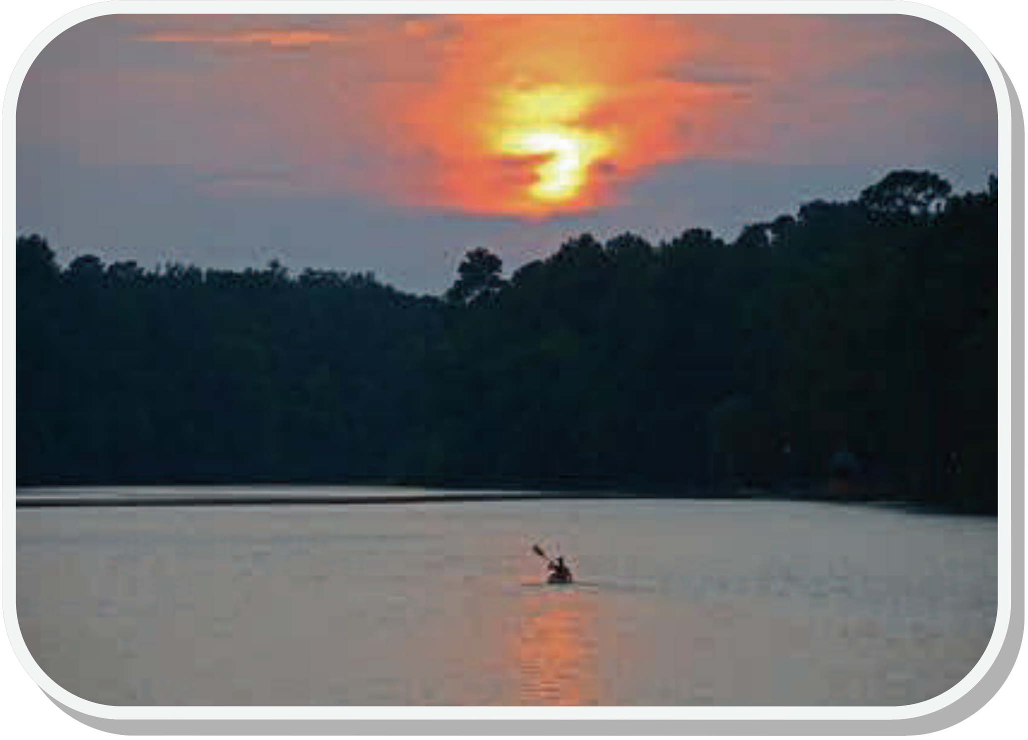

City of Colonial Heights
FY2013-14
Annual Operating Budget

Mayor and City Council

2013-2014
ANNUAL OPERATING BUDGET
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Elected Officials and Administrative Staff
July 1, 2013

City Council

C. Scott Davis .... Mayor
Diane H. Yates .... Vice Mayor
Milton E. Freeland, Jr. .... Councilmember
Kenneth B. Frenier .... Councilmember
T. Gregory Kochuba. .... Councilmember
W. Joe Green, Jr. .... Councilmember
John T. Wood .... Councilmember

Senior Management

Thomas L. Mattis .... City Manager
William E. Johnson .... Director of Finance
Eileen M. Brown .... Director of Office on Youth & Human Services
Jennifer N. Carpenter .... Director of Human Resources
Bruce E. Cashion .... City Assessor
Jeffrey W. Faries .... Chief of Police
Hugh P. Fisher, III .... City Attorney
Bruce N. Hansen... Library Director
William E. Henley .... Director of Public Works/City Engineer
A.G. Moore, Jr. .... Chief of Fire & EMS
Karen K. Saunders .... IT Administrator
George W. Schanzenbacher .... Director of Planning/Community Development
Craig R. Skalak.. Director of Parks & Recreation

Appointed/Elected Officials

William B. Bray .... Commonwealth's Attorney
Marjorie C. DeDanko................. Commissioner of Revenue
Joy W. Moore .... City Treasurer
Susan Redford .... City Registrar
Donna Slade .... Clerk of General District Court
Stacy L. Stafford .... Clerk of Circuit Court
Pamela B. Wallace .... Clerk of Council
Todd B. Wilson .... Sheriff

CITY BOARDS AND COMMISSIONS

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

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

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

CITY OF COLONIAL HEIGHTS
OFFICE OF THE CITY MANAGER

Thomas L. Mattis
City Manager

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

Elke B. Gibbs
Executive Assistant

April 9, 2013

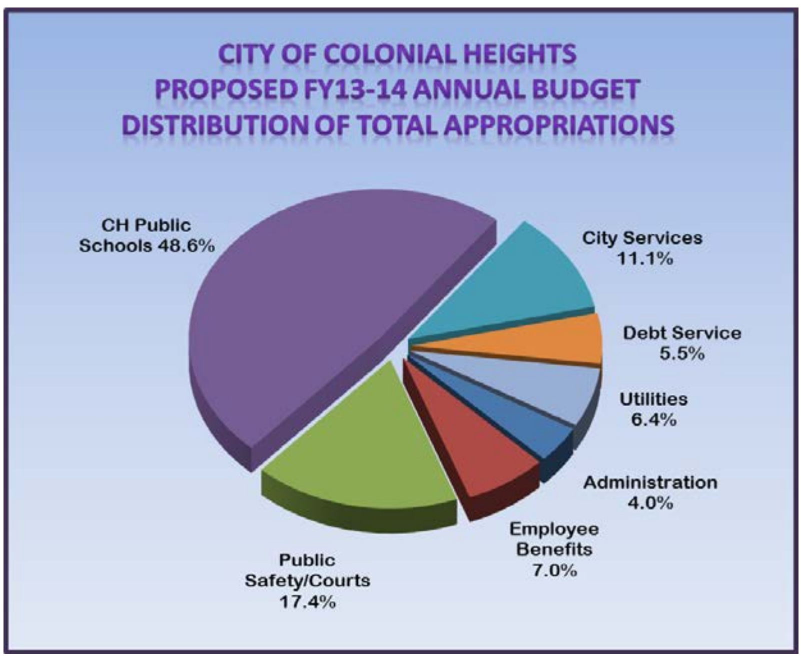
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: **FY2013-14 Proposed Annual Budget Message**

Dear Mayor and Councilmembers,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, the proposed *Annual Operating Budget* for the City of Colonial Heights for the Fiscal Year of July 1, 2013 through June 30, 2014, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY13-14 Annual Budget* is **$74,489,395**; to be generally distributed as described below:



The *FY13-14 Annual Budget* is being developed in an environment of fiscal uncertainty - not only for the city but with our region and the nation in general. While the City of Colonial Heights has maintained a very stable financial position in recent years, a variety of economic pressures could adversely impact our ability to continue to maintain its high-quality service levels. With this budget proposal, it remains the staff's goal to continue to upgrade service areas wherever reasonably possible, but only in such a manner as can be supported by existing funding levels.

So, while there are reasons to be cautiously optimistic about the overall economy in Colonial Heights throughout the next year, the proposed *FY13-14 Annual Budget* is an appropriately conservative financial plan for city operations.

The *FY13-14 Budget* as proposed is a zero-based, balanced financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all departments and included a comprehensive review of all existing programs, operations, and services.

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

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

- ***General Fund* – ($33.3M)** revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- ***School Fund* – ($36.2M)** revenues and expenditures related to funding of operations and services of the Colonial Heights Public Schools.
- ***Recreation Fund** – ($.24M)** revenues and expenditures relating to recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- ***Stormwater Management Fund** – ($.47M)** all financial transactions relating to the provision of stormwater management services and programs.
- ***Water and Sewer Fund** – ($4.3M)** all financial transactions relating to the provision of potable water and sanitary services through the city's systems.

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

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

Creating a balanced and affordable budget proposal was achieved through cooperation and teamwork; as all Department Heads submitted reasonable funding requests that properly reflected their departmental needs while remaining focused on cost containment.

FY2013-14 ANNUAL BUDGET - *Budget Highlights and Issues*

The City of Colonial Heights has successfully responded to financial challenges of recent years through the effective distribution and utilization of available resources. Unlike nearly all other localities in our region, the City has continued to evolve and grow services while avoiding operating tax increases, major reductions in services, or job losses.

As we look forward to the next 12-18 months, however, general economic conditions warrant a cautious approach as it relates to funding – particularly anticipated revenues – and the City's ability to financially support new or expanded services or staffing.

While the proposed *FY13-14 Annual Budget* does include an overall increase in spending and new staff, we propose to do so only within the existing tax and fee structures within the General Fund. **There is no property tax increase recommended for FY2013-14**; and for the third consecutive year, the budget does not include deficit spending and/or utilization of fund balance for operating expenses.

FY13-14 Budget Highlights and Issues

Following is a brief discussion of the primary issues related to the formulation of the proposed *FY13-14 Annual Budget:*

Variable Local Taxes

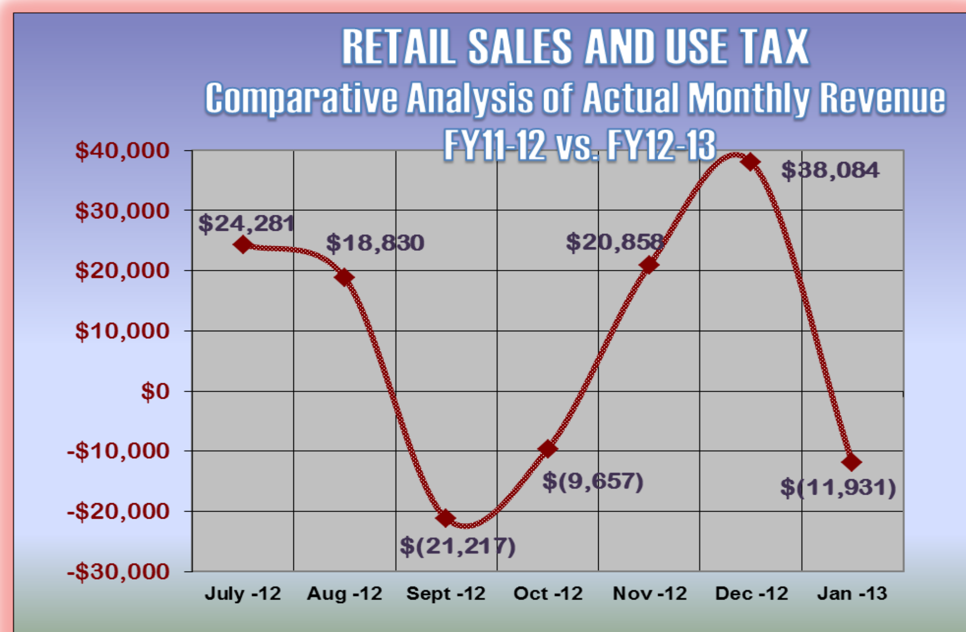
Clearly, the most important financial attribute of the City of Colonial Heights that sets us apart from other localities is revenue generation from the "top three" variable local taxes: (1) Retail Sales & Use Tax, (2) Food Tax, and (3) Lodging Tax.

As the retail market center for the Tri-Cities Region, annual revenues created from these taxes is primarily driven by the substantial retail business community located in and around the South Park Mall and along the Boulevard corridor. In fact, the City has typically ranked among the top five Virginia localities for taxable sales per capita (the advantage amount of taxable sales generated each year per city resident).

And, while the City continues to experience great financial benefits from the mall-area and our other retail businesses, the lack of consistent trends in revenue flow over the past year adversely impacts our confidence in projecting growing and or significantly "new" revenues in FY13-14.

Retail Sales & Use Taxes *are collected by local businesses as imposed on gross receipts from retail sales. Revenue generated from this particular tax represents one of the most important sources for funding of the City's annual budget (second only to real estate property taxes) and is vitally important to the overall stability of the City's General Fund.*

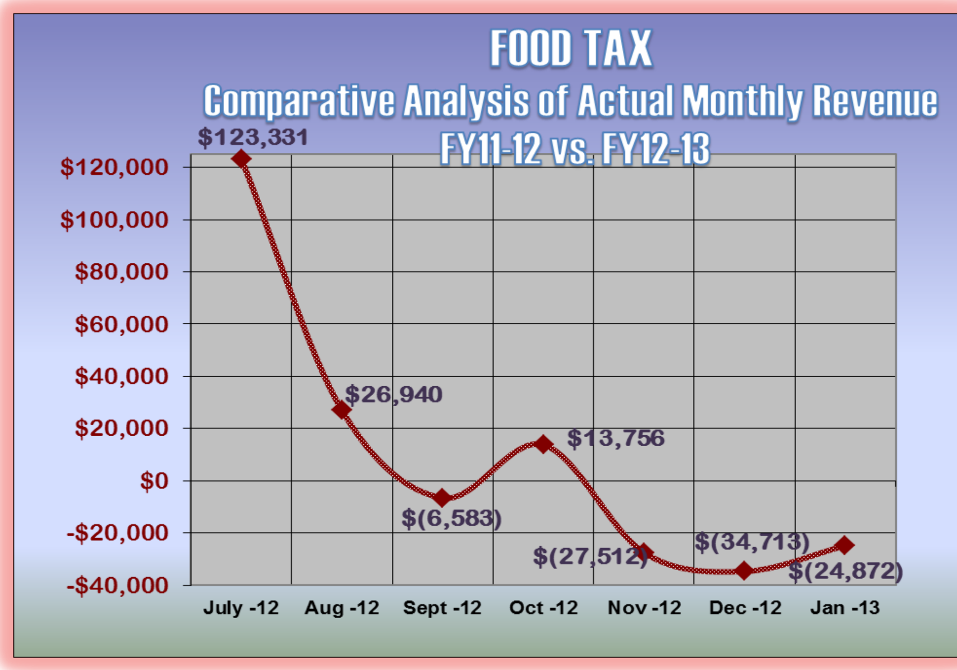
As depicted by the graph below, monthly revenue *collections* have been unusually sporadic over the first half of the current fiscal year and have followed an unpredictable pattern. While receipts by year's end are currently projected to remain stable and meet budget expectations, no dependable trend can be established based on our most recent experience:



Food Tax *is a source of revenue provided by taxes on food sold by retail establishments whose gross receipts are primarily derived from the sale of food for immediate consumption. Given Colonial Heights role as a regional center for shopping and restaurants, this is a large and important source of revenue supporting the overall financial stability of the city.*

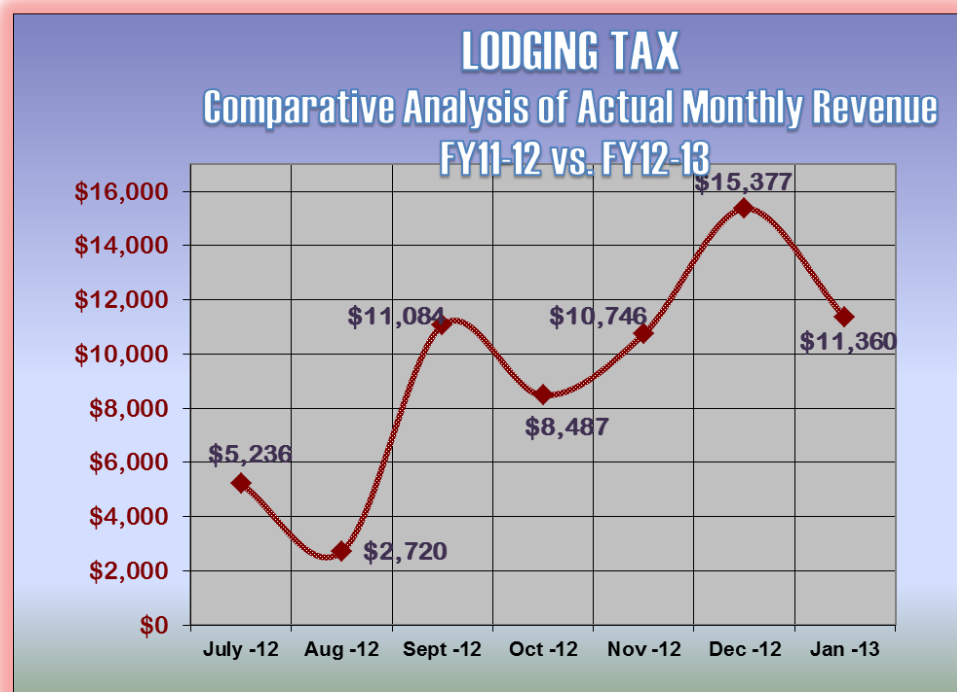
FY13-14 Budget Highlights and Issues – Variable Local Taxes

Again, similar to sales taxes, monthly revenue *collections* of Food Tax has been uneven over the first half of the current fiscal year. While total receipts by year's end are currently projected to stabilize overall and actually exceed the budgeted amount for FY12-13 (possibly topping **$5M** for the first time in the City's history), no consistent trend can be established as to such increase continuing through the next fiscal year.



Lodging Tax *is a tax paid by hotels, etc. that rent rooms or spaces to any person on a transient basis.*

Although Lodging Tax collections have also been sporadic, overall receipts are up as each monthly amount has exceeded the staff's original FY12-13 budget projections.



Lodging Tax (cont'd) - In this particular category, however, other issues are currently affecting our ability to anticipate continued revenue growth through next year. This past January, a new lodging facility opened at Fort Lee that could ultimately have a negative impact the occupancy rates of the City's various hotel and/or motels. While there are different opinions as to what the long-term financial impact of this new facility will be on Colonial Heights lodging businesses, we obviously have no current data that can help us establish reasonably predictable revenue outcomes for the coming year.

While the property tax base in Colonial Heights provides the strongest and most dependable revenue source for the City to fund its most basic services, the local taxes described above provide a vital supplement to the city's annual operating budgets – and represent the key financial element to our ability to enhance services and its reinvestment in community assets from year to year.

And while the proposed *FY13-14 Annual Budget* anticipates continuing growth in these primary revenues sources, the inconsistent trends in collections throughout the current fiscal year has caused us to recommend conservative projections of "new" revenue from these sources as we plan for next year; thereby limiting significantly increased funding for expanded operations or capital improvements.

Emergency Communications Upgrades

There two significant projects included in the proposed *FY13-14 Annual Budget* at a total cost of **$380,000** that will provide important enhancements to the City's emergency communication services - the Capitol Region Radio Project and the 9-1-1 Switch Upgrade.

The **Capitol Region Radio Project** is a wide ranging, multi-year project to design and replace the 800MHz radio system that provides vital communication capabilities for all City public safety services including Police, Fire/EMS, and Sheriff. This project is a wide-ranging capital improvement project that will be done in conjunction with our continuing partnership with Chesterfield County – and will include Henrico and Hanover Counties as well as the City of Richmond. The City's existing radio system will become obsolete by 2016, as it will no longer be supported by the manufacturer and parts/maintenance will no longer be available. Funding included in the proposed *FY13-14 Annual Budget* is **$150,000**, which represents the first of a two-year funding effort for system planning and design (total $250,000). The current estimated of ultimate total project costs to the City is $5.3M.

The **9-1-1 Switch Upgrade** is an equipment upgrade/replacement that will be mandatory for the City to continue to provide 9-1-1 communications services to our citizens. After next year, the City's existing equipment will no longer be supported by the manufacturer and parts/maintenance will no longer be available. The Fire/EMS staff has been successful in obtaining a $150,000 grant to help offset the total estimated projects costs of **$230,000** – but the City will still have to absorb net one-time costs of $80,000 in the *FY13-14 Annual Budget.*

Employee Health Insurance Costs

The City will be absorbing a significant overall increase in employee health insurance costs in FY13-14. Each year, routine adjustments are made to group health insurance premiums (a) based on recent claims experience and (b) to properly reflect the various changes in individual coverage consistent with the changes in personnel that occurred in the prior year. There will also be additional costs associated with the two new full-time positions proposed for next year. The net overall effect of these items is an increase in insurance premiums for FY13-14 - for both the City and those employees with dependent coverage. The overall cost increase for the City impacting next year's budget is currently estimated to be just over **$262,000**.

Employee Compensation

As one of its Annual Goals for 2013, the City Council reaffirmed its commitment to *"Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits".* In an effort to attain this goal in a fiscally responsible manner, the proposed *FY13-14 Annual Budget* includes a Cost of Living Adjustment (COLA) of **2.0%** in base salaries or rates of pay for all full-time city employees - that will go into effect on **January 1, 2014** (the mid-year point of the fiscal year).

Staffing

The proposed budget includes full-year funding in FY13-14 for up to **three hundred forty (340) total city employees**: two hundred forty-eight (248) full-time positions, thirty-seven (37) part-time positions, and fifty-five (55) seasonal positions.

New Personnel

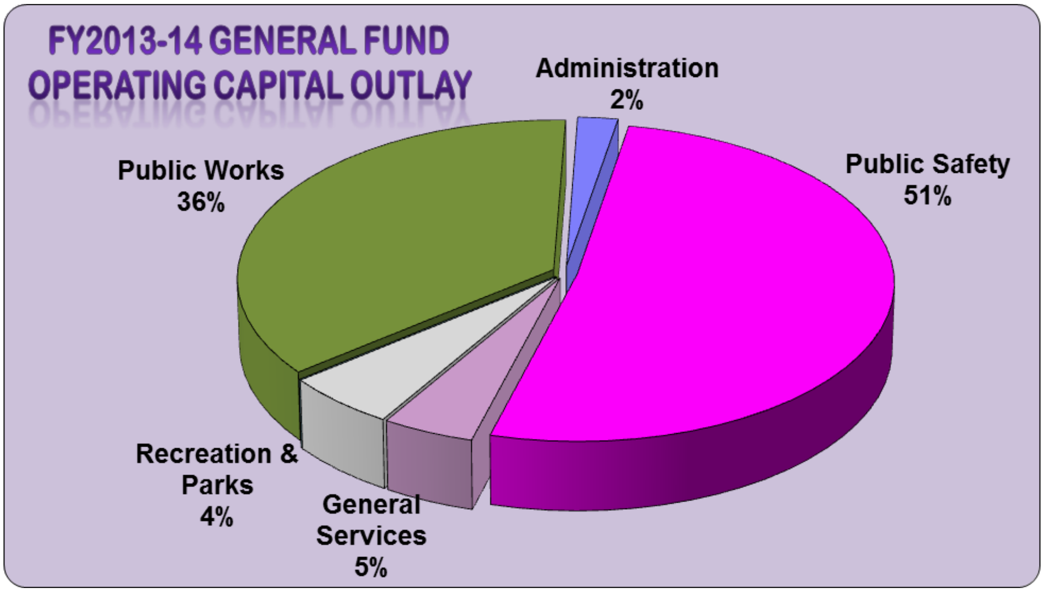
For the first time in a number of years, the proposed operating budget includes a recommendation to create and fund two new full-time positions: (1) a Director of Economic Development in the City Manager's Office and (2) a Facilities/Groundskeeper in Parks & Grounds:

Director of Economic Development – As part of its commitment to continued business growth and development and to effectively support the existing business community, the City Council has expressed its desire to have a full-time professional devoted to economic development on city staff. Although it is believed that our overall business development and related support services will be greatly enhanced through this upgraded commitment, one of the first objectives associated with this new position will be the creation of the City's first Economic Development Strategic Plan – further defining policy goals and expectations in this regard. The proposed *FY13-14 Annual Budget* includes full-year funding of this position at a total estimated annual cost (salary and benefits) of **$106,000**.

Facilities/Groundskeeper - Currently, the City has three maintenance divisions under the Recreation & Parks Department (Buildings & Grounds, Horticulture and Parks) that carry the full responsibility for maintenance of all city-owned parks, grounds, and buildings - including more than fifteen athletic fields, nine parks/playgrounds, nine buildings and more than forty other sites. Over the last fifteen years, the City has maintained the same staffing levels in these departments, while during the same time period adding maintenance responsibilities for the City Hall, Garage, Public Safety Building, Library, Community Center, Appamatuck Park, Roslyn Landing Park, and the Appomattox River Trail System. And, beginning later this year, the department will also assume additional responsibilities when the new City Courthouse is opened. Even though these divisions work together to maximize available resources, staffing levels must be increased if we are to maintain the high service levels in this area that citizens have come to expect. As such, the proposed *FY13-14 Annual Budget* includes partial funding of a new full-time Facilities/Groundskeeper-II position (starting January 1, 2014) at a total estimated (salary and benefits) of **$20,600**. Full-year funding of this position will cost $41,200.

Operations-Capital Outlay

Total capital reinvestment into General Fund Operations for FY13-14 (vehicles, equipment, furniture & fixtures, street resurfacing, etc.) is proposed at a total of **$1.32M** and follows the *Five-Year Capital Program-Operations* – representing a significant increase over last year's capital investment in day-to-day operations and services.



Utility Rates

Another challenge facing the City in FY13-14 was identified in the past year's Annual Audit Report and confirmed the staff's prior recommendations that revenues generated from water and sewer service fees are no longer sufficient to absorb costs associated with those services – thereby indicating the need for a rate adjustment to keep these funds and/or services economically viable. The Water and Sewer Fund is managed as an Enterprise Fund, meaning that costs for services are supported entirely by fees charged for such services. Maintaining such funds in this manner eliminates any potential burden on taxpayers; and is a universal practice endorsed by most service providers.

Accordingly, the Council has previously authorized an independent rate study to address this situation. It is anticipated that such study will be completed – and determinations made as to appropriate rate adjustments – prior to the beginning of the FY13-14 fiscal year.

Other Miscellaneous Issues

- **New City Courthouse –** We look forward with great anticipation to the completion and planned opening of the new City of Colonial Heights Courthouse later this year. Its opening will obviously represent a positive addition for the City in many ways, but will also represent increased annual costs and responsibilities. While the City has already absorbed into its annual budget the debt and re-payment structure associated with the primary costs of construction, the new facility will also significantly increase annual costs for building maintenance and operations. To that end, the proposed *FY13-14 Annual Budget* includes increased maintenance costs of approximately **$30,000** (projected at $40,000 for full-year funding).

  It will only be after a few years' experience, however, that we will be able to more accurately project what the true increased operating costs for the Courthouse will be.

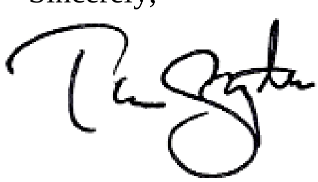
Other Miscellaneous Issues (cont'd)

- **Increased Staffing at New Courthouse –** Also associated with the move to the new Courthouse is discussion of appropriate staffing and/or funded personal for the departments operating out of that facility. There have already some been preliminary discussions initiated by certain departments - namely the Commonwealth's Attorney and Sheriff – as to their belief that increased staffing is warranted within their particular operations. The proposed *FY13-14 Annual Budget* includes no such provision for increased funding for personnel at the new Courthouse. However, this is an issue that is anticipated to be reviewed at some point during the next fiscal year.

- **Finance Department staffing –** Earlier this year, the administration submitted a proposal to the City Council aimed at an effective reorganization of the city's financial management structure and operations. The proposal was designed, among other things, to provide a more effective allocation of available resources. While the majority of Council could not agree to support this recommendation, the problems illustrated by the administration in that proposal remain - particularly as it relates to the proper allocation of resources and workload. The staff will continue to seek guidance from the Council on how best to address this situation – including the possible addition of staff to assure the proper management of city funds and the continued excellence in financial administration long-established by the City Finance Department.

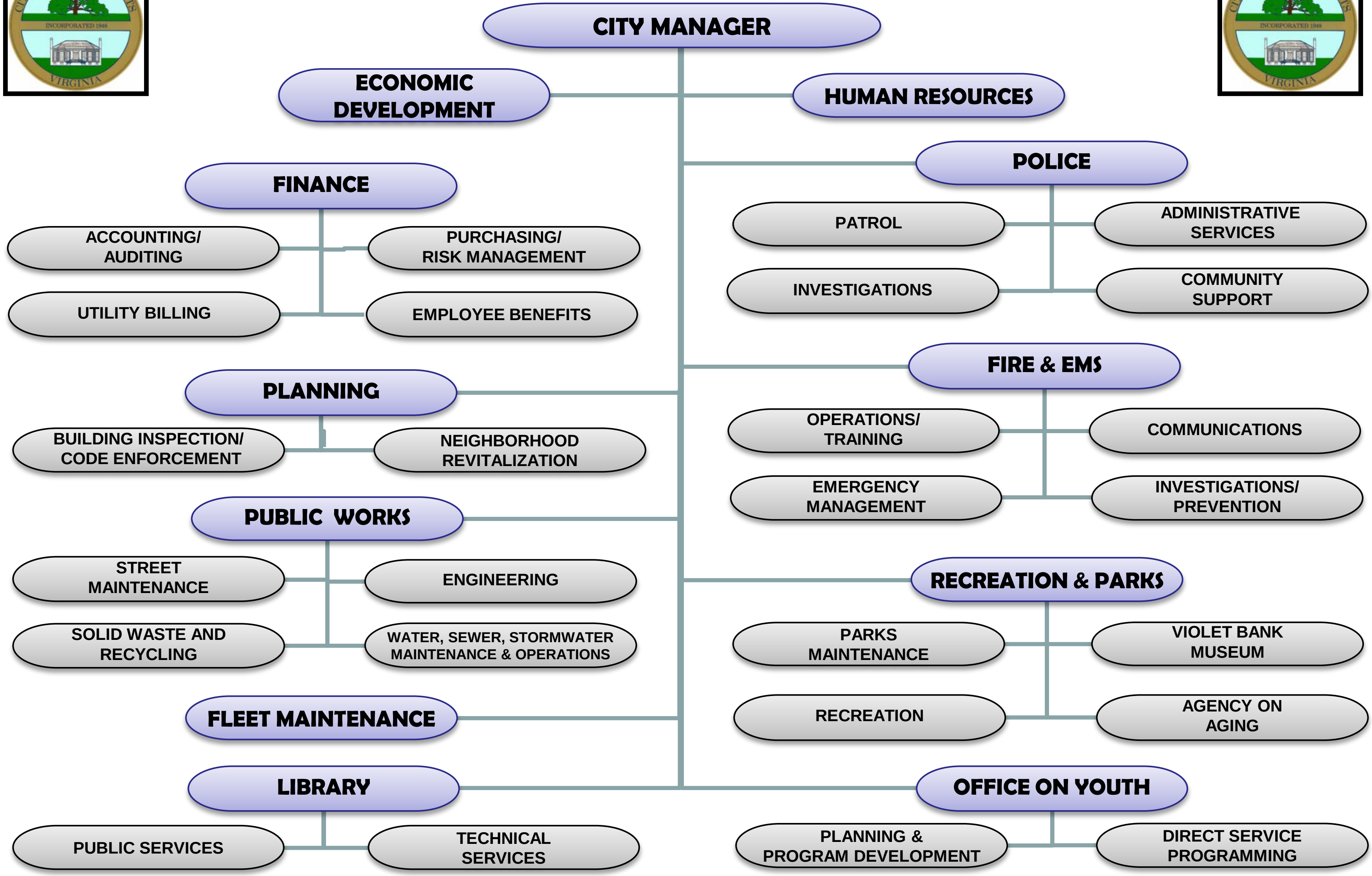
The 2013-14 year should provide another challenging – but rewarding - year for the City of Colonial Heights and will also include unique opportunities for the continued growth and enhancement of city operations and services. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support and this opportunity to serve the citizens of Colonial Heights. We look forward to working with you during the coming year.

Sincerely,



Thomas L. Mattis
City Manager

2013-14 Operations Organization Chart



City of Colonial Heights
2013 City Council Goals

Courthouse Project

- Construction – Complete construction and open the facility no later than November 30.
- Land Use Planning – Working through the *Southern Gateway Land Use Planning Committee* continue efforts to develop an effective long-term land use planning strategy for the city-owned property adjacent to the courthouse and neighboring properties.
- Site of Existing Courthouse – Finalize a development plan for future use and/or sale of the existing courthouse property at 401 Temple Avenue.

Economic Development

- Authorize the creation of and funding for a new full-time Director of Economic Development position; and assist the City Manager in defining general goals and expectations for economic development operations.
- Initiate the development of an Economic Development Strategic Plan.
- Continue efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project

Planning and Code Enforcement

- Finalize development of the proposed new Comprehensive Plan, working through the Planning Commission and citizen groups and presenting same for City Council's consideration no later than the end of the year.
- Strive to enforce applicable Code provisions to assure proper maintenance and appearance of properties throughout the city.

Finance

- Initiate and complete the reorganization of city financial management operations as recommended by staff.
- Complete an independent and comprehensive analysis of water and sewer rates to assure appropriate and sustainable revenues sufficient to support desired service levels.

Parks and Recreation

- Finalize planning and initiate construction of Phase III on the *Appomattox River Greenway Trail* Project.
- Initiate Phase 1 of the five-year Capital Improvements Master Plan for *Shepherd Stadium* to preserve and rehabilitate that facility.
- Continue dialogue as to the future of the historic *Violet Bank Museum* and consider plans for an appropriate commemoration of the upcoming Sesquicentennial of the Army of Northern Virginia's establishing its headquarters there in 1864.

City of Colonial Heights

2013 City Council Goals

Transportation/Mobility

- Continue development of the Dupuy Avenue and Lakeview Avenue modernization projects, moving forward with right-of-way acquisition for both projects while striving to minimize adverse impact on existing neighborhoods and property owners.
- Continue support of VDOT's Temple Avenue Interstate Interchange Project as appropriate.
- Manage the initial construction of the Boulevard Modernization Project.
- Continue on-going work to effectively access external funds and complete various road improvement projects, including but not limited to the following:
  - *Boulevard Streetscape Enhancement - James Avenue to Avenue A*
  - *Temple Ave - Conduit Road Right Turn Lane*
  - *Temple Ave –Dimmock Pkwy Left Turn Lane*
  - *Safe Routes to School*
  - *Annual Street Resurfacing*

Public Safety

- Proceed with initial funding and support for the *Capital Region Radio Project* that will upgrade and replace the City's to-be-outdated radio system, enhancing communication capabilities for both the Police and Fire/EMS Departments.

Communications

- Continue to improve all forms of communication with general citizenry as to various city issues and/or projects.

Personnel

- Consider the creation of a broadly based *Career Development Program* for city employees, striving to extend the benefits of such a program to as many city departments as possible.
- Strive to continue efforts to provide appropriate and market-competitive compensation for all city employees; and to effectively address any increased costs for employee benefits.

Services

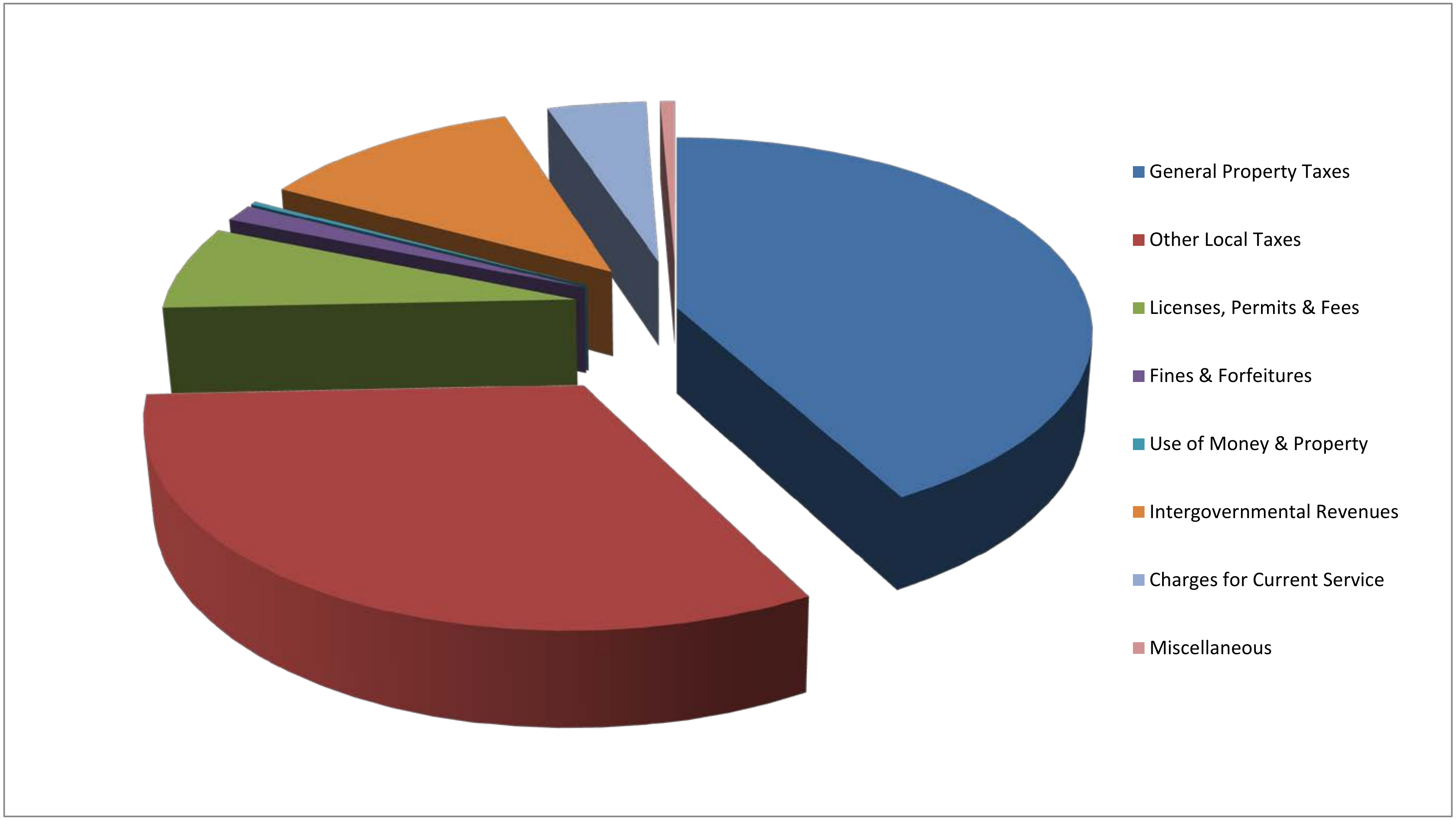
- Continue to assess overall litter control policies for the City, assuring effective utilization of available resources to achieve desired results.
- Review and assess various City information technology systems, policies, and procedures to assure effective and productive delivery of cutting-edge services at an appropriate cost.
- Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.

Water/Wastewater Services

- Continue efforts to achieve effective water and wastewater planning to address both short-term and long-term needs of the City.

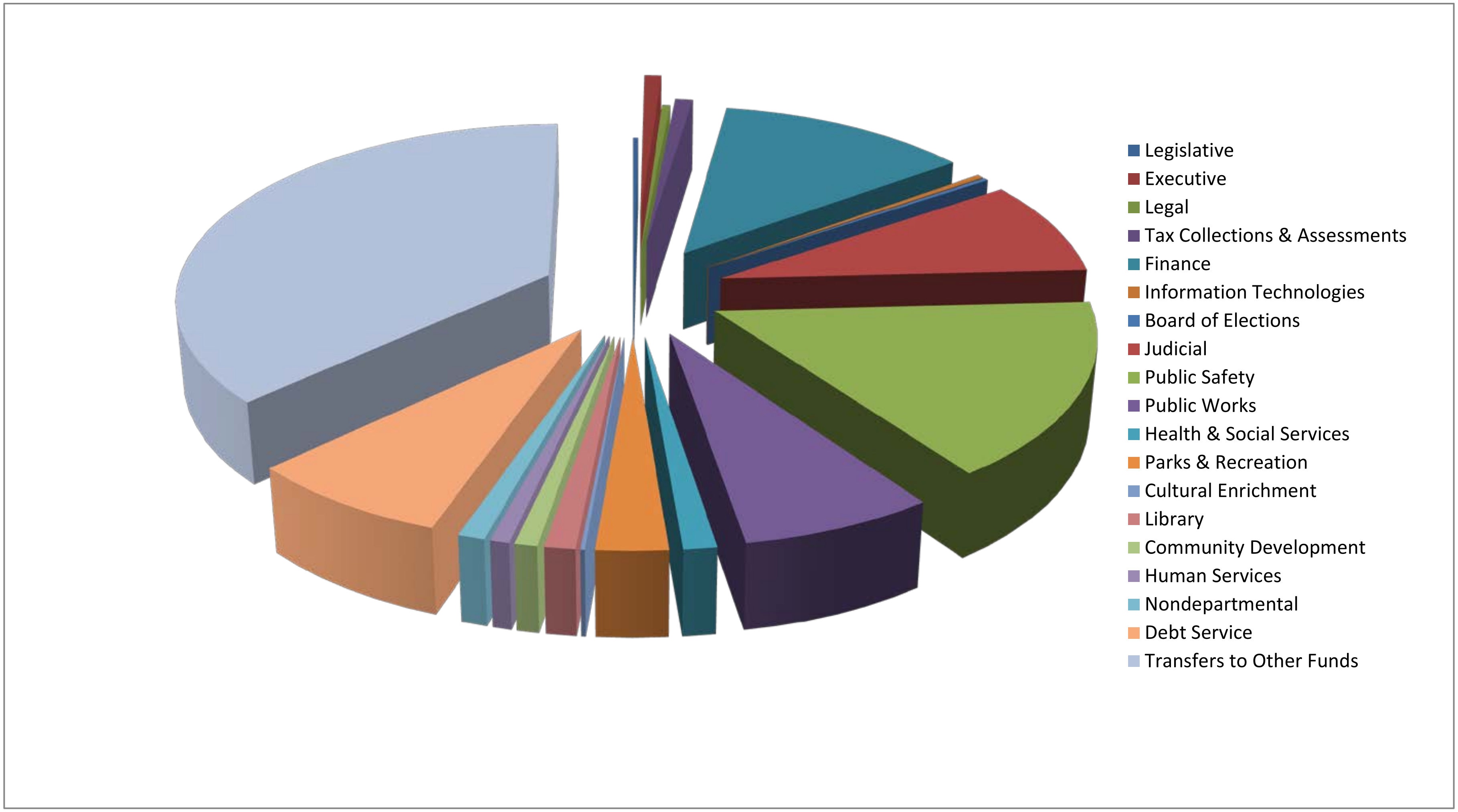
General Fund

GENERAL FUND REVENUES



TOTAL REVENUES $52,711,889

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES $52,711,889

Recapitulation

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	REVENUE							
4100	General Property Taxes	$21,159,849	$21,374,974	$21,405,217	$21,429,150	$21,646,776	1.0%	$21,646,776
4200	Other Local Taxes	13,943,241	15,587,684	15,587,684	16,509,565	17,021,005	3.1%	17,021,005
4300	Licenses, Permits & Fees	3,320,903	3,384,895	3,384,894	3,529,166	3,584,012	1.6%	3,584,012
4400	Fines & Forfeitures	707,554	718,053	718,053	718,000	720,000	0.3%	720,000
4500	Use of Money & Property	146,193	173,253	173,253	149,000	169,000	13.4%	169,000
4600	Intergovernmental Revenue	6,223,035	6,280,683	6,860,683	6,108,807	6,464,857	5.8%	6,464,857
4700	Charges for Current Services	1,141,703	1,229,013	1,229,013	2,276,475	2,475,609	8.7%	2,475,609
4800	Miscellaneous	8,551,701	438,772	438,841	335,293	350,630	4.6%	350,630
	Restricted Account - Telephone					80,000		80,000
	Fund Balance/Bond Issue					200,000		200,000
	TOTAL	$55,194,179	$49,187,327	$49,797,638	$51,055,456	$52,711,889	3.2%	$52,711,889

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	LEGISLATIVE							
1011	City Council	66,025	59,818	73,037	72,324	77,824	7.6%	77,824
1012	Clerk of Council	69,404	62,055	60,786	65,749	48,879	-25.7%	48,879
	EXECUTIVE							
1051	City Manager	214,523	170,047	207,704	203,126	216,293	6.5%	216,293
1052	Human Resources	94,274	88,457	95,790	96,879	101,663	4.9%	101,663
1053	Economic Development					144,124		144,124
	LEGAL							
1101	City Attorney	192,699	178,337	198,056	205,536	209,837	2.1%	209,837
	TAX COLLECTIONS							
1152	Commissioner of Revenue	187,953	185,055	191,501	195,256	207,848	6.4%	207,848
1153	City Treasurer	235,351	237,571	238,525	241,481	254,171	5.3%	254,171
	FINANCE							
1201	Financial Administration	488,566	474,958	484,952	484,952	495,419	2.2%	495,419
1204	Auditing	136,676	162,472	148,061	134,262	141,790	5.6%	141,790
1205	Employee Benefits	4,604,550	4,678,884	4,841,494	5,395,472	5,196,053	-3.7%	5,196,053
1206	Purchasing	76,499	91,149	96,807	142,811	107,697	-24.6%	107,697
1207	Insurance & Risk Management	628,166	542,267	482,032	548,400	530,955	-3.2%	530,955
1208	Real Estate Assessor	170,568	148,518	130,458	127,585	139,238	9.1%	139,238
	INFORMATION TECHNOLOGIES							
1253	Information Technologies	159,031	137,741	184,279	172,061	186,505	8.4%	186,505
	BOARD OF ELECTIONS							
1301	Electoral Board	21,913	21,632	25,026	25,312	24,814	-2.0%	24,814
1302	Registrar	88,121	91,903	102,787	104,289	109,787	5.3%	109,787

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	JUDICIAL							
1351	Circuit Court	341,372	353,069	383,944	390,411	405,216	3.8%	405,216
1355	Commonwealth's Attorney	528,316	499,361	516,022	509,242	555,264	9.0%	555,264
1356	Sheriff	513,533	543,468	565,539	577,668	608,607	5.4%	608,607
1357	Incarceration Cost	2,886,292	3,076,881	2,417,695	2,450,500	2,660,500	8.6%	2,660,500
1353	General District Courts	109,899	109,403	102,285	85,920	91,565	6.6%	91,565
1354	Probation	4,715	5,339	5,653	6,100	6,100	0.0%	6,100
1358	Community Diversion Services	58,708	58,708	53,000	58,800	58,800	0.0%	58,800
1359	Community Correction Services	98,800	98,800	98,800	98,800	98,800	0.0%	98,800
1360	Victim Witness	53,046	68,666	65,567	70,968	74,484	5.0%	74,484
	PUBLIC SAFETY							
1401	Police	3,407,383	3,405,107	3,669,579	3,552,225	3,760,870	5.9%	3,760,870
1402	Fire/EMS	2,932,503	2,946,547	2,928,702	2,887,547	3,170,972	9.8%	3,170,972
1403	Emergency Management	18,838	27,652	556,761	43,675	44,975	3.0%	44,975
1404	Communications	1,074,844		1,106,438	1,072,657	1,439,531	34.2%	1,439,531
	PUBLIC WORKS							
1451	Public Works Administration	220,770	216,324	212,720	225,242	236,554	5.0%	236,554
1453	Street Maintenance	1,445,862	997,588	1,228,991	1,242,367	1,212,508	-2.4%	1,212,508
1456	Engineering	453,886	623,062	632,887	658,310	692,004	5.1%	692,004
1457	Building Maintenance	470,503	460,312	460,312	498,119	520,259	4.4%	520,259
1458	Fleet Maintenance	270,418	237,178	261,218	260,215	274,936	5.7%	274,936
1459	Solid Waste			967,137	621,848	600,208	-3.5%	600,208
1460	Recycling			271,897	277,111	295,651	6.7%	295,651
	HEALTH & SOCIAL SERVICES							
1501	Health	144,050	145,626	172,864	181,058	185,298	2.3%	185,298
1502	Social Services	261,141	310,606	234,016	325,050	300,000	-7.7%	300,000
1503	Comprehensive Services Act	102,108	104,221	239,364	150,000	175,000	16.7%	175,000

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND EXPENDITURES | ACCOUNT NUMBER 10

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PARKS & RECREATION							
1601	Recreation	476,529	441,582	447,267	476,814	537,624	12.8%	537,624
1602	Community Center	243,455	244,775	269,044	261,950	271,095	3.5%	271,095
1603	Horticulture	81,375	56,749	71,667	77,800	79,625	2.3%	79,625
1604	Parks & Grounds	490,847	478,357	503,068	497,169	530,301	6.7%	530,301
	CULTURAL ENRICHMENT							
1651	Violet Bank Museum	71,123	87,262	84,038	85,207	87,736	3.0%	87,736
	LIBRARY							
1701	Public Library	585,819	582,245	604,253	590,054	608,966	3.2%	608,966
	COMMUNITY DEVELOPMENT							
1751	Planning	233,487	182,980	164,526	172,898	195,180	12.9%	195,180
1752	Building Inspections	193,655	198,898	203,818	213,511	244,617	14.6%	244,617
1753	Economic Development	95,045	94,574	97,536	87,000		-100.0%	
	Human Services							
1801	Office on Youth & Human Services	141,037	142,434	140,330	135,323	158,455	17.1%	158,455
1802	Better Beginnings Grant	2,162	2,370	2,614	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	85,886	120,569	117,504	124,650	130,495	4.7%	130,495
1807	KAP Program	28,581	29,332	29,542	28,600	28,800	0.7%	28,800
1808	Community Development Block Grant	83,770	146,199		69,234	65,772	-5.0%	65,772
1810	VA ABC Grant	3,829						
	NONDEPARTMENTAL							
1901	Contributions & Subsidies	206,237	205,023	193,351	204,790	204,493	-0.1%	204,493
1902	Contingencies & Miscellaneous	47,696	161,215	175,231	316,500	321,500	1.6%	321,500
	DEBT SERVICE							
1951	Principal Retirement	10,159,055	1,968,712	5,998,330	2,546,199	2,839,657	11.5%	2,839,657
1952	Interest & Fiscal Charges	1,017,613	865,566	865,566	1,518,278	1,227,798	-19.1%	1,227,798
	OPERATING TRANSFERS OUT							
2001	Transfers to Other Funds	18,649,784	18,816,312	19,187,551	19,187,551	19,516,176	1.7%	19,516,176
	TOTAL	$55,728,291	$46,443,936	$53,867,922	$51,055,456	$52,711,889	3.2%	$52,711,889

Revenue

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4100

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	GENERAL PROPERTY TAXES							
4101	Current Real Estate 1st Half	$8,811,916	$8,987,431	$8,853,722	$8,489,044	$8,522,966		$8,522,966
	Courthouse Increase				$329,750	$336,982		$336,982
4102	Current Real Estate 2nd Half	8,778,833	8,813,814	8,783,795	8,500,005	8,533,927		8,533,927
	Courthouse Increase				326,161	333,393		333,393
4105	Current Public Service Tax 1st Half	220,008	159,811	208,535	196,471	201,138		201,138
4106	Current Public Service Tax 2nd Half	159,406	192,312	203,034	196,471	201,138		201,138
4110	Machinery & Tools Tax	35,885	130,891	170,219	115,000	170,000		170,000
4112	Current Personal Property Tax	2,133,675	2,104,904	2,180,647	2,261,522	2,315,810		2,315,810
4113	Delinquent Real Estate	486,442	429,816	456,623	474,726	476,422		476,422
4114	Delinquent Personal Property	326,028	350,605	335,755	335,000	335,000		335,000
4120	Penalties & Interest	207,656	205,390	212,887	205,000	220,000		220,000
	TOTAL	$21,159,849	$21,374,974	$21,405,217	$21,429,150	$21,646,776	1.0%	$21,646,776

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4200

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OTHER LOCAL TAXES							
4201	Utility Consumer Tax	$959,143	$963,657	$937,901	$975,000	$940,000		$940,000
4202	Bank Stock Taxes	288,011	322,315	306,387	315,000	315,000		315,000
4203	Retail Sales & Use Taxes	6,687,050	6,662,265	7,066,137	7,205,239	7,387,688		7,387,688
4204	Recordation Taxes	175,405	172,239	228,812	180,000	230,000		230,000
4205	Food Tax	4,245,437	4,413,600	5,227,900	4,916,961	5,193,981		5,193,981
	1% Courthouse Portion				983,392	1,038,796		1,038,796
4207	Lodging Tax	859,620	1,095,801	1,110,313	1,208,973	1,200,541		1,200,541
4208	Communications Tax	728,575	719,872	710,234	725,000	715,000		715,000
	TOTAL	$13,943,241	$14,349,749	$15,587,684	$16,509,565	$17,021,005	3.1%	$17,021,005

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE | ACCOUNT NUMBER 4300

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	LICENSES, PERMITS & FEES							
4301	Business & Occupational License	$2,761,474	$2,819,251	$2,782,455	$2,961,341	$2,966,097		$2,966,097
4302	Bicycle Tags	47	35	14	25	15		15
4303	Motor Vehicle License Fees	384,211	383,549	386,041	380,000	390,000		390,000
4305	Erosion Control Permits							
4307	Animal License Fees	14,166	13,585	14,324	14,000	14,300		14,300
4308	Zoning Fees	7,870	5,130	8,115	6,000	8,500		8,500
4311	Electrical Permits	12,731	10,255	13,284	15,000	15,000		15,000
4312	Plumbing Permits	18,004	15,907	23,909	20,000	25,000		25,000
4313	Building Permits	40,610	43,559	58,088	50,000	68,000		68,000
4315	Court Fees	22,881	23,162	22,415	22,000	22,000		22,000
4316	Miscellaneous Fees	29,723	27,678	27,427	30,000	30,000		30,000
4318	Development Fees	3,700	1,025	5,095	3,700	5,000		5,000
4320	Rental Inspection Fees	950	50		100	100		100
4321	Administrative Fees	24,536	28,582	43,072	27,000	40,000		40,000
4325	Credit Card Fees			656				
	TOTAL	$3,320,903	$3,371,768	$3,384,895	$3,529,166	$3,584,012	1.6%	$3,584,012

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4400

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FINES & FORFEITURES							
4401	Fines & Forfeitures	$564,369	$608,694	$584,396	$585,000	$585,000		$585,000
4402	Parking Fines & Fees	16,793	20,824	20,536	20,000	20,500		20,500
4403	Alarm Fines & Fees	16,315	9,642	8,510	10,000	8,500		8,500
4405	Jail Administrative Fees	14,056	12,940	11,167	13,000	12,000		12,000
4406	Courthouse Security Fees	95,984	95,281	93,431	90,000	94,000		94,000
4407	Other Jail Fees	37	68	13				
	TOTAL	$707,554	$747,449	$718,053	$718,000	$720,000	0.3%	$720,000

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE | ACCOUNT NUMBER 4500

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	USE OF MONEY & PROPERTY							
4501	Interest on Investments	$12,018	$5,989	$1,603	$15,000	$5,000		$5,000
4502	Rent of Property	17,130	14,651	15,340	15,000	15,000		15,000
4503	Sales of Surplus & Scrap	401	24,241	14,000	9,000	9,000		9,000
4506	Rental Fees	116,644	113,132	142,310	110,000	140,000		140,000
	TOTAL	$146,193	$158,013	$173,253	$149,000	$169,000	13.4%	$169,000

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4600

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	INTERGOVERNMENTAL REVENUE							
4603	Rolling Stock Taxes	$4,483	$4,509	$4,160	$4,160	$4,000		$4,000
4604	Street Construction & Maintenance	2,108,763	2,166,918	2,247,324	2,247,322	2,290,207		2,290,207
4606	Library Funds - State	144,516	141,871	113,947	125,000	135,527		135,527
4608	Probation Recoveries	183	291	58	300	100		100
4609	Anti-Litter Grant	5,125	5,910	5,000	5,000	5,000		5,000
4610	Commissioner of Revenue - Recoveries	92,016	81,922	79,736	81,612	81,841		81,841
4611	Treasurer - Recoveries	90,030	76,857	74,352	77,525	80,013		80,013
4612	Circuit Court - Recoveries	237,810	267,304	264,278	243,799	254,267		254,267
4613	Sheriff - Recoveries	292,457	291,079	275,248	275,000	292,087		292,087
4614	Commonwealth's Attorney - Recoveries	435,229	444,804	428,754	418,083	473,695		473,695
4615	State Board of Election - Reimbursement	43,118	38,385	42,960	35,871	43,000		43,000
4616	Health Department Reimbursement	(10,921)	9,346	27,043	10,000	10,000		10,000
4619	Department of Fire Programs	65,864	66,719	39,966	48,800	46,600		46,600
4620	Emergency Medical Service Funds (D.M.V.)	16,891			18,000	17,250		17,250
4621	Law Enforcement Recoveries (H.B. 599)	589,148	582,228	530,510	498,000	561,784		561,784
4622	LEMP Grant				5,000	7,500		7,500
4624	Juvenile Crime Act	89,420	68,649	65,234	49,887	50,000		50,000
4625	Victim Witness Grant	53,574	53,574	54,645	54,645	54,645		54,645
4626	Miscellaneous Grants	1,598	5,991	7,845				
4635	FEMA Reimbursement			599,543				
4642	Va Wireless Board	78,780	80,129	77,276	80,000	80,000		80,000
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,173,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	57,602	147,481	78,399	69,234	65,772		65,772
4647	Federal Pass Thru Grants	128,527	36,834	59,740				
4648	State Grants	38,741	53,212	31,296				
4650	Aid to Commonwealth	(93,288)	(102,378)					
4652	EMS Training Funds		5,160					
4653	CCP Grant				8,200	8,200		8,200
4654	911 Switch Grant					150,000		150,000
	TOTAL	$6,223,035	$6,280,164	$6,280,683	$6,108,807	$6,464,857	5.8%	$6,464,857

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4700

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	CHARGES FOR CURRENT SERVICES							
4704	Recreation Use Charges & Fees	25,191	23,660	18,893	25,000	25,000		25,000
4705	Administrative Service Charges - Refuse	42,138	366,453	346,454				
	Water	131,507			152,024	154,691		154,691
	Sewer	96,256			110,536	123,245		123,245
	Storm Water				37,415	40,173		40,173
4706	Animal Control Charges	7,669	7,391	3,986	7,500	7,500		7,500
4707	Law Library Fees	4,977	5,096	4,776	6,000	6,000		6,000
4708	Sheriff's Fees	786	1,472	2,983				
4709	Freon Charges	10	140	190				
4710	Fare Care Subscriptions	41,736	40,557	39,880	40,000	41,000		41,000
4711	EMS Transport Fees	790,347	693,856	811,151	750,000	930,000		930,000
4742	Dishonored Check Fee	1,086	1,320	700	1,200	1,200		1,200
4702	Refuse fees				1,146,800	1,146,800		1,146,800
	TOTAL	$1,141,703	$1,139,945	$1,229,013	$2,276,475	$2,475,609	8.7%	$2,475,609

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4800

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	MISCELLANEOUS							
4801	Contributions & Other Sources	$		$3,881	$9,000	$9,000		$9,000
4802	Recoveries & Rebates	67,039	453,917	7,610	10,000	10,000		10,000
4803	Recoveries - Damages to Property	171		6,174	500	500		500
4805	Sale of Books & Materials	1,600	750	850	100	9,000		9,000
4807	Transfers In School Fund - Debt			315,449				
	Transfers In School Fund - School Officers	112,024	123,508		124,000	132,200		132,200
	Transfers In School Fund - Tussing Debt	188,928	190,837		191,693	189,930		189,930
4812	Donations	58,500	172,414	13,650				
4824	Miscellaneous Revenue	71,765	42,560	91,158				
4825	Bond Proceeds	8,051,674						
	TOTAL	$8,551,701	$983,986	$438,772	$335,293	$350,630	4.6%	$350,630

Departmental Budgets

City Council

The Colonial Heights City Council serves as the governing body that makes all policies for the administration of the city. The seven-member Council is elected at large by the voters, and the Council members elect a Mayor from their number for a two-year term. The Mayor presides over meetings of the Council and is recognized as the head of the city government for all ceremonial purposes. Councilmembers are elected to staggered, four-year terms and a portion of the Council is elected every two years.

The City Council is charged, collectively, with providing for the organization, conduct, and operation of all departments, boards, commissions, offices, and agencies of the city through the effective development and communication of desired city policy.

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

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

Performance Indicators	FY 10 - 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
City Council Meetings Held	37	34	35	35
Appointments to Boards, Commissions, and Committees	66	66	53	54
Resolutions, Ordinances, and Financial Ordinances Considered	92	87	85	95

Personnel Resources

Executive Legislative

			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2012–13	FY 2013–14 Proposed	Diff.
Mayor	L	Salary	1.00	1.00	0.00
Vice Mayor	L	Salary	1.00	1.00	0.00
Councilmember	L	Salary	5.00	5.00	0.00
L=Legislative			**7.00**	**7.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CITY COUNCIL | ACCOUNT NUMBER 1011

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$46,000	$46,000	$47,454	$46,000	$46,000		$46,000
	Total Personal Services	46,000	46,000	47,454	46,000	46,000	0.0%	46,000
	OPERATING EXPENSES							
5201	Advertising	3,467	2,150	6,077	4,100	5,500		5,500
5203	Professional & Special Services	2,500			2,500	2,500		2,500
5206	Dues & Subscriptions	1,511	1,644	1,489	1,575	1,575		1,575
5209	Maintenance - Electronics	243	324	324	324	324		324
5221	Postage	258	430	320	525	625		625
5223	Telephone	804	804	3,407	1,000	5,000		5,000
5225	Travel & Vocational Training	4,265	5,103	7,458	8,500	8,500		8,500
5242	Printing, Supplies & Materials	2,723	3,085	4,177	3,800	3,800		3,800
5254	Contingencies & Reserve	4,254	1,979	2,331	4,000	4,000		4,000
	Total Operating Expenses	20,025	15,519	25,583	26,324	31,824	20.9%	31,824
	TOTAL	$66,025	$61,519	$73,037	$72,324	$77,824	7.6%	$77,824

City Clerk

The Colonial Heights City Clerk, often referred to as the Clerk of Council, is a city official appointed by the Mayor and City Council and serves primarily to coordinate and record meetings and actions of the governing body.

The City Clerk is specifically charged with the responsibility to maintain a journal of City Council proceedings; recording all ordinances, resolutions and official acts of the Council. As part of this responsibility, the Clerk assures that all such information is maintained as public records and that such records are open to inspection at any time during regular business hours. The Clerk is actively involved in assuring that the city adheres to all laws of the Commonwealth regarding open meetings and open records.

In conjunction with the City Manager, City Attorney, Mayor and City Council, the Clerk prepares all meeting agendas for the Council, including the printing and distribution of the said agendas to all city officials, media, and/or the general public. The Clerk also records and maintains all official minutes of such minutes.

The City Clerk maintains rosters of Council-appointed Boards, Commissions and Committees and their respective terms. The Clerk serves as custodian of the City Seal and is the officially-designated city officer authorized to use and authenticate it.

The City Clerk provides formal notice to all members of the City Council upon their election to the governing body; and administers the oath of office to all such duly elected members at the organizational meeting of the new Council.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	25	22	23	23
City Council Documents Prepared	21	13	17	18
Letters of Appointment to Boards, Commissions, and Committees	66	66	53	54
Resolutions/ Ordinances Considered	92	87	85	95

Personnel Resources

City Clerk's Office

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Clerk of Council	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL | ACCOUNT NUMBER 1012

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$57,193	$54,300	$53,200	$53,560	$34,000		$34,000
5103	Temporary & Seasonal Help	1,691	1,025	383	1,900	1,900		1,900
	Total Personal Services	58,884	55,325	53,583	55,460	35,900	-35.3%	35,900
	OPERATING EXPENSES							
5203	Professional & Special Services	5,039	45		2,550	2,550		2,550
5206	Dues & Subscriptions	155	50	165	175	175		175
5209	Maintenance - Electronics	243	324	324	324	324		324
5216	Maintenance - Office Equipment				160	500		500
5221	Postage	323	177	133	525	525		525
5223	Telephone	1,320	1,320	1,680	1,475	1,925		1,925
5225	Travel & Vocational Training		2,006	1,840	1,500	2,000		2,000
5242	Printing, Supplies & Materials	1,396	595	508	2,880	2,880		2,880
5248	Books & Publications				100	100		100
	Total Operating Expenses	8,476	4,517	4,650	9,689	10,979	13.3%	10,979
	CAPITAL OUTLAY							
5510	Office Equipment		2,213	804	600	2,000		2,000
5516	Electronic Equipment	2,044		1,749				
	Total Operating Expenses	2,044	2,213	2,553	600	2,000	233.3%	2,000
	TOTAL	$69,404	$62,055	$60,786	$65,749	$48,879	-25.7%	$48,879

City Manager

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

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

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

A primary responsibility for the City Manager every year is to prepare and submit an operating and capital improvement budget to City Council for their consideration, detailing funding proposals for all city departments and operations; and providing estimates of anticipated tax receipts fort he 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. For FY13-14 budgetary purposes, this department will also include the new Director of Economic Development.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
City Council Meetings Held	37	34	35	35
GovQA Requests (Citizens Action Center on-line)	144	131	50	50
Parade/Demonstration Permits	9	16	11	8
City Council Goals/Achieved	N/A	34/91%	26/92%	26/92%

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
Director of Economic Development	FT	Salary	0.00	1.00	1.00
			2.00	**3.00**	**1.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CITY MANAGER | ACCOUNT NUMBER 1051

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$198,880	$142,203	$179,451	$180,665	$190,673		$190,673
5103	Temporary & Seasonal Help	3,681	224	1,053	800	800		800
				468				
	Total Personal Services	202,561	142,427	180,972	181,465	191,473	5.5%	191,473
	OPERATING EXPENSES							
5201	Advertising	673	722	721	700	700		700
5203	Professional & Special Services		2,738					
5206	Dues & Subscriptions		1,829	2,708	2,300	2,300		2,300
5209	Maintenance - Electronics	477	636	636	636	636		636
5221	Postage	95	108	66	125	100		100
5223	Telephone	3,424	3,533	4,108	5,200	5,900		5,900
5225	Travel & Vocational Training	1,570	7,042	5,802	4,000	4,000		4,000
5226	Automobile Allowance	4,039	4,000	6,000	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	835	6,462	1,314	2,000	2,000		2,000
5248	Books & Publications	55			200	200		200
5254	Contingencies & Reserve	794	551	735	500	500		500
5276	Relocation			4,642				
	Total Operating Expenses	11,962	27,621	26,732	21,661	22,336	3.1%	22,336
	CAPITAL OUTLAY							
5516	Electronic Equipment					2,484		2,484
	Total Operating Expenses					2,484		2,484
	TOTAL	$214,523	$170,048	$207,704	$203,126	$216,293	6.5%	$216,293

Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of approximately two hundred forty-six (246) full-time and various part-time/seasonal staff.

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

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

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

The Department of Human Resources is currently staffed by just the one position, but also receives general administrative support from the Executive Assistant in the City Manager's office.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13-14 Projected
Total Recruitments	37	31	18	24
Total Applicants	1,088	705	1,549	1,475
Total Workers' Compensation Reports	44	50	25	31
OSHA Summary Log Totals	18	22	12	14

Personnel Resources

Human Resources Dept.

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Director of Human Resources	FT	Salary	1.00	1.00	1.00
			1.00	**1.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - HUMAN RESOURCES   ACCOUNT NUMBER 1052

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$70,851	$70,622	$72,252	$72,740	$76,378		$76,378
	Total Personal Services	70,851	70,622	72,252	72,740	76,378	5.0%	76,378
	OPERATING EXPENSES							
5201	Advertising	18,624	12,251	11,653	10,235	10,235		10,235
5203	Professional & Special Services	15		7,765	5,565	5,565		5,565
5206	Dues & Subscriptions	1,377	2,094	1,148	2,352	2,351		2,351
5209	Maintenance - Electronics	243	324	324	324	1,031		1,031
5221	Postage	355	276	130	350	350		350
5223	Telephone	1,320	1,320	1,320	2,103	2,103		2,103
5225	Travel & Vocational Training	260		292	600	600		600
5242	Printing, Supplies, & Materials	1,161	1,570	906	1,425	1,425		1,425
5248	Books & Publications	68			385	385		385
	Total Operating Expenses	23,423	17,835	23,538	23,339	24,045	3.0%	24,045
	CAPITAL OUTLAY							
5504	Furniture & Equipment				800	1,240		1,240
	Total Operating Expenses				800	1,240	55.0%	1,240
	TOTAL	$94,274	$88,457	$95,790	$96,879	$101,663	4.9%	$101,663

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT ACCOUNT NUMBER 1053

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages					$75,600		$75,600
	Total Personal Services					75,600		75,600
	OPERATING EXPENSES							
5201	Advertising					5,000		5,000
5203	Professional & Special Services					5,000		5,000
5206	Dues & Subscriptions					2,300		2,300
5209	Maintenance - Electronics					1,031		1,031
5221	Postage					350		350
5223	Telephone					2,103		2,103
5225	Travel & Vocational Training					4,000		4,000
5242	Printing, Supplies, & Materials					2,500		2,500
5270	Tourism Matching Funds					45,000		45,000
	Total Operating Expenses					67,284		67,284
	CAPITAL OUTLAY							
5504	Furniture & Equipment					1,240		1,240
	Total Operating Expenses					1,240		1,240
	TOTAL					$144,124		$144,124

City Attorney

The Colonial Heights City Attorney's Office is responsible for providing professional and timely legal representation and advice to the Mayor and City Council, City Manager, city departments, employees, and various boards and commissions.

The City Attorney is an appointed position, serving for an indefinite term and at the will of the City Council; and, by City Charter, is the duly authorized legal advisor to the Council, City Manager, Colonial Heights School Board, and other agencies of the city.

Among various routine duties, the City Attorney provides opinions of any question of law; prepares and/or examines any ordinance contemplated for consideration or adoption by the City Council; prepare or approves all bonds, deeds, leases, contracts or other legal instruments considered by the City Council or School Board; and institutes all proceedings deemed necessary or proper to protect the interest of the City and/or School Board.

Other substantive areas involving the City Attorney Office's time and resources include representing the City and its agencies in litigation, personnel disputes, purchasing and risk management, zoning and land use matters, contract disputes, municipal finance, environmental law, and local government taxation. The City Attorney also supervises work performed by outside legal counsel and updates the Colonial Heights City Code on a semi-annual basis.

The City Attorney's Office currently includes support staff in the form of one Legal Assistant position.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Drafting of Council Ordinances & Resolutions	86	85	130	115
Attending School Board Meetings	11	14	15	15
Recordation of Deeds and Easements Prepared by this Office	8	25	40	35

Personnel Resources

City Attorney's Office

			Authorized Positions		
Classification Title	**Status ***	**Hr./Sal.**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
City Attorney	FT	Salary	1.00	1.00	0.00
Legal Assistant	FT	Salary	1.00	1.00	0.00
			2.00	**2.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CITY ATTORNEY ACCOUNT NUMBER 1101

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$173,296	$162,784	$173,313	$178,526	$181,680		$181,680
5103	Temporary & Seasonal Help	333	793	2,122	700	700		700
	Total Personal Services	173,629	163,577	175,435	179,226	182,380	1.8%	182,380
	OPERATING EXPENSES							
5203	Professional & Special Services	9,320	5,582	11,292	12,000	12,000		12,000
5206	Dues & Subscriptions	2,917	2,037	3,686	4,915	5,215		5,215
5209	Maintenance - Electronics	796	636	636	636	636		636
5216	Maintenance & Equipment		255		200	200		200
5221	Postage	223	112	156	300	300		300
5223	Telephone	2,319	2,319	2,732	2,859	2,856		2,856
5224	Other Services & Charges	383	161	161	500	500		500
5225	Travel & Vocational Training	1,893	1,753	2,178	2,700	2,900		2,900
5242	Printing, Supplies, & Materials	1,219	1,905	1,707	1,500	2,150		2,150
5248	Books & Publications			73	200	200		200
	Total Operating Expenses	19,070	14,760	22,621	25,810	26,957	4.4%	26,957
	CAPITAL OUTLAY							
5504	Furniture & Equipment				500	500		500
	Total Operating Expenses				500	500	0.0%	500
	TOTAL	$192,699	$178,337	$198,056	$205,536	$209,837	2.1%	$209,837

Commissioner of Revenue

The Colonial Heights Commissioner of Revenue is an elected city official responsible for the performance of such duties in relation to the assessment of property and licenses as may be required by the City Council for the purposes of levying city taxes and licenses, in accordance with the laws of the Commonwealth.

The Commissioner of Revenue also prepares and submits such reports as are required by either the City Council or Director of Finance as regarding the assessment of both property and licenses.

In addition to these primary responsibilities, the Commissioner of Revenue 's Office also supports other city administrative offices (City Treasurer, Finance, and others) by providing data and information pertinent to property and new businesses.

The Commissioner of Revenue's Office has daily interactions with the general citizenry and business owners; and maintains a wide range of public records in support of said duties.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
PP Transactions	26,275	25,890	26,300	2,700
Business License	1,726	1,741	1,800	1,850
Food/Lodging Tax	128	121	125	126
State Income Tax	2,462	1,998	1,975	1,500

Personnel Resources

Commissioner of Revenue

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012-13**	**FY 2013-14 Proposed**	**Diff.**
Commissioner of Revenue	FT	Salary	1.00	1.00	0.00
Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	1.00	1.00	0.00
FT = Full Time			**4.00**	**4.00**	**0.00**

Clerk	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE ACCOUNT NUMBER 1152

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$158,378	$157,865	$161,895	$160,656	$170,416		$170,416
5103	Temporary & Seasonal Help	7,316	3,612	3,248	3,000	3,000		3,000
	Total Personal Services	165,694	161,477	165,143	163,656	173,416	6.0%	173,416
	OPERATING EXPENSES							
5201	Advertising	577	577	577	1,000	1,000		1,000
5203	Professional & Special Services	1,096	805	705	6,000	3,500		3,500
5206	Dues & Subscriptions	410	290	410	500	500		500
5209	Maintenance - Electronics	720	960	1,125	900	1,000		1,000
5221	Postage	7,204	6,251	8,204	8,000	9,000		9,000
5223	Telephone	5,978	5,098	4,946	6,000	6,000		6,000
5225	Travel & Vocational Training	581	300	561	500	700		700
5242	Printing, Supplies, & Materials	5,693	9,297	9,074	7,500	9,000		9,000
	Total Operating Services	22,259	23,578	25,602	30,400	30,700	1.0%	30,700
	CAPITAL OUTLAY							
5516	Electronic Equipment			756	1,200	3,732		3,732
	Total Capital Outlay			756	1,200	3,732	211.0%	3,732
	TOTAL	$187,953	$185,055	$191,501	$195,256	$207,848	6.4%	$207,848

City Treasurer

The Colonial Heights Treasurer is an elected city official responsible for the collection and/or receipt of all city funds, including but not limited to taxes, assessments, fees, and charges of any kind as determined by the City Council. The Treasurer's Office is also responsible for the collection of certain state funds as they relate to the city.

Among the various city monies received and/or collected by the Treasurer's Office are Real Estate, Personal Property, Food, and Lodging taxes; charges for water, refuse, and sanitary sewer services; business licenses; parking and alarm citations; dog and cat tags; rental inspection fees; Library, Recreation, EMS and fare care fees and charges; Health Insurance payments; School Fund monies; city decals; building permit fees; and any other revenue generated by the City.

Collection of taxes in support of the city is one of the primary responsibilities of the Treasurer; and the discharge of this duty often involves a wide range of administrative activities by the Treasurer's Office including the attachment of liens and other procedures prescribed by the laws of the city and the Commonwealth.

The Treasurer's Office also collects other funds 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 10 - 11 Actual	FY 11 - 12 Actual	FY 12 - 13 Projected	FY 13 - 14 Projected
RE Transactions	18,078	17,994	18,100	18,200
PP transactions	70,649	71,694	72,000	72,000
Utility transactions	43,388	44,973	45,000	45,500
Other City Transactions	15,439	15,457	15,600	16,000
State Income Tax	259	189	189	185
State Estimated Tax	715	687	605	600

Personnel Resources

Treasurer's Office

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012 - 13**	**FY 2013 - 14 Proposed**	**Diff.**
Treasurer	FT	Salary	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Staff Aide / Deputy I	FT	Salary	1.00	1.00	0.00
			5.00	**5.00**	**0.00**

F = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - TREASURER ACCOUNT NUMBER 1153

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$183,254	$182,294	$182,684	$183,481	$194,383		$194,383
5103	Temporary & Seasonal Help	1,532	3,158	1,506	4,500	3,500		3,500
5105	Overtime	1,178	1,311	1,810	1,000	1,000		1,000
	Total Personal Services	185,964	186,763	186,000	188,981	198,883	5.2%	198,883
	OPERATING EXPENSES							
5201	Advertising	1,884	999	1,633	2,500	2,500		2,500
5203	Professional & Special Services	4,134	1,546	2,898	2,000	2,000		2,000
5206	Dues & Subscriptions	453	360	404	500	500		500
5209	Maintenance - Electronics	1,674	2,232	2,232	2,400	2,400		2,400
5216	Maintenance - Equipment	552	645	1,276	1,500	1,500		1,500
5221	Postage	18,900	21,025	20,865	18,000	20,000		20,000
5223	Telephone	8,260	7,533	7,320	8,000	7,500		7,500
5224	Other Services & Charges	511	1,082	2,119	2,100	2,100		2,100
5225	Travel & Vocational Training	3,517	3,297	3,858	3,000	3,500		3,500
5242	Printing, Supplies, & Materials	9,502	12,089	9,920	10,500	10,000		10,000
	Total Operating Services	49,387	50,808	52,525	50,500	52,000	3.0%	52,000
	CAPITAL OUTLAY							
5510	Office Equipmeny				1,600	2,488		2,488
5516	Electronic Equipment	7,182			400	800		800
	Total Capital Outlay	7,182			2,000	3,288	64.4%	3,288
	TOTAL	$242,533	$237,571	$238,525	$241,481	$254,171	5.3%	$254,171

Finance

The City of Colonial Heights Department of Finance provides a wide range of financial services to all city operations; managing the City's financial assets with the upmost security and accuracy; and maintaining the highest level of customer service for citizens and intradepartmental contacts.

The Department of Finance is organizationally structured into seven operational categories: Financial Administration, Auditing, Employee Benefits, Purchasing, Insurance & Risk Management, Utility Billing, and the City Assessor's Office. All employees and operations within the Department of Finance are managed and directed by the Director of Finance.

The day-to-day duties of Department of Finance include procurement of all goods and services for city departments; processing accounts payable and payroll functions for all city programs and departments; providing monthly and yearly financial statements; administering the cash management and investment programs; and maintaining the records of the City's fixed assets.

Other duties include maintaining financial accounting records in an accurate and efficient manner and assisting with the preparation of annual audit reports. The Department of Finance also coordinates the sale of bonds for long term financing as needed for capital projects.

The City Assessor's Office, working under the direction of the Director of Finance, is responsible for assessment and equalization of assessments of all real estate, taxable and tax exempt, located within the corporate limits of the city. The City Assessor's primary function is to provide accurate and statutorily compliant real estate information for purposes of levying of real estate taxes.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
A/P Checks Issued	5,951	6,529	6,700	6,800
Payroll Checks and Direct Deposits Processed	8,828	8,398	8,500	8,500
Purchase Orders and Check Requests Issued	3,925	4,441	4,500	4,500
Sealed Bids/Proposals Issued	16	17	7	10
New Construction & Growth	$10,490,300	3,089,200	5,000,000	5,250,000
Transfers in Property Ownership	474	416	450	450

Personnel Resources

Finance Department

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012-13**	**FY 2013-14 Proposed**	**Diff.**
Director of Finance	FT	Salary	1.00	1.00	0.00
Deputy Director of Finance	FT	Salary	1.00	1.00	0.00
Financial Specialists	FT	Salary	3.00	3.00	0.00
Information Systems Tech.	FT	Salary	1.00	1.00	0.00
Purchasing Agent	FT	Salary	1.00	1.00	0.00
Procurement Specialist	FT	Salary	1.00	1.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
City Assessor	FT	Salary	1.00	1.00	0.00
Real Estate Technician	FT	Salary	1.00	1.00	0.00
			11.00	**11.00**	**0.00**

FT = Full Time PT = Part Time

ACCOUNT NAME - FINANCIAL ADMINISTRATION | ACCOUNT NUMBER 1201

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$378,700	$379,166	$387,828	$390,452	$394,331		$394,331
5103	Temporary & Seasonal Help	$2,772	$764	$2,309	1,000	1,000		1,000
5105	Overtime			558	200	200		200
	Total Personal Services	381,472	379,930	390,695	391,652	395,531	1.0%	395,531
	OPERATING EXPENSES							
5203	Professional & Special Services	976	505	505	850	850		850
5206	Dues & Subscriptions	750	839	769	900	900		900
5209	Maintenance - Electronics	1,431	2,063	1,908	1,950	1,950		1,950
5221	Postage	3,188	3,037	2,876	3,200	3,200		3,200
5223	Telephone	5,699	5,887	6,456	5,900	6,500		6,500
5225	Travel & Vocational Training	3,001	3,465	3,953	3,500	3,500		3,500
5242	Printing, Supplies, & Materials	7,375	10,799	6,598	9,000	8,500		8,500
5260	Software Maintenance	64,375	67,728	66,832	68,000	70,000		70,000
	Total Operating Services	86,795	94,323	89,897	93,300	95,400	2.3%	95,400
	CAPITAL OUTLAY							
5516	Electronic Equipment	20,299	705	3,825		4,488		4,488
	Total Capital Outlay	20,299	705	3,825		4,488		4,488
	TOTAL	$488,566	$474,958	$484,417	$484,952	$495,419	2.2%	$495,419

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - AUDITING

ACCOUNT NUMBER 1204

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$50,223	$50,060	$51,215	$51,562	$54,140		$54,140
5103	Temporary & Seasonal Help							
	Total Personal Services	50,223	50,060	51,215	51,562	54,140	5.0%	54,140
	OPERATING EXPENSES							
5202	Annual Audit Fee	84,000	110,060	94,485	80,000	85,000		85,000
5209	Maintenance - Electronics	243	324	324	335	335		335
5221	Postage	173	195	112	125	125		125
5223	Telephone	1,690	1,690	1,690	1,690	1,690		1,690
5224	Other Services & Charges	22	13					
5225	Travel & Vocational Training	325	130	20	200	200		200
5242	Printing, Supplies, & Materials			215	350	300		300
	Total Operating Services	86,453	112,412	96,846	82,700	87,650	6.0%	87,650
	TOTAL	$136,676	$162,472	$148,061	$134,262	$141,790	5.6%	$141,790

ACCOUNT NAME - EMPLOYEE BENEFITS — ACCOUNT NUMBER 1205

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FIXED CHARGES							
5203	Professional & Special Services	$23,599	$13,376	$27,480	$26,000	$26,000		$26,000
5210	Insurance Premiums - Other	18,953	18,942	(4,135)	20,000	20,000		20,000
5601	Accumulated Leave Pay	83,498	67,811	29,216	30,000	30,000		30,000
5602	Employer FICA Taxes	937,243	883,708	911,996	904,014	912,979		912,979
5605	VRS Retirement Contributions	1,720,092	1,930,599	1,990,005	1,823,642	1,901,385		1,901,385
5607	Group Life Insurance	65,444	30,190	30,547	122,234	133,640		133,640
5608	Line of Duty Act Fund			28,944	45,000	38,000		38,000
5610	Hospitalization Insurance	1,720,177	1,697,421	1,784,132	1,676,227	1,938,565		1,938,565
5612	Virginia Employment Commission	22,167	22,088	30,967	28,435	28,648		28,648
5615	Employee Events	13,377	14,749	12,342	18,000	18,000		18,000
	Total Fixed Charges	4,604,550	4,678,884	4,841,494	4,693,552	5,047,217	7.5%	5,047,217
	Cost of Living 2% 1/1/2014				701,920	148,836		148,836
	TOTAL	$4,604,550	$4,678,884	$4,841,494	$4,878,242	$5,196,053	6.5%	$5,196,053

CITY OF COLONIAL HEIGHTS
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ACCOUNT NAME - PURCHASING — ACCOUNT NUMBER 1206

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$107,836	$107,487	$109,967	$110,712	$116,248		$116,248
5105	Overtime			$627				
	Total Personal Services	107,836	107,487	110,594	110,712	116,248	5.0%	116,248
	OPERATING EXPENSES							
5201	Advertising	1,725	1,491	852	1,800	1,500		1,500
5203	Professional & Special Services				200	200		200
5206	Dues & Subscriptions	140	255	140	500	300		300
5209	Maintenance - Electronics	477	721	636	649	649		649
5216	Maintenance - Equipment	18,845	16,919	18,202	20,000	20,000		20,000
5221	Postage	454	238	107	500	350		350
5223	Telephone	(58,087)	(47,282)	(45,624)	3,300	3,300		3,300
5224	Other Services & Charges	(737)	10,265	5,383	650	650		650
5225	Travel & Vocational Training	30	292		1,000	1,000		1,000
5242	Printing, Supplies, & Materials	5,816	763	2,517	3,500	3,500		3,500
	Total Operating Expenses	(31,337)	(16,338)	(17,787)	32,099	31,449	-2.0%	31,449
	CAPITAL OUTLAY							
5516	Electronic Equipment			4,000				
	Total Capital Outlay			4,000				
	Phone Reallocation					(40,000)		(40,000)
	TOTAL	$76,499	$91,149	$96,807	$142,811	$107,697	-24.6%	$107,697

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT

ACCOUNT NUMBER 1207

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$4,398	$4,737	$3,638	$6,000	$6,000		$6,000
5210	Insurance Premiums - Other	9,831	9,689	9,689	14,000	11,000		11,000
5211	Insurance Premiums - Workman's Comp.	250,311	205,116	158,414	190,000	184,366		184,366
5220	Insurance Deductibles	36,248	2,732	4,865	10,000	10,000		10,000
5290	General Liability	153,199	144,827	147,130	155,400	158,000		158,000
5291	Property & Casualty Insurance	44,061	40,082	36,734	40,000	36,817		36,817
5292	Vehicle Insurance	130,118	132,107	121,562	133,000	124,772		124,772
	Total Operating Services	628,166	539,290	482,032	548,400	530,955	-3.2%	530,955
	CAPITAL OUTLAY							
5516	Electronic Equipment		2,977					
	Total Capital Outlay		2,977					
	TOTAL	$628,166	$542,267	$482,032	$548,400	$530,955	-3.2%	$530,955

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR — ACCOUNT NUMBER 1208

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$133,285	$128,033	$102,355	$102,958	$108,106		$108,106
5103	Temporary & Seasonal Help	5,209	555					
	Total Personal Services	138,494	128,588	102,355	102,958	108,106	5.0%	108,106
	OPERATING EXPENSES							
5201	Advertising	433		577		650		650
5203	Professional & Special Services	1,733	516	6,081	800	2,500		2,500
5206	Dues & Subscriptions	306	693	1,129	1,565	2,590		2,590
5209	Maintenance - Electronics	3,758	1,596	1,596	1,800	1,800		1,800
5216	Maintenance - Equipment	8,400	8,400	8,641	8,708	8,908		8,908
5221	Postage	2,481	100	2,519	288	2,988		2,988
5223	Telephone	2,528	2,527	2,527	3,246	3,246		3,246
5225	Travel & Vocational Training	1,049	2,500	1,422	4,450	4,450		4,450
5226	Automobile Allowance	3,136	2,788	3,020	3,020	3,250		3,250
5242	Printing, Supplies, & Materials	174	810	591	750	750		750
	Total Operating Expenses	23,998	19,930	28,103	24,627	31,132	26.4%	31,132
	CAPITAL OUTLAY							
5510	Office Equipment							
5516	Electronic Equipment	8,076						
	Total Capital Outlay	8,076						
	TOTAL	$170,568	$148,518	$130,458	$127,585	$139,238	9.1%	$139,238

Information Technology

The City of Colonial Heights Information Technology Department provides technology support for all city departments and operations, facilitating the efficient delivery of services and information to the general citizenry. The City's Information Technology infrastructure and applications are critical to the management and operations of the City's core functions as well as the increased productivity of all employees.

The Information Technology Department provides a wide range of support services including hardware and software support for various city technology assets including desktop computers, laptop computers, servers, printers, mobile devices, and other computer peripherals.

In addition, the Department provides for implementation and support of City-wide data networks and security; operational support for existing departmental data systems and business processes; project management and support for enterprise and departmental technology initiatives; establishment of IT policies and procedures to ensure compliance with regulatory and security requirements.

The Department provides training of employees on a variety of applications and systems that are part of the city's enterprise technology infrastructure; and is the architect and manager of the City's web site, Intranet, and electronic social media outlets.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Computers	218	220	225	230
Servers	18	20	20	20
Laptops & iPads	62	69	75	80
Website Visitors	559,602	653,471	660,000	670,000
Citizen Electronic Requests *(GovQA)*	3,730	3,754	3,800	4,000
Social Media Subscribers *(Facebook,Twitter & E-Newsletter)*	6,121	6,220	6,500	6,700
IT Service Ticket Hours *(Proactive Information Management)*	888	873	890	900

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2012–13	FY 2013–14 Proposed	Diff.
IT Administrator	FT	Salary	1.00	1.00	0
IS Coordinator	FT	Salary	1.00	1.00	0
FT = Full Time PT = Part Time			**2.00**	**2.00**	**0.00**

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES | ACCOUNT NUMBER 1253

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$119,335	$85,613	$119,473	$133,956	$140,650		$140,650
5105	Overtime			$939				
	Total Personal Services	119,335	85,613	120,412	133,956	140,650	5.0%	140,650
	OPERATING EXPENSES							
5203	Professional & Special Services	2,779	2,546	2,905	6,000	6,000		6,000
5206	Dues & Subscriptions	89	108	119	4,700	4,700		4,700
5209	Maintenance - Electronics	18,020	16,363	(2,696)	10,000	10,000		10,000
5216	Maintenance - Equipment	2,927	5,283	2,096	6,250	6,500		6,500
5221	Postage	51	28		75	75		75
5223	Telephone	2,832	2,180	2,253	3,580	3,580		3,580
5225	Travel & Vocational Training	892	3,138	3,196	2,000	2,500		2,500
5242	Printing, Supplies, & Materials	820	129	777	1,200	1,200		1,200
5248	Books & Publications	486	188	40	300	300		300
	Total Operating Services	28,896	29,963	8,690	34,105	34,855	2.2%	34,855
	CAPITAL OUTLAY							
5514	Technology Plan Implantation	10,800	14,141	34,015	4,000			
5516	Electronic Equipment		8,024	21,162		11,000		11,000
	Total Capital Outlay	10,800	22,165	55,177	4,000	11,000	175.0%	11,000
	TOTAL	$159,031	$137,741	$184,279	$172,061	$186,505	8.4%	$186,505

Board of Elections
Electoral Board and Registrar

The City of Colonial Heights **Electoral Board** is a three-member body appointed by a majority of the circuit court judges, upon recommendation of party chairs and is responsible for ensuring uniformity, fairness, accuracy and purity in all elections within the city. The Board is comprised of three (3) members, appointed from the two recognized political parties in the Commonwealth. The majority of the Board (two members) must represent the political party receiving the highest number of votes in the last preceding gubernatorial election; with the remaining member representing the party with the second highest votes in said election. The Board promotes the proper administration of election laws as well as campaign finance disclosure compliance.

The Colonial Heights **Registrar** is an official appointed by the Electoral Board and is responsible for voter registration and the duties associated with organizing and conducting all city elections. The Registrar is formally charged with responsibilities for compliance with the directives of the Electoral Board, the State Board of Elections, the Commonwealth of Virginia Election Code, and the City Council.

The Registrar's Office is responsible for all day-to-day operations regarding elections administration, including but not limited to voter registration, absentee voting, and administration of polling places during elections. Voter registration and electoral records are maintained by this office on a daily basis; and candidates for all local elections file and are processed through the Registrar's Office.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Voter Registration	11,968	12,136	12,395	12,420
Absentee Balloting	420	156	1,200	1,300
Voting Equip. P & M	47	49	49	49
Candidate Processing-local	7	3	9	10
Campaign Finance-local	7	2	9	10

Personnel Resources

Registrar

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
General Registrar	FT	Salary	1.00	1.00	0.00
Deputy Registrar	FT	Salary	1.00	1.00	0.00
FT = Full Time			**2.00**	**2.00**	**0.00**

Electoral Board Chairman	Temp.	Salary	1.00	1.00	0.00
Electoral Board Vice-Chair	Temp.	Salary	1.00	1.00	0.00
Electoral Board Secretary	Temp.	Salary	1.00	1.00	0.00
Assistant Registrar	Temp.	Hourly	1.00	1.00	0.00
Temp. = Temporary			**4.00**	**4.00**	**0.00**

ACCOUNT NAME - ELECTORAL BOARD

ACCOUNT NUMBER 1301

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$7,512	$7,512	$7,512	$7,512	$6,014		$6,014
	Total Personal Services	7,512	7,512	7,512	7,512	6,014	-19.9%	6,014
	OPERATING EXPENSES							
5206	Dues & Subscriptions	100	100	125	125	125		125
5216	Maintenance - Equipment	9,865	9,865	9,865	10,000	10,000		10,000
5221	Postage	105	28	66	600	600		600
5224	Other Services & Charges	56	56	70	75	75		75
5225	Travel & Vocational Training	2,005	1,518	1,538	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	2,270	2,553	5,850	5,000	6,000		6,000
	Total Operating Services	14,401	14,120	17,514	17,800	18,800	5.6%	18,800
	TOTAL	$21,913	$21,632	$25,026	$25,312	$24,814	-2.0%	$24,814

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER 1302

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$74,836	$75,041	$76,508	$78,864	$82,687		$82,687
5103	Temporary & Seasonal Help	5,800	5,295	14,630	13,000	14,000		14,000
5105	Overtime		326					
	Total Personal Services	80,636	80,662	91,138	91,864	96,687	5.3%	96,687
	OPERATING EXPENSES							
5201	Advertising	194	255	735	600	775		775
5206	Dues & Subscriptions	181	225	189	300	300		300
5209	Maintenance - Electronics	870	960	960	960	960		960
5221	Postage	801	848	919	2,000	2,000		2,000
5223	Telephone	3,561	3,529	3,525	3,565	3,565		3,565
5225	Travel & Vocational Training		997	236	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,878	4,427	5,085	4,000	4,500		4,500
	Total Operating Services	7,485	11,241	11,649	12,425	13,100	5.4%	13,100
	TOTAL	$88,121	$91,903	$102,787	$104,289	$109,787	5.3%	$109,787

Circuit Court Clerk

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

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

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

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

Performance Indicators	CY 2010 Actual	CY 2011 Actual	CY 2012 Actual	CY 2013 Projected
Total Cases (Criminal/Civil)	1,377	1,516	1,527	1,700
Wills/Estates Initiated	86	91	84	113
Judgments/Liens/Notices	2,064	2,021	2,143	2,200
Deeds Recorded	2,043	1,855	2,833	3,000
Marriage Licenses	253	291	291	325
Restitution	322	399	466	480
Concealed Handgun Permits	117	155	155	500

Personnel Resources

Circuit Court Clerk			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
Circuit Court Clerk	FT	Salary	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	3.00	3.00	0.00
FT = Full Time PT = Part Time			**6.00**	**6.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CIRCUIT COURT ACCOUNT NUMBER 1351

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$225,323	$224,953	$272,886	$275,341	$291,735		$291,735
5103	Temporary & Seasonal Help	13,673	22,100	709				
	Total Personal Services	238,996	247,053	273,595	275,341	291,735	6.0%	291,735
	OPERATING EXPENSES							
5203	Professional & Special Services	55,763	64,102	57,980	63,000	56,390		56,390
5206	Dues & Subscriptions	550	540	1,191	715	987		987
5209	Maintenance - Electronics	1,794	2,232	2,232	2,232	2,232		2,232
5216	Maintenance - Equipment	21,856	23,262	26,259	26,421	28,885		28,885
5221	Postage	4,005	4,418	4,183	4,250	4,345		4,345
5223	Telephone	5,214	5,049	5,573	6,700	6,700		6,700
5224	Other Services & Charges	1,927	2,232	1,953	4,752	4,942		4,942
5242	Printing, Supplies, & Materials	9,230	6,792	7,193	7,000	9,000		9,000
	Total Operating Services	100,339	108,627	106,564	115,070	113,481	-1.4%	113,481
	CAPITAL OUTLAY							
5516	Electronic Equipment	2,037	(2,611)	3,785				
	Total Capital Outlay	2,037	(2,611)	3,785				
	TOTAL	$341,372	$353,069	$383,944	$390,411	$405,216	3.8%	$405,216

Commonwealth's Attorney

The City of Colonial Heights Commonwealth's Attorney and staff provide attorneys to prosecute state and local crimes and offenses. Prosecution includes felonies, misdemeanors, and selected traffic offenses under the state code.

The Office of the Commonwealth's Attorney (OCA) prosecutes all felony cases and appeals of misdemeanors and juvenile violations in circuit court as well as misdemeanor, traffic and serious juvenile delinquency matters in the general district and juvenile courts. The OCA is also responsible for issuing subpoenas for witnesses in the general district and juvenile courts and requests for witness subpoenas in circuit court; and preparing indictments for the grand jury and conduct probation violation hearings.

In addition to answering citizen questions about the law and providing guidance to police officers when needed during the course of investigations, the OCA also provides occasional training on criminal law issues; obtains criminal and driving record histories for trial; issues subpoenas for records related to investigations; interviews witnesses and conducts legal research. The OCA also files Show Cause actions in all trial courts to collect restitution for victims, many of whom are Colonial Heights residents.

By agreement with the City Attorney, the Commonwealth's Attorney also prosecutes certain violations of Colonial Heights ordinances.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Circuit Court-felony cases	626	481	510	550
Circuit Ct-misdemeanor cases	504	395	540	600
GDCT felony cases	725	880	900	950
GDCT misd. cases	1,463	1,723	1,900	2,000
GDCT traffic case	10,762	10,807	10,850	10,900
Jury Cases (circuit court)	4	8	6	8

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
Commonwealth's Attorney	FT	Salary	1.00	1.00	0.00
Other Attorneys	FT	Salary	4.00	4.00	0.00
Secretary/paralegal support	FT	Salary	3.00	3.00	0.00
			8.00	**8.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY | ACCOUNT NUMBER 1355

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$471,418	$448,100	$459,393	$469,026	$496,284		$496,284
5103	Temporary & Seasonal Help		5,571	12,812	6,000	6,500		6,500
5601	Accumulated Leave	4,500	1,293					
	Total Personal Services	475,918	454,964	472,205	475,026	502,784	5.8%	502,784
	OPERATING EXPENSES							
5203	Professional & Special Services	885			1,000	1,000		1,000
5206	Dues & Subscriptions	4,652	8,135	2,538	3,358	3,279		3,279
5209	Maintenance - Electronics	5,465	5,714	4,776	4,940	10,169		10,169
5216	Maintenance - Equipment	1,390	3,166	4,441	800	1,745		1,745
5221	Postage	2,215	1,376	93	1,500	1,500		1,500
5223	Telephone	5,348	6,674	5,691	8,177	8,177		8,177
5225	Travel & Vocational Training	4,570	5,605	10,725	5,543	5,543		5,543
5242	Printing, Supplies, & Materials	9,460	9,726	13,577	4,400	4,400		4,400
5248	Books & Publications	533	2,089		3,548	3,730		3,730
5261	Asset Forfeiture	17,880	1,912	100		12,937		12,937
	Total Operating Services	52,398	44,397	41,941	33,266	52,480	57.8%	52,480
	CAPITAL OUTLAY							
5516	Electronic Equipment			1,876	950			
	Total Capital Outlay			1,876	950			
	TOTAL	$528,316	$499,361	$516,022	$509,242	$555,264	9.0%	$555,264

Sheriff

The City of Colonial Heights Sheriff is a Constitutional Officer of the Commonwealth elected by city voters every four years. The primary functions of the Sheriff's Office are providing courthouse and courtroom security; serving court orders from all three courts and subpoenas from outside jurisdictions; making arrests at the courthouse on outstanding warrants; and the custody, control and transportation of prisoners or inmates entrusted to the Sheriff's custody or that have been arrested by the Colonial Heights Police Department.

Although not staffed or funded to work traffic enforcement or investigate criminal matters, the Sheriff and his deputies are sworn law enforcement officers, able to enforce state traffic code and effecting criminal arrests. Deputy Sheriffs routinely provide assistance to the Colonial Heights Police Department by providing additional personnel during major incidents, inclement weather or when additional personnel can help expedite a successful resolution while protecting lives and property.

Funding in support of Sheriff's Office operations is derived from a variety of resources for theses services derives from the City's General Fund, the State Compensation Board, court fees, grant funds, and donations.

The Sheriff's Office participates in several community programs and conducts numerous presentations to the public throughout the year. Some examples of these programs are: Project Life Saver, Hunter Safety Instruction Classes, Crime Prevention Seminars, Scam & Fraud seminars, Child Safety Seat Inspections, and Identity Theft Education. The Sheriff's Office sponsors the Virginia Special Olympics "Ride for the Torch" (Spring) and Halloween in the Park (Fall) annually for the citizens of the City of Colonial Heights.

Performance Indicators	FY 10 –11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Court Security Days	401	418	430	440
Inmate/Prisoner Count	1,755	1,640	1410	1390
Prisoner Transports	797	718	650	660
Civil Papers Served	9,851	10,268	10,600	11,000
Courthouse Patron Count	98,954	109,298	112,575	115,900

Personnel Resources

Sheriff

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012-13	FY 2012-13 Proposed	Diff.
Sheriff	FT	Salary	1.00	1.00	0.00
Chief Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	Salary	1.00	1.00	0.00
Deputy Sheriff	FT	Salary	3.00	3.00	0.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time			**8.00**	**8.00**	**0.00**
Deputy Sheriff	PT	Hourly	5.00	5.00	0.00
PT = Part Time			**5.00**	**5.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER 1356

ACCT #		2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$413,894	$417,348	$428,568	$437,313	$456,706		$456,706
5103	Temporary & Seasonal Help	15,360	15,395	16,978	10,000	12,000		12,000
5105	Overtime	28,792	33,251	27,922	33,000	33,000		33,000
5601	Accumulated Leave		1,188	452				
	Total Personal Services	458,046	467,182	473,920	480,313	501,706	4.5%	501,706
	OPERATING EXPENSES							
5203	Professional & Special Services	3,484	4,118	4,168	3,801	4,118		4,118
5206	Dues & Subscriptions	809	839	926	839	1,098		1,098
5209	Maintenance - Electronics	3,011	3,816	3,816	2,700	3,816		3,816
5214	Maintenance - Motor Vehicles	2,074	2,943	5,166	4,000	4,000		4,000
5216	Maintenance - Equipment	3,125	7,040	6,806	7,000	7,076		7,076
5221	Postage	1,205	745	983	1,000	1,000		1,000
5223	Telephone	9,712	9,303	9,564	10,200	10,200		10,200
5225	Travel & Vocational Training	1,781	1,122	1,427	3,500	3,500		3,500
5242	Printing, Supplies & Materials	15,311	19,638	13,774	17,500	25,693		25,693
5247	Motor Fuels & Lubricants	10,164	13,381	13,509	11,500	12,500		12,500
5250	Small Tools & Equipment	3,968	4,124	539	2,700	2,900		2,900
5263	Grant Funds							
5275	Donated Funds		299	3,941				
	Total Operating Services	54,644	67,368	64,619	64,740	75,901	17.2%	75,901
	CAPITAL OUTLAY							
5501	Motor Vehicles			27,000	31,415	31,000		31,000
5516	Electronic Equipment	843	8,918		1,200			
	Total Capital Outlay	843	8,918	27,000	32,615	31,000	-5.0%	31,000
	TOTAL	$513,533	$543,468	$565,539	$577,668	$608,607	5.4%	$608,607

ACCOUNT NAME - INCARCERATION

ACCOUNT NUMBER 1357

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5228	Adult Incarceration	$2,493,356	$2,647,885	$2,224,280	$2,200,000	$2,450,000		$2,450,000
5229	Youth Incarceration	216,558	245,660	183,045	240,000	200,000		200,000
5284	Video Arraignment	10,378	10,340	10,370	10,500	10,500		10,500
5259	Detention Home	166,000	167,800					
	Total Operating Services	2,886,292	3,071,685	2,417,695	2,450,500	2,660,500	8.6%	2,660,500
	CAPITAL OUTLAY							
5516	Electronic Equipment		5,196					
	Total Capital Outlay		5,196					
	TOTAL	$2,886,292	$3,076,881	$2,417,695	$2,450,500	$2,660,500	8.6%	$2,660,500

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS ACCOUNT NUMBER 1353

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$99,221	$98,580	$90,469	$70,000	$75,000		$75,000
5206	Dues & Subscriptions	120	120	120	120	140		140
5212	Rent of Equipment			2,064	2,500	2,500		2,500
5216	Maintenance - Equipment	1,112	1,190	437	2,000	2,000		2,000
5221	Postage	52	37		50	75		75
5223	Telephone	5,075	5,002	5,266	5,000	5,000		5,000
5225	Travel & Vocational Training	1,817	2,768	1,599	3,000	3,500		3,500
5242	Printing, Supplies, & Materials	1,314	1,025	1,448	2,500	2,600		2,600
5248	Books & Publications				250	250		250
5251	Clothing & Personal Supplies	507		198	500	500		500
	Total Operating Services	109,218	108,722	101,601	85,920	91,565	6.6%	91,565
	CAPITAL OUTLAY							
5516	Electronic Equipment	681	681	684				
	Total Capital Outlay	681	681	684				
	TOTAL	$109,899	$109,403	$102,285	$85,920	$91,565	6.6%	$91,565

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - PROBATION | ACCOUNT NUMBER 1354

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5214	Maintenance - Motor Vehicles	$23		$226	$300	$200		$200
5221	Postage	246	427		250	150		150
5223	Telephone	2,623	2,623	2,623	3,000	2,800		2,800
5225	Travel & Vocational Training		310	166	500	500		500
5242	Printing, Supplies & Materials	1,761	1,701	2,317	1,300	2,000		2,000
5247	Motor Fuels & Lubricants	55	122	7	500	200		200
5248	Books & Publications	7	156	314	250	250		250
	Total Operating Services	4,715	5,339	5,653	6,100	6,100	0.0%	6,100
	TOTAL	$4,715	$5,339	$5,653	$6,100	$6,100	0.0%	$6,100

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - COMMUNITY DIVERSION SERVICES ACCOUNT NUMBER 1358

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$1,708	$1,708	$1,708	$1,800	$1,800		$1,800
5257	Adult Drug Court Program	36,000	36,000	32,000	36,000	36,000		36,000
5258	Juvenile Drug Court Program	21,000	21,000	21,000	21,000	21,000		21,000
	Total Operating Services	58,708	58,708	54,708	58,800	58,800	0.0%	58,800
	TOTAL	$58,708	$58,708	$54,708	$58,800	$58,800	0.0%	$58,800

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMUNITY CORRECTIONS SERVICES ACCOUNT NUMBER 1359

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$73,800	$73,800	$73,800	$73,800	$73,800		$73,800
5224	Other Services & Charges	$25,000	$25,000	$25,000	$25,000	$25,000		$25,000
	Total Operating Services	98,800	98,800	98,800	98,800	98,800	0.0%	98,800
	TOTAL	$98,800	$98,800	$98,800	$98,800	$98,800	0.0%	$98,800

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - VICTIM WITNESS | ACCOUNT NUMBER 1360

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$42,226	$41,906	$42,873	$43,163	$45,321		$45,321
5108	Fringe Benefits	2,979	21,835	15,643	20,525	21,063		21,063
	Total Personal Services	45,205	63,741	58,516	63,688	66,384	4.2%	66,384
	OPERATING EXPENSES							
5206	Dues & Subscriptions	50	50	50	150	275		275
5209	Maintenance - Electronics	418	324	324	330	375		375
5215	Maintenance - Furniture & Equipment			92	400	700		700
5221	Postage	324	327	45	300	450		450
5223	Telephone	2,456	2,408	2,554	2,500	2,500		2,500
5224	Other Services & Charges	278	110	91	300	500		500
5225	Travel & Vocational Training	161	114	781	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	4,154	1,592	3,114	1,800	1,800		1,800
	Total Operating Expenses	7,841	4,925	7,051	7,280	8,100	11.3%	8,100
	TOTAL	$53,046	$68,666	$65,567	$70,968	$74,484	5.0%	$74,484

Police

The Colonial Heights Police Department provides a safe environment for all citizens by enforcing all laws fairly and impartially, and by maintaining a high visible police presence throughout the community, providing a deterrent to criminal activity. The CHPD is organizationally structured into two bureaus: Operations and Law Enforcement Services.

The **Operations Bureau** consists primarily of the Patrol Division and is the most visible CHPD division, providing around-the-clock service to the residents and visitors of Colonial Heights. Uniformed officers provide the first line of defense for the public's safety and are likely the first officers seen when CHPD is called. Each law enforcement officer, regardless of assignment, works to protect life and property, uphold the civil rights of individuals, and preserves public peace. Officers provide varied assistance to citizens, enforce criminal and motor vehicle laws and respond to emergency situations. These are dedicated professionals who place their personal safety in jeopardy for the residents and visitors of Colonial Heights. Patrol officers are assigned to one of four (4) squads. Officers work permanent shifts with rotating days and weekends off.

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

Performance Indicators	CY 2011 Actual	CY 2012 Actual	CY 2013 Projected	CY 2014 Projected
Police Reports	3,216	3,251	3,260	3,242
Self-initiated Police Activity	22,630	22,825	22,874	22,776
Traffic Citations	10,422	10,502	10,522	10,482
Traffic Crashes	1,035	1,070	1,079	1,061
Total Arrests	3,288	3,979	3,806	3,691

Personnel Resources

Police Department

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012-13	Authorized Positions FY 2013–14 Proposed	Authorized Positions Diff.
Police Chief	FT	Salary	1.00	1.00	0.00
Captain	FT	Salary	2.00	2.00	0.00
Lieutenant	FT	Salary	5.00	5.00	0.00
Sergeant	FT	Salary	7.00	7.00	0.00
Detective	FT	Salary	5.00	5.00	0.00
Police Officers	FT	Salary	28.00	28.00	0.00
Clerical Staff	FT	Salary	4.00	4.00	0.00
Animal Control Officers	FT	Salary	2.00	2.00	0.00
FT = Full Time			**54.00**	**54.00**	**0.00**

Animal Control Aides	PT	Hourly	2.00	2.00	0.00
School Crossing Guards	PT	Daily	5.00	5.00	0.00
PT = Part Time			**7.00**	**7.00**	**0.00**

ACCOUNT NAME - POLICE

ACCOUNT NUMBER 1401

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,528,951	$2,560,329	$2,619,389	$2,690,814	$2,857,177		$2,857,177
5103	Temporary & Seasonal Help	41,771	49,528	37,477	48,963	48,963		48,963
5105	Overtime	294,751	333,164	347,597	272,950	272,950		272,950
	Total Personal Services	2,865,473	2,943,021	3,004,463	3,012,727	3,179,090	5.5%	3,179,090
	OPERATING EXPENSES							
5203	Professional & Special Services	2,395	4,074	5,685	8,833	7,133		7,133
5206	Dues & Subscriptions	3,676	3,727	3,800	4,047	4,938		4,938
5209	Maintenance - Electronics	14,392	17,496	17,496	17,846	17,846		17,846
5212	Rent of Equipment	5,367	3,814	4,534	6,100	7,320		7,320
5214	Maintenance - Motor Vehicles	37,573	46,880	59,478	45,450	49,995		49,995
5216	Maintenance - Equipment	16,071	15,500	17,144	11,200	15,355		15,355
5217	Maintenance - Buildings & Grounds	424	67					
5218	Maintenance - Miscellaneous	7,204	6,854	6,397	7,434	10,431		10,431
5221	Postage	1,367	1,328	1,252	1,800	1,500		1,500
5223	Telephone	43,399	42,886	45,188	43,682	42,000		42,000
5224	Other Services & Charges	2,313	248	546	1,000	3,000		3,000
5225	Travel & Vocational Training	8,448	15,193	22,022	19,500	19,500		19,500
5242	Printing, Supplies, & Materials	93,074	84,849	87,404	100,163	100,000		100,000
5246	Animal Control	10,392	14,371	13,466	15,630	20,000		20,000
5247	Motor Fuels & Lubricants	94,168	125,960	143,634	116,626	128,289		128,289
5248	Books & Publications	1,581	716	65	697	697		697
5261	Forfeited Assets			1,628				
5263	Grant Funds	36,163	11,252	28,968				
5266	K-9 Funds	6,562	256	292				
5274	Controlled Drug Buy Money		5,000	999	5,000	5,000		5,000
5275	Donated Funds		17,457	1,001				
5409	Adopt-A-Cop	1,000		500				
	Total Operating Services	385,569	417,928	461,499	405,008	433,004	6.9%	433,004
	CAPITAL OUTLAY							
5501	Motor Vehicles	128,450		175,142	107,000	124,500		124,500
5516	Electronic Equipment	15,400	15,060		10,500	12,476		12,476
5520	Other Equipment	12,491	29,098	28,475	16,990	11,800		11,800
	Total Capital Outlay	156,341	44,158	203,617	134,490	148,776	10.6%	148,776
	TOTAL	$3,407,383	$3,405,107	$3,669,579	$3,552,225	$3,760,870	5.9%	$3,760,870

Fire & EMS

Colonial Heights Fire and EMS is the only agency in the Tri-City area that incorporates a system fully integrating Fire and EMS operation into one cohesive organization. All surrounding jurisdictions have a separate EMS agency that is only supported by their Fire Department when necessary. The Fire and EMS Department is staffed by 3 platoons working 24 hours each shift and an average work week of 56 hours per week. During each shift, 3 fire units and 3 ambulances are cross staffed by the same personnel. When available, career staff is supplemented by volunteer membership in both operational and administrative roles.

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

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

Performance Indicators	FY 10 - 11 Actual	FY 11 - 12 Actual	FY 12 - 13 Projected	FY 13 - 14 Projected
Total incidents	4,468	4,690	4,426	4,580
Fire incidents	1,250	1,423	1,221	1,298
EMS incidents	3,218	3,267	3,205	3,282
Fire response time < 7 minutes	57.5%	64.5%	66.8%	70%
EMS response time < 7 minutes	71.7%	73.1%	75.3%	80%
Fire Mutual Aid received	49	70	69	70
EMS Mutual Aid received	63	86	76	35
Total property loss	$1,247,404	$583,823	$324,042	$500,000

Personnel Resources

Fire & EMS

			Authorized Positions		
Classification Title	**Status ***	**Hr./Sal.**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
Chief of Fire & EMS	FT	Salary	1.00	1.00	0.00
Deputy Chief of Fire & EMS	FT	Salary	1.00	1.00	0.00
Battalion Chief	FT	Hourly	3.00	3.00	0.00
Fire Lieutenant	FT	Hourly	7.00	7.00	0.00
Deputy Fire Marshal	FT	Hourly	1.00	1.00	0.00
EMS Firefighter	FT	Hourly	30.00	30.00	0.00
Administrative Assistant	FT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			**44.00**	**44.00**	**0.00**
EMS-FF Int or Paramedic	PT	Hourly	4.00	4.00	0.00
Logistics Coordinator	PT	Hourly	1.00	1.00	0.00
Office Assistant	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**6.00**	**6.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - FIRE/EMS ACCOUNT NUMBER 1402

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,137,866	$2,194,640	$2,206,763	$2,294,147	$2,422,848		$2,422,848
5103	Temporary & Seasonal Help	80,609	39,585	49,441	50,000	124,000		124,000
5105	Overtime	127,802	118,233	178,871	110,000	110,000		110,000
	Total Personal Services	2,346,277	2,352,458	2,435,075	2,454,147	2,656,848	8.3%	2,656,848
	OPERATING EXPENSES							
5203	Professional & Special Services	86,640	59,426	72,194	77,586	80,295		80,295
5206	Dues & Subscriptions	1,876	1,085	1,779	2,172	2,172		2,172
5209	Maintenance - Electronics	10,571	12,408	12,408	12,408	12,408		12,408
5214	Maintenance - Motor Vehicles	45,450	49,512	66,174	43,260	67,000		67,000
5216	Maintenance - Equipment	48,604	43,337	39,750	30,744	40,358		40,358
5221	Postage	3,675	2,849	850	4,865	4,865		4,865
5223	Telephone	37,812	33,660	35,999	33,450	33,111		33,111
5224	Other Services & Charges	7,047	7,841	6,374	10,000	10,000		10,000
5225	Travel & Vocational Training	17,901	12,049	18,439	18,000	18,000		18,000
5242	Printing, Supplies, & Materials	68,182	68,103	61,238	75,950	75,950		75,950
5247	Motor Fuels & Lubricants	44,630	54,458	64,626	47,000	64,000		64,000
5248	Books & Publications	792	1,667	1,175	2,000	2,000		2,000
5250	Small Tools & Equipment	3,465	4,249	2,987	5,165	5,165		5,165
5263	Grant Funds	92,189	23,313	25,183				
5281	Heat, Lights & Power	33	6					
	Total Operating Services	468,867	373,963	409,176	362,600	415,324	14.5%	415,324
	CAPITAL OUTLAY							
5501	Motor Vehicles		75,425					
5502	Fire Equipment	28,683	134,104	61,208	66,800	85,800		85,800
5506	Court Restitution	324	511	180				
5516	Electronic Equipment	88,352	9,522		4,000	13,000		13,000
5520	Other Equipment		564	23,063				
	Total Capital Outlay	117,359	220,126	84,451	70,800	98,800	39.5%	98,800
	TOTAL	$2,932,503	$2,946,547	$2,928,702	$2,887,547	$3,170,972	9.8%	$3,170,972

Emergency Management

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

The Emergency Management Department coordinates the Urban Area Security Initiative (UASI) Nonprofit Security Grant Program which provides funding support for target hardening activities to nonprofit organizations that are at high risk of international terrorist attack. The Central Virginia UASI includes the Cities of Colonial Heights, Hopewell, Petersburg and Richmond as well as the Counties of Amelia, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, Louisa, Prince George, Powhatan, New Kent and Sussex. The purpose of the Central Virginia UASI is to significantly improve preparedness through effective planning, training and exercise. It ensures coordinated and enhanced sustained regional planning, preparedness, response and recovery efforts that protect citizens from terrorist attacks and area-wide emergencies.

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

Performance Indicators	FY 10 - 11 Actual	FY 11 - 12 Actual	FY 12 - 13 Projected	FY 13 - 14 Projected
Citizens trained in CERT	31	10	18	30
Total Snow (Richmond official)	10.8”	2”	3”	3”
Monitored Atlantic tropical events	19	19	19	19
Severe thunderstorm warnings	12	17	15	15
Tornado warnings	2	0	1	1

Personnel Resources

Emergency Management

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Emergency Manager	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT　　ACCOUNT NUMBER 1403

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$4,434	$18,339	$21,798	$16,557	$17,500		$17,500
	Total Personal Services	4,434	18,339	21,798	16,557	17,500	5.7%	17,500
	OPERATING EXPENSES							
5203	Professional & Special Services	844	2,922	19,373	18,795	18,795		18,795
5216	Maintenance - Equipment			582	1,000	1,000		1,000
5221	Postage	51	28		50	50		50
5225	Travel & Vocational Training		522					
5242	Printing, Supplies & Materials	852	371	545	2,030	2,030		2,030
5247	Motor Fuels & Lubricant		492	315	600	600		600
5263	Grant Funds	12,657	4,978	13,785	4,643	5,000		5,000
5263	Hurricane Expenses			500,363				
	Total Operating Services	14,404	9,313	534,963	27,118	27,475	1.3%	27,475
	TOTAL	$18,838	$27,652	$556,761	$43,675	$44,975	3.0%	$44,975

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 and speech 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. In April 2012 the ECC implemented the Emergency Medical Dispatch (EMD) system. EMD allows our Telecommunicators to give lifesaving directions to the public over the phone while waiting for the appropriate Police, Fire and EMS units to arrive.

The Colonial Heights 9-1-1 Center is the hub of emergency communications for the city and acts as the central base of incoming 9-1-1 emergency calls (wire line and wireless) from the public, as well as outgoing communications to personnel in the field. The facility is the true "nerve center," incorporating a cooperative interaction of cutting edge technology and a highly trained work force. This combination ensures that our citizens can expect an efficient and professional response to any emergency-related contingency.

Performance Indicators	**FY 10 – 11 Actual**	**FY 11 – 12 Actual**	**FY 12 – 13 Actual**	**FY 13 – 14 Projected**
Number of Calls	108,022	103,995	100,033	105,000
Wireline 911 Calls	5,248	5,045	3,180	2,500
Wireless 911 Calls	10,731	10,326	9,896	11,000
Warrants Entered	2,388	2,403	2,059	2,500
Lobby Calls Handled	4,060	3,394	3,164	3,500

Personnel Resources

Communications

Classification Title	**Status ***	**Hourly/ Salary**	**Authorized Positions FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
Dispatch Supervisor	FT	Salary	4.00	4.00	0.00
Dispatcher/Telecommunicator	FT	Salary	12.00	12.00	0.00
FT = Full Time PT = Part Time			**16.00**	**16.00**	**0.00**

Dispatcher/Telecommunicator	PT	Hourly	2.00	2.00	0.00
PT = Part Time			**2.00**	**2.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMUNICATIONS — ACCOUNT NUMBER 1404

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$692,392	$674,956	$671,368	$665,041	$647,826		$647,826
5103	Temporary & Seasonal Help	12,897	19,783	22,217	13,000	13,000		13,000
5105	Overtime	84,002	91,544	99,270	66,096	73,129		73,129
	Total Personal Services	789,291	786,283	792,855	744,137	733,955	-1.4%	733,955
	OPERATING EXPENSES							
5203	Professional & Special Services	13,060	15,428	12,050	12,100	12,862		12,862
5206	Dues & Subscriptions			46	60	92		92
5209	Maintenance - Electronics	954	1,511	1,272	1,272	1,272		1,272
5212	Rent of Equipment	1,499	1,450	578	576	3,167		3,167
5214	Maintenance - Motor Vehicles	90	77	723	500	500		500
5216	Maintenance - Equipment	227,512	214,537	225,875	238,429	239,000		239,000
5221	Postage	231	125	62	200	200		200
5222	E 9-1-1 and CAD System	17,703	16,498	16,382	18,303	18,303		18,303
5223	Telephone	9,097	8,603	7,882	10,850	10,850		10,850
5224	Other Services & Charges	563						
5225	Travel & Vocational Training		157	467	500	1,000		1,000
5242	Printing, Supplies, & Materials	7,141	6,689	7,267	6,730	6,730		6,730
5247	Motor Fuels & Lubricants	424	895	1,004	500	1,500		1,500
5248	Books & Publications	32	32		50	50		50
5250	Small Tools & Equipment				50	50		50
5281	Heat, Light and Power	7,210	7,766	8,867	8,000	9,000		9,000
	Total Operating Services	285,516	273,768	282,475	298,120	304,576	2.2%	304,576
	CAPITAL OUTLAY							
5510	Office Equipment				6,000			
5516	Electronic Equipment	37		31,108	24,400	401,000		401,000
	Total Capital Outlay	37		31,108	30,400	401,000	1219.1%	401,000
	TOTAL	$1,074,844	$1,060,051	$1,106,438	$1,072,657	$1,439,531	34.2%	$1,439,531

Public Works

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

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

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

Facility and infrastructure assets within the department's responsibility center include 87.5 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals and 3000 traffic signs.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Private development submittals reviewed	51	62	65	70
Street miles resurfaced	14	8	9	10
Street miles swept	139	228	180	180
Maintenance work orders completed (in GovQA)	2,990	3041	2,500	2,500
Construction projects completed	3	2	3	3

Personnel Resources

Department of Public Works

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Director of Public Works	FT	Salary	1.00	1.00	0.00
Asst Director of Public Works	FT	Salary	1.00	1.00	0.00
Construction Inspector	FT	Hourly	1.00	1.00	0.00
Administrative Assistant	FT	Hourly	2.00	2.00	0.00
Engineering/Traffic Technician	FT	Hourly	5.00	5.00	0.00
Project Coordinator	FT	Hourly	1.00	1.00	0.00
Public Works Superintendent	FT	Salary	1.00	1.00	0.00
Public Works Foreman	FT	Hourly	6.00	6.00	0.00
Heavy Equipment Operator	FT	Hourly	7.00	7.00	0.00
Utility Maintenance Specialist	FT	Hourly	2.00	2.00	0.00
Public Works Technician	FT	Hourly	14.00	14.00	0.00
FT = Full Time PT = Part Time			**41.00**	**41.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION　　　　ACCOUNT NUMBER 1451

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$207,176	$205,254	$199,558	$211,362	$221,930		$221,930
5105	Overtime			$487				
	Total Personal Services	207,176	205,254	200,045	211,362	221,930	5.0%	221,930
	OPERATING EXPENSES							
5206	Dues & Subscriptions	783	576	561	1,000	1,000		1,000
5209	Maintenance - Electronics	1,102	960	960	960	960		960
5216	Maintenance - Equipment				500			
5221	Postage	51	27	9	100	100		100
5223	Telephone	2,480	2,420	2,838	2,420	2,420		2,420
5225	Travel & Vocational Training	3,966	2,145	3,375	3,500	3,500		3,500
5226	Automobile Allowance	4,985	4,800	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	227	142	132	500	500		500
5248	Books & Publications				100	100		100
	Total Operating Services	13,594	11,070	12,675	13,880	13,380	-3.6%	13,380
	CAPITAL OUTLAY							
5516	Electronic Equipment					1,244		1,244
	Total Capital Outlay					1,244		1,244
	TOTAL	$220,770	$216,324	$212,720	$225,242	$236,554	5.0%	$236,554

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - STREET MAINTENANCE ACCOUNT NUMBER 1453

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$417,629	$439,411	$475,748	$478,967	$506,420		$506,420
5103	Temporary & Seasonal Help	472			500	500		500
5105	Overtime	22,499	10,071	16,004	13,000	13,000		13,000
5106	Overtime - Snow	272	4,801	6	3,000	3,000		3,000
5110	Sick Bank	9,564		1,924				
	Total Personal Services	450,436	454,283	493,682	495,467	522,920	5.5%	522,920
	OPERATING EXPENSES							
5201	Advertising	250		329	500	1,000		1,000
5203	Professional & Special Services Paving	813,193	303,987	437,895	429,800	450,000		450,000
5209	Maintenance - Electronics	3,136	1,272	1,272	1,000	1,000		1,000
5212	Rent of Equipment	525		564	4,000	3,500		3,500
5214	Maintenance - Motor Vehicles	22,176	28,893	29,552	28,000	28,000		28,000
5216	Maintenance - Equipment	33,600	38,657	46,816	34,000	34,000		34,000
5217	Maintenance - Buildings & Grounds	622		250	1,500	1,500		1,500
5219	Maintenance - Bridges	381		717	10,000	10,000		10,000
5221	Postage	68	35	8	100	100		100
5223	Telephone	4,150	4,020	3,742	5,000	5,000		5,000
5225	Travel & Vocational Training	1,086	1,218	1,420	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	18,050	15,339	14,706	20,000	20,000		20,000
5247	Motor Fuels & Lubricants	28,144	33,214	37,019	35,000	35,000		35,000
5249	Road Materials & Equipment	43,074	66,096	51,623	68,000	68,000		68,000
5250	Small Tools & Equipment	2,804	2,012	3,744	3,000	3,000		3,000
5252	Snow Removal - Supplies & Materials	24,167	9,562	8,973	10,000	10,000		10,000
	Total Operating Services	995,426	504,305	638,630	652,900	673,100	3.1%	673,100
	CAPITAL OUTLAY							
5501	Motor Vehicles		30,000	96,679				
5503	Machinery & Tools		9,000		94,000	14,000		14,000
5516	Electronic Equipment					2,488		2,488
	Total Capital Outlay		39,000	96,679	94,000	16,488	-82.5%	16,488
	TOTAL	$1,445,862	$997,588	$1,228,991	$1,242,367	$1,212,508	-2.4%	1,212,508

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - ENGINEERING ACCOUNT NUMBER 1456

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$249,766	$326,345	$309,115	$321,760	$337,654		$337,654
5103	Temporary & Seasonal Help	235	15					
5105	Overtime	9,017	18,121	20,820	12,000	15,000		15,000
5106	Overtime - Snow	777	157	250	1,000	500		500
	Total Personal Services	259,795	344,638	330,185	334,760	353,154	5.5%	353,154
	OPERATING EXPENSES							
5203	Professional & Special Services	1,060	29,746	20,846	38,000	40,000		40,000
5206	Dues & Subscriptions	504	980	1,620	2,750	2,500		2,500
5209	Maintenance - Electronics	1,908	5,961	3,816	4,000	5,000		5,000
5214	Maintenance - Motor Vehicles	227	2,740	2,820	5,000	3,500		3,500
5216	Maintenance - Equipment	1,126	330	489	2,000	1,000		1,000
5221	Postage	160	175	54	300	350		350
5223	Telephone	8,499	9,532	11,018	12,000	12,000		12,000
5225	Travel & Vocational Training	1,320	2,142	4,843	7,000	7,000		7,000
5242	Printing, Supplies, & Materials	2,745	37,702	34,736	28,000	35,000		35,000
5247	Motor Fuels & Lubricants	2,592	8,867	10,990	8,000	9,000		9,000
5248	Books & Publications		520	500	500	700		700
5250	Small Tools & Equipment	89	118	612	1,000	800		800
5281	Heat, Lights & Power	173,861	179,611	199,508	190,000	200,000		200,000
	Total Operating Services	194,091	278,424	291,852	298,550	316,850	6.1%	316,850
	CAPITAL OUTLAY							
5501	Motor Vehicles					22,000		22,000
5515	Building & Fixed Equipment				25,000			
5516	Electronic Equipment			10,850				
	Total Capital Outlay			10,850	25,000	22,000	-12.0%	220,000
	TOTAL	$453,886	$623,062	$632,887	$658,310	$692,004	5.1%	$692,004

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER 1457

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$43,692	$44,462	$45,488	$45,795	$48,085		$48,085
5103	Temporary & Seasonal	$770	$737	$132				
5105	Overtime				1,000	1,000		1,000
	Total Personal Services	44,462	45,199	45,620	46,795	49,085	4.9%	49,085
	OPERATING EXPENSES							
5203	Professional & Special Services	147,982	144,750	128,370	142,000	165,000		165,000
5209	Maintenance - Electronics	519	324	324	324	324		324
5213	Maintenance - Court Fees	9,747	17,338	12,859	22,000	22,000		22,000
5214	Maintenance - Motor Vehicles	530	605	582	1,000	500		500
5216	Maintenance - Equipment	41,975	15,729	34,552	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	30,861	32,710	54,601	14,000	40,000		40,000
5223	Telephone	247	267	275	350	350		350
5242	Printing, Supplies, & Materials	916	5,910	5,304	1,000	6,000		6,000
5243	Construction Materials			320	3,000	1,000		1,000
5247	Motor Fuels & Lubricants	1,199	933	1,245	1,500	1,500		1,500
5250	Small Tools & Equipment			136	650	500		500
5281	Heat, Lights & Power	192,065	196,547	202,556	220,000	207,000		207,000
	Total Operating Services	426,041	415,113	441,124	432,824	471,174	8.9%	471,174
	CAPITAL OUTLAY							
5501	Motor Vehicles				18,500			
5515	Building & Fixed Equipment							
	Total Capital Outlay				18,500		-100.0%	
	TOTAL	$470,503	$460,312	$486,744	$498,119	$520,259	4.4%	$520,259

Fleet Maintenance

The City of Colonial Heights Department of Fleet Maintenance is responsible for maintenance, repair, modification, and general upkeep of all city-owned vehicles and equipment. In addition, the Department is also responsible for similar repair and maintenance of all Colonial Heights Public Schools vehicles, including school buses.

As part of its day-to-day activities, the Department of Fleet Maintenance schedules and performs routine maintenance for all vehicles; prepares all new vehicles for service (installation of equipment and lettering); and completes special projects that the other departments request. The Department maintains a complete history of repairs and billing information of all vehicles and also prepares all seasonal equipment (leaf collection, snow, grass cutting) in advance of their service required timeframe.

All departmental operations and maintenance activates take place at the Fleet Maintenance Shop at 501 Lake Avenue, a facility shared with the Public Works Department.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Total Vehicles Maintained	245	250	250	255
Total Equipment Maintained		39	41	42
Work Orders Completed	1,007	974	950	950
Total Repair Costs	$238,435.79	$297,168.65	$250,000.00	$240,000.00
Total Sublet Repairs	$12,368.92	$14,171.91	<$15,000.00	<$16,000.00

Personnel Resources

Fleet Maintenance Shop

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012-13**	**FY 2013-14 Proposed**	**Diff.**
Automotive Maint. Super.	FT	Salary	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	Salary	2.00	2.00	0.00
Emergency Equip. Tech.	FT	Salary	1.00	1.00	0.00
			4.00	**4.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE | ACCOUNT NUMBER 1458

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$240,483	$239,704	$236,058	$234,495	$246,231		$246,231
5105	Overtime	2,418	2,653	2,504	3,000	2,500		2,500
5106	Overtime - Snow	3,013	1,484	431	1,000	1,000		1,000
	Total Personal Services	245,914	243,841	238,993	238,495	249,731	4.7%	249,731
	OPERATING EXPENSES							
5203	Professional & Special Services	914	(269)	1,145				
5209	Maintenance - Electronics	2,854	1,272	1,272	1,500	1,500		1,500
5214	Maintenance - Motor Vehicles	1,085	1,833	1,353	1,500	1,750		1,750
5216	Maintenance - Equipment	1,204	846	969	2,400	2,500		2,500
5221	Postage	52	29	3	20	5		5
5223	Telephone	1,769	1,769	1,769	1,800	1,800		1,800
5225	Travel & Vocational Training				700	750		750
5242	Printing, Supplies, & Materials	8,297	8,864	8,459	8,500	9,000		9,000
5247	Motor Fuels & Lubricants	5,828	(23,223)	4,681	1,200	1,300		1,300
5248	Books & Publications	135	180	180	400	400		400
5250	Small Tools & Equipment	2,366	2,036	2,394	2,100	2,200		2,200
	Total Operating Services	24,504	(6,663)	22,225	20,120	21,205	5.4%	21,205
	CAPITAL OUTLAY							
5503	Machinery & Tools				1,600	4,000		4,000
5516	Electronic Equipment							
	Total Capital Outlay				1,600	4,000		4,000
	TOTAL	$270,418	$237,178	$261,218	$260,215	$274,936	5.7%	$274,936

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - SOLID WASTE | ACCOUNT NUMBER 1459

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5230	Solid Waste Collection	$758,821	$765,694	$773,764	$440,776	$443,485		$443,485
5235	Landfill Monitoring	70,606	57,855	83,275	150,000	125,000		125,000
5236	Commercial Container Service	42,681	47,200	48,963	31,072	31,723		31,723
5242	Printing, Supplies, & Materials			1,642				
	Total Operating Services	872,108	870,749	907,644	621,848	600,208	-3.5%	600,208
	INTERNAL SERVICES							
5260	Administrative Service Charges	42,138	55,851	46,493	47,284			
	Total Internal Services	42,138	55,851	46,493	47,284		-100.0%	
	CAPITAL OUTLAY							
5515	Buildings and Fixed Equipment		2,931		13,000			
	Total Fixed Assets		2,931		13,000		-100.0%	
	TOTAL	$914,246	$929,531	$954,137	$682,132	$600,208	-12.0%	$600,208

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - RECYCLING ACCOUNT NUMBER 1460

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$5,496	$7,375	$7,200	7,713	7,738		7,738
5108	Fringe Benefits	389	550	561	590	592		592
	Total Personal Services	5,885	7,925	7,761	8,303	8,330	0.3%	8,330
	OPERATING EXPENSES							
5217	Maintenance - Buildings & Grounds		50	167	250	250		250
5223	Telephone	1,434	204	234	250	250		250
5233	Container Rent & Transportation	3,519	5,523	5,371	5,000	5,000		5,000
5238	CFC Removal	170	130		1,300	1,300		1,300
5231	Curbside Recycling	216,755	222,918	227,882	231,858	250,371		250,371
5237	Drop-off Container Maintenance	548	546	665	500	500		500
5240	Equipment Rental - Transfer Station	26,301	16,554	17,913	20,000	20,000		20,000
5242	Printing, Supplies, & Materials	824	424	3,504	1,250	1,250		1,250
5244	Central Virginia Waste Management Authority	4,059	8,339	8,400	8,400	8,400		8,400
	Total Operating Services	253,610	254,688	264,136	268,808	287,321	6.9%	287,321
	TOTAL	$259,495	$262,613	$271,897	$277,111	$295,651	6.7%	$295,651

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - HEALTH | ACCOUNT NUMBER 1501

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5268	Health Department Services	$144,050	$145,626	$172,864	$181,058	$185,298		$185,298
	Total Operating Services	144,050	145,626	172,864	181,058	185,298	2.3%	185,298
	TOTAL	$144,050	$145,626	$172,864	$181,058	$185,298	2.3%	$185,298

ACCOUNT NAME - SOCIAL SERVICES
ACCOUNT NUMBER 1502

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$261,141	$310,606	$234,016	$325,050	$300,000		$300,000
	Total Operating Services	261,141	310,606	234,016	325,050	300,000	-7.7%	300,000
	TOTAL	$261,141	$310,606	$234,016	$325,050	$300,000	-7.7%	$300,000

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMPREHENSIVE SERVICES ACCOUNT NUMBER 1503

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$102,108	$104,221	$239,364	$150,000	$175,000		$175,000
	Total Operating Services	102,108	104,221	239,364	150,000	175,000	16.7%	175,000
	TOTAL	$102,108	$104,221	$239,364	$150,000	$175,000	16.7%	$175,000

Parks & Recreation

The City of Colonial Heights Department of Parks and Recreation strives to provide, develop, and maintain an array of parks, parks facilities, services and recreational opportunities for all citizens, aimed at improving the overall quality of life for the community. The Department provides a wide range of quality recreation and parks services through public awareness, utilization of resources, and being responsive to the community.

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

In addition to providing all required administrative support to parks and recreation services and programs, the Department is responsible for all maintenance at parks and park facilities, special events, and community activities.

The Department promotes safe and healthy lifestyles; plans, coordinates, and implements recreational, cultural, historical, educational, and supportive activities, services, and facilities for all citizens of Colonial Heights.

Performance Indicators	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Projected
Athletic Program Participants	2,662	3,178	3,100	3,100
Non-Athletic Program Participants	2,707	3,074	2,900	3,100
Senior Center Citizens Participants	32,167	32,812	33,200	33,200
Teen Center Attendance	4,832	4,568	5,000	4,750
Facility Rentals (Parks/Community Center)	619	590	615	615
Facility Attendance (Parks/Community Center/Violet Bank)	37,499	35,979	38,500	40,000

Personnel Resources

Recreation & Parks

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2012–13**	**FY 2013–14 Proposed**	**Diff.**
Director	FT	Salary	1.00	1.00	0.00
Recreation Staff	FT	Salary	3.00	3.00	0.00
Parks/B&G/Horticulture	FT	Salary	9.00	10.00	1.00
Community Center Staff	FT	Salary	5.00	5.00	0.00
Museum Curator	FT	Salary	1.00	1.00	0.00
Program Staff	PT	Hourly	55.00	55.00	0.00
			74.00	**75.00**	**1.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - RECREATION ACCOUNT NUMBER 1601

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$230,408	$213,656	$214,788	$216,193	$227,003		$227,003
5103	Temporary & Seasonal Help	119,243	86,310	76,501	100,785	100,785		100,785
5105	Overtime			479	1,000	1,000		1,000
	Total Personal Services	349,651	299,966	291,768	317,978	328,788	3.4%	328,788
	OPERATING EXPENSES							
5201	Advertising	914	914	1,693	2,000	2,000		2,000
5203	Professional & Special Services	12,676	29,202	30,153	32,375	32,375		32,375
5206	Dues & Subscriptions	1,121	1,358	1,383	1,116	1,116		1,116
5209	Maintenance - Electronics	3,792	1,596	1,659	1,596	1,596		1,596
5212	Rent of Equipment			465				
5214	Maintenance - Motor Vehicles	150	526	20	750	750		750
5216	Maintenance - Equipment	487	846	1,471	1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds	2,264	8,025	4,098	2,000	2,000		2,000
5221	Postage	1,085	903	692	1,100	1,100		1,100
5223	Telephone	7,968	7,776	8,812	9,500	9,500		9,500
5224	Other Services & Charges	20,849	25,258	25,061	25,599	25,599		25,599
5225	Travel & Vocational Training	3,274	676	1,528	2,000	2,000		2,000
5226	Automobile Allowance	4,376	4,200	4,200	4,200	4,200		4,200
5242	Printing, Supplies, & Materials	42,524	39,424	51,605	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	2,165	1,783	2,249	2,500	2,500		2,500
5250	Small Tools & Equipment			84	100	100		100
5281	Heat, Lights & Power	20,834	19,389	20,326	22,000	22,000		22,000
	Total Operating Services	124,479	141,876	155,499	158,836	158,836	0.0%	158,836
	CAPITAL OUTLAY							
5506	Court Restitution		(260)					
5520	Other Equipment	2,399				50,000		50,000
	Total Capital Outlay	2,399	(260)			50,000		50,000
	TOTAL	$476,529	$441,582	$447,267	$476,814	$537,624	12.8%	$537,624

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMUNITY CENTER ACCOUNT NUMBER 1602

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$186,422	$175,726	$181,653	$182,882	$192,027		$192,027
5103	Temporary & Seasonal Help	29,762	38,385	36,252	40,560	40,560		40,560
5105	Overtime	405			500	500		500
	Total Personal Services	216,589	214,111	217,905	223,942	233,087	4.1%	233,087
	OPERATING EXPENSES							
5201	Advertising				450	500		500
5203	Professional & Special Services		244					
5206	Dues & Subscriptions	295	575	1,230	633	1,033		1,033
5209	Maintenance - Electronics	3,829	5,380	3,180	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles	800	900	900	900	900		900
5217	Maintenance - Buildings & Grounds	120	95	125	450	500		500
5221	Postage	488	365	206	1,000	500		500
5223	Telephone	2,332	1,924	2,084	4,000	4,000		4,000
5224	Other Services & Charges	2,460	8,943	7,965	10,160	10,160		10,160
5225	Travel & Vocational Training	551	266	520	800	800		800
5241	Senior Citizens Activities	4,014	4,124	2,960	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	6,187	7,848	13,631	12,500	12,500		12,500
5247	Motor Fuels & Lubricants				135	135		135
	Total Operating Services	21,076	30,664	32,801	38,008	38,008	0.0%	38,008
	CAPITAL OUTLAY							
5501	Motor Vehicles			18,338				
5520	Other Equipment	5,790						
	Total Capital Outlay	5,790		18,338				
	TOTAL	$243,455	$244,775	$269,044	$261,950	$271,095	3.5%	$271,095

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - HORTICULTURE　　　　ACCOUNT NUMBER 1603

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$43,749	$22,959	$36,368	$36,514	$38,339		$38,339
5103	Temporary & Seasonal Help	20,982	16,657	18,872	20,000	20,000		20,000
5105	Overtime	651	669	1,807	1,000	1,000		1,000
	Total Personal Services	65,382	40,285	57,047	57,514	59,339	3.2%	59,339
	OPERATING EXPENSES							
5206	Dues & Subscriptions	200			200	200		200
5209	Maintenance - Electronics	477	636	636	636	636		636
5214	Maintenance - Motor Vehicles	222	922	850	500	1,000		1,000
5216	Maintenance - Equipment	58	642		500	500		500
5217	Maintenance - Buildings & Grounds	9,868	8,886	8,158	11,000	11,000		11,000
5223	Telephone	1,210	419	275	1,500	500		500
5225	Travel & Vocational Training			326	750	400		400
5242	Printing, Supplies, & Materials	1,035	1,207	1,065	1,000	1,700		1,700
5247	Motor Fuels & Lubricants	2,396	3,079	3,034	3,000	3,100		3,100
5250	Small Tools & Equipment	527	673	276	1,200	1,250		1,250
	Total Operating Services	15,993	16,464	14,620	20,286	20,286	0.0%	20,286
	CAPITAL OUTLAY							
5515	Building & Fixed Equipment							
5520	Other Equipment	(155)						
5521	Site Improvements	8,191						
	Total Capital Outlay	8,036						
	TOTAL	$89,411	$56,749	$71,667	$77,800	$79,625	2.3%	$79,625

ACCOUNT NAME - PARKS & GROUNDS

ACCOUNT NUMBER 1604

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$296,226	$269,480	$276,045	$276,045	$305,189		$305,189
5103	Temporary & Seasonal Help	33,444	29,640	26,902	34,000	34,000		34,000
5105	Overtime	37,367	35,257	34,909	40,000	40,000		40,000
	Total Personal Services	367,037	334,377	337,856	350,045	379,189	8.3%	379,189
	OPERATING EXPENSES							
5206	Dues & Subscriptions	70		324	300	300		300
5209	Maintenance - Electronics	243	324		324	324		324
5212	Rent of Equipment		375	552		500		500
5214	Maintenance - Motor Vehicles	3,423	4,028	5,267	4,000	4,000		4,000
5216	Maintenance - Equipment	14,142	16,404	19,306	11,000	14,000		14,000
5217	Maintenance - Buildings & Grounds	67,103	55,010	67,709	65,000	69,000		69,000
5223	Telephone	989	484	527	1,500	1,000		1,000
5225	Travel & Vocational Training		1,542		2,000	1,000		1,000
5242	Printing, Supplies, & Materials	12,420	11,664	9,086	6,000	8,000		8,000
5247	Motor Fuels & Lubricants	11,052	13,941	15,372	12,000	13,000		13,000
5250	Small Tools & Equipment	2,458	2,312	2,664	2,500	2,500		2,500
5281	Heat, Lights & Power	11,910	10,552	11,780	18,000	15,000		15,000
	Total Operating Services	123,810	116,636	132,587	122,624	128,624	4.9%	128,624
	CAPITAL OUTLAY							
5501	Motor Vehicle			21,105		20,000		20,000
5516	Electronic Equipment					2,488		2,488
5520	Other Equipment		27,344	11,520	24,500			
	Total Capital Outlay		27,344	32,625	24,500	22,488	-8.2%	22,488
	TOTAL	$490,847	$478,357	$503,068	$497,169	$530,301	6.7%	$530,301

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM

ACCOUNT NUMBER 1651

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$48,822	$49,098	$50,231	$50,571	$53,100		$53,100
5103	Temporary & Seasonal Help	11,139	9,920	9,860	9,800	9,800		9,800
5105	Overtime	195	212	438				
	Total Personal Services	60,156	59,230	60,529	60,371	62,900	4.2%	62,900
	OPERATING EXPENSES							
5201	Advertising	1,150	2,749	3,507	1,000	3,000		3,000
5203	Professional & Special Services	1,181	1,326	1,556	1,000	2,500		2,500
5206	Dues & Subscriptions	275	275	275	500	300		300
5209	Maintenance - Electronics	477	636	636	636	636		636
5217	Maintenance - Buildings & Grounds	4,748	19,809	3,721	16,000	14,000		14,000
5221	Postage	51	28	9	150	150		150
5223	Telephone	2,276	2,277	2,104	1,800	2,000		2,000
5225	Travel & Vocational Training				750	750		750
5242	Printing, Supplies, & Materials	809	931	11,701	3,000	1,500		1,500
	Total Operating Services	10,967	28,031	23,509	24,836	24,836	0.0%	24,836
	CAPITAL OUTLAY							
5520	Other Equipment							
	Total Capital Outlay							
	TOTAL	$71,123	$87,261	$84,038	$85,207	$87,736	3.0%	$87,736

Library

The City of Colonial Heights Public Library provides a wide range of library services to the community, serving the educational, informational, and recreational reading needs of over 220,000 visitors each year.

Located at 1000 Yacht Basin Drive, the Colonial Heights Public Library ranks as the sixth busiest library among Virginia's 92 public library systems. The Library's collections include traditional books and magazines, large audio book and DVD/Blu-Ray collections, and a powerful e- library, along with a heavily used public computer center and wireless network.

The Library building also contains meetings rooms that are made available to, and are heavily utilized by civic clubs, small independent groups, tutors and organizations, as well as other city departments.

Performance Indicators	FY 10-11 Actual	FY 11 – 12 Actual	FY 12 – 13 Actual	FY 13 – 14 Projected
Circulation	270,653	276,838	260,540	261,000
Books	159,605	166,279	168,118	167,000
Videos	71,389	70,925	56,251	55,000*
Audios	16,378	15,241	14.331	15,000
Computers	23,281	24,393	21,840	24,000**
Circulation Per Staff FTE	38,665	39,548	37,220	38,500***
Library Cards Issued	2,141	2,049	2,298	2,000
Registered Borrowers	12,341	10,913	11,1480	12,000
Patron Visit Count	219,345	218,312	215,713	218,000
Interlibrary Loans	601	557	534	525
Story Hour Participants	1902	2,051	2,215	2,300
Volumes Added to Collection	5,121	5,970	5,616	5,500
Meeting Room Groups	1,278	1,198	1,018	1,000

* Video circulation dropped by 14,674 (36%) probably due to the increasing use of download services by residents. With the closing of Blockbuster, we expect these figures to increase in the coming year.

** Computer center usage is down due to an increase in the number of patrons using laptops/tablets within the library's wireless network. However, the new iPad center, and a policy change that allows those 18 and younger more access, is likely to increase this number in the coming year.

*** State Average is 24,346 Circulation per FTE staff member.

Personnel Resources

Library

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Library Director	FT	Salary	1.00	1.00	0.00
Library Associate	FT	Salary	2.00	2.00	0.00
Library Assistant	FT	Salary	3.00	3.00	0.00
Library Assistant	PT	Hourly	1.00	1.00	0.00
FT = Full Time PT = Part Time			**7.00**	**7.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY | ACCOUNT NUMBER 1701

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$317,303	$317,806	$321,384	$320,118	$335,218		$335,218
5103	Temporary & Seasonal Help	47,593	39,804	44,614	42,950	42,950		42,950
	Total Personal Services	364,896	357,610	365,998	363,068	378,168	4.2%	378,168
	OPERATING EXPENSES							
5203	Professional & Special Services	2,437	2,547	2,166	2,900	2,900		2,900
5206	Dues & Subscriptions	305	270	540	425	425		425
5209	Maintenance - Electronics	12,139	11,448	11,448	11,448	11,448		11,448
5212	Rent of Equipment	310	1,254	1,133	1,310	1,310		1,310
5216	Maintenance - Equipment	1,606	214	630	1,400	1,400		1,400
5221	Postage	2,398	2,287	2,139	2,326	2,396		2,396
5223	Telephone	3,827	4,230	3,587	3,787	3,787		3,787
5224	Other Services & Charges	6,292	7,409	6,220	6,840	6,840		6,840
5225	Travel & Vocational Training	238	240	539	850	850		850
5242	Printing, Supplies, & Materials	22,855	24,638	26,239	24,000	24,720		24,720
5248	Books & Publications	111,908	118,793	114,334	114,500	116,790		116,790
5281	Heat, Lights & Power	42,455	43,803	53,643	48,000	48,000		48,000
	Total Personal Services	206,770	217,133	222,618	217,786	220,866	1.4%	220,866
	CAPITAL OUTLAY							
5516	Electronic Equipment	14,153	7,502	15,637	9,200	9,932		9,932
	Total Capital Outlay	14,153	7,502	15,637	9,200	9,932		9,932
	TOTAL	$585,819	$582,245	$604,253	$590,054	$608,966	3.2%	$608,966

Planning and Community Development

Building Inspections

Currently consisting of two operating divisions (Planning and Building Inspection) the City of Colonial Heights Department of Planning and Community Development is guided by two primary goals: to guide development and growth of the City through application of professional planning principles and techniques; and to ensure general public health and safety through enforcement of codes and regulations related to construction of residential and commercial developments and enforcement of property maintenance and other ordinances.

Updating the City's Comprehensive plan is the major continuing initiative of the Planning Division. This is envisioned as a three year project that encompasses the complete rewrite and update of the plan. In 2012, the citizens planning committee will be developing recommendations on a vision and goals which will then be used as a basis for the plan development in year three. The Appomattox River Greenway Trail Project will also continue through 2012, with completion of Phase 2 by mid-year, Phase 3 planning complete by the end of the year, and Phase 4 will be under design. The Emergency Home Repair Program funded by the Community Development Block Grant will continue in 2012.

The Building Inspections Division assures compliance with the Virginia Uniform Statewide Building Code in an efficient manner. This department accepts permit applications, reviews those applications for compliance with the USBC, routes applications to other reviewing departments and issues permits authorizing the proposed work after all applicable departments have given approval to proceed. The department conducts on-site inspections of projects at different phases of construction to insure compliance and issues certificates of occupancy.

The Division also conducts property maintenance, tall grass, zoning, unlicensed vehicles and trash inspections and manages the City's Rental Inspection Program.

Performance Indicators	FY 10– 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
Sign Permits Issued	78	76	81	85
CDBG $ Expended	$124,606	$78,399	$69,234	$65,770
Planning Commission Mtgs	9	9	9	8
New Construction Building Code Inspections	1,900	2,246	2,246	2,500
Tall Grass Inspections	405	591	645	675
Total Plan Reviews	207	116	174	190

Personnel Resources

Planning/Building Inspection

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012–13	Authorized Positions FY 2013–14 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Neighborhd Revitalization Planner	FT	Salary	1.00	1.00	0.00
Building Official	FT	Salary	1.00	1.00	0.00
Senior Building Inspector	FT	Salary	1.00	1.00	0.00
Building Inspector	FT	Salary	1.00	1.00	0.00
Property Maintenance Inspector	PT	Hourly	.75	.75	0.00
			5.75	**5.75**	**0.00**

FT = Full Time PT = Part Time

ACCOUNT NAME - PLANNING

ACCOUNT NUMBER 1751

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$194,078	$145,962	$148,003	$151,626	$159,208		$159,208
5103	Temporary & Seasonal Help	715						
	Total Personal Services	194,793	145,962	148,003	151,626	159,208	5.0%	159,208
	OPERATING EXPENSES							
5201	Advertising	6,714	1,905	2,368	4,800	4,800		4,800
5203	Professional & Special Services	21,976	15,053	2,168	6,000	11,000		11,000
5206	Dues & Subscriptions	905	982	1,000	1,000	1,000		1,000
5209	Maintenance - Electronics	1,082	1,272	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicle							
5216	Maintenance - Equipment	586	650	1,123	1,200	1,200		1,200
5221	Postage	399	720	595	300	500		500
5223	Telephone	2,190	2,167	2,865	2,200	6,000		6,000
5225	Travel & Vocational Training	1,759	1,332	1,201	2,000	2,500		2,500
5242	Printing, Supplies, & Materials	2,116	1,954	2,131	2,000	1,800		1,800
5248	Books & Publications		318	321	500	500		500
5263	Grant Funds		9,865					
	Total Operating Services	37,727	36,218	15,044	21,272	30,572	43.7%	30,572
	CAPITAL OUTLAY							
5516	Electronic Equipment	967	800	1,479		5,400		5,400
	Total Capital Outlay	967	800	1,479		5,400		5,400
	TOTAL	$233,487	$182,980	$164,526	$172,898	$195,180	12.9%	$195,180

ACCOUNT NAME - BUILDING INSPECTIONS

ACCOUNT NUMBER 1752

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$160,843	$160,892	$164,647	$165,719	$174,005		$174,005
5103	Temporary & Seasonal Help	18,585	18,713	21,421	22,500	24,000		24,000
5105	Overtime & Career Development				2,000	2,000		2,000
	Total Personal Services	179,428	179,605	186,068	190,219	200,005	5.1%	200,005
	OPERATING EXPENSES							
5203	Professional & Special Services		158		2,600	2,600		2,600
5206	Dues & Subscriptions	207	627	297	500	500		500
5209	Maintenance - Electronics	954	1,272	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicles	1,059	1,081	1,085	1,800	3,000		3,000
5221	Postage	714	909	999	1,000	1,000		1,000
5223	Telephone	4,513	4,007	4,322	5,000	6,920		6,920
5225	Travel & Vocational Training	1,908	2,448	2,513	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	2,327	2,936	3,311	4,320	4,320		4,320
5247	Motor Fuels & Lubricants	2,263	2,458	2,443	2,800	3,000		3,000
5248	Books & Publications		1,200	180	1,500	2,000		2,000
5250	Small Tools & Equipment	302	671	500	500	500		500
5283	1% State Fee	(20)	26	(772)				
	Total Operating Services	14,227	17,793	16,150	23,292	27,112	16.4%	27,112
	CAPITAL OUTLAY							
5501	Motor Vehicle					17,500		17,500
5516	Electronic Equipment		1,500	1,600				
	Total Capital Outlay		1,500	1,600		17,500		17,500
	TOTAL	$193,655	$198,898	$203,818	$213,511	$244,617	14.6%	$244,617

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, offers an opportunity for first-time offenders to receive sanctions with education.

The Office on Youth is also active in providing leadership for boards, coalitions, teams and task forces that address youth issues to increase/improve community resources. The CADRE Coalition, our local community substance-abuse prevention coalition works with the youth to provide leadership and recreational alternatives.

The Kid's After School Program (KAP) serves the City's youth in grades 4, 5, & 6 with after-school tutoring and skill building.

Performance Indicators	FY 10 – 11 Actual	FY 11 – 12 Actual	FY 12 – 13 Projected	FY 13 – 14 Projected
# Served by Diversion Programs (VJCCCA)	552	511	458	458
# Served Community Prevention/Education	843	858	850	850
Kids After-School Program	44	64	80	80

Personnel Resources

Office On Youth & Human Services

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2012–13	FY 2013–14 Proposed	Diff.
Department Director	FT	Salary	1.00	1.00	0.00
Youth Program Coordinator	FT	Salary	1.00	1.00	0.00
Youth Specialist	FT	Salary	2.00	2.00	0.00
FT = Full Time PT = Part Time			**4.00**	**4.00**	**0.00**

Site Supervisors	PT	Hourly	6.00	6.00	0.00
PT = Part Time			**6.00**	**6.00**	**0.00**

ACCOUNT NAME - OFFICE ON YOUTH & HUMAN SERVICES — ACCOUNT NUMBER 1801

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$118,074	$117,937	$112,131	$121,223	$118,336		$118,336
5103	Temporary & Seasonal Help	4,500	1,724	6,596				
	Total Personal Services	122,574	119,661	118,727	121,223	118,336	-2.4%	118,336
	OPERATING EXPENSES							
5203	Professional & Special Services	5,116	10,177	10,075				
5206	Dues & Subscriptions	100		75	200	275		275
5209	Maintenance - Electronics	1,197	1,596	1,596	1,600	1,950		1,950
5216	Maintenance - Equipment				500	300		300
5221	Postage	788	544	514	900	600		600
5223	Telephone	3,671	3,395	3,249	3,800	3,800		3,800
5224	Other Services & Charges	979	225	370	300	350		350
5225	Travel & Vocational Training	1,647	1,521	1,013	1,200	1,500		1,500
5242	Printing, Supplies, & Materials	3,207	4,275	4,122	4,000	4,000		4,000
5247	Motor Fuels & Lubricants	1,758	965	589	1,500	1,000		1,000
5248	Books & Publications		75		100	100		100
	Total Operating Services	18,463	22,773	21,603	14,100	13,875	-1.6%	13,875
	CAPITAL OUTLAY							
5501	Motor Vehicle					25,000		25,000
5516	Electronic Equipment					1,244		1,244
	Total Capital Outlay					26,244		26,244
	TOTAL	$141,037	$142,434	$140,330	$135,323	$158,455	17.1%	$158,455

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT　　ACCOUNT NUMBER 1802

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$825	$1,890	$398	$1,500	$600		$600
5108	Fringe Benefits	56	155	76	100	100		100
	Total Personal Services	881	2,045	474	1,600	700	-56.3%	700
	OPERATING EXPENSES							
5221	Postage	51	28	26				
5224	Other Services & Charges	181		765		1,000		1,000
5225	Travel & Vocational Training	30						
5242	Printing, Supplies, & Materials	1,019	297	1,349	1,000	900		900
	Total Operating Expenses	1,281	325	2,140	1,000	1,900	90.0%	1,900
	TOTAL	$2,162	$2,370	$2,614	$2,600	$2,600	0.0%	$2,600

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT ACCOUNT NUMBER 1803

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$77,245	$76,995	$77,891	$79,304	$83,270		$83,270
5108	Fringe Benefits	5,647	39,629	36,515	41,596	43,200		43,200
	Total Personal Services	82,892	116,624	114,406	120,900	126,470	4.6%	126,470
	OPERATING EXPENSES							
5209	Maintenance - Electronics	243	324	324	300	900		900
5214	Maintenance - Motor Vehicles				200	200		200
5221	Postage	169	262	73	250	125		125
5223	Telephone	1,644	1,644	1,644	1,600	1,700		1,700
5224	Other Services & Charges			47	200	100		100
5225	Travel & Vocational Training	404	275	28	200	200		200
5242	Printing, Supplies, & Materials	534	1,440	982	500	500		500
5247	Motor Fuels & Lubricants				200	200		200
5248	Books & Publications				300	100		100
	Total Operating Expenses	2,994	3,945	3,098	3,750	4,025	7.3%	4,025
	TOTAL	$85,886	$120,569	$117,504	$124,650	$130,495	4.7%	$130,495

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM | ACCOUNT NUMBER 1807

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$23,494	$25,577	$26,348	$25,500	$25,500		$25,500
5108	Fringe Benefits	1,796	2,202	2,499	2,000	2,000		2,000
	Total Personal Services	25,290	27,779	28,847	27,500	27,500	0.0%	27,500
	OPERATING EXPENSES							
5203	Professional & Special Services							
5224	Other Services & Charges	230	504	124	500	1,000		1,000
5225	Travel & Vocational Training	30		571				
5242	Printing, Supplies, & Materials	3,031	1,049		600	300		300
	Total Operating Expenses	3,291	1,553	695	1,100	1,300	18.2%	1,300
	TOTAL	$28,581	$29,332	$29,542	$28,600	$28,800	0.7%	$28,800

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT

ACCOUNT NUMBER 1808

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$83,770	$146,199	$78,399	$69,234	$65,772		$65,772
	Total Operating Services	83,770	146,199	78,399	69,234	65,772	-5.0%	65,772
	TOTAL	$83,770	$146,199	$78,399	$69,234	$65,772	-5.0%	$65,772

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES ACCOUNT NUMBER 1901

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	City Memberships & Programs							
5801	Youth Advisory Council	$2,250	$2,250	$2,250	$2,250	$2,250		$2,250
5804	John Tyler Community College	4,101	3,799	3,853	3,872	3,975		3,975
5805	Virginia Gateway Region	28,213	28,213	28,213	28,213	28,213		28,213
5806	Crater Planning District Commission	11,115	11,115	11,115	11,115	11,115		11,115
5807	Virginia Municipal League	8,038	16,093		8,025	8,025		8,025
5808	Fort Clifton Arts & Crafts Festival		400	300	3,000	600		600
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000		2,000
5810	Crater Agency on Aging	465		465	465	465		465
5811	Mental Health Board	70,000	65,000	68,000	68,000	68,000		68,000
5812	Criminal Justice Academy	20,905	22,173	22,805	23,500	23,500		23,500
5816	Petersburg Symphony	4,000	4,000	4,000	4,000	4,000		4,000
5818	After Prom Committee	500	500	500	500	500		500
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000		1,000
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		9,450
5829	American Legion - Flags	300	300	300	300	300		300
5835	Colonial Heights Educational Foundation	200	200	200	200	200		200
5825	Richard Bland College	3,000	3,000	3,000	3,000	3,000		3,000
5827	Virginia State University	2,500	2,500	3,000	3,000	3,000		3,000
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	172,537	176,493	164,951	176,390	174,093	-1.3%	174,093
	Contributions							
5802	Retired Senior Volunteer Program	4,700	4,230	4,000	4,000	4,000		4,000
5803	Southside Sheltered Workshop	4,000						
5813	Legal Aid Justice Center, Inc.	4,000	3,600	3,600	3,600	3,600		3,600
5814	CARES	2,000	1,800	2,000	2,000	2,000		2,000
5815	Petersburg Foster Grandparents	2,000	1,800	1,800	1,800	1,800		1,800
5826	CCHASM	3,000	2,700	3,000	3,000	3,000		3,000
5837	Meals on Wheels - Feed More	6,000	5,850	6,000	6,000	6,000		6,000
5838	Chesterfield/Col. Hgts. Families First		900					
5839	Colonial Heights Food Pantry	6,000	5,850	6,000	6,000	8,000		8,000
5840	American Red Cross	2000	1,800	2,000	2,000	2,000		2,000
	Total Contributions	33,700	28,530	28,400	28,400	30,400	7.0%	30,400
	TOTAL	$206,237	$205,023	$193,351	$204,790	$204,493	-0.1%	$204,493

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - CONTINGENCIES & MISCELLANEOUS — ACCOUNT NUMBER 1902

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5203	Professional & Special Services	$42,271	$99,191	$136,564	$40,000	$40,000		$40,000
5224	Other Services & Charges	(235)	3,525	7,389	5,000	5,000		5,000
5253	Litter Control Grant	5,521	8,932	2,665	5,000	5,000		5,000
5254	Contingencies & Reserve		50,000	35,000	260,000	265,000		265,000
5255	Refunds - Rebates	(338)	(433)	(13,777)	500	500		500
5269	Law Library	477		7,390	6,000	6,000		6,000
	Total Operating Expenses	47,696	161,215	175,231	316,500	321,500	1.6%	321,500
	TOTAL	$47,696	$161,215	$175,231	$316,500	$321,500	1.6%	$321,500

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - PRINCIPAL RETIREMENT ACCOUNT NUMBER 1951

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FIXED CHARGES							
5620	Redemption of Bonds	$10,159,055	$1,968,712	$5,998,330	$2,546,199	$2,839,657		$2,839,657
	Total Fixed Charges	10,159,055	1,968,712	5,998,330	2,546,199	2,839,657	11.5%	2,839,657
	TOTAL	$10,159,055	$1,968,712	$5,998,330	$2,546,199	$2,839,657	11.5%	$2,839,657

2013-14 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2012	$825,000					$825,000
2010	$1,068,270	$124,066	$56,009	$56,655		$1,305,000
2007	106,449	328,551				435,000
2004	346,705	40,616	11,345	41,334		440,000
TOTAL	2,346,424	493,233	67,354	97,989		3,005,000
5621- Notes Payable						
Vacuum Truck					32,558	32,558
Sewer Authority Debt				668,970		668,970
TOTAL				668,970	32,558	701,528
GRAND TOTAL	**$2,346,424**	**$493,233**	**$67,354**	**$766,959**	**$32,558**	**$3,706,528**

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - INTEREST & FISCAL CHARGES

ACCOUNT NUMBER 1952

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FIXED CHARGES							
5640	Interest on Bonds	$805,650	$863,266	$788,734	$1,508,278	$1,217,798		$1,217,798
5643	Interest on Temporary Loans	129,025						
5648	Other Debt Service Costs	82,938	2,300	311,693	10,000	10,000		10,000
	Total Fixed Charges	1,017,613	865,566	1,100,427	1,518,278	1,227,798	-19.1%	1,227,798
	TOTAL	$1,017,613	$865,566	$1,100,427	$1,518,278	$1,227,798	-19.1%	$1,227,798

2013-14 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2012	$678,600	$	$	$	$	$678,600
2010	106,396	12,357	5,578	5,644		129,975
2007	78,160	241,240				319,400
2004	90,449	10,596	2,960	10,783		114,788
Less 2013 Accrued Interest			(1,515)	(2,269)		(3,784)
Plus 2014 Accrued Interest			1,265	2,030		3,295
TOTAL	953,605	264,193	8,288	16,188		1,242,274
5641 - Interest - Notes					650	650
Sewer Authority Debt				29,911		29,911
Less 2013 Accrued Interest				(8,942)		(8,942)
Plus 2014 Accrued Interest				3,031		3,031
TOTAL				29,911	650	30,561
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	**$963,605**	**$264,193**	**$8,288**	**$46,099**	**$650**	**$1,282,835**

ACCOUNT NAME - TRANSFERS TO OTHER FUNDS ACCOUNT NUMBER 2001

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING EXPENSES							
5654	Transfer to Capital Projects Fund	$36,500	$115,000	$366,197	$55,000	$55,000		$55,000
5655	Transfer to School Fund	18,278,716	18,592,746	18,996,933	18,920,491	19,213,672		19,213,672
	Transfer to School Fund - Debt Surplus				212,060	247,504		247,504
5657	Transfer to Solid Waste Management Fund	80,000	80,000	80,000				
5658	Transfer to Storm Water Management Fund	254,568	28,566					
	Total Operating Expenses	18,649,784	18,816,312	19,443,130	19,187,551	19,516,176	1.7%	19,516,176
	TOTAL	$18,649,784	$18,816,312	$19,443,130	$19,187,551	$19,516,176	1.7%	$19,516,176

Recreation Activity Fund

This budget reflects no increase. Provides for current level of programs in this self-supporting fund.

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND ACCOUNT NUMBER 40

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	CHARGES - CURRENT SERVICES							
4504	Concessions	$5,303	$4,852	$5,606	$8,000	$8,000		$8,000
4704	Recreation Use Charges & Fees		2,348					
4721	Youth Sport Sponsorships	9,430	9,822	5,010	2,000	2,000		2,000
4722	Special Interest Classes	16,650	10,983	8,575	23,000	23,000		23,000
4723	Special Events	83,068	63,495	49,307	167,000	167,000		167,000
4724	Adult Athletic Leagues	13,620	9,081	12,517	10,000	10,000		10,000
4743	Active Net	739						
4745	Senior Citizen Classes/ Special Events	181,263	121,716	53,013	30,000	30,000		30,000
4752	Youth Center Fees	1,349	776	1,727				
4802	Recoveries & Rebates							
	Total Charges - Current Services	311,422	223,073	135,755	240,000	240,000	0.0%	240,000
	MISCELLANEOUS							
4726	Violet Bank Museum			200				
4728	Beautification Committee	68	458	1,260				
4750	City Prints Limited							
4815	Park Donations	93	248	70				
	Total - Miscellaneous	161	706	1,530				
	TOTAL	$311,583	$223,779	$137,285	$240,000	$240,000	0.0%	$240,000

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND | ACCOUNT NUMBER 4280

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$2,000	$2,400	$3,436	$3,000	$3,000		$3,000
5108	Fringe Benefits	153	184	263	200	200		200
	Total Personal Services	2,153	2,584	3,699	3,200	3,200		3,200
	OPERATING EXPENSES							
5201	Advertising		199					
5203	Professional & Special Services	50,740	32,207	46,686	43,000	43,000		43,000
5224	Other Services & Charges	3,563	564	884				
5242	Printing, Supplies, & Materials	83,137	38,854	34,270	35,000	35,000		35,000
5245	Concession	7,550	2,047	2,795	2,800	2,800		2,800
5302	Violet Bank Museum				2,000	2,000		2,000
5305	Beautification Committee	731	889	1,173				
5662	Senior Citizen Classes/Special Events	106,353	161,764	15,294	154,000	154,000		154,000
	Total Operating Services	252,074	236,524	101,102	236,800	236,800	0.0%	236,800
	CAPITAL OUTLAY							
5520	Other Equipment	13,270						
	Total Capital Outlay	13,270						
	TOTAL	$267,497	$239,108	$104,801	$240,000	$240,000	0.0%	$240,000

Storm Water Fund

This budget is increased by 29.1%. Fund accounts for storm water activities and employees. Includes continued purchase for vacuum and jetting vehicle required for maintaining City drainage lines and lease purchase of motor grader for shoulder and ditch maintenance. Includes the cost allocation of General Fund indirect costs.

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - STORM WATER FUND ACCOUNT NUMBER 75

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	CHARGES -CURRENT SERVICES							
4820	Stormwater Charges	$	$255,454	$374,357	$366,500	$375,000		$375,000
4740	Late Payment Penalties		2,109	3,619	4,250	3,500		3,500
	MISCELLANEOUS							
4821	Transfer In - General Fund	254,568	28,566					
	Lease Purchase Motor Grader					100,000		100,000
	TOTAL	$254,568	$286,129	$377,976	$370,750	$478,500	29.1%	$478,500

CITY OF COLONIAL HEIGHTS

2013-14 BUDGET

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$104,488	$103,955	$110,206	$108,892	$114,336		$114,336
5105	Overtime	5,682	2,739	2,899	3,000	3,000		3,000
5106	Overtime - Snow			507				
5602	Employers FICA Taxes	8,261	8,042	8,747	8,560	8,976		8,976
5605	VRS Retirement Contribution	15,726	19,284	19,717	23,738	19,208		19,208
5607	Group Life Insurance	586	296	303	1,437	1,361		1,361
5610	Hospitalization	12,517	18,276	20,487	21,220	25,116		25,116
5612	Virginia Employment Commission	105	162	239	375	320		320
	Total Personal Services	147,365	152,754	163,105	167,223	172,317	3.0%	172,317
	OPERATING EXPENSES							
5203	Professional & Special Services	40,844	8,301	12,570	91,261	71,674		71,674
5206	Dues & Subscriptions	3,030			500	500		500
5209	Maintenance - Electronics	243	324	324	324	324		324
5292	Insurance Premiums - Auto				1,500	1,500		1,500
5210	Insurance Premiums - Other				500	500		500
5211	Insurance Premiums - Workman's Comp.				3,000	2,000		2,000
5212	Rent of Equipment			518	1,000	1,000		1,000
5214	Maintenance - Motor Vehicles	1,015	1,477	717	2,000	1,500		1,500
5216	Maintenance - Equipment			301	500	500		500
5217	Maintenance - Buildings & Grounds							
5218	Maintenance - Miscellaneous				500	500		500
5221	Postage	109	169		250	250		250
5223	Telephone	407	415	290	500	500		500
5225	Travel & Vocational Training			935	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	1,280	1,196	2,505	2,500	2,500		2,500
5247	Motor Fuels & Lubricants	1,470	2,043	4,024	2,500	3,000		3,000
5249	Road Materials & Supplies	2,431		3,522	12,000	12,000		12,000
5250	Small Tools & Equipment	3,308		3,670	2,000	2,000		2,000
	Total Operating Services	54,137	13,925	29,376	121,835	101,248	-16.9%	101,248

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	CAPITAL OUTLAY							
5641	Interest on Notes	7,041		3,972	2,344	650		650
5503	Lease Purchase - Motor Grader					130,000		130,000
	Total Fixed Assets	7,041		3,972	2,344	130,650	5473.8%	130,650
	INTERNAL SERVICES							
5401	Deprecation	16,654	16,654	22,112	22,112	22,112		22,112
5408	Administrative Service Charges		35,585	37,965	37,415	40,173		40,173
	Total Internal Services	16,654	52,239	60,077	59,527	62,285	4.6%	62,285
	TOTAL	$225,197	$218,918	$256,530	$350,929	$466,500	32.9%	$466,500

Water & Sewer Fund

Water Distribution & Transmission

This budget is increased by 0.8%. Provides for current level of services at increased rates and includes cost allocation of General Fund indirect costs. Joint purchase of 20 year old backhoe has been included.

Wastewater Treatment

This budget reflects a decrease of 0.7%. Provides for current level of services at increased rates and also includes cost allocation of General Fund indirect costs. Purchase of emergency backup pump has been included

Utility Billing

This budget reflects a decrease of 4.4%. Provides for current level of services. No capital outlay has been includes.

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	Manager Proposed	% Chg.	Council Approved
	CHARGES FOR CURRENT SERVICES							
4732	Water User Charges	$1,344,698	$1,315,399	$1,315,687	$1,435,000	$1,470,875		$1,470,875
4733	Sewage User Charges	$2,373,744	$2,337,005	$2,417,662	$2,539,527	$2,602,913		$2,602,913
4734	Sewage User Charges - Chesterfield	55,456	61,413	53,321	65,097	66,724		66,724
4735	Sewage User Charges - Virginia State	185,928	208,572	160,954	223,297	218,750		218,750
4736	Water Connection Charges	93,800	41,000	26,000	65,000	65,000		65,000
4737	Sewer Connection Charges	94,800	28,500	22,400	50,000	38,000		38,000
4738	Water Turn On Fees	8,943	9,004	9,036	9,000	11,000		11,000
4739	Water Reconnection Fees	30,526	33,928	29,294	33,000	31,000		31,000
4740	Late Payment Penalties	51,488	50,327	53,194	56,000	58,000		58,000
4741	Construction Fee	9,100	7,400	7,150	8,500	8,000		8,000
4742	Dishonored Check Fee	2,932	2,110	2,205	3,400	3,400		3,400
4743	Meter Testing Fee	30	15		30	30		30
	NONOPERATING REVENUE							
4503	Sale of Salvage & Scrap							
4705	Administrative Service Charges	122,527	134,818	127,851				
4901	Interest on Investments	1,208	238	(36)	250	100		100
4902	Sale of Outside Meters	7,394	5,190	3,227	5,000	5,000		5,000
	Accrued Payroll							
	TOTAL	$4,382,574	$4,234,919	$4,227,945	$4,493,101	$4,578,792	1.9%	$4,578,792

ACCOUNT NAME - WATER & SEWER FUND

ACCOUNT NUMBER 80

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	OPERATING BUDGETS							
8127	Water Distribution & Transmission	$1,408,700	$1,330,102	$1,349,203	$1,449,944	$1,460,960		$1,460,960
8128	Wastewater Treatment	$2,861,460	$2,319,299	$2,677,327	$2,589,991	$2,607,953		$2,607,953
8129	Utility Billing	255,702	222,518	241,474	237,950	248,303		248,303
	TOTAL OPERATIONS	$4,525,862	$3,871,919	$4,268,004	$4,277,885	$4,317,216	0.9%	$4,317,216
	CAPITAL OUTLAY							
8127	Water Distribution & Transmission				$11,000	$121,244		$121,244
8128	Wastewater Treatment		27,789		11,000	18,000		18,000
8129	Utility Billing							
	TOTAL CAPITAL OUTLAY		$27,789		$22,000	$139,244		$139,244

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION | ACCOUNT NUMBER 8127

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$280,135	$283,852	$283,371	$302,693	$319,690		$319,690
5105	Overtime	33,585	32,902	29,957	25,000	25,000		25,000
5601	Accumulated Vacation Pay	307	60		500	500		500
5602	Employers FICA Taxes	23,233	21,824	19,063	25,068	24,907		24,907
5605	VRS Retirement Contribution	43,246	46,616	51,260	65,987	53,708		53,708
5607	Group Life Insurance	1,673	716	787	3,995	3,804		3,804
5610	Hospitalization	62,602	58,762	66,520	72,888	76,428		76,428
5612	Virginia Employment Commission	454	640	955	878	878		878
	Total Personal Services	445,235	445,372	451,913	497,009	504,915	1.6%	504,915
	OPERATING EXPENSES							
5201	Advertising	344	964		1,000	1,000		1,000
5203	Professional & Special Services	27,661	18,063	27,740	40,000	40,000		40,000
5206	Dues & Subscriptions	573	409	437	750	750		750
5209	Maintenance - Electronic	2,552	3,492	1,272	1,272	1,272		1,272
5292	Insurance Premiums - Auto	7,107	6,470	5,955	6,500	6,500		6,500
5210	Insurance Premiums - Other	3,241	3,303	3,027	3,200	3,200		3,200
5211	Insurance Premiums - Workman's Comp.	8,541	7,927	9,851	10,000	9,500		9,500
5212	Rent of Equipment				500	250		250
5214	Maintenance - Motor Vehicles	5,959	6,380	8,523	5,500	10,000		10,000
5216	Maintenance - Equipment	4,973	4,260	4,530	7,500	7,500		7,500
5217	Maintenance - Building & Grounds	1,650			2,000	2,000		2,000
5218	Maintenance - Miscellaneous				250	250		250
5221	Postage	1,081	830	800	500	500		500
5223	Telephone	6,105	6,261	5,963	6,500	6,000		6,000
5225	Travel & Vocational Training	524		309	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	74,980	47,625	50,362	50,000	50,000		50,000
5247	Motor Fuels & Lubricants	13,509	17,086	18,736	17,000	17,000		17,000
5249	Road Materials & Supplies	7,616	14,683	7,273	8,000	8,000		8,000
5250	Small Tools & Equipment		260	925	500	500		500
5281	Heat, Lights & Power	2,000	505	6,921	5,000	5,000		5,000
5402	Materials Purchased for Resale	543,984	484,805	471,100	525,000	525,000		525,000
	Total Operating Services	712,400	623,323	623,724	692,972	696,222	0.5%	696,222

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER 8127

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FIXED CHARGES							
5640	Interest on Bonds	27,940	14,916	13,253	10,703	8,538		8,538
5401	Depreciation	126,202	126,989	128,311	122,179	123,844		123,844
	Total Fixed Assets	154,142	141,905	141,564	132,882	132,382	-0.4%	132,382
	INTERNAL SERVICES							
5408	Administrative Service Charges	96,923	119,502	132,002	127,081	127,441		127,441
	Total Internal Services	96,923	119,502	132,002	127,081	127,441	0.3%	127,441
	TOTAL	$1,408,700	$1,330,102	$1,349,203	$1,449,944	$1,460,960	0.8%	$1,460,960

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT | ACCOUNT NUMBER 8128

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$216,924	$217,914	$207,478	$227,217	$238,972		$238,972
5105	Overtime	46,226	44,886	35,593	30,000	30,000		30,000
5601	Accumulated Vacation Pay	29		529				
5602	Employers FICA Taxes	19,083	18,664	19,674	19,677	20,576		20,576
5605	VRS Retirement Contribution	33,360	43,008	39,741	49,533	40,147		40,147
5607	Group Life Insurance	1,245	660	612	3,000	2,844		2,844
5610	Hospitalization	46,686	53,999	52,144	46,980	49,968		49,968
5612	Virginia Employment Commission	407	485	665	665	745		745
	Total Personal Services	363,960	379,616	356,436	377,072	383,252	1.6%	383,252
	OPERATING EXPENSES							
5203	Professional & Special Services	71,045	15,923	45,340	100,000	100,000		100,000
5206	Dues & Subscriptions	206	209	180	400	400		400
5292	Insurance Premiums - Auto	8,686	7,908	7,278	8,250	8,250		8,250
5209	Maintenance - Electronics	477	1,586	636	650	650		650
5210	Insurance Premiums - Other	3,241	3,303	3,027	3,400	3,400		3,400
5211	Insurance Premiums - Workman's Comp.	5,479	4,600	5,645	5,000	5,000		5,000
5212	Rent of Equipment	2,000	1,146	1,229	2,000	2,000		2,000
5214	Maintenance - Motor Vehicles	7,586	4,420	8,412	7,000	10,000		10,000
5216	Maintenance - Equipment	6,601	4,588	4,530	7,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	4,607	99	120	3,000	3,000		3,000
5218	Maintenance - Miscellaneous		698	407	500	500		500
5223	Telephone	5,752	5,354	5,686	6,000	6,000		6,000
5225	Travel & Vocational Training	1,120	329	1,509	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	62,808	28,476	38,532	50,000	50,000		50,000
5247	Motor Fuels & Lubricants	(4,160)	17,036	21,165	15,000	15,000		15,000
5249	Road Materials & Supplies	9,259	12,678	7,371	16,500	16,500		16,500
5250	Small Tools & Equipment		698	447	1,000	1,000		1,000
5281	Heat, Lights & Power	71,061	65,167	74,235	75,000	75,000		75,000
5405	Wastewater Treatment	1,761,860	1,257,514	1,146,766	1,107,585	1,129,737		1,129,737
	Total Operating Services	2,017,628	1,431,732	1,372,515	1,409,785	1,437,937	2.0%	1,437,937

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - WASTEWATER TREATMENT

ACCOUNT NUMBER 8128

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	FIXED CHARGES							
5640	Interest on Bonds	29,339	24,493		19,572	16,427		16,427
5641	Interest on Sewer Notes	3,199	819	92,205	52,916	26,982		26,982
5401	Depreciation	228,551	224,046	620,110	620,110	620,110		620,110
	Total Fixed Assets	261,089	249,358	712,315	692,598	663,519	-4.2%	663,519
	INTERNAL SERVICES							
5408	Administrative Service Charges							
	General Fund	218,783	123,775	236,061	110,536	123,245		123,245
	Water Fund		134,818					
	Total Internal Services	218,783	258,593	236,061	110,536	123,245	11.5%	123,245
	TOTAL	$2,861,460	$2,319,299	$2,677,327	$2,589,991	$2,607,953	0.7%	$2,607,953

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - UTILITY BILLING | ACCOUNT NUMBER 8129

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	PERSONAL SERVICES							
5101	Salaries & Wages	$110,968	$113,624	$106,931	$97,131	$101,987		$101,987
5103	Temporary & Seasonal Help	7,211	3,316	2,333	4,000	4,000		4,000
5105	Overtime			422	200	200		200
5602	Employers FICA Taxes	8,813	8,281	8,541	7,752	8,109		8,109
5605	VRS Retirement Contribution	17,464	20,381	18,656	21,174	17,134		17,134
5607	Group Life Insurance	662	313	286	1,282	1,214		1,214
5610	Hospitalization	21,420	21,334	23,493	22,800	28,572		28,572
5612	Virginia Employment Commission	203	259	371	229	333		333
5601	Accumulated Leave			7,813				
	Total Personal Services	166,741	167,508	168,846	154,568	161,548	4.5%	161,548
	OPERATING EXPENSES							
5203	Professional & Special Services		68	70	300	200		200
5209	Maintenance - Electronic	720	960	960	980	980		980
5210	Insurance Premiums - Other				400	0		0
5211	Insurance Premiums - Workman's Comp.	167	167	167	175	175		175
5214	Maintenance - Motor Vehicles	436	627	850	700	700		700
5216	Maintenance - Equipment	1,227	1,468	1,116	1,500	1,500		1,500
5218	Repairs - Miscellaneous				150	100		100
5221	Postage	22,459	23,105	21,965	25,000	26,500		26,500
5223	Telephone	4,384	4,061	4,384	4,384	4,000		4,000
5225	Travel & Vocational Training	845		833	1,000	1,000		1,000
5242	Printing, Supplies, & Materials	8,268	9,391	8,165	9,250	9,250		9,250
5247	Motor Fuels & Lubricants	2,532	3,093	4,140	4,000	4,600		4,600
5250	Small Tools & Equipment	80			100			
5292	Insurance Premiums - Auto	1,579	1,438	1,323	1,500	1,500		1,500
5403	Outside Water Meters	5,744	4,696	4,871	5,000	5,000		5,000
5660	Dishonored Debts				2,000	2,000		2,000
	Total Operating Services	48,441	49,074	48,844	56,439	57,505	1.9%	57,505
	INTERNAL SERVICES							
5401	Depreciation	5,936	5,936	2,000	2,000	2,000		2,000
5408	Administrative Service Charges	34,584		21,784	24,943	27,250		27,250
	Total Internal Services	40,520	5,936	23,784	26,943	29,250	8.6%	29,250
	TOTAL	$255,702	$222,518	$241,474	$237,950	$248,303	4.4%	$248,303

School Fund

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	Federal Funds	$1,941,742	$1,569,208	$2,207,602	$1,540,206	$1,704,930		$1,704,930
	State Funds	12,244,808	11,950,346	12,422,623	13,032,427	12,978,781		12,978,781
	Other Funds	683,399	687,642	748,500	647,204	626,275		626,275
	Operating Transfers In							
	City	18,566,698	18,592,746	18,996,934	18,920,491	19,443,255		19,443,255
	Fund Balance		855,406		1,089,777	1,461,725		1,461,725
	TOTAL	$33,436,647	$33,655,348	$34,375,659	$35,230,105	$36,214,966	2.8%	$36,214,966

CITY OF COLONIAL HEIGHTS
2013-14 BUDGET

ACCOUNT NAME - SCHOOL FUND | ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	Manager Proposed	% Chg.	Council Approved
	Instruction	$25,338,611	$25,250,524	$25,612,233	$27,942,012	$28,624,781		$28,624,781
	Administration, Attendance & Health Services	1,567,026	1,560,293	1,638,671	1,611,597	1,658,223		1,658,223
	Transportation	783,523	692,365	788,502	817,957	992,712		992,712
	Operation and Maintenance of Plant	3,663,927	3,400,209	4,237,471	3,291,484	3,352,681		3,352,681
	Food Service & Noninstructional Operations	910,316	970,708	1,303,629	987,529	1,069,921		1,069,921
	Textbooks	129,693	57,655	168,174				
	Capital Outlay	836,655	1,124,239	419,746				
	Operating Transfers Out	588,934	314,345	189,427	191,700	189,930		189,930
	Contingency Fund				387,826	326,718		326,718
	CIP Reserve							
	TOTAL	$33,818,685	$33,370,338	$34,357,853	$35,230,105	$36,214,966	2.8%	$36,214,966