

City of Colonial Heights

FY2014-15

Annual Operating Budget



Mayor and City Council

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City of Colonial Heights
Elected Officials and Senior Management
July 1, 2014

CITY COUNCIL

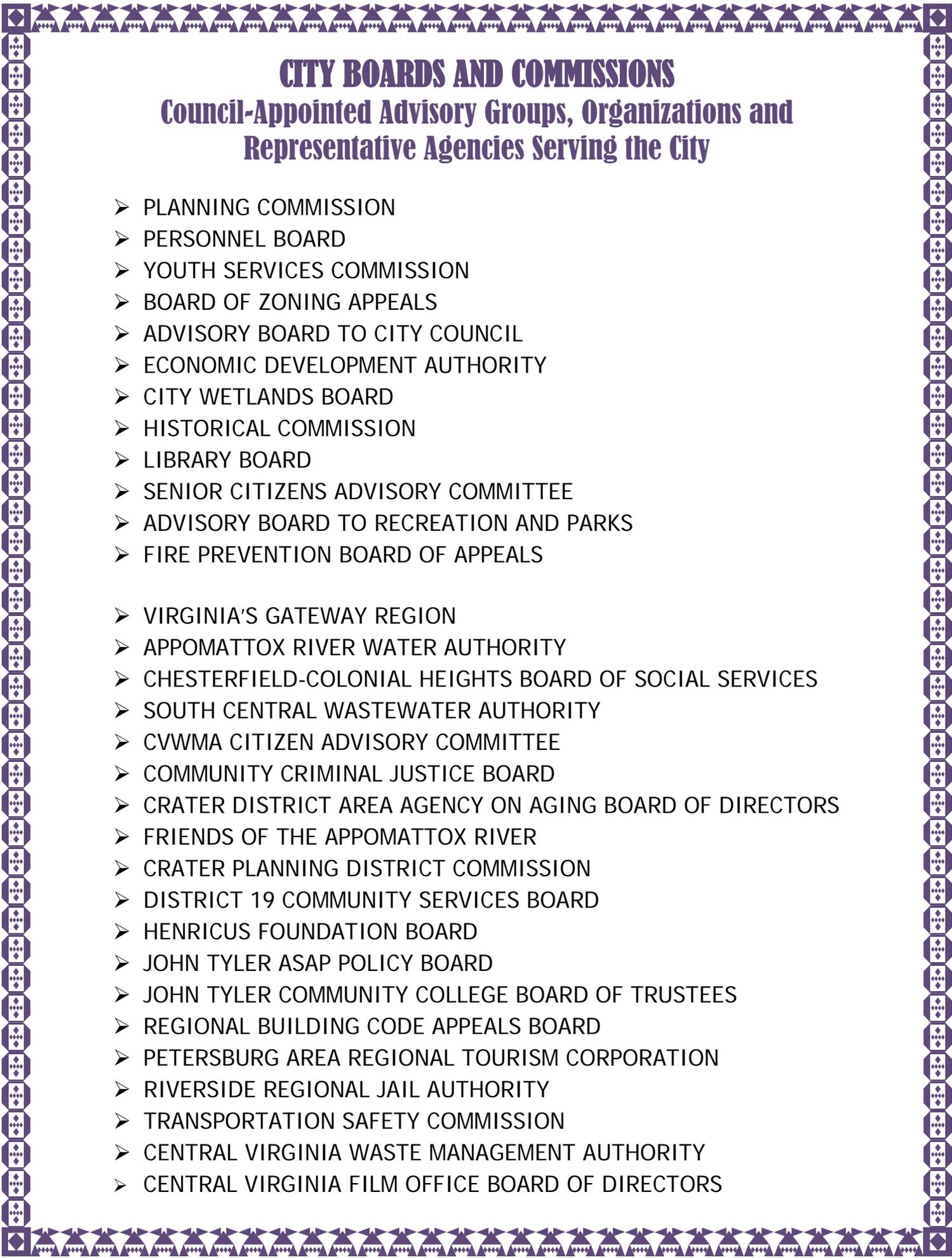
C. Scott Davis.....Mayor
Diane H. Yates Vice Mayor
Milton E. Freeland, Jr.....Councilmember T. Gregory Kochuba.....Councilmember
Kenneth B. Frenier.....Councilmember W. Joe Green, Jr.....Councilmember
John T. Wood.....Councilmember

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. CarpenterDirector of Human Resources
Bruce E. Cashion.....City Assessor
Karen T. Epps.....Director of Economic Development
Jeffrey W. FariesChief of Police
Hugh P. Fisher, IIICity Attorney
Bruce N. HansenLibrary 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. SkalakDirector of Parks & Recreation
Pam Wallace.....Clerk of Council

ELECTED/APPOINTED OFFICIALS

William B. Bray.....Commonwealth's Attorney
Bill Feasenmyer.....Commissioner of Revenue
Joy W. Moore.....Treasurer
Susan Redford.....Registrar
Donna Slade.....Clerk of General District Court
Stacy L. Stafford.....Clerk of Circuit Court
Todd B. Wilson.....Sheriff



CITY BOARDS AND COMMISSIONS

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

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

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



CITY OF COLONIAL HEIGHTS

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 8, 2014

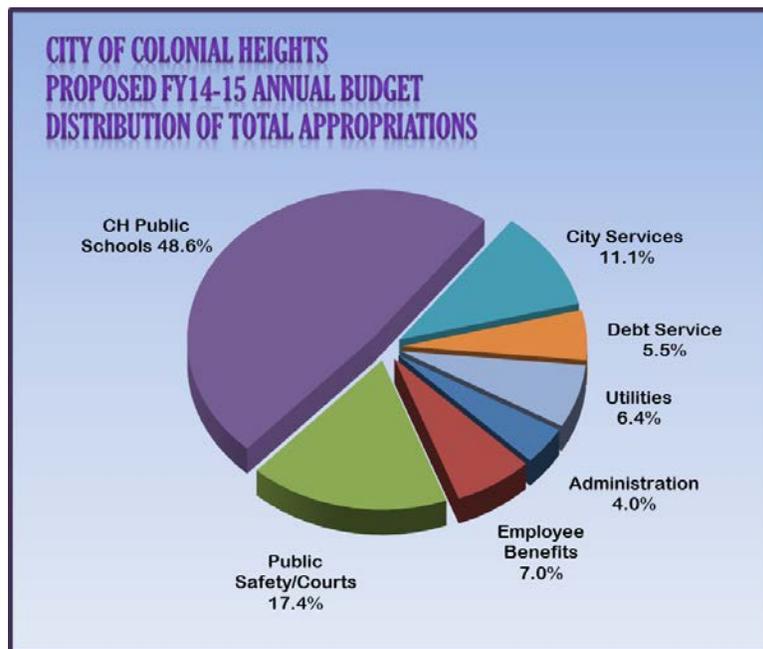
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: **FY2014-15 Proposed Annual Budget Message**

Dear Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, the proposed *Annual Operating Budget* for the City of Colonial Heights for the Fiscal Year of July 1, 2014 through June 30, 2015, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2014-15 Annual Budget* is **\$75,020,017**; to be generally distributed as described below:



As we look forward through the next fiscal year developing the *FY14-15 Annual Budget*, the City is faced with the challenge of addressing a variety of new and rising costs at a time when revenues are generally flat. In order to maintain established service levels for all our citizens and local business community, the City must consider increasing revenues for the General Fund. While the City of Colonial Heights should be able to maintain a generally stable overall financial position, a variety of economic pressures will present definite challenges throughout the next fiscal year.

The *FY14-15 Budget* as proposed is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all departments' heads and includes a comprehensive review of all existing programs, operations, and services.

The proposed budget includes the continuation of all existing services and programs; full-year funding of all existing staff and operations; and level 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 five (5) basic funds:

- **General Fund** – (\$33.6M) revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- **School Fund** – (\$36.3M) revenues and expenditures related to funding of operations and services of the Colonial Heights Public Schools.
- **Recreation Fund*** – (\$17M) revenues and expenditures relating to recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Stormwater Management Fund*** – (\$55M) all financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund*** – (\$4.4M) all financial transactions relating to the provision of potable water and sanitary services through the city's systems.

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

The budget document itself is presented in a format consistent with prior years; and preceding each departmental budget is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also on this page are “*Performance Indicators*” - statistical data providing general overview of that department's volume of work; and a review of personnel resources.

FY2014-15 ANNUAL BUDGET - Budget Highlights and Issues

The City of Colonial Heights has successfully responded to the financial challenges of recent years through the effective management of its available resources. Unlike nearly all other localities in our region, the City has continued to evolve and grow services during that time while avoiding operating tax increases, major reductions in services, or job losses.

As we look to the near future, however, increased demands for services and general increases in costs will require additional financial support. Although every effort has been made to reduce departmental operating budgets and to enhance revenue projections (and the proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses), a new or additional revenue stream must be created to adequately support General Fund operating costs within the proposed budget.

Following is a brief discussion of the primary issues impacting the proposed *FY14-15 Annual Budget*:

Staffing

The proposed budget includes full-year funding in FY14-15 for up to **three hundred fifty-one (351) total city employees**: two hundred fifty-three (253) full-time positions, fifty (50) part-time positions, and forty-eight (48) seasonal positions. Although requests were made by certain departments for increased personnel, there are no new positions included within the proposed *FY14-15 Annual Budget* – except for those new positions within the Sheriff's Office already approved by Council.

FY14-15 Budget Highlights and Issues

Full-Year Funding of Prior Year Costs

The current-year budget includes certain items that were only partially funded in the FY13-14 Budget; primarily to lessen the impact on said budget. The challenge associated with that decision, however, is that full-year funding of these items next year will result in increased costs for the *FY14-15 Budget*. Specifically, the current year budget included (1) a 2.0% Cost of Living Adjustment (COLA) in pay for all full-time city employees that was effective January 1, and (2) a new full-time Facilities/Groundskeeper position in the Recreation & Parks Department that was filled in January. Full-year funding of each of these items is included in the proposed *FY14-15 Annual Budget* and represents total new costs of nearly **\$170,000** within the General Fund.

Increased Staffing – Sheriff’s Office

As we enter the FY14-15 fiscal year, the Sheriff’s Office is faced with three (3) primary issues that adversely affect its annual operating costs:

- (1) The new Courthouse that opened late in 2013 included a variety of safety and security enhancements for courthouse staff and the general public. Said upgrades, however, have created increased demands on Sheriff’s deputies to properly staff operations at the new Courthouse.
- (2) It is anticipated that the new Juvenile and Domestic Relations Courtroom will begin operating soon, which will create the possibility of all three courtrooms operating at once.
- (3) It is anticipated that the Affordable Care Act will adversely impact the Sheriff’s existing dependency on part-time employees. Compliance with the Act will require either increased part-time personnel or conversion of existing part-time to full-time to maintain existing services levels.

In response to this overall situation, City Council recently authorized **two (2) new full-time** and **two (2) new part-time** Deputy positions for the Sheriff’s Office. While warranted given the overall situation, full-year funding of this new staff represents significant, new permanent/annual costs in excess of **\$200,000** within the General Fund for next year and \$180,000 per year into the future :

Salaries & Benefits - Two (2) Full-time positions.....	\$ 105,276
Salaries & Benefits - Two (2) Part-time positions.....	75,355
Equipment/Fees/Miscellaneous.....	<u>21,207</u>
	\$ 201,838

Although there are certain court-related fees generated to support the Sheriff’s Office that will be utilized to offset some of these costs - including the use of one-time reserve funds of \$120,000 in FY14-15, this item alone necessitates a permanently increased revenue stream if we are to absorb these new annual costs without adversely affecting other city services.

Emergency Communications Upgrades

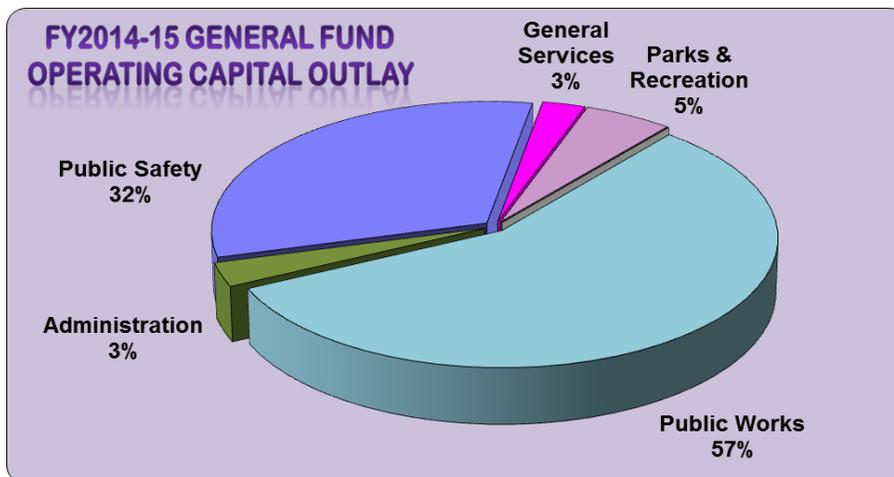
Also included for funding within the proposed *FY14-15 Annual Budget* is the second installment of a two-year funding effort of the Capitol Region Radio Project at a total cost of **\$100,000**.

The Capitol Region Radio Project is for the design and replacement of the City’s 800MHz radio system that provides vital communication capabilities for all public safety services including Police, Fire/EMS, and Sheriff. This project is a wide-ranging capital improvement project that will be done in conjunction with our continuing partnership with Chesterfield County – and will include Henrico and Hanover Counties as well as the City of Richmond. The City’s existing radio system will become obsolete by 2016, as it will no longer be supported by the manufacturer and parts/maintenance will no longer be available. The recently-revised estimate of ultimate total project costs for the City is **\$7M**.

FY14-15 Budget Highlights and Issues

Operations-Capital Outlay

Total capital reinvestment into General Fund Operations for FY14-15 (vehicles, equipment, furniture & fixtures, street resurfacing, etc.) is proposed at a total of **\$1.23M**; consistent with the *Five-Year Capital Program-Operations* and represents a slight decrease over current-year capital investment.



Cuts in Departmental Requests for Funding in FY14-15

As part of the administration’s commitment to keep overall costs as low as possible, particular emphasis was given this year to producing a lean budget proposal that included special attention to all line-item expenditures. As such, not only were all new costs kept to an absolute minimum, a final review by Director of Finance and City Manager resulted in cuts of **more than \$1.1M** from the total amount of funding requested by staff and what is included in the proposed *FY14-15 Annual Budget*. This is certainly not to suggest that any departmental request was unreasonable, but more an illustration that the revenue increases proposed for *FY14-15 Budget* are required to maintain existing service levels.

Revenue - Variable Local Taxes

While property taxes provide essential annual financial stability in support of basic services, variable local taxes – primarily Retail Sales & Use Tax, Food Tax, and Lodging Tax – typically provide the City with funding opportunities for new and/or enhanced services or capital investment each year.

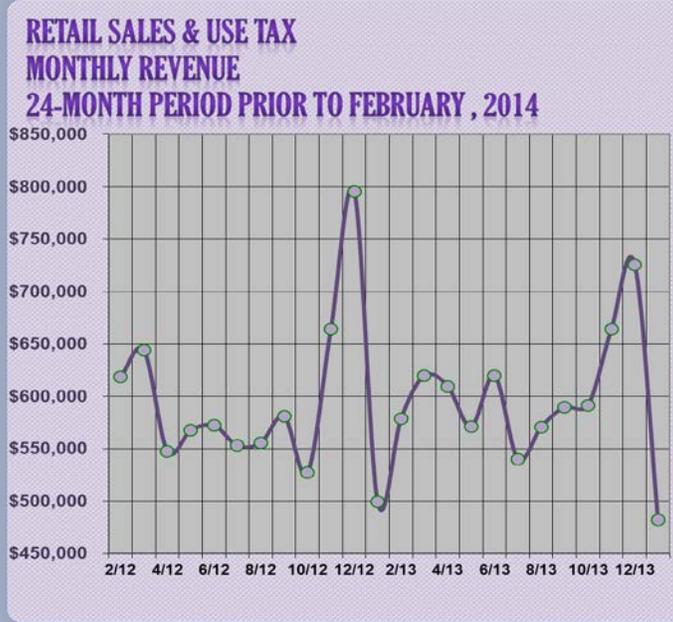
As the market center for the Tri-Cities Region and Fort Lee, annual revenues provided by these taxes are primarily driven by the retail business community located in and around the Southpark Mall and along the Boulevard corridor. In fact, the City has typically ranked among the top five Virginia localities for annual taxable sales per capita (the average amount of taxable sales per city resident).

And, while the City continues to experience great financial benefits from the mall-area and our other retail businesses, the lack of consistent upward overall trends in revenue flow over the past two years adversely impacts our confidence in projecting growing and or significantly “new” revenues in FY14-15.

Retail Sales & Use Taxes are collected by local businesses as imposed on gross receipts from retail sales. Revenue generated from this particular tax represents one of the most important sources for funding of the City’s annual budget (second only to real estate property taxes).

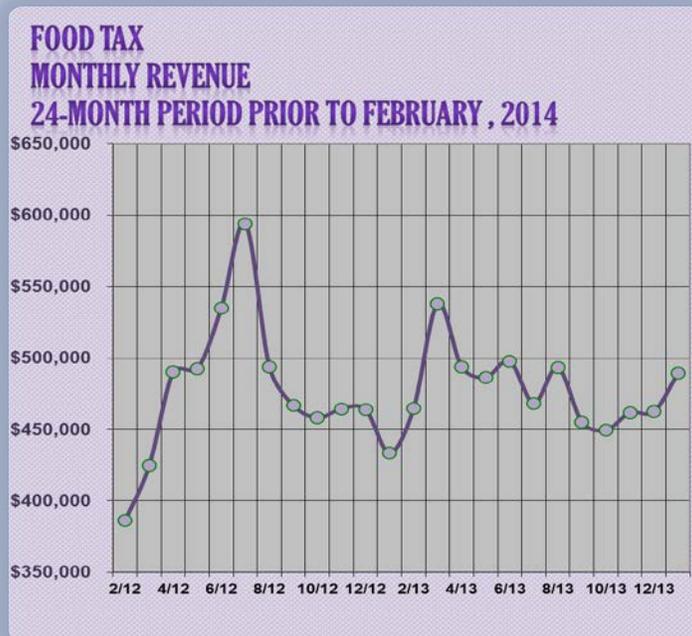
As depicted by the graph below showing actual collections over the past two years, Retail Sales Tax has been generally consistent – following a general trend with spikes during the holiday season. In fact, over the past ten years, total year-end Retail Sales Tax revenue has been very consistent, with a high of \$7.3M in FY2006-07 and a low of \$6.7M in FY2009-10. As such, the staff is most confident about the continued stability and growth of this particular revenue than the other variable taxes.

FY14-15 Budget Highlights and Issues



Food Tax is a source of revenue provided by taxes on food sold by retail establishments whose gross receipts are primarily derived from the sale of food for immediate consumption.

Although the staff anticipates a slight budgetary shortfall in the current year, Food Tax revenues have also followed a fairly consistent pattern over the past two years. Although recent collections have been a bit low, past trends indicate that overall revenues should be on the increase, which would enable us to finish close to the budgeted totals for FY13-14. However, it remains the staff projection that this line item will likely finish under budget for the current year which, in turn, adversely affects our confidence about anticipating significant new revenue from this source in FY14-15.



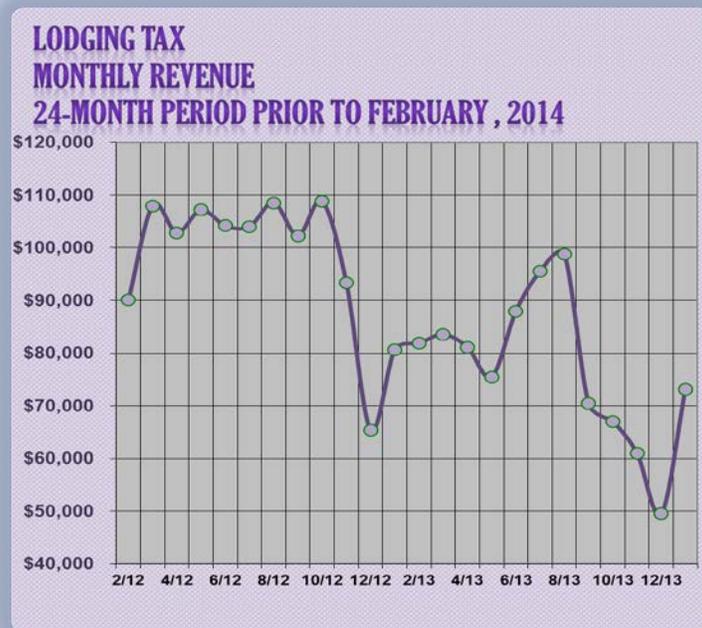
FY14-15 Budget Highlights and Issues

Lodging Tax is a tax paid by hotels, etc. that rent rooms or spaces to any person on a transient basis.

Of greatest concern entering the new fiscal year is the fact that revenue generated by Lodging Tax has clearly been uneven over the past two years. After a period of strong collections from March through October, 2012, the city experienced a significant drop in the same revenue from December, 2012 through May of last year. Some recovery then occurred last summer, but was followed by some of our lowest numbers over the Fall and Winter. Only with the most recent receipts do we see the beginnings of an upward trend.

In this particular category, the rather obvious assumption would be to connect these decreasing revenues with the opening of the new lodging facility at Fort Lee. Given that the housing facility opened in January, 2013, there does seem to be a parallel to when the revenue decline began.

It is the staff’s view, however, that it would be an overstatement to suggest that this is the *only* reason this particular revenue has experienced dramatic swings over the past 24 months. General cutbacks in spending and travel by the Army also appears to have impacted this situation, which would have resulted in a similar affect with or without the new Fort Lee facility.



In summation, while the *FY14-15 Annual Budget* anticipates continuing general stability and growth in the local economy that will result in some revenue growth from these local taxes, the inconsistent trends in revenue flow has caused the staff to recommend conservative projections of “new” revenue from these sources as we plan for next year; thereby limiting significantly increased funding for expanded operations or capital improvements.

Revenue – Property Taxes

Although the City’s annual budget in Colonial Heights is uniquely supported by our retail business community, Real Estate and/or Property Taxes still provide the basic foundation for revenue generation in support of the General Fund, just like most other localities. This stable source of revenue provides assurance as to funding each year for the most basic and essential city services – public safety, mobility, asset maintenance, schools, etc.

FY14-15 Budget Highlights and Issues

In a year when the City will experience a significant cost increase related to some of these most basic services – combined with the fact that our recent reassessment of property values caused net decrease in overall revenue – it will be necessary for the City to adopt a slight increase in its property tax rate to fund such costs without negatively impacting overall existing service levels.

This Annual Budget as proposed for FY14-15 is predicated upon an increase of \$.02 in the Real Estate Tax Rate – from the total current rate of \$1.14/\$100 valuation to \$1.16/\$100.

The net overall impact of the proposed rate increase on individual residential taxpayers should be minimal, however, as such increase will be generally offset by the decrease in assessments that most homeowners experienced this year. In many if not most cases, the rate increase will essentially create an ‘equalization’ of most residential property tax bills.

It is important to note that any such tax rate increase will also have a positive effect on funding for Colonial Heights Public Schools (CHPS), as our tax-sharing agreement stipulates essentially an equal division of any such revenues. Any additional revenue will certainly be helpful to CHPS, as they face their own set of financial challenges entering the new fiscal year.

Other Miscellaneous Issues

- **Employee Compensation** – Due to the various issues discussed herein and the overall financial challenges facing the City in the coming fiscal year, the proposed *FY13-14 Annual Budget* does not include any pay adjustments for employees. It should be noted, however, that by implementing the overall budget recommendations as proposed, it is reasonable to anticipate that the City will be in a position to afford a pay adjustment for employees in FY15-16.
- **Employee Health Insurance Costs** – There is no rate increase anticipated for employee health insurance (for either the employee or the City) in FY14-15.
- **Utility Rates** – For most of the current fiscal year, Council and staff have engaged in a review of water and sewer untidy rates, due primarily to continuing operating shortfalls as depicted in the City’s most recent annual audit report. While Council has already committed to increasing such rates assurance a proper balance of revenue and expenditures within the Utility Fund, the rates have not yet been increased as of this date. However, the proposed *FY14-15 Annual Budget* is fully predicated on implementation of the new/higher rate structure at the beginning of the fiscal year.
- **New City Courthouse** – Cost analysis associated with the new Courthouse is on-going, as the City has yet to have a full year’s experience with maintenance and operations of said facility. While the proposed budget includes reasonable expenditures in this regard, additional practical experience will be required before the staff can more accurately project true operating costs for the new Courthouse.

In spite of certain financial challenges, the coming year should be very rewarding, as the City will see the completion of a number of major capital projects, continued business growth, and the on-going 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.

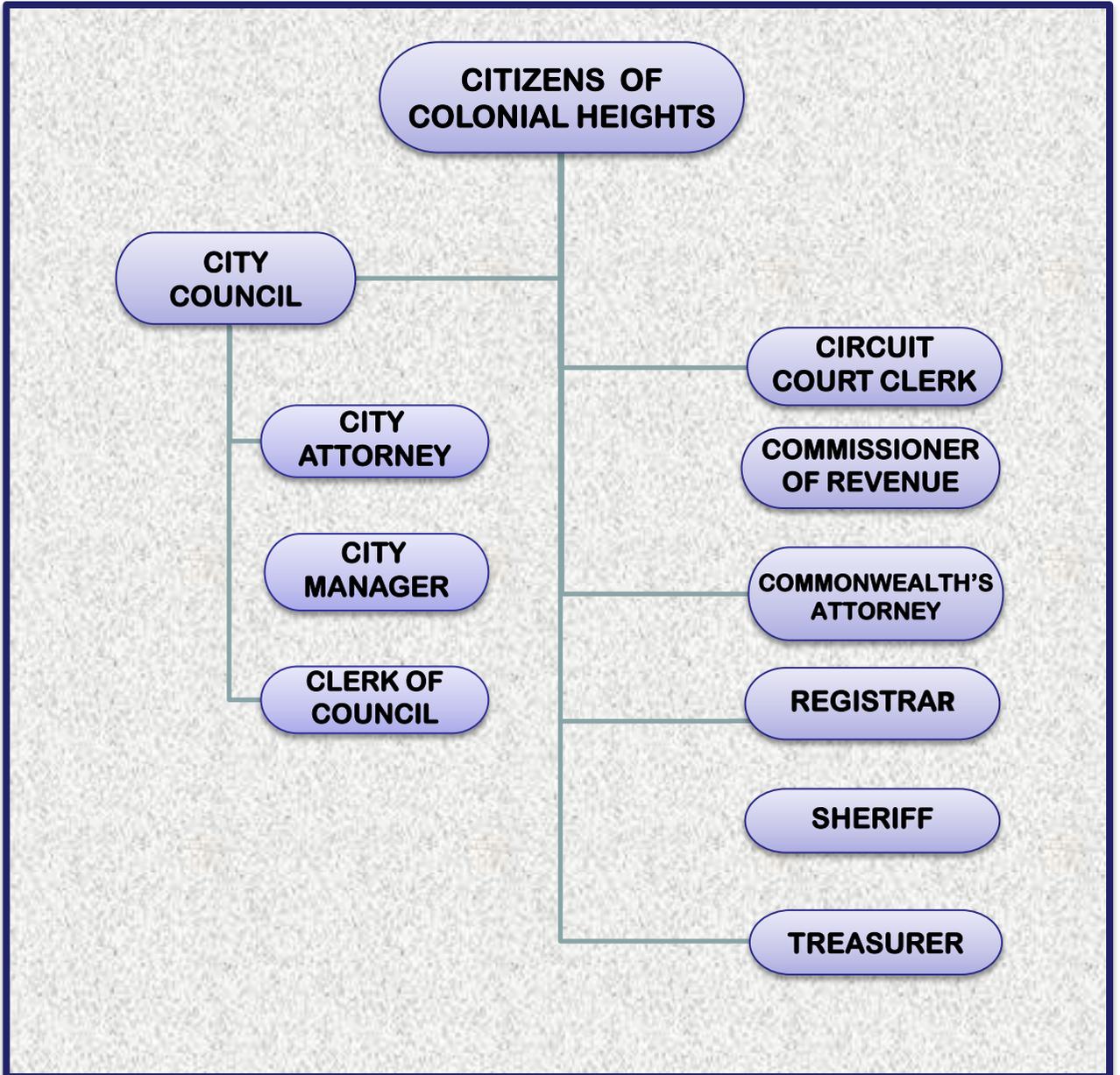
Sincerely,



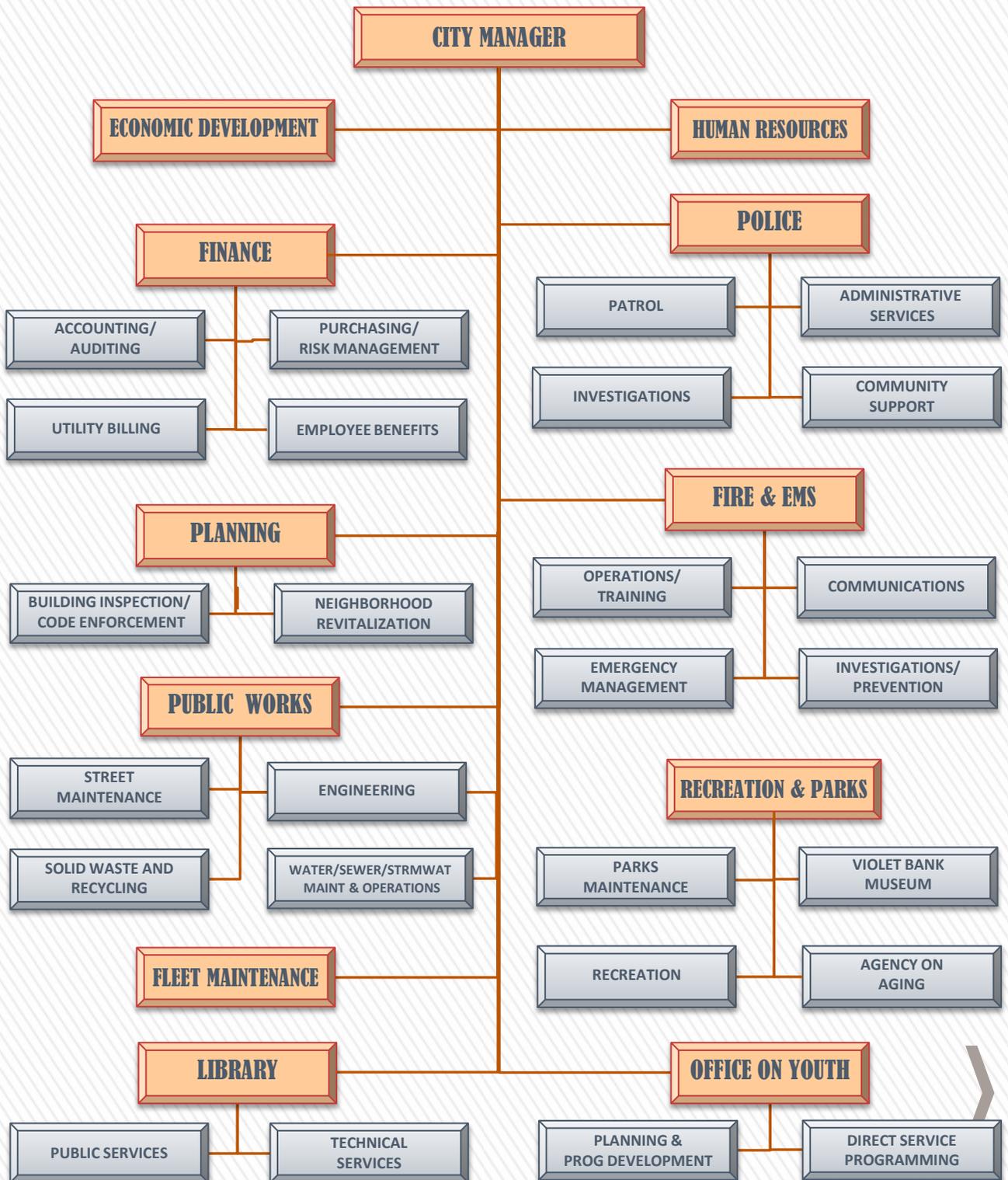
Thomas L. Mattis
City Manager



City of Colonial Heights Organization Chart



City of Colonial Heights 2014-15 Operations Organization Chart



City of Colonial Heights – 2014 City Council Goals

Finance

- Approve a new Five-Year Capital Program–Capital Projects for 2014, establishing Council's revised priorities for major capital improvement projects.
- Finalize review and response to the request by the Colonial Heights Public Schools for capital funding assistance to construct new chemistry/biology labs at CH High School.
- Complete analysis and implementation of new water and sewer rate structure, assuring sustainable revenues sufficient to support desired service levels.

Planning and Code Enforcement

- Working through the Planning Commission and after providing broadly-based opportunities for public input, complete and formally adopt the new Comprehensive Plan.
- Working through the *Southern Gateway Land Use Planning Committee*, continue efforts to develop an effective long-term land use planning strategy for the Boulevard corridor in the area of the new Courthouse and adjacent neighborhoods thereto.
- Develop an effective long-term land use planning strategy for the Dupuy Avenue corridor, recognizing the coming impacts of the improved roadway and Virginia State University Multi-Purpose Center scheduled for 2015.
- Strive to enforce applicable Code provisions to assure proper maintenance and appearance of properties throughout the city.

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.
- Complete a general review of city personnel policies, procedures, and job descriptions, considering upgrades and/or revisions as appropriate.

Transportation/Mobility

- Continue support of VDOT's Temple Avenue Interstate Interchange Project as appropriate.
- Complete construction of the Boulevard Modernization Project.
- Continue development of the Dupuy Avenue and Lakeview Avenue modernization projects, moving forward with right-of-way acquisition for both projects while striving to minimize adverse impact on existing neighborhoods and property owners.
- Continue on-going work to effectively access external funds and complete various road improvement projects.

City of Colonial Heights – 2014 City Council Goals

Economic Development

- Assist the City Manager in defining general goals and expectations for the new Director of Economic Development and initiate the development of an Economic Development Strategic Plan.
- Continue efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project

Parks and Recreation

- Complete construction of Phase III - *Appomattox River Greenway Trail* Project.
- Initiate Phase 2 of the five-year Capital Improvements Master Plan for *Shepherd Stadium* to preserve and rehabilitate that facility.

Kroger Development Project

- Complete sale of city-owned property to Kroger under the terms and conditions of the *Purchase, Sale and Development Agreement* approved last year; and facilitate the start of project construction by the end of the year.
- As final plans on the project are developed, engage property owners on MacArthur Avenue adjacent to the southern boundary of the Kroger Project and consult with them on final screening/landscaping plans for that area.

Public Safety

- Continue funding and support for the *Capital Region Radio Project* that will upgrade and replace the City's to-be-outdated radio system, enhancing communication capabilities for both the Police and Fire/EMS Departments.
- Review both short-term and long-term staffing needs for the Sheriff's Office in response to the demands of new Courthouse operations and other issues.

Communications

- Continue to strive to improve all forms of communication with general citizenry as to various city issues and/or projects.

Services

- Review all aspects of the City's *Annual Christmas Parade* and consider the possibilities for a new partner to manage the parade, ultimately producing the desired community event.
- Continue to assess overall litter control policies for the City, assuring effective utilization of available resources to achieve desired results.
- Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.
- Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of cutting-edge services at an appropriate cost.

Memorandum

Date: January 3, 2014

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of
FY2014-15 Five-Year Capital Program
and Annual Operating Budget



Following is a projected schedule relating to the development and formal adoption of the *2014 Five-Year Capital Program* and the *FY2014-15 Annual Operating Budget* for the City of Colonial Heights in accordance with standard practices and the requirements of the City Charter:

JANUARY

Friday, January 3, 2014 Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed *2014 Five-Year Capital Program (5YRCP)*

Friday, January 10, 2014 Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed *FY2014-15 Annual Operating Budget*

Wednesday, January 15, 2014.....Deadline for submission of all requests for inclusion within the proposed *2014 5YRCP*

Friday, January 17 and

Saturday, January 18, 2014.....Annual planning retreat of City Council to define city goals and objectives for coming year; and provide budget priorities for FY2014-15

FEBRUARY

Monday, February 10, 2014..... Deadline for submission of all requests for funding within the proposed *FY2014-15 Annual Operating Budget*

Monday, February 10 through

Friday, February 28, 2014.....Review of Departmental 5YRCP and Annual Budget Requests by City Manager, Director of Finance, and applicable Department Heads and/or Constitutional Officers (as needed)

MARCH

Tuesday, March 11, 2014.....**Presentation of Proposed 2014 Five-Year Capital Program to Mayor and City Council by City Manager**
(*Regular Council Meeting*)

Tuesday, March 18, 2014.....City Council 5YRCP Review/Work Session (*tentative**)
(*Regular Council Work Session*)

Monday, March 31 through

Friday, April 4, 2014.....Preliminary Annual Operating Budget Briefings with City Councilmembers by City Manager and Director of Finance



APRIL

Tuesday, April 8, 2014.....**Presentation of Proposed FY2014-15 Annual Operating Budget to Mayor & City Council by City Manager**
(*Regular Council Meeting*)

.....Public Hearing on Proposed 2014 5YR-Capital Program

.....Adoption of 2014 Five-Year Capital Program by Council Resolution

Sunday, April 12, 2014.....Publish General Budget Summary and Notice of Public Hearing on April 29

Tuesday, April 15, 2014..... City Council Budget Review/Work Session (*tentative**)
(*Regular Council Work Session*)

Tuesday, April 29, 2014.....Public Hearing on Proposed FY2014-15 Annual Budget
(*Special Council Meeting*) (City Charter requirement)

.....First Reading of Ordinance – FY2014-15 **School Division** Annual Budget

.....First Reading of Appropriations Ordinance Adopting FY2014-15 Annual Operating Budget



MAY

Tuesday, May 6, 2014.....City Council Budget Review/Work Session (*tentative**)
(*Special Council Work Session*)

Tuesday, May 13, 2014.....**Second Reading** of Appropriations Ordinance and **Final Adoption** of FY2014-15 Annual Operating Budget
(*Regular Council Meeting*)

.....Second Reading of Ordinance and Final Adoption of FY2014-15 **School Division** Annual Budget

JUNE

Monday, June 30, 2014.....Deadline established by City Charter for final adoption of *FY2013-14 Annual Operating Budget* (“not later than the last day of the last month of the fiscal year”)



JULY

Tuesday, July 1, 2014.....Beginning of FY2014-15 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 Work Sessions. 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.

CITY OF COLONIAL HEIGHTS CITY CHARTER

Chapter 6 - Budgets

- (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.
- (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 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.

§ 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)

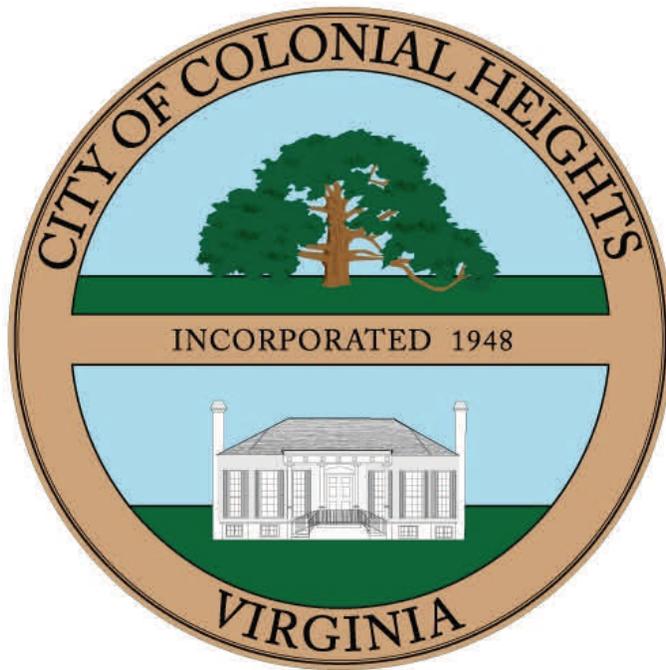
§ 6.19. Certification of Funds.

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)

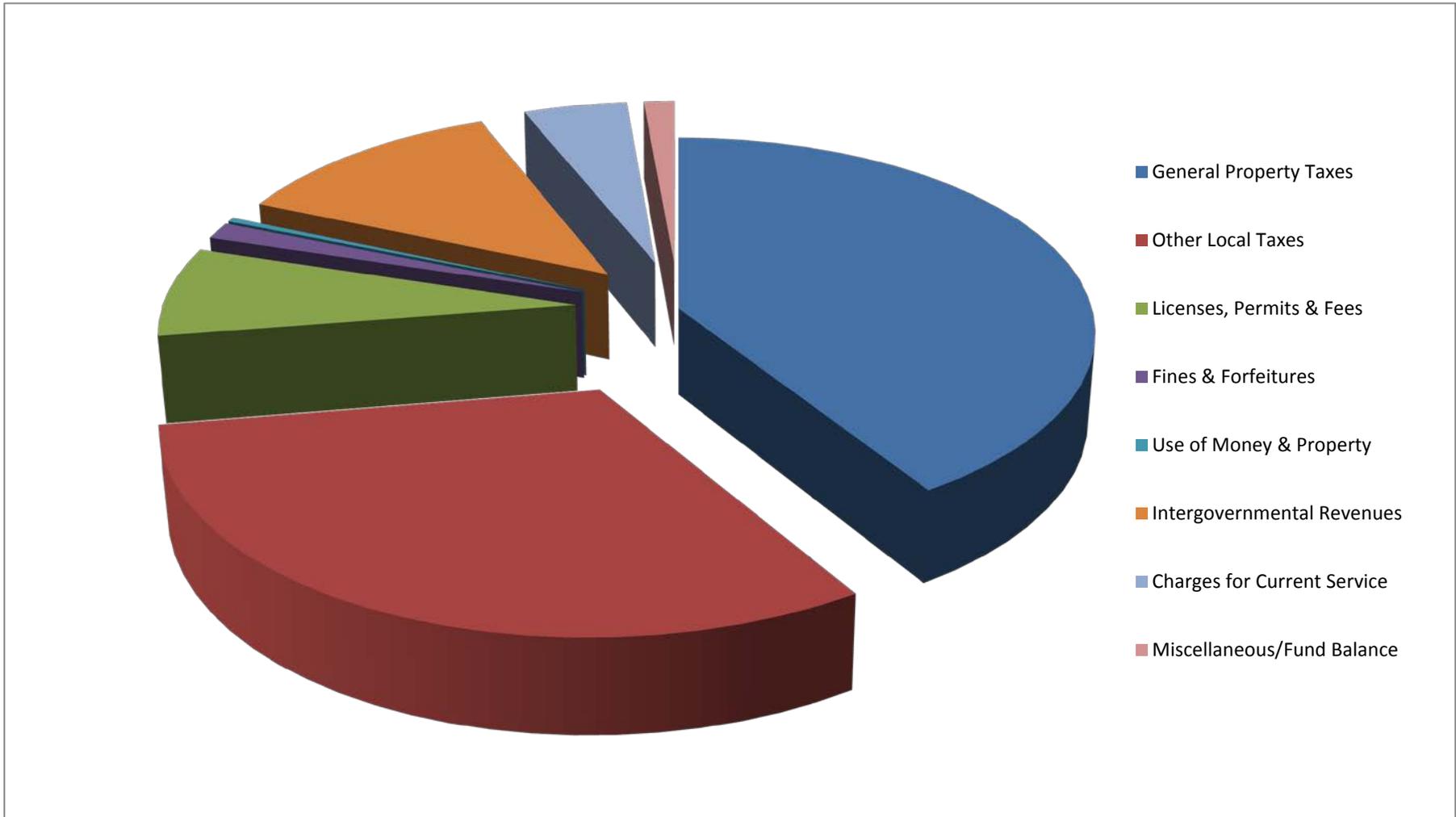
§ 6.20. Reserve for Permanent Public Improvements.

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

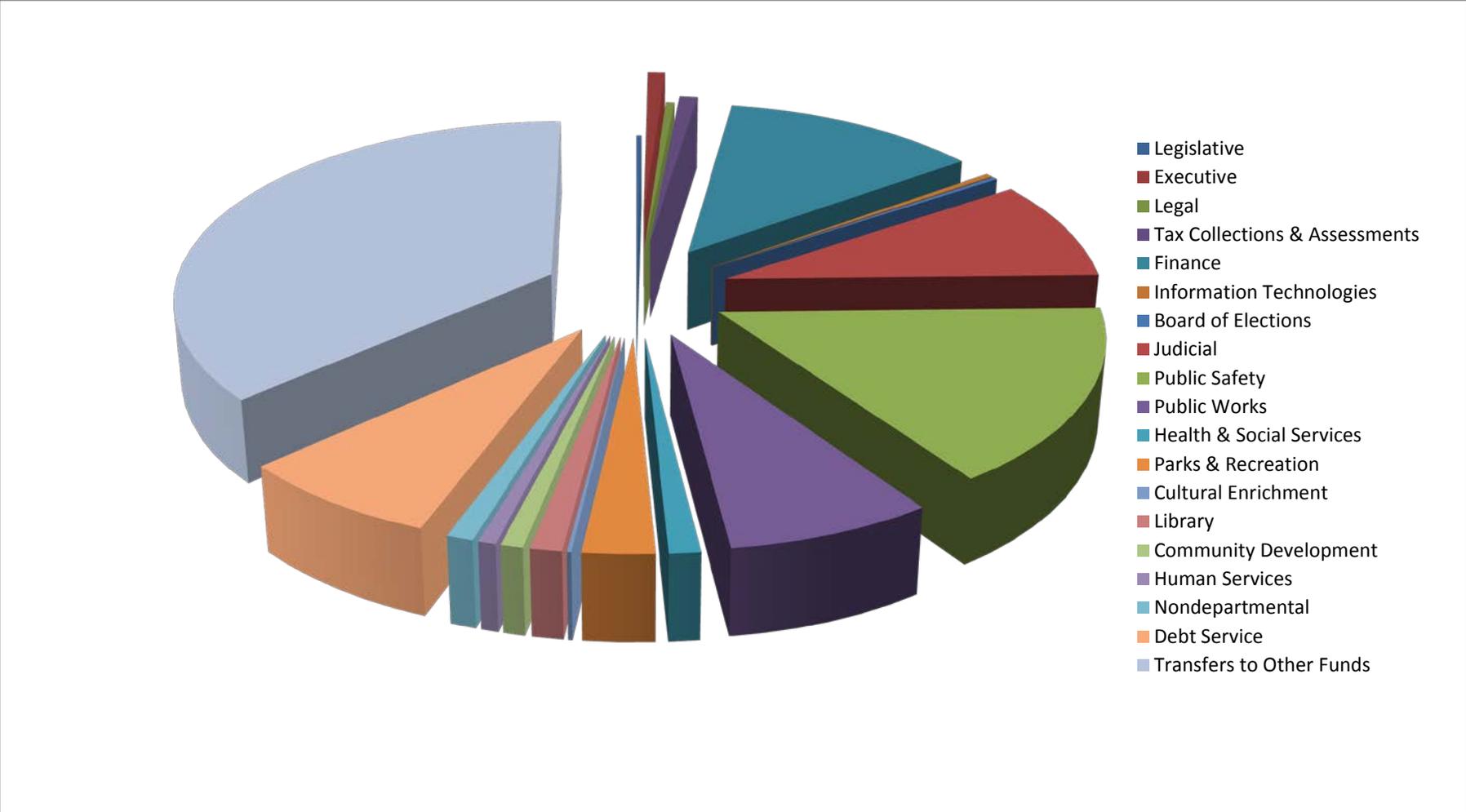


GENERAL FUND REVENUES



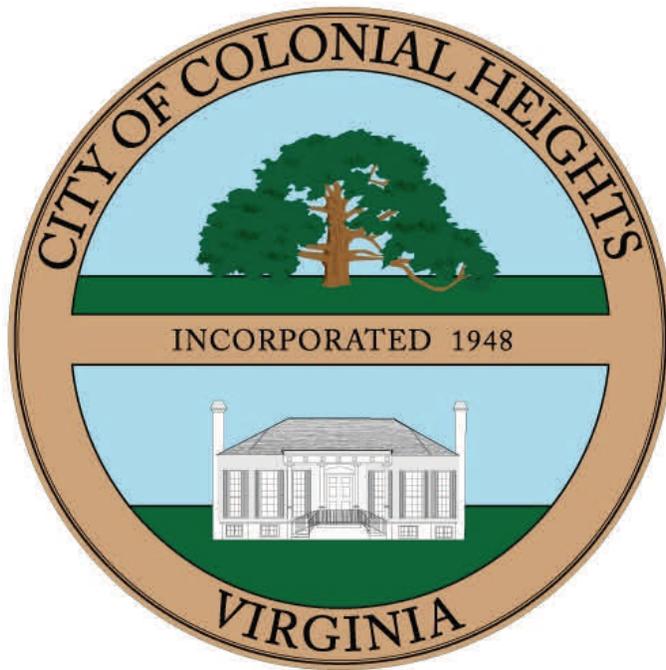
TOTAL REVENUES \$52,912,453

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES \$52,912,453

Recapitulation



CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>REVENUE</u>							
4100	General Property Taxes	\$21,374,974	\$21,405,217	\$21,434,626	\$21,646,776	\$21,691,273	0.2%	\$21,613,580
4200	Other Local Taxes	14,349,749	14,948,684	16,309,625	17,021,006	16,703,419	-1.9%	16,703,419
4300	Licenses, Permits & Fees	3,371,768	3,384,895	3,633,853	3,584,012	3,913,842	9.2%	3,913,842
4400	Fines & Forfeitures	747,449	718,053	729,979	720,000	732,800	1.8%	732,800
4500	Use of Money & Property	158,013	173,253	191,112	169,000	189,500	12.1%	189,500
4600	Intergovernmental Revenue	6,280,164	6,280,683	6,433,617	6,464,857	6,552,576	1.4%	6,552,576
4700	Charges for Current Services	1,139,945	1,229,013	2,381,586	2,475,609	2,469,250	-0.3%	2,469,250
4800	Miscellaneous	983,986	438,772	425,368	341,730	363,142	6.3%	363,142
	Reserve Sheriff Fees					119,344		119,344
	Lease Purchase					155,000		155,000
	Reserve Telephone				80,000	100,000		100,000
	Fund Balance				200,000			
	TOTAL	\$48,406,048	\$48,578,570	\$51,539,766	\$52,702,990	\$52,990,146	0.5%	\$52,912,453

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
<u>LEGISLATIVE</u>								
1011	City Council	61,519	73,037	67,470	77,824	78,824	0.9%	78,492
1012	Clerk of Council	62,055	60,786	44,113	48,879	47,609	-3.0%	47,408
<u>EXECUTIVE</u>								
1051	City Manager	170,048	207,704	218,328	216,293	223,867	3.1%	222,923
1052	Human Resources	88,457	95,790	94,014	101,663	102,080	0.0%	101,650
1053	Economic Development				144,124	140,884	-2.7%	140,290
<u>LEGAL</u>								
1101	City Attorney	178,337	198,056	202,025	209,837	221,979	5.3%	221,043
<u>TAX COLLECTIONS</u>								
1152	Commissioner of Revenue	185,055	191,501	194,302	207,848	201,461	-3.5%	200,612
1153	City Treasurer	244,753	238,525	245,568	254,171	264,298	3.5%	263,184
<u>FINANCE</u>								
1201	Financial Administration	474,958	484,417	503,226	495,419	564,715	13.5%	562,335
1204	Auditing	162,472	148,061	125,927	141,790	94,300	-33.5%	94,300
1205	Employee Benefits	4,678,884	4,841,494	4,968,429	5,196,053	5,191,452	-0.1%	5,191,452
1206	Purchasing	91,149	92,807	114,807	107,697	120,771	12.1%	120,262
1207	Insurance & Risk Management	542,267	482,032	510,124	530,955	554,252	4.4%	554,252
1208	Real Estate Assessor	148,518	130,458	134,837	139,238	146,415	4.7%	145,798
<u>INFORMATION TECHNOLOGIES</u>								
1253	Information Technologies	137,741	184,279	168,700	186,505	189,862	1.4%	189,062
<u>BOARD OF ELECTIONS</u>								
1301	Electoral Board	21,632	25,026	23,640	24,814	25,194	1.5%	25,194
1302	Registrar	91,903	102,787	104,194	109,787	111,638	1.2%	111,061

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
<u>JUDICIAL</u>								
1351	Circuit Court	353,069	383,944	399,995	405,216	422,020	3.7%	420,241
1355	Commonwealth's Attorney	499,361	516,022	529,881	555,264	549,350	-1.5%	547,035
1356	Sheriff	543,468	565,539	560,618	608,607	766,275	25.4%	763,045
1357	Incarceration Cost	3,076,881	2,417,695	2,844,110	2,660,500	2,710,500	1.9%	2,710,500
1353	General District Courts	109,403	102,285	90,918	91,565	92,350	0.4%	91,961
1354	Probation	5,339	5,653	5,743	6,100	6,050	-0.8%	6,050
1358	Community Diversion Services	58,708	54,708	54,696	58,800	58,800	0.0	58,800
1359	Community Correction Services	98,800	98,800	98,800	98,800	98,800	0.0%	98,800
1360	Victim Witness	68,666	65,567	68,832	74,484	75,327	1.1%	75,327
<u>PUBLIC SAFETY</u>								
1401	Police	3,405,107	3,669,579	3,985,559	3,760,870	3,911,005	3.6%	3,894,521
1402	Fire/EMS	2,946,547	2,928,702	3,016,655	3,170,972	3,225,940	1.3%	3,212,343
1403	Emergency Management	27,652	556,761	58,891	44,975	52,297	16.3%	52,297
1404	Communications	1,060,051	1,106,438	1,135,386	1,439,531	1,163,500	-19.5%	1,158,596
<u>PUBLIC WORKS</u>								
1451	Public Works Administration	216,324	212,720	236,265	236,554	239,649	1.0%	238,939
1453	Street Maintenance	997,588	1,288,991	1,259,215	1,212,508	1,283,848	5.4%	1,278,436
1456	Engineering	623,062	632,887	672,573	692,004	818,752	17.8%	815,001
1457	Building Maintenance	460,312	486,744	513,445	520,259	550,721	5.4%	548,400
1458	Fleet Maintenance	237,178	261,218	259,554	274,936	285,961	3.6%	284,756
1459	Solid Waste	929,531	954,137	612,644	600,208	565,000	-5.9%	565,000
1460	Recycling	262,613	271,897	280,076	295,651	299,401	1.3%	299,401
<u>HEALTH & SOCIAL SERVICES</u>								
1501	Health	145,626	172,864	181,058	185,298	190,000	2.5%	190,000
1502	Social Services	310,606	234,016	303,491	300,000	265,000	-11.7%	265,000
1503	Comprehensive Services Act	104,221	239,364	270,055	175,000	155,000	-11.4%	155,000

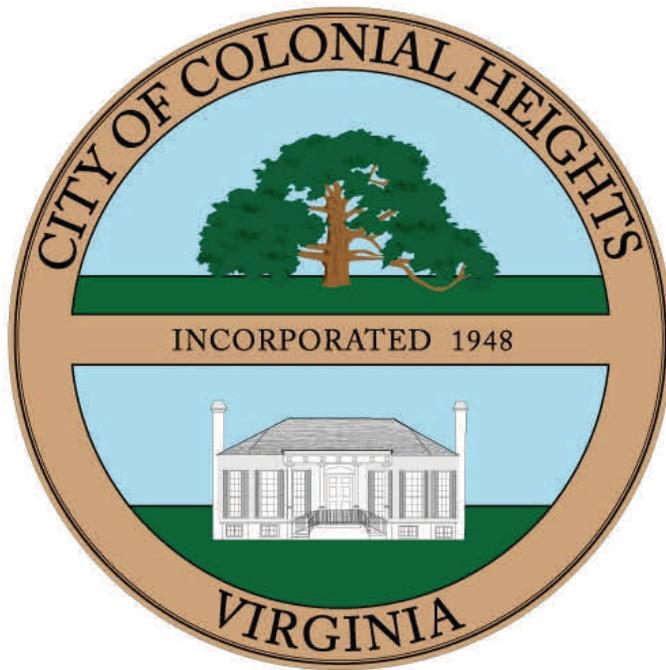
CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
<u>PARKS & RECREATION</u>								
1601	Recreation	441,582	447,267	453,878	537,624	543,215	0.4%	539,817
1602	Community Center	244,775	269,044	252,602	271,095	258,375	-5.6%	255,866
1603	Horticulture	56,749	71,667	73,091	79,625	86,892	9.1%	86,892
1604	Parks & Grounds	478,357	503,068	505,794	530,301	513,346	-3.2%	513,346
<u>CULTURAL ENRICHMENT</u>								
1651	Violet Bank Museum	87,261	84,038	73,120	87,736	83,498	-5.2%	83,146
<u>LIBRARY</u>								
1701	Public Library	582,245	604,253	620,531	608,966	624,574	2.1%	621,942
<u>COMMUNITY DEVELOPMENT</u>								
1751	Planning	182,980	164,526	184,784	195,180	215,064	9.7%	214,158
1752	Building Inspections	198,898	203,818	214,341	244,617	223,877	-8.9%	222,933
<u>Human Services</u>								
1801	Office on Youth & Human Services	142,434	140,330	140,504	158,455	135,821	-14.6%	135,249
1802	Better Beginnings Grant	2,370	2,614	1,591	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	120,569	117,504	137,678	130,495	103,159	-20.9%	103,159
1807	KAP Program	29,332	29,542	26,502	28,800	28,100	-2.4%	28,100
1808	Community Development Block Grant	146,199	78,399	69,239	65,772	75,577	14.9%	75,577
<u>NONDEPARTMENTAL</u>								
1901	Contributions & Subsidies	205,023	193,351	202,618	204,493	207,619	1.5%	207,619
1902	Contingencies & Miscellaneous	161,215	175,231	99,606	321,500	321,800	0.1%	321,800
<u>DEBT SERVICE</u>								
1951	Principal Retirement	1,968,712	5,998,330	2,546,199	2,839,657	2,620,487	-7.7%	2,620,487
1952	Interest & Fiscal Charges	865,566	1,100,427	1,511,054	1,227,798	1,437,548	17.1%	1,437,548
<u>OPERATING TRANSFERS OUT</u>								
2001	Transfers to Other Funds	18,816,312	19,443,130	19,351,419	19,516,176	19,443,447	-0.4%	19,443,447
TOTAL		\$48,610,440	\$54,409,830	\$51,622,715	\$52,711,889	\$52,990,146	0.5%	\$52,912,453

Revenue



CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4100

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>GENERAL PROPERTY TAXES</u>							
4101	Current Real Estate 1st Half	\$8,987,431	\$8,853,722	\$9,061,563	\$8,522,966	\$8,532,839		\$8,532,839
	Courthouse Increase				\$336,982	\$331,433		\$331,433
4102	Current Real Estate 2nd Half	8,813,814	8,783,795	8,812,867	8,533,927	8,704,005		8,626,312
	Courthouse Increase				333,393	321,783		321,783
4105	Current Public Service Tax 1st Half	159,811	208,535	204,557	201,138	201,826		201,826
4106	Current Public Service Tax 2nd Half	192,312	203,034	209,214	201,138	207,880		207,880
4110	Machinery & Tools Tax	130,891	170,219	114,234	170,000	150,000		150,000
4112	Current Personal Property Tax	2,104,904	2,180,647	2,061,915	2,315,810	2,346,821		2,346,821
4113	Delinquent Real Estate	429,816	456,623	369,861	476,422	314,686		314,686
4114	Delinquent Personal Property	350,605	335,755	440,058	335,000	380,000		380,000
4120	Penalties & Interest	205,390	212,887	160,357	220,000	200,000		200,000
	TOTAL	\$21,374,974	\$21,405,217	\$21,434,626	\$21,646,776	\$21,691,273	0.2%	\$21,613,580

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4200

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OTHER LOCAL TAXES</u>							
4201	Utility Consumer Tax	\$963,657	\$937,901	\$964,068	\$940,000	\$975,000		\$975,000
4202	Bank Stock Taxes	322,315	306,387	282,070	315,000	295,000		300,000
4203	Retail Sales & Use Taxes	6,662,265	7,066,137	7,174,334	7,387,688	7,635,475		7,498,400
4204	Recordation Taxes	172,239	228,812	246,952	230,000	250,000		255,000
4205	Food Tax	4,413,600	5,227,900	5,857,112	5,193,981	4,973,430		4,973,430
	1% Courthouse Portion				1,038,796	994,686		994,686
4207	Lodging Tax	1,095,801	1,110,313	1,072,957	1,200,541	984,903		984,903
4208	Communications Tax	719,872	71,234	712,132	715,000	720,000		722,000
	TOTAL	\$14,349,749	\$14,948,684	\$16,309,625	\$17,021,006	\$16,828,494	-1.1%	\$16,703,419

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4300

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>LICENSES, PERMITS & FEES</u>							
4301	Business & Occupational License	\$2,819,251	\$2,782,455	\$2,974,530	\$2,966,097	\$3,109,722		\$3,109,722
4302	Bicycle Tags	35	14	21	15	20		20
4303	Motor Vehicle License Fees	383,549	386,041	463,987	390,000	520,000		520,000
4305	Erosion Control Permits							
4307	Animal License Fees	13,585	14,324	11,992	14,300	13,000		13,000
4308	Zoning Fees	5,130	8,115	13,949	8,500	12,000		12,000
4311	Electrical Permits	10,255	13,284	11,997	15,000	20,000		20,000
4312	Plumbing Permits	15,907	23,909	17,497	25,000	20,000		20,000
4313	Building Permits	43,559	58,088	55,918	68,000	125,000		125,000
4315	Court Fees	23,162	22,415	24,343	22,000	24,000		24,000
4316	Miscellaneous Fees	27,678	27,427	30,787	30,000	30,000		30,000
4318	Development Fees	1,025	5,095	3,352	5,000	5,000		5,000
4320	Rental Inspection Fees	50			100	100		100
4321	Administrative Fees	28,582	43,072	22,349	40,000	30,000		30,000
4325	Credit Card Fees		656	3,131		5,000		5,000
	TOTAL	\$3,371,768	\$3,384,895	\$3,633,853	\$3,584,012	\$3,913,842	9.2%	\$3,913,842

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4400

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>FINES & FORFEITURES</u>							
4401	Fines & Forfeitures	\$608,694	\$584,396	\$590,148	\$585,000	\$595,000		\$595,000
4402	Parking Fines & Fees	20,824	20,536	17,360	20,500	20,500		20,500
4403	Alarm Fines & Fees	9,642	8,510	6,123	8,500	6,500		6,500
4405	Jail Administrative Fees	12,940	11,167	11,699	12,000	12,000		12,000
4406	Courthouse Security Fees	95,281	93,431	104,583	94,000	98,800		98,800
4407	Other Jail Fees	68	13	66				
4408	Sheriff Other Fees							
	TOTAL	\$747,449	\$718,053	\$729,979	\$720,000	\$732,800	1.8%	\$732,800

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4500

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>USE OF MONEY & PROPERTY</u>							
4501	Interest on Investments	\$5,989	\$1,603	\$2,722	\$5,000	\$5,000		\$5,000
4502	Rent of Property	14,651	15,340	10,338	15,000	11,000		12,500
4503	Sales of Surplus & Scrap	24,241	14,000	31,148	9,000	20,000		22,000
4506	Rental Fees	113,132	142,310	146,904	140,000	150,000		150,000
	TOTAL	\$158,013	\$173,253	\$191,112	\$169,000	\$186,000	10.1%	\$189,500

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4603	Rolling Stock Taxes	\$4,509	\$4,160	\$5,328	\$4,000	\$5,700		\$5,700
4604	Street Construction & Maintenance	2,166,918	2,247,324	2,290,207	2,290,207	2,386,068		2,386,068
4606	Library Funds - State	141,871	113,947	124,907	135,527	149,080		149,080
4608	Probation Recoveries	291	58	64	100	100		100
4609	Anti-Litter Grant	5,910	5,000	7,216	5,000	6,300		6,300
4610	Commissioner of Revenue - Recoveries	81,922	79,736	79,908	81,841	84,844		84,844
4611	Treasurer - Recoveries	76,857	74,352	74,556	80,013	88,588		88,588
4612	Circuit Court - Recoveries	267,304	264,278	267,129	254,267	261,196		261,196
4613	Sheriff - Recoveries	291,079	275,248	275,584	292,087	291,859		291,859
4614	Commonwealth's Attorney - Recoveries	444,804	428,754	433,633	473,695	474,530		474,530
4615	State Board of Election - Reimbursement	38,385	42,960	33,549	43,000	36,800		36,800
4616	Health Department Reimbursement	9,346	27,043	25,153	10,000	20,000		20,000
4619	Department of Fire Programs	66,719	39,966	48,466	46,600	51,800		51,800
4620	Emergency Medical Service Funds (D.M.V.)				17,250	17,384		17,384
4621	Law Enforcement Recoveries (H.B. 599)	582,228	530,510	535,673	561,784	561,786		561,786
4622	LEMP Grant			5,000	7,500	7,500		7,500
4624	Juvenile Crime Act	68,649	65,234	83,139	50,000	72,000		72,000
4625	Victim Witness Grant	53,574	54,645	54,645	54,645	54,645		54,645
4626	Miscellaneous Grants	5,991	7,845	7,640				
4633	School Resource Grant					35,000		35,000
4635	FEMA Reimbursement		599,543					
4642	Va Wireless Board	80,129	77,276	98,717	80,000	103,000		103,000
4643	Personal Property Tax Relief	1,753,369	1,173,369	1,753,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	147,481	78,399	69,234	65,772	75,577		75,577
4647	Federal Pass Thru Grants	36,834	59,740	95,607				
4648	State Grants	53,212	31,296	64,893				
4650	Aid to Commonwealth	(102,378)						
4652	EMS Training Funds	5,160						
4653	CCP Grant				8,200	15,450		15,450
	911 Switch Grant				150,000			
	TOTAL	\$6,280,164	\$6,280,683	\$6,433,617	\$6,464,857	\$6,552,576	1.4%	\$6,552,576

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4700

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>CHARGES FOR CURRENT SERVICES</u>							
4704	Recreation Use Charges & Fees	23,660	18,893	14,833	25,000	15,000		15,000
4705	Administrative Service Charges - Refuse	366,453	346,454	318,109				
	Water				154,691	165,000		165,000
	Sewer				123,245	130,000		130,000
	Storm Water				40,173	42,000		42,000
4706	Animal Control Charges	7,391	3,986	4,603	7,500	7,500		7,500
4707	Law Library Fees	5,096	4,776	5,052	6,000	5,000		5,000
4708	Sheriff's Fees	1,472	2,983	23,885				
4709	Freon Charges	140	190	110				
4710	Fare Care Subscriptions	40,557	39,880	37,976	41,000	42,000		42,000
4711	EMS Transport Fees	693,856	811,151	872,127	930,000	920,000		920,000
4742	Dishonored Check Fee	1,320	700	455	1,200	750		750
4702	Refuse fees			1,104,436	1,146,800	1,125,000		1,125,000
4740	Late Payment Penalties					17,000		17,000
	TOTAL	\$1,139,945	\$1,229,013	\$2,381,586	\$2,475,609	\$2,469,250	-0.3%	\$2,469,250

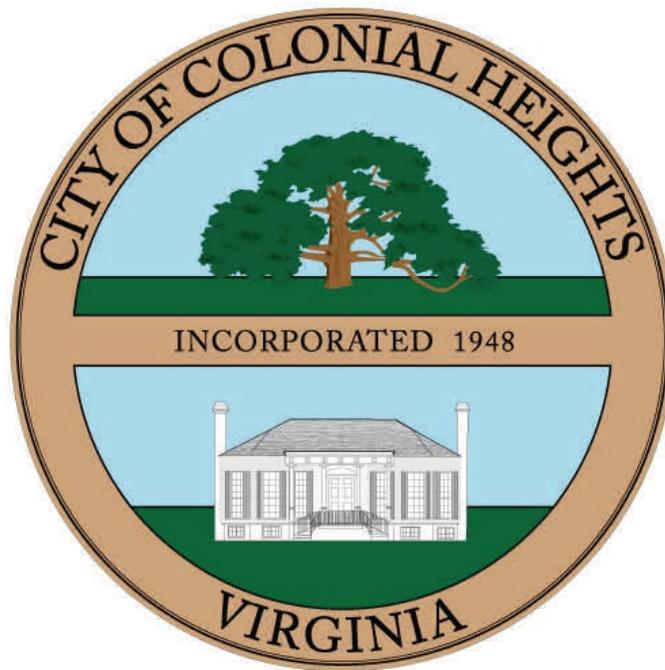
CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>MISCELLANEOUS</u>							
4801	Contributions & Other Sources		\$3,881	\$11,500	\$9,000	\$9,000		\$9,000
4802	Recoveries & Rebates	453,917	7,610	8,933	10,000	10,000		10,000
4803	Recoveries - Damages to Property		6,174	961	500	1,000		1,000
4805	Sale of Books & Materials	750	850		100	9,000		10,000
4807	Transfers In School Fund - Debt		315,449	323,897				
	Transfers In School Fund - School Officers	123,508			132,200	140,000		139,816
	Transfers In School Fund - Tussing Debt	190,837			189,930	189,326		189,326
4810	Sale of Containers			3,910				4,000
4812	Donations	172,414	13,650	29,980				
4824	Miscellaneous Revenue	42,560	91,158	46,187				
	TOTAL	\$983,986	\$438,772	\$425,368	\$341,730	\$358,326	4.9%	\$363,142

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 11-12 Actual	FY 12-13 Actual	FY 13-14 Projected	FY 14-15 Projected
City Council Meetings Held	34	34	34	35
Appointments to Boards, Commissions, and Committees	66	40	63	55
Resolutions, Ordinances, and Financial Ordinances Considered	87	75	80	80

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/Salary	FY 2013-14	FY 2014-15 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 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	22	22	22	23
City Council Documents Prepared	13	13	17	18
Letters of Appointment to Boards, Commissions, and Committees	66	40	63	55
Resolutions/ Ordinances Considered	87	75	80	80

Personnel Resources

City Clerk's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 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
2014-15 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER 1012

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$54,300	\$53,200	\$34,818	\$34,000	\$34,680		\$34,680
5103	Temporary & Seasonal Help	1,025	383	1,450	1,900	1,900		1,900
	Total Personal Services	55,325	53,583	36,268	35,900	36,580	1.9%	36,580
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	45		489	2,550	2,400		2,199
5206	Dues & Subscriptions	50	165	165	175	175		175
5209	Maintenance - Electronics	324	324	324	324	324		324
5216	Maintenance - Office Equipment			552	500	500		500
5221	Postage	177	133	135	525	525		525
5223	Telephone	1,320	1,680	1,860	1,925	1,925		1,925
5225	Travel & Vocational Training	2,006	1,840	1,402	2,000	2,200		2,200
5242	Printing, Supplies & Materials	595	508	1,501	2,880	2,880		2,880
5248	Books & Publications			94	100	100		100
	Total Operating Expenses	4,517	4,650	6,522	10,979	11,029	-1.4%	10,828
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	2,213	804		2,000			
5516	Electronic Equipment		1,749	1,323				
	Total Operating Expenses	2,213	2,553	1,323	2,000			
	TOTAL	\$62,055	\$60,786	\$44,113	\$48,879	\$47,609	-3.0%	\$47,408

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. For FY13-14 budgetary purposes, this department will also include the new Director of Economic Development.

Performance Indicators	FY 11 – 12 Actual	FY 12 – 13 Actual	FY 13 – 14 Projected	FY 14 – 15 Projected
City Council Meetings Held	34	35	34	35
GovQA Requests (Citizens Action Center on-line)	131	50	25	25
Parade/Demonstration Permits	16	14	14	12
City Council Goals/Achieved	34/91%	36/92%	26/92%	26/100%

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
Director of Economic Development	FT	Salary	1.00	1.00	0.00
			3.00	3.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER 1051

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$142,203	\$179,451	\$190,673	\$190,673	\$199,487		\$199,487
5103	Temporary & Seasonal Help	224	1,053 468	2,912	800	800		800
	Total Personal Services	142,427	180,972	193,585	191,473	200,287	4.6%	200,287
	<u>OPERATING EXPENSES</u>							
5201	Advertising	722	721	544	700	700		700
5203	Professional & Special Services	2,738						
5206	Dues & Subscriptions	1,829	2,708	1,766	2,300	2,300		2,300
5209	Maintenance - Electronics	636	636	636	636	636		636
5221	Postage	108	66	110	100	100		100
5223	Telephone	3,533	4,108	4,137	5,900	5,900		5,456
5225	Travel & Vocational Training	7,042	5,802	2,686	4,000	4,000		4,000
5226	Automobile Allowance	4,000	6,000	6,000	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	6,462	1,314	1,076	2,000	2,000		1,500
5248	Books & Publications				200	200		200
5254	Contingencies & Reserve	551	735	430	500	500		500
5276	Relocation		4,642	7,358				
	Total Operating Expenses	27,621	26,732	24,743	22,336	22,336	-4.2%	21,392
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				2,484	1,244		1,244
	Total Operating Expenses				2,484	1,244	-49.9%	1,244
	TOTAL	\$170,048	\$207,704	\$218,328	\$216,293	\$223,867	3.1%	\$222,923

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER 1053

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages				\$75,600	\$75,600		\$75,600
	Total Personal Services				75,600	75,600	0.0%	75,600
	<u>OPERATING EXPENSES</u>							
5201	Advertising				5,000	5,000		3,406
5203	Professional & Special Services				5,000	5,000		4,000
5206	Dues & Subscriptions				2,300	2,300		2,300
5209	Maintenance - Electronics				1,031	1,031		1,031
5221	Postage				350	350		350
5223	Telephone				2,103	2,103		2,103
5225	Travel & Vocational Training				4,000	4,000		4,000
5242	Printing, Supplies, & Materials				2,500	2,500		2,500
5270	Tourism Matching Funds				45,000	45,000		45,000
	Total Operating Expenses				67,284	67,284	-3.9%	64,690
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment				1,240			
	Total Operating Expenses				1,240			
	TOTAL				\$144,124	\$142,884	-2.7%	\$140,290

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 fifty-three (253) full-time and various part-time/seasonal staff.

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

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14-15 Projected
Total Recruitments	31	23	22	21
Total Applicants	705	2,265	1,950	1,640
Total Workers' Compensation Reports	50	23	27	31
OSHA Summary Log Totals	22	9	13	12

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2013-14	FY 2014-15 Proposed	Diff.
Director of Human Resources	FT	Salary	1.00	1.00	1.00
			1.00	1.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER 1052

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$70,622	\$72,252	\$76,378	\$76,378	\$77,905		\$77,905
	Total Personal Services	70,622	72,252	76,378	76,378	77,905	2.0%	77,905
	<u>OPERATING EXPENSES</u>							
5201	Advertising	12,251	11,653	9,110	10,235	10,235		10,235
5203	Professional & Special Services		7,765	4,765	5,565	5,565		5,565
5206	Dues & Subscriptions	2,094	1,148	399	2,351	3,188		2,758
5209	Maintenance - Electronics	324	324	324	1,031	324		324
5221	Postage	276	130	137	350	350		350
5223	Telephone	1,320	1,320	1,320	2,103	2,103		2,103
5225	Travel & Vocational Training		292	294	600	600		600
5242	Printing, Supplies, & Materials	1,570	906	1,166	1,425	1,425		1,425
5248	Books & Publications			121	385	385		385
	Total Operating Expenses	17,835	23,538	17,636	24,045	24,175	-1.2%	23,745
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment				1,240			
	Total Operating Expenses				1,240			
	TOTAL	\$88,457	\$95,790	\$94,014	\$101,663	\$102,080	0.0%	\$101,650

City Attorney

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

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

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Drafting of Council Ordinances & Resolutions	85	129	115	130
Attending School Board Meetings (includes School Board Agenda Meetings)	14	30	30	30
Recordation of Deeds and Easements Prepared by this Office	25	36	35	30

Personnel Resources

City Attorney's Office			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2013-14	FY 2014-15 Proposed	Diff.
City Attorney	FT	Salary	1.00	1.00	0.00
Legal Assistant	FT	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER 1101

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$162,784	\$173,313	\$181,756	\$181,680	\$188,373		\$188,373
5103	Temporary & Seasonal Help	793	2,122		700	800		800
	Total Personal Services	163,577	175,435	181,756	182,380	189,173	3.7%	189,173
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,582	11,292	6,610	12,000	12,000		11,664
5206	Dues & Subscriptions	2,037	3,686	4,165	5,215	5,500		5,200
5209	Maintenance - Electronics	636	636	791	636	650		650
5216	Maintenance & Equipment	255			200	200		200
5221	Postage	112	156	150	300	300		300
5223	Telephone	2,319	2,732	2,859	2,856	2,856		2,856
5224	Other Services & Charges	161	161	64	500	500		500
5225	Travel & Vocational Training	1,753	2,178	3,040	2,900	3,500		3,200
5242	Printing, Supplies, & Materials	1,905	1,707	2,022	2,150	2,200		2,200
5248	Books & Publications		73	71	200	200		200
	Total Operating Expenses	14,760	22,621	19,772	26,957	27,906	0.0%	26,970
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment			497	500	4,500		4,500
5516	Electronic Equipment					400		400
	Total Operating Expenses			497	500	4,900	880.0%	4,900
	TOTAL	\$178,337	\$198,056	\$202,025	\$209,837	\$221,979	5.3%	\$221,043

Commissioner of the Revenue

The Commissioner of the Revenue is an elected city official responsible for administering the assessments for businesses and individuals in the City. These include personal and business property taxes, business licenses, local excise taxes such as meals, lodging, and cigarette taxes, machinery and tool taxes, consumer utility taxes and others as required by City Council and in accordance with City Code and the laws and statutes of the Commonwealth. The Commissioner's office also assists citizens with completing and forwarding their state income taxes. Applications for real estate tax relief by the elderly, disabled, and veterans are also handled by the Commissioner's office.

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

In addition to these primary responsibilities, the Commissioner of the Revenue's Office also supports and interacts with other city offices on a regular basis (Treasurer, Finance, Assessors) by providing data and information pertinent to property and new businesses.

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
PP Transactions	25,890	26,300	26,804	27,300
Business License	1,741	1,800	1,555	1,600
Food/Lodging Tax	121	125	118	122
State Income Tax	1,998	1,975	1017	1000

Personnel Resources

Commissioner of Revenue			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Commissioner	FT	Salary	1.00	1.00	0.00
Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	1.00	1.00	0.00
FT = Full Time			4.00	4.00	0.00
Clerk	PT	Hourly	1.00	1.00	0.00
PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER 1152

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$157,865	\$161,895	\$168,689	\$170,416	\$159,283		\$159,283
5103	Temporary & Seasonal Help	3,612	3,248	2,944	3,000	5,040		5,040
5105	Overtime					3,500		3,500
	Total Personal Services	161,477	165,143	171,633	173,416	167,823	-3.2%	167,823
	<u>OPERATING EXPENSES</u>							
5201	Advertising	577	577	577	1,000	750		750
5203	Professional & Special Services	805	705	418	3,500	3,500		2,651
5206	Dues & Subscriptions	290	410	165	500	650		650
5209	Maintenance - Electronics	960	1,125	1,060	1,000	1,000		1,000
5221	Postage	6,251	8,204	6,786	9,000	9,000		9,000
5223	Telephone	5,098	4,946	5,113	6,000	6,000		6,000
5225	Travel & Vocational Training	300	561		700	1,000		1,000
5242	Printing, Supplies, & Materials	9,297	9,074	7,521	9,000	9,000		9,000
	Total Operating Services	23,578	25,602	21,640	30,700	30,900	-2.1%	30,051
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment					500		500
5516	Electronic Equipment		756	1,029	3,732	2,488		2,488
	Total Capital Outlay		756	1,029	3,732	2,488	-33.3%	2,488
	TOTAL	\$185,055	\$191,501	\$194,302	\$207,848	\$201,461	-3.5%	\$200,612

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 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 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
RE Transactions	17,994	18,033	17,474	17,834
PP transactions	71,694	70,526	65,462	69,228
Utility transactions	44,973	44,832	45,133	44,980
Other City Transactions	15,457	15,521	13,649	14,876
State Income Tax	189	187	153	176
State Estimated Tax	687	756	676	707

Personnel Resources

Treasurer's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013 - 14	FY 2014 - 15 Proposed	Diff.
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Staff Aide / Deputy I	FT	Salary	1.00	1.00	0.00
			5.00	5.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER 1153

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$182,294	\$182,684	\$192,649	\$194,383	\$203,710		\$203,710
5103	Temporary & Seasonal Help	3,158	1,506	1,465	3,500	3,000		3,000
5105	Overtime	1,311	1,810	1,616	1,000	1,000		1,000
	Total Personal Services	186,763	186,000	195,730	198,883	207,710	4.4%	207,710
	<u>OPERATING EXPENSES</u>							
5201	Advertising	999	1,633	1,674	2,500	2,500		2,500
5203	Professional & Special Services	1,546	2,898	(1,694)	2,000	2,000		2,000
5206	Dues & Subscriptions	360	404	565	500	600		600
5209	Maintenance - Electronics	2,232	2,232	2,232	2,400	2,400		2,400
5216	Maintenance - Equipment	645	1,276	673	1,500	1,300		1,300
5221	Postage	21,025	20,865	24,262	20,000	22,000		22,000
5223	Telephone	7,533	7,320	7,320	7,500	7,500		7,500
5224	Other Services & Charges	1,082	2,119	364	2,100	2,000		2,000
5225	Travel & Vocational Training	3,297	3,858	4,506	3,500	4,000		2,886
5242	Printing, Supplies, & Materials	12,089	9,920	7,539	10,000	9,000		9,000
	Total Operating Services	50,808	52,525	47,441	52,000	53,300	0.4%	52,186
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment			1,240	2,488	800		800
5516	Electronic Equipment	7,182		1,157	800	2,488		2,488
	Total Capital Outlay	7,182		2,397	3,288	3,288	0.0%	3,288
	TOTAL	\$244,753	\$238,525	\$245,568	\$254,171	\$264,298	4.0%	\$263,184

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 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14-15 Projected
A/P Checks Issued	6,529	5,906	6,100	6,200
Payroll Checks and Direct Deposits Processed	8,398	8,483	8,528	8500
Purchase Orders and Check Requests Issued	4,441	4152	4,500	4,500
Sealed Bids/Proposals Issued	17	9	10	10
New Construction & Growth	3,089,200	5,969,200	3,830,900	4,300,000
Transfers in Property Ownership	416	520	528	500

Personnel Resources

Finance Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-2014	FY 2014-15 Proposed	Diff.
Director of Finance	FT	Salary	1.00	1.00	0.00
Deputy Director of Finance	FT	Salary	1.00	1.00	0.00
Financial Specialists	FT	Salary	3.00	4.00	0.00
Information Systems Tech.	FT	Salary	1.00	0.00	0.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Real Estate Technician	FT	Salary	1.00	1.00	0.00
Customer Service Rep.	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
FT = Full Time PT = Part Time			14.00	14.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER 1201

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$379,166	\$387,828	\$397,416	\$394,331	\$461,111		\$461,111
5103	Temporary & Seasonal Help	\$764	\$2,309	\$3,581	1,000	1,000		800
5105	Overtime		558	959	200	500		400
5601	Accumulated Leave Payable			2,290				
	Total Personal Services	379,930	390,695	404,246	395,531	462,611	16.9%	462,311
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	505	505	906	850	850		750
5206	Dues & Subscriptions	839	769	721	900	900		900
5209	Maintenance - Electronics	2,063	1,908	1,908	1,950	2,285		2,135
5221	Postage	3,037	2,876	2,626	3,200	3,535		3,335
5223	Telephone	5,887	6,456	6,467	6,500	8,190		8,190
5225	Travel & Vocational Training	3,465	3,953	7,082	3,500	3,600		3,400
5242	Printing, Supplies, & Materials	10,799	6,598	9,544	8,500	9,500		9,000
5260	Software Maintenance	67,728	66,832	68,231	70,000	72,000		71,314
	Total Operating Services	94,323	89,897	97,485	95,400	100,860	3.8%	99,024
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	705	3,825	1,495	4,488	1,244		1,000
	Total Capital Outlay	705	3,825	1,495	4,488	1,244	-77.7%	1,000
	TOTAL	\$474,958	\$484,417	\$503,226	\$495,419	\$564,715	13.5%	\$562,335

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - EMPLOYEE BENEFITS

ACCOUNT NUMBER 1205

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5203	Professional & Special Services	\$13,376	\$27,480	\$18,065	\$26,000	\$25,000		\$25,000
5210	Insurance Premiums - Other	18,942	(4,135)	11,142	20,000	15,000		15,000
5601	Accumulated Leave Pay	67,811	29,216	27,508	30,000	30,000		30,000
5602	Employer FICA Taxes	883,708	911,996	978,681	912,979	945,478		945,478
5605	VRS Retirement Contributions	1,930,599	1,990,005	1,958,008	1,901,385	1,894,056		1,894,056
5607	Group Life Insurance	30,190	30,547	137,120	133,640	138,996		138,996
5608	Line of Duty Act Fund		28,944	34,696	38,000	45,000		45,000
5610	Hospitalization Insurance	1,697,421	1,784,132	1,763,608	1,938,565	2,054,274		2,054,274
5612	Virginia Employment Commission	22,088	30,967	26,616	28,648	28,648		28,648
5615	Employee Events	14,749	12,342	12,985	18,000	15,000		15,000
	Total Fixed Charges	4,678,884	4,841,494	4,968,429	5,047,217	5,191,452	2.9%	5,191,452
	Cost of Living 2% 1/1/2014 Estimated Net Increase				148,836			
	TOTAL	\$4,678,884	\$4,841,494	\$4,968,429	\$5,196,053	\$5,191,452	-0.1%	\$5,191,452

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER 1206

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$107,487	\$109,967	\$116,248	\$116,248	\$118,572		\$118,572
5105	Overtime		\$627	\$217		\$300		\$300
	Total Personal Services	107,487	110,594	116,465	116,248	118,872	2.3%	118,872
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,491	852	719	1,500	1,000		800
5203	Professional & Special Services				200	100		100
5206	Dues & Subscriptions	255	140	255	300	300		300
5209	Maintenance - Electronics	721	636	636	649	649		649
5216	Maintenance - Equipment	16,919	18,202	17,379	20,000	19,000		18,900
5221	Postage	238	107	101	350	250		250
5223	Telephone	(47,282)	(45,624)	(31,821)	3,300	3,300		3,300
5224	Other Services & Charges	10,265	5,383	8,083	650	3,000		3,000
5225	Travel & Vocational Training	292		300	1,000	800		800
5242	Printing, Supplies, & Materials	763	2,517	2,690	3,500	3,500		3,291
	Total Operating Expenses	(16,338)	(17,787)	(1,658)	31,449	31,899	-0.2%	31,390
	Phone Reallocation				(40,000)	(30,000)		(30,000)
	TOTAL	\$91,149	\$92,807	\$114,807	\$107,697	\$120,771	11.7%	\$120,262

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT

ACCOUNT NUMBER 1207

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$4,737	\$3,638	\$4,498	\$6,000	\$5,000		\$5,000
5210	Insurance Premiums - Other	9,689	9,689	9,729	11,000	11,000		11,000
5211	Insurance Premiums - Workman's Comp.	205,116	158,414	174,423	184,366	195,200		195,200
5220	Insurance Deductibles	2,732	4,865	6,313	10,000	8,000		8,000
5290	General Liability	144,827	147,130	149,281	158,000	140,000		140,000
5291	Property & Casualty Insurance	40,082	36,734	37,967	36,817	63,148		63,148
5292	Vehicle Insurance	132,107	121,562	127,913	124,772	131,904		131,904
	Total Operating Services	539,290	482,032	510,124	530,955	554,252	4.4%	554,252
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	2,977						
	Total Capital Outlay	2,977						
	TOTAL	\$542,267	\$482,032	\$510,124	\$530,955	\$554,252	4.4%	\$554,252

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER 1208

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$128,033	\$102,355	\$108,341	\$108,106	\$110,269		\$110,269
5103	Temporary & Seasonal Help	555		2,075				
	Total Personal Services	128,588	102,355	110,416	108,106	110,269	2.0%	110,269
	<u>OPERATING EXPENSES</u>							
5201	Advertising		577		650			
5203	Professional & Special Services	516	6,081	2,024	2,500	2,100		1,983
5206	Dues & Subscriptions	693	1,129	1,815	2,590	1,700		1,700
5209	Maintenance - Electronics	1,596	1,596	1,596	1,800	1,596		1,596
5216	Maintenance - Equipment	8,400	8,641	8,800	8,908	9,100		9,000
5221	Postage	100	2,519	149	2,988	200		200
5223	Telephone	2,527	2,527	2,527	3,246	2,600		2,600
5225	Travel & Vocational Training	2,500	1,422	3,893	4,450	3,000		2,800
5226	Automobile Allowance	2,788	3,020	3,020	3,250	3,250		3,150
5242	Printing, Supplies, & Materials	810	591	597	750	600		500
	Total Operating Expenses	19,930	28,103	24,421	31,132	24,146	-24.4%	23,529
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment							
5516	Electronic Equipment					12,000		12,000
	Total Capital Outlay					12,000		12,000
	TOTAL	\$148,518	\$130,458	\$134,837	\$139,238	\$146,415	4.7%	\$145,798

Information Technology

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

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Computers	220	215	220	220
Servers	20	18	20	20
Laptops & iPads	69	115	120	125
Website Visitors	653,471	814,891	800,000	815,000
Citizen Electronic Requests (GovQA)	3,754	3,370	3,500	3,500
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	6,220	6,465	6,800	7,500
IT Service Ticket Hours (Proactive Information Management)	873	872	850	850

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
IT Administrator	FT	Salary	1.00	1.00	0
IS Coordinator	FT	Salary	1.00	1.00	0
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER 1253

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$85,613	\$119,473	\$140,650	\$140,650	\$143,463		\$143,463
5105	Overtime		\$939					
	Total Personal Services	85,613	120,412	140,650	140,650	143,463	2.0%	143,463
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,546	2,905	5,889	6,000	6,000		5,200
5206	Dues & Subscriptions	108	119	4,593	4,700	6,700		6,700
5209	Maintenance - Electronics	16,363	(2,696)	6,118	10,000	10,000		10,000
5216	Maintenance - Equipment	5,283	2,096	2,249	6,500	5,000		5,000
5221	Postage	28		66	75	75		75
5223	Telephone	2,180	2,253	2,763	3,580	3,580		3,580
5225	Travel & Vocational Training	3,138	3,196	1,539	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	129	777	549	1,200	1,000		1,000
5248	Books & Publications	188	40	284	300	300		300
	Total Operating Services	29,963	8,690	24,050	34,855	35,155	-1.4%	34,355
	<u>CAPITAL OUTLAY</u>							
5514	Technology Plan Implantation	14,141	34,015	4,000		10,000		10,000
5516	Electronic Equipment	8,024	21,162		11,000	1,244		1,244
	Total Capital Outlay	22,165	55,177	4,000	11,000	11,244	2.2%	11,244
	TOTAL	\$137,741	\$184,279	\$168,700	\$186,505	\$189,862	1.4%	\$189,062

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 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Voter Registration	12,136	12,389	12,000	12,100
Absentee Balloting	156	1,109	460	525
Voting Equip. P & M	49	49	49	49
Candidate Processing-local	3	9	7	8
Campaign Finance-local	2	9	7	8

Personnel Resources

Registrar			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
General Registrar	FT	Salary	1.00	1.00	0.00
Deputy Registrar	FT	Salary	1.00	1.00	0.00
FT = Full Time			2.00	2.00	0.00
Electoral Board Chairman	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
2014-15 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$75,041	\$76,508	\$82,523	\$82,687	\$84,953		\$84,953
5103	Temporary & Seasonal Help	5,295	14,630	11,180	14,000	14,000		13,700
5105	Overtime	326		463				
	Total Personal Services	80,662	91,138	94,166	96,687	98,953	2.0%	98,653
	<u>OPERATING EXPENSES</u>							
5201	Advertising	255	735	1,020	775	1,060		1,060
5206	Dues & Subscriptions	225	189	170	300	300		300
5209	Maintenance - Electronics	960	960	960	960	960		960
5221	Postage	848	919	1,299	2,000	1,800		1,800
5223	Telephone	3,529	3,525	3,525	3,565	3,565		3,565
5225	Travel & Vocational Training	997	236	102	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	4,427	5,085	2,952	4,500	4,000		3,723
	Total Operating Services	11,241	11,649	10,028	13,100	12,685	-5.3%	12,408
	TOTAL	\$91,903	\$102,787	\$104,194	\$109,787	\$111,638	1.2%	\$111,061

Circuit Court Clerk

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

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

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

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

Performance Indicators	CY 2011 Actual	CY 2012 Actual	CY 2013 Actual	CY 2014 Projected
Total Cases (Criminal/Civil)	1,516	1,527	1,627	1,750
Wills/Estates Initiated	91	84	106	120
Judgments/Liens/Notices	2,021	2,143	1,945	2,100
Deeds Recorded	1,855	2,833	2,574	2,900
Marriage Licenses	291	291	302	335
Restitution	399	466	502	550
Concealed Handgun Permits	155	155	357	400

Personnel Resources

Circuit Court Clerk			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Circuit Court Clerk	FT	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	3.00	3.00	0.00
FT = Full Time PT = Part Time			6.00	6.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER 1351

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$224,953	\$272,886	\$289,108	\$291,735	\$297,359		\$297,359
5103	Temporary & Seasonal Help	22,100	709	1,250		2,000		2,000
	Total Personal Services	247,053	273,595	290,358	291,735	299,359	2.6%	299,359
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	64,102	57,980	58,892	56,390	64,000		62,221
5206	Dues & Subscriptions	540	1,191	986	987	1,000		1,000
5209	Maintenance - Electronics	2,232	2,232	2,232	2,232	2,232		2,232
5216	Maintenance - Equipment	23,262	26,259	27,648	28,885	33,239		33,239
5221	Postage	4,418	4,183	4,831	4,345	4,500		4,500
5223	Telephone	5,049	5,573	4,929	6,700	5,000		5,000
5224	Other Services & Charges	2,232	1,953	2,359	4,942	3,190		3,190
5242	Printing, Supplies, & Materials	6,792	7,193	7,760	9,000	9,500		9,500
	Total Operating Services	108,627	106,564	109,637	113,481	122,661	6.5%	120,882
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	(2,611)	3,785					
	Total Capital Outlay	(2,611)	3,785					
	TOTAL	\$353,069	\$383,944	\$399,995	\$405,216	\$422,020	3.7%	\$420,241

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	CY 2012 Actual	CY 2013 Actual	CY 2014 Projected	CY 2015 Projected
Circuit Court-felony cases	466	556	640	650
Circuit Ct-misdemeanor cases	519	561	600	600
GDCT Total Criminal Cases	2,859	2,702	2,800	2,800
GDCT traffic (criminal)	1,682	1,824	1,800	1,800
Jury Trials (circuit court)	3	7	6	6
Juvenile Cases	823	660	700	700

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Commonwealth's Attorney	FT	Salary	1.00	1.00	0.00
Other Attorneys	FT	Salary	4.00	4.00	0.00
Secretary/paralegal support	FT	Salary	3.00	3.00	0.00
Victim Witness Director	FT	Salary	1.00	1.00	0.00
			9.00	9.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER 1355

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$448,100	\$459,393	\$489,118	\$496,284	\$504,118		\$504,118
5103	Temporary & Seasonal Help	5,571	12,812	4,518	6,500	6,507		6,507
5601	Accumulated Leave	1,293		117				
	Total Personal Services	454,964	472,205	493,753	502,784	510,625	1.6%	510,625
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services			960	1,000	1,000		1,000
5206	Dues & Subscriptions	8,135	2,538	3,325	3,279	3,426		3,426
5209	Maintenance - Electronics	5,714	4,776	4,776	10,169	6,183		6,183
5216	Maintenance - Equipment	3,166	4,441	4,553	1,745	5,124		5,124
5221	Postage	1,376	93	841	1,500	1,750		1,750
5223	Telephone	6,674	5,691	5,582	8,177	6,000		6,000
5225	Travel & Vocational Training	5,605	10,725	6,394	5,543	5,543		5,543
5242	Printing, Supplies, & Materials	9,726	13,577	9,272	4,400	6,400		6,400
5248	Books & Publications	2,089			3,730	3,299		984
5261	Asset Forfeiture	1,912	100	425	12,937			
	Total Operating Services	44,397	41,941	36,128	52,480	38,725	-30.6%	36,410
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment		1,876					
	Total Capital Outlay		1,876					
	TOTAL	\$499,361	\$516,022	\$529,881	\$555,264	\$549,350	-1.5%	\$547,035

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER 1360

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$41,906	\$42,873	\$45,321	\$45,321	\$46,227		\$46,227
5108	Fringe Benefits	21,835	15,643	18,892	21,063	21,000		21,000
	Total Personal Services	63,741	58,516	64,213	66,384	67,227	1.3%	67,227
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	50	50		275	275		275
5209	Maintenance - Electronics	324	324	324	375	375		375
5215	Maintenance - Furniture & Equipment		92		700	500		500
5221	Postage	327	45	172	450	450		450
5223	Telephone	2,408	2,554	2,924	2,500	3,000		3,000
5224	Other Services & Charges	110	91		500	500		500
5225	Travel & Vocational Training	114	781	50	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	1,592	3,114	1,149	1,800	1,500		1,500
	Total Operating Expenses	4,925	7,051	4,619	8,100	8,100	0.0%	8,100
	TOTAL	\$68,666	\$65,567	\$68,832	\$74,484	\$75,327	1.1%	\$75,327

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" in the Spring annually for the citizens of the City of Colonial Heights.

Performance Indicators	FY 11 -12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Court Security Days	418	430	435	450
Inmate/Prisoner Count	1,640	1,410	1,889	2,100
Prisoner Transports	718	650	690	725
Civil Papers Served	10,268	10,600	11,400	12,000
Courthouse Patron Count	109,298	112,575	115,000	120,000

Personnel Resources

Sheriff			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Sheriff	FT	Salary	1.00	1.00	0.00
Chief Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Deputy Sheriff	FT	Salary	3.00	5.00	2.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time			8.00	10.00	2.00
Deputy Sheriff	PT	Hourly	5.00	5.00	0.00
PT = Part Time			7.00	9.00	2.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$417,348	\$428,568	\$436,555	\$456,706	\$537,016		\$537,016
5103	Temporary & Seasonal Help	15,395	16,978	21,072	12,000	82,000		82,000
5105	Overtime	33,251	27,922	25,377	33,000	34,000		34,000
5601	Accumulated Leave	1,188	452	921				
	Total Personal Services	467,182	473,920	483,925	501,706	653,016	30.2%	653,016
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,118	4,168	4,386	4,118	5,797		5,797
5206	Dues & Subscriptions	839	926	879	1,098	1,098		1,098
5209	Maintenance - Electronics	3,816	3,816	3,816	3,816	3,816		3,816
5214	Maintenance - Motor Vehicles	2,943	5,166	3,370	4,000	4,000		4,000
5216	Maintenance - Equipment	7,040	6,806	6,797	7,076	7,076		7,076
5221	Postage	745	983	885	1,000	1,200		1,200
5223	Telephone	9,303	9,564	9,675	10,200	10,200		10,200
5225	Travel & Vocational Training	1,122	1,427	2,784	3,500	3,500		3,500
5242	Printing, Supplies & Materials	19,638	13,774	17,785	25,693	35,472		32,242
5247	Motor Fuels & Lubricants	13,381	13,509	13,878	12,500	12,500		12,500
5250	Small Tools & Equipment	4,124	539	2,482	2,900	3,900		3,900
5263	Grant Funds			3,812				
5275	Donated Funds	299	3,941	1,500				
	Total Operating Services	67,368	64,619	72,049	75,901	88,559	12.4%	85,329
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		27,000	4,644	31,000			
5516	Electronic Equipment	8,918				24,700		24,700
	Total Capital Outlay	8,918	27,000	4,644	31,000	24,700	-20.3%	24,700
	TOTAL	\$543,468	\$565,539	\$560,618	\$608,607	\$766,275	25.4%	\$763,045

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - INCARCERATION

ACCOUNT NUMBER 1357

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5228	Adult Incarceration	\$2,647,885	\$2,224,280	\$2,605,640	\$2,450,000	\$2,500,000		\$2,500,000
5229	Youth Incarceration	245,660	183,045	226,825	200,000	200,000		200,000
5284	Video Arraignment	10,340	10,370	11,645	10,500	10,500		10,500
5259	Detention Home	167,800						
	Total Operating Services	3,071,685	2,417,695	2,844,110	2,660,500	2,710,500	1.9%	2,710,500
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	5,196						
	Total Capital Outlay	5,196						
	TOTAL	\$3,076,881	\$2,417,695	\$2,844,110	\$2,660,500	\$2,710,500	1.9%	\$2,710,500

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS

ACCOUNT NUMBER 1353

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$98,580	\$90,469	\$79,510	\$75,000	\$75,000		\$75,000
5206	Dues & Subscriptions	120	120	120	140	500		500
5212	Rent of Equipment		2,064	2,124	2,500	4,000		4,000
5216	Maintenance - Equipment	1,190	437		2,000	750		750
5221	Postage	37		57	75			
5223	Telephone	5,002	5,266	4,882	5,000	5,000		5,000
5225	Travel & Vocational Training	2,768	1,599	638	3,500	2,500		2,111
5242	Printing, Supplies, & Materials	1,025	1,448	2,110	2,600	4,000		4,000
5248	Books & Publications				250	100		100
5251	Clothing & Personal Supplies		198	622	500	500		500
	Total Operating Services	108,722	101,601	90,063	91,565	92,350	0.4%	91,961
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	681	684	855				
	Total Capital Outlay	681	684	855				
	TOTAL	\$109,403	\$102,285	\$90,918	\$91,565	\$92,350	0.4%	\$91,961

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PROBATION

ACCOUNT NUMBER 1354

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5214	Maintenance - Motor Vehicles		\$226	\$230	\$200	\$300		\$300
5221	Postage	427		2,623	150	200		200
5223	Telephone	2,623	2,623	1,998	2,800	2,800		2,800
5225	Travel & Vocational Training	310	166	777	500	500		500
5242	Printing, Supplies & Materials	1,701	2,317	115	2,000	2,000		2,000
5247	Motor Fuels & Lubricants	122	7		200	250		250
5248	Books & Publications	156	314		250			
	Total Operating Services	5,339	5,653	5,743	6,100	6,050	-0.8%	6,050
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
	Total Capital Outlay							
	TOTAL	\$5,339	\$5,653	\$5,743	\$6,100	\$6,050	-0.8%	\$6,050

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 and 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	CY 2012	CY 2013	CY 2014	CY 2015
Indicators	Actual	Actual	Projected	Projected
Police Reports	3,251	4,081	3,516	3,798
Self-initiated Police Activity	22,825	21,799	21,057	21,940
Traffic Citations	10,502	7,414	9,446	9,974
Traffic Crashes	1,070	983	1,029	1,047
Total Arrests	3,979	3,897	3,720	3,808

Personnel Resources

Police Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Police Chief	FT	Salary	1.00	1.00	0.00
Captain	FT	Salary	2.00	2.00	0.00
Lieutenant	FT	Salary	5.00	5.00	0.00
Sergeant	FT	Salary	7.00	7.00	0.00
Detective	FT	Salary	4.00	4.00	0.00
Police Officers	FT	Salary	30.00	30.00	0.00
Clerical Staff	FT	Salary	4.00	4.00	0.00
Animal Control Officers	FT	Salary	2.00	2.00	0.00
FT = Full Time			55.00	55.00	0.00
Animal Control Aides	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
2014-15 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,560,329	\$2,619,389	\$2,846,018	\$2,857,177	\$3,079,781		\$3,079,781
5103	Temporary & Seasonal Help	49,528	37,477	30,396	48,963	45,000		45,000
5105	Overtime	333,164	347,597	389,012	272,950	175,000		175,000
	Total Personal Services	2,943,021	3,004,463	3,265,426	3,179,090	3,299,781	3.8%	3,299,781
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	4,074	5,685	7,754	7,133	7,741		7,741
5206	Dues & Subscriptions	3,727	3,800	3,792	4,938	5,475		5,475
5209	Maintenance - Electronics	17,496	17,496	17,496	17,846	17,846		17,846
5212	Rent of Equipment	3,814	4,534	5,240	7,320	7,320		7,320
5214	Maintenance - Motor Vehicles	46,880	59,478	59,613	49,995	53,000		53,000
5216	Maintenance - Equipment	15,500	17,144	10,133	15,355	15,155		15,155
5217	Maintenance - Buildings & Grounds	67						
5218	Maintenance - Miscellaneous	6,854	6,397	6,882	10,431	13,081		13,081
5221	Postage	1,328	1,252	985	1,500	1,500		1,500
5223	Telephone	42,886	45,188	42,591	42,000	44,602		44,602
5224	Other Services & Charges	248	546		3,000	2,500		2,500
5225	Travel & Vocational Training	15,193	22,022	18,957	19,500	19,500		19,500
5242	Printing, Supplies, & Materials	84,849	87,404	85,429	100,000	102,163		85,679
5246	Animal Control	14,371	13,466	15,372	20,000	20,000		20,000
5247	Motor Fuels & Lubricants	125,960	143,634	143,164	128,289	141,118		141,118
5248	Books & Publications	716	65	338	697	597		597
5261	Forfeited Assets		1,628	56,520				
5263	Grant Funds	11,252	28,968	26,388				
5266	K-9 Funds	256	292	(475)				
5274	Controlled Drug Buy Money	5,000	999	5,000	5,000	5,000		5,000
5275	Donated Funds	17,457	1,001	4,249				
5409	Adopt-A-Cop		500					
	Total Operating Services	417,928	461,499	509,428	433,004	456,598	1.6%	440,114
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		175,142	170,030	124,500	123,000		123,000
5516	Electronic Equipment	15,060		17,211	12,476	14,976		14,976
5520	Other Equipment	29,098	28,475	23,464	11,800	16,650		16,650
	Total Capital Outlay	44,158	203,617	210,705	148,776	154,626	3.9%	154,626
	TOTAL	\$3,405,107	\$3,669,579	\$3,985,559	\$3,760,870	\$3,911,005	3.6%	\$3,894,521

Fire & EMS

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Total incidents	4,690	4,460	4,687	4,925
Fire incidents	1,423	1,212	1,298	1,390
EMS incidents	3,267	3,248	3,403	3,565
Fire response time < 7 minutes	64.5%	64.7%	76.1%	78%
EMS response time < 7 minutes	73.1%	77.8%	85.1%	87%
Fire Mutual Aid received	70	56	41	40
EMS Mutual Aid received	86	69	45	35
Total property loss	\$583,823	\$240,850	\$713,076	\$500,000

Personnel Resources

Fire & EMS			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2013-14	FY 2014-15 Proposed	Diff.
Chief of Fire & EMS	FT	Salary	1.00	1.00	0.00
Deputy Chief of Fire & EMS	FT	Salary	1.00	1.00	0.00
Battalion Chief	FT	Hourly	3.00	3.00	0.00
Fire Lieutenant	FT	Hourly	7.00	7.00	0.00
Deputy Fire Marshal	FT	Hourly	1.00	1.00	0.00
EMS Firefighter	FT	Hourly	30.00	30.00	0.00
Administrative Assistant	FT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			44.00	44.00	0.00
EMS-FF Int or Paramedic	PT	Hourly	10.00	10.00	0.00
Logistics Coordinator	PT	Hourly	1.00	1.00	0.00
Office Assistant	PT	Hourly	1.00	1.00	0.00
PT = Part Time			12.00	12.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,194,640	\$2,206,763	\$2,312,690	\$2,422,848	\$2,470,303		\$2,470,303
5103	Temporary & Seasonal Help	39,585	49,441	51,587	124,000	100,000		100,000
5105	Overtime	118,233	178,871	152,033	110,000	110,000		110,000
	Total Personal Services	2,352,458	2,435,075	2,516,310	2,656,848	2,680,303	0.9%	2,680,303
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	59,426	72,194	74,018	80,295	79,096		79,096
5206	Dues & Subscriptions	1,085	1,779	1,233	2,172	2,172		2,172
5209	Maintenance - Electronics	12,408	12,408	12,408	12,408	12,408		12,408
5214	Maintenance - Motor Vehicles	49,512	66,174	65,269	67,000	67,000		67,000
5216	Maintenance - Equipment	43,337	39,750	45,553	40,358	40,297		40,297
5221	Postage	2,849	850	2,837	4,865	4,865		4,865
5223	Telephone	33,660	35,999	33,993	33,111	33,111		33,111
5224	Other Services & Charges	7,841	6,374	8,262	10,000	10,000		10,000
5225	Travel & Vocational Training	12,049	18,439	16,978	18,000	28,500		28,500
5242	Printing, Supplies, & Materials	68,103	61,238	75,441	75,950	78,335		78,335
5247	Motor Fuels & Lubricants	54,458	64,626	64,535	64,000	67,000		67,000
5248	Books & Publications	1,667	1,175	1,863	2,000	2,000		2,000
5250	Small Tools & Equipment	4,249	2,987	5,577	5,165	5,165		5,165
5263	Grant Funds	23,313	25,183	35,604				
5281	Heat, Lights & Power	6						
	Total Operating Services	373,963	409,176	443,571	415,324	429,949	3.5%	429,949
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	75,425				28,000		24,362
5502	Fire Equipment	134,104	61,208	52,979	85,800	85,200		77,729
5506	Court Restitution	511	180	(937)				
5516	Electronic Equipment	9,522		4,732	13,000	2,488		0
5520	Other Equipment	564	23,063					
	Total Capital Outlay	220,126	84,451	56,774	98,800	115,688	3.3%	102,091
	TOTAL	\$2,946,547	\$2,928,702	\$3,016,655	\$3,170,972	\$3,225,940	1.3%	\$3,212,343

Emergency Management

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Citizens trained in CERT	10	32	15	30
Total Snow (Richmond official)	2"	4.81"	10"	10"
Monitored Atlantic tropical events	19	13	17	17
Severe thunderstorm warnings	17	6	6	6
Tornado warnings	0	1	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2013-14	FY 2014-15 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

Communications

The Colonial Heights Emergency Communications Center (CHECC) provides 24 hour answering of all emergency and non-emergency Police, Fire and Medical calls. These calls include 9-1-1 and non-emergency telephone service for the hearing and speech impaired. The ECC continues to use state-of-the-art technology to provide fast and effective emergency communication services. Using sophisticated radio communication, mobile computers and a Computer Aided Dispatch (CAD) System, the ECC is able to process requests and expedite the dispatch of police and fire personnel in an emergency. The center continues to improve on services using Quality Assurance review that is required of Emergency Medical Dispatching (EMD) that was implemented in 2012. The center has also invested more time and energy in developing in-house instructors to teach EMD, CPR, and Virginia Criminal Information Network training.

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected
Number of Calls	103,995	100,033	99,490	100,000
Wireline 911 Calls	5,045	3,180	2,669	2,500
Wireless 911 Calls	10,326	9,896	9,923	11,000
Warrants Entered	2,403	2,059	1,963	2,300
Lobby Calls Handled	3,94	3,164	2,981	3,000

Personnel Resources

Communications			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Dispatch Supervisor	FT	Salary	4.00	4.00	0.00
Dispatcher/Telecommunicator	FT	Salary	12.00	12.00	0.00
FT = Full Time PT = Part Time			16.00	16.00	0.00
Dispatcher/Telecommunicator	PT	Hourly	2.00	2.00	0.00
PT = Part Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER 1404

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$674,956	\$671,368	\$634,499	\$647,826	\$660,784		\$660,784
5103	Temporary & Seasonal Help	19,783	22,217	31,332	13,000	13,000		13,000
5105	Overtime	91,544	99,270	101,534	73,129	80,000		80,000
	Total Personal Services	786,283	792,855	767,365	733,955	753,784	2.7%	753,784
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	15,428	12,050	61,409	12,862	12,862		12,862
5206	Dues & Subscriptions		46	92	92	276		276
5209	Maintenance - Electronics	1,511	1,272	1,272	1,272	1,272		1,272
5212	Rent of Equipment	1,450	578		3,167	3,168		3,168
5214	Maintenance - Motor Vehicles	77	723	907	500	500		500
5216	Maintenance - Equipment	214,537	225,875	225,175	239,000	244,435		244,435
5221	Postage	125	62	219	200	200		200
5222	E 9-1-1 and CAD System	16,498	16,382	16,339	18,303	18,303		18,303
5223	Telephone	8,603	7,882	7,906	10,850	10,850		10,850
5224	Other Services & Charges							
5225	Travel & Vocational Training	157	467	2,960	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	6,689	7,267	14,401	6,730	6,500		6,500
5247	Motor Fuels & Lubricants	895	1,004	1,313	1,500	1,500		1,500
5248	Books & Publications	32		641	50	50		50
5250	Small Tools & Equipment				50	50		50
5281	Heat, Light and Power	7,766	8,867	8,352	9,000	8,750		8,750
	Total Operating Services	273,768	282,475	340,986	304,576	309,716	1.7%	309,716
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment			5,876				
5516	Electronic Equipment		31,108	21,159	401,000	100,000		95,096
	Total Capital Outlay		31,108	27,035	401,000	100,000	-76.3%	95,096
	TOTAL	\$1,060,051	\$1,106,438	\$1,135,386	\$1,439,531	\$1,163,500	-19.5%	\$1,158,596

Public Works

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

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

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

Facility and infrastructure assets within the department's responsibility center include 87.5 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals and 3000 traffic signs.

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Private development submittals reviewed	62	48	64	58
Street miles resurfaced	8	7	6	9
Street miles swept	228	215	215	215
Maintenance work orders completed (in GovQA)	3,041	2,981	2,500	2,500
Construction projects completed	2	3	1	4

Personnel Resources

Department of Public Works

Authorized Positions

Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Director of Public Works	FT	Salary	1.00	1.00	0.00
Asst Director of Public Works	FT	Salary	1.00	1.00	0.00
Construction Inspector	FT	Hourly	1.00	1.00	0.00
Administrative Assistant	FT	Hourly	2.00	2.00	0.00
Engineering/Traffic Technician	FT	Hourly	5.00	5.00	0.00
Project Coordinator	FT	Hourly	1.00	1.00	0.00
Public Works Superintendent	FT	Salary	1.00	1.00	0.00
Public Works Foreman	FT	Hourly	6.00	6.00	0.00
Heavy Equipment Operator	FT	Hourly	7.00	7.00	0.00
Utility Maintenance Specialist	FT	Hourly	2.00	2.00	0.00
Public Works Technician	FT	Hourly	14.00	14.00	0.00
			41.00	41.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER 1451

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$205,254	\$199,558	\$221,930	\$221,930	\$226,369		\$226,369
5105	Overtime		\$487					
	Total Personal Services	205,254	200,045	221,930	221,930	226,369	2.0%	226,369
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	576	561	762	1,000	1,000		740
5209	Maintenance - Electronics	960	960	960	960	960		960
5216	Maintenance - Equipment			28				
5221	Postage	27	9	99	100	100		100
5223	Telephone	2,420	2,838	2,960	2,420	2,420		2,420
5225	Travel & Vocational Training	2,145	3,375	4,449	3,500	3,500		3,250
5226	Automobile Allowance	4,800	4,800	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	142	132	277	500	500		300
5248	Books & Publications				100			
	Total Operating Services	11,070	12,675	14,335	13,380	13,280	-6.1%	12,570
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				1,244			
	Total Capital Outlay				1,244			
	TOTAL	\$216,324	\$212,720	\$236,265	\$236,554	\$239,649	1.0%	\$238,939

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$439,411	\$475,748	\$502,916	\$506,420	\$514,976		\$514,976
5103	Temporary & Seasonal Help				500	500		500
5105	Overtime	10,071	16,004	10,313	13,000	13,000		13,000
5106	Overtime - Snow	4,801	6	3,991	3,000	3,000		3,000
5110	Sick Bank		1,924					
	Total Personal Services	454,283	493,682	517,220	522,920	531,476	1.6%	531,476
	<u>OPERATING EXPENSES</u>							
5201	Advertising		329		1,000	1,000		700
5203	Professional & Special Services Paving	303,987	437,895	496,938	450,000	437,000		437,000
5209	Maintenance - Electronics	1,272	1,272	1,272	1,000	1,272		1,272
5212	Rent of Equipment		564	554	3,500	2,500		2,500
5214	Maintenance - Motor Vehicles	28,893	29,552	24,898	28,000	27,000		27,000
5216	Maintenance - Equipment	38,657	46,816	17,333	34,000	33,000		32,300
5217	Maintenance - Buildings & Grounds		250	250	1,500	1,500		1,500
5219	Maintenance - Bridges		717	809	10,000	10,000		9,000
5221	Postage	35	8	67	100	100		100
5223	Telephone	4,020	3,742	3,836	5,000	5,000		5,000
5225	Travel & Vocational Training	1,218	1,420	1,448	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	15,339	14,706	10,886	20,000	20,000		19,000
5247	Motor Fuels & Lubricants	33,214	37,019	35,037	35,000	35,000		35,000
5249	Road Materials & Equipment	66,096	51,623	46,688	68,000	63,000		61,000
5250	Small Tools & Equipment	2,012	3,744	722	3,000	3,000		2,588
5252	Snow Removal - Supplies & Materials	9,562	8,973	8,912	10,000	10,000		10,000
	Total Operating Services	504,305	638,630	649,650	673,100	652,372	-3.9%	646,960
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	30,000	96,679					
5503	Machinery & Tools	9,000		92,345	14,000	100,000		100,000
5516	Electronic Equipment				2,488			
	Total Capital Outlay	39,000	96,679	92,345	16,488	100,000	506.5%	100,000
	TOTAL	\$997,588	\$1,228,991	\$1,259,215	\$1,212,508	\$1,283,848	5.4%	\$1,278,436

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER 1456

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$326,345	\$309,115	\$333,639	\$337,654	\$326,402		\$326,402
5103	Temporary & Seasonal Help	15						
5105	Overtime	18,121	20,820	20,489	15,000	16,500		16,500
5106	Overtime - Snow	157	250	489	500	500		500
	Total Personal Services	344,638	330,185	354,617	353,154	343,402	-2.8%	343,402
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	29,746	20,846	28,102	40,000	40,000		39,000
5206	Dues & Subscriptions	980	1,620	1,788	2,500	2,000		1,849
5209	Maintenance - Electronics	5,961	3,816	4,764	5,000	5,000		5,000
5214	Maintenance - Motor Vehicles	2,740	2,820	4,847	3,500	4,000		4,000
5216	Maintenance - Equipment	330	489	520	1,000	850		700
5221	Postage	175	54	131	350	500		500
5223	Telephone	9,532	11,018	9,980	12,000	11,000		11,000
5225	Travel & Vocational Training	2,142	4,843	3,405	7,000	4,500		4,500
5242	Printing, Supplies, & Materials	37,702	34,736	27,726	35,000	35,000		33,500
5247	Motor Fuels & Lubricants	8,867	10,990	10,257	9,000	11,000		10,750
5248	Books & Publications	520	500	500	700	700		700
5250	Small Tools & Equipment	118	612	1,740	800	800		700
5281	Heat, Lights & Power	179,611	199,508	203,506	200,000	205,000		204,400
	Total Operating Services	278,424	291,852	297,266	316,850	320,350	-0.1%	316,599
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles				22,000	155,000		155,000
5515	Building & Fixed Equipment			20,690				
5516	Electronic Equipment		10,850					
	Total Capital Outlay		10,850	20,690	22,000	155,000	604.5%	155,000
	TOTAL	\$623,062	\$632,887	\$672,573	\$692,004	\$818,752	17.8%	\$815,001

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 11 - 12 Actual	FY 12- 13 Actual	FY 13- 14 Projected	FY 14 - 15 Projected
Total Vehicles Maintained	250	250	260	260
Total Equipment Maintained	39	39	44	45
Work Orders Completed	974	864	900	925
Total Repair Costs	\$297,168.65	\$253,807.06	\$250,000.00	\$250,000.00
Total Sublet Repairs	\$14,171.91	\$14,890.29	<\$15,000.00	<\$16,000.00

Personnel Resources

Fleet Maintenance Shop			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Automotive Maint. Super.	FT	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	Salary	2.00	2.00	0.00
Emergency Equip. Tech.	FT	Salary	1.00	1.00	0.00
			4.00	4.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER 1458

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$239,704	\$236,058	\$246,231	\$246,231	\$251,156		\$251,156
5105	Overtime	2,653	2,504	2,117	2,500	2,500		2,500
5106	Overtime - Snow	1,484	431		1,000	750		750
	Total Personal Services	243,841	238,993	248,348	249,731	254,406	1.9%	254,406
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	(269)	1,145	(311)				
5209	Maintenance - Electronics	1,272	1,272	1,272	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	1,833	1,353	1,923	1,750	2,000		2,000
5216	Maintenance - Equipment	846	969	1,995	2,500	2,500		2,200
5221	Postage	29	3	59	5	5		5
5223	Telephone	1,769	1,769	1,769	1,800	1,800		1,800
5225	Travel & Vocational Training			842	750	750		750
5242	Printing, Supplies, & Materials	8,864	8,459	7,776	9,000	9,500		9,000
5247	Motor Fuels & Lubricants	(23,223)	4,681	(7,957)	1,300	1,400		1,195
5248	Books & Publications	180	180	135	400	400		200
5250	Small Tools & Equipment	2,036	2,394	2,178	2,200	2,200		2,200
	Total Operating Services	(6,663)	22,225	9,681	21,205	22,055	-1.7%	20,850
	<u>CAPITAL OUTLAY</u>							
5503	Machinery & Tools			1,525	4,000	9,500		9,500
5516	Electronic Equipment							
	Total Capital Outlay			1,525	4,000	9,500	137.5%	9,500
	TOTAL	\$237,178	\$261,218	\$259,554	\$274,936	\$285,961	3.6%	\$284,756

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - SOLID WASTE

ACCOUNT NUMBER 1459

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5230	Solid Waste Collection	\$765,694	\$773,764	\$505,390	\$443,485	\$440,000		\$440,000
5235	Landfill Monitoring	57,855	83,275	81,682	125,000	95,000		95,000
5236	Commercial Container Service	47,200	48,963	25,572	31,723	30,000		30,000
5242	Printing, Supplies, & Materials		1,642					
	Total Operating Services	870,749	907,644	612,644	600,208	565,000	-5.9%	565,000
	<u>INTERNAL SERVICES</u>							
5260	Administrative Service Charges	55,851	46,493					
	Total Internal Services	55,851	46,493					
	<u>CAPITAL OUTLAY</u>							
5515	Buildings and Fixed Equipment	2,931						
	Total Fixed Assets	2,931						
	TOTAL	\$929,531	\$954,137	\$612,644	\$600,208	\$565,000	-5.9%	\$565,000

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 at parks and park facilities, special events, and community activities.

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

Performance Indicators	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Projected	FY 14-15 Projected
Athletic Program Participants	3,178	3,153	3,100	3,100
Non-Athletic Program Participants	3,074	4,403	3,100	4,000
Senior Center Citizens Participants	32,812	31,802	33,200	32,000
Teen Center Attendance	4,568	2,786	4,750	2,500
Facility Rentals (Parks/Community Center)	590	622	615	615
Facility Attendance (Parks/Community Center/Violet Bank)	35,979	38,258	40,000	40,000

Personnel Resources

Recreation & Parks			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Recreation Staff	FT	Salary	3.00	3.00	0.00
Parks/B&G/Horticulture	FT	Salary	10.00	10.00	0.00
Community Center Staff	FT	Salary	5.00	5.00	0.00
Museum Curator	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			20.00	20.00	0.00
Program Staff	PT	Hourly	46.00	48.00	2.00
FT = Full Time PT = Part Time			46.00	48.00	2.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$213,656	\$214,788	\$227,003	\$227,003	\$231,543		\$231,543
5103	Temporary & Seasonal Help	86,310	76,501	81,009	100,785	99,785		96,887
5105	Overtime		479		1,000	750		250
	Total Personal Services	299,966	291,768	308,012	328,788	332,078	0.0%	328,680
	<u>OPERATING EXPENSES</u>							
5201	Advertising	914	1,693	2,600	2,000	2,000		2,000
5203	Professional & Special Services	29,202	30,153	29,587	32,375	32,375		32,375
5206	Dues & Subscriptions	1,358	1,383	1,513	1,116	1,116		1,116
5209	Maintenance - Electronics	1,596	1,659	2,489	1,596	1,596		1,596
5212	Rent of Equipment		465					
5214	Maintenance - Motor Vehicles	526	20	39	750	750		750
5216	Maintenance - Equipment	846	1,471	86	1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds	8,025	4,098	1,550	2,000	2,000		2,000
5221	Postage	903	692	688	1,100	1,100		1,100
5223	Telephone	7,776	8,812	9,132	9,500	9,500		9,500
5224	Other Services & Charges	25,258	25,061	25,197	25,599	28,000		28,000
5225	Travel & Vocational Training	676	1,528	1,794	2,000	2,000		2,000
5226	Automobile Allowance	4,200	4,200	4,200	4,200	4,200		4,200
5242	Printing, Supplies, & Materials	39,424	51,605	43,227	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	1,783	2,249	2,099	2,500	2,500		2,500
5250	Small Tools & Equipment		84		100			
5281	Heat, Lights & Power	19,389	20,326	21,665	22,000	22,000		22,000
	Total Operating Services	141,876	155,499	145,866	158,836	161,137	1.4%	161,137
	<u>CAPITAL OUTLAY</u>							
5506	Court Restitution	(260)						
5520	Other Equipment				50,000	50,000		50,000
	Total Capital Outlay	(260)			50,000	50,000	0.0%	50,000
	TOTAL	\$441,582	\$447,267	\$453,878	\$537,624	\$543,215	-4.7%	\$539,817

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$44,462	\$45,488	\$46,236	\$48,085	\$49,047		\$49,047
5103	Temporary & Seasonal	\$737	\$132					
5105	Overtime			537	1,000	1,000		1,000
	Total Personal Services	45,199	45,620	46,773	49,085	50,047	2.0%	50,047
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	144,750	128,370	124,946	165,000	170,000		168,800
5209	Maintenance - Electronics	324	324	324	324	324		324
5213	Maintenance - Court Fees	17,338	12,859	5,576	22,000	24,000		24,000
5214	Maintenance - Motor Vehicles	605	582	460	500	500		500
5216	Maintenance - Equipment	15,729	34,552	40,693	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	32,710	54,601	63,325	40,000	60,000		58,979
5223	Telephone	267	275	190	350	350		350
5242	Printing, Supplies, & Materials	5,910	5,304	1,435	6,000	6,000		6,000
5243	Construction Materials		320		1,000	500		500
5247	Motor Fuels & Lubricants	933	1,245	1,183	1,500	1,500		1,400
5250	Small Tools & Equipment		136	266	500	500		500
5281	Heat, Lights & Power	196,547	202,556	209,881	207,000	210,000		210,000
	Total Operating Services	415,113	441,124	448,279	471,174	500,674	5.8%	498,353
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles			18,393				
5515	Building & Fixed Equipment							
	Total Capital Outlay			18,393				
	TOTAL	\$460,312	\$486,744	\$513,445	\$520,259	\$550,721	5.4%	\$548,400

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$175,726	\$181,653	\$192,027	\$192,027	\$180,867		\$180,867
5103	Temporary & Seasonal Help	38,385	36,252	35,682	40,560	40,000		38,500
5105	Overtime				500	500		
	Total Personal Services	214,111	217,905	227,709	233,087	221,367	-5.9%	219,367
	<u>OPERATING EXPENSES</u>							
5201	Advertising				500			
5203	Professional & Special Services	244						
5206	Dues & Subscriptions	575	1,230	874	1,033	1,033		1,033
5209	Maintenance - Electronics	5,380	3,180	3,180	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles	900	900	549	900	900		900
5217	Maintenance - Buildings & Grounds	95	125	263	500	500		500
5221	Postage	365	206		500	500		500
5223	Telephone	1,924	2,084	2,073	4,000	4,000		4,000
5224	Other Services & Charges	8,943	7,965	5,279	10,160	10,160		9,651
5225	Travel & Vocational Training	266	520	289	800	800		800
5241	Senior Citizens Activities	4,124	2,960	2,088	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	7,848	13,631	10,298	12,500	12,000		12,000
5247	Motor Fuels & Lubricants				135	135		135
	Total Operating Services	30,664	32,801	24,893	38,008	37,008	-4.0%	36,499
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles		18,338					
5520	Other Equipment							
	Total Capital Outlay		18,338					
	TOTAL	\$244,775	\$269,044	\$252,602	\$271,095	\$258,375	-5.6%	\$255,866

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER 1603

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$22,959	\$36,368	\$38,339	\$38,339	\$39,106		\$39,106
5103	Temporary & Seasonal Help	16,657	18,872	19,735	20,000	27,500		27,500
5105	Overtime	669	1,807	1,217	1,000	1,000		1,000
	Total Personal Services	40,285	57,047	59,291	59,339	67,606	13.9%	67,606
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services			328				
5206	Dues & Subscriptions				200	200		200
5209	Maintenance - Electronics	636	636	636	636	636		636
5214	Maintenance - Motor Vehicles	922	850	203	1,000	1,000		1,000
5216	Maintenance - Equipment	642		67	500	500		500
5217	Maintenance - Buildings & Grounds	8,886	8,158	8,701	11,000	10,000		10,000
5223	Telephone	419	275	200	500	500		500
5225	Travel & Vocational Training		326		400	400		400
5242	Printing, Supplies, & Materials	1,207	1,065	478	1,700	1,700		1,700
5247	Motor Fuels & Lubricants	3,079	3,034	2,892	3,100	3,100		3,100
5250	Small Tools & Equipment	673	276	295	1,250	1,250		1,250
	Total Operating Services	16,464	14,620	13,800	20,286	19,286	-4.9%	19,286
	TOTAL	\$56,749	\$71,667	\$73,091	\$79,625	\$86,892	9.1%	\$86,892

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$269,480	\$276,045	\$291,809	\$305,189	\$289,978		\$289,978
5103	Temporary & Seasonal Help	29,640	26,902	26,625	34,000	34,000		34,000
5105	Overtime	35,257	34,909	36,685	40,000	40,000		40,000
	Total Personal Services	334,377	337,856	355,119	379,189	363,978	-4.0%	363,978
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions		324	60	300	300		300
5209	Maintenance - Electronics	324		324	324	324		324
5212	Rent of Equipment	375	552	841	500	500		500
5214	Maintenance - Motor Vehicles	4,028	5,267	3,641	4,000	4,000		4,000
5216	Maintenance - Equipment	16,404	19,306	17,650	14,000	17,000		17,000
5217	Maintenance - Buildings & Grounds	55,010	67,709	63,199	69,000	68,500		68,500
5223	Telephone	484	527	417	1,000	1,000		1,000
5225	Travel & Vocational Training	1,542			1,000	1,000		1,000
5242	Printing, Supplies, & Materials	11,664	9,086	11,615	8,000	8,000		8,000
5247	Motor Fuels & Lubricants	13,941	15,372	16,106	13,000	16,000		16,000
5250	Small Tools & Equipment	2,312	2,664	2,099	2,500	2,500		2,500
5281	Heat, Lights & Power	10,552	11,780	11,755	15,000	14,000		14,000
	Total Operating Services	116,636	132,587	127,707	128,624	133,124	3.5%	133,124
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle		21,105		20,000			
5516	Electronic Equipment				2,488	1,244		1,244
5520	Other Equipment	27,344	11,520	22,968		15,000		15,000
	Total Capital Outlay	27,344	32,625	22,968	22,488	16,244	-27.8%	16,244
	TOTAL	\$478,357	\$503,068	\$505,794	\$530,301	\$513,346	-3.2%	\$513,346

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$49,098	\$50,231	\$53,100	\$53,100	\$54,162		\$54,162
5103	Temporary & Seasonal Help	9,920	9,860	9,614	9,800	10,000		10,000
5105	Overtime	212	438	268				
	Total Personal Services	59,230	60,529	62,982	62,900	64,162	2.0%	64,162
	<u>OPERATING EXPENSES</u>							
5201	Advertising	2,749	3,507	2,228	3,000	3,000		3,000
5203	Professional & Special Services	1,326	1,556	413	2,500	2,500		2,500
5206	Dues & Subscriptions	275	275	275	300	300		300
5209	Maintenance - Electronics	636	636	636	636	636		636
5217	Maintenance - Buildings & Grounds	19,809	3,721	4,303	14,000	9,000		9,000
5221	Postage	28	9	57	150	150		150
5223	Telephone	2,277	2,104	2,138	2,000	2,000		2,000
5225	Travel & Vocational Training				750	500		500
5242	Printing, Supplies, & Materials	931	11,701	88	1,500	1,250		1,250
	Total Operating Services	28,031	23,509	10,138	24,836	19,336	-22.1%	19,336
	TOTAL	\$87,261	\$84,038	\$73,120	\$87,736	\$83,498	-4.8%	\$83,498

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 sixth 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 e- library, along with a heavily used public computer center and wireless network.

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

Performance Indicators	FY 11-12 Actual	FY 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected
Circulation	270,653	276,838	260,540	261,000
Books	159,605	166,279	168,118	167,000
Videos	71,389	70,925	56,251	55,000*
Audios	16,378	15,241	14,331	15,000
Computers	23,281	24,393	21,840	24,000**
Circulation Per Staff FTE	38,665	39,548	37,220	38,500***
Library Cards Issued	2,141	2,049	2,298	2,000
Registered Borrowers	12,341	10,913	11,148	12,000
Patron Visit Count	219,345	218,312	215,713	218,000
Interlibrary Loans	601	557	534	525
Story Hour Participants	1902	2,051	2,215	2,300
Volumes Added to Collection	5,121	5,970	5,616	5,500
Meeting Room Groups	1,278	1,198	1,018	1,000

* Video circulation dropped by 14,674 (36%) probably due to the increasing use of download services by residents. With the closing of Blockbuster, we expect these figures to increase in the coming year.

** Computer center usage is down due to an increase in the number of patrons using laptops/tablets within the library's wireless network. However, the new iPad center, and a policy change that allows those 18 and younger more access, is likely to increase this number in the coming year.

*** State Average is 24,346 Circulation per FTE staff member.

Personnel Resources

Library			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2013-14	FY 2014-15 Proposed	Diff.
Library Director	FT	Salary	1.00	1.00	0.00
Library Associate	FT	Salary	2.00	2.00	0.00
Library Assistant	FT	Salary	3.00	3.00	0.00
FT = Full Time PT = Part Time			6.00	6.00	0.00
Library Assistant	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER 1701

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$317,806	\$321,384	\$335,506	\$335,218	\$341,922		\$341,922
5103	Temporary & Seasonal Help	39,804	44,614	46,867	42,950	46,867		46,867
	Total Personal Services	357,610	365,998	382,373	378,168	388,789	2.8%	388,789
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,547	2,166	3,019	2,900	5,550		5,550
5206	Dues & Subscriptions	270	540	185	425	425		425
5209	Maintenance - Electronics	11,448	11,448	11,523	11,448	11,448		11,448
5212	Rent of Equipment	1,254	1,133	1,209	1,310	1,310		1,310
5216	Maintenance - Equipment	214	630	1,002	1,400	1,400		1,400
5221	Postage	2,287	2,139	2,342	2,396	2,396		2,396
5223	Telephone	4,230	3,587	3,707	3,787	3,789		3,789
5224	Other Services & Charges	7,409	6,220	6,900	6,840	6,840		6,840
5225	Travel & Vocational Training	240	539	1,065	850	850		850
5242	Printing, Supplies, & Materials	24,638	26,239	26,562	24,720	24,720		24,720
5248	Books & Publications	118,793	114,334	117,237	116,790	119,125		116,493
5281	Heat, Lights & Power	43,803	53,643	50,378	48,000	48,000		48,000
	Total Personal Services	217,133	222,618	225,129	220,866	225,853	1.1%	223,221
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	7,502	15,637	13,029	9,932	8,732 1,200		8,732 1,200
	Total Capital Outlay	7,502	15,637	13,029	9,932	9,932	0.0%	9,932
	TOTAL	\$582,245	\$604,253	\$620,531	\$608,966	\$624,574	2.1%	\$621,942

Planning and Community Development

Currently consisting of two operating divisions (Planning and Building Inspections) 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.

The City's Comprehensive plan update was completed in early 2014 and public meetings were held. Final recommendations were reviewed by the City Planning Commission in May and a public hearing set. City Council should begin reviewing the document in summer/fall of 2014. The Appomattox River Greenway Trail Project will also continue through 2014, with completion of Phase 3 by mid-year. Phase 4 is well under design and should be constructed in early 2015. The Emergency Home Repair Program funded by the Community Development Block Grant will also continue in 2014.

Code enforcement activities for property maintenance, tall grass, zoning, inoperable motor vehicles and building codes were reorganized in 2013 from a complaint driven system to a proactive city wide monthly inspections. Inspection districts were created and the entire city is inspected 1-2 times per month. Compliance with the Virginia Uniform Statewide Building Code in an efficient manner continues with permitting for residential and commercial construction. 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 and manages the City's Rental Inspection Program.

Performance Indicators	FY 11- 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
Sign Permits Issued	81	103	110	110
CDBG \$ Expended	\$78,399	\$79,555	\$75,577	\$75,577
Planning Commission Mtgs	9	7	10	10
Building Inspections	2,419	2,566	2,600	2,600
Tall Grass Violations	445	736	750	750
Code Enforcement Violations	438	402	410	410

Personnel Resources

Planning/Building Inspection

Classification Title	Status *	Hourly/ Salary	Authorized Positions		
			FY 2013-14	FY 2014-15 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Neighborhood Revitalization Planner	FT	Salary	1.00	1.00	0.00
Building Official	FT	Salary	1.00	1.00	0.00
Senior Building Inspector	FT	Salary	1.00	1.00	0.00
Building Inspector	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			5.00	5.00	0.00

Administrative Assistant	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$145,962	\$148,003	\$156,513	\$159,208	\$162,392		\$162,392
5103	Temporary & Seasonal Help			1,875		21,112		21,112
	Total Personal Services	145,962	148,003	158,388	159,208	183,504	15.3%	183,504
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,905	2,368	3,163	4,800	4,000		3,800
5203	Professional & Special Services	15,053	2,168	2,021	11,000	10,000		9,294
5206	Dues & Subscriptions	982	1,000	995	1,000	1,000		1,000
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5216	Maintenance - Equipment	650	1,123	1,122	1,200	1,200		1,200
5221	Postage	720	595	2,040	500	800		800
5223	Telephone	2,167	2,865	3,104	6,000	6,000		6,000
5225	Travel & Vocational Training	1,332	1,201	2,250	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	1,954	2,131	2,619	1,800	1,800		1,800
5248	Books & Publications	318	321	250	500	500		500
5263	Grant Funds	9,865		7,560				
	Total Operating Services	36,218	15,044	26,396	30,572	29,072	-7.9%	28,166
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	800	1,479		5,400	24,880		2,488
	Total Capital Outlay	800	1,479		5,400	24,880	-53.9%	2,488
	TOTAL	\$182,980	\$164,526	\$184,784	\$195,180	\$237,456	9.7%	\$214,158

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$160,892	\$164,647	\$174,005	\$174,005	\$177,485		\$177,485
5103	Temporary & Seasonal Help	18,713	21,421	20,100	24,000			
5105	Overtime & Career Development				2,000	1,500		1,500
	Total Personal Services	179,605	186,068	194,105	200,005	178,985	-10.5%	178,985
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	158		2,771	2,600	2,600		2,600
5206	Dues & Subscriptions	627	297	297	500	500		500
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicles	1,081	1,085	1,802	3,000	2,500		2,056
5221	Postage	909	999	431	1,000	1,000		1,000
5223	Telephone	4,007	4,322	4,538	6,920	5,000		5,000
5225	Travel & Vocational Training	2,448	2,513	1,233	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	2,936	3,311	3,424	4,320	4,320		4,320
5247	Motor Fuels & Lubricants	2,458	2,443	2,844	3,000	3,000		3,000
5248	Books & Publications	1,200	180	869	2,000	3,000		2,500
5250	Small Tools & Equipment	671	500	520	500	500		500
5283	1% State Fee	26	(772)	235				
	Total Operating Services	17,793	16,150	20,236	27,112	25,692	-8.7%	24,748
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle				17,500	19,200		19,200
5516	Electronic Equipment	1,500	1,600					
	Total Capital Outlay	1,500	1,600		17,500	19,200	9.7%	19,200
	TOTAL	\$198,898	\$203,818	\$214,341	\$244,617	\$223,877	-8.9%	\$222,933

Office on Youth & Human Services

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

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

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

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

Performance Indicators	FY 11 - 12 Actual	FY 12 - 13 Actual	FY 13 - 14 Projected	FY 14 - 15 Projected
# Served by Diversion Programs (VJCCCA)	449	513	300	300
# Served Community Prevention/Education	858	951	875	850
Kids After-School Program	64	84	80	80

Personnel Resources

Office On Youth & Human Services

			Authorized Positions		
Classification Title	Status *	Hourly/Salary	FY 2013-14	FY 2014-15 Proposed	Diff.
Department Director	F	Salary	1.00	1.00	0.00
Youth Program Manager	F	Salary	1.00	1.00	0.00
Youth Prevention Specialist	F	Salary	2.00	1.00	0.00
F = Full Time PT = Part Time			4.00	3.00	1.00

VJCCCA – Youth Spec.	PT	Hourly	0.00	2.00	2.00
Site Supervisors	PT	Hourly	3.00	3.00	0.00
PT = Part Time			3.00	5.00	2.00

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER 1801

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$117,937	\$112,131	\$115,562	\$118,336	\$120,702		\$120,702
5103	Temporary & Seasonal Help	1,724	6,596	1,380				
	Total Personal Services	119,661	118,727	116,942	118,336	120,702	2.0%	120,702
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	10,177	10,075	11,500				
5206	Dues & Subscriptions		75	75	275	275		275
5209	Maintenance - Electronics	1,596	1,596	2,229	1,950	2,000		2,000
5216	Maintenance - Equipment				300	300		300
5221	Postage	544	514	432	600	550		550
5223	Telephone	3,395	3,249	3,152	3,800	3,800		3,800
5224	Other Services & Charges	225	370	790	350	400		400
5225	Travel & Vocational Training	1,521	1,013	1,564	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	4,275	4,122	2,218	4,000	4,000		3,428
5247	Motor Fuels & Lubricants	965	589	1,517	1,000	850		850
5248	Books & Publications	75		85	100	200		200
	Total Operating Services	22,773	21,603	23,562	13,875	13,875	-4.1%	13,303
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle				25,000			
5516	Electronic Equipment				1,244	1,244		1,244
	Total Capital Outlay				26,244	1,244	-95.3%	1,244
	TOTAL	\$142,434	\$140,330	\$140,504	\$158,455	\$135,821	-14.6%	\$135,249

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT

ACCOUNT NUMBER 1802

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$1,890	\$398	\$800	\$600	\$800		\$800
5108	Fringe Benefits	155	76		100			
	Total Personal Services	2,045	474	800	700	800	14.3%	800
	<u>OPERATING EXPENSES</u>							
5221	Postage	28	26	57				
5224	Other Services & Charges		765		1,000	1,000		1,000
5242	Printing, Supplies, & Materials	297	1,349	734	900	800		800
	Total Operating Expenses	325	2,140	791	1,900	1,800	-5.3%	1,800
	TOTAL	\$2,370	\$2,614	\$1,591	\$2,600	\$2,600	-14.3%	\$2,600

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM

ACCOUNT NUMBER 1807

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$25,577	\$26,348	\$22,591	\$25,500	\$26,800		\$26,800
5108	Fringe Benefits	2,202	2,499	1,300	2,000			
	Total Personal Services	27,779	28,847	23,891	27,500	26,800	-2.5%	26,800
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services							
5224	Other Services & Charges	504	124	1,827	1,000	600		600
5225	Travel & Vocational Training		571	90				
5242	Printing, Supplies, & Materials	1,049		694	300	700		700
	Total Operating Expenses	1,553	695	2,611	1,300	1,300	0.0%	1,300
	TOTAL	\$29,332	\$29,542	\$26,502	\$28,800	\$28,100	-2.4%	\$28,100

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 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	3,799	3,853	3,872	3,975	3,975		3,975
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	11,317	11,115	11,317		11,317
5807	Virginia Municipal League	16,093		8,247	8,025	8,377		8,377
5808	Fort Clifton Arts & Crafts Festival	400	300	600	600	600		600
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000		2,000
5810	Crater Agency on Aging		465	465	465	465		465
5811	Mental Health Board	65,000	68,000	68,000	68,000	70,000		70,000
5812	Criminal Justice Academy	22,173	22,805	23,500	23,500	24,072		24,072
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	300	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	3,000	3,000	3,000	3,000		3,000
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	176,493	164,951	174,414	174,093	177,219	1.8%	177,219
	<u>Contributions</u>							
5802	Retired Senior Volunteer Program	4,230	4,000	4,000	4,000	4,000		4,000
5813	Legal Aid Justice Center, Inc.	3,600	3,600	3,600	3,600	3,600		3,600
5814	CARES	1,800	2,000	2,000	2,000	2,000		2,000
5815	Petersburg Foster Grandparents	1,800	1,800	1,800	1,800	1,800		1,800
5826	CCHASM	2,700	3,000	3,000	3,000	3,000		3,000
5837	Meals on Wheels - Feed More	5,850	6,000	5,804	6,000	6,000		6,000
5838	Chesterfield/Col. Hgts. Families First	900						
5839	Colonial Heights Food Pantry	5,850	6,000	6,000	8,000	8,000		8,000
5840	American Red Cross	1,800	2,000	2,000	2,000	2,000		2,000
	Ridefinders							
	Swift Creek Mill Theatre							
	United Way							
	Virginia Historical Society							
	Total Contributions	28,530	28,400	28,204	30,400	30,400	0.0%	30,400
	TOTAL	\$205,023	\$193,351	\$202,618	\$204,493	\$207,619	1.5%	\$207,619

2014-15 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2012	\$850,000					\$850,000
2010	806,318	93,644	42,275	42,763		985,000
2007	110,120	339,880				450,000
2004	358,525	42,000	11,732	42,743		455,000
TOTAL	2,124,963	475,524	54,007	85,506		2,740,000
5621- Notes Payable	20,000					\$20,000
Sewer Authority Debt				327,637		327,637
TOTAL	20,000	0	0	327,637	0	347,637
GRAND TOTAL	\$2,144,963	\$475,524	\$54,007	\$413,143		\$3,087,637

2014-15 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2012	\$653,850	\$	\$	\$	\$	\$653,850
2010	74,952	8,705	3,930	3,976		91,563
2007	73,902	228,098				302,000
2004	78,809	9,232	2,579	9,396		100,016
Less 2014 Accrued Interest			(603)	(1,219)		(1,822)
Plus 2015 Accrued Interest			482	1,010		1,492
TOTAL	881,513	246,035	6,388	13,163		1,147,099
5641 - Interest - Notes					650	650
Sewer Authority Debt				29,911		29,911
Less 2014 Accrued Interest				(3,031)		(3,031)
Plus 2015 Accrued Interest						0
TOTAL				26,880	650	30,561
5648 - Other Debt Service Cost	40,000					40,000
TOTAL	40,000					40,000
GRAND TOTAL	\$921,513	\$246,035	\$6,388	\$40,043	\$650	\$1,217,660

Recreation Activity Fund



This budget reflects a 33.3% decrease to show current level of programs in this self-supporting fund.

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 40

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4504	Concessions	\$4,852	\$5,606	\$5,769	\$8,000	\$6,000		\$6,000
4704	Recreation Use Charges & Fees	2,348						
4721	Youth Sport Sponsorships	9,822	5,010	22,636	2,000	14,200		14,200
4722	Special Interest Classes	10,983	8,575	10,895	23,000	11,000		11,000
4723	Special Events	63,495	49,307	66,984	167,000	61,800		61,800
4724	Adult Athletic Leagues	9,081	12,517	13,622	10,000	13,000		13,000
4745	Senior Citizen Classes/ Special Events	121,716	53,013	52,974	30,000	54,000		54,000
4752	Youth Center Fees	776	1,727	753				
	Total Charges - Current Services	223,073	135,755	173,633	240,000	160,000	-33.3%	160,000
	<u>MISCELLANEOUS</u>							
4726	Violet Bank Museum		200					
4728	Beautification Committee	458	1,260	62				
4815	Park Donations	248	70					
	Total - Miscellaneous	706	1,530	62				
	TOTAL	\$223,779	\$137,285	\$173,695	\$240,000	\$160,000	-33.3%	\$160,000

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 4280

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$2,400	\$3,436	\$3,223	\$3,000	\$3,500		\$3,500
5108	Fringe Benefits	184	263	176	200	300		300
	Total Personal Services	2,584	3,699	3,399	3,200	3,800	18.8%	3,800
	<u>OPERATING EXPENSES</u>							
5201	Advertising	199						
5203	Professional & Special Services	32,207	46,686	56,306	43,000	59,200		59,200
5224	Other Services & Charges	564	884	1,819				
5242	Printing, Supplies, & Materials	38,854	34,270	71,788	35,000	75,000		75,000
5245	Concession	2,047	2,795	3,441	2,800	4,000		4,000
5302	Violet Bank Museum				2,000	2,000		2,000
5305	Beautification Committee	889	1,173	188				
5662	Senior Citizen Classes/Special Events	161,764	15,294	13,425	154,000	16,000		16,000
	Total Operating Services	236,524	101,102	146,967	236,800	156,200	-34.0%	156,200
	TOTAL	\$239,108	\$104,801	\$150,366	\$240,000	\$160,000	-33.3%	\$160,000

Storm Water Fund



This budget reflects a decrease of .5%. Fund accounts for storm water activities and employees. Includes continued lease purchase of motor grader for shoulder and ditch maintenance and purchase of replacement dump truck. Includes the cost allocation of General Fund indirect costs.

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - STORM WATER FUND

ACCOUNT NUMBER 75

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES -CURRENT SERVICES</u>							
4820	Stormwater Charges	\$255,454	\$374,357	\$368,829	\$375,000	\$375,000		\$375,000
4740	Late Payment Penalties	2,109	3,619	3,483	3,500	3,500		3,600
	<u>MISCELLANEOUS</u>							
4821	Transfer In - General Fund	28,566						
	Lease Purchase				100,000	100,000		
	Unrestricted Net Position							71,500
	TOTAL	\$286,129	\$377,976	\$372,312	\$478,500	\$478,500	-5.9%	\$450,100

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$103,955	\$110,206	\$115,059	\$114,336	\$117,124		\$117,124
5105	Overtime	2,739	2,899	2,541	3,000	3,000		3,000
5106	Overtime - Snow		507	1,007				
5602	Employers FICA Taxes	8,042	8,747	9,964	8,976	9,189		9,189
5605	VRS Retirement Contribution	19,284	19,717	19,209	19,208	19,677		19,677
5607	Group Life Insurance	296	303	1,361	1,361	1,394		1,394
5610	Hospitalization	18,276	20,487	29,257	25,116	23,718		30,480
5612	Virginia Employment Commission	162	239	212	320	293		309
	Total Personal Services	152,754	163,105	178,610	172,317	174,395	5.1%	181,173
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	8,301	12,570	1,408	71,674	100,000		61,200
5206	Dues & Subscriptions				500	500		300
5209	Maintenance - Electronics	324	324	324	324	324		324
5292	Insurance Premiums - Auto				1,500	1,500		1,000
5210	Insurance Premiums - Other				500	500		500
5211	Insurance Premiums - Workman's Comp.				2,000	2,000		2,000
5212	Rent of Equipment		518	67	1,000	1,000		750
5214	Maintenance - Motor Vehicles	1,477	717	712	1,500	1,500		1,500
5216	Maintenance - Equipment		301		500	500		500
5218	Maintenance - Miscellaneous				500	500		500
5221	Postage	169		27	250	250		250
5223	Telephone	415	290	227	500	500		500
5225	Travel & Vocational Training		935		1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,196	2,505	1,592	2,500	2,500		2,500
5247	Motor Fuels & Lubricants	2,043	4,024	3,688	3,000	3,000		4,000
5249	Road Materials & Supplies		3,522	2,949	12,000	12,000		10,000
5250	Small Tools & Equipment		3,670	1,330	2,000	2,000		2,000
	Total Operating Services	13,925	29,376	12,324	101,248	129,574	-12.3%	88,824

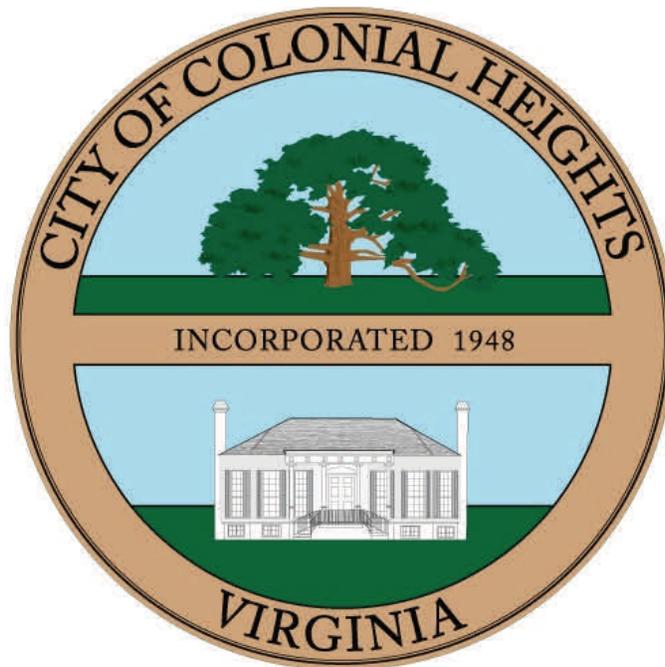
CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CAPITAL OUTLAY</u>							
5641	Interest on Notes		3,972	2,344	650	2,429		2,429
5503	Motor Vehicles				130,000	100,000		100,000
	Total Fixed Assets		3,972	2,344	130,650	102,429	-21.6%	102,429
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	16,654	22,112	22,112	22,112	22,112		32,674
5408	Administrative Service Charges	35,585	37,965	40,173	40,173	40,173		45,000
	Total Internal Services	52,239	60,077	62,285	62,285	62,285	24.7%	77,674
	TOTAL	\$218,918	\$256,530	\$255,563	\$466,500	\$468,683	0.5%	\$450,100

Water & Sewer Fund



Water Distribution & Transmission

This budget reflects a decrease of 0.1%. Provides for current level of services at increased rates and includes cost allocation of General Fund indirect costs. Replacement of 20 year old dump truck has been included.

Wastewater Treatment

This budget reflects an increase of 4.8%. Provides for current level of services at increased rates and also includes cost allocation of General Fund indirect costs. Purchase of generator & minor infrastructure improvement has been included.

Utility Billing

This budget reflects an increase of 0.7%. Provides for current level of services. No capital outlay has been included.

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4732	Water User Charges	\$1,315,399	\$1,315,687	\$1,282,587	\$1,470,875	\$1,424,646		\$1,424,646
4733	Sewage User Charges	\$2,337,005	\$2,417,662	\$2,414,132	\$2,602,913	\$2,534,657		\$2,534,657
4734	Sewage User Charges - Chesterfield	61,413	53,321	58,274	66,724	61,224		61,224
4735	Sewage User Charges - Virginia State	208,572	160,954	193,201	218,750	202,981		202,981
4736	Water Connection Charges	41,000	26,000	57,500	65,000	65,000		65,000
4737	Sewer Connection Charges	28,500	22,400	29,500	38,000	39,500		39,500
4738	Water Turn On Fees	9,004	9,036	9,897	11,000	11,000		11,000
4739	Water Reconnection Fees	33,928	29,294	30,228	31,000	31,000		31,000
4740	Late Payment Penalties	50,327	53,194	57,411	58,000	58,000		58,000
4741	Construction Fee	7,400	7,150	6,800	8,000	8,000		8,000
4742	Dishonored Check Fee	2,110	2,205	2,552	3,400	3,400		3,400
4743	Meter Testing Fee	15			30	30		30
	<u>NONOPERATING REVENUE</u>							
4503	Sale of Salvage & Scrap							
4705	Administrative Service Charges	134,818	127,851					
4901	Interest on Investments	238	(36)		100	100		100
4902	Sale of Outside Meters	5,190	3,227	3,082	5,000	4,000		4,000
	TOTAL	\$4,234,919	\$4,227,945	\$4,145,164	\$4,578,792	\$4,443,538	-3.0%	\$4,443,538

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING BUDGETS</u>							
8127	Water Distribution & Transmission	\$1,330,102	\$1,349,203	\$1,355,905	\$1,462,248	\$1,523,351		\$1,461,316
8128	Wastewater Treatment	\$2,319,299	\$2,677,327	\$2,570,860	\$2,607,953	\$2,892,664		\$2,731,978
8129	Utility Billing	222,518	241,474	236,032	248,032	253,751		250,004
	TOTAL OPERATIONS	\$3,871,919	\$4,268,004	\$4,162,797	\$4,318,233	\$4,669,766	2.9%	\$4,443,298
	<u>CAPITAL OUTLAY</u>							
8127	Water Distribution & Transmission			\$11,000	\$120,000	\$100,000		\$100,000
8128	Wastewater Treatment	27,789		10,000	18,000	110,000		110,000
	TOTAL CAPITAL OUTLAY	\$27,789	\$0	\$21,000	\$138,000	\$210,000	52.2%	\$210,000

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$283,852	\$283,371	\$322,928	\$319,690	\$330,044		\$330,044
5105	Overtime	32,902	29,957	30,957	25,000	32,000		28,000
5601	Accumulated Vacation Pay	60			500			
5602	Employers FICA Taxes	21,824	19,063	18,548	24,907	27,696		27,390
5605	VRS Retirement Contribution	46,616	51,260	53,345	53,708	55,447		53,005
5607	Group Life Insurance	716	787	3,779	3,804	3,928		3,928
5610	Hospitalization	58,762	66,520	111,066	76,428	83,724		89,448
5612	Virginia Employment Commission	640	955	779	878	878		878
	Total Personal Services	445,372	451,913	541,402	504,915	533,717	5.5%	532,693
	<u>OPERATING EXPENSES</u>							
5201	Advertising	964		268	1,000	1,000		500
5203	Professional & Special Services	18,063	27,740	25,304	40,000	45,000		43,000
5206	Dues & Subscriptions	409	437	347	750	750		700
5209	Maintenance - Electronic	3,492	1,272	1,392	1,272	1,272		1,272
5292	Insurance Premiums - Auto	6,470	5,955	6,264	6,500	6,500		6,500
5210	Insurance Premiums - Other	3,303	3,027	3,129	3,200	3,200		4,400
5211	Insurance Premiums - Workman's Comp.	7,927	9,851	9,025	9,500	9,500		9,500
5212	Rent of Equipment				250	250		250
5214	Maintenance - Motor Vehicles	6,380	8,523	9,397	10,000	10,000		10,000
5216	Maintenance - Equipment	4,260	4,530	4,830	7,500	7,500		7,500
5217	Maintenance - Building & Grounds				2,000	1,500		1,500
5218	Maintenance - Miscellaneous				250	250		250
5221	Postage	830	800	642	500	500		700
5223	Telephone	6,261	5,963	5,596	6,000	6,000		5,500
5225	Travel & Vocational Training		309	314	2,000	2,000		1,500
5242	Printing, Supplies, & Materials	47,625	50,362	40,961	50,000	50,000		50,000
5247	Motor Fuels & Lubricants	17,086	18,736	18,931	17,000	17,000		17,000
5249	Road Materials & Supplies	14,683	7,273	7,006	8,000	8,000		8,000
5250	Small Tools & Equipment	260	925	1,554	500	500		500
5281	Heat, Lights & Power	505	6,921	5,000	5,000	5,000		5,000
5402	Materials Purchased for Resale	484,805	471,100	412,489	525,000	549,255		490,394
5516	Electronic Equipment				1,288	2,488		2,488
	Total Operating Services	623,323	623,724	552,449	697,510	727,465	-4.5%	666,454

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$217,914	\$207,478	\$241,151	\$238,972	\$243,714		\$243,714
5105	Overtime	44,886	35,593	40,498	30,000	40,000		35,000
5601	Accumulated Vacation Pay		529					
5602	Employers FICA Taxes	18,664	19,674	15,550	20,576	21,704		21,322
5605	VRS Retirement Contribution	43,008	39,741	39,837	40,147	40,944		39,140
5607	Group Life Insurance	660	612	2,821	2,844	2,900		2,900
5610	Hospitalization	53,999	52,144	64,438	49,968	51,468		49,968
5612	Virginia Employment Commission	485	665	590	745	665		665
	Total Personal Services	379,616	356,436	404,885	383,252	401,395	2.5%	392,709
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	15,923	45,340	39,561	100,000	100,000		50,000
5206	Dues & Subscriptions	209	180	312	400	400		400
5292	Insurance Premiums - Auto	7,908	7,278	7,657	8,250	8,250		8,250
5209	Maintenance - Electronics	1,586	636	756	650	650		650
5210	Insurance Premiums - Other	3,303	3,027	3,128	3,400	3,400		3,400
5211	Insurance Premiums - Workman's Comp.	4,600	5,645	5,267	5,000	5,000		5,000
5212	Rent of Equipment	1,146	1,229		2,000	2,000		2,000
5214	Maintenance - Motor Vehicles	4,420	8,412	5,725	10,000	10,000		10,000
5216	Maintenance - Equipment	4,588	4,530	7,763	10,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	99	120	1,069	3,000	3,000		3,000
5218	Maintenance - Miscellaneous	698	407		500	500		500
5223	Telephone	5,354	5,686	5,296	6,000	6,000		6,000
5225	Travel & Vocational Training	329	1,509	1,308	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	28,476	38,532	28,618	50,000	50,000		45,000
5247	Motor Fuels & Lubricants	17,036	21,165	21,116	15,000	15,000		15,000
5249	Road Materials & Supplies	12,678	7,371	7,006	16,500	16,500		11,500
5250	Small Tools & Equipment	698	447		1,000	1,000		1,000
5281	Heat, Lights & Power	65,167	74,235	82,686	75,000	75,000		75,000
5405	Wastewater Treatment	1,257,514	1,146,766	1,130,780	1,129,737	1,385,323		1,293,323
5516	Electronic Equipment					1,244		1,244
	Total Operating Services	1,431,732	1,372,515	1,348,048	1,437,937	1,694,767	7.3%	1,542,767

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER 8129

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$113,624	\$106,931	\$103,832	\$101,987	\$104,027		\$104,027
5103	Temporary & Seasonal Help	3,316	2,333	1,622	4,000	4,000		4,000
5105	Overtime		422	317	200	200		200
5602	Employers FICA Taxes	8,281	8,541	5,662	8,109	8,262		8,264
5605	VRS Retirement Contribution	20,381	18,656	17,134	17,134	17,477		16,728
5607	Group Life Insurance	313	286	1,214	1,214	1,238		1,238
5610	Hospitalization	21,334	23,493	29,180	28,572	28,575		28,575
5612	Virginia Employment Commission	259	371	283	333	289		289
5601	Accumulated Leave		7,813					
	Total Personal Services	167,508	168,846	159,244	161,548	164,068	1.1%	163,321
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	68	70	450	200	200		200
5209	Maintenance - Electronic	960	960	960	980	980		980
5211	Insurance Premiums - Workman's Comp.	167	167	167	175	175		175
5214	Maintenance - Motor Vehicles	627	850	1,005	700	1,000		1,000
5216	Maintenance - Equipment	1,468	1,116	1,116	1,500	1,600		1,600
5218	Repairs - Miscellaneous				100			
5221	Postage	23,105	21,965	23,563	26,500	26,500		26,500
5223	Telephone	4,061	4,384	4,384	4,000	4,384		4,384
5225	Travel & Vocational Training		833	885	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	9,391	8,165	7,630	9,250	9,000		9,000
5247	Motor Fuels & Lubricants	3,093	4,140	4,438	4,600	4,600		4,600
5250	Small Tools & Equipment							
5292	Insurance Premiums - Auto	1,438	1,323	1,392	1,500	1,500		1,500
5403	Outside Water Meters	4,696	4,871	1,548	5,000	5,000		3,000
5660	Dishonored Debts				2,000	2,000		1,000
5516	Electronic Equipment					1,244		1,244
	Total Operating Services	49,074	48,844	47,538	57,505	59,183	-2.3%	56,183
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	5,936	2,000	2,000	2,000	2,000		2,000
5408	Administrative Service Charges		21,784	27,250	27,250	28,500		28,500
	Total Internal Services	5,936	23,784	29,250	29,250	30,500	4.3%	30,500
	TOTAL	\$222,518	\$241,474	\$236,032	\$248,303	\$253,751	0.7%	\$250,004

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - CAPITAL OUTLAY FROM REVENUE

ACCOUNT NUMBER 80

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
8127	<u>WATER DISTRIBUTION & TRANSMISSION</u>							
5406	Water & Sewer Improvements							
5501	Vehicles					\$100,000		\$100,000
5503	Machinery & Tools			\$11,000	100,000			
5516	Electronic Equipment				20,000			
8128	<u>WASTEWATER OPERATIONS</u>							
5406	Water & Sewer Improvements	27,789				60,000		60,000
5501	Vehicles							
5503	Machinery & Tools			10,000	18,000	50,000		50,000
	TOTAL	\$27,789	\$0	\$21,000	\$138,000	\$210,000	52.2%	\$210,000

School Fund



CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	\$1,569,208	\$2,207,602	\$1,739,155	\$1,704,930	\$1,630,675		\$1,630,675
	State Funds	11,950,346	12,422,623	12,804,451	12,978,781	13,447,661		13,447,661
	Other Funds	687,642	748,500	675,949	626,275	544,508		544,508
	Operating Transfers In City	18,592,746	18,996,934	19,296,419	19,443,255	19,373,430		19,373,430
	Fund Balance	855,406			1,461,725	1,323,646		1,323,646
	TOTAL	\$33,655,348	\$34,375,659	\$34,515,974	\$36,214,966	\$36,319,920	0.3%	\$36,319,920

CITY OF COLONIAL HEIGHTS
2014-15 BUDGET

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	\$25,250,524	\$25,612,233	\$27,301,411	\$28,624,781	\$28,843,814		\$28,843,814
	Administration, Attendance & Health Services	1,560,293	1,638,671	1,642,057	1,658,223	1,684,007		1,684,007
	Transportation	692,365	788,502	828,163	992,712	918,479		918,479
	Operation and Maintenance of Plant	3,400,209	4,237,471	3,458,805	3,352,681	3,333,392		3,333,392
	Food Service & Noninstructional Operations	970,708	1,303,629	1,003,578	1,069,921	1,052,958		1,052,958
	Textbooks	57,655	168,174					
	Capital Outlay	1,124,239	419,746					
	Operating Transfers Out	314,345	189,427	191,691	189,930	189,326		189,326
	Contingency Fund				326,718	297,944		297,944
	CIP Reserve							
	TOTAL	\$33,370,338	\$34,357,853	\$34,425,705	\$36,214,966	\$36,319,920	0.3%	\$36,319,920