

City of Colonial Heights



**FY2021-2022
Annual Operating Budget**

May 11, 2021

FISCAL YEAR 2021-2022

ANNUAL OPERATING BUDGET

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**City of Colonial Heights
Elected Officials and Senior Management
April 1, 2021**

CITY COUNCIL

T. Gregory Kochuba.....Mayor

Elizabeth "Betsy" Gentry Luck.....Vice Mayor

Michael A. CherryCouncilmember Laura F. PoeCouncilmember

John E. PiotrowskiCouncilmember Robert "Bobby" WadeCouncilmember

John T. Wood.....Councilmember

SENIOR MANAGEMENT

Douglas E. Smith..... City Manager

Sheila S. Minor..... Director of Finance

Jennifer N. Carpenter..... Director of Human Resources

Jeffrey W. Faries..... Chief of Police

Hugh P. Fisher, III City Attorney

Todd B. Flippin.....Director of Public Works/ Engineering

Kelly M. Hall.....Director of Planning/Community Development

Bruce N. Hansen..... Library Director

T. Wayne Hoover..... Chief of Fire & EMS

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

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 L. Wells.....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

Nancy Bosher
Executive Assistant

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

May 11, 2021

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

Mayor and Council Members,

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, 2021 and ending June 30, 2022.

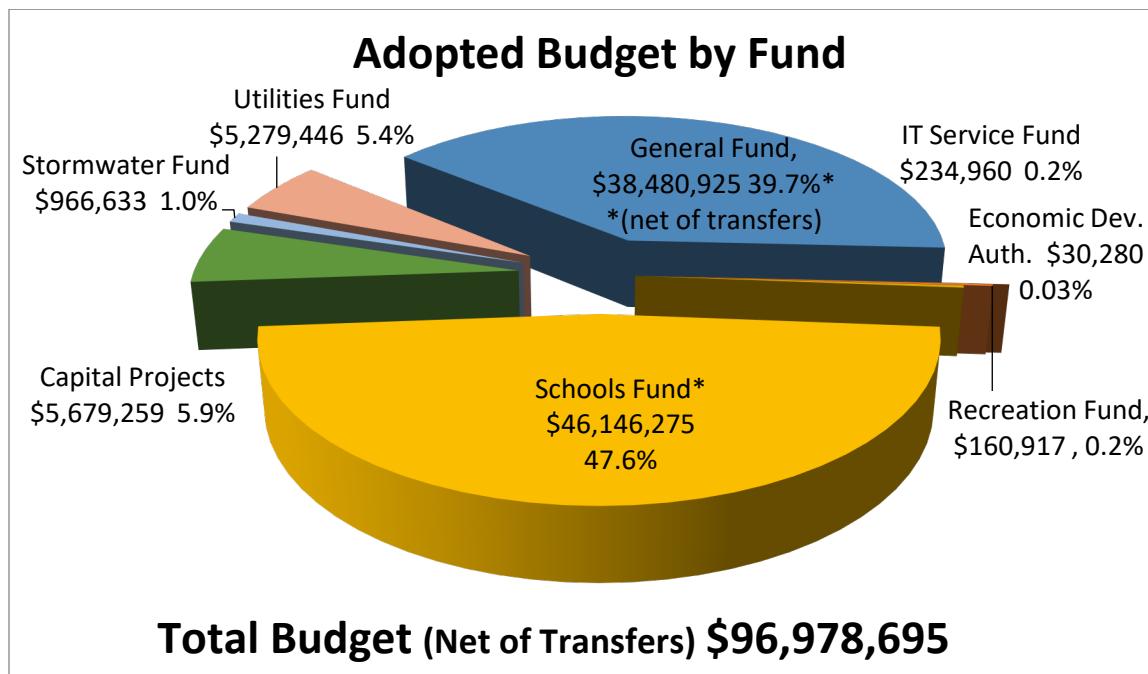
The past twelve months have tested the resiliency of our City, as we have faced multiple, unprecedented challenges. In response to the world-wide Covid-19 pandemic, City Hall was closed to the public in the spring of 2020, teleworking was implemented, many businesses were temporarily closed, and various Covid-19 related restrictions were put in place including limitations on public gatherings. In addition, a significant flooding event in August 2020 and an ice storm in February 2021 impacted our City as well. Needless to say, these events have impacted not only our day-to-day lives, but have had lasting impacts on the methods in which we deliver critical services to our citizens.

When the current budget was adopted a year ago, I indicated that we did not know when daily life will return to a normal state. As of the writing of this letter, that statement remains true. The most significant difference between this budget letter and the one written twelve months ago, however, has been the ability of our residents, business community, and City staff to rise to the challenges presented. Residents have supported our local economy by continuing to buy local. Retailers reopened with curbside and takeout options, delivery services, and masking requirements to keep their customers safe. Emergency responders continued to respond to calls, but doing so with personal protective equipment and protocols to ensure both their safety and the safety of their patients. City services have been delivered in new and creative ways in an effort to minimize risk and maximize efficiency. Over \$3 million in federal assistance to date has been utilized to support barriers at City facilities, to equip emergency providers and City staff with protective gear, and to provide grants to our business community, among other emergency needs.

The resiliency of the City has had a significant impact on the City's finances. With so many unknowns at the start of the pandemic, expectations were that the finances of the City would suffer from the multi-faceted impacts of the pandemic. City Management implemented financial controls in anticipation of reduced revenue. Some of the City's revenue sources, specifically meals, sales, and lodging taxes suffered significant downturns in April and May 2020, but since that time have nearly fully recovered, thanks to the resiliency of our business community. While this FY22 budget represents only a slight increase in the General Fund from the spending levels programmed for FY21, it continues to maintain and in some ways enhance the services provided to the citizens of Colonial Heights in these unprecedented times.

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www.colonialheightsva.gov

The total appropriation included in this FY2021-22 Annual Budget, net of the transfer to schools, is \$96,978,695 which is 3.61% larger than the current fiscal year adopted budget. Significant changes between the current year adopted budget and this budget are the increased appropriations in the Capital Projects Fund (36.2%), and Schools Fund (3.2%) as compared to the current adopted budget. The Capital Projects Fund increase is attributable to appropriations for additional capital projects, with the bulk of the increase funded through a planned \$1.7 million debt issuance in FY22. Likewise, the school division had increases in the contingency fund (30.0%), CIP reserves (22.1%), and transportation (7.6%) categories. The overall budget, by fund, is shown in the graph below.



The City's total General Fund budget for the upcoming fiscal year of \$61,839,700 is an increase of 0.2% from the original FY 2020-21 General Fund budget of \$61,700,077 (the General Fund Budget net of interfund transfers is \$38,480,925 as shown in the graph above). This is largely a "no growth" budget, as it remains at nearly the same appropriation as FY20-21 as the City recovers from the impacts of the Covid-19 pandemic. Funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council remained largely flat as well, with an increase of under \$40,000. Under this MOU, the School division receives 50.73% of the City's top six revenue sources as the local contribution to schools. The City's transfer is adjusted to the actual revenue received from these six sources at the end of the fiscal year. The FY22 general fund budget includes funding for a 2.0% cost of living increase for full-time City employees (5% for constitutional officers and their employees as provided by the state budget), two new full-time positions in Planning and Animal Control, decreases in health insurance premiums, and various service enhancements and equipment replacements.

The budget for Colonial Heights Public Schools totals \$46,146,275, which is 47.6% of the total budget and an increase of \$1.5 million over the current year. The line item detail of the school budget is found in the back of this document, including a narrative from the Superintendent.

Transfers from the General Fund to other funds represent the largest expenditure of the General Fund budget. The General Fund transfer to the Colonial Heights School system is budgeted at \$22,513,188, a 0.2% increase from the current fiscal year budget. The General Fund also includes a transfer to the Capital Projects Fund of \$743,587, of which \$133,587 is current year revenue and \$610,000 is use of assigned fund balances. The current year budget provided a \$1,003,502 transfer to the Capital Projects Fund, of which \$230,000 was current year, “pay-go”, revenue and \$733,502 was the utilization of assigned fund balances.

The FY21-22 Budget continues the City’s practice of being a zero-based, balanced, financial plan. All ongoing operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all department heads.

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

The City’s budget is comprised of eight (8) funds:

- **General Fund – (\$38.5, net of \$23.4M transfers)** 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 – (\$46.1M)** This fund accounts for revenues and expenditures related to the operation of the Colonial Heights Public School System (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 – (\$30,280)** This 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 – (\$160,917)** 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 – (\$5.7M)** 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 integral 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.
- **Information Technology Service Fund – (\$234,960)** This fund is new for the FY22 budget. It is funded through monthly charges to each department for the ongoing maintenance and ultimate replacement of desktop and laptop computers in service in each department. These charges are

accumulated in the IT Service Fund, where they will pay for the City's outsourced technology support as well as funding a replacement fund.

- **Stormwater Management Fund* – (\$966,633)** 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* – (\$5.28M)** The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

**Designates Enterprise Funds*

The FY21-22 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 capital outlays in each major department.

FY2021-22 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. As we look into the future, infrastructure replacement, increased demands for services, 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 anticipate deficit spending and/or utilization of fund balance for operating expenses.

The following is a brief discussion of the primary issues impacting the FY21-22 Annual Budget:

Economic Uncertainty

As mentioned in the opening paragraphs of this letter, the City experienced unprecedented economic uncertainty during the transition from FY20 to FY21. This budget anticipates a recovery in most revenue sources to their pre-pandemic levels, but the growth trajectory for FY22 has certainly been impacted by the pandemic's effects. Specifically, business professional and occupational license (BPOL) revenue, utility revenue, and lodging taxes will be impacted into FY22.

Funding Enterprise Operations and Infrastructure Replacement

The FY21-22 budget includes a 5% increase and slight restructuring of the City's utility rates, to be effective for bills after July 1, 2021. The pandemic and moratoriums from the state prohibiting cut-offs or the application of penalty or interest on delinquent bills had a significant negative impact on the revenue of the water and sewer and stormwater funds. The FY20-21 Budget was based on an anticipated 5% increase in water and sewer rates which was not implemented due to Covid-19. The FY22 budget assumes implementation of this delayed change. The change in the rate structure will result in the reduction of the base charge for water; however, the consumption charges will cover all consumption. (Previously, the first 1,000 cubic feet of water consumption was included in the base charge). This structural change will lead to lower bills for customers with very minimal amounts of water usage.

Even with a 5% increase, the operating revenues of the water and sewer fund are not anticipated to be sufficient to cover the operating expenses (including depreciation) of the water and sewer fund. Therefore, this FY22 budget includes general fund support for the water and sewer fund in the form of a transfer of \$102,000 in operating funds from the general fund to the water and sewer fund. Additionally, the general fund anticipates paying the debt service on approximately \$400,000 of water and sewer capital projects planned in the FY22 – FY26 Capital Improvement Plan for FY22.

Budget Organization & Structure

The FY21-22 budget includes a new budget department, Animal Control. Animal Control will remain a functional part of the Police Department, however, management felt it was appropriate to separate the costs of this essential governmental function from the budgetary operations of the Police Department.

Management has also separated specific Information Technology expenditures to a separate governmental fund, the Information Technology Services Fund. The City uses a hybrid model for technology support, having a limited internal staff and a contract for outsourced technical support. Departments are charged a monthly fee, per computer, to distribute the costs of this outsourced support. In the current year budget, the City established a Technology Replacement Fund in the Information Technology budget to provide for the replacement of computers City-wide. The cost of this outsourced support and the accumulated funds in the Technology Replacement Fund will be placed in the new Information Technology Service Fund, and the charges to departments will provide a revenue stream to support the expenditures of the fund. Departments needing to replace computers will no longer have to specifically budget for them 18 months in advance, and the needs for replacement can be evaluated by the City's Information Technology staff.

Capital Outlay & Capital Project Funding

As mentioned earlier, the FY21-22 operating budget supports various capital projects through the transfer of funds from the General Fund. The City plans the one-time utilization of \$829,500 in restricted and assigned General Fund balances resulting from prior year surpluses for specific one-time and capital projects. These use of general fund balance is planned for the following projects:

- Replacement of Fire Unit #941 (\$560,000 of the \$800,000 total)
- Demolition of 218 Highland Avenue (\$50,000)
- Partial funding of the replacement of police vehicles (\$125,000)
- Replacing the Public Safety Building HVAC unit (\$48,000)
- Replacing a left field wall at Shepherd Stadium (\$35,000)
- Replacing the lights in Fire Station #2 with LED fixtures (\$11,500)

This budget also anticipates the issuance of \$1.78 million in debt for multiple projects, including security upgrades for various City facilities (\$1.0M), minor water & sewer projects (\$400,000), improvements at Shepherd Stadium (\$140,000) and the balance of fire Unit #941 (\$240,000).

Fees and Rates

The FY21-22 budget includes an overall 5% increase in utility service charges. This increase was planned for FY20-21, however it was not implemented due to the pandemic. A utility rate study was

undertaken in FY20. This study assessed the condition of the City's water and wastewater infrastructure, and constructed a long-term plan for infrastructure replacement. The consultant has created a model, with staff input, to fund this required capital investment and update the City's water and sewer rates over the next ten years. Significant increases are needed in order to support operations and provide for the replacement of failing infrastructure.

No other adjustments to fees or tax rates are proposed in this budget.

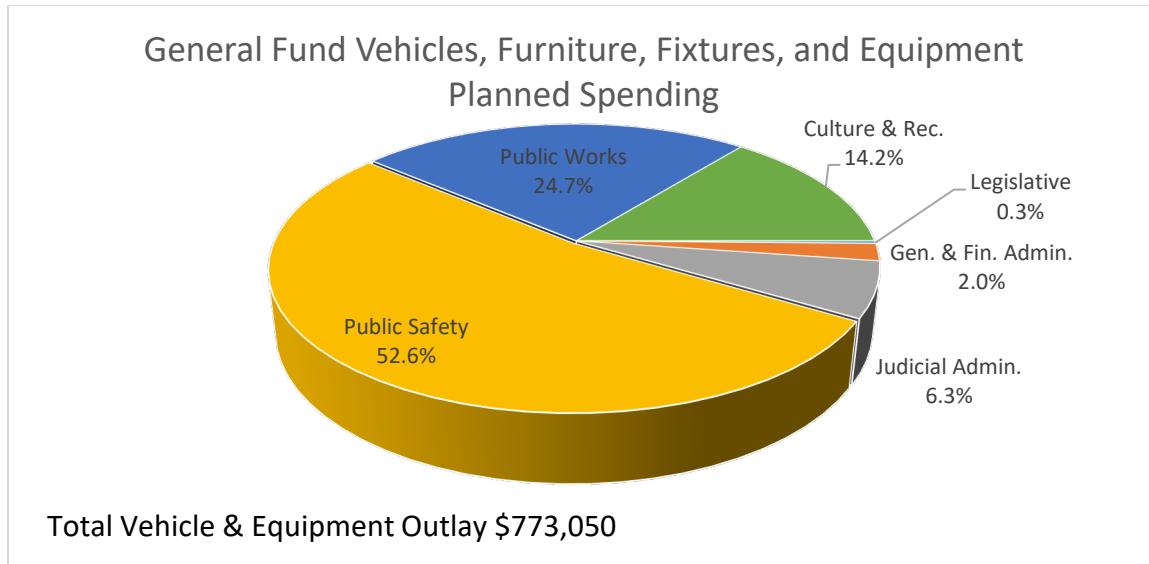
Specific Personnel Needs/ Staffing

The budget includes funding in FY21-22 for two hundred seventy-two (272) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is a net increase of one position from the adopted budget for FY21.

The increase in full time positions is attributable to one full-time position, the conversion of one part-time position to full-time, and the reduction of one position. The budget funds a Permit Technician in the Planning Department. This position will assist with building and zoning permits and will assist with the administrative aspects of Code Enforcement. This budget also funds the conversion of a part-time Animal Control Officer to a full-time Staff Assistant. Converting this position will enhance services by enabling the shelter to be open for additional hours. Finally, the Library had a vacancy in one of the Digital Resource Specialist positions due to retirement that will not be replaced.

Vehicles, Furniture, Fixtures & Equipment

Planned replacement and acquisitions of vehicles, furniture, fixtures, and equipment in the General Fund for FY21-22 totals \$773,050. This is a decrease of 16% when compared to the FY20-21 figure of \$896,658. The FY22 budget includes the replacement of six police patrol cars, one unmarked administrative police vehicle, a van to be shared between the Community Center and the Office on Youth, and a pickup truck each for the water and sewer divisions in the Water & Sewer Fund. The chart on the following page illustrates equipment, furniture, fixtures, and vehicle spending planned in FY22 by functional category.



Capital Improvement Plan FY2022-FY2026

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 identified.

Colonial Heights 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:

- City Facilities Security Upgrade (Including Courthouse)
- Demolish the structure at 218 Highland Avenue
- Fire & EMS Engine 941 Replacement
- Lexington Drive Outfall and Storm Sewer
- Appomattox River Greenway Trail - Phase V
- Lakeview Avenue Modernization Phase I
- Boulevard at Temple Ave. Intersection Improvements
- Boulevard at Westover Intersection Improvements
- Branders Bridge Right Turn Lane Extension
- Colonial Heights High School Sidewalks
- Animal Shelter Entrance Improvements Phase I
- Main Pump Station Valve Replacement
- Hill Place Sewer Replacement
- Shepherd Stadium Infield/ Outfield Turf Renovation

For additional information on all capital projects, including those proposed for funding in future years, please see the City's Fiscal Years 2022-2026 Capital Improvement Plan.

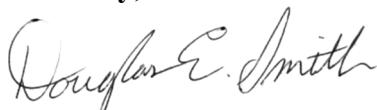
Other Miscellaneous Items

- **Employee Health Insurance**— Premiums for FY20-21 decreased approximately 4%, after a slight increase in the previous year. This is the third year the City is offering a High Deductible Health Insurance Plan with a Health Savings Account as an option for employees.
- **Cost-of-Living Adjustment**— The budget includes a 2.0% cost-of-living adjustment for full-time employees effective July 1, 2021 (5% for constitutional officers and their employees as provided by the state budget).
- **Virginia Retirement System**— The City's employer contribution rate for VRS remained the same at 14.39%.
- **Financial Policies**— The City of Colonial Heights' financial management policies are also included in this document.

In summation, the FY21-22 budget shows an extremely modest increase in the General Fund budget, due to the impacts on the prior fiscal year from the Covid-19 pandemic. The overall budget is showing an increase as well, but largely due to one-time capital impacts.

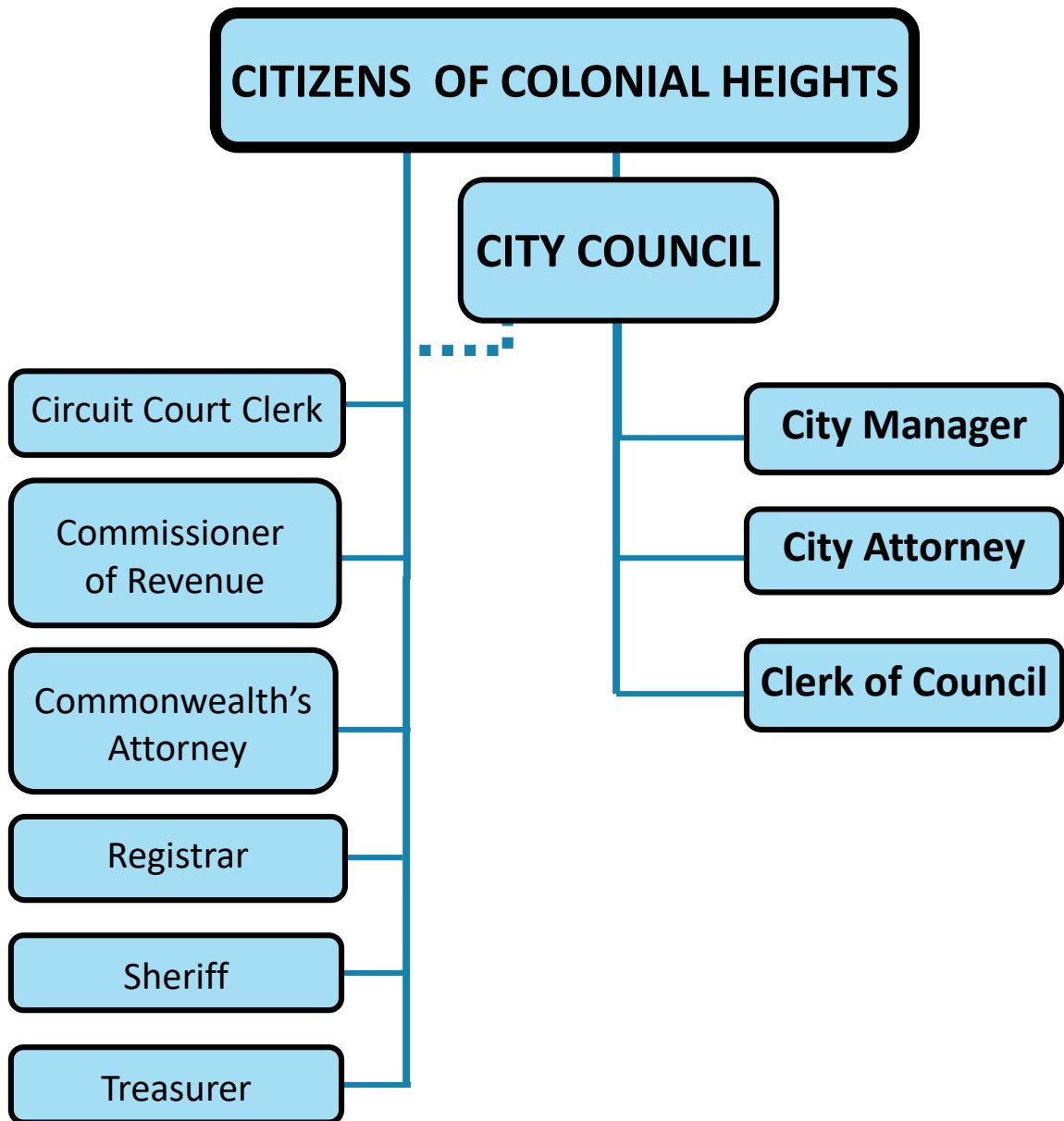
As our community continues to adjust to the “new normal”, this budget demonstrates that the City of Colonial Heights is resilient. We continue to focus on the long-term prosperity of our City and our region. I commend the staff of the City of Colonial Heights for their resiliency over the past year, continuing to provide core services to our community despite building closures, social distancing, and numerous other challenges and changes. They have been inventive, responsive, committed, and truly stepped up to the situation at hand. On behalf of the City staff, I thank the Mayor and City Council for their ongoing support and continued service to the citizens of Colonial Heights.

Sincerely,

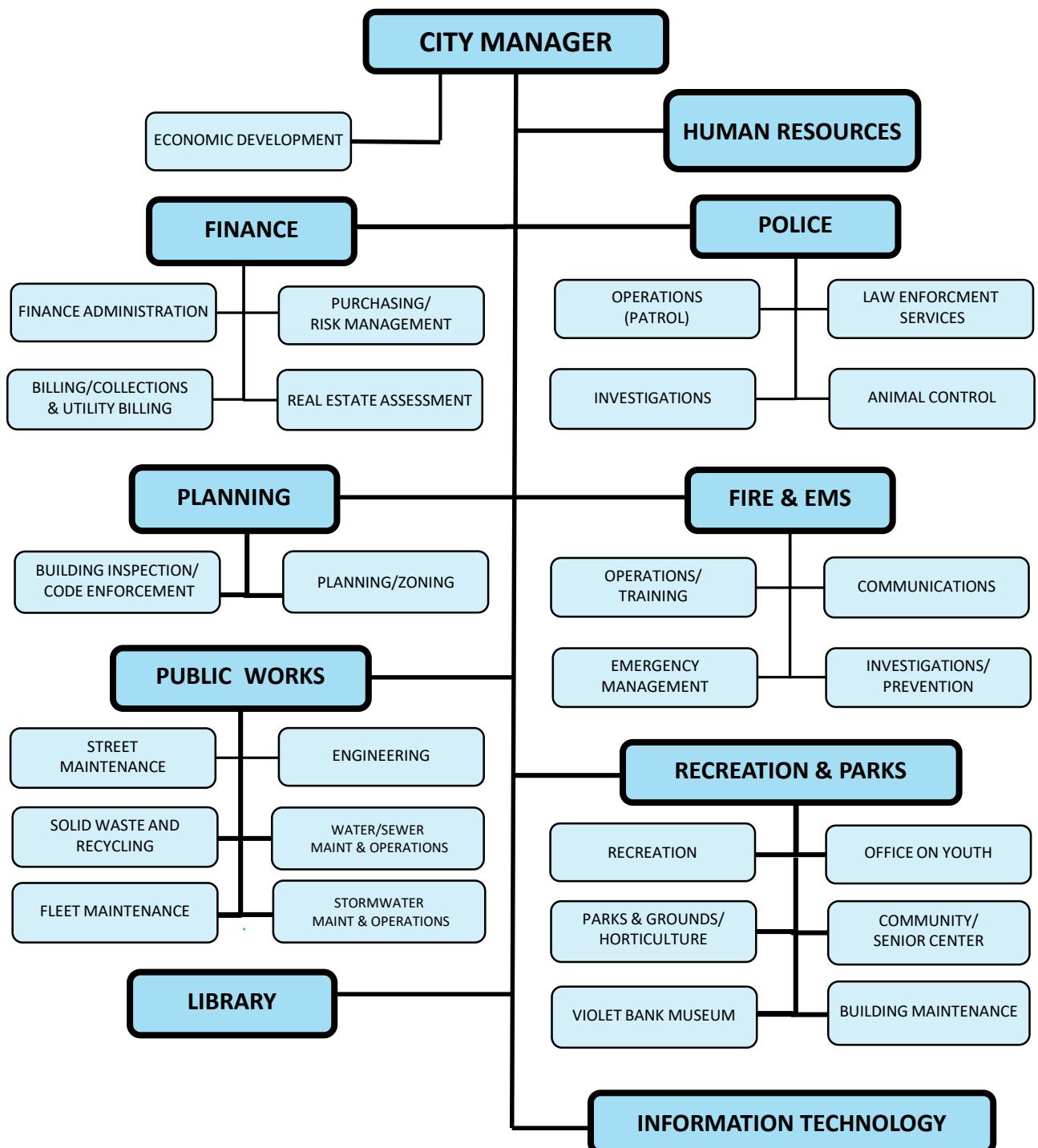


Douglas E. Smith
City Manager

2021-22 City of Colonial Heights Leadership Organization Chart



2021-22 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 Budget Calendar For Fiscal Year 2021-2022

NOVEMBER

Wednesday, November 25, 2020 Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2022-FY2026 Capital Improvements Plan (CIP)

Wednesday, November 25, 2020 Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2021-22 Annual Operating Budget (Budget)

Monday, November 30, 2020 Distribution of forms and information to Outside Agencies for budget requests

DECEMBER

Thursday, December 31, 2020 Outside Agency requests for funding due back to Finance Department

JANUARY

Wednesday, January 6, 2021 Deadline for submission of all CIP requests for inclusion within the proposed CIP

Wednesday, January 6, 2021 Deadline for submission of all operating requests for funding within the proposed annual operating budget

Monday, January 25 through

Friday, February 12, 2021 Review of Departmental CIP and Budget requests by City Manager, Finance Department, and Department Heads/ Constitutional Officers (as needed)

Tuesday, January 26, 2021 Council Advisory Committee meeting to review Outside Agency requests

MARCH

Tuesday, March 2, 2021 Presentation and Approval of CIP by Planning Commission

Tuesday, March 9, 2021 Presentation of Proposed CIP to City Council
(Regular Council Meeting)

Planned budget calendar for FY 2021-2022; actual scheduled dates may vary

Tuesday, March 16, 2021..... City Council CIP Review/ Work Session
(*Regular Council Work Session*)

Monday, March 22 through

Friday, March 26, 2021 Preliminary Budget Briefings with City Council members by City Manager and Finance Department

APRIL

Tuesday, April 13, 2021
(*Regular Council Meeting*)

Presentation of Proposed Operating Budget to City Council & Public Hearing on Proposed CIP

Sunday, April 18, 2021

Publish General Budget Summary and Notice of Public Hearings on April 27 on the Proposed FY2021-22 Annual Operating Budget

Tuesday, April 20, 2021
(*Regular Council Work Session*)

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

Tuesday, April 27, 2021
(*Special Council Work Session*)

Public Hearing on the:

- Proposed FY2021-22 Annual Operating Budget
- Proposed 2021 and 2022 Real and Personal Property tax rates
- Adoption of FY22-FY26 CIP
- First Reading of Appropriations Ordinances

MAY

Tuesday, May 4, 2021..... City Council Budget Review/Work Session (*tentative**)
(*Special Council Work Session*)

Tuesday, May 11, 2021..... 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.

CITY OF COLONIAL HEIGHTS, VIRGINIA ONE AND FIVE-YEAR SENSITIVITY ANALYSES

The City's Operating Budget can be impacted by outside economic, demographic, and legislative factors, including local, regional, and nationwide trends. These economic trends can influence the City's ability to raise revenue from major revenue sources, as well as the need to expend additional resources for specific activities.

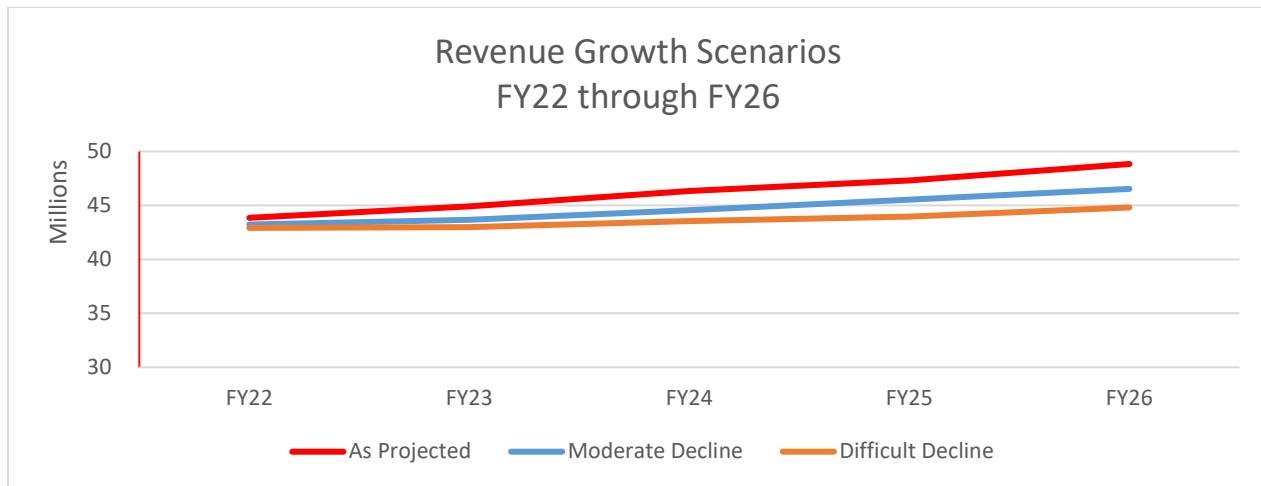
The Covid-19 Pandemic, which had significant impacts in FY19-20 and FY20-21, was one such worldwide event which changed the City's finances. City management put spending controls in place in mid-FY20 and Finance staff prepared models of the City's top six revenue sources to estimate the financial impacts under moderate, difficult, and severe scenarios.

One year after the development of those scenarios, current revenue collections indicate that the City's FY21 revenue will fall in the "moderate" impact expectation in most cases. Collections of the top six revenue sources in the current year are expected to be approximately \$42.8 million, in comparison to a \$43.8 million budget for these same revenues. The adopted FY21 budget, the anticipated collections for the three scenarios, and the projected revenue (as of March 2021) are shown in the top table that follows this narrative.

If this anticipated \$1.0 million shortfall materializes, it will be covered through expenditure savings, including savings from spending controls put in place in April 2020 and carried forward into FY21. These spending controls included freezes on vacant positions, capital expenditures, and discretionary spending. In FY 22, an employee cost of living increase was also placed on hold until the middle of the fiscal year. These top six revenue sources are shared with Colonial Heights Public Schools under a Memorandum of Understanding ("MOU") which specifies that 50.73% of these six revenue sources is transferred for local support of the City's public school system. As such, CHPS will share in approximately half of the projected revenue loss, with the other half being borne by City general fund operations.

Anticipated revenues for the next five years are built on the projections for the remainder of FY21. All six of the top revenue sources are anticipated to grow at varying rates, based on the City's demographics and other economic factors, over the next six years. This sensitivity analysis, however, adjusts those proposed revenue streams for moderate or difficult economic declines impacting FY22 through FY24, with modified growth resuming in FY25 and FY26. The graph on the next page shows the projected growth of those primary revenue sources, and the change in that projection under moderate and difficult economic circumstances.

CITY OF COLONIAL HEIGHTS, VIRGINIA ONE AND FIVE-YEAR SENSITIVITY ANALYSES



Specific assumptions included growth rates of 1% to 5% for the As Projected scenarios, based on year and revenue source. Moderate and Difficult growth rates varied from a low of -10% to a high of 3.3% and from -15% to 3.0% for the various sources, respectively. The chart below provides the ranges of growth rates for each source in the five-year projection cycle.

	As Projected	Moderate	Difficult
Real Estate	2.0% - 4.0%	-1.0% - 3.0%	-1.5% - 3.0%
Sales Tax	2.0% - 3.0%	-1.5% - 2.0%	-2.3% - 2.0%
Meals Tax	3.25%	-2.0% - 3.3%	-3.0% - 2.8%
BPOL	1.0% - 2.1%	-1.5% - 1.1%	-2.5% - 1.1%
Personal Property	2.2% - 3.0%	-2.0% - 2.3%	-1.5% - 1.8%
Lodging Tax	2.0% - 5.0%	-10.0% - 3.0%	-15% - 2.5%

In the event the City would experience a time of moderate or difficult economic decline, due to regional, national, or even world-wide events, management would react quickly, just as was done for the Covid-19 pandemic, to implement spending controls as a first line of defense. The City also maintains significant fund balances to assist in times of economic decline, and further measures would be evaluated based on anticipated severity.

**CITY OF COLONIAL HEIGHTS
FIVE-YEAR REVENUE PROJECTIONS
AND SENSITIVITY ANALYSIS**

Analysis of Top Six Revenue Sources

Current Fiscal Year 2020-2021

	As Adopted	Scenarios run in April 2020			As Projected March 2021	Projected Impact
		Moderate	Difficult	Severe		
Real Estate	20,919,203	20,500,819	20,082,435	19,664,051	20,748,911	Moderate
Sales Tax	8,061,260	7,255,134	6,852,071	6,449,008	8,048,540	No Impact
Meals Tax	7,285,359	6,556,823	5,828,287	5,099,751	7,018,795	No Impact
BPOL	3,179,917	2,464,436	2,225,942	1,987,448	2,921,775	No Impact
Personal Property	3,050,246	2,989,241	2,897,734	2,745,221	3,021,410	Moderate
Lodging Tax	1,279,296	895,507	703,613	559,692	1,059,616	Moderate
Total	43,775,281	40,661,960	38,590,082	36,505,171	42,819,047	Moderate

Future Fiscal Years

	FY22			FY23			FY24		
	As Proposed	Moderate	Difficult	As Projected	Moderate	Difficult	As Projected	Moderate	Difficult
Real Estate	21,052,640	20,842,114	20,736,850	21,557,903	21,238,114	20,835,350	22,258,535	21,800,924	21,179,134
Sales Tax	8,119,754	7,997,958	7,937,060	8,282,149	8,077,937	7,976,745	8,530,614	8,239,496	8,096,396
Meals Tax	7,274,000	7,128,520	7,055,780	7,510,405	7,199,805	7,091,059	7,754,493	7,289,803	7,144,242
BPOL	2,958,755	2,958,755	2,958,755	3,020,889	2,914,374	2,884,786	3,081,307	2,936,231	2,891,998
Personal Property	3,323,990	3,290,750	3,274,130	3,397,118	3,224,935	3,241,389	3,499,031	3,257,184	3,257,596
Lodging Tax	1,124,765	1,012,289	956,050	1,147,260	1,012,289	956,050	1,204,623	1,042,657	979,952
Total	43,853,904	43,230,385	42,918,625	44,915,724	43,667,453	42,985,379	46,328,603	44,566,296	43,549,317

	FY25			FY26		
	As Projected	Moderate	Difficult	As Projected	Moderate	Difficult
Real Estate	22,703,706	22,236,942	21,179,134	23,611,854	22,904,051	21,708,612
Sales Tax	8,701,226	8,404,286	8,217,842	8,875,250	8,530,350	8,341,110
Meals Tax	8,006,514	7,526,721	7,340,708	8,266,726	7,649,031	7,459,995
BPOL	3,112,120	2,965,594	2,906,458	3,177,474	2,996,733	2,936,976
Personal Property	3,577,760	3,330,471	3,314,604	3,656,470	3,367,106	3,351,064
Lodging Tax	1,228,716	1,073,937	1,004,450	1,253,290	1,084,676	1,014,495
Total	47,330,041	45,537,951	43,963,196	48,841,065	46,531,946	44,812,252

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

BUDGET
SUMMARIES

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CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL FUND</u>								
4100	General Property Taxes	\$23,231,130	\$23,721,544	\$23,790,977	\$24,133,663	\$25,036,661	\$25,456,122	\$25,456,122	1.7%
4200	Other Local Taxes	18,110,884	19,048,358	19,146,275	18,637,614	19,720,112	19,563,819	19,563,819	-0.8%
4300	Licenses, Permits & Fees	3,873,679	4,022,748	3,707,262	3,622,513	4,005,832	3,744,470	3,744,470	-6.5%
4400	Fines & Forfeitures	415,893	342,061	375,077	245,712	361,843	356,000	356,000	-1.6%
4500	Use of Money & Property	298,233	259,260	322,738	270,432	167,200	206,300	206,300	23.4%
4600	Intergovernmental Revenue	7,048,409	7,507,759	7,199,786	7,630,890	7,855,300	7,827,061	7,827,061	-0.4%
4700	Charges for Current Services	2,458,467	2,490,463	2,577,996	2,523,758	2,533,100	2,616,900	2,616,900	3.3%
4800	Miscellaneous	881,050	1,350,432	2,151,025	1,331,676	2,020,029	2,069,028	2,069,028	2.4%
	TOTAL GENERAL FUND	\$56,317,744	\$58,742,625	\$59,271,136	\$58,396,258	\$61,700,077	\$61,839,700	61,839,700	0.2%
	<u>ECON. DEV. AUTHORITY FUND</u>								
4300	Licenses, Permits & Fees	64,000	66,406	31,250					N/A
4500	Use of Money & Property		5			32,780	30,280	30,280	N/A
4800	Miscellaneous								-7.6%
	TOTAL ECON. DEV. AUTH. FUND	\$64,000	\$66,411	\$31,250		\$32,780	\$30,280	30,280	-7.6%
	<u>EMERGENCY RESPONSE FUND</u>								
4605	Federal/ State Welfare Assistance				33,689				N/A
4645	Community Development Block Grant				557				N/A
4647	Grants- Federal Pass Through				531,204				N/A
4821	Transfer from General Fund				28,191				N/A
	TOTAL EMER. RESPONSE FUND				\$593,641			-	N/A
	<u>RECREATION ACTIVITY FUND</u>								
4300	Licenses, Permits & Fees	(343)							
4700	Charges for Current Services	179,407	153,951	161,300	93,223	161,300	160,917	160,917	-0.2%
4800	Miscellaneous	48,573	4,029	181,000	35,402	9,000			-100.0%
	TOTAL REC. ACTIVITY FUND	\$227,638	\$157,980	\$342,300	\$128,625	\$170,300	\$160,917	160,917	-5.5%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL PROJECTS FUND</u>								
4500	Use of Money & Property	142,300	222,927		146,520				
4600	Intergovernmental Revenue	1,606,437	775,277	2,255,144	5,215,729	2,086,311	2,630,672	2,630,672	26.1%
4800	Miscellaneous	754,666	6,202,758	1,256,931	1,293,799	2,084,856	3,048,587	3,048,587	46.2%
	TOTAL CAPITAL PROJECTS FUND	\$2,503,403	\$7,200,962	\$3,512,075	\$6,656,048	\$4,171,167	\$5,679,259	5,679,259	36.2%
	<u>INFO TECH SERVICE FUND</u>								
4700	Charges for Current Services						234,960	234,960	
	TOTAL INFO TECH SERVICE FUND						\$234,960	\$234,960	
	<u>STORMWATER FUND</u>								
4700	Charges for Current Services	434,958	718,645	696,996	742,758	719,500	730,000	730,000	1.5%
4800	Miscellaneous					357,055	236,633	236,633	N/A
	TOTAL STORMWATER FUND	\$434,958	\$718,645	\$696,996	\$742,758	\$1,076,555	\$966,633	966,633	-10.2%
	<u>WATER & SEWER FUND</u>								
4700	Charges for Current Services	5,079,418	4,927,220	5,147,083	4,873,198	5,192,565	5,173,446	5,173,446	-0.4%
4800	Nonoperating Revenue	286,376	406,602	4,000	352,593	4,000	106,000	106,000	2550.0%
	TOTAL WATER & SEWER FUND	\$5,365,794	\$5,333,822	\$5,151,083	\$5,225,791	\$5,196,565	\$5,279,446	5,279,446	1.6%
	<u>SCHOOL FUNDS</u>								
	Federal Funds	\$2,367,588	\$2,332,659	\$2,206,795	\$2,354,025	\$2,372,685	\$2,512,584	2,512,584	\$0
	State Funds	15,081,802	16,239,904	16,595,556	16,884,977	18,219,031	18,979,452	18,979,452	4.2%
	Other Funds	452,938	548,069	462,300	624,690	458,398	567,615	567,615	23.8%
	City Transfer	24,530,154	24,204,644	21,566,405	22,489,165	22,475,558	22,513,188	22,513,188	0.2%
	Fund Balance	874,620	1,073,807			1,204,721	1,573,436	1,573,436	30.6%
	TOTAL SCHOOL FUNDS	\$43,307,102	\$44,399,083	\$40,831,056	\$42,352,857	\$44,730,393	\$46,146,275	46,146,275	3.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>GENERAL FUND</u>									
<u>LEGISLATIVE</u>									
1011	City Council	97,111	117,311	111,837	107,666	130,593	106,253	106,253	-18.6%
1012	Clerk of Council	56,001	91,744	90,164	87,306	94,528	94,499	94,499	0.0%
<u>GENERAL & FINANCIAL ADMIN.</u>									
1051	City Manager	219,298	296,254	305,612	309,979	308,438	319,462	319,462	3.6%
1052	Human Resources	103,508	130,372	152,425	142,849	205,984	225,141	225,141	9.3%
1053	Economic Development	196,280	239,768	281,895	250,124	293,323	303,252	303,252	3.4%
1101	City Attorney	229,187	300,057	350,451	339,536	354,068	380,949	380,949	7.6%
1152	Commissioner Of Revenue	193,963	272,231	289,190	260,200	295,995	314,055	314,055	6.1%
1153	Treasurer	91,884	132,448	136,134	136,595	138,791	147,252	147,252	6.1%
1201	Financial Administration	528,618	751,191	781,583	783,014	740,158	767,754	767,754	3.7%
1204	Auditing	100,300	108,400	107,500	116,100	110,000	125,000	125,000	13.6%
1205	Employee Benefits	5,480,761	231,407	185,463	125,994	205,564	215,361	215,361	4.8%
1206	Purchasing	133,561	171,095	194,689	174,712	201,385	208,407	208,407	3.5%
1207	Insurance & Risk Management	480,745	510,896	507,793	545,826	578,263	610,823	610,823	5.6%
1208	Real Estate Assessor	151,566	194,866	213,572	208,778	212,858	227,535	227,535	6.9%
1209	Billing & Collections	181,358	267,009	301,646	276,617	293,575	301,524	301,524	2.7%
1253	Information Technology	183,408	278,277	387,921	374,226	505,513	462,172	462,172	-8.6%
1301	Electoral Board	19,012	23,956	32,779	27,328	33,124	33,495	33,495	1.1%
1302	Registrar	202,723	142,259	152,827	140,940	164,600	184,089	184,089	11.8%
<u>JUDICIAL ADMINISTRATION</u>									
1351	Circuit Court Clerk	436,523	569,955	609,654	606,825	620,976	643,384	643,384	3.6%
1353	General District Court	34,332	34,408	76,900	24,300	63,700	63,400	63,400	-0.5%
1354	Probation	3,676	4,397	5,584	2,807	5,584	5,584	5,584	0.0%
1355	Commonwealth's Attorney	626,103	830,638	926,580	894,265	980,501	1,034,853	1,034,853	5.5%
1356	Sheriff	792,895	1,031,135	1,089,095	1,019,800	1,113,323	1,196,624	1,196,624	7.5%
1357	Incarceration	2,504,838	2,692,467	2,747,500	2,087,507	2,564,384	2,268,275	2,268,275	-11.5%
1358	Drug Courts	57,000	57,000	62,700	84,619	64,581	98,700	98,700	52.8%

CITY OF COLONIAL HEIGHTS

2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>JUDICIAL ADMIN. CONT.</u>									
1359	Community Corrections	120,549	192,079	207,350	334,146	306,000	350,800	350,800	14.6%
1360	Victim Witness	117,644	122,320	126,545	122,330	127,293	132,313	132,313	3.9%
1361	Juvenile & Domestic Relations Court	4,711	4,216	15,350	6,533	14,850	16,450	16,450	10.8%
<u>PUBLIC SAFETY</u>									
1401	Police	4,038,676	5,424,778	5,644,344	5,447,915	5,650,146	5,635,882	5,635,882	-0.3%
1402	Fire & EMS	3,593,709	4,465,526	4,562,067	4,627,204	4,919,505	5,030,163	5,030,163	2.2%
1403	Emergency Management	38,232	41,588	41,835	32,020	45,999	45,578	45,578	-0.9%
1404	Communications	1,094,684	1,393,943	1,487,626	1,431,487	1,588,428	1,691,594	1,691,594	6.5%
1405	Animal Control						236,061	236,061	N/A
<u>PUBLIC WORKS</u>									
1451	Public Works Administration	202,740	319,130	330,916	330,361	311,354	314,239	314,239	0.9%
1453	Street Maintenance	1,503,691	988,761	2,025,205	1,504,463	2,018,480	1,969,232	1,969,232	-2.4%
1456	Engineering	572,926	844,350	845,328	769,417	960,688	869,928	869,928	-9.4%
1457	Building Maintenance	609,626	568,459	633,192	599,823	680,172	717,022	717,022	5.4%
1458	Fleet Maintenance	286,779	378,196	429,247	418,976	434,137	449,559	449,559	3.6%
1459	Solid Waste	642,587	653,067	715,797	607,087	685,469	704,549	704,549	2.8%
1460	Recycling	243,321	275,864	307,473	253,362	299,450	302,994	302,994	1.2%
<u>HEALTH & SOCIAL SERVICES</u>									
1501	Health	238,718	257,831	260,000	218,376	276,408	276,408	276,408	0.0%
1502	Social Services	347,084	260,397	387,849	282,886	400,000	400,000	400,000	0.0%
1503	CSA	516,777	442,608	450,000	548,521	575,000	578,800	578,800	0.7%
1504	Mental Health	72,000	79,953	82,352	82,352	87,425	87,425	87,425	0.0%
<u>CULTURE & RECREATION</u>									
1601	Recreation	574,162	620,756	643,892	585,681	662,928	685,974	685,974	3.5%
1602	Community Center	197,986	286,657	310,683	295,494	318,641	368,123	368,123	15.5%
1603	Horticulture	81,187	106,860	115,774	111,528	122,130	127,826	127,826	4.7%
1604	Parks & Grounds	525,404	601,406	708,402	684,118	728,262	764,460	764,460	5.0%
1651	Violet Bank	77,032	82,149	81,678	64,259	82,274	84,832	84,832	3.1%
1701	Library	641,412	804,080	794,748	790,668	801,745	754,757	754,757	-5.9%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>COMMUNITY DEVELOPMENT</u>									
1751	Planning	170,646	265,830	276,385	265,357	272,510	347,379	347,379	27.5%
1752	Building Inspections	206,238	237,754	298,943	273,712	326,951	310,741	310,741	-5.0%
<u>HUMAN SERVICES</u>									
1801	Office On Youth	155,624	225,266	218,066	141,978	196,042	197,216	197,216	0.6%
1802	Better Beginnings	2,492	1,446	2,600	30	2,600	2,600	2,600	0.0%
1803	Juvenile Crime Grant	82,802	91,560	102,310	51,342	98,989	99,943	99,943	1.0%
1807	Kids After School	34,257	42,321	45,716	31,181	45,841	60,515	60,515	32.0%
1808	Community Dev. Block Grant	82,985	79,559	90,000	73,583	92,000	107,000	107,000	16.3%
<u>NONDEPARTMENTAL</u>									
1901	Contributions & Subsidies	127,874	56,962	81,039	81,084	88,659	88,221	88,221	-0.5%
1902	Contingencies & Miscellaneous	105,055	94,055	627,015	89,922	1,138,544	609,379	609,379	-46.5%
<u>DEBT & TRANSFERS</u>									
1951	Principal	2,997,480	2,551,685	2,618,534	2,692,617	2,543,662	2,743,576	2,743,576	7.9%
1952	Interest	1,086,667	1,116,082	1,122,606	1,122,772	1,038,626	981,543	981,543	-5.5%
2001	Transfers to Other Funds	21,815,083	22,407,609	22,478,775	22,357,410	23,479,060	23,358,775	23,358,775	-0.5%
	TOTAL GENERAL FUND	56,313,486	55,864,645	59,271,136	56,457,908	61,700,077	61,839,700	61,839,700	0.2%
<u>ECON. DEV. AUTH. FUND</u>									
2553	Economic Development Authority			31,250	5,671	32,780	30,280	30,280	-7.6%
	TOTAL ECON. DEV. AUTH. FUND			31,250	5,671	32,780	30,280	30,280	-7.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
4280	<u>RECREATION ACTIVITY FUND</u> Recreation Activities	184,316	146,209	342,300	275,548	170,300	160,917	160,917	-5.5%
	TOTAL REC. ACTIVITY FUND	184,316	146,209	342,300	275,548	170,300	160,917	160,917	-5.5%
	<u>CAPITAL PROJECTS FUND</u>								
6010	Enterprise Resource Planning System		338,316		243,026				
6015	Fire Apparatus	204,895	946,899		323,561	300,000	800,000	800,000	
6017	City Wide Communication System		52,759						
6030	Public Safety Bldg Generator		290,143						
6031	Computer Aided Dispatch Repl.		46,101						
6035	Computer Replacements			256,000					
6036	City Hall HVAC			72,000					
6037	911 Phone System Hardware Refresh			180,000					
6034	City Facilities Security Placeholder					100,000	1,000,000	1,000,000	
6032	Health Department Building Renov.					50,000			
6033	Charles Dimmock Site Development					70,000			
6038	Insulation Repl. at Fire Station #2					105,000			
6030	UPS Replacement					70,000			
NEW	Demolition of 218 Highland Ave.						50,000	50,000	
6111	Violet Bank Restoration Phase I			172,519					
6105	Restrooms/Concession Facilities		24,900						
6113	Appomattox Greenway Trail- Ph. IV			627,000					
6114	Appomattox Greenway Trail- Ph. V		90,000	140,500	64,038	415,000	599,316	599,316	
6115	Transfer to School CIP Program		2,399,523						
6118	All Inclusive/ Barrier Free Playground			50,000					
6118	Shepherd Stadium Infield/ Outfield Turf						140,000	140,000	
6156	CHMS Tennis Court Replacement		517,038	131,000	6,172				
6220	Stormwater Drainage Improvement		15,463						
6233	Safe Route to School		58,867						
6234	Boulevard Resurfacing		25,084						
6235	Conduit/Ellerslie Intersection		105,726						
6237	Boulevard Enh.- A to Temple		29,683	75,600					
6236	Gateway Roundabout			50,000					

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
6238	Boulevard Enhancement- James to A			155,961					
6239	Holly Ave./ Jamestown Road		1,500	712,000					
6240	City Bridges		114,192	674,495					
6241	Animal Shelter Entrance			65,000			100,000	100,000	
6242	Boulevard at Westover Intersection			125,000			763,050	763,050	
6243	Branders Bridge- Blvd Rt. Turn Lane			25,000		101,000	100,000	100,000	
6257	Dupuy Ave. Modern		735,795						
6258	Lakeview Ave. Modern		13,897		36,389	828,107	1,127,893	1,127,893	
6262	Temple Sig Cord UPC		79,563						
6265	Urban Cons't Program		432,976						
6266	Temple Ave. Resurfacing #113513		176,913						
6267	Temple Ave. Resurfacing #113441		566,837						
6246	Boulevard at Temple Ave. Intersection				736	340,000	100,000	100,000	
6247	Ridge Road Improvements					660,706			
6248	CHHS (Conduit Road) Sidewalks					50,000	74,000	74,000	
6303	Hrouda Pump Station		5,250			556,916			
6304	Water Tower Repairs					55,000			
6304	Main Pump Station Valve Replacement						100,000	100,000	
6304	Hill Place Sewer Replacement						300,000	300,000	
6501	TMDL Project Placeholder					400,000			
6515	Ridge Road Culvert Replacement					69,438			
NEW	Lexington Drive Outfall and Storm Sewer						425,000	425,000	
	TOTAL CAP. PROJECTS FUND	204,895	7,067,425	3,512,075	673,922	4,171,167	5,679,259	5,679,259	36.2%
6800	<u>INFO. TECHNOLOGY SERVICE FUND</u> Information Technology						234,960	234,960	
	TOTAL INFO TECH SERVICE FUND						234,960	234,960	N/A
7500	<u>STORMWATER FUND</u> Stormwater	376,513	357,461	696,996	517,464	1,076,555	966,633	966,633	-10.2%
	TOTAL STORMWATER FUND	376,513	357,461	696,996	517,464	1,076,555	966,633	966,633	-10.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>WATER & SEWER OPERATING</u>								
8127	Water Transmission & Distribution	1,555,812	1,656,274	1,720,246	1,607,965	1,751,400	1,749,262	1,749,262	-0.1%
8128	Wastewater Treatment	3,125,996	3,157,752	3,155,086	3,255,087	3,162,929	3,234,683	3,234,683	2.3%
8129	Utility Billing	252,170	250,990	275,751	275,751	282,236	295,501	295,501	4.7%
	TOTAL WATER & SEWER FUND	4,933,978	5,065,016	5,151,083	5,138,804	5,196,565	5,279,446	5,279,446	1.6%
	<u>SCHOOL FUNDS</u>								
	Instruction	29,051,186	29,407,442	31,881,617	31,165,350	34,167,949	34,907,235	34,907,235	2.2%
	Admin., Att., & Health	2,095,622	2,222,179	1,992,112	2,209,616	2,101,356	2,091,281	2,091,281	-0.5%
	Transportation	1,217,871	1,240,946	1,490,586	1,771,861	1,448,896	1,558,809	1,558,809	7.6%
	Operation & Maint.	4,220,235	4,235,377	3,648,906	4,354,536	3,886,539	4,140,138	4,140,138	6.5%
	Food Service	1,252,797	1,152,293	1,129,043	1,160,601	1,234,641	1,255,223	1,255,223	1.7%
	Textbooks			124,000					
	Capital Outlay			456,748					
	Operating Transfers Out	907,818	994,495	626,186	1,393,859	711,433	714,028	714,028	0.4%
	Contingency Fund			405,665	-	679,579	829,561	829,561	22.1%
	CIP Reserve			150,000	-	500,000	650,000	650,000	30.0%
	TOTAL SCHOOL FUNDS	38,745,529	42,541,703	41,904,863	42,055,823	44,730,393	46,146,275	46,146,275	3.2%
	<u>WATER & SEWER CAPITAL</u>								
8127	Water Transmission & Distribution	66,535		171,500	5,734	247,100	225,100	225,100	-8.9%
8128	Wastewater Treatment	200,373	59,994	209,500	105,630	217,216	190,800	190,800	-12.2%
8129	Utility Billing	20,000		21,592	49	20,000	25,000	25,000	25.0%
	TOTAL WATER & SEWER CAPITAL	286,908	59,994	402,592	111,413	484,316	440,900	440,900	-9.0%

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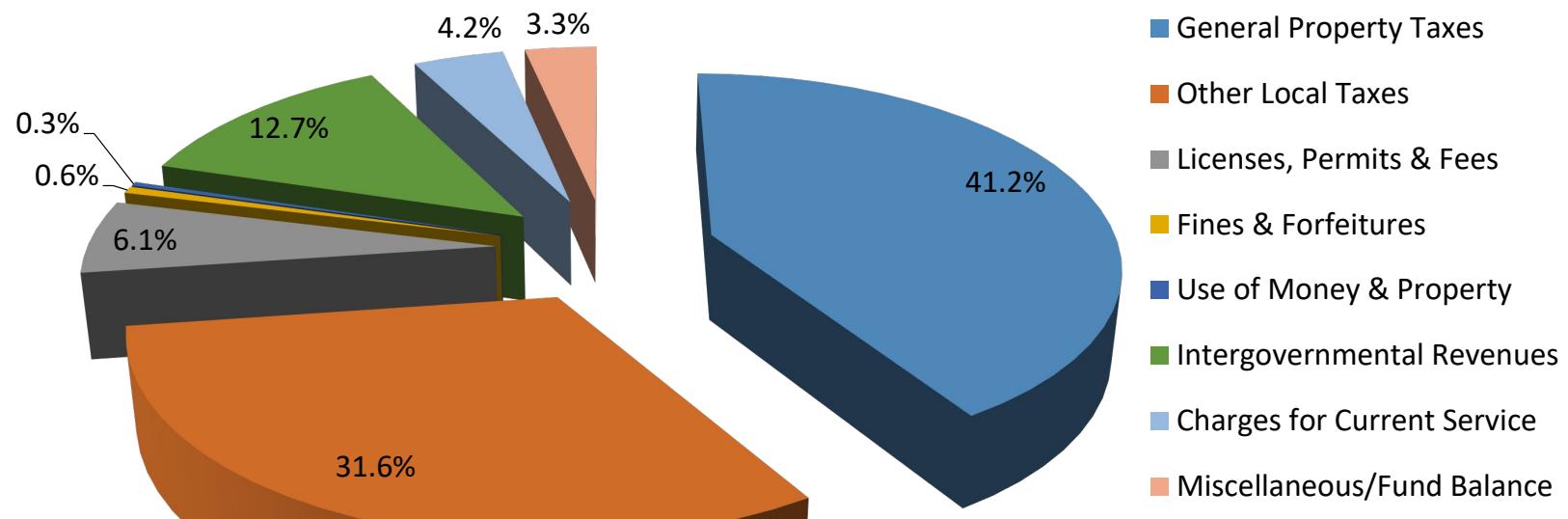
Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

GENERAL FUND REVENUE

GENERAL FUND REVENUES



TOTAL FY2021-22 GENERAL FUND BUDGET \$61,839,700

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

CATEGORY NUMBER 4100

ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL PROPERTY TAXES</u>								
4101	Current Real Estate 1st Half	\$9,535,623	\$9,726,704	\$9,886,039	\$9,958,394	\$10,438,220	\$10,455,924	\$10,455,924	0.2%
4102	Current Real Estate 2nd Half	9,719,597	9,858,630	10,180,499	10,168,514	10,480,983	10,596,716	10,596,716	1.1%
4105	Current Public Service Tax 1st Half	241,771	206,873	242,500	233,330	225,000	237,996	237,996	5.8%
4106	Current Public Service Tax 2nd Half	241,771	206,873	242,500	233,330	225,000	237,996	237,996	5.8%
4110	Machinery & Tools Tax	121,878	105,480	96,349	105,348	101,700	105,000	105,000	3.2%
4112	Current Personal Property Tax	2,828,375	3,071,044	2,601,250	2,926,591	3,050,246	3,323,990	3,323,990	9.0%
4113	Delinquent Real Estate	237,522	210,385	110,792	180,598	210,896	185,000	185,000	-12.3%
4114	Delinquent Personal Property	119,048	121,167	246,048	129,547	96,616	110,000	110,000	13.9%
4120	Penalties & Interest	185,545	214,389	185,000	198,011	208,000	203,500	203,500	-2.2%
	TOTAL	\$23,231,130	\$23,721,544	\$23,790,977	\$24,133,663	\$25,036,661	\$25,456,122	\$25,456,122	1.7%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES								CATEGORY NUMBER 4200	
ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OTHER LOCAL TAXES</u>								
4201	Utility Consumer Tax	\$977,892	\$973,796	\$963,838	\$948,948	\$963,838	\$971,500	\$971,500	0.8%
4202	Bank Stock Taxes	419,004	465,094	410,000	375,102	483,698	447,800	447,800	-7.4%
4203	Retail Sales & Use Taxes	7,847,364	8,171,187	8,218,214	7,809,472	8,061,260	8,119,754	8,119,754	0.7%
4204	Recordation Taxes	251,957	189,178	205,252	217,001	218,513	214,700	214,700	-1.7%
4205	Meals Tax	6,794,410	7,288,705	6,953,362	6,906,975	7,285,359	7,274,000	7,274,000	-0.2%
4207	Lodging Tax	1,183,988	1,235,791	1,280,483	962,871	1,279,296	1,124,765	1,124,765	-12.1%
4208	Communications Tax	636,269	590,262	655,126	576,803	565,305	562,600	562,600	-0.5%
4209	Cigarette Tax		134,345	460,000	840,442	862,843	848,700	848,700	-1.6%
	TOTAL	\$18,110,884	\$19,048,358	\$19,146,275	\$18,637,614	\$19,720,112	\$19,563,819	\$19,563,819	-0.8%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS

CATEGORY NUMBER 4300

ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSES, PERMITS & FEES</u>								
4301	Business & Occupational License	\$3,054,424	\$3,148,433	\$2,920,442	\$2,929,460	\$3,179,917	\$2,958,755	\$2,958,755	-6.95%
4302	Bicycle Tags	18	6	15	6	15	15	15	0.00%
4303	Motor Vehicle License Fees	517,134	505,649	516,810	518,821	510,000	515,000	515,000	0.98%
4305	Erosion Control Permits		13,080		(13,080)				
4306	Street Opening Permits		35,000		(35,000)				
4307	Animal License Fees	9,389	8,068	10,534	6,837	8,500	7,200	7,200	-15.29%
4308	Zoning Fees	21,565	25,565	16,060	21,080	21,000	22,000	22,000	4.76%
4311	Electrical Permits	21,492	21,714	19,248	21,898	21,000	21,500	21,500	2.38%
4312	Plumbing Permits	47,094	40,760	36,925	33,736	42,000	34,000	34,000	-19.05%
4313	Building Permits	118,294	113,972	92,669	53,835	115,000	95,000	95,000	-17.39%
4315	Courthouse Maintenance Fees	18,459	17,048	16,663	13,160	17,000	16,000	16,000	-5.88%
4316	Miscellaneous Fees	18,389	37,138	36,139	29,389	36,000	34,000	34,000	-5.56%
4318	Development Fees	11,904	6,674	4,146	5,544	8,000	7,000	7,000	-12.50%
4321	Administrative Fees	22,050	26,953	25,402	18,204	25,400	22,000	22,000	-13.39%
4325	Credit Card Fees	14,265	22,108	12,209	17,899	22,000	12,000	12,000	-45.45%
4326	Attorney Fees	(798)	580		725				
	TOTAL	\$3,873,679	\$4,022,748	\$3,707,262	\$3,622,513	\$4,005,832	\$3,744,470	\$3,744,470	-6.5%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

CATEGORY NUMBER 4400

ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FINES & FORFEITURES</u>								
4401	Fines & Forfeitures	\$323,983	\$262,721	\$281,820	\$183,741	\$281,800	\$280,000	\$280,000	-0.6%
4402	Parking Fines & Fees	5,354	7,043	6,646	6,733	7,043	7,000	7,000	-0.6%
4403	Alarm Fines & Fees	5,900	2,960	5,248	1,958	3,000	5,000	5,000	66.7%
4405	Jail Administrative Fees	11,635	9,686	11,462	7,709	10,000	9,000	9,000	-10.0%
4406	Courthouse Security Fees	69,020	58,406	69,901	39,875	60,000	55,000	55,000	-8.3%
4410	Electronic Summons Fee				5,697			0	N/A
4409	Local Sheriff Fees		1,245					0	N/A
	TOTAL	\$415,893	\$342,061	\$375,077	\$245,712	\$361,843	\$356,000	\$356,000	-1.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY								CATEGORY NUMBER	4500
ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>USE OF MONEY & PROPERTY</u>								
4501	Interest on Investments	\$63,187	\$191,164	\$75,000	\$185,830	\$100,000	\$125,000	\$125,000	25.0%
4502	Rent of Property	20,457	22,396	16,049	19,435	31,200	31,200	31,200	0.0%
4503	Sales of Surplus & Scrap	360	895	1,000	20,188	1,000	1,000	1,000	0.0%
4506	Rental Fees	214,229	37,206	230,689	37,379	35,000	41,500	41,500	18.6%
4508	Health Department Rent		7,600		7,600		7,600	7,600	N/A
	TOTAL	\$298,233	\$259,260	\$322,738	\$270,432	\$167,200	\$206,300	\$206,300	23.4%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE								CATEGORY NUMBER	4600
ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>INTERGOVERNMENTAL REVENUE</u>								
4601	SAFER Grant				\$89,211	\$323,928	\$266,341	\$266,341	-17.8%
4603	Rolling Stock Taxes	\$4,878	\$5,432	\$6,340	4,992	5,200	5,000	5,000	-3.8%
4604	Street Construction & Maint.	2,651,566	2,743,998	2,826,318	2,744,013	2,826,000	2,780,000	2,780,000	-1.6%
4606	Library Funds - State	144,981	146,609	153,744	153,744	165,500	158,231	158,231	-4.4%
4607	Four-for-life Funds						17,000	17,000	N/A
4609	Anti-Litter Grant	6,038	6,207	6,207	4,883	6,207	5,000	5,000	-19.4%
4610	Comm. of Revenue - Recoveries	88,255	88,448	92,804	91,287	96,500	104,992	104,992	8.8%
4611	Treasurer - Recoveries	67,025	93,530	96,433	96,386	96,400	101,338	101,338	5.1%
4612	Circuit Court - Recoveries	292,391	258,756	281,520	288,384	260,000	284,328	284,328	9.4%
4613	Sheriff - Recoveries	311,083	319,352	326,310	319,413	319,400	343,901	343,901	7.7%
4614	Comm. Attorney - Recoveries	508,550	523,376	518,798	537,077	520,800	544,523	544,523	4.6%
4615	Board of Election - Reimb.	37,339	37,500	38,242	\$48,035	49,256	48,000	48,000	-2.5%
4616	Health Dept. Reimbursement	7,600	34,779	24,600	22	35,000			
4617	State Recordation Tax		48,735	44,750	46,704	48,800	47,000	47,000	-3.7%
4619	Department of Fire Programs	58,207		56,501	63,414	56,000	60,000	60,000	7.1%
4621	Law Enforcement H.B. 599	579,872	601,328	579,872	624,780	628,300	625,000	625,000	-0.5%
4622	LEMP Grant	7,500	7,500	7,500	7,500	7,500	7,500	7,500	0.0%
4624	Juvenile Crime Act	69,080	69,080	69,080	69,080	69,080	69,080	69,080	0.0%
4625	State Victim Witness Grant	107,898	23,274	121,300	27,514	23,300	27,500	27,500	18.0%
4626	Miscellaneous Grants	59,358							
4627	Federal Victim Witness Grant		86,782		82,542	87,000	82,550	82,550	-5.1%
4628	Rescue Squad Assistance Grant		35,550						
4630	Animal Sterilization Fee	520	452		583		500	500	N/A
4633	School Resource Grant	58,180	24,860	29,090	30,560	24,860	40,908	40,908	64.6%
4642	VA Wireless Board	112,740	81,231	77,008	82,951	81,000	81,000	81,000	0.0%
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	0.0%
4644	Fed Selective Enforcement				12,555				
4645	Community Dev. Block Grant		82,963	90,000	153,371	92,000	107,000	107,000	16.3%
4646	Federal Grants				3,525				
4647	Federal Pass Thru Grants	27,942	71,484		6,872				
4648	State Grants	45,336	86,765		56,739	12,900			-100.0%
4657	State Asset Forfeiture	48,151	9,249		13,915				
4658	Federal Asset Forfeiture	551			4,266				
4659	Vehicle Rental Tax		267,150		\$213,203	267,000	267,000	267,000	0.0%
	TOTAL	\$7,048,409	\$7,507,759	\$7,199,786	7,630,890	\$7,855,300	\$7,827,061	\$7,827,061	-0.4%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

CATEGORY NUMBER 4700

ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>CHARGES FOR SERVICES</u>									
4702	Refuse fees	\$1,151,497	\$1,183,184	\$1,221,360	\$1,183,119	\$1,220,000	\$1,200,000	\$1,200,000	-1.6%
4704	Recreation Use Charges & Fees	12,330	20,625	12,940	12,738	15,000	18,000	18,000	20.0%
4705	Administrative Service Charges		343,181		468,051				
	Water	127,104		135,000		135,000	165,000	165,000	22.2%
	Sewer	118,308		125,000		125,000	165,000	165,000	32.0%
	Utility Billing	31,048		32,800		32,800	50,000	50,000	52.4%
	Storm Water	43,314		48,300		48,300	60,000	60,000	24.2%
4706	Animal Control Charges	3,289	1,972	3,280	1,164	2,000	3,200	3,200	60.0%
4707	Law Library Fees	5,963	6,344	10,000	7,503	6,300	10,000	10,000	58.7%
4708	Sheriff's Fees	(2,125)	2,364		(3,057)				
4709	Freon Charges	190	250	100	210	100	100	100	0.0%
4710	Fare Care Subscriptions	30,435	29,917	40,000	26,876	30,000	27,000	27,000	-10.0%
4711	EMS Transport Fees	918,990	883,181	931,672	813,317	900,000	900,000	900,000	0.0%
4740	Late Payment Penalties	17,635	18,495	17,144	13,301	17,600	17,600	17,600	0.0%
4742	Dishonored Check Fee	490	950	400	535	1,000	1,000	1,000	0.0%
	TOTAL	\$2,458,467	\$2,490,463	\$2,577,996	\$2,523,758	\$2,533,100	\$2,616,900	\$2,616,900	3.3%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - MISCELLANEOUS REVENUE								CATEGORY NUMBER 4800	
ACCT #	Account Number	2017-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Actual	FY20-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>MISCELLANEOUS</u>								
4802	Recoveries & Rebates	\$24,881		\$25,000	\$22,100		\$20,000	\$20,000	N/A
4803	Recoveries- Damaged Property				33,849	\$40,000	32,000	32,000	-20.0%
4805	Sale of Books & Materials	4,744	6,570	7,500	19,746	6,500	6,500	6,500	0.0%
4807	Transf from Schools - Debt	587,246	994,495	626,186	1,011,895	711,436	714,028	714,028	0.4%
	Transf from Schools - School Officers	243,167		278,091		278,091	280,000	280,000	0.7%
	Transf from Schools - CSA			140,000		175,000	140,000	140,000	-20.0%
	Transf from Schools - CA Reimb			20,000		20,000	30,000	30,000	50.0%
4810	Sale of Containers	1,820	1,865	1,500	3,850	1,500	2,000	2,000	33.3%
4812	Donations - Library	8,738	14,926	12,000	11,452	12,000	12,000	12,000	0.0%
4813	Police Donations	2,000	26,347		0				
4815	Rec & Park Donations	5,008	240		0				
4817	Grass Cutting Admin Fees	2,250	1,860	2,790	3,150	2,000	3,000	3,000	50.0%
4818	Donations Animal Shelter								
4824	Miscellaneous Revenue	1,195	1,139		634				
4825	Bond Proceeds								
4826	Sale of Property								
4828	Bond Premium								
4830	Capital Note Proceeds								
4836	Lease Proceeds								
4841	Recoveries & Rebates - RRJA								
4990	Use of Fund Balance			302,990	256,000 200,000 581,958	225,000	773,502	829,500	829,500 7.2%
	TOTAL	\$881,050	\$1,350,432	\$2,151,025	\$1,331,676	\$2,020,029	\$2,069,028	\$2,069,028	2.4%

SHOP & DINE

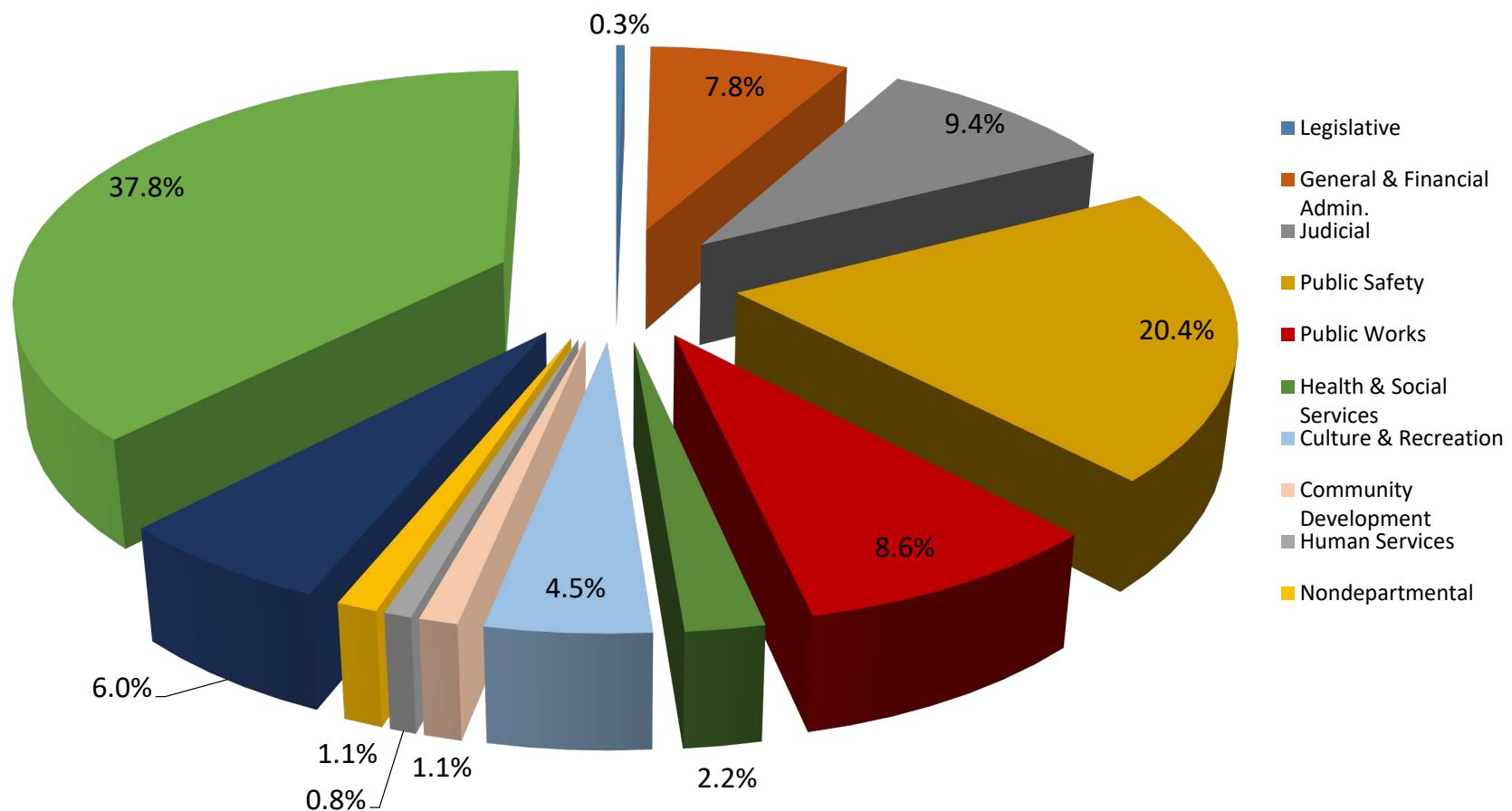
Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES



TOTAL FY2021-22 GENERAL FUND BUDGET \$61,839,700

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
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 some compensation for their service.

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
City Council Meetings Held	38	32	35	35
Appointments to Boards, Commissions, and Committees	69	51	54	54
Resolutions, Ordinances, and Financial Ordinances Considered	120	128	110	110

Personnel Resources

Executive Legislative		Authorized Positions		
Classification Title	Status *	FY 20-21	FY 21-22	Diff.
Mayor	L	1.00	1.00	0.00
Vice Mayor	L	1.00	1.00	0.00
Councilmember	L	5.00	5.00	0.00
L=Legislative		7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$71,001	\$71,211	\$71,001	\$71,310	\$71,001	\$71,001	\$71,001	
5125	FICA		5,432	5,432	5,456	5,432	5,432	5,432	
5170	Unemployment Insurance		191	140	126	140	140	140	
	Total Personal Services	71,001	76,834	76,573	76,892	76,573	76,573	76,573	0.0%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	4,752	8,419	6,000	5,592	8,000			
5203	Professional & Special Services	4,871	3,682	4,000	2,973	4,000	4,000	4,000	
5206	Dues & Subscriptions	1,489	1,534	1,575	1,563	1,575	1,575	1,575	
5209	Maintenance - Electronics	360	360	500	360	500	660	660	
5221	Postage	1,587	348	625	210	625	625	625	
5223	Telephone	4,164	6,772	4,320	4,209	4,320	4,320	4,320	
5225	Travel & Vocational Training	3,703	6,449	8,500	8,432	8,500	8,500	8,500	
5242	Printing, Supplies & Materials	4,184	2,141	4,200	3,163	4,200	4,200	4,200	
5254	Contingencies & Reserve	4,313	4,300	3,029	4,300	4,300	4,300	4,300	
	Total Operating Expenses	25,110	34,017	34,020	29,531	36,020	28,180	28,180	-21.8%
	<u>CAPITAL OUTLAY</u>								
5504	Office Equipment	1,000	6,460			18,000	1,500	1,500	
5516	Electronic Equipment			1,244	1,244				
	Total Operating Expenses	1,000	6,460	1,244	1,244	18,000	1,500	1,500	-91.7%
	TOTAL	\$97,111	\$117,311	\$111,837	\$107,666	\$130,593	\$106,253	\$106,253	-18.6%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablets (3)	500	480	\$ 1,500

Replacement; Routine upgrade of ipads for Council members Kochuba, Wood, and Luck; provides digital/mobile technology to access information and improves communications.

Total Capital Outlay - FY2021-22 ...	\$ 1,500
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Annual Maintenance & Operations Cost	\$ 480
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Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablets (1)	500	480	\$ 500

Replacement; Routine upgrade of ipad for Council member Piotrowski; provides digital/mobile technology to access information and improves communications.

Room upgrades	10,000	\$ 10,000
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Upgrade Council Conference Room to include enlarging counter space with installation of new counter and cabinet with new refrigerator and microwave. Upgrade to Council Chambers to include replacement of podium with smaller more modern podium, replacement of pew cushions and sound panels on north and south walls.

Total Capital Outlay - FY2022-23 ...	\$ 10,500
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Annual Maintenance & Operations Cost	\$ 480
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City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
iPad Tablet (3)	500	480	\$ 1,500
Replacement; Routine upgrade of ipads for Council members Wade, Poe and Cherry; provides digital/mobile technology to access information and improves communications.			
Total Capital Outlay - FY2023-24 ...			\$ 1,500
Annual Maintenance & Operations Cost			\$ 480

Fiscal Year:

FY2024-25

		<u>Annual</u>
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>
iPad Tablets (3)	500	480
Replacement; Routine upgrade of ipads for Council members Kochuba, Wood, and Luck; provides digital/mobile technology to access information and improves communications.		
Total Capital Outlay - FY2024-25 ...		\$ 1,500
Annual Maintenance & Operations Cost		\$ 480

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 ...

\$ -

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 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	26	20	23	23
City Council Documents Prepared	10	6	10	10
Letters of Appointment to Boards, Commissions, and Committees	69	51	54	54
Resolutions/ Ordinances Considered	120	128	110	110

Personnel Resources

City Clerk's Office		Authorized Positions		
Classification Title	Status *	FY 20-21	FY 21-22	Diff.
Clerk of Council	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$49,648	\$51,528	\$52,641	\$55,947	\$52,641	\$56,137	\$56,137	
5103	Temporary & Seasonal Help		400	1,500		400	400	400	
5125	FICA		3,600	4,142	3,856	4,058	4,325	4,325	
5130	VRS		6,923	7,096	7,385	7,575	8,078	8,078	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		673	690	718	705	752	752	
5150	Health Insurance		11,400	11,400	12,449	12,204	11,736	11,736	
5160	Disability Insurance								
5170	Unemployment Insurance		20	20	20	20	20	20	
	Total Personal Services	49,648	74,544	77,489	80,375	77,603	81,448	81,448	5.0%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services		2,638	1,500		2,500	2,500	2,500	
5206	Dues & Subscriptions	240	195	350	344	350	350	350	
5209	Maintenance - Electronics	360	360	324	496	324	1,320	1,320	
5216	Maintenance - Office Equipment			500	0	500	500	500	
5221	Postage	197	925	525	22	525	525	525	
5223	Telephone	1,911	2,221	1,956	1,311	1,956	1,956	1,956	
5225	Travel & Vocational Training	1,238	3,878	4,500	2,919	3,500	2,000	2,000	
5242	Printing, Supplies & Materials	2,119	2,058	2,500	1,839	2,500	2,500	2,500	
5248	Books & Publications			200		200	600	600	
5254	Contingencies & Reserve		3,607						
	Total Operating Expenses	6,064	15,880	12,355	6,932	12,355	12,251	12,251	-0.8%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment		1,320			4,570	800	800	
5516	Electronic Equipment	289		320					
	Total Capital Outlay Expenses	289	1,320	320		4,570	800	800	-82.5%
	TOTAL	\$56,001	\$91,744	\$90,164	\$87,306	\$94,528	\$94,499	\$94,499	0.0%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2021-22

	<u>Item</u>	<u>Annual</u>		
		<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Printer		600	-	\$ 600
	Replacement; current desk top printer is at the end of its useful life.			
Monitor		200	-	\$ 200
	Replacement; replace existing monitor with larger size.			
Total Capital Outlay - FY2021-22				\$ 800

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24	\$	-
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Annual Maintenance & Operations Cost	\$	-
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$	-
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Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26	\$	-
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Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

**GENERAL &
FINANCIAL
ADMINISTRATION**

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City Manager

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

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

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

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 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
City Council Meetings Held	37	35	38	38
Parade/Demonstration Permits	11	9	10	10

Personnel Resources

City Manager’s Office		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
City Manager	FT	1.00	1.00	0.00
Executive Assistant	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Proposed	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$202,512	\$207,749	\$212,237	\$213,403	\$212,237	\$221,894	\$221,894	
5105	Overtime	59							
5125	FICA		14,581	14,882	15,121	15,180	15,799	15,799	
5130	VRS		7,562	28,609	8,066	30,541	31,930	31,930	
5135	VRS- Hybrid		15,066		16,724				
5140	ICMA- Defined Contribution		4,529		5,040				
5145	Group Life Insurance		2,712	2,780	2,896	2,844	2,974	2,974	
5150	Health Insurance		24,837	25,662	26,687	26,238	25,266	25,266	
5160	Disability Insurance		890	913	869	913	854	854	
5170	Unemployment Insurance		40	40	40	40	40	40	
	Total Personal Services	202,571	277,966	285,123	288,846	287,993	298,757	298,757	3.7%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		418	650	400	650	650	650	
5203	Professional & Special Services	498		500	5,400				
5206	Dues & Subscriptions	1,588	2,237	2,400	2,000	2,500	2,500	2,500	
5209	Maintenance - Electronics	720	720	720	720	720	1,980	1,980	
5221	Postage	62	43	75	16	75	75	75	
5223	Telephone	4,146	4,181	3,400	3,914	4,000	4,000	4,000	
5225	Travel & Vocational Training	3,494	6,765	7,300	3,501	8,000	7,000	7,000	
5226	Automobile Allowance								
5242	Printing, Supplies, & Materials	3,681	2,723	2,700	3,210	3,000	3,000	3,000	
5254	Contingencies & Reserve	937	1,202	1,500	729	1,500	1,500	1,500	
5276	Relocation								
	Total Operating Expenses	15,126	18,289	19,245	19,889	20,445	20,705	20,705	1.3%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	1,525							
5516	Electronic Equipment	76		1,244	1,244				
	Total Capital Expenses	1,601		1,244	1,244				N/A
	TOTAL	\$219,298	\$296,254	\$305,612	\$309,979	\$308,438	\$319,462	\$319,462	3.6%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2025-26 \$ -

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Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of two hundred seventy-two (272) full-time and various part-time/seasonal staff.

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

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

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

The Human Resources Department's current staff support is provided by one Human Resources Specialist position.

Performance Indicators	FY 18 - 19 Actual	FY 19 - 20 Actual	FY 20-21 Projected	FY 21-22 Projected
Total Recruitments	36	36	36	46
Total Applicants	1,541	1,535	1,511	1,600
Total Workers' Compensation Reports	35	42	59	43
OSHA Summary Log Totals	15	9	16	14

Personnel Resources

Human Resources Dept.	Classification Title	Status	Authorized Positions		
			FY 20-21	FY 21-22	Diff.
	Director of Human Resources	FT	1.00	1.00	0.00
	Human Resources Specialist	FT	1.00	1.00	0.00
FT = Full Time			2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES

DEPARTMENT NUMBER 1052

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$81,863	\$82,949	\$84,741	\$85,206	\$129,741	\$135,102	\$135,102	
5103	Temporary & Seasonal Help			13,000	9,330				
5125	FICA		6,215	7,477	7,098	9,925	10,335	10,335	
5130	VRS		11,144	11,423	11,887	18,670	19,441	19,441	
5145	Group Life Insurance		1,083	1,110	1,156	1,739	1,810	1,810	
5150	Health Insurance		8,400	8,400	8,758	16,980	9,930	9,930	
5160	Disability Insurance					266	246	246	
5170	Unemployment Insurance		20	20	41	40	40	40	
	Total Personal Services	81,863	109,811	126,171	123,477	177,361	176,904	176,904	-0.3%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	5,916	6,110	10,000	10,593	10,000	10,000	10,000	
5203	Professional & Special Services	4,765	4,765	5,565		7,000	23,437	23,437	
5206	Dues & Subscriptions	3,827	3,510	3,720	1,384	3,848	3,920	3,920	
5209	Maintenance - Electronics	360	360	324	360	720	3,300	3,300	
5221	Postage	87	285	400	72	400	425	425	
5223	Telephone	2,031	2,111	2,076	2,042	2,800	2,800	2,800	
5225	Travel & Vocational Training	2,941	1,095	1,100	1,094	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	1,419	2,324	1,425	1,652	1,925	2,025	2,025	
5248	Books & Publications	299		400		430	430	430	
	Total Operating Expenses	21,644	20,560	25,010	17,198	28,623	47,837	47,837	67.1%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures				500				
5516	Electronic Equipment			1,244	1,675		400	400	
	Total Operating Expenses			1,244	1,675	0	400	400	N/A
	TOTAL	\$103,508	\$130,372	\$152,425	\$142,349	\$205,984	\$225,141	\$225,141	9.3%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer	400	-	\$ 400

Replacement; Routine upgrade of departmental computer printer for Director of Human Resources based on recommended (5 year) lifecycle.

Total Capital Outlay - FY2021-22 ...	\$ 400
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Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 ...	\$ -
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 ...	\$ -
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Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer	400	-	\$ 400

Replacement; Routine upgrade of departmental computer printer for Human Resources Specialist based on recommended (5 year) lifecycle.

Total Capital Outlay - FY2025-26 ...	\$ 400
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Economic Development/Economic Development Authority

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

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing. The City of Colonial Heights Economic Development Authority issued \$28,000,000 in Industrial Revenue Bonds for Colonial Ridge Preservation Partners in December 2017. The EDA approved an incentive up to \$1,600,000. for the development of 401 Temple Avenue in December 2020.

Financial details for the EDA are presented immediately following the General Fund.

Performance Indicators	FY 18- 19 Actual	FY 19 – 20 Actual	FY 20 – 21 Projected	FY 21-22 Projected
Existing Business Visits	12	14	14	12
Site/Bldg. Submissions	6	9	10	10
Prospect Requests	15	16	16	15
Economic Dev. Authority Mtgs.	7	6	6	8
Cold Calls	79	67	67	25
Trade Shows/Marketing Missions	2	2	2	3

Personnel Resources

Economic Development		Authorized Positions		
Classification Title	Status*	FY 20-21	FY 21-22	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT [#]	.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
2021-22 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$90,895	\$85,298	\$105,511	\$103,220	\$102,656	\$107,327	\$107,327	
5125	FICA		6,646	8,072	8,095	7,853	8,211	8,211	
5130	VRS		10,872	14,223	11,597	14,772	15,444	15,444	
5135	VRS- Hybrid		514		2,491				
5140	ICMA- Defined Contribution		51		362				
5145	Group Life Insurance		1,111	1,382	1,401	1,376	1,438	1,438	
5150	Health Insurance		8,649	14,370	11,449	9,405	5,790	5,790	
5160	Disability Insurance		25		112	118	110	110	
5170	Unemployment Insurance		28	30	33	30	30	30	
5601	Accumulated Leave Pay		108						
	Total Personal Services	90,895	113,302	143,588	138,759	136,210	138,350	138,350	1.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	7,767	11,215	9,500	4,550	10,000	10,000	10,000	
5203	Professional & Special Services	431	5,862	22,000	3,295	38,000	12,500	12,500	
5206	Dues & Subscriptions	1,628	3,344	2,500	1,212	3,000	2,500	2,500	
5209	Maintenance - Electronics	360	360	800	360	800	1,320	1,320	
5221	Postage	47	40	250	20	200	200	200	
5223	Telephone	1,832	1,838	2,000	1,875	2,000	2,000	2,000	
5225	Travel & Vocational Training	5,115	6,955	6,000	3,241	8,500	6,500	6,500	
5226	Automobile Allowance	3,600	3,611	3,600	3,620	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	1,391	2,129	2,200	1,961	2,200	2,200	2,200	
5270	Tourism Matching Funds (PART)	45,000	45,000	45,000	45,000	45,000	45,000	45,000	
5805	Virginia Gateway Region	38,213	43,213	43,213	43,213	43,213	48,482	48,482	
NEW	Richmond Region Tourism						30,000	30,000	
	Total Operating Expenses	105,385	123,567	137,063	108,347	157,113	164,902	164,902	5.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		2,899	1,244	3,018				
	Total Capital Outlay		2,899	1,244	3,018				N/A
	TOTAL	\$196,280	\$239,768	\$281,895	\$250,124	\$293,323	\$303,252	\$303,252	3.4%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

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

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24	\$	-
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$	-
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Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26	\$	-
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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 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 drafting and review, municipal finance, environmental law, and coordinates various School Board issues. 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 18 - 19 Actual	FY 19 - 20 Actual	FY 20 - 21 Projected	FY 21 - 22 Projected
Council Ordinances & Resolutions Drafted	120	128	110	110
School Board Meetings Attended (includes School Board Agenda Meetings)	30	30	30	30
Deeds and Easements Prepared	62	24	25	20

Personnel Resources

City Attorney's Office		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
City Attorney	FT	1.00	1.00	0.00
Paralegal	FT	1.00	1.00	0.00
FT = Full Time		2.00	2.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$212,561	\$213,805	\$213,739	\$222,666	\$217,036	\$230,202	\$230,202	
5103	Temporary & Seasonal Help	120		15,600	8,333	15,600	15,600	15,600	
5125	FICA		14,068	16,126	15,509	16,579	17,459	17,459	
5130	VRS		28,109	28,812	30,229	31,231	33,126	33,126	
5135	VRS- Hybrid				292				
5140	ICMA- Defined Contribution				37				
5145	Group Life Insurance		2,731	2,800	2,891	2,908	3,084	3,084	
5150	Health Insurance		25,620	23,880	30,497	24,408	23,472	23,472	
5160	Disability Insurance				214				
5170	Unemployment Insurance		40	40	98	40	40	40	
	Total Personal Services	212,681	284,373	300,997	310,765	307,802	322,983	322,983	4.9%
	<u>OPERATING EXPENSES</u>								
5201	Advertising						9,000	9,000	
5203	Professional & Special Services	4,512	5,780	25,500	15,218	25,500	24,500	24,500	
5206	Dues & Subscriptions	3,563	5,041	5,650	2,991	5,790	5,790	5,790	
5209	Maintenance - Electronics	720	720	1,080	720	1,080	2,640	2,640	
5216	Maintenance & Equipment			200	0	200	200	200	
5221	Postage	131	100	250	191	250	250	250	
5223	Telephone	2,957	3,274	3,520	2,979	3,520	3,520	3,520	
5224	Other Services & Charges	392	32	300	198	300	300	300	
5225	Travel & Vocational Training	1,901	2,013	6,866	1,209	6,866	6,866	6,866	
5242	Printing, Supplies, & Materials	2,179	1,135	2,200	3,657	2,200	2,200	2,200	
5248	Books & Publications	150	87	200		200	200	200	
5254	Contingencies & Reserve		(3,607)						
	Total Operating Expenses	16,506	14,575	45,766	27,164	45,906	55,466	55,466	20.8%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment			1,200	1,184		2,500	2,500	
5516	Electronic Equipment		1,109	2,488	423	360			
	Total Operating Expenses		1,109	3,688	1,607	360	2,500	2,500	594.4%
	TOTAL	\$229,187	\$300,057	\$350,451	\$339,536	\$354,068	\$380,949	\$380,949	7.6%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Office Update	2,500	-	\$2,500
Painting & supplies for offices and window treatments			
Total Capital Outlay - FY2021-22 ...			\$ 2,500

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Office Chairs	250	-	\$750
Replace three office chairs			
Total Capital Outlay - FY2023-24 ...			\$ 750

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 ... \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 ... \$ -

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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 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. All applications for real estate tax exemption and relief are administered by the Commissioner's office, to include 100% veteran, elderly and disabled. Recently added duties include enforcement of the cigarette tax and oversight on games of skill operated within the City limits.

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 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	FY 18 - 19 Actual	FY 19 - 20 Actual	FY 20 - 21 Projected	FY 21 - 22 Projected
Taxable Personal Property Items	19,066	19,915	18,899	18,800
Number of Business Licenses	1,515	1,426	1,430	1,400
Food/Lodging Tax Monthly Returns	116	122	119	120
State Income Taxes Filed	488	391	301	200

Personnel Resources

Commissioner of the Revenue		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Commissioner	FT	1.00	1.00	0.00
Deputy Commissioner	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		4.00	4.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$166,743	\$172,755	\$176,452	\$162,445	\$178,756	\$192,388	\$192,388	
5103	Temporary & Seasonal Help	1,824	112	3,000	572	2,000	2,000	2,000	
5105	Overtime	866	2,067	2,000	2,407	3,000	3,000	3,000	
5601	Accumulated Leave Pay	3,494							
5125	FICA		12,297	13,881	11,742	14,057	15,100	15,100	
5130	VRS		9,430	23,786	10,321	25,723	27,684	27,684	
5135	VRS- Hybrid		11,644		9,708				
5140	ICMA- Defined Contribution		2,845		2,886				
5145	Group Life Insurance		2,278	2,312	2,265	2,395	2,578	2,578	
5150	Health Insurance		37,688	35,760	38,109	38,214	36,786	36,786	
5160	Disability Insurance		607	539	504	620	569	569	
5170	Unemployment Insurance		87	60	81	80	80	80	
	Total Personal Services	172,926	251,811	257,790	241,038	264,845	280,185	280,185	5.8%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	200	200	750		750	750	750	
5203	Professional & Special Services	2,288	2,918	3,000	4,210	3,000	3,000	3,000	
5206	Dues & Subscriptions	448	550	650	545	650	650	650	
5209	Maintenance - Electronics	1,305	1,391	3,000	1,407	3,000	4,620	4,620	
5221	Postage	4,977	5,088	7,500	4,924	7,500	8,000	8,000	
5223	Telephone	4,827	4,894	5,500	4,838	5,500	6,000	6,000	
5225	Travel & Vocational Training	507	167	2,000		2,000	2,000	2,000	
5242	Printing, Supplies, & Materials	4,793	5,213	7,500	3,236	8,000	8,000	8,000	
	Total Operating Services	19,345	20,420	29,900	19,161	30,400	33,020	33,020	8.6%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment			500					
5516	Electronic Equipment	1,691		1,000		750	850	850	
	Total Capital Outlay	1,691		1,500		750	850	850	13.3%
	TOTAL	\$193,963	\$272,231	\$289,190	\$260,200	\$295,995	\$314,055	\$314,055	6.1%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF THE REVENUE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Office Chairs (4)	150	-	\$600
Stand-up Desk Top	250	-	250
<i>Replacement; current office chairs need replacing and stand-up desk top to increase productivity and general employee health.</i>			
Total Capital Outlay - FY2021-22			\$ 850

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Executive Office Chair	250	-	\$250
<i>Replacement; current office chair needs replacing.</i>			
Total Capital Outlay - FY2022-23			\$ 250

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24	\$ -
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$ -
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Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Network Printer	750	\$	750
<i>Replacement; Current printer has reached end of useful life. Printer is used heavily by all departmental staff.</i>			
Total Capital Outlay - FY2025-26			\$ 750
Annual Maintenance & Operations Cost			\$ -

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City Treasurer

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

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Sheriff Fee Transactions	44	40	40	40
State Income Tax	143	120	120	120
State Estimated Tax	420	460	450	450

Personnel Resources

Treasurer's Office		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Treasurer	FT	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$86,133	\$86,557	\$88,851	\$89,339	\$88,851	\$95,627	\$95,627	
5103	Temporary & Seasonal Help			6,306	6,797	1,000	1,000	1,000	
5125	FICA			11,628	11,977	6,565	6,874	7,392	
5130	VRS					12,508	12,786	13,761	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,130	1,164	1,217	1,191	1,281	
5150	Health Insurance			21,440	21,540	22,445	21,984	21,216	
5160	Disability Insurance					696			
5170	Unemployment Insurance			41	40	40	40	40	
	Total Personal Services	86,133	127,101	130,369	132,811	132,726	140,317	140,317	5.7%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	653	445	600	445	600	600	600	
5209	Maintenance - Electronics	720	720	750	720	750	1,320	1,320	
5221	Postage	41	39	15	4	15	15	15	
5223	Telephone	1,851	1,879	1,900	1,862	1,900	1,900	1,900	
5224	Other Services & Charges				250				
5225	Travel & Vocational Training	524	1,649	1,500	313	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	753	348	700		700	1,400	1,400	
5285	Cash Over/Short								
	Total Operating Services	4,542	5,079	5,465	3,595	5,465	6,735	6,735	23.2%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment	1,209	267	300	189	600	200	200	
	Total Capital Outlay	1,209	267	300	189	600	200	200	-66.7%
	TOTAL	\$91,884	\$132,448	\$136,134	\$136,595	\$138,791	\$147,252	\$147,252	6.1%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Calculator <i>Replacement: over 15 years old</i>	200	-	\$ 200
Total Capital Outlay - FY2021-22			\$ 200
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2022-23

No Equipment 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>
Paper Shredder <i>New; Individual Shredder at desk</i>	300	-	\$ 300
Total Capital Outlay - FY2023-24			\$ 300

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$ -
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Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer/Scanner/Copier/Fax <i>Replacement; Existing printer is over 5 years old</i>	600	-	\$ 600
Total Capital Outlay - FY2025-26			\$ 600
Annual Maintenance & Operations Cost			\$ -

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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 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
A/P Checks Issued	5,239	5,493	5,600	5,600
Payroll Checks and Direct Deposits Processed	8,784	8,807	8,900	8,950
Purchase Orders and Check Requests Issued	3,837	3,510	3,600	3,400
Sealed Bids/Proposals Issued	19	19	25	17
Value of New Construction	\$7,369,350	\$4,993,100	\$5,000,000	\$4,500,000
Transfers in Property Ownership	605	618	620	620

Personnel Resources

Finance Department		Authorized Positions		
Classification Title	Status *	FY 20-21	FY 21-22	Diff.
Director of Finance	FT	1.00	1.00	0.00
Deputy Director of Finance	FT	1.00	1.00	0.00
Accountant	FT	1.00	1.00	0.00
Financial Specialists	FT	3.00	3.00	0.00
Financial Technicians	FT	3.00	3.00	0.00
Financial Systems Analyst	FT	1.00	1.00	0.00
Purchasing Agent	FT	1.00	1.00	0.00
Procurement Specialist	FT	1.00	1.00	0.00
City Assessor	FT	1.00	1.00	0.00
Revenue Supervisor	FT	1.00	1.00	0.00
Customer Billing Supervisor	FT	1.00	1.00	0.00
Meter Readers	FT	2.00	2.00	0.00
*FT = Full Time		17.00	17.00	0.00
Accountant	PT	1.00	1.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
*PT = Part Time		2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$414,041	\$456,670	\$489,928	\$456,963	\$424,791	\$455,913	\$455,913	
5103	Temporary & Seasonal Help	1,593	15,815	1,000	10,343	22,200	50,000	50,000	
5105	Overtime		231	400	(65)	1,800			
5601	Accumulated Leave Pay	1,579	519						
5125	FICA		34,661	37,587	33,636	34,333	38,702	38,702	
5130	VRS		49,649	65,382	45,715	59,904	64,294	64,294	
5135	VRS- Hybrid		9,199		12,435				
5140	ICMA- Defined Contribution		750		1,737				
5145	Group Life Insurance		4,942	6,418	4,355	5,578	5,988	5,988	
5150	Health Insurance		58,690	62,845	73,885	73,147	48,181	48,181	
5160	Disability Insurance		442		568	585	576	576	
5170	Unemployment Insurance		270	140	248	120	120	120	
	Total Personal Services	417,213	631,838	663,700	639,820	622,458	663,774	663,774	6.6%
<u>OPERATING EXPENSES</u>									
5201	Advertising	394		250	1,363	250	400	400	
5203	Professional & Special Services	1,296	1,412	500	6,494	500	2,700	2,700	
5206	Dues & Subscriptions	519	883	1,025	960	1,400	1,300	1,300	
5209	Maintenance - Electronics	2,520	3,420	2,520	2,520	3,450	8,580	8,580	
5221	Postage	2,422	2,849	3,200	2,732	3,200	3,200	3,200	
5223	Telephone	7,390	7,280	7,300	7,043	7,300	7,300	7,300	
5225	Travel & Vocational Training	2,313	6,083	4,200	1,578	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	13,023	11,861	11,000	7,608	11,000	11,000	11,000	
5260	Software Maintenance	79,899	83,535	83,600	84,172	86,100	65,000	65,000	
	Total Operating Services	109,776	117,323	113,595	114,470	117,400	103,680	103,680	-11.7%
<u>CAPITAL OUTLAY</u>									
5504	Furniture & Fixtures			1,800	4,450	300	300	300	
5515	Building & Fixed Equipment				19,561				
5516	Electronic Equipment	1,629	2,030	2,488	4,714				
	Total Capital Outlay	1,629	2,030	4,288	28,725	300	300	300	0.0%
	TOTAL	\$528,618	\$751,191	\$781,583	\$783,014	\$740,158	\$767,754	\$767,754	3.7%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2021-22	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	Replacement Chairs (2)	150	-	\$ 300
<i>Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present an employee safety hazard.</i>				
Total Capital Outlay - FY2021-22				\$ 300

Fiscal Year:

FY2022-23	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>	Total Capital Outlay - FY2022-23	\$ -

Fiscal Year:

FY2023-24	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>	Total Capital Outlay - FY2023-24	\$ -

Fiscal Year:

FY2024-25	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>	Total Capital Outlay - FY2024-25	\$ -

Fiscal Year:

FY2025-26	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	Replacement Chairs (2)	150	-	\$ 300
<i>Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present an employee safety hazard.</i>				
Total Capital Outlay - FY2025-26				\$ 300
Annual Maintenance & Operations Cost				\$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5202	Annual Audit Fee	\$100,300	\$108,400	\$107,500	\$116,100	\$110,000	\$125,000	\$125,000	
	Total Operating Services	100,300	108,400	107,500	116,100	110,000	125,000	125,000	13.6%
	TOTAL	\$100,300	\$108,400	\$107,500	\$116,100	\$110,000	\$125,000	\$125,000	13.6%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5203	Professional & Special Services	\$24,074	\$24,046	\$25,000	\$10,970	\$25,000	\$25,000	\$25,000	
5208	Employee Award Programs			2,000	460	2,000	1,000	1,000	
5210	Insurance Premiums - Other	23,287	6,779		5,788				
5221	Postage								
5602	Employer FICA Taxes	1,009,612							
5605	VRS Retirement Contributions	1,777,960	9,380		20,940				
5607	Group Life Insurance	160,643							
5608	Line of Duty Act Fund	89,988	89,290	119,463	119,463	129,564	140,361	140,361	
5610	Hospitalization Insurance	2,372,138	88,863	24,000	(40,412)	34,000	34,000	34,000	
5612	Virginia Employment Commission	9,146							
5615	Employee Events	13,914	13,048	15,000	8,784	15,000	15,000	15,000	
	Total Fixed Charges	5,480,761	231,407	185,463	125,994	205,564	215,361	215,361	4.8%
	TOTAL	\$5,480,761	\$231,407	\$185,463	\$125,994	\$205,564	\$215,361	\$215,361	4.8%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$124,596	\$126,249	\$128,976	\$129,684	\$128,976	\$138,266	\$138,266	
5105	Overtime			9,523	9,867	9,649	9,867	10,577	10,577
5125	FICA			16,962	17,386	18,093	18,560	19,896	19,896
5130	VRS								
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		1,648	1,690	1,760	1,728	1,852	1,852	
5150	Health Insurance		17,390	16,800	19,285	20,784	16,560	16,560	
5160	Disability Insurance								
5170	Unemployment Insurance		40	40	40	40	40	40	
	Total Personal Services	124,596	171,812	174,759	178,510	179,955	187,191	187,191	4.0%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	595	1,678	1,100	1,377	1,300	1,300	1,300	
5203	Professional & Special Services	0		100		100	100	100	
5206	Dues & Subscriptions	285	265	300	170	300	300	300	
5209	Maintenance - Electronics	720	720	700	720	700	2,640	2,640	
5216	Maintenance - Equipment	5,597	7,965	9,030	7,077	9,030	9,030	9,030	
5221	Postage	79	118	200	8,925	100	100	100	
5223	Telephone	1,380	(11,384)	1,500	(22,687)	1,500	1,500	1,500	
5224	Other Services & Charges	995		2,000		3,900	1,746	1,746	
5225	Travel & Vocational Training			890	1,800	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	(687)	(1,572)	3,200	(707)	3,000	3,000	3,000	
	Total Operating Expenses	8,965	(1,320)	19,930	(5,124)	21,430	21,216	21,216	-1.0%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		603		1,326				
	Total Capital Outlay		603		1,326				
	TOTAL	\$133,561	\$171,095	\$194,689	\$174,712	\$201,385	\$208,407	\$208,407	3.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT

DEPARTMENT NUMBER 1207

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$3,520	\$4,480	\$4,500	\$1,169	\$5,000	\$5,000	\$5,000	
5206	Dues & Subscriptions		975	1,000	990	1,000	1,000	1,000	
5210	Insurance Premiums - Other	6,450	6,548	6,786	6,786	9,233	9,524	9,524	
5211	Insurance Premiums - Workman's Comp.	247,094	257,221	254,783	254,620	278,370	285,177	285,177	
5220	Insurance Deductibles	6,428	13,111	10,000	64,490	50,000	60,000	60,000	
5224	Other Services								
5242	Printing, Supplies, & Materials		2,117	3,000	381				
5290	General Liability	100,703	106,718	101,033	101,031	109,262	121,770	121,770	
5291	Property & Casualty Insurance	34,417	39,984	43,387	43,387	39,740	41,581	41,581	
5292	Vehicle Insurance	82,133	79,509	83,304	72,972	85,658	86,771	86,771	
5520	Other Equipment		234						
	Total Operating Services	480,745	510,896	507,793	545,826	578,263	610,823	610,823	5.6%
	TOTAL	\$480,745	\$510,896	\$507,793	\$545,826	\$578,263	\$610,823	\$610,823	5.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$122,405	\$124,060	\$126,707	\$127,701	\$128,890	\$134,755	\$134,755	
5103	Temporary & Seasonal Help	70	60	600		600	600	600	
5125	FICA		9,967	9,739	10,417	9,906	10,355	10,355	
5130	VRS		16,663	17,080	18,069	18,547	19,391	19,391	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		1,619	1,660	1,757	1,727	1,806	1,806	
5150	Health Insurance		17,277	18,102	18,788	18,498	17,838	17,838	
5160	Disability Insurance								
5170	Unemployment Insurance		40	40	40	40	40	40	
	Total Personal Services	122,475	169,686	173,928	176,772	178,208	184,785	184,785	3.7%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	115		600	210	300	300	300	
5203	Professional & Special Services	4,582		8,500	5,228	3,000	8,500	8,500	
5206	Dues & Subscriptions	730	720	3,000	905	3,000	3,000	3,000	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	2,700	3,300	3,300	
5216	Maintenance - Equipment	9,240	9,240	10,000	9,240	12,000	12,000	12,000	
5221	Postage	3,133	71	3,700	3,163	200	3,500	3,500	
5223	Telephone	2,595	2,623	2,600	2,631	2,700	2,700	2,700	
5225	Travel & Vocational Training	3,503	3,744	4,000	1,889	4,250	4,250	4,250	
5226	Automobile Allowance	3,250	3,629	3,600	3,620	4,000	4,000	4,000	
5242	Printing, Supplies, & Materials	144	601	600	1,178	700	1,200	1,200	
	Total Operating Expenses	29,092	22,427	38,400	29,863	32,850	42,750	42,750	30.1%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment		1,852	1,244		1,800			
5516	Electronic Equipment		900		2,144				
	Total Operating Expenses		2,752	1,244	2,144	1,800			-100.0%
	TOTAL	\$151,566	\$194,866	\$213,572	\$208,778	\$212,858	\$227,535	\$227,535	6.9%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$140,658	\$142,545	\$145,601	\$147,935	\$147,126	\$153,822	\$153,822	
5103	Temporary & Seasonal Help	1,058	2,483	3,500	784	3,500			
5105	Overtime			500					
5125	FICA		10,617	11,444	10,869	11,523	11,767	11,767	
5130	VRS		6,684	19,627	7,335	21,171	22,135	22,135	
5135	VRS- Hybrid		10,770		11,037				
5140	ICMA- Defined Contribution		1,988		2,295				
5145	Group Life Insurance		1,860	1,907	2,007	1,972	2,061	2,061	
5150	Health Insurance		37,140	37,140	38,721	37,944	36,576	36,576	
5160	Disability Insurance		545	559	532	559	523	523	
5170	Unemployment Insurance		93	80	80	80	80	80	
	Total Personal Services	141,715	214,726	220,358	221,594	223,875	226,964	226,964	1.4%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,175	321	1,500	575	1,500	1,500	1,500	
5203	Professional & Special Services	900	628	1,200	640	1,200	1,500	1,500	
5206	Dues & Subscriptions		225	1,000	225	1,000	1,000	1,000	
5209	Maintenance - Electronics	1,800	1,900	2,100	1,800	2,100	3,960	3,960	
5216	Maintenance - Equipment	2,170	1,847	2,200	2,197	3,400	3,400	3,400	
5221	Postage	23,995	23,800	25,200	23,990	26,000	27,000	27,000	
5223	Telephone	4,178	3,886	4,100	4,158	4,200	4,200	4,200	
5224	Other Services & Charges		64						
5225	Travel & Vocational Training	667	895	1,500	669	1,500	2,000	2,000	
5242	Printing, Supplies, & Materials	4,798	18,716	40,000	18,358	24,400	30,000	30,000	
5285	Cash Over/Short	(40)			(76)				
	Total Operating Services	39,643	52,283	78,800	52,536	65,300	74,560	74,560	14.2%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment			2,488	2,488	4,400			
	Total Capital Outlay			2,488	2,488	4,400			-100.0%
	TOTAL	\$181,358	\$267,009	\$301,646	\$276,617	\$293,575	\$301,524	\$301,524	2.7%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

	Annual		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>

Heavy Duty Copier/Scanner **4,400** **-** **\$ 4,400**

The copier used by the Billing & Collections department is at the end of its useful life and maintenance costs have outpaced its value. A new heavy duty copier is requested for use by both Billing & Collections and Utility Billing.

Total Capital Outlay - FY2025-26 \$ 4,400

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.

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Computers	231	244	325	340
Servers	12	32	49	54
iPhones & iPads	125	146	165	170
Website Visitors	680,229	703,662	801,884	805,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	4,006	4,215	3,092	4,450
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	9,433	9,847	10,279	10,400
IT Service Ticket Hours (Proactive Information Management)	889	1,057	1,310	1,100

Personnel Resources

Information Technology		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Director of IT	FT	1.00	1.00	0.00
Info Systems Coordinator	FT	1.00	1.00	0.00
GIS Coordinator	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		3.00	3.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$101,663	\$153,622	\$165,931	\$169,602	\$232,931	\$243,191	\$243,191	
5601	Accumulated Leave Pay	1,420		10,529	12,694	12,130			
5125	FICA		9,286	22,367	9,905	33,519	18,604	18,604	
5130	VRS		9,672		12,158		34,996	34,996	
5135	VRS- Hybrid		775		1,250				
5140	ICMA- Defined Contribution		1,917	2,174	2,264	3,121	3,259	3,259	
5145	Group Life Insurance		15,420	17,070	16,078	25,830	32,280	32,280	
5150	Health Insurance		457		535	958	807	807	
5160	Disability Insurance		71	40	40	60	60	60	
5170	Unemployment Insurance								
	Total Personal Services	103,084	201,748	220,276	223,962	314,238	333,197	333,197	6.0%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	10,908	4,239	55,870	55,100				
5206	Dues & Subscriptions	14,750	41,361	47,000	53,525				
5209	Maintenance - Electronics	3,240	9,675	17,000	9,525	94,100	110,800	110,800	
5216	Maintenance - Equipment	18,313	18,227	18,700	15,392				
5221	Postage			75		75	75	75	
5223	Telephone	2,757	2,308	3,300	1,980	3,300	3,300	3,300	
5225	Travel & Vocational Training	2,694		2,500		2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	986	718	1,000	(320)	1,000	1,000	1,000	
5248	Books & Publications			300		300	300	300	
	Total Operating Services	53,649	76,528	145,745	135,202	101,275	117,975	117,975	16.5%
	<u>CAPITAL OUTLAY</u>								
5511	Software					60,000			
5516	Electronic Equipment	26,676		21,900	15,063	30,000	11,000	11,000	
	Total Capital Outlay	26,676		21,900	15,063	90,000	11,000	11,000	-87.8%
	TOTAL	183,408	\$278,277	\$387,921	\$374,226	\$505,513	\$462,172	\$462,172	-8.6%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Public Safety Server Room Cleanup	11,000	-	\$ 11,000
Professional services and hardware to remove, re-cable, label, and organize multiple servers into new server racks. Includes staging to minimize down time and reinstallation with a switch rack and industry standard cable management.			
Total Capital Outlay - FY2021-22			\$ 11,000

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24	\$ -
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$ -
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Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26	\$ -
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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 a sworn public 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Number of Registered Voters	12,112	12,314	12,800	13,000
NVRA Transactions	7,137	4,647	7,500	7,000
Persons Voting Absentee	686	1,077	6,500	4,500
Persons Voting on Election Day	6,042	7,807	5,000	4,000
Voting Equip. P & M	28	28	28	28
Candidate Processing-local	1	10	8	10
Campaign Finance-local	1	10	8	10

Personnel Resources

Registrar		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
General Registrar	FT	1.00	1.00	0.00
Deputy Registrar	FT	1.00	1.00	0.00
FT = Full Time		2.00	2.00	0.00
Electoral Board Chairman	B	1.00	1.00	0.00
Electoral Board Vice-Chair	B	1.00	1.00	0.00
Electoral Board Secretary	B	1.00	1.00	0.00
FT = Full Time B = Board Member		3.00	3.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD

DEPARTMENT NUMBER 1301

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$6,425	\$6,983	\$6,607	\$6,639	\$6,639	\$6,640	\$6,640	
5125	FICA		493	505	508	508	508	508	
5170	Unemployment Insurance		17	17	10	17	17	17	
	Total Personal Services	6,425	7,493	7,129	7,158	7,164	7,165	7,165	0.0%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	180	180	180	180	180	180	180	
5216	Maintenance - Equipment	1,625	3,972	5,660	5,004	5,660	6,000	6,000	
5221	Postage	372	313	1,200	698	1,500	1,500	1,500	
5224	Other Services & Charges	102	118	110	130	120	150	150	
5225	Travel & Vocational Training	101	147	2,500	521	2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	10,207	11,734	16,000	13,637	16,000	16,000	16,000	
	Total Operating Services	12,587	16,463	25,650	20,170	25,960	26,330	26,330	1.4%
	TOTAL	\$19,012	\$23,956	\$32,779	\$27,328	\$33,124	\$33,495	\$33,495	1.1%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$99,608	\$78,351	\$84,379	\$82,068	\$81,381	\$86,242	\$86,242	
5103	Temporary & Seasonal Help	9,610	8,560	16,000	15,800	24,000	36,000	36,000	
5105	Overtime								
5125	FICA		6,328	7,679	6,448	8,062	9,352	9,352	
5130	VRS			10,970					
5135	VRS- Hybrid		9,350		8,927	11,711	12,410	12,410	
5140	ICMA- Defined Contribution		2,016		2,520				
5145	Group Life Insurance		642	1,066	685	1,091	1,155	1,155	
5150	Health Insurance		9,225	10,050	10,408	10,230	9,930	9,930	
5160	Disability Insurance		468	184	457	480	455	455	
5170	Unemployment Insurance		60	47	40	40	40	40	
	Total Personal Services	109,218	115,001	130,375	127,352	136,995	155,584	155,584	13.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	445	400	1,400	325	1,400	1,400	1,400	
5206	Dues & Subscriptions	170	170	300	250	300	300	300	
5209	Maintenance - Electronics	1,080	1,080	1,000	1,080	1,080	1,980	1,980	
5221	Postage	1,388	1,870	3,500	1,830	9,000	9,000	9,000	
5223	Telephone	3,269	3,325	3,264	3,286	3,325	3,325	3,325	
5225	Travel & Vocational Training	60	503	1,500	613	3,500	3,500	3,500	
5242	Printing, Supplies, & Materials	7,793	1,674	9,000	3,716	9,000	9,000	9,000	
	Total Operating Services	14,205	9,022	19,964	11,099	27,605	28,505	28,505	3.3%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment	79,300	18,237	2,488	2,488				
	Total Operating Expenses	79,300	18,237	2,488	2,488				N/A
	TOTAL	\$202,723	\$142,259	\$152,827	\$140,940	\$164,600	\$184,089	\$184,089	11.8%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REGISTRAR & ELECTORAL BOARD

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

JUDICIAL ADMINISTRATION

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Circuit Court Clerk

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

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

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

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

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Total Cases (Criminal/Civil)	1,716	1,535	1,178	1,750
Wills/Estates Initiated	184	135	116	140
Judgments/Liens/Notices	2,005	1,963	2,005	2,300
Deeds Recorded	2,006	2,126	2,406	2,500
Marriage Licenses	217	189	162	250
Restitution	844	835	656	830
Concealed Handgun Permits	351	287	549	450

Personnel Resources

Circuit Court Clerk		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	3.00	3.00	0.00
FT = Full Time PT = Part Time		6.00	6.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK		DEPARTMENT NUMBER 1351							
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$311,059	\$311,762	\$321,119	\$330,954	\$322,428	\$347,017	\$347,017	
5103	Temporary & Seasonal Help		45	4,000		4,000	4,000	4,000	
5105	Overtime			23,231	24,872	24,383	24,972	26,853	26,853
5125	FICA			33,304	42,854	30,340	46,397	48,938	48,938
5130	VRS			7,933		11,833			
5135	VRS- Hybrid			993		2,173			
5140	ICMA- Defined Contribution			4,137	4,207	4,010	4,321	4,557	4,557
5145	Group Life Insurance			56,940	56,905	63,183	61,812	48,398	48,398
5150	Health Insurance			390	400	556	635	426	426
5160	Disability Insurance			123	120	140	120	120	120
5170	Unemployment Insurance								
5601	Accumulated Leave Pay								
	Total Personal Services	311,059	438,859	454,477	467,572	464,685	480,309	480,309	3.4%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	63,865	57,717	79,200	67,995	78,200	78,980	78,980	
5205	Law Clerk	30,824	30,824	31,018	31,017	31,508	31,600	31,600	
5206	Dues & Subscriptions	1,373	1,475	1,519	1,386	1,749	2,130	2,130	
5209	Maintenance - Electronics	2,520	2,520	2,520	2,520	2,520	7,920	7,920	
5216	Maintenance - Equipment	1,568	7,163	11,232	6,595	9,614	8,745	8,745	
5221	Postage	5,282	5,586	4,500	4,500	8,000	9,000	9,000	
5223	Telephone	12,126	12,055	12,200	12,104	12,200	12,200	12,200	
5224	Other Services & Charges			2,500		2,500	2,500	2,500	
5225	Travel & Vocational Training	413			2,958				
5242	Printing, Supplies, & Materials	7,493	9,205	8,000	7,690	10,000	10,000	10,000	
	Total Operating Services	125,464	126,545	152,689	136,765	156,291	163,075	163,075	4.3%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		4,550	2,488	2,488				
	Total Capital Outlay		4,550	2,488	2,488				N/A
	TOTAL	\$436,523	\$569,955	\$609,654	\$606,825	\$620,976	\$643,384	\$643,384	3.6%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CIRCUIT COURT CLERK

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries and Wages								
5125	FICA								
	Total Personal Services								N/A
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$22,961	\$21,077	\$60,000	11,563	\$45,000	\$45,000	\$45,000	
5206	Dues & Subscriptions		125	300	125	300	300	300	
5212	Rent of Equipment	631	2,908	2,000	3,035	3,000	3,000	3,000	
5216	Maintenance - Equipment		814	1,200		1,200	1,200	1,200	
5221	Postage	42	36		8	50	50	50	
5223	Telephone	7,972	8,114	8,600	8,165	8,600	8,600	8,600	
5225	Travel & Vocational Training		374	1,000		1,500	1,000	1,000	
5242	Printing, Supplies, & Materials	1,913	1,773	3,500	1,404	3,500	3,500	3,500	
5248	Books & Publications			300		300	500	500	
5251	Clothing & Personal Supplies					250	250	250	
	Total Operating Services	34,332	34,408	76,900	24,300	63,700	63,400	63,400	-0.5%
	TOTAL	\$34,332	\$34,408	\$76,900	\$24,300	\$63,700	\$63,400	\$63,400	-0.5%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5214	Maintenance - Motor Vehicles								
5221	Postage			\$200		\$200		\$200	
5223	Telephone	\$2,315	2,085	2,484	2,098	2,484	2,484	2,484	
5225	Travel & Vocational Training			750		600		600	
5242	Printing, Supplies & Materials	1,361	2,312	2,150	710	2,300	2,300	2,300	
	Total Operating Services	3,676	4,397	5,584	2,807	5,584	5,584	5,584	0.0%
	TOTAL	\$3,676	\$4,397	\$5,584	\$2,807	\$5,584	\$5,584	\$5,584	0.0%

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Commonwealth's Attorney

The City of Colonial Heights Commonwealth's Attorney and staff includes 5 attorneys to prosecute state and local crimes and offenses. Prosecution includes felonies, misdemeanors and selected traffic offenses. The state provides staffing only for the felony caseload, and the office is not required to handle misdemeanor trials. Nonetheless, many misdemeanor cases are prosecuted 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. The OCA prepares 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	FY 18 - 19 Actual	FY 19 - 20 Actual	FY 20 - 21 Projected	FY 21 - 22 Projected
Circuit Court-felony cases	745	718	519	650
Circuit Ct-misdemeanor cases	400	533	314	550
GDCT Total Criminal Cases	2,900	6,821	7,158	7,300
GDCT traffic (criminal)	1,400	2,685	631	750
Jury Trials (circuit court)	10	5	10	13
Juvenile Cases	520	1,669	1,253	1,400

Personnel Resources

Commonwealth's Attorney		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Commonwealth's Attorney	FT	1.00	1.00	0.00
Other Attorneys	FT	5.00	5.00	0.00
Secretary/paralegal support	FT	4.00	4.00	0.00
FT = Full Time PT = Part Time		10.00	10.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$525,451	\$533,988	\$583,581	\$577,995	\$622,067	\$667,433	\$667,433	
5103	Temporary & Seasonal Help	4,493	20,577	32,000	16,661	2,000	1,000	1,000	
5113	Phone Allowance			2,000					
5115	Short Term Disability Pay				3,127				
5601	Accumulated Leave	14,101							
5125	FICA	38,235	47,245	42,642	47,741	51,135	51,135	51,135	
5130	VRS	51,486	69,452	54,065	89,515	96,044	96,044	96,044	
5135	VRS- Hybrid	18,998			21,188				
5140	ICMA- Defined Contribution	1,711			2,842				
5145	Group Life Insurance	7,015	6,750	7,262	8,336	8,943	8,943	8,943	
5150	Health Insurance	97,296	101,828	107,031	129,420	122,086	122,086	122,086	
5160	Disability Insurance	906	1,014	2,322	955	1,925	1,925	1,925	
5170	Unemployment Insurance	174	180	243	200	200	200	200	
	Total Personal Services	544,045	770,386	844,050	835,377	900,234	948,766	948,766	5.4%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	92		500	88	500	500	500	
5206	Dues & Subscriptions	8,275	9,606	11,673	9,785	12,336	12,336	12,336	
5209	Maintenance - Electronics	5,400	5,400	6,300	5,400	6,300	11,220	11,220	
5216	Maintenance - Equipment	8,293	3,488	10,015	4,380	10,015	10,015	10,015	
5221	Postage	1,510	3,763	4,120	338	4,200	4,200	4,200	
5223	Telephone	11,038	10,389	12,516	10,402	12,516	12,516	12,516	
5225	Travel & Vocational Training	5,557	2,130	6,000	2,482	6,000	7,200	7,200	
5242	Printing, Supplies, & Materials	11,284	16,034	11,500	12,532	12,500	12,500	12,500	
5248	Books & Publications	1,444	1,845	4,112	2,381	2,700	3,200	3,200	
5261	Asset Forfeiture	15,045	619						
5269	Law Library	10,893	5,783	10,000	8,531	10,000	10,000	10,000	
	Total Operating Services	78,831	59,058	76,736	56,319	77,067	83,687	83,687	8.6%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures			2,750		2,000	1,200	1,200	
5516	Electronic Equipment	3,227	1,194	3,044	2,570	1,200	1,200	1,200	
	Total Capital Outlay	3,227	1,194	5,794	2,570	3,200	2,400	2,400	-25.0%
	TOTAL	\$626,103	\$830,638	\$926,580	\$894,265	\$980,501	\$1,034,853	\$1,034,853	5.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printers (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>			
Side Chairs (2)	250	500	
Conference Room Chairs (2)	350	700	
Total Capital Outlay - FY2021-22			\$ 2,400
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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>			
Printers (2)	400	800	
<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>			
Printer(1);	600	600	
<i>Replacement; Printer for VCIN terminal.</i>			
Desk Chairs (1)	400	400	
Side Chairs (2)	250	500	
Conference Room Chairs	350	350	
Total Capital Outlay - FY2022-23			\$ 4,150
Annual Maintenance & Operations Cost			\$ -

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Desk Chairs (2)	400	\$ 800	
Side Chairs (2)	250	\$ 500	
Total Capital Outlay - FY2023-24			\$ 1,300
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printer (3)	400	\$ 1,200	
<i>Replacement; upgrade departmental desktop printers for staff.</i>			
Conference Room Chairs (3)			1,050
Desk Chairs (1)			400
Side Chairs (3) for staff offices			750
Total Capital Outlay - FY2024-25			\$ 3,400
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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>			
Shredder (1)			1,500
<i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>			1,500
Desk Chairs (2)			800
Side Chairs (2)			500
Conference Room Chairs (2)			700
Total Capital Outlay - FY2025-26			\$ 4,700
Annual Maintenance & Operations Cost			\$ -

Sheriff

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

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

Our Sheriff's Office is a fully accredited office, through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Each year the Sheriff partners with our City's Police Officers, Fire Fighters, School Board 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'. Other proud projects include; Christmas "Bikes for Kids" and delivering Thanksgiving Dinner Gift Baskets to deserving families within our City.

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

Performance Indicators	FY 18 -19 Actual	FY 19 - 20 Actual	FY 20 - 21 Projected	FY 21 - 22 Projected
Court Security Dockets	390	391	380	395
Inmate/Prisoner Count	1,736	1,037	950	1,100
Prisoner Transports	641	861	500	620
Civil Papers Served	9,754	10,159	9,500	10,400
Courthouse Patron Count	59,349	57,622	38,000	49,500

Personnel Resources

Sheriff's Office		Authorized Positions		
Classification Title	Status*	FY 20-21	FY 21-22	Diff.
Sheriff	FT	1.00	1.00	0.00
Chief Deputy Sheriff	FT	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	1.00	1.00	0.00
Deputy Sheriff	FT	6.00	6.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time		11.00	11.00	0.00
Deputy Sheriff	PT	7.00	7.00	0.00
PT = Part Time		7.00	7.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$637,945	\$640,707	\$636,622	\$631,761	\$638,945	\$699,126	\$699,126	
5103	Temporary & Seasonal Help	11,465	13,404	35,000	31,149	42,000	42,000	42,000	
5105	Overtime	28,127	28,839	36,000	38,545	36,000	37,000	37,000	
5111	Hazard Pay				14,300				
5601	Accumulated Leave	565							
5125	FICA		50,338	54,133	52,770	54,846	59,527	59,527	
5130	VRS		67,973	71,522	67,188	76,839	83,618	83,618	
5135	VRS- Hybrid				2,306				
5140	ICMA- Defined Contribution				203				
5145	Group Life Insurance		6,982	7,021	7,126	7,155	7,789	7,789	
5150	Health Insurance		91,315	93,882	85,601	93,333	97,073	97,073	
5160	Disability Insurance				116				
5170	Unemployment Insurance		455	333	363	220	340	340	
	Total Personal Services	678,102	900,013	934,513	931,429	949,338	1,026,473	1,026,473	8.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	7,871	7,880	8,117	9,054	8,685	8,946	8,946	
5206	Dues & Subscriptions	1,045	2,830	4,305	2,818	4,365	4,365	4,365	
5209	Maintenance - Electronics	4,320	4,320	3,816	4,320	4,320	9,240	9,240	
5214	Maintenance - Motor Vehicles	5,475	6,606	6,000	2,470	6,000	6,000	6,000	
5216	Maintenance - Equipment	14,333	13,411	22,100	13,070	23,215	23,000	23,000	
5221	Postage	786	1,625	1,200	665	1,200	1,200	1,200	
5223	Telephone	14,317	13,673	15,400	13,656	15,400	15,400	15,400	
5225	Travel & Vocational Training	7,417	3,906	6,000	5,738	7,200	7,200	7,200	
5242	Printing, Supplies & Materials	15,232	32,089	33,000	21,401	33,000	33,000	33,000	
5247	Motor Fuels & Lubricants	11,057	11,788	13,000	9,346	13,000	13,000	13,000	
5250	Small Tools & Equipment	1,608	-	3,900	1,039	3,000	3,000	3,000	
5275	Donated Funds	(1,407)	994		1,895				
	Total Operating Services	82,053	99,122	116,838	85,471	119,385	124,351	124,351	4.2%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	31,532	32,000	35,000		41,000	44,000	44,000	
5516	Electronic Equipment	1,208		1,244	1,244				
5520	Other Equipment			1,500	1,656	3,600	1,800	1,800	
	Total Capital Outlay	32,740	32,000	37,744	2,900	44,600	45,800	45,800	2.7%
	TOTAL	\$792,895	\$1,031,135	\$1,089,095	\$1,019,800	\$1,113,323	\$1,196,624	\$1,196,624	7.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	38,000	500	\$ 38,000
<i>Replacement;</i> 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	6,000	500	\$ 6,000
<i>Replacement;</i> 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.			
Taser	1,800	100	\$ 1,800
<i>Replacement;</i> 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 - FY2021-22			\$ 45,800
Annual Maintenance & Operations Cost			\$ 1,100

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	38,000	500	\$ 38,000
<i>Replacement;</i> 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	6,000	500	\$ 6,000
<i>Replacement;</i> 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.			

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:	Taser	1,800	100	\$	1,800
FY2022-23 <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 - FY2022-23 \$ 45,800					
	Annual Maintenance & Operations Cost			\$	1,100

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	38,000	500	\$ 38,000
<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	6,000	500	\$ 6,000
<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	1,800	100	\$ 1,800
<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	5,500	\$ 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 \$ 93,800			
	Annual Maintenance & Operations Cost		\$ 6,600

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	39,000	500	\$ 39,000
<i>Replacement;</i> 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	6,000	500	\$ 6,000
<i>Replacement;</i> 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.			
Taser	1,800	100	\$ 1,800
<i>Replacement;</i> 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 - FY2024-25 ...			\$ 46,800
Annual Maintenance & Operations Cost ...			\$ 1,100

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Fleet Vehicle	39,000	500	\$ 39,000
<i>Replacement;</i> 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.			
Equipment Package	6,000	500	\$ 6,000
<i>Replacement;</i> 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.			
Taser	1,800	100	\$ 1,800
<i>Replacement;</i> 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 - FY2025-26 ...			\$ 46,800
Annual Maintenance & Operations Cost ...			\$ 1,100

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5225	Travel & Vocational Training								
5228	Adult Incarceration	\$2,267,400	2,409,749	\$2,670,000	\$1,966,605	\$2,424,384	\$2,156,308	\$2,156,308	
5229	Youth Incarceration	68,135	125,865	67,500	116,145	130,000	101,967	101,967	
5255	Refunds/ Rebates	164,580	167,901						
5284	Video Arraignment	4,723	4,730	10,000	4,757	10,000	10,000	10,000	
	Total Operating Services	2,504,838	2,692,467	2,747,500	2,087,507	2,564,384	2,268,275	2,268,275	-11.5%
	TOTAL	\$2,504,838	\$2,692,467	\$2,747,500	\$2,087,507	\$2,564,384	\$2,268,275	\$2,268,275	-11.5%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)

DEPARTMENT NUMBER 1358

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$92,000	\$163,500	\$179,850	\$303,090	\$274,921	\$347,200	\$347,200	
5223	Telephone	3,549	3,579		3,556	3,579		3,600	3,600
5224	Other Services & Charges	25,000	25,000	27,500	27,500	27,500			
	Total Operating Services	120,549	192,079	207,350	334,146	306,000	350,800	350,800	14.6%
	TOTAL	\$120,549	\$192,079	\$207,350	\$334,146	\$306,000	\$350,800	\$350,800	14.6%

Victim Witness

The purpose of the Colonial Heights Victim/Witness Assistance Program (VWAP) is to reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system. VWAP provides information and assistance required by the Crime Victim and Witness Rights Act and other applicable victim's rights laws. These include informing victims of their rights and local area resources (such as counselors, support groups, legal aid and social services), courtroom escorts, explanations of the criminal justice system and assistance in navigating it, advanced notice of trial dates and hearings, requesting/obtaining restitution, advance notice of prisoner release, obtaining protective orders, victim impact statements, placement in shelters/safehouses, emotional support, safety planning, police safety checks, intercession with schools/work, crisis interventions, testimony preparation, setting/attending victim meetings with prosecutors/police department, filing claims with the Virginia Victims Fund for medical expenses, loss of support, moving expenses, funeral expenses, etc. and more.

Performance Indicators	FY 18 - 19 Actual	FY 19 - 20 Actual	FY 20 - 21 Projected	FY 21 - 22 Projected
Persons receiving services	325	326	266	340

Personnel Resources

Victim Witness		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Victim Witness Director	FT	1.00	1.00	0.00
Program Assistant	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		2.00	2.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$80,408	\$81,474	\$83,234	\$83,691	\$83,234	\$87,023	\$87,023	
5125	FICA	32,489	6,065	6,367	6,249	6,367	6,657	6,657	
5130	VRS		10,946	11,220	11,676	11,977	12,522	12,522	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		1,063	1,090	1,135	1,115	1,166	1,166	
5150	Health Insurance		16,800	16,800	17,515	17,160	16,560	16,560	
5160	Disability Insurance			194					
5170	Unemployment Insurance		42	40	40	40	40	40	
	Total Personal Services	112,897	116,392	118,945	120,307	119,893	123,968	123,968	3.4%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	100	200	275	100	275	275	275	
5209	Maintenance - Electronics	360	360	375	360	375	1,320	1,320	
5215	Maintenance - Furniture & Equipment			500		500	500	500	
5221	Postage	400	476	450		450	450	450	
5223	Telephone	1,400	1,412	1,500	1,406	1,500	1,500	1,500	
5224	Other Services & Charges	145	354	500		500	500	500	
5225	Travel & Vocational Training		810	1,700	(580)	1,700	1,700	1,700	
5242	Printing, Supplies, & Materials	2,341	1,069	1,800	187	1,800	1,800	1,800	
	Total Operating Expenses	4,747	4,681	7,100	1,473	7,100	8,045	8,045	13.3%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment		1,248						
5510	Office Equipment			500	551	300	300	300	
	Total Capital Outlay		1,248	500	551	300	300	300	0.0%
	TOTAL	\$117,644	\$122,320	\$126,545	\$122,330	\$127,293	\$132,313	\$132,313	3.9%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Printer (1)	300	-	\$ 300
<i>Replacement; Routine upgrade of printer</i>			
Total Capital Outlay - FY2021-22			\$ 300
Annual Maintenance & Operations Cost ...			\$ -

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual 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 - FY2025-26			\$ 300
Annual Maintenance & Operations Cost ...			\$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages								
5125	FICA						0	0	N/A
	Total Personal Services								
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services			\$2,000		\$1,500	\$2,000	\$2,000	
5206	Dues & Subscriptions	\$50	\$50	150	\$245	150	250	250	
5212	Rent of Equipment	2,185	1,906	2,000	648	2,000	2,000	2,000	
5216	Maintenance - Equipment			1,000	1,800	1,000	1,000	1,000	
5223	Telephone	1,165	1,121	1,500	1,159	1,500	1,500	1,500	
5225	Travel & Vocational Training	164	386	5,000	50	5,000	5,000	5,000	
5242	Printing, Supplies, & Materials	937	653	2,500	1,423	2,500	2,500	2,500	
5248	Books & Publications			200	1,168	200	1,200	1,200	
5251	Clothing & Personal Supplies	209	100	1,000	40	1,000	1,000	1,000	
	Total Operating Services	4,711	4,216	15,350	6,533	14,850	16,450	16,450	10.8%
	TOTAL	\$4,711	\$4,216	\$15,350	\$6,533	\$14,850	\$16,450	\$16,450	10.8%

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

PUBLIC SAFETY

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Police & Animal Control

The Colonial Heights Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially, maintaining a highly visible police presence throughout the community, and deterring criminal activity. The department has been accredited by the Virginia Law Enforcement Professional Standards Commission since 2013.

The Colonial Heights Police Department is comprised of three divisions and employs 54 sworn officers as well as four civilian support staff.

The **Law Enforcement Services Division** is responsible for training; maintenance and purchasing of equipment; management of the Property and Evidence Room; handling of social media and media relations; and overseeing accreditation and crime prevention. Additionally, the division conducts inspections, manages grants, and maintains and controls all departmental records and special projects, to include the body-worn camera and drone programs. The Law Enforcement Services Division encompasses a services sergeant, an accreditation and crime prevention officer, Records personnel, a FOIA specialist and six School Resource Officers. Throughout the year, the division holds numerous community events such as “Celebrate Safe Communities”, drug take-backs, and other events that help to keep the community informed and in touch with their police department.

The **Uniform Patrol Division** is the most recognizable and easily the largest division in the agency. This division is comprised of 32 sworn men and women who are divided among four squads. Each squad consists of a lieutenant, sergeant, and patrol officers. Squad personnel provide police protection 24/7, working 12-hour shifts.

Uniform Patrol officers provide a multitude of services to our community. In addition to responding to calls for service, they regularly enforce state and local criminal and traffic laws, conduct in-depth investigations, process evidence, testify in court, proactively identify and address quality-of-life issues, and provide general guidance for citizen inquiries.

The department has a strong belief in building partnerships with our community, other city departments, business leaders, civic organizations, and other criminal justice agencies. These relationships are critical in order for the department to provide the most professional and transparent police service possible.

The **Investigations Division** of the Colonial Heights Police Department is comprised of two sergeants, three general detectives, two narcotics task force detectives, and two special operations officers. Detectives have the primary responsibility in the investigation of serious or serial crimes. Crimes commonly assigned to the detectives include rape, robbery, homicide, burglary, sex offenses, missing persons and fraud-related incidents. Task Force officers are assigned to the Virginia State Police Central Virginia Regional Narcotics Task Force, with a primary focus on investigations of middle- and upper-level drug dealers in the Tri-Cities and Chesterfield, Dinwiddie and Prince George Counties. The U.S. Marshals Service Regional Fugitive Task Force is a joint effort that investigates and apprehends local, state and federal fugitives, thereby improving public safety and reducing violent crime. The Special Operations Unit is a specialty unit comprised of police officers who concentrate on quality-of-life crimes (disorderly conduct, public intoxication, prostitution, etc.), narcotics, gang activity and any other tasks that would require their specialized skill set.

Each officer is trained in basic investigation, interviewing, interrogation, forensics and photography. Specialty courses such as computer fraud, internet crimes, child sexual abuse, forensic science courses,

narcotics investigations and social media have been completed by most of the officers. Officers are regularly enrolled in advanced training to expand their knowledge and skills necessary to carry out these complex investigations.

The Investigations Division routinely works with local, state and federal agencies while investigating crimes occurring in Colonial Heights and the region. Agencies such as the Federal Bureau of Investigations; U.S. Secret Service; Alcohol, Tobacco and Firearms; Virginia Lottery and the Virginia State Police provide or receive assistance from the Investigations Division annually.

Performance Indicators	CY 2019 Actual	CY 2020 Projected	CY 2020 Actual	CY 2021 Projected
Police Reports	3,802	3,779	3,203	3,491
Self-initiated Police Activity	22,821	21,875	14,669	18,272
Traffic Citations	5,541	5,516	4,349	4,640
Traffic Crashes	1,100	1,117	973	1,045
Total Arrests	4,153	4,206	3,203	3,453

Personnel Resources

Police Department

Classification Title	Status*	FY 2020-21	FY 2021-22	Difference
Police Chief	FT	1.00	1.00	0.00
Major	FT	1.00	1.00	0.00
Captains	FT	2.00	2.00	0.00
Lieutenants	FT	4.00	4.00	0.00
Sergeants	FT	7.00	7.00	0.00
Detectives	FT	4.00	4.00	0.00
Police Officers	FT	33.00	33.00	0.00
Clerical Staff	FT	4.00	4.00	0.00
*FT = Full Time PT= Part-Time		56.00	56.00	0.00

Classification Title	Status*	FY 2020-21	FY 2021-22	Difference
School Crossing Guards	PT	4.00	0.00	-4.00
FOIA Specialist	PT	1.00	1.00	0.00
*FT = Full Time PT= Part-Time		5.00	1.00	-4.00

Animal Control

Classification Title	Status*	FY 2020-21	FY 2021-22	Difference
Animal Control Supervisor	FT	1.00	1.00	0.00
Animal Control Officer	FT	1.00	1.00	0.00
Staff Assistant	FT	0.00	1.00	1.00
*FT = Full Time PT= Part-Time		2.00	3.00	1.00

Classification Title	Status*	FY 2020-21	FY 2021-22	Difference
Animal Control Aides	PT	3.00	2.00	-1.00
*FT = Full Time PT= Part-Time		3.00	2.00	-1.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$3,120,043	\$3,163,750	\$3,291,197	\$3,334,610	\$3,283,454	\$3,252,478	\$3,252,478	
5103	Temporary & Seasonal Help	56,643	69,367	87,223	67,693	83,982	26,650	26,650	
5105	Overtime	195,700	182,853	200,000	147,804	200,000	198,000	198,000	
5111	Hazard Pay				67,531				
5112	Clothing Allowance				5,600		5,600	5,600	
5115	Short Term Disability Pay				1,661				
5601	Accumulated Leave		8,599						
5125	FICA		248,185	271,012	263,135	272,909	266,429	266,429	
5130	VRS		415,793	443,653	424,619	459,029	466,793	466,793	
5135	VRS- Hybrid		3,564		4,014				
5140	ICMA- Defined Contribution		446		580				
5145	Group Life Insurance		42,456	43,115	43,510	42,745	43,466	43,466	
5150	Health Insurance		589,132	605,856	556,738	580,644	509,861	509,861	
5160	Disability Insurance		175	180	182	180			
5170	Unemployment Insurance		1,368	1,140	1,416	1,200	1,120	1,120	
Total Personal Services		3,372,386	4,725,689	4,943,376	4,919,094	4,924,143	4,770,397	4,770,397	-3.1%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	5,941	4,668	7,741	6,431	14,400	13,400	13,400	
5206	Dues & Subscriptions	14,879	15,925	15,928	16,076	16,482	16,492	16,492	
5209	Maintenance - Electronics	19,080	19,080	17,846	19,080	17,846	44,880	44,880	
5212	Rent of Equipment	6,694	5,934	9,000	6,050	9,000	10,000	10,000	
5214	Maintenance - Motor Vehicles	45,361	55,363	55,772	48,044	55,772	58,560	58,560	
5216	Maintenance - Equipment	12,747	14,180	22,055	17,794	19,830	21,497	21,497	
5218	Maintenance - Miscellaneous	52,764	51,834	55,328	48,838	52,268	67,523	67,523	
5221	Postage	1,653	1,522	2,000	1,043	2,000	2,000	2,000	
5223	Telephone	43,771	46,026	43,527	45,585	44,833	44,833	44,833	
5224	Other Services & Charges	1,388	1,309	2,500	1,305	2,500	2,500	2,500	
5225	Travel & Vocational Training	48,684	46,538	53,511	49,555	58,000	58,728	58,728	
5227	Extraditions						11,000	11,000	
5242	Printing, Supplies, & Materials	76,626	76,929	92,833	95,965	92,833	93,833	93,833	
5246	Animal Control	24,732	25,940	32,000	21,112	32,000			
5247	Motor Fuels & Lubricants	89,262	85,891	83,232	65,655	87,394	91,764	91,764	
5248	Books & Publications	879		575	360	575	575	575	
5261	Forfeited Assets	36,176	7,885		32,516				
5262	Animal Control Donation				3,015				
5263	Grant Funds	12,451	5,788		2,410				

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
5266	K-9 Funds	4,546	665		(1,453)				
5274	Controlled Drug Buy Money	5,000	(5,570)	5,000		5,000	5,000	5,000	
5275	Donated Funds	1,314	(150)		269				
5279	Operation Bloodhound	144			377				
5409	Adopt-A-Cop		(50)		950				
	Total Operating Services	504,091	459,706	498,848	480,976	510,733	542,585	542,585	6.2%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	112,684	199,071	168,000	16,113	193,600	282,400	282,400	
5506	Court Restitution								
5516	Electronic Equipment	25,850	4,466	14,620	14,099	21,670	13,500	13,500	
5520	Other Equipment	23,665	35,846	19,500	17,633		27,000	27,000	
	Total Capital Outlay	162,199	239,384	202,120	47,845	215,270	322,900	322,900	50.0%
	TOTAL	\$4,038,676	\$5,424,778	\$5,644,344	\$5,447,915	\$5,650,146	\$5,635,882	\$5,635,882	-0.3%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2021-22

Item

Unit Cost

Annual
M&O Cost

Total Cost

Patrol Vehicles and Equipment

Packages (6)

42,900

2,000

\$257,400

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 \$36,400.00 cost for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.]

Administrative Vehicle and Equipment

Package (1)

25,000

1,200

\$25,000

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.

Polygraph System (1)

10,000

\$10,000

New; Polygraph Data Acquisition System includes a laptop computer, a subjects chair w/adjustable arms, and activity sensor foot pads. Having this capability in-house would eliminate our having to hire an outside source, thereby increasing the expediency and efficiency of our hiring process. It will also be used as an investigative tool.

Tasers & Bola wraps (4)

2,200

400

\$8,800

New/Replacement; Tasers being replaced in accordance with current replacement cycle. Represents an upgrade in officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. The bola wraps are another type of less than lethal remote restraint device.

Speed-Monitoring System

3,500

\$3,500

New; To be placed unannounced at various and undisclosed locations throughout the city. This unit addresses speeding complaints and employ traffic calming measures. It 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.

Radar Unit (1)

1,700

\$1,700

New/Replacement; Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

Patrol Rifles (5) FY2021-22 (cont.)	2,000 <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. This will complete our objective of outfitting all officers in the department with patrol rifles.</i>	\$10,000
	Project Lifesaver Locator (1) <i>New/Replacement; Upgrade of current equipment, which is now 10 years old.</i>	1,500 \$1,500
	Police Storage Shed (1) <i>Replacement; We are currently utilizing a dilapidated storage shed for storing essential supplies such as firing range qualifications equipment. There is a hole in the roof and is beyond repair. A secondary shed houses found property and is also in major disrepair.</i>	5,000 \$5,000
	Total Capital Outlay - FY2021-22	\$ 322,900
	Annual Maintenance & Operations Cost	\$3,600

Fiscal Year:

FY2022-23	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Patrol Vehicles and Equipment				
	Packages (5) <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 \$36,400.00 cost for each vehicle, plus costs for each of (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.]</i>	42,900 	2,000 	\$214,500
Administrative Vehicle and Equipment				
	Package (1) <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 \$500.00 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.</i>	25,000 	1,200 	\$25,000
	K-9 Vehicle (1) <i>Replacement; Price represents \$36,400.00 cost for the vehicle, plus the cost of a sophisticated equipment package designed specifically for the safety of the K-9 occupant, along with (1) Golden Eagle radar unit. This figure also includes the \$500.00 installation cost for new radio.</i>	46,400 	2,000 	\$46,400
	Tasers & Bola Wraps (4) <i>New/Replacements; Tasers being replaced 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. The bola wraps are another type of less than lethal remote restraint device.</i>	2,200 	400 	\$8,800

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:	Radar Unit (1)	1,700	\$1,700
FY2022-23 <i>New/Replacement;</i> Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.			
(cont.)			
Tracking K-9 (1)			
	10,000		\$10,000
<i>Replacement;</i> Acquisition of new tracking K-9 to replace an aging and retiring 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 and surrounding localities.			
Utility Terrain Vehicle			
	15,000		\$15,000
<i>New/Replacement;</i> Our current UTV (Kawasaki Mule) is 20 years old. This vehicle is used for patrolling the Appomattox River Walk and White Bank Park, as well as events such as the annual Christmas Parade; July 4th festivities; Celebrate Safe Communities Night; 5K Run, etc.			
Patrol Rifles (2)			
	700		\$1,400
<i>Replacement;</i> The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis. This will begin the rotation of replacing older weapons purchased 17 years ago.			
Total Capital Outlay - FY2022-23			\$ 322,800
Annual Maintenance & Operations Cost			\$3,600

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 (6)			
	42,900	2,000	\$257,400
<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 \$36,400.00 cost for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) Golden Eagle radar units. This figure also includes the \$500.00 installation cost for new radios.]			
Administrative Vehicle and Equipment			
Package (1)	25,000	1,200	\$25,000
<i>Replacement;</i> 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.			

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:	Tasers & Bola Wraps (4)	2,200	400	\$8,800
FY2023-24 <i>New/Replacements;</i> Tasers being replaced 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. The bola wraps are another less than lethal remote restraint device.				
	Radar Units (1)	1,700		\$1,700
<i>New/Replacement;</i> Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.				
	Patrol Rifles (2)	700		\$1,400
<i>Replacement;</i> The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis. This is a continuation of the rotation of replacing older weapons purchased 18 years ago.				
	Property Room Upgrades	35,000		\$35,000
<i>New;</i> Installation of space-saving property bins and upgrading of security measures. Our Property Room is currently overburdened with the influx of evidence to be stored. This is an effort to be more efficient with use of the space that is available and alleviate the need for an entirely new addition to the building.				
	Furniture	10,000		\$10,000
<i>New/Replacement;</i> General upgrade of desks, chairs, tables, filing cabinets, etc., throughout CHPD headquarters. The existing furniture is outdated and approaching end of life or not conducive to efficiency and productivity.				
Total Capital Outlay - FY2023-24				\$ 339,300
Annual Maintenance & Operations Cost				\$3,600

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment			
Packages (6)			
	42,900	2,000	\$257,400
<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 includes \$36,400 cost for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) radar units. This figure also includes the \$500 installation cost for new radios.			
Administrative Vehicle and Equipment			
Package (1)	25,000	1,200	\$25,000
<i>Replacement;</i> 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.			

City of Colonial Heights**FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****POLICE**

Fiscal Year:	Tasers & Bola Wraps (4)	2,200	400	\$8,800
FY2024-25 <i>New/Replacements;</i> Tasers being replaced 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. The bola wraps are another less than lethal remote restraint device.				
(cont.)	Radar Units (1)	1,700		\$1,700
	<i>New/Replacement;</i> Added to budget due to the fact that DMV grant opportunities are no longer available as in the past.			
	Patrol Rifles (2)	700		\$1,400
	<i>Replacement;</i> The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis. This is a continuation of the rotation of replacing older weapons purchased 19 years ago.			
	Furniture	10,000		\$10,000
	<i>New/Replacement;</i> General upgrade of the furniture in the lobby at CHPD headquarters. The existing furniture is heavily used and worn out by the public.			
	Police Bicycles (6)	1,600		\$9,600
	<i>Replacement;</i> Years ago, the department initiated a Police Bike Patrol Program that would give officers more visibility in the community and emit a greater sense of safety and security to our citizens. This request would allow us to replace bicycles that are 10-20 years old.			
Total Capital Outlay - FY2024-25				\$ 313,900
Annual Maintenance & Operations Cost				\$3,600

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment			
Packages (6)	42,900	2,000	\$257,400
<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 includes \$36,400 cost for each vehicle, plus costs for each of (6) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (6) radar units. This figure also includes the \$500 installation cost for new radios.</i>			
Administrative Vehicle and Equipment			
Package (1)	25,000	1,200	\$25,000
<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 \$500.00 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.</i>			
Tasers & Bola Wraps (4)	2,200	400	\$8,800
<i>New/Replacements; Tasers being replaced 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. The bola wraps are another less than lethal remote restraint device.</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 (2)	700		\$1,400
<i>Replacement; The ultimate objective is to equip all officers with sufficient, appropriate weaponry in the event of a major crisis. This is a continuation of the rotation of replacing older weapons purchased 20 years ago.</i>			
Total Capital Outlay - FY2025-26			\$ 294,300
Annual Maintenance & Operations Cost			\$3,600

Fire & EMS

Colonial Heights Fire and EMS (CHFD) integrates Fire and EMS operations into one cohesive organization. The Fire and EMS Department is staffed by 3 platoons working 24 hour shifts with an average work week totaling 56 hours. During each shift, 3 fire units and 3 ambulances are staffed by on duty shift personnel. The 3rd fire unit (Rescue Company 942) cross staffs the 3rd ambulance and will un-staff to handle additional EMS call load. Career staff is supplemented by Part Time & CHFD volunteer members in both operational and administrative roles.

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

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

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Total incidents	5,299	5,212	4,774	5,471
Fire incidents	1,452	1,352	1,253	1,440
EMS incidents	3,847	3,860	3,521	4,031
Fire response time < 7 minutes	74.4%	85.4%	83.4%	78.2%
EMS response time < 7 minutes	84.4%	82.1%	82.8%	83.7%
Fire Mutual Aid received	73	56	36	70
EMS Mutual Aid received	130	84	55	105
Total property loss	\$377,255	\$515,760	\$121,126	\$351,362

Personnel Resources

Fire & EMS		Authorized Positions		
Classification Title	Status*	FY 2020-21	FY 2021-22	Diff.
Fire Chief	FT	1.00	1.00	0.00
Deputy Fire Chief	FT	1.00	1.00	0.00
Battalion Chief	FT	3.00	3.00	0.00
Fire Lieutenant	FT	7.00	7.00	0.00
Deputy Fire Marshal	FT	1.00	1.00	0.00
EMS Firefighter	FT	36.00	36.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		50.00	50.00	0.00

EMS-FF Int or Paramedic	PT	13.00	13.00	0.00
Logistics Coordinator	PT	1.00	1.00	0.00
Office Assistant	PT	1.00	1.00	0.00
PT = Part Time		15.00	15.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$2,469,811	\$2,354,109	\$2,586,278	\$2,508,024	\$2,818,732	\$2,930,005	\$2,930,005	
5103	Temporary & Seasonal Help	133,341	139,020	136,341	187,611	136,341	136,341	136,341	
5105	Overtime	198,115	369,977	139,496	210,303	144,808	145,435	145,435	
5111	Hazard Pay				77,142				
5601	Accumulated Leave	8,244	26,081	216,762	213,929	237,141	245,701	245,701	
5125	FICA		207,028						
5130	VRS		310,657	345,118	366,695	405,616	413,233	413,233	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		33,925	33,539	38,275	37,771	38,477	38,477	
5150	Health Insurance		436,665	492,070	493,159	500,070	472,934	472,934	
5170	Unemployment Insurance		1,227	880	1,338	1,000	1,000	1,000	
	Total Personal Services	2,809,512	3,878,688	3,950,484	4,096,475	4,281,479	4,383,126	4,383,126	2.4%
OPERATING EXPENSES									
5203	Professional & Special Services	77,594	67,080	85,357	63,496	102,732	110,942	110,942	
5206	Dues & Subscriptions	2,792	116	3,437	1,904	3,437	3,367	3,367	
5209	Maintenance - Electronics	14,040	14,040	14,040	14,040	14,040	33,000	33,000	
5214	Maintenance - Motor Vehicles	80,703	110,721	95,000	78,824	95,000	95,000	95,000	
5216	Maintenance - Equipment	47,112	42,638	50,881	40,733	50,881	57,185	57,185	
5221	Postage	2,654	2,037	5,000	2,253	5,000	5,000	5,000	
5223	Telephone	35,734	36,380	36,936	37,665	36,936	36,939	36,939	
5224	Other Services & Charges	8,018	8,740	10,000	7,151	10,000	9,400	9,400	
5225	Travel & Vocational Training	38,791	31,856	38,700	29,591	39,000	55,000	55,000	
5242	Printing, Supplies, & Materials	80,992	91,879	83,500	76,844	88,000	91,500	91,500	
5247	Motor Fuels & Lubricants	49,821	47,970	54,000	35,846	54,000	54,000	54,000	
5248	Books & Publications	1,957	2,387	2,000		2,000	3,500	3,500	
5250	Small Tools & Equipment	9,271	6,521	10,000	6,600	10,000	12,204	12,204	
5263	Grant Funds	103,609	784						
	Total Operating Services	553,088	463,146	488,851	394,949	511,026	567,037	567,037	11.0%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>CAPITAL OUTLAY</u>									
5501	Motor Vehicles	39,908				47,000			
5502	Fire Equipment	185,258	124,867	91,000	110,623	80,000	80,000	80,000	
5506	Court Restitution	(215)	(1,465)		(2)				
5515	Buildings & Fixed Equipment								
5516	Electronic Equipment	6,159	289	31,732	25,159				
5520	Other Equipment								
	Total Capital Outlay	231,109	123,691	122,732	135,780	127,000	80,000	80,000	-37.0%
	TOTAL	\$3,593,709	\$4,465,526	\$4,562,067	\$4,627,204	\$4,919,505	\$5,030,163	\$5,030,163	2.2%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2021-22

<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	25,000	\$	25,000
<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> Upgrade of extrication tool (Jaws of life) with newer, self-contained battery powered unit in lieu of gas powered engine tethered by hydraulic hoses, battery unit can be deployed quicker and at unlimited distance from a hydraulic power source. Will negatively impact firefighter safety without replacement.#			
Firefighting Nozz. & Appl.	25,000	1,500	\$ 25,000
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*			
Total Capital Outlay - FY2021-22			\$ 80,000
Annual Maintenance & Operations Cost			\$ 2,000

* Grant Funded # Partially grant funded

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2022-23

<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 firefighter safety without regular replacement.*			
Firefighting Nozz. & Appl.	25,000	1,500	\$ 25,000
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*			
Workout Equipment	25,000	1,500	\$ 25,000
<i>Replacement;</i> Upgrade and replacement of treadmills, elliptical, and other worn physical fitness equipment at the public safety building and Fire Station #2. CHFD policy requires physical training for a minimum of 30 minutes per day to keep firefighters physically fit and able to perform strenuous duties associated with the job; will negatively impact firefighter safety without regular replacement.			
Turnout Gear	25,000	\$	25,000
<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 Staff Vehicle	49,000	100	\$ 49,000
<i>Replacement;</i> Upgrade of a front line staff vehicle utilized for emergency response and general performance of duties. This vehicle is 18+ years old and will negatively impact services and increase maintenance costs without replacement.			
Primary Tow Vehicle	50,000	500	\$ 50,000
<i>Replacement;</i> Upgrade to Utility-1 vehicle utilized as the department's 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 - FY2022-23		\$ 179,000	
Annual Maintenance & Operations Cost		\$ 3,600	

* Grant Funded # Partially grant funded

City of Colonial Heights

FY22-FY26 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>
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.*			
Firefighting Nozz. & Appl.	25,000	1,500	\$ 25,000
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement.*			
Records Management Server	12,000	500	\$ 12,000
<i>Replacement;</i> 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.			
Turnout Gear	35,000		\$ 35,000
<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.*			
Primary Staff Vehicle	50,000	500	\$ 50,000
<i>Replacement;</i> 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.			
Total Capital Outlay - FY2023-24			\$ 127,000
Annual Maintenance & Operations Cost			\$ 2,500

* Grant Funded # Partially grant funded

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2024-25

<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;</i> 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.*			
Fire Hose	5,000	\$	5,000
<i>Replacement;</i> 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.*			
Turnout Gear	50,000	\$	50,000
<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; 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.*			
Firefighting Nozz. & Appl.	25,000	1,500	\$ 25,000
<i>Replacement;</i> Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *			
Total Capital Outlay - FY2024-25			\$ 117,000
Annual Maintenance & Operations Cost			\$ 2,750

* Grant Funded # Partially grant funded

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FIRE/EMS

Fiscal Year:

FY2025-26

<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 firefighter 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>			
Extrication Equipment	25,000	500	\$ 25,000
<i>Replacement; Routine upgrade of extrication tool (Jaws of life) on Quint 942 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.*</i>			
Firefighting Nozz. & Appl.	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>			
Primary Staff Vehicle	49,000	100	\$ 49,000
<i>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.</i>			
Total Capital Outlay - FY2025-26			\$ 129,000
Annual Maintenance & Operations Cost			\$ 2,100

* Grant Funded # Partially grant funded

Emergency Management

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

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

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

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Citizens trained in CERT	15	0	0*	15
Total Snow (Richmond official)	10	1.6	2.5	10
Monitored Atlantic tropical events	21	18	21	20
Severe thunderstorm warnings	5	5	6	6
Tornado warnings	1	0	0	1

*Covid caused cancellation of classes

Personnel Resources

Emergency Management		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Emergency Manager	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		1.00	1.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$15,312	\$22,772	\$22,373	\$24,041	\$25,684	\$23,296	\$23,296	
5105	Overtime			1,781	106				
5125	FICA		33	1,712	1,865	1,965	1,782	1,782	
5170	Unemployment Insurance			20	20		20	20	
	Total Personal Services	15,312	24,586	24,085	26,033	27,649	25,098	25,098	-9.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	11,787	12,154	12,000	4,572	12,600	12,750	12,750	
5209	Maintenance - Electronics						1,980	1,980	
5216	Maintenance - Equipment	1,159	1,916	2,000	744	2,000	2,000	2,000	
5242	Printing, Supplies & Materials	2,391	1,898	2,750	671	2,750	2,750	2,750	
5247	Motor Fuels & Lubricant	220	1,034	1,000		1,000	1,000	1,000	
5263	Grant Funds	7,362							
	Total Operating Services	22,919	17,002	17,750	5,987	18,350	20,480	20,480	11.6%
	TOTAL	\$38,232	\$41,588	\$41,835	\$32,020	\$45,999	\$45,578	\$45,578	-0.9%

Communications

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

The Emergency Communications Center is the hub of 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-related contingency.

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Number of Calls	76,178	72,784	79,923	75,000
Wireline 911 Calls	4,715	4,023	5,883	4,800
Wireless 911 Calls	10,997	10,640	11,200	10,500
Warrants Entered	3,468	3,322	2,723	3,500
Lobby Calls Handled	4,860	4,630	4,450	4,500

Personnel Resources:

Classification Title	Status	Authorized Positions		
		FY 20-21	FY 21-22	Diff.
ECC Manager	FT	1.00	1.00	0.00
Communications Supervisor	FT	4.00	4.00	0.00
Communications Officer	FT	12.00	12.00	0.00
Communications Officer	PT	4.00	4.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		22.00	22.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$621,464	\$645,017	\$673,648	\$678,718	\$731,813	\$752,998	\$752,998	
5103	Temporary & Seasonal Help	16,007	13,937	20,000	11,710	24,200	28,100	28,100	
5105	Overtime	101,573	104,004	103,000	121,733	108,100	115,100	115,100	
5601	Accumulated Leave Pay	2,469	1624						
5125	FICA		55,246	60,334	59,669	66,105	68,559	68,559	
5130	VRS		42,908	90,808	43,875	45,189			
5135	VRS- Hybrid		39,519		4,844				
5140	ICMA- Defined Contribution		3,399						
5145	Group Life Insurance		9,567	8,825	10,560	9,806	10,088	10,088	
5150	Health Insurance		127,171	151,221	127,970	143,454	138,633	138,633	
5160	Disability Insurance		2,104	1,842	2,437	2,146	2,297	2,297	
5170	Unemployment Insurance		421	320	416	340	340	340	
	Total Personal Services	741,514	1,044,918	1,109,998	1,107,121	1,191,270	1,224,472	1,224,472	2.8%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,962	10,181	13,462	11,510	14,387	97,559	97,559	
5206	Dues & Subscriptions	92	368	276	94	7,228	480	480	
5209	Maintenance - Electronics	1,440	1,440	1,440	1,440	1,440	5,280	5,280	
5212	Rent of Equipment	3,002	2,968			2,050	700	700	
5214	Maintenance - Motor Vehicles	2	1,424	1,000		1,000	1,000	1,000	
5216	Maintenance - Equipment	248,913	234,715	265,000	248,552	271,050	276,000	276,000	
5221	Postage	142	159	250	76	250	250	250	
5222	E 9-1-1 and CAD System	12,214	12,330	15,000	6,898	18,303	18,303	18,303	
5223	Telephone	17,244	23,002	25,310	29,194	25,310	25,310	25,310	
5225	Travel & Vocational Training	2,804	8,087	11,000	7,326	16,000	16,000	16,000	
5242	Printing, Supplies, & Materials	6,629	6,241	7,500	7,920	9,200	9,700	9,700	
5247	Motor Fuels & Lubricants	751	500	1,640	502	1,640	1,640	1,640	
5248	Books & Publications		200	200		200	200	200	
5250	Small Tools & Equipment			50		200	200	200	
5263	Grant Funds	2,133							
5281	Heat, Light and Power	8,553	9,572	10,500	9,355	10,500	10,500	10,500	
	Total Operating Services	316,881	311,187	352,628	322,866	378,758	463,122	463,122	22.3%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	7,766							
5516	Electronic Equipment	28,523	37,838	25,000	1,500	18,400	4,000	4,000	
	Total Capital Outlay	36,289	37,838	25,000	1,500	18,400	4,000	4,000	-78.3%
	TOTAL	\$1,094,684	\$1,393,943	\$1,487,626	\$1,431,487	\$1,588,428	\$1,691,594	\$1,691,594	6.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>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>			
Total Capital Outlay - FY2021-22 \$ 4,000			
Annual Maintenance & Operations Cost \$ -			

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dispatch Computers (3)	2,200	900	\$ 6,600
<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. These items will not be in Information Technology replacement fund as they are specialized for dispatch operations.</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**FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****COMMUNICATIONS**

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Primary Staff Vehicle	40,000	1,000	\$ 40,000

Replacement: Upgrade the Emergency Communications vehicle utilized for disaster response and general performance of duties as Emergency Communications Center Manager. Current vehicle (Approximately 20 years old) will be retired after the purchase of this new vehicle; will negatively impact services and increase maintenance cost without replacement.

Voice Recorder Server	30,000	-	\$ 30,000
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Replacement: 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
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Replacement: 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

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
9-1-1 Phone System Refresh	200,000	-	\$ 200,000

Replacement: Upgrade four (4) servers and six (6) computer workstations along with additional routers for 911 phone switch; all equipment and supporting hardware runs 24-hours per day and serves as critical operation infrastructure; phone switch allows for processing of all 911 calls along with administrative phone lines; replacement schedule at recommended lifecycle (5 years); total cost includes labor for installations and network configuration; essential for maintaining existing service levels.

Total Capital Outlay - FY2024-25..... \$ 200,000

Annual Maintenance & Operations Cost \$ -

City of Colonial Heights**FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****COMMUNICATIONS**

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</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. These items will not be in Information Technology replacement fund as they are specialized for dispatch operations.</i>			
Computer Monitors (24)	400	-	\$ 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 - FY2025-26.....			\$ 18,400
Annual Maintenance & Operations Cost			\$ 1,200

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - ANIMAL CONTROL

DEPARTMENT NUMBER 1405

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages						\$120,130	\$120,130	
5103	Temporary & Seasonal Help						27,846	27,846	
5105	Overtime						1,000	1,000	
5125	FICA						11,397	11,397	
5130	VRS						17,286	17,286	
5145	Group Life Insurance						1,609	1,609	
5150	Health Insurance						21,966	21,966	
5160	Disability Insurance						447	447	
5170	Unemployment Insurance						60	60	
	Total Personal Services						201,741	201,741	N/A
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services						2,500	2,500	
5209	Maintenance - Electronics						1,320	1,320	
5214	Maintenance - Motor Vehicles						1,000	1,000	
5223	Telephone						1,000	1,000	
5242	Printing, Supplies, & Materials						24,000	24,000	
5248	Books & Publications						4,500	4,500	
	Total Operating Services						34,320	34,320	N/A
	TOTAL						\$236,061	\$236,061	N/A

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

PUBLIC WORKS

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Public Works

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

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

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

Facility and infrastructure assets within the department's responsibility center include approximately 89 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals, 3,000 traffic signs and maintenance of 265 City-owned vehicles.

Performance Indicators	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Private development submittals reviewed	42	30	35	35
Street miles resurfaced	3.18	4.10	4.25	5.10
Street miles swept	80.5	100.2	200	150
Streets/Utilities Maintenance work orders completed (in GovQA)	3,581	3,042	3,000	3,000
Construction projects completed	5	5	7	6
Fleet - Total Vehicles Maintained	250	245	265	265
Fleet - Pieces of Equipment Maintained	39	74	45	75
Fleet - Work Orders Completed	901	849	925	900
Fleet - Total Repair Costs	\$333,049	\$320,251	\$300,000	\$310,000
Fleet - Total Subcontracted Repairs	\$85,308	\$74,872	<\$40,000	<\$50,000

Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Director of Public Works	FT	1.00	1.00	0.00
Asst. Director of Public Works	FT	1.00	1.00	0.00
Construction Inspector	FT	1.00	1.00	0.00
Administrative Assistant	FT	2.00	2.00	0.00
Engineering/Traffic Technician	FT	5.00	5.00	0.00
Project Coordinator	FT	1.00	1.00	0.00
Public Works Superintendent	FT	1.00	1.00	0.00
Public Works Foreman	FT	6.00	6.00	0.00
Heavy Equipment Operator	FT	7.00	7.00	0.00
Utility Maintenance Specialist	FT	2.00	2.00	0.00
Public Works Technician	FT	14.00	14.00	0.00
Automotive Maint. Super.	FT	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	1.00	1.00	0.00
Emergency Equip. Tech.	FT	1.00	1.00	0.00
Heavy Truck / Bus Tech.	FT	1.00	1.00	0.00
		45.00	45.00	0.00

Sr. Automotive Mechanic	PT	0.50	0.50	0.00
Recycling Center Technician	PT	0.40	0.40	0.00
FT = Full Time PT = Part Time		0.90	0.90	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$186,923	\$235,145	\$240,217	\$246,277	\$223,205	\$220,959	\$220,959	
5105	Overtime		17,146	18,377	17,819	17,075	16,903	16,903	
5125	FICA		31,591	32,381		32,119	31,796	31,796	
5130	VRS				\$146				
5135	VRS- Hybrid				12				
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		3,070	3,147	2,870	2,991	2,961	2,961	
5150	Health Insurance		19,080	19,905	20,683	20,319	26,472	26,472	
5160	Disability Insurance				6		613	613	
5170	Unemployment Insurance		45	45	48	45	45	45	
	Total Personal Services	186,923	306,077	314,072	316,992	295,754	299,749	299,749	1.4%
	<u>OPERATING EXPENSES</u>								
5206	Dues & Subscriptions	780	619	800	535	800	1,000	1,000	
5209	Maintenance - Electronics	1,080	1,080	1,000	1,080	1,000	2,640	2,640	
5221	Postage	1	38	100	99	100	100	100	
5223	Telephone	5,455	5,541	5,250	5,615	5,250	5,250	5,250	
5225	Travel & Vocational Training	3,229	656	3,250	1,169	3,250	4,500	4,500	
5226	Automobile Allowance	4,800	4,814	4,800	3,626	4,800			
5242	Printing, Supplies, & Materials	222	304	100		100	500	500	
5248	Books & Publications	250		300		300	500	500	
	Total Operating Services	15,817	13,053	15,600	12,125	15,600	14,490	14,490	-7.1%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment			1,244	1,244				
	Total Capital Outlay			1,244	1,244				
	TOTAL	\$202,740	\$319,130	\$330,916	\$330,361	\$311,354	\$314,239	\$314,239	0.9%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ADMINISTRATION

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$528,223	\$503,811	\$530,511	\$538,366	\$533,836	\$552,382	\$552,382	
5103	Temporary & Seasonal Help	320		2,000	1,560	2,000	2,000	2,000	
5105	Overtime	12,042	11,296	15,000	7,439	15,000	15,000	15,000	
5106	Overtime - Snow	8,243	10,002	10,335	650	10,335	10,335	10,335	
5110	Sick Bank								
5112	Clothing Allowance	2,800	2,800	2,800	2,800	2,800	2,800	2,800	
5601	Accumulated Leave	89							
5125	FICA	39,407	42,889	38,770	43,144	44,563	44,563	44,563	
5130	VRS	62,508	71,513	63,092	76,819	79,490	79,490	79,490	
5135	VRS- Hybrid	7,139		10,604					
5140	ICMA- Defined Contribution	773		1,255					
5145	Group Life Insurance	6,975	6,950	6,955	7,153	7,400	7,400	7,400	
5150	Health Insurance	159,259	152,391	147,010	136,828	119,094	119,094	119,094	
5160	Disability Insurance	367	330	476	499	468	468	468	
5170	Unemployment Insurance	372	300	303	300	300	300	300	
	Total Personal Services	548,827	804,796	835,019	819,281	828,714	833,832	833,832	0.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	185	190	700	195	500	500	500	
5203	Professional & Special Services	669,581	32,180	850,000	452,624	850,000	850,000	850,000	
5209	Maintenance - Electronics	1,440	1,440	1,272	1,440	1,440	3,300	3,300	
5212	Rent of Equipment			1,500		1,500	1,000	1,000	
5214	Maintenance - Motor Vehicles	18,484	34,875	26,000	39,984	30,000	30,000	30,000	
5216	Maintenance - Equipment	37,148	21,710	30,000	16,356	30,000	30,000	30,000	
5217	Maintenance - Buildings & Grounds			1,500		1,500			
5219	Maintenance - Bridges			10,000		10,000	10,000	10,000	
5221	Postage	40	38	100		100	100	100	
5223	Telephone	1,720	2,524	2,928	2,854	3,540	3,000	3,000	
5225	Travel & Vocational Training	3,048	2,801	3,000	769	3,000	3,500	3,500	
5242	Printing, Supplies, & Materials	14,548	13,559	21,186	13,192	21,186	21,000	21,000	
5247	Motor Fuels & Lubricants	21,969	21,451	25,000	17,545	25,000	25,000	25,000	
5249	Road Materials & Equipment	38,304	3,084	60,000	21,831	60,000	48,000	48,000	
5250	Small Tools & Equipment	1,318	1,433	2,000	2,806	2,000	2,000	2,000	
5252	Snow Removal - Supplies & Materials	45,642	778	20,000	13,222	20,000	20,000	20,000	
	Total Operating Services	853,427	136,065	1,055,186	582,818	1,059,766	1,047,400	1,047,400	-1.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	94,530		90,000	102,364		48,000	48,000	
5503	Machinery & Tools	6,905	47,900	45,000		130,000	40,000	40,000	
5516	Electronic Equipment								
	Total Capital Outlay	101,436	47,900	135,000	102,364	130,000	88,000	88,000	-32.3%
	TOTAL	\$1,503,691	\$988,761	\$2,025,205	\$1,504,463	\$2,018,480	\$1,969,232	\$1,969,232	-2.4%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Asphalt Hot Box	40,000	250	\$ 40,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace asphalt hot-box that is 20+ years old 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	32,000	500	\$ 32,000
<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>			
Dump Truck Bed	16,000	250	\$ 16,000
<i>Replacement; Remove and replace rusted out dump truck bed on 2008 International Dump truck (244) utilized in general performance of departmental duties; will negatively impact service and truck will not be useable.</i>			
Total Capital Outlay - FY2021-22			\$ 88,000
Annual Maintenance & Operations Cost.....			\$ 1,000

Fiscal Year:

FY2022-23

<u>Item</u>	<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>			
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
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year: **Dump Truck (Flatbed)** **90,000** **750** **\$ 90,000**

FY2022-23 *Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 1998 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.*

Total Capital Outlay - FY2022-23 **\$ 210,000**

Annual Maintenance & Operations Cost..... \$ 1,750

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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Street Sweeper **165,000** **750** **\$ 165,000**

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.

Leaf Loader **35,000** **2,000** **\$ 35,000**

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.

Total Capital Outlay - FY2023-24 **\$ 200,000**

Annual Maintenance & Operations Cost..... \$ 2,750

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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Pickup (4X4 Crew 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 truck that is 18 years old (#219); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

FY2024-25

(cont.)

Item

Unit Cost

M&O Cost

Total Cost

Leaf Loader **35,000** **2,000** **\$ 35,000**

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.

Dump Truck (Flatbed) **90,000** **750** **\$ 90,000**

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.

Total Capital Outlay - FY2024-25 **\$ 157,000**

Annual Maintenance & Operations Cost..... **\$ 3,250**

Fiscal Year:

FY2025-26

Item

Unit Cost

M&O Cost

Total Cost

Leaf Loader **35,000** **2,000** **\$ 35,000**

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.

Pickup (4X4 Crew 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 truck that is 19 years old (#206); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Roller, Vibratory **20,000** **500** **\$ 20,000**

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.

Total Capital Outlay - FY2025-26 **\$ 87,000**

Annual Maintenance & Operations Cost..... **\$ 3,000**

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$342,917	\$300,620	\$326,918	\$304,317	\$335,923	\$335,779	\$335,779	
5103	Temporary & Seasonal Help			5,184		5,184			
5105	Overtime	15,538	16,473	15,000	19,073	20,000	22,000	22,000	
5106	Overtime - Snow	810	1,455	1,000		1,500	1,500	1,500	
5112	Clothing Allowance		780	838	780	900	1,000	1,000	
5601	Accumulated Leave Pay	223	1,823						
5125	FICA		24,550	26,694	24,855	27,808	27,561	27,561	
5130	VRS		15,225	43,514	21,250	47,372	47,353	47,353	
5135	VRS- Hybrid		23,024		18,413				
5140	ICMA- Defined Contribution		2,478		2,291				
5145	Group Life Insurance		4,126	4,229	3,840	4,411	4,408	4,408	
5150	Health Insurance		50,490	56,877	42,276	52,946	47,699	47,699	
5160	Disability Insurance		1,122	1,222	851	1,039	623	623	
5170	Unemployment Insurance		130	130	148	130	130	130	
	Total Personal Services	359,487	442,295	481,606	438,092	497,213	488,053	488,053	-1.8%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	5,741	83,678	35,000	25,521	30,000	40,000	40,000	
5206	Dues & Subscriptions	2,244	2,370	2,500	825	2,500	2,800	2,800	
5209	Maintenance - Electronics	(100,000)	2,880	16,500	15,526	18,000	23,200	23,200	
5214	Maintenance - Motor Vehicles	2,887	15,506	4,500	1,936	4,500	4,500	4,500	
5216	Maintenance - Equipment	1,179	346	700	531	700	700	700	
5221	Postage	118	125	175	76	175	175	175	
5223	Telephone	14,585	14,940	14,015	14,898	14,500	14,500	14,500	
5225	Travel & Vocational Training	4,761	6,144	7,000	3,900	7,500	8,500	8,500	
5242	Printing, Supplies, & Materials	24,628	20,463	29,100	17,227	29,100	32,000	32,000	
5247	Motor Fuels & Lubricants	7,749	7,484	9,000	5,679	9,000	9,000	9,000	
5248	Books & Publications	168	668	800		800	800	800	
5250	Small Tools & Equipment		0	700		700	700	700	
5281	Heat, Lights & Power	215,260	242,611	215,000	217,402	245,000	245,000	245,000	
	Total Operating Services	179,319	397,215	334,990	303,519	362,475	381,875	381,875	5.4%
<u>CAPITAL OUTLAY</u>									
5501	Motor Vehicles	25,221		25,000	24,074				
5515	Building & Fixed Equipment	6,899				80,000			
5516	Electronic Equipment	1,999	4,840	3,732	3,732	21,000			
	Total Capital Outlay	34,119	4,840	28,732	27,806	101,000			-100.0%
	TOTAL	\$572,926	\$844,350	\$845,328	\$769,417	\$960,688	\$869,928	\$869,928	-9.4%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ENGINEERING/ TRAFFIC

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22

\$

6

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>	<u>Annual</u>
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City Bridge Inspections

40,000

Annual

Total Cost

40,000

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.

Laser Printers (2)

400

100

4

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

\$

40,800

Annual Maintenance & Operations Cost..... \$ 100

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ENGINEERING/ TRAFFIC

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		
		<u>M&O Cost</u>	<u>Total Cost</u>	

Pavement Inventory 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. Inventory is required by VDOT in order to maintain State maintenance funding.				

Total Capital Outlay - FY2023-24 \$ 40,000

Annual Maintenance & Operations Cost	\$	100
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Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		
		<u>M&O Cost</u>	<u>Total Cost</u>	

City Bridge Inspections

City Bridge Inspections	60,000	-	\$	60,000
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. Additionally, every five years, all underwater structures require inspection. 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.				

Total Capital Outlay - FY2024-25 \$ 60,000

Annual Maintenance & Operations Cost	\$	-
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City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ENGINEERING/ TRAFFIC

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Pavement Inventory 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.				
Total Capital Outlay - FY2025-26			\$	40,000
Annual Maintenance & Operations Cost....			\$	100

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$50,503	\$51,177	\$52,278	\$52,817	\$52,528	\$54,919	\$54,919	
5105	Overtime			500	502	500	500	500	
5112	Clothing Allowance				200				
5125	FICA	18	3,885	4,038	4,057	4,057	4,240	4,240	
5130	VRS		6,875	7,047	7,367	7,559	7,903	7,903	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		668	685	724	704	736	736	
5150	Health Insurance		8,400	8,400	8,758	8,580	8,280	8,280	
5160	Disability Insurance								
5170	Unemployment Insurance		20	20	20	20	20	20	
	Total Personal Services	50,521	71,025	72,968	74,445	73,948	76,598	76,598	3.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	178,295	178,628	180,000	179,340	210,000	195,000	195,000	
5209	Maintenance - Electronics	360	360	360	360	360	660	660	
5213	Maintenance - Court Fees	24,521	31,971	25,000	22,441	25,000	25,000	25,000	
5214	Maintenance - Motor Vehicles	176	141	500	317	500	500	500	
5216	Maintenance - Equipment	37,270	24,460	32,000	10,184				
5217	Maintenance - Building & Grounds	48,425	55,842	76,500	99,610	108,500	108,500	108,500	
5223	Telephone	1,539	1,545	2,664	1,544	2,664	2,664	2,664	
5242	Printing, Supplies, & Materials	6,221	4,658	4,000	2,185	4,000	4,000	4,000	
5243	Construction Materials								
5247	Motor Fuels & Lubricants	929	1,056	1,000	776	1,000	1,000	1,000	
5250	Small Tools & Equipment	500		500	295	500	500	500	
5281	Heat, Lights & Power	213,998	194,113	210,000	194,785	210,000	210,000	210,000	
	Total Operating Services	512,232	492,773	532,524	511,837	562,524	547,824	547,824	-2.6%
	<u>CAPITAL OUTLAY</u>								
5515	Building & Fixed Equipment	46,872	4,661	27,700	13,542	43,700	92,600	92,600	
	Total Capital Outlay	46,872	4,661	27,700	13,542	43,700	92,600	92,600	111.9%
	TOTAL	\$609,626	\$568,459	\$633,192	\$599,823	\$680,172	\$717,022	\$717,022	5.4%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fire Station #2 Bay Lights Replacement	11,500	300	\$ 11,500

Replacement; Replace the current fluorescent light fixtures with LED light fixtures. This will allow for better lighting in the facility as well as improved efficiency and maintenance costs due to the longer lifespan of the LED lights; it typically takes staff 1-1.5 days to replace current lights.

Public Safety Building HVAC Replacement (Phase 1)	16,000	300	\$ 48,000
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Replacement; Replace 3 of the 6 rooftop HVAC units at PSB. Units are 20+ years-old and we continue to incur expensive repairs; compressors, burner tubes, etc.

Courthouse Carpet Replacement	10,600	100	\$ 10,600
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Replacement; Replace current carpet with 20MIL vinyl flooring in Sheriff Department's breakroom, Probation lobby and Juvenile Probation lobby. Current carpeted areas have been damaged by spills and public accidents. New vinyl flooring will alleviate sanitary concerns, is easier maintained, and is warrantied for 20 years. (Deferred from FY21)

Community Center HVAC Replacement	16,000	300	\$ 16,000
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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. (Deferred from FY21)

Multi Purpose Room Dehumidifier	6,500	100	\$ 6,500
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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, fitness room and common areas. (Deferred from FY21)

Total Capital Outlay - FY2021-22 \$ 92,600

Annual Maintenance & Operations Cost \$ 1,100

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BUILDING MAINTENANCE

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
HVAC Replacement	18,000	300	\$ 18,000

Replacement; Replace existing unit at the Senior Citizens Center. New units are more efficient and reduces maintenance costs.

Public Safety Building HVAC Replacement (Phase 2)	18,000	300	\$ 54,000
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Replacement; Replace 3 of the 6 rooftop HVAC units at PSB. Units are 20+ years-old and we continue to incur expensive repairs; compressors, burner tubes, etc.

HVAC Replacement	18,000	300	\$ 18,000
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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.

Total Capital Outlay - FY2022-23	\$ 90,000
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Annual Maintenance & Operations Cost	\$ 900
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Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24	\$ -
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Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$ -
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Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26	\$ -
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CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$249,341	\$252,648	\$258,105	\$259,523	\$258,105	\$269,852	\$269,852	
5103	Temporary & Seasonal Help		17,505	32,400	22,764	32,400	30,000	30,000	
5105	Overtime	1,676	1,045	3,000	314	3,200	3,200	3,200	
5106	Overtime - Snow	240	368	3,000		3,200	3,200	3,200	
5125	FICA		20,372	22,683	21,276	22,713	23,428	23,428	
5130	VRS		27,481	34,793	29,314	37,141	38,832	38,832	
5135	VRS- Hybrid		5,743		\$6,012				
5140	ICMA- Defined Contribution		719		900				
5145	Group Life Insurance		3,321	3,381	3,522	3,459	3,615	3,615	
5150	Health Insurance		37,140	37,140	38,721	37,944	36,576	36,576	
5160	Disability Insurance		283	290	276	290	271	271	
5170	Unemployment Insurance		100	100	99	80	80	80	
	Total Personal Services	251,257	366,724	394,892	382,720	398,532	409,054	409,054	2.6%
OPERATING EXPENSES									
5203	Professional & Special Services	12,818	(4,393)		(221)				
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,600	3,300	3,300	
5214	Maintenance - Motor Vehicles	2,328	2,296	2,500	2,491	3,000	3,000	3,000	
5216	Maintenance - Equipment	460	1,891	3,000	2,691	3,300	3,300	3,300	
5221	Postage		155	5	13	5	5	5	
5223	Telephone	2,544	2,544	2,600	2,544	2,700	2,700	2,700	
5225	Travel & Vocational Training		0	750	300	900	900	900	
5242	Printing, Supplies, & Materials	5,338	5,921	11,000	21,290	12,000	12,000	12,000	
5247	Motor Fuels & Lubricants	(82)	(6,073)	2,000	(2,230)	2,200	2,200	2,200	
5248	Books & Publications	40	267	400		400	400	400	
5250	Small Tools & Equipment	2,136	1,789	2,600	546	2,700	2,700	2,700	
	Total Operating Services	27,022	5,837	26,355	28,866	28,805	30,505	30,505	5.9%
CAPITAL OUTLAY									
5503	Machinery & Tools	8,500	5,635	8,000	7,390	6,800	10,000	10,000	
	Total Capital Outlay	8,500	5,635	8,000	7,390	6,800	10,000	10,000	47.1%
	TOTAL	\$286,779	\$378,196	\$429,247	\$418,976	\$434,137	\$449,559	\$449,559	3.6%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2021-22

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Storage Building	10,000	-	\$ 10,000
<i>New; Fleet Maintenance is in desperate need of more storage space for equipment, oil drums, seats from the new police vehicles, extra inventory for buses and parts for leaf collectors.</i>			
Total Capital Outlay - FY2021-22 ...			\$ 10,000
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>
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 - FY2022-23 ...			\$ 5,000
Annual Maintenance & Operations Cost			\$ 100

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Tall Jack Stands	7,000	-	\$ 7,000
<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 - FY2023-24 ...			\$ 7,000

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Mobile Lifts - (2)	12,000	100	\$ 24,000

New; to be used with existing 4 lifts to service various fire apparatus.

Total Capital Outlay - FY2024-25 \$ 24,000

Annual Maintenance & Operations Cost \$ 100

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26

\$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5230	Solid Waste Collection	\$603,933	\$618,895	\$665,181	\$578,757	\$640,792	\$653,594	\$653,594	
5235	Landfill Monitoring	7,233	3,544	15,000	3,049	15,000	15,000	15,000	
5236	Commercial Container Service	31,421	30,628	35,616	25,281	29,677	35,955	35,955	
	Total Operating Services	642,587	653,067	715,797	607,087	685,469	704,549	704,549	2.8%
	TOTAL	\$642,587	\$653,067	\$715,797	\$607,087	\$685,469	\$704,549	\$704,549	2.8%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$7,961	\$8,053	\$8,320	\$7,449	\$8,528	\$9,152	\$9,152	
5125	FICA		612	636	570	652	700	700	
5170	Unemployment Insurance		25		18				
	Total Personal Services	7,961	8,690	8,956	8,037	9,180	9,852	9,852	7.3%
	<u>OPERATING EXPENSES</u>								
5217	Maintenance - Buildings & Grounds		0	200		200	200	200	
5223	Telephone	225	230	240	227	240	240	240	
5231	Curbside Recycling	193,066	246,686	252,041	226,448	254,516	259,020	259,020	
5233	Container Rent & Transportation	1,621	737	4,222	642	4,384	4,379	4,379	
5238	CFC Removal	791	457	1,000	(30)	1,000	750	750	
5240	Equipment Rental - Transfer Station	31,300	10,295	31,000	9,725	21,000	20,000	20,000	
5242	Printing, Supplies, & Materials		460	500		500	300	300	
5244	Central Virginia Waste Management Authority	8,357	8,310	9,314	8,314	8,430	8,253	8,253	
	Total Operating Services	235,360	267,175	298,517	245,326	290,270	293,142	293,142	1.0%
	TOTAL	\$243,321	\$275,864	\$307,473	\$253,362	\$299,450	\$302,994	\$302,994	1.2%

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
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 18-19 Actual	FY 19-20 Actual	FY 20-21 Estimated	FY 21-22 Estimated
# Served by Comprehensive Services Act	19	24	30	22

Personnel Resources

Health and Social Services		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
State, County, & CSB Employees	N/A	N/A	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
2021-22 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
5268	<u>OPERATING EXPENSES</u> Health Department Services Total Operating Services	\$238,718	\$257,831	\$260,000	\$218,376	\$276,408	\$276,408	\$276,408	
		238,718	257,831	260,000	218,376	276,408	276,408	276,408	0.0%
	TOTAL	\$238,718	\$257,831	\$260,000	\$218,376	\$276,408	\$276,408	\$276,408	0.0%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$347,084	\$260,397	\$387,849	\$282,886	\$400,000	\$400,000	\$400,000	
	Total Operating Services	347,084	260,397	387,849	282,886	400,000	400,000	400,000	0.0%
	TOTAL	\$347,084	\$260,397	\$387,849	\$282,886	\$400,000	\$400,000	\$400,000	0.0%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Administrative Services	\$516,777	\$442,608	\$450,000	548,521	\$60,000	\$53,800	\$53,800	
5203	Professional & Special Services					515,000	525,000	525,000	
	Total Operating Services	516,777	442,608	450,000	548,521	575,000	578,800	578,800	0.7%
	TOTAL	\$516,777	\$442,608	\$450,000	\$548,521	\$575,000	\$578,800	\$578,800	0.7%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

CULTURE &
RECREATION

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Recreation and Parks

The City of Colonial Heights 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 seven operational divisions: Buildings & Grounds, Community Center, Horticulture, Office on Youth & Human Services, Parks, Recreation, and Violet Bank Museum. 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 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Athletic Program Participants	2,830	2,209	600	2,000
Non-Athletic Program Participants	5,578	2,623	1,000	3,500
Senior Center Citizens Participants	33,627	24,019	17,000	25,000
Facility Rentals (Parks/Community Center/Fields)	1,004	521	600	1,000
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	102,423	54,024	75,000	105,000

Personnel Resources

Recreation & Parks		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Director	FT	1.00	1.00	0.00
Recreation Staff	FT	4.00	4.00	0.00
Parks/B&G/Horticulture	FT	10.00	10.00	0.00
Community Center Staff	FT	5.00	5.00	0.00
Museum Curator	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		21.00	21.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$271,147	\$282,113	\$283,899	\$292,906	\$290,534	\$303,756	\$303,756	
5103	Temporary & Seasonal Help	57,782	61,236	64,285	43,709	87,985	98,588	98,588	
5105	Overtime			(21)	250	1,302	250	250	
5112	Clothing Allowance				75				
5125	FICA		26,598	26,655	24,830	28,976	30,798	30,798	
5130	VRS		22,274	38,270	18,964	40,972	42,837	42,837	
5135	VRS- Hybrid		18,222		16,336				
5140	ICMA- Defined Contribution		1,558		2,352				
5145	Group Life Insurance		3,903	3,719	2,996	3,815	3,989	3,989	
5150	Health Insurance		74,440	62,040	52,120	49,363	47,481	47,481	
5160	Disability Insurance		783	676	499	667	409	409	
5170	Unemployment Insurance		397	100	282	100	100	100	
Total Personal Services		328,929	491,503	479,894	456,370	502,662	528,208	528,208	5.1%
<u>OPERATING EXPENSES</u>									
5201	Advertising	1,515	1,918	2,000	400	2,000	2,000	2,000	
5203	Professional & Special Services	27,267	23,196	29,000	14,620	29,000	29,000	29,000	
5206	Dues & Subscriptions	1,370	1,025	1,400	1,836	1,400	1,400	1,400	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	1,800	3,300	3,300	
5214	Maintenance - Motor Vehicles	4		750	5	750	750	750	
5216	Maintenance - Equipment			400		400	400	400	
5217	Maintenance - Building & Grounds	(995)	175	2,000		2,000	2,000	2,000	
5221	Postage	365	357	800	212	800	800	800	
5223	Telephone	7,885	7,984	8,916	7,969	8,916	8,916	8,916	
5224	Other Services & Charges	20,579	19,351	31,000	14,240	31,000	27,000	27,000	
5225	Travel & Vocational Training	2,881	3,309	4,000	2,917	4,000	4,000	4,000	
5226	Automobile Allowance	4,200	4,212	4,200	4,223	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	37,817	47,743	51,000	52,337	51,000	51,000	51,000	
5247	Motor Fuels & Lubricants	825	369	1,000	205	1,000	1,000	1,000	
5281	Heat, Lights & Power	19,719	16,614	22,000	24,815	22,000	22,000	22,000	
Total Operating Services		125,232	128,053	160,266	125,580	160,266	157,766	157,766	-1.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles								
5515	Building & Fixed Equipment								
5520	Other Equipment	120,000	1,200	3,732	3,732				
	Total Capital Outlay	120,000	1,200	3,732	3,732				N/A
	TOTAL	\$574,162	\$620,756	\$643,892	\$585,681	\$662,928	\$685,974	\$685,974	3.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$166,277	\$153,951	\$168,147	\$164,307	\$169,997	\$180,590	\$180,590	
5103	Temporary & Seasonal Help	4,214	17,723	23,000	13,461	26,000	28,600	28,600	
5105	Overtime		6,016						
5601	Accumulated Leave			12,811	14,623	13,308	14,994	16,003	16,003
5125	FICA		4,641	22,666	2,886	24,463	25,468	25,468	
5130	VRS		13,244		16,825				
5135	VRS- Hybrid			2,348	3,048				
5140	ICMA- Defined Contribution			1,696	2,203	2,066	2,278	2,372	2,372
5145	Group Life Insurance			36,690	38,790	37,921	39,414	30,964	30,964
5150	Health Insurance				762	793	1,003	634	634
5160	Disability Insurance				166	100	100	100	100
5170	Unemployment Insurance								
	Total Personal Services	170,491	249,951	270,291	254,715	278,249	284,731	284,731	2.3%
	<u>OPERATING EXPENSES</u>								
5201	Advertising				550				
5203	Professional & Special Services				9				
5206	Dues & Subscriptions	2,218	1,085	1,800	1,575	1,800	1,800	1,800	
5209	Maintenance - Electronics	3,600	3,600	3,600	3,600	3,600	6,600	6,600	
5214	Maintenance - Motor Vehicles	5		500		500	500	500	
5217	Maintenance - Buildings & Grounds	300	433	3,000	300	3,000	3,000	3,000	
5221	Postage	122	98	400	149	400	400	400	
5223	Telephone	5,493	5,656	5,292	4,888	5,292	5,292	5,292	
5224	Other Services & Charges	1,949	6,667	7,000	17,407	7,000	7,000	7,000	
5225	Travel & Vocational Training	2,054	1,140	2,000	1,245	2,000	2,000	2,000	
5241	Senior Citizens Activities	3,800	3,800	3,800	2,305	3,800	3,800	3,800	
5242	Printing, Supplies, & Materials	7,954	14,227	13,000	8,664	13,000	13,000	13,000	
5247	Motor Fuels & Lubricants				87				
	Total Operating Services	27,495	36,706	40,392	40,778	40,392	43,392	43,392	7.4%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles						40,000	40,000	
5516	Electronic Equipment								
	Total Capital Outlay						40,000	40,000	N/A
	TOTAL	\$197,986	\$286,657	\$310,683	\$295,494	\$318,641	\$368,123	\$368,123	15.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNITY CENTER

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Van	40,000	1,000	\$ 40,000

Replacement of Vehicles utilized at Community Center and Office on Youth & Human Services. Community Center Van; 1999 van with 82,300 miles, ongoing maintenance issues include a leaking roof and issues with engine and steering mechanism. Youth & Human Services Van; 2002 van with 42,000 miles, ongoing maintenance includes side door and seatbelt malfunctions. Staff will work together to coordinate use of one van, rather than requesting two vans. Routine upgrade of departmental all purpose transport vehicle used primarily for Community Center trips and programs, and Office on Youth VJCCCA (Virginia Community Crime Control Act, managed by the Department of Juvenile Justice) and other programming; replacing high-mileage vehicle that will be over 21 and 18 years old; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 \$ 40,000

Annual Maintenance & Operations Cost..... \$ 1,000

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 \$ -

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNITY CENTER

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$41,093	\$41,646	\$42,537	\$43,874	\$43,087	\$45,048	\$45,048	
5103	Temporary & Seasonal Help	24,385	29,858	30,500	33,112	35,000	38,000	38,000	
5105	Overtime	1,305	1,006	1,000	171	1,000	1,000	1,000	
5112	Clothing Allowance				350				
5125	FICA		5,500	5,664	5,874	6,050	6,430	6,430	
5130	VRS		5,594	5,734	6,041	6,200	6,482	6,482	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		559	557	590	577	604	604	
5150	Health Insurance		8,400	8,400	8,758	8,580	8,280	8,280	
5160	Disability Insurance					254			
5170	Unemployment Insurance		121	20	90	20	20	20	
	Total Personal Services	66,783	92,683	94,412	98,859	100,768	105,864	105,864	5.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services								
5206	Dues & Subscriptions		150	200	50	200	200	200	
5209	Maintenance - Electronics	720	720	720	720	720	1,320	1,320	
5214	Maintenance - Motor Vehicles	526	272	1,000	1,037	1,000	1,000	1,000	
5216	Maintenance - Equipment	125	287	500	188	500	500	500	
5217	Maintenance - Buildings & Grounds	9,017	7,789	13,000	7,406	13,000	13,000	13,000	
5223	Telephone	187	207	192	189	192	192	192	
5225	Travel & Vocational Training	18	13	400		400	400	400	
5242	Printing, Supplies, & Materials	727	1,570	1,700	473	1,700	1,700	1,700	
5247	Motor Fuels & Lubricants	2,228	2,085	2,400	2,086	2,400	2,400	2,400	
5250	Small Tools & Equipment	856	1,082	1,250	520	1,250	1,250	1,250	
	Total Operating Services	14,404	14,177	21,362	12,669	21,362	21,962	21,962	2.8%
	TOTAL	\$81,187	\$106,860	\$115,774	\$111,528	\$122,130	\$127,826	\$127,826	4.7%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$274,035	\$299,477	\$302,309	\$300,593	\$300,140	\$313,799	\$313,799	
5103	Temporary & Seasonal Help	20,285	25,117	33,000	33,056	33,000	33,426	33,426	
5105	Overtime	37,503	34,016	40,000	30,356	40,000	39,000	39,000	
5112	Clothing Allowance				1,400				
5601	Accumulated Leave Pay	501							
5125	FICA		22,113	28,711	26,228	28,545	29,546	29,546	
5130	VRS		29,282	40,751	30,658	42,326	44,253	44,253	
5135	VRS- Hybrid		3,384		9,792				
5140	ICMA- Defined Contribution		417		1,117				
5145	Group Life Insurance		3,662	3,960	4,446	3,941	4,121	4,121	
5150	Health Insurance		51,588	84,222	91,092	91,175	89,253	89,253	
5160	Disability Insurance		180	329	368	515	482	482	
5170	Unemployment Insurance		206	160	188	160	160	160	
	Total Personal Services	332,324	469,443	533,442	529,293	539,802	554,040	554,040	2.6%
OPERATING EXPENSES									
5203	Professional & Special Services	49,975			5		15,000	15,000	
5206	Dues & Subscriptions	365	344	300	279	300	300	300	
5209	Maintenance - Electronics	360	360	360	360	360	1,320	1,320	
5212	Rent of Equipment	227	379	500	334	500	500	500	
5214	Maintenance - Motor Vehicles	3,842	4,552	4,000	3,038	4,000	4,000	4,000	
5216	Maintenance - Equipment	5,754	11,497	17,000	4,428	17,000	17,000	17,000	
5217	Maintenance - Buildings & Grounds	62,684	58,417	67,500	83,517	67,500	67,500	67,500	
5223	Telephone	784	1,360	1,000	968	1,000	1,000	1,000	
5225	Travel & Vocational Training		1,390	400	0	400	400	400	
5242	Printing, Supplies, & Materials	9,783	10,880	9,000	8,557	9,000	9,000	9,000	
5247	Motor Fuels & Lubricants	10,045	11,074	12,000	7,620	12,000	12,000	12,000	
5250	Small Tools & Equipment	1,048	3,188	2,400	1,896	2,400	2,400	2,400	
5281	Heat, Lights & Power	11,314	9,870	12,000	11,442	12,000	12,000	12,000	
	Total Operating Services	156,180	113,311	126,460	122,442	126,460	142,420	142,420	12.6%
CAPITAL OUTLAY									
5501	Motor Vehicle			48,500	32,383				
5515	Building & Fixed Equipment					32,000	44,000	44,000	
5520	Other Equipment	36,900	18,652			30,000	24,000	24,000	
	Total Capital Outlay	36,900	18,652	48,500	32,383	62,000	68,000	68,000	9.7%
	TOTAL	\$525,404	\$601,406	\$708,402	\$684,118	\$728,262	\$764,460	\$764,460	5.0%

City of Colonial Heights

FY22-FY26 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 Total Cost</u>
Zero Turn Mowers (2)	12,000	100	\$ 24,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties. These mowers are utilized daily from March to November for grass cutting purposes at parks and facilities; will negatively impact service and increase maintenance without replacement.			
Shepherd Stadium Wall Replacement	35,000	100	\$ 35,000
<i>Replacement;</i> Remove and dispose of approximately 125ft of the failing left field wall. Install new footing with bump outs for columns. New footers to have continuous #5 rebar throughout with anchors turned up every 4ft. Each 4ft rebar upright to have added rebar to top of wall and be grouted solid. All column bump outs to have vertical rebar and also be grouted. Add solid 4" block cap to all new block installed on wall matching existing outfield wall.			
Chair Back Seats (40)	225	100	\$ 9,000
<i>New;</i> 40 chair back seats for new field level area at Shepherd Stadium.			
Total Capital Outlay - FY2021-22 ...			\$ 68,000
Annual Maintenance & Operations Cost ...			\$ 300

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Ford F150 Pick-up Truck	32,000	200	\$ 32,000
<i>Replacement;</i> 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.			
Total Capital Outlay - FY2022-23 ...			\$ 64,000
Annual Maintenance & Operations Cost ...			\$ 700

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Zero Turn Mower	12,000	100	\$ 12,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties. These mowers are utilized daily from March to November for grass cutting purposes at parks and facilities; will negatively impact service and increase maintenance without replacement.</i>			
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 - FY2023-24			\$ 44,000
Annual Maintenance & Operations Cost ...			\$ 300

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25	\$ -
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Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26	\$ -
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CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$56,914	\$44,341	\$38,936	\$39,151	\$38,936	\$40,709	\$40,709	
5103	Temporary & Seasonal Help	9,472	4,011	13,000	4,864	13,000	13,000	13,000	
5105	Overtime								
5601	Accumulated Leave		9,028						
5125	FICA		5,003	3,973	3,498	3,973	4,109	4,109	
5130	VRS		4,694	5,249	5,462	5,603	5,858	5,858	
5135	VRS- Hybrid		198						
5140	ICMA- Defined Contribution		16						
5145	Group Life Insurance		508	510	531	522	546	546	
5150	Health Insurance		825	1,650	1,650	1,650	1,650	1,650	
5160	Disability Insurance		9			230			
5170	Unemployment Insurance		51	20	32	20	20	20	
	Total Personal Services	66,385	68,684	63,338	55,188	63,934	65,892	65,892	3.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,775	1,125	2,500	55	2,500	2,500	2,500	
5203	Professional & Special Services	1,706	2,863	2,500	1,843	2,500	2,500	2,500	
5206	Dues & Subscriptions	470	545	450	82	450	450	450	
5209	Maintenance - Electronics	720	720	720	720	720	1,320	1,320	
5217	Maintenance - Buildings & Grounds	4,846	3,843	8,000	2,282	8,000	8,000	8,000	
5221	Postage			150	26	150	150	150	
5223	Telephone	720	865	720	1,694	720	720	720	
5225	Travel & Vocational Training			300	65	300	300	300	
5242	Printing, Supplies, & Materials	410	3,504	3,000	2,304	3,000	3,000	3,000	
	Total Operating Services	10,647	13,465	18,340	9,070	18,340	18,940	18,940	3.3%
	TOTAL	\$77,032	\$82,149	\$81,678	\$64,259	\$82,274	\$84,832	\$84,832	3.1%

Library

The City of Colonial Heights Public Library provides a wide range of library services to the community, while serving the educational, informational, and recreational reading needs of over 200,000 visitors each year.

The Library's collections include traditional books and magazines, large audio book and DVD/Blu-ray collections, and a large online e-book and audiobook library, along with a public computer center, and a newly developing Digital Resource Center and a public wireless network.

The Library also has three meetings rooms that are heavily utilized by civic clubs, independent groups, tutors and student study groups, as well as other city departments.

Performance Indicators	FY18-19 Actual	FY 19-20 Actual	FY 20-21 Projected	FY 21-22 Projected
Circulation Total	227,163	132,907 ¹	125,000 ²	165,000 ³
Print books	104,168	70,922	75,000	105,000
E-books	19,380	25,849	25,000	30,000
Videos	31,532	20,985	10,000	9,000
Audiobooks (in-house)	12,459	4,573	4,000	8,000
Computers	18,476	10,578	11,000	13,000
Library Cards Issued	1,464	1,098	1,000	1,400
Registered Borrowers	10,242	11,665	9,000 ⁴	10,000
Patron Visit Count	238,963	178,681	175,000	200,000
Story Hour Participants	3,203	2308	1000	3,200
Volumes Added to Collection	4,285	4,394	4,000	4,000
Meeting Room Groups	1,482	1,112	0 ⁵	1,100

1. The numerical decline in each category represents the impact of COVID-19 and the library's closure for over three months. The rise in e-books indicates an increased use of the library's online collection (Hoopla and Kindle readers) during the closed and restricted periods.
2. Figure represents a slow return to normalcy until the vaccine becomes commonplace. It also represents the continued decline in video circulation as the public continues to move toward streaming, and the market continues toward the point where DVDs no longer exist.
3. Anticipated return to post COVID-19 normalcy.
4. Library purges the registration files every three years to remove those who have not used the library in years possibly due to moving, passing or other circumstances.
5. The library's meeting rooms have been closed in FY 20 – 21, and are expected to return to normal in the fall of 2021.

Personnel Resources**Library**

Classification Title	Status	Authorized Positions		
		FY 20 - 21	FY 21 - 22	Diff.
Library Director	FT	1.00	1.00	0.00
Senior Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	FT	3.00	2.00	-1.00
Digital Resources Specialist	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		7.00	6.00	-1.00

1. The reduction of one full-time Digital Resources Specialist reflects the significant decline in video circulation in the past few years, combined with the increasing number of e-book and audiobook downloads.

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$358,273	\$370,399	\$370,348	\$368,926	\$363,952	\$326,871	\$326,871	
5103	Temporary & Seasonal Help	42,460	45,150	46,867	49,809	46,867	57,519	57,519	
5125	FICA		31,883	31,917	32,393	31,428	29,406	29,406	
5130	VRS		38,455	46,739	35,803	51,325	43,202	43,202	
5135	VRS- Hybrid		6,131		9,730				
5140	ICMA- Defined Contribution		696		1,224				
5145	Group Life Insurance		4,400	4,588	4,560	4,779	4,024	4,024	
5150	Health Insurance		61,292	46,739	60,883	63,722	41,824	41,824	
5160	Disability Insurance		224	230	1,362	459	246	246	
5170	Unemployment Insurance		308	140	258	140	120	120	
	Total Personal Services	400,734	558,939	547,568	564,946	562,672	503,212	503,212	-10.6%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	2,438	5,545	6,600	5,970	7,200	7,600	7,600	
5206	Dues & Subscriptions	400	724	715	55	700	700	700	
5209	Maintenance - Electronics	12,960	12,960	11,448	12,960	12,348	24,420	24,420	
5212	Rent of Equipment	284	573	1,550	1,669	1,550	1,550	1,550	
5216	Maintenance - Equipment	422	424	900	336	960	960	960	
5218	Maintenance - Misc.								
5221	Postage	1,084	207	1,200	57	1,200	1,200	1,200	
5223	Telephone	22,934	23,644	23,472	23,393	23,472	23,472	23,472	
5225	Travel & Vocational Training	336	331	850	76	850	850	850	
5242	Printing, Supplies, & Materials	26,504	30,439	26,000	19,766	26,000	26,000	26,000	
5248	Books & Publications	118,066	114,817	116,293	108,868	116,293	116,293	116,293	
5281	Heat, Lights & Power	47,500	39,426	47,000	42,619	47,000	47,000	47,000	
	Total Operating Services	232,929	229,090	236,028	215,769	237,573	250,045	250,045	5.2%
<u>CAPITAL OUTLAY</u>									
5510	Office Equipment	800	2,955	1,200		1,500	1,500	1,500	
5516	Electronic Equipment	6,950	13,097	9,952	9,952				
	Total Capital Outlay	7,750	16,051	11,152	9,952	1,500	1,500	1,500	0.0%
	TOTAL	\$641,412	\$804,080	\$794,748	\$790,668	\$801,745	\$754,757	\$754,757	-5.9%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Reupholster Public Seating	1,500			\$ 1,500
<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 - FY2021-22				\$ 1,500
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Reupholster Public Seating	1,500			\$ 1,500
<i>Replacement; 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.</i>				
Total Capital Outlay - FY2022-23				\$ 1,500
Annual Maintenance & Operations Cost				\$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Reupholster Public Seating	1,500			\$ 1,500
<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 - FY2023-24				\$ 1,500
Annual Maintenance & Operations Cost				\$ -

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Reupholster Public Seating	1,500		\$ 1,500
<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 - FY2024-25			\$ 1,500
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Reupholster Public Seating	1,500		\$ 1,500
<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 - FY2025-26			\$ 1,500
Annual Maintenance & Operations Cost			\$ -

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

COMMUNITY DEVELOPMENT

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Planning and Community Development

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

The Emergency Home Repair Program funded through the Community Development Block Grant is implemented through the subrecipient Project:HOMES with close coordination and supervision by planning staff. Fiscal years 2019-20 and 2020-21 both received CDBG-CV funds in addition to the annual entitlement funds.

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. At the beginning of the pandemic, the enforcement of codes was scaled back to a minimum to provide time for households to adjust to life during the pandemic.

The Building Inspections Division continues to ensure residential and commercial construction complies with the Virginia Uniform Statewide Building Code (USBC). Additionally, the division provides Tenant Property Maintenance Complaint service to ensure that any reported property maintenance issues are remedied by the property owner. Building Inspections staff takes pride in providing the best possible customer service and continues to be respected by contractors and residents for their knowledge and integrity. In response to the pandemic, the building permit applications may now be submitted online. During local spikes in COVID cases, certain indoor inspections were completed with photo and video evidence rather than by on-site inspection to keep both staff and contractors safe.

Performance Indicators	FY 18 – 19 Actual	FY 19 – 20 Actual	FY 20 – 21 Projected	FY 21 – 22 Projected
CDBG Funds Received	\$94,495	\$167,136**	\$210,491**	100,000
Planning Commission Mtgs	8	8	10	8
Building Inspections	1,453	1,564	1,322	1,400
Code Enforcement Cases*	1,321	1,209	1,381	1,300

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

** Includes CDBG-CV funds

Personnel Resources

Planning/Building Inspection

Planning/Building Inspection		Authorized Positions		
Classification Title	Status	FY 20-21	FY 21-22	Diff.
Director	FT	1.00	1.00	0.00
Assistant Director of Planning	FT	1.00	1.00	0.00
Building Official	FT	1.00	1.00	0.00
Senior Building Inspector	FT	1.00	1.00	0.00
Building Inspector**	FT	1.00	1.00	0.00
Permit Technician	FT	0.00	1.00	1.00
Community/Economic Development Specialist***	FT	0.50	.50	0.00

FT = Full Time PT = Part Time

5.50 **6.50** **1.00**

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

***split funding 50% with Economic Development Department

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - PLANNING

DEPARTMENT NUMBER 1751

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$135,538	\$156,682	\$187,072	\$185,229	\$184,217	\$236,511	\$236,511	
5103	Temporary & Seasonal Help	14,329	36,923		2,899	4,000			
5105	Overtime								
5601	Accumulated Leave Pay	8,396	325						
5125	FICA		14,330	14,311	14,957	14,399	18,093	18,093	
5130	VRS			25,217		26,509	34,034	34,034	
5135	VRS- Hybrid		17,929		21,156				
5140	ICMA- Defined Contribution		3,871		4,798				
5145	Group Life Insurance		2,037	2,451	2,513	2,469	3,168	3,168	
5150	Health Insurance		18,646	25,770	23,335	21,069	32,160	32,160	
5160	Disability Insurance		917	1,104	1,034	1,087	1,248	1,248	
5170	Unemployment Insurance		149	60	92	50	70	70	
	Total Personal Services	158,262	251,810	255,985	256,013	253,800	325,284	325,284	28.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,751	4,102	3,000	2,099	3,000	4,000	4,000	
5203	Professional & Special Services	60	1,477	2,000	30	2,000	2,000	2,000	
5206	Dues & Subscriptions	500	160	1,600	844	1,795	1,795	1,795	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	3,300	3,300	
5216	Maintenance - Equipment	1,513	1,638	3,500		1,600	1,600	1,600	
5221	Postage	271	615	600	1,177	615	1,200	1,200	
5223	Telephone	1,857	1,488	2,700	1,488	2,700	2,700	2,700	
5225	Travel & Vocational Training	1,211	1,253	3,500	1,583	3,500	3,500	3,500	
5242	Printing, Supplies, & Materials	1,306	1,848	1,500	684	1,500	1,500	1,500	
5248	Books & Publications			500		500	500	500	
5263	Grant Funds								
	Total Operating Services	9,910	14,020	20,400	9,343	18,710	22,095	22,095	18.1%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment	2,474							
	Total Capital Outlay	2,474							N/A
	TOTAL	\$170,646	\$265,830	\$276,385	\$265,357	\$272,510	\$347,379	\$347,379	27.5%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$140,996	\$149,354	\$197,343	\$152,880	\$197,345	\$206,326	\$206,326	
5103	Temporary & Seasonal Help	27,154			31,852				
5105	Overtime			1,500					
5601	Accumulated Leave Pay	6,685							
5125	FICA		11,280	15,211	14,589	15,097	15,784	15,784	
5130	VRS		12,922	20,496	13,702	21,879	22,875	22,875	
5135	VRS- Hybrid		6,619		6,934				
5140	ICMA- Defined Contribution		530		713				
5145	Group Life Insurance		1,950	1,992	2,074	2,037	2,130	2,130	
5150	Health Insurance		20,340	20,340	17,824	20,784	13,386	13,386	
5160	Disability Insurance		313	321	305	321	300	300	
5170	Unemployment Insurance		40	40	40	80	40	40	
	Total Personal Services	174,835	203,349	257,243	240,913	257,543	260,841	260,841	1.3%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	9,419	12,375	4,000	15,115	4,000	4,000	4,000	
5203	Grass Service - Code Enforcement			12,500		18,000	18,000	18,000	
5206	Dues & Subscriptions	490	200	500	130	500	500	500	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	3,300	3,300	
5214	Maintenance - Motor Vehicles	1,113	1,010	1,200	610	1,200	1,200	1,200	
5217	Maintenance - Buildings & Grounds	(63)							
5221	Postage	4,991	5,005	300	2,716	300	300	300	
5221	Code Enforcement			5,200		5,200	5,200	5,200	
5223	Telephone	6,056	6,026	6,200	6,075	6,200	6,200	6,200	
5225	Travel & Vocational Training	36	1,369	1,500		1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	2,730	3,059	500	1,939	500	500	500	
	Code Enforcement			3,200		3,200	3,200	3,200	
5247	Motor Fuels & Lubricants	2,213	2,483	2,300	2,322	3,200	3,200	3,200	
5248	Books & Publications	1,500	436	2,000	684	2,000	2,000	2,000	
5250	Small Tools & Equipment	1,555	160	800	29	800	800	800	
5283	1% State Fee	(77)	570		(913)				
	Total Operating Services	31,402	34,133	41,700	30,147	48,100	49,900	49,900	3.7%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicle					21,308			
5516	Electronic Equipment		272		2,652				
	Total Capital Outlay		272		2,652	21,308			-100.0%
	TOTAL	\$206,238	\$237,754	\$298,943	\$273,712	\$326,951	\$310,741	\$310,741	-5.0%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

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

\$

-

Fiscal Year:

FY2024-25

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

Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 2013 vehicle; 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

Total Capital Outlay - FY2024-25

\$

21,308

Annual Maintenance & Operations Cost

\$

500

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26

\$

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SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

HUMAN SERVICES

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Office on Youth & Human Services

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

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 12th District Court Services Unit, social services, health and mental health, and other city departments to create opportunities for enhancing services for our youth and families. The Virginia Juvenile Community Crime Control Act diversion programs, funded in part by the Department of Juvenile Justice, offer an opportunity for first-time offenders to receive 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 Kid's Achieving Progress Afterschool Program (KAP) serves the City's youth in grades 4th-8th with afterschool tutoring and skill building.

Performance Indicators	FY 18 - 19 Actual	FY 19 - 20 Actual	FY 20-21 Projected	FY 21-22 Projected
# Served by Diversion Programs (VJCCCA)	152	116	200	100
# Served Community Prevention/Education	741	515	800	600
Kid's Achieving Progress (KAP)	47	47	60	60

Personnel Resources

Office On Youth & Human Services

Classification Title	Status	Authorized Positions		
		FY 20-21	FY 21-22	Diff.
Department Administrator	FT	1.00	1.00	0.00
Youth Program Manager	FT	1.00	1.00	0.00
Youth Program Manager	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		3.00	3.00	0.00

VJCCCA – Youth Specialist	PT	1.00	1.00	0.00
KAP (Supervisors, Support)	PT	12.00	12.00	0.00
PT = Part Time		13.00	13.00	0.00

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$127,965	\$129,662	\$132,463	\$84,773	\$108,000	\$110,641	\$110,641	
5103	Temporary & Seasonal Help			210					
5125	FICA	9,422	10,133	6,198	8,262	8,464	8,464		
5130	VRS	17,420	17,856	6,733	15,541	15,921	15,921		
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,693	1,735	904	1,447	1,482	1,482		
5150	Health Insurance	26,820	26,820	13,171	20,448	19,740	19,740		
5160	Disability Insurance			254	218	218			
5170	Unemployment Insurance	40	40	41	40	40	40		
	Total Personal Services	127,965	185,057	189,047	112,030	153,992	156,506	156,506	1.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Svc (incl. CAC)	12,306	22,629	10,000	17,655	22,900	22,900	22,900	
5206	Dues & Subscriptions	245	50	300	200	300	300	300	
5209	Maintenance - Electronics	1,800	1,800	1,600	1,800	1,800	3,960	3,960	
5216	Maintenance - Equipment-Vehicle			200	0	200	200	200	
5221	Postage	351	338	550	234	550	550	550	
5223	Telephone	4,452	4,320	4,700	4,094	4,700	4,700	4,700	
5224	Other Services & Charges	160	77	400	89	400	400	400	
5225	Travel & Vocational Training	2,503	1,506	1,800	950	2,000	2,000	2,000	
5226	Automobile Allowance		3,611	3,600	389	3,600	1,200	1,200	
5242	Printing, Supplies, & Materials	3,071	3,111	3,800	1,860	3,800	3,500	3,500	
5247	Motor Fuels & Lubricants	339	754	725	1,347	900	900	900	
5248	Books & Publications	100		100	86	100	100	100	
5298	Power Program								
5299	Go Lead Program	1,461	2,013						
	Total Operating Services	26,786	40,209	27,775	28,704	41,250	40,710	40,710	-1.3%
	<u>CAPITAL OUTLAY</u>								
5516	Electronic Equipment	872		1,244	1,244	800			
5501	Motor Vehicles								
	Total Capital Outlay	872		1,244	1,244	800			-100.0%
	TOTAL	\$155,624	\$225,266	\$218,066	\$141,978	\$196,042	\$197,216	\$197,216	0.6%

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2021-22

See Community Center equipment pages for description of shared van.

No Other Equipment Needs Budgeted for this Fiscal Year.

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
SUV	32,500	1,000	\$ 32,500

Replacement of Vehicle: Routine upgrade of departmental vehicle (1998 Ford Escort sedan) with SUV that allows for more passengers and cargo area. Vehicle mainly used for staff to attend meetings as well as transport clients (kids mainly) for community service projects, summer camps, and staff to attend meetings and other programming needs. Replacing high-mileage vehicle that will be over 22 years old, has continuing maintenance needs and has been recommended for replacement by Fleet Maintenance. Essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 \$ 32,500

Annual Maintenance & Operations Cost..... \$ 1,000

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2025-26 \$ -

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - BETTER BEGINNINGS GRANT

DEPARTMENT NUMBER 1802

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$375	\$623	\$700		\$700	\$700	\$700	
5221	Postage		23		16				
5224	Other Services & Charges	165		600		600	600	600	
5225	Travel & Vocational Training	500	180	500		500	500	500	
5242	Printing, Supplies, & Materials	1,452	620	800	14	800	800	800	
	Total Operating Expenses	2,492	1,446	2,600	30	2,600	2,600	2,600	0.0%
	TOTAL	\$2,492	\$1,446	\$2,600	\$30	\$2,600	\$2,600	\$2,600	0.0%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - JUVENILE CRIME GRANT

DEPARTMENT NUMBER 1803

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Salaries & Wages	\$43,428	\$47,350	\$44,954	14,706	44,900	43,911	43,911	
5103	Temporary & Seasonal Help	16,178	18,417	29,000	28,031	29,000	29,000	29,000	
5601	Accumulated Leave Pay								
5125	FICA	18,420	4,565	5,657	3,275	5,653	5,578	5,578	
5130	VRS		5,912	6,060	1,770	6,461	6,319	6,319	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance		575	1,694	172	576	588	588	
5150	Health Insurance		11,400	11,400		8,400	8,280	8,280	
5160	Disability Insurance					254	232	232	
5170	Unemployment Insurance		50	20	27	20	20	20	
	Total Personal Services	78,026	88,269	98,785	47,980	95,264	93,928	93,928	-1.4%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	1,920	1,200	1,200	2,132	1,200	1,200	1,200	
5209	Maintenance - Electronics	360	360	350	360	350	2,640	2,640	
5214	Maintenance - Motor Vehicles			200		200	200	200	
5221	Postage	72	4	350	9	350	350	350	
5224	Other Services & Charges	347	144	200	138	200	200	200	
5225	Travel & Vocational Training	158	275	300		400	400	400	
5242	Printing, Supplies, & Materials	1,770	1,309	600	722	700	700	700	
5247	Motor Fuels & Lubricants	150		325		325	325	325	
5248	Books & Publications								
	Total Operating Expenses	4,776	3,292	3,525	3,362	3,725	6,015	6,015	61.5%
	TOTAL	\$82,802	\$91,560	\$102,310	\$51,342	\$98,989	\$99,943	\$99,943	1.0%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - KIDS AFTER SCHOOL PROGRAM

DEPARTMENT NUMBER 1807

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
5103 5125 5170	<u>PERSONAL SERVICES</u> Temporary & Seasonal Help FICA Unemployment Insurance Total Personal Services <u>OPERATING EXPENSES</u> Other Services & Charges Travel & Vocational Training Printing, Supplies, & Materials Total Operating Expenses	\$29,205 119	\$36,389 2,754 119	\$39,680 3,036	\$27,799 2,124 33	\$39,680 3,036	\$53,312 4,078	\$53,312 4,078	
		29,324	39,263	42,716	29,955	42,716	57,390	57,390	34.4%
		985	720	1,500 500	525 69	1,500 500	1,500 500	1,500 500	
		3,949	2,338	1,000	633	1,125	1,125	1,125	
		4,933	3,059	3,000	1,226	3,125	3,125	3,125	0.0%
	TOTAL	\$34,257	\$42,321	\$45,716	\$31,181	\$45,841	\$60,515	\$60,515	32.0%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

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Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

NON-
DEPARTMENTAL

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>City Memberships & Programs</u>									
5801	Youth Advisory Council	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	
5804	John Tyler Community College	3,946	3,838	3,946	3,733	3,892	3,754	3,754	
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317	11,317	11,317	
5807	Virginia Municipal League	8,776	9,042	8,776	9,105	9,000	9,000	9,000	
5808	Fort Clifton Arts & Crafts Festival	600	600	600	500	600	600	600	
5809	Christmas Mother	2,000	2,000	2,000	2,000	4,000	4,000	4,000	
5810	Crater Agency on Aging	(465)	465						
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	500		3,000	3,000	3,000	3,000	3,000	
5827	Virginia State University	3,000	(6,000)	3,000	3,000	3,000	3,000	3,000	
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	12,000	12,000	12,000	
5829	American Legion - Flags	300	300	300	300	300	300	300	
5835	Colonial Heights Educational Foundation	(200)							
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,800	4,500	4,500	
5845	Petersburg Area Transit	50,000			29				
5255	Refunds - Rebates								
Total City Memberships & Programs		97,474	39,262	50,639	50,684	55,659	55,221	55,221	-0.8%
<u>Contributions</u>									
5813	Legal Aid Justice Center	1,500		1,000	1,000				
5814	CARES	3,600	4,000	3,600	3,600	4,000			
5816	Petersburg Symphony		4,000						
5826	CCHASM	4,600	(4,600)	4,600	4,600	5,000	6,500	6,500	
5837	Feed More (Meals on Wheels)	7,600	7,900	7,900	7,900	9,000	9,000	9,000	
5839	Colonial Heights Food Pantry	9,100	9,400	9,800	9,800	11,000	13,500	13,500	
5840	American Red Cross	3,000	(3,000)	2,500	2,500	2,500	2,500	2,500	
5821	Ridefinders	1,000							
5822	Friends of the Lower Appomattox River			1,000	1,000	1,500	1,500	1,500	
	Swift Creek Mill								
	United Way								
Total Contributions		30,400	17,700	30,400	30,400	33,000	33,000	33,000	0.0%
	TOTAL	\$127,874	\$56,962	\$81,039	\$81,084	\$88,659	\$88,221	\$88,221	-0.5%

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - PRINCIPAL RETIREMENT

DEPARTMENT NUMBER 1951

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5620	Redemption of Bonds	\$2,973,209	\$2,526,638	\$2,599,224	\$2,599,226	\$2,469,099	\$2,667,220	\$2,667,220	
5621	Notes Payable	24,271	25,047	19,310	93,391	74,563	76,356	76,356	
	Total Fixed Charges	2,997,480	2,551,685	2,618,534	2,692,617	2,543,662	2,743,576	2,743,576	7.9%
	TOTAL	\$2,997,480	\$2,551,685	\$2,618,534	\$2,692,617	\$2,543,662	\$2,743,576	\$2,743,576	7.9%

2021-22 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2021	\$ 104,665					\$ 104,665
2018	212,254	\$ 70,301		\$ 32,447		315,002
2016	310,000	310,000				620,000
2015 (New)			\$ 42,313	67,695	\$ 74,993	185,001
Refunding 2007	145,602	449,398				595,000
2012	1,065,000					1,065,000
TOTAL	1,837,521	829,699	42,313	100,142	74,993	2,884,668
5621- Notes Payable	76,356					76,356
TOTAL	76,356					76,356
GRAND TOTAL	\$1,913,877	\$829,699	\$42,313	\$100,142	\$74,993	\$2,961,024

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - INTEREST & FISCAL CHARGES

DEPARTMENT NUMBER 1952

2021-22 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2021	\$ 28,100					\$ 28,100
2018	123,764	\$ 40,992		\$ 18,920		183,676
2016	113,882	113,882				227,764
2015			\$21,683	29,467	\$43,651	94,801
Refunding 2007	28,240	87,161				115,401
2012	438,150					438,150
Less 2020 Accrued Interest			(1,807)	(4,090)	(3,628)	(9,525)
Plus 2021 Accrued Interest			1,702	3,850	3,418	8,970
TOTAL	732,136	242,035	21,578	48,147	43,441	1,087,337
5641 - Interest - Notes	1,372					1,372
TOTAL	1,372					1,372
5648 - Other Debt Service Cost	6,000					6,000
TOTAL	6,000					6,000
GRAND TOTAL	\$739,508	\$242,035	\$21,578	\$48,147	\$43,441	\$1,094,709

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5652	Transfer to Recreation Fund	\$44,573							
5653	Transfer to Water & Sewer Fund						\$102,000	\$102,000	
5654	Transfer to Capital Projects Fund	754,666	\$577,758	\$912,370	\$1,060,247	\$1,003,502	743,587	743,587	
5655	Transfer to School Fund	21,015,844	21,829,850	21,566,405	21,268,972	22,475,558	22,513,188	22,513,188	
5656	Transfer to Emergency Response				28,191				
	Total Operating Expenses	21,815,083	22,407,609	22,478,775	22,357,410	23,479,060	23,358,775	23,358,775	-0.5%
	TOTAL	\$21,815,083	\$22,407,609	\$22,478,775	\$22,357,410	\$23,479,060	\$23,358,775	\$23,358,775	-0.5%

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

**ECONOMIC
DEVELOPMENT
AUTHORITY**

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 25

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
4321	<u>LICENSE PERMITS & FEES</u>								
	Admin Fees	\$64,000	\$66,406	\$31,250					
4501	Total License Permits & Fees	64,000	66,406	31,250					
	<u>CHARGES - CURRENT SERVICES</u>								
4990	Interest		5						
	Total Charges - Use of Money & Property		5						
	<u>MISCELLANEOUS</u>								
	Use Of Fund Balance					\$32,780	\$30,280	\$30,280	
	Total - Miscellaneous					32,780	30,280	30,280	-7.6%
	TOTAL	\$64,000	\$66,411	\$31,250	\$0	\$32,780	\$30,280	\$30,280	-7.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES							DEPARTMENT NUMBER 2553		
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5201	Advertising			\$5,000		\$3,000	\$2,500	\$2,500	
5203	Professional & Special Services			5,000	5,500	7,000	5,000	5,000	
5206	Dues & Subscriptions			200		200	200	200	
5221	Postage			50		30	30	30	
5225	Travel & Vocational Training			1,500		2,500	2,500	2,500	
5242	Printing, Supplies, & Materials			50	171	50	50	50	
5909	Reserve for future Capital Projects			19,450		20,000	20,000	20,000	
	Total Operating Expenses			31,250	5,671	32,780	30,280	30,280	-7.6%
	TOTAL			\$31,250	\$5,671	\$32,780	\$30,280	\$30,280	-7.6%

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Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

RECREATION
ACTIVITY
FUND

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE							ACCOUNT NUMBER 40		
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 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	(20)	\$500						
4704	Recreation Use Charges & Fees	25,345	32,075	\$19,300	\$15,580	\$19,300	\$19,300	\$19,300	
4721	Youth Sport Sponsorships	6,453	3,114	2,000	3,413	2,000	2,000	2,000	
4722	Special Interest Classes	40,482	50,141	65,000	30,328	65,000	64,617	64,617	
4723	Special Events	19,970	4,999	16,000	475	16,000	16,000	16,000	
4724	Adult Athletic Leagues				50				
4743	Active Net								
4745	Senior Citizen Classes/ Special Events	85,077	58,797	55,000	39,627	55,000	55,000	55,000	
4752	Youth Center Fees								
4753	Christmas Parade	2,100	4,325	4,000	3,750	4,000	4,000	4,000	
4755	Youth World Series								
	Total Charges - Current Services	179,407	153,951	161,300	93,223	161,300	160,917	160,917	-0.2%
	<u>MISCELLANEOUS</u>								
4726	Violet Bank Museum	1,140	776		690				
4728	Beautification Committee	6			20				
4807	Transfer from Schools			30,000	30,000				
4812	Donations	491	334		135				
4815	Park Donations	50							
4821	Transfer from General Fund	44,573							
4842	Transportation Donations - CAA Van	2,313	2,919		4,557				
4990	Use Of Fund Balance			151,000		9,000			
	Total - Miscellaneous	48,573	4,029	181,000	35,402	9,000	0	0	-100.0%
	TOTAL	\$227,638	\$157,980	\$342,300	\$128,625	\$170,300	\$160,917	\$160,917	-5.5%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Temporary & Seasonal Help	\$5,242	\$1,455	\$5,000 300		\$5,000	\$5,000	\$5,000	
5108	Fringe Benefits		144			383			
5125	FICA								
	Total Personal Services	5,242	1,598	5,300	0	5,383	5,000	5,000	-7.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising								
5203	Professional & Special Services								
5224	Other Services & Charges								
5242	Printing, Supplies, & Materials	110,467	95,173	110,000	63,544	109,917	109,917	109,917	
5245	Concession								
5305	Beautification Committee	85	89		178				
5307	Christmas Parade	3,271	4,013	6,000	5,123	6,000	6,000	6,000	
5654	Transfer to CIP			181,000	186,000				
5662	Senior Citizen Classes/Special Events	65,250	45,335	40,000	20,703	40,000	40,000	40,000	
	Total Operating Services	179,074	144,611	337,000	275,548	155,917	155,917	155,917	0.0%
	<u>CAPITAL OUTLAY</u>								
5520	Other Equipment					9,000			
	Total Capital Outlay					9,000	0	0	-100.0%
	TOTAL	\$184,316	\$146,209	\$342,300	\$275,548	\$170,300	\$160,917	\$160,917	-5.5%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION FUND

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 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

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Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

CAPITAL
PROJECTS
FUND

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 60

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>USE OF MONEY & PROPERTY</u>								
4501	Interest on Investments	\$142,300	\$222,927		\$146,520				
	Total - Use of Money & Property	142,300	222,927		146,520				
	<u>INTERGOVERNMENTAL REVENUE</u>								
4636	CAD Grant			\$150,000					
4655	VDOT Projects			2,105,144					
4676	Fire Grant				5,215,729				
	Total - Intergovernmental Revenue	1,606,437	775,277	2,255,144	5,215,729	2,086,311	2,630,672	2,630,672	26.1%
	<u>MISCELLANEOUS</u>								
4814	Private Grants			98,561	43,715				
4819	Transfer from Recreation Fund			181,000	186,000				
4820	Transfer from School Board		400,000		3,837				
4821	Transfer from General Fund		577,758	912,370	1,060,247	1,003,502	743,587	743,587	
4822	Transfer from Water/ Sewer					111,916			
4837	Transfer from Stormwater					469,438	425,000	425,000	
4826	Sale of Property			65,000			100,000	100,000	
4830	Note proceeds						1,780,000	1,780,000	
4990	Use of Fund Balance		5,225,000			500,000			
	Total Miscellaneous	754,666	6,202,758	1,256,931	1,293,799	2,084,856	3,048,587	3,048,587	46.2%
	TOTAL	\$2,503,403	\$7,200,962	\$3,512,075	\$6,656,048	\$4,171,167	\$5,679,259	\$5,679,259	36.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES							DEPARTMENT NUMBER 60XX		
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>GENERAL GOVERNMENT</u>									
6010	Enterprise Resource Planning System		\$338,316		\$243,026				
6015	Fire Apparatus	\$204,895	946,899		323,561	300,000	800,000	800,000	
6017	City Wide Communication System		52,759		337,724				
6030	Public Safety Bldg Generator		290,143		9,016				
6031	Computer Aided Dispatch Repl.		46,101		415,004				
6035	Computer Replacements			\$256,000	\$291,609				
6036	City Hall HVAC			72,000	55,000				
6037	911 Phone System Hardware Refresh			180,000					
6034	City Facilities Security Placeholder					100,000	1,000,000	1,000,000	
6032	Health Department Building Renov.					50,000			
6033	Charles Dimmock Site Development					70,000			
6038	Insulation Repl. at Fire Station #2					105,000			
6030	UPS Replacement					70,000			
NEW	Demolition of 218 Highland Ave.						50,000	50,000	
<u>RECREATIONAL FACILITIES</u>									
6111	Violet Bank Restoration Phase I			172,519					
6105	Restrooms/Concession Facilities		24,900		181,047				
6113	Appomattox Greenway Trail- Ph. IV			627,000	439,357				
6114	Appomattox Greenway Trail- Ph. V		90,000	140,500	64,038	415,000	599,316	599,316	
6115	Transfer to School CIP Program				683,315				
6118	All Inclusive/ Barrier Free Playground		2,399,523	50,000	35,000				
	Shepherd Stadium Infield/ Outfield Turf						140,000	140,000	
<u>EDUCATIONAL FACILITIES</u>									
6156	CHMS Tennis Court Replacement	517,038	131,000		6,172				

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES							DEPARTMENT NUMBER 60XX		
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>STREETS & BRIDGES</u>									
6220	Stormwater Drainage Improvement		15,463		(38,173)				
6233	Safe Route to School		58,867		12,551				
6234	Boulevard Resurfacing		25,084						
6235	Conduit/Ellerslie Intersection		105,726		578,479				
6237	Boulevard Enh.- A to Temple		29,683	75,600	5,937				
6236	Gateway Roundabout			50,000					
6238	Boulevard Enhancement- James to A			155,961					
6239	Holly Ave./ Jamestown Road		1,500	712,000	560,231				
6240	City Bridges		114,192	674,495	765,493				
6241	Animal Shelter Entrance			65,000			100,000	100,000	
6242	Boulevard at Westover Intersection			125,000			763,050	763,050	
6243	Branders Bridge- Blvd Rt. Turn Lane			25,000		101,000	100,000	100,000	
6257	Dupuy Ave. Modern		735,795		2,001,047				
6258	Lakeview Ave. Modern		13,897		36,389	828,107	1,127,893	1,127,893	
6262	Temple Sig Cord UPC		79,563		359,650				
6265	Urban Const Program		432,976						
6266	Temple Ave. Resurfacing #113513		176,913		319				
6267	Temple Ave. Resurfacing #113441		566,837						
6246	Boulevard at Temple Ave. Intersection				736	340,000	100,000	100,000	
6247	Ridge Road Improvements					660,706			
6248	CHHS (Conduit Road) Sidewalks					50,000	74,000	74,000	
<u>UTILITY IMPROVEMENT</u>									
6303	Hrouda Pump Station		5,250			556,916			
6320	Water Tower Repairs					55,000			
NEW	Main Pump Station Valve Replacement						100,000	100,000	
NEW	Hill Place Sewer Replacement						300,000	300,000	
<u>STORMWATER PROJECTS</u>									
6501	TMDL Project Placeholder					400,000			
6515	Ridge Road Culvert Replacement					69,438			
NEW	Lexington Drive Outfall and Storm Sewer						425,000	425,000	
	TOTAL	\$204,895	\$7,067,425	\$3,512,075	\$7,366,529	\$4,171,167	\$5,679,259	\$5,679,259	36.2%

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HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

INFORMATION TECHNOLOGY SERVICE FUND

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY SERVICE FUND REVENUE

ACCOUNT NUMBER 68

CITY OF COLONIAL HEIGHTS 2021-22 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY SERVICE FUND EXPENDITURES

DEPARTMENT NUMBER 6800

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY SERVICE FUND

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	42,960	-	\$ 42,960
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
Total Capital Outlay - FY2021-22			\$ 42,960
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	50,000	-	\$ 50,000
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
Total Capital Outlay - FY2022-23			\$ 50,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	50,000	-	\$ 50,000
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
Total Capital Outlay - FY2023-24			\$ 50,000
Annual Maintenance & Operations Cost			\$ -

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY SERVICE FUND

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	50,000		\$ 50,000
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
Total Capital Outlay - FY2024-25			\$ 50,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	50,000		\$ 50,000
Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.			
Total Capital Outlay - FY2025-26			\$ 50,000
Annual Maintenance & Operations Cost			\$ -

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Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

STORMWATER FUND

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 75

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES -CURRENT SERVICES</u>								
4740	Late Payment Penalties	\$3,630	\$6,572	\$3,500	\$5,211	\$4,500	\$5,000	\$5,000	
4744	Stormwater Charges	431,328	712,073	693,496	737,547	715,000	725,000	725,000	
4746	VSMP Program Administration								
	Total - Charges- Current Services	434,958	718,645	696,996	742,758	719,500	730,000	730,000	1.5%
	<u>MISCELLANEOUS</u>								
4821	Operating Transfer In - General Fund								
4990	Use of Fund Balance					357,055	236,633	236,633	
	Total - Miscellaneous					357,055	236,633	236,633	-33.7%
	TOTAL	\$434,958	\$718,645	\$696,996	\$742,758	\$1,076,555	\$966,633	\$966,633	-10.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$117,728	\$129,215	\$129,967	\$138,377	\$134,164	\$133,645	\$133,645	
5105	Overtime	764	2,045	1,500	4,487	2,000	4,000	4,000	
5106	Overtime - Snow	1,713	1,912	1,500	222	2,000	2,000	2,000	
5112	Clothing Allowance		460	400	460	400	400	400	
5601	Accumulated Leave Pay								
5125	FICA	8,788	9,406	10,203	10,283	10,600	10,713	10,713	
5602	Employer FICA Taxes		199						
5130	VRS	10,716	12,710	17,433	13,770	19,306	19,232	19,232	
5135	VRS- Hybrid		3,978		4,448				
5605	VRS Retirement Contribution		(12,772)		14,934				
5140	ICMA- Defined Contribution		319		460				
5145	Group Life Insurance	1,630	1,691	1,694	1,875	1,798	1,791	1,791	
5150	Health Insurance	22,537	28,020	28,020	28,767	28,548	30,816	30,816	
5160	Disability Insurance		190		216		163	163	
5170	Unemployment Insurance		55		55	55	55	55	
5610	Hospitalization		413		413				
5612	Virginia Employment Commission	108		80					
5613	OPEB	714	1,954	800	1,950	2,000	2,000	2,000	
	Total Personal Services	164,698	179,796	191,597	220,717	200,871	204,815	204,815	2.0%
<u>OPERATING EXPENSES</u>									
5203	Professional & Special Services	27,623	3,000	90,000	118,152	140,000	140,000	140,000	
5209	Maintenance - Electronics	360	360	360	360	360	360	360	
5210	Insurance Premiums - Other					2,560	2,774	2,774	
5211	Insurance Prem. - Workman's Comp.	2,385	2,530	2,428	2,428	2,654	2,718	2,718	
5212	Rent of Equipment			2,550		2,000	2,000	2,000	
5214	Maintenance - Motor Vehicles	12,723	1,446	500	1,090	500	1,303	1,303	
5216	Maintenance - Equipment			1,000		1,000	750	750	
5218	Maintenance - Miscellaneous		75	250		250	250	250	
5221	Postage			200		200	100	100	
5223	Telephone	225	494	75	599	612	612	612	
5225	Travel & Vocational Training	175		612		1,000	1,000	1,000	
5242	Printing, Supplies, & Materials	1,058	961	1,500	1,526	3,000	3,000	3,000	
5247	Motor Fuels & Lubricants	2,531	2,899	2,600	2,088	2,850	2,500	2,500	
5249	Road Materials & Supplies	768	4,106	3,250	1,180	6,000	5,000	5,000	
5250	Small Tools & Equipment		183	6,000	1,034	1,500	1,500	1,500	
5254	Contingencies & Reserve					4,139	4,139	4,139	
5292	Insurance Premiums - Auto	826	1,106	1,157	1,157	1,287	1,287	1,287	
5297	State Permit Maintenance Fees			5,000		2,084	2,084	2,084	
	Total Operating Services	48,674	17,161	117,482	129,615	171,996	171,377	171,377	-0.4%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	54,446	48,776	47,550	41,242	46,100	43,441	43,441	
5641	Interest on Notes	240							
5648	Other Debt Service Costs								
5909	Reserve for future Capital Projects			227,667					
5401	Depreciation	65,142	65,206	65,150	66,068	65,600	67,000	67,000	
	Total Fixed Assets	119,827	113,982	340,367	107,310	111,700	110,441	110,441	-1.1%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	43,314	46,522	47,550	59,822	47,550	55,000	55,000	
5654	Transfer to CIP Fund					469,438	425,000	425,000	
	Total Internal Services	43,314	46,522	47,550	59,822	516,988	480,000	480,000	-7.2%
	<u>CAPITAL OUTLAY</u>								
5503	Swift Creek Dam - Electrical Repair					75,000			
5503	Wheel Loader (split cost w/1453)								
5516	Electronic Equipment					75,000			
	Total Capital Outlay					75,000			-100.0%
	TOTAL	\$376,513	\$357,461	\$696,996	\$517,464	\$1,076,555	\$966,633	\$966,633	-10.2%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STORMWATER

Fiscal Year:

FY2021-22

No Equipment Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2021-22 \$ -

Fiscal Year:

FY2022-23

No Equipment Needs Identified for This Fiscal Year.

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

Fiscal Year:

FY2023-24

No Equipment Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

No Equipment Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

No Equipment Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2025-26 \$ -

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HEIGHTS
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City of Colonial Heights
FY2021-22
Annual Operating Budget

WATER & SEWER
FUND

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE							ACCOUNT NUMBER	80	
ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES FOR CURRENT SERVICES</u>								
4732	Water User Charges	\$1,557,856	\$1,470,651	\$1,562,158	\$1,614,100	\$1,592,220	\$1,682,000	\$1,682,000	
4733	Sewage User Charges	2,887,421	2,814,473	2,911,518	2,714,329	2,993,445	2,888,100	2,888,100	
4734	Sewage User Charges - Chesterfield	73,985	65,461	72,000	48,832	24,000	50,000	50,000	
4735	Sewage User Charges - Virginia State	117,920	110,244	110,000	89,195	105,000	90,000	90,000	
4736	Water Connection Charges	38,200	21,602	40,000	26,500	34,000	27,000	27,000	
4737	Sewer Connection Charges	35,200	24,300	38,000	24,000	26,000	25,000	25,000	
4738	Water Turn On Fees	9,874	22,948	20,000	20,738	20,000	21,646	21,646	
4739	Water Reconnection Fees	32,418	69,438	60,000	47,625	64,000	55,000	55,000	
4740	Late Payment Penalties	64,830	64,342	64,000	47,502	64,500	64,500	64,500	
4741	Clean Out / Construction Fee	4,850	6,350	5,500	6,800	5,500	6,800	6,800	
4742	Dishonored Check Fee	1,189	1,444	2,000	1,130	2,000	1,400	1,400	
4743	Meter Testing Fee	15	15						
4747	Capital - Water	128,950	129,255	132,057	116,947	132,100	132,000	132,000	
4748	Capital - Sewer	126,710	126,697	129,850	115,499	129,800	130,000	130,000	
	Total - Charges- Current Services	5,079,418	4,927,220	5,147,083	4,873,198	5,192,565	5,173,446	5,173,446	-0.4%
	<u>NONOPERATING REVENUE</u>								
4802	Recoveries & Rebates	334,627	398,143		330,824				
4803	Recoveries- Damages	808			21,769				
4821	Transfer from General Fund						102,000	102,000	
4845	Gain/Loss on Sale of Assets	(52,828)					4,000	4,000	
4902	Sale of Outside Meters	3,769	8,459	4,000					
	Total - Nonoperating Revenue	286,376	406,602	4,000	352,593	4,000	106,000	106,000	2550.0%
	TOTAL	\$5,365,794	\$5,333,822	\$5,151,083	\$5,225,791	\$5,196,565	\$5,279,446	\$5,279,446	1.6%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING BUDGETS</u>								
8127	Water Distribution & Transmission	\$1,555,812	\$1,656,274	\$1,720,246	\$1,607,965	\$1,751,400	\$1,749,262	\$1,749,262	
8128	Wastewater Treatment	3,125,996	3,157,752	3,155,086	3,255,087	3,162,929	3,234,683	3,234,683	
8129	Utility Billing	252,170	250,990	275,751	275,751	282,236	295,501	295,501	
	TOTAL OPERATIONS	4,933,978	5,065,016	5,151,083	5,138,804	5,196,565	5,279,446	5,279,446	1.6%
	<u>CAPITAL OUTLAY</u>								
8127	Water Distribution & Transmission	66,535		171,500	5,734	247,100	225,100	225,100	
8128	Wastewater Treatment	200,373	59,994	209,500	105,630	217,216	190,800	190,800	
8129	Utility Billing	20,000		21,592	21,592	20,000	25,000	25,000	
	TOTAL CAPITAL OUTLAY	286,908	59,994	402,592	132,956	484,316	440,900	440,900	-9.0%
	TOTAL	\$5,220,886	\$5,125,010	\$5,553,675	5,271,760	\$5,680,881	\$5,720,346	\$5,720,346	0.7%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
<u>PERSONAL SERVICES</u>									
5101	Salaries & Wages	\$335,203	\$322,029	\$350,736	\$338,821	\$345,127	\$360,834	\$360,834	
5105	Overtime	42,106	40,056	30,000	29,803	38,190	38,190	38,190	
5106	Overtime Snow	3,420	3,976	3,000	180	3,000	3,000	3,000	
5112	Clothing Allowance		1,200	1,400	1,000	1,400	1,400	1,400	
5601	Accumulated Leave		3,134						
5125	FICA	23,669	25,035	29,463	24,626	29,660	30,862	30,862	
5130	VRS	25,443	36,675	45,700	39,687	48,670	50,886	50,886	
5135	VRS- Hybrid		5,760		4,726				
5605	VRS Retirement Contribution		(35,090)		5,364				
5140	ICMA- Defined Contribution		1,307		353				
5145	Group Life Insurance	4,116	4,687	4,486	4,573	4,532	4,739	4,739	
5150	Health Insurance	93,534	100,578	102,836	93,703	104,261	90,476	90,476	
5160	Disability Insurance		325	375	167	366	310	310	
5170	Unemployment Insurance	261	162	165	180	165	165	165	
5613	OPEB	3,160	8,319	4,000	8,850	8,000	8,000	8,000	
	Total Personal Services	530,912	518,153	572,161	552,032	583,371	588,862	588,862	0.9%
<u>OPERATING EXPENSES</u>									
5201	Advertising		80	400	160	200	200	200	
5203	Professional & Special Services	29,943	35,086	76,270	65,737	75,000	65,000	65,000	
5206	Dues & Subscriptions	555	595	700	620	700	700	700	
5209	Maintenance - Electronic	1,440	1,560	1,440	1,320	1,440	1,980	1,980	
5292	Insurance Premiums - Auto	4,130	3,318	3,471	3,471	3,860	3,909	3,909	
5210	Insurance Premiums - Other	3,214	1,322	1,435	1,435	1,241	1,178	1,178	
5211	Insurance Premiums - Workman's Comp.	7,076	7,506	2,428	7,205	7,872	8,065	8,065	
5212	Rent of Equipment								
5214	Maintenance - Motor Vehicles	7,597	7,300	10,000	1,976	10,000	7,500	7,500	
5216	Maintenance - Equipment	6,693	4,266	7,500	5,359	7,500	10,000	10,000	
5217	Maintenance - Building & Grounds			1,000		1,000	1,000	1,000	
5218	Maintenance - Miscellaneous								
5221	Postage	782	865	800	43	800	300	300	
5223	Telephone	3,691	4,529	5,000	4,894	5,000	5,000	5,000	
5225	Travel & Vocational Training	1,343	1,359	1,450	919	1,500	2,000	2,000	
5242	Printing, Supplies, & Materials	61,539	44,226	65,000	47,333	62,665	57,500	57,500	
5247	Motor Fuels & Lubricants	11,090	12,017	10,000	6,619	10,000	10,000	10,000	
5249	Road Materials & Supplies	7,717	31,329	10,000	8,195	10,000	10,000	10,000	
5250	Small Tools & Equipment	312		500	312	500	500	500	

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES (cont.)</u>								
5281	Heat, Lights & Power	5,038	11,712	5,000	6,609	5,000	5,000	5,000	
5402	Materials Purchased for Resale	549,670	629,043	622,693	536,138	640,435	615,490	615,490	
	Total Operating Services	701,829	796,113	825,087	698,344	844,713	805,322	805,322	-4.7%
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	32,588	36,797	26,748	22,946	22,816	21,578	21,578	
5648	Other Debt Service Costs	3,668	2,421	1,500	2,421	1,500	1,500	1,500	
5401	Depreciation	159,712	163,547	159,750	166,057	164,000	167,000	167,000	
	Total Fixed Assets	195,967	202,765	187,998	191,424	188,316	190,078	190,078	0.9%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	127,104	139,243	135,000	166,165	135,000	165,000	165,000	
	Total Internal Services	127,104	139,243	135,000	166,165	135,000	165,000	165,000	22.2%
	<u>CAPITAL OUTLAY</u>								
5406	Water/Sewer Improvements	63,436		140,000	5,734	132,100	132,100	132,100	
5501	Vehicles			31,500			33,000	33,000	
5503	Machinery & Tools	2,014				60,000	60,000	60,000	
5516	Electronic Equipment	1,085				55,000			
5654	Transfer to CIP Fund								
	Total Capital Outlay	66,535		171,500	5,734	247,100	225,100	225,100	-8.9%
	TOTAL	\$1,622,348	\$1,656,274	\$1,891,746	\$1,613,700	\$1,998,500	\$1,974,362	\$1,974,362	-1.2%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Insta-Valve	60,000	50	\$ 60,000
<i>New;</i> To install an Insta-Valve on 16" water line that feeds the SouthPark Water Tower. This will allow isolation of the altitude valve vault if replacement is required and will not interrupt water service to the business in the area.			
Pickup Truck (4X4) Ext. Cab	33,000	500	\$ 33,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is 20 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 - FY2021-22 ...			\$ 93,000
Annual Maintenance & Operations Cost....			\$ 550

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
<i>Replacement;</i> 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>
Utility Service Truck	43,000	500	\$ 43,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a Utility Service Truck that is 20 years old (#327); 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 ...			\$ 43,000
Annual Maintenance & Operations Cost....			\$ 500

City of Colonial Heights**FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures****WATER - DISTRIBUTION & MAINTENANCE**

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Backhoe	110,000	2,000	\$ 110,000
<i>Replacement; Routine upgrade of departmental operations and maintenance equipment; Will replace 2006 backhoe that is utilized in water and wastewater line repairs, etc.</i>			
Total Capital Outlay - FY2024-25 ...			\$ 110,000
Annual Maintenance & Operations Cost			\$ 2,000

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Annual</u>		
	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Water Tank Inspections	60,000	1,000	\$ 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 - FY2025-26 ...			\$ 60,000
Annual Maintenance & Operations Cost			\$ 1,000

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$254,596	\$255,819	\$260,195	279,427	258,552	276,673	276,673	
5105	Overtime	33,388	40,631	35,000	27,585	37,730	37,730	37,730	
5106	Overtime Snow	3,296	3,153	3,000	386	3,000	3,000	3,000	
5112	Clothing Allowance		1,200	1,200	1,200	1,200	1,200	1,200	
5601	Accumulated Vacation Pay								
5125	FICA	20,230	20,995	22,904	21,554	22,987	24,373	24,373	
5130	VRS	19,138	26,325	34,336	28,353	36,461	39,017	39,017	
5135	VRS- Hybrid		6,675		7,478				
5605	VRS Retirement Contribution		(28,938)		4,328				
5140	ICMA- Defined Contribution		836		1,124				
5145	Group Life Insurance	3,227	3,809	3,370	3,939	3,395	3,632	3,632	
5150	Health Insurance	77,205	71,835	82,566	74,895	64,659	59,370	59,370	
5160	Disability Insurance		346	187	350	332	156	156	
5170	Unemployment Insurance	180	136	125	125	125	125	125	
5613	OPEB	2,179	6,249	3,500	7,073	6,300	7,000	7,000	
Total Personal Services		413,438	409,071	446,383	457,816	434,741	452,276	452,276	4.0%
OPERATING EXPENSES									
5203	Professional & Special Services	17,662	36,318	64,619	91,978	65,000	60,000	60,000	
5206	Dues & Subscriptions	100		400		400	400	400	
5292	Insurance Premiums - Auto	3,304	4,425	4,629	4,629	4,288	4,344	4,344	
5209	Maintenance - Electronics	904	720	600	720	720	1,320	1,320	
5210	Insurance Premiums - Other	3,214	1,860	2,018	2,018	1,879	1,881	1,881	
5211	Insurance Premiums - Workman's Comp.	3,187	3,381	3,245	3,245	3,546	3,632	3,632	
5212	Rent of Equipment			500		500			
5214	Maintenance - Motor Vehicles	15,124	13,642	11,000	15,250	11,000	11,000	11,000	
5216	Maintenance - Equipment	9,920	6,293	10,000	7,048	8,654	8,654	8,654	
5217	Maintenance - Buildings & Grounds	697	1,723	3,000	85	3,000	3,000	3,000	
5218	Maintenance - Miscellaneous			500		500	500	500	
5223	Telephone	8,640	8,947	8,610	11,479	12,000	12,000	12,000	
5225	Travel & Vocational Training	2,893	1,528	2,000	1,659	2,500	3,000	3,000	
5242	Printing, Supplies, & Materials	28,788	30,700	35,508	35,546	35,500	35,500	35,500	
5247	Motor Fuels & Lubricants	16,729	19,698	14,000	12,603	14,000	14,000	14,000	
5249	Road Materials & Supplies	12,247	31,329	11,500	8,195	11,500	11,500	11,500	
5250	Small Tools & Equipment		450	1,000	600	1,000	1,000	1,000	
5281	Heat, Lights & Power	82,939	81,532	70,000	69,301	70,000	70,000	70,000	
5405	Wastewater Treatment	1,707,986	1,659,788	1,622,291	1,622,291	1,641,237	1,637,529	1,637,529	
Total Operating Services		1,914,332	1,902,330	1,865,420	1,886,648	1,887,224	1,879,260	1,879,260	-0.4%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	11,507	40,263	\$54,583	57,092	50,964	48,147	48,147	
5648	Other Debt Service Costs	1,258		1,500					
5401	Depreciation	667,152	675,500	667,200	688,908	670,000	690,000	690,000	
	Total Fixed Assets	679,917	715,764	723,283	746,000	720,964	738,147	738,147	2.4%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	118,308	130,587	120,000	164,624	120,000	165,000	165,000	
	Total Internal Services	118,308	130,587	120,000	164,624	120,000	165,000	165,000	37.5%
	<u>CAPITAL OUTLAY</u>								
5406	Water & Sewer Improvements	173,118	35,714	138,000	81,102	129,800	129,800	129,800	
5501	Vehicles			30,500	668	30,500	32,000	32,000	
5503	Machinery & Tools	27,254	24,280	41,000	23,860		29,000	29,000	
5516	Electronic Equipment					56,916			
5654	Transfer to CIP Fund								
	Total Capital Outlay	200,373	59,994	209,500	105,630	217,216	190,800	190,800	-12.2%
	TOTAL	\$3,326,368	\$3,217,746	\$3,364,586	\$3,360,717	\$3,380,145	\$3,425,483	\$3,425,483	1.3%

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2021-22

<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
<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 (#300); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.</i>			
Pump - Sherwood Hill PS	25,000	750	\$ 25,000
<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>			
Portable Steam/Power Cleaner	4,000	200	\$ 4,000
<i>Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; Cleaner is used for cleaning equipment, wetwells and other wastewater/water infrastructure.</i>			
Total Capital Outlay - FY2021-22			\$ 61,000
Annual Maintenance & Operations Cost			\$ 1,450

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dump Truck	110,000	750	\$ 110,000
<i>Replacement;</i> 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.			
Van (Small Camera Truck)	30,000	500	\$ 30,000
<i>Replacement;</i> 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.			
Total Capital Outlay - FY2022-23 ...			\$ 140,000
Annual Maintenance & Operations Cost			\$ 1,250

Fiscal Year:

FY2023-24

<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;</i> 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.			
Total Capital Outlay - FY2023-24 ...			\$ 50,000
Annual Maintenance & Operations Cost			\$ 500

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
Pump (Reserve) (2)	20,000	150	\$	40,000
<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 - FY2024-25 ...			\$	40,000
Annual Maintenance & Operations Cost			\$	150

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
Pump (Reserve) (2)	20,000	150	\$	40,000
<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 - FY2025-26 ...			\$	40,000
Annual Maintenance & Operations Cost			\$	150

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Proposed	% Chg.
PERSONAL SERVICES									
5101	Salaries & Wages	\$ 114,311	\$ 112,866	\$ 114,261	127,121	116,874	122,193	122,193	
5103	Temporary & Seasonal Help	2,795	4,615	21,840	15,954	21,840	22,495	22,495	
5105	Overtime	121		200		200			
5112	Clothing Allowance		400						
5125	FICA	7,997	8,455	10,427	10,484	10,627	11,069	11,069	
5130	VRS	8,569	11,235	15,402	12,295	16,818	17,583	17,583	
5135	VRS- Hybrid		3,370		3,563				
5605	VRS Retirement Contribution		(12,930)		1,915				
5140	ICMA- Defined Contribution		422		534				
5145	Group Life Insurance	1,444	1,460	1,497	1,593	1,566	1,637	1,637	
5150	Health Insurance	33,070	16,483	20,676	22,445	23,634	22,866	22,866	
5160	Disability Insurance		166	187	163	172	161	161	
5170	Unemployment Insurance		70	60	60	60	60	60	
5601	Accumulated Leave								
5613	OPEB	144	2,774	150	2,120		2,200	2,200	
Total Personal Services		168,564	149,385	184,700	198,248	191,791	200,264	200,264	4.4%
OPERATING EXPENSES									
5203	Professional & Special Services		120	200	58,545	200	200	200	
5209	Maintenance - Electronic	1,080	1,170	1,300	990	1,300	1,980	1,980	
5211	Insurance Premiums - Workman's Comp.	82	86	83	83	91	93	93	
5214	Maintenance - Motor Vehicles	431	859	1,100	956	1,100	1,500	1,500	
5216	Maintenance - Equipment	4,927	4,862	5,700	5,088	5,000	10,000	10,000	
5221	Postage	21,589	22,656	25,300	22,084	25,102	23,000	23,000	
5223	Telephone	2,443	2,562	1,897	2,419	3,337	3,337	3,337	
5225	Travel & Vocational Training	1,018	927	1,000	970	2,500	1,000	1,000	
5242	Printing, Supplies, & Materials	9,138	9,651	9,500	10,980	11,000	15,000	15,000	
5247	Motor Fuels & Lubricants	1,575	2,088	2,000	1,084	2,700	2,000	2,000	
5292	Insurance Premiums - Auto	826	737	771	771	961	973	973	
5403	Outside Water Meters	3,300	2,928	5,000	2,240	4,954	4,954	4,954	
5516	Electronic Equipment		19,966			1,000			
5660	Dishonored Debts								
Total Operating Services		46,409	68,611	53,851	106,211	59,245	64,037	64,037	8.1%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Proposed	% Chg.
<u>INTERNAL SERVICES</u>									
5401	Depreciation	6,150	6,165	6,200	8,366	6,200	6,200	6,200	
5408	Administrative Service Charges	31,048	26,829	31,000	77,440	25,000	25,000	25,000	
5640	Interest on Bonds								
	Total Internal Services	37,198	32,994	37,200	85,806	31,200	31,200	31,200	0.0%
<u>CAPITAL OUTLAY</u>									
5501	Vehicles			21,592	20				
5516	Electronic Equipment	20,000		29	20,000	25,000	25,000	25,000	
	Total Capital Outlay	20,000		21,592	49	20,000	25,000	25,000	25.0%
	TOTAL	\$272,170	\$250,990	\$297,343	\$390,312	\$302,236	\$320,501	\$320,501	6.0%

City of Colonial Heights

FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2021-22

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Water Meters (200)	125		\$ 25,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
Total Capital Outlay - FY2021-22			\$ 25,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Water Meters (200)	125		\$ 25,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
Total Capital Outlay - FY2022-23			\$ 25,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual Total Cost</u>
Water Meters (200)	125		\$ 25,000
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>			
Total Capital Outlay - FY2023-24			\$ 25,000
Annual Maintenance & Operations Cost			\$ -

City of Colonial Heights
FY22-FY26 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
Water Meters (200)	125		\$ 25,000	
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>				
Total Capital Outlay - FY2024-25			\$ 25,000	
Annual Maintenance & Operations Cost			\$ -	

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Annual</u>	<u>Total Cost</u>
Water Meters (200)	125		\$ 25,000	
<i>Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.</i>				
Total Capital Outlay - FY2025-26			\$ 25,000	
Annual Maintenance & Operations Cost			\$ -	

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

SCHOOL
FUND

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE			ACCOUNT NUMBER SUMMARY							
ACCT #	Account Number		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	Federal Funds		\$2,367,588	\$2,332,659	\$2,206,795	\$2,354,025	\$2,372,685	\$2,512,584	\$2,512,584	5.9%
	State Funds		15,081,802	16,239,904	16,595,556	16,884,977	18,219,031	18,979,452	18,979,452	4.2%
	Other Funds		452,938	548,069	462,300	624,690	458,398	567,615	567,615	23.8%
	Operating Transfers In									
	City		24,530,154	24,204,644	21,566,405	22,489,165	22,475,558	22,513,188	22,513,188	0.2%
	Fund Balance				1,073,807		1,204,721	1,573,436	1,573,436	30.6%
	TOTAL		\$42,432,482	\$43,325,276	\$41,904,863	\$42,352,857	\$44,730,393	\$46,146,275	\$46,146,275	3.2%

CITY OF COLONIAL HEIGHTS
2021-22 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	Manager Proposed	Council Approved	% Chg.
	Instruction	\$29,051,186	\$29,407,442	\$31,881,617	\$31,165,350	\$34,167,949	\$34,907,235	\$34,907,235	2.2%
	Administration, Attendance & Health Services	2,095,622	2,222,179	1,992,112	2,209,616	2,101,356	2,091,281	2,091,281	-0.5%
	Transportation	1,217,871	1,240,946	1,490,586	1,771,861	1,448,896	1,558,809	1,558,809	7.6%
	Operation and Maintenance	4,220,235	4,235,377	3,648,906	4,354,536	3,886,539	4,140,138	4,140,138	6.5%
	Food Service	1,252,797	1,152,293	1,129,043	1,160,601	1,234,641	1,255,223	1,255,223	1.7%
	Textbooks			124,000					
	Capital Outlay			456,748	722,475				
	Debt Service	907,818	994,495	626,186	1,393,859	711,433	714,028	714,028	0.4%
	Contingency Fund			405,665		679,579	829,561	829,561	22.1%
	CIP Reserve		3,288,971	150,000		500,000	650,000	650,000	30.0%
	TOTAL	\$38,745,529	\$42,541,703	\$41,904,863	\$42,778,298	\$44,730,393	\$46,146,275	\$46,146,275	3.2%

Colonial Heights Public Schools

2021-2022

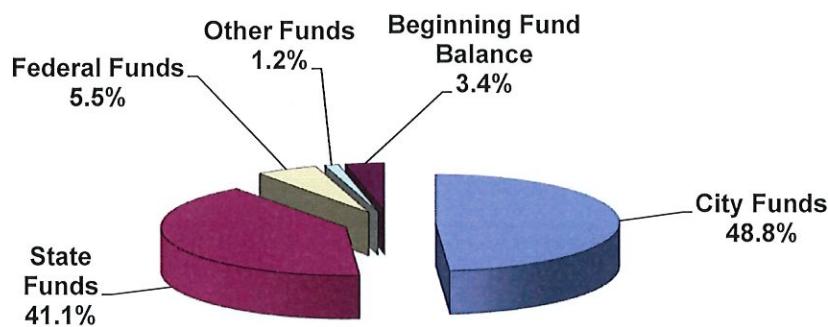
Sources of Revenue

(*Superintendent's Proposal*)

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

	FY 2022 BUDGET	FY 2021 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$22,513,188	\$22,475,558	37,630	0.17%
State Funds	18,979,452	18,219,031	760,421	4.17%
Federal Funds	2,512,584	2,372,685	139,899	5.90%
Other Funds	567,615	458,398	109,217	23.83%
Beginning Fund Balance	1,573,436	1,204,721	368,715	30.61%
	\$46,146,275	44,730,393	1,415,882	3.17%

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 2022 included in this financial plan, totals **\$46,146,275**, an increase of **\$1,415,882** or **3.17%** over the approved operating budget for FY 2021. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 52.2% 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 **\$24,086,624** an increase of **\$406,345** over the FY 2021 approved budget of **\$23,680,279** or **1.72%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 41.1% of the funds for FY 2022. 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 2022 is expected to increase **\$760,421** or **4.17%** to **\$18,979,452**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2022, included above, is projected to be **\$3,291,633** a decrease of **\$104,497** or **3.08%**.

Federal - Federal revenue (5.5% 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 (1.2% 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

2021-2022

Sources of Revenue

(Superintendent's Proposal)

[See Summary](#)

LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	22,165,553		22,165,553	21,566,405	22,126,963	9
City Appropriation - Debt Surplus	347,635		347,635		348,595	9
Beginning Fund Balance	1,573,436		1,573,436		1,204,721	9
Total Local Funds	24,086,624	0	24,086,624	21,566,405	23,680,279	

OTHER FUNDS

Rental of Facilities	5,000		5,000	5,689	6,500	10
Cafeteria Receipts		338,615	338,615	232,076	308,898	10
Fees from Students	15,000		15,000	17,994	21,000	10
Transportation of Pupils	4,000		4,000	2,871	7,000	10
Donations & Private Grants	5,000		5,000	56,000	5,000	10
Refunds and Miscellaneous Income	200,000		200,000	310,061	110,000	10
Total Other Funds	229,000	338,615	567,615	624,690	458,398	

FEDERAL FUNDS

Title I, Part A		657,225	657,225	598,508	564,148	11
Title II, Part A		104,677	104,677	102,989	97,266	11
Title III, Part A		13,000	13,000	1,899	8,021	11
Impact Aid	0		0	0	3,000	11
DMAS - Medicaid	125,000		125,000	156,876	125,000	11
National School Lunch Program		690,000	690,000	607,927	663,381	11
National School Breakfast Program		194,750	194,750	123,301	220,255	11
Special Ed Flow Thru		656,689	656,689	625,379	622,664	11
Flow Thru - Preschool A		15,071	15,071	14,934	14,934	11
Vocational Education - Federal Funds		56,172	56,172	40,768	54,016	11
Total Federal Funds	125,000	2,387,584	2,512,584	2,272,582	2,372,685	

Colonial Heights School Board

2021-2022

Sources of Revenue

(Superintendent's Proposal)

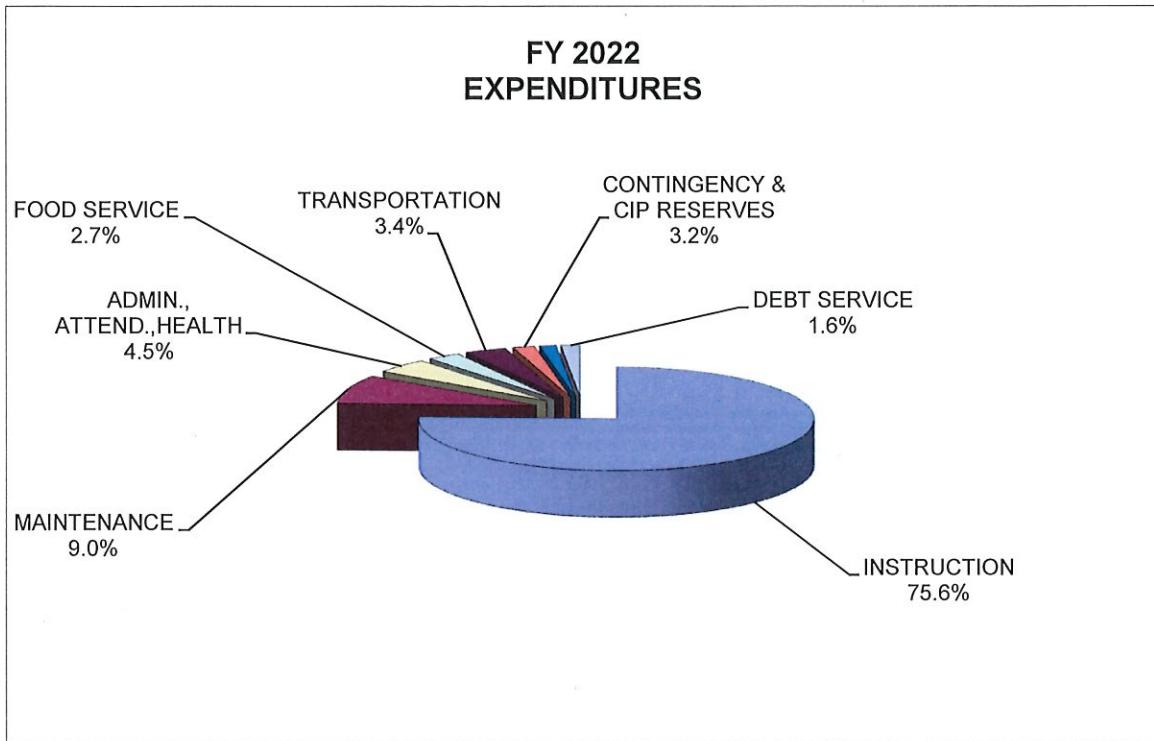
[See Summary](#)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,291,633		3,291,633	3,268,973	3,396,130	13
Basic Aid - SOQ	8,087,455		8,087,455	7,323,451	7,907,575	13
Foster Care	16,331		16,331	0	0	13
Gifted Education - SOQ	84,633		84,633	80,710	84,633	13
Prevention, Intervention & Remediation - SOQ	315,745		315,745	264,730	315,745	13
Special Education - SOQ	1,329,712		1,329,712	1,313,967	1,329,712	13
Special Education - Regional Tuition	295,800		295,800	273,366	295,800	13
Infrastructure & Operations Per Pupil Fund	636,346		636,346	590,817	606,931	13
Security Equipment Grant	0		0	0	0	13
Textbooks	174,913		174,913	162,535	174,913	13
School Food Service		31,858	31,858	25,389	42,107	13
Vocational Education - SOQ	242,506		242,506	250,203	242,506	13
Vocational Education - CATEGORICAL		42,503	42,503	42,503	40,889	13
ISAEP-Vocational Education - CATEGORICAL		8,386	8,386	8,387	8,386	13
Special Education - CAT - Homebound		26,976	26,976	41,247	42,000	13
Soc. Security - INSTRUCTIONAL	533,838		533,838	502,019	533,838	13
Retirement - INSTRUCTIONAL	1,245,079		1,245,079	1,105,734	1,243,451	13
Group Life - INSTRUCTIONAL	37,434		37,434	33,898	37,434	13
Early Reading Intervention	51,939		51,939	48,643	51,939	13
Mentor Teacher	0		0	1,264	0	13
SOL Algebra Readiness	41,973		41,973	32,054	39,825	13
Project Graduation		3,846	3,846	4,178	3,846	13
Technology		180,000	180,000	180,000	180,000	13
Compensation Supplement	565,033		565,033	357,694	223,267	13
At Risk Students	676,110		676,110	276,530	593,312	13
Bonus Payment	0		0	0	0	13
Community Provider Add-on Funds	35,000		35,000	0	32,500	13
No Loss Funding	339,618		339,618	0	0	13
Virginia Preschool Initiative	174,470		174,470	243,036	292,812	13
K-3 Primary Class Size Reduction	376,962		376,962	362,683	384,577	13
English-as-a-Second-Language	133,354		133,354	79,889	114,903	13
Total State Funds	18,689,729	289,723	18,979,452	16,873,899	18,219,031	
TOTAL BUDGET	43,130,353	3,015,922	46,146,275	41,337,576	44,730,393	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2021-2022
(Superintendent's Proposal)

[Details](#)

	FY2022 BUDGET	FY 2021 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$34,907,235	34,167,949	739,286	2.16%
MAINTENANCE	4,140,138	3,886,538	253,600	6.53%
ADMIN., ATTEND.,HEALTH	2,091,281	2,101,356	(10,075)	-0.48%
FOOD SERVICE	1,255,223	1,234,642	20,581	1.67%
TRANSPORTATION	1,558,809	1,448,896	109,913	7.59%
CONTINGENCY RESERVE	829,561	679,579	149,982	22.07%
CIP RESERVE	650,000	500,000	150,000	30.00%
DEBT SERVICE	714,028	711,433	2,595	0.36%
	<u>\$46,146,275</u>	<u>44,730,393</u>	<u>1,415,882</u>	<u>3.17%</u>



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

2021-2022

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	699,001		699,001	532,678	613,338	19
TESTING	43,187		43,187	20,294	45,570	22
STAFF DEVELOPMENT	42,000		42,000	46,819	42,000	22
TUITION- ALL PROGRAMS	459,510		459,510	363,283	433,630	22
TRAVEL- MILEAGE, LODGING, MEALS	29,300		29,300	7,001	29,300	22-29
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	3,622	6,000	22
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	0	0	22
EDUC. SUPPLIES - SAO INSTRUCTION	114,500		114,500	131,938	113,150	22
TEXTBOOKS	245,085		245,085	254,799	240,090	22
GIFTED EDUC. EXPENDITURES	8,900		8,900	7,761	10,950	22
ADULT EDUCATION	4,200		4,200	2,205	3,200	22
INSTRUCTIONAL SECONDARY						
PRINCIPAL- SEC.	212,711		212,711	204,111	207,993	19
ASSIST. PRINCIPAL- SEC.	355,507		355,507	256,550	319,196	19
LIBRARIAN- SEC.	114,118		114,118	107,703	111,052	19
GUIDANCE COUN-SEC.	369,971		369,971	346,875	362,319	19
TEACHER- SEC.- REGULAR	4,697,398		4,697,398	4,316,246	4,594,898	19
PARAPROFESSIONAL- SEC.	278,366		278,366	306,750	295,606	19
TEACHER- SEC.- SP ED	1,126,225		1,126,225	1,145,826	1,181,077	19
PARAPROFES: SP ED- SEC.	506,708		506,708	482,152	541,370	19
TEACHER- SEC.- VOC ED	965,823		965,823	977,106	944,338	19
PARAPROFES: VOC ED	29,156		29,156	27,768	29,108	19
TEACHER-SEC. - GIFTED	170,383		170,383	160,498	165,751	19
TEACHER: SUBSTITUTE- SEC.	190,000		190,000	125,004	190,000	19
OFFICE SUPPLIES- MID SCH	9,975		9,975	3,751	9,000	27
LIBRARY SUPPLIES- MID SCH	23,275		23,275	18,962	25,000	27
EDUC. SUPPLIES- MID SCH	86,450		86,450	55,358	81,900	27
VOC. SUPPLIES- MID SCH	12,000		12,000	9,941	15,000	27
COPIER COSTS & PAPER - MID SCH	40,565		40,565	30,860	37,555	27
ATHLETICS - MID SCH	10,000		10,000	0	0	27
BAND	15,000		15,000	0	0	27
OFFICE SUPPLIES- SR HI	22,755		22,755	11,211	19,000	28
LIBRARY SUPPLIES- SR HI	30,345		30,345	14,378	20,000	28
EDUC. SUPPLIES- SR HI	160,615		160,615	114,299	162,298	28
VOC. SUPPLIES- SR HI	45,611	50,889	96,500	83,407	114,977	28
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		56,172	56,172	40,768	54,016	21
COPIER COSTS & PAPER - SR HI	52,887		52,887	35,424	43,055	28
COPIER & PAPER COSTS - CAREER & TECH CENTER	39,650		39,650	5,320	11,600	28
ATHLETICS - SR HI	100,000		100,000	0	0	28
BAND - CLINICIANS	40,595		40,595	32,157	40,345	28
BAND - MUSIC, EQUIPMENT, SUPPLIES	36,000		36,000	39,886	38,350	28
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	4,000	28
INSTRUCTIONAL ELEMENTARY						
PRINCIPAL- ELEM.	305,186		305,186	287,904	297,335	19
LIBRARIAN- ELEM.	162,449		162,449	151,645	158,436	19
ASSIST. PRINCIPAL- ELEM.	242,467		242,467	123,904	154,495	19
GUIDANCE COUN- ELEM.	174,711		174,711	155,693	169,870	19
TEACHER- ELEM- REGULAR	5,359,009		5,359,009	4,952,042	5,213,083	19
PARAPROFESSIONAL- ELEM.	620,919		620,919	625,869	628,671	19
TEACHER- ELEM- SP ED	1,099,177		1,099,177	912,022	1,032,703	19
PARAPROFES: SP ED- ELEM.	521,243		521,243	462,901	536,379	19
TEACHER- ELEM- GIFTED	116,417		116,417	109,208	113,693	19
TEACHER- PRESCHOOL- SP ED	162,552		162,552	151,711	209,735	19
TEACHER: SUBSTITUTE- ELEM.	125,000		125,000	148,045	125,000	19
OFFICE SUPPLIES- NORTH	4,995		4,995	640	5,000	25
LIBRARY SUPPLIES- NORTH	11,655		11,655	5,992	7,100	25
EDUC. SUPPLIES- NORTH	43,290		43,290	19,507	29,000	25
COPIER COSTS & PAPER- NORTH	20,313		20,313	23,213	29,800	25
OFFICE SUPPLIES- LAKEVIEW	5,655		5,655	3,190	3,800	24
LIBRARY SUPPLIES- LAKEVIEW	13,195		13,195	7,984	8,000	24
EDUC. SUPPLIES- LAKEVIEW	49,010		49,010	25,708	30,850	24
COPIER COSTS & PAPER - LAKEVIEW	22,997		22,997	18,841	22,077	24
OFFICE SUPPLIES- TUSSING	8,850		8,850	2,108	4,000	26

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
LIBRARY SUPPLIES- TUSSING	20,650		20,650	6,462	15,000	26
EDUC. SUPPLIES- TUSSING	76,700		76,700	60,725	64,596	26
COPIER COSTS & PAPER - TUSSING	35,990		35,990	34,034	47,275	26
OFFICE OF SUPPORT SERVICES						
SCHOOL SOCIAL WORKER	140,568		140,568	135,458	136,969	19
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	10,000		10,000	4,323	10,000	29
SPECIAL Ed FLOW THRU TEACHER		196,535	196,535	182,172	191,005	19
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		87,767	87,767	72,125	86,809	19
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		80,653	80,653	76,812	79,031	19
SPECIAL Ed FLOW THRU SOCIAL SECURITY		33,983	33,983	28,971	33,189	20
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		84,868	84,868	73,618	82,879	20
SPECIAL Ed FLOW THRU HOSPITAL PLANS		80,376	80,376	77,961	72,749	20
SPECIAL Ed FLOW THRU SUPPLIES		0	0	0	0	29
PRESCHOOL A CONTRACTUAL SERVICES		15,071	15,071	14,934	14,934	29
SECRETARY OSS	161,974		161,974	144,940	157,607	19
OSS NON GRANT SUPPLIES	368,500		368,500	213,089	368,500	29
COPIER & PAPER COSTS - OSS	5,638		5,638	5,037	4,584	29
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY SALARIES	541,880		541,880	462,859	551,730	19
PARAPROFS: TECHNOLOGY	90,302		90,302	133,005	92,055	19
TECHNOLOGY EXPENDITURES- MAJOR (> \$5,000)	145,000		145,000	697,477	167,500	23
TECHNOLOGY EXPENDITURES- MINOR (< \$5,000)	664,180		664,180	506,819	499,380	23
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	23
INSTRUCTIONAL SUPPORT						
SCHOOL SECRETARIES & BOOKKEEPERS	608,003		608,003	530,313	557,555	19
SECRETARY FOR DIRECTORS	26,894		26,894	48,029	41,254	19
SUBSTITUTE SECRETARIES	30,000		30,000	19,703	30,000	19
EMPLOYEE BENEFITS						
RETIREMENT - SICK LEAVE PAYOUT	65,000		65,000	65,228	65,000	21
SOCIAL SECURITY	1,603,698		1,603,698	1,374,467	1,565,976	20
RETIREMENT & GROUP LIFE	3,768,801		3,768,801	3,254,737	3,666,126	20
MEDICAL AND DENTAL PLANS	3,105,500		3,105,500	3,055,358	3,525,165	20
UNEMPLOYMENT INSURANCE VEC	7,000		7,000	5,205	7,000	21
WORKER'S COMPENSATION INSURANCE - INSTRUCTIO	112,200		112,200	127,616	112,200	21
PROGRAM SUPPORT						
EXTRA DUTY SUPPLEMENTS	389,302		389,302	308,976	365,658	19
RESOURCE OFFICERS	403,000		403,000	230,796	363,000	21
ATHLETIC TRAINERS	0		0	0	0	21
TEACHER- HOMEBOUND	73,024	26,976	100,000	96,097	100,000	19
TEACHER - SUM. SCH	169,952		169,952	62,389	142,000	19
SUBSTITUTE AIDES	100,000		100,000	56,553	100,000	19
INSTRUCTIONAL CAPITAL						
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	48,426		48,426	76,240	19,223	24-28
INSTRUCTION CAPITAL EXPENDITURES- MINOR	0		0	94,132	47,505	24-28
EVERY STUDENT SUCCEEDS ACT						
TITLE I TEACHER		352,873	352,873	380,873	343,944	19
TITLE I PARAPROFESSIONAL		24,163	24,163	23,012	24,146	19
TITLE I - SOCIAL SECURITY		28,843	28,843	28,899	28,159	20
TITLE I - RETIREMENT & GROUP LIFE		72,017	72,017	64,667	70,302	20
TITLE I - MEDICAL & DENTAL		57,540	57,540	56,835	44,419	20
TITLE I - SUPPLIES		121,789	121,789	44,222	53,179	21
TITLE II STAFF DEV.		104,677	104,677	102,989	97,266	21
TITLE III, PART A		13,000	13,000	2,405	8,021	21
SUB TOTAL INSTRUCTION	33,239,043	1,668,192	34,907,235	31,731,399	34,167,949	

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	19
<u>SUPERINTENDENT</u>	154,350		154,350	147,000	149,940	19
<u>ADMINISTRATIVE STAFF</u>	231,247		231,247	213,601	222,222	19
<u>BUSINESS OFFICE STAFF</u>	386,952		386,952	330,840	377,888	19
HEALTH SERVICES						
<u>NURSE</u>	268,017		268,017	258,813	260,838	19
<u>PSYCHOLOGIST</u>	114,902		114,902	108,140	112,510	19
<u>OCCUPATIONAL THERAPIST, FLOW THRU</u>		79,267	79,267	77,002	77,002	19
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	90,635		90,635	79,003	88,181	20
<u>RETIREMENT & GROUP LIFE</u>	221,186		221,186	190,528	214,826	20
<u>MEDICAL & DENTAL</u>	130,314		130,314	114,640	177,675	20
<u>UNEMPLOYMENT INSURANCE</u>	500		500	0	500	21
<u>WORKER'S COMPENSATION INSURANCE</u>	8,250		8,250	4,410	8,250	21
CONTRACTED SERVICES						
<u>ATTORNEY FEES</u>	25,000		25,000	16,974	42,000	21
<u>CONSULTANT FEES</u>	9,000		9,000	15,500	9,000	21
<u>SCHOOL ACTIVITY FUND AUDIT EXPENSES</u>	5,500		5,500	5,000	5,200	21
<u>GENERAL INSURANCE</u>	72,512		72,512	37,436	72,512	21
<u>BANK SERVICE CHARGES</u>	6,500		6,500	5,445	10,687	21
<u>COMPUTER SERVICES</u>	84,400		84,400	69,339	83,800	21
<u>BACKGROUND CHECKS & DRUG TESTS</u>	15,000		15,000	8,809	15,000	21
<u>CONTRACTED THERAPY, FLOW THRU</u>		13,240	13,240	34,003	0	21
OPERATIONAL COSTS						
<u>POSTAGE</u>	6,000		6,000	3,345	8,000	21
<u>TRAVEL, MILEAGE, LODGING, MEALS</u>	21,000		21,000	37,285	21,000	21
<u>ASSOCIATION DUES</u>	31,660		31,660	20,092	31,475	21,28,29
<u>COMMUNITY RELATIONS</u>	10,000		10,000	4,251	15,000	21
<u>OFFICE SUPPLIES</u>	35,000		35,000	42,833	27,000	21
<u>COPIER & PAPER COSTS - SAO</u>	11,550		11,550	11,817	11,550	21
<u>NURSING SUPPLIES</u>	30,000		30,000	24,312	30,000	29
SUB TOTAL ADMINISTRATION	1,998,774	92,507	2,091,281	1,889,718	2,101,356	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
TRANSPORTATION STAFF						
<u>BUS COORDINATOR</u>	73,628		73,628	64,678	66,935	20
<u>BUS DRIVERS</u>	375,287		375,287	387,965	356,053	20
<u>BUS SECRETARY</u>	45,321		45,321	45,643	44,026	20
<u>BUS PARAPROFESSIONAL</u>	181,078		181,078	54,699	159,623	20
<u>SUBSTITUTES AND EXTRA TRIPS</u>	155,738		155,738	103,577	137,000	20
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	63,576		63,576	47,092	58,418	20
<u>RETIREMENT & GROUP LIFE</u>	22,978		22,978	19,447	21,271	20
<u>MEDICAL & DENTAL</u>	117,607		117,607	129,606	177,675	20
<u>WORKER'S COMPENSATION INSURANCE</u>	16,500		16,500	8,819	16,500	21
CONTRACTED SERVICES						
<u>SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.</u>	0	0	0	0	0	21
<u>PAYMENTS TO PARENTS & PRIVATE VENDORS</u>	25,000		25,000	5,499	20,000	30
OPERATIONAL COSTS						
<u>BUS INSURANCE</u>	25,132		25,132	12,152	25,132	21
<u>CAPITAL OUTLAY - MAJOR</u>	277,764		277,764	346,105	197,955	30
<u>FUEL AND SUPPLIES</u>	179,200		179,200	157,283	168,308	30
SUB TOTAL TRANSPORTATION	1,558,809	0	1,558,809	1,382,563	1,448,896	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
MAINTENANCE STAFF						
<u>DIRECTOR</u>	93,709		93,709	89,247	92,434	20
<u>CUSTODIANS - FULL TIME</u>	746,999		746,999	762,511	761,545	20
<u>MAINTENANCE WORKERS - FULL TIME</u>	575,698		575,698	453,829	548,987	20
<u>CUSTODIANS - PART & OVERTIME</u>	65,000		65,000	51,438	65,000	20
<u>MAINTENANCE WORKERS: PART & OVERTIME</u>	100,000		100,000	68,925	100,000	20
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>	120,978		120,978	106,974	119,949	20
<u>RETIREMENT & GROUP LIFE</u>	112,444		112,444	102,747	103,301	20
<u>MEDICAL & DENTAL</u>	278,363		278,363	280,211	355,350	20
<u>UNEMPLOYMENT INSURANCE</u>	1,500		1,500	0	1,500	21
<u>WORKER'S COMPENSATION INSURANCE</u>	26,400		26,400	14,111	26,400	21
UTILITIES						
<u>ELECTRICAL SERVICE</u>	664,350		664,350	543,255	645,000	31
<u>FUEL FOR UTILITIES</u>	76,000		76,000	42,788	76,000	31
<u>WATER, SEWAGE, REFUSE</u>	55,000		55,000	42,789	55,000	31
<u>TELEPHONE & INTERNET SERVICE</u>	307,336		307,336	216,653	287,336	21, 23
OPERATIONAL COSTS						
<u>CAPITAL EXPENDITURES- MAJOR</u>	273,452		273,452	850,209	42,686	31
<u>CAPITAL EXPENDITURES- MINOR</u>	10,000		10,000	10,000	10,000	31
<u>MAINTENANCE SERVICES</u>	268,800		268,800	242,414	260,000	31
<u>OFFICE SUPPLIES</u>	1,800		1,800	1,600	1,800	31
<u>MAINTENANCE SUPPLIES</u>	294,260		294,260	376,287	277,200	31
<u>OPERATION OF VEHICLES</u>	62,750		62,750	55,071	51,750	31
<u>COPIER & PAPER COSTS - OPERATION & MAINTENANCE</u>	5,300		5,300	4,682	5,300	31
SUB TOTAL OPERATIONS	4,140,138	0	4,140,138	4,315,739	3,886,538	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
FOOD SERVICE STAFF						
<u>COORDINATOR</u>		73,628	73,628	71,583	73,310	20
<u>SECRETARY</u>		36,604	36,604	34,861	36,351	20
<u>FULL TIME WORKERS</u>		113,940	113,940	114,046	112,492	20
<u>PART TIME WORKERS</u>		330,679	330,679	264,051	287,509	20
EMPLOYEE BENEFITS						
<u>SOCIAL SECURITY</u>		42,446	42,446	34,724	38,989	20
<u>RETIREMENT & GROUP LIFE</u>		29,577	29,577	26,521	28,690	20
<u>MEDICAL & DENTAL</u>		89,600	89,600	104,083	88,837	20
<u>WORKERS' COMP: OTHER</u>		1,650	1,650	882	1,650	21
OPERATIONAL COSTS						
<u>FOOD SERVICE BANK CHARGES-OTHER</u>		3,800	3,800	3,648	7,303	32
<u>CAPITAL OUTLAY - MAJOR</u>		13,700	13,700	0	22,497	32
<u>CAPITAL OUTLAY - MINOR</u>		0	0	0	0	32
<u>FOOD</u>		452,999	452,999	352,900	435,258	32
<u>SUPPLIES</u>		66,600	66,600	66,889	101,756	32
<u>CONTRACTUAL SERVICES</u>		0	0	3,083	0	32
SUB TOTAL FOOD SERVICE	0	1,255,223	1,255,223	1,077,271	1,234,642	

DEBT SERVICE & FUND TRANSFERS

<u>DEBT SERVICE TO CITY</u>	714,028		714,028	626,184	711,433	21
<u>TRANSFER TO CITY</u>		0	0	297,433	0	21
SUB TOTAL DEBT SERVICE	714,028	0	714,028	923,617	711,433	

CONTINGENCY RESERVE

1.80%						
<u>CONTINGENCY RESERVE</u>		829,561		829,561		679,579
<u>CIP RESERVE</u>		650,000		650,000		500,000

TOTAL EXPENDITURE BUDGET

43,130,353 3,015,922 46,146,275 41,320,307 44,730,393

SHOP & DINE

Colonial
HEIGHTS
VIRGINIA



City of Colonial Heights
FY2021-22
Annual Operating Budget

PERSONNEL INFORMATION

PAYROLL DATES FOR FISCAL YEAR 2021-2022

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

CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 2021

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		2.0%
	MINIMUM	MAXIMUM	
11	\$29,274	\$46,855	
	Deputy I		
	Facilities/Groundskeeper I		
	Meter Reader		
	Public Works Technician		
	Staff Assistant		
	Van Driver		
12	\$31,185	\$53,540	
	Concrete Technician		
	Deputy II		
	Deputy Registrar		
	Facilities/Groundskeeper II		
	Financial Technician I		
	Legal Secretary		
	Public Works Heavy Equipment Operator		
	Senior Meter Reader		
	Transportation Coordinator		
13	\$35,628	\$61,162	
	Animal Control Officer		
	Cross-Connection Control Technician		
	Deputy III		
	Deputy Sheriff* (Starting salary: \$42,448)		
	Facilities/Groundskeeper III		
	Financial Technician II		
	Police Records Technician		
	Recreation Specialist I		
	Traffic Technician		
	Utility Maintenance Specialist		
	Waterworks Distribution Technician		

*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$69,888.

GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2021

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		2.0%
	MINIMUM	MAXIMUM	
14	\$40,709	\$69,888	
		Administrative Assistant Administrative Services Deputy (Starting salary: \$45,584) Building Inspector Building Maintenance Technician Community/Economic Development Specialist Construction Inspector Chief Deputy Commissioner of Revenue Digital Resource Specialist Emergency Equipment Technician Engineering Technician (Starting salary: \$45,509) Financial Specialist I Heavy Truck/Bus Technician Horticulturist Museum Curator Permit Technician Procurement Specialist Public Works Foreman Recreation Specialist II Senior Automotive Mechanic Senior Traffic Technician Communications Officer (Starting salary: \$41,402) Youth Program Coordinator	
15	\$46,505	\$79,840	
		Combination Inspector Chief Deputy Circuit Court Clerk Communications Supervisor (Starting salary: \$47,048) Firefighter-EMT (Starting salary: \$47,048) Firefighter-Intermediate (Starting salary: \$49,400) Firefighter-Paramedic (Starting salary: \$51,870) Executive Assistant Financial Specialist II Human Resources Specialist Lieutenant Deputy Sheriff (Starting salary: \$48,721) Paralegal/Deputy City Clerk Police Detective (Starting salary: \$47,048) Police Officer (Starting salary: \$47,048) Recreation Specialist III Senior Center Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$50,707) Utility Billing Supervisor	

GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2021

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		2.0%
	MINIMUM	MAXIMUM	
16	\$53,135	\$91,218	
	Accountant		
	Animal Control Supervisor		
	Chief Deputy Sheriff		
	Deputy Fire Marshall		
	Financial Systems Analyst		
	Fire Lieutenant		
	Geographic Information System (GIS) Coordinator		
	Police Sergeant		
	Purchasing Agent		
	Revenue Supervisor		
17	\$60,389	\$104,220	
	Assistant Commonwealth's Attorney		
	Automotive Maintenance Superintendent		
	Battalion Chief		
	City Assessor		
	Emergency Communications Center Manager		
	Facilities Superintendent		
	Information Systems Coordinator		
	Office on Youth & Human Services Administrator		
	Police Lieutenant		
	Project Coordinator		
	Public Works Superintendent		
18	\$69,360	\$119,071	
	Assistant Director of Planning & Community Development		
	Assistant Director of Public Works – Engineering		
	Assistant Director of Recreation & Parks		
	Building Official		
	Deputy Chief of Fire & EMS		
	Deputy Chief of Police - Major		
	Deputy Director of Finance		
	Economic Development Administrator		
	Police Captain		

*The Deputy Chief of Police is assigned the rank of Major, above the rank of Police Captain, and the Deputy Chief will be compensated accordingly as a higher rank position.

GENERAL PAY PLAN CLASS AND SALARY RANGE

Effective July 1, 2021

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		2.0%
	MINIMUM	MAXIMUM	
EXEC	\$83,640	\$144,006	
	Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director		
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	\$9.50 - \$11.00
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	\$9.50 - \$11.00
Recreation Assistant II	\$10.00 - \$11.50
Recreation Assistant III	\$10.50 - \$12.00
Recreation Assistant IV	\$11.00 - \$15.00
Recycling Center Attendant	\$9.50 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$9.50 - \$11.00
Communications Officer	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$9.50 - \$15.00
Youth Specialist	\$12.00 - \$20.00
Youth Workforce Specialist	\$15.00 - \$18.00

*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Intermediate, Firefighter-Paramedic, EMT, Intermediate, and Paramedic designations.

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.