SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17 Annual Operating Budget

Thomas L. Mattis
City Manager

William E. Johnson
Director of Finance

April 12, 2016

2016-2017
ANNUAL OPERATING BUDGET
TABLE OF CONTENTS

BUDGET MESSAGE

Elected Officials and Administrative Staff **III**
City Boards and Commissions IV
Letter of Transmittal V
Organizational Charts XIV-XV
City Council Goals XVI
Budget Calendar XVIII
City Charter - Budgets XX

GENERAL FUND

RECAPITULATION
Revenues 5
Expenditures 6

REVENUES
General Property Taxes 10
Other Local Taxes 11
Licenses, Permits & Fees 12
Fines & Forfeitures 13
Use of Money & Property 14
Intergovernmental Revenue 15
Charges for Current Services 16
Miscellaneous 17

DEPARTMENTAL BUDGETS
LEGISLATIVE
City Council 19
Clerk of Council 22

ADMINISTRATIVE
City Manager 25
Economic Development 28
Human Resources 31

LEGAL
City Attorney 34

TAX COLLECTIONS
Commissioner of Revenue 38
Treasurer 42

FINANCE
Financial Administration 46
Auditing 50
Employee Benefits 51
Purchasing 52
Insurance & Risk Management 54
Real Estate Assessor 55
Billing & Collections 57

INFORMATION TECHNOLOGIES
Information Technologies 60

BOARD OF ELECTIONS
Electoral Board 64
Registrar 67

JUDICIAL
Circuit Court 69
Commonwealth's Attorney 73
Victim Witness 77
Sheriff 79
Incarceration 83
General District Court 84
Probation 85
Community Diversion Services 86
Community Correction Services 87
Juvenile & Domestic Courts 88

PUBLIC SAFETY
Police 89
Fire/EMS 93
Emergency Management 97
Communications 99

PUBLIC WORKS
Public Works Administration 103
Street Maintenance 107
Engineering 110
Fleet Maintenance 112
Solid Waste 116
Recycling 117

HEALTH & SOCIAL SERVICES
Health 118
Social Services 119
Comprehensive Services 120

PARKS & RECREATION
Recreation 121
Building Maintenance 124

2016-2017
ANNUAL OPERATING BUDGET
TABLE OF CONTENTS

Community Center 127
Horticulture 129
Parks & Grounds 131

CULTURAL ENRICHMENT
Violet Bank Museum 134

LIBRARY
Public Library 136

COMMUNITY DEVELOPMENT
Planning 140
Building Inspections 143

HUMAN SERVICES
Office on Youth & Human Services 146
Better Beginning Grant 149
Juvenile Crime Grant 150
Kids After School Grant 152
Community Development Block Grant 153

NONDEPARTMENTAL
Contributions & Subsidies 154
Contingencies & Miscellaneous 155

DEBT SERVICE
Principal Retirement 156
Interest & Fiscal Charges 158

OPERATING TRANSFERS OUT
Transfers to Other Funds 160

RECREATIONAL ACTIVITY FUND
Revenues 162
Expenditures 163

STORM WATER FUND
Revenues 165
Expenditures 166

WATER & SEWER FUND
Revenues 171
Expenditures
Recapitulation 172
Water Distribution & Transmission 173
Wastewater Treatment 176
Utility Billing 179
Capital Outlay 181
Water Distribution & Transmission 182
Wastewater Treatment 183
Utility Billing 184

SCHOOL FUND
Revenue 186
Expenditures 187

ORDINANCES & RESOLUTIONS
General Fund 199
School Fund 201
Recreation Activity Fund 202
Storm Water Fund 203
Water & Sewer Fund 204
Real Estate Tax Rate 206
Personal Property Tax Rate 207
Personal Property Tax Rate – Volunteers 209
Personal Property Tax Rate – Handicapped 210
Personal Property Tax Rate – PPTRA 211
Machinery & Tools Tax Rate 212
Sewer Charges 214
Water Charges 215
Classification & Pay Plan 217

City of Colonial Heights
Elected Officials and Senior Management
July 1, 2016

CITY COUNCIL

T. Gregory Kochuba …….Mayor

Diane H. Yates……..Vice Mayor

Kenneth B. Frenier……Councilmember

E."Betsy" Gentry Luck….Councilmember

W. Joe Green, Jr…….Councilmember

John E. Piotrowski…….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. Carpenter ……Director of Human Resources

Karen T. Epps ……Director of Economic Development

Jeffrey W. Faries……Chief of Police

Hugh P. Fisher, III……City Attorney

Bruce N. Hansen……Library Director

William E. Henley……Director of Public Works/City Engineer

A.G. Moore, Jr……Chief of Fire & EMS

Karen K. Saunders……IT Administrator

C. Scott Davis……Director of Planning/Community Development

Craig R. Skalak……..Director of Parks & Recreation

Pam Wallace……Clerk of Council

CONSTITUTIONAL OFFICERS

William B. Bray……Commonwealth's Attorney

Bill Feasenmyer……Commissioner of Revenue

Harriet M. Frenier……Treasurer

Susan Redford……Registrar

Brenda Leber *(Interim)* ……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

CITY

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

REGION

- 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 12, 2016

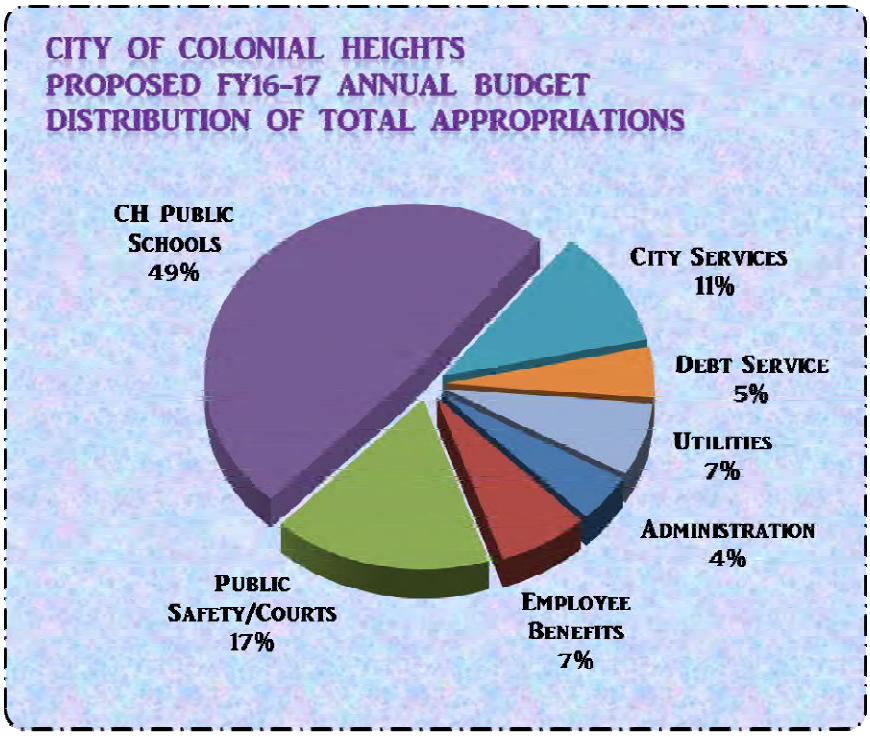
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: **FY2016-17 Proposed Annual Budget Message**

Dear Mayor Kochuba 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, 2016 through June 30, 2017, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2016-17 Annual Budget* is **$78,037,047**; to be generally distributed as described below:



The proposed *FY2016-17 Annual Budget* 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 department heads and includes a comprehensive review of all existing programs, operations, and services.

The proposed budget includes continuation of all existing services and programs; and full-year funding of all existing staff and operations. While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

The *FY16-17 Annual Budget* as proposed is delineated into five (5) basic funds:

- **General Fund – ($34.6M)** revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- **School Fund – ($37.9M)** revenues and expenditures related to operations and services of the Colonial Heights Public Schools.
- **Recreation Fund* – ($.15M)** revenues and expenditures relating to certain recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Stormwater Management Fund* – ($.42M)** all financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund* – ($4.9M)** all financial transactions relating to the provision of potable water and sanitary sewer 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.

FY2016-17 ANNUAL BUDGET – *BUDGET HIGHLIGHTS AND ISSUES*

The City of Colonial Heights has maintained a consistent practice of effectively responding to financial challenges through the appropriate management of available resources. Unlike most other localities in our region, the City has continued to evolve and grow services while avoiding operating tax increases, major reductions in services, or job losses.

Safety, education, and livability will continue to be the primary policy – and budgetary – focus of the City the coming fiscal year as is evidenced by the preceding chart which shows that **two-thirds** of total appropriations proposed for next year are devoted to schools and public safety.

As we look to the future, however, we continue to face unresolved financial issues. While the City has effectively controlled spending on day-to-day operations and steadily grown operational income, unfunded capital needs – for both the City and Colonial Heights Public Schools - continue to increase without a foreseeable solution. These costs are too great to reasonably anticipate funding for same will become available through existing revenue streams. As such, a property tax increase (our most dependable revenues source) seems inevitable if the City is to make a significant step forward in addressing this issue.

GENERAL FUND OPERATING REVENUE

From a broad perspective, the proposed *FY16-17 Annual Budget* projects moderate, overall growth for the General Fund next year. Total General Fund revenue is anticipated to experience a **3.1%** increase in gross receipts over the current-year budget. While the majority of this growth is related to the proposed issuance of debt to fund major capital projects, 'operating revenues' are also anticipated to grow by approximately $800,000; which (under the terms of our agreement) will be essentially shared equally with Colonial Heights Public Schools and will be utilized to fund increased general operation costs.

GENERAL FUND OPERATING REVENUE (CONTINUED)

- **REAL ESTATE TAXES**

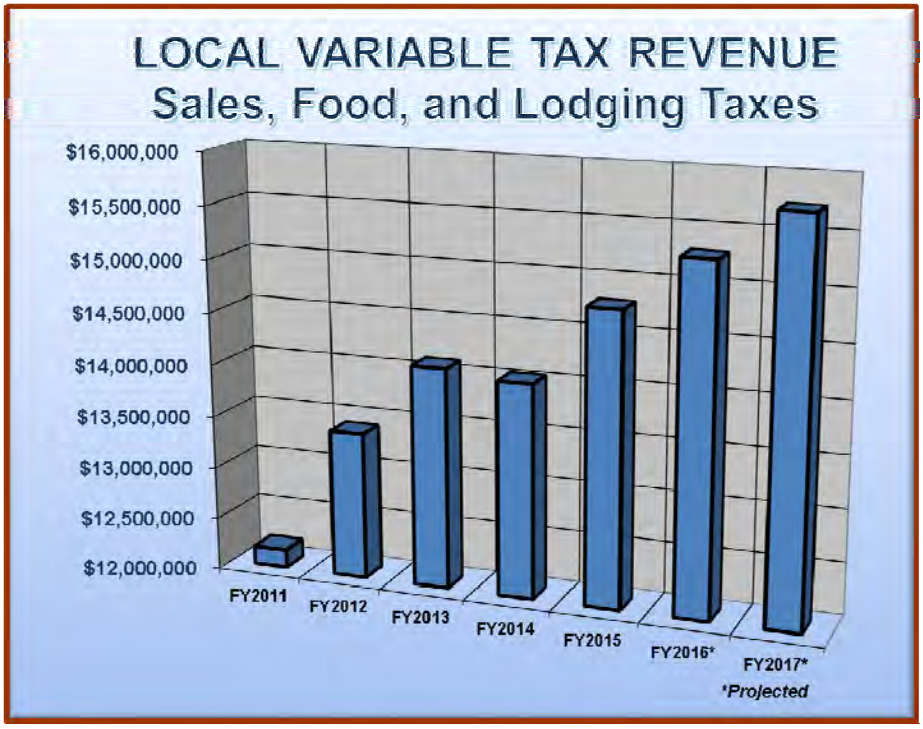
Although the City's annual budget continues to be uniquely supported by our retail business community, Real Estate and/or Property Taxes still provide the basic foundation for revenue in support of the General Fund – similar to nearly all local governments. This stable source of income provides assured funding each year for the most basic and essential city services – public safety, basic services, mobility, asset maintenance, schools, etc.

***As it relates to Operations & Maintenance*, the proposed FY16-17 Annual Budget is predicated upon a continuation of the current real estate tax rate of $1.14/$100 valuation** (It is important to note, however, that an increase in the total real estate tax rate is proposed for FY16-17 to fund various capital improvements as discussed later herein).

- **VARIABLE LOCAL TAXES**

While property taxes provide financial stability in annual 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.

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



The City has continued to experience moderate, but steady growth in this combined revenue, having averaged an annual increase of 4.7% over the past five years. **Looking forward to FY16-17, a conservative analysis of recent trends warrant an anticipated collective increase in these three categories of nearly 3%; projecting increased gross income of approximately $450,000.**

Capital Improvement Funding for Colonial Heights Public Schools

In recent years, the City Council and administration has encouraged Colonial Heights Public Schools (CHPS) to engage in a comprehensive planning effort to identify and address major capital improvements needs for school buildings and facilities.

As a result, the CHPS Board and administration developed a "Five-Year Capital Improvement Plan" that has been shared with the City; and includes a prioritized list of nine (9) major capital projects representing the most urgent needs – estimated at total cost of $5.1M. Unfortunately, CHPS has no funding available to address these needs nor do they anticipate that sufficient funding will become available to them in the foreseeable future.

The Capital Improvement Plan projects as determined and prioritized by the CHPS Board are:

(1) High School Science Labs

Cost: **$121,687***

Project: Renovation of existing science labs, adjacent classrooms, and fitness room into two (2) Science/Biology Labs, with a shared Lab Prep; existing general classrooms to be renovated into six (6) Science Classrooms with dedicated storage

Timing: Anticipated start of construction: May, 2016 Completion: January, 2017

*Total project cost is estimated at $1,523,600, initially split between City & CHPS Reserve Funds, with the City having already provided $700,952. The amount listed is to fund costs overruns with the project as now revised.

(2) 800MHz Radios

Cost: **$250,000**

Project: Upgrade of CHPS communication systems in conjunction with the Capitol Region Radio Project, an upcoming renovation of the City's radio communication systems. Safety enhancement for CHPS system utilized in all student transportation vehicles & site radios for communication with transportation.

Timing: Anticipated radio acquisition and system upgrade – September, 2016

(3) North Elementary Drive and Parking Lot Improvements

Cost: **$450,450**

Project: Redesign, construction, and expansion of student drop-off/pick-up area and parking lot at North Elementary School to enhance safety and provide greater efficiency in traffic flow.

Timing: Anticipated start of construction: January, 2017 Completion: April, 2017

(4) High School Locker and Team Room Renovations

Cost: **$889,285**

Project: Complete renovation and upgrade of Boy's and Girl's Locker rooms and associated spaces at CH High School; current facilities are outdated, dysfunctional, and well past useful life.

Timing: Anticipated start of construction: January, 2017 Completion: October, 2017

(5) Roof Replacement at North Elementary and Middle School

Cost: **$266,200**

Project: Recoating of exterior roofs at both North Elementary School and CH Middle School prior to current warranty expiration; proactive maintenance will reduce long-term costs, improve energy efficiency, and prevent leaks/damage/loss.

Timing: Anticipated start of construction: April, 2017 Completion: August, 2017

Capital Improvement Funding for CHPS (continued)

(6) Middle School Cafeteria Addition and Renovation

Cost: **$1,986,150**

Project: Upgrade and expansion of cafeteria at CH Middle School; existing cafeteria is overcrowded, inefficient, and outdated; project will include expansion of dining area and service lines, as well as replacement/upgrade of kitchen equipment.

Timing: Anticipated start of construction: January, 2017 Completion: January, 2018

(7) High School Bleachers

Cost: **$210,000**

Project: Upgrade and modernization of CH High School Gymnasium bleachers; project will replace bleachers and motorized equipment that is over 30 years old; will improve aesthetics and seating comfort.

Timing: Anticipated start of construction: January, 2017 Completion: August, 2017

(8) Middle School Auditorium Renovation

Cost: **$585,000**

Project: Complete renovation and upgrade of CH Middle School Auditorium; includes replacement of outdated seating, ceiling, lighting, stage lighting, and window curtains; upgrade in sound system and installation of wall panels.

Timing: Anticipated start of construction: January, 2017 Completion: January, 2018

(9) Lakeview Elementary Windows

Cost: **$307,250**

Project: Design, acquisition, and installation of ninety (90) exterior windows at Lakeview Elementary School; upgrade will enhance overall building appearance, reduce maintenance, and improve energy efficiency.

Timing: Anticipated start of construction: January, 2017 Completion: September, 2017

Nearly all of the proposed projects and/or improvements are focused on extending the useful life of CHPS' largest fixed assets through a long-term investment in school facilities and buildings. Without the proposed enhancements, maintenance costs will continue to increase and future replacement costs will likely be higher. Service levels, educational opportunities, and community pride will suffer if these needs continue to go unaddressed.

To appropriately addressed these overdue capital needs and preserve important CHPS assets, **the proposed FY16-17 Annual Budget is recommended with a <u>$.06 increase</u> in the real estate tax rate,** specifically to fund these important and necessary capital improvements for Colonial Heights Public Schools. It is currently estimated that this tax increase will provide sufficient annual revenue to service a $5.1M debt issuance over a 15-year period.

Capital Region Radio Project

The City's Emergency Communications Center provides 24-hour service of all emergency and non-emergency Police, Fire, EMS calls, as well as 9-1-1 and other city services. Our operation is also part of the Capital Region Radio Communications Network that consists of an integrated 800 MHz Public Safety trunked radio system utilized by Henrico County, the City of Richmond, Chesterfield County, and the City of Colonial Heights. Henrico, Chesterfield, and the City of Richmond each maintain distinct radio subsystems that are networked to a common network control site.

Capital Region Radio Project (continued)

Each of the four primary users of network rely on seamless roaming for public safety operations and the backup radio dispatch capabilities provided by the networked 911 Centers. Henrico County transitioned to the 800 MHz system in 1999, Chesterfield began using its subsystem in 2001, and Richmond completed its transition to the network later that year. In 2002, Colonial Heights contributed a remote simulcast site and remote dispatch center to the larger Chesterfield County subsystem.

However, Colonial Heights and its network partners now face a major issue in terms of the continued operability of the current radio system platform. Vendor support for many of the network elements and subscriber radios is waning; and, by 2017, the primary system vendor will no longer service the equipment as replacement parts will no longer be manufactured. This obviously creates a major risk to network public safety operations and associated users who rely daily on these mission-critical systems. Since February 2014, Colonial Heights has been working diligently with its Capital Region partners (which now also includes Hanover County and the Capital Region Airport Commission) on a competitive procurement process to modernize and replace the current Capital Region Radio System. The City's share of the costs for this significant upgrade is currently estimated at $6M.

The City does not have reserves available to fund this project nor can it be absorbed within the existing annual budget without adversely affecting other services or operations. The **$.06 increase in the real estate tax rate** as proposed, however, will provide sufficient annual revenue to service the required debt issuance to fund both the CHPS CIP as described above and the Capital Region Radio Project.

Tax Increase Impact on Homeowners

Annual Impact of Property Tax Rate Increase on Single-Family Homes

(Current Rate - $1.14 per $100 valuation)

	$100,000 Valuation	$144,416* Valuation	$200,000 Valuation
$.01 Increase (0.9%)	$10.00	$14.44	$20.00
$.03 Increase (2.6%)	$30.00	$43.32	$60.00
$.06 Increase (5.3%)	$60.00	$86.65	$120.00
$.11 Increase (9.65%)	$111.00	$158.86	$222.00
$.12 Increase (10.5%)	$120.00	$173.30	$240.00

*Based on 2016 Valuations

Funding the nearly $12M investment in capital improvements as described above will require a $.06 increase in the current property tax rate. While the need for increased revenues to address capital needs is inevitable, the City is always most concerned about the impact of any tax increase on residents and homeowners.

As shown, the proposed increase amounts to a 5% increase in the tax rate; and the net cost to the average Colonial Heights homeowner for the proposed increase will be approximately **$87 per year** – or $7.22 per month.

Annual Street Maintenance

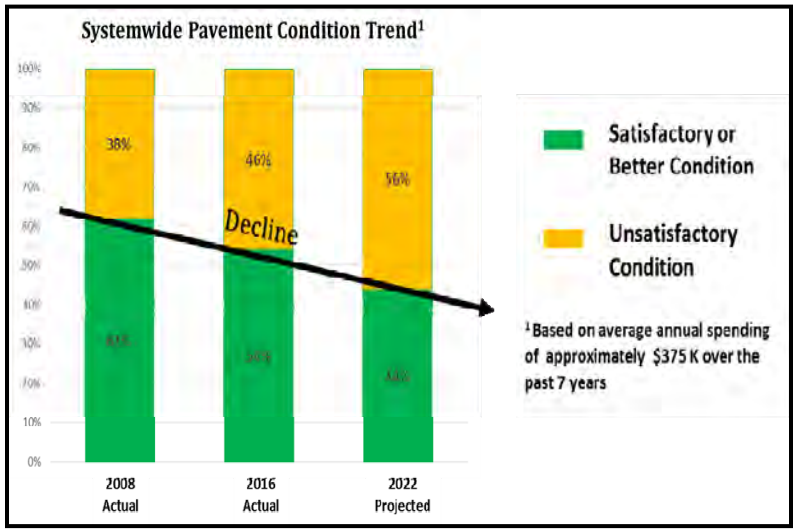
Another challenge the City continues to face is the effective and timely maintenance and resurfacing of city streets. Although major street reconstruction projects have been completed in recent years (and similar projects are slated for the near future), resurfacing of existing streets continues to be plagued by limitations on available resources; and recent analysis by the staff indicates a future adverse trend in this regard unless more aggressive corrective action is taken.

ANNUAL STREET MAINTENANCE (CONTINUED)

City staff deploys a systems approach to managing street pavement assets and it is our goal to complete a pavement survey every three years to collect data on pavement conditions citywide. The last survey was performed in 2011, but was deferred starting until 2014 due to fiscal constraints. Still, the results from that survey aids staff's analysis and decision-making process in selecting the type and timing of pavement preservation and reconstruction projects.

To summarize the findings, resources made available for pavement preservation have been inadequate to arrest the decline in system-wide conditions. Although it's a high benchmark, the City Engineer's conclusion is that annual spending levels would have to average *three times* more than what the city has historically spent to bring the overall condition to "Good."

This graph illustrates the trend in pavement asset condition, which clearly is one of decline. **If the trend continues, more than half of all city street pavement will be in unsatisfactory condition within a few years and fall below 50% by the year 2022**.



A 50/50 split between *Satisfactory* and *Unsatisfactory* conditions is considered a point of instability in asset management. A system-wide level below 50% requires increased funding, since it's more expensive to restore the asset to a better condition later in its service life than it is to avert a loss of service life in earlier years – which is why a preventive approach to pavement management is the most cost effective.

To initiate an effort to reverse this trend, the FY16-17 Annual Budget as proposed includes **$400,000 in additional funding for Street Maintenance and/or Re-paving** – *essentially double the amount traditionally budgeted each year* for this purpose. While completely reversing this trend will require a long-term commitment, this new funding will start the City's system moving in the right direction.

STAFFING

The proposed budget includes full-year funding in FY16-17 for up to **three hundred sixty (360) total city employees**: two hundred fifty-five (255) full-time positions, fifty-nine (59) part-time positions, and forty-six (46) seasonal positions.

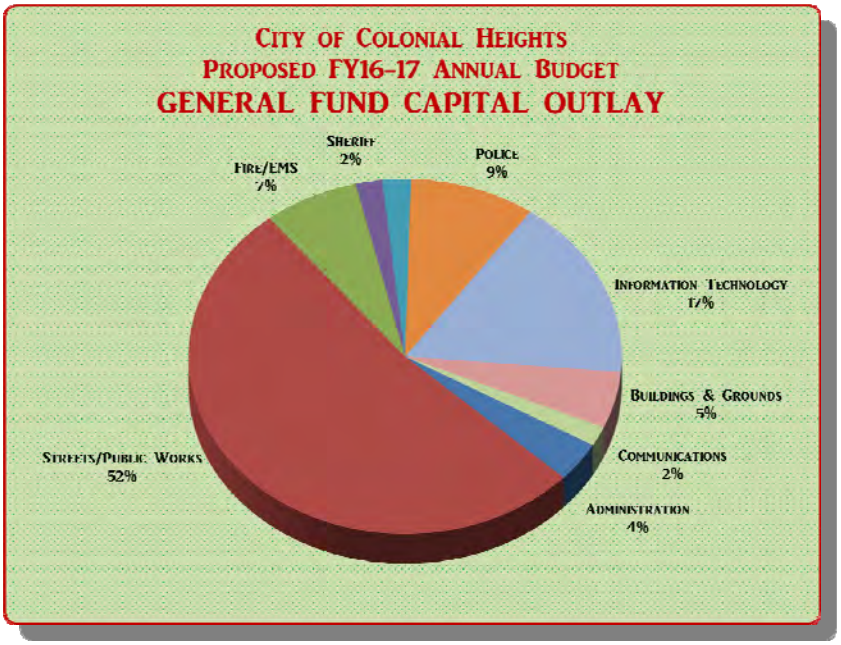
The FY16-17 Annual Budget as proposed does include the increased part-time funding or new part-time positions in the Animal Control, Horticulture, Community Corrections, Code Enforcement, and Fire/EMS departments.

EMPLOYEE COMPENSATION

As one of its Annual Goals for 2016, the City Council reaffirmed its commitment to "*Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees.*" In an effort to attain this goal in a fiscally responsible manner, the proposed *FY16-17 Annual Budget* includes a Cost of Living Adjustment (COLA) of **2.0%** in base salaries or rates of pay for all full-time city employees.

Operations–Capital Outlay

Total capital reinvestment into General Fund Operations for FY16-17 (vehicles, equipment, furniture & fixtures, etc.) is proposed at over **$1M**. Combined with the increase in street resurfacing, the *FY156-17 Annual Budget* as proposed anticipates a total reinvestment in capital assets of total of **$1.8M** during the coming year, distributed as follows:



Other Miscellaneous Issues

- **Finance Department Reorganization –** As a result of the recent amendment to the City Charter, the Finance Department will now manage all functions relating to the collection of city revenues that were previously the responsibility of the City Treasurer. All city funding previously devoted to support the Treasurer's Office for this purpose will now be reassigned to the Finance Department.

  While there will be <u>no net increase in funding</u> associated with this reorganization, a 'Revenue & Billing Office' will be created to replace functions eliminated in Treasurer's Office. In addition, certain job titles, descriptions, and functions will be adjusted to reflect the new management structure.

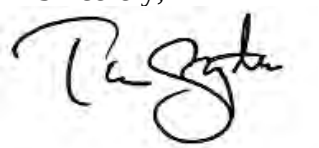
- **Public Safety Building Roof and Sprinkler System at Fire Station No. 2 –** The city building at 100 Highland Avenue that is home to the Colonial Heights Police Department and Fire Department (and also serves as Fire Station No. 1) was originally built in 1957 and is still heavily utilized by city operations. In similar situations, consideration would now be typically given to building a new facility. It is recognized, however, that prioritization of such a project nor the resources to fund same is unlikely in the foreseeable future. As such, a focus has been given to building upkeep and reinvestment to effectively prolong its useful life. The coming fiscal year will be the second in a three-year plan to complete a much-needed total roof repair/replacement that is currently projected at a total cost of $80,000.

  In addition, staff was notified this past year that the automatic fire suppression/sprinkler system at CHFD Station No. 2 at Dunlap Farms is dysfunctional, obsolete, and must be replaced in the coming twelve months.

As a preliminary cost control measure, the proposed *FY16-17 Annual Budget* includes total funding of **$65,000** to address these issues. The sprinkler system, will be fixed; and whatever funding remains will be devoted to the Phase 2 effort to replace the roof at the Public Safety Building.

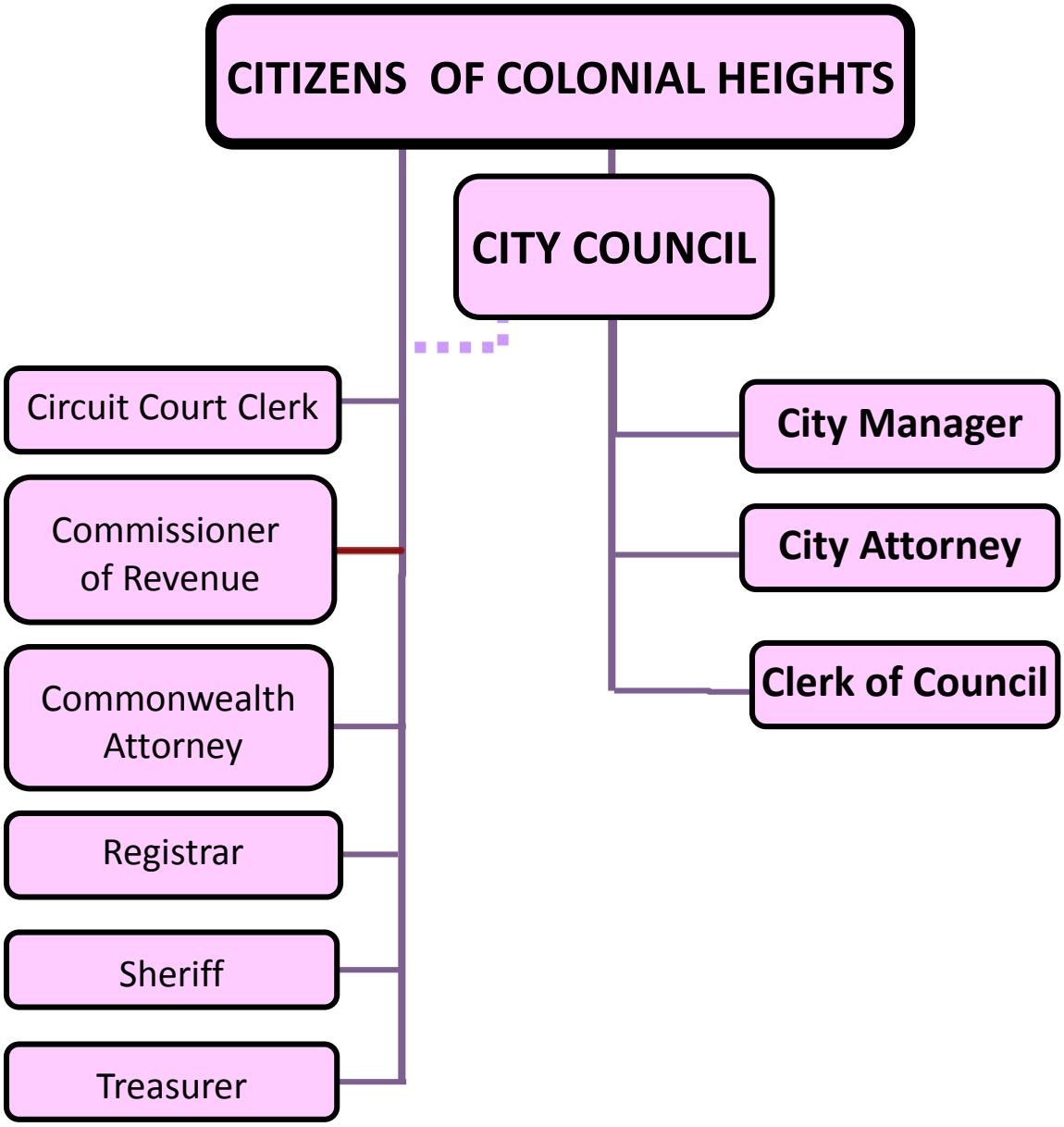
The coming year should be a very rewarding one for the city of Colonial Heights administration and staff as we continue to provide a high level of services to our residents and taxpayers, achieve the completion of a number of major capital projects, and support the growth and development of local businesses. 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,

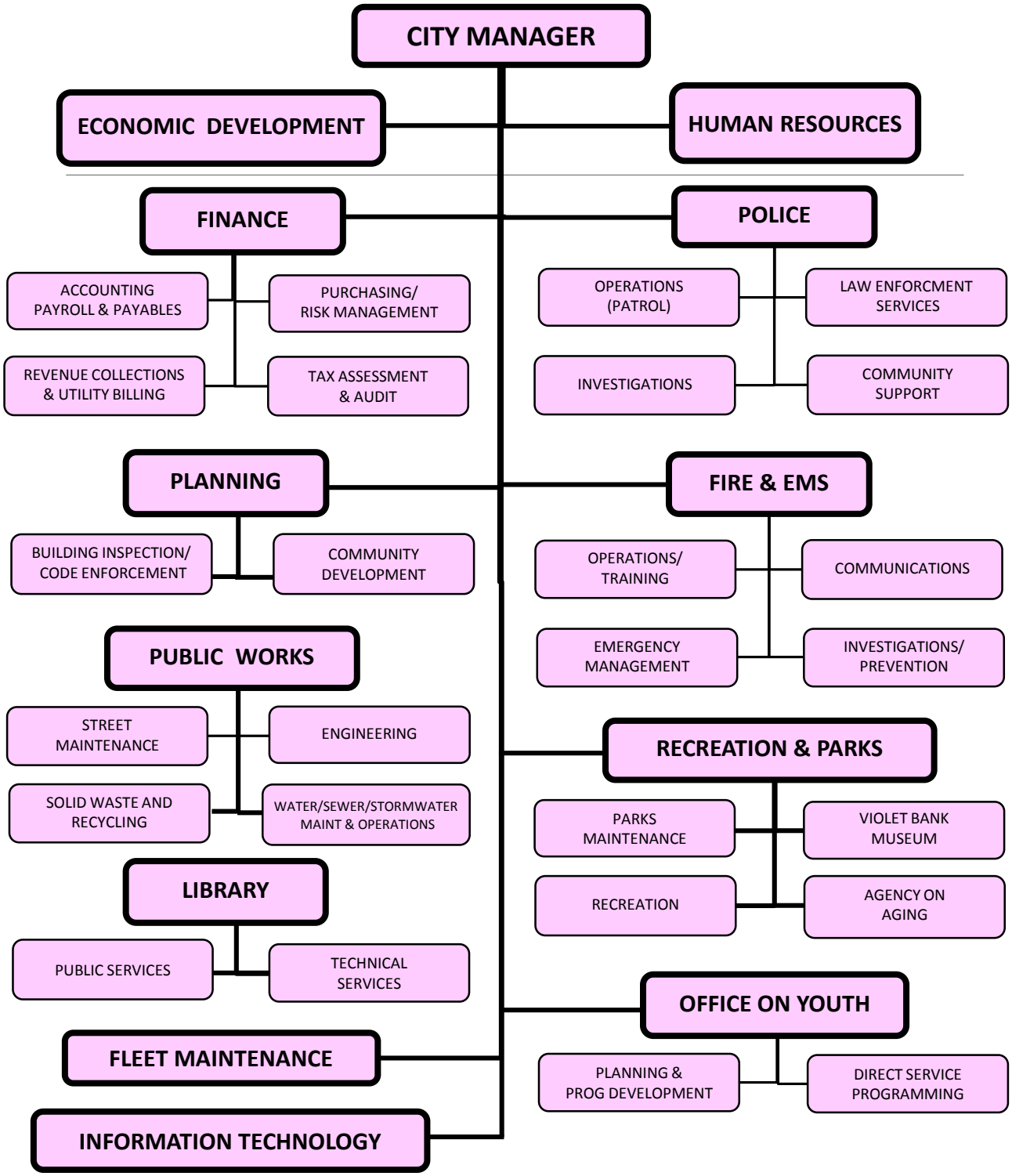


Thomas L. Mattis
City Manager

2016-17
City of Colonial Heights
Organization Chart



2016-17 City of Colonial Heights Operations Organization Chart



City of Colonial Heights
2016 City Council Goals

Public Safety

- Complete final authorization and funding plan for the *Capital Region Radio Project,* upgrading the City's obsolete system and enhancing communication capabilities for Police, Fire/EMS, and other city operations.
- Complete a meaningful and comprehensive review of security measures at the Southpark Mall, engaging mall ownership and the Police Department in an assessment of all policies and procedures to maintain a safe environment for mall visitors and the general citizenry.
- Complete planning and construction of the Animal Shelter Improvement Project.

Finance

- Approve a new Five-Year Capital Program-Capital Projects for 2016, establishing Council's revised priorities for major capital improvement projects.
- Continue on-going efforts to work collaboratively with the Colonial Heights Public School Board to develop an effective funding plan for future capital improvements supporting all city schools and facilities.
- Approve a funding plan and authorize the issuance of debt to fund costs associated with the *Capital Region Radio Project*

Personnel

- Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees.

Planning and Code Enforcement

- Working through the *Southern Gateway Land Use Planning Committee*, develop an effective land use planning strategy for neighborhoods adjacent to the Boulevard and Dupuy Avenue corridors in the area of the City Courthouse, recognizing the coming impacts of the enhanced roadways and new Virginia State University Multi-Purpose Center.
- Determine final policy direction relating to the desired regulation of commercial vehicles, trailers, and/or storage containers in residential areas limiting one such unit per residential lot and requiring all to be placed behind the front line of the house.
- Complete a review of fees for departmental services, assuring fee structure that provides appropriate cost recovery for services and reduces dependency on the General Fund.
- Continue renewed efforts to assure proper maintenance and appearance of properties throughout the city, giving top priority to grass & weeds and inoperable vehicles; and providing a specific focus where needed to address these problems.

City of Colonial Heights
2016 City Council Goals

Transportation/Mobility

- Continue support of VDOT's Temple Avenue Interstate Interchange Project and the associated Hamilton Avenue road improvements as appropriate.
- Continue development of the Dupuy Avenue and Lakeview Avenue modernization projects - finalizing right-of-way acquisition and preparing for start of construction in 2017 - 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.

Water, Wastewater, and Stormdrainage

- Complete construction of the revised Bruce Avenue Drainage Project, upgrading stormwater drainage and collections systems in the southwest quadrant of the city.

Parks and Recreation

- Complete construction of Phase IV - *Appomattox River Greenway Trail* Project.
- Complete Phases 3 and 4 of the five-year Capital Improvements Master Plan for *Shepherd Stadium* to continue preservation and rehabilitation of that facility.

Services

- Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.

Economic Development

- Complete and formally adopt the City's first *Economic Development Strategic Plan*
- Continue efforts to support re-development and/or enhancement of the central business district through the revitalization of the Boulevard Corridor and planning strategies for the new Dupuy Avenue corridor.

Kroger Development Project

- Continue support of the project to help facilitate start of construction and, as final plans are developed, engage property owners on MacArthur Avenue adjacent to the southern boundary of the project to review final screening/landscaping plans for that area.

Communications

- Continue to seek new ways to enhance all forms of communication with the public as to various city issues and/or projects.

Memorandum

Date: January 5, 2016

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of FY2016-17 Five-Year Capital Program and Annual Operating Budget

Following is a projected schedule relating to the development and formal adoption of the *2016 Five-Year Capital Program* and the *FY2016-17 Annual Operating Budget* for the City of Colonial Heights in accordance with standard practices and the requirements of the City Charter:

JANUARY

Monday, January 11, 2016 .....Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed ***FY2016-17 Annual Operating Budget***

Friday, January 15 and Saturday, January 16, 2016…….Annual planning retreat of City Council to define city goals and objectives for coming year; and provide budget priorities for FY2016-17

Friday, January 29, 2016.....Deadline for submission of all requests for inclusion within the proposed ***2017 Five-Year Capital Program***

FEBRUARY

Tuesday, February 16, 2016…….....Deadline for submission of all requests for funding within the proposed *FY2016-17 Annual Operating Budget*

Tuesday, February 16 through Friday, February 26, 2016…….Review of Departmental 5YRCP and Annual Budget Requests by City Manager, Director of Finance, and applicable Department Heads/Constitutional Officers (as needed)

MARCH

Tuesday, March 8, 2016……..……**Presentation of Proposed 2017 Five-Year Capital Program to City Council by City Manager**
(Regular Council Meeting)

Tuesday, March 15, 2016…….....City Council 5YRCP Review/Work Session *(tentative*)*
(Regular Council Work Session)

Monday, March 28 through Friday, April 1, 2016……..…Preliminary Annual Operating Budget Briefings with City Councilmembers by City Manager and Director of Finance

APRIL

Tuesday, April 12, 2016……..….**Presentation of Proposed <u>FY2016-17 Annual Operating Budget</u> to City Council by City Manager**
(Regular Council Meeting)

…….…Public Hearing on Proposed 2016 5YR-Capital Program

…….…Adoption of 2016 Five-Year Capital Program by Resolution

Sunday, April 17, 2016…...…….….Publish Budget Summary and Notice of 4/26 Public Hearing

Tuesday, April 19, 2016…….. City Council Budget Review/Work Session *(tentative*)*
(Regular Council Work Session)

Tuesday, April 26, 2016…….Public Hearing on Proposed FY2016-17 Annual Budget
(Special Council Meeting) (City Charter requirement)

……City Council Budget Review/Work Session *(tentative*)*

……....First Reading of Ordinance – FY2016-17 **School Division** Annual Budget

……First Reading of Appropriations Ordinance <u>Adopting FY2016-17 Annual Operating Budget</u>

MAY

Tuesday, May 3, 2016……..City Council Budget Review/Work Session *(tentative*)*
(Special Council Work Session)

Tuesday, May 10, 2016……..…..**Second Reading** of Appropriations Ordinance and **<u>Final</u>**
(Regular Council Meeting) **<u>Adoption</u>** <u>of FY2016-17 Annual Operating Budget</u>

……Second Reading of Ordinance and Final Adoption of FY2016-17 **School Division** Annual Budget

JUNE

Thursday, June 30, 2016……..….Deadline established by City Charter for final adoption of *FY2016-17 Annual Operating Budget* ("not later than the last day of the last month of the fiscal year")

JULY

Friday, July 1, 2016……..……Beginning of FY2016-17 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.

(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/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)

§ 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)

§ 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)

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

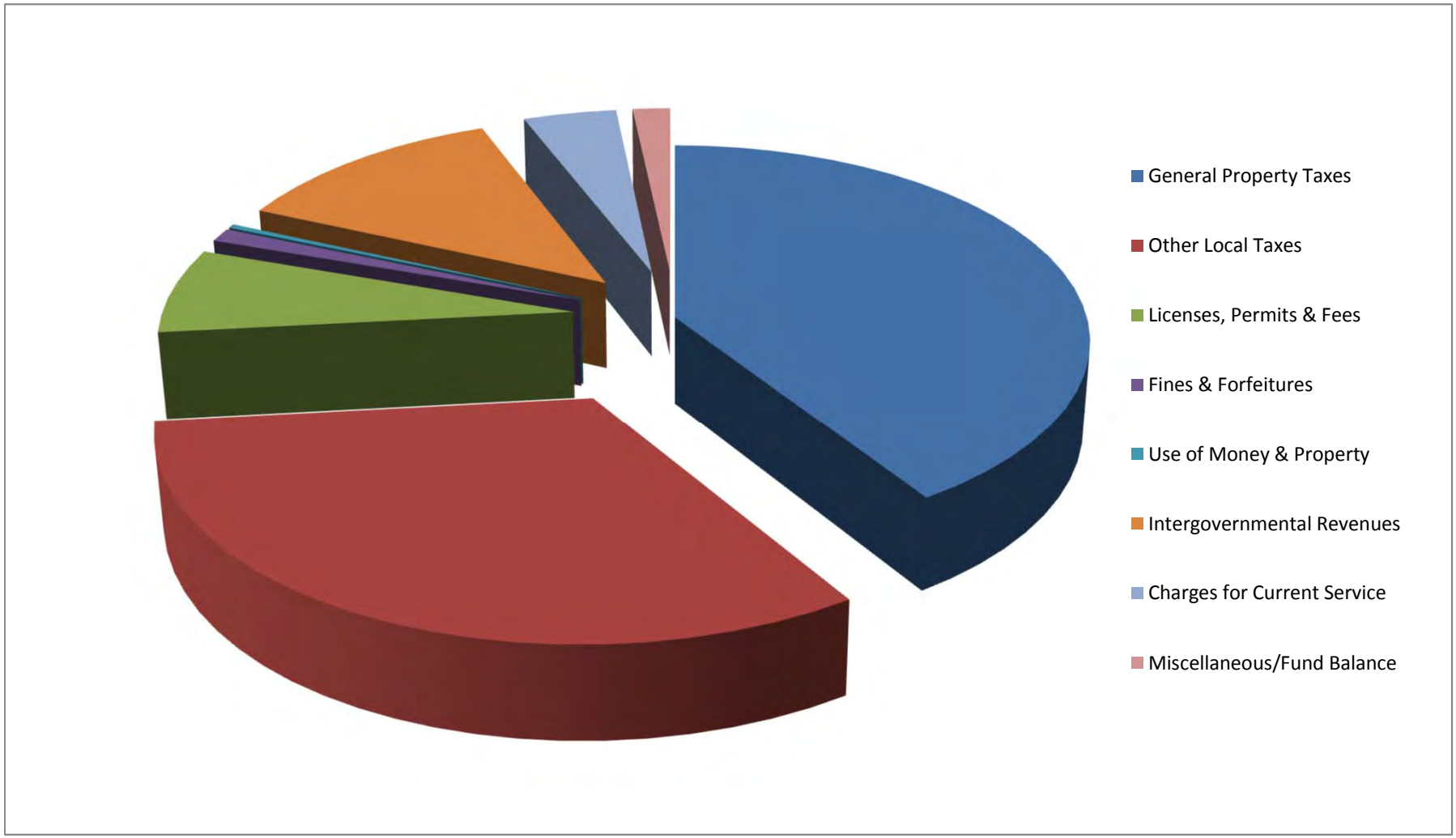
(proposed)

FY2016-17

Annual Operating Budget

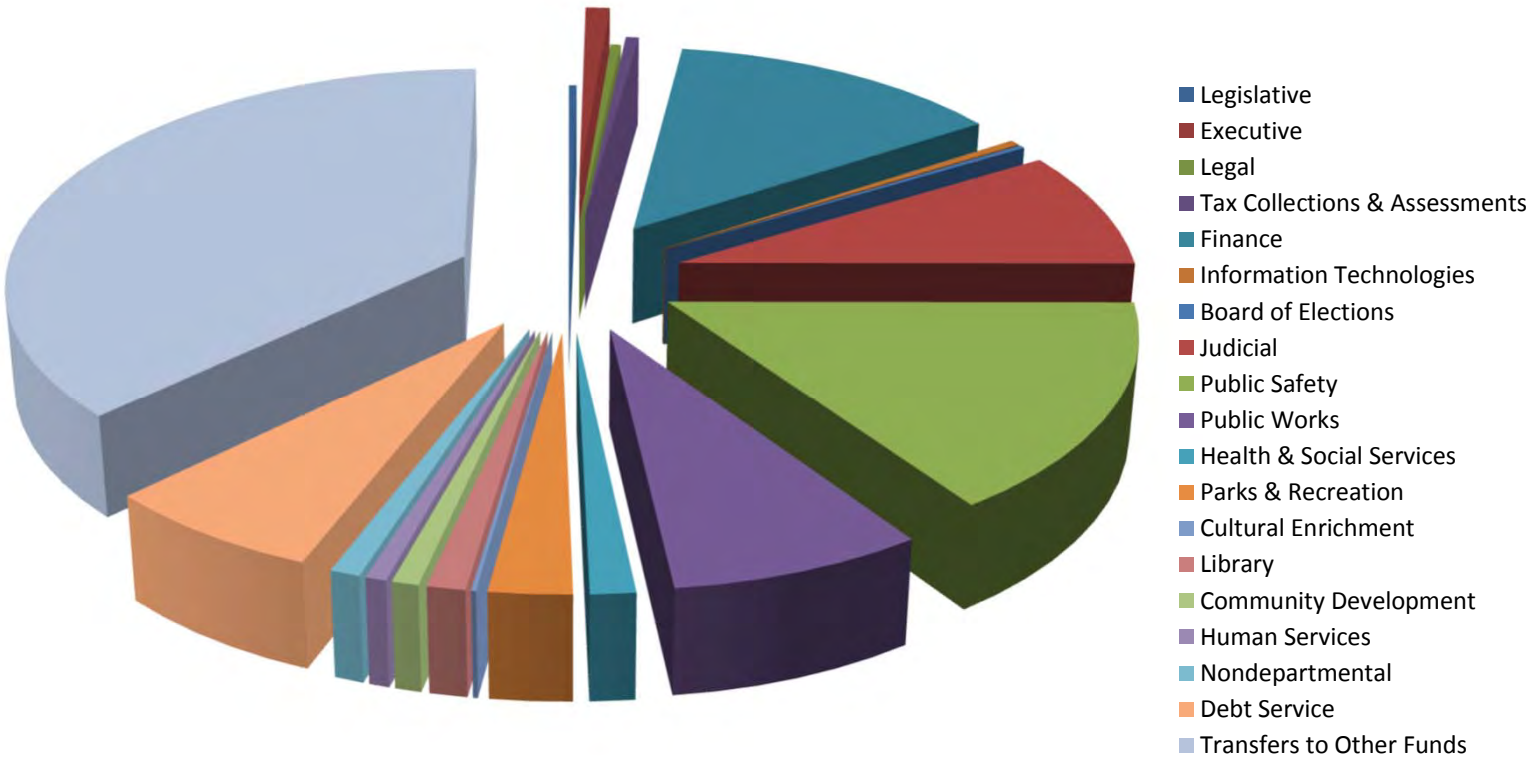
General Fund

GENERAL FUND REVENUES



TOTAL REVENUES $55,125,754

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES $55,125,754

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Recapitulation

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	REVENUE							
4100	General Property Taxes	$21,434,626	$21,309,427	$21,560,377	$21,791,222	$22,489,871	3.2%	$22,489,871
4200	Other Local Taxes	16,309,625	16,267,037	16,929,126	17,531,744	17,930,031	2.3%	17,930,031
4300	Licenses, Permits & Fees	3,633,853	3,509,526	3,541,207	3,897,518	3,846,572	-1.3%	3,846,572
4400	Fines & Forfeitures	729,979	540,368	505,391	732,800	607,500	-17.1%	607,500
4500	Use of Money & Property	191,112	169,099	165,230	190,000	186,000	-2.1%	186,000
4600	Intergovernmental Revenue	6,433,617	6,645,421	6,700,434	6,665,530	6,820,192	2.3%	6,820,192
4700	Charges for Current Services	2,381,586	2,362,654	2,366,690	2,298,750	2,314,500	0.7%	2,314,500
4800	Miscellaneous	425,368	1,028,103	9,795,400	341,058	931,088	173.0%	931,088
	TOTAL	$51,539,766	$51,831,636	$61,563,855	$53,448,622	$55,125,754	3.1%	$55,125,754

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	LEGISLATIVE							
1011	City Council	67,470	80,031	82,762	79,544	79,520	0.0%	79,520
1012	Clerk of Council	44,113	43,456	46,011	53,409	61,995	15.3%	61,595
	EXECUTIVE							
1051	City Manager	218,328	230,643	221,609	221,481	224,385	1.3%	224,385
1052	Human Resources	94,014	97,558	104,197	104,184	104,511	0.3%	104,496
1053	Economic Development		73,425	144,599	222,207	219,943	-1.0%	219,943
	LEGAL							
1101	City Attorney	202,025	202,640	209,941	219,684	225,684	1.4%	222,684
	TAX COLLECTIONS							
1152	Commissioner of Revenue	194,302	207,078	189,703	201,118	210,056	3.6%	208,405
1153	City Treasurer	245,568	258,108	255,608	259,834	267,810	-68.8%	81,059
	FINANCE							
1201	Financial Administration	503,226	507,381	560,747	564,383	874,503	54.9%	874,503
1204	Auditing	125,927	152,989	95,414	94,800	97,300	2.6%	97,300
1205	Employee Benefits	4,968,429	5,333,625	5,300,229	5,436,238	5,436,238	0.8%	5,478,041
1206	Purchasing	114,807	367,543	126,467	148,610	150,082	1.0%	150,082
1207	Insurance & Risk Management	510,124	526,224	548,941	508,934	503,000	-2.1%	498,000
1208	Real Estate Assessor	134,837	141,541	134,976	142,215	137,573	-3.3%	137,573
1209	Billing & Collections							186,752
	INFORMATION TECHNOLOGIES							
1253	Information Technologies	168,700	167,076	170,163	197,376	228,505	15.8%	228,505
	BOARD OF ELECTIONS							
1301	Electoral Board	23,640	23,458	16,043	25,794	22,563	-12.5%	22,563
1302	Registrar	104,194	99,869	99,912	110,982	115,655	4.2%	115,655

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	JUDICIAL							
1351	Circuit Court	399,995	438,749	415,875	446,073	478,026	4.1%	464,346
1355	Commonwealth's Attorney	529,881	542,509	548,053	566,303	657,637	5.1%	595,124
1356	Sheriff	560,618	740,667	724,215	803,900	824,655	1.8%	818,255
1357	Incarceration Cost	2,844,110	2,801,009	2,859,916	2,767,500	2,577,500	-7.9%	2,547,500
1353	General District Courts	90,918	107,643	100,106	78,450	83,000	9.5%	85,900
1354	Probation	5,743	5,887	5,696	5,884	5,884	0.0%	5,884
1358	Community Diversion Services	54,696	58,708	57,158	58,800	57,000	-3.1%	57,000
1359	Community Correction Services	98,800	98,800	101,920	102,340	139,540	14.3%	117,000
1360	Victim Witness	68,832	71,144	69,421	71,908	126,654	14.0%	81,947
1361	Juvenile & Domestic Court			1,562	20,800	26,350	-26.2%	15,350
	PUBLIC SAFETY							
1401	Police	3,985,559	3,791,878	3,855,235	3,952,566	4,103,394	2.4%	4,048,057
1402	Fire/EMS	3,016,655	3,273,883	3,234,707	3,244,205	3,581,462	1.2%	3,284,447
1403	Emergency Management	58,891	41,753	55,185	37,885	38,461	-9.8%	34,159
1404	Communications	1,135,386	1,186,603	1,335,919	1,086,911	1,229,261	5.8%	1,149,880
	PUBLIC WORKS							
1451	Public Works Administration	236,265	238,486	166,697	242,013	242,361	0.0%	242,105
1453	Street Maintenance	1,259,215	1,496,108	1,124,159	1,279,265	1,775,581	32.8%	1,698,581
1456	Engineering	672,573	645,363	7,508,836	690,096	732,532	-1.4%	680,532
1457	Building Maintenance	513,445	561,430	505,761	592,935	660,916	10.5%	654,916
1458	Fleet Maintenance	259,554	270,915	289,146	282,154	290,978	2.3%	288,678
1459	Solid Waste	612,644	484,913	482,229	545,000	543,687	-8.5%	498,687
1460	Recycling	280,076	278,613	209,710	247,913	251,842	0.0%	247,842
	HEALTH & SOCIAL SERVICES							
1501	Health	181,058	185,662	196,500	222,839	235,908	5.9%	235,908
1502	Social Services	303,491	274,720	225,322	265,000	334,068	22.6%	325,000
1503	Comprehensive Services Act	270,055	159,604	275,341	155,000	250,000	29.0%	200,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PARKS & RECREATION							
1601	Recreation	453,878	523,656	546,535	545,820	497,131	-8.9%	497,131
1602	Community Center	252,602	246,286	255,615	254,293	257,342	0.9%	256,691
1603	Horticulture	73,091	69,861	74,305	86,484	101,266	17.1%	101,266
1604	Parks & Grounds	505,794	491,639	462,223	520,967	538,471	3.0%	536,471
	CULTURAL ENRICHMENT							
1651	Violet Bank Museum	73,120	73,129	72,466	80,882	83,965	2.6%	82,965
	LIBRARY							
1701	Public Library	620,531	625,061	631,580	629,853	644,752	2.4%	644,752
	COMMUNITY DEVELOPMENT							
1751	Planning	184,784	208,371	192,040	214,800	214,380	-0.4%	213,860
1752	Building Inspections	214,341	217,346	202,113	213,057	243,608	12.0%	238,708
	Human Services							
1801	Office on Youth & Human Services	140,504	167,513	154,182	134,447	136,861	1.8%	136,861
1802	Better Beginnings Grant	1,591	2,225	2,177	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	137,678	116,940	93,980	100,448	99,474	-0.5%	99,924
1807	KAP Program	26,502	23,168	28,971	28,250	28,250	0.0%	28,250
1808	Community Development Block Grant	69,239	75,144	64,703	65,772	84,367	28.3%	84,367
	NONDEPARTMENTAL							
1901	Contributions & Subsidies	202,618	205,753	201,651	178,633	178,788	0.1%	178,788
1902	Contingencies & Miscellaneous	99,606	43,255	132,650	351,800	342,927	-5.9%	330,927
	DEBT SERVICE							
1951	Principal Retirement	2,546,199	2,839,657	2,607,026	2,783,779	2,398,191	-13.9%	2,398,191
1952	Interest & Fiscal Charges	1,511,054	1,220,379	1,190,669	927,032	878,274	47.2%	1,364,147
	OPERATING TRANSFERS OUT							
2001	Transfers to Other Funds	19,351,419	19,122,568	19,383,253	19,973,172	20,564,697	2.9%	20,561,697
	TOTAL	$51,622,715	$52,539,645	$58,952,130	$53,448,622	$55,501,364	3.1%	$55,125,755

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Revenue

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4100

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	GENERAL PROPERTY TAXES							
4101	Current Real Estate 1st Half	$9,061,563	$8,801,403	$8,668,215	$8,545,533	$8,637,752		$8,637,752
	Courthouse Increase			315,208	319,976	321,357		321,357
4102	Current Real Estate 2nd Half	8,812,867	8,741,399	8,485,738	8,567,451	9,119,788		9,119,788
	Courthouse Increase			308,572	327,804	325,198		325,198
4105	Current Public Service Tax 1st Half	204,557	192,336	186,587	202,372	212,567		212,567
4106	Current Public Service Tax 2nd Half	209,214	200,507	199,445	208,443	212,567		212,567
4110	Machinery & Tools Tax	114,234	105,510	85,733	130,000	125,000		125,000
4112	Current Personal Property Tax	2,061,915	2,399,063	2,365,659	2,545,166	2,621,521		2,621,521
4113	Delinquent Real Estate	369,861	351,304	493,776	369,477	349,121		349,121
4114	Delinquent Personal Property	440,058	356,815	283,528	390,000	380,000		380,000
4120	Penalties & Interest	160,357	161,090	167,917	185,000	185,000		185,000
	TOTAL	$21,434,626	$21,309,427	$21,560,378	$21,791,222	$22,489,871	3.2%	$22,489,871

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4200

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OTHER LOCAL TAXES							
4201	Utility Consumer Tax	$964,068	$1,037,652	$970,265	$1,025,000	$975,000		$975,000
4202	Bank Stock Taxes	282,070	311,350	299,594	315,000	300,000		300,000
4203	Retail Sales & Use Taxes	7,174,334	7,192,330	7,505,833	7,779,044	7,885,816		7,885,816
4204	Recordation Taxes	246,952	183,751	182,091	200,000	200,000		200,000
4205	Food Tax	5,857,112	4,881,228	5,326,482	5,366,776	5,693,906		5,693,906
	1% Courthouse Portion		976,246	994,686	1,073,355	1,138,781		1,138,781
4207	Lodging Tax	1,072,957	984,478	956,290	1,062,569	1,014,528		1,014,528
4208	Communications Tax	712,132	700,002	693,885	710,000	722,000		722,000
	TOTAL	$16,309,625	$16,267,038	$16,929,126	$17,531,744	$17,930,031	2.3%	$17,930,031

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4300

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	LICENSES, PERMITS & FEES							
4301	Business & Occupational License	$2,974,530	$2,813,068	$2,822,451	$3,086,498	$3,081,552		$3,081,552
4302	Bicycle Tags	21	24	14	20	20		20
4303	Motor Vehicle License Fees	463,987	489,643	509,003	515,000	515,000		515,000
4307	Animal License Fees	11,992	10,826	11,196	13,000	12,000		12,000
4308	Zoning Fees	13,949	11,626	7,490	12,000	12,000		12,000
4311	Electrical Permits	11,997	15,520	15,168	20,000	18,000		18,000
4312	Plumbing Permits	17,497	19,660	30,740	25,000	28,000		28,000
4313	Building Permits	55,918	75,723	59,340	125,000	90,000		90,000
4315	Court Fees	24,343	17,060	16,521	24,000	18,000		18,000
4316	Miscellaneous Fees	30,787	32,689	33,944	35,000	34,000		34,000
4318	Development Fees	3,352	3,175	4,191	4,000	5,000		5,000
4321	Administrative Fees	22,349	15,715	24,163	30,000	25,000		25,000
4325	Credit Card Fees	3,131	3,535	6,986	8,000	8,000		8,000
4326	Attorney Fees		1,263					
	TOTAL	$3,633,853	$3,509,526	$3,541,207	$3,897,518	$3,846,572	-1.3%	$3,846,572

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4400

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FINES & FORFEITURES							
4401	Fines & Forfeitures	$590,148	$443,531	$405,249	$595,000	$500,000		$500,000
4402	Parking Fines & Fees	17,360	10,459	13,499	20,500	15,000		15,000
4403	Alarm Fines & Fees	6,123	2,928	3,453	6,500	3,500		3,500
4405	Jail Administrative Fees	11,699	11,006	12,848	12,000	14,000		14,000
4406	Courthouse Security Fees	104,583	72,444	70,329	98,800	75,000		75,000
4407	Other Jail Fees	66		13				
	TOTAL	$729,979	$540,368	$505,391	$732,800	$607,500	-17.1%	$607,500

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4500

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	USE OF MONEY & PROPERTY							
4501	Interest on Investments	$2,722	($2,544)	($2,841)	$5,000	$1,000		$1,000
4502	Rent of Property	10,338	16,273	11,920	15,000	15,000		15,000
4503	Sales of Surplus & Scrap	31,148	2,950		20,000	10,000		10,000
4506	Rental Fees	146,904	147,879	156,151	150,000	160,000		160,000
4507	Courthouse Sales		4,541					
	TOTAL	$191,112	$169,099	$165,230	$190,000	$186,000	-2.1%	$186,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4600

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	INTERGOVERNMENTAL REVENUE							
4603	Rolling Stock Taxes	$5,328	$5,701	$5,475	$5,563	$5,563		$5,563
4604	Street Construction & Maintenance	2,290,207	2,357,649	2,422,450	2,422,085	2,517,460		2,517,460
4605	Federal State mWelfare Assist			4,457				
4606	Library Funds - State	124,907	135,527	138,594	141,521	146,914		146,914
4608	Probation Recoveries	64			100	100		100
4609	Anti-Litter Grant	7,216	6,366	6,357	6,357	6,427		6,427
4610	Commissioner of Revenue - Recoveries	79,908	84,434	83,652	86,768	89,123		89,123
4611	Treasurer - Recoveries	74,556	88,248	87,833	90,212	84,711		84,711
4612	Circuit Court - Recoveries	267,129	281,273	266,989	291,926	290,381		290,381
4613	Sheriff - Recoveries	275,584	291,626	287,354	297,150	296,357		296,357
4614	Commonwealth's Attorney - Recoveries	433,633	458,105	469,025	494,399	495,143		495,143
4615	State Board of Election - Reimbursement	33,549	36,640	35,156	36,800	35,200		35,200
4616	Health Department Reimbursement	25,153	9,050	22,895	20,000	20,000		20,000
4619	Department of Fire Programs	48,466	51,791	63,428	52,290	60,000		60,000
4620	Emergency Medical Service Funds (D.M.V.)		17,253		17,252	17,253		17,253
4621	Law Enforcement Recoveries (H.B. 599)	535,673	561,784	544,690	582,182	561,786		561,786
4622	LEMP Grant	5,000	7,500	7,500	7,500	7,500		7,500
4624	Juvenile Crime Act	83,139	69,080	75,992	72,000	75,000		75,000
4625	Victim Witness Grant	54,645	67,345	44,645	56,284	63,088		63,088
4626	Miscellaneous Grants	7,640	1,715	5,012				
4630	Animal Sterilization Fee		29	19				
4633	School Resource Grant		27,760	369,560	60,000	85,000		85,000
4642	VA Wireless Board	98,717	96,201	109,085	106,000	110,000		110,000
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	69,234	73,769	68,318	65,772	84,367		84,367
4647	Federal Pass Thru Grants	95,607	(8,811)					
4648	State Grants	64,893	52,268	110,809				
4653	CCP Grant		8,200			15,450		15,450
4654	911 Switch Grant		111,550	38,450				
4656	Power Program			9,320				
	TOTAL	$6,433,617	$6,645,421	$7,030,434	$6,665,530	$6,820,192	2.3%	$6,820,192

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4700

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES FOR CURRENT SERVICES							
4702	Refuse fees	1,104,436	1,090,372	1,089,894	975,000	$975,000		$975,000
4704	Recreation Use Charges & Fees	14,833	15,897	11,181	17,000	15,000		15,000
4705	Administrative Service Charges							
	Water	127,441	130,565	348,394	135,000	150,000		150,000
	Sewer	123,245	31,480		133,000	135,000		135,000
	Utility Billing	27,250	24,644		27,500	28,500		28,500
	Storm Water	40,173	35,116		38,000	41,000		41,000
4706	Animal Control Charges	4,603	3,946	4,632	7,500	5,000		5,000
4707	Law Library Fees	5,052	3,678	3,708	5,000	5,000		5,000
4708	Sheriff's Fees	23,885	3,986	(844)				
4709	Freon Charges	110	140	80				
4710	Fare Care Subscriptions	37,976	40,375	39,543	42,000	42,000		42,000
4711	EMS Transport Fees	872,127	864,974	852,529	900,000	900,000		900,000
4740	Late Payment Penalties		16,947	17,223	18,000	17,500		17,500
4742	Dishonored Check Fee	455	536	350	750	500		500
	TOTAL	$2,381,586	$2,262,654	$2,366,690	$2,298,750	$2,314,500	0.7%	$2,314,500

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4800

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	MISCELLANEOUS							
4801	Contributions & Other Sources	$11,500	$1,084		$9,000	$5,000		$5,000
4802	Recoveries & Rebates	8,933	34,518	32,443	10,000	10,000		10,000
4803	Recoveries - Damages to Property	961	625		1,000	1,000		1,000
4805	Sale of Books & Materials		392	10,000	10,000	10,000		10,000
4807	Transfers In School Fund - Debt	323,897	335,160	377,274		246,483		246,483
	Transfers In School Fund - School Officers				130,880	230,484		230,484
	Transfers In School Fund - Tussing Debt				176,178	151,121		151,121
4809	Transfers in CIP		549,198					
4810	Sale of Containers	3,910	1,825	1,925	4,000	2,000		2,000
4811	K-9 Donations			26,559				
4812	Donations	29,980	21,685	50,099				
4817	Grass Cutting Admin Fees			880				
4824	Miscellaneous Revenue	46,187	83,617	125,132				
4825	Bond Proceeds			8,424,044				
4828	Bond Premium			625,569				
4830	Capital Note Proceeds			121,475		275,000		275,000
	TOTAL	$425,368	$1,028,103	$9,795,400	$341,058	$931,088	173.0%	$931,088

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Department Budgets

CITY COUNCIL

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

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

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

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

Performance Indicators	FY13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
City Council Meetings Held	33	34	34	34
Appointments to Boards, Commissions, and Committees	63	97	91	63
Resolutions, Ordinances, and Financial Ordinances Considered	60	67	65	65

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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 OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CITY COUNCIL ACCOUNT NUMBER 1011

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$46,000	$46,000	$45,998	$46,000	$46,000		$46,000
	Total Personal Services	46,000	46,000	45,998	46,000	46,000	0.0%	46,000
	OPERATING EXPENSES							
5201	Advertising	5,666	3,237	4,201	6,000	6,000		6,000
5203	Professional & Special Services	1,511	10,035	1,526	4,000	4,000		4,000
5206	Dues & Subscriptions	1,489	1,489	1,489	1,575	1,575		1,575
5209	Maintenance - Electronics	324	373	324	324	300		300
5221	Postage	393	447	358	625	625		625
5223	Telephone	4,584	5,124	5,193	4,320	4,320		4,320
5225	Travel & Vocational Training	4,717	6,761	6,620	8,500	8,500		8,500
5242	Printing, Supplies & Materials	1,808	4,132	4,840	4,200	4,200		4,200
5254	Contingencies & Reserve	978	2,433	2,713	4,000	4,000		4,000
	Total Operating Expenses	21,470	34,031	27,264	33,544	33,520	-0.1%	33,520
	TOTAL	$67,470	$80,031	$73,262	$79,544	$79,520	0.0%	$79,520

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CITY COUNCIL

ACCOUNT NUMBER - 1011

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Mayor	U	1	1	$6,999.98	$6,999.98
Vice-Mayor	U	1	1	6,500.00	6,500.00
Councilmen	U	5	5	32,500.00	32,500.00
TOTAL		7	7	$45,999.98	$45,999.98

CITY CLERK

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

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

In conjunction with the City Manager, City Attorney, Mayor and City Council, the Clerk prepares all meeting agendas for the Council, including the printing and distribution of the said agendas to all city officials, media, and/or the general public. The Clerk also records and maintains all official minutes of such 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 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16-17 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	21	20	22	22
City Council Documents Prepared	10	10	12	18
Letters of Appointment to Boards, Commissions, and Committees	63	63	63	63
Resolutions/ Ordinances Considered	60	60	62	65

Personnel Resources

City Clerk's Office

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL ACCOUNT NUMBER 1012

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$34,818	$34,340	$36,014	$36,414	$45,000		$45,000
5103	Temporary & Seasonal Help	1,450	432	216	1,900	1,900		1,500
	Total Personal Services	36,268	34,772	36,230	38,314	46,900	21.4%	46,500
	OPERATING EXPENSES							
5203	Professional & Special Services	489		425	5,000	5,000		5,000
5206	Dues & Subscriptions	165	180	175	200	200		200
5209	Maintenance - Electronics	324	324	324	324	324		324
5212	Rent of Equipment				1,310	1,310		1,310
5216	Maintenance - Office Equipment	552			500	500		500
5221	Postage	135	98	95	525	525		525
5223	Telephone	1,860	1,860	2,000	1,956	1,956		1,956
5225	Travel & Vocational Training	1,402	2,682	2,097	2,200	2,200		2,200
5242	Printing, Supplies & Materials	1,501	1,217	3,415	2,880	2,880		2,880
5248	Books & Publications	94			200	200		200
5254	Contingencies & Reserves		8					
	Total Operating Expenses	6,522	6,369	8,531	15,095	15,095	0.0%	15,095
	CAPITAL OUTLAY							
5510	Office Equipment				2,000			
5516	Electronic Equipment	1,323	2,315	1,250				
	Total Operating Expenses	1,323	2,315	1,250	2,000		-100.0%	
	TOTAL	$44,113	$43,456	$46,011	$55,409	$61,995	11.2%	$61,595

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER - 1012

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
City Clerk	U	1	1	$37,030.00	$45,000.02
TOTAL		1	1	$37,030.00	$45,000.02

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 fort he coming year. The City Manager is also responsible for keeping the City Council advised and up-to-date as to the overall financial status of the city.

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

Performance Indicators	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
City Council Meetings Held	33	32	34	34
Parade/Demonstration Permits	13	12	14	13
City Council Goals/Achieved	26/92%	26/100%	24/90%	22/100%

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
			2.00	**2.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CITY MANAGER ACCOUNT NUMBER 1051

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$190,673	$207,702	$199,486	$199,487	$203,376		$203,376
5103	Temporary & Seasonal Help	2,912			500			
	Total Personal Services	193,585	207,702	199,486	199,987	203,376	1.7%	203,376
	OPERATING EXPENSES							
5201	Advertising	544	722	548	750	650		650
5206	Dues & Subscriptions	1,766	1,893	1,999	2,300	2,200		2,200
5209	Maintenance - Electronics	636	636	636	650	636		636
5221	Postage	110	111	73	100	73		73
5223	Telephone	4,137	4,678	4,288	4,300	4,300		4,300
5225	Travel & Vocational Training	2,686	5,073	4,586	4,000	4,500		4,500
5226	Automobile Allowance	6,000	6,000	6,000	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	1,076	826	2,362	1,500	2,000		2,000
5254	Contingencies & Reserve	430	635	494	650	650		650
5276	Relocation	7,358						
	Total Operating Expenses	24,743	20,574	20,986	20,250	21,009	3.7%	21,009
	CAPITAL OUTLAY							
5516	Electronic Equipment		2,368	1,137	1,244			
	Total Operating Expenses		2,368	1,137	1,244		-100.0%	
	TOTAL	$218,328	$230,644	$221,609	$221,481	$224,385	1.3%	$224,385

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER - 1051

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
City Manager	U	1	1	$146,845.16	$147,289.48
Executive Assistant	14	1	1	50,932.76	51,086.88
Deferred Compensation				5,000.00	5,000.00
TOTAL		2	2	$202,777.92	$203,376.36

Economic Development/Economic Development Authority

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

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

Performance Indicators	FY 13– 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16-17 Projected
Existing Business Visits	3	4	9	14
Site Submissions	2	7	5	
Prospect Requests	6	9	12	16
Economic Dev. Authority Mtgs.	0	0	4	4
Trade Shows/Marketing Missions	0	1	1	2

Personnel Resources

Economic Development			Authorized Positions		
Classification Title	**Status** *	**Hourly/ Salary**	**FY 2015–16**	**FY 2016–17 Proposed**	**Diff.**
Director	FT	Salary	1.00	1.00	0.00
FT = Full Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT ACCOUNT NUMBER 1053

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages		$10,231	$76,606	$87,500	$88,230		$88,230
	Total Personal Services		10,231	76,606	87,500	88,230	0.8%	88,230
	OPERATING EXPENSES							
5201	Advertising		5,000	3,312	10,000	12,000		12,000
5203	Professional & Special Services		4,471	6,239	32,460	22,300		22,300
5206	Dues & Subscriptions		902	2,025	2,000	2,250		2,250
5209	Maintenance - Electronics		180	324	1,200	1,000		1,000
5221	Postage			37	350	350		350
5223	Telephone		235		1,884	2,000		2,000
5225	Travel & Vocational Training		1,967	3,764	6,500	6,500		6,500
5226	Automobile Allowance		554	3,600	3,600	3,600		3,600
5242	Printing, Supplies, & Materials		2,651	1,859	3,500	3,500		3,500
5270	Tourism Matching Funds		45,000	45,000	45,000	45,000		45,000
5805	Virginia Gateway Region				28,213	33,213		33,213
	Total Operating Expenses		60,960	66,160	134,707	131,713	-2.2%	131,713
	CAPITAL OUTLAY							
5504	Furniture & Equipment		2,234					
	Total Operating Expenses		2,234					
	TOTAL			$142,766	$222,207	$219,943	-1.0%	$219,943

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER - 1053

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Economic Development Director	EXEC	1	1	$77,286.20	$77,520.04
Community / Economic Development Specialist	14	1	1	10,677.86	10,710.18
TOTAL		2	2	$87,964.06	$88,230.22

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 (251) 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 13 - 14 Actual	FY 14 - 15 Actual	FY 15 - 16 Projected	FY 16-17 Projected
Total Recruitments	22	36	26	25
Total Applicants	2,264	2,822	2,415	2,375
Total Workers' Compensation Reports	29	19	27	24
OSHA Summary Log Totals	13	10	9	10

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	**Status** *	**Hr./Sal.**	**FY 2015–16**	**FY 2016–17 Proposed**	**Diff.**
Director of Human Resources	FT	Salary	1.00	1.00	1.00
FT = Full Time PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - HUMAN RESOURCES ACCOUNT NUMBER 1052

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$76,378	$77,141	$77,905	$77,905	$79,463		$79,463
	Total Personal Services	76,378	77,141	77,905	77,905	79,463	2.0%	79,463
	OPERATING EXPENSES							
5201	Advertising	9,110	9,446	14,881	11,000	11,000		11,000
5203	Professional & Special Services	4,765	4,765	4,765	5,565	5,565		5,565
5206	Dues & Subscriptions	399	470	1,896	3,208	3,208		3,208
5209	Maintenance - Electronics	324	324	324	324	324		324
5221	Postage	137	219	85	350	350		350
5223	Telephone	1,320	1,860	2,005	2,076	2,076		2,076
5225	Travel & Vocational Training	294	943	486	700	700		700
5242	Printing, Supplies, & Materials	1,166	1,144	1,850	1,425	1,425		1,425
5248	Books & Publications	121			385	400		385
	Total Operating Expenses	17,636	19,171	26,292	25,033	25,048	0.0%	25,033
	CAPITAL OUTLAY							
5504	Furniture & Equipment		1,246		1,246			
	Total Operating Expenses		1,246		1,246		-100.0%	
	TOTAL	$94,014	$97,558	$104,197	$104,184	$104,511	0.3%	$104,496

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER - 1053

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Human Resources	EXEC		1	$79,223.56	$79,463.28
TOTAL		1	1	$79,223.56	$79,463.28

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 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
Drafting of Council Ordinances & Resolutions	129	108	110	115
Attending School Board Meetings (includes School Board Agenda Meetings)	30	30	30	30
Recordation of Deeds and Easements Prepared by this Office	36	35	25	40

Personnel Resources

City Attorney's Office

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - CITY ATTORNEY ACCOUNT NUMBER 1101

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$181,756	$188,526	$189,432	$191,126	$197,813		$197,813
5103	Temporary & Seasonal Help				800	800		800
	Total Personal Services	181,756	188,526	189,432	191,926	198,613	3.5%	198,613
	OPERATING EXPENSES							
5203	Professional & Special Services	6,610	2,533	4,750	10,000	10,000		7,000
5206	Dues & Subscriptions	4,165	2,815	6,055	5,500	5,500		5,500
5209	Maintenance - Electronics	791	636	636	650	650		650
5216	Maintenance & Equipment		80	94	200	200		200
5221	Postage	150	113	101	250	250		250
5223	Telephone	2,859	2,859	2,427	3,027	3,027		3,027
5224	Other Services & Charges	64	116	87	300	300		300
5225	Travel & Vocational Training	3,040	2,734	558	3,500	3,500		3,500
5242	Printing, Supplies, & Materials	2,022	1,906	1,178	2,200	2,200		2,200
5248	Books & Publications	71			200	200		200
	Total Operating Expenses	19,772	13,792	15,886	25,827	25,827	0.0%	22,827
	CAPITAL OUTLAY							
5504	Furniture & Equipment	497	322	4,623	687			
5516	Electronic Equipment				1,244	1,244		1,244
	Total Operating Expenses	497	322	4,623	1,931	1,244	-35.6%	1,244
	TOTAL	$202,025	$202,640	$209,941	$219,684	$225,684	2.7%	$222,684

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER - 1101

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
City Attorney	U	1	1	$142,782.72	$146,078.92
Legal Assistant/Deputy City Clerk	14	1	1	51,577.94	51,734.02
TOTAL		2	2	$194,360.66	$197,812.94

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER - 1101

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommenc IT lifecycle management (5 Years).	1	1,244	1,244

Commissioner of the Revenue

The Commissioner of the Revenue is an elected city official responsible for administering the assessments, licenses, and permits for businesses and individuals in the City. These include personal and business property taxes, business licenses, local excise taxes such as meals and lodging, machinery and tool taxes, bank franchise and public services taxes and others as required by City Council and in accordance with the laws and statutes of the City and Commonwealth. The Commissioner's office also assists citizens with 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 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
PP Transactions	26,804	27,992	27,300	27,300
Business License	1,555	1,652	1,675	1675
Food/Lodging Tax	118	121	122	110
State Income Tax	1,017	1,001	1000	900

Personnel Resources

Commissioner of Revenue

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE ACCOUNT NUMBER 1152

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$168,689	$169,253	$159,283	$163,750	$166,865		$166,865
5103	Temporary & Seasonal Help	2,944	5,056	6,192	5,040	5,040		5,040
5105	Overtime		384	705	3,000	3,000		3,000
5601	Accumulated Leave Pay		6,278					
	Total Personal Services	171,633	180,971	166,180	171,790	174,905	1.8%	174,905
	OPERATING EXPENSES							
5201	Advertising	577	722	393	750	750		750
5203	Professional & Special Services	418	767	597	4,651	4,651		3,000
5206	Dues & Subscriptions	165	470	455	650	650		650
5209	Maintenance - Electronics	1,060	960	1,062	2,300	2,300		2,300
5221	Postage	6,786	6,782	5,648	8,000	8,000		8,000
5223	Telephone	5,113	5,068	6,460	6,444	5,500		5,500
5225	Travel & Vocational Training		165	633	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	7,521	7,655	6,469	9,000	9,000		9,000
	Total Operating Services	21,640	22,589	21,717	33,295	32,351	-7.8%	30,700
	CAPITAL OUTLAY							
5504	Furniture & Equipment			704	500			
5516	Electronic Equipment	1,029	3,518	1,102		2,800		2,800
	Total Capital Outlay	1,029	3,518	1,806	500	2,800	460.0%	2,800
	TOTAL	$194,302	$207,078	$189,703	$205,585	$210,056	1.4%	$208,405

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER - 1152

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Commissioner of Revenue - State	U	1	1	$58,231.74	$58,407.96
Local				13,042.44	13,108.16
Deputy III - State	13	1	1	13,662.98	13,704.34
Local				20,867.66	22,662.64
Deputy II - State	12	1	1	7,255.96	7,277.92
Local				22,628.22	23,596.04
Deputy I - State	11	1	1	0.00	0.00
Local				26,436.62	28,107.56
TOTAL		4	4	$166,592.62	$166,864.62

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER - 1152

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Electronic Equipment	Replacement/upgrade of business license and business schedule software that is 10 years old and is proprietary.	1	2,800	2,800

City Treasurer

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

Performance Indicators	FY 13 - 14 Actual	FY 14 - 15 Actual	FY 15 - 16 Projected	FY 16 - 17 Projected
RE Transactions	18,200	17,461	16,640	
PP transactions	69,132	75,212	70,754	
Utility transactions	46,111	45,046	45,330	
Other City Transactions	16,259	13,583	15,121	
State Income Tax	153	181	174	165
State Estimated Tax	611	819	741	660

Personnel Resources

Treasurer's Office

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015 - .16	FY 2016 - 17 Proposed	Diff.
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	.00	-1.00
Deputy II	FT	Salary	1.00	.00	-1.00
Deputy II	FT	Salary	1.00	.00	-1.00
Staff Aide / Deputy I	FT	Salary	1.00	1.00	0.00
			5.00	**2.00**	**-3.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - TREASURER ACCOUNT NUMBER 1153

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$192,649	$191,989	$203,709	$203,710	$203,710		$75,459
5103	Temporary & Seasonal Help	1,465	6,608	2,682	3,000	4,000		
5105	Overtime	1,616	2,813	1,557	1,000	2,000		
	Total Personal Services	195,730	201,410	207,948	207,710	209,710	1.0%	75,459
	OPERATING EXPENSES							
5201	Advertising	1,674	1,907	1,099	2,000	2,000		
5203	Professional & Special Services	(1,694)	1,669	1,290	2,000	2,500		100
5206	Dues & Subscriptions	565	624	1,105	700	1,000		400
5209	Maintenance - Electronics	2,232	2,382	2,257	2,400	2,500		200
5216	Maintenance - Equipment	673	1,045	717	1,200	1,600		100
5221	Postage	24,262	24,678	25,123	24,000	25,000		50
5223	Telephone	7,320	7,320	4,341	4,450	5,000		1,900
5224	Other Services & Charges	364	841	446	1,000	1,000		250
5225	Travel & Vocational Training	4,506	2,937	1,999	2,886	3,000		1,500
5242	Printing, Supplies, & Materials	7,539	8,750	9,227	9,000	10,000		500
5285	Cash Over/Short			56				
	Total Operating Services	47,441	52,153	47,660	49,636	53,600	8.0%	5,000
	CAPITAL OUTLAY							
5510	Office Equipment	1,240	3,946			2,000		
5516	Electronic Equipment	1,157	599		2,488	2,500		600
	Total Capital Outlay	2,397	4,545		2,488	4,500	80.9%	600
	TOTAL	$245,568	$258,108	$255,608	$259,834	$267,810	3.1%	$81,059

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER - 1153

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Treasurer - State	U	1	1	$58,246.28	$53,637.22
Local				13,054.08	0.00
Assistant Treasurer - State	14	1	0	12,406.34	
Local				29,381.82	
Deputy II - State	12	2	0	4,287.18	
Local				56,145.56	
Staff Aide - Local	11	1	0	26,555.62	
Clerical - State	U		1		21,821.80
TOTAL		5	2	$200,076.88	$75,459.02

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER - 1153

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5510	Replacement Chair	Replacement of current chair that is 16+ years old.	1	$600	$600

FINANCE

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

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

The day-to-day duties of Department of Finance include procurement of all goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering the cash management and investment programs; administering all City billing and collection processes and maintaining the records of the City's fixed assets.

Other duties include maintaining financial accounting records in an accurate and efficient manner and assisting with the preparation of annual audit reports. The Department of Finance also coordinates the sale of bonds for long term financing as needed for capital projects.

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

Performance Indicators	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16-17 Projected
A/P Checks Issued	5,904	5,682	5,800	6,000
Payroll Checks and Direct Deposits Processed	8,712	8,834	8,900	9,000
Purchase Orders and Check Requests Issued	4,607	4,370	4,500	4,500
Sealed Bids/Proposals Issued	12	17	10	12
New Construction & Growth	3,668,000	6,721,900	4,000,000	5,000,000
Transfers in Property Ownership	494	506	540	550

Personnel Resources

Finance Department

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015-2016	FY 2016–17 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	4.00	5.00	0.00
Financial Technicians	FT	Salary	0.00	3.00	3.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Revenue Supervisor	FT	Salary	0.00	1.00	1.00
Customer Billing Supervisor	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
			14.00	**18.00**	**4.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION ACCOUNT NUMBER 1201

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$397,416	$390,670	$458,436	$460,380	$469,588		$469,588
5103	Temporary & Seasonal Help	$3,581	$2,595	$1,572	1,400	1,400		1,400
5105	Overtime	959	360		400	400		400
5601	Accumulated Leave Payable	2,290	29					
	Total Personal Services	404,246	393,654	460,008	462,180	471,388	2.0%	471,388
	OPERATING EXPENSES							
5203	Professional & Special Services	906	6,425	1,030	750	750		750
5206	Dues & Subscriptions	721	1,091	1,183	1,100	1,100		1,100
5209	Maintenance - Electronics	1,908	1,908	2,292	2,135	2,135		2,135
5221	Postage	2,626	3,238	2,976	3,450	3,450		3,450
5223	Telephone	6,467	6,468	6,975	7,080	7,080		7,080
5225	Travel & Vocational Training	7,082	6,486	3,739	3,600	3,600		3,600
5242	Printing, Supplies, & Materials	9,544	11,627	11,450	9,600	10,000		10,000
5260	Software Maintenance	68,231	69,684	70,476	72,000	75,000		75,000
	Total Operating Services	97,485	106,927	100,121	99,715	103,115	3.4%	103,115
	CAPITAL OUTLAY							
5516	Electronic Equipment	1,495	6,800	618	2,488	300,000		300,000
	Total Capital Outlay	1,495	6,800	618	2,488	300,000	11957.9%	300,000
	TOTAL	$503,226	$507,381	$560,747	$564,383	$874,503	54.9%	$874,503

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - FINANCIAL ADMINISTRATION ACCOUNT NUMBER - 1201

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Finance	EXEC	1	1	$128,771.34	$129,160.98
Deputy Director of Finance	18	1	1	77,794.76	78,030.16
Financial Specialist I	14	2	2	93,288.34	93,570.62
Financial Specialist II	15	2	2	114,275.76	114,621.52
Administrative Assistant	13	1	1	54,040.76	54,204.28
TOTAL		7	7	$468,170.96	$469,587.56

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - FINANCIAL ADMINISTRATION ACCOUNT NUMBER - 1201

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Tax Software	Replacement of current Personal Property software (1999) and Real Estate (2005) that is no longer supported by the vendor.	1	$300,000	$300,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - AUDITING ACCOUNT NUMBER 1204

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$54,140	$54,681					
	Total Personal Services	54,140	54,681					
	OPERATING EXPENSES							
5202	Annual Audit Fee	69,300	94,700	95,350	94,500	97,000		97,000
5209	Maintenance - Electronics	324	324					
5221	Postage	156	140					
5223	Telephone	1,690	1,690					
5224	Other Services & Charges							
5225	Travel & Vocational Training	18	35					
5242	Printing, Supplies, & Materials	299	1,418	64	300	300		300
	Total Operating Services	71,787	98,307	95,414	94,800	97,300	2.6%	97,300
	TOTAL	$125,927	$152,988	$95,414	$94,800	$97,300	2.6%	$97,300

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - EMPLOYEE BENEFITS ACCOUNT NUMBER 1205

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5203	Professional & Special Services	$18,065	$24,727	$15,168	$25,000	$25,000		$25,000
5210	Insurance Premiums - Other	11,142	(16,003)	16,798	15,000	15,000		15,000
5601	Accumulated Leave Pay	27,508	6,402	3,906	5,000	5,000		5,000
5602	Employer FICA Taxes	978,681	978,167	989,886	959,412	959,412		994,907
5605	VRS Retirement Contributions	1,958,008	1,995,965	1,930,965	1,959,139	1,959,139		1,789,391
5607	Group Life Insurance	137,120	141,250	146,071	144,088	144,088		161,195
5608	Line of Duty Act Fund	34,696	45,600	58,183	61,640	61,640		80,000
5610	Hospitalization Insurance	1,763,608	2,121,864	2,101,433	1,978,578	1,978,578		2,058,240
5612	Virginia Employment Commission	26,616	21,551	22,588	20,247	20,247		20,247
5615	Employee Events	12,985	14,102	15,231	15,000	15,000		15,000
	Total Fixed Charges	4,968,429	5,333,625	5,300,229	5,183,104	5,183,104	0.0%	5,163,979
	COL				253,134	253,134		314,062
	TOTAL	$4,968,429	$5,333,625	$5,300,229	$5,436,238	$5,436,238	0.0%	$5,478,041

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PURCHASING ACCOUNT NUMBER 1206

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$116,248	$117,410	$118,517	$118,572	$120,944		$120,944
5105	Overtime	$217			$300	$300		$300
	Total Personal Services	116,465	117,410	118,517	118,872	121,244	2.0%	121,244
	OPERATING EXPENSES							
5201	Advertising	719	738	1,025	800	800		800
5203	Professional & Special Services		295	(52)	100	100		100
5206	Dues & Subscriptions	255	285	285	300	300		300
5209	Maintenance - Electronics	636	636	636	650	650		650
5216	Maintenance - Equipment	17,379	14,376	13,099	18,900	18,000		18,000
5221	Postage	101	116	103	200	200		200
5223	Telephone	(31,821)	228,669	(9,233)	1,488	1,488		1,488
5224	Other Services & Charges	8,083	726		3,000	3,000		3,000
5225	Travel & Vocational Training	300	104	51	800	800		800
5242	Printing, Supplies, & Materials	2,690	4,188	2,036	3,500	3,500		3,500
	Total Operating Expenses	(1,658)	250,133	7,950	29,738	28,838	-3.0%	28,838
	TOTAL	$114,807	$367,543	$126,467	$148,610	$150,082	1.0%	$150,082

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER - 1206

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Purchasing Agent	16	1	1	$81,568.18	$81,814.98
Procurement Specialist	14	1	1	$39,010.82	$39,128.96
TOTAL		2	2	$120,579.00	$120,943.94

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT ACCOUNT NUMBER 1207

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$4,498	$4,809	$4,851	$5,000	$5,000		$5,000
5210	Insurance Premiums - Other	9,729	9,523	3,477	10,000	8,000		8,000
5211	Insurance Premiums - Workman's Comp.	174,423	200,192	216,588	206,315	200,000		200,000
5220	Insurance Deductibles	6,313	(9,887)	13,240	8,000	10,000		10,000
5290	General Liability	149,281	136,848	137,378	138,080	125,000		120,000
5291	Property & Casualty Insurance	37,967	60,142	54,365	47,314	50,000		50,000
5292	Vehicle Insurance	127,913	124,597	119,042	94,225	105,000		105,000
	Total Operating Services	510,124	526,224	548,941	508,934	503,000	-1.2%	498,000
	TOTAL	$510,124	$526,224	$548,941	$508,934	$503,000	-1.2%	$498,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR ACCOUNT NUMBER 1208

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$108,341	$109,187	$112,176	$110,269	$112,473		$112,473
5103	Temporary & Seasonal Help	2,075	2,695	130	500	500		500
	Total Personal Services	110,416	111,882	112,306	110,769	112,973	2.0%	112,973
	OPERATING EXPENSES							
5201	Advertising		361		600			
5203	Professional & Special Services	2,024	5,075	600	5,100	2,000		2,000
5206	Dues & Subscriptions	1,815	1,900	1,860	1,800	1,800		1,800
5209	Maintenance - Electronics	1,596	1,596	1,596	1,596	1,800		1,800
5216	Maintenance - Equipment	8,800	8,800	8,800	9,000	9,000		9,000
5221	Postage	149	2,740	61	2,900	150		150
5223	Telephone	2,527	2,527	2,761	2,600	2,600		2,600
5225	Travel & Vocational Training	3,893	1,736	2,589	2,800	2,800		2,800
5226	Automobile Allowance	3,020	3,250	3,250	3,250	3,250		3,250
5242	Printing, Supplies, & Materials	597	1,674	1,153	1,800	1,200		1,200
	Total Operating Expenses	24,421	29,659	22,670	31,446	24,600	-21.8%	24,600
	TOTAL	$134,837	$141,541	$134,976	$142,215	$137,573	-3.3%	$137,573

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER - 1208

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
City Assessor	17	1	1	$61,698.78	$61,885.46
Assessor's Office Technician	14	1	1	50,435.86	50,587.94
TOTAL		2	2	$112,134.64	$112,473.40

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - BILLING & COLLECTIONS ACCOUNT NUMBER 1209

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages							$136,758
5103	Temporary & Seasonal Help							3,000
5105	Overtime							500
	Total Personal Services							140,258
	OPERATING EXPENSES							
5201	Advertising							1,400
5203	Professional & Special Services							1,600
5206	Dues & Subscriptions							300
5209	Maintenance - Electronics							2,100
5216	Maintenance - Equipment							1,000
5221	Postage							24,950
5223	Telephone							2,500
5224	Other Services & Charges							500
5225	Travel & Vocational Training							1,500
5242	Printing, Supplies, & Materials							9,000
5285	Cash Over/Short							
	Total Operating Services							44,850
	CAPITAL OUTLAY							
5510	Office Equipment							
5516	Electronic Equipment							1,644
	Total Capital Outlay							1,644
	TOTAL						100.0%	$186,752

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - BILLING & COLLECTIONS

ACCOUNT NUMBER - 1209

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Revenue Supervisor	16		1		$47,658.00
Financial Techician II	13		1		32,100.12
Financial Techician I	12		2		57,000.32
TOTAL		5	5	$0.00	$136,758.44

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - BILLING & COLLECTIONS ACCOUNT NUMBER - 1209

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommenc IT lifecycle management (5 Years).	1	1,244	1,244
2	5516	Printer	Replacement of current printer at recommended IT lifecycle management (5 Years).	1	400	400

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 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16-17 Projected
Computers	216	218	220	222
Servers	18	18	20	20
Laptops & iPads	120	122	125	128
Website Visitors	739,846	867,165	870,000	875,000
Citizen Electronic Requests *(GovQA)*	4,369	4,002	4,000	4,000
Social Media Subscribers *(Facebook, Twitter & E-Newsletter)*	7,087	7,905	8,500	9,000
IT Service Ticket Hours *(Proactive Information Management)*	917	869.9	875	875

Personnel Resources

Information Technology

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES ACCOUNT NUMBER 1253

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$140,650	$142,057	$143,463	$143,463	$146,332		$146,332
5105	Overtime							
	Total Personal Services	140,650	142,057	143,463	143,463	146,332	2.0%	146,332
	OPERATING EXPENSES							
5203	Professional & Special Services	5,889	222	4,956	5,200	12,900		12,900
5206	Dues & Subscriptions	4,593	4,642	6,676	8,250	21,610		21,610
5209	Maintenance - Electronics	6,118	5,850	3,132	10,000	10,000		10,000
5216	Maintenance - Equipment	2,249	1,568	4,609	11,500	18,700		18,700
5221	Postage	66	42	32	75	75		75
5223	Telephone	2,763	2,724	3,196	3,288	3,288		3,288
5225	Travel & Vocational Training	1,539	288	1,872	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	549	993	715	1,000	1,000		1,000
5248	Books & Publications	284	90	346	300	300		300
	Total Operating Services	24,050	16,419	25,534	42,113	70,373	67.1%	70,373
	CAPITAL OUTLAY							
5514	Technology Plan Implantation	4,000	(2,230)		10,000	10,000		10,000
5516	Electronic Equipment		10,830	1,166	1,800	1,800		1,800
	Total Capital Outlay	4,000	8,600	1,166	11,800	11,800	0.0%	11,800
	TOTAL	$168,700	$167,076	$170,163	$197,376	$228,505	15.8%	$228,505

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - INFORMATION TECHNOLOGIES ACCOUNT NUMBER - 1253

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Information Technology Administrator	18	1	1	$79,881.59	80,123.16
Information Systems Coordinator	16	1	1	66,009.31	66,209.00
TOTAL		2	2	$145,890.90	$146,332.16

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - INFORMATION TECHNOLOGIES ACCOUNT NUMBER - 1253

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5514	Backup Server	Upgrade of backup server system for City-wide E-mail network; will replace current equipment at recommended' lifecycle (5 years).	1	$10,000	$10,000
2	5516	I-Pad/Tablets	Upgrade of IPads for IT Administrator and IS Coordinator, will replace current equipment at recommended lifecycle	2	900	1,800

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 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
Voter Registration	12,050	11,782	12,100	12,250
Absentee Balloting	397	417	700	1800
Voting Equip. P & M	49	49	49	49
Candidate Processing-local	7	9	5	15
Campaign Finance-local	7	9	5	15

Personnel Resources

Registrar

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - ELECTORAL BOARD ACCOUNT NUMBER 1301

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$6,014	$6,179	$6,194	$6,194	$6,318		$6,318
	Total Personal Services	6,014	6,179	6,194	6,194	6,318	2.0%	6,318
	OPERATING EXPENSES							
5206	Dues & Subscriptions	125	125	125	125	160		160
5216	Maintenance - Equipment	9,865	9,865	1,855	10,000	5,500		5,500
5221	Postage	104	155	289	600	1,000		1,000
5224	Other Services & Charges	72	74	74	75	85		85
5225	Travel & Vocational Training	1,570	1,598	1,470	2,300	2,500		2,500
5242	Printing, Supplies, & Materials	5,890	5,462	6,036	6,500	7,000		7,000
	Total Operating Services	17,626	17,279	9,849	19,600	16,245	-17.1%	16,245
	TOTAL	$23,640	$23,458	$16,043	$25,794	$22,563	-12.5%	$22,563

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER - 1301

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Chairman	U	1	1	$1,576.97	$1,579.56
Vice Chairman	U	1	1	1,576.97	1,579.56
Secretary	U	1	1	3,153.83	3,159.00
Set and Reimbursed by the State					
TOTAL		3	3	$6,307.77	$6,318.12

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - REGISTRAR ACCOUNT NUMBER 1302

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$82,523	$83,034	$82,515	$84,818	$87,131		$87,131
5103	Temporary & Seasonal Help	11,180	6,114	8,430	12,700	14,000		14,000
5105	Overtime	463		264				
	Total Personal Services	94,166	89,148	91,209	97,518	101,131	3.7%	101,131
	OPERATING EXPENSES							
5201	Advertising	1,020	528	977	1,440	1,800		1,800
5206	Dues & Subscriptions	170	170	170	300	300		300
5209	Maintenance - Electronics	960	960	960	960	960		960
5221	Postage	1,299	851	849	1,800	2,000		2,000
5223	Telephone	3,525	3,525	3,218	3,264	3,264		3,264
5225	Travel & Vocational Training	102	312	110	1,200	1,200		1,200
5242	Printing, Supplies, & Materials	2,952	4,375	2,419	4,500	5,000		5,000
	Total Operating Services	10,028	10,721	8,703	13,464	14,524	7.9%	14,524
	TOTAL	$104,194	$99,869	$99,912	$110,982	$115,655	4.2%	$115,655

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER - 1302

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Registrar	U	1	1	$45,420.02	$45,557.46
Supplement				6,186.96	6,205.68
Deputy Registrar	12	1	1	31,672.00	31,767.84
Assistant Registrar	U	1	1	2,925.00	3,600.00
TOTAL		3	3	$86,203.98	$87,130.98

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 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Projected
Total Cases (Criminal/Civil)	1,627	1,532	1,490	1,750
Wills/Estates Initiated	106	104	111	120
Judgments/Liens/Notices	1,945	1,932	1,887	2,100
Deeds Recorded	2,574	1,872	2,040	2,300
Marriage Licenses	302	289	216	300
Restitution	502	606	720	850
Concealed Handgun Permits	357	263	275	400

Personnel Resources

Circuit Court Clerk

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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	3.00
FT = Full Time			**6.00**	**6.00**	**0.00**
Deputy I	PT	Salary	0.00	2.00	2.00
PT = Part Time			**0.00**	**2.00**	**2.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CIRCUIT COURT ACCOUNT NUMBER 1351

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$289,108	$299,031	$300,340	$297,359	$303,076		$303,076
5103	Temporary & Seasonal Help	1,250	1,152	1,536	2,000	24,960		12,480
5105	Overtime		1,378					
5601	Accumulated Leave Pay		7,080	7,013				
	Total Personal Services	290,358	308,641	308,889	299,359	328,036	9.6%	315,556
	OPERATING EXPENSES							
5203	Professional & Special Services	58,892	65,795	57,591	104,064	77,800		77,800
5205	Law Clerk			16,000		26,564		26,564
5206	Dues & Subscriptions	986	1,300	1,325	1,375	1,375		1,375
5209	Maintenance - Electronics	2,232	2,232	2,232	2,232	2,520		2,520
5216	Maintenance - Equipment	27,648	29,385	5,706	9,543	9,543		9,543
5221	Postage	4,831	3,049	4,532	4,500	4,500		4,500
5223	Telephone	4,929	4,929	12,073	12,200	12,200		12,200
5224	Other Services & Charges	2,359	1,522		2,800	2,800		2,800
5242	Printing, Supplies, & Materials	7,760	9,406	7,527	10,000	10,000		9,000
	Total Operating Services	109,637	117,618	106,986	146,714	147,302	0.4%	146,302
	CAPITAL OUTLAY							
5516	Electronic Equipment		12,490			2,688		2,488
	Total Capital Outlay		12,490			2,688		2,488
	TOTAL	$399,995	$438,749	$415,875	$446,073	$478,026	7.2%	$464,346

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER - 1351

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Clerk of Court - State	U	1	1	$94,610.60	$94,896.88
Local				4,730.38	4,744.74
Chief Deputy/Bookkeeper - State	14	1	1	31,773.64	31,869.76
Local				17,084.36	27,136.20
Administrative Assistant	13	1	1	24,848.14	25,945.92
Local				25,632.80	14,535.04
Deputy II - State	12	1	2	27,163.98	27,246.18
Local				3,343.88	6,404.06
Deputy I - State	11	2	1	50,814.28	49,924.16
Local				22,411.72	20,372.82
TOTAL		6	6	$302,413.78	$303,075.76

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - CIRCUIT COURT ACCOUNT NUMBER - 1351

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommende IT lifecycle management (5 Years).	2	1,244	2,488

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 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Projected
Circuit Court-felony cases	556	749	738	780
Circuit Ct-misdemeanor cases	559	414	390	450
GDCT Total Criminal Cases	2,850	2,987	2977	3,000
GDCT traffic (criminal)	1768	1,717	1,532	1700
Jury Trials (circuit court)	7	6	6	8
Juvenile Cases	508	617	504	650

Personnel Resources

Commonwealth's Attorney

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY ACCOUNT NUMBER 1355

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$489,118	$484,640	$498,625	$504,118	$539,476		$514,476
5103	Temporary & Seasonal Help	4,518	7,099	803	6,507	10,000		4,000
5601	Accumulated Leave	117	2,493	4,334				
	Total Personal Services	493,753	494,232	503,762	510,625	549,476	7.6%	518,476
	OPERATING EXPENSES							
5203	Professional & Special Services	960			1,000	1,000		500
5206	Dues & Subscriptions	3,325	2,527	3,234	4,364	12,189		12,189
5209	Maintenance - Electronics	4,776	4,776	4,776	6,183	6,807		6,807
5216	Maintenance - Equipment	4,553	3,692	3,156	5,124	3,995		3,995
5221	Postage	841	2,272	1,529	1,800	3,000		3,000
5223	Telephone	5,582	5,971	11,626	11,964	11,614		11,614
5225	Travel & Vocational Training	6,394	11,027	5,724	5,543	6,523		5,543
5242	Printing, Supplies, & Materials	9,272	17,545	7,564	11,500	19,165		11,500
5248	Books & Publications		389	282	1,500	3,928		1,500
5261	Asset Forfeiture	425	78	6,400				
	Total Operating Services	36,128	48,277	44,291	48,978	68,221	39.3%	56,648
	CAPITAL OUTLAY							
5516	Electronic Equipment				6,700	39,940		20,000
	Total Capital Outlay				6,700	39,940	496.1%	20,000
	TOTAL	$529,881	$542,509	$548,053	$566,303	$657,637	16.1%	$595,124

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER - 1355

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Commonwealth's Attorney	U	1	1	$119,155.50	$119,516.02
Local				5,958.00	5,975.84
Assistant Commonwealth's Attorney	17	4	4	239,317.56	240,340.88
Local				27,271.00	27,463.80
Legal Secretary	11	3	3	94,662.66	94,949.14
Local				26,151.16	26,230.36
TOTAL		8	8	$512,515.88	$514,476.04

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - COMMONWEALTH ATTORNEY ACCOUNT NUMBER - 1355

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Case Management System	Second half of new Case Management Software purchased in current fiscal year	1	$20,000	$20,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - VICTIM WITNESS ACCOUNT NUMBER 1360

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$45,321	$45,774	$46,227	$46,227	$80,396		$47,152
5108	Fringe Benefits	18,892	18,829	18,992	18,829	37,658		19,500
	Total Personal Services	64,213	64,603	65,219	65,056	118,054	81.5%	66,652
	OPERATING EXPENSES							
5206	Dues & Subscriptions				275	275		275
5209	Maintenance - Electronics	324	324	243	375	375		375
5215	Maintenance - Furniture & Equipment		450		500	500		500
5221	Postage	172	42	277	450	450		450
5223	Telephone	2,924	2,926	1,579	1,452	3,000		1,452
5224	Other Services & Charges		68	102	500	500		500
5225	Travel & Vocational Training	50		50	1,500	1,700		1,500
5242	Printing, Supplies, & Materials	1,149	2,730	1,951	1,800	1,800		1,800
	Grant Increase							8,443
	Total Operating Expenses	4,619	6,540	4,202	6,852	8,600	25.5%	15,295
	TOTAL	$68,832	$71,143	$69,421	$71,908	$126,654	76.1%	$81,947

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER - 1360

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Victim Witness Director	U	1	1	$47,009.54	$47,151.78
TOTAL		1	1	$47,009.54	$47,151.78

SHERIFF

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

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

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

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

Performance Indicators	FY 13 –14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
Court Security Days	435	430	422	430
Inmate/Prisoner Count	1,789	1,748	1,650	1,790
Prisoner Transports	679	440	450	700
Civil Papers Served	11,350	11,457	11,300	11,500
Courthouse Patron Count	74,678	80,050	95,800	99,000

Personnel Resources

Department Name			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2015–16**	**FY 2016–17 Proposed**	**Diff.**
Chief Deputy Sheriff	F	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Deputy Sheriff	F	Salary	6.00	6.00	0.00
Administrative Assistant	F	Salary	1.00	1.00	0.00
F = Full Time			**10.00**	**10.00**	**0.00**
Deputy Sheriff	PT	Hourly	9.00	0.00	0.00
PT = Part Time			**9.00**	**9.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - SHERIFF ACCOUNT NUMBER 1356

ACCT #		2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$436,555	$501,172	$586,476	$537,016	$545,282		$545,282
5103	Temporary & Seasonal Help	21,072	24,282	11,466	82,000	88,000		85,000
5105	Overtime	25,377	32,171	31,619	34,500	36,000		35,000
5601	Accumulated Leave	921	2,240	1,125				
	Total Personal Services	483,925	559,865	630,686	653,516	669,282	2.4%	665,282
	OPERATING EXPENSES							
5203	Professional & Special Services	4,386	39,472	4,434	6,089	6,827		6,827
5206	Dues & Subscriptions	879	968	1,319	1,130	1,230		1,230
5209	Maintenance - Electronics	3,816	3,816	3,816	3,816	3,816		3,816
5214	Maintenance - Motor Vehicles	3,370	4,971	4,514	7,000	4,200		4,200
5216	Maintenance - Equipment	6,797	5,510	4,105	27,173	26,900		26,900
5221	Postage	885	930	999	1,000	1,200		1,200
5223	Telephone	9,675	10,043	15,049	14,976	15,400		15,400
5225	Travel & Vocational Training	2,784	3,404	3,719	3,500	3,500		3,500
5242	Printing, Supplies & Materials	17,785	32,850	28,807	29,000	33,000		33,000
5247	Motor Fuels & Lubricants	13,878	13,750	12,494	14,000	14,000		13,000
5250	Small Tools & Equipment	2,482		4,251	3,900	3,900		3,900
5263	Grant Funds	3,812	1,455					
5275	Donated Funds	1,500	500	707				
	Total Operating Services	72,049	117,669	84,214	111,584	113,973	2.1%	112,973
	CAPITAL OUTLAY							
5501	Motor Vehicles	4,644	58,728		38,800	40,000		38,800
5516	Electronic Equipment		4,405	9,315		1,400		1,200
	Total Capital Outlay	4,644	63,133	9,315	38,800	41,400	6.7%	40,000
	TOTAL	$560,618	$740,667	$724,215	$803,900	$824,655	2.6%	$818,255

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER - 1356

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Sheriff - State	U	1	1	$69,440.69	$69,650.80
Local				3,497.44	3,482.44
Chief Deputy Sheriff - State	15	1	1	33,503.38	39,380.12
Local				18,502.28	15,904.98
Lieutenant Deputy Sheriff - State	14	1	1	39,261.32	32,139.12
Local				10,998.26	13,893.88
Deputy - State	13	4	6	69,243.24	66,278.68
Local				171,883.58	176,288.32
Administrative Assistant	13	1	1	29,690.04	29,779.88
Local				10,451.34	10,482.94
Permanent Part-time Designation by Sheriff				88,000.00	88,000.00
TOTAL		8	10	$544,471.57	$545,281.16

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - SHERIFF ACCOUNT NUMBER - 1356

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Marked Vehicle	Upgrade of departmental multi-purpose marked vehicle for prisoner transport and general departmental use; essential for meeting increased court activity and related service demand; crucial to maintaining existing deputy safety/service levels; will negatively impact service & increase maintenance costs without replacement	1	$28,500	$28,500
2	5501	Equipment Package	Vehicle equipment package for new vehicle; includes light bar, siren, push bumper, cage, speakers, lettering and mobile radio (existing radios not interchangeable).	1	10,300	10,300
3	5516	Taser	Upgrade of deputy safety equipment and capabilities IT lifecycle management (5 Years)	1	1,200	1,200

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - INCARCERATION ACCOUNT NUMBER 1357

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5228	Adult Incarceration	$2,605,640	$2,625,663	$2,641,611	$2,590,000	$2,400,000		$2,375,000
5229	Youth Incarceration	226,825	170,481	204,093	170,000	170,000		165,000
5284	Video Arraignment	11,645	4,865	14,212	7,500	7,500		7,500
	Total Operating Services	2,844,110	2,801,009	2,859,916	2,767,500	2,577,500	-6.9%	2,547,500
	TOTAL	$2,844,110	$2,801,009	$2,859,916	$2,767,500	$2,577,500	-7.9%	$2,547,500

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS ACCOUNT NUMBER 1353

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$79,510	$89,514	$82,377	$66,000	$70,000		$70,000
5206	Dues & Subscriptions	120	140	140	250	250		250
5212	Rent of Equipment	2,124	3,755	2,076	2,500	2,500		2,500
5216	Maintenance - Equipment			440	250	650		650
5221	Postage	57	42	32				
5223	Telephone	4,882	4,881	9,948	5,100	5,100		8,000
5225	Travel & Vocational Training	638	3,320	544	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	2,110	5,437	3,952	2,500	2,500		2,500
5248	Books & Publications		172	131	100	250		250
5251	Clothing & Personal Supplies	622	380	466	250	250		250
	Total Operating Services	90,063	107,641	100,106	78,450	83,000	5.8%	85,900
	CAPITAL OUTLAY							
5516	Electronic Equipment	855						
	Total Capital Outlay	855						
	TOTAL	$90,918	$107,641	$100,106	$78,450	$83,000	5.8%	$85,900

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PROBATION ACCOUNT NUMBER 1354

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5214	Maintenance - Motor Vehicles	$226	$230		$300	$300		$300
5221	Postage		2,623		200	200		200
5223	Telephone	2,623	1,998	2,541	2,484	2,484		2,484
5225	Travel & Vocational Training	166	777	1,362	650	650		650
5242	Printing, Supplies & Materials	2,317	115	1,794	2,000	2,000		2,000
5247	Motor Fuels & Lubricants	7			250	250		250
5248	Books & Publications	314						
	Total Operating Services	5,653	5,743	5,697	5,884	5,884	0.0%	5,884
	TOTAL	$5,653	$5,743	$5,697	$5,884	$5,884	0.0%	$5,884

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - COMMUNITY DIVERSION SERVICES ACCOUNT NUMBER 1358

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$1,696	$1,708	$158	$1,800			
5257	Adult Drug Court Program	32,000	36,000	36,000	36,000	36,000		36,000
5258	Juvenile Drug Court Program	21,000	21,000	21,000	21,000	21,000		21,000
	Total Operating Services	54,696	58,708	57,158	58,800	57,000	-3.1%	57,000
	TOTAL	$54,696	$58,708	$57,158	$58,800	$57,000	-3.1%	$57,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - COMMUNITY CORRECTIONS SERVICES ACCOUNT NUMBER 1359

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$73,800	$73,800	$73,800	$73,800	$111,000		$92,000
5223	Telephone				$3,540	$3,540		
5224	Other Services & Charges	$25,000	$25,000	$28,120	$25,000	$25,000		$25,000
	Total Operating Services	98,800	98,800	101,920	102,340	139,540	36.3%	117,000
	TOTAL	$98,800	$98,800	$101,920	$102,340	$139,540	36.3%	$117,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - JUVENILE & DOMESTIC COURT ACCOUNT NUMBER 1361

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages					$8,000		
	Total Personal Services					8,000		
	OPERATING EXPENSES							
5203	Professional & Special Services				$9,000	$2,000		$2,000
5206	Dues & Subscriptions				150	150		150
5212	Rent of Equipment				2,000	2,000		2,000
5216	Maintenance - Equipment				250	1,000		1,000
5223	Telephone				5,000	5,000		5,000
5225	Travel & Vocational Training				1,500	5,000		2,000
5242	Printing, Supplies, & Materials			1,562	2,500	2,500		2,500
5248	Books & Publications				150	200		200
5251	Clothing & Personal Supplies				250	500		500
	Total Operating Services			1,562	20,800	18,350	-11.8%	15,350
	TOTAL			$1,562	$20,800	$26,350	26.7%	$15,350

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 Indicators	CY 2014 Actual	CY 2015 Actual	CY 2016 Projected	CY 2017 Projected
Police Reports	4,137	4,012	4,074	4,043
Self-initiated Police Activity	22,669	21,532	20,267	20, 899
Traffic Citations	7,085	6,156	5,745	5,950
Traffic Crashes	1,035	1,152	1,093	1,022
Total Arrests	4,258	4,176	4,217	4,167

Personnel Resources

Police Department

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015-16	FY 2016–17 Proposed	Difference
Police Chief	F	Salary	1.00	1.00	0.00
Captain	F	Salary	2.00	2.00	0.00
Lieutenant	F	Salary	5.00	5.00	0.00
Sergeant	F	Salary	7.00	7.00	0.00
Detective	F	Salary	4.00	4.00	0.00
Police Officers	F	Salary	31.00	31.00	0.00
Clerical Staff	F	Salary	4.00	4.00	0.00
Animal Control Officers	F	Salary	2.00	2.00	0.00
***F = Full Time**			**56.00**	**56.00**	**0.00**
Animal Control Aides	PT	Hourly	2.00	3.00	1.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
PT = Part Time			**7.00**	**8.00**	**1.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - POLICE ACCOUNT NUMBER 1401

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,846,018	$2,968,656	$3,063,872	$3,116,345	$3,225,629		$3,174,475
5103	Temporary & Seasonal Help	30,396	44,826	51,324	45,000	63,963		63,000
5105	Overtime	389,012	175,530	168,906	175,000	175,000		175,000
5110	Sick Bank Pay		3,536	7,685				
	Total Personal Services	3,265,426	3,192,548	3,291,787	3,336,345	3,464,592	3.8%	3,412,475
	OPERATING EXPENSES							
5203	Professional & Special Services	7,754	5,826	4,568	7,741	8,241		8,241
5206	Dues & Subscriptions	3,792	5,520	6,122	15,653	15,653		15,653
5209	Maintenance - Electronics	17,496	17,496	17,496	17,846	17,846		17,846
5212	Rent of Equipment	5,240	5,937	6,580	7,320	7,320		7,320
5214	Maintenance - Motor Vehicles	59,613	49,363	51,930	53,600	53,600		53,600
5216	Maintenance - Equipment	10,133	8,743	9,211	14,170	18,370		18,370
5218	Maintenance - Miscellaneous	6,882	7,549	7,703	22,010	23,645		23,645
5220	Insurance Deductables			8,331				
5221	Postage	985	1,067	1,090	1,500	1,500		1,500
5223	Telephone	42,591	43,022	41,846	42,552	42,552		42,552
5224	Other Services & Charges		2,102	2,031	2,500	2,500		2,500
5225	Travel & Vocational Training	18,957	13,442	13,845	18,500	18,500		18,500
5242	Printing, Supplies, & Materials	85,429	77,059	71,441	89,000	89,000		89,000
5246	Animal Control	15,372	15,830	17,965	20,000	30,220		30,000
5247	Motor Fuels & Lubricants	143,164	129,802	105,167	128,000	128,000		125,000
5248	Books & Publications	338	372	284	597	547		547
5261	Forfeited Assets	56,520	19,628	46,005				
5263	Grant Funds	26,388	17,261	6,600				
5266	K-9 Funds	(475)	(1,561)	245				
5274	Controlled Drug Buy Money	5,000	10,000	1,182	5,000	5,000		5,000
5275	Donated Funds	4,249	(1,635)	5,000				
5279	Operation Bloodhound			26,531				
5409	Adopt-A-Cop		500	50				
	Total Operating Services	509,428	427,323	451,223	445,989	462,494	3.7%	459,274
	CAPITAL OUTLAY							
5501	Motor Vehicles	170,030	160,575	49,894	155,200	155,200		155,200
5506	Court Restitution		(25)	25				
5516	Electronic Equipment	17,211	11,456	41,976	11,232	14,708		14,708
5520	Other Equipment	23,464		20,330	3,800	6,400		6,400
	Total Capital Outlay	210,705	172,006	112,225	170,232	176,308	3.6%	176,308
	TOTAL	$3,985,559	$3,791,877	$3,855,235	$3,952,566	$4,103,394	3.8%	$4,048,057

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - POLICE

ACCOUNT NUMBER - 1401

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Chief of Police	EXEC	1	1	$119,121.26	$119,481.70
Police Captain	18	2	3	173,338.30	234,048.88
Police Lieutenant	17	5	4	368,249.26	293,051.20
Police Sergeant	16	7	7	480,687.98	482,097.02
Detective	14	4	4	217,584.58	218,629.66
Police Officer (Includes SRO & DARE Officers)	14	31	31	1,559,466.24	1,560,398.52
Animal Control Officer	13	2	2	95,647.74	95,937.14
Administrative Assistant	13	1	1	53,775.32	53,938.04
Records Technician	12	2	2	80,553.36	80,797.08
Staff Assistant	11	1	1	29,898.16	28,595.32
Career Development Advance Skill Stipends				23,236.80	7,500.00
TOTAL		56	56	$3,201,559.00	$3,174,474.56

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - POLICE ACCOUNT NUMBER - 1401

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Police Vehicles	Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage: includes in-car video cameras.	4	$28,500	$114,000
2	5501	Equipment Package	Vehicle equipment package for new patrol vehicle	4	10,300	41,200
3	5516	Servers	Both servers service the mobile data computers and will establish IT lifecycle management (5 Years).	2	3,000	6,000
4	5516	Desktop Computers	Replacement of current computer at recommended IT lifecycle management (5 Years) and includes required software to Microsoft 2010.	7	1,244	8,708
5	5520	Tasers	Upgrade of officer safety equipment and capabilities IT lifecycle management (5 Years)	3	1,200	3,600
6	5520	Stop Sticks	Upgrade of vehicle pursuit deterrent devices in patrol vehicles. Will replace current spike strips equipment	7	400	2,800

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 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Total incidents	4,723	4,743	4,852	4,916
Fire incidents	1,309	1,307	1,329	1,339
EMS incidents	3,414	3,436	3,523	3,577
Fire response time < 7 minutes	76.9%	76.8%	76.1%	75.1%
EMS response time < 7 minutes	85.5%	84.9%	85.0%	84.7%
Fire Mutual Aid received	41	39	34	31
EMS Mutual Aid received	58	45	82	94
Total property loss	$660,738	$239,990	$205,131	$200,000

Personnel Resources

Fire & EMS

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2015-16	FY 2016-17 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	36.00	6.00
Administrative Assistant	FT	Hourly	1.00	1.00	0.00
FT = Full 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
2016-17 BUDGET

ACCOUNT NAME - FIRE/EMS ACCOUNT NUMBER 1402

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,312,690	$2,458,184	$2,423,676	$2,473,637	$2,753,013		$2,472,315
5103	Temporary & Seasonal Help	51,587	95,036	118,613	100,000	130,045		125,000
5105	Overtime	152,033	138,715	124,708	110,000	122,272		116,000
5601	Accumulated Leave			15,421				
	Total Personal Services	2,516,310	2,691,935	2,682,418	2,683,637	3,005,330	1.1%	2,713,315
	OPERATING EXPENSES							
5203	Professional & Special Services	74,018	86,388	69,202	79,610	79,610		79,610
5206	Dues & Subscriptions	1,233	1,764	2,120	2,172	2,172		2,172
5209	Maintenance - Electronics	12,408	12,408	12,408	12,408	14,040		14,040
5214	Maintenance - Motor Vehicles	65,269	55,286	104,668	67,000	67,000		67,000
5216	Maintenance - Equipment	45,553	36,173	40,767	40,281	46,281		46,281
5221	Postage	2,837	2,809	926	4,865	4,865		4,865
5223	Telephone	33,993	34,091	35,979	35,832	35,832		35,832
5224	Other Services & Charges	8,262	10,184	9,480	10,000	10,000		10,000
5225	Travel & Vocational Training	16,978	23,239	27,525	28,500	28,500		28,500
5242	Printing, Supplies, & Materials	75,441	67,173	81,424	78,335	82,035		82,035
5247	Motor Fuels & Lubricants	64,535	65,629	52,140	65,000	60,000		60,000
5248	Books & Publications	1,863	873	656	2,000	2,000		2,000
5250	Small Tools & Equipment	5,577	4,356	3,385	5,165	5,165		5,165
5263	Grant Funds	35,604	175	32,562				
5281	Heat, Lights & Power		11,313	4,968				
	Total Operating Services	443,571	411,861	478,210	431,168	437,500	1.5%	437,500
	CAPITAL OUTLAY							
5501	Motor Vehicles							
5502	Fire Equipment	52,979	96,114	72,706	89,400	106,400		106,400
5506	Court Restitution	(937)	142	(127)				
5515	Buildings & Fixed Equipment				25,000	25,000		20,000
5516	Electronic Equipment	4,732	73,831	1,500	15,000	7,232		7,232
5520	Other Equipment							
	Total Capital Outlay	56,774	170,087	74,079	129,400	138,632	3.3%	133,632
	TOTAL	$3,016,655	$3,273,883	$3,234,707	$3,244,205	$3,581,462	1.2%	$3,284,447

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER - 1402

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Chief of Fire & EMS	EXEC	1	1	$119,481.70	$119,481.70
Deputy Chief of Fire & EMS	18	1	1	87,512.62	87,512.62
Battalion Chief	17	3	3	230,802.00	230,802.00
Fire Lieutenant	16	7	7	463,088.86	443,265.42
EMS Firefighter/Paramedic	14	18	18	895,438.72	887,115.06
EMS Firefighter/Intermediate	14	11	8	386,918.48	384,014.02
Deputy Fire Marshall	16	1	1	72,552.74	72,552.74
EMS Firefighter/EMT	14	1	4	173,463.68	173,463.68
Administrative Assistant	13	1	1	54,730.78	54,730.78
Career Development				4,553.81	9,089.00
Career Certifications				6,766.37	10,288.17
TOTAL		44	44	$2,495,309.76	$2,472,315.19

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER - 1402

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5502	Self Contained Breathing Apparatus	Upgradeof various Self Contained Breaything Apparatus (SCBA), which allows firefighters to perform in hazardous environments. SCAB air bottles have reached their allowable life and must be replaced to meet OSHA.	18	$4,800	$86,400
2	5502	Medical Unit Cot Replacement	Replacement/Upgrade of cots utilized daily to transport patients and equipment.	2	10,000	20,000
3	5515	Fire Station Improvements	(2nd of two-year funding) General building improvements and upgrades to CHFD Station 1; miscellaneous improvements to structure interior primary focused on staff living quarters; current facilities outdated and past life; reinvestment in a priority facility designed to serve the City for many years into the future; essential for providing proper living conditions for 24-hour shift personnel.	1	20,000	20,000
4	5516	Mobile Data Computer	Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting EMS & fire incident run reports, provide secondary communication to dispatch.	1	3,500	3,500
5	5516	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years).	3	1,244	1,244
		*** Grant Funded**				

Emergency Management

The City of Colonial Heights Office of Emergency Management's mission is to mitigate against, plan for, prepare for; coordinate and support responses to and 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 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Citizens trained in CERT	11	14	0	0
Total Snow (Richmond official)	7"	12"	20"	12
Monitored Atlantic tropical events	13	8	12	11
Severe thunderstorm warnings	3	8 estimated	5	5
Tornado warnings	1	0	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	**Status ***	**Hr./Sal.**	**FY 2015-16**	**FY 2016-17 Proposed**	**Diff.**
Emergency Manager	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT ACCOUNT NUMBER 1403

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$16,125	$18,434	$18,734	$14,200	$21,502		$17,200
	Total Personal Services	16,125	18,434	18,734	14,200	21,502	21.1%	17,200
	OPERATING EXPENSES							
5203	Professional & Special Services	19,284	15,324	19,341	19,005	12,329		12,329
5216	Maintenance - Equipment	684	2,228	3,238	2,000	2,000		2,000
5225	Travel & Vocational Training							
5242	Printing, Supplies & Materials	2,073	629	630	2,030	2,030		2,030
5247	Motor Fuels & Lubricant	890			600	600		600
5263	Grant Funds	18,071	4,618	13,242				
5263	Hurricane Expenses	1,705	448					
	Total Operating Services	42,707	23,247	36,451	23,635	16,959	-28.2%	16,959
	TOTAL	$58,832	$41,681	$55,185	$37,835	$38,461	-9.7%	$34,159

COMMUNICATIONS

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

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

Performance Indicators	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Actual	FY 16 – 17 Projected
Number of Calls	99,490	91,484	76,228	76,000
Wireline 911 Calls	2,669	5,661	3,867	3,500
Wireless 911 Calls	9,923	9,707	11,778	13,000
Warrants Entered	2,500	3,883	4,062	4,100
Lobby Calls Handled	2,981	5,112	4,701	5,000

Personnel Resources

Communications

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–15	FY 2016–17 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
2016-17 BUDGET

ACCOUNT NAME - COMMUNICATIONS ACCOUNT NUMBER 1404

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$634,499	$640,568	$630,228	$660,498	$723,717		$669,553
5103	Temporary & Seasonal Help	31,332	12,492	15,381	13,000	16,000		14,000
5105	Overtime	101,534	88,937	96,171	80,000	97,000		83,000
5601	Accumulated Leave			489				
	Total Personal Services	767,365	741,997	742,269	753,498	836,717	1.7%	766,553
	OPERATING EXPENSES							
5203	Professional & Special Services	61,409	16,732	12,862	12,862	12,862		12,862
5206	Dues & Subscriptions	92	92	92	276	276		276
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5212	Rent of Equipment		293	2,915	3,168	3,167		3,167
5214	Maintenance - Motor Vehicles	907	763	439	500	500		500
5216	Maintenance - Equipment	225,175	243,201	220,585	266,056	272,894		270,000
5221	Postage	219	116	119	200	200		200
5222	E 9-1-1 and CAD System	16,339	14,621	14,925	18,303	18,303		17,000
5223	Telephone	7,906	9,016	14,640	12,636	22,000		22,000
5225	Travel & Vocational Training	2,960	2,819	2,377	1,500	6,500		2,500
5242	Printing, Supplies, & Materials	14,401	4,184	8,320	6,250	6,730		6,000
5247	Motor Fuels & Lubricants	1,313	1,638	1,039	1,540	1,540		1,500
5248	Books & Publications	641	500		50	50		50
5250	Small Tools & Equipment		50		50	50		50
5263	Grant Funds			128,347				
5281	Heat, Light and Power	8,352	8,261	8,144	8,750	9,000		8,750
	Total Operating Services	340,986	303,558	416,076	333,413	355,344	3.8%	346,127
	CAPITAL OUTLAY							
5510	Office Equipment	5,876		177,574				
5516	Electronic Equipment	21,159	141,048			37,200		37,200
	Total Capital Outlay	27,035	141,048	177,574		37,200		37,200
	TOTAL	$1,135,386	$1,186,603	$1,335,919	$1,086,911	$1,229,261	5.8%	$1,149,880

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER - 1404

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Communication Supervisor	15	4	4	188,758.33	189,329.66
Telecommunicator	14	12	12	482,918.14	480,222.86
TOTAL		16	16	$671,676.47	$669,552.52

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - COMMUNICATIONS ACCOUNT NUMBER - 1404

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Dispatch Computers	Upgrade of all dispatch center computers; will include Microsoft office software to allow dispatchers to complete other work-related tasks at their console	4	$1,900	$7,600
2	5516	Computer Monitors	Upgrades of all existing monitors at dispatch consoles; each console has 6 monitors.	24	400	9,600
3	5515	Computer Server	Upgrade of server for Computer Aided Dispatch (CAD) System and records management for all public safety operations	1	20,000	20,000
		# Partially Grant Funded				

PUBLIC WORKS

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

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

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

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

Performance Indicators	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
Private development submittals reviewed	54	37	30	30
Street miles resurfaced	2.4	3.8	5.0	4.5
Street miles swept	216	203	215	215
Maintenance work orders completed (in GovQA)	3,485	3,326	2,500	3,000
Construction projects completed	4	5	4	5

Personnel Resources

Department of Public Works

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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
FT = Full Time			**41.00**	**41.00**	**0.00**
Recycling Center Technician	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION ACCOUNT NUMBER 1451

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$221,930	$224,150	$152,035	$226,369	$225,257		$225,257
5105	Overtime							
	Total Personal Services	221,930	224,150	152,035	226,369	225,257	-0.5%	225,257
	OPERATING EXPENSES							
5206	Dues & Subscriptions	762	733	295	740	700		700
5209	Maintenance - Electronics	960	960	960	960	960		960
5216	Maintenance - Equipment	28						
5221	Postage	99	73	43	100	100		100
5223	Telephone	2,960	2,735	5,384	5,244	5,244		5,244
5225	Travel & Vocational Training	4,449	3,410	3,019	3,250	3,250		3,250
5226	Automobile Allowance	4,800	4,800	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	277	337	61	300	300		300
5248	Books & Publications			100	250	250		250
	Total Operating Services	14,335	13,048	14,662	15,644	15,604	-0.3%	15,604
	CAPITAL OUTLAY							
5516	Electronic Equipment		1,289			1,500		1,244
	Total Capital Outlay		1,289			1,500		1,244
	TOTAL	$236,265	$238,487	$166,697	$242,013	$242,361	0.1%	$242,105

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION ACCOUNT NUMBER - 1451

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Public Works	EXEC	1	1	$128,582.14	$128,971.18
Assistant Director of Public Works	18	1	1	76,269.30	76,500.06
Public Works Superintendent	17	0.25	0.25	19,726.32	19,786.00
TOTAL		2.25	2.25	$224,577.76	$225,257.24

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION ACCOUNT NUMBER - 1451

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommende IT lifecycle management (5 Years).	1	1,244	1,244

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - STREET MAINTENANCE ACCOUNT NUMBER 1453

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$502,916	$507,945	$480,687	$497,873	$506,189		$506,189
5103	Temporary & Seasonal Help			296	500	500		500
5105	Overtime	10,313	8,147	11,895	13,000	13,000		13,000
5106	Overtime - Snow	3,991	7,857	7,670	3,000	3,000		3,000
5601	Accumulated Leave			7,375				
	Total Personal Services	517,220	523,949	507,923	514,373	522,689	1.6%	522,689
	OPERATING EXPENSES							
5201	Advertising		92	414	700	700		700
5203	Professional & Special Services Paving	496,938	766,564	341,898	437,000	937,000		860,000
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5212	Rent of Equipment	554	517		1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	24,898	18,949	32,616	26,000	26,000		26,000
5216	Maintenance - Equipment	17,333	21,455	30,583	30,000	30,000		30,000
5217	Maintenance - Buildings & Grounds	250	533	600	1,500	1,500		1,500
5219	Maintenance - Bridges	809			9,000	9,000		9,000
5221	Postage	67	42	53	100	100		100
5223	Telephone	3,836	3,838	2,205	2,232	2,232		2,232
5225	Travel & Vocational Training	1,448	896	1,277	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	10,886	14,752	13,593	18,000	18,000		18,000
5247	Motor Fuels & Lubricants	35,037	37,409	27,483	35,000	35,000		35,000
5249	Road Materials & Equipment	46,688	39,393	32,895	61,000	61,000		61,000
5250	Small Tools & Equipment	722	1,219	542	2,588	2,588		2,588
5252	Snow Removal - Supplies & Materials	8,912	50,585	30,250	10,000	10,000		10,000
	Total Operating Services	649,650	957,516	515,681	638,892	1,138,892	78.3%	1,061,892
	CAPITAL OUTLAY							
5501	Motor Vehicles					107,000		107,000
5503	Machinery & Tools	92,345	12,550	100,555	126,000	7,000		7,000
5516	Electronic Equipment		2,094					
	Total Capital Outlay	92,345	14,644	100,555	126,000	114,000	-9.5%	114,000
	TOTAL	$1,259,215	$1,496,109	$1,124,159	$1,279,265	$1,775,581	38.8%	$1,698,581

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER - 1453

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Streets Foreman	14	2	2	83,042.32	83,293.60
Streets Heavy Equipment Operator	12	3	3	93,070.62	93,352.22
Concrete Foreman	14	1	1	50,254.68	50,406.72
Concrete Technician	12	2	2	62,466.84	62,655.84
Public Works Technician	11	6	6	171,485.98	172,004.82
Administrative Assistant	13	1	1	40,887.38	41,011.10
On-call stipend				3,465.00	3,465.00
TOTAL		15	15	$504,672.82	$506,189.30

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - STREET MAINTENANCE ACCOUNT NUMBER - 1453

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Dump Truck	Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#245); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service, not repairable body and frame rusted out.	1	$107,000	$107,000
2	5503	Snow Plow	Addition of departmental winter maintenance equipment utilized in snow removal. Will increase winter maintenance fleet from 5 to 6 fully equipped chemical/plow trucks and improve performance and response time in clearing streets of snow.	1	$7,000	$7,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - ENGINEERING ACCOUNT NUMBER 1456

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$333,639	$298,551	$334,926	$330,402	$329,088		$329,088
5105	Overtime	20,489	23,911	26,559	16,500	27,000		15,000
5106	Overtime - Snow	489	205	1,098	500	500		500
5601	Accumulated Leave			5,989				
	Total Personal Services	354,617	322,667	368,572	347,402	356,588	-0.8%	344,588
	OPERATING EXPENSES							
5203	Professional & Special Services	28,102	33,708	21,469	27,000	57,000		57,000
5206	Dues & Subscriptions	1,788	1,935	2,024	2,000	2,000		2,000
5209	Maintenance - Electronics	4,764	3,816	3,816	4,500	4,500		4,500
5214	Maintenance - Motor Vehicles	4,847	3,675	1,962	4,500	4,500		4,500
5216	Maintenance - Equipment	520	1,124	1,193	700	700		700
5221	Postage	131	123	121	150	150		150
5223	Telephone	9,980	10,151	13,597	13,344	13,344		13,344
5225	Travel & Vocational Training	3,405	2,198	1,833	3,500	4,500		3,500
5242	Printing, Supplies, & Materials	27,726	19,215	15,848	30,000	30,000		28,000
5247	Motor Fuels & Lubricants	10,257	9,975	8,795	10,750	10,750		10,750
5248	Books & Publications	500	146		800	800		800
5250	Small Tools & Equipment	1,740	45		700	700		700
5281	Heat, Lights & Power	203,506	211,351	190,178	222,000	222,000		210,000
	Total Operating Services	297,266	297,462	260,836	319,944	350,944	5.0%	335,944
	CAPITAL OUTLAY							
5501	Motor Vehicles		21,733	121,475	22,000			
5515	Building & Fixed Equipment	20,690	3,500					
5516	Electronic Equipment				750			
5517	Pavement Markings					25,000		
	Total Capital Outlay	20,690	25,233	121,475	22,750	25,000	-100.0%	
	TOTAL	$672,573	$645,362	$750,883	$690,096	$732,532	-1.4%	$680,532

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER - 1456

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Senior Engineering Technician	15	2	2	105,760.00	106,080.00
Engineering Technician	14	1	1	42,481.58	42,610.10
Senior Traffic Technician	14	1	1	57,882.62	58,057.74
Construction Inspector	14	1	1	50,347.22	50,499.54
Traffic Technician	13	1	1	47,198.52	39,499.98
Project Coordinator (MS4/VDOT)	17	1	1	28,239.74	28,325.18
On Call				4,015.00	4,015.00
TOTAL		7	7	$335,924.68	$329,087.54

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 13– 14 Actual	FY 14– 15 Actual	FY 15 – 16 Projected	FY 16– 17 Projected
Total Vehicles Maintained	250	250	260	265
Total Equipment Maintained	39	39	45	45
Work Orders Completed	887	881	900	925
Total Repair Costs	$240,938.00	$344,611.63	$240,000.00	$250,000.00
Total Sublet Repairs	$14,972.55	$77,477.05	<$25,000.00	<$25,000.00

Personnel Resources

Fleet Maintenance Shop

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 Proposed	Diff.
Automotive Maint. Super.	FT	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	Salary	2.00	1.00	-1.00
Emergency Equip. Tech.	FT	Salary	1.00	1.00	0.00
Heavy Truck/Bus Tech.	FT	Salary	0.00	1.00	+1.00
			4.00	**4.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE ACCOUNT NUMBER 1458

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$246,231	$248,693	$251,156	$251,155	$256,179		$256,179
5105	Overtime	2,117	1,430	755	2,500	2,500		2,000
5106	Overtime - Snow		1,097	635	1,000	1,500		1,000
	Total Personal Services	248,348	251,220	252,546	254,655	260,179	1.8%	259,179
	OPERATING EXPENSES							
5203	Professional & Special Services	(311)	2,024	3,692				
5209	Maintenance - Electronics	1,272	1,272	1,272	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	1,923	1,593	2,139	2,200	2,300		2,300
5216	Maintenance - Equipment	1,995	3,267	1,518	2,200	2,500		2,200
5221	Postage	59	42	32	5	5		5
5223	Telephone	1,769	1,769	2,544	2,544	2,544		2,544
5225	Travel & Vocational Training	842			750	750		750
5242	Printing, Supplies, & Materials	7,776	7,198	9,326	9,000	10,000		9,000
5247	Motor Fuels & Lubricants	(7,957)	(3,313)	4,629	1,200	1,300		1,300
5248	Books & Publications	135			300	300		300
5250	Small Tools & Equipment	2,178	2,083	1,601	2,200	2,200		2,200
	Total Operating Services	9,681	15,935	26,753	21,899	23,399	0.9%	22,099
	CAPITAL OUTLAY							
5503	Machinery & Tools	1,525	3,759	9,847		7,400		7,400
5516	Electronic Equipment				5,600			
	Total Capital Outlay	1,525	3,759	9,847	5,600	7,400	32.1%	7,400
	TOTAL	$259,554	$270,914	$289,146	$282,154	$290,978	2.3%	$288,678

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER - 1458

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Auto Maintenance Superintendent	17	1	1	$81,417.82	$81,664.18
Senior Automotive Mechanic	14	2	1	111,494.36	49,148.58
Emergency Equipment Technician	14	1	1	62,494.06	62,683.14
Heavy Truck / Bus Techician	14	0	1		62,683.14
TOTAL		4	4	$255,406.24	$256,179.04

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - FLEET MAINTENANCE ACCOUNT NUMBER - 1458

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Modular Diagnostic Information System	Hand held diagnostic tool capable of scanning all engine systems and contains a full lab scope for real time diagnostics.	1	$7,400	$7,400

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - SOLID WASTE

ACCOUNT NUMBER 1459

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5230	Solid Waste Collection	$505,390	$434,360	$436,581	$440,000	$438,687		$438,687
5235	Landfill Monitoring	81,682	27,401	23,071	80,000	80,000		35,000
5236	Commercial Container Service	25,572	23,152	22,577	25,000	25,000		25,000
	Total Operating Services	612,644	484,913	482,229	545,000	543,687	-8.5%	498,687
	TOTAL	$612,644	$484,913	$482,229	$545,000	$543,687	-8.5%	$498,687

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - RECYCLING

ACCOUNT NUMBER 1460

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$6,498	$7,341	$7,469	7,871	7,871		7,871
5108	Fringe Benefits							
	Total Personal Services	6,498	7,341	7,469	7,871	7,871	0.0%	7,871
	OPERATING EXPENSES							
5217	Maintenance - Buildings & Grounds				200	200		200
5223	Telephone	227	243	228	228	228		228
5231	Curbside Recycling	242,082	239,623	177,567	205,534	207,463		207,463
5233	Container Rent & Transportation	4,208	3,537	4,535	5,000	7,000		7,000
5238	CFC Removal		869	1,009	1,300	1,300		1,300
5237	Drop-off Container Maintenance	883	1,442					
5240	Equipment Rental - Transfer Station	17,004	16,811	9,500	18,000	18,000		14,000
5242	Printing, Supplies, & Materials	817	389	690	1,000	1,000		1,000
5244	Central Virginia Waste Management Authority	8,357	8,357	8,712	8,780	8,780		8,780
	Total Operating Services	273,578	271,271	202,241	240,042	243,971	0.0%	239,971
	TOTAL	$280,076	$278,612	$209,710	$247,913	$251,842	0.0%	$247,842

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - HEALTH ACCOUNT NUMBER 1501

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5268	Health Department Services	$181,058	$180,487	$196,500	$222,839	$235,908		$235,908
	Total Operating Services	181,058	180,487	196,500	222,839	235,908	5.9%	235,908
	TOTAL	$181,058	$180,487	$196,500	$222,839	$235,908	5.9%	$235,908

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - SOCIAL SERVICES ACCOUNT NUMBER 1502

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$303,491	$274,720	$225,322	$265,000	$334,068		$325,000
	Total Operating Services	303,491	274,720	225,322	265,000	334,068	26.1%	325,000
	TOTAL	$303,491	$274,720	$225,322	$265,000	$334,068	26.1%	$325,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - COMPREHENSIVE SERVICES ACCOUNT NUMBER 1503

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$270,055	$159,604	$275,341	$155,000	$250,000		$200,000
	Total Operating Services	270,055	159,604	275,341	155,000	250,000	29.0%	200,000
	TOTAL	$270,055	$159,604	$275,341	$155,000	$250,000	29.0%	$200,000

Parks and 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 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Projected
Athletic Program Participants	3,116	2,714	2,850	2,700
Non-Athletic Program Participants	3,184	3,962	4,500	4,500
Senior Center Citizens Participants	30,193	29,803	31,000	31,250
Teen Center Attendance	4,635	5,748	2,750	2,500
Facility Rentals (Parks/Community Center/Fields)	584	1,022	1,000	975
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	37,452	82,942	81,000	80,250

Personnel Resources

Recreation & Parks

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015-16	FY 2016-17 Proposed	Diff.
Director	F	Salary	1.00	1.00	0.00
Recreation Staff	F	Salary	4.00	4.00	0.00
Parks/B&G/Horticulture	F	Salary	10.00	10.00	0.00
Community Center Staff	F	Salary	5.00	5.00	0.00
Museum Curator	F	Salary	1.00	1.00	0.00
F = Full Time			**21.00**	**21.00**	**0.00**
Program Staff	PT	Hourly	46.00	46.00	0.00
P = Part Time			**46.00**	**46.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - RECREATION ACCOUNT NUMBER 1601

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$227,003	$229,333	$225,348	$261,732	$268,043		$268,043
5103	Temporary & Seasonal Help	81,009	78,686	85,321	64,285	64,285		64,285
5105	Overtime		225	223	250	250		250
	Total Personal Services	308,012	308,244	310,892	326,267	332,578	1.9%	332,578
	OPERATING EXPENSES							
5201	Advertising	2,600	1,405	2,004	2,000	2,000		2,000
5203	Professional & Special Services	29,587	36,000	28,495	32,375	32,375		32,375
5206	Dues & Subscriptions	1,513	1,548	2,208	1,116	1,116		1,116
5209	Maintenance - Electronics	2,489	1,746	1,596	1,596	1,596		1,596
5212	Rent of Equipment							
5214	Maintenance - Motor Vehicles	39	258		750	750		750
5216	Maintenance - Equipment	86	56		1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds	1,550		3,612	2,000	2,000		2,000
5221	Postage	688	532	656	1,100	1,100		1,100
5223	Telephone	9,132	9,324	8,250	8,916	8,916		8,916
5224	Other Services & Charges	25,197	27,709	28,441	32,000	32,000		32,000
5225	Travel & Vocational Training	1,794	3,264	5,226	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	43,227	57,394	38,782	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	2,099	1,587	1,100	2,500	2,500		2,500
5250	Small Tools & Equipment							
5281	Heat, Lights & Power	21,665	20,442	23,073	22,000	22,000		22,000
	Total Operating Services	145,866	165,465	147,643	164,553	164,553	0.0%	164,553
	CAPITAL OUTLAY							
5506	Court Restitution							
5520	Other Equipment		49,947	88,000	55,000			
	Total Capital Outlay		49,947	88,000	55,000		-100.0%	
	TOTAL	$453,878	$523,656	$546,535	$545,820	$497,131	-8.9%	$497,131

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER - 16 01

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Parks & Recreation	EXEC	1	1	$93,109.24	$93,390.96
Recreation Superintendent	17	1	1	65,234.46	65,431.86
Recreation Specialist II	14	2	2	76,393.96	76,625.12
Recreation Specialist I	13	1	1	32,496.84	32,595.16
TOTAL		5	5	$267,234.50	$268,043.10

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE ACCOUNT NUMBER 1457

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$46,236	$48,196	$49,047	$49,047	$50,028		$50,028
5103	Temporary & Seasonal							
5105	Overtime	537	1,126	1,141	1,000	1,000		1,000
	Total Personal Services	46,773	49,322	50,188	50,047	51,028	2.0%	51,028
	OPERATING EXPENSES							
5203	Professional & Special Services	124,946	161,022	171,611	180,000	180,000		180,000
5209	Maintenance - Electronics	324	324	324	324	324		324
5213	Maintenance - Court Fees	5,576	10,648	8,131	24,000	24,000		18,000
5214	Maintenance - Motor Vehicles	460	276	46	500	500		500
5216	Maintenance - Equipment	40,693	39,097	37,867	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	63,325	72,666	22,614	60,000	60,000		60,000
5223	Telephone	190	273	2,480	2,664	2,664		2,664
5242	Printing, Supplies, & Materials	1,435	4,102	4,145	6,000	6,000		6,000
5243	Construction Materials				500	500		500
5247	Motor Fuels & Lubricants	1,183	954	729	1,400	1,400		1,400
5250	Small Tools & Equipment	266		9	500	500		500
5281	Heat, Lights & Power	209,881	222,745	207,617	210,000	210,000		210,000
	Total Operating Services	448,279	512,107	455,573	512,888	512,888	0.0%	506,888
	CAPITAL OUTLAY							
5501	Motor Vehicles	18,393						
5515	Building & Fixed Equipment				30,000	97,000		97,000
	Total Capital Outlay	18,393			30,000	97,000	223.3%	97,000
	TOTAL	$513,445	$561,429	$505,761	$592,935	$660,916	11.5%	$654,916

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER - 1457

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Building Maintenance Supervisor	14	1	1	$49,876.98	$50,027.90
TOTAL		1	1	$49,876.98	$50,027.90

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - BUILDING MAINTENANCE ACCOUNT NUMBER - 1457

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5515	Public Safety Building Roofing	Phase 2 of re-roofing the Public Safety Building. Includes reroofing over existing with insulation & membrane system, flashing of walls, penetration & HVAC units, 3 retrofit drains.	1	$32,000	$32,000
2	5515	Fire Station #2	Replacement of dry sprinkler system that failed 5-year sprinkler head and internal piping inspection due to heavy corrosion.	1	65,000	65,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - COMMUNITY CENTER ACCOUNT NUMBER 1602

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$192,027	$187,591	$182,535	$178,502	$181,551		$181,551
5103	Temporary & Seasonal Help	35,682	34,803	38,177	38,500	$38,500		$38,500
5601	Accumulated Leave			7,260				
	Total Personal Services	227,709	222,394	227,972	217,002	220,051	1.4%	220,051
	OPERATING EXPENSES							
5206	Dues & Subscriptions	874	1,249	1,280	1,033	1,033		1,033
5209	Maintenance - Electronics	3,180	3,180	3,180	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles	549			900	900		900
5217	Maintenance - Buildings & Grounds	263	85	1,000	500	500		500
5221	Postage		379	257	500	500		500
5223	Telephone	2,073	2,136	5,416	5,292	5,292		5,292
5224	Other Services & Charges	5,279	5,879	3,088	9,651	9,651		9,500
5225	Travel & Vocational Training	289	241	242	800	800		800
5241	Senior Citizens Activities	2,088	2,427	3,100	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	10,298	8,317	10,080	11,500	11,500		11,000
5247	Motor Fuels & Lubricants				135	135		135
	Total Operating Services	24,893	23,893	27,643	37,291	37,291	-1.7%	36,640
	TOTAL	$252,602	$246,287	$255,615	$254,293	$257,342	0.9%	$256,691

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER - 1602

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Recreation Specialist III - Senior Center	15	1	1	$60,761.20	$60,945.04
Recreation Specialist II	13	1	1	37,131.08	37,243.44
Transportation Coordinator	12	1	1	28,444.50	28,530.58
Van Driver	11	2	2	54,666.52	54,831.92
TOTAL		5	5	$181,003.30	$181,550.98

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - HORTICULTURE ACCOUNT NUMBER 1603

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$38,339	$38,723	$39,106	$39,106	$39,888		$39,888
5103	Temporary & Seasonal Help	19,735	18,510	22,118	27,500	40,500		40,500
5105	Overtime	1,217	666	1,043	1,000	1,000		1,000
	Total Personal Services	59,291	57,899	62,267	67,606	81,388	20.4%	81,388
	OPERATING EXPENSES							
5203	Professional & Special Services	328						
5206	Dues & Subscriptions			65	200	200		200
5209	Maintenance - Electronics	636	636	636	636	636		636
5214	Maintenance - Motor Vehicles	203	1,097	179	1,000	1,000		1,000
5216	Maintenance - Equipment	67			500	500		500
5217	Maintenance - Buildings & Grounds	8,701	6,097	7,393	10,000	11,000		11,000
5223	Telephone	200	205	190	192	192		192
5225	Travel & Vocational Training				400	400		400
5242	Printing, Supplies, & Materials	478	425	691	1,700	1,700		1,700
5247	Motor Fuels & Lubricants	2,892	2,823	2,384	3,000	3,000		3,000
5250	Small Tools & Equipment	295	679	500	1,250	1,250		1,250
	Total Operating Services	13,800	11,962	12,038	18,878	19,878	5.3%	19,878
	TOTAL	$73,091	$69,861	$74,305	$86,484	$101,266	17.1%	$101,266

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER - 1603

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Horticulturist	14	1	1	$39,767.84	$39,888.16
TOTAL		1	1	$39,767.84	$39,888.16

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PARKS & GROUNDS ACCOUNT NUMBER 1604

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$291,809	$269,934	$276,043	$291,527	$300,019		$300,019
5103	Temporary & Seasonal Help	26,625	24,700	22,469	33,000	33,000		33,000
5105	Overtime	36,685	43,198	35,158	40,000	40,000		40,000
5601	Accumulated Leave Pay		18,359	2,033				
	Total Personal Services	355,119	356,191	335,703	364,527	373,019	2.3%	373,019
	OPERATING EXPENSES							
5203	Professional & Spec Services		912					
5206	Dues & Subscriptions	60			300	300		300
5209	Maintenance - Electronics	324	324	324	324	324		324
5212	Rent of Equipment	841	343	334	500	500		500
5214	Maintenance - Motor Vehicles	3,641	5,195	2,274	4,000	4,000		4,000
5216	Maintenance - Equipment	17,650	10,811	12,086	17,000	17,000		17,000
5217	Maintenance - Buildings & Grounds	63,199	51,104	61,588	67,500	67,500		67,500
5223	Telephone	417	1,107	885	1,000	1,000		1,000
5225	Travel & Vocational Training		1,034	148	828	828		828
5242	Printing, Supplies, & Materials	11,615	6,844	9,090	8,000	8,000		8,000
5247	Motor Fuels & Lubricants	16,106	14,337	12,820	16,000	16,000		15,000
5250	Small Tools & Equipment	2,099	1,054	1,085	2,500	2,500		2,500
5281	Heat, Lights & Power	11,755	10,724	10,166	14,000	14,000		13,000
	Total Operating Services	127,707	103,789	110,800	131,952	131,952	0.0%	129,952
	CAPITAL OUTLAY							
5501	Motor Vehicle		23,683			27,500		27,500
5516	Electronic Equipment		782	923	2,488			
5520	Other Equipment	22,968	7,194	14,797	22,000	6,000		6,000
	Total Capital Outlay	22,968	31,659	15,720	24,488	33,500	36.8%	33,500
	TOTAL	$505,794	$491,639	$462,223	$520,967	$538,471	3.0%	$536,471

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER - 1604

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Recreation Facilities Superintendent	17	1	1	58,990.76	59,169.24
Facilities/Groundkeeper III	13	1	1	50,050.14	50,201.58
Facilities/Groundkeeper II	12	4	4	136,656.40	137,069.92
Facilities/Groundkeeper I	11	2	2	53,416.56	53,578.20
TOTAL		8	8	$299,113.86	$300,018.94

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - PARKS & GROUNDS ACCOUNT NUMBER - 1604

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Mid Sized SUV	Routine upgrade of departmental operations vehicle used in general performance of departmental duties; will replace 20 year old SUV; used to transport supplies, materials and personnel for in and out of town recreation programs and training.	1	$ 27,500	$ 27,500
2	5520	Paint Machine	Routine upgrade of departmental ground maintenance equipment; allows for effective equipment rotation with warrantied equipment; essential for maintaining existing service levels; will increase maintenance costs without replacement.	1	7,000	7,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM ACCOUNT NUMBER 1651

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$53,100	$53,678	$54,162	$54,162	$55,245		$55,245
5103	Temporary & Seasonal Help	9,614	10,768	11,087	10,000	12,000		11,000
5105	Overtime	268						
	Total Personal Services	62,982	64,446	65,249	64,162	67,245	4.8%	66,245
	OPERATING EXPENSES							
5201	Advertising	2,228	1,460	1,748	3,000	3,000		3,000
5203	Professional & Special Services	413	2,213	2,103	2,500	2,500		2,500
5206	Dues & Subscriptions	275	275	425	300	300		300
5209	Maintenance - Electronics	636	636	636	636	636		636
5217	Maintenance - Buildings & Grounds	4,303	873	530	8,000	8,000		8,000
5221	Postage	57	42	105	150	150		150
5223	Telephone	2,138	2,138	388	384	384		384
5225	Travel & Vocational Training				500	500		500
5242	Printing, Supplies, & Materials	88	1,046	1,282	1,250	1,250		1,250
	Total Operating Services	10,138	8,683	7,217	16,720	16,720	0.0%	16,720
	TOTAL	$73,120	$73,129	$72,466	$80,882	$83,965	3.8%	$82,965

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER - 1651

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Museum Curator	14	1	1	$55,078.42	$55,245.06
TOTAL		1	1	$55,078.42	$55,245.06

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 13 - 14 Actual	FY 14 – 15 Actual	FY 15 -16 Projected	FY 16-17 Projected
Circulation	221,052	220,215	214,700	214,700
Books	135,720	136,283	135,000	135,000
Videos	50,658	40,658	35,000	35,000
Audios	12,139	11,781	11,000	11,000
Computers	22,261	23,501	24,000	24,000
Ebooks	3553	3601	3700	3700
Kindles	979	4391	6000	6000
Library Cards Issued	1954	2016	2000	2000
Registered Borrowers	9,944	10,164	12,000	13,000
Patron Visit Count	217,033	218,974	218,000	218,000
Interlibrary Loans	302	276	300	300
Story Hour Participants	3,651	3,437	3600	3600
Volumes Added to Collection	5,843	4,726	4500	4500
Meeting Room Groups	1,901	1,973	1900	1900

Personnel Resources

Library

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2015–16	FY 2016–7 Proposed	Diff.
Library Director	F	Salary	1.00	1.00	0.00
Library Associate	F	Salary	2.00	2.00	0.00
Library Assistant	F	Salary	3.00	2.00	-1.00
Digital Resources Spec.	F	Salary	0.00	1.00	+1.00
F = Full Time			**6.00**	**6.00**	**0.00**
Library Assistant	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY ACCOUNT NUMBER 1701

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$335,506	$337,890	$342,346	$341,922	$347,285		$347,285
5103	Temporary & Seasonal Help	46,867	43,043	42,548	46,867	46,867		46,867
	Total Personal Services	382,373	380,933	384,894	388,789	394,152	1.4%	394,152
	OPERATING EXPENSES							
5203	Professional & Special Services	3,019	1,603	5,193	5,550	6,100		6,100
5206	Dues & Subscriptions	185	50	200	425	545		545
5209	Maintenance - Electronics	11,523	11,448	11,448	11,448	11,448		11,448
5212	Rent of Equipment	1,209	1,205	885	1,310	1,310		1,310
5216	Maintenance - Equipment	1,002	1,272	1,313	1,400	900		900
5221	Postage	2,342	2,399	2,408	2,468	2,468		2,468
5223	Telephone	3,707	4,248	22,163	22,668	23,472		23,472
5224	Other Services & Charges	6,900	5,033					
5225	Travel & Vocational Training	1,065	193	81	850	850		850
5242	Printing, Supplies, & Materials	26,562	44,122	37,304	24,720	25,214		25,214
5248	Books & Publications	117,237	116,915	114,999	115,293	115,293		116,293
5281	Heat, Lights & Power	50,378	43,590	42,434	45,000	45,000		44,000
	Total Personal Services	225,129	232,078	238,428	231,132	232,600	0.6%	232,600
	CAPITAL OUTLAY							
5510	Office Equipment		1,800		1,200	1,200		1,200
5516	Electronic Equipment	13,029	10,248	8,258	8,732	16,800		16,800
	Total Capital Outlay	13,029	10,248	8,258	9,932	18,000	81.2%	18,000
	TOTAL	$620,531	$624,159	$631,580	$629,853	$644,752	2.4%	$644,752

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER - 1701

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Library Director	EXEC	1	1	$115,673.44	$116,023.44
Library Associate	15	2	2	91,184.84	91,460.72
Library Assistant	14	3	2	120,681.98	84,423.56
Library Assistant (P/T)	14	1	1	18,806.86	18,863.78
Digital Resource Specialist	14	0	1		36,513.10
TOTAL		7	7	$346,347.12	$347,284.60

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - PUBLIC LIBRARY ACCOUNT NUMBER - 1701

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Public Computers *	Routine upgrade of Library computer center's base which contains 20 computers for public use	5	$850	$4,250
2	5516	Staff Computers *	Routine upgrade of staff computers that also includes circulation desk, filters and etc.	3	850	2,550
3	5510	Reupholster Public Seating	Routine upgrade of various chairs and public seating	1	1,200	1,200
4	5516	Computer Server	Upgrade of primary server for library operations network; will replace current equipment at recommended lifecycle (5 years).	1	10,000	10,000
		* Funding provided by private donations				

Planning and Community Development

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

> Vision: The Department of Planning and Community Development is committed to building upon the historical small town feeling of Colonial Heights while enhancing the opportunity for creative development and redevelopment of business and residential districts through efficient processes and coordination with other city departments.
>
> Mission: To professionally apply planning principles, zoning practices, the Virginia Uniform Statewide Building Code, and City Ordinances in order to foster vibrant business districts, the stabilization of residential districts, and promote a sustainable environment for future generations.

During calendar year 2015, the department went through a personnel reorganization. The reorganization has allowed the department to function more efficiently and as a team. After City Council's retreat in January of 2015 and the reorganization of the department, code enforcement has been staffed properly to meet Council's priority. Over the past year, the planning division has been reviewing code sections that need amending, reviewing plans of development, and reviewing long and short range planning strategies. Compliance with the Virginia Uniform Statewide Building Code (USBC) in an efficient manner continues with permitting for residential and commercial construction through the building inspections division. The department conducts on-site inspections of projects at different phases of construction to insure compliance and issues certificates of occupancy. The Division also inspects and enforces issues under the USBC Property Maintenance Codes which includes rental properties when complaints are filed with the division.

Performance Indicators	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected	FY 16 – 17 Projected
CDBG Funds Expended	$75,144	$67,032	$78,219	$84,367
Planning Commission Mtgs	11	8	10	10
Building Inspections	1,942*	1,848	1,400	1,500
Code Enforcement Inspections	1,038**	1,107**	1,550**	1,600**

***records indicate that prior numbers were CY instead of FY and did not fully use Gov QA**
****code enforcement includes tall grass, inoperable vehicles, fence, signs, and other zoning violations**

Personnel Resources

Planning/Building Inspection

Classification Title	Status	Hourly/ Salary	Authorized Positions FY 2015–16	Authorized Positions FY 2016–17 Proposed	Authorized Positions Diff.
Director	FT	Salary	1.00	1.00	0.00
Assistant Director of Planning	FT	Salary	1.00	1.00	0.00
Building Official	FT	Salary	1.00	1.00	0.00
Senior Building Inspector	FT	Salary	1.00	1.00	0.00
Building Inspector***	FT	Salary	1.00	1.00	0.00
Community/Economic Development Specialist	FT	Salary	1.00	1.00	0.00
			6.00	**6.00**	**0.00**

FT = Full Time PT = Part Time

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

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - PLANNING ACCOUNT NUMBER 1751

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$156,513	$160,800	$142,354	$193,500	$192,780		$192,260
5103	Temporary & Seasonal Help	1,875	12,487	4,427				
5105	Overtime		1,286	2,209				
5601	Accumulated Leave		1,286	4,697				
	Total Personal Services	158,388	175,859	153,687	193,500	192,780	-0.4%	192,260
	OPERATING EXPENSES							
5201	Advertising	3,163	3,012	1,742	3,500	3,000		3,000
5203	Professional & Special Services	2,021	8,156	22,784	5,500	4,500		4,500
5206	Dues & Subscriptions	995	1,140	250	1,000	1,500		1,500
5209	Maintenance - Electronics	1,272	1,272	1,565	1,272	1,500		1,500
5216	Maintenance - Equipment	1,122	1,160	1,486	1,200	1,500		1,500
5221	Postage	2,040	2,188	915	900	800		800
5223	Telephone	3,104	3,105	2,883	2,628	3,000		3,000
5225	Travel & Vocational Training	2,250	2,135	601	3,000	3,500		3,500
5242	Printing, Supplies, & Materials	2,619	3,001	2,737	1,800	1,800		1,800
5248	Books & Publications	250			500	500		500
5263	Grant Funds	7,560	3,037					
	Total Operating Services	26,396	28,206	34,963	21,300	21,600	1.4%	21,600
	CAPITAL OUTLAY							
5516	Electronic Equipment		5,592	3,390				
	Total Capital Outlay		5,592	3,390				
	TOTAL	$184,784	$209,657	$192,040	$214,800	$214,380	-0.2%	$213,860

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PLANNING & COMMUNITY DEVELOPMENT ACCOUNT NUMBER - 1751

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Planning & Community Development	EXEC	1	1	$96,607.99	$96,900.18
Assistant Director of Planning & Community Development	18	1	1	65,083.10	62,500.10
Community / Economic Development Specialist	14	1	1	32,032.84	$32,129.76
Certification					730.00
TOTAL		3	3	$193,723.93	$192,260.04

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS ACCOUNT NUMBER 1752

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$174,005	$179,377	$144,568	$177,485	$181,036		$181,036
5103	Temporary & Seasonal Help	20,100		11,760				
5105	Overtime & Career Development				1,500	2,000		1,500
5601	Accumulated Leave			3,454				
	Total Personal Services	194,105	179,377	159,782	178,985	183,036	2.3%	182,536
	OPERATING EXPENSES							
5203	Professional & Special Services	2,771	2,131	4,505	3,000	3,500		3,500
	Grass Service - Code Enforcement				5,000	9,000		8,000
5206	Dues & Subscriptions	297	297	237	500	500		500
5209	Maintenance - Electronics	1,272	1,272	1,490	1,272	1,272		1,272
5214	Maintenance - Motor Vehicles	1,802	829	850	2,000	2,500		1,500
5221	Postage	431	70	2,601	500	300		300
	Code Enforcement				1,800	5,000		4,000
5223	Telephone	4,538	4,486	4,138	4,512	5,000		5,000
5225	Travel & Vocational Training	1,233	1,215	235	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	3,424	4,212	5,336	1,000	1,000		1,000
	Code Enforcement				4,000	3,500		3,500
5247	Motor Fuels & Lubricants	2,844	2,339	1,452	3,000	2,500		2,000
5248	Books & Publications	869	3,088	525	2,500	2,500		2,000
5250	Small Tools & Equipment	520	500	134	500	500		500
5283	1% State Fee	235		(62)				
	Total Operating Services	20,236	20,439	21,441	31,584	39,072	23.7%	35,072
	CAPITAL OUTLAY							
5501	Motor Vehicle		16,050	19,495		19,500		19,500
5516	Electronic Equipment		1,479	1,395	2,488	2,000		1,600
	Total Capital Outlay		17,529	20,890	2,488	21,500	764.1%	21,100
	TOTAL	$214,341	$217,345	$202,113	$213,057	$243,608	14.3%	$238,708

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER - 1752

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Building Official	18	1	1	$91,319.86	$91,596.18
Senior Building Inspector	15	1	1	46,820.04	46,961.72
Building Inspector	14	1	1	42,349.12	42,477.24
TOTAL		3	3	$180,489.02	$181,035.14

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - BUILDING INSPECTIONS ACCOUNT NUMBER - 1752

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Pickup Truck	Routine upgrade of departmental operations vehicle used in general performance of departmental duties; will replace 17 year old vehicle.	1	$ 19,500	$ 19,500
2	5516	Ipads	Purchase of two new pads to impliment paperless inspections of commerical and residential building permits.	2	800	1,600

Office on Youth & Human Services

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

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 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 13 - 14 Actual	FY 14 - 15 Actual	FY 15- - 16 Projected	FY 16 - 17 Projected
# Served by Diversion Programs (VJCCCA)	307	289	350	300
# Served Community Prevention/Education	907	1189	850	900
Kids After-School Program	77	83	80	80

Personnel Resources

Office On Youth & Human Services

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2015–16	FY 2016–17 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 Spec.	F	Salary	1.00	1.00	0.00
			3.00	**3.00**	**0.00**

F = Full Time PT = Part Time

VJCCCA – Youth Specialist	PT	Hourly	1.00	1.00	0.00
KAP (Supervisors, Support)	PT	Hourly	4.00	10.00	6.00
			5.00	**11.00**	**6.00**

PT = Part Time

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES ACCOUNT NUMBER 1801

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$115,562	$119,519	$120,980	$120,702	$123,116		$123,116
5103	Temporary & Seasonal Help	1,380						
	Total Personal Services	116,942	119,519	120,980	120,702	123,116	2.0%	123,116
	OPERATING EXPENSES							
5203	Professional & Special Services	11,500	11,500	8,500				
5206	Dues & Subscriptions	75	75	210	275	275		275
5209	Maintenance - Electronics	2,229	1,618	1,596	1,750	1,600		1,600
5216	Maintenance - Equipment				200	200		200
5221	Postage	432	529	730	300	350		350
5223	Telephone	3,152	3,152	4,549	4,620	4,650		4,650
5224	Other Services & Charges	790	208	(74)	500	500		500
5225	Travel & Vocational Training	1,564	1,808	1,811	1,500	1,600		1,600
5242	Printing, Supplies, & Materials	2,218	2,564	2,637	3,600	3,600		3,600
5247	Motor Fuels & Lubricants	1,517	786	262	800	770		770
5248	Books & Publications	85	107		200	200		200
5298	Power Program			10,958				
5299	Go Lead Program			500				
	Total Operating Services	23,562	22,347	31,679	13,745	13,745	0.0%	13,745
	CAPITAL OUTLAY							
5501	Motor Vehicle		24,480					
5516	Electronic Equipment		1,167	1,523				
	Total Capital Outlay		25,647	1,523				
	TOTAL	$140,504	$167,513	$154,182	$134,447	$136,861	1.8%	$136,861

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER - 1801

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Director of Office on Youth & Human Services	EXEC	1	1	$85,762.56	$86,022.04
Administrative Assistant	13	1	1	36,982.32	37,094.20
TOTAL		2	2	$122,744.88	$123,116.24

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT ACCOUNT NUMBER 1802

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$398	$800	$292				
5108	Fringe Benefits	76						
	Total Personal Services	474	800	292				
	OPERATING EXPENSES							
5203	Professional & Special Services			69		700		700
5221	Postage	26	57	32				
5224	Other Services & Charges	765		725	400	600		600
5225	Travel & Vocational Training				300	500		500
5242	Printing, Supplies, & Materials	1,349	734	1,059	1,900	800		800
	Total Operating Expenses	2,140	791	1,885	2,600	2,600	0.0%	2,600
	TOTAL	$2,614	$1,591	$2,177	$2,600	$2,600	0.0%	$2,600

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER 1803

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$83,270	$69,008	$41,328	$41,328	$42,154		$42,154
5103	Temporary & Seasonal Help		$5,760	$26,208	$29,120	$29,120		$29,120
5108	Fringe Benefits	50,940	33,931	20,920	25,500	25,000		25,450
5601	Accumulated Leave Pay		5,251					
	Total Personal Services	134,210	113,950	88,456	95,948	96,274	0.3%	96,724
	OPERATING EXPENSES							
5203	Professional & Special Services			140	2,500	1,000		1,000
5209	Maintenance - Electronics	324	324	324	300	325		325
5214	Maintenance - Motor Vehicles					125		125
5221	Postage	57	42	32	300	300		300
5223	Telephone	1,644	1,644					
5224	Other Services & Charges	515	55	570	300	300		300
5225	Travel & Vocational Training	464	519	60	200	300		300
5242	Printing, Supplies, & Materials	464	406	3,864	500	400		400
5247	Motor Fuels & Lubricants			372	200	250		250
5248	Books & Publications			162	200	200		200
	Total Operating Expenses	3,468	2,990	5,524	4,500	3,200	-28.9%	3,200
	TOTAL	$137,678	$116,940	$93,980	$100,448	$99,474	-1.0%	$99,924

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER - 1803

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Youth Specialist	U	1	1	42,027.42	42,154.58
TOTAL		2	2	$42,027.42	$42,154.58

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM ACCOUNT NUMBER 1807

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$22,591	$21,162	$26,013	$27,000	$27,000		$27,000
5108	Fringe Benefits	1,300	258	283				
	Total Personal Services	23,891	21,420	26,296	27,000	27,000	0.0%	27,000
	OPERATING EXPENSES							
5203	Professional & Special Services							
5224	Other Services & Charges	1,827	705	1,034	650	950		950
5225	Travel & Vocational Training	90						
5242	Printing, Supplies, & Materials	694	1,043	1,641	600	300		300
	Total Operating Expenses	2,611	1,748	2,675	1,250	1,250	0.0%	1,250
	TOTAL	$26,502	$23,168	$28,971	$28,250	$28,250	0.0%	$28,250

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT NUMBER 1808

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$69,239	$75,144	$64,703	$65,772	$84,367		$84,367
	Total Operating Services	69,239	75,144	64,703	65,772	84,367	28.3%	84,367
	TOTAL	$69,239	$75,144	$64,703	$65,772	$84,367	28.3%	$84,367

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES ACCOUNT NUMBER 1901

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	City Memberships & Programs							
5801	Youth Advisory Council	$2,250	$2,250	$2,250	$2,250	$2,250		$2,250
5804	John Tyler Community College	3,872	3,975	4,096	4,096	4,096		4,096
5805	Virginia Gateway Region	28,213	28,213	28,213				
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317		11,317
5807	Virginia Municipal League	8,247	8,511	8,377	8,425	8,580		8,580
5808	Fort Clifton Arts & Crafts Festival	600	600	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		465
5811	Mental Health Board District 19	68,000	68,000	70,000	72,000	72,000		72,000
5812	Criminal Justice Academy	23,500	24,072	19,783	21,130	21,130		21,130
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
5825	Richard Bland College	3,000	3,000	3,000	3,000	3,000		3,000
5827	Virginia State University	3,000	3,000	3,000	3,000	3,000		3,000
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		9,450
5829	American Legion - Flags	300	300	300	300	300		300
5835	Colonial Heights Educational Foundation	200	200	200	200	200		200
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	174,414	175,353	173,051	148,233	148,388	0.1%	148,388
	Contributions							
5802	Retired Senior Volunteer Program	4,000	4,000	4,000	4,000			
5813	Legal Aid Justice Center, Inc.	3,600	3,600	3,600	3,600	1,500		1,500
5814	CARES	2,000	2,000	2,000	2,600	3,600		3,600
5815	Petersburg Foster Grandparents	1,800	1,800					
5826	CCHASM	3,000	3,000	3,000	3,600	4,600		4,600
5837	Meals on Wheels - Feed More	5,804	6,000	6,000	6,600	7,600		7,600
5839	Colonial Heights Food Pantry	6,000	8,000	8,000	8,000	9,100		9,100
5840	American Red Cross	2,000	2,000	2,000	2,000	3,000		3,000
	Ridefinders					1,000		1,000
	Total Contributions	28,204	30,400	28,600	30,400	30,400	0.0%	30,400
	TOTAL	$202,618	$205,753	$201,651	$178,633	$178,788	0.1%	$178,788

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CONTINGENCIES & MISCELLANEOUS ACCOUNT NUMBER 1902

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$51,931	$23,555	$67,777	$35,000	$35,000		$33,000
5224	Other Services & Charges	7,525	7,092	6,285	5,000	6,000		6,000
5253	Litter Control Grant	9,060	3,500	8,472	6,300	6,427		6,427
5254	Contingencies & Reserve				300,000	290,000		280,000
5255	Refunds - Rebates	22,113	(8,328)	29,540	500	500		500
5269	Law Library	8,977	11,425	10,098	5,000	5,000		5,000
5273	Credit Card Fees		6,012	10,478				
	Total Operating Expenses	99,606	43,255	132,650	351,800	342,927	-2.5%	330,927
	TOTAL	$99,606	$43,255	$132,650	$351,800	$342,927	-2.5%	$330,927

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PRINCIPAL RETIREMENT ACCOUNT NUMBER 1951

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5620	Redemption of Bonds	$2,546,199	$2,839,657	$2,600,487	$2,760,215	$2,374,672		$2,374,672
5621	Notes Payable			6,539	23,564	23,519		23,519
5622	Refunded Bond Agent			8,887,096				
	Total Fixed Charges	2,546,199	2,839,657	11,494,122	2,783,779	2,398,191	-13.9%	2,398,191
	TOTAL	$2,546,199	$2,839,657	$11,494,122	$2,783,779	$2,398,191	-13.9%	$2,398,191

2016-17 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2015			$37,739	$37,739	$89,522	$165,000
Refunding 2004	$389,225	$45,596	$12,737	$46,403		493,961
Refunding 2007	$12,490	$38,549				51,039
2012	900,000					900,000
2010	437,950	50,862	22,962	23,226		535,000
2007	122,356	377,644				500,000
TOTAL	1,862,021	512,651	73,438	107,368	89,522	2,645,000
5621- Notes Payable	23,519				25,727	$49,246
TOTAL	23,519				25,727	49,246
GRAND TOTAL	**$1,885,540**	**$512,651**	**$73,438**	**$107,368**	**$115,249**	**$2,694,246**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - INTEREST & FISCAL CHARGES ACCOUNT NUMBER 1952

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds	$1,508,279	$1,217,829	$1,036,273	$916,942	$835,639		$1,321,512
5641	Interest on Notes				2,590	2,635		2,635
5648	Other Debt Service Costs	2,775	2,550	154,396	7,500	40,000		40,000
	Total Fixed Charges	1,511,054	1,220,379	1,190,669	927,032	878,274	-5.3%	1,364,147
	TOTAL	$1,511,054	$1,220,379	$1,190,669	$927,032	$878,274	-5.3%	$1,364,147

2016-17 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2016	$239,390	$246,483	$	$	$	$485,873
2015			$26,051	$26,051	$61,798	$113,900
Refunding 2004	148,798	17,431	4,869	17,739		188,837
Refunding 2007	4,775	14,737				19,512
2012	602,100					602,100
2010	24,905	2,893	1,306	1,321		30,425
2007	4,894	15,106				20,000
Less 2015 Accrued Interest			(3,133)	(4,763)		(7,896)
Plus 2016 Accrued Interest			3,133	4,763		7,896
TOTAL	1,024,862	296,650	32,226	45,111	61,798	1,460,647
5641 - Interest - Notes	2,635				980	3,615
TOTAL	2,635				980	3,615
5648 - Other Debt Service Cost	40,000					40,000
TOTAL	40,000					40,000
GRAND TOTAL	**$1,067,497**	**$296,650**	**$32,226**	**$45,111**	**$62,778**	**$1,504,262**

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - TRANSFERS TO OTHER FUNDS ACCOUNT NUMBER 2001

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5654	Transfer to Capital Projects Fund	$55,000	$108,000	$378,901				
5655	Transfer to School Fund	19,296,419	19,296,419	19,383,253	19,635,760	20,194,716		20,194,716
	Transfer to School Fund - Debt Surplus				252,412	284,981		284,981
5657	Transfer to Solid Waste Management Fund							
5658	Transfer to Storm Water Management Fund				85,000	85,000		82,000
	Total Operating Expenses	19,351,419	19,404,419	19,762,154	19,973,172	20,564,697	3.0%	20,561,697
	TOTAL	$19,351,419	$19,404,419	$19,762,154	$19,973,172	$20,564,697	3.0%	$20,561,697

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Recreation Activity Fund

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND ACCOUNT NUMBER 40

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES - CURRENT SERVICES							
4504	Concessions	$5,769	$2,349	$2,056	$6,000	$3,000		$3,000
4704	Recreation Use Charges & Fees		(20)					
4721	Youth Sport Sponsorships	22,636	16,229	21,321	14,200	22,000		22,000
4722	Special Interest Classes	10,895	14,565	2,285	11,000	3,000		3,000
4723	Special Events	66,984	68,749	66,790	61,800	70,000		70,000
4724	Adult Athletic Leagues	13,622	12,590	14,390	13,000	15,000		15,000
4743	Active Net		(40)					
4745	Senior Citizen Classes/ Special Events	52,974	50,372	47,373	54,000	54,000		54,000
4752	Youth Center Fees	753	5,352	2,365				
4753	Christmas Parade			2,375		4,000		4,000
4755	Youth World Series			12,410				
	Total Charges - Current Services	173,633	170,146	171,365	160,000	171,000	6.9%	171,000
	MISCELLANEOUS							
4726	Violet Bank Museum			355				
4728	Beautification Committee	62		999				
4812	Donations		312	128				
4815	Park Donations			108				
	Total - Miscellaneous	62	312	1,590				
	TOTAL	$173,695	$170,458	$172,955	$160,000	$171,000	6.9%	$171,000

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND ACCOUNT NUMBER 4280

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$3,223	$3,693	$4,919	$3,500	$5,000		$5,000
5108	Fringe Benefits	176			300	300		300
	Total Personal Services	3,399	3,693	4,919	3,800	5,300	39.5%	5,300
	OPERATING EXPENSES							
5201	Advertising							
5203	Professional & Special Services	56,306	42,253	12,676	59,200			
5224	Other Services & Charges	1,819	455					
5242	Printing, Supplies, & Materials	71,788	85,628	95,580	75,000	110,000		110,000
5245	Concession	3,441	4,201	4,971	4,000	5,000		5,000
5302	Violet Bank Museum				2,000			
5305	Beautification Committee	188	796	456				
5306	Youth World Series			15,250				
5307	Christmas Parade			6,062		4,000		4,000
5662	Senior Citizen Classes/Special Events	13,425	7,370	19,726	16,000	28,000		28,000
	Total Operating Services	146,967	140,703	154,721	156,200	147,000	-5.9%	147,000
	TOTAL	$150,366	$144,396	$159,640	$160,000	$152,300	-4.8%	$152,300

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Stormwater Fund

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - STORM WATER FUND ACCOUNT NUMBER 75

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES -CURRENT SERVICES							
4744	Stormwater Charges	$368,829	$375,465	$392,380	$375,000	$377,000		$393,000
4740	Late Payment Penalties	3,483	3,623	3,702	3,700	3,700		3,700
4746	VSMP Program Administration				25,000	15,000		15,000
	MISCELLANEOUS							
	Operating Transfer In - General Fund				85,000			82,000
	TOTAL	$372,312	$379,088	$396,082	$488,700	$395,700	0	$493,700

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$115,059	$117,495	$116,241	$117,162	$119,456		$119,456
5105	Overtime	2,541	1,509	1,383	3,000	3,000		3,000
5106	Overtime - Snow	1,007	2,172	1,453				
5602	Employers FICA Taxes	9,964	5,672	8,968	9,192	9,368		9,368
5605	VRS Retirement Contribution	19,209	19,209	13,528	19,683	20,069		17,273
5607	Group Life Insurance	1,361	1,361	1,267	1,394	1,422		1,565
5610	Hospitalization	29,257	25,116	23,262	23,718	26,400		26,400
5612	Virginia Employment Commission	212	157	207	260	260		260
5613	OPEB		751	717				
	Total Personal Services	178,610	173,442	167,026	174,409	179,975	3.2%	177,322
	OPERATING EXPENSES							
5203	Professional & Special Services	1,408	54,789	10,083	59,000	59,000		45,000
5206	Dues & Subscriptions							
5209	Maintenance - Electronics	324	378	324	324	324		324
5292	Insurance Premiums - Auto				500	500		500
5210	Insurance Premiums - Other				500	500		500
5211	Insurance Premiums - Workman's Comp.				1,000	1,000		1,000
5212	Rent of Equipment	67	585		750	750		750
5214	Maintenance - Motor Vehicles	712	471	2,187	1,250	1,250		1,250
5216	Maintenance - Equipment			245	250	250		250
5218	Maintenance - Miscellaneous				250	250		250
5221	Postage	27	62		250	250		250
5223	Telephone	227	243	228	228	228		228
5225	Travel & Vocational Training		271	260	750	1,250		1,250
5242	Printing, Supplies, & Materials	1,592	1,854	1,820	2,250	2,250		2,250
5247	Motor Fuels & Lubricants	3,688	4,133	3,140	4,000	4,000		4,000
5249	Road Materials & Supplies	2,949	3,373	4,497	9,000	9,000		9,000
5250	Small Tools & Equipment	1,330	1,384	1,173	1,500	1,500		1,500
5297	State Permit Maintenance Fees			81	25,000	25,000		15,000
	Total Operating Services	12,324	67,543	24,038	106,802	107,302	0.5%	83,302

\

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds			5,190	63,588	61,798		61,798
5641	Interest on Notes	2,344	1,441	2,429		9,802		9,802
5648	Other Debt Service Costs			37,678				
5401	Depreciation	22,112	22,112	32,674	27,216	39,785		39,785
	Total Fixed Assets	24,456	23,553	77,971	90,804	111,385	22.7%	111,385
	INTERNAL SERVICES							
5408	Administrative Service Charges	40,173	35,116	40,031	38,000	41,000		41,000
	Total Internal Services	40,173	35,116	40,031	38,000	41,000	7.9%	41,000
	CAPITAL OUTLAY							
5503	Motor Vehicles				9,000			
5516	Electronic Equipment				3,000	5,000		5,000
	Total Capital Outlay				12,000	5,000	-58.3%	5,000
	COL				2,381			2,948
	TOTAL	$255,563	$299,653	$309,066	$424,396	$444,662	4.8%	$420,957

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME -STORMWATER/MS4 ACCOUNT NUMBER - 7500

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Project Coordinator (MS4/VDOT)	17	0.5	0.5	$28,240.00	$28,325.44
Storm Water Foreman	14	1	1	40,640.36	40,763.32
Utility Heavy Equipment Operator	12	1	1	29,990.98	30,081.74
Public Works Superintendent	17	0.25	0.25	19,725.28	19,784.96
On call stipend				501.00	501.00
TOTAL		2.75	2.75	$119,097.62	$119,456.46

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - STORM WATER - MS4 ACCOUNT NUMBER - 7500

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Utility Vehicle (Shared Funding)	Routine replacement of departmental operations and maintenance vehicle utilized in general performance of departmental duties; will replace SUV that is 16 years old (#212); vehicle needed for Superintendent and to transport employees to training seminars and other functions. Cost to be split with other enterprise services.	1	$9,000	$9,000
2	5516	GIS Software	Update of departmental computer software used to locate and map stormwater facilities throughout the City; mapping is required under MS4 agreement; current software for Thimble GeoXT is outdated; essential for maintaining existing service levels	1	3,000	3,000

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Water & Sewer Fund

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER & SEWER FUND ACCOUNT NUMBER 80

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES FOR CURRENT SERVICES							
4732	Water User Charges	$1,282,587	$1,317,402	$1,343,962	$1,535,113	$1,505,239		$1,505,239
4733	Sewage User Charges	$2,414,132	$2,453,102	$2,493,084	$2,742,495	$2,798,415		$2,798,415
4734	Sewage User Charges - Chesterfield	58,274	59,601	81,320	62,755	66,000		66,000
4735	Sewage User Charges - Virginia State	193,201	160,872	90,900	153,750	122,000		122,000
4736	Water Connection Charges	57,500	19,500	36,000	30,000	30,000		30,000
4737	Sewer Connection Charges	29,500	47,200	24,200	30,000	30,000		30,000
4738	Water Turn On Fees	9,897	9,256	10,065	11,000	11,000		11,000
4739	Water Reconnection Fees	30,228	29,160	31,129	36,000	36,000		36,000
4740	Late Payment Penalties	57,411	52,812	53,535	64,814	65,200		65,200
4741	Construction Fee	6,800	7,800	6,200	7,500	7,000		7,000
4742	Dishonored Check Fee	2,552	3,026	3,107	3,600	3,500		3,500
4743	Meter Testing Fee		15	30	30	30		30
4747	Capital - Water				134,000	128,000		128,000
4748	Capital - Sewer				134,000	126,000		126,000
	NONOPERATING REVENUE							
4803	Recoveries			3,107				
4705	Administrative Service Charges							
4901	Interest on Investments		(127)	(962)				
4902	Sale of Outside Meters	3,082	4,694	5,730	3,000	3,000		3,000
	TOTAL	$4,145,164	$4,164,311	$4,181,407	$4,948,057	$4,931,384	-0.3%	$4,931,384

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER & SEWER FUND ACCOUNT NUMBER 80

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING BUDGETS							
8127	Water Distribution & Transmission	$1,355,905	$1,430,957	$1,405,802	$1,516,219	$1,560,810		$1,565,673
8128	Wastewater Treatment	$2,570,860	$2,513,163	$2,671,847	$2,900,966	$2,974,989		$3,083,974
8129	Utility Billing	236,032	269,819	229,756	259,092	260,376		262,722
	TOTAL OPERATIONS	$4,162,797	$4,213,939	$4,307,405	$4,676,277	$4,796,175	5.0%	$4,912,369
	CAPITAL OUTLAY							
8127	Water Distribution & Transmission	$11,000	$10,914	$122,871	$172,500	$234,000		$218,000
8128	Wastewater Treatment	10,000	91,590	35,887	468,000	349,000		326,000
8129	Utility Billing				20,000	21,500		21,500
	TOTAL CAPITAL OUTLAY	$21,000	$102,504	$158,758	$660,500	$604,500	-14.4%	$565,500

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER 8127

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$322,928	$328,258	$306,475	$325,178	$329,702		$329,702
5105	Overtime	30,957	36,953	47,314	28,000	28,000		28,000
5601	Accumulated Leave			3,362				
5602	Employers FICA Taxes	18,548	25,731	20,573	26,018	27,364		27,364
5605	VRS Retirement Contribution	53,345	53,345	32,375	52,224	55,390		47,675
5607	Group Life Insurance	3,779	3,779	3,649	3,924	3,923		4,319
5610	Hospitalization	111,066	88,971	85,031	118,224	84,816		88,500
5612	Virginia Employment Commission	779	574	620	779	779		779
5613	OPEB			6,506				
	Total Personal Services	541,402	537,611	505,907	554,347	529,974	-4.4%	526,339
	OPERATING EXPENSES							
5201	Advertising	268	391		500	500		400
5203	Professional & Special Services	25,304	33,139	30,097	43,000	43,000		42,000
5206	Dues & Subscriptions	347	405	478	700	700		700
5209	Maintenance - Electronic	1,392	1,550	1,246	1,272	1,272		1,272
5292	Insurance Premiums - Auto	6,264	6,103	5,831	4,800	4,800		5,000
5210	Insurance Premiums - Other	3,129	4,386	4,480	4,000	4,000		3,800
5211	Insurance Premiums - Workman's Comp.	9,025	9,025	1,099	10,100	10,100		6,000
5212	Rent of Equipment				250	250		250
5214	Maintenance - Motor Vehicles	9,397	6,203	7,337	10,000	10,000		10,000
5216	Maintenance - Equipment	4,830	4,830	5,423	7,500	7,500		7,500
5217	Maintenance - Building & Grounds				1,500	1,500		1,500
5218	Maintenance - Miscellaneous			233	250	250		250
5221	Postage	642	650	338	700	700		700
5223	Telephone	5,596	5,600	5,773	3,024	5,500		3,700
5225	Travel & Vocational Training	314	619	762	500	500		500
5242	Printing, Supplies, & Materials	40,961	61,505	68,944	61,400	61,400		61,400
5247	Motor Fuels & Lubricants	18,931	17,293	12,576	17,000	17,000		15,000
5249	Road Materials & Supplies	7,006	5,141	14,850	800	8,000		8,000
5250	Small Tools & Equipment	1,554	312	312	500	500		500
5281	Heat, Lights & Power	5,000	5,000	809	5,000	5,000		5,000
5402	Materials Purchased for Resale	412,489	470,525	426,842	487,233	506,722		533,651
5503	Machinery & Tools		379					
5516	Electronic Equipment		1,244		2,000			
	Total Operating Services	552,449	632,675	587,429	662,029	689,194	4.1%	707,123

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER 8127

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds	10,769	8,321	16,380	30,986	32,226		32,226
5648	Other Debt Service Costs		(618)	18,692				
5401	Depreciation	123,844	120,781	129,940	127,277	154,416		141,846
	Total Fixed Assets	134,613	128,484	165,012	158,263	186,642	17.9%	174,072
	INTERNAL SERVICES							
5408	Administrative Service Charges	127,441	130,565	147,454	135,000	155,000		150,000
	Total Internal Services	127,441	130,565	147,454	135,000	155,000	14.8%	150,000
	COL				6,580			8,139
	TOTAL	$1,355,905	$1,430,145	$1,405,802	$1,516,219	$1,560,810	3.3%	$1,565,673

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER - 8127

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Public Works Superintendent 25%	17	0.25	0.25	19,726.32	19,786.00
Utility Foreman	14	1	1	44,916.10	$45,052.02
Cross Connection Control Technician	14	1	1	46,448.58	46,589.14
Utility Maintenance Specialist	13	1	1	32,416.84	32,595.16
Waterworks Distribution Technician	13	1	1	36,571.20	36,681.84
Utility Heavy Equipment Operator	12	1	1	37,898.88	38,013.56
Administrative Assistant	13	1	1	43,675.76	43,807.92
Utility Technicians	11	2	2	60,832.50	61,016.54
On-call stipend				6,160.00	6,160.00
TOTAL		8.25	8.25	$328,646.18	$329,702.18

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT ACCOUNT NUMBER 8128

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$241,151	$245,328	$231,212	$242,760	$243,450		$241,266
5105	Overtime	40,498	42,457	43,390	35,000	35,000		35,000
5601	Accumulated Vacation Pay			204				
5602	Employers FICA Taxes	15,550	20,105	19,466	21,249	21,301		21,134
5605	VRS Retirement Contribution	39,837	39,837	24,302	39,784	40,900		34,887
5607	Group Life Insurance	2,821	2,822	2,739	2,889	2,897		3,161
5610	Hospitalization	64,438	51,010	51,052	57,540	59,916		60,000
5612	Virginia Employment Commission	590	435	471	566	590		590
5613	OPEB			2,655				
	Total Personal Services	404,885	401,994	375,491	399,788	404,054	1.1%	396,038
	OPERATING EXPENSES							
5203	Professional & Special Services	39,561	7,528	19,064	50,000	50,000		45,000
5206	Dues & Subscriptions	312	333		400	400		400
5292	Insurance Premiums - Auto	7,657	7,459	7,127	5,800	5,800		4,500
5209	Maintenance - Electronics	756	742	636	650	650		650
5210	Insurance Premiums - Other	3,128	4,386	4,480	4,000	4,000		3,800
5211	Insurance Premiums - Workman's Comp.	5,267	5,267	5,895	5,900	5,900		4,500
5212	Rent of Equipment				2,000	2,000		1,000
5214	Maintenance - Motor Vehicles	5,725	6,206	10,080	10,000	10,000		9,000
5216	Maintenance - Equipment	7,763	6,720	10,600	10,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	1,069	1,844	2,657	3,000	3,000		3,000
5218	Maintenance - Miscellaneous				500	500		500
5223	Telephone	5,296	5,354	6,760	8,496	8,496		8,496
5225	Travel & Vocational Training	1,308	1,337	832	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	28,618	47,676	35,554	45,000	45,000		40,000
5247	Motor Fuels & Lubricants	21,116	25,828	19,161	15,000	15,000		14,000
5249	Road Materials & Supplies	7,006	9,078	13,971	11,500	11,500		11,500
5250	Small Tools & Equipment			1,000	1,000	1,000		1,000
5281	Heat, Lights & Power	82,686	79,627	80,100	75,000	75,000		75,000
5405	Wastewater Treatment	1,130,780	1,103,757	1,279,968	1,449,398	1,521,868		1,650,814
5406	Wastewater Improvements		(4,126)					
5503	Machinery & Tools		370					
5516	Electronic Equipment							
	Total Operating Services	1,348,048	1,313,142	1,497,884	1,699,144	1,771,614	4.3%	1,884,660

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT ACCOUNT NUMBER 8128

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds	13,848	10,214	2,610	35,386	26,051		26,051
5641	Interest on Sewer Notes	52,916	29,911	6,061				
5648	Other Debt Service Costs		(631)	22,288				
5401	Depreciation	627,918	630,809	634,233	628,694	636,270		636,270
	Total Fixed Assets	694,682	670,303	665,192	664,080	662,321	-0.3%	662,321
	INTERNAL SERVICES							
5408	Administrative Service Charges							
	General Fund	123,245	131,480	133,280	133,000	137,000		135,000
	Total Internal Services	123,245	131,480	133,280	133,000	137,000	3.0%	135,000
	COL				4,954			5,955
	TOTAL	$2,570,860	$2,515,041	$2,671,847	$2,900,966	$2,974,989	2.6%	$3,083,974

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER - 8128

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Public Works Superintendent 25%	17	0.25	0.25	19,726.32	19,786.00
Utility Foreman	14	1	1	62,494.06	62,683.14
Utility Maintenance Specialist	13	1	1	33,146.70	33,246.98
Utility Heavy Equipment Operator	12	2	2	71,777.62	71,994.78
Utility Technician	11	2	2	57,501.84	53,555.58
Projected Salary Increase					
TOTAL		6.25	6.25	$244,646.54	$241,266.48

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - UTILITY BILLING ACCOUNT NUMBER 8129

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$103,832	$105,519	$103,534	$104,027	$108,508		$108,508
5103	Temporary & Seasonal Help	1,622	2,559	2,492	4,000	4,000		4,000
5105	Overtime	317		121	200	200		200
5602	Employers FICA Taxes	5,662	8,161	6,934	8,264	8,438		8,607
5605	VRS Retirement Contribution	17,134	17,134	10,964	16,728	15,690		15,690
5607	Group Life Insurance	1,214	1,214	1,236	1,238	1,421		1,421
5610	Hospitalization	29,180	28,128	28,572	28,572	29,429		29,429
5612	Virginia Employment Commission	283	209	226	289	289		289
5601	Accumulated Leave							
5613	OPEB		11,983		14,900	12,000		12,000
	Total Personal Services	159,244	174,907	154,079	178,218	179,977	1.0%	180,145
	OPERATING EXPENSES							
5203	Professional & Special Services	450	20,853		200	200		200
5209	Maintenance - Electronic	960	1,120	1,002	980	980		980
5211	Insurance Premiums - Workman's Comp.	167	167	187	190	190		190
5214	Maintenance - Motor Vehicles	1,005	568	816	1,100	1,000		1,000
5216	Maintenance - Equipment	1,116	1,116	1,188	1,600	2,232		2,232
5221	Postage	23,563	21,563	20,900	26,000	25,000		25,000
5223	Telephone	4,384	4,384	1,897	1,900	1,897		1,897
5225	Travel & Vocational Training	885	894	868	1,100	1,100		1,100
5242	Printing, Supplies, & Materials	7,630	8,893	9,567	9,000	9,700		9,700
5247	Motor Fuels & Lubricants	4,438	4,259	3,334	4,100	4,000		4,000
5292	Insurance Premiums - Auto	1,392	1,356	1,296	1,100	1,100		1,100
5403	Outside Water Meters	1,548	3,095	4,993	3,000	3,000		3,000
5660	Dishonored Debts				1,000	1,000		1,000
	Total Operating Services	47,538	68,268	46,048	51,270	51,399	0.3%	51,399
	INTERNAL SERVICES							
5401	Depreciation	2,000	2,000	2,000				
5408	Administrative Service Charges	27,250	24,644	27,629	27,500	29,000		28,500
	Total Internal Services	29,250	26,644	29,629	27,500	29,000	5.5%	28,500
	COL				2,104			2,678
	TOTAL	$236,032	$269,819	$229,756	$259,092	$260,376	0.5%	$262,722

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER - 8129

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2015-16	Requested Fiscal Year 2016-17
		Current Budget	Request		
Customer Service Representative	12	1	1	$47,874.56	
Meter Reader	11	2	2	57,912.66	58,087.90
Utility Billing Supervisor	14		1		$50,420.50
TOTAL		3	3	$105,787.22	$108,508.40

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - CAPITAL OUTLAY FROM REVENUE ACCOUNT NUMBER 80

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
8127	WATER DISTRIBUTION & TRANSMISSION							
5501	Vehicles			$100,555	$38,000			
5503	Machinery & Tools	$11,000	$10,914	$1,090		100,000		90,000
5516	Electronic Equipment			21,226	500			
5406	Water/Sewer Improvements				134,000	134,000		128,000
8128	WASTEWATER OPERATIONS							
5406	Water & Sewer Improvements							
5501	Vehicles				9,000			
5503	Machinery & Tools	10,000	91,590	34,678	325,000	215,000		200,000
5516	Electronic Equipment			1,209				
5406	Water/Sewer Improvements				134,000	134,000		126,000
8129	UTILITY BILLING							
5501	Vehicles					21,500		21,500
5516	Electronic Equipment				20,000			
	TOTAL	$21,000	$102,504	$158,759	$660,500	$604,500	-8.5%	$565,500

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER - 8127

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Supply & Altitude Valves	Upgrade/replacement of altitude valve for Southpark Water Tower and install cut-off valves in street to isolate tank. New altitude valves would alleviate repeated repairs. Cut-off valves would allow water supply in the areas when work is needed on water tower.	1	$75,000	$75,000
2	5503	Elevated Water Tower Repairs	Minor required repairs to three (3) water towers such as repairing screens and touchup paint	1	$29,000	$29,000
4	5406	Water/Sewer Improvements	To initiate a programs of Infrastructure repair in the utility infrastructure system.	1	128,000	128,000

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - WASTE WATER TREATMENT ACCOUNT NUMBER - 8128

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Main Pump Station Control Board	Upgrade of 3-VFD boards that control the pumps and discharge flow of the main pump station. Current boards are original (1975) and upgrade will to be solid state boards.; essential for maintaining existing service levels; will negatively impact service without replacement.	1	$ 100,000	$ 100,000
2	5501	Main Pump Station Communitor	2001 communitor that is in need of repairs but is obsolete. Replacement will prevent costly operation and maintenance costs; vital in daily maintenance of wastewater system; will negatively impact service without replacement.	1	100,000	100,000
3	5406	Water/Sewer Improvements	To initiate a programs of Infrastructure repair in the utility infrastructure system.	1	126,000	126,000

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER - 8129

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Vehicle Small Pick-up	Replacement of departmental operations vehicle utilized for performance of departmental dutiues; will replace 2000 model pickup utilized by meter reader.	1	$21,500	$21,500

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

School Fund

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	Federal Funds	$1,739,155	$1,730,187	$1,751,485	$1,834,896	$1,910,851		$1,910,851
	State Funds	12,804,451	12,877,712	13,254,427	13,266,951	14,251,838		14,251,838
	Other Funds	675,949	594,187	480,174	499,571	499,321		499,321
	Operating Transfers In							
	City	19,296,419	19,461,176	19,383,253	19,688,574	20,289,595		20,289,595
	Fund Balance				774,157	953,758		953,758
	TOTAL	$34,515,974	$34,663,262	$34,869,339	$36,064,149	$37,905,363	5.1%	$37,905,363

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	Departmental Request	% Chg.	Manager Proposed
	Instruction	$26,943,575	$27,699,331	$27,698,955	$28,548,178	$29,144,645		$29,144,645
	Administration, Attendance & Health Services	1,642,057	1,634,866	1,746,893	1,712,847	1,777,001		1,777,001
	Transportation	811,569	767,019	793,030	850,263	931,814		931,814
	Operation and Maintenance of Plant	3,094,097	3,255,010	3,225,109	3,176,080	3,289,456		3,289,456
	Food Service & Noninstructional Operations	982,613	1,035,533	981,114	1,024,930	1,061,170		1,061,170
	Textbooks	35,783	341,114	161,890	84,709	159,985		159,985
	Capital Outlay	402,267	422,247	287,568	179,817	421,878		421,878
	Operating Transfers Out	191,691	636,537	176,178	191,086	291,086		291,086
	Contingency Fund				296,239	315,014		315,014
	CIP Reserve					513,314		513,314
	TOTAL	$34,103,652	$35,791,657	$35,070,737	$36,064,149	$37,905,363	5.1%	$37,905,363

Dr. Joseph O. Cox, Jr.
Superintendent

Colonial Heights Public Schools

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

SCHOOL BOARD
Mike Yates, Chairman
Angie Woody, Vice-Chairman
Krishan Agrawal
Sandra Coleman
J. Chris Kollman, III
Nancy Bosher, Clerk

March 23, 2016

RECEIVED
MAR 2 3 2016
City Manager's Office

Thomas Mattis, City Manager
City of Colonial Heights
201 James Avenue
Colonial Heights, VA 23834

Dear Mr. Mattis:

The School Board approved the enclosed Colonial Heights School budget for 2016-2017 at its March 22, 2016 meeting.

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

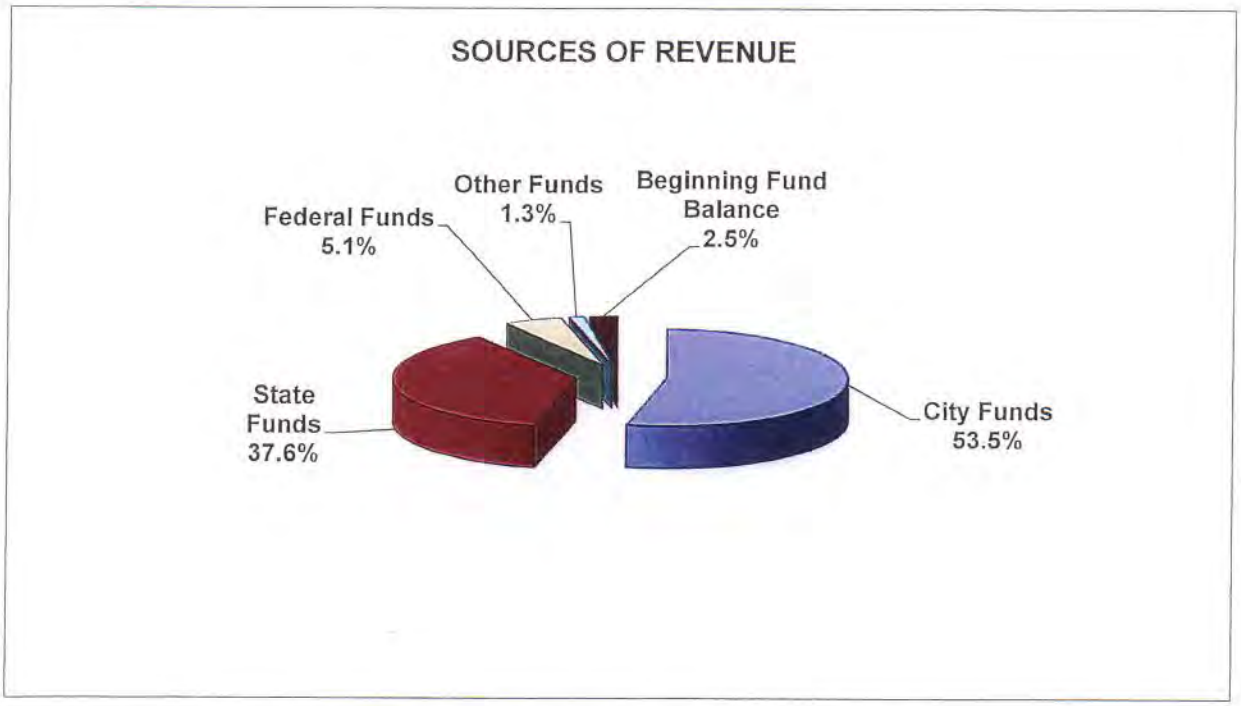
Sincerely,

Dr. Joseph O. Cox, Jr.
Superintendent

Colonial Heights Public Schools
2016-2017
Sources of Revenue
(Superintendent's Proposal)

(See Detailed Budget)

	FY 2017 BUDGET	FY 2016 BUDGET	Increase (Decrease)	% CHANGE
City Funds	$20,289,595	$19,688,574	601,021	3.05%
State Funds	14,251,838	13,266,951	984,887	7.42%
Federal Funds	1,910,851	1,834,896	75,955	4.14%
Other Funds	499,321	499,571	(251)	-0.05%
Beginning Fund Balance	953,758	774,157	179,601	23.20%
	$37,905,363	36,064,149	1,841,214	5.11%



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

The School Operating Fund revenue for FY 2017, included in this financial plan, totals **$37,905,363** an increase of **$1,841,214** or **5.11%** over the approved operating budget for FY 2016. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 53.5% of its operating fund revenue from the City government. The City appropriates 50.73% of the revenue generated from sales tax, real estate taxes, personal property taxes, BPOL taxes and food and lodging taxes. This percentage reflects the City government's commitment to education in view of increasing demands in other public service sectors and highlights the need to become more efficient. Total revenue from the City is anticipated to be **$21,243,353** an increase of **$780,622** over the FY 2016 approved budget of **$20,462,731** or **3.81%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 37.6% of the funds for FY 2017. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Homebound Instruction. Total State revenue for FY 2017 is expected to increase **$984,887** or **7.42%** to **$14,251,838**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2017, included above, is projected to be **$2,881,422** an increase of **$133,336 or 4.9%**.

Federal - Federal revenue (5.1% of total revenue) is derived from various grants such as the No Child Left Behind (NCLB) and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (1.3% of total revenue) is obtained predominately from amounts charged for lunch and breakfast. Miscellaneous income includes a return from the insurance company in the form of a dividend and amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events.

Colonial Heights School Board
2016-2017
Sources of Revenue
(Superintendent's Proposal)

See Summary

LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	19,992,421		19,992,421	19,383,253	19,453,964	5
City Appropriation - Debt Surplus	297,174		297,174		234,610	5
Beginning Fund Balance	953,758		953,758		774,157	5
Total Local Funds	21,243,353	0	21,243,353	19,383,253	20,462,731	

OTHER FUNDS						
Rental of Facilities	15,000		15,000	20,576	15,000	6
Cafeteria Receipts: NSLP		380,321	380,321	329,971	380,571	6
Fees from Students	20,000		20,000	19,226	20,000	6
Transportation of Pupils	9,000		9,000	6,476	9,000	6
Refunds and Miscellaneous Income	75,000		75,000	103,925	75,000	6
Total Other Funds	119,000	380,321	499,321	480,174	499,571	

FEDERAL FUNDS						
NCLB - Title I, Part A		480,896	480,896	382,148	425,800	7
NCLB - Title II, Part A		70,000	70,000	70,023	70,000	7
NCLB - Title III, Part A		9,500	9,500	5,047	9,500	7
Impact Aid	17,000		17,000	18,480	17,000	7
DMAS - Medicaid	50,000		50,000	44,434	50,000	7
National School Lunch Program		543,031	543,031	485,777	511,850	7
National School Breakfast Program		116,446	116,446	111,725	117,479	7
Special Ed Flow Thru		568,726	568,726	580,604	580,095	7
Flow Thru - Preschool A		13,384	13,384	13,362	13,362	7
Vocational Education - Federal Funds		41,869	41,869	39,885	39,810	7
Total Federal Funds	67,000	1,843,851	1,910,851	1,751,485	1,834,896	

Colonial Heights School Board
2016-2017
Sources of Revenue
(Superintendent's Proposal)

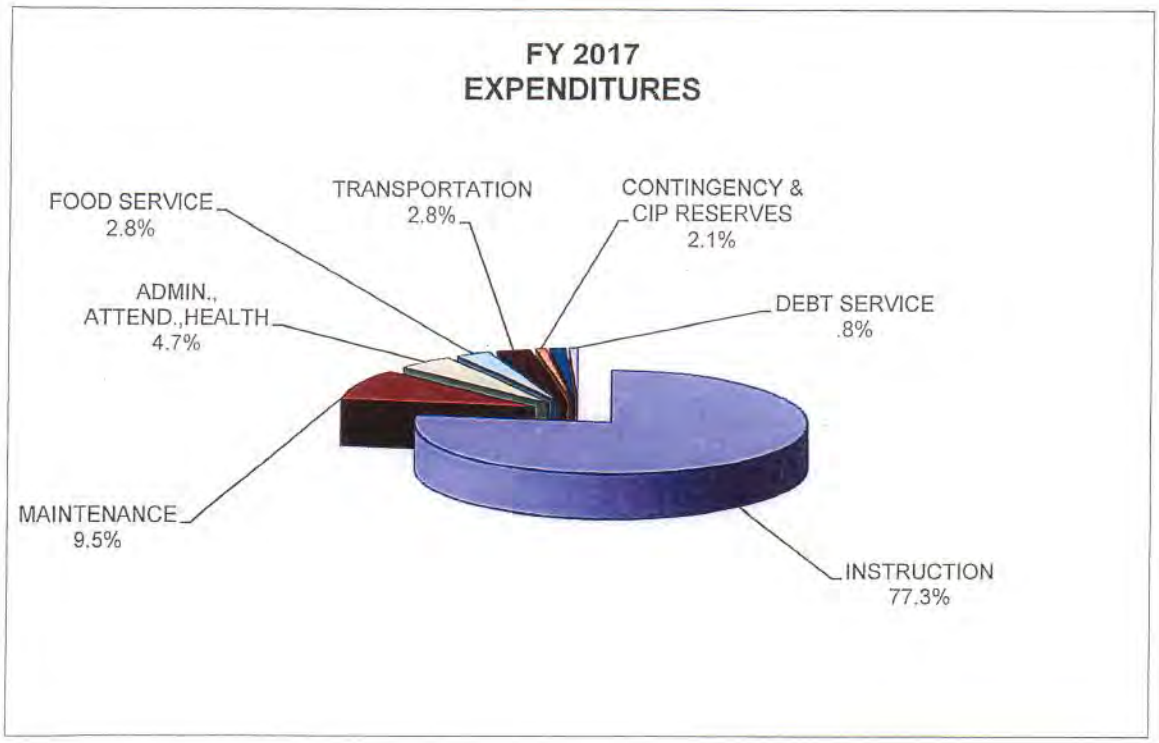
See Summary

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	2,881,422		2,881,422	2,757,050	2,748,086	9
Basic Aid - SOQ	6,922,825		6,922,825	6,698,027	6,741,638	9
Foster Care	21,083		21,083	4,800	4,809	9
Gifted Education - SOQ	76,099		76,099	74,185	74,576	9
Prevention, Intervention & Remediation - SOQ	231,469		231,469	187,830	188,820	9
Special Education - SOQ	1,192,225		1,192,225	1,067,002	1,072,624	9
Remedial Summer School	0		0	6,752	0	9
Textbooks	174,046		174,046	151,874	152,674	9
School Food Service		21,374	21,374	20,905	19,583	9
Vocational Education - SOQ	196,590		196,590	198,879	199,927	9
Vocational Education - CATEGORICAL		43,740	43,740	43,740	36,538	9
ISAEP-Vocational Education - CATEGORICAL		7,859	7,859	7,859	7,859	9
Special Education - CAT - Homebound		45,113	45,113	33,159	33,823	9
Soc. Security - INSTRUCTIONAL	470,865		470,865	441,953	444,282	9
Retirement - INSTRUCTIONAL	970,268		970,268	899,691	879,044	9
Group Life - INSTRUCTIONAL	28,537		28,537	28,411	28,561	9
Early Reading Intervention	26,596		26,596	27,000	27,000	9
Mentor Teacher	0		0	1,581	0	9
SOL Algebra Readiness	35,123		35,123	27,724	27,724	9
Technology		180,000	180,000	180,000	180,000	9
At Risk Students	282,061		282,061	138,040	138,694	9
Virginia Preschool Initiative	62,834		62,834	61,312	61,312	9
K-3 Primary Class Size Reduction	331,308		331,308	145,378	147,920	9
English-as-a-Second-Language	50,400		50,400	51,275	51,457	9
Total State Funds	13,953,752	298,086	14,251,838	13,254,427	13,266,951	
TOTAL BUDGET	35,383,105	2,522,258	37,905,363	34,869,339	36,064,149	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2016-2017
(Superintendent's Proposal)

Details

	FY 2017 BUDGET	FY 2016 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	$29,304,630	28,632,886	671,744	2.35%
MAINTENANCE	3,586,771	3,218,345	368,426	11.45%
ADMIN., ATTEND.,HEALTH	1,777,001	1,712,847	64,154	3.75%
FOOD SERVICE	1,061,170	1,029,483	31,687	3.08%
TRANSPORTATION	1,056,377	983,263	73,114	7.44%
CONTINGENCY RESERVE	315,014	296,239	18,775	6.34%
CIP RESERVE	513,314	0	513,314	0.00%
DEBT SERVICE	291,086	191,086	100,000	52.33%
	$37,905,363	36,064,149	1,841,214	5.11%



Approach to expenditure budgeting:

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

Colonial Heights School Board
2016-2017
FUNCTION & LINE ITEM EXPENDITURES
(Superintendent's Proposal)

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
INSTRUCTIONAL SUPERVISORS	504,776		504,776	479,530	498,465	15
INFORMATION TECHNOLOGY SALARIES	465,891		465,891	409,676	414,327	15
SCHOOL SOCIAL WORKER	71,472		71,472	68,625	70,031	15
SCHOOL SECRETARIES & BOOKKEEPERS	497,855		497,855	480,679	492,818	15
RETIREMENT - SICK LEAVE PAYOUT	60,000		60,000	259,379	60,000	18
SUBSTITUTE AIDES	60,000		60,000	67,438	60,000	15
SUBSTITUTE SECRETARIES	35,000		35,000	34,616	35,000	15
SOCIAL SECURITY	1,390,131		1,390,131	1,268,248	1,338,291	16
RETIREMENT & GROUP LIFE	2,964,640		2,964,640	2,763,224	2,781,736	16
MEDICAL AND DENTAL PLANS	2,320,580		2,320,580	2,761,832	2,811,820	16
UNEMPLOYMENT INSURANCE VEC	31,000		31,000	22,577	26,000	17
WORKER'S COMPENSATION INSURANCE - INSTRUCTION	58,480		58,480	55,204	58,480	17
TESTING	42,000		42,000	33,296	42,000	18
STAFF DEVELOPMENT	30,000		30,000	27,801	30,000	18
TUITION- ALL PROGRAMS	277,184		277,184	238,181	260,050	18
TRAVEL- MILEAGE, LODGING, MEALS	23,500		23,500	16,838	23,500	17
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	7,689	4,250	17
ATHLETIC TRAINERS	11,200		11,200	9,600	11,200	17
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	1,136	1,000	18
EDUC. SUPPLIES - SAO INSTRUCTION	85,150		85,150	55,629	70,650	18
TEXTBOOKS	159,985		159,985	161,890	84,709	18
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	71,015		71,015	10,594	10,430	20-28
INSTRUCTION CAPITAL EXPENDITURES- MINOR	72,761		72,761	42,818	36,779	20-28
TECHNOLOGY EXPENDITURES- MAJOR (> $5,000)	266,600		266,600	60,572	77,572	19
TECHNOLOGY EXPENDITURES- MINOR (< $5,000)	365,900		365,900	203,897	335,271	19
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	19
LIBRARIAN- ELEM.	142,697		142,697	164,829	146,459	15
GUIDANCE COUN.-ELEM.	163,661		163,661	154,826	159,566	15
PRINCIPAL- ELEM.	274,109		274,109	259,528	265,840	15
ASSIST. PRINCIPAL- ELEM.	0		0	0	0	15
OFFICE SUPPLIES- NORTH	2,500		2,500	1,089	2,295	20
LIBRARY SUPPLIES- NORTH	7,035		7,035	7,643	7,035	20
EDUC. SUPPLIES- NORTH	25,000		25,000	19,726	23,800	20
COPIER COSTS & PAPER- NORTH	21,767		21,767	18,748	15,055	20
OFFICE SUPPLIES- LAKEVIEW	3,800		3,800	2,370	2,380	21
LIBRARY SUPPLIES- LAKEVIEW	8,500		8,500	6,579	8,300	21
EDUC. SUPPLIES- LAKEVIEW	27,690		27,690	27,495	27,275	21
COPIER COSTS & PAPER - LAKEVIEW	19,648		19,648	16,829	19,825	21
OFFICE SUPPLIES- TUSSING	3,740		3,740	3,310	3,740	22
LIBRARY SUPPLIES- TUSSING	12,536		12,536	10,923	12,049	22
EDUC. SUPPLIES- TUSSING	57,900		57,900	38,077	57,900	22
COPIER COSTS & PAPER - TUSSING	28,971		28,971	27,223	27,173	22
LIBRARIAN- SEC.	101,050		101,050	97,968	99,323	15
GUIDANCE COUN.-SEC.	327,589		327,589	331,102	324,896	15
PRINCIPAL- SEC.	186,944		186,944	174,321	180,633	15
ASSIST. PRINCIPAL- SEC.	238,189		238,189	219,252	228,720	15
OFFICE SUPPLIES- MID SCH	7,000		7,000	2,377	5,100	23
LIBRARY SUPPLIES- MID SCH	20,000		20,000	8,499	23,750	23
EDUC. SUPPLIES- MID SCH	86,550		86,550	44,186	66,350	23
COPIER COSTS & PAPER - MID SCH	34,102		34,102	32,500	33,679	23
OFFICE SUPPLIES- SR HI	12,000		12,000	7,971	8,500	24
LIBRARY SUPPLIES- SR HI	20,000		20,000	13,933	20,000	24
EDUC. SUPPLIES- SR HI	110,544		110,544	88,700	64,200	24
COPIER COSTS & PAPER - SR HI	38,185		38,185	30,497	30,800	24
BAND - CLINICIANS	38,100		38,100	0	22,250	24
BAND - MUSIC, EQUIPMENT, SUPPLIES	30,097		30,097	64,092	41,000	24

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	2,000	24
SECRETARY FOR DIRECTORS	46,621		46,621	45,707	45,707	15
PARAPROFES: TECHNOLOGY	143,745		143,745	189,995	175,757	15
TEACHER- ELEM.- REGULAR	4,934,172		4,934,172	4,837,570	4,923,080	15
PARAPROFESSIONAL- ELEM.	463,869		463,869	397,608	468,067	15
TEACHER: SUBSTITUTE- ELEM.	130,000		130,000	125,703	130,000	15
TEACHER- SEC.- REGULAR	4,399,929		4,399,929	4,167,538	4,365,278	15
EXTRA DUTY SUPPLEMENTS	303,100		303,100	273,575	290,839	15
PARAPROFESSIONAL- SEC.	254,118		254,118	190,729	246,948	15
TEACHER: SUBSTITUTE- SEC.	150,000		150,000	139,939	150,000	15
TEACHER- HOMEBOUND	77,010	45,113	122,123	134,966	122,123	15
TEACHER- ELEM.- SP ED	863,696		863,696	847,936	845,811	15
PARAPROFES: SP ED- ELEM.	477,699		477,699	451,470	496,739	15
TEACHER- SEC.- SP ED	1,049,638		1,049,638	978,332	994,367	15
PARAPROFES: SP ED- SEC.	420,444		420,444	420,436	427,028	15
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	6,500		6,500	4,185	6,500	25
SPECIAL Ed FLOW THRU TEACHER		179,121	179,121	171,768	176,540	15
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		78,896	78,896	72,584	75,740	15
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		70,163	70,163	64,337	67,543	15
SPECIAL Ed FLOW THRU SOCIAL SECURITY		30,824	30,824	27,561	30,072	16
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		68,820	68,820	64,061	64,115	16
SPECIAL Ed FLOW THRU HOSPITAL PLANS		59,740	59,740	69,256	66,495	16
SPECIAL Ed FLOW THRU SUPPLIES		0	0	0	0	0
PRESCHOOL A CONTRACTUAL SERVICES		13,384	13,384	13,362	13,362	25
SECRETARY OSS	130,742		130,742	114,010	124,964	15
OSS NON GRANT SUPPLIES	367,500		367,500	309,884	359,004	25
COPIER & PAPER COSTS - OSS	4,781		4,781	3,113	6,167	25
RESOURCE OFFICERS	229,410		229,410	201,096	182,232	17
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		41,869	41,869	39,810	39,810	17
TEACHER- PRESCHOOL- SP ED	143,922		143,922	136,657	141,472	15
TEACHER- SEC.- VOC ED	947,402		947,402	869,932	886,265	15
VOC. SUPPLIES- MID SCH	14,100		14,100	10,831	12,304	23
COPIER & PAPER COSTS - CAREER & TECH CENTER	7,826		7,826	7,093	6,552	24
VOC. SUPPLIES- SR HI	44,331	51,599	95,930	42,489	77,028	24
PARAPROFES: VOC ED	23,799		23,799	21,523	22,654	15
TEACHER- ELEM.- GIFTED	107,972		107,972	103,548	105,791	15
GIFTED EDUC. EXPENDITURES	6,500		6,500	6,419	8,735	18
TEACHER-SEC.- GIFTED	179,608		179,608	173,887	170,658	15
NCLB: TITLE I TEACHER		204,840	204,840	203,494	206,728	15
NCLB: TITLE I PARAPROFESSIONAL		18,764	18,764	0	0	15
NCLB: TITLE I - SOCIAL SECURITY		17,106	17,106	14,742	15,815	16
NCLB: TITLE I - RETIREMENT & GROUP LIFE		38,192	38,192	33,897	33,717	16
NCLB: TITLE I - MEDICAL & DENTAL		25,810	25,810	24,691	20,049	16
NCLB: TITLE I - SUPPLIES		176,185	176,185	105,324	149,492	17
TEACHER - SUM. SCH	66,250		66,250	77,025	52,566	15
ADULT EDUCATION	5,000	0	5,000	2,205	5,000	15
NCLB: TITLE II STAFF DEV.		70,000	70,000	69,948	70,000	17
NCLB: TITLE II, PART D TECHNOLOGY		0	0	0	0	0
NCLB: TITLE III, PART A		9,500	9,500	5,047	9,500	17
SUB TOTAL INSTRUCTION	27,924,705	1,379,925	29,304,630	27,860,845	28,632,886	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BOARD MEMBERS	26,800		26,800	24,300	24,300	15
ATTORNEY FEES	20,000		20,000	22,403	15,000	17
SOCIAL SECURITY	77,077		77,077	75,200	75,181	16
RETIREMENT & GROUP LIFE	167,511		167,511	169,771	156,324	16
MEDICAL & DENTAL	117,450		117,450	143,283	133,658	16
UNEMPLOYMENT INSURANCE	2,000		2,000	0	2,000	17
WORKER'S COMPENSATION INSURANCE	4,300		4,300	4,059	4,300	17
CONSULTANT FEES	4,000		4,000	0	4,000	17
SCHOOL ACTIVITY FUND AUDIT EXPENSES	4,700		4,700	4,600	4,700	17
GENERAL INSURANCE	90,577		90,577	92,384	90,727	17
BANK SERVICE CHARGES	100		100	0	100	17
ADMINISTRATIVE STAFF	206,011		206,011	198,817	201,972	15
SUPERINTENDENT	141,946		141,946	138,095	138,095	15
BUSINESS OFFICE STAFF	279,098		279,098	272,600	278,032	15
COMPUTER SERVICES	82,000		82,000	25,946	27,000	17
POSTAGE	7,500		7,500	7,436	7,500	17
TRAVEL, MILEAGE, LODGING, MEALS	12,000		12,000	19,685	12,000	17
ASSOCIATION DUES	30,650		30,650	21,569	28,475	17,24
COMMUNITY RELATIONS	10,000		10,000	11,106	5,000	17
OFFICE SUPPLIES	11,900		11,900	13,245	11,900	17
COPIER & PAPER COSTS - SAO	11,185		11,185	16,343	17,290	17
BACKGROUND CHECKS & DRUG TESTS	10,345		10,345	10,846	10,345	17
NURSE	242,468		242,468	233,026	236,463	15
NURSING SUPPLIES	25,000		25,000	22,945	25,000	25
PSYCHOLOGIST	111,220		111,220	108,198	103,895	15
OCCUPATIONAL THERAPIST, FLOW THRU		74,745	74,745	73,279	73,279	15
CONTRACTED THERAPY, FLOW THRU		6,417	6,417	37,757	26,311	25
SUB TOTAL ADMINISTRATION	1,695,839	81,162	1,777,001	1,746,893	1,712,847	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BUS DRIVERS	296,738		296,738	312,074	309,309	15
SOCIAL SECURITY	44,728		44,728	34,767	41,801	16
RETIREMENT & GROUP LIFE	8,889		8,889	7,672	7,769	16
MEDICAL & DENTAL	77,720		77,720	85,579	60,480	16
WORKER'S COMPENSATION INSURANCE	8,600		8,600	8,118	8,600	17
BUS INSURANCE	35,637		35,637	31,074	34,196	17
BUS COORDINATOR	52,045		52,045	45,800	47,632	15
CAPITAL OUTLAY - MAJOR	124,563		124,563	94,105	133,000	26
BUS PART-TIME SECRETARY	15,193		15,193	0	0	15
BUS PARAPROFESSIONAL	93,701		93,701	35,587	69,476	15
SUBSTITUTES AND EXTRA TRIPS	127,000		127,000	81,943	120,000	26
FUEL AND SUPPLIES	166,564		166,564	150,416	146,000	26
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.	0	0	0	0	0	26
PAYMENTS TO PARENTS & PRIVATE VENDORS	5,000		5,000	0	5,000	26
SUB TOTAL TRANSPORTATION	1,056,377	0	1,056,377	887,135	983,263	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
SOCIAL SECURITY	105,812		105,812	98,602	101,610	16
RETIREMENT & GROUP LIFE	98,617		98,617	123,704	121,434	16
MEDICAL & DENTAL	265,640		265,640	283,973	218,864	16
UNEMPLOYMENT INSURANCE	4,000		4,000	0	4,000	17
WORKER'S COMPENSATION INSURANCE	13,760		13,760	12,989	13,760	17
ELECTRICAL SERVICE	612,000		612,000	575,782	600,000	27
FUEL FOR UTILITIES	72,650		72,650	61,874	72,650	27
WATER, SEWAGE, REFUSE	42,000		42,000	41,918	35,000	27
TELEPHONE & INTERNET SERVICE	176,500		176,500	172,784	165,100	27
CAPITAL EXPENDITURES- MAJOR	287,815		287,815	183,963	32,765	27
CAPITAL EXPENDITURES- MINOR	9,500		9,500	9,500	9,500	27
CUSTODIANS - FULL TIME	683,110		683,110	643,692	695,695	15
MAINTENANCE WORKERS - FULL TIME	473,155		473,155	425,644	427,325	15
DIRECTOR	85,903		85,903	84,219	84,219	16
CUSTODIANS - PART & OVERTIME	100,000		100,000	102,619	100,000	16
MAINTENANCE WORKERS: PART & OVERTIME	41,000		41,000	54,146	21,000	16
MAINTENANCE SERVICES	205,000		205,000	230,261	205,000	27
OFFICE SUPPLIES	1,700		1,700	1,700	1,700	27
MAINTENANCE SUPPLIES	259,832		259,832	265,267	259,832	27
OPERATION OF VEHICLES	46,750		46,750	44,094	46,750	27
COPIER & PAPER COSTS - OPERATION & MAINTENANCE	2,026		2,026	1,841	2,141	27
SUB TOTAL OPERATIONS	3,586,771	0	3,586,771	3,418,572	3,218,345	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
SOCIAL SECURITY		7,752	7,752	5,746	6,770	16
RETIREMENT & GROUP LIFE		11,506	11,506	11,985	10,673	16
MEDICAL & DENTAL		33,060	33,060	38,998	30,073	16
WORKERS' COMP: OTHER		860	860	812	860	28
FOOD SERVICE BANK CHARGES-OTHER		1,000	1,000	505	3,838	28
CAPITAL OUTLAY - MAJOR		6,776	6,776	23,234	4,552	28
CAPITAL OUTLAY - MINOR		0	0	0	0	28
SECRETARY		42,256	42,256	38,092	32,525	16
FULL TIME WORKERS		59,075	59,075	56,659	55,974	16
COORDINATOR		0	0	0	0	0
PART TIME WORKERS		0	0	0	0	0
FOOD		14,376	14,376	555	0	0
SUPPLIES		17,654	17,654	8,440	5,035	0
CONTRACTUAL SERVICES		866,855	866,855	796,088	869,104	28
FOOD SERVICE SECRETARY - HIGH SCHOOL		0	0	0	8,131	16
FULL TIME WORKERS - HIGH SCHOOL		0	0	0	0	0
COORDINATOR - HIGH SCHOOL		0	0	0	0	0
PART TIME WORKERS - HIGH SCHOOL		0	0	0	0	0
SOCIAL SECURITY: HIGH SCHOOL		0	0	0	622	16
RETIREMENT & GROUP LIFE: HIGH SCHOOL		0	0	0	1,326	16
HOSPITAL PLANS: HIGH SCHOOL		0	0	0	0	16
WORKERS' COMP: HIGH SCHOOL		0	0	0	0	0
FOOD SERVICE BANK CHARGES- HIGH SCHOOL		0	0	0	0	0
FOOD: HIGH SCHOOL		0	0	0	0	0
SUPPLIES: HIGH SCHOOL		0	0	0	0	0
CAPITAL OUTLAY - MAJOR-HIGH SCHOOL		0	0	0	0	0
SUB TOTAL FOOD SERVICE	0	1,061,170	1,061,170	981,114	1,029,483	

DEBT SERVICE & FUND TRANSFERS

DEBT SERVICE TO CITY	291,086		291,086	176,178	191,086	17
TRANSFER TO CITY		0	0	0	0	17
SUB TOTAL DEBT SERVICE	291,086	0	291,086	176,178	191,086	

CONTINGENCY RESERVE

0.83%

CONTINGENCY RESERVE	315,014		315,014		296,239	17
CIP RESERVE	513,314		513,314		0	17

TOTAL EXPENDITURE BUDGET	35,383,105	2,522,258	37,905,363	35,070,737	36,064,149

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

(proposed)

FY2016-17

Annual Operating Budget

Ordinances and Resolutions

AN ORDINANCE NO. 16-FIN-5

Adopting the General Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	$ 141,115
Executive(City Manager)	548,824
Legal (City Attorney)	222,684
Tax Collections	289,464
Finance	7,422,251
Information Technologies	228,505
Board of Elections	138,218
Judicial	4,788,306
Public Safety	8,516,542
Public Works	4,311,341
Health and Social Services	760,908
Parks and Recreation	1,391,559
Cultural Enrichment	82,965
Library	644,752
Community Development	452,568
Human Services	352,002
Nondepartmental	509,715
Debt Service	3,762,338
Operating Transfers Out	20,561,697
TOTAL	$55,125,754

2. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2016:

General Property Taxes	$22,489,871
Other Local Taxes	17,930,031
Licenses, Permits & Fees	3,846,572
Fines and Forfeitures	607,500
Use of Money & Property	186,000
Intergovernmental Revenues	6,820,192
Charges for Current Services	2,314,500

Miscellaneous	931,088
TOTAL	$55,125,754

3. That all legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2016, be offset by an equal amount of reserved Fund Balance for subsequent year expenditures; and if performance of a contract or purchase order is complete, or virtually complete, an expenditure and estimated liability should be recorded in lieu of an expenditure.

4. That the unencumbered balance of the annual appropriation standing on the books of the City as of June 30, 2016, shall be canceled.

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

6. That this ordinance shall be in full force and effect on and after the first day of July, 2016, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 16-FIN-6

Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, and approving such budget.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the School Fund Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 is hereby adopted.

2. That the sum of $37,905,363 is hereby appropriated from the resources and revenues of the City of Colonial Heights School Fund for the fiscal year beginning July 1, 2016.

School Expenditures	$37,905,363
TOTAL	$37,905,363

3. That the foregoing appropriation is based upon the following estimates of revenues and transfers for the fiscal year beginning July 1, 2016:

Federal Funds	$ 1,910,851
State Funds	14,251,838
City Funds	20,289,595
Other Funds	499,321
Fund Balance	953,758
TOTAL	$ 37,905,363

4. That this ordinance shall be in full force and effect on and after the first day of July, 2016 and shall constitute the School Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 16-FIN-7

Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, is hereby adopted.

2. That the sum of $171,000 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Recreation Activity Fund Budget as follows:

REVENUES

Charges for Current Services	$171,000.00
TOTAL	$171,000.00

EXPENDITURES

Operating Expenses	$171,000.00
TOTAL	$171,000.00

3. That this ordinance shall be in full force and effect on and after the first day of July, 2016, and shall constitute the Recreation Activity Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 16-FIN-8

Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Storm Water Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, is hereby adopted.

2. That the sum of $488,700 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Storm Water Fund Budget as follows:

REVENUES

Charges for Current Services		$411,700
Operating Transfers In		$ 82,000
	TOTAL	$493,700

EXPENDITURES
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Operating Expenses		$263,572
Fixed Charges		111,385
Internal Services		$ 41,000
	TOTAL	$415,957

3. That a capital outlay in the amount of $5,000 from the resources of the Storm Water Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of such assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2016, and shall constitute the Storm Water Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 16-FIN-9

Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, is hereby adopted.

2. That the sum of $4,931,384 be, and the same is hereby, appropriated from the estimated revenues from all existing sources as shown in the Water and Sewer Fund Budget for the ensuing fiscal year, which shall be used for operating expenses as follows:

REVENUES

Estimated Accrued Revenues, July 1, 2016, through June 30, 2017	$4,931,384
TOTAL REVENUES	$4,931,384

OPERATING EXPENSES
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Water Distribution	$1,565,673
Wastewater Treatment	3,083,974
Utility Billing	262,722
TOTAL EXPENSES	$4,912,369

3. That a capital outlay in the amount of $565,500 from the resources of the Water and Sewer Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of such assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2016, and shall constitute the Water and Sewer Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 16-5

Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at $1.14 for the tax year commencing January 1, 2016, and ending December 31, 2016; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at $1.20 for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year beginning January 1, 2016, and ending December 31, 2016, a tax on all real estate located in the City not exempt from taxation of one dollar and fourteen cents ($1.14) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year beginning January 1, 2017, and ending December 31, 2017, a tax on all real estate located in the City not exempt from taxation of one dollar and twenty cents ($1.20) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2016; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-6

Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2016; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2016, a tax on all tangible personal property in the general class and the classes designated in subsections 1, 6, 9, 11, 12, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents ($3.50) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year ending December 31, 2016, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in Va. Code § 58.1-3506.A.10, of one dollar and fourteen cents ($1.14) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

3. That there is hereby levied and shall be collected for the tax year commencing January 1, 2017, and ending December 31, 2017, a tax on all tangible personal property in the general class and the classes designated in subsections 1, 6, 9, 11, 12, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless either exempt from taxation or otherwise taxed, of three dollars and fifty cents ($3.50) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

4. That there is hereby levied and shall be collected for the tax year commencing January 1, 2017, and ending December 31, 2017, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in Va. Code § 58.1-3506.A.10, of one dollar and fourteen cents ($1.20) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

5. That Sections 1 and 2 of this ordinance shall be in full force and effect for the tax year 2016 and that Sections 3 and 4 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-7

Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2016, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar ($1.00), for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2017, and ending December 31, 2017, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar ($1.00), for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2016; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-8

Providing for a personal property levy of one dollar ($1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2016, and ending December 31, 2016; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Va. Code § 58.1-3506.A.14, and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a personal property tax of one dollar ($1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

2. That pursuant to Va. Code § 58.1-3506.A.14 and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2017, and ending December 31, 2017, a personal property tax of one dollar ($1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2016; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-9

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

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 59% is established for the tax year ending December 31, 2016.

2. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 59% is established for the tax year ending December 31, 2017.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2016 and that Section 2 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-10

Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2016, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers, and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars ($2.00) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2017, and ending December 31, 2017, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used

to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars ($2.00) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2016; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2017.

AN ORDINANCE NO. 16-11

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

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

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

§ 238-8. Sewer service charges; metering.

A. There shall be added to the bimonthly bill for all premises inside the City having a connection, directly or indirectly, to the City sanitary or storm drainage system a bimonthly sewer service and sewage treatment charge in the amount of ~~$26.98~~ *$27.65* plus ~~$2.55~~ *$2.61* per 100 cubic feet of water metered up to 100,000 cubic feet, and for all over 100,000 cubic feet, ~~$3.06~~ *$3.14* per 100 cubic feet of water metered.

B. The *bimonthly* amount charged water takers outside the City limits shall be ~~$31.50~~ *$32.29* plus ~~$3.30~~ *$3.38* per 100 cubic feet of water metered or supplied.

.

.

.

2. That this ordinance shall be in full force and effect for all bills rendered on and after July 1, 2016.

AN ORDINANCE NO. 16-12

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

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

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

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

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

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less	$ 22.33
Next 4,000	$ ~~16.05~~ *16.10*
Next 20,000	$ ~~14.47~~ *15.65*
Next 100,000	$ ~~13.95~~ *15.97*
All over 125,000	$ ~~15.04~~ *17.36*

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

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less (minimum charge)	$ 26.42
All over 1,000	$ ~~16.46~~ *16.51*

C. All bills for water, or for water including sewer service charge, may be rendered in multiples of $0.05. If the actual amount of the bill shall exceed by $0.01 or $0.02 a number divisible by five, such $0.01 or $0.02 shall be disregarded; if such excess number of cents shall

be $0.03 or $0.04, the number of cents on such bill shall be the next highest number divisible by five.

2. That this ordinance shall be in full force and effect for all bills rendered on and after July 1, 2015.

AN ORDINANCE NO. 16-13

To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment for Digital Resource Specialist, Heavy Truck/Bus Technician, Utility Billing Supervisor, Financial Technician I, Financial Technician II, Revenue Supervisor, revised Financial Specialist I and Meter Reader, and removes Customer Service Representative and Assessor's Office Technician; and adopts new and revised job descriptions for such positions.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan" respectively, the General Pay Plan Class and Salary Range attached as Exhibit A is hereby approved and made a part of this ordinance.

2. That this ordinance shall be in full force and effect as of July 1, 2016.

DIGITAL RESOURCES SPECIALIST
JOB DESCRIPTION

Department: Library

Reports to: Library Director

Overview: Manages the library's hardware and digital resources including discovery and implementation.

ESSENTIAL DUTIES

- Manages the software and hardware for staff and public computers.
- Identifies and implements leading edge digital services and mobile devices appropriate to the library's services.
- Develops technology competencies for library staff, trains staff, and prepares troubleshooting and quick reference guides for staff use.
- Acts as the library's liaison with the outsource support.
- Coordinates library projects with the city's IT Administrator and outsource contractor.
- Maintains a life cycle management program, in coordination with the city's CIP and IT Administrator, for the library's full range of information technology equipment including servers (network and dedicated), printers, UPS units, and makes recommendations during the budget process.
- Manages Kindles, public information digital display units, streaming resources, iOS and Android mobile devices, iPad center.
- Provides one-on-one or class instruction to the public on a variety of digital, on-line and streaming services.
- Manages the library's cloud-based security system.
- Arranges technical support for off-site library services at the Community Center and elsewhere in the community.

- Advances and coordinates the library's digital capabilities with web-based services, maker spaces, digital bookmobile, digital payments, policy updates.
- Remains current on the information technology being used by school system students.
- Remains current on perpetual changes in hardware and software (mobile and hardwired) by monitoring resources and attending webinars and professional meetings.
- Addresses inquiries and technical issues from the public and staff in reference to the library's full range of electronic resources including apps, mobile devices, Wi-Fi configurations, eBook, eMagazine and eReference collections, Facebook, and the library's website.
- Other duties as assigned.

NEW PAY GRADE: General – 14
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

Two years of college or Associate's Degree and two to less than five years directly related experience or

A Bachelor's Degree and two or less years related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involves attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

HEAVY TRUCK/BUS TECHNICIAN
JOB DESCRIPTION

Department: Fleet Maintenance

Reports to: Automotive Maintenance Superintendent

Overview: Repairs and maintains city vehicles and equipment.

ESSENTIAL DUTIES

- Repairs and maintains city vehicles and equipment, to include: school buses, dump trucks, back hoes, loaders, tractors, bush hogs, leaf collectors and salt spreaders.
- Inspects all vehicles and equipment for proper function and safety.
- Performs preventive maintenance and repair to all vehicles and equipment, including air brakes systems, electronic fuel injections, and hydraulic systems.
- Performs emergency road service.
- Fabricates and welds parts as necessary using mig welder, plasma cutter and acetylene torch.
- Other duties as required.

NEW PAY GRADE: General – 14
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five or more years directly related experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Knowledge of School Bus Maintenance Regulations as set by the State of Virginia is desirable.

Must possess the ability to obtain and maintain required license and/or certifications as deemed necessary within specified period of time.

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position supervises on a temporary basis or in the absence of a supervisor.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

UTILITY BILLING SUPERVISOR
JOB DESCRIPTION

Department: Finance

Reports to: Deputy Director of Finance

Overview: Produces, distributes, and collects bills for water, sewer, and refuse services.

ESSENTIAL DUTIES

- Supervises meter reader(s) and senior meter reader (s).
- Calculates and enters meter readings for billing.
- Checks meter reading activity report and corrects errors.
- Establishes new accounts and terminates existing accounts as necessary.
- Issues and tracks the use of exclusion meters.
- Addresses public inquiries.
- Develops and distributes necessary paperwork for meter reading.
- Bills customers and collects payments.
- Other duties as assigned.

NEW PAY GRADE: General – 14
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years directly related experience or

Two years of college or Associate's Degree and less than two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Meter Reader; Senior Meter Reader

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involves attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

FINANCIAL TECHNICIAN I
JOB DESCRIPTION

Department: Finance

Reports to: Revenue Supervisor

Overview: Responsible for proper receipting of all money submitted to the Collection's Office and maintains the set off debt program.

ESSENTIAL DUTIES

- Greets and directs customers.
- Receives all public funds and money payable to the City, including all taxes, licenses, fines, utility payments, inter government revenues and special assessments, and prepares deposits in the appropriate accounts.
- Provides a receipt to every person paying money to the City, including the date of payment and the account in which payment is being received.
- Receives, records, collects, deposits and coordinates with all City departments returned checks, credit cards/debit cards and EFT's in the Collection's Office.
- Maintains and updates all documentation for money received.
- Balances cash drawers on a daily basis.
- Assists with collections of delinquent residential and commercial tax accounts; generates letters, notices and reports necessary for the collection of delinquent accounts.
- Handles returned mail, utility statements, delinquent notices and general correspondence; researches correct addresses and information.

- Performs DMV stops and maintains set off debt program.
- Other duties as assigned.

NEW PAY GRADE: General – 12
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and three to less than five years directly related experience or

Two years of college or Associate's Degree and less than two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well-being of a number of persons.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involves attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

FINANCIAL TECHNICIAN II
JOB DESCRIPTION

Department: Finance

Reports to: Revenue Supervisor

Overview: Responsible for proper receipting of all money submitted to the Collection's Office and maintains the set off debt program.

ESSENTIAL DUTIES

- Greets and directs customers.
- Receives all public funds and money payable to the City, including all taxes, licenses, fines, utility payments, inter government revenues and special assessments, and prepares deposits in the appropriate accounts.
- Provides a receipt to every person paying money to the City, including the date of payment and the account in which payment is being received.
- Receives, records, collects, deposits and coordinates with all City departments returned checks, credit cards/debit cards and EFT's in the Collection's Office.
- Maintains and updates all documentation for money received.
- Balances cash drawers on a daily basis.
- Assists with collections of delinquent residential and commercial tax accounts, generates letters, notices and reports necessary for the collection of delinquent accounts.
- Performs DMV stops and maintains set off debt program; sends demand letters and works with collection company to collect final payment.

- Provides backup support for Revenue Supervisor in his or her absence.
- Other duties as assigned.

NEW PAY GRADE: General – 13
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years directly related experience or

Two years of college or Associate's Degree and less than two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well-being of a number of persons.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involves attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

REVENUE SUPERVISOR
JOB DESCRIPTION

Department: Finance

Reports to: Director of Finance

Overview: Supervises and participates in the collections functions of the City's revenue division within the Collection's Office of the Finance Department.

ESSENTIAL DUTIES

- Opens and closes office and vault daily.
- Balances cash drawers and records to cash sheets on a daily basis.
- Addresses public and professional inquiries.
- Supervises cash receipt and control of other types of remittances and performs related work as required.
- Assists with the preparation of the annual City budget, financial statements, and reports required by other government agencies.
- Researches financial information and prepares reports; retrieves requested financial information.
- Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing detailed accounting work related to general accounting.
- Collects delinquent accounts due to the City.
- Other duties as assigned.

NEW PAY GRADE: General - 16
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years directly related experience, or

Two years of college or Associate's Degree and two to less than five years of directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Financial Technician I, Financial Technician II, and Financial Technician III.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involves attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

FINANCIAL SPECIALIST I
JOB DESCRIPTION

Department: Finance

Reports To: Director of Finance

Overview: Ensures the accuracy of all financial records, and provides operational and administrative assistance as needed.

ESSENTIAL DUTIES

- Ensures that all invoices are recorded, tracked, and paid.
- Processes vendor payments, matches purchase orders, receiving reports, and invoices.
- Maintains spreadsheet on cash and balances cash at month end.
- Ensures that all monetary funds are in balance.
- Reconciles bank accounts and prepares adjusting journal entries.
- Develops and maintains chart of accounts.
- Verifies account codes for items to be encumbered.
- Reviews and approves accounting transactions.
- Performs audits as required.
- Insures business license compliance.
- Develops, distributes, maintains, files, and updates all required reports, records, correspondence, and other documents.
- Maintains and updates all documentation for invoices received and paid.
- Develops, maintains, and updates automated databases and other files.
- Tracks assigned departmental budget.

- Orders supplies, materials, and forms.
- Addresses public and vendor inquiries, and answers tax questions and concerns.
- Other duties as assigned.

NEW PAY GRADE: General – 14
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years directly related experience or

Two years of college or Associate's Degree and two to less than five years directly related experience or

A Bachelor's Degree and less than two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

METER READER
JOB DESCRIPTION

Department: Finance

Reports to: Utility Billing Supervisor

Overview: Reads and records customer water usage.

ESSENTIAL DUTIES

- Reads water meters.
- Investigates complaints of water leaks.
- Cuts off water as necessary.
- Establishes new service.
- Provides administrative support.
- Addresses customer inquiries.
- Other duties as assigned.

NEW PAY GRADE: General - 11
FLSA DESIGNATION: Non- Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and three to less than five years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position does not supervise any other positions.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work includes various duties involving different and unrelated processes and methods. Decisions depend upon the analysis of alternative subjects, phases or issues involved in each assignment. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Scope and Effect

The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well being of a number of persons.

Personal Contacts

The majority of personal contacts are with members of the general public, as individuals or groups, in a moderately structured setting.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

CITY OF COLONIAL HEIGHTS, VIRGINIA
July 1, 2016

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE
11	$25,995.00 - $42,866.00 ~~$25,486.00 - $41,201.00~~ Deputy I Facilities/Groundskeeper I Landfill Attendant Legal Secretary Meter Reader Public Works Technician Staff Aide Staff Assistant Van Driver
12	$27,971.00 - $ 47,080.00 ~~$27,971.00 - $ 47,080.00~~ Concrete Technician ~~Customer Service Representative~~ Deputy II Deputy Registrar Facilities/Groundskeeper II *Financial Technician I* Office Assistant Public Works Heavy Equipment Operator Records Technician Senior Meter Reader Transportation Coordinator
13	$33,956.00 - $53,782.00 ~~$33,956.00 - $53,782.00~~ Administrative Assistant Administrative Services Deputy Animal Control Officer Deputy III Deputy Sheriff Facilities/Groundskeeper III *Financial Technician II* EMS Firefighter Recruit* (Starting salary: ~~$36,314~~ *$37,040*) Police Officer Recruit* (Starting salary: ~~$36,314~~ *$37,040*) Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician Youth Program Coordinator

*Starting for non-certified EMS Firefighter & Police Officer candidates that are required to attend an academy.

GENERAL PAY PLAN CLASS AND SALARY RANGE
Page 2
July 1, 2016

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE
14	$37,243.00 - $63,937.00 ~~$36,513.00 - $61,454.00~~ ~~Assessor's Office Technician~~ Assistant Treasurer Building Inspector Building Maintenance Supervisor Chief Deputy/Bookkeeper Construction Inspector *Digital Resource Specialist* Emergency Equipment Technician Engineering Technician Executive Assistant Financial Specialist I EMS Firefighter* (Starting salary: ~~$40,102~~ $40,904) Horticulturist Information Systems Technician Legal Assistant Library Assistant Lieutenant Deputy Sheriff Master Deputy Sheriff Museum Curator Police Detective* (Starting salary: ~~$40,102~~ $40,904) Police Officer* (Starting salary: ~~$40,102~~ $40,904) Procurement Specialist Public Works Foreman Recreation Specialist II Senior Automotive Mechanic Senior Traffic Technician Telecommunicator *Utility Billing Supervisor* *Starting salary for certified EMS Firefighter & Police Officer candidates with 5 or less years of experience. *Salary range spans Grades 14-15; therefore, maximum salary for Police Detective, EMS Firefighter, and Police Officer is ~~$70,206~~ $73,042
15	$42,546.00 - $73,042.00 ~~$41,712.00 - $70,206.00~~ Chief Deputy Sheriff Financial Analyst Financial Specialist II Library Associate Recreation Specialist III Senior Center Senior Building Inspector Senior Engineering Technician Communications Supervisor

GENERAL PAY PLAN CLASS AND SALARY RANGE
Page 3
July 1, 2014

16	$48,611.00 - $83,451.00 ~~$47,658.00 - $80,210.00~~ Deputy Fire Marshal Fire Lieutenant Information Systems Coordinator Neighborhood Revitalization Planner Police Sergeant Purchasing Agent *Revenue Supervisor* Web Administrator
17	$55,247.00- $95,346.00 ~~$54,164.00- $91,643.00~~ Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Communications Coordinator Facilities Superintendent Police Lieutenant Project Coordinator Project Engineer Public Works Superintendent Recreation Superintendent Streets Superintendent Utilities Superintendent
18	$63,455.00 - $108,933.00 ~~$62,211.00 - $104,703.00~~ Assistant Director of Public Works – Engineering Building Official Deputy Chief of Fire & EMS Deputy Director of Finance Information Technology Administrator Police Captain
EXEC	$63,312.00 - $131,745.00 ~~$62,071.00 - $129,161.00~~ Chief of Fire & EMS Chief of Police City Engineer Director of Finance

GENERAL PAY PLAN CLASS AND SALARY RANGE
Page 4
July 1, 2016

EXEC	Director of Human Resources
	Director of Office on Youth & Human Services
	Director of Parks & Recreation
	Director of Planning & Community Development
	Director of Public Works
	Economic Development Director
	Library Director

UNCLASSIFIED

City Attorney
City Clerk
City Manager
Clerk of Circuit Court
Commonwealth's Attorney
Commissioner of Revenue
Sheriff
Treasurer
Registrar