



**City of Colonial Heights
FY2017-18
Annual Operating Budget**



**Douglas E. Smith
City Manager**

**William E. Johnson
Finance Department**

2017-2018 ANNUAL OPERATING BUDGET TABLE OF CONTENTS

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City of Colonial Heights
Elected Officials and Senior Management
July 1, 2017

CITY COUNCIL

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

SENIOR MANAGEMENT

Douglas E. Smith.....City Manager
Sheila S. Minor.....Director of Finance
Eileen M. Brown.....Director of Office on Youth & Human Services
Jennifer N. Carpenter.....Director of Human Resources
Bruce E. Cashion.....City Assessor
Karen T. Epps.....Director of Economic Development
Jeffrey W. Faries.....Chief of Police
Hugh P. Fisher, III.....City Attorney
Bruce N. Hansen.....Library Director
William E. Henley.....Director of Public Works/City Engineer
A.G. Moore, Jr.....Chief of Fire & EMS
Karen K. Snyder.....Director of Information Technology
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 Frenier.....Treasurer
Susan Redford.....Registrar
Brenda D. Leber.....Clerk of General District Court
Stacy L. Stafford.....Clerk of Circuit Court
Todd B. Wilson.....Sheriff
Evelyn Hall.....Clerk of Juvenile & Domestic Relations Court

CITY BOARDS AND COMMISSIONS
***Council-Appointed Advisory Groups, Organizations and
Representative Agencies Serving the City***

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

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



CITY OF COLONIAL HEIGHTS

OFFICE OF THE CITY MANAGER

Douglas E. Smith
City Manager

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

Elke B. Gibbs
Executive Assistant

April 11, 2017

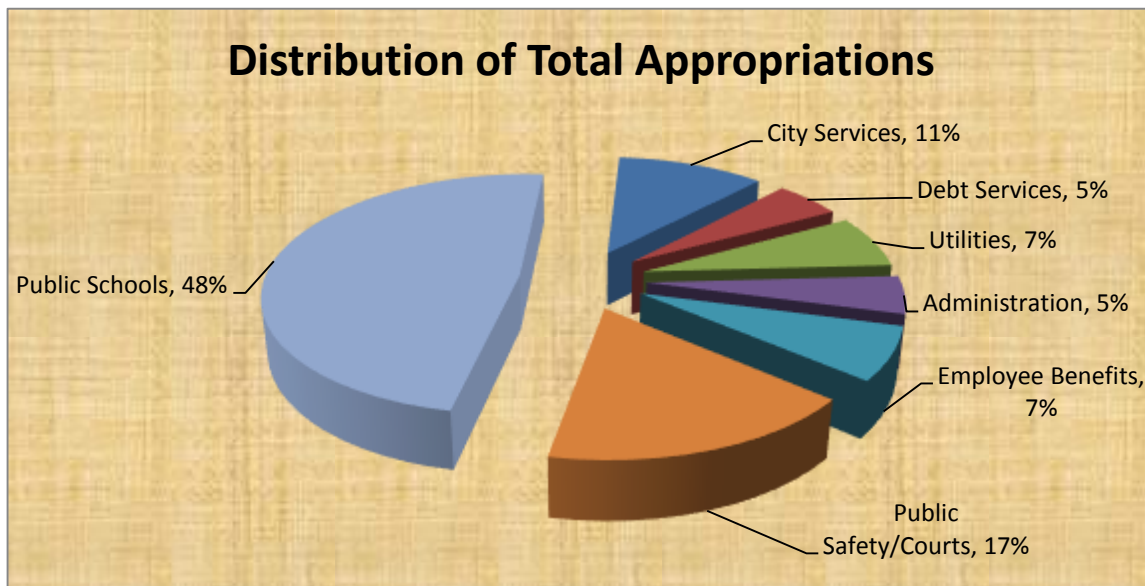
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: FY2017-18 Proposed Annual Budget Message

Dear Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, the proposed *Annual Operating Budget* for the City of Colonial Heights for the Fiscal Year of July 1, 2017 through June 30, 2018, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2017-18 Annual Budget* is **\$81,190,559**; to be generally distributed as described below:



As we look forward in developing the *FY17-18 Annual Budget*, the City continues to be faced with the challenges of addressing a variety of new and rising costs at a time when revenues are generally flat and established businesses are undergoing changes and redevelopment. While the City of Colonial Heights should be able to maintain a generally stable overall financial position, a variety of economic pressures will present challenges throughout the next fiscal year.

The *FY17-18 Budget* as proposed continues to be a zero-based, balanced, and appropriately conservative financial plan. All operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all department heads and includes a comprehensive review of all existing programs, operations, and services.

The proposed budget includes the continuation of all existing services and programs; full-year funding of all existing staff and operations; and funding for operating capital investment as presented in the 2018 Five-Year Capital Program. While the primary goal of the proposed budget is to maintain existing service levels, the staff is also focused on enhancing current service levels wherever possible – all while effectively controlling costs.

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

- **General Fund – (\$35.9M)** revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- **School Fund – (\$39.7M)** revenues and expenditures related to funding of operations and services of the Colonial Heights Public Schools.
- **Recreation Fund* – (\$1.17M)** revenues and expenditures relating to recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Stormwater Management Fund* – (\$4.49M)** all financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund* – (\$5.0M)** all financial transactions relating to the provision of potable water and sanitary services through the city’s systems.

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

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

FY2017-18 ANNUAL BUDGET - *Budget Highlights and Issues*

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

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

Following is a brief discussion of the primary issues impacting the proposed *FY17-18 Annual Budget*:

General Fund Operating Revenue

The proposed *FY17-18 Annual Budget* again projects moderate, overall growth for the upcoming fiscal year. Total General Fund revenue is anticipated to experience a 3.7% increase in gross receipts over the current-year budget. Again the majority of this growth is related to 2016 Real Estate Tax increase to fund the issuance of the General Obligation Bonds to fund capital projects. Operating revenues are anticipated to grow by \$1,306,927 which under the terms of the Memorandum of Understanding will be

essentially shared equally with Colonial Heights Public Schools and will be utilized to fund increased general operation and the bond payment costs.

Real Estate Taxes

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

Variable Local Taxes

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

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

And, while the City continues to experience great financial benefits from the mall-area and our other retail businesses, the absence of consistent upward overall trends in revenue flow, store reorganizations and closings nationwide adversely impacts our confidence in projecting growing and/or significantly “new” revenues in FY17-18.

Staffing

The proposed budget includes full-year funding in FY17-18 for up to three hundred fifty-one (351) total city employees: two hundred fifty-seven (257) full-time positions, forty-three (43) part-time positions, and sixty-two (62) seasonal positions. Although requests were made by certain departments for increased personnel, there are no new positions included within the proposed *FY17-18 Annual Budget*.

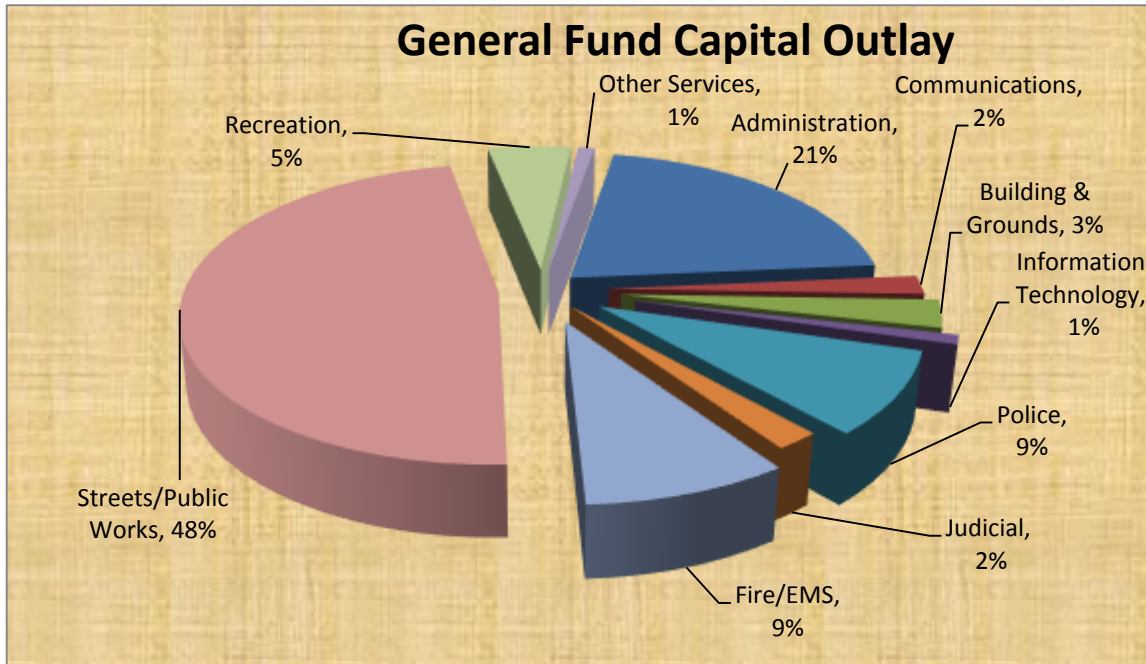
In its continued efforts to provide appropriate and market-competitive compensation for all city employees, this budget includes a 2.0% Cost of Living Adjustment (COLA) in pay that will be effective January 1, 2018. This COLA will be largely offset by increases in employees' health cost expenses this budget year.

Cuts in Departmental Requests for Funding in FY 17-18

As part of the administration's continued commitment to keep overall costs as efficient as possible, particular emphasis is given to producing a lean budget proposal that includes special attention to all line-item expenditures. As such, not only were all new costs kept to an absolute minimum, this final review resulted in cuts of *more than \$0.9M* from the total amount of funding requested by staff and what is included in the proposed *FY17-18 Annual Budget*. This is not to suggest that any departmental request was unreasonable, but more an illustration that the additional revenue increases proposed for *FY17-18 Budget* were required to fund natural increases and growth to existing service levels. As with the change in any administration, current operations and processes will be naturally reviewed.

Operations-Capital Outlay

Total capital reinvestment into General Fund Operations for FY17-18 (vehicles, equipment, furniture & fixtures, street resurfacing, etc.) is proposed at a total of \$1.89M; consistent with the 2018 *Five-Year Capital Program-Operations* and maintains the additional funding for street maintenance and/or repaving of existing streets that was added in the current budget.



Other Miscellaneous Issues

- Employee Health Insurance Costs – There is an approximate 15 percent rate increase for employee health insurance in FY17-18, which was partially offset by the City's contribution to this cost.
- This is the first budget with a full year of payments for the 2016 General Obligation Bonds that were issued for the Capital Improvements for Colonial Heights Public Schools and the Capital Region Radio Project.
- Refuse Rates – The contract for the City's residential trash collection was required to rebid for the upcoming 5 year period by the Central Virginia Waste Management Authority. This competitive bid resulted in an increase of our basic monthly collection charge per household of \$2.33, which was added to the City's basic charge. While a larger than normal increase, it was far less than the other bids and less than it would take to start our own collection process.

In summation, while the *FY17-18 Annual Budget* anticipates continuing general stability and growth in the local economy that will result in some revenue growth from these local taxes, the inconsistent trends

in revenue flow have caused the staff to recommend conservative projections of “new” revenue from these sources as we plan for next year; thereby limiting significantly increased funding for expanded operations or capital improvements.

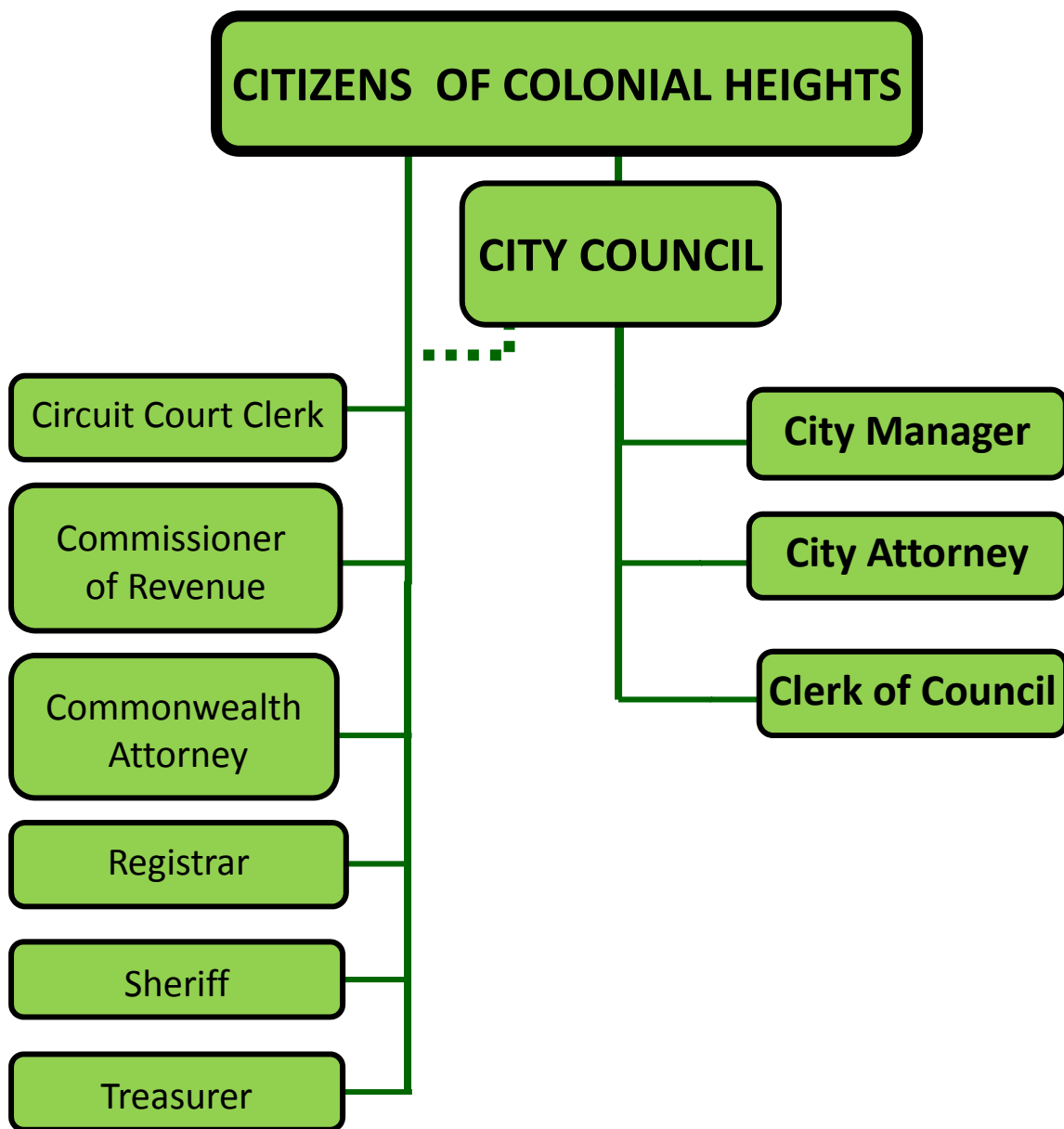
In spite of ongoing financial challenges, the coming year should be very rewarding, as the City will see the completion of a number of capital projects, continued business growth, and the on-going enhancement of city operations and services. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support and this opportunity to serve the citizens of Colonial Heights.

Sincerely,

William E. Johnson
Finance Department

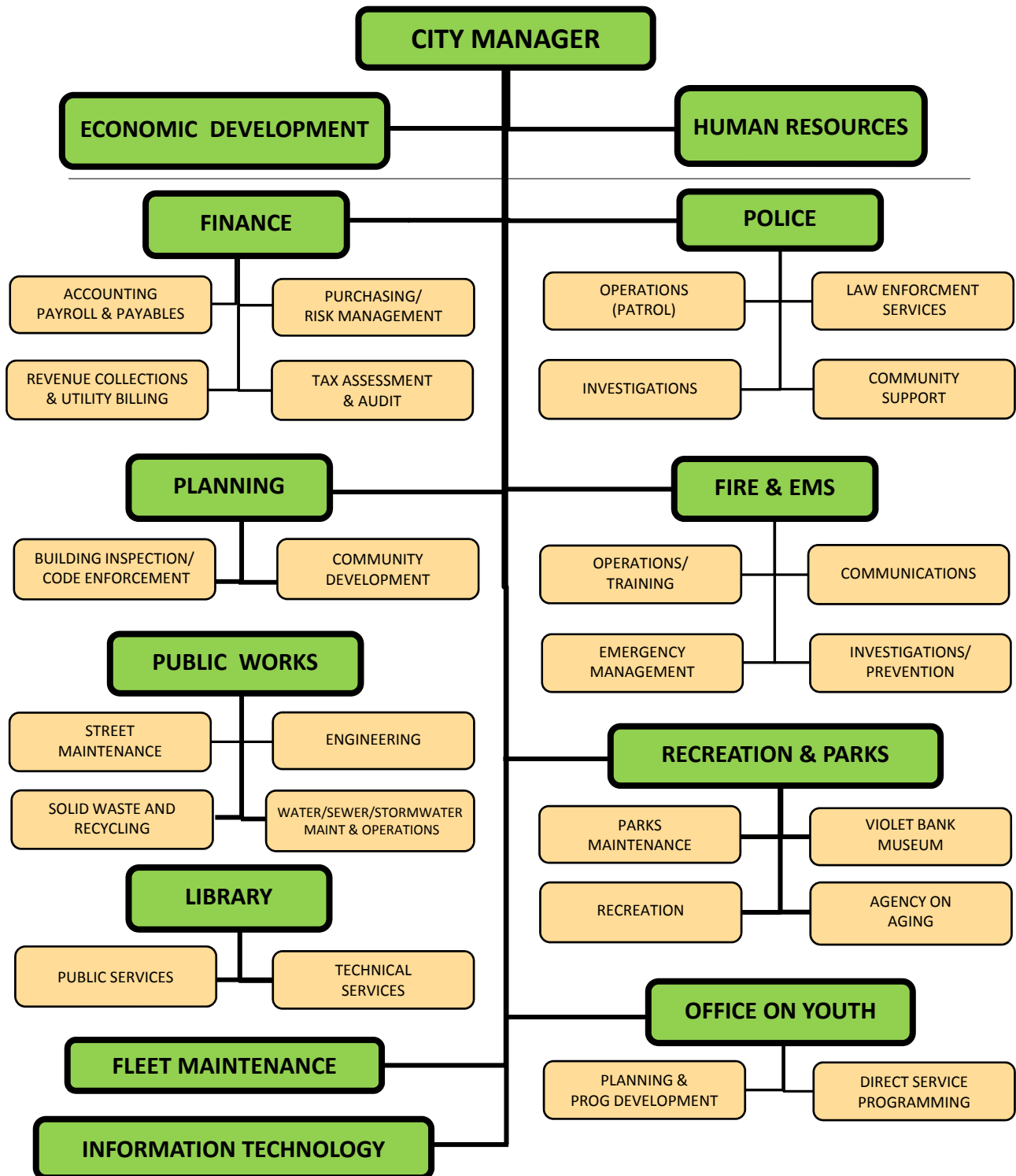


2017-18 CITY OF COLONIAL HEIGHTS ORGANIZATION CHART





2017-18 CITY OF COLONIAL HEIGHTS OPERATIONS ORGANIZATION CHART



Memorandum

Date: November 22, 2016

To: Mayor and City Council
Department Heads

Subject: Tentative Calendar for Formulation and Adoption of FY2017-18 Five-Year Operating Capital Program and Annual Operating Budget



Following is a projected schedule relating to the development and formal adoption of the *2018 Five-Year Operating Capital Program* and the *FY2017-18 Annual Operating Budget* for the City of Colonial Heights in accordance with standard practices and the requirements of the City Charter:

NOVEMBER

Monday, November 28, 2016Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed ***2018 Five-Year Capital Program (5YRCP)***

Monday, November 28, 2016Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed ***FY2017-18 Annual Operating Budget***



JANUARY

Monday, January 9, 2017.....Deadline for submission of all requests for inclusion within the proposed 2018 5YRCP

Monday, January 16, 2017.....Deadline for submission of all requests for funding within the proposed *FY2017-18 Annual Operating Budget*

Monday, January 30 through

Friday, February 3, 2017.....Review of Departmental 5YRCP and Annual Budget Requests by City Manager, Director of Finance, and applicable Department Heads and/or Constitutional Officers (as needed)

MARCH

Tuesday, March 14, 2017 **Presentation of Proposed 2018 Five-Year Capital Program to Mayor and City Council**
(Regular Council Meeting)

Tuesday, March 21, 2017 City Council 5YRCP Review/Work Session (*tentative**)
(Regular Council Work Session)

APRIL

Monday, April 3 through

Friday, April 7, 2017 Preliminary Annual Operating Budget Briefings with
City Councilmembers by City Manager and Director
of Finance

Tuesday, April 11, 2017 **Presentation of Proposed FY2017-18 Annual Operating Budget to Mayor & City Council**
(Regular Council Meeting)

..... Public Hearing on Proposed 2018 5YR-Capital
Program

..... Adoption of 2018 Five-Year Capital Program by
Council Resolution

Sunday, April 9, 2017 Publish General Budget Summary and Notice of
Public Hearing on April 25

Tuesday, April 18, 2017 City Council Budget Review/Work Session (*tentative**)
(Regular Council Work Session)

Tuesday, April 25, 2017 Public Hearing on Proposed FY2017-18 Annual Budget
(Special Council Meeting) (City Charter requirement)

..... First Reading of Ordinance – FY2017-18 **School
Division** Annual Budget

..... First Reading of Appropriations Ordinance Adopting
FY2017-18 Annual Operating Budget

MAY

Tuesday, May 2, 2017 City Council Budget Review/Work Session (*tentative**)
(Special Council Work Session)

Tuesday, May 9, 2017 **Second Reading of Appropriations Ordinance and Final Adoption of FY2017-18 Annual Operating Budget**
(Regular Council Meeting)

..... Second Reading of Ordinance and Final Adoption of
FY2017-18 **School Division** Annual Budget

JUNE

Friday, June 30, 2017.....Deadline established by City Charter for final adoption of *FY2017-18 Annual Operating Budget* (“not later than the last day of the last month of the fiscal year”)



JULY

Saturday, July 1, 2017.....Beginning of FY2017-18 Fiscal Year

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

William E. Johnson
Acting City Manager

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

CITY OF COLONIAL HEIGHTS CITY CHARTER

Chapter 6 - Budgets

§ 6.1. Fiscal and Tax Years.

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

§ 6.3. Submission of Budgets.

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

§ 6.4. Preparation of Budgets.

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

§ 6.5. Scope of the General Budget.

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

(a) An estimate of such portion of the general fund cash surplus, if any, at the end of the current fiscal year as it is proposed to use for meeting expenditures in the general budget.

(b) An estimate of the receipts from current ad valorem taxes on real estate and personal property during the ensuing fiscal year.

CITY OF COLONIAL HEIGHTS CITY CHARTER

Chapter 6 - Budgets

(c) An estimate of receipts from all other sources of revenue.

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

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

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

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

§ 6.6. A Balanced Budget.

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

§ 6.7. Budget Message.

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

§ 6.8. Appropriation and Additional Tax Ordinances.

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

CITY OF COLONIAL HEIGHTS CITY CHARTER

Chapter 6 - Budgets

§ 6.9. Budget a Public Record.

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

§ 6.10. Publication of Notice of Public Hearing.

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

§ 6.11. Public Hearing on Budget.

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

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

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

§ 6.13. Adoption of Budget.

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

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

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

CITY OF COLONIAL HEIGHTS CITY CHARTER

Chapter 6 - Budgets

§ 6.16. School Budget.

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

§ 6.19. Certification of Funds.

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

§ 6.20. Reserve for Permanent Public Improvements.

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

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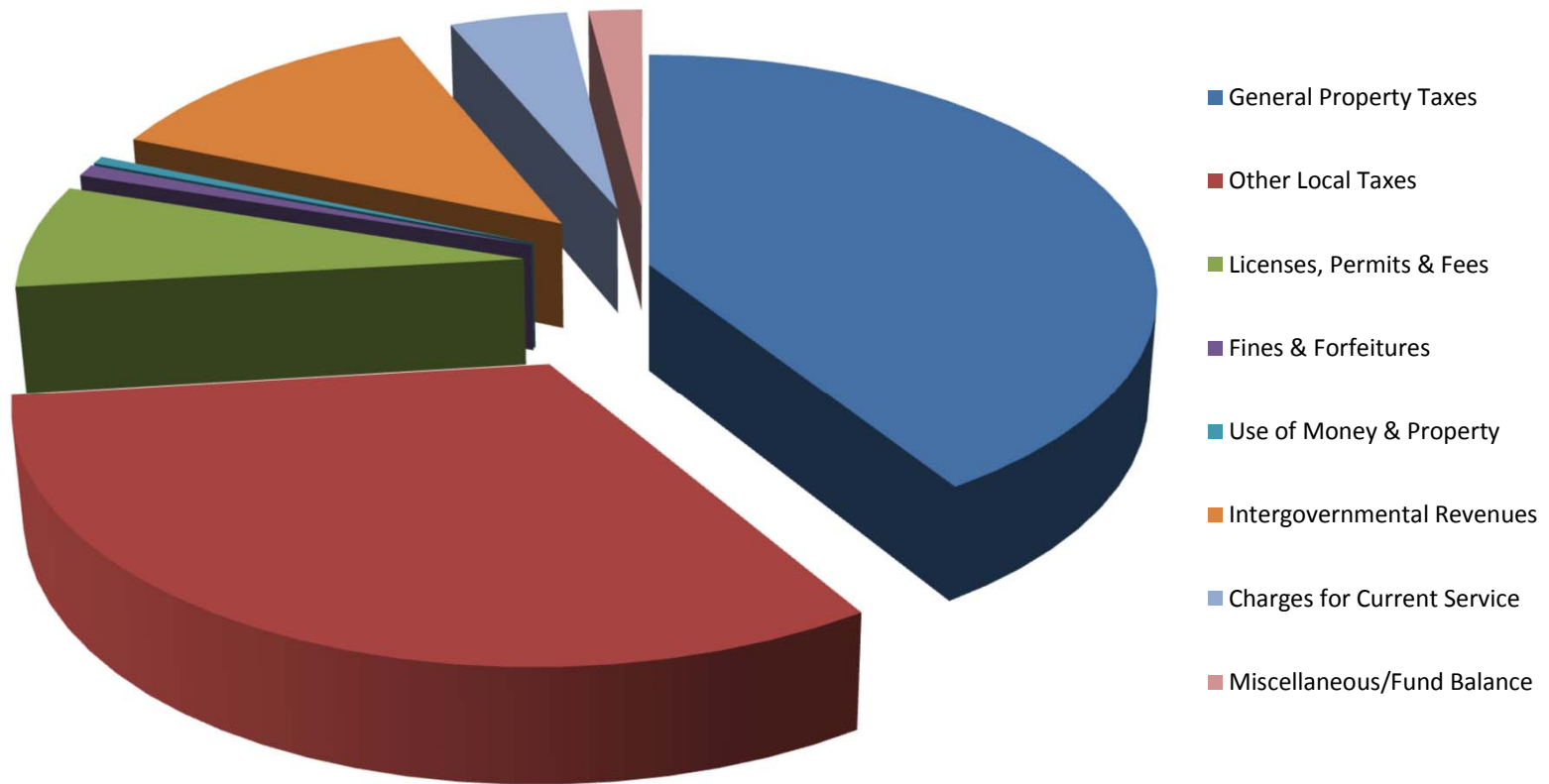
CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

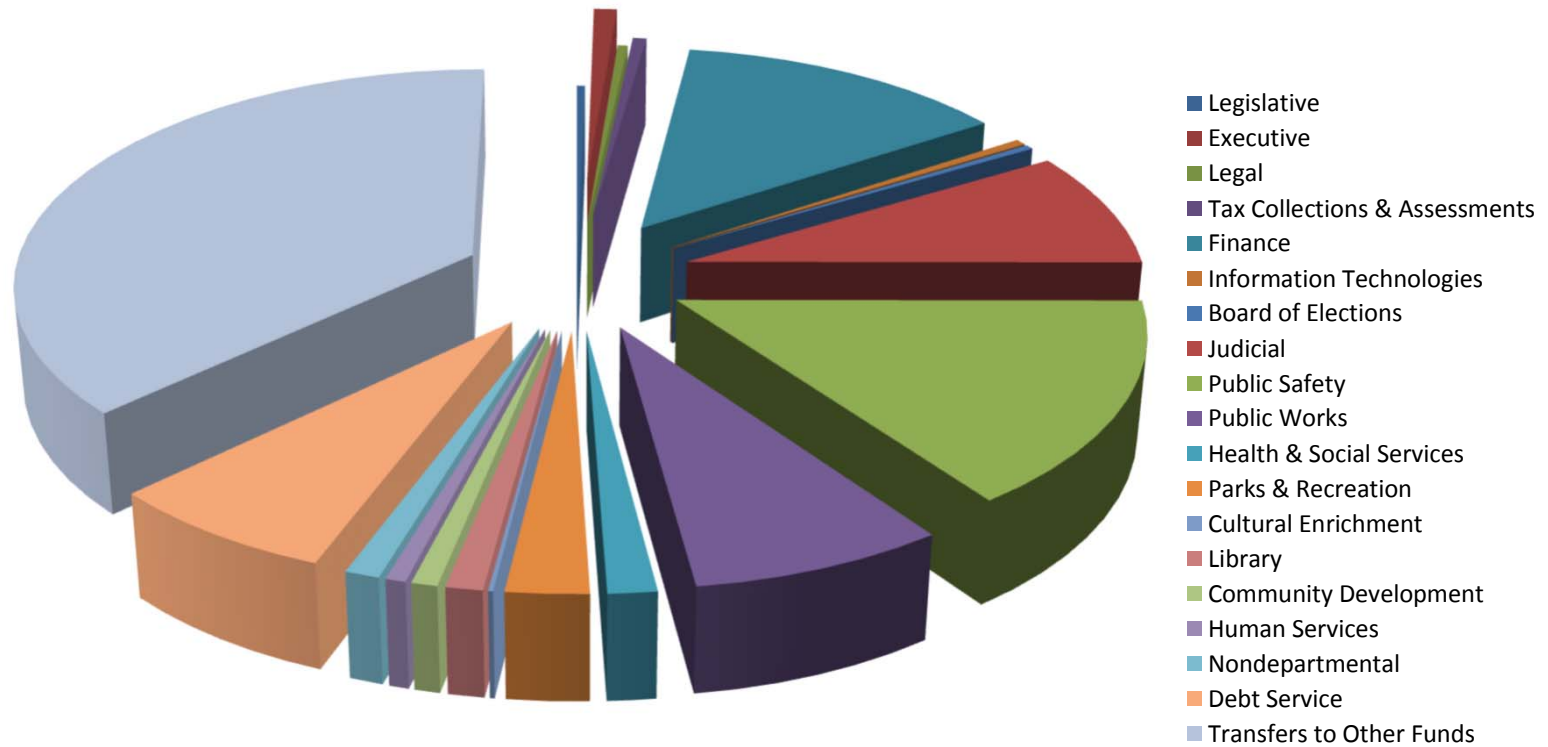
GENERAL FUND

GENERAL FUND REVENUES



TOTAL REVENUES \$57,138,345

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES \$57,138,345

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CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

RECAPITULATION

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER	SUMMARY
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ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>REVENUE</u>							
4100	General Property Taxes	\$21,309,427	\$21,560,377	\$21,391,975	\$22,489,871	\$23,360,747	3.9%	\$23,360,747
4200	Other Local Taxes	16,267,037	16,929,126	17,521,886	17,930,031	18,422,564	2.7%	18,422,564
4300	Licenses, Permits & Fees	3,509,526	3,541,207	3,766,603	3,846,572	3,958,787	2.9%	3,958,787
4400	Fines & Forfeitures	540,368	505,391	438,930	607,500	457,500	-24.7%	457,500
4500	Use of Money & Property	169,099	165,230	214,373	186,000	301,000	61.8%	301,000
4600	Intergovernmental Revenue	6,645,421	6,700,434	6,841,484	6,817,878	7,020,701	3.0%	7,020,701
4700	Charges for Current Services	2,362,654	2,366,690	2,060,405	2,314,500	2,488,316	7.5%	2,488,316
4800	Miscellaneous	1,028,103	9,795,400	3,240,864	931,088	1,128,730	21.2%	1,128,730
	TOTAL	\$51,831,636	\$61,563,855	\$55,476,520	\$55,123,440	\$57,138,345	3.7%	\$57,138,345

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>LEGISLATIVE</u>							
1011	City Council	80,031	82,762	76,579	79,520	115,720	45.5%	115,720
1012	Clerk of Council	43,456	46,011	48,248	63,595	65,650	3.2%	65,650
	<u>EXECUTIVE</u>							
1051	City Manager	230,643	221,609	228,067	224,385	218,333	-2.7%	218,333
1052	Human Resources	97,558	104,197	95,207	105,742	105,418	-0.3%	105,418
1053	Economic Development	73,425	144,599	194,384	219,943	221,958	0.9%	221,958
	<u>LEGAL</u>							
1101	City Attorney	202,640	209,941	214,329	222,684	230,907	3.7%	230,907
	<u>TAX COLLECTIONS</u>							
1152	Commissioner of Revenue	207,078	189,703	193,234	208,405	224,811	7.9%	224,811
1153	City Treasurer	258,108	255,608	259,747	81,059	91,747	13.2%	91,747
	<u>FINANCE</u>							
1201	Financial Administration	507,381	560,747	606,018	874,503	848,424	-3.0%	848,424
1204	Auditing	152,989	95,414	101,235	97,300	100,000	2.8%	100,000
1205	Employee Benefits	5,333,625	5,300,229	5,368,671	5,478,041	5,736,656	4.7%	5,736,656
1206	Purchasing	367,543	126,467	130,304	150,082	148,563	-1.0%	148,563
1207	Insurance & Risk Management	526,224	548,941	463,730	498,000	490,500	-1.5%	490,500
1208	Real Estate Assessor	141,541	134,976	144,813	137,573	155,843	13.3%	155,843
1209	Billing & Collections				186,752	184,565	-1.2%	184,565
	<u>INFORMATION TECHNOLOGIES</u>							
1253	Information Technologies	167,076	170,163	196,039	228,505	259,727	13.7%	259,727
	<u>BOARD OF ELECTIONS</u>							
1301	Electoral Board	23,458	16,043	21,996	22,563	22,583	0.1%	22,583
1302	Registrar	99,869	99,912	107,954	115,655	176,947	53.0%	176,947

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>JUDICIAL</u>							
1351	Circuit Court	438,749	415,875	430,643	464,346	481,963	3.8%	481,963
1355	Commonwealth's Attorney	542,509	548,053	561,952	595,124	588,540	-1.1%	588,540
1356	Sheriff	740,667	724,215	826,847	818,255	822,233	0.5%	822,233
1357	Incarceration Cost	2,801,009	2,859,916	2,662,632	2,547,500	2,605,000	2.3%	2,605,000
1353	General District Courts	107,643	100,106	73,346	85,900	85,514	-0.4%	85,514
1354	Probation	5,887	5,696	4,654	5,884	5,884	0.0%	5,884
1358	Community Diversion Services	58,708	57,158	57,161	57,000	57,000	0.0%	57,000
1359	Community Correction Services	98,800	101,920	102,314	117,000	117,000	0.0%	117,000
1360	Victim Witness	71,144	69,421	71,869	81,947	128,308	56.6%	128,308
1361	Juvenile & Domestic Court		1,562	4,492	15,350	16,350	6.5%	16,350
	<u>PUBLIC SAFETY</u>							
1401	Police	3,791,878	3,855,235	4,017,232	4,023,545	4,055,985	0.8%	4,055,985
1402	Fire/EMS	3,273,883	3,234,707	3,370,287	3,284,447	3,391,943	3.3%	3,391,943
1403	Emergency Management	41,753	55,185	33,358	34,159	34,159	0.0%	34,159
1404	Communications	1,186,603	1,335,919	1,114,201	1,141,686	1,157,479	1.4%	1,157,479
	<u>PUBLIC WORKS</u>							
1451	Public Works Administration	238,486	166,697	163,092	242,105	245,367	1.3%	245,367
1453	Street Maintenance	1,496,108	1,124,159	1,223,565	1,698,581	1,704,746	0.4%	1,704,746
1456	Engineering	645,363	750,836	707,730	708,171	707,065	-0.2%	707,065
1457	Building Maintenance	561,430	505,761	598,052	654,916	595,891	-9.0%	595,891
1458	Fleet Maintenance	270,915	289,146	290,076	288,678	286,228	-0.8%	286,228
1459	Solid Waste	484,913	482,229	465,553	498,687	675,403	35.4%	675,403
1460	Recycling	278,613	209,710	219,675	247,842	235,707	-4.9%	235,707
	<u>HEALTH & SOCIAL SERVICES</u>							
1501	Health	185,662	196,500	223,541	235,908	242,838	2.9%	242,838
1502	Social Services	274,720	225,322	254,317	325,000	334,000	2.8%	334,000
1503	Comprehensive Services Act	159,604	275,341	419,220	200,000	275,000	37.5%	275,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES

ACCOUNT NUMBER 10

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PARKS & RECREATION</u>							
1601	Recreation	523,656	546,535	576,331	497,131	545,511	9.7%	545,511
1602	Community Center	246,286	255,615	227,067	256,691	243,053	-5.3%	243,053
1603	Horticulture	69,861	74,305	75,571	101,266	101,564	0.3%	101,564
1604	Parks & Grounds	491,639	462,223	457,743	536,471	545,221	1.6%	545,221
	<u>CULTURAL ENRICHMENT</u>							
1651	Violet Bank Museum	73,129	72,466	76,010	82,965	83,570	0.7%	83,570
	<u>LIBRARY</u>							
1701	Public Library	625,061	631,580	632,011	644,752	639,421	-0.8%	639,421
	<u>COMMUNITY DEVELOPMENT</u>							
1751	Planning	208,371	192,040	178,600	213,860	223,216	4.4%	223,216
1752	Building Inspections	217,346	202,113	228,586	238,708	230,056	-3.6%	230,056
	<u>Human Services</u>							
1801	Office on Youth & Human Services	167,513	154,182	153,207	136,861	141,053	3.1%	141,053
1802	Better Beginnings Grant	2,225	2,177	2,135	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	116,940	93,980	88,502	99,924	98,283	-1.6%	98,283
1807	KAP Program	23,168	28,971	34,361	28,250	32,000	13.3%	32,000
1808	Community Development Block Grant	75,144	64,703	74,618	84,367	80,000	-5.2%	80,000
	<u>NONDEPARTMENTAL</u>							
1901	Contributions & Subsidies	205,753	201,651	174,592	177,788	184,691	3.9%	184,691
1902	Contingencies & Miscellaneous	43,255	132,650	242,924	330,927	418,943	26.6%	418,943
	<u>DEBT SERVICE</u>							
1951	Principal Retirement	2,839,657	2,607,026	2,783,005	2,398,191	3,004,973	25.3%	3,004,973
1952	Interest & Fiscal Charges	1,220,379	1,190,669	927,997	1,364,147	1,086,421	-20.4%	1,086,421
	<u>OPERATING TRANSFERS OUT</u>							
2001	Transfers to Other Funds	19,122,568	19,383,253	21,330,731	20,561,697	21,229,814	3.2%	21,229,814
	TOTAL	\$52,539,645	\$52,194,130	\$54,610,355	\$55,122,935	\$57,138,345	3.7%	\$57,138,345

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CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

REVENUE

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4100

[illegible]

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4200

[illegible]

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4300

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	LICENSES, PERMITS & FEES							
4301	Business & Occupational License	\$2,813,068	\$2,822,451	\$3,022,265	\$3,081,552	\$3,175,267		\$3,175,267
4302	Bicycle Tags	24	14	18	20	20		20
4303	Motor Vehicle License Fees	489,643	509,003	523,278	515,000	530,000		530,000
4305	Erosion Control Permits			40				
4307	Animal License Fees	10,826	11,196	12,084	12,000	12,500		12,500
4308	Zoning Fees	11,626	7,490	7,625	12,000	12,000		12,000
4311	Electrical Permits	15,520	15,168	12,741	18,000	16,000		16,000
4312	Plumbing Permits	19,660	30,740	15,832	28,000	28,000		28,000
4313	Building Permits	75,723	59,340	78,392	90,000	85,000		85,000
4315	Court Fees	17,060	16,521	15,864	18,000	17,000		17,000
4316	Miscellaneous Fees	32,689	33,944	38,467	34,000	38,000		38,000
4318	Development Fees	3,175	4,191	2,325	5,000	4,000		4,000
4321	Administrative Fees	15,715	24,163	27,973	25,000	28,000		28,000
4325	Credit Card Fees	3,535	6,986	9,959	8,000	13,000		13,000
4326	Attorney Fees	1,263		(260)				
	TOTAL	\$3,509,526	\$3,541,207	\$3,766,603	\$3,846,572	\$3,958,787	2.9%	\$3,958,787

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4400

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Departmental Proposed	% Chg.	Manager Proposed
	<u>FINES & FORFEITURES</u>							
4401	Fines & Forfeitures	\$443,531	\$405,249	\$347,289	\$500,000	\$365,000		\$365,000
4402	Parking Fines & Fees	10,459	13,499	13,182	15,000	15,000		15,000
4403	Alarm Fines & Fees	2,928	3,453	4,830	3,500	3,500		3,500
4405	Jail Administrative Fees	11,006	12,848	11,162	14,000	14,000		14,000
4406	Courthouse Security Fees	72,444	70,329	62,454	75,000	60,000		60,000
4407	Other Jail Fees		13	13				
	TOTAL	\$540,368	\$505,391	\$438,930	\$607,500	\$457,500	-24.7%	\$457,500

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4500

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>USE OF MONEY & PROPERTY</u>							
4501	Interest on Investments	(\$2,544)	(\$2,841)	\$15,711	\$1,000	\$35,000		\$35,000
4502	Rent of Property	16,273	11,920	16,797	15,000	16,000		16,000
4503	Sales of Surplus & Scrap	2,950		15	10,000	25,000		25,000
4506	Rental Fees	147,879	156,151	181,851	160,000	225,000		225,000
4507	Courthouse Sales	4,541						
	TOTAL	\$169,099	\$165,230	\$214,374	\$186,000	\$301,000	61.8%	\$301,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>INTERGOVERNMENTAL REVENUE</u>							
4603	Rolling Stock Taxes	\$5,701	\$5,475	\$5,762	\$5,563	\$5,147		\$5,147
4604	Street Construction & Maintenance	2,357,649	2,422,450	2,519,338	2,517,460	2,663,583		2,663,583
4605	Federal State Welfare Assist		4,457					
4606	Library Funds - State	135,527	138,594	141,687	146,914	145,797		145,797
4608	Probation Recoveries				100	100		100
4609	Anti-Litter Grant	6,366	6,357	6,427	6,427	6,192		6,192
4610	Commissioner of Revenue - Recoveries	84,434	83,652	85,969	89,123	89,260		89,260
4611	Treasurer - Recoveries	88,248	87,833	80,262	82,397	72,246		72,246
4612	Circuit Court - Recoveries	281,273	266,989	266,926	290,381	294,048		294,048
4613	Sheriff - Recoveries	291,626	287,354	297,241	296,357	306,686		306,686
4614	Commonwealth's Attorney - Recoveries	458,105	469,025	495,020	495,143	490,653		490,653
4615	State Board of Election - Reimbursement	36,640	35,156	42,542	35,200	36,000		36,000
4616	Health Department Reimbursement	9,050	22,895	24,743	20,000	25,000		25,000
4619	Department of Fire Programs	51,791	63,428	55,182	60,000	55,182		55,182
4620	Emergency Medical Service Funds (D.M.V.)	17,253			17,253	17,253		17,253
4621	Law Enforcement Recoveries (H.B. 599)	561,784	544,690	561,804	561,786	579,874		579,874
4622	LEMP Grant	7,500	7,500	7,500	7,500	7,500		7,500
4624	Juvenile Crime Act	69,080	75,992	69,080	75,000	69,080		69,080
4625	Victim Witness Grant	67,345	44,645	56,284	63,088	107,898		107,898
4626	Miscellaneous Grants	1,715	5,012	4,210		25,000		25,000
4630	Animal Sterilization Fee	29	19					
4633	School Resource Grant	27,760	369,560	98,339	85,000	87,272		87,272
4635	FEMA			1,348				
4642	VA Wireless Board	96,201	109,085	88,111	110,000	88,111		88,111
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	73,769	68,318	82,719	84,367	80,000		80,000
4647	Federal Pass Thru Grants	(8,811)						
4648	State Grants	52,268	110,809	92,355				
4653	CCP Grant	8,200			15,450	15,450		15,450
4654	911 Switch Grant	111,550	38,450					
4656	Power Program		9,320	5,266				
	TOTAL	\$6,645,421	\$7,030,434	\$6,841,484	\$6,817,878	\$7,020,701	3.0%	\$7,020,701

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4700

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4702	Refuse fees	1,090,372	1,089,894	962,523	\$975,000	\$1,171,716		\$1,171,716
4704	Recreation Use Charges & Fees	15,897	11,181	20,859	15,000	18,000		18,000
4705	Administrative Service Charges							
	Water	130,565	348,394	143,439	150,000	145,000		145,000
	Sewer	31,480		132,205	135,000	135,000		135,000
	Utility Billing	24,644		24,651	28,500	25,000		25,000
	Storm Water	35,116		52,307	41,000	53,000		53,000
4706	Animal Control Charges	3,946	4,632	4,040	5,000	5,000		5,000
4707	Law Library Fees	3,678	3,708	4,232	5,000	4,500		4,500
4708	Sheriff's Fees	3,986	(844)	(1,908)				
4709	Freon Charges	140	80	80				
4710	Fare Care Subscriptions	40,375	39,543	35,082	42,000	40,000		40,000
4711	EMS Transport Fees	864,974	852,529	667,875	900,000	875,000		875,000
4723	Special Events			20				
4740	Late Payment Penalties	16,947	17,223	14,813	17,500	16,000		16,000
4742	Dishonored Check Fee	536	350	187	500	100		100
	TOTAL	\$2,262,654	\$2,366,690	\$2,060,405	\$2,314,500	\$2,488,316	7.5%	\$2,488,316

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	MISCELLANEOUS							
4801	Contributions & Other Sources	\$1,084			\$5,000			
4802	Recoveries & Rebates	34,518	32,443	20,080	10,000	20,000		20,000
4803	Recoveries - Damages to Property	625			1,000			
4805	Sale of Books & Materials	392	10,000		10,000	10,000		10,000
4807	Transfers In School Fund - Debt	335,160	377,274	381,605	246,483	424,081		424,081
	Transfers In School Fund - School Officers				230,484	230,484		230,484
	Transfers In School Fund - Tussing Debt				151,121	163,165		163,165
4809	Transfers in CIP	549,198						
4810	Sale of Containers	1,825	1,925	1,260	2,000	1,500		1,500
4811	K-9 Donations		26,559					
4812	Donations	21,685	50,099	19,138				
4817	Grass Cutting Admin Fees		880	4,020		4,500		4,500
4818	Donations Animal Shelter			850				
4824	Miscellaneous Revenue	83,617	125,132	172,543				
4825	Bond Proceeds		8,424,044					
4826	Sale of Property			2,641,368				
4828	Bond Premium		625,569					
4830	Capital Note Proceeds		121,475		275,000	275,000		275,000
	TOTAL	\$1,028,103	\$9,795,400	\$3,240,864	\$931,088	\$1,128,730	21.2%	\$1,128,730

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CITY OF COLONIAL HEIGHTS

FY2017-18

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	FY14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
City Council Meetings Held	41	40	54	43
Appointments to Boards, Commissions, and Committees	68	47	68	50
Resolutions, Ordinances, and Financial Ordinances Considered	73	77	75	75

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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
L=Legislative			7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - CITY COUNCIL

ACCOUNT NUMBER 1011

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$46,000	\$45,998	\$45,500	\$46,000	\$71,000		\$71,000
	Total Personal Services	46,000	45,998	45,500	46,000	71,000	54.3%	71,000
	<u>OPERATING EXPENSES</u>							
5201	Advertising	3,237	4,201	6,492	6,000	6,000		6,000
5203	Professional & Special Services	10,035	1,526	4,333	4,000	4,000		4,000
5206	Dues & Subscriptions	1,489	1,489	1,489	1,575	1,575		1,575
5209	Maintenance - Electronics	373	324	460	300	500		500
5221	Postage	447	358	315	625	625		625
5223	Telephone	5,124	5,193	4,365	4,320	4,320		4,320
5225	Travel & Vocational Training	6,761	6,620	7,940	8,500	8,500		8,500
5242	Printing, Supplies & Materials	4,132	4,840	3,499	4,200	4,200		4,200
5254	Contingencies & Reserve	2,433	2,713	2,186	4,000	4,300		4,300
	Total Operating Expenses	34,031	27,264	31,079	33,520	34,020	1.5%	34,020
	<u>CAPITAL OUTLAY</u>							
5504	Office Equipment					7,700		7,700
5516	Electronic Equipment					3,000		3,000
	Total Operating Expenses					10,700		10,700
	TOTAL	\$80,031	\$73,262	\$76,579	\$79,520	\$115,720	45.5%	\$115,720

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	20	19	23	22
City Council Documents Prepared	10	12	10	10
Letters of Appointment to Boards, Commissions, and Committees	63	47	68	50
Resolutions/ Ordinances Considered	60	77	75	75

Personnel Resources

City Clerk's Office

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Clerk of Council	FT	Salary	1.00	1.00	0.00
			1.00	1.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER 1012

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$34,340	\$36,014	\$41,638	\$45,000	\$47,500		\$47,500
5103	Temporary & Seasonal Help	432	216	90	1,500	1,500		1,500
	Total Personal Services	34,772	36,230	41,728	46,500	49,000	5.4%	49,000
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		425	148	5,000	4,000		4,000
5206	Dues & Subscriptions	180	175	190	200	315		315
5209	Maintenance - Electronics	324	324	360	324	324		324
5212	Rent of Equipment				1,310			
5216	Maintenance - Office Equipment			178	500	500		500
5221	Postage	98	95	73	525	525		525
5223	Telephone	1,860	2,000	2,542	1,956	1,956		1,956
5225	Travel & Vocational Training	2,682	2,097	1,852	2,200	5,700		5,700
5242	Printing, Supplies & Materials	1,217	3,415	1,177	2,880	2,500		2,500
5248	Books & Publications				200	200		200
5254	Contingencies & Reserves	8						
	Total Operating Expenses	6,369	8,531	6,520	15,095	16,020	6.1%	16,020
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment				2,000			
5516	Electronic Equipment	2,315	1,250			630		630
	Total Operating Expenses	2,315	1,250		2,000	630	-68.5%	630
	TOTAL	\$43,456	\$46,011	\$48,248	\$63,595	\$65,650	3.2%	\$65,650

CITY MANAGER

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

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

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

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

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

Performance Indicators	FY 14 – 15 Actual	FY 15 – 16 Actual	FY 16 – 17 Projected	FY 17-18 Projected
City Council Meetings Held	41	40	54	43
Parade/Demonstration Permits	12	12	12	12

Personnel Resources

City Manager’s Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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
2017-18 BUDGET

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER 1051

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$207,702	\$199,486	\$204,743	\$203,376	\$201,672		\$201,672
	Total Personal Services	207,702	199,486	204,743	203,376	201,672	-0.8%	201,672
	<u>OPERATING EXPENSES</u>							
5201	Advertising	722	548	252	650	650		650
5206	Dues & Subscriptions	1,893	1,999	1,924	2,200	2,200		2,200
5209	Maintenance - Electronics	636	636	720	636	636		636
5221	Postage	111	73	200	73	75		75
5223	Telephone	4,678	4,288	4,151	4,300	4,300		4,300
5225	Travel & Vocational Training	5,073	4,586	6,962	4,500	4,500		4,500
5226	Automobile Allowance	6,000	6,000	6,000	6,000			
5242	Printing, Supplies, & Materials	826	2,362	1,083	2,000	2,000		2,000
5254	Contingencies & Reserve	635	494	828	650	650		650
5276	Relocation							
	Total Operating Expenses	20,574	20,986	22,120	21,009	15,011	-28.5%	15,011
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment					1,650		1,650
5516	Electronic Equipment	2,368	1,137	1,204				
	Total Operating Expenses	2,368	1,137	1,204		1,650		1,650
	TOTAL	\$230,644	\$221,609	\$228,067	\$224,385	\$218,333	-2.7%	\$218,333

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-five (255) 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 14 - 15 Actual	FY 15 - 16 Actual	FY 16-17 Projected	FY 17-18 Projected
Total Recruitments	36	52	35	34
Total Applicants	2,822	2,944	2,542	2,492
Total Workers' Compensation Reports	19	33	24	25
OSHA Summary Log Totals	10	13	10	11

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2016 - 17	FY 2017 - 18 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

2017-18 BUDGET

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER 1052

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$77,141	\$77,905	\$79,224	\$79,463	\$81,053		\$81,053
	Total Personal Services	77,141	77,905	79,224	79,463	81,053	2.0%	81,053
	<u>OPERATING EXPENSES</u>							
5201	Advertising	9,446	14,881	6,081	11,000	10,000		10,000
5203	Professional & Special Services	4,765	4,765	4,765	5,565	5,565		5,565
5206	Dues & Subscriptions	470	1,896	620	3,208	3,225		3,225
5209	Maintenance - Electronics	324	324	360	324	324		324
5221	Postage	219	85	261	350	350		350
5223	Telephone	1,860	2,005	1,973	2,076	2,076		2,076
5225	Travel & Vocational Training	943	486	606	700	1,000		1,000
5242	Printing, Supplies, & Materials	1,144	1,850	1,317	1,425	1,425		1,425
5248	Books & Publications				385	400		400
	Total Operating Expenses	19,171	26,292	15,983	25,033	24,365	-2.7%	24,365
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment	1,246			1,246			
	Total Operating Expenses	1,246			1,246		-100.0%	
	TOTAL	\$97,558	\$104,197	\$95,207	\$105,742	\$105,418	-0.3%	\$105,418

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 14- 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 Projected
Existing Business Visits	4	8	9	14
Site Submissions	7	7	5	6
Prospect Requests	9	11	12	16
Economic Dev. Authority Mtgs.	0	3	3	4
Trade Shows/Marketing Missions	1	1	1	2

Personnel Resources

Economic Development

Classification Title	Status *	Hourly/ Salary	Authorized Positions		
			FY 2016-17	FY 2017-18 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Economic Dev. Specialist	PT	Hourly	.50	.50	0.00
FT = Full Time PT = Part Time			1.50	1.50	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER 1053

[illegible]

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17 - 18 Projected
Drafting of Council Ordinances & Resolutions	129	115	115	115
Attending School Board Meetings (includes School Board Agenda Meetings)	30	30	30	30
Recordation of Deeds and Easements Prepared by this Office	36	40	40	40

Personnel Resources

City Attorney's Office			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2016-17	FY 2017-18 Proposed	Diff.
City Attorney	FT	Salary	1.00	1.00	0.00
Legal Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER 1101

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$188,526	\$189,432	\$195,462	\$197,813	\$203,351		\$203,351
5103	Temporary & Seasonal Help				800	800		800
	Total Personal Services	188,526	189,432	195,462	198,613	204,151	2.8%	204,151
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,533	4,750	4,535	7,000	7,000		7,000
5206	Dues & Subscriptions	2,815	6,055	4,449	5,500	5,500		5,500
5209	Maintenance - Electronics	636	636	720	650	720		720
5216	Maintenance & Equipment	80	94		200	200		200
5221	Postage	113	101	150	250	250		250
5223	Telephone	2,859	2,427	2,912	3,027	3,520		3,520
5224	Other Services & Charges	116	87	188	300	300		300
5225	Travel & Vocational Training	2,734	558	2,334	3,500	6,866		6,866
5242	Printing, Supplies, & Materials	1,906	1,178	2,046	2,200	2,200		2,200
5248	Books & Publications				200	200		200
	Total Operating Expenses	13,792	15,886	17,334	22,827	26,756	17.2%	26,756
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment	322	4,623					
5516	Electronic Equipment			1,533	1,244			
	Total Operating Expenses	322	4,623	1,533	1,244			
	TOTAL	\$202,640	\$209,941	\$214,329	\$222,684	\$230,907	3.7%	\$230,907

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, 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 filing of 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, Assessor, PD and Inspections) by providing data and information pertinent to all of the above mentioned responsibilities.

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

Performance Indicators	FY 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17 - 18 Projected
PP Transactions	27,992	27,344	26,700	27,000
Business License	1,652	1,672	1,675	1675
Food/Lodging Tax	118	121	114	115
State Income Tax	1,001	875	600	500

Personnel Resources

Commissioner of Revenue			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Commissioner	FT	Salary	1.00	1.00	0.00
Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			4.00	4.00	0.00
Clerk	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE

ACCOUNT NUMBER 1152

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$169,253	\$159,283	\$165,040	\$166,865	\$168,771		\$168,771
5103	Temporary & Seasonal Help	5,056	6,192	7,805	5,040	5,040		5,040
5105	Overtime	384	705	52	3,000	3,000		3,000
5601	Accumulated Leave Pay	6,278						
	Total Personal Services	180,971	166,180	172,897	174,905	176,811	1.1%	176,811
	<u>OPERATING EXPENSES</u>							
5201	Advertising	722	393	282	750	750		750
5203	Professional & Special Services	767	597	1,876	3,000	3,000		3,000
5206	Dues & Subscriptions	470	455	717	650	650		650
5209	Maintenance - Electronics	960	1,062	1,080	2,300	2,300		2,300
5221	Postage	6,782	5,648	5,381	8,000	8,000		8,000
5223	Telephone	5,068	6,460	4,804	5,500	5,500		5,500
5225	Travel & Vocational Training	165	633	806	1,500	2,000		2,000
5242	Printing, Supplies, & Materials	7,655	6,469	5,391	9,000	9,000		9,000
	Total Operating Services	22,589	21,717	20,337	30,700	31,200	1.6%	31,200
	<u>CAPITAL OUTLAY</u>							
5504	Furniture & Equipment		704					
5516	Electronic Equipment	3,518	1,102		2,800	16,800		16,800
	Total Capital Outlay	3,518	1,806		2,800	16,800	500.0%	16,800
	TOTAL	\$207,078	\$189,703	\$193,234	\$208,405	\$224,811	7.9%	\$224,811

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
Sheriff Fees				35
State Income Tax	181	174	165	150
State Estimated Tax	819	741	660	628

Personnel Resources

Treasurer's Office

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 16-17	FY 2017-18 Proposed	Diff.
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	1.00	0.00
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER 1153

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$191,989	\$203,709	\$201,809	\$75,459	\$84,572		\$84,572
5103	Temporary & Seasonal Help	6,608	2,682	2,888				
5105	Overtime	2,813	1,557	1,729				
	Total Personal Services	201,410	207,948	206,426	75,459	84,572	12.1%	84,572
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,907	1,099	800				
5202	Annual Audit Fee			6,600				
5203	Professional & Special Services	1,669	1,290	(192)	100	100		100
5206	Dues & Subscriptions	624	1,105	1,649	400	600		600
5209	Maintenance - Electronics	2,382	2,257	2,520	200	750		750
5216	Maintenance - Equipment	1,045	717	1,812	100	100		100
5221	Postage	24,678	25,123	24,893	50	25		25
5223	Telephone	7,320	4,341	4,400	1,900	1,900		1,900
5224	Other Services & Charges	841	446	288	250	250		250
5225	Travel & Vocational Training	2,937	1,999	2,411	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	8,750	9,227	7,672	500	700		700
5285	Cash Over/Short		56	468				
	Total Operating Services	52,153	47,660	53,321	5,000	5,925	18.5%	5,925
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	3,946						
5516	Electronic Equipment	599			600	1,250		1,250
	Total Capital Outlay	4,545			600	1,250	108.3%	1,250
	TOTAL	\$258,108	\$255,608	\$259,747	\$81,059	\$91,747	13.2%	\$91,747

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 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			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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	5.00	5.00	0.00
Financial Technicians	FT	Salary	3.00	3.00	0.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Revenue Supervisor	FT	Salary	1.00	1.00	0.00
Customer Billing Supervisor	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
FT = Full Time PT = Part Time			18.00	18.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER 1201

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$390,670	\$458,436	\$465,092	\$469,588	\$441,674		\$441,674
5103	Temporary & Seasonal Help	2,595	1,572	250	1,400	1,200		1,200
5105	Overtime	360			400	400		400
5601	Accumulated Leave Payable	29		1,074				
	Total Personal Services	393,654	460,008	466,416	471,388	443,274	-6.0%	443,274
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	6,425	1,030	1,036	750	1,000		1,000
5206	Dues & Subscriptions	1,091	1,183	865	1,100	1,000		1,000
5209	Maintenance - Electronics	1,908	2,292	2,600	2,135	2,500		2,500
5221	Postage	3,238	2,976	2,883	3,450	3,000		3,000
5223	Telephone	6,468	6,975	6,976	7,080	7,000		7,000
5225	Travel & Vocational Training	6,486	3,739	3,481	3,600	3,600		3,600
5242	Printing, Supplies, & Materials	11,627	11,450	11,728	10,000	10,500		10,500
5260	Software Maintenance	69,684	70,476	74,800	75,000	75,000		75,000
	Total Operating Services	106,927	100,121	104,369	103,115	103,600	0.5%	103,600
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	6,800	618	35,233	300,000	301,550		301,550
	Total Capital Outlay	6,800	618	35,233	300,000	301,550	0.5%	301,550
	TOTAL	\$507,381	\$560,747	\$606,018	\$874,503	\$848,424	-3.0%	\$848,424

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - AUDITING

ACCOUNT NUMBER 1204

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
5101	<u>PERSONAL SERVICES</u>							
	Salaries & Wages	\$54,681						
	Total Personal Services	54,681						
	<u>OPERATING EXPENSES</u>							
	Annual Audit Fee	94,700	95,350	101,235	97,000	100,000		100,000
	Maintenance - Electronics	324						
	Postage	140						
	Telephone	1,690						
	Other Services & Charges							
	Travel & Vocational Training	35						
	Printing, Supplies, & Materials	1,418	64		300			
	Total Operating Services	98,307	95,414	101,235	97,300	100,000	2.8%	100,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - EMPLOYEE BENEFITS

ACCOUNT NUMBER 1205

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5203	Professional & Special Services	\$24,727	\$15,168	\$19,808	\$25,000	\$25,000		\$25,000
5210	Insurance Premiums - Other	(16,003)	16,798	(4,292)	15,000	15,000		15,000
5225	Travel & Vocational Training			67				
5601	Accumulated Leave Pay	6,402	3,906		5,000	5,000		5,000
5602	Employer FICA Taxes	978,167	989,886	1,013,452	994,906	1,000,501		1,000,501
5605	VRS Retirement Contributions	1,995,965	1,930,965	1,969,676	1,789,391	2,012,643		2,012,643
5607	Group Life Insurance	141,250	146,071	146,053	161,195	163,107		163,107
5608	Line of Duty Act Fund	45,600	58,183	64,320	80,000	83,500		83,500
5610	Hospitalization Insurance	2,121,864	2,101,433	2,131,438	2,058,240	2,235,588		2,235,588
5612	Virginia Employment Commission	21,551	22,588	13,145	20,247	20,248		20,248
5615	Employee Events	14,102	15,231	15,004	15,000	15,000		15,000
	Total Fixed Charges	5,333,625	5,300,229	5,368,671	5,163,980	5,575,586	8.0%	5,575,586
	COL 2% 1/1				314,061	161,070		161,070
	TOTAL	\$5,333,625	\$5,300,229	\$5,368,671	\$5,478,041	\$5,736,656	4.7%	\$5,736,656

2017-18 BUDGET

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER 1206

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$117,410	\$118,517	\$120,579	\$120,944	\$123,363		\$123,363
5105	Overtime				300	300		300
	Total Personal Services	117,410	118,517	120,579	121,244	123,663	2.0%	123,663
	<u>OPERATING EXPENSES</u>							
5201	Advertising	738	1,025	820	800	800		800
5203	Professional & Special Services	295	(52)		100	100		100
5206	Dues & Subscriptions	285	285	285	300	300		300
5209	Maintenance - Electronics	636	636	720	650	700		700
5216	Maintenance - Equipment	14,376	13,099	7,105	18,000	15,000		15,000
5221	Postage	116	103	82	200	200		200
5223	Telephone	228,669	(9,233)	511	1,488	1,500		1,500
5224	Other Services & Charges	726			3,000	2,000		2,000
5225	Travel & Vocational Training	104	51	119	800	800		800
5242	Printing, Supplies, & Materials	4,188	2,036	83	3,500	3,500		3,500
	Total Operating Expenses	250,133	7,950	9,725	28,838	24,900	-13.7%	24,900
	TOTAL	\$367,543	\$126,467	\$130,304	\$150,082	\$148,563	-1.0%	\$148,563

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT

ACCOUNT NUMBER 1207

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$4,809	\$4,851	\$4,414	\$5,000	\$4,500		\$4,500
5210	Insurance Premiums - Other	9,523	3,477	3,512	8,000	9,000		9,000
5211	Insurance Premiums - Workman's Comp.	200,192	216,588	191,793	200,000	250,000		250,000
5220	Insurance Deductibles	(9,887)	13,240	11,210	10,000	10,000		10,000
5290	General Liability	136,848	137,378	105,605	120,000	100,000		100,000
5291	Property & Casualty Insurance	60,142	54,365	47,807	50,000	37,000		37,000
5292	Vehicle Insurance	124,597	119,042	99,389	105,000	80,000		80,000
	Total Operating Services	526,224	548,941	463,730	498,000	490,500	-1.5%	490,500
	TOTAL	\$526,224	\$548,941	\$463,730	\$498,000	\$490,500	-1.5%	\$490,500

2017-18 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER 1208

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$109,187	\$112,176	\$112,134	\$112,473	\$121,193		\$121,193
5103	Temporary & Seasonal Help	2,695	130	378	500	500		500
	Total Personal Services	111,882	112,306	112,512	112,973	121,693	7.7%	121,693
	<u>OPERATING EXPENSES</u>							
5201	Advertising	361		160				
5203	Professional & Special Services	5,075	600	5,148	2,000	6,000		6,000
5206	Dues & Subscriptions	1,900	1,860	1,340	1,800	1,800		1,800
5209	Maintenance - Electronics	1,596	1,596	1,800	1,800	1,800		1,800
5216	Maintenance - Equipment	8,800	8,800	8,800	9,000	9,900		9,900
5221	Postage	2,740	61	2,964	150	3,000		3,000
5223	Telephone	2,527	2,761	2,577	2,600	2,600		2,600
5225	Travel & Vocational Training	1,736	2,589	3,052	2,800	2,800		2,800
5226	Automobile Allowance	3,250	3,250	3,250	3,250	3,250		3,250
5242	Printing, Supplies, & Materials	1,674	1,153	3,210	1,200	3,000		3,000
	Total Operating Expenses	29,659	22,670	32,301	24,600	34,150	38.8%	34,150
	TOTAL	\$141,541	\$134,976	\$144,813	\$137,573	\$155,843	13.3%	\$155,843

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - BILLING & COLLECTIONS

ACCOUNT NUMBER 1209

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages				\$136,758	\$139,265		\$139,265
5103	Temporary & Seasonal Help				3,000	3,000		3,000
5105	Overtime				500	500		500
	Total Personal Services				140,258	142,765	1.8%	142,765
	<u>OPERATING EXPENSES</u>							
5201	Advertising				1,400	1,400		1,400
5203	Professional & Special Services				1,600	1,200		1,200
5206	Dues & Subscriptions				300	300		300
5209	Maintenance - Electronics				2,100	2,100		2,100
5216	Maintenance - Equipment				1,000	1,500		1,500
5221	Postage				24,950	22,000		22,000
5223	Telephone				2,500	3,800		3,800
5224	Other Services & Charges				500	500		500
5225	Travel & Vocational Training				1,500	1,000		1,000
5242	Printing, Supplies, & Materials				9,000	8,000		8,000
5285	Cash Over/Short							
	Total Operating Services				44,850	41,800	-6.8%	41,800
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment				1,644			
	Total Capital Outlay				1,644		-100.0%	
	TOTAL				\$186,752	\$184,565	-1.2%	\$184,565

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 14 – 15 Actual	FY 15 – 16 Actual	FY 16-17 Projected	FY 17-18 Projected
Computers	218	219	222	225
Servers	18	18	17	17
Laptops & iPads	122	122	125	130
Website Visitors	867,165	866,915	870,000	875,000
Citizen Electronic Requests (GovQA)	4,002	4,247	4,300	4,600
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	7,905	8,504	9,000	9,500
IT Service Ticket Hours (Proactive Information Management)	869.9	849.1	850	850

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Director of IT	FT	Salary	1.00	1.00	0
Info Systems Coordinator	FT	Salary	1.00	1.00	0
			2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER 1253

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101 5105	Salaries & Wages Overtime	\$142,057	\$143,463	\$145,891	\$146,332	\$154,162		\$154,162
	Total Personal Services	142,057	143,463	145,891	146,332	154,162	5.4%	154,162
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	222	4,956	3,715	12,900	17,700		17,700
5206	Dues & Subscriptions	4,642	6,676	7,504	21,610	41,002		41,002
5209	Maintenance - Electronics	5,850	3,132	3,240	10,000	8,000		8,000
5216	Maintenance - Equipment	1,568	4,609	11,270	18,700	18,700		18,700
5221	Postage	42	32	32	75	75		75
5223	Telephone	2,724	3,196	3,158	3,288	3,288		3,288
5225	Travel & Vocational Training	288	1,872	1,289	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	993	715	909	1,000	1,000		1,000
5248	Books & Publications	90	346	163	300	300		300
	Total Operating Services	16,419	25,534	31,280	70,373	92,565	31.5%	92,565
	<u>CAPITAL OUTLAY</u>							
5514	Technology Plan Implantation	(2,230)		17,199	10,000	13,000		13,000
5516	Electronic Equipment	10,830	1,166	1,669	1,800			
	Total Capital Outlay	8,600	1,166	18,868	11,800	13,000	10.2%	13,000
	TOTAL	\$167,076	\$170,163	\$196,039	\$228,505	\$259,727	13.7%	\$259,727

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
Voter Registration	11782	12,088	12,250	12,300
Absentee Balloting	417	242	1800	750
Voting Equip. P & M	49	49	49	49
Candidate Processing-local	9	4	15	8
Campaign Finance-local	9	4	15	8

Personnel Resources

Registrar

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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
2017-18 BUDGET

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER 1301

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$6,179	\$6,194	\$6,297	\$6,318	\$6,318		\$6,318
	Total Personal Services	6,179	6,194	6,297	6,318	6,318	0.0%	6,318
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	125	125	160	160	180		180
5216	Maintenance - Equipment	9,865	1,855	5,384	5,500	5,500		5,500
5221	Postage	155	289	235	1,000	1,000		1,000
5224	Other Services & Charges	74	74	82	85	85		85
5225	Travel & Vocational Training	1,598	1,470	2,077	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	5,462	6,036	7,761	7,000	7,000		7,000
	Total Operating Services	17,279	9,849	15,699	16,245	16,265	0.1%	16,265
	TOTAL	\$23,458	\$16,043	\$21,996	\$22,563	\$22,583	0.1%	\$22,583

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$83,034	\$82,515	\$84,484	\$87,131	\$85,523		\$85,523
5103	Temporary & Seasonal Help	6,114	8,430	12,600	14,000	12,000		12,000
5105	Overtime		264					
	Total Personal Services	89,148	91,209	97,084	101,131	97,523	-3.6%	97,523
	<u>OPERATING EXPENSES</u>							
5201	Advertising	528	977	1,076	1,800	1,500		1,500
5206	Dues & Subscriptions	170	170	170	300	300		300
5209	Maintenance - Electronics	960	960	1,080	960	960		960
5221	Postage	851	849	1,147	2,000	2,200		2,200
5223	Telephone	3,525	3,218	3,224	3,264	3,264		3,264
5225	Travel & Vocational Training	312	110	1,129	1,200	1,200		1,200
5242	Printing, Supplies, & Materials	4,375	2,419	3,044	5,000	5,000		5,000
	Total Operating Services	10,721	8,703	10,870	14,524	14,424	-0.7%	14,424
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment					65,000		65,000
	Total Operating Expenses					65,000		65,000
	TOTAL	\$99,869	\$99,912	\$107,954	\$115,655	\$176,947	53.0%	\$176,947

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 2014 Actual	CY 2015 Actual	CY 2016 Actual	CY 2017 Projected
Total Cases (Criminal/Civil)	1,532	1,490	1,527	1,750
Wills/Estates Initiated	104	111	91	120
Judgments/Liens/Notices	1,932	1,887	1,980	2,100
Deeds Recorded	1,872	2,040	2,154	2,300
Marriage Licenses	289	216	208	300
Restitution	606	720	766	900
Concealed Handgun Permits	263	275	339	450

Personnel Resources

Circuit Court Clerk			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Circuit Court Clerk	FT	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	3.00	3.00	0.00
FT = Full Time PT = Part Time			6.00	6.00	0.00

2017-18 BUDGET

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER 1351

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$299,031	\$300,340	\$305,318	\$303,076	\$307,145		\$307,145
5103	Temporary & Seasonal Help	1,152	1,536	1,086	12,480	12,480		12,480
5105	Overtime	1,378						
5601	Accumulated Leave Pay	7,080	7,013					
	Total Personal Services	308,641	308,889	306,404	315,556	319,625	1.3%	319,625
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	65,795	57,591	87,642	77,800	90,000		90,000
5205	Law Clerk		16,000		26,564	29,200		29,200
5206	Dues & Subscriptions	1,300	1,325	960	1,375	1,375		1,375
5209	Maintenance - Electronics	2,232	2,232	2,520	2,520	2,520		2,520
5216	Maintenance - Equipment	29,385	5,706	5,191	9,543	9,543		9,543
5221	Postage	3,049	4,532	5,492	4,500	4,500		4,500
5223	Telephone	4,929	12,073	11,887	12,200	12,200		12,200
5224	Other Services & Charges	1,522		501	2,800	2,500		2,500
5242	Printing, Supplies, & Materials	9,406	7,527	6,784	9,000	8,000		8,000
	Total Operating Services	117,618	106,986	120,977	146,302	159,838	9.3%	159,838
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	12,490		3,262	2,488	2,500		2,500
	Total Capital Outlay	12,490		3,262	2,488	2,500		2,500
	TOTAL	\$438,749	\$415,875	\$430,643	\$464,346	\$481,963	3.8%	\$481,963

COMMONWEALTH'S ATTORNEY

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

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

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

Performance Indicators	2014 Actual	2015 Actual	2016 (*through November)	2017 Projected
Circuit Court-felony cases	749	745	*685	745
Circuit Ct-misdemeanor cases	414	390	*397	400
GDCT Total Criminal Cases	2,987	2,977	*2855	2900
GDCT traffic (criminal)	1,717	1,532	*1069	1400
Jury Trials (circuit court)	6	6	*8	10
Juvenile Cases	617	504	*501	520

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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
			8.00	8.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY

ACCOUNT NUMBER 1355

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$484,640	\$498,625	\$495,664	\$514,476	\$521,338		\$521,338
5103	Temporary & Seasonal Help	7,099	803		4,000	4,000		4,000
5601	Accumulated Leave	2,493	4,334					
	Total Personal Services	494,232	503,762	495,664	518,476	525,338	1.3%	525,338
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services			175	500	500		500
5206	Dues & Subscriptions	2,527	3,234	4,321	12,189	12,193		12,193
5209	Maintenance - Electronics	4,776	4,776	5,400	6,807	6,000		6,000
5216	Maintenance - Equipment	3,692	3,156	3,436	3,995	3,995		3,995
5221	Postage	2,272	1,529	2,189	3,000	3,700		3,700
5223	Telephone	5,971	11,626	11,427	11,614	11,614		11,614
5225	Travel & Vocational Training	11,027	5,724	11,056	5,543	6,000		6,000
5242	Printing, Supplies, & Materials	17,545	7,564	15,744	11,500	11,500		11,500
5248	Books & Publications	389	282	39	1,500	2,000		2,000
5261	Asset Forfeiture	78	6,400	8,768				
	Total Operating Services	48,277	44,291	62,555	56,648	57,502	1.5%	57,502
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment			3,733	20,000	5,700		5,700
	Total Capital Outlay			3,733	20,000	5,700	-71.5%	5,700
	TOTAL	\$542,509	\$548,053	\$561,952	\$595,124	\$588,540	-1.1%	\$588,540

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER 1360

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$45,774	\$46,227	\$47,010	\$47,152	\$79,612		\$79,612
5108	Fringe Benefits	18,829	18,992	18,889	19,500	40,096		40,096
	Total Personal Services	64,603	65,219	65,899	66,652	119,708	79.6%	119,708
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions				275	275		275
5209	Maintenance - Electronics	324	243		375	375		375
5215	Maintenance - Furniture & Equipment	450			500	500		500
5221	Postage	42	277	480	450	450		450
5223	Telephone	2,926	1,579	1,399	1,452	3,000		3,000
5224	Other Services & Charges	68	102		500	500		500
5225	Travel & Vocational Training		50		1,500	1,700		1,700
5242	Printing, Supplies, & Materials	2,730	1,951	2,012	1,800	1,800		1,800
	Grant Increase			2,079	8,443			
	Total Operating Expenses	6,540	4,202	5,970	15,295	8,600	-43.8%	8,600
	TOTAL	\$71,143	\$69,421	\$71,869	\$81,947	\$128,308	56.6%	\$128,308

SHERIFF

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

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

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

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

Performance Indicators	FY 14 –15 Actual	FY 15 – 16 Actual	FY 16 – 17 Projected	FY 17 – 18 Projected
Court Security Days	430	422	420	430
Inmate/Prisoner Count	1,748	1,650	1,800	1,850
Prisoner Transports	440	450	535	600
Civil Papers Served	11,457	11,300	10,195	11,000
Courthouse Patron Count	80,050	95,800	60,005	62,000

Personnel Resources

Sheriff's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016–17	FY 2017–18 Proposed	Diff.
Chief Deputy Sheriff	F	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	F	Salary	1.00	1.00	0.00
Deputy Sheriff	F	Salary	7.00	7.00	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	7.00	0.00
PT = Part Time			9.00	7.00	-2.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$501,172	\$586,476	\$619,873	\$545,282	\$605,295		\$605,295
5103	Temporary & Seasonal Help	24,282	11,466	19,447	85,000	32,000		32,000
5105	Overtime	32,171	31,619	34,333	35,000	36,000		36,000
5601	Accumulated Leave	2,240	1,125	6,915				
	Total Personal Services	559,865	630,686	680,568	665,282	673,295	1.2%	673,295
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	39,472	4,434	6,088	6,827	7,872		7,872
5206	Dues & Subscriptions	968	1,319	1,365	1,230	1,400		1,400
5209	Maintenance - Electronics	3,816	3,816	4,320	3,816	3,816		3,816
5214	Maintenance - Motor Vehicles	4,971	4,514	7,501	4,200	4,200		4,200
5216	Maintenance - Equipment	5,510	4,105	11,006	26,900	26,400		26,400
5221	Postage	930	999	1,051	1,200	1,200		1,200
5223	Telephone	10,043	15,049	14,577	15,400	15,400		15,400
5225	Travel & Vocational Training	3,404	3,719	2,806	3,500	4,500		4,500
5242	Printing, Supplies & Materials	32,850	28,807	33,257	33,000	33,000		33,000
5247	Motor Fuels & Lubricants	13,750	12,494	9,401	13,000	13,000		13,000
5250	Small Tools & Equipment		4,251	3,176	3,900	3,900		3,900
5263	Grant Funds	1,455						
5275	Donated Funds	500	707	691				
	Total Operating Services	117,669	84,214	95,239	112,973	114,688	1.5%	114,688
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	58,728		33,875	38,800	33,000		33,000
5504	Furniture & Equipment							
5516	Electronic Equipment	4,405	9,315	17,165	1,200	1,250		1,250
	Total Capital Outlay	63,133	9,315	51,040	40,000	34,250	-14.4%	34,250
	TOTAL	\$740,667	\$724,215	\$826,847	\$818,255	\$822,233	0.5%	\$822,233

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - INCARCERATION

ACCOUNT NUMBER 1357

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5228	Adult Incarceration	\$2,625,663	\$2,641,611	\$2,514,174	\$2,375,000	\$2,452,000		\$2,452,000
5229	Youth Incarceration	170,481	204,093	136,173	165,000	140,000		140,000
5284	Video Arraignment	4,865	14,212	12,286	7,500	13,000		13,000
	Total Operating Services	2,801,009	2,859,916	2,662,633	2,547,500	2,605,000	2.3%	2,605,000
	TOTAL	\$2,801,009	\$2,859,916	\$2,662,633	\$2,547,500	\$2,605,000	2.3%	\$2,605,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS

ACCOUNT NUMBER 1353

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$89,514	\$82,377	\$62,723	\$70,000	\$65,000		\$65,000
5206	Dues & Subscriptions	140	140	100	250	300		300
5212	Rent of Equipment	3,755	2,076	600	2,500	5,400		5,400
5216	Maintenance - Equipment		440	557	650	1,214		1,214
5221	Postage	42	32	33		50		50
5223	Telephone	4,881	9,948	7,981	8,000	8,500		8,500
5225	Travel & Vocational Training	3,320	544	25	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	5,437	3,952	1,174	2,500	3,000		3,000
5248	Books & Publications	172	131	133	250	300		300
5251	Clothing & Personal Supplies	380	466	20	250	250		250
	Total Operating Services	107,641	100,106	73,346	85,900	85,514	-0.4%	85,514
	TOTAL	\$107,641	\$100,106	\$73,346	\$85,900	\$85,514	-0.4%	\$85,514

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - PROBATION

ACCOUNT NUMBER 1354

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5214	Maintenance - Motor Vehicles	\$230			\$300	\$300		\$300
5221	Postage	2,623		196	200	200		200
5223	Telephone	1,998	2,541	2,036	2,484	2,484		2,484
5225	Travel & Vocational Training	777	1,362	175	650	650		650
5242	Printing, Supplies & Materials	115	1,794	2,247	2,000	2,000		2,000
5247	Motor Fuels & Lubricants				250	250		250
	Total Operating Services	5,743	5,697	4,654	5,884	5,884	0.0%	5,884
	TOTAL	\$5,743	\$5,697	\$4,654	\$5,884	\$5,884	0.0%	\$5,884

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMUNITY DIVERSION SERVICES

ACCOUNT NUMBER 1358

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$1,708	\$158					
5257	Adult Drug Court Program	36,000	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	58,708	57,158	57,000	57,000	57,000	0.0%	57,000
	TOTAL	\$58,708	\$57,158	\$57,000	\$57,000	\$57,000	0.0%	\$57,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMUNITY CORRECTIONS SERVICES

ACCOUNT NUMBER 1359

[illegible]

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - JUVENILE & DOMESTIC COURT

ACCOUNT NUMBER 1361

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages							
	Total Personal Services							
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services			\$360	\$2,000	\$2,000		\$2,000
5206	Dues & Subscriptions			40	150	150		150
5212	Rent of Equipment			1,639	2,000	2,000		2,000
5216	Maintenance - Equipment				1,000	1,000		1,000
5223	Telephone			1,051	5,000	5,000		5,000
5225	Travel & Vocational Training			25	2,000	3,000		3,000
5242	Printing, Supplies, & Materials		1,562	1,377	2,500	2,500		2,500
5248	Books & Publications				200	200		200
5251	Clothing & Personal Supplies				500	500		500
	Total Operating Services		1,562	4,492	15,350	16,350	6.5%	16,350
	TOTAL		\$1,562	\$4,492	\$15,350	\$16,350	6.5%	\$16,350

POLICE

The Colonial Heights Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially, maintaining a highly visible police presence in the community, and by providing a deterrent to criminal activity. The CHPD is structured into three divisions:

The **Operations Division** consists primarily of the Patrol Division and is the most visible, providing around-the-clock service to the residents and visitors of Colonial Heights. Uniformed officers provide the first line of defense for the public's safety and are likely the first officers seen when CHPD is called. 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.

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

The **Investigations Division** has the primary responsibility in the investigation of serious or serial crimes. Crimes commonly assigned to the division include rape, robbery, homicide, burglary, sex offenses, missing persons, and fraud-related incidents. CHPD also has a Special Operations Unit that concentrates on quality-of-life crimes, such as disorderly conduct, public intoxication, prostitution; narcotics violations and gang activity.

Performance Indicators	CY 2015 Actual	CY 2016 Actual	CY 2017 Projected	CY 2018 Projected
Police Reports	4,012	3,972	3,992	3,982
Self-initiated Police Activity	21,532	19,149	20,340	20,024
Traffic Citations	6,156	5,175	5,665	5,562
Traffic Crashes	1,152	1,148	1,150	1,085
Total Arrests	4,176	4,153	4,164	4,160

Personnel Resources

Police Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Police Chief	FT	Salary	1.00	1.00	0.00
Captain	FT	Salary	3.00	3.00	0.00
Lieutenant	FT	Salary	4.00	4.00	0.00
Sergeant	FT	Salary	6.00	6.00	0.00
Detective	FT	Salary	4.00	4.00	0.00
Police Officers	FT	Salary	33.00	33.00	0.00
Clerical Staff	FT	Salary	4.00	4.00	0.00
Animal Control Officers	FT	Salary	2.00	2.00	0.00
FT = Full Time PT = Part Time			57.00	57.00	0.00
Animal Control Aides	PT	Hourly	3.00	3.00	0.00
School Crossing Guards	PT	Hourly	5.00	5.00	0.00
FT = Full Time PT = Part Time			8.00	8.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,968,656	\$3,063,872	\$3,142,401	\$3,149,963	\$3,200,901		\$3,200,901
5103	Temporary & Seasonal Help	44,826	51,324	47,943	63,000	78,697		78,697
5105	Overtime	175,530	168,906	188,558	175,000	175,000		175,000
5110	Sick Bank Pay	3,536	7,685					
5601	Accumulated Leave			16,268				
	Total Personal Services	3,192,548	3,291,787	3,395,170	3,387,963	3,454,598	2.0%	3,454,598
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	5,826	4,568	5,120	8,241	5,741		5,741
5206	Dues & Subscriptions	5,520	6,122	15,371	15,653	15,653		15,653
5209	Maintenance - Electronics	17,496	17,496	19,080	17,846	17,846		17,846
5212	Rent of Equipment	5,937	6,580	7,389	7,320	8,000		8,000
5214	Maintenance - Motor Vehicles	49,363	51,930	46,824	53,600	53,600		53,600
5216	Maintenance - Equipment	8,743	9,211	13,264	18,370	13,570		13,570
5218	Maintenance - Miscellaneous	7,549	7,703	22,823	23,645	52,328		52,328
5220	Insurance Deductibles		8,331					
5221	Postage	1,067	1,090	1,008	1,500	1,500		1,500
5223	Telephone	43,022	41,846	43,121	42,552	42,552		42,552
5224	Other Services & Charges	2,102	2,031	1,645	2,500	2,500		2,500
5225	Travel & Vocational Training	13,442	13,845	15,261	18,500	18,500		18,500
5242	Printing, Supplies, & Materials	77,059	71,441	110,142	89,000	89,000		89,000
5246	Animal Control	15,830	17,965	16,338	30,000	30,000		30,000
5247	Motor Fuels & Lubricants	129,802	105,167	71,233	125,000	80,000		80,000
5248	Books & Publications	372	284	364	547	547		547
5261	Forfeited Assets	19,628	46,005	23,804				
5263	Grant Funds	17,261	6,600	13,211				
5266	K-9 Funds	(1,561)	245	(2,461)				
5274	Controlled Drug Buy Money	10,000	1,182	5,000	5,000	5,000		5,000
5275	Donated Funds	(1,635)	5,000	1,421				
5279	Operation Bloodhound		26,531	1,557				
5409	Adopt-A-Cop	500	50	(2,065)				
	Total Operating Services	427,323	451,223	429,450	459,274	436,337	-5.0%	436,337
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	160,575	49,894	178,446	155,200	119,000		119,000
5506	Court Restitution	(25)	25					
5516	Electronic Equipment	11,456	41,976	11,635	14,708	21,250		21,250
5520	Other Equipment		20,330	2,531	6,400	24,800		24,800
	Total Capital Outlay	172,006	112,225	192,612	176,308	165,050	-6.4%	165,050
	TOTAL	\$3,791,877	\$3,855,235	\$4,017,232	\$4,023,545	\$4,055,985	0.8%	\$4,055,985

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
Total incidents	4,743	4,817	5,026	5,168
Fire incidents	1,307	1,320	1,466	1,546
EMS incidents	3,436	3,497	3,560	3,622
Fire response time < 7 minutes	76.8%	75.4%	78%	79%
EMS response time < 7 minutes	84.9%	84.8%	86%	88%
Fire Mutual Aid received	39	49	79	82
EMS Mutual Aid received	45	77	84	87
Total property loss	\$239,990	\$456,145	\$313,776	\$336,637

Personnel Resources

Fire & EMS

			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2016-17	FY 2017-18 Proposed	Diff.
Chief of Fire & EMS	FT	Salary	1	1	0.00
Deputy Chief of Fire & EMS	FT	Salary	1	1	0.00
Battalion Chief	FT	Hourly	3	3	0.00
Fire Lieutenant	FT	Hourly	7	7	0.00
Deputy Fire Marshal	FT	Hourly	1	1	0.00
EMS Firefighter	FT	Hourly	30	30	0.00
Administrative Assistant	FT	Hourly	1	1	0.00
FT = Full Time PT = Part Time			44.00	44.00	0.00
EMS-FF Int or Paramedic	PT	Hourly	10	10	0.00
Logistics Coordinator	PT	Hourly	1	1	0.00
Office Assistant	PT	Hourly	1	1	0.00
PT = Part Time			12.00	12.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER 1402

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$2,458,184	\$2,423,676	\$2,428,847	\$2,472,315	\$2,527,812		\$2,527,812
5103	Temporary & Seasonal Help	95,036	118,613	116,293	125,000	130,000		130,000
5105	Overtime	138,715	124,708	140,363	116,000	116,854		116,854
5601	Accumulated Leave		15,421	43,826				
	Total Personal Services	2,691,935	2,682,418	2,729,329	2,713,315	2,774,666	2.3%	2,774,666
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	86,388	69,202	76,770	79,610	80,837		80,837
5206	Dues & Subscriptions	1,764	2,120	2,345	2,172	2,172		2,172
5209	Maintenance - Electronics	12,408	12,408	14,040	14,040	14,040		14,040
5214	Maintenance - Motor Vehicles	55,286	104,668	87,255	67,000	95,000		95,000
5216	Maintenance - Equipment	36,173	40,767	43,935	46,281	46,281		46,281
5221	Postage	2,809	926	4,547	4,865	4,865		4,865
5223	Telephone	34,091	35,979	35,046	35,832	35,832		35,832
5224	Other Services & Charges	10,184	9,480	6,976	10,000	10,000		10,000
5225	Travel & Vocational Training	23,239	27,525	27,962	28,500	30,000		30,000
5242	Printing, Supplies, & Materials	67,173	81,424		82,035	82,035		82,035
5247	Motor Fuels & Lubricants	65,629	52,140	32,726	60,000	40,000		40,000
5248	Books & Publications	873	656	911	2,000	2,000		2,000
5250	Small Tools & Equipment	4,356	3,385	5,829	5,165	5,165		5,165
5263	Grant Funds	175	32,562	55,995				
5281	Heat, Lights & Power	11,313	4,968					
	Total Operating Services	411,861	478,210	394,337	437,500	448,227	2.5%	448,227
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles			46,382		40,000		40,000
5502	Fire Equipment	96,114	72,706	71,339	106,400	121,800		121,800
5506	Court Restitution	142	(127)	(382)				
5515	Buildings & Fixed Equipment			28,500	20,000			
5516	Electronic Equipment	73,831	1,500	15,402	7,232	7,250		7,250
5520	Other Equipment			8,179				
	Total Capital Outlay	170,087	74,079	169,420	133,632	169,050	26.5%	169,050
	TOTAL	\$3,273,883	\$3,234,707	\$3,293,086	\$3,284,447	\$3,391,943	3.3%	\$3,391,943

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
Citizens trained in CERT	14	0	15	15
Total Snow (Richmond official)	12"	14	13	13
Monitored Atlantic tropical events	8	12	14	11
Severe thunderstorm warnings	8 estimated	4	5	5
Tornado warnings	0	0	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2016-17	FY 2017-18 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
2017-18 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT

ACCOUNT NUMBER 1403

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$18,434	\$18,734	\$13,719	\$17,200	\$17,200		\$17,200
	Total Personal Services	18,434	18,734	13,719	17,200	17,200	0.0%	17,200
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	15,324	19,341	12,174	12,329	12,329		12,329
5216	Maintenance - Equipment	2,228	3,238	2,240	2,000	2,000		2,000
5225	Travel & Vocational Training							
5242	Printing, Supplies & Materials	629	630	864	2,030	2,030		2,030
5247	Motor Fuels & Lubricant			364	600	600		600
5263	Grant Funds	4,618	13,242	3,997				
5263	Hurricane Expenses	448						
	Total Operating Services	23,247	36,451	19,639	16,959	16,959	0.0%	16,959
	TOTAL	\$41,681	\$55,185	\$33,358	\$34,159	\$34,159	0.0%	\$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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 Projected
Number of Calls	91,484	76,228	76,827	76,000
Wireline 911 Calls	5,661	3,867	4,445	3,500
Wireless 911 Calls	9,707	11,778	9,994	13,000
Warrants Entered	3,883	4,062	4,259	4,100
Lobby Calls Handled	5,112	4,701	3,905	5,000

Personnel Resources

Communications			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Dispatch Supervisor	FT	Hourly	4.00	4.00	0.00
Dispatcher/Telecommunicator	FT	Hourly	12.00	12.00	0.00
FT = Full Time PT = Part Time			16.00	16.00	0.00
Dispatcher/Telecommunicator	PT	Hourly	4.00	4.00	0.00
PT = Part Time			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER 1404

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$640,568	\$630,228	\$655,379	\$661,359	\$661,359		\$661,359
5103	Temporary & Seasonal Help	12,492	15,381	14,085	14,000	16,000		16,000
5105	Overtime	88,937	96,171	82,317	83,000	95,000		95,000
5601	Accumulated Leave		489					
	Total Personal Services	741,997	742,269	751,781	758,359	772,359	1.8%	772,359
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	16,732	12,862	12,862	12,862	12,962		12,962
5206	Dues & Subscriptions	92	92	92	276	276		276
5209	Maintenance - Electronics	1,272	1,272	1,440	1,272	1,272		1,272
5212	Rent of Equipment	293	2,915	2,829	3,167	3,167		3,167
5214	Maintenance - Motor Vehicles	763	439		500	500		500
5216	Maintenance - Equipment	243,201	220,585	244,610	270,000	271,000		271,000
5221	Postage	116	119	118	200	200		200
5222	E 9-1-1 and CAD System	14,621	14,925	12,645	17,000	18,303		18,303
5223	Telephone	9,016	14,640	15,634	22,000	20,610		20,610
5225	Travel & Vocational Training	2,819	2,377	1,406	2,500	7,000		7,000
5242	Printing, Supplies, & Materials	4,184	8,320	4,701	6,000	6,730		6,730
5247	Motor Fuels & Lubricants	1,638	1,039	496	1,500	1,250		1,250
5248	Books & Publications	500			50	200		200
5250	Small Tools & Equipment	50			50	50		50
5263	Grant Funds		128,347					
5281	Heat, Light and Power	8,261	8,144	8,410	8,750	9,000		9,000
	Total Operating Services	303,558	416,076	305,243	346,127	352,520	1.8%	352,520
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
5510	Office Equipment		177,574	57,177		7,600		7,600
5516	Electronic Equipment	141,048			37,200	25,000		25,000
	Total Capital Outlay	141,048	177,574	57,177	37,200	32,600		32,600
	TOTAL	\$1,186,603	\$1,335,919	\$1,114,201	\$1,141,686	\$1,157,479	1.4%	\$1,157,479

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17-18 Projected
Private development submittals reviewed	37	34	30	31
Street miles resurfaced	3.8	4.2	4.5	3.5
Street miles swept	203	174.2	215	215
Maintenance work orders completed (in GovQA)	3,326	3,633	3,000	3,000
Construction projects completed	5	3	4	5

Personnel Resources

Department of Public Works			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 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 PT = Part Time			41.00	41.00	0.00
Recycling Center Technician	PT	Hourly	0.40	0.40	0.00
FT = Full Time PT = Part Time			.40	.40	0.00

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER 1451

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$224,150	\$152,035	\$148,308	\$225,257	\$229,763		\$229,763
5105	Overtime							
	Total Personal Services	224,150	152,035	148,308	225,257	229,763	2.0%	229,763
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	733	295	625	700	700		700
5209	Maintenance - Electronics	960	960	1,080	960	960		960
5216	Maintenance - Equipment							
5221	Postage	73	43	33	100	100		100
5223	Telephone	2,735	5,384	5,230	5,244	5,244		5,244
5225	Travel & Vocational Training	3,410	3,019	2,904	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	337	61	36	300	300		300
5248	Books & Publications		100	76	250	250		250
	Total Operating Services	13,048	14,662	14,784	15,604	15,604	0.0%	15,604
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	1,289			1,244			
	Total Capital Outlay	1,289			1,244			
	TOTAL	\$238,487	\$166,697	\$163,092	\$242,105	\$245,367	1.3%	\$245,367

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER 1453

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$507,945	\$480,687	\$522,164	\$506,189	\$518,754		\$518,754
5103	Temporary & Seasonal Help		296		500	500		500
5105	Overtime	8,147	11,895	14,894	13,000	13,000		13,000
5106	Overtime - Snow	7,857	7,670	15,411	3,000	3,000		3,000
5110	Sick Bank			2,332				
5601	Accumulated Leave		7,375					
	Total Personal Services	523,949	507,923	554,801	522,689	535,254	2.4%	535,254
	<u>OPERATING EXPENSES</u>							
5201	Advertising	92	414	393	700	700		700
5203	Professional & Special Services Paving	766,564	341,898	378,624	860,000	850,000		850,000
5209	Maintenance - Electronics	1,272	1,272	1,440	1,272	1,272		1,272
5212	Rent of Equipment	517			1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	18,949	32,616	22,412	26,000	26,000		26,000
5216	Maintenance - Equipment	21,455	30,583	22,692	30,000	30,000		30,000
5217	Maintenance - Buildings & Grounds	533	600		1,500	1,500		1,500
5219	Maintenance - Bridges				9,000	10,000		10,000
5221	Postage	42	53	37	100	100		100
5223	Telephone	3,838	2,205	2,175	2,232	2,232		2,232
5225	Travel & Vocational Training	896	1,277	2,812	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	14,752	13,593	13,625	18,000	18,000		18,000
5247	Motor Fuels & Lubricants	37,409	27,483	18,067	35,000	25,000		25,000
5249	Road Materials & Equipment	39,393	32,895	37,473	61,000	61,000		61,000
5250	Small Tools & Equipment	1,219	542	1,139	2,588	2,588		2,588
5252	Snow Removal - Supplies & Materials	50,585	30,250	44,942	10,000	15,000		15,000
	Total Operating Services	957,516	515,681	545,831	1,061,892	1,047,892	-1.3%	1,047,892
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles				107,000	115,000		115,000
5503	Machinery & Tools	12,550	100,555	122,932	7,000	6,600		6,600
5516	Electronic Equipment	2,094						
	Total Capital Outlay	14,644	100,555	122,932	114,000	121,600	6.7%	121,600
	TOTAL	\$1,496,109	\$1,124,159	\$1,223,564	\$1,698,581	\$1,704,746	0.4%	\$1,704,746

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER 1456

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$298,551	\$334,926	\$347,470	\$329,088	\$316,121		\$316,121
5105	Overtime	23,911	26,559	15,520	15,000	15,000		15,000
5106	Overtime - Snow	205	1,098	2,847	500	500		500
5601	Accumulated Leave		5,989	309				
	Total Personal Services	322,667	368,572	366,146	344,588	331,621	-3.8%	331,621
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	33,708	21,469	36,430	57,000	57,000		57,000
5206	Dues & Subscriptions	1,935	2,024	2,015	2,000	2,500		2,500
5209	Maintenance - Electronics	3,816	3,816	2,880	4,500	4,500		4,500
5214	Maintenance - Motor Vehicles	3,675	1,962	5,775	4,500	4,500		4,500
5216	Maintenance - Equipment	1,124	1,193	699	700	700		700
5221	Postage	123	121	200	150	150		150
5223	Telephone	10,151	13,597	13,717	13,344	13,344		13,344
5225	Travel & Vocational Training	2,198	1,833	3,744	3,500	6,000		6,000
5242	Printing, Supplies, & Materials	19,215	15,848	25,192	28,000	30,000		30,000
5247	Motor Fuels & Lubricants	9,975	8,795	6,501	10,750	10,750		10,750
5248	Books & Publications	146		800	800	800		800
5250	Small Tools & Equipment	45		95	700	700		700
5281	Heat, Lights & Power	211,351	190,178	215,896	210,000	210,000		210,000
	Total Operating Services	297,462	260,836	313,944	335,944	340,944	1.5%	340,944
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles	21,733	121,475		27,639	25,000		25,000
5515	Building & Fixed Equipment	3,500				7,000		7,000
5516	Electronic Equipment					2,500		2,500
	Total Capital Outlay	25,233	121,475	0	27,639	34,500	24.8%	34,500
	TOTAL	\$645,362	\$750,883	\$680,090	\$708,171	\$707,065	-0.2%	\$707,065

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 14- 15 Actual	FY 15- 16 Actual	FY 16- 17 Projected	FY 17- 18 Projected
Total Vehicles Maintained	250	250	260	265
Total Equipment Maintained	39	39	45	45
Work Orders Completed	881	888	925	925
Total Repair Costs	\$344,611.63	\$254,971.46	\$320,000.00	\$300,000.00
Total Sublet Repairs	\$77,477.05	\$34,529.33	<\$35,000.00	<\$25,000.00

Personnel Resources

Fleet Maintenance Shop			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Automotive Maint. Super.	FT	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	Salary	1.00	1.00	0.00
Emergency Equip. Tech.	FT	Salary	1.00	1.00	0.00
Heavy Truck / Bus Tech.	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER 1458

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$248,693	\$251,156	\$255,406	\$256,179	\$246,873		\$246,873
5105	Overtime	1,430	755	3,797	2,000	3,000		3,000
5106	Overtime - Snow	1,097	635		1,000	3,000		3,000
	Total Personal Services	251,220	252,546	259,203	259,179	252,873	-2.4%	252,873
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,024	3,692	5,826				
5209	Maintenance - Electronics	1,272	1,272	1,440	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	1,593	2,139	1,756	2,300	2,500		2,500
5216	Maintenance - Equipment	3,267	1,518	106	2,200	2,500		2,500
5221	Postage	42	32	33	5	5		5
5223	Telephone	1,769	2,544	2,544	2,544	2,600		2,600
5225	Travel & Vocational Training			650	750	750		750
5242	Printing, Supplies, & Materials	7,198	9,326	5,930	9,000	11,000		11,000
5247	Motor Fuels & Lubricants	(3,313)	4,629	5,630	1,300	1,500		1,500
5248	Books & Publications				300	300		300
5250	Small Tools & Equipment	2,083	1,601	2,198	2,200	2,200		2,200
	Total Operating Services	15,935	26,753	26,113	22,099	24,855	12.5%	24,855
	<u>CAPITAL OUTLAY</u>							
5503	Machinery & Tools	3,759	9,847		7,400	8,500		8,500
5516	Electronic Equipment			4,760				
	Total Capital Outlay	3,759	9,847	4,760	7,400	8,500	14.9%	8,500
	TOTAL	\$270,914	\$289,146	\$290,076	\$288,678	\$286,228	-0.8%	\$286,228

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - SOLID WASTE

ACCOUNT NUMBER 1459

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5230	Solid Waste Collection	\$434,360	\$436,581	\$435,747	\$438,687	\$624,990		\$624,990
5235	Landfill Monitoring	27,401	23,071	7,926	35,000	15,000		15,000
5236	Commercial Container Service	23,152	22,577	21,880	25,000	35,413		35,413
	Total Operating Services	484,913	482,229	465,553	498,687	675,403	35.4%	675,403
	TOTAL	\$484,913	\$482,229	\$465,553	\$498,687	\$675,403	35.4%	\$675,403

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - RECYCLING

ACCOUNT NUMBER 1460

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$7,341	\$7,469	\$5,714	7,871	7,871		7,871
5108	Fringe Benefits							
	Total Personal Services	7,341	7,469	5,714	7,871	7,871	0.0%	7,871
	<u>OPERATING EXPENSES</u>							
5217	Maintenance - Buildings & Grounds				200	200		200
5223	Telephone	243	228	225	228	228		228
5231	Curbside Recycling	239,623	177,567	179,295	207,463	193,082		193,082
5233	Container Rent & Transportation	3,537	4,535	6,508	7,000	3,969		3,969
5238	CFC Removal	869	1,009	1,065	1,300	1,000		1,000
5237	Drop-off Container Maintenance	1,442						
5240	Equipment Rental - Transfer Station	16,811	9,500	17,800	14,000	20,000		20,000
5242	Printing, Supplies, & Materials	389	690	628	1,000	1,000		1,000
5244	Central Virginia Waste Management Authority	8,357	8,712	8,440	8,780	8,357		8,357
	Total Operating Services	271,271	202,241	213,961	239,971	227,836	-5.1%	227,836
	TOTAL	\$278,612	\$209,710	\$219,675	\$247,842	\$235,707	-4.9%	\$235,707

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - HEALTH

ACCOUNT NUMBER 1501

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5268	Health Department Services	\$180,487	\$196,500	\$223,541	\$235,908	\$242,838		\$242,838
	Total Operating Services	180,487	196,500	223,541	235,908	242,838	2.9%	242,838
	TOTAL	\$180,487	\$196,500	\$223,541	\$235,908	\$242,838	2.9%	\$242,838

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - SOCIAL SERVICES

ACCOUNT NUMBER 1502

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$274,720	\$225,322	\$254,317	\$325,000	\$334,000		\$334,000
	Total Operating Services	274,720	225,322	254,317	325,000	334,000	2.8%	334,000
	TOTAL	\$274,720	\$225,322	\$254,317	\$325,000	\$334,000	2.8%	\$334,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMPREHENSIVE SERVICES

ACCOUNT NUMBER 1503

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$159,604	\$275,341	\$419,220	\$200,000	\$275,000		\$275,000
	Total Operating Services	159,604	275,341	419,220	200,000	275,000	37.5%	275,000
	TOTAL	\$159,604	\$275,341	\$419,220	\$200,000	\$275,000	37.5%	\$275,000

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 14 – 15 Actual	FY 15 – 16 Actual	FY 16 – 17 Projected	FY 17-18 Projected
Athletic Program Participants	2,714	2,690	2,500	2,600
Non-Athletic Program Participants	3,962	4,525	5,000	4,750
Senior Center Citizens Participants	29,803	32,730	32,000	32,000
Teen Center Attendance	5,748	1,707	500	500
Facility Rentals (Parks/Community Center/Fields)	1,022	1,062	1,000	1,000
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	82,942	89,441	82,000	82,000

Personnel Resources

Recreation & Parks			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Recreation Staff	FT	Salary	4.00	4.00	0.00
Parks/B&G/Horticulture	FT	Salary	10.00	10.00	0.00
Community Center Staff	FT	Salary	5.00	5.00	0.00
Museum Curator	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			21.00	21.00	0.00
Program Staff	PT	Hourly	46.00	46.00	0.00
FT = Full Time PT = Part Time			46.00	46.00	0.00

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER 1601

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$229,333	\$225,348	\$269,751	\$268,043	\$270,594		\$270,594
5103	Temporary & Seasonal Help	78,686	85,321	48,121	64,285	64,285		64,285
5105	Overtime	225	223		250	250		250
	Total Personal Services	308,244	310,892	317,872	332,578	335,129	0.8%	335,129
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,405	2,004	1,337	2,000	2,000		2,000
5203	Professional & Special Services	36,000	28,495	24,878	32,375	30,000		30,000
5206	Dues & Subscriptions	1,548	2,208	1,395	1,116	1,116		1,116
5209	Maintenance - Electronics	1,746	1,596	1,800	1,596	1,800		1,800
5212	Rent of Equipment							
5214	Maintenance - Motor Vehicles	258		2	750	750		750
5216	Maintenance - Equipment	56		300	1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds		3,612	3,645	2,000	2,000		2,000
5221	Postage	532	656	801	1,100	1,100		1,100
5223	Telephone	9,324	8,250	8,028	8,916	8,916		8,916
5224	Other Services & Charges	27,709	28,441	29,416	32,000	32,000		32,000
5225	Travel & Vocational Training	3,264	5,226	4,148	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	57,394	38,782	50,088	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	1,587	1,100	451	2,500	2,500		2,500
5250	Small Tools & Equipment							
5281	Heat, Lights & Power	20,442	23,073	21,908	22,000	20,000		20,000
	Total Operating Services	165,465	147,643	152,397	164,553	160,382	-2.5%	160,382
	<u>CAPITAL OUTLAY</u>							
5506	Court Restitution							
5520	Other Equipment	49,947	88,000	106,063		50,000		50,000
	Total Capital Outlay	49,947	88,000	106,063		50,000		50,000
	TOTAL	\$523,656	\$546,535	\$576,332	\$497,131	\$545,511	9.7%	\$545,511

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$48,196	\$49,047	\$49,877	\$50,028	\$50,003		\$50,003
5105	Overtime	1,126	1,141	71	1,000	500		500
	Total Personal Services	49,322	50,188	49,948	51,028	50,503	-1.0%	50,503
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	161,022	171,611	172,770	180,000	180,000		180,000
5209	Maintenance - Electronics	324	324	360	324	324		324
5213	Maintenance - Court Fees	10,648	8,131	26,614	18,000	16,000		16,000
5214	Maintenance - Motor Vehicles	276	46	153	500	500		500
5216	Maintenance - Equipment	39,097	37,867	35,899	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	72,666	22,614	78,686	60,000	60,000		60,000
5223	Telephone	273	2,480	2,399	2,664	2,664		2,664
5242	Printing, Supplies, & Materials	4,102	4,145	4,376	6,000	6,000		6,000
5243	Construction Materials				500	500		500
5247	Motor Fuels & Lubricants	954	729	480	1,400	1,400		1,400
5250	Small Tools & Equipment		9		500	500		500
5281	Heat, Lights & Power	222,745	207,617	196,367	210,000	200,000		200,000
	Total Operating Services	512,107	455,573	518,104	506,888	494,888	-2.4%	494,888
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicles							
5515	Building & Fixed Equipment			30,000	97,000	50,500		50,500
	Total Capital Outlay			30,000	97,000	50,500	-47.9%	50,500
	TOTAL	\$561,429	\$505,761	\$598,052	\$654,916	\$595,891	-9.0%	\$595,891

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$187,591	\$182,535	\$175,603	\$181,551	\$168,048		\$168,048
5103	Temporary & Seasonal Help	34,803	38,177	21,170	\$38,500	\$38,500		\$38,500
5105	Overtime			67				
5601	Accumulated Leave		7,260					
	Total Personal Services	222,394	227,972	196,840	220,051	206,548	-6.1%	206,548
	<u>OPERATING EXPENSES</u>							
5206	Dues & Subscriptions	1,249	1,280	1,833	1,033	1,033		1,033
5209	Maintenance - Electronics	3,180	3,180	3,600	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles			450	900	900		900
5217	Maintenance - Buildings & Grounds	85	1,000	175	500	500		500
5221	Postage	379	257	361	500	500		500
5223	Telephone	2,136	5,416	5,274	5,292	5,292		5,292
5224	Other Services & Charges	5,879	3,088	4,615	9,500	9,500		9,500
5225	Travel & Vocational Training	241	242	1,439	800	800		800
5241	Senior Citizens Activities	2,427	3,100	3,871	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	8,317	10,080	8,609	11,000	11,000		11,000
5247	Motor Fuels & Lubricants				135			
	Total Operating Services	23,893	27,643	30,227	36,640	36,505	-0.4%	36,505
	TOTAL	\$246,287	\$255,615	\$227,067	\$256,691	\$243,053	-5.3%	\$243,053

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - HORTICULTURE

ACCOUNT NUMBER 1603

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$38,723	\$39,106	\$39,767	\$39,888	\$40,686		\$40,686
5103	Temporary & Seasonal Help	18,510	22,118	22,943	40,500	40,500		40,500
5105	Overtime	666	1,043	777	1,000	1,000		1,000
	Total Personal Services	57,899	62,267	63,487	81,388	82,186	1.0%	82,186
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services							
5206	Dues & Subscriptions		65	65	200	200		200
5209	Maintenance - Electronics	636	636	720	636	636		636
5214	Maintenance - Motor Vehicles	1,097	179	159	1,000	1,000		1,000
5216	Maintenance - Equipment				500	500		500
5217	Maintenance - Buildings & Grounds	6,097	7,393	7,910	11,000	11,000		11,000
5223	Telephone	205	190	188	192	192		192
5225	Travel & Vocational Training				400	400		400
5242	Printing, Supplies, & Materials	425	691	767	1,700	1,700		1,700
5247	Motor Fuels & Lubricants	2,823	2,384	1,544	3,000	2,500		2,500
5250	Small Tools & Equipment	679	500	731	1,250	1,250		1,250
	Total Operating Services	11,962	12,038	12,084	19,878	19,378	-2.5%	19,378
	TOTAL	\$69,861	\$74,305	\$75,571	\$101,266	\$101,564	0.3%	\$101,564

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$269,934	\$276,043	\$271,653	\$300,019	\$306,019		\$306,019
5103	Temporary & Seasonal Help	24,700	22,469	21,081	33,000	33,000		33,000
5105	Overtime	43,198	35,158	32,981	40,000	40,000		40,000
5601	Accumulated Leave Pay	18,359	2,033	1,330				
	Total Personal Services	356,191	335,703	327,045	373,019	379,019	1.6%	379,019
	<u>OPERATING EXPENSES</u>							
5203	Professional & Spec Services	912						
5206	Dues & Subscriptions			150	300	300		300
5209	Maintenance - Electronics	324	324	360	324	324		324
5212	Rent of Equipment	343	334	133	500	500		500
5214	Maintenance - Motor Vehicles	5,195	2,274	2,214	4,000	4,000		4,000
5216	Maintenance - Equipment	10,811	12,086	9,326	17,000	17,000		17,000
5217	Maintenance - Buildings & Grounds	51,104	61,588	65,585	67,500	67,500		67,500
5223	Telephone	1,107	885	822	1,000	1,000		1,000
5225	Travel & Vocational Training	1,034	148	296	828	828		828
5242	Printing, Supplies, & Materials	6,844	9,090	10,294	8,000	8,000		8,000
5247	Motor Fuels & Lubricants	14,337	12,820	8,263	15,000	12,500		12,500
5250	Small Tools & Equipment	1,054	1,085	879	2,500	2,500		2,500
5281	Heat, Lights & Power	10,724	10,166	11,361	13,000	12,000		12,000
	Total Operating Services	103,789	110,800	109,683	129,952	126,452	-2.7%	126,452
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle	23,683			27,500			
5516	Electronic Equipment	782	923	1,733		3,750		3,750
5520	Other Equipment	7,194	14,797	19,282	6,000	36,000		36,000
	Total Capital Outlay	31,659	15,720	21,015	33,500	39,750	18.7%	39,750
	TOTAL	\$491,639	\$462,223	\$457,743	\$536,471	\$545,221	1.6%	\$545,221

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$53,678	\$54,162	\$55,078	\$55,245	\$56,350		\$56,350
5103	Temporary & Seasonal Help	10,768	11,087	11,551	11,000	11,000		11,000
5105	Overtime							
	Total Personal Services	64,446	65,249	66,629	66,245	67,350	1.7%	67,350
	<u>OPERATING EXPENSES</u>							
5201	Advertising	1,460	1,748	1,969	3,000	2,500		2,500
5203	Professional & Special Services	2,213	2,103	2,173	2,500	2,500		2,500
5206	Dues & Subscriptions	275	425	425	300	300		300
5209	Maintenance - Electronics	636	636	720	636	636		636
5217	Maintenance - Buildings & Grounds	873	530	2,947	8,000	8,000		8,000
5221	Postage	42	105		150	150		150
5223	Telephone	2,138	388	379	384	384		384
5225	Travel & Vocational Training				500	500		500
5242	Printing, Supplies, & Materials	1,046	1,282	768	1,250	1,250		1,250
	Total Operating Services	8,683	7,217	9,381	16,720	16,220	-3.0%	16,220
	TOTAL	\$73,129	\$72,466	\$76,010	\$82,965	\$83,570	0.7%	\$83,570

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Projected	FY 17-18 Projected
Circulation	220,215	228,619	229,000	225,000
Books	136,283	109,268	110,000	110,000
Videos	40,658	51,150	45,000	40,000
Audios	11,781	11,101	11,000	11,000
Computers	23,501	20,944	21,000	21,000
Ebooks	3,601	9,308	15,000	15,000
Kindles	4,391	26,846	27,000	28,000
Library Cards Issued	2,016	1,954	2,000	2,000
Registered Borrowers	10,164	11,753	13,000	13,000
Patron Visit Count	218,974	218,974	218,000	218,000
Interlibrary Loans	276	274	300	300
Story Hour Participants	3,437	3,219	3,400	3,400
Volumes Added to Collection	4,726	6,189	5,500	5,500
Meeting Room Groups	1,973	1,875	1,900	1,900

Personnel Resources

Library			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2016-17	FY 2017-18 Proposed	Diff.
Library Director	FT	Salary	1.00	1.00	0.00
Library Associate	FT	Salary	2.00	2.00	0.00
Library Assistant	FT	Salary	2.00	2.00	0.00
Digital Resources Spec.	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			6.00	6.00	0.00

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

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY

ACCOUNT NUMBER 1701

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$337,890	\$342,346	\$344,086	\$347,285	\$354,230		\$354,230
5103	Temporary & Seasonal Help	43,043	42,548	43,746	46,867	46,867		46,867
	Total Personal Services	380,933	384,894	387,832	394,152	401,097	1.8%	401,097
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	1,603	5,193	2,278	6,100	3,150		3,150
5206	Dues & Subscriptions	50	200	268	545	715		715
5209	Maintenance - Electronics	11,448	11,448	12,960	11,448	11,448		11,448
5212	Rent of Equipment	1,205	885	251	1,310	1,310		1,310
5216	Maintenance - Equipment	1,272	1,313	497	900	900		900
5221	Postage	2,399	2,408	2,447	2,468	2,468		2,468
5223	Telephone	4,248	22,163	22,927	23,472	23,472		23,472
5224	Other Services & Charges	5,033						
5225	Travel & Vocational Training	193	81	206	850	850		850
5242	Printing, Supplies, & Materials	44,122	37,304	30,081	25,214	25,718		25,718
5248	Books & Publications	116,915	114,999	115,607	116,293	116,293		116,293
5281	Heat, Lights & Power	43,590	42,434	43,797	44,000	44,000		44,000
	Total Operating Expenses	232,078	238,428	231,319	232,600	230,324	-1.0%	230,324
	<u>CAPITAL OUTLAY</u>							
5510	Office Equipment	1,800		1,200	1,200	1,200		1,200
5516	Electronic Equipment	10,248	8,258	11,660	16,800	6,800		6,800
	Total Capital Outlay	10,248	8,258	11,660	18,000	8,000	-55.6%	8,000
	TOTAL	\$624,159	\$631,580	\$631,411	\$644,752	\$639,421	-0.8%	\$639,421

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16 - 17 Projected	FY 17 - 18 Projected
CDBG Funds Expended	\$67,032	\$78,219	\$84,367	\$80,000
Planning Commission Mtgs	8	8	9	10
Building Inspections	1,848	1,609	1,600	1,700
Code Enforcement Inspections	1,107**	2,660**	2,800**	2,800**

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

Personnel Resources

Planning/Building Inspection

Classification Title	Status	Hourly/ Salary	Authorized Positions		
			FY 2016-17	FY 2017-18 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Assistant Director of Planning	FT	Salary	1.00	1.00	0.00
Building Official	FT	Salary	1.00	1.00	0.00
Senior Building Inspector	FT	Salary	1.00	1.00	0.00
Building Inspector***	FT	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

2017-18 BUDGET

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$160,800	\$142,354	\$164,699	\$192,260	\$196,636		\$196,636
5103	Temporary & Seasonal Help	12,487	4,427					
5105	Overtime	1,286	2,209					
5601	Accumulated Leave	1,286	4,697					
	Total Personal Services	175,859	153,687	164,699	192,260	196,636	2.3%	196,636
	<u>OPERATING EXPENSES</u>							
5201	Advertising	3,012	1,742	2,910	3,000	3,000		3,000
5203	Professional & Special Services	8,156	22,784	1,828	4,500	4,500		4,500
5206	Dues & Subscriptions	1,140	250	876	1,500	2,200		2,200
5209	Maintenance - Electronics	1,272	1,565	1,440	1,500	1,500		1,500
5216	Maintenance - Equipment	1,160	1,486	1,188	1,500	2,000		2,000
5221	Postage	2,188	915	328	800	600		600
5223	Telephone	3,105	2,883	3,084	3,000	3,500		3,500
5225	Travel & Vocational Training	2,135	601	1,138	3,500	3,500		3,500
5242	Printing, Supplies, & Materials	3,001	2,737	1,109	1,800	1,500		1,500
5248	Books & Publications				500	500		500
5263	Grant Funds	3,037						
	Total Operating Services	28,206	34,963	13,901	21,600	22,800	5.6%	22,800
	<u>CAPITAL OUTLAY</u>							
5516	Electronic Equipment	5,592	3,390			3,780		3,780
	Total Capital Outlay	5,592	3,390			3,780		3,780
	TOTAL	\$209,657	\$192,040	\$178,600	\$213,860	\$223,216	4.4%	\$223,216

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$179,377	\$144,568	\$148,640	\$181,036	\$184,656		\$184,656
5103	Temporary & Seasonal Help		11,760	44,680				
5105	Overtime & Career Development				1,500	1,500		1,500
5601	Accumulated Leave		3,454	1,806				
	Total Personal Services	179,377	159,782	195,126	182,536	186,156	2.0%	186,156
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	2,131	4,505	12,580	3,500	6,500		6,500
	Grass Service - Code Enforcement				8,000	9,000		9,000
5206	Dues & Subscriptions	297	237	400	500	500		500
5209	Maintenance - Electronics	1,272	1,490	1,440	1,272	1,500		1,500
5214	Maintenance - Motor Vehicles	829	850	824	1,500	1,200		1,200
5221	Postage	70	2,601	5,764	300	300		300
	Code Enforcement				4,000	4,000		4,000
5223	Telephone	4,486	4,138	4,081	5,000	6,200		6,200
5225	Travel & Vocational Training	1,215	235	649	2,000	1,500		1,500
5242	Printing, Supplies, & Materials	4,212	5,336	2,400	1,000	500		500
	Code Enforcement				3,500	3,000		3,000
5247	Motor Fuels & Lubricants	2,339	1,452	2,049	2,000	2,200		2,200
5248	Books & Publications	3,088	525		2,000	2,000		2,000
5250	Small Tools & Equipment	500	134	500	500	500		500
5283	1% State Fee		(62)	(14)				
	Total Operating Services	20,439	21,441	30,673	35,072	38,900	10.9%	38,900
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle	16,050	19,495		19,500			
5516	Electronic Equipment	1,479	1,395	2,787	1,600	5,000		5,000
	Total Capital Outlay	17,529	20,890	2,787	21,100	5,000	-76.3%	5,000
	TOTAL	\$217,345	\$202,113	\$228,586	\$238,708	\$230,056	-3.6%	\$230,056

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 14 - 15 Actual	FY 15 - 16 Actual	FY 16- - 17 Projected	FY 17 - 18 Projected
# Served by Diversion Programs (VJCCCA)	289	309	300	350
# Served Community Prevention/Education	1189	1069	900	1000
Kids After-School Program	83	80	80	80

Personnel Resources

Office On Youth & Human Services			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2016-17	FY 2017-18 Proposed	Diff.
Department Director	FT	Salary	1.00	1.00	0.00
Youth Program Manager	FT	Salary	1.00	1.00	0.00
Youth Prevention Spec.	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			3.00	3.00	0.00

VJCCCA – Youth Specialist	PT	Hourly	1.00	1.00	0.00
KAP (Supervisors, Support)	PT	Hourly	10.00	10.00	0.00
PT = Part Time			11.00	11.00	0.00

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES

ACCOUNT NUMBER 1801

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$119,519	\$120,980	\$122,745	\$123,116	\$125,578		\$125,578
5103	Temporary & Seasonal Help							
	Total Personal Services	119,519	120,980	122,745	123,116	125,578	2.0%	125,578
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	11,500	8,500	12,730				
5206	Dues & Subscriptions	75	210	239	275	275		275
5209	Maintenance - Electronics	1,618	1,596	1,800	1,600	1,600		1,600
5216	Maintenance - Equipment				200	200		200
5221	Postage	529	730	573	350	400		400
5223	Telephone	3,152	4,549	4,552	4,650	4,650		4,650
5224	Other Services & Charges	208	(74)	351	500	400		400
5225	Travel & Vocational Training	1,808	1,811	1,447	1,600	2,000		2,000
5242	Printing, Supplies, & Materials	2,564	2,637	3,897	3,600	3,800		3,800
5247	Motor Fuels & Lubricants	786	262	434	770	700		700
5248	Books & Publications	107		20	200	200		200
5298	Power Program		10,958	4,419				
5299	Go Lead Program		500					
	Total Operating Services	22,347	31,679	30,462	13,745	14,225	3.5%	14,225
	<u>CAPITAL OUTLAY</u>							
5501	Motor Vehicle	24,480						
5516	Electronic Equipment	1,167	1,523			1,250		1,250
	Total Capital Outlay	25,647	1,523			1,250		1,250
	TOTAL	\$167,513	\$154,182	\$153,207	\$136,861	\$141,053	3.1%	\$141,053

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT

ACCOUNT NUMBER 1802

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$800	\$292					
	Total Personal Services	800	292					
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		69		700	700		700
5221	Postage	57	32					
5224	Other Services & Charges		725	459	600	600		600
5225	Travel & Vocational Training				500	500		500
5242	Printing, Supplies, & Materials	734	1,059	1,675	800	800		800
	Total Operating Expenses	791	1,885	2,134	2,600	2,600	0.0%	2,600
	TOTAL	\$1,591	\$2,177	\$2,134	\$2,600	\$2,600	0.0%	\$2,600

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER 1803

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$69,008	\$41,328	\$42,027	\$42,154	\$42,998		\$42,998
5103	Temporary & Seasonal Help	5,760	26,208	26,100	29,120	29,000		29,000
5108	Fringe Benefits	33,931	20,920	18,160	25,450	23,000		23,000
5601	Accumulated Leave Pay	5,251						
	Total Personal Services	113,950	88,456	86,287	96,724	94,998	-1.8%	94,998
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services		140	490	1,000	500		500
5209	Maintenance - Electronics	324	324	360	325	360		360
5214	Maintenance - Motor Vehicles				125	200		200
5221	Postage	42	32	282	300	325		325
5223	Telephone	1,644						
5224	Other Services & Charges	55	570	283	300	300		300
5225	Travel & Vocational Training	519	60	85	300	500		500
5242	Printing, Supplies, & Materials	406	3,864	594	400	600		600
5247	Motor Fuels & Lubricants		372	121	250	300		300
5248	Books & Publications		162		200	200		200
	Total Operating Expenses	2,990	5,524	2,215	3,200	3,285	2.7%	3,285
	TOTAL	\$116,940	\$93,980	\$88,502	\$99,924	\$98,283	-1.6%	\$98,283

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM

ACCOUNT NUMBER 1807

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$21,162	\$26,013	\$30,500	\$27,000	\$30,500		\$30,500
5108	Fringe Benefits	258	283	130				
	Total Personal Services	21,420	26,296	30,630	27,000	30,500	13.0%	30,500
	<u>OPERATING EXPENSES</u>							
5224	Other Services & Charges	705	1,034	931	950	1,000		1,000
5242	Printing, Supplies, & Materials	1,043	1,641	2,800	300	500		500
	Total Operating Expenses	1,748	2,675	3,731	1,250	1,500	20.0%	1,500
	TOTAL	\$23,168	\$28,971	\$34,361	\$28,250	\$32,000	13.3%	\$32,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

ACCOUNT NUMBER 1808

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$75,144	\$64,703	\$74,618	\$84,367	\$80,000		\$80,000
	Total Operating Services	75,144	64,703	74,618	84,367	80,000	-5.2%	80,000
	TOTAL	\$75,144	\$64,703	\$74,618	\$84,367	\$80,000	-5.2%	\$80,000

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>City Memberships & Programs</u>							
5801	Youth Advisory Council	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250		\$2,250
5804	John Tyler Community College	3,975	4,096	4,155	4,096	4,096		4,096
5805	Virginia Gateway Region	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	8,511	8,377	8,425	8,580	8,776		8,776
5808	Fort Clifton Arts & Crafts Festival	600	600	500	600	600		600
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000		2,000
5810	Crater Agency on Aging	465	465	465	465	465		465
5811	Mental Health Board District 19	68,000	70,000	72,000	72,000	72,000		72,000
5812	Criminal Justice Academy	24,072	19,783	21,130	21,130	26,337		26,337
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	3,500		3,500
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	175,353	173,051	148,192	148,388	154,291	4.0%	154,291
	<u>Contributions</u>							
5802	Retired Senior Volunteer Program	4,000	4,000					
5813	Legal Aid Justice Center, Inc.	3,600	3,600	3,600	1,500	1,500	0%	1,500
5814	CARES	2,000	2,000	2,600	3,600	3,600	0%	3,600
5815	Petersburg Foster Grandparents	1,800						
5826	CCHASM	3,000	3,000	3,600	4,600	4,600	0%	4,600
5837	Meals on Wheels - Feed More	6,000	6,000	6,600	7,600	7,600	0%	7,600
5839	Colonial Heights Food Pantry	8,000	8,000	8,000	9,100	9,100	0%	9,100
5840	American Red Cross	2,000	2,000	2,000	3,000	3,000	0%	3,000
5821	Ridefinders					1,000		1,000
	Total Contributions	30,400	28,600	26,400	29,400	30,400	3.4%	30,400
	TOTAL	\$205,753	\$201,651	\$174,592	\$177,788	\$184,691	3.9%	\$184,691

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - CONTINGENCIES & MISCELLANEOUS

ACCOUNT NUMBER 1902

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	\$23,555	\$67,777	\$209,136	\$33,000	\$33,000		\$33,000
5224	Other Services & Charges	7,092	6,285	1,490	6,000	4,000		4,000
5253	Litter Control Grant	3,500	8,472	7,215	6,427	6,427		6,427
5254	Contingencies & Reserve				280,000	352,516		352,516
5255	Refunds - Rebates	(8,328)	29,540	(1,429)	500	500		500
5269	Law Library	11,425	10,098	13,397	5,000	4,500		4,500
5273	Credit Card Fees	6,012	10,478	13,115		13,000		13,000
5288	Historical Committee Courthouse					5,000		5,000
	Total Operating Expenses	43,255	132,650	242,924	330,927	418,943	26.6%	418,943
	TOTAL	\$43,255	\$132,650	\$242,924	\$330,927	\$418,943	26.6%	\$418,943

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - PRINCIPAL RETIREMENT

ACCOUNT NUMBER 1951

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5620	Redemption of Bonds	\$2,839,657	\$2,600,487	\$2,760,215	\$2,374,672	\$2,980,703		\$2,980,703
5621	Notes Payable		6,539	22,790	23,519	24,270		24,270
5622	Refunded Bond Agent		8,887,096					
	Total Fixed Charges	2,839,657	11,494,122	2,783,005	2,398,191	3,004,973	25.3%	3,004,973
	TOTAL	\$2,839,657	\$11,494,122	\$2,783,005	\$2,398,191	\$3,004,973	25.3%	\$3,004,973

2017-18 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2016	\$272,500	\$272,500				\$545,000
2015			\$38,883	\$38,882	\$92,235	170,000
Refunding 2004	\$401,140	\$46,992	\$13,127	\$47,823		509,082
Refunding 2007	\$133,592	\$412,326				545,918
2012	930,000					930,000
2010	458,415	53,238	24,035	24,312		560,000
TOTAL	2,195,647	785,056	76,045	111,017	92,235	3,260,000
5621- Notes Payable	24,270				19,791	\$44,061
TOTAL	24,270				19,791	44,061
GRAND TOTAL	\$2,219,917	\$785,056	\$76,045	\$111,017	\$112,026	\$3,304,061

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - INTEREST & FISCAL CHARGES

ACCOUNT NUMBER 1952

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	\$1,217,829	\$1,036,273	\$916,943	\$1,321,512	\$1,074,537		\$1,074,537
5641	Interest on Notes			3,364	2,635	1,884		1,884
5648	Other Debt Service Costs	2,550	154,396	7,690	40,000	10,000		10,000
	Total Fixed Charges	1,220,379	1,190,669	927,997	1,364,147	1,086,421	-20.4%	1,086,421
	TOTAL	\$1,220,379	\$1,190,669	\$927,997	\$1,364,147	\$1,086,421	-20.4%	\$1,086,421

2017-18 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2016	\$151,581	\$151,581	\$	\$	\$	\$303,162
2015			\$25,296	\$25,297	\$60,007	\$110,600
Refunding 2004	75,076	8,795	2,457	8,950		95,278
Refunding 2007	25,003	77,169				102,172
2012	575,100					575,100
2010	9,167	1,065	481	487		11,200
2007						
Less 2017 Accrued Interest			(2,393)	(2,936)	(5,002)	(10,331)
Plus 2018 Accrued Interest			2,229	2,720	4,848	9,797
TOTAL	835,927	238,610	28,070	34,518	59,853	1,196,978
5641 - Interest - Notes	1,884				240	2,124
TOTAL	1,884				240	2,124
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	\$847,811	\$238,610	\$28,070	\$34,518	\$60,093	\$1,209,102

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - TRANSFERS TO OTHER FUNDS

ACCOUNT NUMBER 2001

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>OPERATING EXPENSES</u>							
5654	Transfer to Capital Projects Fund	\$108,000	\$378,901	\$826,982				
5655	Transfer to School Fund	19,296,419	19,383,253	20,503,749	20,194,716	20,847,080		20,847,080
	Transfer to School Fund - Debt Surplus				284,981	294,734		294,734
5657	Transfer to Solid Waste Management Fund							
5658	Transfer to Storm Water Management Fund				82,000	88,000		88,000
	Total Operating Expenses	19,404,419	19,762,154	21,330,731	20,561,697	21,229,814	3.2%	21,229,814
	TOTAL	\$19,404,419	\$19,762,154	\$21,330,731	\$20,561,697	\$21,229,814	3.2%	\$21,229,814

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CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

RECREATION ACTIVITY FUND

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 40

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES - CURRENT SERVICES</u>							
4504	Concessions	\$2,349	\$2,056	\$737	\$3,000	\$3,000		\$3,000
4704	Recreation Use Charges & Fees	(20)						
4721	Youth Sport Sponsorships	16,229	21,321	26,151	22,000	22,000		22,000
4722	Special Interest Classes	14,565	2,285	1,480	3,000	3,000		3,000
4723	Special Events	68,749	66,790	73,999	70,000	70,000		70,000
4724	Adult Athletic Leagues	12,590	14,390	14,800	15,000	15,000		15,000
4743	Active Net	(40)						
4745	Senior Citizen Classes/ Special Events	50,372	47,373	54,767	54,000	54,000		54,000
4752	Youth Center Fees	5,352	2,365	160				
4753	Christmas Parade		2,375	3,223	4,000	4,000		4,000
4755	Youth World Series		12,410					
	Total Charges - Current Services	170,146	171,365	175,317	171,000	171,000	0.0%	171,000
	<u>MISCELLANEOUS</u>							
4726	Violet Bank Museum		355	865				
4728	Beautification Committee		999	30				
4812	Donations	312	128	575				
4815	Park Donations		108					
	Total - Miscellaneous	312	1,590	1,470				
	TOTAL	\$170,458	\$172,955	\$176,787	\$171,000	\$171,000	0.0%	\$171,000

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND

ACCOUNT NUMBER 4280

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5103	Temporary & Seasonal Help	\$3,693	\$4,919	\$4,613	\$5,000	\$5,000		\$5,000
5108	Fringe Benefits				300	300		300
	Total Personal Services	3,693	4,919	4,613	5,300	5,300	0.0%	5,300
	<u>OPERATING EXPENSES</u>							
5201	Advertising							
5203	Professional & Special Services	42,253	12,676	344				
5224	Other Services & Charges	455						
5242	Printing, Supplies, & Materials	85,628	95,580	99,915	110,000	110,000		110,000
5245	Concession	4,201	4,971	3,244	5,000	5,000		5,000
5305	Beautification Committee	796	456					
5306	Youth World Series		15,250					
5307	Christmas Parade		6,062	5,665	4,000	6,000		6,000
5662	Senior Citizen Classes/Special Events	7,370	19,726	39,206	28,000	36,000		36,000
	Total Operating Services	140,703	154,721	148,374	147,000	157,000	6.8%	157,000
	TOTAL	\$144,396	\$159,640	\$152,987	\$152,300	\$162,300	6.6%	\$162,300

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CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

STORMWATER FUND

2017-18 BUDGET

ACCOUNT NAME - STORM WATER FUND

ACCOUNT NUMBER 75

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES -CURRENT SERVICES</u>							
4744	Stormwater Charges	\$375,465	\$392,380	\$377,715	\$393,000	\$391,500		\$391,500
4740	Late Payment Penalties	3,623	3,702	3,327	3,700	3,800		3,800
4746	VSMP Program Administration			3,888	15,000	5,000		5,000
	<u>MISCELLANEOUS</u>							
	Operating Transfer In - General Fund				82,000	88,000		88,000
	TOTAL	\$379,088	\$396,082	\$384,930	\$493,700	\$488,300	0	\$488,300

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$117,495	\$116,241	\$115,821	\$119,456	\$125,444		\$125,444
5105	Overtime	1,509	1,383	791	3,000	2,000		2,000
5106	Overtime - Snow	2,172	1,453	2,246				
5602	Employers FICA Taxes	5,672	8,968	9,115	9,368	9,788		9,788
5605	VRS Retirement Contribution	19,209	13,528	(13,117)	17,273	20,146		20,146
5607	Group Life Insurance	1,361	1,267	1,384	1,565	1,643		1,643
5610	Hospitalization	25,116	23,262	25,967	26,400	23,340		23,340
5612	Virginia Employment Commission	157	207	130	260	287		287
5613	OPEB	751	717	1,135		1,135		1,135
	Total Personal Services	173,442	167,026	143,472	177,322	183,783	3.6%	183,783
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	54,789	10,083	5,975	45,000	55,000		55,000
5206	Dues & Subscriptions							
5209	Maintenance - Electronics	378	324	360	324	324		324
5292	Insurance Premiums - Auto			981	500	1,000		1,000
5210	Insurance Premiums - Other				500			
5211	Insurance Premiums - Workman's Comp.			1,829	1,000	1,000		1,000
5212	Rent of Equipment	585			750	500		500
5214	Maintenance - Motor Vehicles	471	2,187	932	1,250	1,000		1,000
5216	Maintenance - Equipment		245		250	250		250
5218	Maintenance - Miscellaneous				250	200		200
5221	Postage	62			250	50		50
5223	Telephone	243	228	225	228	228		228
5225	Travel & Vocational Training	271	260	490	1,250	1,000		1,000
5242	Printing, Supplies, & Materials	1,854	1,820	1,346	2,250	2,000		2,000
5247	Motor Fuels & Lubricants	4,133	3,140	2,435	4,000	3,000		3,000
5249	Road Materials & Supplies	3,373	4,497	4,481	9,000	6,000		6,000
5250	Small Tools & Equipment	1,384	1,173	500	1,500	1,000		1,000
5297	State Permit Maintenance Fees		81		15,000	5,000		5,000
	Total Operating Services	67,543	24,038	19,554	83,302	77,552	-6.9%	77,552

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - STORM WATER -MS4

ACCOUNT NUMBER 7500

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds		5,190	1,102	61,798	59,853		59,853
5641	Interest on Notes	1,441	2,429	1,715	9,802	240		240
5648	Other Debt Service Costs		37,678	(5,408)				
5401	Depreciation	22,112	32,674	39,785	39,785	41,872		41,872
	Total Fixed Assets	23,553	77,971	37,194	111,385	101,965	-8.5%	101,965
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	35,116	40,031	52,307	41,000	53,000		53,000
	Total Internal Services	35,116	40,031	52,307	41,000	53,000	29.3%	53,000
	<u>CAPITAL OUTLAY</u>							
5503	Motor Vehicles							
5516	Electronic Equipment				5,000			
	Total Capital Outlay				5,000		-100.0%	
	COL				2,948	1,567		1,567
	TOTAL	\$299,653	\$309,066	\$252,527	\$420,958	\$417,867	-0.7%	\$417,867

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CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

WATER & SEWER FUND

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>CHARGES FOR CURRENT SERVICES</u>							
4732	Water User Charges	\$1,317,402	\$1,343,962	\$1,464,502	\$1,505,239	\$1,575,000		\$1,575,000
4733	Sewage User Charges	\$2,453,102	\$2,493,084	\$2,741,504	\$2,798,415	\$2,880,293		\$2,880,293
4734	Sewage User Charges - Chesterfield	59,601	81,320	59,801	66,000	66,000		66,000
4735	Sewage User Charges - Virginia State	160,872	90,900	108,156	122,000	112,000		112,000
4736	Water Connection Charges	19,500	36,000	14,000	30,000	30,000		30,000
4737	Sewer Connection Charges	47,200	24,200	18,400	30,000	32,000		32,000
4738	Water Turn On Fees	9,256	10,065	9,421	11,000	11,000		11,000
4739	Water Reconnection Fees	29,160	31,129	31,959	36,000	33,000		33,000
4740	Late Payment Penalties	52,812	53,535	61,219	65,200	65,200		65,200
4741	Construction Fee	7,800	6,200	3,800	7,000	3,000		3,000
4742	Dishonored Check Fee	3,026	3,107	2,695	3,500	3,000		3,000
4743	Meter Testing Fee	15	30		30			
4747	Capital - Water			133,907	128,000	140,000		140,000
4748	Capital - Sewer			131,705	126,000	138,000		138,000
	<u>NONOPERATING REVENUE</u>							
4803	Recoveries		3,107					
4901	Interest on Investments	(127)	(962)	(2,955)				
4902	Sale of Outside Meters	4,694	5,730	3,904	3,000	4,000		4,000
	TOTAL	\$4,164,311	\$4,181,407	\$4,782,018	\$4,931,384	\$5,092,493	3.3%	\$5,092,493

CITY OF COLONIAL HEIGHTS
2016-17 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

[illegible]

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$328,258	\$306,475	\$327,817	\$329,702	\$334,745		\$334,745
5105	Overtime	36,953	47,314	30,165	28,000	28,000		28,000
5106	Overtime Snow			4,830				
5601	Accumulated Leave		3,362					
5602	Employers FICA Taxes	25,731	20,573	21,712	27,364	27,750		27,750
5605	VRS Retirement Contribution	53,345	32,375	36,464	47,675	53,760		53,760
5607	Group Life Insurance	3,779	3,649	3,844	4,319	4,385		4,385
5610	Hospitalization	88,971	85,031	88,494	88,500	97,620		97,620
5612	Virginia Employment Commission	574	620	330	779	360		360
5613	OPEB		6,506	6,750		6,750		6,750
	Total Personal Services	537,611	505,907	520,406	526,339	553,370	5.1%	553,370
	<u>OPERATING EXPENSES</u>							
5201	Advertising	391			400	400		400
5203	Professional & Special Services	33,139	30,097	44,399	42,000	42,000		42,000
5206	Dues & Subscriptions	405	478	555	700	700		700
5209	Maintenance - Electronic	1,550	1,246	1,440	1,272	1,440		1,440
5292	Insurance Premiums - Auto	6,103	5,831	4,905	5,000	5,000		5,000
5210	Insurance Premiums - Other	4,386	4,480	3,653	3,800	3,800		3,800
5211	Insurance Premiums - Workman's Comp.	9,025	1,099	5,424	6,000	6,000		6,000
5212	Rent of Equipment				250			
5214	Maintenance - Motor Vehicles	6,203	7,337	9,057	10,000	10,000		10,000
5216	Maintenance - Equipment	4,830	5,423	4,659	7,500	7,500		7,500
5217	Maintenance - Building & Grounds			70	1,500	1,200		1,200
5218	Maintenance - Miscellaneous		233		250	250		250
5221	Postage	650	338	610	700	500		500
5223	Telephone	5,600	5,773	3,513	3,700	3,700		3,700
5225	Travel & Vocational Training	619	762	347	500	750		750
5242	Printing, Supplies, & Materials	61,505	68,944	64,128	61,400	65,000		65,000
5247	Motor Fuels & Lubricants	17,293	12,576	7,511	15,000	10,000		10,000
5249	Road Materials & Supplies	5,141	14,850	3,022	8,000	8,000		8,000
5250	Small Tools & Equipment	312	312	312	500	500		500
5281	Heat, Lights & Power	5,000	809	5,018	5,000	5,000		5,000
5402	Materials Purchased for Resale	470,525	426,842	526,754	533,651	563,957		563,957
5503	Machinery & Tools	379		1,820				
5516	Electronic Equipment	1,244						
	Total Operating Services	632,675	587,429	687,197	707,123	735,697	4.0%	735,697

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION

ACCOUNT NUMBER 8127

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	8,321	16,380	34,114	32,226	28,070		28,070
5648	Other Debt Service Costs	(618)	18,692	(1,280)				
5401	Depreciation	120,781	129,940	141,846	141,846	152,514		152,514
	Total Fixed Assets	128,484	165,012	174,680	174,072	180,584	3.7%	180,584
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges	130,565	147,454	143,439	150,000	145,000		145,000
	Total Internal Services	130,565	147,454	143,439	150,000	145,000	-3.3%	145,000
	COL				8,139	4,181		4,181
	TOTAL	\$1,430,145	\$1,405,802	\$1,525,722	\$1,565,673	\$1,618,832	3.4%	\$1,618,832

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$245,328	\$231,212	\$231,973	\$241,266	\$248,276		\$248,276
5105	Overtime	42,457	43,390	33,836	35,000	35,000		35,000
5106	Overtime Snow			5,102				
5601	Accumulated Vacation Pay		204	2,301				
5602	Employers FICA Taxes	20,105	19,466	19,955	21,134	21,670		21,670
5605	VRS Retirement Contribution	39,837	24,302	24,279	34,887	39,873		39,873
5607	Group Life Insurance	2,822	2,739	2,558	3,161	3,252		3,252
5610	Hospitalization	51,010	51,052	55,038	60,000	68,880		68,880
5612	Virginia Employment Commission	435	471	250	590	240		240
5613	OPEB		2,655	3,886		3,886		3,886
	Total Personal Services	401,994	375,491	379,178	396,038	421,077	6.3%	421,077
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	7,528	19,064	18,831	45,000	40,000		40,000
5206	Dues & Subscriptions	333		367	400	400		400
5292	Insurance Premiums - Auto	7,459	7,127	3,924	4,500	4,000		4,000
5209	Maintenance - Electronics	742	636	720	650	600		600
5210	Insurance Premiums - Other	4,386	4,480	3,653	3,800	3,800		3,800
5211	Insurance Premiums - Workman's Comp.	5,267	5,895	2,442	4,500	4,500		4,500
5212	Rent of Equipment				1,000	500		500
5214	Maintenance - Motor Vehicles	6,206	10,080	10,821	9,000	11,000		11,000
5216	Maintenance - Equipment	6,720	10,600	7,020	10,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	1,844	2,657	38	3,000	3,000		3,000
5218	Maintenance - Miscellaneous				500	500		500
5223	Telephone	5,354	6,760	7,927	8,496	8,250		8,250
5225	Travel & Vocational Training	1,337	832	1,269	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	47,676	35,554	26,700	40,000	35,000		35,000
5247	Motor Fuels & Lubricants	25,828	19,161	11,467	14,000	14,000		14,000
5249	Road Materials & Supplies	9,078	13,971	11,780	11,500	11,500		11,500
5250	Small Tools & Equipment		1,000		1,000	1,000		1,000
5281	Heat, Lights & Power	79,627	80,100	80,381	75,000	70,000		70,000
5405	Wastewater Treatment	1,103,757	1,279,968	1,557,938	1,650,814	1,650,814		1,650,814
5406	Wastewater Improvements	(4,126)						
5503	Machinery & Tools	370						
5516	Electronic Equipment							
	Total Operating Services	1,313,142	1,497,884	1,745,278	1,884,660	1,870,364	-0.8%	1,870,364

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>FIXED CHARGES</u>							
5640	Interest on Bonds	10,214	2,610	(5,223)	26,051	34,518		34,518
5641	Interest on Sewer Notes	29,911	6,061	(4,364)				
5648	Other Debt Service Costs	(631)	22,288					
5401	Depreciation	630,809	634,233	636,270	636,270	641,624		641,624
	Total Fixed Assets	670,303	665,192	626,683	662,321	676,142	2.1%	676,142
	<u>INTERNAL SERVICES</u>							
5408	Administrative Service Charges							
	General Fund	131,480	133,280	132,205	135,000	135,000		135,000
	Total Internal Services	131,480	133,280	132,205	135,000	135,000	0.0%	135,000
	COL				5,955	3,101		3,101
	TOTAL	\$2,515,041	\$2,671,847	\$2,883,344	\$3,083,974	\$3,105,684	0.7%	\$3,105,684

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER 8129

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	<u>PERSONAL SERVICES</u>							
5101	Salaries & Wages	\$105,519	\$103,534	\$102,458	\$108,508	\$109,288		\$109,288
5103	Temporary & Seasonal Help	2,559	2,492	7,760	4,000	4,500		4,500
5105	Overtime		121	110	200	200		200
5602	Employers FICA Taxes	8,161	6,934	7,935	8,607	8,720		8,720
5605	VRS Retirement Contribution	17,134	10,964	11,951	15,690	17,552		17,552
5607	Group Life Insurance	1,214	1,236	1,259	1,421	1,431		1,431
5610	Hospitalization	28,128	28,572	27,302	29,429	28,500		28,500
5612	Virginia Employment Commission	209	226	153	289	300		300
5601	Accumulated Leave			1,640				
5613	OPEB	11,983			12,000			
	Total Personal Services	174,907	154,079	160,568	180,145	170,491	-5.4%	170,491
	<u>OPERATING EXPENSES</u>							
5203	Professional & Special Services	20,853		178	200	200		200
5209	Maintenance - Electronic	1,120	1,002	1,080	980	1,300		1,300
5211	Insurance Premiums - Workman's Comp.	167	187	62	190	190		190
5214	Maintenance - Motor Vehicles	568	816	723	1,000	1,100		1,100
5216	Maintenance - Equipment	1,116	1,188	2,139	2,232	2,200		2,200
5221	Postage	21,563	20,900	22,861	25,000	23,000		23,000
5223	Telephone	4,384	1,897	1,820	1,897	1,897		1,897
5225	Travel & Vocational Training	894	868	904	1,100	1,000		1,000
5242	Printing, Supplies, & Materials	8,893	9,567	9,156	9,700	9,500		9,500
5247	Motor Fuels & Lubricants	4,259	3,334	1,978	4,000	4,000		4,000
5292	Insurance Premiums - Auto	1,356	1,296	981	1,100	1,133		1,133
5403	Outside Water Meters	3,095	4,993	1,548	3,000	3,000		3,000
5516	Electronic Equipment			4,897				
5660	Dishonored Debts				1,000	1,000		1,000
	Total Operating Services	68,268	46,048	48,327	51,399	49,520	-3.7%	49,520
	<u>INTERNAL SERVICES</u>							
5401	Depreciation	2,000	2,000			767		767
5408	Administrative Service Charges	24,644	27,629	24,651	28,500	25,000		25,000
	Total Internal Services	26,644	29,629	24,651	28,500	25,767	-9.6%	25,767
	COL				2,678	1,365		1,365
	TOTAL	\$269,819	\$229,756	\$233,546	\$262,722	\$247,143	-5.9%	\$247,143

2017-18 BUDGET

ACCOUNT NAME - CAPITAL OUTLAY FROM REVENUE

ACCOUNT NUMBER 80

ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
8127	<u>WATER DISTRIBUTION & TRANSMISSION</u>							
5501	Vehicles		\$100,555	\$37,298		\$30,000		\$30,000
5503	Machinery & Tools	10,914	1,090		90,000	45,000		45,000
5516	Electronic Equipment		21,226			1,250		1,250
5406	Water/Sewer Improvements				128,000	140,000		140,000
8128	<u>WASTEWATER OPERATIONS</u>							
5406	Water & Sewer Improvements			19,074	126,000	138,000		138,000
5501	Vehicles			9,000				
5503	Machinery & Tools	91,590	34,678	323,569	200,000	120,000		120,000
5516	Electronic Equipment		1,209					
8129	<u>UTILITY BILLING</u>							
5501	Vehicles				21,500			
5516	Electronic Equipment			15,335		20,000		20,000
	TOTAL	\$102,504	\$158,759	\$404,276	\$565,500	\$494,250	-12.6%	\$494,250

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



CITY OF COLONIAL HEIGHTS

FY2017-18

ANNUAL OPERATING BUDGET

SCHOOL FUND

CITY OF COLONIAL HEIGHTS

2017-18 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER	SUMMARY
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ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	\$1,730,187	\$1,751,485	\$1,846,708	\$1,910,851	\$2,076,288		\$2,076,288
	State Funds	12,877,712	13,254,427	13,390,541	14,251,838	15,105,509		15,105,509
	Other Funds	594,187	480,174	501,053	499,321	502,651		502,651
	Operating Transfers In City	19,461,176	19,383,253	20,503,749	20,289,595	21,093,249		21,093,249
	Fund Balance				953,758	873,371		873,371
	TOTAL	\$34,663,262	\$34,869,339	\$36,242,051	\$37,905,363	\$39,651,068	4.6%	\$39,651,068

CITY OF COLONIAL HEIGHTS
2017-18 BUDGET

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER	SUMMARY
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ACCT #	Account Number	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	\$27,699,331	\$27,698,955	\$27,728,413	\$29,144,645	\$30,381,019		\$30,381,018
	Administration, Attendance & Health Services	1,634,866	1,746,893	1,651,043	1,777,001	1,837,230		1,837,230
	Transportation	767,019	793,030	764,716	931,814	1,240,651		1,240,651
	Operation and Maintenance of Plant	3,255,010	3,225,109	3,373,519	3,289,456	3,437,275		3,437,275
	Food Service & Noninstructional Operations	1,035,533	981,114	1,052,078	1,061,170	1,053,933		1,053,933
	Textbooks	341,114	161,890	72,110	159,985	133,826		133,826
	Capital Outlay	422,247	287,568	209,865	421,878	255,910		255,910
	Operating Transfers Out	636,537	176,178	151,121	291,086	587,246		587,246
	Contingency Fund				315,014	423,979		423,979
	CIP Reserve				513,314	300,000		300,000
	TOTAL	\$35,791,657	\$35,070,737	\$35,002,865	\$37,905,363	\$39,651,069	4.6%	\$39,651,068