

# CITY OF COLONIAL HEIGHTS

(proposed)

## FY2011-12 ANNUAL OPERATING BUDGET

**Thomas L. Mattis, City Manager**

**William E. Johnson, Director of Finance**

April 12, 2011

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# ELECTED OFFICIALS AND ADMINISTRATIVE STAFF

## July 1, 2011

### City Council

C. Scott Davis ..... Mayor  
Betsy G. Luck..... Vice Mayor  
Milton E. Freeland, Jr. .... Councilman  
Kenneth B. Frenier ..... Councilman  
W. Joe Green, Jr. .... Councilman  
John T. Wood ..... Councilman  
Diane H. Yates ..... Councilwoman

### Senior Management

Thomas L. Mattis ..... City Manager  
DeAnna D. Atkins ..... Clerk of Council  
Eileen M. Brown ..... Director of Office on Youth & Human Services  
Jennifer N. Carpenter ..... Director of Human Resources  
Bruce E. Cashion ..... City Assessor  
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  
William E. Johnson ..... Director of Finance  
A.G. Moore, Jr. .... Chief of Fire & EMS  
Karen K. Saunders ..... IT Administrator  
George W. Schanzenbacher ..... Director of Planning & Community Development  
Craig R. Skalak ..... Director of Parks & Recreation

### Appointed/Elected Officials

William B. Bray ..... Commonwealth's Attorney  
Marjorie C. DeDanko ..... Commissioner of Revenue  
Joy W. Moore ..... City Treasurer  
Susan Redford ..... City Registrar  
Donna Slade ..... Clerk of General District Court  
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
- ◇ LIBRARY BOARD
- ◇ 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

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

April 12, 2011

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

## Re: **FY2011-12 Proposed Annual Budget Message**

Dear 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, 2011 through June 30, 2012, is hereby presented for your consideration.

The proposed budget is a zero-based, balanced spending plan, wherein all proposed operating expenditures are supported totally by revenue generated during the 2011-12 fiscal year. The proposed budget was developed with input from all staff and departments; and was completed with a comprehensive analysis of all existing programs, operations, and services. While the primary goal of the proposed budget is to effectively maintain existing service levels, the staff is also focused on increasing and enhancing service levels wherever possible.

The proposed budget includes continuation of all existing services and programs; includes full-year funding of all existing or previously authorized staff and operations; and a funding increase in operating capital investment in the coming year.

The proposed budget is delineated into seven (7) basic funds:

- **General Fund** – (\$29.05M) revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars
- **School Fund** – (\$34.37M) revenues and expenditures related to funding of operations and services of the Colonial Heights Public Schools
- **Recreation Fund\*** – (\$.24M) revenues/expenditures relating to recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Solid Waste Management Fund\*** – (\$1.26M) all financial transactions relating to the provision of solid waste collection and recycling services.
- **Stormwater Management Fund\*** – (\$.34M) all financial transactions relating to the provision of stormwater management services and programs.
- **Water Fund\*** – (\$1.71M) all financial transactions relating to the provision of potable water services through the city's systems.
- **Sewer Fund\*** – (\$3.00M) all financial transactions relating to the provision of wastewater collection and treatment services through the city's systems.

*\*These funds are all managed as Enterprise Funds. All costs associated with these funds and/or departments are wholly supported by fees charged for such services.*

## FY2011-12 ANNUAL BUDGET

### Budget Highlights and Issues

This budget proposal represents the first such Colonial Heights spending plan submitted by the current City Manager. While the basic format of the financial elements of the budget remains the same, there are some changes in the actual presentation that are intended to enhance and improve opportunities for a shared understanding of the city's finances and operations.

One such example is that preceding each departmental budget is a title page that includes a brief narrative with basic information as to activities, duties, and responsibilities of said department. Included on this page are "*Performance Indicators*" - statistical data providing a sample or general overview of that department's volume of work; and a review of departmental personnel resources.

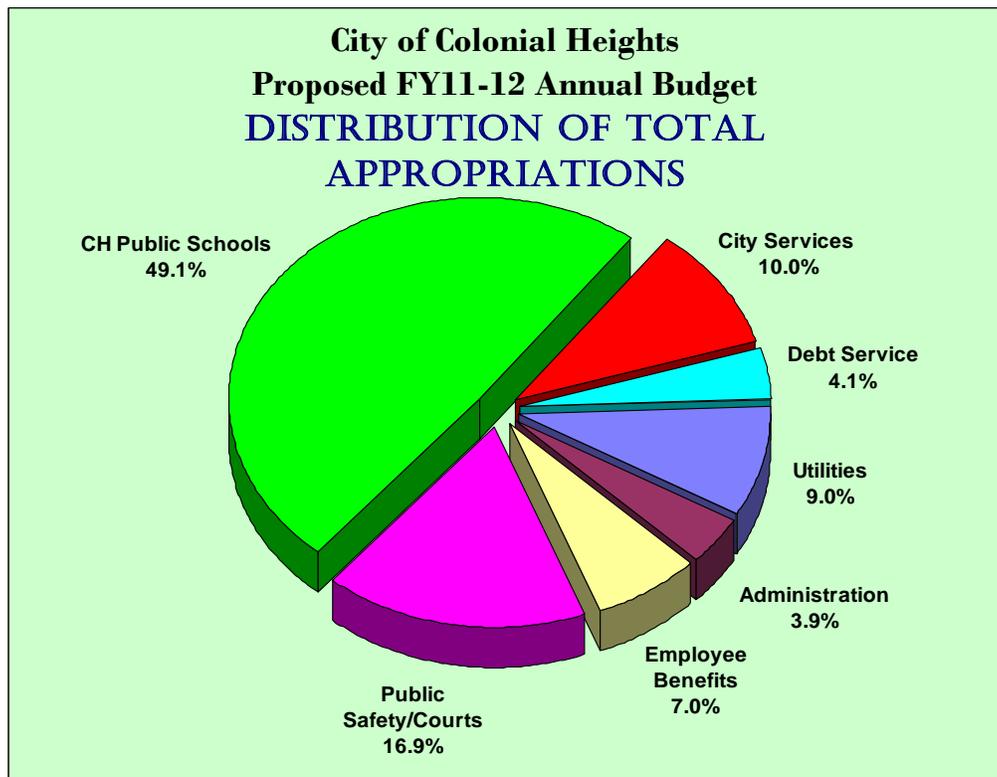
As it relates to the overall funding plan, however, it should first be noted that the City of Colonial Heights has clearly been very successful over the past few years in making the most of available resources. Faced with the challenge of decreasing revenues, the City has still been able to continue to evolve and grow services while avoiding tax increases and/or major cutbacks or job losses through the combined efforts of the staff and City Council.

This year, creating a balanced and affordable budget proposal was achieved through the cooperation and support of the various city departments, as all team members submitted reasonable funding requests that properly reflected their departmental needs while still being focused on cost containment.

This budget proposal includes upgrades in nearly all service areas and increased overall spending, but only at such levels that can be supported by existing funding levels. While there is reason to be generally optimistic about the overall economy in Colonial Heights for FY11-12, this proposal is still an effectively conservative financial plan. Some of the main issues addressed within the proposed budget are:

#### **Total Appropriations**

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY11-12 Annual Budget* is **\$69,967,218**; to be generally distributed in the following manner:



### Staffing

The proposed budget includes full-year funding for up to **three hundred forty-eight (348) total city employees**: two hundred forty-five (245) full-time positions, thirty-two (32) part-time positions, and seventy-one (71) seasonal positions. The proposed budget includes funding only for existing or previously authorized positions; there is no increase in personnel or staffing included in the proposed spending plan for FY11-12.

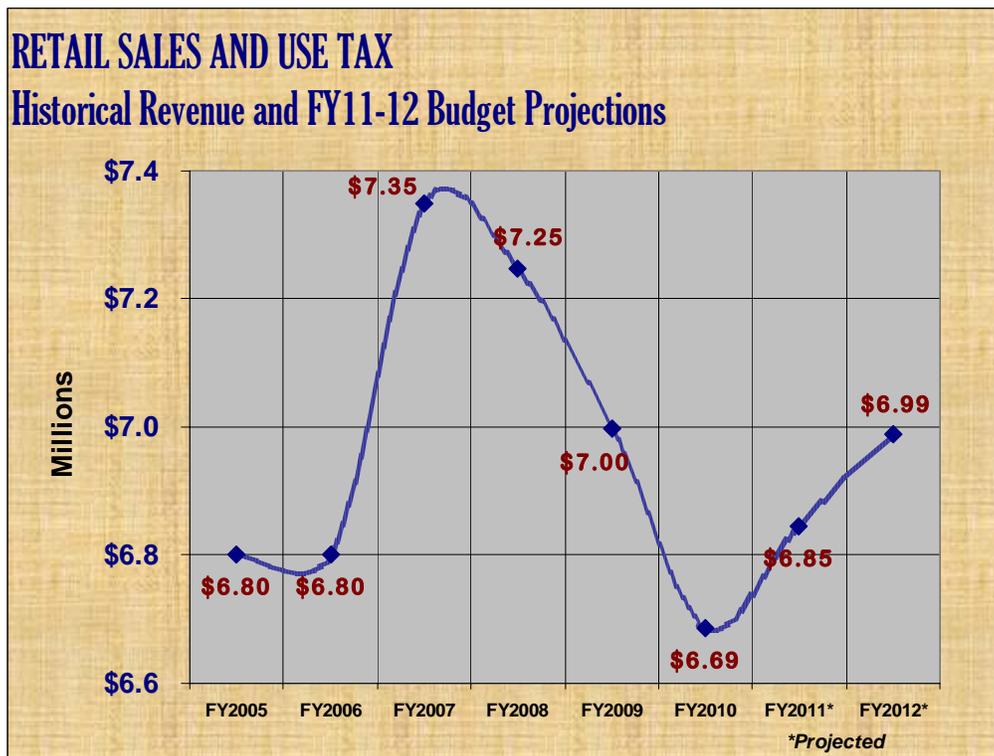
### Increased General Fund Revenue

Current financial trends have created an environment whereby the City can be cautiously optimistic about General Fund Revenue flow for FY11-12 – particularly as it relates to Retail Sales, Food, and Lodging taxes. While the City experiences some neutral growth or even decreases in these revenue areas in recent years, projections through the current year and into the next indicate that the City should realize a healthy overall increase in revenue for the next fiscal year.

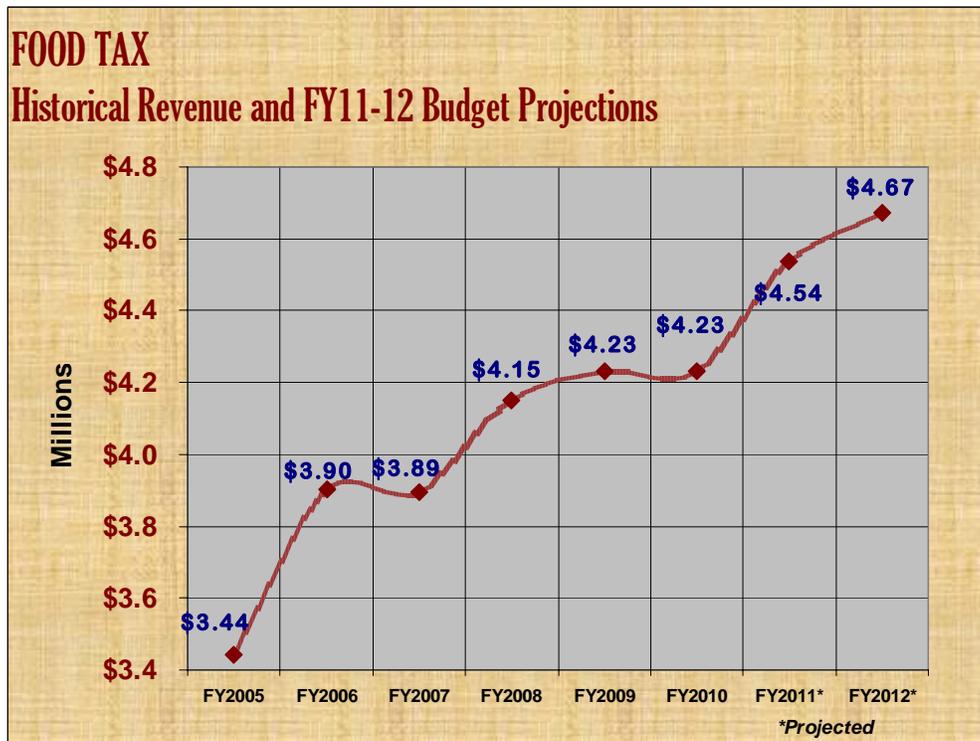
In addition, the City also anticipates some increased revenue from the State of Virginia, all of which should combine to produce close to \$1M in “new” gross General Fund Revenue for FY11-12.

**Retail Sales & Use Taxes** are collected by local businesses as imposed on gross receipts from retail sales. "Retail sales" is technically defined as sales made for any purpose other than for resale. Revenue generated from this particular tax represents one of the most important sources for funding of the City’s annual budget (second only to real estate property taxes) and is vitally important to the overall stability of the City’s General Fund. The revenue derived is also a strong indicator of the overall financial health of the retail business community in Colonial Heights.

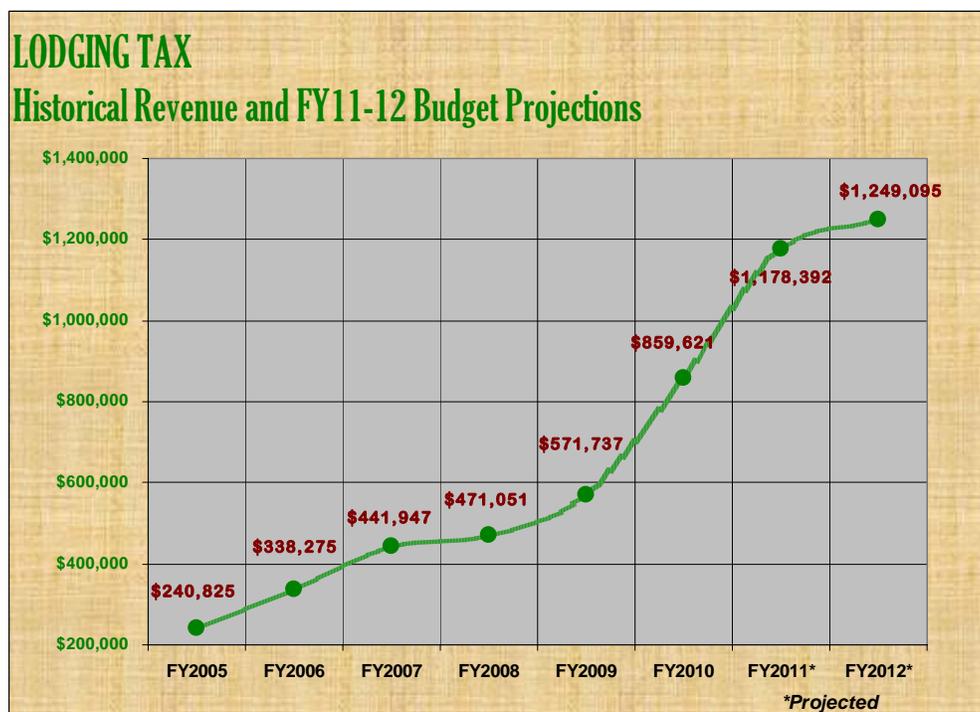
As indicated by the following graph, the City had experienced a steady decline in such tax revenue over the preceding two fiscal years, essentially mirroring the general economy. In the current year, however, the City has rebounded strongly and we anticipate a similar trend continuing into the next year.



**Food Tax** is a source of revenue provided by taxes on food sold by retail establishments whose gross receipts are primarily derived from the sale of food for immediate consumption. Given Colonial Heights role as a regional center for shopping and restaurants, this is a large and important source of revenue supporting the overall financial stability of the city. While recent history produced a leveling effect on this particular revenue stream, the City experienced an upward swing in tax receipts this year that we project will continue into FY11-12.



**Lodging Tax** is a tax paid by hotels, etc. that rent rooms or spaces to any person on a transient basis. Once again, it is anticipated that growth in this particular revenue line item will continue its current trends into and through the next fiscal year.



### Balanced Budget

For the first time in the past three years, the *FY11-12 Budget* as proposed does not include deficit spending and/or utilization of fund balance. Difficult economic times of recent years had challenged the City to find ways to fund desired service levels while effectively controlling costs. In order to accomplish this goal, the decision was made to temporarily utilize cash reserves or fund balance to support agreed-upon funding levels. Recognized as a temporary measure, such an approach was nonetheless necessary to continue existing operations without drastic cuts in services.

Over the past two years, the City budget included spending of over \$962,000 from cash reserves or fund balance to “balance the budget”. Utilizing some of the enhanced revenue stream anticipated for the next fiscal year, however, this situation has been remedied and returns the overall spending plan to a balanced budget – with all expenditures being supported by revenues generated during the current year.

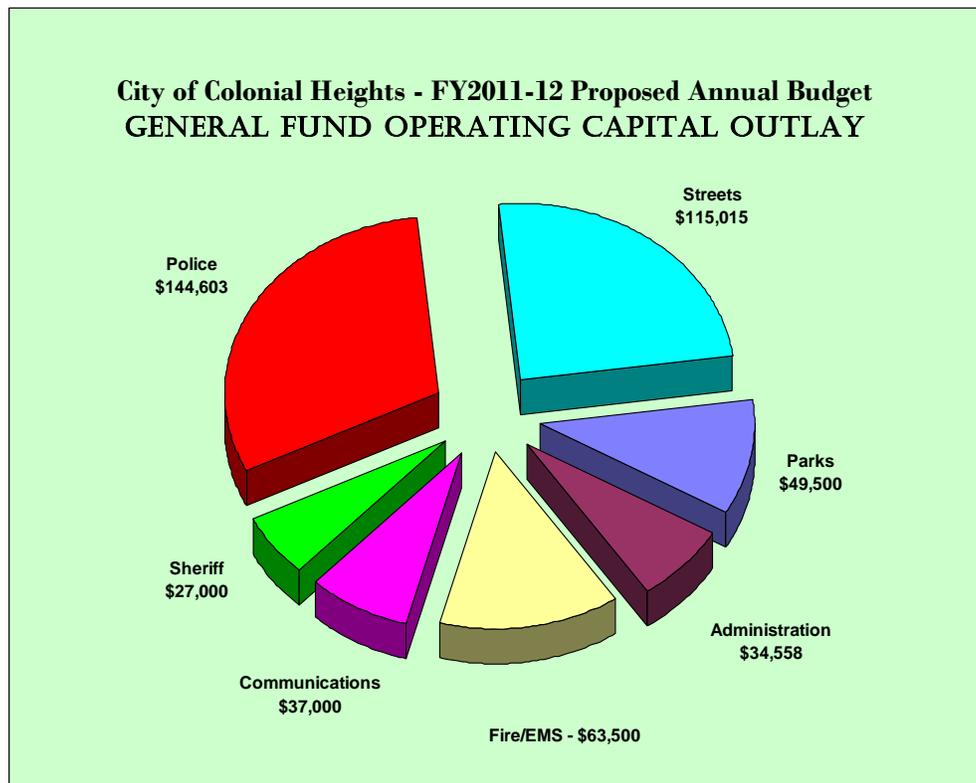
### Employee Compensation

As one of its *Goals for 2011-12*, the City Council expressed a specific desire to “Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits”. Accordingly, this budget proposal includes a Cost of Living Adjustment (COLA) of **3.0%** in base salaries or rates of pay for all full-time city employees that will go into effective on **October 1, 2011**.

In addition, there are no other issues contemplated or included within the proposed *FY11-12 Budget* that are anticipated to have an adverse impact on employee benefits or costs.

### Operating Capital Outlay

The one other major item addressed with the anticipated availability of additional funding for FY11-12 is an increased investment in funding for General Fund Operating Capital Items for various departments (vehicles, equipment, etc. utilized in day-to-day activities). Such funding is proposed to essentially be doubled (from \$249,303 to \$471,176) from the current year’s budget and distributed as follows:



### ***Utility Rates***

One challenge that has resulted from this year's budget development is the recognition that revenues generated by the City's three main Utility Funds (Water, Sewer, and Solid Waste) are no longer sufficient to absorb costs associated with those services – thereby necessitating a small utility rate increase. Each of these Funds are managed as Enterprise Funds, meaning that costs for services are supported entirely by fees charged for such services. Maintaining such funds in this manner eliminates any potential burden on taxpayers; and is a universal practice endorsed by most service providers.

Staff analysis indicates that the projected shortfall will require an overall rate adjustment resulting in a net total increase of approximately **\$1.66** per month for the average customer.

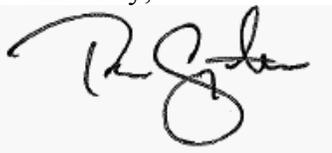
### ***Future Budget and/or Funding Issues***

While the overall economic outlook for city operations is anticipated to continue to improve into the next fiscal year, there are other issues looming beyond the coming year that could have an adverse impact on available funding in the future. While such issues are generally known, quantifying their potential impact at this time is virtually impossible and would be premature. Nonetheless, these are issues that will ultimately need to be addressed and should be recognized at this time:

- **New City Courthouse** – It is common knowledge that the City is currently engaged in the construction of a new City of Colonial Heights Courthouse. While this project will produce a major, historical asset for the community, it will clearly come with a substantial price – and financing of same will require the issuance of some type of debt instrument. As development is in the very preliminary stages, total costs and their impact on the city's budget is unknown at this time. However, this project will likely have a major impact on the budget in coming years.
- **Lodging Tax** – While this tax revenue source is anticipated to continue its positive growth through the next fiscal year, the anticipated opening of the new residence facility at Fort Lee could possibly have an adverse impact on the city revenues in FY12-13.
- **Incarceration Costs** – Reduced daily populations, other revenue reductions, and increased operating costs at Riverside Regional Jail Authority have resulted in an unanticipated shortfall at the facility that will likely have future rate implications for the City. The authority is currently in the process of reviewing current operating procedures and looking for ways to minimize future financial impact on its member jurisdictions.
- **Violet Bank Museum** – Over the past few months, the City Council has also discussed reaffirming its commitment to an enhanced investment in preservation of one of the City's most important historical sites, the Violet Bank Museum. The staff is currently developing a master plan that will include specific recommendations in this regard, but with the analysis incomplete at this time, we are unable to quantify the funding that might be necessary to support such an effort.

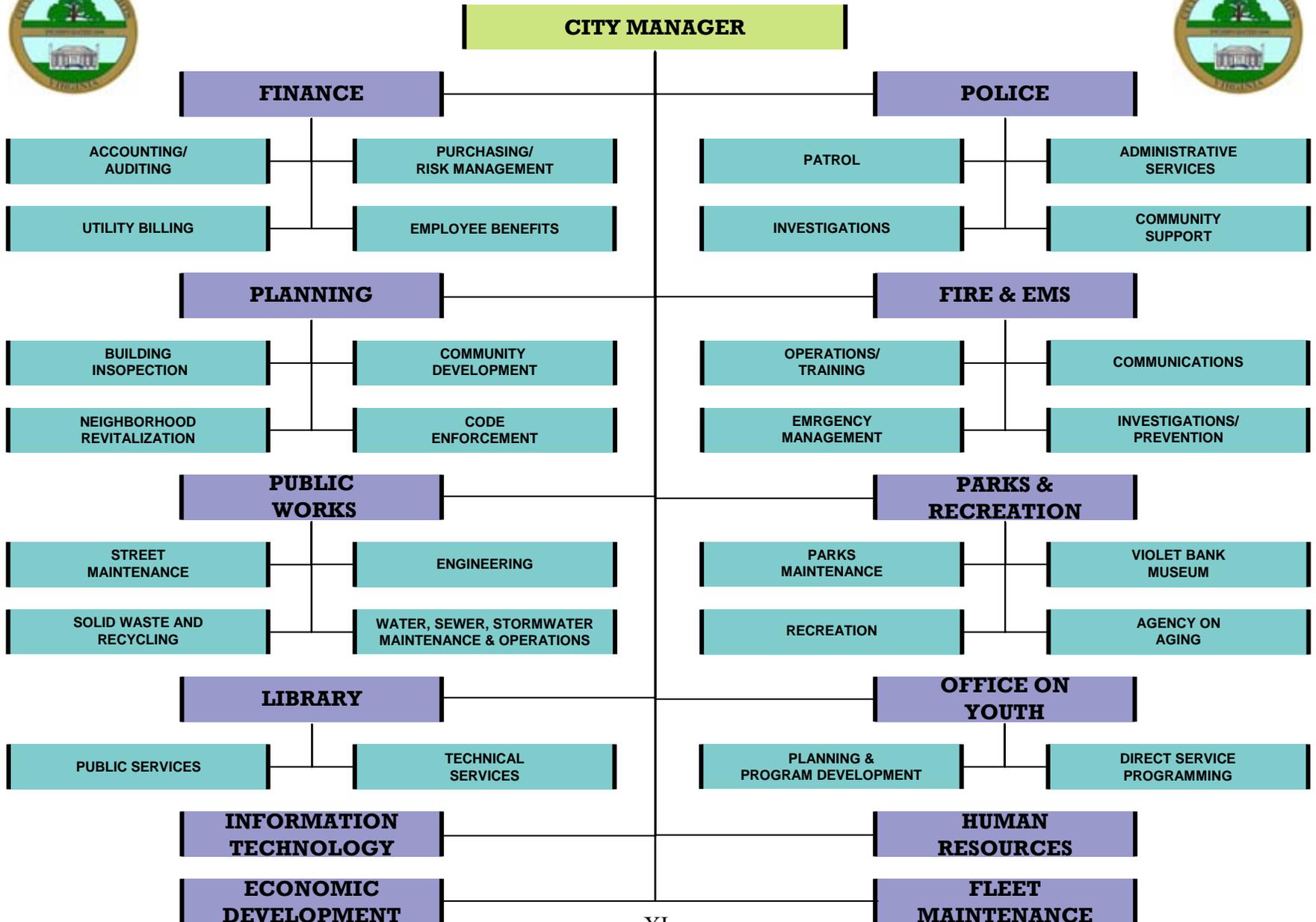
The 2011-12 year should provide a challenging year for the City of Colonial Heights, but will also provide unique opportunities for the continued growth and enhancement of all city services for our residents and taxpayers. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support and this opportunity to serve the citizens of Colonial Heights. We look forward to working with you during the coming year.

Sincerely,



Thomas L. Mattis  
City Manager

# 2011-12 Operations Organization Chart



## **CITY OF COLONIAL HEIGHTS – 2011-12 CITY COUNCIL GOALS**

### ***Courthouse Project***

- ❖ Demolition – Award contract and commence demolition activities no later than March 1; complete demolition of building and clearing of site no later than June 15.
- ❖ Land Use Planning for Project Site – Finalize appointment of planning advisory committee by February 8; develop an effective long-term land use planning strategy for not only the city-owned property where the courthouse will be located, but also the developable property/buildings adjacent to the site; and the Boulevard and Dupuy commercial corridors.
- ❖ Design of New Building – Finalize appointment of building/oversight committee by February 8; develop and approve site and preliminary building architectural design; solicit and review conceptual proposals and select construction-manager-at-risk team in compliance with the Public-Private Education and Infrastructure Act guidelines; approve PPEA Agreement
- ❖ Construction - Initiate development of final construction plans (with actual construction not likely to commence until 2012)
- ❖ Site of Existing Courthouse – Initiate the process for the development of a plan for future use and/or sale of the existing courthouse property at 401 Temple Avenue.

### ***Economic Development***

- ❖ Develop effective strategies for recruitment of appropriate and desired commercial projects to the City.
- ❖ Assist the City Manager in defining the role of and the expectations for the City Retail Development Coordinator
- ❖ Continue efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project

### ***Planning and Code Enforcement***

- ❖ Complete review and formal adoption of new City Zoning Ordinance.
- ❖ Working with and through the various stakeholders, complete the *Appomattox River Corridor Development Plan*, indentifying constraints and opportunities affecting future development scenarios clustered around the Dimmock Parkway & Roslyn Road corridors.
- ❖ Working through the Planning Commission, initiate process for review and updating of the City's Comprehensive Plan.
- ❖ Complete overall review and assessment of city policies and procedures for the processing of proposed development plans, assuring an effective and timely review of such plans
- ❖ Increase enforcement of nuisance ordinances to assure proper maintenance & appearance of properties throughout the city, with special emphasis on absentee-owner properties

### ***Public Safety***

- ❖ Complete review and analysis of existing emergency communication outbound notification system by July 1, to assure effective and affordable delivery of desired services and capabilities for citizens.
- ❖ Finalize process and initiate construction of new multi-purpose vehicle/heavy rescue pumper truck for the Fire/EMS Department (anticipated for delivery in 2012).
- ❖ Complete analysis and finalize recommendation on funding and schedule for replacement of CHFD "Medic 3" Ambulance.

### ***Finance***

- ❖ Develop and formally adopt a *City of Colonial Heights Five-Year Capital Program*

# CITY OF COLONIAL HEIGHTS – 2011-12 CITY COUNCIL GOALS

## **Personnel**

- ❖ Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits.
- ❖ Finalize appointment of new City Assessor no later than June 1.
- ❖ Complete review and analysis of future staffing needs for the City Attorney's office.

## **Water/Wastewater Services**

- ❖ Continue efforts to achieve effective water and wastewater planning to address both short-term and long-term needs of the City.
- ❖ Conduct preliminary analysis identifying possibilities for the development of alternative water resources for the City

## **Transportation/Mobility**

- ❖ Continue on-going work to effectively access external funds and complete various road improvement projects, including but not limited to the following:
  - Dimmock/Jennick Traffic Signal
  - Safe Routes to School, Phases I and II
  - Boulevard/Government Center Enhancement
  - Southpark Boulevard Right Turn Lane
  - Annual Street Resurfacing
- ❖ Review and assess the City's "Adopt-a-Street" Program to gauge its effectiveness.

## **Parks and Recreation**

- ❖ Complete construction of Phase II and finalize planning/design of Phase III on the *Appomattox River Greenway Trail Project*.
- ❖ Develop a master plan for *Shepherd Stadium*, to defining long-range plans for capital improvements and historic preservation.
- ❖ Complete an overall assessment of the *Violet Bank Museum* buildings and grounds, identifying capital improvement and historical restoration; in addition to a general review of operational practices, procedures, and staffing

## **Communications**

- ❖ Continue appropriate enhancements to the City's website
- ❖ Strive to continue to improve all forms of communication with general citizenry as to various city issues and/or projects.

## **Services**

- ❖ Continue appropriate building and/or organizational upgrades to the City Hall, striving to achieve a more open and "welcoming atmosphere" for the general public and staff.
- ❖ Continue to assess overall litter control policies for the City, assuring effective utilization of available resources to achieve desired results.
- ❖ Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of desired services at an appropriate cost.
- ❖ Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.
- ❖ Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of desired services at an appropriate cost.

# Memorandum

**Date:** April 12, 2011

**To:** Mayor and City Council  
Department Heads

**Subject:** Calendar for Adoption of FY11-12 Annual  
Operating Budget - **REVISED**



Following is a projected schedule of events and activities relating to the development and formal adoption of the *FY2011-12 Annual Operating Budget* for the City of Colonial Heights in accordance with standard practices and the requirements of the Colonial Heights City Charter:

## DECEMBER

*Thursday, December 9, 2010*.....Distribution of forms & information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed *FY2011-12 Annual Operating Budget*



## JANUARY

*Friday, January 14 and*

*Saturday, January 15, 2011*.....Annual planning retreat of City Council to define city goals and objectives for coming year; and provide budget priorities for FY11-12

*Friday, January 28, 2011*.....Deadline for submission of all requests for funding within the proposed *FY2011-12 Annual Operating Budget*



## FEBRUARY

*Monday, February 7 through*

*Friday, February 25, 2011*.....Review of Departmental Budget Requests by City Manager, Director of Finance, and applicable Department Heads and/or Constitutional Officers (as needed)



## MARCH

*Monday, March 14 through*

*Wednesday, March 30, 2011*.....Preliminary Briefings with City Councilmembers by City Manager and Director of Finance



## APRIL

*Tuesday, April 12, 2011*.....**Presentation of Proposed FY2011-12 Annual Operating Budget to Mayor & City Council by City Manager**  
(*Regular Council Meeting*)

*Tuesday, April 19, 2011*.....City Council Budget Review/Work Session (*tentative\**)  
(*Regular Council Work Session*)

APRIL (continued)

*Sunday, April 17, 2011*.....Publish General Budget Summary and Notice of Public Hearing on April 26

*Tuesday, April 26, 2011*.....Public Hearing on Proposed FY2011-12 Annual Budget (City Charter requirement)  
(*Special Council Meeting*)

(*tentative\**) .....First Reading of Ordinance – FY2011-12 **School Division** Annual Budget

.....First Reading of Appropriations Ordinance Adopting  
FY011-12 City Annual Operating Budget



MAY

*Tuesday, May 3, 2011*.....City Council Budget Review/Work Session (*tentative\**)  
(*Special Council Work Session*)

*Tuesday, May 10, 2011*.....**Second Reading** of Appropriations Ordinance and **Final Adoption** of FY2011-12 City Annual Operating Budget  
(*Regular Council Meeting*)

.....Second Reading of Ordinance and Final Adoption of FY2011-12 **School Division** Annual Budget



JUNE

*Thursday, June 30, 2011*.....Deadline established by City Charter for final adoption of *FY2011-12 Annual Operating Budget* (“not later than the last day of the last month of the fiscal year”)



JULY

*Friday, July 1, 2010*.....Beginning of FY2011-12 Fiscal Year

Please let me know if you have any questions, problems, or suggestions; or need additional information relative to this schedule.

*Tom*

Thomas L. Mattis  
City Manager

**\*Tentative dates for Council Budget Workshops and/or Public Hearings. Actual number and schedule for work sessions to be determined by City Council.**

**City of Colonial Heights**  
**CITY CHARTER**  
**CHAPTER 6 – BUDGETS**

**§ 6.1. Fiscal and Tax Years.**

The fiscal year of the City of Colonial Heights shall begin on the first day of July and shall end on the thirtieth day of June of the succeeding year. Unless and until otherwise provided by council by ordinance, the tax year for taxes levied on real estate, tangible personal property, machinery and tools shall begin on the first day of January and end on the thirty-first day of December following, and the tax year for all other taxes shall be fixed by the council by ordinance. Unless and until otherwise provided by council by ordinance, the rates of all taxes and levies, except on new sources of tax revenue, shall be fixed before the beginning of the tax year. The council shall have the power and may by ordinance provide for the tax year for taxes levied on real estate, or tangible personal property, or machinery and tools, or all other taxes to begin on the first day of July and end on the thirtieth day of June of the succeeding year. The council shall also have the power to fix the rates or levies on real estate, or tangible personal property, or machinery and tools, or all other taxes at the time of adoption of the general fund budget. (1960, c. 213; 1966, c. 232)

**§ 6.3. Submission of Budgets.**

The city manager, at least sixty (60) days prior to the beginning of each budget year, shall submit to the council a general budget. As used in this charter, the term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered. (1960, c. 213)

**§ 6.4. Preparation of Budgets.**

It shall be the duty of the head of each department, each board or commission and each other office or agency supported in whole or in part by the city, including the commissioner of revenue, city attorney, commonwealth attorney, and the city sergeant, to file with the city manager or with the director of finance designated by him, at such time as the city manager may prescribe, estimates of revenue and expenditure for that department, board, commission, office or agency for the ensuing fiscal year. Such estimates shall be submitted on the forms furnished by the director of finance and it shall be the duty of the head of each such department, judge, board, commission, office or agency to supply all the information which the city manager may require to be submitted thereon. The director of finance shall assemble and compile these estimates and supply such additional information relating to the financial transaction of the city as may be necessary or valuable to the city manager in the preparation of the budgets. The city manager shall hold such hearings as he may deem advisable and with the assistance of the director of finance shall review the estimates and other data pertinent to the preparation of the budgets and make such revisions in such estimates as he may deem proper, subject to the laws of the Commonwealth relating to obligatory expenditures for any purpose. The school board shall furnish a copy of its budget to the city manager. (1960, c. 213)

**§ 6.5. Scope of the General Budget.**

In respect to the public schools there shall be included only the total amount to be appropriated by the city for their support. The general fund budget shall be prepared in accordance with accepted principles of municipal accounting and budgetary procedures and techniques and shall contain:

- (a) An estimate of such portion of the general fund cash surplus, if any, at the end of the current fiscal year as it is proposed to use for meeting expenditures in the general budget.
- (b) An estimate of the receipts from current ad valorem taxes on real estate and personal property during the ensuing fiscal year.
- (c) An estimate of receipts from all other sources of revenue.

**City of Colonial Heights**  
**CITY CHARTER**  
**CHAPTER 6 – BUDGETS**

(d) A statement to be furnished by the director of finance of the debt service requirements for the ensuing year.

(e) An estimate of the city's cash deficit, if any, at the end of the current fiscal year and of any other obligations required by this charter to be budgeted for the ensuing fiscal year.

(f) An estimate of expenditures for all other purposes to be met in the ensuing fiscal year.

All the estimates shall be in detail, showing receipts by sources and expenditures by operating units, . . . , so arranged as to show receipts and expenditures as estimated for the current fiscal year and actual receipts and expenditures for the last preceding fiscal year in comparison with estimated receipts and recommended expenditures for the ensuing year. At the head of the budget there shall appear a summary of the budget, . . . , stating separately the amount to be raised by property tax, and by departments and kinds of expenditures, in such a manner as to present a simple and clear summary of the detailed estimates of the budget. (1960, c. 213)

**§ 6.6. A Balanced Budget.**

In no event shall the expenditures recommended by the city manager in the general budget exceed the receipts estimated, taking into account the estimated cash surplus or deficit at the end of the current fiscal year, as provided in the preceding section, unless property assessments have been raised or unless the city manager shall recommend an increase in the rate of ad valorem taxes on real estate and tangible personal property or other new or increased taxes or licenses within the power of the city to levy and collect in the ensuing fiscal year the receipts from which, estimated on the basis of the average experience with the same or similar taxes during the three tax years last past, will make up the difference. If estimated receipts exceed estimated expenditures the city manager may recommend revisions in the tax and license ordinances of the city, in order to bring the general fund budget into balance. (1960, c. 213)

**§ 6.7. Budget Message.**

The budget message submitted by the city manager to the council shall be explanatory of the budget, shall contain an outline of the proposed financial policies of the city for the budget year and shall describe in connection therewith the important features of the budget plan. It shall set forth the reasons for salient changes from the previous year in cost and revenue items and shall explain any major changes in financial policy. As a part of the budget message, with relation to the proposed expenditures for down payments and other proposed expenditures for capital projects stated in the budget, the city manager shall include a statement of pending capital projects and proposed new capital projects, relating the respective amounts proposed to be raised therefor by appropriations in the budget and the respective amounts, if any, proposed to be raised therefor by the issuance of bonds during the budget year. (1960, c. 213)

**§ 6.8. Appropriation and Additional Tax Ordinances.**

At the same time that he submits the general fund budget the city manager shall present to the council a general appropriation ordinance. The appropriation ordinance shall be based on the general fund budget but need not be itemized further than by departments and the major operating units thereof, and by courts, bureaus, boards, commissions, offices and agencies submitting separate budget estimates, and by the principal object of expenditures. At the same time the city manager shall also present any ordinance or ordinances altering the tax rate on real estate and personal property or levying a new tax or altering the rate of any other tax necessary to balance the general fund budget as hereinbefore provided. (1960, c. 213)

**City of Colonial Heights**  
**CITY CHARTER**  
**CHAPTER 6 – BUDGETS**

**§ 6.9. Budget a Public Record.**

The budget and budget message and all supporting schedules shall be a public record in the office of the city manager open to public inspection after the budget has been submitted to the council and made public by it; provided, however, that no department or agency, head or judge or board or commission, manager, or director of finance shall divulge details of the proposed budget or make public statements regarding budget estimates until the budget has been submitted to the council and made public by it. The city manager on authorization from the council shall cause sufficient copies of the budget and budget message to be prepared for distribution to interested persons. (1960, c. 213)

**§ 6.10. Publication of Notice of Public Hearing.**

At the meeting of the council at which the budget and budget messages are submitted, the council shall determine the place and time of the public hearing on the budget, which time shall be at least thirty days prior to the beginning of each budget year, and shall cause to be published a notice of the place and time, not less than seven days prior to the date of the public hearing. (1960, c. 213)

**§ 6.11. Public Hearing on Budget.**

At the time and place so advertised, or at any time and place to which such public hearing shall from time to time be adjourned, the council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard, for or against the estimates or any item thereof. (1960, c. 213)

**§ 6.12. Action by the Council on the General Budget.**

After the conclusion of the public hearing on the general budget the council may insert new items of expenditures or may increase, decrease or strike out items of expenditure in the general fund budget, except that no item of expenditure for debt service as required by law shall be reduced or stricken out. The council shall in no event adopt a general budget in which the total of expenditures exceeds the receipts, estimated as hereinbefore provided, unless at the same time it adopts measures for providing additional revenue in the ensuing fiscal year, estimated as hereinbefore provided, sufficient to make up the difference. (1960, c. 213)

**§ 6.13. Adoption of Budget.**

The budget shall be adopted by the votes of at least a majority of all the members of the council. The budget shall be finally adopted not later than the last day of the last month of the fiscal year. Should the council take no final action on or prior to such day, the budget, as submitted, shall be deemed to have been finally adopted by the council. (1960, c. 213)

**§ 6.14. Effective Date of General Fund Budget; Certification; Copies Made Available.**

Upon final adoption, the general fund budget shall be in effect for the ensuing fiscal year. A copy of such budget as finally adopted shall be certified by the city manager and city clerk and filed in the office of the director of finance. The general fund budget so certified shall be printed, mimeographed or otherwise reproduced and sufficient copies thereof shall be made available for the use of all departments, courts, boards, commissions, offices and agencies and for the use of interested persons and organizations. (1960, c. 213)

**City of Colonial Heights**  
**CITY CHARTER**  
**CHAPTER 6 – BUDGETS**

**§ 6.16. School Budget.**

It shall be the duty of the school board to file its budget estimates with the city manager at the same time as other departments and in the form prescribed by the city manager. The action of the city manager and council on the school budget shall relate to its total only and the school board shall have authority to expend in its discretion the sum appropriated for its use, provided that if it receives an appropriation greater or less than its original request, it shall forthwith revise its estimates of expenditure and adopt appropriations in accordance therewith. The school board shall before the beginning of the fiscal year file with the city manager its budget as finally revised and its appropriations based on said revised budget, which need not be itemized further than by operating units and principal objects of expenditure. They shall have power to order during the course of the fiscal year transfers from one item of appropriation to another, notice of which shall be immediately transmitted to the city manager. The school board, notwithstanding the provisions contained in § 6.9 of this charter, may hold a public hearing on the school board budget at any time after the school board has filed its budget estimates with the city manager and prior to the adoption of the general fund budget of the city by council. (1960, c. 213; 1962, c. 467; 1968, c. 474)

**§ 6.19. Certification of Funds.**

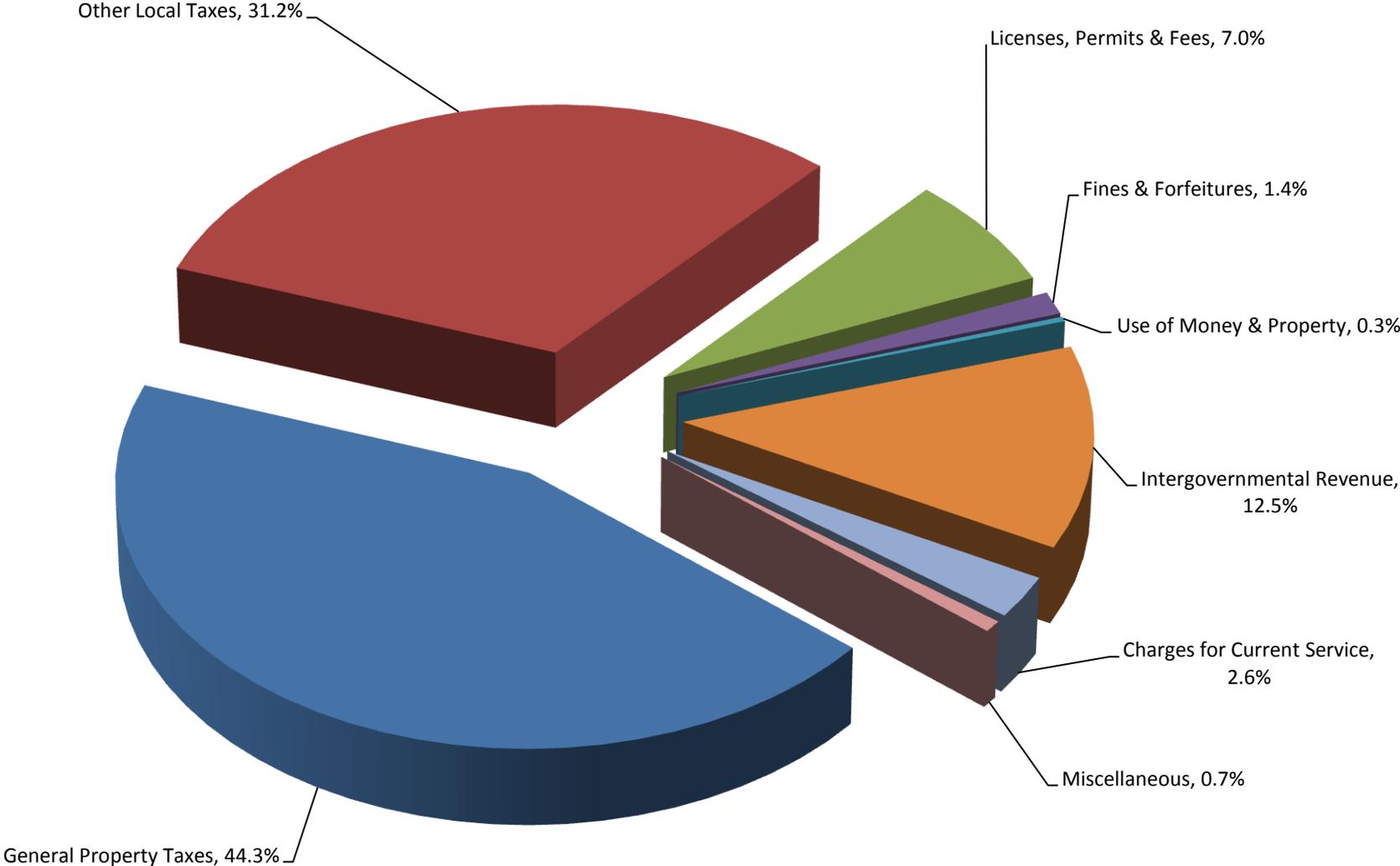
No payment shall be made and no obligation incurred by or on behalf of the city except in accordance with an appropriation duly made; provided that the council shall have the power to authorize and direct and making of expenditures and contracts for the expenditure of funds not appropriated in any budget for the then current fiscal year. No payment shall be made from or obligation incurred against any allotment or appropriation, except those of the School Board, unless the director of finance shall first certify that there is a sufficient unexpended and unencumbered balance in such allotment or appropriation to meet the same; provided that nothing herein shall be taken to prevent the advance authorization of expenditures for small purchases as provided in this charter. Every payment made in violation of the provisions of this charter shall be deemed illegal and every official who shall knowingly authorize or make such payment or knowingly take part therein and every person who shall knowingly receive such payment or any part thereof shall be jointly and severally liable to the city for the full amount so paid or received. If any officer, member of a board or commission, or employee of the city shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this charter or knowingly take part therein, such action shall be cause for his removal. (1960, c. 213; 1980, c. 206)

**§ 6.20. Reserve for Permanent Public Improvements.**

The council may, by ordinance, establish a reserve fund for permanent public improvements and may appropriate thereto any portion of the general fund cash surplus not otherwise appropriated at the close of any fiscal year. It may likewise assign to the said fund a specified portion of the ad valorem tax on real estate and tangible property not to exceed ten cents on \$100 of the assessed valuation thereof or the whole or part of the proceeds of any other tax. Appropriations from the said fund shall be made only to finance permanent public improvements. (1960, c. 213)

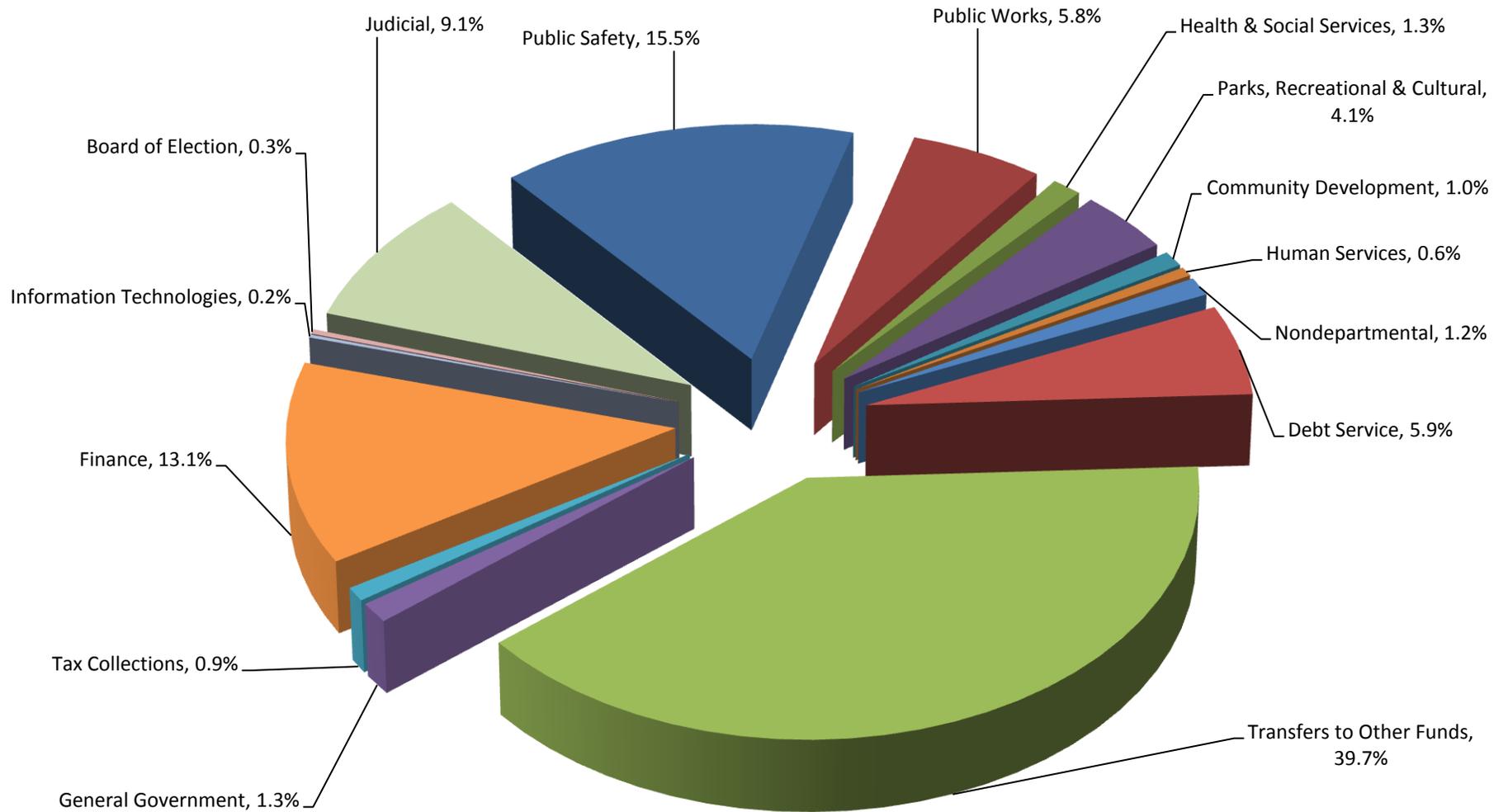
# **GENERAL FUND**

# GENERAL FUND



**TOTAL REVENUES \$48,034,550**

# GENERAL FUND



**TOTAL EXPENDITURES \$48,034,550**

# **RECAPITULATION**

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>REVENUE</u>							
4100	General Property Taxes	\$19,766,717	\$20,897,171	\$21,159,849	\$21,388,966	\$21,283,149	-0.5%	
4200	Other Local Taxes	14,042,171	13,909,770	13,943,241	13,789,050	14,996,861	8.8%	
4300	Licenses, Permits & Fees	3,446,788	3,473,404	3,320,903	3,319,134	3,368,705	1.5%	
4400	Fines & Forfeitures	566,043	731,615	707,554	651,000	693,000	6.5%	
4500	Use of Money & Property	713,599	290,242	146,193	295,000	158,000	-46.4%	
4600	Intergovernmental Revenue	6,517,954	6,361,512	6,223,035	5,747,802	5,991,218	4.2%	
4700	Charges for Current Services	1,040,594	1,049,315	1,141,703	1,190,840	1,227,954	3.1%	
4800	Miscellaneous	1,039,850	4,924,105	8,551,701	787,921	315,663	-59.9%	
	TOTAL	\$47,133,716	\$51,637,134	\$55,194,179	\$47,169,713	\$48,034,550	1.8%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>LEGISLATIVE</u>							
1011	City Council	73,600	69,340	66,025	72,324	72,324	0.0%	
1012	Clerk of Council	62,844	74,948	69,404	67,429	64,539	-4.3%	
	<u>EXECUTIVE</u>							
1051	City Manager	179,847	190,186	214,523	192,779	194,814	1.1%	
1052	Human Resources	122,459	100,549	94,274	93,286	93,231	-0.1%	
	<u>LEGAL</u>							
1101	City Attorney	174,352	186,167	192,699	207,671	202,565	-2.5%	
	<u>TAX COLLECTIONS</u>							
1152	Commissioner of Revenue	179,772	193,748	187,953	190,025	192,625	1.4%	
1153	City Treasurer	220,133	226,581	235,351	235,558	236,226	0.3%	
	<u>FINANCE</u>							
1201	Financial Administration	468,518	484,240	488,566	475,884	476,787	0.2%	
1204	Auditing	133,494	133,407	136,676	146,509	132,899	-9.3%	
1205	Employee Benefits	4,087,411	4,448,110	4,604,550	4,460,859	4,878,242	9.4%	
1206	Purchasing	79,742	80,406	76,499	140,323	144,293	2.8%	
1207	Insurance & Risk Management	551,579	563,655	628,166	564,600	558,150	-1.1%	
1208	Real Estate Assessor	153,765	160,547	170,568	154,412	128,031	-17.1%	
	<u>INFORMATION TECHNOLOGIES</u>							
1253	Information Technologies	126,502	193,896	159,031	144,687	120,734	-16.6%	
	<u>BOARD OF ELECTIONS</u>							
1301	Electoral Board	25,218	25,919	21,913	24,837	25,287	1.8%	
1302	Registrar	102,919	97,435	88,121	106,062	102,062	-3.8%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>JUDICIAL</u>							
1351	Circuit Court	402,000	332,364	341,372	329,718	382,023	15.9%	
1355	Commonwealth's Attorney	534,706	507,779	528,316	539,883	496,521	-8.0%	
1356	Sheriff	532,441	550,066	513,533	491,152	562,072	14.4%	
1357	Incarceration Cost	2,553,825	2,710,579	2,886,292	2,894,900	2,628,500	-9.2%	
1353	General District Courts	72,759	92,299	109,899	58,602	66,155	12.9%	
1354	Probation	8,005	5,933	4,715	6,100	6,100	0.0%	
1352	Magistrates	1,568	113					
1358	Community Diversion Services	65,208	65,208	58,708	58,800	58,800	0.0%	
1359	Community Correction Services	82,000	82,000	98,800	98,800	98,800	0.0%	
1360	Victim Witness	59,164	61,085	53,046	69,804	71,214	2.0%	
	<u>PUBLIC SAFETY</u>							
1401	Police	3,202,243	3,356,338	3,407,383	3,452,103	3,491,256	1.1%	
1402	Fire/EMS	2,761,898	2,802,660	2,932,503	2,746,437	2,837,364	3.3%	
1403	Emergency Management	3,078	8,322	18,838	10,675	30,475	185.5%	
1404	Communications	1,194,814	1,094,393	1,074,844	1,076,957	1,078,629	0.2%	
	<u>PUBLIC WORKS</u>							
1451	Public Works Administration	149,133	244,226	220,770	219,964	219,159	-0.4%	
1453	Street Maintenance	964,057	1,077,001	1,445,862	1,101,510	1,166,000	5.9%	
1455	Traffic Engineering	191,307	192,772					
1456	Engineering	435,304	558,118	453,866	650,636	653,457	0.4%	
1457	Building Maintenance	512,666	578,908	470,503	490,786	481,286	-1.9%	
1458	Fleet Maintenance	252,916	297,559	270,418	263,706	262,896	-0.3%	
	<u>HEALTH &amp; SOCIAL SERVICES</u>							
1501	Health	148,753	150,364	144,050	143,750	172,509	20.0%	
1502	Social Services	327,557	323,144	261,141	325,050	325,050	0.0%	
1503	Comprehensive Services Act	235,988	116,640	102,108	190,000	150,000	-21.1%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PARKS &amp; RECREATION</u>							
1601	Recreation	548,595	524,857	476,529	505,441	470,518	-6.9%	
1602	Community Center	184,980	207,806	243,455	265,020	256,624	-3.2%	
1603	Horticulture	91,388	83,006	81,375	84,259	76,736	-8.9%	
1604	Parks & Grounds	496,456	543,534	490,847	491,252	515,943	5.0%	
	<u>CULTURAL ENRICHMENT</u>							
1651	Violet Bank Museum	67,779	93,819	71,123	89,234	83,734	-6.2%	
	<u>LIBRARY</u>							
1701	Public Library	582,343	586,620	585,819	578,536	580,111	0.3%	
	<u>COMMUNITY DEVELOPMENT</u>							
1751	Planning	219,543	219,003	233,487	190,482	169,140	-11.2%	
1752	Building Inspections	182,994	193,963	193,655	198,764	206,664	4.0%	
1753	Economic Development	135,504	141,000	95,045	87,000	87,000	0.0%	
	<u>Human Services</u>							
1801	Office on Youth & Human Services	136,514	139,434	141,037	131,788	131,788	0.0%	
1802	Better Beginnings Grant	4,101	1,826		2,600	2,600	0.0%	
1803	Juvenile Crime Grant	98,486	103,654	85,886	108,069	107,745	-0.3%	
1807	KAP Program	35,721	24,408	28,581	28,100	28,075	-0.1%	
1808	Community Development Block Grant	47,325	101,221					
1810	VA ABC Grant		3,703					
	<u>NONDEPARTMENTAL</u>							
1901	Contributions & Subsidies	183,359	193,597	206,237	212,447	204,771	-3.6%	
1902	Contingencies & Miscellaneous	284,617	85,445	47,696	305,940	364,900	19.3%	
	<u>DEBT SERVICE</u>							
1951	Principal Retirement	1,672,925	2,112,878	10,159,055	1,969,766	2,028,330	3.0%	
1952	Interest & Fiscal Charges	1,146,139	1,312,509	1,017,613	873,265	814,862	-6.7%	
	<u>OPERATING TRANSFERS OUT</u>							
2001	Transfers to Other Funds	19,250,848	19,702,995	18,649,784	18,551,172	19,043,934	2.7%	
	<b>TOTAL</b>	<b>\$46,803,162</b>	<b>\$48,812,283</b>	<b>\$55,638,530</b>	<b>\$47,169,713</b>	<b>\$48,034,550</b>	<b>1.8%</b>	

**REVENUE**

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4100

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL PROPERTY TAXES</u>							
4101	Current Real Estate 1st Half	\$7,268,176	\$8,714,401	\$8,811,916	\$8,867,839	\$8,819,689		
4102	Current Real Estate 2nd Half	9,008,831	8,659,935	8,778,833	8,889,761	8,830,650		
4105	Current Public Service Tax 1st Half	183,762	176,413	220,008	168,917	187,495		
4106	Current Public Service Tax 2nd Half	143,642	150,286	159,406	168,917	187,495		
4110	Machinery & Tools Tax	54,848	98,095	35,885	90,000	90,000		
4112	Current Personal Property Tax	2,102,513	2,089,784	2,133,675	2,259,592	2,176,562		
4113	Delinquent Real Estate	508,653	478,852	486,442	493,940	491,258		
4114	Delinquent Personal Property	266,138	351,586	326,028	250,000	300,000		
4120	Penalties & Interest	230,154	177,819	207,656	200,000	200,000		
	TOTAL	\$19,766,717	\$20,897,171	\$21,159,849	\$21,388,966	\$21,283,149	-0.5%	\$0

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4200

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OTHER LOCAL TAXES</u>							
4201	Utility Consumer Tax	\$968,532	\$961,361	\$959,143	\$900,000	\$950,000		
4202	Bank Stock Taxes	153,262	175,242	288,011	150,000	225,000		
4203	Retail Sales & Use Taxes	7,247,183	6,998,818	6,687,050	6,716,500	6,991,311		
4204	Recordation Taxes	259,626	212,382	175,405	200,000	185,000		
4205	Food Tax	4,151,333	4,264,856	4,245,437	4,350,300	4,671,455		
4207	Lodging Tax	471,050	548,564	859,620	712,250	1,249,095		
4208	Communications Tax	791,185	748,546	728,575	760,000	725,000		
	TOTAL	\$14,042,171	\$13,909,769	\$13,943,241	\$13,789,050	\$14,996,861	8.8%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4300

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>LICENSES, PERMITS &amp; FEES</u>							
4301	Business & Occupational License	\$2,801,524	\$2,810,223	\$2,761,474	\$2,696,409	\$2,816,980		
4302	Bicycle Tags	17	25	47	25	25		
4303	Motor Vehicle License Fees	353,852	360,798	384,211	365,000	365,000		
4305	Erosion Control Permits	1,466	730		500	0		
4306	Street Opening Permits				500	0		
4307	Animal License Fees	10,091	11,636	14,166	11,700	14,000		
4308	Zoning Fees	8,548	11,810	7,870	12,000	8,500		
4311	Electrical Permits	29,848	27,982	12,731	25,000	15,000		
4312	Plumbing Permits	42,817	39,571	18,004	40,000	20,000		
4313	Building Permits	155,835	120,440	40,610	125,000	50,000		
4315	Court Fees	18,532	23,313	22,881	16,000	20,000		
4316	Miscellaneous Fees	22,608	65,666	29,723	25,000	30,000		
4318	Development Fees		1,110	3,700	2,000	3,700		
4320	Rental Inspection Fees	1,650	100	950		500		
4321	Administrative Fees			24,536		25,000		
	TOTAL	\$3,446,788	\$3,473,404	\$3,320,903	\$3,319,134	\$3,368,705	1.5%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4400

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FINES &amp; FORFEITURES</u>							
4401	Fines & Forfeitures	\$447,552	\$585,685	\$564,369	\$575,000	\$560,000		
4402	Parking Fines & Fees	20,860	21,180	16,793	21,000	17,000		
4403	Alarm Fines & Fees	22,333	16,547	16,315	18,000	16,000		
4404	DUI Fees							
4405	Jail Administrative Fees	9,959	11,969	14,056	12,000	12,000		
4406	Courthouse Security Fees	64,798	96,170	95,984	25,000	88,000		
4407	Other Jail Fees	529	76	37				
4408	Sheriff Other Fees	12	(12)					
	TOTAL	\$566,043	\$731,615	\$707,554	\$651,000	\$693,000	6.5%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4500

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>USE OF MONEY &amp; PROPERTY</u>							
4501	Interest on Investments	\$304,604	\$128,837	\$12,018	\$150,000	\$15,000		
4502	Rent of Property	15,233	15,034	17,130	15,000	18,000		
4503	Sales of Surplus & Scrap	4,201	10,470	401	5,000	5,000		
4506	Rental Fees	139,561	135,901	116,644	125,000	120,000		
4507	Rental Fees - Chesterfield Avenue	250,000						
	TOTAL	\$713,599	\$290,242	\$146,193	\$295,000	\$158,000	-46.4%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4601	ABC Tax Proceeds	\$9,906	\$	\$	\$	\$		
4602	Wine Tax Proceeds	10,383						
4603	Rolling Stock Taxes	3,766	4,180	4,483	4,000	4,300		
4604	Street Construction & Maintenance	2,009,166	2,094,236	2,108,763	2,090,675	2,166,918		
4606	Library Funds - State	139,881	150,725	144,516	150,725	145,000		
4608	Probation Recoveries	1,177	410	183	500	300		
4609	Anti-Litter Grant	6,508	6,337	5,125	5,000	5,900		
4610	Commissioner of Revenue - Recoveries	96,142	100,193	92,016	86,481	81,102		
4611	Treasurer - Recoveries	99,080	99,106	90,030	85,324	75,141		
4612	Circuit Court - Recoveries	283,897	245,280	237,810	184,640	247,777		
4613	Sheriff - Recoveries	311,807	315,420	292,457	273,764	285,887		
4614	Commonwealth's Attorney - Recoveries	478,112	433,913	435,229	432,595	459,349		
4615	State Board of Election - Reimbursement	53,264	48,392	43,118	43,000	36,771		
4616	Health Department Reimbursement	7,214	15,704	(10,921)	10,000	10,000		
4619	Department of Fire Programs	72,185	63,986	65,864	12,500	46,600		
4620	Emergency Medical Service Funds (D.M.V.)			16,891	12,500	16,900		
4621	Law Enforcement Recoveries (H.B. 599)	667,922	642,817	589,148	488,161	561,806		
4622	Better Beginnings Grant	4,650						
4624	Juvenile Crime Act	94,125	94,126	89,420	93,000	72,642		
4625	Victim Witness Grant	53,574	49,288	53,574	40,000	53,574		
4626	Miscellaneous Grants			1,598				
4635	FEMA							
4642	Va Wireless Board	197,723	90,893	78,780	75,000	80,000		
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369		
4645	Community Development Block Grant	45,774	95,804	57,602				
4647	Federal Pass Thru Grants	106,453	75,837	128,527				
4648	State Grants	11,876	74,928	38,741				
4650	Aid to Commonwealth		(93,432)	(93,288)	(93,432)	(112,118)		
	<b>TOTAL</b>	<b>\$6,517,954</b>	<b>\$6,361,512</b>	<b>\$6,223,035</b>	<b>\$5,747,802</b>	<b>\$5,991,218</b>	<b>4.2%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4700

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4701	Emergency 911 Fees	\$38,584	\$	\$	\$	\$		
4704	Recreation Use Charges & Fees	12,997	19,000	25,191	19,000	25,000		
4705	Administrative Service Charges - Refuse	38,339	47,284	42,138	47,284	46,493		
	Water	157,883	132,559	131,507	132,559	153,786		
	Sewer		107,431	96,256	107,431	108,210		
	Storm Water		28,566		28,566	37,965		
4706	Animal Control Charges	6,670	7,000	7,669	7,000	7,500		
4707	Law Library Fees	4,654	5,000	4,977	5,000	6,000		
4708	Sheriff's Fees			786				
4709	Freon Charges	180		10				
4710	Fare Care Subscriptions	43,175	42,500	41,736	42,500	42,000		
4711	EMS Transport Fees	737,419	800,000	790,347	800,000	800,000		
4723	Special Events	13						
4742	Dishonored Check Fee	680	1,500	1,086	1,500	1,000		
4750	City Prints							
	<b>TOTAL</b>	<b>\$1,040,594</b>	<b>\$1,190,840</b>	<b>\$1,141,703</b>	<b>\$1,190,840</b>	<b>\$1,227,954</b>	<b>3.1%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>MISCELLANEOUS</u>							
4801	Contributions & Other Sources	\$5,193	\$	\$	\$4,000	\$1,000		
4802	Recoveries & Rebates	309,703	193,172	67,039	10,000	10,000		
4803	Recoveries - Damages to Property	878	5	171	500	500		
4805	Sale of Books & Materials	(248)	350	1,600	100	100		
4807	Transfers In School Fund - Debt	192,790	191,774					
	Transfers In School Fund - School Officers	122,797	107,580	112,024	102,485	114,825		
	Transfers In School Fund - Tussing Debt	67,513	189,376	188,928	190,836	189,238		
	Revenue Sharing Formula Reduction	294,413						
4812	Donations	5,710	102,143	58,500				
4824	Miscellaneous Revenue	41,100	169,705	71,765				
	Rainy Day Fund				480,000			
4825	Bond Proceeds		3,970,000	8,051,674				
	TOTAL	\$1,039,849	\$4,924,105	\$8,551,701	\$787,921	\$315,663	-59.9%	

# **DEPARTMENTAL 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.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
City Council Meetings Held	35	33	37	35
Appointments to Boards, Commissions, and Committees	69	78	67	73
Resolutions, Ordinances, and Financial Ordinances Considered	117	123	95	110

## *Personnel Resources*

<b>Executive Legislative</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Mayor	L	Salary	1.00	1.0	0.00
Vice Mayor	L	Salary	1.00	1.00	0.00
Councilmember	L	Salary	5.00	5.00	0.00
			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

L=Legislative



CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - CITY COUNCIL

ACCOUNT NUMBER - 1011

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Mayor	U	1	1	\$6,999.98	\$6,999.98
Vice-Mayor	U	1	1	6,500.00	6,500.00
Councilmen	U	5	5	32,500.00	32,500.00
TOTAL		7	7	\$45,999.98	\$45,999.98

# 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 the said agendas to all city officials, media, and/or the general public. The Clerk also records and maintains all official minutes of such meetings.

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

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

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Regular City Council Meetings	12	11	12	12
Special City Council Meetings	23	22	25	23
City Council Documents Prepared	18	21	17	21
Letters of Appointment to Boards, Commissions, and Committees	69	78	67	73
Resolutions/ Ordinances Considered	117	123	95	110

## ***Personnel Resources***

<b>City Clerk's Office</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Clerk of Council	F	Salary	1.00	1.00	0.00
			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER 1012

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$53,106	\$56,340	\$57,193	\$56,340	\$52,000		
5103	Temporary & Seasonal Help	2,204	1,706	1,691	1,900	1,900		
	Total Personal Services	55,310	58,046	58,884	58,240	53,900	-7.5%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		8,351	5,039	250	250		
5206	Dues & Subscriptions	145	145	155	175	175		
5209	Maintenance - Electronics	178	70	243	324	324		
5216	Maintenance - Office Equipment				160	160		
5221	Postage	224	398	323	525	525		
5223	Telephone	1,320	1,320	1,320	1,475	1,475		
5225	Travel & Vocational Training	1,288	1,050		1,000	1,250		
5242	Printing, Supplies & Materials	2,463	1,820	1,396	2,880	2,880		
5248	Books & Publications		11		100	100		
	Total Operating Expenses	5,618	13,165	8,476	6,889	7,139	3.6%	
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment		1,614					
5516	Electronic Equipment	1,916	2,123	2,044	2,300	3,500		
	Total Operating Expenses	1,916	3,737	2,044	2,300	3,500	52.2%	
	<b>TOTAL</b>	\$62,844	\$74,948	\$69,404	\$67,429	\$64,539	-4.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER - 1012

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
City Clerk	U	1	1	\$56,340.44	\$52,000.00
TOTAL		1	1	\$56,340.44	\$52,000.00

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER - 1012

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Copier	Lease purchase of copier.	1	\$2,300	\$2,300
2	5516	Computer	Replacement of 2002 model CPU/Monitor	1	1,200	1,200

# 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 all 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 all 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.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
City Council Meetings Held	35	33	37	35
Other Meetings	578	384	285	300
GovQA Requests (Citizens Action Center on-line)	188	135	120	120
Parade/Demonstration Permits	9	8	8	8
City Council Goals	10	14	11	34

## ***Personnel Resources***

<b>Executive Legislative</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER 1051

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$162,499	\$172,344	\$198,880	\$174,503	\$175,403		
5103	Temporary & Seasonal Help	682	499	3,681	840	800		
	Total Personal Services	163,181	172,843	202,561	175,343	176,203	0.5%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	654	770	673	600	650		
5206	Dues & Subscriptions	1,434	1,670		1,600	1,600		
5209	Maintenance - Electronics	786	125	477	636	636		
5214	Maintenance - Motor Vehicles	276						
5221	Postage	103	102	95	200	125		
5223	Telephone	3,947	3,548	3,424	4,000	3,750		
5225	Travel & Vocational Training	3,718	3,768	1,570	3,000	3,000		
5226	Automobile Allowance	3,654	4,808	4,039	5,000	6,000		
5242	Printing, Supplies, & Materials	1,458	1,630	835	1,600	2,000		
5247	Motor Fuels & Lubricants	148						
5248	Books & Publications	255	922	55	300	350		
5254	Contingencies & Reserve	233		794	500	500		
	Total Operating Expenses	16,666	17,343	11,962	17,436	18,611	6.7%	
	TOTAL	\$179,847	\$190,186	\$214,523	\$192,779	\$194,814	1.1%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER - 1051

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
City Manager	U	1	1	\$129,099.88	\$130,000.00
Executive Assistant	14	1	1	45,402.76	45,402.76
TOTAL		2	2	\$174,502.64	\$175,402.76

# HUMAN RESOURCES

The City of Colonial Heights Department of Human Resources works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of approximately two hundred forty-five (245) 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 Department of Human Resources is to recruit and develop the best available employee for each position in the classified service of the city.

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

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

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

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Total Recruitments	30	24	27	27
Total Applicants	887	1,207	1,255	1,318
Total Workers' Compensation Reports	37	53	39	43
OSHA Summary Log Totals	13	22	18	18

## ***Personnel Resources***

<b>Human Resources Dept.</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Director of Human Resources	F	Salary	1.00	1.00	1.00
			<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

F = Full Time      PT = Part Time



CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER - 1052

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Human Resources	EXEC	1	1	\$70,621.72	\$70,621.72
TOTAL		1	1	\$70,621.72	\$70,621.72

# 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 of 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 district.

Other substantive areas involving the City Attorney’s 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 an annual basis.

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

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Drafting of Council Ordinances & Resolutions	117	123	90	110
Attending School Board Meetings	5	10	10	11
Recordation of Deeds and Easements Prepared by this Office	10	19	5	20

## ***Personnel Resources***

<b>City Attorney’s Office</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
City Attorney	F	Salary	1.00	1.00	0.00
Legal Assistant	F	Salary	1.00	1.00	0.00
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER 1101

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$158,520	\$168,771	\$173,296	\$172,725	\$176,784		
5103	Temporary & Seasonal Help	589	182	333	500	630		
	Total Personal Services	159,109	168,953	173,629	173,225	177,414	2.4%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,371	5,166	9,320	20,000	12,000		
5206	Dues & Subscriptions	2,685	3,273	2,917	3,650	4,715		
5209	Maintenance - Electronics		1,000	796	636	636		
5216	Maintenance & Equipment	94			500	200		
5221	Postage	135	311	223	300	300		
5223	Telephone	2,319	2,319	2,319	2,500	2,400		
5224	Other Services & Charges	290	259	383	500	500		
5225	Travel & Vocational Training	3,195	2,311	1,893	2,500	2,700		
5242	Printing, Supplies, & Materials	2,154	2,575	1,219	3,500	1,500		
5248	Books & Publications				360	200		
	Total Operating Expenses	15,243	17,214	19,070	34,446	25,151	-27.0%	
	TOTAL	\$174,352	\$186,167	\$192,699	\$207,671	\$202,565	-2.5%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER - 1101

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
City Attorney	U	1	1	\$121,149.86	\$124,784.40
Legal Assistant/Deputy City Clerk	14	1	1	51,574.90	52,000.00
TOTAL		2	2	\$172,724.76	\$176,784.40

# COMMISSIONER OF REVENUE

The Colonial Heights Commissioner of Revenue is an elected city official responsible for the performance of such duties in relation to the assessment of property and licenses as may be required by the City Council for the purposes of levying city taxes and licenses, in accordance with the laws of the Commonwealth.

The Commissioner of Revenue also prepares and submits such reports as are required by either the City Council or Director of Finance regarding the assessment of both property and licenses.

In addition to these primary responsibilities, the Commissioner of Revenue's Office also supports other city administrative offices (City Treasurer, Finance, and others) by providing data and information pertinent to property and new businesses.

The Commissioner of Revenue's Office has daily interactions with the general citizenry and business owners; and maintains a wide range of public records in support of said duties.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Personal Property Transactions	20,172	26,275	25,890	26,300
Business Licenses Issued	1,526	1,726	1,741	1,800
Registered Food/Lodging Tax-Paying Businesses	125	128	121	125
State Tax Returns Processed	2,008	2,462	1,998	1,975

## *Personnel Resources*

<b>Commissioner of Revenue</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Commissioner of Revenue	F	Salary	1.00	1.00	0.00
Deputy III	F	Salary	1.00	1.00	0.00
Deputy II	F	Salary	1.00	1.00	0.00
Deputy I	F	Salary	1.00	1.00	0.00
			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER 1152

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$147,616	\$155,108	\$158,378	\$157,865	\$157,865		
5103	Temporary & Seasonal Help	8,498	8,000	7,316	3,500	3,500		
	Total Personal Services	156,114	163,108	165,694	161,365	161,365	0.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	486	365	577	1,000	1,200		
5203	Professional & Special Services	495	10,595	1,096	2,100	5,000		
5206	Dues & Subscriptions	470	350	410	500	500		
5209	Maintenance - Electronics	430	23	720	960	960		
5221	Postage	6,144	6,660	7,204	10,000	8,500		
5223	Telephone	5,977	6,186	5,978	6,300	6,300		
5225	Travel & Vocational Training	395	696	581	800	800		
5242	Printing, Supplies, & Materials	6,878	5,765	5,693	7,000	7,000		
	Total Operating Services	21,275	30,640	22,259	28,660	30,260	5.6%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	2,383				1,000		
	Total Capital Outlay	2,383				1,000		
	TOTAL	\$179,772	\$193,748	\$187,953	\$190,025	\$192,625	1.4%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER - 1152

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Commissioner of Revenue - State	U	1	1	\$55,317.60	\$55,317.60
Local				9,512.88	9,512.88
Deputy III - State	13	1	1	13,043.94	13,043.94
Local				29,784.82	29,784.82
Deputy II - State	12	1	1	10,675.08	6,926.92
Local				15,964.26	19,712.42
Deputy I - State	11	1	1	9,767.16	0.00
Local				13,798.98	23,566.14
TOTAL		4	4	\$157,864.72	\$157,864.72

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER - 1152

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5510	Computer	To replace current computer.	1	\$1,000	\$1,000

# CITY TREASURER

The Colonial Heights Treasurer is an elected city official responsible for the collection and/or receipt of all city funds, including but not limited to taxes, assessments, fees, and charges of any kind as determined by the City Council. The Treasurer's Office is also responsible for the collection of certain state funds as they relate to the city.

Among the various city monies received and/or collected by the Treasurer's Office are Real Estate, Personal Property, Food, and Lodging taxes; charges for water, refuse, and sanitary sewer services; business licenses; parking and alarm citations; dog and cat tags; rental inspection fees; Library, Recreation, EMS and fare care fees and charges; Health Insurance payments; School Fund monies; city decals; building permit fees; and any other revenue generated by the City.

Collection of taxes in support of the city is one of the a primary responsibilities of the Treasurer; and the discharge of this duty often involves a wide range of administrative activities by the Treasurer's Office including the attachment of liens and other procedures prescribed by the laws of the city and the Commonwealth.

The Treasurer's Office also collects other funds on behalf of the Commonwealth, including both income tax and estimated tax payments; and fees disbursed by the Sheriff's Office, General District Court, and Circuit Court.

<b>Performance Indicators</b>	<b>FY 08 – 09</b>	<b>FY 09 – 10</b>	<b>FY 10 – 11</b>	<b>FY 11 – 12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
RE Transactions	17,494	18,153	18,200	18,200
PP transactions	65,176	71,761	72,000	72,000
Utility transactions	43,462	43,333	43,400	44,000
Other City Transactions	14,177	14,538	15,000	15,700
State Income Tax	544	348	259	260
State Estimated Tax	1,030	836	715	720

## *Personnel Resources*

<b>Treasurer's Office</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Treasurer	F	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	F	Salary	1.00	1.00	0.00
Deputy II	F	Salary	1.00	1.00	0.00
Deputy II	F	Salary	1.00	1.00	0.00
Staff Aide / Deputy I	F	Salary	1.00	1.00	0.00
			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER 1153

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$176,709	\$179,106	\$183,254	\$182,726	\$180,026		
5103	Temporary & Seasonal Help	2,246	2,108	1,532	2,000	4,700		
5105	Overtime	3,083	1,226	1,178	1,000	1,000		
	Total Personal Services	182,038	182,440	185,964	185,726	185,726	0.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	3,110	4,033	1,884	4,000	3,000		
5203	Professional & Special Services	676	423	4,134	1,500	1,500		
5206	Dues & Subscriptions	461	500	453	400	400		
5209	Maintenance - Electronics	1,065	2,474	1,674	2,232	2,300		
5216	Maintenance - Equipment	675	601	552	1,000	1,500		
5221	Postage	16,894	17,023	18,900	17,500	17,500		
5223	Telephone	8,529	8,345	8,260	9,000	9,000		
5224	Other Services & Charges	516	5,061	511	1,000	2,100		
5225	Travel & Vocational Training	3,188	2,223	3,517	3,000	3,000		
5242	Printing, Supplies, & Materials	2,981	(3,724)	9,502	10,200	10,200		
	Total Operating Services	38,095	36,959	49,387	49,832	50,500	1.3%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment		7,182					
	Total Capital Outlay		7,182					
	<b>TOTAL</b>	\$220,133	\$226,581	\$235,351	\$235,558	\$236,226	0.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER - 1153

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Treasurer - State	U	1	1	\$55,411.46	\$55,411.46
Local				9,419.02	9,419.02
Assistant Treasurer - State	14	1	1	12,831.52	11,844.56
Local				24,419.46	25,406.42
Deputy II - State	12	2	2	20,986.68	8,869.38
Local				36,092.16	45,508.84
Staff Aide - Local	11	1	1	23,565.88	23,565.88
TOTAL		5	5	\$182,726.18	\$180,025.56

# 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 utmost security and accuracy; and maintaining the highest level of customer service for citizens and intradepartmental contacts.

The Department of Finance is organizationally structured into seven operational categories: Financial Administration, Auditing, Employee Benefits, Purchasing, Insurance & Risk Management, Utility Billing, and the City Assessor's Office. All employees and operations within the Finance Department 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 for city departments; processing accounts payable and payroll functions for all city programs and departments; providing monthly and yearly financial statements; administering the cash management and investment programs; 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 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. The Assessor's primary function is to provide accurate and statutorily compliant real estate information for purposes of levying of real estate taxes.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
A/P Checks Issued	4,644	4,561	4,500	4,550
Payroll Checks Processed	8,489	8,924	8,800	8,500
Purchase Orders and Check Requests Issued	8,804	8,803	8,650	8,750
Sealed Bids/Proposals Issued	18	16	15	15
New Construction & Growth	\$26,408,800	\$10,490,300	\$5,250,000	\$6,000,000
Transfers in Property Ownership	440	474	285	300

## *Personnel Resources*

<b>Finance Department</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Director of Finance	F	Salary	1.00	1.00	0
Deputy Director of Finance	F	Salary	1.00	1.00	0
Financial Specialists	F	Salary	3.00	3.00	0
Information Systems Tech.	F	Salary	1.00	1.00	0
Purchasing Agent	F	Salary	1.00	1.00	0
Procurement Specialist	F	Salary	1.00	1.00	0
Administrative Assistant	F	Salary	1.00	1.00	0
City Assessor	F	Salary	1.00	1.00	0
Real Estate Technician	F	Salary	1.00	1.00	0
			<b>11.00</b>	<b>11.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER 1201

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$365,170	\$383,946	\$378,700	\$383,876	\$379,079		
5103	Temporary & Seasonal Help	\$1,469	\$2,788	\$2,772	1,800	1,800		
5105	Overtime	112	137		200	200		
	Total Personal Services	366,751	386,871	381,472	385,876	381,079	-1.2%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	855	844	976	1,000	1,000		
5206	Dues & Subscriptions	712	1,381	750	1,000	900		
5209	Maintenance - Electronics	1,223	6,491	1,431	1,908	1,908		
5221	Postage	3,100	2,923	3,188	3,300	3,300		
5223	Telephone	5,758	5,735	5,699	5,800	6,000		
5225	Travel & Vocational Training	4,408	2,917	3,001	3,000	3,100		
5242	Printing, Supplies, & Materials	8,443	10,816	7,375	9,000	9,000		
5260	Software Maintenance	61,518	67,387	64,375	65,000	68,500		
	Total Operating Services	86,017	98,494	86,795	90,008	93,708	4.1%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	15,750	(1,125)	20,299		2,000		
	Total Capital Outlay	15,750	(1,125)	20,299		2,000		
	TOTAL	\$468,518	\$484,240	\$488,566	\$475,884	\$476,787	0.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - FINANCE

ACCOUNT NUMBER - 1201

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Finance	EXEC	1	1	\$114,790.00	\$114,790.00
Deputy Director of Finance	18	1	1	83,812.82	83,812.82
Financial Specialist	14	2	2	92,737.06	87,940.58
Information Systems Technician	14	1	1	44,362.76	44,362.76
Administrative Assistant	13	1	1	48,173.32	48,173.32
TOTAL		6	6	\$383,875.96	\$379,079.48

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER - 1201

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Repacement Computers	Replacement of 2002 model Computers.	2	\$1,000	\$2,000

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - AUDITING

ACCOUNT NUMBER 1204

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$48,275	\$50,060	\$50,223	\$50,060	\$50,060		
5103	Temporary & Seasonal Help							
	Total Personal Services	48,275	50,060	50,223	50,060	50,060	0.0%	
	<u>OPERATING EXPENSES</u>							
5202	Annual Audit Fee	83,000	81,000	84,000	93,500	80,000		
5209	Maintenance - Electronics			243	324	324		
5221	Postage	102	115	173	125	125		
5223	Telephone	1,690	1,690	1,690	1,700	1,690		
5224	Other Services & Charges	60	130	22				
5225	Travel & Vocational Training	21	17	325	200	200		
5242	Printing, Supplies, & Materials	346	395		600	500		
	Total Operating Services	85,219	83,347	86,453	96,449	82,839	-14.1%	
	TOTAL	\$133,494	\$133,407	\$136,676	\$146,509	\$132,899	-9.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - AUDITING

ACCOUNT NUMBER - 1204

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Financial Specialist	14	1	1	\$50,059.88	\$50,059.88
TOTAL		1	1	\$50,059.88	\$50,059.88

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - EMPLOYEE BENEFITS

ACCOUNT NUMBER 1205

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5203	Professional & Special Services	\$28,385	\$14,233	\$23,599	\$26,000	\$26,000		
5210	Insurance Premiums - Othe	31,868	33,120	18,953	15,000	20,000		
5601	Accumulated Leave Pay	60,624	5,789	83,498	30,000	30,000		
5602	Employer FICA Taxes	804,259	894,181	937,243	903,090	889,388		
5605	VRS Retirement Contributions	1,555,835	1,715,207	1,720,092	1,774,042	1,963,550		
5607	Group Life Insurance	100,908	90,709	65,444	57,192	29,838		
5610	Hospitalization Insurance	1,488,655	1,672,292	1,720,177	1,618,721	1,578,831		
5612	Virginia Employment Commissior	3,065	4,829	22,167	18,814	16,676		
5615	Employee Events	13,812	17,750	13,377	18,000	18,000		
	Total Fixed Charges	4,087,411	4,448,110	4,604,550	4,460,859	4,572,283	2.5%	
	Cost of Living 2.3% Merit 0%					305,959 0		
	TOTAL	\$4,087,411	\$4,448,110	\$4,604,550	\$4,460,859	\$4,878,242	9.4%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER 1206

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$100,111	\$109,395	\$107,836	\$107,487	\$107,487		
5103	Temporary & Seasonal Help	\$557						
5105	Overtime	1,097						
	Total Personal Services	101,765	109,395	107,836	107,487	107,487	0.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	2,547	1,915	1,725	1,800	1,800		
5203	Professional & Special Services	436			250	200		
5206	Dues & Subscriptions	220	255	140	350	250		
5209	Maintenance - Electronics	30	550	477	636	636		
5216	Maintenance - Equipment	37,489	17,121	18,845	20,900	20,900		
5221	Postage	376	468	454	600	570		
5223	Telephone	(61,400)	(57,457)	(58,087)	3,300	3,300		
5224	Other Services & Charges	(9,595)	1,840	(737)	500	650		
5225	Travel & Vocational Training	100		30	1,000	1,000		
5242	Printing, Supplies, & Materials	7,774	6,319	5,816	3,500	3,500		
	Total Operating Expenses	(22,023)	(28,989)	(31,337)	32,836	32,806	-0.1%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					4,000		
	Total Capital Outlay					4,000		
	TOTAL	\$79,742	\$80,406	\$76,499	\$140,323	\$144,293	2.8%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER - 1206

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Purchasing Agent	16	1	1	\$72,711.76	\$72,711.75
Procurement Specialist	14	1	1	\$34,775.26	\$34,775.26
TOTAL		2	2	\$107,487.02	\$107,487.01

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER - 1206

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Shredder	Purchase of heavy duty shredder for building wide City Hall use.	1	\$4,000	\$4,000



CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER 1208

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$127,168	\$135,116	\$133,285	\$133,028	\$100,343		
5103	Temporary & Seasonal Help	5,810	4,925	5,209				
	Total Personal Services	132,978	140,041	138,494	133,028	100,343	-24.6%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	374	54	433		500		
5203	Professional & Special Services	2,624	345	1,733	1,600	2,700		
5206	Dues & Subscriptions	436	704	306	900	975		
5209	Maintenance - Electronics		1,090	3,758	1,596	1,800		
5216	Maintenance - Equipment	8,041	8,007	8,400	8,708	8,708		
5221	Postage	2,277	144	2,481	264	2,889		
5223	Telephone	2,527	2,527	2,528	2,546	3,246		
5225	Travel & Vocational Training	698	1,939	1,049	2,000	3,100		
5226	Automobile Allowance	3,020	2,904	3,136	3,020	3,020		
5242	Printing, Supplies, & Materials	352	1,192	174	750	750		
	Total Operating Expenses	20,349	18,906	23,998	21,384	27,688	29.5%	
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	438	1,600					
5516	Electronic Equipment			8,076				
	Total Capital Outlay	438	1,600	8,076				
	TOTAL	\$153,765	\$160,547	\$170,568	\$154,412	\$128,031	-17.1%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER - 1208

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
City Assessor	17	1	1	\$88,068.50	\$55,382.86
Assessor's Office Technician	14	1	1	44,959.72	44,959.72
TOTAL		2	2	\$133,028.22	\$100,342.58

# 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 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.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Computers	212	216	220	225
Servers	15	17	19	20
Laptops	40	45	45	48
Website Visitors	478,910	565,466	585,000	600,000
Citizen Electronic Requests (GovQA)	1,070	3,494	4,000	7,000
Social Media Subscribers* (Facebook & E-Newsletter)	921	6,264	6,500	7,000
IT Service Ticket Hours (Proactive Information Management)	782	752	750	740

\*E-Newsletter launched in April of '09, Facebook launched in February of '10.

## **Personnel Resources**

<b>Information Technology</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
IT Administrator	F	Salary	1.00	1.00	0
			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER 1253

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$86,705	\$113,906	\$119,335	\$84,062	\$71,209		
	Total Personal Services	86,705	113,906	119,335	84,062	71,209	-15.3%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	20,573	12,174	2,779	7,000	7,000		
5206	Dues & Subscriptions	280	119	89	200	200		
5209	Maintenance - Electronics	9,325	21,190	18,020	9,100	10,000		
5216	Maintenance - Equipment	997	7,195	2,927	6,250	6,250		
5221	Postage	7	28	51	75	75		
5223	Telephone	3,488	3,041	2,832	3,500	2,500		
5225	Travel & Vocational Training	3,698	4,606	892	3,000	2,000		
5242	Printing, Supplies, & Materials	1,284	778	820	1,200	1,200		
5248	Books & Publications	145		486	300	300		
	Total Operating Services	39,797	49,131	28,896	30,625	29,525	-3.6%	
	<u>CAPITAL OUTLAY</u>							
5514	Technology Plan Implantation		30,859	10,800	17,000	20,000		
5516	Electronic Equipment				13,000			
	Total Capital Outlay		30,859	10,800	30,000	20,000	-33.3%	
	<b>TOTAL</b>	<b>\$126,502</b>	<b>\$193,896</b>	<b>\$159,031</b>	<b>\$144,687</b>	<b>\$120,734</b>	<b>-16.6%</b>	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER - 1253

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Information Technology Administrator	18	1	1	\$71,208.54	71,208.54
Information Systems Coordinator	16	1	1	12,853.19	
TOTAL		2	2	\$84,061.73	\$71,208.54

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER - 1253

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5514	Technology Plan Implantation	Implementation of website government content management system and redesign of site. Will bring to current gov standards and incorporate section 508 compliance.	1	\$20,000	\$20,000

# 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 judges of the judicial circuit and is responsible for ensuring uniformity, fairness, accuracy and purity in all city elections. 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 that is responsible for voter registration and duties associated with organizing and conducting all city elections. The Registrar is formally charged with responsibilities for compliance with the directives of the Electoral Board, the State Board of Elections, the Commonwealth of Virginia Election Code, and the City Council.

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

<b>Performance Indicators</b>	<b>FY 08 – 09</b>	<b>FY 09 – 10</b>	<b>FY 10 – 11</b>	<b>FY 11 – 12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Voter Registration	12,179	11,934	12,000	12,200
Absentee Balloting	1,729	504	420	1,260
Voting Equip. P & M	47	47	47	47
Candidate Processing-Local	11	6	7	5

## ***Personnel Resources***

<b>Electoral Board &amp; Registrar</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
General Registrar	F	Salary	1.00	1.00	0.00
Deputy Registrar	F	Salary	1.00	1.00	0.00
<b>*F = Full Time</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
Electoral Board Chairman	PT	Hourly	1.00	1.00	0
Electoral Board Vice-Chair	PT	Salary	1.00	1.00	0.00
Electoral Board Secretary	PT	Salary	1.00	1.00	0.00
Assistant Registrar	PT	Hourly	1.00	1.00	0.00
<b>*PT = Part Time</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER 1301

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$7,392	\$7,512	\$7,512	\$7,512	\$7,512		
	Total Personal Services	7,392	7,512	7,512	7,512	7,512	0.0%	
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	100	100	100	100	100		
5216	Maintenance - Equipment	10,705	9,865	9,865	10,000	10,000		
5221	Postage	81	490	105	450	600		
5224	Other Services & Charges	52	54	56	75	75		
5225	Travel & Vocational Training	683	1,866	2,005	1,700	2,000		
5242	Printing, Supplies, & Materials	6,205	6,032	2,270	5,000	5,000		
	Total Operating Services	17,826	18,407	14,401	17,325	17,775	2.6%	
	TOTAL	\$25,218	\$25,919	\$21,913	\$24,837	\$25,287	1.8%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER - 1301

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Chairman	U	1	1	\$1,878.00	\$1,878.00
Vice Chairman	U	1	1	1,878.00	1,878.00
Secretary	U	1	1	3,756.00	3,756.00
Set and Reimbursed by the State					
TOTAL		3	3	\$7,512.00	\$7,512.00

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$82,910	\$75,465	\$74,836	\$76,637	\$76,637		
5103	Temporary & Seasonal Help	8,840	13,611	5,800	13,000	13,000		
	Total Personal Services	91,750	89,076	80,636	89,637	89,637	0.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	320	527	194	600	600		
5206	Dues & Subscriptions	255	150	181	300	300		
5209	Maintenance - Electronics	418	319	870	960	960		
5221	Postage	941	1,332	801	6,000	2,000		
5223	Telephone	3,568	3,564	3,561	3,565	3,565		
5225	Travel & Vocational Training	122	994		1,000	1,000		
5242	Printing, Supplies, & Materials	5,545	1,473	1,878	4,000	4,000		
	Total Operating Services	11,169	8,359	7,485	16,425	12,425	-24.4%	
	TOTAL	\$102,919	\$97,435	\$88,121	\$106,062	\$102,062	-3.8%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER - 1302

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Registrar Supplement	U	1	1	\$43,363.06 2,640.82	\$43,363.06 2,640.82
Deputy Registrar	12	1	1	28,233.14	28,233.14
Assistant Registrar	U	1	1	2,400.00	2,400.00
TOTAL		3	3	\$76,637.02	\$76,637.02

# 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.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Total Cases (Criminal/Civil)	1,473	1,681	1,377	1,505
Wills/Estates Initiated	73	84	86	90
Judgments/Liens/Notices	1,929	1,930	2,064	2,077
Deeds Recorded	2,621	2,468	2,043	2,200
Marriage Licenses	262	274	253	259
Concealed Handgun Permits	139	114	127	131

## *Personnel Resources*

<b>Department Name</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Circuit Court Clerk	F	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	F	Salary	1.00	1.00	0.00
Deputy II	F	Salary	1.00	1.00	0.00
Deputy I	F	Salary	3.00	3.00	0.00
			<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER 1351

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$215,406	\$223,465	\$225,323	\$224,953	\$269,953		
5103	Temporary & Seasonal Help	16,462	15,315	13,673	6,000			
	Total Personal Services	231,868	238,780	238,996	230,953	269,953	16.9%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	127,673	49,860	55,763	54,118	60,000		
5206	Dues & Subscriptions	951	952	550	715	715		
5209	Maintenance - Electronics	1,298	1,438	1,794	2,232	2,232		
5216	Maintenance - Equipment	18,688	20,548	21,856	23,000	26,421		
5221	Postage	3,805	3,134	4,005	4,000	4,250		
5223	Telephone	4,929	4,929	5,214	5,000	6,700		
5224	Other Services & Charges	1,871	1,998	1,927	2,700	4,752		
5225	Travel & Vocational Training							
5242	Printing, Supplies, & Materials	8,526	7,670	9,230	7,000	7,000		
	Total Operating Services	167,741	90,529	100,339	98,765	112,070	13.5%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	2,391	3,055	2,037				
	Total Capital Outlay	2,391	3,055	2,037				
	TOTAL	\$402,000	\$332,364	\$341,372	\$329,718	\$382,023	15.9%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER - 1351

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Clerk of Court - State	U	1	1	\$90,326.08	\$90,326.08
Chief Deputy/Bookkeeper - State	14	1	1	30,334.98	30,334.98
Local				6,916.26	6,916.26
Deputy II - State	12	1	1	26,997.10	26,997.10
Local				9,098.96	9,098.96
Deputy I - State	11	2	3	48,492.08	72,215.00
Local				12,787.32	34,064.42
TOTAL		5	6	\$224,952.78	\$269,952.80

# COMMONWEALTH'S ATTORNEY

The City of Colonial Heights Commonwealth's Attorney and staff provide attorneys to prosecute state and local crimes and offenses. Prosecution includes felonies, misdemeanors, and selected traffic offenses under the state code.

The Office of the Commonwealth's Attorney (OCA) prosecutes all felony cases and appeals of misdemeanors and juvenile violations in circuit court as well as misdemeanor, traffic and serious juvenile delinquency matters in the general district and juvenile courts. The OCA is also responsible for issuing subpoenas for witnesses in the general district and juvenile courts and requests for witness subpoenas in circuit court; and preparing indictments for the grand jury and conduct probation violation hearings.

In addition to answering citizen questions about the law and provide guidance to police officers when needed during the course of investigations, the OCA also provides occasional training on criminal law issues; obtains criminal and driving record histories for trial; issues subpoenas for records related to investigations; interviews witnesses and conducts legal research. The OCA also files Show Cause actions in all trial courts to collect restitution for victims, many of whom are Colonial Heights residents.

By agreement with the City Attorney, the Commonwealth's Attorney also prosecutes certain violations of Colonial Heights ordinances.

<b>Performance Indicators</b>	<b>FY 08 – 09</b>	<b>FY 09 – 10</b>	<b>FY 10 – 11</b>	<b>FY 11 – 12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Circuit Court-felony cases	823	883	626	800
Circuit Ct-misdemeanor cases	382	493	504	500
GDCT felony cases	691	1015	725	850
GDCT misd. cases	1,218	1,332	1,463	1,500
GDCT traffic case total	12,466	13,258	10,762	11,000
Jury Cases (circuit court)	5	12	4	9

## *Personnel Resources*

<b>Commonwealth's Attorney</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Commonwealth's Attorney	F	Salary	1.00	1.00	0.00
Other Attorneys	F	Salary	4.00	4.00	0.00
Secretary/paralegal support	F	Salary	3.00	3.00	1.00
			<b>8.00</b>	<b>8.00</b>	<b>1.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER 1355

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$465,910	\$452,255	\$471,418	\$507,753	\$460,620		
5103	Temporary & Seasonal Help	3,554	4,669		2,000	2,880		
5601	Accumulated Leave		8,269	4,500				
	Total Personal Services	469,464	465,193	475,918	509,753	463,500	-9.1%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	1,488	875	885	1,000	1,000		
5206	Dues & Subscriptions	5,141	3,551	4,652	2,934	3,279		
5209	Maintenance - Electronics	10,258	8,986	5,465	4,776	5,392		
5216	Maintenance - Equipment	2,897	711	1,390				
5221	Postage	957	1,655	2,215	1,500	1,500		
5223	Telephone	5,711	5,784	5,348	5,800	8,177		
5225	Travel & Vocational Training	7,247	4,901	4,570	5,543	5,543		
5242	Printing, Supplies, & Materials	19,559	7,115	9,460	4,400	4,400		
5248	Books & Publications	3,490	6,769	533	4,177	3,730		
5261	Asset Forfeiture	8,094	2,239	17,880				
	Total Operating Services	64,842	42,586	52,398	30,130	33,021	9.6%	
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment	400						
	Total Capital Outlay	400						
	TOTAL	\$534,706	\$507,779	\$528,316	\$539,883	\$496,521	-8.0%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER - 1355

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Commonwealth's Attorney	U	1	1	\$113,760.40	\$113,760.40
Assistant Commonwealth's Attorney Local	17	4	4	200,033.60 37,408.02	200,033.60 37,408.02
Office Manager Local	14	1		32,516.90 14,616.16	
Legal Secretary Local	11	3	3	77,772.24 31,645.64	77,772.24 31,645.64
TOTAL		9	8	\$507,752.96	\$460,619.90

# SHERIFF

The City of Colonial Heights Sheriff is a Constitutional Officer of the Commonwealth elected by city voters every four years. The primary functions of the Sheriff's Office are providing courthouse and courtroom security; serving court orders from all three courts and subpoenas from outside jurisdictions; making arrests at the courthouse on outstanding warrants; and the custody, control and transportation of prisoners or inmates entrusted to the Sheriff's custody or that have been arrested by the Colonial Heights Police Department.

Although not staffed or funded to work traffic enforcement or investigate criminal matters, the Sheriff and his deputies are sworn law enforcement officers, able to enforce state traffic code and effecting criminal arrests. Deputy Sheriffs routinely provide assistance to the Colonial Heights Police Department by providing additional personnel during major incidents, inclement weather or when additional personnel can help expedite a successful resolution while protecting lives and property.

Funding in support of Sheriff's Office operations is derived from a variety of resources for these services derives from the City's General Fund, the State Compensation Board, court fees, grant funds, and donations.

The Sheriff's Office participates in several community programs and conducts numerous presentations to the public throughout the year. Some examples of these programs are: Project Life Saver, Hunter Safety Instruction Classes, Crime Prevention Seminars, Scam & Fraud seminars, Child Safety Seat Inspections, and Identity Theft Education. The Sheriff's Office sponsors the Virginia Special Olympics "Ride for the Torch" (Spring) and Halloween in the Park (Fall) annually for the citizens of the City of Colonial Heights.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Court Case Load	8,176	9,019	9,688	10,000
Court Security Days	349	356	401	405
Inmate/Prisoner Count	1,750	1,926	2,028	2,150
Prisoner Transports	560	914	1,071	1,200
Civil Papers Served	7,857	9,025	10,505	11,000
Courthouse Patron Count	90,186	95,897	103,845	105,000

## ***Personnel Resources***

<b>Department Name</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
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	3.00	3.00	0.00
Administrative Assistant	F	Salary	1.00	1.00	0.00
			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
Deputy Sheriff	PT	Hourly	5.00	5.00	0.00
			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

\*F = Full Time

\*PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$387,237	\$403,028	\$413,894	\$392,609	\$434,532		
5103	Temporary & Seasonal Help	10,605	12,410	15,360	10,000	10,000		
5105	Overtime	27,893	29,725	28,792	30,000	30,000		
5601	Accumulated Leave		518					
	Total Personal Services	425,735	445,681	458,046	432,609	474,532	9.7%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		1,650	3,484	4,118	3,801		
5206	Dues & Subscriptions	860	803	809	809	839		
5209	Maintenance - Electronics	858	2,785	3,011	3,816	2,800		
5214	Maintenance - Motor Vehicles	5,778	3,141	2,074	4,500	4,100		
5216	Maintenance - Equipment	4,394	4,908	3,125	3,800	6,300		
5221	Postage	584	880	1,205	1,000	1,000		
5223	Telephone	8,730	9,907	9,712	10,000	10,200		
5225	Travel & Vocational Training	4,075	3,650	1,781	3,500	3,500		
5242	Printing, Supplies & Materials	29,609	21,159	15,311	15,000	16,000		
5247	Motor Fuels & Lubricants	14,076	9,499	10,164	10,800	10,800		
5250	Small Tools & Equipment	725	7,150	3,968	1,200	1,200		
5263	Grant Funds		33,874					
	Total Operating Services	69,689	99,406	54,644	58,543	60,540	3.4%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	27,687				27,000		
5516	Electronic Equipment	9,330	7,979	843				
	Total Capital Outlay	37,017	7,979	843		27,000		
	<b>TOTAL</b>	\$532,441	\$553,066	\$513,533	\$491,152	\$562,072	14.4%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER - 1356

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Sheriff - State Local	U	1	1	\$66,295.84	\$66,295.84
Chief Deputy Sheriff - State Local	15	1	1	38,607.92 10,392.72	38,607.92 10,392.72
Lieutenant Deputy Sheriff - State Local	14	1	1	30,862.00 9,450.48	30,862.00 9,450.48
Deputy - State Local	13	4	4	69,269.98 83,947.50	69,269.98 85,870.46
Administrative Assistant Local	13	1	1	28,346.24 7,436.78	28,346.24 7,436.78
Permanent Part-time Designation by Sheriff				48,000.00	88,000.00
TOTAL		8	8	\$392,609.46	\$434,532.42

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER - 1356

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Motor Vehicle	Unmarked Police package vehicle to replace 14 year old vehicle.	1	\$27,000	\$27,000



CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS

ACCOUNT NUMBER 1353

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$61,546	\$79,470	\$99,221	\$45,000	\$50,000		
5206	Dues & Subscriptions	120		120	120	120		
5212	Rent of Equipment				682	3,235		
5216	Maintenance - Equipment	1,375	784	1,112	1,500	1,500		
5221	Postage	96	98	52	50	50		
5223	Telephone	4,881	4,882	5,075	5,000	5,000		
5225	Travel & Vocational Training	989	3,177	1,817	3,000	3,000		
5242	Printing, Supplies, & Materials	3,018	3,013	1,314	2,500	2,500		
5248	Books & Publications				250	250		
5251	Clothing & Personal Supplies		194	507	500	500		
	Total Operating Services	72,025	91,618	109,218	58,602	66,155	12.9%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	734	681	681				
	Total Capital Outlay	734	681	681				
	TOTAL	\$72,759	\$92,299	\$109,899	\$58,602	\$66,155	12.9%	





CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - COMMUNITY CORRECTIONS SERVICES

ACCOUNT NUMBER 1359

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$82,000	\$82,000	\$73,800	\$73,800	\$73,800		
5224	Other Services & Charges			\$25,000	\$25,000	\$25,000		
	Total Operating Services	82,000	82,000	98,800	98,800	98,800	0.0%	
	TOTAL	\$82,000	\$82,000	\$98,800	\$98,800	\$98,800	0.0%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER 1360

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$35,385	\$41,389	\$42,226	\$41,906	\$41,906		
5108	Fringe Benefits	18,137	13,702	2,979	20,974	22,234		
	Total Personal Services	53,522	55,091	45,205	62,880	64,140	2.0%	
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions		50	50	100	150		
5209	Maintenance - Electronics		210	418	324	324		
5215	Maintenance - Furniture & Equipment	606	349		500	400		
5221	Postage	300		324	300	300		
5223	Telephone	1,861	2,477	2,456	2,400	2,500		
5224	Other Services & Charges	289		278	300	300		
5225	Travel & Vocational Training	50	432	161	1,500	1,500		
5242	Printing, Supplies, & Materials	2,536	2,476	4,154	1,500	1,600		
	Total Operating Expenses	5,642	5,994	7,841	6,924	7,074	2.2%	
	TOTAL	\$59,164	\$61,085	\$53,046	\$69,804	\$71,214	2.0%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER - 1360

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Victim Witness Director	U	1	1	\$41,905.50	\$41,905.50
TOTAL		1	1	\$41,905.50	\$41,905.50

# POLICE

The Colonial Heights Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially; and by maintaining a high visible police presence throughout the community, providing a deterrent to criminal activity. The CHPD is organizationally structured into two bureaus: Operations and Law Enforcement Services

The **Operations Bureau** consists primarily of the Patrol Division and is the most visible CHPD division, 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 (4) squads. Officers work permanent shifts with rotating days and weekends off.

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

Performance Indicators	CY 08 – 09 Actual	CY 09 – 10 Actual	CY 10 – 11 Projected	CY 11 – 12 Projected
Police Reports	3,376	3,274	3,318	3,362
Self-initiated Police Activity	17,728	16,543	17,135	17,431
Traffic Citations	11,386	9,880	10,633	11,009
Traffic Crashes	1,045	1,039	1,049	1,060
Total Arrests	4,974	4,030	4,217	4,404

## *Personnel Resources*

<b>Police Department</b>			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2010–11	FY 2011–12 Proposed	Difference
Police Chief	F	Salary	1.00	1.00	0.00
Captain	F	Salary	2.00	2.00	0.00
Lieutenant	F	Salary	5.00	5.00	0.00
Sergeant	F	Salary	5.00	6.00	+1.00
Detective	F	Salary	5.00	5.00	0.00
Police Patrolman	F	Salary	30.00	30.00	0.00
Clerical Staff	F	Salary	4.00	4.00	0.00
Animal Control Officers	F	Salary	2.00	1.00	-1.00
<b>*F = Full Time</b>			<b>54.00</b>	<b>54.00</b>	<b>0.00</b>

Receptionist/AC Aide	PT	Hourly	2.00	2.00	0.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
<b>*PT = Part Time</b>			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,191,783	\$2,529,535	\$2,528,951	\$2,618,080	\$2,634,402		
5103	Temporary & Seasonal Help	46,247	36,651	41,771	49,623	48,963		
5105	Overtime	299,757	284,167	294,751	255,000	265,000		
	Total Personal Services	2,537,787	2,850,353	2,865,473	2,922,703	2,948,365	0.9%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	10,906	5,144	2,395	5,675	5,715		
5206	Dues & Subscriptions	7,147	6,094	3,676	3,792	3,967		
5209	Maintenance - Electronics	4,730	7,072	14,392	17,496	17,496		
5212	Rent of Equipment	9,652	10,801	5,367	6,100	6,100		
5214	Maintenance - Motor Vehicles	42,184	38,423	37,573	45,450	45,450		
5216	Maintenance - Equipment	30,556	23,380	16,071	15,500	16,100		
5217	Maintenance - Buildings & Grounds			424				
5218	Maintenance - Miscellaneous	1,857	2,179	7,204	7,069	7,434		
5221	Postage	1,247	1,328	1,367	1,800	1,800		
5223	Telephone	37,445	39,736	43,399	46,340	43,262		
5224	Other Services & Charges	5,370	1,480	2,313	8,000	500		
5225	Travel & Vocational Training	14,215	12,959	8,448	12,000	19,500		
5242	Printing, Supplies, & Materials	126,192	91,281	93,074	101,013	99,763		
5246	Animal Control	8,726	15,270	10,392	15,630	15,630		
5247	Motor Fuels & Lubricants	101,591	89,131	94,168	98,247	109,874		
5248	Books & Publications	1,986	2,375	1,581	685	697		
5263	Grant Funds	24,769	2,600	36,163				
5266	K-9 Funds			6,562				
5274	Controlled Drug Buy Money					5,000		
5409	Adopt-A-Cop			1,000				
	Total Operating Services	428,573	349,253	385,569	384,797	398,288	3.5%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	205,763	130,057	128,450	124,000	139,899		
5516	Electronic Equipment	18,037	18,827	15,400	15,900			
5520	Other Equipment	12,083	7,848	12,491	4,703	4,704		
	Total Capital Outlay	235,883	156,732	156,341	144,603	144,603	0.0%	
	<b>TOTAL</b>	<b>\$3,202,243</b>	<b>\$3,356,338</b>	<b>\$3,407,383</b>	<b>\$3,452,103</b>	<b>\$3,491,256</b>	<b>1.1%</b>	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - POLICE

ACCOUNT NUMBER - 1401

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Chief of Police	EXEC	1	1	\$106,187.90	\$106,187.90
Police Captain	18	2	2	150,017.66	150,017.66
Police Lieutenants	17	5	5	306,740.72	303,528.68
Police Sergeants	16	5	5	343,811.26	338,363.22
Detective	14	5	5	188,036.42	213,843.24
Police Officers (Includes SRO & DARE Officers)	14	30	30	1,335,697.32	1,309,402.64
Animal Control Officers	13	2	2	29,547.96	29,547.96
Administrative Assistant	13	1	1	47,938.02	47,938.02
Records Technician	12	2	2	71,802.90	71,802.90
Staff Assistant	11	1	1	33,598.76	33,598.76
Turnover				(20,000)	
Career Development Career Development Funding from prior Fiscal Years included in individual position totals \$50,084				24,701.14	30,171.27
TOTAL		54	54	\$2,618,080.06	\$2,634,402.25

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - POLICE

ACCOUNT NUMBER - 1401

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Police Vehicles	Marked Normal replacement of existing fleet. Vehicles to be replaced are 9-10 years old.	3	\$25,428	\$76,284
2	5501	Police Vehicles	Unmarked non-police package	3	16,000	48,000
3	5501	Vehicle Equipment Packages (Marked)	Standard police light / sirens / markings packages	3	4,000	12,000
4	5501	Vehicle Equipment Packages (Unmarked)	Standard police light / sirens / markings packages	3	1,205	3,615
5	5520	Tasers	Will allow each squad one additional taser for a total of five per shift. Enables the department's policy objective of using less lethal force weapons when subduing a subject.	4	850	3,400
6	5520	Tasers Cartridges and Equipment	To include cartridges, digital power magazines and holster for existing Tasers	1	1,304	1,304

# FIRE & EMS

The City of Colonial Heights Fire and EMS (Emergency Medical Services) Department provides fire suppression and prevention services, and promotes fire safety and related services, in addition to emergency medical and rescue services for residents, workers, and visitors to the city.

The Fire and EMS Department (CHFD) has a long and storied history in Colonial Heights. Initially created to only provide basic fire suppression/prevention services, the department has evolved into a high-functioning, multi-faceted safety service operation providing a myriad of safety services. In fact, over 70% of the total incident responses made by the CHFD each year are for emergency medical services.

CHFD is the only such agency in the Tri-City area that incorporates a system fully integrating Fire and EMS operation into one cohesive organization. All other neighboring jurisdictions have a separate EMS agency that is supported by their Fire Department only as necessary. The CHFD provides around the clock safety services for the city and is staffed by three (3) platoons, working 24 hours each shift. During each shift, three (3) fire units and three (3) ambulances are cross staffed by the same personnel. When available and/or as needed, career staff is supplemented by volunteer membership in both operational and administrative roles.

The CHFD supports a training division, fire marshal's office, and general administrative services; and also supervises the Communications and Emergency Management Departments.

Performance Indicators	FY 08 – 09	FY 09 – 10	FY 10 – 11	FY 11 – 12
	Actual	Actual	Projected	Projected
Total incidents	4,892	4,475	4,552	4,852
Fire incidents	1,385	1,175	1,328	1,328
Fire response time < 7 minutes	65%	63.7%	58.6%	53.5%
EMS incidents	3,507	3,300	3,224	3,524
Total patients transported	2,750	2,580	2,876	3,176
EMS response time <7 minutes	77.6%	75%	71.7%	68.4%

## *Personnel Resources*

Fire and EMS			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2010–11	FY 2011–12 Proposed	Diff.
Chief of Fire & EMS	F	Salary	1.00	1.00	0
Deputy Chief of Fire & EMS	F	Salary	1.00	1.00	0
Battalion Chief	F	Hourly	3.00	3.00	0
Fire Lieutenant	F	Hourly	7.00	7.00	0
Deputy Fire Marshal	F	Hourly	1.00	1.00	0
EMS/Firefighter	F	Hourly	30.00	30.00	0
Administrative Assistant	F	Hourly	1.00	1.00	0
			<b>44.00</b>	<b>44.00</b>	<b>0</b>
*F = Full Time					
EMS-FF/Int or Paramedic	PT	Hourly	4.00	4.00	0
Logistics Coord/Office Asst	PT	Hourly	2.00	2.00	0
			<b>6.00</b>	<b>6.00</b>	<b>0</b>
*PT = Part Time					

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,031,513	\$2,153,406	\$2,137,866	\$2,220,788	\$2,251,264		
5103	Temporary & Seasonal Help	80,912	67,395	80,609	44,000	50,000		
5105	Overtime	188,549	131,489	127,802	110,000	110,000		
	Total Personal Services	2,300,974	2,352,290	2,346,277	2,374,788	2,411,264	1.5%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	79,385	66,090	86,640	73,432	77,586		
5206	Dues & Subscriptions	2,011	2,442	1,876	2,172	2,172		
5209	Maintenance - Electronics	9,275	15,829	10,571	12,408	12,408		
5214	Maintenance - Motor Vehicles	33,908	46,282	45,450	43,260	43,260		
5216	Maintenance - Equipment	27,476	24,366	48,604	27,890	30,744		
5221	Postage	3,543	2,643	3,675	4,865	4,865		
5223	Telephone	47,268	45,482	37,812	32,017	33,450		
5224	Other Services & Charges	5,063	6,416	7,047	10,000	10,000		
5225	Travel & Vocational Training	24,489	31,691	17,901	17,550	18,000		
5242	Printing, Supplies, & Materials	79,578	59,103	68,182	80,713	75,950		
5247	Motor Fuels & Lubricants	60,055	45,339	44,630	32,677	47,000		
5248	Books & Publications	1,250	48	792	3,500	2,000		
5250	Small Tools & Equipment	2,225	4,409	3,465	5,165	5,165		
5281	Heat, Lights & Power	31	32	33				
5263	Grant Funds	26,903	23,630	92,189				
	Total Operating Services	402,460	373,802	468,867	345,649	362,600	4.9%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		1,135	4				
5502	Fire Equipment	35,997	38,376	28,679	26,000	63,500		
5506	Court Restitution			324				
5516	Electronic Equipment	22,467	37,423	88,352				
5520	Other Equipment		(366)					
	Total Capital Outlay	58,464	76,568	117,359	26,000	63,500	144.2%	
	TOTAL	\$2,761,898	\$2,802,660	\$2,932,503	\$2,746,437	\$2,837,364	3.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER - 1402

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Chief of Fire & EMS	EXEC	1	1	\$106,187.90	\$106,187.90
Deputy Chief of Fire & EMS	18	1	1	75,510.24	75,510.24
Battalion Chief	17	3	3	199,147.78	202,552.74
Fire Lieutenant	16	7	7	398,244.08	401,270.48
EMS Firefighter/Paramedic	14	7	6	341,070.86	507,384.54
EMS Firefighter/Intermediate	14	12	11	573,057.68	458,510.52
Deputy Fire Marshall	16	1	1	62,602.28	62,602.28
EMS Firefighter/EMT	14	11	13	378,532.70	341,452.54
Administrative Assistant	13	1	1	48,641.06	48,641.06
Career Development/Certifications Career Development Funding from prior Fiscal Years included in individual position totals \$47,073				37,793.46	47,151.49
<b>TOTAL</b>		<b>44</b>	<b>44</b>	<b>\$2,220,788.04</b>	<b>\$2,251,263.79</b>

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER - 1402

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5502	Paramedic Training	Tuition/Fees reimbursement for four (4) projected completions of Paramedic training during 2012. Funds are from "4 for life" grant funding.	4	\$3,700	\$14,800
2	5502	Ambulance mobile docking stations	Will simplify removal of mobile data computers which is required several times a day due to computer based field reporting. Funds are "4 for life" grant funding.	3	700	2,100
3	5502	Station breathing air compressor	Fixed mounted breathing air compressor for the Dunlop Farms fire station. Funds are from "Aid to Locality" grant funds.	1	25,000	25,000
4	5502	Turn-out Gear	To replace worn out gear from normal use as required by NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. Funds are from "Aid to Locality" grant funds.	8	2,000	16,000
5	5502	Replacement fire hose	Regular replacement schedule to keep hose inventory at acceptable level. Funds are from "Aid to Locality" grant funds.	28	200	5,600

# EMERGENCY MANAGEMENT

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

The Office of Emergency Management coordinates the Urban Area Security Initiative (UASI) Nonprofit Security Grant Program, which provides funding support to nonprofit organizations that are at high risk of international terrorist attack. The Central Virginia UASI includes the Cities of Colonial Heights, Hopewell, Petersburg and Richmond as well as the Counties of Amelia, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, Louisa, Prince George, Powhatan, New Kent and Sussex. The primary goal of the Central Virginia UASI is to improve preparedness through effective planning, training and exercise. It ensures coordinated and enhanced regional planning, preparedness and response efforts relating to area-wide emergencies.

The Office of Emergency Management also coordinates the Community Emergency Response Team (CERT) Program, training 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 better prepared through education, training and volunteer service.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Citizens trained in CERT	n/a	n/a	20	30
Monitored tropical events	n/a	n/a	4	6
Winter Weather events	n/a	n/a	7	6
Severe thunderstorm warnngs	n/a	7	9	9
Tornado warnings	n/a	1	1	1

## *Personnel Resources*

<b>Emergency Management</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Emergency Manager	PT	Hourly	1.00	1.00	0
			<b>1.00</b>	<b>1.00</b>	<b>0</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT

ACCOUNT NUMBER 1403

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$	\$	\$4,434	\$8,000	\$8,000		
	Total Personal Services			4,434	8,000	8,000		
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,188	8,294	844	1,875	20,225		
5216	Maintenance - Equipment	447				1,000		
5221	Postage		28	51	100	50		
5242	Printing, Supplies & Materials	443		852	700	900		
5247	Motor Fuels & Lubriciant					300		
5263	Grant Funds			12,657				
	Total Operating Services	3,078	8,322	14,404	2,675	22,475	740.2%	
	TOTAL	\$3,078	\$8,322	\$18,838	\$10,675	\$30,475	185.5%	

# COMMUNICATIONS

The City of Colonial Heights Communications Department operates the *City Communications Center* (CHCC), providing 24-hour service of all emergency and non-emergency Police, Fire and EMS calls. Such calls include 9-1-1 and non-emergency telephone service for the hearing and speech impaired.

The CHCC utilizes 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 CHCC is able to process requests and expedite the dispatch of emergency police and fire personnel in an emergency.

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 general public, as well as outgoing communications to personnel in the field. The facility is the true communication “nerve center” for emergency services incorporating a cooperative interaction of cutting edge technology and a highly trained work force. This combination ensures that the citizens of the city can expect an efficient and professional response to any emergency-related contingency.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Number of Calls	115,841	104,612	102,000	100,000
Wireline 911 Calls	6,210	5,551	5,000	5,000
Wireless 911 Calls	9,071	9,163	9,000	9,100
Warrants Entered	2,166	2,031	2,100	2,200
Lobby Calls Handled	3,233	2,716	2,600	2,500

## *Personnel Resources*

<b>Emergency Communications</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Communication Coordinator	F	Salary	1.00	1.00	0.00
Dispatch Supervisor	F	Hourly	4.00	4.00	0.00
Dispatcher/Telecommunicator	F	Hourly	12.00	12.00	0.00
			<b>17.00</b>	<b>17.00</b>	<b>0.00</b>
“F = Full Time					
Dispatcher/Telecommunicator	PT	Hourly	2.00	2.00	0.00
			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
*PT = Part Time					

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER 1404

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$644,819	\$703,953	\$692,392	\$710,915	\$665,651		
5103	Temporary & Seasonal Help	14,669	15,593	12,897	13,000	13,000		
5105	Overtime	80,822	85,728	84,002	66,096	66,096		
	Total Personal Services	740,310	805,274	789,291	790,011	744,747	-5.7%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	11,479	13,467	13,060	12,000	12,000		
5206	Dues & Subscriptions	88			60	60		
5209	Maintenance - Electronics	35	125	954	1,272	1,000		
5212	Rental of Equipment	879	1,375	1,499	576	576		
5214	Maintenance - Motor Vehicles	152	68	90	1,000	500		
5216	Maintenance - Equipment	219,573	223,034	227,512	227,833	237,851		
5221	Postage	103	197	231	200	200		
5222	E 9-1-1 and CAD System	19,627	18,898	17,703	18,015	18,015		
5223	Telephone	10,862	10,746	9,097	10,850	10,850		
5224	Other Services & Charges	456	329	563				
5225	Travel & Vocational Training	1,127	150		500	500		
5242	Printing, Supplies, & Materials	18,742	8,424	7,141	5,600	6,730		
5247	Motor Fuels & Lubricants	325	415	424	640	500		
5248	Books & Publications	165		32	50	50		
5250	Small Tools & Equipment		250		50	50		
5281	Heat, Light and Power	7,205	9,308	7,210	8,300	8,000		
	Total Operating Services	290,818	286,786	285,516	286,946	296,882	3.5%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	161,336	2,333	37		37,000		
5520	Office Furniture	2,350						
	Total Capital Outlay	163,686	2,333	37		37,000		
	<b>TOTAL</b>	\$1,194,814	\$1,094,393	\$1,074,844	\$1,076,957	\$1,078,629	0.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER - 1404

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Communication Coordinator	17	1	1	58,842.42	13,579.02
Communication Supervisor	15	4	4	204,117.52	204,117.53
Telecommunicator	14	12	12	447,954.52	447,954.52
TOTAL		17	17	\$710,914.46	\$665,651.07

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER - 1404

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Digital Recorder	To replace 12 year old Dictaphone . Required to record & keep all 911 calls into Dispatch Center for a minimum period of 60 days, and center also records radio traffic and other non 911 phone calls.	1	\$37,000	\$37,000

# PUBLIC WORKS

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

The Department of Public Works is organizationally structured into four operational categories: Administration, Engineering, Street Maintenance, and Traffic Engineering. All employees and operations within the Department of Public Works are managed and directed by the Director of Public Works, who also serves as City Engineer.

Although a very diverse and multi-faceted operation, the Department works together very effectively to ensure that the citizens of Colonial Heights benefit from well-built and properly maintained infrastructure system. Services provided by the Department of Public Works 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 maintenance.

Facilities and infrastructure assets within the department's responsibility center include 87.5 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 25 traffic signals and an estimated 1,000 traffic signs (inventory in process).

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Private development submittals reviewed	52	63	60	60
Street miles resurfaced	13.5	21	14	13
Street miles swept	174	174	180	180
Maintenance work orders completed (in GovQA)	n/a	2,500	2,900	2,700
Construction projects completed	2	4	6	3

## *Personnel Resources*

<b>Department of Public Works</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Director of Public Works	F	Salary	1.00	1.00	0.00
Asst Director of Public Works	F	Salary	1.00	1.00	0.00
Construction Inspector	F	Salary	1.00	1.00	0.00
Administrative Assistant	F	Salary	2.00	2.00	0.00
Engineering Technician	F	Salary	4.00	4.00	0.00
Project Coordinator	F	Salary	1.00	1.00	0.00
Public Works Superintendent	F	Salary	1.00	1.00	0.00
Public Works Foreman	F	Salary	6.00	6.00	0.00
Heavy Equipment Operator	F	Salary	7.00	7.00	0.00
Utility Maintenance Specialist	F	Salary	2.00	2.00	0.00
Public Works Technician	F	Salary	15.00	15.00	0.00
			<b>41.00</b>	<b>41.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER 1451

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$134,700	\$217,352	\$207,176	\$205,254	\$205,254		
5103	Temporary & Seasonal Help	64						
5105	Overtime	160						
5106	Overtime - Snow							
	Total Personal Services	134,924	217,352	207,176	205,254	205,254	0.0%	
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	760	326	783	1,000	1,000		
5209	Maintenance - Electronics		521	1,102	960	960		
5214	Maintenance - Motor Vehicles	2,136			500			
5216	Maintenance - Equipment				500	500		
5221	Postage		28	51	100	100		
5223	Telephone	2,420	2,420	2,480	2,000	2,420		
5225	Travel & Vocational Training	1,899	2,816	3,966	3,500	3,500		
5226	Automobile Allowance	4,800	4,615	4,985	4,800	4,800		
5242	Printing, Supplies, & Materials	665	329	227	500	500		
5247	Motor Fuels & Lubricants	519			600			
5248	Books & Publications				250	125		
	Total Operating Services	13,199	11,055	13,594	14,710	13,905	-5.5%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		15,753					
5516	Electronic Equipment	1,010	66					
	Total Capital Outlay	1,010	15,819					
	<b>TOTAL</b>	\$149,133	\$244,226	\$220,770	\$219,964	\$219,159	-0.4%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER - 1451

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Public Works	EXEC	1	1	\$114,621.26	\$114,621.26
Assistant Director of Public Works	18	1	1	73,048.56	73,048.56
Public Works Superintendent	17	0.25	0.25	17,584.58	17,584.58
TOTAL		2.25	2.25	\$205,254.40	\$205,254.40

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$410,534	\$455,375	\$417,629	\$463,838	\$461,385		
5103	Temporary & Seasonal Help	9,483	41	472	500	500		
5105	Overtime	12,788	10,158	22,499	14,000	14,000		
5106	Overtime - Snow	3,887	4,239	272	3,000	3,000		
5110	Sick Bank			9,564				
	Total Personal Services	436,692	469,813	450,436	481,338	478,885	-0.5%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising			250	1,000	500		
5203	Professional & Special Services Paving	288,708	404,464	813,193	375,000	375,000		
5204	Professional & Special Services - Curbs	600						
5209	Maintenance - Electronics		786	3,136	1,272	1,000		
5212	Rent of Equipment	3,800	4,080	525	5,000	4,000		
5214	Maintenance - Motor Vehicles	10,055	15,030	22,176	14,000	25,000		
5216	Maintenance - Equipment	24,360	9,121	33,600	25,000	30,000		
5217	Maintenance - Buildings & Grounds	6,412	6,004	622	4,000	3,000		
5219	Maintenance - Bridges	932	10,000	381	10,000	10,000		
5221	Postage	367	46	68	100	100		
5223	Telephone	4,535	4,022	4,150	5,000	5,000		
5225	Travel & Vocational Training	1,029	522	1,086	3,500	3,500		
5242	Printing, Supplies, & Materials	19,139	17,724	18,050	20,000	20,000		
5247	Motor Fuels & Lubricants	31,150	22,843	28,144	30,000	30,000		
5249	Road Materials & Equipment	43,017	46,292	43,074	74,000	68,000		
5250	Small Tools & Equipment	2,317	2,960	2,804	3,300	3,000		
5252	Snow Removal - Supplies & Materials		14,961	24,167	10,000	10,000		
	Total Operating Services	436,421	558,855	995,426	581,172	588,100	1.2%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	90,944			30,000	99,015		
5503	Machinery & Tools		47,589		9,000			
5516	Electronic Equipment		744					
	Total Capital Outlay	90,944	48,333	0	39,000	99,015	153.9%	
	TOTAL	\$964,057	\$1,077,001	\$1,445,862	\$1,101,510	\$1,166,000	5.9%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER - 1453

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Streets Foreman	14	2	2	85,892.56	85,892.56
Streets Heavy Equipment Operators	12	3	3	82,944.94	84,130.80
Concrete Foreman	14	1	1	44,798.26	44,798.26
Concrete Technician	12	2	2	58,137.56	55,684.72
Public Works Technician	11	6	6	155,616.50	154,431.16
Administrative Assistant	13	1	1	36,447.84	36,447.84
TOTAL		15	15	\$463,837.66	\$461,385.34

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER - 1453

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Dump Truck	Replace 1990 Dump that is used primarily for snow removal. Truck and body rusted out.	1	\$99,015	\$99,015

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER 1456

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$214,103	\$278,935	\$249,766	\$328,820	\$319,641		
5103	Temporary & Seasonal Help	5,954	1,480	235	5,000	1,000		
5105	Overtime	6,771	7,861	9,017	10,000	10,000		
5106	Overtime - Snow			777	1,000	1,000		
	Total Personal Services	226,828	288,276	259,795	344,820	331,641	-3.8%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	6,281	16,307	1,060	40,000	40,000		
5206	Dues & Subscriptions	148	315	504	2,750	2,750		
5209	Maintenance - Electronics	3,453	2,555	1,908	3,816	3,816		
5214	Maintenance - Motor Vehicles	1,105	680	227	6,000	6,000		
5216	Maintenance - Equipment	1,168	1,320	1,126	2,000	2,000		
5221	Postage	175	375	160	250	250		
5223	Telephone	7,315	10,987	8,499	12,000	12,000		
5225	Travel & Vocational Training	2,677	760	1,320	7,000	7,000		
5242	Printing, Supplies, & Materials	4,975	23,013	2,745	28,000	28,000		
5247	Motor Fuels & Lubricants	3,510	2,988	2,592	8,000	8,000		
5248	Books & Publications	90	67		500	500		
5250	Small Tools & Equipment	89	104	89	2,000	2,000		
5281	Heat, Lights & Power	171,031	192,581	173,861	193,500	193,500		
	Total Operating Services	202,017	252,052	194,091	305,816	305,816	0.0%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	6,459	17,790			16,000		
	Total Capital Outlay	6,459	17,790			16,000		
	TOTAL	\$435,304	\$558,118	\$453,886	\$650,636	\$653,457	0.4%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER - 1456

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Senior Engineering Technician	15	2	2	106,900.04	106,900.04
Engineering Technician	14	1	1	54,178.54	45,000.02
Senior Traffic Technician	14	1	1	51,598.04	51,598.04
Construction Inspector	14	1	1	44,880.42	44,880.42
Traffic Technician	13	1	1	42,073.98	42,073.98
Project Coordinator (MS4/VDOT)	17	1	1	25,173.98	25,173.98
On Call				4,015.00	4,015.00
TOTAL		7	7	\$328,820.00	\$319,641.48

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER - 1456

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5515	Traffic Loop Detectors	Replace traffic loop detectors at various intersections	2	\$3,000.00	\$6,000.00
2	5516	Conflict Monitor Tester	Testing equipment to ensure proper operation of traffic signal conflict monitors	1	10,000.00	10,000.00

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$41,252	\$43,714	\$43,692	\$44,462	\$44,462		
5103	Temporary & Seasonal		\$5,090	\$770				
5105	Overtime	1,401	1,014		1,000	1,000		
	Total Personal Services	42,653	49,818	44,462	45,462	45,462	0.0%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	141,102	124,338	147,982	142,000	142,000		
5209	Maintenance - Electronics		218	519	324	324		
5213	Maintenance - Court Fees	18,160	23,313	9,747	16,000	20,000		
5214	Maintenance - Motor Vehicles	594	378	530	1,000	1,000		
5216	Maintenance - Equipment	34,280	31,866	41,975	27,000	27,000		
5217	Maintenance - Building & Grounds	25,986	29,178	30,861	14,000	14,000		
5223	Telephone	452	375	247	350	350		
5242	Printing, Supplies, & Materials	773	3,813	916	1,000	1,000		
5243	Construction Materials				3,000	3,000		
5247	Motor Fuels & Lubricants	1,523	1,247	1,199	1,500	1,500		
5250	Small Tools & Equipment				650	650		
5281	Heat, Lights & Power	210,826	224,022	192,065	238,500	225,000		
	Total Operating Services	433,696	438,748	426,041	445,324	435,824	-2.1%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
5515	Building & Fixed Equipment	33,317	90,342					
5520	Other Equipment							
	Total Capital Outlay	33,317	90,342					
	<b>TOTAL</b>	\$509,666	\$578,908	\$470,503	\$490,786	\$481,286	-1.9%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER - 1457

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Building Maintenance Supervisor	14	1	1	\$44,461.56	\$44,461.56
TOTAL		1	1	\$44,461.56	\$44,461.56

# 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.

<b>Performance Indicators</b>	<b>FY 08 – 09</b>	<b>FY 09 – 10</b>	<b>FY 10 – 11</b>	<b>FY 11 – 12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Total Vehicles Maintained	242	242	250	250
Work Orders Completed	1,241	1,375	1,400	1,400
Total Repair Costs	\$180,004.57	\$206,501.15	\$240,000.00	\$210,000.00
Total Sublet Repairs	\$16,884.01	\$13,998.80	<\$10,000.00	<\$10,000.00

## *Personnel Resources*

<b>Fleet Maintenance Shop</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Automotive Maint. Super.	F	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	F	Salary	2.00	2.00	0.00
Emergency Equip. Tech.	F	Salary	1.00	1.00	0.00
			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER 1458

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$225,807	\$240,873	\$240,483	\$239,704	\$239,704		
5105	Overtime	2,616	2,009	2,418	3,000	3,000		
5106	Overtime - Snow			3,013	1,000	1,000		
	Total Personal Services	228,423	242,882	245,914	243,704	243,704	0.0%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	(2,384)	5,867	914				
5209	Maintenance - Electronics	705	94	2,854	1,272	1,272		
5214	Maintenance - Motor Vehicles	1,407	2,390	1,085	1,300	1,300		
5216	Maintenance - Equipment	75	830	1,204	2,300	2,300		
5221	Postage		28	52	30	20		
5223	Telephone	2,136	1,934	1,769	2,600	1,800		
5225	Travel & Vocational Training	393	620		800	800		
5242	Printing, Supplies, & Materials	10,063	7,858	8,297	8,000	8,000		
5247	Motor Fuels & Lubricants	1,728	27,397	5,828	1,200	1,200		
5248	Books & Publications	120	454	135	500	500		
5250	Small Tools & Equipment	2,725	2,374	2,366	2,000	2,000		
	Total Operating Services	16,968	49,846	24,504	20,002	19,192	-4.0%	
	<u>CAPITAL OUTLAY</u>							
5503	Machinery & Tools		4,195					
5516	Electronic Equipment	3,975	636					
5520	Other Equipment	3,550						
	Total Capital Outlay	7,525	4,831					
	<b>TOTAL</b>	\$252,916	\$297,559	\$270,418	\$263,706	\$262,896	-0.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER - 1458

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Auto Maintenance Superintendent	17	1	1	\$72,577.96	\$72,577.96
Senior Automotive Mechanic	14	2	2	111,417.28	111,417.28
Emergency Equipment Technician	14	1	1	55,708.64	55,708.64
TOTAL		4	4	\$239,703.88	\$239,703.88







# PARKS & RECREATION

The City of Colonial Heights Department of Parks and Recreation 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 Parks and Recreation is organizationally structured into six operational divisions: Recreation, Parks, Community Center (Agency on Aging and Teen Center), Horticulture, Violet Bank Museum and Buildings & Grounds. All employees and operations within the Department are managed and directed by the Director of Parks and Recreation.

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

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

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Athletic Program Participants	1,821	2,153	2,600	3,000
Non-Athletic Program Participants	2,468	2,663	2,700	2,800
Senior Center Citizens Participants	27,355	29,396	31,000	33,000
Teen Center Attendance	n/a	5,316	5,525	5,700
Facility Rentals (Parks/Community Center)	479	613	615	615
Facility Attendance (Parks/Community Center/Violet Bank)	28,908	40,626	37,200	38,000

## *Personnel Resources*

<b>Recreation &amp; Parks</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Director	F	Salary	1.00	1.00	0.00
Recreation Staff	F	Salary	3.00	3.00	0.00
Parks/B&G/Horticulture	F	Salary	9.00	9.00	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	55.00	55.00	0.00
			<b>74.00</b>	<b>74.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$245,483	\$262,843	\$230,408	\$242,815	\$209,897		
5103	Temporary & Seasonal Help	112,903	97,567	119,243	111,284	99,278		
5105	Overtime	3,941	690		3,000	2,000		
	Total Personal Services	362,327	361,100	349,651	357,099	311,175	-12.9%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	510		914	1,000	1,000		
5203	Professional & Special Services	20,486	28,715	12,676	34,235	35,035		
5206	Dues & Subscriptions	1,474	298	1,121	1,000	1,116		
5209	Maintenance - Electronics	2,596	1,535	3,792	1,596	1,596		
5212	Rent of Equipment							
5214	Maintenance - Motor Vehicles	3,663	859	150	750	750		
5216	Maintenance - Equipment	11,334	6,385	487	1,500	1,000		
5217	Maintenance - Buildings & Grounds	10,989	10,396	2,264	1,500	2,000		
5221	Postage	1,447	1,106	1,085	1,800	1,800		
5223	Telephone	8,858	8,242	7,968	10,000	9,500		
5224	Other Services & Charges	25,824	23,887	20,849	24,554	25,218		
5225	Travel & Vocational Training	3,070	6,050	3,274	2,000	2,000		
5226	Automobile Allowance	3,900	4,038	4,376	4,200	4,200		
5242	Printing, Supplies, & Materials	42,705	42,325	42,524	40,107	49,528		
5247	Motor Fuels & Lubricants	3,095	3,428	2,165	1,000	2,500		
5250	Small Tools & Equipment				100	100		
5281	Heat, Lights & Power	22,919	25,476	20,834	23,000	22,000		
	Total Operating Services	162,870	162,740	124,479	148,342	159,343	7.4%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
5503	Machinery & Tools							
5516	Electronic Equipment	1,292						
5520	Other Equipment	22,106	1,017	2,399				
	Total Capital Outlay	23,398	1,017	2,399				
	TOTAL	\$548,595	\$524,857	\$476,529	\$505,441	\$470,518	-6.9%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER - 16 01

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Parks & Recreation	EXEC	1	1	\$83,000.06	\$83,000.06
Recreation Superintendent	17	1	1	69,122.30	55,382.60
Recreation Specialist II	14	2	2	90,692.53	71,513.89
TOTAL		4	4	\$242,814.89	\$209,896.55

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$167,816	\$180,442	\$186,422	\$184,032	\$177,556		
5103	Temporary & Seasonal Help	348	460	29,762	42,000	40,560		
5105	Overtime	499	177	405	500	500		
	Total Personal Services	168,663	181,079	216,589	226,532	218,616	-3.5%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising				450	450		
5206	Dues & Subscriptions	1,564		295	633	633		
5209	Maintenance - Electronics		570	3,829	3,180	3,180		
5214	Maintenance - Motor Vehicles			800	900	900		
5217	Maintenance - Buildings & Grounds		634	120	450	450		
5221	Postage	322	391	488	1,000	1,000		
5223	Telephone	1,754	5,520	2,332	4,000	4,000		
5224	Other Services & Charges			2,460	10,160	10,160		
5225	Travel & Vocational Training	977	180	551	1,000	800		
5241	Senior Citizens Activities	4,139	4,198	4,014	3,800	3,800		
5242	Printing, Supplies, & Materials	6,582	8,485	6,187	12,780	12,500		
5247	Motor Fuels & Lubricants				135	135		
	Total Operating Services	15,338	19,978	21,076	38,488	38,008	-1.2%	
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment	979	6,749	5,790				
	Total Capital Outlay	979	6,749	5,790				
	TOTAL	\$184,980	\$207,806	\$243,455	\$265,020	\$256,624	-3.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER - 1602

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Recreation Specialist III - Senior Center	15	1	1	\$54,163.98	\$54,163.98
Recreation Specialist II	13	1	1	46,697.56	46,697.56
Transportation Coordinator	12	1	1	32,566.56	27,500.20
Van Driver	11	2	2	50,603.54	49,194.08
TOTAL		5	5	\$184,031.64	\$177,555.82

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER 1603

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$38,911	\$41,014	\$43,749	\$42,973	\$35,450		
5103	Temporary & Seasonal Help	16,350	17,644	20,982	20,000	20,000		
5105	Overtime	14	841	651	1,000	1,000		
	Total Personal Services	55,275	59,499	65,382	63,973	56,450	-11.8%	
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions		155	200	200	200		
5209	Maintenance - Electronics		50	477	636	636		
5214	Maintenance - Motor Vehicles	443	143	222	500	500		
5216	Maintenance - Equipment		45	58	500	500		
5217	Maintenance - Buildings & Grounds	11,658	10,078	9,868	11,000	11,000		
5223	Telephone	743	1,117	1,210	1,500	1,500		
5225	Travel & Vocational Training		267		750	750		
5242	Printing, Supplies, & Materials	1,288	929	1,035	1,000	1,000		
5247	Motor Fuels & Lubricants	3,121	2,162	2,396	3,000	3,000		
5250	Small Tools & Equipment	467	525	527	1,200	1,200		
	Total Operating Services	17,720	15,471	15,993	20,286	20,286	0.0%	
	<u>CAPITAL OUTLAY</u>							
5515	Building & Fixed Equipment	7,204						
5520	Other Equipment	5,049	(155)					
5521	Site Improvements	6,140	8,191					
	Total Capital Outlay	18,393	8,036					
	TOTAL	\$91,388	\$83,006	\$81,375	\$84,259	\$76,736	-8.9%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER - 1603

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Horticulturist	14	1	1	\$42,972.80	\$35,450.22
TOTAL		1	1	\$42,972.80	\$35,450.22

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$284,309	\$298,587	\$296,226	\$299,628	\$269,819		
5103	Temporary & Seasonal Help	26,703	31,973	33,444	34,000	34,000		
5105	Overtime	51,636	44,455	37,367	40,000	40,000		
	Total Personal Services	362,648	375,015	367,037	373,628	343,819	-8.0%	
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions			70	300	300		
5209	Maintenance - Electronics			243	324	324		
5212	Rent of Equipment	714						
5214	Maintenance - Motor Vehicles	721	4,629	3,423	4,000	4,000		
5216	Maintenance - Equipment	16,785	17,278	14,142	9,000	11,000		
5217	Maintenance - Buildings & Grounds	44,020	61,498	67,103	60,000	65,000		
5223	Telephone	1,337	1,199	989	1,500	1,500		
5225	Travel & Vocational Training	1,815			2,000	2,000		
5242	Printing, Supplies, & Materials	12,003	9,294	12,420	10,000	6,000		
5247	Motor Fuels & Lubricants	13,579	11,792	11,052	10,000	12,000		
5250	Small Tools & Equipment	90	546	2,458	2,500	2,500		
5281	Heat, Lights & Power	9,210	21,721	11,910	18,000	18,000		
	Total Operating Services	100,274	127,957	123,810	117,624	122,624	4.3%	
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle		25,391			22,500		
5520	Other Equipment	33,534	15,171			27,000		
	Total Capital Outlay	33,534	40,562			49,500		
	<b>TOTAL</b>		\$543,534	\$490,847	\$491,252	\$515,943	5.0%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER - 1604

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Recreation Facilities Superintendent	17	1	1	73,279.96	74,745.58
Facilities/Groundkeeper III	13	1	1	44,966.48	32,000.02
Facilities/Groundkeeper II	12	3	4	152,119.50	138,328.84
Facilities/Groundkeeper I	11	2	1	29,261.70	24,744.20
TOTAL		7	7	\$299,627.64	\$269,818.64

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER - 1604

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5520	Reel Mower	Current reel mower is 18 years old and is used to cut soccer, baseball and softball fields including Shepherd Stadium, Needed to cut Bermuda style grass	1	\$27,000	\$27,000
2	5501	Mid-size SUV	Vehicle would be utilized by facilities personnel, with current vehicle being utilized as second vehicle for Horticulture.	1	22,500	22,500

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$46,280	\$49,098	\$48,822	\$49,098	\$49,098		
5103	Temporary & Seasonal Help	9,503	9,826	11,139	9,800	9,800		
5105	Overtime			195				
	Total Personal Services	55,783	58,924	60,156	58,898	58,898	0.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	2,062	2,973	1,150	1,000	1,000		
5203	Professional & Special Services	1,419	20,539	1,181	1,000	1,000		
5206	Dues & Subscriptions	275	275	275	500	500		
5209	Maintenance - Electronics			477	636	636		
5217	Maintenance - Buildings & Grounds	4,917	6,491	4,748	20,500	16,000		
5221	Postage		28	51	150	150		
5223	Telephone	2,262	2,262	2,276	1,800	1,800		
5225	Travel & Vocational Training				750	750		
5242	Printing, Supplies, & Materials	1,061	1,309	809	4,000	3,000		
	Total Operating Services	11,996	33,877	10,967	30,336	24,836	-18.1%	
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment		1,017					
	Total Capital Outlay		1,017					
	TOTAL	\$67,779	\$93,818	\$71,123	\$89,234	\$83,734	-6.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER - 1651

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Museum Curator	14	1	1	\$49,098.40	\$49,098.40
TOTAL		1	1	\$49,098.40	\$49,098.40

# 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.

Located at 1000 Yacht Basin Drive, the Colonial Heights Public Library ranks as the fifth busiest library among Virginia's 92 public library systems. The Library's collections include traditional books and magazines, large audio book and DVD/Blu-Ray collections, and a powerful virtual library (<http://www.colonial-heights.com/VirtualLibraryMasterFrame.htm>), 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, community clubs, groups, and organizations, as well as other city departments.

While the statistical data measuring the Library's overall activity continues to grow, it should be noted that all such numbers will clearly increase when and if operational hours of the Library are increased as has been discussed.

<b>Performance Indicators</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Circulation	332,089	310,232	312,000
Books	208,299	204,532	205,000
Videos	79,230	72,888	70,000
Audios	16,780	15,492	16,000
Computers	27,780	25,320	25,000
Circulation Per Staff FTE	53,910	52,000	53,000*
Library Cards Issued	1,767	2,236	2,000
Registered Borrowers	11,284	13,520	12,000
Patron Count	222,144	211,000	211,000
Interlibrary Loans	531	524	525
Story Hour Participants	1,954	2,268	2,400
Volumes Added to Collection	5,908	6,270	6,000
Meeting Room Groups	1,097	1,102	1,102

\*\*\*State Average is 24,384 Circulation per FTE staff member

## ***Personnel Resources***

<b>Library</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Library Director	F	Salary	1.00	1.00	0.00
Library Associate	F	Salary	2.00	2.00	0.00
Library Assistant	F	Salary	3.00	3.00	0.00
Library Assistant	PT	Hourly	1.00	1.00	0.00
			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

F = Full Time      PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER 1701

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$298,002	\$316,300	\$317,303	\$319,445	\$319,445		
5103	Temporary & Seasonal Help	47,297	44,052	47,593	40,000	42,000		
	Total Personal Services	345,299	360,352	364,896	359,445	361,445	0.6%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	1,907	3,418	2,437	2,900	2,900		
5206	Dues & Subscriptions	280	270	305	425	425		
5209	Maintenance - Electronics	6,453	12,277	12,139	11,448	11,448		
5212	Rent of Equipment	673	240	310	500	540		
5216	Maintenance - Equipment	1,460	746	1,606	2,050	2,050		
5221	Postage	2,214	2,282	2,398	2,326	2,326		
5223	Telephone	3,089	3,707	3,827	3,700	3,787		
5224	Other Services & Charges	7,672	6,864	6,292	7,392	6,840		
5225	Travel & Vocational Training	505	440	238	850	850		
5242	Printing, Supplies, & Materials	24,690	15,500	22,855	24,000	24,000		
5248	Books & Publications	125,491	121,164	111,908	114,500	114,500		
5281	Heat, Lights & Power	44,306	50,256	42,455	49,000	49,000		
	Total Personal Services	218,740	217,164	206,770	219,091	218,666	-0.2%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	18,304	9,104	14,153				
	Total Capital Outlay	18,304	9,104	14,153				
	<b>TOTAL</b>	\$582,343	\$586,620	\$585,819	\$578,536	\$580,111	0.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER - 1701

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Library Director	EXEC	1	1	\$103,114.18	\$103,114.18
Library Associate	15	2	2	86,446.88	86,446.88
Library Assistants	14	3	3	112,281.26	112,281.26
Library Assistant (P/T)	14	1	1	17,603.04	17,603.04
TOTAL		7	7	\$319,445.36	\$319,445.36

# PLANNING & COMMUNITY DEVELOPMENT

Currently consisting of two operating divisions (Planning and Building Inspection) the City of the Colonial Heights Department of Planning and Community Development is guided by two primary goals: to guide development and growth of the City through application of professional planning principles and techniques; and 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.

Updating the City's Comprehensive plan, last done in 1997 is the major new initiative of the Planning Division. This is envisioned as a three year project that encompasses the complete rewrite and update of the plan. The Planning Commission has approved the work plan including creating a citizens planning committee to assist in the effort.

Continued development of the Appomattox River Greenway Trail is also a major project. Phase 2 of the trail will be bid out and constructed in 2011. Phase 3 should also be ready to be bid out by the end of the year. The Division is also involved in two other major studies that will be completed in 2011, including the Appomattox River Development Corridor and Court House Southern Gateway Land Use Project.

The Emergency Home Repair Program funded by the Community Development Block Grant has been reorganized and is now being implemented by Elderhomes, under contract with and supervision by the City. Staff efforts in 2011 will be to insure expenditure of 100% of funds available and review the first year effort.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
Sign Permits Issued	78	70	77	80
Sign Violations	55	77	98	110
CDBG \$ Expended	\$76,800	\$93,600	\$124,600	\$90,000
Planning Commission Meetings Held	12	12	9	10
Citizen Committee(s) Meetings (CHARTS,BLVD)	13	18	15	15

## *Personnel Resources*

### **Planning Division**

<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>Authorized Positions</b>		
			<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Director	F	Salary	1.00	1.00	0.00
Neighborhood Revitalization Planner	F	Salary	1.00	1.00	0.00
Administrative Assistant	PT	Hourly	.25	.25	0.00
			<b>2.25</b>	<b>2.25</b>	<b>0.00</b>

F = Full Time    PT = Part Time

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$179,861	\$184,461	\$194,078	\$170,260	\$147,210		
5103	Temporary & Seasonal Help	30	255	715				
	Total Personal Services	179,891	184,716	194,793	170,260	147,210	-13.5%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	4,675	3,690	6,714	4,000	3,500		
5203	Professional & Special Services	19,660	20,540	21,976	5,000	6,000		
5206	Dues & Subscriptions	1,073	488	905	1,000	1,000		
5209	Maintenance - Electronics	2,516	600	1,082	1,272	1,272		
5214	Maintenance - Motor Vehicle	62	9					
5216	Maintenance - Equipment	518	528	586	600	700		
5221	Postage	269	422	399	350	300		
5223	Telephone	2,171	2,197	2,190	2,200	2,200		
5225	Travel & Vocational Training	2,538	3,042	1,759	2,500	2,000		
5242	Printing, Supplies, & Materials	2,061	1,742	2,116	2,000	2,000		
5248	Books & Publications	1,587	270		500	500		
	Total Operating Services	37,130	33,528	37,727	19,422	19,472	0.3%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	2,522	759	967	800	2,458		
	Total Capital Outlay	2,522	759	967	800	2,458	207.3%	
	<b>TOTAL</b>	\$219,543	\$219,003	\$233,487	\$190,482	\$169,140	-11.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - PLANNING & COMMUNITY DEVELOPMENT

ACCOUNT NUMBER - 1751

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Planning & Community Development	EXEC	1	1	\$101,987.10	\$98,209.80
Neighborhood Revitalization Planner	16	1	1	55,699.02	49,000.12
Administrative Assistant	13	1		12,573.75	
TOTAL		3	2	\$170,259.87	\$147,209.92

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER - 1751

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Community Development Software	This module will create 1 system for all permitting inspections and property maintenance.(33%)	1	\$800	\$800
2	5516	Office 2010 Software	Upgraded software for Community Plan development	2	329	658
3	5516	GIS Software	Yearly upgrade service	2	500	1,000

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$149,987	\$159,690	\$160,843	\$160,892	\$160,892		
5103	Temporary & Seasonal Help	14,130	14,820	18,585	15,600	22,500		
5105	Overtime & Career Development				2,000	2,000		
	Total Personal Services	164,117	174,510	179,428	178,492	185,392	3.9%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	543	50		200	1,200		
5206	Dues & Subscriptions	305	355	207	500	500		
5209	Maintenance - Electronics	90	2,852	954	1,272	1,272		
5214	Maintenance - Motor Vehicles	1,619	818	1,059	1,800	1,800		
5221	Postage	943	673	714	900	700		
5223	Telephone	4,856	5,074	4,513	5,000	5,000		
5225	Travel & Vocational Training	3,194	1,491	1,908	1,800	2,000		
5242	Printing, Supplies, & Materials	3,750	2,164	2,327	2,700	2,700		
5247	Motor Fuels & Lubricants	2,646	2,235	2,263	2,800	2,500		
5248	Books & Publications	1,165	1,638		1,200	1,500		
5250	Small Tools & Equipment	448	1,186	302	500	500		
5283	1% State Fee	(840)	917	(20)				
	Total Operating Services	18,719	19,453	14,227	18,672	19,672	5.4%	
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	158			1,600	1,600		
	Total Capital Outlay	158			1,600	1,600	0.0%	
	<b>TOTAL</b>	\$182,994	\$193,963	\$193,655	\$198,764	\$206,664	4.0%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER - 1752

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Building Official	18	1	1	\$81,404.96	\$81,404.96
Senior Building Inspectors	15	1	1	41,736.50	41,736.50
Building Inspectors	14	1	1	37,750.96	37,750.96
TOTAL		3	3	\$160,892.42	\$160,892.42

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER - 1752

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Community Development Software	This module will create 1 system for all permitting inspections and property maintenance.(66%)	1	\$1,600	\$1,600



# OFFICE ON YOUTH & HUMAN SERVICES

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

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 12<sup>th</sup> District Court Services Unit, social services, health and mental health, and other city departments to create opportunities for enhancing services for our youth and families. The Virginia Juvenile Community Crime Control Act diversion programs, funded in part by the Department of Juvenile Justice, offers 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 After School Program (KAP) serves the City's youth in grades 4 & 5 with after-school tutoring and skill building.

<b>Performance Indicators</b>	<b>FY 08 – 09 Actual</b>	<b>FY 09 – 10 Actual</b>	<b>FY 10 – 11 Projected</b>	<b>FY 11 – 12 Projected</b>
# Served by Diversion Programs (VJCCCA)	560	534	410	410
# Served Community Prevention/Education	760	850	850	900
Kids After-School Program	48	47	45	50

## ***Personnel Resources***

### **Office On Youth & Human Services**

<b>Classification Title</b>	<b>Status *</b>	<b>Hourly/ Salary</b>	<b>Authorized Positions</b>		
			<b>FY 2010–11</b>	<b>FY 2011–12 Proposed</b>	<b>Diff.</b>
Department Director	F	Salary	1.00	1.00	0.00
Administrative Assistant	F	Salary	1.00	1.00	0.00
Youth Specialist	F	Salary	2.00	2.00	0.00
			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
*F = Full Time					
KAP Coordinator	PT	Hourly	1.00	1.00	0.00
Site Supervisors	PT	Hourly	3.00	3.00	0.00
			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
*PT = Part Time					

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER 1801

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$107,961	\$115,015	\$118,074	\$117,692	\$117,692		
5103	Temporary & Seasonal Help	11,158	221	4,500				
	Total Personal Services	119,119	115,236	122,574	117,692	117,692	0.0%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	(273)	10,225	5,116				
5206	Dues & Subscriptions	120		100	100	200		
5209	Maintenance - Electronics	627	1,153	1,197	1,596	1,596		
5216	Maintenance - Equipment	1,235				500		
5221	Postage	1,733	1,132	788	1,200	900		
5223	Telephone	3,617	3,579	3,671	3,800	3,800		
5224	Other Services & Charges	443	130	979	500	300		
5225	Travel & Vocational Training	1,646	2,043	1,647	1,200	1,200		
5242	Printing, Supplies, & Materials	5,506	4,423	3,207	4,000	4,000		
5247	Motor Fuels & Lubricants	2,741	1,513	1,758	1,500	1,500		
5248	Books & Publications				200	100		
	Total Operating Services	17,395	24,198	18,463	14,096	14,096	0.0%	
	TOTAL	\$136,514	\$139,434	\$141,037	\$131,788	\$131,788	0.0%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER - 1801

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Director of Office on Youth & Human Services	EXEC	1	1	\$76,451.18	\$76,451.18
Administrative Assistant	13	1	1	41,240.94	41,240.94
TOTAL		2	2	\$117,692.12	\$117,692.12

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT

ACCOUNT NUMBER 1802

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$2,082	\$204	\$825	\$1,500	\$1,500		
5108	Fringe Benefits	152	16	56	100	100		
	Total Personal Services	2,234	220	881	1,600	1,600	0.0%	
	<u>OPERATING EXPENSES</u>							
5221	Postage	41	28	51				
5224	Other Services & Charges	354		181				
5225	Travel & Vocational Training		226	30				
5242	Printing, Supplies, & Materials	1,472	1,352	1,019	1,000	1,000		
	Total Operating Expenses	1,867	1,606	1,281	1,000	1,000	0.0%	
	TOTAL	\$4,101	\$1,826	\$2,162	\$2,600	\$2,600	0.0%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER 1803

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$60,652	\$76,015	\$77,245	\$76,995	\$76,995		
5103	Temporary & Seasonal Help							
5105	Overtime	223						
5108	Fringe Benefits	30,084	23,175	5,647	27,000	27,000		
	Total Personal Services	90,959	99,190	82,892	103,995	103,995	0.0%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	3,580						
5207	Professional & Special Services Reimburse							
5209	Maintenance - Electronics			243	324	300		
5214	Maintenance - Motor Vehicles				200	200		
5221	Postage	41	229	169	200	250		
5223	Telephone	1,644	1,644	1,644	1,600	1,600		
5224	Other Services & Charges	8	55		250	200		
5225	Travel & Vocational Training	515	230	404	200	200		
5242	Printing, Supplies, & Materials	1,001	1,609	534	800	500		
5247	Motor Fuels & Lubricants				200	200		
5248	Books & Publications	738	697		300	300		
	Total Operating Expenses	7,527	4,464	2,994	4,074	3,750	-8.0%	
	TOTAL	\$98,486	\$103,654	\$85,886	\$108,069	\$107,745	-0.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER - 1803

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Youth Specialist	U	2	2	79,955.91	76,994.58
TOTAL		2	2	\$79,955.91	\$76,994.58

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM

ACCOUNT NUMBER 1807

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$28,148	\$21,766	\$23,494	\$25,000	\$25,000		
5108	Fringe Benefits	2,202	1,685	1,796	2,000	1,975		
	Total Personal Services	30,350	23,451	25,290	27,000	26,975	-0.1%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services							
5224	Other Services & Charges	394	63	230	500	500		
5225	Travel & Vocational Training	55	40	30				
5242	Printing, Supplies, & Materials	4,922	854	3,031	600	600		
	Total Operating Expenses	5,371	957	3,291	1,100	1,100	0.0%	
	TOTAL	\$35,721	\$24,408	\$28,581	\$28,100	\$28,075	-0.1%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>City Memberships &amp; Programs</u>							
5801	Youth Advisory Council	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250		
5804	John Tyler Community College	4,042	3,902	4,101	3,799	3,853		
5805	Virginia Gateway Region	28,123	28,213	28,213	38,213	28,213		
5806	Crater Planning District Commission	11,115	11,115	11,115	11,115	11,115		
5807	Virginia Municipal League	7,653	7,985	8,038	8,025	8,025		
5808	Fort Clifton Arts & Crafts Festival	350	2,000		3,000	3,000		
5809	Social Services Christmas Committee	900	900	2,000	2,000	2,000		
5810	Crater Agency on Aging		401	465	465	465		
5811	Mental Health Board	68,000	70,000	70,000	65,000	68,000		
5812	Criminal Justice Academy	10,176	10,481	20,905	21,000	23,500		
5816	Petersburg Symphony	4,000	4,000	4,000	4,000	4,000		
5818	After Prom Committee	500	500	500	500	500		
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000		
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		
5829	American Legion - Flags		600	300	300	300		
5835	Colonial Heights Educational Foundation	200	200	200	200	200		
5825	Richard Bland College	3,000	3,000	3,000	3,000	3,000		
5827	Virginia State University	2,500	2,500	2,500	2,500	3,000		
	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		
	Total City Memberships & Programs	157,759	162,997	172,537	180,317	176,371	-2.2%	
	<u>Contributions</u>							
5802	Retired Senior Volunteer Program	4,700	4,700	4,700	4,230	4,000		
5803	Southside Sheltered Workshop	4,000	4,000	4,000	3,600			
5813	Legal Aid Justice Center, Inc	4,000	4,000	4,000	3,600	3,600		
5814	CARES	2,000	2,000	2,000	1,800	2,000		
5815	Petersburg Foster Grandparents	2,000	2,000	2,000	1,800	1,800		
5817	Tri City Literacy Council	1,000	1,000					
5820	Med-Flight Program	900	900					
5823	Central Virginia Health Planning Agency		1,000					
5826	CCHASM	1,000	1,000	3,000	2,700	3,000		
5837	Meals on Wheels - Feed More	5,000	5,000	6,000	5,850	6,000		
5838	Chesterfield/Col. Hgts. Families First	1,000			900			
5839	Colonial Heights Food Pantry		5,000	6,000	5,850	6,000		
5840	American Red Cross			2000	1,800	2,000		
	United Way of Greater Richmond & Petersburg							
	Swift Creek Mill Theatre							
	Total Contributions	25,600	30,600	33,700	32,130	28,400	-11.6%	
	<b>TOTAL</b>	<b>\$183,359</b>	<b>\$193,597</b>	<b>\$206,237</b>	<b>\$212,447</b>	<b>\$204,771</b>	<b>-3.6%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - CONTINGENCIES & MISCELLANEOUS

ACCOUNT NUMBER 1902

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services 2 nonpaid holidays	\$211,209	\$67,941	\$42,271	\$52,000 (106,760)	\$40,000		
5224	Other Services & Charges	(33)	1,882	(235)	5,000	5,000		
5253	Litter Control Grant	10,557	3,314	5,521	5,000	5,900		
5254	Contingencies & Reserve	53,918			345,000	307,500		
5255	Refunds - Rebates	(2,357)	(53)	(338)	700	500		
5269	Law Library	11,323	12,361	477	5,000	6,000		
	Total Operating Expenses	284,617	85,445	47,696	305,940	364,900	19.3%	
	TOTAL	\$284,617	\$85,445	\$47,696	\$305,940	\$364,900	19.3%	



2011-12 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2010	\$806,318	\$93,644	\$42,275	\$42,763		\$985,000
2008						0
2007	97,884	302,116				400,000
2004	327,005	38,308	10,701	38,986		415,000
2002	363,055		48,520	23,425		435,000
TOTAL	1,594,262	434,068	101,496	105,174		2,235,000
5621- Notes Payable						
Vacuum Truck					38,739	38,739
TOTAL					38,739	38,739
GRAND TOTAL	<b>\$1,594,262</b>	<b>\$434,068</b>	<b>\$101,496</b>	<b>\$105,174</b>	<b>\$38,739</b>	<b>\$2,273,739</b>

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - INTEREST & FISCAL CHARGES

ACCOUNT NUMBER 1952

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	\$853,369	\$983,403	\$805,650	\$863,265	\$804,862		
5643	Interest on Temporary Loans	199,309	302,786	129,025				
5648	Other Debt Service Costs	93,461	21,730	82,938	10,000	10,000		
	Total Fixed Charges	1,146,139	1,307,919	1,017,613	873,265	814,862	-6.7%	
	TOTAL	\$1,146,139	\$1,307,919	\$1,017,613	\$873,265	\$814,862	-6.7%	

2011-12 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2010	\$171,638	\$19,934	\$8,999	\$9,104	\$	\$209,675
2008	129,025					129,025
2007	86,236	266,164				352,400
2004	111,537	13,066	3,650	13,297		141,550
2002	7,262		970	468		8,700
Less 2010 Accrued Interest			(1,515)	(2,269)		(3,784)
Plus 2011 Accrued Interest			1,265	2,030		3,295
TOTAL	505,698	299,164	13,369	22,630		840,861
5641 - Interest - Notes					3,972	3,972
TOTAL					3,972	3,972
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	<b>\$515,698</b>	<b>\$299,164</b>	<b>\$13,369</b>	<b>\$22,630</b>	<b>\$3,972</b>	<b>\$854,833</b>



# **RECREATION ACTIVITY FUND**

**This budget reflects no increase. Provides for current level of programs in this self supporting fund.**

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 40

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4502	Rental of Property	\$179	\$	\$	\$			
4504	Concessions	7,012	4,769	5,303	8,000	8,000		
4704	Recreation Use Charges & Fees	90						
4721	Youth Sport Sponsorships	13,215	1,551	9,430	2,000	2,000		
4722	Special Interest Classes	22,421	18,752	16,650	23,000	23,000		
4723	Special Events	193,169	173,733	83,068	167,000	167,000		
4724	Adult Athletic Leagues	8,165	11,141	13,620	10,000	10,000		
4743	Active Net			739				
4745	Senior Citizen Classes/ Special Events	5,550	15,838	181,263	30,000	30,000		
4752	Youth Center Fees			1,349				
4802	Recoveries & Rebates		3,000					
	Total Charges - Current Services	249,801	228,784	311,422	240,000	240,000	0.0%	
	<u>MISCELLANEOUS</u>							
4726	Violet Bank Museum	50	344					
4728	Beautification Committee	22,468	5,133	68				
4750	City Prints Limited	180	270					
4751	City Prints Proofs	180						
4815	Park Donations			93				
	Total - Miscellaneous	22,878	5,747	161				
	<b>TOTAL</b>	\$272,590	\$234,531	\$311,583	\$240,000	\$240,000	0.0%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 4280

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$	\$2,629	\$2,000	\$	\$		
5108	Fringe Benefits	39	201	153				
	Total Personal Services	39	2,830	2,153				
	<u>OPERATING EXPENSES</u>							
5201	Advertising							
5203	Professional & Special Services	20,935	29,441	50,740				
5224	Other Services & Charges			3,563				
5242	Printing, Supplies, & Materials	128,412	94,320	83,137	135,000	135,000		
5245	Concession	6,602	7,799	7,550	7,000	7,000		
5302	Violet Bank Museum				2,000	2,000		
5305	Beautification Committee	10,205	11,880	731	6,000	6,000		
5662	Senior Citizen Classes/Special Events	78,235	85,296	106,353	90,000	90,000		
	Total Operating Services	244,389	228,736	252,074	240,000	240,000	0.0%	
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment	6,395		13,270				
	Total Capital Outlay	6,395		13,270				
	TOTAL	\$250,823	\$231,566	\$267,497	\$240,000	\$240,000	0.0%	

# SOLID WASTE MANAGEMENT FUND

**Solid Waste:**

This budget is increased by 2.2%. Provides for current level of services and includes cost allocation of General Fund indirect costs.

**Transfer Station:**

This budget reflects a decrease of 5.9%. Provides for current level of services.

**Recycling:**

This budget reflects a decreased of 0.3%. Provides for current level of services.

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SOLID WASTE MANAGEMENT FUND

ACCOUNT NUMBER 70

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4702	Refuse Collection Fees	1,009,404	1,048,368	1,080,500	\$1,145,637	\$1,159,859		
4703	Refuse Dumping Fees	35,420		440				
4740	Late Payment Penalties	13,528	15,585	13,975	16,350	18,800		
	<u>NONOPERATING REVENUE</u>							
4503	Sale of Salvage & Scrap		5,788					
4802	Recoveries & Rebates	3,499	287	1,712	2,000	2,500		
4820	Transfer In - General Fund	202,000	83,900	80,000	80,000	80,000		
	TOTAL	\$1,263,851	\$1,153,928	\$1,176,627	\$1,243,987	\$1,261,159	1.4%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SOLID WASTE MANAGEMENT FUND

ACCOUNT NUMBER 70

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
7100	Solid Waste	\$834,980	\$923,078	\$914,246	\$962,623	\$983,384		
7125	Transfer Station	223,436	11,048	38,133	49,123	46,223		
7150	Recycling	205,380	209,904	1,173,741	232,241	231,552		
	TOTAL OPERATIONS	\$1,263,796	\$1,144,030	\$2,126,120	\$1,243,987	\$1,261,159	1.4%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SOLID WASTE

ACCOUNT NUMBER 7100

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5230	Solid Waste Collection	\$700,437	\$752,998	\$758,821	\$777,773	\$794,100		
5234	Land Application-Leaves	1,779						
5235	Landfill Monitoring	64,922	89,874	70,606	80,000	80,000		
5236	Commercial Container Service	29,503	44,372	42,681	47,712	49,000		
	Total Operating Services	796,641	887,244	872,108	905,485	923,100	1.9%	
	<u>INTERNAL SERVICES</u>							
5260	Administrative Service Charges	38,339	35,834	42,138	42,138	47,284		
	Total Internal Services	38,339	35,834	42,138	42,138	47,284	12.2%	
	<u>CAPITAL OUTLAY</u>							
5515	Buildings and Fixed Equipment				15,000	13,000		
	Total Fixed Assets				15,000	13,000	-13.3%	
	TOTAL	\$834,980	\$923,078	\$914,246	\$962,623	\$983,384	2.2%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - TRANSFER STATION

ACCOUNT NUMBER 7125

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$38,864	\$	\$	\$	\$		
5103	Temporary & Seasonal Help	9,863	(\$4,121)	\$5,496	8,000	7,500		
5105	Overtime	2,105						
5108	Fringe Benefits	17,810	(210)	389	612	573		
	Total Personal Services	68,642	(4,331)	5,885	8,612	8,073	-6.3%	
	<u>OPERATING EXPENSES</u>							
5214	Maintenance - Motor Vehicles	830						
5217	Maintenance - Buildings & Grounds	1,037	254		500	400		
5223	Telephone	1,272	1,272	1,434	750	250		
5225	Travel & Vocational Training	81						
5233	Container Rent & Transportation	100,265	3,235	3,519	9,761	8,500		
5238	CFC Removal	1,530	390	170	3,000	1,500		
5240	Equipment Rental - Transfer Station	48,027	9,750	26,301	25,000	26,000		
5242	Printing, Supplies, & Materials	1,587	478	824	1,500	1,500		
5247	Motor Fuels & Lubricants	165						
	Total Operating Services	154,794	15,379	32,248	40,511	38,150	-5.8%	
	TOTAL	\$223,436	\$11,048	\$38,133	\$49,123	\$46,223	-5.9%	



# **STORM WATER FUND**

This budget is increased by 24.6%. Reflects the fourth year of a separate Fund to account for storm water activities and employees. Includes continued purchase for vacuum and jetting vehicle required for maintaining City drainage lines and a new pick-up truck. Includes first full year of storm water utility charges to fund this operation and includes cost allocation of General Fund indirect costs

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - STORM WATER FUND

ACCOUNT NUMBER 75

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES -CURRENT SERVICES</u>							
4820	Stormwater Charges		\$	\$	\$268,393	\$369,901		
	<u>MISCELLANEOUS</u>							
4820	Transfer In - General Fund		312,708.00	254,568.00	28,566			
	TOTAL		\$312,708	\$254,568	\$296,959	\$369,901	24.6%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages		\$104,773	\$104,488	\$105,721	\$108,789		
5105	Overtime		2,331	5,682	3,000	3,000		
5602	Employers FICA Taxes		7,599	8,261	8,317	8,317		
5605	VRS Retirement Contribution		13,210	15,726	18,110	19,284		
5607	Group Life Insurance		693	586	867	296		
5610	Hospitalization		14,207	12,517	12,216	21,885		
5612	Virginia Employment Commission		31	105	64	64		
	Total Personal Services		142,844	147,365	148,295	161,635	9.0%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		87,799	40,844	25,000	92,700		
5206	Dues & Subscriptions			3,030	500	500		
5209	Maintenance - Electronics		50	243	321	324		
5292	Insurance Premiums - Auto				1,500	1,500		
5210	Insurance Premiums - Other		2,193		500	500		
5211	Insurance Premiums - Workman's Comp.				3,000	3,000		
5212	Rent of Equipment				1,500	1,000		
5214	Maintenance - Motor Vehicles		1,868	1,015	2,000	2,000		
5216	Maintenance - Equipment				500	500		
5217	Maintenance - Buildings & Grounds		120					
5218	Maintenance - Miscellaneous				500	500		
5221	Postage		35	109		250		
5223	Telephone		385	407	500	500		
5225	Travel & Vocational Training		365		1,000	1,000		
5242	Printing, Supplies, & Materials		1,043	1,280	2,500	2,500		
5247	Motor Fuels & Lubricants		581	1,470	2,500	2,500		
5249	Road Materials & Supplies		2,156	2,431	12,000	12,000		
5250	Small Tools & Equipment			3,308	2,000	4,750		
	Total Operating Services		96,595	54,137	55,821	126,024	125.8%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5641	Interest on Notes		11,236	7,041				
5501	Motor Vehicles				20,000			
	Total Fixed Assets		11,236	7,041	20,000		-100.0%	
	<u>INTERNAL SERVICES</u>							
5401	Deprecation			16,654	16,654	16,654		
5408	Administrative Service Charges				28,566	37,965		
	Total Internal Services			16,654	45,220	54,619	20.8%	
	TOTAL		\$250,675	\$225,197	\$269,336	\$342,278	27.1%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME -STORMWATER/MS4

ACCOUNT NUMBER - 7500

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Project Coordinator (MS4/VDOT)	17	0.5	0.5	\$25,173.98	\$25,173.98
Storm Water Foreman	14	1	1	36,227.88	36,227.88
Utility Heavy Equipment Operator	12	1	1	26,734.50	26,734.50
Public Works Superintendent	17	0.25	0.25	17,584.58	17,584.58
Projected Salary Increase					3,068.00
<b>TOTAL</b>		<b>2.75</b>	<b>2.75</b>	<b>\$105,720.94</b>	<b>\$108,788.94</b>

# WATER FUND

## **Water Distribution & Transmission:**

This budget is increased by 0.3%. Provides for current level of services at increased rates and includes cost allocation of General Fund indirect costs. Purchase of light-weight trench boxes and joint purchase of Mini-Excavator has been included.

## **Utility Billing:**

This budget reflects a decrease of 4.3%. Provides for current level of services and includes reduction of cost allocation of General Fund indirect costs. No capital outlay has been included

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WATER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4732	Water User Charges	\$1,288,548	\$1,338,780	\$1,344,698	\$1,350,682	\$1,435,053		
4736	Water Connection Charges	162,600	222,300	93,800	130,000	75,000		
4738	Water Turn On Fees	9,000	8,559	8,943	11,000	9,500		
4739	Water Reconnection Fees	30,105	25,457	30,526	29,000	31,500		
4740	Late Payment Penalties	16,044	17,223	29,581	18,700	18,500		
4742	Dishonored Check Fee	1,185	2,924	2,932	1,200	2,500		
4743	Meter Testing Fee	45		30	50	50		
	<u>NONOPERATING REVENUE</u>							
4503	Sale of Salvage & Scrap		595					
4705	Administrative Service Charges	115,000	115,852	122,527	134,818	127,851		
4901	Interest on Investments	11,217	7,864	1,208	7,500	1,200		
4902	Sale of Outside Meters	7,651	7,723	7,394	6,500	7,000		
	Accrued Payroll							
	<b>TOTAL</b>	<b>\$1,641,395</b>	<b>\$1,747,277</b>	<b>\$1,641,639</b>	<b>\$1,689,450</b>	<b>\$1,708,154</b>	<b>1.1%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WATER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
8127	Water Distribution & Transmission	\$1,364,985	\$1,344,217	\$1,408,700	\$1,432,714	\$1,437,693		
8129	Utility Billing	245,053	269,635	255,702	256,736	246,023		
	TOTAL OPERATIONS	\$1,610,038	\$1,613,852	\$1,664,402	\$1,689,450	\$1,683,716	-0.3%	
	<u>CAPITAL OUTLAY</u>							
8127	Water Distribution & Transmission	\$14,000				\$23,500		
8129	Utility Billing							
	TOTAL CAPITAL OUTLAY	\$14,000				\$23,500		

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$286,878	\$287,131	\$280,135	\$294,047	\$302,151		
5103	Temporary & Seasonal Help	\$4,561						
5105	Overtime	24,029	18,762	33,585	25,000	25,000		
5601	Accumulated Vacation Pay		29	307	2,000	2,000		
5602	Employers FICA Taxes	23,985	21,609	23,233	24,407	24,530		
5605	VRS Retirement Contribution	40,436	42,006	43,246	51,105	53,562		
5607	Group Life Insurance	2,622	2,256	1,673	2,323	822		
5610	Hospitalization	52,824	58,585	62,602	63,366	63,228		
5612	Virginia Employment Commission	86	140	454	634	640		
	Total Personal Services	435,421	430,518	445,235	462,882	471,933	2.0%	
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,178	328	344	1,000	1,000		
5203	Professional & Special Services	37,026	27,207	27,661	45,000	50,000		
5206	Dues & Subscriptions	562	585	573	1,000	1,000		
5209	Maintenance - Electronic	650	600	2,552	1,284	1,272		
5292	Insurance Premiums - Auto	4,208	6,451	7,107	6,500	6,500		
5210	Insurance Premiums - Other	4,392	1,542	3,241	2,100	2,500		
5211	Insurance Premiums - Workman's Comp.	10,258	9,968	8,541	10,000	10,000		
5212	Rent of Equipment		254		750	750		
5214	Maintenance - Motor Vehicles	19,895	4,258	5,959	8,000	5,000		
5216	Maintenance - Equipment	5,111	4,969	4,973	5,000	8,000		
5217	Maintenance - Building & Grounds	128		1,650	2,000	2,000		
5218	Maintenance - Miscellaneous				250	250		
5221	Postage	459	566	1,081	500	500		
5223	Telephone	6,308	6,881	6,105	6,000	6,500		
5225	Travel & Vocational Training	1,859	857	524	2,000	2,000		
5242	Printing, Supplies, & Materials	63,280	38,072	74,980	60,000	60,000		
5247	Motor Fuels & Lubricants	13,594	8,704	13,509	10,000	13,500		
5249	Road Materials & Supplies	1,512	4,773	7,616	8,000	8,000		
5250	Small Tools & Equipment	697	636		2,000	1,000		
5281	Heat, Lights & Power	646	9,953	2,000	10,000	10,000		
5402	Materials Purchased for Resale	522,824	532,417	543,984	545,000	513,675		
	Total Operating Services	694,587	659,021	712,400	726,384	703,447	-3.2%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	49,098	43,934	27,940	16,427	13,369		
5401	Depreciation	121,938	122,714	126,202	126,202	126,442		
	Total Fixed Assets	171,036	166,648	154,142	142,629	139,811	-2.0%	
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	63,941	88,030	96,923	100,819	122,502		
	Total Internal Services	63,941	88,030	96,923	100,819	122,502	21.5%	
	TOTAL	\$1,364,985	\$1,344,217	\$1,408,700	\$1,432,714	\$1,437,693	0.3%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER - 8127

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Public Works Superintendent 25%	17	0.25	0.25	17,584.58	17,584.58
Utility Foreman	14	1	1	40,039.22	\$40,039.22
Cross Connection Control Technician	14	1	1	41,405.26	41,405.26
Utility Maintenance Specialist	13	1	1	35,029.54	35,029.54
Waterworks Distribution Technician	13	1	1	32,600.62	32,600.62
Utility Heavy Equipment Operator	12	1	1	34,180.12	33,783.88
Administrative Assistant	13	1	1	38,933.96	38,933.96
Utility Technicians	11	2	2	54,273.70	54,273.70
Projected Salary Increase					8,500.00
TOTAL		8.25	8.25	\$294,047.00	\$302,150.76

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER 8129

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$108,806	\$117,388	\$110,968	\$111,736	\$114,978		
5103	Temporary & Seasonal Help	1,263	5,791	7,211	2,000	3,000		
5105	Overtime				150	150		
5602	Employers FICA Taxes	7,906	8,640	8,813	8,700	8,700		
5605	VRS Retirement Contribution	16,553	17,145	17,464	19,420	20,380		
5607	Group Life Insurance	1,073	2,357	662	916	315		
5610	Hospitalization	20,381	25,464	21,420	21,336	22,368		
5612	Virginia Employment Commission	29	61	203	229	229		
	Total Personal Services	156,011	176,846	166,741	164,487	170,120	3.4%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	62	256		350	300		
5209	Maintenance - Electronic	35		720	963	960		
5210	Insurance Premiums - Other	387	387		400	400		
5211	Insurance Premiums - Workman's Comp.	177	199	167	350	175		
5214	Maintenance - Motor Vehicles	182	702	436	500	700		
5216	Maintenance - Equipment	1,102	1,248	1,227	1,500	1,500		
5218	Repairs - Miscellaneous				150	150		
5221	Postage	19,887	21,482	22,459	22,000	22,500		
5223	Telephone	4,384	4,384	4,384	4,450	4,384		
5225	Travel & Vocational Training	1,684	1,862	845	1,000	1,000		
5242	Printing, Supplies, & Materials	7,425	7,952	8,268	8,000	8,500		
5247	Motor Fuels & Lubricants	3,140	2,406	2,532	2,500	2,950		
5250	Small Tools & Equipment			80	150	100		
5292	Insurance Premiums - Auto	1,403	1,434	1,579	1,500	1,500		
5403	Outside Water Meters	6,767	6,930	5,744	5,000	5,000		
5660	Dishonored Debts				2,000	2,000		
	Total Operating Services	46,635	49,242	48,441	50,813	52,119	2.6%	
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	6,103	5,936	5,936	5,936	2,000		
5408	Administrative Service Charges	36,304	37,611	34,584	35,500	21,784		
	Total Internal Services	42,407	43,547	40,520	41,436	23,784	-42.6%	
	TOTAL	\$245,053	\$269,635	\$255,702	\$256,736	\$246,023	-4.2%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER - 8129

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Customer Service Representative	12	1	1	\$42,676.92	\$42,676.92
Senior Meter Reader	12	1	1	42,676.92	42,676.92
Meter Reader	11	1	1	26,381.94	26,381.94
Projected Salary Increase					3,242.00
TOTAL		3	3	\$111,735.78	\$114,977.78

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER - 8127

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Light-weight trench boxes		2	\$5,500	\$11,000
2	5503	Mini-Excavator (preowned)		0.5	12,500	12,500

# SEWER FUND

## **Wastewater Treatment:**

This budget is increased by 6.1%. Provides for current level of services at increased rates due to increased costs of wastewater treatment. Also includes cost allocation of General and Water Fund indirect costs. Purchase of pickup truck and joint purchase of Mini-Excavator has been included.

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SEWER FUND

ACCOUNT NUMBER 90

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4733	Sewage User Charges	\$2,135,469	\$2,369,297	\$2,373,744	\$2,352,672	\$2,604,040		
4734	Sewage User Charges - Chesterfield	46,357	69,808	55,456	57,978	57,950		
4735	Sewage User Charges - Virginia State	167,662	211,792	185,928	188,453	190,337		
4737	Sewer Connection Charges	174,100	235,300	94,800	150,000	100,000		
4740	Late Payment Penalties	24,379	30,480	21,907	34,770	33,658		
4741	Construction Fee	7,600	6,400	9,100	7,500	9,200		
4742	Dishonored Check Fee	1,185			1,300	1,400		
	<u>NONOPERATING REVENUE</u>							
4503	Sale of Salvage & Scrap		219					
	<b>TOTAL</b>	<b>\$2,556,752</b>	<b>\$2,923,296</b>	<b>\$2,740,935</b>	<b>\$2,792,673</b>	<b>\$2,996,585</b>	<b>7.3%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SEWER FUND

ACCOUNT NUMBER 90

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
9128	Wastewater Treatment	\$2,743,897	\$2,879,714	\$2,861,460	\$2,792,673	\$2,962,085		
	TOTAL OPERATIONS	2,743,897	2,879,714	2,861,460	2,792,673	2,962,085	6.1%	
	<u>CAPITAL OUTLAY</u>							
9128	Wastewater Treatment	30,348	15,315		35,000	34,500		
	TOTAL CAPITAL OUTLAY	\$30,348	\$15,315		\$35,000	\$34,500		

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 9128

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$220,978	\$209,370	\$216,924	\$223,499	\$227,232		
5103	Temporary & Seasonal Help	4,711						
5105	Overtime	34,034	30,219	46,226	25,000	30,000		
5601	Accumulated Vacation Pay			29				
5602	Employers FICA Taxes	18,969	17,600	19,083	19,010	18,073		
5605	VRS Retirement Contribution	31,423	28,206	33,360	38,845	40,284		
5607	Group Life Insurance	2,038	1,687	1,245	1,765	618		
5610	Hospitalization	32,833	38,664	46,686	48,659	60,159		
5612	Virginia Employment Commission	70	104	407	440	440		
	Total Personal Services	345,056	325,850	363,960	357,218	376,806	5.5%	
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	49,598	49,591	71,045	50,000	100,000		
5206	Dues & Subscriptions	285	248	206	500	500		
5292	Insurance Premiums - Auto	8,415	7,884	8,686	8,500	8,500		
5209	Maintenance - Electronics		125	477	642	642		
5210	Insurance Premiums - Other	4,181	1,295	3,241	3,400	3,400		
5211	Insurance Premiums - Workman's Comp.	5,797	6,031	5,479	5,500	5,000		
5212	Rent of Equipment	528	2,164	2,000	2,000	2,000		
5214	Maintenance - Motor Vehicles	7,567	6,806	7,586	7,000	7,000		
5216	Maintenance - Equipment	5,200	3,377	6,601	7,000	7,000		
5217	Maintenance - Buildings & Grounds	339	533	4,607	3,000	3,000		
5218	Maintenance - Miscellaneous		1,400		1,000	500		
5223	Telephone	5,343	6,185	5,752	6,250	6,000		
5225	Travel & Vocational Training	800	1,142	1,120	1,500	1,500		
5242	Printing, Supplies, & Materials	47,686	21,525	62,808	40,000	50,000		
5247	Motor Fuels & Lubricants	16,462	11,265	(4,160)	12,000	15,000		
5249	Road Materials & Supplies	13,583	3,704	9,259	14,000	16,500		
5250	Small Tools & Equipment	803			1,000	1,000		
5281	Heat, Lights & Power	76,307	75,693	71,061	75,000	75,000		
5405	Wastewater Treatment	1,709,231	1,885,353	1,761,860	1,700,000	1,800,000		
	Total Operating Services	1,952,125	2,084,321	2,017,628	1,938,292	2,102,542	8.5%	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 9128

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	43,624	38,760	29,339	25,544	22,630		
5641	Interest on Notes	5,742	7,055	3,199	819			
5401	Depreciation	224,712	224,030	228,551	228,551	224,046		
	Total Fixed Assets	274,078	269,845	261,089	254,914	246,676	-3.2%	
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges							
	General Fund	172,638	199,698	218,783	107,431	108,210		
	Water Fund				134,818	127,851		
	Total Internal Services	172,638	199,698	218,783	242,249	236,061	-2.6%	
	TOTAL	\$2,743,897	\$2,879,714	\$2,861,460	\$2,792,673	\$2,962,085	6.1%	

CITY OF COLONIAL HEIGHTS  
PERSONNEL RECAP

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER - 9128

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2010-11	Requested Fiscal Year 2011-12
		Current Budget	Request		
Public Works Superintendent 25%	17	0.25	0.25	17,584.58	17,584.58
Utility Foreman	14	1	1	55,708.64	55,708.64
Utility Maintenance Specialist	13	1	1	29,547.96	29,547.96
Utility Heavy Equipment Operator	12	2	2	64,209.60	64,209.60
Utility Technician	11	2	2	56,448.60	53,773.46
Projected Salary Increase					6,408.00
TOTAL		6.25	6.25	\$223,499.38	\$227,232.24

CITY OF COLONIAL HEIGHTS  
EQUIPMENT REQUEST

ACCOUNT NAME - WASTE WATER TREATMENT

ACCOUNT NUMBER - 9128

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Mini-Excavator (Pre-Owned) Cost split with Water Division	Needed to access tight areas for repairs such as alleys and easements between buildings. Currently there are contracted out.	0.5	\$ 25,000	\$ 12,500
2	5501	1/2 Ton Pickup Truck	Replaces 1993 utility pickup truck with 175,000 miles and in poor condition	1	22,000	22,000

# **SCHOOL FUND**

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	\$1,345,663	\$1,389,177	\$1,941,742	\$1,422,646	\$1,986,964		
	State Funds	13,089,248	14,428,049	12,244,808	12,059,341	12,491,944		
	Other Funds	923,281	813,577	683,399	738,963	646,688		
	Operating Transfers In							
	City	17,950,471	18,576,124	18,566,698	18,387,606	18,908,934		
	Restricted Fund Balance Schools							
	City - School Debt	192,790	191,774					
	Fund Balance				855,406	339,834		
	<b>TOTAL</b>	<b>\$33,501,453</b>	<b>\$35,398,701</b>	<b>\$33,436,647</b>	<b>\$33,463,962</b>	<b>\$34,374,364</b>	<b>2.7%</b>	

CITY OF COLONIAL HEIGHTS  
2011-12 BUDGET

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	24,892,596	26,582,811	25,338,611	26,009,289	26,527,112		
	Administration, Attendance & Health Services	1,516,817	1,601,316	1,567,026	1,534,392	1,549,764		
	Transportation	650,411	677,176	783,523	709,855	737,519		
	Operation and Maintenance of Plant	2,957,572	4,414,236	3,663,927	3,714,187	3,651,498		
	Food Service & Noninstructional Operations	963,406	950,326	910,316	955,939	970,937		
	Textbooks	99,584	169,652	129,693				
	Capital Outlay	1,579,179	254,793	836,655				
	Operating Transfers Out	677,514	775,667	588,934	190,300	190,000		
	Contingency Fund				350,000	657,534		
	CIP Reserve					90,000		
	<b>TOTAL</b>	<b>\$33,337,079</b>	<b>\$35,425,977</b>	<b>\$33,818,685</b>	<b>\$33,463,962</b>	<b>\$34,374,364</b>	<b>2.7%</b>	



# 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  
Sandra B. Coleman, Chairman  
Cynthia G. Shortlidge, Vice Chairman  
J. Chris Kollman, III  
Bill Reade  
Mike Yates  
Nancy Boshier, Clerk

Dr. Joseph O. Cox, Jr.  
Superintendent

March 28, 2011

Thomas Mattis, City Manager  
City of Colonial Heights  
201 James Avenue  
P. O. Box 3401  
Colonial Heights, VA 23834

Dear Mr. Mattis:

The School Board approved the Colonial Heights School budget for 2011-2012 at its March 22, 2011 meeting; however, since we were notified of an increase to the City appropriation in the amount of \$207,534 after this meeting, the School Board will approve this addition at its April 14, 2011 meeting. Please note that the enclosed FY 2011-2012 budget documents incorporate this change.

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

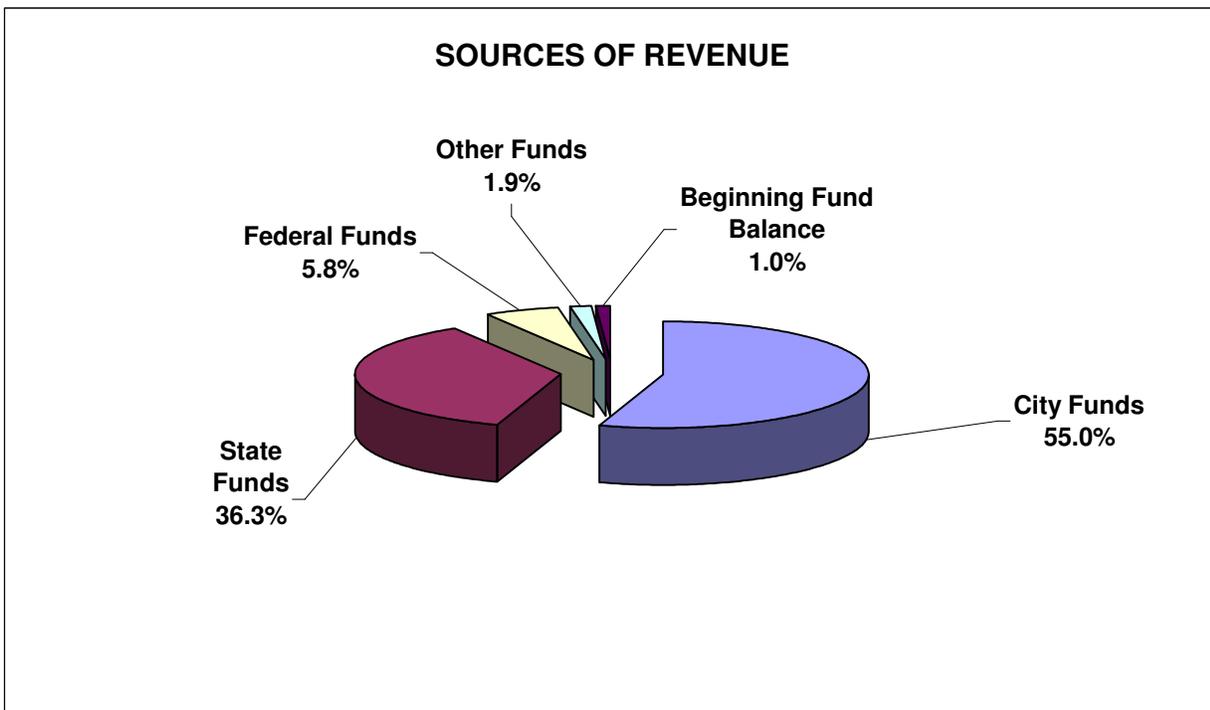
Sincerely,

Dr. Joseph O. Cox, Jr.  
Superintendent

**Colonial Heights Public Schools**  
**2011-2012**  
**Sources of Revenue**  
*(Superintendent's Proposal)*

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

	<b>FY 2012 BUDGET</b>	<b>FY 2011 BUDGET</b>	<b>Increase (Decrease)</b>	<b>% CHANGE</b>
City Funds	\$18,908,934	\$18,387,606	521,328	2.84%
State Funds	12,491,944	12,059,341	432,603	3.59%
Federal Funds	1,986,964	1,422,646	564,318	39.67%
Other Funds	646,688	738,963	(92,275)	-12.49%
Beginning Fund Balance	339,834	855,406	(515,572)	-60.27%
	<b>\$34,374,364</b>	<b>33,463,962</b>	<b>910,402</b>	<b>2.72%</b>



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 2012, included in this financial plan, totals **\$34,374,364** an increase of **\$910,402** or **2.72%** over the approved operating budget for FY 2011. The primary sources of revenue are outlined in the following paragraphs:

**Local** - Colonial Heights Public Schools derives 55.0% 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 \$19,248,768 an increase of \$5,756 over the FY 2011 approved budget of \$19,243,012 or .03%. (Includes City Basic and Fund Balance Carryover).

**State** - State revenue (including state sales tax) is projected to contribute 36.3% of the funds for FY 2012. 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 Adult Education and Homebound Instruction. Total State revenue for FY 2012 is expected to increase \$432,603 or 3.59% to \$12,491,944.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2012, included above, is projected to be \$2,633,791 an increase of \$189,209 or 7.7%.

**Federal** - Federal revenue (5.8% of total revenue) is derived from various grants such as the No Child Left Behind (NCLB) 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 (1.9% of total revenue) is obtained predominately from amounts charged for lunch and breakfast and fees charged to other districts for providing a regional vision program. 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  
2011-2012  
Sources of Revenue  
(Superintendent's Proposal)

[See Summary](#)

Account Number	LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
85105000	City Appropriation	18,908,934		18,908,934	18,566,698	18,387,606	5
86106000	Beginning Fund Balance	339,834		339,834	656,737	855,406	5
Total Local Funds		19,248,768	0	19,248,768	19,223,435	19,243,012	

OTHER FUNDS

81501010	Interest	5,000		5,000	2,879	25,000	6
81501210	Food Service Interest- Other		100	100	5	250	6
81501215	Food Service Interest- High School		25	25	1	50	6
81502010	Rental of Facilities	10,000		10,000	11,178	10,000	7
81612010	Cafeteria Receipts: NSLP		340,074	340,074	318,389	415,755	8
81612015	Cafeteria Receipts: High School NSLP		105,019	105,019	113,875	103,938	8
81612020	Fees from Students	30,000		30,000	26,255	30,000	10
81612050	Transportation of Pupils	9,000		9,000	11,038	6,500	11
81803010	Refunds and Miscellaneous Income	25,000		25,000	66,025	25,000	12
81901010	Vision Program Local Tuition		114,470	114,470	126,584	114,470	13
81901019	Vision Program State Grant - VDVB		8,000	8,000	7,168	8,000	13
Total Other Funds		79,000	567,688	646,688	683,398	738,963	

FEDERAL FUNDS

83302020	NCLB - Title I, Part A		271,554	271,554	267,796	267,409	14
83302030	NCLB - Title II, Part A		90,000	90,000	86,208	90,000	14
83302041	NCLB - Title II, Part D		3,100	3,100	2,007	3,800	14
83302045	NCLB - Title III, Part A		12,000	12,000	19,883	12,000	14
83302076	Impact Aid	17,000		17,000	17,972	17,000	15
83302130	National School Lunch Program		337,584	337,584	326,624	330,213	8
83302135	National School Breakfast Program		97,701	97,701	85,797	86,987	8
83302190	Special Ed Flow Thru		553,774	553,774	657,819	558,903	16
83302194	Flow Thru - Preschool A		14,342	14,342	14,334	14,334	17
83302230	Federal Education Jobs Fund - ARRA	551,909		551,909	633,280	0	18
83302240	Vocational Education - Federal Funds		38,000	38,000	39,390	35,000	19
83302280	NCLB - Title IV, Part A		0	0	0	7,000	14
Total Federal Funds		568,909	1,418,055	1,986,964	2,151,109	1,422,646	

Colonial Heights School Board  
2011-2012  
Sources of Revenue  
(Superintendent's Proposal)

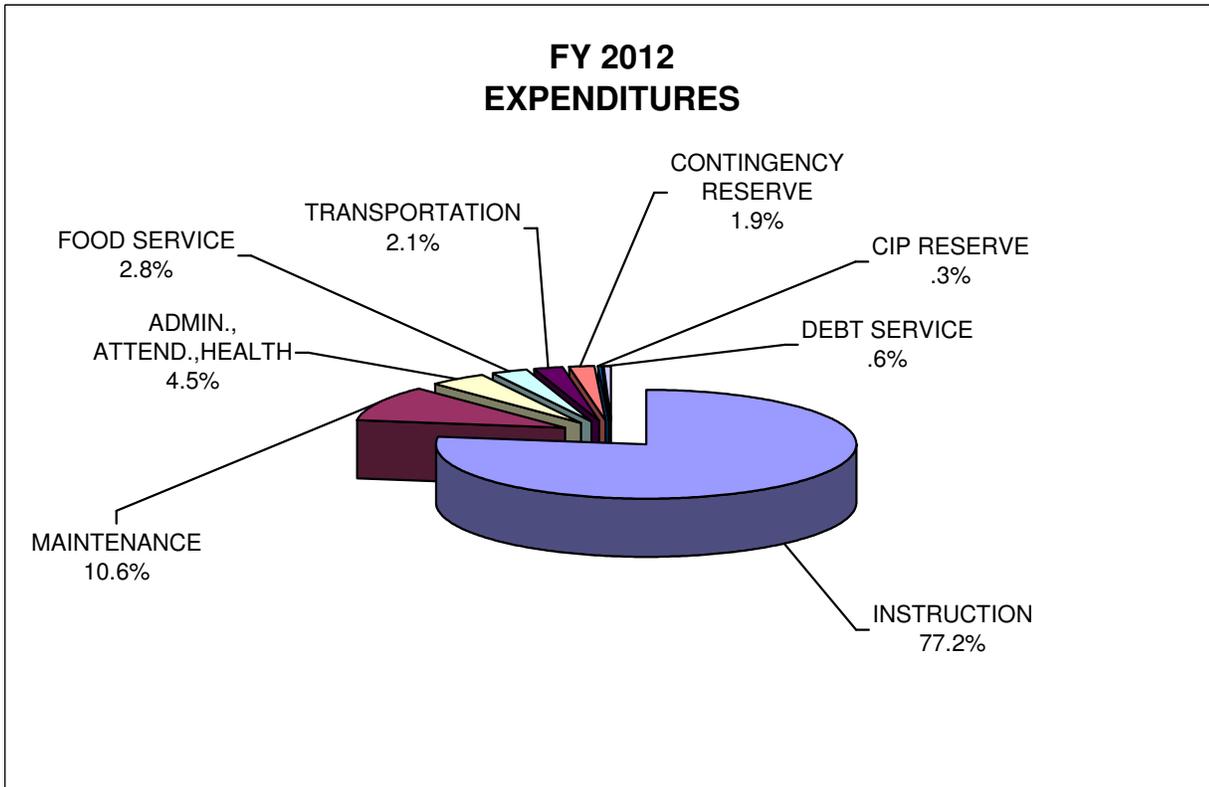
[See Summary](#)

STATE FUNDS		General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
82402010	Sales Tax	2,633,791		2,633,791	2,449,169	2,444,582	21
82402020	Basic Aid - SOQ	6,530,456		6,530,456	6,642,111	6,451,974	21
82402050	Foster Care	134,092		134,092	100,892	107,808	21
82402070	Gifted Education - SOQ	72,213		72,213	72,628	70,709	21
82402080	Prevention, Intervention & Remediation - SOQ	129,984		129,984	100,065	127,276	21
82402090	Enrollment Loss	0		0	44,794	0	21
82402120	Special Education - SOQ	897,047		897,047	931,250	878,359	21
82402130	Remedial Summer School	43,384		43,384	52,428	60,226	21
82402140	Textbooks	65,088		65,088	88,078	82,556	21
82402150	School Food Service		21,920	21,920	16,420	18,744	9
82402170	Vocational Education - SOQ	189,359		189,359	195,288	185,414	21
82402180	Vocational Education - CATEGORICAL		36,289	36,289	36,234	37,484	21
82402190	Adult Education- Categorical		10,934	10,934	7,914	10,934	21
82402200	Special Education - CAT - Homebound		18,371	18,371	22,273	22,927	21
82402210	Soc. Security - INSTRUCTIONAL	415,627		415,627	419,627	406,968	21
82402230	Retirement - INSTRUCTIONAL	375,508		375,508	405,102	240,410	21
82402250	Group Life - INSTRUCTIONAL	14,443		14,443	11,298	14,142	21
82402280	Early Reading Intervention	22,009		22,009	22,778	22,009	21
82402330	Supplemental Support for School Operating Costs	210,819		210,819	186,331	0	21
82402490	Mentor Teacher	0		0	2,595	0	21
82402560	SOL Algebra Readiness	22,515		22,515	14,317	20,820	21
82402600	Composite Index Hold Harmless	0		0	0	234,137	21
82402610	Technology		180,000	180,000	180,000	180,000	21
82402650	At Risk Students	117,633		117,633	51,393	114,895	21
82402700	Virginia Preschool Initiative	60,178		60,178	61,679	60,178	21
82402750	K-3 Primary Class Size Reduction	249,175		249,175	85,811	231,599	21
82402990	English-as-a-Second-Language	41,110		41,110	38,177	35,190	21
Total State Funds		12,224,430	267,514	12,491,944	12,238,653	12,059,341	
TOTAL BUDGET		32,121,107	2,253,257	34,374,364	34,296,596	33,463,962	

**COLONIAL HEIGHTS PUBLIC SCHOOLS**  
**EXPENDITURES 2011-2012**  
*(Superintendent's Proposal)*

[Details](#)

	<b>FY 2012 BUDGET</b>	<b>FY 2011 BUDGET</b>	<b>Increase (Decrease)</b>	<b>% CHANGE</b>
<b>INSTRUCTION</b>	\$26,527,112	26,009,289	517,823	1.99%
<b>MAINTENANCE</b>	3,651,498	3,714,187	(62,689)	-1.69%
<b>ADMIN., ATTEND.,HEALTH</b>	1,549,764	1,534,392	15,372	1.00%
<b>FOOD SERVICE</b>	970,937	955,939	14,998	1.57%
<b>TRANSPORTATION</b>	737,519	709,855	27,664	3.90%
<b>CONTINGENCY RESERVE</b>	657,534	350,000	307,534	87.87%
<b>CIP RESERVE</b>	90,000	0	90,000	100.00%
<b>DEBT SERVICE</b>	190,000	190,300	(300)	-0.16%
	<b>\$34,374,364</b>	<b>33,463,962</b>	<b>910,402</b>	<b>2.72%</b>



**Approach to expenditure budgeting:**

A line-item budget has been developed for analysis, authorization and control. Functions/objects are used to organize expenditures around the major functional categories or purposes of the district's activities. The major categories are instruction, administration/attendance/health, transportation, maintenance and operations, and food service. These functions are further divided into specific subfunctions, such as school level instruction, programs for 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  
2011-2012  
FUNCTION & LINE ITEM EXPENDITURES  
(Superintendent's Proposal)

INSTRUCTION

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
10001124	<a href="#">INSTRUCTIONAL SUPERVISORS</a>	458,973		458,973	421,915	424,364	28
10001130	<a href="#">INFORMATION TECHNOLOGY SALARIES</a>	393,741		393,741	393,741	393,741	29
10001134	<a href="#">SCHOOL SOCIAL WORKER</a>	67,156		67,156	67,156	67,156	30
10001150	<a href="#">SCHOOL SECRETARIES &amp; BOOKKEEPERS</a>	454,255		454,255	413,545	450,398	31
10001320	<a href="#">EARLY RETIREMENT PROGRAM - 20 DAY RETIREES</a>	0		0	5,898	0	32
10001321	<a href="#">RETIREMENT - SICK LEAVE PAYOUT</a>	50,000		50,000	64,135	30,000	33
10001322	<a href="#">SUPPLEMENTAL RETIREMENT PLAN FUNDING</a>	20,000		20,000	0	0	34
10001540	<a href="#">SUBSTITUTE AIDES</a>	38,258		38,258	45,468	24,596	35
10001550	<a href="#">SUBSTITUTE SECRETARIES</a>	8,670		8,670	10,440	8,670	36
10002100	<a href="#">SOCIAL SECURITY</a>	1,347,746		1,347,746	1,288,020	1,356,418	38
10002200	<a href="#">RETIREMENT &amp; GROUP LIFE</a>	2,017,372		2,017,372	2,111,075	1,622,026	38
10002300	<a href="#">MEDICAL AND DENTAL PLANS</a>	2,299,769		2,299,769	2,029,265	2,389,513	40
10002600	<a href="#">UNEMPLOYMENT INSURANCE VEC</a>	18,000		18,000	24,544	14,000	42
10002700	<a href="#">WORKER'S COMPENSATION INSURANCE - INSTRUCTION</a>	92,862		92,862	92,785	99,160	43
10003000	<a href="#">TESTING</a>	73,500		73,500	51,114	78,500	44
10003130	<a href="#">STAFF DEVELOPMENT</a>	40,000		40,000	21,614	32,000	46
10003830	<a href="#">TUITION- ALL PROGRAMS</a>	225,792		225,792	213,262	225,792	47
10005501	<a href="#">TRAVEL- MILEAGE, LODGING, MEALS</a>	23,500		23,500	19,031	30,500	49
10006001	<a href="#">OFFICE SUPPLIES - SAO INSTRUCTION</a>	4,250		4,250	2,462	4,250	50
10006004	<a href="#">ATHLETIC TRAINERS</a>	8,200		8,200	8,000	8,200	52
10006012	<a href="#">LIBRARY SUPPLIES - SAO INSTRUCTION</a>	5,100		5,100	2,377	5,100	53
10006013	<a href="#">EDUC. SUPPLIES - SAO INSTRUCTION</a>	79,900		79,900	29,009	79,900	55
10006021	<a href="#">TEXTBOOKS</a>	161,990		161,990	129,693	134,090	56
10008000	<a href="#">INSTRUCTION CAPITAL EXPENDITURES- MAJOR</a>	14,760		14,760	19,680	19,680	57
10008050	<a href="#">INSTRUCTION CAPITAL EXPENDITURES- MINOR</a>	90,690		90,690	170,101	20,690	58
10008100	<a href="#">TECHNOLOGY EXPENDITURES- MAJOR (&gt; \$5,000)</a>	100,000		100,000	42,937	34,900	60
10008150	<a href="#">TECHNOLOGY EXPENDITURES- MINOR (&lt; \$5,000)</a>	282,931		282,931	218,550	268,422	61
10008155	<a href="#">SOL TECHNOLOGY INITIATIVE</a>		180,000	180,000	180,000	180,000	63
10201122	<a href="#">LIBRARIAN- ELEM.</a>	154,670		154,670	157,154	154,670	64
10201123	<a href="#">GUIDANCE COUN.-ELEM.</a>	163,375		163,375	164,131	163,375	65
10201126	<a href="#">PRINCIPAL- ELEM.</a>	241,621		241,621	241,621	241,621	66
10201127	<a href="#">ASSIST. PRINCIPAL- ELEM.</a>	73,665		73,665	73,665	73,665	67
10226001	<a href="#">OFFICE SUPPLIES- NORTH</a>	2,295		2,295	2,987	2,295	50
10226012	<a href="#">LIBRARY SUPPLIES- NORTH</a>	5,980		5,980	3,541	5,980	53
10226013	<a href="#">EDUC. SUPPLIES- NORTH</a>	23,800		23,800	18,907	23,800	68
10226019	<a href="#">COPIER COSTS &amp; PAPER- NORTH</a>	14,123		14,123	13,399	14,123	69
10256001	<a href="#">OFFICE SUPPLIES- LAKEVIEW</a>	2,380		2,380	2,701	2,380	50
10256012	<a href="#">LIBRARY SUPPLIES- LAKEVIEW</a>	7,480		7,480	8,800	7,480	53
10256013	<a href="#">EDUC. SUPPLIES- LAKEVIEW</a>	25,500		25,500	28,913	25,500	68
10256019	<a href="#">COPIER COSTS &amp; PAPER - LAKEVIEW</a>	15,748		15,748	16,693	14,748	69
10266001	<a href="#">OFFICE SUPPLIES- TUSSING</a>	3,740		3,740	3,895	3,740	50
10266012	<a href="#">LIBRARY SUPPLIES- TUSSING</a>	12,049		12,049	14,220	12,049	53
10266013	<a href="#">EDUC. SUPPLIES- TUSSING</a>	62,900		62,900	36,242	62,900	68
10266019	<a href="#">COPIER COSTS &amp; PAPER - TUSSING</a>	22,533		22,533	19,512	22,533	69
10301122	<a href="#">LIBRARIAN- SEC.</a>	96,855		96,855	99,159	96,855	70
10301123	<a href="#">GUIDANCE COUN.-SEC.</a>	328,190		328,190	318,351	318,215	71
10301126	<a href="#">PRINCIPAL- SEC.</a>	162,813		162,813	193,029	193,029	72
10301127	<a href="#">ASSIST. PRINCIPAL- SEC.</a>	199,672		199,672	198,997	198,922	73
10326001	<a href="#">OFFICE SUPPLIES- MID SCH</a>	5,100		5,100	3,394	5,100	50
10326012	<a href="#">LIBRARY SUPPLIES- MID SCH</a>	8,500		8,500	7,824	8,500	53
10326013	<a href="#">EDUC. SUPPLIES- MID SCH</a>	60,350		60,350	48,400	60,350	74
10326019	<a href="#">COPIER COSTS &amp; PAPER - MID SCH</a>	32,062		32,062	31,610	32,062	69
10346001	<a href="#">OFFICE SUPPLIES- SR HI</a>	8,500		8,500	8,249	8,500	50
10346012	<a href="#">LIBRARY SUPPLIES- SR HI</a>	17,000		17,000	19,864	17,000	53
10346013	<a href="#">EDUC. SUPPLIES- SR HI</a>	114,349		114,349	107,235	114,349	75
10346019	<a href="#">COPIER COSTS &amp; PAPER - SR HI</a>	28,726		28,726	29,428	27,726	69
10346025	<a href="#">BAND - CLINICIANS</a>	22,250		22,250	15,290	22,250	76
10346030	<a href="#">BAND - MUSIC, EQUIPMENT, SUPPLIES</a>	28,500		28,500	35,920	28,500	76

## INSTRUCTION

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
10346035	<a href="#">BAND - EQUIPMENT MAINTENANCE</a>	2,000		2,000	1,765	2,000	76
10501150	<a href="#">SECRETARY FOR DIRECTORS</a>	42,676		42,676	43,096	42,676	77
11001140	<a href="#">PARAPROFES: TECHNOLOGY</a>	176,102		176,102	178,467	171,916	78
11201120	<a href="#">TEACHER- ELEM.- REGULAR</a>	5,131,525		5,131,525	5,137,711	5,172,097	79
11201140	<a href="#">PARAPROFESSIONAL- ELEM.</a>	381,678		381,678	391,758	381,678	80
11201520	<a href="#">TEACHER: SUBSTITUTE- ELEM.</a>	160,000		160,000	162,671	110,700	81
11301120	<a href="#">TEACHER- SEC.- REGULAR</a>	4,045,999		4,045,999	4,015,347	4,083,646	82
11301121	<a href="#">EXTRA DUTY SUPPLEMENTS</a>	286,802		286,802	269,634	282,922	83
11301140	<a href="#">PARAPROFESSIONAL- SEC.</a>	197,870		197,870	156,627	171,708	85
11301520	<a href="#">TEACHER: SUBSTITUTE- SEC.</a>	120,000		120,000	117,796	178,600	86
12001323	<a href="#">TEACHER- HOMEBOUND</a>	62,172	18,371	80,543	96,084	75,293	87
12201120	<a href="#">TEACHER- ELEM.- SP ED</a>	744,349		744,349	690,759	751,730	88
12201140	<a href="#">PARAPROFES: SP ED- ELEM.</a>	432,582		432,582	430,730	395,796	89
12301120	<a href="#">TEACHER- SEC.- SP ED</a>	1,033,484		1,033,484	985,742	1,046,286	90
12301140	<a href="#">PARAPROFES: SP ED- SEC.</a>	369,786		369,786	356,234	364,435	91
12326015	<a href="#">SPECIAL Ed ASSISTIVE TECH. EXPENDITURES</a>	5,000		5,000	5,822	0	92
12331120	<a href="#">SPECIAL Ed FLOW THRU TEACHER</a>		162,572	162,572	162,572	162,572	93
12331124	<a href="#">SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.</a>		58,932	58,932	67,772	67,772	93
12331140	<a href="#">SPECIAL Ed FLOW THRU PARAPROFESSIONAL</a>		61,928	61,928	61,928	61,928	93
12332100	<a href="#">SPECIAL Ed FLOW THRU SOCIAL SECURITY</a>		26,917	26,917	20,518	27,593	93
12332200	<a href="#">SPECIAL Ed FLOW THRU RETIREMENT &amp; GROUP LIFE</a>		42,961	42,961	35,755	35,384	93
12332300	<a href="#">SPECIAL Ed FLOW THRU HOSPITAL PLANS</a>		54,697	54,697	53,832	57,888	93
12333830	<a href="#">SPECIAL Ed FLOW THRU CONTRACTUAL SERV</a>		0	0	27,156	0	93
12335802	<a href="#">SPECIAL Ed FLOW THRU OTHER CHARGES</a>		2,000	2,000	268	2,000	93
12336015	<a href="#">SPECIAL Ed FLOW THRU SUPPLIES</a>		15,345	15,345	29,261	15,345	93
12343830	<a href="#">PRESCHOOL A CONTRACTUAL SERVICES</a>		14,342	14,342	14,334	14,334	94
12801150	<a href="#">SECRETARY OSS</a>	85,353		85,353	85,352	85,353	95
12803111	<a href="#">OSS CONTRACTUAL SERV.-PARA.</a>	0		0	6,253	0	N/A
12806001	<a href="#">OSS NON GRANT SUPPLIES</a>	28,000		28,000	16,819	29,000	96
12806019	<a href="#">COPIER &amp; PAPER COSTS - OSS</a>	4,451		4,451	3,589	5,451	69
11301125	<a href="#">RESOURCE OFFICERS</a>	112,000		112,000	112,024	111,000	97
12891120	<a href="#">VISION PROGRAM TEACHER</a>	23,874	82,209	106,083	106,083	106,083	98
12892100	<a href="#">VISION PROGRAM FICA</a>		8,115	8,115	7,824	8,115	98
12892200	<a href="#">VISION PROGRAM VRS &amp; GROUP LIFE</a>		12,953	12,953	12,739	10,407	98
12892300	<a href="#">VISION PROGRAM MEDICAL &amp; DENTAL</a>		13,193	13,193	11,520	13,963	98
12896015	<a href="#">VISION PROGRAM SUPPLIES</a>		6,000	6,000	6,785	6,000	98
12896019	<a href="#">VISION PROGRAM COPIER &amp; PAPER COSTS</a>		0	0	0	0	98
13006020	<a href="#">CAREER AND TECH PROGRAMS - FEDERAL FUNDS</a>		38,000	38,000	39,390	35,000	99
13101120	<a href="#">TEACHER- PRESCHOOL- SP ED</a>	89,187		89,187	92,739	89,187	100
13301120	<a href="#">TEACHER- SEC.- VOC ED</a>	950,879		950,879	969,537	950,879	101
13326020	<a href="#">VOC. SUPPLIES- MID SCH</a>	12,304		12,304	13,353	12,304	102
13346019	<a href="#">COPIER &amp; PAPER COSTS - CAREER &amp; TECH CENTER</a>	5,387		5,387	3,039	6,387	69
13346020	<a href="#">VOC. SUPPLIES- SR HI</a>	32,880	44,148	77,028	80,802	77,028	103
13351140	<a href="#">PARAPROFES: VOC ED</a>	15,457		15,457	26,001	24,464	104
14201120	<a href="#">TEACHER- ELEM.- GIFTED</a>	96,783		96,783	100,743	96,783	105
14246016	<a href="#">GIFTED EDUC. EXPENDITURES</a>	8,500		8,500	10,110	8,500	106
14301120	<a href="#">TEACHER-SEC.- GIFTED</a>	163,551		163,551	162,112	157,594	105
15201120	<a href="#">NCLB: TITLE I TEACHER</a>		212,800	212,800	212,800	212,800	107
15201320	<a href="#">NCLB: TITLE I SUMMER SCHOOL PROGRAM</a>		0	0	0	0	107
15202100	<a href="#">NCLB: TITLE I - SOCIAL SECURITY</a>		16,279	16,279	15,974	16,279	107
15202200	<a href="#">NCLB: TITLE I - RETIREMENT &amp; GROUP LIFE</a>		25,983	25,983	27,502	20,876	107
15202300	<a href="#">NCLB: TITLE I - MEDICAL &amp; DENTAL</a>		16,492	16,492	11,520	17,454	107
16301120	<a href="#">TEACHER - SUM. SCH</a>	160,000		160,000	145,159	150,000	108
17001322	<a href="#">ADULT EDUCATION</a>	1,925	3,075	5,000	6,481	5,000	109
18003130	<a href="#">NCLB: TITLE II STAFF DEV.</a>		90,000	90,000	86,208	90,000	110
18036013	<a href="#">NCLB: TITLE IV - SUPPLIES</a>		0	0	0	7,000	111
18048150	<a href="#">NCLB: TITLE II, PART D TECHNOLOGY</a>		3,100	3,100	2,007	3,800	110
18053130	<a href="#">NCLB: TITLE III, PART A</a>		12,000	12,000	8,679	12,000	112
SUB TOTAL INSTRUCTION		25,304,699	1,222,413	26,527,112	25,895,723	26,009,289	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
20001311	BOARD MEMBERS	24,300		24,300	24,300	24,300	113
20001331	ATTORNEY FEES	10,000		10,000	6,485	15,000	114
20002100	SOCIAL SECURITY	71,973		71,973	65,591	71,390	38
20002200	RETIREMENT & GROUP LIFE	111,908		111,908	121,867	89,162	38
20002300	MEDICAL & DENTAL	109,945		109,945	101,928	116,358	40
20002600	UNEMPLOYMENT INSURANCE	2,000		2,000	0	2,000	42
20002700	WORKER'S COMPENSATION INSURANCE	6,930		6,930	6,924	7,400	43
20002800	CONSULTANT FEES	16,000		16,000	12,050	16,000	115
20003120	SCHOOL ACTIVITY FUND AUDIT EXPENSES	4,200		4,200	4,050	4,100	116
20005300	GENERAL INSURANCE	36,767		36,767	38,015	45,150	117
20005800	BANK SERVICE CHARGES	8,000		8,000	8,795	8,000	118
20201113	ADMINISTRATIVE STAFF	185,636		185,636	185,635	185,636	119
20501112	SUPERINTENDENT	129,307		129,307	129,307	129,307	120
20501115	BUSINESS OFFICE STAFF	247,502		247,502	245,129	247,502	121
20504100	COMPUTER SERVICES	17,500		17,500	8,370	17,500	122
20505201	POSTAGE	7,000		7,000	7,603	6,000	123
20505501	TRAVEL, MILEAGE, LODGING, MEALS	8,000		8,000	10,412	6,000	49
20505801	ASSOCIATION DUES	25,250		25,250	25,323	25,125	124
20505802	COMMUNITY RELATIONS	2,500		2,500	4,183	1,500	N/A
20506001	OFFICE SUPPLIES	11,900		11,900	8,497	11,900	51
20506019	COPIER & PAPER COSTS - SAO	20,447		20,447	22,139	18,447	69
20793110	BACKGROUND CHECKS & DRUG TESTS	10,000		10,000	14,713	11,540	125
20801131	NURSE	224,750		224,750	228,437	224,750	126
20806001	NURSING SUPPLIES	10,200		10,200	7,658	10,200	96
20801132	PSYCHOLOGIST	129,329		129,329	121,704	121,704	127
20801133	OCCUPATIONAL THERAPIST, FLOW THRU		68,421	68,421	68,421	68,421	93
22803110	CONTRACTED THERAPY, FLOW THRU		50,000	50,000	89,492	50,000	93
SUB TOTAL ADMINISTRATION		1,431,343	118,421	1,549,764	1,567,026	1,534,392	

TRANSPORTATION

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
30001371	BUS DRIVERS	295,711		295,711	271,826	299,128	128
30002100	SOCIAL SECURITY	35,081		35,081	33,411	35,477	38
30002300	MEDICAL & DENTAL	52,499		52,499	51,388	26,471	40
30002700	WORKER'S COMPENSATION INSURANCE	13,860		13,860	13,848	14,800	43
30005305	BUS INSURANCE	27,703		27,703	26,003	28,350	117
30601310	BUS COORDINATOR	32,062		32,062	32,062	32,062	129
30008000	CAPITAL OUTLAY - MAJOR	0		0	0	0	130
30601340	BUS PARAPROFESSIONAL	34,888		34,888	50,093	52,567	131
30601345	SUBSTITUTES AND EXTRA TRIPS	95,915		95,915	101,690	80,000	132
30606009	FUEL AND SUPPLIES	129,800		129,800	91,407	126,000	133
30803430	SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		10,000	10,000	20,603	10,000	93
30805500	PAYMENTS TO PARENTS & PRIVATE VENDORS	10,000		10,000	1,926	5,000	134
SUB TOTAL TRANSPORTATION		727,519	10,000	737,519	694,255	709,855	

OPERATION & MAINTENANCE

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
40002100	SOCIAL SECURITY	100,156		100,156	95,748	98,581	39
40002200	RETIREMENT & GROUP LIFE	151,990		151,990	146,905	142,220	39
40002300	MEDICAL & DENTAL	170,414		170,414	165,484	218,171	40
40002600	UNEMPLOYMENT INSURANCE	4,000		4,000	0	4,000	42
40002700	WORKER'S COMPENSATION INSURANCE	20,790		20,790	20,773	22,200	43
40005101	ELECTRICAL SERVICE	625,000		625,000	488,883	684,000	135
40005102	FUEL FOR UTILITIES	115,000		115,000	91,540	115,000	136
40005103	WATER, SEWAGE, REFUSE	67,000		67,000	61,036	43,512	137
40005203	TELEPHONE & INTERNET SERVICE	205,000		205,000	154,403	205,000	138
40008000	CAPITAL EXPENDITURES- MAJOR	379,014		379,014	127,615	410,350	139
40008010	MAINTENANCE FACILITY - CAPITAL EXPEND.	0		0	69,893	0	N/A
40008050	CAPITAL EXPENDITURES- MINOR	9,500		9,500	2,000	9,500	140
40701191	CUSTODIANS - FULL TIME	678,769		678,769	636,177	652,068	141
40701192	MAINTENANCE WORKERS - FULL TIME	391,824		391,824	432,245	397,940	142
40701193	DIRECTOR	78,636		78,636	78,636	78,636	143
40701391	CUSTODIANS - PART & OVERTIME	120,000		120,000	112,546	130,000	144
40701392	MAINTENANCE WORKERS: PART & OVERTIME	40,000		40,000	41,758	30,000	145
40703300	MAINTENANCE SERVICES	205,000		205,000	210,233	195,000	146
40706001	OFFICE SUPPLIES	1,700		1,700	1,911	1,700	51
40706005	MAINTENANCE SUPPLIES	248,000		248,000	256,981	240,000	147
40706008	OPERATION OF VEHICLES	37,000		37,000	32,984	33,605	148
40706019	COPIER & PAPER COSTS - OPERATION & MAINTENANCE	2,704		2,704	2,404	2,704	69
SUB TOTAL OPERATIONS		3,651,498	0	3,651,498	3,230,155	3,714,187	

FOOD SERVICE

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
50002100	<a href="#">SOCIAL SECURITY</a>		22,844	22,844	21,064	23,609	39
50002200	<a href="#">RETIREMENT &amp; GROUP LIFE</a>		17,195	17,195	16,624	15,336	39
50002300	<a href="#">MEDICAL &amp; DENTAL</a>		30,235	30,235	35,277	13,672	40
50002700	<a href="#">WORKERS' COMP: OTHER</a>		2,772	2,772	2,770	2,960	43
50005800	<a href="#">FOOD SERVICE BANK CHARGES-OTHER</a>		3,000	3,000	3,322	3,000	149
50008000	<a href="#">CAPITAL OUTLAY - MAJOR</a>	68,514	8,086	76,600	5,888	5,400	150
50008050	<a href="#">CAPITAL OUTLAY - MINOR</a>		0	0	0	0	N/A
50901150	<a href="#">SECRETARY</a>		31,296	31,296	31,296	31,296	151
50901194	<a href="#">FULL TIME WORKERS</a>		71,580	71,580	71,580	71,580	152
50901195	<a href="#">COORDINATOR</a>		31,563	31,563	31,563	31,563	153
50901394	<a href="#">PART TIME WORKERS</a>		164,175	164,175	161,777	174,175	154
50906002	<a href="#">FOOD</a>		257,597	257,597	255,508	277,927	155
50906003	<a href="#">SUPPLIES</a>		24,494	24,494	23,890	26,078	156
50951150	<a href="#">FOOD SERVICE SECRETARY - HIGH SCHOOL</a>		7,824	7,824	7,824	7,824	157
50951194	<a href="#">FULL TIME WORKERS - HIGH SCHOOL</a>		30,370	30,370	17,570	31,959	158
50951195	<a href="#">COORDINATOR - HIGH SCHOOL</a>		7,891	7,891	7,891	7,891	159
50951394	<a href="#">PART TIME WORKERS - HIGH SCHOOL</a>		70,838	70,838	61,016	70,838	160
50952100	<a href="#">SOCIAL SECURITY: HIGH SCHOOL</a>		8,945	8,945	7,115	9,066	39
50952200	<a href="#">RETIREMENT &amp; GROUP LIFE: HIGH SCHOOL</a>		5,958	5,958	4,110	5,636	39
50952300	<a href="#">HOSPITAL PLANS: HIGH SCHOOL</a>		1,374	1,374	1,325	1,454	40
50952700	<a href="#">WORKERS' COMP: HIGH SCHOOL</a>		1,386	1,386	1,385	1,480	43
50955800	<a href="#">FOOD SERVICE BANK CHARGES- HIGH SCHOOL</a>		1,000	1,000	830	1,000	161
50956002	<a href="#">FOOD: HIGH SCHOOL</a>		90,000	90,000	98,675	131,195	162
50956003	<a href="#">SUPPLIES: HIGH SCHOOL</a>		12,000	12,000	13,199	11,000	163
50958000	<a href="#">CAPITAL OUTLAY - MAJOR-HIGH SCHOOL</a>		0	0	0	0	N/A
SUB TOTAL FOOD SERVICE		68,514	902,423	970,937	881,498	955,939	

DEBT SERVICE & FUND TRANSFERS

Account	Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
70009200	<a href="#">DEBT SERVICE TO CITY</a>	190,000		190,000	188,928	190,300	164
70009300	<a href="#">TRANSFER TO CITY</a>		0	0	287,982	0	164
SUB TOTAL DEBT SERVICE		190,000	0	190,000	476,910	190,300	

CONTINGENCY RESERVE

1.91%							
80009300	<a href="#">CONTINGENCY RESERVE</a>	657,534		657,534	0	350,000	165
80009301	<a href="#">CIP RESERVE</a>	90,000		90,000	0	0	165

TOTAL EXPENDITURE BUDGET

32,121,107	2,253,257	34,374,364	32,745,568	33,463,962
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# **ORDINANCES & RESOLUTIONS**

AN ORDINANCE NO. 11-FIN-6

Adopting the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 136,863
Administrative (City Manager)	288,045
Legal (City Attorney)	202,565
Tax Collections	428,851
Finance	6,318,402
Information Technologies	120,734
Board of Elections	127,349
Judicial	4,370,185
Public Safety	7,437,724
Public Works	2,782,798
Health and Social Services	647,559
Parks and Recreation	1,319,821
Cultural Enrichment	83,734
Library	580,111
Community Development	462,804
Human Services	270,208
Nondepartmental	569,671
Debt Service	2,843,192
Operating Transfers Out	<u>19,043,934</u>
TOTAL	\$48,034,550

2. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2011:

General Property Taxes	\$21,283,149
Other Local Taxes	14,996,861
Licenses, Permits & Fees	3,368,705
Fines and Forfeitures	693,000
Use of Money & Property	158,000
Intergovernmental Revenues	5,991,218
Charges for Current Services	1,227,954
Miscellaneous	<u>315,663</u>
TOTAL	\$48,034,550

3. That all legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2011, be offset by an equal amount of reserved Fund Balance for subsequent year expenditures; and if performance of a contract or purchase order is complete, or virtually complete, an expenditure and estimated liability should be recorded in lieu of an expenditure.

4 That the unencumbered balance of the annual appropriation standing on the books of the City as of June 30, 2011, shall be canceled.

5 That the payment and settlement of claims of any kind heretofore and hereafter asserted against the City and final judgments with interest and costs heretofore obtained against the City shall be paid upon the approval and order of the City Attorney from the funds herein appropriated for defraying the expenses of performing the functions of the department, board, bureau, office, agency or court involved in the subject matter of the claim or judgment.

6 That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-7

Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012; and approving such budget.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the School Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$34,374,364 be, and the same is hereby, appropriated from the resources and revenues of the City of Colonial Heights School Fund for the fiscal year beginning July 1, 2011.

School Expenditures	<u>\$34,374,364</u>
TOTAL	\$34,374,364

3. That the foregoing appropriation is based upon the following estimates of revenue and transfers for the fiscal year beginning July 1, 2011:

Federal Funds	\$ 1,986,964
State Funds	12,491,944
City Funds	18,908,934
Other Funds	646,688
Fund Balance	<u>339,834</u>
TOTAL	\$34,374,364

4. That this ordinance shall be in full force and effect on and after the first day of July, 2011 and shall constitute the School Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-8

Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$240,000 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Recreation Activity Fund Budget, as follows:

REVENUES

Charges for Current Services	<u>\$240,000</u>
TOTAL	\$240,000

EXPENDITURES

Operating Expenses	<u>\$240,000</u>
TOTAL	\$240,000

3. That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the Recreation Activity Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-9

Adopting the Solid Waste Management Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Solid Waste Management Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$1,261,159 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units up to the sums itemized in the Solid Waste Management Fund Budget, as follows:

REVENUES

Charges for Current Services	\$1,178,659
Miscellaneous	<u>82,500</u>
TOTAL	\$1,261,159

EXPENDITURES

Solid Waste	\$ 983,384
Transfer Station	46,223
Recycling	<u>231,552</u>
TOTAL	\$1,261,159

3. That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the Solid Waste Management Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-10

Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Storm Water Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$342,278 be, and the same is hereby, appropriated from the estimated revenues from all existing sources as shown in the Storm Water Fund Budget for the ensuing fiscal year, which shall be used for operating expenses, as follows:

REVENUES

Charges – Current Services	<u>\$369,901</u>
TOTAL REVENUES	\$369,901

OPERATING EXPENSES

Storm Water – MS4	<u>\$342,278</u>
TOTAL EXPENSES	\$342,278

3. That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the Storm Water Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-11

Adopting the Water Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Water Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$1,683,716 be, and the same is hereby, appropriated from the estimated revenues from all existing sources as shown in the Water Fund Budget for the ensuing fiscal year, which shall be used for operating expenses, as follows:

REVENUES

Estimated Accrued Revenues, July 1, 2011, through June 30, 2012	\$1,708,154
TOTAL REVENUES	\$1,708,154

OPERATING EXPENSES  
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Water Distribution	\$1,437,693
Utility Billing	<u>246,023</u>
TOTAL EXPENSES	\$1,683,716

3. That capital outlay in the amount of \$23,500 from the resources of the Water Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of such assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the Water Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-FIN-12

Adopting the Sewer Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Sewer Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, is hereby adopted.

2. That the sum of \$2,962,085 be, and the same is hereby, appropriated from the estimated revenues from all existing sources as shown in the Sewer Fund Budget for the ensuing fiscal year, which shall be used for operating expenses, as follows:

REVENUES

Estimated Accrued Revenues, July 1, 2011, through June 30, 2012	<u>\$2,996,585</u>
TOTAL REVENUES	<u>\$2,996,585</u>

OPERATING EXPENSES  
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Wastewater Treatment	<u>\$2,962,085</u>
TOTAL EXPENSES	<u>\$2,962,085</u>

3. That capital outlay in the amount of \$34,500 from the resources of the Sewer Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of said assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2011, and shall constitute the Sewer Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 11-3

Reaffirming Ordinance No. 10-8, which provided for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.10 for the tax year commencing January 1, 2011, and ending December 31, 2011; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.10 for the tax year commencing January 1, 2012, and ending December 31, 2012, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Ordinance No. 10-8, which levied and provided for the collection of a tax on all real estate located in the City not exempt from taxation of one dollar and ten cents (\$1.10) on each one hundred dollars (\$100) of assessed valuation thereof, for the tax year commencing January 1, 2011, and ending December 31, 2011, for general municipal purposes, be, and the same is hereby, reaffirmed.

2. That there is hereby levied and shall be collected for the tax year beginning January 1, 2012, and ending December 31, 2012, a tax on all real estate located in the City not exempt from taxation of one dollar and ten cents (\$1.10) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2011; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-4

Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2011; and for the tax year commencing January 1, 2012, and ending December 31, 2012; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2011, a tax on all tangible personal property in the general class and the classes designated in subsections 1,6, 9, 11, 12, 15, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless otherwise exempt from taxation, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year ending December 31, 2011, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in Va. Code § 58.1-3506.A.10, of one dollar and ten cents (\$1.10) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That there is hereby levied and shall be collected for the tax year commencing January 1, 2012, and ending December 31, 2012, a tax on all tangible personal property in the general class and the classes designated in subsections 1, 6, 9, 11, 12, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless otherwise exempt from taxation, of three dollars and fifty cents (\$3.50) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

4. That there is hereby levied and shall be collected for the tax year commencing January 1, 2012, and ending December 31, 2012, a tax on all vehicles without motive power, used

or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in Va. Code § 58.1-3506.A.10, of one dollar and ten cents (\$1.10) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

5. That Sections 1 and 2 of this ordinance shall be in full force and effect for the tax year 2011 and that Sections 3 and 4 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-5

Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2011; and for the tax year commencing January 1, 2012, and ending December 31, 2012, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2011, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar (\$1.00), for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2012, and ending December 31, 2012, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar (\$1.00), for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2011; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-6

Reaffirming Ordinance No. 10-11, which provided for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2011, and ending December 31, 2011; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2012, and ending December 31, 2012, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Ordinance No. 10-11 levied and provided for the collection of a personal property tax on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals, as classified in Va. Code § 58.1-3506.A.14, and City Code § 258-23.2, of one dollar (\$1.00) on every such vehicle for the tax year ending December 31, 2011, for general municipal purposes.

2. That pursuant to Va. Code § 58.1-3506.A.14 and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2012, and ending December 31, 2012, a personal property tax of one dollar (\$1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2011; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-7

Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”), a rate of 65% is established for the tax year ending December 31, 2011.

2. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”), a rate of 63.5% is established for the tax year ending December 31, 2012.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2011 and that Section 2 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-8

Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2011; and for the tax year commencing January 1, 2012, and ending December 31, 2012; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2011, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers, and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars (\$2.00) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2012, and ending December 31, 2012, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars (\$2.00) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2011;  
and that Section 2 of this ordinance shall be in full force and effect for the tax year 2012.

AN ORDINANCE NO. 11-9

To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, to increase charges for sewer service.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 238-8. Sewer service charges; metering.

A. There shall be added to the bimonthly bill for all premises inside the City having a connection, directly or indirectly, to the City sanitary or storm drainage system a bimonthly sewer service and sewage treatment charge in the amount of ~~\$18.72~~ \$19.84 plus ~~\$2.15~~ \$2.28 per 100 cubic feet of water metered up to 100,000 cubic feet, and for all over 100,000 cubic feet, ~~\$2.59~~ \$2.75 per 100 cubic feet of water metered.

B. The *bimonthly* amount charged water takers outside the City limits shall be ~~\$24.12~~ \$25.57 plus ~~\$2.79~~ \$2.96 per 100 cubic feet of water metered or supplied.

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2. That this ordinance shall be in full force and effect for all bills rendered on and after September 1, 2011.

AN ORDINANCE NO. 11-10

To amend and reordain § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code, to increase the fees the City charges residential and commercial establishments for solid waste collection and disposal or recycling.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 244-13. City to provide collection, disposal and recycling services; charges; billing; independent disposal.

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C. The rates or fees to be charged by the City for solid waste collection and disposal or recycling shall be as follows:

(1) For the collection and disposal of solid waste once a week, and the separate collection and recycling of recyclable material once a week, from each single-family unit, each duplex unit and each apartment unit, there shall be a monthly charge of ~~\$13.00~~ \$13.25 for one can per pickup; and there shall be an additional monthly charge of \$2.10 for each additional can per pickup at each such residence.

(2) For the collection and disposal of solid waste once a week, and the separate collection and recycling of recyclable material once a week, from each commercial establishment, there shall be a monthly charge of ~~\$13.00~~ \$13.25 for one can per pickup; and there shall be an additional monthly charge of \$2.10 for each additional can per pickup at each commercial establishment.

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2. That this ordinance shall be in full force and effect for all bills rendered on and after September 1, 2011.

AN ORDINANCE NO. 11-11

To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code, to increase charges for water service.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 277-9 of Chapter 277, Water, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 277-9. Water rates and charges; computation of amount.

A. The charges for City water supplied to water takers within the City through meters shall be as follows:

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less	\$ <del>16.32</del> 16.73
Next 4,000	\$ <del>14.95</del> 15.32
Next 20,000	\$ <del>11.53</del> 11.82
Next 100,000	\$ <del>9.43</del> 9.67
All over 125,000	\$ <del>9.89</del> 10.14

B. The charge for City water supply to water takers outside the City through meters shall be as follows:

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less (minimum charge)	\$ <del>21.85</del> 22.40
All over 1,000	\$ <del>15.33</del> 15.71

C. All bills for water, or for water including sewer service charge, may be rendered in multiples of \$0.05. If the actual amount of the bill shall exceed by \$0.01 or \$0.02 a number

divisible by five, such \$0.01 or \$0.02 shall be disregarded; if such excess number of cents shall be \$0.03 or \$0.04, the number of cents on such bill shall be the next highest number divisible by five.

2. That this ordinance shall be in full force and effect for all bills rendered on and after September 1, 2011.