

# *City of Colonial Heights*



FY2025-2026  
Proposed Annual Operating Budget  
April 14, 2025

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# City of Colonial Heights

## Elected Officials and Senior Management

### CITY COUNCIL

T. Gregory Kochuba.....Mayor

John E. Piotrowski.....Vice Mayor

Elizabeth “Betsy” G. Luck..... Councilmember

Tricia L. Palmer.....Councilmember

Craig R. Skalak.....Councilmember

Brad E. Slaybaugh...Councilmember

John T. Wood.....Councilmember

### SENIOR MANAGEMENT

Douglas E. Smith..... City Manager

Lenny Caballero, Ed.D.....Assistant 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. Flippen.....Director of Public Works/ Engineering

Joseph N. Carter, Jr.....Dir. of Planning/Community Development

Bruce N. Hansen..... Library Director

David E. Bailey..... Chief of Fire & EMS

Matt L. Spruill.....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
- APPOMATTOX RIVER WATER AUTHORITY
- ARCHITECTURAL REVIEW BOARD
- BOARD OF ZONING APPEALS
- CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
- CHESTERFIELD-COLONIAL HEIGHTS BOARD OF SOCIAL SERVICES
- CITY WETLANDS BOARD
- COMMUNITY CRIMINAL JUSTICE BOARD
- COMMUNITY POLICY AND MANAGEMENT TEAM FOR AT RISK YOUTH AND FAMILIES
- 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
- BRIGHTPOINT COMMUNITY COLLEGE BOARD OF TRUSTEES
- NATURAL HAZARDS MITIGATION ADVISORY COMMITTEE
- PERSONNEL BOARD
- PETERSBURG AREA REGIONAL TOURISM CORPORATION
- PLANNING COMMISSION
- REGIONAL BUILDING CODE APPEALS BOARD
- RICHMOND REGIONAL TOURISM BOARD OF DIRECTORS
- RIVERSIDE REGIONAL JAIL AUTHORITY
- SENIOR CITIZENS ADVISORY COMMITTEE
- SOUTH CENTRAL WASTEWATER AUTHORITY
- TRANSPORTATION SAFETY COMMISSION
- VIRGINIA'S GATEWAY REGION
- YOUTH SERVICES COMMISSION



# CITY OF COLONIAL HEIGHTS

## OFFICE OF THE CITY MANAGER

Douglas E. Smith  
City Manager

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

Nancy Boshier  
Executive Assistant

April 14, 2025

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

Mayor and Council Members,

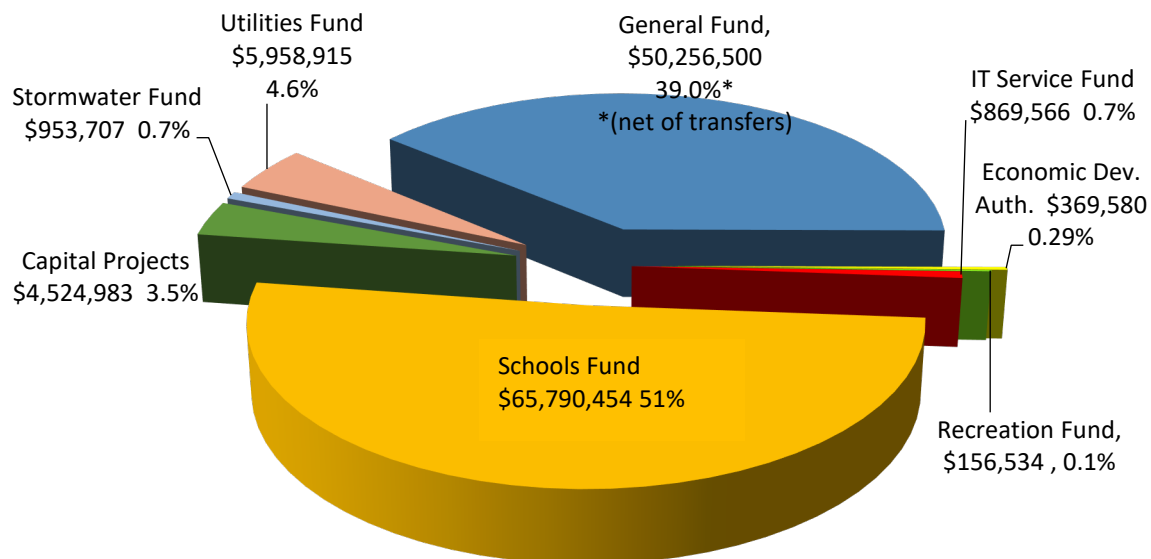
I hereby present the annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

The total appropriation included in this FY2025-26 Annual Budget, net of inter-fund transfers (and not including Water and Sewer Fund capital outlay), is \$128,880,239 which is around 0.8% more than the current fiscal year's adopted budget.

Some significant changes between the current year adopted budget and this budget are the decreased budget for Use of Fund Balance in Miscellaneous Revenue (approximately \$1.3 million less than FY 25) and decreased appropriations in the Capital Projects Fund (about \$9.6 million less than FY 25).

The overall budget by fund is shown in the following graph:

### Proposed FY 25-26 Budget by Fund



**Total Budget (Net of Transfers) \$128,880,239**

The City's total General Fund budget for the upcoming fiscal year of \$81,827,970 is an increase of 5.1% from the original FY 2024-25 General Fund budget of \$77,863,214 (the proposed FY 26 General Fund Budget net of interfund transfers is \$50,256,500 as shown in the graph on the previous page). The General Fund budget includes a significant transfer of \$2,241,129 to the Capital Projects Fund for FY 26 for various capital projects (pass through funds); however, this is less than the \$3,541,008 transfer to the Capital Projects fund budgeted for FY 25. The total use of Fund Balance (assigned/restricted) in the FY 26 Proposed Budget is \$3,481,283 which is \$1,329,740 lower than last year. If the FY 26 Proposed General Fund budget included the same use of fund balance as last year, the overall increase in the General Fund Budget would be 6.8% instead of 5.1%.

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 budget for Colonial Heights Public Schools totals \$65,790,454, which is 51% of the total budget and an increase of \$7,701,816 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 \$28,522,911, which is 9.9% higher than the \$25,965,051 transfer in the current fiscal year budget.

The FY 26 General Fund budget includes: a net increase of two new full-time positions, employee compensation adjustments, increases in health insurance premiums, technology equipment replacement, other equipment replacements, and funding in contingency for additional school funding (not yet included in the School budget appropriation) due to revised revenue projections.

The FY25-26 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 – (\$50.26M, net of \$31.57M 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 – (\$65.8)** 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 transfers from the General Fund for funding specific economic incentives approved by the Economic Development Authority and City Council.
- ***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– (\$4.5M)*** 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– (\$869,566)*** 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 provide funding for the City’s outsourced technology support and computer licenses. Additional funding is also transferred for computer replacement and other costs.
- ***Stormwater Management Fund\* – (\$953,707)*** Stormwater management activities are funded through a stormwater fee on City utility bills. The stormwater fees are deposited to the Stormwater Management Fund.
- ***Water and Sewer Fund\* – (\$5.96M)*** The City’s potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

*\*Designates Enterprise Funds*

The FY25-26 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.

## **FY2025-26 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; these assignments will be proposed to Council prior to the final adoption of the FY 26 budget).

The following is a brief discussion of various issues impacting the FY25-26 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. Additional adjustments are also included for a group of maintenance employees. For positions in the Public Safety Pay Plan, the proposed budget includes significant changes to the pay plan which provide for increased compensation for employees as well as movement of one step in the step plan (the one step movement will come later in the fiscal year for employees who are in a recruit school/academy).

Health insurance costs increased 5.6% for FY 26 with the City taking on 80% of the increased cost for all employee plans (approximate additional cost of \$183,000).

### **Funding Enterprise Operations**

The City's water and sewer rates were last adjusted effective January 1, 2025 and the current stormwater rate was also increased effective January 1, 2025. The monthly stormwater fee is proposed to increase from \$4.75 to \$5.25 per equivalent residential unit beginning January 1, 2026. A rate increase is also proposed for water and sewer rates beginning January 1, 2026 to generate an increase of 5% for water/sewer user charge revenue. Prior to January 1, 2026, staff will have further discussion with City Council on recommendations for the stormwater and water/sewer funds to be self-sustaining including potentially revising the proposed January 1, 2026 rate recommendations.

### **Budget Organization and Structure**

A new division is added under Health & Social Services for Opioid Abatement which provides for budgeted revenue and expenditures for Opioid Abatement outside funding.

### **Capital Outlay and Capital Project Funding**

As mentioned earlier, the FY25-26 operating budget supports various capital projects through the transfer of funds from the General Fund (\$2,241,129 in fund balance proposed to be transferred by the General Fund budget to the Capital Projects Fund for FY 26). The City also plans the one-time utilization of \$473,827 in assigned (or restricted) General Fund balances for specific capital outlay purchases/projects in the General Fund. The use of general fund assigned (or restricted) fund balance is planned for the following:

- Sheriff's Office Vehicle: \$65,000 (Sheriff restricted funds)
- Police Patrol Vehicle: \$65,500
- Police Admin. Vehicle: \$40,000
- Police Fingerprint System: \$11,327 (State asset forfeiture funds)
- Animal Control Vehicle: \$55,000
- Animal Shelter Gazebo (Donations): \$2,000
- Fire Department Cardiac Monitors: \$90,000
- Public Works Dump Truck: \$90,000
- Public Works Truck: \$55,000

### **Fees and Rates**

The Personal Property Tax Rate of \$3.50 per \$100 of assessed value for calendar year 2025 is proposed to stay the same for calendar year 2026. No change is proposed for the real estate tax rate.

The monthly rate for garbage/recycling is proposed to increase from \$21.25 to \$22.00 following solid waste collection and recycling rate adjustments through the Central Virginia Waste Management Authority.

### **Specific Personnel Needs/ Staffing**

The budget includes funding in FY25-26 for two hundred seventy-seven (277) full-time positions, in addition to multiple part-time and seasonal positions. This is a net increase of two full-time positions over the original adopted FY 25 budget. A full-time Accounting Manager position is added in the Finance Department and a new Utilities Superintendent position is added in the Water & Sewer Fund. An Outreach Program Coordinator position (grant funded) was added to the General Pay Plan during FY 25 (it is shown in the Office on Youth position chart in this budget document). One full-time Deputy position is removed from the Sheriff's office, reverting to two-part time employees instead. Other personnel changes include various title and classification changes.

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

Planned replacement and acquisitions of vehicles, furniture, fixtures, equipment and other capital outlay items in the General Fund for FY 25-26 total \$985,806. This is an increase of 26.5% when compared to the FY24-25 figure of \$779,320. Some items included in the proposed FY 26 budget include three police vehicles, equipment for the Fire Department, vehicles for the Sheriff's Office and Public Works, and equipment for Parks Maintenance. The chart below illustrates General Fund equipment, furniture, fixtures, and vehicle spending/other capital outlay planned in FY 26 by functional category.

### **General Fund Vehicles, Furniture, Fixture, and Equipment/Other Capital Outlay: Planned FY 26 Spending**

<b>Budget Category</b>	<b>Amount</b>	<b>Percent of Total</b>
Legislative	4,300	0.44%
General & Financial Admin.	6,500	0.66%
Judicial	111,360	11.30%
Public Safety	623,790	63.28%
Public Works	174,456	17.70%
Culture and Recreation	56,500	5.73%
Community Development	8,900	0.90%
<b>TOTAL</b>	<b>\$985,806</b>	

## Capital Improvement Plan FY2026-FY2030

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 933 Replacement
- Total Maximum Daily Load Project
- Repaving of Conduit Road from Ellerslie Avenue to Riveroaks Drive
- Boulevard Sidewalks
- Boulevard at Temple Intersection Improvements
- Appomattox River Greenway Trail Phase 6
- Bridge Repairs
- Water Tower Rehabilitation and Coating Replacement
- White Bank Park – Pavilion Roofing and Lighting Replacement
- White Bank Park – Parking Lot Repairs
- Lakeview Park – Parking Lot Repairs
- Violet Bank Museum Restoration – Phase III
- Splash Pad
- Colonial Heights Technical Building – HVAC Replacement

For additional information on all capital projects, including those proposed for funding in future years, please see the City's Fiscal Years 2026-2030 Capital Improvement Plan.

The General Fund budget includes a transfer of \$2,241,129 to the Capital Projects Fund from various assigned or restricted fund balances for funding toward some of the projects listed above.

### Other Items

- **FY 25 Debt Issuance** – The FY 26 budget includes funds for the first debt payment for the debt issuance that was proposed for FY 25 for Roanoke Avenue Reconstruction and stormwater projects. While the debt was not issued earlier in FY 25, the City plans to participate in the upcoming summer 2025 debt issuance through the Virginia Resources Authority pooled financing program.
- **Information Technology Services Fund** – A \$426,327 transfer from General Fund assigned fund balance to the Information Technology Services Fund is included in the proposed budget. The fund



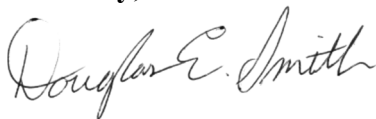
balance allocations are for computer replacement (second of two phases) security system maintenance payment, and other IT costs.

- **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 proposed budget includes funding for employee compensation as referenced earlier.
- **Employee Health Insurance** – As mentioned previously, premiums for FY 25-26 increased 5.6%, after an approximate 5.8% increase in the previous year. The City is absorbing a significant amount of this increase at a cost of approximately \$183,000 for all funds.
- **Financial Policies** – The City of Colonial Heights' financial management policies are also included in this document.

In summation, the FY25-26 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.

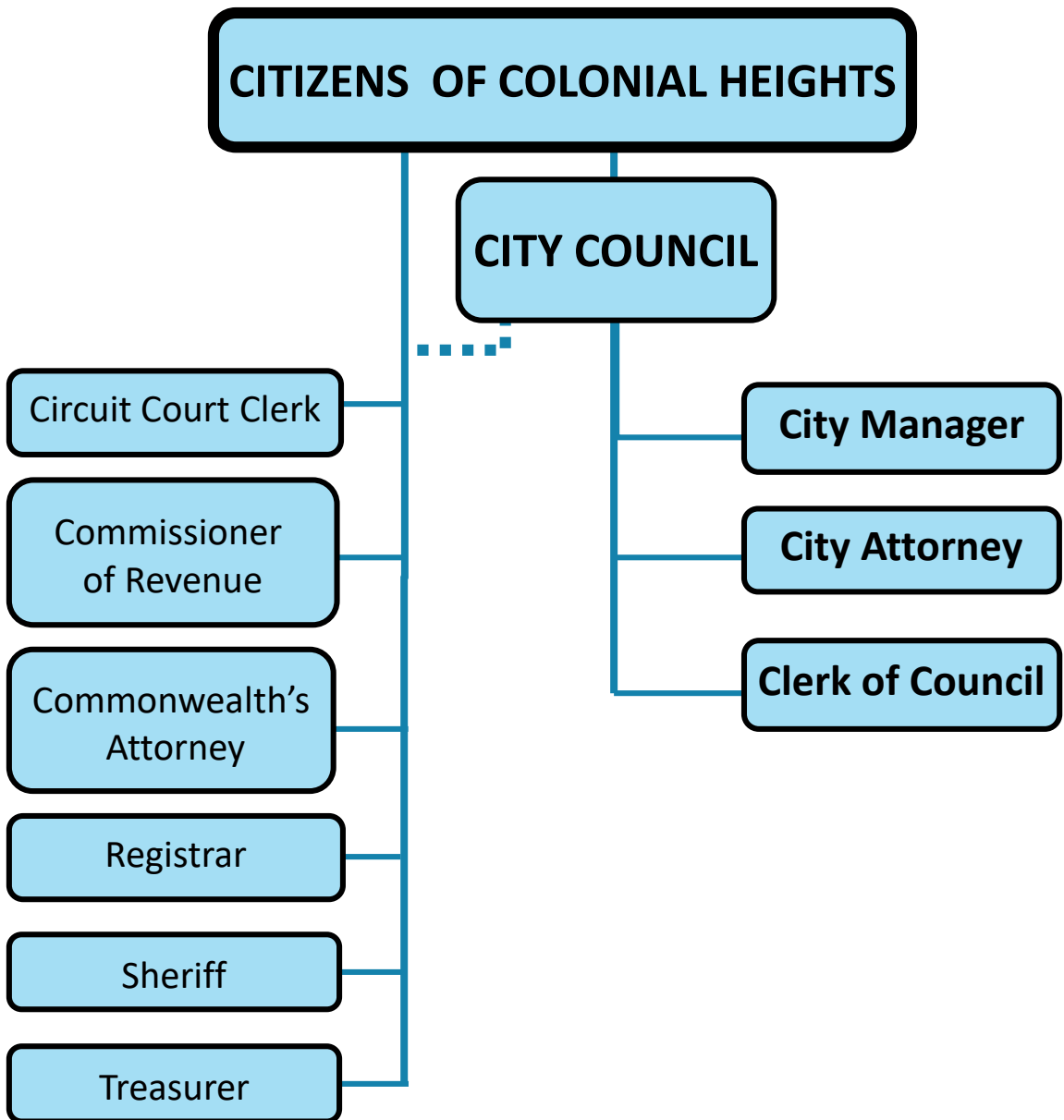
Thank you to the staff of the City of Colonial Heights for their dedicated service to our community, providing such important services to our citizens, visitors, and businesses each and every day. On behalf of the City staff, I thank the Mayor and City Council for their ongoing support and continued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

Sincerely,

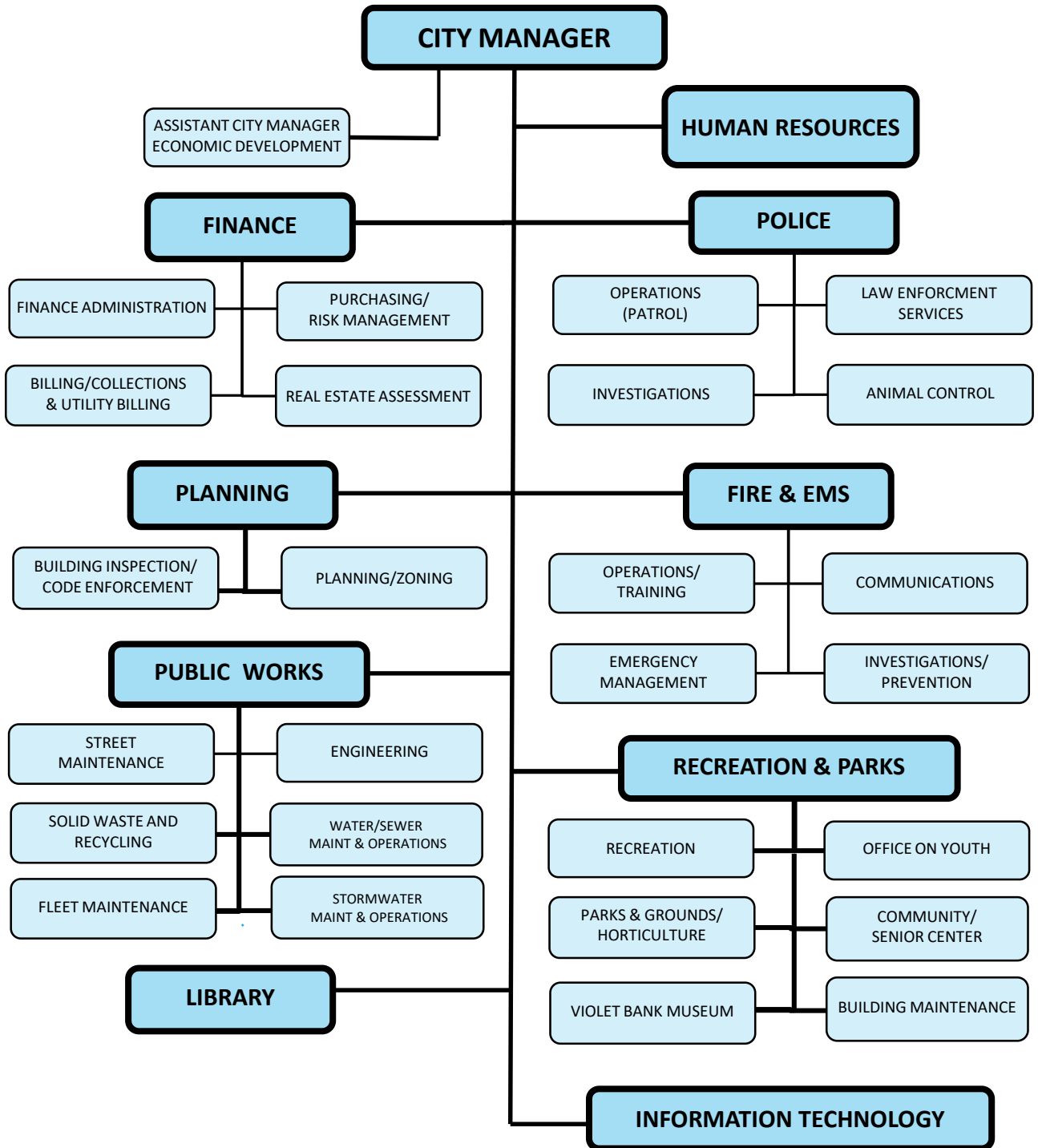
A handwritten signature in cursive script that reads "Douglas E. Smith".

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

# 2025-26 City of Colonial Heights Leadership Organization Chart



# 2025-26 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



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

BUDGET  
SUMMARIES

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCOUNT NUMBER SUMMARY

ACCT #	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>GENERAL FUND</u>							
4100	General Property Taxes	\$26,080,401	\$28,232,669	\$28,948,174	\$30,064,700	\$30,009,710	\$32,694,222	8.9%
4200	Other Local Taxes	22,625,094	24,407,762	22,540,759	25,568,880	24,214,800	25,906,300	7.0%
4300	Licenses, Permits & Fees	4,430,090	4,676,228	4,417,960	4,976,656	4,437,020	4,758,624	7.2%
4400	Fines & Forfeitures	214,403	265,505	243,277	361,172	284,450	299,910	5.4%
4500	Use of Money & Property	199,511	935,846	223,000	1,589,543	466,151	348,022	-25.3%
4600	Intergovernmental Revenue	7,920,233	8,695,032	7,939,587	9,431,390	8,793,753	9,244,237	5.1%
4700	Charges for Current Services	2,536,779	3,092,620	3,103,900	2,759,849	3,221,400	3,300,551	2.5%
4800	Miscellaneous	1,654,912	2,383,100	3,159,233	914,852	6,408,930	5,276,104	-17.7%
	<b>TOTAL GENERAL FUND</b>	<b>\$65,661,422</b>	<b>\$72,688,762</b>	<b>\$70,575,890</b>	<b>\$75,667,043</b>	<b>\$77,836,214</b>	<b>\$81,827,970</b>	<b>5.1%</b>
	<u>ECON. DEV. AUTHORITY FUND</u>							
4300	Licenses, Permits & Fees	0	0	0	0	0	0	
4500	Use of Money & Property	0	0	0	0	0	0	
4800	Miscellaneous	0	0	29,580	0	369,580	369,580	0.0%
	<b>TOTAL ECON. DEV. AUTH. FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,580</b>	<b>\$0</b>	<b>\$369,580</b>	<b>\$369,580</b>	<b>0.0%</b>
	<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
	<b>TOTAL EMER. RESPONSE FUND</b>					<b>\$0</b>	<b>-</b>	<b>N/A</b>
	<u>RECREATION ACTIVITY FUND</u>							
4300	Licenses, Permits & Fees	-	-	-	-	-	-	
4700	Charges for Current Services	76,221	95,251	160,917	0	156,534	156,534	0.0%
4800	Miscellaneous	19,796	20,292	0	0	0	0	
	<b>TOTAL REC. ACTIVITY FUND</b>	<b>\$96,017</b>	<b>\$115,543</b>	<b>\$160,917</b>	<b>\$0</b>	<b>\$156,534</b>	<b>\$156,534</b>	<b>0.0%</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCOUNT NUMBER SUMMARY

ACCT #	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>CAPITAL PROJECTS FUND</u>					0		
4500	Use of Money & Property	24,602	425,225	-	-	-	-	
4600	Intergovernmental Revenue	1,436,672	7,624,137	3,950,470	0	3,012,578	1,238,479	-58.9%
4800	Miscellaneous	6,677,195	5,602,654	2,653,559	0	11,113,668	3,286,504	-70.4%
	<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$8,138,469</b>	<b>\$13,652,016</b>	<b>\$6,604,029</b>	<b>\$0</b>	<b>\$14,126,246</b>	<b>\$4,524,983</b>	<b>-68.0%</b>
	<u>INFO TECH SERVICE FUND</u>							
4700	Charges for Current Services	0	0	388,106	0	706,142	869,566	23.1%
	<b>TOTAL INFO TECH SERVICE FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$388,106</b>	<b>\$0</b>	<b>\$706,142</b>	<b>\$869,566</b>	<b>23.1%</b>
	<u>STORMWATER FUND</u>							
4700	Charges for Current Services	692,113	726,913	697,113	0	800,470	953,707	19.1%
4800	Miscellaneous	0	147,213	433,632	0	0	0	
	<b>TOTAL STORMWATER FUND</b>	<b>\$692,113</b>	<b>\$874,126</b>	<b>\$1,130,745</b>	<b>\$0</b>	<b>\$800,470</b>	<b>\$953,707</b>	<b>19.1%</b>
	<u>WATER &amp; SEWER FUND</u>							
4700	Charges for Current Services	5,201,237	5,374,211	5,540,775	5,128,397	5,723,228	5,953,415	4.0%
4800	Nonoperating Revenue	87,470	225,645	362,117	362,444	5,000	5,500	10.0%
	<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$5,288,706</b>	<b>\$5,599,856</b>	<b>\$5,902,892</b>	<b>\$5,490,841</b>	<b>\$5,728,228</b>	<b>\$5,958,915</b>	<b>4.0%</b>
	<u>SCHOOL FUNDS</u>							
	Federal Funds	\$3,189,204	\$6,516,479	\$3,403,716	\$0	\$3,714,618	\$3,913,481	5.4%
	State Funds	\$21,559,538	\$23,186,675	\$22,537,629	\$0	\$24,835,482	\$27,601,223	11.1%
	Other Funds	\$430,487	\$568,744	\$368,292	\$0	\$561,299	\$861,045	53.4%
	City Transfer	\$22,701,856	\$23,924,437	\$23,943,013	\$0	\$25,965,051	\$28,522,911	9.9%
	Fund Balance	\$0	\$3,012,188	\$4,039,637	\$0	\$3,012,188	\$4,891,794	62.4%
	<b>TOTAL SCHOOL FUNDS</b>	<b>\$47,881,085</b>	<b>\$57,208,523</b>	<b>\$54,292,287</b>	<b>\$0</b>	<b>\$58,088,638</b>	<b>\$65,790,454</b>	<b>13.3%</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>GENERAL FUND</u>									
	<u>LEGISLATIVE</u>									
1011	City Council		98,153	98,011	120,089	100,838	126,875	124,987	124,987	-1.5%
1012	Clerk of Council		89,927	98,565	110,050	107,260	115,358	122,876	122,876	6.5%
	<u>GENERAL &amp; FINANCIAL ADMIN.</u>									
1051	City Manager		312,834	351,011	370,003	368,720	401,451	413,949	413,949	3.1%
1052	Human Resources		221,702	253,525	268,253	261,693	284,495	308,170	308,170	8.3%
1053	Economic Development		306,881	365,647	419,844	410,089	470,826	583,894	583,894	24.0%
1101	City Attorney		351,165	407,214	461,942	451,322	466,417	502,883	502,883	7.8%
1152	Commissioner Of Revenue		292,572	304,412	356,865	289,020	382,066	403,389	403,389	5.6%
1153	Treasurer		150,112	147,861	159,660	168,446	184,386	190,773	190,773	3.5%
1201	Financial Administration		680,398	679,399	896,622	759,428	1,016,665	1,123,731	1,107,331	8.9%
1204	Auditing		110,800	123,525	135,000	163,600	136,565	176,090	176,090	28.9%
1205	Employee Benefits		250,591	172,324	229,316	214,079	285,295	280,194	280,194	-1.8%
1206	Purchasing		232,079	193,844	226,899	237,257	234,695	231,195	231,195	-1.5%
1207	Insurance & Risk Management		866,302	741,974	675,720	682,835	780,734	826,592	826,592	5.9%
1208	Real Estate Assessor		221,975	234,307	285,144	278,048	306,807	405,891	316,195	3.1%
1209	Billing & Collections		283,746	328,976	369,704	376,438	399,116	432,519	388,801	-2.6%
1253	Information Technology		280,585	394,129	545,241	531,774	546,760	563,749	526,132	-3.8%
1301	Electoral Board		21,747	30,933	36,901	30,841	38,156	39,707	39,707	4.1%
1302	Registrar		169,564	226,115	250,599	232,082	259,856	272,645	269,593	3.7%
	<u>JUDICIAL ADMINISTRATION</u>									
1351	Circuit Court Clerk		609,617	731,167	720,467	673,700	737,368	841,676	837,100	13.5%
1353	General District Court		23,574	29,972	57,750	39,993	53,515	60,859	50,476	-5.7%
1354	Probation		3,665	2,921	5,584	3,687	5,584	5,094	5,584	0.0%
1355	Commonwealth's Attorney		1,004,761	1,086,278	1,119,867	1,093,552	1,201,348	1,358,534	1,266,335	5.4%
1356	Sheriff		1,117,965	1,340,536	1,442,826	1,481,503	1,658,755	1,767,964	1,668,884	0.6%
1357	Incarceration		1,616,104	1,867,255	1,930,100	2,229,272	2,049,261	2,049,532	2,049,532	0.0%
1358	Drug Courts		98,700	54,200	149,064	54,200	149,064	54,200	54,200	-63.6%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>JUDICIAL ADMIN. CONT.</u>									
1359	Community Corrections		350,791	350,802	446,800	293,010	446,800	429,779	429,779	-3.8%
1360	Victim Witness		127,439	160,336	182,148	173,456	190,754	207,759	207,759	8.9%
1361	Juvenile & Domestic Relations Court		4,683	7,995	18,756	10,434	17,756	26,096	23,943	34.8%
	<u>PUBLIC SAFETY</u>									
1401	Police		5,515,666	3,702,191	6,865,218	7,697,654	7,212,758	8,243,866	7,882,192	9.3%
1402	Fire & EMS		5,547,168	3,905,165	6,278,418	6,469,337	6,676,205	7,883,381	7,361,173	10.3%
1403	Emergency Management		92,712	27,586	82,055	58,378	108,136	99,518	99,518	-8.0%
1404	Communications		1,685,360	1,041,836	1,953,302	1,840,408	2,124,502	2,140,692	2,157,717	1.6%
1405	Animal Control		199,382	232,681	290,957	246,289	312,032	461,956	393,303	26.0%
	<u>PUBLIC WORKS</u>									
1451	Public Works Administration		223,822	232,980	376,103	232,135	362,880	459,287	459,287	26.6%
1453	Street Maintenance		2,024,831	1,730,269	2,174,938	1,195,674	2,402,596	2,513,326	2,343,311	-2.5%
1456	Engineering		930,854	1,045,452	1,058,375	1,054,132	1,208,741	1,237,817	1,171,817	-3.1%
1457	Building Maintenance		776,035	753,003	771,373	832,789	868,862	894,702	884,702	1.8%
1458	Fleet Maintenance		430,536	429,686	510,458	495,406	529,863	570,912	570,912	7.7%
1459	Solid Waste		844,404	1,195,887	1,301,426	1,284,486	1,342,372	1,387,910	1,387,910	3.4%
1460	Recycling		216,754	278,229	410,685	423,184	446,277	480,496	480,496	7.7%
	<u>HEALTH &amp; SOCIAL SERVICES</u>									
1501	Health		215,156	175,698	304,049	306,623	324,049	270,121	270,121	-16.6%
1502	Social Services		153,486	335,702	325,000	239,727	350,000	350,000	400,000	14.3%
1503	CSA		856,655	1,034,649	603,214	932,379	710,000	853,214	853,214	20.2%
1504	Mental Health		87,425	98,965	110,520	110,520	125,977	140,047	140,047	11.2%
1505	Opioid Abatement		-	-	-	-	-	235,242	235,242	
	<u>CULTURE &amp; RECREATION</u>									
1601	Recreation		621,006	716,224	779,953	737,000	788,117	810,516	810,516	2.8%
1602	Community Center		326,978	309,763	356,370	353,578	404,353	440,217	420,217	3.9%
1603	Horticulture		118,129	134,821	146,165	137,949	159,427	159,943	146,325	-8.2%
1604	Parks & Grounds		764,007	845,618	926,682	867,584	955,187	900,661	863,661	-9.6%
1651	Violet Bank		71,489	78,766	93,083	86,394	100,042	102,071	102,071	2.0%
1701	Library		762,498	830,351	796,651	811,182	799,896	872,422	856,303	7.1%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>COMMUNITY DEVELOPMENT</u>									
1751	Planning		319,202	320,649	387,889	368,115	471,245	468,001	468,001	-0.7%
1752	Building Inspections		323,613	359,328	353,135	336,512	460,378	450,559	450,559	-2.1%
	<u>HUMAN SERVICES</u>									
1801	Office On Youth (incl. Better Beginnings)		314,118	368,134	466,172	400,937	500,018	459,667	459,667	-8.1%
1808	Community Dev. Block Grant		92,022	134,283	96,493	94,143	93,000	87,861	87,861	-5.5%
	<u>NONDEPARTMENTAL</u>									
1901	Contributions & Subsidies		80,755	77,914	95,353	83,645	97,426	120,314	120,314	23.5%
1902	Contingencies & Miscellaneous		110,527	306,120	1,948,422	105,590	1,204,592	780,567	782,567	-35.0%
	<u>DEBT &amp; TRANSFERS</u>									
1951	Debt Service		3,741,614	3,760,806	3,743,918	3,739,937	3,779,497	4,191,135	4,191,135	10.9%
2001	Transfers to Other Funds		24,264,995	31,887,797	24,977,534	-	29,971,059	31,400,040	31,571,470	5.3%
	TOTAL GENERAL FUND		61,609,630	67,133,782	70,575,126	43,258,267	77,836,214	83,271,187	81,827,970	5.1%
	<u>ECON. DEV. AUTH. FUND</u>									
2553	Economic Development Authority			121	29,580	172,019	369,580	369,580	369,580	0.0%
	TOTAL ECON. DEV. AUTH. FUND			121	29,580	172,019	369,580	369,580	369,580	0.0%
	<u>RECREATION ACTIVITY FUND</u>									
4280	Recreation Activities		53,227	85,048	160,917	110,055	156,534	156,534	156,534	0.0%
	TOTAL REC. ACTIVITY FUND		53,227	85,048	160,917	110,055	156,534	156,534	156,534	0.0%
	<u>CAPITAL PROJECTS FUND</u>									
60XX	Capital Projects		4,146,930	7,909,849	6,604,029	-	14,126,246	-	4,524,983	-68.0%
	TOTAL CAP. PROJECTS FUND		4,146,930	7,909,849	6,604,029	-	14,126,246	-	4,524,983	-68.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
6018	<u>INFO. TECHNOLOGY SERVICE FUND</u> Information Technology		178,670	191,834	388,106	419,586	706,142	764,984	869,566	23.1%
	TOTAL INFO TECH SERVICE FUND		178,670	191,834	388,106	419,586	706,142	764,984	869,566	23.1%
5575	<u>STORMWATER FUND</u> Stormwater		434,019	747,286	1,132,745	409,514	800,470	955,276	953,707	19.1%
	TOTAL STORMWATER FUND		434,019	747,286	1,132,745	409,514	800,470	955,276	953,707	19.1%
5127	<u>WATER &amp; SEWER OPERATING</u> Water Distribution & Transmission		1,537,593	1,707,746	1,917,919	1,649,522	1,941,537	2,092,304	2,155,172	11.0%
5128	Wastewater Treatment		2,843,150	2,899,554	3,554,566	2,873,740	3,317,083	3,172,806	3,330,722	0.4%
5129	Utility Billing		399,841	424,503	432,979	403,472	469,608	476,761	473,021	0.7%
	TOTAL WATER & SEWER FUND		4,780,583	5,031,803	5,905,463	4,926,735	5,728,228	5,741,871	5,958,915	4.0%
	<u>SCHOOL FUNDS</u> Instruction		34,048,819	35,907,433	41,217,436	-	43,448,314	46,834,833	46,834,833	7.8%
	Admin., Att., & Health		2,322,853	2,595,523	2,384,407	-	2,480,874	2,724,311	2,724,311	9.8%
	Transportation		1,563,708	2,241,765	1,859,130	-	2,139,572	2,914,214	2,914,214	36.2%
	Operation & Maint.		5,432,120	9,511,870	4,167,048	-	4,948,070	6,650,159	6,650,160	34.4%
	Food Service		1,445,041	1,878,930	1,801,220	-	2,081,462	2,262,212	2,262,212	8.7%
	Textbooks		-	-	-	-	-	-	-	
	Capital Outlay		-	-	-	-	-	-	-	
	Operating Transfers Out		714,025	713,991	714,713	-	713,657	744,354	744,354	4.3%
	Contingency Fund		-	-	1,498,333	-	898,995	2,453,044	2,453,044	172.9%
	CIP Reserve		-	-	650,000	-	1,377,694	1,207,326	1,207,326	-12.4%
	TOTAL SCHOOL FUNDS		45,526,566	52,849,512	54,292,287	-	58,088,638	65,790,453	65,790,454	13.3%
5127	<u>WATER &amp; SEWER CAPITAL</u> Water Distribution & Transmission		13,759	41,165	252,100	137,958	292,500	560,000	560,000	91.5%
5128	Wastewater Treatment		23,238	-	239,800	553,840	307,800	486,729	486,729	58.1%
5129	Utility Billing		1,277	25,161	35,000	36,039	50,000	50,000	50,000	0.0%
	TOTAL WATER & SEWER CAPITAL		38,274	66,326	526,900	727,837	650,300	1,096,729	1,096,729	68.6%



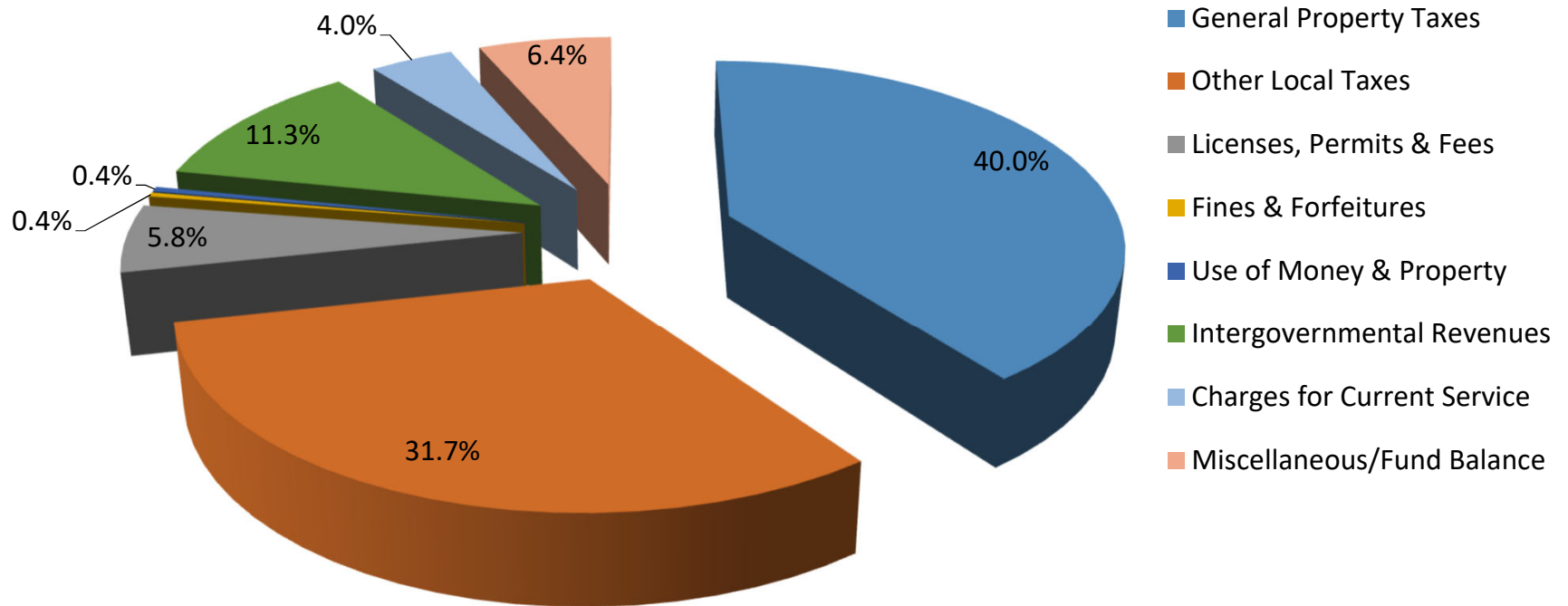
SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

GENERAL FUND  
REVENUE

# GENERAL FUND REVENUES



**TOTAL FY2025-26 GENERAL FUND BUDGET \$81,827,970**

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

CATEGORY NUMBER 4100

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>GENERAL PROPERTY TAXES</u>							
411110	Current Real Estate 1st Half							
	Current Real Estate 2nd Half							
	Current Real Estate - Total	21,864,720	23,025,917	23,249,924	24,618,852	25,036,567	27,537,062	10.0%
	Current Public Service Tax 1st Half							
	Current Public Service Tax 2nd Half							
411210	Current Public Service Tax - Total	460,823	356,477	437,250	265,641	394,793	397,000	0.6%
411410	Machinery & Tools Tax	9,251	62,770	96,000	133,820	61,750	75,000	21.5%
411310	Current Personal Property Tax	3,405,229	4,080,106	4,630,000	4,196,359	3,950,000	4,083,100	3.4%
411120	Delinquent Real Estate	60,727	200,716	150,000	252,529	155,000	165,000	6.5%
411320	Delinquent Personal Property	35,567	161,398	145,000	153,541	146,200	147,600	1.0%
	Penalties & Interest							
411610	Penalties	244,083	237,653	160,000	293,154	180,000	201,560	12.0%
411620	Interest		107,632	80,000	150,805	85,400	87,900	2.9%
	TOTAL	\$26,080,401	\$28,232,669	\$28,948,174	\$30,064,700	\$30,009,710	\$32,694,222	8.9%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES

CATEGORY NUMBER 4200

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>OTHER LOCAL TAXES</u>							
412120	Utility Consumer Tax	\$1,014,797	\$944,074	\$969,096	\$934,708	\$939,800	\$935,000	-0.5%
412160	Bank Stock Taxes	531,559	614,325	460,663	588,607	475,000	570,000	20.0%
412110	Retail Sales & Use Taxes	9,386,473	9,863,793	9,000,000	10,247,719	9,700,000	10,104,000	4.2%
412170	Recordation Taxes	428,120	289,454	315,000	224,232	280,000	250,000	-10.7%
412220	Meals Tax	8,844,339	10,036,495	9,330,000	11,102,723	10,200,000	11,440,000	12.2%
412210	Lodging Tax	1,491,915	1,479,159	1,400,000	1,480,988	1,550,000	1,600,000	3.2%
421110	Communications Tax	458,333	521,779	516,000	453,744	510,000	477,300	-6.4%
412180	Cigarette Tax	469,558	658,683	550,000	536,157	560,000	530,000	-5.4%
	TOTAL	\$22,625,094	\$24,407,762	\$22,540,759	\$25,568,880	\$24,214,800	\$25,906,300	7.0%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

## ACCOUNT NAME - LICENSES AND PERMITS

CATEGORY NUMBER 4300

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	LICENSES, PERMITS & FEES							
412130	Business & Occupational License	\$3,551,392	\$3,830,936	\$3,600,000	\$4,001,384	\$3,600,000	\$3,900,000	8.3%
413570	Bicycle Tags	2	0	10	0	\$10	0	-100.0%
412150	Motor Vehicle License Fees	452,866	498,867	510,000	513,671	495,000	498,460	0.7%
413410	Erosion Control Permits	575						
413420	Street Opening Permits							
413110	Animal License Fees	2,587	1,970	7,200	1,802	2,000	3,040	52.0%
413320	Zoning Fees		18,020	15,000	28,000	15,500	18,360	18.5%
413350	Spec Exc/Spec u	36,150	11,523	22,000	1,550	11,450	11,450	0.0%
413220	Electrical Permits	31,209	27,684	21,500	43,756	22,360	27,680	23.8%
413230	Plumbing Permits	40,186	27,892	33,750	47,775	33,900	38,618	13.9%
413210	Building Permits	135,195	110,512	75,000	194,877	110,000	115,645	5.1%
414230	Courthouse Maintenance Fees	13,057	11,199	15,000	11,340	12,000	11,860	-1.2%
413590	Miscellaneous Fees	35,629	31,017	36,000	27,888	34,500	30,511	-11.6%
413430	Development Plan Fees	6,915	18,770	7,500	7,814	8,000	7,700	-3.8%
413280	Administrative Fees	108,160	5,747	15,000		15,000		-100.0%
413515	DMV Stop Fees				15,650	5,000	15,000	200.0%
413510	Credit Card Fees	14,857	81,130	60,000	81,149	72,300	80,300	11.1%
413520	Attorney Fees	1,312	961					
	TOTAL	\$4,430,090	\$4,676,228	\$4,417,960	\$4,976,656	\$4,437,020	\$4,758,624	7.2%

## 2025-26 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

CATEGORY NUMBER 4400

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>FINES &amp; FORFEITURES</u>							
414210	Fines & Forfeitures	\$120,241	\$160,060	\$150,500	\$200,690	\$160,000	\$165,500	3.4%
414310	Parking Fines & Fees	13,629	19,695	14,000	65,048	40,000	46,000	15.0%
414320	Court Ordered Restitution				3,132	1,750	1,940	10.9%
414330	Alarm Fines & Fees	220	1,255	1,500	860	1,500	1,500	0.0%
414280	Jail Administrative Fees	4,347	5,577	6,277	5,738	5,800	5,720	-1.4%
414235	Courthouse Security Fees	61,975	64,453	58,000	69,604	61,800	64,500	4.4%
414350	Electronic Summons Fee	13,990	14,465	13,000	16,095	13,600	14,750	8.5%
414220	Local Sheriff Fees	0	0	0	5			N/A
	TOTAL	\$214,403	\$265,505	\$243,277	\$361,172	\$284,450	\$299,910	5.4%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY &amp; PROPERTY

CATEGORY NUMBER 4500

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>USE OF MONEY &amp; PROPERTY</u>							
415110	Interest on Investments	\$71,306	\$864,273	\$130,000	\$1,469,402	\$359,391	\$243,082	-32.4%
415210	Rent of Property	106,523	59,096	80,000	52,889	59,260	59,260	0.0%
418430	Sales of Surplus & Scrap	7,129	1,916	3,000	10,585	2,500	3,000	20.0%
415240	Rental of Tower Space				49,068	40,000	42,680	6.7%
415260	Rental Fees	8,715	2,738	10,000	0	5,000	0	-100.0%
415230	Health Department Rent	5,839	7,823	0	7,600	0	0	0.0%
	TOTAL	\$199,511	\$935,846	\$223,000	\$1,589,543	\$466,151	\$348,022	-25.3%



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>INTERGOVERNMENTAL REVENUE</u>							
432340	SAFER Grant	\$210,744	\$92,716	\$0	\$0	\$0	\$0	
421120	Rolling Stock Taxes	5,007	5,237	5,000	5,284	5,000	5,000	0.0%
423410	Street Construction & Maint.	2,869,215	3,312,086	2,820,783	3,606,099	3,300,000	3,300,000	0.0%
423420	Anti-Litter Grant	7,176	9,539	5,000	7,165	5,000	7,000	40.0%
423710	Library Funds - State	187,771	189,858	185,000	195,764	188,000	195,640	4.1%
423342	Four-for-life Funds		-	17,000	51,970	17,126	17,126	0.0%
422110	Comm. of Revenue - Recoveries	103,634	108,694	116,694	122,522	140,598	147,340	4.8%
422120	Treasurer - Recoveries	99,699	106,445	111,662	113,018	117,461	122,695	4.5%
422130	Circuit Court - Recoveries	316,727	379,903	321,881	351,621	346,518	362,030	4.5%
422140	Sheriff - Recoveries	359,877	363,460	383,551	406,315	434,218	449,623	3.5%
422150	Comm. Attorney - Recoveries	547,583	571,148	654,297	621,003	708,365	739,908	4.5%
422160	Board of Election - Reimb.	63,414	66,084	77,175	85,297	70,300	70,000	-0.4%
423510	Health Dept. Reimbursement	17,202	5,733	17,000	11,688	-	-	
423345	Department of Fire Programs	70,471	92,125	75,000	81,810	81,810	93,120	13.8%
421170	DMV Select		9,931	10,000	20,513	25,000	26,250	5.0%
423320	Law Enforcement H.B. 599	468,631	686,922	686,922	722,494	715,772	748,358	4.6%
432320	DMV Selective Enforcement (NHTSA)				10,252	10,000	10,000	0.0%
423355	NG911 Grant State				45,814	42,873		-100.0%
432345	LEMP Grant	15,000	2,100	7,500	157,074	7,500	7,500	0.0%
432350	Local Law Enforcement Grant				5,418	5,105	5,105	0.0%
432180	DCJS Grant (Firearm Intervention)				12,186	84,046	149,974	78.4%
423210	Juvenile Crime Act	69,080	69,080	94,500	67,880	69,080	69,080	0.0%
423220	State Victim Witness Grant	70,697	37,856	33,017	33,860	34,957	42,600	21.9%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	Miscellaneous Grants							
432220	Federal Victim Witness Grant	20,423	88,329	69,335	71,300	67,395	67,000	-0.6%
432310	BVP Bulletproof	3,371	3,087					
432317	State Homeland	6,247	6,265		1,700			
423340	Rescue Squad Assistance Grant	148,165	-					
423335	Animal Sterilization Fee	578	708	500	734	650	700	7.7%
423330	School Resource Grant	30,681	123,158	40,908	69,965	78,610	-	-100.0%
423350	VA Wireless Board	104,506	92,832	90,000	109,968	92,000	95,000	3.3%
421130	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	0.0%
	Fed Selective Enforcement							
432710	Community Dev.Block Grant	91,634	133,902	96,493	95,192	93,000	87,861	-5.5%
	Federal Grants						30,000	
	Federal Pass Thru Grants							
	Virginia OAA Cooperative Funds						210,642	
	Virginia OAA Individual Funds						24,600	
423340	State Grants				89,058			
423310	State Asset Forfeiture	6,702	-		53,355			
	Federal Asset Forfeiture						26,716	
421150	Vehicle Rental Tax	272,630	384,465	267,000	451,703	300,000	380,000	26.7%
421160	Games of Skill	6,048						
	TOTAL	7,920,233	8,695,032	7,939,587	9,431,390	8,793,753	9,244,237	5.1%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

CATEGORY NUMBER 4700

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>CHARGES FOR SERVICES</u>							
416411	Refuse fees	\$1,130,613	\$1,499,269	\$1,722,000	\$1,534,972	\$1,744,508	\$1,848,000	5.9%
416710	Recreation Use Charges & Fees	11,950	15,112	15,000	10,790	15,000	11,000	-26.7%
413580	Administrative Service Charges		20,234		16,364	10,000		-100.0%
416110	Indirect Cost Reimbursement	436,895	478,343		425,668			
	Water			165,825		164,631	154,860	-5.9%
	Sewer			165,825		163,136	154,240	-5.5%
	Utility Billing			50,250		87,033	79,021	-9.2%
	Storm Water			60,300		77,892	79,130	1.6%
416350	Animal Control Charges		60	1,000	2	1,000		-100.0%
414250	Law Library Fees	3,757	5,153	4,000	5,291	4,000	4,000	0.0%
414220	Sheriff's Fees	642	2,511			2,000		-100.0%
416412	Freon Charges	340	370	200	220	200	200	0.0%
416310	Fare Care Subscriptions	25,155	21,662	28,000	22,196	28,000	22,200	-20.7%
416320	EMS Transport Fees	921,169	962,644	875,000	623,068	890,000	910,400	2.3%
416457	Late Payment Penalties	5,607	85,512	15,000	103,194	17,500	20,000	14.3%
416120	Bad Check Fees	651	1,750	1,500	1,838	1,500	1,500	0.0%
416810	Code Enforcement Charges				16,245	15,000	16,000	6.7%
	TOTAL	\$2,536,779	\$3,092,620	\$3,103,900	\$2,759,849	\$3,221,400	\$3,300,551	2.5%

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

ACCOUNT NAME - MISCELLANEOUS REVENUE

CATEGORY NUMBER 4800

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	MISCELLANEOUS							
418110	Recoveries & Rebates	\$167,746	\$87,432	\$80,000	\$171,662	\$82,000	\$87,000	6.1%
418110-FSB	PD Firearms Rebate						\$18,750	
418112	Recoveries- Damaged Property	232,342	124,325	100,000	148,624	100,000	120,000	20.0%
418440	Sale of Books & Materials	2,431	3,480	2,500	4,318	2,750	2,960	7.6%
418510	Transf from Schools - Debt		713,991	714,712		713,657	711,857	-0.3%
418515	Transf from Schools - School Officers		399,427	350,000		444,000	577,754	30.1%
418520	Transf from Schools - CSA		170,362	250,000	546,486	235,000	260,000	10.6%
418525	Transf from Schools - CA Reimb		20,000	30,000				
	Transf from Schools - Total	1,184,090						
418460	Sale of Containers	36,407	200					
418200	Donations	16,878	3,217	15,000				
418221	Sheriff Donations				3,100	8,000	8,000	0.0%
418230	Police Donations	5,287	10,100		12,534	5,000		-100.0%
418231	K9 Donations	159	10,844					
418273	Rec & Park Donations		600		13,925			
416130	Grass Cutting Admin Fees	6,060	6,710	5,000	8,670	6,000	7,000	16.7%
418233	Animal Shelter Donations	200	1,840		2,511	1,500	1,500	0.0%
418990	Miscellaneous Revenue	3,313	31,385		3,022			
	Bond Proceeds							
418470	Sale of Property							
	Bond Premium							
	Capital Note Proceeds							
	Lease Proceeds							
	Recoveries & Rebates - RRJA							
449990	Use of Fund Balance		799,187	1,612,021		4,811,023	3,481,283	-27.6%
	TOTAL	\$1,654,912	\$2,383,100	\$3,159,233	\$914,852	\$6,408,930	\$5,276,104	-17.7%

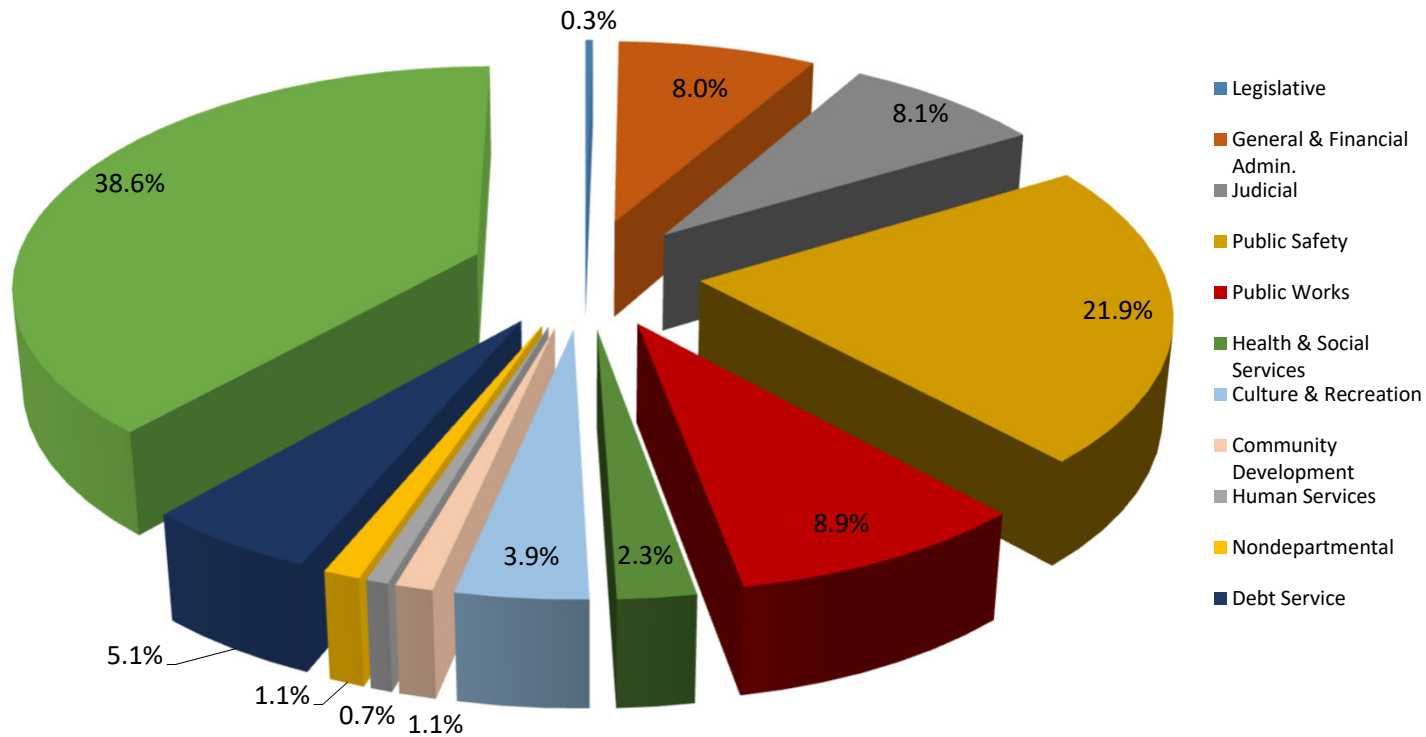
SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

# GENERAL FUND EXPENDITURES

## GENERAL FUND EXPENDITURES



**TOTAL FY2025-26 GENERAL FUND BUDGET \$81,827,970**

SHOP & DINE

*Colonial*  
HEIGHTS  
VIRGINIA



City of Colonial Heights  
FY2025-26  
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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
City Council Meetings Held	33	34	31	33
Appointments to Boards, Commissions, and Committees	41	46	45	47
Resolutions, Ordinances, and Financial Ordinances Considered	98	93	98	95

### ***Personnel Resources***

<b>Executive Legislative</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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		<b>7.00</b>	<b>7.00</b>	<b>0.00</b>



## 2025-26 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$71,001	\$73,490	\$71,001	\$71,001	\$71,001	\$71,001	\$71,001	0.0%
510210	Part-Time Wages								
520100	FICA	5,432	5,623	5,432	5,432	5,432	5,432	5,432	0.0%
520600	Unemployment Insurance	224	167	140	106	140	117	117	-16.4%
	Total Personal Services	76,657	79,280	76,573	76,539	76,573	76,550	76,550	0.0%
	<u>OPERATING EXPENSES</u>								.
530110	Advertising			0					
530210	Professional & Special Services	4,955	3,133	4,000	5,138	17,600	17,600	17,600	0.0%
550120	Membership Dues	1,604	1,652	1,700	1,701	1,701	1,752	1,752	3.0%
530315	Maintenance - Electronics	550		1,296	1,080	5,381	1,680	1,680	-68.8%
550400	Postage	279	355	500	269	500	500	500	0.0%
550420	Landline Telephone	3,105	2,964	4,320	2,717	4,320			-100.0%
550430	Mobile Communications						3,905	3,905	
550510	Mileage & Training Expenses	3,735	2,857	8,500	5,475	9,000	10,000	10,000	11.1%
560110	Material & Supplies	5,066	5,890	4,200	4,241	4,700	4,700	4,700	0.0%
560310	Meals & Food Supplies								
559300	Contingencies & Reserve	1,122	1,880	4,000	3,095	4,000	4,000	4,000	0.0%
	Total Operating Expenses	20,416	18,731	28,516	23,716	47,202	44,137	44,137	-6.5%
	<u>CAPITAL OUTLAY</u>								
560290	Office Equipment								
580300	Furniture & Fixture	1,080		15,000	583	1,600	2,800	2,800	75.0%
580500	Technology Equipment	0				1,500	1,500	1,500	0.0%
	Total Capital Outlay	1,080	0	15,000	583	3,100	4,300	4,300	38.7%
	TOTAL	\$98,153	\$98,011	\$120,089	\$100,838	\$126,875	\$124,987	\$124,987	-1.5%

City of Colonial Heights, Virginia				
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures				
CITY COUNCIL				
Fiscal Year:				
FY2025-26			Annual	
<u>Item</u>		<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
iPad Tablets	-	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	-	200	0	2800
<i>Replacement; Replacement of broken and worn-out Council dais and staff table chairs.</i>				
Total Operating Capital Outlay - FY2025-26 ...			.....	\$ 4,300

Fiscal Year:				
FY2026-27			Annual	
<u>Item</u>		<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Televisions (;	-	500	0	1,500
<i>Replacement: Upgrade of televisions in Council Chambers before malfunction.</i>				
Total Operating Capital Outlay - FY2026-27 ...			.....	\$ 1,500

Fiscal Year:				
FY2027-28			Annual	
<u>Item</u>		<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
		-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>				
Total Operating 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>
		-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>				
Total Operating Capital Outlay - FY2028-29 ...			.....	\$ -

Fiscal Year:				
FY2029-30			Annual	
<u>Item</u>		<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
		-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>				
Total Operating Capital Outlay - FY2029-30 ...			.....	\$ -

## 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	21	22	19	21
City Council Documents Prepared	10	8	7	7
Letters of Appointment to Boards, Commissions, and Committees	41	46	45	47
Resolutions, Ordinances, and Financial Ordinances Considered	98	93	98	95

### ***Personnel Resources***

<b>City Clerk's Office</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Clerk of Council	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.	
	<u>PERSONAL SERVICES</u>									
	510100	Full-Time Salaries	\$56,516	\$64,349	\$66,286	\$69,786	\$68,275	\$73,158	\$73,158	7.2%
	510250	Temporary & Seasonal Help								
	510300	Overtime	40							
	520100	FICA	3,847	4,291	5,071	4,678	5,224	5,597	5,597	7.1%
	520200	VRS	8,119	9,623	11,224	10,361	11,430	12,247	12,247	7.1%
	520300	Group Life Insurance	756	825	963	851	915	864	864	-5.6%
	520400	Health Insurance	11,736	12,897	13,780	13,780	14,654	15,547	15,547	6.1%
	520550	Worker's Compensation Insurance								
	520600	Unemployment Insurance	37	26	27	11	13	13	13	0.0%
		Total Personal Services	81,051	92,010	97,351	99,468	100,511	107,426	107,426	6.9%
	<u>OPERATING EXPENSES</u>									
	530210	Professional & Special Services	1,705	185	1,500	(13)	1,500	1,500	1,500	0.0%
	550120	Membership Dues	235	120	250	185	300	300	300	0.0%
	530315	Maintenance - Electronics	1,320	1,320	1,874	1,672	1,672	2,632	2,632	57.4%
	530325	Maintenance - Office Equipment	850		500	0	500	500	500	0.0%
	550400	Postage	78	10	525	127	525	525	525	0.0%
	550420	Landline Telephone	1,826	1,495	1,950	1,398	1,950	1,313	1,313	-32.7%
	550430	Mobile Communications						0	0	
	550450	Internet						280	280	
	550510	Mileage & Training Expenses	1,051	1,075	3,000	2,164	4,000	4,000	4,000	0.0%
	560110	Material & Supplies	1,811	2,350	2,500	2,029	3,500	3,500	3,500	0.0%
	560130	Books & Publications			600	231	900	900	900	0.0%
	559300	Contingencies & Reserve								
		Total Operating Expenses	8,876	6,555	12,699	7,793	14,847	15,450	15,450	4.1%
	<u>CAPITAL OUTLAY</u>									
	560290	Office Equipment								
	580500	Technology Equipment								
		Total Capital Outlay	0	0	0	0	0	0	0	

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:  
FY2025-26

Item	Unit Cost	M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ -

Fiscal Year:  
FY2026-27

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ -

Fiscal Year:  
FY2027-28

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:  
FY2028-29

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:  
FY2029-30

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

SHOP & DINE



City of Colonial Heights  
FY2025-26  
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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
City Council Meetings Held	33	34	31	33
Parade/Demonstration Permits	6	11	10	10

## ***Personnel Resources***

<b>City Manager’s Office</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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  
2025-26 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$222,107	\$245,428	\$251,845	\$258,865	\$262,131	\$272,698	\$272,698	4.0%
520100	FICA	15,801	17,496	16,617	17,718	18,657	19,453	19,453	4.3%
520200	VRS	8,651	9,866	42,645	10,515	43,882	12,365	12,365	-71.8%
520250	VRS- Hybrid	18,022	21,070		22,509		33,285	33,285	
520270	ICMA- Defined Contribution	5,257	6,098		6,495	6,690	6,960	6,960	4.0%
520300	Group Life Insurance	2,974	3,174	3,657	3,388	3,514	3,219	3,219	-8.4%
520400	Health Insurance	25,266	27,534	29,142	29,142	30,738	32,358	32,358	5.3%
520500	Disability Insurance	855	917	1,062	980	1,094	1,050	1,050	-4.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	74	51	54	22	26	26	26	0.0%
	Total Personal Services	299,006	331,635	345,022	349,634	366,732	381,414	381,414	4.0%
	<u>OPERATING EXPENSES</u>								
530110	Advertising					250	250	250	0.0%
530210	Professional & Special Services	80	3,764			6,000	1,000	1,000	-83.3%
550120	Membership Dues	2,131	2,589	2,900	2,465	3,100	3,300	3,300	6.5%
530315	Maintenance - Electronics	2,212	2,640	4,506	3,975	3,344	4,626	4,626	38.3%
550400	Postage	8	6	75	9	75	75	75	0.0%
550420	Landline Telephone	3,142	2,661	1,000	1,194	1,000	1,700	1,700	70.0%
550430	Mobile Communications		763	750	839	1,700	606	606	-64.4%
550450	Internet			1,250	960	1,250	828	828	-33.8%
550510	Mileage & Training Expenses	3,561	3,224	3,500	3,051	3,500	2,000	2,000	-42.9%
550520	Professional Development		40	7,000	1,819	7,000	7,000	7,000	0.0%
560110	Material & Supplies	2,009	1,587	2,000	3,046	2,000	2,500	2,500	25.0%
559300	Contingencies & Reserve	685	1,531	1,250	1,823	1,250	1,250	1,250	0.0%
560290	Office Equipment		571	750	431	750	1,000	1,000	33.3%
560310	Meals & Food Supplies				(526)	3,500	4,000	4,000	14.3%
	Total Operating Expenses	13,828	19,376	24,981	19,612	34,719	30,135	30,135	-13.2%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures	0	0	0	0	0	2,400	2,400	
580500	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	2,400	2,400	
	TOTAL	\$312,834	\$351,011	\$370,003	\$369,246	\$401,451	\$413,949	\$413,949	3.1%



City of Colonial Heights				
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures				
CITY MANAGER				
Fiscal Year:				
FY2025-26				
<u>Item</u>		<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Chairs	12	200	-	\$ 2,400
For City Manager Conference Room				
Total Operating Capital Outlay - FY2025-26 ...			.....	\$ 2,400

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

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

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

Fiscal Year:				
FY2029-30				
<u>Item</u>		<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
		-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year				
Total Operating Capital Outlay - FY2029-30 ...			.....	\$ -

# 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Total Recruitments	61	56	75	64
Total Applicants	1,026	1,425	1,225	1,286

## ***Personnel Resources***

<b>Human Resources Dept.</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Director of Human Resources	FT	1.00	1.00	0.00
Human Resources Specialist	FT	1.00	1.00	0.00
FT = Full Time		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES

DEPARTMENT NUMBER 1052

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$138,710	\$154,287	\$152,860	\$158,146	\$163,345	\$169,929	\$169,929	4.0%
510210	Part-Time Wages								
510300	Overtime	25							
520100	FICA	10,543	11,560	11,695	11,852	12,497	13,001	13,001	4.0%
520200	VRS	13,217	15,122	25,884	15,878	27,345	18,222	18,222	-33.4%
520250	VRS- Hybrid	5,161	5,923		6,856		10,225	10,225	
520270	ICMA- Defined Contribution	1,628	1,709		1,978		2,138	2,138	
520300	Group Life Insurance	1,854	1,951	2,220	2,119	2,190	2,006	2,006	-8.4%
520400	Health Insurance	12,690	17,820	18,780	18,780	19,721	20,682	20,682	4.9%
520500	Disability Insurance	246	258		298	336	323	323	-3.9%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	74	51	54	22	26	26	26	0.0%
	Total Personal Services	184,147	208,681	211,493	215,931	225,460	236,552	236,552	4.9%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	9,049	9,157	13,000	6,948	14,000	15,000	15,000	7.1%
530210	Professional & Special Services	15,209	22,907	18,925	15,818	3,000	13,000	13,000	333.3%
550120	Membership Dues	3,479	3,750	4,150	5,759	1,064	1,093	1,093	2.7%
530315	Maintenance - Electronics	3,190	2,640	3,749	3,344	3,344	3,869	3,869	15.7%
550400	Postage	282	147	425	81	300	300	300	0.0%
550420	Landline Telephone	1,998	2,059	2,800	1,915	2,800	1,313	1,313	-53.1%
550430	Mobile Communications						481	481	
550450	Internet						572	572	
550510	Mileage & Training Expenses	1,683	625	150	545	150	1,775	1,775	1083.3%
550140	Software Subscription			8,161	8,480	28,002	27,865	27,865	-0.5%
550520	Professional Development			2,350	519	2,350	2,700	2,700	14.9%
560110	Material & Supplies	2,416	2,217	2,600	2,353	3,000	3,200	3,200	6.7%
560130	Books & Publications	249	261	450	0	450	450	450	0.0%
	Total Operating Expenses	37,555	43,764	56,760	45,762	58,460	71,618	71,618	22.5%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures		179.99						
580500	Technology Equipment		900			575			-100.0%
	Total Capital Outlay	0	1,080	0	0	575	0	0	-100.0%
	TOTAL	\$221,702	\$253,525	\$268,253	\$261,693	\$284,495	\$308,170	\$308,170	8.3%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2025-26

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

Fiscal Year:

FY2026-27

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

Fiscal Year:

FY2027-28

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Computer (Desktop)	2,000	-	\$ 2,000
Replacement; Routine upgrade of departmental computer for Director of Human Resources based on recommended (5 year) lifecycle.			
Total Operating Capital Outlay -FY2027-28 ...			\$ 2,000

Fiscal Year:

FY2028-29

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

Fiscal Year:

FY2029-30

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...			\$ -

## Economic Development/ Economic Development Authority

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

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing. The EDA has approved several incentives for developments such as Kaylan Hospitality (Townplace Suites) for up to \$200,000, Rebkee Partners and Temple Partners (Royal Farms) for up to \$1,600,000, Shamin Hotels (Home 2 Suites) for up to \$600,000, and The Kroger Marketplace for up to \$2,100,000. Financial details for the EDA are presented immediately following the General Fund.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Existing Business Visits	11	10	22	22
Site/Bldg. Submissions	15	14	16	16
Prospect Requests	18	16	20	20
Economic Dev. Authority Mtgs.	6	7	8	8
Cold Calls	34	30	45	45
Trade Shows/Marketing Missions	1	1	2	2

### ***Personnel Resources***

<b>Economic Development</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Assistant City Manager	FT	1.00	1.00	0.00
Tourism & Economic Development Specialist*	FT	1.00	1.00	0.00
FT = Full Time		<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

\*This is a revised title for FY 25-26

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$107,874	\$137,983	\$145,496	\$146,362	\$149,861	\$223,405	\$223,405	49.1%
520100	FICA	8,684	11,036	11,131	11,633	11,465	17,367	17,367	51.5%
520200	VRS	12,437	14,380	24,637	15,192	25,087			-100.0%
520250	VRS- Hybrid	2,589	4,362	0	7,066	0	37,399	37,399	
520270	ICMA- Defined Contribution	418	376	0	483	498	2,235	2,235	348.8%
520300	Group Life Insurance	1,438	1,639	2,113	1,961	2,009	2,637	2,637	31.3%
520400	Health Insurance	5,790	7,618	3,300	11,040	11,510	31,022	31,022	169.5%
520500	Disability Insurance	111	160	276	255	285	1,181	1,181	314.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	55	58	55	22	26	26	26	0.0%
	Total Personal Services	139,397	177,612	187,008	194,015	200,741	315,272	315,272	57.1%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	6,606	9,744	15,000	10,199	15,000	10,000	10,000	-33.3%
530110-TOUR	Advertising						20,000	20,000	
530210	Professional & Special Services	18,325	7,433	10,000	460	45,000	15,000	15,000	-66.7%
530210-TOUR	Professional & Special Services						20,000	20,000	
550120	Membership Dues	2,723	2,210	2,700	2,642	2,800	2,800	2,800	0.0%
530315	Maintenance - Electronics	1,320	1,320	3,208	2,783	3,560	3,352	3,352	-5.8%
550400	Postage		4	200	7	200	200	200	0.0%
550420	Landline Telephone	1,213	761	2,000	638	2,000	781	781	-61.0%
550430	Mobile Communications		735		965	2,000	1,146	1,146	-42.7%
550450	Internet						315	315	
550510	Mileage & Training Expenses	4,988	6,545	7,000	3,723	7,000	7,000	7,000	0.0%
550520	Professional Development			2,200	2,662	2,200	2,200	2,200	0.0%
510400	Automobile Allowance	4,200	4,543	4,500	4,500	4,500	0	0	-100.0%
560110	Material & Supplies	4,627	1,106	2,200	3,669	2,000	2,000	2,000	0.0%
570535	Tourism Matching Funds (PART)	45,000	65,000	65,000	65,000	65,000	65,000	65,000	0.0%
570530	Virginia Gateway Region	48,482	48,634	58,628	58,628	58,625	58,628	58,628	0.0%
570537	Richmond Region Tourism	30,000	40,000	50,000	50,000	50,000	50,000	50,000	0.0%
570765	Longwood-Small Business Development Cntr			5,200	5,200	5,200	5,200	5,200	0.0%
570775	Crater Regional Workforce Board			5,000	5,000	5,000	5,000	5,000	0.0%
	Total Operating Expenses	167,484	188,034	232,836	216,074	270,085	268,622	268,622	-0.5%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	TOTAL	\$306,881	\$365,647	\$419,844	\$410,089	\$470,826	\$583,894	\$583,894	24.0%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

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

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

Fiscal Year:			
FY2027-28			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-38 ...		.....	\$ -

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

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

## 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Council Ordinances & Resolutions Drafted	100	123	110	110
Meetings Attended (includes Council, Planning Comm, EDA)	35	38	41	41
Deeds and Easements Prepared	58	24	20	20

### ***Personnel Resources***

<b>City Attorney's Office</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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  
2025-26 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$234,715	\$281,252	\$273,241	\$279,291	\$281,440	\$292,782	\$292,782	4.0%
510210	Part-Time Wages	9,432	9,999	15,601	9,785	15,601	15,601	15,601	0.0%
520100	FICA	16,542	19,846	22,097	17,846	20,826	23,592	23,592	13.3%
520200	VRS	33,687	40,297	46,268	42,716	47,114	49,013	49,013	4.0%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	3,137	3,455	3,967	3,662	3,772	3,456	3,456	-8.4%
520400	Health Insurance	23,472	25,794	27,560	27,561	29,308	31,094	31,094	6.1%
520500	Disability Insurance								
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	95	96	54	36	39	26	26	-33.3%
	Total Personal Services	321,080	380,739	388,788	380,897	398,100	415,564	415,564	4.4%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	6,480	5,184	9,650	4,748	9,650	9,650	9,650	0.0%
530210	Professional & Special Services			17,500	42,411	17,500	35,000	35,000	100.0%
530215	Legal Services	73	1,690	5,000	3,501	5,000	5,000	5,000	0.0%
550120	Membership Dues	6,826	4,926	1,200	1,457	1,200	1,600	1,600	33.3%
530315	Maintenance - Electronics		2,475	4,866	4,330	4,004	5,041	5,041	25.9%
530325	Maintenance & Equipment			3,300	0	200			-100.0%
530330	Software Maintenance/Supplies	2,750	825	11,920	2,277	12,055	12,700	12,700	5.4%
550400	Postage	108	200	200	311	250	325	325	30.0%
550420	Landline Telephone	2,854	2,437	250	1,405	250	1,699	1,699	579.6%
550430	Mobile Communications		303	2,854	753	2,854	966	966	-66.2%
550450	Internet			588	640	588	572	572	-2.7%
530250	Other Services & Charges		3,279	1,260	89	300	300	300	0.0%
550510	Mileage & Training Expenses	2,069	1,422	300	2,098	6,866	6,866	6,866	0.0%
560110	Material & Supplies	2,178	3,647	6,866	4,351	5,500	6,000	6,000	9.1%
560130	Books & Publications		87	5,000	635	1,500	1,600	1,600	6.7%
559300	Contingencies & Reserve			1,500	0				
	Total Operating Expenses	23,339	26,475	72,254	69,006	67,717	87,319	87,319	28.9%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures	6,747			431				
580500	Technology Equipment			900	989	600			-100.0%
	Total Capital Outlay	6,747	0	900	1,420	600			-100.0%
	TOTAL	\$351,165	\$407,214	\$461,942	\$451,322	\$466,417	\$502,883	\$502,883	7.8%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

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

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

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

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

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

## 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.

<b>Performance Indicators</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>
Taxable Personal and Business Property Items	18,707	15647	15, 443	16000
Number of Business Licenses	1,436	1435	1,454	1475
Food/Lodging Tax Monthly Returns	122	115	116	117
State Income Taxes Filed	288	277	205	200

### ***Personnel Resources***

<b>Commissioner of the Revenue</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Commissioner	FT	1.00	1.00	0.00
Deputy Commissioner	FT	1.00	1.00	0.00
Deputy II	FT	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
Deputy I	PT	1.00	1.00	0.00
FT = Full Time    PT = Part Time		<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$185,228	\$201,120	\$211,571	\$180,251	\$221,094	\$239,476	\$239,476	8.3%
510250	Temporary & Seasonal Help	4,155	84	2,000	1,943	3,000	3,000	3,000	0.0%
510300	Overtime	608	1,551	3,000	3,361	3,000	3,000	3,000	0.0%
510500	Accumulated Leave Pay								
520100	FICA	13,579	14,818	16,568	13,462	17,375	18,779	18,779	8.1%
520200	VRS	14,114	13,187	35,827	14,086	37,013	23,778	23,778	-35.8%
520250	VRS- Hybrid	9,543	12,075		10,934		16,312	16,312	
520270	ICMA- Defined Contribution	2,885	3,548		3,155	3,279	3,411	3,411	
520300	Group Life Insurance	2,471	2,489	3,074	2,416	2,965	2,827	2,827	-4.7%
520400	Health Insurance	38,294	34,704	46,340	36,951	49,029	51,776	51,776	5.6%
520500	Disability Insurance	456	535	701	476	536	515	515	-3.9%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	150	78	108	34	65	52	52	-20.0%
	Total Personal Services	271,483	284,189	319,189	267,068	337,356	362,926	362,926	7.6%
	<u>OPERATING EXPENSES</u>								
530110	Advertising			750	0	750	750	750	0.0%
530210	Professional & Special Services	3,026	894	4,500	7,901	11,500	11,500	11,500	0.0%
550120	Membership Dues	530	470	750	400	750	750	750	0.0%
530315	Maintenance - Electronics	4,980	4,998	5,226	5,137	6,457	5,460	5,460	-15.4%
530325	Maintenance - Equipment					403	500	500	24.1%
550400	Postage	1,323	1,507	8,800	1,609	6,000	5,000	5,000	-16.7%
550420	Landline Telephone	4,614	4,675	6,600	4,313	6,600	2,857	2,857	-56.7%
550450	Internet						1,596	1,596	
550510	Mileage & Training Expenses	193	54	2,000	158	2,000	2,500	2,500	25.0%
550520	Professional Development			250	0	250	250	250	0.0%
560110	Material & Supplies	6,423	7,623	8,800	2,433	9,000	9,000	9,000	0.0%
	Total Operating Services	21,090	20,223	37,676	21,952	43,710	40,163	40,163	-8.1%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Equipment								
580500	Technology Equipment					1,000	300	300	-70.0%
	Total Capital Outlay	0	0	0	0	1,000	300	300	-70.0%
	TOTAL	\$292,572	\$304,412	\$356,865	\$289,020	\$382,066	\$403,389	\$403,389	5.6%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
COMMISSIONER OF THE REVENUE			
Fiscal Year:			
FY2025-26			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Stand Alone Fa `	300	100	\$ 300
Total Operating Capital Outlay - FY2025-26 ...			\$ 300

Fiscal Year:			
FY2026-27			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Network Printer	1,000	-	\$ 1,000
Replacement; Replace 10 year old HP Laser printer with new similar model.			
Desk	850	-	\$ 850
Replacement of 20 year old desk			
Total Operating Capital Outlay - FY2026-27 ...			\$ 1,850

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

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

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...			\$ -

## 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Sheriff Fee Transactions	36	34	40	36
State Income Tax	36	38	30	30
State Estimated Tax	344	214	200	200
<b>DMV Select Transactions</b>	<b>CY 2023 Actual</b>	<b>CY 2024 Actual</b>	<b>CY 2025 Projected</b>	<b>CY 2026 Projected</b>
Title Transactions	1,181	1,665	1,600	1,600
Registration Transactions	3,564	4,173	4,100	4,100
Customer Transcripts	96	100	100	100
Handicap Placards	326	396	390	390
EZ Passes	30	47	45	45
Misc. Transactions	827	979	980	980

### *Personnel Resources*

<b>Treasurer's Office</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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  
2025-26 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$102,064	\$104,526	\$110,859	\$122,435	\$128,066	\$133,421	\$133,421	4.2%
510250	Temporary & Seasonal Help			1,000	180	1,000	1,000	1,000	0.0%
520100	FICA	7,605	8,087	8,558	9,461	8,345	10,284	10,284	23.2%
520200	VRS	9,151		17,417	0	18,091			-100.0%
520250	VRS- Hybrid	3,822	12,604		12,615		18,821	18,821	
520270	ICMA- Defined Contribution	664	2,686	0	3,640	3,783	3,937	3,937	4.1%
520300	Group Life Insurance	1,270	1,314	1,494	1,394	1,449	1,328	1,328	-8.4%
520400	Health Insurance	18,237	10,560	11,040	11,040	11,510	11,991	11,991	4.2%
520500	Disability Insurance	165	518	589	549	619	595	595	-3.9%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	86	71	54	22	39	26	26	-33.3%
	Total Personal Services	143,064	140,366	151,011	161,337	172,902	181,403	181,403	4.9%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	845		400	400	400	400	400	0.0%
530315	Maintenance - Electronics	1,320	1,320	2,234	1,972	3,809	2,355	2,355	-38.2%
550400	Postage	5	9	15	3	15	15	15	0.0%
550420	Landline Telephone	1,818	1,875	1,900	1,665	624	928	928	48.7%
550450	Internet					1,236	572	572	-53.7%
550420	Other Services & Charges								
550510	Mileage & Training Expenses	1,856	125	1,000	299	500	2,500	2,500	400.0%
550520	Professional Development		110		710	2,000			-100.0%
560110	Material & Supplies	1,203	2,933	2,500	1,802	2,000	2,000	2,000	0.0%
560115	DMV Expense		1,123	600	258	600	600	600	0.0%
	Total Operating Services	7,048	7,495	8,649	7,109	11,184	9,370	9,370	-16.2%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment					300			-100.0%
	Total Capital Outlay	0	0	0	0	300	0	0	-100.0%
	TOTAL	\$150,112	\$147,861	\$159,660	\$168,446	\$184,386	\$190,773	\$190,773	3.5%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2025-26

Item	Unit Cost	Annual M&O Cost	Total Cost
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ -

Fiscal Year:

FY2026-27

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer/Scanner/Copier/Fax	-	600	-
Replacement; Existing printer is over 5 years old.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 600

Fiscal Year:

FY2027-28

Item	Unit Cost	Annual M&O Cost	Total Cost
-			
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:

FY2028-29

Item	Unit Cost	Annual M&O Cost	Total Cost
-			
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:

FY2029-30

Item	Unit Cost	Annual M&O Cost	Total Cost
-			
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -



# 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 and Budgeting, 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.

The Finance Department is responsible for maintaining the City's Financial Accounting, Assessment, and Payroll Software systems. Other duties include maintaining financial accounting records in an accurate and efficient manner and the preparation of annual audit reports.

The Department of Finance maintains the City's annual Operating Budget and coordinates the City's five-year Capital Improvement Plan. 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
A/P Checks Issued	5,865	9,120	5,873	5,632
Payroll Checks and Direct Deposits Processed	8,676	8,700	8,724	8,700
Purchase Orders and Check Requests Issued	3,527	4,500	3,749	3,925
Sealed Bids/Proposals Issued	10	8	18	15
Value of New Construction	\$5,755,800	\$13,951,400	\$4,250,000	\$3,940,000
Transfers in Property Ownership	585	643	536	576

## Personnel Resources

Finance Department		Authorized Positions		
Classification Title	Status	FY 24-25	FY 25-26	Diff.
Director of Finance	FT	1.00	1.00	0.00
Deputy Director of Finance	FT	1.00	1.00	0.00
Accounting Manager	FT	0.0	1.00	1.00
Accountant	FT	1.00	1.00	0.00
Financial Specialists	FT	2.00	2.00	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
Senior Meter Reader	FT	1.00	1.00	0.00
Meter Reader	FT	1.00	1.00	0.00
Real Estate Assessor's Office Specialist	FT	1.00	1.00	0.00
FT = Full Time		18.00	19.00	1.00

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		3.00	3.00	0.00

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$370,996	\$351,626	\$487,099	\$350,505	\$451,128	\$551,942	\$538,883	19.5%
510210	Part-Time Wages	82,161	86,840	55,000	59,971	59,041	61,768	61,768	4.6%
510300	Overtime	2,072	11,561	0	2,127	3,000	3,000	3,000	0.0%
510500	Accumulated Leave Pay								
520100	FICA	33,070	32,885	41,471	29,672	39,260	47,179	46,180	17.6%
520200	VRS	29,260	35,799	80,831	38,094	75,522	72,949	70,762	-6.3%
520250	VRS- Hybrid	18,457	14,308		13,057		19,451	19,451	
520270	ICMA- Defined Contribution	3,513	2,984	0	2,813	3,192	2,728	2,728	-14.5%
520300	Group Life Insurance	4,768	4,552	6,932	4,598	6,049	6,517	6,362	5.2%
520400	Health Insurance	57,635	53,499	72,361	61,701	86,900	97,260	97,260	11.9%
520500	Disability Insurance	806	577	1,489	524	966	614	614	-36.4%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	350	214	162	111	104	91	91	-12.5%
	Total Personal Services	603,089	594,843	745,345	563,173	725,162	863,499	847,099	16.8%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	150	111	1,000	831	500	1,000	1,000	100.0%
530210	Professional & Special Services	12,501	2,417	8,500	48,513	8,500	3,000	3,000	-64.7%
550120	Membership Dues	1,967	750	1,300	634	2,500	2,500	2,500	0.0%
530315	Maintenance - Electronics	8,580	8,580	12,289	10,956	11,984	12,949	12,949	8.1%
550400	Postage	2,859	2,759	6,000	3,296	6,000	4,000	4,000	-33.3%
550420	Landline Telephone	6,329	5,741	1,872	5,681	1,872	4,928	4,928	163.2%
550430	Mobile Communications		723		969		971	971	
550450	Internet			2,316	0	2,316	1,853	1,853	-20.0%
550510	Mileage & Training Expenses	1,775	608	3,000	1,168	6,000	6,000	6,000	0.0%
550520	Professional Development			6,000	500	8,000	8,000	8,000	0.0%
560110	Material & Supplies	12,630	10,706	11,000	9,075	12,000	12,000	12,000	0.0%
560130	Books & Publications		210						
530330	Software Maintenance	30,288	51,950	10,000	3,426	10,000	10,000	10,000	0.0%
550140	Software Subscription			88,000	111,205	196,031	193,031	193,031	-1.5%
	Total Operating Services	77,079	84,555	151,277	196,254	265,703	260,232	260,232	-2.1%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures	230				800			-100.0%
580530	Building & Fixed Equipment					25,000			-100.0%
580500	Technology Equipment								
	Total Capital Outlay	230	0	0	0	25,800	0	0	-100.0%
	TOTAL	\$680,398	\$679,399	\$896,622	\$759,428	\$1,016,665	\$1,123,731	\$1,107,331	8.9%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2025-26

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ -

Fiscal Year:

FY2026-27

Item	Unit Cost	Annual M&O Cost	Total Cost
Replacement Chairs (2)	350	-	\$ 700
Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present an employee safety hazard.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 700

Fiscal Year:

FY2027-28

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:

FY2028-29

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:

FY2029-30

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

**DEPARTMENT NAME - AUDITING**

DEPARTMENT NUMBER 1204

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
530213 560110	<u>OPERATING EXPENSES</u>								
	Annual Audit Fee	\$110,800	\$123,525	\$135,000	\$163,600	\$136,565	\$176,090	\$176,090	28.9%
	Material & Supplies								
	Total Operating Services	110,800	123,525	135,000	163,600	136,565	176,090	176,090	28.9%
	TOTAL	\$110,800	\$123,525	\$135,000	\$163,600	\$136,565	\$176,090	\$176,090	28.9%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>FIXED CHARGES</u>								
530210	Professional & Special Services	\$6,571	\$7,250	\$25,000	\$10,718	\$25,000	\$25,000	\$25,000	0.0%
560330	Employee Recognition Items	625	475	1,500	3,018	5,000	5,000	5,000	0.0%
550270	Insurance Premiums - Other	24,310	(8,814)		(12,590)				
550400	Postage								
530250	Other Services and Charges	12,726			1,600		1,800	1,800	
520200	VRS Retirement Contributions					8,000	8,000	8,000	0.0%
550250	Line of Duty Act Fund	140,361	142,802	143,816	143,816	153,725	146,894	146,894	-4.4%
520400	Health Insurance	51,249	15,799	34,000	1,435	63,570	48,500	48,500	-23.7%
520470	Retiree Health Insurance				14,735		15,000	15,000	
560310	Meals & Food Supplies								
560310	Employee Events	14,749	14,812	25,000	51,348	30,000	30,000	30,000	0.0%
	Total Fixed Charges	250,591	172,324	229,316	214,079	285,295	280,194	280,194	-1.8%
	TOTAL	\$250,591	\$172,324	\$229,316	\$214,079	\$285,295	\$280,194	\$280,194	-1.8%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$142,528	\$132,197	\$144,945	\$144,890	\$146,419	\$148,857	\$148,857	1.7%
520100	FICA	10,544	9,751	11,089	10,475	11,202	11,388	11,388	1.7%
520200	VRS	19,332	14,543	24,544	14,833	24,512	24,920	24,920	1.7%
520250	VRS- Hybrid		1,960		5,731				
520270	ICMA- Defined Contribution		337		1,654	1,704			-100.0%
520300	Group Life Insurance	1,800	1,448	2,105	1,905	1,963	1,757	1,757	-10.5%
520400	Health Insurance	15,870	13,209	23,170	23,170	24,514	20,682	20,682	-15.6%
520500	Disability Insurance		79	271	250	279			-100.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	74	51	54	22	26	26	26	0.0%
	Total Personal Services	190,148	173,575	206,178	202,931	210,619	207,630	207,630	-1.4%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	856	2,056	1,500	870	1,500	1,500	1,500	0.0%
530210	Professional & Special Services		417						
550120	Membership Dues	310	135	300	165	350	350	350	0.0%
530315	Maintenance - Electronics	3,484	2,640	3,749	3,344	4,505	3,869	3,869	-14.1%
530325	Maintenance - Equipment	4,000	7,591	9,030	9,085	9,410	9,410	9,410	0.0%
550300	Rent of Equipment	2,743							
550400	Postage	154	7	50	145	50	50	50	0.0%
550420	Landline Telephone	(656)	5,661	624	22,147	655	722	722	10.2%
550450	Internet			768	640	806	564	564	-30.0%
530250	Other Services & Charges	2,365	2,760	500	0	2,800	3,100	3,100	10.7%
550510	Mileage & Training Expenses		300	1,200	380	1,000	1,000	1,000	0.0%
560110	Material & Supplies	414	(1,298)	3,000	(2,450)	3,000	3,000	3,000	0.0%
	Total Operating Expenses	13,670	20,269	20,721	34,326	24,076	23,565	23,565	-2.1%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
580630	Other Equipment	28,261							
	Total Capital Outlay	28,261	0	0	0	0	0	0	
	TOTAL	\$232,079	\$193,844	\$226,899	\$237,257	\$234,695	\$231,195	\$231,195	-1.5%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2025-26

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ -

Fiscal Year:

FY2026-27

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ -

Fiscal Year:

FY2027-28

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:

FY2028-29

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:

FY2029-30

Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -



# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - INSURANCE &amp; RISK MANAGEMENT

DEPARTMENT NUMBER 1207

[illegible]

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-2024 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$134,884	\$151,592	\$149,824	\$166,306	\$152,893	\$220,172	\$160,172	4.8%
510250	Temporary & Seasonal Help	5,243	1,452	21,841	10,410	21,840	26,000	26,000	19.0%
520100	FICA	11,280	12,419	13,133	14,130	13,367	18,833	14,243	6.6%
520200	VRS	19,391	22,244	25,370	21,095	25,595	36,858	26,814	4.8%
520300	Group Life Insurance	1,806	1,907	2,176	1,809	2,050	2,599	1,891	-7.8%
520400	Health Insurance	17,838	19,386	20,490	22,795	29,792	31,023	20,682	-30.6%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	91	51	54	34	26	39	26	0.0%
	Total Personal Services	190,532	209,051	232,888	236,578	245,563	335,524	249,828	1.7%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	111		750	109	500	500	500	0.0%
530210	Professional & Special Services	6,088		8,500	8,051	6,000	9,000	9,000	50.0%
550120	Membership Dues	1,045	960	3,000	2,000	3,000	3,000	3,000	0.0%
530315	Maintenance - Electronics	3,410	3,960	4,506	4,085	3,644	4,626	4,626	26.9%
530325	Maintenance - Equipment	9,240	9,240	12,000	9,731	1,000	9,800	9,800	880.0%
550400	Postage	32	17	4,000	4,883	600	6,000	6,000	900.0%
550420	Landline Telephone	2,514	2,572	3,000	2,385	1,500	1,313	1,313	-12.5%
550450	Internet					1,500	828	828	
550510	Mileage & Training Expenses	300	2,287	2,000	1,002	3,000	3,000	3,000	0.0%
510400	Automobile Allowance	4,408	5,088	6,000	5,308	6,000	6,000	6,000	0.0%
560110	Material & Supplies	4,296	1,131	4,500	1,682	1,500	2,000	2,000	33.3%
530330	Software Maintenance					10,000	14,300	14,300	
550140	Software Subscription					6,000	10,000	6,000	
	Total Operating Expenses	31,443	25,255	48,256	39,236	44,244	70,367	66,367	50.0%
	<u>CAPITAL OUTLAY</u>								
560290	Office Equipment			4,000	2,234	17,000			-100.0%
580500	Technology Equipment								
580400	Software					0			
	Total Capital Outlay	0	0	4,000	2,234	17,000	0	0	-100.0%
	TOTAL	\$221,975	\$234,307	\$285,144	\$278,048	\$306,807	\$405,891	\$316,195	3.1%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

Fiscal Year:

FY2025-26

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

Fiscal Year:

FY2029-30

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$150,494	\$182,271	\$177,012	\$212,515	\$182,020	\$214,573	\$177,233	-2.6%
510250	Temporary & Seasonal Help	1,320	9,812	20,150	4,734	21,840		21,840	0.0%
510300	Overtime	540			161				
520100	FICA	11,289	14,323	15,083	16,040	15,598	16,415	15,230	-2.4%
520200	VRS	7,876	9,292	29,975	9,903	30,473			-100.0%
520250	VRS- Hybrid	11,520	14,324		19,939		35,922	29,671	
520270	ICMA- Defined Contribution	2,157	2,480		3,157	2,663	2,332	2,332	-12.4%
520300	Group Life Insurance	2,007	2,237	2,571	2,810	2,441	2,534	2,093	-14.3%
520400	Health Insurance	28,986	30,717	34,210	45,146	44,216	62,088	51,747	17.0%
520500	Disability Insurance	502	568	652	773	669	937	937	40.1%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	143	128	108	86	52	52	52	0.0%
	Total Personal Services	216,833	266,153	279,761	315,262	299,972	334,853	301,135	0.4%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	914	812	2,000	331	2,500	2,500	2,500	0.0%
530210	Professional & Special Services	13,717	5,207	2,000	89	2,000	2,500	2,500	25.0%
550120	Membership Dues			1,000	0	1,000	1,000	1,000	0.0%
530315	Maintenance - Electronics	4,070	4,620	6,343	6,987	7,117	6,643	6,643	-6.7%
530325	Maintenance - Equipment	2,496	2,418	4,000	636	5,327	5,327	5,327	0.0%
550400	Postage	26,152	30,342	29,000	30,548	34,000	39,000	39,000	14.7%
550420	Landline Telephone	3,976	3,934	4,200	3,398	4,200	2,324	2,324	-44.7%
550450	Internet						572	572	
530250	Other Services & Charges						2,000	2,000	
550510	Mileage & Training Expenses	433	824	2,000	474	2,000	2,000	2,000	0.0%
560110	Material & Supplies	15,155	14,443	35,000	18,677	30,000	30,000	20,000	-33.3%
559100	Cash Over/Short	(1)	223		35				
	Total Operating Services	66,914	62,822	85,543	61,176	88,144	93,866	83,866	-4.9%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment			4,400	0	11,000	3,800	3,800	-65.5%
	Total Capital Outlay	0	0	4,400	0	11,000	3,800	3,800	-65.5%
	TOTAL	\$283,746	\$328,976	\$369,704	\$376,438	\$399,116	\$432,519	\$388,801	-2.6%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
BILLING & COLLECTIONS			
Fiscal Year:			
FY2025-26		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Credit Card machines (2)	600		\$ 1,200
Check Scanners (2)	1300		\$ 2,600
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 3,800

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

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

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

Fiscal Year:			
FY2029-30		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Credit Card machines (2)	600		\$ 1,200
Check Scanners (2)	1300		\$ 2,600
Total Operating Capital Outlay -FY2029-30 ...		.....	\$ 3,800

# 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Computers	367	362	383	385
Servers	46	42	40	37
iPhones & iPads	163	154	151	155
Website Visitors	725,658	740,153	751,407	750,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	2,341	2,104	2,039	2,200
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	10,528	10,846	10,855	11,000
IT Service Ticket Hours (Proactive Information Management)	479	421	539.5	475

## ***Personnel Resources***

<b>Information Technology</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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
		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

FT = Full Time    PT = Part Time

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$99,983	\$207,593	\$248,850	\$252,100	\$256,317	\$266,648	\$266,648	4.0%
510210	Part-time Salaries						\$34,944		
510500	Accumulated Leave Pay								
520100	FICA	6,663	14,889	19,038	18,001	19,610	23,072	20,399	4.0%
520200	VRS	13,854	28,056	42,138	38,895	42,909	44,639	44,639	4.0%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	1,290	2,405	3,614	3,335	3,436	3,148	3,148	-8.4%
520400	Health Insurance	15,120	19,956	29,138	29,138	30,876	32,643	32,643	5.7%
520500	Disability Insurance			857	0				
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	37	77	81	34	39	39	39	0.0%
	Total Personal Services	136,946	272,976	343,716	341,503	353,187	405,133	367,516	4.1%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	60,791	324		65,314				
550120	Membership Dues	36,098	10,008	6,055	0	6,055			-100.0%
530315	Maintenance - Electronics	35,878	92,810	188,395	115,891	154,137	147,860	147,860	-4.1%
530325	Maintenance - Equipment	8,768	2,635		1,881				
550140	Software Subscription				252				
550400	Postage			75	0	25			-100.0%
550420	Landline Telephone	1,884	2,584		2,688	624	1,226	1,226	96.5%
550430	Mobile Communications					972	1,458	1,458	50.0%
550450	Internet					1,260	572	572	-54.6%
550510	Mileage & Training Expenses		306	3,000	3,000	5,000	6,000	6,000	20.0%
560110	Material & Supplies	220	1,132	1,000	1,206	1,500	1,500	1,500	0.0%
560130	Books & Publications			3,000	39	3,000			-100.0%
	Total Operating Services	143,639	109,799	201,525	190,272	172,573	158,616	158,616	-8.1%
	<u>CAPITAL OUTLAY</u>								
580400	Software								
580500	Technology Equipment		11,354			21,000			-100.0%
	Total Capital Outlay	-	11,354	-	-	21,000	-	-	-100.0%
	TOTAL	\$280,585	\$394,129	\$545,241	\$531,774	\$546,760	\$563,749	\$526,132	-3.8%

City of Colonial Heights  
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

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

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

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

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

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -



# 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Number of Registered Voters	12,915	13,129	13,500	13,750
National Voter Registration Act Transactions	5,382	4,839	7,500	6,500
Persons Voting Absentee	3,775	2,806	6,000	4,500
Persons Voting on Election Day	5,925	4,809	5,000	5,500
Voting Equipment (Pollbooks & Voting Machines)	28	28	28	28
Candidate Processing-local	10	11	10	10
Campaign Finance-local	10	11	10	10

### **Personnel Resources**

<b>Registrar</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
General Registrar	FT	1.00	1.00	0.00
Deputy Registrar	FT	1.00	0.00	-1.00
Chief Deputy Registrar	FT	0.00	1.00	1.00
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

## 2025-26 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD

DEPARTMENT NUMBER 1301

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
	510210 Part-time Salaries	\$6,969	\$7,290	\$7,001	\$6,957	\$7,774	\$7,774	\$7,774	0.0%
	520100 FICA	533	558	533	532	595	595	595	0.0%
	520600 Unemployment Insurance	17	24	17	17	12	13	13	4.5%
	Total Personal Services	7,520	7,871	7,551	7,506	8,381	8,382	8,382	0.0%
	<u>OPERATING EXPENSES</u>								
	550120 Membership Dues	180	261	250	216	250	300	300	20.0%
	530325 Maintenance - Equipment	4,262	6,444	8,250	5,059	7,250	7,250	7,250	0.0%
	550400 Postage	986	20	1,600	499	2,000	2,000	2,000	0.0%
	530250 Other Services & Charges		210	250	200	275	275	275	0.0%
	550510 Mileage & Training Expenses	2,497	218	3,000	1,108	3,000	3,500	3,500	16.7%
	560110 Material & Supplies	6,303	15,909	16,000	16,254	17,000	18,000	18,000	5.9%
	Total Operating Services	14,228	23,062	29,350	23,336	29,775	31,325	31,325	5.2%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$108,235	\$137,469	\$122,737	\$124,331	\$128,948	\$136,537	\$134,147	4.0%
510250	Temporary & Seasonal Help	9,450	22,230	36,001	21,555	36,000	36,000	36,000	0.0%
510300	Overtime	1,597	4,651		6,410				
520100	FICA	8,543	11,057	12,144	9,434	12,619	13,200	13,017	3.2%
520200	VRS			20,784	0	21,587			-100.0%
520250	VRS- Hybrid	12,137	13,303		16,050		22,858	22,457	
520270	ICMA- Defined Contribution	3,363	3,635		3,347	3,991	4,297	4,261	6.8%
520300	Group Life Insurance	1,443	1,452	1,783	1,663	1,729	1,613	1,584	-8.4%
520400	Health Insurance	9,930	13,158	26,092	26,092	27,666	29,270	29,270	5.8%
520500	Disability Insurance	569	572	229	655	738	723	710	-3.8%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	74	81	55	27	52	26	26	-50.0%
	Total Personal Services	155,341	207,609	219,825	209,564	233,329	244,524	241,472	3.5%
	<u>OPERATING EXPENSES</u>								
530110	Advertising		430	1,400	0	1,000	1,000	1,000	0.0%
550120	Membership Dues	250	270	300	270	300	300	300	0.0%
530210	Professional & Special Services		74		61				
530315	Maintenance - Electronics	2,200	3,412	3,749	3,399	3,877	3,869	3,869	-0.2%
530325	Maintenance - Equipment	488	371	500	0	500	500	500	0.0%
550400	Postage	3,968	4,173	9,000	3,980	4,500	5,500	5,500	22.2%
550420	Landline Telephone	3,253	3,241	3,325	3,178	1,350	2,624	2,624	94.4%
550450	Internet					2,000	828	828	-58.6%
550510	Mileage & Training Expenses	1,049	2,981	3,500	2,831	3,000	3,500	3,500	16.7%
560110	Material & Supplies	3,015	3,376	9,000	8,799	10,000	10,000	10,000	0.0%
	Total Operating Services	14,223	18,328	30,774	22,518	26,527	28,121	28,121	6.0%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment		178						
	Total Operating Expenses	0	178	0	0	0	0	0	
	TOTAL	\$169,564	\$226,115	\$250,599	\$232,082	\$259,856	\$272,645	\$269,593	3.7%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
<b>REGISTRAR &amp; ELECTORAL BOARD</b>			
Fiscal Year:			
<b>FY2025-26</b>		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay -FY2025-26 ...		.....	\$ -

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

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

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

Fiscal Year:			
<b>FY2029-30</b>		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

SHOP & DINE



City of Colonial Heights  
FY2025-26  
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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Total Cases (Criminal/Civil)	1,099	993	1,075	1,150
Wills/Estates Initiated	108	137	140	150
Judgments/Liens/Notices	1,503	1,415	1,500	1,675
Deeds Recorded	1,825	1,883	1,900	2,000
Marriage Licenses	181	153	175	200
Restitution	489	520	550	600
Concealed Handgun Permits	333	294	300	325

## ***Personnel Resources***

<b>Circuit Court Clerk</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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
		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK

DEPARTMENT NUMBER 1351

ACCT #	Account Description	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$347,347	\$389,196	\$390,468	\$396,730	\$398,047	\$414,089	\$414,089	4.0%
510250	Temporary & Seasonal Help	60				4,000	4,000	3,000	-25.0%
520100	FICA	25,638	27,638	29,275	28,206	30,757	31,984	31,908	3.7%
520200	VRS	38,343	38,029	64,795	28,291	65,302	75,012	75,012	14.9%
520250	VRS- Hybrid	9,981	17,028		24,551		63,511	63,511	
520270	ICMA- Defined Contribution	1,611	2,969		4,883	6,219	8,102	8,102	30.3%
520300	Group Life Insurance	4,650	4,975	5,559	4,959	5,231	74,035	74,035	1315.3%
520400	Health Insurance	41,682	64,424	73,318	66,011	73,297	4,889	4,889	-93.3%
520500	Disability Insurance	426	675	506	997	1,237	1,188	1,188	-4.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	221	180	162	66	78	78	78	0.0%
	Total Personal Services	469,959	545,114	564,083	554,695	584,168	676,888	675,812	15.7%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	61,548	115,466	70,428	46,997	70,428	71,457	71,457	1.5%
530215	Legal Services (Law Clerk)	31,600	34,234	33,724	35,868	35,482	37,965	37,965	7.0%
550120	Membership Dues	1,934	445	2,130	445	2,130	2,130	2,130	0.0%
530315	Maintenance - Electronics	7,920	7,920	9,086	10,455	1,729	9,567	9,567	453.3%
530325	Maintenance - Equipment	8,175	7,290	7,816	4,048	10,231	10,231	10,231	0.0%
550400	Postage	8,003		10,000	2	10,000	10,000	6,500	-35.0%
550420	Landline Telephone	11,604	10,562	12,200	10,831	12,200	8,095	8,095	-33.6%
550450	Internet						4,343	4,343	
530250	Other Services & Charges	1,750							
550510	Mileage & Training Expenses		(1,068)	1,000	-	1,000	1,000	1,000	0.0%
560110	Material & Supplies	7,125	11,204	10,000	10,360	10,000	10,000	10,000	0.0%
	Total Operating Services	139,658	186,053	156,384	119,005	153,200	164,788	161,288	5.3%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	TOTAL	\$609,617	\$731,167	\$720,467	\$673,700	\$737,368	\$841,676	\$837,100	13.5%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CIRCUT COURT CLERK

Fiscal Year:

FY2025-26

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

Fiscal Year:

FY2029-30

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -



## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	Account Number	2020-21 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
	510100 Full-Time Salaries		\$10,000	\$10,000	\$8,000	\$10,000	\$15,000	\$10,000	0.0%
	520100 FICA			765	0	765	1,148	765	0.0%
	520600 Unemployment Insurance						52	52	
	Total Personal Services	0	10,000	10,765	8,000	10,765	16,200	10,817	0.5%
	<u>OPERATING EXPENSES</u>								
	530210 Professional & Special Services	\$8,215	\$7,525	\$30,000	\$21,929	\$25,000	\$30,000	\$25,000	0.0%
	550120 Membership Dues	125	125	300	185	300	200	200	-33.3%
	550300 Rent of Equipment	2,699	2,755	3,500	1,003	3,500	3,500	3,500	0.0%
	530325 Maintenance - Equipment	1,181	405	1,200	522	1,200	1,200	1,200	0.0%
	550400 Postage	4	14	50	8	50	25	25	-50.0%
	550420 Landline Telephone	8,236	8,288	8,500	7,759	8,500	7,034	7,034	-17.2%
	550510 Mileage & Training Expenses			1,000	0	1,000	1,000	1,000	0.0%
	560110 Material & Supplies	3,114	665	2,500	387	2,500	1,000	1,000	-60.0%
	560130 Books & Publications		196	500	201	500	500	500	0.0%
	560250 Clothing & Personal Supplies			200	0	200	200	200	0.0%
	Total Operating Services	23,574	19,972	47,750	31,993	42,750	44,659	39,659	-7.2%
						</			

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
	530320 Maintenance - Motor Vehicles								
	550400 Postage			\$200	\$204	\$200	\$200	\$200	0.0%
	550420 Landline Telephone	2,121	2,183	2,484	2,014	2,484	1,994	2,484	0.0%
	550510 Mileage & Training Expenses			600	0	600	600	600	0.0%
	560110 Material & Supplies	1,544	738	2,300	1,469	2,300	2,300	2,300	0.0%
	Total Operating Services	3,665	2,921	5,584	3,687	5,584	5,094	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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Circuit Court-felony cases	1,060	1,103	1,378	2,067
Circuit Ct-misdemeanor cases	647	628	894	1,341
GDCT Total Criminal Cases	2,402	2,314	2,762	4,143
GDCT traffic (criminal)	4,438	3,714	4,660	6,990
Jury Trials (circuit court)	74	40	60	80
Juvenile Cases	880	696	924	1,386

### ***Personnel Resources***

<b>Commonwealth's Attorney</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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  
2025-26 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$668,092	\$713,902	\$716,910	\$726,045	\$789,497	\$887,476	\$827,476	4.8%
510210	Part-Time Wages			1,000	0				
510550	Short Term Disability Pay								
510500	Accumulated Leave								
520100	FICA	48,468	51,699	54,921	53,311	60,400	74,399	63,306	4.8%
520200	VRS	59,410	61,882	121,396	54,199	132,167	85,056	75,012	-43.2%
520250	VRS- Hybrid	31,707	36,715		48,618		63,511	63,511	
520270	ICMA- Defined Contribution	4,801	5,768		7,116	5,172	8,102	8,102	56.7%
520300	Group Life Insurance	8,932	9,013	10,411	9,426	10,585	10,477	9,769	-7.7%
520400	Health Insurance	122,058	131,478	127,867	109,007	97,320	129,843	119,502	22.8%
520500	Disability Insurance	1,341	1,448	1,010	1,885	1,613	2,005	2,005	24.3%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	378	256	270	157	130	143	130	0.0%
	Total Personal Services	945,186	1,012,161	1,033,785	1,009,764	1,096,884	1,261,012	1,168,813	6.6%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	463	118	500	95	500	250	250	-50.0%
550120	Membership Dues	11,771	4,695	6,000	8,617	6,000	6,000	6,000	0.0%
550140	Software Subscriptions		6,104	6,864	3,538	6,864	10,000	10,000	45.7%
530315	Maintenance - Electronics	11,330	16,380	12,252	15,700	17,024	13,032	13,032	-23.4%
530325	Maintenance - Equipment	1,731	1,874	4,000	3,116	12,500	6,000	6,000	-52.0%
550400	Postage	513	(1,334)	1,000	909	1,000	1,000	1,000	0.0%
550420	Landline Telephone	9,411	9,795	12,516	9,120	12,516	6,249	6,249	-50.1%
550450	Internet						3,731	3,731	
550510	Mileage & Training Expenses	10,076	14,610	15,000	17,675	23,000	23,000	23,000	0.0%
550520	Professional Development								
560110	Material & Supplies	8,612	16,966	15,500	7,089	15,500	15,500	15,500	0.0%
560130	Books & Publications	3,571	2,738	3,200	1,810	3,200	3,000	3,000	-6.3%
560160	Law Enforcement Equ	2,098	2,171						
560320-AFRCF	Asset Forfeiture								
560130-LWLIB	Law Library			4,000	551	4,000	4,000	4,000	0.0%
	Total Operating Services	59,575	74,117	80,832	68,220	102,104	91,762	91,762	-10.1%
	<u>CAPITAL OUTLAY</u>								
580300	Furniture & Fixtures			1,650	0	1,300	1,100	1,100	-15.4%
580500	Technology Equipment			3,600	15,568	1,060	4,660	4,660	339.6%
	Total Capital Outlay	0	0	5,250	15,568	2,360	5,760	5,760	144.1%
	TOTAL	\$1,004,761	\$1,086,278	\$1,119,867	\$1,093,552	\$1,201,348	\$1,358,534	\$1,266,335	5.4%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
COMMONWEALTH'S ATTORNEY			
Fiscal Year:			
FY2025-26			
Item	Unit Cost	Annual M&O Cost	Total Cost
Laptops (3) <i>Upgrade desktop computers for admin assistant and legal secretaries to laptops</i>	1,200	-	\$ 3,600
Conference Room Chairs (2)	350	-	700
Desk Chairs (1)	400	-	400
Desk Scanner (1)	1,060	-	1,060
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 5,760

Fiscal Year:			
FY2026-27			
Item	Unit Cost	Annual M&O Cost	Total Cost
(1) <i>Replacement; Routine upgrade of departmental printer used to print criminal and traffic records for all files used in court - essential for everyday operation of our office.</i>	1,300	-	\$ 1,300
Desk Chairs (2)	400	-	800
Conference Room Chairs (2)	350	-	700
Desk Scanner (1)	1,060	-	1,060
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 3,860

Fiscal Year:			
FY2027-28			
Item	Unit Cost	Annual M&O Cost	Total Cost
Printers (3)	300	-	\$ 900
Shredder <i>Replacement: Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records</i>	3,000	-	3,000
Side Chairs (x2)	250	-	500
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 4,400

Fiscal Year:			
FY2028-29			
Item	Unit Cost	Annual M&O Cost	Total Cost
Printers (3)	300	-	\$ 900
Desk Chairs (2)	250	-	500
Desk Scanner (3)	1060	-	3,180
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ 4,580

Fiscal Year:			
FY2029-30			
Item	Unit Cost	Annual M&O Cost	Total Cost
Laptops <i>Replace of Attorney laptops that were purchased in 2024</i>	5 1,300	-	\$ 6,500
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ 6,500

# 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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Court Security Dockets	364	374	380	440
Inmate/Prisoner Count	1,295	1,102	1,040	1,120
Prisoner Transports	624	526	680	718
Civil Papers Served	8,914	9,227	9,244	9,100
Courthouse Patron Count	40,306	24,392	38,000	40,000

## **Personnel Resources**

<b>Sheriff's Office</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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	6.00	-1.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time		<b>12.00</b>	<b>11.00</b>	<b>-1.00</b>
Deputy Sheriff	PT	5.00	7.00	2.00
PT = Part Time		<b>5.00</b>	<b>7.00</b>	<b>2.00</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$714,961	\$810,861	\$706,345	\$862,020	\$771,784	\$817,143	\$759,632	-1.6%
510210	Part-Time Wages		5,110	133,500	15,859	142,800	218,400	218,400	52.9%
510250	Temporary & Seasonal Help	17,403	22,312	5,000	0	5,000	5,000	5,000	0.0%
510300	Overtime	44,952	47,210	48,000	51,702	52,500	63,200	63,200	20.4%
510350	Hazard Pay								
510500	Accumulated Leave								
520100	FICA	57,721	65,342	68,303	68,792	74,364	84,437	80,037	7.6%
520200	VRS	80,752	97,008	119,608	108,930	129,201	136,795	127,167	-1.6%
520250	VRS- Hybrid		838		7,114				
520270	ICMA- Defined Contribution		105		486	506			-100.0%
520300	Group Life Insurance	7,520	8,401	10,259	9,992	10,349	15,758	8,971	-13.3%
520400	Health Insurance	82,854	106,778	112,737	123,709	130,378	117,050	106,709	-18.2%
520500	Disability Insurance		30		257	290			-100.0%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	594	491	444	201	276	276	263	-4.7%
	Total Personal Services	1,006,757	1,164,485	1,204,196	1,249,062	1,317,448	1,458,059	1,369,379	3.9%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	8,945	9,393	12,398	12,398	13,019	14,711	14,711	13.0%
550120	Membership Dues	2,710	3,024	4,365	2,806	5,315	5,100	5,100	-4.0%
530315	Maintenance - Electronics	9,460	10,560	16,867	14,936	21,151	17,515	17,515	-17.2%
530320	Maintenance - Motor Vehicles	2,947	13,491	6,000	12,492	6,000	7,900	7,900	31.7%
530325	Maintenance - Equipment	14,950	15,819	20,000	9,831	18,000	14,500	14,500	-19.4%
530355	Maintenance-Miscellaneous			23,000	21,783	22,000	22,000	22,000	0.0%
550400	Postage	582	568	1,200	594	800	800	800	0.0%
550420	Landline Telephone	14,028	11,568	15,000	7,553	4,680	6,590	6,590	40.8%
550430	Mobile Communications		1,623		2,062	1,942	3,438	3,438	77.0%
550450	Internet			1,500	3,860	10,000	4,451	4,451	-55.5%
550510	Mileage & Training Expenses	5,659	2,171	4,700	4,479	5,600	7,400	6,000	7.1%
550540	Extraditions	10,357	6,680	18,000	(5,556)	18,000	18,000	18,000	0.0%
560110	Material & Supplies	28,193	18,962	10,000	11,772	16,000	15,000	15,000	-6.3%
560320	Miscellaneous Supplies		190				-	-	
550520	Professional Development		100	2,800	1,599	2,800	2,800	2,800	0.0%
560160	Law Enforcement Equipment			27,000	18,483	46,000	26,000	26,000	-43.5%
560210	Motor Fuels & Lubricants	15,724	19,960	16,000	16,273	16,200	18,900	18,900	16.7%
560240	Small Tools & Equipment	1,125	4,205	2,800	1,836	2,800	2,800	2,800	0.0%
560320-DONAT	Donated Funds	(4,077)	1,496			8,000	8,000	8,000	0.0%
	Total Operating Services	110,602	119,809	181,630	137,202	218,307	195,905	194,505	-10.9%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles	606	40,938	57,000	95,240	54,000	65,000	65,000	20.4%
580500	Technology Equipment		15,305				49,000	40,000	
580630	Other Equipment					69,000			-100.0%
	Total Capital Outlay	606	56,242	57,000	95,240	123,000	114,000	105,000	-14.6%
	TOTAL	\$1,117,965	\$1,340,536	\$1,442,826	\$1,481,503	\$1,658,755	\$1,767,964	\$1,668,884	0.6%

**City of Colonial Heights**  
**FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**SHERIFF**

Fiscal Year:

**FY2025-26**

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>56,000</b>	<b>500</b>	<b>\$ 56,000</b>
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>9,000</b>	<b>500</b>	<b>\$ 9,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Meeting Room Equipment</b>	<b>40,000</b>	<b>500</b>	<b>40,000</b>
<i>NEW Purchase;</i> AV equipment in the Courthouse 2nd Floor Municipal Meeting Room; presentation equipment to include: 90" drop down projection screen, projector, projector mount, install power as needed, intergrade existing monitor, repurpose PA system from jury assembly room into large meeting space, install and program wireless wall control panel, repurpose existing monitor into jury deliberation room for evidence review; all wiring and hardware. <i>Grant funding available for part of the budgeted cost.</i>			
<b>Total Operating Capital Outlay - FY2025-26 ...</b>		.....	<b>\$ 105,000</b>

Fiscal Year:

**FY2026-27**

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>56,000</b>	<b>500</b>	<b>\$ 56,000</b>
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>9,000</b>	<b>500</b>	<b>\$ 9,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Laptop / Toughbook</b>	<b>9,600</b>	<b>500</b>	<b>\$ 9,600</b>
<i>Replacement;</i> Replaces current mobile laptop and Toughbook computers; used to document, track and recall service of civil process, reports and stored office data for state mandated reporting			
<b>Total Operating Capital Outlay - FY2026-27 ...</b>		.....	<b>\$ 74,600</b>

Fiscal Year:

**FY2027-28**

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Fleet Vehicle</b>	<b>56,000</b>	<b>500</b>	<b>\$ 56,000</b>
<i>Replacement;</i> Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Equipment Package</b>	<b>9,000</b>	<b>500</b>	<b>\$ 9,000</b>
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
<b>Total Operating Capital Outlay - FY2027-28 ...</b>		.....	<b>\$ 65,000</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>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>	56,000	500	\$ 56,000
<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>	9,000	500	\$ 9,000

Total Operating Capital Outlay - FY2028-29 ...

\$ 65,000

Fiscal Year:

FY2029-30

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&amp;O Cost</u>	<u>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>	56,000	500	\$ 56,000
<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>	9,000	500	\$ 9,000
<b>LIVESCAN Equipment</b>	13,000	500	\$ 13,000

Total Operating Capital Outlay - FY2029-30 ...

\$ 78,000

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530315	Maintenance - Electronics	\$1,404	\$551	\$5,000	\$0	\$5,000			-100.0%
550420	Landline Telephone	5,041	5,045	5,100	5,117	5,136	5,707	5,707	11.1%
530333	Video Arraignment								
550510	Mileage & Training Expenses								
570100	Adult Incarceration	1,541,230	1,762,639	1,825,000	2,168,140	1,900,000	1,939,700	1,939,700	2.1%
570120	Youth Incarceration	68,430	99,020	95,000	56,015	139,125	104,125	104,125	-25.2%
	Total Operating Services	1,616,104	1,867,255	1,930,100	2,229,272	2,049,261	2,049,532	2,049,532	0.0%
	TOTAL	\$1,616,104	\$1,867,255	\$1,930,100	\$2,229,272	\$2,049,261	\$2,049,532	\$2,049,532	0.0%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)

DEPARTMENT NUMBER 1358

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
570180	<u>OPERATING EXPENSES</u>								
	Drug Court Program	\$98,700	\$54,200	\$149,064	\$54,200	\$149,064	\$54,200	\$54,200	-63.6%
	Total Operating Services	98,700	54,200	149,064	54,200	149,064	54,200	54,200	-63.6%
	TOTAL	\$98,700	\$54,200	\$149,064	\$54,200	\$149,064	\$54,200	\$54,200	-63.6%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$347,205	\$347,205	\$443,200	\$289,700	\$443,200	\$425,788	\$425,788	-3.9%
550420	Landline Telephone	3,586	3,597	3,600	3,310	3,600	3,991	3,991	10.9%
530250	Other Services & Charges								
	Total Operating Services	350,791	350,802	446,800	293,010	446,800	429,779	429,779	-3.8%
	TOTAL	\$350,791	\$350,802	\$446,800	\$293,010	\$446,800	\$429,779	\$429,779	-3.8%

## 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 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
New persons receiving services	320	324	330	336

### ***Personnel Resources***

<b>Victim Witness</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Victim Witness Director	FT	1.00	1.00	0.00
Program Assistant	FT	1.00	1.00	0.00
		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$87,105	\$111,017	\$118,650	\$118,650	\$122,210	\$139,401	\$139,401	14.1%
520100	FICA	6,522	8,267	9,077	8,847	9,350	10,665	10,665	14.1%
520200	VRS	12,522	16,535	20,092	18,545	20,459	23,337	23,337	14.1%
520250	VRS- Hybrid								
520270	ICMA- Defined Contribution								
520300	Group Life Insurance	1,166	1,426	1,724	1,590	1,638	1,646	1,646	0.5%
520400	Health Insurance	16,560	17,820	18,780	18,780	19,721	20,682	20,682	4.9%
520500	Disability Insurance								
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	74	51	54	22	26	26	26	0.0%
	Total Personal Services	123,949	155,116	168,377	166,435	173,404	195,757	195,757	12.9%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues			500	0	500	500	500	0.0%
550140	Software Subscriptions			2,137	955	955	955	955	0.0%
530315	Maintenance - Electronics	1,320	1,320	2,234	1,972	6,595	2,355	2,355	-64.3%
530325	Maintenance - Furniture & Equipment			500	0	500	500	500	0.0%
550400	Postage			500	0	500	500	500	0.0%
550420	Landline Telephone	1,321	866	2,900	737	2,600			-100.0%
550430	Mobile Communications				490		1,021	1,021	
550450	Internet						671	671	
530250	Other Services & Charges		100	500		500	500	500	0.0%
550510	Mileage & Training Expenses	100	813	1,700	150	600	1,600	1,600	166.7%
560110	Material & Supplies	749	1,844	2,000	1,918	2,600	2,800	2,800	7.7%
	Total Operating Expenses	3,490	4,944	12,971	6,222	15,350	11,402	11,402	-25.7%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment		277	800	800	2,000	0		-100.0%
560290	Office Equipment						600	600	
	Total Capital Outlay	0	277	800	800	2,000	600	600	-70.0%
	TOTAL	\$127,439	\$160,336	\$182,148	\$173,456	\$190,754	\$207,759	\$207,759	8.9%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2025-26

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
2 Standing Desks	300	-	\$ 600
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 600

Fiscal Year:

FY2026-27

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Printer (1)	300	-	\$ 300
<i>Replacement;</i> Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 300

Fiscal Year:

FY2027-28

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

Fiscal Year:

FY2029-30

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries		\$4,000	\$4,000	\$4,000	\$4,000	\$6,000	\$4,000	0.0%
520100	FICA			306	0	306	459	306	0.0%
520600	Unemployment Insurance						26	26	
	Total Personal Services			4,306	4,000	4,306	6,485	4,332	0.6%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	\$120	\$120	\$2,000	\$871	\$1,000	\$2,000	\$2,000	100.0%
550120	Membership Dues	\$50	\$160	250	\$150	250	300	300	20.0%
550300	Rent of Equipment	1,232	581	2,000	1,221	2,000	2,000	2,000	0.0%
530325	Maintenance - Equipment		765	1,000	396	1,000	1,000	1,000	0.0%
550420	Landline Telephone	1,221	1,132	1,500	1,273	1,500	6,611	6,611	340.7%
550510	Mileage & Training Expenses	31	17	3,000	268	3,000	3,000	3,000	0.0%
560110	Material & Supplies	1,361	1,190	2,500	1,671	2,500	2,500	2,500	0.0%
560130	Books & Publications	544		1,200	0	1,200	1,200	1,200	0.0%
560250	Clothing & Personal Supplies	122	30	1,000	585	1,000	1,000	1,000	0.0%
	Total Operating Services	4,683	3,995	14,450	6,434	13,450	19,611	19,611	45.8%
	TOTAL	4,683	3,995	18,756	10,434	17,756	26,096	23,943	34.8%
	TOTAL	\$4,683	\$3,995	\$18,756	\$10,434	\$17,756	\$26,096	\$23,943	34.8%



SHOP & DINE



City of Colonial Heights  
FY2025-26  
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. Our department is currently one of only 111 State accredited agencies out of more than 300 law enforcement agencies and has been since our initial certification in 2013. Since that time, we have successfully completed assessments by the Commission in 2017, 2021 and recently completed a three-day on-site assessment for what will be our third reaccreditation.

The Police Department is comprised of two main divisions and has an authorized strength of 52 sworn police officers, four professional support staff and one crime analyst.

The **Operations Division** is overseen by a Captain and is the most recognizable and 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 Officers and the Animal Shelter**.

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 **Support Services Division** is overseen by a Captain and a Lieutenant and encompasses both the **Criminal Investigations** the **Support Services Unit** and the **Auxiliary Police** volunteer 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 Sergeant, an Accreditation and Crime Prevention Officer, Records personnel, a FOIA specialist and six School Resource Officers. Throughout the year, the unit conducts 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 a Detective Sergeant, three General Detectives, a Crime Analyst and a Detective assigned to the Central Virginia Regional Narcotics Task Force. Detectives have the primary responsibility for the investigation of serious or serial crimes. Crimes commonly assigned to the unit include rape, robbery, homicide, burglary, sex offenses, missing persons, and serious fraud-related incidents. These 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.

Detectives are trained in complex 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 other local, state, and federal agencies to investigate crimes in Colonial Heights as well as 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 Staff Assistant, 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.

<b>Performance Indicators</b>	<b>CY 2023 Actual</b>	<b>CY 2024 Actual</b>	<b>CY 2025 Projected</b>	<b>CY 2026 Projected</b>
Police Reports	1,904	1,890	1,942	1,912
Calls for Service	25,589	26,150	25,622	25,787
Traffic Citations	4,135	4,014	4,110	4,086
Traffic Crashes	976	944	936	952
Total Arrests	1,958	1,986	2,005	1,983

### *Personnel Resources*

#### **Police Department**

<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Difference</b>
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	5.00	5.00	0.00
Sergeants	FT	6.00	6.00	0.00
Detectives	FT	4.00	4.00	0.00
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>

<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Difference</b>
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**

<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Difference</b>
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>

<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Difference</b>
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  
2025-26 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$3,365,932	\$1,323,599	\$3,861,189	\$4,001,213	3,985,089	4,682,479	\$4,325,353	8.5%
510210	Part-Time Wages		23,240	27,983	88,730	51,740	60,498	108,498	109.7%
510250	Temporary & Seasonal Help	84,327	59,122						
510300	Overtime	211,435	244,891	250,000	345,783	300,000	300,000	300,000	0.0%
510350	Hazard Pay								
510405	Clothing Allowance	5,600	6,400	7,200	4,800	6,000	6,000	6,000	0.0%
520100	FICA	269,116	137,586	317,198	327,717	331,768	386,247	362,599	9.3%
520200	VRS	436,725	532,133	649,420	597,390	662,780	695,785	695,785	5.0%
520250	VRS- Hybrid	7,999	9,904		10,851		24,490	24,490	
520270	ICMA- Defined Contribution	1,497	1,781		2,136	904	2,922	2,922	223.4%
520300	Group Life Insurance	41,623	46,616	55,705	52,194	53,082	50,799	50,799	-4.3%
520400	Health Insurance	516,996	579,284	613,784	630,133	646,099	727,543	727,543	12.6%
520500	Disability Insurance	376	395	450	439	259	774	774	198.8%
520600	Unemployment Insurance	2,297	1,569	1,539	803	819	741	741	-9.5%
	Total Personal Services	4,943,923	2,966,521	5,784,468	6,062,188	6,038,540	6,938,278	6,605,504	9.4%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	22,907	7,817	21,900	21,223	17,700	17,700	17,700	0.0%
530250	Other Services & Charges	800	2,744		138				
530300	Community Engagement			6,750	5,396	11,750	9,750	9,750	-17.0%
530305	Recruitment and Referral Program			10,000	98	20,500	20,500	20,500	0.0%
530315	Maintenance - Electronics	46,750	56,100	79,477	70,906	76,257	80,173	80,173	5.1%
530320	Maintenance - Motor Vehicles	34,449	73,212	84,400	168,069	78,400	78,400	78,400	0.0%
530325	Maintenance - Equipment	7,120	11,313	47,109	41,135	60,313	49,720	49,720	-17.6%
530355	Maintenance - Miscellaneous	66,800	68,318	100,594	101,797	128,188			-100.0%
550120	Membership Dues	16,609	18,373	20,104	20,021	10,942	13,902	13,902	27.1%
550140	Software Subscription				1,197		146,672	146,672	
550140-CEASE	Software Subscription						119,677	119,677	
550300	Rent of Equipment	6,598	4,931	7,500	4,922	4,000			-100.0%
550400	Postage	805	1,207	2,000	1,257	2,000	2,000	2,000	0.0%
550420	Landline Telephone	47,266	47,047	46,233	26,141	47,047	15,611	15,611	-66.8%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
550430	Mobile Communications				22,242		10,058	10,058	
550450	Internet						24,630	24,630	
550510	Mileage & Training Expenses	19,705	27,336	65,175	88,711	45,900	51,500	51,500	12.2%
550540	Extraditions	380							
550630	Water/Sewer Services	2,670	529		714				
560110	Material & Supplies	90,836	96,398	36,140	37,507	45,000	45,000	50,000	11.1%
550535	Public Safety Personnel Equipment		29,236	74,300	87,258	48,500	53,000	53,000	9.3%
550525	Public Safety Uniforms/Apparel					54,550	61,200	61,200	
560165	Controlled Drug Buy Money			5,000	-	5,000	5,000		-100.0%
560210	Motor Fuels & Lubricants	54,874	151,520	120,000	114,052	120,000	120,000	120,000	0.0%
560315	K-9 Funds		294						
560315	Animal Care Supplies	4,825			-				
560320	Miscellaneous Supplies		10,650		4,653				
560345	E-Citation/E=Summons Exp	3,685	18,030		10,334				
570600	Criminal Justice Academy	34,728	35,360	12,398	-	49,009	55,380	55,380	13.0%
550810-ADPT	Adopt-A-Cop								
560160-AFRSP	Forfeited Assets				1,526				
560325-DONAT	Donated Funds	33,620	9,558		1,885				
560320-SELEN	Selective Enforcement Grant								
moved 1405	Animal Control								
moved 1405	Animal Control Donation	(385)							
	Total Operating Services	495,044	669,971	739,080	831,182	825,056	979,873	979,873	18.8%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles	10,344	39,640	332,670	801,572	328,000	171,000	171,000	-47.9%
580300-CEASE	Buildings & Fixed Equipment				570		6,317	6,317	
580500	Technology Equipment	12,172			2,142	6,000	11,327	11,327	88.8%
580500-CEASE	Technology Equipment						23,980	23,980	
580630	Other Equipment	54,182	26,058	9,000	-	15,162	113,091	84,191	455.3%
	Total Capital Outlay	76,699	65,698	341,670	804,283	349,162	325,715	296,815	-15.0%
	TOTAL	\$5,515,666	\$3,702,191	\$6,865,218	\$7,697,654	\$7,212,758	\$8,243,866	\$7,882,192	9.3%

**City of Colonial Heights**  
**FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

**POLICE**

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 (2)</b>	<b>\$ 65,500</b>	<b>2,000</b>	<b>\$ 131,000</b>
<i>Replacement;</i> Consistent with replacement schedule. Updating vehicle pool is essential to meeting demands for police/patrol services and for maintaining officer safety. Remains a priority as supply of vehicles available to agencies are limited. Once ordered, agencies are waiting for nearly a year to have a vehicle delivered and made ready for deployment.			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>40,000</b>	<b>1,200</b>	<b>\$ 40,000</b>
<i>Replacement;</i> Consistent with replacement schedule. These unmarked police vehicles are utilized by investigative and administrative personnel to conduct daily operations and deliver services to our citizens.			
<b>Sidearm Weapon Replacements (75)</b>	<b>725</b>		<b>\$ 54,375</b>
<i>Replacements;</i> Firearms are nearing end-of-life for police service due to wear and tear. Agency will be replacing with the same manufacturer but with enhanced optics for increased safety and function. The weapon and optics will meet new modern standards of work and ensure our agency is working to leverage technology. This replacement will include the police department, the Fire Marshall's Office, Auxiliary and Animal Control.			
<b>Duty Holsters for Sidearms (70)*</b>	<b>160</b>		<b>\$ 11,200</b>
<i>Replacements;</i> Will accommodate new sidearm weapons and will have multiple levels of retention.			
<b>Administration Holsters for Sidearms (70)*</b>	<b>88</b>		<b>\$ 6,100</b>
<i>Replacements;</i> Will accommodate new sidearm weapons and will have multiple levels of retention.			
<b>Double Magazine Cases (70)*</b>	<b>29</b>		<b>\$ 2,030</b>
<i>Replacements;</i> Will accommodate change in magazine size.			
<b>Ammunition*</b>	<b>7,386</b>		<b>\$ 7,386</b>
<i>New;</i> Additional 15,000 rounds of handgun ammunition intended for officers to transition to new weapons.			
<b>Livescan System (1)**</b>	<b>11,327</b>	<b>4,000</b>	<b>\$ 11,327</b>
<i>Replacement;</i> Electronic fingerprinting system used in processing arrestees, sex offenders, expungements and prospective employees and electronically transmitting data to the Virginia State Police, as required. Current system is end of life and if the system were to fail the results would be catastrophic to our operations.			

<b>Ballistic Helmets with Visors (4)</b>	<b>775</b>	<b>\$</b>	<b>3,100</b>
<i>New;</i> Includes helmet covers and visors. For use by officers on duty and our Special Response Unit members. Ballistic helmets are critical protective gear in environments where there is a risk of head injuries from ballistic threats or impacts. Ensuring we have a supply on hand means we are prepared for unexpected situations where these helmets are necessary for safety and security.			
<b>Forensics Workstation, Desktop Computer, and Laptop</b>		<b>\$</b>	<b>18,543</b>
<i>New;</i> will provide critical tools to enhance the Police Department's investigative capabilities. The workstation provides support for complex forensic investigations, the desktop computer will provide for administrative tasks and records management, and the laptop will provide for polygraph use.			
<b>Data Storage Tower</b>		<b>\$</b>	<b>5,437</b>
<i>New;</i> This is a high-capacity data storage tower providing for storage of large volumes of data which will aid in managing the increasing volume of digital evidence collected in investigations.			
<b>Uninterrupted Power Supply (UPS), Standing Desks, Evidence Storage Lockers, Laser Trajectory Kit, and Computer Supplies</b>		<b>\$</b>	<b>6,317</b>
<i>New;</i> The UPS ensures continuous power during critical evidence processing. The standing desks (2) provide for enhanced ergonomics during long analysis sessions. The laser trajectory finder aids in crime scene reconstruction. The evidence storage lockers provide additional room for secure, organized, storage of evidence. A wireless keyboard, mouse and monitors (2) are also included for the above-mentioned forensic workstation computer as well as the IBM desktop computer.			
<b>Total Operating Capital Outlay - FY2025-26 ... ..</b>		<b>\$</b>	<b>296,815</b>
<b>Annual Maintenance &amp; Operations Cost ... ..</b>		<b>\$</b>	<b>7,200</b>

\* These items are funded with Federal Asset Forfeiture funds.

\*\* This item is funded with State Asset Forfeiture funds.

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 (3)</b>	<b>\$ 65,500</b>	<b>2,000</b>	<b>\$ 196,500</b>
<i>Replacement;</i> Consistent with replacement schedule. Updating vehicle pool is essential to meeting increased demand for police/patrol services and for maintaining officer safety and service levels. Will negatively impact service and increase maintenance costs without replacement.			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>43,000</b>	<b>1,200</b>	<b>\$ 43,000</b>
<i>Replacement;</i> Unmarked vehicles are utilized by investigative and administrative personnel. Committed to staying consistent with replacement schedule.			
<b>Ballistic Shields (3)</b>	<b>7,000</b>		<b>\$ 14,000</b>
<i>Replacement;</i> To maintain schedule of current ballistic shields that are set to expire. Shields are utilized to protect officers from gunfire during active violent encounters and building searches.			
<b>Ballistic Helmets with Visors (3)</b>	<b>775</b>		<b>\$ 2,400</b>
<i>New/Replacement;</i> Includes helmet covers and visors. For use by officers on duty and our Special Response Unit members. Ballistic helmets are critical protective gear in environments where there is a risk of head injuries from ballistic threats or impacts. Ensuring we have a supply on hand means we are prepared for unexpected situations where these helmets are necessary for safety and security.			
<b>Citizen Reporting Portal Software (1)</b>	<b>35,000</b>		<b>\$ 35,000</b>
<i>New;</i> Three-year term to allow citizens to file reports, crime tips and other incidents 24/7 through a secure on-line reporting system. Supports multiple languages, provides PDF report to citizen and allows officers to remain on proactive patrol longer and/or investigating more complex crimes.			
<b>Unmanned Aerial Vehicle</b>			<b>\$ 30,000</b>
<i>Replacement;</i> UAV's are utilized to search areas not normally accessible to officers. Utilized to protect citizens by providing overwatch during events such as parades, demonstrations, search warrants, missing persons and for traffic control. Capture/collect digital evidence of crimes in progress, occurred and can be utilized as first officer on scene.			
<b>Rifles (5)</b>	<b>2,100</b>	<b>-</b>	<b>\$ 10,500</b>
<i>Replacement;</i> Replace existing aging rifles that have surpassed end of life in police service. Price includes weapon accessories. Critical to ensure our officers are able to meet force on force when confronted with situations such as an active killer.			
<b>Axon Contract Renewal (Five-year Agreement)</b>			<b>\$ 65,000</b>
<i>Replacement;</i> Evidence.com is the agency's body camera program. This includes hardware, software and cloud storage of digital evidence. This program and equipment is essential for documenting crime, transparency for our community and accountability for our officers.			
<b>Total Capital Outlay - FY2026-27 ... ..</b>			<b>\$ 396,400</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</u>	
		<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Equipment Packages (3)</b>	<b>\$ 65,500</b>	<b>2,000</b>	<b>\$ 196,500</b>
<i>Replacement;</i> Consistent with replacement schedule. Updating vehicle pool is essential to meeting increased demand for police/patrol services and for maintaining officer safety and service levels. Will negatively impact service and increase maintenance costs without replacement.			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>43,000</b>	<b>1,200</b>	<b>\$ 43,000</b>
<i>Replacement;</i> These unmarked vehicles are utilized by investigative and administrative personnel. Committed to staying consistent with replacement schedule.			
<b>Ballistic Shields (3)</b>	<b>7,000</b>		<b>\$ 21,000</b>
<i>Replacement;</i> To maintain schedule of current ballistic shields that are set to expire. Shields are utilized to protect officers from gunfire during active violent encounters and building searches.			
<b>Ballistic Helmets with Visors (3)</b>	<b>775</b>		<b>\$ 2,400</b>
New/Replacement; Includes helmet covers and visors. For use by officers on duty and our Special Response Unit members. Ballistic helmets are critical protective gear in environments where there is a risk of head injuries from ballistic threats or impacts. Ensuring we have a supply on hand means we are prepared for unexpected situations where these helmets are necessary for safety and security.			
<b>Technology Upgrade (1)</b>	<b>40,000</b>		<b>\$ 40,000</b>
<i>Replacement;</i> Replacement of existing investigative cellphone software to ensure detectives are able to recover critical cell phone information related to serious criminal investigations.			
<b>Radar Units (2)</b>	<b>3,000</b>		<b>\$ 6,000</b>
<i>Replacement;</i> Update of current radar units in patrol vehicles that are nearing end of life. Essential to effectively conduct traffic enforcement and protect the community.			
<b>Mobile Data Computers (2)</b>	<b>3,500</b>		<b>\$ 7,000</b>
<i>Replacement;</i> Update those mobile data computers that are nearing end of their police service life. Equipment critical to ensuring officers are connected to the CAD. Used to complete reports, search information and complete State required community policing data as examples.			
<b>Sign/Message Board (1)</b>	<b>20,000</b>		<b>\$ 20,000</b>
<i>New;</i> Used to display digital messages concerning community events, traffic interruptions and driver awareness.			
<b>Total Operating Capital Outlay - FY2027-28 ... ..</b>			<b>\$ 335,900</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 Packages (4)</b>	<b>\$ 65,500</b>	<b>2,000</b>	<b>\$ 262,000</b>
<i>Replacement;</i> Consistent with replacement schedule. Updating vehicle pool is essential to meeting increased demand for police/patrol services and for maintaining officer safety and service levels. Will negatively impact service and increase maintenance costs without replacement.			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>43,000</b>	<b>1,200</b>	<b>\$ 43,000</b>
<i>Replacement;</i> These unmarked vehicles are utilized by investigative and administrative personnel. Committed to staying consistent with replacement schedule.			
<b>Ballistic Shields (2)</b>	<b>7,000</b>		<b>\$ 14,000</b>
<i>Replacement;</i> Replacement of current ballistic shields set to expire.			
<b>Ballistic Helmets with Visors (2)</b>	<b>775</b>		<b>\$ 2,400</b>
New/Replacement; Includes helmet covers and visors. For use by officers on duty and our Special Response Unit members. Ballistic helmets are critical protective gear in environments where there is a risk of head injuries from ballistic threats or impacts. Ensuring we have a supply on hand means we are prepared for unexpected situations where these helmets are necessary for safety and security.			
<b>Mobile Data Computers (2)</b>	<b>3,500</b>		<b>\$ 7,000</b>
<i>Replacement;</i> Update those mobile data computers that are nearing end of their police service life. Equipment critical to ensuring officers are connected to the CAD. Used to complete reports, search information and complete State required community policing data as examples.			
<b>Rifles (2)</b>	<b>2,100</b>	<b>-</b>	<b>\$ 4,200</b>
<i>Replacement;</i> Replacement of existing aging rifles. Price includes weapon accessories.			
<b>Crash-Crime Scene Investigation System (1)</b>	<b>65,000</b>		<b>\$ 65,000</b>
<i>Replacement</i> of department's Trimble system, which is nearing end of life. Used to digitally reconstruct accident and crime scenes.			
<b>Total Operating Capital Outlay - FY2028-29 ... ..</b>			<b>\$ 397,600</b>
<b>Annual Maintenance &amp; Operations Cost ... ..</b>			<b>\$ 3,200</b>

Fiscal Year:

**FY2029-30**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Patrol Vehicles and Equipment Packages (3)</b>	<b>\$ 65,500</b>	<b>2,000</b>	<b>\$ 196,500</b>
<i>Replacement;</i> Consistent with replacement schedule. Updating vehicle pool is essential to meeting increased demand for police/patrol services and for maintaining officer safety and service levels. Will negatively impact service and increase maintenance costs without replacement.			
<b>Administrative Vehicle and Equipment Package (1)</b>	<b>43,000</b>	<b>1,200</b>	<b>\$ 43,000</b>
<i>Replacement;</i> These unmarked vehicles are utilized by investigative and administrative personnel. Committed to staying consistent with replacement schedule.			
<b>Rifles (4)</b>	<b>2,100</b>		<b>\$ 8,400</b>
<i>Replacement</i> of existing aging rifles. Price includes weapon accessories.			
<b>Ballistic Shields (3)</b>	<b>6,000</b>		<b>\$ 18,000</b>
<i>Replacement</i> of current ballistic shields set to expire.			
<b>Ballistic Helmets w/Visors (2)</b>	<b>856</b>		<b>\$ 1,712</b>
New/Replacement; Includes helmet covers and visors. For use by officers on duty and our Special Response Unit members. Ballistic helmets are critical protective gear in environments where there is a risk of head injuries from ballistic threats or impacts. Ensuring we have a supply on hand means we are prepared for unexpected situations where these helmets are necessary for safety and security.			
<b>Utility Vehicle (Polaris)</b>	<b>30,000</b>		<b>\$ 30,000</b>
<i>New;</i> To be used to transport officers and equipment into areas of the City that are not accessible by patrol vehicle. These include Fort Clifton, Roslyn Landing and the anticipated Fall Line Trail.			
<b>Mobile Data Computers (2)</b>	<b>3,500</b>		<b>\$ 7,000</b>
<i>Replacement;</i> Update those mobile data computers that are nearing end of their police service life. Equipment critical to ensuring officers are connected to the CAD. Used to complete reports, search information and complete State required community policing data as examples.			
<b>Total Operating Capital Outlay - FY2029-30 ... ..</b>			<b>\$ 304,612</b>
<b>Annual Maintenance &amp; Operations Cost ... ..</b>			<b>\$ 3,200</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - ANIMAL CONTROL

DEPARTMENT NUMBER 1405

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$118,092	\$132,618	\$137,690	\$131,384	\$139,974	\$180,897	\$142,897	2.1%
510210	Part-Time Wages		3,133	32,760	21,287	32,760	20,371	20,371	-37.8%
510250	Temporary & Seasonal Help	17,208	14,667						
510300	Overtime	495	4,611	1,700	5,932	5,000	12,000	12,000	140.0%
520100	FICA	10,085	11,572	13,170	11,885	13,597	16,316	13,409	-1.4%
520200	VRS			23,316	-	23,433			-100.0%
520250	VRS- Hybrid	15,253	18,412		17,590		30,284	23,922	
520270	ICMA- Defined Contribution	1,139	1,634		2,687		3,550	3,170	
520300	Group Life Insurance	1,527	1,719	2,001	1,730	1,877	2,136	1,687	-10.1%
520400	Health Insurance	20,841	23,457	24,820	22,524	26,164	45,456	35,115	34.2%
520500	Disability Insurance	602	678	436	682	803	957	756	-5.9%
520600	Unemployment Insurance	186	119	81	46	52	52	39	-25.0%
	Total Personal Services	185,426	212,620	235,974	215,745	243,660	312,019	253,366	4.0%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	593	13,466	20,000	10,597	20,000	30,000	20,000	0.0%
530300	Community Engagement						2,500	2,500	
530315	Maintenance - Electronics	1,320	1,320	4,983	4,225	8,872	9,500	9,500	7.1%
530320	Maintenance - Motor Vehicles			1,500	-	6,000	5,000	5,000	-16.7%
560210	Motor Vehicle Fuels and Lubricants					3,000	3,000	3,000	0.0%
550140	Software Subscriptions						1,200	1,200	
550420	Landline Telephone			1,000	-	1,000			-100.0%
550450	Internet			500	320	500	737	737	47.4%
550520	Mileage & Training Expenses					3,000			-100.0%
550520	Professional Development	165	123	1,000	527		3,000	3,000	
550630	Water/Sewer Services	855	699	1,000	879	1,000	1,000	1,000	0.0%
560100	Printing	9,558	961						
560110	Material & Supplies		3,207	25,000	13,900	2,000	2,500	2,500	25.0%
560310	Food Supplies					10,000	10,000	10,000	0.0%
560105	Janitorial Supplies					8,000	8,000	8,000	0.0%
560130	Books & Publications		285						
550535	Public Safety Personal Equipment					2,500	4,000	4,000	60.0%
550525	Public Safety Uniforms/Apparel				96	2,500	4,000	4,000	60.0%
560325	Donated Funds	1,464							
	Total Operating Services	13,955	20,061	54,983	30,544	68,372	84,437	74,437	8.9%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles						55,000	55,000	
580300	Buildings & Fixed Equipment						2,000	2,000	
580500	Technology Equipment						3,500	3,500	
580630	Other Equipment						5,000	5,000	
	Total Capital Outlay	0	0	0	0	0	65,500	65,500	
	TOTAL	\$199,382	\$232,681	\$290,957	\$246,289	\$312,032	\$461,956	\$393,303	26.0%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ANIMAL CONTROL

Fiscal Year:

FY2025-26			
Item	Unit Cost	Annual M&O Cost	Total Cost
Animal Control Vehicle (1)	45,000	2,000	\$ 45,000
<i>New/Replacement;</i> Routine replacement of vehicle utilized by Animal Control. 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 Control officers on calls for service and for medical treatment.			
Equipment Package	10,000		\$ 10,000
<i>New/Replacement;</i> Includes graphics, emergency equipment and various other costs associated with specialized equipment designed to safely transport animals. Equipment would include air conditioning in rear area of vehicle.			
Mobile Data Computer (1)	3,500		3,500
<i>New/Replacement;</i> For use in new Animal Control vehicle being requested above.			
Office Furniture	5,000		5,000
<i>Replacement;</i> Provide staff suitable work space after all of the furniture was unexpectedly relocated.			
Outdoor Gazebo	2,000		2,000
<i>Replacement;</i> Used for meet and greets/shade for staffing when exercising animals and community events.			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 65,500
Annual Maintenance & Operations Cost ...		.....	\$ 2,000

Fiscal Year:

FY2026-27			
Item	Unit Cost	Annual M&O Cost	Total Cost
Generator (22KW)	20,000		\$ 20,000
<i>Replacement;</i> To provide backup power in the event of a storm or other catastrophe if the main power source goes out.			
Speed Queen Washer and Dryer	4,000		\$ 4,000
<i>Replacement;</i> To wash and dry a large volume of of heavy duty laundry items and towels to keep the Animal Shelter sanitized and healthy for animals, visitors and personnel.			
Mobile Data Computer	3,500		3,500
<i>Replacement;</i> Scheduled replacement of mobile computer used by staff in the field to access CAD, issue citations and query information.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 27,500
Annual Maintenance & Operations Cost ...		.....	\$ -

Fiscal Year:

FY2027-28			
Item	Unit Cost	Annual M&O Cost	Total Cost
Fiber Optics for Internet	20,000		\$ 20,000
<i>New;</i> To allow internet capability at the Animal Shelter, which they currently do not have access to.			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 20,000
Annual Maintenance & Operations Cost ...		.....	\$ -

Fiscal Year:

FY2028-29			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Animal Control Vehicle and Equipment Package (1)	45,000	2,000	\$ 45,000
<i>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.</i>			
Equipment Package	10,000		10,000
<i>New/Replacement; Includes graphics, emergency equipment and various other costs associated with specialized equipment designed to safely transport animals. Equipment would include air conditioning in rear area of vehicle.</i>			
Mobile Data Computer	3,500		3,500
<i>Replacement; Scheduled replacement of mobile computer used by staff in the field to access CAD, issue citations and query information.</i>			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ 58,500
Annual Maintenance & Operations Cost ...		.....	\$ 2,000

Fiscal Year:

FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Name of item	-	-	\$ -
None			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -
Annual Maintenance & Operations Cost ...		.....	\$ -

# 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.

<b>Performance Indicators</b>	<b>CY 2023 Actual</b>	<b>CY 2024 Actual</b>	<b>CY 2025 Projected</b>	<b>CY 2026 Projected</b>
Total incidents	6,215	6,029	6,330	6,420
Fire incidents	1,510	1,423	1,510	1,550
EMS incidents	4,705	4,606	4,820	4,870
Fire response time < 7 minutes	84.1%	82%	84%	84%
EMS response time < 7 minutes	78%	79%	80%	80%
Fire Mutual Aid received	64	66	76	79
EMS Mutual Aid received	64	56	70	75
Total property loss	\$1,015,274	\$516,480	\$600,500	\$751,400
Total property saved	-	\$1,647,675	\$1,900,000	\$2,150,000

## **Personnel Resources**

<b>Fire &amp; EMS</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Fire Chief	FT	1.00	1.00	0.00
Deputy Fire Chief	FT	1.00	0.00	-1.00
Assistant Fire Chief	FT	0.00	2.00	2.00
Battalion Chief	FT	3.00	3.00	0.00
Fire Lieutenant	FT	7.00	6.00	-1.00
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		<b>50.00</b>	<b>50.00</b>	<b>0.00</b>
EMS Firefighter	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  
2025-26 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$3,001,531	\$1,069,826	\$3,465,629	\$3,384,716	\$3,547,786	\$4,101,782	\$3,880,583	9.4%
510210	Part-Time Wages		48,741	241,424	185,876	285,320	239,648	239,648	-16.0%
510250	Temporary & Seasonal Help	146,039	129,983						
510300	Overtime	464,786	720,865	296,674	562,681	324,000	471,358	459,481	41.8%
520100	FICA	262,266	158,472	306,286	298,035	318,019	368,178	350,348	10.2%
520200	VRS	416,857	474,675	582,657	521,941	589,782	682,537	645,508	9.4%
520300	Group Life Insurance	38,818	40,684	49,969	44,842	47,233	71,629	45,527	-3.6%
520400	Health Insurance	492,535	529,746	558,059	578,421	641,674	696,614	655,250	2.1%
520600	Unemployment Insurance	2,098	1,720	1,350	739	650	741	689	6.0%
	Total Personal Services	4,824,931	3,174,712	5,502,048	5,577,252	5,754,463	6,632,487	6,277,034	9.1%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	105,621	104,053	124,232	94,021	110,330	140,300	140,300	27.2%
550120	Membership Dues	3,260	2,824	4,017	854	4,077	4,077	4,077	0.0%
550130	Subscription			265	0	250	250	250	0.0%
550140	Software Subscription					34,711	31,300	31,300	-9.8%
550150	Lease			2,200	0	2,900			-100.0%
530315	Maintenance - Electronics	35,640	48,840	69,921	74,656	86,349	73,630	73,630	-14.7%
530320	Maintenance - Motor Vehicles	95,678	134,896	105,000	128,679	115,000	122,000	122,000	6.1%
530325	Maintenance - Equipment	30,784	24,177	71,710	36,526	72,947	79,233	79,233	8.6%
550300	Rent of Equipment	2,881	1,115		1,350				
550400	Postage	992	702	5,000	921	5,000	5,000	5,000	0.0%
550430	Mobile Communications			0	6,586		5,764	5,764	
550420	Landline Telephone	36,475	35,149	35,000	27,265	35,000	12,309	12,309	-64.8%
550450	Internet						20,487	20,487	
550520	Professional Development		5,641		1,583			34,000	
530250	Other Services & Charges	5,315	4,102	10,000	9,397	10,000	12,000	12,000	20.0%
550510	Mileage & Training Expenses	40,305	25,589	48,250	45,674	65,378	115,755	65,000	-0.6%
550525	Public Safety Uniforms/Apparel						36,000	36,000	
550630	Water/Sewer Services	4,333	4,139		4,557				
560100	Printing			6,500	1,806	10,000	14,000	14,000	40.0%
560110	Material & Supplies	90,665	108,395	99,275	119,598	101,075	26,339	26,339	-73.9%
560210	Motor Fuels & Lubricants	66,321	73,203	67,000	61,223	67,000	67,000	67,000	0.0%
560130	Books & Publications	1,423	1,009	3,500	2,613	3,500	3,500	3,500	0.0%
560240	Small Tools & Equipment	15,175	9,472	14,500	14,260	15,225	16,000	16,000	5.1%
New	Pharmacueticals						20,000	20,000	
New	EMS Supplies						51,500	51,500	
560320-RSTIT	Rstit Miscellaneous	(201)							
560320-VRSA	VRSA Miscellaneous S	51,470							
	Total Operating Services	586,137	585,007	666,370	631,567	738,742	856,444	839,689	13.7%



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles	46,640	48,702		795				
580600	Fire Equipment	83,358	85,025	110,000	113,376	183,000	383,450	233,450	27.6%
580530	Buildings & Fixed Equipment								
580500	Technology Equipment	6,102	11,718				11,000	11,000	
580630	Other Equipment				0				
580900	Construction				152,933				
	Total Capital Outlay	136,100	145,445	110,000	267,105	183,000	394,450	244,450	33.6%
	TOTAL	\$5,547,168	\$3,905,165	\$6,278,418	\$6,475,924	\$6,676,205	\$7,883,381	\$7,361,173	10.3%

## City of Colonial Heights

### FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

## FIRE & EMS

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>	<b>20,000</b>	<b>100</b>	<b>\$ 20,000</b>
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.			
<b>ALS Equipment</b>	<b>60,000</b>		<b>\$ 60,000</b>
<i>Replacement;</i> Upgrade in EMS equipment is essential to providing EMS patient care, allowing providers to perform essential life saving skills; upgrade of EZ IO (Intraosseous access) drill equipment, portable ventilators, replacement of Lucas mechanical chest compression units, will negatively impact service delivery through patient care.			
<b>Turnout Gear (OPS Per</b>	<b>40,000</b>	<b>500</b>	<b>\$ 40,000</b>
<i>Replacement;</i> 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.			
<b>(2) Zoll Cardiac Monitors</b>	<b>45,000</b>	<b>500</b>	<b>\$ 90,000</b>
<i>Replacement;</i> 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.			
<b>Heavy Technical Rescue Equipment</b>	<b>11,450</b>		<b>\$ 11,450</b>
The Technical Rescue equipment cache is outdated and has exceeded its recommended lifespan. Rope and other "software" has a 10 year life span maximum per OSHA which is being replaced in phases to ensure compliance. Hardware devices requested are part of equipment upgrades to ensure safety and efficiency of rope rescue equipment. Current "hardware" like pulleys and devices are over 20 years old and are multiple standard years behind safety standards.			
<b>(6)Tactical Medic Vests</b>	<b>12,000</b>		<b>\$ 12,000</b>
The acquisition of ballistic vests is a critical investment in the safety, operational readiness, and effectiveness of the Tactical Medic Team. These vest will equip the team with proper protective equipment to ensure their ability to provide essential medical support during high-risk incidents. This team will be used in conjunction with the special response unit from the Police Department.			
<b>Printer/Scanner/Copier</b>	<b>11,000</b>		<b>\$ 11,000</b>
To replace printer currently on loan from existing printer being broken.			
<b>Total Capital Outlay - FY2025-26 ...</b>		<b>.....</b>	<b>\$ 244,450</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		<b>.....</b>	<b>\$ 1,100</b>

Fiscal Year:

**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>40,000</b>	<b>500</b>	<b>\$ 40,000</b>
<i>Replacement;</i> 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>20,000</b>	<b>100</b>	<b>20,000</b>
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.			
<b>Turnout</b>	<b>42,000</b>	<b>500</b>	<b>\$ 42,000</b>
<i>Replacement;</i> 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>(2) Zoll Cardiac Monito</b>	<b>45,000</b>	<b>500</b>	<b>\$ 90,000</b>
<i>Replacement;</i> 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.			
<b>Self Contained</b>	<b>50,000</b>	<b>500</b>	<b>\$ 50,000</b>
<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>COM 921 Staff Vehicle</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Replacement;</i> The National Fire Protection Association states that emergency staff vehicles should be replaced after five years and in excess of 60,000 miles. COM921 is a 2011 model and will be fourteen years old with over 110,000 miles in 2025; almost three times the desired age and twice the mileage if it were to be approved. Both measurements far exceed the recognized standards of todays Fire Service. A full-size passenger vehicle or SUV would replace this vehicle.			
<b>Fire &amp; EMS Utility 982</b>	<b>55,000</b>		<b>\$ 55,000</b>
<i>Replacement;</i> The National Fire Protection Association states that emergency staff vehicles should be replaced after five years and in excess of 60,000 miles. Utility 982 is a 2002 Dodge and will be twenty-three years old with over 115,000 miles in 2025; over four times the desired age and twice the mileage if it were to be approved. Both measurements far exceed the recognized standards of todays Fire Service. A pick-up truck would replace this vehicle.			
<b>Total Capital Outlay - FY2026-27 ...</b>		<b>.....</b>	<b>\$ 372,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		<b>.....</b>	<b>\$ 2,100</b>

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;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.			
<b>Turnout Gear (OPS Per</b>	<b>42,000</b>	<b>500</b>	<b>\$ 42,000</b>
<i>Replacement;</i> 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.			
<b>ALS Equipment</b>	<b>40,000</b>		<b>\$ 40,000</b>
<i>Replacement;</i> Upgrade in EMS equipment is essential to providing EMS patient care, allowing providers to perform essential life saving skills; upgrade of ALS equipment bags, Oxygen supply bags, EZ IO (Intraosseous access) drill equipment, portable suction units, replacement of Lucas mechanical chest compression units, Video laryngoscopes, will negatively impact service delivery through patient care.			
<b>Firefighting Nozz. &amp; Ap</b>	<b>25,000</b>	<b>100</b>	<b>\$ 25,000</b>
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.			
<b>(1) Deputy Fire Marshal</b>	<b>2,000</b>		<b>\$ 2,000</b>
The acquisition of ballistic vests is a critical investment in the safety, operational readiness, and effectiveness of the Fire Marshal. This vest will equip the fire marshal with proper protective equipment to ensure his safety. These vests need to be replaced every 5 years.			
<b>Total Capital Outlay - FY2027-28 ...</b>		<b>.....</b>	<b>\$ 129,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		<b>.....</b>	<b>\$ 700</b>

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>20,000</b>	<b>100</b>	<b>\$ 20,000</b>
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.			
<b>Turnout Gear (OPS Per</b>	<b>42,000</b>	<b>500</b>	<b>\$ 42,000</b>
<i>Replacement;</i> 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.			
<b>Extrication Equipment</b>	<b>40,000</b>	<b>500</b>	<b>\$ 40,000</b>
<i>Replacement;</i> 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.			
<b>Firefighting Nozz. &amp; Appliances</b>	<b>25,000</b>	<b>100</b>	<b>\$ 25,000</b>
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*			
<b>(1) Assistant Fire Marshal Vest</b>	<b>2,000</b>		<b>\$ 2,000</b>
The acquisition of ballistic vests is a critical investment in the safety, operational readiness, and effectiveness of the Fire Marshal. This vest will equip the fire marshal with proper protective equipment to ensure his safety. These vests need to be replaced every 5 years.			
<b>Total Capital Outlay - FY2028-29 ...</b>		<b>.....</b>	<b>\$ 129,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		<b>.....</b>	<b>\$ 1,200</b>

Fiscal Year:

**FY2029-30**

<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;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.			
<b>Turnout Gear (OPS Per</b>	<b>42,000</b>	<b>500</b>	<b>\$ 42,000</b>
<i>Replacement;</i> 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.			
<b>Extrication Equipment</b>	<b>40,000</b>	<b>500</b>	<b>\$ 40,000</b>
<i>Replacement;</i> 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.			
<b>Firefighting Nozz. &amp; Appliances</b>	<b>25,000</b>	<b>100</b>	<b>\$ 25,000</b>
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.			
<b>Total Capital Outlay - FY2029-30 ...</b>		<b>.....</b>	<b>\$ 127,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		<b>.....</b>	<b>\$ 1,200</b>

# 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 2024/2025 to include joint Rescue Task Force Training for Police and Fire personnel, Surface Water Operations training for Technical Rescue staff, the updating of the Hazard Mitigation Plan, the hosting of a Rural Domestic Preparedness Consortium class for VDEM for statewide attendees, participation in Tabletop and Functional Exercises for Brasfield and Lakeview Dams as mandated by FERC, the completion of new brush truck and placement into service and the completion of the updated IFLOWS rain and river gauges on the Swift Creek watershed.

Once again, this year, 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 (\$7,500) which goes towards EM salary, SHSP (\$40,000) for Mobile Field Force equipment (CHPD), VERSA (\$5,000) for physical fitness equipment at Station 2, Altria (\$25,527) for personal protective equipment, and VDFP (\$30,000) for fire hose. Grants in the working stages included the Flood Mitigation Grant "610 Lakeview" which was purchased, environmentally abated, demolished and returned as greenspace for the community, SHSP Rescue Task Force and LEMPG.

In 2025/2026 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, training of city employees in Emergency Operations Center functions, and progress and hopefully completion of the GPODS green energy emergency power project.

<b>Performance Indicators</b>	<b>CY 2022 Actual</b>	<b>CY 2023 Actual</b>	<b>CY 2024 Actual</b>	<b>CY 2025 Projected</b>
Severe Weather Warnings (all)	9	17	19	17
Tropical Systems Monitored	14	7	5	10
Outreach Events/Total People Reached (in person) **	22/2,500	29/2,000	32/2000+	30/2000
People Reached in Social Media Messages Fire, EMS & EM	205,209	4,762,264	388,300	400,000
Active CERT Members/Hours Contributed	30/379	30/401.5	28/380.2	32/400
EOC Activations/Operational Periods	2/5	3/5	1 / 2	2/4
Citizens Signed up for Emergency Alerts in Civic Ready	2137	2,173	2243	2300

## Personnel Resources

<b>Emergency Management</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status*</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Emergency Manager	PT	1.00	1.00	0.00
Emergency Management Assistant	PT	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

## 2025-26 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510210	Part-Time Wages		(\$775)	\$49,504	\$37,141	\$55,956	\$55,328	\$55,328	-1.1%
510250	Temporary & Seasonal Help	\$19,767	\$12,589						
510300	Overtime			\$3,788	\$0				
510350	Hazard Pay								
520100	FICA	1,581	904		2,841	4,281	4,233	4,233	-1.1%
520600	Unemployment Insurance	30	52		17	39	24	24	-38.5%
	Total Personal Services	21,378	12,769	53,292	39,999	60,276	59,585	59,585	-1.1%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	12,109	6,474	9,000	4,110	10,000	10,000	10,000	0.0%
530315	Maintenance - Electronics	1,980	1,980	5,263	5,201	17,110	5,383	5,383	-68.5%
530325	Maintenance - Equipment	622		3,000	0	3,000	3,000	3,000	0.0%
550120	Membership Dues		200				300	300	
550420	Landline Telephone	897							
550430	Mobile Communications								
550510	Mileage and Training Expense		891	2,500	1,148	6,000	6,000	6,000	0.0%
550520	Professional Development	1,500	1,055			2,750	2,750	2,750	0.0%
560110	Material & Supplies	2,438	4,217	8,000	7,919	8,000	12,500	12,500	56.3%
560210	Motor Fuels & Lubricant			1,000	0	1,000			-100.0%
560320	Miscellaneous Supplies	51,789							
	Total Operating Services	71,335	14,817	28,763	18,378	47,860	39,933	39,933	-16.6%
	TOTAL	\$92,712	\$27,586	\$82,055	\$58,378	\$108,136	\$99,518	\$99,518	-8.0%



# Communications

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

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

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Number of Calls for Service Dispatched	43,154	43,002	41,496	42,000
Wireline 911 Calls*	3,765	<b>EIM 911 Calls</b>	<b>EIM 911 Calls</b>	<b>EIM 911 Calls</b>
Wireless 911 Calls*	12,113	<b>15,385</b>	<b>15,048</b>	<b>15,200</b>
Warrants Entered	2,032	2,052	2,072	2,092

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

## **Personnel Resources:**

<b>Communications</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
ECC Manager	FT	1.00	1.00	0.00
Communications Supervisor	FT	4.00	4.00	0.00
Communications Officer	FT	12.00	12.00	0.00
Communications Officer	PT	4.00	4.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>22.00</b>	<b>22.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$786,149	\$211,932	\$864,707	\$784,940	\$891,261	\$914,871	\$914,871	2.6%
510210	Part-Time Wages		5,600	11,520	16,733				
510250	Temporary & Seasonal Help	4,104	14,673			33,360	33,360	33,360	0.0%
510300	Overtime	138,328	162,374	167,313	180,551	176,405	181,895	181,895	3.1%
520100	FICA	67,925	50,728	79,831	71,484	84,228	86,455	86,455	2.6%
520200	VRS	52,322	32,244	146,426	33,517	149,203	63,773	63,773	-57.3%
520250	VRS- Hybrid	52,315	59,655		68,802		89,387	89,387	
520270	ICMA- Defined Contribution	9,101	11,704		13,504	14,301	13,135	13,135	-8.2%
520300	Group Life Insurance	10,627	8,858	12,561	9,981	11,950	10,803	10,803	-9.6%
520400	Health Insurance	159,147	138,672	154,303	151,524	183,410	195,757	195,757	6.7%
520500	Disability Insurance	9,084	2,411	2,436	2,780	3,323	2,921	2,921	-12.1%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	687	416	459	188	221	221	221	0.0%
	Total Personal Services	1,289,788	699,269	1,439,556	1,334,003	1,547,663	1,592,578	1,592,578	2.9%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	93,580	2,508	5,300	1,282	5,475	5,781	5,781	5.6%
550120	Membership Dues	504	500	600	520	900	1,404	1,404	56.0%
530315	Maintenance - Electronics	14,722	10,560	16,867	29,723	23,156	17,395	17,395	-24.9%
550300	Rent of Equipment								
530320	Maintenance - Motor Vehicles	390		1,100	0	1,100	1,100	1,100	0.0%
530325	Maintenance - Equipment	209,524	223,800	266,095	270,152	289,313	266,211	266,211	-8.0%
550400	Postage	216	224	300	234	300	300	300	0.0%
530330	Software Maintenance / Support	8,072	45,262	102,792	75,845	106,715	139,978	139,978	31.2%
550420	Landline Telephone	29,874	29,976	37,800	63,874	38,576	65,010	65,010	68.5%
550430	Mobile Communications		645	732	1,435		971	971	
550450	Internet			5,160	1,610		1,340	1,340	
550510	Mileage & Training Expenses	9,122	7,089	15,000	5,144	16,000	17,000	17,000	6.3%
560110	Material & Supplies	10,517	5,858	12,000	11,093	12,000	12,900	12,900	7.5%
560210	Motor Fuels & Lubricants	472	175	1,200	389	1,200	1,200	1,200	0.0%
560130	Books & Publications			200	10	200	200	200	0.0%
560240	Small Tools & Equipment	60		200	0	200	200	200	0.0%
550610	Electricity	10,980	14,039	16,200	14,803	16,704	17,124	17,124	2.5%
	Total Operating Services	388,032	340,636	481,546	476,114	511,839	548,114	548,114	7.1%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles								
560290	Office Equipment								
580300	Buildings & Fixed Equipment				11,259				
580500	Technology Equipment	7,540	1,932	32,200	19,032	65,000		17,025	-73.8%
	Total Capital Outlay	7,540	1,932	32,200	30,290	65,000	0	17,025	-73.8%
	TOTAL	\$1,685,360	\$1,041,836	\$1,953,302	\$1,840,408	\$2,124,502	\$2,140,692	\$2,157,717	1.6%

City of Colonial Heights FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
<b>COMMUNICATIONS</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>
<b>Dispatch Computers (3)</b> 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 noit be in Information Technology replacement fund as they are specialized for dispatch operations.	3,275	-	\$ 9,825
<b>Computer Monitors (18)</b> 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.	400		\$ 7,200
<b>Total Operating Capital Outlay - FY2025-26 ...</b>		.....	<b>\$ 17,025</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>
<b>Dispatch Computers (4)</b> <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.	3,275	-	\$ 13,100
<b>Computer Monitors (24)</b> <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.	400	-	\$ 9,600
<b>Total Operating Capital Outlay - FY2026-27 ...</b>		.....	<b>\$ 22,700</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>
<b>Dispatch Laptops (5)</b> <i>Replacement;</i> 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.	1,200		\$ 6,000
<b>Total Operating Capital Outlay - FY2027-28 ...</b>		.....	<b>\$ 6,000</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>
<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</b> <i>Replacement;</i> 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.	3,625		\$ 21,750
<b>Total Operating Capital Outlay - FY2028-29 ...</b>		.....	<b>\$ 25,750</b>

Fiscal Year:

**FY2029-30**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
UPS	90,000	10,000	\$ 90,000
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ 90,000
Annual Maintenance & Operations Cost ...		.....	\$ 10,000

SHOP & DINE



City of Colonial Heights  
FY2025-26  
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 275 City-owned vehicles.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Private development submittals reviewed	36	26	38	25
Street miles resurfaced	4.21	3.2	5.2	4.1
Street miles swept	64.2	66.2	100	150
Streets/Utilities Maintenance work orders completed (in GovQA)	2,224	1,590	2,500	2,000
Construction projects completed	9	9	8	8
Right of Way Permits Approved	100	78	102	79
Fleet - Total Vehicles Maintained	263	272	275	275
Fleet - Pieces of Equipment Maintained	80	84	90	90
Fleet - Work Orders Completed	889	838	1,000	900
Fleet - Total Repair Costs	\$429,016	\$483,608	\$375,000	\$385,000
Fleet - Total Subcontracted Repairs	\$45,938	\$16,471	<\$40,000	<\$20,000

## Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	Status	FY 24-25	FY 25-26	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
Utilities Superintendent	FT	0.00	1.00	1.00
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	13.00	-1.00
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  
2025-26 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$59,515	\$162,321	\$257,564	\$154,015	\$255,380	\$319,779	\$319,779	25.2%
510100	VDOT Full-Time Salaries	92,886							
510300	Overtime	1,077							
510405	Clothing Allowance	200							
520100	FICA	11,055	11,714	19,704	11,210	19,538	24,465	24,465	25.2%
520200	VRS	19,901	22,959	43,613	24,384	42,752	53,533	53,533	25.2%
520250	VRS- Hybrid	\$1,960							
520270	ICMA- Defined Contribution	146							
520300	Group Life Insurance	2,049	1,968	3,741	2,091	3,424	3,775	3,775	10.3%
520400	Health Insurance	22,032	19,793	30,618	21,228	24,302	36,090	36,090	48.5%
520500	Disability Insurance	77		587	0	0			
520600	Unemployment Insurance	76	32	61	14	29	36	36	22.2%
	Total Personal Services	210,975	218,787	355,888	212,943	345,425	437,678	437,678	26.7%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	897	699	1,000	693	1,000	1,000	1,000	0.0%
530315	Maintenance - Electronics	2,750	3,300	3,965	3,579	5,105	4,109	4,109	-19.5%
550400	Postage	87	102	100	181	100	100	100	0.0%
550420	Landline Telephone	4,260	5,536	1,250	2,622	1,250	5,121	5,121	309.7%
550430	Mobile Communications			2,250	390	2,250	3,816	3,816	69.6%
550450	Internet			1,750	2,250	1,750	1,463	1,463	-16.4%
550510	Mileage & Training Expenses	4,401	3,396	350	218	2,500	2,500	2,500	0.0%
550520	Professional Development		854	8,550	8,550	2,500	2,500	2,500	0.0%
510400	Automobile Allowance								
560110	Material & Supplies	270	10	500	251	500	500	500	0.0%
560130	Books & Publications	183	297	500	459	500	500	500	0.0%
	Total Operating Services	12,847	14,193	20,215	19,192	17,455	21,609	21,609	23.8%
	<u>CAPITAL OUTLAY</u>								
560270	Technology Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	TOTAL	\$223,822	\$232,980	\$376,103	\$232,135	\$362,880	\$459,287	\$459,287	26.6%



City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

Public Works - Administration

Fiscal Year:

FY2025-26

Annual

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

Fiscal Year:

FY2029-30

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
No Equipment Needs Currently Identified for this Fiscal Year			
Total Capital Outlay - FY2029-30 .....			\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$99,317	\$528,263	\$639,949	\$566,159	\$647,585	\$693,461	\$693,461	7.1%
510100-VDOT	VDOT Full-Time Salaries	\$314,161							
510250	Temporary & Seasonal Help	1,440	720	2,500	1,650	2,500	4,000	4,000	60.0%
510300	Overtime	9,762	16,685	15,000	10,167	17,000	17,000	17,000	0.0%
510300-VDOT	VDOT Overtime	4,131							
510300-SNOW	Overtime - Snow	1,398		10,335		12,000	12,000	12,000	0.0%
510405	Clothing Allowance	2,000	2,200	4,900	3,207	4,900	4,900	4,900	0.0%
520100	FICA	31,416	39,576	51,461	41,621	51,950	55,950	55,950	7.7%
520200	VRS	48,853	58,005	116,074	61,035	116,991	86,899	86,899	-25.7%
520250	VRS- Hybrid	9,514	17,621		24,072		38,608	38,608	
520270	ICMA- Defined Contribution	724	1,570		3,071	2,441	2,973	2,973	21.8%
520300	Group Life Insurance	5,519	6,721	9,958	7,539	9,371	8,855	8,855	-5.5%
520400	Health Insurance	93,027	117,404	152,028	136,592	131,838	172,003	172,003	30.5%
520500	Disability Insurance	382	655	1,398	908	822	1,017	1,017	23.7%
520600	Unemployment Insurance	463	375	405	234	182	195	195	7.1%
	Total Personal Services	622,106	789,795	1,004,008	856,254	997,580	1,097,861	1,097,861	10.1%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	205		500	100	500	500	500	0.0%
530210	Professional & Special Services	164,028	(104,885)	30,000	18,593	30,000	30,000	30,000	0.0%
530219	Contracted Services		130,470	80,000	5,718	80,000	80,000	80,000	0.0%
530219-VDOT	VDOT- Contracted Services	876,574							
530315	Maintenance - Electronics	3,300	3,300	7,530	6,550	6,601	7,986	7,986	21.0%
550300	Rent of Equipment			1,000	0	1,000	1,000	1,000	0.0%
530320	Maintenance - Motor Vehicles	31,882	25,727	33,000	47,736	33,000	33,000	33,000	0.0%
530325	Maintenance - Equipment	52,795	15,151	33,000	7,430	33,000	33,000	33,000	0.0%
530335	Maintenance - Buildings & Grounds			500	0	500	500	500	0.0%
530350	Maintenance - Bridges			10,000	0	10,000	10,000	10,000	0.0%
530360	Pavement Maintenance		758,679	750,000	101,058	865,015	865,015	750,000	-13.3%
550400	Postage	5	2	100	0	100	100	100	0.0%
550420	Landline Telephone	2,473	378	1,200	0	1,200			-100.0%
550430	Mobile Communications		2,226	5,100	2,325	5,100	3,816	3,816	-25.2%
550450	Internet			1,000	0	1,000	1,548	1,548	54.8%
550510	Mileage & Training Expenses	2,766	1,736	3,000	1,651	3,000	3,000	3,000	0.0%
560110	Material & Supplies	12,620	7,057	12,000	11,529	14,000	15,000	15,000	7.1%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
550520	Professional Development			21,000	6,261	17,000	17,000	17,000	0.0%
560210	Motor Fuels & Lubricants	24,139	28,180	30,000	21,919	30,000	30,000	30,000	0.0%
560230	Road Materials & Equipment	2,104	7,290	8,000	3,035	9,000	9,000	9,000	0.0%
560240	Small Tools & Equipment		149	2,000	0	1,000	1,000	1,000	0.0%
560240-VDOT	VDOT Small Tools & Equipment					1,000	1,000	1,000	0.0%
560350-VDOT	VDOT Snow Removal - Supplies & Materials	28,071	4,946	25,000	0	25,000	25,000	25,000	0.0%
560400-VDOT	VDOT Road Materials	16,877	19,704	42,000	30,182	45,000	45,000	45,000	0.0%
560490-VDOT	VDOT Miscellaneous Road & Traffic Supplies	4,081	1,817	3,000	0	3,000	3,000	3,000	0.0%
	Total Operating Services	1,221,921	901,928	1,098,930	264,088	1,215,016	1,215,465	1,100,450	-9.4%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles		16,000	50,000	54,323		200,000	145,000	
580200	Machinery & Tools	180,804	13,546	22,000	21,010	190,000			-100.0%
580530	Building & HVAC Equipment		9,000						
	Total Capital Outlay	180,804	38,546	72,000	75,333	190,000	200,000	145,000	-23.7%
	TOTAL	\$2,024,831	\$1,730,269	\$2,174,938	\$1,195,674	\$2,402,596	\$2,513,326	\$2,343,311	-2.5%

City of Colonial Heights  
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&amp;O Cost</u>	<u>Total Cost</u>
Dump Truck (Flatbed) 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.	90,000	750	\$ 90,000
Pickup (4X4) Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 23 years old (#208); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement. generated by growth; will negatively impact service and increase maintenance costs without replacement.	55,000	500	\$ 55,000
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 145,000
Annual Maintenance & Operations Cost ...		.....	\$ 1,250

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&amp;O Cost</u>	<u>Total Cost</u>
Roller, Vibratory 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.	20,000	500	\$ 20,000
Backhoe 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. negatively impact service and increase maintenance costs without replacement.	120,000	750	\$ 120,000
Chemical Spreader Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 15 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement.	23,000	250	\$ 23,000
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 163,000
Annual Maintenance & Operations Cost ...		.....	\$ 1,500

Fiscal Year:

FY2027-28

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&amp;O Cost</u>	<u>Total Cost</u>
Dump Truck (Flatbed) 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.	90,000	750	\$ 90,000
Pickup (4X4) Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 17 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.	50,000	500	\$ 50,000
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 140,000
Annual Maintenance & Operations Cost ...		.....	\$ 1,250

Fiscal Year:

FY2028-29

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Dump Truck</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.	110,000	750	\$ 110,000
Total Operating Capital Outlay - FY2028-29 ...			\$ 110,000
Annual Maintenance & Operations Cost ...			\$ 750

Fiscal Year:

FY2029-30

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Chemical Spreader</b> Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 15 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.	23,000	250	\$ 23,000
Total Operating Capital Outlay - FY2029-30 ...			\$ 23,000
Annual Maintenance & Operations Cost ...			\$ 250

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$292,534	\$440,968	\$428,753	\$447,117	\$429,122	\$453,152	\$453,152	5.6%
510100	VDOT Full-Time Salaries	78,367							
510300	Overtime	16,412	14,852	22,000	14,949	22,000	20,000	20,000	-9.1%
510300-SNOW	Overtime - Snow	1,712		1,500		1,500	1,500	1,500	0.0%
510405	Clothing Allowance	1,020	1,450	1,000	1,000	1,000	2,440	2,440	144.0%
520100	FICA	28,861	33,452	34,674	33,166	34,702	36,498	36,498	5.2%
520200	VRS	26,146	38,178	65,854	38,974	65,010	38,187	38,187	-41.3%
520250	VRS- Hybrid	22,444	22,948		26,131		31,951	31,951	
520270	ICMA- Defined Contribution	3,266	4,218		4,696	3,782	5,809	5,809	53.6%
520300	Group Life Insurance	4,823	5,499	5,649	5,981	5,207	4,947	4,947	-5.0%
520400	Health Insurance	58,262	73,797	85,778	89,261	91,200	113,670	113,670	24.6%
520500	Disability Insurance	942	885	1,169	1,039	853	1,099	1,099	28.8%
520600	Unemployment Insurance	280	192	176	90	85	85	85	0.0%
	Total Personal Services	535,070	636,441	646,553	662,404	654,460	709,336	709,336	8.4%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	56,666	54,774	65,000	65,260	90,000	85,000	75,000	-16.7%
550120	Membership Dues	992	7,480	3,500	1,283	3,500	1,000	1,000	-71.4%
530315	Maintenance - Electronics	21,359	13,560	11,532	16,515	13,691	12,192	12,192	-10.9%
530320	Maintenance - Motor Vehicles	4,158	8,134	4,500	3,083	4,500	4,500	4,500	0.0%
530325	Maintenance - Equipment	1,403	943	700	490	7,000	1,000	1,000	-85.7%
550400	Postage	100	33	250	4	250	7,000	7,000	2700.0%
550420	Landline Telephone	14,402	12,090	11,300	7,313	11,300	8,600	8,600	-23.9%
550430	Mobile Communications		2,652	3,200	4,377	3,200	6,872	6,872	114.8%
550450	Internet			3,840	3,210	3,840	4,317	4,317	12.4%
550510	Mileage & Training Expenses	10,648	5,527	7,500	3,639	7,500	6,000	6,000	-20.0%
550520	Professional Development			8,500	1,885	8,500	8,500	8,500	0.0%
560110	Material & Supplies	32,341	22,382	35,000	30,606	37,000	40,000	37,000	0.0%
560210	Motor Fuels & Lubricants	10,743	9,217	9,000	9,193	9,000	9,000	9,000	0.0%
560130	Books & Publications	331	800	1,500	130	1,500	500	500	-66.7%
560240	Small Tools & Equipment	562	700	1,500	424	1,500	1,000	1,000	-33.3%
550610	Electricity	214,579	238,072	245,000	244,316	245,000	280,000	280,000	14.3%
	Total Operating Services	368,284	376,363	411,822	391,728	447,281	475,481	462,481	3.4%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles						53,000	0	
580530	Building & Fixed Equipment	27,500	32647.86			107,000			-100.0%
560270	Technology Equipment								
	Total Capital Outlay	27,500	32,648	0	0	107,000	53,000	0	-100.0%
	TOTAL	\$930,854	\$1,045,452	\$1,058,375	\$1,054,132	\$1,208,741	\$1,237,817	\$1,171,817	-3.1%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
ENGINEERING/ TRAFFIC			
Fiscal Year:			
FY2025-26			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ -

Fiscal Year:			
FY2026-27			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
City Bridge Inspections	66,000	-	\$ 66,000
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 Operating Capital Outlay - FY2026-27 ...		.....	\$ 66,000

Fiscal Year:			
FY2027-28			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
Pavement Inventory Data Collection	60,000	-	\$ 60,000
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 Operating Capital Outlay - FY2027-28 ...		.....	\$ 60,000

Fiscal Year:			
FY2028-29			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
City Bridge Inspections	72,000	-	\$ 72,000
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 Operating Capital Outlay - FY2028-29 ...		.....	\$ 72,000

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	Annual <u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$54,983	\$5,602	\$61,179	\$57,120	\$59,050	\$109,755	\$109,755	85.9%
510300	Overtime	3,004	651	3,000	2,593	3,000	3,000	3,000	0.0%
510405	Clothing Allowance	200			200	200	200	200	0.0%
520100	FICA	4,426	469	4,910	4,531	4,763	8,642	8,642	81.4%
520200	VRS	7,903	1,138	10,360	0		7,513	7,513	
520250	VRS- Hybrid				6,926	9,885	10,861	10,861	9.9%
520270	ICMA- Defined Contribution				1,999	591	3,393	3,393	474.1%
520300	Group Life Insurance	736	98	889	765	792	1,296	1,296	63.6%
520400	Health Insurance	8,280	1,114	9,390	9,390	9,860	17,197	17,197	74.4%
520500	Disability Insurance				301	338	343	343	1.5%
520600	Unemployment Insurance	37		27	11	13	26	26	100.0%
	Total Personal Services	79,568	9,072	89,755	83,837	88,492	162,226	162,226	83.3%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	199,067	231,945	235,682	230,612	240,682	250,000	250,000	3.9%
530315	Maintenance - Electronics	1,760	660	2,272	2,470	4,102	2,272	2,272	-44.6%
530320	Maintenance - Motor Vehicles	11	20	500	2,901	500	500	500	0.0%
530325	Maintenance - Equipment	1,194				522	522	522	0.0%
530335	Maintenance - Building & Grounds	99,133	135,023	108,500	167,868	108,500	120,000	120,000	10.6%
550300	Rent of Equipment					14,400			
550400	Postage	853							
550420	Landline Telephone	1,661	956	2,664	836	2,664	240	240	-91.0%
550430	Mobile Communications						281	281	
550450	Internet						1,615	1,615	
550610	Electricity	243,995	271,771	145,000	210,839	170,000	211,000	211,000	24.1%
550620	Natural Gas			100,000	70,546	75,000	75,000	75,000	0.0%
550630	Water/Sewer Services	6,778	7,264	7,000	9,329	7,000	7,000	7,000	0.0%
560110	Material & Supplies	150	2,548	4,000	773	4,000	4,000	4,000	0.0%
560190	Construction Materials								
560210	Motor Fuels & Lubricants	1,082	1,300	1,000	1,791	1,000	1,000	1,000	0.0%
560240	Small Tools & Equipment	313		500	0	500	500	500	0.0%
530335-CRTMT	Maintenance - Court Fees	32,645		25,000		25,000	25,000	25,000	0.0%
	Total Operating Services	588,641	651,487	632,118	697,964	653,870	698,930	698,930	6.9%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles								
580530	Building & Fixed Equipment	107,826	92,443	49,500	50,988	126,500	33,546	23,546	-81.4%
	Total Capital Outlay	107,826	92,443	49,500	50,988	126,500	33,546	23,546	-81.4%
	TOTAL	\$776,035	\$753,003	\$771,373	\$832,789	\$868,862	\$894,702	\$884,702	1.8%



City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

Fiscal Year:

FY2025-26			
Item	Unit Cost	Annual M&O Cost	Total Cost
HVAC Replacement at Utilities	12,000	500	\$ 12,000
Exterior Painting at Fire Station #2	6,000	250	\$ 6,000
Steel Carport for FS#2	5,546		\$ 5,546
Currently, there is no interior storage area for several vehicles in the fleet (i.e., an ambulance, a duly pick-up truck, a brush truck, trailers). Storing these vehicles in the elements is leading to accelerated aging of the vehicles. A 30 ‘ X 30’ X 12’ metal carport is needed to house these vehicles under cover. A carport located at the Dunlop Fire Station will also consolidate these vehicles to a single location rather than in both locations. Moving these vehicles will also free up space in the rear of Fire Station #1.			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 23,546
Annual Maintenance & Operations Cost ...		.....	\$ 750

Fiscal Year:

FY2026-27			
Item	Unit Cost	Annual M&O Cost	Total Cost
Pavilion Roof Replacements Lakeview and Ft Clifton Parks	35,000	500	\$ 35,000
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 35,000
Annual Maintenance & Operations Cost ...		.....	\$ 500

Fiscal Year:

FY2027-28			
Item	Unit Cost	Annual M&O Cost	Total Cost
Secure Police Impound Lot (1) <i>New;</i> Metal building 40 x 40 with concrete pad and electrical. Used to process vehicles used in crimes and store those vehicles protected from thieves and the weather, while maintaining chain of custody.	40,000		\$ 40,000
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 40,000

Fiscal Year:

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

Fiscal Year:

FY2029-30			
Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

New ACCT	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$263,201	\$290,721	\$300,904	\$300,904	\$309,933	\$330,356	\$330,356	6.6%
510210	Part-time wages		18,155	30,000	25,725	30,000	31,000	31,000	3.3%
510300	Overtime	958	5,833	9,500	23,728	11,000	20,000	20,000	81.8%
510300-SNOW	Overtime - Snow			3,200		4,000	4,000	4,000	0.0%
520100	FICA	19,711	23,809	26,286	26,223	27,152	29,480	29,480	8.6%
520200	VRS	31,438	24,979	50,952	27,062	51,884	31,915	31,915	-38.5%
520250	VRS- Hybrid	\$5,304	\$8,880		\$18,520		23,389	23,389	
520270	ICMA- Defined Contribution	856	607		1,449	1,317	2,921	2,921	121.8%
520300	Group Life Insurance	3,501	2,955	4,371	4,032	792	3,901	3,901	392.6%
520400	Health Insurance	35,196	30,777	45,331	45,331	47,952	50,613	50,613	5.6%
520500	Disability Insurance	226	321	732	675	754	739	739	-2.0%
520600	Unemployment Insurance	147	173	108	56	117	52	52	-55.6%
	Total Personal Services	360,540	407,209	471,384	473,705	484,901	528,366	528,366	9.0%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	3,564	(1,776)		(7,389)				
530315	Maintenance - Electronics	3,190	2,640	4,469	4,260	6,457	4,709	4,709	-27.1%
530320	Maintenance - Motor Vehicles	2,375	2,822	3,000	2,746	3,500	2,272	2,272	-35.1%
530325	Maintenance - Equipment	1,480	3,423	3,500	258	5,000	6,000	6,000	20.0%
550400	Postage		2	5	0	5	5	5	0.0%
550420	Landline Telephone	2,400	2,400	2,700	2,200	2,700			-100.0%
550450	Internet						2,660	2,660	
550510	Mileage & Training Expenses	267	65	700	0	800	900	900	12.5%
560110	Material & Supplies	42,533	7,306	12,000	9,162	13,000	13,000	13,000	0.0%
560210	Motor Fuels & Lubricants	1,559	(3,118)	2,500	2,184	2,500	3,000	3,000	20.0%
560130	Books & Publications			500	0	500	500	500	0.0%
560240	Small Tools & Equipment	2,648	2,038	3,000	1,912	3,500	3,500	3,500	0.0%
560150	Vehicle Parts & Supplies								
	Total Operating Services	60,017	15,802	32,374	15,332	37,962	36,546	36,546	-3.7%
	<u>CAPITAL OUTLAY</u>								
580200	Machinery & Tools	9,979	6,675	6,700	6,370	7,000	6,000	6,000	-14.3%
	Total Capital Outlay	9,979	6,675	6,700	6,370	7,000	6,000	6,000	-14.3%
	TOTAL	\$430,536	\$429,686	\$510,458	\$495,406	\$529,863	\$570,912	\$570,912	7.7%

City of Colonial Heights  
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2025-26

<u>Item</u>		<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Automatic Oil Dispenser	4	1,500	-	\$ 6,000
<i>New; These oil dispensers and carts will complete our lubrication drum demand. This will help in servicing vehicles and help to keep track of oil and transmission fluid inventory.</i>				

Total Operating Capital Outlay - FY2025-26 ... \$ 6,000

Fiscal Year:

FY2026-27

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

Total Operating Capital Outlay - FY2026-27 ... \$ 7,000

Fiscal Year:

FY2027-28

<u>Item</u>		<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Mobile Lifts - (2)		12,000	100	\$ 24,000
<i>New; to be used with existing 4 lifts to service various fire apparatus.</i>				

Total Operating Capital Outlay - FY2027-28 ... \$ 24,000

Annual Maintenance & Operations Cost ... \$ 100

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 Capital Needs Currently Identified for this Fiscal Year</i>				

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

Fiscal Year:

FY2029-30

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

Total Operating Capital Outlay - FY2029-30 ... \$ -

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
570130	Solid Waste Collection	\$792,466	\$1,135,261	\$1,210,742	\$1,209,197	\$1,249,417	\$1,290,573	\$1,290,573	3.3%
530415	Landfill Monitoring	3,220	7,254	15,000	9,896	15,000	15,000	15,000	0.0%
530420	Commercial Container Service	34,476	50,847	75,684	65,392	77,955	82,337	82,337	5.6%
559200	Write Off Bad Debts	14,242	2,524						
	Total Operating Services	844,404	1,195,887	1,301,426	1,284,486	1,342,372	1,387,910	1,387,910	3.4%
	TOTAL	\$844,404	\$1,195,887	\$1,301,426	\$1,284,486	\$1,342,372	\$1,387,910	\$1,387,910	3.4%

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510210	Part-time Wages	\$5,352	\$8,331	\$10,816	\$12,220	\$16,244	\$17,576	\$17,576	8.2%
520100	FICA	409	637	827	935	1,243	1,345	1,345	8.2%
520600	Unemployment Insurance	16	25	27	21	13	13	13	0.0%
	Total Personal Services	5,777	8,993	11,670	13,176	17,500	18,934	18,934	8.2%
	<u>OPERATING EXPENSES</u>								
530335	Building Maintenance Services			200	25	200	200	200	0.0%
530430	CFC Removal		687	500	354	500	500	500	0.0%
550120	Membership Dues (CVWMA)	8,253	8,722	8,674	8,674	8,659	8,660	8,660	0.0%
550300	Equipment Rental - Transfer Station	12,701	22,226	20,000	34,455	30,000	40,000	40,000	33.3%
550310	Container Rent & Transportation	1,159	2,125	5,341	2,320	5,930	8,925	8,925	50.5%
550420	Landline Telephone	192	48						
550430	Mobile Communications		232	280	280	280	281	281	0.4%
560110	Material & Supplies			300	180	300	300	300	0.0%
570140	Curbside Recycling	188,672	235,196	363,720	363,720	382,908	402,696	402,696	5.2%
	Total Operating Services	210,977	269,236	399,015	410,008	428,777	461,562	461,562	7.6%
	TOTAL	\$216,754	\$278,229	\$410,685	\$423,184	\$446,277	\$480,496	\$480,496	7.7%
	TOTAL	\$216,754	\$278,229	\$410,685	\$423,184	\$446,277	\$480,496	\$480,496	7.7%

SHOP & DINE



City of Colonial Heights  
FY2025-26  
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 through the Chesterfield Health District (part of the Virginia Department of Health) serving Chesterfield, Colonial Heights and Powhatan; 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, Greenville, Hopewell, Petersburg, Prince George, Surry, and Sussex.

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530235	Health Department Services	\$215,156	\$175,698	\$304,049	\$306,623	\$324,049	\$270,121	\$270,121	-16.6%
	Total Operating Services	215,156	175,698	304,049	306,623	324,049	270,121	270,121	-16.6%
	TOTAL	\$215,156	\$175,698	\$304,049	\$306,623	\$324,049	\$270,121	\$270,121	-16.6%



# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
530210	<u>OPERATING EXPENSES</u>								
	Professional & Special Services	\$153,486	\$335,702	\$325,000	\$239,727	\$350,000	\$350,000	\$400,000	14.3%
	Total Operating Services	153,486	335,702	325,000	239,727	350,000	350,000	400,000	14.3%
	TOTAL	\$153,486	\$335,702	\$325,000	\$239,727	\$350,000	\$350,000	\$400,000	14.3%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530230	Admin Service charges	\$60,000	\$60,641	\$53,214	\$53,214	\$60,000	\$53,214	\$53,214	-11.3%
530210	Professional & Special Services	\$796,655.27	\$974,007.43	\$550,000.00	\$879,165.40	\$650,000.00	800,000	800,000	23.1%
	Total Operating Services	\$856,655.27	\$1,034,648.53	\$603,214.00	\$932,379.40	\$710,000.00	853,214	853,214	20.2%
	TOTAL	\$856,655	\$1,034,649	\$603,214	\$932,379	\$710,000	\$853,214	\$853,214	20.2%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
530210	<u>OPERATING EXPENSES</u>								
	Professional & Special Services	\$87,425	\$98,965	\$110,520	\$110,520	\$125,977	\$140,047	\$140,047	11.2%
	Total Operating Services	87,425	98,965	110,520	110,520	125,977	140,047	140,047	11.2%
	TOTAL	\$87,425	\$98,965	\$110,520	\$110,520	\$125,977	\$140,047	\$140,047	11.2%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - OPIOID ABATEMENT

DEPARTMENT NUMBER 1505

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries						\$58,291	\$58,291	
510250	Temporary & Seasonal Help								
510300	Overtime								
510405	Clothing Allowance								
520100	FICA						4,460	4,460	
520200	VRS								
520250	VRS- Hybrid						9,758	9,758	
520270	ICMA- Defined Contribution						583	583	
520300	Group Life Insurance						688	688	
520400	Health Insurance						10,341	10,341	
520500	Disability Insurance						308	308	
520600	Unemployment Insurance						13	13	
	Total Personal Services	0	0	0	0	0	84,442	84,442	
	<u>OPERATING EXPENSES</u>								
530110	Advertising								
530210	Professional & Special Services						104,000	104,000	
550120	Membership Dues								
530315	Maintenance - Electronics								
530320	Maintenance - Motor Vehicles						11,000	11,000	
530325	Maintenance - Equipment								
550400	Postage								
550420	Landline Telephone								
550430	Mobile Communications								
550450	Internet								
550510	Mileage & Training Expenses						5,000	5,000	
560110	Material & Supplies						10,800	10,800	
560210	Motor Fuels & Lubricants								
New	Pharmaceuticals						20,000	20,000	
	Total Operating Services	0	0	0	0	0	150,800	150,800	

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - OPIOID ABATEMENT

DEPARTMENT NUMBER 1505

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% 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	
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$235,242	\$235,242	

SHOP & DINE



City of Colonial Heights  
FY2025-26  
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.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Athletic Program Participants	2,514	2,645	2,250	2,100
Non-Athletic Program Participants	14,636	13,395	12,000	12,000
Senior Center Citizens Participants	33,762	37,594	33,000	32,000
Facility Rentals (Parks/Community Center/Fields)	810	977	1,000	950
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	122,427	153,660	130,000	130,000

### ***Personnel Resources***

<b>Recreation &amp; Parks</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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
		<b>21.00</b>	<b>21.00</b>	<b>0.00</b>

FT = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$307,195	\$361,827	\$344,617	\$357,909	\$358,392	\$359,556	\$359,556	0.3%
510250	Temporary & Seasonal Help	39,769	45,259	112,025	58,173	95,000	95,000	95,000	0.0%
510300	Overtime	598	2,810	250	5,122	1,500	1,500	1,500	0.0%
510405	Clothing Allowance								
520100	FICA	24,899	30,813	34,953	31,688	34,799	34,888	34,888	0.3%
520200	VRS	27,257	32,336	57,187	34,295	58,797	22,422	22,422	-61.9%
520250	VRS- Hybrid	13,992	17,534		16,485		36,138	36,138	
520270	ICMA- Defined Contribution	2,767	3,177		3,589	3,497	6,660	6,660	90.5%
520300	Group Life Insurance	4,099	4,548	4,903	4,828	4,708	4,244	4,244	-9.9%
520400	Health Insurance	64,070	52,678	54,553	55,701	57,649	58,560	58,560	1.6%
520500	Disability Insurance	616	700	469	674	767	1,193	1,193	55.5%
520600	Unemployment Insurance	323	346	135	215	221	65	65	-70.6%
	Total Personal Services	485,584	552,028	609,092	568,680	615,330	620,226	620,226	0.8%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	656	1,191	2,000	1,481	2,000	2,000	2,000	0.0%
530210	Professional & Special Services	21,335	19,347	29,000	29,566	29,000	29,000	29,000	0.0%
550120	Membership Dues	1,358	1,245	1,400	1,840	1,400	1,400	1,400	0.0%
530315	Maintenance - Electronics	3,410	3,960	11,783	10,803	7,049	12,515	12,515	77.5%
530320	Maintenance - Motor Vehicles	304	106	750	13	750	750	750	0.0%
530325	Maintenance - Equipment	654	14			660	660	660	0.0%
530335	Maintenance - Building & Grounds	1,595	1,820	2,000	4,041	2,000	2,000	2,000	0.0%
550400	Postage	171	190	300	141	300	300	300	0.0%
550420	Landline Telephone	6,556	6,010	8,916	4,356	8,916	2,851	2,851	-68.0%
550430	Mobile Communications				1,957		2,259	2,259	
550450	Internet						7,055	7,055	
530250	Other Services & Charges	20,835	40,408	29,000	21,075	35,000	33,000	58,000	65.7%
550510	Mileage & Training Expenses	4,109	6,576	4,500	6,912	4,500	7,500	7,500	66.7%
550630	Water/Sewer Services	952	1,118	1,000	1,479	1,000	1,000	1,000	0.0%
510400	Automobile Allowance	4,200	4,247	4,212	4,212	4,212			-100.0%
560110	Material & Supplies	44,780	55,304	51,000	55,739	51,000	58,000	33,000	-35.3%
560210	Motor Fuels & Lubricants	841	555	1,000	437	1,000	1,000	1,000	0.0%
550610	Electricity	23,666	22,107	24,000	24,268	24,000	24,000	24,000	0.0%
	Total Operating Services	135,422	164,197	170,861	168,320	172,787	185,290	185,290	7.2%



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - RECREATION							DEPARTMENT NUMBER 1601		
ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles								
580530	Building & Fixed Equipment								
580630	Other Equipment						5,000	5,000	
	Total Capital Outlay	0	0	0	0	0	5,000	5,000	
	TOTAL	\$621,006	\$716,224	\$779,953	\$737,000	\$788,117	\$810,516	\$810,516	2.8%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
<b>RECREATION</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>
(4) Generators for Special Events	1,250	50	\$ 5,000
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 5,000
Annual Maintenance & Operations Cost ...		.....	\$ 50

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

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 Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

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 Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:			
<b>FY2029-30</b>			
<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>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$170,380	\$178,786	\$199,830	\$196,257	\$205,827	\$205,612	\$205,612	-0.1%
510210	Part-Time Wages		5,286	31,200	23,342	35,100	35,100	35,100	0.0%
520100	FICA	13,555	14,931	17,674	15,960	18,431	18,414	18,414	-0.1%
520200	VRS			33,162	203	33,768	7,450	7,450	-77.9%
520250	VRS- Hybrid	19,459	20,049		24,448		26,972	26,972	
520270	ICMA- Defined Contribution	2,997	5,366		6,130	4,335	3,775	3,775	-12.9%
520300	Group Life Insurance	2,091	2,179	2,845	2,639	2,705	2,428	2,428	-10.2%
520400	Health Insurance	34,775	29,698	27,557	47,538	49,636	62,068	62,068	25.0%
520500	Disability Insurance	824	858	649	1,032	983	853	853	-13.2%
520600	Unemployment Insurance	222	178	135	101	195	65	65	-66.7%
	Total Personal Services	257,951	273,016	313,052	317,651	350,980	362,737	362,737	3.3%
	<u>OPERATING EXPENSES</u>								
530110	Advertising								
530210	Professional & Special Services								
550120	Membership Dues	1,168	1,603	1,800	1,194	1,800	1,800	1,800	0.0%
530315	Maintenance - Electronics	6,050	3,300	5,226	5,145	7,281	5,266	5,266	-27.7%
530320	Maintenance - Motor Vehicles		5	1,000	0	5,000	5,000	5,000	0.0%
530325	Maintenance - Equipment	931							
530335	Maintenance - Buildings & Grounds	2,358	1,830	3,000	840	3,000	1,650	1,650	-45.0%
550400	Postage	17	23	200	1	200	200	200	0.0%
550420	Landline Telephone	5,028	4,757	5,292	4,540	5,292	5,355	5,355	1.2%
550450	Internet						3,059	3,059	
530250	Other Services & Charges	3,602	5,854	7,000	6,141	7,000	7,000	7,000	0.0%
550510	Mileage & Training Expenses	1,681	1,532	2,000	1,354	2,000	2,000	2,000	0.0%
560170-SRCIT	Senior Citizens Activities			3,800	3,800	3,800	3,800	3,800	0.0%
550815	Payments to Groups	3,795	3,800						
560110	Material & Supplies	10,787	14,043	13,000	12,552	13,000	14,350	14,350	10.4%
560210	Motor Fuels & Lubricants			1,000	0	5,000	5,000	5,000	0.0%
	Total Operating Services	35,416	36,747	43,318	35,567	53,373	54,480	54,480	2.1%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles	33,371							
580530	Building & Fixed Equipment						23,000	3,000	
580630	Other Equipment	240			360				
	Total Capital Outlay	33,611	0	0	360	0	23,000	3,000	
	TOTAL	\$326,978	\$309,763	\$356,370	\$353,578	\$404,353	\$440,217	\$420,217	3.9%

City of Colonial Heights  
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNITY CENTER

Fiscal Year:

FY2025-26

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Replacement Ice Machine	3,000	150	\$ 3,000
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 3,000
Annual Maintenance & Operations Cost ...		.....	\$ 150

Fiscal Year:

FY2026-27

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Senior Transportation Van	105,000	1,000	\$ 105,000
Tables/Chairs replacements	10,000	150	\$ 10,000
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 115,000
Annual Maintenance & Operations Cost ...		.....	\$ 1,150

Fiscal Year:

FY2027-28

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

Fiscal Year:

FY2029-30

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$31,114	\$57,842	\$52,198	\$58,531	\$53,764	\$55,932	\$55,932	4.0%
510100	VDOT Full-Time Salaries	\$14,000							
510210	Part-Time Wages		8,553	45,000	33,678	52,650	52,650	40,000	-24.0%
510250	Temporary & Seasonal Help	26,374	25,062		0				
510250	VDOT Temporary & Seasonal Help	8,575							
510300	Overtime	577	1,705	1,000	1,129	1,000	1,000	1,000	0.0%
510405	Clothing Allowance	500	500	500	500	500	500	500	0.0%
520100	FICA	6,192	7,166	7,551	7,181	8,255	8,422	7,454	-9.7%
520200	VRS	6,482	7,581	8,839	8,159	9,001	9,364	9,364	4.0%
520250	VRS- Hybrid		89						
520270	ICMA- Defined Contribution		(89)						
520300	Group Life Insurance	604	658	758	699	721	660	660	-8.5%
520400	Health Insurance	8,280	8,910	9,390	9,390	9,860	10,341	10,341	4.9%
520500	Disability Insurance		3						
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	127	102	27	39	143	143	143	0.0%
	Total Personal Services	102,825	118,083	125,263	119,307	135,895	139,012	125,394	-7.7%
	<u>OPERATING EXPENSES</u>								
550120	Membership Dues	50	50	200	0	200	200	200	0.0%
530315	Maintenance - Electronics	660	660	660	535	2,601			-100.0%
530320	Maintenance - Motor Vehicles	929	733	1,000	489	1,000	1,000	1,000	0.0%
530325	Maintenance - Equipment	(480)	374	500	240	500	450	450	-10.0%
530335	Maintenance - Buildings & Grounds	9,482	8,613	13,000	11,563	13,000	12,500	12,500	-3.8%
550420	Landline Telephone	172	280	192	0				
550430	Mobile Communications				280	281	281	281	0.0%
550510	Mileage & Training Expenses								
560110	Material & Supplies	619	1,032	1,700	1,315	1,700	1,500	1,500	-11.8%
560210	Motor Fuels & Lubricants	3,546	4,146	2,400	3,791	3,000	4,000	4,000	33.3%
560240	Small Tools & Equipment	325	850	1,250	430	1,250	1,000	1,000	-20.0%
	Total Operating Services	15,304	16,737	20,902	18,642	23,532	20,931	20,931	-11.1%
	TOTAL	\$118,129	\$134,821	\$146,165	\$137,949	\$159,427	\$159,943	\$146,325	-8.2%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$302,935	\$405,691	\$416,311	\$369,404	\$ 372,567	\$300,393	\$300,393	-19.4%
510250	Temporary & Seasonal Help	34,275	20,364	39,600	17,728	50,000	50,000	50,000	0.0%
510300	Overtime	33,865	38,096	39,000	32,420	39,000	39,000	39,000	0.0%
510405	Clothing Allowance	1,800	1,900	1,800	1,700	1,800	1,800	1,800	0.0%
520100	FICA	27,734	34,455	37,999	29,732	35,448	29,927	29,927	-15.6%
520200	VRS	32,076	39,697	69,087	38,899	61,123	24,645	24,645	-59.7%
520250	VRS- Hybrid	11,246	14,674		14,716		25,644	25,644	
520270	ICMA- Defined Contribution	1,175	1,941		1,686	1,737	2,231	2,231	28.4%
520300	Group Life Insurance	4,144	4,815	5,927	4,741	4,897	3,550	3,550	-27.5%
520400	Health Insurance	85,092	85,138	88,142	98,071	105,429	118,712	118,712	12.6%
520500	Disability Insurance	456	556	716	554	620	811	811	30.8%
520600	Unemployment Insurance	388	315	243	116	234	234	234	0.0%
	Total Personal Services	542,474	647,642	698,825	609,767	672,855	596,947	596,947	-11.3%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	4060.28	10074.55	17,000	21106.37	17,000	29,323	49,323	190.1%
550120	Membership Dues	125	225	300	325	300	300	300	0.0%
530315	Maintenance - Electronics	1,210	660	757	686	9,232	757	757	-91.8%
550300	Rent of Equipment		203	500	96	500	16,000	16,000	3100.0%
530320	Maintenance - Motor Vehicles	2,433	6,876	4,000	5,431	4,000	4,000	4,000	0.0%
530325	Maintenance - Equipment	13,248	22,884	17,000	13,454	17,000	17,000	17,000	0.0%
530335	Maintenance - Buildings & Grounds	92,265	72,114	74,000	81,254	74,000	74,000	74,000	0.0%
550420	Landline Telephone	639	109	1,000	250	1,000			-100.0%
550430	Mobile Communications		843		1,098		1,107	1,107	
550450	Internet				488		427	427	
550510	Mileage & Training Expenses	246	294	400		400	400	400	0.0%
550630	Water/Sewer Services	1,497	5,253	1,500	1,063	1,500	1,500	21,500	1333.3%
560110	Material & Supplies	9,522	13,106	9,000	8,903	9,000	9,000	9,000	0.0%
560210	Motor Fuels & Lubricants	14,377	14,550	12,000	12,708	12,000	12,000	12,000	0.0%
560240	Small Tools & Equipment	533	490	2,400	2,289	2,400	2,400	2,400	0.0%
550610	Electricity	14,917	11,500	12,000	10,449	12,000	12,000	12,000	0.0%
	Total Operating Services	155,070	159,182	151,857	159,602	160,332	180,214	220,214	12.4%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicle			0		30,000	57,000	0	-100.0%
580530	Building & Fixed Equipment	44,000	3,897	0	24,458	25,000	25,000	25,000	0.0%
580630	Other Equipment	22,463	34,897	76,000	73,758	67,000	41,500	21,500	-67.9%
	Total Capital Outlay	66,463	38,794	76,000	98,216	122,000	123,500	46,500	-61.9%
	TOTAL	\$764,007	\$845,618	\$926,682	\$867,584	\$955,187.07	\$900,661	\$863,661	-9.6%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:  
FY2025-26

		Annual	
Item	Unit Cost	M&O Cost	Total Cost
Community Garden Phase I	25,000	500	\$ 25,000
This project would provide a community garden on City property located on Dunlop Farms Boulevard. Phase I of this project would be to add a small parking area at the site and an access road into the property. Future phases would include garden plots, education areas, pavilion, fruit trees, and a trail. Staff will be working on grants and in-kind services to offset further development costs.			
(2) 6x12 Utility Trailers	3,500	100	\$ 7,000
Flat bed trailer	8,500	100	\$ 8,500
Brush Hog	6,000	100	\$ 6,000
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 46,500
Annual Maintenance & Operations Cost ...		.....	\$ 800

Fiscal Year:  
FY2026-27

		Annual	
Item	Unit Cost	M&O Cost	Total Cost
White Bank (Old) Restroom Demo	25,000	-	\$ 25,000
Spray Machine	16,000	200	\$ 16,000
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 41,000
Annual Maintenance & Operations Cost ...		.....	\$ 200

Fiscal Year:  
FY2027-28

Item	Unit Cost	M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:  
FY2028-29

Item	Unit Cost	M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:  
FY2029-30

Item	Unit Cost	M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$40,747	\$46,904	\$44,883	\$44,883	\$46,230	\$48,093	\$48,093	4.0%
510210	Part-Time Salaries		2,521	14,352	10,319	17,550	17,550	17,550	0.0%
520100	FICA	3,312	4,398	4,532	4,369	4,879	5,022	5,022	2.9%
520200	VRS	5,858	6,638	7,600	7,015	7,739	8,051	8,051	4.0%
520300	Group Life Insurance	546	569	652	601	620	568	568	-8.4%
520400	Health Insurance	1,650	1,650	1,650	1,650	1,650	1,650	1,650	0.0%
520600	Unemployment Insurance	39	60	27	30	39	39	39	0.0%
	Total Personal Services	52,910	68,972	73,696	68,868	78,707	80,973	80,973	2.9%
	<u>OPERATING EXPENSES</u>								
530110	Advertising		391	2,500	158	2,500	2,500	2,500	0.0%
530210	Professional & Special Services	802	516	2,500	1,312	2,500	2,500	2,500	0.0%
550120	Membership Dues	70	55	450	0	450	450	450	0.0%
530315	Maintenance - Electronics	1,210	1,029	1,117	986	3,065	1,177	1,177	-61.6%
550300	Rent of Equipment								
530335	Maintenance - Buildings & Grounds	8,468	4,286	8,000	9,690	8,000	8,000	8,000	0.0%
550400	Postage	3	8	150	9	150	150	150	0.0%
550420	Landline Telephone	1,924	2,105	720	2,184	720	2,090	2,090	190.3%
550430	Mobile Communications						281	281	
550510	Mileage & Training Expenses	647		300	117	300	300	300	0.0%
550630	Water/Sewer Services	637	526	650	573	650	650	650	0.0%
560110	Material & Supplies	4,819	878	3,000	2,497	3,000	3,000	3,000	0.0%
	Total Operating Services	18,579	9,793	19,387	17,526	21,335	21,098	21,098	-1.1%
	TOTAL	\$71,489	\$78,766	\$93,083	\$86,394	\$100,042	\$102,071	\$102,071	2.0%



# Library

The City of Colonial Heights Public Library provides a wide range of library services to the community, while serving the educational, informational, and recreational reading needs of over 130,000 visitors each year.

The Library's collections include traditional books, newspapers and magazines, and a large online e-book and audiobook library. In addition, the staff circulates Kindle Readers, and provides access to Quest VR headsets along with a public computer center, a newly developing Digital Knowledge Center and a public wireless network.

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

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Circulation Total	158,625	154,000	166,981	160,000
Print books	114,798	115,000	128,071	120,000
E-books	16,721	16,000	17,071	18,000
Videos	7,294	5,000	10,116	9,000
Audiobooks	9,396	9,000	3,310	4,000
Computers	10,416	9,000	8,413	9,000
Library Cards Issued	1,596	1,500	1,534	1,500
Registered Borrowers	11,478	12,000	5,515	6,500
Patron Visit Count	155,064	150,000	160,721	160,000
Story Hour Participants	2,371	2,400	2,612	2,600
Volumes Added to Collection	4,016	5,000	5,230	6,000
Meeting Room Groups	1407	1400	1308	1,400

The significant decline in registered borrowers represents a purging of the patron files in FY 2024; i.e., residents who haven't used the library in the past two years.

## **Personnel Resources**

<b>Library</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Library Director	FT	1.00	1.00	0.00
Senior Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	PT	1.00*	1.00*	0.00
FT = Full Time      PT = Part Time		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

\*Note: the department budgets for multiple part-time positions.

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$326,279	\$357,690	\$337,758	\$317,897	\$343,670	\$353,932	\$353,932	3.0%
510250	Temporary & Seasonal Help	51,199	74,573	57,519	76,088	57,519	60,395	60,395	5.0%
510300	Overtime	249							
520100	FICA	28,698	32,944	30,239	30,010	30,691	31,697	31,697	3.3%
520200	VRS	25,676	29,283	56,048	27,555	56,381	25,582	25,582	-54.6%
520250	VRS- Hybrid	15,301	18,888		18,321		33,668	33,668	
520270	ICMA- Defined Contribution	1,643	2,106		2,390	1,883	2,627	2,627	39.5%
520300	Group Life Insurance	3,969	4,311	4,807	4,138	4,515	4,180	4,180	-7.4%
520400	Health Insurance	41,781	46,767	48,644	50,047	58,639	71,805	71,805	22.5%
520500	Disability Insurance	622	709	808	700	568	780	780	37.3%
520550	Worker's Compensation Insurance								
520600	Unemployment Insurance	370	396	162	209	195	221	221	13.3%
	Total Personal Services	495,786	567,667	535,985	527,355	554,062	584,887	584,887	5.6%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	4,361	2,568	6,250	10,406	5,625	4,700	4,700	-16.4%
550120	Membership Dues	612	612	775	792	1,050	775	775	-26.2%
530315	Maintenance - Electronics	24,623	24,420	29,022	26,220	7,972	29,442	29,442	269.3%
550300	Rent of Equipment	1,581	1,240	1,550	1,583	1,750	0	0	-100.0%
530325	Maintenance - Equipment	352	310	360	435	720	720	720	0.0%
530355	Maintenance - Misc.								
550400	Postage	199	382	1,200	0	600	400	400	-33.3%
550420	Landline Telephone	22,079	22,230	5,304	8,938	5,304	12,129	12,129	128.7%
550450	Internet			14,160	11,800	14,160	13,626	13,626	-3.8%
550510	Mileage & Training Expenses	45		850	300	850	500	500	-41.2%
560110	Material & Supplies	32,285	34,422	28,122	30,847	29,247	30,124	30,124	3.0%
560130	Books & Publications	117,086	119,008	124,573	126,075	129,556	146,119	130,000	0.3%
560134	Newspapers & Periodicals								
560138	Audiovisual Materials		298						
560140	Electronic Materials								
560143	Other Non-Book Collection Materials								
560147	Collection Expenditures								
550610	Electricity	42,711	44,752	47,000	54,897	47,000	47,000	47,000	0.0%
	Total Operating Services	245,935	250,243	259,166	272,292	243,834	285,535	269,416	10.5%
	<u>CAPITAL OUTLAY</u>								
560290	Office Equipment			1,500	882	2,000	2,000	2,000	0.0%
580500	Technology Equipment	20,777	12,441		10,654				
	Total Capital Outlay	20,777	12,441	1,500	11,536	2,000	2,000	2,000	0.0%
	TOTAL	\$762,498	\$830,351	\$796,651	\$811,182	\$799,896	\$872,422	\$856,303	7.1%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
LIBRARY			
Fiscal Year:			
FY2025-26			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Area Refresh	2,000	-	\$ 2,000
The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 2,000

Fiscal Year:			
FY2026-27			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Area Refresh	2,000	-	\$ 2,000
The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 2,000

Fiscal Year:			
FY2027-28			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Area Refresh	2,000	-	\$ 2,000
The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 2,000

Fiscal Year:			
FY2028-29			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Area Refresh	2,000	-	\$ 2,000
The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ 2,000

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&amp;O Cost</u>	<u>Total Cost</u>
Area Refresh	2,000	-	\$ 2,000
The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ 2,000

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

COMMUNITY  
DEVELOPMENT

# Planning and Community Development

The department 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 the 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 the construction of residential and commercial developments and enforcement of property maintenance codes 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 and Zoning Division is responsible for several key aspects of community development by providing oversight and regulation of land use and development within the City while working closely with Code Enforcement and Building Inspections. The division consists of full-time Assistant Director and Planner positions. Key responsibilities include:

1. Legislative Applications: Coordination and processing of the review of requests for rezoning, special exceptions, and special use permits that require public hearings at the Planning Commission and City Council.
2. Administrative Development Applications: Processing Planning Commission approval of preliminary plans of development and subdivision plats, coordinating the review with other City departments, and providing feedback to applicants.
3. Zoning Permits: Approving permits in accordance with Chapter 286 of the City Code (Zoning Code) and maintaining compliance with state regulations.
4. Housing Affordability & the CDBG Program: Implementing a 5-year consolidated plan using federal Community Development Block Grant (CDBG) funds in partnership with the Finance Department and HUD. Managing the federally funded home repair program and overseeing contracts with the subrecipient agency Project: HOMES to perform repairs.
5. Environmental Compliance: Ensuring adherence to federal and state regulations regarding wetlands, rivers, and floodplains, while notifying affected property owners of relevant changes.
6. Advisory Boards: Staffing various City boards and commissions like the Planning Commission and Board of Zoning Appeals for the processing of applications.
7. City's Master Plan ("Comprehensive Plan"): Implementation of strategies and policies set forth in the City's Master Plan and updating the Master Plan every five years.

The Code Enforcement Division has one (1) full-time code enforcement supervisor and two (2) part-time code enforcement inspectors who work approximately 28 hours a week each, each operating within a separate zone in the City. The division continues proactive code enforcement, with a goal to drive by each home or business at least twice a month, while responding to code enforcement complaints and re-inspections for compliance. The Code Enforcement Division enforces portions of the City Code regarding nuisance and quality of life enhancements as well as assists the Building Official with property maintenance issues and the Director with reports of potential zoning violations.

The Building Inspections Division continues to ensure residential and commercial construction complies with the Virginia Uniform Statewide Building Code (USBC). The Virginia Property Maintenance Code is a portion of the USBC with the Building Official providing general oversight of its enforcement. Requests for inspection services are usually scheduled to occur within 24 to 48 hours of the request. Staffed by a full-time Building Official and a part-time Building Inspector with administrative support and assistance from the Permit Technician (full-time).

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
CDBG Funds Received	\$106,471	\$110,000	\$91,001	\$87,861
Planning Commission Mtgs	7	12	13	13
Building Inspections	1,753	1,799	1,800	1,800
Code Enforcement Cases*	1,186	674	1,500	1,500

\* 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**

		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Director	FT	1.00	1.00	0.00
Assistant Director of Planning	FT	1.00	1.00	0.00
Building Official	FT	1.00	1.00	0.00
Code Enforcement Supervisor	FT	1.00	1.00	0.00
Permit Technician	FT	1.00	1.00	0.00
Planner	FT	1.00	1.00	0.00
FT = Full-time		<b>6.0</b>	<b>6.0</b>	<b>0.00</b>
Code Enforcement Inspectors	PT	2.00	2.00	0.00
Building Inspector	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  
2025-26 BUDGET

DEPARTMENT NAME - PLANNING

DEPARTMENT NUMBER 1751

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$99,792	\$200,633	\$251,822	\$247,079	\$273,233	\$288,302	\$288,302	5.5%
510210	Part-Time Wages					30,000			
510250	Temporary & Seasonal Help	37,082							
510300	Overtime	23							
520100	FICA	12,034	14,271	19,265	17,770	23,197	22,056	22,056	-4.9%
520200	VRS		14,302	42,641	20,172	45,741	23,438	23,438	-48.8%
520250	VRS- Hybrid	14,316	11,798		13,982		24,826	24,826	
520270	ICMA- Defined Contribution	2,353	3,266		4,098	4,854	5,191	5,191	6.9%
520300	Group Life Insurance	1,552	2,518	3,657	3,264	3,663	3,404	3,404	-7.1%
520400	Health Insurance	17,370	29,355	39,486	40,293	44,296	46,947	46,947	6.0%
520500	Disability Insurance	24,374	509	1,442	605	794	784	784	-1.3%
520600	Unemployment Insurance	139	109	81	59	39	39	39	0.0%
	Total Personal Services	209,034	276,762	358,394	347,322	425,817	414,987	414,987	-2.5%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	3,805	2,348	6,500	4,139	6,500	6,500	6,500	0.0%
530210	Professional & Special Services	98,234	30,290	2,000	74	8,000	15,000		-100.0%
550120	Membership Dues	713	1,385	1,795	1,138	1,795	2,025	2,025	12.8%
530315	Maintenance - Electronics	3,630	5,829	7,100	6,357	10,033	7,400	7,400	-26.2%
530325	Maintenance - Equipment	482		1,000	0	1,000	1,000	1,000	0.0%
550140	Software Subscriptions							15,000	
550400	Postage	743	479	1,300	213	1,300	1,300	1,300	0.0%
550420	Landline Telephone	1,392	1,553	1,700	1,276	1,700	1,900	1,900	11.8%
550430	Mobile Communications						214	214	
550450	Internet						575	575	
550510	Mileage & Training Expenses		754	3,500	6,041	4,000	6,000	6,000	50.0%
560110	Material & Supplies	1,040	1,157	1,700	1,555	1,700	1,700	1,700	0.0%
560130	Books & Publications	129	92	500	0	500	500	500	0.0%
	Total Operating Services	110,168	43,887	27,095	20,793	36,528	44,114	44,114	20.8%
	<u>CAPITAL OUTLAY</u>								
580300	Office Furniture			2,400	0	2,400	2,400	2,400	0.0%
580500	Technology Equipment					6,500	6,500	6,500	0.0%
	Total Capital Outlay			2,400		8,900	8,900	8,900	0.0%
	TOTAL	\$319,202	\$320,649	\$387,889	\$368,115	\$471,245	\$468,001	\$468,001	-0.7%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$201,239	\$203,744	\$180,889	\$173,609	\$251,317	\$237,546	\$237,546	-5.5%
510210	Part-Time Wages		13,072	57,330	63,818	59,050	59,050	59,050	0.0%
520100	FICA	15,594	19,410	18,224	18,197	23,743	22,690	22,690	-4.4%
520200	VRS	16,128	17,598	30,630	18,161	42,072	20,996	20,996	-50.1%
520250	VRS- Hybrid	12,323	8,246		5,502		18,770	18,770	
520270	ICMA- Defined Contribution	1,226	1,039		1,423		2,236	2,236	
520300	Group Life Insurance	2,775	2,305	2,627	2,144	3,368	2,804	2,804	-16.7%
520400	Health Insurance	20,976	14,547	15,430	15,430	26,164	31,023	31,023	18.6%
520500	Disability Insurance	497	314	359	221		593	593	
520600	Unemployment Insurance	130	102	54	56	65	65	65	0.0%
	Total Personal Services	274,262	317,054	305,543	298,562	405,779	395,773	395,773	-2.5%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	12,267	23,507	22,000	20,042	30,000	30,000	30,000	0.0%
550120	Membership Dues	90	140	500	0	500	500	500	0.0%
530315	Maintenance - Electronics	3,190	2,640	2,992	3,339	4,273	3,112	3,112	-27.2%
530320	Maintenance - Motor Vehicles	641	733	1,200	1,765	1,200	1,200	1,200	0.0%
530325	Maintenance - Equipment					626	626	626	0.0%
550400	Postage	1,081	476	3,500	414	600	600	600	0.0%
550420	Landline Telephone	6,848	7,298	7,000	5,286	7,000	703	703	-90.0%
550430	Mobile Communications				1,939		5,561	5,561	
550450	Internet						1,084	1,084	
550510	Mileage & Training Expenses			1,000	1,208	1,000	2,000	2,000	100.0%
560110	Material & Supplies	2,779	3,173	3,700	1,209	3,700	3,700	3,700	0.0%
560210	Motor Fuels & Lubricants	3,554	3,570	3,700	2,748	3,700	3,700	3,700	0.0%
560130	Books & Publications	394	612	1,000	0	1,000	1,000	1,000	0.0%
560240	Small Tools & Equipment	781	126	1,000	0	1,000	1,000	1,000	0.0%
	1% State Fee-Revenue acct in Munis	(244)							
	Total Operating Services	31,380	42,274	47,592	37,951	54,599	54,786	54,786	0.3%
	<u>CAPITAL OUTLAY</u>								
580100	Motor Vehicles	17,970							
580500	Technology Equipment								
	Total Capital Outlay	17,970	0	0	0	0	0	0	
	TOTAL	\$323,613	\$359,328	\$353,135	\$336,512	\$460,378	\$450,559	\$450,559	-2.1%



City of Colonial Heights  
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTIONS

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Office Furniture	2,400	-	\$ 2,400
General upgrade of office furniture. Existing furniture is large and bulky which doesn't allow an arrangement to accommodate small meeting space despite the large size of the office. Existing furniture is also outdated and not conducive to today's modern work environment for productivity and efficiency. New furniture will better utilize space to allow staff member to work at a desk, review plans, and include a small table and chairs to allow for a small private meeting space in the Director's office to meet with department divisions separately, with individual staff members, and with individual members of the public i.e. impromptu walk-in meetings.			
Printer/Scanner	5,500	-	\$ 5,500
The department's printer/scanner is owned and several years old. Recent technology upgrades for the City is aging out the printer. It is currently only black and white printer and will fall offline with required security updates/enhancements added to the City's network by IT. Work-arounds keep it operational but at some point it will be aged out and no longer connect to City's network. Old one will be used until it ceases to operate or connect to City network.			
Field Pads for Code Enf.	1,000	-	\$ 1,000
Requesting the purchase of 1 field tabletfor aging tablet. Existing tablet is more than 5 years old. Old one will be used until it ceases to connect to City network or operate.			
Total Operating Capital Outlay - FY2025-26 ...			\$ 8,900

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Chevrolet Silverado Truck	32,000	500	\$ 32,000
Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 2016 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.			
Total Operating Capital Outlay - FY2026-27 ...			\$ 32,000
Annual Maintenance & Operations Cost ...			\$ 500

Fiscal Year:

FY2027-28

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

Fiscal Year:

FY2028-29

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

Fiscal Year:

FY2029-30

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...			\$ -

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

HUMAN  
SERVICES

## Office on Youth & Human Services

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

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

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

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

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
# Served by Diversion Programs (VJCCCA)	359	135	375	335
# Served Community Prevention/Education	554	800	550	500
Kid's Achieving Progress (KAP)	41	35	45	45

### **Personnel Resources**

<b>Office On Youth &amp; Human Services</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
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
Outreach Program Coord.	FT	1.00	1.00	0.00
FT = Full Time      PT = Part Time		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
KAP (Supervisors, Support)	PT	12.00	12.00	0.00
PT = Part Time		<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$111,047	\$156,136	\$210,886	\$175,614	\$155,027	163,400	163,400	5.4%
510100-VJCCA	Full-Time Salaries (VJCCA)	36,651	45,156	41,523	37,978	64,550	64,550	64,550	0.0%
510210	Part-Time Salaries		\$1,045						
510210-VJCCA	Part-Time Wages (VJCCA)	19,565	7,710						
510250	Temporary & Seasonal Wages	33,246	26,471	63,000		63,000	63,000	63,000	0.0%
510250-KAP	Temporary & Seasonal Wages (KAP)				40,990				
520100	FICA	11,188	13,651	20,953	15,180	21,619	22,258	22,258	3.0%
520100-VJCCA	FICA (VJCCA)	4,275	3,918	3,177	2,857				
520100-KAP	FICA (KAP)				1,311				
520200	VRS	9,990	11,375	35,709	11,999	36,759	21,701	21,701	-41.0%
520200-VJCCA	VRS (VJCCA)	1,580							
520250	VRS- Hybrid	5,557	9,825		14,213		16,460	16,460	
520250-VJCCA	VRS- Hybrid (VJCCA)	3,229	6,147		5,285				
520270	ICMA- Defined Contribution	415	788		1,268	1,889	1,481	1,481	-21.6%
520270-VJCCA	ICMA- Defined Contribution (VJCCA)	241	534		561				
520300	Group Life Insurance	1,486	1,887	3,063	2,362	2,944	2,691	2,691	-8.6%
520300-VJCCA	Group Life Insurance (VJCCA)	470	573		501				
520400	Health Insurance	16,560	23,018	29,810	29,725	39,422	41,335	41,335	4.9%
520400-VJCCA	Health Insurance (VJCCA)	6,939	8,910		7,825				
520500	Disability Insurance	219	359	507	523	806	520	520	-35.5%
520500-VJCCA	Disability Insurance (VJCCA)	127	226		197				
520600	Unemployment Insurance	182	179	108	91	39	52	52	33.3%
520600-VJCCA	Unemployment Insurance (VJCCA)	98	33		11	13			-100.0%
520600-KAP	Unemployment Insurance (KAP)				41				
	Total Personal Services	263,068	317,940	408,736	348,532	386,068	397,448	397,448	2.9%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Svc (incl. CAC)	18,645	21,100	22,900	22,802	27,250	27,550	27,550	1.1%
530210-BBG	Professional & Special Svc (Better Beg)	409		700		700	700	700	0.0%
530210-VJCCA	Professional & Special Svc (VJCCCA)	1,200	1,008	1,200	1,200	1,800	1,800	1,800	0.0%
530210-OPIOD	Profecssional \$ Special Svc (OPIOD)				30,400				
550120	Membership Dues	289	293	300	284	300	300	300	0.0%
530315	Maintenance - Electronics	6,600	6,600	8,611	7,043	8,489	8,915	8,915	5.0%
530315-VJCCA	Maintenance - Electronics (VJCCCA)				-				
530320	Maintenance - Motor Vehicles (703, 706)						1,500	1,500	
530320	Maintenance - Equipment-Vehicle			900		5,736			-100.0%
530330	Software Maintenance/Supplies				686				
550400	Postage	128	206	800	168	500	300	300	-40.0%
550420	Landline Telephone	3,889	3,946	4,700	3,179	4,700	1,934	1,934	-58.9%
550450	Internet						1340	1340	
530250	Other Services & Charges	637	694	400	600	400	400	400	0.0%
530250-BBG	Other Services & Charges (Better Beginning	1,376	3,158	2,800	0	2,800	2,800	2,800	0.0%
530250-VJCCA	Other Services & Charges (VJCCCA)				674				
530250-KAP	Other Services & Charges (KAP)				976				
550510	Mileage & Training Expense	2,158	3,332	3,500	262	3,500	3,500	3,500	0.0%
550510-VJCCA	Mileage & Training Expenses (VJCCCA)				335				
550510-KAP	Mileage & Trainingl Expenses (KAP)				-				
510400	Automobile Allowance	1,200	1,210	1,200	1,200	1,200	1,200	1,200	0.0%
560110	Material & Supplies	5,042	4,361	5,125	3,436	5,125	3,500	3,500	-31.7%
560110-BBG	Material & Supplies (Better Beg)				472				
560110-VJCCA	Material & Supplies (VJCCCA)	4,851	592	2,700	2,054	5,200	2,730	2,730	-47.5%
560110-KAP	Material & Supplies (KAP)				886				
560210	Motor Fuels & Lubricants	861	1,032	1,500	1,448	1,500	1,500	1,500	0.0%
560210-VJCCA	Motor Fuels & Lubricants (VJCCCA)				-				
560130	Books & Publications	17	99	100	0				
560325	Donated Funds- Shoe Fund	755	1,406		1,035				
570510	Youth Advisory Council	2,994	1,157		4,351	2,250	2,250	2,250	0.0%
	Total Operating Services	51,050	50,194	57,436	83,491	71,450	62,219	62,219	-12.9%
	<u>CAPITAL OUTLAY</u>								
580500	Technology Equipment								
580100	Motor Vehicles					42,500			-100.0%
	Total Capital Outlay	0	0	0	0	42,500	0	0	-100.0%
	TOTAL	\$314,118	\$368,134	\$466,172	\$432,023	\$500,018	\$459,667	\$459,667	-8.1%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2025-26

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

Fiscal Year:

FY2029-30

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
530110 530210	<u>OPERATING EXPENSES</u>								
	Advertising	\$ 905	\$ 381		\$ (257)	\$ 3,000	\$ 1,000	\$ 1,000	-66.7%
	Professional & Special Services	\$91,118	133,902	96,493	94,400	90,000	\$86,861	\$86,861	-3.5%
	Total Operating Services	92,022	134,283	96,493	94,143	93,000	87,861	87,861	-5.5%
	TOTAL	\$92,022	\$134,283	\$96,493	\$94,143	\$93,000	\$87,861	\$87,861	-5.5%

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

NON-  
DEPARTMENTAL



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>City Memberships &amp; Programs</u>								
530240	Credit Card Fees	309.95							
570510	Youth Advisory Council			\$2,250	\$0				
570520	Brightpoint Community College	3,754		3,892	3,892	3,715	3,827	3,827	3.0%
570540	Crater Planning District Commission	11,317	11,811	21,811	21,811	21,811	22,400	22,400	2.7%
570550	Virginia Municipal League	9,474	10,313	9,000	10,542	9,000	11,187	11,187	24.3%
570560	Fort Clifton Arts & Crafts Festival	600	1,200	600	600	600	600	600	0.0%
570570	Christmas Mother	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0.0%
570640	After Prom Committee	500	500	500	0	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	0				
570700	Virginia State University			3,000	3,000				
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	4,500	4,500			4,500			
	Crater Workforce Dev-move to Econ Dev	1,790							
530250	Refunds - Rebates								
	Total City Memberships & Programs	49,545	45,624	61,353	57,145	57,426	55,814	55,814	-2.8%
	<u>Contributions</u>								
570610	Central VA Legal Aid Society - Civil Justice Program						5,000	5,000	
570620	CARES			3,000	0	3,500	7,500	7,500	114%
570630	Petersburg Symphony			1,000	0	1,500	1,500	1,500	0%
570690	CCHASM	6,500	5,000	2,500	2,500	2,000	2,000	2,000	0.0%
570750	Feed More (Meals on Wheels)	9,000	9,000	5,000	5,000	5,000	9,000	9,000	80.0%
570760	Colonial Heights Food Pantry	13,500	15,000	15,000	15,000	15,500	20,000	20,000	29.0%
570770	American Red Cross	2,500		2,500	0	2,500	2,500	2,500	0.0%
570680	Richard Bland College					2,500	3,000	3,000	20.0%
570790	Friends of the Lower Appomattox River	1,500	1,500	2,000	2,000	1,500	3,500	3,500	133.3%
570580	Crater District Area Agency on Aging			2,000	2,000	2,000	5,000	5,000	150%
NEW	Side Street Gallery						1,000	1,000	
570700	Virginia State University					2,500	3,000	3,000	20%
570585	Virginia War Memorial Foundation			1,000	0	1,500	1,500	1,500	0%
	Total Contributions	33,000	30,500	34,000	26,500	40,000	64,500	64,500	61.3%
	TOTAL	\$82,545	\$76,124	\$95,353	\$83,645	\$97,426	\$120,314	\$120,314	23.5%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

[illegible]

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - DEBT SERVICE

DEPARTMENT NUMBER 1093000

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>FIXED CHARGES</u>								
590100	Redemption of Bonds	\$2,562,554	\$2,651,524	\$2,740,494	\$2,740,494	\$2,855,208	\$3,102,920	\$3,102,920	8.7%
590100	Notes Payable	76,356							
590200	Interest on Bonds	946,069	1,104,787	996,924	996,923	919,289	1,081,715	1,081,715	17.7%
590200	Interest on Notes	1,371							
590300	Other Debt Service Costs	155,264	4,495	6,500	2,520	5,000	6,500	6,500	30.0%
	Total Fixed Charges	3,741,614	3,760,806	3,743,918	3,739,937	3,779,497	4,191,135	4,191,135	10.9%
	TOTAL	\$3,741,614	\$3,760,806	\$3,743,918	\$3,739,937	\$3,779,497	\$4,191,135	\$4,191,135	10.9%

2025-26 Principal Retirement

		1903000 General	1903000 School	Water	Sewer	Stormwater	Total
590100							
	2025	\$ 190,002					\$ 190,002
	2022	\$ -					\$ -
	2018	242,575	\$ 80,343				322,918
	2016	347,500	347,500				695,000
	2015 (New)						0
	Refunding 2007	163,956	506,044				670,000
	2012	1,225,000					1,225,000
TOTAL		2,169,033	933,887	0	0	0	3,102,920
590100- Notes Payable		0					0
TOTAL		0					0
GRAND TOTAL		<b>\$2,169,033</b>	<b>\$933,887</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,102,920</b>
PERCENTAGE		69.90%	30.10%	0.00%	0.00%	0.00%	100.00%

2025-26 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
590200						
2025	\$ 264,821					\$ 264,821
2022	\$ 144,800	\$ 78,232				\$ 223,032
2018	92,809	\$ 30,740		\$ 14,188		137,737
2016	74,356	74,356				148,712
2015			\$16,365	22,091	\$33,094	71,550
Refunding 2007	9,948	30,703				40,651
2012	280,950					280,950
Less 2024 Accrued Interest			(1,554)	(3,362)	(3,166)	(8,082)
Plus 2025 Accrued Interest			1,364	3,023	2,758	7,145
TOTAL	867,684	214,031	16,175	35,940	32,686	1,166,516
590200 - Interest - Notes	-					0
TOTAL	-					0
590300- Other Debt Service Cost	6,500					6,500
TOTAL	6,500					6,500
GRAND TOTAL	<b>\$874,184</b>	<b>\$214,031</b>	<b>\$16,175</b>	<b>\$35,940</b>	<b>\$32,686</b>	<b>1,173,016</b>
PERCENTAGE	74.52%	18.25%	1.38%	3.06%	2.79%	100.00%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
599140	Transfer to Recreation Fund		\$147,213						
599560	Transfer to Stormwater Fund		\$140,885						
599500	Transfer to Water & Sewer Fund	\$81,643	\$140,885						
599300	Transfer to Capital Projects Fund	143,526	5,681,422	1,034,521		3,541,008	2,241,129	2,241,129	-36.7%
599400	Transfer to School Fund	24,009,826	25,918,277	23,943,013		25,965,051	28,522,911	28,522,911	9.9%
599190	Transfer to Emergency Response								
	Transfer to Economic Development Fund					340,000	340,000	340,000	0.0%
599600	Transfer to Info Technology Fund	30,000				125,000	296,000	467,430	273.9%
	Total Operating Expenses	24,264,995	31,887,797	24,977,534	0	29,971,059	31,400,040	31,571,470	5.3%
	TOTAL	\$24,264,995	\$31,887,797	\$24,977,534	\$0	\$29,971,059	\$31,400,040	\$31,571,470	5.3%

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

ECONOMIC  
DEVELOPMENT  
AUTHORITY

## Economic Development/ Economic Development Authority

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

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing. The EDA has approved several incentives for developments such as Kaylan Hospitality (Townplace Suites) for up to \$200,000, Rebkee Partners and Temple Partners (Royal Farms) for up to \$1,600,000, Shamin Hotels (Home 2 Suites) for up to \$600,000, and The Kroger Marketplace for up to \$2,100,000. Financial details for the EDA are presented immediately following the General Fund.

<b>Performance Indicators</b>	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 24-25 Projected</b>	<b>FY 25-26 Projected</b>
Existing Business Visits	11	10	22	22
Site/Bldg. Submissions	15	14	16	16
Prospect Requests	18	16	20	20
Economic Dev. Authority Mtgs.	6	7	8	8
Cold Calls	34	30	45	45
Trade Shows/Marketing Missions	1	1	2	2

### ***Personnel Resources***

<b>Economic Development</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Diff.</b>
Assistant City Manager	FT	1.00	1.00	0.00
Tourism & Economic Development Specialist*	FT	1.00	1.00	0.00
FT = Full Time		<b>2.0</b>	<b>2.00</b>	<b>0.00</b>

\*This is a revised title for FY 25-26



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 250

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
449990	<u>LICENSE PERMITS &amp; FEES</u>							
	Admin Fees							
	Total License Permits & Fees	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%
	Grants Federal Pass Thru							
	<u>MISCELLANEOUS</u>							
	Use Of Fund Balance			\$29,580	\$0	\$369,580	\$369,580	0%
	Total - Miscellaneous	0	0	29,580	0	369,580	369,580	0.0%
	TOTAL	\$0	\$0	\$29,580	\$0	\$369,580	\$369,580	0.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES

DEPARTMENT NUMBER 2553

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530110	Advertising			\$2,500	\$0	\$2,500	\$2,500	\$2,500	0.0%
530210	Professional & Special Services			3,000	0	3,000	3,000	3,000	0.0%
550120	Membership Dues			450	0	450	450	450	0.0%
550400	Postage			30	0	30	30	30	0.0%
550510	Mileage & Training Expenses			2,000	0	2,000	2,000	2,000	0.0%
550520	Professional Development			1,500	0	1,500	1,500	1,500	0.0%
560110	Material & Supplies		121	100	0	100	100	100	0.0%
559300	Reserve for future Capital Projects			20,000	0	20,000	20,000	20,000	0.0%
550820	Grant Programs/ Payments to Businesses								
550820-1828	Grant Programs/ Payments to Businesses				172,019	\$240,000	240,000	240,000	0.0%
550820-1827	Grant Programs/ Payments to Businesses					\$100,000	100,000	100,000	0.0%
	Total Operating Expenses	0	121	29,580	172,019	369,580	369,580	369,580	0.0%
	TOTAL	\$0	\$121	\$29,580	\$172,019	\$369,580	\$369,580	\$369,580	0.0%

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

RECREATION  
ACTIVITY  
FUND

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE

ACCOUNT NUMBER 140

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% 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	\$13,093	\$42,070	\$19,300		\$19,300	\$19,300	\$19,300	0.0%
416720	Special Interest Classes	725	3,255	2,000		2,000	2,000	2,000	0.0%
416735	Special Events	40,610	12,271	64,617		60,234	60,234	60,234	0.0%
416730	Adult Athletic Leagues	6,973	0	16,000		16,000	16,000	16,000	0.0%
	Active Net								
416740	Senior Citizen Classes/ Special Events	9,927	31,170	55,000		55,000	55,000	55,000	0.0%
416725	Youth Center Fees	294	0						
416745	Christmas Parade	4,599	6,485	4,000		4,000	4,000	4,000	0.0%
	Youth World Series								
	Total Charges - Current Services	76,221	95,251	160,917	0	156,534	156,534	156,534	0.0%
	<u>MISCELLANEOUS</u>								
416780	Violet Bank Museum	1,529	1,297						
	Beautification Committee								
449930	Transfer from Cap	15,000	0						
449940	Transfer from Schools		0						
418200	Donations	2,789	488						
418200	Becom Donations	288							
	Park Donations								
	Transfer from General Fund								
418273	Transportation Donations - CAA Van	190	17,507						
449990	Use Of Fund Balance		1,000						
	Total - Miscellaneous	19,796	20,292	0	0	0	0	0	
	TOTAL	\$96,017	\$115,543	\$160,917	\$0	\$156,534	\$156,534	\$156,534	0.0%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
	510250 Temporary & Seasonal Help			\$5,000					
	520100 FICA			383					
	Total Personal Services	0	0	5,383	0	0	0	0	
	<u>OPERATING EXPENSES</u>								
	530210 Professional & Special Services		4,140	5,000	9,911	5,000	5,000	5,000	0.0%
	560110 Material & Supplies	43,428	75,013	104,917	95,798	104,917	104,917	104,917	0.0%
	560310 Concession								
	560340-BECOM Beautification Committee	300	300		313	1,000	1,000	1,000	0.0%
	560320-CMAS Christmas Parade	3,480	3,810	5,617	4,033	5,617	5,617	5,617	0.0%
	599300 Transfer to CIP								
	560320-SRCIT Senior Citizen Classes/Special Events	6,019	1,785	40,000		40,000	40,000	40,000	0.0%
	Total Operating Services	53,227	85,048	155,534	110,055	156,534	156,534	156,534	0.0%
	<u>CAPITAL OUTLAY</u>								
	580630 Other Equipment								
	Total Capital Outlay	0	0	0	0	0	0	0	
	TOTAL	\$53,227	\$85,048	\$160,917	\$110,055	\$156,534	\$156,534	\$156,534	0.0%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
<b>RECREATION FUND</b>			
Fiscal Year:			
<b>FY2025-26</b>			
	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2025-26 ..... \$ -			

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

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

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

Fiscal Year:			
<b>FY2029-30</b>			
	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
	-	-	\$ -
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2029-30 ..... \$ -			

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

CAPITAL  
PROJECTS  
FUND

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 300

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>USE OF MONEY &amp; PROPERTY</u>							
415110	Interest on Investments	\$24,602	\$425,225					
	Total - Use of Money & Property	24,602	425,225	0	0	0	0	
	<u>INTERGOVERNMENTAL REVENUE</u>							
	ARGT IV 115182							
423340	VDOT Projects							
423355	State 911 Grant	3,000						
432345	Local Emergency	156,210						
432400	Federal Grants		250,000			\$767,801		-100%
432410	Federal Highway	1,277,462	2,874,137	\$3,950,470		\$2,244,777	1,238,479	-45%
	ARPA Funds		4,500,000					
	Brand Bri 9994							
	R1SignalCoord #77600							
	DUPUYAveMod #101287							
	Lakeview Ave Imp #101288							
	TPLSIGN COORD #98883							
	Bridge Rehab #105109							
	North Elem Ph 1 #105233							
	North Elem Ph 2 #106188							
	ARGT PHS #107533							
	Rt 1 & Westover UPC100501							
	BLVD Resurf #115248							
	Total - Intergovernmental Revenue	1,436,672	7,624,137	3,950,470	0	3,012,578	1,238,479	-58.9%



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 300

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>MISCELLANEOUS</u>							
	Private Grants							
449914	Transfer from Recreation Fund							
449940	Transfer from School Board						745,375	
449910	Transfer from General Fund	519,018	5,602,654	1,034,521		3,541,008	2,241,129	-37%
449950	Transfer from Water/ Sewer						300,000	
418470	Sale of Property							
441140	Note proceeds	6,158,177	0	1,153,539		6,641,860		-100%
449955	Transfer from Stormwater		0	465,499		930,800		-100%
449990	Use of Fund Balance							
	Total Miscellaneous	6,677,195	5,602,654	2,653,559	0	11,113,668	3,286,504	-70.4%
	TOTAL	\$8,138,469	\$13,652,016	\$6,604,029	\$0	\$14,126,246	\$4,524,983	-68.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
		<u>GENERAL GOVERNMENT</u>								
6010	583110	Enterprise Resource Planning System	\$82,897	\$207,741						
6015	583245	Fire Apparatus	569,674	176,291						
6017	583210	City Wide Communication System	96,108	111,252						
6021		Ambulance Replacement		295,416			450,000		460,000	2.2%
		Fire Station #1 Arch/Eng Conceptual								
6022	NEW	Assessment		39,184						
6030	580630	Public Safety Bldg Generator								
6031	583220	Computer Aided Dispatch Repl.	232,444	94,600						
6037	583225	911 Phone System Hardware Refresh	196,669							
6034	583130	City Facilities Security Upgrades		356,470						
6032	583120	Health Department Building Renov.								
6033	583810	Charles Dimmock Site Development	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					
		<u>RECREATIONAL FACILITIES</u>								
6103	583710	Violet Bank Restoration Phase II	26,306				325,000			-100.0%
6104	NEW	Violet Bank Restoration Phase III							60,000	
6105	583712	Restrooms/Concession Facilities								
6113	583727	Appomattox Greenway Trail- Ph. IV								
6114	583728	Appomattox Greenway Trail- Ph. V	119,908	600			863,273			-100.0%
6271	NEW	Blvd Spur Appomattox Greenway Trail			952,604					
6112	NEW	Appomattox Greenway Trail- Ph. VI							401,000	
6115	583610	Transfer to School CIP Program	188,668	83,754						
		Lake Ave Pickleball Court & LED								
6119	NEW	Lights/Lakeview Park								
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			-100.0%
6123		Mini-Pitch Courts								
6124		Skate Park								
		White Bank Park - Pavilion Roofing and Lighting								
6125		Replacement							65,000	
6126		White Bank Park - Parking Lot Repairs							67,000	
6127		Lakeview Park - Parking Lot Repairs							50,000	
6128		Splash Pad							121,000	
		<u>EDUCATIONAL FACILITIES</u>								
6156	583713	CHMS Tennis Court Replacement								
6157		CHHS Fine Arts Renovation (Music-Art)		1,286,542	817,485		203,000			-100.0%
6158		CHHS Front Entrance, Administration Areas		901,546	336,054		147,000			-100.0%
6159	NEW	CHPS Technical Building - HVAC Replacement							745,375	

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
<u>STREETS &amp; BRIDGES</u>										
6202		Nrth Ele Sdwk Ph I 10523	472,100	6,000						
6220		Stormwater Drainage Improvement								
6205		Safe Route to School	9,858							
6206		Access Rd-Trans Station								
6207		Highway Construction								
6233		SRTS/NE PH II 106188	74,148							
6234		Boulevard Resurfacing								
6235		Conduit/Ellerslie Intersection								
6237		Boulevard Enh.- A to Temple								
6236		Gateway Roundabout Improv			100,000					
6238		Boulevard Enhancement- James to A								
6239		Holly Ave./ Jamestown Road								
6240		City Bridges							150,000	
6241		Animal Shelter Entrance								
6242		Boulevard at Westover Intersection		57,836	291,115					
6243		Branders Bridge- Blvd Rt. Turn Lane	136,281	129,069	271,806					
6244		Boulevard Resurface #1152								
6245		Animal Shelter Rd PH II								
6246		Boulevard at Temple Ave. Intersection	93,049	89,817	729,000		1,381,504		492,576	-64.3%
6257		Dupuy Ave. Modern								
6258		Lakeview Ave. Modernization, Phase I	601,584	3,811,174	1,406,084					
6262		Temple Sig Cord UPC	3,630							
6265		Urban Cons't Program								
6266		Temple Ave. Resurfacing #113513								
6267		Temple Ave. Resurfacing #113441	200,096							
6268		Rt 1 & Westover (RTL) UPC		12,580						
6269		RT 1Paving UPC 121680		29,668						
6247		Ridge Road Improvements								
6248		CHHS (Conduit Road) Sidewalks	50,320	65,718	523,844					
6272	NEW	Hamilton Avenue Repaving					668,543			-100.0%
6273	NEW	Conduit Repaving Riveroaks to Heron Run					1,198,529			-100.0%
		Conduit Repaving Ellerslie Avenue to Riveroaks								
6274	NEW	Drive							275,729	
6275	NEW	Boulevard Sidewalks							344,903	
6276	NEW	Roanoke Ave Reconstruction					4,656,860			-100.0%
6277	NEW	Sherwood Hills Bridge Replacement								
<u>UTILITY IMPROVEMENT</u>										
6303		Hrouda Pump Station	226,752							
6313		Dupuy Modern-Utility								
6315		Lakeview Mod-Utility								
6320		Water Tower Repairs							300,000	
6321		Main Pump Station Valve Replacement								
6322		Hill Place Sewer Replacement								
6325	NEW	Citywide Infrastructure Replacement		58,545						
6326	NEW	Galvanized Waterline Replacement Ph. I					959,752			-100.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	NEW ACCT	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
6327	NEW	Galvanized Waterline Replacement Ph. II								
6328	NEW	Galvanized Waterline Replacement Ph. III								
		<u>STORMWATER PROJECTS</u>								
6501		TMDL Project	415,550		465,499		1,630,800		992,400	-39.1%
6510		Bruce Ave Phase IV								
6515		Ridge Road Culvert Replacement			237,738					
6521	NEW	Breezy Hill Avenue Stormwater Outfall					200,000			-100.0%
6522	NEW	Mt. Pleasant Drive Outfall Rehabilitation					285,000			-100.0%
6523	NEW	Yacht Basin Drive Outfall Rehabilitation					325,000			-100.0%
		Brookedge and Spring Drive Drainage								
6524	NEW	Improvements					734,985			-100.0%
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								
		TOTAL	\$4,146,930	\$7,909,849	\$6,604,029	\$0	\$14,126,246	\$0	\$4,524,983	-68.0%

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

INFORMATION  
TECHNOLOGY  
SERVICE  
FUND

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY SERVICE FUND REVENUE

ACCOUNT NUMBER 600

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
416150 449990 449910	<u>CHARGES - CURRENT SERVICES</u>							
	Data Processing Charges		\$267,300	\$353,106		\$438,642	\$402,136	-8.32%
	Assigned Fund Balance					\$142,500	\$426,327	199.18%
	Transfer from General Fund			\$35,000		\$125,000	\$41,103	-67.12%
	Total Charges - Use of Money & Property			388,106	0	706,142	869,566	23.1%
	TOTAL	\$0	\$0	\$388,106	\$0	\$706,142	\$869,566	23.1%

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY SERVICE FUND EXPENDITURES

DEPARTMENT NUMBER 6018

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
530219 580500	<u>OPERATING EXPENSES</u>								
	Contracted Services	152,160	165,006	353,106	387,932	438,642	\$468,984	\$573,566	30.8%
	Technology Replacement Fund	26,510	26,828	35,000	31,654	267,500	296,000	296,000	10.7%
	Total Operating Expenses	178,670	191,834	388,106	419,586	706,142	764,984	869,566	23.1%
	TOTAL	\$178,670	\$191,834	\$388,106	\$419,586	\$706,142	\$764,984	\$869,566	23.1%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
INFORMATION TECHNOLOGY SERVICE FUND			
Fiscal Year:			
FY2025-26			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
City Wide Computer Replacement			\$ 200,000
Microsoft Windows 10 reaches EOL in October 2025 requiring all desktops/laptops to be replaced due to security concerns. This FY will be phase 2 in the replacement cycle.			
Computer Infrastructure Replacement/Upgrade	96,000	-	\$ 96,000
Current infrastructure is 12+ years old. These include routers, switches, Virtual Environment, etc.			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 296,000

Fiscal Year:			
FY2026-27			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Information Technology Replacement Fund	40,000	-	\$ 40,000
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 40,000

Fiscal Year:			
FY2027-28			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Information Technology Replacement Fund	40,000	-	\$ 40,000
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 40,000

Fiscal Year:			
FY2028-29			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Information Technology Replacement Fund	40,000	-	\$ 40,000
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ 40,000

Fiscal Year:			
FY2029-30			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
Information Technology Replacement Fund	40,000	-	\$ 40,000
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ 40,000



SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

# STORMWATER FUND

# CITY OF COLONIAL HEIGHTS

## 2025-26 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 550

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>CHARGES -CURRENT SERVICES</u>							
	416457 Late Payment Penalties			\$5,000		\$5,000	\$5,000	0%
	416470 Stormwater Charges	692,113	726,913	692,113		795,470	948,707	19%
	VSMP Program Administration							
	Total - Charges- Current Services	692,113	726,913	697,113	0	800,470	953,707	19.1%
	<u>MISCELLANEOUS</u>							
	449910 Operating Transfer In - General Fund		147,213					
	449990 Use of Fund Balance		0	433,632				
	Total - Miscellaneous		147,213	433,632	0	0	0	
	TOTAL	\$692,113	\$874,126	\$1,130,745	\$0	\$800,470	\$953,707	19.1%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$171,681	\$204,173	\$157,598	\$150,719	\$163,893	\$178,886	\$178,886	9.1%
510300	Overtime	2,630	1,890	6,000	1,553	4,000	4,000	4,000	0.0%
510300-SNOW	Overtime - Snow	2,231		2,000		2,000	2,000	2,000	0.0%
510405	Clothing Allowance	500	500	700	400	700	700	700	0.0%
520100	FICA	12,791	15,123	12,569	11,058	13,050	14,198	14,198	8.8%
520200	VRS	21,393	30,557	26,687	23,684	27,438	23,131	23,131	-15.7%
520250	VRS- Hybrid	1,776					6,817	6,817	
520270	ICMA- Defined Contribution	207				1,077	1,223	1,223	13.6%
520300	Group Life Insurance	2,177	2,598	2,291	1,873	2,198	2,113	2,113	-3.9%
520400	Health Insurance	30,606	34,559	35,303	27,393	39,084	44,039	44,039	12.7%
520500	Disability Insurance	73				224	215	215	-4.0%
550240	Worker's Compensation Insurance	2,718	2,914	2,662	2,652	2,915	2,915	2,915	0.0%
520600	Unemployment Insurance	120	83	75	20	37	37	37	0.0%
520450	OPEB		3,832						
	Total Personal Services	248,902	296,231	245,885	219,353	256,616	280,274	280,274	9.2%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	3,350	245,657	137,000	57,587	20,000	20,000	20,000	0.0%
530315	Maintenance - Electronics			360	264	2,673	660	660	-75.3%
530335	Building Maintenance Svc		844	2,084	-	2,084	2,084	2,084	0.0%
550270	Insurance Premiums - Other	2,774	3,107	3,402	3,402	3,405	3,405	3,405	0.0%
550300	Rent of Equipment		1,079	2,000	-	2,000	2,000	2,000	0.0%
530320	Maintenance - Motor Vehicles	492	21,027	1,750	598	2,000	2,000	2,000	0.0%
530325	Maintenance - Equipment	18,461	876	1,750	-	2,000	2,000	2,000	0.0%
530355	Maintenance - Miscellaneous			250	-	250	250	250	0.0%
550400	Postage			100	-	100	100	100	0.0%
550420	Landline Telephone	528	82	500	-	300			-100.0%
550430	Mobile Communications		397	720	485	720	966	966	34.2%
550450	Internet			768	-	750	-	-	-100.0%
550510	Mileage & Training Expenses	585	102	1,500	642	1,500	1,500	1,500	0.0%
550520	Professional Development			500	-	500	1,500	1,500	200.0%
559200	Write Off Bad Debts	7,175	3,366						
560110	Material & Supplies	1,747	575	2,500	545	2,500	2,500	2,500	0.0%
560210	Motor Fuels & Lubricants	3,947	3,489	3,000	2,805	3,000	3,000	3,000	0.0%
560230	Road Materials & Supplies	1,431	1,529	5,500	1,378	5,500	5,000	5,000	-9.1%
560240	Small Tools & Equipment			1,500	-	1,500	1,500	1,500	0.0%
559300	Contingencies & Reserve								
550220	Insurance Premiums - Auto	1,303	1,372	1,436	1,437	1,500	2,000	2,000	33.3%
	Total Operating Services	41,793	283,502	166,620	69,144	52,282	50,465	50,465	-3.5%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 5575

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>FIXED CHARGES</u>								
590100	Principal Payments	2,236		79,436		81,644			-100.0%
590200	Interest on Bonds	35,799	35,601	39,458	39,587	37,868	33,095	33,095	-12.6%
589100	Reserve for future Capital Projects						342,475	340,906	
	Depreciation	49,962	56,328	75,547	-	65,964	64,837	64,837	-1.7%
	Total Fixed Assets	87,997	91,930	194,441	39,587	185,476	440,407	438,838	136.6%
	<u>INTERNAL SERVICES</u>								
530230	Administrative Service Charges	54,342	75,624	60,300	81,430	77,892	79,130	79,130	1.6%
599300	Transfer to CIP Fund			465,499	-				
	Total Internal Services	54,342	75,624	525,799	81,430	77,892	79,130	79,130	1.6%
	<u>CAPITAL OUTLAY</u>								
580200	Machinery & Tools	986				125,000			
580200	Wheel Loader (split cost w/1453)								
580800	Utility Improvements					103,204	105,000	105,000	1.7%
	Total Capital Outlay	986	0	0	0	228,204	105,000	105,000	-54.0%
	TOTAL	\$434,019	\$747,286	\$1,132,745	\$409,514	\$800,470	\$955,276	\$953,707	19.1%

City of Colonial Heights			
FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures			
STORMWATER			
Fiscal Year:			
FY2025-26		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Stormwater Utility Improvements	105,000	-	\$ 105,000
<i>Miscellaneous emergency stormwater improvements and/or repairs.</i>			
Total Operating Capital Outlay - FY2025-26 ...		.....	\$ 105,000

Fiscal Year:			
FY2026-27		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Stormwater Utility Improvements	105,000	-	\$ 105,000
<i>Miscellaneous emergency stormwater improvements and/or repairs.</i>			
Pickup (4X4)	50,000	500	\$ 50,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 16 years old (#257); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 155,000
Annual Maintenance & Operations Cost ...		.....	\$ 500

Fiscal Year:			
FY2027-28		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Stormwater Utility Improvements	105,000	-	\$ 105,000
<i>Miscellaneous emergency stormwater improvements and/or repairs.</i>			
<i>No Capital Needs Currently Identified for this Fiscal Year</i>			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ 105,000

Fiscal Year:			
FY2028-29		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Stormwater Utility Improvements	105,000	-	\$ 105,000
<i>Miscellaneous emergency stormwater improvements and/or repairs.</i>			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ 105,000

Fiscal Year:			
FY2029-30		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
Stormwater Utility Improvements	105,000	-	\$ 105,000
<i>Miscellaneous emergency stormwater improvements and/or repairs.</i>			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ 105,000

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

# WATER & SEWER FUND

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCOUNT NUMBER 500

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Manager Proposed	% Chg.
	<u>CHARGES FOR CURRENT SERVICES</u>							
416420	Water User Charges	\$1,641,867	\$1,358,388	\$1,785,000	\$1,061,452	\$1,744,419	\$1,648,615	-5%
416425	Commercial Water Charges		303,347		429,008		459,040	
416430	Sewage User Charges	3,149,068	2,543,019	3,150,000	2,141,951	3,240,184	2,517,850	-22%
416435	Commercial Sewer Charges		599,913		919,479		600,000	
416433	Sewage User Charges - Chesterfield	51,246	25,220	50,000	53,408	50,000	50,000	0%
416437	Sewage User Charges - Virginia State		-	90,000		90,000		-100%
416441	Water Connection Charges	32,727	98,100	35,700	87,000	37,500	40,840	9%
416445	Sewer Connection Charges	37,500	105,100	36,750	70,000	38,400	39,000	2%
416451	Water Cut-off Fees	955	103	15,000	-	1,000	500	-50%
416455	Water Reconnection Fees	6,210	11,605	44,000	17,995	10,000	11,000	10%
416125	Administrative Fees		64,880		83,440	50,000	62,450	25%
416457	Late Payment Penalties	15,047	-	64,500		64,500	-	-100%
416460	Clean Out / Construction Fee	6,600	3,800	6,800	2,600	4,000		-100%
416120	Dishonored Check Fee	250	-	1,025		250	-	-100%
	Meter Testing Fee							
416481	Capital - Water	131,048	131,511	132,000	130,352	197,977	263,924	33%
416482	Capital - Sewer	128,718	129,225	130,000	131,712	194,998	260,196	33%
	Total - Charges- Current Services	5,201,237	5,374,211	5,540,775	5,128,397	5,723,228	5,953,415	4.0%
	<u>NONOPERATING REVENUE</u>							
	Recoveries & Rebates							
418112	Recoveries- Damages	3,629			-			
449910	Transfer from General Fund	81,643	219,653		355,000			
449955	Transfer from Stormwater							
	Gain/Loss on Sale of Assets							
418480	Sale of Outside Meters	2,198	5,992	4,000	7,444	5,000	5,500	10%
449990	Use of Fund Balance		-	358,117				
	Total - Nonoperating Revenue	87,470	225,645	362,117	362,444	5,000	5,500	10.0%
	TOTAL	\$5,288,706	\$5,599,856	\$5,902,892	\$5,490,841	\$5,728,228	\$5,958,915	4.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

DEPARTMENT NUMBER 80XX

[illegible]



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$292,254	\$378,624	\$394,821	\$396,612	\$408,470	\$467,576	\$467,576	14.5%
510250	Temporary & Seasonal Help	\$338							
510300	Overtime	23,854	35,690	38,190	32,859	38,190	40,000	40,000	4.7%
510300-SNOW	Overtime Snow	1,495		3,000	-	3,000	3,000	3,000	0.0%
510405	Clothing Allowance	1,000	1,400	2,450	1,826	2,450	2,450	2,450	0.0%
520100	FICA	21,560	28,632	33,543	29,621	34,586	39,247	39,247	13.5%
520200	VRS	38,138	41,106	62,871	44,196	64,269	62,577	62,577	-2.6%
520250	VRS- Hybrid	5,515	10,345		15,913		12,678	12,678	
520300	ICMA- Defined Contribution	635	1,169		1,673	1,722	758	758	-56.0%
520400	Group Life Insurance	4,124	4,511	5,394	5,296	5,164	5,349	5,349	3.6%
520450	Health Insurance	79,632	91,960	103,549	108,808	118,279	128,102	128,102	8.3%
520500	Disability Insurance	226	389	-	594	669	401	401	-40.1%
520600	Unemployment Insurance	267	220	209	87	108	111	111	3.0%
	OPEB	(10,716)	7,362						
	Total Personal Services	458,321	601,410	644,027	637,485	676,907	762,249	762,249	12.6%
	<u>OPERATING EXPENSES</u>								
530110	Advertising	200		200	200	200	200	200	0.0%
530210	Professional & Special Services	26,273	37,643	50,000	49,763	50,000	115,000	115,000	130.0%
550120	Membership Dues	560	485	700	295	700	700	700	0.0%
530315	Maintenance - Electronic	5,023	3,960	4,218	7,716	4,218	3,952	3,952	-6.3%
550220	Insurance Premiums - Auto	3,908	4,117	4,308	4,311	4,325	7,000	7,000	61.8%
550240	Insurance Premiums - Workman's	8,065	8,647	7,868	7,868	7,870	7,870	7,870	0.0%
550270	Insurance Premiums - Other	1,178	1,320	1,445	1,445	1,445	1,500	1,500	3.8%
550300	Rent of Equipment								
530320	Maintenance - Motor Vehicles	4,971	11,286	8,500	7,323	9,000	9,000	9,000	0.0%
530325	Maintenance - Equipment	6,647	7,761	12,000	11,552	15,000	15,000	15,000	0.0%
530335	Maintenance - Building & Grounds	135		1,000	-	1,000	1,000	1,000	0.0%
550400	Postage	55	56	300	3	300	300	300	0.0%
550420	Landline Telephone	4,944	3,288	3,500	3,017	3,500	2,574	2,574	-26.5%
550430	Mobile Communications		1,381	2,880	1,768	2,880	3,517	3,517	22.1%
550450	Internet			768	-	768	3,189	3,189	315.2%
550510	Mileage & Training Expenses	1,710	687	1,500	1,266	1,700	1,700	1,700	0.0%
550520	Professional Development			6,000	1,410	6,000	6,000	6,000	0.0%
560110	Material & Supplies	59,030	78,561	70,000	65,354	50,000	70,000	70,000	40.0%
560210	Motor Fuels & Lubricants	13,720	12,186	12,000	13,814	13,000	13,000	13,000	0.0%
560230	Road Materials & Supplies	2,544	12,083	22,000	9,987	23,000	23,000	23,000	0.0%
559300	Contingencies & Reserve			10,000	-	12,700	12,700	75,568	495.0%
560240	Small Tools & Equipment	412	656	1,000	500	1,000	1,000	1,000	0.0%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 5127

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES (cont.)</u>								
550610	Electricity	682	851	5,000	5,079	5,000	5,000	5,000	0.0%
570160	Appomattox River Water Auth	626,383	592,617	663,274	650,972	666,537	700,094	700,094	5.0%
	Total Operating Services	766,440	777,584	888,461	843,644	880,143	1,003,296	1,066,164	21.1%
	<u>FIXED CHARGES</u>								
590100	Principal Payments	19,053		44,600		45,744			
590200	Interest on Bonds	2,421	17,816	19,471	19,544	18,578	16,365	16,365	-11.9%
590300	Other Debt Service Costs								
	Depreciation	151,534	151,100	155,534	-	155,534	155,534	155,534	0.0%
	Total Fixed Assets	173,008	168,917	219,605	19,544	219,856	171,899	171,899	-21.8%
	<u>INTERNAL SERVICES</u>								
530230	Administrative Service Charges	139,824	159,836	165,825	148,850	164,631	154,860	154,860	-5.9%
	Total Internal Services	139,824	159,836	165,825	148,850	164,631	154,860	154,860	-5.9%
	<u>CAPITAL OUTLAY</u>								
560260	Water Meters					87,500	78,000	78,000	-10.9%
580800	Water/Sewer Improvements	1,981	33,836	132,100	19,774	75,000	140,000	140,000	86.7%
580100	Vehicles			120,000	118,185	60,000	42,000	42,000	-30.0%
580200	Machinery & Tools	11,778	7,329			70,000			
580500	Technology Equipment								
599300	Transfer to CIP Fund						300,000	300,000	
	Total Capital Outlay	13,759	41,165	252,100	137,958	292,500	560,000	560,000	91.5%
	TOTAL	\$1,551,352	\$1,748,911	\$2,170,019	\$1,787,481	\$2,234,037	\$2,652,304	\$2,715,172	21.5%

**City of Colonial Heights**  
**FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

**FY2025-26**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Tank Inspections</b> <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>	65,000	1,000	\$ 65,000
<b>Water Improvements</b> <i>Miscellaneous emergency water improvements and/or repairs.</i>			\$ 140,000
<b>Van (Water Distribution)</b> <i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 16 years old (#340); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>	42,000	500	\$ 42,000
<b>Water Meters (Auto Reads)</b> <i>Purchase: 400 auto read water meters @ \$195 each. The City has over 4,000 water meters that are 15 years old or more. The City may be losing funds from inaccurate meter readings.</i>	195	0	\$ 78,000

**Total Operating Capital Outlay - FY2025-26 ...** ..... **\$ 325,000**

**Annual Maintenance & Operations Cost ...** ..... **\$ 1,500**

Fiscal Year:

**FY2026-27**

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Improvements</b> <i>Miscellaneous emergency water improvements and/or repairs.</i>	75,000		\$ 75,000
<b>Backhoe</b> <i>Replacement; Routine upgrade of departmental operations and maintenance equipment; Will replace 2006 backhoe that is utilized in water and wastewater line repairs, etc. Designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>	110,000	2,000	\$ 110,000

**Total Operating Capital Outlay - FY2026-27 ...** ..... **\$ 185,000**

**Annual Maintenance & Operations Cost ...** ..... **\$ 2,000**

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>Water Improvements</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Miscellaneous emergency water improvements and/or repairs.</i>			
<b>Mower, Zero Turn</b>	<b>15,000</b>	<b>500</b>	<b>\$ 15,000</b>
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 20 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
<b>Total Operating Capital Outlay - FY2027-28 ...</b>		.....	<b>\$ 90,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	<b>\$ 500</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>Water Improvements</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Miscellaneous emergency water improvements and/or repairs.</i>			
<b>Total Operating Capital Outlay - FY2028-29 ...</b>		.....	<b>\$ 75,000</b>

Fiscal Year:

**FY2029-30**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&amp;O Cost</u>	<u>Total Cost</u>
<b>Water Improvements</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Miscellaneous emergency water improvements and/or repairs.</i>			
<b>Total Operating Capital Outlay - FY2029-30 ...</b>		.....	<b>\$ 75,000</b>

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Salaries	\$259,457	\$291,641	311,068	294,587	320,402	\$331,094	\$331,094	3.3%
510300	Overtime	37,609	53,810	38,000	46,514	38,000	45,000	45,000	18.4%
510300-SNOW	Overtime Snow	2,546		3,000	-	3,000	3,000	3,000	0.0%
510405	Clothing Allowance	1,400	1,200	2,100	1,200	2,100	2,100	2,100	0.0%
520100	FICA	21,516	24,932	27,094	24,537	27,808	29,162	29,162	4.9%
520200	VRS	30,420	35,039	51,620	37,615	52,565	48,705	48,705	-7.3%
520250	VRS- Hybrid	6,880	5,199		7,719		6,723	6,723	
520270	ICMA- Defined Contribution	912	355		684		402	402	
520300	Group Life Insurance	3,559	3,481	4,428	3,932	383	3,909	3,909	920.6%
520400	Health Insurance	61,137	59,443	82,512	73,660	73,392	77,599	77,599	5.7%
520500	Disability Insurance	286	188	213	279	219	213	213	-2.7%
520550	Worker's Compensation Insurance	3,632	3,895	3,544	3,544	3,895	3,895	3,895	0.0%
520600	Unemployment Insurance	260	178	141	60	72	72	72	-0.3%
520450	OPEB	(8,227)	4,759						
	Total Personal Services	421,387	484,119	523,719	494,331	521,836	551,874	551,874	5.8%
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	43,371	64,060	60,000	58,391	60,000	60,000	60,000	0.0%
550120	Membership Dues	970	1,172	750	483	750	750	750	0.0%
550220	Insurance Premiums - Auto	4,344	4,574	4,787	4,790	4,790	7,000	7,000	46.1%
530315	Maintenance - Electronics	3,703	5,280	3,985	8,327	3,985	3,195	3,195	-19.8%
550270	Insurance Premiums - Other	1,881	2,107	2,307	2,307	2,307	2,500	2,500	8.4%
550300	Rent of Equipment								
530320	Maintenance - Motor Vehicles	18,021	18,061	12,500	16,871	13,000	13,000	13,000	0.0%
530325	Maintenance - Equipment	4,751	6,198	10,000	8,148	12,000	12,000	12,000	0.0%
530335	Maintenance - Buildings & Grounds	275		3,000	725	2,500	2,500	2,500	0.0%
530355	Maintenance - Miscellaneous			500	-	500	500	500	0.0%
550420	Landline Telephone	13,016	11,236	10,500	11,073	10,500	11,272	11,272	7.4%
550430	Mobile Communications		918	2,160	1,270	2,160	2,882	2,882	33.4%
550450	Internet			768	-	768	2,489	2,489	224.1%
550510	Mileage & Training Expenses	2,752	1,300	2,750	1,865	3,000	3,000	3,000	0.0%
550520	Professional Development			6,000	1,708	6,000	6,000	6,000	0.0%
560110	Material & Supplies	50,442	27,314	47,000	38,134	47,000	47,000	47,000	0.0%
560210	Motor Fuels & Lubricants	22,094	28,442	17,000	24,160	18,000	18,000	18,000	0.0%
560230	Road Materials & Supplies	2,544	10,358	20,000	11,337	20,000	18,000	18,000	-10.0%
560240	Small Tools & Equipment	120	367	1,000	146	1,000	1,000	1,000	0.0%
559300	Contingencies & Reserve			10,000	-	12,700	12,700	170,616	1243.4%
550610	Electricity	89,570	98,463	90,000	105,324	90,000	105,000	105,000	16.7%
570170	Wastewater Treatment	1,637,529	1,612,099	1,721,809	1,854,075	1,822,942	1,676,212	1,676,212	-8.0%
	Total Operating Services	1,895,384	1,891,947	2,026,816	2,149,132	2,133,902	2,005,000	2,162,916	1.4%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 5128

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>FIXED CHARGES</u>								
	590100 Principal Payments	-		105,469	70,963	108,149	75,414	75,414	-30.3%
	590200 Interest on Bonds	44,974	42,108	42,737	42,947	40,060	36,278	36,278	-9.4%
	590300 Other Debt Service Costs								
	589100 Depreciation	317,624	322,995	690,000	-	350,000	350,000	350,000	0.0%
	Total Fixed Assets	362,598	365,104	838,206	113,910	498,209	461,692	461,692	-7.3%
	<u>INTERNAL SERVICES</u>								
	530230 Administrative Service Charges	163,781	158,385	165,825	116,367	163,136	154,240	154,240	-5.5%
	Total Internal Services	163,781	158,385	165,825	116,367	163,136	154,240	154,240	-5.5%
	<u>CAPITAL OUTLAY</u>								
	580800 Water & Sewer Improvements	44,520		129,800	450,483	186,800	336,729	336,729	80.3%
	580100 Vehicles			50,000	54,323	60,000			-100.0%
	580200 Machinery & Tools	(21,283)		60,000	49,034	61,000	150,000	150,000	145.9%
	580500 Technology Equipment								
	599300 Transfer to CIP Fund								
	Total Capital Outlay	23,238	-	239,800	553,840	307,800	486,729	486,729	58.1%
	TOTAL	\$2,866,388	\$2,899,554	\$3,794,366	\$3,427,580	\$3,624,883	\$3,659,535	\$3,817,451	5.3%

**City of Colonial Heights**  
**FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures**

## SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

**FY2025-26**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pump (Reserve)-2</b> <i>Replacement;</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup and/or rebuild pumps for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.	35,000	150	\$ 70,000
<b>Sewer Improvements</b> <i>Miscellaneous emergency water improvements and/or repairs.</i>			\$ 336,729
<b>Pump, By-Pass</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.	80,000	500	\$ 80,000
<b>Total Operating Capital Outlay - FY2025-26 ...</b>		.....	\$ 486,729
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	\$ 650

Fiscal Year:

**FY2026-27**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Pump (Reserve) (2)</b> <i>Replacement;</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup and/or rebuild pumps for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.	35,000	150	\$ 70,000
<b>Sewer Improvements</b> <i>Miscellaneous emergency water improvements and/or repairs.</i>	75,000		\$ 75,000
<b>Pump Motor Rebuild</b> <i>Replacement;</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; Rebuild pump motor for Main Pump Station; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.	35,000	500	\$ 35,000
<b>Total Operating Capital Outlay - FY2026-27 ...</b>		.....	\$ 180,000
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	\$ 650

Fiscal Year:

**FY2027-28**

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Sewer Improvements</b> <i>Miscellaneous emergency water improvements and/or repairs.</i>	75,000		\$ 75,000
<b>Pump (Reserve) (2)</b> <i>Replacement;</i> Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup and/or rebuild pumps for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.	35,000	150	\$ 70,000
<b>Utility Crane Truck</b> <i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#305); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.	80,000	750	\$ 80,000
<b>Total Operating Capital Outlay - FY2027-28 ...</b>		.....	\$ 150,000
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	\$ 900

Fiscal Year:

FY2028-29

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Sewer Improvements</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Miscellaneous emergency water improvements and/or repairs.</i>			
<b>Pump (Reserve) (2)</b>	<b>35,000</b>	<b>150</b>	<b>\$ 70,000</b>
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup and/or rebuild pumps for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
<b>Pump Motor Rebuild</b>	<b>35,000</b>	<b>500</b>	<b>\$ 35,000</b>
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; Rebuild pump motor for Main Pump Station; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
<b>Total Operating Capital Outlay - FY2028-29 ...</b>		.....	<b>\$ 105,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	<b>\$ 650</b>

Fiscal Year:

FY2029-30

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&amp;O Cost</u>	<u>Total Cost</u>
<b>Sewer Improvements</b>	<b>75,000</b>		<b>\$ 75,000</b>
<i>Miscellaneous emergency water improvements and/or repairs.</i>			
<b>Pump (Reserve) (2)</b>	<b>35,000</b>	<b>150</b>	<b>\$ 70,000</b>
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup and/or rebuild pumps for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
<b>Total Operating Capital Outlay - FY2029-30 ...</b>		.....	<b>\$ 70,000</b>
<b>Annual Maintenance &amp; Operations Cost ...</b>		.....	<b>\$ 150</b>



CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
510100	Full-Time Wages	\$120,096	\$176,466	174,846	174,846	180,093	\$179,466	\$175,992	-2.3%
510210	Part-Time Wages		84						
510250	Temporary & Seasonal Help	19,372	3,351						
510300	Overtime	9,699	5,665		479				
510405	Clothing Allowance								
520100	FICA	10,894	13,626	13,376	12,833	13,778	13,730	13,464	-2.3%
520200	VRS	11,172	9,830	51,620	10,477	30,150	6,778	6,778	-77.5%
520250	VRS- Hybrid	4,754	12,560		14,704		22,686	22,686	
520270	ICMA- Defined Contribution	682	1,842		2,148	2,214	3,433	3,433	55.1%
520300	Group Life Insurance	1,547	2,078	2,540	2,343	2,415	2,079	2,079	-13.9%
520400	Health Insurance	19,875	29,690	35,410	33,656	37,225	47,421	47,421	27.4%
520500	Disability Insurance	200	486	604	569	636	717	717	12.7%
520600	Unemployment Insurance	176	147	108	45	52	52	52	0.0%
520450	OPEB	(2,674)	2,377						
	Total Personal Services	195,792	258,201	278,505	252,099	266,563	276,362	272,622	2.3%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 5129

ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Department Request	Manager Proposed	% Chg.
	<u>OPERATING EXPENSES</u>								
530210	Professional & Special Services	402	5,480		1,483				
550120	Membership Dues			5,000	-	5,000	5,000	5,000	0.0%
550130	Subscriptions								
530315	Maintenance - Electronic	4,370	3,300	4,961	2,658	4,961	3,592	3,592	-27.6%
550240	Insurance Premiums - Workman's Comp.	94	100	91	91	91	91	91	0.0%
530320	Maintenance - Motor Vehicles	473	982	5,000	676	7,200	7,200	7,200	0.0%
530325	Maintenance - Equipment	3,500		11,000	5,422	11,000	11,000	11,000	0.0%
550400	Postage	23,307	24,705	31,000	26,862	31,000	31,000	31,000	0.0%
550420	Landline Telephone	3,441	4,036	4,250	2,795	6,837	1,762	1,762	-74.2%
550430	Mobile Communications				1,093		2,807	2,807	
550450	Internet								
550510	Mileage & Training Expenses			1,500	-	1,500	1,500	1,500	0.0%
560110	Material & Supplies	18,017	18,541	20,000	20,723	25,000	25,000	25,000	0.0%
560210	Motor Fuels & Lubricants	2,456	3,428	3,400	2,720	3,400	3,400	3,400	0.0%
559200	Write Off Bad Debts	63,779	8,081						
559300	Contingencies & Reserve			5,000	-	7,001	7,001	7,001	0.0%
550220	Insurance Premiums - Auto	973	1,025	1,072	1,073	1,072	1,072	1,072	0.0%
560260	Water Meters	467	7,421	5,000	6,758	5,000	5,000	5,000	0.0%
	Total Operating Services	121,279	77,099	97,274	72,352	109,062	105,425	105,425	-3.3%
	<u>INTERNAL SERVICES</u>								
589100	Depreciation	4,705	4,705	6,950	-	6,950	6,950	6,950	0.0%
530230	Administrative Service Charges	78,065	84,498	50,250	79,021	87,033	88,024	88,024	1.1%
	Total Internal Services	82,770	89,203	57,200	79,021	93,983	94,974	94,974	1.1%
	<u>CAPITAL OUTLAY</u>								
580100	Vehicles								
580500	Technology Equipment	1,277	25,161	35,000	36,039	50,000	50,000	50,000	0.0%
	Total Capital Outlay	1,277	25,161	35,000	36,039	50,000	50,000	50,000	0.0%
	TOTAL	\$401,118	\$449,664	\$467,979	\$439,511	\$519,608	\$526,761	\$523,021	0.7%

City of Colonial Heights

FY26-FY30 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

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

Fiscal Year:

FY2026-27			
Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (285)	175	-	\$ 50,000
Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.			
Total Operating Capital Outlay - FY2026-27 ...		.....	\$ 50,000

Fiscal Year:

FY2027-28			
Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2027-28 ...		.....	\$ -

Fiscal Year:

FY2028-29			
Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2028-29 ...		.....	\$ -

Fiscal Year:

FY2029-30			
Item	Unit Cost	Annual M&O Cost	Total Cost
	-	-	\$ -
No Capital Needs Currently Identified for this Fiscal Year			
Total Operating Capital Outlay - FY2029-30 ...		.....	\$ -

SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

SCHOOL  
FUND

## CITY OF COLONIAL HEIGHTS 2025-26 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE						ACCOUNT NUMBER		SUMMARY	
ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	Schools Request	2025-26 Approved	% Chg.
	Federal Funds	\$3,189,204	\$6,516,479	\$3,403,716		\$3,714,618	\$3,913,481	\$3,913,481	5.4%
	State Funds	21,559,538	23,186,675	22,537,629		24,835,482	27,601,223	27,601,223	11.1%
	Other Funds	430,487	568,744	368,292		561,299	861,045	861,045	53.4%
	Operating Transfers In City	22,701,856	23,924,437	23,943,013		25,965,051	28,522,911	28,522,911	9.9%
	Fund Balance		3,012,188	4,039,637		3,012,188	4,891,794	4,891,794	62.4%

CITY OF COLONIAL HEIGHTS  
2025-26 BUDGET

## ACCOUNT NAME - SCHOOL FUND EXPENDITURES

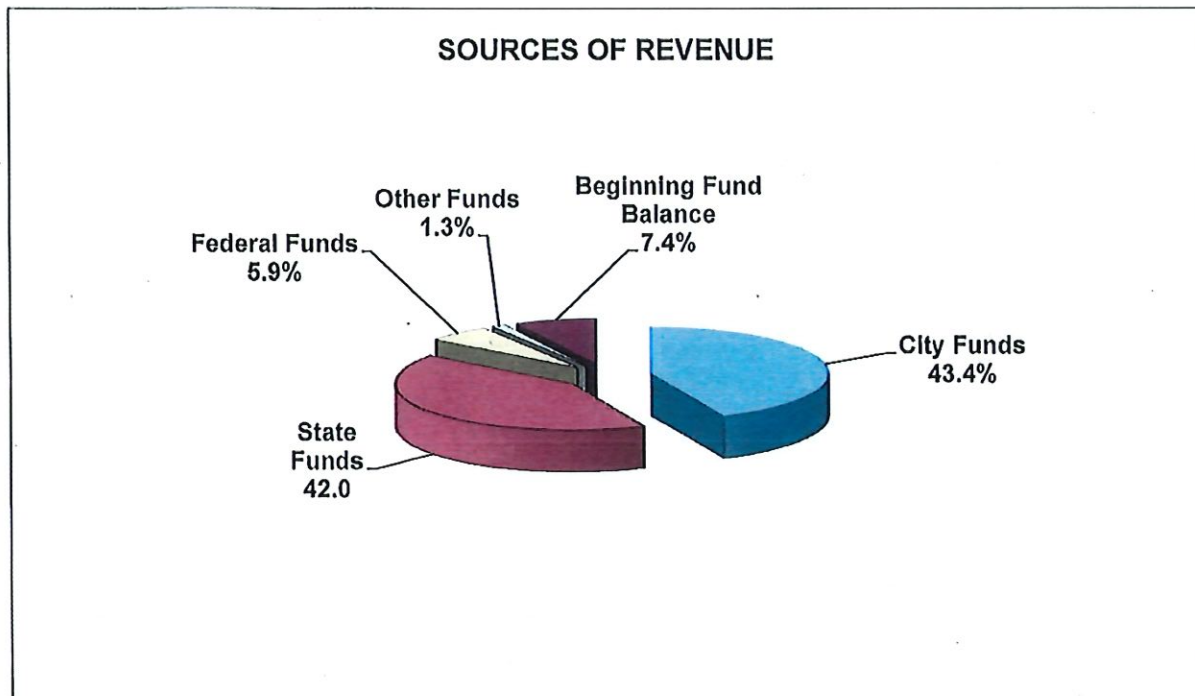
ACCOUNT NUMBER	SUMMARY
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ACCT #	Account Number	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed	2025-26 Approved	% Chg.
	Instruction	\$34,048,819	\$35,907,433	\$41,217,436		\$43,448,314	\$46,834,833	\$46,834,833	7.8%
	Administration, Attendance & Health Services	2,322,853	2,595,523	2,384,407		2,480,874	2,724,311	2,724,311	9.8%
	Transportation	1,563,708	2,241,765	1,859,130		2,139,572	2,914,214	2,914,214	36.2%
	Operation and Maintenance	5,432,120	9,511,870	4,167,048		4,948,070	6,650,159	6,650,160	34.4%
	Food Service	1,445,041	1,878,930	1,801,220		2,081,462	2,262,212	2,262,212	8.7%
	Textbooks								
	Capital Outlay								
	Debt Service	714,025	713,991	714,713		713,657	744,354	744,354	4.3%
	Contingency Fund			1,498,333		898,995	2,453,044	2,453,044	172.9%
	CIP Reserve			650,000		1,377,694	1,207,326	1,207,326	-12.4%
	TOTAL	\$45,526,566	\$52,849,512	\$54,292,287	\$0	\$58,088,638	\$65,790,453	\$65,790,454	13.3%

**Colonial Heights Public Schools**  
**2025-2026**  
**Sources of Revenue**  
*(Board's Proposal)*

*(See Detailed Budget)*

	FY 2026 BUDGET	FY 2025 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$28,522,911	\$25,965,051	2,557,860	9.85%
State Funds	\$27,601,223	\$26,399,652	1,201,571	4.55%
Federal Funds	\$3,913,481	\$3,734,818	178,663	4.78%
Other Funds	\$861,045	\$561,299	299,746	53.40%
Beginning Fund Balance	\$4,891,794	\$4,806,503	85,291	1.77%
	<u>\$65,790,454</u>	<u>\$61,467,323</u>	<u>4,323,131</u>	<u>7.03%</u>



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 2026 included in this financial plan, totals **\$65,790,454**, an increase of **\$4,323,131** or **7.03%** over the approved operating budget for FY 2025. The primary sources of revenue are outlined in the following paragraphs:



**Local** - Colonial Heights Public Schools derives 50.8% 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 \$33,414,705, an increase of \$2,643,151 over the FY 2025 approved budget of \$30,771,553 or 8.6%. (Includes City Basic and Fund Balance Carryover).

**State** - State revenue (including state sales tax) is projected to contribute 42.0% of the funds for FY 2026. 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 2026 is expected to increase \$1,201,571 or 4.55% to \$27,601,223.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2026, included above, is projected to be \$4,160,312, an increase of \$390,731 or 10.4%.

**Federal** - Federal revenue (5.9% 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 (1.3% 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, amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events and E-RATE discounts.



Colonial Heights School Board  
2025-2026  
Sources of Revenue  
(Board's Proposal)

[See Summary](#)

LOCAL FUNDS	Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	27,944,967		27,944,967	30,590,859	25,417,405	5
City Appropriation - Debt Surplus	577,944		577,944		547,646	5
Beginning Fund Balance	4,891,794		4,891,794	0	4,806,503	5
Total Local Funds	33,414,705	0	33,414,705	30,590,859	30,771,553	

OTHER FUNDS

Rental of Facilities	1,000		1,000	1,200	1,000	6
Cafeteria Receipts		116,645	116,645	103,006	122,664	6
Fees from Students	20,000		20,000	22,605	12,000	6
Transportation of Pupils	0		0	0	0	6
Donations & Private Grants	2,000		2,000	1,915	5,000	6
Refunds and Miscellaneous Income	721,400		721,400	353,028	420,635	6
Total Other Funds	744,400	116,645	861,045	481,754	561,299	

FEDERAL FUNDS

Title I, Part A		699,810	699,810	668,011	790,243	7
Title II, Part A		107,712	107,712	83,045	108,717	7
Title III, Part A		22,259	22,259	9,853	16,879	7
Other Funds-One Time Grants Including Cares	0		0	2,298,341	0	7
DMAS - Medicaid	126,000		126,000	132,911	87,030	7
National School Lunch Program		1,439,909	1,439,909	1,406,616	1,343,810	7
National School Breakfast Program		601,082	601,082	517,736	538,857	7
Summer Food Service Program		34,585	34,585	11,158	13,850	7
Special Ed Flow Thru		803,759	803,759	623,637	757,068	7
Flow Thru - Preschool A		16,468	16,468	16,468	16,468	7
Vocational Education - Federal Funds		61,897	61,897	79,974	61,897	7
Total Federal Funds	126,000	3,787,481	3,913,481	5,847,748	3,734,818	

Colonial Heights School Board  
2025-2026  
Sources of Revenue  
(Board's Proposal)

[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	4,160,312		4,160,312	3,711,608	3,769,581	9
Basic Aid - SOQ	10,942,842		10,942,842	9,076,406	10,875,654	9
Foster Care	394		394	16,991	14,160	9
Gifted Education - SOQ	108,769		108,769	89,919	106,285	9
Prevention, Intervention & Remediation - SOQ	2,375,644		2,375,644	367,849	2,297,527	9
Special Education - SOQ	1,543,478		1,543,478	1,432,169	1,508,229	9
Special Education - Regional Tuition	74,676		74,676	71,308	84,665	9
Infrastructure & Operations Per Pupil Fund	706,647		706,647	661,997	750,446	9
Security Equipment Grant	0		0	24,730	0	9
Textbooks	276,479		276,479	216,426	270,165	9
School Food Service		69,991	69,991	49,572	72,060	9
Vocational Education - SOQ	309,041		309,041	268,121	301,983	9
Vocational Education - CATEGORICAL		47,859	47,859	47,859	53,238	9
ISAEP-Vocational Education - CATEGORICAL		8,027	8,027	8,173	8,203	9
Special Education - CAT - Homebound		12,827	12,827	20,026	34,789	9
Soc. Security - INSTRUCTIONAL	642,253		642,253	578,749	627,585	9
Retirement - INSTRUCTIONAL	1,381,189		1,381,189	1,347,145	1,349,646	9
Group Life - INSTRUCTIONAL	39,709		39,709	40,872	38,802	9
Early Reading Intervention	94,096		94,096	96,021	114,441	9
Mentor Teacher	1,467		1,467	1,281	1,281	9
SOL Algebra Readiness	59,736		59,736	46,534	54,699	9
Project Graduation	3,498		3,498	3,343	3,498	9
Technology		180,000	180,000	0	180,000	9
Compensation Supplement	920,432		920,432	1,460,575	438,107	9
At Risk Students	855,538		855,538	1,284,335	839,814	9
Bonus Payment			0	0	0	9
Other Funds-One Time Grants Including Cares			0	155,629	0	9
No Loss Funding			0	0	0	9
Remedial Summer School	90,593		90,593	61,049	45,698	9
School Construction			0	160,038	0	9
Grocery Tax Hold Harmless	624,903		624,903	544,247	600,497	9
Rebenchmarking Hold Harmless			0	474,163	0	9
All In VA Initiative	391,731		391,731	429,020	482,502	9
Virginia Preschool Initiative	619,308		619,308	434,467	613,353	9
K-3 Primary Class Size Reduction	598,895		598,895	507,174	592,654	9
English-as-a-Second-Language	460,889		460,889	172,425	270,088	9
Total State Funds	27,282,519	318,704	27,601,223	23,859,210	26,399,652	
TOTAL BUDGET	61,567,623	4,222,831	65,790,454	60,779,571	61,467,322	



## 2025 - 2026 Budget

### City Funding

Item Description	Prior Year Actual	Current Budget	Recommended
	30,590,859	30,771,553	33,414,705
City Appropriation			27,944,967
City - Debt Surplus			577,944
Beg Fund Balance			4,891,794
			<u>33,414,705</u>

#### City Appropriation:

The City appropriates 50.73% of the top six revenue producers: real estate tax, personal property tax, BPOL tax, sales tax, and food and lodging taxes. The City increased the appropriation by **\$2,557,860 (9.85%)** for FY 2026.

	City Estimated Budget 25-26	City Estimated Budget 24-25	Net Change
Real Property Taxes	26,619,160	23,653,317	2,965,843
Personal Property Taxes	4,083,100	3,879,059	204,041
Food Tax	9,256,923	8,170,927	1,085,996
Lodging Tax	1,482,500	1,500,000	-17,500
Local Sales Tax	9,804,000	9,300,000	504,000
BPOL	3,840,000	3,600,000	240,000
	<u>55,085,683</u>	<u>50,103,303</u>	<u>4,982,380</u>
School Funding Percentage	50.73%	50.73%	50.73%
	<u>27,944,967</u>	<u>25,417,406</u>	<u>2,527,561</u>
Debt Surplus	1,139,254	1,079,530	59,724
	<u>1,139,254</u>	<u>1,079,530</u>	<u>59,724</u>
School Funding Percentage	50.73%	50.73%	50.73%
	<u>577,944</u>	<u>547,646</u>	<u>30,298</u>
Total (Rounding)	<u>28,522,911</u>	<u>25,965,051</u>	<u>2,557,860</u>

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

#### Beginning Fund Balance:

As per City code (Section 6.18), the unexpended and unencumbered fund balance of the School Board at the end of a fiscal year shall remain to the credit of the Board and the amount shall be included in the school budget of the ensuing year as an estimated receipt. The unspent funds from 2023-2024 of **\$4,891,794** are included as a source of funds for the 2025-2026 budget. This amount is an increase of **\$85,291** than the 2024-2025 beginning fund balance of **\$4,806,503**.

**Other Funding**

Item Description	Narrative	Prior Year Actual	Current Budget	Recommended
Rent	School facilities are rented to the community at a rate established by the Board. Dance studios, civic, religious and cultural groups rent the auditorium and various groups rent the gymnasium for athletic events.	\$1,200	\$1,000	\$1,000
Cafeteria Receipts	Food Service Income for all schools	\$103,006	\$122,664	\$116,645
Fees from Students	Fees from students are received from the following: lost or damaged books, drivers education & non-resident student tuition.	\$22,605	\$12,000	\$20,000
Transportation of Pupils	Bus transportation is provided and charged on <u>unbudgeted</u> field trips and Recreation Department use.	\$0	\$0	\$0
Donations & Private Grants		\$1,915	\$5,000	\$2,000
Refunds & Misc Income	Insurance dividends, payment for damages to property, revenue from unanticipated sources, E-rate reimbursement and reimbursement of staff working athletic events.	\$353,028	\$420,635	\$721,400
	Returned item refunds			\$3,000
	Reimbursement Project Search			\$73,040
	Athletic staff payment reimbursements			\$20,000
	E-Rate Reimb.Telecommunications/Internet			\$610,360
	Insurance dividends			\$15,000

2025 - 2026 Budget

Item Description	Narrative	Prior Year Actual	Current Budget	Recommended
Other Funds-One Time Grants Including Cares	Federal Impact Aid is received from the federal government for costs incurred by districts for enrolling military and other federal installation students.	\$2,298,341	\$0	\$0
DMAS - Medicaid	Medicaid funds are received for reimbursable expenditures of allowable medical, speech, nursing and psychological services.	\$132,911	\$87,030	\$126,000
Vocational Education - Federal Funds		\$79,974	\$61,897	\$61,897
Flow Thru - Preschool A		\$16,468	\$16,468	\$16,468
Special Ed Flow Thru		\$623,637	\$757,068	\$803,759
	Teachers			\$248,242
	Support Services Spec			\$107,909
	Paraprofessionals			\$96,734
	Social Security			\$41,857
	Health Insurance			\$117,461
	Retirement & Group Life			\$97,284
	Occupational Therapy			\$94,271
	Contracted Therapy			\$0
	Contracted Transp Serv.			\$0
Title I, Part A		\$668,011	\$790,243	\$699,810
	Salaries			\$594,167
	Social Security			\$0
	Health Insurance			\$0
	VRS			\$105,643
	Supplies (Title IV)			
Title II, Part A		\$83,045	\$108,717	\$107,712
Title III, Part A		\$9,853	\$16,879	\$22,259
National School Lunch Program	Claims for free and reduced meals	\$1,406,616	\$1,343,810	\$1,439,909
National School Breakfast Program	Claims for free and reduced meals	\$517,736	\$538,857	\$601,082
Summer Food Service Program	Claims for free and reduced meals	\$11,158	\$13,850	\$34,585

## 2025 - 2026 Budget

### State Funds:

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

For FY 2025-2026, the composite index for Colonial Heights is \$.4026. This means that for every dollar of cost to provide the minimum standards of quality, the locality must pay \$.4026 and the state pays \$.5974. The state is providing 42.0% of the total funds requested in the budget.

Average daily membership affects the amount of state revenue. We are projecting 2,890 students for 2025-2026.



## STATE REVENUE SUMMARY

## STATE FUNDING

## Standards of Quality Programs

Basic Aid (State Share)	10,942,842
Sales Tax	4,160,312
Textbooks	276,479
VocEd-SOQ	309,041
SpecEd-SOQ	1,543,478
GiftedEd-SOQ	108,769
Prev., Inter. & RemedEd-SOQ	2,375,644
Retirement-Instructional	1,381,189
Social Security-Instructional	642,253
Group Life-Instructional	39,709
ESL	460,888
Remedial Summer School	90,593
	<u>22,331,197</u>

## Incentive Programs

	0
School Meals Expansion	13,593
Virginia Preschool Initiative	619,308
Compensation Supplement	920,432
Technology	180,000
Supplemental GF Payment in Lieu	624,903
	<u>2,358,236</u>

## Categorical Programs

School Lunch	14,823
SpecEd-Cat (Homebound)	12,827
	<u>27,650</u>

## Lottery Funded Programs

Foster Care	394
At Risk	855,538
Early Reading Intervention	94,096
Mentor Teacher Program	1,467
K-3 Initiative	598,895
School Breakfast	41,575
SOL Algebra Readiness	59,736
Project Graduation	3,498
VOC Ed-Cat (ISAEP)	8,027
Spec. Ed. Regional Tuition	74,676
VOC Ed-Cat	47,859
Infrastructure & Operations Per Pupil Fun	706,647
	<u>2,492,408</u>

Actual State Revenue Expected 27,209,492

ALL IN VA Deferral 391,731

Projected 25-26 **2,890**

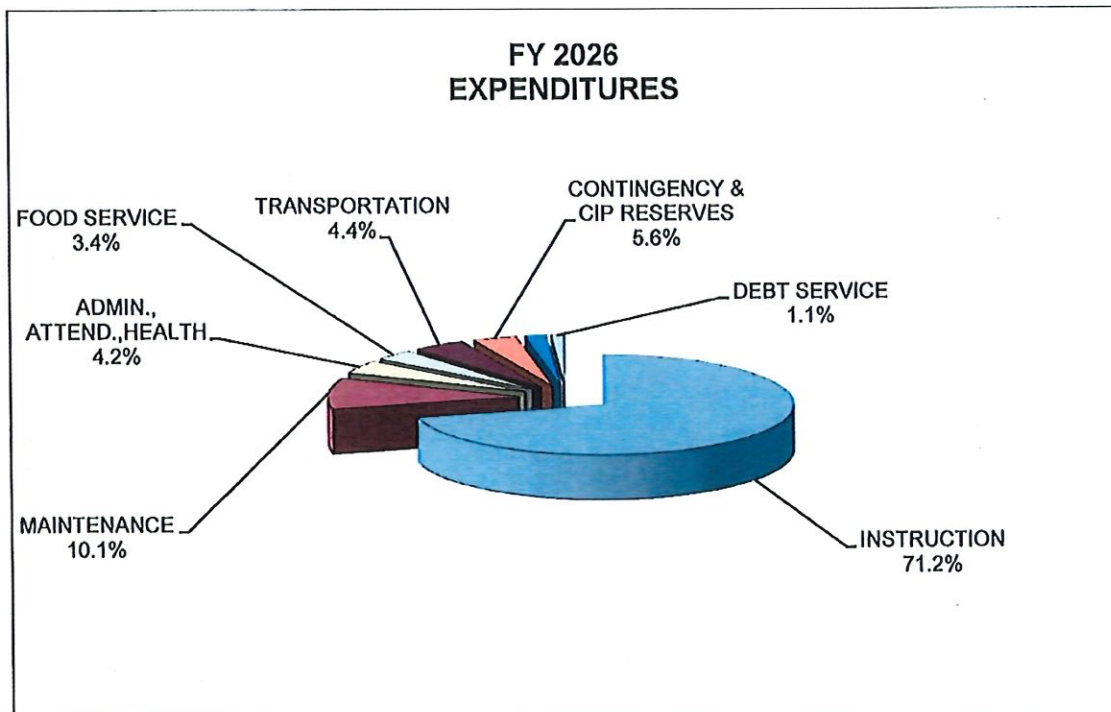
## Actual:

March 2024 2,803  
 March 2023 2,755  
 Sept 2023 2,829

**COLONIAL HEIGHTS PUBLIC SCHOOLS**  
**EXPENDITURES 2025-2026**  
*(Board's Proposal)*

[Details](#)

	FY2026 BUDGET	FY 2025 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$46,834,833	44,037,984	2,796,849	6.35%
MAINTENANCE	6,650,159	5,523,729	1,126,430	20.39%
ADMIN., ATTEND., HEALTH	2,724,311	2,520,246	204,065	8.10%
FOOD SERVICE	2,262,212	2,091,241	170,971	8.18%
TRANSPORTATION	2,914,214	2,278,804	635,410	27.88%
CONTINGENCY RESERVE	2,453,044	2,923,970	(470,926)	-16.11%
CIP RESERVE	1,207,326	1,377,691	(170,365)	-12.37%
DEBT SERVICE	744,354	713,657	30,697	4.30%
	<u>\$65,790,454</u>	<u>61,467,323</u>	<u>4,323,131</u>	<u>7.03%</u>



**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  
2025-2026  
FUNCTION & LINE ITEM EXPENDITURES  
(Board'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	1,072,740		1,072,740	899,173	1,018,177	15
TESTING	52,750		52,750	29,701	51,000	18
STAFF DEVELOPMENT	75,000		75,000	24,812	94,000	18
TUITION- ALL PROGRAMS	521,497		521,497	512,492	536,910	18
TRAVEL- MILEAGE, LODGING, MEALS	36,600		36,600	15,723	36,600	18-25
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	5,810	6,000	18
ALL IN VIRGINIA	391,731		391,731	429,020	482,502	17
EDUC. SUPPLIES - SAO INSTRUCTION	91,500		91,500	39,503	96,000	18
TEXTBOOKS	170,473		170,473	135,392	734,799	18
GIFTED EDUC. EXPENDITURES	9,000		9,000	7,340	9,100	18
ADULT EDUCATION	3,320		3,320	4,910	3,320	18
<b>INSTRUCTIONAL SECONDARY</b>						
PRINCIPAL- SEC.	244,406		244,406	232,868	234,814	15
ASSIST. PRINCIPAL- SEC.	497,667		497,667	359,891	474,531	15
LIBRARIAN- SEC.	137,768		137,768	135,254	140,404	15
GUIDANCE COUN.-SEC.	524,821		524,821	452,716	573,726	15
TEACHER- SEC.- REGULAR	5,687,756		5,687,756	5,641,084	5,498,310	15
PARAPROFESSIONAL- SEC.	352,726		352,726	333,714	341,923	15
TEACHER- SEC.- SP ED	1,912,675		1,912,675	1,434,531	1,924,477	15
PARAPROFES: SP ED- SEC.	641,012		641,012	423,330	635,134	15
TEACHER- SEC.- VOC ED	1,161,935		1,161,935	832,084	1,089,277	15
PARAPROFES: VOC ED	0		0	34,399	0	15
TEACHER-SEC.- GIFTED	213,500		213,500	193,351	205,366	15
TEACHER: SUBSTITUTE- SEC.	475,000		475,000	403,960	207,700	15
OFFICE SUPPLIES- MID SCH	14,060		14,060	6,816	10,200	23
LIBRARY SUPPLIES- MID SCH	24,605		24,605	18,768	21,760	23
EDUC. SUPPLIES- MID SCH	105,450		105,450	87,033	91,800	23
VOC. SUPPLIES- MID SCH	17,000		17,000	19,597	12,000	23
COPIER COSTS & PAPER - MID SCH	41,528		41,528	31,186	40,660	23
ATHLETICS - MID SCH	23,000		23,000	8,507	24,000	23
BAND	15,000		15,000	14,427	15,000	23
OFFICE SUPPLIES- SR HI	17,700		17,700	12,228	13,665	24
LIBRARY SUPPLIES- SR HI	30,975		30,975	19,458	29,152	24
EDUC. SUPPLIES- SR HI	167,350		167,350	142,516	175,085	24
VOC. SUPPLIES- SR HI	41,114	55,886	97,000	61,945	92,210	24
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		61,897	61,897	79,758	61,897	17
COPIER COSTS & PAPER - SR HI	53,462		53,462	42,344	58,676	24
COPIER & PAPER COSTS - CAREER & TECH CENTER	12,900		12,900	5,803	8,997	24
ATHLETICS - SR HI	22,500		22,500	60,422	0	24
BAND - CLINICIANS	40,595		40,595	32,450	38,445	24
BAND - MUSIC, EQUIPMENT, SUPPLIES	36,000		36,000	30,357	36,000	24
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	4,000	24
<b>INSTRUCTIONAL ELEMENTARY</b>						
PRINCIPAL- ELEM.	340,276		340,276	324,201	327,158	15
LIBRARIAN- ELEM.	205,494		205,494	189,647	197,786	15
ASSIST. PRINCIPAL- ELEM.	266,813		266,813	234,164	256,538	15
GUIDANCE COUN.-ELEM.	373,795		373,795	292,193	290,541	15
TEACHER- ELEM.- REGULAR	6,758,499		6,758,499	5,648,534	6,580,719	15
PARAPROFESSIONAL- ELEM.	726,873		726,873	372,035	714,437	15
TEACHER- ELEM.- SP ED	1,748,273		1,748,273	1,459,283	1,494,894	15
PARAPROFES: SP ED- ELEM.	692,602		692,602	684,742	628,542	15
TEACHER- ELEM.- GIFTED	123,306		123,306	134,720	139,126	15
TEACHER- PRESCHOOL- SP ED	276,077		276,077	138,045	202,545	15
TEACHER: SUBSTITUTE- ELEM.	197,000		197,000	239,019	187,600	15
OFFICE SUPPLIES- NORTH	5,920		5,920	835	4,755	21
LIBRARY SUPPLIES- NORTH	10,360		10,360	6,061	10,144	21
EDUC. SUPPLIES- NORTH	50,400		50,400	29,038	42,795	21
COPIER COSTS & PAPER- NORTH	25,429		25,429	22,671	19,920	21
OFFICE SUPPLIES- LAKEVIEW	7,860		7,860	5,858	5,895	20
LIBRARY SUPPLIES- LAKEVIEW	13,755		13,755	135	12,576	20
EDUC. SUPPLIES- LAKEVIEW	58,950		58,950	53,083	53,055	20
COPIER COSTS & PAPER - LAKEVIEW	23,085		23,085	21,480	25,786	20
OFFICE SUPPLIES- TUSSING	12,240		12,240	2,220	8,595	22



## INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget		Current Year Budget	Page Number
LIBRARY SUPPLIES- TUSSING	21,420		21,420	4,556	20,055	22
EDUC. SUPPLIES- TUSSING	96,800		96,800	110,804	77,355	22
COPIER COSTS & PAPER - TUSSING	31,229		31,229	33,937	36,428	22
<b>OFFICE OF SUPPORT SERVICES</b>						
SCHOOL SOCIAL WORKER	180,731		180,731	158,926	171,440	15
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	18,000		18,000	24,194	15,000	25
SPECIAL Ed FLOW THRU TEACHER		248,242	248,242	264,622	239,490	15
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		107,909	107,909	0	98,839	15
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		96,734	96,734	88,303	93,248	15
SPECIAL Ed FLOW THRU SOCIAL SECURITY		41,857	41,857	6,699	39,944	15
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		97,284	97,284	84,728	92,838	15
SPECIAL Ed FLOW THRU HOSPITAL PLANS		117,461	117,461	73,025	102,140	15
SPECIAL Ed FLOW THRU SUPPLIES		0	0	123,443	0	25
PRESCHOOL A CONTRACTUAL SERVICES		16,468	16,468	16,468	16,468	25
SECRETARY OSS	56,109		56,109	40,773	128,687	15
OSS NON GRANT SUPPLIES	1,206,177		1,206,177	1,021,089	921,032	25
COPIER & PAPER COSTS - OSS	9,524		9,524	11,870	7,563	25
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY SALARIES	844,500		844,500	645,365	795,502	15
PARAPROFES: TECHNOLOGY	0		0	0	0	15
TECHNOLOGY EXPENDITURES- MAJOR (> \$5,000)	626,836		626,836	132,133	339,814	19
TECHNOLOGY EXPENDITURES- MINOR (< \$5,000)	630,941		630,941	665,512	666,880	19
SOL TECHNOLOGY INITIATIVE	36,000	180,000	216,000	206,849	216,000	19
<b>INSTRUCTIONAL SUPPORT</b>						
SCHOOL SECRETARIES & BOOKKEEPERS	778,180		778,180	744,733	762,491	15
SECRETARY FOR DIRECTORS	43,429		43,429	40,188	41,723	15
SUBSTITUTE SECRETARIES	52,000		52,000	51,243	30,000	15
<b>EMPLOYEE BENEFITS</b>						
RETIREMENT - SICK LEAVE PAYOUT	70,000		70,000	55,484	68,935	17
SOCIAL SECURITY	2,145,645		2,145,645	1,716,264	1,901,216	16
RETIREMENT & GROUP LIFE	4,578,364		4,578,364	4,191,284	4,400,520	16
MEDICAL AND DENTAL PLANS	4,839,673		4,839,673	3,356,266	4,096,407	16
UNEMPLOYMENT INSURANCE VEC	7,650		7,650	4,600	9,257	17
WORKER'S COMPENSATION INSURANCE - INSTRUCTI	97,758		97,758	75,387	102,167	17
<b>PROGRAM SUPPORT</b>						
EXTRA DUTY SUPPLEMENTS	494,278		494,278	434,914	444,294	15
RESOURCE OFFICERS	601,728		601,728	438,583	444,000	17
TEACHER- HOMEBOUND	87,173	12,827	100,000	68,505	100,000	15
TEACHER - SUM. SCH	137,000		137,000	118,134	45,698	15
SUBSTITUTE AIDES	136,250		136,250	136,251	100,000	15
<b>INSTRUCTIONAL CAPITAL</b>						
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	276,977		276,977	87,393	155,812	20-24
INSTRUCTION CAPITAL EXPENDITURES- MINOR	0		0	0	0	20-24
<b>EVERY STUDENT SUCCEEDS ACT</b>						
TITLE I TEACHER		559,409	559,409	513,085	538,339	15
TITLE I PARAPROFESSIONAL		34,757	34,757	28,573	33,393	15
TITLE I - SOCIAL SECURITY		0	0	38,889	43,737	16
TITLE I - RETIREMENT & GROUP LIFE		105,643	105,643	103,099	101,654	16
TITLE I - MEDICAL & DENTAL		0	0	76,974	73,120	16
TITLE I - SUPPLIES		0	0	25,252	0	17
TITLE II STAFF DEV.		107,712	107,712	83,045	108,717	17
TITLE III, PART A		22,259	22,259	9,853	16,879	17
<b>SUB TOTAL INSTRUCTION</b>	<b>44,968,485</b>	<b>1,866,347</b>	<b>46,834,832</b>	<b>39,223,938</b>	<b>44,037,984</b>	



ADMINISTRATION, ATTENDANCE, & 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	16
SUPERINTENDENT	183,040		183,040	251,733	166,070	15
ADMINISTRATIVE STAFF	350,641		350,641	249,053	261,429	16
BUSINESS OFFICE STAFF	446,587		446,587	453,097	519,295	16
<b>HEALTH SERVICES</b>						
NURSE	295,345		295,345	277,916	283,747	15
PSYCHOLOGIST	169,242		169,242	121,843	151,353	16
OCCUPATIONAL THERAPIST, FLOW THRU		94,271	94,271	88,608	90,669	15
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	112,773		112,773	100,430	106,213	16
RETIREMENT & GROUP LIFE	244,585		244,585	233,243	231,445	16
MEDICAL & DENTAL	200,655		200,655	189,243	165,600	16
UNEMPLOYMENT INSURANCE	596		596	241	721	17
WORKER'S COMPENSATION INSURANCE	7,201		7,201	5,543	7,526	17
<b>CONTRACTED SERVICES</b>						
ATTORNEY FEES	100,000		100,000	91,476	63,165	17
CONSULTANT FEES	24,000		24,000	311,621	28,200	17
SCHOOL ACTIVITY FUND AUDIT EXPENSES	7,300		7,300	6,200	5,600	17
GENERAL INSURANCE	94,044		94,044	80,928	101,420	17
BANK SERVICE CHARGES	15,300		15,300	8,550	15,300	17
COMPUTER SERVICES	149,931		149,931	95,294	121,543	17
BACKGROUND CHECKS & DRUG TESTS	18,000		18,000	13,051	13,000	17
CONTRACTED THERAPY, FLOW THRU		0	0	0	0	17
<b>OPERATIONAL COSTS</b>						
POSTAGE	7,000		7,000	6,690	3,300	17
TRAVEL, MILEAGE, LODGING, MEALS	25,000		25,000	14,205	25,000	17
ASSOCIATION DUES	30,700		30,700	19,309	30,700	17,24,25
COMMUNITY RELATIONS	30,000		30,000	9,818	11,300	17
OFFICE SUPPLIES	42,800		42,800	32,698	38,800	17
COPIER & PAPER COSTS - SAO	11,000		11,000	10,806	14,650	17
NURSING SUPPLIES	35,000		35,000	26,952	35,000	26
<b>SUB TOTAL ADMINISTRATION</b>	<b>2,630,040</b>	<b>94,271</b>	<b>2,724,311</b>	<b>2,727,846</b>	<b>2,520,246</b>	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>TRANSPORTATION STAFF</b>						
BUS COORDINATOR	95,475		95,475	81,987	91,729	16
BUS DRIVERS	983,513		983,513	659,872	863,730	16
BUS SECRETARY	121,860		121,860	89,396	50,947	16
BUS PARAPROFESSIONAL	65,000		65,000	87,350	101,765	16
SUBSTITUTES AND EXTRA TRIPS	260,000		260,000	243,756	254,997	16
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	115,197		115,197	88,017	100,166	16
RETIREMENT & GROUP LIFE	108,780		108,780	75,058	85,385	16
MEDICAL & DENTAL	176,414		176,414	157,188	149,462	16
WORKER'S COMPENSATION INSURANCE	14,403		14,403	11,086	15,051	17
<b>CONTRACTED SERVICES</b>						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	17
PAYMENTS TO PARENTS & PRIVATE VENDORS	2,000		2,000	3,876	30,000	26
<b>OPERATIONAL COSTS</b>						
BUS INSURANCE	32,436		32,436	34,103	34,980	17
CAPITAL OUTLAY - MAJOR	553,700		553,700	679,002	180,000	26
FUEL AND SUPPLIES	405,436		405,436	318,728	314,600	26
<b>SUB TOTAL TRANSPORTATION</b>	<b>2,914,214</b>	<b>0</b>	<b>2,914,214</b>	<b>2,529,419</b>	<b>2,278,804</b>	



OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>MAINTENANCE STAFF</b>						
DIRECTOR	211,816		211,816	104,348	113,280	16
CUSTODIANS - FULL TIME	958,361		958,361	798,837	940,562	16
MAINTENANCE WORKERS - FULL TIME	718,913		718,913	619,297	692,143	16
CUSTODIANS - PART & OVERTIME	100,000		100,000	124,662	65,000	16
MAINTENANCE WORKERS: PART & OVERTIME	100,000		100,000	89,676	100,000	16
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY	159,815		159,815	131,658	139,790	16
RETIREMENT & GROUP LIFE	155,962		155,962	127,276	143,589	16
MEDICAL & DENTAL	412,084		412,084	298,798	353,738	16
UNEMPLOYMENT INSURANCE	1,689		1,689	523	2,044	17
WORKER'S COMPENSATION INSURANCE	23,045		23,045	17,738	24,082	17
<b>UTILITIES</b>						
ELECTRICAL SERVICE	760,000		760,000	780,225	740,000	27
FUEL FOR UTILITIES	87,000		87,000	53,700	87,000	27
WATER, SEWAGE, REFUSE	75,000		75,000	61,901	75,000	27
TELEPHONE & INTERNET SERVICE	249,000		249,000	220,295	235,600	17, 19
<b>OPERATIONAL COSTS</b>						
CAPITAL EXPENDITURES- MAJOR	1,732,025		1,732,025	6,334,250	1,055,900	27
CAPITAL EXPENDITURES- MINOR	15,200		15,200	3,425	15,200	27
MAINTENANCE SERVICES	450,000		450,000	498,655	300,000	27
OFFICE SUPPLIES	2,000		2,000	2,000	2,000	27
MAINTENANCE SUPPLIES	360,000		360,000	320,600	360,000	27
OPERATION OF VEHICLES	74,500		74,500	71,411	74,500	27
COPIER & PAPER COSTS - OPERATION & MAINTENANCE	3,750		3,750	3,450	4,300	27
<b>SUB TOTAL OPERATIONS</b>	<b>6,650,159</b>	<b>0</b>	<b>6,650,159</b>	<b>10,660,724</b>	<b>5,523,729</b>	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<b>FOOD SERVICE STAFF</b>						
COORDINATOR		97,035	97,035	81,987	93,227	16
SECRETARY		59,438	59,438	54,085	55,201	16
FULL TIME WORKERS		166,364	166,364	155,739	159,831	16
PART TIME WORKERS		551,023	551,023	383,147	504,749	16
<b>EMPLOYEE BENEFITS</b>						
SOCIAL SECURITY		66,850	66,850	55,573	62,195	16
RETIREMENT & GROUP LIFE		58,105	58,105	50,244	55,705	16
MEDICAL & DENTAL		132,465	132,465	73,032	113,862	16
WORKERS' COMP: OTHER		1,622	1,622	1,109	1,687	17
<b>OPERATIONAL COSTS</b>						
FOOD SERVICE BANK CHARGES-OTHER		2,000	2,000	2,510	3,718	28
CAPITAL OUTLAY - MAJOR		9,150	9,150	0	6,200	28
CAPITAL OUTLAY - MINOR		0	0	0	0	28
FOOD		1,010,063	1,010,063	1,062,201	902,960	28
SUPPLIES		108,095	108,095	143,049	131,905	28
CONTRACTUAL SERVICES		0	0	1,920	0	28
<b>SUB TOTAL FOOD SERVICE</b>	<b>0</b>	<b>2,262,212</b>	<b>2,262,212</b>	<b>2,064,595</b>	<b>2,091,241</b>	

DEBT SERVICE & FUND TRANSFERS

DEBT SERVICE TO CITY	744,354		744,354	714,708	713,657	17
TRANSFER TO CITY		0	0		0	17
<b>SUB TOTAL DEBT SERVICE</b>	<b>744,354</b>	<b>0</b>	<b>744,354</b>	<b>714,708</b>	<b>713,657</b>	

CONTINGENCY RESERVE

3.73%						
CONTINGENCY RESERVE	2,453,044		2,453,044	0	2,923,970	17
CIP RESERVE	1,207,326		1,207,326	0	1,377,691	17

TOTAL EXPENDITURE BUDGET

61,567,623	4,222,831	65,790,454	57,921,231	61,467,323
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<b>Budgeted Salary &amp; Benefits</b>	<b>2025-2026</b>
SUPERVISORS	\$ 1,072,740
INFORMATION TECHNOLOGY SALARIES	\$ 844,500
SCHOOL SOCIAL WORKER	\$ 180,731
ATTENDANCE OFFICER	\$ 106,909
SECRETARY FOR SCHOOL	\$ 778,180
SUBSTITUTE AIDE (PARAPROF.)	\$ 136,250
SUBSTITUTE SECRETARY	\$ 52,000
LIBRARIAN- ELEM.	\$ 205,494
GUIDANCE COUN.-ELEM.	\$ 373,795
PRINCIPAL- ELEM.	\$ 340,276
ASSIST. PRINCIPAL- ELEM.	\$ 266,813
LIBRARIAN- SEC.	\$ 137,758
GUIDANCE COUN.-SEC.	\$ 524,821
PRINCIPAL- SEC.	\$ 244,406
ASSIST. PRINCIPAL- SEC.	\$ 497,667
SECRETARY FOR DIRECTORS	\$ 43,429
PARAPROFES: TECHNOLOGY	\$ -
TEACHER- ELEM.- REGULAR	\$ 6,758,499
PARAPROFESSIONAL- ELEM.	\$ 726,873
TEACHER: SUBSTITUTE- ELEM.	\$ 197,000
TEACHER- SEC.- REGULAR	\$ 5,580,847
EXTRA DUTY SUPPLEMENTS	\$ 494,278
PARAPROFESSIONAL- SEC.	\$ 352,726
TEACHER: SUBSTITUTE- SEC.	\$ 475,000
TEACHER- HOMEBOUND	\$ 100,000
TEACHER- ELEM.- SP ED	\$ 1,748,273
PARAPROFES: SP ED- ELEM.	\$ 692,602
TEACHER- SEC.- SP ED	\$ 1,912,675
PARAPROFES: SP ED- SEC.	\$ 641,012
TEACHER - FLOW THRU	\$ 248,242
FLOW THRU SUPP SERV SPEC	\$ 107,909
PARAPROFES: FLOW THRU	\$ 96,734
SECRETARY OSS & CENTRAL REGIST.	\$ 56,109
TEACHER- PRESCHOOL- SP ED	\$ 276,077
TEACHER- SEC.- VOC ED	\$ 1,161,935
PARAPROFES: VOC ED	\$ -
TEACHERS-GIFTED ELEM.	\$ 123,306
TEACHERS-GIFTED SEC	\$ 213,500
TITLE I TEACHER	\$ 559,409
TITLE I PARAPROFES	\$ 34,757
TEACHER - SUM. SCH	\$ 137,000
TEACHER- ADULT- PARTTIME	\$ -
BOARD MEMBERS	\$ 29,300
ADMINISTRATIVE STAFF	\$ 350,641
SUPERINTENDENT	\$ 183,040
BUSINESS OFFICE STAFF	\$ 446,587
NURSE	\$ 295,345
PSYCHOLOGIST	\$ 169,242
OCCUPATIONAL THERAPIST, FLOW THRU	\$ 94,271



<b>Budgeted Salary &amp; Benefits</b>	<b>2025-2026</b>
BUS DRIVER	\$ 963,513
BUS COORDINATOR	\$ 95,475
BUS SECRETARY	\$ 121,860
BUS PARAPROFESSIONAL	\$ 65,000
SUBS & EXTRA TRIPS	\$ 260,000
CUSTODIANS - FULL TIME	\$ 958,361
MAINTENANCE WORKERS - FULL TIME	\$ 718,913
DIRECTOR	\$ 211,816
CUSTODIANS - PART & OVERTIME	\$ 100,000
MAINTENANCE - PART & OVERTIME	\$ 100,000
FOOD - SECRETARY: OTHER	\$ 59,438
FOOD - FULL TIME WORKERS: OTHER	\$ 166,364
FOOD - DIRECTOR: OTHER	\$ 97,035
FOOD - PART TIME WORKERS	\$ 551,023
	<u>\$ 34,537,757</u>

#### **Social Security**

SOCIAL SECURITY - INSTRUCTION	\$ 2,145,645
SOCIAL SECURITY - FLOW THRU	\$ 41,857
SOCIAL SECURITY - TITLE I	\$ -
SOCIAL SECURITY - ADMINISTRATION	\$ 112,773
SOCIAL SECURITY - TRANSPORTATION	\$ 115,197
SOCIAL SECURITY - MAINTENANCE	\$ 159,815
SOCIAL SECURITY - FOOD SERV. OTHER	\$ 24,697
SOCIAL SECURITY - FOOD - PART TIME	\$ 42,153
	<u>\$ 2,642,138</u>

#### **Medical/Dental**

HOSPITAL PLANS - INSTRUCTION	\$ 4,839,673
HOSPITAL PLANS - FLOW THRU	\$ 117,461
HOSPITAL PLANS - TITLE I	\$ -
HOSPITAL PLANS - ADMINISTRATION	\$ 200,655
HOSPITAL PLANS - TRANSPORTATION	\$ 176,414
HOSPITAL PLANS - MAINTENANCE	\$ 412,084
HOSPITAL PLANS - FOOD SERV. OTHER	\$ 132,465
HOSPITAL PLANS - FOOD - PART TIME	\$ -
	<u>\$ 5,878,752</u>

#### **VRS**

RETIRE. & GROUP LIFE - INSTRUCTION	\$ 4,578,364
RETIRE. & GROUP LIFE - FLOW THRU	\$ 97,284
RETIRE. & GROUP LIFE - TITLE I	\$ 105,643
RETIRE. & GROUP LIFE - ADMINISTRATION	\$ 244,585
RETIRE. & GROUP LIFE - TRANSPORT.	\$ 108,780
RETIRE. & GROUP LIFE - MAINTENANCE	\$ 155,962
RETIRE. & GL - FOOD SERV. OTHER	\$ 58,105
RETIRE. & GL - FOOD - PART TIME	\$ -
	<u>\$ 5,348,724</u>

2025-2026 Budget  
Summary of Requests  
**SCHOOL ADMINISTRATION OFFICE**

Item Description	Amount
Association Dues	\$24,700
Attorney Fees	\$100,000
Audit Expenses	\$7,300
Bank Service Charge	\$15,300
Career & Tech Programs - Federal Funds	\$61,897
CIP Reserve	\$1,207,326
Community Relations	\$30,000
Computer Services	\$149,931
Consultant Fees Benefit Expenses	\$24,000
Contingency Reserve	\$2,453,044
Contracted Services Background & Drug Test	\$18,000
Contracted Therapy, Flow Thru	\$0
Contracted Transportation, Spec ED Flow Thru	\$0
Copier Costs	\$7,500
Debt Services	\$744,354
General Insurance Administration	\$94,044
General Insurance Transportation	\$32,436
Office Supplies SAO Administration	\$42,800
Paper Costs	\$3,500
Postage	\$7,000
Resource Officers	\$601,728
Sick Leave Payouts	\$70,000
Title I Supplies	\$0
Title II Staff Development	\$107,712
Title III Staff Development	\$22,259
Transfer to City	\$0
Travel-Mileage & Lodging	\$25,000
Unemployment Insurance	\$9,935
Workmans Compensation	\$144,029
Telephone	\$40,000
All in VA Deferred FY25	\$391,731
<b>Amount Requested</b>	<b><u>\$6,435,526</u></b>

2025-2026 Budget  
Summary of Requests  
**INSTRUCTIONAL SERVICES**

Item Description	Amount
Adult Educational Supplies	\$0
Educational Supplies	\$91,500
Gifted Educational Supplies	\$9,000
Office Supplies	\$6,000
Professional Development	\$75,000
Textbook	\$170,473
Testing	\$52,750
Travel-Mileage	\$25,000
Tuition Paid to Other Divisions	\$3,320
Tuition Paid to Joint Operators	\$521,497
<b>Amount Requested</b>	<b><u>\$954,540</u></b>



2025-2026 Budget  
Summary of Requests  
**INFORMATION TECHNOLOGY**

Item Description	Amount
Technology & Printer Supplies	\$96,175
Staff Development	\$0
Software & Licensing	\$534,766
VPSA	\$216,000
Laptop Lease	\$108,765
E-Rate Category 1 Internet Services	\$209,000
E-Rate Category 2 Projects Non-Capital (Minor)	\$509,071
Capital Major (>\$5000)	\$9,000
<b>Amount Requested</b>	<b><u>\$1,682,777</u></b>

2025-2026 Budget  
Summary of Requests  
**LAKEVIEW ELEMENTARY SCHOOL**

Item Description	Amount
Educational Supplies	\$58,950
Office Supplies	\$7,860
Library/Media Center	\$13,755
Paper Costs	\$9,825
Copier Costs	\$13,260
Travel	\$750
Instructional Capital Major (>\$5000)	\$41,000
<b>Amount Requested</b>	<b>\$145,400</b>

2025-2026 Budget  
Summary of Requests  
**NORTH ELEMENTARY SCHOOL**

Item Description	Amount
Educational Supplies	\$50,400
Office Supplies	\$5,920
Library/Media Center	\$10,360
Paper Cost	\$9,500
Copier Cost	\$15,929
Travel-Mileage	\$600
Instructional Capital Major (>\$5000)	\$9,500
<b>Amount Requested</b>	<b>\$102,209</b>

2025-2026 Budget  
Summary of Requests  
**TUSSING ELEMENTARY SCHOOL**

Item Description	Amount
Educational Supplies	\$96,800
Office Supplies	\$12,240
Library/Media Center	\$21,420
Paper Costs	\$15,300
Copier Costs	\$15,929
Travel - Mileage	\$750
Instructional Capital Major (>\$5000)	\$19,346
<b>Amount Requested</b>	<b>\$181,785</b>

2025-2026 Budget  
Summary of Requests  
**COLONIAL HEIGHTS MIDDLE SCHOOL**

Item Description	Amount
Educational Supplies	\$105,450
Vocational Supplies	\$17,000
Office Supplies	\$14,060
Library/Media Center	\$24,605
Paper Costs	\$17,575
Copier Costs	\$23,953
Band	\$15,000
Travel-Mileage	\$1,000
Athletics	\$23,000
Instructional Capital Major (>\$5000)	\$13,250
<b>Amount Requested</b>	<b>\$254,893</b>

2025-2026 Budget  
Summary of Requests  
**COLONIAL HEIGHTS HIGH SCHOOL**

Item Description	Amount
Educational Supplies	\$152,750
Vocational Supplies	\$97,000
Office Supplies	\$17,700
Library/Media Center	\$30,975
Paper and Copier Costs HS	\$53,462
Paper and Copier Costs Tech Center	\$12,900
Travel & Mileage	\$5,800
Band & Chorus	\$40,000
Band & Drama Contractual	\$40,595
Contractual Services	\$14,600
Associations	\$5,500
Athletics	\$22,500
Instructional Capital Major (>\$5000)	\$193,881
<b>Amount Requested</b>	<b>\$687,663</b>

2025-2026 Budget  
Summary of Requests  
**OFFICE OF SUPPORT SERVICES**

Item Description	Amount
Assistive Technology	\$18,000
Central Registration Supplies	\$0
Nursing Supplies	\$35,000
Non Grant Supplies/Materials	\$85,000
Contractual Services	\$1,121,177
PreSchool Contractual Services	\$16,468
Flow Thru IDEA 619 PreSchool Supplies	\$0
Paper Costs	\$1,500
Copier Costs	\$8,024
Travel-Mileage	\$2,700
Instructional Capital Major (>\$5000)	\$0
Associations	\$500
Contracted Therapy, Flow Thru	\$0
<b>Amount Requested</b>	<b><u>\$1,288,369</u></b>

2025-2026 Budget  
Summary of Requests  
**TRANSPORTATION SERVICES**

Item Description	Amount
Supplies & Radio Fees	\$64,750
Fuel & Supplies through Garage	\$340,686
Transportation Payments to Parents	\$2,000
Contractual Transportation	\$0
Capital Outlay	\$553,700
<b>Amount Requested</b>	<b><u>\$961,136</u></b>



2025-2026 Budget  
Summary of Requests  
**MAINTENANCE SERVICES**

Item Description	Amount
Maintenance / Custodial Supplies	\$360,000
Maintenance Services	\$450,000
Electrical Services	\$760,000
Water/Sewer/Refuse	\$75,000
Fuel	\$87,000
Vehicle and power equipment fuel and repairs city	\$36,000
Mower and power equipment maintenance supplies	\$38,500
Paper Costs	\$300
Copier Costs	\$3,450
Office Supplies	\$2,000
Capital Minor (\$500-\$5,000)	\$15,200
Capital Major (>\$5,000)	\$1,732,025
<b>Amount Requested</b>	<b>\$3,559,475</b>

2025-2026 Budget  
Summary of Requests  
**FOOD SERVICES**

Item Description	Amount
Annual Charges	\$9,150
Bank Service Charges	\$2,000
Supplies	\$107,595
Food	\$1,010,063
Travel	\$500
Capital Outlay	\$0
<b>Amount Requested</b>	<b><u>\$1,129,308</u></b>

Excel Rounding	<b><u>\$2</u></b>
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SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

BUDGET  
ORDINANCES

AN ORDINANCE NO. 25-9

Providing for a tax levy on certain personal property for the 2026 tax year, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. There is levied and shall be collected for the tax year commencing January 1, 2026, and ending December 31, 2026, 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, 2026, and ending December 31, 2026, 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.
3. There is levied and shall be collected for the tax year commencing January 1, 2026, and ending December 31, 2026, 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.
4. 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, 2026, and ending December 31, 2026, 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.

5. Pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 33% on all qualifying vehicles is established for the tax year beginning January 1, 2026, and ending December 31, 2026.

6. There is levied and shall be collected for the tax year commencing January 1, 2026, and ending December 31, 2026, 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.

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

Approved:

\_\_\_\_\_  
Mayor

Attested:

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

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

Approved as to form:

\_\_\_\_\_  
City Attorney

AN ORDINANCE NO. 25-10

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, 2026, and ending December 31, 2026 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, 2026, and ending December 31, 2026, 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 2026.

Approved:

\_\_\_\_\_  
Mayor

Attest:

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

Approved as to form:

\_\_\_\_\_  
City Attorney



AN ORDINANCE NO. 25-FIN-4

Adopting the General Fund Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, 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, 2025, and ending June 30, 2026, 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	\$ 247,863
General and Financial Administration	6,564,887
Judicial Administration	6,593,592
Public Safety	17,893,903
Public Works	7,298,434
Health and Social Services	1,898,624
Culture and Recreation	3,199,093
Community Development	918,560
Human Services	547,528
Nondepartmental	902,881
Debt Service & Transfers Out	35,762,605
TOTAL	\$81,827,970

For the purposes of City Charter § 6.15, each of the above-referenced classifications 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, 2025:

General Property Taxes	\$32,694,222
Other Local Taxes	25,906,300
Licenses, Permits & Fees	4,758,624
Fines and Forfeitures	299,910
Use of Money & Property	348,022
Intergovernmental Revenues	9,244,237
Charges for Current Services	3,300,551
Miscellaneous	5,276,104
TOTAL	\$81,827,970

3. All legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2025, 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, 2025, shall be canceled.

5. This ordinance shall be in full force and effect on and after the first day of July, 2025, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

Approved:

\_\_\_\_\_  
Mayor

Attest:

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

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

Approved as to form:

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

\_\_\_\_\_  
City Attorney

AN ORDINANCE NO. 25-FIN-5

Adopting the budgets for various funds for the fiscal year beginning July 1, 2025 and ending June 30, 2026, 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, 2025 and ending June 30, 2026, 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
TOTAL	\$156,534

EXPENDITURES

Recreation Activities	\$156,534
TOTAL	\$156,534

3. The budget designated the **Economic Development Authority** Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, 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
TOTAL	\$369,580

EXPENDITURES

Economic Development Authority	\$369,580
TOTAL	\$369,580

5. The budget designated the **Capital Projects Fund** Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted.

6. The sum of \$4,524,983 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	\$ 1,238,479
Miscellaneous	3,286,504
<b>TOTAL</b>	<b>\$ 4,524,983</b>

EXPENDITURES

Ambulance Replacement	\$ 460,000
Violet Bank Restoration – Phase III	60,000
Appomattox River Greenway Trail – Phase VI	401,000
White Bank Park – Pavilion Roofing and Lighting Replacement	65,000
White Bank Park – Parking Lot Repairs	67,000
Lakeview Park – Parking Lot Repairs	50,000
Splash Pad	121,000
CHPS Technical Building – HVAC Replacement	745,375
City Bridge Repairs	150,000
Boulevard at Temple Ave. Intersection Improvements	492,576
Conduit Repaving – Ellerslie Avenue to Riveroaks Drive	275,729
Boulevard Sidewalks	344,903
Water Tower Repairs	300,000
Total Maximum Daily Load Project	992,400
<b>TOTAL</b>	<b>\$4,524,983</b>

7. The budget designated the **Information Technology Service Fund** Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted.

8. The sum of \$869,566 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	\$869,566
TOTAL	\$869,566

EXPENDITURES

Information Technology	\$869,566
TOTAL	\$859,566

9. The budget designated the **Storm Water Fund** Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, is hereby adopted.

10. The sum of \$953,707 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	\$953,707
Miscellaneous	0
TOTAL	\$953,707

EXPEDITURES  
(INCLUDING DEPRECIATION)

Stormwater	\$953,707
TOTAL	\$953,707

9. The budget designated the **Water and Sewer Fund** Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted.

10. The sum of \$5,958,915 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		\$5,953,415
Nonoperating Revenue		5,500
TOTAL		\$5,958,915

EXPENDITURES  
(INCLUDING DEPRECIATION)

Water Distribution & Transmission	\$2,155,172
Wastewater Treatment	3,330,722
Utility Billing	473,021
TOTAL	\$5,958,915

11. A capital outlay in the amount of \$1,096,729 from the resources of the **Water and Sewer Fund** is hereby authorized and appropriated during the 2025-2026 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 2025, and shall constitute the Appropriation Ordinance for the funds specified herein for the fiscal year beginning on that date.

Approved:

\_\_\_\_\_  
Mayor

Attest:

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

\*\*\*\*\*

I certify that the above ordinance was:

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

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

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

The Honorable Tricia L. Palmer, Councilwoman: \_\_\_\_\_

The Honorable Craig R. Skalak, Councilman: \_\_\_\_\_

The Honorable Brad E. Slaybaugh, Councilman: \_\_\_\_\_

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

The Honorable John E. Piotrowski, Vice-Mayor: \_\_\_\_\_

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

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

Approved as to form:

\_\_\_\_\_  
City Attorney



SHOP & DINE



City of Colonial Heights  
FY2025-26  
Annual Operating Budget

PERSONNEL  
INFORMATION

CITY OF COLONIAL HEIGHTS, VIRGINIA  
GENERAL PAY PLAN CLASS AND SALARY RANGE  
EFFECTIVE JULY 1, 2025

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	<del>\$33,613</del> <b>\$34,117</b>	<del>\$49,236</del> <b>\$51,698</b>
	Deputy I Facilities/Groundskeeper I ( <b>Starting salary: \$35,360</b> ) Meter Reader ( <b>Starting salary: \$35,360</b> ) Public Works Technician I ( <b>Starting salary: \$35,360</b> ) Staff Assistant Van Driver	
12	<del>\$35,451</del> <b>\$35,983</b>	<del>\$56,260</del> <b>\$59,073</b>
	Deputy II <del>Deputy Registrar</del> Facilities/Groundskeeper II (Starting salary: <del>\$36,512</del> <b>\$38,480</b> ) Financial Technician I Legal Secretary Public Works Technician II ( <b>Starting salary: \$37,440</b> ) Senior Meter Reader ( <b>Starting salary: \$37,440</b> )	
13	<del>\$37,439</del> <b>\$38,001</b>	<del>\$64,269</del> <b>\$67,482</b>
	<b>Chief Deputy Registrar</b> Concrete Technician (Starting Salary: <del>\$39,538</del> <b>\$41,600</b> ) Deputy III Facilities/Groundskeeper III (Starting salary: <del>\$40,713</del> <b>\$42,640</b> ) Financial Technician II Police Records Technician Public Works Heavy Equipment Operator ( <b>Starting salary: \$39,520</b> ) Recreation Specialist I	

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	<del>\$42,778</del> <b>\$43,420</b>	<del>\$73,439</del> <b>\$77,111</b>
	Administrative Assistant Building Inspector Building Maintenance Technician Chief Deputy Commissioner of Revenue Community/Tourism & Economic Development Specialist Cross-Connection Control Technician ( <b>Starting salary: \$44,720</b> ) Deputy Sheriff (Starting salary: <del>\$48,103</del> <b>\$48,825</b> ) Digital Resource Specialist Engineering Technician (Starting salary: <del>\$47,821</del> <b>\$48,538</b> ) Financial Specialist I Horticulturist Museum Curator Permit Technician Procurement Specialist Real Estate Assessor's Office Specialist Recreation Specialist II Traffic Technician ( <b>Starting salary: \$44,720</b> ) Utility Maintenance Specialist ( <b>Starting salary: \$44,720</b> ) Victim Witness Program Assistant/Court Advocate Waterworks Distribution Technician ( <b>Starting salary: \$44,720</b> ) Youth Program Coordinator	
15	<del>\$48,868</del> <b>\$49,601</b>	<del>\$83,897</del> <b>\$88,092</b>
	Sergeant Deputy Sheriff (Starting salary: <del>\$56,500</del> <b>\$57,348</b> ) Combination Inspector Construction Inspector ( <b>Starting salary: \$50,960</b> ) Chief Deputy Circuit Court Clerk Crime Analyst Emergency Equipment Technician ( <b>Starting salary: \$50,960</b> ) Executive Assistant Financial Specialist II Heavy Truck/Bus Technician ( <b>Starting salary: \$50,960</b> ) Human Resources Specialist Outreach Program Coordinator (Starting salary: <del>\$57,500</del> <b>\$58,363</b> ) Parks & Facilities Foreman ( <b>Starting salary: \$50,960</b> ) Planner (Starting salary: <del>\$52,100</del> <b>\$52,882</b> ) Public Works Foreman ( <b>Starting salary: \$50,960</b> ) Recreation Specialist III Senior Center Senior Automotive Mechanic ( <b>Starting salary: \$50,960</b> ) Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: <del>\$53,283</del> <b>\$54,082</b> ) Senior Traffic Technician ( <b>Starting salary: \$50,960</b> ) Utility Billing Supervisor	

GENERAL PAY PLAN CLASS AND SALARY RANGE  
Effective July 1, 2025

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	<del>\$55,835</del> <b>\$56,673</b>	<del>\$95,852</del> <b>\$100,645</b>
	Accountant Code Enforcement Supervisor ( <del>Starting salary: \$65,000</del> ) Financial Systems Analyst Geographic Information System (GIS) Coordinator Lieutenant Deputy Sheriff (Starting salary: <del>\$65,000</del> <b>\$65,975</b> ) Purchasing Agent Revenue Supervisor Senior Paralegal/Deputy City Clerk	
17	<del>\$63,457</del> <b>\$64,409</b>	<del>\$109,514</del> <b>\$114,990</b>
	Assistant Commonwealth's Attorney* (Starting salary: <del>\$73,500</del> <b>\$74,603</b> ) Automotive Maintenance Superintendent Chief Deputy Sheriff (Starting Salary: <del>\$73,500</del> <b>\$76,603</b> ) City Assessor Information Systems Coordinator Office on Youth & Human Services Administrator Project Coordinator Public Works Superintendent Victim Witness Program Director	
	*Salary range of one Assistant Commonwealth's Attorney designated as a Senior Assistant Commonwealth's Attorney spans to the maximum of Grade 18.	
18	<del>\$72,884</del> <b>\$73,977</b>	<del>\$125,120</del> <b>\$131,376</b>
	Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Chief Deputy Commonwealth's Attorney Deputy Director of Finance	
EXEC	<del>\$87,889</del> <b>\$89,207</b>	<del>\$151,322</del> <b>\$158,888</b>
	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	

GRADE		GENERAL PAY PLAN CLASS AND SALARY RANGE
UNCLASSIFIED	N/A	N/A
		Assistant City Manager
		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 7/1/2025 will be ~~\$199,206~~ **\$207,235**  
\*\* City Manager's salary as of 7/1/2025 will be ~~\$191,130~~ **\$198,834**

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

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Assistant	\$15.00 - \$20.00
Animal Control Aide	\$12.50 - \$16.50
Assistant Fire Marshal	\$23.00 - \$28.00
Code Enforcement Inspector	\$15.00 - \$25.00
Communications Officer	\$15.00 - \$25.00
Deputy Sheriff	\$23.00 - \$28.00
Digital Resources Assistant	\$12.50 - \$14.00
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$25.00
EMS Firefighter*	\$20.00 - \$28.00
Fire Logistics Officer	\$15.00 - \$25.00
FOIA Specialist	\$20.00 - \$25.00
Groundskeeper Assistant	\$12.50 - \$14.50
Landscaping Technician	\$12.50 - \$14.50
Meter Reader	\$12.50 - \$16.50
Program Assistant	\$12.50 - \$14.50
Recreation Assistant I	\$12.50 - \$14.50
Recreation Assistant II	\$14.50 - \$16.50
Recreation Attendant	\$13.50 - \$15.00
Recycling Center Attendant	\$12.50 - \$14.50
Senior Automotive Mechanic	\$20.00 - \$25.00
Site Supervisor	\$14.50 - \$17.50
Support Worker	\$12.50 - \$14.50
Temporary/Seasonal	\$12.50 - \$20.50
Van Driver	\$12.50 - \$14.50

\*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, 2025

- Plan Includes:
- \* 2% increase between Steps 1 -15
  - \* 1.75% increase between Steps 16 - 21 for non-supervisory positions
  - \* 1.8% increase between Steps 16 - 21 for supervisory positions
  - \* Firefighter EMT-Advanced/Intermediate and Police Officer Step 1 set at \$58,000
  - \* Firefighter Paramedic Step 1 set at 10% above Firefighter-EMT Basic
  - \* Firefighter-Advanced/Intermediate Step 1 set at 2.5% above Firefighter-EMT Basic
  - \* Assistant Chief of Fire & EMS to replace Deputy Chief of Fire & EMS
  - \* 2% pay grade increase to Step 1 included for other Police Department and Fire Department positions
  - \* 2% pay grade to increase to Step 1 included for Communications Center and Animal Control positions

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	55,024	56,124	57,246	58,391	59,559	60,750	61,965	63,204	64,468	65,757	67,072	68,413	69,781	71,177	72,601	74,053	75,534	77,045	78,586	80,158	81,761
Police Officer	P -103	58,000	59,160	60,343	61,550	62,781	64,037	65,318	66,624	67,956	69,315	70,701	72,115	73,557	75,028	76,529	77,868	79,231	80,618	82,029	83,465	84,926
Police Sergeant	P - 105	69,485	70,876	72,293	73,739	75,214	76,718	78,252	79,817	81,413	83,041	84,702	86,396	88,124	89,886	91,684	93,518	95,201	96,915	98,659	100,435	102,243
Police Sergeant	P - 105	70,875	72,293	73,739	75,214	76,718	78,252	79,817	81,413	83,041	84,702	86,396	88,124	89,886	91,684	93,518	95,201	96,915	98,659	100,435	102,243	104,083
Police Lieutenant	P - 107	76,477	78,007	79,567	81,158	82,781	84,437	86,126	87,849	89,606	91,398	93,226	95,091	96,993	98,933	100,912	102,930	104,989	107,089	109,231	111,416	113,644
Police Lieutenant	P - 107	78,007	79,567	81,158	82,781	84,437	86,126	87,849	89,606	91,398	93,226	95,091	96,993	98,933	100,912	102,930	104,783	106,669	108,589	110,544	112,534	114,560
Police Captain	P - 108	86,217	86,924	88,659	90,432	92,241	94,086	95,968	97,887	99,845	101,842	103,879	105,967	108,076	110,238	112,443	114,692	116,986	119,326	121,713	124,147	126,630
Police Captain	P - 108	86,921	88,659	90,432	92,241	94,086	95,968	97,887	99,845	101,842	103,879	105,957	108,076	110,238	112,443	114,692	116,756	118,858	120,997	123,175	125,392	127,649
Deputy Chief - Major	P - 109	90,134	91,937	93,776	95,652	97,565	99,516	101,506	103,536	105,607	107,719	109,873	112,070	114,311	116,597	118,929	121,308	123,734	126,209	128,733	131,308	133,934
Deputy Chief - Major	P - 109	91,937	93,776	95,652	97,565	99,516	101,506	103,536	105,607	107,719	109,873	112,070	114,311	116,597	118,929	121,308	123,492	125,715	127,978	130,282	132,627	135,014

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	55,024	56,124	57,246	58,391	59,559	60,750	61,965	63,204	64,468	65,757	67,072	68,413	69,781	71,177	72,601	74,053	75,534	77,045	78,586	80,158	81,761
Firefighter-EMT Basic Combined	F - 101	56,585	57,717	58,871	60,048	61,249	62,474	63,723	64,997	66,297	67,623	68,975	70,355	71,762	73,197	74,661	75,968	77,297	78,650	80,026	81,426	82,851
Firefighter-Intermediate	F - 102	56,124	57,246	58,391	59,559	60,750	61,965	63,204	64,468	65,757	67,072	68,413	69,781	71,177	72,601	74,053	75,534	77,045	78,586	80,158	81,761	83,396
Firefighter- EMT Advanced/Intermediate	F - 102	58,000	59,160	60,343	61,550	62,781	64,037	65,318	66,624	67,956	69,315	70,701	72,115	73,557	75,028	76,529	77,868	79,231	80,618	82,029	83,465	84,926
Firefighter-Paramedic	F - 103	60,526	61,737	62,972	64,231	65,516	66,826	68,163	69,526	70,917	72,335	73,782	75,258	76,763	78,298	79,864	81,461	83,090	84,752	86,447	88,176	89,940
Firefighter-Paramedic	F - 103	62,244	63,489	64,759	66,054	67,375	68,723	70,097	71,499	72,929	74,388	75,876	77,394	78,942	80,521	82,131	83,568	85,030	86,518	88,032	89,573	91,141
Fire Lieutenant	F - 104	69,485	70,876	72,293	73,739	75,214	76,718	78,252	79,817	81,413	83,041	84,702	86,396	88,124	89,886	91,684	93,518	95,388	97,296	99,242	101,227	103,252
Fire Lieutenant	F - 104	70,875	72,293	73,739	75,214	76,718	78,252	79,817	81,413	83,041	84,702	86,396	88,124	89,886	91,684	93,518	95,201	96,915	98,659	100,435	102,243	104,083
Fire Lieutenant (80 Hours)	F - 105	72,958	74,417	75,905	77,423	78,971	80,550	82,161	83,804	85,480	87,190	88,934	90,713	92,527	94,378	96,266	98,191	100,155	102,158	104,201	106,285	108,411
Fire Lieutenant (80 Hours)	F - 105	74,417	75,905	77,423	78,971	80,550	82,161	83,804	85,480	87,190	88,934	90,713	92,527	94,378	96,266	98,191	99,958	101,757	103,589	105,454	107,352	109,284
Deputy Fire Marshal (80 hours)	F - 106	72,958	74,417	75,905	77,423	78,971	80,550	82,161	83,804	85,480	87,190	88,934	90,713	92,527	94,378	96,266	98,191	100,155	102,158	104,201	106,285	108,411
Deputy Fire Marshal (80 hours)	F - 106	74,417	75,905	77,423	78,971	80,550	82,161	83,804	85,480	87,190	88,934	90,713	92,527	94,378	96,266	98,191	99,958	101,757	103,589	105,454	107,352	109,284
Battalion Chief	F - 107	76,477	78,007	79,567	81,158	82,781	84,437	86,126	87,849	89,606	91,398	93,226	95,091	96,993	98,933	100,912	102,930	104,989	107,089	109,231	111,416	113,644
Battalion Chief	F - 107	78,007	79,567	81,158	82,781	84,437	86,126	87,849	89,606	91,398	93,226	95,091	96,993	98,933	100,912	102,930	104,783	106,669	108,589	110,544	112,534	114,560
Deputy Chief of Fire & EMS (80 hours)	F - 108	90,134	91,937	93,776	95,652	97,565	99,516	101,506	103,536	105,607	107,719	109,873	112,070	114,311	116,597	118,929	121,308	123,734	126,209	128,733	131,308	133,934
Assistant Deputy Chief of Fire & EMS (80 hours)	F - 108	91,937	93,776	95,652	97,565	99,516	101,506	103,536	105,607	107,719	109,873	112,070	114,311	116,597	118,929	121,308	123,492	125,715	127,978	130,282	132,627	135,014

Communications Center

Job Title	New Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Communications Officer	C - 100	46,664	46,577	47,509	48,459	49,428	50,417	51,425	52,454	53,503	54,573	55,664	56,777	57,913	59,071	60,252	61,457	62,686	63,940	65,219	66,523	67,853
Communications Officer	C - 100	46,577	47,509	48,459	49,428	50,417	51,425	52,454	53,503	54,573	55,664	56,777	57,913	59,071	60,252	61,457	62,532	63,626	64,739	65,872	67,025	68,198
Communications Supervisor	C - 101	54,484	55,574	56,685	57,819	58,976	60,155	61,358	62,585	63,837	65,114	66,416	67,744	69,099	70,481	71,891	73,329	74,796	76,292	77,818	79,374	80,961
Communications Supervisor	C - 101	55,574	56,685	57,819	58,975	60,155	61,358	62,585	63,837	65,114	66,416	67,744	69,099	70,481	71,891	73,329	74,649	75,993	77,361	78,753	80,171	81,614
Emergency Comm. Center Manager	C - 102	66,606	67,937	69,296	70,682	72,096	73,538	75,009	76,509	78,039	79,600	81,192	82,816	84,472	86,161	87,884	89,642	91,435	93,264	95,129	97,032	98,973
Emergency Comm. Center Manager	C - 102	67,937	69,296	70,682	72,096	73,538	75,009	76,509	78,039	79,600	81,192	82,816	84,472	86,161	87,884	89,642	91,256	92,899	94,571	96,273	98,006	99,770

Animal Control

Job Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Animal Control Officer	A - 100	39,295	40,084	40,883	41,701	42,535	43,386	44,254	45,139	46,042	46,963	47,902	48,860	49,837	50,834	51,851	52,888	53,946	55,025	56,126	57,249	58,394
Animal Control Officer	A - 100	40,081	40,883	41,701	42,535	43,386	44,254	45,139	46,042	46,963	47,902	48,860	49,837	50,834	51,851	52,888	53,814	54,756	55,714	56,689	57,681	58,690
Animal Control Supervisor	A - 101	58,052	59,213	60,397	61,605	62,837	64,094	65,376	66,684	68,018	69,378	70,766	72,181	73,625	75,098	76,600	78,132	79,695	81,289	82,915	84,573	86,264
Animal Control Supervisor	A - 101	59,213	60,397	61,605	62,837	64,094	65,376	66,684	68,018	69,378	70,766	72,181	73,625	75,098	76,600	78,132	79,538	80,970	82,427	83,911	85,421	86,959

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