502	0	710,697	9
Virginia Preschool Initiative	613,353		613,353	400,296	497,929	9
K-3 Primary Class Size Reduction	592,928		592,928	483,740	492,133	9
English-as-a-Second-Language	237,472		237,472	143,984	168,870	9
Total State Funds	24,497,172	338,310	24,835,482	23,186,675	23,730,828	
<b>TOTAL BUDGET</b>	<b>54,000,075</b>	<b>4,088,563</b>	<b>58,088,638</b>	<b>54,196,335</b>	<b>55,485,486</b>	

**COLONIAL HEIGHTS PUBLIC SCHOOLS**  
**EXPENDITURES 2024-2025**  
*(Superintendent's Proposal)*

[Details](#)

	FY2025 BUDGET	FY 2024 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$43,448,315	41,928,133	1,520,182	3.63%
MAINTENANCE	4,948,071	4,250,485	697,586	16.41%
ADMIN., ATTEND.,HEALTH	2,480,874	2,384,407	96,467	4.05%
FOOD SERVICE	2,081,462	1,801,220	280,242	15.56%
TRANSPORTATION	2,139,572	1,859,130	280,442	15.08%
CONTINGENCY RESERVE	898,995	1,897,398	(998,403)	-52.62%
CIP RESERVE	1,377,691	650,000	727,691	111.95%
DEBT SERVICE	713,657	714,713	(1,055)	-0.15%
	<b>\$58,088,638</b>	<b>55,485,486</b>	<b>2,603,152</b>	<b>4.69%</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 students with disabilities, 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

2024-2025

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	1,011,723		1,011,723	806,946	905,244	15
TESTING	51,000		51,000	30,205	51,000	18
STAFF DEVELOPMENT	94,000		94,000	32,187	70,000	18
TUITION- ALL PROGRAMS	536,910		536,910	404,924	471,780	18
TRAVEL- MILEAGE, LODGING, MEALS	36,600		36,600	26,574	29,950	18-25
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	4,739	6,000	18
ALL IN VIRGINIA	482,502		482,502	0	710,697	18
EDUC. SUPPLIES - SAO INSTRUCTION	96,000		96,000	226,227	96,000	18
TEXTBOOKS	734,799		734,799	39,001	303,694	18
GIFTED EDUC. EXPENDITURES	9,100		9,100	2,226	9,100	18
ADULT EDUCATION	3,320		3,320	3,156	3,320	18
<b>INSTRUCTIONAL SECONDARY</b>						
PRINCIPAL- SEC.	234,814		234,814	229,872	229,766	15
ASSIST. PRINCIPAL- SEC.	471,834		471,834	341,740	381,048	15
LIBRARIAN- SEC.	137,690		137,690	125,304	133,796	15
GUIDANCE COUN-SEC.	565,658		565,658	409,282	498,225	15
TEACHER- SEC- REGULAR	5,419,468		5,419,468	5,111,005	5,436,777	15
PARAPROFESSIONAL- SEC.	338,003		338,003	264,100	357,729	15
TEACHER- SEC- SP ED	1,899,184		1,899,184	1,435,352	1,600,110	15
PARAPROFES: SP ED- SEC.	628,528		628,528	459,159	586,819	15
TEACHER- SEC- VOC ED	1,079,440		1,079,440	838,058	1,066,807	15
PARAPROFES: VOC ED	0		0	26,621	29,920	15
TEACHER-SEC.- GIFTED	201,996		201,996	183,206	196,171	15
TEACHER: SUBSTITUTE- SEC.	207,700		207,700	277,313	207,700	15
OFFICE SUPPLIES- MID SCH	10,200		10,200	8,084	9,300	23
LIBRARY SUPPLIES- MID SCH	21,760		21,760	23,512	21,700	23
EDUC. SUPPLIES- MID SCH	91,800		91,800	88,635	80,600	23
VOC. SUPPLIES- MID SCH	12,000		12,000	10,039	12,000	23
COPIER COSTS & PAPER - MID SCH	40,660		40,660	34,350	35,060	23
ATHLETICS - MID SCH	24,000		24,000	5,747	9,000	23
BAND	15,000		15,000	14,150	15,000	23
OFFICE SUPPLIES- SR HI	13,665		13,665	10,731	12,825	24
LIBRARY SUPPLIES- SR HI	29,152		29,152	17,462	29,925	24
EDUC. SUPPLIES- SR HI	175,085		175,085	129,485	224,250	24
VOC. SUPPLIES- SR HI	30,769	61,441	92,210	143,055	80,210	24
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		61,897	61,897	56,830	55,957	17
COPIER COSTS & PAPER - SR HI	58,676		58,676	34,720	45,250	24
COPIER & PAPER COSTS - CAREER & TECH CENTER	8,997		8,997	26,649	13,858	24
ATHLETICS - SR HI	0		0	106,377	50,000	24
BAND - CLINICIANS	38,445		38,445	34,425	39,695	24
BAND - MUSIC, EQUIPMENT, SUPPLIES	36,000		36,000	17,375	36,000	24
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	17,375	4,000	24
<b>INSTRUCTIONAL ELEMENTARY</b>						
PRINCIPAL- ELEM.	327,158		327,158	326,821	322,632	15
LIBRARIAN- ELEM.	193,315		193,315	177,281	187,769	15
ASSIST. PRINCIPAL- ELEM.	255,285		255,285	220,212	245,067	15
GUIDANCE COUN- ELEM.	284,664		284,664	253,430	306,902	15
TEACHER- ELEM- REGULAR	6,478,655		6,478,655	4,805,995	6,356,213	15
PARAPROFESSIONAL- ELEM.	713,500		713,500	473,154	713,344	15
TEACHER- ELEM- SP ED	1,477,828		1,477,828	1,324,077	1,316,515	15
PARAPROFES: SP ED- ELEM.	622,194		622,194	601,706	604,060	15
TEACHER- ELEM- GIFTED	137,420		137,420	126,979	133,386	15
TEACHER- PRESCHOOL- SP ED	197,085		197,085	438,628	190,518	15
TEACHER: SUBSTITUTE- ELEM.	187,500		187,500	201,431	187,500	15
OFFICE SUPPLIES- NORTH	4,755		4,755	1,393	4,680	21
LIBRARY SUPPLIES- NORTH	10,144		10,144	10,587	10,920	21
EDUC. SUPPLIES- NORTH	42,795		42,795	35,161	40,560	21
COPIER COSTS & PAPER- NORTH	19,920		19,920	22,952	20,604	21
OFFICE SUPPLIES- LAKEVIEW	5,895		5,895	4,043	5,850	21
LIBRARY SUPPLIES- LAKEVIEW	12,576		12,576	13,550	13,650	21
EDUC. SUPPLIES- LAKEVIEW	53,055		53,055	51,655	50,700	21
COPIER COSTS & PAPER - LAKEVIEW	25,786		25,786	20,502	20,975	21
OFFICE SUPPLIES- TUSSING	8,595		8,595	4,063	8,610	22

## INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<a href="#">LIBRARY SUPPLIES- TUSSING</a>	20,055		20,055	20,016	20,090	22
<a href="#">EDUC. SUPPLIES- TUSSING</a>	77,355		77,355	85,412	74,620	22
<a href="#">COPIER COSTS &amp; PAPER - TUSSING</a>	36,428		36,428	40,958	40,908	22
<b>OFFICE OF SUPPORT SERVICES</b>						
<a href="#">SCHOOL SOCIAL WORKER</a>	171,440		171,440	139,940	142,999	15
<a href="#">SPECIAL Ed ASSISTIVE TECH. EXPENDITURES</a>	15,000		15,000	20,954	15,000	25
<a href="#">SPECIAL Ed FLOW THRU TEACHER</a>		235,186	235,186	208,598	228,511	15
<a href="#">SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.</a>		98,839	98,839	61,467	74,063	15
<a href="#">SPECIAL Ed FLOW THRU PARAPROFESSIONAL</a>		93,248	93,248	77,953	88,303	15
<a href="#">SPECIAL Ed FLOW THRU SOCIAL SECURITY</a>		39,489	39,489	25,658	36,456	16
<a href="#">SPECIAL Ed FLOW THRU RETIREMENT &amp; GROUP LIFE</a>		91,780	91,780	67,629	91,356	16
<a href="#">SPECIAL Ed FLOW THRU HOSPITAL PLANS</a>		102,140	102,140	43,838	102,140	16
<a href="#">SPECIAL Ed FLOW THRU SUPPLIES</a>		0	0	158,518	0	25
<a href="#">PRESCHOOL A CONTRACTUAL SERVICES</a>		16,468	16,468	16,006	16,006	25
<a href="#">SECRETARY OSS</a>	127,568		127,568	51,739	216,544	15
<a href="#">OSS NON GRANT SUPPLIES</a>	921,032		921,032	373,627	506,384	25
<a href="#">COPIER &amp; PAPER COSTS - OSS</a>	7,563		7,563	3,448	6,776	25
<b>INFORMATION TECHNOLOGY</b>						
<a href="#">INFORMATION TECHNOLOGY SALARIES</a>	787,551		787,551	482,654	570,365	15
<a href="#">PARAPROFES: TECHNOLOGY</a>	0		0	89,149	135,970	15
<a href="#">TECHNOLOGY EXPENDITURES- MAJOR (&gt; \$5,000)</a>	339,814		339,814	92,266	221,514	19
<a href="#">TECHNOLOGY EXPENDITURES- MINOR (&lt; \$5,000)</a>	666,880		666,880	908,110	641,086	19
<a href="#">SOL TECHNOLOGY INITIATIVE</a>	36,000	180,000	216,000	174,531	216,000	19
<b>INSTRUCTIONAL SUPPORT</b>						
<a href="#">SCHOOL SECRETARIES &amp; BOOKKEEPERS</a>	760,174		760,174	657,547	682,023	15
<a href="#">SECRETARY FOR DIRECTORS</a>	41,723		41,723	29,046	29,650	15
<a href="#">SUBSTITUTE SECRETARIES</a>	30,000		30,000	44,165	30,000	1
<b>EMPLOYEE BENEFITS</b>						
<a href="#">RETIREMENT - SICK LEAVE PAYOUT</a>	68,935		68,935	63,498	65,000	17
<a href="#">SOCIAL SECURITY</a>	1,876,801		1,876,801	1,595,906	1,894,444	16
<a href="#">RETIREMENT &amp; GROUP LIFE</a>	4,344,360		4,344,360	3,837,145	4,493,053	16
<a href="#">MEDICAL AND DENTAL PLANS</a>	3,946,407		3,946,407	3,153,309	3,946,407	16
<a href="#">UNEMPLOYMENT INSURANCE VEC</a>	9,257		9,257	7,187	16,536	17
<a href="#">WORKER'S COMPENSATION INSURANCE - INSTRUCTIO</a>	102,167		102,167	79,363	88,499	17
<b>PROGRAM SUPPORT</b>						
<a href="#">EXTRA DUTY SUPPLEMENTS</a>	439,494		439,494	418,274	392,450	15
<a href="#">RESOURCE OFFICERS</a>	444,000		444,000	399,427	575,935	17
<a href="#">TEACHER- HOMEBOUND</a>	65,211	34,789	100,000	101,698	100,000	15
<a href="#">TEACHER - SUM. SCH</a>	45,698		45,698	269,388	169,952	15
<a href="#">SUBSTITUTE AIDES</a>	100,000		100,000	83,293	100,000	15
<b>INSTRUCTIONAL CAPITAL</b>						
<a href="#">INSTRUCTION CAPITAL EXPENDITURES- MAJOR</a>	134,428		134,428	37,757	132,586	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>		528,181	528,181	349,673	505,348	15
<a href="#">TITLE I PARAPROFESSIONAL</a>		33,393	33,393	24,189	27,225	15
<a href="#">TITLE I - SOCIAL SECURITY</a>		42,960	42,960	27,290	40,742	16
<a href="#">TITLE I - RETIREMENT &amp; GROUP LIFE</a>		99,848	99,848	71,855	102,094	16
<a href="#">TITLE I - MEDICAL &amp; DENTAL</a>		73,120	73,120	65,812	73,120	16
<a href="#">TITLE I - SUPPLIES</a>		0	0	156,487	0	17
<a href="#">TITLE II STAFF DEV.</a>		108,717	108,717	116,307	103,551	17
<a href="#">TITLE III, PART A</a>		16,879	16,879	6,526	16,789	17
<b>SUB TOTAL INSTRUCTION</b>	41,529,940	1,918,375	43,448,315	35,907,433	41,928,133	

## 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	166,070		166,070	234,293	251,205	15
ADMINISTRATIVE STAFF	252,037		252,037	243,551	238,150	15
BUSINESS OFFICE STAFF	519,295		519,295	509,761	433,054	15
<b>HEALTH SERVICES</b>						
NURSE	282,193		282,193	278,301	269,675	15
PSYCHOLOGIST	151,353		151,353	117,907	116,613	15
OCCUPATIONAL THERAPIST, FLOW THRU		88,927	88,927	84,259	85,678	15
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	105,376		105,376	107,877	102,357	16
RETIREMENT & GROUP LIFE	229,499		229,499	257,528	235,489	16
MEDICAL & DENTAL	165,600		165,600	203,808	165,600	16
UNEMPLOYMENT INSURANCE	721		721	517	1,289	17
WORKER'S COMPENSATION INSURANCE	7,526		7,526	5,836	6,521	17
<b>CONTRACTED SERVICES</b>						
ATTORNEY FEES	63,165		63,165	61,326	45,000	17
CONSULTANT FEES	28,200		28,200	98,006	28,200	17
SCHOOL ACTIVITY FUND AUDIT EXPENSES	5,600		5,600	5,450	5,500	17
GENERAL INSURANCE	101,420		101,420	80,992	89,091	17
BANK SERVICE CHARGES	15,300		15,300	14,868	12,000	17
COMPUTER SERVICES	97,543		97,543	71,235	106,100	17
BACKGROUND CHECKS & DRUG TESTS	13,000		13,000	12,224	15,000	17
CONTRACTED THERAPY, FLOW THRU		0	0	13,012	0	17
<b>OPERATIONAL COSTS</b>						
POSTAGE	3,300		3,300	3,195	5,000	17
TRAVEL, MILEAGE, LODGING, MEALS	25,000		25,000	24,674	21,000	17
ASSOCIATION DUES	30,700		30,700	22,943	31,785	17,24,25
COMMUNITY RELATIONS	11,300		11,300	25,929	10,000	17
OFFICE SUPPLIES	38,800		38,800	37,591	35,000	17
COPIER & PAPER COSTS - SAO	14,650		14,650	14,172	10,800	17
NURSING SUPPLIES	35,000		35,000	36,970	35,000	25
SUB TOTAL ADMINISTRATION	2,391,947	88,927	2,480,874	2,595,523	2,384,407	

## TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>TRANSPORTATION STAFF</b>						
BUS COORDINATOR	88,803		88,803	78,310	81,175	16
BUS DRIVERS	841,402		841,402	607,486	667,887	16
BUS SECRETARY	56,947		56,947	74,575	49,967	16
BUS PARAPROFESSIONAL	101,765		101,765	54,862	162,690	16
SUBSTITUTES AND EXTRA TRIPS	254,997		254,997	243,624	131,929	16
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	98,234		98,234	76,912	83,664	16
RETIREMENT & GROUP LIFE	83,341		83,341	66,000	70,749	16
MEDICAL & DENTAL	149,452		149,452	140,632	149,452	16
WORKER'S COMPENSATION INSURANCE	15,051		15,051	11,671	13,041	17
<b>CONTRACTED SERVICES</b>						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	17
PAYMENTS TO PARENTS & PRIVATE VENDORS	30,000		30,000	21,652	30,000	26
<b>OPERATIONAL COSTS</b>						
BUS INSURANCE	34,980		34,980	27,893	30,682	17
CAPITAL OUTLAY - MAJOR	70,000		70,000	533,079	143,192	26
FUEL AND SUPPLIES	314,600		314,600	305,069	244,700	26
SUB TOTAL TRANSPORTATION	2,139,572	0	2,139,572	2,241,765	1,859,130	

## 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>	111,459		111,459	143,168	103,315	16
<u>CUSTODIANS - FULL TIME</u>	924,978		924,978	789,263	850,483	16
<u>MAINTENANCE WORKERS - FULL TIME</u>	682,689		682,689	584,850	648,981	16
<u>CUSTODIANS - PART &amp; OVERTIME</u>	65,000		65,000	95,421	65,000	16
<u>MAINTENANCE WORKERS: PART &amp; OVERTIME</u>	100,000		100,000	73,114	100,000	16
<b>EMPLOYEE BENEFITS</b>						
<u>SOCIAL SECURITY</u>	137,736		137,736	123,577	135,235	16
<u>RETIREMENT &amp; GROUP LIFE</u>	141,345		141,345	119,139	132,943	16
<u>MEDICAL &amp; DENTAL</u>	353,738		353,738	293,006	353,738	16
<u>UNEMPLOYMENT INSURANCE</u>	2,044		2,044	1,544	3,651	17
<u>WORKER'S COMPENSATION INSURANCE</u>	24,082		24,082	18,674	20,866	17
<b>UTILITIES</b>						
<u>ELECTRICAL SERVICE</u>	740,000		740,000	728,123	665,000	27
<u>FUEL FOR UTILITIES</u>	87,000		87,000	81,930	85,750	27
<u>WATER, SEWAGE, REFUSE</u>	75,000		75,000	47,396	75,000	27
<u>TELEPHONE &amp; INTERNET SERVICE</u>	235,600		235,600	222,614	235,600	17, 19
<b>OPERATIONAL COSTS</b>						
<u>CAPITAL EXPENDITURES- MAJOR</u>	511,400		511,400	5,210,390	83,437	27
<u>CAPITAL EXPENDITURES- MINOR</u>	15,200		15,200	33,845	15,200	27
<u>MAINTENANCE SERVICES</u>	300,000		300,000	475,988	275,000	27
<u>OFFICE SUPPLIES</u>	2,000		2,000	2,000	2,000	27
<u>MAINTENANCE SUPPLIES</u>	360,000		360,000	413,973	325,000	27
<u>OPERATION OF VEHICLES</u>	74,500		74,500	47,956	70,000	27
<u>COPIER &amp; PAPER COSTS - OPERATION &amp; MAINTENANCE</u>	4,300		4,300	5,900	4,286	27
<b>SUB TOTAL OPERATIONS</b>	4,948,071	0	4,948,071	9,511,870	4,250,485	

## 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>		88,803	88,803	79,310	81,175	16
<u>SECRETARY</u>		55,201	55,201	38,434	40,356	16
<u>FULL TIME WORKERS</u>		158,025	158,025	171,789	157,252	16
<u>PART TIME WORKERS</u>		466,674	466,674	367,670	407,742	16
<b>EMPLOYEE BENEFITS</b>						
<u>SOCIAL SECURITY</u>		58,806	58,806	48,999	52,519	16
<u>RETIREMENT &amp; GROUP LIFE</u>		54,587	54,587	44,869	54,246	16
<u>MEDICAL &amp; DENTAL</u>		113,862	113,862	94,913	113,862	16
<u>WORKERS' COMP: OTHER</u>		1,687	1,687	1,167	1,486	17
<b>OPERATIONAL COSTS</b>						
<u>FOOD SERVICE BANK CHARGES-OTHER</u>		3,718	3,718	7,124	4,000	28
<u>CAPITAL OUTLAY - MAJOR</u>		6,200	6,200	0	5,800	28
<u>CAPITAL OUTLAY - MINOR</u>		0	0	0	0	28
<u>FOOD</u>		941,994	941,994	893,342	770,299	28
<u>SUPPLIES</u>		131,905	131,905	129,536	112,483	28
<u>CONTRACTUAL SERVICES</u>		0	0	1,778	0	28
<b>SUB TOTAL FOOD SERVICE</b>	0	2,081,462	2,081,462	1,878,930	1,801,220	

## DEBT SERVICE &amp; FUND TRANSFERS

<b>DEBT SERVICE TO CITY</b>	713,657		713,657	713,991	714,712	17
<b>TRANSFER TO CITY</b>		0	0	0	0	17
<b>SUB TOTAL DEBT SERVICE</b>	713,657	0	713,657	713,991	714,712	

## CONTINGENCY RESERVE

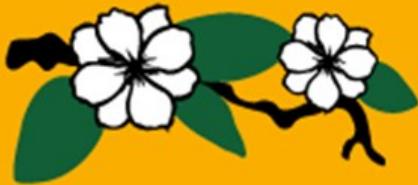
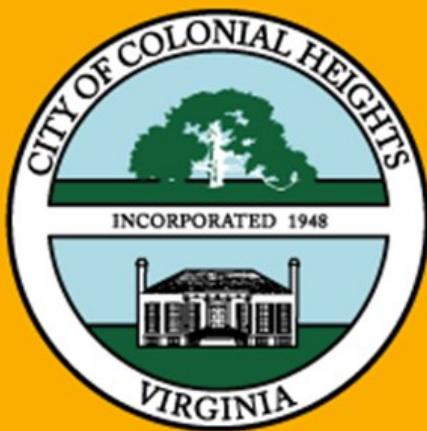
<b>1.55%</b>						
<b>CONTINGENCY RESERVE</b>	898,995		898,995		1,897,398	17
<b>CIP RESERVE</b>	1,377,691		1,377,691		650,000	17

TOTAL EXPENDITURE BUDGET

54,000,075 4,088,563 58,088,638 52,849,513 55,485,486

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2024-25  
Annual Operating Budget

**BUDGET  
ORDINANCES**

## AN ORDINANCE NO. 24-8

Providing for a tax levy on certain personal property for the 2024 and 2025 tax years, 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 types of tangible personal property specified in Va. Code §§ 58.1-3503 and 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.
2. There is levied and shall be collected for the tax year commencing January 1, 2025, and ending December 31, 2025, a tax on all types of tangible personal property specified in Va. Code §§ 58.1-3503 and 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, 2025, and ending December 31, 2025, 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, 2025, and ending December 31, 2025, 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, 2025, and ending December 31, 2025, 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 disabled 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, 2024, and ending December 31, 2024.

7. Pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 40% on all qualifying vehicles is established for the tax year beginning January 1, 2025, and ending December 31, 2025.

8. There is levied and shall be collected for the tax year commencing January 1, 2025, and ending December 31, 2025, 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:

\_\_\_\_\_  
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: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

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City Attorney

AN ORDINANCE NO. 24-9

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, 2025, and ending December 31, 2025 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, 2025, and ending December 31, 2025, 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 2025.

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. 24-FIN-10

Adopting the General Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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	\$242,233
General and Financial Administration	6,194,290
Judicial Administration	6,510,205
Public Safety	16,433,633
Public Works	7,161,590
Health and Social Services	1,510,026
Culture and Recreation	3,207,021
Community Development	931,624
Human Services	593,018
Nondepartmental	1,302,018
Debt Service & Transfers Out	33,750,556
<b>TOTAL</b>	<b>\$77,836,214</b>

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

2. The foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2024:

General Property Taxes	\$30,009,710
Other Local Taxes	24,214,800
Licenses, Permits & Fees	4,437,020
Fines and Forfeitures	284,450
Use of Money & Property	466,151
Intergovernmental Revenues	8,793,753
Charges for Current Services	3,221,400
Miscellaneous	6,408,930
<b>TOTAL</b>	<b>\$77,836,214</b>

3. All legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2024, shall 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, 2024, shall be canceled.

5. This ordinance shall be in full force and effect on and after the first day of July, 2024, 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. 24-FIN-11

Adopting the budgets for various funds for the fiscal year beginning July 1, 2024 and ending June 30, 2025, 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, 2024 and ending June 30, 2025, is hereby adopted.
2. The sum of \$156,534 is hereby appropriated from the estimated revenues from all existing sources of revenue during the ensuing fiscal year, which shall be used for **Recreation Activity Fund** Budget expenditures as follows:

REVENUES

Charges for Current Services	\$156,534
<b>TOTAL</b>	<b>\$156,534</b>

EXPENDITURES

Recreation Activities	\$156,534
<b>TOTAL</b>	<b>\$156,534</b>

3. The budget designated the **Economic Development Authority** Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, is hereby adopted.

4. The sum of \$369,580 is hereby appropriated from the estimated revenues from all existing sources of revenue as shown in the **Economic Development Authority** Budget for the ensuing fiscal year, which shall be used for expenditures as follows:

REVENUES

Miscellaneous	\$369,580
<b>TOTAL</b>	<b>\$369,580</b>

EXPENDITURES

Economic Development	\$369,580
<b>TOTAL</b>	<b>\$369,580</b>

5. The budget designated the **Capital Projects Fund** Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is hereby adopted.

6. The sum of \$14,126,294 is hereby appropriated from the estimated revenues from all existing sources of revenue during the ensuing fiscal year, which shall be used for the major capital projects itemized in the **Capital Projects Fund** Budget as follows:

REVENUES

Intergovernmental Revenue	\$ 3,012,578
Miscellaneous	11,113,668
<b>TOTAL</b>	<b>\$14,126,294</b>

EXPENDITURES

Ambulance Replacement	\$ 450,000
Violet Bank Restoration – Phase II	325,000
Appomattox River Greenway Trail – Phase V	863,273
Community Center Parking Lot	97,000
CHHs Fine Arts Renovation (Music-Arts)	203,000
CHHS Front Entrance, Administration Areas	147,000
Boulevard at Temple Ave. Intersection	1,381,504
Hamilton Avenue Repaving	668,543
Conduit Repaving Riveroaks to Heron Run	1,198,529
Roanoke Avenue Reconstruction	4,656,860
Galvanized Waterline Replacement – Phase I	959,752
Total Maximum Daily Load Project	1,630,800
Breezy Hill Avenue Stormwater Outfall	200,000
Mt. Pleasant Drive Outfall Rehabilitation	285,000
Yacht Basin Drive Outfall Rehabilitation	325,000
Brookedge Drive & Spring Drive Drainage Improvements	734,985
<b>TOTAL</b>	<b>\$14,126,294</b>

7. The budget designated the **Information Technology Service Fund** Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is hereby adopted.

8. The sum of \$706,142 is hereby appropriated from the estimated revenues from all existing sources of revenue during the ensuing fiscal year, which shall be for **Information Technology Service Fund** Budget expenditures as follows:

REVENUES

Charges for Current Services	\$706,142
<b>TOTAL</b>	<b>\$706,142</b>

EXPENDITURES

Information Technology	\$706,142
<b>TOTAL</b>	<b>\$706,142</b>

9. The budget designated the **Storm Water Fund** Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, is hereby adopted.

10. The sum of \$800,470 is hereby appropriated from the estimated revenues from all existing sources of revenue during the ensuing fiscal year, which shall be used for **Storm Water Fund** Budget expenditures as follows:

REVENUES

Charges for Current Services	\$800,470
Miscellaneous	0
<b>TOTAL</b>	<b>\$800,470</b>

EXPENDITURES  
(INCLUDING DEPRECIATION)

Stormwater	\$ 800,470
<b>TOTAL</b>	<b>\$800,470</b>

9. The budget designated the **Water and Sewer Fund** Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is hereby adopted.

10. The sum of \$5,728,228 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 expenditures as follows:

	<u>REVENUES</u>
Charges for Current Services	\$5,723,228
Nonoperating Revenue	5,000
<b>TOTAL</b>	<b>\$5,728,228</b>

EXPENDITURES  
(INCLUDING DEPRECIATION)

Water Distribution & Transmission	\$1,941,537
Wastewater Treatment	3,317,083
Utility Billing	469,608
<b>TOTAL</b>	<b>\$5,728,228</b>

11. A capital outlay in the amount of \$650,300 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, 2024, 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:

---

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

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  
FY2024-25  
Annual Operating Budget

# PERSONNEL INFORMATION

CITY OF COLONIAL HEIGHTS, VIRGINIA  
 GENERAL PAY PLAN CLASS AND SALARY RANGE  
 EFFECTIVE JULY 1, 2024

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	\$33,280 \$33,613	\$48,748 \$49,236
	Deputy I Facilities/Groundskeeper I Meter Reader Public Works Technician I Staff Assistant Van Driver	
12	\$35,100 \$35,451	\$55,703 \$56,260
	Deputy II Deputy Registrar Facilities/Groundskeeper II (Starting salary: \$36,150 \$36,512) Financial Technician I Legal Secretary Public Works Technician II Senior Meter Reader Transportation Coordinator	
13	\$37,068 \$37,439	\$63,633 \$64,269
	Concrete Technician (Starting Salary: \$39,146 \$39,538) Deputy III <del>Deputy Sheriff*</del> (Starting salary: \$47,627) Facilities/Groundskeeper III (Starting salary: \$40,310 \$40,713) Financial Technician II Police Records Technician Public Works Heavy Equipment Operator Recreation Specialist I	

*\*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$72,712.*

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2024

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$42,354 \$42,778	\$72,712 \$73,439
		Administrative Assistant <del>Administrative Services Deputy (Starting salary: \$51,146)</del> Building Inspector Chief Deputy Commissioner of Revenue Community/Economic Development Specialist Cross-Connection Control Technician <b>Deputy Sheriff (Starting salary: \$48,103)</b> Digital Resource Specialist Engineering Technician (Starting salary: \$47,347 \$47,821) Financial Specialist I Horticulturist Museum Curator <del>Permit Technician</del> Procurement Specialist Recreation Specialist II Traffic Technician Utility Maintenance Specialist Victim Witness Program Assistant/Court Advocate Waterworks Distribution Technician Youth Program Coordinator
15	\$48,384 \$48,868	\$83,066 \$83,897
		<b>Sergeant Deputy Sheriff (Starting salary: \$56,500)</b> Building Maintenance Technician Combination Inspector Construction Inspector Chief Deputy Circuit Court Clerk Crime Analyst Emergency Equipment Technician Executive Assistant Financial Specialist II Heavy Truck/Bus Technician Human Resources Specialist <del>Lieutenant Deputy Sheriff (Starting salary: \$54,665)</del> <b>Planner (Starting salary: \$52,100)</b> Public Works Foreman Recreation Specialist III Senior Center Senior Automotive Mechanic Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$52,755 \$53,283) Senior Traffic Technician Utility Billing Supervisor

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2024

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$55,282 \$55,835	\$94,903 \$95,852
	Accountant <b>Chief Deputy Sheriff (Starting Salary: \$59,618)</b> <b>Code Enforcement Supervisor (Starting salary: \$65,000)</b> Financial Systems Analyst Geographic Information System (GIS) Coordinator <b>Lieutenant Deputy Sheriff (Starting salary: \$65,000)</b> Purchasing Agent Revenue Supervisor Senior Paralegal/Deputy City Clerk	
17	\$62,829 \$63,457	\$108,430 \$109,514
	Assistant Commonwealth's Attorney* <b>(Starting salary: \$73,500)</b> Automotive Maintenance Superintendent <b>Chief Deputy Sheriff (Starting Salary: \$73,500)</b> City Assessor Facilities Superintendent Information Systems Coordinator Office on Youth & Human Services Administrator Project Coordinator Public Works Superintendent Victim Witness Program Director	
	<p><b>*Salary range of one Assistant Commonwealth's Attorney designated as a Senior Commonwealth's Attorney spans to the maximum of Grade 18.</b></p>	
18	\$72,162 \$72,884	\$123,881 \$125,120
	Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official <b>Chief Deputy Commonwealth's Attorney</b> Deputy Director of Finance Economic Development Administrator	
EXEC	\$87,019 \$87,889	\$149,824 \$151,322
	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, 2024

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
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 3% salary increase will be:

\* City Attorney's salary as of 7/1/2024 will be \$199,206

\*\* City Manager's salary as of 7/1/2024 will be \$191,130

## GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2024

**PART-TIME/SEASONAL/TEMPORARY POSITIONS**

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Assistant	<del>\$12.00 - \$20.00</del> <b>\$15.00 - \$20.00</b>
Animal Control Aide	\$12.00 - \$16.00
<b>Assistant Fire Marshal</b>	<b>\$23.00 - \$28.00</b>
Code Enforcement Inspector	\$15.00 - \$25.00
Communications Officer	\$15.00 - \$25.00
Deputy Sheriff	<del>\$20.00 - \$25.00</del> <b>\$23.00 - \$28.00</b>
Digital Resources Assistant	\$12.00 - \$13.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$25.00
EMS Firefighter*	<del>\$17.00 - \$25.00</del> <b>\$20.00 - \$28.00</b>
Fire Logistics Officer	\$15.00 - \$25.00
FOIA Specialist	\$20.00 - \$25.00
Groundskeeper Assistant	\$12.00 - \$14.00
Landscaping Technician	\$12.00 - \$14.00
Meter Reader	\$12.00 - \$16.00
<b>Permit Technician</b>	<b>\$15.00 - \$20.00</b>
<b>Program Assistant</b>	<b>\$12.00 - \$14.00</b>
Recreation Assistant I	\$12.00 - \$14.00
Recreation Assistant II	\$14.00 - \$16.00
<b>Recreation Attendant</b>	<b>\$13.50 - \$15.00</b>
Recycling Center Attendant	\$12.00 - \$14.00
Senior Automotive Mechanic	\$20.00 - \$25.00
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, 2024**

Plan Includes:

\* 2% increase between steps (except from step 1 to step 2 for Police Officer, Firefighter-EMT and Firefighter-Intermediate)

\* 1% increase in the base step plan

**Police Department**

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
Police Officer	P - 103	54,000	54,480	55,570	56,684	57,815	58,974	60,150	61,353	62,580	63,832	65,100	66,411	67,739	69,094	70,476	71,885	73,323	74,789	76,285	77,811	79,367
Police Officer	P - 103	54,540	55,024	56,125	57,248	58,393	59,561	60,752	61,967	63,206	64,470	65,759	67,074	68,415	69,783	71,179	72,603	74,055	75,536	77,047	78,588	80,160
Police Sergeant	P - 105	68,116	69,478	70,867	72,285	73,734	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 Sergeant	P - 105	68,797	70,173	71,577	73,008	74,468	75,958	77,477	79,026	80,607	82,219	83,863	85,541	87,251	88,996	90,776	92,592	94,444	96,333	98,259	100,224	102,229
Police Lieutenant	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	98,924	100,900	102,918	104,976	107,076	109,217	111,401
Police Lieutenant	P - 107	75,720	77,234	78,779	80,354	81,961	83,601	85,273	86,978	88,718	90,492	92,302	94,148	96,031	97,952	99,911	101,909	103,947	106,026	108,146	110,309	112,515
Police Captain	P - 108	83,538	85,209	86,913	88,654	90,424	92,233	94,077	95,959	97,878	99,836	101,932	103,869	105,946	108,065	110,227	112,434	114,680	116,973	119,343	121,699	124,133
Police Captain	P - 108	84,373	86,061	87,782	89,538	91,328	93,155	95,018	96,918	98,857	100,834	102,851	104,908	107,006	109,146	111,329	113,555	115,827	118,143	120,506	122,916	125,374
Deputy Chief - Major	P - 109	88,358	90,125	91,927	93,766	95,644	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
Deputy Chief - Major	P - 109	89,242	91,026	92,847	94,704	96,598	98,530	100,501	102,511	104,561	106,652	108,785	110,961	113,180	115,443	117,752	120,107	122,510	124,960	127,459	130,008	132,608

**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 Combined	F - 101	54,000	54,480	55,569	56,680	57,814	58,970	60,150	61,353	62,580	63,834	65,108	66,410	67,738	69,093	70,475	71,885	73,322	74,789	76,284	77,810	79,366
Firefighter-EMT Combined	F - 101	54,540	55,024	56,125	57,248	58,393	59,561	60,752	61,967	63,206	64,470	65,759	67,074	68,415	69,783	71,179	72,603	74,055	75,536	77,047	78,588	80,160
Firefighter-Intermediate	F - 102	55,080	55,569	56,680	57,814	58,970	60,150	61,353	62,580	63,834	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-Intermediate	F - 102	55,631	56,125	57,247	58,392	59,560	60,751	61,966	63,205	64,469	65,758	67,073	68,414	69,782	71,178	72,602	74,054	75,535	77,046	78,587	80,159	81,762
Firefighter-Paramedic	F - 103	56,704	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	76,900	78,530	80,100	81,702	83,336
Firefighter-Paramedic	F - 103	57,268	57,777	58,932	60,111	61,313	62,539	63,790	65,066	66,367	67,694	69,048	70,429	71,838	73,275	74,741	76,236	77,761	79,316	80,902	82,520	84,170
Fire Lieutenant	F - 104	68,116	69,478	70,867	72,285	73,734	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	F - 104	68,797	70,173	71,577	73,008	74,468	75,958	77,477	79,026	80,607	82,219	83,863	85,541	87,251	88,996	90,776	92,592	94,444	96,333	98,259	100,224	102,229
Fire Lieutenant (80 Hours)	F - 105	71,524	72,952	74,414	75,899	77,417	78,965	80,545	82,156	83,799	85,475	87,184	88,928	90,706	92,524	94,374	96,258	98,184	100,147	102,159	104,193	106,277
Fire Lieutenant (80 Hours)	F - 105	72,236	73,681	75,155	76,658	78,191	79,755	81,350	82,977	84,636	86,329	88,056	89,817	91,613	93,445	95,314	97,220	99,165	101,148	103,171	105,235	107,339
Deputy Fire Marshal (80 hours)	F - 106	71,524	72,952	74,414	75,899	77,417	78,965	80,545	82,156	83,799	85,475	87,184	88,928	90,706	92,524	94,374	96,258	98,184	100,147	102,159	104,193	106,277
Deputy Fire Marshal (80 hours)	F - 106	72,236	73,681	75,155	76,658	78,191	79,755	81,350	82,977	84,636	86,329	88,056	89,817	91,613	93,445	95,314	97,220	99,165	101,148	103,171	105,235	107,339
Battalion Chief	F - 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	98,924	100,900	102,918	104,976	107,076	109,217	111,401
Battalion Chief	F - 107	75,720	77,234	78,779	80,354	81,961	83,601	85,273	86,978	88,718	90,492	92,302	94,148	96,031	97,952	99,911	101,909	103,947	106,026	108,146	110,309	112,515
Deputy Chief of Fire & EMS (80 hours)	F - 108	88,358																				

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