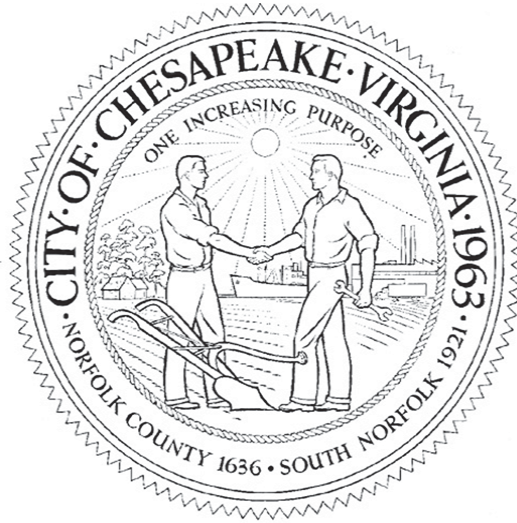




PROPOSED OPERATING BUDGET

FY 2025

City of Chesapeake, Virginia
PROPOSED OPERATING BUDGET
JULY 1, 2024 - JUNE 30, 2025



RICHARD “Rick” WEST
MAYOR

CITY COUNCIL

C. JEFF BUNN
DON J. CAREY III
ROBERT C. IKE, JR.
AMANDA L. NEWINS

DR. JOHN DE TRIQUET
VICE MAYOR

S.Z. “Debbie” RITTER
DR. ELLA WARD
DANIEL W. WHITAKER

CITY MANAGER
CHRISTOPHER M. PRICE



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Chesapeake
Virginia**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morill

Executive Director

City Manager

Christopher M. Price

Legislative Affairs Liaison

David Westcott, Jr.

Assistant to the City Manager

Nicole Benson

Assistant to the City Manager

Monica Wilburn

Public Communications

Heath Covey

Deputy City Manager *Well-being & Quality of Life*

Dr. Wanda Barnard-Bailey

Deputy City Manager *Internal Customer Services*

Laura Fitzpatrick

Deputy City Manager *Operations & Public Safety*

Robert "Bob" Geis

Deputy City Manager *Community Development*

Brian Solis

Chesapeake Integrated Behavioral Healthcare

Ed Gonzalez

Budget

Jonathan Hobbs

Central Fleet

Bill Griffiths

Development & Permits

Jay Tate

Chesapeake Public Library

Amanda Jackson

Finance

Kristen Bailey

Fire/Emergency Mgmt.

Chief Sam Gulisano

Economic Development

Steven Wright

Customer Contact Center

Phyllis Edwards

Information Technology

Daniel Constantineau

Police

Chief Mark Solesky

Planning Department

Jimmy McNamara

Human Resources

Allison Myers

Purchasing

Carol Robinson

Public Utilities

David Jurgens

Parks, Recreation & Tourism

Michael Barber

Human Services

Pamela Little-Hill

Public Works

Earl Sorey

Clerk of the Circuit Court

Alan P. Krasnoff

Commissioner Commonwealth's of Revenue

Victoria L. Proffitt

Commonwealth's Attorney

Matthew R. Hamel

Sheriff

Jim O'Sullivan

Treasurer

Ben White

City Attorney

Catherine H. Lindley

City Auditor

Darren Padilla (Acting)

City Clerk

Sandra M. Madison

Real Estate Assessor

Gregory H. Daniels



Chesapeake
VIRGINIA

CITYWIDE ORGANIZATIONAL CHART

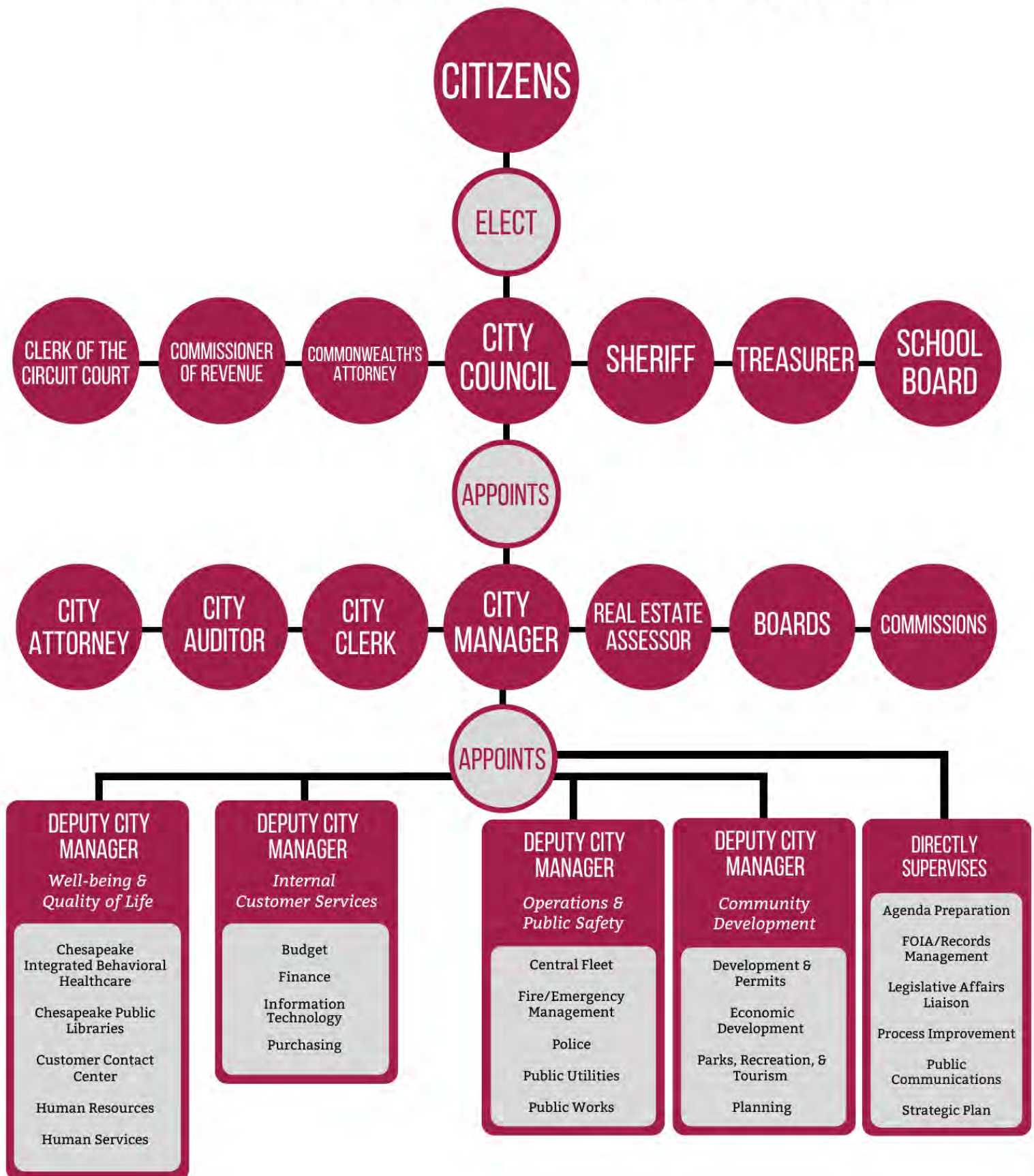


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March 26, 2024

The Honorable Mayor Richard W. West and Members of City Council

City of Chesapeake, VA

Dear Mayor West and Members of City Council:

It is my privilege to present the Proposed Operating Budget for FY 2025 and the Proposed Capital Improvement Program (CIP) for fiscal years 2025 to 2029. The Proposed net Operating Budget totals \$1,602,975,330, while the Capital Budget totals \$367,521,357. The Operating Budget and CIP are central to our efforts to align the entire organization and its resources to achieve City Council's vision. In conjunction with the vision, Council has also adopted three Strategic Anchors to create clarity within our organization, align our resources to achieve desired outcomes, and serve as one of the lenses for decision-making during the budget process.

Strategic Anchor #1

- ✓ We help make Chesapeake an exceptional place to live, learn, work, farm, and play.

Strategic Anchor #2

- ✓ We provide outstanding service to our community, our customers, and each other.

Strategic Anchor #3

- ✓ We will be fiscally responsible and sustainable.

In 2021, City Council expanded the City's strategic framework by adopting five outcomes (shown below) that further define the specific impacts that our work as a city is intended to achieve. At Council's planning retreat in January of 2023, Council revalidated these outcomes. By clearly outlining the impacts that Council has identified as necessary to achieve their vision, staff is able to further refine the decision-making process when allocating resources. If a program, service, or capital project does not produce one of the following outcomes or is not consistent with the Strategic Anchors, we will scrutinize its inclusion in the City's budget.

- ✓ Economic Prosperity
- ✓ Connectivity
- ✓ Cultural Diversity
- ✓ Environmental Responsibility
- ✓ Safety and Security

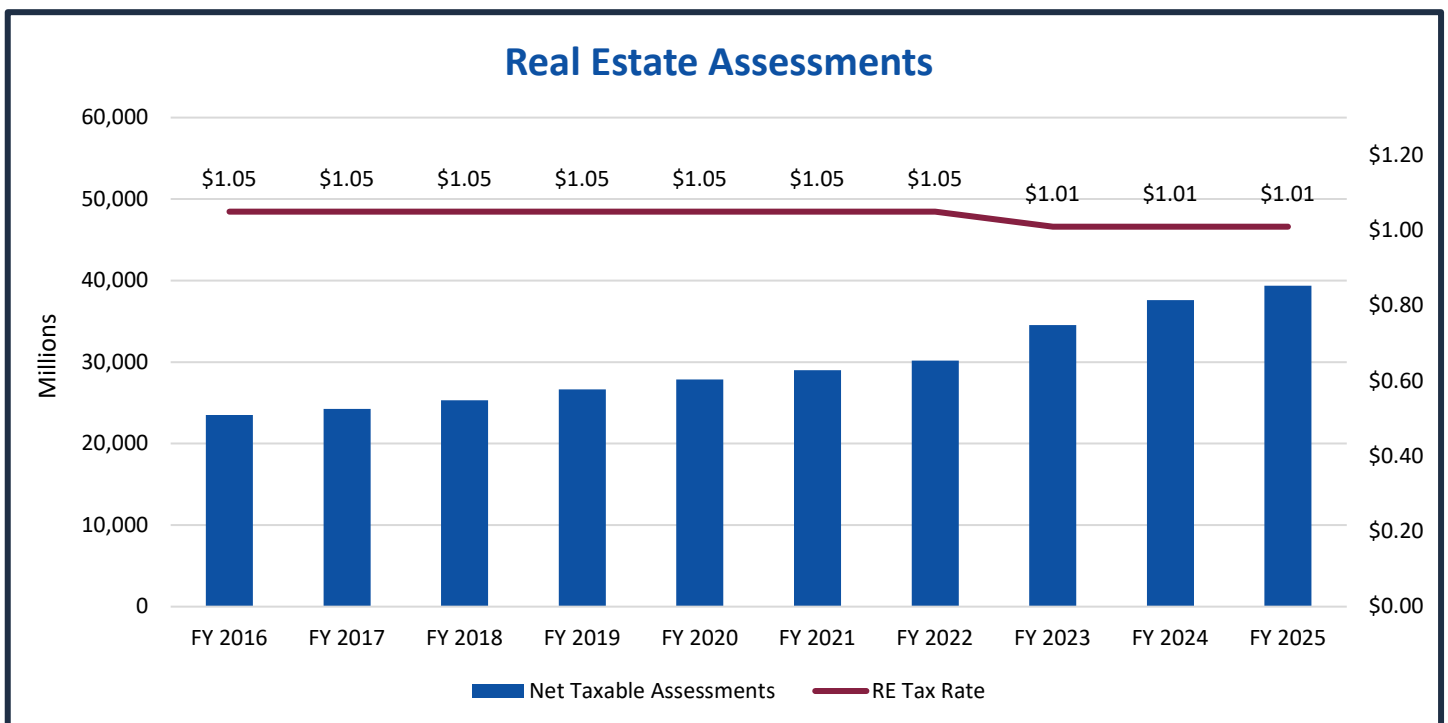
The following graphic illustrates the City’s evolving strategic framework. Our singular goal is to focus all our energy and resources toward the achievement of City Council’s vision. This goal is best accomplished through clarity, unity of purpose, and alignment.



City Council has also established four guiding principles that inform our decision-making process as we develop the annual operating budget and five-year capital improvement program. Those guiding principles are:

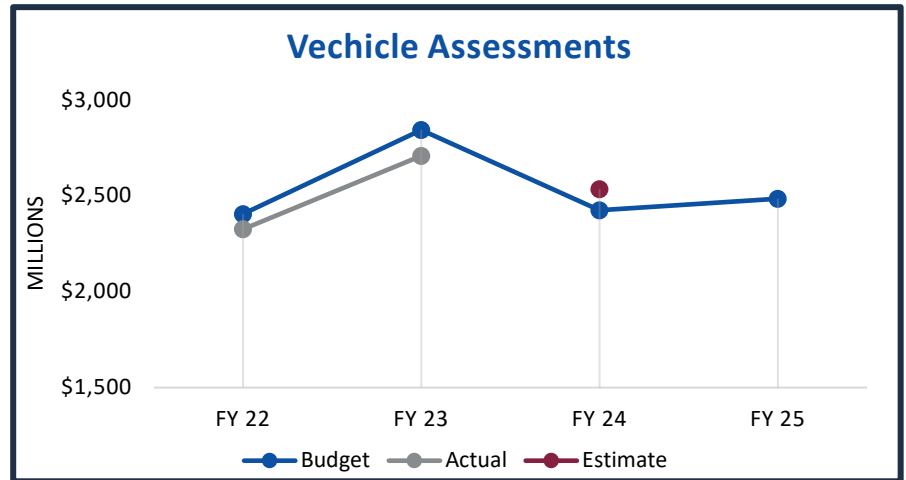
- ✓ No increase in the real estate tax rate
- ✓ Do not add new fees
- ✓ Do not supplant losses in commonwealth or federal funds with local funds
- ✓ Deviation from the first three principles only when addressing the City Council’s Strategic Priorities

In May of 2022, City Council adopted the FY 2023 operating budget and provided one-time tax relief of 4¢ on the real estate tax rate. At that time, Council instructed me to reset the rate to \$1.05 when planning for the FY 2024 budget.

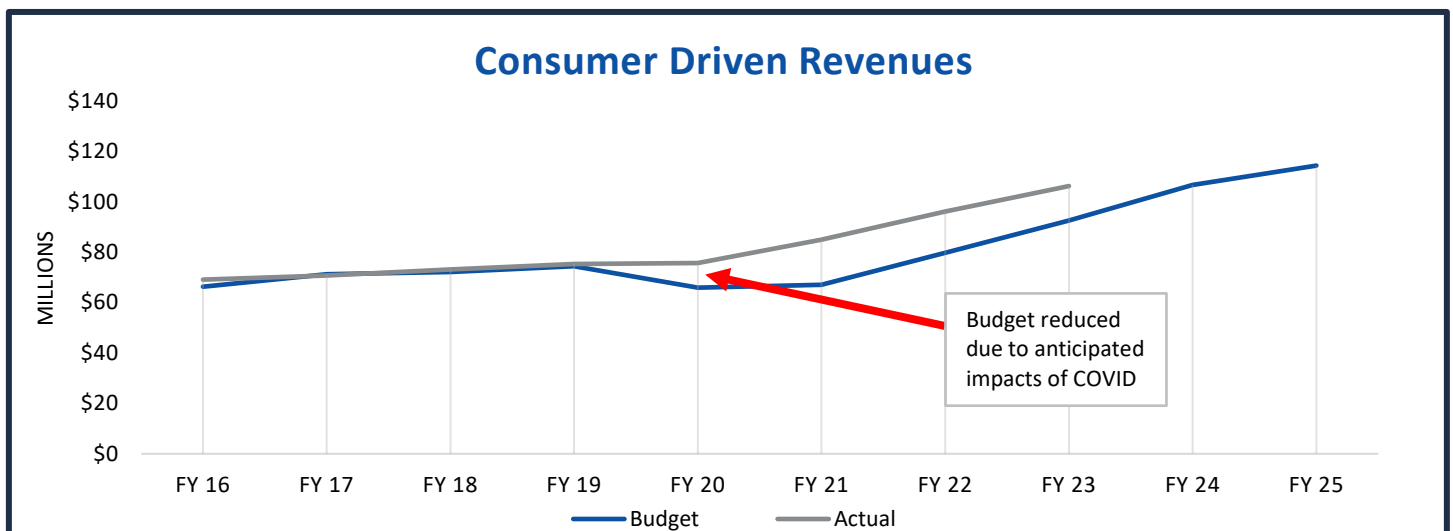


In FY 2024, as real estate assessment growth remained strong, City Council reduced the rate to \$1.01 for a second consecutive year but did not provide the same direction as the previous year to reset the rate when planning for FY 2025. As such, and in keeping with City Council’s budget guiding principles, the FY 2025 budget maintains the City’s real estate tax rate of \$1.01 per \$100 of assessed valuation. In FY 2025, real estate assessments are projected to increase by 4.5% citywide which will generate \$390.5 million in real estate tax revenue, including Mosquito Control, the Greenbrier TIF, and the South Norfolk TIF. Of this amount, \$358.4 million is retained by the General Fund. This is a \$14.6 million or 4.2% increase in General Fund real estate tax revenue from the FY 2024 budget. In FY 2025, real estate tax revenue represents 43.7% of total General Fund revenue.

After declining in FY 2024, Personal Property tax revenue is anticipated to increase in FY 2025. While this tax is levied on numerous categories of physical property, vehicle assessments make up nearly 80% of the total personal property assessment base. The FY 2025 budget maintains the current tax rate of \$4.08 per \$100 of assessed value for vehicles. Overall, the revenue generated by current personal property taxes is \$76.2 million. As the graph shows, assessments are up slightly when compared to the projections utilized as



the basis for the FY 2024 budget. Strong assessment growth in both real estate and vehicles in FY 2023 was instrumental in providing sufficient resources to implement the revised citywide pay plans while simultaneously reducing the real estate tax rate. While vehicle assessments have retreated from their high point in 2023 and appear to be normalizing, the funding derived from the City’s second largest source of revenue is important in maintaining our compensation objectives and providing high quality programs and services aligned with City Council’s desired outcomes.



Consumer driven revenues also continue the strong performance experienced over the past several years. Revenue from the sales tax, meals tax, and the hotel occupancy tax are all increasing in FY 2025. Like real estate and personal property, the rate of increase is slowing in FY 2025, but this continued growth indicates strong economic activity within the City. In total, these revenues are anticipated to generate \$114.4 million in FY 2025.

Global and National Economic Forces Continue to Impact the Budget

Over the past several years, high levels of inflation have caused financial strain for many consumers, including local governments. While year over year inflation reached a peak of 8% in 2022, prices continued to increase in 2023, but at a slower pace than the prior year.

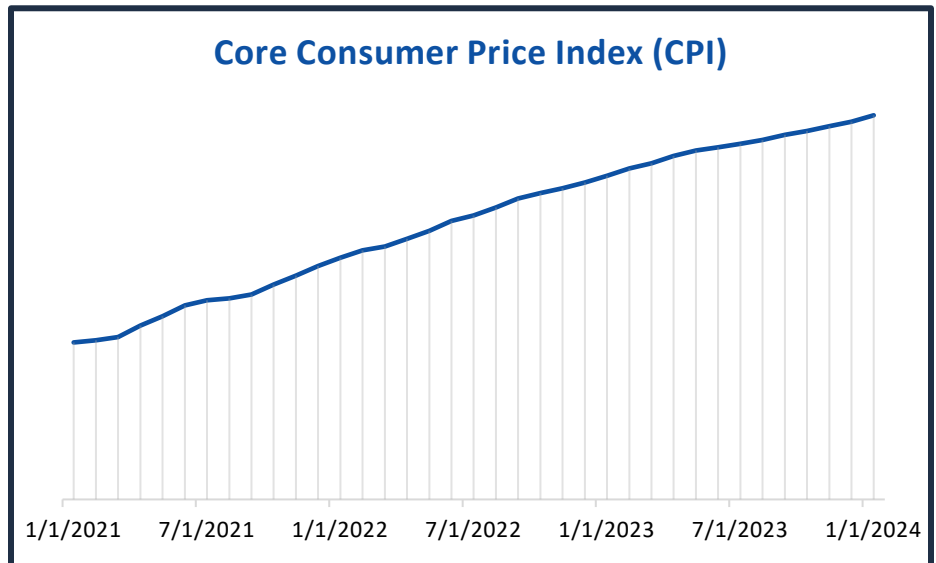
One reason for continued inflation is that supply chain disruptions continue to be part of the global economic landscape. While 2023 brought a conclusion to the COVID-19 pandemic, other factors are now impacting the global supply chain.

According to McKinsey Travel, Logistics, and Infrastructure, there are cost and delay implications of low water levels in the Panama Canal, as extreme drought has reduced maximum ship crossings, resulting in prolonged wait times. This has resulted in several carriers announcing increased fees for products

being shipped through the Panama Canal, which carries approximately 8% of global container volume. Simultaneous to the issues in the Panama Canal, access to the Suez Canal has been disrupted by conflict in the Red Sea. This is leading companies to reroute shipping around the Cape of Good Hope, which adds about two weeks to shipping time and increases costs of moving products.

The slowing rate of growth in inflation is due in large part to contractionary monetary policy actions taken by the federal reserve, though it remains above the long-term target of 2%. Most notably, the federal funds target rate, the Federal Reserve Bank's most effective monetary policy tool for impacting inflation, rose to 5.5% during 2023. This is the rate that banks use when charging each other for overnight loans on excess reserves and functions as the baseline for the cost of borrowing money.

Increasing this rate is effective in combating inflation by raising the cost of borrowing money throughout the economy. While the current target range of 5.25% to 5.5% is likely the peak rate that will be set during this contractionary period, the time it takes for inflation pressure to reliably decline will be the primary determinant of the size and timing of future rate reductions.



Despite slowing inflation, the impact of increasing prices for goods and services continues to be one of the largest drivers of new spending in this year’s budget. As the following table illustrates, the cost of capital projects, especially those related to construction, continues to grow. One of the circumstances that may be leading to the continued high cost of construction projects is the lack of qualified bidders. Of the nine projects listed as examples, all are experiencing double digit cost escalation compared to last year’s capital program (this is not to suggest that there have been double-digit increases over a 12-month period as the timing of previous cost estimates for each of these projects varies).

Examples of Capital Projects Being Impacted by Inflation

Project Number	Title	Previously Programmed Cost	Revised Programmed Cost	Percent Increase
37-230	George Washington Hwy. (US Route 17) Widening*	47,822,294	60,113,792	25.7%
10-270	Southgate Bridge Replacement*	22,586,000	32,250,850	42.8%
61-250	Mt. Pleasant Road at Great Bridge Bypass - Interchange Improvement*	6,563,508	9,397,476	43.2%
28-280	Emergency Vehicle Storage Facility**	1,770,000	2,212,500	25.0%
50-250	Chesapeake Avenue Area Drainage Improvements	6,600,000	7,600,000	15.2%
52-250	Norfolk Highlands Stormwater Improvements	1,320,000	2,440,000	84.8%
45-270	Belaire Avenue Extension	3,015,000	3,515,000	16.6%
39-120	Red Top Raw Water Transmission Main	34,752,394	38,252,394	10.1%
16-270	New Elementary School*	55,707,432	71,321,268	28.0%

*Projects that were previously “Fully Funded” and now have a Future Funding requirement (no longer fully funded)

**Projects that were previously “Fully Funded” and now will have a reduction in scope due to available funding

In last year’s capital program, most of the projects being impacted by inflation were still funded by prioritizing and reallocating funding from lower priority projects. However, in FY 2025, some projects that were previously considered “Fully Funded” now must either have the scope reduced or be delayed beyond the five-year program due to a lack of available resources (indicated in the table above).

Departmental operating budgets also continue to be impacted by rising costs. Rising wages have increased the cost of recruiting and retaining qualified staff for the City, but wages in the private sector also continue to increase. These increases in labor costs, along with the rising cost of goods and materials, impacts contractual staffing and contractual services that the City purchases to support City operations. The table below provides just a few examples of items or contracts that the City purchases on a routine basis and the impacts of cost increases on those items.

Examples of Increasing Operating Expenses

Department	Item	Previous Cost	New Cost	Percent Increase
Parks, Recreation, & Tourism	Portable Toilet Rental (Month)	\$58.00	\$74.00	27.6%
Parks, Recreation, & Tourism	Wood Fiber Playground Chips	\$17.40	\$19.01	9.3%
Central Fleet	Synthetic Motor Oil (Gallon)	\$10.37	\$12.75	23.0%
Central Fleet	Refuse Truck Tire	\$110.00	\$131.00	19.3%
Health Department	Cooperative Agreement	\$2,084,815	\$2,631,730	26.2%
Public Works	Contribution to HRT	\$3,065,800	\$3,327,003	8.5%
Public Works	Elevator Maintenance Contract	\$117,570	\$144,900	23.2%
Libraries	Hoopla (Downloadable Book Subscription)	\$144,000	\$204,000	41.7%
Libraries	Midwest (Audio Books) *	\$14.83	\$19.08	28.7%

*Average cost of 25 randomly selected titles

Changes Closer to Home and their Impacts

In addition to global and national events and influences, several changes that have occurred here locally are also impacting this year's budget.

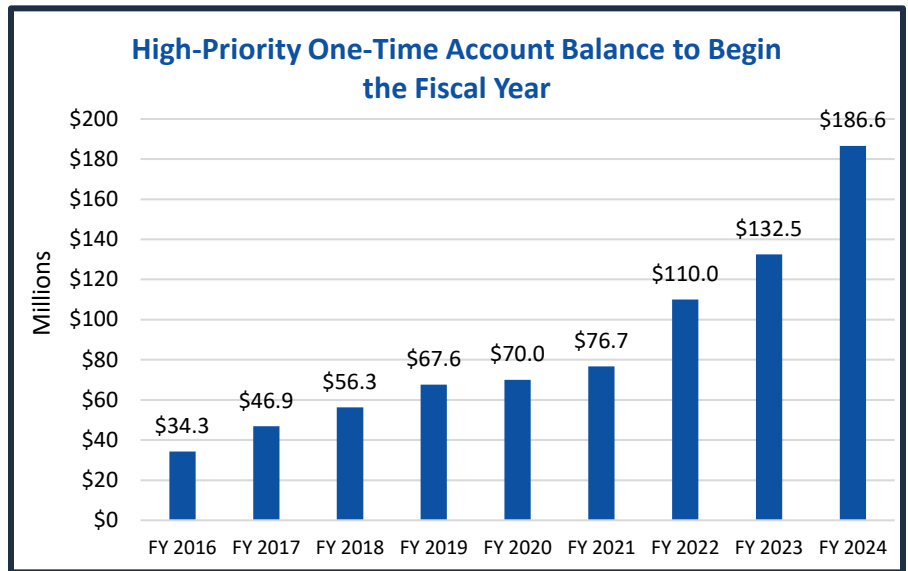
In April of 2023, staff presented recommendations to City Council to revise the City's Fund Balance Policy. Effective July 1, 2022 (the beginning of FY 2023), Section 5.04 of the City Charter, which required the City to budget and maintain a 6% emergency cashflow reserve was eliminated. In addition to the emergency cashflow reserve, the City Fund Balance policies required an unassigned fund balance in the General Fund equal to 10% of General Fund revenues and tax revenues committed to special revenue funds, including TIF Funds. In addition to the 10%, we had maintained

the fiscally responsible practice of budgeting an additional 2% to the unassigned fund balance of the General Fund. The elimination of the 6% cashflow emergency reserve provided us with an opportunity to comprehensively review our fund balance policy and in June of 2023, City Council revised the policy to eliminate the 6% emergency cashflow reserve, consistent with the action of the state legislature, but to also increase the unassigned fund balance Policy from 10% to 12%.

As part of the fund balance policy, City Council stipulated that all fund balance beyond the 12% (previously 18%) would become part of the High Priority One-Time Account (HPOTA). With the elimination of the emergency cashflow reserve, this 6% has now moved to the HPOTA. This account provides cash funding to the CIP and is also utilized for priority needs as approved by City Council throughout the year. Some examples of recent Council actions utilizing the HPOTA include appropriating funds to purchase a new E-Bidding and Contracts Management software for the Procurement Office and the contribution of \$1.5 million to Chesapeake Regional Medical Center for the construction of an acute inpatient behavioral health unit.

The graph above shows the impact of the elimination of the emergency cashflow reserve on the HPOTA. This funding is programmed throughout the five-year CIP and helps to finance a variety of maintenance projects that cannot be financed with bonds. The balance in this account also helps the City to earn interest and avoid issuing debt when interest rates are not favorable.

After several tumultuous years in the City Treasurer's Office, City Council acted in May of 2023 to remove certain duties from the Treasurer's Office and place those responsibilities with departments under my direction. While this shift in duties remains a work in progress, four and a half positions (4.5 FTE) have been added to the Finance department in FY 2025 (or late in FY 2024) to ensure efficient financial operations. These functions include the management of approximately \$1.15 billion in cash and investments to ensure the availability of cash for operations and managing investment risk while optimizing returns, the management of city bank accounts and associated banking relationships, Emergency Medical Services (EMS) billing, and stormwater utility fee billing. While I am highly sensitive to adding positions to the complement, I believe that the potential for revenue generation through the active management of cash and investments and the timely collection of fees as well as the enhanced financial oversight that these positions will provide, will far exceed the costs associated with adding them.



Another event that is causing the need to add positions to the City's complement is the anticipated dissolution of the Hampton Roads Regional Jail (HRRJ). The HRRJ Authority was established on December 14, 1993, by the cities of Hampton, Newport News, Norfolk, and Portsmouth to supplement local jails and supply overflow inmate incarceration space. Chesapeake joined the Authority on July 1, 2014, to supply overflow beds for our local jail.

After joining the HRRJ, Chesapeake built an addition to the local jail to provide space for our inmates and this addition provides us with ample space to house our local inmates. Our local jail has a capacity of 747 inmates and currently has an inmate population of approximately 640. While Chesapeake is contractually obligated to pay for 250 beds at the HRRJ, this obligation exists regardless of whether the City needs these beds or not. As the jail population has decreased in the region, there is no longer a need for an overflow facility. Additionally, the City budgeted over \$7 million for HRRJ services in 2023, at a time when approximately 90 Chesapeake inmates were housed at the facility. Although the City received a rebate, the cost to house an inmate in the HRRJ was more than double the cost to house an inmate in our local jail.

Based on these factors, coupled with the concern that the HRRJ was not going to be able to hire enough jail staff to safely operate the facility, I, along with the city managers from the other member jurisdictions, as well as the entire HRRJ Authority Board of Directors, have unanimously agreed that the closure of the facility is the right course of action.



The closure of the facility, the effective date of which is still to be determined, means that all of the Chesapeake inmates remaining at the HRRJ will return to our City jail on or before that date. To accommodate the return of those inmates, I am recommending the addition of 24 new positions in the Sheriff's Office. This includes 15 new deputies, five new sergeants, and four new Behavioral Health Case Workers (the Case Workers will be partially funded by the State). Even with the need to increase staff to provide more substantial care for more medically and behaviorally complex inmates, minor capital improvements, and increased costs of medical care and mental health care, the City expects to save over \$1.5 million a year in operating costs.

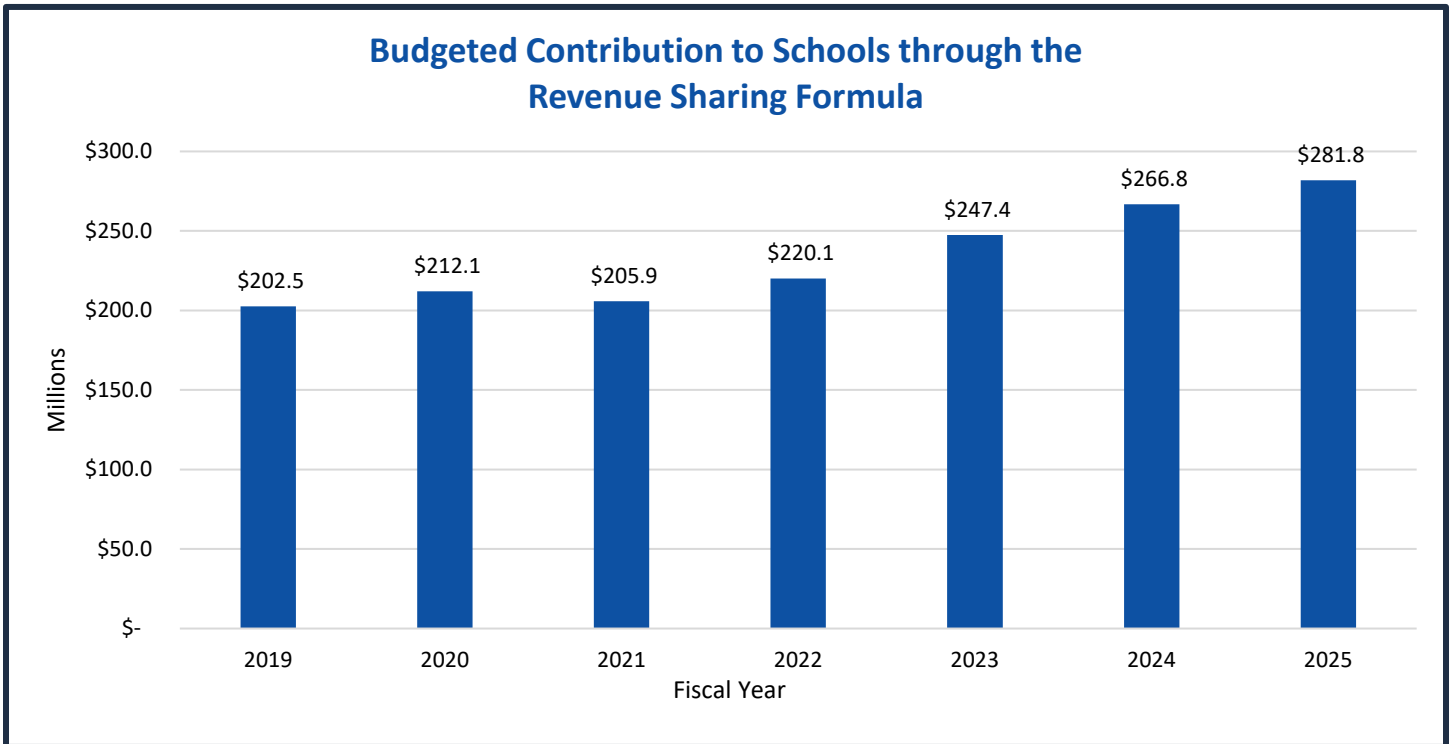
Overall, including the positions being added in the Sheriff's Office and Finance, I am recommending a net increase of 71.98 FTE across all departments in the FY 2025 budget. While positions are being eliminated in Human Services (Juvenile Detention Center), Libraries, Audit Services, and Parks, Recreation, and Tourism, positions are being added in the Treasurer's Office, Commissioner of the Revenue's Office, Central Fleet, Commonwealth Attorney's Office, Fire Department, the Healthcare Fund, Information Technology, Integrated Behavioral Health, Parks, Recreation, and Tourism, Police, Public Communications, Public Utilities, and Public Works. The positions being added in Integrated Behavioral Health, Parks, Recreation, and Tourism, and the Healthcare fund are discussed in detail in the "Strategic Priorities" section of this letter. As I stated earlier, while I am sensitive to growing the size of our workforce, what I can say is that in every case where positions are being added, the functions to be performed will advance us toward the achievement of one or more of Council's desired outcomes. Additionally, in practically every instance, the positions added are being funded through an external funding source, the position will help to generate revenue that exceeds the cost, or the cost of the position will be offset by reductions in costs for contractual manpower.

Funding for Chesapeake Public Schools

Through the revenue sharing formula, City funding to the schools continues to increase. For FY 2025, the City is providing \$281.8 million based on the revenue sharing formula, which is an increase of \$12.6 million over the adopted FY 2024 budget. Due to the timing of the City’s final revenue estimates and the release of the Superintendent’s proposed budget, just over \$240,000 of this additional funding was not included in the Superintendent’s proposed budget and will need to be reconciled in the School Board’s adopted budget.

In addition to increased funding from the City, the Superintendent’s Proposed budget includes \$21 million in additional state funding in the School’s Operating Fund (comparable to the City’s General Fund), bringing the total increase in revenue for that fund to \$33.6 million or 5.6%. While the Schools Grants and Special Funds are decreasing in total by \$19.4 million, this is a result of a \$34.2 million reduction in federal grant funding.

While the revenue sharing formula and the contribution to the School Lockbox are both growing in FY 2025, the budget also includes the second of four planned allocations of \$1.25 million to CIP 45-280 “School Emergency Communications and Physical Security Enhancements.” This \$5 million contribution to the Schools over four fiscal years will fund the acquisition of emergency communications equipment and the construction of physical security enhancements at the entrance to school facilities and aligns with the desired outcome of *safety and security*.



Strategic Priorities

For Chesapeake to be an exceptional place to live, learn, work, farm, and play, we must continue to focus on our most important resource, our people. The FY 2025 budget provides funding to maintain the Public Safety pay plan including the next scheduled step increase in January of 2025 and capacity to address market increases for public safety personnel if warranted. For our general workforce, I am proposing a 3.5% general wage increase (GWI) effective with the first pay period of the new fiscal year. Discussions with leaders from around the region indicate that this will be in line with the market, and as such, will maintain our position in the top three within the region. Several positions in the general workforce will also receive market adjustments in July in addition to the 3.5% GWI as these positions have fallen outside of the top three regionally, based on our most recent analysis.

In addition to funding for salary increases, personnel costs are also growing in FY 2025 for employee retirement benefits. While the increase in the Virginia Retirement System (VRS) rate was less than anticipated, employer rates for VRS increased from 17.17% to 17.48%. Disability rates also more than doubled, increasing from 0.35% to 0.74%, but group life rates are decreasing from 1.31% to 1.18%. These rate adjustments will cost the City approximately \$1.2 million across all funds.

Specific to our public safety personnel, Line of Duty Act (LODA) rates are increasing to \$995 per full-time sworn employee, an additional cost of \$245,000. I am also proposing an increase of \$1.5 million in funding for overtime costs for the Fire Department. In previous years the department had sufficient vacancy savings to absorb overtime costs. However, over the past two fiscal years, as a result of higher staffing levels in the department likely attributable to the new pay plan, departmental vacancy rates have been reduced eliminating the vacancy savings that had been used to fund these costs.

In terms of employee health and medical benefits, the City may be seeing some of the fruits of a multitude of wellness initiatives and incentives that were put into place in prior years. Despite the current inflationary environment, health insurance costs for the City have been better than anticipated and this allowed us to hold premiums for health insurance flat for a second consecutive year in plan year 2024 (which includes the first half of FY 2025). As the City's health insurance plan operates on a calendar year basis, a \$2.5 million reserve has been included in the operating budget for plan year 2025 (the second half of the fiscal year).

While many of our previous healthcare initiatives have focused on physical wellness, the FY 2025 budget includes funding to begin a new focus on the mental health of our employees. Trending increases in the need for mental health interventions have led us to include funding in the budget to resource this emerging need.

I am proposing to add a new position in the City's Healthcare fund in the FY 2025 budget to provide mental health counseling services for City employees. While this initial proposal, which aligns with City Council's desired outcome of Safety and Security, is for one position, if this investment proves successful, the long-term plan is to evolve this into a team approach with more than one counselor and a dedicated case manager. The intent is for the initial counselor to have a public safety focus; however, the counselor would not be exclusive to our sworn personnel.

Specifically for public safety personnel, services provided by the counselor could include participation with public safety peer support groups, provision of annual public safety mental health check-ins, and the provision of episodic mental health counseling. In addition to the services specific for public safety personnel, the counselor could also meet with all mandated management referrals (which are currently sent through the Employee Assistance Program), coordinate fitness for duty assessments, facilitate critical incident debriefings, coordinate substance abuse counseling referrals, provide case management services, and refer employees for other services/programs the City provides as appropriate for all City personnel.

While this program and the associated position have not yet been approved, I have asked staff to establish a work group to discuss the concept and the best model (e.g. City employee, contractor) to use to ensure the success of this program if it is approved in the budget. Ultimately, if we can help one of our employees address a mental health concern before it becomes a career-ending event, that would be a win for everyone involved. This investment is also likely to have positive financial impacts by reducing absenteeism and potentially further reducing health insurance costs by providing prevention and early intervention.

Significant staffing resources are also being added to Chesapeake Integrated Behavioral Healthcare (CIBH) to aid our citizens who are experiencing a crisis. The Crisis Receiving Center will be expanded in FY 2025 by adding mental health clinicians and psychiatric nurses to the department's complement. This unit will help meet the needs of individuals in the community who struggle with mental health and substance use disorders. These 19 new positions, funded by the state, will provide direct care to a person having a mental health crisis and will help stabilize the person with less involvement from law enforcement or the emergency room. This initiative aligns with the desired outcome of *safety and security* by increasing mental health collaboration and improving response times by reducing the utilization of law enforcement

officers in these situations. This initiative will also improve capacity in the emergency room by providing an alternative resource in crisis situations.

In the coming year, CIBH will also be focusing on the permanent supportive housing program for individuals with mental health issues. Six positions will be added to the department including mental health clinicians and peer recovery specialists. These positions, also funded by the State, will provide ongoing support and assistance for individuals with serious mental illness to aid them in gaining and maintaining safe housing. The services provided by these new positions align with City Council’s outcome of *connectivity* by linking citizens with available City and state programs.

The budget includes a significant investment in the construction of the new Public Safety Training Academy. Also aligned with Council’s desired outcome of *safety and security*, this modern, state-of-the-art facility will dramatically improve the training capabilities of all three of the City’s public safety departments. The FY 2025 CIP includes \$104.5 million in new funding for CIP 17-270 “Public Safety Training Academy.” This project will fund the design and construction of this facility which will be located on a portion of the Heritage Park site behind Fire Station 7/Police Precinct 6.



A briefing on the previous version of the project, which included only the first phase (Fire, administration, and shared classroom space) was provided to Council on March 15, 2022. At that time, Council requested that staff bring back a plan to accelerate future phases of the project (Police, Sheriff, and additional Fire), and this additional funding along with a revised project timeline and scope, are responsive to that request. The increased funding, which brings the total project budget to \$150 million, will allow for construction of both the facility and sewer line necessary to extend utilities to the site.

Due to the amount of additional funding required to advance this project on the timeline requested by City Council, the budget includes the implementation of the recommendation that I made during last fiscal year’s budget work session on April 18, 2023, to equalize the flat allocation amounts to the City and School lockboxes. As you may recall from that presentation, the School lockbox was established and funded prior to the City lockbox and some of the annual allocations made to the two lockboxes have not always been equivalent. This created a disparity in the flat allocations to the two lockboxes.

The disparity in contribution amounts was further exacerbated in FY 2020 by the inclusion of a 1% annual inflation adjustment provided to both lockboxes, which is calculated based on the flat allocation amounts. In FY 2024 the School lockbox received \$26.2 million in flat allocations, while the City lockbox received \$23.2 million. In FY 2025, this disparity is addressed, as the City Lockbox flat allocation will be increased to match that of the Schools. By doing so, it will also address the calculation of the inflation adjustment so that both the City and Schools will receive the same amount annually to fund inflationary increases for capital projects.

I am also proposing the addition of a half-cent dedication of the real estate tax to the City lockbox in conjunction with the equalization of the flat allocations. This dedication, which will be reallocated from the existing real estate tax rate, is necessary along with the increase in the flat allocation to provide sufficient resources to the City lockbox to ensure capacity exists to fund the debt service on the Public Safety Training Academy as well as currently programmed projects backed with bond financing.

Total Lockbox Contributions for FY 2025

	School Lockbox	City Lockbox	Total
Flat Allocations	26,165,500	26,165,500	52,331,000
Hotel Tax	3,688,974	-	3,688,974
Real Estate Tax	3,583,907	1,791,954	5,375,861
Inflation Adjustment	1,371,199	1,371,199	2,742,398
Total	34,809,580	29,328,653	64,138,233

Despite this increase in resources to the City lockbox, as additional priorities emerge, additional dedications or funding to the lockbox may be necessary in future years. This is due to the fact that the resources required to fund this new training facility will have a significant impact on the capacity of the lockbox to fund other projects that may be necessary or desired by the community.

Another priority project receiving an increase in funding in FY 2025 is the South Norfolk Municipal Building. To fully fund this project, an additional \$16.4 million is being added in FY 2025 bringing the total cost to complete this facility to \$41.9 million.



Blue Heron

Adherence to our Guiding Principles

As was discussed earlier in this letter, the FY 2025 budget maintains the City’s current tax rate of \$1.01 per \$100 of assessed value, which adheres to Council’s budget guiding principles. While the need exists to add resources to the City lockbox, this is achieved in FY 2025 by reallocating revenue equivalent to a half-cent of the real estate tax within the existing rate as assessment growth has provided sufficient revenue to make this adjustment.

In terms of fees, the budget also adheres to the guiding principle of not adding new fees to the budget. While no new fees are added, the FY 2025 budget includes proposals to adjust fees for service charged by two of our public safety departments. The first adjustment is a reduction in the application fee for a concealed handgun permit. The current fee of \$50 is being reduced to \$25. This will result in a reduction of \$102,000 in fee revenue to the Police department, however, increases in other departmental revenues will more than offset the loss of revenue from this fee reduction.

The Fire Department’s operating budget also includes a revised fee structure for performing Fire Safety Inspections at local businesses. Instead of charging a flat rate inspection fee of \$50, the current inspection fee, the new rate structure will start at \$25 and will increase based on the size (square footage) of the building to be inspected. This will align the fee more closely with the actual cost to perform the inspection, as larger facilities typically take hours or sometimes even several workdays for an inspector to complete a comprehensive inspection. This fee was last amended in 2004. The new rate structure is shown in the following table:

Facility Size (in Square Feet)	Current Fee	Proposed Fee
0 to 999	\$50	\$25
1,000 to 5,000	\$50	\$50
5,001 to 10,000	\$50	\$70
10,001 to 20,000	\$50	\$120
20,001 to 50,000	\$50	\$220
50,001 to 100,000	\$50	\$270
100,001 to 200,000	\$50	\$320
Greater than 200,000	\$50	\$370

Outcomes

Now that I have discussed some of the policy changes included in the FY 2025 budget, this section highlights a project or initiative included in the FY 2025 budget that aligns to each of your five desired outcomes. While we review all resource allocation decisions through this lens, this section helps to highlight some of the specific ways that resources allocated within these two spending plans directly aligns with City Council’s vision of making Chesapeake an *exceptional place* to live, learn, work, farm, and play.

CIP 16-290 “Indian River Façade Improvement Grant” is a new project that will provide funding for improvements through matching grants to property owners. These improvements may include but are not limited to façade improvements, landscaping and hardscape improvements, signage, outdoor eating areas, and pedestrian enhancements. This Façade Improvement Grant program will be modeled after similar initiatives in Great Bridge and South Norfolk that were added in the FY 2024 CIP, striving to improve unique areas of Chesapeake containing small businesses and neighborhood character.

This funding supports implementation of the newly created Indian River Design Guidelines, as recommended in the adopted Indian River Area Plan. While most property owners have little incentive or funding to implement property improvements that contribute to the design vision of the guidelines, this matching grant program is intended to provide that opportunity. This project aligns with the desired outcome of *economic prosperity* by encouraging and enhancing redevelopment activities that are consistent with the established guidelines. This also supports the Comprehensive Plan Economy goal by incentivizing positive change in the landscape of key corridors.

As the area around the intersection of Battlefield Boulevard and Volvo Parkway continues to develop and traffic counts continue to grow, ensuring efficient and safe travel around this key commercial area of the City is important to achieving Council's desired outcome of *connectivity*. In FY 2025, the CIP includes two new projects and adds funding to an existing project, which are all intended to improve vehicular travel in this key corridor.

The first project, CIP 62-250 "Battlefield Blvd. at Volvo Pkwy. - Intersection Improvements Phase II" funds the second phase of a two-phase project to improve the intersection by widening the westbound Volvo Parkway approach to Battlefield Boulevard and adding a second right-turn lane to create dual right-turn lanes for the high volume of traffic turning right from Volvo Parkway to northbound Battlefield Boulevard and Interstate 64. This existing project is receiving \$1.6 million in new funding in FY 2025 which should fully fund the project and allow for completion of Phase II.

Just to the north of this intersection, CIP 35-290 "Battlefield Boulevard and I-64 Ramp Improvements to Wal Mart Way" is a new project that funds construction of a signalized off-ramp approximately 1,000 feet north of the Battlefield Boulevard at Wal Mart Way intersection. This new connection will allow access to Wal Mart Way for westbound Interstate 64 to southbound Battlefield Boulevard traffic. Movement in this area is currently restricted due to the short weave distance along Battlefield Boulevard. In addition to off-ramp improvements, the southbound left turn lane from Battlefield Boulevard to Wal Mart Way will be extended.

The final project, which will fund roadway improvements between these first two projects is CIP 36-290 "Battlefield Boulevard Continuous Right Turn Lane from Volvo Parkway to Wal Mart Way." This project will fund the design and construction of a continuous right-turn lane along Battlefield Boulevard from Volvo Parkway to Wal Mart Way. This will be accomplished by converting the existing right-turn lane on Battlefield Boulevard at Coastal Way to a through lane and relocating the existing right-turn lane. This new through lane will continue north and tie into the existing lane approximately 270 feet to the north. All three of these projects will play a significant role in improving traffic flow in one of the most congested areas of our City.

With most of the Historic Village at the Dismal Swamp scheduled to be completed in FY 2025 (except for the Superintendent's House that has not yet been acquired by the City due to the complex processes for disposal of federal property), the operating budget includes additional funding for salaries and other costs associated with the operation of the facility. Three part-time positions (1.5 FTE) have been added to the Parks, Recreation, and Tourism operating budget to staff this new cultural and recreational facility.

Upon completion, this new park will be a premiere heritage tourism site within our City. Located off Glencoe Street along the Dismal Swamp Canal Trail, the Historical Village will foster a sense of place in our community and encourage residents and visitors to explore the uniqueness of Chesapeake as they see artifacts and landscapes that will provide visitors with a glimpse into our City's history. Staff will connect history throughout Chesapeake by discussing how past events and people helped shape Chesapeake's future as an exceptional place to live, learn, work, farm, and play. Once fully opened, the Historic Village at the Dismal Swamp will showcase Chesapeake's rich history, which aligns with Council's desired outcome of *cultural diversity*.

An area where infrastructure improvements are being completed by the City's Public Utilities and Public Works Department's is the Quincy neighborhood in South Norfolk. CIP 50-250 "Chesapeake Avenue Area Stormwater Improvements" is funding the stormwater component of this project. As part of the project, the stormwater system along Guerriere Street, Chesapeake Avenue, Ohio Street, Rogers Street, Jefferson Street, and Stewart Street will be improved thereby reducing the impacts of flooding on the surrounding properties. In addition to the stormwater improvements, approximately 920 feet of sanitary sewer mains, affected manholes, and service laterals on Chesapeake Avenue, Jackson Avenue, and Ohio Street will be replaced. Performing this work concurrently demonstrates the City's one-dig philosophy which is fiscally responsible. By reducing the impacts of flooding on these properties, this project aligns with the desired outcome of *environmental responsibility*.

One of the programs that we often receive feedback about is the School Speed Zone Enforcement Program. Now that the program has been in operation for more than a year, we anticipate that revenue will slow as citizens are more aware of these cameras and the importance of reducing speeds in and around school zones in the mornings and afternoons as the school day begins and ends. While the program has generated revenue, its intended outcome is safety for our school students.

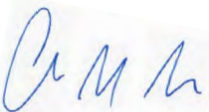
In keeping with that outcome, I have included a new project in the FY 2025 CIP to utilize the resources generated by this program to ensure that our public safety agencies have equipment that is replaced on a routine basis to ensure functionality. CIP 28-290 “Public Safety Equipment Acquisition and Replacement” is a new program that will fund the replacement of all types of capital public safety equipment utilized by our first responders. The initial allocation to the program will be \$500,000 annually, which will allow us to continue to monitor the program and adjust it as revenues dictate. By ensuring that our public safety agencies have equipment that is maintained and replaced in a timely manner, delays or downtime caused by equipment failures are reduced, which helps to avoid a degradation of response times. This aligns with the desired outcome of *safety and security*. It also ensures that the revenue generated by this program is put to good use and that the program we have established using this funding is fiscally responsible and sustainable.

Summary

As you can see, due to the continued impacts of inflation and rising costs, much of the new funding created by increasing revenue is being used to maintain current programs, services, and to advance the Public Safety Training Academy. While the addition of new positions in FY 2025 budget is larger than any of my previous budget proposals, these positions are only being recommended when they help the City achieve one of Council’s desired outcomes and the cost is offset by reducing other expenses, the position contributes to revenue generation beyond their cost, or the position is funded by new resources from the State.

The FY 2025 budget is focused on maintaining the progress that we have made in recent years to improve the lives of our citizens by aligning our resources to achieve Council’s strategic priorities and to be transparent as we help Council and our community make important choices. Toward that end, I hope that you find the information in these two documents to be clear and informative. While aligning our budget to address Council’s strategic priorities is a continuous journey, I believe that we continue to advance toward the achievement of that goal. We look forward to working with you in the coming weeks as we endeavor to make Chesapeake an exceptional place to live, learn, work, farm, and play.

Sincerely,



Christopher M. Price
City Manager

CITY OF CHESAPEAKE ORGANIZATION

The City of Chesapeake derives its governing authority from a Charter granted by the General Assembly of the Commonwealth of Virginia on January 1, 1963. The City is organized under a Council-Manager form of government in which the citizens elect the Council and the Council appoints the City Manager. Council also appoints the City Attorney, City Clerk, Real Estate Assessor, Planning Commission Members, Internal Auditor, and members of other boards and commissions. The Sheriff, Treasurer, Clerk of the Circuit Court, Commonwealth's Attorney, School Board, and Commissioner of the Revenue are elected by the citizens. The City department heads are appointed by the City Manager.

Cities in Virginia are unique from those in most of the rest of the country. In Virginia, cities are independent of counties; therefore, they usually provide all local governmental services, including those typically provided by counties. As an independent city, Chesapeake is not located in a county. The City provides a full range of general governmental services for its citizens, including, police and fire protection, collection and disposal of refuse, water and sewer services, parks and recreation, libraries, and construction and maintenance of highways, streets, and infrastructure. Other services provided include social services, planning and zoning, mental health assistance, and general administrative services. Public education for students in grades kindergarten through twelve is provided by the separately elected Chesapeake School Board. Since the School Board is fiscally dependent upon the City and the City Council must appropriate all school funds, the school operating budget is included in this document. Finally, certain services, including public health, agricultural services, and judicial services are shared with the Commonwealth of Virginia; only the City's portion of those agencies are included in the operating budget.

The Citywide organizational chart shown before the Manager's Message lists each City department or agency and its relationship to the City Council, City Manager, and the citizens.



Chesapeake City Hall

HOW TO READ THE DOCUMENT

The operating budget document is comprised of seven sections. The first section is the **Manager’s Message**. It highlights significant changes from the current year, the City’s priorities, and issues for funding in the coming fiscal year.

The second section, the **Overview**, describes the City’s organization, the operating budget document, and the process for developing the operating budgets. It also documents the City’s short and long-term financial and budget policies, summarizes the City’s debt management policies, highlights the City’s strategic goals and objectives, explains the City’s financial structure, provides highlights of the operating budget, and includes an overview of the appropriations by expenditure category and by fund.

The third section, **Summaries**, provides a summary of revenue and appropriations by fund, a summary of interfund transfers, a position summary, a grant summary, and a fund balance summary.

The fourth section, **Revenue**, describes each fund’s revenue resources, provides information on the revenue estimates included in the operating budget, and provides a summary of the City’s economic outlook which guides the development of revenue estimates.

The **Departments** section highlights each department in the City and how the resources allocated to the department align with City Council’s strategic anchors and/or their desired outcomes. Each department narrative includes a brief organizational chart, performance and operational metrics, and summary budgetary information including appropriations and revenues.

The final sections include the **Ordinance** followed by the **Appendix**, which includes statistics about the City, relevant sections of the City Charter, information about the chart of accounts, a summary of the Capital Improvement Program with impacts on the operating budget, a summary of revenue dedications, a schedule of rates and fees, and a glossary.

The following pages provide an example of the information included for each department provided later in this document. These pages provide a written explanation of how to understand the various sections of those pages.



Great Bridge Battlefield & Waterways Museum and Historic Park

HOW TO READ THE DEPARTMENT NARRATIVE SECTION

The **MISSION STATEMENT** and/or **DESCRIPTION** provides insight on the department’s purpose. **OBJECTIVES** lists goals aligned with the City Council’s strategic anchors and desired outcomes. Updates on department functions with budgetary affects can be found under **CHANGES IN A DEPARTMENT’S BUDGET**.

DESCRIPTION

The Budget Department coordinates the City’s short-term and long-range fiscal planning by coordinating the development of the annual operating budget and the five-year capital improvement program (CIP). The department also maintains the City’s position control system, conducts budget research, provides policy guidance, responds to inquiries, and reviews and prepares budget amendments. Additionally, the Budget Office develops long-range projections regarding the City’s financial position, conducts management analyses, produces various reports and projects, and monitors revenues.

OBJECTIVES

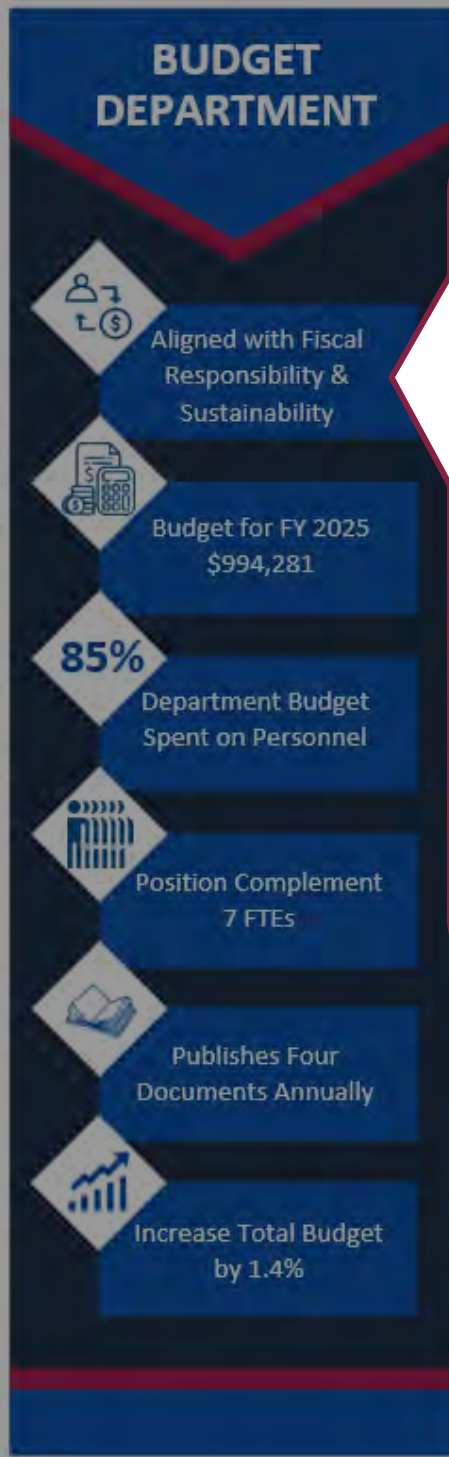
- The department will receive the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- The department will maintain accurate position control data within the position control system by updating all approved transactions promptly.

CHANGES IN THE DEPARTMENT’S BUDGET

- Funding was increased in the General Expenses category to fund a contractual adjustment for the City’s budgeting software.
- Information Technology charges increased by roughly \$12,000 due to the department’s allocation of these expenses.



FY 2024 Operating Budget Cover



Information about the department is also displayed in the **Quick Facts Sidebar** and can contain any of the following:

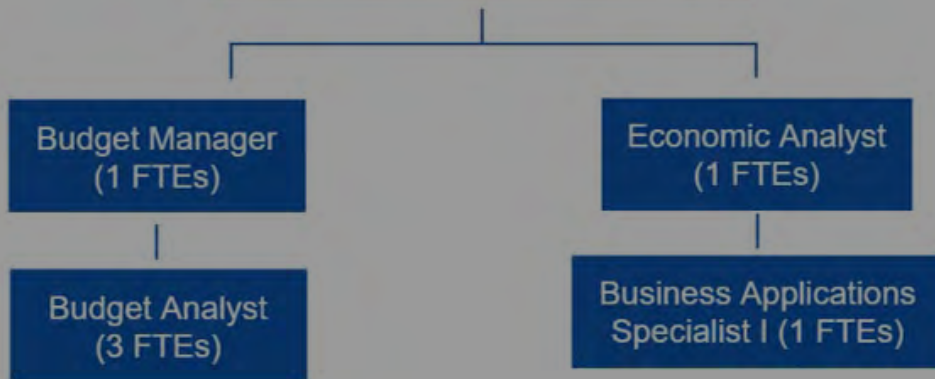
- Alignment with Strategic Outcomes and/or Anchors
- Total Budget
- Budget Percentage Allocated to Personnel
- Position Complement
- Additional Department specific facts

ORGANIZATION provides a chart listing the department’s structure by leader, positions and/or divisions.

ORGANIZATION & PERFORMANCE MEASURES



DIRECTOR: Jonathan Hobbs



Strategic Anchor: Fiscal Responsibility & Sustainability

The Budget Department aligns with the Strategic Anchor of Fiscal Responsibility by ensuring that resources are aligned to best meet the needs of City Council.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Position control transactions processed within two business days	100%	98%	100%	100%
Provide adopted budget document promptly	Publication Before July 1 st	Yes	Yes	Yes

To show that departments are aligning with the strategic outcomes & anchors set forth by City Council, the operating budget highlights each department’s **PERFORMANCE MEASURES**.

The **APPROPRIATIONS AND REVENUES** section shows the budget and personnel complement for each department. This is displayed in both overall totals and totals by fund.

APPROPRIATIONS AND REVENUES **Budget Department**

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$776,163	\$860,570	\$852,129	-1.0%
Internal Service Charges and Utilities	\$41,318	\$44,965	\$56,905	26.6%
General Expenses	\$67,972	\$75,247	\$85,247	13.3%
Total Department Budget:	\$885,453	\$980,782	\$994,281	1.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$30	\$0	\$0	-
Total Department-Specific Revenue:	\$30	\$0	\$0	-
General Fund Support:	\$885,423	\$980,782	\$994,281	1.4%
Total Department Resources:	\$885,453	\$980,782	\$994,281	1.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12440 - Budget Services	6.800	7.000	7.000	0.000
Total Personnel:	6.800	7.000	7.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12440 - Budget Services	\$885,453	\$980,782	\$994,281	1.4%
Total Budget for Fund:	\$885,453	\$980,782	\$994,281	1.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$30	\$0	\$0	-
Total Revenues for Fund:	\$30	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	6.800	7.000	7.000	0.000

ALIGNING RESOURCES WITH THE STRATEGIC PLAN



Council Vision

City Council has adopted both a long-term vision statement for the City and a number of plans which provide a roadmap for achieving that vision. The City's annual operating budget and Capital Improvement Program (CIP) define and allocate the resources necessary to implement those plans. The vision statement as adopted by City Council says:

- *Chesapeake will be **economically strong, culturally diverse, and environmentally responsible**, with a quality of life that defines our city as an **exceptional place to live, learn, work, farm, and play**. As the City continues to grow, it will be a **progressive and well-connected** community of **treasured rural areas, vibrant residential neighborhoods, and thriving commercial and industrial centers**. Moving forward, we will build on our strengths to create an unparalleled city that **meets our full potential**.*

Strategic Anchors

Based on the vision statement, the City has developed three strategic anchors which guide our actions and serve as the basis for our decision-making processes. As the Operating Budget and CIP for FY 2025 were developed, resource allocation decisions were reviewed for alignment with the strategic anchors. The strategic anchors are:

- *We help make Chesapeake an exceptional place to live, learn, work, farm, and play*
- *We provide outstanding service to Council, our community, our customers, and each other*
- *We will be fiscally responsible and sustainable*

Desired Outcomes

During their 2021 planning retreats, City Council approved five desired outcomes. These outcomes were reaffirmed in January of 2023 with two new objectives added at that time. These outcomes and the associated objectives help Council and staff to gauge the City's progress towards achieving the Council's vision.

Economic Prosperity

- *Increase non-residential tax base*
- *Diversify the tax base*
- *Increase jobs*
- *Increase average wages*
- *Increase revenue generated from tourism*
- *Improve performance of agribusiness/agritourism*

Connectivity

- Increase broadband accessibility
- Improve non-motorized connectivity (e.g. bikes, trails, transit)
- Improve stakeholder engagement opportunities
- Improve awareness of and access to City and State programs

Cultural Diversity

- Integrate cultural diversity programming across platforms (e.g. tourism, libraries, museums, etc.)
- Complete Dismal Swamp Historic Village
- Improve leadership development opportunities
- Increase minority entrepreneurship rate

Environmental Responsibility

- Increase maintenance frequency of stormwater system
- Improve resilience of new public and private development
- Increase amount of open space preserved
- Reduce rate of tree loss
- Improve overall beauty of the City

Safety and Security

- Improve response times
- Maintain low turnover rates
- Improve training capabilities
- Increase mental health collaboration
- Improve safety and security of public facilities
- Reduce recidivism
- Increase cybersecurity score
- Reduce violent crimes

CARES Standards

In addition to the Vision, the City organization has a set of organizational values, known as the **CARES** standards, which the staff embodies as they carry out the work of the City. These organizational values stipulate that as employees perform their work for and on behalf of the residents of and visitors to Chesapeake that they are:

Courteous – Making customers feel welcome, appreciated, and respected.

Attentive – Enhancing the ability to identify the needs and concerns of customers.

Responsive – Acting upon customers' needs and providing follow-up in a timely manner.

Empowered – Possessing knowledge, resourcefulness, and creativity to address customer needs.

Stewardship – Demonstrating a commitment to public service, to the safety of ourselves, our coworkers, and our community, and to being good stewards of our financial & environmental resources.

THE OPERATING BUDGET PROCESS

The City Charter requires the City Manager to submit a balanced operating budget to City Council by April 1st for the ensuing fiscal year. The fiscal year begins on July 1st and ends June 30th of the following year. The approved budget, which may be modified by the City Council, is required to be adopted by a majority vote of the City Council, 47 days before the end of the current fiscal year. Otherwise, the budget as submitted by the City Manager becomes the budget for the ensuing fiscal year. Below are the various phases and principles of the City's operating budget development process.

Guiding Principles

City Council has established and reaffirmed the following principles that must be adhered to in the development of the operating budget and CIP:

- *No increase in the real estate tax rate*
- *Do not add new fees*
- *Do not supplant losses in commonwealth or federal funds with local funds*
- *Deviation from the first three principles is only permissible when addressing the City Council's Strategic Priorities*

Develop Multi-Year Outlook

In the fall of each year, the Budget Office collaborates on a three to five year outlook of revenues and identifies factors that will impact spending over the next several years. These include upcoming debt service payments and the operating cost of capital projects scheduled for completion. The multi-year outlook identifies factors that impact government spending, such as fuel costs and the costs for employee compensation and benefits. The first year of the outlook is used in creating a framework and target funding levels for departments in preparing the operating budget.

In preparation for FY 2025, General Fund departments were provided a budget target of 97% of current services. This 97% was calculated off a revised baseline that includes updated salary and benefit costs as of September 2023 which included a general wage increase. Operating costs were held flat at the amount included in the Adopted FY 2024 Operating Budget, and any one-time costs included in the FY 2024 budget were eliminated.

Special revenue funds that receive a transfer also had the 97% target rate, but this rate was only applied to the amount transferred from the General Fund. Special revenue funds that do not receive a transfer from the General Fund and Enterprise Funds were required to submit a balanced operating budget with estimated revenues being balanced with planned expenditures (including transfers to the CIP), as well as a contingency of 7.5% for any benefits and general wage increases.

Department Operating Budget Submissions

Based on the target rates described above, each department or agency head submitted an operating budget request identifying their resource requirements for the next fiscal year. Department and agency heads were expected to review their programs and services and ask three questions: Are there programs and services that their department is providing that they should stop providing? Are there programs or services that should expand, or they should start providing? What programs and services should continue to be provided? For each of these questions, department heads were asked to justify these resource requests by articulating how the request aligned to the City's strategic anchors and outcomes.

To facilitate the start, stop, or continue methodology, departments and agencies submitted resource requests in one of three budget levels. Budget level 1 included resource requests up to the 97% provided at target. Therefore, if a current program or service was not funded in the 97% provided, the department would have to stop, thus impacting their ability to provide the program/service.

It was the goal of this budget cycle to strictly align all services provided to the Council desired outcomes and strategic anchors. By setting the target at 97% departments were compelled to analyze operations and justify requests for continued funding. Budget level 2 allows departments and agencies to request the restoration of funding for the items reduced in order to achieve budget level 1 and thus continue these services, but they must align significantly with the City’s strategic anchors and Council’s desired outcomes. This methodology also allows departments and agencies to request funding to expand existing programs or start a new program or service. These requests for new funding to expand or initiate a program are submitted at budget level 3.



These budget level 2 and budget level 3 requests, and the associated justifications, were submitted to the Budget Office in late November and early December for analysis and recommendations.

Budget Review Committee (BRC)

For FY 2025, the BRC included the City Manager, the Deputy City Managers, the Budget Director, the Human Resources Director, and one of the Assistants to the City Manager. The BRC met with each department head to review their budget level 2 and level 3 requests. The committee reviewed each proposal and recommended funding based on the alignment of the request with Council’s desired outcomes and adherence to the strategic anchors. It is the requesting department’s responsibility to demonstrate how the request aligns with achieving Council’s outcomes and the anchors.

School Board

The Superintendent’s proposed budget is submitted to the City Manager for distribution to the City Council. The City Manager makes recommendations in his proposed budget regarding the total appropriation for the School System. City Council makes an annual lump-sum appropriation to the School Board for its operating expenses. Once that is done, the School Board must reconcile its budget to the amount appropriated by City Council.

Proposed Budget Presented to Council

The City Manager proposes an operating budget to the City Council. The proposed operating budget includes tax rates sufficient to produce revenues needed to meet City and School expenditures contemplated in the proposed budget. After work sessions and public hearings before City Council, the budget may be revised, and an appropriations ordinance is adopted. Tax rates are established before the beginning of the fiscal year for which the budget is prepared.

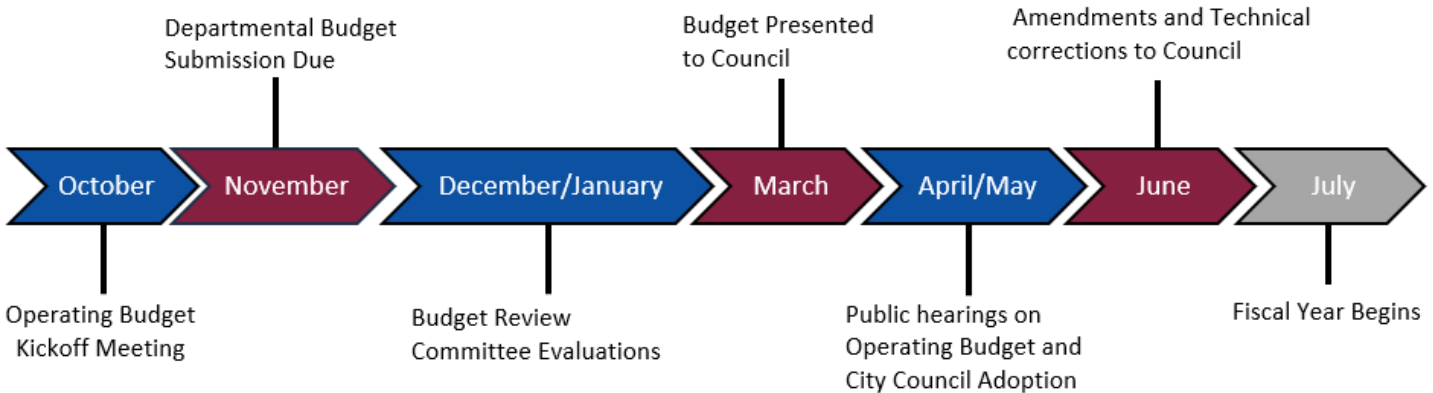
Public Input

The City Council will hold public hearings for citizens to address Council. Citizen input is encouraged as an important method of providing feedback to elected officials. Public hearings are usually held at the end of April and may also be conducted at the second Council session in May before adoption of the proposed Operating and Capital Budgets.

Operating Budget Execution

On July 1 of each year, the adopted budget is implemented. As the City’s finance staff completes the annual fiscal year closing (early August), the Budget Office reviews the revenues collected in the fiscal year ending in June. The actual level of revenues realized is then compared to the projections and assumptions used in preparing the operating budget for the budget year beginning in July. The Budget Office works with the City Manager to identify potential concerns and, if appropriate, advise the City Council of changes in revenue or spending projections. If necessary, the City Manager will recommend adjustments to the operating and capital budgets to address any issues that are identified. The Budget Office conducts a quarterly revenue analysis to determine whether collections are consistent with the operating and capital budgets.

Operating Budget Development Timeline



Operating Budget Amendments

After Council adopts the original appropriation ordinance, the operating budget may be amended during the course of the fiscal year. First, the Council may adopt an ordinance to increase or decrease the total level of estimated revenue and appropriations based on actual revenue received. Second, the City Manager has limited authority granted in the operating budget ordinance to transfer resources within the operating budget. Transfers of amounts that exceed the Manager’s authority require approval by City Council.

Operating Budget Controls

The operating budget ordinance sets the legal level of appropriation controls at the fund level. The City Manager implements the following additional budgetary controls to ensure that expenditures are within appropriations approved by Council and anticipated revenues.

- The City Manager requires that each department’s expenditures remain within the appropriations for that department by fund unless another specific level of control has been specified for a department.
- Budget transfers between funds, departments, programs, or expense types require the approval of the Deputy City Managers or the City Manager and notification to the City Council. Budget transfers between the operating budget and a capital project require approval by City Council.
- The City maintains an encumbrance accounting system. The estimated purchase order amount is encumbered before the release of a purchase order to a vendor. Purchase orders that would result in an overrun of available funds are not released until additional appropriations are made available. Outstanding encumbrances are disclosed in the “Notes to the City’s Financial Statements” at the end of each fiscal year.

FINANCIAL STRUCTURE, POLICIES, & GUIDELINES

The accounting system used by the City of Chesapeake is organized based on funds or account groups. A fund is defined as a separate, self-balancing set of accounts that are segregated to measure specific activities or attain certain objectives. Each fund is comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The following fund types and account groups are used by the City: Governmental Funds (such as the General Fund and Special Revenue Funds), Proprietary Funds (such as the Enterprise Funds and Internal Services Funds), and Fiduciary Funds. The appropriations within each fund are further classified into departments, programs, or functions. Expenditures within each department are posted to accounts that describe the items purchased.

Basis of Accounting

The City's Annual Comprehensive Financial Report presents the financial position and results of operations for the City operations of various funds, account groups, and component units. It is prepared using "generally accepted accounting principles" (GAAP).

- Under GAAP, the modified accrual basis of accounting is used for governmental (such as the General Fund and special revenue funds) and agency funds. Revenues are recorded when susceptible to accrual, i.e. both measurable and available. Expenditures are recorded when the related fund liability is incurred.
- Under GAAP, the accrual basis of accounting is used for proprietary fund types (enterprise funds) and nonexpendable trust funds. Revenues are recognized when earned, and their expenses are recognized when they are incurred.

Basis of Budgeting

The City's budget preparation conforms to GAAP by using a modified accrual basis for preparing the operating budgets for the general, governmental, and agency funds and the full accrual basis for enterprise funds. However, the basis of budgeting differs from the basis of accounting in the following areas:

- The City's annual report includes the Chesapeake Land Bank Authority and the Chesapeake Airport Authority as component entities. The Economic Development Authority is considered under the Proprietary Funds. The Operating and Capital Improvement Budgets do not include estimated revenues and appropriations for the operation of the authorities outside of the City's General Fund support in the Operating Budget.
- The Community Renewal Fund is not included in the operating budget. The Community Renewal Fund includes revenue from the Community Development Block Grant (CDBG) and the HOME grant. These grants are included in the Grant Summary under the Planning Department.
- The Capital Projects Funds, Utility Construction Funds, and the Community Renewal Fund budgets are adopted on a five-year project basis instead of a fiscal year basis. The first year of the plan is appropriated as the capital budget for each fiscal year.
- The purchase of capital outlay is included in the operating budget in the year of the initial purchase at full cost; capital outlays are not budgeted as a depreciation expense.
- Leases and Subscription-Based Information Technology Arrangements are budgeted as expenditures or expenses based on the fiscal year's cash flows. The budget does not include the recognition of an asset or a liability as required under full accrual accounting.
- Debt service is budgeted for principal and interest payments that are due and payable during the fiscal year. The budget does not include accruals of interest that are not due on June 30th of each year. Amortization of debt premiums or discounts are not budgeted.

Long Range Planning and the Operating Budget

- Council Strategic planning meetings are held throughout the year to focus on the City's goals, vision, and land use issues. The Council develops its vision and its list of priorities for the next three to five years. Additionally, staff provides the Council with a fiscal update, trends, and issues in various departments including Economic Development, Planning, Real Estate Assessor, and Public Schools.
- The Commonwealth of Virginia requires the City to adopt a Comprehensive Plan for the physical development of the territory within its jurisdiction. The Capital Improvement Plan (CIP) is a major tool for implementing the Comprehensive Plan. Projects included in the CIP shall be consistent with the City Comprehensive Plan. A second major tool for implementing the Comprehensive Plan is the Zoning Ordinance and its enforcement by the Department of Development and Permits.
- A five-year CIP is developed along with the operating budget. The development of the CIP and operating budget are coordinated by identifying projections for both in the multi-year outlook, by identifying the level of operating budget support required to finance the CIP, and by identifying the operating budget impact of completed CIP projects. The process and policies for the development of the CIP and detailed information about specific projects are included in the separate CIP document. A Capital Budget Summary is included in the operating budget.

Policies Guiding the Development of the Operating Budget

The following is a list of short-term budgetary and financial policies used in developing and allocating funding in the operating budget. The list is evaluated each year.

- Adhere to the City's Charter for preparing, presenting, and deciding on budgets.
- Adhere to the Commonwealth Code requirement (§22.1-93) that the governing body of a municipality shall approve an annual budget for educational purposes by May fifteenth or within thirty days of the receipt by the municipality of the estimates of commonwealth funds.
- Reevaluate "Base Budget" to ensure removal or reduction of any nonrecurring requirement or service in the latest approved operating budget.
- Develop the operating budget and CIP under the supervision of the City Manager.
- Implement approved/amended budgets and policy direction by Council under the supervision of the City Manager with input from the departments.
- Assure "Excellence in Stewardship" with a balance between resources allocated to good management and legal compliance versus resources allocated to service for our citizens.
- Evaluate the City's allocation of resources to civic and external organizations based on need and relative benefits to its citizens and/or humanity. Require contracts and periodic reports of actual citizens and persons served.
- Require prior approval of all affected departments before transferring charges between departments.
- Adhere to the City's Charter for Public Hearing before approving/amending budget and/or appropriating funds.
- Provide for increased operating costs in the operating budget of newly completed or acquired facilities that were initially funded through the approved capital budget.
- Make resource allocation decisions that align with the strategic anchors.
- Recover full costs of common services provided by Central Fleet (Garage), Department of Information Technology, and Self-Insurance by charging the using departments and reimbursing for the services through Internal Service Funds.
- Coordinate the development of the operating and capital budgets in order to link the two together before making decisions on either.
- Evaluate new technology spending for future cost savings and adjust appropriations accordingly.
- Assure quality of programs in preference to poor or marginal quality programs even if it is necessary to eliminate services to balance the budget.
- Execute budget(s) as approved and manage, advise, and seek corrective consent when the latest Council intent is not being met.
- Evaluate the benefits of computers, special equipment, vehicles, and other required equipment before purchase and/or replacement according to useful life criteria when not determined "economically non-repairable."
- Support public safety programs that will have a direct impact on the safety and wellbeing of citizens.

- Ensure that the personnel complement in the operating budget accurately reflects the City's latest Human Resources Management System and Compensation Plan.
- Support economic development programs that will add to the City's tax base.
- Fund, to the extent possible, the capital costs for technology.

Financial Policies

- Expect operating budget to be balanced on current revenue and current expense basis.
- Maintain a reserve equal to an unassigned fund balance of at least ten percent (12% in practice).
- Use lease/purchase financing cautiously and for periods that do not exceed the estimated useful life of the item of equipment and/or facility being financed. Generally, financing of capital projects should not exceed twenty (20) years, except in the case of transportation infrastructure.
- Expect the City Treasurer to pool all unrestricted monies and invest in a manner to maximize revenue in low to no risk offerings while measuring cash availability for payrolls and bills.
- Do not rely upon debt for current operations.
- Continue to solicit and accept external grants only for non-permanent purposes so that City dollars are not required to fully fund the program at end of the grant period.
- Continue to evaluate the necessity and value of the required fund balance and reserves and communicate the criteria and methodology used.
- Use one-time revenues/resources to support projects, programs, and purchases with one-time costs.
- As the governing body, only the City Council has the authority to commit the City's fund balance for a specific purpose. The City Manager has the authority to assign fund balance for a specific purpose. The commitment and assignment of the fund balance is made before the end of the fiscal year. City Council authorizes the use of fund balance through formal City Council action. The fund balance is spent first from the highest level of constraint or restriction to the lowest level of constraint.
- Maintain and continuously refine projections for revenues and expenses for all funds except the Schools.
- Continue to provide resources that exceed minimum Commonwealth requirements to Chesapeake Public Schools.

Policies Guiding Debt Management

- Limit the City's debt to 10% of the assessed value of real estate subject to local taxation according to the mandates of the Commonwealth of Virginia.
- Further limit the City's debt for bonds and notes other than refunding to amounts authorized by a majority of qualified voters voting in an election on the question according to the Charter.
- Authorize bonds or notes without an election in any calendar year in an amount not to exceed \$4,500,000 plus the amount of debt retired in the previous calendar year.
- Restrict the City-wide borrowing authority to a maximum of 3.5% of the assessed value of real estate as shown by the last preceding assessment for taxes. (Contracts other than bonds and notes are excluded.)
- Restrict overall per capita debt to \$3,000.
- Debt should be repaid within the period of the estimated useful life or twenty (20) years, whichever is less, except in the case of transportation infrastructure.
- Maintain good communication with bond rating agencies about the City's financial condition with full disclosure and integrity on all financial data and debt offerings.
- Own water and sewer facilities and finance new construction with general obligation or revenue bonds that are solely supported by enterprise revenues.

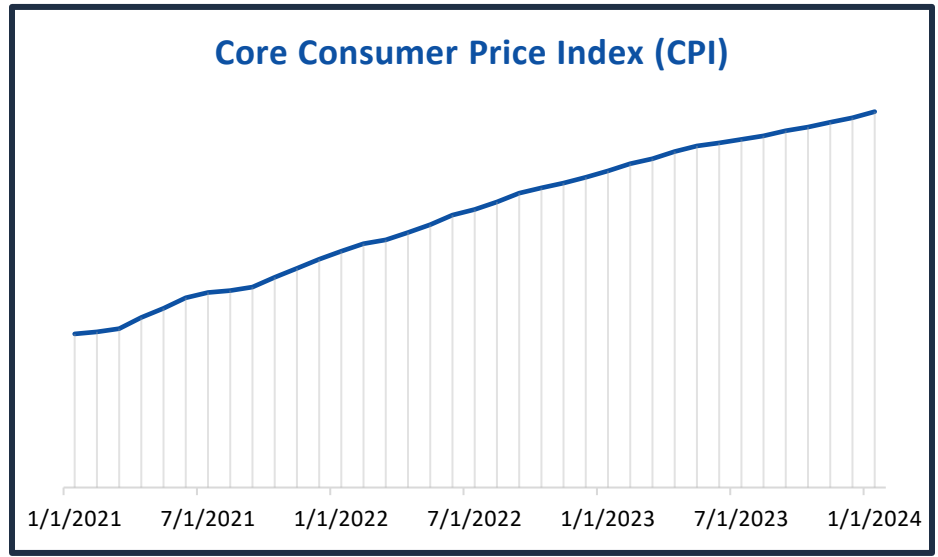
HIGHLIGHTS OF THE FY 2025 OPERATING BUDGET

The operating budget contains estimates for annual revenues and appropriations for personnel, operating expenses, certain capital outlay, debt service, contingencies, and other annual expenses. It also outlines the policies, priorities, and circumstances under which allocation decisions are based. This document provides the citizens and City Council with insight into the programs and services provided by the City.

The Impacts of Inflation on the FY 2025 Operating Budget

While not as significant as in FY 2024, inflation continues to impact the City's operating budget. Inflationary pressures persist from multiple sources, including supply chain disturbances, elevated home sale prices, and rising wages.

The following graph depicts the level of inflation in the US over the last 36 months. This specific measure of inflation, the Consumer Price Index (CPI) less food and energy, measures the cost of a mixture of the same minimally volatile goods and services over time. As of January 2024, core inflation increased 3.9% year over year, down from a peak of 6.6% in 2022. In response to contractionary monetary policy actions taken by the Federal Reserve and other market fluctuations, inflationary pressures have eased over the past 12 months. To accomplish this, the Federal Reserve Bank Federal Open Market



Committee committed to several interest rate hikes throughout 2023, peaking at the current level of 5.5%. Interest rates are expected to remain elevated throughout 2024 to ensure a controlled decline in the rate of inflation. Given the current economic climate, the Congressional Budget Office projects that inflation will slowly decline over the period between 2024 to 2027 and reach a stable level in 2028. This means that while the pace of inflation is slowing, increases in the cost of goods and services essential to City functions are expected to continue impacting the annual operating budget over the next several fiscal years.

While the pace of wage increases is expected to slow in tandem with inflation, wage pressures are still expected to have an impact on the operating budget over the next several fiscal years. Rising wages throughout the economy have increased the cost of recruiting and retaining qualified staff for the City. These increases in labor costs, along with the rising cost of goods and materials, impacts contractual staffing and contractual services that the City purchases to support operations. The following table provides just a few examples of items or contracts that the City purchases on a routine basis and the impacts that inflation is having on those items.

The impact of inflation also continues to affect growth in several major revenues, but again, to a lesser extent than in FY 2024. The continuation of increases in home prices has influenced the growth in revenue from real estate taxes, the City's single largest revenue source. In addition, consumer driven revenues like general sales, meal, and hotel taxes are influenced by the price of goods and are increasing due to continued inflation. Though many of the City's revenue streams are growing due to inflation, they are doing so alongside a similar pattern of increasing costs.

Examples of Operating Expenses Being Impacted by Inflation

Department	Item	Previous Cost	New Cost	Percent Increase
Central Fleet	Synthetic Motor Oil	\$10.37	\$12.75	23.0%
Central Fleet	Refuse Truck Tire	\$110.00	\$131.00	19.3%
Health Department	Cooperative Agreement	\$2,084,815	\$2,631,730	26.2%
Parks, Recreation, Tourism	Portable Toilet Rental (Month)	\$58.00	\$74.00	27.6%
Parks, Recreation, Tourism	Engineered Wood Fiber Chips	\$17.40	\$19.01	9.3%
Public Works	Contribution to HRT	\$3,065,800	\$3,327,003	8.5%
Libraries	Hoopla (Downloadable Book Subscription)	\$144,000	\$204,000	41.7%
Libraries	Midwest (Audio Books)*	\$14.83	\$19.08	28.7%

Keeping Pace in a Competitive Labor Market

For the City of Chesapeake to be an exceptional place to live, learn, work, farm, and play, we must continue to focus on our most important resource, our workforce. Our guiding principle is to maintain competitive pay and benefits for Chesapeake employees, by ensuring that the City's wage structure for positions is within the top three in the region. Therefore, continual monitoring and evaluation of the regional labor market must occur. A public safety step plan was implemented as a major step in accomplishing the goal of maintaining a competitive compensation structure. Scheduled step increases, as well as a market adjustment when warranted, are provided each January.

For the general workforce, capacity is included for a 3.5% general wage increase (GWI), effective with the first pay period of the new fiscal year. Discussions with leaders from around the region indicate that this will be in line with the market, and as such, this increase will maintain the City's position in the top three within the region.

In terms of employee benefits, the City is experiencing cost savings from the wellness initiatives and incentives that were put into place in prior years. Despite the current inflationary environment, health insurance costs for the City have been lower than anticipated and this allowed the City to hold premiums for health insurance flat for plan year 2024. As the City's health insurance plan operates on a calendar year basis, a \$2.5 million reserve has been included in the operating budget in anticipation of cost increases for plan year 2025 (the second half of the fiscal year). As rates have been held flat for the past two plan years, this trend becomes less likely to continue as a result of general inflationary pressures in the economy.

Another major cost in employee benefits is the rate the City contributes to the Virginia Retirement System. This rate is adopted by the Commonwealth with the biennial budget cycle and FY 2025 is the beginning of the new cycle. The rate increase for FY 2025 and FY 2026 was not as large as adjustments that have occurred in the recent past. The rate for FY 2025 and FY 2026 is 17.48% of employees' salaries, which is less than a 0.5% increase from the previous rate of 17.17%. Despite the small increase in the rate, the cost of this increase is approximately \$1 million across all funds.

Alignment with Safety and Security Drives the Majority of New Positions

In addition to increasing wage and benefit costs, the FY 2025 budget includes a multitude of new positions being added to the City's complement. While tremendous scrutiny is placed on any new positions that grow the size of the government, circumstances have led to positions being added in FY 2025.

The first significant driver of new positions is the anticipated closure of the Hampton Roads Regional Jail (HRRJ). Due to the closure of this facility, the Sheriff's Office will experience an increase in inmates at the City's correctional center. To manage this increase in population and maintain the City Council's outcome of *safety and security*, 15 additional deputies are being added. This addition is coupled with the reallocation of eight deputies that were previously assigned to the inmate workforce program. To maintain proper oversight and management, the Sheriff's Office will also add five sergeants. To achieve reduced recidivism as a measure of Council's outcome of *safety and security* and to aid in the mental and physical health of this population through increased mental health collaboration, four Behavioral Health case workers will also be deployed in the jail with the goal of successfully integrating individuals back into the community.

In Chesapeake Integrated Behavioral Healthcare (CIBH), several programs are being expanded and positions are being added to facilitate programmatic needs. The Crisis Receiving Center will be expanded through the addition of mental health clinicians and psychiatric nurses. This unit will help meet the needs of individuals in the community who struggle with mental health and substance use disorders. These 19 new positions will provide direct care to individuals experiencing a mental health crisis and will help stabilize the person with less involvement from law enforcement or the emergency room. This initiative aligns with City Council's outcome of *safety and security* by increasing mental health collaboration and improving response times by utilizing law enforcement officers less frequently in these situations.

Another focus for CIBH is permanent supportive housing for those with mental health issues. Six positions are being added to the department including mental health clinicians and peer recovery specialists to provide ongoing support and assistance for individuals with serious mental illness helping them to gain and maintain safe housing. These positions are directly aligned with City Council's outcome of *connectivity* by linking citizens with available City and State programs.

With the success and positive impact of the Fire Department's Mobile Integrated Health program in the community, as evidenced by a 50% reduction in non-emergency, high frequency calls, the program will be expanded through the addition of a Family Services Specialist. This position will help remove barriers to obtaining healthcare thus improving Council's outcome of *connectivity* by linking citizens with available City and State programs. The position provides patient assessment, counseling, and monitoring. This program provides successful outcomes of "Aging in the Community" and puts behavioral health as a priority for a vulnerable population thus contributing to *safety and security* by increasing mental health collaboration.

Based on actions taken by the City Council in May of 2023, certain duties were removed from the Treasurer's Office and those responsibilities were placed in departments under the direction of the City Manager. While this shift in duties remains a work in progress, four and a half positions (4.5 FTE) are being added to the Finance Department in FY 2025 (or late in FY 2024) to ensure efficient financial operations. These functions include the management of approximately \$1.15 billion in cash and investments to ensure the availability of cash for operations and managing investment risk while optimizing returns, the management of city bank accounts and associated banking relationships, Emergency Medical Services (EMS) billing, and stormwater utility fee billing.

Due to the lack of collections and other financial management activity that was occurring prior to the transition of these responsibilities, the potential for revenue generation through the active management of cash and investments and the timely collection of fees as well as the enhanced financial oversight that these positions will provide, will far exceed the costs associated with adding them. While not related to the transition of the Treasurer's functions, 0.5 FTE is also being added in Finance to ensure City compliance and perform reporting requirements associated with the most recent standard released by the Governmental Accounting Standards Board (GASB 87).

Positions are also being added to operate the Historic Village. With most of the Historic Village at the Dismal Swamp scheduled to be completed in FY 2025 (except for the Superintendent's House that has not yet been acquired by the City due to regulation compliance in the processes for disposal of federal property), the budget includes additional funding for salaries and other costs associated with the operation of the facility. Three part-time positions (1.5 FTE) have been added to the Parks, Recreation, and Tourism operating budget to staff this new cultural and recreational facility.

Upon completion, this new park will be a premiere heritage tourism site. Located off Glencoe Street along the Dismal Swamp Canal Trail, the Historical Village will foster a sense of place in our community and encourage residents and visitors to explore the uniqueness of Chesapeake as they see artifacts and landscapes that will provide visitors with a glimpse into a bygone era of the City's history. Staff will connect history throughout Chesapeake by discussing how past events and people helped shape Chesapeake's future as an exceptional place to live, learn, work, farm, and play. Once fully opened, the Historic Village at the Dismal Swamp will showcase Chesapeake's rich history, which aligns with Council's desired outcome of *cultural diversity*.

Overall, the FY 2025 budget includes a net increase of 71.98 FTE across all departments and all funds (this excludes positions that were added mid-year in FY 2024). While positions are being eliminated in Human Services (Juvenile Detention Center), Libraries, Audit Services, and Parks, Recreation, and Tourism, in addition to the positions discussed above, positions are being added in the Commissioner of the Revenue's Office, Central Fleet, Commonwealth Attorney's Office, the Healthcare Fund, Information Technology, Police, Public Communications, Public Utilities, and Public Works. Again, while this number of new positions is larger than normal, in every case, the functions to be performed will advance the City toward the achievement of one or more of Council's desired outcomes. Additionally, in practically every instance,

the positions added are being funded through an external funding source, the position will help to generate revenue that exceeds the cost, or the cost of the position will be offset by cost reductions. The following table provides a comprehensive list of positions being added, which Council outcome or anchor their role will align with, and how they will be funded, or their cost will be offset (if applicable).

Department	Position Title	Number of Positions Added	Desired Outcome or Strategic Anchor	Offset
Airport Authority	Maintenance Tech Supervisor	1.00	Economic Prosperity	Funded by External Funding through the Airport Authority
Central Fleet	Automotive Technician Supervisor	1.00	Customer Service	Increased revenue in recovered costs
City Treasurer	Collection Agent	2.00	Fiscal Responsibility	Increased fee revenue from delinquent tax collection
City Treasurer	PT Driver	1.00	Customer Service	Reduction in contractual labor
City Treasurer	PT Customer Service Clerk II	0.29	Customer Service	Reduction in contractual labor
Commissioner of the Revenue	Business Tax Specialist	1.00	Fiscal Responsibility	Revenue generation
Commonwealth's Attorney	PT Investigator	0.70	Safety and Security	Additional State revenue
Finance	Collection Agent	1.00	Customer Service	Revenue generation - EMS billing
Finance	Customer Service Manager	1.00	Customer Service	Revenue generation - EMS billing
Finance	Account Specialist II	1.00	Customer Service	Revenue generation
Finance	Accountant II	1.5	Fiscal Responsibility	Revenue generation
Finance	Accountant II	0.5	Fiscal Responsibility	None
Fire	Family Services Specialist	1.00	Safety and Security	Reduction in operating costs
Healthcare Fund	Mental Health Counselor	1.00	Safety and Security	Reduced healthcare costs and reduction in overtime expenses
Information Technology	Client Technology Analyst II	2.00	Customer Service	Reduction in contractual services
Information Technology	Systems Analyst	2.00	Safety and Security	Reduction in contractual services
Information Technology	Network Engineer	1.00	Safety and Security	None
Integrated Behavioral Health	Clinician II	7.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Licensed Clinician II	3.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Clinician I	2.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Peer Recovery Specialist	7.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Licensed Practical Nurse	3.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Certified Nurse Practitioner	1.00	Safety and Security	New revenue from the State
Integrated Behavioral Health	Psychiatric Nurse I	3.00	Safety and Security	New revenue from the State

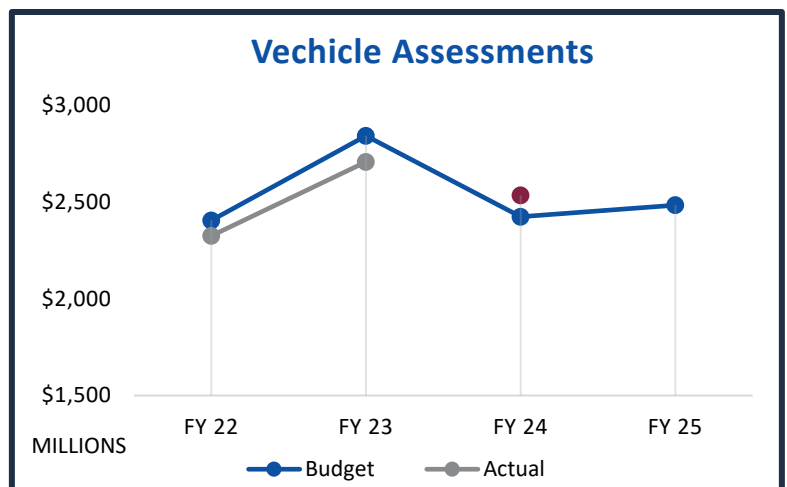
Integrated Behavioral Health	Licensed Clinician I	5.00	Safety and Security	New revenue from the State
Parks, Recreation & Tourism	Recreation Specialist I	1.50	Cultural Diversity	Reduction in positions from other programs
Police	Community Service Aid	0.75	Safety and Security	None
Police	Forensic Technician	1.00	Safety and Security	Reduction in overtime expenses
Police	Customer Service Clerk III	1.00	Customer Service	Reduction in overtime expenses
Police	Sergeant	1.00	Safety and Security	Speed Zone Enforcement revenues and reduction in overtime expenses
Police	Police Information Associate	0.35	Safety and Security	None
Public Communications	Graphic Designer	1.00	Connectivity	None
Public Works	Crew Leader	1.00	Environmental Responsibility	None
Public Works	Right of Way Agent	1.00	Environmental Responsibility	None
Public Works	General Supervisor	1.00	Environmental Responsibility	Funded 50% by the Stormwater Enterprise Fund
Public Works	Security Officer	1.00	Safety and Security	Reduction in contractual services
Sheriff	Deputy Sheriff	15.00	Safety and Security	Reduction in contribution to HRRJ
Sheriff	Deputy Sergeant	5.00	Safety and Security	Reduction in contribution to HRRJ
Sheriff	Behavioral Health Case Worker	4.00	Safety and Security	New revenue from the State

Growth in Major Revenue Streams Slows

Growth in revenue from real estate, personal property, and major consumer driven revenues like general sales, meal, and hotel taxes continues to fluctuate in response to changing economic conditions. As the rate of inflation declines in response to rising interest rates, growth in these major revenues is projected to slow, as they are either directly or indirectly influenced by prices.

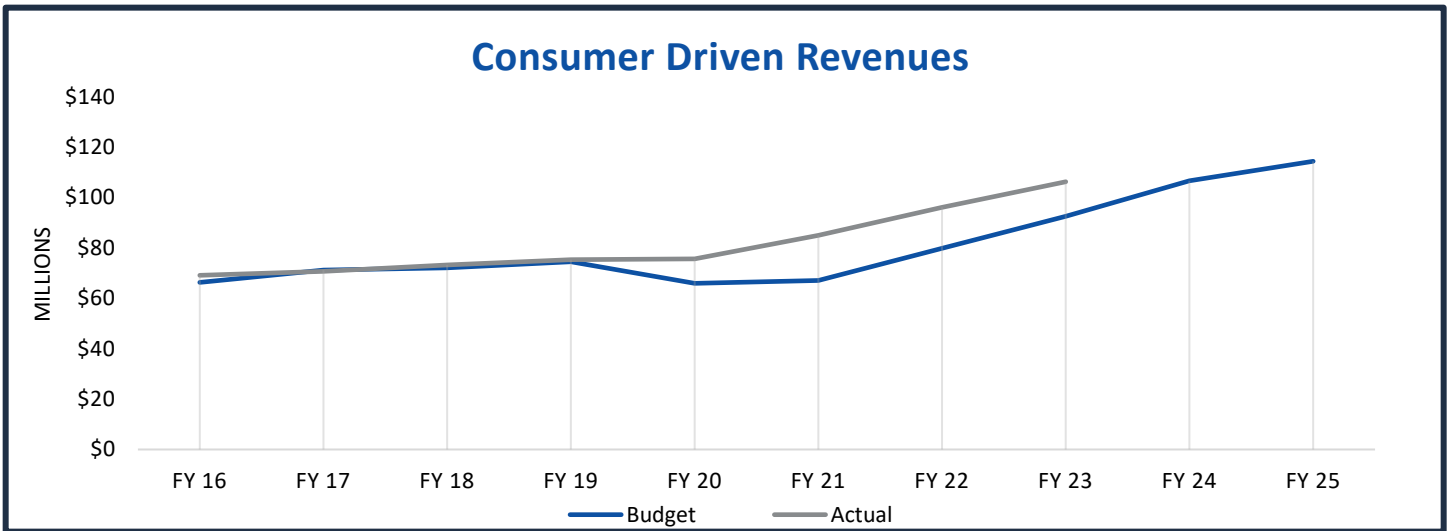
To mitigate the impact of rising real estate assessments, City Council approved a reduction in the real estate tax rate of 4¢, bringing the total rate to \$1.01 per \$100 of assessed value in the FY 2024 operating budget. The FY 2025 budget maintains that tax rate. In FY 2025, real estate assessments are projected to increase by 4.5%, which is a notable decline in growth from the prior two fiscal years, when real estate assessments increased by 13.9% and 8.8%.

Rising interest rates and the alleviation of supply chain disruptions plaguing the vehicle market since the onset of COVID-19 had a marked effect on the vehicle market throughout 2023. These factors, together, put downward pressure on vehicle prices which are anticipated to stabilize over the next several years. In FY 2024, budgeted personal property tax revenue was based on market data available in January 2023 and actual FY 2023 assessments. However, more recent market data and revised assessment estimates for FY 2024 indicate that actual values will be higher than what was originally anticipated. For this reason, the City is projecting a surplus (when compared to budget) in personal property tax revenue for FY 2024.



These fluctuations in assessments are attributable to high levels of volatility in the new and used car markets. While the personal property tax is levied on various types of personal property, vehicle assessments make up over 80% of the total assessment base. Continued fluctuations in this revenue are expected to lessen as the vehicle market stabilizes over time. For FY 2025, personal property tax revenue is expected to increase from what was budgeted in FY 2024, though assessments are projected to decrease from the revised FY 2024 estimate to FY 2025. The graph shows the fluctuations in vehicle assessments over the past several fiscal years.

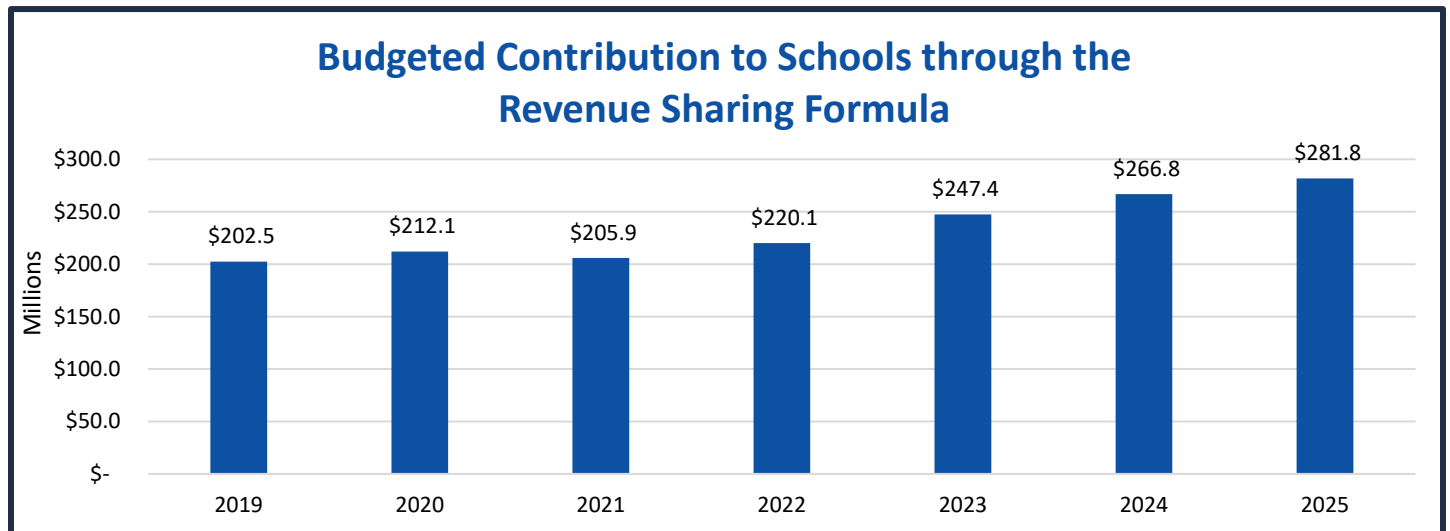
As shown in the graph below, significant reductions in budgeted estimates for consumer driven revenues were made at the onset of the COVID-19 pandemic. However, realized revenue from these sources outperformed estimates due to dynamic changes in point-of-sale services that prioritized adherence with COVID-19 guidelines, along with stimulus payments and other government backed financial assistance. Since then, increases in budgeted estimates for consumer driven revenue have lagged real growth in these sources.



Overall, growth in the City’s major revenue sources is projected to slow in FY 2025. This is indicative of a trend towards market stabilization that is anticipated to continue over the next several fiscal years.

Revenue Growth Increases Funding to Reserves and Schools

In the General Fund, growth in revenue is first dedicated to the City’s reserve requirement, as stipulated by the Fund Balance Policy, of 12%. For FY 2025, the amount being contributed to fund balance in compliance with the policy reserve totals \$4.9 million.



Revenue growth is also driving an increase in City funding allocated to the Schools. Consistent with the revenue sharing formula, the transfer to the Schools for FY 2025 is \$281.8 million, which is an increase of \$12.6 million over what was budgeted in FY 2024.

Fee Adjustments in the Police and Fire Departments

The FY 2025 budget includes two adjustments to fees for service. The first adjustment is a reduction in the application fee for a concealed handgun permit. The current fee of \$50 is being reduced to \$25. This will result in a reduction of \$102,000 in fee revenue to the Police department, however, increases in other departmental revenues will more than offset the loss of revenue from this fee reduction.

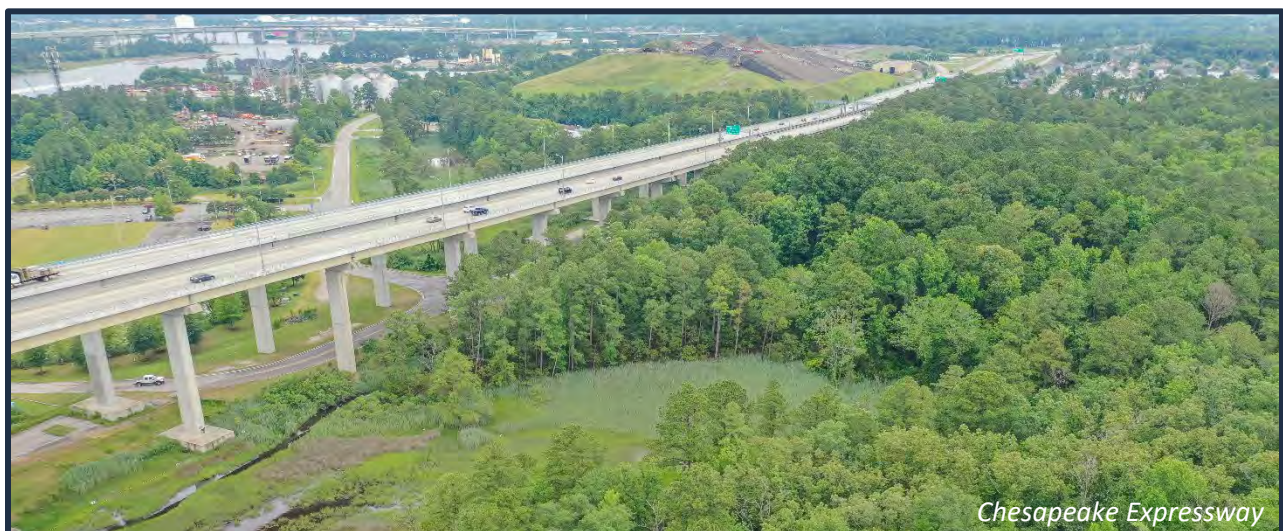
The Fire Department's operating budget includes a revised fee structure for performing Fire Safety Inspections at local businesses. Instead of charging a flat rate inspection fee of \$50, the current inspection fee, the new rate structure will start at \$25 and will increase from that rate based on the size (square footage) of the building to be inspected. This will align the fee charged more closely with the actual cost to perform the inspection, as larger facilities typically take hours or sometimes even several workdays for an inspector to complete a comprehensive inspection. Again, this will provide greater equity in the fee structure by tying the fee more directly to the cost of performing the inspection. The new rate structure is shown in the following table:

Facility Size (in Square Feet)	Current Fee	Proposed Fee
0 to 999	\$50	\$25
1,000 to 5,000	\$50	\$50
5,001 to 10,000	\$50	\$70
10,001 to 20,000	\$50	\$120
20,001 to 50,000	\$50	\$220
50,001 to 100,000	\$50	\$270
100,001 to 200,000	\$50	\$320
Greater than 200,000	\$50	\$370

Elimination of the Use of Vacancy Savings due to Economic Uncertainty

For the second consecutive year, the City will not rely on budgeted vacancy savings in the General Fund to help balance the City's budget. This practice is commonly known as "budgeting for attrition" and is utilized by local governments throughout the country. The premise behind budgeting for attrition is that not all authorized positions will be filled for the entire fiscal year. Turnover throughout the organization will create vacancies and the salary and fringe benefit costs of those vacant positions will not have to be paid as the City recruits new employees to fill those vacant positions.

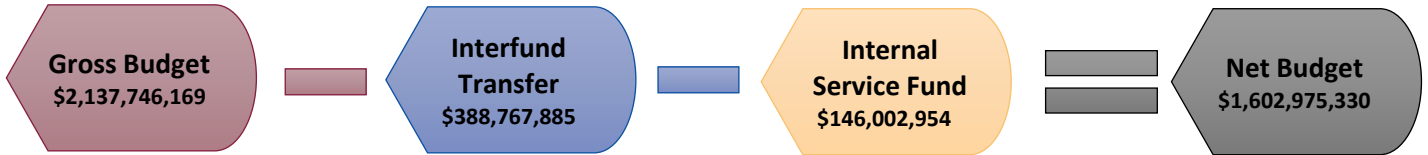
During the pandemic, the City budgeted as much as \$17 million in vacancy savings in the General Fund. While the General Fund includes no use of vacancy savings in FY 2025, the special revenue fund that supports Chesapeake Integrated Behavioral Healthcare includes the use vacancy savings as part of its funding plan. The amount used in CIBH is consistent with the historical vacancies for the department and decreased from \$2.6 million to \$1.7 million for FY 2025. This practice aligns with the strategic anchor of being fiscally responsible and sustainable.



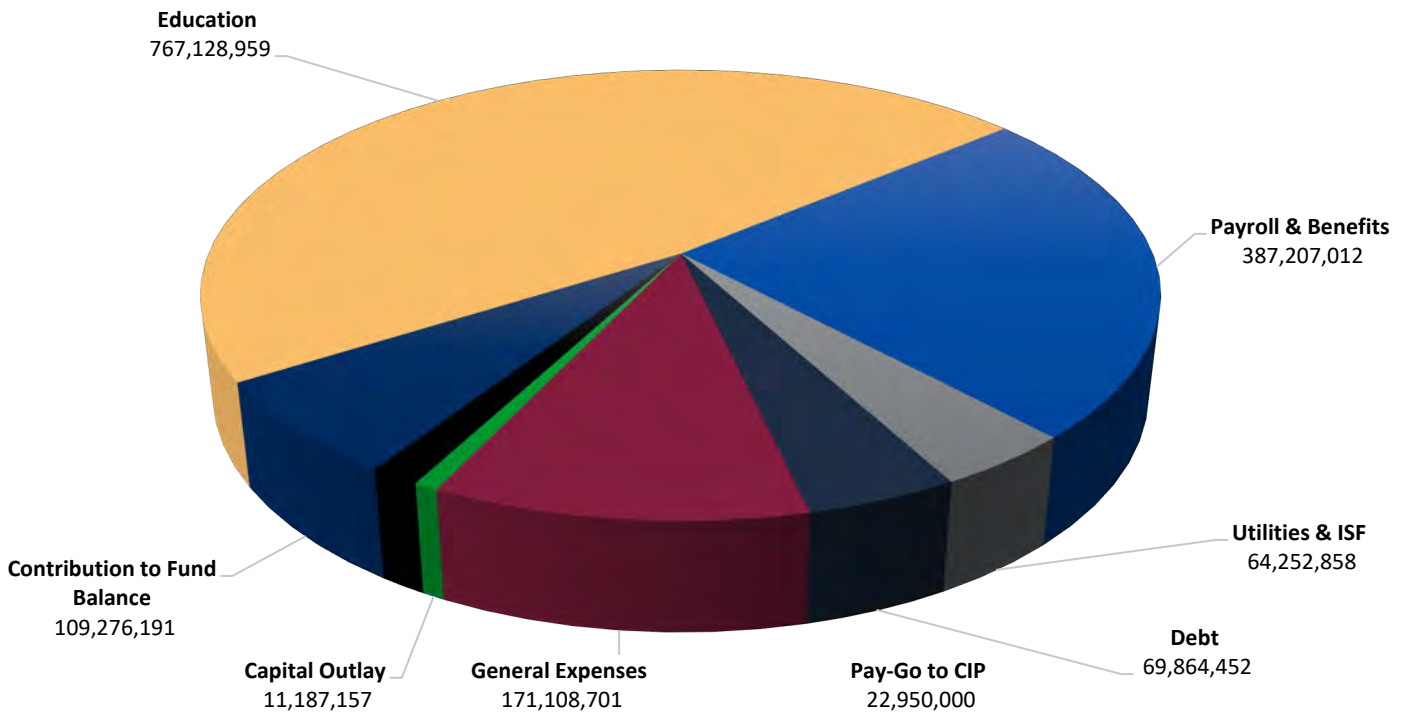
Chesapeake Expressway

APPROPRIATIONS

The FY 2025 net operating budget for City and Schools totals \$1,602,975,330. This is an increase of \$59.5 million or 3.9% from the FY 2024 Amended Budget. Overall, the City’s operating budget totals \$835,846,371, which is an increase of \$43.4 million or 5.5% and the schools’ operating budget is growing by \$16.1 million or 2.1%. The operating budget is expressed in terms of the “net budget.” Calculation of the net budget requires the elimination of interfund transfers and internal service funds. Transfers, such as those from the City’s General Fund to the School’s operating budget and internal service fund charges, such as Information Technology charges, would be duplicated if not deducted. A summary of the net budget calculation is shown below.



The pie chart below shows the breakdown of appropriations by type of expense. The largest portion of resources is allocated to Education at 47.9%, followed by payroll and benefit expenses at 24.2%. The sections that follow highlight appropriations by expenditure category and then a discussion of appropriations by the various funds that make up the operating budget.



EXPENDITURES BY CATEGORY

Payroll and Benefits

Payroll and benefit costs for City employees make up 46.3% of the total City operating budget and 24.2% of the total operating budget. The FY 2025 operating budget includes new City positions mostly concentrated in the Sheriff’s Office and Chesapeake Integrated Behavioral Healthcare. Also included in this category is funding to provide a 3.5% general wage increase (GWI) for all employees on the general workforce pay plan effective with the first pay period in July.

Payroll and Benefits (all funds net budget)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$358.9 Million	\$387.2 Million	7.9%

The budget also includes funding to annualize the public safety step and structural increases that were provided in January of 2024 to employees on the public safety pay plan. As these increases were provided in January, only half of the cost was budgeted for FY 2024, and those amounts must be increased to fund those costs for the entire year for FY 2025. Funding to provide the next step increase on the public safety pay plan in January 2025 as well as additional funding capacity for a structural increase (if necessary to remain in the top three regionally) to the public safety pay ranges is also included. The amounts for the FY 2025 pay increases are held in non-departmental in a contingency and are not yet allocated to each department and program. Once the budget is adopted and the rate of these adjustments is finalized, these funds will be distributed to departments.

The FY 2025 budget includes a rate change for the Virginia Retirement System (VRS). This rate is adjusted with each biennial state budget. The previous rate was 17.17% and increased to 17.48% for FY 2025. This is included in benefit costs for each eligible employee; and these costs will escalate as salary increases are provided to employees. Like VRS costs, the costs for FICA/Medicare benefits are also increasing due to salary increases.

The amount allocated for each full-time employee eligible for health insurance is budgeted at \$11,660. This amount is unchanged from FY 2024 as no premium increases were required for the health benefit plan year 2024. As the health insurance plan year crosses two fiscal years, a city-wide contingency for health and dental insurance of \$2.5 million is included in the FY 2025 budget. Other Post-Employment Benefits (OPEB) are tied to health insurance as it is the benefit earned by an employee for health insurance to be received upon retirement. Since health insurance premiums did not increase in plan year 2024, the OPEB cost remained flat at \$914 per full time employee for FY 2025 as well. Amounts budgeted for the Line of Duty Act (LODA) increased. For FY 2025, the amount budgeted per sworn (only sworn employees are eligible for this LODA) FTE is \$995.

In addition to the cost of rising salary and benefit costs for existing positions, the budget includes numerous new positions. Many of these positions are related to the closure of the Hampton Roads Regional Jail, new positions funded by the State for CIBH, or positions that are replacing current contractual staffing with City employees, typically resulting in a cost savings to the City.

With the impending closure of the Hampton Roads Regional Jail and the return of inmates from that facility to the City jail, 15 additional deputies and five sergeants have been added to the Sheriff’s complement. Additionally, the State has authorized the addition of four behavioral case workers to staff the jail to assist inmates who need behavioral and mental health services. A portion of the cost of these positions is being funded by the State Compensation Board, while the remainder of the costs will be funded by the City. These additions are targeted to maintain the City’s focus on City Council’s desired outcome of safety and security with an effort to reduce recidivism by guiding inmates back into the community.

A focus for the fiscal year 2025 budget is on mental health collaboration as a component of achieving Council’s desired outcome of safety and security. To move the City forward, an additional 19 positions are being added in the Chesapeake Integrated Behavioral Healthcare department (CIBH) to staff the crisis receiving center. To staff the mobile health unit, which focuses on providing care to persons having a mental health crisis, an additional six positions have been added to CIBH. Six additional staff have also been added to aid citizens with severe mental health issues to find and maintain permanent housing.

Positions are also being added in Parks, Recreation, and Tourism to staff the Dismal Swamp Historic Village gift shop and interpretive center, which will be open 52 hours per week. This includes three part-time positions, which equate to 1.5 FTE. The opening of the Historic Village aligns with City Council’s desired outcome of cultural diversity.

To continue achieving Council’s desired outcome of connectivity, a Family Service Specialist is being added to the Fire Department’s Mobile Integrated Health Unit. This position will help remove barriers to obtaining healthcare and link citizens with available City and State resources and programs. In Public Communications a new Graphic Designer position is being added to ensure continuity in communications and that the efforts remain consistent with the City’s recent branding initiative. This position will also help bring some design work in-house that was previously contracted out. This should result in a net cost savings to the City. A comprehensive list of the positions being added in the budget is included in the previous section.

Internal Service Fund Charges, Utilities, and Debt

The City has four Internal Service funds. These are Information Technology, Central Fleet, Risk Management, and the Healthcare Fund. The revenue for these funds comes from billing other City Departments who are users of the services provided. Information Technology (IT) charges are allocated to departments based on the number of users or the total budget of the department for each component of IT.

Internal Service Fund Charges, Utilities, and Debt (all funds net budget)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$134.4 Million	\$134.1 Million	-0.2%

Information Technology costs are increasing as additional funding is needed to cover contractual and software licensing increases for a multitude of programs and software used throughout the City. To improve the services provided by the IT department and reduce the downtime of technology, two new customer service help desk positions and two Systems Analyst positions are being added to the department’s complement. One of the Systems Analysts will manage software support for multiple applications used by the Fire Department while the other Analyst will be responsible for the implementation and management of software updates and security protocols for end user devices. This second function is currently being performed through contract labor and the department anticipates cost savings by bringing this function in-house.

The Department is also adding a new Network Engineer to the radio “team.” All radios, including those that are utilized to perform critical public safety functions, are currently managed by one individual. This lack of capacity means that whenever this individual is out for any reason, other less experienced members of the IT staff or contractual labor (which is more expensive) must be utilized to fill this gap. Due to the critical nature of this communication equipment and the wide-ranging use of radios by multiple departments impacting large swaths of the services delivered by the City, the addition of this position is included.

IT is also receiving the transfer of 12 technology positions from Libraries and Integrated Behavioral Healthcare. These positions are being transferred to ensure the management of IT related functions is consistent throughout the organization and will improve the City’s cybersecurity posture. This transfer of positions is increasing the IT costs billed to user departments.

The Central Fleet charges are based on the prior year’s expenses for equipment maintenance and fuel costs along with an allocation of the budget for the purchase of replacement vehicles. Enterprise Funds like Public Utilities do not receive an allocation for replacement vehicles as they purchase their equipment directly out of the enterprise fund. In FY 2025 Central Fleet is initiating a new warranty and reliability program. This program will be managed by a new position being added in Central Fleet and will allow warranty and recall work to be performed in-house. By performing this work with City technicians, the City will be able to bill for additional revenue at the manufacturer’s hourly rate, which is more than the actual costs to perform the work with City staff. This program will also aid the City by returning these vehicles to service more quickly than if the vehicle has to be taken to a local dealership to have the work performed. The fleet budget is also affected by the volatility of fuel prices. Therefore, a \$1 million reserve has been added in case fuel prices escalate. This amount will not be billed to departments, instead, fund balance is being appropriated to offset this expense.

Risk Management charges are based on the number of employees by department as well as general liability claims history. Another component of Risk Management is workers’ compensation. Although this amount is shown in the Payroll and Benefits category, it offsets the total expenses of the Risk Fund. The budget for Risk Management is increasing only slightly for FY 2025, but cost estimates shifted the allocation of budgeted funds to workers’ compensation costs by \$1.8 million, thus accounting for the lower cost in this category.

The Healthcare Fund was established in December 2015 when the City moved to a self-insured plan. The Fund is financed by contributions from the City on behalf of employees for health insurance costs and premiums paid by retirees and active employees through payroll deductions. Due to positive claims experience, no premium increases were included for plan year 2024, which includes the first half of FY 2025.

One change in the Healthcare Fund is the addition of a new position to provide mental health counseling for City employees. While the budget authorizes a new position, a decision on how this service will be performed has yet to be made and it may ultimately be handled through a contract with a firm that provides counseling services. The addition of mental health counseling has been requested by the City’s public safety departments, as their personnel can be exposed to trauma during the course of their daily work; however, this service would be available to all members of the City workforce regardless of department or role within the City. By adding this service, the City hopes to reduce absenteeism and health related impacts that can often accompany mental health issues.

Debt service principal and interest for the City and Schools, Public Utilities, and the Chesapeake Transportation System (CTS) are also budgeted in this category. Debt payments for Public Utilities are stable, while debt payments for CTS decrease by \$3.4 million. For details about the City’s debt, please see the Debt Service section in the “Departments” tab of this document. For all funds, debt service payments in FY 2025 decrease by \$4.2 million.

Utilities includes electric, water and sewer service, telephone, and heating fuel charges paid for all City buildings and facilities. For FY 2025 this cost represents just over \$17 million, an increase of \$442,000 from FY 2024.

General Expenses

This category includes purchases of supplies and services within departmental budgets. Some examples include the medical contract for the Jail, the payments to dispose of household waste, purchase of water for Public Utilities, payments of Comprehensive Services as therapeutic treatments for children in the Interagency Consortium’s care, street repairs and paving costs for Public Works, medical supplies for the Fire Department, payments to Hampton Roads Transit, and payments to the State for the Cooperative Health contribution. Departments are continually trying to reduce expenses, but some costs like purchases for resale, typically water for the water treatment plants and vehicle parts for Central Fleet are increasing \$855,000 and the budget for IT supplies is increasing \$547,000. The cooperative payment the City makes to the State for the Health Department is increasing \$546,000. The budget for rental equipment for Solid Waste is increasing \$480,000. However, the materials and supplies category is decreasing due to a one-time purchase in FY 2024 of lights and signage in the photo and speed zone enforcement program in the Police Department.

General Expenses (all funds net budget)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$168.4 Million	\$171.1 Million	1.6%

Capital Outlay

This category consists of purchases greater than the City’s asset threshold of \$5,000. This category is typically used to budget for the costs of equipment and vehicles. While most of this funding is in the Central Fleet budget, other departments with funding budgeted in this category include Public Works, Public Utilities, and Parks, Recreation, & Tourism. Specialized equipment for each of these departments is budgeted departmentally. Some of the items included in this category include athletic grounds equipment, lawn mowers, a thermoplastic paint truck, a bucket truck, a welder truck, video detection upgrades at traffic intersections, and traffic messaging boards.

Capital Outlay (all funds net budget)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$11.6 Million	\$11.2 Million	-3.8%

Contribution to Lockbox and Fund Balance

The City contributes to both the City and School lockboxes annually. These funds will be utilized in future years for principal and interest payments on bonds issued by the City and to provide cash funding for capital projects. In FY 2025, an increase in the contribution to the City lockbox is being driven by the equalization of the flat allocations with the School lockbox and a new half-cent dedication of the real estate tax. Since the inception of the two lockboxes, the flat allocations to the School lockbox have always been greater than the flat allocations to the City lockbox. In FY 2025, the budget includes a proposal to increase the flat allocation to the City lockbox so that it equals the flat allocation to the School lockbox. This adjustment will also equalize the 1% inflation adjustment added to both lockboxes each year, as this 1% is calculated based on the flat allocation amount. The new real estate dedication in the City lockbox is needed in part to help fund the bonds that will be issued to construct the new Public Safety Training Academy on the timeline requested by City Council.

Growth in the contribution to the School lockbox is being driven by the 1% inflation adjustment and annual growth in the two dedicated revenue streams that support the School lockbox, 1¢ of the real estate tax and 3.5% of the hotel tax. With real estate assessments increasing year over year and growth in the revenue from the hotel tax, both dedications have increased. The contribution to the City lockbox for FY 2025 is \$29.3 million and the contribution to the School lockbox is \$34.8 million.

Contributions to Fund Balance (all funds)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$92.0 Million	\$109.3 Million	18.8%

Also included in this category is the contribution of 12% of all revenue increases in the General Fund to satisfy the City’s General Fund policy reserve requirement. For FY 2025, this amount is \$4.9 million. The total General Fund contribution to fund balance for FY 2025 is \$5.6 million more than FY 2024.

In addition to contributions to fund balance in the General Fund, several of the City’s Special Revenue Funds include contributions to fund balance in their respective funds. In each of these instances, this funding is intended for future use (typically to fund capital projects) or to maintain a balance in case of an emergency. The City’s two TIF funds also include this category of expenditure. For both TIF districts, these amounts are for use to fund future capital projects within the district or to declare as surplus and return to the General Fund for general government use. For FY 2025 the South Norfolk TIF will increase its contribution of unappropriated funds to the fund balance of the South Norfolk TIF Fund to \$11.1 million. The Chesapeake Transportation System will increase its contribution to fund balance to \$12.9 million. These two funds make up a significant position of the increase for FY 2025. For more detailed information by fund for contribution of fund balance, please see the Summary Fund Balance schedule in the “Summaries” section of this document.

Transfers To Other Funds

Transfers to other funds includes a \$281.8 million transfer to Schools based on the revenue-sharing formula. It also includes \$31.4 million in transfers to the Debt fund for principal and interest payments. The General Fund contributes the City’s share to the Special Revenue funds like Integrated Behavioral Healthcare, the Public Assistance Fund (Social Services), the E-911 fund for emergency dispatch services, and Juvenile Services. The transfers between Public Utilities’ various funds account for \$22.8 million of total transfers. The Fee Supported Activities fund is transferring approximately \$3 million to the General Fund to support Police operations. To review a complete list of all interfund transfers, please refer to the “Summaries” section of this document.

Transfers to Other Funds (all funds net budget)		
<u>FY 2024</u>	<u>FY 2024</u>	<u>Percent Change</u>
\$383.9 Million	\$388.8 Million	1.3%

Pay-Go for Capital Projects

This category of expenditure accounts for the use of current-year revenues to fund capital projects. Cash funding of capital projects is derived from accumulated savings (fund balance) or current year resources (pay-go). For current-year revenue to be used to fund capital projects, it is first transferred to the appropriate capital projects fund. This category of expenditure captures the corresponding expense for those transfers. Unlike pay-go, fund balance used as a funding source in the CIP is not accounted for in the City’s operating budget. The total expense for this category in FY 2025 is made up of current-year funding for capital projects supported by Public Utilities Operating Fund, the Stormwater Operating Fund, and the Greenbrier TIF Fund.

Pay-Go for Capital Projects (all funds)		
<u>FY 2024</u>	<u>FY 2025</u>	<u>Percent Change</u>
\$27.1 Million	\$23.0 Million	-15.4%

EXPENDITURES BY FUND

City General Fund

Overall, the City’s General Fund budget for FY 2025 totals \$820,057,540. This represents a \$34.3 million or 4.4% increase from the adopted FY 2024 budget. This increase is being driven by several factors which are discussed below.

Employee Compensation

Employee compensation is a major driver of the increase in budgeted costs in the General Fund. For FY 2025 salary and benefits are budgeted at \$280.2 million. This includes funding for a 3.5% general wage increase (GWI) for employees on the general pay plan effective with the first payroll in July and a step increase in January 2025 for employees on the public safety pay plan. Funding capacity is also included to provide a market adjustment for employees on the public safety pay plan if an analysis shows that the pay ranges for public safety personnel have fallen outside of the top three within the region. Also within the public safety category, the budget for overtime in the Fire Department is increasing by \$1.5 million. Market adjustments are also being made to select job classifications in the general workforce to maintain pay ranges within the top three regionally. Additionally, new positions are being added in several City departments, accounting for a portion of the increase in personnel costs.

Benefits costs are also increasing for FY 2025, with an estimated increase of \$2.1 million in the General Fund for health and dental insurance, the Line of Duty Act, and Other Post-Employment Benefits. The rate the City contributes to the Virginia Retirement System was updated with the States biennial budget to 17.48% for FY 2025. Line of Duty Act benefits for Public Safety sworn employees increased from \$830 to \$995 per full time employee. Health insurance and Other Post Employment Benefits remained stable for FY 2025, and workers compensation budgets decreased for FY 2025 by \$1.2 million. New benefits added during FY 2024 and therefore budgeted in FY 2025 include shift differential pay, specialty stipend pay, and a commercial driving license (CDL) stipend. The total budget for salary and benefit costs is increasing by \$20.9 million or 8.0% in the General Fund.

Transfers to Other Funds

Transfers to other funds are also increasing, and this is largely driven by the transfer of revenue to Schools. The transfer to Schools, which is the largest single expense in the General Fund, is increasing by \$12.6 million for FY 2025 to a total of \$281.8 million. Under revenue sharing practices in place since 2004, local non-dedicated tax revenues are shared with Schools on a formulaic basis. Budget allocations, based on projected revenues, are “trued-up” after each fiscal year based on actual revenue collections.

In addition to transferring funds to Schools per the revenue sharing formula, General Fund resources provide varying levels of support to several of the City’s Special Revenue Funds including Human Services funds, Chesapeake Integrated Behavioral Healthcare, and the Debt Service Fund. Most of these other operating transfers are increasing for FY 2025 due to pay and benefit increases, but the transfer to the Debt Service Fund is decreasing by \$5.6 million. A full list of transfers from the general fund is provided in the “Summaries” section of this document.

Internal Service Charges

Internal Service charges for the General Fund are increasing \$2.3 million or 6.8%. Of this amount, Information Technology charges account for \$983,000, Fleet charges are increasing by \$543,000, and Risk Management charges round out the balance with an increase of just over \$1 million. The Risk Management charges as internal service fund charges are offset by a decrease in workers' compensation costs that are accounted for in the employee compensation category mentioned above.

Other Operating Expenditures

This category of expenditure will decrease by \$3.3 million in FY 2025. This is due in large part to the City's withdrawal of inmates from the Hampton Roads Regional Jail. The City will no longer be paying the daily rate to house inmates at the regional jail. The amount budgeted for FY 2024 was \$5.0 million and a portion of this amount has been reallocated to personnel costs to fund new positions needed to provide adequate staffing due to the return of inmates from the regional facility. Equipment rental for the solid waste division of Public Works is increasing by \$480,000 and the payment for the cooperative agreement between the City and State for the Health Department is increasing by \$547,000. The budget for Economic Development Incentive payments and payments to outside community agencies is declining by almost \$600,000, whereas the budget for contingencies and real estate tax relief is increasing by \$600,000.

Capital Outlay

Capital outlay expenditures for FY 2025 are \$3.3 million, an increase of \$409,000 or 14%. Most of this category (\$2.8 million) is budgeted for specialized replacement equipment for street maintenance, bridges, and traffic operations in Public Works. This equipment includes a thermoplastic paint truck, a bucket truck, a welder truck, and video detection upgrades at traffic intersections. The video detection equipment ensures vehicles can safely and efficiently move throughout the City and reduces unnecessary delays at intersection signals.

Contributions to Fund Balance

The General Fund has a budgeted contribution to fund balance of \$69.1 million in FY 2025. This amount includes the contributions to the City and School lockboxes, which will be used in future fiscal years for debt payments and to fund capital projects. A half-cent of the current real estate tax rate has been added as a new dedication to the City Lockbox in FY 2025. Additionally, the flat allocation to the City Lockbox has been increased in FY 2025 to equal the flat allocation to the School Lockbox. Contributions to fund balance also includes the allocation of 12% of all revenue increases to satisfy the City's General Fund policy reserve requirement.



School Operating Fund

In accordance with the Virginia Constitution, school funding is a shared responsibility of the Commonwealth and its localities. Unlike many school divisions throughout the United States, Virginia school districts do not have taxing authority, and are, therefore, fiscally dependent upon the locality in which they are located. For this reason, the School's operating budget is part of the City budget. As both budget proposals are progressing at the same time, revenue estimates have been revised from the initial estimate given to schools for the revenue sharing formula. Therefore, included in the Instruction category is \$240,446 of additional funding estimated to be available. This is not represented in the Schools Proposed Operating Budget. The Chesapeake Public Schools (CPS) Operating Fund is summarized below:

School Operating Fund by Category	
Instruction	\$ 471.8 million
Administration & Attendance/Health	27.4 million
Pupil Transportation Services	39.6 million
Operations and Maintenance Services	61.6 million
School Facilities Services	3.4 million
<u>Technology Services</u>	<u>28.6 million</u>
Total School Operating Fund City Manager's Budget	\$632.5 million

This represents a \$33.6 million increase in the operating fund when compared to FY 2024. For additional information on the school budget, please see <https://cpschools.com/budget/>

Other School Operating Funds

The CPS also has other operating funds. The appropriations proposed by the Superintendent for each of these funds is shown below:

Superintendent's Proposed Operating Budget – Other Funds	
School Grants Fund	\$ 78.7 million
Athletics Fund	7.4 million
Cell Tower Fund	10.4 million
School Activity Funds	8.5 million
School Nutrition Services	25.0 million
Self-Insurance Fund	31.2 million
<u>Textbook Fund</u>	<u>7.6 million</u>
Total proposed other school operating funds	\$168.8 million

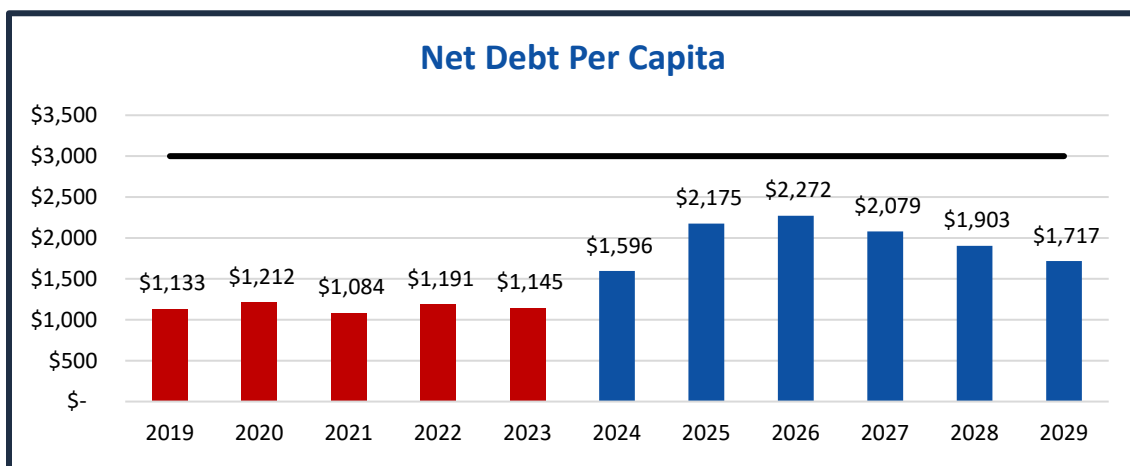
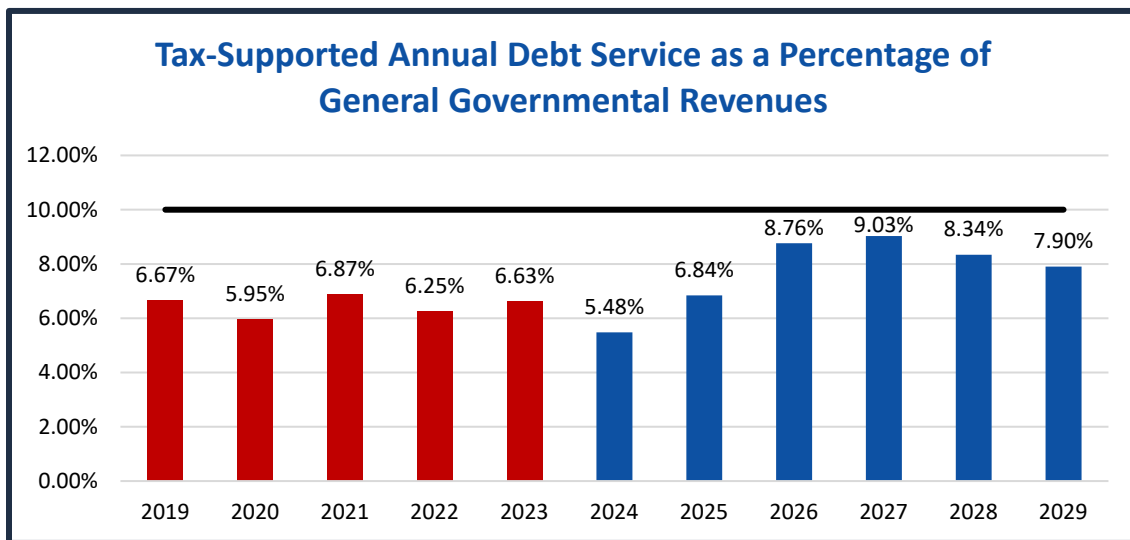
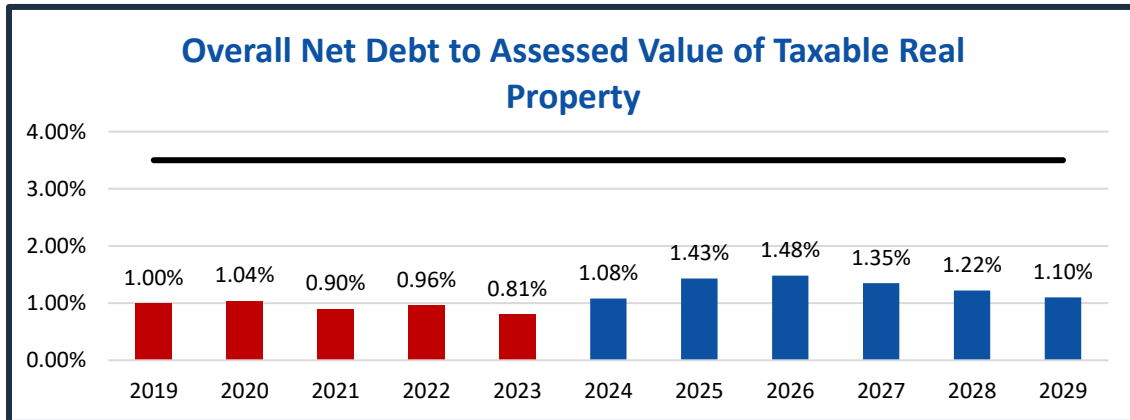
The most noteworthy change in these other operating funds is the sunsetting of several federal grant programs associated with the American Rescue Plan Act (ARPA).

While commonwealth statutes require school districts to return unspent funds at year-end, the City has a long-standing practice of allowing the School Board to direct the use of such funds. Furthermore, if local revenue collections exceed those projected in the revenue-sharing formula, such excess revenue is shared with CPS.

Debt Service Fund

The debt service fund includes payments for both City (non-enterprise fund) and School debt. Beginning in 2004, the City began dedicating certain revenue for capital lockboxes and this funding supports the financing of City and School capital projects (cash funding or servicing the debt of bond issuances). Debt service on all debt issued after 2003 is paid from the lockboxes. For FY 2025, the debt service fund totals \$39.9 million. This is a decrease of 1.4% from the adopted FY 2024 budget.

The City has several policy limits related to debt. The following graphs show the policy limit adopted by City Council (black line) for each of the City’s debt indicators. The red bars represent actual performance for these indicators from FY 2019 to FY 2023, while the blue bars represent projections for FY 2024 to FY 2029 based on bonds previously issued, bonds appropriated but unissued, and bonds programmed in the CIP. As these graphs demonstrate, the City is currently in compliance with these policies and estimates that it will remain in compliance over the next five fiscal years.



Special Revenue Funds

Virginia Public Assistance Fund (Social Services)

The Social Services Division of Human Services is the local agency that administers federal and Virginia public assistance programs. Social Services' primary function is to determine the eligibility of residents for a variety of federal and Virginia social benefit programs. This fund totals \$27.3 million for FY 2025. Payroll and benefit costs in this fund are increasing by almost \$700,000, whereas public assistance payments are declining by \$285,000.

Chesapeake Integrated Behavioral Healthcare

Chesapeake Integrated Behavioral Healthcare (CIBH) was established as a community services board to provide mental health, developmental, and substance use services in accordance with the Code of Virginia. This fund accounts for these activities. Services are provided through CIBH which reports to a local board appointed by City Council. For FY 2025 this fund is increasing by over \$5.3 million to \$41.6 million.

A significant portion of this increase is associated with new positions (and associated operating costs) being added in FY 2025. The around-the-clock crisis stabilization unit is anticipated to be fully operational in FY 2025. This accounts for nineteen new positions. Also added is additional funding from the Commonwealth for a mobile mental health unit staffed by Peer Support Recovery staff to provide immediate, transportable support to someone having a mental health crisis. Finally, six additional staff are being added to help those citizens suffering from severe mental health issues to find and maintain permanent housing.

Interagency Consortium

Interagency Consortium is a division of Human Services that places students with disabilities with providers who address instructional and behavioral requirements in accordance with the Children's Service Act and this fund accounts for those activities. For FY 2025, this fund totals \$6.7 million, a 16.6% increase over the amended FY 2024 budget. The fund added one position that was transferred from Juvenile Services, but the majority of the increase is for purchased services provided to clients of the Interagency Consortium. These services include residential day treatments, congregate care homes, and specialized education programs.

Juvenile Services Fund

This fund accounts for the activities of the Juvenile Services Division of Human Services, which is charged with providing safe and secure detention services for juvenile offenders. Transitioned in FY 2024 the center will be dedicated to Chesapeake youth only. The average daily population will decline as will the number of youths served in total. The operating budget for the Juvenile Services Fund for FY 2025 totals \$5.1 million. This is a decrease of \$1.3 million from FY 2024. Revenue from the State is budgeted as a 35-bed facility. This budget reduces the number of personnel from 53.8 FTEs to 45.2 FTEs.



Chesapeake Human Services Center

Fee-Supported Activities Fund

This fund is used to account for the activity of several services that are supported entirely by fees. Four services are currently included in the fund:

- The Fire Department’s Hazardous Environmental Action Team (HEAT) focuses on the reduction and elimination of dangers caused by hazardous materials and conditions. Funding for the program is provided by inspection fees and fines issued for violations. FY 2025 includes an updated schedule of fees based on the size of the property to be inspected. This is a change from the previous flat fee charge.
- The Police Department’s Red-Light Photo-Enforcement project monitors intersections with higher-than-average accident rates. The program is funded by fees collected from offenders identified by cameras maintained by an external contractor. Program revenue and costs have stabilized since cameras were added to several intersections in calendar year 2019.
- The Police Department’s Speed Zone Enforcement program, monitors vehicle speeds in school zones and issues violations to those exceeding the posted speed. The program began in the Summer of 2022. Revenues from this program are used to departmental operations and to add additional flashing lights at school zones.
- The Development and Permit’s Code Compliance/Demolition program seeks to remove nuisance buildings and conditions that exist in residential and commercial areas. Funding is derived from property owners via liens attached to offending properties.

The budget for the Fee-Supported Programs Fund for FY 2025 totals \$7.4 million. Of this amount \$3.0 million will be transferred to the general fund for police operations.

Conference Center and Tourism Fund

This fund is used to account for the operations of the Chesapeake Conference Center and the City’s Tourism Bureau, both of which are funded from dedicated meals and lodging taxes. The day-to-day operation of the Chesapeake Conference Center is managed by VenuWorks through a contract with the City. The City approves the expenses and reimburses all operating expenses. Employees working at the Conference Center are employees of VenuWorks, not the City. The City has one position dedicated to monitoring contract compliance and preparing the financial statements for the City. The City’s Tourism Bureau invites exploration through www.VisitChesapeake.com for events, shopping, history, sports, and outdoor recreation. For FY 2025, the Conference Center and Tourism Fund totals \$7.7 million.

E-911 Fund

This fund is used to account for expenditures for the City’s E-911 center, which operates as a division of the Police Department (with support from Information Technology). This division is responsible for answering emergency (911) calls and dispatching appropriate fire, emergency medical, and/or police personnel to assist citizens. In addition to a transfer from the General Fund, this fund is supported by communications sales taxes and payments from the Virginia Wireless Board. This fund totals \$9.7 million for FY 2025.

Tax Increment Financing Districts (TIF)

Greenbrier and South Norfolk TIF Funds

The City has two TIF districts and each district has a fund to account for revenue and expenditures for the district. Both funds are transferring a portion of their year-over-year increases in revenue to the General Fund to cover the 12% policy reserve requirements. In FY 2025, the Greenbrier TIF is transferring \$2.0 million in current year revenue to the CIP to support CIP 14-270 “Greenbrier Site/Infrastructure Improvements” which funds improvements and beautification projects within the district.

All revenue received by the two TIF funds that is not budgeted for use, will be contributed to the fund balance of the fund for use as a funding source for future capital projects or may be declared surplus. The statutes governing TIF districts allow for the declaration of surplus TIF funds, which lapse to the General Fund. For FY 2025, \$8 million of declared surplus from prior years from the Greenbrier (\$6 million) and South Norfolk (\$2 million) TIF districts will be used to support general City operations.

Enterprise Funds

Public Utility Funds

Public Utilities' FY 2025 net operating budget totals \$75.4 million. The fund includes an increase of \$2.0 million for payroll and benefit increases. Funding for purchases of water increases by almost \$876,000, but capital outlay for the purchase of equipment and vehicles is budgeted to decrease by \$611,000. Debt payments and transfers to capital project funds are stable between FY 2025 and the prior year.

Stormwater Management Operating Fund

The Stormwater Management Operating Fund (excluding transfers to the capital projects fund) totals \$18.9 million and is increasing by \$785,000 for payroll and benefit costs. Internal service charges are declining by \$291,000 due to the reduction in Sheriff work crews that will be deployed. These deputies will be reassigned to the City Jail for the increase in inmates as a result of the closing of the Hampton Roads Regional Jail. The City continually strives to utilize personnel in the most efficient way possible, and the inmate workforce crew participation levels have declined over the past two years.

Chesapeake Transportation System Funds

The Chesapeake Transportation System (CTS) includes the tolled section of Route 168 and a section of Dominion Boulevard (Route 17). CTS has two funds in the operating budget, their operating fund, and their renewal and replacement fund. For FY 2025, the operating fund is estimated at \$51.1 million. This is a decrease of \$3.6 million in debt payments but offset with an increase of almost \$1 million for maintenance and repairs.

The mandatory transfer to the Renewal and Replacement Fund is set by an annual inspection report from a consulting engineer to estimate the cost for renewal and replacement work needed on the CTS-tolled roadways in the next five years. The contribution for FY 2025 is \$5 million.

Mosquito Control Commission

Mosquito Control operates as an autonomous unit governed by a commission appointed by City Council. Its purpose is to control mosquito populations and prevent mosquito-borne illnesses and this fund is utilized to account for those activities. For FY 2025, the Mosquito Control Fund totals \$6.6 million, but is anticipating \$0.5 million in revenue over expenditures and this amount will be contributed to the fund balance for future use. In FY 2025 the Commission is including one-time funding for the replacement of vehicles and equipment.

Internal Service Funds

Central Fleet Fund (also includes Sheriff Mowing)

Central Fleet provides vehicle maintenance services and fuel to other City departments. Funding is derived from charges to City departments utilizing these services. In addition to fleet and garage services, the fund is also used to account for the activity of the Sheriff's work crews that primarily provide services to Public Works, Stormwater, and Parks.

The Central Fleet budget includes the use of one-time funding of \$1.0 million as a contingency in anticipation of fuel cost increases. Additionally, one new position is being added to establish a Warranty and Reliability program. This position will coordinate reimbursement for the performance of in-house warranty and recall work which will be performed by City technicians. This will allow the City to receive reimbursement at the higher rates established by the manufacturers but more importantly help return City vehicles to service much faster than taking the vehicles to dealerships to have this work performed. This fund totals \$21.7 million for FY 2025.

Information Technology Fund

The Department of Information Technology provides technology, communications, and related services to other City departments and Chesapeake Public Schools. Funding is derived from payments received from the other departments and Schools and this fund accounts for those activities and the billings to support them. The fund's budget for FY 2025 is \$24.4 million.

Five positions that were responsible for information technology services in the Chesapeake Public Libraries and seven positions also responsible for these services in Integrated Behavioral Healthcare are being transferred to the Information Technology Department as part of the budget. These transfers are to ensure that all personnel responsible for cybersecurity, software updates, database administration, and end user management are using the same protocols, receiving consistent, directed training, and have the resources necessary to ensure success across all departments of the City.

In addition to the position transfers, new positions are also being added to the internal service fund to provide improved customer service to users. While some of these positions are offset by reductions in contractual service costs, others are being added to enhance productivity by reducing downtime of systems and equipment. The transfer of positions, as well as the addition of these new positions are driving a portion of the overall increase in the IT Internal Service Fund budget. The fund is also being impacted by contractual cost increases for software subscriptions, Microsoft 365, and other software systems utilized throughout the City.

Employee Health Insurance Fund

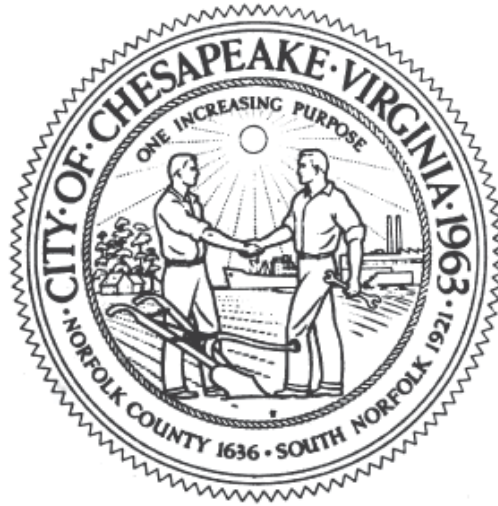
The Employee Health Insurance Fund was established to pay employee healthcare claims as processed by a third-party administrator (TPA). Under a self-insured arrangement, the City collects premiums through employee withholding and payments from former employees participating in the City plan. These premium payments along with the City's portion of the program costs are deposited in the health insurance fund. As healthcare providers submit claims to the TPA, the City reimburses such costs from the money it collects.

Healthcare premiums are determined each year based on the City's claims history with an allowance for increasing utilization and medical inflation. City staff works closely with the TPA and the City's insurance consultant to set premiums sufficient to pay projected claims that are incurred each year.

Premiums remain stable for plan year 2024 (which covers the first six months of FY 2025). The one major change for this fund in FY 2025 is the addition of mental health counseling for City employees. There are many City employees in jobs where they are exposed to traumatic events as part of their employment. This includes public safety personnel, Human Services employees in child and adult protective services, and others that can be negatively impacted by situations that they are exposed to at work. The number of mental health claims has increased over the past several years (this is not unique to the City of Chesapeake) and as such, the City has identified a need for mental health debriefing and counseling as an ongoing component of employee health and wellness. While the budget includes \$100,000 in funding and the addition of a position to the City's complement to provide these services, staff will work over the next several months to determine the best model to effectively deploy these services (City employee, contract, hybrid).

Risk Management Fund

The Risk Management Fund accounts for costs associated with the City's property and liability insurance and worker compensation insurance. The total budget for FY 2025 is \$10.9 million and remains relatively flat when compared to FY 2024.



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APPROPRIATIONS AND REVENUES BY FUND

100 General Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Agriculture	429,355	422,888	461,715
Airport Authority	341,282	373,269	363,107
Audit Services	830,278	1,000,803	1,014,472
Budget Department	885,453	980,782	994,281
Circuit Court	841,393	932,420	929,475
City Attorney	3,357,288	3,094,418	3,173,186
City Clerk	694,665	772,580	778,703
City Council/Mayor	438,702	447,249	450,073
City Manager	3,016,435	3,343,497	3,348,745
City Treasurer	4,945,075	5,052,550	5,269,994
Clerk of the Circuit Court	3,044,951	3,422,298	3,623,315
Commissioner of the Revenue	4,823,631	5,156,242	5,167,596
Commonwealth's Attorney	6,132,082	6,619,305	6,852,443
Court Services Unit	192,340	321,883	313,268
Customer Contact Center	708,434	825,675	882,461
Development and Permits	8,209,975	8,439,747	8,581,869
Economic Development	3,942,770	4,107,932	3,905,977
Finance & Risk Management	3,480,938	3,744,139	4,296,573
Fire Department	62,232,234	65,141,588	67,501,548
General District Court	249,734	294,840	290,732
Health Department	2,841,801	2,829,562	3,321,576
Human Resources	3,287,930	3,447,231	3,691,162
Human Services	3,228,347	2,541,529	2,373,862
Juvenile and Domestic Relations Court	113,211	117,890	115,225
Libraries	11,659,305	11,933,151	12,131,487
Magistrate	35,743	37,735	34,398
Non-Departmental	543,232	71,245,536	85,982,004
Parks Recreation and Tourism	18,256,007	21,181,048	21,633,300
Planning Commission	37,851	41,096	40,877
Planning Department	2,623,951	3,011,938	3,159,241
Police Department	60,609,878	67,763,773	68,587,526
Procurement Office	1,292,100	1,417,161	1,646,549
Public Communications	1,724,692	1,933,514	1,972,612
Public Works	72,134,196	82,668,243	86,686,320
Real Estate Assessor	3,830,318	4,216,489	4,053,248
Registrar/Elections	1,698,216	1,567,121	1,574,114
Sheriff	57,742,480	62,570,103	61,832,712
Transfers	381,603,977	332,704,704	343,021,794
Total General Fund Appropriations	732,060,250	785,721,929	820,057,540
Sources of Revenue			
Revenue from Local Sources	634,884,579	632,736,909	667,458,223
Revenue from the Commonwealth	102,270,273	104,116,475	108,703,887
Transfer from Other Funds	13,270,928	1,900,598	3,140,394
Use of Fund Balance	-	46,908,947	40,693,036
Revenue from the Federal Government	65,652	59,000	62,000
Total General Fund Revenues	750,491,432	785,721,929	820,057,540

201 VA Public Assistance Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Human Services	23,644,275	26,761,810	27,306,495
Total VA Public Assistance Fund Appropriations	23,644,275	26,761,810	27,306,495
Sources of Revenue			
Revenue from Local Sources	234,162	46,047	54,975
Revenue from the Federal Government	11,136,304	10,894,973	11,627,555
Revenue from the Commonwealth	5,126,795	5,403,185	6,598,371
Transfer from Other Funds	7,974,091	8,359,738	9,025,594
Use of Fund Balance	-	2,057,867	-
Total VA Public Assistance Fund Revenues	24,471,352	26,761,810	27,306,495
203 Interagency Consortium			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Human Services	6,823,445	5,719,951	6,671,831
Total Interagency Consortium Appropriations	6,823,445	5,719,951	6,671,831
Sources of Revenue			
Revenue from Local Sources	33,506	-	6,700
Revenue from the Federal Government	187,166	-	198,564
Revenue from the Commonwealth	3,742,351	3,464,006	4,265,332
Transfer from Other Funds	2,608,668	2,255,945	2,201,235
Total Interagency Consortium Revenues	6,571,691	5,719,951	6,671,831
204 Fee Supported Activities			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Development and Permits	192,886	215,000	215,000
Fire Department	615,230	426,960	724,208
Police Department	2,227,475	7,756,636	6,465,502
Total Fee Supported Activities Appropriations	3,035,591	8,398,596	7,404,710
Sources of Revenue			
Revenue from Local Sources	8,175,664	8,199,050	7,196,507
Use of Fund Balance	-	199,546	208,203
Total Fee Supported Activities Revenues	8,175,664	8,398,596	7,404,710
205 Integrated Behavioral Healthcare			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Integrated Behavioral Healthcare	31,020,567	36,195,723	41,567,458
Total Integrated Behavioral Healthcare Appropriations	31,020,567	36,195,723	41,567,458
Sources of Revenue			
Revenue from Local Sources	9,012,195	11,143,033	11,472,794
Revenue from the Federal Government	2,372,159	1,755,749	1,647,909
Revenue from the Commonwealth	11,269,522	11,842,505	16,725,123
Transfer from Other Funds	10,783,865	11,454,436	11,721,632
Total Integrated Behavioral Healthcare Revenues	33,437,741	36,195,723	41,567,458

206 Conference Center	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Parks Recreation and Tourism	4,751,954	7,057,275	7,734,243
Total Conference Center Appropriations	4,751,954	7,057,275	7,734,243
Sources of Revenue			
Revenue from Local Sources	7,479,239	7,057,275	7,734,243
Total Conference Center Revenues	7,479,239	7,057,275	7,734,243

207 E-911 Operations	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Information Technology	1,320,092	1,998,524	2,057,565
Police Department	6,212,405	7,273,490	7,656,976
Total E-911 Operations Appropriations	7,532,497	9,272,014	9,714,541
Sources of Revenue			
Revenue from Local Sources	5,269,370	4,947,998	4,947,998
Transfer from Other Funds	2,562,111	2,987,016	3,429,543
Revenue from the Commonwealth	1,207,450	1,337,000	1,337,000
Total E-911 Operations Revenues	9,038,931	9,272,014	9,714,541

208 Chesapeake Juvenile Services	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Human Services	6,523,984	6,423,286	5,128,125
Total Chesapeake Juvenile Services Appropriations	6,523,984	6,423,286	5,128,125
Sources of Revenue			
Revenue from Local Sources	1,388,706	80,100	32,000
Revenue from the Commonwealth	2,765,582	1,333,322	1,543,588
Transfer from Other Funds	3,644,040	3,718,983	3,482,537
Use of Fund Balance	-	1,290,881	70,000
Total Chesapeake Juvenile Services Revenues	7,798,328	6,423,286	5,128,125

209 Tax Increment Financing - Greenbrier	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Tax Increment Financing Districts	17,311,707	15,329,482	15,600,760
Total Tax Increment Financing - Greenbrier Appropriations	17,311,707	15,329,482	15,600,760
Sources of Revenue			
Revenue from Local Sources	13,699,635	15,329,482	15,600,760
Transfer from Other Funds	1,509,062	-	-
Total Tax Increment Financing - Greenbrier Revenues	15,208,697	15,329,482	15,600,760

211 Open Space Agricultural Preservation Operating	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Planning Commission	-	271,284	271,284
Total Open Space Agricultural Preservation Operating	-	271,284	271,284
Sources of Revenue			
Revenue from Local Sources	-	271,284	271,284
Total Open Space Agricultural Preservation Operating	-	271,284	271,284

212 Tax Increment Financing - South Norfolk	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Tax Increment Financing Districts	2,690,182	11,182,005	12,363,193
Total Tax Increment Financing - South Norfolk Appropriations	2,690,182	11,182,005	12,363,193
Sources of Revenue			
Revenue from Local Sources	9,909,798	11,182,005	12,363,193
Transfer from Other Funds	50,000	-	-
Total Tax Increment Financing - South Norfolk Revenues	9,959,798	11,182,005	12,363,193

228 Grants Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Grants	-	12,343,743	18,217,000
Total Grants Fund Appropriations	-	12,343,743	18,217,000
Sources of Revenue			
Revenue from Local Sources	-	1,799,896	6,209,683
Revenue from the Federal Government	-	5,300,000	6,832,000
Revenue from the Commonwealth	-	5,149,700	5,140,000
Transfer from Other Funds	-	94,147	35,317
Total Grants Fund Revenues	-	12,343,743	18,217,000

300 Capital Projects Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Capital Projects	-	5,466,417	2,075,000
Total Capital Projects Fund Appropriations	-	5,466,417	2,075,000
Sources of Revenue			
Transfer from Other Funds	-	5,466,417	2,075,000
Total Capital Projects Fund Revenues	-	5,466,417	2,075,000

401 Debt Service Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Debt Service	53,094,401	40,481,880	39,924,618
Total Debt Service Fund Appropriations	53,094,401	40,481,880	39,924,618
Sources of Revenue			
Revenue from Local Sources	2,744,925	753,188	823,970
Revenue from the Federal Government	281,439	-	-
Other Revenues	11,347,362	-	-
Transfer from Other Funds	43,738,517	39,728,692	34,100,648
Use of Fund Balance	-	-	5,000,000
Total Debt Service Fund Revenues	58,112,243	40,481,880	39,924,618

501 PU Operations Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Utilities	216,053,257	87,178,219	89,216,953
Total PU Operations Fund Appropriations	216,053,257	87,178,219	89,216,953
Sources of Revenue			
Revenue from Local Sources	88,598,129	87,178,219	89,216,953
Transfer from Other Funds	109,340,896	-	-
Total PU Operations Fund Revenues	197,939,025	87,178,219	89,216,953

504 Public Utilities Construction	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Capital Projects	-	14,040,000	13,875,000
Total Public Utilities Construction Appropriations	-	14,040,000	13,875,000
Sources of Revenue			
Transfer from Other Funds	-	14,040,000	13,875,000
Total Public Utilities Construction Revenues	-	14,040,000	13,875,000

509 PU Revenue Bond Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Utilities	1,671,150	1,496,650	1,533,900
Total PU Revenue Bond Fund Appropriations	1,671,150	1,496,650	1,533,900
Sources of Revenue			
Revenue from Local Sources	20,794	-	20,000
Transfer from Other Funds	1,498,766	1,496,650	1,513,900
Total PU Revenue Bond Fund Revenues	1,519,560	1,496,650	1,533,900

512 PU Debt Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Utilities	7,370,461	7,489,608	7,410,934
Total PU Debt Fund Appropriations	7,370,461	7,489,608	7,410,934
Sources of Revenue			
Transfer from Other Funds	7,599,824	7,489,608	7,410,934
Total PU Debt Fund Revenues	7,599,824	7,489,608	7,410,934

520 Stormwater Management - Operations	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Works	24,021,763	25,759,526	25,889,755
Total Stormwater Management - Operations Appropriations	24,021,763	25,759,526	25,889,755
Sources of Revenue			
Revenue from Local Sources	27,465,260	25,759,526	25,889,755
Total Stormwater Management - Operations Revenues	27,465,260	25,759,526	25,889,755

521 Stormwater Construction	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Capital Projects	-	7,610,000	7,000,000
Total Stormwater Construction Appropriations	-	7,610,000	7,000,000
Sources of Revenue			
Transfer from Other Funds	-	7,610,000	7,000,000
Total Stormwater Construction Revenues	-	7,610,000	7,000,000

525 Toll Facility Operating Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Works	42,292,532	47,377,558	49,869,275
Total Toll Facility Operating Fund Appropriations	42,292,532	47,377,558	49,869,275
Sources of Revenue			
Revenue from Local Sources	36,739,286	35,462,557	38,886,473
Transfer from Other Funds	971,255	-	-
Use of Fund Balance	-	11,915,001	10,982,802
Total Toll Facility Operating Fund Revenues	37,710,541	47,377,558	49,869,275

526 Toll Facility Renewal Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Public Works	11,219,778	5,447,675	6,192,802
Total Toll Facility Renewal Fund Appropriations	11,219,778	5,447,675	6,192,802
Sources of Revenue			
Revenue from Local Sources	787,808	379,000	1,210,000
Transfer from Other Funds	6,656,653	5,068,675	4,982,802
Total Toll Facility Renewal Fund Revenues	7,444,461	5,447,675	6,192,802

601 Central Fleet	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Central Fleet	19,491,916	19,864,606	20,435,830
Sheriff	1,676,627	1,990,833	1,226,169
Total Central Fleet Appropriations	21,168,543	21,855,439	21,661,999
Sources of Revenue			
Revenue from Local Sources	19,920,869	20,617,539	20,661,999
Use of Fund Balance	-	1,237,900	1,000,000
Transfer from Other Funds	380,394	-	-
Total Central Fleet Revenues	20,301,263	21,855,439	21,661,999

603 Information Technology	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Information Technology	20,075,785	22,222,568	24,413,574
Total Information Technology Appropriations	20,075,785	22,222,568	24,413,574
Sources of Revenue			
Revenue from Local Sources	20,631,054	22,222,568	24,413,574
Transfer from Other Funds	665,142	-	-
Total Information Technology Revenues	21,296,196	22,222,568	24,413,574

605 Healthcare Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Healthcare Fund	47,568,572	57,730,990	57,781,449
Total Healthcare Fund Appropriations	47,568,572	57,730,990	57,781,449
Sources of Revenue			
Revenue from Local Sources	56,208,894	57,703,990	57,676,990
Use of Fund Balance	-	27,000	104,459
Total Healthcare Fund Revenues	56,208,894	57,730,990	57,781,449

606 Self-Insurance Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
City Attorney	150,537	200,130	200,000
Finance & Risk Management	7,638,954	10,567,434	10,738,282
Total Self-Insurance Fund Appropriations	7,789,492	10,767,564	10,938,282
Sources of Revenue			
Revenue from Local Sources	5,565,693	1,714,134	3,070,270
Other Revenues	3,919,042	9,053,430	7,868,012
Transfer from Other Funds	50,052	-	-
Total Self-Insurance Fund Revenues	9,534,786	10,767,564	10,938,282
800 Mosquito Control Comm			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Mosquito Control Commission	4,033,893	6,293,680	6,588,839
Total Mosquito Control Comm Appropriations	4,033,893	6,293,680	6,588,839
Sources of Revenue			
Revenue from Local Sources	6,612,625	6,293,680	6,588,839
Total Mosquito Control Comm Revenues	6,612,625	6,293,680	6,588,839
900 School Operating Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	564,541,409	598,878,512	632,465,203
Total School Operating Fund Appropriations	564,541,409	598,878,512	632,465,203
Sources of Revenue			
Revenue from Local Sources	3,905,548	2,886,935	2,886,935
Transfer from Other Funds	247,465,186	269,195,298	281,773,349
Revenue from the Commonwealth	307,585,950	322,221,279	343,229,919
Revenue from the Federal Government	9,523,200	4,575,000	4,575,000
Total School Operating Fund Revenues	568,479,884	598,878,512	632,465,203
928 School Grants Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	52,518,143	98,120,740	78,678,512
Total School Grants Fund Appropriations	52,518,143	98,120,740	78,678,512
Sources of Revenue			
Revenue from Local Sources	48,361	10,036,333	10,101,333
Revenue from the Commonwealth	7,864,533	6,439,866	21,118,067
Revenue from the Federal Government	44,605,249	81,644,541	47,459,112
Total School Grants Fund Revenues	52,518,143	98,120,740	78,678,512
940 School Textbook Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	5,184,444	7,603,144	7,603,144
Total School Textbook Fund Appropriations	5,184,444	7,603,144	7,603,144
Sources of Revenue			
Revenue from Local Sources	155,268	30,000	30,000
Use of Fund Balance	4,000,000	4,077,717	3,323,099
Revenue from the Commonwealth	3,487,748	3,495,427	4,250,045
Total School Textbook Fund Revenues	7,643,016	7,603,144	7,603,144

941 School Nutrition Services Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	14,606,198	23,072,289	25,028,027
Total School Nutrition Services Fund Appropriations	14,606,198	23,072,289	25,028,027
Sources of Revenue			
Revenue from Local Sources	3,687,098	4,419,191	5,205,124
Use of Fund Balance	6,505,716	7,500,000	5,700,994
Revenue from the Commonwealth	612,934	445,500	530,000
Revenue from the Federal Government	13,928,322	10,707,598	13,591,909
Total School Nutrition Services Fund Revenues	24,734,070	23,072,289	25,028,027
942 School Cell Tower Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	2,402,937	10,440,000	10,440,000
Total School Cell Tower Fund Appropriations	2,402,937	10,440,000	10,440,000
Sources of Revenue			
Revenue from Local Sources	2,907,715	10,230,000	10,230,000
Use of Fund Balance	-	210,000	210,000
Total School Cell Tower Fund Revenues	2,907,715	10,440,000	10,440,000
943 School Athletics Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	3,706,806	7,391,500	7,414,073
Total School Athletics Fund Appropriations	3,706,806	7,391,500	7,414,073
Sources of Revenue			
Revenue from Local Sources	770,014	891,500	914,073
Transfer from Other Funds	2,500,000	3,000,000	3,000,000
Use of Fund Balance	4,145,315	3,500,000	3,500,000
Total School Athletics Fund Revenues	7,415,329	7,391,500	7,414,073
965 School Self-Insurance Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	23,226,378	28,182,650	31,207,650
Total School Self-Insurance Fund Appropriations	23,226,378	28,182,650	31,207,650
Sources of Revenue			
Revenue from Local Sources	16,417,444	15,020,000	500,000
Use of Fund Balance	6,808,934	13,162,650	30,707,650
Total School Self-Insurance Fund Revenues	23,226,378	28,182,650	31,207,650
980 School Activity Fund			
	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Appropriations			
Chesapeake Public Schools	7,105,987	8,500,000	8,500,000
Total School Activity Fund Appropriations	7,105,987	8,500,000	8,500,000
Sources of Revenue			
Revenue from Local Sources	7,234,075	8,500,000	8,500,000
Total School Activity Fund Revenues	7,234,075	8,500,000	8,500,000

SUMMARY OF INTERFUND TRANSFERS

From: General Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to VPA Fund	7,859,545.00	8,359,738.00	9,025,594.00
Transfer to Interagency Consortium	2,608,668.36	2,255,945.00	2,201,235.00
Transfer to CSB	10,773,865.00	11,454,436.00	11,721,632.00
Transfer to E-911 Operations	2,562,111.00	2,987,016.00	3,429,543.00
Transfer to Juvenile Detention Home	3,644,040.00	3,718,983.00	3,482,537.00
Transfer to Grants Fund	182,032.75	15,534.00	15,534.00
Transfer to Capital Projects	28,354,351.00	-	-
Transfer to Debt Service Fund	33,119,410.00	37,011,138.00	31,387,904.00
Transfer to Central Fleet	380,394.00	-	-
Transfer to IT Fund	665,142.00	-	-
Transfer to Self Insurance	50,052.00	-	-
Transfer to CU-CPS Ops	247,397,539.00	269,195,298.00	281,773,349.00
Transfer to CU-CPS C/P	45,304,218.00	-	-
Total	382,901,368.11	334,998,088.00	343,037,328.00

From: VA Public Assistance Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	167,027.45	-	-
Transfer to Grants Fund	19,783.00	78,613.00	19,783.00
Total	186,810.45	78,613.00	19,783.00

From: Interagency Consortium	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	8,012.79	-	-
Transfer to VPA Fund	114,546.00	-	-
Transfer to Capital Projects	391,205.00	-	-
Total	513,763.79	-	-

From: Fee Supported Activities	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	1,000,724.08	1,456,098.00	2,966,098.00
Total	1,000,724.08	1,456,098.00	2,966,098.00

From: Integrated Behavioral Healthcare	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	213,288.30	-	-
Transfer to Capital Projects	315,102.00	-	-
Transfer to Debt Service Fund	290,937.50	290,190.00	294,019.00
Total	819,327.80	290,190.00	294,019.00

From: Conference Center	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to Capital Projects	65,000.00	-	-
Total	65,000.00	-	-

From: E-911 Operations	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	321,371.68	-	-
Transfer to Capital Projects	190,000.00	-	-
Total	511,371.68	-	-

From: Chesapeake Juvenile Services	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	82,806.55	-	-
Total	82,806.55	-	-

From: Tax Increment Financing - Greenbrier	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	8,454,141.66	218,824.00	32,553.00
Transfer to Capital Projects	5,479,818.00	2,000,000.00	2,000,000.00
Transfer to Debt Service Fund	1,285,500.00	1,289,250.00	1,290,500.00
Transfer to Stormwater Construction	1,100,000.00	-	-
Total	16,319,459.66	3,508,074.00	3,323,053.00

From: Open Space Agricultural Preservation Operating	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to Debt Service Fund	-	64,430.00	64,430.00
Total	-	64,430.00	64,430.00

From: Tax Increment Financing - South Norfolk	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	1,682,268.55	225,676.00	141,743.00
Transfer to Capital Projects	-	3,466,417.00	75,000.00
Transfer to Debt Service Fund	1,007,663.37	1,073,684.00	1,063,795.00
Total	2,689,931.92	4,765,777.00	1,280,538.00

From: Debt Service Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to CU-CPS C/P	11,294,773.70	-	-
Total	11,294,773.70	-	-

From: PU Operations Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to TIF - Greenbrier	109,438.20	-	-
Transfer to Public Utilities Operations Fund	70,615,446.89	-	-
Transfer to Renew & Replacement	43,210,476.27	14,040,000.00	13,875,000.00
Transfer to Revenue Bond Fund	1,498,765.64	1,496,650.00	1,513,900.00
Transfer to Public Utilities Revenue Fund	16,507,010.83	-	-
Transfer to Public Utilities Subordinate Debt Fund	7,599,824.08	7,489,608.00	7,410,934.00
Transfer to Public Utilities General Reserve Fund	22,108,999.83	-	-
Total	161,649,961.74	23,026,258.00	22,799,834.00

From: Stormwater Management - Operations	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to Stormwater Construction	10,533,950.00	7,610,000.00	7,000,000.00
Total	10,533,950.00	7,610,000.00	7,000,000.00

From: Toll Facility Operating Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to Expressway Renew & Replace	6,837,788.00	5,068,675.00	4,982,802.00
Transfer to Expressway Capital Improvement	(158.52)	-	-
Total	6,837,629.48	5,068,675.00	4,982,802.00

From: Toll Facility Renewal Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to Chesapeake Exp Ops	309,351.66	-	-
Transfer to Expressway Capital Improvement	10,677,281.70	-	-
Total	10,986,633.36	-	-

From: Central Fleet	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	521,396.47	-	-
Total	521,396.47	-	-

From: Information Technology	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to General Fund	407,505.01	-	-
Transfer to Capital Projects	1,250,000.00	-	-
Total	1,657,505.01	-	-

From: School Operating Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Transfer to CU-CPS Athletics	2,500,000.00	3,000,000.00	3,000,000.00
Total	2,500,000.00	3,000,000.00	3,000,000.00

Total Interfund Transfers:	611,072,413.80	383,866,203.00	388,767,885.00
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AUTHORIZED POSITIONS - FULL-TIME EQUIVALENT (FTE)

Positions by Department	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year	Percent Change
Agriculture	2.000	2.000	2.000	-	-
Airport Authority	3.625	3.625	4.625	1.000	27.6%
Audit Services	6.000	6.000	5.000	(1.000)	-16.7%
Budget Department	6.800	7.000	7.000	-	-
Central Fleet	47.750	56.250	57.250	1.000	1.8%
Circuit Court	7.000	7.000	7.000	-	-
City Attorney	21.000	21.000	21.000	-	-
City Clerk	6.500	6.500	6.500	-	-
City Council/Mayor	9.000	9.000	9.000	-	-
City Manager	13.000	13.500	13.500	-	-
City Treasurer	41.925	31.232	34.525	3.293	10.5%
Clerk of the Circuit Court	32.000	33.000	33.000	-	-
Commissioner of the Revenue	40.920	40.920	41.920	1.000	2.4%
Commonwealth's Attorney	52.000	52.000	52.700	0.700	1.3%
Customer Contact Center	9.000	10.000	10.000	-	-
Development and Permits	76.000	76.000	76.000	-	-
Economic Development	12.000	12.000	12.000	-	-
Finance & Risk Management	29.625	30.000	35.000	5.000	16.7%
Fire Department	461.298	470.298	471.298	1.000	.21%
Health Department	3.750	3.750	3.750	-	-
Healthcare Fund	0.000	0.000	1.000	1.000	-
Human Resources	24.000	26.000	26.000	-	-
Human Services	354.988	327.722	318.047	(9.675)	-3%
Information Technology	73.750	76.750	93.750	17.000	22.1%
Integrated Behavioral Healthcare	301.365	302.365	326.090	23.725	7.8%
Libraries	125.851	125.855	119.805	(6.050)	-4.8%
Mosquito Control Commission	39.600	39.600	39.600	-	-
Parks Recreation and Tourism	241.256	240.747	238.064	(2.683)	-1.1%
Planning Commission	9.000	9.000	9.000	-	-
Planning Department	26.000	26.000	27.000	1.000	3.8%
Police Department	580.238	581.738	585.837	4.099	0.7%
Procurement Office	13.625	13.625	13.625	-	-
Public Communications	16.126	16.563	18.201	1.638	9.9%
Public Utilities	265.750	265.750	268.750	3.000	1.1%
Public Works	510.580	510.580	515.580	5.000	1%
Real Estate Assessor	27.000	26.000	26.000	-	-
Registrar/Elections	8.540	8.750	8.750	-	-
Sheriff	441.825	441.825	473.125	31.300	7.1%
Total Personnel	3,940.687	3,929.945	4,011.292	81.347	2.1%

GRANT SUMMARY

The City receives grants and donations from a variety of sources. Grants and donations are held in a fund separate from City Operational Funds; however, grants are a part of the annual appropriation and are included here for that purpose. Unlike the rest of the operating budget, grants typically have a term that extends beyond the fiscal year in which they are awarded. Each year the City is awarded grants that total approximately \$9.0 million. The grants listed below include staff estimates of FY 2024 awards from agencies that currently fund activities of the City. If an actual grant award for FY 2024 is smaller than the amount shown here, the related project budget will be reduced to the actual amount awarded. Conversely, if an award is greater than the amount shown, Council will be notified of the actual award and along with a request to increase the budget accordingly.

Grant Title	Funding Source	FY 2023 Actual	FY 2024 Budgeted	FY 2025 Budgeted
City Clerk				
Veterans Memorial Donations	DON	-	15,000	10,000
Subtotal		\$ -	\$ 15,000	\$ 10,000
Commonwealth Attorney				
Boy's and Girl's Conferences	DON	500	5,000	5,000
CWA Service Council	VA/Local	-	20,000	20,000
DCJS Operation Ceasefire	VA/Local	52,377	55,000	58,000
Domestic Violence	VA	41,213	50,000	55,000
Forfeited Asset Sharing Program	FSL	98,700	100,000	100,000
Subtotal		\$ 192,790	\$ 230,000	\$ 238,000
Integrated Behavioral Healthcare (CIBH)				
Crisis Intervention - Safe Harbor	VA	219,000	220,000	238,000
Crisis Intervention - Bridges	VA	130,175	131,000	140,000
Donations - Client Related	DON	-	10,000	5,000
Mental Health Outpatient Services	VA	-	60,000	-
Forsenic Discharge Planning	VA	839,128	804,000	865,000
Drug Court Grant	VA	87,244	90,000	100,000
Opioid Settlement Grant	VA	1,207,087	250,000	1,750,000
Subtotal		\$ 2,482,634	\$ 1,565,000	\$ 3,098,000
Circuit Court Clerk				
Technology Trust fund	VA	216,059	120,000	150,000
Library of VA	VA	42,177	-	45,000
Subtotal		\$ 258,236	\$ 120,000	\$ 195,000
Fire Department				
Assistance to Firefighters Grant	FED	-	750,000	900,000
CERT (Community Emergency Response Team)	VA	-	-	12,000
FEMA Flood Mitigation	FED	769,350	-	-
FEMA AFG SAFER	FED	-	-	2,500,000
Fire Donations	DON	14,705	30,000	25,000
Fire Programs - State	VA/Local	1,003,412	1,250,000	1,300,000
Fire Programs - Conf/Ed Grant	VA	12,500	20,000	20,000
Four For Life	VA	231,718	300,000	300,000
HR UASI Incident Management Team	FED	-	100,000	-

Grant Title	Funding Source	FY 2023 Actual	FY 2024 Budget	FY 2025 Budgeted
Local Emergency Management Performance	FED	71,284	75,000	75,000
Radio Communications Cache Grant	FED	90,000	100,000	100,000
Radiological Emergency Preparedness Program (REPP)	VA	700	700	1,000
Rescue Squad Assistance Fund (RASf)	VA	-	45,000	45,000
SHSP Foam Team Training/Sustainment	FED	65,000	150,000	100,000
SHSP Hampton Roads Incident Management Team	FED	-	100,000	200,000
SHSP Special OPS Incident Management Team	FED	90,000	85,000	100,000
Port Security Program DHS/FEMA	FED	25,000	-	175,000
VA EMS Scholarship Program	VA	-	30,000	30,000
Subtotal		\$ 2,373,669	\$ 3,035,700	\$ 5,883,000
Human Services				
Community Corrections	VA/Local	683,430	650,000	740,000
Court Appointed Special Advocate (CASA)	VA	134,571	135,000	150,000
Promoting Safe and Stable Families	FSL	127,630	130,000	150,000
USDA Summer Food Program Grant	FED	34,798	120,000	217,000
Subtotal		\$ 980,429	\$ 1,035,000	\$ 1,257,000
Public Library				
Chesapeake Public Library Foundation	DON	-	10,000	-
Friends of Chesapeake Library	DON	45,000	45,000	50,000
Library Donations	DON	40	10,000	5,000
Library State Aid	VA	-	245,000	285,000
Subtotal		\$ 45,040	\$ 310,000	\$ 340,000
Parks, Recreation & Tourism				
Litter Prevention & Recycling Program	VA	52,142	60,000	60,000
Creative Communities (Local Gov. Challenge)	VA/Local	9,000	10,000	10,000
Park Donations (incl 9/11 memorial)	DON	26,619	62,000	62,000
Subtotal		\$ 87,761	\$ 132,000	\$ 132,000
Planning Department				
Community Development Block Grant (CDBG)	FED	1,141,624	1,200,000	1,500,000
HOME Investment Partnerships Program (HOME)	FED	667,983	620,000	750,000
Subtotal		\$ 1,809,607	\$ 1,820,000	\$ 2,250,000
Police Department				
American Recovery Plan Act	FED	692,476	500,000	-
BJA LE Crime/Gun Intelligence Initiative	FED	-	700,000	-
Animal Services	DON	56,369	65,000	65,000
Edward Byrne Memorial Justice Grant	FED	139,472	150,000	170,000
Training Academy Fee	LOC	9,237	13,000	20,000
Police Donations	DON	4,116	15,000	10,000
Public Safety Drug Enforcement Grant	FSL\SL	125,195	250,000	250,000
Selective Enforcement - Alcohol	VA	17,724	20,000	20,000

Grant Title	Funding Source	FY 2023 Actual	FY 2024 Budget	FY 2025 Budgeted
Selective Enforcement - Traffic	VA	-	19,000	19,000
Task Force Agencies	FED	34,841	35,000	45,000
Virginia State Police	VA	-	15,000	15,000
Subtotal		\$ 1,079,430	\$ 1,782,000	\$ 614,000
Public Communications				
Cable Franchise Funds	LOC	105,966	250,000	250,000
Subtotal		\$ 105,966	\$ 250,000	\$ 250,000
Sheriff				
Joint Task Force	FSL	57,020	100,000	100,000
Forfeited Asset Sharing Program	FSL	-	18,000	18,000
State Criminal Alien Assistance Program	FSL	37,010	10,000	12,000
Victim Witness	VA	829,071	800,000	860,000
Subtotal		\$ 923,101	\$ 928,000	\$ 990,000
Provision for future grant awards		\$ 2,939,703	\$ 2,939,703	\$ 2,960,000
Released upon acceptance by City Council				
Total		\$ 13,278,366	\$ 14,162,403	\$ 18,217,000

FUND BALANCE SUMMARY

Fund Recap - Beginning Fund Balances	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
City Funds			
General Fund	396,113,111	417,379,633	378,933,242
Special Revenue Funds	53,804,212	75,190,184	88,882,603
Debt Service Fund	12,557,804	17,575,646	17,575,646
Internal Service Funds	34,223,945	44,834,358	43,569,458
Enterprise Funds	101,163,317	98,024,313	73,520,973
Total City Funds	597,862,389	653,004,135	602,481,923
School Funds	90,441,198	97,753,778	82,676,061
Total All Funds	688,303,587	750,757,913	685,157,984

Fund Recap - Ending Fund Balances	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
City Funds			
General Fund	417,379,633	378,933,242	338,240,206
Special Revenue Funds	75,190,184	88,882,603	110,967,655
Debt Service Fund	17,575,646	17,575,646	12,575,646
Internal Service Funds	44,834,358	43,569,458	42,464,999
Enterprise Funds	98,024,313	73,520,973	62,529,451
Total City Funds	653,004,135	602,481,923	566,777,958
School Funds	97,753,778	82,676,061	70,151,968
Total All Funds	750,757,913	685,157,984	636,929,926

General Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	396,113,111	417,379,633	378,933,242
Revenue collections	737,220,504	736,912,384	776,224,110
Transfers from TIF Funds	10,136,410	9,621,563	174,296
Transfers from Component Units	252,292	-	-
Transfers from other funds	2,882,226	741,591	2,966,098
Total funds available	1,146,604,543	1,164,655,171	1,158,297,746
Expenditures	(394,463,100)	(450,723,841)	(416,271,801)
Issuance of leases and subscriptions	2,835,340	-	-
Transfers to Chesapeake Schools (operations)	(247,397,539)	(269,195,298)	(281,773,349)
Transfers to Capital funds	(28,354,351)	(38,298,183)	(60,748,411)
Transfers to Grants Fund	(182,033)	(15,534)	(15,534)
Transfers to Debt Service Fund	(33,119,410)	(37,011,138)	(31,387,904)
Transfers to other operating funds	(28,543,817)	9,522,065	(29,860,541)
Other non-budgetary transactions incl. leases	-	-	-
Ending Fund Balance	417,379,633	378,933,242	338,240,206

Social Services Special Revenue Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	4,393,478	5,220,555	3,162,688
Revenue collections	16,497,261	16,344,205	18,280,901
Transfers from General Fund	7,859,545	8,359,738	9,025,594
Transfers from Other Funds	114,546	-	-
Total funds available	28,864,830	29,924,498	30,469,183
Expenditures	(23,457,465)	(26,683,197)	(27,286,712)
Transfers to General Fund	(167,027)	-	-
Transfers to other Funds	(19,783)	(78,613)	(19,783)
Ending Fund Balance	5,220,555	3,162,688	3,162,688

Interagency Consortium	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	781,773	530,019	530,019
Revenue collections	3,963,022	3,464,006	4,470,596
Transfers from General Fund	2,608,668	2,255,945	2,201,235
Total funds available	7,353,464	6,249,970	7,201,850
Expenditures	(6,309,681)	(5,719,951)	(6,671,831)
Transfers to other funds	(513,764)	-	-
Ending Fund Balance	530,019	530,019	530,019

Fee Supported Activities	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	2,106,729	7,246,802	7,047,256
Revenue collections	8,175,664	8,199,050	7,196,507
Total funds available	10,282,393	15,445,852	14,243,763
Expenditures	(2,034,867)	(6,942,498)	(4,438,612)
Transfers to General Fund	(1,000,724)	(1,456,098)	(2,966,098)
Ending Fund Balance	7,246,802	7,047,256	6,839,053

Integrated Behavioral Healthcare	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	6,786,908	9,204,082	9,204,082
Revenue collections	22,653,876	24,741,287	29,845,826
Transfers from General Fund	10,773,865	11,454,436	11,721,632
Transfer from other funds	10,000	-	-
Total funds available	40,224,649	45,399,805	50,771,540
Expenditures	(30,201,239)	(35,590,431)	(41,273,439)
Transfers to General Fund	(213,288)	-	-
Transfers to Capital Fund	(315,102)	(315,102)	-
Transfers to Debt Service Fund	(290,938)	(290,190)	(294,019)
Ending Fund Balance	9,204,082	9,204,082	9,204,082

Conference Center and Tourism	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	10,931,954	13,659,239	13,659,239
Revenue collections	7,479,238	7,057,275	7,734,243
Total funds available	18,411,192	20,716,514	21,393,482
Expenditures	(4,686,952)	(6,992,275)	(7,539,243)
Transfers to Capital Fund	(65,000)	(65,000)	(195,000)
Ending Fund Balance	13,659,239	13,659,239	13,659,239

E-911 Operations (Public Safety)	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	8,369,491	9,875,926	9,875,926
Revenue collections	6,476,821	6,284,998	6,284,998
Transfers from General Fund	2,562,111	2,987,016	3,429,543
Total funds available	17,408,423	19,147,940	19,590,467
Expenditures	(7,021,125)	(9,272,014)	(9,714,541)
Transfers to General Fund	(321,372)	-	-
Transfers to Capital Fund	(190,000)	-	-
Ending Fund Balance	9,875,926	9,875,926	9,875,926

Juvenile Services	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	1,508,490	2,782,834	1,491,953
Revenue collections	4,154,288	1,413,422	1,575,588
Transfers from General Fund	3,644,040	3,718,983	3,482,537
Total funds available	9,306,818	7,915,239	6,550,078
Expenditures	(6,441,178)	(6,423,286)	(5,128,125)
Transfers to General Fund	(82,807)	-	-
Ending Fund Balance	2,782,834	1,491,953	1,421,953

Greenbrier Tax Increment Financing	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	6,100,729	3,997,718	14,827,203
Revenue collections	13,699,635	15,329,482	15,600,760
Transfers from Other funds	1,209,438	-	-
Transfers from Capital Projects Fund	299,623	-	-
Total funds available	21,309,425	19,327,200	30,427,963
Expenditures	(992,247)	(991,923)	(992,107)
Transfers to General Fund (incl. Declared Surplus)	(8,454,142)	(218,824)	(32,553)
Transfers to Debt Service Fund	(1,285,500)	(1,289,250)	(1,290,500)
Transfers to Capital Fund	(6,579,818)	(2,000,000)	(2,000,000)
Ending Fund Balance	3,997,718	14,827,203	26,112,803

South Norfolk Tax Increment Financing	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	3,840,701	11,110,317	17,521,545
Revenue collections	9,909,798	11,182,005	12,363,193
Transfers from Capital Projects Fund	50,000	-	-
Total funds available	13,800,499	22,292,322	29,884,738
Expenditures	(250)	(5,000)	1,931,000
Transfers to General Fund (incl. Declared Surplus)	(1,682,269)	(225,676)	(141,743)
Transfers to Debt Service Fund	(1,007,663)	(1,073,684)	(1,063,795)
Transfers to Capital Fund	-	(3,466,417)	(2,011,000)
Ending Fund Balance	11,110,317	17,521,545	28,599,200

Mosquito Control Commission	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	8,983,959	11,562,691	11,562,691
Revenue collections	6,612,625	6,293,680	6,588,839
Total funds available	15,596,584	17,856,371	18,151,530
Expenditures	(4,033,893)	(6,293,680)	(6,588,839)
Non-budgetary transactions	-	-	-
Ending Fund Balance	11,562,691	11,562,691	11,562,691

Debt Services Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	12,557,804	17,575,646	17,575,646
Revenue collections	14,373,726	753,188	823,970
Transfers from General Fund	33,119,410	37,011,138	31,387,904
Transfers from Tax Increment Financing	2,293,163	2,362,934	2,354,295
Transfers from CIBH Fund	290,938	290,190	294,019
Transfers from OSAP Fund	64,430	64,430	64,430
Transfers from Chesapeake Public Schools	504,302	-	-
Transfers from Other Funds	7,466,275	-	-
Total funds available	70,670,047	58,057,526	52,500,264
Expenditures	(53,094,401)	(40,481,880)	(39,924,618)
Non-budgetary transactions Issuance/Premiums on bonds issued	-	-	-
Ending Fund Balance	17,575,646	17,575,646	12,575,646

Internal Service Funds

Fleet Services/Sheriff's Services	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	13,167,212	12,287,728	11,049,828
Revenue collections	19,920,869	20,617,539	20,661,999
Transfers from General Fund	380,394	-	-
Total funds available	33,468,475	32,905,267	31,711,827
Expenditures	(20,647,147)	(21,855,439)	(21,441,999)
Transfers to General Fund	(521,396)	-	-
Transfers to Capital Fund	-	-	(220,000)
Non-budgetary transactions	(12,203)	-	-
Ending Fund Balance	12,287,728	11,049,828	10,049,828

Information Technology	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	8,955,411	10,037,786	10,037,786
Revenue collections	20,631,054	22,222,568	24,413,574
Transfers from Other Funds	665,142	-	-
Total funds available	30,251,607	32,260,354	34,451,360
Expenditures	(18,418,280)	(20,972,568)	(22,263,574)
Transfers to General Fund	(407,505)	-	-
Transfers to Capital Fund	(1,250,000)	(1,250,000)	(2,150,000)
Non-budgetary transactions	(138,036)	-	-
Ending Fund Balance	10,037,786	10,037,786	10,037,786

Health Insurance Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	10,302,695	18,943,017	18,916,017
Revenue collections	56,208,894	57,703,990	57,676,990
Total funds available	66,511,589	76,647,007	76,593,007
Expenditures	(47,568,572)	(57,730,990)	(57,781,449)
Ending Fund Balance	18,943,017	18,916,017	18,811,558

Risk Management Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	1,798,627	3,565,827	3,565,827
Revenue collections	9,484,734	10,767,564	10,938,282
Transfers from General Fund	50,052	-	-
Total funds available	11,333,413	14,333,391	14,504,109
Expenditures	(7,789,492)	(10,767,564)	(10,938,282)
Non-budgetary transactions	21,905	-	-
Ending Fund Balance	3,565,827	3,565,827	3,565,827

Enterprise Funds

Public Utilities Operating Funds	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	69,427,097	65,418,667	50,533,617
Revenue collections	88,598,129	87,178,219	89,216,953
Total funds available	158,025,226	152,596,886	139,750,570
Expenditures	(56,074,446)	(73,138,219)	(75,361,953)
Transfers to Capital Fund	(43,210,476)	(28,925,050)	(13,875,000)
Other non-budgetary transactions	6,678,363	-	-
Ending Fund Balance	65,418,667	50,533,617	50,513,617

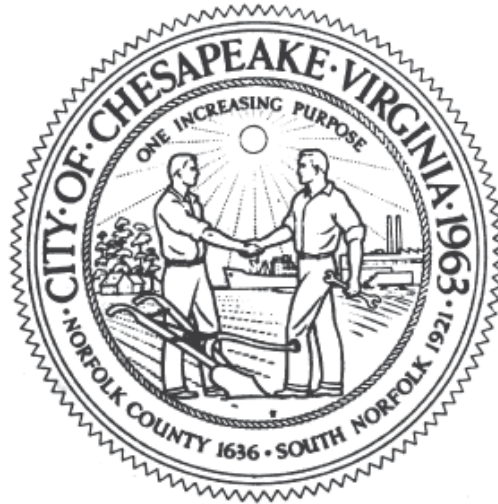
Stormwater Operating Fund	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	11,958,208	13,976,486	13,976,486
Revenue collections	27,465,260	25,759,526	25,889,755
Total funds available	39,423,468	39,736,012	39,866,241
Expenditures	(13,487,813)	(25,759,526)	(25,889,755)
Transfers to Capital Fund	(10,533,950)	-	(8,315,000)
Other non-budgetary transactions	(1,425,219)	-	-
Ending Fund Balance	13,976,486	13,976,486	5,661,486

Chesapeake Transportation System	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	19,778,012	18,629,160	9,010,870
Revenue collections	36,739,286	35,841,557	40,096,473
Total funds available	56,517,298	54,470,717	49,107,343
Expenditures	(35,454,903)	(40,391,172)	(37,770,193)
Transfers to Capital Reserves	(6,837,629)	(5,068,675)	(4,982,802)
Other non-budgetary transactions	4,404,394	-	-
Ending Fund Balance	18,629,160	9,010,870	6,354,348

School Funds

Chesapeake Public Schools*	FY 2023 Actual	FY 2024 Amended	FY 2025 Budget
Beginning Fund Balance	90,441,198	97,753,778	82,676,061
Revenue collections - CPS budget report	351,618,133	358,172,430	383,713,005
Transfers from General Fund	247,397,539	269,195,298	281,773,349
Transfers from Other School Funds	2,500,000	3,000,000	3,000,000
Total funds available	691,956,870	728,121,506	751,162,415
Expenditures - budget report	(592,644,844)	(645,445,445)	(681,010,447)
Proceeds from capital leases	(2,058,529)	-	-
Capital outlay, textbooks, other non-budgetary	500,281	-	-
Ending Fund Balance	97,753,778	82,676,061	70,151,968

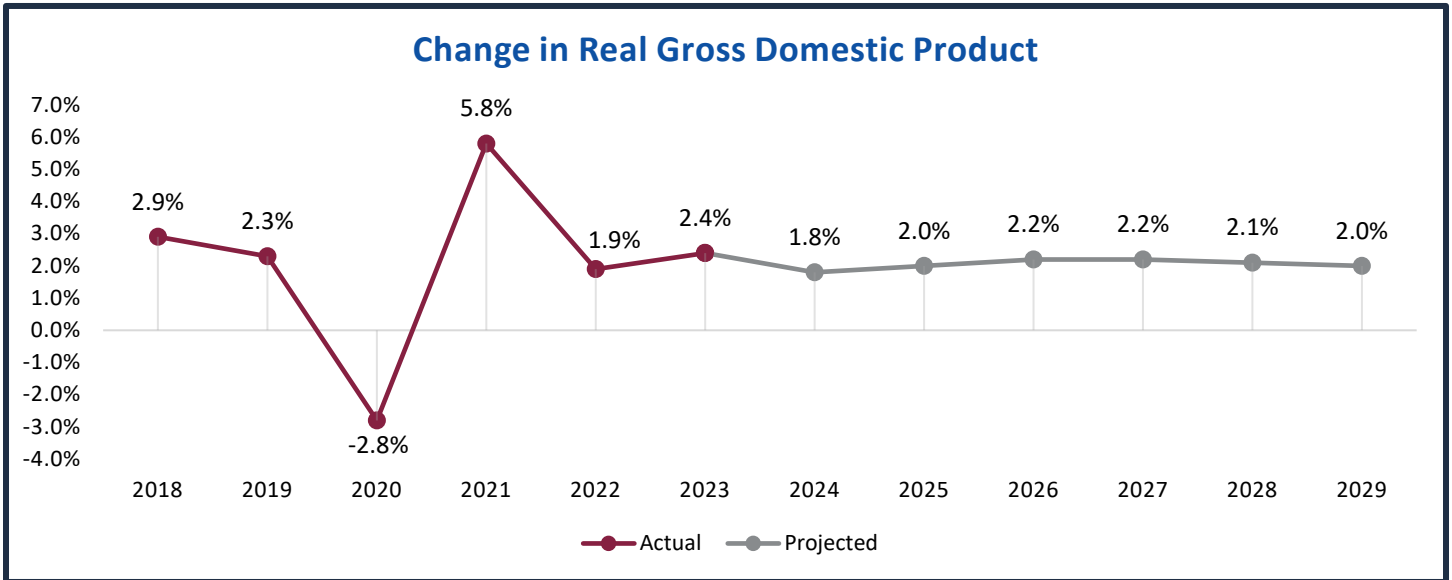
*General Fund, Food Service Fund, Athletic Fund, Activity Fund, and Textbook Fund



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ECONOMIC OUTLOOK

Many of the City’s major revenues are influenced by economic factors. Therefore, national and local economic trends are evaluated as part of the revenue projection process. In FY 2025, inflation and interest rates are the primary economic factors impacting budgeted revenue. The influence of these factors is evident in both property assessments and consumer spending as discussed later in this section.

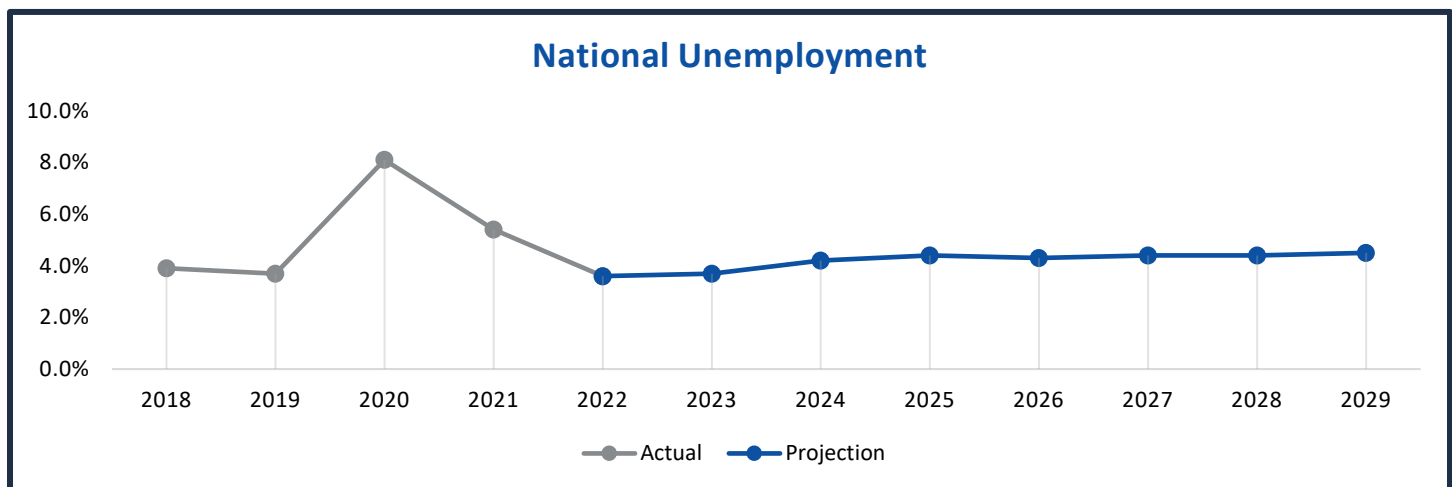


Growth in real gross domestic product (GDP) outperformed expectations, ending at 2.4% in 2023 despite the combination of inflation and elevated interest rates. Consumer spending makes up the majority of gross domestic product and while restrictive financial conditions due to inflation put strain on many households, rising wages and job gains softened the impact of rising prices on real disposable income. Over the forecast period, the Congressional Budget Office projects real GDP growth to slow in 2024 as inflation persists and pick back up in 2025 with a long-term growth rate around 2%.

The overall economic outlook is more positive than it was the same time a year ago, when there were concerns about long-term sustainability and a looming recession. Actions taken to quell inflationary pressures in 2023 were effective in providing relative stability across markets.

Labor Market Conditions

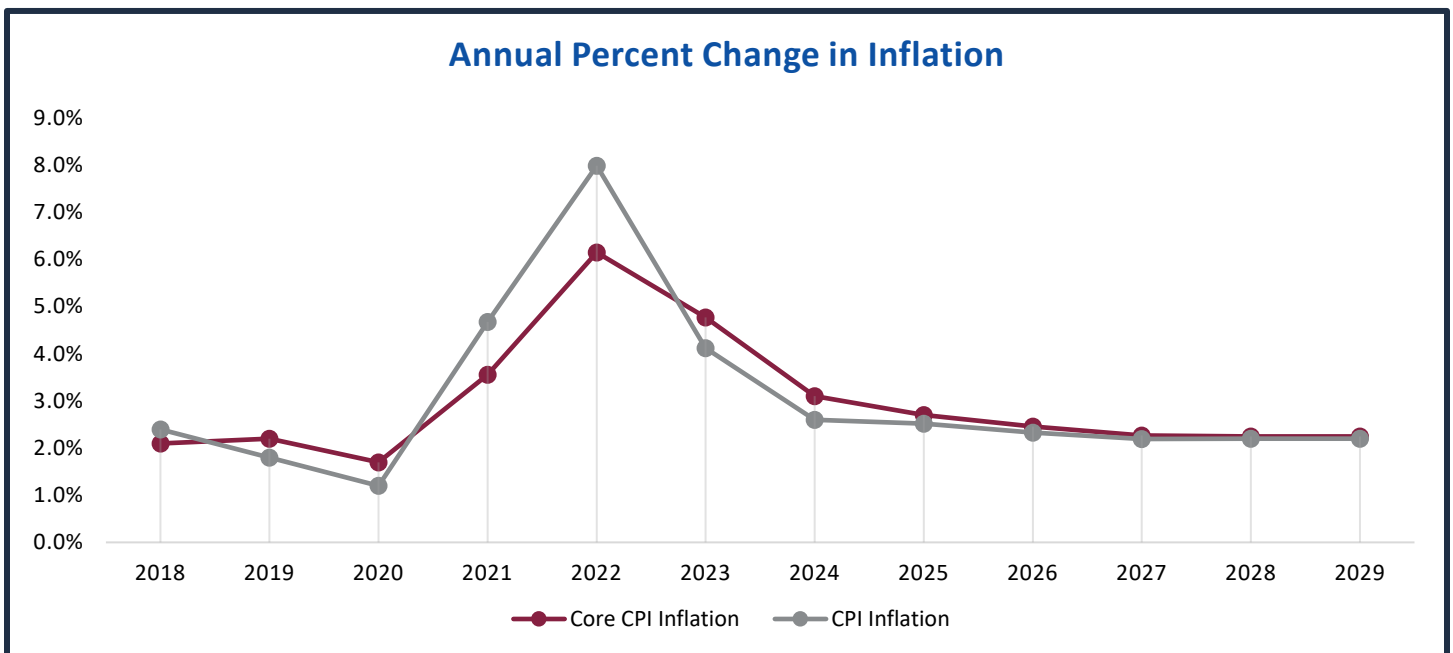
During the early months of the COVID-19 pandemic unemployment reached 14.7%, the highest rate seen since the end of the Great Depression. In the post COVID-19 period unemployment fell, dipping below its natural level of approximately 4.1%. This fall below the natural level is unsustainable in the long run. As such, unemployment is projected to rise slowly over the forecast period to meet the sustainable natural level.



There exists an inverse relationship between unemployment and inflation, meaning that as the unemployment rate increases a decrease in inflation is anticipated, or vice versa. In combination, the changes in these two rates result in reduced wage pressure. Wage pressure for new employees is eased by an increase in the supply of job applicants and disinflation of the cost of labor. Additionally, wage pressure for existing employees is lessened due to lower cost of living adjustments.

Inflation

Over the past several years, high levels of inflation have caused financial strain for many consumers, including local governments. Year over year inflation, measured using the Consumer Price Index, reached a peak of 8% in 2022. Since then, inflation has slowed considerably in response to contractionary monetary policy actions taken by the Federal Reserve, though it remains above the long-term target of 2%. Most notably, the federal funds target rate, the Federal Reserve Bank’s most effective monetary policy tool for impacting inflation, rose to 5.5% during 2023. This is the rate that banks use when charging each other for overnight loans on excess reserves and functions as the baseline for the cost of borrowing money. Increasing this rate is effective in combating inflation by raising the cost of borrowing money throughout the economy. While the current target range of 5.25%-5.5% is likely the peak rate that will be set during this contractionary period, the time it takes for inflation pressure to reliably decline will be the primary determinant of the size and timing of future rate reductions.



The target rate of inflation set by the Federal Reserve under their dual mandate is 2%. Recent interest rate policies are in pursuit of attaining the goal of 2% inflation in the long run. However, rising interest rates do not have an immediate impact on inflation. In the previous graph, both CPI inflation for all goods and Core CPI inflation, which excludes volatile food and energy prices, are shown. In general, the core index is considered to be a better measure of the long-term direction of future inflation. The influence of monetary policies and other economic factors on core inflation measures lag in comparison to inflation measures including all goods and services. The Congressional Budget Office projects inflation to slowly decline over 2024 to 2027 and reach a stable level most consistent with the Federal Reserve’s goal of 2% around 2028.

Implications on the FY 2025 Budget

Total revenue growth in the FY 2025 operating budget is being primarily impacted by changes in both real estate and personal property assessments. Together, these two revenue sources make up 53.8% of total general fund revenue. In FY 2025, real estate assessments are projected to increase by 4.5%. This is a notable decline in growth from the prior two fiscal years, when real estate assessments increased 13.9% and 8.8%. As interest rates remain elevated to promote continued decline in widespread inflation, growth in housing prices is anticipated to continue tapering off beyond FY 2025. In addition, for the second year in a row, total vehicle assessments are expected to decline (while increasing from FY 2024 budgeted assessments, from FY 2024 actual to FY 2025 budget assessments will decrease) due to continued correction in the automobile market after a prolonged period of significant inflation. These declining assessments have a direct impact on personal property tax revenues in FY 2025.

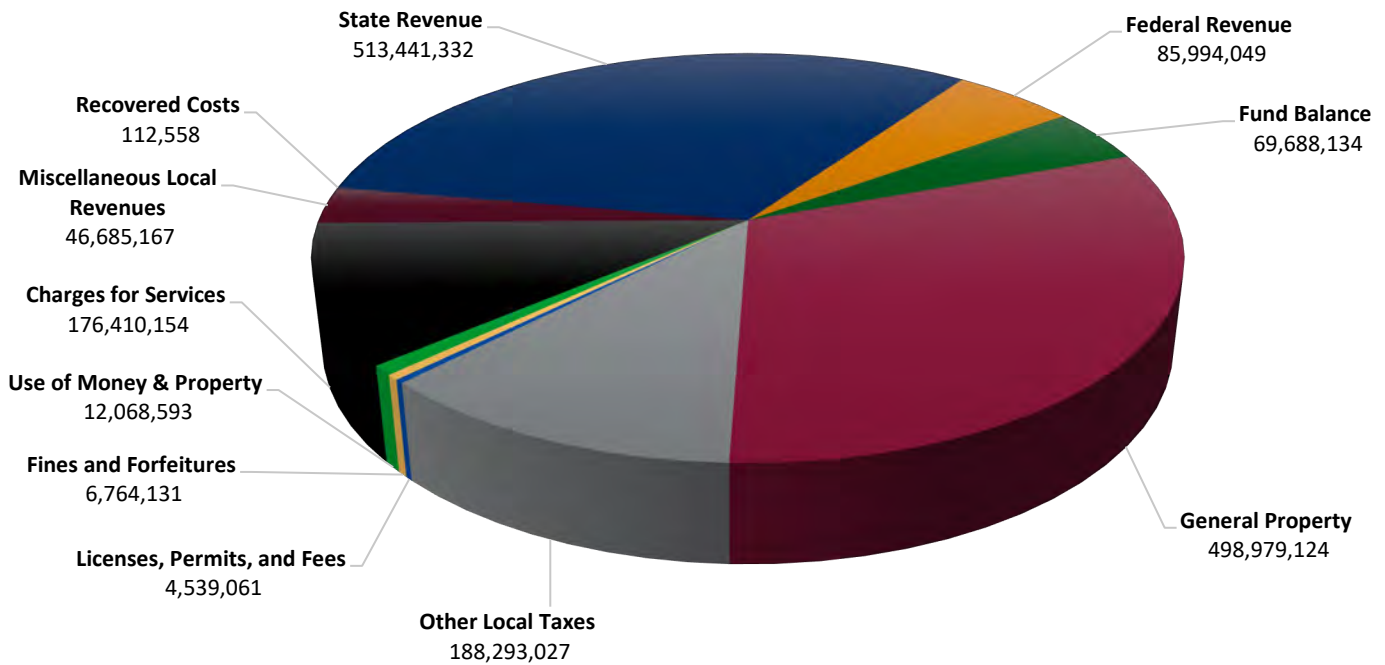
For many of the same reasons discussed above, growth in revenue sources heavily influenced by prices are beginning to wane. While consumer spending driven revenue sources, like general sales and restaurant meal taxes, have been growing rapidly over the last several years, slowing inflation and wage growth are anticipated to impact their performance moving forward into FY 2025. These factors, among others, make up the 3.9% increase in total revenue from FY 2024 to FY 2025. Due to slowing revenue growth, the FY 2025 budget mostly includes increases in several current programs to simply keep pace with inflation while resources available for new programs and services remain scarce.



Great Bridge

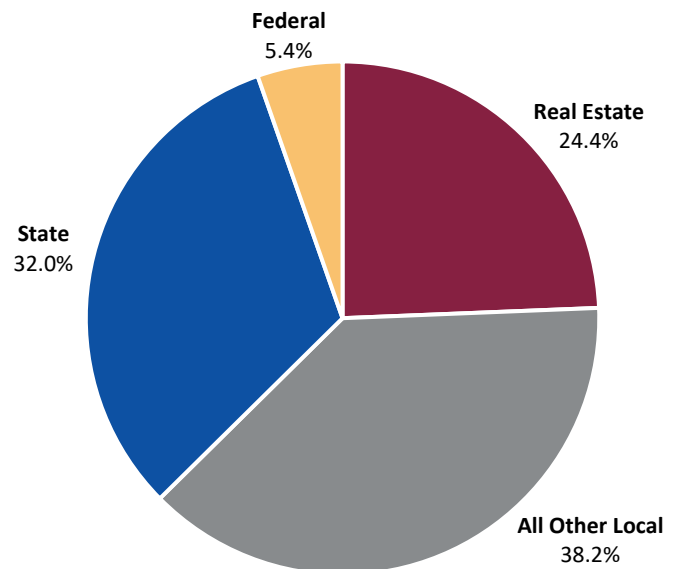
TOTAL REVENUE IN FY 2025

Total net revenue in the FY 2025 operating budget is \$1,602,975,330, a 3.9% increase from the FY 2024 Adopted budget. Of this amount, \$835,346,373 is revenue for the City and \$767,628,957 is revenue for Chesapeake Public Schools. The pie chart below shows a breakdown of total revenue by major category.



Sources of Revenue

Revenue for the City of Chesapeake is derived from a multitude of sources. The graph to the right shows total revenue in FY 2025 broken down by source. The largest single revenue source is the Real Estate Tax, which makes up 24.4% of total FY 2025 revenue. Revenue from all other local sources is comprised of revenue from major taxes like the general sales and restaurant food taxes, as well as revenue from charges, fees, and interest income. Chesapeake also receives revenue from the State and Federal Government, which make up 37.4% of total revenue. Revenue from local sources is the City's primary source of funding, making up 62.6% of total revenue.

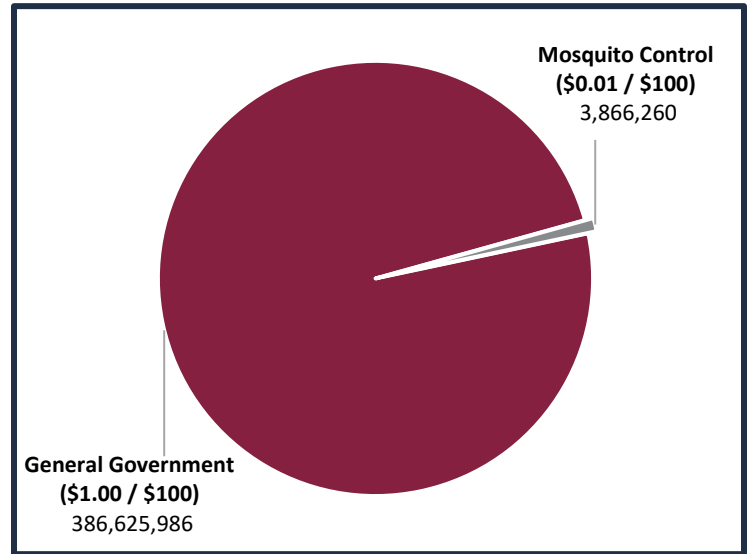


REVENUE BY TYPE

The sections below offer a brief summary of the City’s major revenue sources.

Real Estate

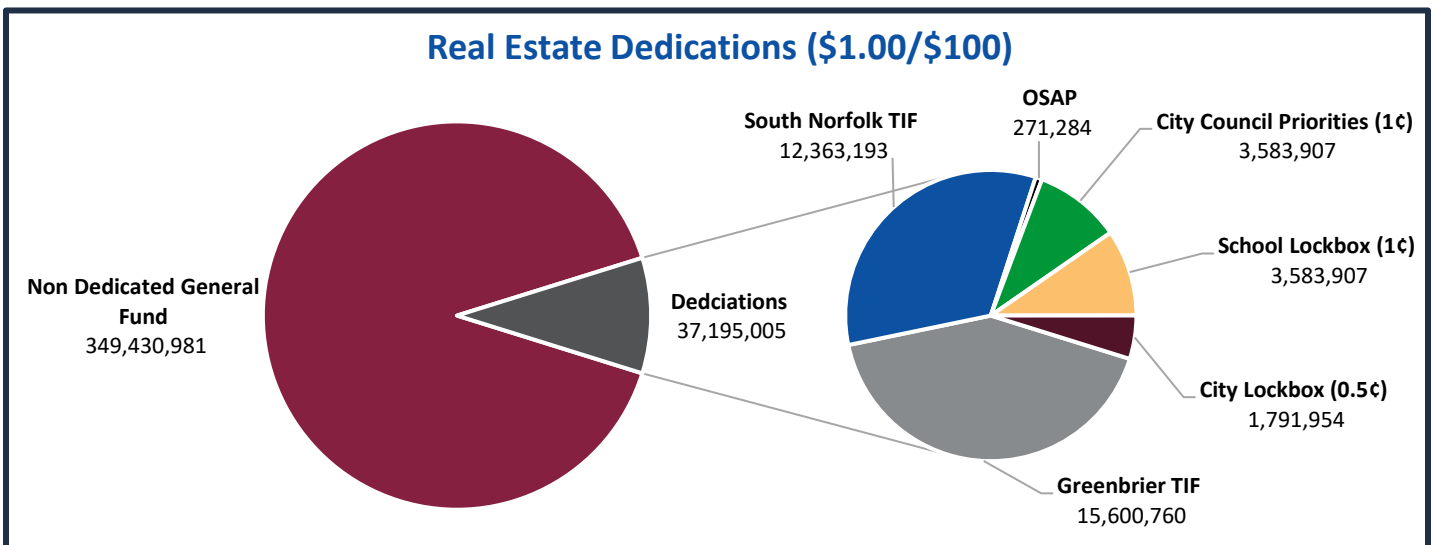
Revenue from the Real Estate Tax in FY 2025 is expected to increase because of assessment increases and new construction. The Real Estate Assessor estimates that for FY 2025, citywide assessments will increase by 4.5%. In FY 2025, the total real estate tax rate will remain at \$1.01 per \$100 of assessed value. The \$1.01 is comprised of a general rate of \$1.00 per \$100 of assessed value and an additional rate of \$0.01 dedicated to Mosquito Control. The majority of real estate tax revenue is used to support general government operations; however, City Council has dedicated portions of the tax to fund initiatives that align with the City Council’s Strategic priorities and help achieve their desired outcomes. The graphic below outlines the breakdown of real estate tax dedications. In the FY 2025 budget, a new dedication of 0.5¢ of the real estate tax will be allocated to support the City Lockbox.



Total real estate tax revenue in FY 2025, including Mosquito Control, the Greenbrier TIF, and the South Norfolk TIF is projected to be \$390,492,246. Of this amount, \$358,390,749 is retained by the General Fund. This is a \$14,553,749 or 4.2% increase in General Fund real estate tax revenue from the FY 2024 budget. In FY 2025, real estate tax revenue represents 43.7% of total General Fund revenue.

The City of Chesapeake, in compliance with state law, offers real estate tax relief for some disabled veterans. Qualifying veterans must be certified by the U.S. Department of Veteran Affairs (VA) to be totally and permanently disabled due to a service-connected disability. In addition, the surviving spouse of a qualified veteran is eligible for the tax exemption if the death of the Veteran occurred on or after January 1, 2011, and the surviving spouse does not remarry and continues to occupy the home as his or her principal place of residence.

The City also provides real estate tax relief to eligible elderly citizens and surviving spouses of public safety personnel. Qualifying elderly individuals must be at least 65 years of age and have a combined household income of no more than \$62,000 per year, among other income related requirements. In 2017, the City Council approved a real estate tax exemption for the surviving spouse of an employee who is eligible for benefits under the Virginia Line of Duty Act (LODA) who was killed in the line of duty. Eligible members include surviving spouses of state and local government employees including law enforcement officers, firefighters, and emergency medical services personnel.

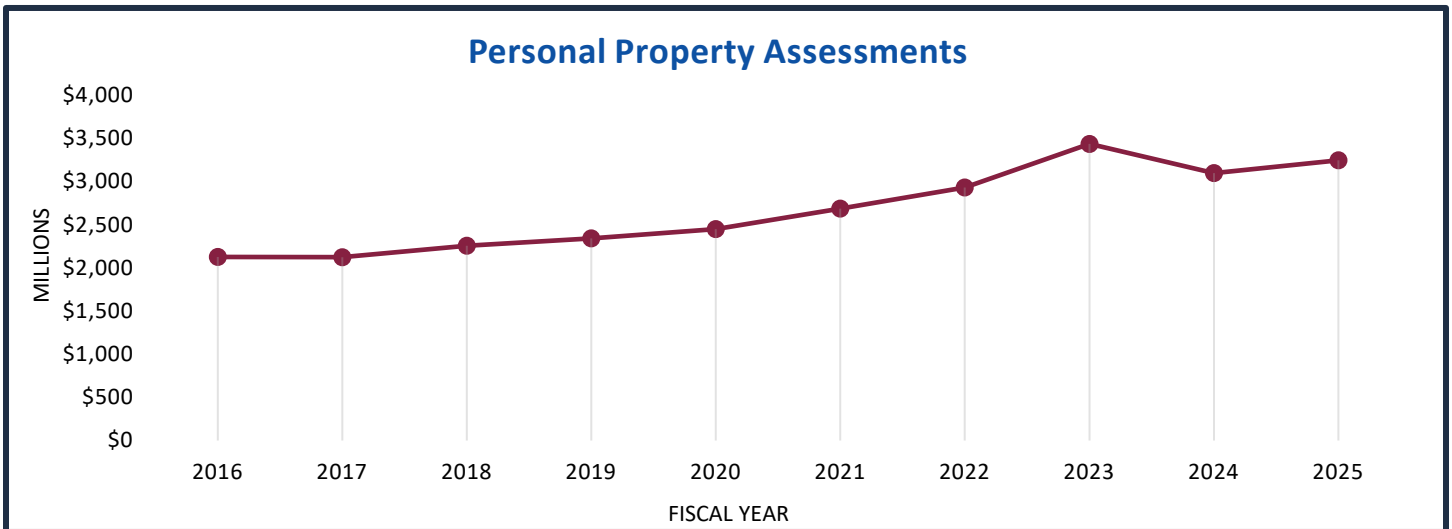


Personal Property

The personal property tax is levied on various types of physical property, including but not limited to automobiles, privately owned recreation vehicles, boats, and business property. Vehicle assessments make up nearly 80% of the total personal property assessment base. Personal property taxes on automobiles make up the largest portion of the personal property tax and are levied at a rate of \$4.08 per \$100 of assessed value.

In addition to revenue from local personal property taxes paid by citizens, the City of Chesapeake receives revenue related to the personal property tax from the Commonwealth of Virginia. The Personal Property Tax Relief Act (PPTRA) of 1998 provides tax relief for citizens with qualifying automobiles. The City of Chesapeake receives a flat amount of \$28,590,001 annually to support this tax relief program. Revenue from the Commonwealth for PPTRA is reflected in the state revenue category.

Personal property tax relief is also provided to qualifying veterans certified as permanently and totally disabled by the Department of Veterans Affairs. State law provides an exemption of one automobile or pickup truck from state and local property taxes for qualifying veterans who are certified as permanently and totally disabled. In addition, the City of Chesapeake has a disabled veteran tax relief policy which allows qualifying veterans pay a reduced rate of \$0.09 per \$100 of assessed value on a single motor vehicle registered in their name in addition to the one vehicle exemption provided by the State. In FY 2025, the Commissioner of the Revenue projects that the disabled veterans tax relief programs will include approximately 4,835 vehicles.



*In FY 2022, City Council reduced the assessment percentage to reduce the burden of increasing assessments on taxpayers. The graph above shows total assessments after reducing the vehicle assessment percentage to 77.5%.

Throughout 2023, vehicle production and supply chain disruptions steadily improved and began to alleviate shortages that have characterized the vehicle market since the onset of the COVID-19 Pandemic. In addition, rising interest rates changed the landscape of the vehicle financing market. This increased the overall cost of financing a vehicle purchase. Combined, these changes in the market put downward pressure on prices which are expected to normalize gradually over the next several years. Consequently, based on revised projections, in FY 2024 there is an expected personal property revenue surplus due to actual vehicle assessments being higher than what was expected at the formulation of the FY 2024 Adopted Budget.

Personal property tax revenue is anticipated to increase in FY 2025 as actual vehicle assessments have declined at a rate slower than originally projected. Future assessments are projected to gradually decrease until the vehicle market has fully recovered from shocks that disrupted the market during COVID-19. In FY 2025, total budgeted current personal property tax revenue is \$76,219,976. Of this amount, \$73,621,908 is retained by the General Fund and \$2,598,068 is dedicated to the Mosquito Control Commission.

Public Service Property Tax

Real Estate and Personal Property Taxes are also levied on property owned by Public Service Corporations. Real Property for Public Service Corporations includes depreciable equipment and structures such as pipelines, transmission lines, pump stations, transmission stations, and various machinery and tools. Personal Property includes only qualifying vehicles owned and operated by Public Service Corporations. Instead of being assessed at the local level, real and personal property owned by Public Service Corporations are assessed by the Virginia Department of Taxation and other outside agencies.

In FY 2025, total revenue from Public Service Corporation Real Estate and Personal Property Taxes is \$13,187,826. This is a \$1,494,225, or 12.8%, increase from FY 2024.

Utility Tax Revenue

Utility revenue is derived from taxes on electric and gas utilities for residential and commercial properties. Virginia state law requires that residential utility taxes shall not be imposed at a rate more than 20% of the monthly amount charged to consumers of the utility service and are not applicable to any amount charged in excess of \$15 per month for residential customers. For this reason, there is very little real growth in revenue from residential utility bills and only some fluctuation from year to year. There is also a ceiling applied to commercial utility billings by the State of Virginia, though these restrictions are less stringent than those applied to residential billings. Because of these restrictions, growth in utility revenues is almost exclusively derived from increases in the number of residential and commercial utility customers in total.

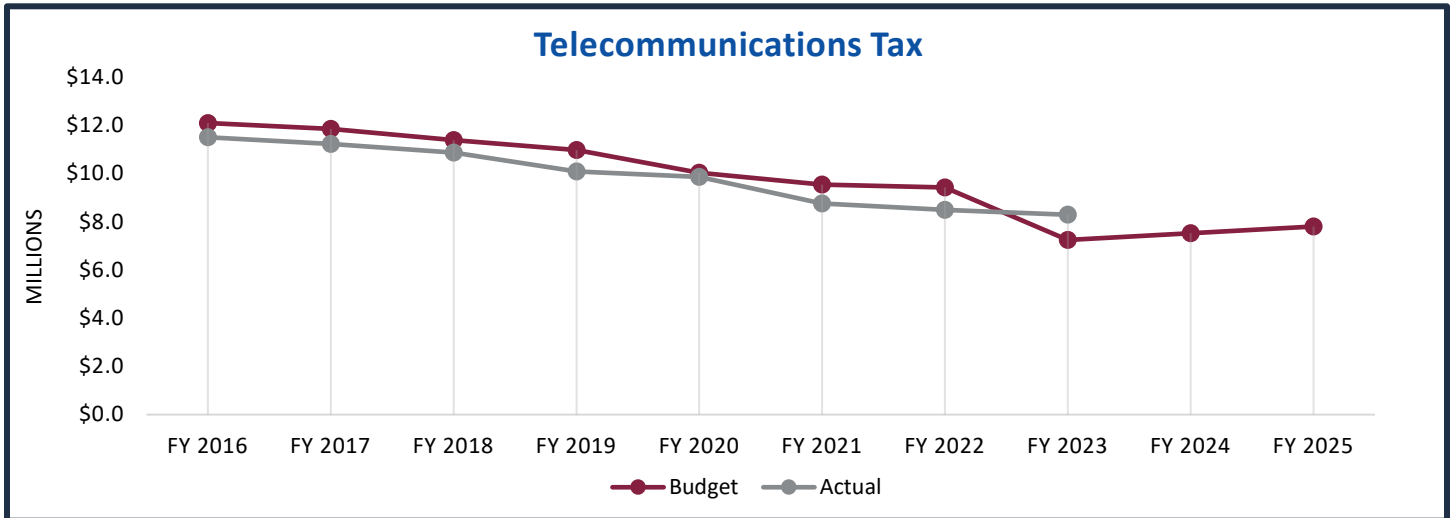
In FY 2025, total revenue from taxes on electric and gas utilities is \$10,900,495, a \$132,064 decrease from FY 2024.



Dominion Boulevard

Telecommunications Tax

The Virginia Telecommunications tax is a statewide 5% tax and \$1.20 right-of-way fee per eligible line. Prior to 2006, this tax was collected by the state and distributed to localities based on their proportional tax collections in the current year. However, a state law which took effect on July 1, 2006, froze each localities' percentage share of the total tax at time the policy was adopted. This means that each year, all localities in Virginia share the same proportional increase or decrease in the statewide telecommunications tax.



Current State tax policy applies only to cable and satellite TV, internet phone service, Voice-Over-Internet Protocol (VOIP), and satellite radio. Due to decreasing demand for traditional entertainment and communications services, and widespread use of data based cellular plans and streaming services, this revenue has been in decline for a prolonged period. However, actual collected revenue from this tax over the past two fiscal years has decreased at a slower rate than expected. For this reason, budgeted revenue estimates have increased to more closely align with actual collections as shown in the graph above. Still, this revenue is not expected to increase consistently until tax policies are changed at the state level to incorporate modern communication and entertainment services.

Total telecommunications revenue in FY 2025 is projected to be \$7,802,937. Of this amount, \$2,854,939 is retained by the General Fund and \$4,947,998 is dedicated to the E-911 Operations Fund.

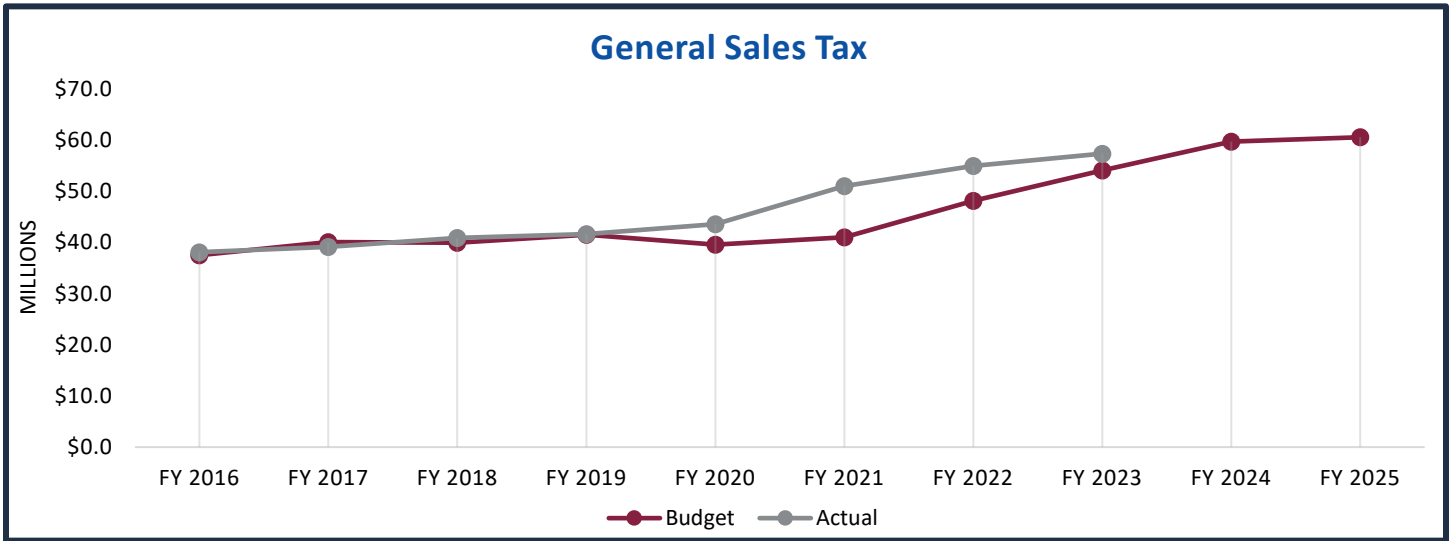
Business Professional and Occupational License (BPOL)

Business Professional and Occupational License (BPOL) taxes are levied on all business activity conducted in the City of Chesapeake. While most BPOL taxes are based on a business' gross receipts, the tax rate varies slightly based on the classification of each business. Business Licenses expire and must be renewed annually by March 1st.

In FY 2025, total revenue from BPOL taxes is estimated to be \$34,237,591. This is an 8.1% increase from the FY 2024 budget.

General Sales

The combined sales and use tax rate in the City of Chesapeake is 6.0%. This rate is comprised of 4.3% state sales and use tax, a 0.7% regional sales tax dedicated to transportation, and 1.0% local option sales tax. The sales and use tax is imposed on the gross receipts from retail sales in the City of Chesapeake.



As this is a percentage-based tax levied on the total cost of goods, actual revenue is sensitive to both prices and changes in consumer spending behavior. While general sales tax revenue has experienced high levels of growth over the past few fiscal years, reduced inflation pressures will have an impact on this revenue moving forward. In FY 2025, budgeted sales and use tax revenue for the City of Chesapeake is \$60,612,611, a 1.4% increase from FY 2024.

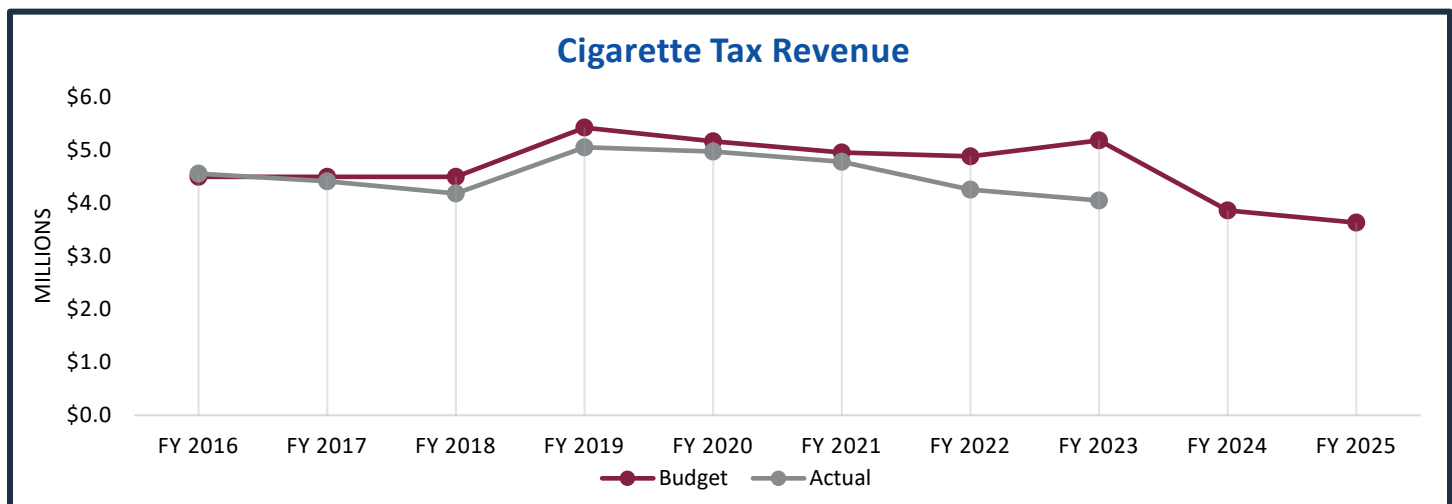
Automobile License

An automobile license fee is charged for each vehicle registered or garaged within the City of Chesapeake. This license fee is determined by the Commissioner of the Revenue and billed by the City Treasurer as a separate item on each year's annual personal property tax bill.

In addition to the Automobile License Fee, a late fee of \$10.00 is charged for any license fee not paid by June 5th or the indicated due date. In FY 2025, total revenue from Automobile Licenses is \$6,694,749, a 2.6% increase from FY 2024. Total revenue from automobile license late fees in FY 2025 is \$685,598.

Tobacco Tax

The City of Chesapeake levies a 65¢ per pack tax on all cigarette sales within the City. The increase in realized tobacco tax revenue after FY 2018 in the chart below is due to a previous rate increase that occurred in August 2018.



Declining tobacco usage resulting from public education of the negative health effects and introduction of alternative tobacco products which are not taxed at the local level have caused a consistent decline in revenue from the tobacco tax without rate increases or updates to tobacco tax policies at the state level.

In FY 2025, total revenue from the Tobacco Tax is \$3,633,257. This is a \$228,841, or 5.9% decrease from FY 2024. In the FY 2024 budget, 20¢ of tobacco tax dedications to the EDIP, Healthy Chesapeake, and the EMS Public Health initiative were removed. These programs will still receive funding but are no longer tied to this declining revenue source.

Lodging Tax

The City of Chesapeake levies an 8% tax on lodging within the City. Of this 8%, 1% is dedicated to the Conference Center Fund.

Revenue from the 8% tax on lodging is dependent on both hotel occupancy and room prices. In Chesapeake, demand for transient lodging is driven primarily by business and construction travelers and not vacationers. Over the past two fiscal years, transient occupancy tax revenue has increased by 20.6% and 14.8%, respectively. While a portion of this growth can be attributed to regional economic growth, it is important to note that the current inflationary environment also has an impact on room prices and resulting revenue. Growth of hotel tax revenue is expected to level off as inflationary pressures in the economy ease.

In FY 2025, Total revenue from the Lodging Tax is \$8,431,940, an 18.2% increase from FY 2024. Of this amount, \$1,053,922 is dedicated to the Conference Center Fund and \$7,377,947 is retained by the General Fund. Within the 7% retained by the general fund, 3.5% is non dedicated and 3.5% is dedicated to the School Lockbox.

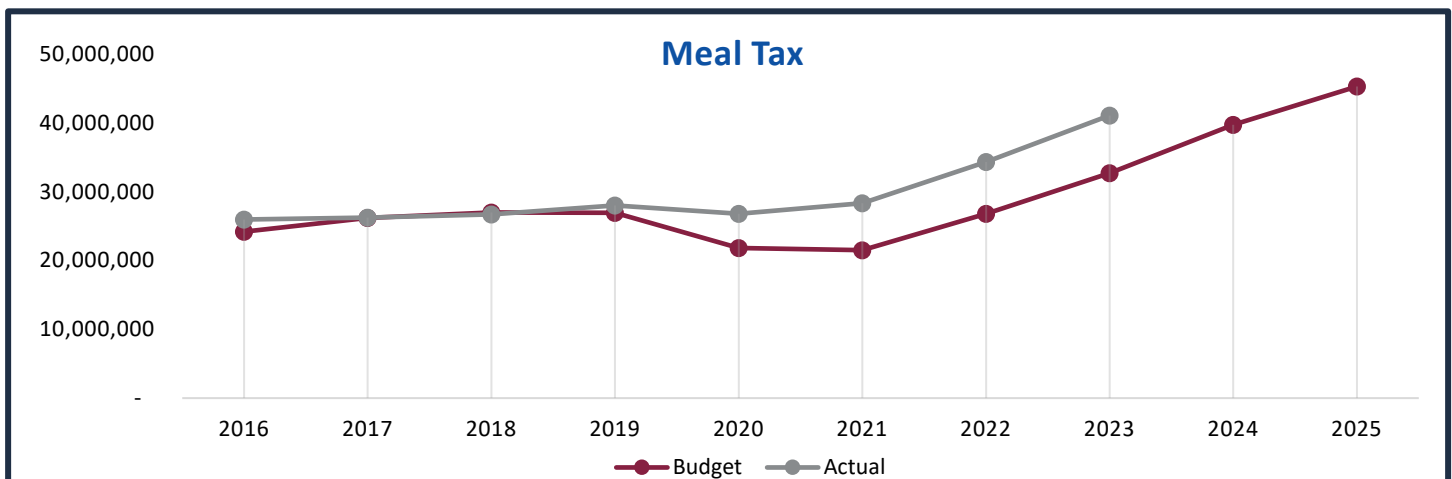
Lodging Flat Tax

There is an additional \$1 per room night tax levied on all hotel rooms throughout the City. In August of 2007, the City Council adopted this flat tax and dedicated all revenues from the \$1 per room night tax to the Conference Center Fund for tourism related functions. As a flat tax, the \$1 per room night fee is solely influenced by hotel occupancy and is not impacted by room prices.

Unlike the 8% lodging tax, the flat tax is not directly influenced by prices and has been only minimally impacted by inflation. While this revenue declined in FY 2019 and FY 2020, it has recovered and surpassed pre COVID collections. As this revenue is insulated from price volatility, growth in the flat tax is expected to be moderate and stable over the next several fiscal years. In FY 2025, total revenue from the \$1 flat tax is \$987,113, a 5.3% increase from FY 2024.

Restaurant Tax

Revenue from the Restaurant Meal tax is a significant source of local consumer driven revenue, second only to the sales and use tax. The 6.0% tax applies to all prepared meals sold at restaurants and grocery establishments in the City. Of the total rate, 0.5% of the Restaurant Food Tax is dedicated to the Conference Center Fund and 0.5% is dedicated to City Council’s Strategic Priorities. A portion of the increase in meal tax revenue after FY 2023 in the chart below is due to a previous rate increase that was adopted in July 2022.



Over the previous two fiscal years, actual revenue from the meal tax has grown 21.1% and 19.7% respectively. This is likely attributable to inflation in the prices of both groceries and prepared meals, accompanied by wage increases that enabled persistent consumer expenditures. In FY 2025, total revenue from the Restaurant Food tax is \$45,315,135, a 14.0% increase from FY 2024. Of the total amount, \$3,776,261 is dedicated to the Conference Center Fund and \$3,776,261 is dedicated to City Council’s Strategic Priorities.

State and Federal Revenue

In addition to revenue from local taxes and fees, the City of Chesapeake receives revenue from the Commonwealth of Virginia and Federal Government that varies each year. Many state and federal revenues received by the City are earmarked to fund specific departments or programs, like public safety and CIBH.

In FY 2025, total revenue from the Commonwealth of Virginia is \$144,313,301. This is an increase of 8.8% from the FY 2024 budget.

Total FY 2025 revenue from the Federal Government is \$20,368,028. This is an increase of 13.1% from the FY 2024 budget.



City Hall at Sunset

REVENUE BY FUND

Special Revenue Funds

Special Revenue Funds are used to account for revenues dedicated to a specific purpose. The revenues in each fund are primarily related to the services that they provide.

Virginia Public Assistance Fund

The Virginia Public Assistance Fund is used to provide economic aid to qualifying citizens. Primary revenue sources for this fund are state and federal public assistance grants. This fund also receives some revenue from court ordered fees and recovered costs.

Total FY 2025 revenue for the Virginia Public Assistance Fund is \$27,306,495. This is an increase of \$544,685, or 2.0%, in budgeted revenue from FY 2024.

Interagency Consortium Fund

The Interagency Consortium Fund was established to support the City of Chesapeake's Interagency Consortium Program. This program provides services to children with severe emotional or behavioral problems outlined in the Virginia Children's Services Act. The primary source of revenue for the Interagency Consortium Fund is from the Commonwealth of Virginia's Interagency Consortium Pool.

Total FY 2025 revenue for the Interagency Consortium Fund is \$6,671,831. This is an increase of \$951,880, or 16.6%, from the FY 2024 Adopted Budget.

Fee Supported Activities Fund

The Fee Supported Activities Fund was established in FY 1999 to account for revenues and expenditures related to various fee supported activities. Current programs including Development & Permits charges for demolition of buildings, grass cutting on neglected properties, Police Department red light and school speed zone enforcement programs, Fire Department permits, fines and cost recovery in connection with the Chesapeake Hazardous Environmental Action Team, and Fire Department inspections and permits.

The school speed zone enforcement program began in the Summer of 2022. Since then, the program has been effective in ticketing motorists violating school speed zone traffic laws. However, the Police department is projecting that the outcome of this program will be a positive change in motorist behavior, which will result in less violations and tickets. For this reason, estimated revenue from the school speed zone enforcement program is projected to decline in FY 2025.

Total FY 2025 revenue for the Fee Supported Activities Fund is \$7,404,710. This is a \$993,886, or 11.8% decrease from FY 2024.

Integrated Behavioral Healthcare Fund

The Chesapeake Integrated Behavioral Healthcare (CIBH) Fund receives support from the City and the Virginia Department of Behavioral Health and Developmental Services to operate the Mental Health, Intellectual Disability, and Substance Abuse Programs. Revenues in this fund come primarily from State and Federal sources. Revenues in this fund also include Charges for Services provided by CIBH. Expected increases in fees for services are primarily from Medicaid expansion and revenue generating positions.

Total FY 2025 revenue for the Integrated Behavioral Healthcare Fund is \$41,567,458. This is a \$5,371,735, or 14.8%, increase from FY 2024.

Conference Center Fund

The Chesapeake Conference Center Fund was established to support the operation of the Chesapeake Conference Center and the promotion of the local tourism industry. Funding is derived from a dedicated portion of the restaurant and hotel taxes, and charges for services at the Convention Center.

Total FY 2025 revenue for the Conference Center Fund is \$7,734,243. This is a \$676,968, or 9.6%, increase from FY 2024. This increase is primarily due to an increase in revenue from the meal and hotel taxes dedicated to the Conference Center Fund.

E-911 Operations Fund

The E-911 Operations Fund was established in FY 2004 to support operation of the Emergency Operations Center (EOC). In FY 2007, policy changes at the state level centralized E-911 tax collections to the Virginia Department of Taxation and developed a formula for distributing revenue to localities after deducting administrative and program expenses. The Virginia Department of Taxation periodically recalculates the distribution percentage of Wireless E911 Funding for each PSAP (public safety answering point) based on the cost and call load data of the PSAP for the previous five fiscal years.

The Emergency Communications Fund also receives \$4,947,998 of the state telecommunications tax to support operations in the City's E-911 call center.

Total FY 2025 revenue for the Emergency Communications Fund is \$9,714,541. This is a \$442,527, or 4.8%, increase from FY 2024.

Juvenile Services Fund

This fund was established in FY 2004 to account for the operation of the Juvenile Detention Facility. These activities were previously budgeted under the General Fund.

Total FY 2025 revenue for the Juvenile Services Fund is \$5,128,125. This is a \$1.3 million, or 20.2%, decrease from FY 2024.

Open Space Agricultural Preservation (OSAP) Fund

The Open Space Agricultural Preservation Fund was established to account for transactions related to the acquisition of conservation easements and other efforts to preserve open space. Beginning in FY 2011, \$271,284 of General Fund real estate taxes were dedicated to this fund annually. There is no other budgeted revenue in the OSAP Fund.

Total FY 2025 revenue for the Open Space Agricultural Preservation is \$271,284.

City-Wide Debt Fund

This fund was established to service all the City's general government debt payments. The fund's primary source of revenue is transfers from other city funds to service their debt obligations. However, the Debt Fund does receive some revenue from interest earnings on unspent bond issuances and other cash balances, as well as federal interest subsidies on "Build America" bonds and qualifying school construction bonds.

Total FY 2025 revenue for the Debt Fund is \$39,924,618. This is a \$557,262, or 1.4%, decrease from FY 2024 and reflects the City's total anticipated debt service obligations in FY 2025.

Tax Increment Financing (TIF) District Funds

The use of Tax Incremental Financing (TIF) is authorized in the Code of Virginia (Section 58.1-3245). Tax Increment Financing can serve as a means of financing the cost of public improvements in a designated district. Revenue generation within a TIF district works as follows: for the geographical area covered by the TIF, real estate assessments in the year the TIF district is established are held constant, and any subsequent increases in real estate taxes derived from increases in assessments are earmarked to the Tax Increment Financing Fund and used to support public improvements in that area. TIFs are often created for predetermined time limits, which are usually associated with the cost of anticipated improvements.

Generally, monies held in Tax Increment Financing (TIF) funds can only be used for capital projects or debt service on capital projects located within the TIF district. The State statute and City ordinances establishing both TIF funds also permit the transfer of surplus TIF funds to the City's General Fund.

Greenbrier TIF

The Greenbrier TIF Fund was established in FY 2005 to finance economic development activities and infrastructure improvements in the Greenbrier area. The Greenbrier TIF receives revenue solely from increases in taxable real estate assessments within the TIF district.

In FY 2025, real estate assessments within the district are projected to increase 4.7%. However, actual assessments in FY 2024 were lower than originally projected as part of the adopted FY 2024 budget. This means that despite a 4.7% assessment increase, total revenue in FY 2025 is increasing by only \$271,278, or 1.8% from FY 2024. Total FY 2025 revenue for the Greenbrier TIF Fund is \$15,600,760.

South Norfolk TIF

A second TIF district located in the South Norfolk area of Chesapeake was added in FY 2006. The South Norfolk TIF receives revenue solely from increases in taxable real estate assessments within the TIF district.

In FY 2025, real estate assessments within the district are projected to increase 4.7%. However, actual assessments in FY 2024 were greater than projected as part of the adopted FY 2024 budget. Therefore, revenue in the South Norfolk TIF is increasing by \$1,181,188, or 10.6%, from FY 2024. Total FY 2025 revenue for the South Norfolk TIF Fund is \$12,363,193.

Enterprise/Utility Funds

Enterprise funds are self-supporting and primarily funded through charges for the services they provide.

Public Utilities Funds

Public Utilities is a self-supporting enterprise fund. Their budget consists of the Public Utilities Operating Fund (501), Capital Projects Fund (504), Revenue Bond Fund (509), Revenue Fund (510), and Debt Service Fund (512). These funds account for revenues and expenditures related to the various aspects of operating the Public Utilities Department.

Primary sources of revenue for the Department include Sale of Water, Sewer Service Charges, Sewer Connection Fees, and Water Connection Fees. The FY 2025 revenue estimates for Public Utilities considers a planned 2.9% increase to water and sewer service charges that will take effect on January 1, 2025.

Total FY 2025 revenue for the Public Utilities Operating fund is \$89,216,953. This is a \$2,038,734, or 2.3%, increase from FY 2024.

Stormwater Management Funds

The Stormwater Operations Fund (520) and Stormwater Capital Projects Fund (521) account for revenues and expenditures related to the operation of the Comprehensive Stormwater Management Program (CSMP) by the Public Works Department. The program is required under the Clean Water Act of 1987, and subsequent related State and Federal legislation, which requires cities with a population of 100,000 or more to reduce pollution before it gets to the Chesapeake Bay.

The primary source of revenue for Stormwater Management is from stormwater utility fees assessed on developed real estate. The fee is based on the equivalent residential unit (ERU), the amount of stormwater runoff from an average single-family property. Stormwater also receives revenue from Interest Income on unspent cash balances, Interest and service charges on delinquent stormwater utility fees, and land disturbance permits.

Total FY 2025 gross revenue for the Stormwater Operating fund is \$25,889,755. This is a \$130,229, or 0.5%, increase from FY 2024.

Chesapeake Transportation System Funds

The Chesapeake Transportation System Operating Fund (525) and Toll Facility Renewal Fund (526) account for revenues and expenditures related to operation and maintenance of the Chesapeake Transportation System. Supporting revenues are primarily from cash and electronic (prepaid) tolls. These funds also receive a small amount of revenue from interest, recovered costs, and service charges.

Total FY 2025 gross revenue for the Chesapeake Transportation System Funds is \$56,062,077. This is a \$3,236,844, or 6.1%, increase from FY 2024. Total FY 2025 revenue for the CTS Operating fund is \$49,869,275.

Internal Service Funds

The City of Chesapeake maintains internal service funds to supply the needs of departments within the city. The revenues in each fund are related to the services that they provide to other departments and are primarily internal charges.

Central Fleet Fund

The Central Fleet fund was established to account for the operation of the City Garage and the activities of the Sheriff's inmate work crews. The fund is used to maintain the vehicles and equipment owned by the City. Sources of revenue include charges to City departments for vehicle leases, maintenance, and fuel. Also reflected in the revenues are supervisory, vehicle, and equipment costs of Sheriff's work crews that primarily mow rights-of-way and City parks, and clear stormwater ditches for Public Works.

Total FY 2025 revenue for the Central Fleet Fund is \$21,661,999. This is a \$193,440, or 0.9%, decrease from FY 2024.

Information Technology Fund

The Information Technology internal service fund was established to account for the operation of the City's Information Technology Department. The Department services and maintains the City's computer and communication systems. Primary sources of revenue for Information Technology are rent of space on the City's communications tower and computer services charges to City departments and Chesapeake Public Schools.

Total FY 2025 revenue for the Information Technology Fund is \$24,413,574. This is a \$2.2 million, or 9.9%, increase from FY 2024. This is primarily driven by increased internal service charges to City departments that are allocated based on anticipated IT expenses and department usage.

Health Care Fund

This fund provides resources for the operation of the City's Employee Health Care Insurance Plan. Primary sources of revenue are health care premiums, including payments from participating internal funds and billings to current and former employees.

Total FY 2025 revenue for the Health Care Fund is \$57,781,449. This is a \$50,459, or 0.1%, increase from FY 2024.

Risk Management Fund

This fund was established to account for the operation of the City's Risk Management program. Risk Management is responsible for supplying the various insurance needs of the City. This fund is primarily supported through internal charges to departments.

Total FY 2025 revenue for the Risk Management Fund is \$10,938,282. This is a \$170,718 increase from FY 2024.

Mosquito Control

The Mosquito Control Fund was established for the operation of the Mosquito Control Commission of the City of Chesapeake. The primary source of revenue for the Mosquito Control Commission includes general property taxes on real estate (\$0.01/\$100), personal property (\$0.08/\$100), and public service corporation real estate and personal property taxes. The Commission also receives some interest income on unspent cash balances.

Total FY 2025 revenue for the Mosquito Control Fund is \$6,588,839. This is a \$295,159, or 4.7%, increase from FY 2024.

School Funds

There are seven funds that account for revenues related to the operation of the City's public school system. Revenues in these funds come primarily from the City through the revenue sharing formula, State agencies for operations, and Federal agencies for grants. Major revenue sources are Basic Aid, Sales Tax Revenue, and Special Education funding from the State. School funds also receive revenues from Grants such as National School Lunch and Breakfast Programs, Title I and Section 611 Federal Grants, as well as from Charges for Services such as sale of meals and tuition for summer school, adult education, and driver education. For a breakdown of these revenues by source, please see the School Superintendent's Proposed Budget (<http://www.cpschools.com>).

Total FY 2025 gross revenue for Chesapeake Public Schools is \$801,336,609. This is a \$19,147,774, or 2.5% increase from FY 2024. A breakdown of revenue by fund is included below.

Fund	FY 2024 Adopted	FY 2025 Proposed	Change
CPS Operating Fund	598,878,512	632,465,203	33,586,691
CPS Grant Fund	98,120,740	78,678,512	(19,442,228)
CPS Textbook Fund	7,603,144	7,603,144	-
CPS Nutrition Fund	23,072,289	25,028,027	1,955,738
CPS Cell Tower Fund	10,440,000	10,440,000	-
CPS Athletic Fund	7,391,500	7,414,073	22,573
CPS Self-Insurance Fund	28,182,650	31,207,650	3,025,000
CPS Activity Fund	8,500,000	8,500,000	-
CPS Capital Projects Fund	-	-	-
Total	782,188,835	801,336,609	19,147,774

DESCRIPTION

The City of Chesapeake's Department of Agriculture (also referred to as the Virginia Cooperative Extension or VCE) shares knowledge acquired through its collaboration with Agents of the VCE. It delivers research-based educational programs for the citizens of Chesapeake that provide information and tools that can lead to more productive lives in the areas of agriculture, horticulture, natural resources, 4-H youth development, and family consumer sciences. Through local relationships and collaborative partnerships, the department helps people put scientific knowledge to work through learning experiences that improve economic, environmental, and social well-being.

OBJECTIVES

To provide research-based information for homeowners, agricultural producers, and horticultural producers to assist them in producing crops and livestock as economically as possible, in marketing skills and business management, and in sustaining water and environmental quality.

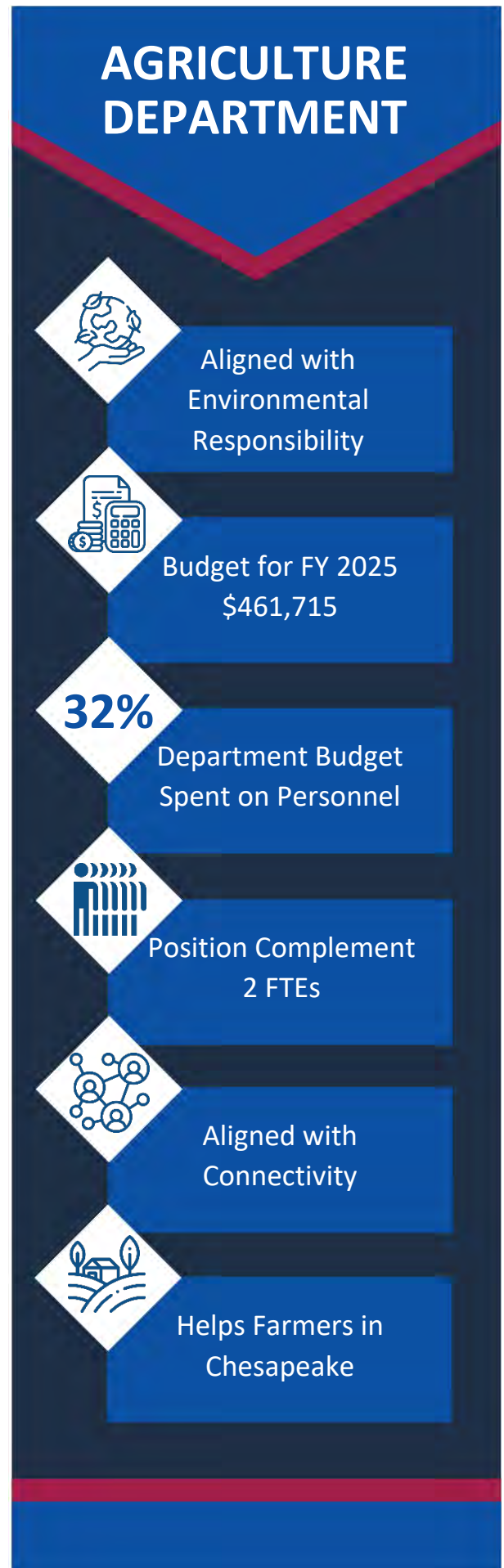
To provide technical information and assistance to households, which enable them to maintain and improve their landscape design, grounds, and quality of life.

To provide youth with opportunities to realize their full potential by becoming effective, contributing citizens through participation in research-based, hands-on, educational experiences through 4-H clubs, in-school programs, after-school programs, and camps.

To provide research-based information and teach technical skills in nutrition, human development, and financial management throughout the community.

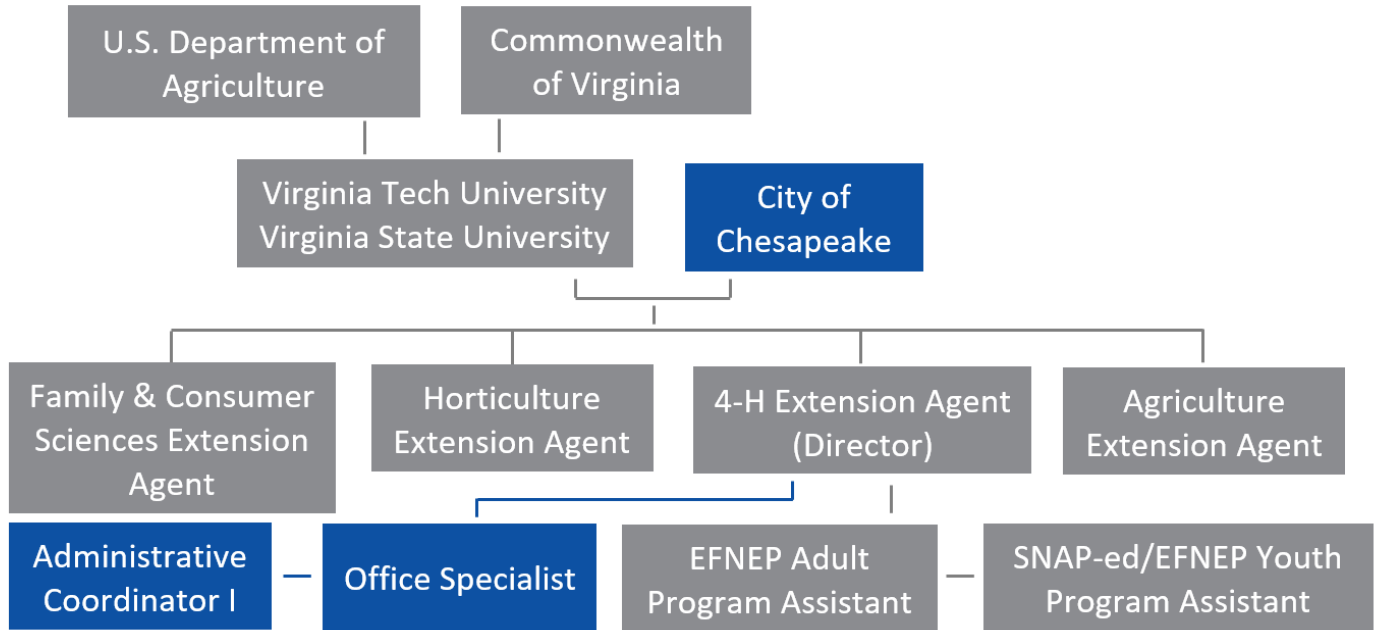
CHANGES IN THE DEPARTMENT'S BUDGET

- The general expenses of the Agriculture Department include payments for the City's share of the salaries of the extension agents. They are considered employees of Virginia Tech. The increase for FY 2025 includes the pay and benefits increases for FY 2024 and estimated adjustments for FY 2025.
- The City eliminated its contribution to the Virginia Dare Soil and Water Conservation District Agency for FY 2025.



ORGANIZATION & PERFORMANCE MEASURES

The chart below represents the staffing within the Agriculture Department. While the City of Chesapeake has an Agriculture Department, much of its work is through Virginia Tech and the Commonwealth of Virginia. Only the Administrative Coordinator and Office Specialist positions are fully funded by the City (shown in blue).



Strategic Outcome: Connectivity

Improves opportunities for stakeholder engagement through a variety of 4-H programs and research-based, hands-on educational experiences.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Farmers' market spots filled by farmers	100%	100%	100%	100%



Strategic Outcome: Environmental Responsibility

Provides research-based information to agricultural and horticultural producers to assist citizens in producing crops and livestock, and reduce the rate of tree loss in the City; While also providing resources to help improve the overall beauty of the City.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Pesticide certification and re-certification registrations		450	450	350
Well-water tests conducted	75	60	60	60
Soil tests conducted	1,200	1,200	1,200	1,200



Strategic Anchor: Exceptional Place to Farm

Supports farmers by helping to secure funding for farm conservation best management practices (BMPs) and by assisting farmers in producing crops and livestock and increasing their skills in marketing and business management.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Acres of farmland impacted by farm conservation BMPs		8,000	8,000	8,000



Strategic Anchor: Exceptional Place to Learn

Provide classes and programs that support healthier food choices, financial education, and food safety to encourage change that can help prevent chronic diseases and food insecurity. Program classes and programs offered through the 4-H program allow youth to participate and gain life skills through hands-on learning opportunities in areas of agriculture, health living, STEM, and citizenship.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Youth enrolled in the 4-H program		3,542	3,700	3,700
Youth who participated in nutrition programs	500	500	600	600
Volunteers in Virginia Cooperative Extension		562	600	600
Attendees who complete family and consumer science programs		250	275	275

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$131,891	\$144,301	\$146,567	1.6%
Internal Service Charges and Utilities	\$17,178	\$19,080	\$19,441	1.9%
General Expenses	\$280,286	\$259,507	\$295,707	13.9%
Total Department Budget:	\$429,355	\$422,888	\$461,715	9.2%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Commonwealth of Virginia - Categorical: Other	\$80,550	\$99,000	\$99,000	0%
Total Department-Specific Revenue:	\$80,550	\$99,000	\$99,000	0%
General Fund Support:	\$348,805	\$323,888	\$362,715	12.0%
Total Department Resources:	\$429,355	\$422,888	\$461,715	9.2%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
83100 - Agriculture Services	2.000	2.000	2.000	0.000
Total Personnel:	2.000	2.000	2.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
83100 - Agriculture Services	\$429,355	\$422,888	\$461,715	9.2%
Total Budget for Fund:	\$429,355	\$422,888	\$461,715	9.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Commonwealth of Virginia - Categorical: Other	\$80,550	\$99,000	\$99,000	0%
Total Revenues for Fund:	\$80,550	\$99,000	\$99,000	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	2.000	2.000	2.000	0.000

DESCRIPTION

The Chesapeake Airport Authority operates and maintains the Chesapeake Regional Airport and is an Authority of the Commonwealth of Virginia to which the City of Chesapeake contributes.

The Airport Authority receives significant funding from user fees as well as state and federal agencies that are not reflected in the City budget. Only the portion of their operating budget that is supported by the City of Chesapeake is noted in this document. City funds are used to fund personnel costs and a limited amount of other airport expenditures.

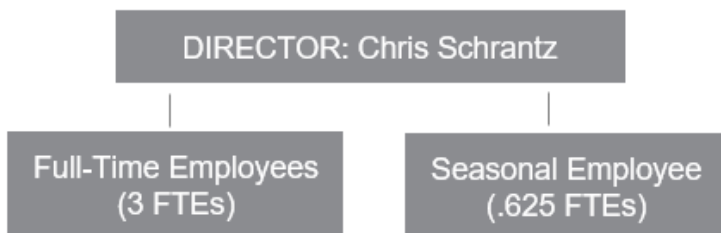
OBJECTIVES

- To provide citizens, visitors, and businesses of the City and its neighboring communities with facilities and services that engender convenient, safe, secure, reliable, and cost-effective access to the nation’s air transportation system.
- To contribute to the economic growth and vitality of the City of Chesapeake.


CHANGES IN THE DEPARTMENT’S BUDGET

- The budget decreased due to a reduction in the City’s contribution to their operating budget.
- The Airport added an FTE. However, none of the staff at the Airport are considered City employees so there is no operating budget impact to this change.
- The funding between expense categories is determined by the agency.

ORGANIZATION




AIRPORT AUTHORITY




Budget for FY 2025

\$363,107



\$10,162 Decrease in
City Contribution



Position Complement
of 4.625 FTEs *

*These are positions of the Airport Authority and not the City of Chesapeake employees.

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$252,508	\$300,764	\$293,179	-2.5%
General Expenses	\$88,774	\$72,505	\$69,928	-3.6%
Total Department Budget:	\$341,282	\$373,269	\$363,107	-2.7%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
91305 - Airport Authority	3.625	3.625	4.625	1.000
Total Personnel:	3.625	3.625	4.625	1.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
91305 - Airport Authority	\$341,282	\$373,269	\$363,107	-2.7%
Total Budget for Fund:	\$341,282	\$373,269	\$363,107	-2.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	3.625	3.625	4.625	1.000

DESCRIPTION

Audit Services provides comprehensive audit coverage, maintains compliance with applicable auditing standards, and identifies areas where performance can be improved financially or operationally. This is achieved by conducting performance, financial and special audits of City departments and functions on a selected basis; providing technical assistance on audit-related matters to other departments; and operating the City's Fraud, Waste, and Abuse Hotline.

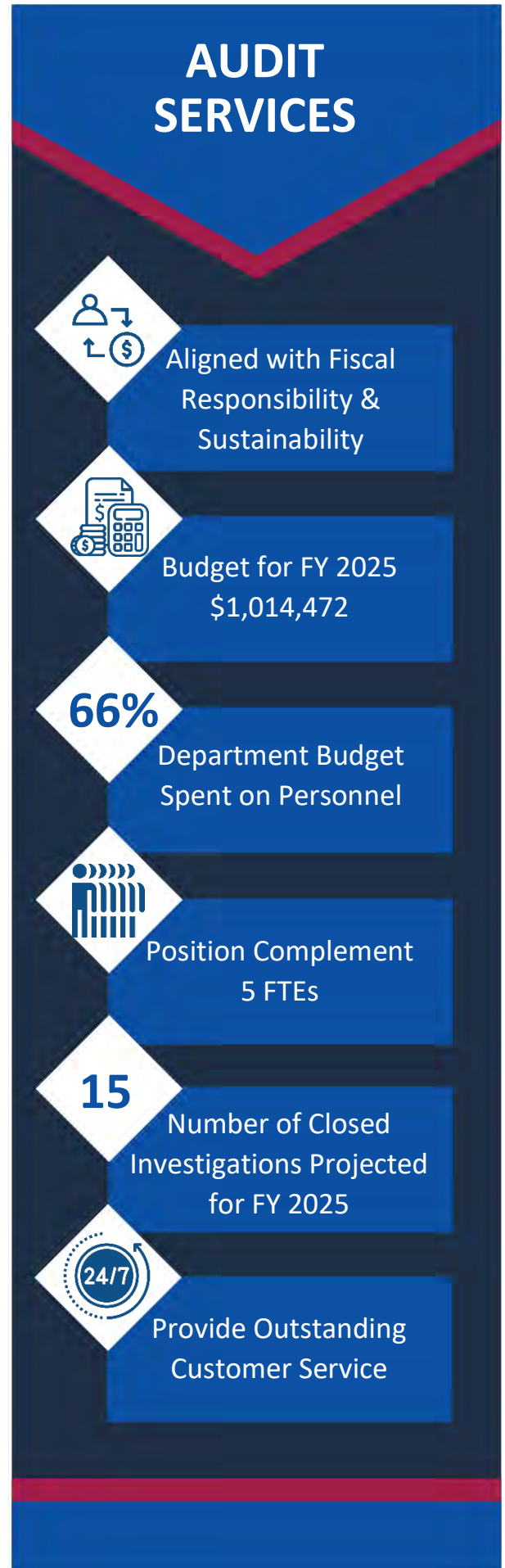
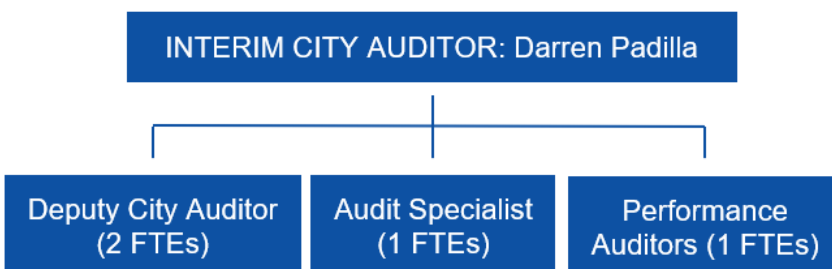
OBJECTIVES

- To conduct citywide and departmental performance and special audits that evaluate compliance with City policies as well as the efficiency and effectiveness of various City operations as provided for in the annual audit plan.
- To provide technical assistance and special services to departments and city-affiliated entities on audit-related and other matters.
- To conduct investigations of complaints received on the City's Fraud, Waste, and Abuse Hotline as required by state law.
- To ensure that the City of Chesapeake's external annual financial statement audit is completed as required by the City Charter.

CHANGES IN THE DEPARTMENT'S BUDGET

- Audit Services eliminated a position and reallocated a portion of these savings to the "General Expenses" category for temporary labor and contracted professional services.

ORGANIZATION



PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

By identifying and helping to correct deviations from adopted policies and identifying founded cases of waste, fraud, or abuse, Audit Services ensures that the City is financially responsible and sustainable with the resources that are received from the City’s taxpayers. The metrics below reflect these efforts.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Completed audits based on the annual Audit Plan		90%	90%	95%
Number of investigation requests received and closed		14	16	15



Strategic Anchor: Outstanding Customer Service

By providing Council with the information and analysis to make informed decisions.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Audit recommendations submitted by the due date		16	18	17
Staff with professional certifications and/or advanced degrees		100%	100%	100%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$444,512	\$737,982	\$672,462	-8.9%
Internal Service Charges and Utilities	\$34,411	\$45,269	\$47,074	4.0%
General Expenses	\$351,355	\$217,552	\$294,936	35.6%
Total Department Budget:	\$830,278	\$1,000,803	\$1,014,472	1.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Department-Specific Revenue:	\$0	\$0	\$0	-
General Fund Support:	\$830,278	\$1,000,803	\$1,014,472	1.4%
Total Department Resources:	\$830,278	\$1,000,803	\$1,014,472	1.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12240 - Audit Services	6.000	6.000	5.000	-1.000
Total Personnel:	6.000	6.000	5.000	-1.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12240 - Audit Services	\$627,323	\$797,301	\$811,370	1.8%
12241 - Audit Services-Financial Audits	\$202,955	\$203,502	\$203,102	-0.2%
Total Budget for Fund:	\$830,278	\$1,000,803	\$1,014,472	1.4%

No department-specific revenue has been assigned to this fund.

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	6.000	6.000	5.000	-1.000



Veterans Bridge

DESCRIPTION

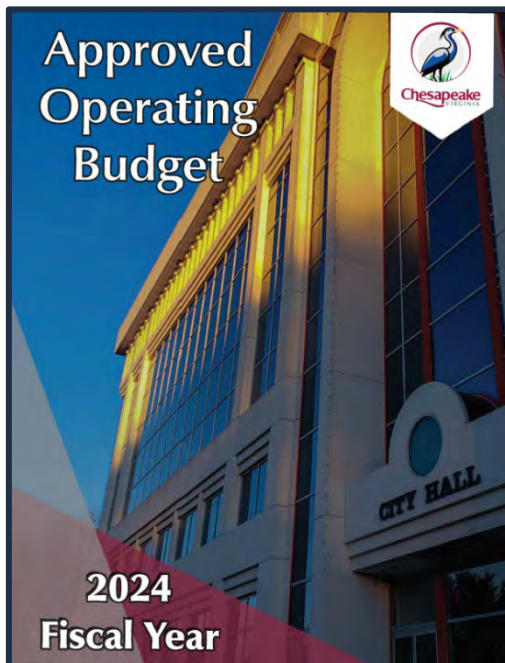
The Budget Department coordinates the City's short-term and long-range fiscal planning by coordinating the development of the annual operating budget and the five-year capital improvement program (CIP). The department also maintains the City's position control system, conducts budget research, provides policy guidance, responds to inquiries, and reviews and prepares budget amendments. Additionally, the Budget Office develops long-range projections regarding the City's financial position, conducts management analyses, produces various reports and projects, and monitors revenues.

OBJECTIVES

- The department will receive the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- The department will maintain accurate position control data within the position control system by updating all approved transactions promptly.

CHANGES IN THE DEPARTMENT'S BUDGET

- Funding was increased in the General Expenses category to fund a contractual adjustment for the City's budgeting software.
- Information Technology charges increased by roughly \$12,000 due to the department's allocation of these expenses.



FY 2024 Operating Budget Cover

BUDGET DEPARTMENT



Aligned with Fiscal Responsibility & Sustainability



Budget for FY 2025
\$994,281

86%

Department Budget Spent on Personnel



Position Complement
7 FTEs

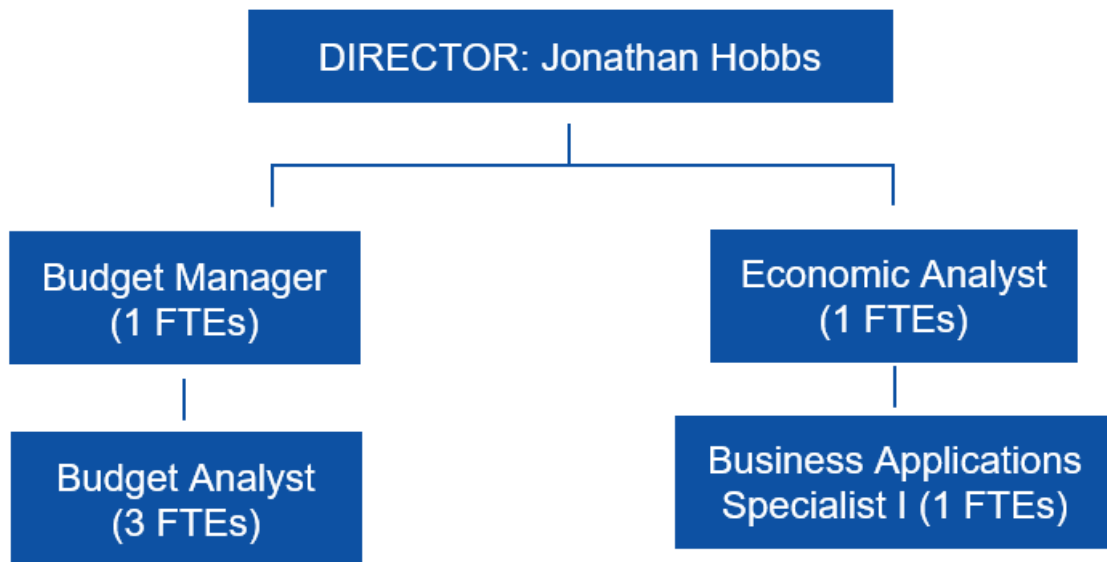


Publishes Four Documents Annually



Increase Total Budget
by 1.4%

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

The Budget Department aligns with the Strategic Anchor of Fiscal Responsibility by ensuring that resources are aligned to best meet the needs of City Council.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Position control transactions processed within two business days	100%	98%	100%	100%
Provide adopted budget document promptly	Publication Before July 1st	Yes	Yes	Yes

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$776,163	\$860,570	\$852,129	-1.0%
Internal Service Charges and Utilities	\$41,318	\$44,965	\$56,905	26.6%
General Expenses	\$67,972	\$75,247	\$85,247	13.3%
Total Department Budget:	\$885,453	\$980,782	\$994,281	1.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$30	\$0	\$0	-
Total Department-Specific Revenue:	\$30	\$0	\$0	-
General Fund Support:	\$885,423	\$980,782	\$994,281	1.4%
Total Department Resources:	\$885,453	\$980,782	\$994,281	1.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12440 - Budget Services	6.800	7.000	7.000	0.000
Total Personnel:	6.800	7.000	7.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12440 - Budget Services	\$885,453	\$980,782	\$994,281	1.4%
Total Budget for Fund:	\$885,453	\$980,782	\$994,281	1.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$30	\$0	\$0	-
Total Revenues for Fund:	\$30	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	6.800	7.000	7.000	0.000



MISSION STATEMENT

Central Fleet Management’s mission is to provide efficient and cost-effective fleet management services for a safe, economical, and environmentally sound fleet that meets the needs of our customers, and which protects the investment of our citizens.

DESCRIPTION

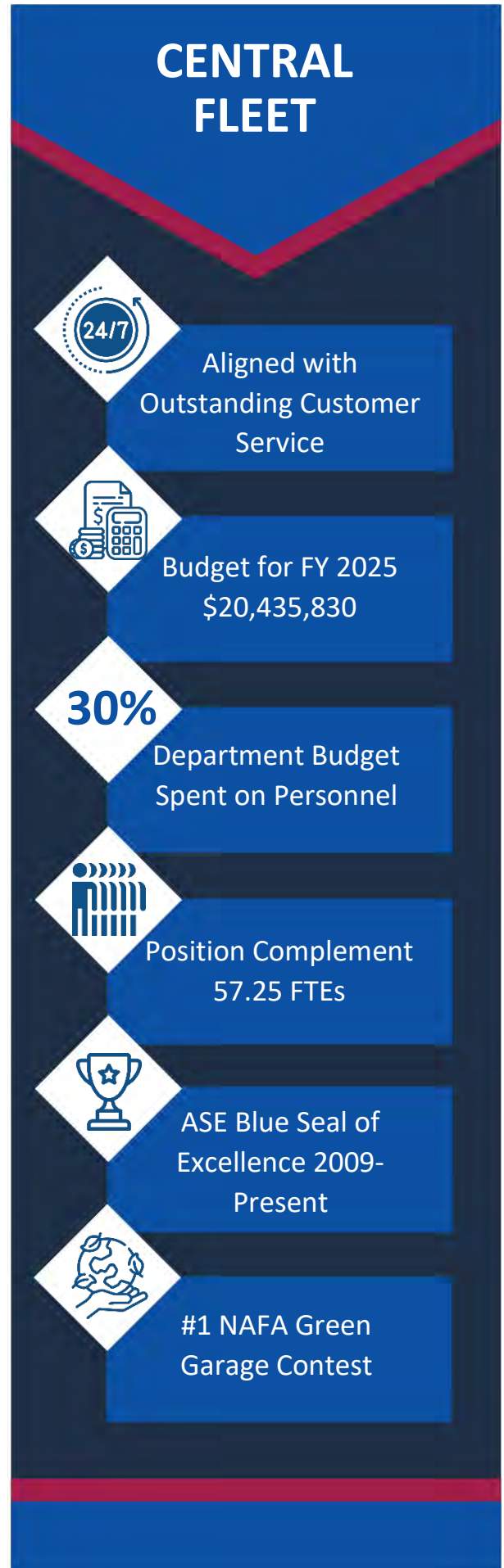
Central Fleet Management maintains the City’s fleet of automotive, off-road and turf equipment, manages seven automotive refueling facilities, provides vehicles and construction equipment to departments through a lease program, maintains a pool of vehicles available to the departments for local travel and work, and manages the contract for rental vehicles for out-of-town travel.

OBJECTIVES

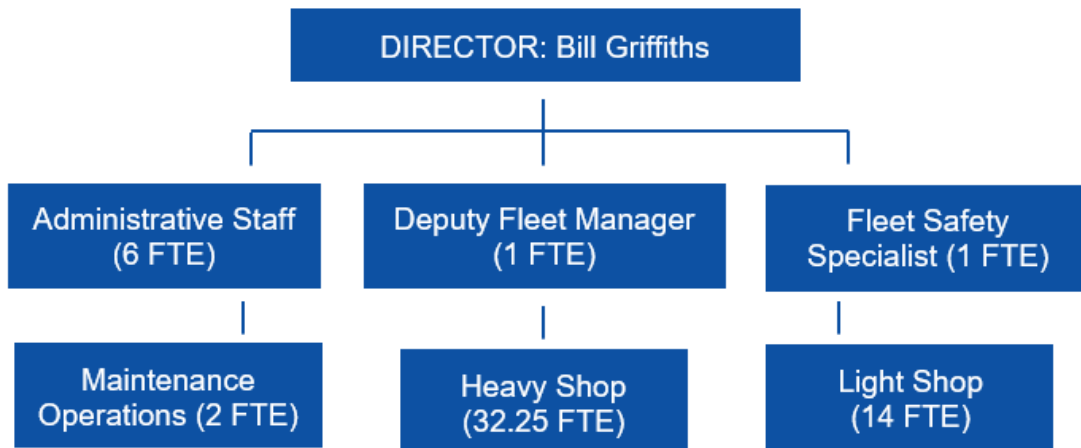
- Central Fleet Management’s objectives include reducing turnaround time on repairs, reducing comebacks thereby increasing equipment availability, and completing repairs in one day.

CHANGES IN THE DEPARTMENT’S BUDGET

- One full-time Warranty and Reliability Specialist was added to the department’s personnel complement. This position will lead the creation and implementation of the Central Fleet Management Reliability Program which will include full quality assurance, warranty processing, adjudication, and analysis of vehicle and component failures to improve the maintenance program. This will result in increased revenue to the department for labor associated with completing warranty repairs in-house. This will also reduce the amount of time vehicles are out of service as repairs are being performed at a dealership.
- The increase in internal service charges reflects the department’s increased allocation for self-insurance charges.
- Additional funding is included for general expenses such as vendor repairs, uniforms, and resale items.
- The amount allocated for replacement vehicles is lower in FY 2025, resulting in the reduction shown in the Capital Outlays expenditure category.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

Central Fleet provides outstanding service to its customers by ensuring a reliable fleet is available and that any work performed on the vehicles provided is completed correctly on the first visit. Having a safe, reliable fleet improves the response times for all departments that heavily rely on the use of City-owned vehicles, such as Fire, Police, Sheriff, and Public Works. Due to their outstanding customer service, Central fleet has won numerous awards and recognition over the years.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Department requested vehicles and equipment ordered before June 30th	95%	80%	90%	90%
Annual replacement vehicles on order before January 1	90%	91%	77%	90%
Average monthly stock parts at zero balance. (out-of-stock items)	<20	67	70	40
Parts issued	110,000	112,519	109,865	110,000
Work orders on part delay (back orders)	<12%	15%	12%	12%
Fleet availability (discounted commercial repairs)	>95%	99%	99%	95%
Average Repair Time (in days)	<5	7	7	>5
Repair/PMI Work orders completed within 1 day	>80%	83%	80%	80%
Repair/PMI Work orders	13,800	14,221	14,900	13,800
Times tanks run on empty	0	0	0	0
Percentage ASE and EVT certified technicians	>75%	90%	92%	95%
Comebacks (repairs returned within 30 days for the same issue)	<2%	4%	5%	3%



Strategic Anchor: Fiscal Responsibility & Sustainability

Central Fleet purchases and maintains several alternative fuel vehicles. These vehicles reduce carbon emissions and save money on fuel costs.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Total gallon equivalents - LPG	11,000	12,695	13,286	14,924
Total gallons diesel	340,000	369,877	347,096	357,509
Total gallons E85	30,000	39,695	35,695	36,766
Total gallons equivalents - CNG	280,000	291,781	286,550	295,250
Total gallons gasoline	699,000	699,091	684,334	704,864

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$3,939,682	\$5,710,863	\$6,045,126	5.9%
Internal Service Charges and Utilities	\$84,809	\$78,743	\$84,877	7.8%
General Expenses	\$8,940,401	\$8,720,278	\$9,189,005	5.4%
Capital Outlays	\$6,005,627	\$5,354,722	\$5,116,822	-4.4%
Transfers to General Fund	\$521,396	\$0	\$0	-
Total Department Budget:	\$19,491,916	\$19,864,606	\$20,435,830	2.9%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$0	\$1,237,900	\$1,000,000	-19.2%
Gain on Disposal	\$164,358	\$0	\$0	-
Miscellaneous Local Revenues	\$17,392,407	\$18,526,706	\$19,248,530	3.9%
Recovered Costs	\$227,214	\$100,000	\$187,300	87.3%
Transfers from General Fund	\$345,254	\$0	\$0	-
Use of Money & Property	\$521,396	\$0	\$0	-
Total Department-Specific Revenue:	\$18,650,630	\$19,864,606	\$20,435,830	2.9%
General Fund Support:	\$841,286	\$0	\$0	-
Total Department Resources:	\$19,491,916	\$19,864,606	\$20,435,830	2.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12520 - Central Fleet Operations	47.750	56.250	57.250	1.000
Total Personnel:	47.750	56.250	57.250	1.000

601 - Central Fleet

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12520 - Central Fleet Operations	\$13,516,972	\$14,765,784	\$15,337,008	3.9%
12521 - Central Fleet Capital	\$5,974,944	\$5,098,822	\$5,098,822	0%
Total Budget for Fund:	\$19,491,916	\$19,864,606	\$20,435,830	2.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$17,392,407	\$18,526,706	\$19,248,530	3.9%
Transfers from General Fund	\$345,254	\$0	\$0	-
Recovered Costs	\$227,214	\$100,000	\$187,300	87.3%
Use of Money & Property	\$521,396	\$0	\$0	-
Gain on Disposal	\$164,358	\$0	\$0	-
Fund Surplus	\$0	\$1,237,900	\$1,000,000	-19.2%
Total Revenues for Fund:	\$18,650,630	\$19,864,606	\$20,435,830	2.9%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	47.750	56.250	57.250	1.000



DESCRIPTION

The school division and the city are separate legal and political bodies. Each is governed by separately elected officials. Elections for the school board occur every other year in November. The next school board election will take place in November 2024. Each election cycle is for a four-year term on the board. The City provides a lump-sum appropriation to the schools based on a revenue-sharing formula. The School Board has the discretion of how to spend the funds. Revenue also comes from the state, state sales tax, the federal government, and some other fees and local revenues generated by the Schools.

CHESAPEAKE PUBLIC SCHOOLS IS DIVIDED INTO

- Classroom Instruction Services: to support those activities directly related to the teaching of students in day school, summer school, and adult education programs.
- Instructional Support – Student Services: to provide support to the student outside of the classroom setting by providing professional guidance and social work services.
- Instructional Support – Staff Services: to assist the classroom teacher in providing quality instruction to students.
- Office of the Principal: provide instructional leadership and management support for the day-to-day operation of the school.
- Administration, Attendance, and Health Services: to support the non-instructional activities related to the general leadership, regulation, and management of the school system and to assist children in adjusting to the social and learning environment of the classroom and maintaining physical and mental health.
- Pupil Transportation Services: to support the activities related to the transportation of students.
- Operation and Maintenance Services: to maintain school buildings and grounds, service vehicles, and equipment in operating order and to provide for the warehousing, delivery of maintenance and school supplies, and security for all schools and buildings.
- School Facilities Services: to plan and oversee the construction of new schools, school additions, and major building renovations projects; to maintain GIS information in school division data systems in concert with data maintained by the City; to review the impact of new residential housing within the city on student enrollment; to provide architectural services not related to construction, additions, and major building renovation projects.
- Technology Services: to provide information technology goods, services, and support to all CPSA schools and departments.
- Grants and Special Funds: to provide textbooks, the school lunch and breakfast programs, technology equipment, middle and high school athletic programs, student activities, cell tower, stop-arm cameras, and payments for health, dental, wellness, and workers compensation. Categorical grants are used to supplement basic instructional programs during the school year and provide among other things, special education teachers and assistants, materials and supplies, tutors, and other support at Title I schools, support for English language learners, adult education, technology equipment, instructional equipment, materials and supplies, alternative education including the education program at the Chesapeake Juvenile Services Center, career and technical vocational programs, the Virginia Preschool Initiative program, and staff development.

CHESAPEAKE PUBLIC SCHOOLS



Making Chesapeake
an Exception Place to
Learn



Budget for FY 2025
\$801,336,609



Fall 2024 Enrollment:
39,500

92%

Average Percent of
On-Time Graduates

CHANGES IN THE DEPARTMENT'S BUDGET

Based on increases in estimated revenue for FY 2025, the transfer from the City to the Schools from the revenue sharing formula is \$281,773,349 an increase of \$12.6 million or 4.7% when compared to the adopted FY 2024 budget. For detailed information on the Chesapeake Public Schools budget, please go to: <http://www.cpschools.com/budget>. Below are some of the highlights included in the Superintendent's Proposed Budget.

EMPOWER 2025 STRATEGIC GOALS

Providing Exemplary Teaching and Learning Experiences

- Additional specialized teachers, instructional coaches, elementary science coordinator, and other academic support staff
- Additional EL teachers
- Additional reading specialists/teachers at middle schools
- Teacher for Criminal Justice course at Chesapeake Career Center
- Incorporate ESSER instructional support positions into operating and grant budgets
- Further support for Grow-Our-Own internship program
- Additional staff to support Advanced Culinary Program offering hands-on experience for students

Recruit, Retain, and Support our Valued Employees

- 3% salary increase for teachers
- Starting teacher salary of \$55,185
- Support and administration scales convert to unified scale with \$15/hour minimum rate on scale
- 3% minimum salary increase for support and administration staff

Provide a Safe and Supportive Learning Environment

- Retain ESSER school security officers through the operating budget
- Additional funding to further support the costs of the Sheriff's elementary school resource officers program and supervisor not fully covered by grant funds
- School-based special education coordinators and administrative specialists
- Convert contract for 28 elementary school custodians from 197 day to 260 day

Engage, Inform, and Collaborate with the Community to Support our Mission

- Retain ESSER family and community engagement staff through the operating budgets

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Expenses	\$670,792,302	\$779,188,835	\$798,336,609	2.5%
Transfers to School Operating Funds	\$2,500,000	\$3,000,000	\$3,000,000	0%
Total Department Budget:	\$673,292,302	\$782,188,835	\$801,336,609	2.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Commonwealth of Virginia	\$319,551,165	\$332,602,072	\$369,128,031	11.0%
Federal Government	\$68,056,771	\$96,927,139	\$65,626,021	-32.3%
Fund Surplus	\$21,459,965	\$28,450,367	\$43,441,743	52.7%
Miscellaneous Local Revenues	\$31,537,580	\$52,013,959	\$38,367,465	-26.2%
Transfer from Other Funds	\$2,500,000	\$3,000,000	\$3,000,000	0%
Transfers from General Fund	\$247,465,186	\$269,195,298	\$281,773,349	4.7%
Use of Money & Property	\$3,587,943	\$0	\$0	-
Total Department-Specific Revenue:	\$694,158,610	\$782,188,835	\$801,336,609	2.4%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$694,158,610	\$782,188,835	\$801,336,609	2.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

900 - School Operating Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
90001 - CPS - Operating Instruction	\$426,459,106	\$448,910,792	\$471,845,790	5.1%
90002 - CPS - Operating Admin & Health	\$21,892,730	\$25,542,020	\$27,408,254	7.3%
90003 - CPS - Operating Pupil Transportation	\$35,653,568	\$36,794,079	\$39,569,828	7.5%
90004 - CPS - Operations & Maintenance	\$55,958,764	\$54,894,851	\$61,593,732	12.2%
90005 - CPS - Operating Facilities	\$2,077,133	\$1,218,952	\$3,397,697	178.7%
90006 - CPS - Operating Technology	\$22,500,108	\$31,517,818	\$28,649,902	-9.1%
Total Budget for Fund:	\$564,541,409	\$598,878,512	\$632,465,203	5.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Federal Government	\$9,523,200	\$4,575,000	\$4,575,000	0%
Commonwealth of Virginia	\$307,585,950	\$322,221,279	\$343,229,919	6.5%
Miscellaneous Local Revenues	\$3,905,548	\$2,886,935	\$2,886,935	0%
Transfers from General Fund	\$247,465,186	\$269,195,298	\$281,773,349	4.7%
Total Revenues for Fund:	\$568,479,884	\$598,878,512	\$632,465,203	5.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

928 - School Grants Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
92801 - CPS - Grants	\$52,518,143	\$98,120,740	\$78,678,512	-19.8%
Total Budget for Fund:	\$52,518,143	\$98,120,740	\$78,678,512	-19.8%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$48,361	\$10,036,333	\$10,101,333	0.6%
Federal Government	\$44,605,249	\$81,644,541	\$47,459,112	-41.9%
Commonwealth of Virginia	\$7,864,533	\$6,439,866	\$21,118,067	227.9%
Total Revenues for Fund:	\$52,518,143	\$98,120,740	\$78,678,512	-19.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

940 - School Textbook Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
94001 - CPS - Textbook	\$5,184,444	\$7,603,144	\$7,603,144	0%
Total Budget for Fund:	\$5,184,444	\$7,603,144	\$7,603,144	0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$155,268	\$30,000	\$30,000	0%
Commonwealth of Virginia	\$3,487,748	\$3,495,427	\$4,250,045	21.6%
Fund Surplus	\$4,000,000	\$4,077,717	\$3,323,099	-18.5%

Total Revenues for Fund:	\$7,643,016	\$7,603,144	\$7,603,144	0%
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Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

941 - School Nutrition Services Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
94101 - CPS - School Nutrition	\$14,606,198	\$23,072,289	\$25,028,027	8.5%
Total Budget for Fund:	\$14,606,198	\$23,072,289	\$25,028,027	8.5%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$6,505,716	\$7,500,000	\$5,700,994	-24.0%
Commonwealth of Virginia	\$612,934	\$445,500	\$530,000	19.0%
Federal Government	\$13,928,322	\$10,707,598	\$13,591,909	26.9%
Use of Money & Property	\$3,587,943	\$0	\$0	-
Miscellaneous Local Revenues	\$99,155	\$4,419,191	\$5,205,124	17.8%
Total Revenues for Fund:	\$24,734,070	\$23,072,289	\$25,028,027	8.5%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

942 - School Cell Tower Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
94201 - CPS - Cell Tower	\$2,402,937	\$10,440,000	\$10,440,000	0%
Total Budget for Fund:	\$2,402,937	\$10,440,000	\$10,440,000	0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$0	\$210,000	\$210,000	0%
Miscellaneous Local Revenues	\$2,907,715	\$10,230,000	\$10,230,000	0%
Total Revenues for Fund:	\$2,907,715	\$10,440,000	\$10,440,000	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

943 - School Athletics Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
94301 - CPS - Athletic	\$3,706,806	\$7,391,500	\$7,414,073	0.3%
Total Budget for Fund:	\$3,706,806	\$7,391,500	\$7,414,073	0.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$4,145,315	\$3,500,000	\$3,500,000	0%
Transfer from Other Funds	\$2,500,000	\$3,000,000	\$3,000,000	0%
Miscellaneous Local Revenues	\$770,014	\$891,500	\$914,073	2.5%
Total Revenues for Fund:	\$7,415,329	\$7,391,500	\$7,414,073	0.3%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

965 - School Self-Insurance Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
96501 - CPS - Self-Insurance	\$23,226,378	\$28,182,650	\$31,207,650	10.7%
Total Budget for Fund:	\$23,226,378	\$28,182,650	\$31,207,650	10.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$6,808,934	\$13,162,650	\$30,707,650	133.3%
Miscellaneous Local Revenues	\$16,417,444	\$15,020,000	\$500,000	-96.7%
Total Revenues for Fund:	\$23,226,378	\$28,182,650	\$31,207,650	10.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

980 - School Activity Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
98001 - CPS - School Activity	\$7,105,987	\$8,500,000	\$8,500,000	0%
Total Budget for Fund:	\$7,105,987	\$8,500,000	\$8,500,000	0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$7,234,075	\$8,500,000	\$8,500,000	0%
Total Revenues for Fund:	\$7,234,075	\$8,500,000	\$8,500,000	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



Circuit Court



MISSION STATEMENT

The mission of the Circuit Court is to assure that disputes are resolved justly, promptly, and economically; administer justice effectively; and preserve the public trust by maintaining a court system that is unified in structure and administration, and that is uniform in its rules of practice and procedures.

DESCRIPTION

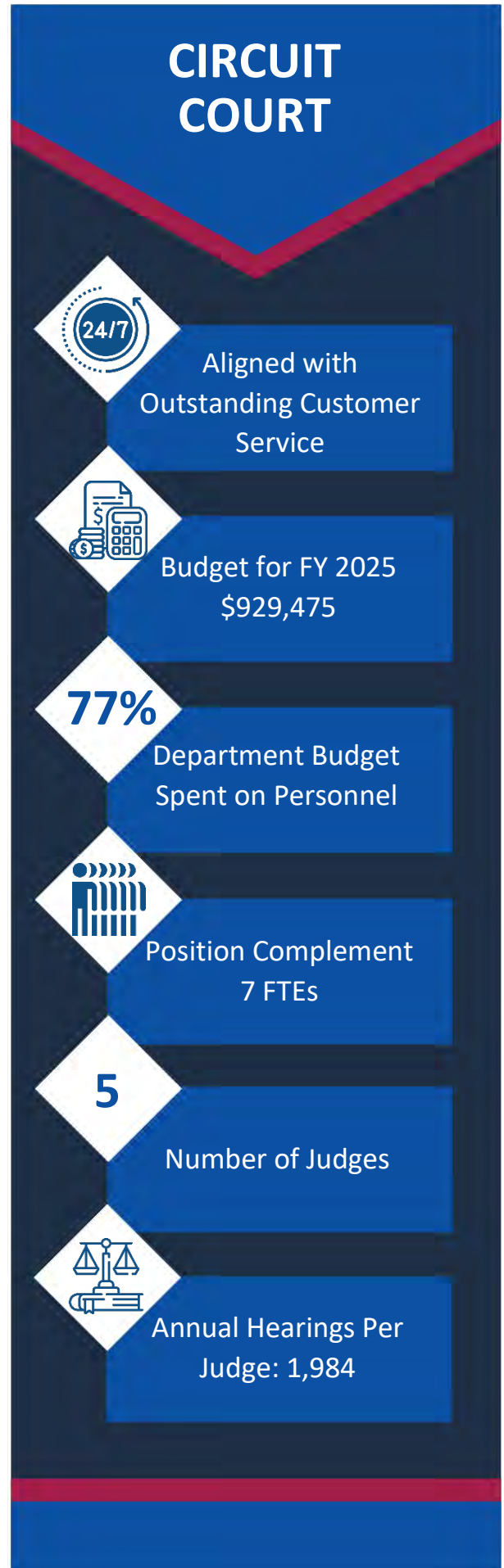
The Circuit Court is the trial court of general jurisdiction in Virginia. The Circuit Court has exclusive original jurisdiction in civil claims exceeding \$50,000, all felonies (offenses that may be punished by commitment to the state penitentiary), appeals from the General District or the Juvenile and Domestic Relations District Court, and any other case for which jurisdiction is not specified. The Circuit Court conducts jury trials, judge trials, and convenes a grand jury each month.

OBJECTIVES

To provide all persons with effective access to justice, including the opportunity to resolve disputes without undue hardship, costs, inconvenience, or delay while maintaining human dignity and the rule of law and equal application of the judicial process to all persons and controversies. This also includes providing an array of dispute resolution alternatives that respond to the changing needs of society.

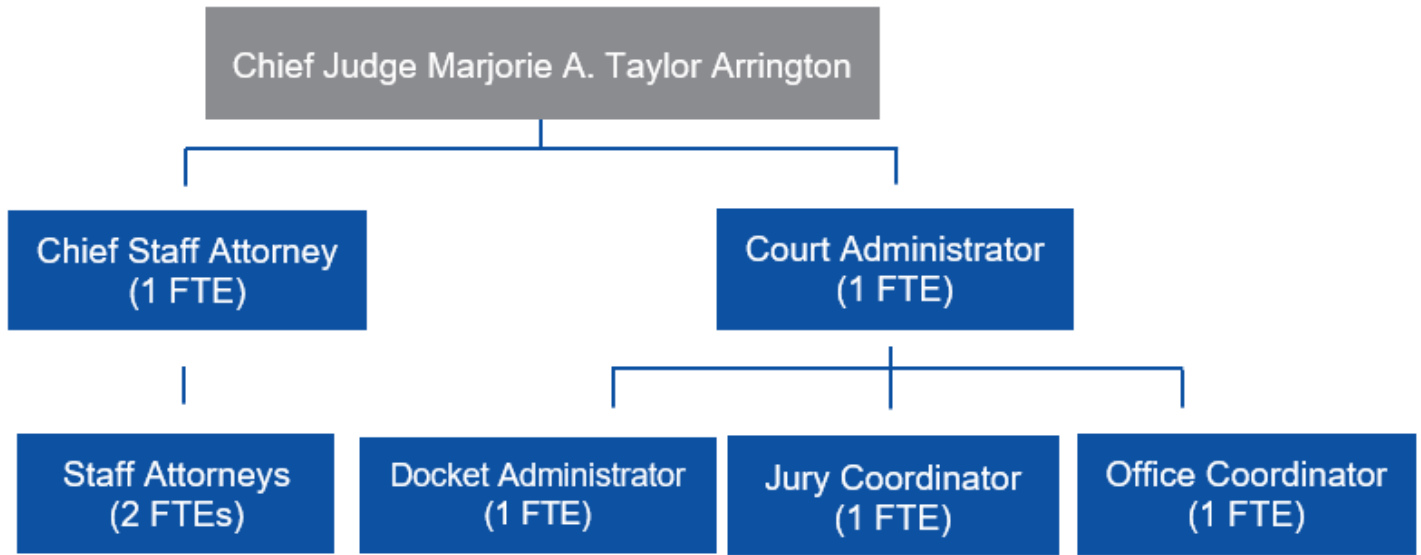
CHANGES IN THE DEPARTMENT'S BUDGET

- Internal service fund charges for the department are increasing. These charges are based on the allocated share of information technology and risk management costs.
- The department's general expenses are rising due to an increase in the amount allotted for software, supplies, the cost of required professional licenses, and continuing education costs for professional development.



ORGANIZATION & PERFORMANCE MEASURES

Below is a chart of the staffing within the Circuit Court. Judge Marjorie A. Taylor Arrington is not a part of the City’s Compliment (shown in gray). However, the remaining staff are all paid by the City (shown in blue).



Strategic Anchor: Outstanding Customer Service

The Court interacts with citizens daily and allows citizens to engage in the judicial process and successfully carry out their civic duty. Timely interaction and case resolution are considerations of providing Outstanding Customer Service.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION*
Caseload Clearance rate	100%	109%	102%	N/A
Cases filed		11,995	19,117	N/A
Felony cases concluded within 120 days of arrest	90%	32%	38%	N/A
Misdemeanor cases concluded within 60 days	90%	19%	27%	N/A

*The department prefers not to project cases filed in future years.

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$681,483	\$734,488	\$718,769	-2.1%
Internal Service Charges and Utilities	\$104,807	\$103,601	\$106,466	2.8%
General Expenses	\$55,103	\$94,331	\$104,240	10.5%
Total Department Budget:	\$841,393	\$932,420	\$929,475	-0.3%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$175,129	\$0	\$0	-
Total Department-Specific Revenue:	\$175,129	\$0	\$0	-
General Fund Support:	\$666,263	\$932,420	\$929,475	-0.3%
Total Department Resources:	\$841,393	\$932,420	\$929,475	-0.3%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21100 - Circuit Court	7.000	7.000	7.000	0.000
Total Personnel:	7.000	7.000	7.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21100 - Circuit Court	\$841,393	\$932,420	\$929,475	-0.3%
Total Budget for Fund:	\$841,393	\$932,420	\$929,475	-0.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$175,129	\$0	\$0	-
Total Revenues for Fund:	\$175,129	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	7.000	7.000	7.000	0.000



MISSION STATEMENT

The mission of the Chesapeake City Attorney's Office is to provide City Council and the City Manager with legal services that consistently exceed expectations by:

- Staying up do date with the law and changes to the law
- Remaining in good standing with the Virginia State Bar
- Maintaing the highest levels of professional conduct and practice
- Responding to inquiries by promptly and thoroughly counseling City Council and the City Manager
- Collaborating with clients to deliver legally sound results
- Noting the relevant strengths and weaknesses of the City Council and the City Manager's desired outcomes
- Remaining good stewards of public funds by being efficient and respectful of the City budget
- Engaging in the local, regional, and state-wide professional organizations of Virginia lawyers and legal assistants to share and learn the latest practice concepts

DESCRIPTION

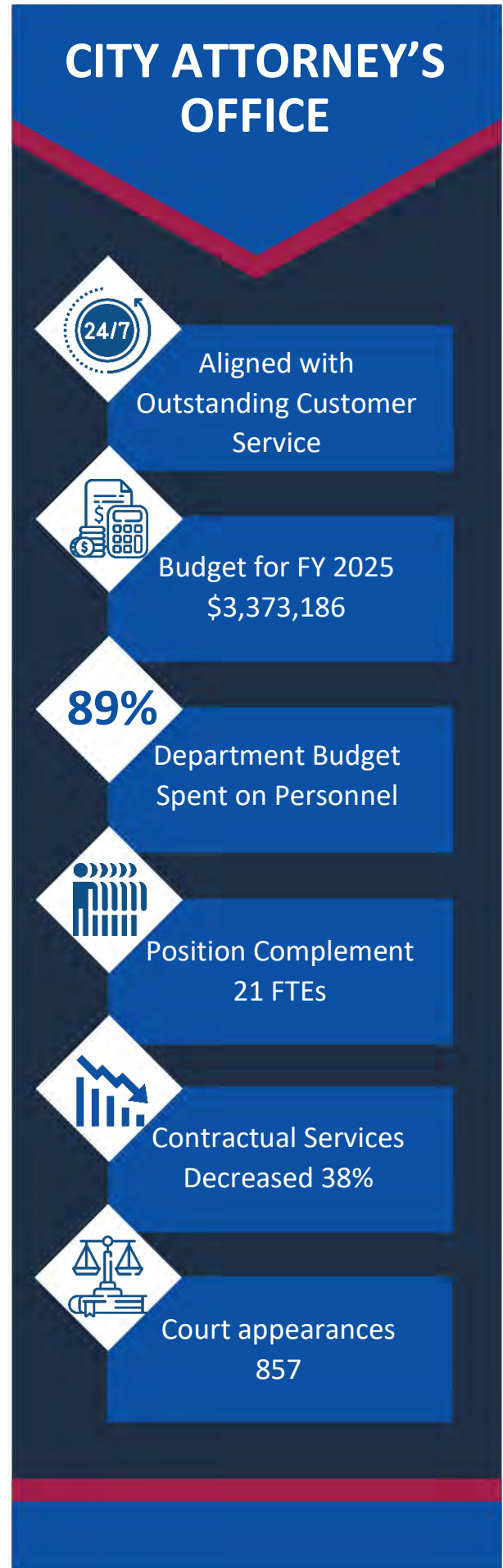
The City Attorney is the chief legal advisor of City Council, the City Manager, and all departments (excluding the Department of Education), boards, commissions, and agencies of the City in all matters affecting the interests of the City. The City Attorney also has management and control of all law business of the City, institutes and defends all legal proceedings in state court, federal court, and various administrative agencies to protect the interests of the City. Furthermore, the City Attorney attends meetings of the City Council, Planning Commission and City boards, commissions and agencies; prepares ordinances and resolutions; draws or approves all bonds, deeds, leases, contracts, or other instruments to which the City is a party; and has other authority and duties as assigned by City Council.

OBJECTIVES

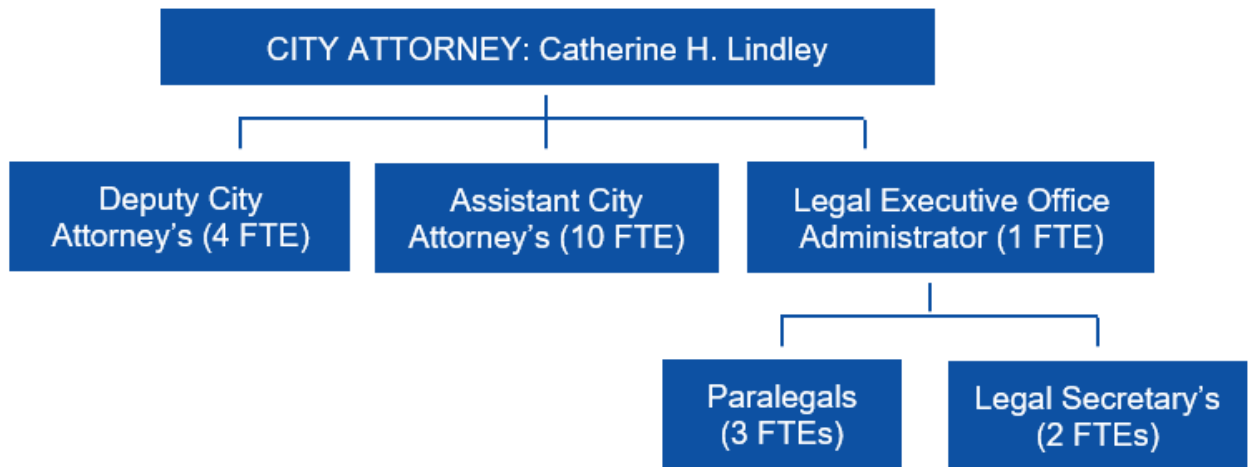
The Chesapeake City Attorney's Office seeks to provide exceptional legal services to Chesapeake's elected officials, administrative offices, and departments. These legal services include litigating and defending the City in court and administrative proceedings, providing legal research and advice, preparing legal documents, and assisting with legislative and administrative meetings and hearings.

CHANGES IN THE DEPARTMENT'S BUDGET

- The City Attorney's office will expand its use of technology with the Everlaw software, which will create efficiencies in the organization and production of required documents for litigation matters.
- In FY 2025, the Department's general expenses are increasing to account for additional use of outside counsel and expert witnesses in specialized cases.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

The Attorney's Office achieves the Strategic Anchor of Fiscal Responsibility and Sustainability by performing the majority of all legal work in-house as opposed to contracting this workout, thereby reducing the cost of these services.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Billable Hours – Legal Services		24,670	24,917	25,166
Billable Hours – Risk Management		2,320	2,343	2,366



Strategic Anchor: Outstanding Customer Service

The Attorney's Office achieves the Strategic Anchor of offering Outstanding Customer Service in their representation of the City in legal opinions, representation in court, and in the legal documents they draft.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 20245 PROJECTION
Written Legal Opinion		3,176	3,208	3,219
Verbal Legal Opinion		3,889	3,928	3,967
Legal Documents Drafted		3,082	3,113	3,146
Legal Documents Reviewed		12,334	12,457	12,577
Court Appearances/Depositions		841	849	857
Meetings Attended		4,687	4,734	4,767

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$3,082,884	\$2,922,140	\$2,987,667	2.2%
Internal Service Charges and Utilities	\$114,352	\$127,987	\$130,851	2.2%
General Expenses	\$310,589	\$244,421	\$254,668	4.2%
Total Department Budget:	\$3,507,825	\$3,294,548	\$3,373,186	2.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$200,642	\$200,130	\$200,000	-0.1%
Recovered Costs	\$3,114	\$0	\$0	-
Total Department-Specific Revenue:	\$203,755	\$200,130	\$200,000	-0.1%
General Fund Support:	\$3,304,070	\$3,094,418	\$3,173,186	2.5%
Total Department Resources:	\$3,507,825	\$3,294,548	\$3,373,186	2.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12210 - City Attorney	20.000	20.000	20.000	0.000
12551 - Risk Management (legal)	1.000	1.000	1.000	0.000
Total Personnel:	21.000	21.000	21.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12210 - City Attorney	\$3,357,288	\$3,094,418	\$3,173,186	2.5%
Total Budget for Fund:	\$3,357,288	\$3,094,418	\$3,173,186	2.5%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$3,114	\$0	\$0	-
Total Revenues for Fund:	\$3,114	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	20.000	20.000	20.000	0.000

606 - Self-Insurance Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12551 - Risk Management (legal)	\$150,537	\$200,130	\$200,000	-0.1%
Total Budget for Fund:	\$150,537	\$200,130	\$200,000	-0.1%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$200,642	\$200,130	\$200,000	-0.1%
Total Revenues for Fund:	\$200,642	\$200,130	\$200,000	-0.1%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	1.000	1.000	1.000	0.000

DESCRIPTION

The City Clerk's Office maintains the historical record of the governing body, including ordinances, resolutions, and minutes of the City Council meetings, work sessions, and special meetings. It also coordinates responses to the concerns and needs of citizens and other City departments, provides staff support to the City Council, and serves as a passport agency.

OBJECTIVES

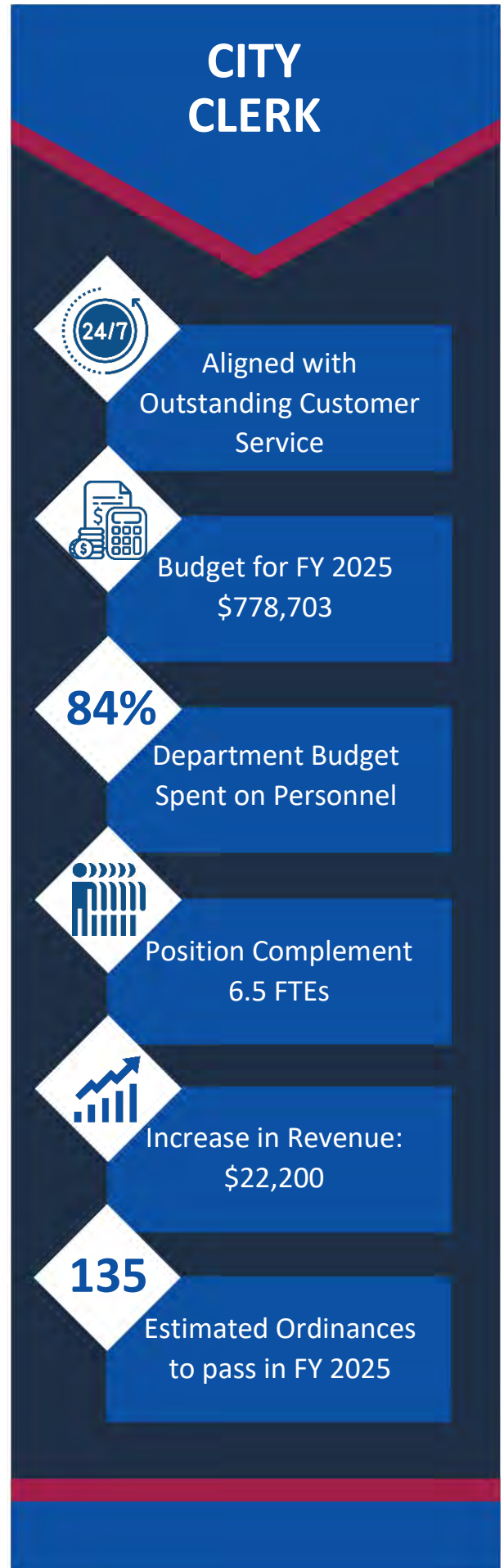
- To respond to citizens' needs and concerns while serving as a conduit between citizens, other City departments, and City Council.
- To work closely with City Council as they effectively, and with fiscal constraints, plan for the future of Chesapeake.
- To prepare, preserve, and maintain the permanent and historical records of the City including the legislative actions of the City Council.
- To provide staff assistance to the Mayor and City Council members daily as they perform the duties and responsibilities of their positions.

CHANGES IN THE DEPARTMENT'S BUDGET

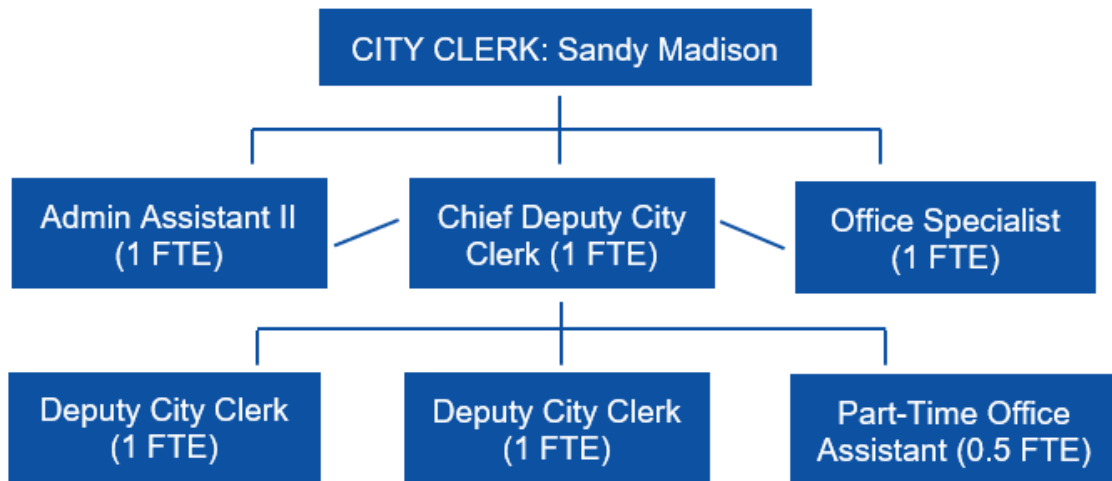
- The City Clerk's Office is projecting an increase in revenue from passport applications based on a historical evaluation of the total revenue collected from this service.



Heron Statue by City Hall



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

The Clerk's Office provides outstanding customer service to the City Council by coordinating official resolutions and ordinances.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Resolutions Considered/Passed		75	80	80
Ordinances Considered/Passed		131	135	135

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$611,488	\$651,889	\$655,036	0.5%
Internal Service Charges and Utilities	\$59,600	\$68,224	\$71,200	4.4%
General Expenses	\$23,577	\$52,467	\$52,467	0%
Total Department Budget:	\$694,665	\$772,580	\$778,703	0.8%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$64,616	\$32,500	\$54,728	68.4%
Recovered Costs	\$12,554	\$0	\$0	-
Total Department-Specific Revenue:	\$77,170	\$32,500	\$54,728	68.4%
General Fund Support:	\$617,495	\$740,080	\$723,975	-2.2%
Total Department Resources:	\$694,665	\$772,580	\$778,703	0.8%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
11020 - City Clerk - Council Services	6.500	6.500	6.500	0.000
Total Personnel:	6.500	6.500	6.500	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
11020 - City Clerk - Council Services	\$694,665	\$772,580	\$778,703	0.8%
Total Budget for Fund:	\$694,665	\$772,580	\$778,703	0.8%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$12,554	\$0	\$0	-
Charges for Services	\$64,616	\$32,500	\$54,728	68.4%
Total Revenues for Fund:	\$77,170	\$32,500	\$54,728	68.4%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	6.500	6.500	6.500	0.000



Cornland Groundbreaking Ceremony



DESCRIPTION

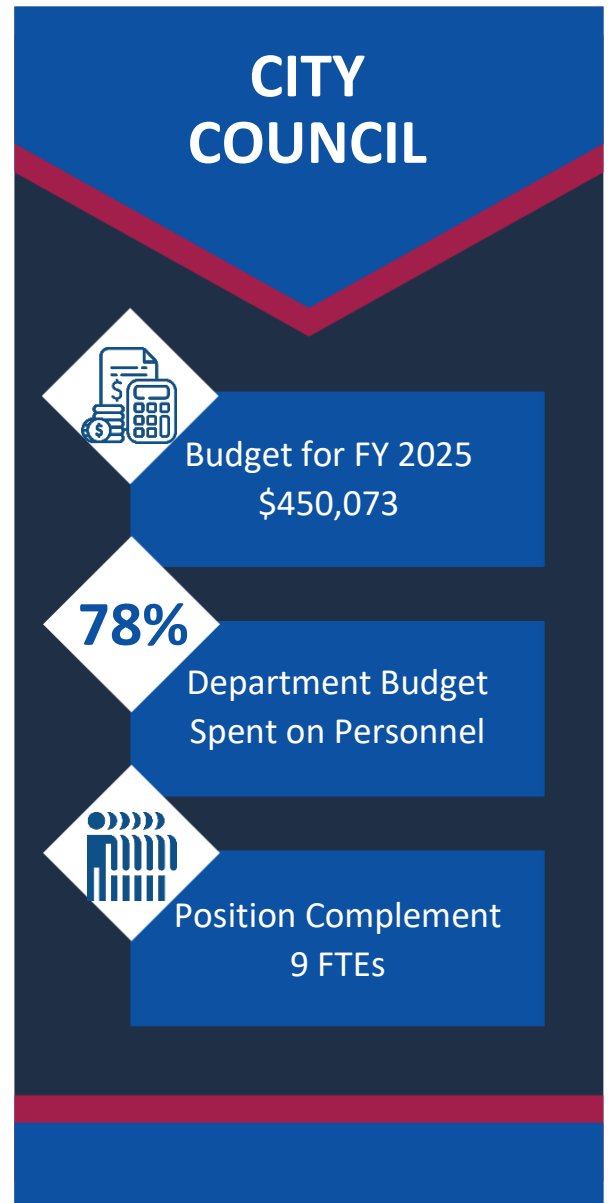
The nine-member City Council establishes policy, sets goals, and interprets and represents the needs of the community as a whole to ensure the economic, social, educational, and physical quality of the City. City Council enacts ordinances and resolutions, approves the operating and capital budgets, and monitors state and federal legislation to reflect and respond to community needs.

OBJECTIVES

- Respond to citizens' needs and concerns, and plan the future of Chesapeake wisely, effectively, and with fiscal constraints.
- Provide oversight of the City's five Council appointees: The City Attorney, City Auditor, City Clerk, City Manager, and Real Estate Assessor.

CHANGES IN THE DEPARTMENT'S BUDGET

- No programmatic changes were made in Council's budget for FY 2025. The increase in internal service charges is based on the department's allocation of these costs.



ORGANIZATION



City Council Members

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$328,579	\$350,615	\$350,615	0%
Internal Service Charges and Utilities	\$49,387	\$51,684	\$54,508	5.5%
General Expenses	\$60,736	\$44,950	\$44,950	0%
Total Department Budget:	\$438,702	\$447,249	\$450,073	0.6%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
11010 - City Council and Mayor's Office	9.000	9.000	9.000	0.000
Total Personnel:	9.000	9.000	9.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
11010 - City Council and Mayor's Office	\$438,702	\$447,249	\$450,073	0.6%
Total Budget for Fund:	\$438,702	\$447,249	\$450,073	0.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	9.000	9.000	9.000	0.000

DESCRIPTION

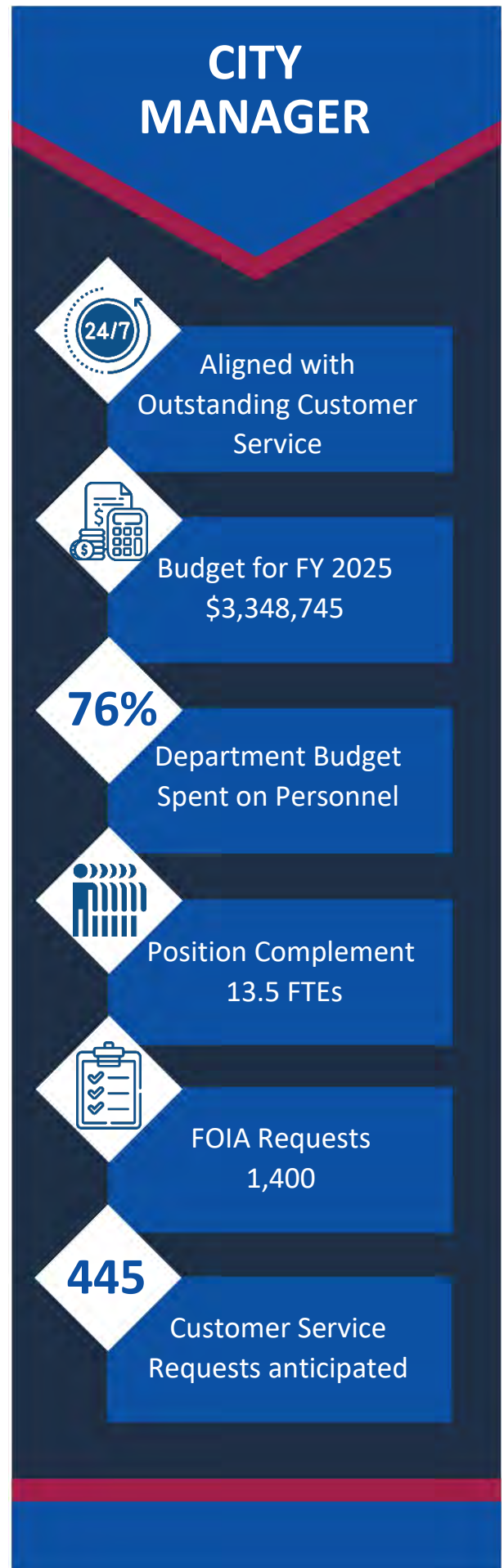
The City Manager serves as the Chief Executive Officer of the City government and as City Council's chief policy advisor. The City Manager's Office (CMO) directs and carries out the policies established by City Council and oversees the activities of all of the City's operating and administrative departments. CMO members also work in cooperation with State and Federal officials and business leaders to ensure proper administrative and financial management of the City.

OBJECTIVES

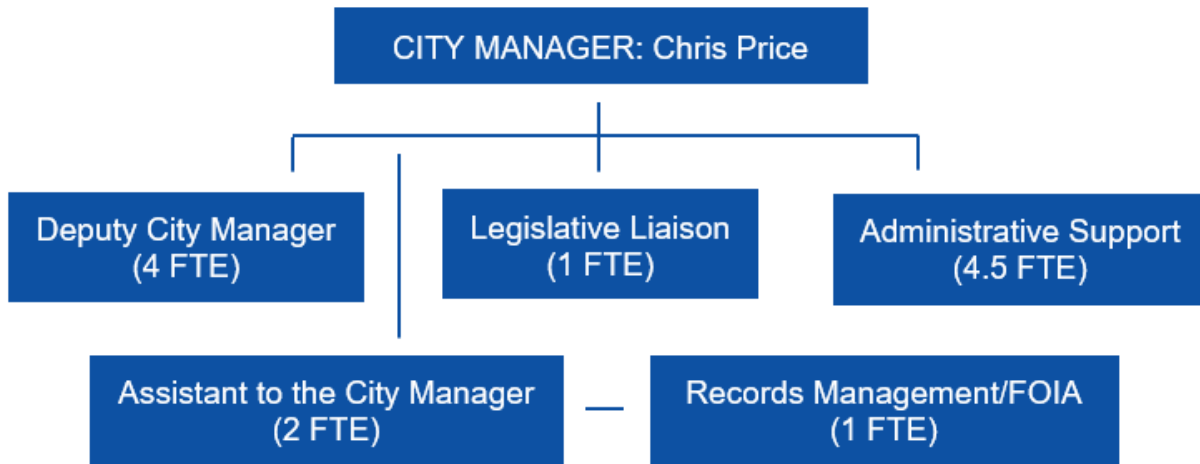
- Assist City Council and the community with policy development, project prioritization, and implementation;
- Move the City organization towards greater accountability, responsiveness, and creativity through innovation, streamlining, and enhanced customer service expectations;
- Present recommended capital and operating budgets to City Council
- Facilitate City department's goals to maintain enhanced levels of services for the City
- Ensure all legislative needs by both the City Council and citizens are met through the Legislative Affairs division
- Coordinate the City's timely response to all Freedom of Information Act (FOIA) requests

CHANGES IN THE DEPARTMENT'S BUDGET

- Funding to outside agencies, specifically for federal program representation and the Virginia Institute of Government, was reduced for FY 2025.
- Information technology charges increased for the department by \$10,800. This is shown in the Internal Service charges category.
- Salaries and benefits increased due to market adjustments for several positions within the department, as well as the inclusion of vehicle allowances for the Deputy City Managers.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

The City Manager’s Office works to achieve the Council’s desired outcomes through policy development and implementation and the strategic allocation of resources to ultimately achieve the Council’s vision for the City.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
# of agenda items delivered to the City Clerk on time		193	225	200
% of Council inquires addressed within 5 days	100%	100%	100%	100%
# of Customer Service Requests coordinated by the City Manager’s Office		442	450	445
% of Customer Service Requests handled within 10 days	100%	100%	100%	100%
# of Freedom of Information Act (FOIA) requests		1,280	1,130	1,400
% of FOIA requests with on-time response	100%	99%	100%	100%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,204,424	\$2,465,522	\$2,560,288	3.8%
Internal Service Charges and Utilities	\$100,209	\$106,611	\$119,352	12.0%
General Expenses	\$711,802	\$771,364	\$669,105	-13.3%
Total Department Budget:	\$3,016,435	\$3,343,497	\$3,348,745	0.2%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$36,269	\$0	\$0	-
Total Department-Specific Revenue:	\$36,269	\$0	\$0	-
General Fund Support:	\$2,980,166	\$3,343,497	\$3,348,745	0.2%
Total Department Resources:	\$3,016,435	\$3,343,497	\$3,348,745	0.2%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12110 - City Manager's Office	12.000	13.500	13.500	0.000
12112 - City Manager - Process Improvement	1.000	0.000	0.000	0.000
Total Personnel:	13.000	13.500	13.500	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12110 - City Manager's Office	\$3,011,967	\$3,343,497	\$3,348,745	0.2%
12112 - City Manager - Process Improvement	\$4,468	\$0	\$0	-
Total Budget for Fund:	\$3,016,435	\$3,343,497	\$3,348,745	0.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$36,269	\$0	\$0	-
Total Revenues for Fund:	\$36,269	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	13.000	13.500	13.500	0.000



Chesapeake Circuit Court



MISSION STATEMENT

The Treasurer's Office is dedicated to serving our citizens in a professional, efficient, and courteous manner, being sensitive to their needs, with a commitment to exceeding their expectations.

DESCRIPTION

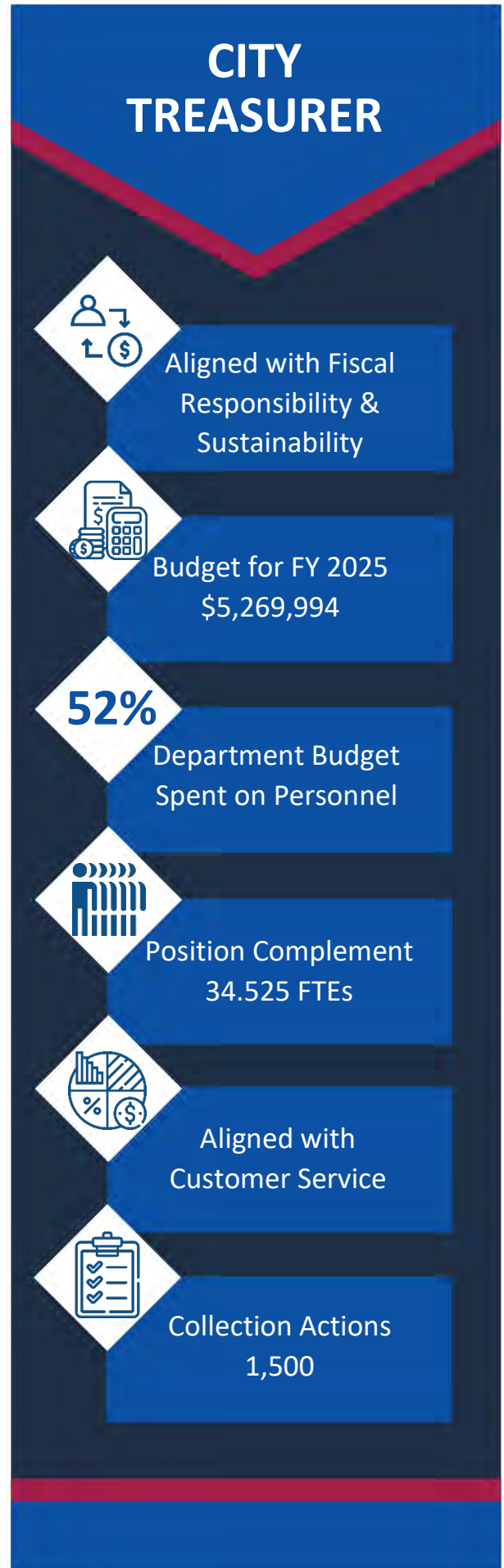
The City Treasurer collects, accounts for, and maintains custody of all monies paid to the City, and aids in authorizing disbursement of City funds. The Office provides timely and accurate billings and collections of all tax accounts including real estate taxes, terminated water and sewage bills, stormwater management fees, parking fines, state income taxes, and other miscellaneous invoices. The office also sells hunting and fishing, dog, cat, and bicycle licenses, and processes passport applications.

OBJECTIVES

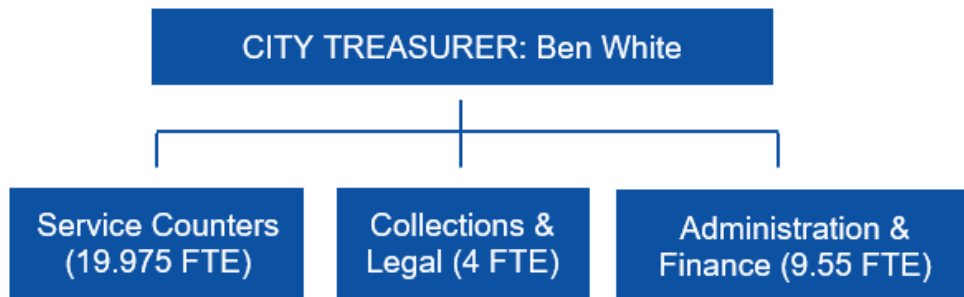
- The efficient and effective performance of services.
- Provision of online invoice presentation for tax bills.
- Increase the professional knowledge and skills of employees to better serve Chesapeake citizens.

CHANGES IN THE DEPARTMENT'S BUDGET

- Personnel costs are increasing in FY 2025 primarily due to the addition of two full-time collection agents. The cost of these positions will be offset by increased revenues from the collection of delinquent taxes and delinquent fees.
- Personnel costs are also increasing due to the addition of two part-time drivers equivalent to 1.0 FTE. These positions are currently contracted and are being converted to permanent part-time. The cost of these positions will be offset by a reduction in general expenses for temporary labor.
- Internal service charges are decreasing in FY 2025, primarily due to the Department's proportional share of IT expenses.
- General expenses are increasing to account for outsourcing the mailing of major billings, like quarterly real estate bill mailings and the personal property tax mailing. Outsourcing will provide more timely, reliable service to ensure bills are sent to residents on time, likely resulting in increased on time tax collections.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

The Attorney’s Office achieves the Strategic Anchor of Fiscal Responsibility and Sustainability by performing the majority of all legal work in-house as opposed to contracting this workout, thereby reducing the cost of these services.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Collection actions taken		63	250	1,500



Strategic Anchor: Outstanding Customer Service

The Attorney’s Office achieves the Strategic Anchor of offering Outstanding Customer Service in their representation of the City in legal opinions, representation in court, and in the legal documents they draft.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Percent of citizens assisted at the in-person service counter		10%	12%	15%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$1,947,445	\$2,439,466	\$2,753,500	12.9%
Internal Service Charges and Utilities	\$2,232,447	\$1,816,027	\$1,572,440	-13.4%
General Expenses	\$765,183	\$797,057	\$944,054	18.4%
Total Department Budget:	\$4,945,075	\$5,052,550	\$5,269,994	4.3%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$949,663	\$560,346	\$870,268	55.3%
Commonwealth of Virginia - Categorical: Other	\$461,125	\$469,000	\$538,387	14.8%
Fund Surplus	\$0	\$342,261	\$0	-100%
Licenses, Permits, and Fees	(\$28)	\$0	\$0	-
Miscellaneous Local Revenues	\$720	\$2,380	\$2,380	0%
Other Local Taxes	\$686,831	\$431,160	\$0	-100%
Recovered Costs	\$6,191	\$0	\$0	-
Use of Money & Property	\$11,021,471	\$0	\$0	-
Total Department-Specific Revenue:	\$13,125,973	\$1,805,147	\$1,411,035	-21.8%
General Fund Support:	-	\$3,247,403	\$3,858,959	18.8%
Total Department Resources:	\$13,125,973	\$5,052,550	\$5,269,994	4.3%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12410 - City Treasurer	41.925	31.232	34.525	3.293
Total Personnel:	41.925	31.232	34.525	3.293

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12410 - City Treasurer	\$4,945,075	\$5,052,550	\$5,269,994	4.3%
Total Budget for Fund:	\$4,945,075	\$5,052,550	\$5,269,994	4.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Other Local Taxes	\$686,831	\$431,160	\$0	-100%
Charges for Services	\$949,663	\$560,346	\$870,268	55.3%
Commonwealth of Virginia - Categorical: Other	\$461,125	\$469,000	\$538,387	14.8%
Miscellaneous Local Revenues	\$720	\$2,380	\$2,380	0%
Fund Surplus	\$0	\$342,261	\$0	-100%
Licenses, Permits, and Fees	(\$28)	\$0	\$0	-
Use of Money & Property	\$11,021,471	\$0	\$0	-
Recovered Costs	\$6,191	\$0	\$0	-
Total Revenues for Fund:	\$13,125,973	\$1,805,147	\$1,411,035	-21.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	41.925	31.232	34.525	3.293

MISSION STATEMENT

To provide support to the Court in the administration of equal justice in an accessible and responsive form for the resolution of disputes to protect all rights and liberties guaranteed under the United States and the Virginia Constitutions, to deliver excellent quality service according to the needs of our citizens.

DESCRIPTION

The office of the Clerk of the Circuit Court dates back to 1619 and is one of Commonwealth's oldest constitutionally named positions. The Clerk of Court is locally elected and serves as the Chief Administrative Officer for the Circuit Court, which is the court of record in Virginia. Per Virginia law, the Clerk is responsible and charged with custody, safekeeping, and proper indexing of legal and quasi-legal papers deposited in the court's official records. The Clerk of the Circuit Court provides technical support and backing to other Public Safety and Justice departments as needed.

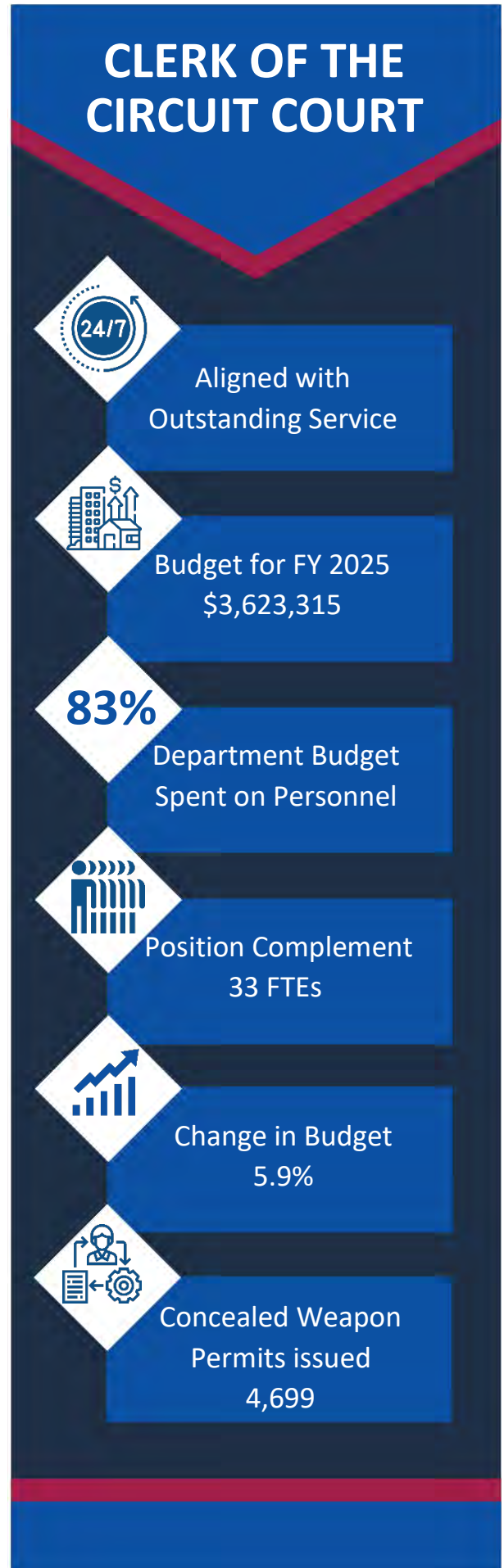
OBJECTIVES

The Clerk serves as the recorder of deeds and probate judge, issues marriage licenses, concealed weapon permits, and is the official court administrator for all civil and criminal court cases. In this latter capacity, the Clerk creates and maintains all court files and records, prepares court orders, and issues summons and court processes.

Beyond those duties enumerated in law, the Clerk's office works closely with attorneys and other courts, the Commonwealth's Attorney, the state probation and parole office, the Commissioner of the Revenue, Sheriff, the Department of Corrections, and a wide range of local and state law enforcement agencies.

CHANGES IN THE DEPARTMENT'S BUDGET

- In FY 2025, the Clerk's Office is receiving additional revenue from the Virginia Compensation Board. This is to reimburse the City for a portion of the salaries and benefits paid to positions authorized by the State Compensation Board.
- Internal service charges are increasing in FY 2025 due to inflation in the cost of IT services and risk management.



ORGANIZATION & PERFORMANCE MEASURES



Clerk of Court: Alan Krasnoff

Chief Deputy Clerk
(1 FTEs)

Land Records & Deeds
(8 FTEs)

Civil Division
(6 FTE's)

Finance Division
(4 FTEs)

Criminal Division
(13 FTEs)



Strategic Anchor: Outstanding Customer Service

The Office interacts with citizens daily and strives to assist citizens in a competent, compassionate, and timely manner.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Criminal Case Filings		6,584	6,979	7,100
Civil Case Filings		5,094	5,349	5,616
Wills/Estates Initiated		3,542	3,265	3,365
Deeds Recorded		37,278	26,213	28,834
Marriage Licenses		1,189	1,177	1,237
Concealed Weapons Permits Issued		4,329	4,399	4,699

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,513,572	\$2,858,810	\$3,001,088	5.0%
Internal Service Charges and Utilities	\$110,980	\$127,471	\$150,110	17.8%
General Expenses	\$420,399	\$436,017	\$472,117	8.3%
Total Department Budget:	\$3,044,951	\$3,422,298	\$3,623,315	5.9%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$131,264	\$300,000	\$300,000	0%
Commonwealth of Virginia - Categorical: Other	\$1,451,558	\$1,484,831	\$1,711,062	15.2%
Licenses, Permits, and Fees	\$6,735	\$6,715	\$6,715	0%
Recovered Costs	\$23	\$0	\$0	-
Total Department-Specific Revenue:	\$1,589,580	\$1,791,546	\$2,017,777	12.6%
General Fund Support:	\$1,455,370	\$1,630,752	\$1,605,538	-1.5%
Total Department Resources:	\$3,044,951	\$3,422,298	\$3,623,315	5.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21600 - Clerk of the Circuit Court	32.000	33.000	33.000	0.000
Total Personnel:	32.000	33.000	33.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21600 - Clerk of the Circuit Court	\$3,044,951	\$3,422,298	\$3,623,315	5.9%
Total Budget for Fund:	\$3,044,951	\$3,422,298	\$3,623,315	5.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Commonwealth of Virginia - Categorical: Other	\$1,451,558	\$1,484,831	\$1,711,062	15.2%
Charges for Services	\$131,264	\$300,000	\$300,000	0%
Recovered Costs	\$23	\$0	\$0	-
Licenses, Permits, and Fees	\$6,735	\$6,715	\$6,715	0%
Total Revenues for Fund:	\$1,589,580	\$1,791,546	\$2,017,777	12.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	32.000	33.000	33.000	0.000



Great Bridge Lock

MISSION STATEMENT

The Chesapeake Commissioner of the Revenue's Office is committed to providing outstanding service in tax administration to all citizens in an equitable, responsive, courteous, and professional manner.

DESCRIPTION

The Commissioner of the Revenue is responsible for the equitable administration of local taxes, with the exception of the real estate tax. The Commissioner assesses individual and business personal property taxes, prorates personal property taxes on motor vehicles, determines the applicability of the vehicle license fee, assesses, and collects business license taxes, and assesses and collects special excise taxes on meals, lodging, excavations, cigarettes, admissions, and rental equipment.

The Department also maintains the City's personal property tax systems, administers and enforces local tax codes, assists individuals and businesses with tax inquiries, administers the real estate tax relief and real estate tax relief for disabled veterans programs, processes State income tax returns for citizens, and prepares financial and statistical reports to assist the management of the City's organization. The Department operates four full-service locations and provides satellite service for the Virginia Department of Motor Vehicles (DMV Select) through a cost-reimbursement agreement.

OBJECTIVES

- Provide quality, courteous, and efficient customer service to Chesapeake residents through the effective use of human resources and technology.
- Accurately and completely identify and assess all personal property.
- Promote a progressive tax policy for the City business community through equitable administration of City and State business tax codes.

CHANGES IN THE DEPARTMENT'S BUDGET

- The Commissioner of the Revenue's personnel costs are increasing in FY 2025 due to the addition of a full-time Business Tax Specialist. This position is expected to promote revenue generation equal to or greater than the cost of the position.
- General expenses are increasing to cover the annual escalation in cost of the JD Power vehicle valuation service contract and the cost of postage.
- In FY 2025, the Commissioner of the Revenue is receiving additional revenue from the Virginia Compensation Board. This is to reimburse the City for a portion of the salaries and benefits paid to positions authorized by the State Compensation Board.

COMMISSIONER OF THE REVENUE



24/7

Aligned with Fiscal Responsibility & Sustainability



Budget for FY 2025
\$5,167,596

65%

Department Budget Spent on Personnel



Position Complement
41.92 FTEs

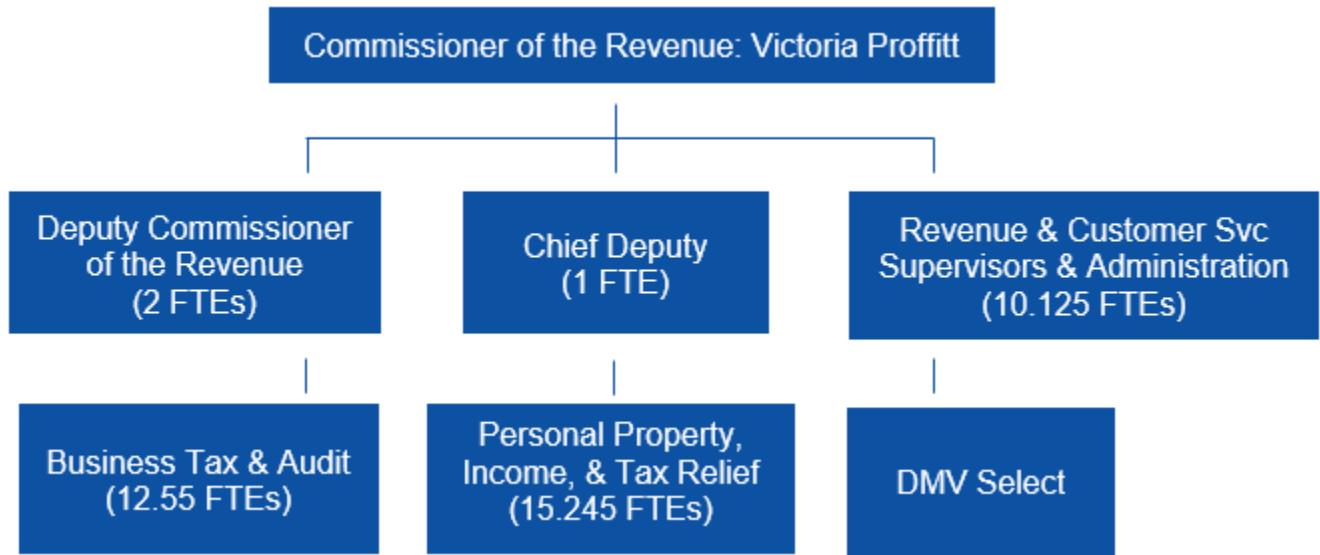


Change in Budget
0.2%



Tax Relief Applications Qualified
2,500

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

The work of the Commissioner of Revenue directly aligns with the Strategic Anchor of Fiscal Responsibility through the equitable assessment of personal and business property, providing local DMV select services, and administering the Elderly and Disabled Veterans Tax Relief program. The Commissioner of the Revenue plays an integral role in assuring that resources are made available to fund mandated and desired programs and services.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
DMV Select Transactions		33,000	35,000	38,000
DMV Select Transactions/FTE		7,500	7,955	8,636
Tax Relief Applications Reviewed		3,312	3,000	3,000
Tax Relief Applications Qualified		2,791	2,500	2,500
Personal Property Transactions Billed		264,429	265,000	265,000
Business Licenses Issued		19,709	20,555	21,648

Commissioner of the Revenue

APPROPRIATIONS AND REVENUES

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$3,147,641	\$3,274,324	\$3,380,562	3.2%
Internal Service Charges and Utilities	\$1,313,063	\$1,470,330	\$1,332,028	-9.4%
General Expenses	\$362,927	\$411,588	\$455,006	10.5%
Total Department Budget:	\$4,823,631	\$5,156,242	\$5,167,596	0.2%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$137,547	\$124,000	\$150,000	21.0%
Commonwealth of Virginia - Categorical: Other	\$427,004	\$417,895	\$527,549	26.2%
Recovered Costs	\$800,069	\$0	\$0	-
Total Department-Specific Revenue:	\$1,364,620	\$541,895	\$677,549	25.0%
General Fund Support:	\$3,459,010	\$4,614,347	\$4,490,047	-2.7%
Total Department Resources:	\$4,823,631	\$5,156,242	\$5,167,596	0.2%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12310 - Commissioner of Revenue	40.920	40.920	41.920	1.000
Total Personnel:	40.920	40.920	41.920	1.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12310 - Commissioner of Revenue	\$4,823,631	\$5,156,242	\$5,167,596	0.2%
Total Budget for Fund:	\$4,823,631	\$5,156,242	\$5,167,596	0.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$137,547	\$124,000	\$150,000	21.0%
Recovered Costs	\$800,069	\$0	\$0	-
Commonwealth of Virginia - Categorical: Other	\$427,004	\$417,895	\$527,549	26.2%
Total Revenues for Fund:	\$1,364,620	\$541,895	\$677,549	25.0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	40.920	40.920	41.920	1.000



MISSION STATEMENT

The mission of the Chesapeake Commonwealth Attorney's Office is to prosecute crime and seek justice for victims, citizens, and for the City of Chesapeake. Teamwork, Mentorship and Training are the philosophical pillars of this office.

DESCRIPTION

The Commonwealth Attorney's Office is responsible for:

- Prosecuting all felony cases in the General District Courts, Juvenile and Domestic Relations Courts, and Circuit Courts for the City;
- Providing legal assistance to the Police Department, including training at the Police Academy;
- Representing the Commonwealth in trials of certain civil cases such as forfeiture of money, vehicles, and other properties involved in drug sales and money laundering;
- Enforcing election laws and representing the Commonwealth in denial of voter registration appeals;
- Reviewing all concealed weapons permits;
- Representing the Commonwealth in hearings involving expungements, restoration of driver's licenses, and firearm restorations;
- Prosecuting all misdemeanor appeals, DUIs, overweight vehicle citations charged by the State Police, misdemeanor domestic violence cases, misdemeanors committed on school property, weapons offenses involving juveniles, assault and battery offenses involving children of tender years, and certain other misdemeanors upon citizen or police request for assistance;
- Preparing conflicts of interest opinions and providing a copy of the mandated conflicts of interest laws to all City Council appointees as well as Board and Commission members;
- Prosecuting Virginia Occupational Safety and Health violations;
- Presenting informative crime prevention programs throughout the City, while serving on committees, task forces, and advisory boards to improve services provided to the citizens of Chesapeake and to improve the criminal justice system.

COMMONWEALTH'S ATTORNEY



Aligned with
Safety & Security



Budget for FY 2025
\$6,852,443

93%

Department Budget
Spent on Personnel



Position Complement
52.7 FTEs

37%

Budget Supported by
State Revenue

35

Positions Partially
Funded by The State
Compensation Board

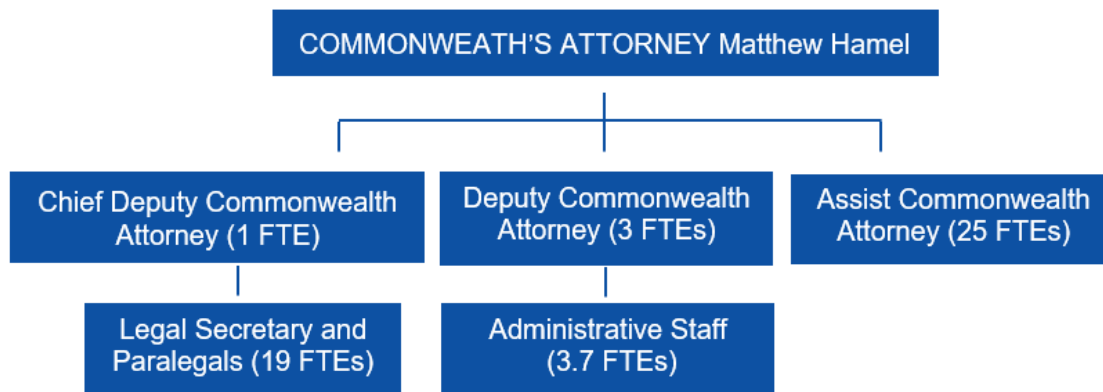
OBJECTIVES

- Seeking justice by prosecuting cases ethically and professionally.
- Accountability for criminal behavior and deterrence of crime.
- Proactively reducing the level of criminal activity in targeted areas, as well as utilizing community prosecution programs, and interfacing with the community.
- Educating the public and continuing crime prevention programs.
- Recruit, train, develop and maintain the highest caliber prosecutors and support staff.
- Continue prosecuting misdemeanor domestic violence and DUIs, as well as increase other types of statutorily nonmandated misdemeanors that this office can prosecute, to include retail theft cases and support to our business and elderly communities.

CHANGES IN THE DEPARTMENT'S BUDGET

- The Commonwealth Attorney's Office applied for and was granted a second year of the Operation Ceasefire grant which will fund a part-time Investigator position. This position is listed in the Appendix under the Positions funded outside the operating budget.
- An additional City funded part-time Investigator position is added in the operating budget for FY 2025. This position will assist prosecutors with preparations for trial, as well as supporting and interviewing witnesses, and helping gather additional evidence.
- The budget is increasing by \$30,800 for internal service charges. About \$24,000 is for information technology increases to fund the office's share of these costs. The balance is Risk Management charges due to the shift between workers' compensation versus premium and liability charges.
- Estimated revenue is increasing based on additional revenue from the Virginia Compensation Board for the reimbursement of salaries and benefits.

ORGANIZATION & PERFORMANCE MEASURES





Strategic Anchor: Safety & Security

The Commonwealth Attorney's Office supports the City Council's strategic anchor of ensuring Chesapeake remains an exceptional place to live, learn, work, farm, and play. This is most notably attained when our citizens feel a sense of safety and security throughout our City. Advancement toward the outcome of safety and security is achieved through the legal process by having a strong prosecution team, along with meaningful community engagement to deter criminal activity and reduce recidivism rates. A strong working relationship with our public safety partners is paramount in these endeavors.

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$5,719,670	\$6,169,862	\$6,372,182	3.3%
Internal Service Charges and Utilities	\$254,901	\$282,918	\$313,736	10.9%
General Expenses	\$157,511	\$166,525	\$166,525	0%
Total Department Budget:	\$6,132,082	\$6,619,305	\$6,852,443	3.5%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$20,103	\$22,610	\$22,610	0%
Commonwealth of Virginia - Categorical: Other	\$2,243,731	\$2,257,823	\$2,522,719	11.7%
Recovered Costs	\$305	\$0	\$0	-
Total Department-Specific Revenue:	\$2,264,139	\$2,280,433	\$2,545,329	11.6%
General Fund Support:	\$3,867,943	\$4,338,872	\$4,307,114	-0.7%
Total Department Resources:	\$6,132,082	\$6,619,305	\$6,852,443	3.5%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
22100 - Commonwealth's Attorney	52.000	52.000	52.700	0.700
Total Personnel:	52.000	52.000	52.700	0.700

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
22100 - Commonwealth's Attorney	\$6,132,082	\$6,619,305	\$6,852,443	3.5%
Total Budget for Fund:	\$6,132,082	\$6,619,305	\$6,852,443	3.5%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$305	\$0	\$0	-
Charges for Services	\$20,103	\$22,610	\$22,610	0%
Commonwealth of Virginia - Categorical: Other	\$2,243,731	\$2,257,823	\$2,522,719	11.7%
Total Revenues for Fund:	\$2,264,139	\$2,280,433	\$2,545,329	11.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	52.000	52.000	52.700	0.700

MISSION STATEMENT

The Virginia Department of Juvenile Justice (DJJ) protects the public by preparing court-involved youth to be successful citizens.

DESCRIPTION

The Court Services Unit serves the Juvenile & Domestic Relations Court as prescribed by State Code for:

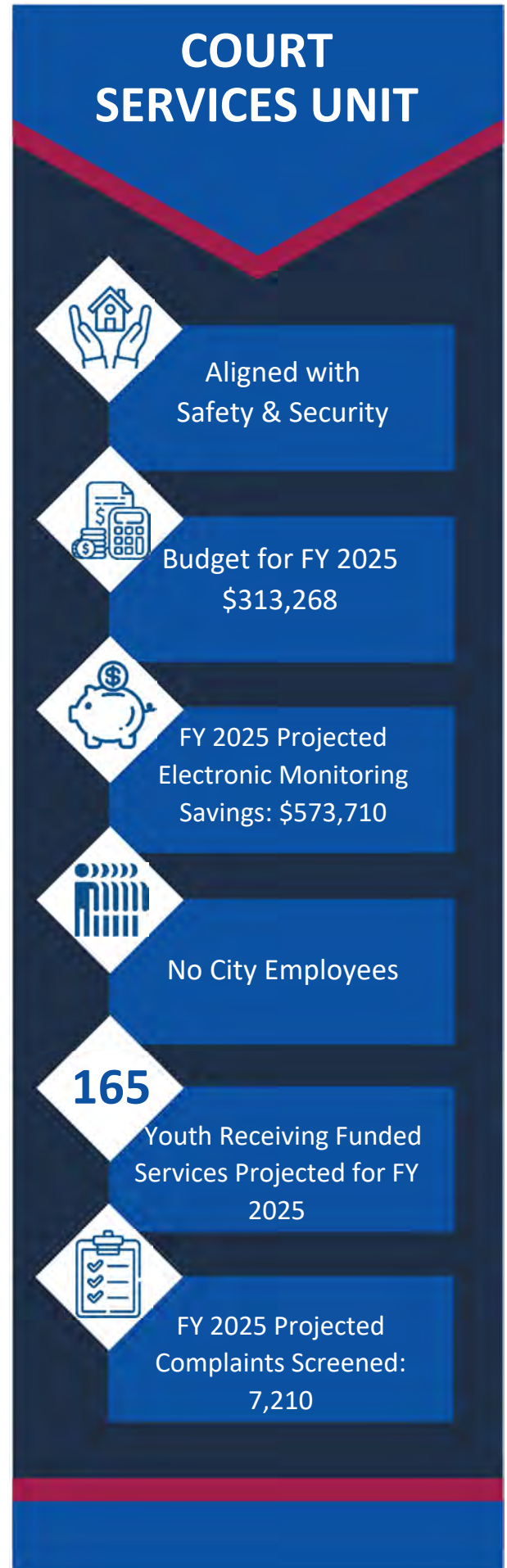
- **Juvenile Intake**- Provide twenty-four-hour coverage to receive, review, and process complaints.
- **Investigations & Reports**-Social histories describe the social adjustment of the youth before the court and provide timely, relevant, and accurate data. This helps the court determine what will happen to the youth, and the most appropriate services for the juvenile and the family.
- **Domestic Relations**-Provide services for domestic relations complaints, such as non-support, family abuse, adjudication of custody (permanent or temporary), abuse, neglect, paternity, termination of parental or visitation rights, and emancipation.
- **Probation**-The most common consequence for a juvenile who has been found guilty of a charge is supervised probation. DJJ constantly strives to achieve a “balanced approach” focusing on the principles of community protection (public safety), accountability, and competency development.
- **Parole Services**-Upon release from placement, youth offenders are provided parole services to help transition back to the community. Parole Officers provide case management, transitional services, and monitor the youth’s adjustment to the community. Juveniles may receive family & individual counseling, referral to community services, vocational services, or specialized educational services.

OBJECTIVES

- Youth and staff need to feel safe in their environment and need a sense of physical and emotional well-being.
- Youth and staff need to feel connected to supportive and caring adults, whether they are family, staff, or co-workers.
- Youth and staff need to have goals to strive toward, skills to hone, and a sense that they have a valuable role to play in the lives of people and the community around them.
- Youth need to perceive their environment and interactions as fair and transparent. They need to be held accountable in a manner proportionate to their offense and offense history and similar to other youth in their situation. Staff needs to feel that they are treated fairly, compensated adequately, and supported in their efforts to meet DJJ’s expectations.

CHANGES IN THE DEPARTMENT’S BUDGET

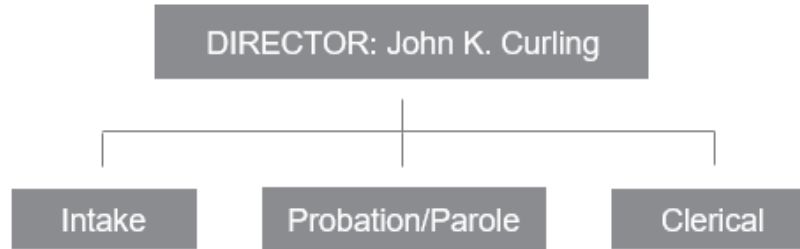
- Although funding is reduced for general expenses, support should be sufficient for the department to maintain current service levels.



- The increase in internal service charges is due to an increase in the department’s allocated share of information technology charges.

ORGANIZATION & PERFORMANCE MEASURES

The First District Court Service Unit is a state agency in the Eastern Region of the Virginia Department of Juvenile Justice. The Director of Juvenile Justice answers to the Virginia Director of Public Safety under the Governor of Virginia.



Strategic Anchor: Safety & Security

The Court Services Unit protects the citizens of Chesapeake by providing necessary behavioral and residential services to at-risk youth. The life skills training provided to at-risk youth helps them to become better citizens, which in turn, creates a safer community with a better quality of life.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Complaints screened		6,786	7,000	7,210
Cost of electronic monitoring/Crisis Outreach		\$191,258	\$200,800	\$206,824
Cost savings to City for electronic monitoring vs. detention		\$530,480	\$557,000	\$573,710
Days of electronic monitoring/Crisis Outreach		2,792	2,930	3,018
Days of residential services funded		199	300	300
Delinquent first-time offenders diverted from court		33.5%	35%	35%
Hours of evidence-based community treatment provided		932.50	1,025	1,055
Investigations		97	110	120
Cases discharged from probation successfully	75%	84%	85%	85%
Cases discharged from parole successfully	75%	67%	85%	85%
Juvenile delinquent cases		784	825	850
New cases committed to DJJ		4	6	8
New probation cases		95	105	115
Probation discharges that successfully met all requirements	75%	84%	85%	85%
State cost per youth		\$2,071	\$2,278	\$2,391
Supervisory file & case plan reviews		1,638	1,720	1,800
Total City cost per youth		\$1,864	\$2,050	\$2,110
Youth on parole attending school/graduated or obtained GED	80%	100%	100%	100%
Youth on parole not using substances	80%	100%	90%	90%
Youth on parole successfully meeting requirements of parole	75%	67%	85%	85%
Youth on probation attending school/graduated or obtained GED	80%	93%	95%	95%
Youth on probation not using substances	80%	97%	90%	90%
Youth receiving funded services		139	155	165

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Internal Service Charges and Utilities	\$83,837	\$81,637	\$82,678	1.3%
General Expenses	\$108,503	\$240,246	\$230,590	-4.0%
Total Department Budget:	\$192,340	\$321,883	\$313,268	-2.7%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
33300 - Court Services Unit	\$192,340	\$321,883	\$313,268	-2.7%
Total Budget for Fund:	\$192,340	\$321,883	\$313,268	-2.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



MISSION STATEMENT

The Customer Contact Center acts as the intermediary between the citizenry and the City government. The Center also provides superior customer service while reporting service issues, disseminating information, and communicating with City departments, other government agencies, and the City's leadership in a timely, caring, and respectful manner.

DESCRIPTION

The Customer Contact Center serves as a central point of contact for citizens during regular business hours and emergency operating conditions. Employees assist Chesapeake residents, contractors working within the City, local business owners, and visitors to the City by providing direct contact for problem resolution, information, and service requests to department managers in developing solutions to meet strategic operational goals.

OBJECTIVES

- Provide customers with personalized service and access to knowledgeable assistance.
- Maintain a call drop rate of less than 2%.
- Provide prompt problem resolution.

CHANGES IN THE DEPARTMENT'S BUDGET

- No programmatic changes were made in the Customer Contact Center budget for FY 2025.
- The increase in internal service charges is based on the department's allocation of these costs.
- Personnel cost changes are due to market increases.

ORGANIZATION



MANAGER: Phyllis Edwards

Supervisor (1 FTE)

Customer Advocates
(8 FTE)

CUSTOMER CONTACT CENTER

24/7

Aligned with Outstanding Customer Service



Budget for FY 2025
\$882,461

87%

Department Budget Spent on Personnel



Position Complement
10 FTEs



Average Cost Per Request:
\$4.90

88

Average Requests Per Employee Per Day

PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

The Call Center Manager is responsible for managing, coordinating, and directing operations and is assisted by the Call Center Supervisor who oversees and supports service operations. The Call Center Customer Advocates round out the team by providing excellent customer service to citizens who contact the Call Center, providing information, and processing a broad range of service requests.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average requests per employee per day (250 workdays)	80	97	87	88
Average cost per request	\$4.75	\$3.99	\$4.60	\$4.90
Call abandonment rate	2%	1.3%	1.3%	1.1%
One call resolution	72%	73%	75%	76%
Received by telephone	173,500	171,083	174,504	175,376
Received electronic	78,200	77,553	79,104	79,500
Other requests/inquiries	2400	2412	2460	2,472
Total citizen requests received and dispatched	254100	251,048	256,068	257,348
Average Call Handling Time	2:10	2:55	2:15	2:10

Customer Contact Center

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$610,718	\$717,550	\$766,730	6.9%
Internal Service Charges and Utilities	\$96,642	\$105,965	\$113,571	7.2%
General Expenses	\$1,074	\$2,160	\$2,160	0%
Total Department Budget:	\$708,434	\$825,675	\$882,461	6.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
34107 - Customer Contact Center	9.000	10.000	10.000	0.000
Total Personnel:	9.000	10.000	10.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
34107 - Customer Contact Center	\$708,434	\$825,675	\$882,461	6.9%
Total Budget for Fund:	\$708,434	\$825,675	\$882,461	6.9%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	9.000	10.000	10.000	0.000



DESCRIPTION

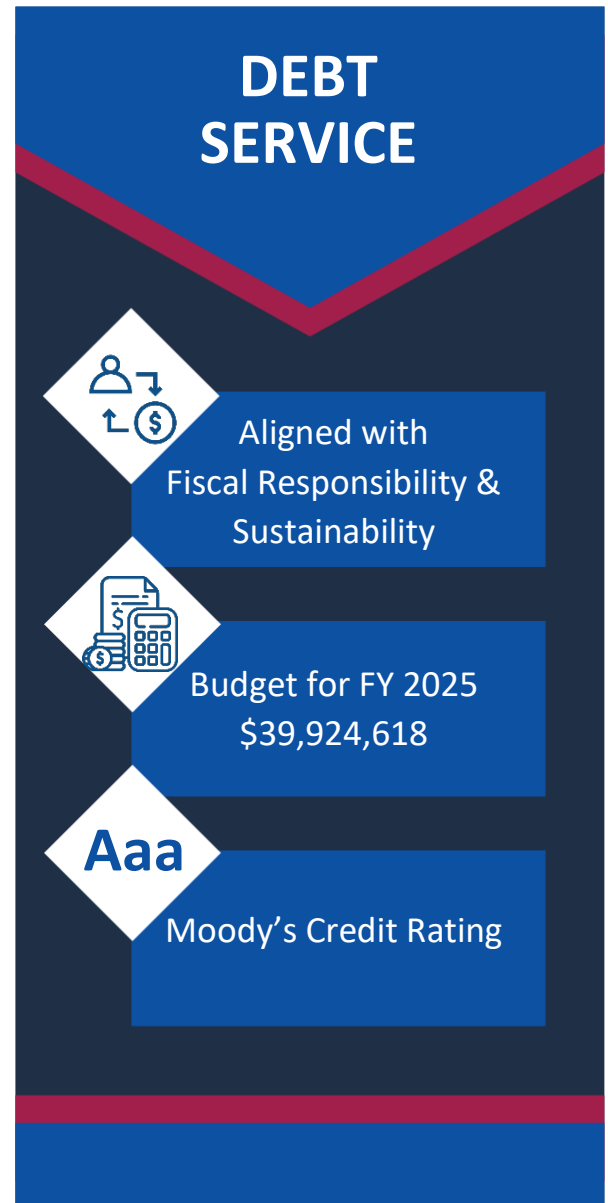
Debt Management and the payment of debt service is a function of the Department of Finance. This section of the budget represents the annual payments required for General Obligation bonds and other debt issued by the City. Debt service costs for Chesapeake Transportation System, Public Utilities, and the Economic Development Authority are included in department budgets and excluded from this section. Chesapeake Public Schools pays its own leases and subscriptions. The City typically borrows to finance construction or the acquisition of land, infrastructure, buildings and capital equipment.

OBJECTIVES & POLICIES

- Long-term borrowing will not be used to finance current operations or normal maintenance.
- Long-term borrowing for capital improvements will be repaid within a period that is less than the expected useful life of the improvements.
- Overall net debt will not exceed three and one-half percent (3.5%) of the assessed valuation of the taxable real property in the City of Chesapeake.
- Tax-supported debt service will not exceed 10% of budgeted General Government revenue.
- Overall net debt will not exceed \$3,000 per capita.
- Where possible and appropriate, the City will develop, authorize, and issue revenue or other self-supporting debt instruments in lieu of general obligation bonds.
- Lease-purchase or other debt instruments may be used as a medium-term (four to ten years) method of financing for vehicles, specialized types of equipment or other capital improvements. It will be used cautiously with the goal of financing purchases greater than \$20,000.
- Short-term debt, such as tax-exempt commercial paper, bond anticipation notes, tax anticipation notes, and grant anticipation notes, may be used when it provides immediate financing and an interest advantage, or the advantage to delay long-term debt until market conditions are more favorable. The City of Chesapeake in consultation with their municipal advisor will determine and utilize the least costly method for short-term borrowing.

CHANGES IN THE DEPARTMENT'S BUDGET

- The funding for most debt service payments comes from the already committed funds in the City and Schools Lockboxes. The amount necessary for debt service payments is transferred from the General Fund to the Debt Service Fund.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

Debt Management is a key component of a City’s economic responsibility and sustainability. This credit risk is measured by outside rating agencies. Another measurement is the City’s ability to adhere to its financial policies.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Moody’s Credit Rating	Aaa+	Aaa	Aaa	Aaa
S&P Credit Rating	AAA+	AAA	AAA	AAA
Fitch Credit Rating	AAA	AAA	AAA	AAA
Outstanding debt will not exceed 3.5% of assessed taxable real property	<3.5%	0.81%	1.08%	1.43%
Outstanding debt will not exceed \$3000 per capita (251,959 estimated residents)	<\$3,000	\$1,145	\$1,596	\$2,175
Tax supported debt service will not exceed 10% of General Government Revenue	<10%	6.63%	5.48%	6.84%

The City’s computation of the Legal Debt Margin (in accordance with Article VII, Section 10 of the Constitution of Virginia) requires the outstanding debt to be limited to 10.0% of the assessed valuation of real estate. The City’s assessed valuation of real estate per the audited financial statements as of June 30, 2023, was \$35,703,853,767, therefore outstanding debt was limited to 10%, or \$3,570,385,377. The amount of outstanding tax supported debt, less any self-supporting revenue bonds applicable to the legal debt limit on June 30, 2023 was \$259,032,638. Therefore, the City used 7.26% of the available Legal Debt Margin.

The following tables summarize the City’s future debt service requirements for general obligation bonds, revenue bonds, direct placements, GASB leases, subscription based information technology agreements, and installment purchase agreements as of June 30, 2023. Not all of the below listed payments are made from the Debt Service Fund. The Chesapeake Transportation System and Public Utilities debt, lease, and subscription payments are made from funds within each of these departments.

Year ending	Direct Placements and Installment Purchase Agreements		Leases & Subscriptions	
	Principal	Interest	Principal	Interest
2024	16,860,000	6,411,945	4,810,265	274,503
2025	16,760,000	5,738,164	2,109,632	151,957
2026	17,235,000	4,931,370	1,798,105	103,625
2027	15,440,000	4,153,844	1,339,690	60,527
2028	12,325,000	3,485,096	457,745	28,305
2029-2033	44,102,284	9,724,833	1,191,483	43,037
2034-2038	20,145,000	3,057,888	10,916	2,284
2039-2043	12,470,000	764,839	11,847	1,353
2044-2048	350,000	8,750	10,202	359
Total Debt	155,687,284	38,276,729	11,739,885	665,950

General Obligation Bonds			Public Utilities General Obligation and Revenue Bonds		Chesapeake Transportation System Senior Revenue Bonds	
Year ending	Principal	Interest	Principal	Interest	Principal	Interest
2024	11,130,000	5,276,044	7,260,000	1,726,257	4,975,000	6,242,656
2025	11,420,000	4,756,453	7,460,000	1,442,008	2,185,000	7,799,713
2026	10,675,000	4,227,297	7,755,000	1,144,197	2,400,000	7,708,013
2027	9,715,000	3,727,261	3,450,000	946,147	2,500,000	7,610,013
2028	9,945,000	3,242,494	3,545,000	852,969	2,585,000	7,495,388
2029-2033	38,240,000	9,581,804	19,840,000	2,683,982	21,270,000	34,786,413
2034-2038	22,365,000	2,862,759	6,680,000	801,900	28,890,000	28,712,355
2039-2043	3,000,000	150,000	4,355,000	131,850	36,160,000	20,822,880
2044-2048	0	0	0	0	66,219,635	9,888,000
Total Debt	116,490,000	33,824,112	60,345,000	9,729,310	167,184,635	131,065,431

Economic Development Direct Placement Bond			Chesapeake Transportation System Direct Placement Bonds	
Year ending	Principal	Interest	Principal	Interest
2024	820,000	171,923	6,323,166	3,748,195
2025	852,000	140,107	114,000	3,537,634
2026	885,000	107,049	117,796	3,533,837
2027	919,000	72,711	121,719	3,529,915
2028	955,000	37,054	125,772	3,525,862
2029-2033	0	0	2,661,194	17,528,643
2034-2038	0	0	11,365,305	16,513,827
2039-2043	0	0	23,365,967	13,902,824
2044-2048	0	0	44,222,238	8,589,333
2049-2052	0	0	24,141,252	1,309,047
Total Debt	4,431,000	528,844	112,558,409	75,719,117

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Debt Service	\$41,799,628	\$40,481,880	\$39,924,618	-1.4%
Transfers to Capital Funds	\$11,294,774	\$0	\$0	-
Total Department Budget:	\$53,094,401	\$40,481,880	\$39,924,618	-1.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Federal Government	\$281,439	\$0	\$0	-
Fund Surplus	\$0	\$0	\$5,000,000	-
Miscellaneous Local Revenues	\$600,264	\$698,299	\$769,081	10.1%
Other Revenues	\$11,347,362	\$0	\$0	-
Transfer from Other Funds	\$355,368	\$354,620	\$358,449	1.1%
Transfers from Capital Funds	\$7,466,275	\$0	\$0	-
Transfers from General Fund	\$33,119,410	\$37,011,138	\$31,387,904	-15.2%
Transfers from TIF Funds	\$2,293,163	\$2,362,934	\$2,354,295	-0.4%
Transfers to Other Funds	\$504,302	\$0	\$0	-
Use of Money & Property	\$2,144,662	\$54,889	\$54,889	0%
Total Department-Specific Revenue:	\$58,112,243	\$40,481,880	\$39,924,618	-1.4%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$58,112,243	\$40,481,880	\$39,924,618	-1.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

401 - Debt Service Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
95100 - Debt Services	\$53,094,401	\$40,481,880	\$39,924,618	-1.4%
Total Budget for Fund:	\$53,094,401	\$40,481,880	\$39,924,618	-1.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$2,144,662	\$54,889	\$54,889	0%
Transfers from TIF Funds	\$2,293,163	\$2,362,934	\$2,354,295	-0.4%
Federal Government	\$281,439	\$0	\$0	-
Transfers from Capital Funds	\$7,466,275	\$0	\$0	-
Other Revenues	\$11,347,362	\$0	\$0	-
Transfer from Other Funds	\$355,368	\$354,620	\$358,449	1.1%
Fund Surplus	\$0	\$0	\$5,000,000	-
Transfers to Other Funds	\$504,302	\$0	\$0	-
Transfers from General Fund	\$33,119,410	\$37,011,138	\$31,387,904	-15.2%
Miscellaneous Local Revenues	\$600,264	\$698,299	\$769,081	10.1%
Total Revenues for Fund:	\$58,112,243	\$40,481,880	\$39,924,618	-1.4%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



MISSION STATEMENT

Development and Permits will provide courteous assistance to citizens navigating site development, zoning, building, and property maintenance requirements to maximize utilization of their property while preserving the health, safety, and welfare of the community.

DESCRIPTION

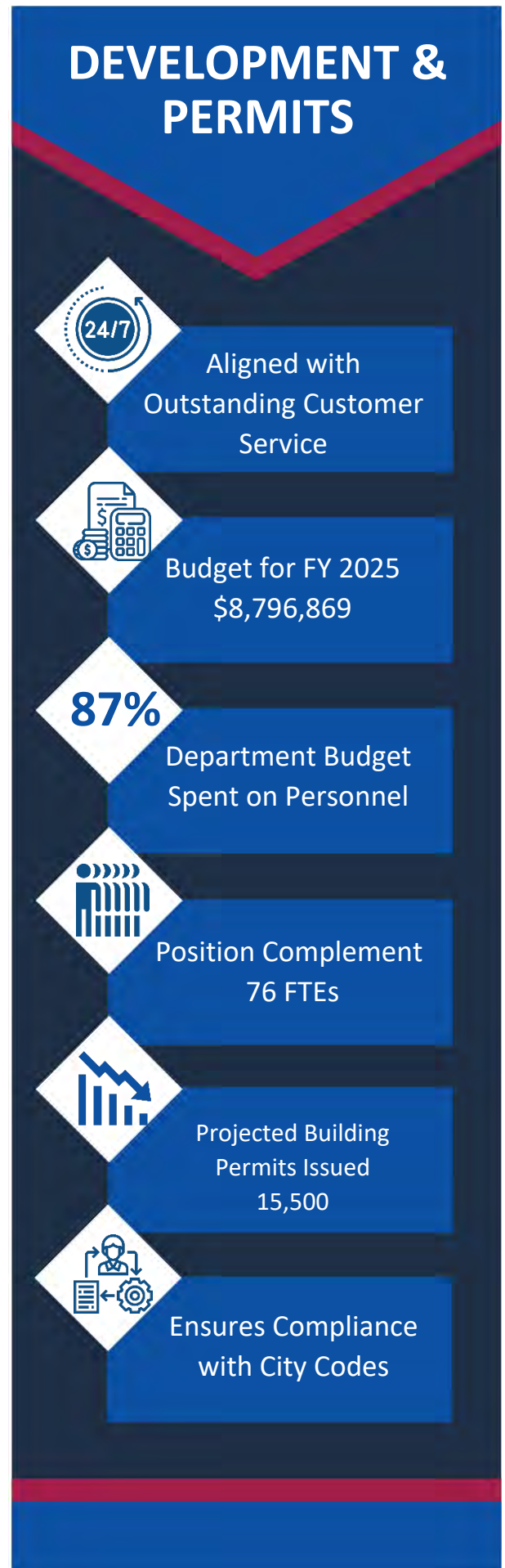
The Department of Development and Permits is responsible for all aspects of private property development from construction plan review of raw land to certificate of occupancy for new buildings. The department is responsible for ensuring that private development does not adversely impact adjacent properties, and that new facilities are designed and constructed to minimize future public maintenance/expense. The department is also responsible for the enforcement of property maintenance, rental inspections, and zoning codes for existing properties.

OBJECTIVES

- Review and approve development projects in a timely and efficient manner.
- Provide inspections of development to ensure satisfactory construction of public facilities that the City will be accepting for maintenance.
- Perform property maintenance and zoning enforcement inspections and resolve violations in an efficient and timely manner. Continue to pursue voluntary compliance with the City Code and take corrective action when necessary to achieve compliance.
- Issue building permits and perform building inspections in a timely and efficient manner.
- Apply current technologies to increase productivity, efficiency, and customer service.
- Maintain effective right-of-way permitting that will facilitate the construction schedule for approved plans while ensuring compliance with applicable City and State requirements.

CHANGES IN THE DEPARTMENT'S BUDGET

- Charges for services are increasing by 14.5% with the largest contributor to this increase being subdivision inspection charges. The decrease in the licenses, permits, and fees category is reflective of a downturn in the quantity of permits. Overall department specific revenue is projected to increase by \$79,300.
- The increase in internal service charges reflects the department's increased allocation for information technology and self-insurance charges.



ORGANIZATION & PERFORMANCE MEASURES



DIRECTOR: Jay Tate

**Department Administration
(9 FTEs)**

**Zoning & Property
Maintenance Enforcement
(18.5 FTEs – incl 3.5 Grant)**

**Bldg. Plan Review
and Inspections
(29 FTEs)**

**Site Development: Plan Review,
Permitting, Admin & Inspections
(22 FTEs)**



Strategic Outcome: Environmental Responsibility

Development and Permits maintains infrastructure resiliency; Chesapeake’s permitting regulations require that development meet environmental standards.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Development plans processed (annual)	1,300	1,245	1,250	1,250



Strategic Outcome: Safety & Security

Beyond its role in preventing infrastructure-related accidents such as collapses via building code enforcement, Development and Permits administers contracts to ensure that unsafe buildings are properly demolished and that high grass and debris violations that pose potential health and safety risks are abated.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Building demolitions completed		21	25	25
Grass/weed violations/citations		4,528	5,000	5,500
Buildings boarded up		20	15	15



Strategic Anchor: Making Chesapeake an Exceptional Place

By helping ensure that property development does not adversely affect adjacent properties and that it follows Chesapeake’s agreed-upon regulations, Development and Permits is a key piece of building an Exceptional Place.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Building permits issued (annual)		17,757	17,800	15,500
Building inspections completed (annual)		36,861	37,000	36,500
Investigations of citizen property maintenance reports (complaints)		11,182	11,000	11,000



Strategic Anchor: Outstanding Customer Service

Development and Permits takes pride in providing timely, efficient customer service.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Permits issued at permit counter (%)	25%	19%	19%	19%
Permits issued electronically through eBUILD (%)	75%	81%	80%	80%
Building inspections completed within 2 days of customer request (%)	97%	97.3%	98%	98%
First inspections conducted within 10 days (%)	81%	60%	55%	55%
Non-litigated issues resolved within 120 days (%)	61%	80%	85%	85%
Site Development plan reviews performed within published guideline review times (%)	85%	82%	85%	85%
Permits issued electronically through Auto Issue Process (%)	25%	28%	28%	28%



Strategic Anchor: Fiscal Responsibility & Sustainability

These measures demonstrate the department’s high productivity and efficient use of staff.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Permits issued per permit technician (daily)	15	14.9	15	13
Building inspections per inspector (daily)	14	11.5	12	11
Property Maintenance and Zoning Investigations conducted per inspector	1,000	882	920	920
Development plans processed per engineer (annual)	225	208	210	210

Development and Permits

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$7,086,720	\$7,553,204	\$7,650,106	1.3%
Internal Service Charges and Utilities	\$966,394	\$672,041	\$717,261	6.7%
General Expenses	\$349,747	\$429,502	\$429,502	0%
Total Department Budget:	\$8,402,861	\$8,654,747	\$8,796,869	1.6%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$1,382,107	\$992,253	\$1,136,196	14.5%
Licenses, Permits, and Fees	\$4,049,012	\$3,591,576	\$3,526,933	-1.8%
Miscellaneous Local Revenues	\$15	\$0	\$0	-
Recovered Costs	\$5,431	\$0	\$0	-
Total Department-Specific Revenue:	\$5,436,565	\$4,583,829	\$4,663,129	1.7%
General Fund Support:	\$2,966,296	\$4,070,918	\$4,133,740	1.5%
Total Department Resources:	\$8,402,861	\$8,654,747	\$8,796,869	1.6%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
34106 - Development and Permits	76.000	76.000	76.000	0.000
Total Personnel:	76.000	76.000	76.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
34106 - Development and Permits	\$8,209,975	\$8,439,747	\$8,581,869	1.7%
Total Budget for Fund:	\$8,209,975	\$8,439,747	\$8,581,869	1.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$1,192,760	\$777,253	\$921,196	18.5%
Recovered Costs	\$5,431	\$0	\$0	-
Licenses, Permits, and Fees	\$4,049,012	\$3,591,576	\$3,526,933	-1.8%
Miscellaneous Local Revenues	\$15	\$0	\$0	-
Total Revenues for Fund:	\$5,247,218	\$4,368,829	\$4,448,129	1.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	76.000	76.000	76.000	0.000

204 - Fee Supported Activities

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12700 - Demolitions: Abandoned Structures	\$192,886	\$215,000	\$215,000	0%
Total Budget for Fund:	\$192,886	\$215,000	\$215,000	0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$189,347	\$215,000	\$215,000	0%
Total Revenues for Fund:	\$189,347	\$215,000	\$215,000	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



DESCRIPTION

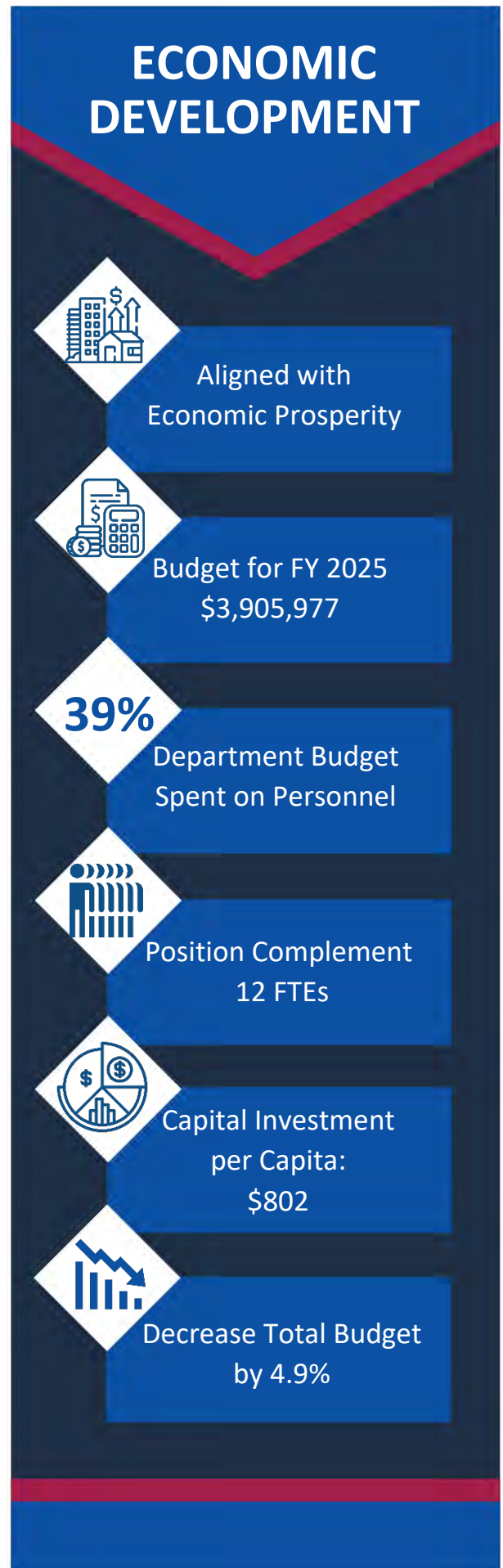
Economic Development helps to attract, retain, and expand high-quality industries and businesses to create a stable, diverse tax base and economy. In doing so, Economic Development helps to create jobs and improve the standard of living in Chesapeake.

OBJECTIVES

- Attract new business investment from targeted industries and provide an effective Business Retention and Expansion Program in the industrial, commercial, and retail sectors of the City.
- Enhance the use of the department website to market the City for business location and expansion.
- Promote development opportunities and private sector development of new business parks, commercial areas, and redevelopment corridors.
- Work with the Planning Department to implement the strategies of the Development Master Plans for South Norfolk, Great Bridge, Greenbrier, Deep Creek, Western Branch, and Indian River.
- Increase international business presence by utilizing outreach marketing, particularly in Europe, the Far East, and South America.
- Attract continued and increased private investment within the Tax Increment Financing (TIF) Districts of Greenbrier and South Norfolk.
- Implement the initiatives and continuum of improvements within the directives outlined in the City ordinance establishing the TIF Districts.
- Administer the Economic Development Authority Incentive grant program to businesses that meet expansion criteria.

CHANGES IN THE DEPARTMENT'S BUDGET

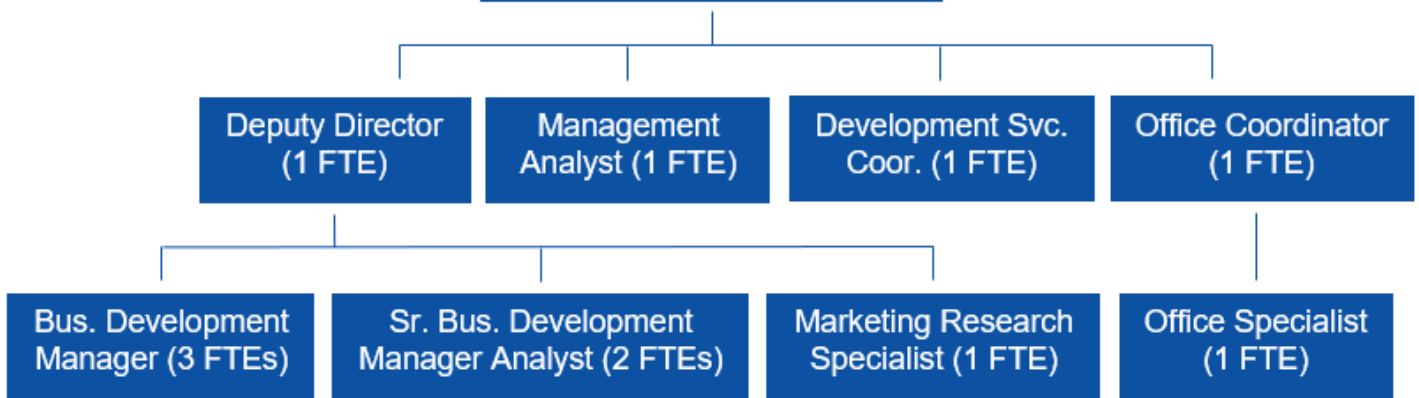
- Personnel cost increases are due to market adjustments for positions within the department.
- The increase in internal service charges is primarily due to the department's allocation of these costs.
- The department is receiving additional funding to provide resources and support aimed at the development of small businesses.
- Revenue that was previously allocated from the Tobacco Tax to the Economic Development Incentive Program (EDIP) is not dedicated. This change was made due to the continual decline in the tobacco tax. In its place, the department will receive additional General Fund support.
- The department anticipates awarding fewer EDIP grants in FY 2025. This is the primary source for the decrease in the department's budget.



ORGANIZATION & PERFORMANCE MEASURES



MANAGER: Steven C. Wright



Strategic Outcome: Economic Prosperity

Economic Development works with businesses to increase the non-residential tax base, increase jobs in the City, and provide support to small and minority-owned businesses.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Capital investment per capita (total capital investment divided by population)	\$802	\$1,065.71	\$802	\$802
Closed projects as % of new projects	15%	15.4%	15%	15%
Total capital investment (in millions)	\$200	\$269.07	\$200	\$200

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$1,410,689	\$1,478,588	\$1,512,416	2.3%
Internal Service Charges and Utilities	\$132,334	\$239,973	\$267,183	11.3%
General Expenses	\$2,399,747	\$2,389,371	\$2,010,706	-15.8%
Contribution to Fund Balance	\$0	\$0	\$115,672	-
Total Department Budget:	\$3,942,770	\$4,107,932	\$3,905,977	-4.9%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$0	\$1,000,416	\$750,000	-25.0%
Other Local Taxes	\$0	\$297,084	\$0	-100%
Recovered Costs	\$60	\$0	\$0	-
Total Department-Specific Revenue:	\$60	\$1,297,500	\$750,000	-42.2%
General Fund Support:	\$3,942,710	\$2,810,432	\$3,155,977	12.3%
Total Department Resources:	\$3,942,770	\$4,107,932	\$3,905,977	-4.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81050 - Business Development/Retention	12.000	12.000	12.000	0.000
Total Personnel:	12.000	12.000	12.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81050 - Business Development/Retention	\$3,942,770	\$2,810,432	\$2,867,805	2.0%
Program	\$0	\$1,297,500	\$1,038,172	-20.0%
Total Budget for Fund:	\$3,942,770	\$4,107,932	\$3,905,977	-4.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$60	\$0	\$0	-
Other Local Taxes	\$0	\$297,084	\$0	-100%
Fund Surplus	\$0	\$1,000,416	\$750,000	-25.0%
Total Revenues for Fund:	\$60	\$1,297,500	\$750,000	-42.2%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	12.000	12.000	12.000	0.000



Symphony Under the Stars: City Park

DESCRIPTION

The Department of Finance works to ensure a fiscally sound city government by maintaining the integrity of the City of Chesapeake's books and records. This responsibility is realized through the administration of debt, the establishment of proper internal controls, the maintenance of accounting records, payroll and invoice processing, and the financial administration of state and federal grants. The department also manages the Risk Management function by handling claims for property, casualty, and workers' compensation. The department serves management by providing accurate and timely financial analysis/reports for decision-making purposes. Finance also produces the City's Annual Comprehensive Financial Report (ACFR).

OBJECTIVES

- Maintain internal control over all financial transactions.
- Ensure financial transactions are in accordance with generally accepted accounting principles.
- Ensure personnel are competent in the field of accounting.
- Provide timely financial reports and analyses to support management decision-making.
- Report claims and claimants promptly to state and federal agencies as required under the law.
- Provide support to City departments for financial, accounting, accounts payable, and payroll procedures.
- Support Workforce Dimensions and PeopleSoft maintenance and upgrade with active participation in planning, testing, and education.
- Provide direction and support to the City of Chesapeake Other Post-Employment Benefits Trust Board.
- Provide financial analyses, debt policy recommendations, and debt management for the citywide debt portfolio.
- Identify potential liabilities to the City and seek methods to eliminate/reduce exposure and recommend alternative practices and safeguards.
- Procure insurance for those exposures that cannot be completely mitigated through insurance policies that reduce the City's potential for serious loss.
- Evaluate liability claims to determine the City's potential liability, generate payments for accepted loss, and work with the City Attorney's Office to defend the City against claims of questionable circumstance.
- Guide safety policies and procedures through updates by OSHA and best safety practices, perform work site inspections, perform accident investigations, and provide work process evaluations for appropriate safe practices.
- Limit workers' compensation losses through appropriate management oversight and partnership with a third-party administrator for timely reporting and understanding of claim status.

FINANCE & RISK MANAGEMENT

24/7

Aligned with Fiscal Responsibility & Sustainability



Budget for FY 2025
\$15,034,855

27%

Department Budget Spent on Personnel



Position Complement
35 FTEs

500

Monthly LINKage Training Attendees



Checks/Direct Deposit Slips Issued:
115,089

CHANGES IN THE DEPARTMENT'S BUDGET

- Personnel costs increased as the Finance Department added five FTEs to their complement in FY 2025. Four and a half of these FTEs are taking over responsibilities for the Treasurer's Office in accordance with changes authorized by City Council on May 9, 2023. Three of these positions, a Collection Agent, a Customer Service Manager, and an Account Specialist II, will administer the Emergency Medical Services billing and collections functions, a fourth position, an Accountant II, will take over managing bank accounts and banking relationships. In addition to these four FTEs, an additional Accountant II was added to maintain compliance with the new Government Accounting Standards Board (GASB) pronouncements and will be a part of the team responsible for cash management and investments.
- The increase in internal service charges is based on the department's allocation of these costs.
- Expenses for the Risk Management fund increase modestly (1.6%) for annual premium rate increases for auto, general liability, and law enforcement liability premiums.
- Funding was increased in the General Expenses category to fund a contractual adjustment for the City's Debt Management software.
- Revenue from service charges decreased by 30.5% in FY 2025, mostly due to reduced requests for multiple W-2 forms by employees.

ORGANIZATION & PERFORMANCE MEASURES



DIRECTOR: Kristen Bailey

Deputy Director of
Finance (1 FTE)

Risk Manager
(4 FTEs)

Financial Systems
Analyst (1 FTE)

Financial
Specialist (1 FTE)

Payroll Management
(6 FTEs)

Business Application
Specialist I (1 FTE)

Assistant Directors, Accountants
& Accounts Specialists (20 FTEs)



Strategic Outcome: Safety & Security

Through the Risk Management division of Finance, the department aligns with the Strategic Outcome of Safety and Security by providing workplace hazard assessments, defensive driving, and safety site inspections.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Safety site inspections with follow-up		6	12	12
Defensive driving courses conducted		0	0	TBD
Workers' Compensation Employee "First Contacts" Risk Staff		100%	100%	100%
Work Place Hazard Assessments w/ Contract Services		2	4	4



Strategic Anchor: Outstanding Customer Service

Finance and Risk Management demonstrate outstanding customer service by offering training, tracking data, and ensuring an efficient payroll process.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Users attending monthly training (LINKage)		767	500	500
Training sessions held		24	25	25
PeopleSoft User Access Forms processed		300	300	450
Workers' Compensation cases assigned		408	600	600
Workers' Compensation cases open		310	500	500
All other insurance cases assigned		480	400	400
All other insurance cases open		89	93	90
Escheated check letters issued		382	300	300
Vouchers processed per FTE		19,260	19,404	19,550
Accounts payable (AP) vouchers processed within 7 business days		98%	95%	97%
Financial System "help" tickets solved		445	345	245
Financial System "help" tickets solved within 7 days		300	325	228
Checks/direct deposit slips issued		115,089	115,089	115,089
Garnishments, liens, bankruptcies		5,106	5,106	5,106
VRS payroll deductions processed		409,272	409,272	409,272
Medical/Dental/Vision insurance transactions		218,001	218,001	218,001
Medical & Dependent Care Flex Transactions		32,561	32,561	32,561
Payroll deductions processed		727,668	727,668	727,668
Payroll Training sessions held		3	3	3
Payroll submitted 2 business days before payday for direct deposit/printing		100%	100%	100%
Bonds outstanding		157	143	133
Safety, disability, & wellness committee meetings		2	4	4



Strategic Anchor: Fiscal Responsibility & Sustainability

The Finance Department and Risk Management help to encourage fiscal responsibility and sustainability by creating and posting financial journals, compiling financial statements for the City Manager, and many other functions as outlined below.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
VRS Navigator maintenance transactions		7,671	7,800	7,800
AP Vouchers processed		69,816	70,340	70,867
P-Card invoices		10,483	10,500	10,500
1099s issued		465	465	465
Other debt instruments outstanding		3	3	3
Outstanding bonds (in millions)		618.84	618.37	568.46
Other debt instruments outstanding (in millions)		78.49	79.72	80.94
Debt payment accuracy and timeliness		100%	100%	100%
Outstanding GASB 87 lease agreements		50	52	55
Outstanding GASB 87 lease agreements (\$ in millions)		3.54	3.27	3.00
Outstanding GASB 96 subscription-based information technology arrangements		60	65	70
Outstanding GASB 96 SBITAs (\$ in millions)		8.29	8.98	9.67
Journal vouchers		19,587	19,600	19,600
Monthly financial statements submitted to the City Manager within 45 days (December through May)		100%	100%	100%
Annual Comprehensive Financial Report (ACFR) submitted to City Council by (APA) deadline		100%	100%	100%
APA Transmittal forms submitted by the deadline		100%	100%	100%
Receive an unmodified audit opinion		100%	100%	100%
Journal vouchers posted by the tenth day of the following month.		100%	100%	100%
PeopleSoft security and configuration changes		6	6	0
Payroll journals posted within 5 days		95%	95%	95%
Administrative fees related to Involuntary deductions		10,864	11,000	11,000
Administrative fees related to the reissue of W-2 Forms		675	675	675
Workers' Compensation Medical Savings through TPA Network in dollars		\$ 2,358,996	\$2,100,000	\$2,100,000
Property evaluations for Insurance		2	4	4
Timely Insurance Renewals		18	18	18
Workers' Compensation Cases Closed		73%	70%	70%
Timekeeping/Leave System (UKG WFDimensions) "help" tickets/profile updates resolved		2274	2000	2000
% of Timekeeping/Leave System (UKG WFDimensions) "help" tickets/profile updates resolved		100%	100%	100%
Timekeeping/Leave System (UKG WFDimensions) New Hires and Terminations processed		1662	1500	1500
Timekeeping/Leave System (UKG WFDimensions) formal training sessions		10	10	10

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$3,322,958	\$3,607,230	\$4,060,240	12.6%
Internal Service Charges and Utilities	\$466,300	\$489,467	\$581,840	18.9%
General Expenses	\$7,330,634	\$10,214,876	\$10,392,775	1.7%
Total Department Budget:	\$11,119,892	\$14,311,573	\$15,034,855	5.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$11,539	\$22,425	\$15,580	-30.5%
Miscellaneous Local Revenues	\$5,124,548	\$10,567,434	\$10,738,282	1.6%
Other Revenues	\$1,984,120	\$0	\$0	-
Recovered Costs	\$1,164,842	\$0	\$0	-
Transfers from General Fund	\$50,052	\$0	\$0	-
Use of Money & Property	\$1,014,590	\$0	\$0	-
Total Department-Specific Revenue:	\$9,349,691	\$10,589,859	\$10,753,862	1.5%
General Fund Support:	\$1,770,202	\$3,721,714	\$4,280,993	15.0%
Total Department Resources:	\$11,119,892	\$14,311,573	\$15,034,855	5.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12420 - Finance Director	25.625	26.000	31.000	5.000
12550 - Risk Management	4.000	4.000	4.000	0.000
Total Personnel:	29.625	30.000	35.000	5.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12420 - Finance Director	\$3,480,938	\$3,744,139	\$4,296,573	14.8%
Total Budget for Fund:	\$3,480,938	\$3,744,139	\$4,296,573	14.8%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$4,007	\$0	\$0	-
Charges for Services	\$11,539	\$22,425	\$15,580	-30.5%

Total Revenues for Fund:	\$15,546	\$22,425	\$15,580	-30.5%
Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	25.625	26.000	31.000	5.000

606 - Self-Insurance Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12550 - Risk Management	\$7,638,954	\$10,567,434	\$10,738,282	1.6%
Total Budget for Fund:	\$7,638,954	\$10,567,434	\$10,738,282	1.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$1,014,590	\$0	\$0	-
Recovered Costs	\$1,160,835	\$0	\$0	-
Miscellaneous Local Revenues	\$5,124,548	\$10,567,434	\$10,738,282	1.6%
Other Revenues	\$1,984,120	\$0	\$0	-
Transfers from General Fund	\$50,052	\$0	\$0	-
Total Revenues for Fund:	\$9,334,145	\$10,567,434	\$10,738,282	1.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	4.000	4.000	4.000	0.000

MISSION STATEMENT

To protect and improve quality of life by providing responsive and caring service.

DESCRIPTION

The Chesapeake Fire Department (CFD) has four Divisions: Operations, EMS, Community Risk Reduction (CRR), and Support Services. The Office of Emergency Management (OEM) is also a part of the CFD.

The Operations Division oversees emergency preparedness and response. The department has 15 fire stations, 17 fire engines, three ladder trucks, 13 ambulances, and several specialty apparatus and vehicles. Members respond to fires, medical emergencies, vehicle extractions, hazardous material incidents, and natural and man-made disasters. The department has automatic and mutual aid agreements with neighboring cities and is a member of several regional and state-supported response teams.

The Mobile Integrated Health Program (MIH) is part of the EMS Division. MIH provides appropriate and accessible care to Chesapeake citizens by focusing on individual needs, healthcare education, and navigation of the healthcare system.

The Community Risk Reduction Division conducts business and property inspections, assists with code enforcement, and provides fire education programs to the citizens of Chesapeake.

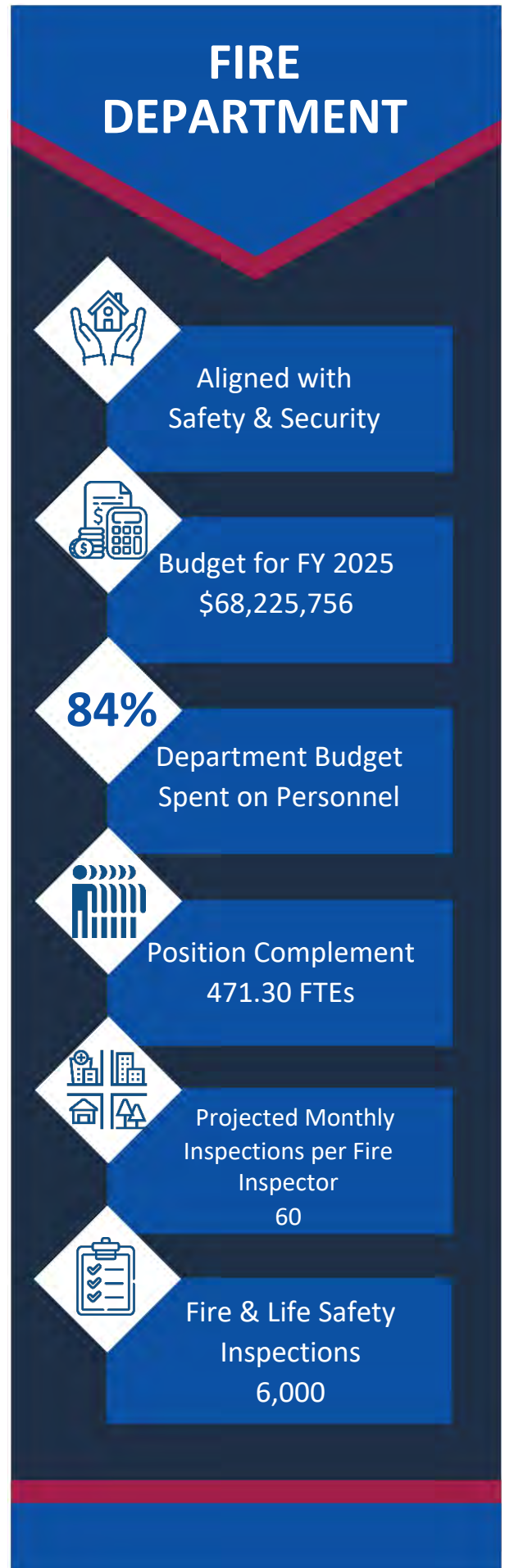
The Support Services Division manages payroll, purchasing, the annual budget, and logistics. Department members are assisted through the hiring, promotional, and retirement processes.

The Office of Emergency Management prepares plans, policies, and procedures for City operations when responding to and mitigating man-made and natural disasters.

OBJECTIVES

The CFD objectives include improving response times, training capabilities, and employee retention while increasing mental health collaboration, safety and security of public facilities, and community engagement.

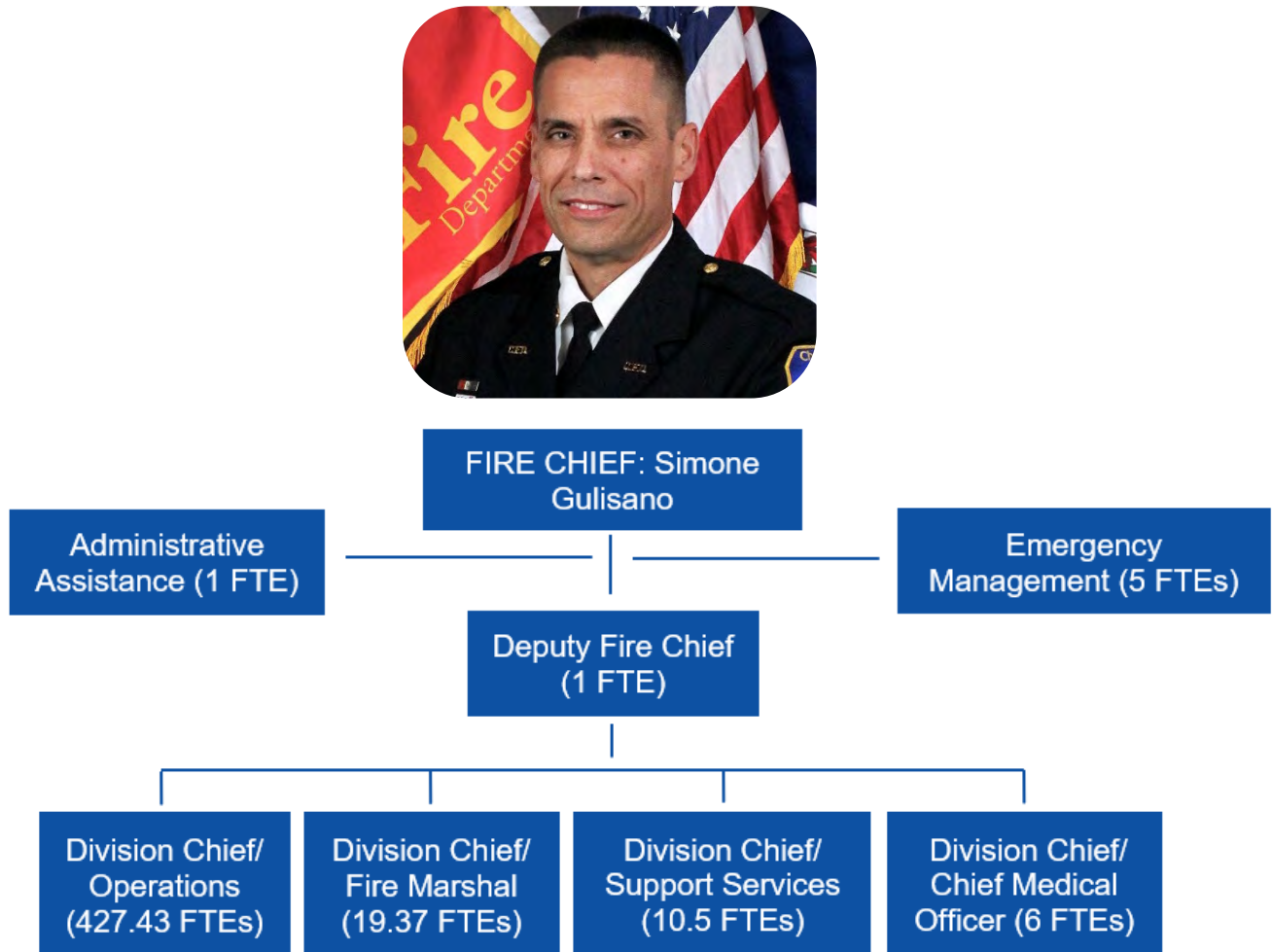
Businesses will be attracted to Chesapeake knowing that the City provides a safe and secure environment. This contributes to economic prosperity. The Fire Department works in an environmentally responsible manner and values cultural diversity in its workforce.



CHANGES IN THE DEPARTMENT’S BUDGET

- One full-time Family Services Specialist II position was added to the department’s personnel complement for the Mobile Integrated Health Program (MIH). This position will help clients in the MIH Program remove barriers to obtaining healthcare, connect to community resources, manage high-frequency utilizers of the EMS 911 System, and address the coordination of emergency services and mental health intervention.
- The personnel budget includes an additional \$1.5 million for overtime to ensure that sufficient resources are available to enhance response times.
- The increase in internal service charges reflects the department's increased allocation for information technology and city garage charges.
- The increase in capital outlays is due to the increased allotment for new supplies and equipment.
- The Fire and Life Safety Inspection Fee schedule has been shifted from a flat fee of \$50 to a fee based on the structure’s square footage. The fee adjustment will keep fees comparable with or lower than most of the other regional fire departments. The primary goal of this adjustment is to improve equity of payment for the services rendered.
- The majority of the increase in charges for services is due to elevated collection activity and the anticipated increases in call volume combined with the updated EMS fees that went into effect July 1, 2023.

ORGANIZATION & PERFORMANCE MEASURES





Strategic Anchor: Outstanding Customer Service

The Fire Department provides outstanding customer service to the surrounding community through the efficient use of staff and resources with improved response times.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Citizen volunteers per 1,000 citizens	100	35	100	100
Improve the City's Community Rating System (CRS) - hours per month	20	20	20	20
Staff hours to complete the annual CRS recertification application	8	16	16	16
New fire alarm/sprinkler system plans reviewed within 30 days of submission	100%	100%	100%	100%



Strategic Outcome: Safety & Security

The Fire Department aligns with the Safety and Security Strategic Outcome by saving lives and reducing property loss through the rapid response to fires and a multitude of other emergencies.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
12 LEAD ECG obtained and transmitted within 10 minutes of first medical contact	75%	80%	75%	75%
Defibrillation within 3 minutes of first medical contract for cardiac arrest patients	75%	78%	75%	75%
EMS calls		30,122	33,135	
Sustained return of spontaneous circulation in cardiac arrest	25%	30%	25%	25%
Stroke identified and scene time under 15 minutes	75%	92%	80%	80%
Trauma alert to an appropriate trauma receiving facility	75%	77%	75%	75%
Utstein bystander cardiac arrest survival rate	25%	25%	25%	25%
Cardiac arrest survival rate	8%	7%	8%	8%
% of structure fires that have an activated smoke detector	85%	77%	85%	85%
Emergency incidents		36,402	40,050	
Number of fires		522	575	
Respond to emergency calls within 7.5 minutes	75%	61%	65%	65%
Time that turn out time is 1.5 minutes or less	75%	58%	65%	65%
Fire and life safety inspections conducted	6,000	5,820	6,000	6,000
Inspections conducted per Fire Inspectors/per month	60	58	60	60
Reduce fall related incidents	25%	25%	25%	43%
Reduce multi-visit patient incidents	50%	50%	50%	68%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$52,100,850	\$54,927,278	\$57,055,950	3.9%
Internal Service Charges and Utilities	\$8,394,825	\$7,974,540	\$8,209,158	2.9%
General Expenses	\$2,111,740	\$2,588,196	\$2,695,511	4.1%
Contribution to Fund Balance	\$0	\$0	\$96,603	-
Capital Outlays	\$67,604	\$68,000	\$158,000	132.4%
Transfers to General Fund	\$169,798	\$0	\$0	-
Transfers to Grant Funds	\$2,645	\$10,534	\$10,534	0%
Total Department Budget:	\$62,847,463	\$65,568,548	\$68,225,756	4.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$5,975,306	\$6,866,378	\$8,873,190	29.2%
Fund Surplus	\$0	\$2,752	\$0	-100%
Licenses, Permits, and Fees	\$243,176	\$241,552	\$241,552	0%
Other Local Taxes	\$0	\$354,396	\$0	-100%
Recovered Costs	\$166,808	\$5,000	\$5,000	0%
Use of Money & Property	\$169,798	\$0	\$0	-
Total Department-Specific Revenue:	\$6,555,088	\$7,470,078	\$9,119,742	22.1%
General Fund Support:	\$56,292,376	\$58,098,470	\$59,106,014	1.7%
Total Department Resources:	\$62,847,463	\$65,568,548	\$68,225,756	4.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
32100 - Fire Supression/EMS	431.918	441.918	440.918	-1.000
32400 - Fire Prevention Bureau	17.255	16.255	17.255	1.000
32412 - Hazardous Environmental Action Team	5.125	5.125	5.125	0.000
32500 - Emergency Management Operations	5.000	5.000	5.000	0.000
32600 - Mobile Integrate Healthcare	2.000	2.000	3.000	1.000
Total Personnel:	461.298	470.298	471.298	1.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
32100 - Fire Suppression/EMS	\$58,905,935	\$61,835,767	\$64,085,929	3.6%
32400 - Fire Prevention Bureau	\$2,176,853	\$2,205,115	\$2,223,343	0.8%
32500 - Emergency Management Operations	\$680,278	\$708,800	\$727,435	2.6%
32600 - Mobile Integrate Healthcare	\$469,169	\$391,906	\$464,841	18.6%
Total Budget for Fund:	\$62,232,234	\$65,141,588	\$67,501,548	3.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$5,748,240	\$6,688,722	\$8,395,534	25.5%
Recovered Costs	\$159,507	\$0	\$0	-
Other Local Taxes	\$0	\$354,396	\$0	-100%
Total Revenues for Fund:	\$5,907,746	\$7,043,118	\$8,395,534	19.2%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	456.173	465.173	466.173	1.000

204 - Fee Supported Activities

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
32412 - Hazardous Environmental Action Team	\$615,230	\$426,960	\$724,208	69.6%
Total Budget for Fund:	\$615,230	\$426,960	\$724,208	69.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$7,301	\$5,000	\$5,000	0%
Licenses, Permits, and Fees	\$243,176	\$241,552	\$241,552	0%
Fund Surplus	\$0	\$2,752	\$0	-100%
Charges for Services	\$227,066	\$177,656	\$477,656	168.9%
Use of Money & Property	\$169,798	\$0	\$0	-
Total Revenues for Fund:	\$647,341	\$426,960	\$724,208	69.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	5.125	5.125	5.125	0.000



Judge Eileen Olds Courtyard Park



MISSION STATEMENT

The General District Court is committed to providing quality service to all citizens equitably, in a responsive and caring manner.

DESCRIPTION

The Chesapeake General District Court's two primary duties and responsibilities are Fiscal and Judicial.

Fiscal duties:

- Collecting and processing court fines and court costs
- Collecting restitution owed to victims
- Collecting filing fees for processing civil claims, both general and small claims

Judicial duties:

- Trials of traffic infractions and misdemeanor cases
- Preliminary hearings in felony matters
- Processing and issuing protective orders in matters involving threat or violence
- Hearing civil cases up to \$25,000 and small claims matters on a specialized docket
- Addressing the unique needs and issues created by defendants with serious mental health issues, identifying them as early as possible, and responding with appropriate remedies on the Behavioral Health Docket to remove them from City jail and minimize recidivism.
- Maintaining court docket, records, and accounts of the traffic, criminal, and civil divisions of the Court.
- Assisting all court users, including law enforcement officers, witnesses, plaintiffs, defendants, attorneys, and members of the public.

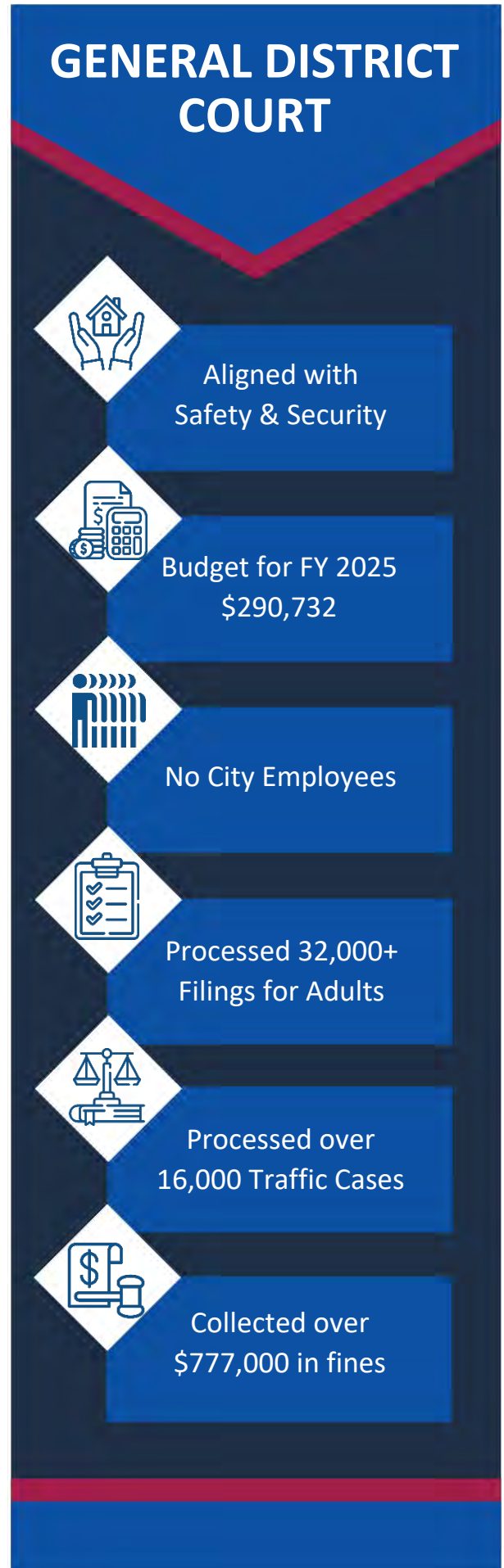
Except for certain large civil filers, many matters in the civil division of the General District Court are filed by residents and small business owners without the assistance of an attorney. The small claims division is used exclusively by unrepresented individuals and small businesses.

OBJECTIVES

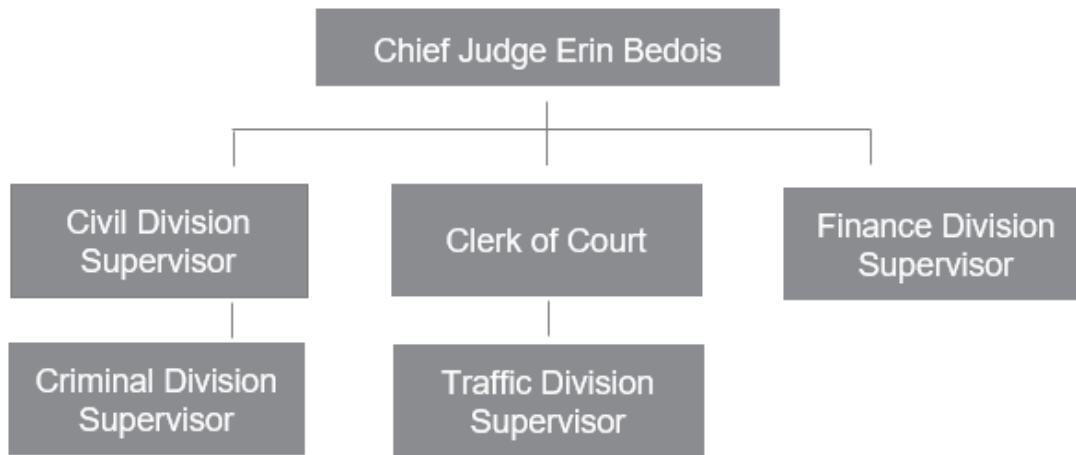
The General District Court processes cases for the public to facilitate the swift administration of justice while providing a fair and equitable judicial process for all. The Court is responsible for providing an orderly and comprehensive system of maintaining court records as required by law and quickly updating case files for the court staff and customers so that accurate/current electronic case information is readily available. Staff strive to continually add services to better serve the public.

CHANGES IN THE DEPARTMENT'S BUDGET

- The General District Court's budget for FY 2025 does not have any significant changes and the court expects to maintain current services.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Outcome: Safety & Security

The General District Court processes cases for the public in a fair and equitable manner for all court users. The court's swift identification of defendants with serious mental health issues greatly improves response times to remove them from City Jail and placed with appropriate facilities that can offer mental health treatment services.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Filings - Adult		30,644	32,679	32,679
Involuntary civil commitments		1,688	1,688	1,688
Traffic cases		16,786	16,789	16,900

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Internal Service Charges and Utilities	\$105,746	\$114,821	\$119,558	4.1%
General Expenses	\$143,988	\$180,019	\$171,174	-4.9%
Total Department Budget:	\$249,734	\$294,840	\$290,732	-1.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21200 - General District Court	\$249,734	\$294,840	\$290,732	-1.4%
Total Budget for Fund:	\$249,734	\$294,840	\$290,732	-1.4%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



Deep Creek Bridge



MISSION STATEMENT

The Chesapeake Health Department is dedicated to preventing illness, promoting healthy lifestyles, and protecting the environment for the citizens of Chesapeake.

DESCRIPTION

Public Health focuses on disease prevention, community education, healthy lifestyles, and environmental health. The Health Department promotes healthy residents by providing services that are not provided by the private sector, including restaurant inspection, septic system inspection and permits, groundwater protection, rodents and rabies control, and issuance of death certificates. The department also provides maternal and child health care, family planning services, sexual disease treatment, and communicable disease investigation.

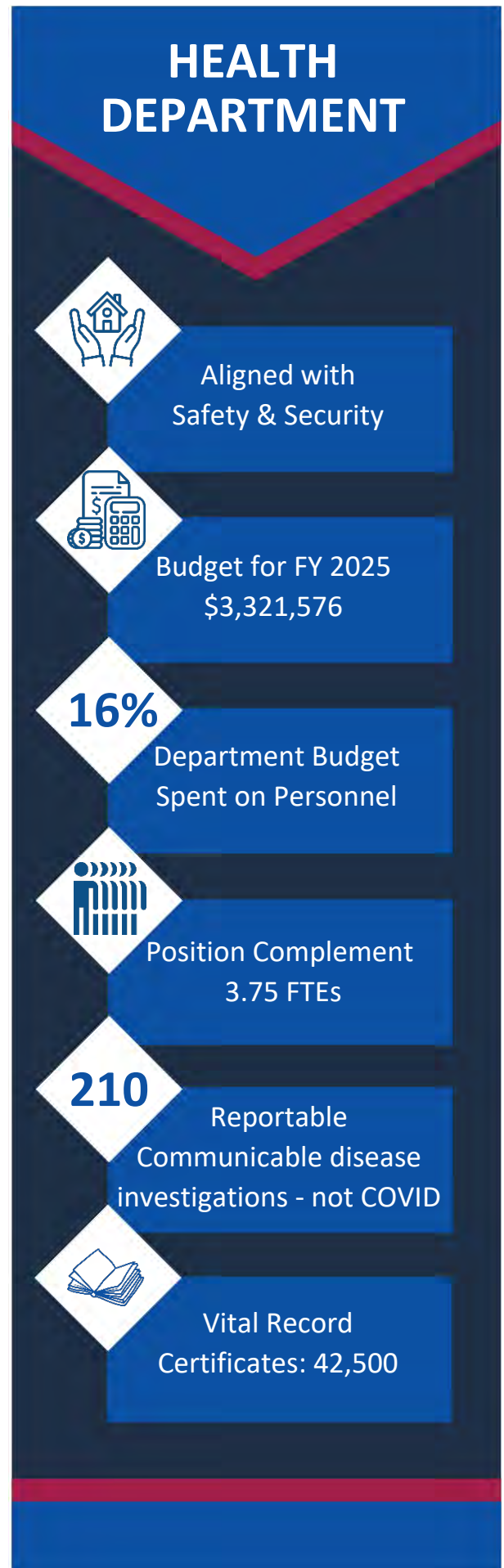
This budget only represents the City's funding for the department, most departmental expenses are paid directly by the Commonwealth of Virginia and are not part of the City's budget.

OBJECTIVES

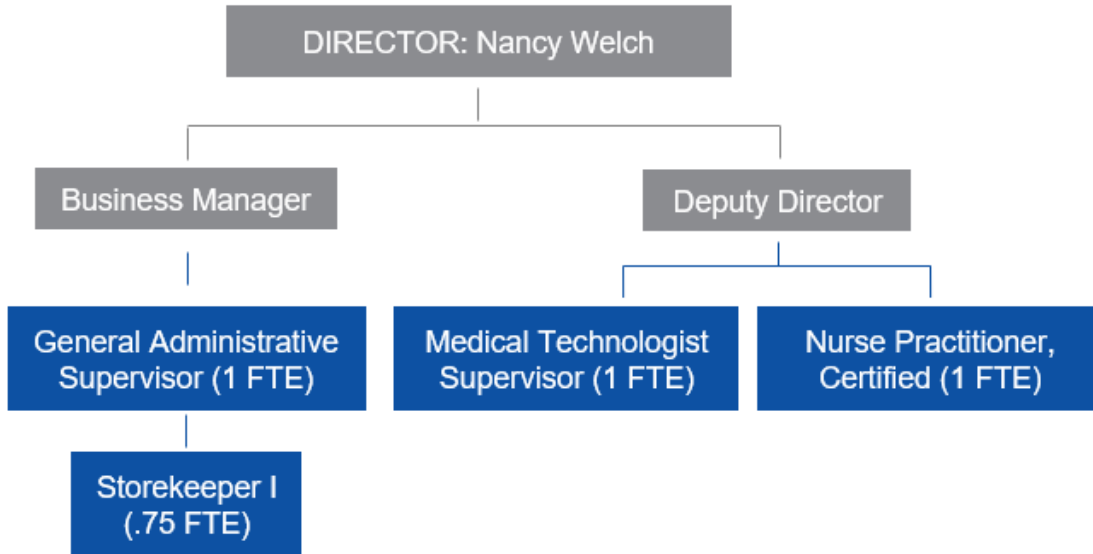
- Protect against environmental health hazards by diagnosing, investigating, and correcting environmental health problems through routine inspections of food and tourist establishments, permitting and inspecting private well installations and sewage disposal systems, and monitoring rabies exposures and communicable diseases.
- Promote the delivery of maternal, prenatal, and perinatal care to "at-risk" women through case management by providing home visits to clients referred for maternity case management services and those at risk for complications of pregnancy. Monitors pregnancy indicators to determine the effectiveness of maternity case management.
- Reduce morbidity and mortality associated with communicable diseases to the public by conducting timely investigations of potential communicable disease outbreaks and monitoring the incidence of disease within the community, taking appropriate actions to reduce, prevent, or eradicate the diseases.
- Provide certified copies of vital records certificates for marriage, birth, divorce, and death.
- Provide Clinical health services including family planning, sexually transmitted infection screening/ treatment, breast and cervical cancer screening, immunization services, and tuberculosis screening and treatment.

CHANGES IN THE DEPARTMENT'S BUDGET

- The City is required to contribute a percentage of the department's total operating costs to the state. This is known as the Cooperative Health Board Contribution. The total operating costs and the total percent contribution from the City have increased over the past several years, leading to a \$546,000 increase in General Expenses for FY 2025.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

Provide outstanding service to Council, our community, our customers, and each other. Chesapeake Health Department provides certified copies of certificates for marriage, birth, divorce, and death to citizens and funeral homes.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Vital Record Certificates (Death, Birth, Marriage, Divorce)		43,966	44,000	42,500



Strategic Outcome: Environmental Responsibility

Environmental health programs support the environmental responsibility outcome as they protect against environmental health hazards by diagnosing, investigating, and correcting environmental health problems through routine inspections of food and tourist establishments, permitting and inspecting private well installations and sewage disposal systems, and monitoring rabies exposures and communicable diseases.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Food establishment permits issued		741	745	750
Well and Septic Applications		431	400	402
Rabies Clinics		321	350	340



Strategic Outcome: Safety and Security

Clinical Services focus on health screenings, medical diagnosis, medical management of acute/chronic conditions, assessment of immunization status, diagnostic screening, health prevention counseling, and medical case management. We also provide communicable disease investigation, data analysis; and outbreak investigations/response. CHD and Human Services jointly provide assessments of persons eligible for nursing home placement and support services to support eligible clients.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Baby care case management visits		5026	6080	5690
Sexually transmitted disease visits		1439	1555	1056
Family Planning		740	1250	1031
Tuberculosis visits		1795	1785	1473
Breast and cervical cancer visits		901	1300	980
Pre-admission nursing home screens		757	722	716
Reportable Communicable disease investigations- non-COVID19		205	200	210
Immunizations provided- non COVID-19		2003	1500	1753
Ryan White Grant Administration-ADAP Encounters		446	455	379
Child Health Clinic Encounters (school entrance physical)		192	180	100

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$306,216	\$445,458	\$447,251	0.4%
Internal Service Charges and Utilities	\$76,006	\$88,587	\$95,211	7.5%
General Expenses	\$2,459,579	\$2,295,517	\$2,779,114	21.1%
Total Department Budget:	\$2,841,801	\$2,829,562	\$3,321,576	17.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$719,711	\$719,711	\$719,711	0%
Total Department-Specific Revenue:	\$719,711	\$719,711	\$719,711	0%
General Fund Support:	\$2,122,090	\$2,109,851	\$2,601,865	23.3%
Total Department Resources:	\$2,841,801	\$2,829,562	\$3,321,576	17.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
51112 - Health - General Clinics	3.750	3.750	3.750	0.000
Total Personnel:	3.750	3.750	3.750	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
51112 - Health - General Clinics	\$2,841,801	\$2,829,562	\$3,321,576	17.4%
Total Budget for Fund:	\$2,841,801	\$2,829,562	\$3,321,576	17.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$719,711	\$719,711	\$719,711	0%
Total Revenues for Fund:	\$719,711	\$719,711	\$719,711	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	3.750	3.750	3.750	0.000

DESCRIPTION

The Health Insurance Fund was established to account for the provision of healthcare benefits to eligible employees, retirees, and their families. The fund was established in December 2015 in advance of the City's switch from a fully insured plan to one that is self-insured. Rather than paying insurance premiums, the City now pays the medical and pharmacy claims of all participants through a third-party administrator (TPA). In addition to medical and pharmacy claims, the fund also pays administrative services, medical care management, and rare disease management.

The fund is financed by employee and retiree premiums and by subsidies transferred from the City's operating funds. Currently, the City offers four plans through Sentara Health Plans. They are a Health Maintenance Organization or HMO, a Preferred Provider Organization or PPO, a Point of Service or POS, and a High Deductible Health Plan or HDHP also referred to as a Consumer Driven Health Plan or CDHP.

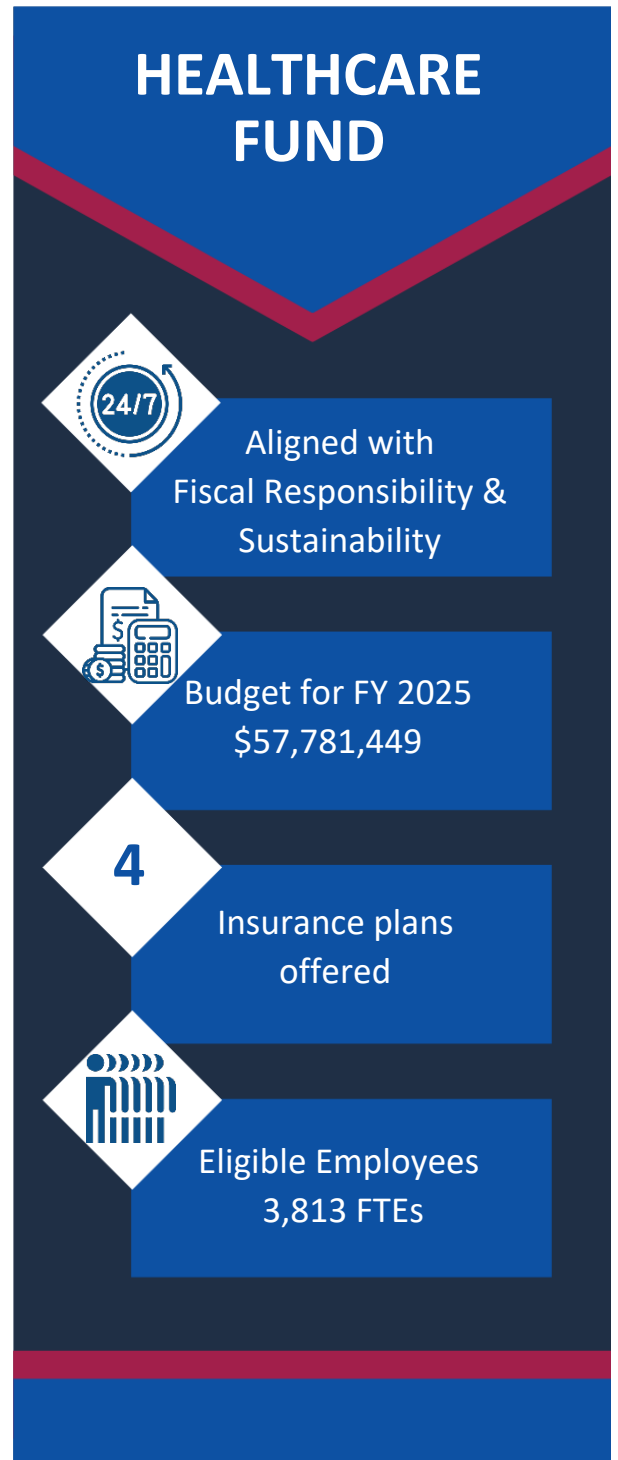
In order to limit its exposure, the City purchases reinsurance to cover catastrophic claims, which are defined as those exceeding \$375,000 for a single individual in one year.

OBJECTIVES

- Address health needs of employees and eligible retirees in a cost-effective manner
- Improve employee wellness to avoid more expensive health care
- Meet all Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations for group health plans

CHANGES IN THE DEPARTMENT'S BUDGET

- Included in the budget for FY 2025 is one new position which will assist City employees with mental health collaboration. As there are many positions throughout the City that experience possible traumatic events, a mental health counselor for debriefing after an event has become an essential function. A position has been added for this solution, however contracted services are also an option. This solution is aimed at achieving City Council's desired outcome of safety and security by advancing mental health collaboration specifically among City employees.



Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$0	\$0	\$104,459	-
General Expenses	\$47,568,572	\$57,730,990	\$57,676,990	-0.1%
Total Department Budget:	\$47,568,572	\$57,730,990	\$57,781,449	0.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$0	\$27,000	\$104,459	286.9%
Miscellaneous Local Revenues	\$50,615,771	\$57,676,990	\$57,676,990	0%
Recovered Costs	\$4,793,620	\$0	\$0	-
Use of Money & Property	\$799,503	\$27,000	\$0	-100%
Total Department-Specific Revenue:	\$56,208,894	\$57,730,990	\$57,781,449	0.1%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$56,208,894	\$57,730,990	\$57,781,449	0.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12561 - Active Employees	0.000	0.000	1.000	1.000
Total Personnel:	0.000	0.000	1.000	1.000

605 - Healthcare Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12560 - Employee Healthcare Admin	\$289,170	\$321,000	\$344,000	7.2%
12561 - Active Employees	\$356,404	\$365,810	\$470,269	28.6%
12562 - Active POS	\$12,839,606	\$11,380,820	\$12,951,000	13.8%
12563 - Active HMO	\$21,321,100	\$28,508,401	\$29,687,339	4.1%
12564 - COBRA - Former Employees	\$4,444	\$16,505	\$16,505	0%
12565 - Cobra POS	\$176,357	\$180,890	\$200,980	11.1%
12566 - Cobra HMO	\$4,408	\$440,582	\$40,582	-90.8%
12567 - Retirees	\$429,889	\$384,348	\$532,936	38.7%
12568 - Retiree POS	\$3,551,780	\$3,599,217	\$3,899,223	8.3%
12569 - Retiree HMO	\$3,192,373	\$4,712,296	\$4,212,296	-10.6%
12570 - Active HDHP	\$4,535,611	\$7,433,323	\$4,433,323	-40.4%
12571 - Cobra HDHP	\$39,306	\$114,000	\$114,000	0%
12572 - Retiree HDHP	\$828,125	\$273,798	\$878,996	221.0%
Total Budget for Fund:	\$47,568,572	\$57,730,990	\$57,781,449	0.1%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$799,503	\$27,000	\$0	-100%
Recovered Costs	\$4,793,620	\$0	\$0	-
Fund Surplus	\$0	\$27,000	\$104,459	286.9%
Miscellaneous Local Revenues	\$50,615,771	\$57,676,990	\$57,676,990	0%
Total Revenues for Fund:	\$56,208,894	\$57,730,990	\$57,781,449	0.1%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	1.000	1.000



MISSION STATEMENT

Through strategic partnerships and collaboration, The Human Resources Department (HR) strives to attract, develop, and retain a diverse and high-performing workforce and foster a healthy, safe, and productive work environment in support of the City's mission and vision.

DESCRIPTION

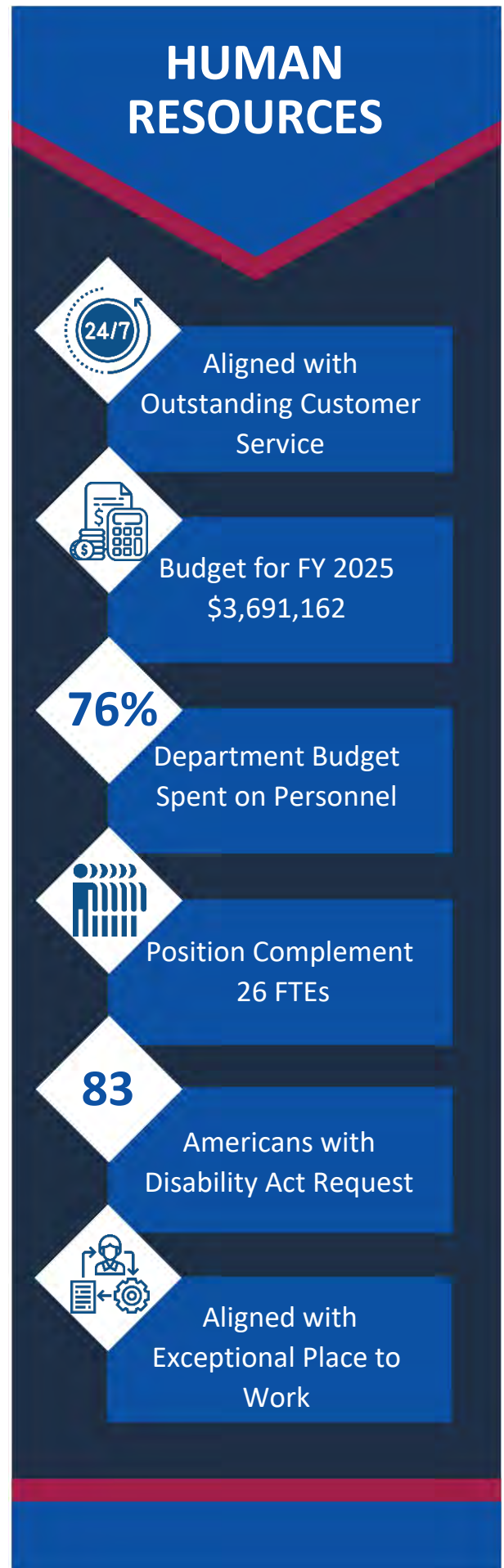
HR is committed to developing and maintaining effective partnerships with City departments to promote an environment in which people are recognized as the City's most valuable resource. The HR staff serves in a consultative role with the staff of all departments and agencies to achieve strategic, organizational, and departmental goals. HR provides comprehensive program management in the areas of recruitment and selection, benefits administration, policy development and interpretation, employee relations, performance management, classification and compensation, management analysis, and learning and development.

OBJECTIVES

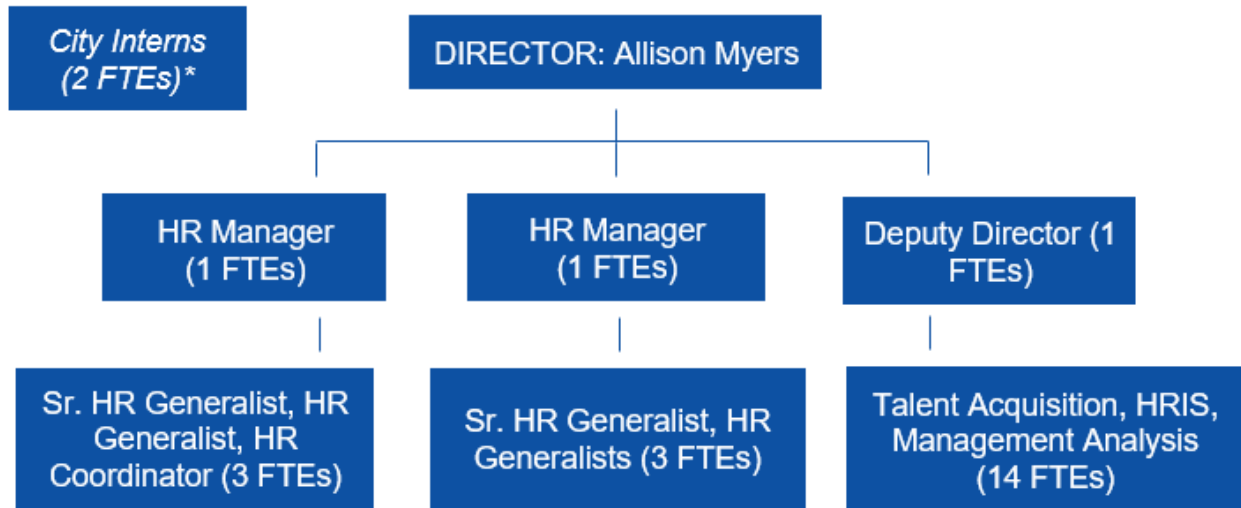
- Recruit, hire, and retain top talent to carry out the City's mission of providing quality service to all citizens.
- Develop the City's workforce through a variety of training and development programs.
- Position the City as a top regional employer through the establishment of competitive pay and benefits programs.
- Foster a team environment that encourages diversity of thought, experience, and background, while also celebrating participation and partnership.
- Encourage communication by soliciting the input of others and strive for transparency and inclusivity.

CHANGES IN THE DEPARTMENT'S BUDGET

- Personnel cost changes are due to market increases being provided for several positions in the department based on the most recent regional salary comparison.
- The increase in internal service charges is based on the department's allocation of these costs.
- General expenses are increasing to fund a temporary position to help implement the new learning management system, allowing for a smoother transition and better knowledge of how the system works.



ORGANIZATION & PERFORMANCE MEASURES



*City Interns are noted under the HR complement. However, these interns will vary in responsibilities not confined to HR.



Strategic Anchor: Make Chesapeake an Exceptional Place to Work

The Human Resources Department helps make Chesapeake an exceptional place to work by responding to Americans with Disability Act (ADA) and Family Medical Leave (FML) requests, as well as helping in reclassifications and onboarding.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Reclassification requests		75	85	85
ADA requests		72	92	83
FML requests		698	675	608
Learning and development offerings		85	85	85
Hires above the minimum requests reviewed		1,169	1,200	1,200



Strategic Anchor: Outstanding Customer Service

Human Resources provides outstanding customer service for the City of Chesapeake and its employees by seeking to ensure their quality of life, clear retirement details, and quick responses to employees.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Retirement counseling sessions		93	130	130
Qualifying life event submissions		859	800	800
Wellness incentive applications processed within two business days of submission	90%	96%	95%	95%
Personnel actions processed		6,478	6,500	6,500
Classification requests processed within 120 days of submission	85%	100%	99%	99%
Investigation response deadlines met	90%	100%	99%	99%
Employee relations issues addressed		286	275	248
Average evaluation scores for the learning offerings provided by HR (on a 5-point scale)	3.5	4.7	4.7	4.7
Applications screened within three business days	90%	100%	99%	99%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,465,411	\$2,709,510	\$2,820,560	4.1%
Internal Service Charges and Utilities	\$470,322	\$494,766	\$583,947	18.0%
General Expenses	\$352,197	\$242,955	\$286,655	18.0%
Total Department Budget:	\$3,287,930	\$3,447,231	\$3,691,162	7.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$185,000	\$0	\$0	-
Recovered Costs	\$1,727	\$0	\$0	-
Total Department-Specific Revenue:	\$186,727	\$0	\$0	-
General Fund Support:	\$3,101,203	\$3,447,231	\$3,691,162	7.1%
Total Department Resources:	\$3,287,930	\$3,447,231	\$3,691,162	7.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12220 - Human Resources	24.000	26.000	26.000	0.000
Total Personnel:	24.000	26.000	26.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12220 - Human Resources	\$3,287,930	\$3,447,231	\$3,691,162	7.1%
Total Budget for Fund:	\$3,287,930	\$3,447,231	\$3,691,162	7.1%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$185,000	\$0	\$0	-
Recovered Costs	\$1,727	\$0	\$0	-
Total Revenues for Fund:	\$186,727	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	24.000	26.000	26.000	0.000

DESCRIPTION

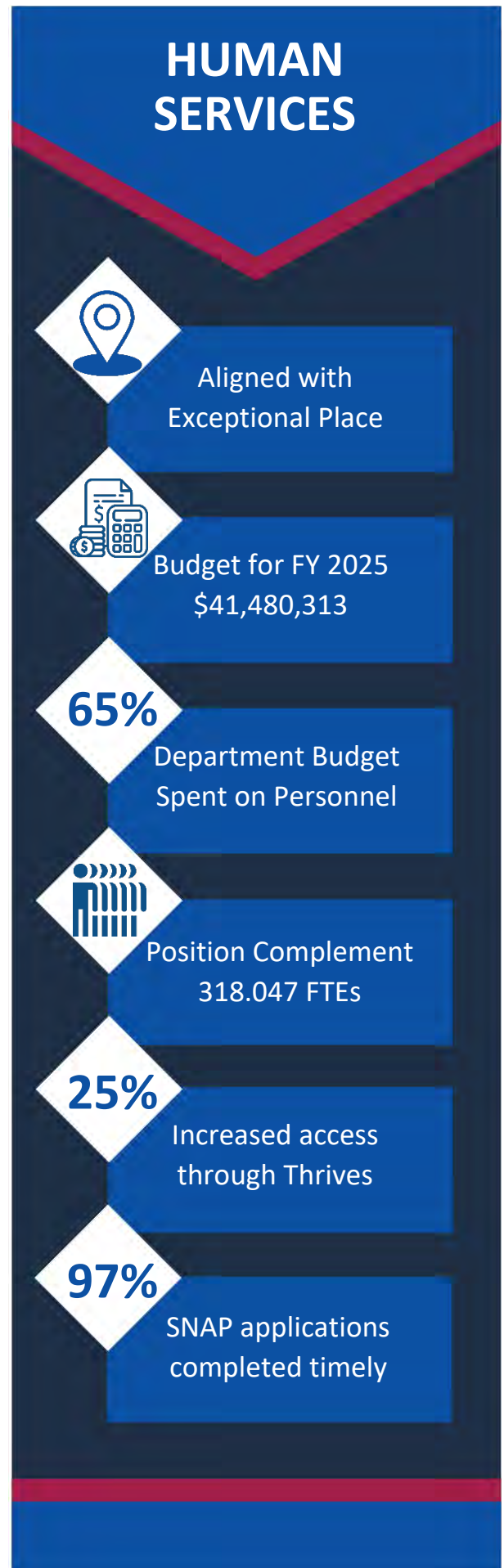
Chesapeake's Department of Human Services is committed to helping make people's lives better by promoting positive change. We do this through focusing our efforts in several key areas including: healthy aging in the community, early childhood development and support, school-aged support, work-force development, poverty and economic support, homelessness, and striving for safety and well-being for children, the elderly, and the disabled.

The Department includes several divisions, including:

- Chesapeake Juvenile Services, a youth detention facility focused on education and rehabilitation,
- Chesapeake Thrives, which is a public/private partnership that establishes a "no wrong door" approach to serve Chesapeake residents, connecting residents quickly to resources and services,
- Chesapeake Interagency Consortium that oversees the use of state dollars that are specifically allocated to serve children who are facing the most significant barriers to wellness, and
- Social Services that oversees and administers a number of mandated State social services programs such as Supplemental Nutrition Assistance Program (SNAP), Medicaid, Adult and Youth Foster Care, Child Care assistance, Adult and Child Protective Services, the Virginia Initiative for Education and Work and many others.

OBJECTIVES

- Serve as a vital economic driver for the economy of Chesapeake by providing essential financial benefits to its citizens.
- Protect children, the disabled, and the elderly from harm through its Child Protective and Adult Protective units.
- Support childhood wellness through provision of safe foster care, supported alternatives to foster care, and adoptions.
- Revitalize and maintain healthy neighborhoods through partnerships with faith-based and community organizations through home repairs and neighborhood events.
- Increase awareness of Trauma-Informed Care through outreach and training to City and community agencies, faith-based organizations, and non-profits.
- Reduce the number of youth entering the Juvenile Justice System, and support those who are Juvenile Justice involved with rehabilitative services.
- Reduce the number of individuals experiencing homelessness.
- Practice compassion by demonstrating an understanding of hardships and assisting with genuine concern.



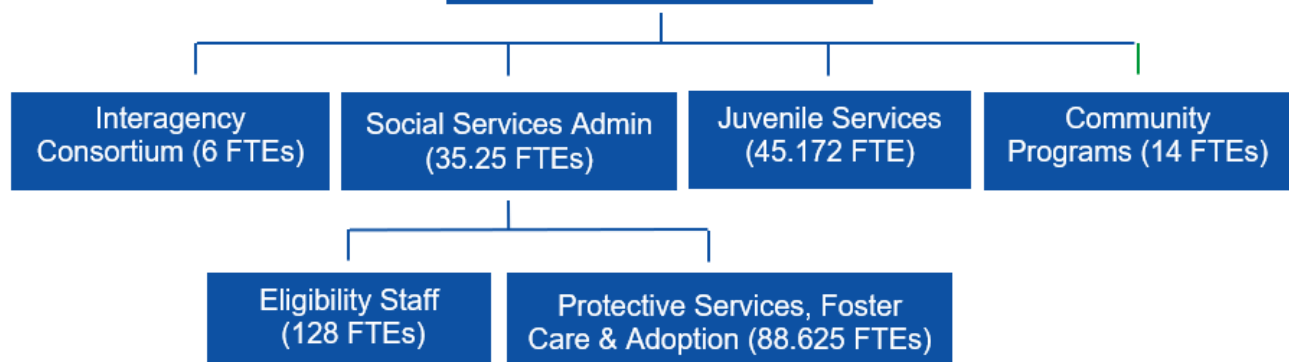
CHANGES IN THE DEPARTMENT'S BUDGET

- Staffing reductions equaling 8.625 FTEs have been made in the Juvenile Services division of the department. This is due to a transition of the detention center to a Chesapeake only facility. This is to size the facility for accepting Chesapeake youth only. One position in Social Services was eliminated, however the employment services assistance provided to fathers will be absorbed by partnering with child development resources to continue to support this initiative.
- Internal Service charges are increasing due to the department's allocated share of information technology charges and risk management charges. However, the budget for utilities, mainly natural gas is decreasing for Juvenile Services due to a reduction in space used in the building.
- General expenses in total are increasing and the Interagency Consortium Comprehensive Services Act payments for purchased services is the major increase by \$879,000. This is mirrored in the revenue section as funding from the Commonwealth of Virginia. Other noteworthy changes include:
 - Social Services aid to dependent children public assistance payments is decreasing by \$289,500.
 - Community programs outside agency payments is decreasing by \$143,600. A full listing of these payments is listed in the appendix under Community Agency Payments.
 - Maintenance contracts for the software system responsible for benefit payments increased by \$102,000.
 - Fatherhood program public assistance payments increased by \$108,000.
 - Auxiliary grants for the disabled decreased by \$67,200.
- Increases in funding from the State for benefit payments, but also increased reimbursement for personnel costs due to increased wages from FY 2024 and FY 2025 are programmed into FY 2025. Federal revenue was budgeted conservatively in FY 2024 due to the timing of the budget, but more accurately reflects actual revenue expected for FY 2025. The reduction in the use of fund surplus for FY 2025 for Juvenile Services was a one-time use in FY 2024 until personnel attrition to a smaller operating facility for the detention center became available.
- The Human Services department supports the Promoting Safe & Stable Families grant, the Community Corrections grant, and the Court Appointed Special Advocates grant. Each of these grants provide funding for personnel. The City anticipated needing to supplement the grant for the pay increase authorized by the City during FY 2024. However, the grantors funding authorization amounts increased enough to cover the estimated pay increases. Therefore, the City will not need to provide additional funding to support the employees funded by these grants. The transfer to the Grants fund is decreased for FY 2025.

ORGANIZATION & PERFORMANCE MEASURES



DIRECTOR: Pamela Little-Hill





Strategic Outcome: Economic Prosperity

Financial and employment service programs promote self-sufficiency and aid eligible citizens in meeting their goals of financial independence.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
% of VIEW (Virginia Initiative for Employment not Welfare) and SNAP E&T (Supplemental Nutrition Assistance Program Employment and Training participants remaining employed 90 days or longer	50%	32%	50%	60%
Decrease the number of Chesapeake residents experiencing homelessness	10%	10%	10%	10%



Strategic Outcome: Safety & Security

Child and Adult Protective Services programs provide services and support to protect our most vulnerable populations including elderly, children, homeless, and those with developmental and intellectual disabilities from abuse and neglect. The department addresses City Council’s desired outcomes of safety and security to reduce recidivism within Chesapeake Juvenile Services by mandating psycho-educational groups and offering residents healthy alternatives to criminal behavior. The department also provides safety training and awareness for individuals to become advocates for vulnerable children and seniors.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
% of Adult protection cases completed within 45 days	95%	95%	95%	95%
Adult Protective Services ongoing cases with monthly contacts completed within 30 days	95%	80%	90%	95%
First contact for victim child within 24 hrs/ 72 hrs/ or 5 business days	95%	81.7%	85%	90%
Child protective investigations concluded within 45-60 days	85%	95%	75%	70%
Juvenile Services recidivism rate based on the average daily population	<5%	5.8%	5%	4.5%
% of CJS staff in compliance with Department of Juvenile Justice and Prison Rape Elimination Act training standards and eligible to perform direct care duties	100%	100%	100%	100%
Provide mental health collaboration trainings to police, EMS, and community partners	5	1	2	3



Strategic Anchor: Making Chesapeake an Exceptional Place

The Department helps our vulnerable citizens by providing an economic safety net and ensuring that all citizens have basic living needs including medical care, food, and shelter. These offered services provide a tangible link showing that Chesapeake cares about its citizens.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Timeliness of long-term services and support screenings for incapacitated adults completed within 30 days	95%	80%	90%	95%
Increase citizens and visitors access to resources and services through “Thrives no-wrong door” program	25%	25%	25%	25%



Strategic Anchor: Outstanding Customer Service:

Providing timely customer service and maintain regulatory state compliance in the processing of requests for assistance is a continuing goal for Human services.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
% of Medicaid applications completed within 45 days	97%	90%	85%	97%
% of SNAP applications completed timely (within 7 or 30 days)	97%	98%	97%	97%
% of TANF applications completed within 30 days	97%	97%	97%	97%
% of childcare applications completed on time	97%	99%	99%	99%



Strategic Anchor: Fiscal Responsibility & Sustainability

To achieve fiscal sustainability, Human Services strives for the solution that is least restrictive and most cost-effective when assisting clients through all programs offered by the department with an outcome of long-term stability of the family.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Children in foster care receive permanency within twelve months of entry	100%	0%	15%	20%
Children in foster care placed with relatives or fictive kin	35%	7%	20%	35%
% of youth receiving only community-based services of the total youth served per fiscal year	>50%	10%	12%	15%
Increase the number of contracted vendor services by 3%	3%	52	54	56
% of youth receiving congregate care as their initial service (a more costly solution)	< 3%	2%	3%	2%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$24,543,572	\$27,265,247	\$26,990,668	-1.0%
Internal Service Charges and Utilities	\$1,670,212	\$2,157,765	\$2,006,972	-7.0%
General Expenses	\$13,222,887	\$11,944,951	\$12,462,890	4.3%
Transfers to General Fund	\$257,847	\$0	\$0	-
Transfers to Capital Funds	\$391,205	\$0	\$0	-
Transfers to Grant Funds	\$19,783	\$78,613	\$19,783	-74.8%
Transfers to Other Operating Funds	\$114,546	\$0	\$0	-
Total Department Budget:	\$40,220,051	\$41,446,576	\$41,480,313	0.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$47,562	\$35,525	\$39,125	10.1%
Commonwealth of Virginia - Categorical: Other	\$11,634,728	\$10,200,513	\$12,407,291	21.6%
Federal Government	\$11,323,470	\$10,894,973	\$11,826,119	8.5%
Fund Surplus	\$0	\$3,348,748	\$70,000	-97.9%
Other Local Taxes	\$0	\$180,356	\$0	-100%
Recovered Costs	\$1,371,280	\$90,622	\$54,550	-39.8%
Transfer from Other Funds	\$114,546	\$0	\$0	-
Transfers from General Fund	\$14,112,253	\$14,334,666	\$14,709,366	2.6%
Use of Money & Property	\$257,961	\$0	\$0	-
Total Department-Specific Revenue:	\$38,861,801	\$39,085,403	\$39,106,451	0.1%
General Fund Support:	\$1,358,250	\$2,361,173	\$2,373,862	0.5%
Total Department Resources:	\$40,220,051	\$41,446,576	\$41,480,313	0.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12124 - Human Services - Community Programs	13.000	14.000	14.000	0.000
33200 - Juvenile Detention Services	81.813	53.797	45.172	-8.625
53110 - Administration Services	34.000	36.000	35.250	-0.750
53111 - Service Staff Operations	106.125	21.250	20.000	-1.250
53120 - Public Benefits Eligibility	111.050	126.050	128.000	1.950
53210 - Other Public Assistance Payments	1.000	25.000	22.000	-3.000
53300 - Intensive Case Management	0.000	13.000	12.000	-1.000
53320 - Fatherhood	3.000	33.625	35.625	2.000

53700 - Human Services Interagency - Admin	5.000	5.000	6.000	1.000
Total Personnel:	354.988	327.722	318.047	-9.675

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12124 - Human Services - Community Programs	\$3,228,347	\$2,541,529	\$2,373,862	-6.6%
Total Budget for Fund:	\$3,228,347	\$2,541,529	\$2,373,862	-6.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Other Local Taxes	\$0	\$180,356	\$0	-100%
Recovered Costs	\$20,430	\$0	\$0	-
Total Revenues for Fund:	\$20,430	\$180,356	\$0	-100%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	13.000	14.000	14.000	0.000

201 - VA Public Assistance Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
53110 - Administration Services	\$4,565,620	\$5,016,253	\$5,193,543	3.5%
53111 - Service Staff Operations	\$6,726,851	\$1,583,901	\$1,747,419	10.3%
53120 - Public Benefits Eligibility	\$8,867,462	\$10,937,330	\$11,300,284	3.3%
53210 - Other Public Assistance Payments	\$2,874,448	\$5,116,798	\$4,553,423	-11.0%
53300 - Intensive Case Management	\$365,660	\$1,462,400	\$1,457,254	-0.4%
53320 - Fatherhood	\$244,234	\$2,645,128	\$3,054,572	15.5%
Total Budget for Fund:	\$23,644,275	\$26,761,810	\$27,306,495	2.0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$167,142	\$0	\$0	-
Charges for Services	\$1,927	\$425	\$425	0%
Recovered Costs	\$65,093	\$45,622	\$54,550	19.6%
Commonwealth of Virginia - Categorical: Other	\$5,126,795	\$5,403,185	\$6,598,371	22.1%
Federal Government	\$11,136,304	\$10,894,973	\$11,627,555	6.7%
Transfer from Other Funds	\$114,546	\$0	\$0	-
Transfers from General Fund	\$7,859,545	\$8,359,738	\$9,025,594	8.0%
Fund Surplus	\$0	\$2,057,867	\$0	-100%
Total Revenues for Fund:	\$24,471,352	\$26,761,810	\$27,306,495	2.0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	255.175	254.925	252.875	-2.050

203 - Interagency Consortium

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
53700 - Human Services Interagency - Admin	\$6,823,445	\$5,719,951	\$6,671,831	16.6%
Total Budget for Fund:	\$6,823,445	\$5,719,951	\$6,671,831	16.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$8,013	\$0	\$0	-
Charges for Services	\$13,460	\$0	\$6,700	-
Recovered Costs	\$12,033	\$0	\$0	-
Commonwealth of Virginia - Categorical: Other	\$3,742,351	\$3,464,006	\$4,265,332	23.1%
Federal Government	\$187,166	\$0	\$198,564	-
Transfers from General Fund	\$2,608,668	\$2,255,945	\$2,201,235	-2.4%
Total Revenues for Fund:	\$6,571,691	\$5,719,951	\$6,671,831	16.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	5.000	5.000	6.000	1.000

208 - Chesapeake Juvenile Services

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
33200 - Juvenile Detention Services	\$6,523,984	\$6,423,286	\$5,128,125	-20.2%
Total Budget for Fund:	\$6,523,984	\$6,423,286	\$5,128,125	-20.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$82,807	\$0	\$0	-
Charges for Services	\$32,175	\$35,100	\$32,000	-8.8%
Recovered Costs	\$1,273,724	\$45,000	\$0	-100%
Commonwealth of Virginia - Categorical: Other	\$2,765,582	\$1,333,322	\$1,543,588	15.8%
Transfers from General Fund	\$3,644,040	\$3,718,983	\$3,482,537	-6.4%
Fund Surplus	\$0	\$1,290,881	\$70,000	-94.6%
Total Revenues for Fund:	\$7,798,328	\$6,423,286	\$5,128,125	-20.2%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	81.813	53.797	45.172	-8.625

MISSION STATEMENT

Through proactive customer engagement and integration of sustainable solutions and best practices, the Department of Information Technology (DIT) delivers secure, reliable, and innovative solutions that enable the City to provide outstanding services that make Chesapeake an exceptional place to live, learn, work, farm, and play.

DESCRIPTION

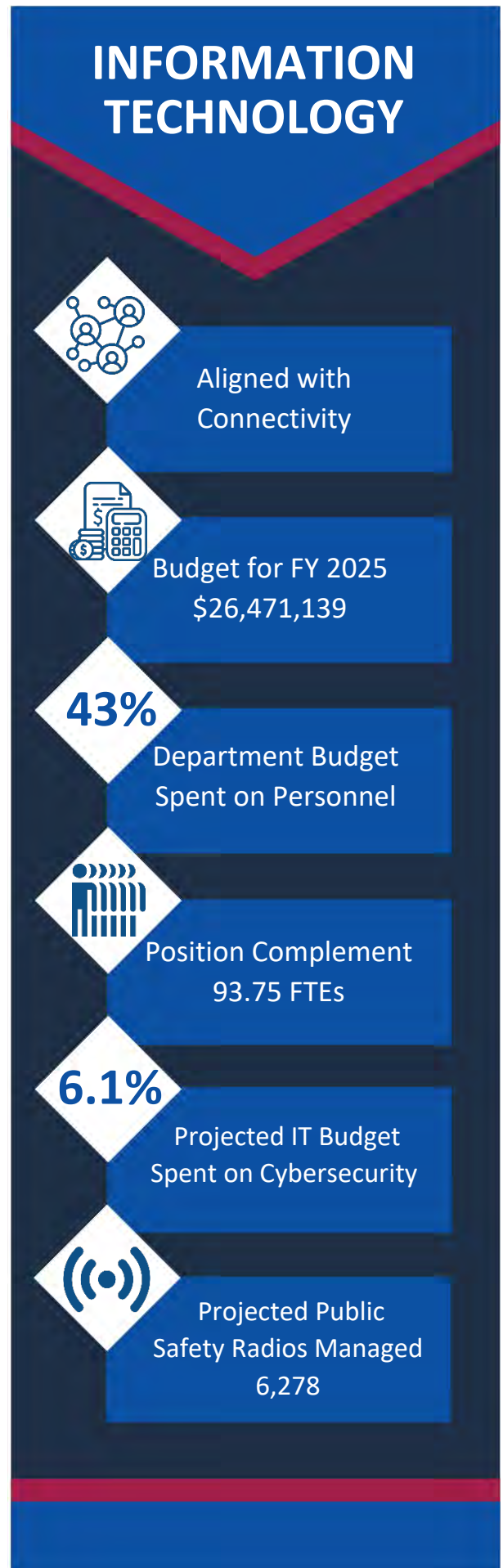
DIT provides information technology services to City departments and the Chesapeake School Administration. These services include strategy and planning, design, development, integration, testing, deployment, administration, and the monitoring of all enterprise and business applications and the associated data center and network infrastructure. DIT also provides information security management, business continuity and disaster recovery services, end-user device and telephone services, mass notifications, and land mobile radio services.

OBJECTIVES

- Provide secure, cost-effective client computing, connectivity, productivity, print, communications, and collaboration solutions to City employees.
- Design, develop, support, and operate secure and cost-effective business applications services that meet the needs of City employees and the citizens we serve.
- Deploy, support, operate, and secure cost-effective data center, computing, storage, and network services that support the City's business application and end-user needs.
- Design, develop, support, and operate secure and cost-effective digital government platform services that support city service delivery and encourage citizen engagement.

CHANGES IN THE DEPARTMENT'S BUDGET

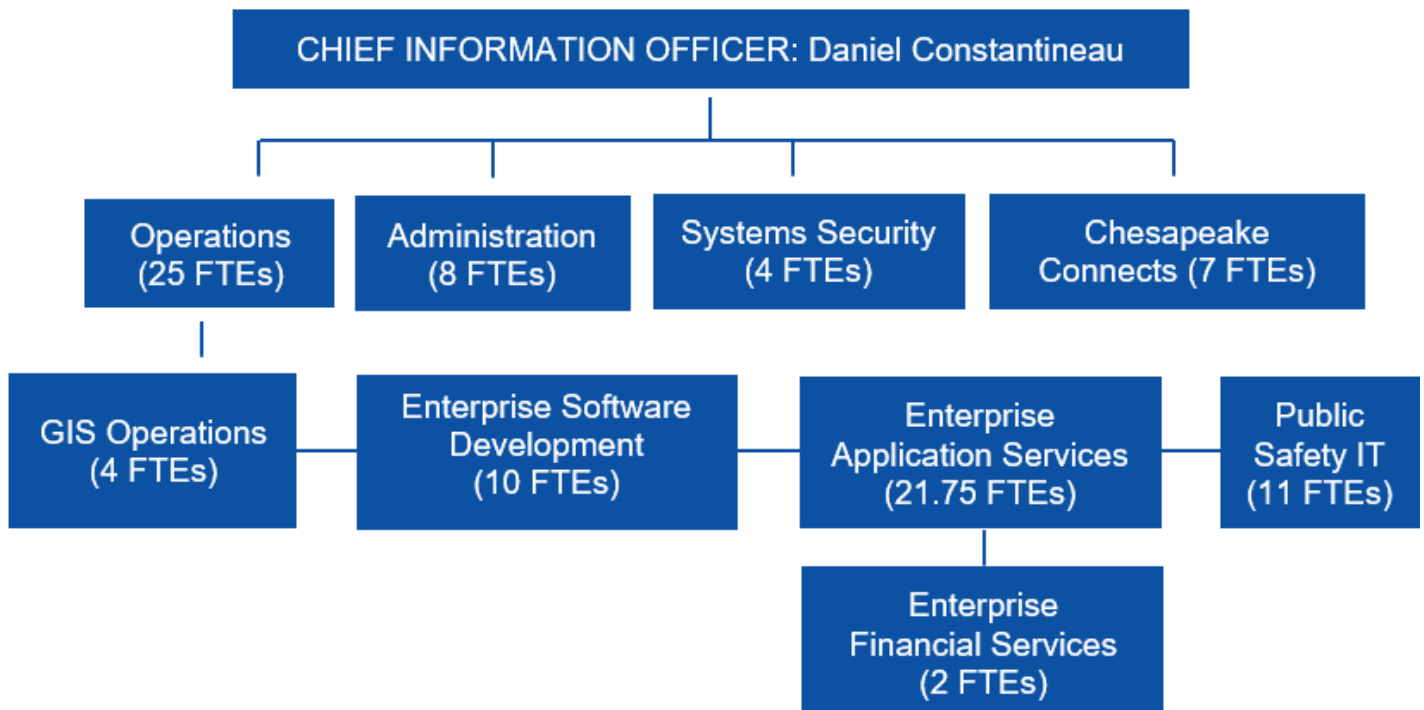
- Several additions were made to the Department of Information Technology's (DIT) personnel complement for FY 2025. New additions consist of two Client Technologies Analyst II positions for the DIT Service Desk, one Systems Analyst I for unified systems endpoint management, one Systems Analyst I to work on Fire IT solutions, and one Network Engineer I for the Radio System. The addition of these positions will enhance DIT's customer service, ensure that software installations and updates are completed efficiently, provide support for the current Fire IT solutions software that improves response times for the Fire Department, and enhance public safety radio services for the City.
- To streamline operations, positions were transferred to DIT from the departments of Chesapeake Integrated Behavioral Health (CIBH) and the Library. This change is expected to



provide operational efficiency, cost optimization, enhanced communication, and improved efficiency.

- Positions transferred from CIBH will go to the newly created IT Behavioral Healthcare Program (12506) and include one Management Information Systems Administrator, one Network Engineer I, one Systems Analyst I, two Client Technologies Analyst I positions, one Security Officer II, and one Office Specialist.
- The Library position transfers will go to the newly created IT Library Program (12505) and include one Systems Analyst II, one Network/Systems Engineer I, one Systems Analyst I, one Client Technologies Analyst II, and one Library Data Coordinator.
- With the addition of permanent positions, the department is reducing expenditures for contracted services.
- Funding is included to address the rising cost of software, advisory services, cell tower commissions, fire suppression inspections, Miss Utility Fees, and HVAC maintenance fees on tower sites.

ORGANIZATION



PERFORMANCE MEASURES



Strategic Outcome: Connectivity

The Department of Information Technology plays a key part in the City's initiatives for improved broadband connectivity. The Chesapeake Connects Program was new in FY 2023.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Broadband connection points (new for FY 2023)	210	0	50	100



Strategic Outcome: Safety & Security

The Department of Information Technology is charged with providing a high-availability radio system and supporting several specialized applications for Public Safety to promote a safe community. The Council Outcome of Safety and Security also includes improving cybersecurity as an explicit goal. The Department of Information Technology implements the solutions that are key to that goal.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Chesapeake Public Safety radios under management		6,278	6,278	6,278
Public Safety Radio System subscribers		16,790	16,790	16,790
Public Safety call events		4,499,792	4,499,792	4,499,792
Public Safety Radio network uptime	100%	100%	100%	100%
Malicious or unwanted emails blocked		8,827,778	9,409,106	9,409,106
Suspicious Files detected and blocked		3,917	5,000	5,000
Threats detected and neutralized		624	650	650
IT security costs per City FTE		\$369.59	\$376.53	\$376.53
IT Security cost as a % of IT spend		6.23%	6.11%	6.11%
Percent of emails rejected for cause		41%	41%	41%



Strategic Anchor: Outstanding Customer Service

The Department of IT strives to provide devices, software, and connectivity to enable the workforce to access business applications and support those applications as efficiently and cost-effectively as possible.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
IT spending per City FTE		\$6,139	\$6,162	\$6,162
IT spending as a % of City's Operating Expense		1.58%	1.57%	1.57%
Storage utilization (Terabytes)		838	930	930
Servers supported		464	464	464
Average network availability (Uptime)	100%	98%	99%	99%
End-user PC replacements	650	760	650	800
Incoming emails		21,076,149	22,949,039	24,513,713
Outgoing emails		3,662,099	3,905,790	4,411,580
GIS approximate transactions per year		16,835,852	3,176,196	3,176,196
Mass Notifications Transactions		3,180,342	3,180,342	3,180,342
Streaming Platform Transactions		62,699	200,000	200,000
City of Chesapeake Website Transactions		5,925,165	5,925,165	5,925,165

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$7,441,193	\$8,929,321	\$11,332,496	26.9%
Internal Service Charges and Utilities	\$891,653	\$1,111,185	\$1,114,164	0.3%
General Expenses	\$11,241,429	\$13,725,519	\$13,569,412	-1.1%
Capital Outlays	\$164,097	\$455,067	\$455,067	0%
Transfers to General Fund	\$407,505	\$0	\$0	-
Transfers to Capital Funds	\$1,250,000	\$0	\$0	-
Total Department Budget:	\$21,395,876	\$24,221,092	\$26,471,139	9.3%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$19,851,905	\$21,897,568	\$24,088,574	10.0%
Other Local Taxes	\$1,936,398	\$1,936,398	\$1,936,398	0%
Recovered Costs	\$1,619	\$0	\$0	-
Transfers from General Fund	\$715,488	\$62,126	\$121,167	95.0%
Use of Money & Property	\$777,530	\$325,000	\$325,000	0%
Total Department-Specific Revenue:	\$23,282,940	\$24,221,092	\$26,471,139	9.3%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$23,282,940	\$24,221,092	\$26,471,139	9.3%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12221 - Data Security Administration	3.000	4.000	4.000	0.000
12505 - IT Library	0.000	0.000	5.000	5.000
12506 - IT Behavioral Healthcare	0.000	0.000	7.000	7.000
12507 - Chesapeake Connects	7.000	7.000	7.000	0.000
12508 - Public Safety IT	8.000	7.000	9.000	2.000
12509 - Enterprise Application Services	8.000	9.750	10.750	1.000
12510 - Administration	7.000	8.000	8.000	0.000
12511 - Enterprise Application Development	11.000	10.000	10.000	0.000
12512 - Computer Operations	4.000	5.000	5.000	0.000
12513 - Network Support	10.000	10.000	10.000	0.000
12514 - Desktop Environment Support	8.000	8.000	10.000	2.000
12515 - Mainframe Operations	0.750	0.000	0.000	0.000
12516 - Platform Services	4.000	4.000	4.000	0.000

12518 - Enterprise Financial System	2.000	3.000	2.000	-1.000
31404 - Public Safety Network Support	1.000	1.000	2.000	1.000
Total Personnel:	73.750	76.750	93.750	17.000

207 - E-911 Operations

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
31404 - Public Safety Network Support	\$1,320,092	\$1,998,524	\$2,057,565	3.0%
Total Budget for Fund:	\$1,320,092	\$1,998,524	\$2,057,565	3.0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Other Local Taxes	\$1,936,398	\$1,936,398	\$1,936,398	0%
Transfers from General Fund	\$50,346	\$62,126	\$121,167	95.0%
Total Revenues for Fund:	\$1,986,744	\$1,998,524	\$2,057,565	3.0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	1.000	1.000	2.000	1.000

603 - Information Technology

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12221 - Data Security Administration	\$1,552,839	\$1,479,747	\$1,634,507	10.5%
12505 - IT Library	\$0	\$0	\$555,586	-
12506 - IT Behavioral Healthcare	\$0	\$0	\$666,699	-
12507 - Chesapeake Connects	\$185,236	\$1,728,083	\$1,385,487	-19.8%
12508 - Public Safety IT	\$849,687	\$813,339	\$1,075,950	32.3%
12509 - Enterprise Application Services	\$2,937,834	\$3,371,385	\$3,762,388	11.6%
12510 - Administration	\$3,214,657	\$1,686,723	\$1,840,972	9.1%
12511 - Enterprise Application Development	\$1,741,530	\$2,055,957	\$2,117,660	3.0%
12512 - Computer Operations	\$742,738	\$1,016,363	\$871,689	-14.2%
12513 - Network Support	\$2,851,123	\$3,170,082	\$3,319,832	4.7%
12514 - Desktop Environment Support	\$675,800	\$774,100	\$997,539	28.9%
12515 - Mainframe Operations	\$664,306	\$740,392	\$580,324	-21.6%
12516 - Platform Services	\$656,646	\$757,802	\$767,495	1.3%
12517 - PC Replacement Plan	\$3,261,633	\$3,497,634	\$3,754,077	7.3%
12518 - Enterprise Financial System	\$741,756	\$1,130,961	\$1,083,369	-4.2%
Total Budget for Fund:	\$20,075,785	\$22,222,568	\$24,413,574	9.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$19,851,905	\$21,897,568	\$24,088,574	10.0%
Recovered Costs	\$1,619	\$0	\$0	-
Use of Money & Property	\$777,530	\$325,000	\$325,000	0%
Transfers from General Fund	\$665,142	\$0	\$0	-
Total Revenues for Fund:	\$21,296,196	\$22,222,568	\$24,413,574	9.9%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	72.750	75.750	91.750	16.000

MISSION STATEMENT

To provide behavioral healthcare to citizens of the City of Chesapeake whose lives are affected by mental health, substance use, or developmental disabilities and to facilitate opportunities for recovery, resilience, and wellness.

DESCRIPTION

Chesapeake Integrated Behavioral Healthcare provides treatment, case management, and support services to individuals with mental illness, intellectual disability, and substance use disorders. CIBH assists Chesapeake residents in improving their behavioral health and improving their quality of life. The department's vision is to help individuals whose lives are affected by mental health, substance use, or developmental disabilities to lead satisfying lives and reach their fullest potential. The department is governed by a twelve-member community-based, City Council-appointed board as authorized by the Code of Virginia.

OBJECTIVES

- To provide a safety net while simultaneously promoting self-reliance for people who otherwise cannot or will not be served.
- Provide highly responsive and quality Mental Health, Developmental, and Substance Use Treatment Services to clients in need. Services shall be provided efficiently and effectively while conserving human and financial resources as measured by total cost per client.
- Leverage resources of students pursuing clinical degrees and licensure to complement existing service capacity, maintain best practices and pursue the professional development of volunteer clinical staff as measured by the number of volunteer hours per year.
- Meet standardized performance indicators as established by the State that measures access to and intensity of services provided.

INTEGRATED BEHAVIORAL HEALTHCARE



Aligned with
Exceptional Place



Budget for FY 2025
\$41,567,458

67%

Department Budget
Spent on Personnel



Position Complement
326.09 FTEs

44%

Budgeted Revenue
from State/Federal

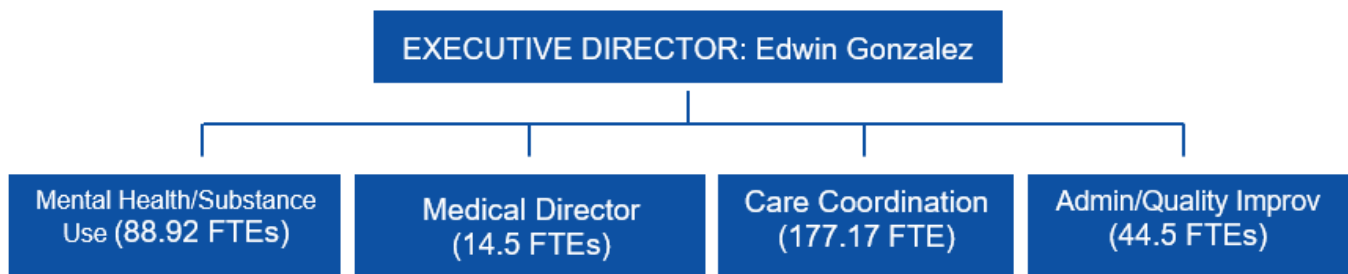


Aligned with
Safety & Security

CHANGES IN THE DEPARTMENT’S BUDGET

- FY 2025 will include the expansion of the Crisis Receiving Center to provide mental health services and an around-the-clock crisis stabilization unit. This accounts for nineteen (19) of the new positions added to the complement. Funding for this program is provided by the Commonwealth of Virginia but will continue to be funded through charges for services.
- The department is also expanding the Permanent Supportive Housing program. Six (6) clinician and peer support specialists will provide services to assist those citizens with serious mental illness to gain and maintain housing. Funding for this program is provided by Mental Health Services of the Commonwealth of Virginia.
- As part of the Commonwealth’s Marcus Alert program and using funding from the Opioid Response fund, Chesapeake will provide a mobile harm reduction unit staffed with six (6) additional personnel including peer recovery specialists to respond to persons in crisis. Peer support improves engagement and satisfaction with services provided to those individuals, which in turn improves outcomes and quality of life.
- General expenses are budgeted with an increase for psychiatric contract cost escalations.
- Seven (7) positions moved from CIBH internal information technology to the City’s Information Technology department. The costs shifted from the personnel costs category to internal service charges. This accounts for almost \$700,000 of the increase in this category. The remainder is the cost increase based on the department’s allocation charged for these expenses.

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Making Chesapeake an Exceptional Place

The City of Chesapeake Integrated Behavioral Healthcare supports developmentally disabled clients and their families through Medicaid waivers, voucher services, and day support assuring people can remain in the community in the least restrictive setting possible.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Developmentally disabled individuals served (excludes early intervention and the Intermediate Care Facilities (ICF))		466	515	545
Number of families receiving voucher supports for developmentally disabled individuals (unduplicated)		110	90	100
Adults receiving developmentally disabled care coordination		456	480	545
Units of Day Support for intellectually disabled citizens		20,685	21,000	22,000
Contracted early intervention therapy hours for infants to three years of age		9,335	8,000	8,500
Number of infants screened for developmental disabilities and/or delays and assisted		1,077	800	900
Enhanced case management with individual face to face meetings every 30 days for those with intellectual disabilities	90%	94%	90%	>90%



Strategic Outcome: Safety & Security

Integrated Behavioral Healthcare aligns with this outcome by providing emergency services to individuals experiencing a mental health crisis. Ongoing case management, therapy, and support services enable citizens to return to be contributing members of the community.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Number of individuals served in mental health programs		2,994	3,200	3,300
Number of individuals served in emergency mental health services		1,385	1,200	1,500
Number of emergency service mental health hours		3,964	3,600	2,000
Outpatient mental health service hours including clinic		11,507	12,000	12,000
Case Management mental health hours		9,560	13,000	13,000
Cost per patient for emergency mental health		\$1,640	\$2,061	\$1,562
Cost per patient for non-emergency mental health services		\$4,322	\$4,732	\$5,414
Adult suicide risk assessment completed during the visit in which the diagnosis of major depressive disorder was identified	86%	90%	86%	>86%
Youth suicide risk assessment completed during the visit in which the diagnosis of major depressive disorder was identified	86%	99%	95%	>86%
Number of individuals served with substance use issues		315	550	650
Number of outpatient hours of service for substance use patients		3,108	3,500	3,700
Substance use detoxification service days		215	250	300
Average cost per patient with substance use issues		\$6,123	\$5,108	\$4,270
Percentage of patients who initiated substance use services within 14 days of SUD diagnosis, and completed 2 or more initial services within the first 30 days and at least 2 monthly follow-up services	50%	80%	65%	>50%
Volunteer hours from students pursuing clinical degrees and licensure aimed at adding service capacity		652	500	550

Integrated Behavioral Healthcare

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$21,183,558	\$24,085,472	\$27,726,696	15.1%
Internal Service Charges and Utilities	\$1,469,815	\$1,329,396	\$2,348,992	76.7%
General Expenses	\$7,547,866	\$10,490,665	\$11,197,751	6.7%
Transfers to General Fund	\$213,288	\$0	\$0	-
Transfers to Capital Funds	\$315,102	\$0	\$0	-
Transfers to Debt Fund	\$290,938	\$290,190	\$294,019	1.3%
Total Department Budget:	\$31,020,567	\$36,195,723	\$41,567,458	14.8%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$8,663,002	\$11,115,025	\$11,444,786	3.0%
Commonwealth of Virginia - Categorical: Other	\$11,269,522	\$11,842,505	\$16,725,123	41.2%
Federal Government	\$2,372,159	\$1,755,749	\$1,647,909	-6.1%
Miscellaneous Local Revenues	\$97,036	\$0	\$0	-
Recovered Costs	\$38,869	\$28,008	\$28,008	0%
Transfer from Other Funds	\$10,000	\$0	\$0	-
Transfers from General Fund	\$10,773,865	\$11,454,436	\$11,721,632	2.3%
Use of Money & Property	\$213,288	\$0	\$0	-
Total Department-Specific Revenue:	\$33,437,741	\$36,195,723	\$41,567,458	14.8%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$33,437,741	\$36,195,723	\$41,567,458	14.8%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
52100 - CIBH Board and Administration	38.000	41.000	36.500	-4.500
52201 - Clinical Care Administration	0.000	6.500	7.000	0.500
52201 - MH Administration	6.500	0.000	0.000	0.000
52202 - MH 100 Emergency Services	22.250	20.875	24.065	3.190
52203 - MH 310 Outpatient - Adult	10.400	12.000	12.200	0.200
52204 - MH 312 Psychiatry Services	17.400	16.400	16.350	-0.050
52206 - MH 320 Case Management: Adult	14.750	15.750	15.750	0.000
52208 - MH 720 Assessment/Evaluation	9.300	9.300	8.850	-0.450

52213 - MH 320 Case Management: Child/Adol	5.700	4.340	4.300	-0.040
52214 - MH 425 Mental Health Rehab	15.925	14.825	12.625	-2.200
52215 - MH Motivational Treatment	0.000	1.000	4.050	3.050
52216 - MH 410 Therapeutic Day Trmt	2.000	0.000	0.000	0.000
52217 - MH 310 Outpatient: Child/Adol	2.300	0.000	0.000	0.000
52224 - MH 350 Intensive Comm Trmt	19.000	16.000	13.000	-3.000
52234 - MH 320 Case Management: Forensic	7.000	9.000	8.500	-0.500
52235 - MH 318 Ches. Juvenile Scvs	0.000	1.000	1.000	0.000
52235 - MH 318 Motivational Treatment	1.100	0.000	0.000	0.000
52236 - MH 720 Law Initiative	1.000	0.000	0.000	0.000
52237 - MH 465 Grp Support Emplmt: Cafe	0.100	0.000	0.000	0.000
52238 - Permanent Supportive Housing	3.000	2.330	8.500	6.170
52240 - Crisis Receiving Center	0.000	5.000	28.000	23.000
52300 - DEV Developmental Clearing Account	0.440	0.000	0.000	0.000
52301 - DEV 320 Case Management	23.000	23.000	23.000	0.000
52302 - DEV 425 Psychosocial Rehab	20.025	20.150	20.525	0.375
52317 - DEV 501 Intermediate Care 1825	21.813	21.813	20.688	-1.125
52318 - Community Care Administration	0.000	1.190	1.500	0.310
52318 - DEV Administration (Allocate)	1.000	0.000	0.000	0.000
52319 - DEV 900 Voucher Program	2.250	1.250	1.250	0.000
52336 - DEV 620 Part C Infant Services	19.000	19.000	20.000	1.000
52337 - DEV 501 Intermediate Care 1829	21.813	21.813	20.688	-1.125
52402 - SA 310 Outpatient: Adult	5.400	8.000	7.700	-0.300
52405 - SA 320 Case Management	3.000	3.330	3.200	-0.130
52406 - SA 313 Intensive Outpatient Svcs	1.300	1.000	0.600	-0.400
52407 - SA 610 Prevention	4.000	4.000	4.300	0.300
52413 - SA 320 Drug Court	1.000	1.000	1.000	0.000
52414 - SA 335 Medicated Assisted Services	0.000	1.000	0.400	-0.600
52417 - SA 310 Outpatient: Womens Services	0.700	0.000	0.000	0.000
52419 - SA 318 Motivational Treatment	0.000	0.500	0.550	0.050
52427 - SA 310 Outpatient: Child/Adol	0.900	0.000	0.000	0.000
Total Personnel:	301.365	302.365	326.090	23.725

205 - Integrated Behavioral Healthcare

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
52100 - CIBH Board and Administration	\$5,245,225	\$4,902,552	\$5,664,945	15.6%
52200 - MH Mental Health Clearing Account	\$58,185	\$956	\$0	-100%

52201 - Clinical Care Administration	\$886,245	\$1,358,618	\$1,049,850	-22.7%
52202 - MH 100 Emergency Services	\$1,491,351	\$1,883,084	\$2,397,187	27.3%
52203 - MH 310 Outpatient - Adult	\$987,627	\$1,127,698	\$1,247,341	10.6%
52204 - MH 312 Psychiatry Services	\$3,548,174	\$4,719,668	\$4,754,027	0.7%
52206 - MH 320 Case Management: Adult	\$1,444,179	\$1,444,044	\$1,633,817	13.1%
52208 - MH 720 Assessment/Evaluation	\$836,125	\$886,288	\$937,617	5.8%
52213 - MH 320 Case Management: Child/Adol	\$380,341	\$387,671	\$436,787	12.7%
52214 - MH 425 Mental Health Rehab	\$1,137,740	\$1,113,434	\$1,192,877	7.1%
52215 - MH Motivational Treatment	\$28,160	\$59,780	\$246,481	312.3%
52217 - MH 310 Outpatient: Child/Adol	\$181,929	\$0	\$0	-
52223 - MH 410 Partial Hospitalization	\$0	\$6,000	\$6,000	0%
52224 - MH 350 Intensive Comm Trmt	\$1,806,667	\$1,853,257	\$1,631,207	-12.0%
52231 - MH 551 Supervised Residential	\$1,774	\$8,000	\$8,682	8.5%
52234 - MH 320 Case Management: Forensic	\$723,412	\$777,478	\$824,080	6.0%
52235 - MH 318 Ches. Juvenile Svcs	\$99,765	\$86,094	\$96,362	11.9%
52236 - MH 720 Law Initiative	\$53,925	\$28	\$0	-100%
52237 - MH 465 Grp Support Emplmt: Cafe	\$1,541	\$0	\$0	-
52238 - Permanent Supportive Housing	\$336,836	\$363,543	\$1,831,618	403.8%
52240 - Crisis Receiving Center	\$99,225	\$1,109,122	\$3,020,768	172.4%
52301 - DEV 320 Case Management	\$1,885,956	\$2,223,631	\$2,303,476	3.6%
52302 - DEV 425 Psychosocial Rehab	\$895,903	\$1,265,885	\$1,512,114	19.5%
52303 - DEV Long-Term Residential Support	\$0	\$35,398	\$0	-100%
52317 - DEV 501 Intermediate Care 1825	\$1,416,941	\$1,870,422	\$1,878,327	0.4%
52318 - Community Care Administration	\$454,369	\$535,491	\$616,201	15.1%
52319 - DEV 900 Voucher Program	\$1,337,436	\$1,769,132	\$1,678,912	-5.1%
52336 - DEV 620 Part C Infant Services	\$2,336,205	\$2,324,962	\$2,514,484	8.2%
52337 - DEV 501 Intermediate Care 1829	\$1,379,700	\$1,749,923	\$1,761,572	0.7%
52401 - SA Administration (Allocate)	\$55,510	\$0	\$0	-
52402 - SA 310 Outpatient: Adult	\$539,979	\$804,334	\$779,227	-3.1%
52405 - SA 320 Case Management	\$313,802	\$349,807	\$367,369	5.0%
52406 - SA 313 Intensive Outpatient Svcs	\$162,900	\$99,837	\$71,111	-28.8%
52407 - SA 610 Prevention	\$492,434	\$507,442	\$588,821	16.0%
52409 - SA 521 Intensive Residential	\$5,880	\$28,533	\$10,000	-65.0%
52412 - SA 260 Medical Detox	\$12,000	\$25,000	\$15,000	-40.0%
52413 - SA 320 Drug Court	\$69,158	\$85,630	\$93,695	9.4%
52414 - SA 335 Medicated Assisted Services	\$67,098	\$393,051	\$355,913	-9.4%
52417 - SA 310 Outpatient: Womens Services	\$95,102	\$0	\$0	-
52418 - SA 410 Day Treatment/Part Hosp	\$0	\$12,000	\$5,000	-58.3%

52419 - SA 318 Motivational Treatment	\$10,599	\$27,930	\$36,590	31.0%
52426 - SA 551 Supervised Residential	\$6,198	\$0	\$0	-
52427 - SA 310 Outpatient: Child/Adol	\$134,977	\$0	\$0	-
Total Budget for Fund:	\$31,020,567	\$36,195,723	\$41,567,458	14.8%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Federal Government	\$2,372,159	\$1,755,749	\$1,647,909	-6.1%
Commonwealth of Virginia - Categorical: Other	\$11,269,522	\$11,842,505	\$16,725,123	41.2%
Miscellaneous Local Revenues	\$97,036	\$0	\$0	-
Use of Money & Property	\$213,288	\$0	\$0	-
Charges for Services	\$8,663,002	\$11,115,025	\$11,444,786	3.0%
Transfers from General Fund	\$10,773,865	\$11,454,436	\$11,721,632	2.3%
Recovered Costs	\$38,869	\$28,008	\$28,008	0%
Transfer from Other Funds	\$10,000	\$0	\$0	-
Total Revenues for Fund:	\$33,437,741	\$36,195,723	\$41,567,458	14.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	301.365	302.365	326.090	23.725



Juvenile and Domestic Relations District Court

DESCRIPTION

Juvenile and Domestic Relations District Court has jurisdiction over all matters of conflict between family members, or crimes committed by or against juveniles. The Court hears cases that include, but are not limited to, juvenile delinquency, juvenile traffic violations, children in need of services or supervision, truancy, child abuse/neglect, child and spousal support, child abandonment, foster care, court-ordered rehabilitation services, court consent for certain medical treatments, and adult criminal cases involving family members.

The staff consists of 4 Judges, 1 Clerk of Court, and 17 full-time Deputy Clerks. It maintains two divisions: Pre-Court and Post-Court. The State provides funding for personnel costs and most support costs. The City is responsible for the building and certain additional support costs. State costs are paid directly by the State and are not part of the City's budget.

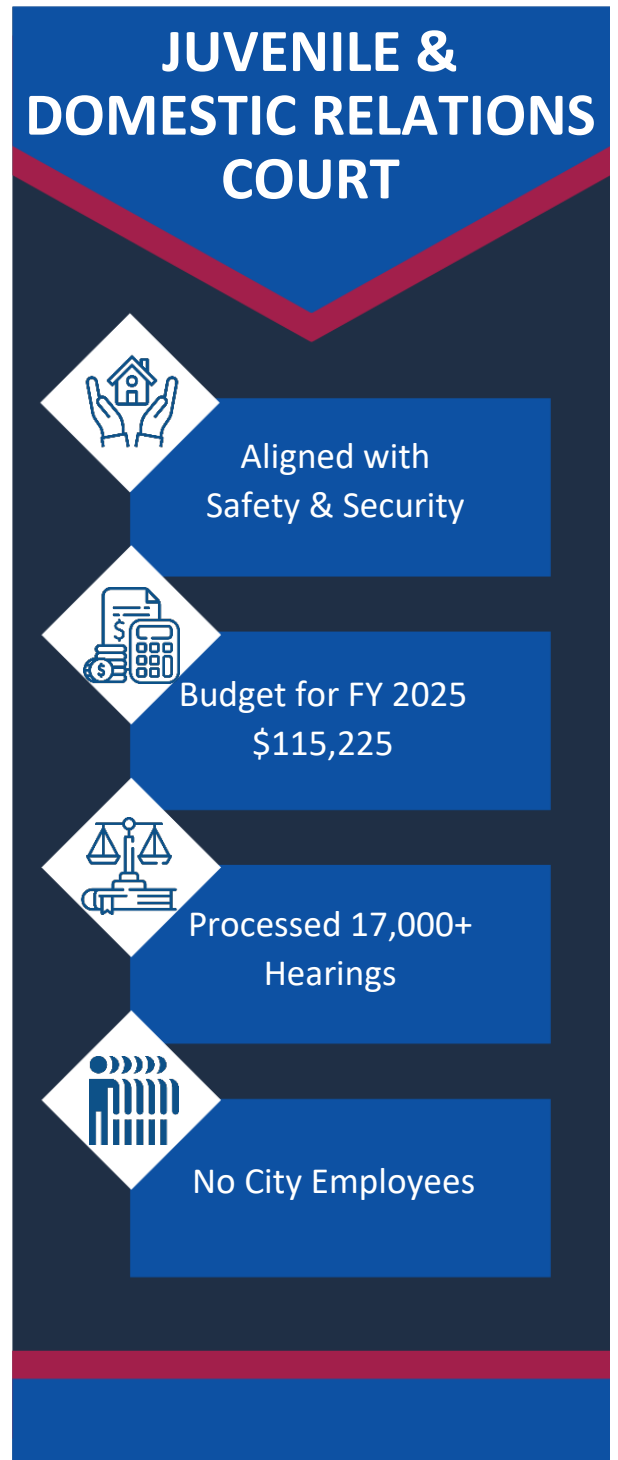
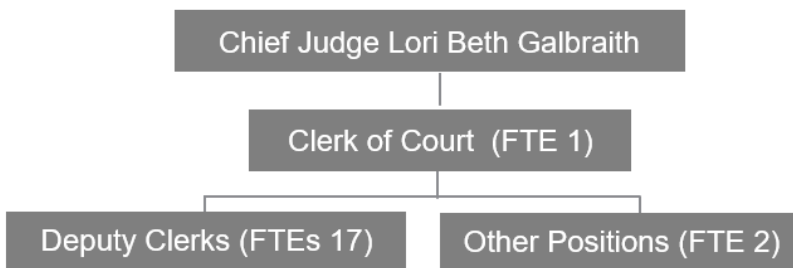
OBJECTIVES

- The Court's objective is to offer the highest degree of service possible to the community with the paramount concern being the welfare of children, families, and the safety of the community. This will be done in a professional, efficient, and effective manner utilizing technological capabilities and an efficiently trained staff.

CHANGES IN THE DEPARTMENT'S BUDGET

- There are no significant changes in the Juvenile and Domestic Relations Court's budget for FY 2025. The Court will be able to maintain all current services.

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Safety and Security

The Juvenile and Domestic Relations Court aligns with the strategic outcome of safety and security by resolving cases related to the well-being of children, families, and the safety of the community.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Filings – Adult & Juvenile		13,653	15,520	17,850
Hearings – Adult & Juvenile		14,267	15,811	17,538

Juvenile and Domestic Relations Court

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Internal Service Charges and Utilities	\$70,282	\$68,933	\$69,805	1.3%
General Expenses	\$42,928	\$48,957	\$45,420	-7.2%
Total Department Budget:	\$113,211	\$117,890	\$115,225	-2.3%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$400	\$0	\$0	-
Total Department-Specific Revenue:	\$400	\$0	\$0	-
General Fund Support:	\$112,811	\$117,890	\$115,225	-2.3%
Total Department Resources:	\$113,211	\$117,890	\$115,225	-2.3%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21500 - Juvenile and Domestic Relations Court	\$113,211	\$117,890	\$115,225	-2.3%
Total Budget for Fund:	\$113,211	\$117,890	\$115,225	-2.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$400	\$0	\$0	-
Total Revenues for Fund:	\$400	\$0	\$0	-

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

MISSION STATEMENT

Chesapeake Public Library educates and enriches the lives of Chesapeake residents. It's a safe, welcoming space where everyone in the community can access trustworthy information and materials, along with technology, job skills training, and culturally diverse events.

DESCRIPTION

The Libraries department is made up of seven full-service neighborhood libraries, a Law Library, two outreach vans, five outreach vehicles, and three book vending machines, which make the collection available to patrons 24/7.

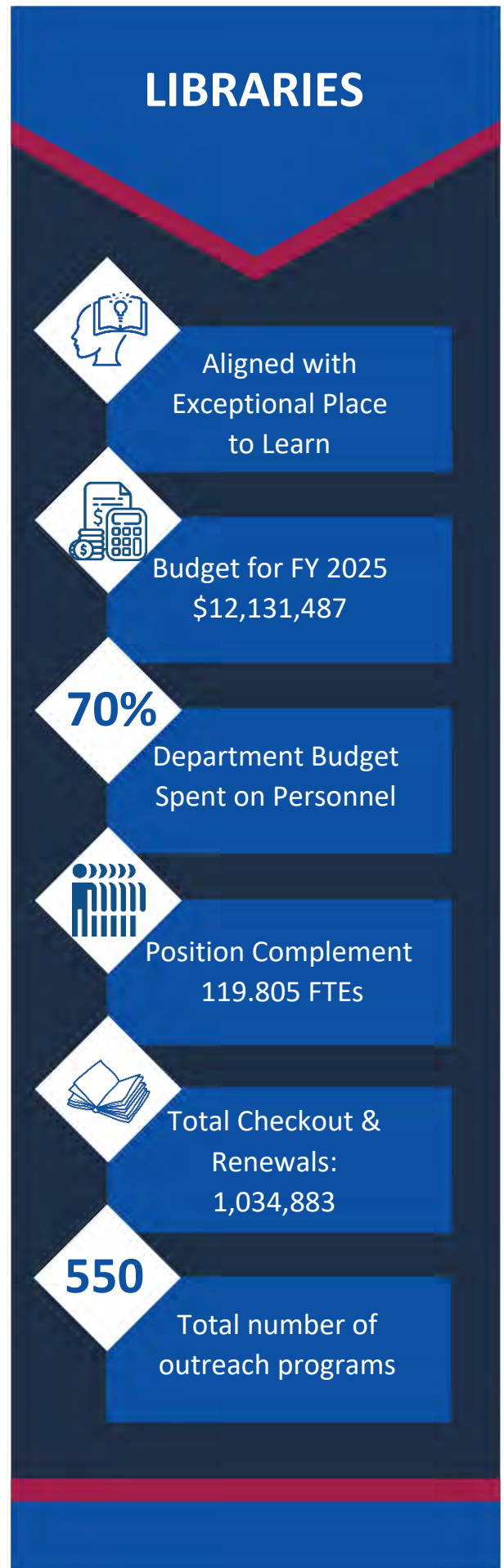
Together, Chesapeake public libraries provide an outstanding service to the community, Council, and other City departments by providing a diverse collection, both physically and online, of books, films, and music. The libraries also provide business services and educational programs ranging from printing and copying to a new seed library and the Dolly Parton Imagination Library, which provides free books to children in Chesapeake. These materials and services support all citizens in their education and career paths, which helps make Chesapeake an Exceptional Place to Live, Learn, Work, Farm, and Play.

OBJECTIVES

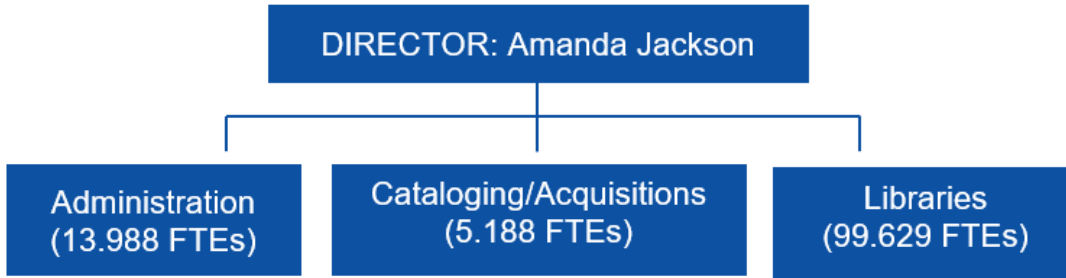
- Increase reading proficiency for all citizens and provide access to culturally diverse materials, services, and programs — especially in underserved communities.
- Support learners at every level by providing diverse materials, services, and programs to help them succeed in their education and career paths.
- Serve as an engine of economic growth, a community advocate, and an educational resource through partnerships and information sharing.
- Provide welcoming, safe, and sustainable communal spaces that improve the beauty of the City and increase community engagement and collaboration.
- Provide culturally diverse resources and events that inspire all citizens by generating moments of discovery.

CHANGES IN THE DEPARTMENT'S BUDGET

- Libraries had five staff in their department that functioned as internal IT staff. These five FTEs have been transferred to the IT department.
- Due to the transfer of personnel to IT, the Libraries will rely more heavily on the IT department, increasing the cost of internal service charges dramatically in FY 2025.
- Libraries is reducing 1.05 FTEs in FY 2025. The department will maintain services despite this reduction in staffing.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Outcome: Connectivity

The Libraries department aligns with the strategic outcome of connectivity by offering broadband internet access to those who may not otherwise be able to obtain it.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Library Website Visits (chesapeakelibrary.org)		582,755	508,364	550,000
Public Computer Sessions		131,943	104,072	125,000
Total Unique Connections to CPL Wi-Fi		425,536	105,232	100,000



Strategic Outcome: Cultural Diversity

Through many programs offered by the Libraries department including Black History Month, IndieFlix films, special guest speakers, and links to community resources, the Libraries department helps achieve the Council outcome of cultural diversity.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Event Calendar (events.chesapeakelibrary.org/)		2,524	2,022	2,400
In-house Program Participants		36,371	33,609	37,800
In-house Programs		1,438	1,632	1,800
Outreach participants		18,074	17,331	18,000



Strategic Anchor: Outstanding Customer Service

The Libraries department helps to meet the strategic anchor of providing outstanding customer service throughout their interactions with patrons at all locations with checkouts, renewals, and returns.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2023 ESTIMATE	FY 2024 PROJECTION
Total Checkouts & Renewals:		987,645	1,011,264	1,034,883
Total Holds Processed:		120,690	87,564	90,000
Total Circulation of Electronic Materials		341,834	404,236	450,000
Items Checked Out from Kiosks		626	1,350	1,500



Strategic Anchor: An Exceptional Place to Learn

The Libraries department helps to make Chesapeake an exceptional place to learn by offering learning spaces, materials, and technology that enable rich and diverse learning opportunities.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average participants: In-house program		25	21	21
Average participants: Meeting/Conference Rooms		10	10	10
Meeting/Conference Room Usage		3,267	2880	3000
Attendees in Meeting/Conference Rooms		33,850	28,437	30,000
Items in the Collection		341,775	360,897	375,000
Individual Study Room Usage		17,076	14,694	17,000
Children registered for Dolly Parton Imagination Library		42,277	38,444	40,000
Visits to Online Resource Page		3,896	4,339	4,800
Registered Users		151,484	163,727	175,970
Law Library Reference Inquiries		14,392	23,403	32,414
Environmental programs		43	30	30
Outreach programs		603	558	550
Number of CAREs Carts		11	11	10
Library Visits		660,716	593,025	620,000

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$8,434,169	\$9,077,865	\$8,541,564	-5.9%
Internal Service Charges and Utilities	\$872,318	\$862,638	\$1,581,040	83.3%
General Expenses	\$2,290,014	\$1,992,648	\$2,008,883	0.8%
Capital Outlays	\$62,805	\$0	\$0	-
Total Department Budget:	\$11,659,305	\$11,933,151	\$12,131,487	1.7%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$175,204	\$180,982	\$172,850	-4.5%
Commonwealth of Virginia - Categorical: Other	\$243,728	\$0	\$0	-
Recovered Costs	(\$26,614)	\$0	\$0	-
Use of Money & Property	\$30,170	\$40,000	\$40,000	0%
Total Department-Specific Revenue:	\$422,488	\$220,982	\$212,850	-3.7%
General Fund Support:	\$11,236,818	\$11,712,169	\$11,918,637	1.8%
Total Department Resources:	\$11,659,305	\$11,933,151	\$12,131,487	1.7%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
73100 - Public Libraries	125.851	125.855	119.805	-6.050
Total Personnel:	125.851	125.855	119.805	-6.050

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21800 - Public Library - Law Library	\$26,326	\$36,251	\$36,251	0%
73100 - Public Libraries	\$11,066,693	\$11,573,902	\$11,772,238	1.7%
73104 - Library Book Purchases	\$322,558	\$322,998	\$322,998	0%
73105 - Library State Aid	\$243,728	\$0	\$0	-
Total Budget for Fund:	\$11,659,305	\$11,933,151	\$12,131,487	1.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$175,204	\$180,982	\$172,850	-4.5%
Recovered Costs	(\$26,614)	\$0	\$0	-
Use of Money & Property	\$30,170	\$40,000	\$40,000	0%
Commonwealth of Virginia - Categorical: Other	\$243,728	\$0	\$0	-
Total Revenues for Fund:	\$422,488	\$220,982	\$212,850	-3.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	125.851	125.855	119.805	-6.050



Lakeside Park



MISSION STATEMENT

To provide an independent, unbiased review of complaints brought to the Magistrates' office by police officers, sheriff deputies, and citizens.

DESCRIPTION

The Magistrates' Office is open 24 hours a day to fulfill various judicial process requests, many of which are issued after a judicial hearing. Magistrate duties include issuing criminal warrants and summonses, search warrants, emergency protective orders, and mental health temporary commitment orders, such as emergency custody orders and temporary detention orders. In addition, magistrates conduct bail hearings for persons under arrest, process bonds for persons eligible for bail, and commit to jail persons who present a risk of harm to themselves or the community or are a flight risk. Magistrates can also take prepayments for certain traffic and non-traffic offenses. In addition to fulfilling all the roles of a magistrate, the chief magistrate administers office operations, including hiring and training new magistrates. Magistrates provide services to citizens and stakeholders of Chesapeake and to citizens and other persons from localities throughout Virginia.

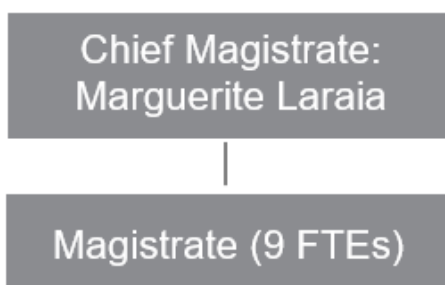
OBJECTIVES

Improve the safety and security for citizens, employees, and visitors of Chesapeake by complying with the state statutes and regulations governing magistrates.

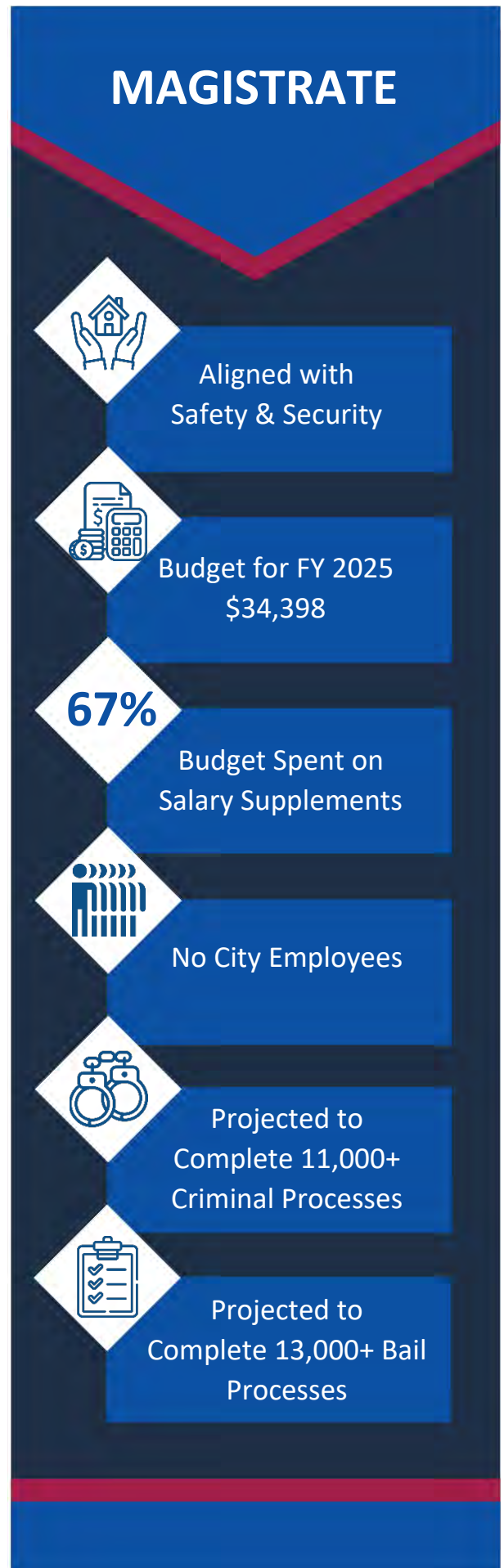
CHANGES IN THE DEPARTMENT'S BUDGET

- Although the employees of the office are not City employees, the City does provide a supplement to their pay. This amount has remained the same since FY 2021.
- The reduction in the internal service charges is due to the reduced allocation for self-insurance charges.
- The reduction in general expenses is attributable to a reduction for professional services and the lease/rent of equipment.

ORGANIZATION



Note: All employees are state employees.



PERFORMANCE MEASURES



Strategic Outcome: Safety & Security

The proper operation of the Magistrates' Office correlates to the safety and security of the community by expediting bail hearings in an efficient manner with the goal of getting police officers back on the street faster. Maintain low turnover rates, improve training capabilities, increase mental health collaboration. Improve safety and security of public facilities. Increase community engagement and collaboration.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Bail processes (commitments, releases, bonds)	12,000	13,185	14,000	13,500
Criminal procedures and emergency protective orders processed	10,700	10,729	12,000	11,500
Other processes issued (temporary detention, domestic assault, DUIs, etc.)	4,300	4,250	4,200	4,500

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$22,084	\$23,128	\$23,128	0%
Internal Service Charges and Utilities	\$3,228	\$3,580	\$1,375	-61.6%
General Expenses	\$10,431	\$11,027	\$9,895	-10.3%
Total Department Budget:	\$35,743	\$37,735	\$34,398	-8.8%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
21300 - Magistrates' Office	\$35,743	\$37,735	\$34,398	-8.8%
Total Budget for Fund:	\$35,743	\$37,735	\$34,398	-8.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



Chesapeake Mosquito Control



MISSION STATEMENT

The Chesapeake Mosquito Control Commission (MCC) is dedicated to protecting the public’s health, safety, and comfort by controlling mosquito populations and mosquito-borne diseases in the most effective, environmentally safe, and economically efficient manner possible.

DESCRIPTION

The MCC provides services to the entire City and is funded by real estate and personal property tax rates specifically enacted to support mosquito control programs. Commissioners are appointed by City Council and work closely with the Public Health Department to ensure prevention and protection is provided against mosquito-borne illnesses.

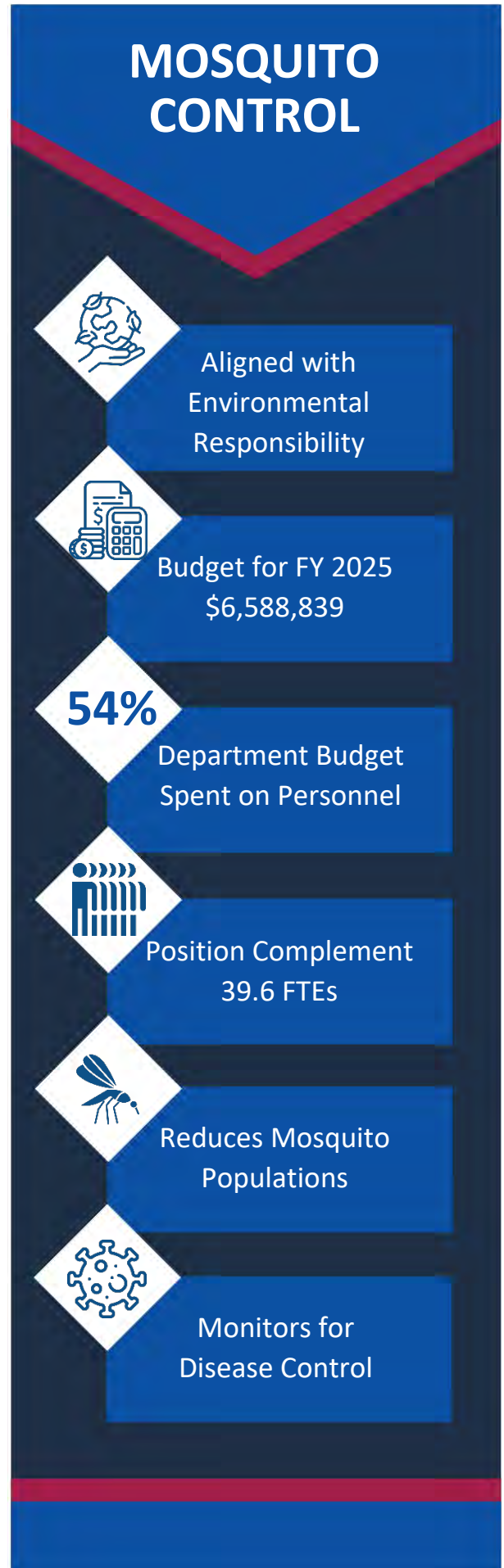
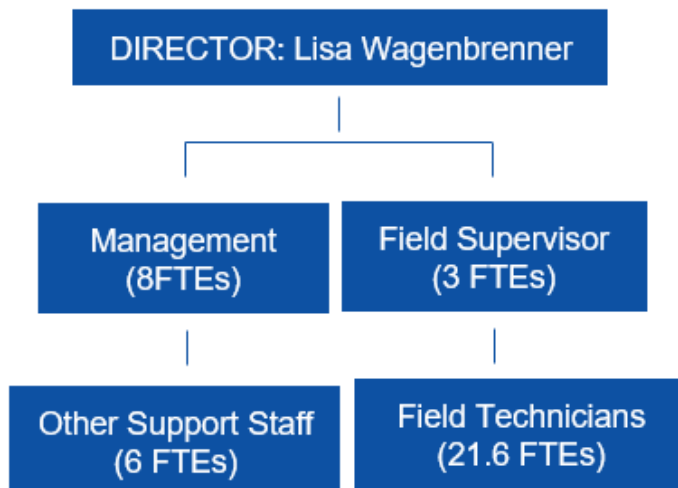
OBJECTIVES

- Serve Chesapeake’s citizens and visitors by providing responsible mosquito control.
- Use an integrated pest management strategy to effectively control mosquito populations.
- Perform services in the most effective, efficient, and environmentally safe manner.

CHANGES IN THE DEPARTMENT’S BUDGET

- Personnel cost changes are due to market adjustments for positions within the department.
- The increase in internal service charges is based on the department’s allocation of these costs.
- Mosquito Control is funded by a dedicated portion of the real estate tax (1¢) and the personal property tax (8¢). City revenue from both taxes increased in FY 2025 and as such the total revenue for Mosquito Control is increasing.

ORGANIZATION



PERFORMANCE MEASURES



Strategic Outcome: Environmental Responsibility

Mosquito Control aligns with Council strategic outcome of environmental responsibility by surveying and maintaining drainage ditches to eliminate mosquito breeding sites and by applying larvicide and adulticide to stagnant water via truck-mounted and backpack sprayers to control the Asian tiger mosquito. This is done as effectively and safely as possible.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Acres set for routine application of adulticide by truck and UTV mounted sprayers (annual)	350,000	162,703	250,000	250,000
Number of backyards treated with handheld sprayers	1,500	994	1,500	1,500
Acres treated with adulticides/man-hour	200	892	500	500
Percent of adulticiding acres initiated by action thresholds	100%	100%	100%	100%
Acres set for routine application of larvicide (annual), includes roadside and special projects		743.54	8	8
Acres treated with larvicides/man-hour		0.04	1	1
Mosquito traps are set and catch processed (during the season)	1,450	1,508	1,500	1,500
Pools of disease vectors processed (during the season)	1,200	643	1,500	1,500
Efficacy and pesticide resistance studies initiated, completed, and analyzed		7	10	10
Mosquito catches processed within 24 hours	1,450	1,508	1,500	1,500
Mosquito disease tests performed within 24 hours of pooling	1,200	643	1,200	1,200
Feet of drainage ditches cleared per man-hour	36	25.4	36	36
Feet of larviciding paths cleared per man-hour	75	30.83	75	75
Percent of scheduled drainage maintenance completed	100%	100%	100%	100%
Percent of scheduled larviciding paths maintenance completed	100%	100%	100%	100%
Percentage of repairs, maintenance & calibrations performed within schedule	90%	90%	90%	90%



Strategic Anchor: Outstanding Customer Service

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Outreach, public education, and training events completed	25	32	25	25
Percent of mosquito catches processed within 24 hours	100%	100%	100%	100%
Percent of mosquito disease tests performed within 24 hours of pooling	100%	100%	100%	100%
All service requests received		1,465	2,000	2,000
Mosquito service requests received		1,267	1,800	1,800
Financial transactions		1,055	1,100	1,100
Mosquito service requests resolved within 48 hours	2,000	1,267	1800	1800
Percent of service requests resolved within the allotted period	100%	100%	100%	100%
Percent of financial transactions handled within 30 days	98%	100%	100%	100%

Mosquito Control Commission

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,635,117	\$3,302,923	\$3,536,645	7.1%
Internal Service Charges and Utilities	\$235,760	\$247,493	\$269,402	8.9%
General Expenses	\$1,041,350	\$1,766,184	\$1,821,084	3.1%
Contribution to Fund Balance	\$0	\$502,080	\$491,708	-2.1%
Capital Outlays	\$121,666	\$475,000	\$470,000	-1.1%
Total Department Budget:	\$4,033,893	\$6,293,680	\$6,588,839	4.7%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Gain on Disposal	\$37,735	\$0	\$0	-
General Property Tax	\$6,310,022	\$6,293,680	\$6,588,839	4.7%
Miscellaneous Local Revenues	\$16,666	\$0	\$0	-
Recovered Costs	\$78	\$0	\$0	-
Use of Money & Property	\$248,124	\$0	\$0	-
Total Department-Specific Revenue:	\$6,612,625	\$6,293,680	\$6,588,839	4.7%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$6,612,625	\$6,293,680	\$6,588,839	4.7%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
51317 - Mosquito Control	39.600	39.600	39.600	0.000
Total Personnel:	39.600	39.600	39.600	0.000

800 - Mosquito Control Comm

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
51317 - Mosquito Control	\$4,033,893	\$6,293,680	\$6,588,839	4.7%
Total Budget for Fund:	\$4,033,893	\$6,293,680	\$6,588,839	4.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$6,310,022	\$6,293,680	\$6,588,839	4.7%
Gain on Disposal	\$37,735	\$0	\$0	-
Use of Money & Property	\$248,124	\$0	\$0	-
Miscellaneous Local Revenues	\$16,666	\$0	\$0	-
Recovered Costs	\$78	\$0	\$0	-
Total Revenues for Fund:	\$6,612,625	\$6,293,680	\$6,588,839	4.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	39.600	39.600	39.600	0.000

DESCRIPTION

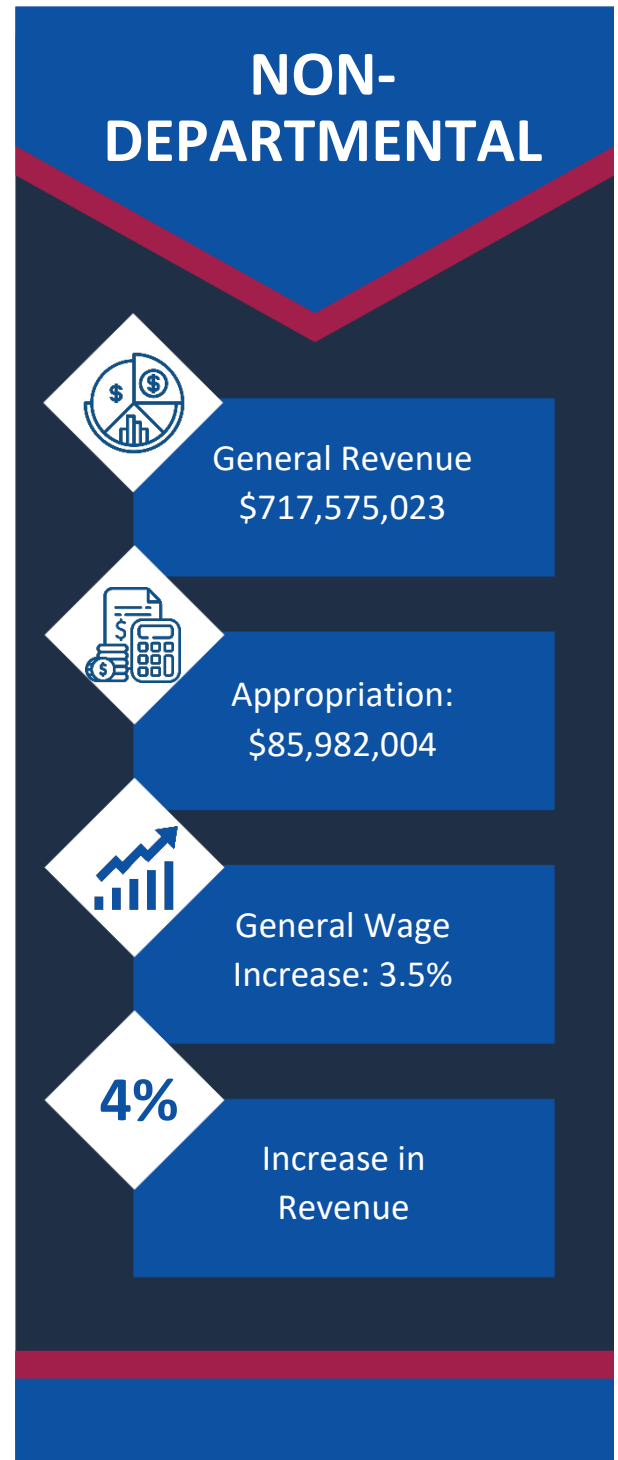
This section of the budget includes contingencies and general government expenses that are not specific to an individual department.

ITEMS INCLUDED IN NON-DEPARTMENTAL

- The stormwater fee for City properties
- The City's contribution to Healthy Chesapeake
- Contingencies for City Council initiatives
- Contingencies for operating costs not well-defined during budget development
- Contingencies for planned pay and benefits changes that are not yet implemented
- Contributions to the City and School Lockboxes and uses of the City Lockbox to be transferred to the Debt Fund
- Contributions to the Policy Reserve as required based on revenue growth
- Revenue that is not department-specific such as General Property Tax, Personal Property Tax, Sales and Use Tax, and all other non-dedicated local revenues

CHANGES IN THE DEPARTMENT'S BUDGET

- Personnel costs included in the contingency for the FY 2025 budget represent \$10.4 million which includes a public safety step increase to be implemented in January, a reserve to move the salary ranges of sworn personnel if needed, and a general wage increase of 3.5% for the general workforce to be effective in July.
- Other benefit cost contingencies include \$250,000 for Other Post Employment Benefits, which are required actuarial determined expenses for current employees earning benefits to be paid upon retirement, \$1,250 for a unique retirement system benefit, and almost \$2.5 million for changes in health insurance.
- The negative amount shown in Internal Services Charges and Utilities is the overhead allocation that is collected from Public Utilities, the Chesapeake Transportation System, the Conference Center fund, Stormwater, and the Mosquito Control Commission. The amount of the increase is equivalent to the general wage increase and benefit cost changes for the Virginia Retirement System, group life, and disability rates.
- General Expenses include a contingency of \$25,000 for public hearing advertising costs that are anticipated to increase.
- Contingencies include \$10,000 for City Council designation, \$500,000 for City Council priorities, and a general contingency of \$1.9 million.



Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$613	\$1,796,554	\$13,165,893	632.8%
Internal Service Charges and Utilities	(\$2,151,739)	(\$2,259,327)	(\$2,351,281)	4.1%
General Expenses	\$2,694,358	\$5,853,714	\$6,134,119	4.8%
Contribution to Fund Balance	\$0	\$63,576,745	\$69,033,273	8.6%
Transfers to Capital Funds	\$72,458,569	\$0	\$0	-
Transfers to Grant Funds	\$172,242	\$0	\$0	-
Transfers to Other Operating Funds	\$28,456,217	\$2,277,850	\$0	-100%
Transfers to Debt Fund	\$33,119,410	\$0	\$0	-
Transfers to School Operating Funds	\$247,397,539	\$0	\$0	-
Total Department Budget:	\$382,147,209	\$71,245,536	\$85,982,004	20.7%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$34,422	\$32,866	\$29,892	-9.0%
Commonwealth of Virginia - Categorical: Other	\$32,559,822	\$32,237,984	\$32,062,532	-0.5%
Federal Government	\$39,052	\$35,000	\$38,000	8.6%
Fines and Forfeitures	\$407,960	\$444,236	\$337,832	-24.0%
Fund Surplus	\$0	\$45,011,138	\$39,387,904	-12.5%
General Property Tax	\$426,768,775	\$443,282,027	\$464,155,048	4.7%
Licenses, Permits, and Fees	\$2,542	\$3,000	\$3,000	0%
Miscellaneous Local Revenues	\$459,011	\$0	\$0	-
Other Local Taxes	\$172,090,321	\$167,618,834	\$177,527,663	5.9%
Transfer from Other Funds	\$2,303,592	\$0	\$0	-
Transfers from TIF Funds	\$10,136,410	\$0	\$0	-
Use of Money & Property	\$45,212	\$1,522,713	\$4,033,152	164.9%
Total Department-Specific Revenue:	\$644,847,120	\$690,187,798	\$717,575,023	4.0%
General Fund Support:	-	-	-	-
Total Department Resources:	\$644,847,120	\$690,187,798	\$717,575,023	4.0%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	23.725

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
91304 - Non-Departmental Items	\$73,309,247	\$75,326,353	\$84,062,441	11.6%
91304 - Operating Contingencies	\$308,837,962	(\$4,080,817)	\$1,919,563	-147.0%
Total Budget for Fund:	\$382,147,209	\$71,245,536	\$85,982,004	20.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Licenses, Permits, and Fees	\$2,542	\$3,000	\$3,000	0%
General Property Tax	\$426,768,775	\$443,282,027	\$464,155,048	4.7%
Transfers from TIF Funds	\$10,136,410	\$0	\$0	-
Fines and Forfeitures	\$407,960	\$444,236	\$337,832	-24.0%
Miscellaneous Local Revenues	\$459,011	\$0	\$0	-
Commonwealth of Virginia - Categorical: Other	\$32,559,822	\$32,237,984	\$32,062,532	-0.5%
Other Local Taxes	\$172,090,321	\$167,618,834	\$177,527,663	5.9%
Transfer from Other Funds	\$2,303,592	\$0	\$0	-
Fund Surplus	\$0	\$45,011,138	\$39,387,904	-12.5%
Use of Money & Property	\$45,212	\$1,522,713	\$4,033,152	164.9%
Charges for Services	\$34,422	\$32,866	\$29,892	-9.0%
Federal Government	\$39,052	\$35,000	\$38,000	8.6%
Total Revenues for Fund:	\$644,847,120	\$690,187,798	\$717,575,023	4.0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000



Campostella Square Park



MISSION STATEMENT

The Chesapeake Parks, Recreation, and Tourism (PRT) Department is dedicated to providing and promoting a wide variety of healthy, wholesome, and culturally diverse activities, events, services, programs, and sites to create community engagement opportunities and to enhance the quality of life for all Chesapeake residents and visitors. The department is also committed to preserving, maintaining, and beautifying the City's parks, facilities, open spaces, and natural resources, and cultivating historical sites and experiences, all in making the City a greener and healthier place to live, learn, work, farm, and play.

DESCRIPTION

The Parks, Recreation, and Tourism Department is comprised of the following divisions:

Administration – provides leadership, formulates department policies, manages finances, communication services, personnel, accounting, information technology, planning, and operates the Chesapeake Visitors Center. Additionally, support is provided for the boards and commissions that fall under the department's purview, as well as the oversight of storekeeping and warehouse operations.

Recreational Operations – Includes operations of the community centers, instructional and out-of-school programs/camps, athletics, therapeutic recreation, childcare, 55 & Better Programs and events, and special events.

Parks and Municipal Operations – responsible for maintenance of over 4,000 acres across more than 80 parks, athletic fields, municipal grounds, and school grounds and associated paved surfaces, parking lots, and sidewalks. Housekeeping provides a clean and sanitary environment in City buildings to include common areas, Council Chambers, City offices, conference rooms, and restrooms.

Tourism & Conference Center – actively solicits organizations searching for a venue to hold meetings, events, or other hospitality services. Tourism is encouraged through the development of entertainment, recreational, scenic, cultural, heritage, and conference venues. The Chesapeake Conference Center is a convention and meeting facility owned by the City and managed by VenuWorks, an outside vendor. The facility attracts more than 200,000 guests annually. With a fully operational food and beverage division and 39,000 square feet of meeting and event space.

Historical Services – brings public awareness to the rich and diverse history of Chesapeake. One of several projects includes the development of the Historic Village at the Dismal Swamp, which includes the Cornland School and the Superintendent's house, a visitor center, tributes to the Underground Railroad, Indigenous Communities and Maroon Communities, and a steamboat replica as part of future endeavors. Other projects include the development of a Civil War era earthen fort in Western Branch, programming the historic schoolhouse in South Norfolk, and restorations of the Farmhouse at the Chesapeake Arboretum and the Sunray Schoolhouse.

PARKS, RECREATION & TOURISM



Aligned with
Connectivity



Budget for FY 2025
\$29,367,543

55%

Department Budget
Spent on Personnel



Position Complement
238.064 FTEs

115

Acres of Turf
Maintained



Maintained
3,246 acres of park
grounds

OBJECTIVES

- Providing exceptional customer service in our interactions with our customers, visitors, and coworkers while displaying professionalism, integrity, and being fiscally responsible.
- Working with volunteers, local businesses, schools, and community partners to beautify the City using conservation and sustainable practices.
- Increase community engagement by promoting department offerings.
- Developing historical sites and resources and integrating cultural diversity in experiences offered to citizens and visitors.
- Providing recreation programs that are safe, fun, and enjoyable while ensuring equity and fairness for all.
- Improving connectivity, walkability, and accessibility to parks and open spaces.
- Establish a strong media outreach program for Chesapeake as a tourism destination for meetings, sports, events, and leisure travel. Maintain the destination brand and the unified message to visitors inquiring about Chesapeake.

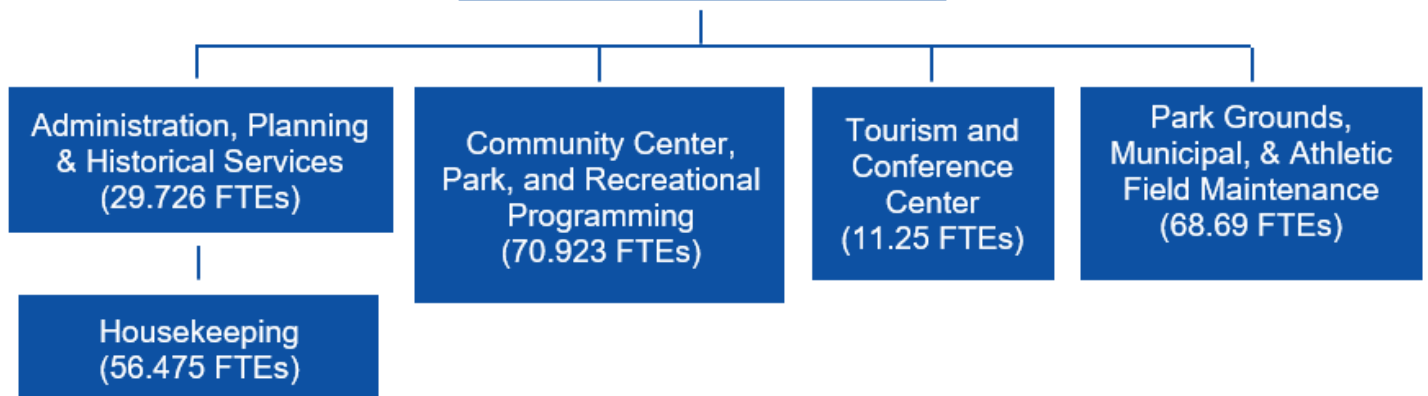
CHANGES IN THE DEPARTMENT’S BUDGET

- Changes to the department’s complement include the addition of three part-time Recreation Specialist I positions to run the day-to-day operations at the Historical Village at the Dismal Swamp. Also, seasonal Recreation Leader positions were eliminated at community centers and for the Stay & Play summer day program.
- Internal service fund charges for the department are decreasing. These charges are based on the allocated share of information technology costs.
- The decrease sustained in the capital outlay category is a result of a reduction in the amount for new machinery and equipment replacement.
- The Conference Center and Tourism divisions of Parks and Recreation did not have any major funding needs and the current level of service provided by them can be maintained without the addition of more funding. Budgeted expenditures are expected to remain relatively flat. Revenue increases are expected in FY 2025 for the Conference Center as it is now fully open and operational after being closed for six months for renovations. The contribution to assigned fund balance was increased by \$603,163.

ORGANIZATION



DIRECTOR: Michael D. Barber



PERFORMANCE MEASURES



Strategic Outcome: Economic Prosperity

The Parks, Recreation and Tourism Department supports this outcome by helping diversify the tax base through tourism, hospitality, conference center bookings, hotel and restaurant sales and support, area attractions and events, waterways, and park amenities (campground, types of golf courses, waterway access, athletic fields, etc.) and other department programming.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Northwest River Park - Days Occupied Campsites/Cabin Rentals	7,500	6,990	7,500	7,500
Northwest River Park- Rentals (boat, bike, minigolf, disc golf, equestrian)	6,500	5,776	8,500	6,500
Equestrian Memberships	80	74	75	80
Skate Park Memberships	50	32	50	50
Dog Park Memberships	850	553	850	850
Conference Center – Number of Events	400	321	350	360
Conference Center – Number of Meals prepared	40,000	35,552	21,120	36,619
Conference Center - Average Number of Meals per event	115	111	64	115
Tourism - Average Trade Show Contacts	20	29	20	20
Tourism - Average Visit duration of web visitor (mins)	1.65	.55	2.00	1.65
Tourism - Average Web Pages per Visit	2.00	1.65	3.00	2.00
Tourism - Avg Trade Show Leads Generated	3.00	7.00	3.00	3.00
Tourism - Total Visitor Guide Requests	7,000	6,238	7,000	7,000
Tourism - Total Web Page Views VisitChesapeake.com	1,200,000	1,001,384	950,000	1,000,000
Tourism-Total Web Visitors VisitChesapeake.com	450,000	426,336	400,000	430,000
Tourism-Trade shows attended	10	11	3	8



Strategic Outcome: Connectivity

The City and the department have been working towards a 10-minute walk goal that encourages high-quality recreational amenities and green spaces within a ten-minute walk of all Chesapeake residents. This is a national partnership between the Trust for Public Land, National Recreation and Park Association, and Urban Land Institute whose goal is to have a park within a 10-minute walk of the home of every person, in every neighborhood, in every city across America. Installation of connecting sidewalks to neighborhoods and in and around parks has been a priority for the department. Currently 46% of Chesapeake’s population lives within a 10-minute walk of a park or community center. The national average of all cities and towns in the United States is 55%. Of the top 100 most populous cities, the national average is 74%.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Dismal Swamp Canal Trail - Paved Miles Maintained	8.50	8.50	8.50	8.50
Western Branch Trail - Paved Miles Maintained	5.70	4.30	4.30	4.30



Strategic Outcome: Cultural Diversity

The department provides and promotes a wide variety of culturally diverse recreational activities, events, facilities, services, and programming to enhance the quality of life for all Chesapeake residents and visitors. Podcasts, webinars, and tours are offered to tell the stories of the diverse groups of people who have helped shape Chesapeake's history.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Athletic - Volunteer Coaches	800	786	700	700
Athletic - Youth Participants	4,750	4,575	4,500	4,500
Athletic - Adult Participants	3,200	2,950	3,000	3,000
Instructional Programs - Participants	2,500	2,084	2,000	2,000
Instructional Series - Average Participants	8	6	8	8
Outdoor Programs – Participants	1,000	739	750	750
Seniors – Events – Average Participants – per event	350	339	335	335
Seniors – Programs Participants – per program	30	24	26	26
Seniors – Series Average Participants per class	10	10	10	10
Therapeutic Events – Total Participants	200	205	200	200
Therapeutic Event - Average Participants	40	37	40	40
Therapeutic Programs- Participants	475	501	450	450
Therapeutic Series- Average Participants	10	10	10	10
Youth Programs - Participants in (After School, Summer, Teen Programs)	375	345	350	350



Strategic Outcome: Environmental Responsibility

Increase awareness and promote interest in improving Chesapeake's environment through cleanups, beautification projects with the assistance of volunteers and community groups, campaigns, and outreach to make Chesapeake a greener, cleaner, and healthier city in which to live, learn, work, farm, and play.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
City and Chesapeake Environmental Improvement Council (CEIC)-Number of cleanup and recycling events sponsored	75	66	75	75
City and CEIC - Number of Public Spaces Environmentally Cleaned and Improved	75	49	50	75
City and CEIC - Pounds of Litter & Debris Collected	10,000	8,124	10,000	10,000
City and CEIC - Acres of Parks, Public Land, Playgrounds, Trails Environmentally Cleaned and Improved	750	677	750	750
Active Adopt-A-Park Adoptions	15	9	10	10
Active Adopt-A-Spot Adoptions	8	5	5	5
Acres of Turf Maintained	115	115	115	115
Parks and Play Areas Maintained	86	85	85	86
Park Grounds - Acres Maintained	3,246	2,852	3,231	3,246



Strategic Outcome: Safety & Security

Improve and encourage training to increase mental health awareness, active threat awareness and responsiveness, the safety of park amenities, and operation of equipment in performance of job duties. Ensure security and alarm systems are maintained for compatibility and upgraded as appropriate at facilities and parks.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Compliance with national play box fall surface safety standards	90%	90%	90%	90%
Incident Reports completed by a Park Ranger	750	897	500	750
Work Orders completed by a Park Ranger	150	183	150	150



Strategic Anchor: Making Chesapeake an Exceptional Place

Dedicated to providing and promoting a wide variety of healthy, wholesome, and culturally diverse recreational activities, events, facilities, services, and programming to enhance the quality of life for visitors and a diverse population in Chesapeake of all ages, varying interests, and abilities. This includes preservation and maintenance of the City’s parks, facilities, fields and courts, gateways, historical structures, natural resources, waterways, and open spaces, and support and coordination for arts appreciation and participation with fine arts groups. We strive to promote, market, and sell the City as a destination for meetings, historical experiences, conventions, groups, and individual travelers, fostering economic development, and benefiting and supporting members of the overall business and hospitality community thereby making Chesapeake an exceptional place to live, learn, work, farm, and play.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Community Center Attendance	325,000	297,870	230,000	230,000
Fine Arts-Average Cost per Grant Recipient	\$5,000	\$5,936	\$5,000	\$5,000
Fine Arts-Grant Applicants that Reapply More than 2 years	18	17	18	18
Fine Arts-Grant Recipient Organizations	20	16	20	20
Fine Arts-People Served through Grant Supported Programs	30,000	27,169	20,000	30,000
Special Event Permits Issued	425	408	400	425



Strategic Anchor: Outstanding Customer Service

The Department provides outstanding customer service from all facets of the department while providing recreational opportunities and other services including maintenance of parks, park amenities, fields and open spaces, municipal grounds, waterways, and cleaning and providing a sanitary environment in the City.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Conference Center-Customer Satisfaction Rating (out of 4)	3.80	3.62	3.80	3.90
Grounds - Mowing cycle - 10 day / adherence	95%	90%	90%	90%
Housekeeping-Square feet cleaned	900,000	850,000	850,000	850,000
Housekeeping (contracted) - Square feet cleaned	600,000	500,000	500,000	500,000



Strategic Anchor: Fiscal Responsibility & Sustainability

Parks, Recreation, and Tourism is committed to providing excellent customer service in a fiscally responsible and sustainable manner. Our facility and park rentals as well as our recreational and instructional programs provide an economical way for citizens to enjoy the safe and engaging public spaces Parks, Recreation and Tourism has to offer. City Policy, City Contracts, and best business practices are strictly adhered to ensuring Parks, Recreation and Tourism receive the best value for goods and services.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Annual Invoices Processed by PRT	5,100	5,049	4,500	5,100
Annual Requisitions Entered by PRT	650	644	700	650
Community Center ID's Sold	6,500	6,080	4,500	5,500
Community Center Rentals	1,250	979	1,000	1,000
Park Shelter Rentals	1,950	1,792	1,950	1,950
Conference Center-Compliance with Management Contract	100%	100%	100%	100%
Average housekeeping cost per sq. ft. (non-contract)	\$3.00	\$2.50	\$3.14	\$3.00
Average contracted housekeeping cost per sq. ft.	\$14.24	\$14.24	\$8.00	\$14.24
Overall average housekeeping cost per sq. ft.	\$6.00	\$5.69	\$2.49	\$6.00

Parks Recreation and Tourism

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$12,058,029	\$15,492,889	\$16,150,693	4.2%
Internal Service Charges and Utilities	\$2,788,008	\$3,096,419	\$2,942,792	-5.0%
General Expenses	\$7,415,515	\$7,079,671	\$7,129,623	0.7%
Contribution to Fund Balance	\$0	\$2,205,624	\$2,808,787	27.3%
Capital Outlays	\$676,909	\$358,720	\$330,648	-7.8%
Transfers to Capital Funds	\$65,000	\$0	\$0	-
Transfers to Grant Funds	\$4,500	\$5,000	\$5,000	0%
Total Department Budget:	\$23,007,961	\$28,238,323	\$29,367,543	4.0%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$899,508	\$827,777	\$828,077	0.0%
Fund Surplus	\$0	\$371,315	\$371,315	0%
Miscellaneous Local Revenues	\$1,577,052	\$1,687,558	\$1,690,058	0.1%
Other Local Taxes	\$5,637,115	\$5,140,398	\$5,817,366	13.2%
Recovered Costs	\$5,148	\$0	\$0	-
Use of Money & Property	\$941,008	\$810,512	\$911,012	12.4%
Total Department-Specific Revenue:	\$9,059,832	\$8,837,560	\$9,617,828	8.8%
General Fund Support:	\$13,948,130	\$19,400,763	\$19,749,715	1.8%
Total Department Resources:	\$23,007,961	\$28,238,323	\$29,367,543	4.0%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
72101 - Administration	23.125	18.525	23.875	5.350
72110 - Warehouse & Work Order Center	3.225	3.225	2.600	-0.625
72201 - Municipal Grounds	14.950	7.950	9.950	2.000
72204 - Athletic Grounds Maintenance	14.000	14.000	13.000	-1.000
72205 - Park Ground Maintenance	20.375	20.375	20.625	0.250
72240 - Housekeeping	56.475	56.475	55.837	-0.638
72301 - Athletic Programs	15.722	15.037	15.052	0.015
72302 - Community Centers	38.897	36.621	34.787	-1.834
72303 - Leisure Programs	17.182	14.634	13.748	-0.886

72304 - Senior Programs	4.691	4.691	4.691	0.000
72325 - Special Programs	3.000	3.000	3.000	0.000
72330 - Historical Division	0.000	7.000	5.500	-1.500
72340 - Park Operations	13.884	14.884	13.384	-1.500
72341 - Northwest River Park	1.520	1.520	2.895	1.375
72342 - Elizabeth River Park	3.160	3.160	2.870	-0.290
72343 - Arboretum	1.800	1.400	2.000	0.600
72344 - Park and Facility Planning	0.000	9.000	5.000	-4.000
81100 - Conference Center	1.000	1.000	1.000	0.000
81101 - Conventions and Tourism	8.250	8.250	8.250	0.000
Total Personnel:	241.256	240.747	238.064	-2.683

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
72101 - Administration	\$3,139,847	\$3,053,896	\$3,193,009	4.6%
72109 - Fine Arts Commission	\$89,000	\$89,975	\$89,975	0%
72110 - Warehouse & Work Order Center	\$124,513	\$175,748	\$159,525	-9.2%
72201 - Municipal Grounds	\$1,448,545	\$940,982	\$1,243,678	32.2%
72204 - Athletic Grounds Maintenance	\$1,994,248	\$1,955,360	\$1,872,638	-4.2%
72205 - Park Ground Maintenance	\$2,166,339	\$2,467,474	\$2,525,558	2.4%
72240 - Housekeeping	\$2,683,743	\$3,291,319	\$3,465,561	5.3%
72301 - Athletic Programs	\$915,758	\$1,256,708	\$1,283,842	2.2%
72302 - Community Centers	\$2,446,897	\$2,692,315	\$2,840,869	5.5%
72303 - Leisure Programs	\$778,323	\$984,100	\$894,700	-9.1%
72304 - Senior Programs	\$360,372	\$435,866	\$429,873	-1.4%
72325 - Special Programs	\$499,242	\$529,556	\$530,455	0.2%
72330 - Historical Division	\$7,935	\$484,894	\$500,394	3.2%
72340 - Park Operations	\$1,032,668	\$1,199,071	\$1,160,965	-3.2%
72341 - Northwest River Park	\$281,138	\$339,002	\$463,174	36.6%
72342 - Elizabeth River Park	\$176,221	\$231,350	\$215,601	-6.8%
72343 - Arboretum	\$111,220	\$121,528	\$215,851	77.6%
72344 - Park and Facility Planning	\$0	\$931,904	\$547,632	-41.2%
Total Budget for Fund:	\$18,256,007	\$21,181,048	\$21,633,300	2.1%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$784,731	\$657,896	\$658,196	0.0%
Recovered Costs	\$5,148	\$0	\$0	-
Fund Surplus	\$0	\$371,315	\$371,315	0%
Use of Money & Property	\$556,320	\$536,934	\$637,434	18.7%
Miscellaneous Local Revenues	\$234,394	\$214,140	\$216,640	1.2%
Total Revenues for Fund:	\$1,580,593	\$1,780,285	\$1,883,585	5.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	232.006	229.497	228.814	-0.683

206 - Conference Center

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81100 - Conference Center	\$462,858	\$2,690,541	\$3,310,322	23.0%
81101 - Conventions and Tourism	\$1,595,998	\$1,819,221	\$1,876,408	3.1%
81200 - VenuWorks Operations	\$2,693,098	\$2,547,513	\$2,547,513	0%
Total Budget for Fund:	\$4,751,954	\$7,057,275	\$7,734,243	9.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Other Local Taxes	\$5,637,115	\$5,140,398	\$5,817,366	13.2%
Miscellaneous Local Revenues	\$1,342,659	\$1,473,418	\$1,473,418	0%
Use of Money & Property	\$384,688	\$273,578	\$273,578	0%
Charges for Services	\$114,777	\$169,881	\$169,881	0%
Total Revenues for Fund:	\$7,479,239	\$7,057,275	\$7,734,243	9.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	9.250	9.250	9.250	0.000



Heron at Great Bridge



DESCRIPTION

The Planning Commission conducts public hearings and provides recommendations to City Council regarding amendments to the Comprehensive Plan, development applications, ordinance amendments, and other land use matters. The Commission serves primarily in an advisory capacity to the City Council and all recommendations are in accordance with the State code and City ordinances, laws, and policies. The Commission consists of not less than five nor more than fifteen members appointed by the City Council.

The Board of Historic and Architectural Review effectively and equitably administers the Chesapeake Historic and Cultural Preservation Overlay District according to guidelines established by City Council, including the issuance of certificates of appropriateness in the South Norfolk Local Historic District, reviewing petitions to add new areas to the overlay district, and hearing appeals of violation notices. The board consists of eight members appointed by City Council.

The Chesapeake Bay Preservation Area Board reviews and makes decisions regarding land use within the City in accordance with City ordinances and regulations and the Virginia Chesapeake Bay Preservation Act, including exceptions, appeals, and violations, in the interest of improving water quality and mitigating non-point source pollution. The board consists of nine members appointed by the City Council.

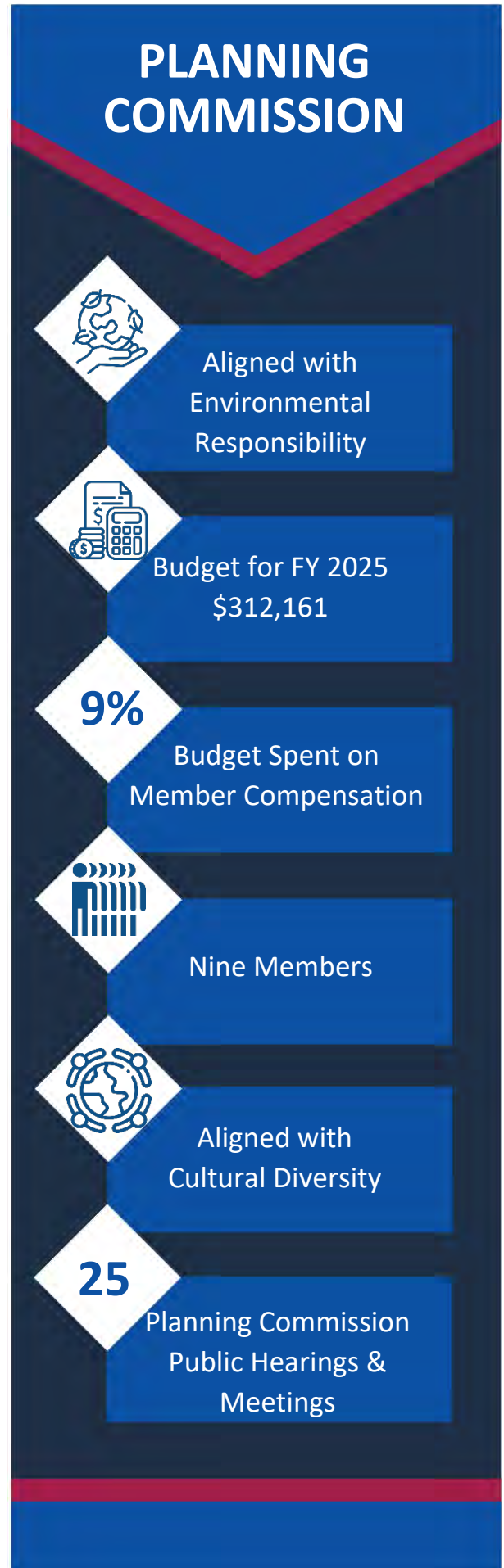
The Open Space and Agricultural Preservation Program through which the City purchases development rights from participating landowners in exchange for a preservation easement on their property. This program serves as a part of the City's overall growth management strategy and aims to preserve the natural open spaces, rural character, and agricultural resources within the City.

OBJECTIVES

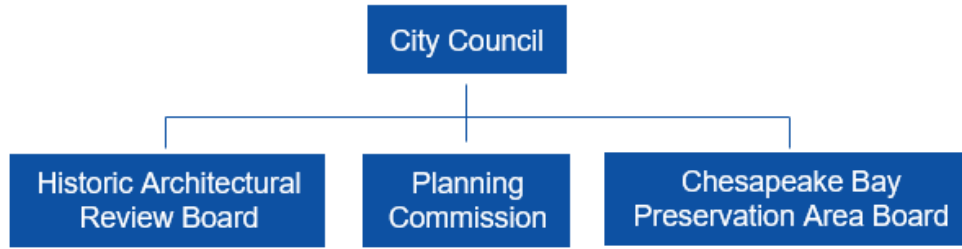
Prepare and conduct all Commission hearings, meetings, and agenda items in compliance with all applicable laws, regulations, and policies.

CHANGES IN THE DEPARTMENT'S BUDGET

- In FY 2025, internal service charges are decreasing. These charges are based on the allocated share of information technology and risk management costs.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Outcomes: Cultural Diversity

Many physical development recommendations have an impact on promoting cultural diversity. Whether it be in the form of providing opportunities for small minority-owned businesses or providing recommendations on policies to allow for cultural programming, these boards and commissions are involved in moving the City forward to achieve the desired outcome of Cultural Diversity.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Historic and Architectural Review Board public hearing agenda items		36	55	55
Historic and Architectural Review Board agenda items per meeting		5	3	3



Strategic Outcome: Environmental Responsibility

The Chesapeake Bay Preservation Area Board directly contributes to environmental responsibility. By administering the Chesapeake Bay program, the board is charged with making decisions that protect and improve water quality for the Chesapeake Bay and its tributaries.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
CBPA Board public hearings and meetings		9	12	12
CBPA Board public hearing agenda items		68	55	55
CBPA Board agenda items per meeting		4	3	3



Strategic Anchor: Exceptional Place to Live

The Planning Commission is directly involved in making Chesapeake an exceptional place to live. The decisions they make have an impact on the continued physical development of our city. The Planning Commission bases their recommendations on established Comprehensive Planning policy that advocates for sustainable development by protecting sensitive environmental areas.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Planning Commission public hearings and meetings		26	25	25
Planning Commission public hearing agenda items		118	125	125
Planning Commission agenda items per meeting		10	11	11
South Norfolk Revitalization Commission Public Hearings and Meetings		11	11	11

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$29,076	\$29,070	\$29,070	0%
Internal Service Charges and Utilities	\$2,861	\$1,562	\$1,343	-14.0%
General Expenses	\$5,914	\$10,464	\$10,464	0%
Contribution to Fund Balance	\$0	\$206,854	\$206,854	0%
Transfers to Debt Fund	\$0	\$64,430	\$64,430	0%
Total Department Budget:	\$37,851	\$312,380	\$312,161	-0.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$0	\$271,284	\$271,284	0%
Total Department-Specific Revenue:	\$0	\$271,284	\$271,284	0%
General Fund Support:	\$37,851	\$41,096	\$40,877	-0.5%
Total Department Resources:	\$37,851	\$312,380	\$312,161	-0.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81002 - Planning Commission	9.000	9.000	9.000	0.000
Total Personnel:	9.000	9.000	9.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81002 - Planning Commission	\$36,361	\$38,256	\$38,037	-0.6%
81003 - Historic Preservation	\$1,490	\$2,840	\$2,840	0%
Total Budget for Fund:	\$37,851	\$41,096	\$40,877	-0.5%

No department-specific revenue has been assigned to this fund.

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	9.000	9.000	9.000	0.000

211 - Open Space Agricultural Preservation Operating

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81007 - Open Space and Agricultural Preservation (OSAP)	\$0	\$271,284	\$271,284	0%
Total Budget for Fund:	\$0	\$271,284	\$271,284	0%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$0	\$271,284	\$271,284	0%
Total Revenues for Fund:	\$0	\$271,284	\$271,284	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

MISSION STATEMENT

The Planning Department's mission is to provide guidance and expertise in optimizing the orderly physical development of the City in order to maintain a high quality of life for all citizens.

DESCRIPTION

The Department of Planning advises the City Manager, City Council, and its commissions on land use and development issues, and is instrumental in facilitating development, review, stakeholder engagement, and adoption of designs, plans, and policies regarding the City's physical and socioeconomic framework. The department maintains the Comprehensive Plan and Zoning Ordinance and maps that provide the policy and regulatory basis for land use and development and environmental protection as mandated by state and local laws. The Planning Department provides services within five operational areas: Boards and Commissions Support, Current Planning, Support Services, Comprehensive Planning, and Community Development.

OBJECTIVES

- Develop and administer Comprehensive Planning and related strategic development policies as necessary, and in accordance, with Virginia State Code requirements.
- Provide timely and accurate development-related support services including land use analysis, fiscal impact analysis, public facility planning, open space/agriculture preservation programming, military encroachment management, design overlay and architectural review administration, and census/socioeconomic monitoring.
- Conduct discretionary development application review to include rezoning, conditional use permits, special exceptions, and CBPA applications for consistency with City codes, policies, and planning best practices.
- Conduct Code compliance review for subdivision and site plans.
- Oversee the completion of the Community Planning Development (CPD) Consolidated Planning Process; operation, administration, and performance evaluation of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Neighborhood Stabilization (NSP) Programs funded by the Federal government; and coordinate the City's Human Services Grant RFP process.
- Provides Geographic Information System (GIS) support through data maintenance, geospatial analysis, and map updates, including the maintenance of the Official Zoning Map, in a timely manner in response to Council action or customer requests.
- Provide front-line customer service that is responsive, considerate, and accurate.
- Provide clerical, professional, and technical support to assigned Boards and Commissions, including agenda preparation and management, minutes, and record keeping.

PLANNING DEPARTMENT



Aligned with
Exceptional Place to
Live



Budget for FY 2025
\$3,159,241

89%

Department Budget
Spent on Personnel



Position Complement
27 FTEs



Aligned with
Outstanding Customer
Service

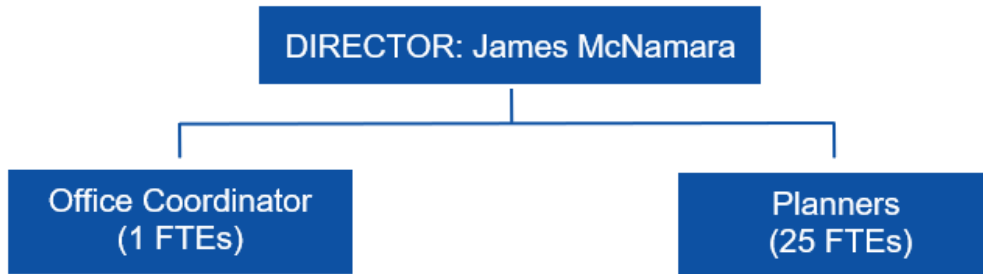
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Regional Committees
Served

CHANGES IN THE DEPARTMENT’S BUDGET

- Budgeted personnel costs are increasing in FY 2025 due to the addition of a temporary, full time Project Manager in August of 2023. This position was added to facilitate completion of the City’s Comprehensive Plan update and related comprehensive planning projects.
- The Planning Department’s general expenses are decreasing due to a reduction in outside contracted professional services expenses.

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Making Chesapeake an Exceptional Place to Live

All Planning Department functions are related to making Chesapeake an exceptional place. The Comprehensive Plan provides guidelines that ensure future development is consistent with making the City an exceptional place to live, learn, work, farm, and play.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Regional Committees Served		7	7	7
Community Meetings Attended		11	30	30
HUD Community Meetings		4	4	4



Strategic Anchor: Outstanding Customer Service

The Planning Department works directly with our Council, community, and customers on a daily basis. The department is committed to providing outstanding customer service that reflects the CARES standards in every task that we do.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average Caseload per Planner		138	110	110
Customer Service Transactions		3,854	3,500	3,500
Architectural Plan Review Items		153	125	125

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,320,235	\$2,653,847	\$2,820,805	6.3%
Internal Service Charges and Utilities	\$203,706	\$218,386	\$216,767	-0.7%
General Expenses	\$100,011	\$139,705	\$121,669	-12.9%
Total Department Budget:	\$2,623,951	\$3,011,938	\$3,159,241	4.9%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$18,068	\$10,343	\$10,343	0%
Licenses, Permits, and Fees	\$346,514	\$189,207	\$189,207	0%
Miscellaneous Local Revenues	\$11,760	\$0	\$0	-
Recovered Costs	\$13,120	\$20,000	\$20,000	0%
Use of Money & Property	\$5,782	\$0	\$0	-
Total Department-Specific Revenue:	\$395,243	\$219,550	\$219,550	0%
General Fund Support:	\$2,228,708	\$2,792,388	\$2,939,691	5.3%
Total Department Resources:	\$2,623,951	\$3,011,938	\$3,159,241	4.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81000 - Planning Department	26.000	26.000	27.000	1.000
Total Personnel:	26.000	26.000	27.000	1.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81000 - Planning Department	\$2,623,951	\$3,011,938	\$3,159,241	4.9%
Total Budget for Fund:	\$2,623,951	\$3,011,938	\$3,159,241	4.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$13,120	\$20,000	\$20,000	0%
Charges for Services	\$18,068	\$10,343	\$10,343	0%
Use of Money & Property	\$5,782	\$0	\$0	-
Miscellaneous Local Revenues	\$11,760	\$0	\$0	-
Licenses, Permits, and Fees	\$346,514	\$189,207	\$189,207	0%
Total Revenues for Fund:	\$395,243	\$219,550	\$219,550	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	26.000	26.000	27.000	1.000

MISSION STATEMENT

The Chesapeake Police Department maintains social order throughout the City fairly and impartially within the statutory limitations of police authority and constitutional rights of all persons.

DESCRIPTION

The Police Department provides essential public safety protection and law enforcement within the 353 square miles of the City. This is accomplished by responding to citizen calls for assistance by sworn and highly trained police officers, dispatchers, and civilian employees. Community patrolling provides a visible presence and related activities that prevent, suppress, and detect criminal activity. The Department investigates and prosecutes crimes to reduce future criminal activity, and investigates complaints against employees and their compliance with department policies. Animal Services is a branch of the Police Department and is charged with the care and adoption of sheltered animals.

OBJECTIVES

The objectives include the following:

- Promote highway safety
- Enhance community safety by reducing crime and the fear of crime
- Enhance relationships with citizens, government, and employees, to promote increased involvement and/or promote the concept of community policing
- Increase organizational efficiency and effectiveness

The Public Safety Training program's focus is on the initial training of recruits, but also includes education of citizens and businesses.

Dispatch is the first line in the effort to improve response times by answering the call, then striving to reduce the time between the call creation and dispatch of assistance.



K-9 Unit in Training

POLICE DEPARTMENT



Aligned with
Safety & Security



Budget for FY 2025
\$82,710,004

75%

Department Budget
Spent on Personnel



Position Complement
585.837 FTEs



Speed Zone photos
to be captured: 104,000

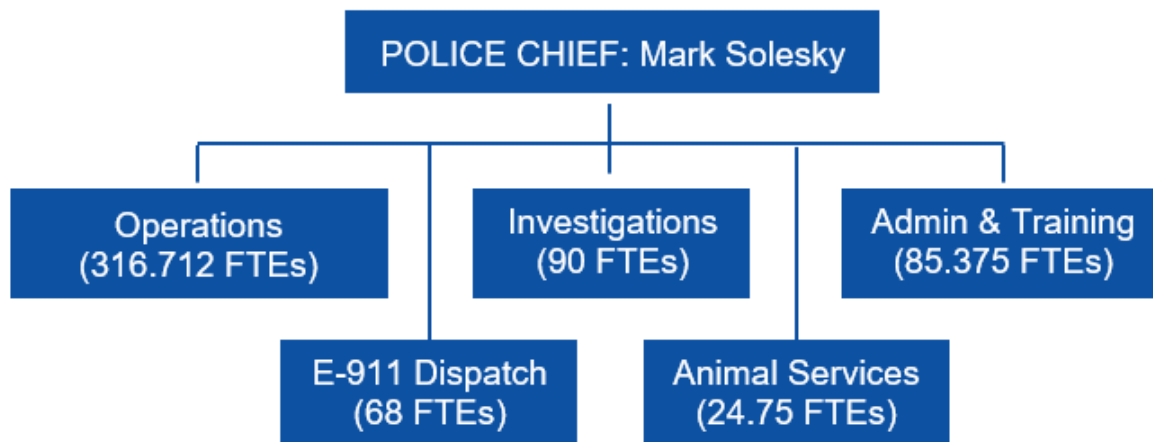


Police calls for
service expected:
117,000

CHANGES IN THE DEPARTMENT'S BUDGET

- Personnel costs for the department are increasing because of a step increase provided in January 2024 for sworn staff. Also impacting personnel costs is a structural adjustment to raise the minimum starting salary of certain pay grades. This was also implemented in January 2024.
- Additional stipends for specialty assignment and shift differential pay have been included in the personnel costs for FY 2025. The majority of these costs are in the E-911 operations for public safety telecommunicators, but are also budgeted in Police operations.
- The Police department will be converting hard to fill school crossing guard positions to five (5) full-time Community Service Aids. The net increase to the complement is 0.75 FTEs. These positions are aimed at individuals desiring to become Police Officers. They will perform certain functions typically conducted by sworn personnel such as traffic direction, report writing, and vehicle transportation.
- Due to increased workload, one Forensic Technician I for evidence collection, one Customer Service Clerk III to assist with Freedom of Information Act requests, and one Sergeant for the photo enforcement programs will be added to the department's complement. Also, a Police Information Associate position will increase hours. This position serves in the precinct to support and perform duties by non-sworn personnel.
- Internal Service fund charges are increasing for the department's allocated share of these expenses.
- General Expenses are decreasing due to \$3.2 million of one-time funding included in FY 2024 for equipment and upgrades for the photo enforcement programs. Also included in this category is an increase of \$100,000 for training, travel, and conference registrations. Each training contributes to the improved effectiveness of individual officers as well as the organization. New concepts and policing methods are explored at these conferences.
- As the photo enforcement programs are generating revenue in excess of their specific expenses, a contribution to the Fee Supported fund balance is included. This amount is calculated after a transfer to the General fund for general Police operations. The funding to be transferred for FY 2025 is almost \$3.0 million, which is an increase from the prior year of \$1.5 million. These funds support police officers on patrol and the body worn camera equipment and software used by officers.

ORGANIZATION



PERFORMANCE MEASURES



Strategic Outcome: Safety & Security

The Police department strives to improve response times, improve the safety and security of all citizens through actively engaging in crime prevention and crime-solving, and provide high-quality training for all officers.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average response time in minutes from Dispatch to on-scene	6	5.95	6	6
Number of calls dispatched to scene in under 8 minutes		96,237	88,000	88,000
% of responses within 8 minutes – dispatch to on-scene	75%	77%	76%	76%
Average call processing time in minutes from call answer to dispatch	4	1.8	3.5	3.5
Police calls for service		124,800	117,000	117,000
Fire/EMS calls for services		38,125	36,000	36,000
Non-emergency inbound Calls		129,235	132,000	135,777
Police 911 calls dispatched		116,052	125,000	125,000
Calls per officer dispatched within 8 minutes	300	478	383	380
% of 911 calls answered within 10 seconds (NENA standard)	90%	81.65%	82%	82%
Number of 911 Emergency Calls		123,697	126,075	130,000
Number of Part I Crimes (includes homicide, rape, robbery, burglary, larceny & auto theft)		6,061	6,250	6,250
Crime-solving intelligence received		131	50	50
% of crime solving intelligence assigned within 24 hours	100%	100%	100%	100%
Number of Part I crimes assigned		2,419	2,600	2,600
% of Part I crimes assigned	>50%	40%	41%	42%
% of Part I crimes assigned that were cleared	>15%	19%	20%	20%
Number of Part I crimes assigned per detective		87	92	92
Number of opioid overdoses per narcotics detective	<20	21	21	22
Average cost to train each police recruit		\$109,481	\$111,671	\$113,904
Traffic accidents investigated/responded to per officer		5,862	5,000	5,000
Number of traffic accidents with serious injuries		1,370	1,600	1,800
Number of traffic accidents with fatalities		13	12	10
Red light photo enforced citations issued		30,629	29,200	27,300
Red light photo enforced photos captured		33,532	32,000	30,000
Speed Zone photo enforced citations issued		100,234	95,000	90,000
Speed Zone photo enforced photos captured		123,106	112,000	104,000
Traffic citations issued		5,353	4,000	3,500
Traffic citations issued via electronic summons		4,945	3,700	3,250
Number of animals adopted, transferred, or redeemed		2,479	2,750	2,750
% of animals adopted, transferred, or redeemed to impounded (ASPCA Live Release)	75%	72%	70%	70%
Number of animals impounded		3,449	3,750	3,750
Number of animals surrendered		1,032	1,200	1,200
Number of calls for Animal Service Officers		6,023	6,000	6,500

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$54,149,773	\$61,257,107	\$62,341,323	1.8%
Internal Service Charges and Utilities	\$8,182,282	\$8,771,604	\$9,060,354	3.3%
General Expenses	\$5,058,901	\$10,062,656	\$6,901,626	-31.4%
Contribution to Fund Balance	\$0	\$1,106,788	\$1,300,957	17.5%
Capital Outlays	\$272,704	\$139,646	\$139,646	0%
Transfers to General Fund	\$1,152,298	\$1,456,098	\$2,966,098	103.7%
Transfers to Capital Funds	\$190,000	\$0	\$0	-
Transfers to Other Operating Funds	\$43,800	\$0	\$0	-
Total Department Budget:	\$69,049,758	\$82,793,899	\$82,710,004	-0.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$444,093	\$386,120	\$284,120	-26.4%
Commonwealth of Virginia - Categorical: Other	\$8,918,896	\$9,040,184	\$9,040,184	0%
Fines and Forfeitures	\$7,360,379	\$7,608,842	\$6,306,299	-17.1%
Fund Surplus	\$0	\$365,611	\$377,020	3.1%
Licenses, Permits, and Fees	\$165,854	\$263,551	\$263,551	0%
Miscellaneous Local Revenues	\$154	\$0	\$0	-
Other Local Taxes	\$3,011,600	\$3,011,600	\$3,011,600	0%
Recovered Costs	\$26,592	\$5,000	\$5,000	0%
Transfer from Other Funds	\$830,926	\$1,456,098	\$2,966,098	103.7%
Transfers from General Fund	\$2,511,765	\$2,924,890	\$3,308,376	13.1%
Use of Money & Property	\$321,372	\$0	\$0	-
Total Department-Specific Revenue:	\$23,591,630	\$25,061,896	\$25,562,248	2.0%
General Fund Support:	\$45,458,128	\$57,732,003	\$57,147,756	-1.0%
Total Department Resources:	\$69,049,758	\$82,793,899	\$82,710,004	-0.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
31101 - Red Light Photo Enforcement	1.250	1.250	1.250	0.000
31102 - Speed Zone Enforcement	1.250	1.250	2.250	1.000
31110 - Police Administration	76.750	74.750	79.750	5.000
31120 - Operations Bureau	308.113	315.113	313.213	-1.900
31130 - Investigations Bureau	90.000	87.000	87.000	0.000

31402 - E-911 Dispatch	69.000	68.000	67.999	-0.001
31700 - Police - Training	9.625	9.625	9.625	0.000
35101 - Animal Services	24.250	24.750	24.750	0.000
Total Personnel:	580.238	581.738	585.837	4.099

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
31110 - Police Administration	\$13,599,395	\$15,042,424	\$15,877,625	5.6%
31120 - Operations Bureau	\$32,486,211	\$37,749,685	\$37,690,477	-0.2%
31130 - Investigations Bureau	\$10,882,866	\$10,943,899	\$10,837,411	-1.0%
31140 - Support Bureau	\$556	\$3,922	\$0	-100%
31700 - Police - Training	\$1,561,378	\$1,661,811	\$1,749,063	5.3%
35101 - Animal Services	\$2,079,471	\$2,362,032	\$2,432,950	3.0%
Total Budget for Fund:	\$60,609,878	\$67,763,773	\$68,587,526	1.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$414,486	\$356,120	\$254,120	-28.6%
Licenses, Permits, and Fees	\$165,854	\$263,551	\$263,551	0%
Transfer from Other Funds	\$830,926	\$1,456,098	\$2,966,098	103.7%
Fines and Forfeitures	\$51,010	\$79,000	\$79,000	0%
Fund Surplus	\$0	\$168,817	\$168,817	0%
Recovered Costs	\$26,592	\$5,000	\$5,000	0%
Commonwealth of Virginia - Categorical: Other	\$7,711,445	\$7,703,184	\$7,703,184	0%
Miscellaneous Local Revenues	\$154	\$0	\$0	-
Total Revenues for Fund:	\$9,200,467	\$10,031,770	\$11,439,770	14.0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	508.738	511.238	514.338	3.100

204 - Fee Supported Activities

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
31101 - Red Light Photo Enforcement	\$611,871	\$1,126,636	\$1,138,045	1.0%
31102 - Speed Zone Enforcement	\$1,601,683	\$6,600,000	\$5,297,457	-19.7%
31103 - Electronic Summons	\$13,921	\$30,000	\$30,000	0%
Total Budget for Fund:	\$2,227,475	\$7,756,636	\$6,465,502	-16.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fines and Forfeitures	\$7,309,369	\$7,529,842	\$6,227,299	-17.3%
Charges for Services	\$29,606	\$30,000	\$30,000	0%
Fund Surplus	\$0	\$196,794	\$208,203	5.8%
Total Revenues for Fund:	\$7,338,976	\$7,756,636	\$6,465,502	-16.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	2.500	2.500	3.500	1.000

207 - E-911 Operations

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
31402 - E-911 Dispatch	\$6,212,405	\$7,273,490	\$7,656,976	5.3%
Total Budget for Fund:	\$6,212,405	\$7,273,490	\$7,656,976	5.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Other Local Taxes	\$3,011,600	\$3,011,600	\$3,011,600	0%
Transfers from General Fund	\$2,511,765	\$2,924,890	\$3,308,376	13.1%
Commonwealth of Virginia - Categorical: Other	\$1,207,450	\$1,337,000	\$1,337,000	0%
Use of Money & Property	\$321,372	\$0	\$0	-
Total Revenues for Fund:	\$7,052,187	\$7,273,490	\$7,656,976	5.3%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	69.000	68.000	67.999	-0.001

MISSION STATEMENT

The Procurement Office is committed to the fair, equitable, and timely acquisition of goods, services, and construction for the City of Chesapeake.

DESCRIPTION

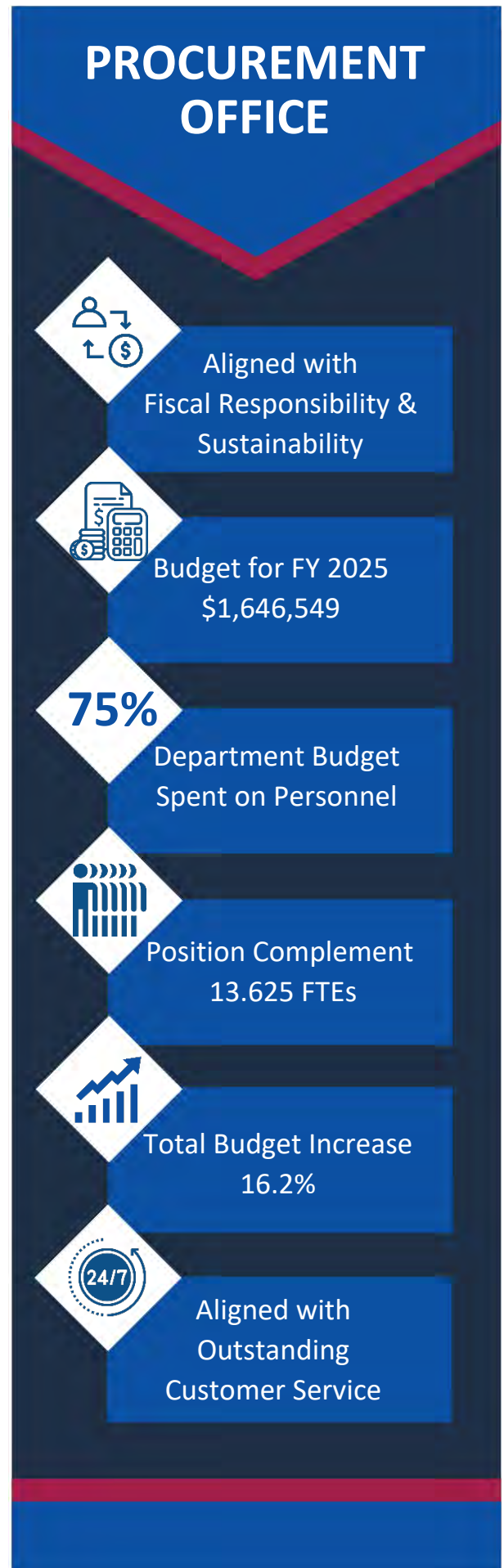
The Procurement Office acquires the supplies, services, equipment, and commodities required by departments and agencies in accordance with City and state procurement laws, codes, policies, and procedures. The Office is responsible for procurement activities necessary for construction and other capital projects and conducts acquisition activities by providing procurement services and support that utilize best practices. In addition, the Office manages the surplus property program, the charge card program, and mailing and courier services to City departments and agencies.

OBJECTIVES

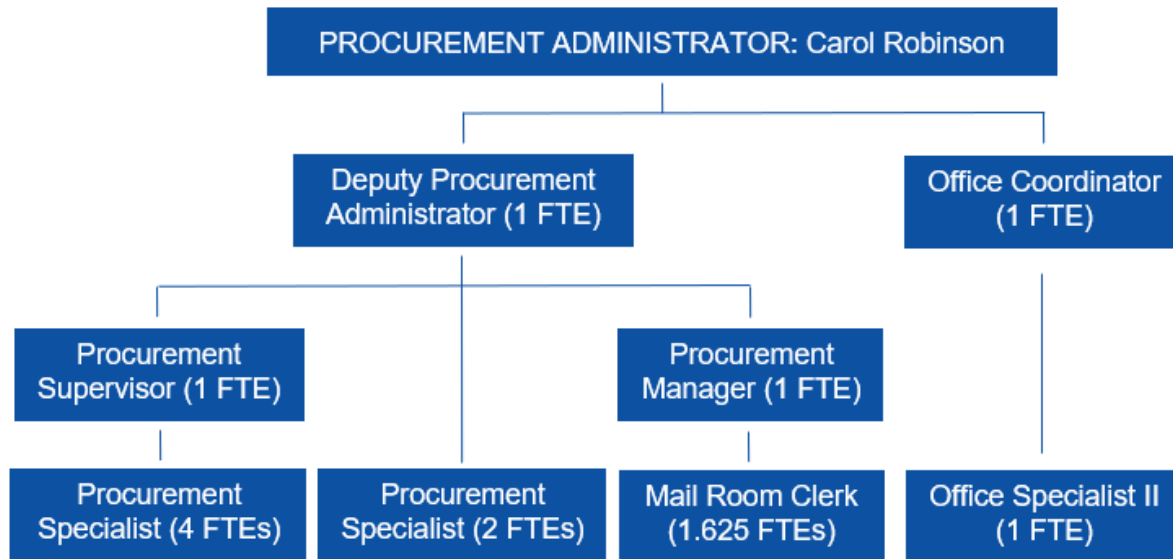
- To simplify, clarify, and modernize the procedures governing procurement by the City.
- To make as consistent as possible the procurement regulations among the various departments/divisions.
- To provide for increased public confidence in the procedures and policies used in public procurement.
- To ensure the fair and equitable treatment of all persons who deal with the procurement systems in the City.
- To facilitate the participation of small, women-owned, minority-owned, and service-disabled veterans in procurement transactions to maximize participation in the City procurement processes and provide opportunities for participation by diverse vendors.
- To maximize economy and efficiency in procurement activities and to promote the integrity and fairness of procedures, thereby increasing transparency, accountability, and purchasing value of public funds.
- To foster effective broad-based competition and ensure that the competitors are treated fairly.
- To maintain safeguards for the quality and integrity of the procurement system.
- To continually obtain a cost-effective and responsive method for procuring materials, services, and construction required by City departments to better serve the citizens and businesses of the City.

CHANGES IN THE DEPARTMENT'S BUDGET

- Procurement is purchasing a new eBidding software. The annual licensing and maintenance costs are increasing the department's General Expenses budget by nearly 200% in FY 2025.
- The increase in internal service charges is based on the department's allocation of these costs.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

Procurement provides outstanding customer service through its commitment to providing vendors and through its mail carrier services.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Annual Vendor Data Entry Requests Received (Suppliers/Reimbursement Requests)	800	794	800	800
FOIA requests Processed	63	65	63	63
Annual Outgoing Mail Processed Daily by 3:30 PM		67,317	67,317	53,853
Purchase Order Change Order requests received	700	736	700	700



Strategic Anchor: Fiscal Responsibility & Sustainability

Procurement aligns with the City's strategic anchor of fiscal responsibility and sustainability through activities such as advertising and awarding solicitations, managing purchasing orders, and negotiating contracts.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average P-Card Spending (Per Transaction)		\$192	\$250	\$250
Total P-Card Spending		\$1,944,039	\$2,000,000	\$2,000,000
Total Number of Small Purchasing Card Transactions Processed		10,135	10,400	10,400
Average Total Home Depot Charge Card Spending		\$145	\$145	\$145
Total Home Depot Card Spending		\$247,549	\$247,549	\$247,549
Total Home Depot Charge Card Transactions		1,788	1,788	1,788
Total Major Solicitations Advertised (IFB, RFP, PPEA,)		64	72	75
Total Major Solicitations Awarded (IFB, RFP, PPEA,)		41	50	55
Total Informal Solicitations Advertised (URFP, RFQ)		30	42	42
Total Informal Solicitations Awarded (URFP, RFQ)		28	38	38
Total Sole Source Requests Processed		46	46	46
Total Emergency Requests Processed		12	12	12
Average Processing Time for IFB's (Days)	90	143	120	120
Average Processing Time for RFP's (Days)	140	191	150	150
Average Time to Process from Requisition to Purchase Order (Days)	5	2	2	2
Total Number of Purchase Orders Processed		4,314	4,275	4,275

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$1,107,563	\$1,225,635	\$1,239,006	1.1%
Internal Service Charges and Utilities	\$79,563	\$88,681	\$100,488	13.3%
General Expenses	\$104,974	\$102,845	\$307,055	198.6%
Total Department Budget:	\$1,292,100	\$1,417,161	\$1,646,549	16.2%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fund Surplus	\$0	\$15,000	\$15,000	0%
Miscellaneous Local Revenues	\$30,960	\$0	\$0	-
Recovered Costs	\$51,975	\$0	\$0	-
Total Department-Specific Revenue:	\$82,935	\$15,000	\$15,000	0%
General Fund Support:	\$1,209,166	\$1,402,161	\$1,631,549	16.4%
Total Department Resources:	\$1,292,100	\$1,417,161	\$1,646,549	16.2%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12430 - Procurement	12.000	12.000	12.000	0.000
12431 - Procurement - Postage	1.625	1.625	1.625	0.000
Total Personnel:	13.625	13.625	13.625	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12430 - Procurement	\$1,190,301	\$1,288,880	\$1,520,104	17.9%
12431 - Procurement - Postage	\$101,799	\$128,281	\$126,445	-1.4%
Total Budget for Fund:	\$1,292,100	\$1,417,161	\$1,646,549	16.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$30,960	\$0	\$0	-
Recovered Costs	\$51,975	\$0	\$0	-
Fund Surplus	\$0	\$15,000	\$15,000	0%
Total Revenues for Fund:	\$82,935	\$15,000	\$15,000	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	13.625	13.625	13.625	0.000

MISSION STATEMENT

The Public Communications Department seeks to inform and educate members of the public about the services, programs, policies, and initiatives of the City of Chesapeake in as accurate, coordinated, and timely a manner as possible, using all available and appropriate communication tools in a manner which fosters as inclusive and diverse a dissemination as possible.

DESCRIPTION

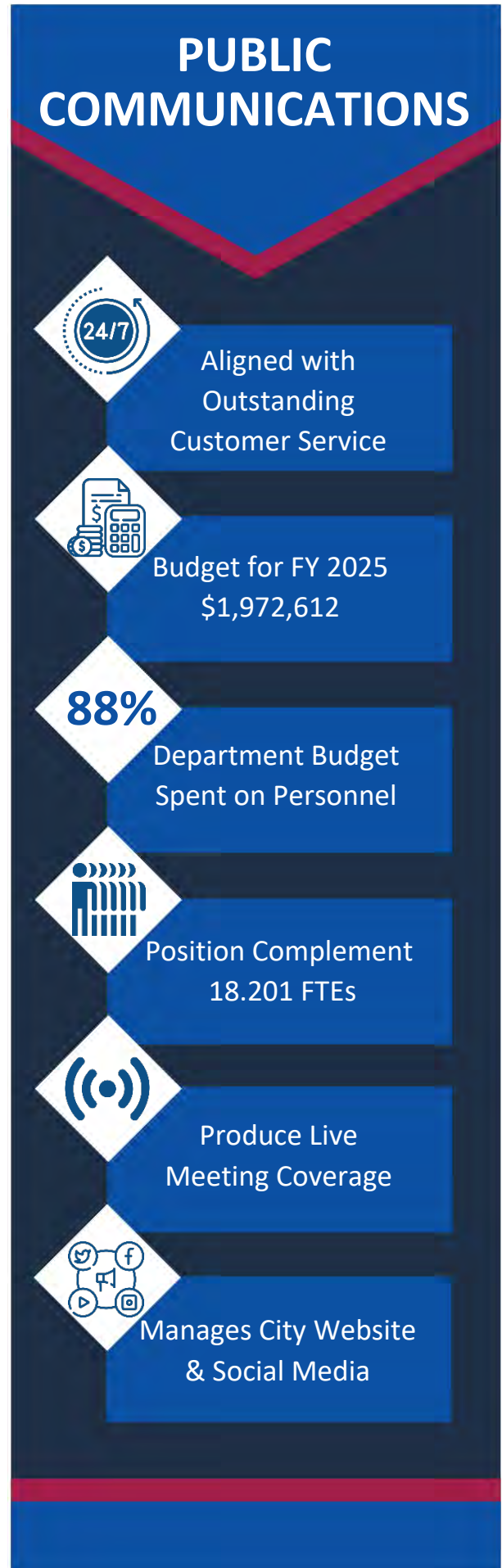
A cornerstone of the City's commitment to transparency is the provision of information to citizens in as open, accessible, and useful a manner as possible. The Public Communications Department utilizes a diverse suite of communication tools and tactics to ensure stakeholders have the most accurate, coordinated, timely, and actionable data possible to both meet their needs and expand their understanding of the City organization. Department staff works across all business lines, providing both turnkey communications programs and consultation on message development. Strong working relationships with partner agencies on the regional, state, and national levels, as well as within the private sector help to ensure message consistency and two-way engagement with all interested sectors of the community.

OBJECTIVES

- To inform and educate citizens about the programs, services, processes, challenges, and successes of their municipal government in as nonbiased, apolitical, accurate, and open a manner as possible
- To utilize all appropriate communications channels to disseminate messages to stakeholders, and to leverage the professional experience and best practices to ensure that a sufficiently diverse mix of tools are utilized to ensure messages reach all intended audiences
- To encourage the department's professional staff to bring forth ideas and suggestions in an open, supportive environment, and to value the input of both staff and stakeholders in identifying communication needs and associated message development strategies
- To embrace the City's CARES Principals both in the department's interactions with client departments and with the public

CHANGES IN THE DEPARTMENT'S BUDGET

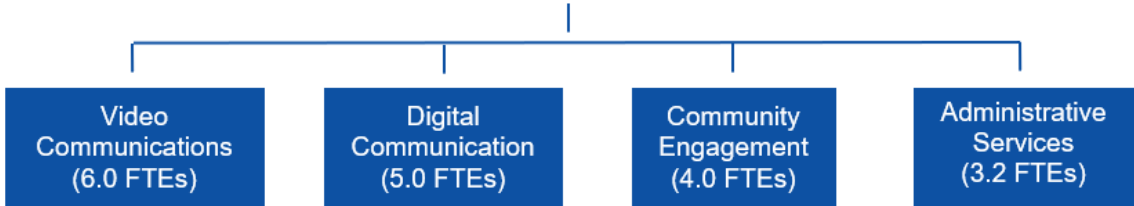
- Public Communications will continue its mission with expanded use of online message delivery versus print media.
- The position complement increases by one FTE for a Graphic Designer. This position will improve the Council goal of connectivity by bridging the City to the citizen through a unified voice with information delivery, engagement, and quality assurance.
- The department will expand and adhere to the recently updated brand management initiative begun in FY 2023 by ensuring official communications have the adopted Chesapeake look.



ORGANIZATION & PERFORMANCE MEASURES



DIRECTOR: Heath Covey



Strategic Anchor: Outstanding Customer Service

The department endeavors to provide consistent messages across all platforms in a targeted, strategic manner, to ensure the widest distribution and largest engagement possible. Public Communications staff constantly track the reception of messages and seek to ensure both clarity and consistency of messages. In these ways, the staff can quickly identify issues with messages and take action to alter or clarify language or presentation, as appropriate to provide Outstanding Customer Service.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Coordination of technical and operational functions to produce and broadcast live coverage of City government meetings (City Council, School Board, Planning Commission) on television and the internet, and to make these programs available for later viewing on-demand by the public.		58	60	60
Assist the commercial media with access to City information and leadership, responding to requests under the Freedom of Information Act, and non-FOIA questions, as appropriate		98	110	120



Strategic Anchor: Making Chesapeake an Exceptional Place to Learn

The Public Communications Department supports and aligns with making Chesapeake an Exceptional Place by helping educate citizens about the work of their local government and informing citizens about the programs, services, projects, and initiatives of the entire City organization while providing information that is accurate, timely, actionable, and factual.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Production of a variety of locally-focused programs, of varying length and format, for television and the internet, focused on City services, partner agencies, and the people served.	100	150	180	200
Provide strategic and tactical consultation to City leadership and departmental staff, to ensure coordinated and timely messages are delivered in a manner that ensures comprehension and inclusivity for all audiences.		125	140	110

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$1,549,260	\$1,705,926	\$1,739,993	2.0%
Internal Service Charges and Utilities	\$114,594	\$121,903	\$150,234	23.2%
General Expenses	\$60,837	\$105,685	\$82,385	-22.0%
Total Department Budget:	\$1,724,692	\$1,933,514	\$1,972,612	2.0%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Department-Specific Revenue:	\$0	\$0	\$0	-
General Fund Support:	\$1,724,692	\$1,933,514	\$1,972,612	2.0%
Total Department Resources:	\$1,724,692	\$1,933,514	\$1,972,612	2.0%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12250 - Public Communications	16.126	16.563	18.201	1.638
Total Personnel:	16.126	16.563	18.201	1.638

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12250 - Public Communications	\$1,724,692	\$1,933,514	\$1,972,612	2.0%
Total Budget for Fund:	\$1,724,692	\$1,933,514	\$1,972,612	2.0%

No department-specific revenue has been assigned to this fund.

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	16.126	16.563	18.201	1.638



MISSION STATEMENT

We will provide our customers a reliable and sufficient supply of safe drinking water and a reliable wastewater collection system through responsive, efficient, and cost-effective operation.

DESCRIPTION

The Public Utilities Department provides water and sewer services to residential and commercial customers throughout the developed areas of Chesapeake. The water system consists of water sources, two treatment plants, a laboratory, storage, transmission, and distribution pipelines, water services, and water meters. The wastewater collection system consists of gravity and force main piping systems and over 274 pump stations that pump into the Hampton Roads Sanitation District's (HRSD) network of transmission mains. HRSD treats the wastewater at one of several wastewater treatment plants.

The department maintains and operates Lake Gaston and Northwest River water treatment plants that are supplied by surface and groundwater sources. Both plants are located within the City and are equipped to treat and transmit very high-quality drinking water.

The City maintains long-term contracts with Norfolk and Portsmouth to supply approximately 5 million gallons of treated drinking water and 7 million gallons of untreated water per day. The combination of water contracts and production capacity provides ample water to meet customer demands. Meter readers read water meters monthly or bimonthly. These readings are collected into billing data and sent to HRSD, which bills Chesapeake customers for combined water and sewer services.



Water Treatment Plant

PUBLIC UTILITIES



Aligned with
Fiscal Responsibility &
Sustainability



Budget for FY 2025
\$98,161,787

26%

Department Budget
Spent on Personnel



Position Complement
268.75 FTEs



Aligned with
Customer Service



Aligned with
Safety & Security

OBJECTIVES

- Maintain a supply of potable water that meets or exceeds the quality guidelines established by state and federal regulatory agencies.
- Increase public awareness of water treatment.
- Plan and oversee the development of water resources to meet the future needs of the City.
- Improve preventive maintenance by establishing a facility and asset replacement schedule which will replace assets prior to failure.
- Respond to customer requests in a timely manner.
- Evaluate customer complaints and inquiries to forecast future needs and improve service.
- Re-evaluate and revise safety policies and procedures to provide assurance that industry standards and regulations are met.
- Communicate accurate information about system development to engineers in a timely manner.
- Provide a continuous potable water supply and adequate fire protection to customers by maintaining system reliability, minimizing service disruptions, and performing routine preventive maintenance.
- Provide continuous wastewater disposal to customers while improving system preventive maintenance to reduce failures, minimize overflows, extend the life of our infrastructure and our 274+ pump stations, and reduce infiltration/inflow into the wastewater system.

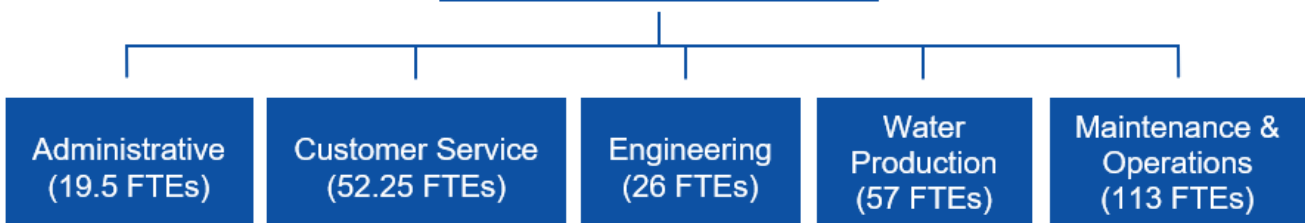
CHANGES IN THE DEPARTMENT’S BUDGET

- In FY 2025, general expenses for Public Utilities are increasing due to rising costs of purchased water.
- Utility electrical costs are increasing for wastewater pump stations by \$100,000. Also in this category the department’s share of information technology charges are increasing by \$189,000.
- The department’s personnel costs are increasing in FY 2025 to account for three new full-time positions added in February 2024. The addition of two full time Water Meter Technician I’s is expected to reduce the frequency of meter reading delays and one new full time Customer Service Clerk II will provide assistance needed to meet the workload demands of the new rate structure, Customer Care and Billing System upgrades, and conversion to monthly billing.
- Personnel costs for the department also include a salary and benefit contingency for the anticipated 3.5% general wage increase to be effective for FY 2025. Several Public Utilities job classifications were included in the market adjustment increases, as well as a new CDL stipend, a night shift differential, and a contingency bonus. The department also adjusted the budget for overtime costs due to increased wages and to more accurately reflect actual costs.

ORGANIZATION



DIRECTOR: David Jurgens



PERFORMANCE MEASURES



Strategic Outcome: Safety & Security

Public Utilities aligns with the Safety and Security outcome by assuring that industry standards and regulations for drinking water quality are met and ensuring quality fire protection by maintaining the City's fire hydrants.

PERFORMANCE MEASURES	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Water line breaks repaired		446	450	425
Fire hydrants serviced		414	2,000	2,000
Water sample parameters tested		250,000	250,000	250,100
Total water samples in compliance with Safe Water Drinking Act standards		100%	100%	100%



Strategic Anchor: Outstanding Service

The Public Utilities Department aligns with City Council's strategic outcome of Outstanding Service by providing efficient and effective service to customers when answering service calls and by performing regular meter readings.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Total DPU call center customer contacts		52,333*	103,714	112,575
Call abandon rate		33%	10%	10%
Number of water meter readings		466,004	492,269	497,100
Portion of bills with actual meter readings (bi-monthly accounts)		92%	97%	97%

*On 09/12/22, the Depart of Public Utilities went live with a new phone system. The 12-month actual combined calls for the call center and collections teams during the period of 09/12/22 to 09/12/23 are reflected in this total.



Strategic Anchor: Fiscal Responsibility & Sustainability

Public Utilities aligns with the Strategic Anchor of Fiscal Responsibility by maintaining current water and sewer infrastructure through a facility or asset repair & maintenance schedule and prevention of Utility damage as a result of prompt responses to Miss Utility service requests.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Pump station wet wells cleaned		173	282	282
Miles of wastewater collection system cleaned		79	106	106
Miles of closed-circuit television (CCTV) inspections		70	60	60
Total Miss Utility ticket responses		60,837	62,250	67,750

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$18,869,824	\$23,045,942	\$25,097,227	8.9%
Internal Service Charges and Utilities	\$4,796,389	\$5,085,918	\$5,471,917	7.6%
General Expenses	\$25,613,793	\$30,063,101	\$30,501,795	1.5%
Debt Service	\$9,041,611	\$8,986,258	\$8,944,834	-0.5%
Capital Outlays	\$5,123,290	\$5,957,000	\$5,346,180	-10.3%
Transfers to Capital Funds	\$43,210,476	\$14,040,000	\$13,875,000	-1.2%
Transfers to Other Operating Funds	\$118,439,485	\$8,986,258	\$8,924,834	-0.7%
Total Department Budget:	\$225,094,869	\$96,164,477	\$98,161,787	2.1%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$81,978,672	\$85,340,939	\$87,379,673	2.4%
Gain on Disposal	\$18,275	\$0	\$0	-
Miscellaneous Local Revenues	\$192,414	\$81,500	\$81,500	0%
Recovered Costs	\$43,724	\$0	\$0	-
Transfer from Other Funds	\$118,330,047	\$8,986,258	\$8,924,834	-0.7%
Transfers from TIF Funds	\$109,438	\$0	\$0	-
Use of Money & Property	\$6,385,838	\$1,755,780	\$1,775,780	1.1%
Total Department-Specific Revenue:	\$207,058,409	\$96,164,477	\$98,161,787	2.1%
General Fund Support:	\$18,036,460	\$0	\$0	-
Total Department Resources:	\$225,094,869	\$96,164,477	\$98,161,787	2.1%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
60005 - Lake Gaston Plant	21.050	21.000	21.000	0.000
60011 - Northwest River Plant	31.950	32.000	32.000	0.000
60013 - Administration	6.000	6.000	6.000	0.000
60020 - Wastewater Collection	33.000	33.000	33.000	0.000
60021 - Wastewater Pump Stations	36.000	36.000	36.000	0.000
60022 - Water Distribution	37.000	37.000	37.000	0.000
60023 - Administration - M&O	5.000	5.000	5.000	0.000
60032 - Admin and Accounting	18.500	18.500	18.500	0.000
60033 - Business Office/Customer Service	51.250	51.250	54.250	3.000

60052 - Utilities Engineering	26.000	26.000	26.000	0.000
Total Personnel:	265.750	265.750	268.750	3.000

501 - PU Operations Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
60005 - Lake Gaston Plant	\$8,325,131	\$9,442,972	\$10,306,524	9.1%
60011 - Northwest River Plant	\$7,378,691	\$9,306,838	\$9,041,584	-2.9%
60012 - Finished Water Purchases	\$11,044,560	\$11,756,651	\$12,076,121	2.7%
60013 - Administration	\$1,236,111	\$1,418,223	\$1,377,307	-2.9%
60020 - Wastewater Collection	\$5,571,411	\$7,296,761	\$7,127,153	-2.3%
60021 - Wastewater Pump Stations	\$5,806,367	\$6,396,400	\$6,963,242	8.9%
60022 - Water Distribution	\$4,342,068	\$5,261,214	\$5,473,359	4.0%
60023 - Administration - M&O	\$441,885	\$606,035	\$829,643	36.9%
60032 - Admin and Accounting	\$165,028,944	\$27,051,316	\$27,078,874	0.1%
60033 - Business Office/Customer Service	\$3,933,251	\$4,936,273	\$5,171,993	4.8%
60052 - Utilities Engineering	\$2,944,839	\$3,705,536	\$3,771,153	1.8%
Total Budget for Fund:	\$216,053,257	\$87,178,219	\$89,216,953	2.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$43,724	\$0	\$0	-
Charges for Services	\$81,978,672	\$85,340,939	\$87,379,673	2.4%
Miscellaneous Local Revenues	\$192,414	\$81,500	\$81,500	0%
Gain on Disposal	\$18,275	\$0	\$0	-
Use of Money & Property	\$6,365,044	\$1,755,780	\$1,755,780	0%
Transfer from Other Funds	\$109,231,458	\$0	\$0	-
Transfers from TIF Funds	\$109,438	\$0	\$0	-
Total Revenues for Fund:	\$197,939,025	\$87,178,219	\$89,216,953	2.3%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	265.750	265.750	268.750	3.000

509 - PU Revenue Bond Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
95202 - Revenue Bond Service	\$1,671,150	\$1,496,650	\$1,533,900	2.5%
Total Budget for Fund:	\$1,671,150	\$1,496,650	\$1,533,900	2.5%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$20,794	\$0	\$20,000	-
Transfer from Other Funds	\$1,498,766	\$1,496,650	\$1,513,900	1.2%
Total Revenues for Fund:	\$1,519,560	\$1,496,650	\$1,533,900	2.5%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

512 - PU Debt Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
95200 - GO Debt Services	\$7,370,461	\$7,489,608	\$7,410,934	-1.1%
Total Budget for Fund:	\$7,370,461	\$7,489,608	\$7,410,934	-1.1%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Transfer from Other Funds	\$7,599,824	\$7,489,608	\$7,410,934	-1.1%
Total Revenues for Fund:	\$7,599,824	\$7,489,608	\$7,410,934	-1.1%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

MISSION STATEMENT

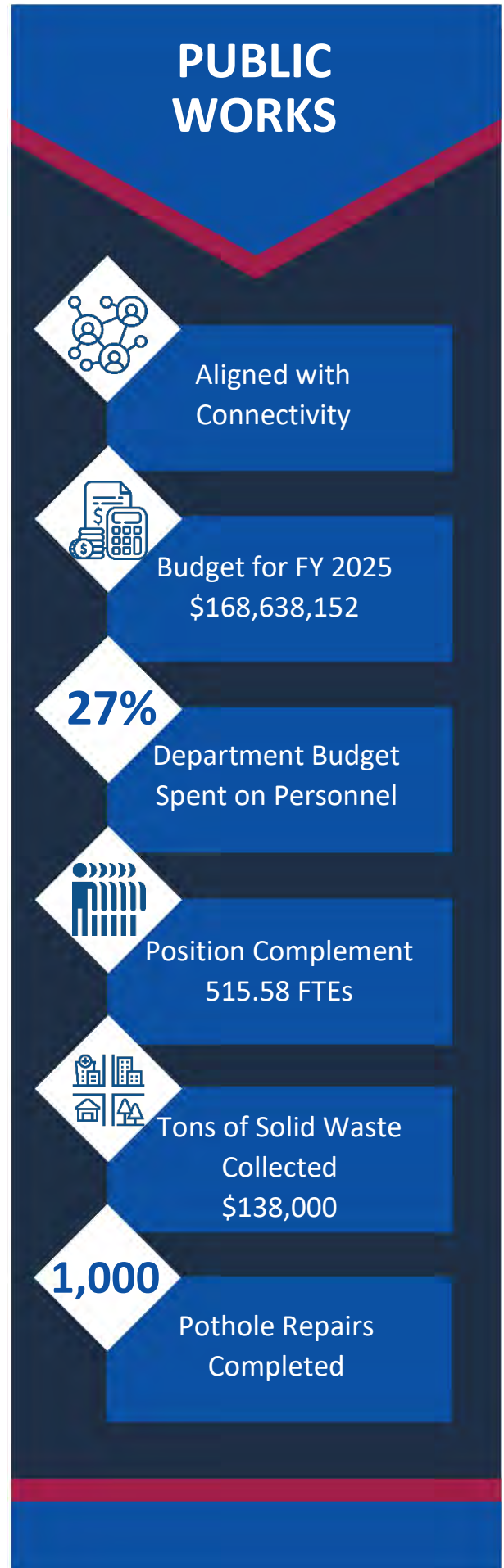
The Department of Public Works exists to plan, design, construct, maintain, and operate public infrastructure and service delivery systems in a safe, efficient, equitable, and customer-friendly manner that respects the environment and preserves these assets for future generations.

DESCRIPTION

Public Works provides services that are vital to the operation of the City of Chesapeake, including the weekly collection of municipal solid waste from approximately 70,000 households; design, administration, and inspection of construction projects for roads, bridges, and major highways; installation, repair, and maintenance of traffic signals, signs, and pavement markings; maintenance of nearly 2,500 lane miles of roadway; street cleaning; facilities maintenance of over 100 municipal buildings; design and construction management of all new municipal facilities; maintenance of 2,700 miles of open ditches, 1,100 miles of pipe, and approximately 40,000 drainage structures; and administration and enforcement of various environmental programs. Public Works is organized into six services areas, under which there are nineteen programs. Chesapeake Transportation Services and the Stormwater Division are operated as enterprise activities. The remaining twelve programs are part of the City's General Fund.

OBJECTIVES

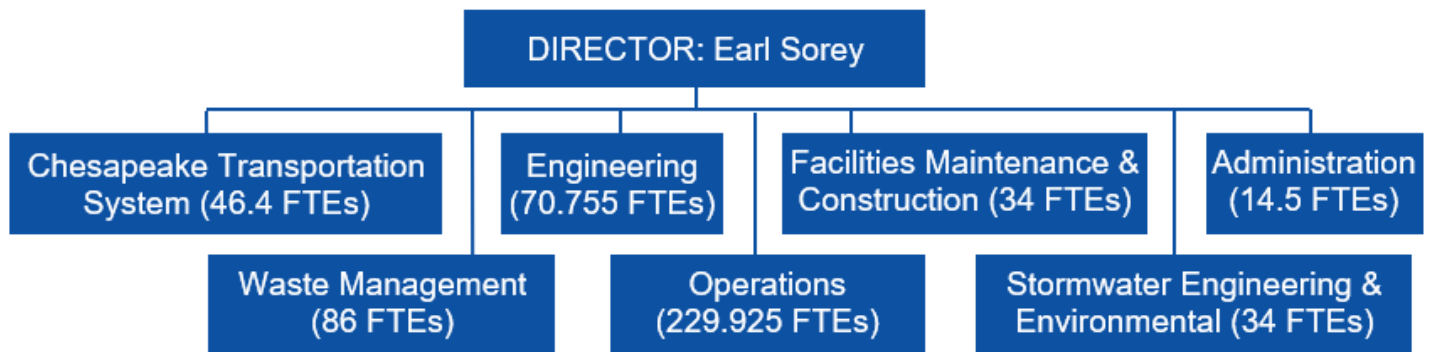
- Advise management and Council on key issues and trends to sustain efficient operations
- Provide quality, courteous, and efficient customer service to our customers
- Provide a safe and efficient transportation network that minimizes congestion and promotes alternative modes of transportation
- Provide timely/cost-effective civil engineering services, including consultation, land surveys, and property acquisition
- Develop cost-saving alternatives for operating and capital improvements
- Procure and administer contracts that enhance the efficiency of routine and emergency maintenance and operations
- Exceed federal and state Occupational Safety and Health regulations
- Exceed compliance regulations of the Virginia Pollutant Discharge Elimination System (VPDES)
- Provide environmentally sound collection and disposal of municipal solid waste, yard waste, and recyclables
- Maintain municipal facilities that provide safe and comfortable working environments for employees and citizens
- Pursue State/Federal infrastructure grant opportunities in order to leverage local funds



CHANGES IN THE DEPARTMENT’S BUDGET

- Personnel costs are increasing in FY 2025 due to both the addition of new positions and additional funding set aside for new compensation programs, overtime, and market adjustments for several Public Works job classifications. Cost increases for new personnel are primarily due to the addition of a Crew Leader and General Supervisor for the Bowers Hill Yard, and a Right of Way Agent that will enhance staffing available for capital projects, open space acquisitions, and strategic acquisitions identified by the Land Bank. Additionally, Public Works gained one Facilities Maintenance Technician from Juvenile Services during FY 2024 to work with both the Juvenile Detention Center facility, as well as other City facilities.
- Public Works’ internal service charges are increasing, primarily due to the Department’s total organizational share of City Garage charges.
- Debt service payments are decreasing to align with the Chesapeake Transportation System’s (CTS) total debt service obligation in FY 2025.
- CTS contributes annually to a fund earmarked for toll facility renewals based on estimated needs, then transfers funds to the capital budget as projects are appropriated. The increase in the contribution to fund balance in FY 2025 is largely due to a reduction in the transfer to capital projects from FY 2024 to FY 2025.
- Capital outlay expenses are increasing due to the need to enhance or replace several large pieces of equipment. This includes replacement of a thermoplastic paint truck with a new model suitable for larger lane striping efforts, replacement of ageing traffic message boards, video detection signal equipment, and specialized equipment attachments for bridge cleaning and maintenance.
- In FY 2025, Public Works will receive additional revenue from the Commonwealth of Virginia. This funding is designated for Street Maintenance and will be used to purchase the equipment mentioned above, and to contract street repair services.
- CTS operating costs are increasing primarily due to increased annual maintenance costs associated with the new Chesapeake Expressway Violation Processing Software, which is scheduled to come online in the Fall of 2024. due to inflation in contractual service estimates. Additionally, operating costs are also increasing due to an updated back-office maintenance contract for the Dominion Boulevard Veterans Bridge.

ORGANIZATION



PERFORMANCE MEASURES



Strategic Outcome: Connectivity

The Department of Public Works maintains and improves infrastructure around the City including roads, bridges, sidewalks, and multi-use paths. These lane miles and linear feet help to promote the Connectivity of the City.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Transportation projects designed	45	45	41	41
Transportation projects constructed	10	7	12	12
Parcels/easements acquired	115	112	145	145
Number of bridge openings	9,000	11,235	9,000	9,000
Potholes repaired	10,000	5,930	10,000	10,000
Average time to complete sign installation (days)	30	42	30	30
Lane miles restriped	35	32	35	35
Traffic studies completed	2,000	2,244	2,000	2,000
Miles of roads resurfaced	63	57	63	63



Strategic Outcome: Environmental Responsibility

The Department of Public Works plays a key role in maintaining an attractive and environmentally responsible Chesapeake via its waste management and stormwater divisions. Key goals related to this outcome include increasing maintenance frequency for the stormwater system, improving the resilience of new public and private development, increasing the amount of open space preserved, reducing the rate of tree loss, improving the overall beauty of the City, and maintaining a well-managed system of waste disposal.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Tons of solid collected	135,000	132,561	135,904	138,000
Average disposal cost per ton		\$67	\$65	\$65
Miles of lead ditches cleared	60	48	60	60
Cave-in repair requests by location		458	500	500
Cave-ins repaired by contract	167	109	167	167
Cave-in locations repaired by contract	59	37	59	59
Cave-in cost per location	\$59,000	\$58,700	\$59,000	\$59,000
Annual residential street sweeping cycles completed	8	8	8	8
Public facilities inspected for stormwater compliance	500	471	500	500
Erosion/Sediment Control (ESC) inspections	9,000	8,700	9,000	9,000
ESC Projects Managed per inspector	1,450	1,450	1,500	1,500
Chesapeake Bay Preservation Act cases investigated	25	22	25	25
Wetland permits secured within 45 to 120 days	75%	75%	75%	75%
Private facilities inspected for stormwater compliance	200	253	150	150
Dry weather screening sites monitored	100	104	100	100
Water quality permits received		4	18	18
Illicit discharges into stormwater system investigated	75	85	75	75
Miles of roadside ditches cleared	55	26	55	55
Ditch clearing cost per mile		\$31,657	\$32,000	\$32,000



Strategic Anchor: Outstanding Customer Service

Provide outstanding service to Council, our community, our customers, and each other.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Electronic/EZ-pass tolls - Expressway		4,205,818	3,963,973	4,107,692
Electronic/EZ-pass tolls - Dominion Blvd		8,391,669	8,473,765	8,474,052
Manual toll transactions		710,314	828,481	855,721
Video/pay-by-plate tolls		1,493,485	1,458,327	1,441,514
Electronic/EZ-pass violation rate		3.9%	4.0%	4.0%
Operations - Road resurfacing cost per mile		\$95,000	\$110,000	\$110,000
Operations - Safety inspections conducted	900	740	900	900

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$36,101,396	\$43,967,561	\$46,194,924	5.1%
Internal Service Charges and Utilities	\$16,864,673	\$17,902,674	\$18,639,078	4.1%
General Expenses	\$41,148,466	\$50,922,763	\$53,714,650	5.5%
Debt Service	\$24,144,802	\$24,608,327	\$20,995,000	-14.7%
Contribution to Fund Balance	\$0	\$7,165,386	\$12,859,082	79.5%
Capital Outlays	\$1,848,074	\$4,007,616	\$4,252,616	6.1%
Transfers to Capital Funds	\$22,411,073	\$7,610,000	\$7,000,000	-8.0%
Transfers to Grant Funds	\$2,645	\$0	\$0	-
Transfers to Other Operating Funds	\$7,147,140	\$5,068,675	\$4,982,802	-1.7%
Total Department Budget:	\$149,668,270	\$161,253,002	\$168,638,152	4.6%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$60,019,409	\$59,767,378	\$61,494,473	2.9%
Commonwealth of Virginia - Categorical: Other	\$40,184,594	\$43,506,011	\$47,281,088	8.7%
Fines and Forfeitures	\$144,611	\$100,000	\$120,000	20.0%
Fund Surplus	\$0	\$11,915,001	\$10,982,802	-7.8%
Licenses, Permits, and Fees	\$260,828	\$295,020	\$250,020	-15.3%
Miscellaneous Local Revenues	\$201,514	\$58,650	\$65,000	10.8%
Other Local Taxes	\$42,847	\$58,083	\$58,083	0%
Recovered Costs	\$837,960	\$0	\$0	-
Transfer from Other Funds	\$7,627,908	\$5,068,675	\$4,982,802	-1.7%
Use of Money & Property	\$5,046,295	\$1,835,000	\$4,534,049	147.1%
Total Department-Specific Revenue:	\$114,365,966	\$122,603,818	\$129,768,317	5.8%
General Fund Support:	\$35,302,303	\$38,649,184	\$38,869,835	0.6%
Total Department Resources:	\$149,668,270	\$161,253,002	\$168,638,152	4.6%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
41100 - Public Works Admin	13.500	13.500	14.500	1.000
41110 - Engineering	38.755	38.755	38.755	0.000
41200 - Street Maintenance	56.500	56.500	57.000	0.500
41210 - Bridges and Structures	37.425	37.425	37.425	0.000
41310 - Drainage	29.000	29.000	29.000	0.000

41400 - Traffic Operations	32.000	32.000	32.000	0.000
41600 - Expressway Operations	38.775	38.775	38.775	0.000
41610 - Tolling Administration	5.000	5.000	5.000	0.000
41620 - Dominion Blvd Operations	2.625	2.625	2.625	0.000
41700 - Contractual Services	10.000	10.000	8.000	-2.000
41800 - Public Works Operations	14.000	14.000	15.000	1.000
42300 - Solid Waste Services	86.000	86.000	86.000	0.000
43101 - Facility Maintenance	27.000	27.000	29.000	2.000
43102 - Facility Construction Admin	5.000	5.000	5.000	0.000
61000 - Stormwater Operations	81.000	82.000	83.500	1.500
61001 - Environmental Quality	17.000	17.000	17.000	0.000
61002 - Engineering	17.000	16.000	17.000	1.000
Total Personnel:	510.580	510.580	515.580	5.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
41100 - Public Works Admin	\$3,587,301	\$2,466,708	\$2,400,863	-2.7%
41110 - Engineering	\$3,832,742	\$4,420,082	\$4,658,203	5.4%
41200 - Street Maintenance	\$6,544,569	\$8,968,772	\$8,623,967	-3.8%
41210 - Bridges and Structures	\$3,801,969	\$4,736,643	\$4,935,418	4.2%
41220 - Public Transit (HRT)	\$2,864,191	\$3,065,800	\$3,065,800	0%
41310 - Drainage	\$3,245,187	\$3,545,983	\$3,810,881	7.5%
41400 - Traffic Operations	\$7,758,360	\$8,204,172	\$9,319,699	13.6%
41700 - Contractual Services	\$10,667,888	\$15,802,776	\$15,564,800	-1.5%
41800 - Public Works Operations	\$1,327,245	\$1,448,076	\$1,563,638	8.0%
42300 - Solid Waste Services	\$21,788,427	\$23,404,005	\$25,332,376	8.2%
43101 - Facility Maintenance	\$6,245,886	\$5,954,373	\$6,643,427	11.6%
43102 - Facility Construction Admin	\$470,431	\$650,853	\$767,248	17.9%
Total Budget for Fund:	\$72,134,196	\$82,668,243	\$86,686,320	4.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Fines and Forfeitures	\$144,611	\$100,000	\$120,000	20.0%
Other Local Taxes	\$42,847	\$58,083	\$58,083	0%
Commonwealth of Virginia - Categorical: Other	\$40,184,594	\$43,506,011	\$47,281,088	8.7%
Recovered Costs	\$810,895	\$0	\$0	-
Use of Money & Property	\$7,234	\$0	\$0	-
Charges for Services	\$354,009	\$296,315	\$292,314	-1.4%
Miscellaneous Local Revenues	\$201,514	\$58,650	\$65,000	10.8%
Total Revenues for Fund:	\$41,745,705	\$44,019,059	\$47,816,485	8.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	349.180	349.180	351.680	2.500

520 - Stormwater Management - Operations

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
61000 - Stormwater Operations	\$20,779,117	\$21,933,517	\$21,583,485	-1.6%
61001 - Environmental Quality	\$1,708,292	\$2,039,261	\$2,180,480	6.9%
61002 - Engineering	\$1,534,353	\$1,786,748	\$2,125,790	19.0%
Total Budget for Fund:	\$24,021,763	\$25,759,526	\$25,889,755	0.5%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Licenses, Permits, and Fees	\$260,828	\$295,020	\$250,020	-15.3%
Charges for Services	\$25,207,912	\$25,014,506	\$25,014,506	0%
Use of Money & Property	\$1,996,520	\$450,000	\$625,229	38.9%
Total Revenues for Fund:	\$27,465,260	\$25,759,526	\$25,889,755	0.5%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	115.000	115.000	117.500	2.500

525 - Toll Facility Operating Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
41600 - Expressway Operations	\$12,890,823	\$15,910,635	\$19,024,807	19.6%
41610 - Tolling Administration	\$558,468	\$682,098	\$730,507	7.1%
41620 - Dominion Blvd Operations	\$28,843,242	\$30,784,825	\$30,113,961	-2.2%
Total Budget for Fund:	\$42,292,532	\$47,377,558	\$49,869,275	5.3%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$27,065	\$0	\$0	-
Charges for Services	\$34,457,488	\$34,456,557	\$36,187,653	5.0%
Transfer from Other Funds	\$971,255	\$0	\$0	-
Fund Surplus	\$0	\$11,915,001	\$10,982,802	-7.8%
Use of Money & Property	\$2,254,734	\$1,006,000	\$2,698,820	168.3%
Total Revenues for Fund:	\$37,710,541	\$47,377,558	\$49,869,275	5.3%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	46.400	46.400	46.400	0.000

526 - Toll Facility Renewal Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
41601 - Expressway Renewals	\$7,310,190	\$3,681,606	\$4,522,761	22.8%
41621 - Dominion Blvd Renewals	\$3,909,588	\$1,766,069	\$1,670,041	-5.4%
Total Budget for Fund:	\$11,219,778	\$5,447,675	\$6,192,802	13.7%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Use of Money & Property	\$787,808	\$379,000	\$1,210,000	219.3%
Transfer from Other Funds	\$6,656,653	\$5,068,675	\$4,982,802	-1.7%
Total Revenues for Fund:	\$7,444,461	\$5,447,675	\$6,192,802	13.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

MISSION STATEMENT

To provide a fair and equitable appraisal of real estate for assessment purposes to the citizens and property owners of Chesapeake through effective professional personnel, innovative technology, and the application of reliable, consistent procedures.

DESCRIPTION

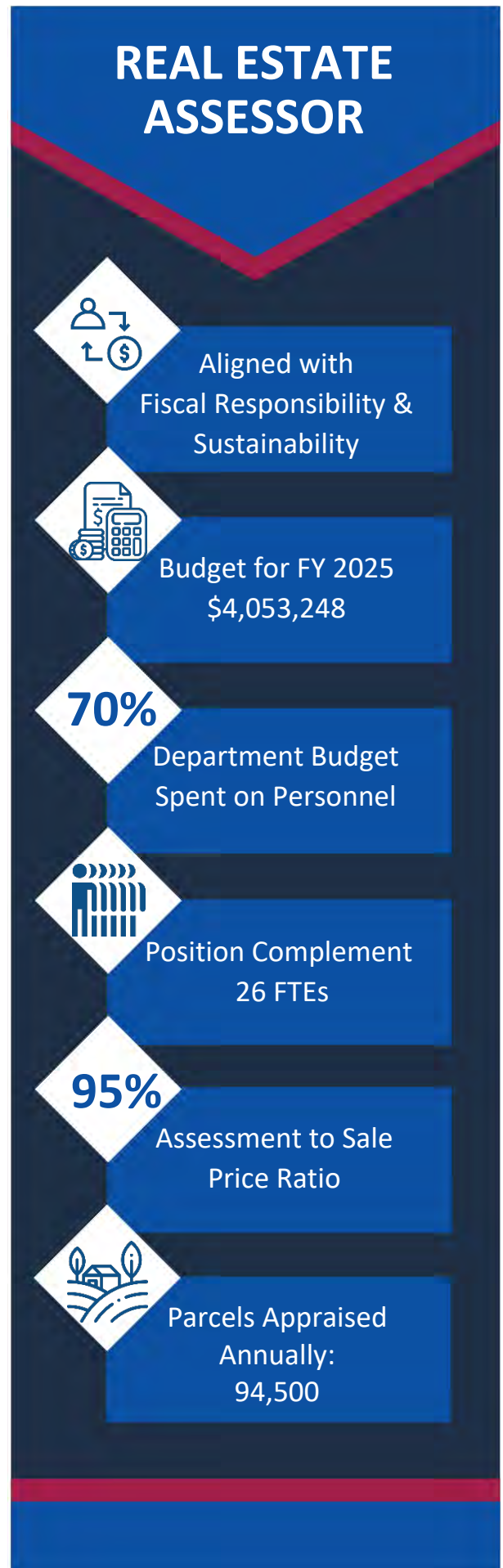
The Real Estate Assessor's Office, in compliance with Virginia Constitution (Article X), estimates the fair market value of all real estate. Staff inspects and collects field data on all new construction, conducts annual reassessment of all real property using a computer-assisted mass appraisal system, and performs detailed statistical analysis to measure the accuracy, equality, and equity of the estimate of value using current market data and trends.

The office also produces the annual Land Book, processes property transfers, maintains a parcel maintenance inventory system, and aids the public by responding to requests for information relative to real estate assessments and property ownership. Several other departments and agencies rely on the property and assessment records, reports, and databases maintained by the Real Estate Assessor's Office.

The Board of Equalization of Real Estate Assessments is established under the Code of Virginia § 15.2-840 and Chesapeake Code of Ordinances § 30-102. It is an independent, quasi-judicial body appointed by the Circuit Court to oversee the results of the annual reassessment regarding real property appeals. The Board has the power to increase, decrease, or keep the same assessment upon its review. If a property owner is not satisfied with the outcome of the Board's decision, that owner has the right to appeal to the Circuit Court. Any property owner may apply for a hearing with the Board of Equalization on or before April 1 of each tax year.

OBJECTIVES

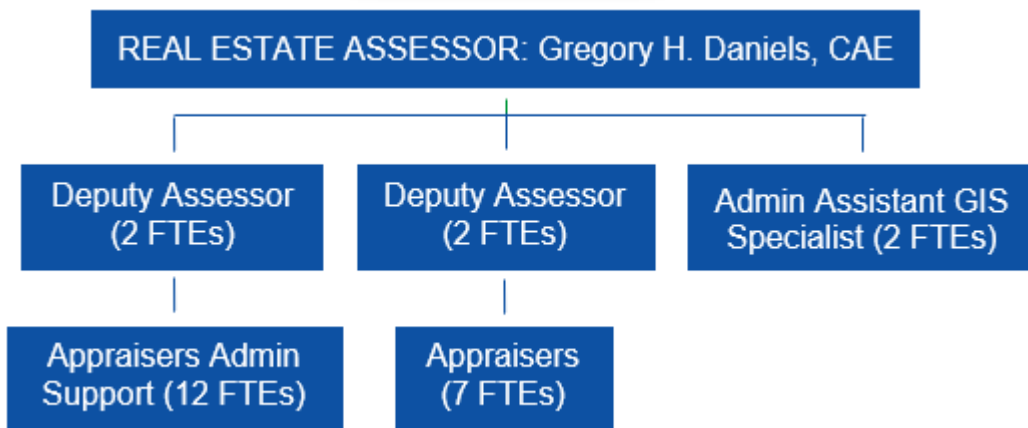
- Meet legal requirements by fairly assessing all real estate uniformly and equitably.
- Administer the Land Use Program.
- Provide public information on assessment records.
- Deliver quality customer service through dedicated, competent staff.
- Determine the fair market value of all property as of January 1 for the tax year beginning July 1.



CHANGES IN THE DEPARTMENT’S BUDGET

- Internal service charges for information technology are decreasing in FY 2025 due to the reallocation of expenses for mainframe operations.
- The Department’s general expenses are decreasing due to a reduction in travel expenses.

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Fiscal Responsibility & Sustainability

The Real Estate Assessor’s Office is responsible for appraising all property, taxable and exempt, within the City. The department produces the annual Land Book which indicates the owner of record and the market value of property as of July 1st each year. The values are adjusted from year to year based on market conditions and any new construction, additions and/or demolitions to property during the year. The taxable assessed value is utilized to determine real estate taxes which is the largest single source of revenue that supports City programs and services.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Parcels Appraised		92,755	93,500	94,500
Permits Appraised		5,061	5,300	5,500
Ownership Transfers Processed		8,392	6,500	7,000
Average Parcel Appraisals per Appraiser	5,000	5,797	5,844	6,300
Average Permit Appraisals per Appraiser	250	316	331	344
Assessment to Sales Price Ratio (median)	96%	94%	96%	95%

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$2,671,216	\$2,803,824	\$2,834,709	1.1%
Internal Service Charges and Utilities	\$957,678	\$1,203,962	\$1,021,597	-15.1%
General Expenses	\$201,424	\$208,703	\$196,942	-5.6%
Total Department Budget:	\$3,830,318	\$4,216,489	\$4,053,248	-3.9%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$2,994	\$1,360	\$1,360	0%
Recovered Costs	\$20	\$0	\$0	-
Total Department-Specific Revenue:	\$3,014	\$1,360	\$1,360	0%
General Fund Support:	\$3,827,304	\$4,215,129	\$4,051,888	-3.9%
Total Department Resources:	\$3,830,318	\$4,216,489	\$4,053,248	-3.9%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12320 - Real Estate Assessor	27.000	26.000	26.000	0.000
Total Personnel:	27.000	26.000	26.000	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
12320 - Real Estate Assessor	\$3,829,267	\$4,215,279	\$4,052,038	-3.9%
12330 - Board of Equalization	\$1,051	\$1,210	\$1,210	0%
Total Budget for Fund:	\$3,830,318	\$4,216,489	\$4,053,248	-3.9%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$2,994	\$1,360	\$1,360	0%
Recovered Costs	\$20	\$0	\$0	-
Total Revenues for Fund:	\$3,014	\$1,360	\$1,360	0%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	27.000	26.000	26.000	0.000



DESCRIPTION

The Registrar's Office is a full-service provider that:

- Administers all City, State, and Federal elections and coordinates all voter registration services,
- Provides registration opportunities in all areas of the city and maintains registration records,
- Files and processes all local candidates for elected office,
- Checks petitions for all Advisory Referendums,
- Prepares all election redistricting, and
- Recruits and trains all election officials.

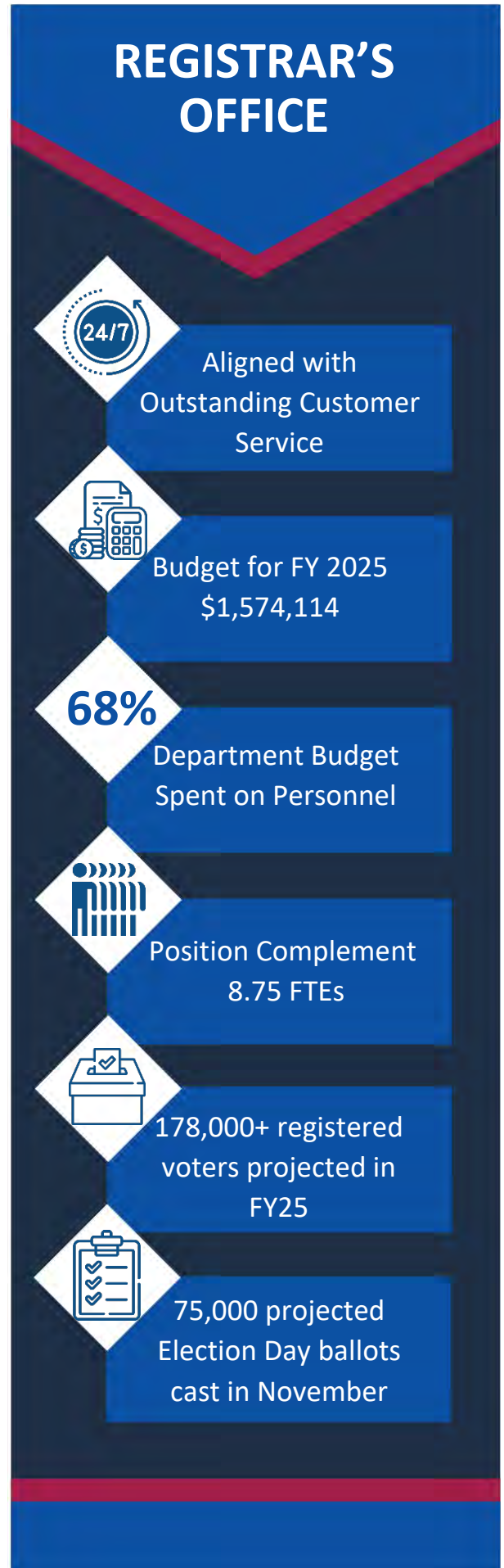
The Electoral Board supervises all City, State, and Federal elections and conducts the official canvass for each election.

OBJECTIVES

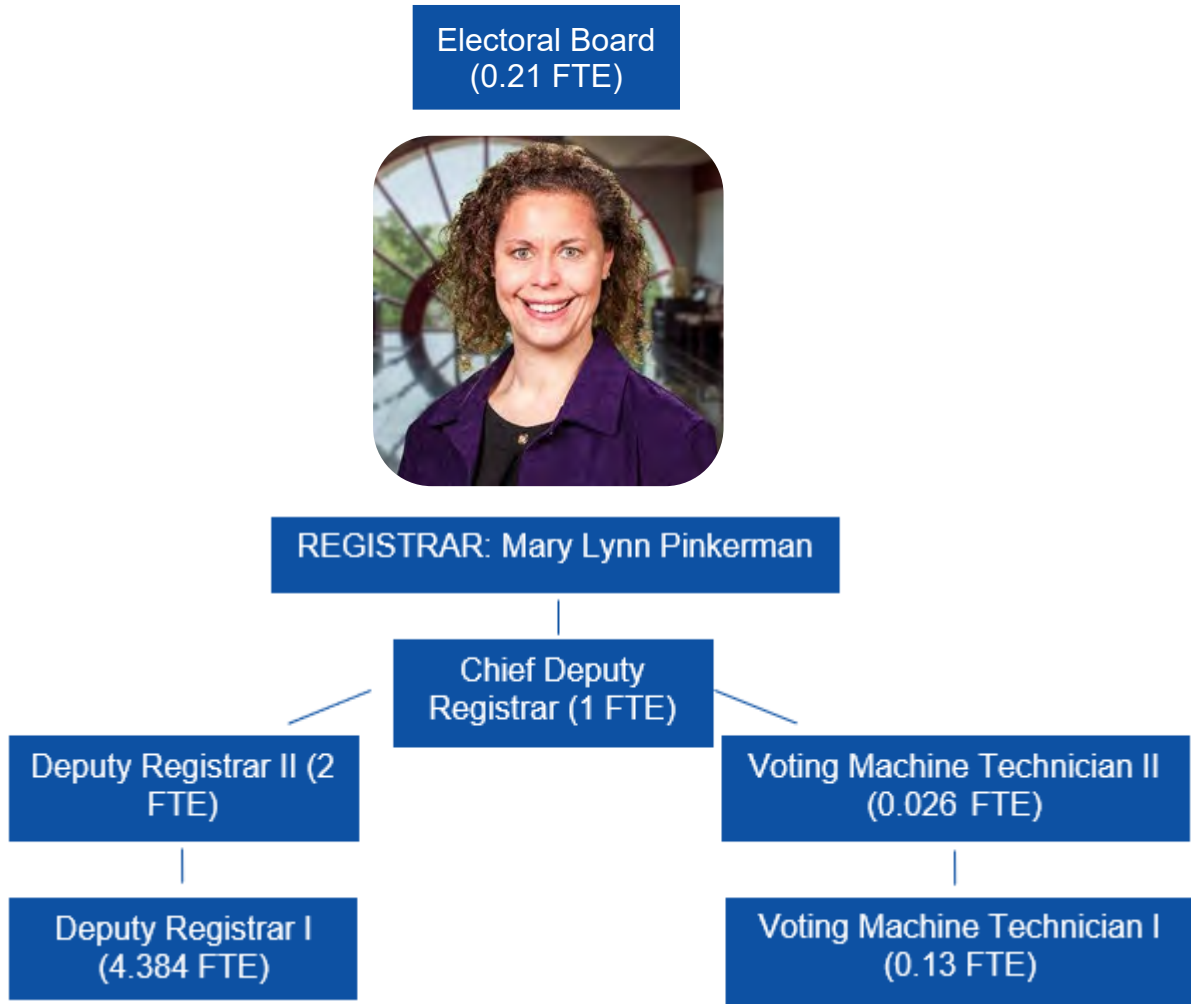
To encourage voter registration and voting as the fundamental element in a participatory democracy.

CHANGES IN THE DEPARTMENT'S BUDGET

- The City receives reimbursement from the State for the General Registrar and the Electoral Board's compensation. The reimbursement amount is increasing from \$76,516 to \$173,527.
- The FY 2025 budget includes less funding allotted for printing and binding services. The office can continue to provide services without hindering operations as there will only be two elections held instead of three elections that were held in FY 2024.
- Internal service fund charges for the department are increasing. These charges are based on the allocated share of information technology costs.



ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

The Registrar's Office provides outstanding customer service by ensuring that equipment and supplies are delivered promptly to all precincts while allowing citizens to vote on their schedule and the freedom to choose the safety of voting at home through mail-in ballots.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Mail-in Absentee ballots cast in November Election		7,814	7,483	15,000
Elections held in fiscal year		2	3	2
Voting precincts		64	64	64
Total Registered Voters on Election Day in November		177,099	177,432	178,500
Early Voting ballots cast in November Election		26,438	15,944	35,000
Election Day ballots cast in November Election		54,178	43,871	75,000
Provisional ballots cast in November Election		900	597	1,200
Voters Added to the Total Registered Voters		14,721	15,000	17,000
Voter Registrations Changed Within Chesapeake		4,302	4,500	5,000
Voters Cancelled from the Total Registered Voters		13,743	14,000	15,000

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$986,779	\$1,061,486	\$1,066,739	0.5%
Internal Service Charges and Utilities	\$123,250	\$111,314	\$157,816	41.8%
General Expenses	\$588,186	\$394,321	\$349,559	-11.4%
Total Department Budget:	\$1,698,216	\$1,567,121	\$1,574,114	0.4%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Commonwealth of Virginia - Categorical: Other	\$121,172	\$76,516	\$173,527	126.8%
Miscellaneous Local Revenues	\$200	\$0	\$0	-
Recovered Costs	\$30	\$0	\$0	-
Total Department-Specific Revenue:	\$121,402	\$76,516	\$173,527	126.8%
General Fund Support:	\$1,576,814	\$1,490,605	\$1,400,587	-6.0%
Total Department Resources:	\$1,698,216	\$1,567,121	\$1,574,114	0.4%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
13100 - Electoral Board	8.540	8.750	8.750	0.000
Total Personnel:	8.540	8.750	8.750	0.000

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
13100 - Electoral Board	\$1,698,216	\$1,567,121	\$1,574,114	0.4%
Total Budget for Fund:	\$1,698,216	\$1,567,121	\$1,574,114	0.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Miscellaneous Local Revenues	\$200	\$0	\$0	-
Recovered Costs	\$30	\$0	\$0	-
Commonwealth of Virginia - Categorical: Other	\$121,172	\$76,516	\$173,527	126.8%
Total Revenues for Fund:	\$121,402	\$76,516	\$173,527	126.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	8.540	8.750	8.750	0.000



MISSION STATEMENT

The Mission of the Chesapeake Sheriff's Office is to deliver effective law enforcement services through transparency, integrity, innovation, enthusiasm, and community partnerships. We identify and meet the challenges of our community by building dynamic partnerships that enhance the quality of life of those we serve.

DESCRIPTION

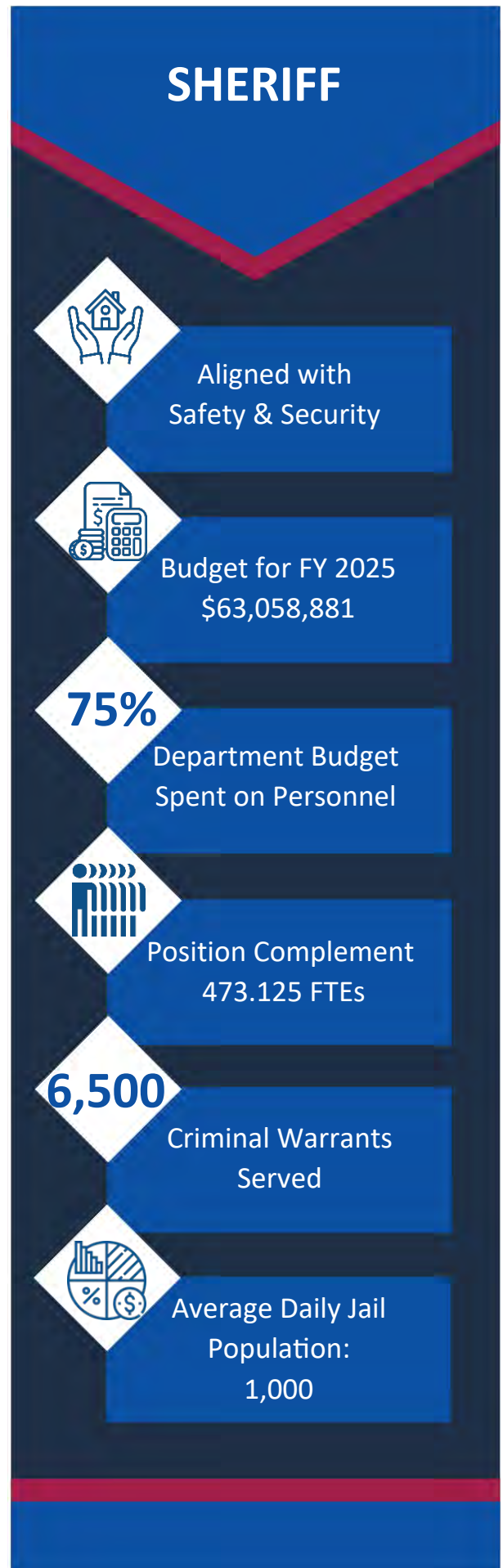
The Chesapeake's Sheriff Office is responsible for operating the Chesapeake Correctional Center (Jail), maintaining security in Courts, executing criminal warrants and civil processes, and providing law enforcement services when necessary.

OBJECTIVES

- Enhance/further efforts for increasing training and education of the Sheriff's Office.
- Enhance/further the use of modern technology to improve the effective and efficient operation of the Sheriff's Office.
- Enhance the Sheriff's Office functions through effective changes in operational goals.
- Enhance operations through capital improvements.
- Enhance the relationships and community involvement between the citizens of the City and the Sheriff's Office.

CHANGES IN THE DEPARTMENT'S BUDGET

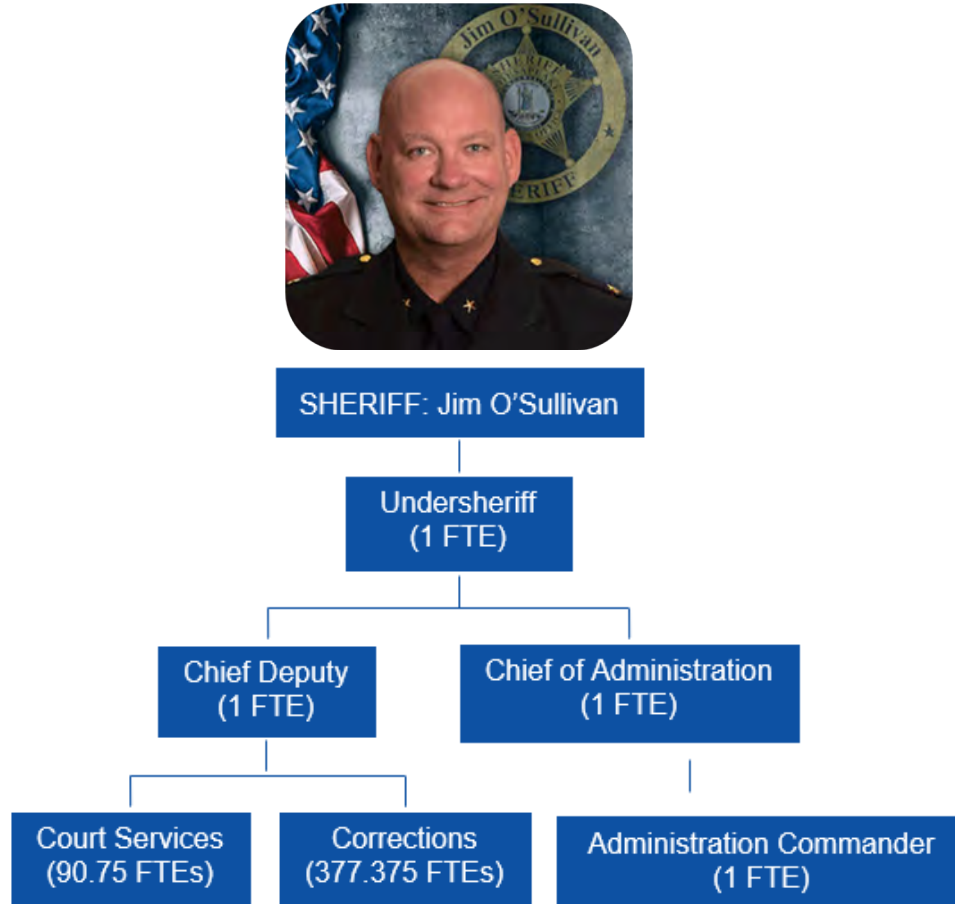
- Eight new Deputy Sheriff positions were added to the department in October of 2023 to increase the number of School Resource Deputies in Chesapeake's Primary/Elementary schools. These positions, funded by the schools, continue in the FY 2025 budget.
- Capital Outlay is reduced due to the elimination of one-time costs.
- The Hampton Roads Regional Jail is anticipated to close in the summer of 2024. As such, the Sheriff's Office no longer contributes to it, reducing the Sheriff's Office's General Expenses dramatically.
- The Sheriff's Office added 15 Deputy Sheriff positions in FY 2025 to staff the Chesapeake Correctional Center due to the increase in inmates in conjunction with the closure of the Hampton Roads Regional Jail. This increase in Deputies was required to meet industry standards and ensure a safe and secure environment for the inmates.
- Five Deputy Sergeant positions were added to the department in FY 2025. These positions help with the critical care medical and mental health inmates returning from the Hampton Roads Regional Jail, by ensuring one sergeant is posted continuously in the facility housing the new inmates.
- The Sheriff's Office added 4 new Behavioral Health Case Workers that will coordinate pre-release and post-release case management for Chesapeake Correctional Center inmates with mental health, critical care medical, and



substance use disorder needs. This is to ensure inmates have the resources needed to support community re-entry and to minimize recidivism.

- Two part-time positions equaling 0.7 FTEs were eliminated in the Mowing Services program. This was a result of fewer inmates qualifying to participate in the program.
- The department moved 8 FTE from Mowing Services to Jail Operations.

ORGANIZATION & PERFORMANCE MEASURES



Strategic Anchor: Outstanding Customer Service

The Sheriff's Office offers eligible inmates flexible options for serving sentences via work release and weekender programs. Inmates taking advantage of these programs pay fees to fund the overtime hours and van drivers needed to support these programs.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
The average daily population of weekend servers		28	21	40



Strategic Anchor: Fiscal Responsibility & Sustainability

The Sheriff's Office inmate workforce provides mowing, vehicle washing, trash pickup, landscape maintenance, and demolition support for several City departments, hence avoiding the need to contract these services and contributing to the City's Fiscal Sustainability.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Labor hours provided by Sheriff's inmate workforce	130,000	74,664	80,023	130,000
Value of inmate labor (\$ Dollars)	\$1,904,584	\$1,656,267	\$1,916,124	\$1,990,868



Strategic Outcome: Safety & Security

The Sheriff's Office's core mission is to improve the City's safety and security via effective law enforcement services. By operating the City Jail safely and effectively and providing security for the Chesapeake Court Buildings, they play a key role in the safety and security of public facilities.

PERFORMANCE MEASURE	TARGET	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 PROJECTION
Average Daily Jail Population		711	813	1,000
Inmates serving weekend sentences		30	260	486
Cost per inmate per day (\$ Dollars)	\$115.82	N/A	116	\$115.82
Average length of stay (in days)		198	181	30
Safety of inmates: serious injuries or death	1	2	2	1
Hospital transports for inmates		294	70	100
Open courtroom days	3,000	2,943	2,815.5	3,000
Legal notices, subpoenas, and warrants server trips		83,504	82,903	100,000
Civil paper served		83,504	82,903	100,000
Criminal warrants served		5,833	4,088.5	6,500
Extraditions completed		100	84	70
Outstanding warrants (end of year)	250	2,761	2,746	250
Legal notices, warrants, etc. served per full-time employee	1,456	8,350	5,547	1,456

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Personnel Costs	\$40,916,737	\$44,501,109	\$47,459,814	6.6%
Internal Service Charges and Utilities	\$3,586,592	\$4,319,994	\$4,976,839	15.2%
General Expenses	\$14,666,667	\$15,529,333	\$10,587,228	-31.8%
Capital Outlays	\$205,311	\$210,500	\$35,000	-83.4%
Transfers to Other Operating Funds	\$43,800	\$0	\$0	-
Total Department Budget:	\$59,419,108	\$64,560,936	\$63,058,881	-2.3%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Charges for Services	\$3,722,746	\$4,645,251	\$4,529,052	-2.5%
Commonwealth of Virginia - Categorical: Other	\$16,785,542	\$15,864,231	\$16,084,839	1.4%
Federal Government	\$26,600	\$24,000	\$24,000	0%
Miscellaneous Local Revenues	\$6,441	\$0	\$0	-
Recovered Costs	\$2,352,215	\$0	\$0	-
Transfers from General Fund	\$35,140	\$0	\$0	-
Total Department-Specific Revenue:	\$22,928,685	\$20,533,482	\$20,637,891	0.5%
General Fund Support:	\$36,490,423	\$44,027,454	\$42,420,990	-3.6%
Total Department Resources:	\$59,419,108	\$64,560,936	\$63,058,881	-2.3%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
33104 - Jail Operations	339.750	0.000	371.250	371.250
33105 - Court Security	82.250	87.750	90.750	3.000
33122 - Mowing Services - Public Works	19.825	19.825	11.125	-8.700
5 - Jail Operations	0.000	334.250	0.000	-334.250
Total Personnel:	441.825	441.825	473.125	31.300

100 - General Fund

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
33103 - Operational Support and Training	\$19,165	\$0	\$0	-
33104 - Jail Operations	\$43,089,491	\$48,185,907	\$52,223,963	8.4%
33105 - Court Security	\$8,480,974	\$9,349,267	\$9,573,820	2.4%
33125 - Regional Jail Authority	\$6,117,457	\$5,000,000	\$0	-100%
33126 - Weekender Program	\$35,392	\$34,279	\$34,279	0%
33127 - Work Release	\$0	\$650	\$650	0%
Total Budget for Fund:	\$57,742,480	\$62,570,103	\$61,832,712	-1.2%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Recovered Costs	\$2,352,215	\$0	\$0	-
Miscellaneous Local Revenues	\$6,441	\$0	\$0	-
Commonwealth of Virginia - Categorical: Other	\$16,785,542	\$15,864,231	\$16,084,839	1.4%
Federal Government	\$26,600	\$24,000	\$24,000	0%
Charges for Services	\$2,107,254	\$2,654,418	\$3,302,883	24.4%
Total Revenues for Fund:	\$21,278,053	\$18,542,649	\$19,411,722	4.7%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	422.000	422.000	462.000	40.000

601 - Central Fleet

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
33122 - Mowing Services - Public Works	\$1,676,627	\$1,990,833	\$1,226,169	-38.4%
Total Budget for Fund:	\$1,676,627	\$1,990,833	\$1,226,169	-38.4%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Transfers from General Fund	\$35,140	\$0	\$0	-
Charges for Services	\$1,615,492	\$1,990,833	\$1,226,169	-38.4%
Total Revenues for Fund:	\$1,650,632	\$1,990,833	\$1,226,169	-38.4%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	19.825	19.825	11.125	-8.700



DESCRIPTION

The City has two Tax Increment Financing (TIF) Districts. One is located in the Greenbrier section of the City and the other is in Historic South Norfolk. These districts are financing entities established within a specific area of the City intended to facilitate public improvements. The funding source for each TIF district is real estate tax revenue from new construction and increases in assessed values within the geographical boundaries established for each district. Real estate tax revenue derived from the existing tax base at the time the TIF was established is collected in the City's General Fund. All increases in the base become eligible for use within the established boundary of the district. Revenue is used for ongoing debt payments issued under the financing authority of the TIF and for capital improvement projects.

The Greenbrier TIF was established in 2004 to finance public infrastructure improvements in the Greenbrier area. At the time the TIF was established, the assessed value of all real estate in the boundary of the district was \$943 million. Taxes on the first \$943 million in assessments are retained by the General Fund. Current real estate assessments for the Greenbrier TIF total over \$2.5 billion.

The South Norfolk TIF was established in 2006 to finance public infrastructure improvements in the South Norfolk area. At the time the TIF was established, the assessed value of all real estate in the district was \$802 million. Taxes on the first \$802 million in assessments each year are retained by the General Fund. Current real estate assessments for the South Norfolk TIF total over \$2.1 billion.

OBJECTIVES

- Implement the strategies of the Development Master Plans for Greenbrier and South Norfolk
- Seek to attract new private investment within the TIF Districts

CHANGES IN THE DEPARTMENT'S BUDGET

- The Greenbrier TIF is transferring funds to the CIP to finance CIP 14-270 "Greenbrier Site/Infrastructure Improvements." This project funds improvements within the TIF district to include promoting the redevelopment of Greenbrier Mall and future phases of the Summit Pointe development. Excess funding in the Greenbrier TIF will be declared surplus and transferred to the General Fund for use in general government operations. Some of these operations include grounds and park maintenance, police operations, and public works activities within the TIF district.
- In FY 2025, some excess funding in the South Norfolk TIF will be declared surplus and transferred to the General Fund for use in general government operations. Some of these operations include grounds maintenance, police operations, and public works activities within the TIF district.

TAX INCREMENT FINANCING



Revenue for
Greenbrier:
\$15.6 million



Revenue for
South Norfolk:
\$12.4 million



Debt Payments:
\$2.4 million



Budget for FY 25:
\$27,963,953

Tax Increment Financing Districts

Budget by Expenditure Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Expenses	\$992,497	\$996,923	\$997,107	0.0%
Contribution to Fund Balance	\$0	\$17,240,713	\$22,363,255	29.7%
Transfers to General Fund	\$10,136,410	\$444,500	\$174,296	-60.8%
Transfers to Capital Funds	\$6,579,818	\$5,466,417	\$2,075,000	-62.0%
Transfers to Debt Fund	\$2,293,163	\$2,362,934	\$2,354,295	-0.4%
Total Department Budget:	\$20,001,889	\$26,511,487	\$27,963,953	5.5%

Budget by Revenue Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$23,094,586	\$26,511,487	\$27,963,953	5.5%
Transfer from Other Funds	\$109,438	\$0	\$0	-
Transfers from Capital Funds	\$1,449,623	\$0	\$0	-
Use of Money & Property	\$514,847	\$0	\$0	-
Total Department-Specific Revenue:	\$25,168,494	\$26,511,487	\$27,963,953	5.5%
General Fund Support:	-	\$0	\$0	-
Total Department Resources:	\$25,168,494	\$26,511,487	\$27,963,953	5.5%

Department Personnel by Program (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel:	0.000	0.000	0.000	5.000

209 - Tax Increment Financing - Greenbrier

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81102 - Greenbrier TIF	\$17,311,707	\$15,329,482	\$15,600,760	1.8%
Total Budget for Fund:	\$17,311,707	\$15,329,482	\$15,600,760	1.8%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$13,466,047	\$15,329,482	\$15,600,760	1.8%
Use of Money & Property	\$233,589	\$0	\$0	-
Transfer from Other Funds	\$109,438	\$0	\$0	-
Transfers from Capital Funds	\$1,399,623	\$0	\$0	-
Total Revenues for Fund:	\$15,208,697	\$15,329,482	\$15,600,760	1.8%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

212 - Tax Increment Financing - South Norfolk

Budget by Program	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
81103 - South Norfolk TIF	\$2,690,182	\$11,182,005	\$12,363,193	10.6%
Total Budget for Fund:	\$2,690,182	\$11,182,005	\$12,363,193	10.6%

Revenue by Category	FY 2023 Actual	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
General Property Tax	\$9,628,539	\$11,182,005	\$12,363,193	10.6%
Use of Money & Property	\$281,259	\$0	\$0	-
Transfers from Capital Funds	\$50,000	\$0	\$0	-
Total Revenues for Fund:	\$9,959,798	\$11,182,005	\$12,363,193	10.6%

Department Personnel (FTEs)	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Change from Prior Year
Total Personnel Allocated to Fund:	0.000	0.000	0.000	0.000

AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025, TO PRESCRIBE THE TERMS AND PAYMENT AND TO REPEAL ALL ORDINANCES WHOLLY IN CONFLICT WITH THIS ORDINANCE.

WHEREAS, the City Manager has heretofore submitted an Annual Operating Budget for the City for the fiscal year beginning July 1, 2024, and ending June 30, 2025, and it is necessary to appropriate sufficient funds to cover said budget;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Chesapeake, Virginia:

Section 1.

That the amounts named aggregating \$2,137,746,169 consisting of \$388,767,885 in inter-fund transfers, \$146,002,954 for internal service funds, and \$1,602,975,330 for operations, are hereby appropriated subject to the conditions hereinafter set forth for the use of departments, and designated funds of the City government, and for the purposes hereinafter mentioned, as set forth in the Annual Operating Budget, which is hereby incorporated by reference, for the fiscal year beginning July 1, 2024 and ending June 30, 2025 (hereinafter, the "Fiscal Year"), a summary of which is attached to this ordinance as "Attachment A - Appropriations."

Section 2.

That in accordance with Section 5.04 of the City Charter, Estimated Revenue is set forth in said Annual Operating Budget, with a summary of Estimated Revenue attached to this ordinance as "Attachment B - Revenues."

Section 3.

Allowances out of any of the appropriations made in this ordinance by any or all of the City departments, bureaus, or agencies to any of their officers and employees for expenses on account of the use of such officers' and employees' personal automobiles in the discharge of their official duties shall be set administratively by the City Manager, who will advise City Council as changes are made.

Section 4.

All monies from the sale of general government real estate or other property shall be set aside in a separate account of the General Fund and shall be subject to expenditure only through appropriate action of the Council.

Section 5.

All monies collected by any department, bureau, agency, or individual of the City government shall be paid promptly into the City Treasury.

Section 6.

The Council reserves the right to change at any time during the fiscal year the compensations so provided for in the annual budget, as amended by the Council, except such offices or positions as it may be prohibited by law from abolishing.

Section 7.

The City Manager or designee is hereby authorized to implement a general wage increase ("GWI") of three and one-half percent (3.5%) for all eligible employees. Eligible employees include those in non-sworn full-time, part-time, and seasonal/substitute positions (excluding seasonal election poll workers and board/commission/Council

members), as well as employees in grant, special project, and unclassified positions, provided such personnel do not receive pay increases from the State who were hired as of June 30, 2024. Active employees in a non-paid status, e.g., leave without pay (family/medical, military, or general) or workers' compensation with no supplement, will receive the GWI. This GWI shall not be provided to sworn public safety personnel, as any increases in salaries for personnel in sworn public safety positions shall be consistent with Article V of the Human Resources Classification and Compensation Plan.

Salaries may not exceed the maximum of the pay ranges. Any employee whose salary will exceed the maximum of his/her pay range as a result of the GWI will not receive the pay increase or will receive a partial increase up to the maximum of the pay range, as applicable. The effective date for the GWI, and any other criteria related to the implementation of this GWI shall be at the discretion of the City Manager or designee.

To implement the general wage increase, the City Manager is hereby authorized to approve transfers of appropriations within and between funds in an amount up to \$5,750,000 notwithstanding any other provisions of this ordinance. All such transfers shall originate from the \$5,750,000 included in the Non-Departmental section of the General Fund and can only be transferred to salary or benefit accounts within and between the City's funds.

Section 8.

The City Manager or designee is hereby authorized to implement a step increase for all eligible public safety positions, consistent with the Public Safety Step Plan structure contained in Article V of the Human Resources Classification and Compensation Plan. To implement these increases, the City Manager is hereby

authorized to approve transfers of appropriations within and between funds in an amount up to \$2,975,000 notwithstanding any other provisions of this ordinance. All such transfers shall originate from the \$2,975,000 included in the Non-Departmental section of the General Fund and can only be transferred to salary or benefit accounts within and between the City's funds.

Section 9.

The City Manager or designee is hereby authorized to provide market-based salary adjustments for eligible positions, consistent with the provisions of the Human Resources Classification and Compensation Plan. To implement these adjustments, the City Manager is hereby authorized to approve transfers of appropriations within and between funds in an amount up to \$750,000 notwithstanding any other provisions of this ordinance. All such transfers shall originate from the \$750,000 included in the Non-Departmental section of the General Fund and can only be transferred to salary or benefit accounts within and between the City's funds.

Section 10.

To ensure the alignment of the appropriations authorized in the operating budget for employee health insurance and the actual expenditures thereof, the City Manager is hereby authorized to transfer appropriations for health insurance between departments and funds, in any amount notwithstanding any other provision of this ordinance up to \$3,000,000.

Section 11.

To improve the effectiveness and efficiencies of the government in service delivery, the City Manager is hereby authorized to reassign, transfer, or change duties of

authorized personnel within and among departments and offices included in the operating budget as may best meet the interests of the City.

Section 12.

With the exception of the funds under the control of the School Board, specifically the funds numbered 900, 928, 940, 941, 942, 943, 965, and 980 (hereinafter referred to as "School Board Funds"), the total number of full-time permanent positions shall be the maximum number of positions authorized for the various departments of the City during the Fiscal Year, except for changes or additions authorized by the Council or changes authorized under section 9 of this ordinance. The City Manager is further authorized to establish up to five additional full-time equivalent positions within the operating budget. Any portion of these positions may be allocated to any department or agency within this budget provided it shall not cause the aggregate amount expended from the personnel category within the receiving department or agency to exceed the respective appropriations made therefore. Furthermore, the City Manager may from time to time increase or decrease the number of part-time or temporary positions provided the aggregate amount expended from the personnel category shall not exceed the respective appropriations made therefore.

Section 13

The fund budgets for City funds included in the operating budget are hereby adopted and made the official operating budget of the City of Chesapeake, Virginia, but it is expressly provided that the restrictions with respect to the expenditure of the funds appropriated shall apply only to the lump sum amounts for classes of expenditures which

have been included in this ordinance. The School Board Funds included in this ordinance are hereby appropriated to the School Board as one lump sum.

Section 14.

The City Manager is authorized to transfer funds within and between the funds named in this ordinance. No single transfer within a single fund or between several funds shall exceed \$250,000 and the cumulative sum of all transfers shall not exceed one-half of one percent (0.5%) of total appropriations contained herein. The City Council shall be notified of all such transfers at its first meeting following the end of each quarter.

Section 15.

All outstanding encumbrances or commitments as of June 30, 2024, which are authorized for carry forward are re-appropriated as of July 1, 2024, and estimated resources are to be carried forward accordingly.

Section 16.

Nothing in this ordinance shall be construed as authorizing any reduction to be made in the amounts appropriated in this ordinance for the payment of interest on, or retirement of, bonded debt of the City government.

Section 17.

The rates and fees as set forth in “Attachment C – Summary of Rates and Fees” attached hereto are adopted as part of this ordinance.

Section 18.

All ordinances and parts of ordinances inconsistent with the provisions of this ordinance are repealed.

Section 19.

This ordinance shall become effective on July 1, 2024.

ADOPTED by the Council of the City of Chesapeake, Virginia, this ____ day of _____, 2024.

APPROVED:

Mayor

ATTEST:

Clerk of the Council

Approved as to form:

Deputy City Attorney

City of Chesapeake
Attachment A - Operating Budget Appropriations

Fund	FY 2025	
100	General Fund	820,057,540
201	VA Public Assistance Fund	27,306,495
203	Interagency Consortium	6,671,831
204	Fee Supported Activities	7,404,710
205	Integrated Behavioral Healthcare	41,567,458
206	Conference Center	7,734,243
207	E-911 Operations	9,714,541
208	Chesapeake Juvenile Services	5,128,125
209	Tax Increment Financing - Greenbrier	15,600,760
211	Open Space Agricultural Preservation Operating	271,284
212	Tax Increment Financing - South Norfolk	12,363,193
228	Grants Fund	18,217,000
300	Capital Projects Fund	2,075,000
401	Debt Service Fund	39,924,618
501	PU Operations Fund	89,216,953
504	Public Utilities Construction	13,875,000
509	PU Revenue Bond Fund	1,533,900
512	PU Debt Fund	7,410,934
520	Stormwater Management - Operations	25,889,755
521	Stormwater Construction	7,000,000
525	Toll Facility Operating Fund	49,869,275
526	Toll Facility Renewal Fund	6,192,802
601	Central Fleet	21,661,999
603	Information Technology	24,413,574
605	Healthcare Fund	57,781,449
606	Self-Insurance Fund	10,938,282
800	Mosquito Control Comm	6,588,839
900	School Operating Fund	632,465,203
928	School Grants Fund	78,678,512
930	Schools Capital Projects Fund	-
940	School Textbook Fund	7,603,144
941	School Nutrition Services Fund	25,028,027
942	School Cell Tower Fund	10,440,000
943	School Athletics Fund	7,414,073
965	School Self-Insurance Fund	31,207,650
980	School Activity Fund	8,500,000
Total Operating Budget Appropriations		2,137,746,169
	Less Interfund Transfers	388,767,885
	Less Internal Service Funds	146,002,954
Net Operating Budget Appropriations		1,602,975,330

City of Chesapeake
Attachment B - Operating Budget Revenues

Fund	FY 2025 Amount
100 General Fund	
Revenue from Local Sources	667,458,223
Revenue from the Commonwealth	108,703,887
Revenue from the Federal Government	62,000
Transfer from Other Funds	3,140,394
Use of Fund Balance	40,693,036
Fund 100 Total	820,057,540
201 VA Public Assistance Fund	
Revenue from Local Sources	54,975
Revenue from the Commonwealth	6,598,371
Revenue from the Federal Government	11,627,555
Transfer from Other Funds	9,025,594
Fund 201 Total	27,306,495
203 Interagency Consortium	
Revenue from Local Sources	6,700
Revenue from the Commonwealth	4,265,332
Revenue from the Federal Government	198,564
Transfer from Other Funds	2,201,235
Fund 203 Total	6,671,831
204 Fee Supported Activities	
Revenue from Local Sources	7,196,507
Use of Fund Balance	208,203
Fund 204 Total	7,404,710
205 Integrated Behavioral Healthcare	
Revenue from Local Sources	11,472,794
Revenue from the Commonwealth	16,725,123
Revenue from the Federal Government	1,647,909
Transfer from Other Funds	11,721,632
Fund 205 Total	41,567,458
206 Conference Center	
Revenue from Local Sources	7,734,243
Fund 206 Total	7,734,243
207 E-911 Operations	
Revenue from Local Sources	4,947,998

	Revenue from the Commonwealth	1,337,000
	Transfer from Other Funds	3,429,543
	Fund 207 Total	9,714,541
208	Chesapeake Juvenile Services	
	Revenue from Local Sources	32,000
	Revenue from the Commonwealth	1,543,588
	Transfer from Other Funds	3,482,537
	Use of Fund Balance	70,000
	Fund 208 Total	5,128,125
209	Tax Increment Financing - Greenbrier	
	Revenue from Local Sources	15,600,760
	Fund 209 Total	15,600,760
211	Open Space Agricultural Preservation Operating	
	Revenue from Local Sources	271,284
	Fund 211 Total	271,284
212	Tax Increment Financing - South Norfolk	
	Revenue from Local Sources	12,363,193
	Fund 212 Total	12,363,193
228	Grants Fund	
	Revenue from Local Sources	6,209,683
	Revenue from the Commonwealth	5,140,000
	Revenue from the Federal Government	6,832,000
	Transfer from Other Funds	35,317
	Fund 228 Total	18,217,000
300	Capital Projects Fund	
	Transfer from Other Funds	2,075,000
	Fund 300 Total	2,075,000
401	Debt Service Fund	
	Revenue from Local Sources	823,970
	Transfer from Other Funds	34,100,648
	Use of Fund Balance	5,000,000
	Fund 401 Total	39,924,618
501	PU Operations Fund	
	Revenue from Local Sources	89,216,953
	Fund 501 Total	89,216,953
504	Public Utilities Construction	

	Transfer from Other Funds	13,875,000
	Fund 504 Total	13,875,000
509	PU Revenue Bond Fund	
	Revenue from Local Sources	20,000
	Transfer from Other Funds	1,513,900
	Fund 509 Total	1,533,900
512	PU Debt Fund	
	Transfer from Other Funds	7,410,934
	Fund 512 Total	7,410,934
520	Stormwater Management - Operations	
	Revenue from Local Sources	25,889,755
	Fund 520 Total	25,889,755
521	Stormwater Construction	
	Transfer from Other Funds	7,000,000
	Fund 521 Total	7,000,000
525	Toll Facility Operating Fund	
	Revenue from Local Sources	38,886,473
	Use of Fund Balance	10,982,802
	Fund 525 Total	49,869,275
526	Toll Facility Renewal Fund	
	Revenue from Local Sources	1,210,000
	Transfer from Other Funds	4,982,802
	Fund 526 Total	6,192,802
601	Central Fleet	
	Revenue from Local Sources	20,661,999
	Use of Fund Balance	1,000,000
	Fund 601 Total	21,661,999
603	Information Technology	
	Revenue from Local Sources	24,413,574
	Fund 603 Total	24,413,574
605	Healthcare Fund	
	Revenue from Local Sources	57,676,990
	Use of Fund Balance	104,459
	Fund 605 Total	57,781,449
606	Self-Insurance Fund	

	Revenue from Local Sources	3,070,270
	Other Revenues	7,868,012
	Fund 606 Total	10,938,282
800	Mosquito Control Comm	
	Revenue from Local Sources	6,588,839
	Fund 800 Total	6,588,839
900	School Operating Fund	
	Revenue from Local Sources	2,886,935
	Revenue from the Commonwealth	343,229,919
	Revenue from the Federal Government	4,575,000
	Transfer from Other Funds	281,773,349
	Fund 900 Total	632,465,203
928	School Grants Fund	
	Revenue from Local Sources	10,101,333
	Revenue from the Commonwealth	21,118,067
	Revenue from the Federal Government	47,459,112
	Fund 928 Total	78,678,512
940	School Textbook Fund	
	Revenue from Local Sources	30,000
	Revenue from the Commonwealth	4,250,045
	Use of Fund Balance	3,323,099
	Fund 940 Total	7,603,144
941	School Nutrition Services Fund	
	Revenue from Local Sources	5,205,124
	Revenue from the Commonwealth	530,000
	Revenue from the Federal Government	13,591,909
	Use of Fund Balance	5,700,994
	Fund 941 Total	25,028,027
942	School Cell Tower Fund	
	Revenue from Local Sources	10,230,000
	Use of Fund Balance	210,000
	Fund 942 Total	10,440,000
943	School Athletics Fund	
	Revenue from Local Sources	914,073
	Transfer from Other Funds	3,000,000
	Use of Fund Balance	3,500,000
	Fund 943 Total	7,414,073

965	School Self-Insurance Fund	
	Revenue from Local Sources	500,000
	Use of Fund Balance	30,707,650
	Fund 965 Total	31,207,650
980	School Activity Fund	
	Revenue from Local Sources	8,500,000
	Fund 980 Total	8,500,000
	Total Operating Budget Revenues	2,137,746,169
	Less Interfund Transfers	388,767,885
	Less Internal Service Funds	146,002,954
	Net Operating Budget Appropriations	1,602,975,330

City of Chesapeake
Attachment C – Summary and Rates and Fees*

*Attachment C will be included in the FY 2025 Adopted Budget document. A summary of rates and fees charged by City departments and other agencies is included in the Appendix of this document.

CHARTER PROVISIONS GOVERNING THE OPERATING BUDGET

The City Charter has a number of provisions regarding the City's annual operating budget. Below are the relevant sections of the charter.

Chapter 5. Budget.

§ 5.01. Fiscal year.

The fiscal year of the city shall begin on the first day of July and shall end on the last day of June of each calendar year. Such fiscal year shall also constitute the budget and accounting year. (1980, c. 717)

§ 5.02. Submission of Operating Budget.

The city manager shall submit to the council an operating budget and a budget message at least ninety (90) days prior to the beginning of each fiscal year. (1980, c. 717)

§ 5.03. Operating Budget Message.

The manager's message shall explain the budget in fiscal terms. It shall contain the recommendations of the city manager concerning the fiscal policy of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, and include such other material as the manager deems desirable. (1980, c. 717)

§ 5.04. Operating Budget Preparation.

The budget shall provide a financial plan for the ensuing fiscal year, and shall be in such form as the manager deems advisable or the council may require. In organizing the budget, the manager shall utilize the most feasible combination of expenditures classification by fund, organization unit, program, purpose or activity and object. It shall be prepared in accordance with generally accepted principles of municipal accounting and budgeting procedures and techniques. It shall be the duty of the head of each department, the judges of the courts not of record or commission, including the school board, and each other office or agency supported in whole or in part by the city, to file at such time as the city manager may prescribe estimates of revenue and expenditures for that department, court, board, commission, office or agency for the ensuing fiscal year. The city manager shall hold such hearings as deemed advisable and shall review the estimates and other data pertinent to the preparation of the budget and make such revisions in such estimates as deemed proper, subject to the laws of the Commonwealth relating to the obligatory expenditures for any purpose, except that in the case of the school board may recommend a revision only in its total estimated resources and requirements. In no event shall the requirements recommended by the city manager in the budget exceed the resources estimated, taking into account the estimated cash surplus or deficit at the end of the current fiscal year, unless the city manager shall recommend an increase in the rate of ad valorem taxes on real estate and tangible personal property or other new or increased fees, charges, or taxes or licenses within the power of the city to levy and collect in the ensuing year, the revenue from which, estimated on the average experience with the same or similar taxes during the three (3) tax years last past will make up the difference. If estimated resources exceed estimated requirements, the city manager may recommend revisions in the tax and license ordinances of the city in order to bring the budget into balance.

At the same time that the city manager submits the operating budget, the city manager shall introduce and recommend to the council an appropriation ordinance which shall be based on the budget. The city manager shall also introduce at the same time any ordinances levying a new tax or altering the rate on any existing tax necessary to balance the budget as provided in this section. (1980, c. 717; 1988, c. 288)

§ 5.05. Council Action on The Operating Budget.

A. Notice and hearing. The council shall publish in one or more newspapers of general circulation in the city the general summary of the proposed budget and a notice stating:

1. The times and places where copies of the message and budget are available for inspection by the public; and
2. The time and place, not less than twenty-one (21) days after such publication, for a public hearing on the budget.

B. Amendment before adoption. After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts, except requirements required by law or for debt service, and except further that in the case of the school board, the council may only revise the total estimated resources or requirements. In no case shall the council increase the authorized requirements to an amount greater than the total of estimated resources.

C. Adoption. The council shall adopt the budget by the vote of at least a majority of all members of the council not later than forty-seven (47) days prior to the end of the current fiscal year. Should the council take no action prior to such day, the budget shall be deemed to have been finally adopted as submitted by the city manager. In no event shall the council adopt a budget in which the estimated total of requirements exceeds resources, unless at the same time it adopts measures to provide additional resources estimated to be sufficient to make up the difference. Adoption of the budget shall include adoption of an ordinance appropriating the amounts specified therein from the funds indicated and an ordinance levying the property tax therein proposed. (1980, c. 717)

§ 5.06. Amendments After Adoption of Operation Budget.

A. Supplemental appropriations. If during the fiscal year the manager certifies that there are funds available in excess of those estimated in the budget, the council by ordinance may make supplemental appropriations for the year up to the amount of such excess.

B. Reduction of appropriations. If at any time during the fiscal year it appears probable to the manager that the resources available will be insufficient to meet the amount appropriated, the city manager shall report to the council without delay, indicating the estimated amount of the shortfall, any remedial action taken by the city manager and recommendations as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any shortfall and for the purpose it may by ordinance reduce one or more appropriations. (1980, c. 717)

§ 5.07. Lapse of appropriations.

Every appropriation, except an appropriation for a project in the capital improvement program, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a project in the capital improvement program shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation. (1980, c. 717)

FINANCIAL STRUCTURE

The accounting system used by the City of Chesapeake is organized based on funds or account groups. A fund is defined as a separate, self-balancing set of accounts that are segregated to measure specific activities or attain certain objectives. Each fund is comprised of assets, liabilities, fund equity, revenues, and expenditures, as appropriate. The following fund types and account groups are used by the City: governmental funds (such as the general fund and special revenue funds), proprietary funds (such as the enterprise funds and internal services funds), component units (such as the Schools and Mosquito Control), and fiduciary funds. The appropriations within each fund are further classified into departments, programs, or functions. Expenditures within each department are posted to accounts that describe the items purchased.

Basis of Accounting

The City's Annual Comprehensive Financial Report (ACFR) presents the financial position and results of processes for the City operations of various funds, account groups, and component units. The report is prepared using "generally accepted accounting principles" (GAAP).

- Under GAAP, the modified accrual basis of accounting is used for governmental and agency funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available. Expenditures are recorded when the related fund liability is incurred.
- Under GAAP, the accrual basis of accounting is used for proprietary fund types (enterprise funds) and nonexpendable trust funds. Under the accrual basis of accounting, revenues are recognized when earned, and their expenses are recognized when they are incurred.
- Under GAAP, a government-wide financial statement is prepared using the accrual basis of accounting. In the government-wide financial statement, certain governmental funds are grouped for reporting purposes.

Basis of Budgeting

The City's budget preparation conforms to GAAP by using a modified accrual basis for preparing the operating budgets for the general, governmental, and agency funds and the full accrual basis for enterprise funds. However, the basis of budgeting differs from the basis of accounting in the following areas:

- The City's ACFR includes the Chesapeake Land Bank Authority, the Chesapeake Port Authority, and the Chesapeake Airport Authority as component entities and the Chesapeake Economic Development Authority as a blended component unit under proprietary funds. The operating and capital improvement budgets do not include estimated revenues and appropriations for the operation of these authorities. The portion of the revenues derived from City general fund support of these agencies is reflected in the operating budget.
- The estimated revenues and appropriations in the community renewal fund are not included in the estimated revenue and appropriations for the operating budget or in the capital budget. The community renewal fund includes revenue from the Community Development Block Grant (CDBG) and the Home Investment Partnership Program (HOME) grant. The CDBG and HOME grant are appropriated by Council outside the annual operating and capital improvement budget cycles.
- The Capital Projects Funds, Utility Construction Funds, and the Community Renewal Fund budgets are adopted on a five-year project basis instead of a fiscal year basis. The first year of the plan is appropriated as the capital budget for each fiscal year.

REQUESTED BUT NOT FUNDED

These funding requests were requested by departments, but due to resource constraints or lack of alignment with the City Council's desired outcomes, were not included in the FY 2025 Operating Budget. The table includes the request name and amount as well as the total not funded amount per department.

Agriculture

Title	Amount
Restoration of Contributions to VA DARE	\$8,000
This request funds the annual payment to the Virginia DARE Soil & Water Conservation District Agency which works with farmers to help keep the City's watersheds clean and safe for wildlife and citizens.	
Not Funded Total	\$8,000

Airport Authority

Title	Amount
Funding for Salary Increases	\$104,628
The Airport Authority contracted Western Management Group to conduct a multi-year salary study. This request funds the salary increases as for airport personnel recommended by this study.	
Not Funded Total	\$104,628

City Attorney

Title	Amount
Request Additional Funding for Continuing Education	\$8,200
This funding covers registration, travel, and lodging costs for Attorney's continuing legal education courses. Attorneys are required to complete 12 hours of continuing legal education each year.	
New Legal Secretary I	\$55,739
The duties of answering the phones, copying/scanning/faxing, managing visitors, and similar administrative tasks are traditionally split between the Legal Secretaries and Paralegals. To increase efficiency, an entry-level position that will handle these and other administrative tasks is requested.	
Not Funded Total	\$63,939

City Treasurer

Title	Amount
New Customer Service Clerk II (Admin/Payroll)	\$21,198
The Customer Service Clerk II will provide administrative support to the Treasurer, Chief Deputy, and Counsel to the Treasurer. This position will also act as the Treasurer's Office's semi-monthly and weekly payroll clerk, coordinate temporary labor and time cards as needed, among other tasks.	
New Customer Service Supervisor	\$65,815
This position will provide supervision in the customer service area of the Treasurer's Office where taxpayer payments are collected and errant payments are corrected.	
Not Funded Total	\$87,013

Commissioner of the Revenue

Title	Amount
New Account Specialist I	\$63,261
The Account Specialist I will be the subject expert on all Tax Exemption and Tax Relief applications.	
New Account Tech	\$58,517
The Account Tech will assist in covering the backlog of the Disabled Veterans Exemption program and Tax Relief program.	
Not Funded Total	\$121,778

Customer Contact Center

Title	Amount
Annual Motorola Conference Expenses	\$4,325
<p>The Customer Contact Center uses the Motorola Customer Service Requests software system as its primary method to manage incoming customer service requests from email, the web, or smartphone applications. Motorola hosts an annual convention for its software customers. This funding will allow the Customer Contact Center to attend the convention.</p>	
Not Funded Total	\$4,325

Economic Development

Title	Amount
Building Lease Annual Rent Increase	\$5,703
<p>Funding for the annual rent increase for Economic Development's current lease in the newly developed Summit Pointe area of the City.</p>	
Hampton Roads Alliance Increase	\$5,275
<p>This funding would allow Economic Development to process the increase in local contribution for The Alliance (Hampton Roads regional economic development partner).</p>	
Hampton Roads Workforce Council Increase	\$3,122
<p>This funding would allow Economic Development to pay for the increased cost of the local contribution to the Hampton Roads Workforce Council.</p>	
Small Business Incentives	\$5,000
<p>Economic Development is seeking funding to support small and micro businesses within the City to make them more competitive and prosperous.</p>	
New Business Development Positions	\$227,788
<p>The two Business Development positions will help to market and promote Chesapeake as a competitive business location.</p>	
Not Funded Total	\$246,888

Finance & Risk Management

Title	Amount
Increased Staff Training Funds	\$5,000
<p>To support the incoming Director of Finance by assisting with staff development, recruitment, and retention, this funding will help staff obtain licenses and professional certifications.</p>	
Not Funded Total	\$5,000

Fire Department

Title	Amount
New Accounts Specialist II Positions	\$131,630
<p>The Fire Department is requesting two Account Specialist II positions who would primarily focus on conducting pre-billing reviews on all Electronic Patient Care Reports. This will free up Field Medical Officers to focus on other responsibilities.</p>	
Feasibility Study for Fire Station #6 Replacement	\$30,000
<p>This funding would allow the Fire Department to conduct a feasibility study before building a new station. The study will help reveal aspects of the project that could put the project at risk for scheduling delays, cost overruns, design problems, and other unexpected issues.</p>	
Not Funded Total	\$161,630

Human Resources

Title	Amount
Internship Program Funding and FTEs	\$123,630
The requested funding, and associated FTEs, will be used to expand the City's internship program.	
Not Funded Total	\$123,630

Human Services

Title	Amount
Restore THRIVES Agencies Funding	\$127,120
This request is to restore the level of funding for THRIVES agency payments to its FY 2024 level.	
Public Assistance for Burials	\$3,500
Restore City assistance for public burials.	
Serve the City Funding	\$7,398
Restore funding to the Serve the City program.	
Public Health Funding	\$3,876
Restore funding for Chesapeake Public Health.	
Not Funded Total	\$141,894

Information Technology

Title	Amount
Secondary / Advance Authentication	\$7,350
Funding will be used to implement a convenient and cost-effective two-factor authentication solution and will also satisfy the FBI mandate to have advanced authentication for all Virginia Criminal Information Network and National Crime Information Center computers.	
Vendor Risk Management	\$13,000
Upgrade additional services for vendor risk management	
Cinemassive Maintenance	\$17,861
Funding will help to provide a consistent program to fund recurring maintenance costs to ensure the best possible protection against crime and natural or man-made disasters for citizens.	
New Systems Analysis I	\$95,469
Fund a System Analyst I position to provide technical support and work with the Wireless Communications Manager if the Network Engineer I is unavailable or not on duty. With the advent of the Chesapeake Connect initiatives, Citizens Broadband Radio Service and Low Range Wide Area Network will become increasingly integrated with the system and will require additional staffing.	
New Business Applications Specialist II	\$87,698
Fund a Business Applications Specialist II to support the Wireless Communications Manager and provide the Chesapeake radio system statistics and inventory management. Their primary responsibility would be inventory and asset management on all hardware and software aspects of the radio system and radio end devices.	
Power BI Licensure	\$80,000
The funds will be used to cover the cost of Power BI licensure. Power BI is a collection of software services, apps, and connectors that combine disparate data sources into interactive charts, dashboards, and reports.	
New Client Technologist II Positions	\$176,072
To help separate the Revenue Operations Team from the Service Desk Team within the Information Technology Department (DIT). These new positions would staff the new Service Desk Team and allow for DIT to bring in staff with dedicated Service Desk IT skills.	
Not Funded Total	\$477,450

Libraries

Title	Amount
Restoration of Positions	\$38,954
Funding would allow additional staff hours at the Libraries to provide quality services to patrons.	
Not Funded Total	\$38,954

Parks Recreation and Tourism

Title	Amount
Great Bridge Battlefield & Waterways Museum	\$340,059
This funding would improve service, related programming, and support a robust marketing campaign for the Museum.	
Not Funded Total	\$340,059

Police Department

Title	Amount
New Customer Service Clerk I and Shelter Attendant I Positions	\$106,436
To add a Customer Service Clerk I and a Shelter Attendant I to the Animal Services position complement. These positions are needed due to increased volume at Chesapeake Animal Services	
Restore Chaplain/Volunteer Appreciation Funding	\$2,500
This request would restore funding to host an annual volunteer appreciation and awards banquet for our Police Chaplain and Auxiliary Police Officer Unit members.	
Not Funded Total	\$108,936

Sheriff

Title	Amount
New Accountant I	\$91,992
The full-time Accountant I position will perform accounting functions and provide support to personnel for assigned areas of responsibility. The position is responsible for preparing and processing related information, maintaining financial records and reports, researching and assisting in solving	
Not Funded Total	\$91,992
Grand Not Funded Total	\$2,126,116

THE CAPITAL IMPROVEMENT PROGRAM

For FY 2025 through FY 2029, the Capital Improvement Program (CIP) was prepared at the same time as the operating budget. For the past number of fiscal years, the CIP had been prepared on a separate cycle from the operating budget. Both the operating budget and CIP span the same fiscal cycle - July 1st through June 30th; however, appropriations in the CIP are treated differently than appropriations in the operating budget.

As with the operating budget, the process for the CIP preparation begins with the City's multi-year outlook in the fall of each year. Through the outlook, the City estimates the resources available and the anticipated expenditures for the operating budget and the funding available for additional debt service to support new CIP requirements. The operating budget document includes a Capital Budget Summary, which highlights specific debt management policies, the level of debt service, and the specific capital projects. However, the CIP is prepared as a separate budget document, which provides greater detail on the process used to develop the CIP.

Relationship to the Operating Budget

Developing and adopting the operating budget and CIP during the same general time frame promotes sound fiscal policy and cohesiveness by allowing Council and management to review both requests simultaneously. Further, the operating budget and CIP development are specifically integrated by:

- Incorporating projected operating costs for each capital project in the City's multi-year forecast.
- Incorporating the anticipated level of debt service in the City's multi-year outlook.
- Appropriating the required level of debt service as part of the operating budget.
- Appropriating the required operating costs and any necessary positions associated with completed capital projects in the operating budget.

Policies Guiding Development of the Capital Improvement Program

The following is a list of policies used in evaluating projects for the CIP. The CIP is a separate document, but the operating budget document includes a summary of the CIP under a separate section at the end of this document.

- Prepare the capital budget for construction and repair of buildings, roads, and schools with project cost over \$100,000 in any fiscal year.
- Review each project included in years two through five of the Approved CIP for revised cost estimates.
- Review the inventory of unfunded capital projects and revise the inventory to reflect the elimination or addition of projects.
- Rate projects to be considered for funding using the following criteria:
 1. Alignment with the City Council's vision and the strategic anchors.
 2. Replacement of existing infrastructure.
 3. Reduce the cost of operations.
 4. Support economic development efforts.
 5. Improve safety and reduce risk exposure.
 6. Comply with the City's current Comprehensive Plan.
 7. Generate additional net revenue to the City of Chesapeake.
 8. Outside revenue sources are available to leverage City funds.

SUMMARY OF PROGRAMMED FUNDING

Appropriations	Appropriations to Date	2025	2026	2027	2028	2029	Total 5-Year Program
Community Facilities	\$85,454,373	\$175,954,066	\$9,175,000	\$8,175,000	\$9,875,000	\$6,675,000	\$209,854,066
Economic Development	\$28,495,843	\$5,732,615	\$5,075,233	\$3,369,000	\$2,415,000	\$725,000	\$17,316,848
Education	\$152,651,205	\$35,792,962	\$72,728,732	\$12,250,000	\$11,000,000	\$11,000,000	\$142,771,694
Information Technology	\$88,739,545	\$10,466,000	\$10,865,000	\$7,770,000	\$2,950,000	\$2,960,000	\$35,011,000
Parks, Recreation & Tourism	\$47,336,436	\$6,102,000	\$5,415,000	\$6,730,000	\$6,888,000	\$3,630,000	\$28,765,000
Public Safety	\$36,348,729	\$9,620,950	\$3,005,950	\$6,190,000	\$2,800,000	\$500,000	\$22,116,900
Public Utilities	\$572,210,232	\$35,925,923	\$38,875,000	\$31,900,000	\$30,425,000	\$30,450,000	\$167,575,923
Stormwater	\$50,712,341	\$13,907,972	\$6,800,000	\$5,000,000	\$5,000,000	\$5,000,000	\$35,707,972
Transportation	\$242,712,046	\$74,018,869	\$56,442,033	\$21,171,325	\$26,301,000	\$24,071,000	\$202,004,227
Total	\$1,304,660,750	\$367,521,357	\$208,381,948	\$102,555,325	\$97,654,000	\$85,011,000	\$861,123,630

Financing Sources	Appropriations to Date	2025	2026	2027	2028	2029	Total 5-Year Program
Cash - Greenbrier TIF	\$6,770,920	\$2,000,000	\$2,000,000	\$2,000,000	\$1,000,000	-	\$7,000,000
Cash - South Norfolk TIF	\$26,628,047	-	-	-	-	-	-
Cash - Stormwater	\$37,419,391	\$7,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$27,000,000
Cash - Utilities	\$103,537,001	\$13,875,000	\$16,527,000	\$15,900,000	\$12,925,000	\$12,950,000	\$72,177,000
City Lockbox	\$29,417,065	\$7,851,045	\$6,475,950	\$5,300,000	-	-	\$19,626,995
Developer Contribution - Open Space	\$795,758	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Developer Pro Rata	\$1,385,000	\$563,000	-	-	-	-	\$563,000
Federal Contribution	\$16,170,000	-	-	-	-	-	-
Fund Balance - Capital Projects Fund	\$8,169,559	\$450,000	-	-	-	-	\$450,000
Fund Balance - Central Fleet	\$220,000	-	-	-	-	-	-
Fund Balance - CIBH	\$8,600,315	-	-	-	-	-	-
Fund Balance - Conference Center	\$195,000	\$1,400,000	\$800,000	\$2,250,000	\$5,688,000	\$2,630,000	\$12,768,000
Fund Balance - CTS	\$25,589,446	\$3,231,510	\$1,133,325	\$1,027,175	-	-	\$5,392,010
Fund Balance - Debt Service	-	\$4,952,615	\$4,920,233	\$3,214,000	\$450,000	\$400,000	\$13,936,848
Fund Balance - Fee Supported Activities	-	\$1,295,000	\$1,095,000	\$500,000	\$500,000	\$500,000	\$3,890,000
Fund Balance - General Fund D&P Technology Fees	\$150,000	-	\$100,000	-	-	-	\$100,000
Fund Balance - General Fund Overweight Citation Fees	\$1,106,000	-	-	-	-	-	-
Fund Balance - General Fund Street Maintenance	\$4,376,544	-	\$1,000,000	-	-	-	\$1,000,000
Fund Balance - General Fund Treasurer Late License Fee	\$3,000,000	-	-	-	-	-	-
Fund Balance - General Fund Unassigned	\$3,650,510	-	-	-	-	-	-
Fund Balance - Greenbrier TIF	\$2,564,818	\$500,000	-	-	-	-	\$500,000
Fund Balance - IT	\$7,005,000	\$1,846,000	\$761,890	-	\$400,000	-	\$3,007,890
Fund Balance - OSAP	\$666,133	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$3,050,000
Fund Balance - Other Funds	\$321,476	-	-	-	-	-	-
Fund Balance - School Textbook Fund	\$3,587,614	-	-	-	-	-	-
Fund Balance - South Norfolk TIF	\$3,936,000	\$4,794,659	\$1,195,000	\$175,000	\$175,000	\$75,000	\$6,414,659
Fund Balance - Stormwater	\$2,400,000	\$2,995,000	\$1,800,000	-	-	-	\$4,795,000
Fund Balance - Stormwater CP Fund	\$5,449,187	\$2,424,576	-	-	-	-	\$2,424,576
Fund Balance - Utilities	\$29,210,435	-	-	-	-	-	-
Fund Balance - Utilities CP Fund	\$2,712,897	\$4,376,319	-	-	-	-	\$4,376,319
G.O. Debt - General Government	\$97,629,334	\$169,075,644	\$26,418,421	\$4,997,007	-	\$500,000	\$200,991,072
G.O. Debt - Short Term Financing	\$3,872,750	\$1,773,955	\$6,300,000	\$474,143	\$5,300,000	-	\$13,848,098

SUMMARY OF PROGRAMMED FUNDING

G.O. Debt - South Norfolk TIF	\$16,055,000	\$16,409,066	-	-	-	-	\$16,409,066
G.O. Debt - VPSA	\$60,916,200	\$22,042,962	\$57,084,999	\$6,000,000	\$6,000,000	\$6,000,000	\$97,127,961
Grants	\$26,352,627	\$7,647,000	-	-	-	-	\$7,647,000
Grants - ARPA	\$64,896,643	-	-	-	-	-	-
High Priority One Time Account	\$81,455,541	\$28,395,987	\$19,966,860	\$20,560,857	\$12,105,000	\$10,775,000	\$91,803,704
HRSD Cost Share	\$8,450,373	-	-	-	-	-	-
Proffers	\$8,688,265	\$500,000	\$2,433,001	-	-	-	\$2,933,001
Regional Contribution	\$20,000	-	-	-	-	-	-
Revenue Bonds - Utility Fund	\$335,255,934	\$21,000,000	\$22,348,000	\$16,000,000	\$17,500,000	\$17,500,000	\$94,348,000
Sale of Real Property	\$635,721	-	-	-	-	-	-
School Lockbox	\$19,473,425	\$12,500,000	\$11,960,732	\$5,000,000	\$5,000,000	\$5,000,000	\$39,460,732
School Revenue Sharing Formula True Up	\$33,334,358	-	-	-	-	-	-
School Reversion	\$9,398,072	-	-	-	-	-	-
State Contribution	\$114,193,472	-	-	-	-	-	-
VDOT Reimbursements	\$79,520,333	\$26,762,019	\$17,180,123	\$13,047,143	\$24,501,000	\$22,571,000	\$104,061,285
VDOT Revenue Sharing	\$9,478,586	\$750,000	\$771,414	-	-	-	\$1,521,414
Total	\$1,304,660,750	\$367,521,357	\$208,381,948	\$102,555,325	\$97,654,000	\$85,011,000	\$861,123,630

Capital Project Operating Budget Impacts

The table below provides anticipated impacts of listed projects on the City's operating budget.

Information Technology						
Project	Title	FTE	2026	2027	2028	2029
06-220	Tax System Modernization	-	1,350,000	1,350,000	1,350,000	1,350,000
09-250	Data Access Governance Design and Implementation	-	250,000	250,000	250,000	250,000
10-220	Library Technology Upgrade/Replacement - Phase III	-	(13,320)	(13,320)	(13,320)	(13,320)
12-191	Library Automated Handling System - Phase II	-	27,000	27,000	27,000	27,000
12-192	Library Automated Handling System - Phase III	-	15,000	15,000	15,000	15,000
12-240	Data Center Equipment Replacement	-	233,000	233,000	233,000	233,000
13-250	Expansion of Library Services	2.0	368,900	368,900	368,900	368,900
19-290	Digital Signatures Citywide Implementation	-	155,100	162,855	170,998	179,548
21-290	Data Center Software Defined Datacenter Disaster Recovery	-	-	430,000	463,000	499,300
23-290	Electronic Health Record System	-	-	250,000	262,500	275,625
46-280	Firewall Replacement	-	-	615,000	615,000	615,000
47-280	Fleet AssetWorks Upgrade	-	50,000	50,000	50,000	50,000

Parks, Recreation & Tourism						
Project	Title	FTE	2026	2027	2028	2029
12-230	Community Center Improvements, Additions, and Expansions	8.0	600,000	720,000	840,000	960,000
16-240	Oak Grove Lake Park - Phase II	-	-	(50,000)	(50,000)	(50,000)
21-250	Athletic Field Lighting	-	3,500	4,200	4,900	5,600
21-270	Jolliff Landing Park	1.0	-	205,000	205,000	205,000
26-290	Heritage Park Equestrian - Phase I	2.0	-	-	200,000	200,000
72-270	Cuffee Community Center Pool	10.6	156,000	810,028	810,028	810,028

Public Safety

Project	Title	FTE	2026	2027	2028	2029
17-220	Joint Fire and Police Station #16: Grassfield and Scenic Parkway	39.0	-	-	-	-
18-240	Fire Multipurpose Tow/Rescue Vehicle Replacement	-	21,000	21,000	21,000	21,000
26-270	Self Contained Breathing Apparatus Replacement	-	-	30,677	30,677	30,677
27-250	Fire Portable Radio Replacement	-	-	-	-	342,000
31-250	911 Recording Solution Replacement	-	30,000	30,000	30,000	30,000

*Note that negative numbers represent an anticipated decrease in current costs.

DEDICATION OF LOCAL REVENUES

Real Estate*		
\$386,625,986 (Rate = \$1.00 per \$100 of assessed value)		
Non-Dedicated \$349,430,981	Open Space and Agricultural Preservation Program \$271,284	
City Council Strategic Priorities (1¢) \$3,583,907	School Lockbox (1¢) \$3,583,907	
Greenbrier TIF \$15,600,760	South Norfolk TIF \$12,363,193	
City Lockbox (0.5¢) \$1,791,954		
Mosquito Control		
\$3,866,260 (additional rate of 1¢)		
Personal Property*		
\$76,219,976 (\$4.08 per \$100 of value)		
Mosquito Control (\$0.08/\$100 of value) \$2,598,068	Non-Dedicated General Fund (\$4.00/\$100 of value) \$73,621,908	
Communications Sales Tax*		
\$7,802,937		
E-911 Fund (Flat Amount) \$4,947,998	Non-Dedicated \$2,854,939	
Restaurant Meal Tax*		
\$45,315,135 (Rate = 6%)		
Conference Center \$3,776,261	City Council Strategic Priorities \$3,776,261	Non-Dedicated \$37,762,613
Hotel Tax*		
\$9,419,053 (Rate = 8.0% plus \$1 per room night)		
Conference Center \$2,041,105	School Lockbox \$3,688,974	Non-Dedicated \$3,688,974
Tobacco Tax*		
\$3,633,257 (Local rate = 65¢ per pack)		
School Operations (12.5¢) \$698,703	City Debt Service (12.5¢) \$698,703	Non-Dedicated (40¢) \$2,235,851
Other Non-Dedicated Local Revenues		
General Sales* \$60,612,611	Business License* \$34,237,591	Vehicle License* \$6,694,749

*These revenues are shared with Chesapeake Public Schools, net of the dedicated amounts shown.

SUMMARY OF TAX AND FEE ADJUSTMENTS

Department	Tax/Fee Title	Current Rate	Adopted Rate
Fire	Fire and Life Safety Inspections 0-999 Square Feet Fee	\$ 50.00	\$ 25.00
Fire	Fire and Life Safety Inspections 1,000-5,000 Square Feet Fee	\$ 50.00	\$ 50.00
Fire	Fire and Life Safety Inspections 5,001-10,000 Square Feet Fee	\$ 50.00	\$ 70.00
Fire	Fire and Life Safety Inspections 10,000-20,000 Square Feet Fee	\$ 50.00	\$ 120.00
Fire	Fire and Life Safety Inspections 20,001-50,000 Square Feet Fee	\$ 50.00	\$ 220.00
Fire	Fire and Life Safety Inspections 50,001-100,000 Square Feet Fee	\$ 50.00	\$ 270.00
Fire	Fire and Life Safety Inspections 100,001-200,000 Square Feet Fee	\$ 50.00	\$ 320.00
Fire	Fire and Life Safety Inspections >200,000 Square Feet Fee	\$ 50.00	\$ 370.00
Police	Concealed Handgun Permit	\$ 50.00	\$ 25.00
Public Utilities	Monthly Water Service Charges for 5/8 Inch Meter	\$ 10.73	\$ 11.04
Public Utilities	Monthly Water Service Charges for 3/4 Inch Meter	\$ 14.03	\$ 14.44
Public Utilities	Monthly Water Service Charges for 1 Inch Meter	\$ 20.61	\$ 21.21
Public Utilities	Monthly Water Service Charges for 1 1/2 Inch Meter	\$ 37.07	\$ 38.15
Public Utilities	Monthly Water Service Charges for 2 Inch Meter	\$ 56.83	\$ 58.48
Public Utilities	Monthly Water Service Charges for 3 Inch Meter	\$ 102.92	\$ 105.90
Public Utilities	Monthly Water Service Charges for 4 Inch Meter	\$ 168.78	\$ 173.67
Public Utilities	Monthly Water Service Charges for 6 Inch Meter	\$ 333.42	\$ 343.09
Public Utilities	Monthly Water Service Charges for 8 Inch Meter	\$ 530.97	\$ 546.37
Public Utilities	Monthly Water Service Charges for 10 Inch Meter	\$ 761.47	\$ 783.55
Public Utilities	Water Service Use Charge for First 5 Cubic Feet	\$ 4.25	\$ 4.37
Public Utilities	Water Service Use Charge for 6-7,999 Cubic Feet	\$ 9.06	\$ 9.32
Public Utilities	Water Service Use Charge Over 8,000 Cubic Feet	\$ 6.65	\$ 6.84
Public Utilities	Monthly Sewer Service Charges for 5/8 Inch Meter	\$ 7.39	\$ 7.60
Public Utilities	Monthly Sewer Service Charges for 3/4 Inch Meter	\$ 9.55	\$ 9.83
Public Utilities	Monthly Sewer Service Charges for 1 Inch Meter	\$ 13.89	\$ 14.29
Public Utilities	Monthly Sewer Service Charges for 1 1/2 Inch Meter	\$ 24.74	\$ 25.46
Public Utilities	Monthly Sewer Service Charges for 2 Inch Meter	\$ 37.75	\$ 38.84
Public Utilities	Monthly Sewer Service Charges for 3 Inch Meter	\$ 68.12	\$ 70.10
Public Utilities	Monthly Sewer Service Charges for 4 Inch Meter	\$ 111.49	\$ 114.72
Public Utilities	Monthly Sewer Service Charges for 6 Inch Meter	\$ 219.95	\$ 226.33
Public Utilities	Monthly Sewer Service Charges for 8 Inch Meter	\$ 350.09	\$ 360.24
Public Utilities	Monthly Sewer Service Charges for 10 Inch Meter	\$ 480.23	\$ 494.16
Public Utilities	Monthly Sewer Service Charges for Flat Meter	\$ 15.06	\$ 15.50
Public Utilities	Sewer Service Use Charge Per 100 Cubic Feet	\$ 2.65	\$ 2.73

Note: Beginning January 1, 2024, all monthly water and sewer service charges and usage rates shall increase by 2.9 percent per year on January 1, for a period of four years. The monthly water and sewer service charges and usage rates applicable on January 1, 2027, shall remain in effect thereafter until amended by city council.

SUMMARY OF RATES AND FEES

City Treasurer	
Automobile License Fees	
Passenger Vehicles	\$ 26.00
Over 4,000 lbs.	\$ 32.00
Motorcycles	\$ 9.00
Motorcycle sidecars	\$ 8.00
Trailers < 10,000 GW	\$ 7.00
Trailers > 10,000 GW	\$ 19.00
Trucks 4,000 or less GW	\$ 26.00
Trucks 4,001 – 10,000 GW	\$ 32.00
10,001 – 25,000 GW	\$ 40.00
25,001 – 40,000 GW	\$ 68.00
40,001 – 55,000 GW	\$ 90.00
55,001 – 70,000 GW	\$ 141.00
Over 70,000 GW	\$ 170.00
Resident Water & Sewer Fees	
Minimum Fee For Violations of code	\$ 5.00
Maximum Fee For Violations of code	\$ 500.00
Initial Billing fee for utility service for each premises to be served.	\$ 10.00
Transfer of Account fee for application for utility service	\$ 7.50
Water Connection Fees	
Single-family residence (5/8" meter)	\$ 3,697.00
Single-family residence (3/4" meter)	\$ 5,546.00
Single-family residence (1" meter)	\$ 9,243.00
Single-family residence (1½" meter)	\$ 18,485.00
Single-family residence (2" meter)	\$ 29,576.00
Multifamily, other than detached condominium (per dwelling unit)	\$ 2,958.00
Single-family attached dwelling (per dwelling unit)	\$ 2,958.00
Two-family dwelling (per dwelling unit)	\$ 2,958.00
Multifamily, detached condominium (per dwelling unit)	\$ 3,697.00
Mobile Home, freestanding, as defined by CZP s13-901(B)	\$ 3,697.00
Mobile Home within park, as defined by CZO s 13-901(A)(per dwelling unit)	\$ 2,958.00
Mixed use building (per dwelling unit)	\$ 2,958.00
Mixed use building (non-residential space)	Per 78-86(5)
Non-residential (5/8" meter)	\$ 3,697.00
Non-residential (3/4" meter)	\$ 5,546.00
Non-residential (1" meter)	\$ 9,243.00
Non-residential (1½" meter)	\$ 18,485.00
Non-residential (2" meter)	\$ 29,576.00
Non-residential (3" meter)	\$ 59,152.00
Non-residential (4" meter)	\$ 92,425.00
Non-residential (6" meter)	\$ 184,850.00
Non-residential (8" meter)	\$ 295,760.00
Non-residential (10" meter)	\$ 425,155.00

Sewer Connection Fees

Single-family residence (5/8" meter)	\$ 3,519.00
Single-family residence (3/4" meter)	\$ 5,279.00
Single-family residence (1" meter)	\$ 8,798.00
Single-family residence (1½" meter)	\$ 17,595.00
Single-family residence (2" meter)	\$ 28,152.00
Multifamily, other than detached condominium (per dwelling unit)	\$ 2,815.00
Single-family attached dwelling (per dwelling unit)	\$ 2,815.00
Two-family dwelling (per dwelling unit)	\$ 2,815.00
Multifamily, detached condominium (per dwelling unit)	\$ 3,519.00
Mobile home, freestanding, as defined by CZO § 13-901(B)	\$ 3,519.00
Mobile home within park, as defined by CZO § 13-901(A) (per dwelling unit)	\$ 2,815.00
Mixed use building (per dwelling unit)	\$ 2,815.00
Mixed use building (non-residential space)	per 78-86(5)
Non-residential (5/8" meter)	\$ 3,519.00
Non-residential (3/4" meter)	\$ 5,279.00
Non-residential (1" meter)	\$ 8,798.00
Non-residential (1½" meter)	\$ 17,595.00
Non-residential (2" meter)	\$ 28,152.00
Non-residential (3" meter)	\$ 56,304.00
Non-residential (4" meter)	\$ 87,975.00
Non-residential (6" meter)	\$ 175,950.00
Non-residential (8" meter)	\$ 281,520.00
Non-residential (10" meter)	\$ 404,685.00

Monthly Water Service Charges*

Monthly Water Service Charges for 5/8 inch meter	\$ 11.04
Monthly Water Service Charges for 3/4 inch meter	\$ 14.44
Monthly Water Service Charges for 1 inch meter	\$ 21.21
Monthly Water Service Charges for 1 1/2 inch meter	\$ 38.15
Monthly Water Service Charges for 2 inch meter	\$ 58.48
Monthly Water Service Charges for 3 inch meter	\$ 105.90
Monthly Water Service Charges for 4 inch meter	\$ 173.67
Monthly Water Service Charges for 6 inch meter	\$ 343.09
Monthly Water Service Charges for 8 inch meter	\$ 546.37
Monthly Water Service Charges for 10 inch meter	\$ 783.55
Water Service Use Charge for First 5 Cubic Feet	\$ 4.37
Water Service Use Charge for 6-7,999 Cubic Feet	\$ 9.32
Water Service Use Charge Over 8,000 Cubic Feet	\$ 6.84

Monthly Sewer Service Charges*

Monthly Sewer Service Charges for 5/8 inch meter	\$ 7.60
Monthly Sewer Service Charges for 3/4 inch meter	\$ 9.83
Monthly Sewer Service Charges for 1 inch meter	\$ 14.29
Monthly Sewer Service Charges for 1 1/2 inch meter	\$ 25.46
Monthly Sewer Service Charges for 2 inch meter	\$ 38.84
Monthly Sewer Service Charges for 3 inch meter	\$ 70.10
Monthly Sewer Service Charges for 4 inch meter	\$ 114.72
Monthly Sewer Service Charges for 6 inch meter	\$ 226.33
Monthly Sewer Service Charges for 8 inch meter	\$ 360.24
Monthly Sewer Service Charges for 10 inch meter	\$ 494.16
Monthly Sewer Service Charges for Flat	\$ 15.50
Sewer Service Use Charge Per 100 Cubic Feet	\$ 2.73

*Beginning January 1, 2024, all monthly water and sewer service charges and usage rates shall increase by 2.9 percent per year on January 1, for a period of four years. The monthly water and sewer service charges and usage rates applicable on January 1, 2027, shall remain in effect thereafter until amended by city council.

Public Works	
Overweight Citation Fines	Variable
Sale of Service - Single Fee	\$ 75.00
Mobile Crane Permit Restricted	\$ 250.00
Sale of Service - Blanket Fee	\$ 250.00
Environmental Site Assess Fees - Phase I	\$ 1,600.00
Environmental Site Assess Fees - Phase II	\$ 2,300.00
Sale of additional Trash Containers	\$ 68.90

Stormwater Fund	
Stormwater Fee for Parcel	\$ 136.20
Stormwater Equivalent Rate Units (ERU) per-month	\$ 11.35
Construction General Permit 1-5 acres	\$ 400.00
Construction General Permit 5-10 acres	\$ 500.00
Construction General Permit 10-50 acres	\$ 650.00
Construction General Permit 50-100 acres	\$ 900.00
Construction General Permit >100 acres	\$ 1,400.00
Land Disturbing Permits Commercial < 1 acre outside a common plan	\$ 209.00
Land Disturbing Permits Commercial < 1 acre inside a common plan	\$ 209.00
Land Disturbing Permits Comm Site or subdivision >= 1 acre and < 5 acres	\$ 1,944.00
Land Disturbing Permits Comm Site or subdivision >= 5 acre and < 10 acres	\$ 2,448.00
Land Disturbing Permits Comm Site or subdivision >= 10 acre and < 50 acres	\$ 3,240.00
Land Disturbing Permits Comm Site or subdivision >= 50 acre and < 100 acres	\$ 4,392.00
Land Disturbing Permits Comm Site or subdivision >= 100 acre	\$ 6,912.00
Land Disturbing Permits Single Family Residential, per lot < 5 acres	\$ 209.00

Real Estate	
Real Estate Tax Information Website Annual Subscription Information Fee	\$ 1,100.00
Real Estate Tax Information Website Monthly Subscription Information Fee	\$ 100.00
Per Page Search Fee	\$ 0.05
City Tax Maps	\$ 85.00
Individual 15 x 15 Tax Maps	\$ 2.00
Individual 30 x 30 Tax Maps	\$ 4.00
Microfilm/Microfiche Copies (scanned)/Per Sheet	\$ 1.25
Computer Generated Copies (First 5 Copies are Free)	\$ 0.10

Chesapeake Expressway Toll Rates	
Regular Rate: Motorcycle	\$ 1.00
Regular Rate: 2 Axles	\$ 4.00
Regular Rate: 3+ Axles	\$ 5.00
Peak/Weekend Rate: Motorcycle	\$ 3.00
Peak/Weekend Rate: 2 Axles	\$ 9.00
Peak/Weekend Rate: 3+ Axles	\$ 10.00
Discount Program: 2 Axles	\$ 1.00
Discount Program: 3+ Axles	\$ 2.25
Chesapeake Expressway Fees	
First toll violation fee (per license plate)	\$ -
Second toll violation fee (per license plate)	\$ 5.00
Each succeeding toll violation fee (per license plate)	\$ 5.00
Collection fee (per invoice sent by Treasurer)	\$ 30.00
E-ZPass Toll Motorcycle	\$ 1.00
E-ZPass Toll 2 Axles	\$ 4.00
E-ZPass Toll 3 or More Axles	\$ 5.00
E-ZPass Toll Motorcycle Peak Rate	\$ 3.00
E-ZPass Toll 2 Axles Peak Rate	\$ 9.00
E-ZPass Toll 3 or More Axles Peak Rate	\$ 10.00
Dominion Boulevard Fees	
Toll-By-Plate Invoice (Non EZPass)	\$ -
Toll Violation Notice administrative fee	\$ 10.00
Final Notice administrative fee	\$ 10.00
Collection fee	\$ 30.00
Registered Mail fee	\$ 10.00
Vehicle Registration Withholding fee	\$ 40.00
E-ZPass Toll Class 1 FY 2025	\$ 1.48
E-ZPass Toll Class 2 FY 2025	\$ 2.22
E-ZPass Toll Class 3 FY 2025	\$ 3.70
Non E-ZPass Toll Class 1 FY 2025	\$ 3.48
Non E-ZPass Toll Class 2 FY 2025	\$ 4.22
Non E-ZPass Toll Class 3 FY 2025	\$ 5.70
Freedom of Information Act (FOIA) Charges	
Copies (8.5"x11" or 8.5"x14") per page	\$ 0.10
Copies (plat sheets) per page	\$ 3.00
Case Report (Fire or Police) per report	\$ 10.00
CD/DVD per disk	\$ 5.00
Flash Drive per drive	\$ 10.00

Note: fees less than \$10 are generally waived, as are FOIAs that take less than 15 minutes of labor. The exception is when a requestor submits multiple FOIAs within 30 days that cumulatively total more than that \$10 or 15 minutes.

Police Department Fines and Fees	
Concealed Handgun Permit	\$ 25.00
Reports (crash, incident, etc.)	\$ 10.00
FR-300 Crash Reports	\$ 10.00
Local Background Checks	\$ 10.00
Fingerprinting (first card)	\$ 10.00
Fingerprinting (additional card)	\$ 5.00
Taxi Permit	\$ 50.00
Solicitor Permit	\$ 25.00
Pawnbroker Permit	\$ 84.00
Precious Metals Permit	\$ 200.00
Dance Hall Permit	\$ 50.00
Palmistry/Fortune Telling Permit	\$ 200.00
Wearable Video Recording Requests (Based on Cena hourly rate)	\$ 25.92
911 Recording Requests - (Based on personnel hourly rate)	\$ 17.41
Paper Materials	\$ 0.10
DVD and Materials	\$ 5.00
Vehicle Removal from P&E Storage - Vehicles under 20,000 lbs. (contracted amount)	\$ 75.00
Vehicle Removal from P&E Storage - Vehicles over 20,000 lbs. (contracted amount)	\$ 125.00
Adoption Fee: Dog	\$ 110.00
Adoption Fee: Dog 7+ years old, over 20 pounds, or has a known medical condition	\$ 50.00
Adoption Fee: Cat	\$ 75.00
Adoption Fee: Rabbits	\$ 15.00
Adoption Fee: Ferrets	\$ 10.00
Adoption Fee: Guinea Pigs	\$ 5.00
Adoption Fee: Mice/Hamsters	\$ 7.00
Adoption Fee: Rats	\$ 12.00
Adoption Fee: Exotic Birds	\$5.00 - \$25.00
Surrender Fee - transportation	\$ 15.00
Impound Fee after 3rd Day	\$ 25.00
Impound Fee 2nd time in 12 months	\$ 50.00
Impound Fee 3rd time in 12 months	\$ 100.00
License: Intact Dog or Cat	\$ 10.00
License: Sterilized Dog	\$ 7.00
License: Sterilized Cat	\$ 5.00
License: Cattery/Kennel (5-20)	\$ 30.00
License - Cattery/Kennel (21+) or Pet Shop	\$ 50.00
License: Dangerous Dog - Annual	\$ 85.00
Dangerous Dog registry - Initial (State)	\$ 150.00
Dangerous Dog Registry - Renewal	\$ 35.00
Animal Carcass Disposal Per Pound	\$ 0.60
Exotic Pet Permit Fee - Initial	\$ 10.00
Exotic Pet Permit Fee - renewal	\$ 5.00
Chesapeake Animal Document Fee	\$ 5.00
Escort Fees	\$ 50.00
Traffic Enforcement False Alarm Fees	\$ 50.00

Note: A third false alarm originating from any premises annually during the period of July 1 through June 30 will result in a \$50.00 service fee being imposed upon the alarm user. Any subsequent alarm will result in a \$100.00 service fee being imposed. Failure to comply with training and/or inspection within 60 days after receiving notice will result in a fee of \$500.00 for any false alarms received until the training and/or inspection has been completed (See City ordinance 42-53 for further details).

Development and Permit Fees

Standard Fees

Administrative Fee to issue a permit	\$	50.00
Technology Fee per permit	\$	5.00
Reinspection Fee	\$	50.00
Beginning work without a permit	\$	150.00
Reissuance fee for permits that have become invalid (expired)	\$	50.00

Situations not specified in this fee schedule will be handled on a per-case basis and are subject to the approval of the Director.

In addition to the Administrative and Technology fees to issue the permit the following apply:

Building Fees

Residential - 1 & 2 family dwellings, additions, garages, sheds governed by the building code per 100 square feet	\$	10.00
Residential - Alterations, Repairs, Piers, Fences per \$1,000 in value	\$	15.00
Residential- Pools, hot tubs and spas: above ground	\$	75.00
Residential- Pools, hot tubs and spas: in-ground	\$	15.00
Business, Institutional, Assembly, Education, Storage, Factory, Industrial, Hazardous Storage or Occupancy - New Square Footage per 100 square feet	\$	10.00
Business, Institutional, Assembly, Education, Storage, Factor, Industrial, Hazardous Storage or Occupancy - alterations and repairs per \$1,000 in value	\$	15.00
Farm Buildings	\$	5.00
Moving a structure within, through, into or from the City per 100 square feet	\$	10.00
Demolitions - per structure	\$	50.00
Demolitions - per structure additional fee if connected to Public Utilities.	\$	50.00
Tents and other temporary structures	\$	50.00
Mobile Home - new or replacement	\$	50.00
Signs - Regulated by Uniform Statewide Building Code and Zoning Ordinance		
1 to 99 square feet	\$	60.00
100 to 299 square feet	\$	75.00
300 square feet and over	\$	100.00
Repair sign	\$	50.00
Amusement devices		
Each small mechanical ride or inflatable amusement device	\$	13.75
Each circular ride, institutional trampoline, or flat-ride < 20 ft. in height, except concession go-karts	\$	18.75
Each spectacular ride that cannot be inspected as a circular ride or flat-ride due to complexity or height, except zip lines	\$	25.00
Each zip line (each portion from launch point to landing point is considered a separate zip line and each zip line between a launch point and landing point also considered a separate zip line) (New fee*)	\$	37.50
Each coaster that exceeds 30 ft. in height	\$	50.00
Each coaster that exceeds 60 ft. in height (new fee*)	\$	100.00
Certificate of Occupancy Fee	\$	50.00
Temporary Certificate of Occupancy-Residential	\$	50.00
Temporary Certificate of Occupancy-Commercial	\$	100.00
Rat Free Certification Permit	\$	50.00
Appeal to board of building code appeals	\$	200.00

Plan Review Fees

Residential 1 & 2 Family additions and alterations - attached and detached for 0-1,999 square feet	\$	50.00
Residential 1 & 2 Family additions and alterations - attached and detached for 2,000+ square feet	\$	75.00
Residential 1 & 2 Family Structures	\$	100.00
Model Plan Review Fee - additional option sets	\$	40.00
All other structures - Commercial per 1,000 square feet (maximum of \$500)	\$	25.00
Commercial alterations not involving square footage	\$	50.00
Existing Structures when altered-Commercial		
0 - 2,499 sq. ft.	\$	50.00
2,500 - 4,999 sq. ft.	\$	75.00
5,000 - 7,499 sq. ft.	\$	100.00
7,500 - 9,999 sq. ft.	\$	125.00
10,000 - 12,499 sq. ft.	\$	150.00
12,500 - 14,999 sq. ft.	\$	175.00
15,000 - 17,499 sq. ft.	\$	200.00
17,500 sq. ft. and over	\$	225.00
For fire protection, suppression and alarm systems requiring review by the Fire Marshal		
Small Review	\$	50.00
Medium Review	\$	125.00
Large Review	\$	250.00

Plumbing Fees

Each fixture (eg: water line, drain piping, sewer, manhole etc.)	\$	7.00
Storm Drain Inspections per trip fee	\$	50.00

Electrical Fees

Temporary Power Pole	\$	50.00
<u>New Service: Includes all circuits and outlets</u>		
Single-phase per 50 amps	\$	25.00
Three-phase per 50 amps	\$	25.00
<u>Change of Service: (Additional fees required for circuits)</u>		
Single-phase per 50 amps	\$	12.50
Three-phase per 50 amps	\$	12.50
<u>Circuits - Repairs; Alterations</u>		
0 - 30 amps	\$	5.00
31 - 60 amps	\$	6.00
61 - 100 amps	\$	7.00
101 - 200 amps	\$	10.00
Over 200 amps	\$	15.00
Per Meter Base	\$	5.00
<u>Miscellaneous</u>		
Pool bonding	\$	40.00
Early Electrical Release	\$	50.00
Reconnection of service	\$	40.00

Mechanical and Gas Fees

For every \$1,000 of construction value or fraction thereof	\$	8.00
Gas outlet (per outlet)	\$	7.00
Temporary release for gas service (for non-residential)	\$	50.00

Zoning/Code Compliance Fees

Zoning Permits	
Reissuance of certificate of use and occupancy	\$ 50.00
Temporary construction yard and /or construction trailer permit	\$ 30.00
Portable Storage (POD, dumpster)	\$ 25.00
Temporary Outdoor Sales Permit	\$ 50.00
Fences not governed by VUSBC per \$1,000 in construction value	\$ 15.00
Sheds	\$ 9.00
Wind turbine	\$ 250.00
Zoning Certification - Determination	\$ 100.00
Zoning variance/appeal includes advertisement	\$ 300.00
Temporary sign	\$ 50.00
Rental inspection	\$ 50.00
Elevator inspection fees (annual 3rd party inspection)	\$ 50.00
Portable Storage (POD,dumpster)	\$ 55.00
Temporary Family Health Care Structures	\$ 100.00

Refunds

Zoning Permits: Permit cost less \$50 Administrative fee No refunds of \$50 or less.
 Building Permits: Permit cost less \$50 Administrative fee No refunds of \$50 or less.

Miscellaneous Fees

Appeal to board of building code appeals	\$ 200.00
Reinspection Fee	\$ 50.00
Late Fee	\$ 150.00
Reissue a permit	\$ 50.00
Residential Final (Construction) Site Plan (Multi- family) (Add in E-911 Mapping Fee) added cost per unit	\$ 25.00
Non-Residential Final (Construction) Site Plan (Add in E-911 Mapping Fee) added cost per acre	\$ 100.00
E-911 Mapping Fee	\$ 395.00
Residential Final Subdivision (Construction) Site Plan (Add E-911 Mapping Fee)	\$ 1,120.00
Non-Residential Final Subdivision (Construction) Site Plan (Add E-911 Mapping Fee)	\$ 1,120.00
Soil Drainage Management Plan (SDMP)	\$ 75.00

Development Engineering & Construction: Plat Recordation Processing Fees

Lot Processing Price Per Lot	\$ 175.00
Bond Review	\$ 50.00

Development Engineering & Construction: Subdivision Inspections

Subdivision Inspection Fees (less lake excavations) percentage of construction value charged	2%
Site plan Inspection Fee	5% up to \$10,000 plus 2% over \$10,000

Land Development Fees

Residential final subdivision (construction) plan	\$ 2,000.00
Residential subdivision plat, per lot	\$ 175.00

Non-residential final subdivision (construction) plan	\$ 2,000.00
Non-residential final subdivision plat, per lot	\$ 175.00
Residential final (construction) site plan (for multi-family)	
Base fee	\$ 2,000.00
Per unit fee	\$ 50.00
Non-residential final (construction) site plan	
Base fee	\$ 2,000.00
Additional charge per acre disturbed	\$ 200.00
Fee for review of phase I environmental site assessments	\$ 1,600.00
Fee for review of phase II environmental site assessments	\$ 2,300.00
Site Plan Review for single-family residential in-fill lots/non curb and gutter	\$ 100.00
Plan revisions (per sheet rate)	\$ 100.00

Land Disturbance Fees

Commercial site < 1 ac outside a common plan of development	\$ 209.00
Commercial site < 1 ac within a common plan of development ≥1 ac	\$ 209.00
Commercial/Subdivision ≥ 1 ac and < 5 ac	\$ 1,944.00
Commercial/Subdivision ≥ 5 ac and < 10 ac	\$ 2,448.00
Commercial/Subdivision ≥ 10 ac and < 50 ac	\$ 3,240.00
Commercial/Subdivision ≥ 50 ac and < 100 ac	\$ 4,392.00
Commercial/Subdivision ≥ 100 ac	\$ 6,912.00
Single-family residential, per lot, < 5 ac	\$ 209.00
Land Disturbance Statewide Construction General Permit Annual Maintenance Fee	
Commercial site < 1 ac outside a common plan of development	\$ -
Commercial site < 1 ac within a common plan of development ≥1 ac	\$ 50.00
Commercial/Subdivision ≥ 1 ac and < 5 ac	\$ 400.00
Commercial/Subdivision ≥ 5 ac and < 10 ac	\$ 500.00
Commercial/Subdivision ≥ 10 ac and < 50 ac	\$ 650.00
Commercial/Subdivision ≥ 50 ac and < 100 ac	\$ 900.00
Commercial/Subdivision ≥ 100 ac	\$ 1,400.00
Single-family residential, per lot, < 5 ac	\$ -

Civil Permit Fees

Residential Driveway	\$ 50.00
Stormwater Permit	\$ 200.00
Noise Permit	\$ 200.00
Franchise Utility	\$ 100.00
Fence in Drainage easement	\$ 50.00
Flatwork in Drainage easement	\$ 50.00
Test Holes in grass areas (per hole; \$2,000 bond per hole)	\$ 50.00
Test Holes in pavement (per hole; \$2,000 bond per hole)	\$ 100.00
Encroachment on Impoundment Easement	\$ 50.00
Logging Entrance (\$8,000 bond)	\$ 200.00
Dumpster in Right of Way	\$ 50.00
Parking in Right of Way	\$ 100.00
Traffic Control	\$ 100.00
Tree Removal	\$ 50.00
Pipe thru Curb Drain	\$ 50.00

Civil Code Enforcement

Standard fees are charged in addition to City-incurred expenses to remedy a violating condition.

Demolition/Board Up Administrative Fee	\$	150.00
Grass, Weeds, and Debris Clearing Administrative Fee	\$	100.00

Parks, Recreation, & Tourism Fees

ActiveNet Credit Card Processing Fee		5.5%, min \$2
Reserve America Transaction Fee	\$	3.50
Reserve America Credit Card Processing Fee		2.20%

Rentals

Park Small Shelter Rental (Resident)	\$	60.00
Park Small Shelter Rental (Non-Resident)	\$	85.00
Park Large Shelter Rental (Resident)	\$	125.00
Park Large Shelter Rental (Non-Resident)	\$	150.00
Park Shelter Rental Rescheduling Fee	\$	15.00
Park Section Rental (Resident)	\$	225.00
Park Section Rental (Non-Resident)	\$	325.00
Park Section Rescheduling Fee	\$	15.00
Bagley Stage rental (Resident)	\$	600.00
Bagley Stage rental (Non-Resident)	\$	1,200.00
Security Deposit for Section rental (refundable)	\$	150.00
Athletic Field Rental I- Resident - No lights	\$	40.00
Athletic Field Rental I- Non-Resident - No lights	\$	70.00
Athletic Field Rental I- Resident - With lights	\$	60.00
Athletic Field Rental I- Non-Resident - With lights	\$	160.00
Athletic Field Rental II- Resident - No lights	\$	60.00
Athletic Field Rental II- Non-Resident - No lights	\$	110.00
Athletic Field Rental II- Resident - With lights	\$	85.00
Athletic Field Rental II- Non-Resident - With lights	\$	160.00
Athletic concession stand rental per day	\$	50.00
Athletic concession stand rental per month	\$	125.00
Tennis Court rental per hour	\$	3.00

Rentals: Community Center

Meeting Room A Rental (South Norfolk, Deep Creek, Indian River, Western Branch, Camelot) - Resident per hour	\$	20.00
Meeting Room A Rental (South Norfolk, Deep Creek, Indian River, Western Branch, Dr. Clarence V. Cuffee) - Non-Resident per hour	\$	35.00
Meeting Room Rental Room A or B (Dr. Clarence V. Cuffee, River Crest) -Resident per hour	\$	20.00
Meeting Room Rental Room A or B (Dr. Clarence V. Cuffee, River Crest) -Non-Resident per hour	\$	35.00
Meeting Room Rental Room A and B (Dr. Clarence V. Cuffee, River Crest) - Resident per hour	\$	35.00
Meeting Room Rental Room A and B (Dr. Clarence V. Cuffee, River Crest) - Non-Resident per hour	\$	65.00
Club Room Rental with Kitchen - Resident per hour	\$	40.00
Club Room Rental with Kitchen - Non-Resident per hour	\$	70.00
Gym Rental Resident Normal Hour Rate (Entire Gym)	\$	80.00
Gym Rental Resident After-Hour Rate (Entire Gym)	\$	105.00
Gym Rental Non-Resident Normal Hour Rate (Entire Gym)	\$	130.00
Gym Rental Non-Resident After-Hour Rate (Entire Gym)	\$	155.00
Gym Rental Resident Normal Hour Rate (Half Gym)	\$	45.00

Gym Rental Resident After-Hour Rate (Half Gym)	\$ 70.00
Gym Rental Non-Resident Normal Hour Rate (Half Gym)	\$ 85.00
Gym Rental Non-Resident After-Hour Rate (Half Gym)	\$ 110.00
Portlock Rental- Activity Room 1 or 2 - Resident	\$ 55.00
Portlock Rental- Activity Room 1 or 2 - Non-Resident	\$ 80.00
Portlock Rental- Activity Room 1 and 2 - Resident	\$ 110.00
Portlock Rental- Activity Room 1 and 2 - Non-Resident	\$ 135.00
Portlock Rental- Activity Room 1 or 2 w/ Kitchen- Resident	\$ 75.00
Portlock Rental- Activity Room 1 or 2 w/ Kitchen - Non-Resident	\$ 100.00
Portlock Rental- Activity Room 1 and 2 w/ Kitchen - Resident	\$ 130.00
Portlock Rental- Activity Room 1 and 2 w/ Kitchen - Non-Resident	\$ 155.00
Portlock Rental - Conference Room w/ kitchen - Resident	\$ 55.00
Portlock Rental - Conference Room w/ kitchen - Non-Resident	\$ 80.00
Portlock Outdoor Section add-on	\$ 50.00
Portlock security deposit	\$ 100.00
Rokeby Multi-purpose room - Resident	\$ 40.00
Rokeby Multi-purpose room - Non-Resident	\$ 70.00
Rokeby security deposit	\$ 100.00
Security Deposit (refundable)	\$ 100.00
Showmobile M-Th_Res Rentals	\$ 325.00
Showmobile M-Th_NRes Rentals	\$ 650.00
Showmobile F-S-Holiday_Res Rentals	\$ 400.00
Showmobile F-S-Holiday_NRes Rentals	\$ 750.00
Bleachers M-Th_Res Rentals	\$ 125.00
Bleachers M-Th_NRes Rentals	\$ 250.00
Bleachers F-S-Holiday_Res Rentals	\$ 175.00
Bleachers F-S-Holiday_NRes Rentals	\$ 300.00
NWRP Campsite (non-electric)	\$ 31.00
NWRP Campsite (with electricity)	\$ 36.00
NWRP Cabin	\$ 75.00
NWRP Equestrial area	\$ 80.00
Bikes @ NWRP/hour	\$ 10.00
Canoes @ NWRP/hour	\$ 10.00
Paddle boats @ NWRP/ half-hour	\$ 10.00
Single Kayaks @ NWRP/hour	\$ 10.00
Tandem Kayaks @ NWRP/hour	\$ 15.00

Memberships

Skate Park - Youth Resident	\$ 10.00
Skate Park - Youth Non-Resident	\$ 25.00
Skate Park - Adult Resident	\$ 25.00
Skate Park - Adult Non-Resident	\$ 40.00
Dog Park visitor pass	\$ 5.00
Dog Park annual pass	\$ 10.00
Dog Park replacement tag	\$ 3.00
Adult Resident Annual Membership-Community Center	\$ 35.00
Adult Non-Resident Annual Membership-Community Center	\$ 50.00
Youth Resident Annual Membership-Community Center	\$ 10.00
Youth Non-Resident Annual Membership-Community Center	\$ 20.00
Youth Resident Annual with Health Room Membership-Community Center	\$ 10.00
Youth Non-Resident Annual with Health Room Membership-Community Center	\$ 28.00
Senior Resident Annual Membership-Community Center	Free

Senior Non-Resident Annual Membership-Community Center	\$	50.00
Daily Guest Pass	\$	5.00
Courtesy Pass (For current members who may not have their cards with them)	\$	1.00
Equestrian Center Membership	\$	10.00

Special Event Fees

Paddle for the Border	\$	55.00
Paddle for the Border Late Fee	\$	10.00
CEIC Luncheon	\$22.50 - \$45.00	
	\$100.00	
CEIC Conference Sponsorship	-\$2,000.00	
Keep Chesapeake Beautiful Calendar	\$	5.00
Parking at Celebrate Freedom	\$	5.00
Special Event permit fees	\$10.00 - \$100.00	
Special Event food vendor fees	\$50.00 - \$200.00	
Holiday Craft show: Application fee	\$10.00 - \$25.00	
Holiday Craft show: Booth fee Resident	\$	125.00
Holiday Craft show: Booth fee Non Resident	\$	135.00
Holiday Craft show: Electricity fee	\$	60.00
Restaurant week participation fee (fund 206)	\$25.00 - \$125.00	

Adult Programs

Beginner Yoga / Chair Yoga - Resident	\$	20.00
Beginner Yoga / Chair Yoga - Non-Resident	\$	25.00
Beginner Yoga PM - Resident	\$	32.00
Beginner Yoga PM - Non-Resident	\$	37.00
Beginner Tennis - Resident	\$	100.00
Beginner Tennis - Non-Resident	\$	105.00
Beginner Pickleball - Resident	\$	60.00
Beginner Pickleball - Non-Resident	\$	65.00
Family Tennis for Homeschool Families Resident	\$	80.00
Family Tennis for Homeschool Families Non-Resident	\$	85.00
Coffee and Greeting Cards / Greeting Card Design- Resident	\$	12.00
Coffee and Greeting Cards / Greeting Card Design- Non-Resident	\$	17.00
Paint Night - Resident	\$	30.00
Paint Night - Non-Resident	\$	35.00
Xtreme Hip-Hop step - Resident	\$	30.00
Xtreme Hip-Hop step - Non-Resident	\$	35.00

Youth Programs

Adaptive Movement - Resident	\$	45.00
Adaptive Movement - Non-Resident	\$	50.00
Art & Creative Skills - Resident	\$	36.00
Art & Creative Skills - Non-Resident	\$	41.00
Ballet and Tap - Resident	\$	81.00
Ballet and Tap - Non-Resident	\$	86.00
Beginner Gymnastics - Resident	\$	45.00
Beginner Gymnastics - Non-Resident	\$	50.00
Boxing 101 - Resident	\$	54.00
Boxing 101 - Non-Resident	\$	59.00
Crochet 101 - AM - Resident	\$	36.00

Crochet 101 - AM - Non-Resident	\$ 41.00
Crochet 101 - Sat - Resident	\$ 40.00
Crochet 101 - Sat - Non-Resident	\$ 45.00
Improv Comedy for Kids - Resident	\$ 40.00
Improv Comedy for Kids - Non-Resident	\$ 45.00
Martial Arts - Karate 101 - Resident	\$ 54.00
Martial Arts - Karate 101 - Non-Resident	\$ 59.00
Martial Arts - Karate 102 - Resident	\$ 63.00
Martial Arts - Karate 102 - Non-Resident	\$ 68.00
Musical Theater - Resident	\$ 240.00
Musical Theater - Non-Resident	\$ 245.00
Nature Academy	\$ 10.00
Paint and Sipz - Resident	\$ 25.00
Paint and Sipz - Non-Resident	\$ 30.00
Sewing & Weaving for Homeschoolers - Resident	\$ 54.00
Sewing & Weaving for Homeschoolers - Non-Resident	\$ 59.00
Sundays in the Wild	\$ 5.00

Pre-School Programs

General Programs - Resident	\$ 32.00
General Programs - Non-Resident	\$ 37.00
Pre-Ballet - Resident	\$ 72.00
Pre-Ballet - Non-Resident	\$ 77.00

Therapeutic Programs

Arts and Crafts (4-5 week session)	\$20.00 - \$30.00
Exercise(4-5 week session)	\$ 15.00
Tennis (4 week session)	\$ 66.00
Gardening (5 week session)	\$58.00 - \$68.00
General Programs (5 week session)	\$5.00 - \$20.00
Martial Arts (5 week session)	\$58.00 - \$68.00
Pageant Registration (Miss/Mr. Abilities)	\$35.00 - \$50.00
Pageant Tickets (Miss/Mr. Abilities)	\$ 10.00
Special Events	\$10.00 - \$20.00
Summer Camp (per week)	\$ 100.00
Trips	\$5.00 - \$10.00

Senior Programs

Arts & Crafts (Drop-in to 4 week session)	\$5.00 - \$5.00
Ceramics (Drop-in to 4 week session)	\$7.00 - \$14.00
Senior fitness and Dance drop in rate	\$1.00 - \$3.00
Senior Fitness/Dance (4 week session)	\$12.00 - \$20.00
Senior general programs	\$0.00 - \$20.00
Senior Bus trips/Special Events	\$0.00 - \$30.00

Athletic Recreation Fees

Specialty camps and clinics - youth	\$ 45.00 - \$110.00
Specialty camps and clinics - Preschool	\$ 45.00 - \$50.00
Youth Volleyball, Flag Football, & Basketball team sport leagues (Resident)	\$ 60.00
Youth Volleyball, Flag Football, & Basketball team sport leagues (Non-Resident)	\$ 80.00
Youth Tackle Football (Resident)	\$ 85.00
Youth Tackle Football (Non-Resident)	\$ 105.00
Youth Cheering (Resident)	\$ 25.00
Youth Cheering (Non- Resident)	\$ 45.00
Tournament fee (Football, Soccer)	\$ 100.00

Tournament fee (Volleyball)	\$ 50.00
NWRiver Park Disc Golf Daily	\$ 2.00
NWRiver Park Disc Golf Annual pass	\$ 20.00
NWRiver Park Mini Golf Daily	\$ 2.00
NWRiver Park Mini Golf Annual pass	\$ 20.00
Adult softball (per team) Spring - early bird	\$ 450.00
Adult softball (per team) Spring	\$ 500.00
Adult softball (per team) Fall	\$ 390.00
Youth football (per team 7v7)	\$ 525.00
Adult Basketball (per team)	\$ 550.00

Daycare & Summer Camp

Summer Blast Registration Fee	\$ 25.00
Summer Blast Fee (per week) Resident	\$ 100.00
Summer Blast Fee (per week) Non-Resident	\$ 105.00
Stay & Play Registration Fee	\$ 25.00
Stay & Play Fee (Monthly)	\$ 195.00
Stay & Play Fee (Weekly)	\$ 60.00
Stay & Play Fee (Daily)	\$ 25.00

Merchandise Sales

NWRP sells food, drinks, merchandise	\$0.50 - \$20.00
ERP sells food, drinks, merchandise	\$0.50 - \$15.00
Visitor Center sells shirts, souvenirs	\$0.75 - \$24.99
Paddle for the Border Merchandise	\$15.00 - \$15.00

Fire Department Fees

Fire and Life Safety Inspections 0-999 Square Feet Fee	\$ 25.00
Fire and Life Safety Inspections 1,000-5,000 Square Feet Fee	\$ 50.00
Fire and Life Safety Inspections 5,001-10,000 Square Feet Fee	\$ 70.00
Fire and Life Safety Inspections 10,000-20,000 Square Feet Fee	\$ 120.00
Fire and Life Safety Inspections 20,001-50,000 Square Feet Fee	\$ 220.00
Fire and Life Safety Inspections 50,001-100,000 Square Feet Fee	\$ 270.00
Fire and Life Safety Inspections 100,001-200,000 Square Feet Fee	\$ 320.00
Fire and Life Safety Inspections >200,000 Square Feet Fee	\$ 370.00
Re-inspections (after 3rd attempt)	\$ 50.00
Operational Fire Code Permits (to include Special Event Permits)	\$ 50.00
Bulk storage tanks of combustible/flammable liquids over 100,000 gallons (per gallon)	\$ 0.00
Special Event Inspection - (per hour, per inspector) Certified non-profit is exempt	\$ 45.00
Plan Review - Tier 1*	\$ 35.70
Plan Review - Tier 2*	\$ 127.50
Plan Review - Tier 3*	\$ 255.00
Ambulance Transport - BLS	\$ 495.00
Ambulance Treatment without transport - ALS	\$ 110.00
Ambulance Transport - ALS1	\$ 595.00
Ambulance Transport - ALS2	\$ 750.00
Ambulance Transport - Mileage (per mile)	\$ 11.00

*Plan Review costs are based on type of work being performed. For details on each Tier, visit https://www.cityofchesapeake.net/Assets/documents/departments/fire/plan_review_fee.pdf

Planning Department Application and Review Fees

After-the-fact South Norfolk Certificate of Appropriations	\$ 250.00
Agricultural Division	\$ 250.00
CBPA Committee Application Fee per lot	\$ 150.00
CBPA Exception Application Fee (may require water quality impact assessment) **	\$ 350.00
Certificate of Appropriateness	\$ -

Conditional use Permit Application * (**)	\$ 850.00
Conditional Use Permit for Excavation/Borrow Pit Application *	\$ 850.00
Conditional Use Permit for Solid Waste Management Facility Application *	\$ 850.00
Conservation Division	\$ 60.00
Environmental Site Assessment Review Phase I	\$ 1,600.00
Environmental Site Assessment Phase II	\$ 2,300.00
	\$930 +
Preliminary Subdivision Application & E911 Mapping Fee **	\$100/acre
	\$930 +
Preliminary Site Plan Residential Application & E911 Mapping Fee **	\$100/acre
Preliminary Site Plan for a Communication Tower	\$ 500.00
	Billed by City Planning Department
Public Hearing Signs	
Public Utility Franchise Area Expansion	\$ -
PUD Deviation Application *	\$ 200.00
	\$500 + \$50/acre
PUD Modification & Criteria Amendment Application * (**)	
PUD Zoning Certification Letter	\$ 50.00
Resubdivision	\$ 250.00
	\$930 +
Rezoning Application * (**)	\$100/acre
Section 15.2-2232 Review Application	\$ -
Special Exception Application *	\$ 100.00
Street Closure Application *	\$ 200.00
Subdivision Ordinance Variance *	\$ 580.00
Subdivision Plat Review Fee	\$ 60.00
Subdivision & Street Name Change	\$ 250.00
Validation of Plat Review	\$ 60.00
Photocopies and Printouts (first 10 copies free)	\$ 0.10

*Applications requiring public hearings are subject to additional advertising costs and sign fees

**Application may require a Phase I/Phase II Environmental Site Assessment Fee

Chesapeake Integrated Behavioral Healthcare (CIBH)

Mental Health Services

ACR Assessment Initial Assessment - Full	\$ 100.00
ACR Assessment Annual Reassessment - Full	\$ 75.00
ACR Assessment Initial Assessment - Short	\$ 25.00
ACR Assessment Annual Reassessment - Short	\$ 25.00
C & A Day Treatment per unit*	\$ 36.53
Case Management (per month)	\$ 326.50
GAP Case Management Low Intensity (per month)	\$ 195.90
GAP Case Management High Intensity (per month)	\$ 220.80
Crisis Intervention per 15 min	\$ 30.79
Education Group	\$ 30.79
Family Therapy cost per hour	\$ 150.00
Group Therapy (per session)	\$ 75.00
Individual Therapy - 30 min	\$ 75.00
Individual Therapy - 45 min	\$ 150.00
Individual Therapy - 60 min	\$ 200.00
Individual Patient & Family w/EM - 45 min	\$ 175.00
Individual Patient & Family w/EM - 60 min	\$ 225.00

Interactive Complexity	\$ 15.00
Inpatient Hospitalization	\$ 420.00
Intake Evaluation	\$ 175.00
Intensive Case Coordination per month	\$ 800.00
Intensive Community Treatment	\$ 153.00
Laboratory Test	Variable
	State
Level II Screening	Determined
Medication Administration and Management Fee per prescription	\$ 4.25
Medication Review w/Psychiatrist - Level 1	\$ 75.00
Medication Review w/Psychiatrist - Level 2	\$ 85.00
Medication Review w/Psychiatrist - Level 3	\$ 95.00
Medication Review w/Psychiatrist - Level 4	\$ 105.00
Medication Review w/Psychiatrist - Level 5	\$ 115.00
Peer Supported Individual	\$ 6.50
Peer Support Group	\$ 2.70
Pharmacologic Management w/Psych cost per session	\$ 75.00
Medication, Therapeutic Injection	\$ 40.00
Psychiatric Evaluation	\$ 185.00
Psychosocial Rehabilitation Services Per Unit	\$ 24.23
Psychiatric Consult (Deposition, court appearance, Etc.) Per Hour	\$ 100.00
* 1 Unit is equal to 2-2.99 hours; 2 Units is equal to 3-4.99 hours; 3 Units is equal to 5+ hours.	
Mental Health Services: Residential (Atlantic Manor Group Home)	
Rent/Utilities	\$ 500.00
Residential (Supervised Apartments) Rent/Utilities	\$ 375.00
MH Skill Building Services**	\$ 91.00
Transportation 0-10 Miles (per mile)	\$ 0.80
Transportation more than 10 Miles (per mile)	\$ 0.60
IACCT Assessment per unit	\$ 250.00
Materials or Supplies for ED	Based on Cost
Medical Record Copies /DDS	\$ 15.00
Medical Record Copies /SSA	\$ 30.00
Medical Record Copies /other	Determined by City
** 1 Unit is equal to 2-2.99 hours; 2 Units is equal to 3-4.99 hours; 3 Units is equal to 5 -6.99 hours; 4 Units 7 or More Hours	
Intellectual Disability Services	
ACR Assessment Initial Assessment - Full	\$ 100.00
ACR Assessment Annual Reassessment - Full	\$ 75.00
ACR Assessment Initial Assessment - Short	\$ 25.00
ACR Assessment Annual Reassessment - Short	\$ 25.00
Case Management (per month)	\$ 326.50
DD Case Management	\$ 242.73
Group Day Tier 1 Per Hour	\$ 8.90
Group Day Tier 2 Per Hour	\$ 11.75
Group Day Tier 3 Per Hour	\$ 13.98
Group Day Tier 4 Per Hour	\$ 18.33
Community Engagement Tier 1 Per Hour	\$ 14.29
Community Engagement Tier 2 Per Hour	\$ 16.01
Community Engagement Tier 3 Per Hour	\$ 18.38
Community Engagement Tier 4 Per Hour	\$ 22.61
Medical Record Copies /DDS	\$ 15.00

Medical Record Copies /SSA	\$	30.00
		Determined by
Medical Record Copies /other		City
Occupational or Physical Therapy - Congregate per 15 min	\$	25.13
Occupational or Physical Therapy - Individual per 15 min	\$	37.50
Speech & Language Therapy - Congregate per 5 min	\$	25.13
Speech & Language Therapy - Individual per 5 min	\$	37.50
Initial Assessment for Service Planning (Therapists, Nurse) - Per 15 Minutes	\$	37.50
Initial Assessment for Service Planning (Educators, Home Visiting Teachers) - Per 15 Minutes	\$	27.50
Initial IFSP Development, Annual IFSP Review (Therapists, Nurse) - Per 15 Minutes	\$	37.50
Initial IFSP Development, Annual IFSP Review (Educators, Home Visiting Teachers) - Per 15 Minute:	\$	27.50
Team Treatment, Team Meeting, On-going Assessments (Therapists, Nurse) - Per 15 Minutes	\$	37.50
Team Treatment, Team Meeting, On-going Assessments (Educators, Home Visiting Teachers) - Per	\$	27.50
Developmental Services (Congregate) - Per 15 Minutes	\$	18.43
Developmental Services (Individual) - Per 15 Minutes	\$	27.50
Center-based Group Intervention Services (Therapists, Nurse) - Per 15 Minutes	\$	7.43
Center-based Individual Early Intervention Services (Therapists, Nurse) - Per 15 Minutes	\$	22.50
Center-based Group Intervention Services (Educators, Home Visiting Teachers) - Per 15 Minutes	\$	5.44
Center-based Individual Early Intervention Services (Educators, Home Visiting Teachers) - Per 15 M	\$	16.49
Substance Abuse Services		
Case Management	\$	243.00
SA Education Group	\$	10.00
Family Therapy cost per hour	\$	150.00
Group Therapy per session	\$	75.00
Individual Therapy - 30 Minutes	\$	75.00
Individual Therapy - 45 Minutes	\$	150.00
Individual Therapy - 60 Minutes	\$	225.00
Individual Patient & Family w/EM - 45 min	\$	175.00
Individual Patient & Family w/EM - 60 min	\$	200.00
Intake Evaluation	\$	175.00
Intensive Outpatient Program - Per 3 Hour Unit	\$	250.00
Laboratory Test		Based on Cost
Medical Detox	\$	420.00
Medical Record Copies / DDS	\$	15.00
Medical Record Copies / SSA	\$	30.00
		Determined by
Medical Record Copies / other		City
Methadone Detox	\$	15.00
Peer Support Individual Per 15 Minutes Unit	\$	6.50
Peer Support Group Per 15 Minutes Unit	\$	2.70
Psychiatric Consult (Deposition, court appearance, Etc.) Per Hour	\$	100.00
Urine Drug Screen Panel	\$	20.00
Substance Abuse Screening	\$	75.00
Library Fees		
Meeting Room Reservations (minimum 2 hours) cost per hour	\$	40.00
Printing and Copying - Black and White Page	\$	0.20
Printing and Copying - Color Page	\$	0.35

CITY POSITION ADDITIONS AND REDUCTIONS

Department	FTE Changes That Occurred During FY 2024	# FTEs	FTE Changes in the Proposed FY 2025 Budget	# FTEs	Total Department FTE Variance
Airport Authority			Maintenance Tech Supervisor	1.00	1.00
Audit Services			Performance Auditor	(1.00)	(1.00)
Central Fleet			Automotive Technician Supervisor	1.00	1.00
City Treasurer			PT Customer Service Clerk II	0.29	
			Collection Agent	2.00	
			PT Driver I	1.00	3.29
Commissioner of the Revenue			Business Tax Specialist	1.00	1.00
Commonwealth's Attorney			PT Investigator	0.70	0.70
Finance			Collection Agent	1.00	
			Customer Service Manager	1.00	
			Account Specialist II	1.00	
			Accountant II	2.00	5.00
Fire			Family Services Specialist	1.00	1.00
Healthcare Fund			Mental Health Counselor	1.00	1.00
Human Services	Facilities Maintenance Technician	(1.00)	Payroll/HR Tech	(1.00)	
	Juvenile Services Assistant Superintendent	(1.00)	Juvenile Services Supervisor	(2.00)	
	Juvenile Services Supervisors	(2.00)	Juvenile Services Specialist	(0.68)	
			Quality Assurance Analyst	(1.00)	
			Recreation Specialist II	(1.00)	(9.68)
Information Technology	Client Tech II	3.00	Client Tech II	2.00	
	Systems Analyst I	2.00	Systems Analyst I	2.00	
	Systems Analyst II	1.00	Network Engineer I	1.00	
	Network Engineer I	2.00			
	MIS Administrator	1.00			
	Security Officer	1.00			
	Office Specialist	1.00			
	Library Data Coordinator	1.00			17.00
Integrated Behavioral Healthcare	Client Tech II	(2.00)	Clinician I	2.00	
	Systems Analyst I	(1.00)	Licensed Clinician I	5.00	
	Network Engineer I	(1.00)	Clinician II	7.00	
	MIS Administrator	(1.00)	Licensed Clinician II	3.00	
	Security Officer	(1.00)	Licensed Practical Nurse	3.00	
	Officer Specialist	(1.00)	Certified Nurse Practitioner	1.00	
	Direct Support Technician	(0.25)	Phychiatric Nurse	3.00	
			Peer Recovery Specialist	7.00	23.75
Libraries	Client Tech II	(1.00)	PT Library Assistant I	(1.05)	
	Systems Analyst I	(1.00)			

	Systems Analyst II	(1.00)			
	Network Engineer I	(1.00)			
	Library Data Coordinator	(1.00)			(6.05)
Parks, Recreation, & Tourism					
			PT Recreation Leader	(2.76)	
			PT Ranger Tech	(0.79)	
			Recreation Specialist I	1.50	
			PT Environmental Services Technician	(0.64)	(2.68)
Planning	Project Manager	1.00			1.00
Police					
			Photo Safe Sergeant	1.00	
			Customer Service Clerk III	1.00	
			Forensic Specialist Trainee	1.00	
			PT Crossing Guard	(4.25)	
			Community Service Aide	5.00	
			PT Police Information Associate	0.35	4.10
Public					
Communications	PT Customer Service Clerk I	0.64	Graphic Designer	1.00	1.64
Public Utilities					
	Meter Reader	2.00			
	Customer Service Clerk II	1.00			3.00
Public Works					
	Facilities Maintenance Technician	1.00	Right of Way Agent	1.00	
			Security Officer	1.00	
			General Supervisor	1.00	
			Crew Leader	1.00	5.00
Sheriff					
	Sheriff's Deputy	8.00	Sheriff's Deputy	14.30	
			Deputy Sergeant	5.00	
			Behavioral Health Case Worker	4.00	31.30
Total Net Change		9.39		71.98	81.37

POSITIONS FUNDED OUTSIDE THE OPERATING BUDGET

Several dozen city employees work in positions that are not funded by the city's operating budget and are not listed in the department complements. Such positions are generally funded by federal and state grants.

Department - Funding Source - Positions		FY 2025 Budget
Chesapeake Integrated Behavioral Healthcare (CIBH)		
Crisis Intervention Grant	Account Clerk	1.000
	Clinician II	1.625
Forensic Discharge Planning Grant	Administrative Coordinator I	0.500
	Clinician II	1.500
	Clinician III	0.500
Commonwealth's Attorney		
Domestic Violence Grant	Paralegal	0.800
PS Edward Byrne JAG	Unclassified PT	0.700
Operation Ceasefire Grant	Inspector PT	0.625
Fire		
SHSP Foam Team Sustainment Grant	Disaster Assistance Specialist	1.000
	Incident Management Team Coordinator	0.625
Land Bank Authority		
Land Bank Authority	Executive Director	1.000
Human Services - Community Corrections		
Community Corrections Grant	Community Corrections Officer I	5.625
	Community Corrections Officer II	2.000
	Community Corrections Coordinator	1.000
	Office Coordinator	1.000
	Office Specialist I	1.000
Human Services - Social Services		
Promoting Safe and Stable Families Grant	Family Services Specialist III	1.000
Human Services-Community Programs		
Court Appointed Special Advocate (CASA) Grant	Community Programs Specialist I	1.000
	Office Assistant	0.625
Development and Permits		
CBDG Code Enforcement Grant	Code Compliance Inspector I	3.625
	Management Analyst	1.000
Planning		
Community Development Grant Programs	Office Specialist	0.625
Sheriff		
Victim Witness Grant	Victim Witness Program Supervisor	1.000
	Victim Witness Program Assistant	1.625
	Victim Witness Program Asst. Supervisor	1.000
	Victim Witness Program Specialist	7.000
Total Positions Outside Operating Budget		39.000

COMMUNITY AGENCY PAYMENTS*

Annually, the Department of Human Services awards competitive grants to programs aligned with the City's goals. Applicants are asked to submit sustainability plans demonstrating the ability to make lasting improvements despite any changes in funding sources, program models, service providers, community demographics, or other factors.

Agency/Organization	Amount Awarded
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Total Community Agency Payments	\$ 485,000
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*Community Agency payments have yet to be determined for FY 2025. A list of approved agencies and payments will be included in the FY 2025 Adopted Budget document.

DEMOGRAPHICS

	1990	2000	2010	2020	2022
Population	151,982	199,184	222,209	249,422	252,488
Gender*					
Male	48.9%	48.6%	48.6%	48.9%	49.2%
Female	51.1%	51.4%	51.4%	51.1%	50.8%
Age*					
Under 18	25.9%	28.8%	25.7%	24.3%	23.8%
65 and Over	8.4%	9.0%	10.5%	13.2%	14.4%
Peak Earning Years (Age 35-54)	27.1%	32.7%	30.9%	26.7%	26.9%
Median Age (Years)	31.3	34.7	37.2	37.0	37.5
Dependency Population (< 18 & > 65)	34.3%	37.8%	36.2%	37.5%	38.2%
Race and Hispanic Origin					
White	70.7%	66.9%	62.6%	56.0%	55.8%
Black/African American	27.4%	28.5%	29.8%	29.0%	29.0%
American Indian/Alaskan Native	0.3%	0.4%	0.4%	0.5%	0.1%
Asian	1.2%	1.8%	2.9%	3.6%	3.9%
Hawaiian/Pacific Islander	0.0%	0.1%	0.1%	0.2%	0.0%
Other Race	0.4%	0.7%	1.2%	2.7%	7.5%
Two or More Races		1.6%	3.0%	8.1%	2.3%
Hispanic Origin	1.0%	2.0%	4.4%	7.1%	7.5%
Households*					
Total Households	52,287	69,900	78,554	86,524	95,073
Family Households	42,032	54,158	58,198	64,258	66,200
Married Couple Family	33,590	41,702	44,367	48,665	50,086
Female Head of Household	6,691	9,797	11,743	22,848	26,532
Households with Children Under 18		31,693	30,962	32,675	34,062
Housing Occupancy: Owner	37,916	62,335	58,369	62,590	69,722
Housing Occupancy: Renter	14,049	17,565	20,185	23,208	25,351
Average Household Size (persons)	2.86	2.79	2.78	2.75	2.61
Average Family Size (persons)	3.20	3.17	3.27	3.20	3.19
Health Insurance*					
% with Health Insurance Coverage			90.2%	93.2%	93.5%
Marital Status*					
Single, Never Married	22.9%	22.6%	28.5%	29.5%	30.4%
Married	60.2%	59.6%	54.4%	53.8%	52.9%
Separated	3.9%	3.7%	2.7%	1.9%	1.6%
Widowed	6.1%	5.5%	5.0%	5.1%	5.0%
Divorced	7.0%	8.7%	9.4%	9.6%	10.1%
Median Household Income*	\$35,737	\$50,743	\$68,955	\$81,261	\$87,749

	1990	2000	2010	2020	2022
Median Family Income*	\$39,093	\$56,302	\$77,152	\$94,474	\$108,252
Per Capita Income	\$19,092	\$28,312	\$42,099	\$53,130	\$58,478
Poverty					
Persons	9.0%	7.3%	7.0%	7.5%	8.4%
Families	7.0%	6.1%	6.2%	5.8%	6.5%
Children under 18	12.9%	9.7%	9.7%	11.7%	10.2%
65 and Over	12.8%	9.0%	7.5%	4.4%	6.3%
Female Head of Household	27.3%	23.1%	17.2%	19.4%	18.1%
Female Householder with Children	35.4%	28.9%	23.6%	27.0%	23.2%
Educational Attainment (25 years and older)					
High School Degree	77.1%	85.1%	90.8%	93.2%	89.6%
Bachelor's Degree	16.9%	24.7%	29.3%	34.8%	35.7%
Graduate or Professional Degree	5.1%	8.8%	11.3%	12.8%	14.0%
Labor Force					
Labor Force	79,696	97,978	113,482	122,035	135,714
Employment	76,324	95,758	105,121	114,556	121,215
Unemployment Rate	4.2%	2.3%	7.4%	6.2%	2.7%
Transportation Related*					
Percent who drive Alone	79.5%	83.9%	86.8%	82.4%	69.1%
Percent who Carpool	14.6%	10.5%	6.4%	8.7%	8.6%
Percent who use Public Transportation	1.0%	0.9%	1.0%	0.8%	3.1%
Percent who Work at Home	1.7%	2.4%	2.3%	5.7%	15.2%

Sources: U.S Census Bureau Decennial Census, American Community Survey, Bureau of Economic Analysis, Weldon Cooper Center, Bureau of Labor Statistics

*These metrics are sourced from the U.S. Census Bureau American Community Survey. Since the Census Bureau did not release 2020 1-year estimates due to COVID, listed 2020 data is from the ACS 2020 5-year estimates.

**Health Insurance data was not measured until the 2010 Census therefore there is no data prior to 2010.

CHART OF ACCOUNTS - FUNDS

The following funds are included in the City's account structure. Please note that not all of these funds are included in the budget.

FUND	TITLE
100	General Fund
101	Cash Control
199	General Fixed Assets
201	Virginia Public Assistance Fund
202	Community Corrections
203	Interagency Consortium
204	Fee Supported Activities
205	Chesapeake Integrated Behavioral Healthcare
206	Chesapeake Conference Center
207	E-911 Operations
208	Chesapeake Juvenile Services
209	Tax Increment Financing Fund—Greenbrier
211	Open Space and Agricultural Preservation (OSAP)
212	Tax Increment Financing Fund—South Norfolk
213	Parks and Recreation
214	Housing Fund
216	Proffers Fund
220	Community Development
228	Grants Fund
300	Capital Projects
401	Citywide Debt Service Fund
499	General Long-Term Debt
501	Public Utilities—Operations
502	Public Utilities—Construction
504	Public Utilities—Construction
506	Public Utilities—Debt Service Reserve
507	Public Utilities—Capital Improvement
508	Public Utilities—Improvement and Redemption Fund
509	Public Utilities—Revenue Bond Fund
510	Public Utilities—Revenue Fund
511	Public Utilities—Senior Debt Service Component Fund
512	Public Utilities—Subordinate Debt Fund
513	Public Utilities—Rate Stabilization Fund
514	Public Utilities—General Reserve Fund
520	Stormwater Management—Operations
521	Stormwater Management—Construction
525	Chesapeake Transportation System—Operations
526	Chesapeake Transportation System—Renewal and Replacement
527	Chesapeake Transportation System—Capital Improvement
528	Chesapeake Transportation System—Debt Service Reserve
601	Garage
603	Information Technology
605	Health Insurance Fund

FUND	TITLE
606	Self-Insurance Fund
607	Termination Benefits Fund
701	Virginia Public Assistance Fund—Special
702	Other Post-Employment Benefits (OPEB) Trust Fund
720	Poor Trust Fund
721	Carney Trust Fund
750	Conversion Fund—GA
751	Conversion Fund BTA-Chesapeake Transportation System
752	Conversion Fund—MCC
761	Conversion Fund BTA-Public Utilities
762	Conversion Fund BTA-Stormwater
800	Mosquito Control Commission
810	MCC-GFAAG
850	CSB of Chesapeake, Inc.
900	Chesapeake Public Schools— General Fund
928	Chesapeake Public Schools—Grants Fund
930	Chesapeake Public Schools—Capital Projects
940	Chesapeake Public Schools—Textbook Fund
941	Chesapeake Public Schools—Food Services
942	Chesapeake Public Schools—Cell Tower
950	Chesapeake Public Schools—Conversion Fund
951	Chesapeake Public Schools—Lease Authorization
960	Chesapeake Public Schools—GASB 45/OPEB
965	Chesapeake Public Schools—Self Insurance
980	Chesapeake Public Schools—Activity Funds
998	Chesapeake Public Schools—General Long-Term Debt
999	Chesapeake Public Schools—GFAAG

CHART OF ACCOUNTS - DEPARTMENTS

The City's account structure also maintains and tracks appropriations and expenditures by Department. Below is a list of departments in the City's chart of accounts.

DEPARTMENT	TITLE
100000	City Council/Mayor
110000	City Manager
111010	Budget
111020	Finance
111030	Human Resources
111040	Information Technology
111050	Planning
111060	Board of Elections
111100	Non-Departmental
111111	Transfers
112010	General Services
112011	Purchasing
112012	Garage/Fleet
112015	Customer Contact Center
112020	Parks, Recreation and Tourism
112030	Public Utilities
112040	Public Works
112050	Agriculture
112060	Health
112070	Conference Center
113010	Economic Development
113020	Fire
113030	Police
113050	Public Communications
113060	Intergovernmental Affairs
113070	Human Services – Community Corrections
113071	Human Services - Interagency Consortium
113072	Human Services - Chesapeake Juvenile Services
113073	Human Services – Social Services
113074	Chesapeake Integrated Behavioral Healthcare
113080	Development and Permits
113090	Libraries
113100	Human Services-Community Programs
120000	City Attorney
130000	City Clerk
140000	Real Estate Assessor
150000	Planning Commission and Open Space and Agricultural Preservation
160000	Other Boards and Services
170000	Audit Services
210000	Sheriff
220000	Treasurer
231000	Circuit Court
232000	Court General District Court

DEPARTMENT	TITLE
233000	Juvenile and Domestic Relations Court
234000	Court Services Unit
235000	Court Circuit Clerk
236000	Magistrate
240000	Commonwealth's Attorney
250000	Commissioner of the Revenue
310000	GASB34 General Government
410000	Mosquito Control Commission
420000	Component Unit – CSB, Inc. of Chesapeake
430000	Component Unit – Port Authority
440000	Component Unit – Airport Authority
450000	Component Unit – Economic Development Authority

GLOSSARY OF TERMS

Accrual Basis of Accounting: Generally accepted method of accounting whereby revenue is recognized as it is earned and expenditures are recognized as they are incurred. The recognition of revenue and expenditures does not necessarily occur in the same year or period in which the related cash is received or disbursed. The accrual basis of accounting is required for reporting of financial information. For most governmental functions, a modified accrual basis of accounting is used (defined later).

Amended Budget: The adopted budget, as amended by the City Council, is adjusted for organizational shifts in programmatic or functional responsibilities in order to insure comparability between years. (May also be referred to as Adjusted Budget.)

Americans with Disabilities Act (ADA): The federal legislation, requiring all public buildings to be handicap accessible.

Annual Comprehensive Financial Report (ACFR): Includes audited financial statements and related financial information of the City as of the end of the fiscal year.

Annual Grant: A grant that is awarded annually, regardless of the specific grant period (e.g., city fiscal year, federal fiscal year, or calendar year).

Appropriation: An authorization made by the City Council that allows officials to incur obligations and expend government resources. Operating appropriations are for specific dollar amounts and expire at the end of each fiscal year (June 30th).

Appropriation Ordinance: The official legislation of City Council establishing the legal authority for the City officials to expend funds. The appropriations ordinance is approved in May for the year starting in July. The appropriations ordinance may be amended by Council during the year as necessary.

Assessed Valuation: The estimated dollar value placed upon real and personal property by the chief appraiser of the appraisal district as the basis for levying property taxes.

Assets: Property owned by the City which has book or appraised monetary value.

Bad Debt Expense: An expenditure incurred when a buyer of goods or services fails to pay. Since revenue is recognized as earned under the accrual basis of accounting, an expenditure is recognized for accounts that are uncollectible. Used primarily by the enterprise funds.

Balanced Budget: A financial plan where use of resources for operating expenditures for a specified time period does not exceed available resources.

Budget (Operating): A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period (typically a fiscal year). The term "Approved Budget" is often used to denote the City Council officially Approved Budget under which the City and its departments operate.

Budget Document: The official written statement prepared by the Budget office and supporting staff which presents the Budget as proposed by the City Manager and/or approved by the City Council.

Budget Message: A general discussion of the Proposed Budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Capital Assets (Fixed Assets): Assets of significant value and having a useful life of several years.

Capital Budget: The first year of the five-year Capital Improvement Program (see below) that is appropriated by City Council.

Capital Improvement Program (CIP): Establishes the plan for capital projects for a period of five years, including the schedule for financing and acquisition of major municipal facilities such as roads, school and municipal buildings, and water and sewer lines. The CIP identifies planned projects along with the estimated costs, beginning and completion dates, the method of financing, and the estimated operational cost for completed projects.

Capital Outlays: Expenditures for the acquisition of capital assets that includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.

Capital Projects: Projects that include the purchase or construction of capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Charges for Services: Fees the city charges users of government services, including the sale of water and sewer service, recreational fees, court costs, and library fines.

Charter: The legal document approved by the General Assembly of the Commonwealth of Virginia that established the City and enumerates its authority.

Chesapeake Bay Preservation Act (CBPA): A state statute for the protection and restoration of the Chesapeake Bay and its tributaries.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures.

Contractual Services: Services acquired on a fee basis or a fixed time contract basis from outside sources (usually private businesses). Also referred to as purchased services.

Debt Service: Payment of interest and principal to holders of the City's debt instruments along with fees paid to bond trustees. The city's budget includes provisions for both annual interest and principal payments that are required for all outstanding municipal bonds.

Deficit: The excess of an entity's or fund's liabilities over its assets (See Fund Balance) **OR** The excess of expenditures or expenses over revenues during a single accounting period.

Department of Criminal Justice Services (DCJS): a State agency supporting courts and related agencies.

Department of Environmental Quality (DEQ): Develops and enforces commonwealth environmental regulations.

Depreciation Expense: An allocation of the cost of capital investments (buildings, vehicles, and equipment) over the useful lives of the related assets. The annual operating budget includes the cost to acquire capital assets that are planned for the year and, therefore, does not include depreciation expenses.

Department of Mental Health, Intellectual Disability and Substance Abuse Services (DMH-ID-SAS): the parent organization to the Chesapeake Integrated Behavioral Healthcare (CIBH or IBH) department.

Department of Motor Vehicles (DMV): The Commonwealth agency responsible for administering the registration of vehicles.

Economic Development Investment Program (EDIP): The city offers incentives based on job creation, wages and company investment. The program offers economic development grants to qualifying companies seeking either to locate a new facility or to expand an existing operation within the city. The program is geared toward targeted industries that are technologically innovative, provide a strong potential for sustained growth, offer high quality jobs for their employees and help maintain the city's diverse economy.

Emergency Medical Services (EMS): A part of the Fire Department. Provides emergency medical assistance and transportation services.

Employee Benefits: Job-related benefits provided for employees as part of their total compensation, including the employer's portion of FICA, retirement benefits, insurance (health, life, and dental), and employee allowances (e.g., clothing allowances and cell phone stipends).

Encumbrances: Obligations or commitments, typically in form of purchase orders or contracts, that commit current appropriations to the future delivery of goods and services.

Enterprise Fund: Public Utilities are examples of enterprise funds. Separate financial accounting is used for government operations that are financed and operated like business enterprises. Also known as proprietary funds.

Environmental Protection Agency (EPA): The federal agency that enforces environmental regulations.

Expenditures: Expenditures represent the cost of goods or services received by the city. Expenditures reduce net financial resources.

Federal Insurance Contribution Act (FICA): a payroll expenditure for the employer's share of social security and Medicare taxes.

Fines and Forfeitures: A broad range of payments received for violations of local government ordinances. Examples include fines collected by the courts for violation of city ordinances, illegal parking, and violations of the Chesapeake Bay Preservation Act.

Fiscal Year (FY): The twelve (12) month period for which funds are budgeted and expensed. For the City of Chesapeake, the fiscal year begins July 1st and ends the following June 30th.

Full-Time Equivalents (FTE): Full-time, part-time, and temporary positions are stated as full-time equivalent positions. FTE's are computed by dividing the total number of hours worked by 2,080 (the annual hours of each full-time employee). An employee that works 20 hours each week is considered 0.5 FTE.

Full-Time Position: Generally, a position is employed 40 hours per week for 52 weeks. For firefighters, a full-time position averages 56 hours each week.

Function: A segment of the city's accounting structure that identifies the type of service or activity provided by a department. Examples from the Police Department include administration, operations, investigations, and law enforcement training. The city's financial system collects costs by fund, department, function, and account. In Chesapeake's financial system, function is also referred to as program.

Fund: A separate self-balancing set of accounts that include assets, liabilities, equity, expenditures, and revenues of a significant division of city government. Separate funds are maintained for functions that are independent or which require the separation of fiscal resources from the general government activities.

Fund Balance: The excess of a fund's assets over its liabilities. Fund balances result from collecting more revenue than was expended. A negative fund balance is sometimes called a deficit. For enterprise and internal service funds, the fund balance is a part of net assets. Fund balances may only be spent with approval by City Council.

General Fund: The major fund in most governments which accounts for all activities not included in other funds. Practically all city activities and functions funded with taxes are reported in the General Fund. Examples include governance, public safety, libraries, and recreational activities. Functions that have significant funding from non-tax sources or with separate governance are not part of the General Fund. Non-general fund activities include water and sewer services, Human Services, and educational services.

General Fund Supported Activities: Functions that receive support from the General Fund through inter-fund transfers of resources, but also have significant revenues from other sources such as grants, fees, or other governmental entities. Examples include Human Services and educational services.

General Obligation (G.O.) Bonds: When the city pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to bonds that are to be repaid from taxes and other general revenues.

Generally Accepted Accounting Principles (GAAP): A common set of accounting principles, standards and procedures that are used in reporting financial information. GAAP are a combination of authoritative standards (set by policy boards) and commonly accepted methods of recording and reporting financial transactions.

Geographical Information System (GIS): Geographical Information System which is a City-wide computerized mapping program. Governmental Funds: Funds generally used to account for tax-supported activities, including the general fund, special revenue funds, the debt service fund, and the capital projects fund.

Government Account Standards Board (GASB): the organization that formulates accounting standards for governmental units.

Health Insurance Portability and Accountability Act (HIPAA): a federal law that protects sensitive personal information from being disclosed.

Housing and Urban Development (HUD): An federal agency that awards grant funding to the City for housing and urban development projects.

Intergovernmental Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal Governments. Grants are usually made for specified purposes.

Internal Service Fund (ISF): Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the city, or other governments, on a cost-reimbursement basis. Includes Information Technology, Risk Management, Healthcare, and Central Fleet funds.

Lockbox: Designated capital reserve with recurring contributions or designations for city and school infrastructure needs. Funds can be used for cash payments or to pay debt service for specified city and schools projects. Separate lockboxes are maintained for the city and the school board.

Mental Health Services (MH): a division of Chesapeake Integrated Behavioral Healthcare.

Modified Accrual Accounting: A basis of accounting that is more similar to the accrual basis of accounting than to the cash basis and is used for governmental funds. Under modified accrual accounting, revenue and expenditures are recognized when they are both measurable and available. Typically, revenue and expenditures are recognized in the year the transaction occurs if the receipt or disbursement of cash occurs within 45 days of year-end. Note that for budgetary reporting, encumbrances are recognized as a reduction in resources in the year the commitment is established.

Municipal Bonds: Debt obligations issued by the city, the proceeds of which are used for the acquisition or construction of municipal facilities, schools, roads and streets, water and sewer systems, and many other projects for the public good. The operating budget includes expected principal and interest payments required for all outstanding municipal bonds.

Objectives: Statements about a department's annual level of activity and define how goals will be achieved. Objectives are measurable and time-bound activities that ensure departments reach their goals.

Operating Funds: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

Other Post-Employment Benefits (OPEB): include all benefits made available to retirees other than pension benefits. Chesapeake provides health and dental benefits to eligible retirees until they are eligible for Medicare.

Pay-As-You-Go: Also known as pay-go, a method of financing capital projects with available cash resources rather than borrowing. Smaller projects are often funded exclusively with pay-go cash while larger projects typically include pay-go financing, debt financing, or a combination of the two.

Performance Measures: Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity. These are developed at the function or program level.

Personnel Services: Items of expenditures for salaries and wages paid for services performed by city employees, as well as the incidental fringe benefit costs associated with city employment.

Proprietary Funds: These are often referred to as enterprise funds as they function similarly to private enterprises. Activities of proprietary funds are financed entirely from user fees; taxpayers do not support these funds. Chesapeake has three enterprise funds: (1) water and sewer fund, (2) stormwater fund, and (3) toll road fund.

Purchased Services: Services acquired on a fee basis or a fixed time contract basis from outside sources (usually private businesses). Also referred to as contractual services.

Rating: The creditworthiness of a city as evaluated by independent agencies, with AAA or Aaa being the highest rating.

Reclassification: A change in the job title and/or pay range of position whose job responsibilities have been determined by the Director of Human Resources to have evolved to a degree that the present job classification does not accurately reflect the actual duties performed. **Reserve:** An account used to indicate that a portion of fund equity or balance is legally designated or restricted for a specific purpose, e.g., cash flow reserve.

Resources: Total dollars, people, materials and facilities available for use including estimated revenues, fund transfers, and beginning fund balances.

Revenue: The income of a government from all sources for payment of public expenses. Revenues include taxes, user fees, license and permit fees, use of money and property, payments from other governmental sources, and grants.

Revenue Bonds: Bonds issued by the government which does not pledge the full faith and credit of the jurisdiction but rather are issued with limited liability tied to a revenue stream that is pledged to repay these bonds. Revenue bonds are not included in the debt limit set by City Charter and under commonwealth law do not require voter approval. Revenue bonds are typically used to finance capital improvements for water and sewer infrastructure and toll roads.

Sewer Utility: Funding received from sewer usage fees for the Public Utilities Department's operations.

Standards of Learning (SOL): curriculum standards developed by the Virginia Board of Education under a framework established by the General Assembly. These standards guide curriculum and instruction throughout the Commonwealth are designed to ensure excellence and uniformity across the commonwealth.

Standards of Quality (SOQ): are the education standards established by the Commonwealth that prescribe minimum school staffing (teachers, principals, and other non-instruction staff) and resource levels for all public schools in Virginia. SOQ also defines the level of commonwealth funding for local schools.

Stormwater BMP: In stormwater management, BMP is the acronym used for Best Management Practices. A BMP is a method used to prevent or control stormwater runoff and the discharge of pollutants, including sediment, into local waterbodies.

Substance Abuse (SA): a division of the Chesapeake Integrated Behavioral Healthcare.

Supplanting: Substituting one source of funding to augment funding reductions of another agency. Generally, the City avoids supplanting the reductions in federal, commonwealth, or privately funded programs with local tax revenues.

Tax Increment Financing (TIF): a public financing tool that uses the appreciation in real estate values of a designated area to fund capital improvement projects within that area. Chesapeake has two TIF districts: Greenbrier and South Norfolk.

Tax Levy: The total amount to be raised by general property taxes for operations and debt service purposes.

Tax Rate: The amount of tax levied for a specific unit of cost (tax per \$100 property value, tax per one dollar retail sales, etc.)

Tax Rate Limit: The maximum legal property tax rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes. In Virginia, this is generally established in the Virginia Code.

Virginia Department of Transportation (VDOT): a Commonwealth agency responsible for the building, maintenance and operations of the state's roads, bridges and tunnels.

Virginia Public School Authority (VPSA): a Commonwealth agency that operates several financing programs for public K-12 education. The goals of the VPSA's financing programs are to: provide market access to those communities which do not have ready access; provide low-cost financing; and maintain the high credit quality to ensure that the lowest possible interest rates are obtained. Chesapeake school projects requiring debt financing are typically arranged through VPSA.

Virginia Retirement System (VRS): The Commonwealth retirement system for public employees that provides its members with benefits at retirement or upon disability or death. City employees participate in the VRS; funding of the retirement plan is provided by a 5% contribution from employees and contributions from the city. Currently there are four separate plans with differing benefit levels. Employees participating in the hybrid plan may contribute 4% to a defined benefit plan plus at least 1% to a defined contribution plan. All other plans are defined benefit plans.

Water and Sewer Utility: The city provides water and sewer services to residents and businesses throughout the developed sections of the Chesapeake. Such services are not available in sparsely populated or rural areas of the city. User fees are charged based on water consumption.

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