

City of Colonial Heights



FY 2012-13 ANNUAL OPERATING BUDGET

Mayor and City Council

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Elected Officials and Administrative Staff July 1, 2012

City Council

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

Senior Management

Thomas L. Mattis	City Manager
William E. Johnson	Director of Finance
Eileen M. Brown	Director of Office on Youth & Human Services
Jennifer N. Carpenter	Director of Human Resources
Bruce E. Cashion	City Assessor
Jeffrey W. Faries	Chief of Police
Hugh P. Fisher, III.....	City Attorney
Bruce N. Hansen.....	Library Director
William E. Henley	Director of Public Works/City Engineer
A.G. Moore, Jr.	Chief of Fire & EMS
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
DeAnna D. Atkins.....	Clerk of Council
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



CITY OF COLONIAL HEIGHTS

OFFICE OF THE CITY MANAGER

Thomas L. Mattis
City Manager

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

Elke B. Gibbs
Executive Assistant

April 10, 2012

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

Re: **FY2012-13 Proposed Annual Budget Message**

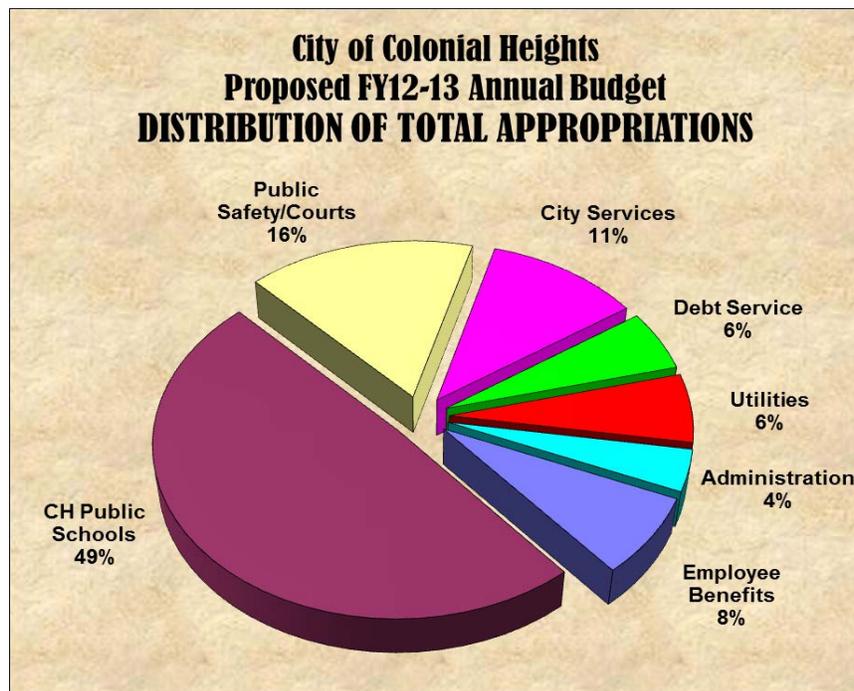
Dear Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.10 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, 2012 through June 30, 2013, is hereby presented for your consideration.

The proposed budget is a zero-based, balanced financial plan wherein all operating expenditures are supported totally by revenue generated during the 2012-13 fiscal year. It was created with input from all departments and included a comprehensive review of all existing programs, operations, and services.

The proposed *FY12-13 Annual Budget* has been developed within one of the most challenging fiscal environments in recent years. A variety of economic pressures could present hardships for the City next year as it strives to continue to maintain its high-quality service levels.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY12-13 Annual Budget* is **\$71,966,824**; to be generally distributed as described below:



The budget document is presented in a format generally consistent with last year's (which was the first such Colonial Heights spending plan submitted by the current City Manager). 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.

The proposed budget includes continuation of all existing services and programs; full-year funding of all existing or previously authorized staff and operations; and level overall funding for operating capital investment in the coming year. While the primary goal of the proposed budget is to maintain existing service levels, the staff is also focused on enhancing service levels wherever possible – all while effectively controlling costs.

The proposed budget is delineated into seven (5) basic funds:

- **General Fund – (\$31.87M)** revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars
- **School Fund – (\$35.23M)** 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.
- **Stormwater Management Fund* – (\$.35M)** all financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund* – (\$4.28M)** all financial transactions relating to the provision of potable water and sanitary 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.*

It should be noted that for FY12-13, the proposed budget recommends the consolidation of certain funds that were part of previous *Annual Budgets*:

- (1) Solid Waste Management Fund – Previously treated as an Enterprise Fund; costs and revenues related to solid waste collection and recycling services are typically recognized as "General Fund-type" services and financial transactions regarding same are more appropriately reflected as such.
- (2) Water Fund and Sewer Fund – Previously separated into to two distinct Enterprise Funds, all financial transactions relating to the provision of potable water and sanitary sewer treatment and collection services will now be combined into one fund.

These accounting upgrades will eliminate cross fund journal entries with no loss of detailed information; and are recommended by both the City's Independent Auditor and Director of Finance.

As noted previously, the proposed *FY12-13 Annual Operating Budget* is a "balanced budget" - wherein all expenditures are fully supported by revenues generated during the fiscal year. For the second consecutive year, the proposed budget does not include deficit spending and/or utilization of fund balance. It remains our goal to continue to upgrade service areas wherever reasonably possible, but only in such a manner as can be supported by existing funding levels. While there is reason to be cautiously optimistic about the overall economy in Colonial Heights throughout the next year, the proposed *FY12-13 Budget* is an appropriately conservative financial plan.

FY2012-13 ANNUAL BUDGET

Budget Highlights and Issues

The City of Colonial Heights has achieved great success in responding to the financial challenges of recent years by making the most of available resources. Faced with decreasing overall revenues and growing unfunded mandates from the Commonwealth, the City has nonetheless been able to continue to evolve and grow services while avoiding operating tax increases and major cutbacks or job losses.

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

As we began the budget development process, however, three major funding issues were identified early on that would present significant funding challenges for the City next year: (1) property reassessments that will decrease property tax revenues, (2) changes in Virginia Retirement System (VRS) contributions that will increase costs, and (3) increased annual debt service payments created by the Courthouse Project. These three items alone amount to a **\$2.35M** adverse impact on the General Fund for FY12-13 when compared to the current year budget:

Property Reassessments

In accordance with its biennial program, the City of Colonial Heights recently completed a reassessment of all real property within the corporate limits in accordance with Title 58.1-3201 of the Code of Virginia. Under the law, taxing jurisdictions are required to assess real property at 100% of its *Fair Market Value*, which is technically defined as “the price which it will bring when it is offered for sale by one who desires but is not obligated to sell it, and is bought by one who is under no necessity of having it.”

The City does not arbitrarily set values and/or the corresponding assessment; real estate assessments are based on (and reflect the actions of) buyers and sellers in the local market. Factors such as buyer/seller motivation, market exposure time, and financing or sales concessions are some of the important determinants in estimating *Fair Market Value*.

For 2012, there were over 7,500 properties in the City of Colonial Heights that required examination under the biennial property reassessment program. Sales criteria over the last two years (the previous reassessment) were carefully weighed against other data such as existing building styles, neighborhood information, characteristics, and updated depreciation schedules. For example, neighborhoods with more modest homes, smaller lots and higher instances of distressed properties, probably saw a decrease in both land and building values; while neighborhoods with more upscale properties and larger lots tended to hold value more effectively as has been noticed with more robust sales prices. General economic conditions relating to the existing housing market also created other challenges for this reassessment.

Within this complicated environment, city staff (through the Assessor’s Office) completed the required property reassessment earlier this year. As was generally anticipated, the existing housing market and general economic conditions ultimately resulted in an overall decrease in property assessments and/or taxable values – which, in turn will significantly decrease tax revenues for at least the next two years.

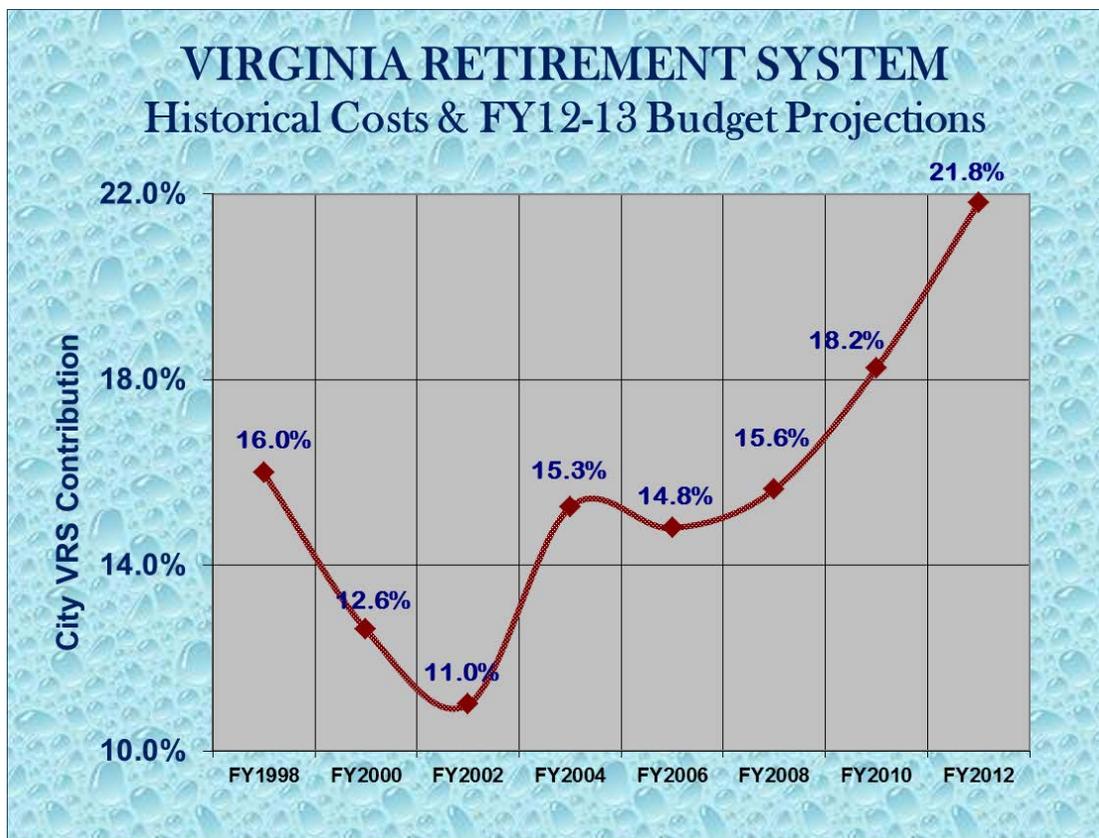
Although this situation does create some short-term benefits for residential property owners as their individual property tax bills will (in most cases) decrease for at least the next two years, the City and Colonial Heights Public Schools will be forced to absorb a significant decrease in operating revenues during that same time period. The net effect on the City is anticipated to result in a General Fund loss of more than **\$325,000** for FY12-13.

Virginia Retirement System (VRS)

The City of Colonial Heights provides retirement and group life insurance benefits to all full-time employees through the Virginia Retirement System (VRS). By definition, VRS is "...a retirement system for State employees and employees of participating political subdivisions; (whose funds) shall be deemed separate and independent trust funds, shall be segregated from all other funds of the Commonwealth, and shall be invested and administered solely in the interests of the members and beneficiaries thereof." Approximately 820 employers participate in VRS, including state agencies, public colleges and universities, local public school divisions and political subdivisions. The system is currently estimated to have nearly 340,000 active members and more than 156,000 retirees and beneficiaries.

The City faces two issues in FY12-13 relating to its participation in VRS that will combine to create significant additional costs next year and beyond.

First, the City's required employer contribution rate is increasing next year from 18.2% to 21.8%; which will be the highest rate ever and is projected to result in additional annual costs of more than **\$386,000**. This is a biennial rate adjustment that is dictated by an actuarial analysis of the city's group of employees.



Additionally, the General Assembly has struggled recently to find acceptable ways to address their previous failures to properly fund VRS. Their most recent attempt at a reasonable solution appears to be SB497 (adopted by the House and Senate at the end of this year's regular session), which requires all local government employees to pay a 5% contribution to VRS beginning July 1, 2012. The bill also requires local government employers to increase said employees' creditable annual compensation by 5% as well.

While this concept of a simultaneous increase might at first appear to be "a wash" and therefore cost neutral, there are in fact additional costs for both parties with this approach.

For employees, the pay increase will largely offset the new mandatory contribution. Said increase, however, also brings with it increased routine payroll deductions that are ultimately projected to result in slightly lower net pay for each employee. Due to the overall increase in salaries, the City will also incur an increase in typical payroll expenses (FICA, additional VRS contributions, etc.).

So, while the employee contribution and pay increase will largely offset each other, the new law will still result in a net adverse impact on both employee and employer – as city employees will actually experience a small decrease in their net pay and the City will have to absorb increased annual payroll costs. The net overall cost impact for the City is currently anticipated to be almost **\$144,000** in FY 12-13.

Courthouse Project/Increased Debt

In 2009, the City was served with a lawsuit filed by the 12th Judicial Circuit Court of Virginia demanding relief from what they had determined to be inadequate existing city courts facilities. This litigation came after many years of discussion failed to produce a new or improved courts facility.

Although frustrated by this lawsuit, the City ultimately determined that the most prudent, cost-effective way to address the litigation was through voluntary cooperation with the 12th Circuit and occupants of the Courthouse.

In the initial assessment of needs in late 2010, an independent analysis determined that a remodeling or upgrade of the existing Courthouse would actually be more expensive than the construction of a totally new facility. The City then completed an extensive and comprehensive planning process, engaging a wide range of staff, citizens, the judiciary, and building occupants; and ultimately formed a unified consensus on plans for the new Colonial Heights Courthouse. Groundbreaking for the new Courthouse is scheduled for May 1, 2012; with its completion anticipated for September, 2013.



For more detailed information on the Courthouse Project, go to:

<http://www.colonialheightsva.gov/index.aspx?NID=460>

to view all Courthouse building plans, schematics, floor plans, site plans, and associated information.

Given its size and scope, it was necessary for the City to issue debt (20-year General Obligation Public Improvement Bonds) to properly finance this project. To service this new debt, the City has initiated a three-part approach to generate additional annual revenue: (a) a 1% increase in the Food Tax Rate to an 11% aggregate rate (*5% going to the Commonwealth and the City receiving the remaining 6%*), (b) utilization of available operating budget funds, and (c) a \$.04 increase in the Property Tax Rate – from \$1.10 to \$1.14/\$100. Combined, these three sources are projected to generate sufficient funds to provide for the annual debt payments of just over **\$1.5M** per year – the first of which will occur in FY12-13.

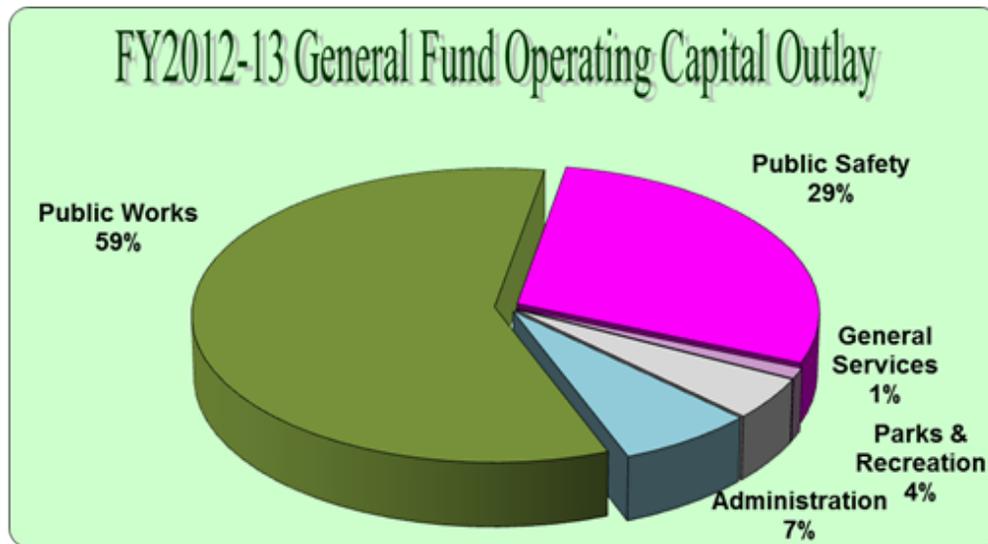
Other FY12-13 Budget Highlights and Issues

Staffing

The proposed budget includes full-year funding in FY12-13 for up to **three hundred forty (340) total city employees**: two hundred forty-seven (247) full-time positions, thirty-four (34) part-time positions, four (4) temporary positions, and fifty-five (55) seasonal positions. The proposed budget only includes funding for existing and/or previously authorized positions; there is no increase in personnel or staffing included in the proposed spending plan for FY12-13.

Operations-Capital Outlay

In spite of the various issues anticipated for next year, the *FY12-13 Annual Budget* as proposed includes funding of General Fund Operations-Capital Outlay (vehicles, equipment, furniture & fixtures) at an amount comparable to last year's budget.



Total capital reinvestment into General Fund Operations for FY12-13 (including street resurfacing) is proposed at **\$936,355** and follows the *Five-Year Capital Program-Operations*, with one exception. As a budget-balancing measure, all non-public safety related computers scheduled for upgrade in FY12-13 have been moved back one year. Such a change should not have an adverse effect on services; and it is anticipated that we will be able to “catch up” in this regard next year.

Insurance Costs

Two issues related to employee group life and health insurance are also anticipated to increase costs for next year's budget:

- (1) The contribution rate for life insurance benefits provided to city employees through the Virginia Retirement System (VRS) will be rising significantly for FY12-13. The City's rate is more than quadrupling (from .28% to 1.32%) next year. Similar to other VRS issues, steadily adjusting these rates in smaller increments over prior years could have avoided this significant increase in one year – which is anticipated to be just over **\$98,000** for the City in FY12-13.
- (2) Each year, group health coverage is adjusted to properly reflect the various changes in individual coverage consistent with the changes in personnel that occurred in the prior year. As employees come and go, the specific level of coverage changes, as the health insurance needs of each employee is different. The net effect of such adjustments can directly impact insurance premiums; with some years necessitating an increase while others provide a decrease. For FY12-13, this coverage reassessment will result in a premium increase of just over **\$97,000**.

Full-Year Funding of FY11-12 COLA

Last year's *Annual Operating Budget* included a 3.0% Cost of Living Adjustment (COLA) in base salaries or rates of pay for all full-time city employees to maintain market-competitive compensation for city staff. To accommodate such an increase within the general constraints of the budget, however, it was implemented with an effective date of October 1, 2011. Accordingly, the FY12-13 *Budget* has been adjusted to provide for full-year funding of the FY11-12 COLA. The overall cost impact for the City is currently anticipated to be almost **\$102,000** in FY 12-13. Aside from the mandatory VRS adjustment, there are no salary increases for any city employees included within the proposed FY 12-13 Budget.

Future Budget and/or Funding Issues

While the overall economic outlook for city operations will hopefully 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:

- **Courthouse Operations** – The new City of Colonial Heights Courthouse will be under construction throughout FY12-13 and will not open until midway through FY13-14. However, it will be important for the city to begin assessment what new and/or increased operating costs may result from this greatly enhanced facility; and properly account for same in next year's budget.
- **Lodging Tax** – While this important revenue source is anticipated to continue its positive growth through most of the next fiscal year, the opening of the new residence facility at Fort Lee (currently anticipated for January, 2013) could possibly have an adverse impact on the city revenues in FY13-14.
- **Five-Year Capital Program-Capital Projects** – Over the last year, the City made significant progress toward the development of a true Five-Year Capital Program (5YRCP) through an attempt to identify and schedule various needed long-term capital improvements to city infrastructure. The development of an appropriate funding plan for the 5YRCP, however, has yet to be determined. The cost is significant (the currently-proposed 5YRCP includes projects in excess of \$86M), but the improvements will be needed and are crucial to the continuing progression of the City.

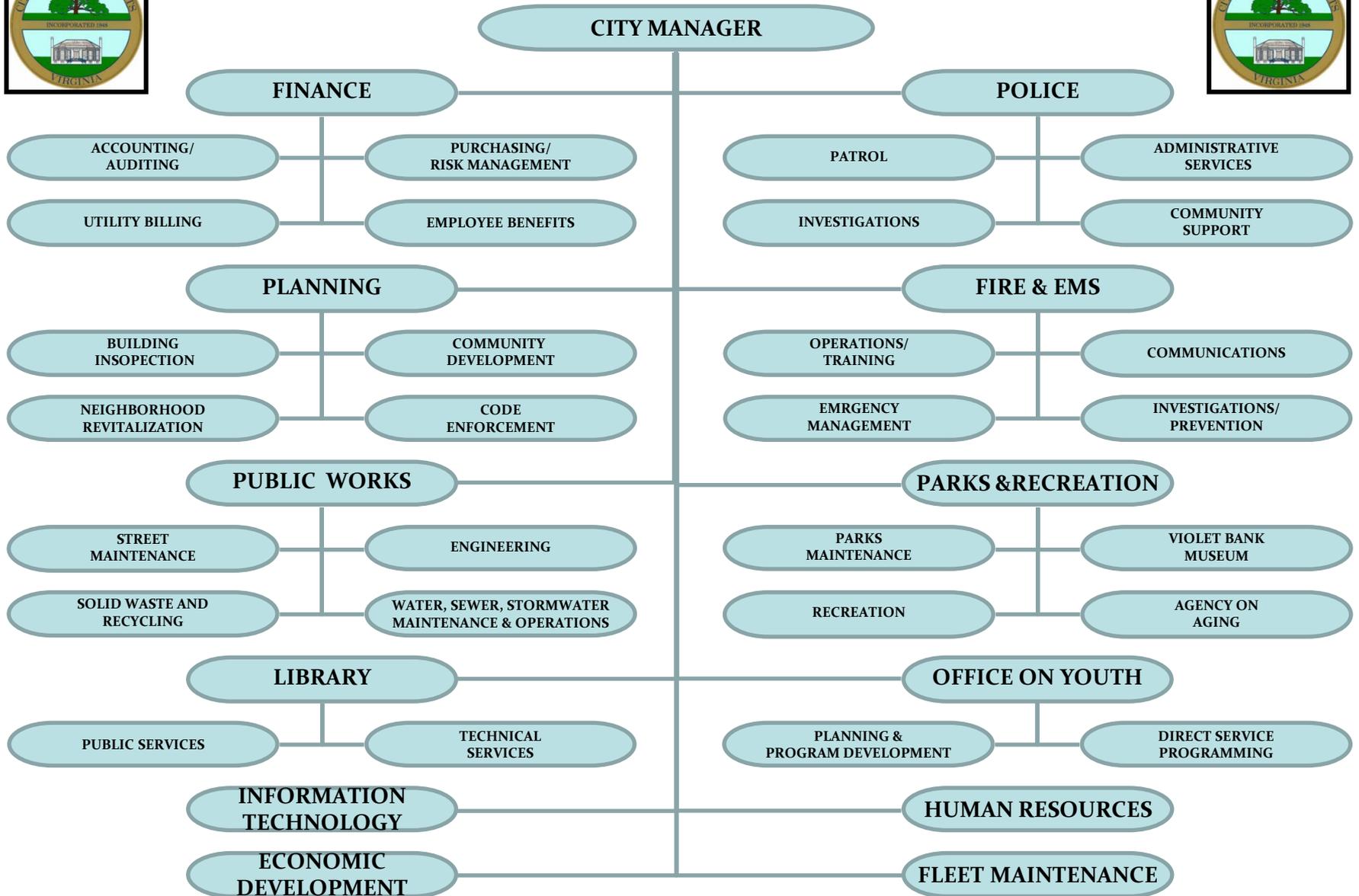
The 2012-13 year should provide another challenging year for the City of Colonial Heights, but will also include unique opportunities for the continued growth and enhancement of city operations and services. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support 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



2012-13 Operations Organization Chart



City of Colonial Heights

Proposed

2012 City Council Goals

Courthouse Project

- Land Use Planning – Working through the *Southern Gateway Land Use Planning Committee*, continue efforts to develop an effective long-term land use planning strategy for the city-owned property adjacent to the courthouse and neighboring properties.
- Construction – Commence actual construction of project with a ground-breaking no later than May 1.
- 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

- Working through the Planning Commission, continue to effectively proceed with the 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 and appearance of properties throughout the city, with special emphasis on absentee-owner properties

Parks and Recreation

- Complete construction of Phase II and finalize planning/design of Phase III on the *Appomattox River Greenway Trail* Project.
- Begin implementation of comprehensive plans to preserve and rehabilitate the two primary city-owned historic properties: the *Violet Bank Museum* and *Shepherd Stadium*.

Water/Wastewater Services

- No later than June 1, effectively assess and report on impact of nutrient enrichment issue relating to wastewater treatment and the South Central Wastewater Authority.
- Continue efforts to achieve effective water and wastewater planning to address both short-term and long-term needs of the City; including the identification of possible independent sources of emergency water supply.

City of Colonial Heights

Proposed

2012 City Council Goals

Finance

- Complete the development and formal adoption of the *City of Colonial Heights Five-Year Capital Program*
- Achieve the highest bond-rating possible and complete financing of the Courthouse Project

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.

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/Southpark Turn Lane
 - Safe Routes to School
 - Annual Street Resurfacing
- Review and assess the City's "Adopt-a-Street" Program to gauge its effectiveness.

Communications

- Launch the City's new website no later than March 1 and continue appropriate enhancements to same.
- Continue to improve all forms of communication with general citizenry as to various city issues and/or projects.
- Strive to enhance interaction with all local media and/or press outlets as another opportunity to effectively communicate City news and information.

Services

- Implement new solid waste and recycling collection services beginning July 1; including an effective communication programs to inform all citizens and customers of the various changes in service prior to July 1.
- Wherever possible, strive to consolidate and properly coordinate any and all construction projects to the general maximum benefit of all parties.
- 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.

Memorandum

Date: March 19, 2012

To: Mayor and City Council
Department Heads

Subject: Calendar for Adoption of FY2012-13 Annual
Operating Budget - REVISED



Following is a projected schedule of events and activities relating to the development and formal adoption of the *FY2012-13 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 22, 2011.....Distribution of forms & information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed *FY2012-13 Annual Operating Budget*

JANUARY

Friday, January 20 and

Saturday, January 21, 2012.....Annual planning retreat of City Council to define city goals and objectives for coming year; and provide budget priorities for FY12-13

Friday, February 3, 2012.....Deadline for submission of all requests for funding within the proposed *FY2012-13 Annual Operating Budget*

FEBRUARY

Monday, February 13 through

Monday, March 12, 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 26 through

Friday, March 30, 2012.....Preliminary Briefings with City Councilmembers by City Manager and Director of Finance

APRIL

Tuesday, April 10, 2012.....**Presentation of Proposed FY2012-13 Annual Operating Budget to Mayor & City Council by City Manager**
(*Regular Council Meeting*)

Sunday, April 14, 2012.....Publish General Budget Summary and Notice of Public Hearing on April 24

APRIL (continued)

Tuesday, April 17, 2012.....City Council Budget Review/Work Session (*tentative**)
(Regular Council Work Session)

Tuesday, April 24, 2012.....Public Hearing on Proposed FY2012-13 Annual Budget
(Special Council Meeting) (City Charter requirement) (*tentative**)

.....First Reading of Ordinance – FY2012-13 **School Division**
Annual Budget

.....First Reading of Appropriations Ordinance Adopting
FY012-13 City Annual Operating Budget



MAY

Tuesday, May 1, 2012.....City Council Budget Review/Work Session (*tentative**)
(Special Council Work Session)

Tuesday, May 8, 2012.....**Second Reading** of Appropriations Ordinance and **Final**
(Regular Council Meeting) Adoption of FY2012-13 City Annual Operating Budget

.....Second Reading of Ordinance and Final Adoption of
FY2012-13 **School Division** Annual Budget



JUNE

Saturday, June 30, 2012.....Deadline established by City Charter for final adoption of
FY2012-13 Annual Operating Budget (“not later than
the last day of the last month of the fiscal year”)



JULY

Sunday, July 1, 2012.....Beginning of FY2012-13 Fiscal Year

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

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

City of Colonial Heights

CITY CHARTER

Chapter 6 - Budgets

(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.

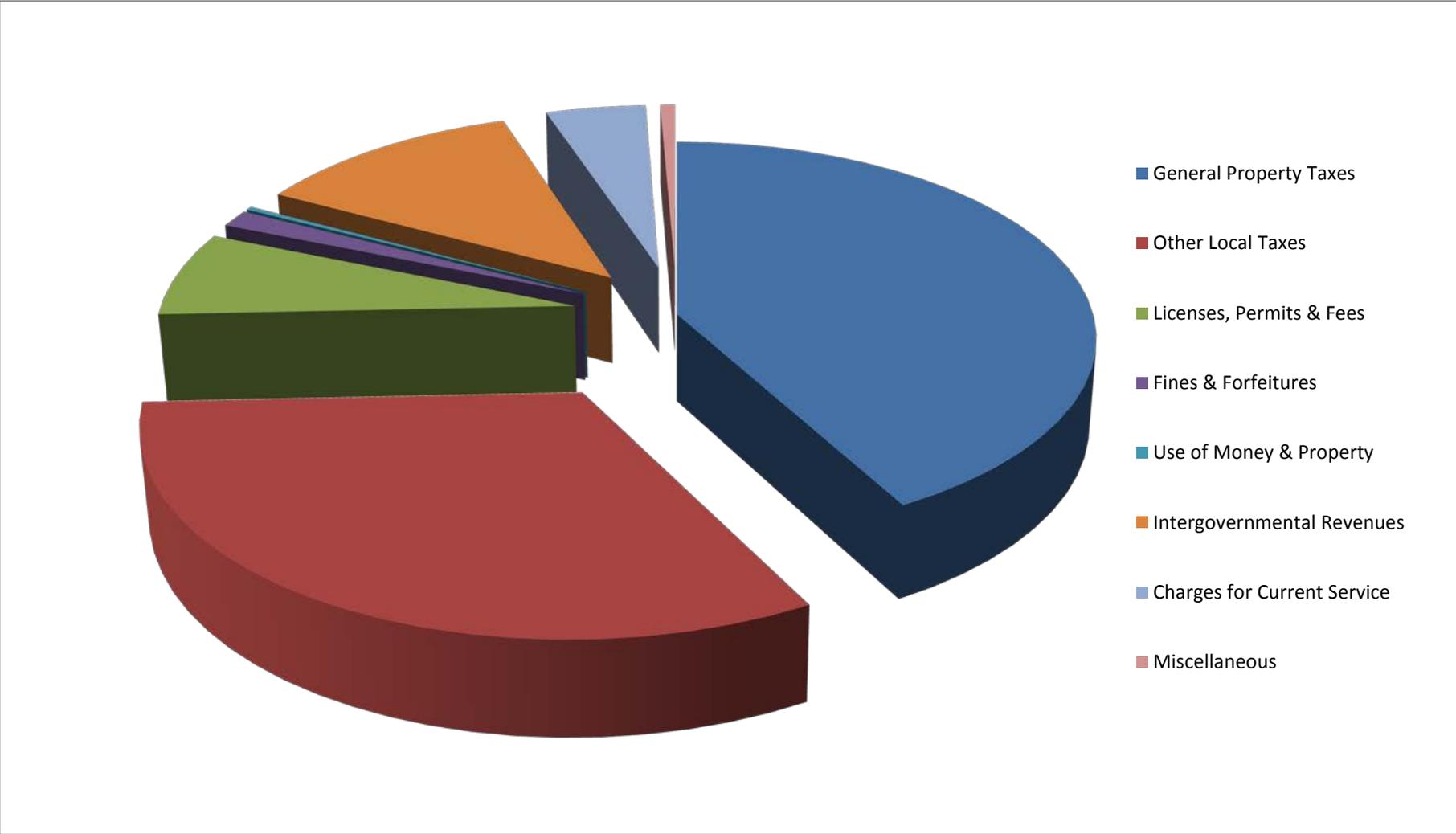
No payment shall be made and no obligation incurred by or on behalf of the city except in accordance with an appropriation duly made; provided that the council shall have the power to authorize and direct and making of expenditures and contracts for the expenditure of funds not appropriated in any budget 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)

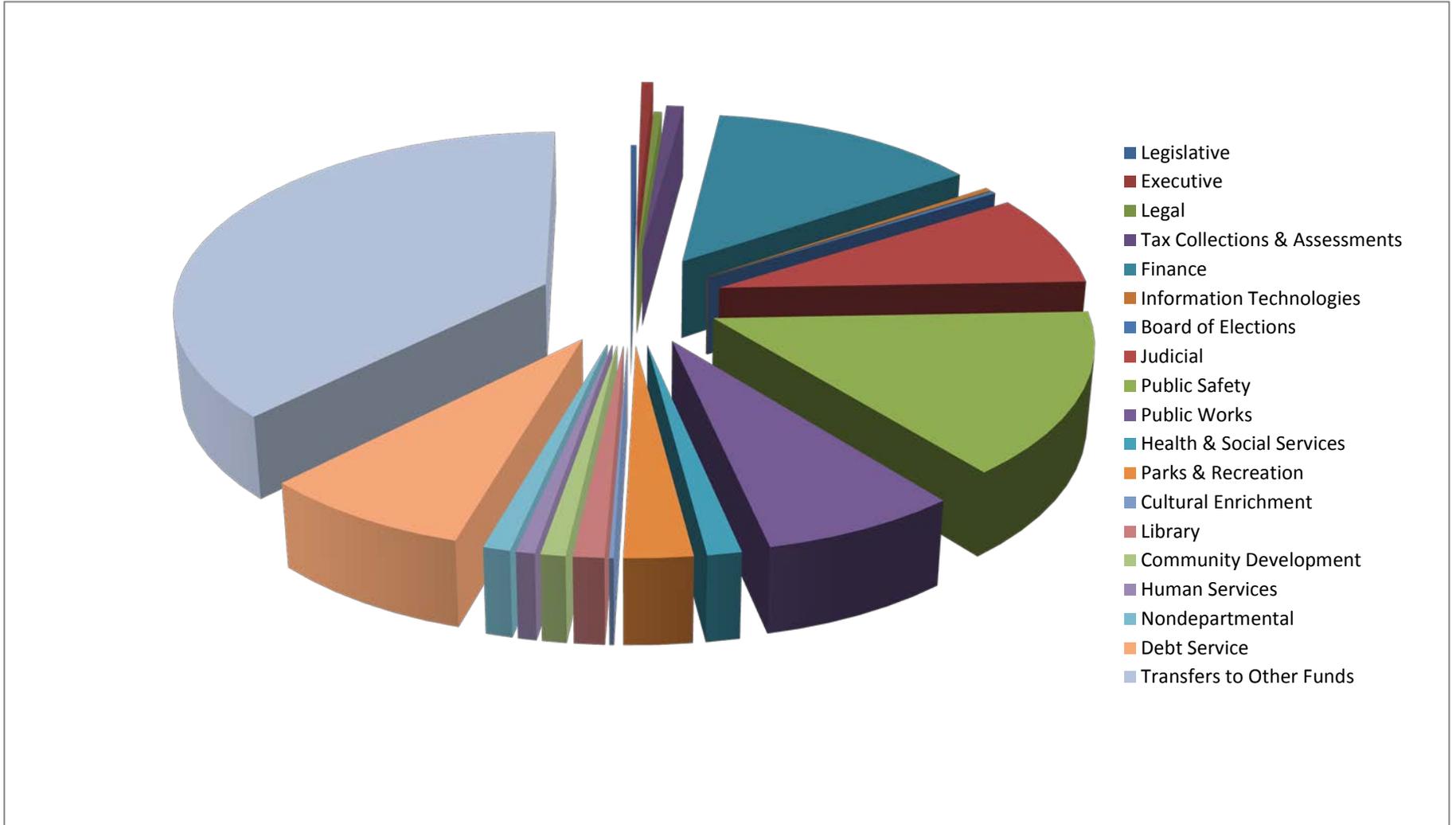
GENERAL FUND

GENERAL FUND REVENUES



TOTAL REVENUES \$51,055,456

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES \$51,055,456

RECAPITULATION

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>REVENUE</u>							
4100	General Property Taxes	\$20,897,171	\$21,159,849	\$21,374,974	\$21,283,149	\$21,429,150	0.7%	\$21,429,150
4200	Other Local Taxes	13,909,770	13,943,241	14,349,749	14,996,861	16,509,565	10.1%	16,509,565
4300	Licenses, Permits & Fees	3,473,404	3,320,903	3,371,768	3,368,705	3,529,166	4.8%	3,529,166
4400	Fines & Forfeitures	731,615	707,554	747,449	693,000	718,000	3.6%	718,000
4500	Use of Money & Property	290,242	146,193	158,013	158,000	149,000	-5.7%	149,000
4600	Intergovernmental Revenue	6,361,512	6,223,035	6,280,164	5,991,218	6,108,807	2.0%	6,108,807
4700	Charges for Current Services	1,049,315	1,141,703	1,139,945	1,227,954	2,276,475	85.4%	2,276,475
4800	Miscellaneous	4,924,105	8,551,701	983,986	315,663	335,293	6.2%	335,293
	TOTAL	\$51,637,134	\$55,194,179	\$48,406,048	\$48,034,550	\$51,055,456	6.3%	\$51,055,456

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
<u>LEGISLATIVE</u>								
1011	City Council	69,340	66,025	59,818	72,324	72,324	0.0%	72,324
1012	Clerk of Council	74,948	69,404	62,055	64,539	65,749	1.9%	65,749
<u>EXECUTIVE</u>								
1051	City Manager	190,186	214,523	170,047	194,814	203,126	4.3%	203,126
1052	Human Resources	100,549	94,274	88,457	93,231	96,879	3.9%	96,879
<u>LEGAL</u>								
1101	City Attorney	186,167	192,699	178,337	202,565	205,536	1.5%	205,536
<u>TAX COLLECTIONS</u>								
1152	Commissioner of Revenue	193,748	187,953	185,055	192,625	195,256	1.4%	195,256
1153	City Treasurer	226,581	235,351	237,571	236,226	241,481	2.2%	241,481
<u>FINANCE</u>								
1201	Financial Administration	484,240	488,566	474,958	476,787	484,952	1.7%	484,952
1204	Auditing	133,407	136,676	162,472	132,899	134,262	1.0%	134,262
1205	Employee Benefits	4,448,110	4,604,550	4,678,884	4,878,242	5,395,472	10.6%	5,395,472
1206	Purchasing	80,406	76,499	91,149	144,293	142,811	-1.0%	142,811
1207	Insurance & Risk Management	563,655	628,166	542,267	558,150	548,400	-1.7%	548,400
1208	Real Estate Assessor	160,547	170,568	148,518	128,031	127,585	-0.3%	127,585
<u>INFORMATION TECHNOLOGIES</u>								
1253	Information Technologies	193,896	159,031	137,741	120,734	172,061	42.5%	172,061
<u>BOARD OF ELECTIONS</u>								
1301	Electoral Board	25,919	21,913	21,632	25,287	25,312	0.1%	25,312
1302	Registrar	97,435	88,121	91,903	102,062	104,289	2.2%	104,289

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	
	<u>JUDICIAL</u>							
1351	Circuit Court	332,364	341,372	353,069	382,023	390,411	2.2%	390,411
1355	Commonwealth's Attorney	507,779	528,316	499,361	496,521	509,242	2.6%	509,242
1356	Sheriff	553,066	513,533	543,468	562,072	577,668	2.8%	577,668
1357	Incarceration Cost	2,710,579	2,886,292	3,076,881	2,628,500	2,450,500	-6.8%	2,450,500
1353	General District Courts	92,299	109,899	109,403	66,155	85,920	29.9%	85,920
1354	Probation	5,933	4,715	5,339	6,100	6,100	0.0%	6,100
1352	Magistrates	113						
1358	Community Diversion Services	65,208	58,708	58,708	58,800	58,800	0.0%	58,800
1359	Community Correction Services	82,000	98,800	98,800	98,800	98,800	0.0%	98,800
1360	Victim Witness	61,085	53,046	68,666	71,214	70,968	-0.3%	70,968
	<u>PUBLIC SAFETY</u>							
1401	Police	3,356,338	3,407,383	3,405,107	3,491,256	3,552,225	1.7%	3,552,225
1402	Fire/EMS	2,802,660	2,932,503	2,946,547	2,837,364	2,887,547	1.8%	2,887,547
1403	Emergency Management	8,322	18,838	27,652	30,475	43,675	43.3%	43,675
1404	Communications	1,094,393	1,074,844		1,078,629	1,072,657	-0.6%	1,072,657
	<u>PUBLIC WORKS</u>							
1451	Public Works Administration	244,226	220,770	216,324	219,159	225,242	2.8%	225,242
1453	Street Maintenance	1,077,001	1,445,862	997,588	1,166,000	1,242,367	6.5%	1,242,367
1455	Traffic Engineering	192,772						
1456	Engineering	558,118	453,886	623,062	653,457	658,310	0.7%	658,310
1457	Building Maintenance	578,908	470,503	460,312	481,286	498,119	3.5%	498,119
1458	Fleet Maintenance	297,559	270,418	237,178	262,896	260,215	-1.0%	260,215
1459	Solid Waste					621,848		621,848
1460	Recycling					277,111		277,111
	<u>HEALTH & SOCIAL SERVICES</u>							
1501	Health	150,364	144,050	145,626	172,509	181,058	5.0%	181,058
1502	Social Services	323,144	261,141	310,606	325,050	325,050	0.0%	325,050
1503	Comprehensive Services Act	116,640	102,108	104,221	150,000	150,000	0.0%	150,000

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
<u>PARKS & RECREATION</u>								
1601	Recreation	524,857	476,529	441,582	470,518	476,814	1.3%	476,814
1602	Community Center	207,806	243,455	244,775	256,624	261,950	2.1%	261,950
1603	Horticulture	83,006	81,375	56,749	76,736	77,800	1.4%	77,800
1604	Parks & Grounds	543,534	490,847	478,357	515,943	497,169	-3.6%	497,169
<u>CULTURAL ENRICHMENT</u>								
1651	Violet Bank Museum	93,819	71,123	87,262	83,734	85,207	1.8%	85,207
<u>LIBRARY</u>								
1701	Public Library	586,620	585,819	582,245	580,111	590,054	1.7%	590,054
<u>COMMUNITY DEVELOPMENT</u>								
1751	Planning	219,003	233,487	182,980	169,140	172,898	2.2%	172,898
1752	Building Inspections	193,963	193,655	198,898	206,664	213,511	3.3%	213,511
1753	Economic Development	141,000	95,045	94,574	87,000	87,000	0.0%	87,000
<u>Human Services</u>								
1801	Office on Youth & Human Services	139,434	141,037	142,434	131,788	135,323	2.7%	135,323
1802	Better Beginnings Grant	1,826	2,162	2,370	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	103,654	85,886	120,569	107,745	124,650	15.7%	124,650
1807	KAP Program	24,408	28,581	29,332	28,075	28,600	1.9%	28,600
1808	Community Development Block Grant	101,221	83,770	146,199		69,234		69,234
1810	VA ABC Grant	3,703	3,829					
<u>NONDEPARTMENTAL</u>								
1901	Contributions & Subsidies	193,597	206,237	205,023	204,771	204,790	0.0%	204,790
1902	Contingencies & Miscellaneous	85,445	47,696	161,215	364,900	316,500	-13.3%	316,500
<u>DEBT SERVICE</u>								
1951	Principal Retirement	2,112,878	10,159,055	1,968,712	2,028,330	2,546,199	25.5%	2,546,199
1952	Interest & Fiscal Charges	1,307,919	1,017,613	865,566	814,862	1,518,278	86.3%	1,518,278
<u>OPERATING TRANSFERS OUT</u>								
2001	Transfers to Other Funds	19,702,995	18,649,784	18,816,312	19,043,934	19,187,551	0.8%	19,187,551
TOTAL		\$48,810,693	\$55,728,291	\$46,443,936	\$48,034,550	\$51,055,456	6.3%	\$51,055,456

REVENUE

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4100

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL PROPERTY TAXES</u>							
4101	Current Real Estate 1st Half	\$8,714,401	\$8,811,916	\$8,987,431	\$8,819,689	\$8,489,044		\$8,489,044
	Courthouse Increase					\$329,750		\$329,750
4102	Current Real Estate 2nd Half	8,659,935	8,778,833	8,813,814	8,830,650	8,500,005		8,500,005
	Courthouse Increase					326,161		326,161
4105	Current Public Service Tax 1st Half	176,413	220,008	159,811	187,495	196,471		196,471
4106	Current Public Service Tax 2nd Half	150,286	159,406	192,312	187,495	196,471		196,471
4110	Machinery & Tools Tax	98,095	35,885	130,891	90,000	115,000		115,000
4112	Current Personal Property Tax	2,089,784	2,133,675	2,104,904	2,176,562	2,261,522		2,261,522
4113	Delinquent Real Estate	478,852	486,442	429,816	491,258	474,726		474,726
4114	Delinquent Personal Property	351,586	326,028	350,605	300,000	335,000		335,000
4120	Penalties & Interest	177,819	207,656	205,390	200,000	205,000		205,000
	TOTAL	\$20,897,171	\$21,159,849	\$21,374,974	\$21,283,149	\$21,429,150	0.7%	\$21,429,150

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4200

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OTHER LOCAL TAXES</u>							
4201	Utility Consumer Tax	\$961,361	\$959,143	\$963,657	\$950,000	\$975,000		\$975,000
4202	Bank Stock Taxes	175,242	288,011	322,315	225,000	315,000		315,000
4203	Retail Sales & Use Taxes	6,998,818	6,687,050	6,662,265	6,991,311	7,205,239		7,205,239
4204	Recordation Taxes	212,382	175,405	172,239	185,000	180,000		180,000
4205	Food Tax	4,264,856	4,245,437	4,413,600	4,671,455	4,916,961		4,916,961
	1% Courthouse Portion					983,392		983,392
4207	Lodging Tax	548,564	859,620	1,095,801	1,249,095	1,208,973		1,208,973
4208	Communications Tax	748,546	728,575	719,872	725,000	725,000		725,000
	TOTAL	\$13,909,769	\$13,943,241	\$14,349,749	\$14,996,861	\$16,509,565	10.1%	\$16,509,565

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4300

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>LICENSES, PERMITS & FEES</u>							
4301	Business & Occupational License	\$2,810,223	\$2,761,474	\$2,819,251	\$2,816,980	\$2,961,341		\$2,961,341
4302	Bicycle Tags	25	47	35	25	25		25
4303	Motor Vehicle License Fees	360,798	384,211	383,549	365,000	380,000		380,000
4305	Erosion Control Permits	730						
4307	Animal License Fees	11,636	14,166	13,585	14,000	14,000		14,000
4308	Zoning Fees	11,810	7,870	5,130	8,500	6,000		6,000
4311	Electrical Permits	27,982	12,731	10,255	15,000	15,000		15,000
4312	Plumbing Permits	39,571	18,004	15,907	20,000	20,000		20,000
4313	Building Permits	120,440	40,610	43,559	50,000	50,000		50,000
4315	Court Fees	23,313	22,881	23,162	20,000	22,000		22,000
4316	Miscellaneous Fees	65,666	29,723	27,678	30,000	30,000		30,000
4318	Development Fees	1,110	3,700	1,025	3,700	3,700		3,700
4320	Rental Inspection Fees	100	950	50	500	100		100
4321	Administrative Fees		24,536	28,582	25,000	27,000		27,000
	TOTAL	\$3,473,404	\$3,320,903	\$3,371,768	\$3,368,705	\$3,529,166	4.8%	\$3,529,166

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4400

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FINES & FORFEITURES</u>							
4401	Fines & Forfeitures	\$585,685	\$564,369	\$608,694	\$560,000	\$585,000		\$585,000
4402	Parking Fines & Fees	21,180	16,793	20,824	17,000	20,000		20,000
4403	Alarm Fines & Fees	16,547	16,315	9,642	16,000	10,000		10,000
4405	Jail Administrative Fees	11,969	14,056	12,940	12,000	13,000		13,000
4406	Courthouse Security Fees	96,170	95,984	95,281	88,000	90,000		90,000
4407	Other Jail Fees	76	37	68				
4408	Sheriff Other Fees	(12)						
	TOTAL	\$731,615	\$707,554	\$747,449	\$693,000	\$718,000	3.6%	\$718,000

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4500

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>USE OF MONEY & PROPERTY</u>							
4501	Interest on Investments	\$128,837	\$12,018	\$5,989	\$15,000	\$15,000		\$15,000
4502	Rent of Property	15,034	17,130	14,651	18,000	15,000		15,000
4503	Sales of Surplus & Scrap	10,470	401	24,241	5,000	9,000		9,000
4506	Rental Fees	135,901	116,644	113,132	120,000	110,000		110,000
	TOTAL	\$290,242	\$146,193	\$158,013	\$158,000	\$149,000	-5.7%	\$149,000

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4603	Rolling Stock Taxes	\$4,180	\$4,483	\$4,509	\$4,300	\$4,160		\$4,160
4604	Street Construction & Maintenance	2,094,236	2,108,763	2,166,918	2,166,918	2,247,322		2,247,322
4606	Library Funds - State	150,725	144,516	141,871	145,000	125,000		125,000
4608	Probation Recoveries	410	183	291	300	300		300
4609	Anti-Litter Grant	6,337	5,125	5,910	5,900	5,000		5,000
4610	Commissioner of Revenue - Recoveries	100,193	92,016	81,922	81,102	81,612		81,612
4611	Treasurer - Recoveries	99,106	90,030	76,857	75,141	77,525		77,525
4612	Circuit Court - Recoveries	245,280	237,810	267,304	247,777	243,799		243,799
4613	Sheriff - Recoveries	315,420	292,457	291,079	285,887	275,000		275,000
4614	Commonwealth's Attorney - Recoveries	433,913	435,229	444,804	459,349	418,083		418,083
4615	State Board of Election - Reimbursement	48,392	43,118	38,385	36,771	35,871		35,871
4616	Health Department Reimbursement	15,704	(10,921)	9,346	10,000	10,000		10,000
4619	Department of Fire Programs	63,986	65,864	66,719	46,600	48,800		48,800
4620	Emergency Medical Service Funds (D.M.V.)		16,891		16,900	18,000		18,000
4621	Law Enforcement Recoveries (H.B. 599)	642,817	589,148	582,228	561,806	498,000		498,000
4622	LEMP Grant					5,000		5,000
4624	Juvenile Crime Act	94,126	89,420	68,649	72,642	49,887		49,887
4625	Victim Witness Grant	49,288	53,574	53,574	53,574	54,645		54,645
4626	Miscellaneous Grants		1,598	5,991				
4642	Va Wireless Board	90,893	78,780	80,129	80,000	80,000		80,000
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	95,804	57,602	147,481		69,234		69,234
4647	Federal Pass Thru Grants	75,837	128,527	36,834				
4648	State Grants	74,928	38,741	53,212				
4650	Aid to Commonwealth	(93,432)	(93,288)	(102,378)	(112,118)			
4652	EMS Training Funds			5,160				
4653	CCP Grant					8,200		8,200
	TOTAL	\$6,361,512	\$6,223,035	\$6,280,164	\$5,991,218	\$6,108,807	2.0%	\$6,108,807

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4700

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4704	Recreation Use Charges & Fees	19,000	25,191	23,660	25,000	25,000		25,000
4705	Administrative Service Charges - Refuse	47,284	42,138	366,453	46,493			
	Water	132,559	131,507		153,786	152,024		152,024
	Sewer	107,431	96,256		108,210	110,536		110,536
	Storm Water	28,566			37,965	37,415		37,415
4706	Animal Control Charges	7,000	7,669	7,391	7,500	7,500		7,500
4707	Law Library Fees	5,000	4,977	5,096	6,000	6,000		6,000
4708	Sheriff's Fees		786	1,472				
4709	Freon Charges		10	140				
4710	Fare Care Subscriptions	42,500	41,736	40,557	42,000	40,000		40,000
4711	EMS Transport Fees	800,000	790,347	693,856	800,000	750,000		750,000
4742	Dishonored Check Fee	1,500	1,086	1,320	1,000	1,200		1,200
4702	Refuse fees					1,146,800		1,146,800
	TOTAL	\$1,190,840	\$1,141,703	\$1,139,945	\$1,227,954	\$2,276,475	85.4%	\$2,276,475

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>MISCELLANEOUS</u>							
4801	Contributions & Other Sources	\$	\$		\$1,000	\$9,000		\$9,000
4802	Recoveries & Rebates	193,172	67,039	453,917	10,000	10,000		10,000
4803	Recoveries - Damages to Property	5	171		500	500		500
4805	Sale of Books & Materials	350	1,600	750	100	100		100
4807	Transfers In School Fund - Debt	191,774						
	Transfers In School Fund - School Officers	107,580	112,024	123,508	114,825	124,000		124,000
	Transfers In School Fund - Tussing Debt	189,376	188,928	190,837	189,238	191,693		191,693
4812	Donations	102,143	58,500	172,414				
4824	Miscellaneous Revenue	169,705	71,765	42,560				
4825	Bond Proceeds	3,970,000	8,051,674					
	TOTAL	\$4,924,105	\$8,551,701	\$983,986	\$315,663	\$335,293	6.2%	\$335,293

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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
City Council Meetings Held	33	37	33	35
Appointments to Boards, Commissions, and Committees	78	66	67	47
Resolutions, Ordinances, and Financial Ordinances Considered	123	92	111	100

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
Mayor	L	Salary	1.00	1.00	0.00
Vice Mayor	L	Salary	1.00	1.00	0.00
Councilmember	L	Salary	5.00	5.00	0.00
			7.00	7.00	0.00

L=Legislative

City 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 minutes.

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

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

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Regular City Council Meetings	11	12	12	12
Special City Council Meetings	22	25	22	23
City Council Documents Prepared	21	13	17	18
Letters of Appointment to Boards, Commissions, and Committees	78	60	67	47
Resolutions/ Ordinances Considered	123	92	111	100

Personnel Resources

City Clerk's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
Clerk of Council	F	Salary	1.00	1.00	0.00
			1.00	1.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER 1012

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$56,340	\$57,193	\$54,300	\$52,000	\$53,560		\$53,560
5103	Temporary & Seasonal Help	1,706	1,691	1,025	1,900	1,900		1,900
	Total Personal Services	58,046	58,884	55,325	53,900	55,460	2.9%	55,460
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	8,351	5,039	45	250	2,550		2,550
5206	Dues & Subscriptions	145	155	50	175	175		175
5209	Maintenance - Electronics	70	243	324	324	324		324
5216	Maintenance - Office Equipment				160	160		160
5221	Postage	398	323	177	525	525		525
5223	Telephone	1,320	1,320	1,320	1,475	1,475		1,475
5225	Travel & Vocational Training	1,050		2,006	1,250	1,500		1,500
5242	Printing, Supplies & Materials	1,820	1,396	595	2,880	2,880		2,880
5248	Books & Publications	11			100	100		100
	Total Operating Expenses	13,165	8,476	4,517	7,139	9,689	35.7%	9,689
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	1,614		2,213		600		600
5516	Electronic Equipment	2,123	2,044		3,500			
	Total Operating Expenses	3,737	2,044	2,213	3,500	600	-82.9%	600
	TOTAL	\$74,948	\$69,404	\$62,055	\$64,539	\$65,749	1.9%	\$65,749

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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
City Council Meetings Held	33	37	34	35
GovQA Requests (Citizens Action Center on-line)	135	144	150	150
Parade/Demonstration Permits	8	8	9	8
City Council Goals/Achieved	N/A	N/A	34/91%	26/92%

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER 1051

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$172,344	\$198,880	\$142,203	\$175,403	\$180,665		\$180,665
5103	Temporary & Seasonal Help	499	3,681	224	800	800		800
	Total Personal Services	172,843	202,561	142,427	176,203	181,465	3.0%	181,465
	<u>OPERATING EXPENSES</u>							
5201	Advertising	770	673	722	650	700		700
5203	Professional & Special Services			2,738				
5206	Dues & Subscriptions	1,670		1,829	1,600	2,300		2,300
5209	Maintenance - Electronics	125	477	636	636	636		636
5221	Postage	102	95	108	125	125		125
5223	Telephone	3,548	3,424	3,533	3,750	5,200		5,200
5225	Travel & Vocational Training	3,768	1,570	7,042	3,000	4,000		4,000
5226	Automobile Allowance	4,808	4,039	4,000	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	1,630	835	6,462	2,000	2,000		2,000
5248	Books & Publications	922	55		350	200		200
5254	Contingencies & Reserve		794	551	500	500		500
	Total Operating Expenses	17,343	11,962	27,621	18,611	21,661	16.4%	21,661
	TOTAL	\$190,186	\$214,523	\$170,048	\$194,814	\$203,126	4.3%	\$203,126

Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of approximately two hundred forty-seven (247) full-time and various part-time/seasonal staff.

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

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

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

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

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Total Recruitments	24	27	27	28
Total Applicants	1,207	1,088	1,097	1,131
Total Workers' Compensation Reports	53	45	46	48
OSHA Summary Log Totals	22	19	14	18

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 Proposed	Diff.
Director of Human Resources	F	Salary	1.00	1.00	1.00
			1.00	1.00	1.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER 1052

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$70,622	\$70,851	\$70,622	\$70,622	\$72,740		\$72,740
	Total Personal Services	70,622	70,851	70,622	70,622	72,740	3.0%	72,740
	<u>OPERATING EXPENSES</u>							
5201	Advertising	23,603	18,624	12,251	15,000	10,235		10,235
5203	Professional & Special Services		15		850	5,565		5,565
5206	Dues & Subscriptions	2,917	1,377	2,094	2,352	2,352		2,352
5209	Maintenance - Electronics	155	243	324	324	324		324
5221	Postage	548	355	276	350	350		350
5223	Telephone	1,320	1,320	1,320	1,323	2,103		2,103
5225	Travel & Vocational Training	31	260		600	600		600
5242	Printing, Supplies, & Materials	1,353	1,161	1,570	1,425	1,425		1,425
5248	Books & Publications		68		385	385		385
	Total Operating Expenses	29,927	23,423	17,835	22,609	23,339	3.2%	23,339
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment					800		800
	Total Operating Expenses					800		800
	TOTAL	\$100,549	\$94,274	\$88,457	\$93,231	\$96,879	3.9%	\$96,879

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; prepare 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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Drafting of Council Ordinances & Resolutions	123	86	130	70
Attending School Board Meetings	10	11	14	11
Recordation of Deeds and Easements Prepared by this Office	19	8	45	12

Personnel Resources

City Attorney’s Office			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 Proposed	Diff.
City Attorney	F	Salary	1.00	1.00	0.00
Legal Assistant	F	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER 1101

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$168,771	\$173,296	\$162,784	\$176,784	\$178,526		\$178,526
5103	Temporary & Seasonal Help	182	333	793	630	700		700
	Total Personal Services	168,953	173,629	163,577	177,414	179,226	1.0%	179,226
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,166	9,320	5,582	12,000	12,000		12,000
5206	Dues & Subscriptions	3,273	2,917	2,037	4,715	4,915		4,915
5209	Maintenance - Electronics	1,000	796	636	636	636		636
5216	Maintenance & Equipment			255	200	200		200
5221	Postage	311	223	112	300	300		300
5223	Telephone	2,319	2,319	2,319	2,400	2,859		2,859
5224	Other Services & Charges	259	383	161	500	500		500
5225	Travel & Vocational Training	2,311	1,893	1,753	2,700	2,700		2,700
5242	Printing, Supplies, & Materials	2,575	1,219	1,905	1,500	1,500		1,500
5248	Books & Publications				200	200		200
	Total Operating Expenses	17,214	19,070	14,760	25,151	25,810	2.6%	25,810
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment					500		500
	Total Operating Expenses					500		500
	TOTAL	\$186,167	\$192,699	\$178,337	\$202,565	\$205,536	1.5%	\$205,536

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 as 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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
PP Transactions	20,172	26,275	25,890	26,300
Business License	1,526	1,726	1,741	1,800
Food/Lodging Tax	125	128	121	125
State Income Tax	2,008	2,462	1,998	1,975

Personnel Resources

Commissioner of Revenue			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
F = Full Time PT = Part Time			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER 1152

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$155,108	\$158,378	\$157,865	\$157,865	\$160,656		\$160,656
5103	Temporary & Seasonal Help	8,000	7,316	3,612	3,500	3,000		3,000
	Total Personal Services	163,108	165,694	161,477	161,365	163,656	1.4%	163,656
	<u>OPERATING EXPENSES</u>							
5201	Advertising	365	577	577	1,200	1,000		1,000
5203	Professional & Special Services	10,595	1,096	805	5,000	6,000		6,000
5206	Dues & Subscriptions	350	410	290	500	500		500
5209	Maintenance - Electronics	23	720	960	960	900		900
5221	Postage	6,660	7,204	6,251	8,500	8,000		8,000
5223	Telephone	6,186	5,978	5,098	6,300	6,000		6,000
5225	Travel & Vocational Training	696	581	300	800	500		500
5242	Printing, Supplies, & Materials	5,765	5,693	9,297	7,000	7,500		7,500
	Total Operating Services	30,640	22,259	23,578	30,260	30,400	0.5%	30,400
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				1,000	1,200		1,200
	Total Capital Outlay				1,000	1,200	20.0%	1,200
	TOTAL	\$193,748	\$187,953	\$185,055	\$192,625	\$195,256	1.4%	\$195,256

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.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
RE Transactions	18,153	18,078	18,200	18,200
PP transactions	71,761	70,649	72,000	72,000
Utility transactions	43,333	43,388	44,000	44,000
Other City Transactions	14,538	15,439	15,700	17,700
State Income Tax	348	259	260	250
State Estimated Tax	836	715	720	720

Personnel Resources

Treasurer's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
			5.00	5.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER 1153

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$179,106	\$183,254	\$182,294	\$180,026	\$183,481		\$183,481
5103	Temporary & Seasonal Help	2,108	1,532	3,158	4,700	4,500		4,500
5105	Overtime	1,226	1,178	1,311	1,000	1,000		1,000
	Total Personal Services	182,440	185,964	186,763	185,726	188,981	1.8%	188,981
	<u>OPERATING EXPENSES</u>							
5201	Advertising	4,033	1,884	999	3,000	2,500		2,500
5203	Professional & Special Services	423	4,134	1,546	1,500	2,000		2,000
5206	Dues & Subscriptions	500	453	360	400	500		500
5209	Maintenance - Electronics	2,474	1,674	2,232	2,300	2,400		2,400
5216	Maintenance - Equipment	601	552	645	1,500	1,500		1,500
5221	Postage	17,023	18,900	21,025	17,500	18,000		18,000
5223	Telephone	8,345	8,260	7,533	9,000	8,000		8,000
5224	Other Services & Charges	5,061	511	1,082	2,100	2,100		2,100
5225	Travel & Vocational Training	2,223	3,517	3,297	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	(3,724)	9,502	12,089	10,200	10,500		10,500
	Total Operating Services	36,959	49,387	50,808	50,500	50,500	0.0%	50,500
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipmeny					1,600		1,600
5516	Electronic Equipment	7,182				400		400
	Total Capital Outlay	7,182				2,000		2,000
	TOTAL	\$226,581	\$235,351	\$237,571	\$236,226	\$241,481	2.2%	\$241,481

Finance

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

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

The day-to-day duties of Department of Finance include procurement of all goods and services 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 City Assessor's primary function is to provide accurate and statutorily compliant real estate information for purposes of levying of real estate taxes.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
A/P Checks Issued	4,561	5,951	4,500	4,550
Payroll Checks and Direct Deposits Processed	8,924	8,828	8,800	8,500
Purchase Orders and Check Requests Issued	3,975	3,925	4,200	4,100
Sealed Bids/Proposals Issued	16	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

Finance Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
F = Full Time PT = Part Time			11.00	11.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER 1201

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$383,946	\$378,700	\$379,166	\$379,079	\$390,452		\$390,452
5103	Temporary & Seasonal Help	\$2,788	\$2,772	\$764	1,800	1,000		1,000
5105	Overtime	137			200	200		200
	Total Personal Services	386,871	381,472	379,930	381,079	391,652	2.8%	391,652
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	844	976	505	1,000	850		850
5206	Dues & Subscriptions	1,381	750	839	900	900		900
5209	Maintenance - Electronics	6,491	1,431	2,063	1,908	1,950		1,950
5221	Postage	2,923	3,188	3,037	3,300	3,200		3,200
5223	Telephone	5,735	5,699	5,887	6,000	5,900		5,900
5225	Travel & Vocational Training	2,917	3,001	3,465	3,100	3,500		3,500
5242	Printing, Supplies, & Materials	10,816	7,375	10,799	9,000	9,000		9,000
5260	Software Maintenance	67,387	64,375	67,728	68,500	68,000		68,000
	Total Operating Services	98,494	86,795	94,323	93,708	93,300	-0.4%	93,300
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	(1,125)	20,299	705	2,000			
	Total Capital Outlay	(1,125)	20,299	705	2,000			
	TOTAL	\$484,240	\$488,566	\$474,958	\$476,787	\$484,952	1.7%	\$484,952

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - AUDITING

ACCOUNT NUMBER 1204

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$50,060	\$50,223	\$50,060	\$50,060	\$51,562		\$51,562
5103	Temporary & Seasonal Help							
	Total Personal Services	50,060	50,223	50,060	50,060	51,562	3.0%	51,562
	<u>OPERATING EXPENSES</u>							
5202	Annual Audit Fee	81,000	84,000	110,060	80,000	80,000		80,000
5209	Maintenance - Electronics		243	324	324	335		335
5221	Postage	115	173	195	125	125		125
5223	Telephone	1,690	1,690	1,690	1,690	1,690		1,690
5224	Other Services & Charges	130	22	13				
5225	Travel & Vocational Training	17	325	130	200	200		200
5242	Printing, Supplies, & Materials	395			500	350		350
	Total Operating Services	83,347	86,453	112,412	82,839	82,700	-0.2%	82,700
	TOTAL	\$133,407	\$136,676	\$162,472	\$132,899	\$134,262	1.0%	\$134,262

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - EMPLOYEE BENEFITS

ACCOUNT NUMBER 1205

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5203	Professional & Special Services	\$14,233	\$23,599	\$13,376	\$26,000	\$26,000		\$26,000
5210	Insurance Premiums - Other	33,120	18,953	18,942	20,000	20,000		20,000
5601	Accumulated Leave Pay	5,789	83,498	67,811	30,000	30,000		30,000
5602	Employer FICA Taxes	894,181	937,243	883,708	889,388	904,014		904,014
5605	VRS Retirement Contributions	1,715,207	1,720,092	1,930,599	1,963,550	1,823,642		1,823,642
5607	Group Life Insurance	90,709	65,444	30,190	29,838	122,234		122,234
5608	Line of Duty Act Fund					45,000		45,000
5610	Hospitalization Insurance	1,672,292	1,720,177	1,697,421	1,578,831	1,676,227		1,676,227
5612	Virginia Employment Commission	4,829	22,167	22,088	16,676	28,435		28,435
5615	Employee Events	17,750	13,377	14,749	18,000	18,000		18,000
	Total Fixed Charges	4,448,110	4,604,550	4,678,884	4,572,283	4,693,552	2.7%	4,693,552
	Cost of Living 5% 7/1/2012				305,959	701,920		701,920
	TOTAL	\$4,448,110	\$4,604,550	\$4,678,884	\$4,878,242	\$5,395,472	10.6%	\$5,395,472

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER 1206

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$109,395	\$107,836	\$107,487	\$107,487	\$110,712		\$110,712
	Total Personal Services	109,395	107,836	107,487	107,487	110,712	3.0%	110,712
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,915	1,725	1,491	1,800	1,800		1,800
5203	Professional & Special Services				200	200		200
5206	Dues & Subscriptions	255	140	255	250	500		500
5209	Maintenance - Electronics	550	477	721	636	649		649
5216	Maintenance - Equipment	17,121	18,845	16,919	20,900	20,000		20,000
5221	Postage	468	454	238	570	500		500
5223	Telephone	(57,457)	(58,087)	(47,282)	3,300	3,300		3,300
5224	Other Services & Charges	1,840	(737)	10,265	650	650		650
5225	Travel & Vocational Training		30	292	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	6,319	5,816	763	3,500	3,500		3,500
	Total Operating Expenses	(28,989)	(31,337)	(16,338)	32,806	32,099	-2.2%	32,099
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				4,000			
	Total Capital Outlay				4,000			
	TOTAL	\$80,406	\$76,499	\$91,149	\$144,293	\$142,811	-1.0%	\$142,811

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT

ACCOUNT NUMBER 1207

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$11,595	\$4,398	\$4,737	\$6,000	\$6,000		\$6,000
5210	Insurance Premiums - Other	9,794	9,831	9,689	14,000	14,000		14,000
5211	Insurance Premiums - Workman's Comp.	257,511	250,311	205,116	205,000	190,000		190,000
5220	Insurance Deductibles	(34,874)	36,248	2,732	10,000	10,000		10,000
5290	General Liability	151,646	153,199	144,827	146,000	155,400		155,400
5291	Property & Casualty Insurance	49,028	44,061	40,082	42,000	40,000		40,000
5292	Vehicle Insurance	118,955	130,118	132,107	135,150	133,000		133,000
	Total Operating Services	563,655	628,166	539,290	558,150	548,400	-1.7%	548,400
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			2,977				
	Total Capital Outlay			2,977				
	TOTAL	\$563,655	\$628,166	\$542,267	\$558,150	\$548,400	-1.7%	\$548,400

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER 1208

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$135,116	\$133,285	\$128,033	\$100,343	\$102,958		\$102,958
5103	Temporary & Seasonal Help	4,925	5,209	555				
	Total Personal Services	140,041	138,494	128,588	100,343	102,958	2.6%	102,958
	<u>OPERATING EXPENSES</u>							
5201	Advertising	54	433		500			
5203	Professional & Special Services	345	1,733	516	2,700	800		800
5206	Dues & Subscriptions	704	306	693	975	1,565		1,565
5209	Maintenance - Electronics	1,090	3,758	1,596	1,800	1,800		1,800
5216	Maintenance - Equipment	8,007	8,400	8,400	8,708	8,708		8,708
5221	Postage	144	2,481	100	2,889	288		288
5223	Telephone	2,527	2,528	2,527	3,246	3,246		3,246
5225	Travel & Vocational Training	1,939	1,049	2,500	3,100	4,450		4,450
5226	Automobile Allowance	2,904	3,136	2,788	3,020	3,020		3,020
5242	Printing, Supplies, & Materials	1,192	174	810	750	750		750
	Total Operating Expenses	18,906	23,998	19,930	27,688	24,627	-11.1%	24,627
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	1,600						
5516	Electronic Equipment		8,076					
	Total Capital Outlay	1,600	8,076					
	TOTAL	\$160,547	\$170,568	\$148,518	\$128,031	\$127,585	-0.3%	\$127,585

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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Computers	216	218	225	225
Servers	17	18	20	20
Laptops & iPads*	45	62	67	75
Website Visitors	565,466	559,602	562,000	565,000
Citizen Electronic Requests (GovQA)	3,494	3,730	4,000	4,250
Social Media Subscribers* (Facebook & E-Newsletter)	6,264	6,121	6,300	6,500
IT Service Ticket Hours (Proactive Information Management)	752	888	900	900

*iPads deployed in September'11 as a City Council initiative.

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
IT Administrator	F	Salary	1.00	1.00	0
IS Coordinator**	F	Salary	1.00	1.00	0
F = Full Time PT = Part Time			2.00	2.00	0.00

**IS Coordinator position re-established 10/1/11

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER 1253

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$113,906	\$119,335	\$85,613	\$71,209	\$133,956		\$133,956
	Total Personal Services	113,906	119,335	85,613	71,209	133,956	88.1%	133,956
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	12,174	2,779	2,546	7,000	6,000		6,000
5206	Dues & Subscriptions	119	89	108	200	4,700		4,700
5209	Maintenance - Electronics	21,190	18,020	16,363	10,000	10,000		10,000
5216	Maintenance - Equipment	7,195	2,927	5,283	6,250	6,250		6,250
5221	Postage	28	51	28	75	75		75
5223	Telephone	3,041	2,832	2,180	2,500	3,580		3,580
5225	Travel & Vocational Training	4,606	892	3,138	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	778	820	129	1,200	1,200		1,200
5248	Books & Publications		486	188	300	300		300
	Total Operating Services	49,131	28,896	29,963	29,525	34,105	15.5%	34,105
	<u>CAPITAL OUTLAY</u>							
5514	Technology Plan Implantation	30,859	10,800	14,141	20,000	4,000		4,000
5516	Electronic Equipment			8,024				
	Total Capital Outlay	30,859	10,800	22,165	20,000	4,000	-80.0%	4,000
	TOTAL	\$193,896	\$159,031	\$137,741	\$120,734	\$172,061	42.5%	\$172,061

Board of Elections

Electoral Board and Registrar

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

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

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

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Voter Registration	11,934	11,968	11,971	12,200
Absentee Balloting	504	420	170	1,700
Voting Equip. P & M	47	47	49	47
Candidate Processing-local	6	7	11	12
Campaign Finance-local	6	7	10	12

Personnel Resources

Registrar			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 Proposed	Diff.
General Registrar	F	Salary	1.00	1.00	0.00
Deputy Registrar	F	Salary	1.00	1.00	0.00
F = Full Time			2.00	2.00	0.00
Electoral Board Chairman	Temp.	Salary	1.00	1.00	0.00
Electoral Board Vice-Chair	Temp.	Salary	1.00	1.00	0.00
Electoral Board Secretary	Temp.	Salary	1.00	1.00	0.00
Assistant Registrar	Temp.	Hourly	1.00	1.00	0.00
Temp. = Temporary			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER 1301

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$7,512	\$7,512	\$7,512	\$7,512	\$7,512		\$7,512
	Total Personal Services	7,512	7,512	7,512	7,512	7,512	0.0%	7,512
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	100	100	100	100	125		125
5216	Maintenance - Equipment	9,865	9,865	9,865	10,000	10,000		10,000
5221	Postage	490	105	28	600	600		600
5224	Other Services & Charges	54	56	56	75	75		75
5225	Travel & Vocational Training	1,866	2,005	1,518	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	6,032	2,270	2,553	5,000	5,000		5,000
	Total Operating Services	18,407	14,401	14,120	17,775	17,800	0.1%	17,800
	TOTAL	\$25,919	\$21,913	\$21,632	\$25,287	\$25,312	0.1%	\$25,312

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$75,465	\$74,836	\$75,041	\$76,637	\$78,864		\$78,864
5103	Temporary & Seasonal Help	13,611	5,800	5,295	13,000	13,000		13,000
5105	Overtime			326				
	Total Personal Services	89,076	80,636	80,662	89,637	91,864	2.5%	91,864
	<u>OPERATING EXPENSES</u>							
5201	Advertising	527	194	255	600	600		600
5206	Dues & Subscriptions	150	181	225	300	300		300
5209	Maintenance - Electronics	319	870	960	960	960		960
5221	Postage	1,332	801	848	2,000	2,000		2,000
5223	Telephone	3,564	3,561	3,529	3,565	3,565		3,565
5225	Travel & Vocational Training	994		997	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,473	1,878	4,427	4,000	4,000		4,000
	Total Operating Services	8,359	7,485	11,241	12,425	12,425	0.0%	12,425
	TOTAL	\$97,435	\$88,121	\$91,903	\$102,062	\$104,289	2.2%	\$104,289

Circuit Court Clerk

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

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

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

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

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Total Cases (Criminal/Civil)	1,681	1,293	1,400	1,700
Wills/Estates Initiated	84	91	100	113
Judgments/Liens/Notices	1,930	2,021	2,100	2,200
Deeds Recorded	2,468	1,855	2,122	2,255
Marriage Licenses	274	291	307	325
Concealed Handgun Permits	114	127	135	159

Personnel Resources

Department Name			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
			6.00	6.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER 1351

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$223,465	\$225,323	\$224,953	\$269,953	\$275,341		\$275,341
5103	Temporary & Seasonal Help	15,315	13,673	22,100				
	Total Personal Services	238,780	238,996	247,053	269,953	275,341	2.0%	275,341
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	49,860	55,763	64,102	60,000	63,000		63,000
5206	Dues & Subscriptions	952	550	540	715	715		715
5209	Maintenance - Electronics	1,438	1,794	2,232	2,232	2,232		2,232
5216	Maintenance - Equipment	20,548	21,856	23,262	26,421	26,421		26,421
5221	Postage	3,134	4,005	4,418	4,250	4,250		4,250
5223	Telephone	4,929	5,214	5,049	6,700	6,700		6,700
5224	Other Services & Charges	1,998	1,927	2,232	4,752	4,752		4,752
5242	Printing, Supplies, & Materials	7,670	9,230	6,792	7,000	7,000		7,000
	Total Operating Services	90,529	100,339	108,627	112,070	115,070	2.7%	115,070
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	3,055	2,037	(2,611)				
	Total Capital Outlay	3,055	2,037	(2,611)				
	TOTAL	\$332,364	\$341,372	\$353,069	\$382,023	\$390,411	2.2%	\$390,411

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 providing 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.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Circuit Court-felony cases	883	626	661	700
Circuit Ct-misdemeanor cases	493	504	558	600
GDCT felony cases	1,015	725	880	1,000
GDCT misd. cases	1,332	1,463	1,723	2,000
GDCT traffic case	13,258	10,762	10,807	11,000
Jury Cases (circuit court)	12	4	8	9

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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	0.00
			8.00	8.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER 1355

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$452,255	\$471,418	\$448,100	\$460,620	\$469,026		\$469,026
5103	Temporary & Seasonal Help	4,669		5,571	2,880	6,000		6,000
5601	Accumulated Leave	8,269	4,500	1,293				
	Total Personal Services	465,193	475,918	454,964	463,500	475,026	2.5%	475,026
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	875	885		1,000	1,000		1,000
5206	Dues & Subscriptions	3,551	4,652	8,135	3,279	3,358		3,358
5209	Maintenance - Electronics	8,986	5,465	5,714	5,392	4,940		4,940
5216	Maintenance - Equipment	711	1,390	3,166		800		800
5221	Postage	1,655	2,215	1,376	1,500	1,500		1,500
5223	Telephone	5,784	5,348	6,674	8,177	8,177		8,177
5225	Travel & Vocational Training	4,901	4,570	5,605	5,543	5,543		5,543
5242	Printing, Supplies, & Materials	7,115	9,460	9,726	4,400	4,400		4,400
5248	Books & Publications	6,769	533	2,089	3,730	3,548		3,548
5261	Asset Forfeiture	2,239	17,880	1,912				
	Total Operating Services	42,586	52,398	44,397	33,021	33,266	0.7%	33,266
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					950		950
	Total Capital Outlay					950		950
	TOTAL	\$507,779	\$528,316	\$499,361	\$496,521	\$509,242	2.6%	\$509,242

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.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Court Security Days	356	401	405	408
Inmate/Prisoner Count	1,926	1,755	1,882	1,950
Prisoner Transports	914	797	1,071	1,200
Civil Papers Served	9,025	9,851	10,100	10,300
Courthouse Patron Count	95,897	98,954	102,535	104,000

Personnel Resources

Department Name			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
Sheriff	F	Salary	1.00	1.00	0.00
Chief Deputy Sheriff	F	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Deputy Sheriff	F	Salary	3.00	3.00	0.00
Administrative Assistant	F	Salary	1.00	1.00	0.00
F = Full Time			8.00	8.00	0.00
Deputy Sheriff	PT	Hourly	5.00	5.00	0.00
PT = Part Time			5.00	5.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$403,028	\$413,894	\$417,348	\$434,532	\$437,313		\$437,313
5103	Temporary & Seasonal Help	12,410	15,360	15,395	10,000	10,000		10,000
5105	Overtime	29,725	28,792	33,251	30,000	33,000		33,000
5601	Accumulated Leave	518		1,188				
	Total Personal Services	445,681	458,046	467,182	474,532	480,313	1.2%	480,313
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	1,650	3,484	4,118	3,801	3,801		3,801
5206	Dues & Subscriptions	803	809	839	839	839		839
5209	Maintenance - Electronics	2,785	3,011	3,816	2,800	2,700		2,700
5214	Maintenance - Motor Vehicles	3,141	2,074	2,943	4,100	4,000		4,000
5216	Maintenance - Equipment	4,908	3,125	7,040	6,300	7,000		7,000
5221	Postage	880	1,205	745	1,000	1,000		1,000
5223	Telephone	9,907	9,712	9,303	10,200	10,200		10,200
5225	Travel & Vocational Training	3,650	1,781	1,122	3,500	3,500		3,500
5242	Printing, Supplies & Materials	21,159	15,311	19,638	16,000	17,500		17,500
5247	Motor Fuels & Lubricants	9,499	10,164	13,381	10,800	11,500		11,500
5250	Small Tools & Equipment	7,150	3,968	4,124	1,200	2,700		2,700
5263	Grant Funds	33,874						
5275	Donated Funds			299				
	Total Operating Services	99,406	54,644	67,368	60,540	64,740	6.9%	64,740
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles				27,000	31,415		31,415
5516	Electronic Equipment	7,979	843	8,918		1,200		1,200
	Total Capital Outlay	7,979	843	8,918	27,000	32,615	20.8%	32,615
	TOTAL	\$553,066	\$513,533	\$543,468	\$562,072	\$577,668	2.8%	\$577,668

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - INCARCERATION

ACCOUNT NUMBER 1357

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5228	Adult Incarceration	\$2,297,814	\$2,493,356	\$2,647,885	\$2,400,000	\$2,200,000		\$2,200,000
5229	Youth Incarceration	236,799	216,558	245,660	220,000	240,000		240,000
5284	Video Arraignment	9,066	10,378	10,340	8,500	10,500		10,500
5259	Detention Home	166,900	166,000	167,800				
	Total Operating Services	2,710,579	2,886,292	3,071,685	2,628,500	2,450,500	-6.8%	2,450,500
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			5,196				
	Total Capital Outlay			5,196				
	TOTAL	\$2,710,579	\$2,886,292	\$3,076,881	\$2,628,500	\$2,450,500	-6.8%	\$2,450,500

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS

ACCOUNT NUMBER 1353

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$79,470	\$99,221	\$98,580	\$50,000	\$70,000		\$70,000
5206	Dues & Subscriptions		120	120	120	120		120
5212	Rent of Equipment				3,235	2,500		2,500
5216	Maintenance - Equipment	784	1,112	1,190	1,500	2,000		2,000
5221	Postage	98	52	37	50	50		50
5223	Telephone	4,882	5,075	5,002	5,000	5,000		5,000
5225	Travel & Vocational Training	3,177	1,817	2,768	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	3,013	1,314	1,025	2,500	2,500		2,500
5248	Books & Publications				250	250		250
5251	Clothing & Personal Supplies	194	507		500	500		500
	Total Operating Services	91,618	109,218	108,722	66,155	85,920	29.9%	85,920
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	681	681	681				
	Total Capital Outlay	681	681	681				
	TOTAL	\$92,299	\$109,899	\$109,403	\$66,155	\$85,920	29.9%	\$85,920

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER 1360

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$41,389	\$42,226	\$41,906	\$41,906	\$43,163		\$43,163
5108	Fringe Benefits	13,702	2,979	21,835	22,234	20,525		20,525
	Total Personal Services	55,091	45,205	63,741	64,140	63,688	-0.7%	63,688
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	50	50	50	150	150		150
5209	Maintenance - Electronics	210	418	324	324	330		330
5215	Maintenance - Furniture & Equipment	349			400	400		400
5221	Postage		324	327	300	300		300
5223	Telephone	2,477	2,456	2,408	2,500	2,500		2,500
5224	Other Services & Charges		278	110	300	300		300
5225	Travel & Vocational Training	432	161	114	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	2,476	4,154	1,592	1,600	1,800		1,800
	Total Operating Expenses	5,994	7,841	4,925	7,074	7,280	2.9%	7,280
	TOTAL	\$61,085	\$53,046	\$68,666	\$71,214	\$70,968	-0.3%	\$70,968

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 2010 Actual	CY 2011 Actual	CY 2012 Projected	CY 2013 Projected
Police Reports	3,309	3,216	3,362	3,434
Self-initiated Police Activity	22,672	22,630	22,751	23,000
Traffic Citations	9,892	10,422	10,500	10,460
Traffic Crashes	1,040	1,035	1,060	1,045
Total Arrests	3,199	3,288	3,243	3,265

Personnel Resources

Police Department			Authorized Positions		
Classification Title	Status *	Hourly/Salary	FY 2011-12	FY 2012-13 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
*F = Full Time			54.00	54.00	0.00
Receptionist/AC Aide	PT	Hourly	2.00	2.00	0.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
PT = Part Time			7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,529,535	\$2,528,951	\$2,560,329	\$2,634,402	\$2,690,814		\$2,690,814
5103	Temporary & Seasonal Help	36,651	41,771	49,528	48,963	48,963		48,963
5105	Overtime	284,167	294,751	333,164	265,000	272,950		272,950
	Total Personal Services	2,850,353	2,865,473	2,943,021	2,948,365	3,012,727	2.2%	3,012,727
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,144	2,395	4,074	5,715	8,833		8,833
5206	Dues & Subscriptions	6,094	3,676	3,727	3,967	4,047		4,047
5209	Maintenance - Electronics	7,072	14,392	17,496	17,496	17,846		17,846
5212	Rent of Equipment	10,801	5,367	3,814	6,100	6,100		6,100
5214	Maintenance - Motor Vehicles	38,423	37,573	46,880	45,450	45,450		45,450
5216	Maintenance - Equipment	23,380	16,071	15,500	16,100	11,200		11,200
5217	Maintenance - Buildings & Grounds		424	67				
5218	Maintenance - Miscellaneous	2,179	7,204	6,854	7,434	7,434		7,434
5221	Postage	1,328	1,367	1,328	1,800	1,800		1,800
5223	Telephone	39,736	43,399	42,886	43,262	43,682		43,682
5224	Other Services & Charges	1,480	2,313	248	500	1,000		1,000
5225	Travel & Vocational Training	12,959	8,448	15,193	19,500	19,500		19,500
5242	Printing, Supplies, & Materials	91,281	93,074	84,849	99,763	100,163		100,163
5246	Animal Control	15,270	10,392	14,371	15,630	15,630		15,630
5247	Motor Fuels & Lubricants	89,131	94,168	125,960	109,874	116,626		116,626
5248	Books & Publications	2,375	1,581	716	697	697		697
5263	Grant Funds	2,600	36,163	11,252				
5266	K-9 Funds		6,562	256				
5274	Controlled Drug Buy Money			5,000	5,000	5,000		5,000
5275	Donated Funds			17,457				
5409	Adopt-A-Cop		1,000					
	Total Operating Services	349,253	385,569	417,928	398,288	405,008	1.7%	405,008
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	130,057	128,450		139,899	107,000		107,000
5516	Electronic Equipment	18,827	15,400	15,060		10,500		10,500
5520	Other Equipment	7,848	12,491	29,098	4,704	16,990		16,990
	Total Capital Outlay	156,732	156,341	44,158	144,603	134,490	-7.0%	134,490
	TOTAL	\$3,356,338	\$3,407,383	\$3,405,107	\$3,491,256	\$3,552,225	1.7%	\$3,552,225

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. 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 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Fire incidents	1,175	1,250	1,606	1,962
EMS incidents	3,300	3,218	3,304	3,390
Fire response time <7 minutes	63.7%	57.5%	56.9%	56.3%
EMS response time <7 minutes	75%	71.7%	72.3%	72.9%
Fire Mutual Aid received	54	49	82	115
EMS Mutual Aid received	73	63	92	121

Personnel Resources

Fire and EMS			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 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
F = Full Time			44.00	44.00	0
EMS-FF/Int or Paramedic	PT	Hourly	4.00	4.00	0
Logistics Coord/Office Asst	PT	Hourly	2.00	2.00	0
PT = Part Time			6.00	6.00	0

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,153,406	\$2,137,866	\$2,194,640	\$2,251,264	\$2,294,147		\$2,294,147
5103	Temporary & Seasonal Help	67,395	80,609	39,585	50,000	50,000		50,000
5105	Overtime	131,489	127,802	118,233	110,000	110,000		110,000
	Total Personal Services	2,352,290	2,346,277	2,352,458	2,411,264	2,454,147	1.8%	2,454,147
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	66,090	86,640	59,426	77,586	77,586		77,586
5206	Dues & Subscriptions	2,442	1,876	1,085	2,172	2,172		2,172
5209	Maintenance - Electronics	15,829	10,571	12,408	12,408	12,408		12,408
5214	Maintenance - Motor Vehicles	46,282	45,450	49,512	43,260	43,260		43,260
5216	Maintenance - Equipment	24,366	48,604	43,337	30,744	30,744		30,744
5221	Postage	2,643	3,675	2,849	4,865	4,865		4,865
5223	Telephone	45,482	37,812	33,660	33,450	33,450		33,450
5224	Other Services & Charges	6,416	7,047	7,841	10,000	10,000		10,000
5225	Travel & Vocational Training	31,691	17,901	12,049	18,000	18,000		18,000
5242	Printing, Supplies, & Materials	59,103	68,182	68,103	75,950	75,950		75,950
5247	Motor Fuels & Lubricants	45,339	44,630	54,458	47,000	47,000		47,000
5248	Books & Publications	48	792	1,667	2,000	2,000		2,000
5250	Small Tools & Equipment	4,409	3,465	4,249	5,165	5,165		5,165
5263	Grant Funds	23,630	92,189	23,313				
5281	Heat, Lights & Power	32	33	6				
	Total Operating Services	373,802	468,867	373,963	362,600	362,600	0.0%	362,600
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	1,135	4	75,425				
5502	Fire Equipment	38,376	28,679	134,104	63,500	66,800		66,800
5506	Court Restitution		324	511				
5516	Electronic Equipment	37,423	88,352	9,522		4,000		4,000
5520	Other Equipment	(366)		564				
	Total Capital Outlay	76,568	117,359	220,126	63,500	70,800	11.5%	70,800
	TOTAL	\$2,802,660	\$2,932,503	\$2,946,547	\$2,837,364	\$2,887,547	1.8%	\$2,887,547

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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Citizens trained in CERT	n/a	31	30	30
Monitored Atlantic tropical events	9	19	18	18
Severe thunderstorm warnings	6	12	14	14
Tornado warnings	0	2	1	1

Personnel Resources

Emergency Management

			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0
			1.00	1.00	0

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT

ACCOUNT NUMBER 1403

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$	\$4,434	\$18,339	\$8,000	\$16,557		\$16,557
	Total Personal Services		4,434	18,339	8,000	16,557	107.0%	16,557
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	8,294	844	2,922	20,225	18,795		18,795
5216	Maintenance - Equipment				1,000	1,000		1,000
5221	Postage	28	51	28	50	50		50
5225	Travel & Vocational Training			522				
5242	Printing, Supplies & Materials		852	371	900	2,030		2,030
5247	Motor Fuels & Lubricant			492	300	600		600
5263	Grant Funds		12,657	4,978		4,643		4,643
	Total Operating Services	8,322	14,404	9,313	22,475	27,118	20.7%	27,118
	TOTAL	\$8,322	\$18,838	\$27,652	\$30,475	\$43,675	43.3%	\$43,675

Communications

The City of Colonial Heights Communications Department operates the *City Communications Center* (CHECC), 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.

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Number of Calls	115,841	104,612	108,022	110,000
Wireline 911 Calls	6,210	5,551	5,248	5,000
Wireless 911 Calls	9,071	9,163	10,731	11,000
Warrants Entered	2,166	2,031	2,388	2,400
Lobby Calls Handled	3,233	2,716	4,060	3,500

Personnel Resources

Emergency Communications			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2011-12	FY 2012-13 Proposed	Diff.
Communication Coordinator	F	Sal.	1.00	0	-1.00
Dispatch Supervisor	F	Hr.	4.00	4.00	0.00
Dispatcher/Telecommunicator	F	Hr.	12.00	12.00	0.00
F = Full Time			17.00	16.00	-1.00

Dispatcher/Telecommunicator	PT	Hourly	2.00	2.00	0.00
PT = Part Time			2.00	2.00	0.00

Comments on Personnel Resources for 2012-13

Communication Coordinator position was funded for the first 4 months in the 2011-12 budget. This position was removed from the budget and the Fire Department Training Lieutenant has been assigned to supervise the Communication Center, and also maintain his current duty assignment as the Fire Department Training Lieutenant.

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER 1404

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$703,953	\$692,392	\$674,956	\$665,651	\$665,041		\$665,041
5103	Temporary & Seasonal Help	15,593	12,897	19,783	13,000	13,000		13,000
5105	Overtime	85,728	84,002	91,544	66,096	66,096		66,096
	Total Personal Services	805,274	789,291	786,283	744,747	744,137	-0.1%	744,137
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	13,467	13,060	15,428	12,000	12,100		12,100
5206	Dues & Subscriptions				60	60		60
5209	Maintenance - Electronics	125	954	1,511	1,000	1,272		1,272
5212	Rent of Equipment	1,375	1,499	1,450	576	576		576
5214	Maintenance - Motor Vehicles	68	90	77	500	500		500
5216	Maintenance - Equipment	223,034	227,512	214,537	237,851	238,429		238,429
5221	Postage	197	231	125	200	200		200
5222	E 9-1-1 and CAD System	18,898	17,703	16,498	18,015	18,303		18,303
5223	Telephone	10,746	9,097	8,603	10,850	10,850		10,850
5224	Other Services & Charges	329	563					
5225	Travel & Vocational Training	150		157	500	500		500
5242	Printing, Supplies, & Materials	8,424	7,141	6,689	6,730	6,730		6,730
5247	Motor Fuels & Lubricants	415	424	895	500	500		500
5248	Books & Publications		32	32	50	50		50
5250	Small Tools & Equipment	250		50	50	50		50
5281	Heat, Light and Power	9,308	7,210	7,766	8,000	8,000		8,000
	Total Operating Services	286,786	285,516	273,768	296,882	298,120	0.4%	298,120
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment					6,000		6,000
5516	Electronic Equipment	2,333	37		37,000	24,400		24,400
	Total Capital Outlay	2,333	37		37,000	30,400	-17.8%	30,400
	TOTAL	\$1,094,393	\$1,074,844	\$1,060,051	\$1,078,629	\$1,072,657	-0.6%	\$1,072,657

Public Works

The City of Colonial Heights Department of Public Works provides a wide range of essential services relating to city facilities, infrastructure 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 three operating divisions: Administration, Engineering, and Maintenance. The Director of Public Works, who also serves as the City Engineer, exercises general supervision over the Assistant Director and Public Works Superintendent.

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

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, 26 traffic signals and an estimated 3,000 traffic signs.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Private development submittals reviewed	63	51	41	45
Street miles resurfaced	21	14	8	7
Street miles swept	174	139	180	180
Maintenance work orders completed (in GovQA)	2,500	2,990	2,500	2,500
Construction projects completed	4	3	5	3

Personnel Resources

Department of Public Works			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
			41.00	41.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER 1451

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$217,352	\$207,176	\$205,254	\$205,254	\$211,362		\$211,362
	Total Personal Services	217,352	207,176	205,254	205,254	211,362	3.0%	211,362
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	326	783	576	1,000	1,000		1,000
5209	Maintenance - Electronics	521	1,102	960	960	960		960
5216	Maintenance - Equipment				500	500		500
5221	Postage	28	51	27	100	100		100
5223	Telephone	2,420	2,480	2,420	2,420	2,420		2,420
5225	Travel & Vocational Training	2,816	3,966	2,145	3,500	3,500		3,500
5226	Automobile Allowance	4,615	4,985	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	329	227	142	500	500		500
5248	Books & Publications				125	100		100
	Total Operating Services	11,055	13,594	11,070	13,905	13,880	-0.2%	13,880
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	15,753						
5516	Electronic Equipment	66						
	Total Capital Outlay	15,819						
	TOTAL	\$244,226	\$220,770	\$216,324	\$219,159	\$225,242	2.8%	\$225,242

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$455,375	\$417,629	\$439,411	\$461,385	\$478,967		\$478,967
5103	Temporary & Seasonal Help	41	472		500	500		500
5105	Overtime	10,158	22,499	10,071	14,000	13,000		13,000
5106	Overtime - Snow	4,239	272	4,801	3,000	3,000		3,000
5110	Sick Bank		9,564					
	Total Personal Services	469,813	450,436	454,283	478,885	495,467	3.5%	495,467
<u>OPERATING EXPENSES</u>								
5201	Advertising		250		500	500		500
5203	Professional & Special Services Paving	404,464	813,193	303,987	375,000	429,800		429,800
5209	Maintenance - Electronics	786	3,136	1,272	1,000	1,000		1,000
5212	Rent of Equipment	4,080	525		4,000	4,000		4,000
5214	Maintenance - Motor Vehicles	15,030	22,176	28,893	25,000	28,000		28,000
5216	Maintenance - Equipment	9,121	33,600	38,657	30,000	34,000		34,000
5217	Maintenance - Buildings & Grounds	6,004	622		3,000	1,500		1,500
5219	Maintenance - Bridges	10,000	381		10,000	10,000		10,000
5221	Postage	46	68	35	100	100		100
5223	Telephone	4,022	4,150	4,020	5,000	5,000		5,000
5225	Travel & Vocational Training	522	1,086	1,218	3,500	3,000		3,000
5242	Printing, Supplies, & Materials	17,724	18,050	15,339	20,000	20,000		20,000
5247	Motor Fuels & Lubricants	22,843	28,144	33,214	30,000	35,000		35,000
5249	Road Materials & Equipment	46,292	43,074	66,096	68,000	68,000		68,000
5250	Small Tools & Equipment	2,960	2,804	2,012	3,000	3,000		3,000
5252	Snow Removal - Supplies & Materials	14,961	24,167	9,562	10,000	10,000		10,000
	Total Operating Services	558,855	995,426	504,305	588,100	652,900	11.0%	652,900
<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles			30,000	99,015			
5503	Machinery & Tools	47,589		9,000		94,000		94,000
5516	Electronic Equipment	744						
	Total Capital Outlay	48,333		39,000	99,015	94,000	-5.1%	94,000
	TOTAL	\$1,077,001	\$1,445,862	\$997,588	\$1,166,000	\$1,242,367	6.5%	\$1,242,367

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER 1456

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$278,935	\$249,766	\$326,345	\$319,641	\$321,760		\$321,760
5103	Temporary & Seasonal Help	1,480	235	15	1,000			
5105	Overtime	7,861	9,017	18,121	10,000	12,000		12,000
5106	Overtime - Snow		777	157	1,000	1,000		1,000
	Total Personal Services	288,276	259,795	344,638	331,641	334,760	0.9%	334,760
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	16,307	1,060	29,746	40,000	38,000		38,000
5206	Dues & Subscriptions	315	504	980	2,750	2,750		2,750
5209	Maintenance - Electronics	2,555	1,908	5,961	3,816	4,000		4,000
5214	Maintenance - Motor Vehicles	680	227	2,740	6,000	5,000		5,000
5216	Maintenance - Equipment	1,320	1,126	330	2,000	2,000		2,000
5221	Postage	375	160	175	250	300		300
5223	Telephone	10,987	8,499	9,532	12,000	12,000		12,000
5225	Travel & Vocational Training	760	1,320	2,142	7,000	7,000		7,000
5242	Printing, Supplies, & Materials	23,013	2,745	37,702	28,000	28,000		28,000
5247	Motor Fuels & Lubricants	2,988	2,592	8,867	8,000	8,000		8,000
5248	Books & Publications	67		520	500	500		500
5250	Small Tools & Equipment	104	89	118	2,000	1,000		1,000
5281	Heat, Lights & Power	192,581	173,861	179,611	193,500	190,000		190,000
	Total Operating Services	252,052	194,091	278,424	305,816	298,550	-2.4%	298,550
	<u>CAPITAL OUTLAY</u>							
5515	Building & Fixed Equipment					25,000		25,000
5516	Electronic Equipment	17,790			16,000			
	Total Capital Outlay	17,790			16,000	25,000	56.3%	25,000
	TOTAL	\$558,118	\$453,886	\$623,062	\$653,457	\$658,310	0.7%	\$658,310

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$43,714	\$43,692	\$44,462	\$44,462	\$45,795		\$45,795
5103	Temporary & Seasonal	\$5,090	\$770	\$737				
5105	Overtime	1,014			1,000	1,000		1,000
	Total Personal Services	49,818	44,462	45,199	45,462	46,795	2.9%	46,795
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	124,338	147,982	144,750	142,000	142,000		142,000
5209	Maintenance - Electronics	218	519	324	324	324		324
5213	Maintenance - Court Fees	23,313	9,747	17,338	20,000	22,000		22,000
5214	Maintenance - Motor Vehicles	378	530	605	1,000	1,000		1,000
5216	Maintenance - Equipment	31,866	41,975	15,729	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	29,178	30,861	32,710	14,000	14,000		14,000
5223	Telephone	375	247	267	350	350		350
5242	Printing, Supplies, & Materials	3,813	916	5,910	1,000	1,000		1,000
5243	Construction Materials				3,000	3,000		3,000
5247	Motor Fuels & Lubricants	1,247	1,199	933	1,500	1,500		1,500
5250	Small Tools & Equipment				650	650		650
5281	Heat, Lights & Power	224,022	192,065	196,547	225,000	220,000		220,000
	Total Operating Services	438,748	426,041	415,113	435,824	432,824	-0.7%	432,824
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles					18,500		18,500
5515	Building & Fixed Equipment	90,342						
	Total Capital Outlay	90,342				18,500		18,500
	TOTAL	\$578,908	\$470,503	\$460,312	\$481,286	\$498,119	3.5%	\$498,119

Fleet Maintenance

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

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

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

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
Total Vehicles Maintained	242	245	250	255
Work Orders Completed	1,375	1,007	1,400	1,400
Total Repair Costs	\$206,501.15	\$238,435.79	\$250,000.00	\$260,000.00
Total Sublet Repairs	\$13,998.80	\$12,368.92	<\$15,000.00	<\$16,000.00

Personnel Resources

Fleet Maintenance Shop			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
			4.00	4.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER 1458

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$240,873	\$240,483	\$239,704	\$239,704	\$234,495		\$234,495
5105	Overtime	2,009	2,418	2,653	3,000	3,000		3,000
5106	Overtime - Snow		3,013	1,484	1,000	1,000		1,000
	Total Personal Services	242,882	245,914	243,841	243,704	238,495	-2.1%	238,495
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,867	914	(269)				
5209	Maintenance - Electronics	94	2,854	1,272	1,272	1,500		1,500
5214	Maintenance - Motor Vehicles	2,390	1,085	1,833	1,300	1,500		1,500
5216	Maintenance - Equipment	830	1,204	846	2,300	2,400		2,400
5221	Postage	28	52	29	20	20		20
5223	Telephone	1,934	1,769	1,769	1,800	1,800		1,800
5225	Travel & Vocational Training	620			800	700		700
5242	Printing, Supplies, & Materials	7,858	8,297	8,864	8,000	8,500		8,500
5247	Motor Fuels & Lubricants	27,397	5,828	(23,223)	1,200	1,200		1,200
5248	Books & Publications	454	135	180	500	400		400
5250	Small Tools & Equipment	2,374	2,366	2,036	2,000	2,100		2,100
	Total Operating Services	49,846	24,504	(6,663)	19,192	20,120	4.8%	20,120
	<u>CAPITAL OUTLAY</u>							
5503	Machinery & Tools	4,195				1,600		1,600
5516	Electronic Equipment	636						
	Total Capital Outlay	4,831				1,600		1,600
	TOTAL	\$297,559	\$270,418	\$237,178	\$262,896	\$260,215	-1.0%	\$260,215

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - SOLID WASTE

ACCOUNT NUMBER 1459

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5230	Solid Waste Collection	\$752,998	\$758,821	\$765,694	\$794,100	\$440,776		\$440,776
5235	Landfill Monitoring	89,874	70,606	57,855	80,000	150,000		150,000
5236	Commercial Container Service	44,372	42,681	47,200	49,000	31,072		31,072
	Total Operating Services	887,244	872,108	870,749	923,100	621,848	-32.6%	621,848
	<u>INTERNAL SERVICES</u>							
5260	Administrative Service Charges	35,834	42,138	55,851	47,284			
	Total Internal Services	35,834	42,138	55,851	47,284			
	<u>CAPITAL OUTLAY</u>							
5515	Buildings and Fixed Equipment			2,931	13,000			
	Total Fixed Assets			2,931	13,000			
	TOTAL	\$923,078	\$914,246	\$929,531	\$983,384	\$621,848	-36.8%	\$621,848

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.

Performance Indicators	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Projected	FY 12-13 Projected
Athletic Program Participants	2,153	2,662	3,000	3,100
Non-Athletic Program Participants	2,663	2,707	2,800	2,900
Senior Center Citizens Participants	29,396	32,167	33,000	33,200
Teen Center Attendance	5,316	4,832	5,000	5,000
Facility Rentals (Parks/Community Center)	613	619	615	615
Facility Attendance (Parks/Community Center/Violet Bank)	40,626	37,499	38,000	38,500

Personnel Resources

Recreation & Parks			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
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
			74.00	74.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$262,843	\$230,408	\$213,656	\$209,897	\$216,193		\$216,193
5103	Temporary & Seasonal Help	97,567	119,243	86,310	99,278	100,785		100,785
5105	Overtime	690			2,000	1,000		1,000
	Total Personal Services	361,100	349,651	299,966	311,175	317,978	2.2%	317,978
	<u>OPERATING EXPENSES</u>							
5201	Advertising		914	914	1,000	2,000		2,000
5203	Professional & Special Services	28,715	12,676	29,202	35,035	32,375		32,375
5206	Dues & Subscriptions	298	1,121	1,358	1,116	1,116		1,116
5209	Maintenance - Electronics	1,535	3,792	1,596	1,596	1,596		1,596
5214	Maintenance - Motor Vehicles	859	150	526	750	750		750
5216	Maintenance - Equipment	6,385	487	846	1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds	10,396	2,264	8,025	2,000	2,000		2,000
5221	Postage	1,106	1,085	903	1,800	1,100		1,100
5223	Telephone	8,242	7,968	7,776	9,500	9,500		9,500
5224	Other Services & Charges	23,887	20,849	25,258	25,218	25,599		25,599
5225	Travel & Vocational Training	6,050	3,274	676	2,000	2,000		2,000
5226	Automobile Allowance	4,038	4,376	4,200	4,200	4,200		4,200
5242	Printing, Supplies, & Materials	42,325	42,524	39,424	49,528	51,000		51,000
5247	Motor Fuels & Lubricants	3,428	2,165	1,783	2,500	2,500		2,500
5250	Small Tools & Equipment				100	100		100
5281	Heat, Lights & Power	25,476	20,834	19,389	22,000	22,000		22,000
	Total Operating Services	162,740	124,479	141,876	159,343	158,836	-0.3%	158,836
	<u>CAPITAL OUTLAY</u>							
5506	Court Restitution			(260)				
5520	Other Equipment	1,017	2,399					
	Total Capital Outlay	1,017	2,399	(260)				
	TOTAL	\$524,857	\$476,529	\$441,582	\$470,518	\$476,814	1.3%	\$476,814

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$180,442	\$186,422	\$175,726	\$177,556	\$182,882		\$182,882
5103	Temporary & Seasonal Help	460	29,762	38,385	40,560	40,560		40,560
5105	Overtime	177	405		500	500		500
	Total Personal Services	181,079	216,589	214,111	218,616	223,942	2.4%	223,942
	<u>OPERATING EXPENSES</u>							
5201	Advertising				450	450		450
5203	Professional & Special Services			244				
5206	Dues & Subscriptions		295	575	633	633		633
5209	Maintenance - Electronics	570	3,829	5,380	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles		800	900	900	900		900
5217	Maintenance - Buildings & Grounds	634	120	95	450	450		450
5221	Postage	391	488	365	1,000	1,000		1,000
5223	Telephone	5,520	2,332	1,924	4,000	4,000		4,000
5224	Other Services & Charges		2,460	8,943	10,160	10,160		10,160
5225	Travel & Vocational Training	180	551	266	800	800		800
5241	Senior Citizens Activities	4,198	4,014	4,124	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	8,485	6,187	7,848	12,500	12,500		12,500
5247	Motor Fuels & Lubricants				135	135		135
	Total Operating Services	19,978	21,076	30,664	38,008	38,008	0.0%	38,008
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment	6,749	5,790					
	Total Capital Outlay	6,749	5,790					
	TOTAL	\$207,806	\$243,455	\$244,775	\$256,624	\$261,950	2.1%	\$261,950

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER 1603

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$41,014	\$43,749	\$22,959	\$35,450	\$36,514		\$36,514
5103	Temporary & Seasonal Help	17,644	20,982	16,657	20,000	20,000		20,000
5105	Overtime	841	651	669	1,000	1,000		1,000
	Total Personal Services	59,499	65,382	40,285	56,450	57,514	1.9%	57,514
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	155	200		200	200		200
5209	Maintenance - Electronics	50	477	636	636	636		636
5214	Maintenance - Motor Vehicles	143	222	922	500	500		500
5216	Maintenance - Equipment	45	58	642	500	500		500
5217	Maintenance - Buildings & Grounds	10,078	9,868	8,886	11,000	11,000		11,000
5223	Telephone	1,117	1,210	419	1,500	1,500		1,500
5225	Travel & Vocational Training	267			750	750		750
5242	Printing, Supplies, & Materials	929	1,035	1,207	1,000	1,000		1,000
5247	Motor Fuels & Lubricants	2,162	2,396	3,079	3,000	3,000		3,000
5250	Small Tools & Equipment	525	527	673	1,200	1,200		1,200
	Total Operating Services	15,471	15,993	16,464	20,286	20,286	0.0%	20,286
	<u>CAPITAL OUTLAY</u>							
5515	Building & Fixed Equipment							
5520	Other Equipment	(155)						
5521	Site Improvements	8,191						
	Total Capital Outlay	8,036						
	TOTAL	\$83,006	\$81,375	\$56,749	\$76,736	\$77,800	1.4%	\$77,800

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$298,587	\$296,226	\$269,480	\$269,819	\$276,045		\$276,045
5103	Temporary & Seasonal Help	31,973	33,444	29,640	34,000	34,000		34,000
5105	Overtime	44,455	37,367	35,257	40,000	40,000		40,000
	Total Personal Services	375,015	367,037	334,377	343,819	350,045	1.8%	350,045
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions		70		300	300		300
5209	Maintenance - Electronics		243	324	324	324		324
5212	Rent of Equipment			375				
5214	Maintenance - Motor Vehicles	4,629	3,423	4,028	4,000	4,000		4,000
5216	Maintenance - Equipment	17,278	14,142	16,404	11,000	11,000		11,000
5217	Maintenance - Buildings & Grounds	61,498	67,103	55,010	65,000	65,000		65,000
5223	Telephone	1,199	989	484	1,500	1,500		1,500
5225	Travel & Vocational Training			1,542	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	9,294	12,420	11,664	6,000	6,000		6,000
5247	Motor Fuels & Lubricants	11,792	11,052	13,941	12,000	12,000		12,000
5250	Small Tools & Equipment	546	2,458	2,312	2,500	2,500		2,500
5281	Heat, Lights & Power	21,721	11,910	10,552	18,000	18,000		18,000
	Total Operating Services	127,957	123,810	116,636	122,624	122,624	0.0%	122,624
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle	25,391			22,500			
5520	Other Equipment	15,171		27,344	27,000	24,500		24,500
	Total Capital Outlay	40,562		27,344	49,500	24,500	-50.5%	24,500
	TOTAL	\$543,534	\$490,847	\$478,357	\$515,943	\$497,169	-3.6%	\$497,169

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$49,098	\$48,822	\$49,098	\$49,098	\$50,571		\$50,571
5103	Temporary & Seasonal Help	9,826	11,139	9,920	9,800	9,800		9,800
5105	Overtime		195	212				
	Total Personal Services	58,924	60,156	59,230	58,898	60,371	2.5%	60,371
	<u>OPERATING EXPENSES</u>							
5201	Advertising	2,973	1,150	2,749	1,000	1,000		1,000
5203	Professional & Special Services	20,539	1,181	1,326	1,000	1,000		1,000
5206	Dues & Subscriptions	275	275	275	500	500		500
5209	Maintenance - Electronics		477	636	636	636		636
5217	Maintenance - Buildings & Grounds	6,491	4,748	19,809	16,000	16,000		16,000
5221	Postage	28	51	28	150	150		150
5223	Telephone	2,262	2,276	2,277	1,800	1,800		1,800
5225	Travel & Vocational Training				750	750		750
5242	Printing, Supplies, & Materials	1,309	809	931	3,000	3,000		3,000
	Total Operating Services	33,877	10,967	28,031	24,836	24,836	0.0%	24,836
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment	1,017						
	Total Capital Outlay	1,017						
	TOTAL	\$93,818	\$71,123	\$87,261	\$83,734	\$85,207	1.8%	\$85,207

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.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Circulation	332,089	276,838	271,000	271,000
Books	208,299	166,279	167,000	167,000
Videos	79,230	70,925	65,000	65,000
Audios	16,780	15,241	15,000	15,000
Computers	27,780	24,393	24,000	24,000
Circulation Per Staff FTE	53,910	39,548	39,500	39,500*
Library Cards Issued	1,767	2,049	2,000	2,000
Registered Borrowers	11,284	10,913	12,000	13,000
Patron Count	222,144	218,312	218,000	218,000
Interlibrary Loans	531	557	525	525
Story Hour Participants	1,954	2,051	2,100	2,100
Volumes Added to Collection	5,908	5,970	5,500	5,500
Meeting Room Groups	1,097	1,198	1,200	1,200

***State Average is 27,311 Circulation Per FTE staff member

Personnel Resources

Library			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
Library Director	F	Salary	1.00	1.00	0.00
Library Associate	F	Salary	2.00	2.00	0.00
Library Assistant	F	Salary	3.00	3.00	0.00
Library Assistant	PT	Hourly	1.00	1.00	0.00
			7.00	7.00	0.00

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER 1701

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$316,300	\$317,303	\$317,806	\$319,445	\$320,118		\$320,118
5103	Temporary & Seasonal Help	44,052	47,593	39,804	42,000	42,950		42,950
	Total Personal Services	360,352	364,896	357,610	361,445	363,068	0.4%	363,068
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	3,418	2,437	2,547	2,900	2,900		2,900
5206	Dues & Subscriptions	270	305	270	425	425		425
5209	Maintenance - Electronics	12,277	12,139	11,448	11,448	11,448		11,448
5212	Rent of Equipment	240	310	1,254	540	1,310		1,310
5216	Maintenance - Equipment	746	1,606	214	2,050	1,400		1,400
5221	Postage	2,282	2,398	2,287	2,326	2,326		2,326
5223	Telephone	3,707	3,827	4,230	3,787	3,787		3,787
5224	Other Services & Charges	6,864	6,292	7,409	6,840	6,840		6,840
5225	Travel & Vocational Training	440	238	240	850	850		850
5242	Printing, Supplies, & Materials	15,500	22,855	24,638	24,000	24,000		24,000
5248	Books & Publications	121,164	111,908	118,793	114,500	114,500		114,500
5281	Heat, Lights & Power	50,256	42,455	43,803	49,000	48,000		48,000
	Total Personal Services	217,164	206,770	217,133	218,666	217,786	-0.4%	217,786
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	9,104	14,153	7,502		9,200		9,200
	Total Capital Outlay	9,104	14,153	7,502		9,200		9,200
	TOTAL	\$586,620	\$585,819	\$582,245	\$580,111	\$590,054	1.7%	\$590,054

Planning and Community Development Building Inspections

Currently consisting of two operating divisions (Planning and Building Inspection) the City of 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 general public health and safety 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 is the major continuing initiative of the Planning Division. This is envisioned as a three year project that encompasses the complete rewrite and update of the plan. In 2012, the citizens planning committee will be developing recommendations on a vision and goals which will then be used as a basis for the plan development in year three. The Appomattox River Greenway Trail Project will also continue through 2012, with completion of Phase 2 by mid-year, Phase 3 planning complete by the end of the year, and Phase 4 will be under design. The Emergency Home Repair Program funded by the Community Development Block Grant will continue in 2012.

The Building Inspections Division assures compliance with the Virginia Uniform Statewide Building Code in an efficient manner. This department accepts permit applications, reviews those applications for compliance with the USBC, routes applications to other reviewing departments and issues permits authorizing the proposed work after all applicable departments have given approval to proceed. The department conducts on-site inspections of projects at different phases of construction to insure compliance and issues certificates of occupancy.

The Division also conducts property maintenance, tall grass, zoning, unlicensed vehicles and trash inspections and manages the City's Rental Inspection Program.

Performance Indicators	FY 09 - 10 Actual	FY 10 - 11 Actual	FY 11 - 12 Projected	FY 12 - 13 Projected
Sign Permits Issued	70	78	76	80
CDBG \$ Expended	\$80,649	\$124,606	\$78,399	\$69,234
Planning Commission Mtgs	12	9	9	10
New Construction Building Code Inspections	2,345	1,900	2,246	2,600
Tall Grass Inspections	247	405	591	600
Total Plan Reviews	61	72	80	85

Personnel Resources

Planning/Building Inspection

Classification Title	Status *	Hourly/ Salary	Authorized Positions		
			FY 2011-12	FY 2012-13 Proposed	Diff.
Director	F	Salary	1.00	1.00	0.00
Neighborhood Revitalization Planner	F	Salary	1.00	1.00	0.00
Building Official	F	Salary	1.00	1.00	0.00
Senior Building Inspector	F	Salary	1.00	1.00	0.00
Building Inspector	F	Salary	1.00	1.00	0.00
Property Maintenance Inspector	PT	Hourly	.75	.75	0.00
F = Full Time PT = Part Time			5.75	5.75	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$184,461	\$194,078	\$145,962	\$147,210	\$151,626		\$151,626
5103	Temporary & Seasonal Help	255	715					
	Total Personal Services	184,716	194,793	145,962	147,210	151,626	3.0%	151,626
	<u>OPERATING EXPENSES</u>							
5201	Advertising	3,690	6,714	1,905	3,500	4,800		4,800
5203	Professional & Special Services	20,540	21,976	15,053	6,000	6,000		6,000
5206	Dues & Subscriptions	488	905	982	1,000	1,000		1,000
5209	Maintenance - Electronics	600	1,082	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicle	9						
5216	Maintenance - Equipment	528	586	650	700	1,200		1,200
5221	Postage	422	399	720	300	300		300
5223	Telephone	2,197	2,190	2,167	2,200	2,200		2,200
5225	Travel & Vocational Training	3,042	1,759	1,332	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	1,742	2,116	1,954	2,000	2,000		2,000
5248	Books & Publications	270		318	500	500		500
5263	Grant Funds			9,865				
	Total Operating Services	33,528	37,727	36,218	19,472	21,272	9.2%	21,272
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	759	967	800	2,458			
	Total Capital Outlay	759	967	800	2,458			
	TOTAL	\$219,003	\$233,487	\$182,980	\$169,140	\$172,898	2.2%	\$172,898

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$159,690	\$160,843	\$160,892	\$160,892	\$165,719		\$165,719
5103	Temporary & Seasonal Help	14,820	18,585	18,713	22,500	22,500		22,500
5105	Overtime & Career Development				2,000	2,000		2,000
	Total Personal Services	174,510	179,428	179,605	185,392	190,219	2.6%	190,219
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	50		158	1,200	2,600		2,600
5206	Dues & Subscriptions	355	207	627	500	500		500
5209	Maintenance - Electronics	2,852	954	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicles	818	1,059	1,081	1,800	1,800		1,800
5221	Postage	673	714	909	700	1,000		1,000
5223	Telephone	5,074	4,513	4,007	5,000	5,000		5,000
5225	Travel & Vocational Training	1,491	1,908	2,448	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	2,164	2,327	2,936	2,700	4,320		4,320
5247	Motor Fuels & Lubricants	2,235	2,263	2,458	2,500	2,800		2,800
5248	Books & Publications	1,638		1,200	1,500	1,500		1,500
5250	Small Tools & Equipment	1,186	302	671	500	500		500
5283	1% State Fee	917	(20)	26				
	Total Operating Services	19,453	14,227	17,793	19,672	23,292	18.4%	23,292
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			1,500	1,600			
	Total Capital Outlay			1,500	1,600			
	TOTAL	\$193,963	\$193,655	\$198,898	\$206,664	\$213,511	3.3%	\$213,511

Office on Youth & Human Services

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

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

Performance Indicators	FY 09 – 10 Actual	FY 10 – 11 Actual	FY 11 – 12 Projected	FY 12 – 13 Projected
# Served by Diversion Programs (VJCCCA)	534	552	410	490
# Served Community Prevention/Education	760	843	900	850
Kids After-School Program	47	44	50	60

Personnel Resources

Office On Youth & Human Services

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2011-12	FY 2012-13 Proposed	Diff.
Department Director	F	Salary	1.00	1.00	0.00
Youth Program Manager	F	Salary	1.00	1.00	0.00
Youth Specialist	F	Salary	2.00	2.00	0.00
F = Full Time PT = Part Time			4.00	4.00	0.00

Site Supervisors	PT	Hourly	3.00	3.00	0.00
PT = Part Time			3.00	3.00	0.00

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT

ACCOUNT NUMBER 1802

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$204	\$825	\$1,890	\$1,500	\$1,500		\$1,500
5108	Fringe Benefits	16	56	155	100	100		100
	Total Personal Services	220	881	2,045	1,600	1,600	0.0%	1,600
	<u>OPERATING EXPENSES</u>							
5221	Postage	28	51	28				
5224	Other Services & Charges		181					
5225	Travel & Vocational Training	226	30					
5242	Printing, Supplies, & Materials	1,352	1,019	297	1,000	1,000		1,000
	Total Operating Expenses	1,606	1,281	325	1,000	1,000	0.0%	1,000
	TOTAL	\$1,826	\$2,162	\$2,370	\$2,600	\$2,600	0.0%	\$2,600

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM

ACCOUNT NUMBER 1807

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$21,766	\$23,494	\$25,577	\$25,000	\$25,500		\$25,500
5108	Fringe Benefits	1,685	1,796	2,202	1,975	2,000		2,000
	Total Personal Services	23,451	25,290	27,779	26,975	27,500	1.9%	27,500
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services							
5224	Other Services & Charges	63	230	504	500	500		500
5225	Travel & Vocational Training	40	30					
5242	Printing, Supplies, & Materials	854	3,031	1,049	600	600		600
	Total Operating Expenses	957	3,291	1,553	1,100	1,100	0.0%	1,100
	TOTAL	\$24,408	\$28,581	\$29,332	\$28,075	\$28,600	1.9%	\$28,600

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>City Memberships & Programs</u>							
5801	Youth Advisory Council	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250		\$2,250
5804	John Tyler Community College	3,902	4,101	3,799	3,853	3,872		3,872
5805	Virginia Gateway Region	28,213	28,213	28,213	28,213	28,213		28,213
5806	Crater Planning District Commission	11,115	11,115	11,115	11,115	11,115		11,115
5807	Virginia Municipal League	7,985	8,038	16,093	8,025	8,025		8,025
5808	Fort Clifton Arts & Crafts Festival	2,000		400	3,000	3,000		3,000
5809	Social Services Christmas Committee	900	2,000	2,000	2,000	2,000		2,000
5810	Crater Agency on Aging	401	465		465	465		465
5811	Mental Health Board	70,000	70,000	65,000	68,000	68,000		68,000
5812	Criminal Justice Academy	10,481	20,905	22,173	23,500	23,500		23,500
5816	Petersburg Symphony	4,000	4,000	4,000	4,000	4,000		4,000
5818	After Prom Committee	500	500	500	500	500		500
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000		1,000
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		9,450
5829	American Legion - Flags	600	300	300	300	300		300
5835	Colonial Heights Educational Foundation	200	200	200	200	200		200
5825	Richard Bland College	3,000	3,000	3,000	3,000	3,000		3,000
5827	Virginia State University	2,500	2,500	2,500	3,000	3,000		3,000
	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	162,997	172,537	176,493	176,371	176,390	0.0%	176,390
	<u>Contributions</u>							
5802	Retired Senior Volunteer Program	4,700	4,700	4,230	4,000	4,000		4,000
5803	Southside Sheltered Workshop	4,000	4,000					
5813	Legal Aid Justice Center, Inc.	4,000	4,000	3,600	3,600	3,600		3,600
5814	CARES	2,000	2,000	1,800	2,000	2,000		2,000
5815	Petersburg Foster Grandparents	2,000	2,000	1,800	1,800	1,800		1,800
5817	Tri City Literacy Council	1,000						
5820	Med-Flight Program	900						
5823	Central Virginia Health Planning Agency	1,000						
5826	CCHASM	1,000	3,000	2,700	3,000	3,000		3,000
5837	Meals on Wheels - Feed More	5,000	6,000	5,850	6,000	6,000		6,000
5838	Chesterfield/Col. Hgts. Families First			900				
5839	Colonial Heights Food Pantry	5,000	6,000	5,850	6,000	6,000		6,000
5840	American Red Cross		2000	1,800	2,000	2,000		2,000
	Total Contributions	30,600	33,700	28,530	28,400	28,400	0.0%	28,400
	TOTAL	\$193,597	\$206,237	\$205,023	\$204,771	\$204,790	0.0%	\$204,790

2012-13 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2012	\$605,000					\$605,000
2010	\$1,023,245	\$118,838	\$53,649	\$54,268		\$1,250,000
2007	104,002	320,998				425,000
2004	334,885	39,231	10,959	39,925		425,000
TOTAL	2,067,132	479,067	64,608	94,193		2,705,000
5621- Notes Payable						
Vacuum Truck					40,304	40,304
Sewer Authority Debt				668,970		668,970
TOTAL				668,970	40,304	709,274
GRAND TOTAL	\$2,067,132	\$479,067	\$64,608	\$763,163	\$40,304	\$3,414,274

2012-13 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2012	\$896,061	\$	\$	\$	\$	\$896,061
2010	145,669	16,918	7,636	7,727		177,950
2007	82,320	254,080				336,400
2004	101,356	11,874	3,317	12,084		128,631
Less 2012 Accrued Interest			(1,515)	(2,269)		(3,784)
Plus 2013 Accrued Interest			1,265	2,030		3,295
TOTAL	1,225,406	282,872	10,703	19,572		1,538,553
5641 - Interest - Notes					2,344	2,344
Sewer Authority Debt				52,916		52,916
TOTAL				52,916	2,344	55,260
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	\$1,235,406	\$282,872	\$10,703	\$72,488	\$2,344	\$1,603,813

RECREATION ACTIVITY FUND

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

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 40

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4504	Concessions	\$4,769	\$5,303	\$4,852	\$8,000	\$8,000		\$8,000
4704	Recreation Use Charges & Fees			2,348				
4721	Youth Sport Sponsorships	1,551	9,430	9,822	2,000	2,000		2,000
4722	Special Interest Classes	18,752	16,650	10,983	23,000	23,000		23,000
4723	Special Events	173,733	83,068	63,495	167,000	167,000		167,000
4724	Adult Athletic Leagues	11,141	13,620	9,081	10,000	10,000		10,000
4743	Active Net		739					
4745	Senior Citizen Classes/ Special Events	15,838	181,263	121,716	30,000	30,000		30,000
4752	Youth Center Fees		1,349	776				
4802	Recoveries & Rebates	3,000						
	Total Charges - Current Services	228,784	311,422	223,073	240,000	240,000	0.0%	240,000
	<u>MISCELLANEOUS</u>							
4726	Violet Bank Museum	344						
4728	Beautification Committee	5,133	68	458				
4750	City Prints Limited	270						
4815	Park Donations		93	248				
	Total - Miscellaneous	5,747	161	706				
	TOTAL	\$234,531	\$311,583	\$223,779	\$240,000	\$240,000	0.0%	\$240,000

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 4280

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$2,629	\$2,000	\$2,400	\$	\$3,000		\$3,000
5108	Fringe Benefits	201	153	184		200		200
	Total Personal Services	2,830	2,153	2,584		3,200		3,200
	<u>OPERATING EXPENSES</u>							
5201	Advertising			199				
5203	Professional & Special Services	29,441	50,740	32,207		43,000		43,000
5224	Other Services & Charges		3,563	564				
5242	Printing, Supplies, & Materials	94,320	83,137	38,854	135,000	35,000		35,000
5245	Concession	7,799	7,550	2,047	7,000	2,800		2,800
5302	Violet Bank Museum				2,000	2,000		2,000
5305	Beautification Committee	11,880	731	889	6,000			
5662	Senior Citizen Classes/Special Events	85,296	106,353	161,764	90,000	154,000		154,000
	Total Operating Services	228,736	252,074	236,524	240,000	236,800	-1.3%	236,800
	<u>CAPITAL OUTLAY</u>							
5520	Other Equipment		13,270					
	Total Capital Outlay		13,270					
	TOTAL	\$231,566	\$267,497	\$239,108	\$240,000	\$240,000	0.0%	\$240,000

STORM WATER FUND

This budget is increased by .2%. Fund accounts for storm water activities and employees. Includes continued purchase for vacuum and jetting vehicle required for maintaining City drainage lines. Reflects second full year of storm water utility charges to fund this operation and includes cost allocation of General Fund indirect costs.

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$104,773	\$104,488	\$103,955	\$108,789	\$108,892		\$108,892
5105	Overtime	2,331	5,682	2,739	3,000	3,000		3,000
5602	Employers FICA Taxes	7,599	8,261	8,042	8,317	8,560		8,560
5605	VRS Retirement Contribution	13,210	15,726	19,284	19,284	23,738		23,738
5607	Group Life Insurance	693	586	296	296	1,437		1,437
5610	Hospitalization	14,207	12,517	18,276	21,885	21,220		21,220
5612	Virginia Employment Commission	31	105	162	64	375		375
	Total Personal Services	142,844	147,365	152,754	161,635	167,223	3.5%	167,223
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	87,799	40,844	8,301	92,700	91,261		91,261
5206	Dues & Subscriptions		3,030		500	500		500
5209	Maintenance - Electronics	50	243	324	324	324		324
5292	Insurance Premiums - Auto				1,500	1,500		1,500
5210	Insurance Premiums - Other	2,193			500	500		500
5211	Insurance Premiums - Workman's Comp.				3,000	3,000		3,000
5212	Rent of Equipment				1,000	1,000		1,000
5214	Maintenance - Motor Vehicles	1,868	1,015	1,477	2,000	2,000		2,000
5216	Maintenance - Equipment				500	500		500
5217	Maintenance - Buildings & Grounds	120						
5218	Maintenance - Miscellaneous				500	500		500
5221	Postage	35	109	169	250	250		250
5223	Telephone	385	407	415	500	500		500
5225	Travel & Vocational Training	365			1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,043	1,280	1,196	2,500	2,500		2,500
5247	Motor Fuels & Lubricants	581	1,470	2,043	2,500	2,500		2,500
5249	Road Materials & Supplies	2,156	2,431		12,000	12,000		12,000
5250	Small Tools & Equipment		3,308		4,750	2,000		2,000
	Total Operating Services	96,595	54,137	13,925	126,024	121,835	-3.3%	121,835

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5641	Interest on Notes	11,236	7,041			2,344		2,344
	Total Fixed Assets	11,236	7,041			2,344		2,344
	<u>INTERNAL SERVICES</u>							
5401	Deprecation		16,654	16,654	16,654	22,112		22,112
5408	Administrative Service Charges			35,585	37,965	37,415		37,415
	Total Internal Services		16,654	52,239	54,619	59,527	9.0%	59,527
	TOTAL	\$250,675	\$225,197	\$218,918	\$342,278	\$350,929	2.5%	\$350,929

WATER & SEWER FUND

Water Distribution & Transmission

This budget is increased by 0.9%. Provides for current level of services at increased rates and includes cost allocation of General Fund indirect costs. Joint purchase of Ground Penetrating Radar has been included.

Wastewater Treatment

This budget reflects a decrease of 12.6%. Also provides for current level of services at decreased amount due to prior year accounting change in reporting of original authority debt and elimination of interfund transfer to Water Distribution. This transfer was required when wastewater activities were reported as separate fund. Also includes cost allocation of General Fund indirect costs. Joint purchase of Ground Penetrating Radar has been included.

Utility Billing:

This budget reflects a decrease of 3.3%. 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
2012-13 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4732	Water User Charges	\$1,338,780	\$1,344,698	\$1,315,399	\$1,435,053	\$1,435,000		\$1,435,000
4733	Sewage User Charges	\$2,369,297	\$2,373,744	\$2,337,005	\$2,604,040	\$2,539,527		\$2,539,527
4734	Sewage User Charges - Chesterfield	69,808	55,456	61,413	57,950	65,097		65,097
4735	Sewage User Charges - Virginia State	211,792	185,928	208,572	190,337	223,297		223,297
4736	Water Connection Charges	222,300	93,800	41,000	75,000	65,000		65,000
4737	Sewer Connection Charges	235,300	94,800	28,500	100,000	50,000		50,000
4738	Water Turn On Fees	8,559	8,943	9,004	9,500	9,000		9,000
4739	Water Reconnection Fees	25,457	30,526	33,928	31,500	33,000		33,000
4740	Late Payment Penalties	47,703	51,488	50,327	52,158	56,000		56,000
4741	Construction Fee	6,400	9,100	7,400	9,200	8,500		8,500
4742	Dishonored Check Fee	2,924	2,932	2,110	3,900	3,400		3,400
4743	Meter Testing Fee		30	15	50	30		30
	<u>NONOPERATING REVENUE</u>							
4503	Sale of Salvage & Scrap	814						
4705	Administrative Service Charges	115,852	122,527	134,818	127,851			
4901	Interest on Investments	7,864	1,208	238	1,200	250		250
4902	Sale of Outside Meters	7,723	7,394	5,190	7,000	5,000		5,000
	Accrued Payroll							
	TOTAL	\$4,670,573	\$4,382,574	\$4,234,919	\$4,704,739	\$4,493,101	-4.5%	\$4,493,101

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
8127	Water Distribution & Transmission	\$1,344,217	\$1,408,700	\$1,330,102	\$1,437,693	\$1,449,944		
8128	Wastewater Treatment	\$2,879,714	\$2,861,460	\$2,319,299	\$2,962,085	\$2,589,991		
8129	Utility Billing	269,635	255,702	222,518	246,023	237,950		
	TOTAL OPERATIONS	\$4,493,566	\$4,525,862	\$3,871,919	\$4,645,801	\$4,277,885	-7.9%	
	<u>CAPITAL OUTLAY</u>							
8127	Water Distribution & Transmission				\$23,500	\$11,000		
8128	Wastewater Treatment	15,315		27,789	34,500	11,000		
8129	Utility Billing							
	TOTAL CAPITAL OUTLAY	\$15,315		\$27,789	\$58,000	\$22,000		

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$287,131	\$280,135	\$283,852	\$302,151	\$302,693		\$302,693
5105	Overtime	18,762	33,585	32,902	25,000	25,000		25,000
5601	Accumulated Vacation Pay	29	307	60	2,000	500		500
5602	Employers FICA Taxes	21,609	23,233	21,824	24,530	25,068		25,068
5605	VRS Retirement Contribution	42,006	43,246	46,616	53,562	65,987		65,987
5607	Group Life Insurance	2,256	1,673	716	822	3,995		3,995
5610	Hospitalization	58,585	62,602	58,762	63,228	72,888		72,888
5612	Virginia Employment Commission	140	454	640	640	878		878
	Total Personal Services	430,518	445,235	445,372	471,933	497,009	5.3%	497,009
	<u>OPERATING EXPENSES</u>							
5201	Advertising	328	344	964	1,000	1,000		1,000
5203	Professional & Special Services	27,207	27,661	18,063	50,000	40,000		40,000
5206	Dues & Subscriptions	585	573	409	1,000	750		750
5209	Maintenance - Electronic	600	2,552	3,492	1,272	1,272		1,272
5292	Insurance Premiums - Auto	6,451	7,107	6,470	6,500	6,500		6,500
5210	Insurance Premiums - Other	1,542	3,241	3,303	2,500	3,200		3,200
5211	Insurance Premiums - Workman's Comp.	9,968	8,541	7,927	10,000	10,000		10,000
5212	Rent of Equipment	254			750	500		500
5214	Maintenance - Motor Vehicles	4,258	5,959	6,380	5,000	5,500		5,500
5216	Maintenance - Equipment	4,969	4,973	4,260	8,000	7,500		7,500
5217	Maintenance - Building & Grounds		1,650		2,000	2,000		2,000
5218	Maintenance - Miscellaneous				250	250		250
5221	Postage	566	1,081	830	500	500		500
5223	Telephone	6,881	6,105	6,261	6,500	6,500		6,500
5225	Travel & Vocational Training	857	524		2,000	2,000		2,000
5242	Printing, Supplies, & Materials	38,072	74,980	47,625	60,000	50,000		50,000
5247	Motor Fuels & Lubricants	8,704	13,509	17,086	13,500	17,000		17,000
5249	Road Materials & Supplies	4,773	7,616	14,683	8,000	8,000		8,000
5250	Small Tools & Equipment	636		260	1,000	500		500
5281	Heat, Lights & Power	9,953	2,000	505	10,000	5,000		5,000
5402	Materials Purchased for Resale	532,417	543,984	484,805	513,675	525,000		525,000
	Total Operating Services	659,021	712,400	623,323	703,447	692,972	-1.5%	692,972

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	43,934	27,940	14,916	13,369	10,703		10,703
5401	Depreciation	122,714	126,202	126,989	126,442	122,179		122,179
	Total Fixed Assets	166,648	154,142	141,905	139,811	132,882	-5.0%	132,882
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	88,030	96,923	119,502	122,502	127,081		127,081
	Total Internal Services	88,030	96,923	119,502	122,502	127,081	3.7%	127,081
	TOTAL	\$1,344,217	\$1,408,700	\$1,330,102	\$1,437,693	\$1,449,944	0.9%	\$1,449,944

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$209,370	\$216,924	\$217,914	\$227,232	\$227,217		\$227,217
5105	Overtime	30,219	46,226	44,886	30,000	30,000		30,000
5601	Accumulated Vacation Pay		29					
5602	Employers FICA Taxes	17,600	19,083	18,664	18,073	19,677		19,677
5605	VRS Retirement Contribution	28,206	33,360	43,008	40,284	49,533		49,533
5607	Group Life Insurance	1,687	1,245	660	618	3,000		3,000
5610	Hospitalization	38,664	46,686	53,999	60,159	46,980		46,980
5612	Virginia Employment Commission	104	407	485	440	665		665
	Total Personal Services	325,850	363,960	379,616	376,806	377,072	0.1%	377,072
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	49,591	71,045	15,923	100,000	100,000		100,000
5206	Dues & Subscriptions	248	206	209	500	400		400
5292	Insurance Premiums - Auto	7,884	8,686	7,908	8,500	8,250		8,250
5209	Maintenance - Electronics	125	477	1,586	642	650		650
5210	Insurance Premiums - Other	1,295	3,241	3,303	3,400	3,400		3,400
5211	Insurance Premiums - Workman's Comp.	6,031	5,479	4,600	5,000	5,000		5,000
5212	Rent of Equipment	2,164	2,000	1,146	2,000	2,000		2,000
5214	Maintenance - Motor Vehicles	6,806	7,586	4,420	7,000	7,000		7,000
5216	Maintenance - Equipment	3,377	6,601	4,588	7,000	7,000		7,000
5217	Maintenance - Buildings & Grounds	533	4,607	99	3,000	3,000		3,000
5218	Maintenance - Miscellaneous	1,400		698	500	500		500
5223	Telephone	6,185	5,752	5,354	6,000	6,000		6,000
5225	Travel & Vocational Training	1,142	1,120	329	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	21,525	62,808	28,476	50,000	50,000		50,000
5247	Motor Fuels & Lubricants	11,265	(4,160)	17,036	15,000	15,000		15,000
5249	Road Materials & Supplies	3,704	9,259	12,678	16,500	16,500		16,500
5250	Small Tools & Equipment			698	1,000	1,000		1,000
5281	Heat, Lights & Power	75,693	71,061	65,167	75,000	75,000		75,000
5405	Wastewater Treatment	1,885,353	1,761,860	1,257,514	1,800,000	1,107,585		1,107,585
	Total Operating Services	2,084,321	2,017,628	1,431,732	2,102,542	1,409,785	-32.9%	1,409,785

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	38,760	29,339	24,493	22,630	19,572		19,572
5641	Interest on Sewer Notes	7,055	3,199	819		52,916		52,916
5401	Depreciation	224,030	228,551	224,046	224,046	620,110		620,110
	Total Fixed Assets	269,845	261,089	249,358	246,676	692,598	180.8%	692,598
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges							
	General Fund	199,698	218,783	123,775	108,210	110,536		110,536
	Water Fund			134,818	127,851			
	Total Internal Services	199,698	218,783	258,593	236,061	110,536	-53.2%	110,536
	TOTAL	\$2,879,714	\$2,861,460	\$2,319,299	\$2,962,085	\$2,589,991	-12.6%	\$2,589,991

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER 8129

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$117,388	\$110,968	\$113,624	\$114,978	\$97,131		\$97,131
5103	Temporary & Seasonal Help	5,791	7,211	3,316	3,000	4,000		4,000
5105	Overtime				150	200		200
5602	Employers FICA Taxes	8,640	8,813	8,281	8,700	7,752		7,752
5605	VRS Retirement Contribution	17,145	17,464	20,381	20,380	21,174		21,174
5607	Group Life Insurance	2,357	662	313	315	1,282		1,282
5610	Hospitalization	25,464	21,420	21,334	22,368	22,800		22,800
5612	Virginia Employment Commission	61	203	259	229	229		229
	Total Personal Services	176,846	166,741	167,508	170,120	154,568	-9.1%	154,568
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	256		68	300	300		300
5209	Maintenance - Electronic		720	960	960	980		980
5210	Insurance Premiums - Other	387			400	400		400
5211	Insurance Premiums - Workman's Comp.	199	167	167	175	175		175
5214	Maintenance - Motor Vehicles	702	436	627	700	700		700
5216	Maintenance - Equipment	1,248	1,227	1,468	1,500	1,500		1,500
5218	Repairs - Miscellaneous				150	150		150
5221	Postage	21,482	22,459	23,105	22,500	25,000		25,000
5223	Telephone	4,384	4,384	4,061	4,384	4,384		4,384
5225	Travel & Vocational Training	1,862	845		1,000	1,000		1,000
5242	Printing, Supplies, & Materials	7,952	8,268	9,391	8,500	9,250		9,250
5247	Motor Fuels & Lubricants	2,406	2,532	3,093	2,950	4,000		4,000
5250	Small Tools & Equipment		80		100	100		100
5292	Insurance Premiums - Auto	1,434	1,579	1,438	1,500	1,500		1,500
5403	Outside Water Meters	6,930	5,744		5,000	5,000		5,000
5660	Dishonored Debts				2,000	2,000		2,000
	Total Operating Services	49,242	48,441	44,378	52,119	56,439	8.3%	56,439
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	5,936	5,936	5,936	2,000	2,000		2,000
5408	Administrative Service Charges	37,611	34,584	4,696	21,784	24,943		24,943
	Total Internal Services	43,547	40,520	10,632	23,784	26,943	13.3%	26,943
	TOTAL	\$269,635	\$255,702	\$222,518	\$246,023	\$237,950	-3.3%	\$237,950

SCHOOL FUND

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	\$1,389,177	\$1,941,742	\$1,569,208	\$1,986,964	\$1,540,206		\$1,540,206
	State Funds	14,428,049	12,244,808	11,950,346	12,491,944	13,032,427		13,032,427
	Other Funds	813,577	683,399	687,642	646,688	647,204		647,204
	Operating Transfers In City	18,576,124	18,566,698	18,592,746	18,908,934	18,920,491		18,920,491
	Restricted Fund Balance Schools							
	City - School Debt	191,774						
	Fund Balance			855,406	339,834	1,089,777		1,089,777
	TOTAL	\$35,398,701	\$33,436,647	\$33,655,348	\$34,374,364	\$35,230,105	2.5%	\$35,230,105

CITY OF COLONIAL HEIGHTS
2012-13 BUDGET

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	\$26,582,811	\$25,338,611	\$25,250,524	\$26,527,112	\$27,942,012		\$27,942,012
	Administration, Attendance & Health Services	1,601,316	1,567,026	1,560,293	1,549,764	1,611,597		1,611,597
	Transportation	677,176	783,523	692,365	737,519	817,957		817,957
	Operation and Maintenance of Plant	4,414,236	3,663,927	3,400,209	3,651,498	3,291,484		3,291,484
	Food Service & Noninstructional Operations	950,326	910,316	970,708	970,937	987,529		987,529
	Textbooks	169,652	129,693	57,655				
	Capital Outlay	254,793	836,655	1,124,239				
	Operating Transfers Out	775,667	588,934	314,345	190,000	191,700		191,700
	Contingency Fund				657,534	387,826		387,826
	CIP Reserve				90,000			
	TOTAL	\$35,425,977	\$33,818,685	\$33,370,338	\$34,374,364	\$35,230,105	2.5%	\$35,230,105