

City of Colonial Heights



FY2022-2023
Annual Operating Budget
June 14, 2022

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City of Colonial Heights

Elected Officials and Senior Management

CITY COUNCIL

T. Gregory Kochuba.....Mayor
Elizabeth "Betsy" Gentry Luck.....Vice Mayor
Kenneth B. FrenierCouncilmember Dr. Laura F. Poe..... Councilmember
John E. PiotrowskiCouncilmember Robert W. Wade..... Councilmember
John T. Wood.....Councilmember

SENIOR MANAGEMENT

Douglas E. Smith..... City Manager
Rebecca Griffin..... Interim Director of Finance
Jennifer N. Carpenter..... Director of Human Resources
Robert L. Ruxer..... Interim Chief of Police
Hugh P. Fisher, III City Attorney
Todd B. Flippen.....Director of Public Works/ Engineering
Maxie BrownInterim Dir. 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
Teresa Cherry..... 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
- ADVISORY BOARD ON POLICE-REQUESTED TOWING
- APPOMATTOX RIVER WATER AUTHORITY
- ARCHITECTURAL 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
- COMMUNITY POLICY AND MANAGEMENT TEAM
- 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
- HISTORICAL COMMISSION
- JOHN TYLER ASAP POLICY BOARD
- JOHN TYLER COMMUNITY COLLEGE BOARD OF TRUSTEES
- NATURAL HAZARDS MITIGATION ADVISORY COMMITTEE
- PERSONNEL BOARD
- PETERSBURG AREA REGIONAL TOURISM CORPORATION
- PLANNING COMMISSION
- REGIONAL BUILDING CODE APPEALS BOARD
- RICHMOND REGIONAL TOURISM BOARD OF DIRECTORS
- RIVERSIDE REGIONAL JAIL AUTHORITY
- SENIOR CITIZENS ADVISORY COMMITTEE
- SOUTH CENTRAL WASTEWATER AUTHORITY
- TRANSPORTATION SAFETY COMMISSION
- VIRGINIA'S GATEWAY REGION
- YOUTH SERVICES COMMISSION



CITY OF COLONIAL HEIGHTS

OFFICE OF THE CITY MANAGER

Douglas E. Smith
City Manager

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

Nancy Boshier
Executive Assistant

May 19, 2022

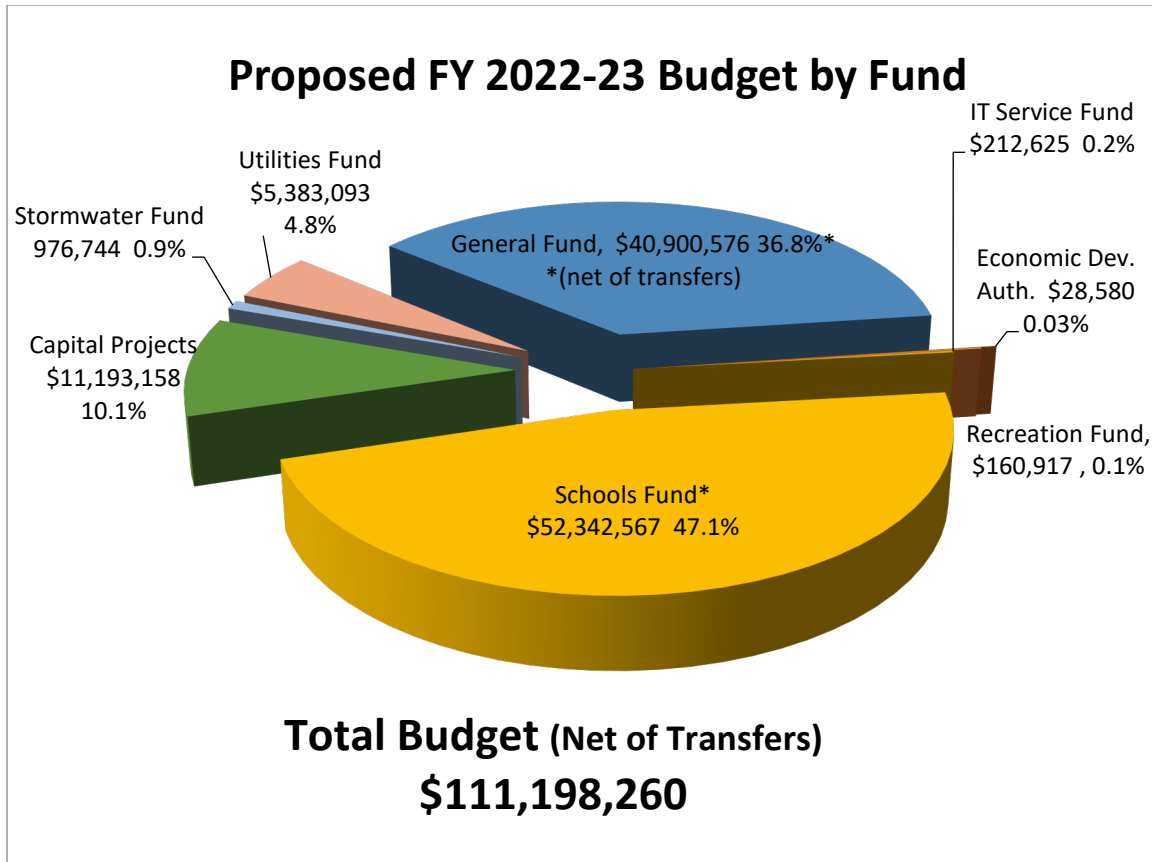
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Mayor and Council Members,

I hereby present the annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

The past several years have been very challenging for the community and City staff with the impact of the COVID-19 pandemic. The effects of the pandemic continued into the current fiscal year, but fortunately the transmission rate in our community is now at a low level. Our City staff did a tremendous job in responding to the pandemic and in continuing to provide important services to the community during this challenging time. We are now facing a different type of challenge with rising costs impacting our economy, and rising wages affecting the ability to recruit and retain employees. This proposed budget incorporates rising costs in City expenses while also allocating significant funding in contingency to provide for compensation increases to our City staff.

The total appropriation included in this FY2022-23 Annual Budget, net of the transfer to schools, is \$111,198,260 which is 14.7% 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 (97.1%), Solid Waste (77.8%) and the Schools Fund (13.4%) as compared to the current adopted budget. The Capital Projects Fund increase is attributable to appropriations for capital projects, funded by a debt issuance in the current fiscal year and by American Rescue Plan (ARPA) funding from the federal government. The Solid Waste increase is related to costs for the new solid waste collection contract. The School division had increases in the contingency fund, CIP reserves, and transportation categories. The overall budget, by fund, is shown in the graph on the following page.



The City's total General Fund budget for the upcoming fiscal year of \$65,042,989 is an increase of 5.2% from the original FY 2021-22 General Fund budget of \$61,839,700 (the General Fund Budget net of interfund transfers is \$40,900,576 as shown in the graph above). Funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council increased in the upcoming budget (further details below). 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 FY 23 General Fund budget includes: several part-time positions, two positions upgraded from part-time to full-time, increases in health insurance premiums and required Virginia Retirement System contributions, various service equipment replacements, and funding in contingency for employee compensation adjustments.

The budget for Colonial Heights Public Schools totals \$52,342,567, which is 47.1% of the total budget and an increase of \$6.2 million over the current year. The School Budget includes funding for major capital improvement projects for the High School administrative/entrance area and the Fine Arts area. The line item detail of the school budget is found in the back of this document.

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 \$23,876,045, a 6.1% increase from the current fiscal year budget. The General Fund also includes a transfer to the Capital Projects Fund of \$187,600, of which \$12,600 is current year revenue and \$175,000 is use of assigned fund balances. The current year budget provided a \$732,587 transfer to the Capital Projects Fund, of which \$133,587 was current year, “pay-go”, revenue and \$610,000 was the utilization of assigned fund balances. The FY 22-23 Budget also provides for a transfer of \$78,768 from the General Fund to the Water and Sewer Fund.

The FY22-23 Budget continues the City’s practice of being a 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 – (\$40.9M, net of \$24.1M 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 – (\$52.3M)** 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 – (\$28,580)** 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– (\$11.19M)** 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– (\$212,625)** This fund 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**** – (\$976,744) 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**** – (\$5.38M) The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

**Designates Enterprise Funds*

The FY22-23 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.

FY2022-23 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 unassigned fund balance for operating expenses.

The following is a brief discussion of the issues impacting the FY22-23 Annual Budget:

Cost of Operations

The City has experienced increased costs in various areas. Providing a compensation increase to employees is a critical budget item. Funding is allocated in contingency funding in this proposed budget that will be directed to employee compensation.

Funding Enterprise Operations

The FY 21-22 budget included a 5% increase and slight restructuring of the City's utility rates. Even with this prior 5% adjustment 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 for FY 23. The FY 23 budget includes general fund support for the water and sewer fund in the form of a transfer of \$78,768 in operating funds from the general fund to the water and sewer fund.

Budget Organization & Structure

Several structural formatting changes are included in the FY 23 Budget. Various divisions of the Office on Youth budget are now consolidated in one section, and debt service principal and interest are now budgeted in one division.

Capital Outlay & Capital Project Funding

As mentioned earlier, the FY22-23 operating budget supports various capital projects through the transfer of funds from the General Fund. The City plans the one-time utilization of \$495,000 in assigned General Fund balances resulting from prior year surpluses for specific one-time and capital projects. The use of general fund assigned fund balance is planned for the following projects:

- Partial funding of the replacement of police vehicles (\$200,000)
- HVAC unit replacement – various facilities (\$90,000)
- Partial funding of diesel tractor for Recreation and Parks (30,000)
- Partial funding of Fire Department Medic Unit (\$125,000)
- Facilities study for Fire Station No. 1 (\$50,000)

In addition, \$30,000 of assigned fund balance is being used to partial offset the maintenance cost of the new Computer Aided Dispatch/Records Management system for Public Safety.

Fees and Rates

Due to the significant increase in values for used vehicles, City Council has decided to reduce the Personal Property Tax Rate from \$3.50 per \$100 of assessed value to \$3.10. Once approved in final ordinance form, this change will be effective for calendar year 2022.

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

Specific Personnel Needs/ Staffing

The budget includes funding in FY22-23 for two hundred seventy-four (274) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is a net increase of two full-time positions from the adopted budget for FY22.

The increase in full-time positions is attributable to the conversion of one part-time employee to full-time for the Office on Youth and the conversion of one part-time employee to full-time for Utility Billing. In addition, the budget provides for moving a full-time position that was split 50/50 between the Planning Department and Economic Development to be fully funded in the Economic Development budget. Part-time positions are also added for Emergency Management (continuation of a previous position added mid-year), the Assessor's Office (continuation of a previous position added mid-year), and Billing and Collections.

Vehicles, Furniture, Fixtures & Equipment

Planned replacement and acquisitions of vehicles, furniture, fixtures, and equipment in the General Fund for FY 22-23 total \$661,995 (not included in the cost are bridge inspections under Engineering and a new K-9 under Police). This is a decrease of 14.4% when compared to the FY21-22 figure of \$773,050. Some items included in the proposed FY 22 budget include the replacement of seven police vehicles, vehicles for the Sheriff's Office and Fire Department, and a diesel tractor for Parks Maintenance. The chart on the following page illustrates equipment, furniture, fixtures, and vehicle spending planned in FY 23 by functional category.

General Fund Vehicles, Furniture, Fixture, and Equipment – Planned FY 23 Spending

Budget Category	Amount	Percent of Total
Legislative	1,500	0.23%
General & Financial Admin.	17,500	2.64%
Judicial	65,900	9.95%
Public Safety	417,895	63.13%
Public Works	111,700	16.87%
Culture and Recreation	47,500	7.18%
TOTAL	661,995	

Capital Improvement Plan FY2023-FY2027

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
- Fire & EMS Medic 934 Replacement
- Fire Station #1 Architectural/Engineering Conceptual Assessment
- Total Maximum Daily Load Project
- Boulevard at Temple Intersection Improvements
- Branders Bridge Right Turn Lane Extension
- Lakeview Avenue Modernization Phase I
- Colonial Heights High School Sidewalks
- Citywide Infrastructure Replacement
- Lake Avenue Pickleball Courts and LED lights/Lakeview Park Improvements
- Violet Bank Restoration Phase II
- Colonial Heights High School Fine Arts Renovation (Music – Art)
- Colonial Heights High School Front Entrance, Administration Areas

For additional information on all capital projects, including those proposed for funding in future years, please see the City's Fiscal Years 2023-2027 Capital Improvement Plan.

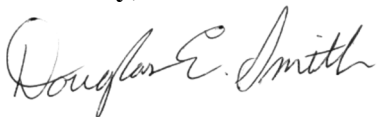
Other Items

- **Employee Health Insurance**– Premiums for FY 22-23 increased approximately 9%, after a decrease in the previous year. The City is absorbing a significant amount of this increase at a cost of approximately \$294,000 for all funds.
- **Compensation Adjustment**– The General Fund budget includes approximately \$949,000 in funding in contingency for employee compensation adjustments for a new Public Safety Step Plan, a 5% cost of living adjustment for other employees, and pay adjustments for maintenance staff. Additional funding for employee compensation is included in the Stormwater and Water and Sewer Fund budgets as well.
- **Virginia Retirement System**– The City’s employer contribution rate for VRS increased from 14.39% to 15.63% at a cost of approximately \$199,000 for all funds.
- **Financial Policies**– The City of Colonial Heights’ financial management policies are also included in this document.

In summation, the FY22-23 budget does show an increase from the previous fiscal year. However, the City faces cost increases requiring additional funding, and it is critical for the City to provide a meaningful compensation adjustment for our employees.

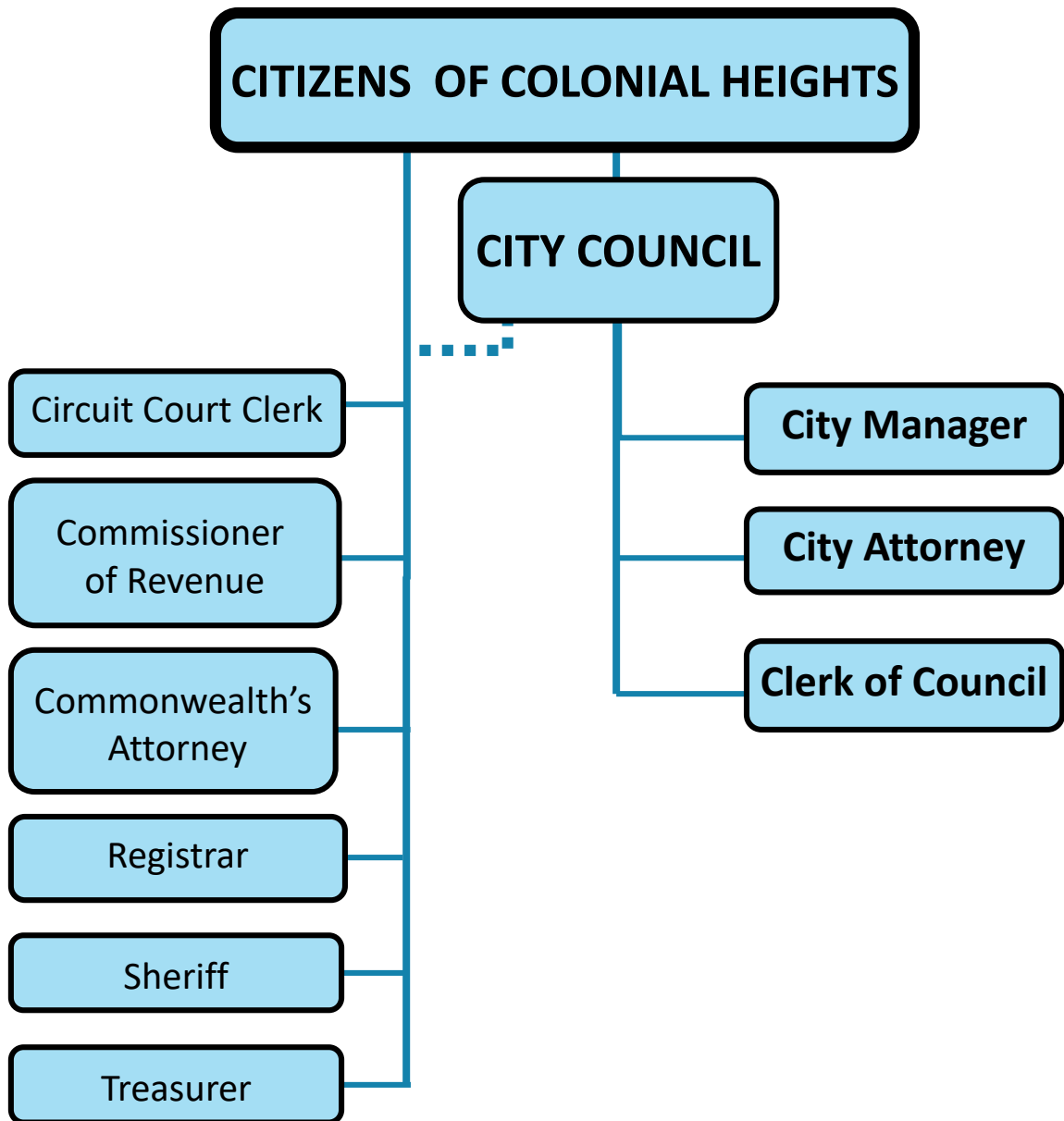
The last several years have been challenging for all. I commend the staff of the City of Colonial Heights for their dedication to continuing to provide such important services to our community each and every day. On behalf of the City staff, I thank the Mayor and City Council for their ongoing support and continued service to the citizens of Colonial Heights.

Sincerely,

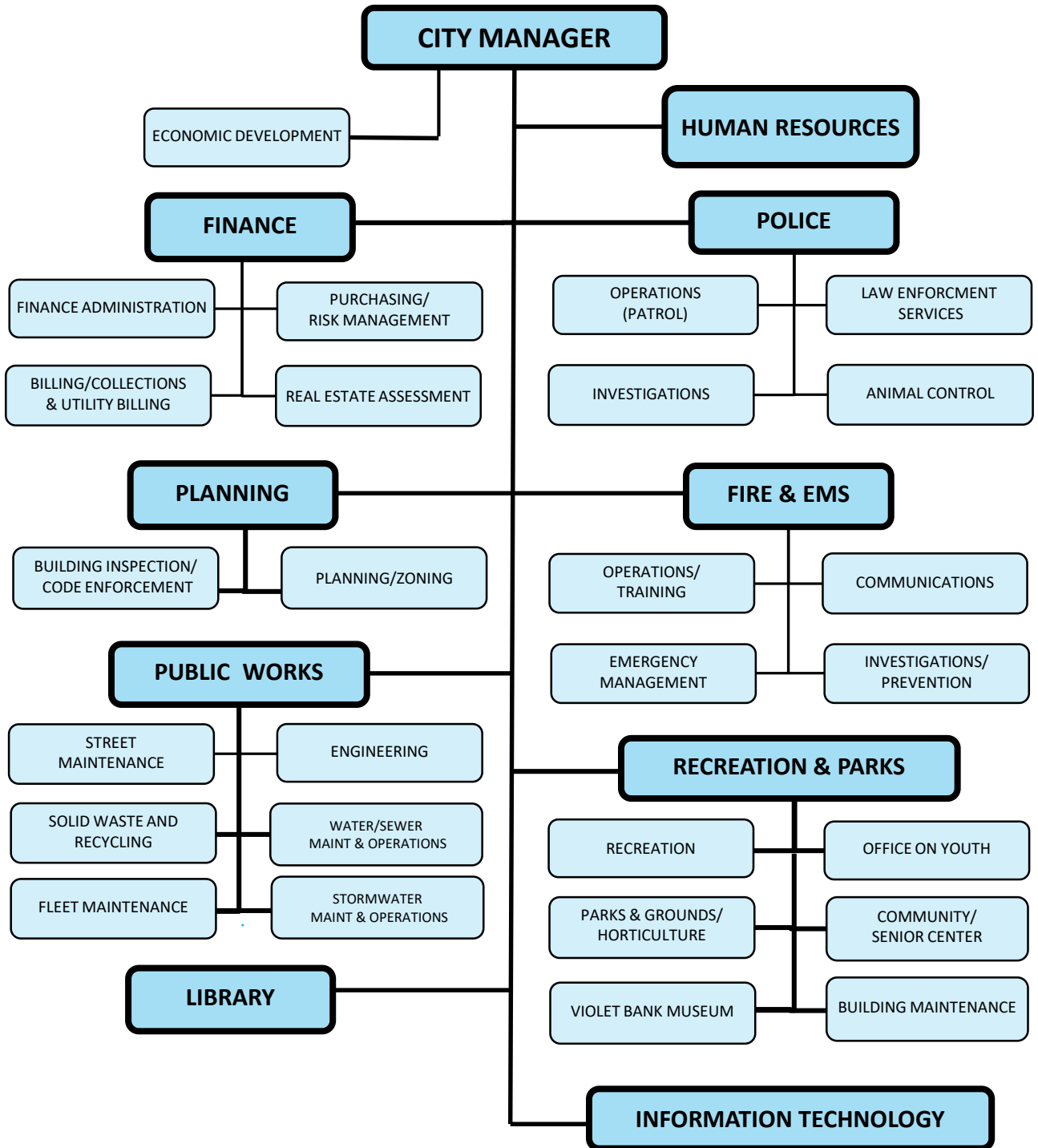
A handwritten signature in cursive script that reads "Douglas E. Smith".

Douglas E. Smith
City Manager

2022-23 City of Colonial Heights Leadership Organization Chart



2022-23 City of Colonial Heights Administrative Organization Chart



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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.

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

BUDGET SUMMARIES

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCOUNT NUMBER SUMMARY

ACCT #	Account Description	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>GENERAL FUND</u>								
4100	General Property Taxes	\$23,721,544	\$23,790,977	\$24,133,663	\$25,036,661	\$25,103,358	\$25,456,122	\$27,181,789	6.8%
4200	Other Local Taxes	19,048,358	19,146,275	18,637,614	19,720,112	20,487,428	19,563,819	20,360,930	4.1%
4300	Licenses, Permits & Fees	4,022,748	3,707,262	3,622,513	4,005,832	4,256,739	3,744,470	4,151,265	10.9%
4400	Fines & Forfeitures	342,061	375,077	245,712	361,843	241,082	356,000	235,400	-33.9%
4500	Use of Money & Property	259,260	322,738	270,432	167,200	129,353	206,300	244,500	18.5%
4600	Intergovernmental Revenue	7,507,759	7,199,786	7,630,890	7,855,300	7,909,601	7,827,061	7,890,603	0.8%
4700	Charges for Current Services	2,490,463	2,577,996	2,523,758	2,533,100	2,511,367	2,616,900	2,928,850	11.9%
4800	Miscellaneous	1,350,432	2,151,025	1,331,676	2,020,029	1,429,975	2,069,028	2,049,652	-0.9%
	TOTAL GENERAL FUND	\$58,742,625	\$59,271,136	\$58,396,258	\$61,700,077	\$62,068,903	61,839,700	65,042,989	5.2%
	<u>ECON. DEV. AUTHORITY FUND</u>								
4300	Licenses, Permits & Fees	66,406	31,250						N/A
4500	Use of Money & Property	5							N/A
4800	Miscellaneous				32,780	481,480	30,280	28,580	-5.6%
	TOTAL ECON. DEV. AUTH. FUND	\$66,411	\$31,250		\$32,780	\$481,480	30,280	28,580	-5.6%
	<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								
4700	Charges for Current Services	153,951	161,300	93,223	161,300	16,156	160,917	160,917	0.0%
4800	Miscellaneous	4,029	181,000	35,402	9,000	2,854			
	TOTAL REC. ACTIVITY FUND	\$157,980	\$342,300	\$128,625	\$170,300	\$19,010	160,917	160,917	0.0%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCOUNT NUMBER SUMMARY

ACCT #	Account Description	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>CAPITAL PROJECTS FUND</u>								
4500	Use of Money & Property	222,927		146,520		12,155			
4600	Intergovernmental Revenue	775,277	2,255,144	5,215,729	2,086,311	2,827,004	2,630,672	6,886,470	161.8%
4800	Miscellaneous	6,202,758	1,256,931	1,293,799	2,084,856	1,698,047	3,048,587	4,306,688	41.3%
	TOTAL CAPITAL PROJECTS FUND	\$7,200,962	\$3,512,075	\$6,656,048	\$4,171,167	\$4,537,206	5,679,259	11,193,158	97.1%
	<u>INFO TECH SERVICE FUND</u>								
4700	Charges for Current Services						234,960	212,625	-9.5%
	TOTAL INFO TECH SERVICE FUND						\$234,960	\$212,625	-9.5%
	<u>STORMWATER FUND</u>								
4700	Charges for Current Services	718,645	696,996	742,758	719,500	730,374	730,000	740,000	1.4%
4800	Miscellaneous				357,055	0	236,633	236,744	
	TOTAL STORMWATER FUND	\$718,645	\$696,996	\$742,758	\$1,076,555	\$730,374	966,633	976,744	1.0%
	<u>WATER & SEWER FUND</u>								
4700	Charges for Current Services	4,927,220	5,147,083	4,873,198	5,192,565	5,110,983	5,173,446	5,300,325	2.5%
4800	Nonoperating Revenue	406,602	4,000	352,593	4,000	1,342,193	106,000	82,768	-21.9%
	TOTAL WATER & SEWER FUND	\$5,333,822	\$5,151,083	\$5,225,791	\$5,196,565	\$6,453,176	5,279,446	5,383,093	2.0%
	<u>SCHOOL FUNDS</u>								
	Federal Funds	\$2,332,659	\$2,206,795	\$2,354,025	\$2,372,685	\$2,220,579	2,512,584	2,875,578	14.4%
	State Funds	16,239,904	16,595,556	16,884,977	18,219,031	18,067,199	18,979,452	23,083,500	21.6%
	Other Funds	548,069	462,300	624,690	458,398	581,702	567,615	388,692	-31.5%
	City Transfer	24,204,644	21,566,405	22,489,165	22,475,558	23,573,631	22,513,188	23,876,045	6.1%
	Fund Balance		1,073,807		1,204,721	0	1,573,436	2,118,752	34.7%
	TOTAL SCHOOL FUNDS	\$43,325,276	\$41,904,863	\$42,352,857	\$44,730,393	\$44,443,111	46,146,275	52,342,567	13.4%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>GENERAL FUND</u>							
	<u>LEGISLATIVE</u>							
1011	City Council	117,311	107,666	130,593	98,535	106,253	108,282	1.9%
1012	Clerk of Council	91,744	87,306	94,528	87,219	94,499	95,203	0.7%
	<u>GENERAL & FINANCIAL ADMIN.</u>							
1051	City Manager	296,254	309,979	308,438	311,644	319,462	326,894	2.3%
1052	Human Resources	130,372	142,849	205,984	181,240	225,141	230,448	2.4%
1053	Economic Development	239,768	250,124	293,323	256,953	303,252	360,548	18.9%
1101	City Attorney	300,057	339,536	354,068	334,270	380,949	409,511	7.5%
1152	Commissioner Of Revenue	272,231	260,200	295,995	285,113	314,055	329,389	4.9%
1153	Treasurer	132,448	136,595	138,791	137,488	147,252	143,443	-2.6%
1201	Financial Administration	751,191	783,014	740,158	703,704	767,754	795,054	3.6%
1204	Auditing	108,400	116,100	110,000	120,600	125,000	123,850	-0.9%
1205	Employee Benefits	231,407	125,994	205,564	246,994	215,361	213,886	-0.7%
1206	Purchasing	171,095	174,712	201,385	222,055	208,407	209,804	0.7%
1207	Insurance & Risk Management	510,896	545,826	578,263	602,873	610,823	694,111	13.6%
1208	Real Estate Assessor	194,866	208,778	212,858	200,485	227,535	251,334	10.5%
1209	Billing & Collections	267,009	276,617	293,575	282,730	301,524	322,973	7.1%
1253	Information Technology	278,277	374,226	505,513	402,040	462,172	462,951	0.2%
1301	Electoral Board	23,956	27,328	33,124	24,731	33,495	36,272	8.3%
1302	Registrar	142,259	140,940	164,600	142,288	184,089	213,316	15.9%
	<u>JUDICIAL ADMINISTRATION</u>							
1351	Circuit Court Clerk	569,955	606,825	620,976	582,371	643,384	637,491	-0.9%
1353	General District Court	34,408	24,300	63,700	18,637	63,400	62,965	-0.7%
1354	Probation	4,397	2,807	5,584	4,674	5,584	5,584	0.0%
1355	Commonwealth's Attorney	830,638	894,265	980,501	904,991	1,034,853	1,048,332	1.3%
1356	Sheriff	1,031,135	1,019,800	1,113,323	1,098,237	1,196,624	1,262,242	5.5%
1357	Incarceration	2,692,467	2,087,507	2,564,384	1,885,796	2,268,275	2,000,000	-11.8%
1358	Drug Courts	57,000	84,619	64,581	85,800	98,700	98,700	0.0%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>JUDICIAL ADMIN. CONT.</u>							
1359	Community Corrections	192,079	334,146	306,000	313,518	350,800	350,800	0.0%
1360	Victim Witness	122,320	122,330	127,293	126,238	132,313	134,500	1.7%
1361	Juvenile & Domestic Relations Court	4,216	6,533	14,850	4,507	16,450	16,756	1.9%
	<u>PUBLIC SAFETY</u>							
1401	Police	5,424,778	5,447,915	5,650,146	5,776,799	5,635,882	5,815,279	3.2%
1402	Fire & EMS	4,465,526	4,627,204	4,919,505	3,921,005	5,030,163	5,258,151	4.5%
1403	Emergency Management	41,588	32,020	45,999	62,536	45,578	58,910	29.3%
1404	Communications	1,393,943	1,431,487	1,588,428	1,596,437	1,691,594	1,735,038	2.6%
1405	Animal Control	-	-	-	-	236,061	246,282	4.3%
	<u>PUBLIC WORKS</u>							
1451	Public Works Administration	319,130	330,361	311,354	190,930	314,239	334,553	6.5%
1453	Street Maintenance	988,761	1,504,463	2,018,480	1,654,782	1,969,232	1,926,949	-2.1%
1456	Engineering	844,350	769,417	960,688	841,165	869,928	943,315	8.4%
1457	Building Maintenance	568,459	599,823	680,172	724,094	717,022	745,605	4.0%
1458	Fleet Maintenance	378,196	418,976	434,137	399,142	449,559	452,192	0.6%
1459	Solid Waste	653,067	607,087	685,469	751,241	704,549	1,252,822	77.8%
1460	Recycling	275,864	253,362	299,450	295,699	302,994	310,018	2.3%
	<u>HEALTH & SOCIAL SERVICES</u>							
1501	Health	257,831	218,376	276,408	236,825	276,408	328,269	18.8%
1502	Social Services	260,397	282,886	400,000	251,546	400,000	400,000	0.0%
1503	CSA	442,608	548,521	575,000	601,852	578,800	582,400	0.6%
1504	Mental Health	79,953	82,352	87,425	87,425	87,425	98,965	13.2%
	<u>CULTURE & RECREATION</u>							
1601	Recreation	620,756	585,681	662,928	534,093	685,974	737,276	7.5%
1602	Community Center	286,657	295,494	318,641	257,338	368,123	335,177	-8.9%
1603	Horticulture	106,860	111,528	122,130	116,271	127,826	135,239	5.8%
1604	Parks & Grounds	601,406	684,118	728,262	644,482	764,460	766,375	0.3%
1651	Violet Bank	82,149	64,259	82,274	66,181	84,832	86,005	1.4%
1701	Library	804,080	790,668	801,745	692,423	754,757	760,444	0.8%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>COMMUNITY DEVELOPMENT</u>							
1751	Planning	265,830	265,357	272,510	314,649	347,379	345,520	-0.5%
1752	Building Inspections	237,754	273,712	326,951	230,859	310,741	320,982	3.3%
	<u>HUMAN SERVICES</u>							
1801	Office On Youth (incl. Better Beginnings)	360,594	224,531	343,472	245,520	360,274	392,091	8.8%
1808	Community Dev. Block Grant	79,559	73,583	92,000	139,058	107,000	107,000	0.0%
	<u>NONDEPARTMENTAL</u>							
1901	Contributions & Subsidies	56,962	81,084	88,659	74,768	88,221	88,853	0.7%
1902	Contingencies & Miscellaneous	94,055	89,922	1,138,544	103,403	609,379	1,629,419	167.4%
	<u>DEBT & TRANSFERS</u>							
1951	Debt Service	3,667,768	3,815,390	3,582,288	3,585,007	3,725,119	3,762,810	1.0%
2001	Transfers to Other Funds	22,407,609	22,357,410	23,479,060	25,741,099	23,358,775	24,142,413	3.4%
	TOTAL GENERAL FUND	56,375,541	56,457,908	61,700,077	65,863,752	61,839,700	65,042,989	5.2%
	<u>ECON. DEV. AUTH. FUND</u>							
2553	Economic Development Authority		5,671	32,780	481,480	30,280	28,580	-5.6%
	TOTAL ECON. DEV. AUTH. FUND		5,671	32,780	481,480	30,280	28,580	-5.6%
	<u>RECREATION ACTIVITY FUND</u>							
4280	Recreation Activities	146,209	275,548	170,300	24,851	160,917	160,917	0.0%
	TOTAL REC. ACTIVITY FUND	146,209	275,548	170,300	24,851	160,917	160,917	0.0%
	<u>CAPITAL PROJECTS FUND</u>							
60XX	Capital Projects	7,067,425	7,366,529	4,171,167	5,298,859	5,679,259	11,193,158	97.1%
	TOTAL CAP. PROJECTS FUND	7,067,425	7,366,529	4,171,167	5,298,859	5,679,259	11,193,158	97.1%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
6800	<u>INFO. TECHNOLOGY SERVICE FUND</u> Information Technology	-	-	-	-	234,960	212,625	-9.5%
	TOTAL INFO TECH SERVICE FUND					234,960	212,625	-9.5%
7500	<u>STORMWATER FUND</u> Stormwater	357,461	517,464	1,076,555	1,050,587	966,633	976,744	1.0%
	TOTAL STORMWATER FUND	357,461	517,464	1,076,555	1,050,587	966,633	976,744	1.0%
8127	<u>WATER & SEWER OPERATING</u> Water Transmission & Distribution	1,656,274	1,607,965	1,751,400	1,622,467	1,749,262	1,796,307	2.7%
8128	Wastewater Treatment	3,157,752	3,255,087	3,162,929	2,864,749	3,234,683	3,239,796	0.2%
8129	Utility Billing	250,990	390,264	282,236	346,711	295,501	346,990	17.4%
	TOTAL WATER & SEWER FUND	5,065,016	5,253,316	5,196,565	4,833,927	5,279,446	5,383,093	2.0%
	<u>SCHOOL FUNDS</u> Instruction	29,407,442	31,165,350	34,167,949	31,366,796	34,907,235	37,681,373	7.9%
	Admin., Att., & Health	2,222,179	2,209,616	2,101,356	2,304,754	2,091,281	2,169,925	3.8%
	Transportation	1,240,946	1,771,861	1,448,896	1,116,526	1,558,809	1,979,054	27.0%
	Operation & Maint.	4,235,377	4,354,536	3,886,539	4,583,109	4,140,138	4,230,955	2.2%
	Food Service	1,152,293	1,160,601	1,234,641	932,582	1,255,223	1,449,970	15.5%
	Textbooks							
	Capital Outlay		722,475					
	Operating Transfers Out	994,495	1,393,859	711,433	711,433	714,028	713,995	0.0%
	Contingency Fund			679,579		829,561	1,624,900	95.9%
	CIP Reserve	3,288,971	-	500,000	-	650,000	2,492,395	283.4%
	TOTAL SCHOOL FUNDS	42,541,703	42,778,298	44,730,393	41,015,200	46,146,275	52,342,567	13.4%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Council Approved	% Chg.
	<u>WATER & SEWER CAPITAL</u>							
8127	Water Transmission & Distribution	-	5,734	247,100	19,152	225,100	187,100	-16.9%
8128	Wastewater Treatment	59,994	105,630	217,216	112,734	190,800	161,800	-15.2%
8129	Utility Billing	-	49	20,000	20,232	25,000	25,000	0.0%
	TOTAL WATER & SEWER CAPITAL	59,994	111,413	484,316	152,117	440,900	373,900	-15.2%

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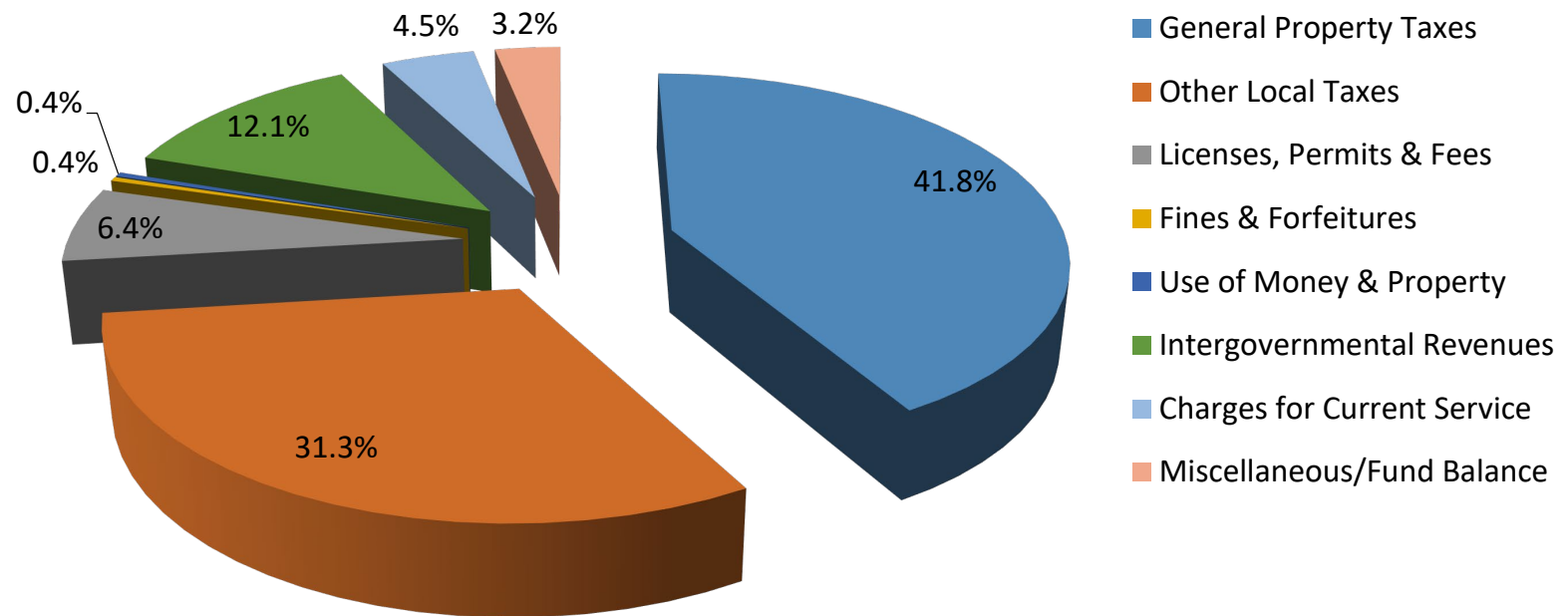
City of Colonial Heights

FY2022-23

Annual Operating Budget

GENERAL FUND REVENUE

GENERAL FUND REVENUES



TOTAL FY2022-23 GENERAL FUND BUDGET \$65,042,989

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES

CATEGORY NUMBER 4100

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL PROPERTY TAXES</u>								
4101	Current Real Estate 1st Half	\$9,726,704	\$9,958,394	\$10,438,220	\$10,201,940	\$10,455,924	\$11,314,073	\$11,314,073	8.2%
4102	Current Real Estate 2nd Half	9,858,630	10,168,514	10,480,983	11,187,234	10,596,716	11,372,873	11,372,873	7.3%
4105	Current Public Service Tax 1st Half	206,873	233,330	225,000	222,362	237,996	218,177	218,177	-8.3%
4106	Current Public Service Tax 2nd Half	206,873	233,330	225,000	192,657	237,996	218,177	218,177	-8.3%
4110	Machinery & Tools Tax	105,480	105,348	101,700	58,125	105,000	95,450	95,450	-9.1%
4112	Current Personal Property Tax	3,071,044	2,926,591	3,050,246	2,892,083	3,323,990	3,495,236	3,495,236	5.2%
4113	Delinquent Real Estate	210,385	180,598	210,896	54,738	185,000	148,574	148,574	-19.7%
4114	Delinquent Personal Property	121,167	129,547	96,616	61,381	110,000	104,150	104,150	-5.3%
4120	Penalties & Interest	214,389	198,011	208,000	232,838	203,500	215,079	215,079	5.7%
	TOTAL	\$23,721,544	\$24,133,663	\$25,036,661	\$25,103,358	\$25,456,122	\$27,181,789	\$27,181,789	6.8%

ACCOUNT NAME - OTHER LOCAL TAXES

CATEGORY NUMBER 4200

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CITY OF COLONIAL HEIGHTS 2022-23 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS

CATEGORY NUMBER 4300

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSES, PERMITS & FEES</u>								
4301	Business & Occupational License	\$3,148,433	\$2,929,460	\$3,179,917	\$3,555,784	\$2,958,755	\$3,350,000	\$3,350,000	13.2%
4302	Bicycle Tags	6	6	15	3	15	15	15	0.0%
4303	Motor Vehicle License Fees	505,649	518,821	510,000	485,100	515,000	506,600	506,600	-1.6%
4305	Erosion Control Permits	13,080	(13,080)		650				
4306	Street Opening Permits	35,000	(35,000)						
4307	Animal License Fees	8,068	6,837	8,500	6,530	7,200	7,200	7,200	0.0%
4308	Zoning Fees	25,565	21,080	21,000	39,060	22,000	25,450	25,450	15.7%
4311	Electrical Permits	21,714	21,898	21,000	17,832	21,500	20,500	20,500	-4.7%
4312	Plumbing Permits	40,760	33,736	42,000	22,865	34,000	33,750	33,750	-0.7%
4313	Building Permits	113,972	53,835	115,000	54,772	95,000	80,000	80,000	-15.8%
4315	Courthouse Maintenance Fees	17,048	13,160	17,000	10,622	16,000	15,000	15,000	-6.3%
4316	Miscellaneous Fees	37,138	29,389	36,000	41,580	34,000	36,000	36,000	5.9%
4318	Development Fees	6,674	5,544	8,000	6,098	7,000	6,500	6,500	-7.1%
4321	Administrative Fees	26,953	18,204	25,400	15,621	22,000	20,250	20,250	-8.0%
4325	Credit Card Fees	22,108	17,899	22,000	(6)	12,000	50,000	50,000	316.7%
4326	Attorney Fees	580	725		228				
	TOTAL	\$4,022,748	\$3,622,513	\$4,005,832	\$4,256,739	\$3,744,470	\$4,151,265	\$4,151,265	10.9%

2022-23 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES

CATEGORY NUMBER 4400

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FINES & FORFEITURES</u>								
4401	Fines & Forfeitures	\$262,721	\$183,741	\$281,800	\$148,669	\$280,000	\$150,000	\$150,000	-46.4%
4402	Parking Fines & Fees	7,043	6,733	7,043	7,463	7,000	7,000	7,000	0.0%
4403	Alarm Fines & Fees	2,960	1,958	3,000	2,945	5,000	3,000	3,000	-40.0%
4405	Jail Administrative Fees	9,686	7,709	10,000	6,775	9,000	8,150	8,150	-9.4%
4406	Courthouse Security Fees	58,406	39,875	60,000	60,637	55,000	57,250	57,250	4.1%
4410	Electronic Summons Fee		5,697		13,348		10,000	10,000	N/A
4409	Local Sheriff Fees	1,245			1,245		0	0	N/A
	TOTAL	\$342,061	\$245,712	\$361,843	\$241,082	\$356,000	\$235,400	\$235,400	-33.9%

2022-23 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY

CATEGORY NUMBER 4500

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>USE OF MONEY & PROPERTY</u>								
4501	Interest on Investments	\$191,164	\$185,830	\$100,000	\$45,373	\$125,000	\$125,000	\$125,000	0.0%
4502	Rent of Property	22,396	19,435	31,200	73,242	31,200	75,000	75,000	140.4%
4503	Sales of Surplus & Scrap	895	20,188	1,000	2,177	1,000	3,000	3,000	200.0%
4506	Rental Fees	37,206	37,379	35,000	4,761	41,500	41,500	41,500	0.0%
4508	Health Department Rent	7,600	7,600		3,800	7,600	0	0	-100.0%
	TOTAL	\$259,260	\$270,432	\$167,200	\$129,353	\$206,300	\$244,500	\$244,500	18.5%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE

CATEGORY NUMBER 4600

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>INTERGOVERNMENTAL REVENUE</u>								
4601	SAFER Grant		\$89,211	\$323,928	\$301,865	\$266,341	\$248,655	\$248,655	-6.6%
4603	Rolling Stock Taxes	\$5,432	4,992	5,200	4,910	5,000	5,000	5,000	0.0%
4604	Street Construction & Maint.	2,743,998	2,744,013	2,826,000	2,820,783	2,780,000	2,780,000	2,780,000	0.0%
4606	Library Funds - State	146,609	153,744	165,500	168,233	158,231	165,500	165,500	4.6%
4607	Four-for-life Funds					17,000	17,000	17,000	0.0%
4609	Anti-Litter Grant	6,207	4,883	6,207	571	5,000	5,000	5,000	0.0%
4610	Comm. of Revenue - Recoveries	88,448	91,287	96,500	91,534	104,992	109,717	109,717	4.5%
4611	Treasurer - Recoveries	93,530	96,386	96,400	96,376	101,338	105,898	105,898	4.5%
4612	Circuit Court - Recoveries	258,756	288,384	260,000	285,998	284,328	297,123	297,123	4.5%
4613	Sheriff - Recoveries	319,352	319,413	319,400	328,622	343,901	359,377	359,377	4.5%
4614	Comm. Attorney - Recoveries	523,376	537,077	520,800	516,536	544,523	569,027	569,027	4.5%
4615	Board of Election - Reimb.	37,500	\$48,035	49,256	39,383	48,000	73,500	73,500	53.1%
4616	Health Dept. Reimbursement	34,779	22	35,000	18,028		24,600	24,600	
4617	State Recordation Tax	48,735	46,704	48,800		47,000			-100.0%
4619	Department of Fire Programs		63,414	56,000	67,054	60,000	65,000	65,000	8.3%
4621	Law Enforcement H.B. 599	601,328	624,780	628,300	624,781	625,000	624,800	624,800	0.0%
4622	LEMP Grant	7,500	7,500	7,500		7,500	7,500	7,500	0.0%
4624	Juvenile Crime Act	69,080	69,080	69,080	67,880	69,080	69,080	69,080	0.0%
4625	State Victim Witness Grant	23,274	27,514	23,300	27,514	27,500	27,500	27,500	0.0%
4626	Miscellaneous Grants				3,852				
4627	Federal Victim Witness Grant	86,782	82,542	87,000	82,542	82,550	82,550	82,550	0.0%
4628	Rescue Squad Assistance Grant	35,550							
4630	Animal Sterilization Fee	452	583		757	500	500	500	0.0%
4633	School Resource Grant	24,860	30,560	24,860	40,908	40,908	40,908	40,908	0.0%
4642	VA Wireless Board	81,231	82,951	81,000	86,242	81,000	85,000	85,000	4.9%
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		14,510				
4645	Community Dev. Block Grant	82,963	153,371	92,000	142,325	107,000	107,000	107,000	0.0%
4646	Federal Grants		3,525						N/A
4647	Federal Pass Thru Grants	71,484	6,872		3,466				N/A
4648	State Grants	86,765	56,739	12,900	17,215				N/A
4657	State Asset Forfeiture	9,249	13,915		29,735				
4658	Federal Asset Forfeiture		4,266						
4659	Vehicle Rental Tax	267,150	\$213,203	267,000	274,612	267,000	267,000	267,000	0.0%
	TOTAL	\$7,507,759	7,630,890	7,855,300	7,909,601	7,827,061	7,890,603	7,890,603	0.8%

2022-23 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES

CATEGORY NUMBER 4700

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES FOR SERVICES</u>								
4702	Refuse fees	\$1,183,184	\$1,183,119	\$1,220,000	\$1,143,671	\$1,200,000	\$1,554,000	\$1,554,000	29.5%
4704	Recreation Use Charges & Fees	20,625	12,738	15,000	4,614	18,000	15,000	15,000	-16.7%
4705	Administrative Service Charges	343,181	468,051		477,859				
	Water			135,000		165,000	165,000	165,000	0.0%
	Sewer			125,000		165,000	165,000	165,000	0.0%
	Utility Billing			32,800		50,000	50,000	50,000	0.0%
	Storm Water			48,300		60,000	60,000	60,000	0.0%
4706	Animal Control Charges	1,972	1,164	2,000		3,200	2,000	2,000	-37.5%
4707	Law Library Fees	6,344	7,503	6,300	4,077	10,000	6,500	6,500	-35.0%
4708	Sheriff's Fees	2,364	(3,057)		201				
4709	Freon Charges	250	210	100	260	100	100	100	0.0%
4710	Fare Care Subscriptions	29,917	26,876	30,000	28,024	27,000	28,000	28,000	3.7%
4711	EMS Transport Fees	883,181	813,317	900,000	852,218	900,000	870,000	870,000	-3.3%
4740	Late Payment Penalties	18,495	13,301	17,600	(7)	17,600	12,250	12,250	-30.4%
4742	Dishonored Check Fee	950	535	1,000	450	1,000	1,000	1,000	0.0%
	TOTAL	\$2,490,463	\$2,523,758	\$2,533,100	\$2,511,367	\$2,616,900	\$2,928,850	\$2,928,850	11.9%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - MISCELLANEOUS REVENUE

CATEGORY NUMBER 4800

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>MISCELLANEOUS</u>								
4802	Recoveries & Rebates		\$22,100		\$51,861	\$20,000	\$50,000	\$50,000	150.0%
4803	Recoveries- Damaged Property		33,849	\$40,000	66,506	32,000	100,000	100,000	212.5%
4805	Sale of Books & Materials	6,570	19,746	6,500	753	6,500	2,500	2,500	-61.5%
4807	Transf from Schools - Debt	994,495	1,011,895	711,436	1,230,258	714,028	713,995	713,995	0.0%
	Transf from Schools - School Officers			278,091		280,000	420,657	420,657	50.2%
	Transf from Schools - CSA			175,000		140,000	200,000	200,000	42.9%
	Transf from Schools - CA Reimb			20,000		30,000	20,000	20,000	-33.3%
4810	Sale of Containers	1,865	3,850	1,500	34,816	2,000	0	0	-100.0%
4812	Donations	14,926	11,452	12,000	15,929	12,000	15,000	15,000	25.0%
4813	Police Donations	26,347	0		11,471				
4815	Rec & Park Donations	240	0		15				
4817	Grass Cutting Admin Fees	1,860	3,150	2,000	2,280	3,000	2,500	2,500	-16.7%
4818	Donations Animal Shelter								
4824	Miscellaneous Revenue	1,139	634		16,086				
4825	Bond Proceeds								
4826	Sale of Property								
4828	Bond Premium								
4830	Capital Note Proceeds								
4836	Lease Proceeds		225,000						
4841	Recoveries & Rebates - RRJA	302,990							
4990	Use of Fund Balance			773,502		829,500	525,000	525,000	-36.7%
	TOTAL	\$1,350,432	\$1,331,676	\$2,020,029	\$1,429,975	\$2,069,028	\$2,049,652	\$2,049,652	-0.9%

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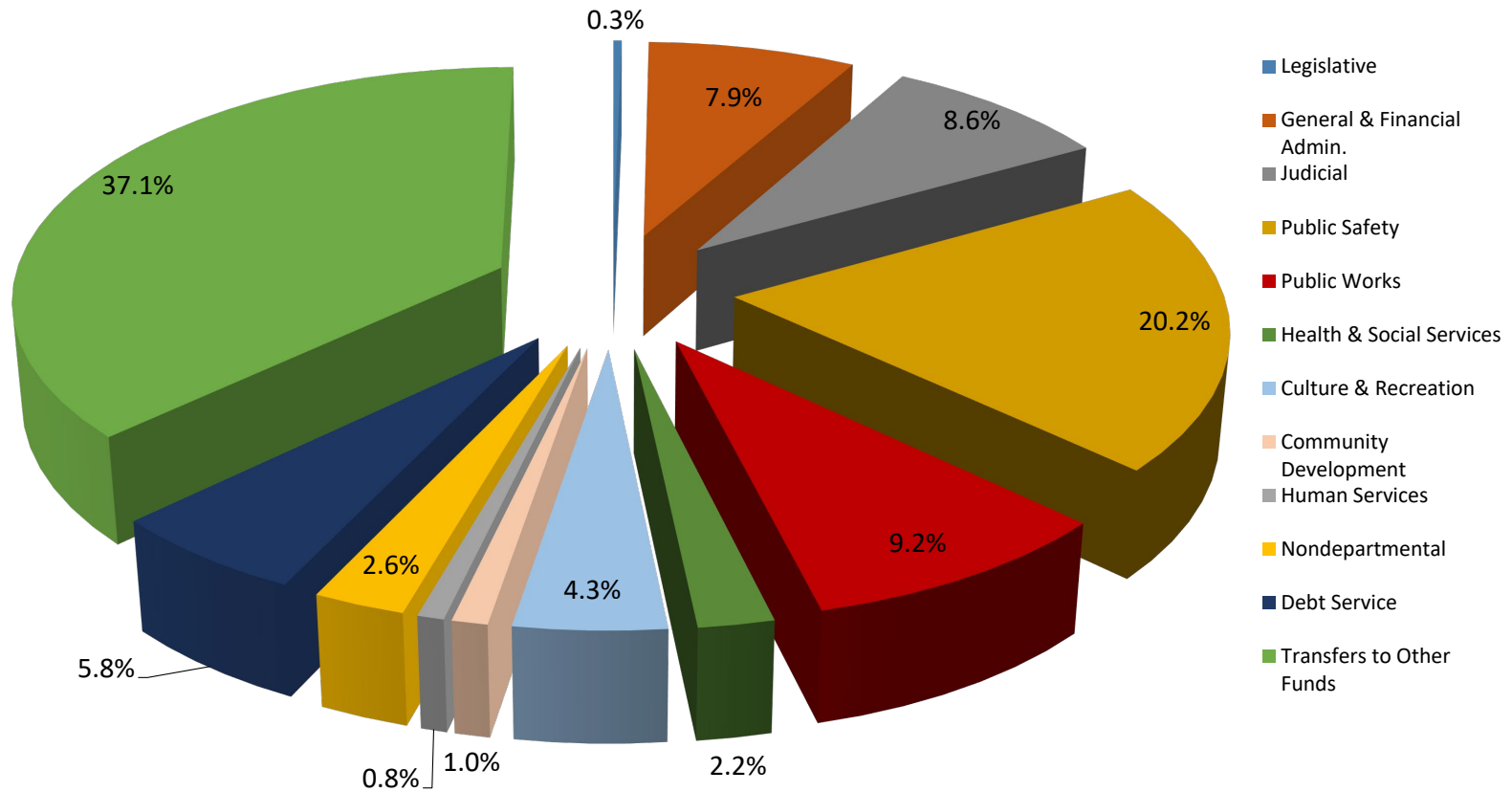
City of Colonial Heights

FY2022-23

Annual Operating Budget

GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES



TOTAL FY2022-23 GENERAL FUND BUDGET \$65,042,989 Page 36 of 245

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

LEGISLATIVE

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. 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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
City Council Meetings Held	32	38	35	35
Appointments to Boards, Commissions, and Committees	51	43	52	45
Resolutions, Ordinances, and Financial Ordinances Considered	128	109	110	115

Personnel Resources

Executive Legislative		Authorized Positions		
Classification Title	Status *	FY 21-22	FY 22-23	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 2022-23 BUDGET

DEPARTMENT NAME - CITY COUNCIL

DEPARTMENT NUMBER 1011

	ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
1011	5101	Part-Time Wages	\$71,211	\$71,310	\$71,001	\$70,811	\$71,001	\$71,001	\$71,001	
1011	5125	FICA	5,432	5,456	5,432	5,420	5,432	5,432	5,432	
1011	5170	Unemployment Insurance	191	126	140	154	140	140	140	
		Total Personal Services	76,834	76,892	76,573	76,385	76,573	76,573	76,573	0.0%
		<u>OPERATING EXPENSES</u>								
1011	5201	Advertising	8,419	5,592	8,000	8,543	0	2,000	2,000	
1011	5203	Professional & Special Services	3,682	2,973	4,000	937	4,000	4,000	4,000	
1011	5206	Membership Dues	1,534	1,563	1,575	1,569	1,575	1,604	1,604	
1011	5209	Maintenance - Electronics	360	360	500	860	660	660	660	
1011	5221	Postage	348	210	625	232	625	625	625	
1011	5223	Landline Telephone	6,772	4,209	4,320	3,384	4,320	4,320	4,320	
1011	5225	Mileage & Travel Expenses	6,449	8,432	8,500		8,500	8,500	8,500	
1011	5242	Office Supplies & Materials	2,141	3,163	4,200	4,501	4,200	4,200	4,200	
1011	5254	Contingencies & Reserve	4,313	3,029	4,300	2,124	4,300	4,300	4,300	
		Total Operating Expenses	34,017	29,531	36,020	22,150	28,180	30,209	30,209	7.2%
		<u>CAPITAL OUTLAY</u>								
1011	5504	Office Equipment	6,460		18,000		1,500	1,500	1,500	
		Total Capital Outlay	6,460	1,244	18,000		1,500	1,500	1,500	0.0%
		TOTAL	\$117,311	\$107,666	\$130,593	\$98,535	\$106,253	\$108,282	\$108,282	1.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2022-23

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablets (3)	500	480	\$ 1,500
Replacement; Routine upgrade of iPad for Council Members; provides digital/mobile technology to access information and improves communication.			

Total Capital Outlay - FY2022-23 \$ 1,500

Annual Maintenance & Operation Cost \$ 480

Fiscal Year:

FY2023-24

	Annual		
<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 iPad for Council members; provides digital/mobile technology to access information and improves communications.			

Room upgrades	15,000	-	\$ 15,000
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 - FY2023-24 \$ 16,500

Annual Maintenance & Operation Cost \$ 480

Fiscal Year:

FY2024-25

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablet (3)	500	480	\$ 1,500
Replacement; Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.			

Total Capital Outlay - FY2024-25 \$ 1,500

Annual Maintenance & Operation Cost \$ 480

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
iPad Tablets (3)	500	480	\$ 1,500
Replacement; Routine upgrade of iPad for Council members; provides digital/mobile technology to access information and improves communications.			

Total Capital Outlay - FY2025-26 **\$ 1,500**

Annual Maintenance & Operation Cost **\$ 480**

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2026-27 **\$ -**

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	20	26	23	23
City Council Documents Prepared	6	5	10	8
Letters of Appointment to Boards, Commissions, and Committees	51	43	54	45
Resolutions, Ordinances, and Financial Ordinances Considered	128	109	110	115

Personnel Resources

City Clerk's Office		Authorized Positions		
Classification Title	Status *	FY 21-22	FY 22-23	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 2022-23 BUDGET

DEPARTMENT NAME - CITY CLERK

DEPARTMENT NUMBER 1012

	ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
		<u>PERSONAL SERVICES</u>								
1012	5101	Full-Time Salaries	\$51,528	\$55,947	\$52,641	\$54,782	\$56,137	\$57,260	\$57,260	
1012	5103	Temporary & Seasonal Help	400		400		400	400	400	
1012	5125	FICA	3,600	3,856	4,058	3,724	4,325	4,411	4,411	
1012	5130	VRS	6,923	7,385	7,575	7,285	8,078	8,950	8,950	
1012	5145	Group Life Insurance	673	718	705	693	752	768	768	
1012	5150	Health Insurance	11,400	12,449	12,204	11,696	11,736	12,906	12,906	
1012	5170	Unemployment Insurance	20	20	20	20	20	27	27	
		Total Personal Services	74,544	80,375	77,603	78,199	81,448	84,722	84,722	4.0%
		<u>OPERATING EXPENSES</u>								
1012	5203	Professional & Special Services	2,638		2,500		2,500			
1012	5206	Membership Dues	195	344	350	364	350	350	350	
1012	5209	Maintenance - Electronics	360	496	324	384	1,320	1,050	1,050	
1012	5216	Maintenance - Office Equipment			500	275	500	500	500	
1012	5221	Postage	925	22	525	67	525	525	525	
1012	5223	Landline Telephone	2,221	1,311	1,956	1,432	1,956	1,956	1,956	
1012	5225	Mileage & Travel Expenses	3,878	2,919	3,500		2,000	3,000	3,000	
1012	5242	Printing, Supplies & Materials	2,058	1,839	2,500	1,327	2,500	2,500	2,500	
1012	5248	Books & Publications			200	200	600	600	600	
1012	5254	Contingencies & Reserve	3,607							
		Total Operating Expenses	15,880	6,932	12,355	4,049	12,251	10,481	10,481	-14.4%
		<u>CAPITAL OUTLAY</u>								
1012	5510	Office Equipment	1,320		4,570	4,970	800			-100.0%
		Total Capital Outlay	1,320	0	4,570	4,970	800	0	0	-100.0%
		TOTAL	\$91,744	\$87,306	\$94,528	\$87,219	\$94,499	\$95,203	\$95,203	0.7%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2026-27 \$ -

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City of Colonial Heights

FY2022-23

Annual Operating Budget

GENERAL & FINANCIAL ADMINISTRATION

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected
City Council Meetings Held	32	38	35	35
Parade/Demonstration Permits	9	5	9	15

Personnel Resources

City Manager’s Office		Authorized Positions		
Classification Title	Status *	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$207,749	\$213,403	\$212,237	\$226,246	\$221,894	\$221,894	\$221,894	
5125	FICA	14,581	15,121	15,180	15,577	15,799	16,975	16,975	
5130	VRS	7,562	8,066	30,541	7,859	31,930	34,683	34,683	
5135	VRS- Hybrid	15,066	16,724		16,735	0		0	
5140	ICMA- Defined Contribution	4,529	5,040		4,882	0		0	
5145	Group Life Insurance	2,712	2,896	2,844	2,761	2,974	2,974	2,974	
5150	Health Insurance	24,837	26,687	26,238	25,214	25,266	27,534	27,534	
5160	Disability Insurance	890	869	913	796	854	855	855	
5170	Unemployment Insurance	40	40	40	40	40	54	54	
	Total Personal Services	277,966	288,846	287,993	300,109	298,757	304,969	304,969	2.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	418	400	650		650			
5203	Professional & Special Services		5,400		2,500				
5206	Membership Dues	2,237	2,000	2,500	458	2,500	2,750	2,750	
5209	Maintenance - Electronics	720	720	720	720	1,980	2,100	2,100	
5221	Postage	43	16	75	9	75	75	75	
5223	Landline Telephone	4,181	3,914	4,000	3,215	4,000	4,000	4,000	
5225	Mileage & Travel Expenses	6,765	3,501	8,000	3,060	7,000	5,000	5,000	
NEW	Professional Development					0	4,000	4,000	
5242	Office Supplies & Materials	2,723	3,210	3,000	1,222	3,000	2,000	2,000	
5254	Contingencies & Reserve	1,202	729	1,500	350	1,500	1,250	1,250	
	Office Equipment					0	750	750	
	Total Operating Expenses	18,289	19,889	20,445	11,534	20,705	21,925	\$21,925	5.9%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment		1,244						
	Total Capital Outlay		1,244			0	0	0	0.0%
	TOTAL	\$296,254	\$309,979	\$308,438	\$311,644	\$319,462	\$326,894	\$326,894	2.3%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
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>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2026-27			\$ -

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; all employee 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 19 - 20 Actual	FY 20 - 21 Actual	FY 21-22 Projected	FY 22-23 Projected
Total Recruitments	36	48	46	46
Total Applicants	1,535	1,314	1,600	1,600
Total Workers' Compensation Reports	42	66	43	43
OSHA Summary Log Totals	9	40	14	14

Personnel Resources

Human Resources Dept.		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES

DEPARTMENT NUMBER 1052

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$82,949	\$85,206	\$129,741	\$119,390	\$135,102	\$138,646	\$138,646	
5103	Part-Time Wages		9,330		5,219				
5125	FICA	6,215	7,098	9,925	9,416	10,335	10,607	10,607	
5130	VRS	11,144	11,887	18,670	11,581	19,441	21,671	21,671	
5135	VRS- Hybrid				4,293				
5140	ICMA- Defined Contribution				891				
5145	Group Life Insurance	1,083	1,156	1,739	1,532	1,810	1,859	1,859	
5150	Health Insurance	8,400	8,758	16,980	9,048	9,930	10,560	10,560	
5160	Disability Insurance			266	170	246	246	246	
5170	Unemployment Insurance	20	41	40	42	40	54	54	
	Total Personal Services	109,811	123,477	177,361	161,583	176,904	183,643	183,643	3.8%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	6,110	10,593	10,000	6,956	10,000	10,000	\$10,000	
5203	Professional & Special Services	4,765		7,000	6,039	23,437	23,000	23,000	
5206	Membership Dues	3,510	1,384	3,848	1,604	3,920	4,150	4,150	
5209	Maintenance - Electronics	360	360	720	360	3,300	2,100	2,100	
5221	Postage	285	72	400	101	425	425	425	
5223	Landline Telephone	2,111	2,042	2,800	1,996	2,800	2,800	2,800	
5225	Mileage & Travel	1,095	1,094	1,500	(234)	1,500	1,750	1,750	
5242	Office Supplies & Materials	2,324	1,652	1,925	2,600	2,025	2,150	2,150	
5248	Books & Publications			430	236	430	430	430	
	Total Operating Expenses	20,560	17,198	28,623	19,658	47,837	46,805	46,805	-2.2%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures		500						
5516	Technology Equipment		1,675			400			
	Total Capital Outlay		2,175			400	0	0	-100.0%
	TOTAL	\$130,372	\$142,849	\$205,984	\$181,240	\$225,141	\$230,448	\$230,448	2.4%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2022-23	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	Printer	400	-	\$ 400
	<i>Replacement; Routine upgrade of departmental computer printer for Director of Human Resources based on recommended (5 year) lifecycle.</i>			
Total Capital Outlay - FY2022-23				\$ 400

Fiscal Year:

FY2023-24	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24				\$ -

Fiscal Year:

FY2024-25	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<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>
	Printer	400	-	\$ 400
	<i>Replacement; Routine upgrade of departmental computer printer for Human Resources Specialist based on recommended (5 year) lifecycle.</i>			
Total Capital Outlay - FY2025-26				\$ 400

Fiscal Year:

FY2026-27	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27				\$ -

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 19- 20 Actual	FY 20 - 21 Actual	FY 21 - 22 Projected	FY 22-23 Projected
Existing Business Visits	14	8	12	20
Site/Bldg. Submissions	9	10	10	12
Prospect Requests	16	14	15	16
Economic Dev. Authority Mtgs.	6	6	8	8
Cold Calls	67	14	22	45
Trade Shows/Marketing Missions	2	0	3	2

Personnel Resources

Economic Development

		Authorized Positions		
Classification Title	Status*	FY 21-22	FY 22-23	Diff.
Econ. Dev. Administrator	FT	1.00	1.00	0.00
Economic Dev. Specialist	FT [#]	0.50	1.00	0.50
		1.50	2.00	0.50

FT = Full Time PT = Part Time

Position shared with Planning Department

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT

DEPARTMENT NUMBER 1053

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$85,298	\$103,220	\$102,656	\$105,223	\$107,327	\$128,224	\$128,224	
5125	FICA	6,646	8,095	7,853	8,277	8,211	9,810	9,810	
5130	VRS	10,872	11,597	14,772	11,298	15,444	20,043	20,043	
5135	VRS- Hybrid	514	2,491		2,404				
5140	ICMA- Defined Contribution	51	362		388				
5145	Group Life Insurance	1,111	1,401	1,376	1,336	1,438	1,720	1,720	
5150	Health Insurance	8,649	11,449	9,405	10,189	5,790	6,105	6,105	
5160	Disability Insurance	25	112	118	103	110	221	221	
5170	Unemployment Insurance	28	33	30	30	30	41	41	
5601	Accumulated Leave Pay	108							
	Total Personal Services	113,302	138,759	136,210	139,249	138,350	166,164	166,164	20.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	11,215	4,550	10,000	6,318	10,000	10,000	10,000	
5203	Professional & Special Services	5,862	3,295	38,000	33,111	12,500	10,000	10,000	
5206	Membership Dues	3,344	1,212	3,000	2,037	2,500	2,500	2,500	
5209	Maintenance - Electronics	360	360	800	360	1,320	1,050	1,050	
5221	Postage	40	20	200	149	200	200	200	
5223	Landline Telephone	1,838	1,875	2,000	1,287	2,000	2,000	2,000	
5225	Mileage & Travel Expenses	6,955	3,241	8,500	2,382	6,500	6,500	6,500	
NEW	Professional Development						2,000	2,000	
5226	Automobile Allowance	3,611	3,620	4,200	4,208	4,200	4,500	4,500	
5242	Office Supplies & Materials	2,129	1,961	2,200	1,246	2,200	2,000	2,000	
5270	Tourism Matching Funds (PART)	45,000	45,000	45,000	45,000	45,000	65,000	65,000	
5805	Virginia Gateway Region	43,213	43,213	43,213	21,606	48,482	48,634	48,634	
NEW	Richmond Region Tourism					30,000	40,000	40,000	
	Total Operating Expenses	123,567	108,347	157,113	117,705	164,902	194,384	194,384	17.9%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	2,899	3,018			0	0	0	0.0%
	Total Capital Outlay	2,899	3,018						N/A
	TOTAL	\$239,768	\$250,124	\$293,323	\$256,953	\$303,252	\$360,548	\$360,548	18.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

Fiscal Year:

FY2022-23

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2022-23			\$ -

Fiscal Year:

FY2023-24

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>Desktop Printer</i>	1,000	-	\$ 1,000
<i>Replacement: LaserJet Office Printer</i>			
Total Capital Outlay - FY2023-24			\$ 1,000

Fiscal Year:

FY2024-25

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2024-25			\$ -

Fiscal Year:

FY2025-26

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

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 planning matters, contract drafting and review, real property transactions, environmental law, and 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.

Performance Indicators	FY 19 – 20 Actual	FY 20 – 21 Actual	FY 21 – 22 Projected	FY 22 – 23 Projected
Council Ordinances & Resolutions Drafted	128	109	110	110
School Board Meetings Attended (includes School Board Agenda Meetings)	30	30	30	30
Deeds and Easements Prepared	24	10	20	20

Personnel Resources

City Attorney's Office		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - CITY ATTORNEY

DEPARTMENT NUMBER 1101

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$213,805	\$222,666	\$217,036	\$225,313	\$230,202	\$244,396	\$244,396	
5103	Part-Time Wages		8,333	15,600	14,338	15,600	15,600	15,600	
5125	FICA	14,068	15,509	16,579	15,964	17,459	19,890	19,890	
5130	VRS	28,109	30,229	31,231	29,827	33,126	38,200	38,200	
5135	VRS- Hybrid		292						
5140	ICMA- Defined Contribution		37						
5145	Group Life Insurance	2,731	2,891	2,908	2,839	3,084	3,276	3,276	
5150	Health Insurance	25,620	30,497	24,408	23,391	23,472	25,794	25,794	
5160	Disability Insurance		214						
5170	Unemployment Insurance	40	98	40	57	40	54	54	
	Total Personal Services	284,373	310,765	307,802	311,729	322,983	347,210	347,210	7.5%
	<u>OPERATING EXPENSES</u>								
5201	Advertising					9,000	9,650	9,650	
5203	Professional & Special Services	5,780	15,218	25,500	8,975	24,500	17,500	17,500	
NEW	Legal Services						7,000	7,000	
5206	Membership Dues	5,041	2,991	5,790	6,948	5,790	5,790	5,790	
5209	Maintenance - Electronics	720	720	1,080	720	2,640	2,625	2,625	
5216	Maintenance & Equipment			200		200	200	200	
5221	Postage	100	191	250	86	250	250	250	
5223	Landline Telephone	3,274	2,979	3,520	2,899	3,520	1,672	1,672	
NEW	Mobile Communications						588	588	
NEW	Internet						1,260	1,260	
5224	Other Services & Charges	32	198	300	292	300	6,300	6,300	
5225	Mileage & Travel Expenses	2,013	1,209	6,866	300	6,866	6,866	6,866	
5242	Office Supplies & Materials	1,135	3,657	2,200	2,322	2,200	2,400	2,400	
5248	Books & Publications	87		200		200	200	200	
5254	Contingencies & Reserve	(3,607)							
	Total Operating Expenses	14,575	27,164	45,906	22,541	55,466	62,301	62,301	12.3%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment		1,184			2,500			
5516	Technology Equipment	1,109	423	360					
	Total Capital Outlay	1,109	1,607	360		2,500			-100.0%
	TOTAL	\$300,057	\$339,536	\$354,068	\$334,270	\$380,949	\$409,511	\$409,511	7.5%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2022-23

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2026-27 \$ -

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 transient occupancy tax.

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 19- 20 Actual	FY 20 - 21 Actual	FY 21 - 22 Actual	FY 22 - 23 Projected
Taxable Personal and Business Property Items	19,915	18,899	18,801	19,000
Number of Business Licenses	1,426	1,430	1,424	1,475
Food/Lodging Tax Monthly Returns	122	119	123	140
State Income Taxes Filed	391	301	256	235

Personnel Resources

Commissioner of the Revenue		Authorized Positions		
Classification Title	Status*	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE

DEPARTMENT NUMBER 1152

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$172,755	\$162,445	\$178,756	\$181,241	\$192,388	\$193,127	\$193,127	
5103	Temporary & Seasonal Help	112	572	2,000		2,000	2,000	2,000	
5105	Overtime	2,067	2,407	3,000	4,236	3,000	2,900	2,900	
5125	FICA	12,297	11,742	14,057	13,083	15,100	15,150	15,150	
5130	VRS	9,430	10,321	25,723	11,907	27,684	30,188	30,188	
5135	VRS- Hybrid	11,644	9,708		9,783				
5140	ICMA- Defined Contribution	2,845	2,886		2,690				
5145	Group Life Insurance	2,278	2,265	2,395	2,340	2,578	2,590	2,590	
5150	Health Insurance	37,688	38,109	38,214	38,616	36,786	46,749	46,749	
5160	Disability Insurance	607	504	620	459	569	602	602	
5170	Unemployment Insurance	87	81	80	80	80	108	108	
	Total Personal Services	251,811	241,038	264,845	264,436	280,185	293,414	293,414	4.7%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	200		750		750	750	750	
5203	Professional & Special Services	2,918	4,210	3,000	2,500	3,000	3,000	3,000	
5206	Membership Dues	550	545	650	585	650	650	650	
5209	Maintenance - Electronics	1,391	1,407	3,000	1,423	4,620	3,675	3,675	
5221	Postage	5,088	4,924	7,500	5,588	8,000	8,800	8,800	
5223	Landline Telephone	4,894	4,838	5,500	4,612	6,000	6,600	6,600	
5225	Mileage & Travel	167		2,000		2,000	2,000	2,000	
5242	Office Supplies & Materials	5,213	3,236	8,000	5,968	8,000	8,800	8,800	
	Total Operating Services	20,420	19,161	30,400	20,677	33,020	34,275	34,275	3.8%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Equipment					850	850	850	
5516	Technology Equipment			750			850	850	
	Total Capital Outlay			750		850	1,700	1,700	100.0%
	TOTAL	\$272,231	\$260,200	\$295,995	\$285,113	\$314,055	\$329,389	\$329,389	4.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF THE REVENUE

Fiscal Year:

FY2022-23

<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>			
iPad (1)	850	-	\$ 850
<i>Replacement: Commissioner's IPAD due for recommended replacement of device every 5 years.</i>			

Total Capital Outlay - FY2022-23 \$ 1,700

Fiscal Year:

FY2023-24

<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 - FY2023-24 \$ 250

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<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 - FY2026-27 \$ 750

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Sheriff Fee Transactions	40	38	40	40
State Income Tax	120	112	120	120
State Estimated Tax	460	270	450	450

Personnel Resources

Treasurer's Office

		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	Diff.
Treasurer	FT	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	1.00	1.00	0.00
		2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$86,557	\$89,339	\$88,851	\$91,555	\$95,627	\$94,219	\$94,219	
5103	Temporary & Seasonal Help			1,000		1,000	1,000	1,000	
5125	FICA	6,306	6,565	6,874	6,594	7,392	7,285	7,285	
5130	VRS	11,628	12,508	12,786	12,143	13,761	14,727	14,727	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,130	1,217	1,191	1,156	1,281	1,264	1,264	
5150	Health Insurance	21,440	22,445	21,984	21,676	21,216	17,031	17,031	
5160	Disability Insurance		696				498	498	
5170	Unemployment Insurance	41	40	40	40	40	54	54	
	Total Personal Services	127,101	132,811	132,726	133,164	140,317	136,078	136,078	-3.0%
	<u>OPERATING EXPENSES</u>								
5206	Membership Dues	445	445	600	445	600	400	400	
5209	Maintenance - Electronics	720	720	750	720	1,320	1,050	1,050	
5221	Postage	39	4	15	3	15	15	15	
5223	Landline Telephone	1,879	1,862	1,900	1,816	1,900	1,900	1,900	
5224	Other Services & Charges		250						
5225	Mileage & Travel	1,649	313	1,500	57	1,500	2,500	2,500	
5242	Office Supplies & Materials	348		700	763	1,400	1,500	1,500	
	Total Operating Services	5,079	3,595	5,465	3,803	6,735	7,365	7,365	9.4%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	267	189	600	521	200			
	Total Capital Outlay	267	189	600	521	200	0	0	-100.0%
	TOTAL	\$132,448	\$136,595	\$138,791	\$137,488	\$147,252	\$143,443	\$143,443	-2.6%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>Paper Shredder</i>	300	-	\$ 300
<i>New; Individual Shredder at desk.</i>			
Total Capital Outlay - FY2024-25			\$ 300

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>Printer/Scanner/Copier/Fax</i>	600	-	\$ 600
<i>Replacement; Existing printer is over 5 years old.</i>			
Total Capital Outlay - FY2026-27			\$ 600

Finance

The Finance Department provides a wide range of financial services to all city operations; managing the City's financial assets with the utmost 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, 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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
A/P Checks Issued	5,493	4,824	5,600	5,158
Payroll Checks and Direct Deposits Processed	8,807	8,554	8,950	8,680
Purchase Orders and Check Requests Issued	3,510	2,448	3,400	3,000
Sealed Bids/Proposals Issued	19	19	17	18
Value of New Construction	\$4,993,100	6,148,300	\$4,500,000	5,500,000
Transfers in Property Ownership	618	817	620	716

Personnel Resources

Finance Department		Authorized Positions		
Classification Title	Status *	FY 21-22	FY 22-23	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	4.00	1.00
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
Utility Billing Supervisor	FT	1.00	1.00	0.00
Meter Readers	FT	2.00	2.00	0.00
*FT = Full Time		17.00	18.00	1.00
Accountant	PT	1.00	1.00	0.00
Administrative Assistant	PT	1.00	1.00	0.00
Staff Assistant	PT	0.00	1.00	1.00
*PT = Part Time		2.00	3.00	1.00

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION

DEPARTMENT NUMBER 1201

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$456,670	\$456,963	\$424,791	\$413,257	\$455,913	\$453,905	\$453,905	
5103	Part-Time Wages	15,815	10,343	22,200	56,840	50,000	55,000	55,000	
5105	Overtime	231	(65)	1,800	534				
5601	Accumulated Leave Pay	519							
5125	FICA	34,661	33,636	34,333	33,892	38,702	38,932	38,932	
5130	VRS	49,649	45,715	59,904	39,856	64,294	69,528	69,528	
5135	VRS- Hybrid	9,199	12,435		12,508				
5140	ICMA- Defined Contribution	750	1,737		2,342				
5145	Group Life Insurance	4,942	4,355	5,578	3,930	5,988	5,963	5,963	
5150	Health Insurance	58,690	73,885	73,147	62,959	48,181	67,184	67,184	
5160	Disability Insurance	442	568	585	536	576	1,555	1,555	
5170	Unemployment Insurance	270	248	120	196	120	162	162	
	Total Personal Services	631,838	639,820	622,458	626,849	663,774	692,229	692,229	4.3%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		1,363	250	1,081	400	1,000	1,000	
5203	Professional & Special Services	1,412	6,494	500	10,819	2,700	2,700	2,700	
5206	Membership Dues	883	960	1,400	615	1,300	1,300	1,300	
5209	Maintenance - Electronics	3,420	2,520	3,450	2,520	8,580	6,825	6,825	
5221	Postage	2,849	2,732	3,200	3,166	3,200	3,200	3,200	
5223	Landline Telephone	7,280	7,043	7,300	6,738	7,300	7,300	7,300	
5225	Mileage & Travel Expenses	6,083	1,578	4,200	1,127	4,200	4,200	4,200	
5242	Office Supplies & Materials	11,861	7,608	11,000	8,271	11,000	11,000	11,000	
5248	Books & Publications				40				
5260	Software Maintenance	83,535	84,172	86,100	41,578	65,000	65,000	65,000	
	Total Operating Services	117,323	114,470	117,400	75,955	103,680	102,525	102,525	-1.1%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures		4,450	300		300	300	300	
5515	Building & Fixed Equipment		19,561						
5516	Technology Equipment	2,030	4,714		900				
	Total Capital Outlay	2,030	28,725	300	900	300	300	300	0.0%
	TOTAL	\$751,191	\$783,014	\$740,158	\$703,704	\$767,754	\$795,054	\$795,054	3.6%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2022-23

<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 - FY2022-23 \$ 300

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<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 - FY2026-27 \$ 300

2022-23 BUDGET

DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
	5202 Annual Audit Fee	\$108,400	\$116,100	\$110,000	\$120,600	\$125,000	\$123,850	\$123,850	
	5242 Office Supplies & Materials					0	0	0	
	Total Operating Services	108,400	116,100	110,000	120,600	125,000	123,850	123,850	-0.9%
	TOTAL	\$108,400	\$116,100	\$110,000	\$120,600	\$125,000	\$123,850	\$123,850	-0.9%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5203	Professional & Special Services	\$24,046	\$10,970	\$25,000	\$31,799	\$25,000	\$25,000	\$25,000	
5208	Employee Recognition Items		460	2,000	850	1,000	1,500	1,500	
5210	Insurance Premiums - Other	6,779	5,788		9,426				
5221	Postage				1,260				
5224	Other Services and Charges				69,288				
5605	VRS Retirement Contributions	9,380	20,940						
5608	Line of Duty Act Fund	89,290	119,463	129,564	129,564	140,361	138,386	138,386	
5610	Health Insurance	88,863	(40,412)	34,000	4,489	34,000	34,000	34,000	
5615	Employee Events	13,048	8,784	15,000	318	15,000	15,000	15,000	
	Total Fixed Charges	231,407	125,994	205,564	246,994	215,361	213,886	213,886	-0.7%
	TOTAL	\$231,407	\$125,994	\$205,564	\$246,994	\$215,361	\$213,886	\$213,886	-0.7%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$126,249	\$129,684	\$128,976	\$135,156	\$138,266	\$138,266	\$138,266	
5125	FICA	9,523	9,649	9,867	10,048	10,577	10,578	10,578	
5130	VRS	16,962	18,093	18,560	18,019	19,896	21,612	21,612	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,648	1,760	1,728	1,715	1,852	1,854	1,854	
5150	Health Insurance	17,390	19,285	20,784	16,445	16,560	17,820	17,820	
5160	Disability Insurance								
5170	Unemployment Insurance	40	40	40	40	40	54	54	
	Total Personal Services	171,812	178,510	179,955	181,424	187,191	190,184	190,184	1.6%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,678	1,377	1,300	917	1,300	1,500	1,500	
5203	Professional & Special Services			100		100			
5206	Membership Dues	265	170	300	170	300	300	300	
5209	Maintenance - Electronics	720	720	700	720	2,640	2,100	2,100	
5216	Maintenance - Equipment	7,965	7,077	9,030	7,611	9,030	9,030	9,030	
5221	Postage	118	8,925	100	22	100	50	50	
5223	Landline Telephone	(11,384)	(22,687)	1,500	5,573	1,500	1,500	1,500	
5224	Other Services & Charges			3,900	2,400	1,746	740	740	
5225	Mileage & Travel Expenses	890		1,500	300	1,500	1,400	1,400	
5242	Office Supplies & Materials	(1,572)	(707)	3,000	(4,625)	3,000	3,000	3,000	
	Total Operating Expenses	(1,320)	(5,124)	21,430	13,088	21,216	19,620	19,620	-7.5%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	603	1,326		14,830				
5520	Other Equipment				12,714				
	Total Capital Outlay	603	1,326		27,544	0	0	0	0.0%
	TOTAL	\$171,095	\$174,712	\$201,385	222,055	\$208,407	\$209,804	\$209,804	0.7%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2026-27 \$ -

2022-23 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT

DEPARTMENT NUMBER 1207

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$4,480	\$1,169	\$5,000	\$63	\$5,000	\$5,000	\$5,000	
5206	Membership Dues	975	990	1,000	995	1,000	1,000	1,000	
5210	Insurance Premiums - Other	6,548	6,786	9,233	9,233	9,524	11,795	11,795	
5211	Insurance Premiums - Workman's Comp.	257,221	254,620	278,370	293,035	285,177	305,774	305,774	
5220	Insurance Deductibles	13,111	64,490	50,000	63,423	60,000	100,000	100,000	
5242	Office Supplies & Materials	2,117	381		1,627				
5290	General Liability	106,718	101,031	109,262	109,261	121,770	122,594	122,594	
5291	Property & Casualty Insurance	39,984	43,387	39,740	39,739	41,581	56,570	56,570	
5292	Vehicle Insurance	79,509	72,972	85,658	85,498	86,771	91,378	91,378	
5520	Other Equipment	234							
	Total Operating Services	510,896	545,826	578,263	602,873	610,823	694,111	694,111	13.6%
	TOTAL	\$510,896	\$545,826	\$578,263	\$602,873	\$610,823	\$694,111	\$694,111	13.6%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR

DEPARTMENT NUMBER 1208

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$124,060	\$127,701	\$128,890	\$132,184	\$134,755	\$134,755	\$134,755	
5103	Temporary & Seasonal Help	60		600	120	600	21,840	21,840	
5125	FICA	9,967	10,417	9,906	10,590	10,355	11,980	11,980	
5130	VRS	16,663	18,069	18,547	17,615	19,391	21,063	21,063	
5145	Group Life Insurance	1,619	1,757	1,727	1,677	1,806	1,806	1,806	
5150	Health Insurance	17,277	18,788	18,498	17,813	17,838	19,386	19,386	
5170	Unemployment Insurance	40	40	40	40	40	54	54	
	Total Personal Services	169,686	176,772	178,208	180,039	184,785	210,884	210,884	14.1%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		210	300		300	500	500	
5203	Professional & Special Services		5,228	3,000		8,500	5,500	5,500	
5206	Membership Dues	720	905	3,000	1,155	3,000	3,000	3,000	
5209	Maintenance - Electronics	1,800	1,800	2,700	1,800	3,300	3,150	3,150	
5216	Maintenance - Equipment	9,240	9,240	12,000	9,240	12,000	12,000	12,000	
5221	Postage	71	3,163	200	30	3,500	600	600	
5223	Landline Telephone	2,623	2,631	2,700	2,512	2,700	2,700	2,700	
5225	Mileage & Travel Expenses	3,744	1,889	4,250	250	4,250	4,500	4,500	
5226	Automobile Allowance	3,629	3,620	4,000	3,610	4,000	5,000	5,000	
5242	Office Supplies & Materials	601	1,178	700	950	1,200	1,500	1,500	
	Total Operating Expenses	22,427	29,863	32,850	19,546	42,750	38,450	38,450	-10.1%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	1,852		1,800			2,000	2,000	
5516	Technology Equipment	900	2,144		900				
	Total Capital Outlay	2,752	2,144	1,800	900	0	2,000	2,000	100.0%
	TOTAL	\$194,866	\$208,778	\$212,858	\$200,485	\$227,535	\$251,334	\$251,334	10.5%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REAL ESTATE ASSESSOR

Fiscal Year:

FY2022-23

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	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>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<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>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
	Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS

DEPARTMENT NUMBER 1209

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$142,545	\$147,935	\$147,126	\$151,660	\$153,822	\$155,746	\$155,746	
5103	Temporary & Seasonal Help	2,483	784	3,500			19,500	19,500	
5105	Overtime				11,110				
5125	FICA	10,617	10,869	11,523	7,154	11,767	13,407	13,407	
5130	VRS	6,684	7,335	21,171	10,951	22,135	24,345	24,345	
5135	VRS- Hybrid	10,770	11,037		2,290				
5140	ICMA- Defined Contribution	1,988	2,295		1,914				
5145	Group Life Insurance	1,860	2,007	1,972	36,363	2,061	2,090	2,090	
5150	Health Insurance	37,140	38,721	37,944	488	36,576	32,367	32,367	
5160	Disability Insurance	545	532	559	80	523	535	535	
5170	Unemployment Insurance	93	80	80	460	80	108	108	
	Total Personal Services	214,726	221,594	223,875	222,470	226,964	248,098	248,098	9.3%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	321	575	1,500		1,500	1,500	1,500	
5203	Professional & Special Services	628	640	1,200	900	1,500	1,500	1,500	
5206	Membership Dues	225	225	1,000		1,000	1,000	1,000	
5209	Maintenance - Electronics	1,900	1,800	2,100	1,800	3,960	3,675	3,675	
5216	Maintenance - Equipment	1,847	2,197	3,400	2,110	3,400	4,000	4,000	
5221	Postage	23,800	23,990	26,000	24,851	27,000	27,000	27,000	
5223	Landline Telephone	3,886	4,158	4,200	3,934	4,200	4,200	4,200	
5224	Other Services & Charges	64							
5225	Mileage & Travel Expenses	895	669	1,500	261	2,000	2,000	2,000	
5242	Office Supplies & Materials	18,716	18,358	24,400	26,435	30,000	30,000	30,000	
5285	Cash Over/Short		(76)		(31)				
	Total Operating Services	52,283	52,536	65,300	60,260	74,560	74,875	74,875	0.4%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment		2,488	4,400					
	Total Capital Outlay		2,488	4,400		0	0	0	0.0%
	TOTAL	\$267,009	\$276,617	\$293,575	\$282,730	\$301,524	\$322,973	\$322,973	7.1%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

BILLING & COLLECTIONS

Fiscal Year:

FY2022-23

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2022-23			\$ -

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

Annual

<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>		
Total Capital Outlay - FY2024-25		\$ -

Fiscal Year:

FY2025-26

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

Annual

<u>Item</u>	<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 - FY2026-27 \$ 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; and establishment of IT policies and procedures to ensure compliance with regulatory and security requirements.

Performance Indicators	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected
Computers	244	325	366	375
Servers	32	49	48	52
iPhones & iPads	146	146	176	180
Website Visitors	703,662	801,884	772,312	775,000
Citizen Electronic Maintenance & Inquiry Requests (GovQA)	4,215	3,092	2,732	2,800
Social Media Subscribers (Facebook, Twitter & E-Newsletter)	9,847	10,279	10,188	10,200
IT Service Ticket Hours (Proactive Information Management)	1,057	1,300	484*	1,500

*This number appears to be low but it is what Proactive Provided.

Personnel Resources

Information Technology		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY

DEPARTMENT NUMBER 1253

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$153,622	\$169,602	\$232,931	\$76,945	\$243,191	\$228,675	\$228,675	
5601	Accumulated Leave Pay								
5125	FICA	10,529	12,130	17,819	5,036	18,604	17,494	\$17,494	
5130	VRS	9,286	9,905	33,519	9,650	34,996	35,742	\$35,742	
5135	VRS- Hybrid	9,672	12,158						
5140	ICMA- Defined Contribution	775	1,250						
5145	Group Life Insurance	1,917	2,264	3,121	919	3,259	3,065	\$3,065	
5150	Health Insurance	15,420	16,078	25,830	15,123	32,280	33,063	\$33,063	
5160	Disability Insurance	457	535	958		807	733	\$733	
5170	Unemployment Insurance	71	40	60	20	60	81	81	
	Total Personal Services	201,748	223,962	314,238	107,692	333,197	318,853	318,853	-4.3%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	4,239	55,100		164,652		0	0	
5206	Membership Dues	41,361	53,525		29,010		5,988	5,988	
5209	Maintenance - Electronics	9,675	9,525	94,100	51,697	110,800	115,835	115,835	
5216	Maintenance - Equipment	18,227	15,392		10,889				
5221	Postage			75	1	75	75	75	
5223	Landline Telephone	2,308	1,980	3,300	1,884	3,300	3,300	3,300	
5225	Mileage & Travel Expenses			2,500		2,500	2,500	2,500	
5242	Office Supplies & Materials	718	(320)	1,000	1,908	1,000	1,000	1,000	
5248	Books & Publications			300	0	300	300	300	
	Total Operating Services	76,528	135,202	101,275	260,041	117,975	128,998	128,998	9.3%
	<u>CAPITAL OUTLAY</u>								
5511	Software			60,000					
5516	Technology Equipment		15,063	30,000	34,307	11,000	15,100	15,100	
	Total Capital Outlay		15,063	90,000	34,307	11,000	15,100	15,100	37.3%
	TOTAL	\$278,277	\$374,226	\$505,513	\$402,040	\$462,172	\$462,951	\$462,951	0.2%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Library Destiny Replacement Project	15,100	-	\$ 15,100
Scope of work includes services from Proactive who will create the virtual environment, install Destiny software and migrate the existing data from the old Destiny Server.			

Total Capital Outlay - FY2022-23 \$ 15,100

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Office 365/SharePoint Migration	120,000	-	\$ 120,000
Microsoft is ending support and self hosting for Exchange server in 2025. This will make it necessary to move to a hosted/cloud based solution which includes Mail, Office, SharePoint and Teams. Office 365 is a per user, monthly subscription service.			

Total Capital Outlay - FY2023-24 \$ 120,000

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2026-27 \$ -

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Number of Registered Voters	12,314	12,761	13,000	13,000
National Voter Registration Act Transactions	4,647	7,219	6,000	6,000
Persons Voting Absentee	1,077	5,934	3,500	3,500
Persons Voting on Election Day	7,807	3,721	4,000	3,500
Voting Equipment (Pollbooks & Voting Machines)	28	28	28	28
Candidate Processing-local	10	9	5	12
Campaign Finance-local	10	9	5	12

Personnel Resources

Registrar		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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

2022-23 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD

DEPARTMENT NUMBER 1301

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.	
	<u>PERSONAL SERVICES</u>									
	5101	Full-Time Salaries	\$6,983	\$6,639	\$6,639	\$6,363	\$6,640	\$6,972	\$6,972	
	5125	FICA	493	508	508	508	508	533	533	
	5170	Unemployment Insurance	17	10	17	10	17	17	17	
	Total Personal Services		7,493	7,158	7,164	6,881	7,165	7,522	7,522	5.0%
	<u>OPERATING EXPENSES</u>									
	5206	Membership Dues	180	180	180	180	180	200	200	
	5216	Maintenance - Equipment	3,972	5,004	5,660	4,036	6,000	8,250	8,250	
	5221	Postage	313	698	1,500	821	1,500	1,600	1,600	
	5224	Other Services & Charges	118	130	120		150	200	200	
	5225	Mileage & Travel Expenses	147	521	2,500	459	2,500	2,500	2,500	
	5242	Office Supplies & Materials	11,734	13,637	16,000	12,352	16,000	16,000	16,000	
	Total Operating Services		16,463	20,170	25,960	17,849	26,330	28,750	28,750	9.2%
		TOTAL	\$23,956	\$27,328	\$33,124	\$24,731	\$33,495	\$36,272	\$36,272	8.3%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - REGISTRAR

DEPARTMENT NUMBER 1302

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$78,351	\$82,068	\$81,381	\$84,760	\$86,242	\$107,709	\$107,709	
5103	Temporary & Seasonal Help	8,560	15,800	24,000	15,552	36,000	36,000	\$36,000	
5105	Overtime				1,304			\$0	
5125	FICA	6,328	6,448	8,062	7,001	9,352	10,994	\$10,994	
5130	VRS			11,711		12,410	16,836	\$16,836	
5135	VRS- Hybrid	9,350	8,927		9,657			\$0	
5140	ICMA- Defined Contribution	2,016	2,520		2,457			\$0	
5145	Group Life Insurance	642	685	1,091	920	1,155	1,444	\$1,444	
5150	Health Insurance	9,225	10,408	10,230	9,873	9,930	10,560	\$10,560	
5160	Disability Insurance	468	457	480	539	455	569	\$569	
5170	Unemployment Insurance	60	40	40	40	40	54	\$54	
	Total Personal Services	115,001	127,352	136,995	132,101	155,584	184,166	184,166	18.4%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	400	325	1,400	192	1,400	1,400	1,400	
5206	Membership Dues	170	250	300	250	300	300	300	
5209	Maintenance - Electronics	1,080	1,080	1,080	1,080	1,980	2,625	2,625	
5221	Postage	1,870	1,830	9,000	1,820	9,000	9,000	9,000	
5223	Landline Telephone	3,325	3,286	3,325	3,248	3,325	3,325	3,325	
5225	Mileage & Travel Expenses	503	613	3,500	71	3,500	3,500	3,500	
5242	Office Supplies, & Materials	1,674	3,716	9,000	3,526	9,000	9,000	9,000	
	Total Operating Services	9,022	11,099	27,605	10,187	28,505	29,150	29,150	2.3%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	18,237	2,488						
	Total Operating Expenses	18,237	2,488						N/A
	TOTAL	\$142,259	\$140,940	\$164,600	\$142,288	\$184,089	\$213,316	\$213,316	15.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REGISTRAR & ELECTORAL BOARD

Fiscal Year:

FY2022-23

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

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

Fiscal Year:

FY2024-25

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

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

Fiscal Year:

FY2025-26

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

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

Fiscal Year:

FY2026-27

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2026-27 \$ -

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

JUDICIAL
ADMINISTRATION

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Total Cases (Criminal/Civil)	1,535	1,178	1,179	1,500
Wills/Estates Initiated	135	116	165	200
Judgments/Liens/Notices	1,963	1,941	1,778	1,900
Deeds Recorded	2,126	2,406	3,360	4,000
Marriage Licenses	189	162	166	200
Restitution	835	656	585	600
Concealed Handgun Permits	287	549	345	400

Personnel Resources

Circuit Court Clerk		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	Diff.
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
Deputy II	FT	2.00*	2.00*	0.00
Deputy I	FT	2.00*	2.00*	0.00
		6.00	6.00	0.00

FT = Full Time PT = Part Time

*Corrected to match actual position status: Changed from 3 FT Deputy I to 2 & 1 FT Deputy II to 2.

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CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK

DEPARTMENT NUMBER 1351

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$311,762	\$330,954	\$322,428	\$327,275	\$347,017	\$347,017	\$347,017	
5103	Temporary & Seasonal Help	45		4,000		4,000	4,000	4,000	
5125	FICA	23,231	24,383	24,972	23,948	26,853	26,853	26,853	
5130	VRS	33,304	30,340	46,397	30,563	48,938	53,157	53,157	
5135	VRS- Hybrid	7,933	11,833		11,016				
5140	ICMA- Defined Contribution	993	2,173		2,056				
5145	Group Life Insurance	4,137	4,010	4,321	3,880	4,557	4,559	4,559	
5150	Health Insurance	56,940	63,183	61,812	52,008	48,398	45,975	45,975	
5160	Disability Insurance	390	556	635	480	426	426	426	
5170	Unemployment Insurance	123	140	120	126	120	162	162	
	Total Personal Services	438,859	467,572	464,685	451,351	480,309	482,149	482,149	0.4%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	57,717	67,995	78,200	59,381	78,980	71,608	71,608	
5205	Legal Services (Law Clerk)	30,824	31,017	31,508	31,508	31,600	32,616	32,616	
5206	Membership Dues	1,475	1,386	1,749	1,497	2,130	2,130	2,130	
5209	Maintenance - Electronics	2,520	2,520	2,520	2,520	7,920	6,300	6,300	
5216	Maintenance - Equipment	7,163	6,595	9,614	8,263	8,745	9,488	9,488	
5221	Postage	5,586	4,500	8,000	7,137	9,000	10,000	10,000	
5223	Landline Telephone	12,055	12,104	12,200	11,634	12,200	12,200	12,200	
5224	Other Services & Charges			2,500		2,500	-		
5225	Mileage & Travel Expenses		2,958		1,068		1,000	1,000	
5242	Office Supplies, & Materials	9,205	7,690	10,000	8,011	10,000	10,000	10,000	
	Total Operating Services	126,545	136,765	156,291	131,019	163,075	155,342	155,342	-4.7%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	4,550	2,488						
	Total Capital Outlay	4,550	2,488						N/A
	TOTAL	\$569,955	\$606,825	\$620,976	\$582,371	\$643,384	\$637,491	\$637,491	-0.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CIRCUIT COURT CLERK

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT

DEPARTMENT NUMBER 1353

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries						\$10,000	\$10,000	
5125	FICA						765	765	
	Total Personal Services						10,765	10,765	N/A
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$21,077	\$11,563	\$45,000	\$6,284	\$45,000	\$35,000	\$35,000	
5206	Membership Dues	125	125	300	125	300	300	300	
5212	Rent of Equipment	2,908	3,035	3,000	2,989	3,000	3,500	3,500	
5216	Maintenance - Equipment			1,200		1,200	1,200	1,200	
5221	Postage	36	8	50		50	50	50	
5223	Landline Telephone	8,114	8,165	8,600	8,204	8,600	8,500	8,500	
5225	Mileage & Travel Expenses	374		1,500		1,000	1,000	1,000	
5242	Office Supplies & Materials	1,773	1,404	3,500	945	3,500	2,000	2,000	
5248	Books & Publications			300		500	500	500	
5251	Clothing & Personal Supplies			250	90	250	150	150	
	Total Operating Services	34,408	24,300	63,700	18,637	63,400	52,200	52,200	-17.7%
	TOTAL	34,408	24,300	63,700	18,637	63,400	62,965	62,965	-0.7%
	TOTAL	\$34,408	\$24,300	\$63,700	\$18,637	\$63,400	\$62,965	\$62,965	-0.7%

2022-23 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION

DEPARTMENT NUMBER 1354

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5214 5221 5223 5225 5242	<u>OPERATING EXPENSES</u>								
	Maintenance - Motor Vehicles			\$200	\$198	\$200	\$200	\$200	
	Postage			2,484	2,111	2,484	2,484	2,484	
	Landline Telephone	\$2,085	\$2,098	600		600	600	600	
	Mileage & Travel Expenses			2,300	2,365	2,300	2,300	2,300	
	Office Supplies & Materials	2,312	710						
	Total Operating Services	4,397	2,807	5,584	4,674	5,584	5,584	5,584	0.0%
	TOTAL	\$4,397	\$2,807	\$5,584	\$4,674	\$5,584	\$5,584	\$5,584	0.0%

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, prosecutes probation violations, and reviews 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 19 – 20 Actual	FY 20 - 21 Actual	FY 21 – 22 Projected	FY 22 – 23 Projected
Circuit Court-felony cases	718	818	650	850
Circuit Ct-misdemeanor cases	533	679	550	750
GDCT Total Criminal Cases	6,821	7,997	7,300	7,500
GDCT traffic (criminal)	2,685	2,753	750	2,600
Jury Trials (circuit court)	5	13	13	12
Juvenile Cases	1,669	1,870	1,400	1,500

Personnel Resources

Commonwealth's Attorney		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
		10.00	10.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY

DEPARTMENT NUMBER 1355

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$533,988	\$577,995	\$622,067	\$603,788	\$667,433	\$662,053	\$662,053	
5103	Part-Time Wages	20,577	16,661	2,000	3,408	1,000	1,000	1,000	
5125	FICA	38,235	42,642	47,741	43,533	51,135	50,724	50,724	
5130	VRS	51,486	54,065	89,515	52,833	96,044	103,483	103,483	
5135	VRS- Hybrid	18,998	21,188		25,064				
5140	ICMA- Defined Contribution	1,711	2,842		2,934				
5145	Group Life Insurance	7,015	7,262	8,336	6,928	8,943	8,876	8,876	
5150	Health Insurance	97,296	107,031	129,420	109,339	122,086	136,792	136,792	
5160	Disability Insurance	906	2,322	955	1,022	1,925	1,368	1,368	
5170	Unemployment Insurance	174	243	200	212	200	270	270	
	Total Personal Services	770,386	835,377	900,234	849,060	948,766	964,566	964,566	1.7%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services		88	500		500	500	500	
5206	Membership Dues	9,606	9,785	12,336	13,366	12,336	15,000	15,000	
5209	Maintenance - Electronics	5,400	5,400	6,300	5,400	11,220	9,450	9,450	
5216	Maintenance - Equipment	3,488	4,380	10,015	1,975	10,015	4,000	4,000	
5221	Postage	3,763	338	4,200	3,927	4,200	4,200	4,200	
5223	Landline Telephone	10,389	10,402	12,516	9,473	12,516	12,516	12,516	
5225	Mileage & Travel Expenses	2,130	2,482	6,000	3,650	7,200	10,000	10,000	
5242	Office Supplies & Materials	16,034	12,532	12,500	15,244	12,500	12,500	12,500	
5248	Books & Publications	1,845	2,381	2,700	1,749	3,200	3,200	3,200	
5261	Asset Forfeiture	619			495				
5269	Law Library	5,783	8,531	10,000	653	10,000	10,000	10,000	
	Total Operating Services	59,058	56,319	77,067	55,931	83,687	81,366	81,366	-2.8%
	<u>CAPITAL OUTLAY</u>								
5504	Furniture & Fixtures			2,000		1,200	1,200	1,200	
5516	Technology Equipment	1,194	2,570	1,200		1,200	1,200	1,200	
	Total Capital Outlay	1,194	2,570	3,200	0	2,400	2,400	2,400	0.0%
	TOTAL	\$830,638	\$894,265	\$980,501	\$904,991	\$1,034,853	\$1,048,332	\$1,048,332	1.3%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Printers (3) <i>Replacement</i> ; 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.	400	-	\$ 1,200
Desk Chairs (2)	400	-	\$ 800
Side Chairs (2)	250	-	\$ 500
Conference Room Chairs (2)	350	-	\$ 700
Total Capital Outlay - FY2022-23			\$ 3,200
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Shredder <i>Replacement</i> ; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.	3,000	-	\$ 3,000
Printer(1); <i>Replacement</i> ; Printer for VCIN terminal.	600	-	\$ 600
Desk Chairs (2)	400	-	\$ 800
Side Chairs (2)	250	-	\$ 500
Conference Room Chair	350	-	\$ 350
Total Capital Outlay - FY2023-24			\$ 5,250
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>
Desk Chairs (2)	400	-	\$ 800
Side Chairs (2)	250	-	\$ 500
Total Capital Outlay - FY2024-25			\$ 1,300
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
Printer (3) <i>Replacement; upgrade departmental desktop printers for staff.</i>	400	-	\$ 1,200
Conference Room Chairs (3)	350	-	1,050
Desk Chairs (1)	400	-	400
Side Chairs (3) for staff offices	250	-	750
Total Capital Outlay - FY2025-26			\$ 3,400
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
Printer (3) <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>	400	-	\$ 1,200
Shredder (1) <i>Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.</i>	3,000	-	3,000
Desk Chairs (2)	400	-	800
Side Chairs (2)	250	-	500
Conference Room Chairs (2)	350	-	700
Total Capital Outlay - FY2026-27			\$ 6,200
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 19 –20 Actual	FY 20 – 21 Actual	FY 21 – 22 Projected	FY 22– 23 Projected
Court Security Dockets	391	348	380	390
Inmate/Prisoner Count	1,037	1055	1,100	1000
Prisoner Transports	861	640	680	695
Civil Papers Served	10,159	9,068	10,400	10,000
Courthouse Patron Count	57,622	38,104	40,900	52,000

Personnel Resources

Sheriff's Office		Authorized Positions		
Classification Title	Status*	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$640,707	\$631,761	\$638,945	\$639,481	\$699,126	\$715,634	\$715,634	
5103	Part-Time Wages	13,404	31,149	42,000	21,346	42,000	44,500	44,500	
5105	Overtime	28,839	38,545	36,000	44,142	37,000	37,000	37,000	
5111	Hazard Pay		14,300		19,401				
5125	FICA	50,338	52,770	54,846	53,412	59,527	60,981	60,981	
5130	VRS	67,973	67,188	76,839	68,450	83,618	91,409	91,409	
5135	VRS- Hybrid		2,306						
5140	ICMA- Defined Contribution		203						
5145	Group Life Insurance	6,982	7,126	7,155	7,196	7,789	7,839	7,839	
5150	Health Insurance	91,315	85,601	93,333	82,696	97,073	101,602	101,602	
5160	Disability Insurance		116						
5170	Unemployment Insurance	455	363	220	339	340	417	417	
	Total Personal Services	900,013	931,429	949,338	936,462	1,026,473	1,059,382	1,059,382	3.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	7,880	9,054	8,685	8,685	8,946	9,393	9,393	
5206	Membership Dues	2,830	2,818	4,365	2,720	4,365	4,365	4,365	
5209	Maintenance - Electronics	4,320	4,320	4,320	4,320	9,240	8,400	8,400	
5214	Maintenance - Motor Vehicles	6,606	2,470	6,000	3,888	6,000	6,000	6,000	
5216	Maintenance - Equipment	13,411	13,070	23,215	9,352	23,000	20,700	20,700	
5221	Postage	1,625	665	1,200	1,156	1,200	1,200	1,200	
5223	Landline Telephone	13,673	13,656	15,400	13,794	15,400	16,500	16,500	
5225	Mileage & Travel Expenses	3,906	5,738	7,200	2,184	7,200	7,200	7,200	
5227	Extraditions (NEW)						13,902	13,902	
5242	Office Supplies & Materials	32,089	21,401	33,000	20,481	33,000	35,000	35,000	
5247	Motor Fuels & Lubricants	11,788	9,346	13,000	10,294	13,000	13,000	13,000	
5250	Small Tools & Equipment		1,039	3,000		3,000	4,000	4,000	
5275	Donated Funds	994	1,895		107				
	Total Operating Services	99,122	85,471	119,385	76,981	124,351	139,660	139,660	12.3%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	32,000		41,000	81,992	44,000	44,000	44,000	
5516	Technology Equipment		1,244				16,800	16,800	
5520	Other Equipment		1,656	3,600	2,802	1,800	2,400	2,400	
	Total Capital Outlay	32,000	2,900	44,600	84,794	45,800	63,200	63,200	38.0%
	TOTAL	\$1,031,135	\$1,019,800	\$1,113,323	\$1,098,237	\$1,196,624	\$1,262,242	\$1,262,242	5.5%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and

SHERIFF

Fiscal Year:

FY2022-23

	Annual		
<u>Item</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	2,400	100	\$ 2,400
<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.			
Body Worn Camera	16,800	100	\$ 16,800
<i>New Purchase;</i> 12 body worn cameras, including cloud based data storage; 5 year purchase/lease program; body worn cameras increase deputy safety and civil liability protection, providing unbiased documentation of citizen interactions.			

Total Capital Outlay - FY2022-23 **\$ 63,200**

Annual Maintenance & Operations Cost **\$ 1,200**

Fiscal Year:

FY2023-24

	Annual		
<u>Item</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.			

FY2023-24 continued...

Equipment Package	6,000	500	\$	6,000
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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.

Taser	2,400	100	\$	2,400
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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.

Body Worn Camera	12,555	100	\$	12,555
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Lease renewal; 12 body worn cameras, including cloud based data storage; 5 year purchase/lease program; body worn cameras increase deputy safety and civil liability protection, providing unbiased documentation of citizen interactions.

Total Capital Outlay - FY2023-24	\$	58,955
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Annual Maintenance & Operations Cost	\$	1,200
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Fiscal Year:

FY2024-25

	Annual			
<u>Item</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	2,400	100	\$	2,400
<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.				
X-Ray Machine	48,000	5,500	\$	48,000
<i>Replacement;</i> replaces courthouse public entrance x-ray machine, which is essential in maintaining public and court staff safety and required to maintain current service levels.				
Body Worn Camera	12,555	100	\$	12,555
<i>Lease renewal;</i> 12 body worn cameras, including cloud based data storage; 5 year purchase/lease program; body worn cameras increase deputy safety and civil liability protection, providing unbiased documentation of citizen interactions.				
Total Capital Outlay - FY2024-25 ..			\$	106,955
Annual Maintenance & Operations Cost .			\$	6,700

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O 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	2,400	100	\$	2,400
<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.				
Body Worn Camera	12,555	100	\$	12,555
<i>Lease renewal;</i> 12 body worn cameras, including cloud based data storage; 5 year purchase/lease program; body worn cameras increase deputy safety and civil liability protection, providing unbiased documentation of citizen interactions.				
Total Capital Outlay - FY2025-26 ..			\$	59,955
Annual Maintenance & Operations Cost .			\$	1,200

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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	2,400	100	\$ 2,400
<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.			
Body Worn Camera	18,000	100	\$ 18,000
<i>New Purchase;</i> 12 body worn cameras, including cloud based data storage; 5 year purchase/lease program; body worn cameras increase deputy safety and civil liability protection, providing unbiased documentation of citizen interactions.			
Total Capital Outlay - FY2026-27			\$ 65,400
Annual Maintenance & Operations Cost			\$ 1,200

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - INCARCERATION

DEPARTMENT NUMBER 1357

[illegible]

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES)

DEPARTMENT NUMBER 1358

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5257	<u>OPERATING EXPENSES</u>								
	Drug Court Program	\$57,000	\$84,619	\$64,581	\$85,800	\$98,700	\$98,700	\$98,700	
	Total Operating Services	57,000	84,619	64,581	85,800	98,700	98,700	98,700	0.0%
	TOTAL	\$57,000	\$84,619	\$64,581	\$85,800	\$98,700	\$98,700	\$98,700	0.0%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES

DEPARTMENT NUMBER 1359

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$163,500	\$303,090	\$274,921	\$282,441	\$347,200	\$347,200	\$347,200	
5223	Landline Telephone	3,579	3,556	3,579	3,577	3,600	3,600	3,600	
5224	Other Services & Charges	25,000	27,500	27,500	27,500				
	Total Operating Services	192,079	334,146	306,000	313,518	350,800	350,800	350,800	0.0%
	TOTAL	\$192,079	\$334,146	\$306,000	\$313,518	\$350,800	\$350,800	\$350,800	0.0%

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 19 – 20 Actual	FY 20 - 21 Actual	FY 21 – 22 Projected	FY 22 – 23 Projected
Persons receiving services	326	283	340	360

Personnel Resources

Victim Witness		Authorized Positions		
Classification Title	Status	FY 21-22	FY 21-23	Diff.
Victim Witness Director	FT	1.00	1.00	0.00
Program Assistant	FT	1.00	1.00	0.00
		2.00	2.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - VICTIM WITNESS

DEPARTMENT NUMBER 1360

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$81,474	\$83,691	\$83,234	\$85,786	\$87,023	\$87,023	\$87,023	
5125	FICA	6,065	6,249	6,367	6,415	6,657	6,658	6,658	
5130	VRS	10,946	11,676	11,977	11,376	12,522	13,603	13,603	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	1,063	1,135	1,115	1,083	1,166	1,167	1,167	
5150	Health Insurance	16,800	17,515	17,160	16,445	16,560	17,820	17,820	
5160	Disability Insurance								
5170	Unemployment Insurance	42	40	40	40	40	54	54	
	Total Personal Services	116,392	120,307	119,893	121,145	123,968	126,325	126,325	1.9%
	<u>OPERATING EXPENSES</u>								
5206	Membership Dues	200	100	275	100	275	275	275	
5209	Maintenance - Electronics	360	360	375	360	1,320	1,050	1,050	
5215	Maintenance - Furniture & Equipment			500		500	500	500	
5221	Postage	476		450	440	450	450	450	
5223	Landline Telephone	1,412	1,406	1,500	1,395	1,500	1,500	1,500	
5224	Other Services & Charges	354		500	500	500	500	500	
5225	Mileage & Travel Expenses	810	(580)	1,700	80	1,700	1,700	1,700	
5242	Office Supplies & Materials	1,069	187	1,800	1,953	1,800	1,900	1,900	
	Total Operating Expenses	4,681	1,473	7,100	4,828	8,045	7,875	7,875	-2.1%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment	1,248							
5510	Office Equipment		551	300	266	300	300	300	
	Total Capital Outlay	1,248	551	300	266	300	300	300	0.0%
	TOTAL	\$122,320	\$122,330	\$127,293	\$126,238	\$132,313	\$134,500	\$134,500	1.7%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2022-23

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	Printer (1)	300	-	\$ 300
	<i>Replacement; Routine upgrade of printer for Director and Computer (6 yrs. old) for Advocate.</i>			

Total Capital Outlay - FY2022-23 \$ 300

Annual Maintenance & Operations Cost ... \$ -

Fiscal Year:

FY2023-24

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2023-24 \$ -

Fiscal Year:

FY2024-25

	<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
	<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>
	<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

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

Total Capital Outlay - FY2026-27 \$ 300

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - JUVENILE & DOMESTIC COURT

DEPARTMENT NUMBER 1361

[illegible]

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

PUBLIC
SAFETY

Police and 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 five 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 five 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 one detective sergeant, three general detectives, one detective assigned to the Central Virginia Regional Narcotics Task Force, and one detective assigned to the U. S. Marshal’s Fugitive Task Force. 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. 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.

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 2020 Actual	CY 2021 Projected	CY 2021 Actual	CY 2022 Projected
Police Reports	3,203	3,491	2,815	3,009
Self-initiated Police Activity	14,669	18,272	16,286	17,279
Traffic Citations	4,349	4,640	4,593	4,616
Traffic Crashes	973	1,045	1,020	996
Total Arrests	3,203	3,453	2,603	2,903

Personnel Resources

Police Department

Classification Title	Status*	FY 2021-22	FY 2022-23	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 2021-22	FY 2022-23	Difference
FOIA Specialist	PT	1.00	1.00	0.00
*FT = Full Time PT= Part-Time		1.00	1.00	0.00

Animal Control

Classification Title	Status*	FY 2021-22	FY 2022-23	Difference
Animal Control Supervisor	FT	1.00	1.00	0.00
Animal Control Officer	FT	1.00	1.00	0.00
Animal Control Staff Assistant	FT	0.00	1.00	0.00
*FT = Full Time PT= Part-Time		2.00	3.00	1.00

Classification Title	Status*	FY 2021-22	FY 2022-23	Difference
Animal Control Aides	PT	3.00	2.00	0.00
*FT = Full Time PT= Part-Time		3.00	2.00	-1.00

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$3,163,750	\$3,334,610	\$3,283,454	\$3,277,036	\$3,252,478	\$3,309,205	\$3,309,205	
5103	Part-Time Wages	69,367	67,693	83,982	69,148	26,650	26,650	26,650	
5105	Overtime	182,853	147,804	200,000	161,016	198,000	200,000	200,000	
5111	Hazard Pay		67,531		63,447				
5112	Clothing Allowance		5,600		5,200	5,600	6,400	6,400	
5601	Accumulated Leave	8,599							
5125	FICA	248,185	263,135	272,909	259,076	266,429	270,983	270,983	
5130	VRS	415,793	424,619	459,029	411,429	466,793	511,241	511,241	
5135	VRS- Hybrid	3,564	4,014		14,735				
5140	ICMA- Defined Contribution	446	580		1,622				
5145	Group Life Insurance	42,456	43,510	42,745	42,440	43,466	43,856	43,856	
5150	Health Insurance	589,132	556,738	580,644	548,822	509,861	581,873	581,873	
5160	Disability Insurance	175	182	180	598		377	377	
5170	Unemployment Insurance	1,368	1,416	1,200	1,445	1,120	1,539	1,539	
	Total Personal Services	4,725,689	4,919,094	4,924,143	4,856,014	4,770,397	4,952,124	4,952,124	3.8%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	4,668	6,431	14,400	9,755	13,400	12,311	12,311	
5206	Membership Dues	15,925	16,076	16,482	15,839	16,492	18,669	18,669	
5209	Maintenance - Electronics	19,080	19,080	17,846	19,080	44,880	44,625	44,625	
5212	Rent of Equipment	5,934	6,050	9,000	6,256	10,000	10,000	10,000	
5214	Maintenance - Motor Vehicles	55,363	48,044	55,772	57,444	58,560	61,488	61,488	
5216	Maintenance - Equipment	14,180	17,794	19,830	10,875	21,497	23,742	23,742	
5218	Maintenance - Miscellaneous	51,834	48,838	52,268	62,686	67,523	67,523	67,523	

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - POLICE

DEPARTMENT NUMBER 1401

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5221	Postage	1,522	1,043	2,000	749	2,000	2,000	2,000	
5223	Landline Telephone	46,026	45,585	44,833	49,837	44,833	46,233	46,233	
5224	Other Services & Charges	1,309	1,305	2,500	1,203	2,500	2,750	2,750	
5225	Mileage & Travel Expenses	46,538	49,555	58,000	54,102	58,728	65,964	65,964	
5227	Extraditions					11,000			
5242	Office Supplies & Materials	76,929	95,965	92,833	93,827	93,833	86,928	86,928	
5246	Animal Control	25,940	21,112	32,000	13,310				
5247	Motor Fuels & Lubricants	85,891	65,655	87,394	61,315	91,764	96,352	96,352	
5248	Books & Publications		360	575		575	575	575	
5255	Refunds Rebates				(0)				
5261	Forfeited Assets	7,885	32,516						
5262	Animal Control Donation		3,015		-				
5263	Grant Funds	5,788	2,410		4,946				
5266	K-9 Funds	665	(1,453)		1,119				
5267	E-Citation/E=Summons Exp				4,784				
5272	Water/Sewer Services				1,871				
5274	Controlled Drug Buy Money	(5,570)		5,000		5,000	5,000	5,000	
5275	Donated Funds	(150)	269		5,175				
5279	Operation Bloodhound		377						
5409	Adopt-A-Cop	(50)	950		500				
	Total Operating Services	459,706	480,976	510,733	474,672	542,585	544,160	544,160	0.3%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles	199,071	16,113	193,600	416,890	282,400	300,195	300,195	
5516	Technology Equipment	4,466	14,099	21,670	24,199	13,500	-		
5520	Other Equipment	35,846	17,633			27,000	18,800	18,800	
5601	Police Accumulated Leave Pay				5,023				
	Total Capital Outlay	239,384	47,845	215,270	446,112	322,900	318,995	318,995	-1.2%
	TOTAL	\$5,424,778	\$5,447,915	\$5,650,146	\$5,776,799	\$5,635,882	\$5,815,279	\$5,815,279	3.2%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2022-23	Item	Unit Cost	Annual M&O Cost	Total Cost
	Patrol Vehicles and Equipment Packages (5)	45,045	2,000	\$ 225,225
	<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 (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.]			
	Administrative Vehicle and Equipment Package (1)	26,250	1,200	\$ 26,250
	<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.			
	K-9 Vehicle (1)	48,720	2,000	\$ 48,720
	<i>Replacement;</i> 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.			
	Tasers & Bola Wraps (4)	2,200	5,200	\$ 8,800
	<i>New/Replacement;</i> 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.			
	Dual-Purpose K-9 (1)	10,000	-	\$ 10,000
	<i>Replacement;</i> Acquisition of new K-9 that would be dual-trained in both tracking and narcotics detection. This would replace an aging and retiring bloodhound that we acquired in 2014. The new canine would be utilized to locate lost and missing persons and fleeing criminals, as well as detecting illegal narcotics. 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.			
Total Capital Outlay - FY2022-23				\$ 318,995
Annual Maintenance & Operations Cost				\$ 10,400

FY2023-24

		Annual		
	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment				
	Packages (6)	45,045	2,000	\$ 270,270
	<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)	26,250	1,200	\$ 26,250
	<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. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.			
	Tasers & Bola Wraps (4)	2,310	400	\$ 9,240
	<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 type of less than lethal remote restraint device.			
	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				\$ 350,760
Annual Maintenance & Operations Cost				\$ 3,600

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)	45,045	2,000	\$ 270,270
<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)	26,250	1,200	\$ 26,250
<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.			
Tasers & Bola Wraps (4)	2,310	400	\$ 9,240
<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.			
Furniture	10,000	-	\$ 10,000
<i>New/Replacement;</i> General upgrade of 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 11-21 years old.			
Total Capital Outlay - FY2024-25			\$ 315,360
Annual Maintenance & Operations Cost			\$ 3,600

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment			
Packages (5)	45,045	2,000	\$ 225,225
<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 (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) radar units. This figure also includes the \$500 installation cost for new radios.			
Administrative Vehicle and Equipment			
Package (1)	26,250	1,200	\$ 26,250
<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.			
Tasers & Bola Wraps (4)	2,310	400	\$ 9,240
<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.			
Secure Storage Facility	35,000	-	\$ 35,000
<i>New;</i> Temperature-controlled metal building that can be used to store items confiscated from search warrants overnight while officers work through it to obtain necessary information. To be placed on City property adjacent to the impound lot (near the City garage). Acquisition of such a facility would also be in compliance with accreditation standards.			
Total Capital Outlay - FY2025-26			\$ 295,715
Annual Maintenance & Operations Cost			\$ 3,600

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Patrol Vehicles and Equipment			
Packages (6)	45,045	2,000	\$ 270,270
<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 (5) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (5) radar units. This figure also includes the \$500 installation cost for new radios.			
Administrative Vehicle and Equipment			
Package (1)	26,260	1,200	\$ 26,250
<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.			
Tasers & Bola Wraps (4)	2,310	400	\$ 9,240
<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.			
Crime Scene Cameras (5)	2,500	-	\$ 12,500
<i>Replacement;</i> Upgrade of outdated and/or broken cameras used by Investigations and other investigative personnel at crime scenes.			
Total Capital Outlay - FY2026-27			\$ 318,260
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	CY 19-20 Actual	CY 20-21 Actual	CY 21-22 Projected	CY 22-23 Projected
Total incidents	5,212	5,225	5,471	5,791
Fire incidents	1,352	1,253	1,440	1,428
EMS incidents	3,860	3,972	4,031	4,363
Fire response time < 7 minutes	85.4%	83.4%	78.2%	82.6%
EMS response time < 7 minutes	82.1%	81.7%	83.7%	80%
Fire Mutual Aid received	56	32	70	50
EMS Mutual Aid received	84	52	105	71
Total property loss	\$515,760	\$121,126	\$351,362	\$575,500

Personnel Resources

Fire & EMS		Authorized Positions		
Classification Title	Status*	FY 2021-22	FY 2022-23	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	10.0	-3.00
Logistics Coordinator	PT	1.00	1.00	0.00
Office Assistant	PT	1.00	1.00	0.00
PT = Part Time		15.00	12.00	-3.00

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$2,354,109	\$2,508,024	\$2,818,732	\$2,421,605	\$2,930,005	\$2,954,028	\$2,954,028	
5103	Part-Time Wages	139,020	187,611	136,341	167,100	136,341	156,920	156,920	
5105	Overtime	369,977	210,303	144,808	243,313	145,435	178,618	178,618	
5111	Hazard Pay		77,142		70,114				
5601	Accumulated Leave	26,081							
5125	FICA	207,028	213,929	237,141		245,701	251,652	251,652	
5130	VRS	310,657	366,695	405,616	387,378	413,233	452,624	452,624	
5145	Group Life Insurance	33,925	38,275	37,771	39,314	38,477	38,828	38,828	
5150	Health Insurance	436,665	493,159	500,070		472,934	533,174	533,174	
5170	Unemployment Insurance	1,227	1,338	1,000	1,203	1,000	1,350	1,350	
	Total Personal Services	3,878,688	4,096,475	4,281,479	3,330,027	4,383,126	4,567,194	4,567,194	4.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	67,080	63,496	102,732	80,970	110,942	116,307	116,307	
5206	Membership Dues	116	1,904	3,437	3,081	3,367	4,282	4,282	
5209	Maintenance - Electronics	14,040	14,040	14,040	14,040	33,000	38,850	38,850	
5214	Maintenance - Motor Vehicles	110,721	78,824	95,000	152,173	95,000	95,000	95,000	
5216	Maintenance - Equipment	42,638	40,733	50,881	39,069	57,185	61,554	61,554	
5221	Postage	2,037	2,253	5,000	2,277	5,000	5,000	5,000	
5223	Landline Telephone	36,380	37,665	36,936	36,278	36,939	36,939	36,939	
5224	Other Services & Charges	8,740	7,151	10,000	13,646	9,400	10,000	10,000	
5225	Mileage & Travel Expenses	31,856	29,591	39,000	22,475	55,000	44,250	44,250	
5242	Office Supplies & Materials	91,879	76,844	88,000	83,885	91,500	97,875	97,875	
5247	Motor Fuels & Lubricants	47,970	35,846	54,000	35,094	54,000	59,400	59,400	
5248	Books & Publications	2,387		2,000	1,138	3,500	3,500	3,500	
5250	Small Tools & Equipment	6,521	6,600	10,000	2,244	12,204	13,100	13,100	
5263	Grant Funds	784			3,913				
	Total Operating Services	463,146	394,949	511,026	490,282	567,037	586,057	586,057	3.4%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles			47,000			50,000	50,000	
5502	Fire Equipment	124,867	110,623	80,000	97,543	80,000	54,900	54,900	
5506	Court Restitution	(1,465)	(2)		(9)				
5516	Technology Equipment	289	25,159		2,460				
5520	Other Equipment				702				
	Total Capital Outlay	123,691	135,780	127,000	100,695	80,000	104,900	104,900	31.1%
	TOTAL	\$4,465,526	\$4,627,204	\$4,919,505	\$3,921,005	\$5,030,163	\$5,258,151	\$5,258,151	4.5%

City of Colonial Heights

FY23-FY27 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	7,400	\$	7,400
<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	16,250	-	\$ 16,250
<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.*			
ALS Equipment	31,250	500	\$ 31,250
<i>Replacement;</i> Upgrade in EMS equipment is essential to providing EMS patient care, allowing providers to perform essential life saving skills; upgrade of ALS equipment bags, Oxygen supply bags, EZ IO (Intraosseous access) drill equipment, portable suction units, portable ventilators, replacement of Lucas mechanical chest compression units, Video laryngoscopes, will negatively impact service delivery through patient care.			
Primary Staff Vehicle	50,000	100	\$ 50,000
<i>Replacement;</i> Upgrade to Fire Marshal 971 vehicle utilized for emergency response and general performance of duties as department investigator and inspector; will retire a staff vehicle with over 12 years of service and 100,000 miles. Replacement vehicle will allow for proper storage of equipment and safely place potential cancer causing agents away from the occupants. Will negatively impact services, affect employee health and increase maintenance costs.			

Total Capital Outlay - FY2022-23 \$ 104,900

Annual Maintenance & Operations Cost \$ 600

* Grant Funded # Partially grant funded

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>		<u>Total Cost</u>
Fire Hose	7,500	-	\$	7,500
<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.*				
Cardiac Monitor	45,000	1,250	\$	45,000
<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.*				
Turnout Gear	30,000	-	\$	30,000
<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. #				
Extrication Equipment	35,000	-	\$	35,000
<i>Replacement; R942 -</i> Upgrade of extrication tool (Jaws of life) with newer, hydraulic rescue tools powered by electric/gas power unit. These tools will handle large heavy extrications that battery tools are unable to perform. R942 has hydraulic lines built into the apparatus that facilitate quick deployment. Current tools/hoses are 11 years old. Will negatively impact firefighter safety without replacement.*				
Primary Staff Vehicle	45,000	-	\$	45,000
<i>Replacement;</i> Upgrade of a front line staff vehicle utilized for emergency response and general performance of duties. This vehicle is 15+ years old and will negatively impact services and increase maintenance costs without replacement.				
Total Capital Outlay - FY2023-24			\$	187,500
Annual Maintenance & Operations Cost			\$	2,750

* Grant Funded # Partially grant funded

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Fire Hose	7,500	-	\$ 7,500
<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.*			
Cardiac Monitor	45,000	1,250	\$ 45,000
<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.*			
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	55,000	-	\$ 55,000
<i>Replacement;</i> 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.			
Total Capital Outlay - FY2024-25			\$ 167,500
Annual Maintenance & Operations Cost			\$ 2,750

* Grant Funded # Partially grant funded

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>		<u>Total Cost</u>
Cardiac Monitor	45,000	1,250	\$	45,000
<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	7,500	-	\$	7,500
<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 - FY2025-26			\$	127,500
Annual Maintenance & Operations Cost			\$	2,750

* Grant Funded # Partially grant funded

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>		<u>Total Cost</u>
Fire Hose	10,000	-	\$	10,000
<i>Replacement;</i> Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*				
Turnout Gear	30,000	-	\$	30,000
<i>Replacement;</i> Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately \$2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*				
Extrication Equipment	35,000	500	\$	35,000
<i>Replacement;</i> 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.*				
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.*				
Primary Staff Vehicle	50,000	100	\$	50,000
<i>Replacement;</i> 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.				
Total Capital Outlay - FY2026-27			\$	150,000
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; to coordinate and support responses to and recovery from emergencies; to educate the public on preparedness; to collect and disseminate critical information; and to 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.

Numerous projects filled 2021 to include city-wide COVID-19 response and planning, initiating a homebound COVID vaccine program, rejuvenation of the City's Community Emergency Response Team (CERT) program, updating of the Emergency Operations Plan, the Hazard Mitigation Plan update, activation of the Emergency Operations Center for winter weather events, submission of various grants and management of grant funding, updating of city-wide hydrant GIS layer and expanding the department outreach program.

In 2022 Emergency Management will continue to be working on many of the above projects and programs but also include; assisting with the implementation of a department-wide reporting and management software program (ESO), revamping of the Local Emergency Planning Committee (LEPC), implementation of a city-wide emergency exercise program, initial planning for achievement of department accreditation, improving citizen participation in Civic Ready, working towards use of ArcGIS online and Field Maps for city-wide damage assessments, improvement of using social media for important/safety messages, implementing a community education program, assisting the Fire department with smoke detector drive, and improvements to the City's primary and secondary Emergency Operations Centers (EOC).

Performance Indicators*	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Severe Weather Warnings (all)	-	13	15	18
Tropical Systems Monitored	18	21	21	20
Outreach Events/Total People Reached (in person) **	-	0/0	11/1,312	20/2,500
People Reached in Social Media Messages**	-	-	201,557	350,000
Active CERT Members/Hours Contributed	-	-	24/341	30/425
EOC Activations/Operational Periods	-	-	2/3	2/4
Citizens Signed up for Emergency Alerts in Civic Ready	-	-	2,033	2,500

*New Performance Indicators were created/consolidated this year to give a more complete picture of the Emergency Management Program.

** Includes all divisions of Department (Fire & EMS, Communications and Emergency Mgt)

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 21-22	FY 22-23 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
Emergency Management Assistant	PT	Hourly	0.0	0.5	0.5
FT = Full Time PT = Part Time			1.00	1.50	0.50

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT

DEPARTMENT NUMBER 1403

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
	5103 Part-Time Wages	\$22,772	\$24,041	\$25,684	\$26,128	\$23,296	\$36,400	\$36,400	
	5105 Overtime		106						
	5111 Hazard Pay				1,089				
	5125 FICA	1,781	1,865	1,965	1,824	1,782	2,785	2,785	
	5170 Unemployment Insurance	33	20		12	20			
	Total Personal Services	24,586	26,033	27,649	29,053	25,098	39,185	39,185	56.1%
	<u>OPERATING EXPENSES</u>								
	5203 Professional & Special Services	12,154	4,572	12,600	4,791	12,750	8,900	8,900	
	5209 Maintenance - Electronics					1,980	1,575	1,575	
	5216 Maintenance - Equipment	1,916	744	2,000	1,677	2,000	2,000	2,000	
	NEW <i>Travel and Vocational Training</i>				230		1,200	1,200	
	5242 Printing, Supplies & Materials	1,898	671	2,750	1,885	2,750	5,050	5,050	
	5247 Motor Fuels & Lubricant	1,034		1,000		1,000	1,000	1,000	
	5263 Grant Funds				22,270				
	5516 Electronic Equipment				2,631				
	Total Operating Services	17,002	5,987	18,350	33,483	20,480	19,725	19,725	-3.7%
TOTAL		\$41,588	\$32,020	\$45,999	\$62,536	\$45,578	\$58,910	\$58,910	29.3%

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 the 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 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Projected
Number of Calls for Service Dispatched	40,834	37,044	31,637	35,000
Wireline 911 Calls	29,833	26,969	24,545	26,000
Wireless 911 Calls	50,090	40,455	45,776	43,000
Warrants Entered	2,894	2,253	2,593	2,500

Personnel Resources:

Communications		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
2022-23 BUDGET

DEPARTMENT NAME - COMMUNICATIONS

DEPARTMENT NUMBER 1404

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$645,017	\$678,718	\$731,813	\$761,789	\$752,998	\$765,696	\$765,696	
5103	Part-Time Wages	13,937	11,710	24,200	17,253	28,100	33,512	33,512	
5105	Overtime	104,004	121,733	108,100	139,368	115,100	134,241	134,241	
5601	Accumulated Leave Pay	1624							
5125	FICA	55,246	59,669	66,105	69,066	68,559	71,409	71,409	
5130	VRS	42,908	43,875	105,306		108,357	119,688	119,688	
5135	VRS- Hybrid	39,519	45,189		46,879				
5140	ICMA- Defined Contribution	3,399	4,844		6,715				
5145	Group Life Insurance	9,567	10,560	9,806		10,088	10,266	10,266	
5150	Health Insurance	127,171	127,970	143,454	140,749	138,633	167,982	167,982	
5160	Disability Insurance	2,104	2,437	2,146	2,393	2,297	2,343	2,343	
5170	Unemployment Insurance	421	416	340	460	340	459	459	
	Total Personal Services	1,044,918	1,107,121	1,191,270	1,184,672	1,224,472	1,305,596	1,305,596	6.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	10,181	11,510	14,387	12,321	97,559	4,200	4,200	
5206	Membership Dues	368	94	7,228	979	480	480	480	
5209	Maintenance - Electronics	1,440	1,440	1,440	1,440	5,280	8,400	8,400	
5212	Rent of Equipment	2,968		2,050	4,507	700			
5214	Maintenance - Motor Vehicles	1,424		1,000	9	1,000	1,100	1,100	
5216	Maintenance - Equipment	234,715	248,552	271,050	320,846	276,000	247,812	247,812	
5221	Postage	159	76	250	120	250	200	200	
5222	E 9-1-1 and CAD System	12,330	6,898	18,303	9,001	18,303	99,500	99,500	
5223	Landline Telephone	23,002	29,194	25,310	29,465	25,310	26,250	26,250	
5225	Mileage & Travel Expenses	8,087	7,326	16,000	11,460	16,000	15,000	15,000	
5242	Office Supplies & Materials	6,241	7,920	9,200	8,315	9,700	10,400	10,400	
5247	Motor Fuels & Lubricants	500	502	1,640	88	1,640	1,200	1,200	
5248	Books & Publications	200		200	100	200	200	200	
5250	Small Tools & Equipment			200	471	200	200	200	
5281	Heat, Light and Power	9,572	9,355	10,500	7,697	10,500	10,500	10,500	
	Total Operating Services	311,187	322,866	378,758	406,821	463,122	425,442	425,442	-8.1%
	<u>CAPITAL OUTLAY</u>								
	Motor Vehicles								
5510	Office Equipment								
5516	Technology Equipment	37,838	1,500	18,400	4,944	4,000	4,000	4,000	
	Total Capital Outlay	37,838	1,500	18,400	4,944	4,000	4,000	4,000	0.0%
	TOTAL	\$1,393,943	\$1,431,487	\$1,588,428	\$1,596,437	\$1,691,594	\$1,735,038	\$1,735,038	2.6%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNICATIONS

Fiscal Year:

FY2022-23

<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;</i> 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.			

Total Capital Outlay - FY2022-23 \$ 4,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2023-24

<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;</i> 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.			
Computer Monitors (18)	400	-	\$ 7,200
<i>Replacement;</i> 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.			
TV/Security Monitors (2)	2,000	-	\$ 4,000
<i>Replacement;</i> 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.			
Console Chairs (6)	2,400	-	\$ 14,400
<i>Replacement;</i> 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.			

Total Capital Outlay - FY2023-24 \$ 32,200

Annual Maintenance & Operations Cost \$ 900

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Voice Recorder Server	30,000	-	\$ 30,000
<i>Replacement:</i> Upgrade of Voice Recorder that operates 24-hours per day, increasing the number of recorded channels for all radio and telephone calls into Communications Center; law requires that all 9-1-1 calls received are recorded and maintained for 6 months; also utilized to maintain departmental quality assurance and in support of legal proceedings; total cost includes labor for installation and network configuration; essential for maintaining existing service levels.			
UPS Batteries	35,000	-	\$ 35,000
<i>Replacement:</i> Upgrade of battery providing uninterruptable power supply to maintain constant electrical power during outages to Public Safety Building; also cleans the power so it will be appropriate for electronic devices and directly controls power to the Communications Center, the EOC, and multiple office electronics; manufacturer's recommended replacement schedule; lack of appropriate maintenance schedule in past resulted in a significant fire in the electrical room; essential for maintaining existing service levels.			
Total Capital Outlay - FY2024-25			\$ 65,000
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>
9-1-1 Phone System Refresh	200,000	-	\$ 200,000
<i>Replacement;</i> 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 - FY2025-26			\$ 200,000
Annual Maintenance & Operations Cost			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Dispatch Computers (4)	2,200	1,200	\$ 8,800
<i>Replacement;</i> 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.			
Computer Monitors (24)	400	-	\$ 9,600
<i>Replacement;</i> 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.			
Total Capital Outlay - FY2026-27			\$ 18,400
Annual Maintenance & Operations Cost			\$ 1,200

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - ANIMAL CONTROL

DEPARTMENT NUMBER 1405

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries					\$120,130	\$120,277	\$120,277	
5103	Part-Time Wages					27,846	31,200	31,200	
5105	Overtime					1,000	1,000	1,000	
5125	FICA					11,397	11,665	11,665	
5130	VRS					17,286	18,801	18,801	
5145	Group Life Insurance					1,609	1,614	1,614	
5150	Health Insurance					21,966	23,457	23,457	
5160	Disability Insurance					447	637	637	
5170	Unemployment Insurance					60	81	81	
	Total Personal Services					201,741	208,732	208,732	3.5%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services					2,500	19,800	19,800	
5209	Maintenance - Electronics					1,320	1,050	1,050	
5214	Maintenance - Motor Vehicles					1,000	1,000	1,000	
5223	Landline Telephone					1,000	1,000	1,000	
5242	Office Supplies & Materials					24,000	14,700	14,700	
5248	Books & Publications					4,500			
	Total Operating Services					34,320	37,550	37,550	9.4%
	TOTAL					\$236,061	\$246,282	\$246,282	4.3%

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SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

PUBLIC
WORKS

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Private development submittals reviewed	30	50	35	45
Street miles resurfaced	4.10	1.73	5.10	5.50
Street miles swept	100.2	100	150	150
Streets/Utilities Maintenance work orders completed (in GovQA)	3,042	2,925	3,000	3,000
Construction projects completed	5	7	6	6
Fleet - Total Vehicles Maintained	245	250	265	255
Fleet - Pieces of Equipment Maintained	74	75	75	78
Fleet - Work Orders Completed	849	994	900	1000
Fleet - Total Repair Costs	\$320,251	\$387,908	\$310,000	\$300,000
Fleet - Total Subcontracted Repairs	\$74,872	\$116,480	<\$50,000	<\$60,000

Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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 Maintenance Supervisor	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	1	1	0.00
Recycling Center Technician	PT	1	1	0.00
FT = Full Time PT = Part Time		2	2	0.00

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION

DEPARTMENT NUMBER 1451

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$235,145	\$246,277	\$223,205	\$134,111	\$220,959	\$231,295	\$231,295	
5105	Overtime				\$41			\$0	
5125	FICA	17,146	17,819	17,075	9,581	16,903	17,695	\$17,695	
5130	VRS	31,591	29,133	32,119	17,588	31,796	36,152	\$36,152	
5135	VRS- Hybrid		\$146					\$0	
5140	ICMA- Defined Contribution		12					\$0	
5145	Group Life Insurance	3,070	2,870	2,991	1,686	2,961	3,102	\$3,102	
5150	Health Insurance	19,080	20,683	20,319	17,891	26,472	31,281	\$31,281	
5160	Disability Insurance		6			613	492	\$492	
5170	Unemployment Insurance	45	48	45	25	45	61	\$61	
	Total Personal Services	306,077	316,992	295,754	180,924	299,749	320,078	320,078	6.8%
	<u>OPERATING EXPENSES</u>								
5206	Membership Dues	619	535	800	550	1,000	1,000	1,000	
5209	Maintenance - Electronics	1,080	1,080	1,000	1,080	2,640	2,625	2,625	
5221	Postage	38	99	100	173	100	100	100	
5223	Landline Telephone	5,541	5,615	5,250	5,444	5,250	5,250	5,250	
5225	Mileage & Travel	656	1,169	3,250	635	4,500	2,250	2,250	
NEW	Professional Development						2,250	2,250	
5226	Automobile Allowance	4,814	3,626	4,800	2,073		0	0	
5242	Office Supplies and Materials	304		100	51	500	500	500	
5248	Books & Publications			300		500	500	500	
	Total Operating Services	13,053	12,125	15,600	10,007	14,490	14,475	14,475	-0.1%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment		1,244						
	Total Capital Outlay		1,244						
	TOTAL	\$319,130	\$330,361	\$311,354	\$190,930	\$314,239	\$334,553	\$334,553	6.5%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

Public Works - Administration

Fiscal Year:

FY2022-23

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2022-23			\$ -

Fiscal Year:

FY2023-24

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2024-25			\$ -

Fiscal Year:

FY2025-26

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

Annual

<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$503,811	\$538,366	\$533,836	\$496,932	\$552,382	\$548,420	\$548,420	
5103	Temporary & Seasonal Help		1,560	2,000	1,845	2,000	3,000	3,000	
5105	Overtime	11,296	7,439	15,000	10,396	15,000	15,000	15,000	
5106	Overtime - Snow	10,002	650	10,335	5,901	10,335	10,335	10,335	
5112	Clothing Allowance	2,800	2,800	2,800	2,600	2,800	4,900	4,900	
5601	Accumulated Leave	89							
5125	FICA	39,407	38,770	43,144	37,394	44,563	44,497	44,497	
5130	VRS	62,508	63,092	76,819	54,394	79,490	85,726	85,726	
5135	VRS- Hybrid	7,139	10,604		10,389				
5140	ICMA- Defined Contribution	773	1,255		1,262				
5145	Group Life Insurance	6,975	6,955	7,153	6,153	7,400	7,355	7,355	
5150	Health Insurance	159,259	147,010	136,828	122,638	119,094	131,650	131,650	
5160	Disability Insurance	367	476	499	452	468	844	844	
5170	Unemployment Insurance	372	303	300	275	300	405	405	
	Total Personal Services	804,796	819,281	828,714	750,631	833,832	852,132	852,132	2.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	190	195	500	200	500	500	500	
5203	Professional & Special Services	32,180	452,624	850,000	738,774	850,000	30,000	30,000	
NEW	Contracted Services						70,000	70,000	
5209	Maintenance - Electronics	1,440	1,440	1,440	1,440	3,300	2,625	2,625	
5212	Rent of Equipment			1,500		1,000	1,000	1,000	
5214	Maintenance - Motor Vehicles	34,875	39,984	30,000	34,427	30,000	30,000	30,000	
5216	Maintenance - Equipment	21,710	16,356	30,000	31,750	30,000	30,000	30,000	
5217	Maintenance - Buildings & Grounds			1,500	3,073		500	500	
5219	Maintenance - Bridges			10,000		10,000	10,000	10,000	
NEW	Pavement Maintenance						750,000	750,000	
5221	Postage	38		100	3	100	100	100	
5223	Landline Telephone	2,524	2,854	3,540	2,844	3,000	624	624	
NEW	Mobile Communications						2,700	2,700	
NEW	Internet						768	768	
5225	Mileage & Travel	2,801	769	3,000	860	3,500	2,240	2,240	
5242	Office Supplies and Materials	13,559	13,192	21,186	12,024	21,000	10,260	10,260	

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE

DEPARTMENT NUMBER 1453

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
NEW	<i>Professional Development</i>						21,000	21,000	
5247	Motor Fuels & Lubricants	21,451	17,545	25,000	16,543	25,000	27,500	27,500	
5249	Road Materials & Equipment	3,084	21,831	60,000	32,898	48,000	48,000	48,000	
5250	Small Tools & Equipment	1,433	2,806	2,000		2,000	2,000	2,000	
5252	Snow Removal - Supplies & Materials	778	13,222	20,000	29,317	20,000	20,000	20,000	
	Total Operating Services	136,065	582,818	1,059,766	904,152	1,047,400	1,059,817	1,059,817	1.2%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles		102,364			48,000	0	0	
5503	Machinery & Tools	47,900		130,000		40,000	15,000	15,000	
	Total Capital Outlay	47,900	102,364	130,000		88,000	15,000	15,000	-83.0%
	TOTAL	\$988,761	\$1,504,463	\$2,018,480	\$1,654,782	\$1,969,232	\$1,926,949	\$1,926,949	-2.1%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STREET MAINTENANCE

Fiscal Year:

FY2022-23

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Chemical Spreader	15,000	250	\$ 15,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 12 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.			

Total Capital Outlay - FY2022-23 \$ 15,000

Annual Maintenance & Operations Cost ... \$ 250

Fiscal Year:

FY2023-24

		Annual	
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Street Sweeper	200,000	750	\$ 200,000
<i>Replacement;</i> 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	50,000	2,000	\$ 50,000
<i>Replacement;</i> 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 \$ 250,000

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

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Pickup (4X4 Crew Cab)	35,000	500	\$	35,000
<i>Replacement;</i> 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.				
Leaf Loader	50,000	2,000	\$	50,000
<i>Replacement;</i> 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
<i>Replacement;</i> 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 **\$ 175,000**

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

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Leaf Loader	50,000	2,000	\$	50,000
<i>Replacement;</i> 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.				
Chemical Spreader	15,000	250	\$	15,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 14 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.				
Roller, Vibratory	20,000	500	\$	20,000
<i>Replacement;</i> 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 **\$ 85,000**

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

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O 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 2008 truck (#244); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.				
Chemical Spreader	15,000	250	\$	15,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 14 years old; frame/body rusting; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.				
Pickup (4X4)	35,000	500	\$	35,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 17 years old (#202); 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 - FY2026-27			\$	160,000
Annual Maintenance & Operations Cost			\$	1,500

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - ENGINEERING

DEPARTMENT NUMBER 1456

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$300,620	\$304,317	\$335,923	\$354,430	\$335,779	\$336,762	\$336,762	
5103	Temporary & Seasonal Help			5,184	1,161				
5105	Overtime	16,473	19,073	20,000	17,751	22,000	22,000	22,000	
5106	Overtime - Snow	1,455		1,500	972	1,500	1,500	1,500	
5112	Clothing Allowance	780	780	900	800	1,000	1,000	1,000	
5601	Accumulated Leave Pay	1,823							
5125	FICA	24,550	24,855	27,808	28,095	27,561	27,637	27,637	
5130	VRS	15,225	21,250	47,372	22,087	47,353	51,587	51,587	
5135	VRS- Hybrid	23,024	18,413		25,856				
5140	ICMA- Defined Contribution	2,478	2,291		2,856				
5145	Group Life Insurance	4,126	3,840	4,411	4,110	4,408	4,425	4,425	
5150	Health Insurance	50,490	42,276	52,946	55,393	47,699	58,246	58,246	
5160	Disability Insurance	1,122	851	1,039	952	623	733	733	
5170	Unemployment Insurance	130	148	130	140	130	176	176	
	Total Personal Services	442,295	438,092	497,213	514,603	488,053	504,065	504,065	3.3%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	83,678	25,521	30,000	24,759	40,000	50,000	50,000	
5206	Membership Dues	2,370	825	2,500	7,079	2,800	2,800	2,800	
5209	Maintenance - Electronics	2,880	15,526	18,000	15,120	23,200	25,000	25,000	
5214	Maintenance - Motor Vehicles	15,506	1,936	4,500	6,929	4,500	4,500	4,500	
5216	Maintenance - Equipment	346	531	700	266	700	700	700	
5221	Postage	125	76	175	37	175	250	250	
5223	Landline Telephone	14,940	14,898	14,500	14,161	14,500	14,500	14,500	
5225	Mileage & Travel	6,144	3,900	7,500	3,264	8,500	5,500	5,500	
	Professional Development						5,500	5,500	
5242	Office Supplies and Materials	20,463	17,227	29,100	27,277	32,000	35,000	35,000	
5247	Motor Fuels & Lubricants	7,484	5,679	9,000	6,706	9,000	9,000	9,000	
5248	Books & Publications	668		800	503	800	800	800	
5250	Small Tools & Equipment	0		700	593	700	700	700	
5281	Electricity	242,611	217,402	245,000	219,867	245,000	245,000	245,000	
	Total Operating Services	397,215	303,519	362,475	326,562	381,875	399,250	399,250	4.5%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles		24,074						
5515	Building & Fixed Equipment			80,000			40,000	40,000	
5516	Technology Equipment	4,840	3,732	21,000					
	Total Capital Outlay	4,840	27,806	101,000	0	0	40,000	40,000	100.0%
	TOTAL	\$844,350	\$769,417	\$960,688	\$841,165	\$869,928	\$943,315	\$943,315	8.4%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ENGINEERING/ TRAFFIC

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
City Bridge Inspections	40,000	-	\$ 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.

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

Annual Maintenance & Operations Cost ... \$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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 - FY2023-24 \$ 40,000

Annual Maintenance & Operations Cost ... \$ 100

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
City Bridge Inspections	40,000	-	\$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.

Total Capital Outlay - FY2024-25 \$ 40,000

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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			

Total Capital Outlay - FY2025-26 \$ -

Annual Maintenance & Operations Cost ... \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
City Bridge Inspections	40,000	-	\$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.

Pavement Inv. 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 - FY2026-27 \$ 80,000

Annual Maintenance & Operations Cost ... \$ 100

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE

DEPARTMENT NUMBER 1457

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$51,177	\$52,817	\$52,528	\$53,578	\$54,919	\$54,919	\$54,919	
5105	Overtime		502	500	1,433	500	500	\$500	
5112	Clothing Allowance		200		200			\$0	
5125	FICA	3,885	4,057	4,057	4,198	4,240	4,240	\$4,240	
5130	VRS	6,875	7,367	7,559	7,183	7,903	8,584	\$8,584	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance	668	724	704	694	736	736	\$736	
5150	Health Insurance	8,400	8,758	8,580	8,223	8,280	8,910	\$8,910	
5160	Disability Insurance								
5170	Unemployment Insurance	20	20	20	20	20	27	\$27	
	Total Personal Services	71,025	74,445	73,948	75,527	76,598	77,916	77,916	1.7%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	178,628	179,340	210,000	180,520	195,000	225,000	225,000	
5209	Maintenance - Electronics	360	360	360	360	660	525	525	
5213	Maintenance - Court Fees	31,971	22,441	25,000	24,602	25,000	25,000	25,000	
5214	Maintenance - Motor Vehicles	141	317	500	93	500	500	500	
5216	Maintenance - Equipment	24,460	10,184		132				
5217	Maintenance - Building & Grounds	55,842	99,610	108,500	170,338	108,500	108,500	108,500	
5223	Landline Telephone	1,545	1,544	2,664	1,650	2,664	2,664	2,664	
5242	Office Supplies and Materials	4,658	2,185	4,000	416	4,000	4,000	4,000	
5247	Motor Fuels & Lubricants	1,056	776	1,000	646	1,000	1,000	1,000	
5250	Small Tools & Equipment		295	500	42	500	500	500	
5272	Water/ Sewer Services				4,724				
5281	Electricity	194,113	194,785	210,000	243,844	210,000	210,000	210,000	
	Total Operating Services	492,773	511,837	562,524	627,367	547,824	577,689	577,689	5.5%
	<u>CAPITAL OUTLAY</u>								
5515	Building & Fixed Equipment	4,661	13,542	43,700	21,200	92,600	90,000	90,000	
	Total Capital Outlay	4,661	13,542	43,700	21,200	92,600	90,000	90,000	-2.8%
	TOTAL	\$568,459	\$599,823	\$680,172	\$724,094	\$717,022	\$745,605	\$745,605	4.0%

City of Colonial Heights

FY23-FY27 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

Annual Maintenance & Operations Cost \$ 900

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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No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24 \$ -

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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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>Annual M&O Cost</u>	<u>Total Cost</u>
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No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
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No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2026-27 \$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE

DEPARTMENT NUMBER 1458

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$252,648	\$259,523	\$258,105	\$262,716	\$269,852	\$269,852	\$269,852	
5103	Temporary & Seasonal Help	17,505	22,764	32,400	2,178	30,000	30,000	30,000	
5105	Overtime	1,045	314	3,200	2,047	3,200	3,200	3,200	
5106	Overtime - Snow	368		3,200	2,170	3,200	3,200	3,200	
5125	FICA	20,372	21,276	22,713	20,078	23,428	23,429	23,429	
5130	VRS	27,481	29,314	37,141	28,559	38,832	42,180	42,180	
5135	VRS- Hybrid	5,743	\$6,012		\$5,911				
5140	ICMA- Defined Contribution	719	900		954				
5145	Group Life Insurance	3,321	3,522	3,459	3,408	3,615	3,619	3,619	
5150	Health Insurance	37,140	38,721	37,944	36,363	36,576	39,627	39,627	
5160	Disability Insurance	283	276	290	259	271	272	272	
5170	Unemployment Insurance	100	99	80	83	80	108	108	
	Total Personal Services	366,724	382,720	398,532	364,728	409,054	415,487	415,487	1.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	(4,393)	(221)		1,416				
5209	Maintenance - Electronics	1,440	1,440	1,600	1,440	3,300	2,100	2,100	
5214	Maintenance - Motor Vehicles	2,296	2,491	3,000	1,543	3,000	3,000	3,000	
5216	Maintenance - Equipment	1,891	2,691	3,300	2,131	3,300	3,500	3,500	
5221	Postage	155	13	5		5	5	5	
5223	Landline Telephone	2,544	2,544	2,700	2,400	2,700	2,700	2,700	
5225	Mileage & Travel		300	900		900	700	700	
5242	Office Supplies and Materials	5,921	21,290	12,000	10,219	12,000	12,000	12,000	
5247	Motor Fuels & Lubricants	(6,073)	(2,230)	2,200	4,778	2,200	2,500	2,500	
5248	Books & Publications	267		400		400	500	500	
5250	Small Tools & Equipment	1,789	546	2,700	2,562	2,700	3,000	3,000	
	Vehicle Parts & Supplies								
	Total Operating Services	5,837	28,866	28,805	26,488	30,505	30,005	30,005	-1.6%
	<u>CAPITAL OUTLAY</u>								
5503	Machinery & Tools	5,635	7,390	6,800	7,927	10,000	6,700	6,700	
	Total Capital Outlay	5,635	7,390	6,800	7,927	10,000	6,700	6,700	-33.0%
	TOTAL	\$378,196	\$418,976	\$434,137	\$399,142	\$449,559	\$452,192	\$452,192	0.6%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2022-23

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
Diagnostic Tablet	5,500	900	\$ 5,500
<i>New;</i> This Diagnostic tablet [FCAR F7SG Master tabpro] is a compatible to all of our buses and trucks. It is necessary for diagnostic tests and procedures along with regen capabilities. Currently we have to have a specific system for each manufacture like John Deere, International, Cummins, Detroit Engines, Mercedes and any new off road equipment we may get in the future.			
Update Scanner	1,200	-	\$ 1,200
Upgrade to our Automotive scanner which we do every 3 years.			
Total Capital Outlay - FY2022-23			\$ 6,700
Annual Maintenance & Operations Cost			\$ 900

Fiscal Year:

FY2023-24

	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;</i> 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.			
Total Capital Outlay - FY2023-24			\$ 5,000
Annual Maintenance & Operations Cost			\$ 100

Fiscal Year:

FY2024-25

	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;</i> 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.			
Total Capital Outlay - FY2024-25			\$ 7,000
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>
Mobile Lifts - (2)	12,000	100	\$ 24,000
<i>New; to be used with existing 4 lifts to service various fire apparatus.</i>			
Total Capital Outlay - FY2025-26			\$ 24,000
Annual Maintenance & Operations Cost			\$ 100

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

[illegible]

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5103	Part-time Wages	\$8,053	\$7,449	\$8,528	\$8,957	\$9,152	\$9,984	\$9,984	
5125	FICA	612	570	652	685	700	764	764	
5170	Unemployment Insurance	25	18		18		27	27	
	Total Personal Services	8,690	8,037	9,180	9,661	9,852	10,775	10,775	9.4%
	<u>OPERATING EXPENSES</u>								
5217	Building Maintenance Services			200		200	200	200	
5223	Landline Telephone	230	227	240	244	240	0	0	
NEW	Mobile Communications						240	240	
5231	Curbside Recycling	246,686	226,448	254,516	261,908	259,020	264,781	264,781	
5233	Container Rent & Transportation	737	642	4,384	1,086	4,379	4,500	4,500	
5238	CFC Removal	457	(30)	1,000	100	750	500	500	
5240	Equipment Rental - Transfer Station	10,295	9,725	21,000	14,270	20,000	20,000	20,000	
5242	Office Supples	460		500		300	300	300	
5244	Membership Dues (CVWMA)	8,310	8,314	8,430	8,430	8,253	8,722	8,722	
	Total Operating Services	267,175	245,326	290,270	286,038	293,142	299,243	299,243	2.1%
	TOTAL	\$275,864	\$253,362	\$299,450	\$295,699	\$302,994	\$310,018	\$310,018	2.3%

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

HEALTH &
SOCIAL
SERVICES

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, Greenville, Hopewell, Petersburg, Prince George, Surry, and Sussex.

Performance Indicators	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Estimated	FY 22-23 Estimated
# Served by Comprehensive Services Act	37 (28 education cases)	41 (22 education cases)	22*	45

Personnel Resources

Health and Social Services		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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.

**The estimation of 22 for FY 22 is low. The CSA program has served 42 youth (25 education cases) from Colonial Heights to date in the 2022 fiscal year.

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5268	<u>OPERATING EXPENSES</u>								
	Health Department Services	\$257,831	\$218,376	\$276,408	\$236,825	\$276,408	\$328,269	\$328,269	
	Total Operating Services	257,831	218,376	276,408	236,825	276,408	328,269	328,269	18.8%
	TOTAL	\$257,831	\$218,376	\$276,408	\$236,825	\$276,408	\$328,269	\$328,269	18.8%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES

DEPARTMENT NUMBER 1502

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5203	<u>OPERATING EXPENSES</u>								
	Professional & Special Services	\$260,397	\$282,886	\$400,000	\$251,546	\$400,000	\$400,000	\$400,000	
	Total Operating Services	260,397	282,886	400,000	251,546	400,000	400,000	400,000	0.0%
	TOTAL	\$260,397	\$282,886	\$400,000	\$251,546	\$400,000	\$400,000	\$400,000	0.0%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES

DEPARTMENT NUMBER 1503

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Administrative Services			\$60,000	\$60,000	\$53,800	\$53,800	\$53,800	
5203	Professional & Special Services	\$442,608	\$548,521	515,000	541,852	525,000	528,600	528,600	
	Total Operating Services	442,608	548,521	575,000	601,852	578,800	582,400	582,400	0.6%
	TOTAL	\$442,608	\$548,521	\$575,000	\$601,852	\$578,800	\$582,400	\$582,400	0.6%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
5203	<u>OPERATING EXPENSES</u>								
	Professional & Special Services	\$79,953	\$82,352	\$87,425	\$87,425	\$87,425	\$98,965	\$98,965	
	Total Operating Services	79,953	82,352	87,425	87,425	87,425	98,965	98,965	13.2%
	TOTAL	\$79,953	\$82,352	\$87,425	\$87,425	\$87,425	\$98,965	\$98,965	13.2%

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

CULTURE &
RECREATION

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 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Athletic Program Participants	2,209	569	2,000	1,150
Non-Athletic Program Participants	2,623	4,755	3,500	3,500
Senior Center Citizens Participants	24,019	19,712	25,000	20,000
Facility Rentals (Parks/Community Center/Fields)	521	706	1,000	850
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	54,024	85,993	105,000	105,000

Personnel Resources

Recreation & Parks		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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
		21.00	21.00	0.00

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$282,113	\$292,906	\$290,534	\$307,920	\$303,756	\$312,587	\$312,587	
5103	Temporary & Seasonal Help	61,236	43,709	87,985	15,062	98,588	112,025	112,025	
5105	Overtime	(21)	1,302	250	51	250	250	250	
5112	Clothing Allowance		75					0	
5125	FICA	26,598	24,830	28,976	23,385	30,798	32,502	32,502	
5130	VRS	22,274	18,964	40,972	24,260	42,837	47,881	47,881	
5135	VRS- Hybrid	18,222	16,336		15,053			0	
5140	ICMA- Defined Contribution	1,558	2,352		2,216			0	
5145	Group Life Insurance	3,903	2,996	3,815	2,980	3,989	4,107	4,107	
5150	Health Insurance	74,440	52,120	49,363	59,473	47,481	66,917	66,917	
5160	Disability Insurance	783	499	667	480	409	619	619	
5170	Unemployment Insurance	397	282	100	149	100	135	135	
	Total Personal Services	491,503	456,370	502,662	451,030	528,208	577,023	577,023	9.2%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,918	400	2,000		2,000	2,000	2,000	
5203	Professional & Special Services	23,196	14,620	29,000	9,406	29,000	29,000	29,000	
5206	Membership Dues	1,025	1,836	1,400	1,500	1,400	1,400	1,400	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	3,300	3,675	3,675	
5214	Maintenance - Motor Vehicles		5	750		750	750	750	
5216	Maintenance - Equipment			400		400			
5217	Maintenance - Building & Grounds	175		2,000	1,592	2,000	2,000	2,000	
5221	Postage	357	212	800	94	800	800	800	
5223	Landline Telephone	7,984	7,969	8,916	7,113	8,916	8,916	8,916	
5224	Other Services & Charges	19,351	14,240	31,000	2,289	27,000	29,000	29,000	
5225	Mileage & Travel Expenses	3,309	2,917	4,000	646	4,000	4,500	4,500	
5226	Automobile Allowance	4,212	4,223	4,200	4,212	4,200	4,212	4,212	
5242	Office Supplies & Materials	47,743	52,337	51,000	38,985	51,000	51,000	51,000	
5247	Motor Fuels & Lubricants	369	205	1,000	30	1,000	1,000	1,000	
5281	Electricity	16,614	24,815	22,000	15,395	22,000	22,000	22,000	
	Total Operating Services	128,053	125,580	160,266	83,063	157,766	160,253	160,253	1.6%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles								
5515	Building & Fixed Equipment								
5520	Other Equipment	1,200	3,732						
	Total Capital Outlay	1,200	3,732	0	0	0	0	0	0.0%
	TOTAL	\$620,756	\$585,681	\$662,928	\$534,093	\$685,974	\$737,276	\$737,276	7.5%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER

DEPARTMENT NUMBER 1602

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$153,951	\$164,307	\$169,997	\$156,876	\$180,590	\$178,774	\$178,774	
5103	Part-Time Wages	17,723	13,461	26,000	2,703	28,600	31,200	31,200	
5125	FICA	12,811	13,308	14,994	11,934	16,003	16,064	16,064	
5130	VRS	4,641	2,886	24,463	3,483	25,468	27,386	27,386	
5135	VRS- Hybrid	13,244	16,825		14,768				
5140	ICMA- Defined Contribution	2,348	3,048		2,850				
5145	Group Life Insurance	1,696	2,066	2,278	1,976	2,372	2,350	2,350	
5150	Health Insurance	36,690	37,921	39,414	33,008	30,964	38,905	38,905	
5160	Disability Insurance	665	793	1,003	650	634	946	946	
5170	Unemployment Insurance	166	100	100	80	100	135	135	
	Total Personal Services	249,951	254,715	278,249	228,328	284,731	295,760	295,760	3.9%
	<u>OPERATING EXPENSES</u>								
5201	Advertising		550		280				
5203	Professional & Special Services		9						
5206	Membership Dues	1,085	1,575	1,800	2,006	1,800	1,800	1,800	
5209	Maintenance - Electronics	3,600	3,600	3,600	3,600	6,600	2,625	2,625	
5214	Maintenance - Motor Vehicles			500		500	500	500	
5217	Maintenance - Buildings & Grounds	433	300	3,000	2,279	3,000	3,000	3,000	
5221	Postage	98	149	400	58	400	400	400	
5223	Landline Telephone	5,656	4,888	5,292	5,346	5,292	5,292	5,292	
5224	Other Services & Charges	6,667	17,407	7,000	4,631	7,000	7,000	7,000	
5225	Mileage & Travel Expenses	1,140	1,245	2,000	1,201	2,000	2,000	2,000	
5241	Senior Citizens Activities	3,800	2,305	3,800	1,884	3,800	3,800	3,800	
5242	Office Supplies & Materials	14,227	8,664	13,000	7,726	13,000	13,000	13,000	
5247	Motor Fuels & Lubricants		87						
	Total Operating Services	36,706	40,778	40,392	29,010	43,392	39,417	39,417	-9.2%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicles					40,000			
	Total Capital Outlay					40,000			-100.0%
	TOTAL	\$286,657	\$295,494	\$318,641	\$257,338	\$368,123	\$335,177	\$335,177	-8.9%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMUNITY CENTER

Fiscal Year:

FY2022-23

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2022-23			\$ -

Fiscal Year:

FY2023-24

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2024-25			\$ -

Fiscal Year:

FY2025-26

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2025-26			\$ -

Fiscal Year:

FY2026-27

	Annual		
<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year.</i>			
Total Capital Outlay - FY2026-27			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$41,646	\$43,874	\$43,087	\$45,465	\$45,048	\$45,048	\$45,048	
5103	Part-Time Wages	29,858	33,112	35,000	34,455	38,000	45,000	45,000	
5105	Overtime	1,006	171	1,000	934	1,000	1,000	1,000	
5112	Clothing Allowance		350		425			0	
5125	FICA	5,500	5,874	6,050	6,201	6,430	6,966	6,966	
5130	VRS	5,594	6,041	6,200	5,889	6,482	7,042	7,042	
5135	VRS- Hybrid							0	
5140	ICMA- Defined Contribution							0	
5145	Group Life Insurance	559	590	577	562	604	604	604	
5150	Health Insurance	8,400	8,758	8,580	8,223	8,280	8,910	8,910	
5160	Disability Insurance			254				0	
5170	Unemployment Insurance	121	90	20	73	20	27	27	
	Total Personal Services	92,683	98,859	100,768	102,227	105,864	114,597	114,597	8.2%
	<u>OPERATING EXPENSES</u>								
5206	Membership Dues	150	50	200	50	200	200	200	
5209	Maintenance - Electronics	720	720	720	720	1,320			
5214	Maintenance - Motor Vehicles	272	1,037	1,000	267	1,000	1,000	1,000	
5216	Maintenance - Equipment	287	188	500	707	500	500	500	
5217	Maintenance - Buildings & Grounds	7,789	7,406	13,000	8,475	13,000	13,000	13,000	
5223	Landline Telephone	207	189	192	205	192	192	192	
5225	Mileage & Travel Expenses	13		400		400	400	400	
5242	Office Supplies & Materials	1,570	473	1,700	1,009	1,700	1,700	1,700	
5247	Motor Fuels & Lubricants	2,085	2,086	2,400	2,332	2,400	2,400	2,400	
5250	Small Tools & Equipment	1,082	520	1,250	280	1,250	1,250	1,250	
	Total Operating Services	14,177	12,669	21,362	14,044	21,962	20,642	20,642	-6.0%
	TOTAL	\$106,860	\$111,528	\$122,130	\$116,271	\$127,826	\$135,239	\$135,239	5.8%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS

DEPARTMENT NUMBER 1604

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$299,477	\$300,593	\$300,140	\$308,093	\$313,799	\$313,799	\$313,799	
5103	Temporary & Seasonal Help	25,117	33,056	33,000	18,277	33,426	39,600	39,600	
5105	Overtime	34,016	30,356	40,000	18,223	39,000	39,000	39,000	
5125	FICA	22,113	26,228	28,545	25,043	29,546	30,019	30,019	
5130	VRS	29,282	30,658	42,326	29,034	44,253	48,069	48,069	
5135	VRS- Hybrid	3,384	9,792		10,605				
5140	ICMA- Defined Contribution	417	1,117		1,327				
5145	Group Life Insurance	3,662	4,446	3,941	4,356	4,121	4,123	4,123	
5150	Health Insurance	51,588	91,092	91,175	87,930	89,253	94,941	94,941	
5160	Disability Insurance	180	368	515	458	482	483	483	
5170	Unemployment Insurance	206	188	160	170	160	216	216	
	Total Personal Services	469,443	529,293	539,802	504,992	554,040	570,250	570,250	2.9%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services		5		670	15,000	17,000	17,000	
5206	Membership Dues	344	279	300	275	300	300	300	
5209	Maintenance - Electronics	360	360	360	360	1,320	525	525	
5212	Rent of Equipment	379	334	500	600	500	500	500	
5214	Maintenance - Motor Vehicles	4,552	3,038	4,000	4,183	4,000	4,000	4,000	
5216	Maintenance - Equipment	11,497	4,428	17,000	14,778	17,000	17,000	17,000	
5217	Maintenance - Buildings & Grounds	58,417	83,517	67,500	63,272	67,500	74,000	74,000	
5223	Landline Telephone	1,360	968	1,000	796	1,000	1,000	1,000	
5225	Mileage & Travel Expenses	1,390		400	150	400	400	400	
5242	Office Supplies & Materials	10,880	8,557	9,000	12,336	9,000	9,000	9,000	
5247	Motor Fuels & Lubricants	11,074	7,620	12,000	8,514	12,000	12,000	12,000	
5250	Small Tools & Equipment	3,188	1,896	2,400	980	2,400	2,400	2,400	
5281	Electricity	9,870	11,442	12,000	11,291	12,000	12,000	12,000	
	Total Operating Services	113,311	122,442	126,460	118,205	142,420	150,125	150,125	5.4%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicle		32,383				0	0	
5515	Building & Fixed Equipment			32,000	21,285	44,000	10,000	10,000	
5520	Other Equipment	18,652		30,000		24,000	36,000	36,000	
	Total Capital Outlay	18,652	32,383	62,000	21,285	68,000	46,000	46,000	-32.4%
	TOTAL	\$601,406	\$684,118	\$728,262	\$644,482	\$764,460	\$766,375	\$766,375	0.3%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Community Garden Funding	10,000	-	\$ 10,000
<i>New;</i> Necessary funding for initial infrastructure costs; site plan, water and electrical service, parking area materials, curb and gutter access/egress, etc.			
Diesel Tractor, Trailer & Attachments	36,000	500	\$ 36,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 38 horse power diesel tractor will replace current equipment that will be over 22 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 ...			\$ 46,000
Annual Maintenance & Operations Cost ...			\$ 500

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Zero Turn Mower (2)	13,000	100	\$ 26,000
<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.			
Ford F150 Pick-up Truck	35,000	200	\$ 35,000
<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 - FY2023-24 ...			\$ 61,000
Annual Maintenance & Operations Cost ...			\$ 300

Fiscal Year:			
FY2024-25			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2025-26 ...			\$ -

Fiscal Year:			
FY2026-27			
<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27 ...			\$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$44,341	\$39,151	\$38,936	\$40,469	\$40,709	\$40,709	\$40,709	
5103	Part-Time Salaries	4,011	4,864	13,000	5,170	13,000	14,352	14,352	
5125	FICA	5,003	3,498	3,973	3,629	4,109	4,213	4,213	
5130	VRS	4,694	5,462	5,603	5,321	5,858	6,363	6,363	
5135	VRS- Hybrid	198							
5140	ICMA- Defined Contribution	16							
5145	Group Life Insurance	508	531	522	507	546	546	546	
5150	Health Insurance	825	1,650	1,650	1,650	1,650	1,650	1,650	
5160	Disability Insurance	9		230					
5170	Unemployment Insurance	51	32	20	31	20	27	27	
	Total Personal Services	68,684	55,188	63,934	56,777	65,892	67,860	67,860	3.0%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	1,125	55	2,500	185	2,500	2,500	2,500	
5203	Professional & Special Services	2,863	1,843	2,500	2,239	2,500	2,500	2,500	
5206	Membership Dues	545	82	450	70	450	450	450	
5209	Maintenance - Electronics	720	720	720	720	1,320	525	525	
5217	Maintenance - Buildings & Grounds	3,843	2,282	8,000	3,072	8,000	8,000	8,000	
5221	Postage		26	150		150	150	150	
5223	Landline Telephone	865	1,694	720	1,919	720	720	720	
5225	Mileage & Travel Expenses		65	300		300	300	300	
5242	Office Supplies & Materials	3,504	2,304	3,000	1,200	3,000	3,000	3,000	
	Total Operating Services	13,465	9,070	18,340	9,404	18,940	18,145	18,145	-4.2%
	TOTAL	\$82,149	\$64,259	\$82,274	\$66,181	\$84,832	\$86,005	\$86,005	1.4%

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 Knowledge 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	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected
Circulation Total	132,907	103,072 ⁽¹⁾	145,000	145,500
Print books	70,922	59,345	100,000	100,000
E-books	25,849	22,260	22,000	22,000
Videos	20,985	12,345 ⁽²⁾	9,000	9,000
Audiobooks	4,573	2,281	5,000	5,000
Computers	10,578	6,841	9,000	9,000
Library Cards Issued	1,098	661	800	800
Registered Borrowers	11,665	9,597 ⁽³⁾	10,000	10,000
Patron Visit Count	178,681	119,136	180,000	180,000
Story Hour Participants	2308	623	2500	2,500
Volumes Added to Collection	4,394	4017	4,000	4,000
Meeting Room Groups	1,112	234	700	1,200

1. FY 20-21 figures represent a decline in each category due to the Covid closing, while the projected figures represent a current and anticipated rebound toward normalcy.
2. Projection predicts a continued decline in the circulation of DVDs due to streaming.
3. Library staff purges the registration files annually to remove residents who have not used the library in years possibly due to moving, passing or other circumstances.

Personnel Resources

Library		Authorized Positions		
Classification Title	Status	FY 21 - 22	FY 22 - 23	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	2.00	2.00	0.00
Digital Resources Specialist	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		6.00	6.00	0.00

2022-23 BUDGET

DEPARTMENT NAME - LIBRARY

DEPARTMENT NUMBER 1701

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$370,399	\$368,926	\$363,952	\$300,698	\$326,871	\$326,870	\$326,870	
5103	Temporary & Seasonal Help	45,150	49,809	46,867	48,608	57,519	57,519	57,519	
5125	FICA	31,883	32,393	31,428	26,914	29,406	29,406	29,406	
5130	VRS	38,455	35,803	51,325	26,508	43,202	46,926	46,926	
5135	VRS- Hybrid	6,131	9,730		9,791				
5140	ICMA- Defined Contribution	696	1,224		1,361				
5145	Group Life Insurance	4,400	4,560	4,779	3,569	4,024	4,025	4,025	
5150	Health Insurance	61,292	60,883	63,722	46,575	41,824	45,831	45,831	
5160	Disability Insurance	224	1,362	459	2,411	246	676	676	
5170	Unemployment Insurance	308	258	140	215	120	162	162	
	Total Personal Services	558,939	564,946	562,672	466,651	503,212	511,415	511,415	1.6%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	5,545	5,970	7,200	2,506	7,600	6,150	6,150	
5206	Membership Dues	724	55	700	830	700	700	700	
5209	Maintenance - Electronics	12,960	12,960	12,348	12,960	24,420	19,425	19,425	
5212	Rent of Equipment	573	1,669	1,550	1,430	1,550	1,550	1,550	
5216	Maintenance - Equipment	424	336	960	331	960	360	360	
5218	Maintenance - Misc.								
5221	Postage	207	57	1,200		1,200	1,200	1,200	
5223	Landline Telephone	23,644	23,393	23,472	22,183	23,472	23,472	23,472	
5225	Mileage & Travel Expenses	331	76	850		850	850	850	
5242	Office Supplies & Materials	30,439	19,766	26,000	26,923	26,000	27,040	27,040	
5248	Books & Publications	114,817	108,868	116,293	113,057	116,293	119,782	119,782	
5281	Electricity	39,426	42,619	47,000	43,778	47,000	47,000	47,000	
	Total Operating Services	229,090	215,769	237,573	223,997	250,045	247,529	247,529	-1.0%
	<u>CAPITAL OUTLAY</u>								
5510	Office Equipment	2,955		1,500	1,775	1,500	1,500	1,500	
5516	Technology Equipment	13,097	9,952						
	Total Capital Outlay	16,051	9,952	1,500	1,775	1,500	1,500	1,500	0.0%
	TOTAL	\$804,080	\$790,668	\$801,745	\$692,423	\$754,757	\$760,444	\$760,444	0.8%

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

LIBRARY

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Area Refresh	1,500	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

Total Capital Outlay - FY2022-23 \$ 1,500

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Area Refresh	1,500	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

Total Capital Outlay - FY2023-24 \$ 1,500

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>
Area Refresh	1,500	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

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>
Area Refresh	1,500	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

Total Capital Outlay - FY2025-26 \$ 1,500
Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Area Refresh	1,500	-	\$ 1,500

The Colonial Heights Public Library will never physically expand again in the digital age. Continuing to systematically refresh an area of the library each year will prevent the facility from becoming dated and unpleasant looking. With approval of this request, the refreshing process would continue with a number of variations from reupholstering worn chairs to buying new chairs based on cost comparisons.

Total Capital Outlay - FY2026-27 \$ 1,500
Annual Maintenance & Operations Cost \$ -

SHOP & DINE



City of Colonial Heights

FY2022-23

Annual Operating Budget

COMMUNITY DEVELOPMENT

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 Director left the City during the summer in search of new opportunities. The search is underway for a new Director.

The 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 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 instead of on-site inspections to keep staff and contractors safe.

Performance Indicators	FY 19 – 20 Actual	FY 20 – 21 Actual	FY 21 – 22 Projected	FY 22 –23 Projected
CDBG Funds Received	\$167,136**	109,405	\$100,000	115,000
Planning Commission Mtgs	8	8	8	12
Building Inspections***	1,564	738	1,400	1,500
Code Enforcement Cases*	1,209	1,347	1,300	1,400

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

** Includes CDBG-CV funds

*** Anticipated increase in residential, commercial and possible redevelopment/infill projects

Personnel Resources

Planning/Building Inspection		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	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	1.00	1.00	0.00
Community/Economic Development Specialist***	FT	0.50	0.00	0.50
FT = Full Time PT = Part Time		6.50	6	0.50

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

***Previously split funding 50% with Economic Development Department (FY22-23 position has been moved to Full-Time Economic Development)

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - PLANNING

DEPARTMENT NUMBER 1751

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$156,682	\$185,229	\$184,217	\$190,461	\$236,511	\$232,070	\$232,070	
5103	Part-Time Wages	36,923	2,899	4,000	41,018				
5601	Accumulated Leave Pay	325							
5125	FICA	14,330	14,957	14,399	17,414	18,093	17,754	17,754	
5130	VRS			26,509		34,034	36,274	36,274	
5135	VRS- Hybrid	17,929	21,156		21,055				
5140	ICMA- Defined Contribution	3,871	4,798		4,680				
5145	Group Life Insurance	2,037	2,513	2,469	2,397	3,168	3,111	3,111	
5150	Health Insurance	18,646	23,335	21,069	23,512	32,160	29,208	29,208	
5160	Disability Insurance	917	1,034	1,087	948	1,248	1,227	1,227	
5170	Unemployment Insurance	149	92	50	90	70	81	81	
	Total Personal Services	251,810	256,013	253,800	301,576	325,284	319,725	319,725	-1.7%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	4,102	2,099	3,000	5,892	4,000	6,500	6,500	
5203	Professional & Special Services	1,477	30	2,000	314	2,000	2,000	2,000	
5206	Membership Dues	160	844	1,795	654	1,795	1,795	1,795	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	3,300	4,200	4,200	
5216	Maintenance - Equipment	1,638		1,600	422	1,600	1,600	1,600	
5221	Postage	615	1,177	615	1,125	1,200	1,300	1,300	
5223	Landline Telephone	1,488	1,488	2,700	1,392	2,700	2,700	2,700	
5225	Mileage & Travel Expenses	1,253	1,583	3,500	196	3,500	3,500	3,500	
5242	Office Supplies & Materials	1,848	684	1,500	1,638	1,500	1,700	1,700	
5248	Books & Publications			500		500	500	500	
	Total Operating Services	14,020	9,343	18,710	13,073	22,095	25,795	25,795	16.7%
	TOTAL	\$265,830	\$265,357	\$272,510	\$314,649	\$347,379	\$345,520	\$345,520	-0.5%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS

DEPARTMENT NUMBER 1752

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$149,354	\$152,880	\$197,345	\$155,715	\$206,326	\$213,564	\$213,564	
5103	Part-Time Wages		31,852						
5125	FICA	11,280	14,589	15,097	11,906	15,784	16,338	16,338	
5130	VRS	12,922	13,702	21,879	13,350	22,875	24,847	24,847	
5135	VRS- Hybrid	6,619	6,934		6,803			0	
5140	ICMA- Defined Contribution	530	713		792			0	
5145	Group Life Insurance	1,950	2,074	2,037	1,978	2,130	2,131	2,131	
5150	Health Insurance	20,340	17,824	20,784	13,346	13,386	14,547	14,547	
5160	Disability Insurance	313	305	321	280	300	301	301	
5170	Unemployment Insurance	40	40	80	40	40	54	54	
	Total Personal Services	203,349	240,913	257,543	204,209	260,841	271,782	271,782	4.2%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	12,375	15,115	22,000	10,395	22,000	22,000	22,000	
5206	Membership Dues	200	130	500	220	500	500	500	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	3,300	2,100	2,100	
5214	Maintenance - Motor Vehicles	1,010	610	1,200	791	1,200	1,200	1,200	
5221	Postage	5,005	2,716	5,500	2,273	5,500	5,500	5,500	
5223	Landline Telephone	6,026	6,075	6,200	6,663	6,200	6,700	6,700	
5225	Mileage & Travel Expenses	1,369		1,500	299	1,500	1,500	1,500	
5242	Office Supplies & Materials	3,059	1,939	3,700	1,212	3,700	3,700	3,700	
5247	Motor Fuels & Lubricants	2,483	2,322	3,200	2,752	3,200	3,200	3,200	
5248	Books & Publications	436	684	2,000		2,000	2,000	2,000	
5250	Small Tools & Equipment	160	29	800	888	800	800	800	
5283	1% State Fee	570	(913)		(284)				
	Total Operating Services	34,133	30,147	48,100	26,650	49,900	49,200	49,200	-1.4%
	<u>CAPITAL OUTLAY</u>								
5501	Motor Vehicle			21,308					
5516	Technology Equipment	272	2,652						
	Total Capital Outlay	272	2,652	21,308	0	0	0	0	0.0%
	TOTAL	\$237,754	\$273,712	\$326,951	\$230,859	\$310,741	\$320,982	\$320,982	3.3%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
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>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2023-24			\$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<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>
Chevrolet Silverado	21,308	500	\$ 21,308
<i>Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; Replace 2015 Truck for Building Inspections.</i>			
Total Capital Outlay - FY2025-26			\$ 21,308
Annual Maintenance & Operations Cost			\$ 500

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Currently Identified for this Fiscal Year</i>			
Total Capital Outlay - FY2026-27			\$ -

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

HUMAN
SERVICES

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 19 - 20 Actual	FY 20 - 21 Actual	FY 21-22 Projected	FY 22-23 Projected
# Served by Diversion Programs (VJCCCA)	116	113	100	125
# Served Community Prevention/Education	515	403	600	400
Kid's Achieving Progress (KAP)	47	20	60	45

Personnel Resources

Office On Youth & Human Services

		Authorized Positions		
Classification Title	Status	FY 21-22	FY 22-23	Diff.
Department Administrator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	1.00	1.00	0.00
Youth Program Coordinator	FT	0.00	1.00	1.00
FT = Full Time PT = Part Time		3.00	4.00	1.00

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

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$129,662	\$84,773	\$108,000	\$88,804	\$110,641	\$192,440	\$192,440	
5101	Full-Time Salaries (VJCCCA)	\$47,350	14,706	44,900	40,859	43,911			
5103	Part-Time Salaries		210						
5103	Part-Time Wages (VJCCCA)	18,417	28,031	29,000	20,078	29,000			
	Temporary & Seasonal Wages				\$6,920				
	Temporary & Seasonal Wages (KAP)	36,389	27,799	39,680	8,819	53,312	61,632	61,632	
5125	FICA	9,422	6,198	8,262	7,254	8,464	19,437	19,437	
5125	FICA (VJCCCA)	4,565	3,275	5,653	4,645	5,578			
5125	FICA (KAP)	2,754	2,124	3,036	675	4,078			
5130	VRS	17,420	6,733	15,541	9,185	15,921	30,080	30,080	
	VRS (VJCCCA)	5,912	1,770	6,461	5,504	6,319			
5135	VRS- Hybrid				2,255				
5140	ICMA- Defined Contribution				168				
5145	Group Life Insurance	1,693	904	1,447	1,109	1,482	2,581	2,581	
	Group Life Insurance (VJCCCA)	575	172	576	524	588			
5150	Health Insurance	26,820	13,171	20,448	12,535	19,740	34,063	34,063	
	Health Insurance (VJCCCA)	11,400		8,400	8,580	8,280			
5160	Disability Insurance			254	89	218	650	650	
	Disability Insurance (VJCCCA)			254	-	232			
5170	Unemployment Insurance	40	41	40	95	40	108	108	
5170	Unemployment Insurance (VJCCCA)	50	27	20	36	20			
5170	Unemployment Insurance (KAP)	119	33		3				
	Total Personal Services	312,588	189,965	291,972	218,137	307,824	340,991	340,991	10.8%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - OFFICE ON YOUTH & HUMAN SERVICES

DEPARTMENT NUMBER 1801-1803

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Svc (incl. CAC)	22,629	17,655	22,900	10,000	22,900	22,900	22,900	
5203	Professional & Special Svc (Better Beg)	623		700	200	700	700	700	
5203	Professional & Special Svc (VJCCCA)	1,200	2,132	1,200	1,200	1,200	1,200	1,200	
5206	Membership Dues	50	200	300	131	300	300	300	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	3,960	4,725	4,725	
5209	Maintenance - Electronics (VJCCCA)	360	360	350	360	2,640	525	525	
5214	Maintenance - Motor Vehicles (VJCCCA)			200		200	200	200	
5216	Maintenance - Equipment-Vehicle			200		200	200	200	
5221	Postage	338	234	550	172	550	550	550	
5221	Postage (Better Beginnings)	23	16		1				
5221	Postage (VJCCCA)	4	9	350		350	350	350	
5223	Landline Telephone	4,320	4,094	4,700	3,892	4,700	4,700	4,700	
5224	Other Services & Charges	77	89	400	70	400	400	400	
5224	Other Services & Charges (Better Beginnings)			600		600	600	600	
5224	Other Services & Charges (VJCCCA)	144	138	200	93	200	200	200	
5224	Other Services & Charges (KAP)	720	525	1,500	115	1,500	1,500	1,500	
5225	Mileage & Travel Expense	1,506	950	2,000	829	2,000	2,000	2,000	
5225	Mileage & Travel Expense (Better Beg)	180		500		500	500	500	
5225	Mileage & Travel Expenses (VJCCCA)	275		400	339	400	400	400	
5225	Mileage & Travel Expenses (KAP)		69	500	155	500	500	500	
5226	Automobile Allowance	3,611	389	3,600	1,203	1,200	1,200	1,200	
5242	Office Supplies & Materials	3,111	1,860	3,800	4,912	3,500	3,500	3,500	
5242	Office Supplies & Materials (Better Beg)	620	14	800	396	800	800	800	
5242	Office Supplies & Materials (VJCCCA)	1,309	722	700	558	700	700	700	
5242	Office Supplies & Materials (KAP)	2,338	633	1,125	600	1,125	1,125	1,125	
5299	Program Consumable Supplies	2,013							
5247	Motor Fuels & Lubricants	754	1,347	900	356	900	900	900	
5247	Motor Fuels & Lubricants (VJCCCA)			325		325	325	325	
5248	Books & Publications		86	100		100	100	100	
	Total Operating Services	48,005	33,322	50,700	27,383	52,450	51,100	51,100	-2.6%
	<u>CAPITAL OUTLAY</u>								
5516	Technology Equipment		1,244	800					
5501	Motor Vehicles								
	Total Capital Outlay		1,244	800					N/A
	TOTAL	\$360,594	\$224,531	\$343,472	\$245,520	\$360,274	\$392,091	\$392,091	8.8%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2022-23

Annual

Item

Unit Cost

M&O Cost

Total Cost

No Other Equipment Needs Budgeted for this Fiscal Year.

Total Capital Outlay - FY2022-23 \$ -

Fiscal Year:

FY2023-24

Annual

Item

Unit Cost

M&O Cost

Total Cost

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 - FY2023-24 \$ 32,500

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

Fiscal Year:

FY2024-25

Annual

Item

Unit Cost

M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2024-25 \$ -

Fiscal Year:

FY2025-26

Annual

Item

Unit Cost

M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2025-26 \$ -

Fiscal Year:

FY2026-27

Annual

Item

Unit Cost

M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay - FY2026-27 \$ -

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

DEPARTMENT NUMBER 1808

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5201	Advertising	\$898	\$466						
5203	Professional & Special Services	78,661	73,116	\$92,000	\$139,058	\$107,000	\$107,000	\$107,000	
	Total Operating Services	79,559	73,583	92,000	139,058	107,000	107,000	107,000	0.0%
	TOTAL	\$79,559	\$73,583	\$92,000	\$139,058	\$107,000	\$107,000	\$107,000	0.0%

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

NON-
DEPARTMENTAL

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES

DEPARTMENT NUMBER 1901

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 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	3,838	3,733	3,892	3,892	3,754	3,892	3,892	
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317	11,811	11,811	
5807	Virginia Municipal League	9,042	9,105	9,000	9,009	9,000	9,000	9,000	
5808	Fort Clifton Arts & Crafts Festival	600	500	600	500	600	600	600	
5809	Christmas Mother	2,000	2,000	4,000	4,000	4,000	4,000	4,000	
5810	Crater Agency on Aging	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		3,000	3,000	3,000	3,000	3,000	3,000	
5827	Virginia State University	(6,000)	3,000	3,000		3,000	3,000	3,000	
5828	Chamber of Commerce	9,450	9,450	12,000	12,000	12,000	12,000	12,000	
5829	American Legion - Flags	300	300	300	300	300	300	300	
5841	Small Business Development Center	4,500	4,500	4,800	4,500	4,500	4,500	4,500	
5255	Refunds - Rebates		29						
	Total City Memberships & Programs	39,262	50,684	55,659	52,268	55,221	55,853	55,853	1.1%
	<u>Contributions</u>								
5813	Legal Aid Justice Center		1,000						
5814	CARES	4,000	3,600	4,000					
5816	Petersburg Symphony	4,000							
5826	CCHASM	(4,600)	4,600	5,000		6,500	5,000	5,000	
5837	Feed More (Meals on Wheels)	7,900	7,900	9,000	9,000	9,000	9,000	9,000	
5839	Colonial Heights Food Pantry	9,400	9,800	11,000	11,000	13,500	15,000	15,000	
5840	American Red Cross	(3,000)	2,500	2,500	2,500	2,500	2,500	2,500	
5822	Friends of the Lower Appomattox River		1,000	1,500		1,500	1,500	1,500	
	Total Contributions	17,700	30,400	33,000	22,500	33,000	33,000	33,000	0.0%
	TOTAL	\$56,962	\$81,084	\$88,659	\$74,768	\$88,221	\$88,853	\$88,853	0.7%

2022-23 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS

DEPARTMENT NUMBER 1902

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	\$61,813	\$59,331	\$66,900	\$41,387	\$66,900	\$66,900	\$66,900	
5224	Other Services & Charges	2,390	2,519	4,000	421	4,000	4,000	4,000	
5225	Mileage & Travel Expenses	(2,060)			306				
5253	Litter Control Grant	5,726	811	6,207	3,716	5,000	5,000	5,000	
5254	Contingencies & Reserve			1,033,837		470,479	1,500,519	1,500,519	
5255	Refunds - Rebates	3,925	1,424	3,000	11,091	3,000	3,000	3,000	
5269	Law Library			2,600		10,000			
5273	Credit Card Fees	22,260	25,836	22,000	46,483	50,000	50,000	50,000	
	Total Operating Expenses	94,055	89,922	1,138,544	103,403	609,379	1,629,419	1,629,419	167.4%
	TOTAL	\$94,055	\$89,922	\$1,138,544	\$103,403	\$609,379	\$1,629,419	\$1,629,419	167.4%

CITY OF COLONIAL HEIGHTS 2022-23 BUDGET

DEPARTMENT NAME - DEBT SERVICE

DEPARTMENT NUMBER 1951 & 1952

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5620	Redemption of Bonds	\$2,526,638	\$2,599,226	\$2,469,099	\$2,469,099	\$2,667,220	\$2,651,524	\$2,651,524	
5621	Notes Payable	25,047	93,391	74,563	74,563	76,356			
5640	Interest on Bonds	1,112,751	1,112,350	1,031,961	1,031,957	974,171	1,104,787	1,104,787	
5641	Interest on Notes	1,107	4,278	3,165	3,164	1,372			
5648	Other Debt Service Costs	2,225	6,144	3,500	6,225	6,000	6,500	6,500	
	Total Fixed Charges	3,667,768	3,815,390	3,582,288	3,585,007	3,725,119	3,762,810	3,762,810	1.0%
	TOTAL	\$3,667,768	\$3,815,390	\$3,582,288	\$3,585,007	\$3,725,119	\$3,762,810	\$3,762,810	1.0%

2022-23 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2022	\$ -					\$ -
2018	218,991	\$ 72,532		\$ 33,476		325,000
2016	317,500	317,500				635,000
2015 (New)			\$ 43,457	69,325	\$ 77,218	190,000
Refunding 2007	150,497	464,503				615,000
2012	1,110,000					1,110,000
TOTAL	1,796,988	854,535	43,457	102,801	77,218	2,875,000
5621- Notes Payable	0					0
TOTAL	0					0
GRAND TOTAL	\$1,796,988	\$854,535	\$43,457	\$102,801	\$77,218	\$2,875,000
PERCENTAGE	62.50%	29.72%	1.51%	3.58%	2.69%	100.00%

2022-23 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2022	\$ 158,878	\$ 85,837				\$ 244,715
2018	116,386	\$ 38,548		\$ 17,791		172,725
2016	106,019	106,019				212,038
2015			\$20,413	27,697	\$41,139	89,250
Refunding 2007	23,871	73,679				97,550
2012	395,550					395,550
Less 2022 Accrued Interest			(1,702)	(3,850)	(3,418)	(8,970)
Plus 2023 Accrued Interest			1,629	3,640	3,289	8,557
TOTAL	800,704	304,082	20,340	45,278	41,010	1,211,415
5641 - Interest - Notes	-					0
TOTAL	-					0
5648 - Other Debt Service Cost	6,500					6,500
TOTAL	6,500					6,500
GRAND TOTAL	\$807,204	\$304,082	\$20,340	\$45,278	\$41,010	1,217,915
PERCENTAGE	66.28%	24.97%	1.67%	3.72%	3.37%	100.00%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5652	Transfer to Recreation Fund				\$1,200,000	\$102,000	\$78,768	\$78,768	
5653	Transfer to Water & Sewer Fund				1,116,693	743,587	187,600	187,600	
5654	Transfer to Capital Projects Fund	\$577,758	\$1,060,247	\$1,003,502	23,330,119	22,513,188	23,876,045	23,876,045	
5655	Transfer to School Fund	21,829,850	21,268,972	22,475,558	94,287				
5656	Transfer to Emergency Response		28,191						
	Total Operating Expenses	22,407,609	22,357,410	23,479,060	25,741,099	23,358,775	24,142,413	24,142,413	3.4%
	TOTAL	\$22,407,609	\$22,357,410	\$23,479,060	\$25,741,099	\$23,358,775	\$24,142,413	\$24,142,413	3.4%

SHOP & DINE



City of Colonial Heights

FY2022-23

Annual Operating Budget

ECONOMIC DEVELOPMENT AUTHORITY

CITY OF COLONIAL HEIGHTS 2022-23 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE

ACCOUNT NUMBER 25

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSE PERMITS & FEES</u>								
	4321 Admin Fees	\$66,406							
	Total License Permits & Fees	66,406							
	<u>CHARGES - CURRENT SERVICES</u>								
	4501 Interest	5							
	Total Charges - Use of Money & Property	5							
	4647 Grants Federal Pass Thru				481,480				
	<u>MISCELLANEOUS</u>								
	4990 Use Of Fund Balance			\$32,780		\$30,280	\$28,580	\$28,580	
	Total - Miscellaneous			32,780	481,480	30,280	28,580	28,580	-5.6%
	TOTAL	\$66,411	\$0	\$32,780	\$481,480	\$30,280	\$28,580	\$28,580	-5.6%

CITY OF COLONIAL HEIGHTS 2022-23 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES

DEPARTMENT NUMBER 2553

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5201	Advertising			\$3,000		\$2,500	\$2,500	\$2,500	
5203	Professional & Special Services		\$5,500	7,000		5,000	3,500	3,500	
5206	Membership Dues			200		200	450	450	
5221	Postage			30		30	30	30	
5225	Mileage & Travel Expenses			2,500		2,500	2,000	2,000	
5242	Office Supplies & Materials		171	50		50	100	100	
5909	Reserve for future Capital Projects			20,000		20,000	20,000	20,000	
5256	Grant Programs/ Payments to Businesses				\$481,480				
	Total Operating Expenses		5,671	32,780	481,480	30,280	28,580	28,580	-5.6%
	TOTAL		\$5,671	\$32,780	\$481,480	\$30,280	\$28,580	\$28,580	-5.6%

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

RECREATION
ACTIVITY
FUND

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE

ACCOUNT NUMBER 40

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>LICENSE PERMITS & FEES</u>								
4325	Credit Card Fees								
	Total License Permits & Fees								
	<u>CHARGES - CURRENT SERVICES</u>								
4504	Concessions								
4704	Recreation Use Charges & Fees	\$500							
4721	Youth Sport Sponsorships	32,075	\$15,580	\$19,300		\$19,300	\$19,300	\$19,300	
4722	Special Interest Classes	3,114	3,413	2,000	4,675	2,000	2,000	2,000	
4723	Special Events	50,141	30,328	65,000	17,104	64,617	64,617	64,617	
4724	Adult Athletic Leagues	4,999	475	16,000		16,000	16,000	16,000	
4743	Active Net		50						
4745	Senior Citizen Classes/ Special Events	58,797	39,627	55,000	(5,624)	55,000	55,000	55,000	
4752	Youth Center Fees								
4753	Christmas Parade	4,325	3,750	4,000		4,000	4,000	4,000	
4755	Youth World Series								
	Total Charges - Current Services	153,951	93,223	161,300	16,156	160,917	160,917	160,917	-0.2%
	<u>MISCELLANEOUS</u>								
4726	Violet Bank Museum	776	690		434				
4728	Beautification Committee		20						
4807	Transfer from Schools		30,000						
4812	Donations	334	135		2,235				
4815	Park Donations								
4821	Transfer from General Fund								
4842	Transportation Donations - CAA Van	2,919	4,557		185				
4990	Use Of Fund Balance			9,000					
	Total - Miscellaneous	4,029	35,402	9,000	2,854	0	0	0	0.0%
	TOTAL	\$157,980	\$128,625	\$170,300	\$19,010	\$160,917	\$160,917	\$160,917	-5.5%

CITY OF COLONIAL HEIGHTS 2022-23 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES

DEPARTMENT NUMBER 4280

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
	5103 Temporary & Seasonal Help	\$1,455		\$5,000		\$5,000	\$5,000	\$5,000	
	5125 FICA	144		383			383	383	
	Total Personal Services	1,598	0	5,383	0	5,000	5,383	5,383	7.7%
	<u>OPERATING EXPENSES</u>								
	5203 Professional & Special Services								
	5242 Office Supplies, & Materials	95,173	63,544	109,917	24850.78	109,917	109,917	109,917	
	5245 Concession								
	5305 Beautification Committee	89	178						
	5307 Christmas Parade	4,013	5,123	6,000		6,000	5,617	5,617	
	5654 Transfer to CIP		186,000						
	5662 Senior Citizen Classes/Special Events	45,335	20,703	40,000		40,000	40,000	40,000	
	Total Operating Services	144,611	275,548	155,917	24,851	155,917	155,534	155,534	-0.2%
	<u>CAPITAL OUTLAY</u>								
	5520 Other Equipment			9,000	6926				
	Total Capital Outlay			9,000					
	TOTAL	\$146,209	\$275,548	\$170,300	\$24,851	\$160,917	\$160,917	\$160,917	0.0%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION FUND

Fiscal Year:

FY2022-23

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23

\$ -

Fiscal Year:

FY2023-24

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2023-24

\$ -

Fiscal Year:

FY2024-25

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25

\$ -

Fiscal Year:

FY2025-26

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2025-26

\$ -

Fiscal Year:

FY2026-27

Item

Unit Cost

Annual
M&O Cost

Total Cost

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2026-27

\$ -

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

CAPITAL
PROJECTS
FUND

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 60

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>USE OF MONEY & PROPERTY</u>								
4501	Interest on Investments	\$222,927	\$146,520		\$12,155				
	Total - Use of Money & Property	222,927	146,520		12,155				
	<u>INTERGOVERNMENTAL REVENUE</u>								
4632	Ridge Road Improv			330,353					
4636	CAD Grant								
4637	ARGT IV 115182				\$192,272				
4648	GRANTS STATE								
4655	VDOT Projects	\$775,277	5,215,729			\$2,630,672	\$2,136,470	\$2,136,470	
NEW	Federal Grants						\$250,000	\$250,000	
NEW	ARPA Funds						\$4,500,000	\$4,500,000	
4662	BLVDDUPUYINTER #3945								
4663	Brand Bri 9994			\$101,000	\$53,006				
4665	R1SignalCoord #77600				\$57,997				
4669	TRFSIGDIM/JEN #947.50			\$40,000					
4671	Signal Grant			\$340,000					
4673	DUPUYAveMod #101287				\$1,390,276				
4674	Lakeview Ave Imp #101288			\$828,107	\$35,590				
4676	Fire Grant			\$125,000					
4678	TPLSIGN COORD #98883				\$64,974				
4681	Bridge Rehab #105109				\$268,447				
4682	Signal Cord Temple								
4683	Urban Cons'T Prog								
4687	CHMS Phase 3 #102836								
4688	North Elem Ph 1 #105233				\$12,761				
4689	North Elem Ph 2 #106188				\$40,540				
4691	Boulevard Resurf #111947								
4692	ARGT PHS #107533			\$321,851	\$16,557				
4693	BLVD ENH #107534								
4694	Rt 1 & Westover UPC100501				\$41,936				
4698	BLVD Resurf #115248				\$652,647				
	Total - Intergovernmental Revenue	775,277	5,215,729	2,086,311	2,827,004	2,630,672	6,886,470	6,886,470	26.1%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCOUNT NUMBER 60

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>MISCELLANEOUS</u>								
4814	Private Grants		43,715						
4819	Transfer from Recreation Fund		186,000						
4820	Transfer from School Board	400,000	3,837						
4821	Transfer from General Fund	577,758	1,060,247	1,003,502	1,116,693	743,587	187,600	187,600	
4822	Transfer from Water/ Sewer			111,916	111,916				
4826	Sale of Property					100,000			
4830	Note proceeds	5,225,000				1,780,000	3,688,088	3,688,088	
4837	Transfer from Stormwater			469,438	469,438	425,000	431,000	431,000	
4990	Use of Fund Balance			500,000					
	Total Miscellaneous	6,202,758	1,293,799	2,084,856	1,698,047	3,048,587	4,306,688	4,306,688	46.2%
	TOTAL	\$7,200,962	\$6,656,048	\$4,171,167	\$4,537,206	\$5,679,259	\$11,193,158	\$11,193,158	36.2%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>GENERAL GOVERNMENT</u>								
6010	Enterprise Resource Planning System	\$338,316	\$243,026		\$219,551				
6015	Fire Apparatus	946,899	323,561			800,000			
6017	City Wide Communication System	52,759	337,724		1,553,455				
6021	Ambulance Replacement			300,000			125,000	125,000	
6022	Fire Station #1 Arch/Eng Conceptual Assessment						50,000	50,000	
6030	Public Safety Bldg Generator	290,143	9,016	70,000	68,181				
6031	Computer Aided Dispatch Repl.	46,101	415,004		231,099				
6035	Computer Replacements		\$291,609						
6036	City Hall HVAC		55,000						
6037	911 Phone System Hardware Refresh								
6034	City Facilities Security Upgrades			100,000	54,615	1,000,000	1,000,000	1,000,000	
6032	Health Department Building Renov.			50,000					
6033	Charles Dimmock Site Development			70,000	24,815				
6038	Insulation Repl. at Fire Station #2			105,000					
6039	Demolition of 218 Highland Ave.					50,000			
6040	CHMS Generator								
	<u>RECREATIONAL FACILITIES</u>								
6103	Violet Bank Restoration Phase II				311,622		250,000	250,000	
6105	Restrooms/Concession Facilities	24,900	181,047						
6113	Appomattox Greenway Trail- Ph. IV		439,357		39,848				
6114	Appomattox Greenway Trail- Ph. V	90,000	64,038	415,000	22,262	599,316			
6115	Transfer to School CIP Program	2,399,523	683,315		47,835				
	Lake Ave Pickleball Court & LED								
6119	Lights/Lkview Park						500,000	500,000	
6118	All Inclusive/ Barrier Free Playground		35,000						
6120	Shepherd Stadium Infield/ Outfield Turf					140,000			
	<u>EDUCATIONAL FACILITIES</u>								
6156	CHMS Tennis Court Replacement	517,038	6,172						
6157	CHHS Fine Arts Renovation (Music-Art)						1,286,542	1,286,542	
6158	CHHS Front Entrance, Administration Areas						901,546	901,546	

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>STREETS & BRIDGES</u>								
6202	Nrth Ele Sdwk Ph I 10523								
6220	Stormwater Drainage Improvement	15,463	(38,173)						
6205	Safe Route to School	58,867	12,551						
6206	Access Rd-Trans Station				406,285				
6207	Highway Constructon								
6233	SRTS/NE PH II 106188				62,316				
6234	Boulevard Resurfacing	25,084							
6235	Conduit/Ellerslie Intersection	105,726	578,479						
6237	Boulevard Enh.- A to Temple	29,683	5,937						
6236	Gateway Roundabout								
6238	Boulevard Enhancement- James to A								
6239	Holly Ave./ Jamestown Road	1,500	560,231						
6240	City Bridges	114,192	765,493		116,560				
6241	Animal Shelter Entrance					100,000			
6242	Boulevard at Westover Intersection					763,050			
6243	Branders Bridge- Blvd Rt. Turn Lane			101,000	53,006	100,000	329,000	329,000	
6244	Boulevard Resurface #1152				880				
6245	Animal Shelter Rd PH II								
6246	Boulevard at Temple Ave. Intersection		736	340,000	57,997	100,000	256,000	256,000	
6257	Dupuy Ave. Modern	735,795	2,001,047		1,362,782				
6258	Lakeview Ave. Modernization, Phase I	13,897	36,389	828,107	35,590	1,127,893	1,501,070	1,501,070	
6262	Temple Sig Cord UPC	79,563	359,650		20,595				
6265	Urban Cons't Program	432,976							
6266	Temple Ave. Resurfacing #113513	176,913	319						
6267	Temple Ave. Resurfacing #113441	566,837							
6268	Rt 1 & Westover (RTL) UPC				41,936				
6247	Ridge Road Improvements			660,706		0			
6248	CHHS (Conduit Road) Sidewalks			50,000		74,000	63,000	63,000	
	<u>UTILITY IMPROVEMENT</u>								
6303	Hrouda Pump Station	5,250		556,916	1,079,046				
6313	Dupuy Modern-Utility								
6315	Lakeview Mod-Utility								
6320	Water Tower Repairs			55,000					
6321	Main Pump Station Valve Replacement					100,000			
6322	Hill Place Sewer Replacement					300,000			

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES

DEPARTMENT NUMBER 60XX

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
6325	Citywide Infrastructure Replacement						4,500,000	4,500,000	
	<u>STORMWATER PROJECTS</u>								
6501	TMDL Project			400,000			431,000	431,000	
6510	Bruce Ave Phase IV								
6515	Ridge Road Culvert Replacement			69,438					
6520	Lexington Drive Outfall and Storm Sewer					425,000			
	TOTAL	\$7,067,425	\$7,366,529	\$4,171,167	\$5,810,276	\$5,679,259	\$11,193,158	\$11,193,158	97.1%

SHOP & DINE



City of Colonial Heights

FY2022-23

Annual Operating Budget

INFORMATION TECHNOLOGY SERVICE FUND

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGY SERVICE FUND REVENUE

ACCOUNT NUMBER 68

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-2022 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES - CURRENT SERVICES</u>								
4501	Administrative Charges								
4705	Data Processing Charges					\$234,960	\$212,625	\$212,625	-10%
4821	Transfer from General Fund								
	Total Charges - Use of Money & Property				-	234,960	212,625	212,625	-10%
	TOTAL				\$0	234,960	212,625	\$212,625	-10%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY SERVICE FUND EXPENDITURES

DEPARTMENT NUMBER 6800

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	Manager Proposed	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services					\$192,000	170,000	170,000	
5516	Technology Replacement Fund					42,960	42,625	42,625	
	Total Operating Expenses					234,960	212,625	212,625	-9.5%
	TOTAL					\$234,960	\$212,625	\$212,625	-9.5%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

INFORMATION TECHNOLOGY SERVICE FUND

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Technology Replacement Fund	42,625	-	\$ 42,625
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 \$ 42,625

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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 \$ -

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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.			

Citywide Computer Replacement	400,000	-	\$ 400,000
Microsoft Windows 10 reaches End of Life in October 2025. All laptops and desktops will need to be replaced prior to that date due to security concerns. Estimating a total of \$613,000 for replacement and breaking it up into 2 budget years.			

Total Capital Outlay - FY2024-25 \$ 450,000

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>
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.			

City Wide Computer Replacement	213,000	-	\$ 213,000
Due to Microsoft Windows 10 End of Life in October 2025, all computers (laptops and desktops) must be replaced. Project would begin in Budget year 24/25 and be completed prior to October in Budget year 25/26.			

Total Capital Outlay - FY2025-26 \$ 263,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual 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 - FY2026-27 \$ 50,000

Annual Maintenance & Operations Cost \$ -

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

STORMWATER FUND

ACCOUNT NAME - STORM WATER FUND REVENUE

ACCOUNT NUMBER 75

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES -CURRENT SERVICES</u>								
4740	Late Payment Penalties	\$6,572	\$5,211	\$4,500	(\$2)	\$5,000	\$5,000	\$5,000	
4744	Stormwater Charges	712,073	737,547	715,000	731,132	725,000	735,000	735,000	
4746	VSMP Program Administration				(756)				
	Total - Charges- Current Services	718,645	742,758	719,500	730,374	730,000	740,000	740,000	1.4%
	<u>MISCELLANEOUS</u>								
4821	Operating Transfer In - General Fund								
4990	Use of Fund Balance			357,055	0	236,633	236,744	236,744	
	Total - Miscellaneous			357,055	0	236,633	236,744	236,744	0.0%
	TOTAL	\$718,645	\$742,758	\$1,076,555	\$730,374	\$966,633	\$976,744	\$976,744	1.0%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$129,215	\$138,377	\$134,164	135,664	\$133,645	\$132,891	\$132,891	
5105	Overtime	2,045	4,487	2,000	2,612	4,000	4,000	4,000	
5106	Overtime - Snow	1,912	222	2,000	1,123	2,000	2,000	2,000	
5112	Clothing Allowance	460	460	400	400	400	700	700	
5601	Accumulated Leave Pay								
5125	FICA	9,605	10,283	10,600	10,015	10,713	10,679	10,679	
5130	VRS	12,710	13,770	19,306	13,424	19,232	20,773	20,773	
5135	VRS- Hybrid	(8,794)	19,382		3,332				
5140	ICMA- Defined Contribution	319	460		346				
5145	Group Life Insurance	1,691	1,875	1,798	1,615	1,791	1,783	1,783	
5150	Health Insurance	28,433	29,180	28,548	30,105	30,816	31,165	31,165	
5160	Disability Insurance	190	216		142	163	-	-	
5211	Worker's Compensation Insurance	2,530	2,428	2,654		2,718	2,915	2,915	
5170	Unemployment Insurance	55	55	55	45	55	75	75	
5613	OPEB	1,954	1,950	2,000		2,000			
	Total Personal Services	182,326	223,146	203,525	198,824	207,533	206,981	206,981	-0.3%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	3,000	118,152	140,000	202,736	140,000	140,000	140,000	
5209	Maintenance - Electronics	360	360	360	360	360	360	360	
5210	Insurance Premiums - Other			2,560	2,560	2,774	3,108	3,108	
5212	Rent of Equipment			2,000		2,000	2,000	2,000	
5214	Maintenance - Motor Vehicles	1,446	1,090	500	3,389	1,303	1,250	1,250	
5216	Maintenance - Equipment			1,000		750	1,250	1,250	
5218	Maintenance - Miscellaneous	75		250		250	250	250	
5221	Postage			200		100	100	100	
5223	Landline Telephone	494	599	612	588	612	634	634	
	Mobile Communications						612	612	
	Internet Service						768	768	
5225	Mileage & Travel			1,000	300	1,000	1,000	1,000	
	Professional Development						500	500	
5242	Office Supplies & Materials	961	1,526	3,000	430	3,000	2,500	2,500	
5247	Motor Fuels & Lubricants	2,899	2,088	2,850	2,295	2,500	2,500	2,500	
5249	Road Materials & Supplies	4,106	1,180	6,000	1,559	5,000	5,000	5,000	
5250	Small Tools & Equipment	183	1,034	1,500	216	1,500	1,500	1,500	
5254	Contingencies & Reserve			4,139		4,139	10,000	10,000	
5292	Insurance Premiums - Auto	1,106	1,157	1,287	1,286	1,287	1,373	1,373	
5297	State Permit Maintenance Fees			2,084		2,084	2,084	2,084	
	Total Operating Services	14,631	127,186	169,342	215,719	168,659	176,789	176,789	4.8%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

DEPARTMENT NAME - STORMWATER EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	48,776	41,242	46,100	40,482	43,441	41,010	41,010	
5909	Reserve for future Capital Projects								
5401	Depreciation	65,206	66,068	65,600	66,616	67,000	65,964	65,964	
	Total Fixed Assets	113,982	107,310	111,700	107,098	110,441	106,974	106,974	-3.1%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	46,522	59,822	47,550	59,508	55,000	55,000	55,000	
5654	Transfer to CIP Fund			469,438	469,438	425,000	431,000	431,000	
	Total Internal Services	46,522	59,822	516,988	528,946	480,000	486,000	486,000	1.3%
	<u>CAPITAL OUTLAY</u>								
5503	Wheel Loader (split cost w/1453)			75,000	0				
	Total Capital Outlay			75,000					N/A
	TOTAL	\$357,461	\$517,464	\$1,076,555	\$1,050,587	\$966,633	\$976,744	\$976,744	1.0%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STORMWATER

Fiscal Year:			Annual	
FY2022-23	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>				
Total Capital Outlay - FY2022-23				\$ -

Fiscal Year:			Annual	
FY2023-24	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>				
Total Capital Outlay - FY2023-24 ...				\$ -

Fiscal Year:			Annual	
FY2024-25	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>				
Total Capital Outlay - FY2024-25				\$ -

Fiscal Year:			Annual	
FY2025-26	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>				
Total Capital Outlay - FY2025-26				\$ -

Fiscal Year:			Annual	
FY2026-27	<u>Item</u>	<u>Unit Cost</u>	<u>M&O Cost</u>	<u>Total Cost</u>
<i>No Equipment Needs Identified for This Fiscal Year.</i>				
Total Capital Outlay - FY2026-27				\$ -

SHOP & DINE



City of Colonial Heights

FY2022-23

Annual Operating Budget

WATER & SEWER FUND

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE

ACCOUNT NUMBER 80

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>CHARGES FOR CURRENT SERVICES</u>								
4732	Water User Charges	\$1,470,651	\$1,614,100	\$1,592,220	\$1,479,068	\$1,682,000	\$1,700,000	\$1,700,000	
4733	Sewage User Charges	2,814,473	2,714,329	2,993,445	3,233,208	2,888,100	3,000,000	3,000,000	
4734	Sewage User Charges - Chesterfield	65,461	48,832	24,000	41,165	50,000	48,000	48,000	
4735	Sewage User Charges - Virginia State	110,244	89,195	105,000	3,144	90,000	90,000	90,000	
4736	Water Connection Charges	21,602	26,500	34,000	33,000	27,000	34,000	34,000	
4737	Sewer Connection Charges	24,300	24,000	26,000	37,200	25,000	35,000	35,000	
4738	Water Turn On Fees	22,948	20,738	20,000	3,531	21,646	15,000	15,000	
4739	Water Reconnection Fees	69,438	47,625	64,000	15,350	55,000	44,000	44,000	
4740	Late Payment Penalties	64,342	47,502	64,500	257	64,500	64,500	64,500	
4741	Clean Out / Construction Fee	6,350	6,800	5,500	6,200	6,800	6,800	6,800	
4742	Dishonored Check Fee	1,444	1,130	2,000	500	1,400	1,025	1,025	
4743	Meter Testing Fee	15							
4747	Capital - Water	129,255	116,947	132,100	130,463	132,000	132,000	132,000	
4748	Capital - Sewer	126,697	115,499	129,800	127,897	130,000	130,000	130,000	
	Total - Charges- Current Services	4,927,220	4,873,198	5,192,565	5,110,983	5,173,446	5,300,325	5,300,325	2.5%
	<u>NONOPERATING REVENUE</u>								
4802	Recoveries & Rebates	398,143	330,824						
4803	Recoveries- Damages		21,769						
4821	Transfer from General Fund				1,200,000	102,000	78,768	78,768	
4837	Transfer from Stormwater				137,116				
4845	Gain/Loss on Sale of Assets								
4902	Sale of Outside Meters	8,459		4,000	5,077	4,000	4,000	4,000	
4990	Use of Fund Balance								
	Total - Nonoperating Revenue	406,602	352,593	4,000	1,342,193	106,000	82,768	82,768	-21.9%
	TOTAL	\$5,333,822	\$5,225,791	\$5,196,565	\$6,453,176	\$5,279,446	\$5,383,093	\$5,383,093	2.0%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.	
	<u>OPERATING BUDGETS</u>									
	8127	Water Distribution & Transmission	\$1,656,274	\$1,607,965	\$1,751,400	\$1,622,467	\$1,749,262	\$1,796,307	\$1,796,307	
	8128	Wastewater Treatment	3,157,752	3,255,087	3,162,929	2,864,749	3,234,683	3,239,796	3,239,796	
	8129	Utility Billing	250,990	390,264	282,236	346,711	295,501	346,990	346,990	
	TOTAL OPERATIONS		5,065,016	5,253,316	5,196,565	4,833,927	5,279,446	5,383,093	5,383,093	2.0%
	<u>CAPITAL OUTLAY</u>									
	8127	Water Distribution & Transmission	0	5,734	247,100	19,152	225,100	187,100	187,100	
	8128	Wastewater Treatment	59,994	105,630	217,216	112,734	190,800	161,800	161,800	
	8129	Utility Billing	0	49	20,000	20,232	25,000	25,000	25,000	
	TOTAL CAPITAL OUTLAY		59,994	111,413	484,316	152,117	440,900	373,900	373,900	-15.2%
	TOTAL	\$5,125,010	\$5,364,729	\$5,553,675	4,986,045	\$5,720,346	\$5,756,993	\$5,756,993	0.6%	

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$322,029	\$338,821	\$345,127	\$329,807	\$360,834	\$365,473	\$365,473	
5105	Overtime	40,056	29,803	38,190	29,620	38,190	38,190	38,190	
5106	Overtime Snow	3,976	180	3,000	1,512	3,000	3,000	3,000	
5112	Clothing Allowance	1,200	1,000	1,400	1,200	1,400	2,450	2,450	
5601	Accumulated Leave	3,134							
5125	FICA	25,035	24,626	29,660	24,670	30,862	31,298	31,298	
5130	VRS	36,675	39,687	48,670	38,684	50,886	55,984	55,984	
5135	VRS- Hybrid	5,760	4,726		3,640				
5605	VRS Retirement Contribution	(35,090)	5,364						
5140	ICMA- Defined Contribution	1,307	353		272				
5145	Group Life Insurance	4,687	4,573	4,532	4,367	4,739	4,802	4,802	
5150	Health Insurance	100,578	93,703	104,261	82,076	90,476	95,847	95,847	
5160	Disability Insurance	325	167	366	148	310	-	-	
5211	Worker's Compensation Insurance	7,506	7,205	7,872	145	8,065	8,647	8,647	
5170	Unemployment Insurance	162	180	165		165	-	-	
5613	OPEB	8,319	8,850	8,000		8,000			
	Total Personal Services	525,659	559,237	591,243	516,140	596,927	605,691	605,691	1.5%
	<u>OPERATING EXPENSES</u>								
5201	Advertising	80	160	200	160	200	200	200	
5203	Professional & Special Services	35,086	65,737	75,000	38,650	65,000	65,000	65,000	
5206	Membership Dues	595	620	700	655	700	700	700	
5209	Maintenance - Electronic	1,560	1,320	1,440	1,440	1,980	1,575	1,575	
5292	Insurance Premiums - Auto	3,318	3,471	3,860		3,909	4,117	4,117	
5210	Insurance Premiums - Other	1,322	1,435	1,241	1,241	1,178	1,320	1,320	
5212	Rent of Equipment								
5214	Maintenance - Motor Vehicles	7,300	1,976	10,000	4,701	7,500	7,500	7,500	
5216	Maintenance - Equipment	4,266	5,359	7,500	10,703	10,000	10,000	10,000	
5217	Maintenance - Building & Grounds			1,000	-	1,000	1,000	1,000	
5221	Postage	865	43	800	150	300	300	300	
5223	Landline Telephone	4,529	4,894	5,000	4,873	5,000	624	624	
	Mobile Communications						3,000	3,000	
	Internet						768	768	
5225	Mileage & Travel Expenses	1,359	919	1,500	250	2,000	1,250	1,250	
	Professional Development						5,000	5,000	
5242	Office Supplies & Materials	44,226	47,333	62,665	67,711	57,500	52,000	52,000	
5247	Motor Fuels & Lubricants	12,017	6,619	10,000	9,872	10,000	10,000	10,000	
5249	Road Materials & Supplies	31,329	8,195	10,000	7,792	10,000	20,000	20,000	
5254	Contingencies & Reserve						23,000	23,000	
5250	Small Tools & Equipment		312	500	412	500	1,000	1,000	

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION

DEPARTMENT NUMBER 8127

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES (cont.)</u>								
5281	Electricity	11,712	6,609	5,000	445	5,000	5,000	5,000	
5402	Appomattox River Water Auth	629,043	536,138	640,435	613,858	615,490	627,106	627,106	
	Total Operating Services	788,608	691,139	836,841	762,913	797,257	840,460	840,460	5.4%
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	36,797	22,946	22,816	20,290	21,578	20,340	20,340	
5648	Other Debt Service Costs	2,421	2,421	1,500	2,421	1,500	2,421	2,421	
5401	Depreciation	163,547	166,057	164,000	157,579	167,000	162,395	162,395	
	Total Fixed Assets	202,765	191,424	188,316	180,290	190,078	185,156	185,156	-2.6%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	139,243	166,165	135,000	163,123	165,000	165,000	165,000	
	Total Internal Services	139,243	166,165	135,000	163,123	165,000	165,000	165,000	0.0%
	<u>CAPITAL OUTLAY</u>								
5406	Water/Sewer Improvements		5,734	132,100	9,267	132,100	132,100	132,100	
5501	Vehicles					33,000	35,000	35,000	
5503	Machinery & Tools			60,000	9,885	60,000	20,000	20,000	
5516	Technology Equipment								
5654	Transfer to CIP Fund			55,000					
	Total Capital Outlay		5,734	247,100	19,152	225,100	187,100	187,100	-16.9%
	TOTAL	\$1,656,274	\$1,613,700	\$1,998,500	\$1,641,619	\$1,974,362	\$1,983,407	\$1,983,407	0.5%

City of Colonial Heights

FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2022-23

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Trailer (heavy)	20,000	100	\$	20,000
<i>Replacement;</i> Routine upgrade of departmental operations and maintenance trailer utilized to transport mini-excavator to jobs and backhoes for repairs. Will replace unit that is 28 years old (#321); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.				
Pickup Truck (4X4) Ext. Cab	35,000	500	\$	35,000
<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 - FY2022-23			\$	55,000
Annual Maintenance & Operations Cost			\$	600

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Utility Service Truck	45,000	500	\$	45,000
<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			\$	45,000
Annual Maintenance & Operations Cost			\$	500

Fiscal Year:

FY2024-25

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

Annual Maintenance & Operations Cost.... .. **\$ 2,000**

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
Water Tank Inspections	60,000	1,000	\$ 60,000
<i>Inspection;</i> 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 February, 2021.			

Total Capital Outlay - FY2025-26 **\$ 60,000**

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

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>	
		<u>M&O Cost</u>	<u>Total Cost</u>
Mower, Zero Turn	15,000	500	\$ 15,000
<i>Replacement;</i> Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 20 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 - FY2026-27 **\$ 15,000**

Annual Maintenance & Operations Cost.... .. **\$ 500**

CITY OF COLONIAL HEIGHTS

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Salaries	\$255,819	\$279,427	\$258,552	\$285,181	\$276,673	270,319	270,319	
5105	Overtime	40,631	27,585	37,730	45,353	37,730	37,730	37,730	
5106	Overtime Snow	3,153	386	3,000	3,135	3,000	3,000	3,000	
5112	Clothing Allowance	1,200	1,200	1,200	1,200	1,200	2,100	2,100	
5125	FICA	20,995	21,554	22,987	23,945	24,373	23,956	23,956	
5130	VRS	(2,613)	32,681	36,461	27,602	39,017	41,407	41,407	
5135	VRS- Hybrid	6,675	7,478		7,509				
5140	ICMA- Defined Contribution	836	1,124		1,212				
5145	Group Life Insurance	3,809	3,939	3,395	4,048	3,632	3,554	3,554	
5150	Health Insurance	71,835	74,895	64,659	68,310	59,370	70,532	70,532	
5160	Disability Insurance	346	350	332	329	156	-	-	
5211	Worker's Compensation Insurance	3,381	3,245	3,546		3,632	3,895	3,895	
5170	Unemployment Insurance	136	125	125	125	125	-	-	
5613	OPEB	6,249	7,073	6,300		7,000			
	Total Personal Services	412,452	461,061	438,287	467,949	455,908	456,493	456,493	0.1%
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	36,318	91,978	65,000	63,255	60,000	60,000	60,000	
5206	Membership Dues			400		400	400	400	
5292	Insurance Premiums - Auto	4,425	4,629	4,288		4,344	4,575	4,575	
5209	Maintenance - Electronics	720	720	720	720	1,320	1,050	1,050	
5210	Insurance Premiums - Other	1,860	2,018	1,879	1,878	1,881	2,107	2,107	
5212	Rent of Equipment			500	183				
5214	Maintenance - Motor Vehicles	13,642	15,250	11,000	26,137	11,000	11,000	11,000	
5216	Maintenance - Equipment	6,293	7,048	8,654	10,562	8,654	8,750	8,750	
5217	Maintenance - Buildings & Grounds	1,723	85	3,000		3,000	3,000	3,000	
5218	Maintenance - Miscellaneous			500		500	500	500	
5223	Landline Telephone	8,947	11,479	12,000	11,241	12,000	624	624	
	Mobile Communications						1,200	1,200	
	Internet						768	768	
5225	Mileage & Travel Expenses	1,528	1,659	2,500	500	3,000	2,500	2,500	
	Professional Development						5,500	5,500	
5242	Office Supplies, & Materials	30,700	35,546	35,500	55,986	35,500	35,000	35,000	
5247	Motor Fuels & Lubricants	19,698	12,603	14,000	14,509	14,000	14,000	14,000	
5249	Road Materials & Supplies	31,329	8,195	11,500	8,050	11,500	15,000	15,000	
5250	Small Tools & Equipment	450	600	1,000		1,000	1,000	1,000	
5254	Contingencies & Reserve						17,000	17,000	
5281	Electricity	81,532	69,301	70,000	97,312	70,000	70,000	70,000	
5405	Wastewater Treatment	1,659,788	1,622,291	1,641,237	1,588,813	1,637,529	1,629,051	1,629,051	
	Total Operating Services	1,898,950	1,883,403	1,883,678	1,879,147	1,875,628	1,883,025	1,883,025	0.4%

CITY OF COLONIAL HEIGHTS

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES

DEPARTMENT NUMBER 8128

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>FIXED CHARGES</u>								
5640	Interest on Bonds	40,263	57,092	50,964	47,794	48,147	45,278	45,278	
5648	Other Debt Service Costs								
5401	Depreciation	675,500	688,908	670,000	298,916	690,000	690,000	690,000	
	Total Fixed Assets	715,764	746,000	720,964	346,710	738,147	735,278	735,278	-0.4%
	<u>INTERNAL SERVICES</u>								
5408	Administrative Service Charges	130,587	164,624	120,000	170,944	165,000	165,000	165,000	
	Total Internal Services	130,587	164,624	120,000	170,944	165,000	165,000	165,000	0.0%
	<u>CAPITAL OUTLAY</u>								
5406	Water & Sewer Improvements	35,714	81,102	129,800	54,442	129,800	129,800	129,800	
5501	Vehicles		668	30,500		32,000	32,000	32,000	
5503	Machinery & Tools	24,280	23,860		10,682	29,000			
5516	Technology Equipment				(9,307)				
5654	Transfer to CIP Fund			56,916	56,916				
	Total Capital Outlay	59,994	105,630	217,216	112,734	190,800	161,800	161,800	-15.2%
	TOTAL	\$3,217,746	\$3,360,717	\$3,380,145	\$2,977,483	\$3,425,483	\$3,401,596	\$3,401,596	-0.7%

City of Colonial Heights
FY23-FY27 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>
Van (Small Camera Truck)	32,000	500	\$ 32,000
<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 \$ 32,000
Annual Maintenance & Operations Cost \$ 500

Fiscal Year:

FY2023-24

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump, By-Pass	60,000	500	\$ 60,000
<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 \$ 60,000
Annual Maintenance & Operations Cost \$ 500

Fiscal Year:

FY2024-25

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Pump (Reserve) (2)	22,000	150	\$ 44,000
<i>Replacement;</i> 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.			

Total Capital Outlay - FY2024-25 \$ 44,000
Annual Maintenance & Operations Cost \$ 150

Fiscal Year:

FY2025-26

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Pump (Reserve) (2)	22,000	150	\$	44,000
<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 ...			\$	44,000
Annual Maintenance & Operations Cost....			\$	150

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual</u>		<u>Total Cost</u>
		<u>M&O Cost</u>		
Pump (Reserve) (2)	22,000	150	\$	44,000
<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 - FY2026-27 ...			\$	44,000
Annual Maintenance & Operations Cost....			\$	150

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>PERSONAL SERVICES</u>								
5101	Full-Time Wages	\$112,866	\$127,121	\$116,874	\$133,076	\$122,193	153,267	153,267	
5103	Part-Time Wages	4,615	15,954	21,840	19,202	22,495			
5105	Overtime			200	191		2,000	2,000	
5112	Clothing Allowance	400							
5125	FICA	8,455	10,484	10,627	11,143	11,069	11,878	11,878	
5130	VRS	11,235	12,295	16,818	11,991	17,583	23,958	23,958	
5135	VRS- Hybrid	3,370	3,563		3,505				
5605	VRS Retirement Contribution	(12,930)	1,915						
5140	ICMA- Defined Contribution	422	534		566				
5145	Group Life Insurance	1,460	1,593	1,566	1,521	1,637	2,056	2,056	
5150	Health Insurance	16,483	22,445	23,634	21,079	22,866	14,097	14,097	
5160	Disability Insurance	166	163	172	150	161	505	505	
5170	Unemployment Insurance	70	60	60	60	60	108	108	
5601	Accumulated Leave								
5613	OPEB	2,774	2,120			2,200			
	Total Personal Services	149,385	198,248	191,791	202,483	200,264	207,869	207,869	3.8%

CITY OF COLONIAL HEIGHTS
2022-23 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES

DEPARTMENT NUMBER 8129

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	Manager Proposed	Council Approved	% Chg.
	<u>OPERATING EXPENSES</u>								
5203	Professional & Special Services	120	58,545	200	70	200			
	<i>Dues and Subscriptions</i>						4,600	4,600	
5209	Maintenance - Electronic	1,170	990	1,300	1,080	1,980	3,150	3,150	
5211	Insurance Premiums - Workman's Comp.	86	83	91	91	93	100	100	
5214	Maintenance - Motor Vehicles	859	956	1,100	14	1,500	650	650	
5216	Maintenance - Equipment	4,862	5,088	5,000	1,749	10,000	11,000	11,000	
5221	Postage	22,656	22,084	25,102	21,617	23,000	23,500	23,500	
5223	Landline Telephone	2,562	2,419	3,337	2,497	3,337	6,837	6,837	
	Internet								
5225	Mileage & Travel Expenses	927	970	2,500	83	1,000	650	650	
5242	Office Supplies & Materials	9,651	10,980	11,000	18,141	15,000	17,000	17,000	
5247	Motor Fuels & Lubricants	2,088	1,084	2,700	1,665	2,000	1,700	1,700	
5254	Contingencies & Reserve						7,000	7,000	
5292	Insurance Premiums - Auto	737	771	961	961	973	1,025	1,025	
5403	Outside Water Meters	2,928	2,240	4,954	4,674	4,954	5,000	5,000	
5516	Technology Equipment	19,966		1,000					
5660	Dishonored Debts								
	Total Operating Services	68,611	106,211	59,245	52,640	64,037	82,211	82,211	28.4%
	<u>INTERNAL SERVICES</u>								
5401	Depreciation	6,165	8,366	6,200	10,103	6,200	6,910	6,910	
5408	Administrative Service Charges	26,829	77,440	25,000	81,485	25,000	50,000	50,000	
5640	Interest on Bonds								
	Total Internal Services	32,994	85,806	31,200	91,588	31,200	56,910	56,910	82.4%
	<u>CAPITAL OUTLAY</u>								
5501	Vehicles		20						
5516	Technology Equipment		29	20,000	20,232	25,000	25,000	25,000	
	Total Capital Outlay		49	20,000	20,232	25,000	25,000	25,000	0.0%
	TOTAL	\$250,990	\$390,312	\$302,236	\$366,943	\$320,501	\$371,990	\$371,990	16.1%

City of Colonial Heights
FY23-FY27 Five Year Projection- Vehicles, Equipment, Furniture, and

UTILITY BILLING

Fiscal Year:

FY2022-23

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

Total Capital Outlay - FY2022-23 \$ 25,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2023-24

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

Total Capital Outlay - FY2023-24 ... \$ 25,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2024-25

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

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

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2025-26

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

Total Capital Outlay - FY2025-26 \$ 25,000

Annual Maintenance & Operations Cost \$ -

Fiscal Year:

FY2026-27

<u>Item</u>	<u>Unit Cost</u>	<u>Annual M&O Cost</u>	<u>Total Cost</u>
Water Meters (200)	125	-	\$ 25,000

Replacement; Replacing manual read water meters with drive-by read meters for greater efficiency and accuracy.

Total Capital Outlay - FY2026-27 \$ 25,000

Annual Maintenance & Operations Cost ... \$ -

SHOP & DINE



City of Colonial Heights
FY2022-23
Annual Operating Budget

SCHOOL
FUND

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Approved	% Chg.
	Federal Funds	\$2,332,659	\$2,354,025	\$2,372,685	\$2,220,579	\$2,512,584	\$2,875,578	14.4%
	State Funds	16,239,904	16,884,977	18,219,031	18,067,199	18,979,452	23,083,500	21.6%
	Other Funds	548,069	624,690	458,398	581,702	567,615	388,692	-31.5%
	Operating Transfers In City	24,204,644	22,489,165	22,475,558	23,573,631	22,513,188	23,876,045	6.1%
	Fund Balance			1,204,721		1,573,436	2,118,752	34.7%
	TOTAL	\$43,325,276	\$42,352,857	\$44,730,393	\$44,443,111	\$46,146,275	\$52,342,567	13.4%

CITY OF COLONIAL HEIGHTS

2022-23 BUDGET

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

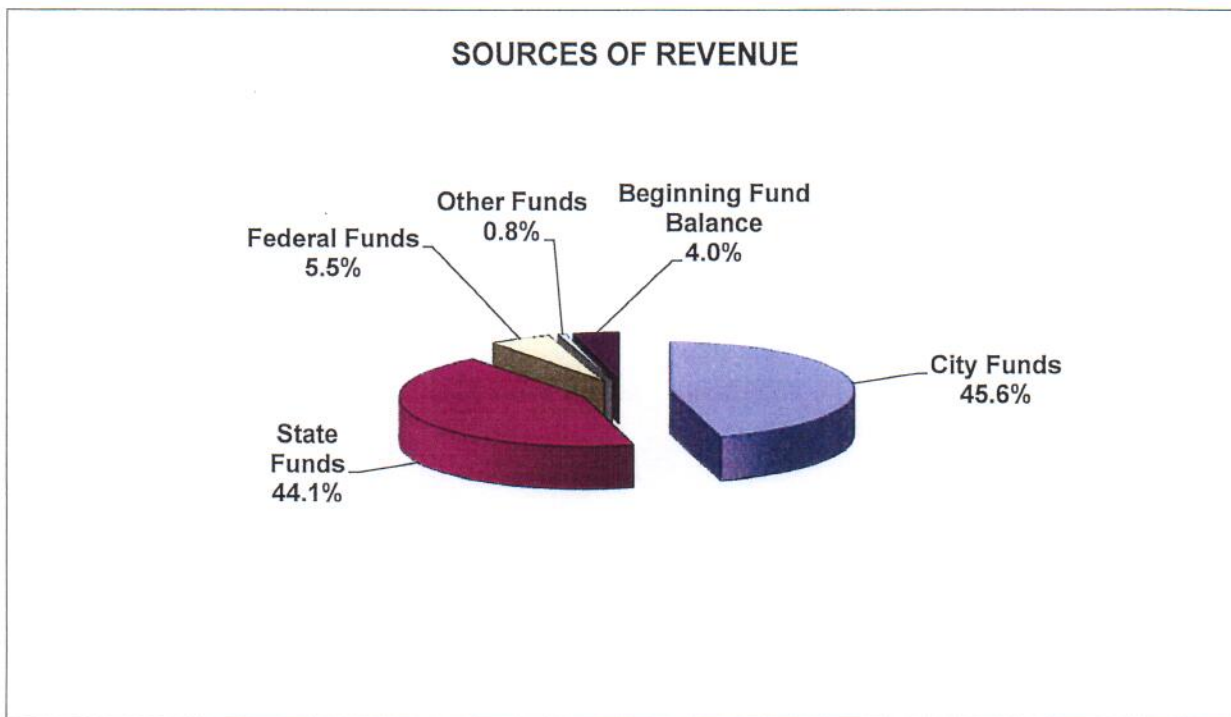
ACCOUNT NUMBER	SUMMARY
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ACCT #	Account Number	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	FY23 Approved	% Chg.
	Instruction	\$29,407,442	\$31,165,350	\$34,167,949	\$31,366,796	\$34,907,235	\$37,681,373	7.9%
	Administration, Attendance & Health Services	2,222,179	2,209,616	2,101,356	2,304,754	2,091,281	2,169,925	3.8%
	Transportation	1,240,946	1,771,861	1,448,896	1,116,526	1,558,809	1,979,054	27.0%
	Operation and Maintenance	4,235,377	4,354,536	3,886,539	4,583,109	4,140,138	4,230,955	2.2%
	Food Service	1,152,293	1,160,601	1,234,641	932,582	1,255,223	1,449,970	15.5%
	Textbooks							
	Capital Outlay		722,475					
	Debt Service	994,495	1,393,859	711,433	711,433	714,028	713,995	0.0%
	Contingency Fund			679,579		829,561	1,624,900	95.9%
	CIP Reserve	3,288,971		500,000		650,000	2,492,395	283.4%
	TOTAL	\$42,541,703	\$42,778,298	\$44,730,393	\$41,015,200	\$46,146,275	\$52,342,567	13.4%

Colonial Heights Public Schools
2022-2023
Sources of Revenue
(Superintendent's Proposal)

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

	FY 2023 BUDGET	FY 2022 BUDGET	Increase (Decrease)	% CHANGE
City Funds	\$23,876,045	\$22,513,188	1,362,857	6.05%
State Funds	23,083,500	18,979,452	4,104,048	21.62%
Federal Funds	2,875,578	2,512,584	362,994	14.45%
Other Funds	388,692	567,615	(178,923)	-31.52%
Beginning Fund Balance	\$2,118,752	1,573,436	545,316	34.66%
	<u>\$52,342,567</u>	<u>46,146,275</u>	<u>6,196,292</u>	<u>13.43%</u>



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 2023 included in this financial plan, totals **\$52,350,630**, an increase of **\$6,204,355** or **13.44%** over the approved operating budget for FY 2022. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives **45.6%** 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 **\$25,994,797** an increase of **\$1,908,173** over the FY 2022 approved budget of **\$24,086,624** or **7.92%**. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute **44.1%** of the funds for FY 2023. 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 2023 is expected to increase **\$4,104,048** or **21.6%** to **\$23,083,500**.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2023, included above, is projected to be **\$3,723,000**, an increase of **\$431,367** or **13.1%**.

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 (**0.80%** 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
2022-2023
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	23,476,805		23,476,805	23,573,631	22,165,553	9
City Appropriation - Debt Surplus	399,240		399,240		347,635	9
Beginning Fund Balance	2,118,752		2,118,752		1,573,436	9
Total Local Funds	25,994,797	0	25,994,797	23,573,631	24,086,624	

OTHER FUNDS

Rental of Facilities	5,000		5,000	0	5,000	10
Cafeteria Receipts		92,692	92,692	34,641	338,615	10
Fees from Students	15,000		15,000	9,775	15,000	10
Transportation of Pupils	4,000		4,000	0	4,000	10
Donations & Private Grants	5,000		5,000	90,400	5,000	10
Refunds and Miscellaneous Income	267,000		267,000	446,886	200,000	10
Total Other Funds	296,000	92,692	388,692	581,702	567,615	

FEDERAL FUNDS

Title I, Part A		602,431	602,431	608,557	657,225	11
Title II, Part A		95,943	95,943	67,833	104,677	11
Title III, Part A		16,713	16,713	0	13,000	11
Impact Aid	0		0	0	0	11
DMAS - Medicaid	125,000		125,000	128,464	125,000	11
National School Lunch Program		957,075	957,075	0	690,000	11
National School Breakfast Program		336,658	336,658	0	194,750	11
Summer Food Service Program		22,615		697,965	0	11
Special Ed Flow Thru		652,781	652,781	658,055	656,689	11
Flow Thru - Preschool A		15,071	15,071	15,071	15,071	11
Vocational Education - Federal Funds		51,292	51,292	44,633	56,172	11
Total Federal Funds	125,000	2,750,578	2,875,578	2,220,579	2,512,584	

Colonial Heights School Board

2022-2023

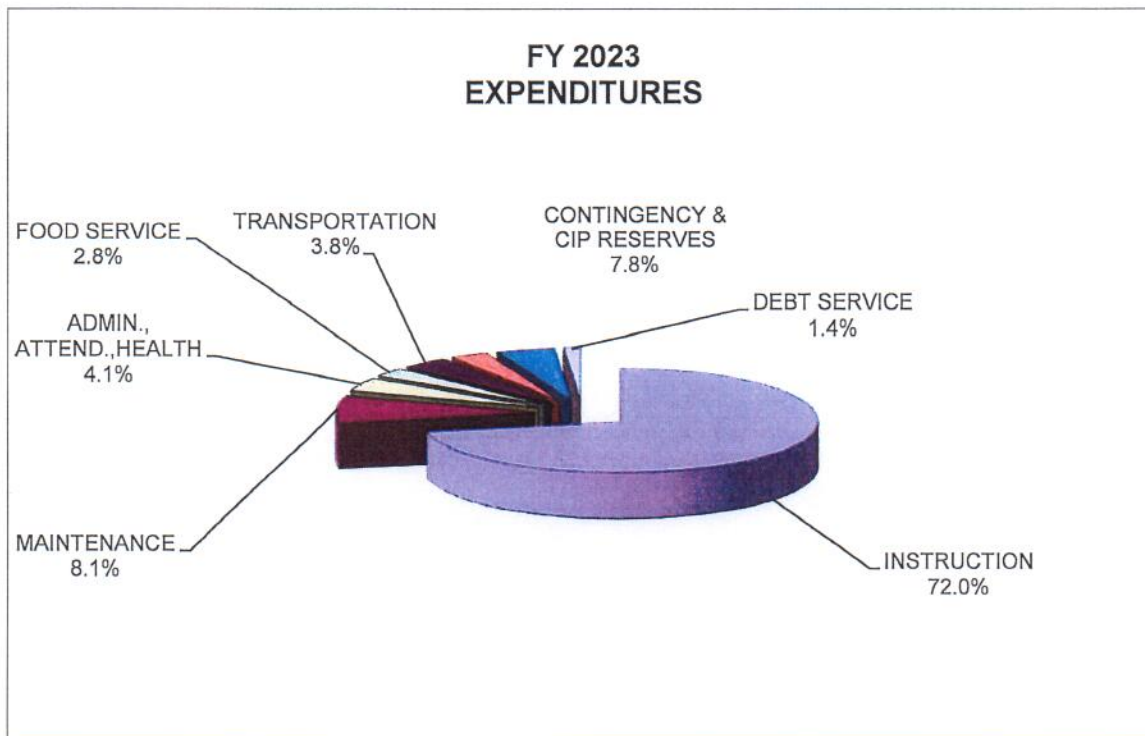
[See Summary](#)Sources of Revenue
(Superintendent's Proposal)

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,723,000		3,723,000	3,624,511	3,291,633	13
Basic Aid - SOQ	8,134,363		8,134,363	7,530,531	8,087,455	13
Foster Care	22,895		22,895	24,887	16,331	13
Gifted Education - SOQ	86,114		86,114	81,380	84,633	13
Prevention, Intervention & Remediation - SOQ	352,283		352,283	303,610	315,745	13
Special Education - SOQ	1,369,991		1,369,991	1,278,605	1,329,712	13
Special Education - Regional Tuition	110,312		110,312	216,444	295,800	13
Infrastructure & Operations Per Pupil Fund	632,380		632,380	652,633	636,346	13
Security Equipment Grant	0		0	18,267	0	13
Textbooks	207,268		207,268	168,191	174,913	13
School Food Service		40,930	40,930	24,796	31,858	13
Vocational Education - SOQ	234,856		234,856	233,185	242,506	13
Vocational Education - CATEGORICAL		44,831	44,831	44,831	42,503	13
ISAEP-Vocational Education - CATEGORICAL		8,233	8,233	8,387	8,386	13
Special Education - CAT - Homebound		26,957	26,957	26,708	26,976	13
Soc. Security - INSTRUCTIONAL	547,996		547,996	510,190	533,838	13
Retirement - INSTRUCTIONAL	1,277,614		1,277,614	1,189,400	1,245,079	13
Group Life - INSTRUCTIONAL	39,143		39,143	35,995	37,434	13
Early Reading Intervention	242,234		242,234	51,939	51,939	13
Mentor Teacher	0		0	2,701	0	13
SOL Algebra Readiness	48,837		48,837	41,972	41,973	13
Project Graduation	3,343		3,343	3,846	3,846	13
Technology		180,000	180,000	180,000	180,000	13
Compensation Supplement	585,629		585,629	0	565,033	13
At Risk Students	1,584,351		1,584,351	494,276	676,110	13
Learning Loss PPA	0		0	111,974	0	13
Community Provider Add-on Funds	0		0	0	35,000	13
No Loss Funding	0		0	579,906	339,618	13
Remedial Summer School	66,506		66,506		0	13
School Construction	1,842,395		1,842,395		0	13
Grocery Tax Hold Harmless	91,601		91,601		0	13
Rebenchmarking Hold Harmless	477,265		477,265		0	13
Virginia Preschool Initiative	434,467		434,467	144,180	174,470	13
K-3 Primary Class Size Reduction	499,726		499,726	376,920	376,962	13
English-as-a-Second-Language	167,981		167,981	106,935	133,354	13
Total State Funds	22,782,549	300,951	23,083,500	18,067,199	18,979,452	
TOTAL BUDGET	49,198,346	3,144,221	52,342,567	44,443,111	46,146,275	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2022-2023
(Superintendent's Proposal)

[Details](#)

	FY2022 BUDGET	FY 2021 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	\$37,681,373	34,907,235	2,774,138	7.95%
MAINTENANCE	4,230,955	4,140,138	90,816	2.19%
ADMIN., ATTEND., HEALTH	2,169,925	2,091,281	78,643	3.76%
FOOD SERVICE	1,449,970	1,255,223	194,748	15.51%
TRANSPORTATION	1,979,054	1,558,809	420,245	26.96%
CONTINGENCY RESERVE	1,624,901	829,561	795,340	95.87%
CIP RESERVE	2,492,395	650,000	1,842,395	283.45%
DEBT SERVICE	713,995	714,028	(33)	0.00%
	<u>\$52,342,567</u>	<u>46,146,275</u>	<u>6,196,292</u>	<u>13.43%</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
2022-2023
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						
<u>INSTRUCTIONAL SUPERVISORS</u>	700,617		700,617	601,033	699,001	19
<u>TESTING</u>	51,000		51,000	32,272	43,187	22
<u>STAFF DEVELOPMENT</u>	50,000		50,000	16,112	42,000	22
<u>TUITION- ALL PROGRAMS</u>	462,980		462,980	306,962	459,510	22
<u>TRAVEL- MILEAGE, LODGING, MEALS</u>	21,450		21,450	4,207	29,300	22-29
<u>OFFICE SUPPLIES - SAO INSTRUCTION</u>	6,000		6,000	6,078	6,000	22
<u>LIBRARY SUPPLIES - SAO INSTRUCTION</u>	0		0	0	0	22
<u>EDUC. SUPPLIES - SAO INSTRUCTION</u>	103,000		103,000	90,388	114,500	22
<u>TEXTBOOKS</u>	115,943		115,943	144,193	245,085	22
<u>GIFTED EDUC. EXPENDITURES</u>	9,100		9,100	7,459	8,900	22
<u>ADULT EDUCATION</u>	7,200		7,200	2,205	4,200	22
INSTRUCTIONAL SECONDARY						
<u>PRINCIPAL- SEC.</u>	224,558		224,558	225,865	212,711	19
<u>ASSIST. PRINCIPAL- SEC.</u>	282,126		282,126	260,584	355,507	19
<u>LIBRARIAN- SEC.</u>	123,304		123,304	112,002	114,118	19
<u>GUIDANCE COUN.-SEC.</u>	443,265		443,265	354,097	369,971	19
<u>TEACHER- SEC.- REGULAR</u>	5,242,850		5,242,850	4,672,276	4,697,398	19
<u>PARAPROFESSIONAL- SEC.</u>	307,562		307,562	237,805	278,366	19
<u>TEACHER- SEC.- SP ED</u>	1,352,259		1,352,259	1,164,601	1,126,225	19
<u>PARAPROFES: SP ED- SEC.</u>	535,410		535,410	460,899	506,708	19
<u>TEACHER- SEC.- VOC ED</u>	950,703		950,703	943,251	965,823	19
<u>PARAPROFES: VOC ED</u>	30,614		30,614	27,898	29,156	19
<u>TEACHER-SEC.- GIFTED</u>	184,080		184,080	167,209	170,383	19
<u>TEACHER: SUBSTITUTE- SEC.</u>	207,700		207,700	151,157	190,000	19
<u>OFFICE SUPPLIES- MID SCH</u>	9,705		9,705	8,106	9,975	27
<u>LIBRARY SUPPLIES- MID SCH</u>	22,645		22,645	23,642	23,275	27
<u>EDUC. SUPPLIES- MID SCH</u>	84,110		84,110	63,037	86,450	27
<u>VOC. SUPPLIES- MID SCH</u>	12,000		12,000	9,001	12,000	27
<u>COPIER COSTS & PAPER - MID SCH</u>	35,756		35,756	25,314	40,565	27
<u>ATHLETICS - MID SCH</u>	17,500		17,500	0	10,000	27
<u>BAND</u>	15,000		15,000	0	15,000	27
<u>OFFICE SUPPLIES- SR HI</u>	21,705		21,705	11,744	22,755	28
<u>LIBRARY SUPPLIES- SR HI</u>	29,050		29,050	4,735	30,345	28
<u>EDUC. SUPPLIES- SR HI</u>	159,575		159,575	101,080	160,615	28
<u>VOC. SUPPLIES- SR HI</u>	39,146	53,064	92,210	48,554	96,500	28
<u>CAREER AND TECH PROGRAMS - FEDERAL FUNDS</u>		51,292	51,292	44,633	56,172	21
<u>COPIER COSTS & PAPER - SR HI</u>	45,275		45,275	29,518	52,887	28
<u>COPIER & PAPER COSTS - CAREER & TECH CENTER</u>	14,372		14,372	5,039	39,650	28
<u>ATHLETICS - SR HI</u>	100,000		100,000	0	100,000	28
<u>BAND - CLINICIANS</u>	39,695		39,695	32,157	40,595	28
<u>BAND - MUSIC, EQUIPMENT, SUPPLIES</u>	36,000		36,000	8,155	36,000	28
<u>BAND - EQUIPMENT MAINTENANCE</u>	4,000		4,000	0	4,000	28
INSTRUCTIONAL ELEMENTARY						
<u>PRINCIPAL- ELEM.</u>	320,934		320,934	299,348	305,186	19
<u>LIBRARIAN- ELEM.</u>	174,281		174,281	159,413	162,449	19
<u>ASSIST. PRINCIPAL- ELEM.</u>	259,015		259,015	149,619	242,467	19
<u>GUIDANCE COUN.-ELEM.</u>	261,482		261,482	171,484	174,711	19
<u>TEACHER- ELEM.- REGULAR</u>	5,736,282		5,736,282	4,665,976	5,359,009	19
<u>PARAPROFESSIONAL- ELEM.</u>	659,910		659,910	564,651	620,919	19
<u>TEACHER- ELEM.- SP ED</u>	1,215,843		1,215,843	1,030,691	1,099,177	19
<u>PARAPROFES: SP ED- ELEM.</u>	548,100		548,100	490,041	521,243	19
<u>TEACHER- ELEM.- GIFTED</u>	124,979		124,979	110,873	116,417	19
<u>TEACHER- PRESCHOOL- SP ED</u>	176,572		176,572	154,954	162,552	19
<u>TEACHER: SUBSTITUTE- ELEM.</u>	187,500		187,500	103,499	125,000	19
<u>OFFICE SUPPLIES- NORTH</u>	4,755		4,755	1,298	4,995	25
<u>LIBRARY SUPPLIES- NORTH</u>	11,095		11,095	5,302	11,655	25
<u>EDUC. SUPPLIES- NORTH</u>	41,210		41,210	13,100	43,290	25
<u>COPIER COSTS & PAPER- NORTH</u>	23,572		23,572	21,854	20,313	25
<u>OFFICE SUPPLIES- LAKEVIEW</u>	5,910		5,910	3,945	5,655	24
<u>LIBRARY SUPPLIES- LAKEVIEW</u>	13,790		13,790	7,996	13,195	24
<u>EDUC. SUPPLIES- LAKEVIEW</u>	51,220		51,220	23,571	49,010	24
<u>COPIER COSTS & PAPER - LAKEVIEW</u>	20,975		20,975	17,003	22,997	24
<u>OFFICE SUPPLIES- TUSSING</u>	8,835		8,835	1,735	8,850	26

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
<u>LIBRARY SUPPLIES- TUSSING</u>	20,615		20,615	0	20,650	26
<u>EDUC. SUPPLIES- TUSSING</u>	76,570		76,570	38,500	76,700	26
<u>COPIER COSTS & PAPER - TUSSING</u>	42,500		42,500	30,312	35,990	26
OFFICE OF SUPPORT SERVICES						
<u>SCHOOL SOCIAL WORKER</u>	137,940		137,940	130,137	140,568	19
<u>SPECIAL Ed ASSISTIVE TECH. EXPENDITURES</u>	15,000		15,000	3,029	10,000	29
<u>SPECIAL Ed FLOW THRU TEACHER</u>		207,598	207,598	187,318	198,535	19
<u>SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.</u>		70,584	70,584	83,623	87,767	19
<u>SPECIAL Ed FLOW THRU PARAPROFESSIONAL</u>		79,999	79,999	76,812	80,653	19
<u>SPECIAL Ed FLOW THRU SOCIAL SECURITY</u>		33,770	33,770	26,067	33,983	20
<u>SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE</u>		84,335	84,335	65,934	84,868	20
<u>SPECIAL Ed FLOW THRU HOSPITAL PLANS</u>		93,236	93,236	74,671	80,376	20
<u>SPECIAL Ed FLOW THRU SUPPLIES</u>		0	0	0	0	29
<u>PRESCHOOL A CONTRACTUAL SERVICES</u>		15,071	15,071	15,071	15,071	29
<u>SECRETARY OSS</u>	156,828		156,828	96,630	161,974	19
<u>OSS NON GRANT SUPPLIES</u>	393,500		393,500	89,370	368,500	29
<u>COPIER & PAPER COSTS - OSS</u>	5,720		5,720	2,302	5,638	29
INFORMATION TECHNOLOGY						
<u>INFORMATION TECHNOLOGY SALARIES</u>	546,824		546,824	469,648	541,880	19
<u>PARAPROFES: TECHNOLOGY</u>	89,246		89,246	114,228	90,302	19
<u>TECHNOLOGY EXPENDITURES- MAJOR (> \$5,000)</u>	243,000		243,000	65,182	145,000	23
<u>TECHNOLOGY EXPENDITURES- MINOR (< \$5,000)</u>	724,520		724,520	511,502	664,180	23
<u>SOL TECHNOLOGY INITIATIVE</u>		180,000	180,000	180,000	180,000	23
INSTRUCTIONAL SUPPORT						
<u>SCHOOL SECRETARIES & BOOKKEEPERS</u>	665,849		665,849	546,637	608,003	19
<u>SECRETARY FOR DIRECTORS</u>	28,238		28,238	24,604	26,894	19
<u>SUBSTITUTE SECRETARIES</u>	30,000		30,000	23,625	30,000	19
EMPLOYEE BENEFITS						
<u>RETIREMENT - SICK LEAVE PAYOUT</u>	65,000		65,000	85,657	65,000	21
<u>SOCIAL SECURITY</u>	1,734,086		1,734,086	1,386,110	1,603,698	20
<u>RETIREMENT & GROUP LIFE</u>	4,080,751		4,080,751	3,594,865	3,768,801	20
<u>MEDICAL AND DENTAL PLANS</u>	3,602,380		3,602,380	3,319,071	3,105,500	20
<u>UNEMPLOYMENT INSURANCE VEC</u>	10,395		10,395	13,379	7,000	21
<u>WORKER'S COMPENSATION INSURANCE - INSTRUCTIONAL</u>	112,200		112,200	174,099	112,200	21
PROGRAM SUPPORT						
<u>EXTRA DUTY SUPPLEMENTS</u>	392,974		392,974	349,465	389,302	19
<u>RESOURCE OFFICERS</u>	420,657		420,657	353,596	403,000	21
<u>TEACHER- HOMEBOUND</u>	73,043	26,957	100,000	55,152	100,000	19
<u>TEACHER - SUM. SCH</u>	169,952		169,952	29,796	169,952	19
<u>SUBSTITUTE AIDES</u>	100,000		100,000	39,393	100,000	19
INSTRUCTIONAL CAPITAL						
<u>INSTRUCTION CAPITAL EXPENDITURES- MAJOR</u>	189,079		189,079	33,250	48,426	24-28
<u>INSTRUCTION CAPITAL EXPENDITURES- MINOR</u>	0		0	0	0	24-28
EVERY STUDENT SUCCEEDS ACT						
<u>TITLE I TEACHER</u>		411,496	411,496	336,568	352,873	19
<u>TITLE I PARAPROFESSIONAL</u>		0	0	53,768	24,163	19
<u>TITLE I - SOCIAL SECURITY</u>		31,479	31,479	28,197	28,843	20
<u>TITLE I - RETIREMENT & GROUP LIFE</u>		78,623	78,623	68,986	72,017	20
<u>TITLE I - MEDICAL & DENTAL</u>		66,746	66,746	59,616	57,540	20
<u>TITLE I - SUPPLIES</u>		14,087	14,087	61,421	121,789	21
<u>TITLE II STAFF DEV.</u>		95,943	95,943	67,833	104,677	21
<u>TITLE III, PART A</u>		16,713	16,713	1,751	13,000	21
SUB TOTAL INSTRUCTION	36,070,381	1,610,992	37,681,373	31,366,796	34,907,235	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
ADMINISTRATION						
BOARD MEMBERS	29,300		29,300	29,300	29,300	19
SUPERINTENDENT	162,068		162,068	147,000	154,350	19
ADMINISTRATIVE STAFF	226,857		226,857	339,573	231,247	19
BUSINESS OFFICE STAFF	411,480		411,480	366,009	386,952	19
HEALTH SERVICES						
NURSE	264,705		264,705	262,912	268,017	19
PSYCHOLOGIST	122,415		122,415	113,599	114,902	19
OCCUPATIONAL THERAPIST, FLOW THRU		83,259	83,259	77,757	79,267	19
EMPLOYEE BENEFITS						
SOCIAL SECURITY	93,087		93,087	97,477	90,635	20
RETIREMENT & GROUP LIFE	227,338		227,338	240,540	221,186	20
MEDICAL & DENTAL	151,164		151,164	159,961	130,314	20
UNEMPLOYMENT INSURANCE	810		810	0	500	21
WORKER'S COMPENSATION INSURANCE	8,250		8,250	7,828	8,250	21
CONTRACTED SERVICES						
ATTORNEY FEES	35,000		35,000	34,029	25,000	21
CONSULTANT FEES	9,000		9,000	2,750	9,000	21
SCHOOL ACTIVITY FUND AUDIT EXPENSES	5,500		5,500	5,000	5,500	21
GENERAL INSURANCE	70,532		70,532	73,492	72,512	21
BANK SERVICE CHARGES	6,500		6,500	5,635	6,500	21
COMPUTER SERVICES	104,450		104,450	141,806	84,400	21
BACKGROUND CHECKS & DRUG TESTS	10,000		10,000	5,673	15,000	21
CONTRACTED THERAPY, FLOW THRU		0	0	32,296	13,240	21
OPERATIONAL COSTS						
POSTAGE	4,000		4,000	1,214	6,000	21
TRAVEL, MILEAGE, LODGING, MEALS	21,000		21,000	11,980	21,000	21
ASSOCIATION DUES	31,660		31,660	21,342	31,660	21,28,29
COMMUNITY RELATIONS	10,000		10,000	32,029	10,000	21
OFFICE SUPPLIES	35,000		35,000	59,979	35,000	21
COPIER & PAPER COSTS - SAO	11,550		11,550	9,165	11,550	21
NURSING SUPPLIES	35,000		35,000	26,411	30,000	29
SUB TOTAL ADMINISTRATION	2,086,666	83,259	2,169,925	2,304,754	2,091,281	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
TRANSPORTATION STAFF						
BUS COORDINATOR	77,310		77,310	66,816	73,628	20
BUS DRIVERS	499,927		499,927	379,764	375,287	20
BUS SECRETARY	51,913		51,913	50,904	45,321	20
BUS PARAPROFESSIONAL	191,813		191,813	19,083	181,078	20
SUBSTITUTES AND EXTRA TRIPS	148,316		148,316	67,747	155,738	20
EMPLOYEE BENEFITS						
SOCIAL SECURITY	74,150		74,150	44,992	63,576	20
RETIREMENT & GROUP LIFE	24,956		24,956	20,518	22,978	20
MEDICAL & DENTAL	136,424		136,424	125,181	117,607	20
WORKER'S COMPENSATION INSURANCE	16,500		16,500	15,655	16,500	21
CONTRACTED SERVICES						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	21
PAYMENTS TO PARENTS & PRIVATE VENDORS	35,000		35,000	3,202	25,000	30
OPERATIONAL COSTS						
BUS INSURANCE	26,206		26,206	24,625	25,132	21
CAPITAL OUTLAY - MAJOR	411,983		411,983	194,505	277,764	30
FUEL AND SUPPLIES	284,557		284,557	103,535	179,200	30
SUB TOTAL TRANSPORTATION	1,979,054	0	1,979,054	1,116,526	1,558,809	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
MAINTENANCE STAFF						
DIRECTOR	98,395		98,395	93,088	93,709	20
CUSTODIANS - FULL TIME	817,950		817,950	739,061	746,999	20
MAINTENANCE WORKERS - FULL TIME	619,455		619,455	520,788	575,698	20
CUSTODIANS - PART & OVERTIME	65,000		65,000	37,860	65,000	20
MAINTENANCE WORKERS: PART & OVERTIME	100,000		100,000	65,323	100,000	20
EMPLOYEE BENEFITS						
SOCIAL SECURITY	130,111		130,111	110,034	120,978	20
RETIREMENT & GROUP LIFE	121,662		121,662	112,640	112,444	20
MEDICAL & DENTAL	322,901		322,901	301,099	278,363	20
UNEMPLOYMENT INSURANCE	2,295		2,295	0	1,500	21
WORKER'S COMPENSATION INSURANCE	26,400		26,400	25,048	26,400	21
UTILITIES						
ELECTRICAL SERVICE	665,000		665,000	451,748	664,350	31
FUEL FOR UTILITIES	77,000		77,000	62,047	76,000	31
WATER, SEWAGE, REFUSE	57,000		57,000	42,705	55,000	31
TELEPHONE & INTERNET SERVICE	327,336		327,336	317,069	307,336	21, 23
OPERATIONAL COSTS						
CAPITAL EXPENDITURES- MAJOR	142,400		142,400	1,070,641	273,452	31
CAPITAL EXPENDITURES- MINOR	12,000		12,000	12,000	10,000	31
MAINTENANCE SERVICES	270,000		270,000	167,701	268,800	31
OFFICE SUPPLIES	1,800		1,800	122,233	1,800	31
MAINTENANCE SUPPLIES	304,000		304,000	299,273	294,260	31
OPERATION OF VEHICLES	65,000		65,000	28,069	62,750	31
COPIER & PAPER COSTS - OPERATION & MAINTENANCE	5,250		5,250	4,682	5,300	31
SUB TOTAL OPERATIONS	4,230,955	0	4,230,955	4,583,109	4,140,138	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
FOOD SERVICE STAFF						
COORDINATOR		77,310	77,310	70,122	73,628	20
SECRETARY		38,434	38,434	34,861	36,604	20
FULL TIME WORKERS		135,226	135,226	125,834	113,940	20
PART TIME WORKERS		373,251	373,251	223,969	330,679	20
EMPLOYEE BENEFITS						
SOCIAL SECURITY		47,753	47,753	34,479	42,446	20
RETIREMENT & GROUP LIFE		32,200	32,200	27,253	29,577	20
MEDICAL & DENTAL		103,936	103,936	109,622	89,600	20
WORKERS' COMP: OTHER		1,650	1,650	1,566	1,650	21
OPERATIONAL COSTS						
FOOD SERVICE BANK CHARGES-OTHER		4,000	4,000	708	3,800	32
CAPITAL OUTLAY - MAJOR		5,800	5,800	0	13,700	32
CAPITAL OUTLAY - MINOR		0	0	1,035	0	32
FOOD		558,125	558,125	229,048	452,999	32
SUPPLIES		72,285	72,285	67,762	66,600	32
CONTRACTUAL SERVICES		0	0	6,323	0	32
SUB TOTAL FOOD SERVICE	0	1,449,970	1,449,970	932,582	1,255,223	

DEBT SERVICE & FUND TRANSFERS

DEBT SERVICE TO CITY	713,995		713,995	711,433	714,028	21
TRANSFER TO CITY		0	0	0	0	21
SUB TOTAL DEBT SERVICE	713,995	0	713,995	711,433	714,028	

CONTINGENCY RESERVE

3.10%

CONTINGENCY RESERVE	1,624,901		1,624,901		829,561	21
CIP RESERVE	2,492,395		2,492,395		650,000	21

TOTAL EXPENDITURE BUDGET

49,198,346	3,144,221	52,342,567	41,015,201	46,146,275
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