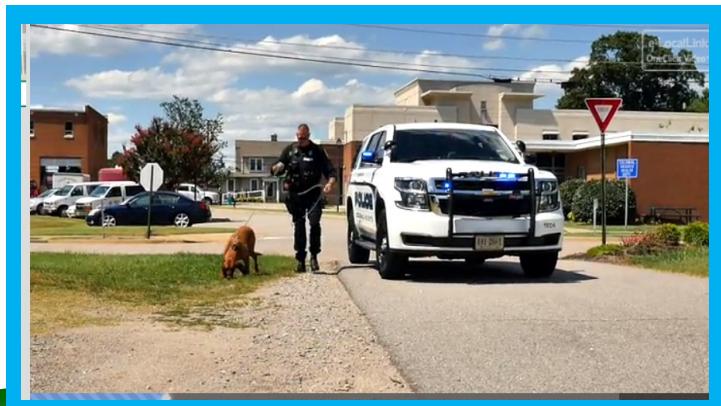


City of Colonial Heights

FY2019-20

Annual Operating Budget



May 14, 2019

Douglas E. Smith,
City Manager

FISCAL YEAR 2019-2020

ANNUAL OPERATING BUDGET

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City of Colonial Heights
Elected Officials and Senior Management
July 1, 2019

CITY COUNCIL

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

SENIOR MANAGEMENT

Douglas E. Smith.....	City Manager
Sheila S. Minor.....	Director of Finance
Andrew J. Blais.....	Director of Information Technology
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
Kelly M. Hall.....	Director of Planning/Community Development
Bruce N. Hansen.....	Library Director
William E. Henley.....	Director of Public Works/City Engineer
A.G. Moore, Jr.....	Chief of Fire & EMS
Craig R. Skalak.....	Director of Parks & Recreation
Pamela B. Wallace.....	Clerk of Council

CONSTITUTIONAL OFFICERS

Alfred Gray Collins, III.....	Commonwealth's Attorney
Bill Feasenmyer.....	Commissioner of Revenue
Harriet Frenier.....	Treasurer
Stacy L. Stafford.....	Clerk of Circuit Court
Todd B. Wilson.....	Sheriff
Jennifer W. Schott.....	Registrar

CITY BOARDS AND COMMISSIONS

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

- ADVISORY BOARD TO CITY COUNCIL
- ADVISORY BOARD TO RECREATION AND PARKS
- APPOMATTOX RIVER WATER AUTHORITY
- ARCHITECTUAL REVIEW BOARD
- BOARD OF ZONING APPEALS
- CENTRAL VIRGINIA FILM OFFICE BOARD OF DIRECTORS
- CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
- CHESTERFIELD-COLONIAL HEIGHTS BOARD OF SOCIAL SERVICES
- CITY WETLANDS BOARD
- CVWMA CITIZEN ADVISORY COMMITTEE
- COMMUNITY CRIMINAL JUSTICE BOARD
- CRATER DISTRICT AREA AGENCY ON AGING BOARD OF DIRECTORS
- CRATER PLANNING DISTRICT COMMISSION
- DISTRICT 19 COMMUNITY SERVICES BOARD
- ECONOMIC DEVELOPMENT AUTHORITY
- FIRE PREVENTION BOARD OF APPEALS
- FRIENDS OF THE LOWER APPOMATTOX RIVER
- HENRICUS FOUNDATION BOARD
- HISTORICAL COMMISSION
- JOHN TYLER ASAP POLICY BOARD
- JOHN TYLER COMMUNITY COLLEGE BOARD OF TRUSTEES
- PERSONNEL BOARD
- PETERSBURG AREA REGIONAL TOURISM CORPORATION
- PLANNING COMMISSION
- REGIONAL BUILDING CODE APPEALS BOARD
- RIVERSIDE REGIONAL JAIL AUTHORITY
- SENIOR CITIZENS ADVISORY COMMITTEE
- SOUTH CENTRAL WASTEWATER AUTHORITY
- TRANSPORTATION SAFETY COMMISSION
- VIRGINIA'S GATEWAY REGION
- YOUTH SERVICES COMMISSION



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

Nancy Bosher
Executive Assistant

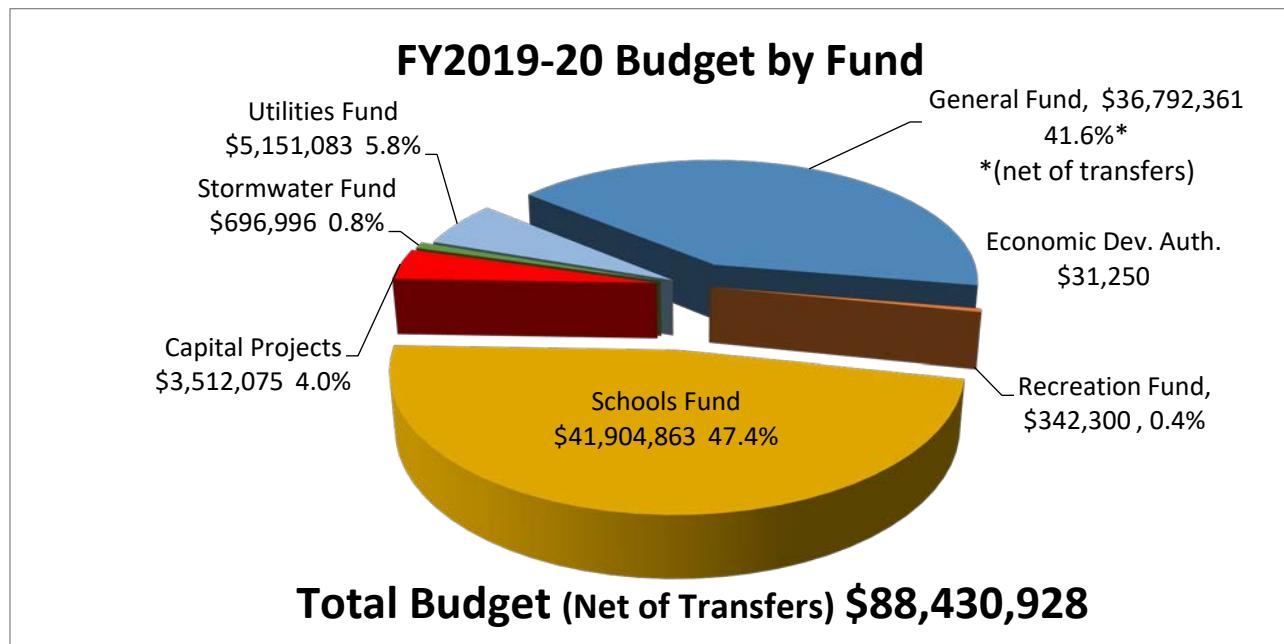
May 14, 2019

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

Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, I hereby present the annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

The total appropriation included in this FY2019-20 Annual Budget, net of interfund transfers, is \$88,430,928, which is one percent (1%) larger than the current fiscal year. A significant change between the current year adopted budget and this budget is the reduced appropriation in Capital Projects Fund as compared to the current budget, as the City will not issue debt for capital projects in FY19-20. The City's total General Fund budget for the upcoming fiscal year of \$59,271,136 is an increase of 4.9% from the original FY 2018-19 General Fund budget of \$56,514,843, largely due to one-time transfers to the capital projects fund, a cost-of-living increase for full-time employees, and increased appropriations for Riverside Regional Jail. The budget for Colonial Heights Public Schools totals \$41,904,863, which is 47% of the total and is an increase of \$1.7 million over the current year. The General Fund budget for FY 2019-20 (net of interfund transfers) is \$36,792,361 as shown below:



The General Fund transfer to the Colonial Heights School system, as appropriated in the General Fund, is budgeted at \$21,566,405, a 2.1% increase from the current fiscal year. The General Fund also includes a transfer to the Capital Projects Fund of \$912,370, as compared to \$71,870 in the current fiscal year. In the current year, 100% of the capital project transfer was supported by current General Fund revenue. In this budget, the transfer to capital projects assumes the one-time use of existing General Fund balances for capital projects in the amount of \$581,958. The transfer to capital projects also includes \$256,000 in lease proceeds for the purchase of computer upgrades, leaving \$74,412 of the transfer to be supported by current General Fund revenue.

The FY19-20 Budget continues the City's practice of being a zero-based, balanced, and appropriately conservative financial plan. All ongoing operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all department heads and included itemized expenditure justifications which were reviewed during the budget process.

The budget includes the continuation of existing services and programs; funding of existing staff and operations; and funding for equipment replacement and selected new investment.

The City's budget is comprised of seven (7) funds:

- **General Fund – (\$36.8M, net of \$21.6M transfer to schools)** The General Fund provides for the majority of city services; the funding of the General Fund comes from taxes, charges for services, fines and forfeitures, and intergovernmental revenue, among others. All functions not included in one of the other six funds are provided through the General Fund.
- **School Fund – (\$41.9M)** This fund accounts for revenues and expenditures related to funding of operations and services of Colonial Heights Public Schools (CHPS). The City makes a lump-sum transfer of funds to the school division each month based on a formula as set in a Memorandum of Understanding (MOU) between the School Division and the City. While the school funds are appropriated by City Council in total, the School Board allocates and manages these funds.
- **Economic Development Authority Fund – (\$31,250)** This fund is the newest addition to the City, having started in FY2018. The fund receives administrative fees from the issuance of debt on behalf of specific economic entities. These funds are appropriated for use by the Colonial Heights Economic Development Authority in the promotion of economic development in the City.
- **Recreation Fund* – (\$0.34M)** The Recreation fund holds revenues and expenditures relating to specialized recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc. Salaries of the Recreation and Parks staff and basic activities of the department are funded through the General Fund.
- **Capital Projects Fund – (\$3.5M)** Large capital purchases (over \$50,000) are planned through the City's Capital Improvement Plan, which is a supplemental document to this Operating Budget and considered as part of the City's budgeting process. The Capital Projects Fund accounts for expenditures related to the purchase, construction, and installation of capital projects as included in the City's Capital Improvement Plan. Revenue sources include transfers from other funds, debt proceeds, or capital grants used to fund these large-scale projects.
- **Stormwater Management Fund* – (\$0.7M)** Stormwater management activities are funded through a monthly stormwater fee on City utility bills. The stormwater fees are deposited to the Stormwater Management Fund and used to maintain stormwater infrastructure and fund related capital improvement projects.

- **Water and Sewer Fund*** – (\$5.1M) The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

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

The FY19-20 budget document is presented in a format similar to prior years. Preceding most departmental budgets 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 providing statistical data of that department's volume of work and a summary of personnel resources. As was included in the current year budget, this document includes a five-year plan for equipment, furnishings, fixtures, vehicles and other one-time outlays in each department.

FY2019-20 ANNUAL BUDGET - Budget Highlights and Issues

The City of Colonial Heights continues to respond to financial challenges through the effective management of its available resources. The City has continued to evolve and grow services while avoiding operational 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. Efforts have been made to review operating budgets and to enhance revenue projections. This budget does not include deficit spending and/or utilization of fund balance for operating expenses.

The following is a brief discussion of the primary issues impacting the FY19-20 Annual Budget:

Retention of Employees

Due to reductions in revenue estimates for the FY18-19 budget, the City did not provide a general salary increase to staff during the current fiscal year. Employee compensation has been the top priority of the FY19-20 budget, and this budget includes an across-the-board 2.5% cost of living adjustment for all full-time employees effective July 1, 2019. The cost of living amount was adjusted from the City Manager's original proposed budget amount of 2% following input from City Council and their agreement to the higher 2.5% amount. In addition, it reserves \$200,000 for the upcoming implementation of changes following an in-house salary survey.

Diversification of Revenue Sources

As Virginia is a Dillon Rule state, localities such as the City of Colonial Heights only have the authority to levy taxes when such authority is granted by the Virginia General Assembly. This prevents the City from diversifying its revenue sources beyond those allowed in the Code of Virginia. There are a limited number of taxes that are allowed by the Commonwealth that are not employed by the City; however, and one such revenue source is a tax on cigarettes. The FY19-20 budget proposes the implementation of a thirty-five cent (\$0.35) per pack tax on the retail purchase of cigarettes in the City of Colonial Heights effective July 1, 2019. This tax would be enforced through the use of stamps to be placed on packs of cigarettes sold in the City. The estimated revenue from the cigarette tax is \$460,000 for FY19-20.

Capital Project Funding

As mentioned earlier, the FY19-20 operating budget supports various capital projects through the transfer of funds from the General and Recreation Funds. The City plans the one-time utilization of \$581,958 in assigned and unassigned General Fund balances resulting from prior year surpluses for specific capital projects, including matching funds for Holly Avenue and Jamestown Road Pavement Repairs, phase

I of repairs to Violet Bank Museum, and the replacement of HVAC units at City Hall. Unassigned fund balance represented 16.5% of actual General Fund expenditures at June 30, 2018, and with the use of \$581,958, assuming no other changes in unassigned fund balances, will remain at 15.0% of prior year expenditures (14.3% of budgeted FY19-20 expenditures), well in excess of the City's 12% target and 10% minimum.

The General Fund also includes funding for replacement of approximately 200 computers that employ operating systems preceding Windows 10, including lease proceeds in the amount of \$256,000. Microsoft has announced the end of support for these older operating systems in January 2020; therefore, the City is planning a mass replacement of these older machines. Some computer replacements are budgeted within departments in the upcoming year as part of the City's normal replacement cycle; the final lease amount will take departmental purchases into consideration. These acquisitions are potentially being financed over a three-year period.

The Capital Projects Fund also includes \$2.6 million in funds from sources outside the City, such as \$248,561 in anticipated grant revenue, \$2,105,144 in state and federal transportation funds, and \$181,000 from the Recreation Fund.

Real Estate Taxes

Although the City's revenue stream continues to be uniquely supported by our retail community, Real Estate and Property Taxes still provide the majority of revenue to the General Fund to support governmental services. The next city-wide real estate reassessment will be effective January 1, 2020 and impact one half of annual real estate tax revenue for FY19-20.

Fees and Rates

The FY19-20 budget does not change existing fees or tax rates. A utility rate study is being undertaken during the current fiscal year. This study will assess the condition of the City's current water and wastewater infrastructure, generate a long-term plan for infrastructure replacement, and use those results in conjunction with the utilities' financial information to recommend changes to the City's utility rate structure. Results of this study will be presented at a later time and considered in future budgets.

Staffing

The budget includes funding in FY19-20 for two hundred sixty-two (262) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is an increase of only one position from the current year; an Assistant Commonwealth Attorney position was required by an unfunded mandate included in the state budget. The new position is budgeted effective December 1, 2019.

Several departments made requests for increased personnel that were not able to be accommodated in this budget. These included requests for six new firefighters and a GIS Analyst. The FY19-20 budget, however, does include funds reserved and dedicated in the general fund contingency to match a federal grant which, if awarded, would fund six new firefighter/EMT positions. New funding of \$40,000 is also included to outsource GIS maintenance.

The current year budget included a significant technical change in that employee benefits were budgeted and paid out of departmental budgets. In the past, all Social Security, health insurance premiums,

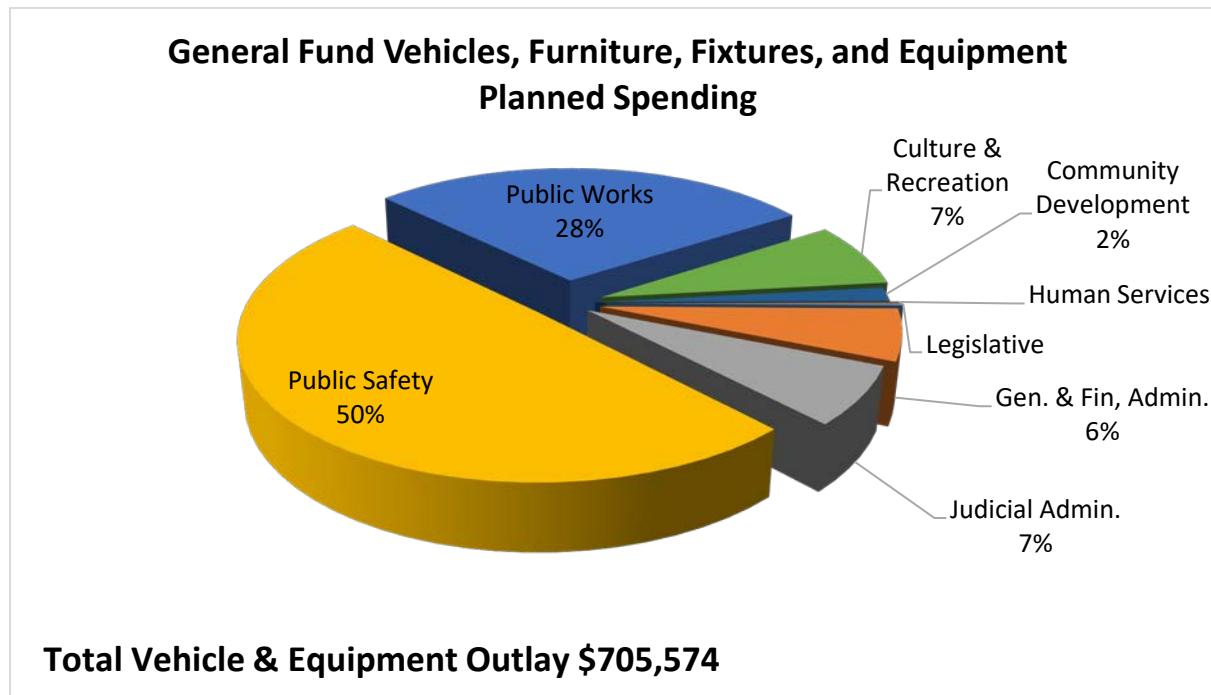
Medicare, retirement benefits, group life insurance premiums and disability insurance premiums were paid out of a centralized employee benefits department (1205). Approximately \$5M of employee benefit costs was disbursed to individual departments so those department totals may more accurately reflect the true costs of services provided to citizens. This will impact the comparability of budget and actual totals between fiscal years before 2019 and fiscal years 2019 and 2020.

Cuts in Departmental Requests for Funding in FY 19-20

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 line-item expenditures. As such, this budget review resulted in significant reductions from the funding requested by staff. This is not to suggest that any departmental request was unreasonable, but more an illustration that difficult decisions had to be made to ensure the financial integrity of the FY19-20 budget in light of limited resources.

Vehicles, Furniture, Fixtures & Equipment

Planned replacement and acquisitions of vehicles, furniture, fixtures, and equipment in the General Fund for FY19-20 totals \$705,574. This is an increase of 19.4% over the FY18-19 figure of \$590,837, but significantly less than the \$1.0M included in the FY17-18 budget. Although unable to accommodate all replacement and new purchase requests, the FY19-20 budget continues the equipment replacement program for computers and most public safety vehicles.



Capital Improvement Plan 2020-2024

The budget process included the development of a separate five year Capital Improvement Plan (CIP). The City's capacity for issuing new debt over the period of the CIP was analyzed and funding alternatives for capital projects were discussed.

Colonial Heights is a dynamic and vibrant community, and will need to renovate and replace core infrastructure and facilities to continue the service levels enjoyed by its citizens. By planning for these needs over the long term and matching them to the available resources over that same term, City Council and City Management can proactively address community needs in a systematic and planned manner that maintains a stable tax base and allows for continued excellence in our services to the public.

The following projects are included and recommended for funding in the first year of the Capital Improvement Plan. They will be appropriated in the Capital Projects Fund as part of this Budget:

- Boulevard Enhancement & Streetscape - James Ave to A Ave & A Ave to Temple Ave (Land Acquisition, Right-of-Way, and Design Only)
- Appomattox River Greenway Trail - Phase IV Construction
- Appomattox River Greenway Trail – Phase V (Land Acquisition, Right-of-Way, and Design Only)
- Holly Avenue and Jamestown Road Pavement Repair Construction
- Rehabilitation and Preservation of City Bridges Construction
- Boulevard at Westover Intersection Improvements Design
- Branders Bridge Right Turn Lane Extension Design
- Animal Shelter Entrance Improvements Phases 1 & 2 Design
- Gateway Roundabout Phase II Landscaping
- Windows 10 Operating System Upgrade
- Contribution to an All Inclusive/ Barrier Free Playground
- CHMS Tennis Courts
- Violet Bank Restoration Project Phase I
- City Hall HVAC replacement
- E911 Phone System Hardware Refresh

For additional information on all capital projects, included those proposed for funding in future years, please see the City's Fiscal Years 2020-2024 Capital Improvement Plan.

Other Miscellaneous Items

- **Employee Health Insurance**— Premiums for FY19-20 will remain the same for the second year in a row, thanks to continued lower than expected claims activity. This year the City is offering a High Deductible Health Insurance Plan with a Health Savings Account as an option for employees. As this type of health insurance plan is significantly different from traditional health insurance, staff provided for mandatory information sessions for employees interested in trying the new program.

- **Shared Services**– The City shares many health and welfare and judicial administration services with neighboring Chesterfield County, including Comprehensive Services Act administration, Community Corrections, Juvenile Detention, Social Services, the Child Advocacy Center, Drug Courts, and a Circuit Court Law Clerk. For several of these services, Colonial Heights' contribution had remained unchanged for a number of years. In FY2019 the County recalculated Colonial Heights' contributions for these services, which resulted in significant increases. The City is committed to funding a fair share of the costs of services; however, the \$300,000 increase was too much to fund in one year. The FY19-20 budget increases contributions for many of these areas significantly.
- **Riverside Regional Jail**– Likewise, the City participates in Riverside Regional Jail Authority (RRJA) for incarceration services. RRJA experienced a significant budget shortfall in the current year and will experience one in FY20 due to a large decrease in the number of prisoners from Chesterfield County and a large increase in contracted medical services costs. The budget includes a \$250,000 increase in the per diem paid to RRJA; however, this will be partially off-set by a one-time distribution of excess fund balances from RRJA budgeted as revenue. The City will likely have to increase per diems paid to RRJA in FY21 without this one-time payment.
- **Financial Policies**– The City of Colonial Heights' financial management policies are also included in this document.

In summation, the FY19-20 budget shows an increase in the General Fund budget, largely due to one-time capital impacts and the prioritization of employee salaries. The overall budget is showing a slight increase due to various operating increases partially offset by the lower overall cost of newly appropriated capital projects in FY19-20 compared to FY18-19.

In spite of ongoing financial challenges, the coming year will be an exciting time, as the City continues long-term projects that will enhance the City's services to citizens. These projects include previously appropriated replacement of the City's radio communications system, an enterprise resource planning (financial) system, and a computer operated dispatch system. 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.

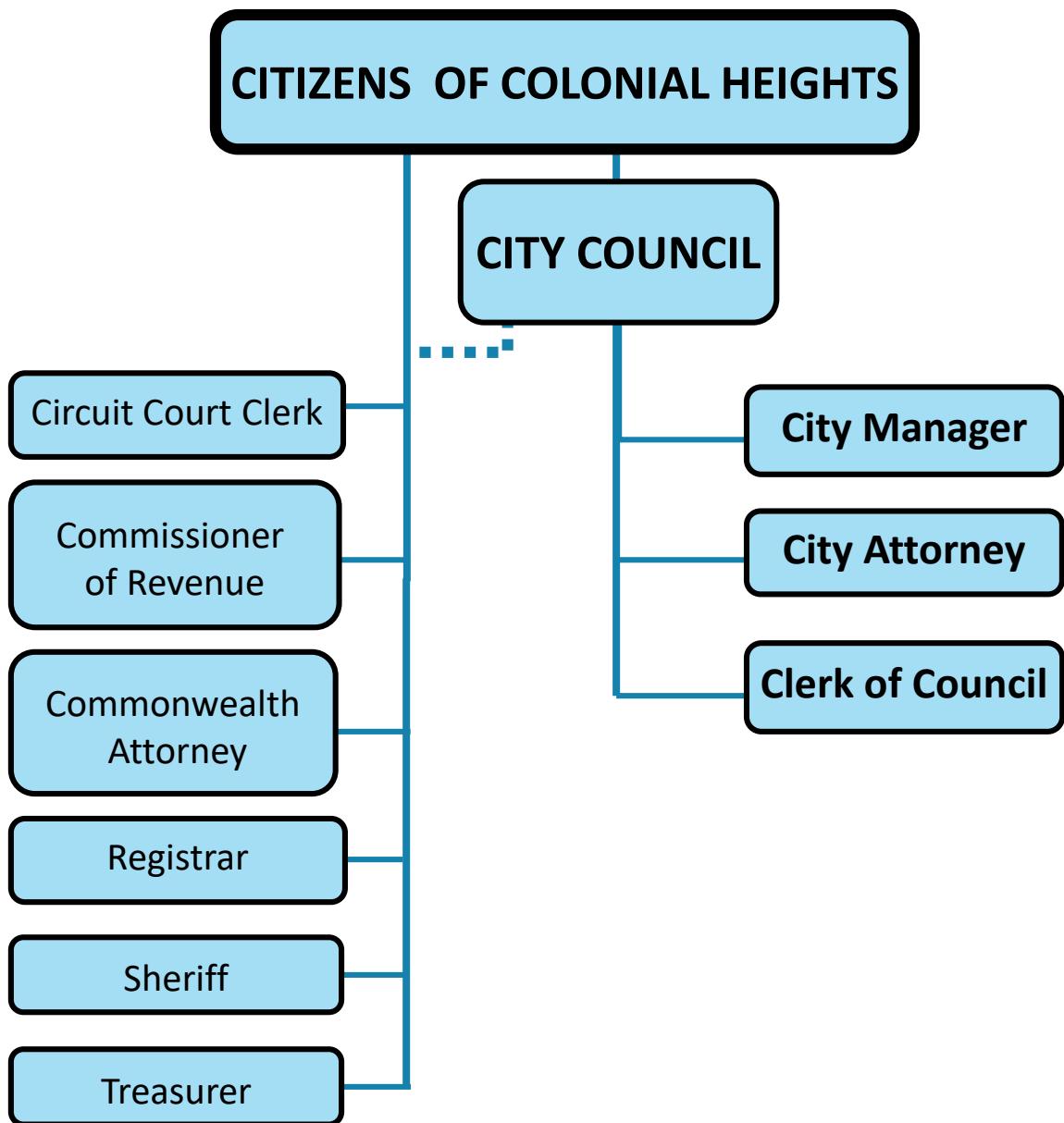
Sincerely,



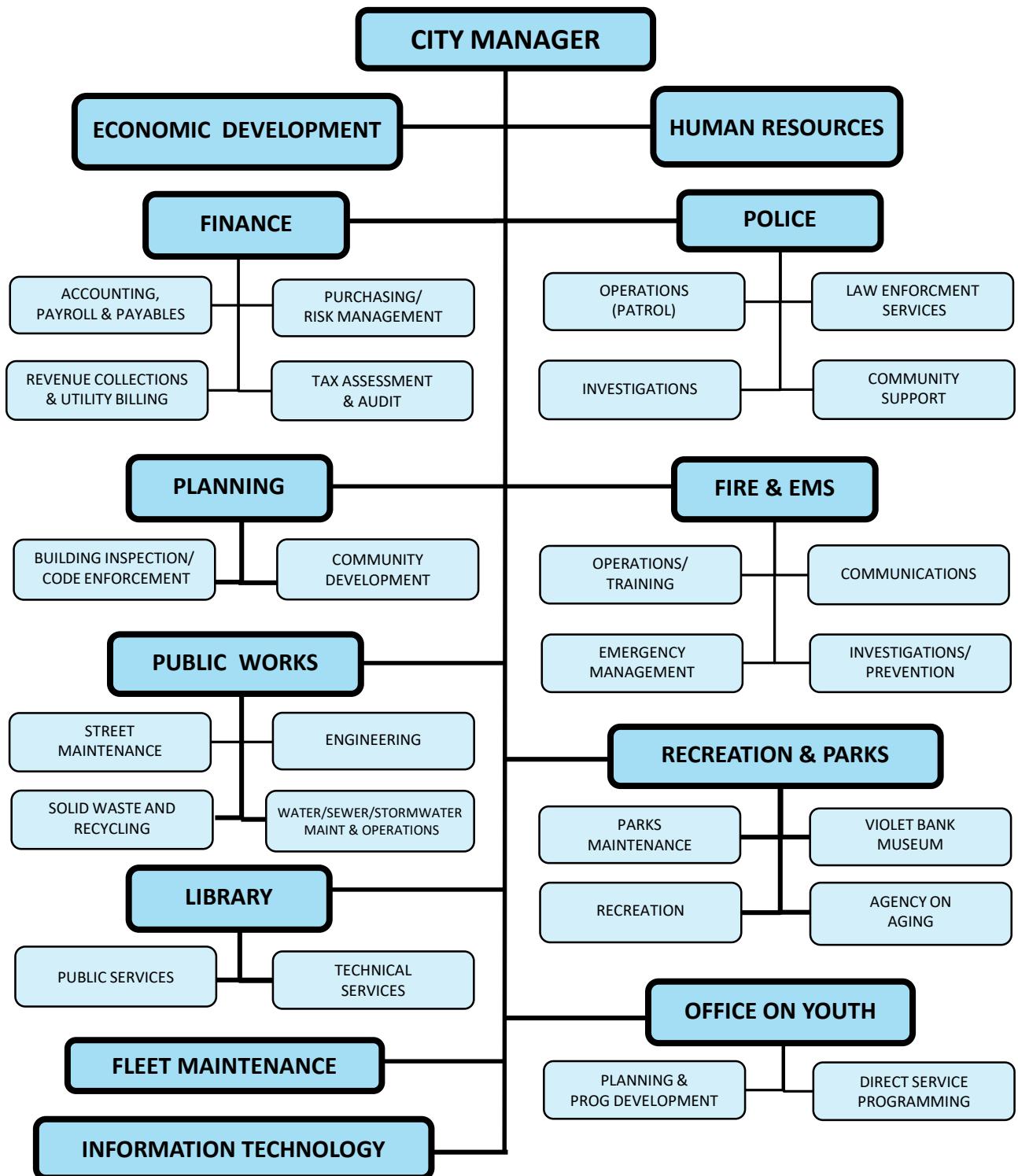
Douglas E. Smith
City Manager

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2019-20 City of Colonial Heights Leadership Organization Chart



2019-20 City of Colonial Heights Administrative Organization Chart



CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES

OPERATING BUDGET POLICIES:

The budget is the City's plan to identify and allocate its annual resources. The objective is to provide the needed services with efficiency and at the desired level within allocated resources.

- A. The annual budget will be prepared under the guidelines provided by the Code of Virginia and the City Code.
- B. The budget will provide for current expenditures with current revenues. It will provide for the adequate maintenance and orderly replacement of capital plant and equipment, and the adequate funding of all retirement systems.
- C. The City administration will maintain a budget control system, and prepare monthly reports of actual revenues and expenditures vs. adopted budget.
- D. If deficits are anticipated in any fiscal year, spending will be proportionally reduced to eliminate current year shortfalls.
- E. Priority will be given to maintaining current service levels. New or reallocated resources will fund Service expansions. Proposed new services require detailed justification and budgetary requirements.
- F. Transfers between Divisions and line item expenditures within a Department can be approved by the City administration. Transfers between expenditure accounts in different departments or funds must be approved by City Council.
- G. The City will appropriate a Contingency Budget to provide for unanticipated expenditures that arise during the year. This budget will be established at a minimum of one half of one percent of the estimated General Fund revenues. Use of these funds will require the approval of Council.
- H. The City will not budget using Undesignated General Fund Balance to finance current operations.

CAPITAL PROJECT POLICIES:

- A. The City will make all capital improvements in accordance with an adopted capital improvement program.
- B. The City will establish and update annually a five-year Capital Improvement Program with recommendations from the Planning Commission that are consistent with identifiable needs of the City.
- C. The City will coordinate the capital improvement budget with the development of the

CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES

general operating budget. Projected funding sources will be identified along with the projected capital expenditures.

REVENUE POLICIES:

The City's goal is a budget, based on revenue balanced between real estate, personal property, sales taxes, and other revenue sources.

- A. Real Property will be reassessed every two years, as mandated by State statutes.
- B. The City will adhere to sound appraisal procedures to keep property values current. The goal is to achieve an assessment to sales ratio of at least 95% when the assessment is compared with sales in the succeeding calendar year.
- C. The City will estimate all revenue sources by an objective and analytical method.
- D. The City will monitor all revenue sources to insure that they are equitably administrated and collections are timely and accurate.

FUND BALANCE:

Fund Balance is the difference between City assets and liabilities. Its purpose is to provide a stable financial environment for the City's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

- A. At the end of each fiscal year, the portion of the fund balance that is not in spendable form will be reported as Non-spendable Fund Balance on the financial statements.
- B. At the end of each fiscal year, the portion of the fund balance that has applicable legal restrictions per GASB #54 will be reported as "restricted" fund balance. In addition, encumbrances or funds restricted by enabling legislation will be reported as "restricted".
- C. Prior to the end of each fiscal year, the City will report "committed" fund balance for long-term receivables such as advances and similar accounts.
- D. At the end of each fiscal year, the portion of the fund balance that has been assigned by the Director of Finance will be reported as assigned fund balance on the financial statements.
- E. It is not the policy of the City to use General Fund unassigned equity to normally finance current operations.
- F. The City will establish and maintain a minimum unassigned fund balance of 10% of

CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES

the City's General Fund budget with the desired goal of 12%. Any excess amount will be considered for one-time capital expenditures or for the use of maintaining a rainy day fund.

- G. In the event that amounts designated for unassigned fund balance fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning their use. It is the policy of the City that such excess funds will be, by council action, reported in the spendable unassigned category of this policy.

DEBT POLICIES:

It is the City's policy to only finance capital improvements or projects that cannot be financed by current revenues, unless approved justification is provided.

- A. Ratio of General Fund supported long-term debt to assessed value should not exceed 4%.
- B. The ratio of General Fund supported debt service expenditures, as a percent of governmental fund expenditures should not exceed 10%.
- C. The minimum amortization of total General Fund supported long-term debt will be 50% within 10 years.

INVESTMENT:

A. Objectives

It will be the City Policy that the Director of Finance will meet or exceed all statutes controlling the investment of public funds in Virginia. The following objectives will govern the investment of any City monies (in priority order):

1. Safety - Preservation of principal through selection and diversification is the primary objective of the investment policy.
2. Liquidity - The availability of sufficient cash when needed, without interest forfeiture, to meet operational needs as known or reasonably anticipated.
3. Yield - The attainment of a market rate of return, consistent with the safety, liquidity, and legal constraints.

B. Allowable Investments

CITY OF COLONIAL HEIGHTS, VIRGINIA FINANCIAL MANAGEMENT POLICIES

The City in the investment of public funds approves the following investments for use:

1. Only in the investment of types approved by state statutes. These currently include obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, commercial paper rated A-1 by Standard and Poor's or P-1 by Moody's Investors Service, bankers acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).
2. The City will not invest in derivatives, even if they comply with state statutes concerning investment requirements.
3. The City will not invest in securities that have a maturity of over one year.

C. Additional Requirements

1. Where permitted by law, cash will be pooled from available funds for investment purposes.
2. Where applicable, financial institutions within City limits will be given preference on same investment vehicles.
3. Listing of all individuals authorized to transfer funds, or conduct investment transactions for the City, shall be maintained and communicated to all affected parties.
4. Monthly listing of all investments, including a rate and maturity date, will be provided to City Council.



City of Colonial Heights Proposed Budget Calendar For Fiscal Year 2019-2020

NOVEMBER

Monday, November 26, 2018 Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2020-FY2024 Capital Improvements Plan (CIP)

Monday, November 26, 2018 Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2019-20 Annual Operating Budget (Budget)

Monday, November 26, 2018..... Distribution of forms and information to Outside Agencies for budget requests

JANUARY

Monday, January 7, 2019..... Deadline for submission of all CIP requests for inclusion within the proposed CIP

Monday, January 7, 2019..... Deadline for submission of all operating requests for funding within the proposed annual operating budget

Monday, January 21 through

Friday, February 8, 2019 Review of Departmental CIP and Budget requests by City Manager, Finance Department, and Department Heads/ Constitutional Officers (as needed)

FEBRUARY

Tuesday, February 5, 2019..... Presentation of Proposed CIP to Planning Commission

Monday, Feb 25 through

Friday, March 8, 2019 Preliminary Budget Briefings with City Council members by City Manager and Finance Department

MARCH

Tuesday, March 5, 2019 Approval of CIP by Planning Commission

Tuesday, March 12, 2019 Presentation of Proposed CIP to City Council
(Regular Council Meeting)

Tuesday, March 19, 2019 City Council CIP Review/ Work Session
(Regular Council Work Session)

APRIL

Tuesday, April 9, 2019 Presentation of Proposed Operating Budget to City Council
(Regular Council Meeting)

Sunday, April 14, 2019 Publish General Budget Summary and Notice of Public Hearings on April 23 on the:

- Proposed FY20-FY24 CIP;
- Proposed FY2019-20 Annual Operating Budget
- Proposed 2019 and 2020 real and personal property tax rates

Tuesday, April 16, 2019 City Council Budget Review/Work Session (*tentative**)
(Regular Council Work Session)

Tuesday, April 23, 2019 Public Hearings on the:
(Special Council Work Session)

- Proposed FY20-FY24 CIP
- Proposed FY2019-20 Annual Operating Budget
- Proposed 2019 and 2020 real and personal property tax rates

Adoption of FY20-FY24 CIP
First Reading of Appropriations Ordinances

MAY

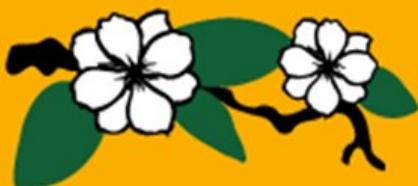
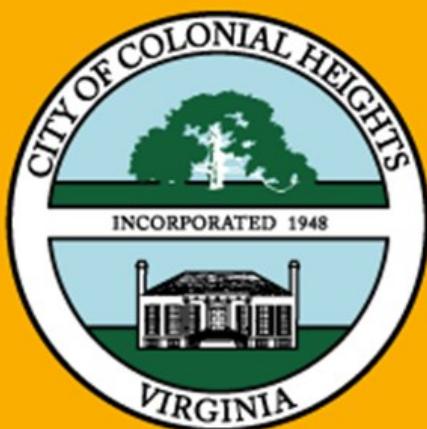
Tuesday, May 7, 2019 City Council Budget Review/Work Session (*tentative**)
(Special Council Work Session)

Tuesday, May 14, 2019 Second Reading of Appropriations Ordinances
(Regular Council Meeting)

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

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

**BUDGET
SUMMARIES**

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CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL FUND</u>								
4100	General Property Taxes	\$21,391,974	\$22,375,525	\$23,360,747	\$23,231,130	\$23,324,758	\$23,790,977	\$23,790,977	2.0%
4200	Other Local Taxes	17,521,887	17,627,431	18,422,564	18,110,884	18,162,026	19,146,275	19,146,275	5.4%
4300	Licenses, Permits & Fees	3,766,603	3,487,901	3,958,787	3,873,679	3,677,215	3,707,262	3,707,262	0.8%
4400	Fines & Forfeitures	438,930	341,560	457,500	415,893	331,720	375,077	375,077	13.1%
4500	Use of Money & Property	214,374	293,874	301,000	298,233	282,958	322,738	322,738	14.1%
4600	Intergovernmental Revenue	6,841,484	7,130,419	7,020,701	7,048,409	7,190,749	7,199,786	7,199,786	0.1%
4700	Charges for Current Services	2,060,405	2,283,602	2,488,316	2,458,467	2,522,157	2,577,996	2,577,996	2.2%
4800	Miscellaneous	3,240,864	12,060,403	1,128,730	881,050	1,023,260	2,071,025	2,151,025	110.2%
	TOTAL GENERAL FUND	\$55,476,521	\$65,600,715	\$57,138,346	\$56,317,744	\$56,514,843	\$59,191,136	\$59,271,136	4.9%
	<u>ECON. DEV. AUTHORITY FUND</u>				64,000		31,250	31,250	
4300	Licenses, Permits & Fees								
4500	Use of Money & Property								
	TOTAL ECON. DEV. AUTH. FUND	\$0	\$0	\$0	\$64,000	\$0	\$31,250	\$31,250	N/A
	<u>RECREATION FUND</u>								
4300	Licenses, Permits & Fees				(343)				
4700	Charges for Current Services	175,317	173,430	171,000	180,553	161,300	161,300	161,300	0.0%
4800	Miscellaneous	1,470	269		47,427		181,000	181,000	N/A
	TOTAL RECREATION FUND	\$176,787	\$173,699	\$171,000	\$227,638	\$161,300	\$342,300	\$342,300	112.2%
	<u>CAPITAL PROJECTS FUND</u>								
4500	Use of Money & Property				142,300				
4600	Intergovernmental Revenue				1,606,437	427,482	2,255,144	2,255,144	427.5%
4800	Miscellaneous				754,666	4,941,870	1,256,931	1,256,931	-74.6%
	TOTAL CAPITAL PROJECTS FUND				\$2,503,404	\$5,369,352	\$3,512,075	\$3,512,075	-34.6%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>STORMWATER FUND</u>								
4700	Charges for Current Services	384,930	388,088	400,300	434,958	735,000	696,996	696,996	-5.2%
4800	Miscellaneous					50,000			-100.0%
	TOTAL STORMWATER FUND	\$384,930	\$388,088	\$400,300	\$434,958	\$785,000	\$696,996	\$696,996	-11.2%
	<u>WATER & SEWER FUND</u>								
4700	Charges for Current Services	4,781,069	4,824,131	5,088,493	5,079,418	5,056,300	5,147,083	5,147,083	1.8%
4800	Nonoperating Revenue	949	477,995	4,000	286,376	604,000	4,000	4,000	-99.3%
	TOTAL WATER & SEWER FUND	\$4,782,018	\$5,302,126	\$5,092,493	\$5,365,794	\$5,660,300	\$5,151,083	\$5,151,083	-9.0%
	<u>SCHOOL FUNDS</u>								
	Federal Funds	\$1,846,708	\$2,214,470	\$2,076,288	\$2,367,588	\$2,125,933	\$2,206,795	\$2,206,795	3.8%
	State Funds	13,390,541	14,623,781	15,105,509	15,081,802	15,576,792	16,595,556	16,595,556	6.5%
	Other Funds	501,053	524,697	502,651	452,938	479,207	462,300	462,300	-3.5%
	City Transfer	20,503,749	20,289,595	21,093,249	24,530,154	21,121,071	21,566,405	21,566,405	2.1%
	Fund Balance	0	0	873,371	0	874,620	1,073,807	1,073,807	22.8%
	TOTAL SCHOOL FUNDS	\$36,242,051	\$37,652,543	\$39,651,068	\$42,432,482	\$40,177,623	\$41,904,863	\$41,904,863	4.3%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>LEGISLATIVE</u>									
1011	City Council	\$76,579	\$70,620	\$115,720	\$97,111	\$111,403	\$111,837	\$111,837	0.4%
1012	Clerk of Council	48,248	52,229	65,650	56,001	91,001	89,848	90,164	-0.9%
<u>GENERAL & FINANCIAL ADMIN.</u>									
1051	City Manager	\$228,067	\$209,340	\$218,333	\$219,298	\$296,007	\$305,087	\$305,612	3.2%
1052	Human Resources	95,207	102,391	105,418	103,508	134,325	151,919	152,425	13.5%
1053	Economic Development	194,385	190,240	221,958	196,280	273,371	281,263	281,895	3.1%
1101	City Attorney	214,329	229,561	230,907	229,187	310,934	349,222	350,451	12.7%
1152	Commissioner Of Revenue	193,234	196,142	224,811	193,963	286,594	288,133	289,190	0.9%
1153	Treasurer	259,747	90,545	91,747	91,884	131,794	136,134	136,134	3.3%
1201	Financial Administration	606,018	571,811	848,424	528,618	759,652	778,660	781,583	2.9%
1204	Auditing	101,235	102,800	100,000	100,300	104,500	107,500	107,500	2.9%
1205	Employee Benefits	5,368,671	5,180,122	5,736,656	5,480,761	134,290	185,463	185,463	38.1%
1206	Purchasing	130,304	134,961	148,563	133,561	201,009	196,886	194,689	-3.1%
1207	Insurance & Risk Management	463,730	446,535	490,500	480,745	522,723	507,793	507,793	-2.9%
1208	Real Estate Assessor	144,813	151,359	155,843	151,566	196,011	212,816	213,572	9.0%
1209	Billing & Collections		177,085	184,565	181,358	262,015	301,774	301,646	15.1%
1253	Information Technology	196,039	213,858	259,727	183,408	425,851	386,930	387,921	-8.9%
1301	Electoral Board	21,996	18,608	22,583	19,012	28,251	32,744	32,779	16.0%
1302	Registrar	107,954	105,762	176,947	202,723	170,248	152,324	152,827	-10.2%
<u>JUDICIAL ADMINISTRATION</u>									
1351	Circuit Court Clerk	\$430,643	\$435,403	\$481,963	\$436,523	\$594,627	\$607,737	\$609,654	2.5%
1353	General District Court	73,346	41,464	85,514	34,332	86,400	76,900	76,900	-11.0%
1354	Probation	4,654	4,957	5,884	3,676	5,884	5,584	5,584	-5.1%
1355	Commonwealth's Attorney	561,952	614,065	588,540	626,103	833,556	893,896	926,580	11.2%
1356	Sheriff	826,847	785,371	822,233	792,895	1,078,163	1,096,631	1,089,095	1.0%
1357	Incarceration	2,662,633	2,527,136	2,605,000	2,504,838	2,578,000	2,747,500	2,747,500	6.6%
1358	Drug Courts	57,000	57,000	57,000	57,000	57,000	62,700	62,700	10.0%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>JUDICIAL ADMIN. CONT.</u>									
1359	Community Corrections	102,314	120,515	117,000	120,549	188,500	207,350	207,350	10.0%
1360	Victim Witness	71,869	117,239	128,308	117,644	128,472	126,047	126,545	-1.5%
1361	Juvenile & Domestic Relations Court	4,492	3,890	16,350	4,711	13,850	15,350	15,350	10.8%
<u>PUBLIC SAFETY</u>									
1401	Police	\$4,017,232	\$4,058,680	\$4,055,985	\$4,038,676	\$5,520,799	\$5,625,814	\$5,644,344	2.2%
1402	Fire & EMS	3,370,288	3,236,345	3,391,943	3,593,709	4,493,476	4,548,016	4,562,067	1.5%
1403	Emergency Management	33,358	40,158	34,159	38,232	41,315	41,835	41,835	1.3%
1404	Communications	1,114,201	1,228,372	1,157,479	1,094,684	1,476,545	1,483,596	1,487,626	0.8%
<u>PUBLIC WORKS</u>									
1451	Public Works Administration	\$163,092	\$168,057	\$245,367	\$202,740	\$322,423	\$329,480	\$330,916	2.6%
1453	Street Maintenance	1,223,564	1,634,457	1,704,746	1,503,691	1,964,238	2,022,035	2,025,205	3.1%
1456	Engineering	680,090	642,048	707,065	675,806	805,697	843,373	845,328	4.9%
1457	Building Maintenance	598,052	656,417	595,891	609,626	597,944	632,880	633,192	5.9%
1458	Fleet Maintenance	290,076	297,624	286,228	286,779	415,844	427,704	429,247	3.2%
1459	Solid Waste	465,553	466,726	675,403	642,587	708,776	715,797	715,797	1.0%
1460	Recycling	219,675	215,804	235,707	243,321	249,020	307,473	307,473	23.5%
<u>HEALTH & SOCIAL SERVICES</u>									
1501	Health	\$223,541	\$236,144	\$242,838	\$238,718	\$256,214	\$260,000	\$260,000	1.5%
1502	Social Services	254,317	271,339	334,000	347,084	337,260	387,849	387,849	15.0%
1503	CSA	419,220	565,507	275,000	516,777	375,000	450,000	450,000	20.0%
1504	Mental Health	72,000	72,000	72,000	72,000	79,953	82,352	82,352	3.0%
<u>CULTURE & RECREATION</u>									
1601	Recreation	\$576,332	\$481,579	\$545,511	\$574,162	\$631,866	\$642,192	\$643,892	1.9%
1602	Community Center	227,067	241,638	243,053	197,986	314,671	309,676	310,683	-1.3%
1603	Horticulture	75,571	79,298	101,564	81,187	125,283	126,286	115,774	-7.6%
1604	Parks & Grounds	457,743	490,824	545,221	525,404	673,925	706,594	708,402	5.1%
1651	Violet Bank	76,010	74,517	83,570	77,032	109,024	81,447	81,678	-25.1%
1701	Library	632,011	658,501	639,421	641,412	775,043	792,324	794,748	2.5%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>COMMUNITY DEVELOPMENT</u>								
1751	Planning	\$178,600	\$219,409	\$223,216	\$170,646	\$270,004	\$275,262	\$276,385	2.4%
1752	Building Inspections	228,586	220,145	230,056	206,238	310,162	297,795	298,943	-3.6%
	<u>HUMAN SERVICES</u>								
1801	Office On Youth	\$153,207	\$148,540	\$141,053	\$155,624	\$212,071	\$217,276	\$218,066	2.8%
1802	Better Beginnings	2,134	2,295	2,600	2,492	2,600	2,600	2,600	0.0%
1803	Juvenile Crime Grant	88,502	90,128	98,283	82,802	98,753	102,037	102,310	3.6%
1807	Kids After School	34,361	30,501	32,000	34,257	36,486	45,716	45,716	25.3%
1808	Community Dev. Block Grant	74,618	80,298	80,000	82,985	87,108	90,000	90,000	3.3%
	<u>NONDEPARTMENTAL</u>								
1901	Contributions & Subsidies	\$102,592	\$107,523	\$112,691	\$127,874	\$81,704	\$81,039	\$81,039	-0.8%
1902	Contingencies & Miscellaneous	242,924	157,130	418,943	105,055	289,800	626,745	627,015	116.4%
	<u>DEBT & TRANSFERS</u>								
1951	Principal	\$2,783,005	\$2,398,191	\$3,004,973	\$2,997,480	\$2,551,685	\$2,618,534	\$2,618,534	2.6%
1952	Interest	927,997	1,227,076	1,086,421	1,086,667	1,102,782	1,122,606	1,122,606	1.8%
2001	Transfers to Other Funds	21,330,731	31,943,739	21,229,814	21,815,083	21,192,941	22,478,775	22,478,775	6.1%
	TOTAL GENERAL FUND	\$54,582,556	\$65,392,020	\$57,138,345	\$56,416,366	\$56,514,843	\$59,191,136	\$59,271,136	4.9%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - EXPENDITURES

ACCOUNT NUMBER SUMMARY

DEPT #	Department	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
2553	<u>ECON. DEV. AUTH. FUND</u> Economic Development Authority						\$31,250	\$31,250	N/A
	TOTAL ECON. DEV. AUTH. FUND						\$31,250	\$31,250	N/A
4280	<u>RECREATION FUND</u> Recreation Activities	152,987	159,148	162,300	184,316	161,300	342,300	342,300	112.2%
	TOTAL RECREATION FUND	\$152,987	\$159,148	\$162,300	\$184,316	\$161,300	\$342,300	\$342,300	112.2%
6010	<u>CAPITAL PROJECTS FUND</u> ERP System				204,895	1,300,000			
6015	Fire Apparatus					1,100,000			
6030	Pub Safety Bldg Generator					300,000			
6031	CAD Replacement					1,200,000			
	Computer Replacements						256,000	256,000	
	City Hall HVAC						72,000	72,000	
	911 Phone System Refresh						180,000	180,000	
	Appomattox River Grnwy Ph IV						627,000	627,000	
6114	Appomattox River Grnwy Ph V					90,000	140,500	140,500	
	All Inclusive Playground						50,000	50,000	
6111	Violet Bank Restoration Phase I						172,519	172,519	
	CHMS Tennis Courts						131,000	131,000	
6237	Blvd Enhancment- A to Temple					120,000	75,600	75,600	
6238	Blvd Enhancement- James to A					74,352	155,961	155,961	
6239	Holly Ave./ Jamestown					30,000	712,000	712,000	
6240	City Bridges					185,000	674,495	674,495	
6241	Animal Shelter Entrance					370,000	65,000	65,000	
	Blvd & Westover Intersection						125,000	125,000	
	Branders Bridge-Blvd Right Turn						25,000	25,000	
	Gateway Roundabout						50,000	50,000	
6303	Hrouda Pump Station					600,000			
	TOTAL CAP. PROJECTS FUND				\$204,895	\$5,369,352	\$3,512,075	\$3,512,075	-34.6%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - EXPENDITURES

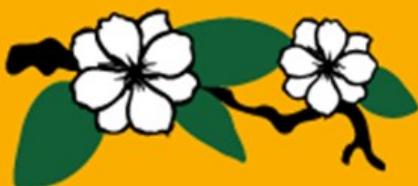
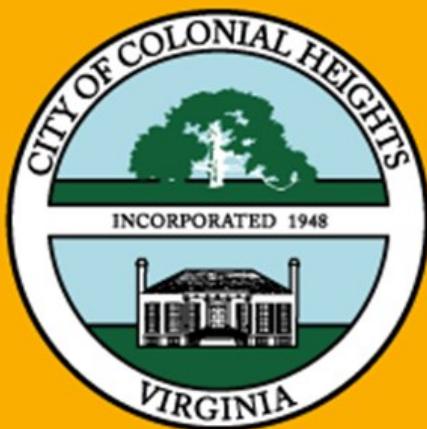
ACCOUNT NUMBER SUMMARY

DEPT #	Department	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>STORMWATER FUND</u>								
7500	Stormwater - MS4	252,527	342,443	417,866	376,513	785,000	696,996	696,996	-11.2%
	TOTAL STORMWATER FUND	\$252,527	\$342,443	\$417,866	\$376,513	\$785,000	\$696,996	\$696,996	-11.2%
	<u>WATER & SEWER OPERATING</u>								
8127	Water Transmission & Distribution	1,525,722	1,538,956	1,618,832	1,555,812	1,661,625	1,722,480	1,720,246	3.5%
8128	Wastewater Treatment	2,883,344	3,221,954	3,105,684	3,299,114	3,714,540	3,153,535	3,155,086	-15.1%
8129	Utility Billing	233,546	266,242	247,143	252,170	284,135	275,068	275,751	-3.0%
	TOTAL WATER & SEWER FUND	\$4,642,612	\$5,027,152	\$4,971,659	\$5,107,097	\$5,660,300	\$5,151,083	\$5,151,083	-9.0%
	<u>SCHOOL FUNDS</u>								
	Instruction	27,728,413	28,224,746	30,381,019	29,051,186	30,666,100	31,881,617	31,881,617	4.0%
	Admin., Att., & Health	1,651,043	1,775,899	1,837,230	2,095,622	1,865,980	1,992,112	1,992,112	6.8%
	Transportation	764,716	958,290	1,240,651	1,217,871	1,228,767	1,490,586	1,490,586	21.3%
	Operation & Maint.	3,373,519	3,329,488	3,437,275	4,220,235	3,593,022	3,648,906	3,648,906	1.6%
	Food Service	1,052,078	990,633	1,053,933	1,252,797	1,092,127	1,129,043	1,129,043	3.4%
	Textbooks	72,110	114,047	133,826		246,150	124,000	124,000	-49.6%
	Capital Outlay	209,865	190,036	255,910		240,269	456,748	456,748	90.1%
	Operating Transfers Out	151,121	326,060	587,246	907,818	583,446	626,186	626,186	7.3%
	Contingency Fund			423,979		511,762	405,665	405,665	-20.7%
	CIP Reserve			300,000		150,000	150,000	150,000	0.0%
	TOTAL SCHOOL FUNDS	\$35,002,865	\$35,909,199	\$39,651,069	\$38,745,529	\$40,177,623	\$41,904,863	\$41,904,863	4.3%
	<u>WATER & SEWER CAPITAL</u>								
8127	Water Transmission & Distribution	37,298		216,250	66,535	171,000	171,500	171,500	0.3%
8128	Wastewater Treatment	351,643	232,621	258,000	27,254	284,000	209,500	209,500	-26.2%
8129	Utility Billing	15,335	21,592	20,000	20,000	20,000	21,592	21,592	8.0%
	TOTAL WATER & SEWER CAPITAL	\$404,276	\$254,213	\$494,250	\$113,790	\$475,000	\$402,592	\$402,592	-15.2%

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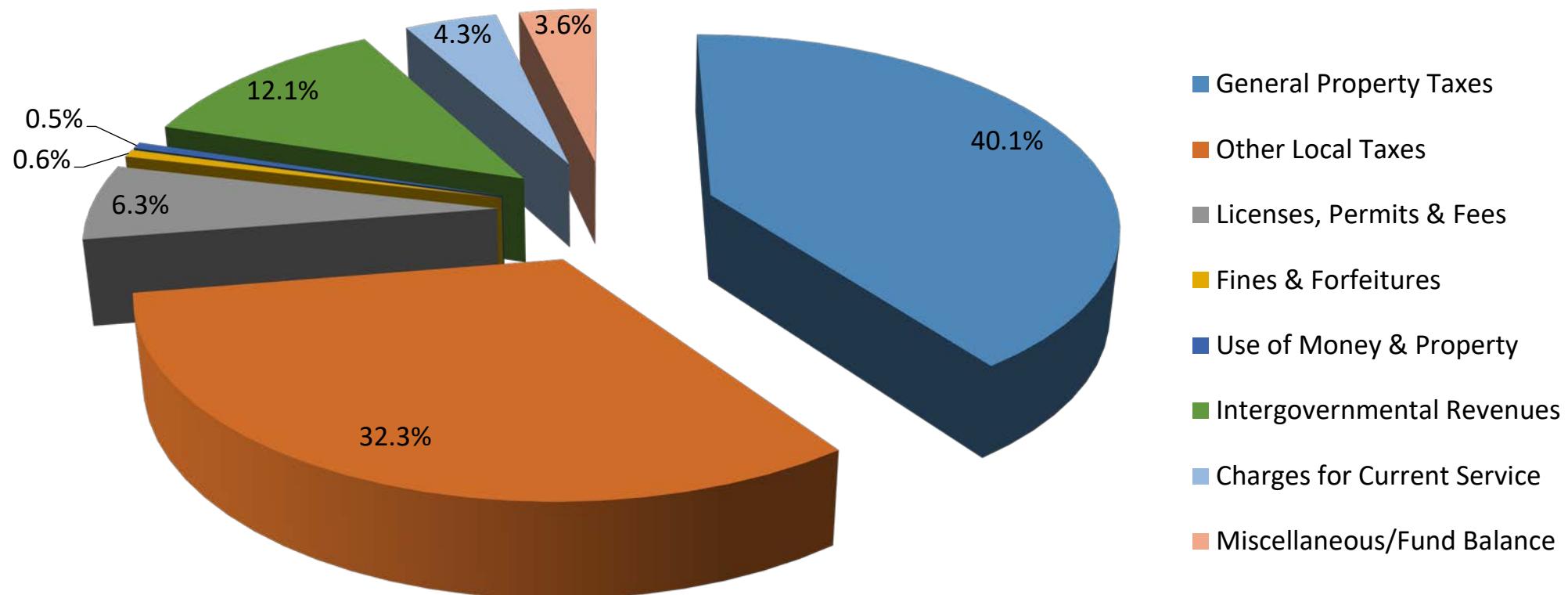
Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

GENERAL FUND REVENUE

GENERAL FUND REVENUES



TOTAL REVENUES \$59,271,136

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

ACCOUNT NUMBER 4100

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL PROPERTY TAXES</u>								
4101	Current Real Estate 1st Half	\$8,322,703	\$8,932,014	\$9,153,673	\$9,217,769	\$9,515,502	\$9,556,504	\$9,556,504	
	Courthouse Increase	302,644	324,800	322,914	317,854	328,121	329,535	329,535	
4102	Current Real Estate 2nd Half	8,504,937	9,026,997	9,339,373	9,395,610	9,541,584	9,841,149	9,841,149	
	Courthouse Increase	309,270	328,254	323,157	323,987	329,020	339,350	339,350	
4105	Current Public Service Tax 1st Half	229,928	470,460	224,282	483,542	223,077	242,500	242,500	
4106	Current Public Service Tax 2nd Half	205,553		224,282		223,077	242,500	242,500	
4110	Machinery & Tools Tax	65,585	58,619	70,000	121,878	70,000	96,349	96,349	
4112	Current Personal Property Tax	2,559,700	2,586,855	2,722,177	2,828,375	2,534,999	2,601,250	2,601,250	
4113	Delinquent Real Estate	434,242	286,541	415,889	237,522	109,168	110,792	110,792	
4114	Delinquent Personal Property	282,389	200,641	380,000	119,048	282,449	246,048	246,048	
4120	Penalties & Interest	175,023	160,344	185,000	185,545	167,761	185,000	185,000	
	TOTAL	\$21,391,974	\$22,375,525	\$23,360,747	\$23,231,130	\$23,324,758	\$23,790,977	\$23,790,977	2.0%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES

ACCOUNT NUMBER 4200

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>OTHER LOCAL TAXES</u>									
4201	Utility Consumer Tax	\$954,476	\$959,147	\$975,000	\$977,892	\$936,765	\$963,838	\$963,838	
4202	Bank Stock Taxes	378,507	393,488	385,000	419,004	388,465	410,000	410,000	
4203	Retail Sales & Use Taxes	7,602,518	7,567,072	7,987,395	7,847,364	7,803,463	8,218,214	8,218,214	
4204	Recordation Taxes	227,146	237,753	230,000	251,957	246,186	205,252	205,252	
4205	Food Tax	5,494,856	5,502,328	5,801,194	5,662,008	5,739,121	5,794,468	5,794,468	
	1% Courthouse Portion	1,098,971	1,100,466	1,160,239	1,132,402	1,147,824	1,158,894	1,158,894	
4207	Lodging Tax	1,074,189	1,210,380	1,161,736	1,183,988	1,268,225	1,280,483	1,280,483	
4208	Communications Tax	691,224	656,797	722,000	636,269	631,977	655,126	655,126	
4209	Cigarette Tax						460,000	460,000	
TOTAL		\$17,521,887	\$17,627,431	\$18,422,564	\$18,110,884	\$18,162,026	\$19,146,275	\$19,146,275	5.4%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS

ACCOUNT NUMBER 4300

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
LICENSES, PERMITS & FEES									
4301	Business & Occupational License	\$3,022,265	\$2,684,636	\$3,175,267	\$3,054,424	\$2,895,481	\$2,920,442	\$2,920,442	
4302	Bicycle Tags	18	10	20	18	15	15	15	
4303	Motor Vehicle License Fees	523,278	510,019	530,000	517,134	514,100	516,810	516,810	
4305	Erosion Control Permits	40							
4307	Animal License Fees	12,084	10,130	12,500	9,389	22,274	10,534	10,534	
4308	Zoning Fees	7,625	18,990	12,000	21,565	11,368	16,060	16,060	
4311	Electrical Permits	12,741	23,511	16,000	21,492	17,140	19,248	19,248	
4312	Plumbing Permits	15,832	47,848	28,000	47,094	31,473	36,925	36,925	
4313	Building Permits	78,392	81,322	85,000	118,294	73,018	92,669	92,669	
4315	Court Fees	15,864	15,576	17,000	18,459	15,987	16,663	16,663	
4316	Miscellaneous Fees	38,467	51,562	38,000	18,389	46,324	36,139	36,139	
4318	Development Fees	2,325	5,921	4,000	11,904	4,146	4,146	4,146	
4321	Administrative Fees	27,973	26,183	28,000	22,050	36,106	25,402	25,402	
4325	Credit Card Fees	9,959	12,404	13,000	14,265	9,783	12,209	12,209	
4326	Attorney Fees	(260)	(210)		(798)				
TOTAL		\$3,766,603	\$3,487,901	\$3,958,787	\$3,873,679	\$3,677,215	\$3,707,262	\$3,707,262	0.8%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

ACCOUNT NUMBER 4400

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FINES & FORFEITURES</u>								
4401	Fines & Forfeitures	\$347,289	\$257,032	\$365,000	\$323,983	\$238,330	\$281,820	\$281,820	
4402	Parking Fines & Fees	13,182	8,792	15,000	5,354	7,432	6,646	6,646	
4403	Alarm Fines & Fees	4,830	4,303	3,500	5,900	5,248	5,248	5,248	
4405	Jail Administrative Fees	11,162	11,588	14,000	11,635	10,809	11,462	11,462	
4406	Courthouse Security Fees	62,454	59,220	60,000	69,020	69,901	69,901	69,901	
4407	Other Jail Fees	13	626						
	TOTAL	\$438,930	\$341,560	\$457,500	\$415,893	\$331,720	\$375,077	\$375,077	13.1%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY ACCOUNT NUMBER 4500

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>USE OF MONEY & PROPERTY</u>									
4501	Interest on Investments	\$15,711	\$37,281	\$35,000	\$63,187	\$58,995	\$75,000	\$75,000	
4502	Rent of Property	16,797	16,717	16,000	20,457	16,049	16,049	16,049	
4503	Sales of Surplus & Scrap	15	44,134	25,000	360	1,000	1,000	1,000	
4506	Rental Fees	181,851	195,743	225,000	214,229	206,914	230,689	230,689	
4507	Courthouse Sales								
TOTAL		\$214,374	\$293,874	\$301,000	\$298,233	\$282,958	\$322,738	\$322,738	14.1%

CITY OF COLONIAL HEIGHTS

2019-2020 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

ACCOUNT NUMBER 4600

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>INTERGOVERNMENTAL REVENUE</u>									
4603	Rolling Stock Taxes	\$5,762	\$5,148	\$5,147	\$4,878	\$5,383	\$6,340	\$6,340	
4604	Street Construction & Maintenance	2,519,338	2,611,356	2,663,583	2,651,566	2,731,113	2,826,318	2,826,318	
4606	Library Funds - State	141,687	145,797	145,797	144,981	146,431	153,744	153,744	
4608	Probation Recoveries			100					
4609	Anti-Litter Grant	6,427	6,192	6,192	6,038	6,038	6,207	6,207	
4610	Commissioner of Revenue - Recoveries	85,969	86,205	89,260	88,255	90,984	92,804	92,804	
4611	Treasurer - Recoveries	80,262	80,036	72,246	67,025	84,259	96,433	96,433	
4612	Circuit Court - Recoveries	266,926	290,897	294,048	292,391	296,087	281,520	281,520	
4613	Sheriff - Recoveries	297,241	293,713	306,686	311,083	313,539	326,310	326,310	
4614	Commonwealth's Attorney - Recoveries	495,020	488,196	490,653	508,550	508,626	518,798	518,798	
4615	State Board of Election - Reimbursement	42,542	37,029	36,000	37,339	38,242	38,242	38,242	
4616	Health Department Reimbursement	24,743	25,058	25,000	7,600	24,232	24,600	24,600	
4617	State Recordation Tax						44,750	44,750	
4619	Department of Fire Programs	55,182	50,851	55,182	58,207	56,487	56,501	56,501	
4620	Emergency Medical Service Funds (DMV)			17,253					
4621	Law Enforcement Recoveries (H.B. 599)	561,804	579,872	579,874	579,872	615,186	579,872	579,872	
4622	LEMP Grant	7,500	7,500	7,500	7,500	7,500	7,500	7,500	
4624	Juvenile Crime Act	69,080	69,080	69,080	69,080	69,080	69,080	69,080	
4625	Victim Witness Grant	56,284	116,341	107,898	107,898	121,300	121,300	121,300	
4626	Miscellaneous Grants	4,210		25,000	59,358				
4630	Animal Sterilization Fee				520				
4633	School Resource Grant	98,339	87,270	87,272	58,180	58,080	29,090	29,090	
4635	FEMA	1,348							
4642	VA Wireless Board	88,111	109,044	88,111	112,740	77,008	77,008	77,008	
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	
4645	Community Development Block Grant	82,719	80,432	80,000		87,108	90,000	90,000	
4647	Federal Pass Thru Grants				27,942				
4648	State Grants	92,355	28,855		45,336				
4653	CCP Grant		150,000	15,450					
4654	911 Grants					100,697			
4656	Power Program	5,266							
4657	State Asset Forfeiture				48,151				
4658	Federal Asset Forfeiture				551				
	TOTAL	\$6,841,484	\$7,130,419	\$7,020,701	\$7,048,409	\$7,190,749	\$7,199,786	\$7,199,786	0.1%

CITY OF COLONIAL HEIGHTS

2019-2020 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

ACCOUNT NUMBER 4700

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2016-17 Budget	2016-17 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>CHARGES FOR CURRENT SERVICES</u>									
4702	Refuse fees	\$962,523	\$972,808	\$1,171,716	\$1,151,497	\$1,195,461	\$1,221,360	\$1,221,360	
4704	Recreation Use Charges & Fees	20,859	5,632	18,000	12,330	7,039	12,940	12,940	
4705	Administrative Service Charges								
	Water	143,439	104,658	145,000	127,104	145,000	135,000	135,000	
	Sewer	132,205	105,192	135,000	118,308	135,000	125,000	125,000	
	Utility Billing	24,651	42,814	25,000	31,048	30,000	32,800	32,800	
	Storm Water	52,307	49,256	53,000	43,314	53,000	48,300	48,300	
4706	Animal Control Charges	4,040	3,196	5,000	3,289	3,236	3,280	3,280	
4707	Law Library Fees	4,232	3,878	4,500	5,963	4,874	10,000	10,000	
4708	Sheriff's Fees	(1,908)	3,309		(2,125)				
4709	Freon Charges	80	160		190	100	100	100	
4710	Fare Care Subscriptions	35,082	33,082	40,000	30,435	50,000	40,000	40,000	
4711	EMS Transport Fees	667,875	944,354	875,000	918,990	882,325	931,672	931,672	
4723	Special Events	20							
4740	Late Payment Penalties	14,813	15,054	16,000	17,635	15,822	17,144	17,144	
4742	Dishonored Check Fee	187	210	100	490	300	400	400	
TOTAL		\$2,060,405	\$2,283,602	\$2,488,316	\$2,458,467	\$2,522,157	\$2,577,996	\$2,577,996	2.2%

CITY OF COLONIAL HEIGHTS
2019-2020 BUDGET

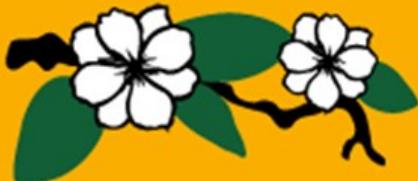
ACCOUNT NAME - MISCELLANEOUS REVENUE

ACCOUNT NUMBER 4800

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	FY18-19 Budget	Manager Proposed	Council Approved	% Chg.
MISCELLANEOUS									
4802	Recoveries & Rebates	\$20,080	\$18,793	\$20,000	\$24,881	\$25,000	\$25,000	\$25,000	
4805	Sale of Books & Materials			10,000	4,744	10,000	7,500	7,500	
4807	Transfers In School Fund - Debt	381,605	456,688	424,081	424,081	422,144	466,718	466,718	
	Transfers In School Fund - School Officers			230,484	243,167	248,323	278,091	278,091	
	Transfers In School Fund - Tussing Debt			163,165	163,165	161,302	159,468	159,468	
	Transfers in School Fund - CSA					140,000	140,000	140,000	
	Transfers in School Fund - CA Reimb						20,000	20,000	
4810	Sale of Containers	1,260	1,150	1,500	1,820	1,301	1,500	1,500	
4812	Donations - Library	19,138	4,082		8,738	12,000	12,000	12,000	
4813	Police Donations		21		2,000				
4815	Rec & Park Donations				5,008				
4817	Grass Cutting Admin Fees	4,020	2,660	4,500	2,250	3,190	2,790	2,790	
4818	Donations Animal Shelter	850	250						
4824	Miscellaneous Revenue	172,543	342,641		1,195				
4825	Bond Proceeds			10,285,000					
4826	Sale of Property	2,641,368	30,450						
4828	Bond Premium		918,669						
4830	Capital Note Proceeds			275,000					
4836	Lease Proceeds					256,000	256,000	256,000	
4841	Recoveries & Rebates - RRJA					200,000	200,000	200,000	
4990	Use of Fund Balance					501,958	581,958	581,958	
TOTAL		\$3,240,864	\$12,060,403	\$1,128,730	\$881,050	\$1,023,260	\$2,071,025	\$2,151,025	110.2%

SHOP & DINE

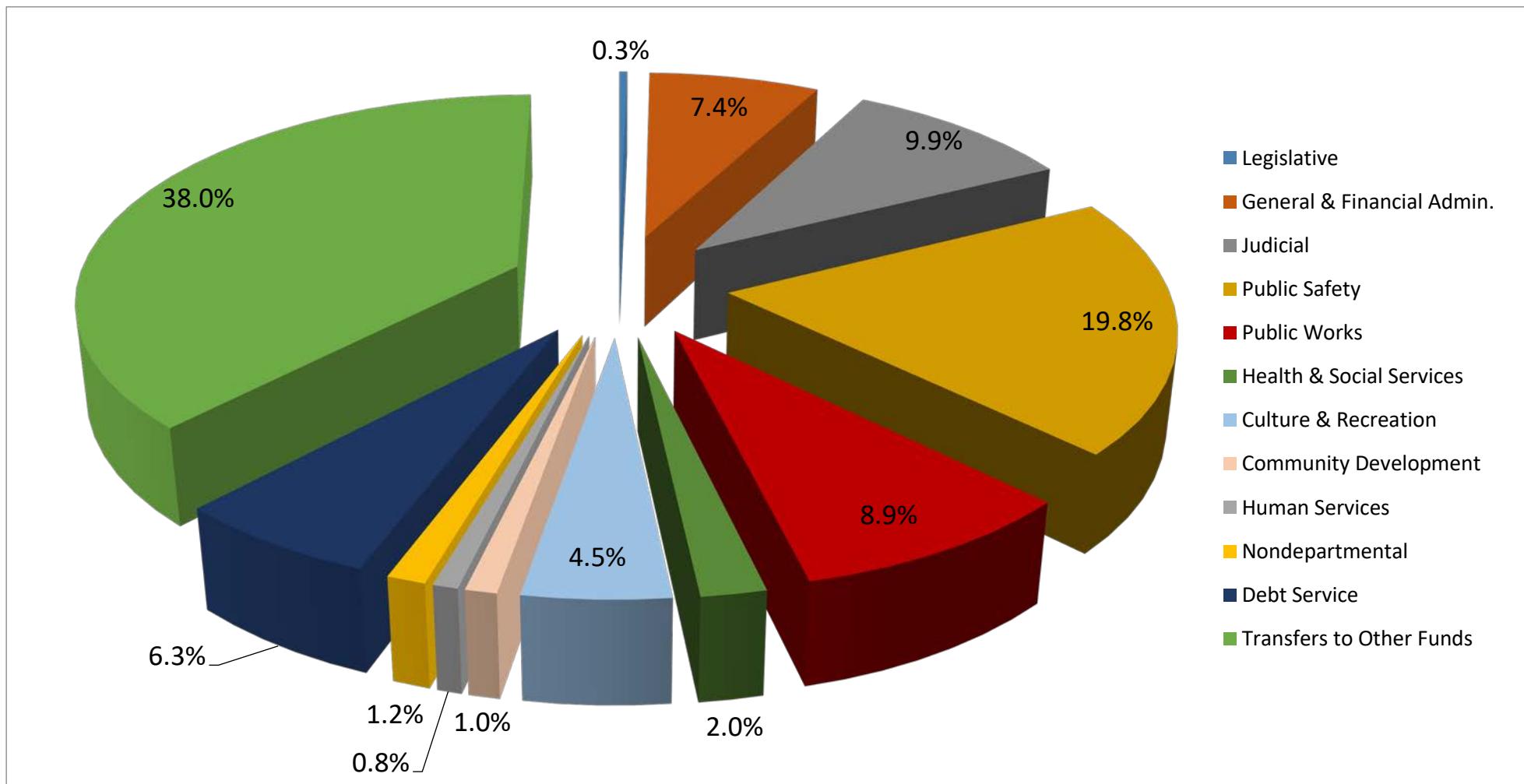
Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

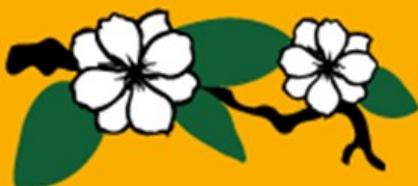
GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES



SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

LEGISLATIVE

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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 policies.

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

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

Performance Indicators	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
City Council Meetings Held	39	35	35	35
Appointments to Boards, Commissions, and Committees	58	54	58	54
Resolutions, Ordinances, and Financial Ordinances Considered	113	113	113	113

Personnel Resources

Executive Legislative			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	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
2019-20 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$45,500	\$46,000	\$71,000	\$71,001	\$71,001	71,001.00	\$71,001	
5125	FICA					5,432	5,432	5,432	
5170	Unemployment Insurance						140	140	
	Total Personal Services	45,500	46,000	71,000	71,001	76,433	76,573	76,573	0.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	6,492	3,949	6,000	4,752	6,000	6,000	6,000	
5203	Professional & Special Services	4,333	1,808	4,000	4,871	4,000	4,000	4,000	
5206	Dues & Subscriptions	1,489	1,489	1,575	1,489	1,575	1,575	1,575	
5209	Maintenance - Electronics	460	690	500	360	500	500	500	
5221	Postage	315	304	625	1,587	625	625	625	
5223	Telephone	4,365	4,199	4,320	4,164	4,320	4,320	4,320	
5225	Travel & Vocational Training	7,940	6,710	8,500	3,703	8,500	8,500	8,500	
5242	Printing, Supplies & Materials	3,499	5,471	4,200	4,184	4,200	4,200	4,200	
5254	Contingencies & Reserve	2,186		4,300		4,300	4,300	4,300	
	Total Operating Expenses	31,079	24,620	34,020	25,110	34,020	34,020	34,020	0.0%
	<u>CAPITAL OUTLAY</u>								
5504	Office Equipment			7,700	1,000				
5516	Electronic Equipment			3,000		950	1,244	1,244	
	Total Operating Expenses			10,700	1,000	950	1,244	1,244	30.9%
	TOTAL	\$76,579	\$70,620	\$115,720	\$97,111	\$111,403	\$111,837	\$111,837	0.4%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Laptop Computer	1,244	200	\$ 1,244	
<i>Replacement; Laptop computer for use in Council Chambers; will replace existing laptop which is beyond recommended IT lifecycle management (5 years); essential for meeting management.</i>				
Total Capital Outlay - FY2019-20				\$ 1,244
Annual Maintenance & Operations Cost				\$ 200

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Television	400		400	
<i>Replacement; Television with 42" screen to replace existing screens in Council Chambers. Essential to show presentations during meetings.</i>				
Total Capital Outlay - FY2020-21				\$ 400
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
iPad Tablets (3)	450	480	\$ 1,350	
<i>Replacement; Routine upgrade of ipads for Council members Green, Cherry, and Frenier; provides digital/mobile technology to access information and improves communications.</i>				
Total Capital Outlay - FY2021-22				\$ 1,350
Annual Maintenance & Operations Cost				\$ 480

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2022-23

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablets (3)	450	480	\$ 1,350
Replacement; Routine upgrade of ipads for Council members Kochuba, Wood, and Luck; provides digital/mobile technology to access information and improves communications.			
Television	400		\$ 400
Replacement; Television with 52" screen to replace existing screens in Council Chambers. Essential to show presentations to the public during meetings.			
Total Capital Outlay - FY2022-23 ...			\$ 1,750
Annual Maintenance & Operations Cost			\$ 480

Fiscal Year:

FY2023-24

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablet	450	160	\$ 450
Replacement; Routine upgrade of ipad for Council member Piotrowski; provides digital/mobile technology to access information and improves communications.			
Television	400		\$ 400
Replacement; Television with 52" screen to replace existing screens in Council Chambers. Essential to show presentations to the public during meetings.			
Total Capital Outlay - FY2023-24 ...			\$ 850
Annual Maintenance & Operations Cost			\$ 160

City Clerk

The City Clerk, often referred to as the Clerk of Council, is 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 said agendas to all city officials, media, and/or the general public. The Clerk also records and maintains all official minutes of such meetings.

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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	27	23	25	25
City Council Documents Prepared	30	20	25	25
Letters of Appointment to Boards, Commissions, and Committees	58	54	58	54
Resolutions/ Ordinances Considered	113	113	113	113

Personnel Resources

City Clerk's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Clerk of Council	FT	Salary	1.00	1.00	0.00
FT = Full Time	PT = Part Time		1.00	1.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$41,638		\$47,500	\$49,648	\$51,357	\$52,384	\$52,641	
5103	Temporary & Seasonal Help	90		1,500		1,500	1,500	1,500	
5125	FICA					4,044	4,122	4,142	
5130	VRS					6,923	7,061	7,096	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					673	686	690	
5150	Health Insurance					11,400	11,400	11,400	
5160	Disability Insurance								
5170	Unemployment Insurance					34	20	20	
	Total Personal Services	41,728	46,885	49,000	49,648	75,931	77,173	77,489	2.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	148		4,000		3,000	1,500	1,500	
5206	Dues & Subscriptions	190	415	315	240	315	350	350	
5209	Maintenance - Electronics	360	360	324	360	324	324	324	
5216	Maintenance - Office Equipment	178		500		500	500	500	
5221	Postage	73	113	525	197	525	525	525	
5223	Telephone	2,542	1,886	1,956	1,911	1,956	1,956	1,956	
5225	Travel & Vocational Training	1,852	1,254	5,700	1,238	4,500	4,500	4,500	
5242	Printing, Supplies & Materials	1,177	1,316	2,500	2,119	2,500	2,500	2,500	
5248	Books & Publications			200		200	200	200	
	Total Operating Expenses	6,520	5,344	16,020	6,064	13,820	12,355	12,355	-10.6%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment								
5516	Electronic Equipment			630	289	1,250	320	320	
	Total Capital Outlay Expenses			630	289	1,250	320	320	-74.4%
	TOTAL	\$48,248	\$52,229	\$65,650	\$56,001	\$91,001	\$89,848	\$90,164	-0.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2019-20

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Printer	320		\$ 320

Replacement; Routine upgrade of computer printer; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels

Total Capital Outlay - FY2019-20 \$ 320

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2023-24

<u>Item</u>	Annual		
<u>Laptop Computer</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Laptop Computer	1,244	200	\$ 1,244

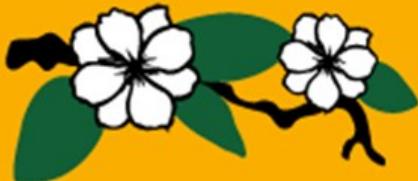
Replacement; Laptop computer for use by City Clerk ; will replace existing laptop which is beyond recommended IT lifecycle management (5 years); includes purchase of required Microsoft License.

Total Capital Outlay - FY2023-24 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

**GENERAL &
FINANCIAL
ADMINISTRATION**

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City Manager

The 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 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 management concepts 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 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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
City Council Meetings Held	39	35	37	37
Parade/ Demonstration Permits	N/A	11	5	5

Personnel Resources

City Manager’s Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive 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
2019-20 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$204,743	\$173,870	\$201,672	\$202,512	\$207,060	\$211,201	\$212,237	
5105	Overtime		\$118		59				
5125	FICA					14,441	14,850	14,882	
5130	VRS					27,912	28,470	28,609	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					2,712	2,767	2,780	
5150	Health Insurance					25,662	25,662	25,662	
5160	Disability Insurance					906	908	913	
5170	Unemployment Insurance					69	40	40	
	Total Personal Services	204,743	173,988	201,672	202,571	278,762	283,898	285,123	2.3%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	252	258	650		650	650	650	
5203	Prof & Special Services		325		498	500	500	500	
5206	Dues & Subscriptions	1,924	1,664	2,200	1,588	2,400	2,400	2,400	
5209	Maintenance - Electronics	720	720	636	720	720	720	720	
5221	Postage	200	75	75	62	75	75	75	
5223	Telephone	4,151	3,917	4,300	4,146	4,200	3,400	3,400	
5225	Travel & Vocational Training	6,962	8,438	4,500	3,494	5,000	8,000	7,300	
5226	Automobile Allowance	6,000	1,000						
5242	Printing, Supplies, & Materials	1,083	3,287	2,000	3,681	2,700	2,700	2,700	
5254	Contingencies & Reserve	828	541	650	937	1,000	1,500	1,500	
5276	Relocation		11,675						
	Total Operating Expenses	22,120	31,900	15,011	15,126	17,245	19,945	19,245	11.6%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment			1,650	1,525				
5516	Electronic Equipment	1,204	3,452		76		1,244	1,244	
	Total Capital Expenses	1,204	3,452	1,650	1,601		1,244	1,244	0.0%
	TOTAL	\$228,067	\$209,340	\$218,333	\$219,298	\$296,007	\$305,087	\$305,612	3.2%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

Fiscal Year:

FY2019-20

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for the City Manager; will provide for Windows 10 system; essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20 ...			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2020-21 ...	\$ -
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Fiscal Year:

FY2021-22

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Intra-Office Desktop Printer	1,500		\$ 1,500
<i>Replace desktop Printer for internal office use</i>			
Total Capital Outlay - FY2021-22 ...			\$ 1,500
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2022-23

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Office Computers (2)	1,244	400	\$ 2,488
<i>Replace 2 Office Computers</i>			
Total Capital Outlay - FY2022-23 ...			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2023-24 \$ -

Human Resources

The Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of 262 full-time and numerous 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 of disciplinary actions and grievance procedures.

The Department of Human Resources is currently staffed by just the one position, but receives periodic administrative support from the Administrative Assistant in the Finance Department.

Performance Indicators	FY 16 - 17 Actual	FY 17 - 18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Total Recruitments	35	38	38	37
Total Applicants	1,731	1,492	2,100	1,975
Total Workers' Compensation Reports	28	36	38	34
OSHA Summary Log Totals	10	12	16	12

Personnel Resources

Human Resources Dept.			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 18 - 19	FY 19 - 20	Diff.
Director of Human Resources	FT	Salary	1.00	1.00	0.00
Administrative Assistant	PT	Hourly	0.00	1.00	1.00
FT = Full Time PT = Part Time			1.00	2.00	1.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES

DEPARTMENT NUMBER 1052

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$79,224	\$81,053	\$81,053	\$81,863	\$82,674	\$84,327	\$84,741	
5103	Temporary & Seasonal Help						13,000	13,000	
5125	FICA					6,325	7,446	7,477	
5130	VRS					11,144	11,367	11,423	
5145	Group Life Insurance					1,083	1,105	1,110	
5150	Health Insurance					8,400	8,400	8,400	
5160	Disability Insurance								
5170	Unemployment Insurance					34	20	20	
	Total Personal Services	79,224	81,053	81,053	81,863	109,660	125,665	126,171	15.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	6,081	7,505	10,000	5,916	10,000	10,000	10,000	
5203	Professional & Special Services	4,765	4,765	5,565	4,765	5,565	5,565	5,565	
5206	Dues & Subscriptions	620	2,388	3,225	3,827	3,525	3,720	3,720	
5209	Maintenance - Electronics	360	360	324	360	324	324	324	
5221	Postage	261	84	350	87	350	400	400	
5223	Telephone	1,973	2,006	2,076	2,031	2,076	2,076	2,076	
5225	Travel & Vocational Training	606	519	1,000	2,941	1,000	1,100	1,100	
5242	Printing, Supplies, & Materials	1,317	3,442	1,425	1,419	1,425	1,425	1,425	
5248	Books & Publications		269	400	299	400	400	400	
	Total Operating Expenses	15,983	21,338	24,365	21,644	24,665	25,010	25,010	1.4%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment						1,244	1,244	
	Total Operating Expenses						1,244	1,244	N/A
	TOTAL	\$95,207	\$102,391	\$105,418	\$103,508	\$134,325	\$151,919	\$152,425	13.5%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard due to previous computer failure; future departmental computers to be replaced based on recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>
Printer	400		\$ 400
<i>Replacement; Routine upgrade of departmental computer printer for Director of Human Resources under 5 Year lifecycle.</i>			
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for departmental public kiosk; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Total Capital Outlay - FY2020-21			\$ 1,644
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$	1,244

Replacement; Desktop computer station with monitor and keyboard for departmental director; departmental computers replaced at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Total Capital Outlay - FY2023-24 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Economic Development/ Economic Development Authority

The Economic Development Department 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, 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. The EDA has a separate fund on the City's books; budget information for the EDA can be found immediately following the General Fund expenditures section of this document.

Performance Indicators	FY 16- 17 Actual	FY 17 - 18 Actual	FY 18 - 19 Projected	FY 19-20 Projected
Existing Business Visits	9	8	14	14
Site/Bldg. Submissions	5	6	6	9
Prospect Requests	10	11	16	16
Economic Dev. Authority Mtgs.	4	4	4	6
Trade Shows/Marketing Missions	1	1	2	3

Personnel Resources

Economic Development

Classification Title	Status *	Hourly/ Salary	Authorized Positions		
			FY 18-19	FY 19-20	Diff.
Director	FT	Salary	1.00	1.00	0.00
Economic Dev. Specialist	FT#	Salary	.50	.50	0.00
FT = Full Time PT = Part Time			1.50	1.50	0.00

Position shared with Planning Department

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$87,964	\$89,995	\$89,995	\$90,895	\$102,937	\$104,996	\$105,511	
5125	FICA					7,875	8,032	8,072	
5130	VRS					13,876	14,153	14,223	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,348	1,375	1,382	
5150	Health Insurance					14,370	14,370	14,370	
5160	Disability Insurance								
5170	Unemployment Insurance					52	30	30	
	Total Personal Services	87,964	89,995	89,995	90,895	140,458	142,956	143,588	2.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	7,807	5,884	10,000	7,767	8,000	9,500	9,500	
5203	Professional & Special Services	11,603	1,917	20,000	431	20,000	22,000	22,000	
5206	Dues & Subscriptions	1,759	2,173	2,400	1,628	2,400	2,500	2,500	
5209	Maintenance - Electronics	710	360	800	360	800	800	800	
5221	Postage	67	61	250	47	200	250	250	
5223	Telephone	1,831	1,861	2,000	1,832	2,000	2,000	2,000	
5225	Travel & Vocational Training	3,998	5,369	6,500	5,115	5,500	6,000	6,000	
5226	Automobile Allowance	3,600	3,600	3,600	3,600	3,600	3,600	3,600	
5242	Printing, Supplies, & Materials	1,833	807	3,200	1,391	2,200	2,200	2,200	
5270	Tourism Matching Funds	45,000	45,000	45,000	45,000	45,000	45,000	45,000	
5805	Virginia Gateway Region	28,213	33,213	38,213	38,213	43,213	43,213	43,213	
	Total Operating Expenses	106,421	100,245	131,963	105,385	132,913	137,063	137,063	3.1%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment						1,244	1,244	
	Total Capital Outlay						1,244	1,244	N/A
	TOTAL	\$194,385	\$190,240	\$221,958	\$196,280	\$273,371	\$281,263	\$281,895	3.1%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for Director of Economic Development; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20 ...	\$ 1,244		
Annual Maintenance & Operations Cost.....			\$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ... \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 ... \$ -

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 ... \$ -

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City Attorney

The 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 Paralegal position and one part-time Administrative Assistant, added in FY19-20.

Performance Indicators	FY 16 - 17 Actual	FY 17 - 18 Actual	FY 18 - 19 Estimated	FY 19 - 20 Estimated
Council Ordinances & Resolutions Drafted	118	113	115	115
School Board Meetings Attended (includes School Board Agenda Meetings)	30	30	30	30
Deeds and Easements Prepared	44	62	30	30

Personnel Resources

City Attorney's Office		Authorized Positions			
Classification Title	Status *	Hr./Sal.	FY 18-19	FY 19-20	Diff.
City Attorney	FT	Salary	1.00	1.00	0.00
Paralegal	FT	Salary	1.00	1.00	0.00
Administrative Assistant	PT	Hourly	0.00	1.00	1.00
FT = Full Time PT = Part Time			2.00	3.00	1.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$195,462	\$206,422	\$203,351	\$212,561	\$208,526	\$212,697	\$213,739	
5103	Temporary & Seasonal Help			800	120	800	15,600	15,600	
5125	FICA					14,551	16,093	16,126	
5130	VRS					28,109	28,672	28,812	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					2,732	2,786	2,800	
5145	Group Life Insurance					27,360	23,880	23,880	
5150	Health Insurance								
5160	Disability Insurance					69	40	40	
5170	Unemployment Insurance								
	Total Personal Services	195,462	206,422	204,151	212,681	282,147	299,768	300,997	6.7%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	4,535	7,331	7,000	4,512	7,000	25,500	25,500	
5206	Dues & Subscriptions	4,449	4,273	5,500	3,563	5,600	5,650	5,650	
5209	Maintenance - Electronics	720	750	720	720	720	1,080	1,080	
5216	Maintenance & Equipment			200		200	200	200	
5221	Postage	150	133	250	131	250	250	250	
5223	Telephone	2,912	2,916	3,520	2,957	3,520	3,520	3,520	
5224	Other Services & Charges	188	112	300	392	300	300	300	
5225	Travel & Vocational Training	2,334	3,490	6,866	1,901	6,866	6,866	6,866	
5242	Printing, Supplies, & Materials	2,046	3,165	2,200	2,179	2,200	2,200	2,200	
5248	Books & Publications		104	200	150	200	200	200	
	Total Operating Expenses	17,334	22,274	26,756	16,506	26,856	45,766	45,766	70.4%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment					687	1,200	1,200	
5516	Electronic Equipment	1,533	865			1,244	2,488	2,488	
	Total Operating Expenses	1,533	865			1,931	3,688	3,688	91.0%
	TOTAL	\$214,329	\$229,561	\$230,907	\$229,187	\$310,934	\$349,222	\$350,451	12.7%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>New and Replacement; Desktop computer stations with monitors and keyboards for City Attorney & new PT position; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Desk and Chair	1,200		\$ 1,200
<i>New; P/T Admin. Asst. will need a workstation (desk and chair).</i>			
Total Capital Outlay - FY2019-20			\$ 3,688
Annual Maintenance & Operations Cost			\$ 400

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for CA-Legal Assistant; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Chairs (3)	229		\$ 687
<i>Replacement; Routine upgrade of departmental office furniture; will replace three office side chairs that have exceeded useful life; essential for maintaining existing service levels.</i>			
Total Capital Outlay - FY2023-24			\$ 1,931
Annual Maintenance & Operations Cost			\$ 200

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, machinery & tools, bank franchise and public service taxes, and local excise taxes such as meals and lodging 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. In addition, all applications for real estate tax relief are administered by the Commissioner's office, to include 100% veteran, elderly and disabled.

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 and Billings & Collections, Real Estate Assessor, Police and Inspections) by providing data and information pertinent to all of the above noted departments.

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	CY 2016 Actual	CY 2017 Actual	CY 2018 Actual	CY 2019 Estimated
Taxable Personal Property Items	18,922	19,066	19,915	20,000
Number of Business Licenses	1,572	1,515	1,426	1,500
Food/Lodging Tax Monthly Returns	120	116	122	120
State Income Taxes Filed	775	488	391	350

Personnel Resources

Commissioner of Revenue			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	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
2019-20 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$165,040	\$168,771	\$168,771	\$166,743	\$172,148	\$175,591	\$176,452	
5103	Temporary & Seasonal Help	7,805	5,268	5,040	1,824	5,040	3,000	3,000	
5105	Overtime	52	523	3,000	866	3,000	2,000	2,000	
5601	Accumulated Leave Pay				3,494				
5125	FICA					13,784	13,815	13,881	
5130	VRS					23,206	23,670	23,786	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					2,255	2,300	2,312	
5150	Health Insurance					37,410	35,760	35,760	
5160	Disability Insurance					613	537	539	
5170	Unemployment Insurance					138	60	60	
	Total Personal Services	172,897	174,562	176,811	172,926	257,594	256,733	257,790	0.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	282	245	750	200	750	750	750	
5203	Professional & Special Services	1,876	2,855	3,000	2,288	3,000	3,000	3,000	
5206	Dues & Subscriptions	717	550	650	448	650	650	650	
5209	Maintenance - Electronics	1,080	1,080	2,300	1,305	2,600	3,000	3,000	
5221	Postage	5,381	4,898	8,000	4,977	6,500	7,500	7,500	
5223	Telephone	4,804	4,802	5,500	4,827	5,500	5,500	5,500	
5225	Travel & Vocational Training	806	980	2,000	507	2,000	2,000	2,000	
5242	Printing, Supplies, & Materials	5,391	4,989	9,000	4,793	7,500	7,500	7,500	
	Total Operating Services	20,337	20,399	31,200	19,345	28,500	29,900	29,900	4.9%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment					500	500	500	
5516	Electronic Equipment		1,181	16,800	1691		1,000	1,000	
	Total Capital Outlay		1,181	16,800	1,691	500	1,500	1,500	200.0%
	TOTAL	\$193,234	\$196,142	\$224,811	\$193,963	\$286,594	\$288,133	\$289,190	0.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF REVENUE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	Annual	<u>M&O Cost</u>	<u>Total Cost</u>
Printer	500			\$ 500
<i>Replacement; Existing network printer has reached the end of its useful life expectancy.</i>				
Desk Chairs (2)	250			\$ 500
<i>Replacement; Existing chairs have reached end of useful lives based on normal wear and tear. Essential for maintaining existing service levels.</i>				
Monitors (4)	125			\$ 500
<i>New; Implementation of new tax assessing software and relocation of DMV access to desktops will allow multiple programs to be accessed</i>				
Total Capital Outlay - FY2019-20				\$ 1,500
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	Annual	<u>M&O Cost</u>	<u>Total Cost</u>
Printer (2)	1,200			\$ 2,400
<i>Replacement; Replacement of "green bar" and other track pull type printers currently used in two departmental locations; existing equipment is obsolete and required by software which will no longer be in use.</i>				
Total Capital Outlay - FY2020-21				\$ 2,400
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22	\$ -
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City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF REVENUE

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer stations with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2022-23			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computers (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer stations with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2023-24			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

Treasurer

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

The Treasurer's Office is staffed by one full-time Treasurer and one full-time Assistant Treasurer. The City receives funding from the state Compensation Board to support the salaries and most of the benefits of these two positions.

Performance Indicators	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Sheriff Fees Transactions	35	42	40	40
State Income Tax Transactions	116	114	130	120
State Estimated Tax Transactions	532	468	480	460

Personnel Resources

Treasurer's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2018-19	FY 2019-20	Diff.
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$201,809	\$84,779	\$84,572	\$86,133	\$86,263	\$88,851	\$88,851	
5103	Temporary & Seasonal Help	2,888	57						
5105	Overtime	1,729							
5125	FICA					6,599	6,797	6,797	
5130	VRS					11,628	11,977	11,977	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,130	1,164	1,164	
5150	Health Insurance					20,340	21,540	21,540	
5160	Disability Insurance								
5170	Unemployment Insurance					69	40	40	
	Total Personal Services	206,426	84,836	84,572	86,133	126,029	130,369	130,369	3.4%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	800							
5202	Annual Audit Fee	6,600							
5203	Professional & Special Services	(192)							
5206	Dues & Subscriptions	1,649	311	600	653	600	600	600	
5209	Maintenance - Electronics	2,520	720	750	720	750	750	750	
5216	Maintenance - Equipment	1,812		100					
5221	Postage	24,893	35	25	41	15	15	15	
5223	Telephone	4,400	1,826	1,900	1,851	1,900	1,900	1,900	
5224	Other Services & Charges	288	280	250					
5225	Travel & Vocational Training	2,411	1,476	1,500	524	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	7,672	784	700	753	700	700	700	
5285	Cash Over/Short	468							
	Total Operating Services	53,321	5,432	5,925	4,542	5,465	5,465	5,465	0.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		277	1,250	1,209	300	300	300	
	Total Capital Outlay		277	1,250	1,209	300	300	300	0.0%
	TOTAL	\$259,747	\$90,545	\$91,747	\$91,884	\$131,794	\$136,134	\$136,134	3.3%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Printer <i>Printer (currently shared)</i>	300		\$ 300
Total Capital Outlay - FY2019-20			\$ 300
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Paper Shredder <i>Individual Shredder at desk (Currently Shared)</i>	300	-	\$ 300
Total Capital Outlay - FY2020-21			\$ 300
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Computer <i>Replacement: Desktop computer station with monitor and keyboard; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>	1,244	200	\$ 1,244
Total Capital Outlay - FY2021-22			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Calculator <i>Replacement: Replace Calculator over 15 years old</i>	200		\$ 200
Total Capital Outlay - FY2022-23			\$ 200

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

Finance

The Finance Department 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 eight 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 led and directed by the Director of Finance.

The day-to-day duties of the Department of Finance include procurement of goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering 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 the preparation of annual audit reports. The Department of Finance also coordinates the issuance of debt as needed for capital projects and 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 16 - 17 Actual	FY 17 - 18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
A/P Checks Issued	5,218	5,723	5,500	5,600
Payroll Checks and Direct Deposits Processed	9,135	8,798	9,000	9,000
Purchase Orders and Check Requests Issued	3,958	3,683	3,800	3,900
Sealed Bids/Proposals Issued	10	11	11	12
Value of New Construction	\$902,300	\$10,247,174	\$5,000,000	\$5,000,000
Transfers in Property Ownership	570	623	629	607

Personnel Resources

Finance Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Director of Finance	FT	Salary	1.00	1.00	0.00
Deputy Director of Finance	FT	Salary	1.00	1.00	0.00
Accountant	FT	Salary	1.00	1.00	0.00
Financial Specialists	FT	Salary	4.00	4.00	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
2019-20 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$465,092	\$382,145	\$441,674	\$414,041	\$477,976	\$487,538	\$489,928	
5103	Temporary & Seasonal Help	250	23,264	1,200	1,593	1,000	1,000	1,000	
5105	Overtime		241	400		400	400	400	
5601	Accumulated Leave Pay	1,074	31,665		1,579				
5125	FICA					35,941	37,404	37,587	
5130	VRS					63,787	65,063	65,382	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					6,261	6,387	6,418	
5150	Health Insurance					60,974	62,845	62,845	
5160	Disability Insurance								
5170	Unemployment Insurance					275	140	140	
	Total Personal Services	466,416	437,315	443,274	417,213	646,614	660,777	663,700	2.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		10		394	250	250	250	
5203	Professional & Special Services	1,036	2,356	1,000	1,296	500	500	500	
5206	Dues & Subscriptions	865	450	1,000	519	1,000	1,025	1,025	
5209	Maintenance - Electronics	2,600	2,520	2,500	2,520	2,600	2,520	2,520	
5221	Postage	2,883	2,841	3,000	2,422	3,000	3,200	3,200	
5223	Telephone	6,976	7,066	7,000	7,390	7,300	7,300	7,300	
5225	Travel & Vocational Training	3,481	2,415	3,600	2,313	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	11,728	8,257	10,500	13,023	10,500	11,000	11,000	
5260	Software Maintenance	74,800	77,022	75,000	79,899	81,200	83,600	83,600	
	Total Operating Services	104,369	102,937	103,600	109,776	110,550	113,595	113,595	2.8%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures						1,800	1,800	
5516	Electronic Equipment	35,233	31,559	301,550	1,629	2,488	2,488	2,488	
	Total Capital Outlay	35,233	31,559	301,550	1,629	2,488	4,288	4,288	72.3%
	TOTAL	\$606,018	\$571,811	\$848,424	\$528,618	\$759,652	\$778,660	\$781,583	2.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2019-20

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Desk	1,800		\$ 1,800
<i>Replacement; Desk for Director to replace existing desk which is 40+ years old and falling apart. Drawers are not lockable and can not hold files, parts are missing and the finish is coming off.</i>			
Total Capital Outlay - FY2019-20			\$ 4,288
Annual Maintenance & Operations Cost			\$ 400

Fiscal Year:

FY2020-21

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2020-21			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Desktop Computer (1)	1,244	200	\$ 1,244	
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Total Capital Outlay - FY2021-22				\$ 1,244
Annual Maintenance & Operations Cost				\$ 200

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Desktop Computer (1)	1,244	200	\$ 1,244	
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Total Capital Outlay - FY2022-23				\$ 1,244
Annual Maintenance & Operations Cost				\$ 200

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Desktop Computer (2)	1,244	400	\$ 2,488	
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Total Capital Outlay - FY2023-24				\$ 2,488
Annual Maintenance & Operations Cost				\$ 400

**CITY OF COLONIAL HEIGHTS
2019-20 BUDGET**

DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS		DEPARTMENT NUMBER 1205							
ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5101	Salaries & Wages			\$161,070					
5203	Professional & Special Services	\$19,808	\$23,094	25,000	\$24,074	\$25,000	\$25,000	\$25,000	
5208	Employee Award Programs						2,000	2,000	
5210	Insurance Premiums - Other	(4,292)	(11,304)	15,000	23,287				
5221	Postage		(1,406)						
5225	Travel & Vocational Training	67		5,000					
5601	Accumulated Leave Pay								
5602	Employer FICA Taxes	1,013,452	1,013,457	1,000,501	1,009,612				
5605	VRS Retirement Contributions	1,969,676	1,757,487	2,012,643	1,777,960				
5607	Group Life Insurance	146,053	160,011	163,107	160,643				
5608	Line of Duty Act Fund	64,320	79,984	83,500	89,988	94,290	119,463	119,463	
5610	Hospitalization Insurance	2,131,438	2,132,762	2,235,588	2,372,138		24,000	24,000	
5612	Virginia Employment Commission	13,145	10,839	20,248	9,146				
5615	Employee Events	15,004	15,198	15,000	13,914	15,000	15,000	15,000	
	Total Fixed Charges	5,368,671	5,180,122	5,736,656	5,480,761	134,290	185,463	185,463	38.1%
	TOTAL	\$5,368,671	\$5,180,122	\$5,736,656	\$5,480,761	\$134,290	\$185,463	\$185,463	38.1%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$120,579	\$123,363	\$123,363	\$124,596	\$125,830	\$128,346	\$128,976	
5105	Overtime			300					
5125	FICA					9,626	9,818	9,867	
5130	VRS					16,962	17,301	17,386	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,648	1,681	1,690	
5150	Health Insurance					16,800	16,800	16,800	
5160	Disability Insurance								
5170	Unemployment Insurance					69	40	40	
	Total Personal Services	120,579	123,363	123,663	124,596	170,935	173,986	174,759	2.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	820	702	800	595	800	1,100	1,100	
5203	Professional & Special Services			100	0	100	100	100	
5206	Dues & Subscriptions	285	285	300	285	300	300	300	
5209	Maintenance - Electronics	720	720	700	720	700	700	700	
5216	Maintenance - Equipment	7,105	5,524	15,000	5,597	14,000	12,000	9,030	
5221	Postage	82	55	200	79	200	200	200	
5223	Telephone	511	1,673	1,500	1,380	1,500	1,500	1,500	
5224	Other Services & Charges			2,000	995	2,000	2,000	2,000	
5225	Travel & Vocational Training	119		800		1,800	1,800	1,800	
5242	Printing, Supplies, & Materials	83	2,639	3,500	(687)	3,500	3,200	3,200	
	Total Operating Expenses	9,725	11,598	24,900	8,965	24,900	22,900	19,930	-20.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment					5,174			
	Total Capital Outlay					5,174			
	TOTAL	\$130,304	\$134,961	\$148,563	\$133,561	\$201,009	\$196,886	\$194,689	-3.1%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2019-20

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244

Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement

Total Capital Outlay - FY2020-21 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Total Capital Outlay - FY2023-24			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT

DEPARTMENT NUMBER 1207

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$4,414	\$5,498	\$4,500	\$3,520	\$4,500	\$4,500	\$4,500	
5206	Dues & Subscriptions					1,000	1,000	1,000	
5210	Insurance Premiums - Other	3,512	6,926	9,000	6,450	6,550	6,786	6,786	
5211	Insurance Premiums - Workman's Comp.	191,793	184,053	250,000	247,094	265,450	254,783	254,783	
5220	Insurance Deductibles	11,210	6,004	10,000	6,428	10,000	10,000	10,000	
5224	Other Services					2,000			
5242	Printing, Supplies, & Materials					6,855	3,000	3,000	
5290	General Liability	105,605	103,117	100,000	100,703	106,718	101,033	101,033	
5291	Property & Casualty Insurance	47,807	47,807	37,000	34,417	40,000	43,387	43,387	
5292	Vehicle Insurance	99,389	93,130	80,000	82,133	79,650	83,304	83,304	
	Total Operating Services	463,730	446,535	490,500	480,745	522,723	507,793	507,793	-2.9%
	TOTAL	\$463,730	\$446,535	\$490,500	\$480,745	\$522,723	\$507,793	\$507,793	-2.9%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$112,134	\$117,818	\$121,193	\$122,405	\$123,616	\$126,089	\$126,707	
5103	Temporary & Seasonal Help	378	80	500	70	600	600	600	
5125	FICA					9,503	9,692	9,739	
5130	VRS					16,664	16,997	17,080	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,619	1,652	1,660	
5150	Health Insurance					13,590	18,102	18,102	
5160	Disability Insurance								
5170	Unemployment Insurance					69	40	40	
	Total Personal Services	112,512	117,898	121,693	122,475	165,661	173,172	173,928	5.0%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	160			115	450	600	600	
5203	Professional & Special Services	5,148	1,500	6,000	4,582	3,000	8,500	8,500	
5206	Dues & Subscriptions	1,340	1,295	1,800	730	3,000	3,000	3,000	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	1,800	1,800	1,800	
5216	Maintenance - Equipment	8,800	8,800	9,900	9,240	9,900	10,000	10,000	
5221	Postage	2,964	50	3,000	3,133	200	3,700	3,700	
5223	Telephone	2,577	2,570	2,600	2,595	2,600	2,600	2,600	
5225	Travel & Vocational Training	3,052	2,762	2,800	3,503	3,200	4,000	4,000	
5226	Automobile Allowance	3,250	3,250	3,250	3,250	3,600	3,600	3,600	
5242	Printing, Supplies, & Materials	3,210	577	3,000	144	600	600	600	
	Total Operating Expenses	32,301	22,604	34,150	29,092	28,350	38,400	38,400	35.4%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment					2,000	1,244	1,244	
5516	Electronic Equipment	10,857							
	Total Operating Expenses	10,857				2,000	1,244	1,244	-37.8%
	TOTAL	\$144,813	\$151,359	\$155,843	\$151,566	\$196,011	\$212,816	\$213,572	9.0%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Total Capital Outlay - FY2019-20 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Total Capital Outlay - FY2022-23 \$ 1,244

Annual Maintenance & Operations Cost \$ 200

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages		\$135,534	\$139,265	\$140,658	\$142,050	\$144,891	\$145,601	
5103	Temporary & Seasonal Help		1,552	3,000	1,058	3,000	3,500	3,500	
5105	Overtime			500		500	500	500	
5125	FICA					11,135	11,390	11,444	
5130	VRS					19,148	19,531	19,627	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					1,861	1,898	1,907	
5145	Group Life Insurance					37,140	37,140	37,140	
5150	Health Insurance					555	556	559	
5160	Disability Insurance					138	80	80	
5170	Unemployment Insurance								
	Total Personal Services	0	137,086	142,765	141,715	215,527	219,486	220,358	2.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		761	1,400	1,175	1,400	1,500	1,500	
5203	Professional & Special Services		400	1,200	900	1,200	1,200	1,200	
5206	Dues & Subscriptions			300		500	1,000	1,000	
5209	Maintenance - Electronics		2,084	2,100	1,800	2,100	2,100	2,100	
5216	Maintenance - Equipment		1,287	1,500	2,170	2,200	2,200	2,200	
5221	Postage		23,726	22,000	23,995	22,000	25,200	25,200	
5223	Telephone		4,069	3,800	4,178	3,800	4,100	4,100	
5224	Other Services & Charges			500		1,000	1,000	1,000	
5225	Travel & Vocational Training		661	1,000	667	1,000	1,500	1,500	
5242	Printing, Supplies, & Materials		6,958	8,000	4,798	8,000	40,000	40,000	
5285	Cash Over/Short		53		(40)				
	Total Operating Services		39,999	41,800	39,643	43,200	79,800	78,800	82.4%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment					3,288	2,488	2,488	
	Total Capital Outlay					3,288	2,488	2,488	-24.3%
	TOTAL	\$0	\$177,085	\$184,565	\$181,358	\$262,015	\$301,774	\$301,646	15.1%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

Fiscal Year:

FY2019-20

	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computers (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20	\$ 2,488		
Annual Maintenance & Operations Cost	\$ 400		

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21	\$ -
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Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22	\$ -
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Fiscal Year:

FY2022-23

	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2022-23	\$ 1,244		
Annual Maintenance & Operations Cost	\$ 200		

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

Fiscal Year:

FY2023-24

	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computers (2)	1,244	400	\$ 2,488

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Printers (2)	400	\$ 800
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Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.

Total Capital Outlay - FY2023-24	\$ 3,288
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Annual Maintenance & Operations Cost	\$ 400
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Information Technology

The 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 16 - 17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Computers	222	222	269	275
Servers	17	17	18	22
iPhones & iPads	125	125	125	130
Website Visitors	327,000	310,000	307,428	305,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	4,300	4,420	4,006	4,250
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	9,000	9,205	9,300	9,450
IT Service Ticket Hours (Proactive Information Management)	850	625	889	1050

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Director of IT	FT	Salary	1.00	1.00	0.00
Info Systems Coordinator	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$145,891	\$154,162	\$154,162	\$101,663	\$157,246	\$165,122	\$165,931	
5601	Accumulated Leave Pay				1,420				
5125	FICA					12,029	12,632	12,694	
5130	VRS					21,197	22,258	22,367	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					2,060	2,163	2,174	
5150	Health Insurance					23,820	17,070	17,070	
5160	Disability Insurance								
5170	Unemployment Insurance					69	40	40	
	Total Personal Services	145,891	154,162	154,162	103,084	216,421	219,285	220,276	1.8%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	3,715	10,023	17,700	10,908	116,567	55,870	55,870	
5206	Dues & Subscriptions	7,504	20,100	41,002	14,750	47,000	47,000	47,000	
5209	Maintenance - Electronics	3,240	3,240	8,000	3,240	10,000	17,000	17,000	
5216	Maintenance - Equipment	11,270	19,029	18,700	18,313	18,700	18,700	18,700	
5221	Postage	32		75		75	75	75	
5223	Telephone	3,158	3,005	3,288	2,757	3,288	3,300	3,300	
5225	Travel & Vocational Training	1,289	1,146	2,500	2,694	2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	909	700	1,000	986	1,000	1,000	1,000	
5248	Books & Publications	163		300	-	300	300	300	
	Total Operating Services	31,280	57,243	92,565	53,649	199,430	145,745	145,745	-26.9%
	<u>CAPITAL OUTLAY</u>								
5514	Technology Plan Implementation	17,199	963	13,000	23,507				
5516	Electronic Equipment	1,669	1,490		3,169	10,000	21,900	21,900	
	Total Capital Outlay	18,868	2,453	13,000	26,676	10,000	21,900	21,900	119.0%
	TOTAL	\$196,039	\$213,858	\$259,727	\$183,408	\$425,851	\$386,930	\$387,921	-8.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
City Hall Firewall High Availability	9,950	1,500	\$ 9,950
<i>New; The City Hall Firewall handles the security for a majority of our internal and external traffic. A second unit will ensure high availability of the City's email, phones, and Internet service. Unit cost includes hardware plus Proactive installation.</i>			
Courthouse & Library Firewall	11,950	2,396	\$ 11,950
<i>Replacement; Firewalls at the Library and the Courthouse need to be replaced. Unit cost includes hardware plus Proactive installation.</i>			
Total Capital Outlay - FY2019-20			\$ 21,900
Annual Maintenance & Operations Cost			\$ 3,896

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Intranetbox Server	10,000		\$ 10,000
<i>Replacement; Upgrade of server for iConnect intranet, city's internal website and internal Manager communications (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2020-21			\$ 10,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
GIS Server	10,000		\$ 10,000
<i>Replacement; Upgrade of Geographic Information System (GIS) server for entire network (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****INFORMATION TECHNOLOGY**

FY2021-22 Desktop Computer (1) **1,244** **200** **\$ 1,244**

(cont.) *Replacement; Desktop computer station with monitor and keyboard for IT Systems Coordinator; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.*

Total Capital Outlay - FY2021-22 **\$ 11,244**

Annual Maintenance & Operations Cost **\$ 200**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
File Server	10,000		\$ 10,000

Replacement; Upgrade of computer server for Enterprise File Storage (replacing server at 5 years per recommended lifecycle management); total cost includes labor for installation and network configuration; essential for maintaining existing service levels.

Desktop Computer (1) **1,244** **200** **\$ 1,244**

Replacement; Desktop computer station with monitor and keyboard for IT Director; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 **\$ 11,244**

Annual Maintenance & Operations Cost **\$ 200**

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Backup Server	10,000		\$ 10,000

Replacement: Upgrade of backup system server for entire city-wide network; backup storage requirements continue to increase; total cost includes labor for installation and network configuration; will replace current equipment at recommended lifecycle (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2023-24 **\$ 10,000**

Annual Maintenance & Operations Cost **\$ -**

Board of Elections Electoral Board and Registrar

The **Electoral Board** is a three-member body appointed by a majority of the Circuit Court judges, upon recommendation of party chairs. The Electoral Board is responsible for ensuring uniformity, fairness, accuracy and purity in all elections within the city. The majority of the Board (two members) must represent the political party receiving the highest number of votes in the last preceding gubernatorial election; the remaining member represents 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 **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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Voters Registered	12,169	12,240	12,325	12,350
Absentee Ballots	1369	572	750	500
Voting Equip. P & M	49	49	28	28
Candidate Processing-local	13	4	6	15
Campaign Finance-local	13	4	6	15

Personnel Resources

Registrar			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	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	B	Salary	1.00	1.00	0.00
Electoral Board Vice-Chair	B	Salary	1.00	1.00	0.00
Electoral Board Secretary	B	Salary	1.00	1.00	0.00
Assistant Registrar	Temp.	Hourly	1.00	1.00	0.00
B = Board Member, Temp. = Temporary			4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD

DEPARTMENT NUMBER 1301

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$6,297	\$6,318	\$6,318	\$6,425	\$6,318	\$6,575	\$6,607	
5125	FICA					483	503	505	
5170	Unemployment Insurance						16	17	
	Total Personal Services	6,297	6,318	6,318	6,425	6,801	7,094	7,129	4.8%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	160	180	180	180	180	180	180	
5216	Maintenance - Equipment	5,384	5,304	5,500	1,625	5,660	5,660	5,660	
5221	Postage	235	532	1,000	372	1,000	1,200	1,200	
5224	Other Services & Charges	82	101	85	102	110	110	110	
5225	Travel & Vocational Training	2,077	179	2,500	101	2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	7,761	5,994	7,000	10,207	12,000	16,000	16,000	
	Total Operating Services	15,699	12,290	16,265	12,587	21,450	25,650	25,650	19.6%
	TOTAL	\$21,996	\$18,608	\$22,583	\$19,012	\$28,251	\$32,744	\$32,779	16.0%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$84,484	\$81,588	\$85,523	\$99,608	\$87,175	\$83,967	\$84,379	
5103	Temporary & Seasonal Help	12,600	12,460	12,000	9,610	12,000	16,000	16,000	
5105	Overtime					7,587	7,647	7,679	
5125	FICA					11,357	10,917	10,970	
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					1,104	1,061	1,066	
5145	Group Life Insurance					10,050	10,050	10,050	
5150	Health Insurance					182	183	184	
5160	Disability Insurance					69	47	47	
5170	Unemployment Insurance								
	Total Personal Services	97,084	94,048	97,523	109,218	129,524	129,872	130,375	0.7%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,076	530	1,500	445	1,400	1,400	1,400	
5206	Dues & Subscriptions	170	170	300	170	300	300	300	
5209	Maintenance - Electronics	1,080	1,080	960	1,080	960	1,000	1,000	
5221	Postage	1,147	1,760	2,200	1,388	3,000	3,500	3,500	
5223	Telephone	3,224	3,317	3,264	3,269	3,264	3,264	3,264	
5225	Travel & Vocational Training	1,129	0	1,200	60	1,200	1,500	1,500	
5242	Printing, Supplies, & Materials	3,044	4,857	5,000	7,793	5,600	9,000	9,000	
	Total Operating Services	10,870	11,714	14,424	14,205	15,724	19,964	19,964	27.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment			65,000	79,300	25,000	2,488	2,488	
	Total Operating Expenses			65,000	79,300	25,000	2,488	2,488	-90.0%
	TOTAL	\$107,954	\$105,762	\$176,947	\$202,723	\$170,248	\$152,324	\$152,827	-10.2%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REGISTRAR & ELECTORAL BOARD

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (2)	1,244	400	2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

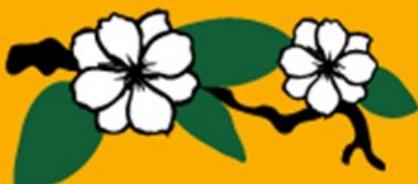
FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

JUDICIAL
ADMINISTRATION

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Circuit Court Clerk

The 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 2016 Actual	CY 2017 Actual	CY 2018 Actual	CY 2019 Estimated
Total Cases (Criminal/Civil)	1,527	1,680	1,389	1,750
Wills/Estates Initiated	91	118	184	125
Judgments/Liens/Notices	1,980	2,278	2,005	2,300
Deeds Recorded	2,154	2,133	2,026	2,500
Marriage Licenses	208	241	217	250
Restitution	766	782	844	900
Concealed Handgun Permits	339	274	351	450

Personnel Resources

Circuit Court Clerk		Authorized Positions			
Classification Title	Status *	Hourly/ Salary	FY 2018-19	FY 2019-20	Diff.
Circuit Court Clerk	FT	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	3.00	3.00	0.00
FT = Full Time PT = Part Time			6.00	6.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK

DEPARTMENT NUMBER 1351

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$305,318	\$307,145	\$307,145	\$311,059	\$313,287	\$319,553	\$321,119	
5103	Temporary & Seasonal Help	1,086	1,092	12,480		4,000	4,000	4,000	
5105	Overtime								
5125	FICA					23,793	24,752	24,872	
5130	VRS					41,809	42,645	42,854	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					4,104	4,186	4,207	
5150	Health Insurance					56,905	56,905	56,905	
5160	Disability Insurance					397	399	400	
5170	Unemployment Insurance					206	120	120	
5601	Accumulated Leave Pay								
	Total Personal Services	306,404	308,237	319,625	311,059	444,501	452,560	454,477	2.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	87,642	63,961	90,000	63,865	79,200	79,200	79,200	
5205	Law Clerk		26,564	29,200	30,824	30,824	31,018	31,018	
5206	Dues & Subscriptions	960	1,329	1,375	1,373	1,375	1,519	1,519	
5209	Maintenance - Electronics	2,520	2,520	2,520	2,520	2,520	2,520	2,520	
5216	Maintenance - Equipment	5,191	5,957	9,543	1,568	6,507	11,232	11,232	
5221	Postage	5,492	4,532	4,500	5,282	4,500	4,500	4,500	
5223	Telephone	11,887	11,856	12,200	12,126	12,200	12,200	12,200	
5224	Other Services & Charges	501		2,500		2,500	2,500	2,500	
5225	Travel & Vocational Training				413				
5242	Printing, Supplies, & Materials	6,784	10,447	8,000	7,493	8,000	8,000	8,000	
	Total Operating Services	120,977	127,166	159,838	125,464	147,626	152,689	152,689	3.4%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment	3,262		2,500		2,500	2,488	2,488	
	Total Capital Outlay	3,262		2,500		2,500	2,488	2,488	-0.5%
	TOTAL	\$430,643	\$435,403	\$481,963	\$436,523	\$594,627	\$607,737	\$609,654	2.5%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CLERK OF CIRCUIT COURT

Fiscal Year:

FY2019-20

Desktop Computers (2)	1,244	400	\$ 2,488
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Replacement; Desktop computer stations with monitors; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Total Capital Outlay - FY2019-20	\$ 2,488
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Annual Maintenance & Operations Cost	\$ 400
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Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21	\$ -
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Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22	\$ -
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Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23	\$ -
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Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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Desktop Computers (2)	1,244	400	\$ 2,488
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Replacement; Desktop computer stations with monitors; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Total Capital Outlay - FY2023-24	\$ 2,488
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Annual Maintenance & Operations Cost	\$ 400
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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$62,723	\$30,329	\$65,000	\$22,961	\$65,000	\$60,000	\$60,000	
5206	Dues & Subscriptions	100		300		300	300	300	
5212	Rent of Equipment	600	450	5,400	631	5,500	2,000	2,000	
5216	Maintenance - Equipment	557	945	1,214	814	1,300	1,200	1,200	
5221	Postage	33	50	50	42	50			
5223	Telephone	7,981	7,634	8,500	7,972	8,600	8,600	8,600	
5225	Travel & Vocational Training	25		1,500		1,600	1,000	1,000	
5242	Printing, Supplies, & Materials	1,174	1,913	3,000	1,913	3,500	3,500	3,500	
5248	Books & Publications	133	143	300		300	300	300	
5251	Clothing & Personal Supplies	20		250		250			
	Total Operating Services	73,346	41,464	85,514	34,332	86,400	76,900	76,900	-11.0%
	TOTAL	\$73,346	\$41,464	\$85,514	\$34,332	\$86,400	\$76,900	\$76,900	-11.0%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5214	Maintenance - Motor Vehicles			\$300		\$300			
5221	Postage	\$196	\$727	200		200	\$200	\$200	
5223	Telephone	2,036	2,016	2,484	\$2,315	2,484	2,484	2,484	
5225	Travel & Vocational Training	175		650		650	750	750	
5242	Printing, Supplies & Materials	2,247	2,214	2,000	1,361	2,000	2,150	2,150	
5247	Motor Fuels & Lubricants			250		250			
	Total Operating Services	4,654	4,957	5,884	3,676	5,884	5,584	5,584	-5.1%
	TOTAL	\$4,654	\$4,957	\$5,884	\$3,676	\$5,884	\$5,584	\$5,584	-5.1%

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Commonwealth's Attorney

The Commonwealth's Attorney Office includes five 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	CY 2016 Actual	CY 2017 Actual	CY 2018 Actual	CY 2019 Estimated
Circuit Court-felony cases	780	745	718	818
Circuit Ct-misdemeanor cases	450	400	533	700
GDCT Total Criminal Cases	3,000	2,900	6,821	7,321
GDCT traffic (criminal)	1,700	1,400	2,685	2,985
Jury Trials (circuit court)	8	10	5	10
Juvenile Cases	650	520	1,669	1,969

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Commonwealth's Attorney	FT	Salary	1.00	1.00	0.00
Other Attorneys	FT	Salary	4.00	5.00	1.00
Secretary/paralegal support	FT	Salary	3.00	3.00	0.00
Secretary/paralegal support	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			9.00	10.00	1.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$495,664	\$516,562	\$521,338	\$525,451	\$522,615	\$580,896	\$583,581	
5103	Temporary & Seasonal Help		1,144		4,000	4,493	32,000	4,000	32,000
5113	Phone Allowance							2,000	2,000
5601	Accumulated Leave			3,074		14,101			
5125	FICA					41,628	44,898	47,245	
5130	VRS					69,744	69,135	69,452	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					6,846	6,719	6,750	
5150	Health Insurance					90,140	101,828	101,828	
5160	Disability Insurance					893	1,010	1,014	
5170	Unemployment Insurance					310	180	180	
	Total Personal Services	495,664	520,780	525,338	544,045	764,176	810,666	844,050	10.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	175	527	500	92	500	500	500	
5206	Dues & Subscriptions	4,321	4,614	12,193	8,275	11,673	11,673	11,673	
5209	Maintenance - Electronics	5,400	5,400	6,000	5,400	6,300	6,300	6,300	
5216	Maintenance - Equipment	3,436	3,761	3,995	8,293	10,015	10,015	10,015	
5221	Postage	2,189	1,782	3,700	1,510	4,120	4,120	4,120	
5223	Telephone	11,427	11,410	11,614	11,038	12,516	12,516	12,516	
5225	Travel & Vocational Training	11,056	2,981	6,000	5,557	6,000	6,000	6,000	
5242	Printing, Supplies, & Materials	15,744	16,110	11,500	11,284	11,500	11,500	11,500	
5248	Books & Publications	39	1,358	2,000	1,444	4,112	4,112	4,112	
5261	Asset Forfeiture	8,768	21,412		15,045				
5269	Law Library		1,541		10,893		10,000	10,000	
	Total Operating Services	62,555	70,896	57,502	78,831	66,736	76,736	76,736	15.0%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures						3,450	2,750	
5516	Electronic Equipment	3,733	22,389	5,700	3,227	2,644	3,044	3,044	
	Total Capital Outlay	3,733	22,389	5,700	3,227	2,644	6,494	5,794	119.1%
	TOTAL	\$561,952	\$614,065	\$588,540	\$626,103	\$833,556	\$893,896	\$926,580	11.2%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (1)	1,244	200	\$ 1,244
<i>Replacement; Routine upgrade of departmental VCIN desktop computer to run criminal records for court.</i>			
Printers (3)	400		\$ 1,200
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Printer (1)	600		\$ 600
<i>Replacement; Routine upgrade of VCIN Printer, will replace current equipment essential for maintaining existing service levels.</i>			
Shredder	1,500		\$ 1,500
Desk Chairs (3)	250		\$ 750
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Capital Outlay - FY2019-20			\$ 6,494
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Laptop Computer (1)	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Printer (3)	400		\$ 1,200
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.</i>			
Desk Chairs (2)	250		\$ 500
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Capital Outlay - FY2020-21			\$ 4,100
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****COMMONWEALTH'S ATTORNEY**

Fiscal Year:

FY2021-22

<u>Item</u>	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Laptop Computer	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Desk Chairs (2)	250		\$ 500
Side Chairs (2)	250		\$ 500
Conference Room Chairs (2)	350		\$ 700
Total Capital Outlay - FY2021-22			\$ 5,388
Annual Maintenance & Operations Cost			\$ 600

Fiscal Year:

FY2022-23

<u>Item</u>	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Shredder	1,500		\$ 1,500
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			
Laptop Computer (1)	1,200	200	\$ 1,200
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Desk Chairs (2)	250		\$ 500
Total Capital Outlay - FY2022-23			\$ 3,200
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Desktop Computer (1)	1,244	200	\$ 1,244	
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard utilized by administrative staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Printer (2)	400		\$ 800	
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by entire staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>				
Laptop Computer (1)	1,200	200	\$ 1,200	
<i>Replacement; Routine upgrade of laptop stations with monitor and keyboard utilized by attorneys; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Desk Chairs (2)	250		\$ 500	
Side Chairs (3)	250		\$ 750	
Total Capital Outlay - FY2023-24			\$ 4,494	
Annual Maintenance & Operations Cost			\$ 400	

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Sheriff

The 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 expedite a successful resolution.

The Sheriff's Office is fully accredited by the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The Sheriff's Office partners each year with our Police Officers, Firefighters 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 to support the Sheriff's Office is derived from a variety of resources including the City's General Fund, the State Compensation Board, court fees, Sheriff's Fees, grants, and donations.

Performance Indicators	FY 16 – 17 Actual	FY 17 – 18 Actual	FY 18 – 19 Estimated	FY 19 – 20 Estimated
Court Security Dockets	420	405	390	399
Inmate/Prisoner Count	1,800	1,703	1,850	1,900
Prisoner Transports	535	569	600	700
Civil Papers Served	10,195	9,583	9,700	9,900
Courthouse Patron Count	60,005	64,324	59,000	60,000

Personnel Resources

Sheriff's Office			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Sheriff	FT	Salary	1.00	1.00	0.00
Chief Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Deputy Sheriff	FT	Salary	6.00	6.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time			11.00	11.00	0.00
Deputy Sheriff	PT	Hourly	7.00	7.00	0.00
PT = Part Time			7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$619,873	\$614,152	\$605,295	\$637,945	\$620,788	\$633,922	\$636,622	
5103	Temporary & Seasonal Help	19,447	14,071	32,000	11,465	36,000	45,000	35,000	
5105	Overtime	34,333	28,307	36,000	28,127	36,000	36,000	36,000	
5601	Accumulated Leave	6,915	149		565				
5125	FICA					52,048	54,692	54,133	
5130	VRS					68,900	71,228	71,522	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					6,763	6,992	7,021	
5150	Health Insurance					109,148	93,882	93,882	
5160	Disability Insurance								
5170	Unemployment Insurance					619	333	333	
	Total Personal Services	680,568	656,679	673,295	678,102	930,266	942,049	934,513	0.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	6,088	6,827	7,872	7,871	7,881	8,117	8,117	
5206	Dues & Subscriptions	1,365	1,193	1,400	1,045	1,400	4,305	4,305	
5209	Maintenance - Electronics	4,320	4,320	3,816	4,320	3,816	3,816	3,816	
5214	Maintenance - Motor Vehicles	7,501	2,920	4,200	5,475	5,000	6,000	6,000	
5216	Maintenance - Equipment	11,006	22,137	26,400	14,333	26,300	22,100	22,100	
5221	Postage	1,051	1,044	1,200	786	1,200	1,200	1,200	
5223	Telephone	14,577	14,451	15,400	14,317	15,400	15,400	15,400	
5225	Travel & Vocational Training	2,806	5,770	4,500	7,417	5,000	6,000	6,000	
5242	Printing, Supplies & Materials	33,257	28,741	33,000	15,232	33,000	33,000	33,000	
5247	Motor Fuels & Lubricants	9,401	9,039	13,000	11,057	13,000	13,000	13,000	
5250	Small Tools & Equipment	3,176	782	3,900	1,608	3,900	3,900	3,900	
5275	Donated Funds	691			(1,407)				
	Total Operating Services	95,239	97,224	114,688	82,053	115,897	116,838	116,838	0.8%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	33,875	31,468	33,000	31,532	32,000	35,000	35,000	
5516	Electronic Equipment	17,165		1,250	1,208		1,244	1,244	
5520	Other Equipment						1,500	1,500	
	Total Capital Outlay	51,040	31,468	34,250	32,740	32,000	37,744	37,744	18.0%
	TOTAL	\$826,847	\$785,371	\$822,233	\$792,895	\$1,078,163	\$1,096,631	\$1,089,095	1.0%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Fleet Vehicle	30,000	500	\$ 30,000
<i>Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Equipment Package	5,000	500	\$ 5,000
<i>Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Taser	1,500	100	\$ 1,500
<i>Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.</i>			
Total Capital Outlay - FY2019-20			\$ 37,744
Annual Maintenance & Operations Cost			\$ 1,300

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Fleet Vehicle	30,000	500	\$ 30,000	
<i>Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>				
Equipment Package	5,000	500	\$ 5,000	
<i>Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>				
Desktop Computer	1,300	200	\$ 1,300	
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>				
Electronic Control/CCTV System	97,000	5,000	\$ 97,000	
<i>Phase I Replace/upgrade; Current electronic system controls, cameras and data storage need to be replaced and upgraded from analog to digital; proper functionality of these systems are absolutely essential to the safety and welfare of visiting public, courthouse staff and inmates alike; replacement/upgrade would provide up-to-date vendor supported systems, maintaining current service levels.</i>				
Taser	1,500	100	\$ 1,500	
<i>Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.</i>				
Total Capital Outlay - FY2020-21			\$ 134,800	
Annual Maintenance & Operations Cost			\$ 6,300	

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2021-22

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	30,000	500	\$ 30,000
<i>Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Equipment Package	5,000	500	\$ 5,000
<i>Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Taser	1,500	100	\$ 1,500
<i>Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.</i>			
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Electronic Control/CCTV System	40,000	1,000	\$ 40,000
<i>Phase II Replace/upgrade; Current electronic system controls, cameras and data storage need to be replaced and upgraded from analog to digital; proper functionality of these systems are absolutely essential to the safety and welfare of visiting public, courthouse staff and inmates alike; replacement/upgrade would provide up-to-date vendor supported systems, maintaining current service levels.</i>			
Total Capital Outlay - FY2021-22			\$ 77,744
Annual Maintenance & Operations Cost			\$ 2,300

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2022-23

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
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Fleet Vehicle **30,000** **500** **\$ 30,000**

Replacement; Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.

Equipment Package **5,000** **500** **\$ 5,000**

Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.

Desktop Computer **1,244** **200** **\$ 1,244**

Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.

Taser **1,500** **100** **\$ 1,500**

Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.

Total Capital Outlay - FY2022-23 **\$ 37,744**

Annual Maintenance & Operations Cost **\$ 1,300**

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	30,000	500	\$ 30,000
<i>Replacement; Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Equipment Package	5,000	500	\$ 5,000
<i>Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Taser	1,500	100	\$ 1,500
<i>Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.</i>			
X-Ray Machine	48,000	4,900	\$ 48,000
<i>Replacement; replaces courthouse public entrance x-ray machine, which is essential in maintaining public and court staff safety and required to maintain current service levels.</i>			
Total Capital Outlay - FY2023-24			\$ 84,500
Annual Maintenance & Operations Cost			\$ 6,000

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)

DEPARTMENT NUMBER 1358

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services								
5257	Adult Drug Court Program	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$39,600	\$39,600	
5258	Juvenile Drug Court Program	21,000	21,000	21,000	21,000	21,000	23,100	23,100	
	Total Operating Services	57,000	57,000	57,000	57,000	57,000	62,700	62,700	10.0%
	TOTAL	\$57,000	\$57,000	\$57,000	\$57,000	\$57,000	\$62,700	\$62,700	10.0%

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$47,010	\$75,975	\$79,612	\$80,408	\$81,204	82,828.00	\$83,234	
5125	FICA	18,889	31,677	40,096	32,489	6,212	6,336	6,367	
5130	VRS					10,946	11,165	11,220	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,064	1,085	1,090	
5150	Health Insurance					20,340	16,800	16,800	
5160	Disability Insurance					193	193	194	
5170	Unemployment Insurance					69	40	40	
Total Personal Services		65,899	107,652	119,708	112,897	120,028	118,447	118,945	-0.9%
<u>OPERATING EXPENSES</u>									
5206	Dues & Subscriptions			275	100	275	275	275	
5209	Maintenance - Electronics		360	375	360	375	375	375	
5215	Maintenance - Furniture & Equipment			500		500	500	500	
5221	Postage	480	424	450	400	450	450	450	
5223	Telephone	1,399	1,431	3,000	1,400	1,600	1,500	1,500	
5224	Other Services & Charges			500	145	500	500	500	
5225	Travel & Vocational Training			1,700		1,700	1,700	1,700	
5242	Printing, Supplies, & Materials	2,012	1,487	1,800	2,341	1,800	1,800	1,800	
Grant Increase		2,079	5,885						
Total Operating Expenses		5,970	9,587	8,600	4,747	7,200	7,100	7,100	-1.4%
<u>CAPITAL OUTLAY</u>									
5516	Electronic Equipment					1,244			
5510	Office Equipment						500	500	
Total Capital Outlay						1,244	500	500	-59.8%
TOTAL		\$71,869	\$117,239	\$128,308	\$117,644	\$128,472	\$126,047	\$126,545	-1.5%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2019-20

<u>Item</u>	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desk Chairs (2)	250		\$ 500
Total Capital Outlay - FY2019-20			\$ 500
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2020-21

<u>Item</u>	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Printer (1)	300	-	\$ 300
<i>Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels</i>			
Total Capital Outlay - FY2020-21			\$ 300
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Routine upgrade of computer stations with monitor and keyboard; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement</i>			
Printer (1)	300		\$ 300
<i>Replacement; Routine upgrade of printer</i>			
Total Capital Outlay - FY2021-22			\$ 1,544
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23	\$ -
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City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

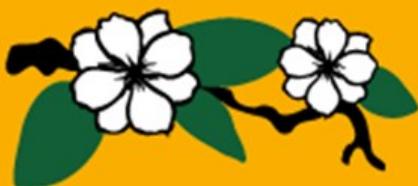
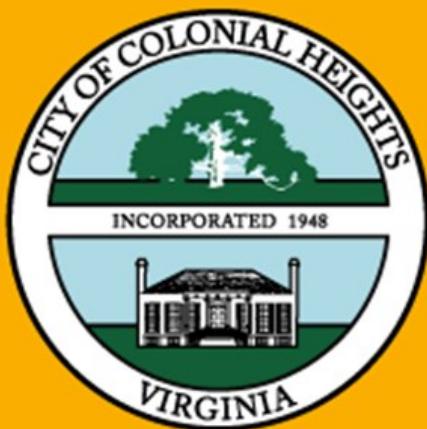
DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages								
5125	FICA								
	Total Personal Services								
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$360		\$2,000		\$2,000	\$2,000	\$2,000	
5206	Dues & Subscriptions	40	\$50	150	\$50	150	150	150	
5212	Rent of Equipment	1,639	1,762	2,000	2,185	2,000	2,000	2,000	
5216	Maintenance - Equipment			1,000		1,000	1,000	1,000	
5223	Telephone	1,051	973	5,000	1,165	1,500	1,500	1,500	
5225	Travel & Vocational Training	25	162	3,000	164	4,000	5,000	5,000	
5242	Printing, Supplies, & Materials	1,377	916	2,500	937	2,500	2,500	2,500	
5248	Books & Publications			200		200	200	200	
5251	Clothing & Personal Supplies		27	500	209	500	1,000	1,000	
	Total Operating Services	4,492	3,890	16,350	4,711	13,850	15,350	15,350	10.8%
	TOTAL	\$4,492	\$3,890	\$16,350	\$4,711	\$13,850	\$15,350	\$15,350	10.8%

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

PUBLIC SAFETY

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Police

The Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially, and by maintaining a highly visible police presence throughout the community, providing a deterrent to criminal activity. The CHPD is organizationally structured into three divisions: **Operations/Patrol, Law Enforcement Services, and Investigations.**

The **Operations Division** consists primarily of the Patrol Division and is the most visible, providing around-the-clock service to the City's residents and visitors. Uniformed officers provide the first line of defense for the public's safety and are likely the first officers seen when CHPD is called. Each law enforcement officer, regardless of assignment, works to protect life and property, uphold individual civil rights, and preserve public peace. Officers provide varied assistance to citizens, enforce criminal and motor vehicle laws and respond to emergency situations. These are dedicated professionals who place their personal safety in jeopardy for the residents and visitors alike. Patrol officers are assigned to one of four squads and work permanent shifts with rotating days and weekends off.

The **Law Enforcement Services Division** provides support to all officers and the CHPD Command Staff. This division is responsible for accreditation, training, 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. CHPD also has officers assigned to a Special Operations Unit, which falls under the Investigations Division. This specialty unit concentrates on quality-of-life crimes, such as disorderly conduct, public intoxication, prostitution, narcotics, gang activity, and other assignments as necessary.

Performance Indicators	CY 2017 Actual	CY 2018 Actual	CY 2019 Estimated	CY 2020 Estimated
Police Reports	3,936	3,757	3,848	3,802
Self-initiated Police Activity	24,160	20,929	22,544	21,736
Traffic Citations	7,564	6,292	5,927	6,109
Traffic Crashes	1,155	1,124	1,139	1,131
Total Arrests	4,492	4,260	4,376	4,318

Police (continued)

Personnel Resources

Police Department			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Police Chief	F	Salary	1.00	1.00	0.00
Captains	F	Salary	3.00	3.00	0.00
Lieutenants	F	Salary	4.00	4.00	0.00
Sergeants	F	Salary	6.00	6.00	0.00
Detectives	F	Salary	4.00	4.00	0.00
Police Officers	F	Salary	33.00	33.00	0.00
Clerical Staff	F	Salary	4.00	4.00	0.00
Animal Control Officers	F	Salary	2.00	2.00	0.00
*F = Full Time PT= Part-Time			57.00	57.00	0.00

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Animal Control Aides	PT	Hourly	3.00	3.00	0.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
FOIA Specialist	PT	Daily	1.00	1.00	0.00
*F = Full Time PT= Part-Time			9.00	9.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$3,142,401	\$3,157,142	\$3,200,901	\$3,120,043	\$3,200,547	\$3,275,237	\$3,291,197	
5103	Temporary & Seasonal Help	47,943	52,658	78,697	56,643	87,223	87,223	87,223	
5105	Overtime	188,558	162,211	175,000	195,700	200,000	200,000	200,000	
5110	Sick Bank Pay								
5601	Accumulated Leave	16,268	44,710			266,814	269,803	271,012	
5125	FICA					429,771	441,502	443,653	
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					41,766	42,906	43,115	
5145	Group Life Insurance					577,110	605,856	605,856	
5150	Health Insurance					179	179	180	
5160	Disability Insurance					1,961	1,140	1,140	
5170	Unemployment Insurance								
Total Personal Services		3,395,170	3,416,721	3,454,598	3,372,386	4,805,371	4,923,846	4,943,376	2.9%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	5,120	9,508	5,741	5,941	5,741	7,741	7,741	
5206	Dues & Subscriptions	15,371	15,303	15,653	14,879	15,678	15,928	15,928	
5209	Maintenance - Electronics	19,080	19,080	17,846	19,080	17,846	17,846	17,846	
5212	Rent of Equipment	7,389	7,963	8,000	6,694	8,000	9,000	9,000	
5214	Maintenance - Motor Vehicles	46,824	50,127	53,600	45,361	54,672	55,772	55,772	
5216	Maintenance - Equipment	13,264	9,916	13,570	12,747	22,055	22,055	22,055	
5218	Maintenance - Miscellaneous	22,823	2,092	52,328	52,764	55,328	55,328	55,328	
5221	Postage	1,008	1,168	1,500	1,653	1,500	2,000	2,000	
5223	Telephone	43,121	41,486	42,552	43,771	43,527	43,527	43,527	
5224	Other Services & Charges	1,645	1,650	2,500	1,388	2,500	2,500	2,500	
5225	Travel & Vocational Training	15,261	14,974	18,500	48,684	51,093	53,511	53,511	
5242	Printing, Supplies, & Materials	110,142	96,687	89,000	76,626	93,833	93,833	92,833	
5246	Animal Control	16,338	22,356	30,000	24,732	32,000	32,000	32,000	
5247	Motor Fuels & Lubricants	71,233	75,433	80,000	89,262	81,600	83,232	83,232	
5248	Books & Publications	364	118	547	879	575	575	575	
5261	Forfeited Assets	23,804	41,347		36,176				
5263	Grant Funds	13,211	3,192		12,451				
5266	K-9 Funds	(2,461)	(1,252)		4,546				
5274	Controlled Drug Buy Money	5,000		5,000	5,000	5,000	5,000	5,000	

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
5275	Donated Funds	1,421	2,550		1,314				
5279	Operation Bloodhound	1,557	450		144				
5409	Adopt-A-Cop	(2,065)	(150)						
	Total Operating Services	429,450	413,998	436,337	504,091	490,948	499,848	498,848	1.6%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	178,446	178,044	119,000	112,684	177,000	168,000	168,000	
5506	Court Restitution								
5516	Electronic Equipment	11,635	43,617	21,250	25,850	14,700	14,620	14,620	
5520	Other Equipment	2,531	6,300	24,800	23,665	32,780	19,500	19,500	
	Total Capital Outlay	192,612	227,961	165,050	162,199	224,480	202,120	202,120	-10.0%
	TOTAL	\$4,017,232	\$4,058,680	\$4,055,985	\$4,038,676	\$5,520,799	\$5,625,814	\$5,644,344	2.2%

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)	42,000	2,000	\$168,000

New/Replacement: Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. Auto manufacturers are no longer making sedan-style police interceptors; therefore, we are obliged to replace them with the smallest sport utility vehicle (SUV) available. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$31,000 cost for each vehicle, plus \$11,000 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 installation cost for new radios.]

Desktop Computers (5)	1,244	1,000	\$6,220
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Replacement: Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years).

Laptop Computers (4)	2,100	800	\$8,400
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New/Replacement: Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.

Tasers (4)	1,200	400	\$4,800
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Replacements: In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Patrol Rifles (5)	2,600	\$13,000
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New: Price includes sites, rail systems and light systems. These would outfit five (5) officers with patrol rifles. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis in order to match force with force in today's challenging environment.

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

FY2019-20 Radar Unit (1)	1,700	\$1,700
(Cont.) <i>New/Replacement; Added to budget beginning this year due to the fact that DMV grant opportunities are no longer available as in the past.</i>		
Total Capital Outlay - FY2019-20	\$ 202,120	
Annual Maintenance & Operations Cost	\$4,200	

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)	42,000	2,000	\$168,000

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$31,000 cost for each vehicle, plus \$11,000 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 installation cost for new radios.]

Administrative Vehicle and Equipment Package (1)	20,000	1,200	\$20,000
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Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Speed-Monitoring Systems (2)	3,000	\$6,000
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New; To be placed unannounced at various and undisclosed locations throughout the city. These units address speeding complaints and employ traffic calming measures. They would provide an accurate reading of traffic flow and identify times and locations so that supervisors can focus on problem areas and assign patrol officers accordingly.

Desktop Computers (5)	1,244	1,000	\$6,220
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Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years).

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:	Laptop Computers (4)	2,100	800	\$8,400
FY2020-21	<i>New/Replacement; Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.</i>			
(Cont.)				
	Tasers (4)	1,200	400	\$4,800
	<i>Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.</i>			
	Radar Unit (1)	1,700		\$1,700
	<i>New/Replacement; Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.</i>			
	Patrol Rifles (3)	2,600		\$13,000
	<i>New; Price includes sites, rail systems and light systems. The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis in order to match force with force in today's challenging environment. This will complete our objective of outfitting all officers in the department with patrol rifles.</i>			
	Total Capital Outlay - FY2020-21		\$ 228,120	
	Annual Maintenance & Operations Cost		\$5,400	

Fiscal Year:	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
FY2021-22	Patrol Vehicles and Equipment Packages (4)			
		42,000	2,000	\$168,000
	<i>New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$31,000 cost for each vehicle, plus \$11,000 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 installation cost for new radios.]</i>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:	Administrative Vehicle and Equipment Package (1)	20,000	1,200	\$20,000
FY2021-22 (cont.) <i>Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the \$500 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>				
	Servers (2)	3,000	200	\$6,000
<i>New/Replacements; Rotation of old and outdated servers that support both our mobile data computers and our PC's. The Public Safety IT Director has advised that we should be rotating these out every five (5) years. Updating the servers is essential to efficient functionality of our officers. The terminal server allows officers to remotely complete and submit their accident/offense reports. The mobile server runs the Shieldware Mobile Program, a database which allows officers to not only run the mobile software in their vehicles, but also routes the VCIN/CMV traffic back and forth to the State.</i>				
	Desktop Computers (5)	1,300	1,000	\$6,500
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years).</i>				
	Laptop Computers (4)	2,100	800	\$8,400
<i>New/Replacement; Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.</i>				
	Tasers (4)	1,200	400	\$4,800
<i>Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.</i>				
	Radar Unit (1)	1,700		\$1,700
<i>New/Replacement; Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.</i>				

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:	Drones (2)	2,500	\$5,000
FY2021-22	(cont.) New; Drones are quickly becoming the ultimate law enforcement tool and can be used in a myriad of situations, such as search and rescue missions; traffic collision reconstruction; investigation of active shooter/suspects; crime scene analysis; surveillance; crowd monitoring; tracking. These aerial devices can go where no law enforcement officer can go. They can also collect, provide and store invaluable data.		
Total Capital Outlay - FY2021-22			\$ 220,400
Annual Maintenance & Operations Cost			\$5,600

Fiscal Year:	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
FY2022-23				
	Patrol Vehicles and Equipment Packages (4)	42,000	2,000	\$168,000
	<i>New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for high mileage vehicles; updating fleet is essential to meeting increased demand for patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$31,000 cost for each vehicle, plus \$11,000 each for (4) equipment packages; Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 radio installation.]</i>			
	Administrative Vehicle and Equipment Package (1)	20,000	1,200	\$20,000
	<i>Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package and radio installation. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</i>			
	Desktop Computers (5)	1,244	1,000	\$6,220
	<i>Replacement; Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years).</i>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:	Laptop Computers (4)	2,100	800	\$8,400
FY2022-23	<i>New/Replacement; Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.</i>			
(cont.)				
	Tasers (4)	1,200	400	\$4,800
	<i>Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.</i>			
	Radar Unit (1)	1,700		\$1,700
	<i>New/Replacement; Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.</i>			
	Tracking K-9 (1)	10,000		\$10,000
	<i>Replacement; Acquisition of new tracking K-9 to replace an aging bloodhound that we acquired in 2014. This canine is utilized to locate lost and missing persons, as well as fleeing criminals. Before K-9 Rose joined our ranks, we had occasions of missing persons in the community where we had to request and then wait for outside agencies to respond. Having our own trained animal lessens the dependency on other agencies and increases the likelihood of capturing criminals who are a threat to our citizenry. The cost includes training of canine and handler.</i>			
	Total Capital Outlay - FY2022-23			
	\$ 219,120			
	Annual Maintenance & Operations Cost			
	\$5,400			

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment Packages (4)			
	42,000	2,000	\$168,000
<p><i>New/Replacement:</i> Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents \$31,000 cost for each vehicle, plus \$11,000 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages); Panasonic Toughbook mobile data laptop computers for each vehicle; and (4) Golden Eagle radar units. This figure also includes the \$500 installation cost for new radios.]</p>			
Administrative Vehicle and Equipment Package (1)			
	20,000	1,200	\$20,000
<p><i>Replacement:</i> Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package and radio installation. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.</p>			
Desktop Computers			
(5)	1,300	1,000	\$6,500
<p><i>Replacement:</i> Desktop computer station with monitor and keyboard for general departmental use; will replace departmental computers at recommended IT lifecycle management (5 years).</p>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:	Laptop Computers (4)	2,100	800	\$8,400
FY2023-24	<i>New/Replacement; Mobile data laptop computers (Panasonic Toughbooks) for use in patrol vehicles; will replace existing computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels. These laptops allow officers to communicate with Dispatch; run VCIN/NCIC queries; complete reports; message Dispatch; and communicate with fellow officers.</i>			
(cont.)				
	Tasers (4)	1,200	400	\$4,800
	<i>Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.</i>			
	Radar Units (1)	1,700		\$1,700
	<i>New/Replacement; Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.</i>			
	Property Room Upgrades	25,000		\$25,000
	<i>New; Installation of space-saving property bins and upgrading of security measures.</i>			
	Building Security	20,000		\$20,000
	<i>New; Upgrade camera systems throughout the building; install more advanced entrance system for staff, possibly going from proximity cards to eye recognition; enhance security in the sally port.</i>			
	Furniture	5,000		\$5,000
	<i>New/Replacement; General upgrade of desks, chairs, tables, filing cabinets, etc., throughout CHPD headquarters. Some of the existing furniture is outdated and past useful life or not conducive to efficiency and productivity.</i>			
	Total Capital Outlay - FY2023-24			
	\$ 259,400			
	Annual Maintenance & Operations Cost			
	\$5,400			

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 response 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, 2 fire units and 2-3 ambulances are cross staffed by the same personnel. During peak load intervals (8am-6pm) a 3rd or 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 EMS, 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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Total incidents	5,252	5,383	5,299	5,402
Fire incidents	1,412	1,438	1,452	1,489
EMS incidents	3,840	3,945	3,847	3,990
Fire response time < 7 minutes	76.0%	74.9%	74.4%	75.4%
EMS response time < 7 minutes	86.0%	84.6%	84.4%	84.8%
Fire Mutual Aid received	84	71	73	86
EMS Mutual Aid received	80	85	130	139
Total property loss	\$402,315	\$325,470	\$377,255	\$392,500

Personnel Resources

Fire & EMS			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	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	4	4	1.00
Fire Lieutenant	FT	Hourly	7	7	0.00
Deputy Fire Marshal	FT	Hourly	1	1	0.00
EMS Firefighter	FT	Hourly	30	36	6.00
Administrative Assistant	FT	Hourly	1	1	0.00
FT = Full Time			45	51	6.00
EMS-FF Int or Paramedic	PT	Hourly	8	15	7.00
Logistics Coordinator	PT	Hourly	1	1	0.00
Office Assistant	PT	Hourly	1	1	0.00
PT = Part Time			10	17	7

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - FIRE/EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$2,428,847	\$2,480,780	\$2,527,812	\$2,469,811	\$2,562,351	\$2,573,962	\$2,586,278	
5103	Temporary & Seasonal Help	116,293	125,259	130,000	133,341	128,627	136,341	136,341	
5105	Overtime	140,363	123,914	116,854	198,115	138,094	139,496	139,496	
5601	Accumulated Leave	43,826	1,644		8,244				
5125	FICA					216,424	215,830	216,762	
5130	VRS					340,928	343,475	345,118	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					33,132	33,379	33,539	
5150	Health Insurance					490,020	492,070	492,070	
5160	Disability Insurance								
5170	Unemployment Insurance					1,548	880	880	
Total Personal Services		2,729,329	2,731,597	2,774,666	2,809,512	3,911,124	3,935,433	3,950,484	1.0%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	76,770	66,575	80,837	77,594	83,608	85,357	85,357	
5206	Dues & Subscriptions	2,345	1,952	2,172	2,792	2,172	3,437	3,437	
5209	Maintenance - Electronics	14,040	14,040	14,040	14,040	14,040	14,040	14,040	
5214	Maintenance - Motor Vehicles	87,255	95,916	95,000	80,703	95,000	95,000	95,000	
5216	Maintenance - Equipment	43,935	45,640	46,281	47,112	46,281	50,881	50,881	
5221	Postage	4,547	2,394	4,865	2,654	4,865	5,000	5,000	
5223	Telephone	35,046	35,377	35,832	35,734	36,936	36,936	36,936	
5224	Other Services & Charges	6,976	11,939	10,000	8,018	10,000	10,000	10,000	
5225	Travel & Vocational Training	27,962	26,982	30,000	38,791	38,700	38,700	38,700	
5242	Printing, Supplies, & Materials	77,202	83,369	82,035	80,992	85,000	83,500	83,500	
5247	Motor Fuels & Lubricants	32,726	37,491	40,000	49,821	54,000	54,000	54,000	
5248	Books & Publications	911	99	2,000	1,957	2,000	2,000	2,000	
5250	Small Tools & Equipment	5,829	3,763	5,165	9,271	10,000	11,000	10,000	
5263	Grant Funds	55,995	10,058		103,609				
Total Operating Services		471,539	435,595	448,227	553,088	482,602	489,851	488,851	1.3%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - FIRE/EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>CAPITAL OUTLAY</u>									
5501	Motor Vehicles	46,382	0	40,000	39,908				
5502	Fire Equipment	71,339	53,723	121,800	185,258	92,000	91,000	91,000	
5506	Court Restitution	(382)	(367)		(215)				
5515	Buildings & Fixed Equipment	28,500	7,474						
5516	Electronic Equipment	15,402	8,323	7,250	6,159	7,750	31,732	31,732	
5520	Other Equipment	8,179							
	Total Capital Outlay	169,420	69,153	169,050	231,109	99,750	122,732	122,732	23.0%
	TOTAL	\$3,370,288	\$3,236,345	\$3,391,943	\$3,593,709	\$4,493,476	\$4,548,016	\$4,562,067	1.5%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fire Hose	5,000	\$	5,000
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*</i>			
Turnout Gear	25,000	\$	25,000
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*</i>			
Firefighting Nozzles & Appliances	25,000	1,500	\$ 25,000
<i>Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *</i>			
Cardiac Monitor	36,000	1,250	\$ 36,000
<i>Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKG's, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels.*</i>			
Desktop Computers (3)	1,244	600	\$ 3,732
<i>Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

FY2019-20 Mobile Data Computers (8) **3,500** **1,600** **\$** **28,000**

(cont.) *Replacement;* Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.

Total Capital Outlay - FY2019-20 **\$ 122,732**

Annual Maintenance & Operations Cost **\$ 5,950**

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fire Hose	5,000		\$ 5,000
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*			
Turnout Gear	30,000		\$ 30,000
<i>Replacement;</i> Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*			
Extrication Equipment	25,000	500	\$ 25,000
<i>Replacement;</i> Routine upgrade of extrication tool (Jaws of life) on Engine-1 with newer self contained battery powered unit rather than gas powered engine tethered to tool by hydraulic hoses, battery unit will be able to be deployed quicker and at unlimited distance from a hydraulic power source. will negatively impact firefighter safety without regular replacement.#			
Thermal Imaging Camera	10,000	500	\$ 10,000
<i>Replacement;</i> Thermal imaging camera that allows fire crews inside to locate victims through smoke as well as find hot spots or extension of fire into walls without having to tear the walls apart; unit to be used on front line apparatus; safety/service level enhancement.*			

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****FIRE/EMS**

FY2020-21 Multi-gas meter (3) **2,750** **200** **\$** **8,250**

(cont.) *Replacement; gas level meter capable of monitoring gases in structures to include carbon monoxide, oxygen, hydrogen cyanide, hydrogen sulfide, and combustible gas levels. Currently the department operates monitors on all fire apparatus; will replace current aging models with newer technology to include the capability of reading hydrogen cyanide which is created by the burning of plastics and modern synthetic household furnishing; will negatively impact safety, service and increase maintenance costs without replacement.*

Primary Staff Vehicle **49,000** **100** **\$** **49,000**

Replacement; Upgrade to Safety-1 vehicle utilized for emergency response and general performance of duties as department Training and Safety officer; also allows the Safety Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.

Cardiac Monitor **37,000** **1,250** **\$** **37,000**

Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKG's, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels. [#]

Desktop Computers (3) **1,244** **600** **\$** **3,732**

Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

* *Grant Funded*

Partially grant funded

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

FY2020-21 Mobile Data Computer (1) **3,500** **500** **\$** **3,500**

(cont.) *Replacement; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.*

Total Capital Outlay - FY2020-21 **\$ 171,482**

Annual Maintenance & Operations Cost **\$ 3,650**

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732

Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Mobile Data Computer **3,500** **500** **\$** **3,500**

Replacement; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.

Autopulse CPR device (2) **12,000** **500** **\$** **24,000**

Replacement; Upgrade in automatic CPR devices that are an essential part of an ALS response, allowing machine to perform CPR on a patient in cardiac arrest; increases cardiac output as compared to human CPR; increases survivability for a patient in cardiac arrest; reduces the number of providers needed on scene for cardiac arrest resuscitation; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining existing service levels. #

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****FIRE/EMS**

FY2021-22 Turnout Gear	75,000	\$	75,000
(cont.) <i>New and Replacement</i> ; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; additionally to complete the issuance of a second set of turnout gear for all interior firefighters to allow for proper decontamination procedure after each use; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. [#]			
Primary Tow Vehicle	50,000	500	\$
<i>Replacement</i> ; Upgrade to Utility-1 vehicle utilized as the departments primary one ton tow vehicle; vehicle will tow emergency response trailers to emergency and non-emergency incidents. Trailers include Hazardous material, mass casualty, water rescue, child safety seat, CERT, and the life safety house; also provides hauling capabilities for supplies, transportation of staff, and various other errands for station personnel that do not require an ambulance or Fire apparatus.			
Total Capital Outlay - FY2021-22		\$	156,232
Annual Maintenance & Operations Cost		\$	2,100

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement</i> ; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.			
Mobile Data Computer (5)	3,500	500	\$ 17,500
<i>Replacement</i> ; Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.			

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****FIRE/EMS**

Records Management	12,000	500	\$	12,000
FY2022-23 Server				
(Cont.) <i>Replacement; Upgrade of departmental records management server. Maintains all department Fire, inspection, and investigation records. Server will be 7 years old. Essential for maintaining compliance with proper secure reporting and records retention; will negatively impact service and increase maintenance without replacement.</i>				
Video Laryngoscope (5)	10,000	500	\$	50,000
<i>New; Addition of video laryngoscopy capability to all 5 medic units. This is a standard of care across the nation that up to this point Colonial Heights has been unable to provide. Currently our Advanced Life Support providers must manually insert a metal blade into a patients mouth to visualize proper placement of endotracheal tube and connect a mechanical ventilator. Video laryngoscopes will improve proper visualization of tube placement and increase survivability to a patient in respiratory or cardiac arrest.[#]</i>				
Turnout Gear	35,000		\$	35,000
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*</i>				
Primary Staff Vehicle	50,000	500	\$	50,000
<i>Replacement; Upgrade to Prevention-4 vehicle utilized for emergency response and general performance of duties as department investigator and inspector; also allows the prevention Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.</i>				
Total Capital Outlay - FY2022-23				\$ 168,232
Annual Maintenance & Operations Cost				\$ 2,600

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Cardiac Monitor	37,000	1,250	\$ 37,000
<i>Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels.[#]</i>			
Fire Hose	5,000		\$ 5,000
<i>Replacement; Routine hose replacement to maintain effective supply of fire hose for 3 front line fire apparatus, 2 reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*</i>			
Turnout Gear	50,000		\$ 50,000
<i>Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; this year will require additional funds than previous due to 2 years since turnout gear funds will be needed for SCBA replacement; will negatively impact firefighter safety without regular replacement.*</i>			
Desktop Computers (3)	1,244	600	\$ 3,732
<i>Replacement; Desktop computer station with monitor and keyboard to be used primarily for training, documentation, and entering run reports; currently the department operates 15 desktop computers requiring 3 upgrades per year; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			

* Grant Funded

Partially grant funded

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****FIRE/EMS**

FY2023-24 Mobile Data Tablet (5)	800	100	\$	4,000
(Cont.)	New; Modification of mobile data computers on all 5 medic units to a mounted tablet connected to the vehicle wifi. The existing extremely expensive mobile data computers are being damaged by vibration, but remain necessary for patient care reports for all medical patients. By using a mounted tablet the mobile data computer can be protected from the damage of vibration while remaining available for patient care reports. Departmental mobile computers and tablets are located in vehicles to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; computers are hardened "Toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.			
Total Capital Outlay - FY2023-24			\$	99,732
Annual Maintenance & Operations Cost			\$	1,950

* Grant Funded

Partially grant funded

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Emergency Management

The Office of Emergency Management's mission is to mitigate against, plan for, prepare for, coordinate and support responses to and recovery 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 Community Emergency Response Team (CERT) Program that is based on 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 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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Citizens trained in CERT	10	15	15	13
Total snow (Richmond official)	7	10	10	12
Monitored Atlantic tropical events	16	19	21	22
Severe thunderstorm warnings	6	5	5	6
Tornado warnings	0	1	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	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
2019-20 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$13,719	\$15,175	\$17,200	\$15,312	\$22,373	\$22,373	\$22,373	
5125	FICA					1,712	1,712	1,712	
	Total Personal Services	13,719	15,175	17,200	15,312	24,085	24,085	24,085	0.0%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,174	11,670	12,329	11,787	12,000	12,000	12,000	
5216	Maintenance - Equipment	2,240		2,000	1,159	2,000	2,000	2,000	
5225	Travel & Vocational Training		756						
5242	Printing, Supplies & Materials	864	1,478	2,030	2,391	2,230	2,750	2,750	
5247	Motor Fuels & Lubricant	364	528	600	220	1,000	1,000	1,000	
5263	Grant Funds	3,997	13,135		7,362				
5263	Hurricane Expenses		(2,584)						
	Total Operating Services	19,639	24,983	16,959	22,919	17,230	17,750	17,750	3.0%
	TOTAL	\$33,358	\$40,158	\$34,159	\$38,232	\$41,315	\$41,835	\$41,835	1.3%

Communications

The Emergency Communications Center (CHECC) provides 24 hour answering of all emergency and non-emergency Police, Fire and Emergency Medical Service (EMS) 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 receives Text to 911 and continues to improve on this new technology. This service enhances access for individuals that have difficulty speaking and/or hearing along with allowing access when a caller is unable to safely call. The Quality Improvement program implemented in 2012 for Emergency Medical Dispatching (EMD) continues to raise the bar of service that CHECC 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 (wireline 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.

Performance Indicators	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Number of Calls	76,827	78,081	79,000	80,000
Wireline 911 Calls	4,445	4,715	5,100	5,500
Wireless 911 Calls	9,994	10,997	12,000	13,000
Warrants Entered	4,259	4,417	4,620	4,715
Lobby Calls Handled	3,905	4,720	5,300	5,600

Personnel Resources

Classification Title	Status *	Hr./Sal.	Authorized Positions		
			FY 18-19	FY 19-20	Diff.
Communications Supervisor	FT	Salary	4.00	4.00	0.00
Telecommunicator	FT	Salary	12.00	12.00	0.00
FT = Full Time PT = Part Time			16.00	16.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$655,379	\$639,545	\$661,359	\$621,464	\$654,983	\$670,362	\$673,648	
5103	Temporary & Seasonal Help	14,085	13,801	16,000	16,007	20,000	20,000	20,000	
5105	Overtime	82,317	114,738	95,000	101,573	101,500	103,000	103,000	
5601	Accumulated Leave Pay		6,455		2,469				
5125	FICA					59,401	60,085	60,334	
5130	VRS					88,292	90,365	90,808	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					1,330	8,782	8,825	
5150	Health Insurance					144,324	151,221	151,221	
5160	Disability Insurance					1,810	1,833	1,842	
5170	Unemployment Insurance					550	320	320	
	Total Personal Services	751,781	774,539	772,359	741,514	1,072,190	1,105,968	1,109,998	3.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,862	12,962	12,962	12,962	13,062	13,462	13,462	
5206	Dues & Subscriptions	92	92	276	92	276	276	276	
5209	Maintenance - Electronics	1,440	1,440	1,272	1,440	1,272	1,440	1,440	
5212	Rent of Equipment	2,829	2,877	3,167	3,002	3,242	0	0	
5214	Maintenance - Motor Vehicles		2	500	2	1,000	1,000	1,000	
5216	Maintenance - Equipment	244,610	253,344	271,000	248,913	274,100	265,000	265,000	
5221	Postage	118	143	200	142	200	250	250	
5222	E 9-1-1 and CAD System	12,645	12,165	18,303	12,214	18,303	15,000	15,000	
5223	Telephone	15,634	16,304	20,610	17,244	24,310	25,310	25,310	
5225	Travel & Vocational Training	1,406	2,152	7,000	2,804	8,000	11,000	11,000	
5242	Printing, Supplies, & Materials	4,701	8,407	6,730	6,629	7,000	7,500	7,500	
5247	Motor Fuels & Lubricants	496	603	1,250	751	1,540	1,640	1,640	
5248	Books & Publications			200		200	200	200	
5250	Small Tools & Equipment			50		50	50	50	
5263	Grant Funds				2,133				
5281	Heat, Light and Power	8,410	8,584	9,000	8,553	9,000	10,500	10,500	
	Total Operating Services	305,243	319,075	352,520	316,881	361,555	352,628	352,628	-2.5%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	57,177		7,600	7,766				
5516	Electronic Equipment		134,758	25,000	28,523	42,800	25,000	25,000	
	Total Capital Outlay	57,177	134,758	32,600	36,289	42,800	25,000	25,000	-41.6%
	TOTAL	\$1,114,201	\$1,228,372	\$1,157,479	\$1,094,684	\$1,476,545	\$1,483,596	\$1,487,626	0.8%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

Fiscal Year:

FY2019-20

	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
HVAC		25,000		\$ 25,000
<i>New; Install ductless wall mount air-conditioning in Public Safety Server and Utility Battery Backup rooms. The addition of servers and related equipment has raised the level of heating in the room with no way of effectively cooling. Servers and the backup up power supply batteries require very low temperatures to effectively operate and extend the life of equipment; includes equipment and labor costs.</i>				
Total Capital Outlay - FY2019-20				\$ 25,000
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2020-21

	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Dispatch Computers (4)		2,200	1,200	\$ 8,800
<i>Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels.</i>				
Computer Monitors (24)				\$ 9,600
<i>Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.</i>				
Total Capital Outlay - FY2020-21				\$ 18,400
Annual Maintenance & Operations Cost				\$ 1,200

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
TV/Security Monitors(2)	2,000		\$ 4,000
<i>Replacement; Upgrade 80" large TV/Security Monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, School cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Mobile Data Computer	3,500	200	\$ 3,500
<i>Replacement; Upgrade of departmental mobile computer that is located in vehicle to allow for electronic reporting of EMS & fire incident run reports, provide secondary communication to dispatch and other units as well as allows access to hospital statuses, map book files and fire department intranet; hardened "toughbook" style computers due to the type of extreme conditions and environments they must be used within; essential for maintaining existing service levels; will negatively impact service and increase maintenance without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 7,500
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****COMMUNICATIONS**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Call Taker Computers (3)	2,200	900	\$ 6,600
<i>Replacement; Upgrade of dispatch center computers utilized by primary call takers; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels.</i>			
Computer Monitors (18)	400		\$ 7,200
<i>Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.</i>			
TV/Security Monitors(2)	2,000		\$ 4,000
<i>Replacement; Upgrade 80" large TV/Security Monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, School cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Console Chairs (6)	2,400		\$ 14,400
<i>Replacement; Upgrade current console chairs in dispatch work area; dispatchers often remain seated for entire 12-hour shift; chairs are ergonomically designed not only for comfort but to protect the dispatcher's back; current chairs will be 5 years old.</i>			
Total Capital Outlay - FY2022-23			\$ 32,200
Annual Maintenance & Operations Cost			\$ 900

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

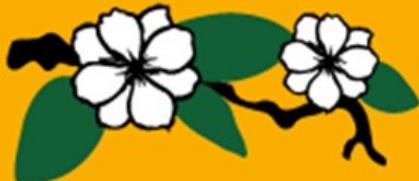
Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Primary Staff Vehicle	40,000	1,000	\$ 40,000
<i>Replacement:</i> Upgrade the Battalion Chief vehicle utilized for emergency response and general performance of duties as Emergency Communications Chief; also allows the Battalion Chief to respond to necessary incidents while off-duty; will replace Battalion 911 vehicle. One vehicle will be retired after the purchase of this new vehicle (2002 Expedition 120,000 miles); will negatively impact services and increase maintenance cost without replacement.			
Voice Recorder Server	30,000		\$ 30,000
<i>Replacement:</i> Upgrade of Voice Recorder that operates 24-hours per day, increasing the number of recorded channels for all radio and telephone calls into Communications Center; law requires that all 9-1-1 calls received are recorded and maintained for 6 months; also utilized to maintain departmental quality assurance and in support of legal proceedings; total cost includes labor for installation and network configuration; essential for maintaining existing service levels.			
UPS Batteries	35,000		\$ 35,000
<i>Replacement:</i> Upgrade of battery providing uninterruptable power supply to maintain constant electrical power during outages to Public Safety Building; also cleans the power so it will be appropriate for electronic devices and directly controls power to the Communications Center, the EOC, and multiple office electronics; manufacturer's recommended replacement schedule; lack of appropriate maintenance schedule in past resulted in a significant fire in the electrical room; essential for maintaining existing service levels.			
Total Capital Outlay - FY2023-24			\$ 105,000
Annual Maintenance & Operations Cost			\$ 1,000

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

PUBLIC WORKS

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Public Works

The Department of Public Works provides a wide range of essential services relating to city facilities and infrastructure: capital improvement planning, 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; and state and federal financial assistance for street construction and maintenance.

Facility and infrastructure assets within the department's responsibility center include approximately 89 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals and 3,000 traffic signs.

Performance Indicators	FY 16 - 17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Private development submittals reviewed	31	34	33	31
Street miles resurfaced	4.47	3.82	3.3	3.25
Street miles swept	219.2	100.3	215	200
Maintenance work orders completed (in GovQA)	3,556	3,914	3,000	3,000
Construction projects completed	4	5	6	8

Personnel Resources

Department of Public Works			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 17-18	FY 18-19	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	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	2.00	2.00	0.00
Engineering/Traffic Technician	FT	Salary	5.00	5.00	0.00
Project Coordinator	FT	Salary	1.00	1.00	0.00
Engineering Intern	PT	Hourly	0.00	1.00	1.00
Public Works Superintendent	FT	Salary	1.00	1.00	0.00
Public Works Foreman	FT	Salary	6.00	6.00	0.00
Heavy Equipment Operator	FT	Salary	7.00	7.00	0.00
Utility Maintenance Specialist	FT	Salary	2.00	2.00	0.00
Public Works Technician	FT	Salary	14.00	14.00	0.00
Recycling Center Technician	PT	Salary	1.00	1.00	0.00

FT = Full Time PT = Part Time

42.00 **43.00** **1.00**

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$148,308	\$151,732	\$229,763	\$186,923	\$234,358	\$239,045	\$240,217	
5105	Overtime					17,928	18,287	18,377	
5125	FICA					31,591	32,223	32,381	
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					3,070	3,131	3,147	
5145	Group Life Insurance					19,905	19,905	19,905	
5150	Health Insurance								
5160	Disability Insurance								
5170	Unemployment Insurance					77	45	45	
	Total Personal Services	148,308	151,732	229,763	186,923	306,929	312,636	314,072	2.3%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	625	660	700	780	700	800	800	
5209	Maintenance - Electronics	1,080	1,080	960	1,080	1,000	1,000	1,000	
5221	Postage	33	37	100	1	100	100	100	
5223	Telephone	5,230	5,320	5,244	5,455	5,244	5,250	5,250	
5225	Travel & Vocational Training	2,904	2,917	3,250	3,229	3,250	3,250	3,250	
5226	Automobile Allowance	4,800	4,800	4,800	4,800	4,800	4,800	4,800	
5242	Printing, Supplies, & Materials	36	62	300	222	100	100	100	
5248	Books & Publications	76		250	250	300	300	300	
	Total Operating Services	14,784	14,876	15,604	15,817	15,494	15,600	15,600	0.7%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		1,449				1,244	1,244	
	Total Capital Outlay		1,449				1,244	1,244	100.0%
	TOTAL	\$163,092	\$168,057	\$245,367	\$202,740	\$322,423	\$329,480	\$330,916	2.6%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ADMINISTRATION

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace equipment at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2022-23			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ADMINISTRATION

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24..... \$ -

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$522,164	\$543,186	\$518,754	\$528,223	\$525,595	\$527,923	\$530,511	
5103	Temporary & Seasonal Help		0	500	320	2,000	2,000	2,000	
5105	Overtime	14,894	12,844	13,000	12,042	15,000	15,000	15,000	
5106	Overtime - Snow	15,411	7,926	3,000	8,243	10,335	10,335	10,335	
5110	Sick Bank	2,332							
5112	Clothing Allowance						2,800	2,800	
5601	Accumulated Leave					42,299	42,691	42,889	
5125	FICA					70,850	71,164	71,513	
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					6,885	6,916	6,950	
5150	Health Insurance					156,930	152,391	152,391	
5160	Disability Insurance					328	329	330	
5170	Unemployment Insurance					516	300	300	
Total Personal Services		554,801	563,956	535,254	548,827	830,738	831,849	835,019	0.5%
OPERATING EXPENSES									
5201	Advertising	393	445	700	185	700	700	700	
5203	Professional & Special Services	378,624	769,725	850,000	669,581	850,000	850,000	850,000	
5209	Maintenance - Electronics	1,440	1,440	1,272	1,440	1,272	1,272	1,272	
5212	Rent of Equipment			1,500		1,500	1,500	1,500	
5214	Maintenance - Motor Vehicles	22,412	43,558	26,000	18,484	26,000	26,000	26,000	
5216	Maintenance - Equipment	22,692	20,264	30,000	37,148	30,000	30,000	30,000	
5217	Maintenance - Buildings & Grounds		197	1,500		1,500	1,500	1,500	
5219	Maintenance - Bridges			10,000		10,000	10,000	10,000	
5221	Postage	37	32	100	40	100	100	100	
5223	Telephone	2,175	2,099	2,232	1,720	2,928	2,928	2,928	
5225	Travel & Vocational Training	2,812	2,390	3,000	3,048	3,000	3,000	3,000	
5242	Printing, Supplies, & Materials	13,625	10,253	18,000	14,548	18,000	21,186	21,186	
5247	Motor Fuels & Lubricants	18,067	19,441	25,000	21,969	25,000	25,000	25,000	
5249	Road Materials & Equipment	37,473	37,482	61,000	38,304	61,000	60,000	60,000	
5250	Small Tools & Equipment	1,139	1,327	2,588	1,318	2,500	2,000	2,000	
5252	Snow Removal - Supplies & Materials	44,942	47,848	15,000	45,642	20,000	20,000	20,000	
Total Operating Services		545,831	956,501	1,047,892	853,427	1,053,500	1,055,186	1,055,186	0.2%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>CAPITAL OUTLAY</u>									
5501	Motor Vehicles		107,000	115,000	94,530	30,000	90,000	90,000	
5503	Machinery & Tools	122,932	7,000	6,600	6,905	50,000	45,000	45,000	
5516	Electronic Equipment								
	Total Capital Outlay	122,932	114,000	121,600	101,436	80,000	135,000	135,000	68.8%
	TOTAL	\$1,223,564	\$1,634,457	\$1,704,746	\$1,503,691	\$1,964,238	\$2,022,035	\$2,025,205	3.1%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Dump Truck (Flatbed)	90,000	750	\$ 90,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 1998 truck (#215); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Steel Spreader Rack	45,000	250	\$ 45,000
<i>Replacement; Upgrade of our current spreader rack that is constructed of telegraph poles. Rack is continually degrading and requires constant repairs. New rack will improve safety of our employees and allow all spreaders to be stored properly.</i>			
Total Capital Outlay - FY2019-20			\$ 135,000
Annual Maintenance & Operations Cost			\$ 1,000

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Dump Truck (Flatbed)	90,000	750	\$ 90,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2000 truck (#216); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****STREET MAINTENANCE**

FY2020-21	<u>Item</u>	Annual		
		<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
	(cont.) Roller, Vibratory	15,000	500	\$ 15,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2008 roller designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>				
	Pickup Truck 4 X 4 -2500	31,000	500	\$ 31,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 18 years old (#200); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>				
Total Capital Outlay - FY2020-21				\$ 136,000
Annual Maintenance & Operations Cost				\$ 1,750

Fiscal Year:

FY2021-22	<u>Item</u>	Annual		
		<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
	Backhoe	105,000	750	\$ 105,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 1998 backhoe; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>				
	Leaf Loader	35,000	2,000	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>				
Total Capital Outlay - FY2021-22				\$ 140,000
Annual Maintenance & Operations Cost				\$ 2,750

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****STREET MAINTENANCE**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Street Sweeper	150,000	750	\$ 150,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2004 Street Sweeper; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Leaf Loader	35,000	2,000	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1997 leaf loader (#283); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2022-23			\$ 185,000
Annual Maintenance & Operations Cost			\$ 2,750

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup (4X4 Crew Cab)	30,000	500	\$ 30,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#208); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Chemical Spreader	15,000	250	\$ 15,000
<i>Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 13 years old; frame/body rusting and replacement parts hard to find; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.</i>			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****STREET MAINTENANCE**

FY2023-24	Item	Annual		
		Unit Cost	M&O Cost	Total Cost
	(cont.) Leaf Loader	35,000	2,000	\$ 35,000
	<i>Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1995 leaf loader (#281); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
	Dump Truck (Flatbed)	90,000	750	\$ 90,000
	<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2000 truck (#217); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
	Total Capital Outlay - FY2023-24			\$ 170,000
	Annual Maintenance & Operations Cost			\$ 3,500

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$347,470	\$340,067	\$316,121	\$342,917	\$318,945	\$325,324	\$326,918	
5103	Temporary & Seasonal Help		15,520	12,155	15,000	15,538	15,000	15,000	5,184
5105	Overtime		2,847	631	500	810	1,000	1,000	1,000
5106	Overtime - Snow								
5112	Clothing Allowance							838	838
5601	Accumulated Leave Pay	309	1,190		223				
5125	FICA					25,623	26,572	26,694	
5130	VRS					42,453	43,302	43,514	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					4,126	4,208	4,229	
5150	Health Insurance					48,285	56,877	56,877	
5160	Disability Insurance					1,116	1,216	1,222	
5170	Unemployment Insurance					224	130	130	
Total Personal Services		366,146	354,043	331,621	359,487	456,772	479,651	481,606	5.4%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	36,430	5,073	57,000	5,741	57,000	35,000	35,000	
5206	Dues & Subscriptions	2,015	2,145	2,500	2,244	2,500	2,500	2,500	
5209	Maintenance - Electronics	2,880	2,880	4,500	2,880	4,500	16,500	16,500	
5214	Maintenance - Motor Vehicles	5,775	2,109	4,500	2,887	4,500	4,500	4,500	
5216	Maintenance - Equipment	699	604	700	1,179	700	700	700	
5221	Postage	200	157	150	118	175	175	175	
5223	Telephone	13,717	14,115	13,344	14,585	13,500	14,015	14,015	
5225	Travel & Vocational Training	3,744	5,805	6,000	4,761	6,000	7,000	7,000	
5242	Engineering Supplies and Materials	25,192	34,904	30,000	24,628	30,000	29,100	29,100	
5247	Motor Fuels & Lubricants	6,501	5,933	10,750	7,749	9,000	9,000	9,000	
5248	Books & Publications	800		800	168	800	800	800	
5250	Small Tools & Equipment	95	80	700		700	700	700	
5281	Heat, Lights & Power	215,896	214,200	210,000	215,260	215,000	215,000	215,000	
Total Operating Services		313,944	288,005	340,944	282,199	344,375	334,990	334,990	-2.7%
<u>CAPITAL OUTLAY</u>									
5501	Motor Vehicles			25,000	25,221		25,000	25,000	
5515	Building & Fixed Equipment			7,000	6,899				
5516	Electronic Equipment			2,500	1,999	4,550	3,732	3,732	
Total Capital Outlay				34,500	34,119	4,550	28,732	28,732	531.5%
TOTAL		\$680,090	\$642,048	\$707,065	\$675,806	\$805,697	\$843,373	\$845,328	4.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Pickup Truck	25,000	1,000	\$ 25,000
<i>Replacement; Routine upgrade of (Engineering) operations vehicle heavily utilized in performance of departmental duties; 1/2-ton/4X4; will replace truck that is over 20 years old with 125,000+ miles; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement. Currently AC unit does not function and seat adjustment does not operate correctly along with mechanical issues. This item was requested in '18-'19 budget and not funded.</i>			
Desktop Computers (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
Total Capital Outlay - FY2019-20			\$ 28,732
Annual Maintenance & Operations Cost.....			\$ 1,600

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
City Bridge Inspections	40,000		\$40,000
<i>In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occurring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek.</i>			
UPS Power Supply (3)	7,000	500	\$ 21,000
<i>New; Additional power supply for traffic signals at (1) Temple and Boulevard, (2) Ellerslie and Boulevard, and (3) Dimmock and Southpark; existing signals currently do not have battery back-up or the ability to connect to a generator in the event of a power failure; UPS System is identical to battery back up system that were installed on the traffic signals for the Boulevard Project; project is a service and safety level enhancement.</i>			
Total Capital Outlay - FY2020-21			\$ 64,732
Annual Maintenance & Operations Cost.....			\$ 1,100

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
Total Capital Outlay - FY2021-22			\$ 3,732
Annual Maintenance & Operations Cost.....			\$ 600

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.</i>			
City Bridge Inspections	40,000		\$40,000
<i>In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occurring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek.</i>			

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ENGINEERING/TRAFFIC

FY2022-23 Pavement inventory

(cont.) data collection **40,000** **100** **\$ 40,000**

Update of infrastructure asset inventory data (pavement condition, traffic signs, fire hydrants, water meters, etc.); ensures that pavement management system and GIS maps are based on the most up to date information; data collection essential to effective evaluation of pavement conditions; accurate data required to continue receipt of annual state maintenance funding; information used to objectively prioritize street resurfacing, replacement, and rehabilitation projects; essential to maintaining existing service levels.

Laser printer **800** **100** **\$ 800**

Replacement; Routine upgrade of department computer printer shared and utilized by entire staff; current equipment is past the recommended IT lifecycle management (5 years); equipment essential for maintaining existing service levels.

Total Capital Outlay - FY2022-23 \$ 84,532

Annual Maintenance & Operations Cost

\$ 800

Fiscal Year:

FY2023-24	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
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Desktop Computer (3) **1,244** **600** **\$ 3,732**

Replacement; Routine upgrade of Department desk top computers and associated software. Necessary in order to further enhance the efficiency and productivity of department staff. Will include upgrades of design software that department currently utilizes.

Total Capital Outlay - FY2023-24 \$ 3,732

Annual Maintenance & Operations Cost

\$ 600

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$49,877	\$47,795	\$50,003	\$50,503	\$51,003	\$52,023	\$52,278	
5105	Overtime	71	145	500		500	500	500	
5125	FICA				18	3,940	4,018	4,038	
5130	VRS					6,875	7,013	7,047	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					668	682	685	
5150	Health Insurance					8,400	8,400	8,400	
5160	Disability Insurance								
5170	Unemployment Insurance					34	20	20	
	Total Personal Services	49,948	47,940	50,503	50,521	71,420	72,656	72,968	2.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	172,770	175,601	180,000	178,295	180,000	180,000	180,000	
5209	Maintenance - Electronics	360	360	324	360	360	360	360	
5213	Maintenance - Court Fees	26,614	20,320	16,000	24,521	20,000	25,000	25,000	
5214	Maintenance - Motor Vehicles	153	489	500	176	500	500	500	
5216	Maintenance - Equipment	35,899	30,226	27,000	37,270	32,000	32,000	32,000	
5217	Maintenance - Building & Grounds	78,686	75,827	60,000	48,425	75,000	76,500	76,500	
5223	Telephone	2,399	2,405	2,664	1,539	2,664	2,664	2,664	
5242	Printing, Supplies, & Materials	4,376	1,045	6,000	6,221	4,000	4,000	4,000	
5243	Construction Materials			500					
5247	Motor Fuels & Lubricants	480	726	1,400	929	1,000	1,000	1,000	
5250	Small Tools & Equipment		326	500	500	500	500	500	
5281	Heat, Lights & Power	196,367	204,192	200,000	213,998	205,000	210,000	210,000	
	Total Operating Services	518,104	511,517	494,888	512,232	521,024	532,524	532,524	2.2%
	<u>CAPITAL OUTLAY</u>								
5515	Building & Fixed Equipment	30,000	96,960	50,500	46,872	5,500	27,700	27,700	
	Total Capital Outlay	30,000	96,960	50,500	46,872	5,500	27,700	27,700	403.6%
	TOTAL	\$598,052	\$656,417	\$595,891	\$609,626	\$597,944	\$632,880	\$633,192	5.9%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Health Department	15,000	300	\$ 15,000
HVAC Units			
Replacement			

Replacement: Replace two existing units at the Health Department. One 30,000 btu unit and one 42,000 btu unit. Current units installed in 1982 and parts are obsolete.

Courthouse Foyer Light	7,900	100	\$ 7,900
Fixture Replacement			

Replacement: Replace 24 existing fluorescent light fixtures with LED fixtures at the Courthouse. All current lamps are in need of replacement. LED fixtures and lamps offer a significantly longer lifespan, is more efficient and reduces annual maintenance costs. Cost to replace current fluorescent lamps & fixtures is estimated at \$4,600.

Server Room Mini Split	4,800	200	\$ 4,800
Replacement			

Replacement: Replace current City Hall server room mini split with 18,000 BTU Mini Split Straight Cool. New equipment will replace current aging mini-split and protect the City's main server.

Total Capital Outlay - FY2019-20 \$ 27,700

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Community Center	15,600	300	\$ 15,600
HVAC Replacement			

Replacement: Replace two existing units at the Community Center. Current units only provide A/C, of which one does not work. New units will heat and cool, and the 30+ year boiler will be removed. New units are more efficient and reduces maintenance costs related to the boiler system.

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

FY2020-21	Multi Purpose Room Dehumidifier	6,000	100	\$	6,000
(cont.) New; Addition of a stand alone ceiling dehumidifier at the Community Center Multi-Purpose Room. Equipment will remedy the significant moisture issues being experienced in the multi-purpose room, Petes Place and common areas.					
	Total Capital Outlay - FY2020-21			\$	21,600
	Annual Maintenance & Operations Cost			\$	400

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
HVAC Replacement	12,000	300	\$ 12,000
<i>Replacement; Replace current window A/C units and tanked propane heating system at Sign Shop with two (2) mini-split units -higher in efficiency and less electrical requirements.</i>			
	Total Capital Outlay - FY2021-22		\$ 12,000
	Annual Maintenance & Operations Cost		\$ 300

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 **\$ -**

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 **\$ -**

Fleet Maintenance

The 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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Total Vehicles Maintained	250	250	265	255
Pieces of Equipment Maintained	39	39	45	45
Work Orders Completed	932	1,036	925	1,050
Total Repair Costs	\$318,055	\$317,693	\$300,000	\$325,000
Total Subcontracted Repairs	\$37,246	\$43,534	<\$25,000	<\$30,000

Personnel Resources

Fleet Maintenance Shop			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2018-19	FY 2019-20	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
Sr. Automotive Mechanic	PT	Hourly	1.00	1.00	0.00
PT = Part Time			1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$255,406	\$264,838	\$246,873	\$249,341	\$251,810	\$256,846	\$258,105	
5103	Temporary & Seasonal Help		3,797	1,048	3,000	1,676	29,120	32,400	32,400
5105	Overtime			1,502	3,000		3,000	3,000	3,000
5106	Overtime - Snow				240		3,000	3,000	3,000
5125	FICA					21,950	22,586	22,683	
5130	VRS					33,944	34,623	34,793	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					3,299	3,365	3,381	
5150	Health Insurance					37,140	37,140	37,140	
5160	Disability Insurance					288	289	290	
5170	Unemployment Insurance					138	100	100	
Total Personal Services		259,203	267,388	252,873	251,257	383,689	393,349	394,892	2.9%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	5,826	2,765		12,818				
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,500	1,500	
5214	Maintenance - Motor Vehicles	1,756	1,679	2,500	2,328	2,500	2,500	2,500	
5216	Maintenance - Equipment	106	815	2,500	460	3,000	3,000	3,000	
5221	Postage	33	32	5		5	5	5	
5223	Telephone	2,544	2,544	2,600	2,544	2,600	2,600	2,600	
5225	Travel & Vocational Training	650		750		750	750	750	
5242	Printing, Supplies, & Materials	5,930	9,838	11,000	5,338	11,000	11,000	11,000	
5247	Motor Fuels & Lubricants	5,630	1,636	1,500	(82)	2,000	2,000	2,000	
5248	Books & Publications			300	40	300	400	400	
5250	Small Tools & Equipment	2,198	2,087	2,200	2,136	2,500	2,600	2,600	
Total Operating Services		26,113	22,836	24,855	27,022	26,155	26,355	26,355	0.8%
<u>CAPITAL OUTLAY</u>									
5503	Machinery & Tools		7,400	8,500	8,500	6,000	8,000	8,000	
5516	Electronic Equipment	4,760							
Total Capital Outlay		4,760	7,400	8,500	8,500	6,000	8,000	8,000	33.3%
TOTAL		\$290,076	\$297,624	\$286,228	\$286,779	\$415,844	\$427,704	\$429,247	3.2%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Portable Evaporative Coolers (2)	4,000		\$ 8,000
<i>New; These coolers will be used to improve the working conditions in the main shop during the extreme hot and muggy days during the summer months. Many times we have weeks on end with 90+ degrees in the shop.</i>			
Total Capital Outlay - FY2019-20			\$ 8,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Tall Jack Stands (4)	1,500		\$ 6,000
<i>New; Portable 9-ton stands that will be utilized to help free up mobile lifts so that they can be used in maintenance of other vehicles; on certain occasions, vehicles must remain elevated and disassembled for days and/or while waiting on parts or repairs; jack stands will allow other work to continue during such times; service level enhancement.</i>			
Total Capital Outlay - FY2020-21			\$ 6,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Tire Balancer	5,000	100	\$ 5,000
<i>Replacement; Upgrade of equipment used to balance tires for all city vehicles; machine is heavily utilized by staff in routine maintenance of vehicles; current equipment will be over 20 years old and beyond useful life; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 5,000
Annual Maintenance & Operations Cost			\$ 100

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

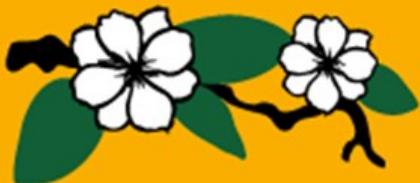
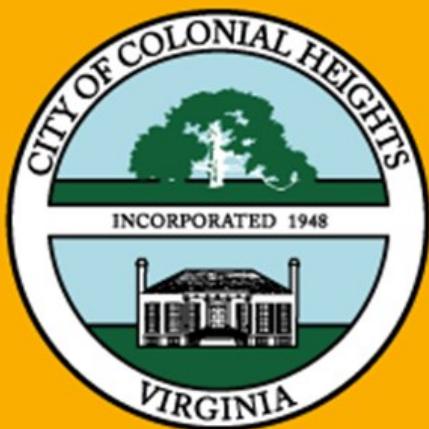
DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$5,714	\$6,993	\$7,871	\$7,961	\$8,320	\$8,320	\$8,320	
5125	FICA					636	636	636	
	Total Personal Services	5,714	6,993	7,871	7,961	8,956	8,956	8,956	0.0%
	<u>OPERATING EXPENSES</u>								
5217	Maintenance - Buildings & Grounds			200		200	200	200	
5223	Telephone	225	228	228	225	240	240	240	
5231	Curbside Recycling	179,295	184,031	193,082	193,066	199,331	252,041	252,041	
5233	Container Rent & Transportation	6,508	4,839	3,969	1,621	5,734	4,222	4,222	
5238	CFC Removal	1,065	1,442	1,000	791	1,000	1,000	1,000	
5240	Equipment Rental - Transfer Station	17,800	9,800	20,000	31,300	24,000	31,000	31,000	
5242	Printing, Supplies, & Materials	628	180	1,000		1,000	500	500	
5244	Central Virginia Waste Management Authority	8,440	8,291	8,357	8,357	8,559	9,314	9,314	
	Total Operating Services	213,961	208,811	227,836	235,360	240,064	298,517	298,517	24.3%
	TOTAL	\$219,675	\$215,804	\$235,707	\$243,321	\$249,020	\$307,473	\$307,473	23.5%

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

HEALTH &
SOCIAL
SERVICES

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Health and Social Services

Health and Social Services are provided to Colonial Heights citizens through collaborative partnerships with other localities and the Commonwealth of Virginia. This grouping of departments includes the Health Department, which is the local branch of a state agency to which the City contributes, Social Services, which is a department of Chesterfield County which serves both localities, Comprehensive Services Act, which is also a department of Chesterfield County serving both localities, and Mental Health, which is provided by the District 19 Community Services Board (CSB) serving Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry, and Sussex.

Performance Indicators	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
# Served by Comprehensive Services Act	39	42	30	35

Personnel Resources

Health and Social Services			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
State, County, & CSB Employees			N/A	N/A	

The employees providing services in the health and social services areas of the City's budget are employed by their respective home organizations (Commonwealth of Virginia, Chesterfield County, and District 19 CSB) and are not employees of the City of Colonial Heights.

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

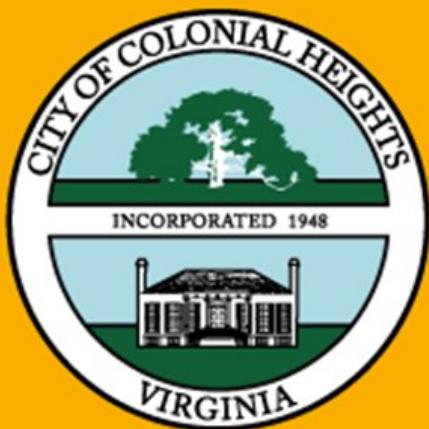
DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

CULTURE &
RECREATION

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Recreation and Parks

The Department of Recreation and Parks 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 Recreation and Parks is organizationally structured into six operational divisions: Recreation, Parks, Community Center, Horticulture, Violet Bank Museum and Buildings & Grounds. All employees and operations within the Department are managed and directed by the Director of Recreation and Parks.

In addition to providing all required administrative support to recreation and parks 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 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Athletic Program Participants	2,966	3,129	2,800	3,000
Non-Athletic Program Participants	4,440	4,908	3,500	4,500
Senior Center Citizens Participants	32,200	26,806	32,000	28,000
Facility Rentals (Parks/Community Center/Fields)	1,123	1,096	1,100	1,100
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	109,163	109,340	100,000	109,000

Personnel Resources

Recreation & Parks			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Director	F	Salary	1.00	1.00	0.00
Recreation Staff	F	Salary	4.00	4.00	0.00
Parks/B&G/Horticulture	F	Salary	10.00	10.00	0.00
Community Center Staff	F	Salary	5.00	5.00	0.00
Museum Curator	F	Salary	1.00	1.00	0.00
Program Staff	PT	Hourly	46.00	46.00	0.00
F = Full Time PT = Part Time			67.00	67.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2015-16 Actual	2016-17 Budget	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$269,751	\$265,645	\$270,594	\$271,147	\$276,974	\$282,514	\$283,899	
5103	Temporary & Seasonal Help	48,121	49,667	64,285	57,782	64,285	64,285	64,285	
5105	Overtime		1,318	250		250	250	250	
5125	FICA					26,125	26,549	26,655	
5130	VRS					37,336	38,083	38,270	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					3,628	3,701	3,719	
5150	Health Insurance					58,560	62,040	62,040	
5160	Disability Insurance					670	672	676	
5170	Unemployment Insurance					172	100	100	
	Total Personal Services	317,872	316,630	335,129	328,929	468,000	478,194	479,894	2.5%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,337	1,086	2,000	1,515	2,000	2,000	2,000	
5203	Professional & Special Services	24,878	27,985	30,000	27,267	29,000	29,000	29,000	
5206	Dues & Subscriptions	1,395	1,204	1,116	1,370	1,400	1,400	1,400	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	1,800	1,800	1,800	
5214	Maintenance - Motor Vehicles	2	47	750	4	750	750	750	
5216	Maintenance - Equipment	300		1,000		400	400	400	
5217	Maintenance - Buildings & Grounds	3,645	11,255	2,000	(995)	2,000	2,000	2,000	
5221	Postage	801	398	1,100	365	800	800	800	
5223	Telephone	8,028	8,198	8,916	7,885	8,916	8,916	8,916	
5224	Other Services & Charges	29,416	29,444	32,000	20,579	31,000	31,000	31,000	
5225	Travel & Vocational Training	4,148	2,425	2,000	2,881	4,000	4,000	4,000	
5226	Automobile Allowance	4,200	4,200	4,200	4,200	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	50,088	42,151	51,000	37,817	51,000	51,000	51,000	
5247	Motor Fuels & Lubricants	451	577	2,500	825	1,000	1,000	1,000	
5281	Heat, Lights & Power	21,908	20,796	20,000	19,719	22,000	22,000	22,000	
	Total Operating Services	152,397	151,566	160,382	125,232	160,266	160,266	160,266	0.0%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2015-16 Actual	2016-17 Budget	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles		10,833						
5515	Building & Fixed Equipment								
5520	Other Equipment	106,063	2,550	50,000	120,000	3,600	3,732	3,732	
	Total Capital Outlay	106,063	13,383	50,000	120,000	3,600	3,732	3,732	3.7%
	TOTAL	\$576,332	\$481,579	\$545,511	\$574,162	\$631,866	\$642,192	\$643,892	1.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 3,732
Annual Maintenance & Operations Cost			\$ 600

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2020-21			\$ 3,732
Annual Maintenance & Operations Cost			\$ 600

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer (3)	1,244	600	\$ 3,732
<i>Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 3,732
Annual Maintenance & Operations Cost			\$ 600

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	600	\$ 3,732	

(3)

Replacement; Desktop computer stations with monitor and keyboard for general use by Recreation, Parks, Community Center, Horticulture and B&G divisions; will replace departmental computers at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 \$ 3,732

Annual Maintenance & Operations Cost \$ 600

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$175,603	\$164,538	\$168,048	\$166,277	\$167,923	\$167,327	\$168,147	
5103	Temporary & Seasonal Help	21,170	23,038	38,500	4,214	23,000	23,000	23,000	
5105	Overtime	67							
5601	Accumulated Leave		17,194						
5125	FICA					14,606	14,560	14,623	
5130	VRS					22,636	22,556	22,666	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					2,200	2,192	2,203	
5150	Health Insurance					44,160	38,790	38,790	
5160	Disability Insurance					582	759	762	
5170	Unemployment Insurance					172	100	100	
	Total Personal Services	196,840	204,770	206,548	170,491	275,279	269,284	270,291	-1.8%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		550						
5206	Dues & Subscriptions	1,833	1,828	1,033	2,218	1,800	1,800	1,800	
5209	Maintenance - Electronics	3,600	3,600	3,180	3,600	3,600	3,600	3,600	
5214	Maintenance - Motor Vehicles	450		900	5	500	500	500	
5217	Maintenance - Buildings & Grounds	175	997	500	300	3,000	3,000	3,000	
5221	Postage	361	228	500	122	400	400	400	
5223	Telephone	5,274	5,354	5,292	5,493	5,292	5,292	5,292	
5224	Other Services & Charges	4,615	6,482	9,500	1,949	7,000	7,000	7,000	
5225	Travel & Vocational Training	1,439	952	800	2,054	1,000	2,000	2,000	
5241	Senior Citizens Activities	3,871	3,806	3,800	3,800	3,800	3,800	3,800	
5242	Printing, Supplies, & Materials	8,609	13,071	11,000	7,954	13,000	13,000	13,000	
	Total Operating Services	30,227	36,868	36,505	27,495	39,392	40,392	40,392	2.5%
	TOTAL	\$227,067	\$241,638	\$243,053	\$197,986	\$314,671	\$309,676	\$310,683	-1.3%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$39,767	\$40,686	\$40,686	\$41,093	\$41,500	\$42,330	\$42,537	
5103	Temporary & Seasonal Help	22,943	23,847	40,500	24,385	40,500	40,500	30,500	
5105	Overtime	777	1,037	1,000	1,305	1,000	1,000	1,000	
5125	FICA					6,349	6,413	5,664	
5130	VRS					5,594	5,706	5,734	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					544	555	557	
5145	Group Life Insurance					8,400	8,400	8,400	
5150	Health Insurance								
5160	Disability Insurance					34	20	20	
5170	Unemployment Insurance								
	Total Personal Services	63,487	65,570	82,186	66,783	103,921	104,924	94,412	-9.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services								
5206	Dues & Subscriptions	65	65	200		200	200	200	
5209	Maintenance - Electronics	720	720	636	720	720	720	720	
5214	Maintenance - Motor Vehicles	159	335	1,000	526	1,000	1,000	1,000	
5216	Maintenance - Equipment			500	125	500	500	500	
5217	Maintenance - Buildings & Grounds	7,910	8,283	11,000	9,017	13,000	13,000	13,000	
5223	Telephone	188	190	192	187	192	192	192	
5225	Travel & Vocational Training			400	18	400	400	400	
5242	Printing, Supplies, & Materials	767	1,184	1,700	727	1,700	1,700	1,700	
5247	Motor Fuels & Lubricants	1,544	1,659	2,500	2,228	2,400	2,400	2,400	
5250	Small Tools & Equipment	731	1,292	1,250	856	1,250	1,250	1,250	
	Total Operating Services	12,084	13,728	19,378	14,404	21,362	21,362	21,362	0.0%
	TOTAL	\$75,571	\$79,298	\$101,564	\$81,187	\$125,283	\$126,286	\$115,774	-7.6%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$271,653	\$277,901	\$306,019	\$274,035	\$312,140	\$300,834	\$302,309	
5103	Temporary & Seasonal Help	21,081	30,049	33,000	20,285	33,000	33,000	33,000	
5105	Overtime	32,981	29,839	40,000	37,503	40,000	40,000	40,000	
5601	Accumulated Leave Pay	1,330			501				
5125	FICA					29,463	28,598	28,711	
5130	VRS					42,076	40,552	40,751	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					4,089	3,941	3,960	
5150	Health Insurance					64,260	84,222	84,222	
5160	Disability Insurance					162	327	329	
5170	Unemployment Insurance					275	160	160	
	Total Personal Services	327,045	337,789	379,019	332,324	525,465	531,634	533,442	1.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Spec Services				49,975				
5206	Dues & Subscriptions	150	250	300	365	300	300	300	
5209	Maintenance - Electronics	360	360	324	360	360	360	360	
5212	Rent of Equipment	133	167	500	227	500	500	500	
5214	Maintenance - Motor Vehicles	2,214	3,903	4,000	3,842	4,000	4,000	4,000	
5216	Maintenance - Equipment	9,326	16,446	17,000	5,754	17,000	17,000	17,000	
5217	Maintenance - Buildings & Grounds	65,585	71,696	67,500	62,684	67,500	67,500	67,500	
5223	Telephone	822	799	1,000	784	1,000	1,000	1,000	
5225	Travel & Vocational Training	296		828		400	400	400	
5242	Printing, Supplies, & Materials	10,294	6,967	8,000	9,783	9,000	9,000	9,000	
5247	Motor Fuels & Lubricants	8,263	8,581	12,500	10,045	12,000	12,000	12,000	
5250	Small Tools & Equipment	879	1,797	2,500	1,048	2,400	2,400	2,400	
5281	Heat, Lights & Power	11,361	11,019	12,000	11,314	12,000	12,000	12,000	
	Total Operating Services	109,683	121,985	126,452	156,180	126,460	126,460	126,460	0.0%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicle		27,655				48,500	48,500	
5516	Electronic Equipment	1,733		3,750					
5520	Other Equipment	19,282	3,395	36,000	36,900	22,000			
	Total Capital Outlay	21,015	31,050	39,750	36,900	22,000	48,500	48,500	120.5%
	TOTAL	\$457,743	\$490,824	\$545,221	\$525,404	\$673,925	\$706,594	\$708,402	5.1%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Ford F250 Pick-up Truck	36,000	200	\$ 36,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 20 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.</i>			
Civic Field Scoreboard	12,500	100	\$ 12,500
<i>Replacement; Replacement of the 13 year old scoreboard at the Civic Field. Current scoreboard has been experiencing ongoing issues for several years, that has led to significant lack of availability for games. Field is utilized for recreation department girl's softball, travel tournaments, and both girl's CHHS softball teams. Shared 50/50 funding for the estimated \$25,000 scoreboard with Colonial Heights Schools.</i>			
Total Capital Outlay - FY2019-20			\$48,500
Annual Maintenance & Operations Cost			\$ 300

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Diesel Tractor & Trailer	35,000	500	\$ 35,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 23 horse power diesel tractor will replace current equipment that will be over 21 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.</i>			
Total Capital Outlay - FY2020-21			\$35,000
Annual Maintenance & Operations Cost			\$ 500

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>
			Total Cost
Ford F150 Pick-up Truck	32,000	200	\$ 32,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 20 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.</i>			
Total Capital Outlay - FY2021-22			\$32,000
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2022-23

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

No Capital Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$55,078	\$56,350	\$56,350	\$56,914	\$57,477	\$38,747	\$38,936	
5103	Temporary & Seasonal Help	11,551	9,488	11,000	9,472	13,000	13,000	13,000	
5105	Overtime								
5125	FICA					5,392	3,959	3,973	
5130	VRS					7,748	5,223	5,249	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					753	508	510	
5150	Health Insurance					8,400	1,650	1,650	
5160	Disability Insurance								
5170	Unemployment Insurance					34	20	20	
	Total Personal Services	66,629	65,838	67,350	66,385	92,804	63,107	63,338	-31.8%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,969	1,024	2,500	1,775	2,500	2,500	2,500	
5203	Professional & Special Services	2,173	1,508	2,500	1,706	2,500	2,500	2,500	
5206	Dues & Subscriptions	425	275	300	470	450	450	450	
5209	Maintenance - Electronics	720	720	636	720	720	720	720	
5217	Maintenance - Buildings & Grounds	2,947	4,341	8,000	4,846	8,000	8,000	8,000	
5221	Postage			150		150	150	150	
5223	Telephone	379	661	384	720	384	720	720	
5225	Travel & Vocational Training			500		300	300	300	
5242	Printing, Supplies, & Materials	768	150	1,250	410	1,216	3,000	3,000	
	Total Operating Services	9,381	8,679	16,220	10,647	16,220	18,340	18,340	13.1%
	TOTAL	\$76,010	\$74,517	\$83,570	\$77,032	\$109,024	\$81,447	\$81,678	-25.1%

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Library

The Public Library provides a wide range of library services to the community, serving the educational, informational, and recreational reading needs of over 230,000 visitors each year. 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 facility also contains meetings rooms that are heavily utilized by civic clubs, small independent groups, tutors and organizations, as well as other city departments.

Performance ¹ Indicators	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Estimated	FY 19-20 Estimated
Circulation	242,522	239,604	240,000	240,000
Books	111,497	90,078	90,000	90,000 ¹
Videos	49,812	45,089	40,000	35,000 ²
Audiobooks	11,789	8,250	7,000	6,000 ³
Computers	19,832	20,168	20,000	20,000
Ebooks	17,831	67,997	68,000	70,000
Kindle eBooks	7,056	8,022	9,000	9,500
Library Cards Issued	1,873	1,342	1,500	1,500
Registered Borrowers	12,988	9,533 ⁴	11,000	11,000
Patron Visit Count	219,888	240,104	230,000	230,000
Interlibrary Loans	198	89	100	100
Story Hour Participants	3,418	3,571	3,500	3,500
Volumes Added to Collection	5,017	4,984	5,000	5,000
Meeting Room Groups	1,015	1,236	1,200	1,200

1. The Colonial Heights Public Library, like all libraries, is experiencing a significant shift in how residents check out books; i.e., traditionally or through downloads (or, both, which is very common). The large drop represents a shift from traditional book circulation to eBook downloads from the library's new online Hoopla eBook and audiobook collection. Current figures indicate that this shift has slowed significantly.
2. Continuing decline represents an increased use of online video services versus checking out films.
3. Audiobook circulation within the library has decreased significantly, while audiobook downloads from the library's Hoopla collection have sharply increased.
4. Drop between FY 16-17 and FY 17-18 is the result of a database purge of inactive patrons.

Personnel Resources

Library	Authorized Positions					
	Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 2019-20	Diff.
Library Director	F	Salary		1.00	1.00	0.00
Senior Digital Resources Specialist	F	Salary		2.00	2.00	0.00
Digital Resources Specialist	F	Salary		3.00	3.00	0.00
Digital Resources Specialist	PT	Hourly		1.00	1.00	0.00
F = Full Time PT = Part Time				7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$344,086	\$354,338	\$354,230	\$358,273	\$361,315	\$368,541	\$370,348	
5103	Temporary & Seasonal Help	43,746	44,772	46,867	42,460	46,867	46,867	46,867	
5125	FICA					30,673	31,779	31,917	
5130	VRS					45,599	46,511	46,739	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					4,476	4,566	4,588	
5145	Group Life Insurance					46,718	46,511	46,739	
5150	Health Insurance					228	229	230	
5160	Disability Insurance					241	140	140	
5170	Unemployment Insurance								
	Total Personal Services	387,832	399,110	401,097	400,734	536,117	545,144	547,568	2.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	2,278	4,807	3,150	2,438	4,500	6,600	6,600	
5206	Dues & Subscriptions	268	219	715	400	715	715	715	
5209	Maintenance - Electronics	12,960	12,960	11,448	12,960	11,448	11,448	11,448	
5212	Rent of Equipment	251	240	1,310	284	1,430	1,550	1,550	
5216	Maintenance - Equipment	497	315	900	422	900	900	900	
5218	Maintenance - Misc		4,320						
5221	Postage	2,447	2,332	2,468	1,084	1,200	1,200	1,200	
5223	Telephone	22,927	22,706	23,472	22,934	23,472	23,472	23,472	
5225	Travel & Vocational Training	206	416	850	336	850	850	850	
5242	Printing, Supplies, & Materials	30,081	31,432	25,718	26,504	25,718	26,000	26,000	
5248	Books & Publications	115,607	117,064	116,293	118,066	116,293	116,293	116,293	
5281	Heat, Lights & Power	43,797	44,581	44,000	47,500	44,000	47,000	47,000	
	Total Personal Services	231,319	241,392	230,324	232,929	230,526	236,028	236,028	2.4%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	1,200	1,200	1,200	800	1,200	1,200	1,200	
5516	Electronic Equipment	11,660	16,799	6,800	6,950	7,200	9,952	9,952	
	Total Capital Outlay	12,860	17,999	8,000	7,750	8,400	11,152	11,152	32.8%
	TOTAL	\$632,011	\$658,501	\$639,421	\$641,412	\$775,043	\$792,324	\$794,748	2.5%

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5)	1,244	1,000	\$ 6,220
<i>Replacement; Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels.</i>			
Staff Computers (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels.</i>			
Reupholster Public Seating	1,200		\$ 1,200
<i>Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2019-20			\$11,152
Annual Maintenance & Operations Cost			\$ 1,600

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Public Computers (5)	1,244	1,000	\$ 6,220
<i>Replacement; Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels.</i>			
Staff Computers (3)	1,244	600	\$ 3,732
<i>Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels.</i>			
Network Server	12,000		\$ 12,000
<i>Replacement; Upgrade/migration of library's primary network computer server to City server farm; current server was installed in 2016; cost includes labor for installation and network configuration; essential for maintaining existing service levels.</i>			

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

FY2020-21 Reupholster Public Seating **1,200** **\$ 1,200**

(cont.) *Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.*

Total Capital Outlay - FY2020-21 **\$23,152**

Annual Maintenance & Operations Cost **\$ 1,600**

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual	M&O Cost	Total Cost
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Public Computers (5) **1,244** **1,000** **\$ 6,220**

Replacement; Routine upgrade of the library's computer center, which has twenty computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels.

Staff Computers (3) **1,244** **600** **\$ 3,732**

Replacement; Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels.

Deep Freeze & Barracuda

Web Filter Servers **4,000** **\$ 4,000**

Replacement; Upgrade/migrate library's Deep Freeze server, which prevents public from changing the computer network configurations; upgrade of Barracuda Web Filter which prevents public access to pornography.

Reupholster Public Seating **1,200** **\$ 1,200**

Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 **\$15,152**

Annual Maintenance & Operations Cost **\$ 1,600**

City of Colonial Heights, Virginia

2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Public Computers (5)	1,244	1,000	\$ 6,220
<i>Replacement;</i> Routine upgrade of the library's computer center, which has twenty computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels.			
Staff Computers (3)	1,244	600	\$ 3,732
<i>Replacement;</i> Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels.			
Network 48 Port Switch (2)	1,500	400	\$ 3,000
<i>Replacement;</i> Routine upgrade of two critical network switches per recommendation of IT Department; essential for maintaining existing service levels; will negatively impact service without replacement.			
Reupholster Public Seating	1,200		\$ 1,200
<i>Replacement;</i> Routine upgrade of various chairs and public seating; high volume of daily library patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.			
Total Capital Outlay - FY2022-23			\$14,152
Annual Maintenance & Operations Cost			\$ 2,000

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Public Computers (5)	1,244	1,000	\$ 6,220
<i>Replacement;</i> Routine upgrade of the library's computer center, which has twenty-six computers for public use; computers are used an average of 2,100 times each month; funding typically provided by private donations; essential for maintaining existing service levels.			

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****LIBRARY**

FY2023-24 Staff Computers (3)	1,244	600	\$ 3,732
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(cont.) *Replacement;* Routine upgrade of departmental staff computers including the circulation desk, small dedicated servers, public online catalogs and staff desk units; funding typically provided by private donations; essential for maintaining existing service levels.

Reupholster Public Seating	1,200	\$ 1,200
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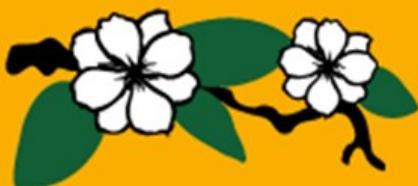
Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2023-24	\$11,152
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Annual Maintenance & Operations Cost	\$ 1,600
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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

COMMUNITY DEVELOPMENT

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Planning and Community Development

The Department of Planning and Community Development consists of three operating divisions: Planning/Zoning, Code Enforcement, and Building Inspections. The Department is guided by three goals:

- #1 To guide development, redevelopment, and growth of the City through the application of professional planning principles and zoning practices;
- #2 To ensure the health and safety of the citizens of the city through enforcement of codes and regulations related to construction of residential and commercial developments and enforcement of property maintenance and other ordinances; and,
- #3 To maintain a quality of service to the citizens and businesses of Colonial Heights by promptly and efficiently responding to questions and concerns in a courteous and professional manner.

In FY17-18, the Department experienced turnover in the Director, Senior Building Inspector, and two part-time Code Enforcement Inspector positions. During that same fiscal year, the Planning Division submitted the Department of Environmental Quality requested compliance conditions including revising the Comprehensive Plan, City Code, and development review checklists.

The Emergency Home Repair Program, funded through the Community Development Block Grant, is implemented by Project:HOMES with close coordination and supervision by planning staff. In FY17-18, the Emergency Home Repair program repaired 8 homes.

The Code Enforcement Division has (2) two part-time code enforcement inspectors that work 28 hours a week each, each with their own zone in the City. The Division continues proactive code enforcement, driving by each home or business at least twice a month, while balancing reactive code enforcement from complaints and re-inspections for compliance.

The Building Inspections Division ensures residential and commercial construction is in compliance with the Virginia Uniform Statewide Building Code (USBC). Additionally, the division provides Tenant Property Maintenance Complaint service to ensure that reported property maintenance issues are remedied by the owner. Building Inspections takes pride in providing the best possible customer service and continues to be respected by contractors and residents for their knowledge and integrity.

Performance Indicators	FY 16 - 17 Actual	FY 17 - 18 Actual	FY 18 - 19 Estimated	FY 19 - 20 Estimated
CDBG Funds Received	\$84,367	\$87,108	\$94,495	\$90,000
Planning Commission Mtgs	7	6	7	7
Building Inspections	1,677	1,649	1,650	1,650
Code Enforcement Cases*	1,239	1,297	1,200	1,200

* Property Maintenance, Zoning, Graffiti, Sign, Grass, Commercial/Trailer, Graffiti, In/Op Vehicle, Trash, Exterior Storage, and Trash Placement Violations

Personnel Resources

Planning/Building Inspection

Authorized Positions

Classification Title	Status *	Hourly/Salary	FY 18-19	FY 19-20	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 Dev. Specialist [#]	FT	Salary	.50	.50	0.00

FT = Full Time PT = Part Time

**position filled with two part-time code enforcement inspectors # Position shared with Economic Development Department

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - PLANNING

DEPARTMENT NUMBER 1751

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$164,699	\$196,489	\$196,636	\$135,538	\$184,111	\$186,160	\$187,072	
5103	Temporary & Seasonal Help		9,648		14,329				
5105	Overtime				8,396				
5601	Accumulated Leave Pay								
5125	FICA					14,085	14,241	14,311	
5130	VRS					24,818	25,094	25,217	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance					2,412	2,439	2,451	
5150	Health Insurance					22,770	25,770	25,770	
5160	Disability Insurance					1,105	1,098	1,104	
5170	Unemployment Insurance					103	60	60	
	Total Personal Services	164,699	206,137	196,636	158,262	249,404	254,862	255,985	2.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	2,910	2,460	3,000	1,751	3,000	3,000	3,000	
5203	Professional & Special Services	1,828	325	4,500	60	2,000	2,000	2,000	
5206	Dues & Subscriptions	876	1,127	2,200	500	1,600	1,600	1,600	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,500	1,500	
5216	Maintenance - Equipment	1,188	1,089	2,000	1,513	3,200	3,500	3,500	
5221	Postage	328	283	600	271	600	600	600	
5223	Telephone	3,084	2,860	3,500	1,857	3,200	2,700	2,700	
5225	Travel & Vocational Training	1,138	2,292	3,500	1,211	3,500	3,500	3,500	
5242	Printing, Supplies, & Materials	1,109	1,396	1,500	1,306	1,500	1,500	1,500	
5248	Books & Publications			500		500	500	500	
5263	Grant Funds								
	Total Operating Services	13,901	13,272	22,800	9,910	20,600	20,400	20,400	-1.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment			3,780	2,474				
	Total Capital Outlay			3,780	2,474				
	TOTAL	\$178,600	\$219,409	\$223,216	\$170,646	\$270,004	\$275,262	\$276,385	2.4%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$148,640	\$141,329	\$184,656	\$140,996	\$192,530	\$196,380	\$197,343	
5103	Temporary & Seasonal Help	44,680	31,482		27,154				
5105	Overtime			1,500		1,500	1,500	1,500	
5601	Accumulated Leave Pay	1,806			6,685				
5125	FICA					14,843	15,138	15,211	
5130	VRS					25,953	20,396	20,496	
5140	ICMA- Defined Contribution					2,522	1,982	1,992	
5145	Group Life Insurance					28,740	20,340	20,340	
5150	Health Insurance					583	319	321	
5160	Disability Insurance					103	40	40	
5170	Unemployment Insurance								
	Total Personal Services	195,126	172,811	186,156	174,835	266,774	256,095	257,243	-3.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,580	9,590	6,500	9,419	4,000	4,000	4,000	
	Grass Service - Code Enforcement			9,000		12,500	12,500	12,500	
5206	Dues & Subscriptions	400	410	500	490	500	500	500	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,500	1,500	
5214	Maintenance - Motor Vehicles	824	523	1,200	1,113	1,200	1,200	1,200	
5217	Maintenance - Buildings & Grounds				(63)				
5221	Postage	5,764	3,516	300	4,991	300	300	300	
	Code Enforcement			4,000		4,800	5,200	5,200	
5223	Telephone	4,081	5,091	6,200	6,056	6,200	6,200	6,200	
5225	Travel & Vocational Training	649	360	1,500	36	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	2,400	1,881	500	2,730	500	500	500	
	Code Enforcement			3,000		3,200	3,200	3,200	
5247	Motor Fuels & Lubricants	2,049	2,145	2,200	2,213	2,200	2,300	2,300	
5248	Books & Publications			2,000	1,500	2,000	2,000	2,000	
5250	Small Tools & Equipment	500	627	500	1,555	500	800	800	
5283	1% State Fee	(14)	(266)		(77)				
	Total Operating Services	30,673	25,317	38,900	31,402	40,900	41,700	41,700	2.0%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicle		20,693						
5516	Electronic Equipment	2,787	1,324	5,000		2,488			
	Total Capital Outlay	2,787	22,017	5,000		2,488			-100.0%
	TOTAL	\$228,586	\$220,145	\$230,056	\$206,238	\$310,162	\$297,795	\$298,943	-3.6%

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2019-20*No Capital Needs Currently Identified for this Fiscal Year.***Total Capital Outlay - FY2019-20** \$ -

Fiscal Year:

FY2020-21

Item	Annual		
	Unit Cost	M&O Cost	Total Cost
Chevrolet Impala	21,308	500	\$ 21,308

Replacement; Routine upgrade of departmental operations vehicle utilized in general performance of departmental duties; will replace the Chevy Cavalier that no longer runs and has been surplused; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Desktop Computer	1,244	200	\$ 1,244
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Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.

Total Capital Outlay - FY2020-21 \$ 22,552**Annual Maintenance & Operations Cost** \$ 700

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Total Capital Outlay - FY2021-22			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Total Capital Outlay - FY2022-23			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

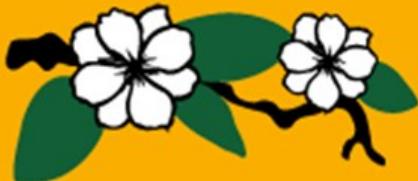
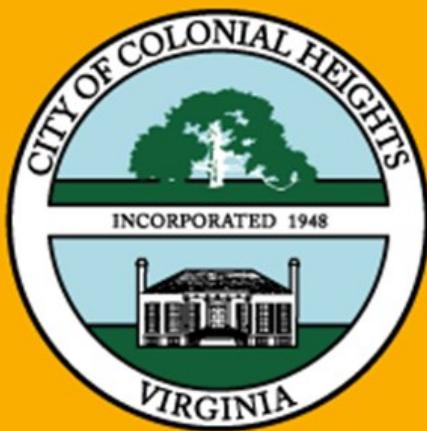
FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Desktop Computer (2)	1,244	400	\$ 2,488
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental administrative use; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels.</i>			
Total Capital Outlay - FY2023-24			\$ 2,488
Annual Maintenance & Operations Cost			\$ 400

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

HUMAN SERVICES

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Office on Youth & Human Services

The 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 consequences 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 Kids Achieving Progress Afterschool Program (KAP) serves the City's youth in grades 4- 6 with after-school tutoring and skill building.

Performance Indicators	FY 16- 17 Actual	FY 17 - 18 Actual	FY 18 - 19 Estimated	FY 19 - 20 Estimated
# Served by Diversion Programs (VJCCA)	263	208	285	200
# Served Community Prevention/Education	1104	1429	800	1200
Kids Achieving Progress (KAP) Participants	59	58	60	60

Personnel Resources

Office On Youth & Human Services			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 18-19	FY 19-20	Diff.
Department Director	FT	Salary	1.00	1.00	0.00
Youth Program Coordinator	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
VJCCA – Youth Specialist			1.00	1.00	0.00
KAP (Supervisors, Support)			10.00	10.00	0.00
PT = Part Time			11.00	11.00	0.00

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$122,745	\$126,349	\$125,578	\$127,965	\$129,232	\$131,817	\$132,463	
5103	Temporary & Seasonal Help					9,886	10,084	10,133	
5125	FICA					17,421	17,769	17,856	
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					1,693	1,727	1,735	
5145	Group Life Insurance					26,820	26,820	26,820	
5150	Health Insurance								
5160	Disability Insurance								
5170	Unemployment Insurance				69	40	40	40	
	Total Personal Services	122,745	126,349	125,578	127,965	185,121	188,257	189,047	2.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,730	11,400		12,306				
5203	Chesterfield Child Advocacy Center					10,000	10,000	10,000	
5206	Dues & Subscriptions	239		275	245	275	300	300	
5209	Maintenance - Electronics	1,800	1,846	1,600	1,800	1,600	1,600	1,600	
5216	Maintenance - Equipment			200		200	200	200	
5221	Postage	573	669	400	351	500	550	550	
5223	Telephone	4,552	4,550	4,650	4,452	4,600	4,700	4,700	
5224	Other Services & Charges	351	443	400	160	300	400	400	
5225	Travel & Vocational Training	1,447	2,055	2,000	2,503	1,500	1,800	1,800	
5226	Automobile Allowance					3,600	3,600	3,600	
5242	Printing, Supplies, & Materials	3,897	2,614	3,800	3,071	3,600	3,800	3,800	
5247	Motor Fuels & Lubricants	434	614	700	339	675	725	725	
5248	Books & Publications	20		200	100	100	100	100	
5298	Power Program	4,419	(2,000)		1,461				
5299	Go Lead Program								
	Total Operating Services	30,462	22,191	14,225	26,786	26,950	27,775	27,775	3.1%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment			1,250	872		1,244	1,244	
	Total Capital Outlay			1,250	872		1,244	1,244	100.0%
	TOTAL	\$153,207	\$148,540	\$141,053	\$155,624	\$212,071	\$217,276	\$218,066	2.8%

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****OFFICE ON YOUTH & HUMAN SERVICES**

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Vehicle	20,000	1,000	\$ 20,000
<i>Replacement; Routine upgrade of departmental all purpose transport vehicle used primarily for VJCCA (Virginia Community Crime Control Act, managed by the Department of Juvenile Justice) and other programming; replacing high-mileage vehicle that will be over 15 years old; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2020-21			\$20,000
Annual Maintenance & Operations Cost			\$ 1,000

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****OFFICE ON YOUTH & HUMAN SERVICES**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u> <u>M&O Cost</u>	<u>Total Cost</u>
Desktop Computer	1,244	200	\$ 1,244
<i>Replacement; Desktop computer station with monitor and keyboard for general departmental staff; will replace departmental computer at recommended IT lifecycle management (5 years); essential for maintaining existing service levels; will negatively impact service without replacement.</i>			
Total Capital Outlay - FY2022-23			\$ 1,244
Annual Maintenance & Operations Cost			\$ 200

Fiscal Year:

FY2023-24*No Capital Needs Currently Identified for this Fiscal Year.***Total Capital Outlay - FY2023-24** **\$ -**

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - BETTER BEGINNINGS GRANT

DEPARTMENT NUMBER 1802

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help								
	Total Personal Services								
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services		\$975	\$700	\$375	\$700	\$700	\$700	
5221	Postage								
5224	Other Services & Charges	\$459	688	600	165	600	600	600	
5225	Travel & Vocational Training			500	500	500	500	500	
5242	Printing, Supplies, & Materials	1,675	632	800	1,452	800	800	800	
	Total Operating Expenses	2,134	2,295	2,600	2,492	2,600	2,600	2,600	0.0%
	TOTAL	\$2,134	\$2,295	\$2,600	\$2,492	\$2,600	\$2,600	\$2,600	0.0%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - JUVENILE CRIME GRANT

DEPARTMENT NUMBER 1803

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2016-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$42,027	\$42,998	\$42,998	\$43,428	\$43,858	\$44,735	\$44,954	
5103	Temporary & Seasonal Help	26,100	27,531	29,000	16,178	29,000	29,000	29,000	
5601	Accumulated Leave Pay								
5125	FICA	18,160	17,936	23,000	18,420	5,574	5,641	5,657	
5130	VRS					5,912	6,030	6,060	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution					575	1,686	1,694	
5145	Group Life Insurance					11,400	11,400	11,400	
5150	Health Insurance								
5160	Disability Insurance					34	20	20	
5170	Unemployment Insurance								
	Total Personal Services	86,287	88,465	94,998	78,026	96,353	98,512	98,785	2.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	490		500	1,920	250	1,200	1,200	
5209	Maintenance - Electronics	360	360	360	360	350	350	350	
5214	Maintenance - Motor Vehicles			200		200	200	200	
5221	Postage	282	139	325	72	300	350	350	
5224	Other Services & Charges	283	138	300	347	200	200	200	
5225	Travel & Vocational Training	85	99	500	158	200	300	300	
5242	Printing, Supplies, & Materials	594	817	600	1,770	600	600	600	
5247	Motor Fuels & Lubricants	121	110	300	150	300	325	325	
5248	Books & Publications			200					
	Total Operating Expenses	2,215	1,663	3,285	4,776	2,400	3,525	3,525	46.9%
	TOTAL	\$88,502	\$90,128	\$98,283	\$82,802	\$98,753	\$102,037	\$102,310	3.6%

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - KIDS AFTER SCHOOL PROGRAM

DEPARTMENT NUMBER 1807

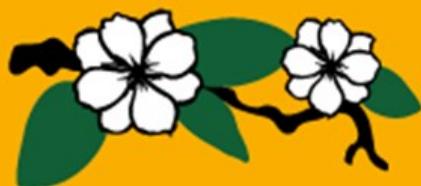
CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

NON-
DEPARTMENTAL

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>City Memberships & Programs</u>								
5801	Youth Advisory Manager	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	
5804	John Tyler Community College	4,155	4,085	4,096	3,946	3,946	3,946	3,946	
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317	11,317	11,317	
5807	Virginia Municipal League	8,425	8,580	8,776	8,776	8,776	8,776	8,776	
5808	Fort Clifton Arts & Crafts Festival	500	500	600	600	600	600	600	
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
5810	Crater Agency on Aging	465	465	465	(465)	465			
5812	Criminal Justice Academy	21,130	22,376	26,337		moved to 1401-5225			
5816	Petersburg Symphony	4,000	4,000	4,000					
5818	After Prom Committee	500	500	500	500	500	500	500	
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5825	Richard Bland College	3,000	3,000	3,500	500	3,000	3,000	3,000	
5827	Virginia State University	3,000	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	9,450	
5829	American Legion - Flags	300	300	300	300	300	300	300	
5835	Colonial Heights Educational Foundation	200	(200)	200	(200)	200	200	200	
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
5845	Petersburg Area Transit			50,000					
	Total City Memberships & Programs	76,192	77,123	82,291	97,474	51,304	50,639	50,639	-1.3%
	<u>Contributions</u>								
5802	Retired Senior Volunteer Program								
5813	Legal Aid Justice Center	3,600	1,500	1,500	1,500	1,500	1,000	1,000	
5814	CARES	2,600	3,600	3,600	3,600	4,000	3,600	3,600	
5826	CCHASM	3,600	4,600	4,600	4,600	4,600	4,600	4,600	
5837	Feed More (Meals on Wheels)	6,600	7,600	7,600	7,600	7,900	7,900	7,900	
5839	Colonial Heights Food Pantry	8,000	9,100	9,100	9,100	9,400	9,800	9,800	
5840	American Red Cross	2,000	3,000	3,000	3,000	3,000	2,500	2,500	
5821	Ridefinders		1,000	1,000	1,000				
	United Way of Greater Richmond & Petersburg								
5822	Friends of the Lower Appomattox River					1,000	1,000	1,000	
	Total Contributions	26,400	30,400	30,400	30,400	30,400	30,400	30,400	0.0%
	TOTAL	\$102,592	\$107,523	\$112,691	\$127,874	\$81,704	\$81,039	\$81,039	-0.8%

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	\$209,136	\$123,112	\$33,000	\$71,694	\$50,000	\$70,000	\$70,000	
5224	Other Services & Charges	1,490	3,012	4,000	1,542	4,000	3,000	3,000	
5225	Travel & Vocational Travel		88		6				
5253	Litter Control Grant	7,215	6,629	6,427	6,007	6,038	6,207	6,207	
5254	Contingencies & Reserve			352,516		215,762	530,538	530,808	
5255	Refunds - Rebates	(1,429)	(700)	500	6,555	1,000	3,000	3,000	
5269	Law Library	13,397	11,527	4,500	2,671				
5273	Credit Card Fees	13,115	12,625	13,000	15,331	13,000	14,000	14,000	
5288	Historical Committee Courthouse		837	5,000	1,250				
Total Operating Expenses		242,924	157,130	418,943	105,055	289,800	626,745	627,015	116.4%
TOTAL									
		\$242,924	\$157,130	\$418,943	\$105,055	\$289,800	\$626,745	\$627,015	116.4%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - PRINCIPAL RETIREMENT

DEPARTMENT NUMBER 1951

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5620	Redemption of Bonds	\$2,760,215	\$2,374,672	\$2,980,703	\$2,973,209	\$2,526,638	\$2,599,224	\$2,599,224	
5621	Notes Payable	22,790	23,519	24,270	24,271	25,047	19,310	19,310	
5622	Refunded Bond Agent								
	Total Fixed Charges	2,783,005	2,398,191	3,004,973	2,997,480	2,551,685	2,618,534	2,618,534	2.6%
	TOTAL	\$2,783,005	\$2,398,191	\$3,004,973	\$2,997,480	\$2,551,685	\$2,618,534	\$2,618,534	2.6%

2019-20 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2018						
2016	\$287,500	\$287,500				\$575,000
2015			\$64,463	\$40,025	\$70,512	175,000
Refunding 2004	432,915	50,714	14,166	51,611		549,406
Refunding 2007	135,960	419,635				555,595
2012	985,000					985,000
TOTAL	1,841,375	757,849	78,629	91,636	70,512	2,840,001
5621- Notes Payable	19,310					\$19,310
TOTAL	19,310					19,310
GRAND TOTAL	\$1,860,685	\$757,849	\$78,629	\$91,636	\$70,512	\$2,859,311

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

DEPARTMENT NAME - INTEREST & FISCAL CHARGES

DEPARTMENT NUMBER 1952

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.	
	<u>FIXED CHARGES</u>									
5640	Interest on Bonds	\$916,943	\$1,101,867	\$1,074,537	\$1,081,934	\$1,091,675	\$1,112,351	\$1,112,351		
5641	Interest on Notes	3,364	2,635	1,884	1,883	1,107	255	255		
5648	Other Debt Service Costs	7,690	122,574	10,000	2,850	10,000	10,000	10,000		
	Total Fixed Charges	927,997	1,227,076	1,086,421	1,086,667	1,102,782	1,122,606	1,122,606	1.8%	
		TOTAL	\$927,997	\$1,227,076	\$1,086,421	\$1,086,667	\$1,102,782	\$1,122,606	\$1,122,606	1.8%

2019-20 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2018	\$134,314	\$44,486		\$20,532		\$199,332
2016	134,731	134,731				269,462
2015			\$23,718	32,474	\$47,508	103,700
Refunding 2004	60,628	7,102	1,984	7,228		76,942
Refunding 2007	19,041	58,768				77,809
2012	518,550					518,550
Less 2018 Accrued Interest			(2,142)	(2,579)	(4,689)	(9,410)
Plus 2019 Accrued Interest			1,910	2,610	3,832	8,352
TOTAL	867,264	245,087	25,470	60,265	46,651	1,244,737
5641 - Interest - Notes	255					255
TOTAL	255					255
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	\$877,519	\$245,087	\$25,470	\$60,265	\$46,651	\$1,254,992

CITY OF COLONIAL HEIGHTS 2019-20 BUDGET

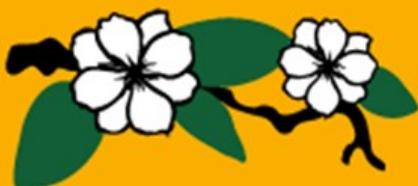
DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

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Colonial
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VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

ECONOMIC
DEVELOPMENT
AUTHORITY

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 25

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
4321	<u>LICENSE PERMITS & FEES</u>				\$64,000		\$31,250	\$31,250	
	Admin Fees				64,000		31,250	31,250	
4501	<u>CHARGES - CURRENT SERVICES</u>								
	Interest								
	Total Charges - Current Services								
	TOTAL				\$64,000		\$31,250	\$31,250	N/A

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

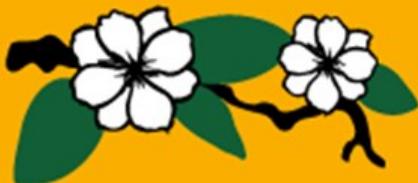
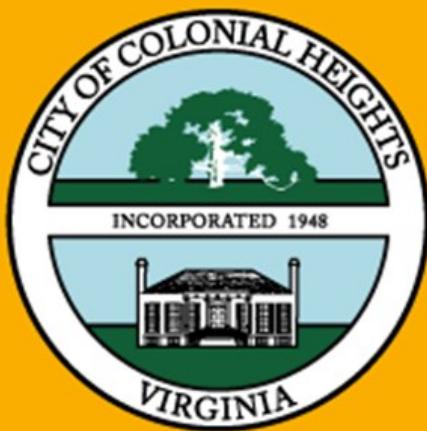
DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES

DEPARTMENT NUMBER 2553

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>OPERATING EXPENSES</u>									
5201	Advertising					\$5,000	\$5,000	\$5,000	
5203	Professional & Special Services					5,000	5,000	5,000	
5206	Dues & Subscriptions					200	200	200	
5221	Postage					50	50	50	
5225	Travel & Vocational Training					1,500	1,500	1,500	
5242	Printing, Supplies, & Materials					50	50	50	
5909	Reserve for future Capital Projects					19,450	19,450	19,450	
	Total Operating Expenses						31,250	31,250	N/A
	TOTAL						\$31,250	\$31,250	N/A

SHOP & DINE

Colonial
HEIGHTS
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City of Colonial Heights
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RECREATION
ACTIVITY
FUND

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE ACCOUNT NUMBER 40

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSE PERMITS & FEES</u>								
4325	Credit Card Fees				(\$343)				
	Total License Permits & Fees				(343)				
	<u>CHARGES - CURRENT SERVICES</u>								
4504	Concessions	\$737	\$324	\$3,000					
4704	Recreation Use Charges & Fees				(20)				
4721	Youth Sport Sponsorships	26,151	15,325	22,000	25,345	\$19,300	\$19,300	\$19,300	
4722	Special Interest Classes	1,480	1,604	3,000	6,453	2,000	2,000	2,000	
4723	Special Events	73,999	56,469	70,000	40,482	65,000	65,000	65,000	
4724	Adult Athletic Leagues	14,800	19,503	15,000	19,970	16,000	16,000	16,000	
4743	Active Net								
4745	Senior Citizen Classes/ Special Events	54,767	77,680	54,000	85,077	55,000	55,000	55,000	
4752	Youth Center Fees	160							
4753	Christmas Parade	3,223	2,525	4,000	2,100	4,000	4,000	4,000	
4755	Youth World Series								
	Total Charges - Current Services	175,317	173,430	171,000	179,407	161,300	161,300	161,300	0.0%
	<u>MISCELLANEOUS</u>								
4726	Violet Bank Museum	865			1,140				
4728	Beautification Committee	30	30		6				
4807	Transfer from Schools						30,000	30,000	
4812	Donations	575	166		491				
4815	Park Donations		73		50				
4821	Transfer from General Fund				44,573				
4842	Transportation Donations - CAA Van				2,313				
4990	Use Of Fund Balance						151,000	151,000	
	Total - Miscellaneous	1,470	269		48,573		181,000	181,000	N/A
	TOTAL	\$176,787	\$173,699	\$171,000	\$227,638	\$161,300	\$342,300	\$342,300	112.2%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

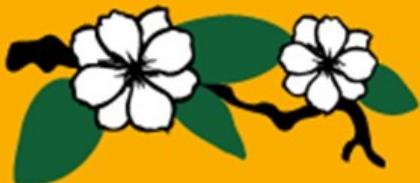
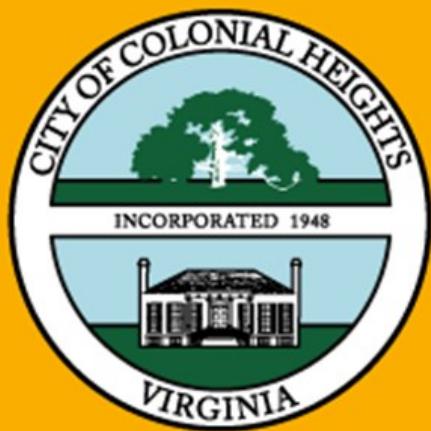
DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$4,613	\$5,214	\$5,000	\$5,242	\$5,000	\$5,000	\$5,000	
5108	Fringe Benefits		10	300		300	300	300	
	Total Personal Services	4,613	5,225	5,300	5,242	5,300	5,300	5,300	0.0%
	<u>OPERATING EXPENSES</u>								
5201	Advertising								
5203	Professional & Special Services	344	3,152						
5224	Other Services & Charges								
5242	Printing, Supplies, & Materials	99,915	88,367	110,000	110,467	110,000	110,000	110,000	
5245	Concession	3,244	2,164	5,000					
5305	Beautification Committee		172		85				
5307	Christmas Parade								
5654	Transfer to CIP	5,665	5,364	6,000	3,271	6,000	6,000	6,000	
5662	Senior Citizen Classes/Special Events								
	Total Operating Services	39,206	54,704	36,000	65,250	40,000	40,000	40,000	
		148,374	153,924	157,000	179,074	156,000	337,000	337,000	116.0%
	TOTAL	\$152,987	\$159,148	\$162,300	\$184,316	\$161,300	\$342,300	\$342,300	112.2%

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
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Annual Operating Budget

CAPITAL
PROJECTS
FUND

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>USE OF MONEY & PROPERTY</u>								
4501	Interest on Investments				\$142,300				
	Total - Use of Money & Property				142,300				
	<u>INTERGOVERNMENTAL REVENUE</u>								
4636	CAD Grant				(9,247)				
4655	VDOT Projects				74,997				
4667	ST Scpe Gov't Center UPC 78222				99,373				
4673	Dupuy Ave Modernization UPC 101287				134,512				
4674	Lakeview Ave Improvements UPC 101288				349,400				
4676	Fire Grant				76,952				
4679	Greenway Trails UPC 91208				50,700				
4683	Urban Construction Program				261				
4685	Stratford Drive UPC 107092				29,303				
4686	Mallard Drive UPC 107093				800,185				
4690	Conduit/Ellerslie Intersection								
4691	Boulevard Resurfacing UPC 111947								
	Total - Intergovernmental Revenue				1,606,437	427,482	2,255,144	2,255,144	427.5%
	<u>MISCELLANEOUS</u>								
4814	Private Grants					98,561			
4819	Transfer from Recreation Fund					181,000			
4821	Transfer from General Fund				754,666	71,870	912,370	912,370	
4822	Transfer from Water/ Sewer					600,000			
4826	Sale of Property					370,000			
4830	Note proceeds					3,900,000			
	Total Miscellaneous				754,666	4,941,870	1,256,931	1,256,931	-74.6%
	TOTAL				\$2,503,404	\$5,369,352	\$3,512,075	\$3,512,075	-34.6%

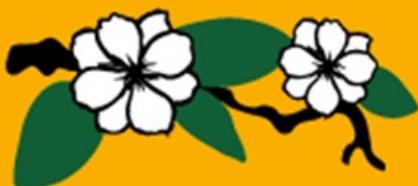
CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL GOVERNMENT</u>								
6010	Enterprise Resource Planning System					\$1,300,000			
6015	Fire Apparatus					1,100,000			
6030	Public Safety Bldg Generator					300,000			
6031	Computer Aided Dispatch Replacement					1,200,000			
	Computer Replacements						\$256,000	\$256,000	
	City Hall HVAC						72,000	72,000	
	911 Phone System Hardware Refresh						180,000	180,000	
	<u>RECREATIONAL FACILITIES</u>								
6113	Appomattox Greenway Trail- Phase IV						627,000	627,000	
6114	Appomattox Greenway Trail- Phase V					90,000	140,500	140,500	
	All Inclusive/ Barrier Free Playground						50,000	50,000	
6111	Violet Bank Restoration Phase I						172,519	172,519	
	<u>EDUCATIONAL FACILITIES</u>								
	CHMS Tennis Court Replacement						131,000	131,000	
	<u>STREETS & BRIDGES</u>								
6237	Boulevard Enhancement- A to Temple					120,000	75,600	75,600	
6238	Boulevard Enhancement- James to A					74,352	155,961	155,961	
6239	Holly Ave./ Jamestown Road					30,000	712,000	712,000	
6240	City Bridges					185,000	674,495	674,495	
6241	Animal Shelter Entrance					370,000	65,000	65,000	
	Boulevard at Westover Intersection Improv.						125,000	125,000	
	Branders Bridge- Blvd Right Turn Lane						25,000	25,000	
	Gateway Roundabout						50,000	50,000	
	<u>UTILITY IMPROVEMENT</u>								
6303	Hrouda Pump Station					600,000			
	TOTAL				\$204,895	\$5,369,352	\$3,512,075	\$3,512,075	-34.6%

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City of Colonial Heights
FY2019-20
Annual Operating Budget

STORMWATER FUND

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES -CURRENT SERVICES</u>								
4740	Late Payment Penalties	\$3,327	\$3,974	\$3,800	\$3,630	\$3,500	\$3,500	\$3,500	
4744	Stormwater Charges	377,715	384,115	391,500	431,328	731,500	693,496	693,496	
4746	VSMP Program Administration	3,888		5,000					
	Total - Charges- Current Services	384,930	388,088	400,300	434,958	735,000	696,996	696,996	-5.2%
	<u>MISCELLANEOUS</u>								
4821	Operating Transfer In - General Fund					50,000			
4990	Use of Fund Balance					50,000	0	0	-100.0%
	Total - Miscellaneous								
	TOTAL	\$384,930	\$388,088	\$400,300	\$434,958	\$785,000	\$696,996	\$696,996	-11.2%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - STORMWATER -MS4 EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$115,821	\$112,573	\$127,010	\$117,728	\$126,797	\$129,333	\$129,967	
5105	Overtime	791	700	2,000	764	2,100	1,500	1,500	
5106	Overtime - Snow	2,246	1,371		1,713		1,500	1,500	
5112	Clothing Allowance						400	400	
5601	Accumulated Leave Pay		737						
5125	FICA	9,115	8,317	9,788	8,788	9,861	10,154	10,203	
5130	VRS	(13,117)	17,073	20,146	10,716	17,007	17,348	17,433	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,384	1,547	1,643	1,630	1,653	1,686	1,694	
5150	Health Insurance	25,967	20,184	23,340	22,537	28,020	28,020	28,020	
5160	Disability Insurance								
5612	Virginia Employment Commission	130	112	287	108	95	80	80	
5613	OPEB	1,135	1,630	1,135	714	1,135	800	800	
	Total Personal Services	143,472	164,244	185,349	164,698	186,668	190,821	191,597	2.6%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	5,975	27,700	55,000	27,623	90,000	90,000	90,000	
5209	Maintenance - Electronics	360	360	324	360	324	360	360	
5211	Insurance Premiums - Workman's Comp.	1,829	1,912	1,000	2,385	2,550	2,428	2,428	
5212	Rent of Equipment			500		500	2,550	2,550	
5214	Maintenance - Motor Vehicles	932	277	1,000	12,723	1,000	500	500	
5216	Maintenance - Equipment			250		250	1,000	1,000	
5218	Maintenance - Miscellaneous			200		200	250	250	
5221	Postage			50		50	200	200	
5223	Telephone	225	228	228	225	612	75	75	
5225	Travel & Vocational Training	490	593	1,000	175	1,000	612	612	
5242	Printing, Supplies, & Materials	1,346	753	2,000	1,058	2,000	1,500	1,500	
5247	Motor Fuels & Lubricants	2,435	2,352	3,000	2,531	3,500	2,600	2,600	
5249	Road Materials & Supplies	4,481	3,561	6,000	768	6,000	3,250	3,250	
5250	Small Tools & Equipment	500	200	1,000		1,000	6,000	6,000	
5292	Insurance Premiums - Auto	981	919	1,000	826	1,125	1,157	1,157	
5297	State Permit Maintenance Fees			5,000		5,000	5,000	5,000	
	Total Operating Services	19,554	38,855	77,552	48,674	115,111	117,482	117,482	2.1%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - STORMWATER -MS4 EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	1,102	14,329	59,853	54,446	58,004	47,550	47,550	
5641	Interest on Notes	1,715	980	240	240				
5648	Other Debt Service Costs	(5,408)	32,907						
5909	Reserve for future Capital Projects					280,217	228,443	227,667	
5401	Depreciation	39,785	41,872	41,872	65,142	42,000	65,150	65,150	
	Total Fixed Assets	37,194	90,088	101,965	119,827	380,221	341,143	340,367	-10.5%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	52,307	49,256	53,000	43,314	53,000	47,550	47,550	
	Total Internal Services	52,307	49,256	53,000	43,314	53,000	47,550	47,550	-10.3%
	<u>CAPITAL OUTLAY</u>								
5503	Swift Creek Dam - Electrical Repair					50,000			
5516	Electronic Equipment					50,000			
	Total Capital Outlay					50,000			-100.0%
	TOTAL	\$252,527	\$342,443	\$417,866	\$376,513	\$785,000	\$696,996	\$696,996	-11.2%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and

STORMWATER

Fiscal Year:

FY2019-20

No Capital Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2019-20 \$ -

Fiscal Year:

FY2020-21

No Capital Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2020-21 \$ -

Fiscal Year:

FY2021-22

No Capital Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Capital Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

No Capital Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2023-24 \$ -

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HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

WATER & SEWER
FUND

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
CHARGES FOR CURRENT SERVICES									
4732	Water User Charges	\$1,464,502	\$1,487,188	\$1,575,000	\$1,557,856	\$1,580,454	\$1,562,158	\$1,562,158	
4733	Sewage User Charges	2,741,504	2,775,943	2,880,293	2,887,421	2,873,846	2,911,518	2,911,518	
4734	Sewage User Charges - Chesterfield	59,801	69,296	66,000	73,985	69,000	72,000	72,000	
4735	Sewage User Charges - Virginia State	108,156	87,531	112,000	117,920	100,000	110,000	110,000	
4736	Water Connection Charges	14,000	18,000	30,000	38,200	21,000	40,000	40,000	
4737	Sewer Connection Charges	18,400	21,200	32,000	35,200	24,000	38,000	38,000	
4738	Water Turn On Fees	9,421	9,741	11,000	9,874	10,000	20,000	20,000	
4739	Water Reconnection Fees	31,959	30,149	33,000	32,418	32,000	60,000	60,000	
4740	Late Payment Penalties	61,219	62,868	65,200	64,830	64,000	64,000	64,000	
4741	Construction Fee	3,800	5,200	3,000	4,850	6,000	5,500	5,500	
4742	Dishonored Check Fee	2,695	2,265	3,000	1,189	4,000	2,000	2,000	
4743	Meter Testing Fee				15				
4747	Capital - Water	133,907	128,431	140,000	128,950	137,000	132,057	132,057	
4748	Capital - Sewer	131,705	126,319	138,000	126,710	135,000	129,850	129,850	
Total - Charges- Current Services		4,781,069	4,824,131	5,088,493	5,079,418	5,056,300	5,147,083	5,147,083	1.8%
NONOPERATING REVENUE									
4802	Recoveries & Rebates				334,627				
4803	Recoveries		223,872		808				
4830	Note Proceeds					600,000			
4835	Transfer from Cap Projects		250,044		(52,828)				
4845	Gain/Loss on Sale of Assets								
4705	Administrative Service Charges								
4901	Interest on Investments	(2,955)							
4902	Sale of Outside Meters	3,904	4,079	4,000	3,769	4,000	4,000	4,000	
Total - Nonoperating Revenue		949	477,995	4,000	286,376	604,000	4,000	4,000	-99.3%
TOTAL		\$4,782,018	\$5,302,126	\$5,092,493	\$5,365,794	\$5,660,300	\$5,151,083	\$5,151,083	-9.0%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING BUDGETS</u>								
8127	Water Distribution & Transmission	\$1,516,219	\$1,565,673	\$1,618,832	\$1,619,248	\$1,661,625	\$1,722,480	\$1,720,246	
8128	Wastewater Treatment	2,900,966	3,083,974	3,105,684	3,299,114	3,714,540	3,153,535	3,155,086	
8129	Utility Billing	259,092	262,722	247,143	252,170	284,135	275,068	275,751	
	TOTAL OPERATIONS	4,676,277	4,912,369	4,971,659	5,170,533	5,660,300	5,151,083	5,151,083	-9.0%
	<u>CAPITAL OUTLAY</u>								
8127	Water Distribution & Transmission	172,500	218,000	216,250	3,099	171,000	171,500	171,500	
8128	Wastewater Treatment	468,000	326,000	258,000	27,254	284,000	209,500	209,500	
8129	Utility Billing	20,000	21,500	20,000	20,000	20,000	21,592	21,592	
	TOTAL CAPITAL OUTLAY	660,500	565,500	494,250	50,354	475,000	402,592	402,592	-15.2%
	TOTAL	\$5,336,777	\$5,477,869	\$5,465,909	\$5,220,887	\$6,135,300	\$5,553,675	\$5,553,675	-9.5%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$327,817	\$307,665	\$338,926	\$335,203	\$342,181	\$349,025	\$350,736	
5105	Overtime	30,165	26,793	28,000	42,106	30,200	30,000	30,000	
5106	Overtime Snow	4,830	2,160		3,420		3,000	3,000	
5112	Clothing Allowance						1,400	1,400	
5601	Accumulated Leave		1,471						
5125	FICA	21,712	19,704	27,750	23,669	27,964	29,332	29,463	
5130	VRS	36,464	42,656	53,760	25,443	44,586	45,477	45,700	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	3,844	3,995	4,385	4,116	4,377	4,464	4,486	
5150	Health Insurance	88,494	84,363	97,620	93,534	88,016	102,836	102,836	
5160	Disability Insurance					372	373	375	
5170	Unemployment Insurance	330	249	360	261	284	165	165	
5613	OPEB	6,750	10,825	6,750	3,160	6,750	4,000	4,000	
Total Personal Services		520,406	499,881	557,551	530,912	544,730	570,072	572,161	5.0%
<u>OPERATING EXPENSES</u>									
5201	Advertising			400		400	400	400	
5203	Professional & Special Services	44,399	86,904	42,000	29,943	52,000	80,000	76,270	
5206	Dues & Subscriptions	555	834	700	555	700	700	700	
5209	Maintenance - Electronic	1,440	1,440	1,440	1,440	1,440	1,440	1,440	
5292	Insurance Premiums - Auto	4,905	4,596	5,000	4,130	3,400	3,471	3,471	
5210	Insurance Premiums - Other	3,653	2,888	3,800	3,214	1,350	1,435	1,435	
5211	Insurance Premiums - Workman's Comp.	5,424	5,671	6,000	7,076	7,550	2,428	2,428	
5212	Rent of Equipment								
5214	Maintenance - Motor Vehicles	9,057	9,525	10,000	7,597	10,000	10,000	10,000	
5216	Maintenance - Equipment	4,659	4,644	7,500	6,693	7,500	7,500	7,500	
5217	Maintenance - Building & Grounds	70		1,200		1,200	1,000	1,000	
5218	Maintenance - Miscellaneous			250		250			
5221	Postage	610	337	500	782	500	800	800	
5223	Telephone	3,513	3,528	3,700	3,691	5,000	5,000	5,000	
5225	Travel & Vocational Training	347	587	750	1,343	1,000	1,450	1,450	
5242	Printing, Supplies, & Materials	64,128	54,021	65,000	61,539	65,000	65,593	65,000	
5247	Motor Fuels & Lubricants	7,511	8,985	10,000	11,090	10,000	10,000	10,000	
5249	Road Materials & Supplies	3,022	8,424	8,000	7,717	8,000	10,000	10,000	
5250	Small Tools & Equipment	312	624	500	312	500	500	500	

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES (cont.)</u>								
5281	Heat, Lights & Power	5,018	11,965	5,000	5,038	5,000	5,000	5,000	
5402	Materials Purchased for Resale	526,754	550,337	563,957	549,670	607,000	622,693	622,693	
5503	Machinery & Tools	1,820							
5516	Electronic Equipment								
	Total Operating Services	687,197	755,310	735,697	701,829	787,790	829,410	825,087	4.7%
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	34,114	27,532	28,070	32,588	29,605	26,748	26,748	
5648	Other Debt Service Costs	(1,280)	(1,278)		3,668		1,500	1,500	
5401	Depreciation	141,846	152,853	152,514	159,712	154,500	159,750	159,750	
	Total Fixed Assets	174,680	179,107	180,584	195,967	184,105	187,998	187,998	2.1%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	143,439	104,658	145,000	127,104	145,000	135,000	135,000	
	Total Internal Services	143,439	104,658	145,000	127,104	145,000	135,000	135,000	-6.9%
	<u>CAPITAL OUTLAY</u>								
5406	Water/Sewer Improvements			140,000	63,436	140,000	140,000	140,000	
5501	Vehicles	37,298		30,000		31,000	31,500	31,500	
5503	Machinery & Tools			45,000	2,014				
5516	Electronic Equipment			1,250	1,085				
	Total Capital Outlay	37,298		216,250	66,535	171,000	171,500	171,500	0.3%
	TOTAL	\$1,563,020	\$1,538,956	\$1,835,082	\$1,622,348	\$1,832,625	\$1,893,980	\$1,891,746	3.2%

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****WATER - DISTRIBUTION & MAINTENANCE**

Fiscal Year:

FY2019-20

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Pickup Truck (4X4)	31,500	500	\$ 31,500
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 1/2 ton unit that is over 18 years old (#324); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 31,500
Annual Maintenance & Operations Cost			\$ 500

Fiscal Year:

FY2020-21

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Pump, Water	2,500	50	\$ 2,500
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties.</i>			
Water Tank Inspections			\$ 60,000
<i>Inspection; 5 year schedule to inspect three (3) elevated water storage tanks as outlined by the Virginia Department of Health and the American Water Works Association. Last inspection October, 2015.</i>			
Total Capital Outlay - FY2020-21			\$ 62,500
Annual Maintenance & Operations Cost			\$ 1,050

Fiscal Year:

FY2021-22

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	1,000	\$ 15,000
<i>Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 15 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 15,000
Annual Maintenance & Operations Cost			\$ 1,000

City of Colonial Heights, Virginia**2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****WATER - DISTRIBUTION & MAINTENANCE**

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	1,000	\$ 15,000
Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 16 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.			
Total Capital Outlay - FY2022-23			\$ 15,000
Annual Maintenance & Operations Cost			\$ 1,000

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pickup Truck (4X4) Ext. Cab	32,000	500	\$ 32,000
Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 3/4 ton unit that is 17 years old (#326); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.			
Total Capital Outlay - FY2023-24			\$ 32,000
Annual Maintenance & Operations Cost			\$ 500

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$231,973	\$244,373	\$251,377	\$254,596	\$253,849	\$258,926	\$260,195	
5105	Overtime	33,836	30,153	35,000	33,388	35,800	35,000	35,000	
5106	Overtime Snow	5,102	1,996		3,296		3,000	3,000	
5112	Clothing Allowance						1,200	1,200	
5601	Accumulated Vacation Pay	2,301		21,670	20,230	21,770	22,807	22,904	
5125	FICA	19,955	19,418						
5130	VRS	24,279	35,372	39,873	19,138	33,498	34,168	34,336	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	2,558	3,204	3,252	3,227	3,288	3,354	3,370	
5150	Health Insurance	55,038	69,605	68,880	77,205	74,087	82,566	82,566	
5160	Disability Insurance					334	186	187	
5170	Unemployment Insurance	250	208	240	180	215	125	125	
5613	OPEB	3,886	6,603	3,886	2,179	6,000	3,500	3,500	
Total Personal Services		379,178	410,932	424,178	413,438	428,841	444,832	446,383	4.1%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	18,831	27,963	40,000	17,662	40,000	64,619	64,619	
5206	Dues & Subscriptions	367	4,914	400	100	400	400	400	
5292	Insurance Premiums - Auto	3,924	3,677	4,000	3,304	4,450	4,629	4,629	
5209	Maintenance - Electronics	720	720	600	904	600	600	600	
5210	Insurance Premiums - Other	3,653	2,888	3,800	3,214	1,900	2,018	2,018	
5211	Insurance Premiums - Workman's Comp.	2,442	2,554	4,500	3,187	3,400	3,245	3,245	
5212	Rent of Equipment		2,306	500		500	500	500	
5214	Maintenance - Motor Vehicles	10,821	10,689	11,000	15,124	11,000	11,000	11,000	
5216	Maintenance - Equipment	7,020	5,622	10,000	9,920	10,000	10,000	10,000	
5217	Maintenance - Buildings & Grounds	38	62	3,000	697	3,000	3,000	3,000	
5218	Maintenance - Miscellaneous			500		500	500	500	
5223	Telephone	7,927	8,150	8,250	8,640	8,610	8,610	8,610	
5225	Travel & Vocational Training	1,269	1,958	1,500	2,893	1,500	2,000	2,000	
5242	Printing, Supplies, & Materials	26,700	34,395	35,000	28,788	35,000	35,508	35,508	
5247	Motor Fuels & Lubricants	11,467	12,170	14,000	16,729	14,000	14,000	14,000	
5249	Road Materials & Supplies	11,780	11,486	11,500	12,247	11,500	11,500	11,500	
5250	Small Tools & Equipment		834	1,000		1,000	1,000	1,000	
5281	Heat, Lights & Power	80,381	68,479	70,000	82,939	70,000	70,000	70,000	

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
5405	Wastewater Treatment	1,557,938	1,708,689	1,650,814	1,707,986	1,659,788	1,622,291	1,622,291	
5406	Wastewater Improvements		112,725		173,118				
	Total Operating Services	1,745,278	2,020,281	1,870,364	2,087,451	1,877,148	1,865,420	1,865,420	-0.6%
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	(5,223)	24,108	34,518	11,507	29,551	\$54,583	\$54,583	
5641	Interest on Sewer Notes	(4,364)							
5648	Other Debt Service Costs		19,053		1,258		1,500	1,500	
5401	Depreciation	636,270	642,388	641,624	667,152	644,000	667,200	667,200	
	Total Fixed Assets	626,683	685,549	676,142	679,917	673,551	723,283	723,283	7.4%
	<u>INTERNAL SERVICES</u>								
5654	Transfer to CIP Fund					600,000			
5408	Administrative Service Charges	132,205	105,192	135,000	118,308	135,000	120,000	120,000	
	Total Internal Services	132,205	105,192	135,000	118,308	735,000	120,000	120,000	-83.7%
	<u>CAPITAL OUTLAY</u>								
5406	Water & Sewer Improvements	19,074	112,725	138,000		138,000	138,000	138,000	
5501	Vehicles	9,000					30,500	30,500	
5503	Machinery & Tools	323,569	119,896	120,000	27,254	146,000	41,000	41,000	
5516	Electronic Equipment								
	Total Capital Outlay	351,643	232,621	258,000	27,254	284,000	209,500	209,500	-26.2%
	TOTAL	\$3,234,987	\$3,454,575	\$3,363,684	\$3,326,368	\$3,998,540	\$3,363,035	\$3,364,586	-15.9%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Pump (Reserve) (2)	15,000	150	\$ 30,000
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
Control Panel	11,000	50	\$ 11,000
<i>Replacement; Upgrade of current electrical/control panel that operates main pump stations communitor. Current unit is obsolete. Replacement unit will allow communitor to run in reverse automatically to clear any obstructions.</i>			
Pickup Truck (4X4) Ext. Cab	30,500	500	\$ 30,500
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace 1/2 ton unit that is 20 years old (#300); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2019-20			\$ 71,500
Annual Maintenance & Operations Cost			\$ 700

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Dump Truck	110,000	750	\$ 110,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2001 truck (#311); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2020-21			\$ 110,000
Annual Maintenance & Operations Cost			\$ 750

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Van (Small Camera Truck)	28,000	500	\$ 28,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#328); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2021-22			\$ 28,000
Annual Maintenance & Operations Cost			\$ 500

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump, By-Pass	50,000	500	\$ 50,000
<i>Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#336); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
Total Capital Outlay - FY2022-23			\$ 50,000
Annual Maintenance & Operations Cost			\$ 500

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump (Reserve) (2)	15,000	150	\$ 30,000
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.</i>			
Total Capital Outlay - FY2023-24			\$ 30,000
Annual Maintenance & Operations Cost			\$ 150

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$102,458	\$110,704	\$110,653	\$114,311	\$111,474	\$113,704	\$114,261	
5103	Temporary & Seasonal Help	7,760	1,968	4,500	2,795	4,000	21,840	21,840	
5105	Overtime	110	88	200	121	200	200	200	
5125	FICA	7,935	7,738	8,720	7,997	8,849	10,384	10,427	
5130	VRS	11,951	15,803	17,552	8,569	15,027	15,327	15,402	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,259	1,432	1,431	1,444	1,460	1,490	1,497	
5150	Health Insurance	27,302	27,906	28,500	33,070	24,990	20,676	20,676	
5160	Disability Insurance					185	186	187	
5170	Unemployment Insurance	153	112	300	113	103	60	60	
5601	Accumulated Leave	1,640				144	150	150	
5613	OPEB								
Total Personal Services		160,568	165,751	171,856	168,564	166,288	184,017	184,700	11.1%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	178	80	200		40,200	200	200	
5209	Maintenance - Electronic	1,080	1,389	1,300	1,080	1,300	1,300	1,300	
5211	Insurance Premiums - Workman's Comp.	62	65	190	82	100	83	83	
5214	Maintenance - Motor Vehicles	723	1,232	1,100	431	1,100	1,100	1,100	
5216	Maintenance - Equipment	2,139	5,015	2,200	4,927	2,200	5,700	5,700	
5221	Postage	22,861	21,626	23,000	21,589	22,000	25,300	25,300	
5223	Telephone	1,820	1,852	1,897	2,443	1,897	1,897	1,897	
5225	Travel & Vocational Training	904	960	1,000	1,018	1,000	1,000	1,000	
5242	Printing, Supplies, & Materials	9,156	9,007	9,500	9,138	9,500	9,500	9,500	
5247	Motor Fuels & Lubricants	1,978	1,664	4,000	1,575	2,000	2,000	2,000	
5292	Insurance Premiums - Auto	981	919	1,133	826	750	771	771	
5403	Outside Water Meters	1,548	5,547	3,000	3,300	5,000	5,000	5,000	
5516	Electronic Equipment	4,897		1,000					
5660	Dishonored Debts								
Total Operating Services		48,327	49,356	49,520	46,409	87,047	53,851	53,851	-38.1%
<u>INTERNAL SERVICES</u>									
5401	Depreciation			767	6,150	800	6,200	6,200	
5408	Administrative Service Charges	24,651	42,814	25,000	31,048	30,000	31,000	31,000	
5640	Interest on Bonds		8,321						
Total Internal Services		24,651	51,135	25,767	37,198	30,800	37,200	37,200	20.8%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Vehicles		21,592				21,592	21,592	
5516	Electronic Equipment	15,335		20,000	20,000	20,000			
	Total Capital Outlay	15,335	21,592	20,000	20,000	20,000	21,592	21,592	8.0%
	TOTAL	\$248,881	\$287,834	\$267,143	\$272,170	\$304,135	\$296,660	\$297,343	-2.2%

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2019-20

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Pickup Truck	21,592	500	\$ 21,592	
<i>Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 17-year old vehicle with 80,000+ miles; current vehicle well past useful life; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>				
Total Capital Outlay - FY2019-20				\$ 21,592
Annual Maintenance & Operations Cost				\$ 500

Fiscal Year:

FY2020-21

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Water Meters (160)	125		\$ 20,000	
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>				
Total Capital Outlay - FY2020-21				\$ 20,000
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	Annual
Water Meters (160)	125		\$ 20,000	
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>				
Total Capital Outlay - FY2021-22				\$ 20,000
Annual Maintenance & Operations Cost				\$ -

City of Colonial Heights, Virginia
2019-20 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Water Meters (160)	125		\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
Total Capital Outlay - FY2022-23			\$ 20,000
Annual Maintenance & Operations Cost			\$ -

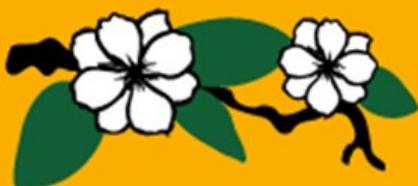
Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Water Meters (160)	125		\$ 20,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
Total Capital Outlay - FY2023-24			\$ 20,000
Annual Maintenance & Operations Cost			\$ -

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

SCHOOL
FUND

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CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	Federal Funds	\$1,846,708	\$2,214,470	\$2,076,288	\$2,367,588	\$2,125,933	\$2,206,795	\$2,206,795	3.8%
	State Funds	13,390,541	14,623,781	15,105,509	15,081,802	15,576,792	16,595,556	16,595,556	6.5%
	Other Funds	501,053	524,697	502,651	452,938	479,207	462,300	462,300	-3.5%
	Operating Transfers In City	20,503,749	20,289,595	21,093,249	24,530,154	21,121,071	21,566,405	21,566,405	2.1%
	Fund Balance			873,371		874,620	1,073,807	1,073,807	22.8%
	TOTAL	\$36,242,051	\$37,652,543	\$39,651,068	\$42,432,482	\$40,177,623	\$41,904,863	\$41,904,863	4.3%

CITY OF COLONIAL HEIGHTS
2019-20 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES				ACCOUNT NUMBER SUMMARY					
ACCT #	Account Number	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	Manager Proposed	Council Approved	% Chg.
	Instruction	\$27,728,413	\$28,224,746	\$30,381,019	\$29,051,186	\$30,666,100	\$31,881,617	\$31,881,617	4.0%
	Administration, Attendance & Health Services	1,651,043	1,775,899	1,837,230	2,095,622	1,865,980	1,992,112	1,992,112	6.8%
	Transportation	764,716	958,290	1,240,651	1,217,871	1,228,767	1,490,586	1,490,586	21.3%
	Operation and Maintenance	3,373,519	3,329,488	3,437,275	4,220,235	3,593,022	3,648,906	3,648,906	1.6%
	Food Service	1,052,078	990,633	1,053,933	1,252,797	1,092,127	1,129,043	1,129,043	3.4%
	Textbooks	72,110	114,047	133,826		246,150	124,000	124,000	-49.6%
	Capital Outlay	209,865	190,036	255,910		240,269	456,748	456,748	90.1%
	Operating Transfers Out	151,121	326,060	587,246	907,818	583,446	626,186	626,186	7.3%
	Contingency Fund			423,979		511,762	405,665	405,665	-20.7%
	CIP Reserve			300,000		150,000	150,000	150,000	0.0%
	TOTAL	\$35,002,865	\$35,909,199	\$39,651,069	\$38,745,529	\$40,177,623	\$41,904,863	\$41,904,863	4.3%



Colonial Heights Public Schools

SCHOOL ADMINISTRATION OFFICES

512 Boulevard

COLONIAL HEIGHTS, VIRGINIA 23834-3798

(804) 524-3400

Fax Number (804) 526-4524

www.colonialhts.net

SCHOOL BOARD

Angie Woody, Chair

J. Chris Kollman, III, Vice-Chair

Krishan Agrawal

J. Wayne Browder

Sandra Coleman

Stephanie Kern, Clerk

Dr. Joseph O. Cox, Jr.
Superintendent

March 27, 2019

Douglas E. Smith, City Manager
City of Colonial Heights
201 James Avenue
P. O. Box 3401
Colonial Heights, VA 23834

Dear Mr. Smith:

The School Board approved the enclosed Colonial Heights School budget for 2019-2020 at its March 26, 2019 meeting with the understanding that an amended budget would be necessary to incorporate any changes resulting from the following:

- Final General Assembly Budget

The School Board anticipates approval of any amendments at its April 23, 2019 meeting.

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

Sincerely,

Dr. Joseph O. Cox, Jr.
Superintendent

**Colonial Heights Public Schools
2019-2020**

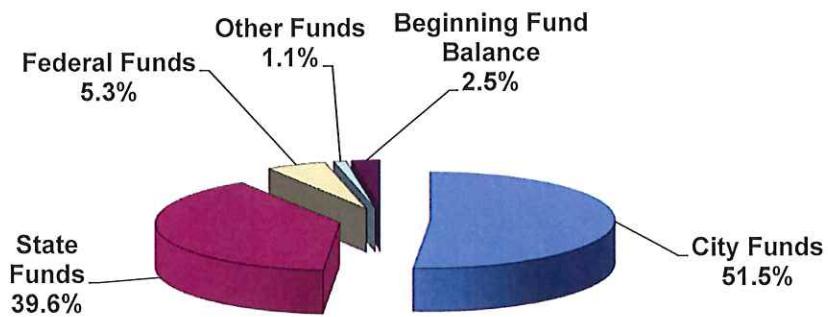
[\(See Detailed Budget\)](#)

Sources of Revenue

(Superintendent's Proposal)

	FY 2020 BUDGET	FY 2019 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$21,566,405	\$21,121,071	445,334	2.11%
State Funds	16,595,556	15,680,181	915,375	5.84%
Federal Funds	2,206,795	2,125,933	80,862	3.80%
Other Funds	462,300	479,207	(16,907)	-3.53%
Beginning Fund Balance	1,073,807	874,620	199,187	22.77%
	\$41,904,863	40,281,012	1,623,851	4.03%

SOURCES OF REVENUE



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

The School Operating Fund revenue for FY 2020 included in this financial plan, totals **\$41,904,863** an increase of **\$1,623,851** or **4.03%** over the approved operating budget for FY 2019. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 51.5% of its operating fund revenue from the City government. The City appropriates 50.73% of the revenue generated from sales tax, real estate taxes, personal property taxes, BPOL taxes and food and lodging taxes. This percentage reflects the City government's commitment to education in view of increasing demands in other public service sectors and highlights the need to become more efficient. Total revenue from the City is anticipated to be **\$22,640,212** an increase of **\$644,521** over the FY 2019 approved budget of **\$21,995,691** or **2.93%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 39.6% of the funds for FY 2020. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Homebound Instruction. Total State revenue for FY 2020 is expected to increase **\$915,375** or **5.84%** to **\$16,595,556**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2020, included above, is projected to be **\$3,177,820** an increase of **\$232,298 or 7.89%**.

Federal - Federal revenue (5.3% of total revenue) is derived from various grants such as Title I, Part A, Title II, Part A and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (1.1% of total revenue) is obtained predominately from amounts charged for lunch and breakfast. Miscellaneous income includes a return from the insurance company in the form of a dividend and amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events.

Colonial Heights School Board

2019-2020

Sources of Revenue

(Superintendent's Proposal)

[See Summary](#)

LOCAL FUNDS	General	Restricted	Total	Prior Year	Current Year	Page
	Budget	Budget	Budget	Actual	Budget	Number
City Appropriation	21,260,309		21,260,309	21,093,249	20,825,549	13
City Appropriation - Debt Surplus	306,096		306,096		295,522	13
Beginning Fund Balance	1,073,807		1,073,807		874,620	13
Total Local Funds	22,640,212	0	22,640,212	21,093,249	21,995,691	

OTHER FUNDS

Rental of Facilities	15,000		15,000	13,141	15,000	14
Cafeteria Receipts		314,300	314,300	299,048	330,706	14
Fees from Students	21,000		21,000	26,975	21,000	14
Transportation of Pupils	7,000		7,000	8,030	7,001	14
Donations & Private Grants	10,000		10,000	277	10,500	14
Refunds and Miscellaneous Income	95,000		95,000	105,467	95,000	14
Total Other Funds	148,000	314,300	462,300	452,937	479,207	

FEDERAL FUNDS

Title I, Part A		538,510	538,510	632,277	522,547	15
Title II, Part A		91,400	91,400	77,391	87,528	15
Title III, Part A		7,700	7,700	19,161	8,805	15
Impact Aid	5,000		5,000	1,943	5,000	15
DMAS - Medicaid	100,000		100,000	117,433	100,000	15
National School Lunch Program		638,480	638,480	624,335	613,585	15
National School Breakfast Program		149,500	149,500	150,307	135,701	15
Special Ed Flow Thru		612,720	612,720	598,043	595,001	15
Flow Thru - Preschool A		14,569	14,569	14,067	14,067	15
Vocational Education - Federal Funds		48,916	48,916	38,449	43,699	15
Total Federal Funds	105,000	2,101,795	2,206,795	2,273,405	2,125,933	

Colonial Heights School Board

2019-2020

Sources of Revenue
(Superintendent's Proposal)

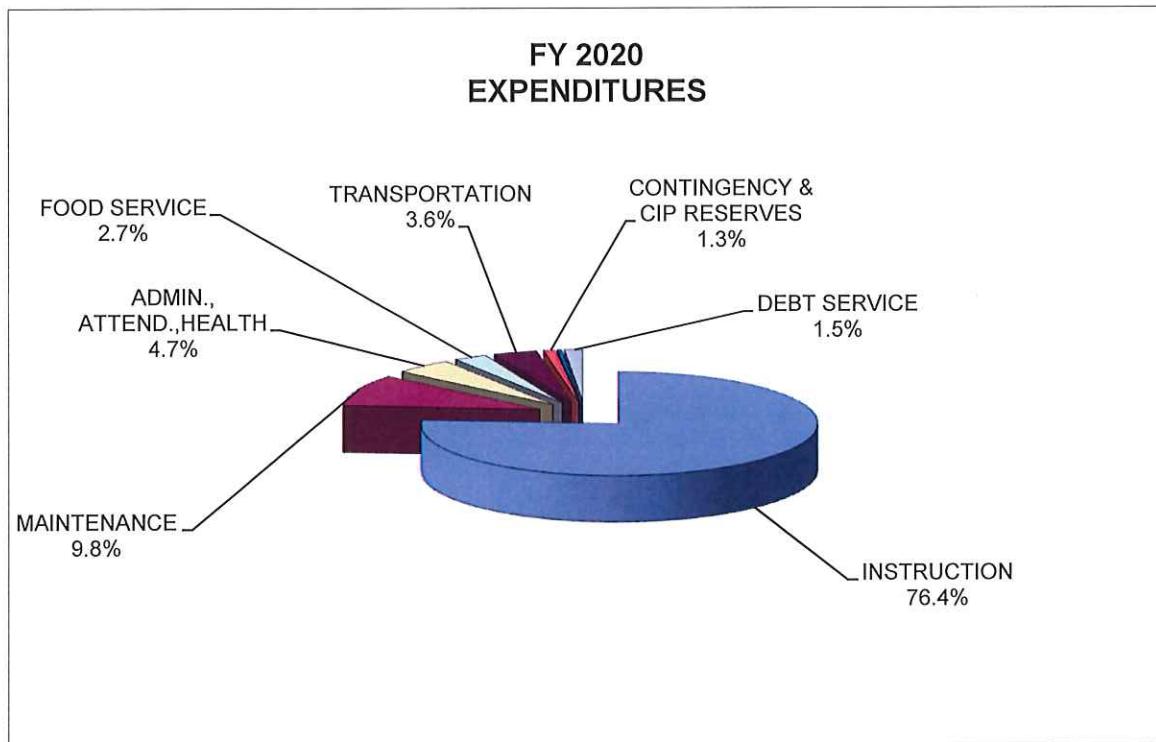
[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,177,820		3,177,820	2,733,199	2,945,522	17
Basic Aid - SOQ	7,353,867		7,353,867	7,026,964	7,395,423	17
Foster Care	406		406	342	351	17
Gifted Education - SOQ	80,621		80,621	77,053	78,438	17
Prevention, Intervention & Remediation - SOQ	264,436		264,436	235,975	262,527	17
Special Education - SOQ	1,312,507		1,312,507	1,307,665	1,301,430	17
Supplemental Lottery Per Pupil Allocation	599,920		599,920	440,439	536,218	17
Security Equipment Grant	0		0	65,622	0	17
Textbooks	162,354		162,354	176,227	161,182	17
School Food Service		26,763	26,763	25,542	26,704	17
Vocational Education - SOQ	249,925		249,925	199,054	248,120	17
Vocational Education - CATEGORICAL		38,975	38,975	42,885	32,566	17
ISAEP-Vocational Education - CATEGORICAL		8,355	8,355	8,294	7,859	17
Special Education - CAT - Homebound		33,545	33,545	19,331	19,439	17
Soc. Security - INSTRUCTIONAL	501,462		501,462	476,766	494,639	17
Retirement - INSTRUCTIONAL	1,104,506		1,104,506	1,093,191	1,093,329	17
Group Life - INSTRUCTIONAL	33,861		33,861	32,105	33,616	17
Early Reading Intervention	48,643		48,643	55,091	56,426	17
Mentor Teacher	0		0	2,896	0	17
SOL Algebra Readiness	31,657		31,657	32,608	31,542	17
Project Graduation	4,178		4,178	3,799	3,846	17
Technology		180,000	180,000	180,000	180,000	17
Compensation Supplement	482,745		482,745	73,804	0	17
At Risk Students	271,174		271,174	230,764	221,630	17
Virginia Preschool Initiative	198,848		198,848	128,287	132,565	17
K-3 Primary Class Size Reduction	370,246		370,246	352,937	360,025	17
English-as-a-Second-Language	58,742		58,742	58,462	56,784	17
Total State Funds	16,307,918	287,638	16,595,556	15,079,302	15,680,181	
TOTAL BUDGET	39,201,130	2,703,733	41,904,863	38,898,893	40,281,012	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2019-2020
(Superintendent's Proposal)

[Details](#)

	FY2020 BUDGET	FY 2019 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$32,005,617	30,916,462	1,089,155	3.52%
MAINTENANCE	4,105,654	3,818,722	286,932	7.51%
ADMIN., ATTEND.,HEALTH	1,992,112	1,865,980	126,132	6.76%
FOOD SERVICE	1,129,043	1,106,696	22,347	2.02%
TRANSPORTATION	1,490,586	1,228,767	261,819	21.31%
CONTINGENCY RESERVE	405,665	610,939	(205,274)	-33.60%
CIP RESERVE	150,000	150,000	0	0.00%
DEBT SERVICE	626,186	583,446	42,740	7.33%
	\$41,904,863	40,281,012	1,623,851	4.03%



Approach to expenditure budgeting:

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

Colonial Heights School Board

2019-2020

FUNCTION & LINE ITEM EXPENDITURES

(*Superintendent's Proposal*)

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
INSTRUCTIONAL ADMINISTRATION						
INSTRUCTIONAL SUPERVISORS	553,703		553,703	466,974	535,293	23
TESTING	43,070		43,070	42,914	36,000	26
STAFF DEVELOPMENT	30,000		30,000	46,438	30,000	26
TUITION- ALL PROGRAMS	408,140		408,140	305,041	394,140	26
TRAVEL- MILEAGE, LODGING, MEALS	29,300		29,300	27,126	27,200	26-33
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	2,186	6,000	26
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	0	0	26
EDUC. SUPPLIES - SAO INSTRUCTION	105,650		105,650	88,502	111,650	26
TEXTBOOKS	124,000		124,000	139,389	246,150	26
GIFTED EDUC. EXPENDITURES	10,950		10,950	4,499	10,950	26
ADULT EDUCATION	3,200		3,200	2,205	4,700	26
INSTRUCTIONAL SECONDARY						
PRINCIPAL- SEC.	205,805		205,805	197,770	200,471	23
ASSIST. PRINCIPAL- SEC.	255,740		255,740	238,208	246,180	23
LIBRARIAN- SEC.	107,703		107,703	102,411	105,676	23
GUIDANCE COUN.-SEC.	342,237		342,237	337,573	332,519	23
TEACHER- SEC.- REGULAR	4,400,469		4,400,469	4,212,829	4,385,698	23
PARAPROFESSIONAL- SEC.	277,043		277,043	267,659	268,598	23
TEACHER- SEC.- SP ED	1,031,894		1,031,894	1,098,791	1,045,477	23
PARAPROFES. SP ED- SEC.	502,479		502,479	469,472	474,128	23
TEACHER- SEC.- VOC ED	988,647		988,647	857,341	967,060	23
PARAPROFES. VOC ED	25,957		25,957	17,805	23,012	23
TEACHER-SEC.- GIFTED	159,620		159,620	155,905	157,126	23
TEACHER: SUBSTITUTE- SEC.	190,000		190,000	196,400	170,000	23
OFFICE SUPPLIES- MID SCH	8,000		8,000	3,301	8,000	31
LIBRARY SUPPLIES- MID SCH	25,750		25,750	19,760	23,750	31
EDUC. SUPPLIES- MID SCH	69,255		69,255	62,365	81,046	31
VOC. SUPPLIES- MID SCH	15,000		15,000	14,814	15,000	31
COPIER COSTS & PAPER - MID SCH	35,178		35,178	33,171	35,019	31
OFFICE SUPPLIES- SR HI	19,000		19,000	4,685	19,000	32
LIBRARY SUPPLIES- SR HI	20,000		20,000	19,954	20,000	32
EDUC. SUPPLIES- SR HI	163,291		163,291	113,146	134,650	32
VOC. SUPPLIES- SR HI	53,660	47,330	100,990	65,674	93,665	32
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		48,916	48,916	37,830	43,699	25
COPIER COSTS & PAPER - SR HI	41,555		41,555	29,431	35,920	32
COPIER & PAPER COSTS - CAREER & TECH CENTER	7,753		7,753	6,697	7,727	32
BAND - CLINICIANS	40,225		40,225	30,929	36,525	32
BAND - MUSIC, EQUIPMENT, SUPPLIES	37,544		37,544	68,866	39,650	32
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	4,000	32
INSTRUCTIONAL ELEMENTARY						
PRINCIPAL- ELEM.	287,904		287,904	270,776	279,554	23
LIBRARIAN- ELEM.	151,645		151,645	145,922	148,531	23
ASSIST. PRINCIPAL- ELEM.	76,497		76,497	0	0	23
GUIDANCE COUN.-ELEM.	164,152		164,152	154,123	161,451	23
TEACHER- ELEM.- REGULAR	4,987,914		4,987,914	4,730,665	4,898,705	23
PARAPROFESSIONAL- ELEM.	583,645		583,645	498,037	535,523	23
TEACHER- ELEM.- SP ED	972,448		972,448	860,578	912,055	23
PARAPROFES. SP ED- ELEM.	531,928		531,928	462,010	511,899	23
TEACHER- ELEM.- GIFTED	109,208		109,208	104,274	107,141	23
TEACHER- PRESCHOOL- SP ED	151,947		151,947	146,822	149,018	23
TEACHER: SUBSTITUTE- ELEM.	125,000		125,000	122,792	145,000	23
OFFICE SUPPLIES- NORTH	5,000		5,000	1,569	3,000	29
LIBRARY SUPPLIES- NORTH	7,100		7,100	8,753	7,035	29
EDUC. SUPPLIES- NORTH	26,000		26,000	20,482	25,000	29
COPIER COSTS & PAPER- NORTH	26,410		26,410	21,740	26,004	29
OFFICE SUPPLIES- LAKEVIEW	3,800		3,800	3,595	3,800	28
LIBRARY SUPPLIES- LAKEVIEW	8,000		8,000	8,034	8,000	28
EDUC. SUPPLIES- LAKEVIEW	28,050		28,050	25,913	31,062	28
COPIER COSTS & PAPER - LAKEVIEW	20,112		20,112	19,332	20,335	28
OFFICE SUPPLIES- TUSSING	4,000		4,000	3,221	4,000	30
LIBRARY SUPPLIES- TUSSING	15,000		15,000	5,577	15,000	30
EDUC. SUPPLIES- TUSSING	64,596		64,596	55,789	64,596	30
COPIER COSTS & PAPER - TUSSING	36,508		36,508	40,182	36,231	30

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
OFFICE OF SUPPORT SERVICES						
SCHOOL SOCIAL WORKER	135,390		135,390	120,322	133,912	23
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	10,000		10,000	7,303	10,000	33
SPECIAL Ed FLOW THRU TEACHER		182,172	182,172	178,541	180,365	23
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		87,780	87,780	82,873	86,059	23
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		76,813	76,813	73,068	75,162	23
SPECIAL Ed FLOW THRU SOCIAL SECURITY		32,418	32,418	30,258	29,732	24
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		76,808	76,808	77,433	76,141	24
SPECIAL Ed FLOW THRU HOSPITAL PLANS		78,406	78,406	60,880	70,540	24
SPECIAL Ed FLOW THRU SUPPLIES		0	0	0	0	33
PRESCHOOL A CONTRACTUAL SERVICES		14,569	14,569	14,067	14,067	33
SECRETARY OSS	149,644		149,644	136,616	147,782	23
OSS NON GRANT SUPPLIES	368,500		368,500	256,571	368,500	33
COPIER & PAPER COSTS - OSS	5,638		5,638	4,961	4,833	33
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY SALARIES	517,217		517,217	484,120	477,486	23
PARAPROFES: TECHNOLOGY	134,137		134,137	153,032	151,390	23
TECHNOLOGY EXPENDITURES- MAJOR (> \$5,000)	279,800		279,800	265,224	230,500	27
TECHNOLOGY EXPENDITURES- MINOR (< \$5,000)	479,630		479,630	459,147	430,305	27
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	27
INSTRUCTIONAL SUPPORT						
SCHOOL SECRETARIES & BOOKKEEPERS	540,016		540,016	502,796	538,694	23
SECRETARY FOR DIRECTORS	48,029		48,029	47,087	48,030	23
SUBSTITUTE SECRETARIES	30,000		30,000	26,487	40,000	23
EMPLOYEE BENEFITS						
RETIREMENT - SICK LEAVE PAYOUT	65,000		65,000	54,538	60,000	25
SOCIAL SECURITY	1,482,136		1,482,136	1,318,124	1,444,084	24
RETIREMENT & GROUP LIFE	3,314,448		3,314,448	3,202,159	3,223,621	24
MEDICAL AND DENTAL PLANS	3,089,383		3,089,383	2,530,085	2,694,752	24
UNEMPLOYMENT INSURANCE VEC	10,000		10,000	5,602	10,000	25
WORKER'S COMPENSATION INSURANCE - INSTRUCTIO	88,400		88,400	85,474	85,680	25
PROGRAM SUPPORT						
EXTRA DUTY SUPPLEMENTS	335,405		335,405	317,480	356,230	23
RESOURCE OFFICERS	250,000		250,000	243,168	250,000	25
ATHLETIC TRAINERS	0		0	1,425	10,000	25
TEACHER- HOMEBOUND	66,455	33,545	100,000	107,835	92,400	23
TEACHER - SUM. SCH	100,900		100,900	62,615	65,900	23
SUBSTITUTE AIDES	100,000		100,000	106,962	65,000	23
INSTRUCTIONAL CAPITAL						
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	94,108		94,108	131,218	65,905	25, 28-32
INSTRUCTION CAPITAL EXPENDITURES- MINOR	86,331		86,331	77,233	111,893	28-32
EVERY STUDENT SUCCEEDS ACT						
TITLE I TEACHER		352,130	352,130	384,691	326,458	23
TITLE I PARAPROFESSIONAL		32,960	32,960	20,902	21,940	23
TITLE I - SOCIAL SECURITY		29,459	29,459	29,528	26,652	24
TITLE I - RETIREMENT & GROUP LIFE		70,048	70,048	64,407	63,374	24
TITLE I - MEDICAL & DENTAL		50,155	50,155	40,468	30,476	24
TITLE I - SUPPLIES		3,758	3,758	140,115	53,647	25
TITLE II STAFF DEV.		91,400	91,400	79,566	87,528	25
TITLE III, PART A		7,700	7,700	19,161	8,805	25
SUB TOTAL INSTRUCTION	30,509,249	1,496,368	32,005,617	29,681,793	30,916,462	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
ADMINISTRATION						
<u>BOARD MEMBERS</u>	29,300		29,300	29,300	29,300	23
<u>SUPERINTENDENT</u>	143,298		143,298	146,029	146,029	23
<u>ADMINISTRATIVE STAFF</u>	213,600		213,600	212,233	212,233	23
<u>BUSINESS OFFICE STAFF</u>	339,321		339,321	272,443	281,875	23
HEALTH SERVICES						
<u>NURSE</u>	257,603		257,603	244,237	254,745	23
<u>PSYCHOLOGIST</u>	109,645		109,645	103,766	105,963	23
<u>OCCUPATIONAL THERAPIST, FLOW THRU</u>		77,002	77,002	77,002	77,002	23
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	83,597		83,597	72,405	78,807	24
<u>RETIREMENT & GROUP LIFE</u>	193,017		193,017	181,710	179,251	24
<u>MEDICAL & DENTAL</u>	162,700		162,700	121,760	138,682	24
<u>UNEMPLOYMENT INSURANCE</u>	1,000		1,000	0	1,000	25
<u>WORKER'S COMPENSATION INSURANCE</u>	6,500		6,500	6,285	6,300	25
CONTRACTED SERVICES						
<u>ATTORNEY FEES</u>	45,000		45,000	12,671	32,000	25
<u>CONSULTANT FEES</u>	9,000		9,000	8,885	7,000	25
<u>SCHOOL ACTIVITY FUND AUDIT EXPENSES</u>	4,900		4,900	4,750	4,850	25
<u>GENERAL INSURANCE</u>	87,465		87,465	92,460	96,600	25
<u>BANK SERVICE CHARGES</u>	5,000		5,000	5,765	3,000	25
<u>COMPUTER SERVICES</u>	65,100		65,100	22,561	58,100	25
<u>BACKGROUND CHECKS & DRUG TESTS</u>	15,000		15,000	10,928	15,000	25
<u>CONTRACTED THERAPY, FLOW THRU</u>		1,321	1,321	17,987	0	25
OPERATIONAL COSTS						
<u>POSTAGE</u>	8,000		8,000	5,214	6,500	25
<u>TRAVEL, MILEAGE, LODGING, MEALS</u>	21,000		21,000	17,623	21,000	25
<u>ASSOCIATION DUES</u>	30,600		30,600	20,609	30,600	25,32,33
<u>COMMUNITY RELATIONS</u>	15,000		15,000	10,112	12,000	25
<u>OFFICE SUPPLIES</u>	27,000		27,000	22,190	27,000	25
<u>COPIER & PAPER COSTS - SAO</u>	11,143		11,143	11,388	11,143	25
<u>NURSING SUPPLIES</u>	30,000		30,000	21,757	30,000	33
SUB TOTAL ADMINISTRATION	1,913,790	78,322	1,992,112	1,752,068	1,865,980	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
TRANSPORTATION STAFF						
<u>BUS COORDINATOR</u>	63,748		63,748	69,815	55,227	24
<u>BUS DRIVERS</u>	347,630		347,630	369,701	322,381	24
<u>BUS SECRETARY</u>	43,163		43,163	43,146	41,252	24
<u>BUS PARAPROFESSIONAL</u>	146,576		146,576	45,996	100,550	24
<u>SUBSTITUTES AND EXTRA TRIPS</u>	127,000		127,000	82,989	127,000	24
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	55,701		55,701	44,644	49,451	24
<u>RETIREMENT & GROUP LIFE</u>	19,447		19,447	19,089	17,550	24
<u>MEDICAL & DENTAL</u>	141,051		141,051	103,555	91,770	24
<u>WORKER'S COMPENSATION INSURANCE</u>	13,000		13,000	12,570	12,600	25
CONTRACTED SERVICES						
<u>SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.</u>		0	0	0	0	25
<u>PAYMENTS TO PARENTS & PRIVATE VENDORS</u>	20,000		20,000	458	10,000	34
OPERATIONAL COSTS						
<u>BUS INSURANCE</u>	42,000		42,000	38,787	42,000	25
<u>CAPITAL OUTLAY - MAJOR</u>	294,788		294,788	228,622	191,422	34
<u>FUEL AND SUPPLIES</u>	176,482		176,482	158,500	167,564	34
SUB TOTAL TRANSPORTATION	1,490,586	0	1,490,586	1,217,871	1,228,767	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
MAINTENANCE STAFF						
<u>DIRECTOR</u>	89,247		89,247	88,497	88,497	24
<u>CUSTODIANS - FULL TIME</u>	726,588		726,588	715,602	734,372	24
<u>MAINTENANCE WORKERS - FULL TIME</u>	535,854		535,854	487,211	534,511	24
<u>CUSTODIANS - PART & OVERTIME</u>	65,000		65,000	66,897	60,000	24
<u>MAINTENANCE WORKERS: PART & OVERTIME</u>	100,000		100,000	96,083	81,000	24
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	116,027		116,027	108,780	114,627	24
<u>RETIREMENT & GROUP LIFE</u>	97,283		97,283	108,995	96,491	24
<u>MEDICAL & DENTAL</u>	304,337		304,337	241,571	264,583	24
<u>UNEMPLOYMENT INSURANCE</u>	2,000		2,000	0	2,000	25
<u>WORKER'S COMPENSATION INSURANCE</u>	20,800		20,800	20,112	20,160	25
UTILITIES						
<u>ELECTRICAL SERVICE</u>	616,000		616,000	598,544	612,000	35
<u>FUEL FOR UTILITIES</u>	75,000		75,000	53,299	74,500	35
<u>WATER, SEWAGE, REFUSE</u>	46,000		46,000	48,197	45,000	35
<u>TELEPHONE & INTERNET SERVICE</u>	279,336		279,336	270,700	285,336	27
OPERATIONAL COSTS						
<u>CAPITAL EXPENDITURES- MAJOR</u>	446,748		446,748	606,559	216,200	35
<u>CAPITAL EXPENDITURES- MINOR</u>	10,000		10,000	9,500	9,500	35
<u>MAINTENANCE SERVICES</u>	257,000		257,000	308,917	250,000	35
<u>OFFICE SUPPLIES</u>	1,700		1,700	1,500	1,700	35
<u>MAINTENANCE SUPPLIES</u>	264,000		264,000	301,645	276,530	35
<u>OPERATION OF VEHICLES</u>	47,750		47,750	41,841	46,750	35
<u>COPIER & PAPER COSTS - OPERATION & MAINTENANCE</u>	4,984		4,984	1,901	4,965	35
SUB TOTAL OPERATIONS	4,105,654	0	4,105,654	4,176,350	3,818,722	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
FOOD SERVICE STAFF						
<u>COORDINATOR</u>		70,122	70,122	66,271	67,929	24
<u>SECRETARY</u>		34,861	34,861	31,884	33,373	24
<u>FULL TIME WORKERS</u>		108,514	108,514	99,236	107,231	24
<u>PART TIME WORKERS</u>		280,556	280,556	223,387	269,895	24
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>		37,795	37,795	29,706	36,599	24
<u>RETIREMENT & GROUP LIFE</u>		26,063	26,063	26,116	25,311	24
<u>MEDICAL & DENTAL</u>		95,721	95,721	90,185	88,116	24
<u>WORKERS' COMP: OTHER</u>		1,300	1,300	1,257	1,260	25
OPERATIONAL COSTS						
<u>FOOD SERVICE BANK CHARGES-OTHER</u>		3,000	3,000	3,504	2,000	36
<u>CAPITAL OUTLAY - MAJOR</u>		9,972	9,972	0	14,569	36
<u>CAPITAL OUTLAY - MINOR</u>		0	0	0	0	36
<u>FOOD</u>		416,789	416,789	535,426	411,313	36
<u>SUPPLIES</u>		44,350	44,350	64,201	49,100	36
<u>CONTRACTUAL SERVICES</u>		0	0	1,617	0	36
SUB TOTAL FOOD SERVICE	0	1,129,043	1,129,043	1,172,789	1,106,696	

DEBT SERVICE & FUND TRANSFERS

<u>DEBT SERVICE TO CITY</u>	626,186		626,186	587,245	583,446	25
<u>TRANSFER TO CITY</u>		0	0	77,405	0	25
SUB TOTAL DEBT SERVICE	626,186	0	626,186	664,650	583,446	

CONTINGENCY RESERVE

0.97%						
<u>CONTINGENCY RESERVE</u>	405,665		405,665		610,939	25
<u>CIP RESERVE</u>	150,000		150,000		150,000	25

TOTAL EXPENDITURE BUDGET

39,201,130 2,703,733 41,904,863 38,665,521 40,281,012

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2019-20
Annual Operating Budget

PERSONNEL INFORMATION

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PAYROLL DATES FOR FISCAL YEAR 2019-2020

JULY	3 17 31	JANUARY	1* 15 29
AUGUST	14 28	FEBRUARY	12 26
SEPTEMBER	11 25	MARCH	11 25
OCTOBER	9 23	APRIL	8 22
NOVEMBER	6 20	MAY	6 20
DECEMBER	4 18	JUNE	3 17

*Checks & check stubs will be distributed on Tuesday, December 31.

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GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	\$27,177	\$44,816
	Deputy I	
	Facilities/Groundskeeper I	
	Landfill Attendant	
	Legal Secretary	
	Meter Reader	
	Public Works Technician	
	Staff Aide	
	Staff Assistant	
	Van Driver	
12	\$29,828	\$51,210
	Concrete Technician	
	Deputy II	
	Deputy Registrar	
	Facilities/Groundskeeper II	
	Financial Technician I	
	Public Works Heavy Equipment Operator	
	Records Technician	
	Senior Meter Reader	
	Transportation Coordinator	
13	\$34,078	\$58,500
	Administrative Services Deputy	
	Animal Control Officer	
	Cross-Connection Control Technician	
	Deputy III	
	Deputy Sheriff	
	EMS Firefighter Recruit* (Starting salary: \$38,725)	
	Facilities/Groundskeeper III	
	Financial Technician II	
	Police Officer Recruit* (Starting salary: \$38,725)	
	Recreation Specialist I	
	Traffic Technician	
	Utility Maintenance Specialist	
	Waterworks Distribution Technician	
	Youth Program Coordinator	

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

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
14	\$38,937	\$66,846
	Administrative Assistant	
	Building Inspector	
	Building Maintenance Technician	
	Chief Deputy/Bookkeeper	
	Community/Economic Development Specialist	
	Construction Inspector	
	Digital Resource Specialist	
	Emergency Equipment Technician	
	EMS Firefighter* (Starting salary: \$42,765)	
	Engineering Technician	
	Financial Specialist I	
	Heavy Truck/Bus Technician	
	Horticulturist	
	Lieutenant Deputy Sheriff	
	Master Deputy Sheriff	
	Museum Curator	
	Police Detective* (Starting salary: \$42,765)	
	Police Officer* (Starting salary: \$42,765)	
	Procurement Specialist	
	Public Works Foreman	
	Recreation Specialist II	
	Senior Automotive Mechanic	
	Senior Traffic Technician	
	Telecommunicator	
	Utility Billing Supervisor	
15	\$44,481	\$76,365
	Chief Deputy Sheriff	
	Communications Supervisor	
	Executive Assistant	
	Financial Specialist II	
	Paralegal/Deputy City Clerk	
	Senior Digital Resources Specialist	
	Recreation Specialist III Senior Center	
	Senior Building Inspector	
	Senior Engineering Technician	

*Starting salary for certified EMS Firefighter & Police Officer candidates with 5 or less years of experience. Salary range spans Grade 14-15; therefore, maximum salary for EMS Firefighter, Police Detective, and Police Officer is \$76,365.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$50,823	\$87,248
	Accountant	
	Deputy Fire Marshall	
	Fire Lieutenant	
	Information Systems Coordinator	
	Police Sergeant	
	Purchasing Agent	
	Revenue Supervisor	
17	\$57,760	\$99,684
	Assistant Commonwealth's Attorney	
	Automotive Maintenance Superintendent	
	Battalion Chief	
	City Assessor	
	Communications Coordinator	
	Facilities Superintendent	
	Police Lieutenant	
	Project Coordinator	
	Public Works Superintendent	
	Recreation Superintendent	
18	\$66,342	\$113,889
	Assistant Director of Planning & Community Development	
	Assistant Director of Public Works – Engineering	
	Building Official	
	Deputy Chief of Fire & EMS	
	Deputy Director of Finance	
	Police Captain	
EXEC	\$66,193	\$137,739
	Chief of Fire & EMS	
	Chief of Police	
	City Engineer	
	Director of Finance	
	Director of Human Resources	
	Director of Information Technology	
	Director of Office on Youth & Human Services	
	Director of Parks & Recreation	
	Director of Planning & Community Development	
	Director of Public Works	
	Economic Development Director	
	Library Director	

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
UNCLASSIFIED	N/A	N/A
	City Attorney	
	City Clerk	
	City Manager	
	Clerk of Circuit Court	
	Commissioner of Revenue	
	Commonwealth's Attorney	
	Registrar	
	Sheriff	
	Treasurer	

PART-TIME/SEASONAL/TEMPORARY POSITIONS

Position Title	Hourly Rate
Administrative Assistant	\$10.00 - \$15.00
Animal Control Aide	\$10.00 - \$15.00
Code Enforcement Inspector	\$15.00 - \$20.00
Deputy Sheriff	\$16.00 - \$19.00
Digital Resources Assistant	\$7.25 - \$9.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$20.00
EMS Firefighter	\$15.00 - \$20.00
Fire Logistics Officer	\$15.00 - \$20.00
FOIA Specialist	\$20.00
Groundskeeper Assistant	\$10.00 - \$12.00
Landscaping Technician	\$10.00 - \$12.00
Meter Reader	\$10.00 - \$12.00
Recreation Assistant I	\$7.25 - \$8.25
Recreation Assistant II	\$8.25 - \$9.00
Recreation Assistant III	\$9.00 - \$10.00
Recreation Assistant IV	\$10.00 - \$15.00
Recycling Center Attendant	\$9.00 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$7.50 - \$9.50
Telecommunicator	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$7.25 - \$15.00
Youth Specialist	\$12.00 - \$20.00
Youth Workforce Specialist	\$15.00 - \$18.00

*All Full-Time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.