

Colonial Heights

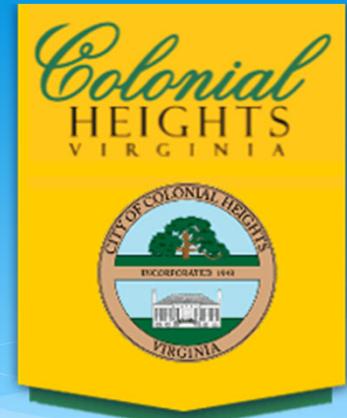
City Council Special Meeting

(Budget Work Session)

April 16, 2019

Colonial Heights City Council Meeting

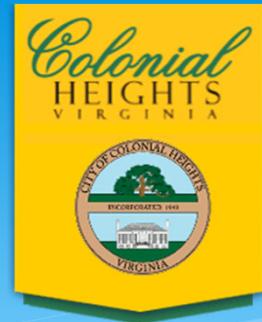
April 16, 2019



- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations of Personal Interest**

Colonial Heights City Council Meeting

April 16, 2019



4. Work Session On The Following Items:

A. Presentation By The Computer Aided Dispatch Software Evaluation Team

Computer Aided Dispatch Software

Evaluation Team Presentation

City Council Special Meeting – April 16, 2019



Computer Aided Dispatch Users



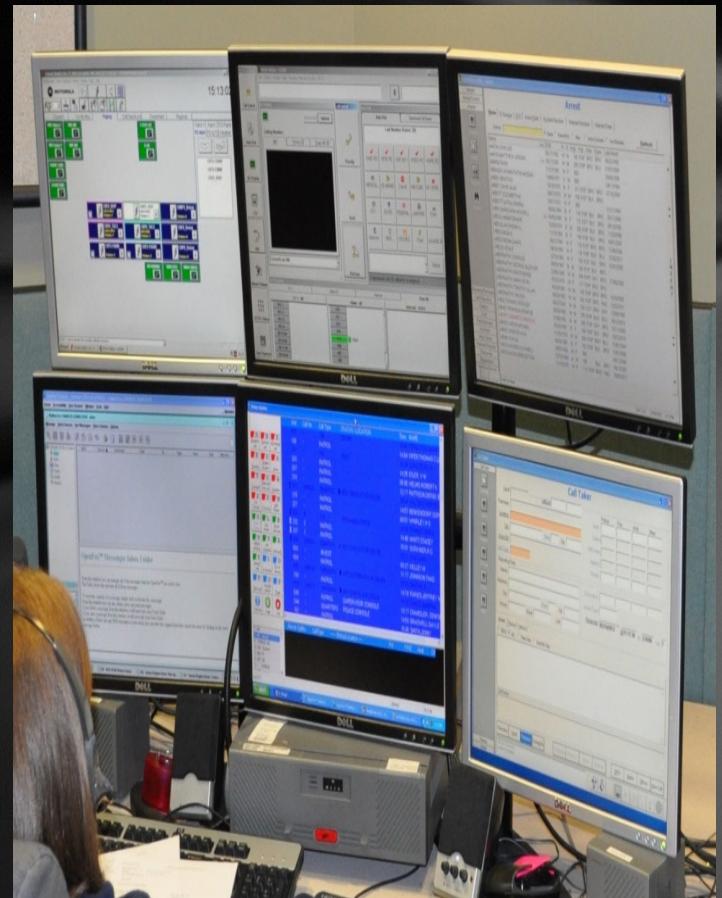
- Emergency Communications
- Fire and EMS
- Police
- Sheriff
- Commonwealth's Attorney
- Public Works
- Utilities
- Animal Control
- Traffic Engineering



Background

- Current DOS based system was installed in 1994
- Last update to software in 2003
- One of three localities in Virginia:

Colonial Heights
Pulaski
Winchester



Limitations

- Lack of Interoperability with other localities (CAD to CAD)
- Not compliant with Next Gen 911
- Outdated Mapping, unable to integrate GIS and Automatic Vehicle Location (AVL)
- Vendor slow to implement changes to meet current and future requirements
- Inefficient and limited search capabilities
- Limited Licenses

Benefits of New CAD

- CAD to CAD Interoperability
- Reduces call taking and dispatch times
- Improved Mapping, integrates GIS and AVL
- Unlimited CAD and RMS Licensing
- Livescan Fingerprinting and Archive
- Records Management (meets state requirements)
- Next Gen 911 integration with Phones and Text to 911
- Mobile CAD and Reporting
- Civil Process service for Sheriff

CAD Selection Process

- Created a Committee of 13 with representation from the user groups
- Invited several CAD vendors to give pre-RFP demonstrations
- Created a list of over 3500 specifications (1200 CAD, 1300 RMS, 500 Mobile)
- RFP was released on 7-30-2018, with a deadline for responses of 10-1-2018

CAD Selection Process

- Six (6) vendors responded to the RFP.
- Two (2) vendors met most of the specifications created by the committee and each were invited to give a two day demonstration of their solution in January.
- October through March the committee reached out to other agencies by phone and also made several visits to other localities to evaluate live systems.

CAD Selection Process

Vendors were evaluated on many levels.

Some highlights included:

- Meeting mandatory specifications
- Meeting National Emergency Number Association (NENA) and Next Gen 911 requirements
- Most “feature rich”, configurable, and customizable
- Interfaces with all third party services
- Evergreen Software
(ongoing software enhancements and upgrades)

Project Costs

• Tyler Software and Services	\$930,000
• Third Party CAD to CAD	\$100,000
• Server Farm	<u>\$ 54,000</u>
Total	\$1,084,000
Budget	\$1,200,000
Contingency	\$ 116,000

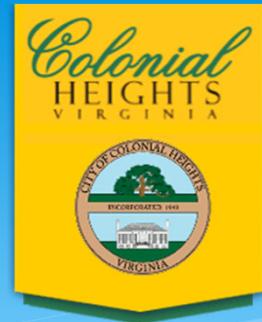
Recommendation

- Tyler Technologies has been unanimously selected by the committee.
- Staff recommends approval to complete negotiations with Tyler Technologies for the CAD system and to bring forward a contract for purchasing the system for City Council's approval.

QUESTIONS ?

Colonial Heights City Council Meeting

April 16, 2019



4. Work Session On The Following Items:

***B. Presentation Of The Third Quarter
FY2018-2019 Quarterly Financial
Report***

City of Colonial Heights
Quarterly Financial Report

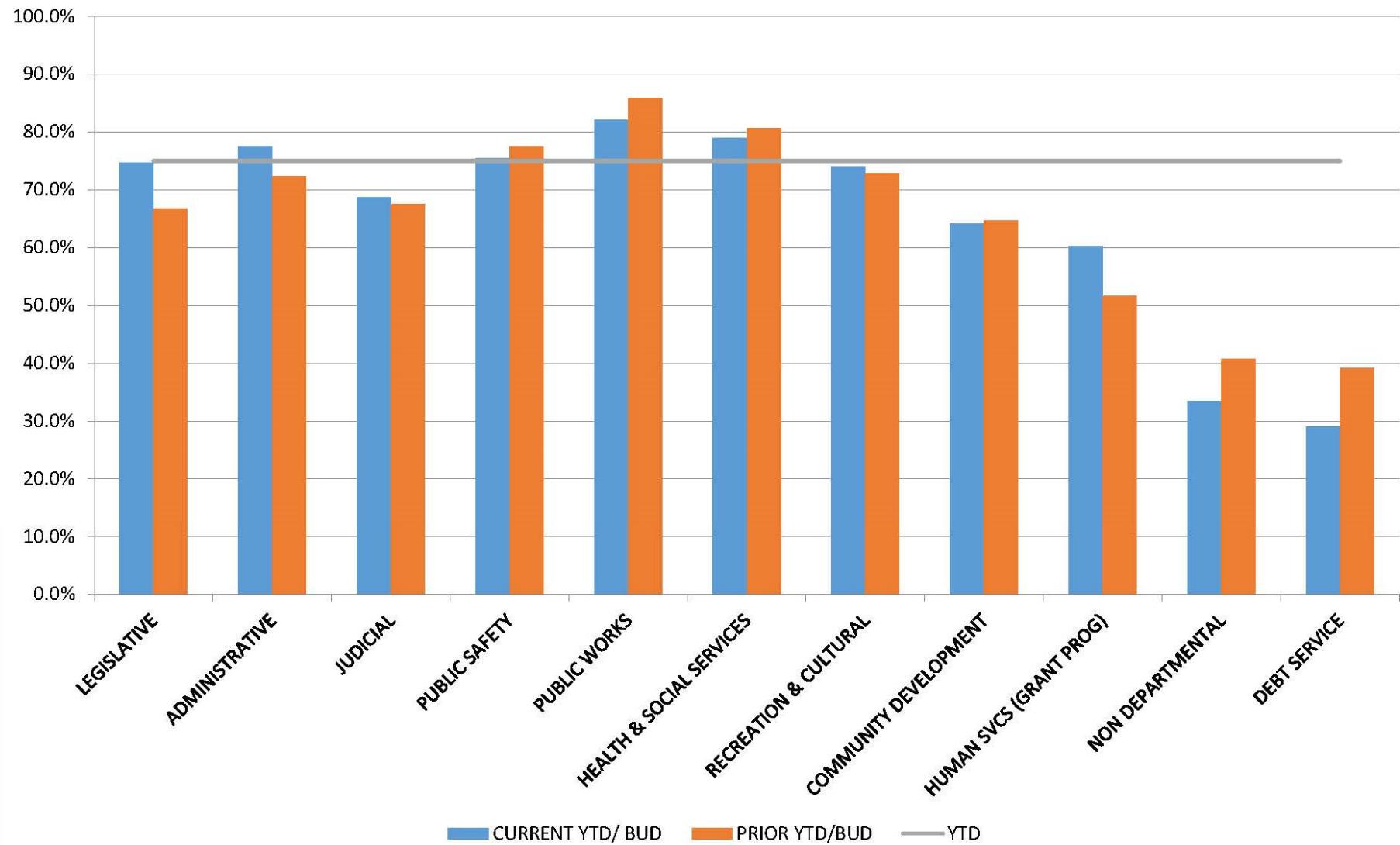
Revenue Collections FY2018-19 Through 3/31/19

1ST		FUND	SUBTOTAL	----- TITLE -----	BUDGET	PERIOD RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	4100			GENERAL PROPERTY TAXES	23,324,758	101,041	11,269,497	12,055,261	48.3%	46.9%
10	4200			OTHER LOCAL TAXES	18,193,376	1,399,455	11,245,393	6,947,983	61.8%	57.6%
10	4300			LICENSE PERMITS & FEES	3,677,215	1,124,938	3,428,023	249,192	93.2%	80.6%
10	4400			FINES & FORFEITURES	331,720	30,088	210,848	120,872	63.6%	50.2%
10	4500			USE OF MONEY & PROPERTY	282,958	22,161	341,568	(58,610)	120.7%	71.6%
10	4600			INTERGOVERNMENTAL REVENUE	7,285,054	806,301	4,721,199	2,563,855	64.8%	53.9%
10	4700			CHARGES-CURRENT SERVICES	2,522,157	183,656	1,379,480	1,142,677	54.7%	54.3%
10	4800			MISCELLANEOUS	1,052,370	(9,017)	23,033	1,029,337	2.2%	2.5%
10	4900			NON-OPERATING INCOME	231,319	-	-	231,319	0.0%	0.0%
				GENERAL FUND TOTAL	56,900,927	3,658,624	32,619,041	24,281,886	57.3%	52.8%
25	4300			LICENSE PERMITS & FEES	-	3,906	35,156	(35,156)	N/A	N/A
25	4500			USE OF MONEY & PROPERTY	-	-	5	(5)	N/A	N/A
40	4700			CHARGES-CURRENT SERVICES	161,300	20,211	119,748	41,552	74.2%	92.5%
40	4800			MISCELLANEOUS	-	296	1,992	(1,992)	N/A	N/A
60	4500			USE OF MONEY & PROPERTY	-	-	119,755	(119,755)	N/A	N/A
60	4600			INTERGOVERNMENTAL REVENUE	9,319,994	152,212	553,518	8,766,476	5.9%	14.0%
60	4800			MISCELLANEOUS	6,769,609	-	6,402,758	366,851	94.6%	N/A
60	4900			NON-OPERATING INCOME	9,827,697	-	-	9,827,697	0.0%	0.0%
75	4700			CHARGES-CURRENT SERVICES	735,000	71,286	469,923	265,077	63.9%	65.2%
75	4900			NON-OPERATING INCOME	55,378	-	-	55,378	0.0%	N/A
80	4700			CHARGES-CURRENT SERVICES	5,056,300	398,207	3,304,345	1,751,955	65.4%	66.3%
80	4800			MISCELLANEOUS	600,000	-	398,143	201,857	66.4%	N/A
80	4900			NON-OPERATING INCOME	149,766	216	1,176	148,590	0.8%	2.2%
				TOTAL, ALL REVENUE	89,575,971	4,304,959	44,025,560	45,550,411	49.1%	50.3%

City of Colonial Heights
 Quarterly Financial Report
 Expenditures FY2018-19 Through 3/31/19

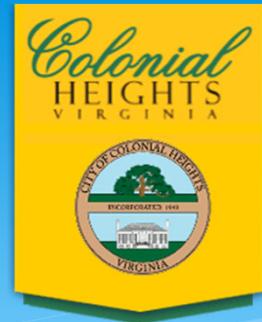
FUND	DIV	----- TITLE -----	BUDGET	PERIOD	ENCUMB	YEAR TO DATE	AVAILABLE	CURRENT	PRIOR
				EXPENDITURES	OUTSTANDING	EXP	BALANCE	YTD/ BUD	YTD/ BUD
10	101	LEGISLATIVE	208,864	19,059	1,652	154,431	52,782	74.7%	66.7%
10	105	ADMINISTRATIVE	4,240,981	462,701	146,491	3,144,726	949,764	77.6%	72.4%
10	135	JUDICIAL	5,598,520	552,656	36,157	3,806,680	1,755,684	68.6%	67.5%
10	140	PUBLIC SAFETY	11,655,382	961,839	327,032	8,469,146	2,859,204	75.5%	77.5%
10	145	PUBLIC WORKS	5,144,380	447,026	1,091,191	3,134,040	919,150	82.1%	85.9%
10	150	HEALTH & SOCIAL SERVICES	1,048,427	177,616	154,839	673,070	220,518	79.0%	80.7%
10	160	RECREATION & CULTURAL	2,650,620	218,114	92,111	1,871,356	687,152	74.1%	72.9%
10	175	COMMUNITY DEVELOPMENT	581,625	38,936	1,130	371,628	208,867	64.1%	64.7%
10	180	HUMAN SVCS (GRANT PROG)	465,177	27,474	482	280,057	184,639	60.3%	51.6%
10	190	NON DEPARTMENTAL	371,804	(55,271)	2,480	121,722	247,601	33.4%	40.7%
10	195	DEBT SERVICE	3,654,467	1,475	-	1,062,633	2,591,834	29.1%	39.2%
10	200	OTHER USES	21,280,680	1,760,089	-	16,413,917	4,866,763	77.1%	74.6%
GENERAL FUND TOTAL			56,900,927	4,611,714	1,853,564	39,503,406	15,543,957	72.68%	71.67%
40	420	RECREATION ACTIVITIES	161,300	2,730	3,215	117,034	41,050	74.6%	102.9%
60	601	GENERAL GOVERNMENT	8,403,135	13,447	4,532,767	1,034,195	2,836,173	66.2%	87.9%
60	610	RECREATIONAL FACILITIES	4,067,499	36,711	242,526	1,965,742	1,859,231	54.3%	20.9%
60	615	EDUCATIONAL FACILITIES	500,000	-	123,441	399,769	(23,210)	104.6%	N/A
60	620	STREETS & BRIDGES	10,620,294	81,738	4,906,979	722,399	4,990,916	53.0%	14.2%
60	630	UTILITY IMPROVEMENT	1,820,992	-	25,915	-	1,795,077	1.4%	2.0%
60	650	STORMWATER PROJECTS	505,380	-	-	-	505,380	0.0%	0.0%
75	750	STORM WATER	790,378	21,696	6,783	229,569	554,026	29.9%	59.6%
80	810	UTILITIES	6,281,066	665,622	858,721	4,203,714	1,218,630	80.6%	78.9%
TOTAL, ALL EXPENDITURES			90,050,971	5,433,657	12,553,911	48,175,829	29,321,230	67.4%	59.6%

City of Colonial Heights
Quarterly Financial Report
Expenditures as Percent of Budget
FY2018-2019 Through 3/31/2019



Colonial Heights City Council Meeting

April 16, 2019



4. Work Session On The Following Items:

C. Discussion Of The FY2019-2020 Proposed Annual Operating Budget

FY2019-2020 City Manager's Proposed Budget

Presentation to Council

April 9, 2019

Proposed Budget Highlights

- * 2% COLA Increase for FT Employees effective July 1, 2019
- * No Health Insurance Increase
- * Professional Services for GIS
- * SAFER Grant match for 6 Firefighters
- * Reserves \$200,000 for salary study implementation
- * Proposed cigarette tax at .35/ pack
- * Addresses Phase I of Regional Jail Increase

Proposed Budget Highlights

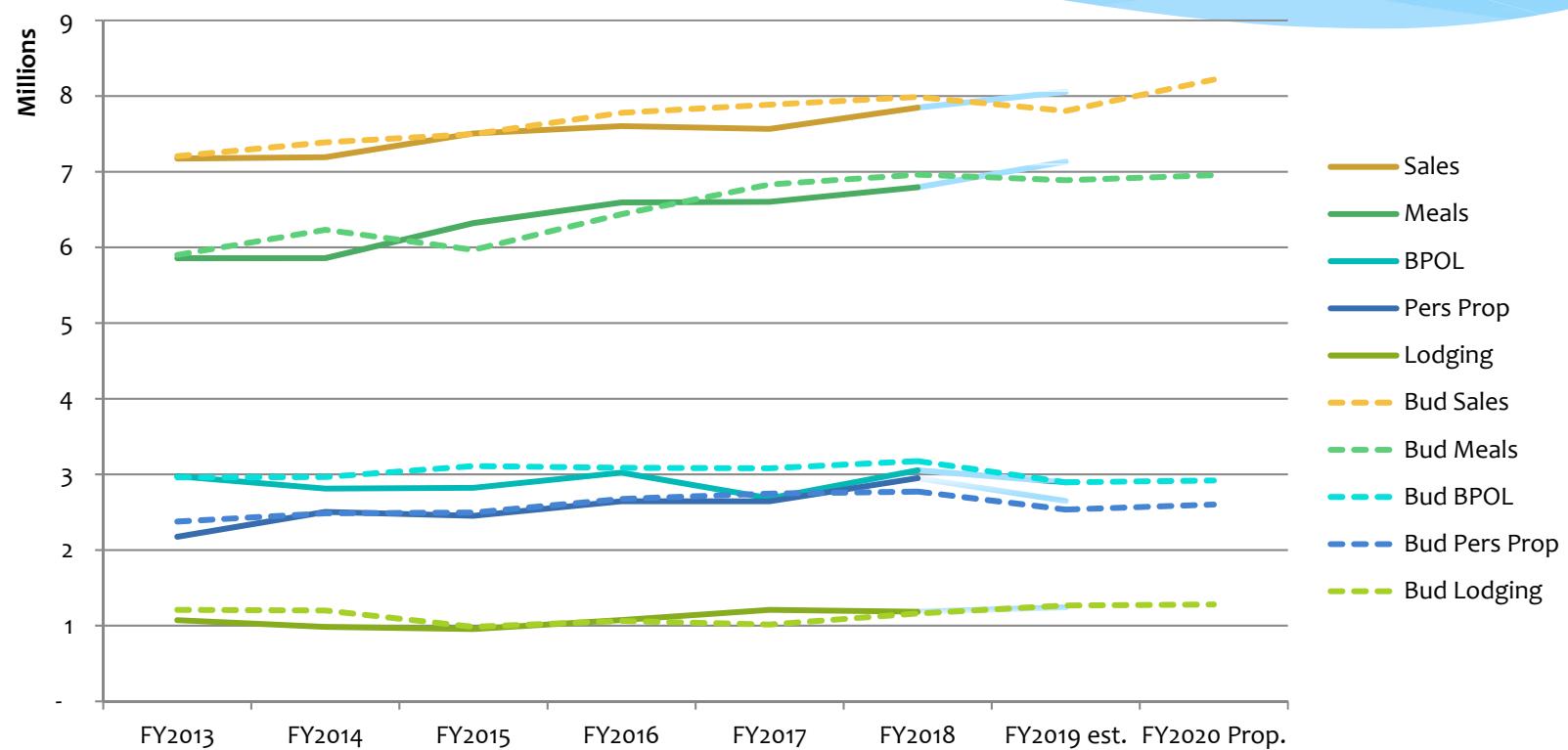
- * Phase II of Shared Services Increases
- * Uses selected reserves & fund balances for specific capital projects in CIP
- * Increases estimate for CSA- now \$450,000
- * Absorbs curbside recycling cost increases
- * No fee increases for existing fees
- * Include High Deductible Health Plan (HDHP) for 2020 renewal in addition to current Health Insurance Plan offerings

Proposed Budget Highlights

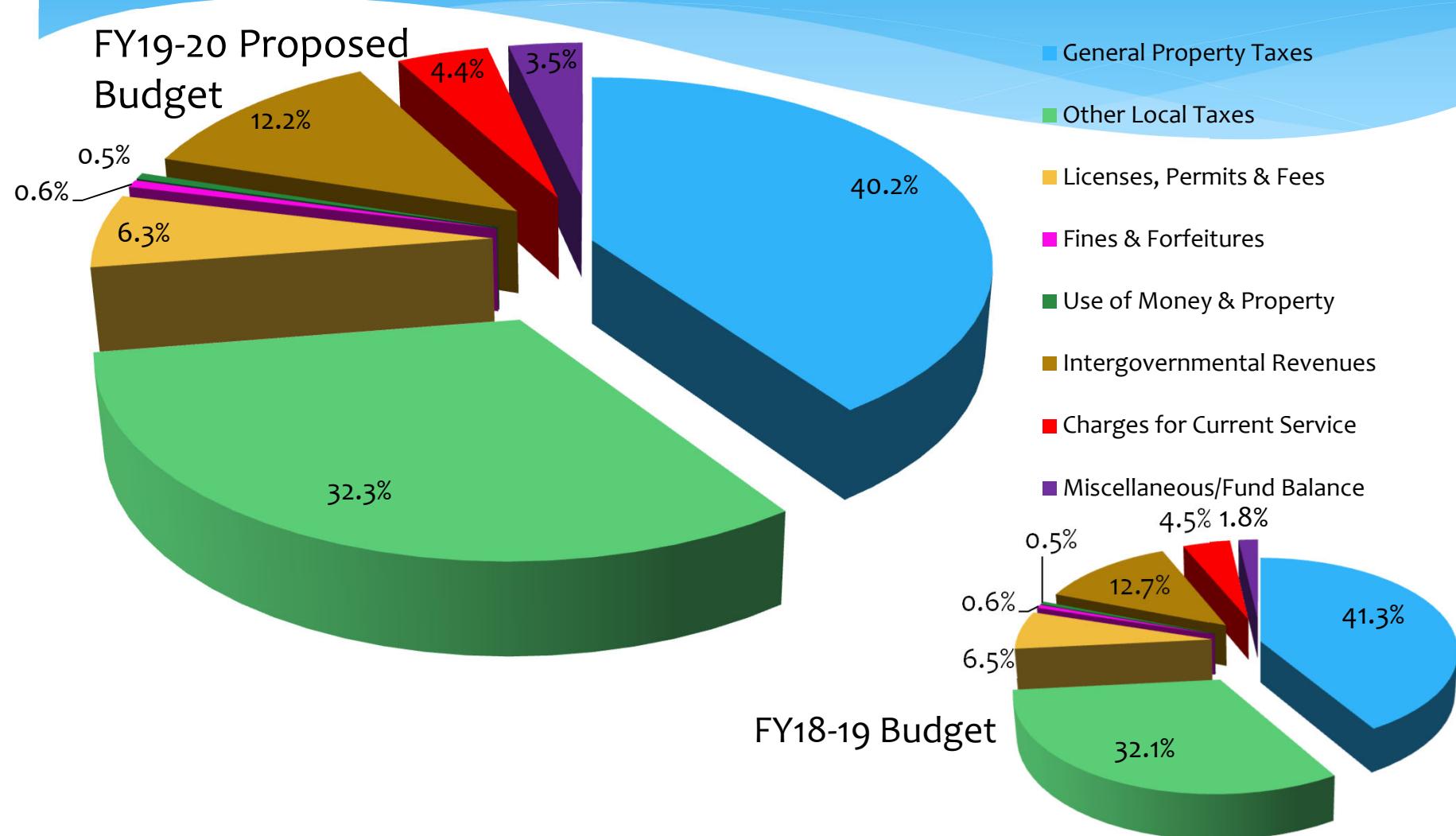
- * City Attorney's office- Part-time employee and contract services
- * HR Part-time Employee
- * PT rate adjustments for Kids Afterschool Program, PT Fire and PT Sheriff Deputies
- * Engineering Intern

General Fund Revenue Trends

Five Largest Revenue Sources (Excl. RE Tax)
FY2013 - FY2019 Budget & Actual (FY19 Est., 20 Budget)



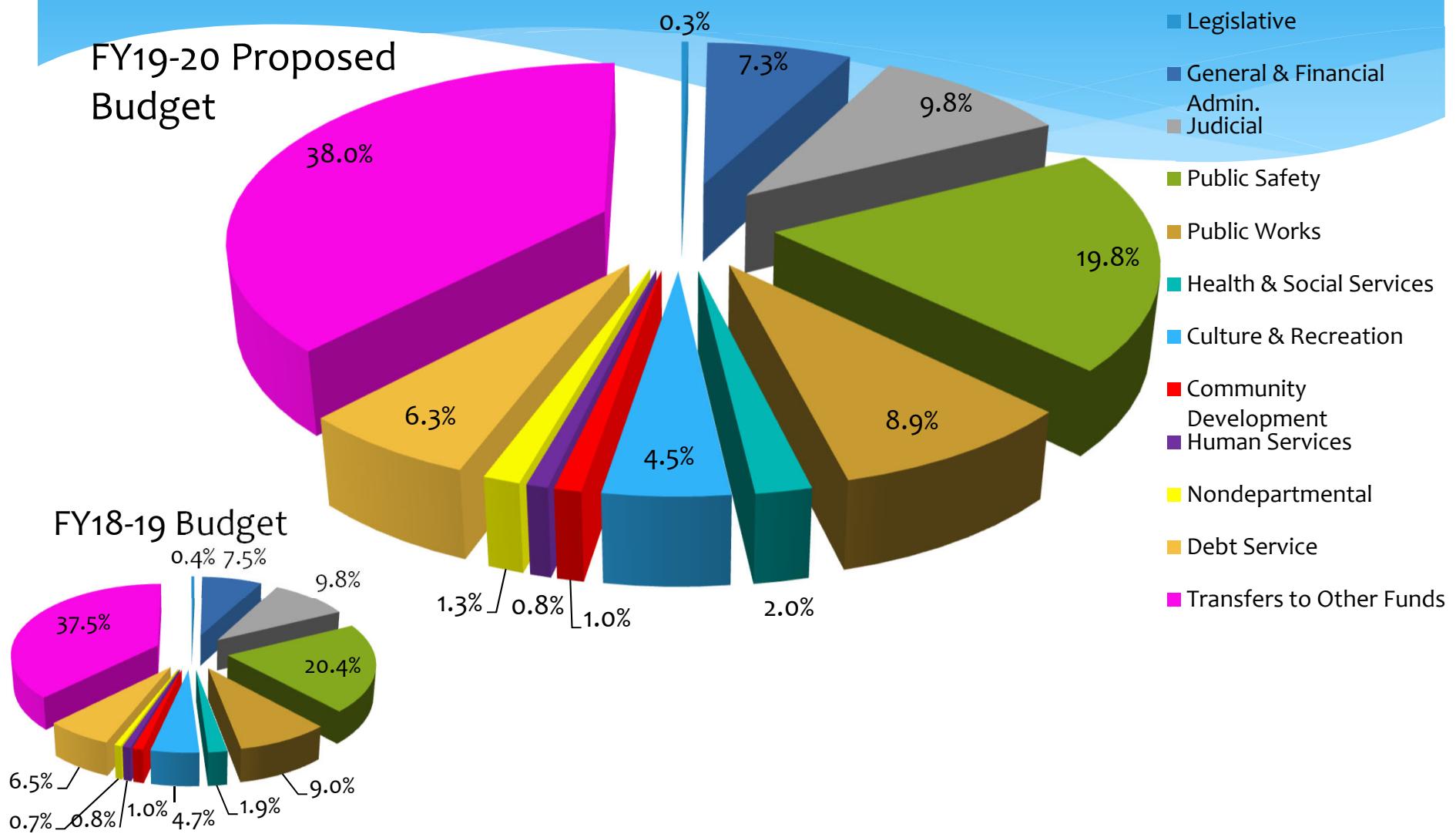
General Fund Revenue



Revenue Changes

- * Cigarette Tax Stamps - \$0.35/pack, anticipated \$460,000
- * School Board transfer for \$20,000 for City Attorney
- * General Reassessment on January 1, 2020
 - * Assumes continuance of \$1.20/\$100 tax rate
- * Tussing SRO Grant expires- replaced by school contribution
- * Use of Fund Balance for Capital Projects: \$501,958

General Fund Expenditures



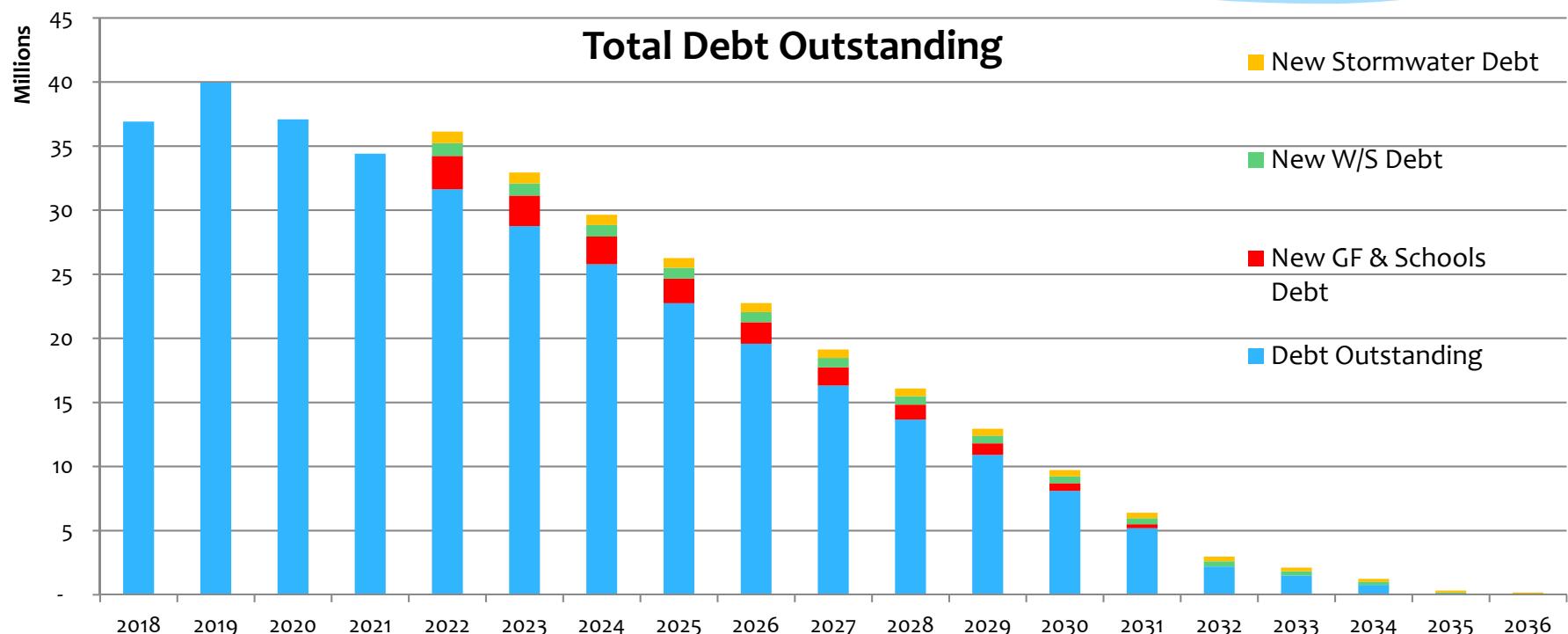
Capital Improvement Plan

- * Proposed projects costing \$26.56M (over 5 years)
- * Leveraged by
 - * \$6.31M in state and federal transportation funds
 - * \$11.0M in anticipated grants
- * \$9.25M in funding required for proposed projects
- * \$42.1M in requested projects remain unfunded

Capital Project Funding from General Fund Operating Budget

* Use of Fund Balance:		\$501,958
* Holly Ave/ Jamestown	356,000	
* City Hall HVAC	72,000	
* Violet Bank Phase I	73,958	
* Operating Transfers to CIP		154,412
* Match for Transportation projects	104,412	
* Gateway Roundabout Ph. 1	50,000	
* Lease proceeds		<u>256,000</u>
* Windows 10 computer upgrade		
TOTAL TRANSFER TO CIP		\$912,370

Outstanding Debt



Outstanding Debt

Debt Issue	Purpose	Outstanding at 12/31/18	Maturity Date
2012 Bonds	Courthouse	16,845,000	6/1/2032
2015 Bonds (04 Refi)	Sch, GF, W&S	1,078,650	6/1/2020
2015 Bonds (07 Refi)	Sch, GF	5,516,350	6/1/2027
2015 Bonds	W&S, Stormwater	3,685,000	6/1/2035
2016 Lease	Bucket Truck	31,932	3/31/2020
2016 Bonds	Radio System, School Projects	9,185,000	12/1/2031
2018 Bank Loan	GF & School Projects, Hrouda	5,825,000	12/1/2034

Chesterfield Shared Services

Service	FY18	FY19	FY20		FY20	
	Actual	Budget	Request	% Inc.	Proposed	% Inc.
Child Advocacy Center	-	10,000	10,000	0%	10,000	0%
Community Corrections	117,000	188,500	309,337	64%	207,350	10%
CSA Administration	28,721	54,600	57,500	5%	57,500	5%
Circuit Court Law Clerk	30,824	30,824	31,018	1%	31,018	1%
General District Court*	-	-	24,726	N/A	-	N/A
JDR Court*	-	-	8,738	N/A	-	N/A
Drug Courts	57,000	57,000	85,838	51%	62,700	10%
Juvenile Det Home	\$125/day	\$125/day	\$110/day	-12%	\$110/day	-12%
Social Services	347,084	337,260	451,633	34%	387,849	15%

*Services are not “shared”; Colonial Heights has departmental budgets specifically for expenditures of the Courts.

Overview – All Funds

	FY18-19 Adopted	FY19-20 Proposed	% Change
General Fund	\$ 56,514,843	\$ 59,191,136	4.7%
General Fund (net of School Transfer)	35,393,772	37,624,731	6.3%
Economic Dev. Auth.	-	31,250	N/A
Recreation Fund	161,300	342,300	112.2%
Capital Projects Fund	5,369,352	3,512,075	-34.6%
Stormwater Fund	785,000	696,996	-11.2%
Utilities Fund	5,660,300	5,151,083	-9.2%

Year to Year Change- General Fund

General Fund Increase \$2,230,959

- * CIP 760,000
(one time and lease purchase)
- * Increase in Contingencies 315,000
(Includes SAFER, salary study)
- * 2% CoLA 320,000
- * RRJA increase (partially offset) 250,000
- * CSA 75,000
- * Chesterfield Shared Services 78,000
1,798,000

Year to Year Change- Other Funds

Recreation Fund Increase \$181,000

* CIP (one time use of reserves)

* All Inclusive Playground Contribution 50,000

* CHMS Tennis Courts 131,000

(includes \$30,000 School Contribution)

Capital Projects Decrease (2,261,772)

* No Debt issuance in FY20

Year to Year Change- Other Funds

Stormwater Decrease (88,000)

- * No Swift Creek Dam Repair (50,000)
- * Revision of revenue estimates (38,000)

Utilities Decrease (509,000)

- * No Hrouda Pump Station from FY19 (600,000)

Unfunded Requests

- * Six Firefighters \$372,352*
- * GIS Analyst position
- * Chesterfield Shared Services increases
- * Part-time positions, wage increases, and salary supplements

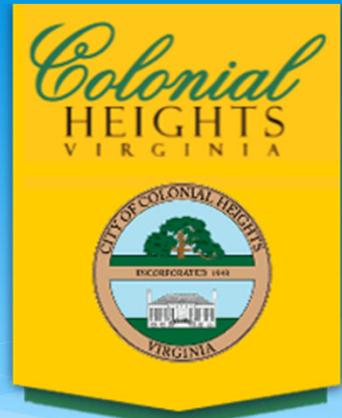
* Proposed budget includes contingency funds for grant match to potentially fund these positions.

Unfunded Requests- Vehicles, Fixtures, & Equipment

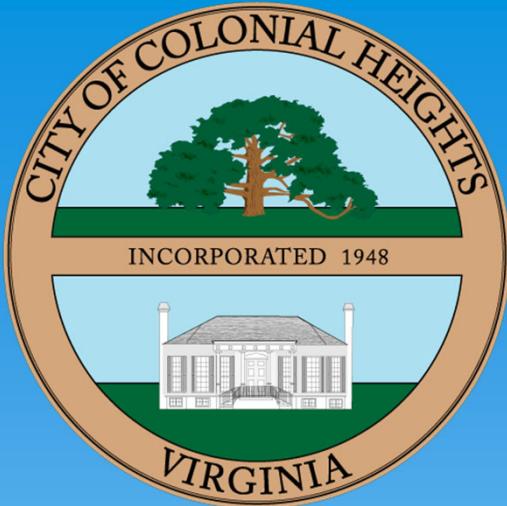
- * Fire Battalion Chief vehicle - \$47,000
- * Police Admin Vehicle & ATV - \$34,000
- * Streets Asphalt Hot Box- \$35,000
- * Engineering Pavement Inventory Data Collection - \$40,000
- * Fire Workout Equipment - \$25,000
- * Planning Department Sedan - \$21,308

Colonial Heights City Council Meeting

April 16, 2019



6. Adjournment



Colonial Heights

City Council Special Meeting

(Budget Work Session)

April 16, 2019