

City of Colonial Heights

FY2018-19

Annual Operating Budget



Douglas E. Smith,
City Manager

Sheila S. Minor,
Finance Director

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City of Colonial Heights
Elected Officials and Senior Management
July 1, 2018

CITY COUNCIL

T. Gregory Kochuba.....Mayor
E. "Betsy" Gentry Luck.....Vice Mayor
Michael A. Cherry.....Councilmember W. Joe Green, Jr.....Councilmember
Kenneth B. Frenier.....Councilmember John E. Piotrowski.....Councilmember
John T. Wood.....Councilmember

SENIOR MANAGEMENT

Douglas E. Smith.....City Manager
Sheila S. Minor.....Director of Finance
Eileen M. Brown.....Director of Office on Youth & Human Services
Jennifer N. Carpenter.....Director of Human Resources
Bruce E. Cashion.....City Assessor
Karen T. Epps.....Director of Economic Development
Jeffrey W. Faries.....Chief of Police
Hugh P. Fisher, III.....City Attorney
Bruce N. Hansen.....Library Director
William E. Henley.....Director of Public Works/City Engineer
A.G. Moore, Jr.....Chief of Fire & EMS
Lewis A. Archiletti.....Acting Director of Information Technology
Kelly M. Hall.....Director of Planning/Community Development
Craig R. Skalak.....Director of Parks & Recreation
Pam Wallace.....Clerk of Council

CONSTITUTIONAL OFFICERS

Alfred Gray Collins, III.....Commonwealth's Attorney
Bill Feasenmyer.....Commissioner of Revenue
Harriet Frenier.....Treasurer
Stacy L. Stafford.....Clerk of Circuit Court
Todd B. Wilson.....Sheriff

CITY BOARDS AND COMMISSIONS

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

- **PLANNING COMMISSION**
- **PERSONNEL BOARD**
- **YOUTH SERVICES COMMISSION**
- **BOARD OF ZONING APPEALS**
- **ADVISORY BOARD TO CITY COUNCIL**
- **ECONOMIC DEVELOPMENT AUTHORITY**
- **CITY WETLANDS BOARD**
- **HISTORICAL COMMISSION**
- **SENIOR CITIZENS ADVISORY COMMITTEE**
- **ADVISORY BOARD TO RECREATION AND PARKS**
- **FIRE PREVENTION BOARD OF APPEALS**

- **VIRGINIA'S GATEWAY REGION**
- **APPOMATTOX RIVER WATER AUTHORITY**
- **CHESTERFIELD-COLONIAL HEIGHTS BOARD OF SOCIAL SERVICES**
- **SOUTH CENTRAL WASTEWATER AUTHORITY**
- **CVWMA CITIZEN ADVISORY COMMITTEE**
- **COMMUNITY CRIMINAL JUSTICE BOARD**
- **CRATER DISTRICT AREA AGENCY ON AGING BOARD OF DIRECTORS**
- **FRIENDS OF THE APPOMATTOX RIVER**
- **CRATER PLANNING DISTRICT COMMISSION**
- **DISTRICT 19 COMMUNITY SERVICES BOARD**
- **HENRICUS FOUNDATION BOARD**
- **JOHN TYLER ASAP POLICY BOARD**
- **JOHN TYLER COMMUNITY COLLEGE BOARD OF TRUSTEES**
- **REGIONAL BUILDING CODE APPEALS BOARD**
- **PETERSBURG AREA REGIONAL TOURISM CORPORATION**
- **RIVERSIDE REGIONAL JAIL AUTHORITY**
- **TRANSPORTATION SAFETY COMMISSION**
- **CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**
- **CENTRAL VIRGINIA FILM OFFICE BOARD OF DIRECTORS**



CITY OF COLONIAL HEIGHTS

OFFICE OF THE CITY MANAGER

Douglas E. Smith
City Manager

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

Nancy Boshier
Executive Assistant

April 19, 2018

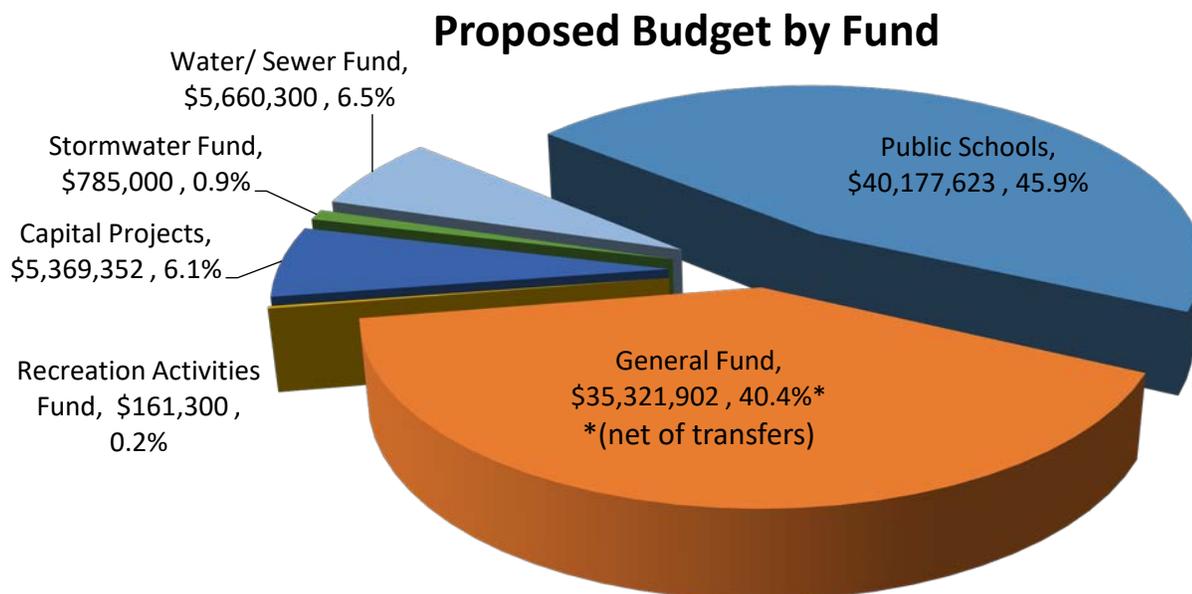
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: FY2018-19 Proposed Annual Budget

Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, the proposed Annual Operating Budget for the City of Colonial Heights for the Fiscal Year of July 1, 2018 through June 30, 2019, is hereby presented for your consideration.

The total appropriations proposed for the *FY2018-19 Annual Budget*, net of interfund transfers, is \$87,475,477, which is higher than the current fiscal year in large part due to the addition of the Capital Projects Fund (\$5,369,352 for FY 2018-19) to the Annual Budget document (this is a change from the current year budget document). However, the City's total proposed General Fund budget for FY 2018-19 of \$56,544,530 is a decrease of over 1% from the original FY 2017-18 General Fund budget of \$57,138,346. The proposed General Fund budget for FY 2018-19 (net of interfund transfers) is \$35,321,902 as shown in the graph below with other funds:



Total Budget (Net of Transfers) \$87,475,477

The general fund transfer to the Colonial Heights School system, as appropriated in the General Fund, is budgeted at \$21,121,071. The general fund also includes a transfer to the Capital Projects Fund of \$71,870.

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www.colonialheightsva.gov

As we look forward with the development of this *FY18-19 Annual Budget*, the City continues to be faced with the challenges of addressing a variety of new and increasing costs at a time when revenues are flat and established businesses are undergoing changes and redevelopment. While the City of Colonial Heights should be able to maintain a generally stable overall financial position, a variety of economic pressures will present challenges throughout the next fiscal year.

The *FY18-19 Budget* as proposed continues the City's practice of being a zero-based, balanced, and appropriately conservative financial plan. All operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all department heads and included itemized expenditure justifications which were reviewed during the budget process.

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

The proposed budget is delineated into six (6) basic funds:

- **General Fund** – (\$35.3M, net of \$21.1M transfer to schools) revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- **School Fund** – (\$40.2M) revenues and expenditures related to funding of operations and services of the Colonial Heights Public Schools.
- **Recreation Fund*** – (\$1.6M) revenues and expenditures relating to recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Capital Projects Fund** – (\$5.4M) expenditures related to the purchase, construction, and installation of capital projects as included in the City's Capital Improvement Plan. Revenue sources include transfers from other funds, debt proceeds, or capital grants used to fund these large-scale projects.
- **Stormwater Management Fund*** – (\$785M) financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund*** – (\$5.7M) financial transactions relating to the provision of potable water and sanitary services through the city's systems.

**Enterprise Funds - All costs are supported by fees charged for associated services.*

The budget document itself is presented in a format similar to prior years. Preceding most departmental budgets is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also on this page are "*Performance Indicators*" - statistical data providing a general overview of that department's volume of work; and a review of personnel resources. A change from prior year documents is the inclusion of a five-year plan for equipment, furnishings, fixtures, vehicles and other one-time capital outlays in each department. This information was formerly published in a separate document but is now incorporated into the operating budget document.

FY2018-19 ANNUAL BUDGET - Budget Highlights and Issues

The City of Colonial Heights continues to respond to financial challenges through the effective management of its available resources. The City has continued to evolve and grow services while avoiding operational tax increases, major reductions in services, or job losses.

As we look into the future, increased demands for services, infrastructure replacement and general increases in costs will continue to stretch current financial resources. Efforts have been made to review operating budgets and to enhance revenue projections. This proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

The following is a brief discussion of the primary issues impacting the proposed *FY18-19 Annual Budget*:

General Fund Operating Revenue

The proposed *FY18-19 Annual Budget* has been adjusted downward from previous years to reflect that revenue growth has not kept pace with anticipated projections in the previous two fiscal years. Total General Fund revenue is anticipated to experience a decrease of 1.09% in gross receipts over the current-year budget. While real property taxes, the City's largest source of revenue, are increasing due to the general reassessment performed January 1, 2018, four of the other five top sources of revenue did not meet budget expectations in FY17 and are not projected to do so in FY18. The Finance Department continually monitors these revenue sources and alerted City Management to the concerning trend. In February 2018, the City identified expenditure savings to mitigate the impact of the revenue shortfall for FY2018.

Real Estate Taxes

Although the City's revenue stream continues to be uniquely supported by our retail community, Real Estate and/or Property Taxes still provide the basic foundation for our and most other local governments. This provides assured funding each year for the basic and essential city services. The 2018 city-wide real estate reassessment for existing residential properties grew by an average of just over 3% for the first time since the 2010 general reassessment.

Variable Local Taxes

Personal Property Taxes, Retail Sales & Use Tax, Food Tax, Business Licenses, and Lodging Tax round out the top six revenue sources to the City, in addition to Real Estate Taxes. These sources are somewhat variable as they rely on the economic activity in the City. In the last two years, revenue from these sources has not matched the anticipated growth built into the budget. The proposed FY2018-19 budget adjusts for this slow down and the revenue estimates for these taxes (with the exception of lodging tax) have been revised downward.

The City continues to experience great financial benefits from retail activity in the area; however, the overall stagnant trends in revenue flow, national store closings and reorganizations, and dwindling supply of developable property will continue to impact the growth of these revenue sources in future years.

Staffing

The proposed budget includes full-year funding in FY18-19 for two hundred sixty-one (261) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). Several departments made requests for increased personnel; there are three new positions included within the proposed *FY18-19 Annual Budget*. These include one full-time EMS Firefighter in Fire & EMS, one part-time mechanic in Fleet Maintenance, and one part-time administrative assistant in the Commonwealth's Attorney's office.

While employees are the City's most valuable resource, the revenue shortfall prevented across-the-board increases for City staff in this proposed budget. Health insurance premiums will remain at their FY17-18 levels for both employees and the City. The budget for salary costs did increase when compared to the FY17-18 budget due to the balance of the 2% cost of living adjustment awarded on January 1, 2018. The FY18-19 proposed budget does increase the compensation provided for employees required to be on-call from \$11 to \$15 per shift.

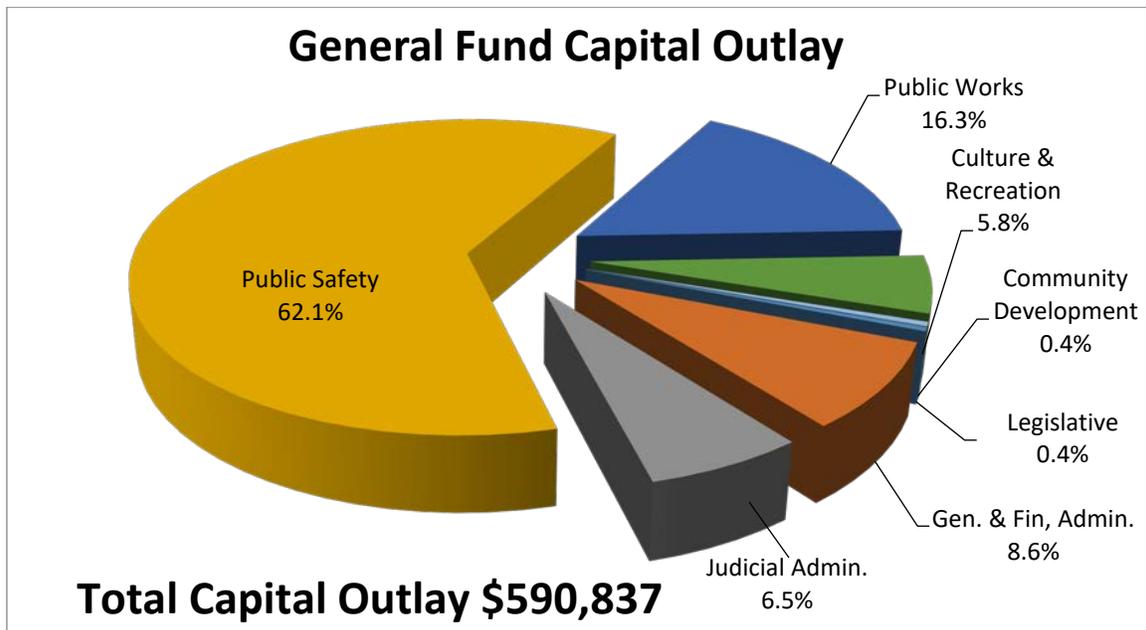
The proposed FY19 budget also includes a significant technical change in the General Fund Budget in that employee benefits will be budgeted and paid out of departmental budgets. In the past, all Social Security, health insurance premiums, Medicare, retirement benefits, group life insurance premiums and disability insurance premiums were paid out of a centralized employee benefits department (1205). Approximately \$5M of employee benefit costs have been disbursed to individual departments so those department totals may more accurately reflect the true costs of services provided to citizens.

Cuts in Departmental Requests for Funding in FY 18-19

As part of the administration’s continued commitment to keep overall costs as efficient as possible, particular emphasis is given to producing a lean budget proposal that includes special attention to line-item expenditures. As such, this final review resulted in cuts of more than \$1.7M from the total amount of funding requested by staff and what is included in the proposed *FY18-19 Annual Budget*. This is not to suggest that any departmental request was unreasonable, but more an illustration that difficult decisions had to be made to ensure the financial integrity of the proposed *FY18-19 Budget* in light of revenue shortfalls.

Capital Outlay

Total capital reinvestment into General Fund Operations for FY18-19 (vehicles, equipment, furniture & fixtures, etc.) is proposed at a total of \$0.6M. This is a significant reduction in comparison with the \$1.0M included in the FY18 budget. Despite the financial constraints, the FY18-19 budget continues the equipment replacement program for computers and most public safety vehicles.



Capital Improvement Plan 2019-2023

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

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

The following projects are included and recommended for funding in the first year of the Capital Improvement Plan. They will be appropriated as part of the FY2018-19 Operating Budget:

- Replacing the Hrouda Pump Station for \$600,000
- Multiple street improvements, many of which are significantly funded by various State and Federal programs
 - Boulevard Enhancement from James Ave. to A Ave.
 - Appomattox River Greenway Trail – Phase 5
 - Boulevard Enhancement A Ave. to Temple Ave.
 - Holly Avenue/ Jamestown Road Pavement Repair
 - Rehabilitation and Preservation of City Bridges
 - Animal Shelter Entrance Improvement Phase 1
- Replacement of the City's Enterprise Resource Planning (ERP) System/Hardware/Meter Replacement for \$1,300,000
- Replacement of the Public Safety Building generator for \$300,000
- Computer Aided Dispatch replacement for \$1,200,000
- Replacement of the Fire Department's Quint for \$1,100,000

Finally, state and federal environmental mandates will significantly increase the need for stormwater capital improvements in the next 5-10 years. The FY18-19 budget includes a number of proposed adjustments to the City's water, sewer, stormwater, and refuse rates in an effort to maintain the financial integrity of these services and prevent the use of general fund sources to subsidize these areas.

Other Miscellaneous Issues

- Employee Health Insurance Costs – Claims during the prior year were significantly lower, resulting in the premiums for FY18-19 staying at the current year levels. The carrier did make a few significant changes to the Key Advantage 250 plan, which will impact a number of employees.
- Debt-issuance- The FY18-19 budget includes initial interest costs on a proposed \$4.5M debt issuance to finance multiple capital projects included in the Capital Improvements Plan (CIP). Of this amount, \$3.9 million will finance general fund projects and \$600,000 will address water and sewer capital needs. Appropriations for planned capital projects in FY18-19 are included as part of this proposed budget and will be included in the ordinances appropriating the budget.

- Fee Changes - The costs charged to the City for wholesale water and wastewater treatment, as well as refuse collection, continue to increase. Additionally, the City faces an aging utility infrastructure which will need significant repair or replacement in the short-term. The proposed budget includes fee adjustments for utility rates, refuse service fee charges, stormwater fees, animal licenses and other fees.

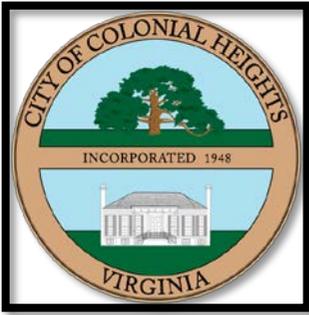
In summation, while the *FY18-19 Annual Budget* anticipates general stability in the local economy, the growth pattern that was anticipated over the past two years proved optimistic in comparison to actual results. The FY18-19 Proposed Budget adjusts these expectations to align with actual collections and sizes the expenditures of the City accordingly.

In spite of ongoing financial challenges, the coming year should be exciting, with significant advances in the City's technological infrastructure enhancing services to our citizens in a variety of areas. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support and this opportunity to serve the citizens of Colonial Heights.

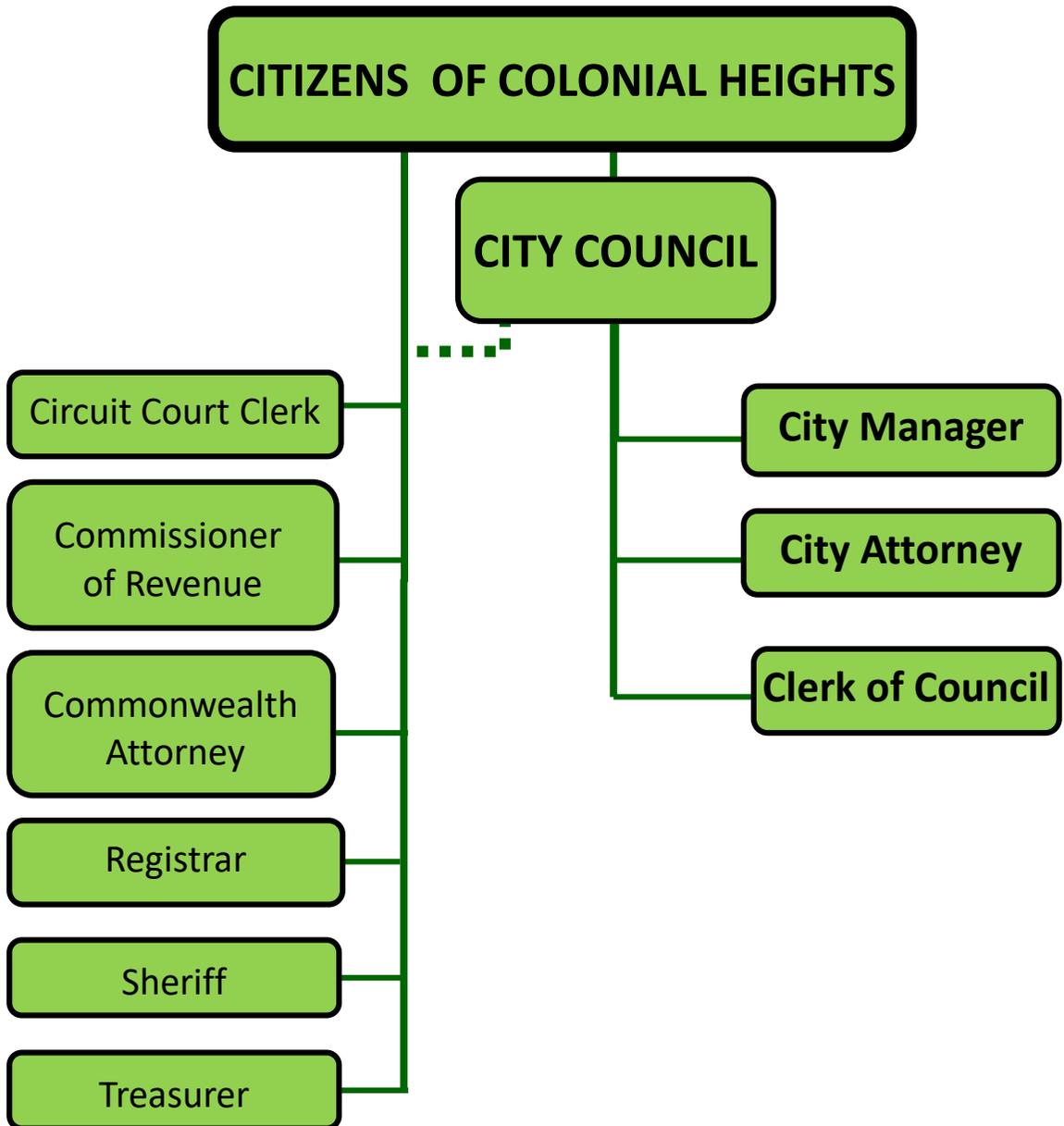
Sincerely,



Douglas E. Smith
City Manager

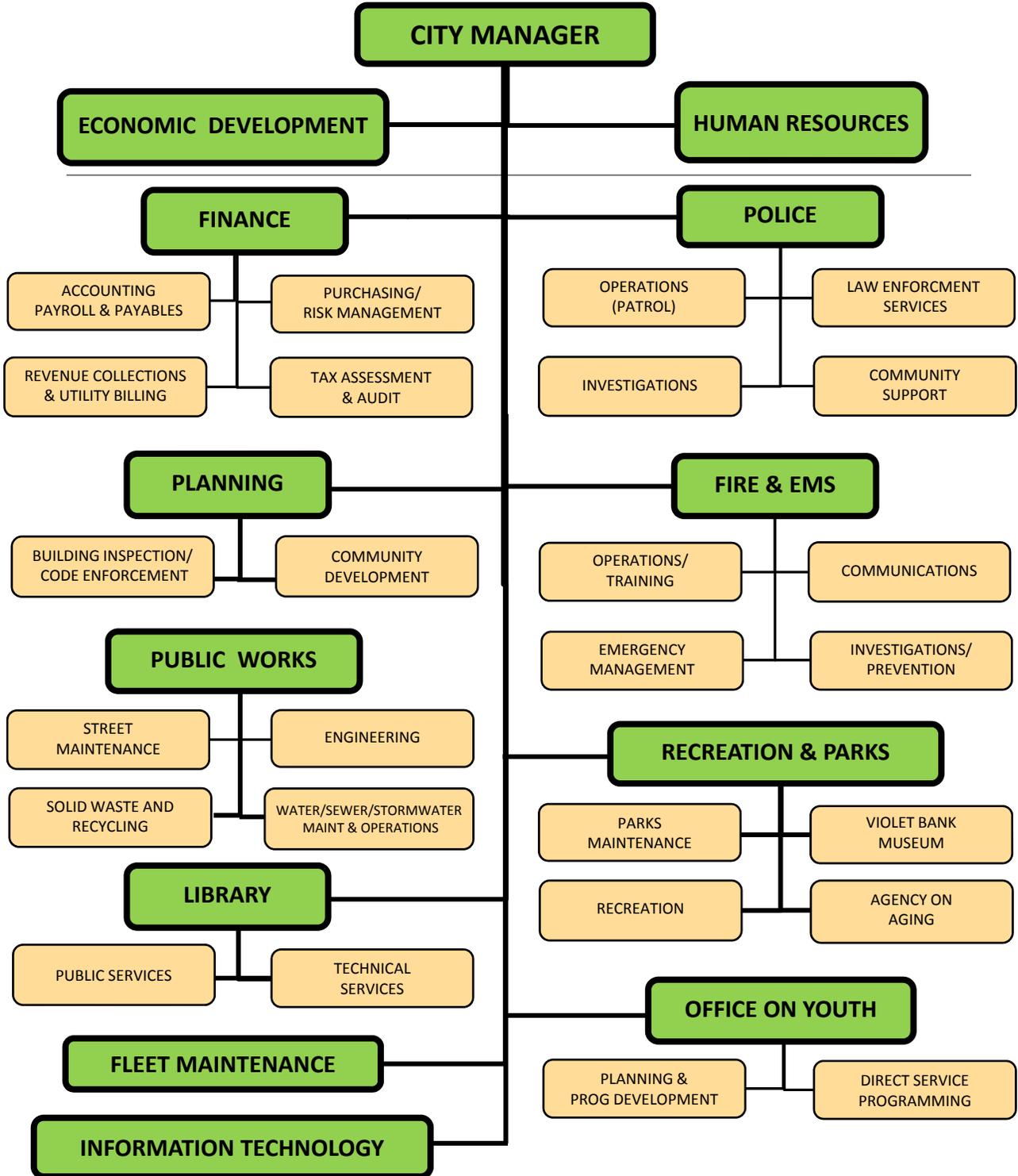


2018-19 City of Colonial Heights Organization Chart





2018-19 CITY OF COLONIAL HEIGHTS OPERATIONS ORGANIZATION CHART





City of Colonial Heights Proposed Budget Calendar For Fiscal Year 2018-2019

NOVEMBER

Monday, November 27, 2017 Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed **2019 Five-Year Capital Program (5YRCP)**

Monday, November 27, 2017 Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed **FY2018-19 Annual Operating Budget**



JANUARY

Monday, January 8, 2018..... Deadline for submission of all requests for inclusion within the proposed 2019 5YRCIP

Monday, January 8, 2018..... Deadline for submission of all requests for funding within the proposed **FY2018-19 Annual Operating Budget**

*Monday, January 29 through
Wednesday, February 20, 2018*..... Review of Departmental 5YRCIP and Annual Budget Requests by City Manager, Director of Finance, and applicable Department Heads and/or Constitutional Officers (as needed)



MARCH

*Monday, March 19 through
Friday, March 26, 2018*..... Preliminary Annual Operating Budget Briefings with City Councilmembers by City Manager and Director of Finance

Tuesday, March 13, 2018 **Presentation of Proposed 2019 Five-Year Capital Improvement Program to Mayor and City Council**
(Regular Council Meeting)

Tuesday, March 20, 2018 City Council 5YRCIP Review/Work Session
(Regular Council Work Session) Decision on Tax Rate Advertisement

Sunday, March 25, 2018 *Publish Notice of Proposed Tax Rates Public Hearing for April 24*



APRIL

Tuesday, April 10, 2018 **Presentation of Proposed FY2018-19 Annual Operating Budget to Mayor & City Council**
(Regular Council Meeting)

Sunday, April 15, 2018 Publish General Budget Summary and Notice of Public Hearings on April 24 on the:

- Proposed 2019 5YR Capital Improvement Program;
- Proposed FY2018-19 Annual Budget (City Charter Requirement)
- Proposed 2018 and 2019 Real Property and personal property tax rates (State Code Requirement)

Tuesday, April 17, 2018 City Council Budget Review/Work Session (*tentative**)
(Regular Council Work Session)

Tuesday, April 24, 2018 Public Hearing on Proposed 2019 5YR Capital Improvement Program

..... Adoption of 2019 Five-Year Capital Improvement Program by Council Resolution

..... Public Hearing on Proposed FY2018-19 Annual Budget (*Special Council Meeting*) (City Charter requirement)

..... Public Hearing on Proposed 2018 and 2019 Real Property and personal property tax rates (State Code requirement)

..... First Reading of Ordinance – FY2018-19 **School Division** Annual Budget

..... First Reading of Appropriations Ordinance Adopting FY2018-19 Annual Operating Budget



MAY

Tuesday, May 1, 2018 City Council Budget Review/Work Session (*tentative**)
(Special Council Work Session)

Tuesday, May 8, 2018 **Second Reading** of Appropriations Ordinance and **Final Adoption** of FY2018-19 Annual Operating Budget
(Regular Council Meeting)

..... Second Reading of Ordinance and Final Adoption of FY2018-19 **School Division** Annual Budget

JUNE

Saturday, June 30, 2018 Deadline established by City Charter for final adoption of *FY2018-19 Annual Operating Budget* (“not later than the last day of the last month of the fiscal year”)



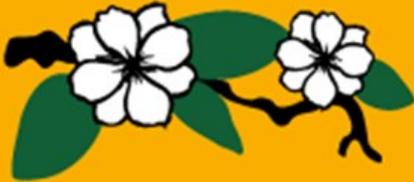
JULY

Sunday, July 1, 2018 Beginning of FY2018-19 Fiscal Year

***Tentative dates for Council Budget Work Sessions. Actual number and schedule for work sessions to be determined by City Council.**

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19
Annual Operating
Budget

Recapitulation

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - REVENUE		ACCOUNT NUMBER SUMMARY						
ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL FUND</u>							
4100	General Property Taxes	\$21,560,377	\$21,391,975	\$22,375,525	\$23,360,747	\$23,324,758	-0.2%	\$23,324,758
4200	Other Local Taxes	16,929,126	17,521,886	17,627,431	18,422,564	18,162,026	-1.4%	18,162,026
4300	Licenses, Permits & Fees	3,541,207	3,766,603	3,487,901	3,958,787	3,677,215	-7.1%	3,677,215
4400	Fines & Forfeitures	505,391	438,930	341,560	457,500	331,720	-27.5%	331,720
4500	Use of Money & Property	165,230	214,373	293,874	301,000	282,958	-6.0%	282,958
4600	Intergovernmental Revenue	6,700,434	6,841,484	7,130,419	7,020,701	7,190,749	2.4%	7,190,749
4700	Charges for Current Services	2,366,690	2,060,405	2,283,602	2,488,316	2,522,157	1.4%	2,522,157
4800	Miscellaneous	9,795,400	3,240,864	12,060,403	1,128,730	1,023,260	-9.3%	1,023,260
	TOTAL GENERAL FUND	\$61,563,855	\$55,476,520	\$65,600,715	\$57,138,346	\$56,514,843	-1.1%	\$56,514,843
	<u>RECREATION FUND</u>							
4700	Charges for Current Services	171,365	175,317	173,430	171,000	161,300	-5.7%	161,300
4800	Miscellaneous	1,590	1,470	269				
	TOTAL RECREATION FUND	\$172,955	\$176,787	\$173,699	\$171,000	\$161,300	-5.7%	\$161,300
	<u>CAPITAL PROJECTS FUND</u>							
4600	Intergovernmental Revenue					427,482	N/A	427,482
4800	Miscellaneous					4,941,870	N/A	4,941,870
	TOTAL CAPITAL PROJECTS FUND					\$5,369,352	N/A	\$5,369,352
	<u>STORMWATER FUND</u>							
4700	Charges for Current Services	396,082	384,930	388,088	400,300	735,000	83.6%	735,000
4800	Miscellaneous					50,000	N/A	50,000
	TOTAL STORMWATER FUND	\$396,082	\$384,930	\$388,088	\$400,300	\$785,000	96.1%	\$785,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>WATER & SEWER FUND</u>							
4700	Charges for Current Services	4,173,532	4,781,069	4,824,131	5,088,493	5,056,300	-0.6%	5,056,300
4800	Nonoperating Revenue	7,875	949	477,995	4,000	604,000	15000%	604,000
	TOTAL WATER & SEWER FUND	\$4,181,407	\$4,782,018	\$5,302,126	\$5,092,493	\$5,660,300	11.1%	\$5,660,300
	<u>SCHOOL FUNDS</u>							
	Federal Funds	\$1,751,485	\$1,846,708	\$2,214,470	\$2,076,288	\$2,125,933	2.4%	\$2,125,933
	State Funds	13,254,427	13,390,541	14,623,781	15,105,509	15,576,792	3.1%	15,576,792
	Other Funds	480,174	501,053	524,697	502,651	479,207	-4.7%	479,207
	City Transfer	19,383,253	20,503,749	20,289,595	21,093,249	21,121,071	0.1%	21,121,071
	Fund Balance	0	0	0	873,371	874,620	0.1%	874,620
	TOTAL SCHOOL FUNDS	\$34,869,339	\$36,242,051	\$37,652,543	\$39,651,068	\$40,177,623	1.3%	\$40,177,623

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department Description	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
<u>LEGISLATIVE</u>								
1011	City Council	\$73,262	\$76,579	\$70,620	\$115,720	\$111,403	-3.7%	\$111,403
1012	Clerk of Council	46,011	48,248	52,229	65,650	91,001	38.6%	91,001
<u>GENERAL & FINANCIAL ADMIN.</u>								
1051	City Manager	\$221,609	\$228,067	\$209,340	\$218,333	\$296,007	35.6%	\$296,007
1052	Human Resources	104,197	95,207	102,391	105,418	134,325	27.4%	134,325
1053	Economic Development	142,766	194,385	190,240	221,958	273,371	23.2%	273,371
1101	City Attorney	209,941	214,329	229,561	230,907	310,934	34.7%	310,934
1152	Commissioner Of Revenue	189,703	193,234	196,142	224,811	286,594	27.5%	286,594
1153	Treasurer	257,165	261,476	90,545	91,747	131,794	43.6%	131,794
1201	Financial Administration	560,747	606,018	571,811	848,424	759,652	-10.5%	759,652
1204	Auditing	95,350	101,235	102,800	100,000	104,500	4.5%	104,500
1205	Employee Benefits	5,300,229	5,368,671	5,180,122	5,736,656	134,290	-97.7%	134,290
1206	Purchasing	126,467	130,304	134,961	148,563	201,009	35.3%	201,009
1207	Insurance & Risk Management	548,941	463,730	446,535	490,500	522,723	6.6%	522,723
1208	Real Estate Assessor	134,976	144,813	140,502	155,843	196,011	25.8%	196,011
1209	Billing & Collections	-	-	177,085	184,565	262,015	42.0%	262,015
1253	Information Technology	170,163	196,039	213,858	259,727	425,851	64.0%	425,851
1301	Electoral Board	16,043	21,996	18,608	22,583	28,251	25.1%	28,251
1302	Registrar	99,912	107,954	105,762	176,947	170,248	-3.8%	170,248
<u>JUDICIAL ADMINISTRATION</u>								
1351	Circuit Court Clerk	\$415,875	\$430,643	\$435,403	\$481,963	\$594,627	23.4%	\$594,627
1353	General District Court	100,106	73,346	41,464	85,514	86,400	1.0%	86,400
1354	Probation	5,697	4,654	4,957	5,884	5,884	0.0%	5,884
1355	Commonwealth's Attorney	548,053	561,952	614,065	588,540	833,556	41.6%	833,556
1356	Sheriff	723,090	819,932	785,222	822,233	1,078,163	31.1%	1,078,163
1357	Incarceration	2,859,916	2,662,633	2,527,136	2,605,000	2,578,000	-1.0%	2,578,000
1358	Drug Courts	57,158	57,000	57,000	57,000	57,000	0.0%	57,000
1359	Community Corrections	101,920	102,314	120,515	117,000	188,500	61.1%	188,500
1360	Victim Witness	69,421	69,790	111,354	128,308	128,472	0.1%	128,472
1361	Juvenile & Domestic Relations Court	1,562	4,492	3,890	16,350	13,850	-15.3%	13,850

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department Description	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
<u>PUBLIC SAFETY</u>								
1401	Police	\$3,855,235	\$4,017,232	\$4,058,680	\$4,055,985	\$5,520,799	36.1%	\$5,520,799
1402	Fire & EMS	3,234,707	3,370,288	3,236,345	3,391,943	4,493,476	32.5%	4,493,476
1403	Emergency Management	55,185	33,358	40,158	34,159	41,315	20.9%	41,315
1404	Communications	1,335,919	1,114,201	1,228,372	1,157,479	1,476,545	27.6%	1,476,545
<u>PUBLIC WORKS</u>								
1451	Public Works Administration	\$166,697	\$163,092	\$168,057	\$245,367	\$322,423	31.4%	\$322,423
1453	Streets	1,124,159	1,223,564	1,634,457	1,704,746	1,964,238	15.2%	1,964,238
1456	Engineering	750,883	680,090	642,048	707,065	805,697	13.9%	805,697
1457	Building Maintenance	505,761	598,052	656,417	595,891	597,944	0.3%	597,944
1458	Fleet Maintenance	289,146	285,316	297,624	286,228	415,844	45.3%	415,844
1459	Solid Waste	482,229	465,553	466,726	675,403	708,776	4.9%	708,776
1460	Recycling	209,710	219,675	215,804	235,707	249,020	5.6%	249,020
<u>HEALTH & SOCIAL SERVICES</u>								
1501	Health	\$196,500	\$223,541	\$236,144	\$242,838	\$256,214	5.5%	\$256,214
1502	Social Services	225,322	254,317	271,339	334,000	337,260	1.0%	337,260
1503	CSA	275,341	419,220	565,507	275,000	375,000	36.4%	375,000
1504	Mental Health	70,000	72,000	72,000	72,000	79,953	11.0%	79,953
<u>CULTURE & RECREATION</u>								
1601	Recreation	\$546,535	\$576,332	\$481,579	\$545,511	\$631,866	15.8%	\$631,866
1602	Community Center	255,615	227,067	241,638	243,053	314,671	29.5%	314,671
1603	Horticulture	74,305	75,571	79,298	101,564	125,283	23.4%	125,283
1604	Parks & Grounds	462,223	457,743	490,824	545,221	673,925	23.6%	673,925
1651	Violet Bank	72,466	76,010	74,517	83,570	109,024	30.5%	109,024
1701	Library	631,580	632,011	658,501	639,421	775,043	21.2%	775,043
<u>COMMUNITY DEVELOPMENT</u>								
1751	Planning	\$192,040	\$178,600	\$219,409	\$223,216	\$270,004	21.0%	\$270,004
1752	Building Inspections	202,113	228,586	220,145	230,056	310,162	34.8%	310,162

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department Description	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
<u>HUMAN SERVICES</u>								
1801	Office On Youth	\$154,182	\$153,207	\$148,540	\$141,053	\$212,071	50.3%	\$212,071
1802	Better Beginnings	2,177	2,134	2,295	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	93,980	88,502	90,128	98,283	98,753	0.5%	98,753
1807	Kids After School	28,971	34,361	30,501	32,000	36,486	14.0%	36,486
1808	Community Development Block Grant	64,703	74,618	80,298	80,000	87,108	8.9%	87,108
<u>NONDEPARTMENTAL</u>								
1901	Contributions & Subsidies	\$131,651	\$102,592	\$107,523	\$112,691	\$81,704	-27.5%	\$81,704
1902	Contingencies & Miscellaneous	132,650	242,924	157,130	418,943	289,800	-30.8%	289,800
<u>DEBT & TRANSFERS</u>								
1951	Principal	\$11,494,122	\$2,783,005	\$2,398,191	\$3,004,973	\$2,551,685	-15.1%	\$2,551,685
1952	Interest	1,190,669	927,997	1,227,076	1,086,421	1,102,782	1.5%	1,102,782
2001	Transfers to Other Funds	19,762,154	21,330,731	31,943,739	21,229,814	21,192,941	-0.2%	21,192,941
TOTAL GENERAL FUND		\$61,449,210	\$54,570,531	\$65,375,129	\$57,138,345	\$56,514,843	-1.1%	\$56,514,843
<u>RECREATION FUND</u>								
4280	Recreation Activities	159,640	152,987	159,148	162,300	161,300	-0.6%	161,300
TOTAL RECREATION FUND		\$159,640	\$152,987	\$159,148	\$162,300	\$161,300	-0.6%	\$161,300
<u>CAPITAL PROJECTS FUND</u>								
6010	ERP System					1,300,000	N/A	1,300,000
6015	Fire Apparatus					1,100,000	N/A	1,100,000
6030	Pub Safety Bldg Generator					300,000	N/A	300,000
6031	CAD Replacement					1,200,000	N/A	1,200,000
6114	App. River Grnwy Ph 5					90,000	N/A	90,000
6237	Blvd Enh- A to Temple					120,000	N/A	120,000
6238	Blvd Enh- James to A					74,352	N/A	74,352
6239	Holly Ave./ Jamestown					30,000	N/A	30,000
6240	City Bridges					185,000	N/A	185,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

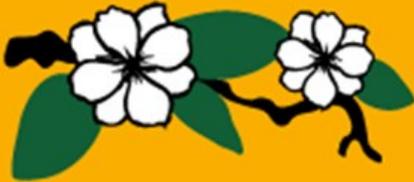
ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department Description	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL PROJECTS FUND (cont.)</u>							
6241	Animal Shelter Entrance					370,000	N/A	370,000
6303	Hrouda Pump Station					600,000	N/A	600,000
	TOTAL CAPITAL PROJECTS FUND					\$5,369,352	N/A	\$5,369,352
	<u>STORMWATER FUND</u>							
7500	Stormwater - MS4	309,066	252,527	342,444	417,867	785,000	87.9%	785,000
	TOTAL STORMWATER FUND	\$309,066	\$252,527	\$342,444	\$417,867	\$785,000	87.9%	\$785,000
	<u>WATER & SEWER OPERATING</u>							
8127	Water Transmission & Distribution	1,528,673	1,563,020	1,538,956	1,618,832	1,661,625	2.6%	1,661,625
8128	Wastewater Treatment	2,707,735	3,234,987	3,454,575	3,105,684	3,714,540	19.6%	3,714,540
8129	Utility Billing	229,756	248,881	287,834	247,143	284,135	15.0%	284,135
	TOTAL WATER & SEWER FUND	4,466,164	5,046,888	5,281,365	4,971,659	5,660,300	13.9%	5,660,300
	<u>SCHOOL FUNDS</u>							
	Instruction	27,698,955	27,728,413	28,224,746	30,381,019	30,666,100	0.9%	30,666,100
	Admin., Att., & Health	1,746,893	1,651,043	1,775,899	1,837,230	1,865,980	1.6%	1,865,980
	Transportation	793,030	764,716	958,290	1,240,651	1,228,767	-1.0%	1,228,767
	Operation & Maint.	3,225,109	3,373,519	3,329,488	3,437,275	3,593,022	4.5%	3,593,022
	Food Service	981,114	1,052,078	990,633	1,053,933	1,092,127	3.6%	1,092,127
	Textbooks	161,890	72,110	114,047	133,826	246,150	83.9%	246,150
	Capital Outlay	287,568	209,865	190,036	255,910	240,269	-6.1%	240,269
	Operating Transfers Out	176,178	151,121	326,060	587,246	583,446	-0.6%	583,446
	Contingency Fund				423,979	511,762	20.7%	511,762
	CIP Reserve				300,000	150,000	-50.0%	150,000
	TOTAL SCHOOL FUNDS	35,070,737	35,002,865	35,909,199	39,651,069	40,177,623	1.3%	40,177,623
	<u>WATER & SEWER CAPITAL</u>							
8127	Water Transmission & Distribution	\$122,871	\$37,298	\$0	\$216,250	\$171,000	-20.9%	\$171,000
8128	Wastewater Treatment	35,887	351,643	232,621	258,000	284,000	10.1%	284,000
8129	Utility Billing	0	15,335	21,592	20,000	20,000	0.0%	20,000
	TOTAL WATER & SEWER CAPITAL	\$158,759	\$404,276	\$254,213	\$494,250	\$475,000	-3.9%	\$475,000

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



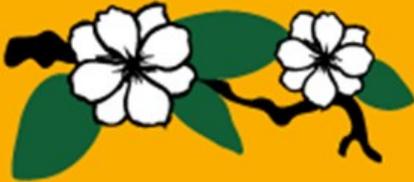
City of Colonial Heights

FY2018-19

Annual Operating Budget

General Fund

SHOP & DINE



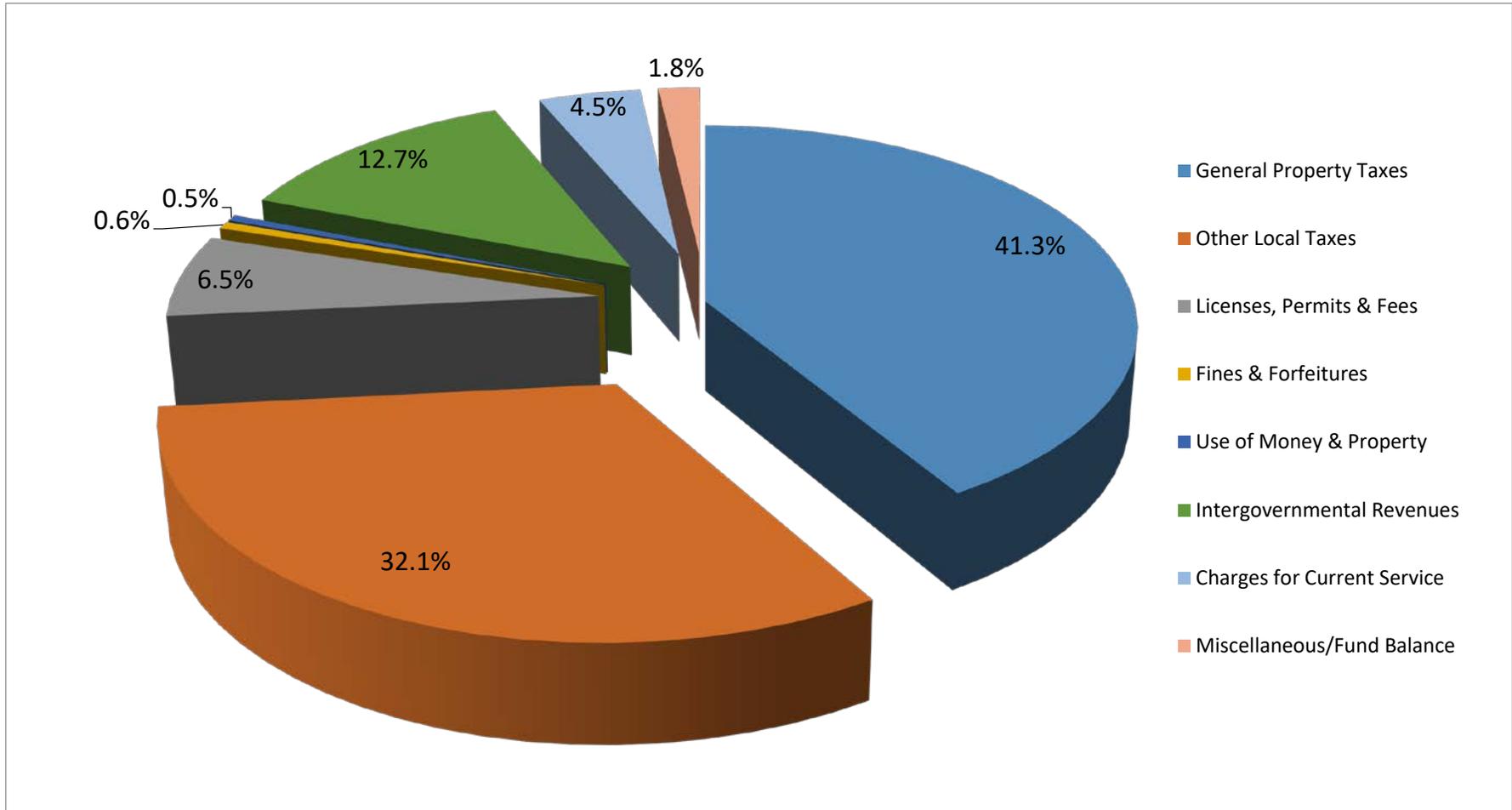
City of Colonial Heights

FY2018-19

Annual Operating Budget

Revenue

GENERAL FUND REVENUES



TOTAL REVENUES \$56,514,843

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

ACCOUNT NUMBER 4100

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL PROPERTY TAXES</u>							
4101	Current Real Estate 1st Half	\$8,668,215	\$8,322,703	\$8,932,014	\$9,153,673	\$9,515,502		\$9,515,502
	Courthouse Increase	\$315,208	302,644	324,800	322,914	\$328,121		\$328,121
4102	Current Real Estate 2nd Half	8,485,738	8,504,937	9,026,997	9,339,373	\$9,541,584		\$9,541,584
	Courthouse Increase	308,572	309,270	328,254	323,157	\$329,020		\$329,020
4105	Current Public Service Tax 1st Half	186,587	229,928	470,460	224,282	223,077		\$223,077
4106	Current Public Service Tax 2nd Half	199,445	205,553	0	224,282	223,077		\$223,077
4110	Machinery & Tools Tax	85,733	65,585	58,619	70,000	70,000		\$70,000
4112	Current Personal Property Tax	2,365,659	2,559,700	2,586,855	2,722,177	2,534,999		\$2,534,999
4113	Delinquent Real Estate	493,776	434,242	286,541	415,889	109,168		\$109,168
4114	Delinquent Personal Property	283,528	282,389	200,641	380,000	282,449		\$282,449
4120	Penalties & Interest	167,917	175,023	160,344	185,000	167,761		\$167,761
	TOTAL	\$21,560,378	\$21,391,974	\$22,375,525	\$23,360,747	\$23,324,758	-0.2%	\$23,324,758

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES

ACCOUNT NUMBER 4200

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OTHER LOCAL TAXES</u>							
4201	Utility Consumer Tax	\$970,265	\$954,476	\$959,147	\$975,000	\$936,765		\$936,765
4202	Bank Stock Taxes	299,594	378,507	393,488	385,000	388,465		388,465
4203	Retail Sales & Use Taxes	7,505,833	7,602,518	7,567,072	7,987,395	7,803,463		7,803,463
4204	Recordation Taxes	182,091	227,146	237,753	230,000	246,186		246,186
4205	Food Tax	5,326,482	5,494,856	5,502,328	5,801,194	5,739,121		5,739,121
	1% Courthouse Portion	994,686	1,098,971	1,100,466	1,160,239	1,147,824		1,147,824
4207	Lodging Tax	956,290	1,074,189	1,210,380	1,161,736	1,268,225		1,268,225
4208	Communications Tax	693,885	691,224	656,797	722,000	631,977		631,977
	TOTAL	\$16,929,126	\$17,521,887	\$17,627,431	\$18,422,564	\$18,162,026	-1.4%	\$18,162,026

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS

ACCOUNT NUMBER 4300

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>LICENSES, PERMITS & FEES</u>							
4301	Business & Occupational License	\$2,822,451	\$3,022,265	\$2,684,636	\$3,175,267	\$2,895,481		\$2,895,481
4302	Bicycle Tags	14	18	10	20	15		15
4303	Motor Vehicle License Fees	509,003	523,278	510,019	530,000	514,100		514,100
4305	Erosion Control Permits		40					
4307	Animal License Fees	11,196	12,084	10,130	12,500	22,274		22,274
4308	Zoning Fees	7,490	7,625	18,990	12,000	11,368		11,368
4311	Electrical Permits	15,168	12,741	23,511	16,000	17,140		17,140
4312	Plumbing Permits	30,740	15,832	47,848	28,000	31,473		31,473
4313	Building Permits	59,340	78,392	81,322	85,000	73,018		73,018
4315	Court Fees	16,521	15,864	15,576	17,000	15,987		15,987
4316	Miscellaneous Fees	33,944	38,467	51,562	38,000	46,324		46,324
4318	Development Fees	4,191	2,325	5,921	4,000	4,146		4,146
4321	Administrative Fees	24,163	27,973	26,183	28,000	36,106		36,106
4325	Credit Card Fees	6,986	9,959	12,404	13,000	9,783		9,783
4326	Attorney Fees		(260)	(210)				
	TOTAL	\$3,541,207	\$3,766,603	\$3,487,901	\$3,958,787	\$3,677,215	-7.1%	\$3,677,215

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

ACCOUNT NUMBER 4400

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FINES & FORFEITURES</u>							
4401	Fines & Forfeitures	\$405,249	\$347,289	\$257,032	\$365,000	\$238,330		\$238,330
4402	Parking Fines & Fees	13,499	13,182	8,792	15,000	7,432		7,432
4403	Alarm Fines & Fees	3,453	4,830	4,303	3,500	5,248		5,248
4405	Jail Administrative Fees	12,848	11,162	11,588	14,000	10,809		10,809
4406	Courthouse Security Fees	70,329	62,454	59,220	60,000	69,901		69,901
4407	Other Jail Fees	13	13	626				
	TOTAL	\$505,391	\$438,930	\$341,560	\$457,500	\$331,720	-27.5%	\$331,720

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY

ACCOUNT NUMBER 4500

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>USE OF MONEY & PROPERTY</u>							
4501	Interest on Investments	(\$2,841)	\$15,711	\$37,281	\$35,000	\$58,995		\$58,995
4502	Rent of Property	11,920	16,797	16,717	16,000	16,049		16,049
4503	Sales of Surplus & Scrap		15	44,134	25,000	1,000		1,000
4506	Rental Fees	156,151	181,851	195,743	225,000	206,914		206,914
4507	Courthouse Sales							
	TOTAL	\$165,230	\$214,374	\$293,874	\$301,000	\$282,958	-6.0%	\$282,958

CITY OF COLONIAL HEIGHTS
2018 -19 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4603	Rolling Stock Taxes	\$5,475	\$5,762	\$5,148	\$5,147	\$5,383		\$5,383
4604	Street Construction & Maintenance	2,422,450	2,519,338	2,611,356	2,663,583	2,731,113		2,731,113
4605	Federal State Welfare Assist	4,457						
4606	Library Funds - State	138,594	141,687	145,797	145,797	146,431		146,431
4608	Probation Recoveries				100			
4609	Anti-Litter Grant	6,357	6,427	6,192	6,192	6,038		6,038
4610	Commissioner of Revenue - Recoveries	83,652	85,969	86,205	89,260	90,984		90,984
4611	Treasurer - Recoveries	87,833	80,262	80,036	72,246	84,259		84,259
4612	Circuit Court - Recoveries	266,989	266,926	290,897	294,048	296,087		296,087
4613	Sheriff - Recoveries	287,354	297,241	293,713	306,686	313,539		313,539
4614	Commonwealth's Attorney - Recoveries	469,025	495,020	488,196	490,653	508,626		508,626
4615	State Board of Election - Reimbursement	35,156	42,542	37,029	36,000	38,242		38,242
4616	Health Department Reimbursement	22,895	24,743	25,058	25,000	24,232		24,232
4619	Department of Fire Programs	63,428	55,182	50,851	55,182	56,487		56,487
4620	Emergency Medical Service Funds (D.M.V.)				17,253			
4621	Law Enforcement Recoveries (H.B. 599)	544,690	561,804	579,872	579,874	615,186		615,186
4622	LEMP Grant	7,500	7,500	7,500	7,500	7,500		7,500
4624	Juvenile Crime Act	75,992	69,080	69,080	69,080	69,080		69,080
4625	Victim Witness Grant	44,645	56,284	116,341	107,898	121,300		121,300
4626	Miscellaneous Grants	5,012	4,210		25,000			
4630	Animal Sterilization Fee	19						
4633	School Resource Grant	369,560	98,339	87,270	87,272	58,080		58,080
4635	FEMA		1,348					
4642	VA Wireless Board	109,085	88,111	109,044	88,111	77,008		77,008
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	68,318	82,719	80,432	80,000	87,108		87,108
4647	Federal Pass Thru Grants			28,179				
4648	State Grants	110,809	92,355	28,855				
4653	CCP Grant			150,000	15,450			
4654	911 Grants	38,450				100,697		100,697
4656	Power Program	9,320	5,266					
	TOTAL	\$7,030,434	\$6,841,484	\$7,130,419	\$7,020,701	\$7,190,749	2.4%	\$7,190,749

CITY OF COLONIAL HEIGHTS
2018 -19 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

ACCOUNT NUMBER 4700

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4702	Refuse fees	1,089,894	962,523	972,808	\$1,171,716	\$1,195,461		\$1,195,461
4704	Recreation Use Charges & Fees	11,181	20,859	5,632	18,000	7,039		7,039
4705	Administrative Service Charges							
	Water	348,394	143,439	104,658	145,000	145,000		145,000
	Sewer		132,205	105,192	135,000	135,000		135,000
	Utility Billing		24,651	42,814	25,000	30,000		30,000
	Storm Water		52,307	49,256	53,000	53,000		53,000
4706	Animal Control Charges	4,632	4,040	3,196	5,000	3,236		3,236
4707	Law Library Fees	3,708	4,232	3,878	4,500	4,874		4,874
4708	Sheriff's Fees	(844)	(1,908)	3,309				
4709	Freon Charges	80	80	160		100		100
4710	Fare Care Subscriptions	39,543	35,082	33,082	40,000	50,000		50,000
4711	EMS Transport Fees	852,529	667,875	944,354	875,000	882,325		882,325
4723	Special Events		20					
4740	Late Payment Penalties	17,223	14,813	15,054	16,000	15,822		15,822
4742	Dishonored Check Fee	350	187	210	100	300		300
	TOTAL	\$2,366,690	\$2,060,405	\$2,283,602	\$2,488,316	\$2,522,157	1.4%	\$2,522,157

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

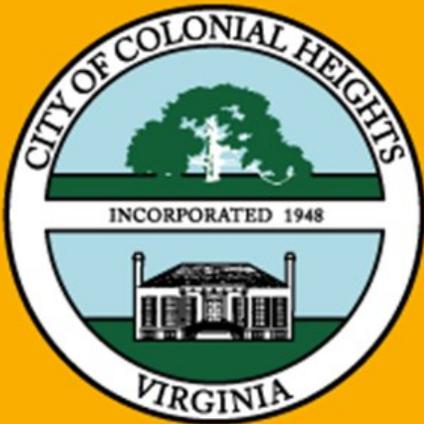
ACCOUNT NAME - MISCELLANEOUS REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>MISCELLANEOUS</u>							
4801	Contributions & Other Sources							
4802	Recoveries & Rebates	\$32,443	\$20,080	\$18,793	\$20,000	\$25,000		\$25,000
4803	Recoveries - Damages to Property							
4805	Sale of Books & Materials	10,000			10,000	10,000		10,000
4807	Transfers In School Fund - Debt	377,274	381,605	456,688	424,081	422,144		422,144
	Transfers In School Fund - School Officers				230,484	248,323		248,323
	Transfers In School Fund - Tussing Debt				163,165	161,302		161,302
	Transfers in School Fund - CSA					140,000		140,000
4809	Transfers in CIP							
4810	Sale of Containers	1,925	1,260	1,150	1,500	1,301		1,301
4811	K-9 Donations	26,559						
4812	Donations - Library	50,099	19,138	4,082		12,000		12,000
4813	Task Force Donation			21				
4817	Grass Cutting Admin Fees	880	4,020	2,660	4,500	3,190		3,190
4818	Donations Animal Shelter		850	250				
4824	Miscellaneous Revenue	125,132	172,543	342,641				
4825	Bond Proceeds	8,424,044		10,285,000				
4826	Sale of Property		2,641,368	30,450				
4828	Bond Premium	625,569		918,669				
4830	Capital Note Proceeds	121,475			275,000			
	TOTAL	\$9,795,400	\$3,240,864	\$12,060,403	\$1,128,730	\$1,023,260	-9.3%	\$1,023,260

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



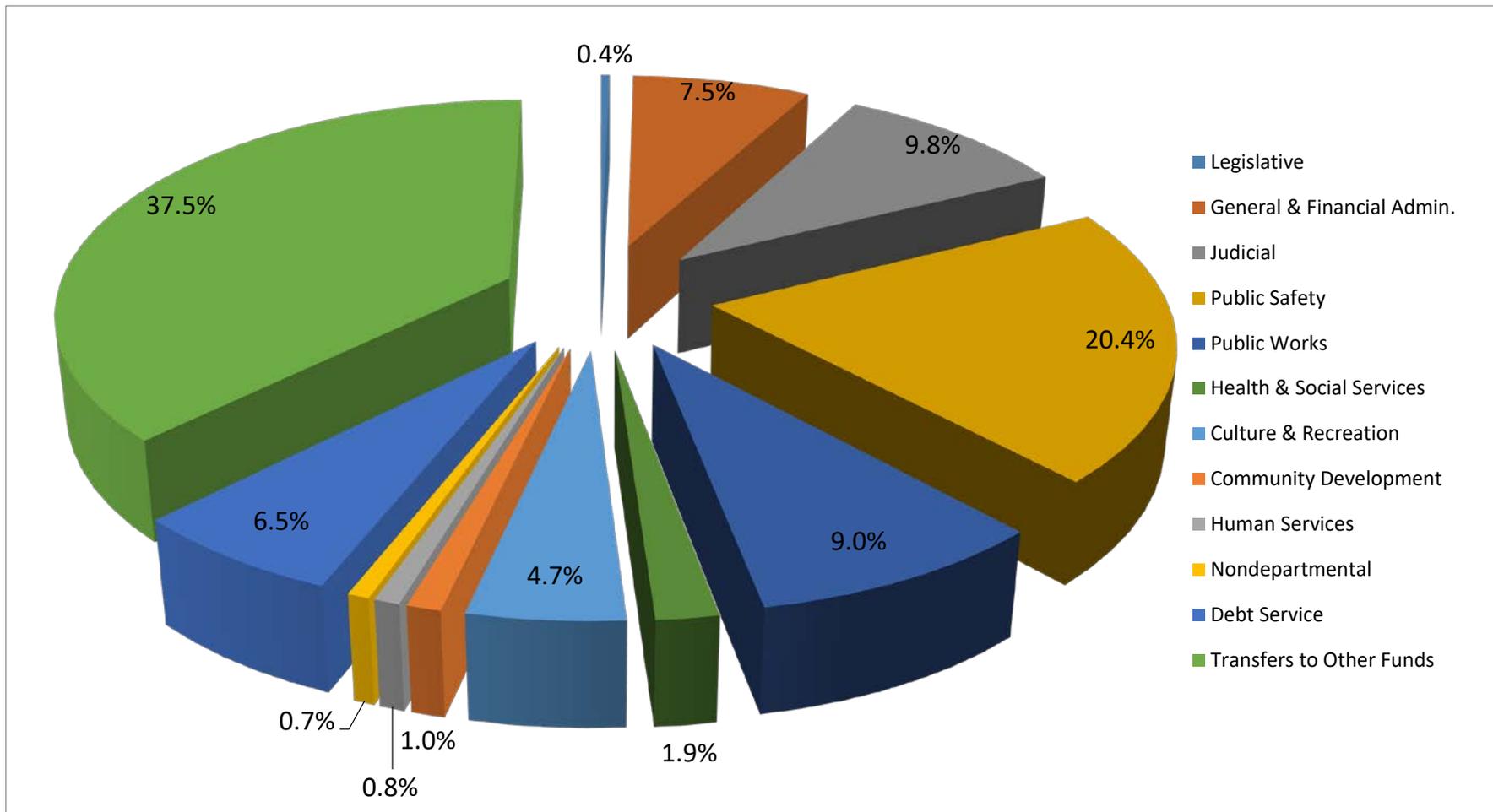
City of Colonial Heights

FY2018-19

Annual Operating Budget

Expenditures

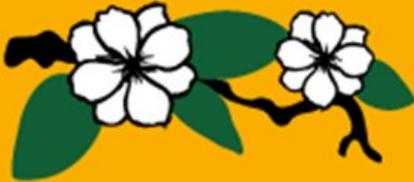
GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES \$56,514,843

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19

Annual Operating Budget

Department Budgets

City Council

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

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

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
City Council Meetings Held	40	39	40	40
Appointments to Boards, Commissions, and Committees	47	58	50	47
Resolutions, Ordinances, and Financial Ordinances Considered	77	113	100	100

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19	Diff.
Mayor	L	Salary	1.00	1.00	0.00
Vice Mayor	L	Salary	1.00	1.00	0.00
Councilmember	L	Salary	5.00	5.00	0.00
			7.00	7.00	0.00

L=Legislative

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CITY COUNCIL

ACCOUNT NUMBER 1011

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$45,998	\$45,500	\$46,000	\$71,000	\$71,001		\$71,001
5125	FICA					5,432		5,432
	Total Personal Services	45,998	45,500	46,000	71,000	76,433	7.7%	76,433
	<u>OPERATING EXPENSES</u>							
5201	Advertising	4,201	6,492	3,949	6,000	6,000		6,000
5203	Professional & Special Services	1,526	4,333	1,808	4,000	4,000		4,000
5206	Dues & Subscriptions	1,489	1,489	1,489	1,575	1,575		1,575
5209	Maintenance - Electronics	324	460	690	500	500		500
5221	Postage	358	315	304	625	625		625
5223	Telephone	5,193	4,365	4,199	4,320	4,320		4,320
5225	Travel & Vocational Training	6,620	7,940	6,710	8,500	8,500		8,500
5242	Printing, Supplies & Materials	4,840	3,499	5,471	4,200	4,200		4,200
5254	Contingencies & Reserve	2,713	2,186		4,300	4,300		4,300
	Total Operating Expenses	27,264	31,079	24,620	34,020	34,020	0.0%	34,020
	<u>CAPITAL OUTLAY</u>							
5504	Office Equipment				7,700			
5516	Electronic Equipment				3,000	950		950
	Total Operating Expenses				10,700	950	-91.1%	950
	TOTAL	\$73,262	\$76,579	\$70,620	\$115,720	\$111,403	-3.7%	\$111,403

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Replacement iPad for Piotrowski	450		\$ 450
Replacement laptop for Council Chambers	500		\$ 500

Total Operating Capital Outlay - FY2018-19 \$ 950

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Replacement 42" television for Council Chambers	400		\$ 400

Total Operating Capital Outlay - FY2018-19 \$ 400

Fiscal Year:

FY2020-21

Replacement 42" television for Council Chambers	400		400
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Total Operating Capital Outlay - FY2020-21 \$ 400

Fiscal Year:

FY2021-22

Replacement iPad for Cherry, Green, Frenier	450		1,350
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Total Operating Capital Outlay - FY2021-22 \$ 1,350

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:
FY2022-23

Replacement iPad for Kochuba, Wood, Luck	450	1,350
Replacement 42" television for Council Chambers	400	400

Total Operating Capital Outlay - FY2022-23 \$ 1,750

City Clerk

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

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

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

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	19	27	25	25
City Council Documents Prepared	12	30	25	25
Letters of Appointment to Boards, Commissions, and Committees	47	58	50	47
Resolutions/ Ordinances Considered	77	113	100	100

Personnel Resources

City Clerk's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Clerk of Council	FT	Salary	1.00	1.00	0.00
			1.00	1.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CITY CLERK

ACCOUNT NUMBER 1012

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$36,014	\$41,638	\$46,885	\$47,500	\$51,357		\$51,357
5103	Temporary & Seasonal Help	216	90	0	1,500	1,500		1,500
5125	FICA					4,044		4,044
5130	VRS					6,923		6,923
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					673		673
5150	Health Insurance					11,400		11,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	36,230	41,728	46,885	49,000	75,931	55.0%	75,931
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	425	148	0	4,000	3,000		3,000
5206	Dues & Subscriptions	175	190	415	315	315		315
5209	Maintenance - Electronics	324	360	360	324	324		324
5216	Maintenance - Office Equipment		178	0	500	500		500
5221	Postage	95	73	113	525	525		525
5223	Telephone	2,000	2,542	1,886	1,956	1,956		1,956
5225	Travel & Vocational Training	2,097	1,852	1,254	5,700	4,500		4,500
5242	Printing, Supplies & Materials	3,415	1,177	1,316	2,500	2,500		2,500
5248	Books & Publications				200	200		200
	Total Operating Expenses	8,531	6,520	5,344	16,020	13,820	-13.7%	13,820
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment							
5516	Electronic Equipment	1,250			630	1,250		1,250
	Total Capital Outlay Expenses	1,250			630	1,250	98.4%	1,250
	TOTAL	\$46,011	\$48,248	\$52,229	\$65,650	\$91,001	38.6%	\$91,001

City of Colonial Heights, Virginia

2018-19 - Five Year Plan- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Replace existing computer with Lenovo Think Center AIO i5, to include Microsoft required license	1,250		1,250

Total Operating Capital Outlay - FY2018-19 \$ 1,250

Fiscal Year:

FY2019-20

Replacement HP Copier, printer, scanner	320		320
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Total Operating Capital Outlay - FY2019-20 \$ 320

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 \$ -

City Manager

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

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

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

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

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

Performance Indicators	FY 17-18 Projected	FY 18-19 Projected
City Council Meetings Held	37	37
Parade/Demonstration Permits	5	5

Personnel Resources

City Manager’s Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER 1051

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$199,486	\$204,743	\$173,870	\$201,672	\$207,060		\$207,060
5105	Overtime			\$118				
5125	FICA					14,441		14,441
5130	VRS					27,912		27,912
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,712		2,712
5150	Health Insurance					25,662		25,662
5160	Disability Insurance					906		906
5170	Unemployment Insurance					69		69
	Total Personal Services	199,486	204,743	173,988	201,672	278,762	38.2%	278,762
	<u>OPERATING EXPENSES</u>							
5201	Advertising	548	252	258	650	650		650
5203	Prof & Spec Serv			325		500		500
5206	Dues & Subscriptions	1,999	1,924	1,664	2,200	2,400		2,400
5209	Maintenance - Electronics	636	720	720	636	720		720
5221	Postage	73	200	75	75	75		75
5223	Telephone	4,288	4,151	3,917	4,300	4,200		4,200
5225	Travel & Vocational Training	4,586	6,962	8,438	4,500	5,000		5,000
5226	Automobile Allowance	6,000	6,000	1,000				
5242	Printing, Supplies, & Materials	2,362	1,083	3,287	2,000	2,700		2,700
5254	Contingencies & Reserve	494	828	541	650	1,000		1,000
5276	Relocation			11,675				
	Total Operating Expenses	20,986	22,120	31,900	15,011	17,245	14.9%	17,245
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment				1,650			
5516	Electronic Equipment	1,137	1,204	3,452				
	Total Capital Expenses	1,137	1,204	3,452	1,650		-100.0%	
	TOTAL	\$221,609	\$228,067	\$209,340	\$218,333	\$296,007	35.6%	\$296,007

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

Fiscal Year:
FY2018-19

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2018-19 \$ -

Fiscal Year:
FY2019-20

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2019-20 \$ -

Fiscal Year:
FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
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No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:
FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Inner Office Desktop Printer	1,500		\$ 1,500
Replace desktop Printer for internal office use			

Total Operating Capital Outlay - FY2021-22 \$ 1,500

Fiscal Year:
FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Office Computers (2)	3,000	400	\$ 3,000
Replace 2 Office Computers			
Total Operating Capital Outlay - FY2022-23 ...			\$ 3,000
Annual Maintenance & Operations Cost			\$ 400

Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of approximately two hundred sixty-one (261) full-time and various part-time/seasonal staff.

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

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

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

The Department of Human Resources is currently staffed by just the one position, but also receives general administrative support from the Executive Assistant in the City Manager's office.

Performance Indicators	FY 15 - 16 Actual	FY 16 - 17 Actual	FY 17-18 Projected	FY 18-19 Projected
Total Recruitments	52	35	34	36
Total Applicants	2,944	1,731	2,499	2,400
Total Workers' Compensation Reports	33	28	28	25
OSHA Summary Log Totals	13	10	10	11

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017 - 18	FY 2018 - 19 Proposed	Diff.
Director of Human Resources	FT	Salary	1.00	1.00	0.00
			1.00	1.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER 1052

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$77,905	\$79,224	\$81,053	\$81,053	\$82,674		\$82,674
5125	FICA					6,325		6,325
5130	VRS					11,144		11,144
5145	Group Life Insurance					1,083		1,083
5150	Health Insurance					8,400		8,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	77,905	79,224	81,053	81,053	109,660	35.3%	109,660
	<u>OPERATING EXPENSES</u>							
5201	Advertising	14,881	6,081	7,505	10,000	10,000		10,000
5203	Professional & Special Services	4,765	4,765	4,765	5,565	5,565		5,565
5206	Dues & Subscriptions	1,896	620	2,388	3,225	3,525		3,525
5209	Maintenance - Electronics	324	360	360	324	324		324
5221	Postage	85	261	84	350	350		350
5223	Telephone	2,005	1,973	2,006	2,076	2,076		2,076
5225	Travel & Vocational Training	486	606	519	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,850	1,317	3,442	1,425	1,425		1,425
5248	Books & Publications			269	400	400		400
	Total Operating Expenses	26,292	15,983	21,338	24,365	24,665	1.2%	24,665
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment							
	Total Operating Expenses							
	TOTAL	\$104,197	\$95,207	\$102,391	\$105,418	\$134,325	27.4%	\$134,325

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2018-19

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

Total Operating Capital Outlay - FY2018-19 \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Printer	400	-	400
<i>Replacement; Routine upgrade of departmental computer printer for Director of Human Resources; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service.</i>			

Total Operating Capital Outlay - FY2019-20 \$ 400

Annual Maintenance & Operations Cost ... \$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for departmental public kiosk; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2020-21 \$ 1,244

Annual Maintenance & Operations Cost ... \$ 200

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for Director of Human Resources; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			

Total Operating Capital Outlay - FY2021-22	\$ 1,244
Annual Maintenance & Operations Cost	\$ 200

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablet	430	492	\$ 430
<i>Replacement; Routine upgrade of departmental computer printer for Director of Human Resources under 5 Year lifecycle; provides digital/mobile technology to access information and improve communications (includes: tablet/aircard = \$430; apps and maintenance costs = \$492).</i>			

Total Operating Capital Outlay - FY2022-23	\$ 430
Annual Maintenance & Operations Cost	\$ 492

Economic Development/Economic Development Authority

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

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing.

Performance Indicators	FY 15- 16 Actual	FY 16 - 17 Actual	FY 17 - 18 Projected	FY 18-19 Projected
Existing Business Visits	8	9	14	14
Site/Bldg. Submissions	7	5	6	6
Prospect Requests	11	10	16	16
Economic Dev. Authority Mtgs.	3	4	4	4
Trade Shows/Marketing Missions	1	1	2	2

Personnel Resources

Economic Development

Classification Title	Status *	Hourly/ Salary	Authorized Positions		
			FY 2017-18	FY 2018-19 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Economic Dev. Specialist	FT#	Salary	.25	.50	0.25
			1.25	1.50	0.25

FT = Full Time PT = Part Time

Position shared with Planning Department

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER 1053

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$76,606	\$87,964	\$89,995	\$89,995	\$102,937		\$102,937
5125	FICA					7,875		7,875
5130	VRS					13,876		13,876
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,348		1,348
5150	Health Insurance					14,370		14,370
5160	Disability Insurance							
5170	Unemployment Insurance					52		52
	Total Personal Services	76,606	87,964	89,995	89,995	140,458	56.1%	140,458
	<u>OPERATING EXPENSES</u>							
5201	Advertising	3,312	7,807	5,884	10,000	8,000		8,000
5203	Professional & Special Services	6,239	11,603	1,917	20,000	20,000		20,000
5206	Dues & Subscriptions	2,025	1,759	2,173	2,400	2,400		2,400
5209	Maintenance - Electronics	324	710	360	800	800		800
5221	Postage	37	67	61	250	200		200
5223	Telephone		1,831	1,861	2,000	2,000		2,000
5225	Travel & Vocational Training	3,764	3,998	5,369	6,500	5,500		5,500
5226	Automobile Allowance	3,600	3,600	3,600	3,600	3,600		3,600
5242	Printing, Supplies, & Materials	1,859	1,833	807	3,200	2,200		2,200
5270	Tourism Matching Funds	45,000	45,000	45,000	45,000	45,000		45,000
5805	Virginia Gateway Region		28,213	33,213	38,213	43,213		43,213
	Total Operating Expenses	66,160	106,421	100,245	131,963	132,913	0.7%	132,913
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment							
	Total Capital Outlay							
	TOTAL	\$142,766	\$194,385	\$190,240	\$221,958	\$273,371	23.2%	\$273,371

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

Fiscal Year:

FY2018-19

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2018-19 \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for Director of Economic Development; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 \$ 1,244

Annual Maintenance & Operations Cost..... \$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 \$ -

City Attorney

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

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

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

Other substantive areas involving the City Attorney Office’s time and resources include representing the City and its agencies in litigation, personnel disputes, purchasing and risk management, zoning and land use matters, contract disputes, municipal finance, environmental law, and local government taxation. The City Attorney also supervises work performed by outside legal counsel and updates the Colonial Heights City Code on a semi-annual basis.

The City Attorney’s Office includes support staff in the form of one Paralegal position.

Performance Indicators	FY 15 – 16 Actual	FY 16 – 17 Actual	FY 17 – 18 Projected	FY 18 – 19 Projected
Drafting of Council Ordinances & Resolutions	115	118	115	115
Attending School Board Meetings (includes School Board Agenda Meetings)	30	30	30	30
Recordation of Deeds and Easements Prepared by this Office	40	44	40	30

Personnel Resources

City Attorney’s Office			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.
City Attorney	FT	Salary	1.00	1.00	0.00
Paralegal	FT	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER 1101

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$189,432	\$195,462	\$206,422	\$203,351	\$208,526		\$208,526
5103	Temporary & Seasonal Help				800	800		800
5125	FICA					14,551		14,551
5130	VRS					28,109		28,109
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,732		2,732
5150	Health Insurance					27,360		27,360
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	189,432	195,462	206,422	204,151	282,147	38.2%	282,147
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,750	4,535	7,331	7,000	7,000		7,000
5206	Dues & Subscriptions	6,055	4,449	4,273	5,500	5,600		5,600
5209	Maintenance - Electronics	636	720	750	720	720		720
5216	Maintenance & Equipment	94			200	200		200
5221	Postage	101	150	133	250	250		250
5223	Telephone	2,427	2,912	2,916	3,520	3,520		3,520
5224	Other Services & Charges	87	188	112	300	300		300
5225	Travel & Vocational Training	558	2,334	3,490	6,866	6,866		6,866
5242	Printing, Supplies, & Materials	1,178	2,046	3,165	2,200	2,200		2,200
5248	Books & Publications			104	200	200		200
	Total Operating Expenses	15,886	17,334	22,274	26,756	26,856	0.4%	26,856
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment	4,623				687		687
5516	Electronic Equipment		1,533	865		1,244		1,244
	Total Operating Expenses	4,623	1,533	865		1,931	N/A	1,931
	TOTAL	\$209,941	\$214,329	\$229,561	\$230,907	\$310,934	34.7%	\$310,934

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2018-19

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for CA-Legal Assistant; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Chairs (3)	229	-	\$ 687
<i>Replacement; Routine upgrade of departmental office furniture; will replace three office side chairs that have exceeded useful life; essential for maintaining existing service levels</i>			
Total Operating Capital Outlay - FY2018-19			\$ 1,931
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2019-20

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for City Attorney; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Total Operating Capital Outlay - FY2019-20			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 **\$ -**

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:
FY2021-22
No Capital Needs Currently Identified for this Fiscal Year
Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:
FY2022-23
No Capital Needs Currently Identified for this Fiscal Year
Total Operating Capital Outlay - FY2022-23 \$ -

Commissioner of the Revenue

The Commissioner of the Revenue is an elected city official responsible for administering the assessments, licenses, and permits for businesses and individuals in the City. These include personal and business property taxes, business licenses, machinery & tools, Bank Franchise and Public Service taxes, and local excise taxes such as meals and lodging and others as required by City Council and in accordance with the laws and statutes of the City and Commonwealth. The Commissioner's office also assists citizens with filing of their state income taxes. In addition, all applications for real estate tax relief are administered by the Commissioner's office, to include 100% veteran, elderly and disabled.

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

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

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

Performance Indicators	CY 15 Actual	CY 16 Actual	CY 17 Actual	CY 18 Projected
TPP Items*	19,377	18,922	19,066	20,000
Business License	1,672	1572	1515	1575
Food/Lodging Tax	121	120	116	118
State Income Tax	875	775	488	400

*Information provided on a fiscal year basis in prior budgets.

Personnel Resources

Commissioner of Revenue			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Commissioner	FT	Salary	1.00	1.00	0.00
Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			4.00	4.00	0.00
Clerk	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - COMMISSIONER OF THE REVENUE

ACCOUNT NUMBER 1152

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$159,283	\$165,040	\$168,771	\$168,771	\$172,148		\$172,148
5103	Temporary & Seasonal Help	6,192	7,805	5,268	5,040	5,040		5,040
5105	Overtime	705	52	523	3,000	3,000		3,000
5601	Accumulated Leave Pay							
5125	FICA					13,784		13,784
5130	VRS					23,206		23,206
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,255		2,255
5150	Health Insurance					37,410		37,410
5160	Disability Insurance					613		613
5170	Unemployment Insurance					138		138
	Total Personal Services	166,180	172,897	174,562	176,811	257,594	45.7%	257,594
	<u>OPERATING EXPENSES</u>							
5201	Advertising	393	282	245	750	750		750
5203	Professional & Special Services	597	1,876	2,855	3,000	3,000		3,000
5206	Dues & Subscriptions	455	717	550	650	650		650
5209	Maintenance - Electronics	1,062	1,080	1,080	2,300	2,600		2,600
5221	Postage	5,648	5,381	4,898	8,000	6,500		6,500
5223	Telephone	6,460	4,804	4,802	5,500	5,500		5,500
5225	Travel & Vocational Training	633	806	980	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	6,469	5,391	4,989	9,000	7,500		7,500
	Total Operating Services	21,717	20,337	20,399	31,200	28,500	-8.7%	28,500
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment	704				500		500
5516	Electronic Equipment	1,102		1,181	16,800	0		0
	Total Capital Outlay	1,806		1,181	16,800	500	-97.0%	500
	TOTAL	\$189,703	\$193,234	\$196,142	\$224,811	\$286,594	27.5%	\$286,594

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF REVENUE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desk Chairs (2)	250		\$ 500
<i>Replacement of existing due to normal wear and tear. Essential for maintaining existing service levels</i>			

Total Operating Capital Outlay - FY2018-19 \$ 500

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer	500	-	\$ 500
<i>Replacement of existing network printer based on normal life expectancies. essential for maintaining existing service levels</i>			

Desk Chairs (2)	250		\$ 500
<i>Replacement of existing based on normal wear and tear. Essential for maintaining existing service levels</i>			

Total Operating Capital Outlay - FY2019-20 \$ 1,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer (2)	1,200		\$ 2,400
<i>Replacement; Upgrade of green bar printers and other track pull type paper currently used in two departmental locations; existing equipment is obsolete and supported by different types of software that is not compatible with each other; consolidation can be accomplished by upgrading current software; service level enhancement</i>			

Total Operating Capital Outlay - FY2020-21 \$ 2,400

Annual Maintenance & Operations Cost \$ -

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF REVENUE

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer stations with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2022-23 \$ 2,488

Annual Maintenance & Operations Cost \$ 400

Treasurer

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Sheriff's Service Fees			35	40
City Processed State Income Tax	174	165	150	140
State Estimated Tax (Vouchers/Installments)	741	660	628	600

Personnel Resources

Treasurer's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 17-18	FY 2018-19 Proposed	Diff.
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	1.00	0.00
			2.00	2.00	.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER 1153

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$203,709	\$201,809	\$84,779	\$84,572	\$86,263		\$86,263
5103	Temporary & Seasonal Help	2,682	2,888	57				
5105	Overtime	1,557	1,729					
5125	FICA					6,599		6,599
5130	VRS					11,628		11,628
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,130		1,130
5150	Health Insurance					20,340		20,340
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	207,948	206,426	84,836	84,572	126,029	49.0%	126,029
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,099	800					
5202	Annual Audit Fee		6,600					
5203	Professional & Special Services	1,290	(192)		100			
5206	Dues & Subscriptions	1,105	1,649	311	600	600		600
5209	Maintenance - Electronics	2,257	2,520	720	750	750		750
5216	Maintenance - Equipment	717	1,812		100			
5221	Postage	25,123	24,893	35	25	15		15
5223	Telephone	4,341	4,400	1,826	1,900	1,900		1,900
5224	Other Services & Charges	446	288	280	250			
5225	Travel & Vocational Training	1,999	2,411	1,476	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	9,227	7,672	784	700	700		700
5285	Cash Over/Short	56	468					
	Total Operating Services	47,660	53,321	5,432	5,925	5,465	-7.8%	5,465
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			277	1,250	300		300
	Total Capital Outlay			277	1,250	300	-76.0%	300
	TOTAL	\$255,608	\$259,747	\$90,545	\$91,747	\$131,794	43.6%	\$131,794

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
High Capacity Shredder	300	-	\$ 300
<i>Replacement; Current shredder is not sufficient for office volume.</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 300**

Annual Maintenance & Operations Cost **\$ -**

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
Calculator	200	-	\$ 200
<i>Replacement; will replace calculator over 5 year life cycle</i>			

Total Operating Capital Outlay - FY2019-20 **\$ 2,688**

Annual Maintenance & Operations Cost **\$ 400**

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Currently Identified for this Fiscal Year			

Total Operating Capital Outlay - FY2020-21 **\$ -**

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2021-22

Printer **400** - **\$ 400**

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

Total Operating Capital Outlay - FY2021-22 \$ 400

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 \$ -

Finance

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

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

The day-to-day duties of Department of Finance include procurement of all goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering the cash management and investment programs; administering all City billing and collection processes and maintaining the records of the City's fixed assets. Other duties include maintaining financial accounting records in an accurate and efficient manner and assisting with the preparation of annual audit reports. The Department of Finance also coordinates the sale of bonds for long term financing as needed for capital projects.

The City's Real Estate Assessor's Office, working under the direction of the Director of Finance, is responsible for assessment and equalization of assessments of all real estate, taxable and tax exempt, located within the corporate limits of the city.

Performance Indicators	FY 15-16 Actual	FY 16 - 17 Actual	FY 17-18 Projected	FY 18-19 Projected
A/P Checks Issued	5,682	5,218	5,800	6,000
Payroll Checks and Direct Deposits Processed	8,834	9,135	9,150	9,200
Purchase Orders and Check Requests Issued	4,370	3,958	4,200	4,500
Sealed Bids/Proposals Issued	17	10	13	12
New Construction & Growth	6,721,900	902,300	3,500,000	5,000,000
Transfers in Property Ownership	502	570	550	520

Personnel Resources

Finance Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-2018	FY 2018-19 Proposed	Diff.
Director of Finance	FT	Salary	1.00	1.00	0.00
Deputy Director of Finance	FT	Salary	1.00	1.00	0.00
Accountant	FT	Salary	1.00	1.00	0.00
Financial Specialists	FT	Salary	4.00	4.00	0.00
Financial Technicians	FT	Salary	3.00	3.00	0.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Revenue Supervisor	FT	Salary	1.00	1.00	0.00
Customer Billing Supervisor	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
*FT = Full Time PT = Part Time			18.00	18.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER 1201

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$458,436	\$465,092	\$382,145	\$441,674	\$477,976		\$477,976
5103	Temporary & Seasonal Help	1,572	250	23,264	1,200	1,000		1,000
5105	Overtime			241	400	400		400
5601	Accumulated Leave Payable		1,074	31,665				
5125	FICA					35,941		35,941
5130	VRS					63,787		63,787
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					6,261		6,261
5150	Health Insurance					60,974		60,974
5160	Disability Insurance							
5170	Unemployment Insurance					275		275
	Total Personal Services	460,008	466,416	437,315	443,274	646,614	45.9%	646,614
	<u>OPERATING EXPENSES</u>							
5201	Advertising			10		250		250
5203	Professional & Special Services	1,030	1,036	2,356	1,000	500		500
5206	Dues & Subscriptions	1,183	865	450	1,000	1,000		1,000
5209	Maintenance - Electronics	2,292	2,600	2,520	2,500	2,600		2,600
5221	Postage	2,976	2,883	2,841	3,000	3,000		3,000
5223	Telephone	6,975	6,976	7,066	7,000	7,300		7,300
5225	Travel & Vocational Training	3,739	3,481	2,415	3,600	4,200		4,200
5242	Printing, Supplies, & Materials	11,450	11,728	8,257	10,500	10,500		10,500
5260	Software Maintenance	70,476	74,800	77,022	75,000	81,200		81,200
	Total Operating Services	100,121	104,369	102,937	103,600	110,550	6.7%	110,550
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	618	35,233	31,559	301,550	2,488		2,488
	Total Capital Outlay	618	35,233	31,559	301,550	2,488	-99.2%	2,488
	TOTAL	\$560,747	\$606,018	\$571,811	\$848,424	\$759,652	-10.5%	\$759,652

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2018-19	\$ 2,488
Annual Maintenance & Operations Cost	\$ 400

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2019-20	\$ 2,488
Annual Maintenance & Operations Cost	\$ 400

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

FY2021-22	\$ 1,244
Annual Maintenance & Operations Cost	\$ 200

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2021-22 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER 1206

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$118,517	\$120,579	\$123,363	\$123,363	\$125,830		\$125,830
5105	Overtime				300			
5125	FICA					9,626		9,626
5130	VRS					16,962		16,962
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,648		1,648
5150	Health Insurance					16,800		16,800
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	118,517	120,579	123,363	123,663	170,935	38.2%	170,935
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,025	820	702	800	800		800
5203	Professional & Special Services	(52)			100	100		100
5206	Dues & Subscriptions	285	285	285	300	300		300
5209	Maintenance - Electronics	636	720	720	700	700		700
5216	Maintenance - Equipment	13,099	7,105	5,524	15,000	14,000		14,000
5221	Postage	103	82	55	200	200		200
5223	Telephone	(9,233)	511	1,673	1,500	1,500		1,500
5224	Other Services & Charges				2,000	2,000		2,000
5225	Travel & Vocational Training	51	119		800	1,800		1,800
5242	Printing, Supplies, & Materials	2,036	83	2,639	3,500	3,500		3,500
	Total Operating Expenses	7,950	9,725	11,598	24,900	24,900	0.0%	24,900
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					5,174		5,174
	Total Capital Outlay					5,174	N/A	5,174
	TOTAL	\$126,467	\$130,304	\$134,961	\$148,563	\$201,009	35.3%	\$201,009

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	950	30	\$ 950
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Mail Room Copier	4,224	1,700	4,224
<i>Replacement; the current copier in the City Hall second floor mail room was installed in 2010, and is nearing the end of its useful life. It has made 681,000 copies. This machine is used by all of the City's departments. The model is no longer made. Budgeted amount represents 60 month lease cost. Cost to purchase is \$14,500.</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 5,174**

Annual Maintenance & Operations Cost **\$ 1,730**

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2019-20 **\$ -**

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	950	30	\$ 950

Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement

FY2020-21 **\$ 950**

Annual Maintenance & Operations Cost **\$ 30**

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 \$ -

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER 1208

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$112,176	\$112,134	\$117,818	\$121,193	\$123,616		\$123,616
5103	Temporary & Seasonal Help	130	378	80	500	600		600
5125	FICA					9,503		9,503
5130	VRS					16,664		16,664
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,619		1,619
5150	Health Insurance					13,590		13,590
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	112,306	112,512	117,898	121,693	165,661	36.1%	165,661
	<u>OPERATING EXPENSES</u>							
5201	Advertising		160			450		450
5203	Professional & Special Services	600	5,148	1,500	6,000	3,000		3,000
5206	Dues & Subscriptions	1,860	1,340	1,295	1,800	3,000		3,000
5209	Maintenance - Electronics	1,596	1,800	1,800	1,800	1,800		1,800
5216	Maintenance - Equipment	8,800	8,800	8,800	9,900	9,900		9,900
5221	Postage	61	2,964	50	3,000	200		200
5223	Telephone	2,761	2,577	2,570	2,600	2,600		2,600
5225	Travel & Vocational Training	2,589	3,052	2,762	2,800	3,200		3,200
5226	Automobile Allowance	3,250	3,250	3,250	3,250	3,600		3,600
5242	Printing, Supplies, & Materials	1,153	3,210	577	3,000	600		600
	Total Operating Expenses	22,670	32,301	22,604	34,150	28,350	-17.0%	28,350
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment					2,000		2,000
5516	Electronic Equipment			10,857				
	Total Operating Expenses			10,857		2,000	N/A	2,000
	TOTAL	\$134,976	\$144,813	\$151,359	\$155,843	\$196,011	25.8%	\$196,011

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Replacement: Copier	\$ 2,000		\$ 2,000

The current copier is 18+ years old and is barely operational. The current cartridges were given to the Assessor's office when another department disposed of their copier five years ago.

Total Operating Capital Outlay - FY2018-19 \$ 2,000

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement

Total Operating Capital Outlay - FY2019-20 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

REAL ESTATE ASSESSOR

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement.</i>			

Total Operating Capital Outlay - FY2022-23 **\$ 1,244**

Annual Maintenance & Operations Cost **\$ 200**

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - BILLING & COLLECTIONS

ACCOUNT NUMBER 1209

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages			\$135,534	\$139,265	\$142,050		\$142,050
5103	Temporary & Seasonal Help			1,552	3,000	3,000		3,000
5105	Overtime			0	500	500		500
5125	FICA					11,135		11,135
5130	VRS					19,148		19,148
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,861		1,861
5150	Health Insurance					37,140		37,140
5160	Disability Insurance					555		555
5170	Unemployment Insurance					138		138
	Total Personal Services	0	0	137,086	142,765	215,527	51.0%	215,527
	<u>OPERATING EXPENSES</u>							
5201	Advertising			761	1,400	1,400		1,400
5203	Professional & Special Services			400	1,200	1,200		1,200
5206	Dues & Subscriptions			0	300	500		500
5209	Maintenance - Electronics			2,084	2,100	2,100		2,100
5216	Maintenance - Equipment			1,287	1,500	2,200		2,200
5221	Postage			23,726	22,000	22,000		22,000
5223	Telephone			4,069	3,800	3,800		3,800
5224	Other Services & Charges			0	500	1,000		1,000
5225	Travel & Vocational Training			661	1,000	1,000		1,000
5242	Printing, Supplies, & Materials			6,958	8,000	8,000		8,000
5285	Cash Over/Short			53				
	Total Operating Services			39,999	41,800	43,200	3.3%	43,200
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					3,288		3,288
	Total Capital Outlay					3,288	N/A	3,288
	TOTAL			\$177,085	\$184,565	\$262,015	42.0%	\$262,015

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

Fiscal Year:

FY2018-19

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computers (2)	1,244	400	\$ 2,488

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2016; essential for maintaining existing service levels; will negatively impact service without replacement

Printers (2)	400	\$800
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Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels

Total Operating Capital Outlay - FY2018-19 \$ 3,288

Annual Maintenance & Operations Cost \$ 400

Fiscal Year:

FY2019-20

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1) <i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement</i>	1,244	200	\$ 1,244

Total Operating Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Information Technology

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

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

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

The Department provides training of employees on a variety of applications and systems that are part of the city's enterprise technology infrastructure; and is the architect and manager of the City's web site, Intranet, and electronic social media outlets.

Performance Indicators	FY 15 - 16 Actual	FY 16 - 17 Actual	FY 17-18 Actual	FY 18-19 Projected
Computers	219	222	222	225
Servers	18	17	17	17
Laptops & iPads	122	125	125	130
Website Visitors	866,915	870,000	728,524	750,000
Citizen Electronic Maintenance & Inquiry Requests <i>(GovQA)</i>	4,247	4,300	4,420	4,600
Social Media Subscribers <i>(Facebook, Twitter & E-Newsletter)</i>	8,504	9,000	9,205	9,500
IT Service Ticket Hours <i>(Proactive Information Management)</i>	849.1	850	625	630

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Director of IT	FT	Salary	1.00	1.00	0
Info Systems Coordinator	FT	Salary	1.00	1.00	0
			2.00	2.00	0

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY

ACCOUNT NUMBER 1253

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$143,463	\$145,891	\$154,162	\$154,162	\$157,246		\$157,246
5105	Overtime							
5125	FICA					12,029		12,029
5130	VRS					21,197		21,197
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,060		2,060
5150	Health Insurance					23,820		23,820
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	143,463	145,891	154,162	154,162	216,421	40.4%	216,421
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,956	3,715	10,023	17,700	116,567		116,567
5206	Dues & Subscriptions	6,676	7,504	20,100	41,002	47,000		47,000
5209	Maintenance - Electronics	3,132	3,240	3,240	8,000	10,000		10,000
5216	Maintenance - Equipment	4,609	11,270	19,029	18,700	18,700		18,700
5221	Postage	32	32		75	75		75
5223	Telephone	3,196	3,158	3,005	3,288	3,288		3,288
5225	Travel & Vocational Training	1,872	1,289	1,146	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	715	909	700	1,000	1,000		1,000
5248	Books & Publications	346	163		300	300		300
	Total Operating Services	25,534	31,280	57,243	92,565	199,430	115.4%	199,430
	<u>CAPITAL OUTLAY</u>							
5514	Technology Plan Implementation		17,199	963	13,000			
5516	Electronic Equipment	1,166	1,669	1,490		10,000		10,000
	Total Capital Outlay	1,166	18,868	2,453	13,000	10,000	-23.1%	10,000
	TOTAL	\$170,163	\$196,039	\$213,858	\$259,727	\$425,851	64.0%	\$425,851

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Backup Server	10,000	n/a	\$ 10,000

Replacement: Upgrade of backup system server for entire city-wide network; backup storage requirements continue to increase; total cost includes labor for installation and network configuration; will replace current equipment at recommended lifecycle (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Total Operating Capital Outlay - FY2018-19 **\$ 10,000**

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
E-Mail Server	10,000	n/a	\$ 10,000

Replacement; Upgrade of computer server for Microsoft Exchange Email system (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels

iPad/Tablet	1,500	n/a	\$ 1,500
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Replacement; Upgrade of iPads or other tablets for Information Technology Administrator and Information Systems Coordinator; essential for maintaining existing service levels

Total Operating Capital Outlay - FY2019-20 **\$ 11,500**

Annual Maintenance & Operations Cost \$ -

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Intranetbox Server	10,000	n/a	\$ 10,000

Replacement; Upgrade of server for iConnect intranet, city's internal website and internal Council communications (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Total Operating Capital Outlay - FY2020-21	\$ 10,000
Annual Maintenance & Operations Cost	\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
GIS Server	10,000	n/a	\$ 10,000

Replacement; Upgrade of geographic information system server for entire network (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Desktop Computer (1)	1,244	200	\$ 1,244
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Replacement; Desktop computer station with monitor and keyboard for IT Systems Coordinator; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Total Operating Capital Outlay - FY2021-22	\$ 11,244
Annual Maintenance & Operations Cost	\$ 200

INFORMATION TECHNOLOGY

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
File Server	10,000	n/a	\$ 10,000

Replacement; Upgrade of computer server for Enterprise File Storage (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels

Desktop Computer (1)	1,244	200	\$ 1,244
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Replacement; Desktop computer station with monitor and keyboard for IT Administrator; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Total Operating Capital Outlay - FY2022-23 \$ 11,244

Annual Maintenance & Operations Cost \$ 200

Board of Elections

Electoral Board and Registrar

The City of Colonial Heights **Electoral Board** is a three-member body appointed by a majority of the circuit court judges, upon recommendation of party chairs and is responsible for ensuring uniformity, fairness, accuracy and purity in all elections within the city. The Board is comprised of three (3) members, appointed from the two recognized political parties in the Commonwealth. The majority of the Board (two members) must represent the political party receiving the highest number of votes in the last preceding gubernatorial election; with the remaining member representing the party with the second highest votes in said election. The Board promotes the proper administration of election laws as well as campaign finance disclosure compliance.

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Voter Registration	12,088	12,250	12,300	12,325
Absentee Balloting	242	1800	750	620
Voting Equip. P & M	49	49	49	28
Candidate Processing-local	4	15	8	7
Campaign Finance-local	4	15	8	7

Personnel Resources

Registrar			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
General Registrar	FT	Salary	1.00	1.00	0.00
Deputy Registrar	FT	Salary	1.00	1.00	0.00
FT = Full Time			2.00	2.00	0.00
Electoral Board Chairman	B	Salary	1.00	1.00	0.00
Electoral Board Vice-Chair	B	Salary	1.00	1.00	0.00
Electoral Board Secretary	B	Salary	1.00	1.00	0.00
Assistant Registrar	Temp.	Hourly	1.00	1.00	0.00
B = Board Member, Temp. = Temporary			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER 1301

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$6,194	\$6,297	\$6,318	\$6,318	\$6,318		\$6,318
5125	FICA					483		483
	Total Personal Services	6,194	6,297	6,318	6,318	6,801	7.6%	6,801
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	125	160	180	180	180		180
5216	Maintenance - Equipment	1,855	5,384	5,304	5,500	5,660		5,660
5221	Postage	289	235	532	1,000	1,000		1,000
5224	Other Services & Charges	74	82	101	85	110		110
5225	Travel & Vocational Training	1,470	2,077	179	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	6,036	7,761	5,994	7,000	12,000		12,000
	Total Operating Services	9,849	15,699	12,290	16,265	21,450	31.9%	21,450
	TOTAL	\$16,043	\$21,996	\$18,608	\$22,583	\$28,251	25.1%	\$28,251

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$82,515	\$84,484	\$81,588	\$85,523	\$87,175		\$87,175
5103	Temporary & Seasonal Help	8,430	12,600	12,460	12,000	12,000		12,000
5105	Overtime	264						
5125	FICA					7,587		7,587
5130	VRS					11,357		11,357
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,104		1,104
5150	Health Insurance					10,050		10,050
5160	Disability Insurance					182		182
5170	Unemployment Insurance					69		69
	Total Personal Services	91,209	97,084	94,048	97,523	129,524	32.8%	129,524
	<u>OPERATING EXPENSES</u>							
5201	Advertising	977	1,076	530	1,500	1,400		1,400
5206	Dues & Subscriptions	170	170	170	300	300		300
5209	Maintenance - Electronics	960	1,080	1,080	960	960		960
5221	Postage	849	1,147	1,760	2,200	3,000		3,000
5223	Telephone	3,218	3,224	3,317	3,264	3,264		3,264
5225	Travel & Vocational Training	110	1,129	0	1,200	1,200		1,200
5242	Printing, Supplies, & Materials	2,419	3,044	4,857	5,000	5,600		5,600
	Total Operating Services	8,703	10,870	11,714	14,424	15,724	9.0%	15,724
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				65,000	25,000		25,000
	Total Operating Expenses				65,000	25,000	-61.5%	25,000
	TOTAL	\$99,912	\$107,954	\$105,762	\$176,947	\$170,248	-3.8%	\$170,248

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REGISTRAR & ELECTORAL BOARD

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Voting Equipment <i>Electronic Pollbooks Replacement</i>	25,000		25,000

Total Operating Equipment Outlay - FY2018-19 \$ 25,000

Fiscal Year:

FY2019-20

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

Total Operating Equipment Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

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

Total Operating Equipment Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Operating Equipment Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

Total Operating Equipment Outlay - FY2022-23 \$ -

Circuit Court Clerk

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

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

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

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

Performance Indicators	CY 2015 Actual	CY 2016 Actual	CY 2017 Actual	CY 2018 Projected
Total Cases (Criminal/Civil)	1,490	1,527	1,680	1,750
Wills/Estates Initiated	111	91	118	125
Judgments/Liens/Notices	1,887	1,980	2,278	2,300
Deeds Recorded	2,040	2,154	2,133	2,500
Marriage Licenses	216	208	241	300
Restitution	720	766	782	900
Concealed Handgun Permits	275	339	274	450

Personnel Resources

Circuit Court Clerk			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Circuit Court Clerk	FT	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	3.00	3.00	0.00
			6.00	6.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CIRCUIT COURT CLERK

ACCOUNT NUMBER 1351

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$300,340	\$305,318	\$307,145	\$307,145	\$313,287		\$313,287
5103	Temporary & Seasonal Help	1,536	1,086	1,092	12,480	4,000		4,000
5105	Overtime							
5125	FICA					23,793		23,793
5130	VRS					41,809		41,809
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					4,104		4,104
5150	Health Insurance					56,905		56,905
5160	Disability Insurance					397		397
5170	Unemployment Insurance					206		206
5601	Accumulated Leave Pay	7,013						
	Total Personal Services	308,889	306,404	308,237	319,625	444,501	39.1%	444,501
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	57,591	87,642	63,961	90,000	79,200		79,200
5205	Law Clerk	16,000		26,564	29,200	30,824		30,824
5206	Dues & Subscriptions	1,325	960	1,329	1,375	1,375		1,375
5209	Maintenance - Electronics	2,232	2,520	2,520	2,520	2,520		2,520
5216	Maintenance - Equipment	5,706	5,191	5,957	9,543	6,507		6,507
5221	Postage	4,532	5,492	4,532	4,500	4,500		4,500
5223	Telephone	12,073	11,887	11,856	12,200	12,200		12,200
5224	Other Services & Charges		501		2,500	2,500		2,500
5242	Printing, Supplies, & Materials	7,527	6,784	10,447	8,000	8,000		8,000
	Total Operating Services	106,986	120,977	127,166	159,838	147,626	-7.6%	147,626
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment		3,262		2,500	2,500		2,500
	Total Capital Outlay		3,262		2,500	2,500	0.0%	2,500
	TOTAL	\$415,875	\$430,643	\$435,403	\$481,963	\$594,627	23.4%	\$594,627

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CLERK OF CIRCUIT COURT

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computers (2)	1,250	400	\$ 2,500
<i>Replacement; Desktop computer stations with monitors; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 2,500**

Annual Maintenance & Operations Cost **\$ 400**

Fiscal Year:

FY2019-20

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2019-20 **\$ -**

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 **\$ -**

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 **\$ -**

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 **\$ -**

Commonwealth's Attorney

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

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

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

Performance Indicators	2015 Actual	2016 Actual	2017 Actual	2018 Projected
Circuit Court-felony cases	738	780	745	800
Circuit Ct-misdemeanor cases	390	450	400	440
GDCT Total Criminal Cases	2,977	3,000	2900	2906
GDCT traffic (criminal)	1,532	1700	1400	3980
Jury Trials (circuit court)	6	8	10	12
Juvenile Cases	504	650	520	1416

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Commonwealth's Attorney	FT	Salary	1.00	1.00	0.00
Other Attorneys	FT	Salary	4.00	4.00	0.00
Secretary/paralegal support	FT	Salary	3.00	3.00	0.00
Secretary/paralegal support	PT	Hourly	0.00	1.00	1.00
			8.00	9.00	1.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER 1355

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$498,625	\$495,664	\$516,562	\$521,338	\$522,615		\$522,615
5103	Temporary & Seasonal Help	803		1,144	4,000	32,000		32,000
5601	Accumulated Leave	4,334		3,074				
5125	FICA					41,628		41,628
5130	VRS					69,744		69,744
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					6,846		6,846
5150	Health Insurance					90,140		90,140
5160	Disability Insurance					893		893
5170	Unemployment Insurance					310		310
	Total Personal Services	503,762	495,664	520,780	525,338	764,176	45.5%	764,176
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		175	527	500	500		500
5206	Dues & Subscriptions	3,234	4,321	4,614	12,193	11,673		11,673
5209	Maintenance - Electronics	4,776	5,400	5,400	6,000	6,300		6,300
5216	Maintenance - Equipment	3,156	3,436	3,761	3,995	10,015		10,015
5221	Postage	1,529	2,189	1,782	3,700	4,120		4,120
5223	Telephone	11,626	11,427	11,410	11,614	12,516		12,516
5225	Travel & Vocational Training	5,724	11,056	2,981	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	7,564	15,744	16,110	11,500	11,500		11,500
5248	Books & Publications	282	39	1,358	2,000	4,112		4,112
5261	Asset Forfeiture	6,400	8,768	21,412				
5269	Law Library			1,541				
	Total Operating Services	44,291	62,555	70,896	57,502	66,736	16.1%	66,736
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment		3,733	22,389	5,700	2,644		2,644
	Total Capital Outlay		3,733	22,389	5,700	2,644	-53.6%	2,644
	TOTAL	\$548,053	\$561,952	\$614,065	\$588,540	\$833,556	41.6%	\$833,556

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2018-19

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desk Top Computer (1)	1244	200	\$1,244
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard utilized by administrative staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Printer (2)	400		\$800
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels</i>			
Printer (1)	600		\$600
<i>Replacement; Routine upgrade of VCIN Printer, will replace current equipment essential for maintaining existing service levels</i>			
Total Operating Capital Outlay - FY2019-20			\$ 2,644
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2019-20

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Routine upgrade of departmental VCIN desktop computer to run criminal records for court.</i>			
Printers (3)	350	-	\$ 1,050
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels</i>			
Desk Chairs (3)	250		\$ 750
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Operating Capital Outlay - FY2019-20			\$ 4,244
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Laptop Computer (1)	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Desktop Computer (1)	1,244	600	\$ 1,244
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard utilized by attorneys and administrative staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Printer (3)	350	-	\$ 1,050
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels</i>			
Desk Chairs (2)	250		\$ 500
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Operating Capital Outlay - FY2020-21			\$ 5,194
Annual Maintenance & Operations Cost			\$ 800

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Laptop Computer	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Desk Chairs (2)	250		\$ 500
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Operating Capital Outlay - FY2021-22			\$ 5,388
Annual Maintenance & Operations Cost			\$ 600

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Shredder	1,100		\$ 1,100
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			
Laptop Computer (1)	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Total Operating Capital Outlay - FY2022-23			\$ 4,788
Annual Maintenance & Operations Cost			\$ 600

Sheriff

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

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

The Sheriff's Office is a Virginia Law Enforcement Professional Standards Commission (VLEPSC) fully accredited office who partners each year with our City's Police Officers, Fire Fighters and Community Leaders to provide public safety education programs and events like; Project Life Saver, Child Safety Seat Inspections, Drug Turn-In, and Senior Citizen Education Classes on 'Avoiding Scams' and 'Identity Theft'. One other proud project comes during Thanksgiving, when Sheriff's Deputies give back by organizing and delivering Thanksgiving Dinner Gift Baskets, to deserving families within our City.

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

Performance Indicators	FY 15 –16 Actual	FY 16 – 17 Actual	FY 17 – 18 Projected	FY 18 – 19 Projected
Court Security Days	422	420	405	415
Inmate/Prisoner Count	1,650	1,800	1,703	1,750
Prisoner Transports	450	535	569	545
Civil Papers Served	11,300	10,195	9,583	10,000
Courthouse Patron Count	95,800	60,005	64,324	62,000

Personnel Resources

Sheriff's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Sheriff	F	Salary	1.00	1.00	0.00
Chief Deputy Sheriff	F	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Deputy Sheriff	F	Salary	6.00	6.00	0.00
Administrative Assistant	F	Salary	1.00	1.00	0.00
F = Full Time			11.00	11.00	0.00
Deputy Sheriff	PT	Hourly	7.00	7.00	0.00
PT = Part Time			7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$586,476	\$619,873	\$614,152	\$605,295	\$620,788		\$620,788
5103	Temporary & Seasonal Help	11,466	19,447	14,071	32,000	36,000		36,000
5105	Overtime	31,619	34,333	28,307	36,000	36,000		36,000
5601	Accumulated Leave	1,125	6,915	149				
5125	FICA					52,048		52,048
5130	VRS					68,900		68,900
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					6,763		6,763
5150	Health Insurance					109,148		109,148
5160	Disability Insurance							
5170	Unemployment Insurance					619		619
	Total Personal Services	630,686	680,568	656,679	673,295	\$930,266	38.2%	\$930,266
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,434	6,088	6,827	7,872	\$7,881		\$7,881
5206	Dues & Subscriptions	1,319	1,365	1,193	1,400	\$1,400		\$1,400
5209	Maintenance - Electronics	3,816	4,320	4,320	3,816	\$3,816		\$3,816
5214	Maintenance - Motor Vehicles	4,514	7,501	2,920	4,200	\$5,000		\$5,000
5216	Maintenance - Equipment	4,105	11,006	22,137	26,400	\$26,300		\$26,300
5221	Postage	999	1,051	1,044	1,200	\$1,200		\$1,200
5223	Telephone	15,049	14,577	14,451	15,400	\$15,400		\$15,400
5225	Travel & Vocational Training	3,719	2,806	5,770	4,500	\$5,000		\$5,000
5242	Printing, Supplies & Materials	28,807	33,257	28,741	33,000	\$33,000		\$33,000
5247	Motor Fuels & Lubricants	12,494	9,401	9,039	13,000	\$13,000		\$13,000
5250	Small Tools & Equipment	4,251	3,176	782	3,900	\$3,900		\$3,900
5275	Donated Funds	707	691	0				
	Total Operating Services	84,214	95,239	97,224	114,688	\$115,897	1.1%	\$115,897
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		33,875	31,468	33,000	\$32,000		\$32,000
5516	Electronic Equipment	9,315	17,165		1,250			
	Total Capital Outlay	9,315	51,040	31,468	34,250	\$32,000	-6.6%	\$32,000
	TOTAL	\$724,215	\$826,847	\$785,371	\$822,233	\$1,078,163	31.1%	\$1,078,163

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2018-19

		Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	
Fleet Vehicle	27,000	500	27,000	
<i>Replacement;</i> of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement				
Equipment Package	5,000	500	5,000	
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement				
Total Operating Capital Outlay - FY2018-19			\$ 32,000	
Annual Maintenance & Operations Cost			\$ 1,000	

Fiscal Year:

FY2019-20

		Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	
Fleet Vehicle	26,500	500	26,500	
<i>Replacement;</i> of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement				
Equipment Package	5,000	500	5,000	
<i>Replacement;</i> vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement				
Electronic Control System	18,000	400	18,000	
<i>Replace/upgrade;</i> of current electronic control systems. All courthouse prisoner controls and safety doors are controlled by computer program and are essential to the safety and welfare of deputies, inmates and public. This would maintain up-to-date vendor supported systems, service agreements and continued current service levels.				

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

**FY2020-21
(Cont.)**

Taser	1,500	100	1,500
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Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels

Total Operating Capital Outlay - FY2020-21 \$ 72,800

Annual Maintenance & Operations Cost \$ 5,700

Fiscal Year:

FY2021-22

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	28,000	500	28,000

Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement

Equipment Package	10,000	500	10,000
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Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement

Taser	1,500	100	1,500
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Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels

Desktop Computer	1,300	200	1,300
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Replacement; Desktop computer station with monitor and keyboard for general administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels

Total Operating Capital Outlay - FY2021-22 \$ 40,800

Annual Maintenance & Operations Cost \$ 1,300

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2022-23

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	28,000	500	28,000
<i>Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential fro meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement</i>			
Equipment Package	10,000	500	10,000
<i>Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement</i>			
Desktop Computer	1,300	200	1,300
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Taser	1500	100	1,500
<i>Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels</i>			

Total Operating Capital Outlay - FY2022-23 \$40,800

Annual Maintenance & Operations Cost \$ 1,300

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER 1360

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$46,227	\$47,010	\$75,975	\$79,612	\$81,204		\$81,204
5125	FICA	18,992	18,889	31,677	40,096	6,212		6,212
5130	VRS					10,946		10,946
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,064		1,064
5150	Health Insurance					20,340		20,340
5160	Disability Insurance					193		193
5170	Unemployment Insurance					69		69
	Total Personal Services	65,219	65,899	107,652	119,708	120,028	0.3%	120,028
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions				275	275		275
5209	Maintenance - Electronics	243		360	375	375		375
5215	Maintenance - Furniture & Equipment				500	500		500
5221	Postage	277	480	424	450	450		450
5223	Telephone	1,579	1,399	1,431	3,000	1,600		1,600
5224	Other Services & Charges	102			500	500		500
5225	Travel & Vocational Training	50			1,700	1,700		1,700
5242	Printing, Supplies, & Materials	1,951	2,012	1,487	1,800	1,800		1,800
	Grant Increase		2,079	5,885				
	Total Operating Expenses	4,202	5,970	9,587	8,600	7,200	-16.3%	7,200
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					1,244		1,244
	Total Capital Outlay					1,244	N/A	1,244
	TOTAL	\$69,421	\$71,869	\$117,239	\$128,308	\$128,472	0.1%	\$128,472

Police

The Colonial Heights Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially, and by maintaining a highly visible police presence throughout the community, providing a deterrent to criminal activity. The CHPD is organizationally structured into three divisions: **Operations/Patrol, Law Enforcement Services and Investigations.**

The **Operations Division** consists primarily of the Patrol Division and is the most visible, providing around-the-clock service to the residents and visitors of Colonial Heights. Uniformed officers provide the first line of defense for the public's safety and are likely the first officers seen when CHPD is called. Each law enforcement officer, regardless of assignment, works to protect life and property, uphold the civil rights of individuals, and preserves public peace. Officers provide varied assistance to citizens, enforce criminal and motor vehicle laws and respond to emergency situations. These are dedicated professionals who place their personal safety in jeopardy for the residents and visitors of Colonial Heights. Patrol officers are assigned to one of four squads. Officers work permanent shifts with rotating days and weekends off.

The **Law Enforcement Services Division** provides support to all officers and the CHPD Command Staff. This division is responsible for the accreditation, training, and maintenance and purchasing of equipment; property and evidence management; and maintenance of buildings and grounds. The division is also responsible for crime prevention programs, school crossing guards, equipment inspections, research and development, grants, records, and special projects.

The **Investigations Division** has the primary responsibility in the investigation of serious or serial crimes. Crimes commonly assigned to the division include rape, robbery, homicide, burglary, sex offenses, missing persons, and fraud-related incidents. CHPD also has officers assigned to the Special Operations Unit, which falls under the Investigations Division. This is a specialty unit comprised of police officers who concentrate on quality-of-life crimes, such as disorderly conduct, public intoxication, prostitution; narcotics violations; gang activity; and/or any other assignment as necessary.

Performance Indicators	CY 2016	CY 2017	CY 2018	CY 2019
	Actual	Actual	Projected	Projected
Police Reports	3,972	3,936	3,982	3,964
Self-initiated Police Activity	19,149	24,160	20,024	22,250
Traffic Citations	5,175	7,564	5,562	6,614
Traffic Crashes	1,148	1,155	1,085	1,152
Total Arrests	4,153	4,492	4,160	4,328

Police (cont.)

Personnel Resources

Police Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Difference
Police Chief	F	Salary	1.00	1.00	0.00
Captains	F	Salary	3.00	3.00	0.00
Lieutenants	F	Salary	4.00	4.00	0.00
Sergeants	F	Salary	6.00	6.00	0.00
Detectives	F	Salary	4.00	4.00	0.00
Police Officers	F	Salary	33.00	33.00	0.00
Clerical Staff	F	Salary	4.00	4.00	0.00
Animal Control Officers	F	Salary	2.00	2.00	0.00
*F = Full Time PT= Part-Time			57.00	57.00	0.00

Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Difference
Animal Control Aides	PT	Hourly	3.00	3.00	0.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
FOIA Specialist	PT	Hourly	1.00	1.00	0.00
*F = Full Time PT= Part-Time			9.00	9.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$3,063,872	\$3,142,401	\$3,157,142	\$3,200,901	\$3,200,547		\$3,200,547
5103	Temporary & Seasonal Help	51,324	47,943	52,658	78,697	87,223		87,223
5105	Overtime	168,906	188,558	162,211	175,000	200,000		200,000
5110	Sick Bank Pay	7,685						
5601	Accumulated Leave		16,268	44,710				
5125	FICA					266,814		266,814
5130	VRS					429,771		429,771
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					41,766		41,766
5150	Health Insurance					577,110		577,110
5160	Disability Insurance					179		179
5170	Unemployment Insurance					1,961		1,961
	Total Personal Services	3,291,787	3,395,170	3,416,721	3,454,598	4,805,371	39.1%	4,805,371
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,568	5,120	9,508	5,741	5,741		5,741
5206	Dues & Subscriptions	6,122	15,371	15,303	15,653	15,678		15,678
5209	Maintenance - Electronics	17,496	19,080	19,080	17,846	17,846		17,846
5212	Rent of Equipment	6,580	7,389	7,963	8,000	8,000		8,000
5214	Maintenance - Motor Vehicles	51,930	46,824	50,127	53,600	54,672		54,672
5216	Maintenance - Equipment	9,211	13,264	9,916	13,570	22,055		22,055
5218	Maintenance - Miscellaneous	7,703	22,823	2,092	52,328	55,328		55,328
5220	Insurance Deductibles	8,331						
5221	Postage	1,090	1,008	1,168	1,500	1,500		1,500
5223	Telephone	41,846	43,121	41,486	42,552	43,527		43,527
5224	Other Services & Charges	2,031	1,645	1,650	2,500	2,500		2,500
5225	Travel & Vocational Training	13,845	15,261	14,974	18,500	51,093		51,093
5242	Printing, Supplies, & Materials	71,441	110,142	96,687	89,000	93,833		93,833
5246	Animal Control	17,965	16,338	22,356	30,000	32,000		32,000
5247	Motor Fuels & Lubricants	105,167	71,233	75,433	80,000	81,600		81,600
5248	Books & Publications	284	364	118	547	575		575
5261	Forfeited Assets	46,005	23,804	41,347				
5263	Grant Funds	6,600	13,211	3,192				
5266	K-9 Funds	245	(2,461)	(1,252)				
5274	Controlled Drug Buy Money	1,182	5,000		5,000	5,000		5,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
5275	Donated Funds	5,000	1,421	2,550				
5279	Operation Bloodhound	26,531	1,557	450				
5409	Adopt-A-Cop	50	(2,065)	(150)				
	Total Operating Services	451,223	429,450	413,998	436,337	490,948	12.5%	490,948
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	49,894	178,446	178,044	119,000	177,000		177,000
5506	Court Restitution	25						
5516	Electronic Equipment	41,976	11,635	43,617	21,250	14,700		14,700
5520	Other Equipment	20,330	2,531	6,300	24,800	32,780		32,780
	Total Capital Outlay	112,225	192,612	227,961	165,050	224,480	36.0%	224,480
	TOTAL	\$3,855,235	\$4,017,232	\$4,058,680	\$4,055,985	\$5,520,799	36.1%	\$5,520,799

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Animal Control Vehicle w/ Transport Unit (1)	37,000	2,000	\$37,000
<i>Replacement;</i> To replace a 20-year-old vehicle with 150,000+ miles			
Patrol Vehicles and Equipment Packages (4)	35,000	2,000	\$140,000
<i>New/Replacement;</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$25,000 cost for each vehicle, plus \$10,000 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 installation cost for new radios at RCV.]			
Desktop Computers (5)	1,300	1,000	\$6,500
<i>Replacement;</i> Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft Office Suite.			
Laptop Computers (4)	2,050	800	\$8,200
<i>New/Replacement;</i> Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2018-19 Tasers (4)	1,200	400	\$4,800
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(Cont.) *Replacements;* In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Patrol Rifles (5)	2,600		\$13,000
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New; Price includes sites, rail systems and light systems. These would outfit five (5) officers with patrol rifles. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis in order to match force with force in today's challenging environment.

Tactical Pistol Lights w/Holsters (70)	214		\$14,980
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New; Currently when required to draw their weapons, officers have to hold their pistol in one hand, and their flashlight in the other in order to illuminate a target. This prevents officers from talking on the radio, defending themselves with a free hand and/or holding the weapon firmly with two hands. A weapon-mounted light (similar to what is used on our rifles) would ensure that an officer always has a light, has a free hand and is able to respond to any situation under any condition. The use of the rail-mounted light would not require any modifications to our current weapons, but would require a new holster. The holster we have selected is similar to our current triple-retention system, but allows for a weapon-mounted light. The number of weapon lights we have requested would outfit our entire police force, including Auxiliary, and provide us with a few spares to replace damaged or broken systems.

Total Operating Capital Outlay - FY2018-19	\$ 224,480
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Annual Maintenance & Operations Cost	\$6,200
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City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)	35,000	2,000	\$140,000
<p><i>New/Replacement;</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$25,000.00 cost for each vehicle, plus \$10,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios at RCV.]</p>			
Administrative Vehicle and Equipment Package (1)	22,000	1,200	\$22,000
<p><i>Replacement;</i> Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</p>			
ATV (All-Terrain Vehicle) (1)	15,000	500	\$15,000
<p><i>Replacement;</i> Upgrade of departmental four-wheel drive multi-purpose utility vehicle ("Mule"), which is currently 15 years old. Vehicle is used to patrol the new River Walk and its expansion; annual Christmas parade and Fort Clifton Festival; parks, railroad tracks and other areas of the city not available to conventional patrol vehicles. Also useful for search and rescue operations and other off-road terrain; used in assisting Fire and EMS in transporting of personnel and equipment during brush fires; essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service</p>			
Desktop Computers (5)	1,300	1,000	\$6,500
<p><i>Replacement;</i> Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft Office Suite.</p>			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2019-20 Laptop Computers (4)	2,100	800	\$8,400
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(Cont.) *New/Replacement;* Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.

Tasers (4)	1,200	400	\$4,800
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Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Patrol Rifles (5)	2,600		\$13,000
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New; Price includes sites, rail systems and light systems. These would outfit five (5) officers with patrol rifles. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis in order to match force with force in today's challenging environment.

Office Furniture	2,500		\$2,500
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Replacement; General upgrade of desks, chairs, tables, filing cabinets, etc., throughout CHPD headquarters. Some of the existing furniture is outdated and past useful life or not conducive to efficiency and productivity.

Total Operating Capital Outlay - FY2019-20	\$ 212,200
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Annual Maintenance & Operations Cost	\$5,900
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City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)	35,000	2,000	\$140,000
<p><i>New/Replacement;</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$25,000.00 cost for each vehicle, plus \$10,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios at RCV.]</p>			
Administrative Vehicle and Equipment Package (1)	22,000	1,200	\$22,000
<p><i>Replacement;</i> Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</p>			
Desktop Computers (5)	1,300	1,000	\$6,500
<p><i>Replacement;</i> Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft Office Suite.</p>			
Laptop Computers (4)	2,100	800	\$8,400
<p><i>New/Replacement;</i> Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.</p>			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2020-21	Tasers (4)	1,200	400	\$4,800
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(Cont.) *Replacements;* In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Total Operating Capital Outlay - FY2020-21 \$ 181,700

Annual Maintenance & Operations Cost \$5,400

Fiscal Year:

		<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
FY2021-22	Patrol Vehicles and Equipment Packages (4)	35,000	2,000	\$140,000
	<i>New/Replacement;</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$25,000.00 cost for each vehicle, plus \$10,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios at RCV.]			
	Administrative Vehicle and Equipment Package (1)	22,000	1,200	\$22,000
	<i>Replacement;</i> Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2021-22 Servers (2)	3,000	200	\$6,000
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(Cont.) *New/Replacements;* Rotation of old and outdated servers that support both our mobile data computers and our PC's. The Public Safety IT Director has advised that we should be rotating these out every five (5) years. Updating the servers is essential to efficient functionality of our officers. The terminal server allows officers to remotely complete and submit their accident/offense reports. The mobile server runs the Shieldware Mobile Program, a database which allows officers to not only run the mobile software in their vehicles, but also routes the VCIN/CMV traffic back and forth to the State.

Desktop Computers (5)	1,300	1000	\$6,500
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Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft Office Suite.

Laptop Computers (4)	2,100	800	\$8,400
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New/Replacement; Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.

Tasers (4)	1,200	400	\$4,800
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Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Total Operating Capital Outlay - FY2021-22	\$ 187,700
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Annual Maintenance & Operations Cost	\$5,600
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City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)	35,000	2,000	\$140,000
<i>New/Replacement;</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for high mileage vehicles; updating fleet is essential to meeting increased demand for patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$25,000 cost for each vehicle, plus \$10,000 each for (4) equipment packages; Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 radio installation.]			
Administrative Vehicle and Equipment Package (1)	22,000	1,200	\$22,000
<i>Replacement;</i> Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package and radio installation. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.			
Desktop Computers (5)	1,300	1,000	\$6,500
<i>Replacement;</i> Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft Office Suite.			
Laptop Computers (4)	2,100	800	\$8,400
<i>New/Replacement;</i> Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.			
Tasers (4)	1,200	400	\$4,800
<i>Replacements;</i> In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.			

Total Operating Capital Outlay - FY2022-23 \$ 181,700

Annual Maintenance & Operations Cost \$5,400

Fire & EMS

Colonial Heights Fire and EMS is the only agency in the Tri-City area that incorporates a system fully integrating Fire and EMS operation into one cohesive organization. All surrounding jurisdictions have a separate EMS agency that is only supported by their Fire Department when necessary. The Fire and EMS Department is staffed by 3 platoons working 24 hours each shift and an average work week of 56 hours per week. During each shift, 2 fire units and 2-3 ambulances are cross staffed by the same personnel. During peak load intervals (8am-6pm) a 3rd or 4th ambulance is staffed. When available, career staff is supplemented by volunteer membership in both operational and administrative roles.

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Total incidents	4,817	5,252	5,383	5,699
Fire incidents	1,320	1,412	1,438	1,531
EMS incidents	3,497	3,840	3,945	4,168
Fire response time < 7 minutes	75.4%	76.0	74.9	74.4%
EMS response time < 7 minutes	84.8%	86.0	84.6	84.4%
Fire Mutual Aid received	49	84	71	87
EMS Mutual Aid received	77	80	85	94
Total property loss	\$456,145	\$402,315	\$331,470	\$396,643

Personnel Resources

Fire & EMS			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.
Chief of Fire & EMS	FT	Salary	1	1	0.00
Deputy Chief of Fire & EMS	FT	Salary	1	1	0.00
Battalion Chief	FT	Salary	3	4	1.00
Fire Lieutenant	FT	Salary	7	1	0.00
Deputy Fire Marshal	FT	Salary	1	1	0.00
EMS Firefighter	FT	Salary	30	30	0.00
Administrative Assistant	FT	Salary	1	1	0.00
FT = Full Time PT = Part Time			44.00	45.00	1.00
EMS-FF Int or Paramedic	PT	Hourly	10	10	0.00
Logistics Coordinator	PT	Hourly	1	1	0.00
Office Assistant	PT	Hourly	1	1	0.00
PT = Part Time			12.00	12.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,423,676	\$2,428,847	\$2,480,780	\$2,527,812	\$2,562,351		\$2,562,351
5103	Temporary & Seasonal Help	118,613	116,293	125,259	130,000	128,627		128,627
5105	Overtime	124,708	140,363	123,914	116,854	138,094		138,094
5601	Accumulated Leave	15,421	43,826	1,644				
5125	FICA					216,424		216,424
5130	VRS					340,928		340,928
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					33,132		33,132
5150	Health Insurance					490,020		490,020
5160	Disability Insurance							
5170	Unemployment Insurance					1,548		1,548
	Total Personal Services	2,682,418	2,729,329	2,731,597	2,774,666	3,911,124	41.0%	3,911,124
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	69,202	76,770	66,575	80,837	83,608		83,608
5206	Dues & Subscriptions	2,120	2,345	1,952	2,172	2,172		2,172
5209	Maintenance - Electronics	12,408	14,040	14,040	14,040	14,040		14,040
5214	Maintenance - Motor Vehicles	104,668	87,255	95,916	95,000	95,000		95,000
5216	Maintenance - Equipment	40,767	43,935	45,640	46,281	46,281		46,281
5221	Postage	926	4,547	2,394	4,865	4,865		4,865
5223	Telephone	35,979	35,046	35,377	35,832	36,936		36,936
5224	Other Services & Charges	9,480	6,976	11,939	10,000	10,000		10,000
5225	Travel & Vocational Training	27,525	27,962	26,982	30,000	38,700		38,700
5242	Printing, Supplies, & Materials	81,424	77,202	83,369	82,035	85,000		85,000
5247	Motor Fuels & Lubricants	52,140	32,726	37,491	40,000	54,000		54,000
5248	Books & Publications	656	911	99	2,000	2,000		2,000
5250	Small Tools & Equipment	3,385	5,829	3,763	5,165	10,000		10,000
5263	Grant Funds	32,562	55,995	10,058				
5281	Heat, Lights & Power	4,968		0				
	Total Operating Services	478,210	471,539	435,595	448,227	482,602	7.7%	482,602

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		46,382	0	40,000	0		0
5502	Fire Equipment	72,706	71,339	53,723	121,800	92,000		92,000
5506	Court Restitution	(127)	(382)	(367)				
5515	Buildings & Fixed Equipment		28,500	7,474				
5516	Electronic Equipment	1,500	15,402	8,323	7,250	7,750		7,750
5520	Other Equipment		8,179					
	Total Capital Outlay	74,079	169,420	69,153	169,050	99,750	-41.0%	99,750
	TOTAL	\$3,234,707	\$3,370,288	\$3,236,345	\$3,391,943	\$4,493,476	32.5%	\$4,493,476

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Cardiac Monitor	37,000	1,250	\$ 37,000
<i>Replacement;</i> Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKG's, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels #			
Fire Hose	5,000		\$ 5,000
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for 3 front line fire apparatus, 2 reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement. *			
Turnout Gear	50,000		\$ 50,000
<i>Replacement;</i> Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; this year will require additional funds than previous due to 2 years since turnout gear funds will be needed for SCBA replacement; will negatively impact firefighter safety without regular replacement. *			
Desktop Computers (3)	1,250	600	\$ 3,750
<i>Replacement;</i> Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

FY2019-20 Autopulse CPR devices (3) 12,000 1,500 \$ 36,000
(Cont.)

Replacement; Upgrade in automatic CPR devices that are an essential part of an ALS response, allowing machine to perform CPR on a patient in cardiac arrest; increases cardiac output as compared to human CPR; increases survivability for a patient in cardiac arrest; reduces the number of providers needed on scene for cardiac arrest resuscitation; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels #

Desktop Computers (3) 1,275 200 \$ 3,825

Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Mobile Data Computers (8) 3,500 500 \$ 28,000

Replacement; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.

Primary Staff Vehicle 47,000 500 \$ 47,000

Replacement; Upgrade to Battalion Chief vehicle utilized for emergency response and general performance of duties as Battalion Chief; also allows the Battalion Chief to respond to necessary incidents while off-duty; will replace Battalion-4 vehicle. 1 vehicle will be retired after the purchase of these new vehicles (2000 expedition 120,000 miles); will negatively impact services and increase maintenance costs without replacement.

Total Operating Capital Outlay - FY2019-20 \$ 169,825

Annual Maintenance & Operations Cost \$ 4,200

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fire Hose	5,000		\$ 5,000
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement. *</i>			
Turnout Gear	30,000		\$ 30,000
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. *</i>			
Extrication Equipment	25,000	500	\$ 25,000
<i>Replacement; Routine upgrade of extrication tool (Jaws of life) on Engine-1 with newer self contained battery powered unit rather than gas powered engine tethered to tool by hydraulic hoses, battery unit will be able to be deployed quicker and at unlimited distance from a hydraulic power source. will negatively impact firefighter safety without regular replacement. #</i>			
Thermal Imaging Camera	10,000	500	\$ 10,000
<i>Replacement; Thermal imaging camera that allows fire crews inside to locate victims through smoke as well as find hot spots or extension of fire into walls without having to tear the walls apart; unit to be used on front line apparatus; safety/service level enhancement. *</i>			
Multi-gas meter (3)	2,750	200	\$ 8,250
<i>Replacement; gas level meter capable of monitoring gases in structures to include carbon monoxide, oxygen, hydrogen cyanide, hydrogen sulfide, and combustible gas levels. Currently the department operates monitors on all fire apparatus; will replace current aging models with newer technology to include the capability of reading hydrogen cyanide which is created by the burning of plastics and modern synthetic household furnishing; will negatively impact safety, service and increase maintenance costs without replacement.</i>			

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

FY2020-21	Primary Staff Vehicle	49,000	100	\$	49,000
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(Cont.) *Replacement;* Upgrade to Safety-1 vehicle utilized for emergency response and general performance of duties as department Training and Safety officer; also allows the Safety Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.

Cardiac Monitor	37,000	1,250	\$	37,000
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Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKG's, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels #

Desktop Computers (3)	1,250	100	\$	3,750
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Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Mobile Data Computer (1)	3,500	500	\$	3,500
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Replacement; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.

Total Operating Capital Outlay - FY2020-21	\$	171,500
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Annual Maintenance & Operations Cost	\$	3,150
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City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	\$	<u>Total Cost</u>
Desktop Computer (3)	1,250	600	\$	3,750
<i>Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>				
Mobile Data Computer	3,500	500	\$	3,500
<i>Replacement; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.</i>				
Autopulse CPR device (2)	12,000	500	\$	24,000
<i>Replacement; Upgrade in automatic CPR devices that are an essential part of an ALS response, allowing machine to perform CPR on a patient in cardiac arrest; increases cardiac output as compared to human CPR; increases survivability for a patient in cardiac arrest; reduces the number of providers needed on scene for cardiac arrest resuscitation; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels #</i>				
Turnout Gear	75,000	-	\$	75,000
<i>New and Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; <u>additionally to complete the issuance of a second set of turnout gear for all interior firefighters to allow for proper decontamination procedure after each use</u>; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. #</i>				

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

FY2022-23 (Cont.)	Video Laryngoscope (5)	10,000	500	\$	50,000
	<i>New; Addition of video laryngoscopy capability to all 5 medic units. This is a standard of care across the nation that up to this point Colonial Heights has been unable to provide . Currently our Advanced Life Support providers must manually insert a metal blade into a patients mouth to visualize proper placement of endotracheal tube and connect a mechanical ventilator. Video laryngoscopes will improve proper visualization of tube placement and increase survivability to a patient in respiratory or cardiac arrest. #</i>				
	Turnout Gear	35,000	-	\$	35,000
	<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. *</i>				
	Primary Staff Vehicle	50,000	500	\$	50,000
	<i>Replacement; Upgrade to Prevention-4 vehicle utilized for emergency response and general performance of duties as department investigator and inspector; also allows the prevention Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.</i>				
	Total Operating Capital Outlay - FY2022-23			\$ 168,250
	Annual Maintenance & Operations Cost			\$ 2,600

* Grant Funded
Partially grant funded

Emergency Management

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

The Emergency Management Department coordinates with the Central Virginia Emergency Management Alliance. The Alliance includes the Cities of Colonial Heights, Emporia, Hopewell, Petersburg and Richmond as well as the Counties of Amelia, Brunswick, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Greenville, Hanover, Henrico, King and Queen, King William, Louisa, Prince George, Powhatan, New Kent Nottoway and Sussex. The Alliance establishes a forum for local emergency managers, public safety officials, federal, state, regional, private sector, higher education and non-profit partners to collaborate, coordinate and enhance emergency management and preparedness in Central Virginia. The goal is to improve situational awareness in Central Virginia and to provide a place to share ideas and lessons learned while creating partnerships to leverage grant funding for regional projects.

The Emergency Management Department also coordinates the CERT Program that is based on the neighbors helping neighbors concepts. Experience proves that basic training in emergency preparedness and disaster survival improves the ability of citizens to survive until Public Safety arrives. The Community Emergency Response Team (CERT) program trains citizens to prepare for and respond to emergencies in their community. The program is a component of the National Citizen Corp Program which aims to make communities safer, stronger and better prepared through education, training and volunteer service.

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Citizens trained in CERT	0	10	15	15
Total Snow (Richmond official)	14	7	10	10
Monitored Atlantic tropical events	12	16	19	21
Severe thunderstorm warnings	4	6	5	5
Tornado warnings	0	0	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

Communications

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Proposed
Number of Calls	76,228	76,827	77,697	78,000
Wireline 911 Calls	3,867	4,445	5,636	5,600
Wireless 911 Calls	11,778	9,994	10,165	12,000
Warrants Entered	4,062	4,259	4,293	4,300
Lobby Calls Handled	4,701	3,905	4,493	5,000

Personnel Resources

Communications			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.
Communications Supervisor	FT	Salary	4.00	4.00	0.00
Telecommunicator	FT	Salary	12.00	12.00	0.00
FT = Full Time PT = Part Time			16.00	16.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER 1404

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$630,228	\$655,379	\$639,545	\$661,359	\$654,983		\$654,983
5103	Temporary & Seasonal Help	15,381	14,085	13,801	16,000	20,000		20,000
5105	Overtime	96,171	82,317	114,738	95,000	101,500		101,500
5601	Accumulated Leave	489		6,455				
5125	FICA					59,401		59,401
5130	VRS					88,292		88,292
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,330		1,330
5150	Health Insurance					144,324		144,324
5160	Disability Insurance					1,810		1,810
5170	Unemployment Insurance					550		550
	Total Personal Services	742,269	751,781	774,539	772,359	1,072,190	38.8%	1,072,190
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	12,862	12,862	12,962	12,962	13,062		13,062
5206	Dues & Subscriptions	92	92	92	276	276		276
5209	Maintenance - Electronics	1,272	1,440	1,440	1,272	1,272		1,272
5212	Rent of Equipment	2,915	2,829	2,877	3,167	3,242		3,242
5214	Maintenance - Motor Vehicles	439		2	500	1,000		1,000
5216	Maintenance - Equipment	220,585	244,610	253,344	271,000	274,100		274,100
5221	Postage	119	118	143	200	200		200
5222	E 9-1-1 and CAD System	14,925	12,645	12,165	18,303	18,303		18,303
5223	Telephone	14,640	15,634	16,304	20,610	24,310		24,310
5225	Travel & Vocational Training	2,377	1,406	2,152	7,000	8,000		8,000
5242	Printing, Supplies, & Materials	8,320	4,701	8,407	6,730	7,000		7,000
5247	Motor Fuels & Lubricants	1,039	496	603	1,250	1,540		1,540
5248	Books & Publications				200	200		200
5250	Small Tools & Equipment				50	50		50
5263	Grant Funds	128,347						
5281	Heat, Light and Power	8,144	8,410	8,584	9,000	9,000		9,000
	Total Operating Services	416,076	305,243	319,075	352,520	361,555	2.6%	361,555
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	177,574	57,177		7,600			
5516	Electronic Equipment			134,758	25,000	42,800		42,800
	Total Capital Outlay	177,574	57,177	134,758	32,600	42,800	31.3%	42,800
	TOTAL	\$1,335,919	\$1,114,201	\$1,228,372	\$1,157,479	\$1,476,545	27.6%	\$1,476,545

COMMUNICATIONS

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
HVAC	25,000		\$ 25,000
<i>New; Install ductless wall mount air-conditioning in Public Safety Server and Utility Battery Backup rooms. The addition of servers and related equipment has raised the level of heating in the room with no way of effectively cooling. Servers and the backup up power supply batteries require very low temperatures to effectively operate and extend the life of equipment; includes equipment and labor costs</i>			
Call Taker Computers (3)	2,200	900	\$ 6,600
<i>Replacement; Upgrade of dispatch center computers utilized by primary call takers; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels.</i>			
Computer Monitors (18)	400	-	\$ 7,200
<i>Replacement; Upgrade of all monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.</i>			
TV/Security Monitors(2)	2,000		\$ 4,000
<i>Replacement; Upgrade 80" large TV/Security Monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, School cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 42,800**

Annual Maintenance & Operations Cost **\$ 900**

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

Fiscal Year:

FY2019-20

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

		Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	
Dispatch Computers (4)	2,200	1,200	\$ 8,800	

Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels.

Computer Monitors (24)	400	-	\$ 9,600	
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Replacement; Upgrade all existing monitors at dispatch consoles; each console has 6 monitors that are over 4 years old, run continuously, and are beyond useful life, essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Computer server	20,000		\$ 20,000	
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Replacement; Upgrade of computer servers for Computer Aided Dispatch (CAD) System and records management for all public safety operations (replacing servers at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels.

Total Operating Capital Outlay - FY2020-21 \$ 38,400

Annual Maintenance & Operations Cost ... \$ 1,200

COMMUNICATIONS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
TV/Security Monitors(2)	2,000		\$ 4,000
<i>Replacement; Upgrade 80" large TV/Security Monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, School cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Computer server	20,000		\$ 20,000
<i>Replacement; Upgrade of computer servers for Computer Aided Dispatch (CAD) System and records management for all public safety operations (replacing servers at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels.</i>			
Mobile Data Computer	3,500	200	\$ 3,500
<i>Replacement; Upgrade of departmental mobile computer that is located in vehicle to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.</i>			

Total Operating Capital Outlay - FY2021-22 **\$ 27,500**

Annual Maintenance & Operations Cost **\$ 200**

COMMUNICATIONS

Fiscal Year:

FY2022-23

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

Total Operating Capital Outlay - FY2022-23 \$ 32,200

Annual Maintenance & Operations Cost \$ 900

Public Works

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

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

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

Facility and infrastructure assets within the department's responsibility center include approximately 88 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 27 traffic signals and 3000 traffic signs.

Performance Indicators	FY 15 - 16 Actual	FY 16 - 17 Actual	FY 17-18 Actual	FY 18-19 Projected
Private development submittals reviewed	34	31	31	33
Street miles resurfaced	0.9	4.47	4.5	3.3
Street miles swept	174.2	219.2	215	215
Maintenance work orders completed (in GovQA)	3,633	3,556	3,000	3,000
Construction projects completed	3	4	6	6

Personnel Resources

Department of Public Works			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Director of Public Works	FT	Salary	1.00	1.00	0.00
Asst. Director of Public Works	FT	Salary	1.00	1.00	0.00
Construction Inspector	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	2.00	2.00	0.00
Engineering/Traffic Technician	FT	Salary	5.00	5.00	0.00
Project Coordinator	FT	Salary	1.00	1.00	0.00
Public Works Superintendent	FT	Salary	1.00	1.00	0.00
Public Works Foreman	FT	Salary	6.00	6.00	0.00
Heavy Equipment Operator	FT	Salary	7.00	7.00	0.00
Utility Maintenance Specialist	FT	Salary	2.00	2.00	0.00
Public Works Technician	FT	Salary	14.00	14.00	0.00
Recycling Center Technician	PT	Hourly	0.40	0.40	0.00
			41.40	41.40	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER 1451

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$152,035	\$148,308	\$151,732	\$229,763	\$234,358		\$234,358
5105	Overtime							
5125	FICA					17,928		17,928
5130	VRS					31,591		31,591
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					3,070		3,070
5150	Health Insurance					19,905		19,905
5160	Disability Insurance							
5170	Unemployment Insurance					77		77
	Total Personal Services	152,035	148,308	151,732	229,763	306,929	33.6%	306,929
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	295	625	660	700	700		700
5209	Maintenance - Electronics	960	1,080	1,080	960	1,000		1,000
5221	Postage	43	33	37	100	100		100
5223	Telephone	5,384	5,230	5,320	5,244	5,244		5,244
5225	Travel & Vocational Training	3,019	2,904	2,917	3,250	3,250		3,250
5226	Automobile Allowance	4,800	4,800	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	61	36	62	300	100		100
5248	Books & Publications	100	76		250	300		300
	Total Operating Services	14,662	14,784	14,876	15,604	15,494	-0.7%	15,494
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			1,449				
	Total Capital Outlay			1,449				
	TOTAL	\$166,697	\$163,092	\$168,057	\$245,367	\$322,423	31.4%	\$322,423

PUBLIC WORKS - ADMINISTRATION

Fiscal Year:

FY2018-19

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2018-19 \$ -

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2019-20 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$480,687	\$522,164	\$543,186	\$518,754	\$525,595		\$525,595
5103	Temporary & Seasonal Help	296		0	500	2,000		2,000
5105	Overtime	11,895	14,894	12,844	13,000	15,000		15,000
5106	Overtime - Snow	7,670	15,411	7,926	3,000	10,335		10,335
5110	Sick Bank		2,332					
5601	Accumulated Leave	7,375						
5125	FICA					42,299		42,299
5130	VRS					70,850		70,850
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					6,885		6,885
5150	Health Insurance					156,930		156,930
5160	Disability Insurance					328		328
5170	Unemployment Insurance					516		516
	Total Personal Services	507,923	554,801	563,956	535,254	830,738	55.2%	830,738
	<u>OPERATING EXPENSES</u>							
5201	Advertising	414	393	445	700	700		700
5203	Professional & Special Services	341,898	378,624	769,725	850,000	850,000		850,000
5209	Maintenance - Electronics	1,272	1,440	1,440	1,272	1,272		1,272
5212	Rent of Equipment				1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	32,616	22,412	43,558	26,000	26,000		26,000
5216	Maintenance - Equipment	30,583	22,692	20,264	30,000	30,000		30,000
5217	Maintenance - Buildings & Grounds	600		197	1,500	1,500		1,500
5219	Maintenance - Bridges				10,000	10,000		10,000
5221	Postage	53	37	32	100	100		100
5223	Telephone	2,205	2,175	2,099	2,232	2,928		2,928
5225	Travel & Vocational Training	1,277	2,812	2,390	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	13,593	13,625	10,253	18,000	18,000		18,000
5247	Motor Fuels & Lubricants	27,483	18,067	19,441	25,000	25,000		25,000
5249	Road Materials & Equipment	32,895	37,473	37,482	61,000	61,000		61,000
5250	Small Tools & Equipment	542	1,139	1,327	2,588	2,500		2,500
5252	Snow Removal - Supplies & Materials	30,250	44,942	47,848	15,000	20,000		20,000
	Total Operating Services	515,681	545,831	956,501	1,047,892	1,053,500	0.5%	1,053,500

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles			107,000	115,000	30,000		30,000
5503	Machinery & Tools	100,555	122,932	7,000	6,600	50,000		50,000
5516	Electronic Equipment							
	Total Capital Outlay	100,555	122,932	114,000	121,600	80,000	-34.2%	80,000
	TOTAL	\$1,124,159	\$1,223,564	\$1,634,457	\$1,704,746	\$1,964,238	15.2%	\$1,964,238

STREET MAINTENANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup (4X4 Crew Cab)	30,000	500	\$ 30,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#208); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Chemical Spreader	15,000	250	\$ 15,000
<i>Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 13 years old; frame/body rusting and replacement parts hard to find; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.</i>			
Leaf Loader	35,000	2,000	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1995 leaf loader (#281); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2018-19 \$ 80,000

Annual Maintenance & Operations Cost \$ 2,750

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dump Truck (Flatbed)	90,000	750	\$ 90,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 1998 truck (#216); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Pickup Truck 4 X 4	28,000	500	\$ 28,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 17 years old (#200); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 **\$ 118,000**

Annual Maintenance & Operations Cost \$ 1,250

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dump Truck (Flatbed)	90,000	750	\$ 90,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2000 truck (#217); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Roller, Vibratory	15,000	500	\$ 15,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2008 roller designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2020-21 **\$ 105,000**

Annual Maintenance & Operations Cost \$ 1,250

STREET MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Backhoe	105,000	750	\$ 105,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 1998 backhoe; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Leaf Loader	35,000	2,000	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2021-22 \$ 140,000

Annual Maintenance & Operations Cost ... \$ 2,750

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Street Sweeper	150,000	750	\$ 150,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2004 Street Sweeper; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Leaf Loader	35,000	2,000	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1997 leaf loader (#283); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2022-23 \$ 185,000

Annual Maintenance & Operations Cost ... \$ 2,750

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER 1456

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$334,926	\$347,470	\$340,067	\$316,121	\$318,945		\$318,945
5105	Overtime	26,559	15,520	12,155	15,000	15,000		15,000
5106	Overtime - Snow	1,098	2,847	631	500	1,000		1,000
5601	Accumulated Leave	5,989	309	1,190				
5125	FICA					25,623		25,623
5130	VRS					42,453		42,453
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					4,126		4,126
5150	Health Insurance					48,285		48,285
5160	Disability Insurance					1,116		1,116
5170	Unemployment Insurance					224		224
	Total Personal Services	368,572	366,146	354,043	331,621	456,772	37.7%	456,772
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	21,469	36,430	5,073	57,000	57,000		57,000
5206	Dues & Subscriptions	2,024	2,015	2,145	2,500	2,500		2,500
5209	Maintenance - Electronics	3,816	2,880	2,880	4,500	4,500		4,500
5214	Maintenance - Motor Vehicles	1,962	5,775	2,109	4,500	4,500		4,500
5216	Maintenance - Equipment	1,193	699	604	700	700		700
5221	Postage	121	200	157	150	175		175
5223	Telephone	13,597	13,717	14,115	13,344	13,500		13,500
5225	Travel & Vocational Training	1,833	3,744	5,805	6,000	6,000		6,000
5242	Engineering Supplies and Materials	15,848	25,192	34,904	30,000	30,000		30,000
5247	Motor Fuels & Lubricants	8,795	6,501	5,933	10,750	9,000		9,000
5248	Books & Publications		800		800	800		800
5250	Small Tools & Equipment		95	80	700	700		700
5281	Heat, Lights & Power	190,178	215,896	214,200	210,000	215,000		215,000
	Total Operating Services	260,836	313,944	288,005	340,944	344,375	1.0%	344,375
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	121,475			25,000			
5515	Building & Fixed Equipment				7,000			
5516	Electronic Equipment				2,500	4,550		4,550
	Total Capital Outlay	121,475			34,500	4,550	-86.8%	4,550
	TOTAL	\$750,883	\$680,090	\$642,048	\$707,065	\$805,697	13.9%	\$805,697

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3) Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.	1,250	600	\$ 3,750
Laser printer <i>Replacement</i> ; Routine upgrade of department computer printer shared and utilized by entire staff; current equipment is past the recommended IT lifecycle management (5 years); equipment essential for maintaining existing service levels.	800	100	\$ 800
Total Operating Capital Outlay - FY2018-19			\$ 4,550
Annual Maintenance & Operations Cost.....			\$ 700

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pavement inventory data collection <i>Replacement</i> : Update of infrastructure asset inventory data (pavement condition, traffic signs, fire hydrants, water meters, etc.); ensures that pavement management system and GIS maps are based on the most up to date information; data collection essential to effective evaluation of pavement conditions; accurate data required to continue receipt of annual state maintenance funding; information used to objectively prioritize street resurfacing, replacement, and rehabilitation projects; essential to maintaining existing service levels.	40,000	100	\$ 40,000
Desktop Computer (3) Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.	1,250	600	\$ 3,750
Total Operating Capital Outlay - FY2019-20			\$43,750
Annual Maintenance & Operations Cost.....			\$ 700

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,250	600	\$ 3,750
<i>Replacement: Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
Sign Equipment/Hardware	10,000	350	\$ 10,000
<i>Replacement: Upgrade of sign fabrication graphics machine and associated hardware/software; equipment heavily utilized in general performance of departmental duties; replacement of 20-year old equipment will greatly increase the productivity and efficiency of staff to produce traffic signs and other signage; designed to meet anticipated standards and service demands; will negatively impact service and increase maintenance costs without replacement</i>			
Total Operating Capital Outlay - FY2020-21			\$13,750
Annual Maintenance & Operations Cost			\$ 950

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,250	600	\$ 3,750
<i>Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
UPS Power Supply (3)	6,500	500	\$ 19,500
<i>New: Additional power supply for traffic signals at (1) Temple and Boulevard, (2) Ellerslie and Boulevard, and (3) Dimmock and Southpark; existing signals currently do not have battery back-up or the ability to connect to a generator in the event of a power failure; UPS System is identical to battery back up system being installed on the traffic signals for the Boulevard Project; service and safety level enhancement</i>			
Total Operating Capital Outlay - FY2021-22			\$23,250
Annual Maintenance & Operations Cost			\$ 1,100

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3) <i>Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>	1,250	600	\$ 3,750
 Laser printer <i>Replacement; Routine upgrade of department computer printer shared and utilized by entire staff; current equipment is past the recommended IT lifecycle management (5 years); equipment essential for maintaining existing service levels</i>	 800	 100	 \$ 800
 Total Operating Capital Outlay - FY2022-23			\$ 4,550
 Annual Maintenance & Operations Cost			\$ 700

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$49,047	\$49,877	\$47,795	\$50,003	\$51,003		\$51,003
5105	Overtime	1,141	71	145	500	500		500
5125	FICA					3,940		3,940
5130	VRS					6,875		6,875
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					668		668
5150	Health Insurance					8,400		8,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	50,188	49,948	47,940	50,503	71,420	41.4%	71,420
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	171,611	172,770	175,601	180,000	180,000		180,000
5209	Maintenance - Electronics	324	360	360	324	360		360
5213	Maintenance - Court Fees	8,131	26,614	20,320	16,000	20,000		20,000
5214	Maintenance - Motor Vehicles	46	153	489	500	500		500
5216	Maintenance - Equipment	37,867	35,899	30,226	27,000	32,000		32,000
5217	Maintenance - Building & Grounds	22,614	78,686	75,827	60,000	75,000		75,000
5223	Telephone	2,480	2,399	2,405	2,664	2,664		2,664
5242	Printing, Supplies, & Materials	4,145	4,376	1,045	6,000	4,000		4,000
5243	Construction Materials			0	500	0		0
5247	Motor Fuels & Lubricants	729	480	726	1,400	1,000		1,000
5250	Small Tools & Equipment	9		326	500	500		500
5281	Heat, Lights & Power	207,617	196,367	204,192	200,000	205,000		205,000
	Total Operating Services	455,573	518,104	511,517	494,888	521,024	5.3%	521,024
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
5515	Building & Fixed Equipment		30,000	96,960	50,500	5,500		5,500
	Total Capital Outlay		30,000	96,960	50,500	5,500	-89.1%	5,500
	TOTAL	\$505,761	\$598,052	\$656,417	\$595,891	\$597,944	0.3%	\$597,944

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Parking Lot	5,500	200	\$ 5,500
<i>Replacement; restripe existing lines & handicap markings at Courthouse with thermo-plastic.</i>			

Total Operating Capital Outlay - FY2018-19 \$ 5,500

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Currently Identified for this Fiscal Year			

Total Operating Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
HVAC Replacement	10,000	300	\$ 10,000
<i>Replacement; Replace current window A/C units and tanked propane heating system at Sign Shop with two (2) mini-split units -higher in efficiency and less electrical requirements.</i>			

Total Operating Capital Outlay - FY2020-21 \$ 10,000

Annual Maintenance & Operations Cost \$ 300

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Currently Identified for this Fiscal Year			

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Currently Identified for this Fiscal Year			

Total Operating Capital Outlay - FY2022-23 \$ -

Fleet Maintenance

The City of Colonial Heights Department of Fleet Maintenance is responsible for maintenance, repair, modification, and general upkeep of all city-owned vehicles and equipment. In addition, the Department is also responsible for similar repair and maintenance of all Colonial Heights Public Schools vehicles, including school buses.

As part of its day-to-day activities, the Department of Fleet Maintenance schedules and performs routine maintenance for all vehicles; prepares all new vehicles for service (installation of equipment and lettering); and completes special projects that the other departments request. The Department maintains a complete history of repairs and billing information of all vehicles and also prepares all seasonal equipment (leaf collection, snow, grass cutting) in advance of their service required timeframe.

All departmental operations and maintenance activates take place at the Fleet Maintenance Shop at 501 Lake Avenue, a facility shared with the Public Works Department.

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Total Vehicles Maintained	250	250	265	255
Total Equipment Maintained	39	39	45	45
Work Orders Completed	888	932	925	950
Total Repair Costs	\$254,971	\$318,055	\$300,000	\$300,000
Total Sublet Repairs	\$34,529	\$37,246	<\$25,000	<\$25,000

Personnel Resources

Fleet Maintenance Shop			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Automotive Maint. Super.	FT	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	Salary	1.00	1.00	0.00
Emergency Equip. Tech.	FT	Salary	1.00	1.00	0.00
Heavy Truck / Bus Tech.	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			4.00	4.00	0.00

Sr. Automotive Mechanic	PT	Hourly	0.00	1.00	1.00
PT = Part Time			0.00	1.00	1.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER 1458

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$251,156	\$255,406	\$264,838	\$246,873	\$251,810		\$251,810
5103	Temporary & Seasonal Help					29,120		29,120
5105	Overtime	755	3,797	1,048	3,000	3,000		3,000
5106	Overtime - Snow	635		1,502	3,000	3,000		3,000
5125	FICA					21,950		21,950
5130	VRS					33,944		33,944
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					3,299		3,299
5150	Health Insurance					37,140		37,140
5160	Disability Insurance					288		288
5170	Unemployment Insurance					138		138
	Total Personal Services	252,546	259,203	267,388	252,873	383,689	51.7%	383,689
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	3,692	5,826	2,765				
5209	Maintenance - Electronics	1,272	1,440	1,440	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	2,139	1,756	1,679	2,500	2,500		2,500
5216	Maintenance - Equipment	1,518	106	815	2,500	3,000		3,000
5221	Postage	32	33	32	5	5		5
5223	Telephone	2,544	2,544	2,544	2,600	2,600		2,600
5225	Travel & Vocational Training		650	0	750	750		750
5242	Printing, Supplies, & Materials	9,326	5,930	9,838	11,000	11,000		11,000
5247	Motor Fuels & Lubricants	4,629	5,630	1,636	1,500	2,000		2,000
5248	Books & Publications			0	300	300		300
5250	Small Tools & Equipment	1,601	2,198	2,087	2,200	2,500		2,500
	Total Operating Services	26,753	26,113	22,836	24,855	26,155	5.2%	26,155
	<u>CAPITAL OUTLAY</u>							
5503	Machinery & Tools	9,847		7,400	8,500	6,000		6,000
5516	Electronic Equipment		4,760					
	Total Capital Outlay	9,847	4,760	7,400	8,500	6,000	-29.4%	6,000
	TOTAL	\$289,146	\$290,076	\$297,624	\$286,228	\$415,844	45.3%	\$415,844

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Particulate Filter Machine	6,000	-	\$ 6,000
<i>New; Looking at a BG 12Q VIA Diesel Particulate Filter machine to help improve performance and better control of the regeneration procedure on the new diesel engines for the schools, Utilities, and Fire Dept. This would be a major benefit for city vehicles since most do not operate at substained high speeds required for complete regen operation.</i>			

Total Operating Capital Outlay - FY2018-19 \$ 6,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2019-20

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

Total Operating Capital Outlay - FY2019-20 \$ 5,000

Annual Maintenance & Operations Cost \$ 100

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Tall Jack Stands (4)	1,500	-	\$ 6,000
<i>New; Portable 9-ton stands that will be utilized to help free up mobile lifts so that they can be used in maintenance of other vehicles; on certain occasions, vehicles must remain elevated and disassembled for days and/or while waiting on parts or repairs; jack stands will allow other work to continue during such times; service level enhancement</i>			

Total Operating Capital Outlay - FY2020-21 \$ 6,000

Annual Maintenance & Operations Cost \$ -

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2021-22

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Portable Evaporative Coolers x 2	4,000	-	\$ 8,000
New; These coolers will be used to improve the working conditions in the main shop during the extreme hot and muggy days during the summer months. Many times we have weeks on end with 90+ degrees in the shop.			

Total Operating Capital Outlay - FY2021-22

\$ 8,000

Annual Maintenance & Operations Cost

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23

\$ -

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - RECYCLING

ACCOUNT NUMBER 1460

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$7,469	\$5,714	\$6,993	\$7,871	\$8,320		\$8,320
5125	FICA					636		636
	Total Personal Services	7,469	5,714	6,993	7,871	8,956	13.8%	8,956
	<u>OPERATING EXPENSES</u>							
5217	Maintenance - Buildings & Grounds			0	200	200		200
5223	Telephone	228	225	228	228	240		240
5231	Curbside Recycling	177,567	179,295	184,031	193,082	199,331		199,331
5233	Container Rent & Transportation	4,535	6,508	4,839	3,969	5,734		5,734
5238	CFC Removal	1,009	1,065	1,442	1,000	1,000		1,000
5240	Equipment Rental - Transfer Station	9,500	17,800	9,800	20,000	24,000		24,000
5242	Printing, Supplies, & Materials	690	628	180	1,000	1,000		1,000
5244	Central Virginia Waste Management Authority	8,712	8,440	8,291	8,357	8,559		8,559
	Total Operating Services	202,241	213,961	208,811	227,836	240,064	5.4%	240,064
	TOTAL	\$209,710	\$219,675	\$215,804	\$235,707	\$249,020	5.6%	\$249,020

Health and Social Services

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
# Served by Comprehensive Services Act	23	39	45	50

Personnel Resources

			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.

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

Recreation and Parks

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

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

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

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

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Projected	FY 18-19 Projected
Athletic Program Participants	2,690	2,966	2,600	2,800
Non-Athletic Program Participants	4,525	4,440	4,750	4,500
Senior Center Citizens Participants	32,730	32,200	32,000	32,000
Facility Rentals (Parks/Community Center/Fields)	1,062	1,123	1,000	1,100
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	89,441	109,163	82,000	100,000

Personnel Resources

Recreation & Parks			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Director	F	Salary	1.00	1.00	0.00
Recreation Staff	F	Salary	4.00	4.00	0.00
Parks/B&G/Horticulture	F	Salary	10.00	10.00	0.00
Community Center Staff	F	Salary	5.00	5.00	0.00
Museum Curator	F	Salary	1.00	1.00	0.00
Program Staff	PT	Hourly	46.00	46.00	0.00
			67.00	67.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$225,348	\$269,751	\$265,645	\$270,594	\$276,974		\$276,974
5103	Temporary & Seasonal Help	85,321	48,121	49,667	64,285	64,285		64,285
5105	Overtime	223		1,318	250	250		250
5125	FICA					26,125		26,125
5130	VRS					37,336		37,336
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					3,628		3,628
5150	Health Insurance					58,560		58,560
5160	Disability Insurance					670		670
5170	Unemployment Insurance					172		172
	Total Personal Services	310,892	317,872	316,630	335,129	468,000	39.6%	468,000
	<u>OPERATING EXPENSES</u>							
5201	Advertising	2,004	1,337	1,086	2,000	2,000		2,000
5203	Professional & Special Services	28,495	24,878	27,985	30,000	29,000		29,000
5206	Dues & Subscriptions	2,208	1,395	1,204	1,116	1,400		1,400
5209	Maintenance - Electronics	1,596	1,800	1,800	1,800	1,800		1,800
5212	Rent of Equipment							
5214	Maintenance - Motor Vehicles		2	47	750	750		750
5216	Maintenance - Equipment		300	0	1,000	400		400
5217	Maintenance - Buildings & Grounds	3,612	3,645	11,255	2,000	2,000		2,000
5221	Postage	656	801	398	1,100	800		800
5223	Telephone	8,250	8,028	8,198	8,916	8,916		8,916
5224	Other Services & Charges	28,441	29,416	29,444	32,000	31,000		31,000
5225	Travel & Vocational Training	5,226	4,148	2,425	2,000	4,000		4,000
5226	Automobile Allowance	4,200	4,200	4,200	4,200	4,200		4,200
5242	Printing, Supplies, & Materials	38,782	50,088	42,151	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	1,100	451	577	2,500	1,000		1,000
5250	Small Tools & Equipment							
5281	Heat, Lights & Power	23,073	21,908	20,796	20,000	22,000		22,000
	Total Operating Services	147,643	152,397	151,566	160,382	160,266	-0.1%	160,266

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles			10,833				
5515	Building & Fixed Equipment					0		0
5520	Other Equipment	88,000	106,063	2,550	50,000	3,600		3,600
	Total Capital Outlay	88,000	106,063	13,383	50,000	3,600	-92.8%	3,600
	TOTAL	\$546,535	\$576,332	\$481,579	\$545,511	\$631,866	15.8%	\$631,866

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,200	600	\$ 3,600
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2018-19 \$ 3,600

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,200	600	\$ 3,600
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 \$ 3,600

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,200	600	\$ 3,600
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2020-21 \$ 3,600

Annual Maintenance & Operations Cost \$ 600

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,200	600	\$ 3,600
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2021-22 \$ 3,600

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2022-23

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

Total Operating Capital Outlay - FY2022-23 \$ -

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$182,535	\$175,603	\$164,538	\$168,048	\$167,923		\$167,923
5103	Temporary & Seasonal Help	38,177	21,170	23,038	38,500	23,000		23,000
5105	Overtime		67					
5601	Accumulated Leave	7,260		17,194				
5125	FICA					14,606		14,606
5130	VRS					22,636		22,636
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,200		2,200
5150	Health Insurance					44,160		44,160
5160	Disability Insurance					582		582
5170	Unemployment Insurance					172		172
	Total Personal Services	227,972	196,840	204,770	206,548	275,279	33.3%	275,279
	<u>OPERATING EXPENSES</u>							
5201	Advertising			550				
5206	Dues & Subscriptions	1,280	1,833	1,828	1,033	1,800		1,800
5209	Maintenance - Electronics	3,180	3,600	3,600	3,180	3,600		3,600
5214	Maintenance - Motor Vehicles		450		900	500		500
5217	Maintenance - Buildings & Grounds	1,000	175	997	500	3,000		3,000
5221	Postage	257	361	228	500	400		400
5223	Telephone	5,416	5,274	5,354	5,292	5,292		5,292
5224	Other Services & Charges	3,088	4,615	6,482	9,500	7,000		7,000
5225	Travel & Vocational Training	242	1,439	952	800	1,000		1,000
5241	Senior Citizens Activities	3,100	3,871	3,806	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	10,080	8,609	13,071	11,000	13,000		13,000
5247	Motor Fuels & Lubricants							
	Total Operating Services	27,643	30,227	36,868	36,505	39,392	7.9%	39,392
	TOTAL	\$255,615	\$227,067	\$241,638	\$243,053	\$314,671	29.5%	\$314,671

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER 1603

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$39,106	\$39,767	\$40,686	\$40,686	\$41,500		\$41,500
5103	Temporary & Seasonal Help	22,118	22,943	23,847	40,500	40,500		40,500
5105	Overtime	1,043	777	1,037	1,000	1,000		1,000
5125	FICA					6,349		6,349
5130	VRS					5,594		5,594
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					544		544
5150	Health Insurance					8,400		8,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	62,267	63,487	65,570	82,186	103,921	26.4%	103,921
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services							
5206	Dues & Subscriptions	65	65	65	200	200		200
5209	Maintenance - Electronics	636	720	720	636	720		720
5214	Maintenance - Motor Vehicles	179	159	335	1,000	1,000		1,000
5216	Maintenance - Equipment			0	500	500		500
5217	Maintenance - Buildings & Grounds	7,393	7,910	8,283	11,000	13,000		13,000
5223	Telephone	190	188	190	192	192		192
5225	Travel & Vocational Training			0	400	400		400
5242	Printing, Supplies, & Materials	691	767	1,184	1,700	1,700		1,700
5247	Motor Fuels & Lubricants	2,384	1,544	1,659	2,500	2,400		2,400
5250	Small Tools & Equipment	500	731	1,292	1,250	1,250		1,250
	Total Operating Services	12,038	12,084	13,728	19,378	21,362	10.2%	21,362
	TOTAL	\$74,305	\$75,571	\$79,298	\$101,564	\$125,283	23.4%	\$125,283

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$276,043	\$271,653	\$277,901	\$306,019	\$312,140		\$312,140
5103	Temporary & Seasonal Help	22,469	21,081	30,049	33,000	33,000		33,000
5105	Overtime	35,158	32,981	29,839	40,000	40,000		40,000
5601	Accumulated Leave Pay	2,033	1,330					
5125	FICA					29,463		29,463
5130	VRS					42,076		42,076
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					4,089		4,089
5150	Health Insurance					64,260		64,260
5160	Disability Insurance					162		162
5170	Unemployment Insurance					275		275
	Total Personal Services	335,703	327,045	337,789	379,019	525,465	38.6%	525,465
	<u>OPERATING EXPENSES</u>							
5203	Professional & Spec Services							
5206	Dues & Subscriptions		150	250	300	300		300
5209	Maintenance - Electronics	324	360	360	324	360		360
5212	Rent of Equipment	334	133	167	500	500		500
5214	Maintenance - Motor Vehicles	2,274	2,214	3,903	4,000	4,000		4,000
5216	Maintenance - Equipment	12,086	9,326	16,446	17,000	17,000		17,000
5217	Maintenance - Buildings & Grounds	61,588	65,585	71,696	67,500	67,500		67,500
5223	Telephone	885	822	799	1,000	1,000		1,000
5225	Travel & Vocational Training	148	296	0	828	400		400
5242	Printing, Supplies, & Materials	9,090	10,294	6,967	8,000	9,000		9,000
5247	Motor Fuels & Lubricants	12,820	8,263	8,581	12,500	12,000		12,000
5250	Small Tools & Equipment	1,085	879	1,797	2,500	2,400		2,400
5281	Heat, Lights & Power	10,166	11,361	11,019	12,000	12,000		12,000
	Total Operating Services	110,800	109,683	121,985	126,452	126,460	0.0%	126,460
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle			27,655				
5516	Electronic Equipment	923	1,733	0	3,750			
5520	Other Equipment	14,797	19,282	3,395	36,000	22,000		22,000
	Total Capital Outlay	15,720	21,015	31,050	39,750	22,000	-44.7%	22,000
	TOTAL	\$462,223	\$457,743	\$490,824	\$545,221	\$673,925	23.6%	\$673,925

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
60 " Zero Turn Mower (2)	11,000	500	\$ 22,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 25 horse power riding mowers will replace current equipment that will be over 10 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.</i>			

Total Operating Capital Outlay - FY2018-19 \$22,000

Annual Maintenance & Operations Cost \$ 500

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Ford F250 Pick-up Truck	30,000	600	\$ 30,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 20 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 \$30,000

Annual Maintenance & Operations Cost \$ 600

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2020-21

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Diesel Tractor & Trailer	35,000	600	\$ 35,000

Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 23 horse power diesel tractor will replace current equipment that will be over 21 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.

Total Operating Capital Outlay - FY2020-21 \$35,000

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2021-22

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Ford F150 Pick-up Truck	30,000	600	\$ 30,000

Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 24 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.

Total Operating Capital Outlay - FY2021-22 \$30,000

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2022-23 \$ -

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$54,162	\$55,078	\$56,350	\$56,350	\$57,477		\$57,477
5103	Temporary & Seasonal Help	11,087	11,551	9,488	11,000	13,000		13,000
5105	Overtime							
5125	FICA					5,392		5,392
5130	VRS					7,748		7,748
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					753		753
5150	Health Insurance					8,400		8,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	65,249	66,629	65,838	67,350	92,804	37.8%	92,804
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,748	1,969	1,024	2,500	2,500		2,500
5203	Professional & Special Services	2,103	2,173	1,508	2,500	2,500		2,500
5206	Dues & Subscriptions	425	425	275	300	450		450
5209	Maintenance - Electronics	636	720	720	636	720		720
5217	Maintenance - Buildings & Grounds	530	2,947	4,341	8,000	8,000		8,000
5221	Postage	105		0	150	150		150
5223	Telephone	388	379	661	384	384		384
5225	Travel & Vocational Training			0	500	300		300
5242	Printing, Supplies, & Materials	1,282	768	150	1,250	1,216		1,216
	Total Operating Services	7,217	9,381	8,679	16,220	16,220	0.0%	16,220
	TOTAL	\$72,466	\$76,010	\$74,517	\$83,570	\$109,024	30.5%	\$109,024

Library

The City of Colonial Heights Public Library provides a wide range of library services to the community, serving the educational, informational, and recreational reading needs of over 220,000 visitors each year.

The Library's collections include traditional books and magazines, large audio book and DVD/Blu-Ray collections, and a powerful e- library, along with a heavily used public computer center and wireless network.

The Library building also contains meetings rooms that are made available to, and are heavily utilized by civic clubs, small independent groups, tutors and organizations, as well as other city departments.

Performance Indicators	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Projected
Circulation	228,617	242,522	244,000	244,000
Books	109,268	111,497	110,000	112,000
Videos	51,150	49,812	49,000	49,000
Audios	11,101	11,789	12,000	12,000
Computers	20,944	19,832	20,000	20,000
Ebooks	9,308	17,831	18,000	21,000
Kindles	26,846	31,761	33,000	35,000
Library Cards Issued	1954	1873	2000	2000
Registered Borrowers	11,753	12,988	13,000	13,000
Patron Visit Count	218,974	219,888	220,000	220,000
Interlibrary Loans	274	198	225	225
Story Hour Participants	3,219	3418	3500	3500
Volumes Added to Collection	6,189	5017	5300	5300
Meeting Room Groups	1,875	2015	2100	2100

Personnel Resources

Library			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2017-18	FY 2018-19 Proposed	Diff.
Library Director	F	Salary	1.00	1.00	0.00
Library Associate	F	Salary	2.00	2.00	0.00
Library Assistant	F	Salary	2.00	2.00	0.00
Digital Resources Spec.	F	Salary	1.00	1.00	0.00
Library Assistant	PT	Hourly	1.00	1.00	0.00
			7.00	7.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - LIBRARY

ACCOUNT NUMBER 1701

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$342,346	\$344,086	\$354,338	\$354,230	\$361,315		\$361,315
5103	Temporary & Seasonal Help	42,548	43,746	44,772	46,867	46,867		46,867
5125	FICA					30,673		30,673
5130	VRS					45,599		45,599
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					4,476		4,476
5150	Health Insurance					46,718		46,718
5160	Disability Insurance					228		228
5170	Unemployment Insurance					241		241
	Total Personal Services	384,894	387,832	399,110	401,097	536,117	33.7%	536,117
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,193	2,278	4,807	3,150	4,500		4,500
5206	Dues & Subscriptions	200	268	219	715	715		715
5209	Maintenance - Electronics	11,448	12,960	12,960	11,448	11,448		11,448
5212	Rent of Equipment	885	251	240	1,310	1,430		1,430
5216	Maintenance - Equipment	1,313	497	315	900	900		900
5218	Maintenance - Misc			4,320		0		0
5221	Postage	2,408	2,447	2,332	2,468	1,200		1,200
5223	Telephone	22,163	22,927	22,706	23,472	23,472		23,472
5225	Travel & Vocational Training	81	206	416	850	850		850
5242	Printing, Supplies, & Materials	37,304	30,081	31,432	25,718	25,718		25,718
5248	Books & Publications	114,999	115,607	117,064	116,293	116,293		116,293
5281	Heat, Lights & Power	42,434	43,797	44,581	44,000	44,000		44,000
	Total Personal Services	238,428	231,319	241,392	230,324	230,526	0.1%	230,526
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment		1,200	1,200	1,200	1,200		1,200
5516	Electronic Equipment	8,258	11,660	16,799	6,800	7,200		7,200
	Total Capital Outlay	8,258	11,660	17,999	8,000	8,400	5.0%	8,400
	TOTAL	\$631,580	\$630,811	\$658,501	\$639,421	\$775,043	21.2%	\$775,043

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5) <i>Replacement; Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	1,000	\$ 4,500
Staff Computers (3) <i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	600	\$ 2,700
Reupholster Public Seating <i>Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement</i>	1,200		\$ 1,200
Total Operating Capital Outlay - FY2018-19			\$ 8,400
Annual Maintenance & Operations Cost			\$ 1,600

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5) <i>Replacement; Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	1,000	\$ 4,500
Staff Computers (3) <i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	600	\$ 2,700
Reupholster Public Seating <i>Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement</i>	1,200		\$ 1,200
Network Domain Server <i>Replacement; Upgrade of critical network domain server per recommendation of IT Department; essential for maintaining existing service levels; will negatively impact service without replacement.</i>	4,000		\$ 4,000
Total Operating Capital Outlay - FY2019-20			\$12,400
Annual Maintenance & Operations Cost			\$ 1,600

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5) <i>Replacement; Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	1,000	\$ 4,500
Staff Computers (3) <i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	600	\$ 2,700
Network Server <i>Replacement; Upgrade of library's primary network computer server; replacing server at 4 years per recommended by IT Department; server was replaced in 2016; cost includes labor for installation and network configuration; essential for maintaining existing service levels</i>	12,000		\$ 12,000
Reupholster Public Seating <i>Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement</i>	1,200		\$ 1,200
Total Operating Capital Outlay - FY2020-21			\$20,400
Annual Maintenance & Operations Cost			\$ 1,600

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5) <i>Replacement; Routine upgrade of the library's computer center, which has twenty computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	1,000	\$ 4,500
Staff Computers (3) <i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels</i>	900	600	\$ 2,700
Deep Freeze & Barracuda Web Filter Servers <i>Replacement; Upgrade library's Deep Freeze server, which prevents public from changing the computer network configurations; upgrade of Barracuda Web Filter which prevents public access to pornography; both upgrades per recommendation of IT Department</i>	4,000		\$ 4,000

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

FY2021-22 Reupholster Public Seating 1,200 \$ 1,200

(Cont.) *Replacement;* Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement

Total Operating Capital Outlay - FY2021-22 **\$12,400**

Annual Maintenance & Operations Cost \$ 1,600

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5)	900	1,000	\$ 4,500
<i>Replacement;</i> Routine upgrade of the library's computer center, which has twenty computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels			
Staff Computers (3)	900	600	\$ 2,700
<i>Replacement;</i> Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels			
Network 48 Port Switch (2)	1,500	400	\$ 3,000
<i>Replacement;</i> Routine upgrade of two critical network switches per commendation of IT Department; essential for maintaining existing service levels; will negatively impact service without replacement.			
Reupholster Public Seating	1,200		\$ 1,200
<i>Replacement;</i> Routine upgrade of various chairs and public seating; high volume of daily library patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement			

Total Operating Capital Outlay - FY2022-23 **\$11,400**

Annual Maintenance & Operations Cost \$ 2,000

Planning and Community Development

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

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

In FY 16-17, the Planning Division conducted a redevelopment feasibility study of Dupuy Avenue and worked with the Southern Gateway Land Use Committee as well as the community for the potential rezoning of Chesterfield Avenue and Battery Place to Residential Office. Additionally, Planning Division oversaw the development and adoption of the City's Farmers Market Code.

The Emergency Home Repair Program funded through Community Development Block Grants is implemented through the subrecipient Project:HOMES with close coordination and supervision by planning staff. In FY16-17, the Emergency Home Repair program repaired 7 homes.

Code Enforcement Division was reorganized in 2015 to accommodate and meet Council's priority for proactive code enforcement. Since the reorganization, the division has had (2) two part-time code enforcement inspectors that work 28 hours a week each, each serving their own zone in the City. The division continues proactive code enforcement, driving by each home or business at least twice a month, while balancing reactive code enforcement from complaints and re-inspections for compliance.

Building Inspections Division continues to ensure residential and commercial construction is in compliance with the Virginia Uniform Statewide Building Code (USBC). Additionally, the division provides Tenant Property Maintenance Complaint service to ensure that any reported property maintenance issues are remedied by the property owner. Building Inspections staff takes pride in providing the best possible customer service and continues to be respected by contractors and residents for their knowledge and integrity.

Performance Indicators	FY 15 - 16 Actual	FY 16-17 Actual	FY 17 - 18 Actual	FY 18 - 19 Projected
CDBG Funds Expended	\$78,219	\$84,367	\$87,108	\$80,000
Planning Commission Mtgs	8	7	7	8
Building Inspections	1,609	1,677	1,700	1,700
Code Enforcement Inspections	2,660**	2,777**	2,800**	2,800**

**Code enforcement includes tall grass, inoperable vehicles, fence, signs, and other zoning violations

Personnel Resources

Planning/Building Inspection

Classification Title	Status	Hourly/ Salary	Authorized Positions		
			FY 2017-18	FY 2018-19 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Assistant Director of Planning	FT	Salary	1.00	1.00	0.00
Building Official	FT	Salary	1.00	1.00	0.00
Senior Building Inspector	FT	Salary	1.00	1.00	0.00
Building Inspector***	FT	Hourly	1.00	1.00	0.00
Community/Economic Development Specialist#	FT	Salary	.75	.50	(0.25)
			5.75	5.50	(0.25)

FT = Full Time PT = Part Time

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

Position shared with Economic Development Department

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$142,354	\$164,699	\$196,489	\$196,636	\$184,111		\$184,111
5103	Temporary & Seasonal Help	4,427		9,648				
5105	Overtime	2,209						
5601	Accumulated Leave	4,697						
5125	FICA					14,085		14,085
5130	VRS					24,818		24,818
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,412		2,412
5150	Health Insurance					22,770		22,770
5160	Disability Insurance					1,105		1,105
5170	Unemployment Insurance					103		103
	Total Personal Services	153,687	164,699	206,137	196,636	249,404	26.8%	249,404
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,742	2,910	2,460	3,000	3,000		3,000
5203	Professional & Special Services	22,784	1,828	325	4,500	2,000		2,000
5206	Dues & Subscriptions	250	876	1,127	2,200	1,600		1,600
5209	Maintenance - Electronics	1,565	1,440	1,440	1,500	1,500		1,500
5216	Maintenance - Equipment	1,486	1,188	1,089	2,000	3,200		3,200
5221	Postage	915	328	283	600	600		600
5223	Telephone	2,883	3,084	2,860	3,500	3,200		3,200
5225	Travel & Vocational Training	601	1,138	2,292	3,500	3,500		3,500
5242	Printing, Supplies, & Materials	2,737	1,109	1,396	1,500	1,500		1,500
5248	Books & Publications			0	500	500		500
5263	Grant Funds							
	Total Operating Services	34,963	13,901	13,272	22,800	20,600	-9.6%	20,600
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	3,390			3,780	0		0
	Total Capital Outlay	3,390			3,780	0	-100.0%	0
	TOTAL	\$192,040	\$178,600	\$219,409	\$223,216	\$270,004	21.0%	\$270,004

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$144,568	\$148,640	\$141,329	\$184,656	\$192,530		\$192,530
5103	Temporary & Seasonal Help	11,760	44,680	31,482				
5105	Overtime & Career Development			0	1,500	1,500		1,500
5601	Accumulated Leave	3,454	1,806					
5125	FICA					14,843		14,843
5130	VRS					25,953		25,953
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					2,522		2,522
5150	Health Insurance					28,740		28,740
5160	Disability Insurance					583		583
5170	Unemployment Insurance					103		103
	Total Personal Services	159,782	195,126	172,811	186,156	266,774	43.3%	266,774
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,505	12,580	9,590	6,500	4,000		4,000
	Grass Service - Code Enforcement				9,000	12,500		12,500
5206	Dues & Subscriptions	237	400	410	500	500		500
5209	Maintenance - Electronics	1,490	1,440	1,440	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	850	824	523	1,200	1,200		1,200
5221	Postage	2,601	5,764	3,516	300	300		300
	Code Enforcement				4,000	4,800		4,800
5223	Telephone	4,138	4,081	5,091	6,200	6,200		6,200
5225	Travel & Vocational Training	235	649	360	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	5,336	2,400	1,881	500	500		500
	Code Enforcement				3,000	3,200		3,200
5247	Motor Fuels & Lubricants	1,452	2,049	2,145	2,200	2,200		2,200
5248	Books & Publications	525		0	2,000	2,000		2,000
5250	Small Tools & Equipment	134	500	627	500	500		500
5283	1% State Fee	(62)	(14)	-266				
	Total Operating Services	21,441	30,673	25,317	38,900	40,900	5.1%	40,900
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle	19,495		20,693				
5516	Electronic Equipment	1,395	2,787	1,324	5,000	2,488		2,488
	Total Capital Outlay	20,890	2,787	22,017	5,000	2,488	-50.2%	2,488
	TOTAL	\$202,113	\$228,586	\$220,145	\$230,056	\$310,162	34.8%	\$310,162

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2018-19

		Annual		
	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
	Desktop Computer (2)	1,244	400	\$ 2,488
	<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 2,488**

Annual Maintenance & Operations Cost **\$ 400**

Fiscal Year:

FY2019-20

			Annual		
	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	
	Pickup Truck	17,500	500	\$ 17,500	
	<i>Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 17-year old vehicle with 80,000+ miles; current vehicle well past useful life; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement</i>				

Total Operating Capital Outlay - FY2019-20 **\$17,500**

Annual Maintenance & Operations Cost **\$ 500**

Fiscal Year:

FY2020-21

			Annual		
	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	
	Desktop Computer	1,244	200	\$ 1,244	
	<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels</i>				

Total Operating Capital Outlay - FY2020-21 **\$ 1,244**

Annual Maintenance & Operations Cost **\$ 200**

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels</i>			

Total Operating Capital Outlay - FY2021-22 \$ 2,488

Annual Maintenance & Operations Cost \$ 400

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2013; essential for maintaining existing service levels</i>			

Total Operating Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Office on Youth & Human Services

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

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

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

The Kid's Achieving Progress Afterschool Program (KAP) serves the City's youth in grades 4, 5 & 6 with after-school tutoring and skill building.

Performance Indicators	FY 15 - 16 Actual	FY 16 - 17 Actual	FY 17 - 18 Projected	FY 18 - 19 Projected
# Served by Diversion Programs (VJCCCA)	309	263	350	285
# Served Community Prevention/Education	1069	1104	1000	800
Kid's Achieving Progress (KAP)	80	59	80	60

Personnel Resources

Office On Youth & Human Services			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2017-18	FY 2018-19 Proposed	Diff.
Department Director	FT	Salary	1.00	1.00	0.00
Youth Program Manager	FT	Salary	1.00	1.00	0.00
Youth Prevention Spec.	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			3.00	3.00	0.00
VJCCCA – Youth Specialist	PT	Hourly	1.00	1.00	0.00
KAP (Supervisors, Support)	PT	Hourly	10.00	10.00	0.00
PT = Part Time			11.00	11.00	0.00

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER 1801

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$120,980	\$122,745	\$126,349	\$125,578	\$129,232		\$129,232
5103	Temporary & Seasonal Help							
5125	FICA					9,886		9,886
5130	VRS					17,421		17,421
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					1,693		1,693
5150	Health Insurance					26,820		26,820
5160	Disability Insurance							
5170	Unemployment Insurance					69		69
	Total Personal Services	120,980	122,745	126,349	125,578	185,121	47.4%	185,121
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	8,500	12,730	11,400				
5203	Chesterfield Child Advocacy Center					10,000		10,000
5206	Dues & Subscriptions	210	239		275	275		275
5209	Maintenance - Electronics	1,596	1,800	1,846	1,600	1,600		1,600
5216	Maintenance - Equipment				200	200		200
5221	Postage	730	573	669	400	500		500
5223	Telephone	4,549	4,552	4,550	4,650	4,600		4,600
5224	Other Services & Charges	(74)	351	443	400	300		300
5225	Travel & Vocational Training	1,811	1,447	2,055	2,000	1,500		1,500
5226	Automobile Allowance					3,600		3,600
5242	Printing, Supplies, & Materials	2,637	3,897	2,614	3,800	3,600		3,600
5247	Motor Fuels & Lubricants	262	434	614	700	675		675
5248	Books & Publications		20		200	100		100
5298	Power Program	10,958	4,419					
5299	Go Lead Program	500		(2,000)				
	Total Operating Services	31,679	30,462	22,191	14,225	26,950	89.5%	26,950
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	1,523			1,250			
	Total Capital Outlay	1,523			1,250		-100.0%	
	TOTAL	\$154,182	\$153,207	\$148,540	\$141,053	\$212,071	50.3%	\$212,071

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2018-19

No Capital Needs Currently Identified for this Fiscal Year

Total Operating Capital Outlay - FY2018-19 \$ -

Fiscal Year:

FY2019-20

FY2019-2020 Item	Unit cost	M & O	Total Cost
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2019-20 \$ 1,244

Annual Maintenance & Operations Cost ... \$ 200

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Vehicle	20,000	1,000	\$ 20,000
<i>Replacement; Routine upgrade of departmental all purpose transport vehicle used primarily for VJCCCA (Virginia Community Crime Control Act, managed by the Department of Juvenile Justice) and other programming; replacing high-mileage vehicle that will be over 15 years old; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without</i>			

Total Operating Capital Outlay - FY2020-21 \$20,000

Annual Maintenance & Operations Cost ... \$ 1,000

City of Colonial Heights, Virginia

2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2021-22 \$ 1,244

Annual Maintenance & Operations Cost ... \$ 200

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); includes required software upgrade to Microsoft 2010; essential for maintaining existing service levels; will negatively impact service without replacement</i>			

Total Operating Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost ... \$ 200

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER 1803

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2016-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$41,328	\$42,027	\$42,998	\$42,998	\$43,858		\$43,858
5103	Temporary & Seasonal Help	26,208	26,100	27,531	29,000	29,000		29,000
5601	Accumulated Leave Pay							
5125	FICA	20,920	18,160	17,936	23,000	5,574		5,574
5130	VRS					5,912		5,912
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance					575		575
5150	Health Insurance					11,400		11,400
5160	Disability Insurance							
5170	Unemployment Insurance					34		34
	Total Personal Services	88,456	86,287	88,465	94,998	96,353	1.4%	96,353
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	140	490	0	500	250		250
5209	Maintenance - Electronics	324	360	360	360	350		350
5214	Maintenance - Motor Vehicles			0	200	200		200
5221	Postage	32	282	139	325	300		300
5223	Telephone					0		0
5224	Other Services & Charges	570	283	138	300	200		200
5225	Travel & Vocational Training	60	85	99	500	200		200
5242	Printing, Supplies, & Materials	3,864	594	817	600	600		600
5247	Motor Fuels & Lubricants	372	121	110	300	300		300
5248	Books & Publications	162		0	200	0		0
	Total Operating Expenses	5,524	2,215	1,663	3,285	2,400	-26.9%	2,400
	TOTAL	\$93,980	\$88,502	\$90,128	\$98,283	\$98,753	0.5%	\$98,753

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM

ACCOUNT NUMBER 1807

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$26,013	\$30,500	\$26,540	\$30,500	\$32,500		\$32,500
5125	FICA	283	130	116		2,486		2,486
	Total Personal Services	26,296	30,630	26,656	30,500	34,986	14.7%	34,986
	<u>OPERATING EXPENSES</u>							
5224	Other Services & Charges	1,034	931	1,374	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,641	2,800	2,471	500	500		500
	Total Operating Expenses	2,675	3,731	3,845	1,500	1,500	0.0%	1,500
	TOTAL	\$28,971	\$34,361	\$30,501	\$32,000	\$36,486	14.0%	\$36,486

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>City Memberships & Programs</u>							
5801	Youth Advisory Council	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250		\$2,250
5804	John Tyler Community College	4,096	4,155	4,085	4,096	3,946		3,946
5805	Virginia Gateway Region	28,213		moved to department 1053				
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317		11,317
5807	Virginia Municipal League	8,377	8,425	8,580	8,776	8,776		8,776
5808	Fort Clifton Arts & Crafts Festival	600	500	500	600	600		600
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000		2,000
5810	Crater Agency on Aging	465	465	465	465	465		465
5811	Mental Health Board District 19			moved to department 1504				
5812	Criminal Justice Academy	19,783	21,130	22,376	26,337	moved to 1401-5225		
5816	Petersburg Symphony	4,000	4,000	4,000	4,000			
5818	After Prom Committee	500	500	500	500	500		500
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000		1,000
5825	Richard Bland College	3,000	3,000	3,000	3,500	3,000		3,000
5827	Virginia State University	3,000	3,000	3,000	3,000	3,000		3,000
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		9,450
5829	American Legion - Flags	300	300	300	300	300		300
5835	Colonial Heights Educational Foundation	200	200	(200)	200	200		200
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	103,051	76,192	77,123	82,291	51,304	-37.7%	51,304
	<u>Contributions</u>							
5802	Retired Senior Volunteer Program	4,000						
5813	Southside VA Legal Society	3,600	3,600	1,500	1,500	1,500		1,500
5814	CARES	2,000	2,600	3,600	3,600	4,000		4,000
5826	CCHASM	3,000	3,600	4,600	4,600	4,600		4,600
5837	Meals on Wheels - Feed More	6,000	6,600	7,600	7,600	7,900		7,900
5839	Colonial Heights Food Pantry	8,000	8,000	9,100	9,100	9,400		9,400
5840	American Red Cross	2,000	2,000	3,000	3,000	3,000		3,000
5821	Ridefinders			1,000	1,000			
	Total Contributions	28,600	26,400	30,400	30,400	30,400	0.0%	30,400
	TOTAL	\$131,651	\$102,592	\$107,523	\$112,691	\$81,704	-27.5%	\$81,704

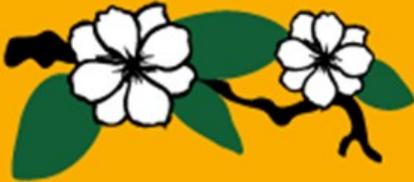
2018-19 Principal Retirement

	General	School	Water/Sewer	Stormwater	Total
5620 - Redemption - Bonds					
2016	\$277,500	\$277,500			\$555,000
2015			\$80,053	\$94,947	\$175,000
Refunding 2004	417,028	\$48,853	63,364		529,245
Refunding 2007	134,776	415,981			550,757
2012	955,000				955,000
2010					0
2007					0
TOTAL	1,784,304	742,334	143,417	94,947	2,765,002
5621- Notes Payable	25,047				\$25,047
TOTAL	25,047	0	0	0	25,047
GRAND TOTAL	\$1,809,351	\$742,334	\$143,417	\$94,947	\$2,790,049

2018-19 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2018	89,183			\$64,803		\$153,986
2016	144,644	144,644				289,288
2015			24,519	24,519	58,162	107,200
Refunding 2004	68,096	7,977	5,173	5,173		86,420
Refunding 2007	22,007	67,924				89,931
2012	547,200					547,200
Less 2018 Accrued Interest			(2,229)	(2,720)	(4,847)	(9,796)
Plus 2019 Accrued Interest			2,142	2,579	4,689	9,410
TOTAL	871,130	220,545	29,605	94,354	58,004	1,273,638
5641 - Interest - Notes	1,107					1,107
TOTAL	1,107					1,107
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	\$882,237	\$220,545	\$29,605	\$94,354	\$58,004	\$1,284,745

SHOP & DINE



City of Colonial Heights

FY2018-19

Annual Operating Budget

Recreation Activity Fund

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

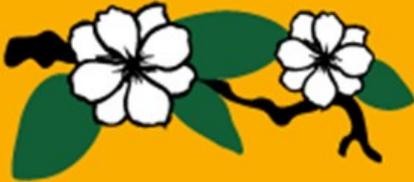
ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE

ACCOUNT NUMBER 40

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4504	Concessions	\$2,056	\$737	\$324	\$3,000			
4704	Recreation Use Charges & Fees							
4721	Youth Sport Sponsorships	21,321	26,151	15,325	22,000	\$19,300		\$19,300
4722	Special Interest Classes	2,285	1,480	1,604	3,000	2,000		2,000
4723	Special Events	66,790	73,999	56,469	70,000	65,000		65,000
4724	Adult Athletic Leagues	14,390	14,800	19,503	15,000	16,000		16,000
4743	Active Net							
4745	Senior Citizen Classes/ Special Events	47,373	54,767	77,680	54,000	55,000		55,000
4752	Youth Center Fees	2,365	160					
4753	Christmas Parade	2,375	3,223	2,525	4,000	4,000		4,000
4755	Youth World Series	12,410						
	Total Charges - Current Services	171,365	175,317	173,430	171,000	161,300	-5.7%	161,300
	<u>MISCELLANEOUS</u>							
4726	Violet Bank Museum	355	865					
4728	Beautification Committee	999	30	30				
4812	Donations	128	575	166				
4815	Park Donations	108		73				
	Total - Miscellaneous	1,590	1,470	269				
	TOTAL	\$172,955	\$176,787	\$173,699	\$171,000	\$161,300	-5.7%	\$161,300

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19

Annual Operating Budget

Capital Projects Fund

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 60

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4655	VDOT Projects					\$427,482		\$427,482
	Total - Intergovernmental Revenue					427,482	N/A	427,482
	<u>MISCELLANEOUS</u>							
4821	Transfer from General Fund					71,870		71,870
4822	Transfer from Water/ Sewer					600,000		600,000
4826	Sale of Property					370,000		370,000
4830	Note proceeds					3,900,000		3,900,000
	Total Miscellaneous					4,941,870	N/A	4,941,870
	TOTAL					\$5,369,352	N/A	\$5,369,352

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

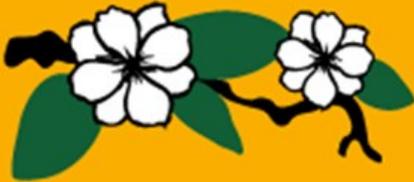
ACCOUNT NAME - CAPITAL PROJECTS FUND EXPENDITURES

ACCOUNT NUMBER 60XX

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL GOVERNMENT</u>							
6010	Enterprise Resource Planning System					\$1,300,000		\$1,300,000
6015	Fire Apparatus					1,100,000		1,100,000
6030	Pub Safety Bldg Generator					300,000		300,000
6031	Computer Aided Dispatch Replacement					1,200,000		1,200,000
	<u>RECREATIONAL FACILITIES</u>							
6114	Appomattox Greenway Trail- Phase 5					90,000		90,000
	<u>STREETS & BRIDGES</u>							
6237	Boulevard Enhancement- A to Temple					120,000		120,000
6238	Boulevard Enhancement- James to A					74,352		74,352
6239	Holly Ave./ Jamestown Road					30,000		30,000
6240	City Bridges					185,000		185,000
6241	Animal Shelter Entrance					370,000		370,000
	<u>UTILITY IMPROVEMENT</u>							
6303	Hrouda Pump Station					600,000		600,000
	Total Utility Improvement					5,369,352	N/A	5,369,352
	TOTAL					\$5,369,352	N/A	\$5,369,352

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19

Annual Operating Budget

Stormwater Fund

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 75

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES -CURRENT SERVICES</u>							
4740	Late Payment Penalties	\$3,702	\$3,327	\$3,974	\$3,800	\$3,500		\$3,500
4744	Stormwater Charges	392,380	377,715	384,115	391,500	731,500		731,500
4746	VSMP Program Administration		3,888		5,000			
	Total - Charges- Current Services	396,082	384,930	388,088	400,300	735,000	83.6%	735,000
	<u>MISCELLANEOUS</u>							
4821	Operating Transfer In - General Fund							
4990	Use of Fund Balance					50,000		50,000
	Total - Miscellaneous					50,000	N/A	50,000
	TOTAL	\$396,082	\$384,930	\$388,088	\$400,300	\$785,000	96.1%	\$785,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - STORMWATER -MS4 EXPENSES

ACCOUNT NUMBER 7500

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$116,241	\$115,821	\$112,573	\$127,010	\$126,797		\$126,797
5105	Overtime	1,383	791	700	2,000	2,100		2,100
5106	Overtime - Snow	1,453	2,246	1,371				
5601	Accumulated Leave Pay			737				
5125	FICA	8,968	9,115	8,317	9,788	9,861		9,861
5130	VRS	13,528	(13,117)	17,073	20,146	17,007		17,007
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance	1,267	1,384	1,547	1,643	1,653		1,653
5150	Health Insurance	23,262	25,967	20,184	23,340	28,020		28,020
5160	Disability Insurance							
5612	Virginia Employment Commission	207	130	112	287	95		95
5613	OPEB	717	1,135	1,630	1,135	1,135		1,135
	Total Personal Services	167,026	143,472	164,244	185,349	186,668	0.7%	186,668
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	10,083	5,975	27,700	55,000	90,000		90,000
5209	Maintenance - Electronics	324	360	360	324	324		324
5292	Insurance Premiums - Auto		981	919	1,000	1,125		1,125
5211	Insurance Premiums - Workman's Comp.		1,829	1,912	1,000	2,550		2,550
5212	Rent of Equipment				500	500		500
5214	Maintenance - Motor Vehicles	2,187	932	277	1,000	1,000		1,000
5216	Maintenance - Equipment	245			250	250		250
5218	Maintenance - Miscellaneous				200	200		200
5221	Postage				50	50		50
5223	Telephone	228	225	228	228	612		612
5225	Travel & Vocational Training	260	490	593	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,820	1,346	753	2,000	2,000		2,000
5247	Motor Fuels & Lubricants	3,140	2,435	2,352	3,000	3,500		3,500
5249	Road Materials & Supplies	4,497	4,481	3,561	6,000	6,000		6,000
5250	Small Tools & Equipment	1,173	500	200	1,000	1,000		1,000
5297	State Permit Maintenance Fees	81			5,000	5,000		5,000
	Total Operating Services	24,038	19,554	38,855	77,552	115,111	48.4%	115,111

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - STORMWATER -MS4 EXPENSES

ACCOUNT NUMBER 7500

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	5,190	1,102	14,329	59,853	58,004		58,004
5641	Interest on Notes	2,429	1,715	980	240			
5648	Other Debt Service Costs	37,678	(5,408)	32,907				
NEW	Reserve for future Capital Projects					280,217		280,217
5401	Depreciation	32,674	39,785	41,872	41,872	42,000		42,000
	Total Fixed Assets	77,971	37,194	90,088	101,965	380,221	272.9%	380,221
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	40,031	52,307	49,256	53,000	53,000		53,000
	Total Internal Services	40,031	52,307	49,256	53,000	53,000	0.0%	53,000
	<u>CAPITAL OUTLAY</u>							
5503	Swift Creek Dam - Electrical Repair					50,000		50,000
5516	Electronic Equipment							
	Total Capital Outlay					50,000	N/A	50,000
	TOTAL	\$309,066	\$252,527	\$342,444	\$417,867	\$785,000	87.9%	\$785,000

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STORMWATER

Fiscal Year:

FY2018-19

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Dam Repair	50,000	200	\$ 50,000
<i>Replacement; Remove, replace and relocate electrical service that has been damaged to the Lakeview Dam flood gates. Install hand rails on wall to alleviate falls. Install a boat barrier or buoys to warn boaters of dam. As suggested by the FERC.</i>			

Total Operating Capital Outlay - FY2018-19 \$50,000

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2019-20

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Identified for This Fiscal Year			\$ -

Total Operating Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
No Capital Needs Identified for This Fiscal Year			\$ -

Total Operating Capital Outlay - FY2020-21 \$ -

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STORMWATER

Fiscal Year:

FY2021-22

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

Total Operating Capital Outlay - FY2021-22 \$ -

Fiscal Year:

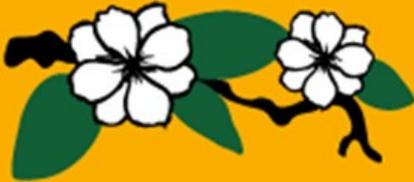
FY2022-23

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

Total Operating Capital Outlay - FY2022-23 \$ -

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19

Annual Operating Budget

Water & Sewer Fund

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCOUNT NUMBER 80

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4732	Water User Charges	\$1,343,962	\$1,464,502	\$1,487,188	\$1,575,000	\$1,580,454		\$1,580,454
4733	Sewage User Charges	2,493,084	2,741,504	2,775,943	2,880,293	2,873,846		2,873,846
4734	Sewage User Charges - Chesterfield	81,320	59,801	69,296	66,000	69,000		69,000
4735	Sewage User Charges - Virginia State	90,900	108,156	87,531	112,000	100,000		100,000
4736	Water Connection Charges	36,000	14,000	18,000	30,000	21,000		21,000
4737	Sewer Connection Charges	24,200	18,400	21,200	32,000	24,000		24,000
4738	Water Turn On Fees	10,065	9,421	9,741	11,000	10,000		10,000
4739	Water Reconnection Fees	31,129	31,959	30,149	33,000	32,000		32,000
4740	Late Payment Penalties	53,535	61,219	62,868	65,200	64,000		64,000
4741	Construction Fee	6,200	3,800	5,200	3,000	6,000		6,000
4742	Dishonored Check Fee	3,107	2,695	2,265	3,000	4,000		4,000
4743	Meter Testing Fee	30						
4747	Capital - Water		133,907	128,431	140,000	137,000		137,000
4748	Capital - Sewer		131,705	126,319	138,000	135,000		135,000
	Total - Charges- Current Services	4,173,532	4,781,069	4,824,131	5,088,493	5,056,300	-0.6%	5,056,300
	<u>NONOPERATING REVENUE</u>							
4803	Recoveries	3,107		223,872				
4830	Note Proceeds					600,000		600,000
4835	Transfer from Cap Projects			250,044				
4705	Administrative Service Charges							
4901	Interest on Investments	(962)	(2,955)					
4902	Sale of Outside Meters	5,730	3,904	4,079	4,000	4,000		4,000
	Total - Nonoperating Revenue	7,875	949	477,995	4,000	604,000	15000%	604,000
	TOTAL	\$4,181,407	\$4,782,018	\$5,302,126	\$5,092,493	\$5,660,300	11.1%	\$5,660,300

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCOUNT NUMBER 80

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
8127	Water Distribution & Transmission	\$1,405,802	\$1,516,219	\$1,565,673	\$1,618,832	\$1,661,625		\$1,661,625
8128	Wastewater Treatment	\$2,671,847	\$2,900,966	\$3,083,974	\$3,105,684	\$3,714,540		\$3,714,540
8129	Utility Billing	229,756	259,092	262,722	247,143	284,135		284,135
	TOTAL OPERATIONS	\$4,307,405	\$4,676,277	\$4,912,369	\$4,971,659	\$5,660,300	13.9%	\$5,660,300
	<u>CAPITAL OUTLAY</u>							
8127	Water Distribution & Transmission	\$122,871	\$172,500	\$218,000	\$216,250	\$171,000		\$171,000
8128	Wastewater Treatment	35,887	468,000	326,000	258,000	284,000		284,000
8129	Utility Billing		20,000	21,500	20,000	20,000		20,000
	TOTAL CAPITAL OUTLAY	\$158,758	\$660,500	\$565,500	\$494,250	\$475,000	-3.9%	\$475,000
	TOTAL	\$4,466,163	\$5,336,777	\$5,477,869	\$5,465,909	\$6,135,300	12.2%	\$6,135,300

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - WATER TRANSMISSION & DISTRIBUTION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$306,475	\$327,817	\$307,665	\$338,926	\$342,181		\$342,181
5105	Overtime	47,314	30,165	26,793	28,000	30,200		30,200
5106	Overtime Snow		4,830	2,160				
5601	Accumulated Leave	3,362		1,471				
5125	FICA	20,573	21,712	19,704	27,750	27,964		27,964
5130	VRS	32,375	36,464	42,656	53,760	44,586		44,586
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance	3,649	3,844	3,995	4,385	4,377		4,377
5150	Health Insurance	85,031	88,494	84,363	97,620	88,016		88,016
5160	Disability Insurance					372		372
5170	Unemployment Insurance	620	330	249	360	284		284
5613	OPEB	6,506	6,750	10,825	6,750	6,750		6,750
	Total Personal Services	505,907	520,406	499,881	557,551	544,730	-2.3%	544,730
	<u>OPERATING EXPENSES</u>							
5201	Advertising			0	400	400		400
5203	Professional & Special Services	30,097	44,399	86,904	42,000	52,000		52,000
5206	Dues & Subscriptions	478	555	834	700	700		700
5209	Maintenance - Electronic	1,246	1,440	1,440	1,440	1,440		1,440
5292	Insurance Premiums - Auto	5,831	4,905	4,596	5,000	3,400		3,400
5210	Insurance Premiums - Other	4,480	3,653	2,888	3,800	1,350		1,350
5211	Insurance Premiums - Workman's Comp.	1,099	5,424	5,671	6,000	7,550		7,550
5212	Rent of Equipment							
5214	Maintenance - Motor Vehicles	7,337	9,057	9,525	10,000	10,000		10,000
5216	Maintenance - Equipment	5,423	4,659	4,644	7,500	7,500		7,500
5217	Maintenance - Building & Grounds		70	0	1,200	1,200		1,200
5218	Maintenance - Miscellaneous	233		0	250	250		250
5221	Postage	338	610	337	500	500		500
5223	Telephone	5,773	3,513	3,528	3,700	5,000		5,000
5225	Travel & Vocational Training	762	347	587	750	1,000		1,000
5242	Printing, Supplies, & Materials	68,944	64,128	54,021	65,000	65,000		65,000
5247	Motor Fuels & Lubricants	12,576	7,511	8,985	10,000	10,000		10,000
5249	Road Materials & Supplies	14,850	3,022	8,424	8,000	8,000		8,000
5250	Small Tools & Equipment	312	312	624	500	500		500

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - WATER TRANSMISSION & DISTRIBUTION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES (cont.)</u>							
5281	Heat, Lights & Power	809	5,018	11,965	5,000	5,000		5,000
5402	Materials Purchased for Resale	426,842	526,754	550,337	563,957	607,000		607,000
5503	Machinery & Tools		1,820					
5516	Electronic Equipment							
	Total Operating Services	587,429	687,197	755,310	735,697	787,790	7.1%	787,790
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	16,380	34,114	27,532	28,070	29,605		29,605
5648	Other Debt Service Costs	18,692	(1,280)	(1,278)				
5401	Depreciation	129,940	141,846	152,853	152,514	154,500		154,500
	Total Fixed Assets	165,012	174,680	179,107	180,584	184,105	1.9%	184,105
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	147,454	143,439	104,658	145,000	145,000		145,000
	Total Internal Services	147,454	143,439	104,658	145,000	145,000	0.0%	145,000
	<u>CAPITAL OUTLAY</u>							
5501	Vehicles	\$100,555	\$37,298		\$30,000	31,000		31,000
5503	Machinery & Tools	1,090			45,000			
5516	Electronic Equipment	21,226			1,250			
5406	Water/Sewer Improvements				140,000	140,000		140,000
	Total Capital Outlay	122,871	37,298		216,250	171,000	-20.9%	171,000
	TOTAL	\$1,528,673	\$1,563,020	\$1,538,956	\$1,835,082	\$1,832,625	-0.1%	\$1,832,625

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup Truck (4X4) Ext. Cab	31,000	500	\$ 31,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 3/4 ton unit that is 17 years old (#326); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 31,000**
Annual Maintenance & Operations Cost \$ 500

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup Truck (4X4)	31,000	500	\$ 31,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 3/4 ton unit that is over 18 years old (#324); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 **\$ 31,000**
Annual Maintenance & Operations Cost \$ 500

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Computer, Laptop	1,200	50	\$ 1,200
<i>Replacement; Laptop computer station for general departmental and field use; will replace departmental computer that is beyond the recommended IT lifecycle management (5 years); essential for maintaining existing service levels</i>			
Water Tank Inspections	60,000	1,000	\$ 60,000
<i>Inspection; 5 year schedule to inspect three (3) elevated water storage tanks as outlined by the Virginia Department of Health and the American Water Works Association. Last inspection October, 2015.</i>			

Total Operating Capital Outlay - FY2020-21 **\$ 61,200**
Annual Maintenance & Operations Cost \$ 1,050

City of Colonial Heights, Virginia

2018 5YRCP - Operations - Vehicles, Equipment, Furniture, and Fixtures

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	1,000	\$ 15,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 15 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2021-22 ... **\$ 15,000**

Annual Maintenance & Operations Cost \$ 1,000

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	1,000	\$ 15,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 16 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2022-23 ... **\$ 15,000**

Annual Maintenance & Operations Cost \$ 1,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT EXPENSES

ACCOUNT NUMBER 8128

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$231,212	\$231,973	\$244,373	\$251,377	\$253,849		253,849
5105	Overtime	43,390	33,836	30,153	35,000	35,800		35,800
5106	Overtime Snow		5,102	1,996				
5601	Accumulated Vacation Pay	204	2,301					
5125	FICA	19,466	19,955	19,418	21,670	21,770		21,770
5130	VRS	24,302	24,279	35,372	39,873	33,498		33,498
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance	2,739	2,558	3,204	3,252	3,288		3,288
5150	Health Insurance	51,052	55,038	69,605	68,880	74,087		74,087
5160	Disability Insurance					334		334
5170	Unemployment Insurance	471	250	208	240	215		215
5613	OPEB	2,655	3,886	6,603	3,886	6,000		6,000
	Total Personal Services	375,491	379,178	410,932	424,178	428,841	1.1%	428,841
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	19,064	18,831	27,963	40,000	40,000		40,000
5206	Dues & Subscriptions		367	4,914	400	400		400
5292	Insurance Premiums - Auto	7,127	3,924	3,677	4,000	4,450		4,450
5209	Maintenance - Electronics	636	720	720	600	600		600
5210	Insurance Premiums - Other	4,480	3,653	2,888	3,800	1,900		1,900
5211	Insurance Premiums - Workman's Comp.	5,895	2,442	2,554	4,500	3,400		3,400
5212	Rent of Equipment			2,306	500	500		500
5214	Maintenance - Motor Vehicles	10,080	10,821	10,689	11,000	11,000		11,000
5216	Maintenance - Equipment	10,600	7,020	5,622	10,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	2,657	38	62	3,000	3,000		3,000
5218	Maintenance - Miscellaneous			0	500	500		500
5223	Telephone	6,760	7,927	8,150	8,250	8,610		8,610
5225	Travel & Vocational Training	832	1,269	1,958	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	35,554	26,700	34,395	35,000	35,000		35,000
5247	Motor Fuels & Lubricants	19,161	11,467	12,170	14,000	14,000		14,000
5249	Road Materials & Supplies	13,971	11,780	11,486	11,500	11,500		11,500
5250	Small Tools & Equipment	1,000		834	1,000	1,000		1,000
5281	Heat, Lights & Power	80,100	80,381	68,479	70,000	70,000		70,000

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT EXPENSES

ACCOUNT NUMBER 8128

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
5405	Wastewater Treatment	1,279,968	1,557,938	1,708,689	1,650,814	1,659,788		1,659,788
5406	Wastewater Improvements			112,725				
	Total Operating Services	1,497,884	1,745,278	2,020,281	1,870,364	1,877,148	0.4%	1,877,148
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	2,610	(5,223)	24,108	34,518	29,551		29,551
5641	Interest on Sewer Notes	6,061	(4,364)					
5648	Other Debt Service Costs	22,288		19,053				
5401	Depreciation	634,233	636,270	642,388	641,624	644,000		644,000
	Total Fixed Assets	665,192	626,683	685,549	676,142	673,551	-0.4%	673,551
	<u>INTERNAL SERVICES</u>							
5654	Transfer to CIP Fund					600,000		600,000
5408	Administrative Service Charges							
	General Fund	133,280	132,205	105,192	135,000	135,000		135,000
	Total Internal Services	133,280	132,205	105,192	135,000	735,000	444.4%	735,000
	<u>CAPITAL OUTLAY</u>							
5406	Water & Sewer Improvements		19,074	112,725	138,000	138,000		138,000
5501	Vehicles		9,000					
5503	Machinery & Tools	34,678	323,569	119,896	120,000	146,000		146,000
5516	Electronic Equipment	1,209						
	Total Capital Outlay	35,887	351,643	232,621	258,000	284,000	10.1%	284,000
	TOTAL	\$2,707,735	\$3,234,987	\$3,454,575	\$3,363,684	\$3,998,540	18.9%	\$3,998,540

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2018-19

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Scada -HMI (8-pump stations)	15,000	1,000	\$ 120,000
<i>New; Upgrade; continuation of SCADA system to include monitoring of satellite pump stations. System will track flows, generator use, power failures, fire and carbon monoxide. In addition, it will replace current Sensaphone alarm system that is obsolete and update current software.</i>			
Pump (Reserve) (2)	13,000	150	\$ 26,000
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			

Total Operating Capital Outlay - FY2018-19 **\$ 146,000**

Annual Maintenance & Operations Cost **\$ 1,150**

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump (Reserve) (2)	12,000	150	\$ 24,000
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
Pickup Truck (4X4) Ext. Cab	29,000	500	\$ 29,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 1/2 ton unit that is 20 years old (#300); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			

Total Operating Capital Outlay - FY2019-20 **\$ 53,000**

Annual Maintenance & Operations Cost **\$ 650**

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dump Truck	110,000	750	\$ 110,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2001 truck (#311); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Total Operating Capital Outlay - FY2020-21 **\$ 110,000**

Annual Maintenance & Operations Cost **\$ 750**

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Van (Small Camera Truck)	27,000	500	\$ 27,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#328); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Operating Capital Outlay - FY2021-22 **\$ 27,000**

Annual Maintenance & Operations Cost **\$ 500**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump, By-Pass	50,000	500	\$ 50,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#336); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Operating Capital Outlay - FY2021-22 **\$ 50,000**

Annual Maintenance & Operations Cost **\$ 500**

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - UTILITY BILLING EXPENSES

ACCOUNT NUMBER 8129

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$103,534	\$102,458	\$110,704	\$110,653	\$111,474		\$111,474
5103	Temporary & Seasonal Help	2,492	7,760	1,968	4,500	4,000		4,000
5105	Overtime	121	110	88	200	200		200
5125	FICA	6,934	7,935	7,738	8,720	8,849		8,849
5130	VRS	10,964	11,951	15,803	17,552	15,027		15,027
5135	VRS- Hybrid							
5140	ICMA- Defined Contribution							
5145	Group Life Insurance	1,236	1,259	1,432	1,431	1,460		1,460
5150	Health Insurance	28,572	27,302	27,906	28,500	24,990		24,990
5160	Disability Insurance					185		185
5170	Unemployment Insurance	226	153	112	300	103		103
5601	Accumulated Leave		1,640					
5613	OPEB							
	Total Personal Services	154,079	160,568	165,751	171,856	166,288	-3.2%	166,288
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		178	80	200	40,200		40,200
5209	Maintenance - Electronic	1,002	1,080	1,389	1,300	1,300		1,300
5211	Insurance Premiums - Workman's Comp.	187	62	65	190	100		100
5214	Maintenance - Motor Vehicles	816	723	1,232	1,100	1,100		1,100
5216	Maintenance - Equipment	1,188	2,139	5,015	2,200	2,200		2,200
5221	Postage	20,900	22,861	21,626	23,000	22,000		22,000
5223	Telephone	1,897	1,820	1,852	1,897	1,897		1,897
5225	Travel & Vocational Training	868	904	960	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	9,567	9,156	9,007	9,500	9,500		9,500
5247	Motor Fuels & Lubricants	3,334	1,978	1,664	4,000	2,000		2,000
5292	Insurance Premiums - Auto	1,296	981	919	1,133	750		750
5403	Outside Water Meters	4,993	1,548	5,547	3,000	5,000		5,000
5516	Electronic Equipment		4,897			0		0
5660	Dishonored Debts				1,000	0		0
	Total Operating Services	46,048	48,327	49,356	49,520	87,047	75.8%	87,047
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	2,000			767	800		800
5408	Administrative Service Charges	27,629	24,651	42,814	25,000	30,000		30,000
5640	Interest on Bonds			8,321				
	Total Internal Services	29,629	24,651	51,135	25,767	30,800	19.5%	30,800

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - UTILITY BILLING EXPENSES

ACCOUNT NUMBER 8129

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5501	Vehicles			21,592				
5516	Electronic Equipment		15,335		20,000	20,000		20,000
	Total Capital Outlay		15,335	21,592	20,000	20,000	0.0%	20,000
	TOTAL	\$229,756	\$248,881	\$287,834	\$267,143	\$304,135	13.8%	\$304,135

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2018-19

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
160 Water Meters	125	-	\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			

Total Operating Capital Outlay - FY2018-19 \$20,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2019-20

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup Truck	18,500	500	\$ 18,500
<i>Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 17-year old vehicle with 80,000+ miles; current vehicle well past useful life; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement</i>			

Total Operating Capital Outlay - FY2019-20 \$18,500

Annual Maintenance & Operations Cost \$ 500

City of Colonial Heights, Virginia
2018-19 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2020-21

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
160 Water Meters	125	-	\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read</i>			

Total Operating Capital Outlay - FY2020-21 \$20,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2021-22

	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
160 Water Meters	125	-	\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read</i>			

Total Operating Capital Outlay - FY2021-22 \$20,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2022-23

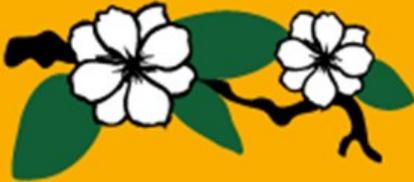
	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
160 Water Meters	125	-	\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read</i>			

Total Operating Capital Outlay - FY2022-23 \$20,000

Annual Maintenance & Operations Cost \$ -

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights

FY2018-19

Annual Operating Budget

School Fund

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	\$1,751,485	\$1,846,708	\$2,214,470	\$2,076,288	\$2,125,933	2.4%	\$2,125,933
	State Funds	13,254,427	13,390,541	14,623,781	15,105,509	15,576,792	3.1%	15,576,792
	Other Funds	480,174	501,053	524,697	502,651	479,207	-4.7%	479,207
	Operating Transfers In City	19,383,253	20,503,749	20,289,595	21,093,249	21,121,071	0.1%	21,121,071
	Fund Balance				873,371	874,620	0.1%	874,620
	TOTAL	\$34,869,339	\$36,242,051	\$37,652,543	\$39,651,068	\$40,177,623	1.3%	\$40,177,623

CITY OF COLONIAL HEIGHTS
2018-19 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	\$27,698,955	\$27,728,413	\$28,224,746	\$30,381,019	\$30,666,100	0.9%	\$30,666,100
	Administration, Attendance & Health Services	1,746,893	1,651,043	1,775,899	1,837,230	1,865,980	1.6%	1,865,980
	Transportation	793,030	764,716	958,290	1,240,651	1,228,767	-1.0%	1,228,767
	Operation and Maintenance of Plant	3,225,109	3,373,519	3,329,488	3,437,275	3,593,022	4.5%	3,593,022
	Food Service & Noninstructional Operations	981,114	1,052,078	990,633	1,053,933	1,092,127	3.6%	1,092,127
	Textbooks	161,890	72,110	114,047	133,826	246,150	83.9%	246,150
	Capital Outlay	287,568	209,865	190,036	255,910	240,269	-6.1%	240,269
	Operating Transfers Out	176,178	151,121	326,060	587,246	583,446	-0.6%	583,446
	Contingency Fund				423,979	511,762	20.7%	511,762
	CIP Reserve				300,000	150,000	-50.0%	150,000
	TOTAL	\$35,070,737	\$35,002,865	\$35,909,199	\$39,651,069	\$40,177,623	1.3%	\$40,177,623



Dr. Joseph O. Cox, Jr.
Superintendent

Colonial Heights Public Schools

SCHOOL ADMINISTRATION OFFICES
512 Boulevard
COLONIAL HEIGHTS, VIRGINIA 23834-3798
(804) 524-3400
Fax Number (804) 526-4524
www.colonialhts.net

SCHOOL BOARD

Mike Yates, Chair
Angie Woody, Vice-Chair
Krishan Agrawal
J. Wayne Browder
Sandra Coleman
Stephanie Kern, Clerk

March 28, 2018

Douglas E. Smith, City Manager
City of Colonial Heights
201 James Avenue
P. O. Box 3401
Colonial Heights, VA 23834

Dear Mr. Smith:

The School Board approved the enclosed Colonial Heights School budget for 2018-2019 at its March 27, 2018 meeting with the understanding that an amended budget would be necessary to incorporate any changes resulting from the following:

- Final General Assembly Budget

The School Board anticipates approval of any amendments at its April 24, 2018 meeting.

Thank you for your support and, if you have any questions, please do not hesitate to contact me.

Sincerely,

Dr. Joseph O. Cox, Jr.
Superintendent

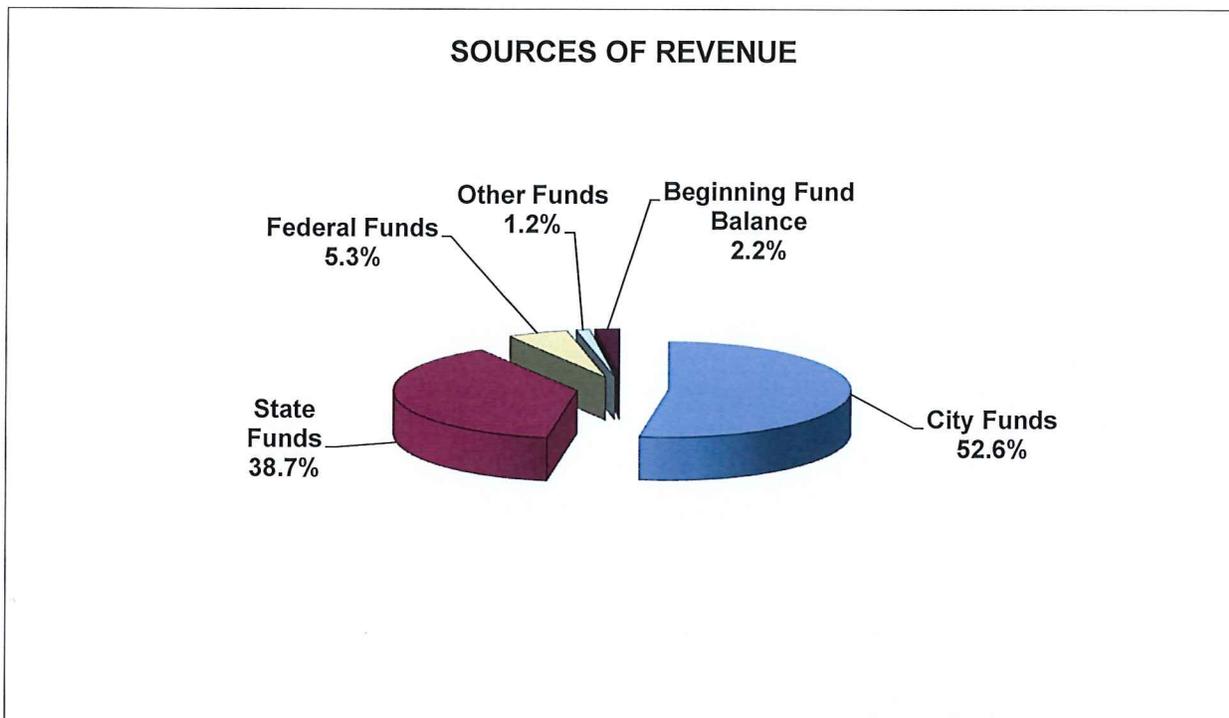
**Colonial Heights Public Schools
2018-2019**

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

Sources of Revenue

(Superintendent's Proposal)

	FY 2019 BUDGET	FY 2018 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$21,121,071	\$21,093,249	27,822	0.13%
State Funds	15,576,792	15,105,509	471,283	3.12%
Federal Funds	2,125,933	2,076,289	49,644	2.39%
Other Funds	479,207	502,651	(23,444)	-4.66%
Beginning Fund Balance	874,620	873,371	1,249	0.14%
	\$40,177,623	39,651,069	526,554	1.33%



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

The School Operating Fund revenue for FY 2019, included in this financial plan, totals **\$40,177,623** an increase of **\$526,554** or **1.33%** over the approved operating budget for FY 2018. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 52.6% of its operating fund revenue from the City government. The City appropriates 50.73% of the revenue generated from sales tax, real estate taxes, personal property taxes, BPOL taxes and food and lodging taxes. This percentage reflects the City government's commitment to education in view of increasing demands in other public service sectors and highlights the need to become more efficient. Total revenue from the City is anticipated to be \$21,995,691 an increase of \$29,071 over the FY 2018 approved budget of \$21,966,620 or .13%. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 38.7% of the funds for FY 2019. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Homebound Instruction. Total State revenue for FY 2019 is expected to increase \$471,283 or 3.12% to \$15,576,792.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2019, included above, is projected to be \$2,945,521 an increase of \$63,355 or 2.2%.

Federal - Federal revenue (5.3% of total revenue) is derived from various grants such as Title I, Part A, Title II, Part A and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (1.2% of total revenue) is obtained predominately from amounts charged for lunch and breakfast. Miscellaneous income includes a return from the insurance company in the form of a dividend and amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events.

Colonial Heights School Board
 2018-2019
 Sources of Revenue
 (Superintendent's Proposal)

[See Summary](#)

LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	20,825,549		20,825,549	20,289,595	20,800,103	13
City Appropriation - Debt Surplus	295,522		295,522		293,146	13
Beginning Fund Balance	874,620		874,620		873,371	13
Total Local Funds	21,995,691	0	21,995,691	20,289,595	21,966,620	

OTHER FUNDS

Rental of Facilities	15,000		15,000	13,810	15,000	14
Cafeteria Receipts		330,706	330,706	348,200	354,151	14
Fees from Students	21,000		21,000	24,753	20,000	14
Transportation of Pupils	7,001		7,001	6,735	8,000	14
Donations & Private Grants	10,500		10,500	10,397	10,500	14
Refunds and Miscellaneous Income	95,000		95,000	120,802	95,000	14
Total Other Funds	148,501	330,706	479,207	524,697	502,651	

FEDERAL FUNDS

Title I, Part A		522,547	522,547	628,196	571,719	15
Title II, Part A		87,528	87,528	49,451	69,056	15
Title III, Part A		8,805	8,805	6,416	7,759	15
Impact Aid	5,000		5,000	10,364	17,000	15
DMAS - Medicaid	100,000		100,000	134,418	75,000	15
National School Lunch Program		613,585	613,585	591,002	559,691	15
National School Breakfast Program		135,701	135,701	148,785	131,475	15
Special Ed Flow Thru		595,001	595,001	588,231	586,086	15
Flow Thru - Preschool A		14,067	14,067	14,068	14,068	15
Vocational Education - Federal Funds		43,699	43,699	43,538	44,435	15
Total Federal Funds	105,000	2,020,933	2,125,933	2,214,470	2,076,289	

Colonial Heights School Board
 2018-2019
 Sources of Revenue
 (Superintendent's Proposal)

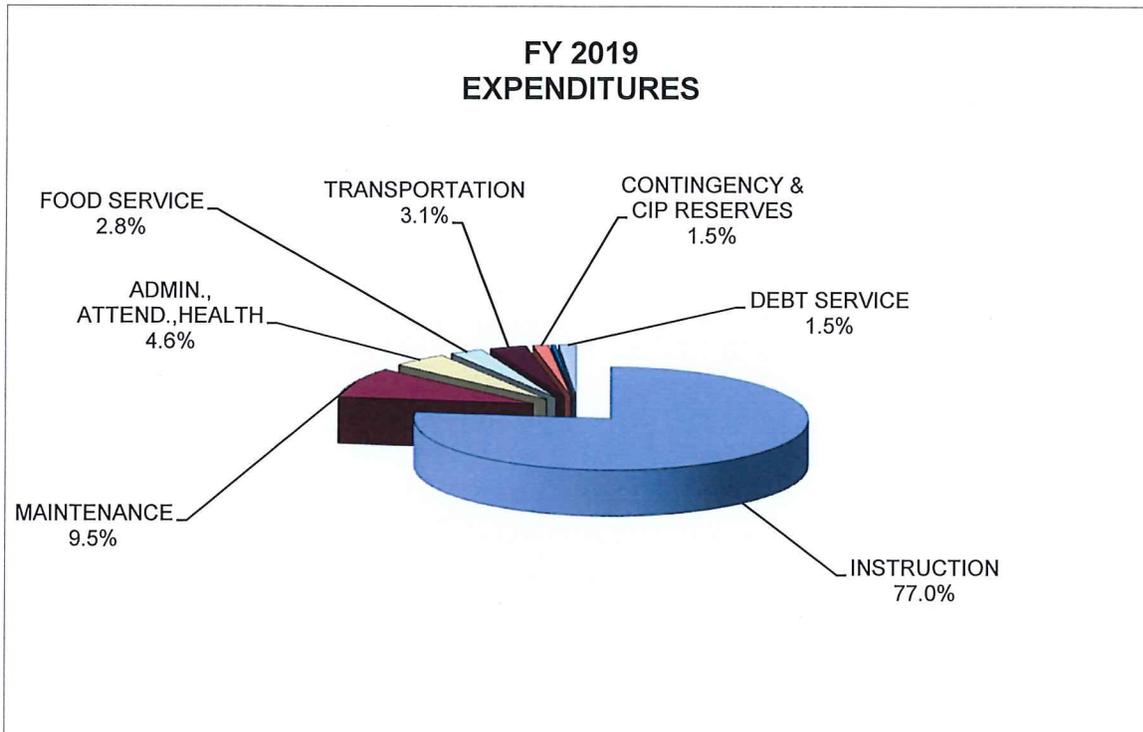
[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	2,945,521		2,945,521	2,810,491	2,882,166	17
Basic Aid - SOQ	7,395,423		7,395,423	7,140,027	7,045,688	17
Foster Care	351		351	14,331	14,250	17
Gifted Education - SOQ	78,438		78,438	77,547	77,077	17
Prevention, Intervention & Remediation - SOQ	262,527		262,527	235,873	236,048	17
Special Education - SOQ	1,301,430		1,301,430	1,214,905	1,209,143	17
Supplemental Lottery Per Pupil Allocation	437,041		437,041	84,914	440,173	17
Security Equipment Grant	0		0	65,153	0	17
Textbooks	161,182		161,182	177,357	176,281	17
School Food Service		26,704	26,704	22,837	22,964	17
Vocational Education - SOQ	248,120		248,120	200,330	199,115	17
Vocational Education - CATEGORICAL		32,566	32,566	36,204	38,938	17
ISAEV-Vocational Education - CATEGORICAL		7,859	7,859	8,418	7,859	17
Special Education - CAT - Homebound		19,439	19,439	31,239	31,865	17
Soc. Security - INSTRUCTIONAL	494,639		494,639	479,823	476,913	17
Retirement - INSTRUCTIONAL	1,093,329		1,093,329	988,726	1,093,528	17
Group Life - INSTRUCTIONAL	33,616		33,616	32,311	32,115	17
Early Reading Intervention	56,426		56,426	53,191	53,191	17
Mentor Teacher	0		0	2,106	0	17
SOL Algebra Readiness	31,542		31,542	33,224	32,712	17
Project Graduation	3,846		3,846	31,054	3,799	17
Technology		180,000	180,000	180,000	180,000	17
Compensation Supplement	0		0	0	73,882	17
At Risk Students	221,630		221,630	223,318	222,461	17
Virginia Preschool Initiative	128,353		128,353	64,143	128,287	17
K-3 Primary Class Size Reduction	360,025		360,025	357,938	366,050	17
English-as-a-Second-Language	56,784		56,784	58,320	61,004	17
Total State Funds	15,310,224	266,568	15,576,792	14,623,781	15,105,509	
TOTAL BUDGET	37,559,415	2,618,208	40,177,623	37,652,543	39,651,069	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2018-2019
(Superintendent's Proposal)

[Details](#)

	FY2019 BUDGET	FY 2018 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$30,912,250	30,514,845	397,405	1.30%
MAINTENANCE	3,818,722	3,678,837	139,885	3.80%
ADMIN., ATTEND.,HEALTH	1,865,980	1,837,230	28,750	1.56%
FOOD SERVICE	1,106,696	1,068,281	38,415	3.60%
TRANSPORTATION	1,228,767	1,240,651	(11,884)	-0.96%
CONTINGENCY RESERVE	511,762	423,979	87,783	20.70%
CIP RESERVE	150,000	300,000	(150,000)	0.00%
DEBT SERVICE	583,446	587,246	(3,800)	-0.65%
	\$40,177,623	39,651,069	526,554	1.33%



Approach to expenditure budgeting:

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

Colonial Heights School Board
2018-2019
FUNCTION & LINE ITEM EXPENDITURES
(Superintendent's Proposal)

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
INSTRUCTIONAL ADMINISTRATION						
INSTRUCTIONAL SUPERVISORS	535,293		535,293	506,777	528,919	23
TESTING	36,000		36,000	37,751	42,000	26
STAFF DEVELOPMENT	30,000		30,000	44,314	50,000	26
TUITION- ALL PROGRAMS	394,140		394,140	298,770	323,234	26
TRAVEL- MILEAGE, LODGING, MEALS	27,200		27,200	20,653	23,500	26-33
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	4,551	6,000	26
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	718	0	26
EDUC. SUPPLIES - SAO INSTRUCTION	111,650		111,650	60,406	89,150	26
TEXTBOOKS	246,150		246,150	114,047	133,826	26
GIFTED EDUC. EXPENDITURES	10,950		10,950	8,555	6,500	26
ADULT EDUCATION	4,700		4,700	2,205	2,700	26
INSTRUCTIONAL SECONDARY						
PRINCIPAL- SEC.	200,471		200,471	206,859	195,180	23
ASSIST. PRINCIPAL- SEC.	246,180		246,180	236,148	246,929	23
LIBRARIAN- SEC.	105,676		105,676	101,050	103,787	23
GUIDANCE COUN.-SEC.	332,519		332,519	320,995	328,204	23
TEACHER- SEC.- REGULAR	4,385,698		4,385,698	4,193,872	4,418,627	23
PARAPROFESSIONAL- SEC.	268,598		268,598	246,849	253,881	23
TEACHER- SEC.- SP ED	1,045,477		1,045,477	1,002,219	1,030,761	23
PARAPROFES: SP ED- SEC.	474,128		474,128	442,649	459,060	23
TEACHER- SEC.- VOC ED	967,060		967,060	817,972	979,868	23
PARAPROFES: VOC ED	23,012		23,012	23,799	25,231	23
TEACHER-SEC.- GIFTED	157,126		157,126	170,459	174,932	23
TEACHER: SUBSTITUTE- SEC.	170,000		170,000	193,763	170,000	23
OFFICE SUPPLIES- MID SCH	8,000		8,000	2,646	7,500	31
LIBRARY SUPPLIES- MID SCH	23,750		23,750	23,452	20,000	31
EDUC. SUPPLIES- MID SCH	81,046		81,046	61,447	84,700	31
VOC. SUPPLIES- MID SCH	15,000		15,000	13,572	14,800	31
COPIER COSTS & PAPER - MID SCH	35,019		35,019	31,807	34,102	31
OFFICE SUPPLIES- SR HI	19,000		19,000	5,345	14,000	32
LIBRARY SUPPLIES- SR HI	20,000		20,000	18,170	20,000	32
EDUC. SUPPLIES- SR HI	134,650		134,650	98,500	122,650	32
VOC. SUPPLIES- SR HI	53,240	40,425	93,665	63,331	98,285	32
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		43,699	43,699	43,538	44,435	25
COPIER COSTS & PAPER - SR HI	35,920		35,920	39,291	38,185	32
COPIER & PAPER COSTS - CAREER & TECH CENTER	7,727		7,727	6,475	7,826	32
BAND - CLINICIANS	36,525		36,525	25,627	33,400	32
BAND - MUSIC, EQUIPMENT, SUPPLIES	39,650		39,650	37,784	51,840	32
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	4,000	32
INSTRUCTIONAL ELEMENTARY						
PRINCIPAL- ELEM.	279,554		279,554	255,210	262,866	23
LIBRARIAN- ELEM.	148,531		148,531	142,697	145,921	23
ASSIST. PRINCIPAL- ELEM.	0		0	0	0	23
GUIDANCE COUN.-ELEM.	161,451		161,451	149,536	154,124	23
TEACHER- ELEM.- REGULAR	4,898,705		4,898,705	4,827,486	5,009,704	23
PARAPROFESSIONAL- ELEM.	535,523		535,523	438,441	500,312	23
TEACHER- ELEM.- SP ED	912,055		912,055	835,963	864,971	23
PARAPROFES: SP ED- ELEM.	511,899		511,899	451,322	493,658	23
TEACHER- ELEM.- GIFTED	107,141		107,141	100,903	104,274	23
TEACHER- PRESCHOOL- SP ED	149,018		149,018	172,324	147,172	23
TEACHER: SUBSTITUTE- ELEM.	145,000		145,000	141,857	140,000	23
OFFICE SUPPLIES- NORTH	3,000		3,000	1,556	3,500	29
LIBRARY SUPPLIES- NORTH	7,035		7,035	2,966	7,035	29
EDUC. SUPPLIES- NORTH	25,000		25,000	18,642	25,400	29
COPIER COSTS & PAPER- NORTH	26,004		26,004	22,762	22,767	29
OFFICE SUPPLIES- LAKEVIEW	3,800		3,800	3,822	3,800	28
LIBRARY SUPPLIES- LAKEVIEW	8,000		8,000	8,496	8,000	28
EDUC. SUPPLIES- LAKEVIEW	26,850		26,850	25,216	27,580	28
COPIER COSTS & PAPER - LAKEVIEW	20,335		20,335	18,884	19,648	28
OFFICE SUPPLIES- TUSSING	4,000		4,000	1,723	4,000	30
LIBRARY SUPPLIES- TUSSING	15,000		15,000	13,506	15,000	30
EDUC. SUPPLIES- TUSSING	64,596		64,596	54,405	60,969	30
COPIER COSTS & PAPER - TUSSING	36,231		36,231	34,470	28,971	30

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
OFFICE OF SUPPORT SERVICES						
SCHOOL SOCIAL WORKER	133,912		133,912	71,472	137,040	23
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	10,000		10,000	3,838	10,000	33
SPECIAL Ed FLOW THRU TEACHER		180,365	180,365	179,121	182,269	23
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		86,059	86,059	78,896	82,873	23
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		75,162	75,162	70,163	73,067	23
SPECIAL Ed FLOW THRU SOCIAL SECURITY		29,732	29,732	29,469	30,575	24
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		76,141	76,141	68,820	78,024	24
SPECIAL Ed FLOW THRU HOSPITAL PLANS		70,540	70,540	55,675	63,786	24
SPECIAL Ed FLOW THRU SUPPLIES		0	0	0	0	33
PRESCHOOL A CONTRACTUAL SERVICES		14,067	14,067	14,068	14,068	33
SECRETARY OSS	147,782		147,782	130,741	144,401	23
OSS NON GRANT SUPPLIES	368,500		368,500	279,877	367,500	33
COPIER & PAPER COSTS - OSS	4,833		4,833	4,578	4,781	33
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY SALARIES	477,486		477,486	425,135	456,423	23
PARAPROFES: TECHNOLOGY	151,390		151,390	137,114	148,338	23
TECHNOLOGY EXPENDITURES- MAJOR (> \$5,000)	230,500		230,500	278,401	260,600	27
TECHNOLOGY EXPENDITURES- MINOR (< \$5,000)	430,305		430,305	308,843	399,605	27
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	27
INSTRUCTIONAL SUPPORT						
SCHOOL SECRETARIES & BOOKKEEPERS	538,694		538,694	512,377	542,872	23
SECRETARY FOR DIRECTORS	48,030		48,030	46,628	48,029	23
SUBSTITUTE SECRETARIES	40,000		40,000	40,728	35,000	23
EMPLOYEE BENEFITS						
RETIREMENT - SICK LEAVE PAYOUT	60,000		60,000	74,238	60,000	25
SOCIAL SECURITY	1,444,086		1,444,086	1,303,131	1,423,113	24
RETIREMENT & GROUP LIFE	3,223,621		3,223,621	2,859,693	3,321,161	24
MEDICAL AND DENTAL PLANS	2,694,752		2,694,752	2,283,372	2,477,730	24
UNEMPLOYMENT INSURANCE VEC	10,000		10,000	6,610	12,000	25
WORKER'S COMPENSATION INSURANCE - INSTRUCTI	85,680		85,680	64,932	58,480	25
PROGRAM SUPPORT						
EXTRA DUTY SUPPLEMENTS	356,230		356,230	323,801	353,017	23
RESOURCE OFFICERS	250,000		250,000	212,477	230,484	25
ATHLETIC TRAINERS	10,000		10,000	8,000	14,000	25
TEACHER- HOMEBOUND	72,961	19,439	92,400	82,419	122,123	23
TEACHER - SUM. SCH	65,900		65,900	78,151	65,900	23
SUBSTITUTE AIDES	65,000		65,000	63,864	70,000	23
INSTRUCTIONAL CAPITAL						
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	65,905		65,905	32,673	58,582	25, 28-32
INSTRUCTION CAPITAL EXPENDITURES- MINOR	111,893		111,893	96,873	102,785	28-32
EVERY STUDENT SUCCEEDS ACT						
TITLE I TEACHER		326,458	326,458	340,924	311,266	23
TITLE I PARAPROFESSIONAL		21,940	21,940	16,033	20,902	23
TITLE I - SOCIAL SECURITY		26,652	26,652	26,495	25,411	24
TITLE I - RETIREMENT & GROUP LIFE		63,374	63,374	52,640	62,647	24
TITLE I - MEDICAL & DENTAL		30,476	30,476	28,877	27,558	24
TITLE I - SUPPLIES		53,647	53,647	163,228	123,935	25
TITLE II STAFF DEV.		87,528	87,528	49,451	69,056	25
TITLE III, PART A		8,805	8,805	6,416	7,759	25
SUB TOTAL INSTRUCTION	29,477,740	1,434,510	30,912,250	28,338,793	30,514,845	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
ADMINISTRATION						
BOARD MEMBERS	29,300		29,300	26,800	29,300	23
SUPERINTENDENT	146,029		146,029	141,946	146,029	23
ADMINISTRATIVE STAFF	212,233		212,233	206,012	212,234	23
BUSINESS OFFICE STAFF	281,875		281,875	269,172	280,188	23
HEALTH SERVICES						
NURSE	254,745		254,745	242,468	252,221	23
PSYCHOLOGIST	105,963		105,963	106,020	107,548	23
OCCUPATIONAL THERAPIST, FLOW THRU		77,002	77,002	74,745	75,492	23
EMPLOYEE BENEFITS						
SOCIAL SECURITY	78,806		78,806	71,265	78,605	24
RETIREMENT & GROUP LIFE	179,251		179,251	163,060	186,117	24
MEDICAL & DENTAL	138,682		138,682	110,187	125,404	24
UNEMPLOYMENT INSURANCE	1,000		1,000	0	2,000	25
WORKER'S COMPENSATION INSURANCE	6,300		6,300	4,901	4,300	25
CONTRACTED SERVICES						
ATTORNEY FEES	32,000		32,000	48,669	30,000	25
CONSULTANT FEES	7,000		7,000	2,501	7,000	25
SCHOOL ACTIVITY FUND AUDIT EXPENSES	4,850		4,850	4,640	4,800	25
GENERAL INSURANCE	96,600		96,600	93,674	95,232	25
BANK SERVICE CHARGES	3,000		3,000	2,455	100	25
COMPUTER SERVICES	58,100		58,100	43,573	51,000	25
BACKGROUND CHECKS & DRUG TESTS	15,000		15,000	12,520	15,000	25
CONTRACTED THERAPY, FLOW THRU		0	0	31,342	0	25
OPERATIONAL COSTS						
POSTAGE	6,500		6,500	5,371	7,500	25
TRAVEL, MILEAGE, LODGING, MEALS	21,000		21,000	18,761	25,000	25
ASSOCIATION DUES	30,600		30,600	22,375	30,975	25,32,33
COMMUNITY RELATIONS	12,000		12,000	10,148	10,000	25
OFFICE SUPPLIES	27,000		27,000	24,854	20,000	25
COPIER & PAPER COSTS - SAO	11,143		11,143	9,932	11,185	25
NURSING SUPPLIES	30,000		30,000	28,509	30,000	33
SUB TOTAL ADMINISTRATION	1,788,978	77,002	1,865,980	1,775,899	1,837,230	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
TRANSPORTATION STAFF						
BUS COORDINATOR	55,227		55,227	52,045	53,879	24
BUS DRIVERS	322,381		322,381	333,935	309,829	24
BUS PART-TIME SECRETARY	41,252		41,252	18,422	34,377	24
BUS PARAPROFESSIONAL	100,550		100,550	50,505	100,550	24
SUBSTITUTES AND EXTRA TRIPS	127,000		127,000	87,202	127,000	24
EMPLOYEE BENEFITS						
SOCIAL SECURITY	49,450		49,450	40,224	47,861	24
RETIREMENT & GROUP LIFE	17,550		17,550	8,889	16,645	24
MEDICAL & DENTAL	91,770		91,770	78,668	82,983	24
WORKER'S COMPENSATION INSURANCE	12,600		12,600	9,803	8,600	25
CONTRACTED SERVICES						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	25
PAYMENTS TO PARENTS & PRIVATE VENDORS	10,000		10,000	4,280	10,000	34
OPERATIONAL COSTS						
BUS INSURANCE	42,000		42,000	34,798	37,800	25
CAPITAL OUTLAY - MAJOR	191,422		191,422	117,411	241,562	34
FUEL AND SUPPLIES	167,564		167,564	122,110	169,564	34
SUB TOTAL TRANSPORTATION	1,228,767	0	1,228,767	958,290	1,240,651	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
MAINTENANCE STAFF						
DIRECTOR	88,497		88,497	85,903	88,497	24
CUSTODIANS - FULL TIME	734,372		734,372	681,393	718,985	24
MAINTENANCE WORKERS - FULL TIME	534,511		534,511	463,306	520,759	24
CUSTODIANS - PART & OVERTIME	60,000		60,000	59,389	70,000	24
MAINTENANCE WORKERS: PART & OVERTIME	81,000		81,000	85,084	71,000	24
EMPLOYEE BENEFITS						
SOCIAL SECURITY	114,626		114,626	105,392	112,397	24
RETIREMENT & GROUP LIFE	96,491		96,491	106,582	105,533	24
MEDICAL & DENTAL	264,583		264,583	234,685	283,629	24
UNEMPLOYMENT INSURANCE	2,000		2,000	0	4,000	25
WORKER'S COMPENSATION INSURANCE	20,160		20,160	15,684	13,760	25
UTILITIES						
ELECTRICAL SERVICE	612,000		612,000	572,100	612,000	35
FUEL FOR UTILITIES	74,500		74,500	53,540	74,500	35
WATER, SEWAGE, REFUSE	45,000		45,000	44,731	45,000	35
TELEPHONE & INTERNET SERVICE	285,336		285,336	232,325	210,250	27,35
OPERATIONAL COSTS						
CAPITAL EXPENDITURES- MAJOR	216,200		216,200	142,258	212,350	35
CAPITAL EXPENDITURES- MINOR	9,500		9,500	9,500	9,500	35
MAINTENANCE SERVICES	250,000		250,000	253,252	205,000	35
OFFICE SUPPLIES	1,700		1,700	1,200	1,700	35
MAINTENANCE SUPPLIES	276,530		276,530	299,632	271,200	35
OPERATION OF VEHICLES	46,750		46,750	33,564	46,750	35
COPIER & PAPER COSTS - OPERATION & MAINTENANCE	4,965		4,965	1,726	2,026	35
SUB TOTAL OPERATIONS	3,818,722	0	3,818,722	3,481,246	3,678,837	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
FOOD SERVICE STAFF						
COORDINATOR		67,929	67,929	64,015	66,271	24
SECRETARY		33,373	33,373	38,383	44,292	24
FULL TIME WORKERS		107,231	107,231	99,044	101,067	24
PART TIME WORKERS		269,895	269,895	221,543	262,371	24
EMPLOYEE BENEFITS						
SOCIAL SECURITY		36,600	36,600	30,125	36,261	24
RETIREMENT & GROUP LIFE		25,311	25,311	24,964	28,190	24
MEDICAL & DENTAL		88,116	88,116	80,105	35,299	24
WORKERS' COMP: OTHER		1,260	1,260	980	860	25
OPERATIONAL COSTS						
FOOD SERVICE BANK CHARGES-OTHER		2,000	2,000	2,203	1,000	36
CAPITAL OUTLAY - MAJOR		14,569	14,569	38,278	14,348	36
CAPITAL OUTLAY - MINOR		0	0	0	0	36
FOOD		411,313	411,313	347,570	406,458	36
SUPPLIES		49,100	49,100	79,414	71,866	36
CONTRACTUAL SERVICES		0	0	2,287	0	36
SUB TOTAL FOOD SERVICE	0	1,106,696	1,106,696	1,028,911	1,068,281	

DEBT SERVICE & FUND TRANSFERS

DEBT SERVICE TO CITY	583,446		583,446	244,211	587,246	25
TRANSFER TO CITY		0	0	81,849	0	25
SUB TOTAL DEBT SERVICE	583,446	0	583,446	326,060	587,246	

CONTINGENCY RESERVE

1.27%

CONTINGENCY RESERVE	511,762		511,762		423,979	25
CIP RESERVE	150,000		150,000		300,000	25

TOTAL EXPENDITURE BUDGET

General Budget	37,559,415	2,618,208	40,177,623	35,909,199	39,651,069	
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