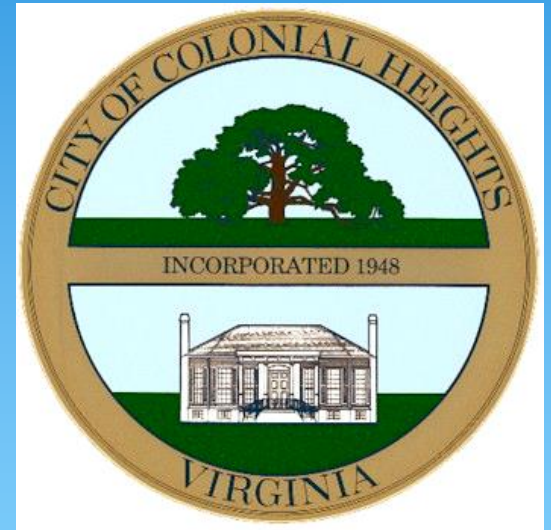


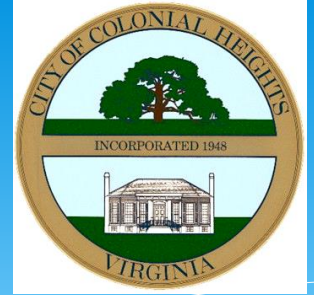
Colonial Heights City Council Meeting

April 14, 2015



Colonial Heights City Council Meeting

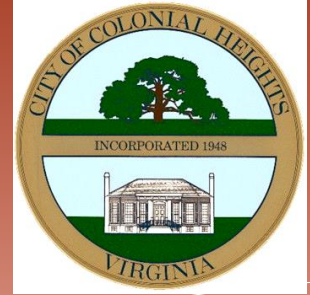
April 14, 2015



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – John T. Wood**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

Colonial Heights City Council Meeting

April 14, 2015

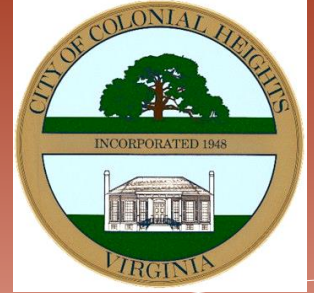


7. Commendations and Presentations

A. A PROCLAMATION Declaring the week of April 12-18, 2015 as "National Public Safety Telecommunicators Week" in the City of Colonial Heights, Virginia.

Colonial Heights City Council Meeting

April 14, 2015

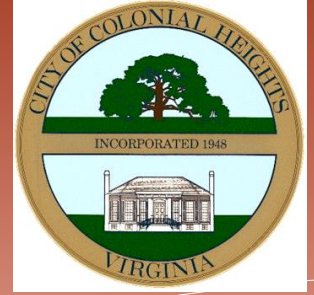


7. Commendations and Presentations

***B. A PROCLAMATION In Support of the
Colonial Heights High School After
Prom Celebration 2015.***

Colonial Heights City Council Meeting

April 14, 2015

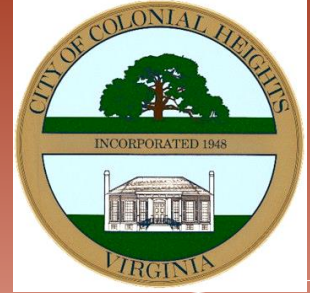


7. Commendations and Presentations

C. A PROCLAMATION Declaring April 2015 as "Sexual Assault and Awareness Month" in the City of Colonial Heights, Virginia

Colonial Heights City Council Meeting

April 14, 2015

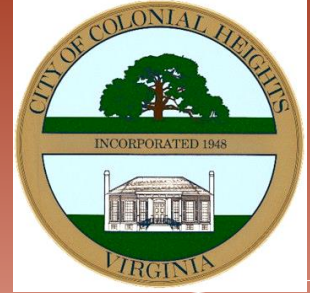


7. Commendations and Presentations

D. A PROCLAMATION Designating the month of April 2015 as "Child Abuse Prevention Month" in the City of Colonial Heights, Virginia.

Colonial Heights City Council Meeting

April 14, 2015

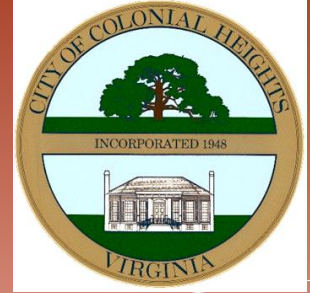


7. Commendations and Presentations

E. A PROCLAMATION Designating the month of April 2015 as "Alcohol Awareness Month" in the City of Colonial Heights, Virginia

Colonial Heights City Council Meeting

April 14, 2015

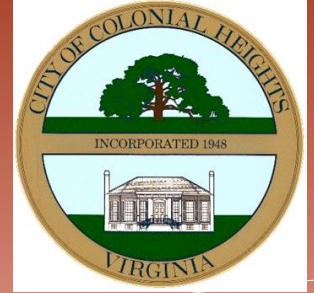


7. Commendations and Presentations

***F. A PROCLAMATION Recognizing the
General Federation of Women's Clubs
Celebrating 125 Years of "Living the
Volunteer Spirit"***

Colonial Heights City Council Meeting

April 14, 2015



7. Commendations and Presentations

G. Presentation of the Proposed FY2015-16 City of Colonial Heights Annual Operating Budget

City of Colonial Heights

FY2015-16

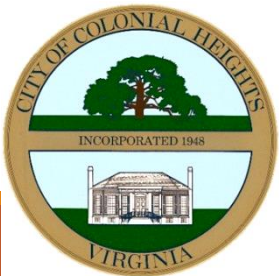
(proposed)

Annual Operating Budget

Thomas L. Mattis, City Manager

William E. Johnson, Director of Finance

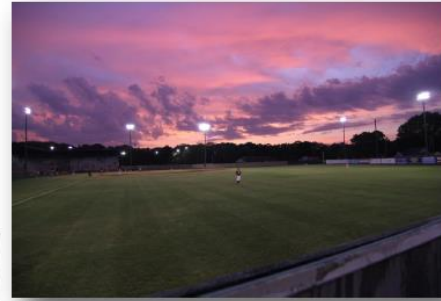
April 14, 2015



FY2015-16 ANNUAL OPERATING BUDGET

**City of Colonial
Heights**
(proposed)
FY2015-16
**Annual Operating
Budget**

April 14, 2015



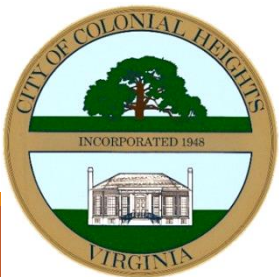
Thomas L. Mattis
City Manager

William E. Johnson
Director of Finance

- The proposed *FY15-16 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year.
- Created with input from all department heads and includes a comprehensive review of all existing programs, operations, and services.
- Includes the continuation of all existing services and programs; and full-year funding of all existing staff and operations. While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever possible while effectively controlling costs.

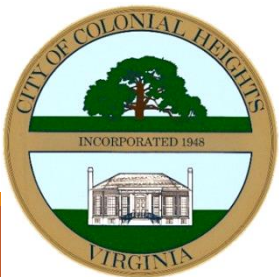
The *FY15-16 Annual Budget* as proposed is delineated into five (5) basic funds:

- **General Fund**
- **School Fund**
- **Recreation Fund*** –
- **Stormwater Management Fund***
- **Water and Sewer Fund***



FY2015-16 ANNUAL OPERATING BUDGET

- 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.
- Safety, education, and livability will continue to be the primary policy – and budgetary – focus of the City the coming fiscal year as is evidenced by the fact that more than **65%** of total projected appropriations next year are devoted to public schools & safety
- As we look to the future, however, growing demands for services and general rising costs will require additional financial support. Although every effort has been made to control operational spending and to enhance income, a new or additional revenue stream will likely be required in the foreseeable future to adequately support the desired service levels and capital improvements.



FY2015-16 ANNUAL OPERATING BUDGET

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

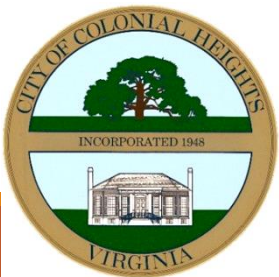
Personnel Resources

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
FT = Full Time PT = Part Time			74.00	75.00	1.00

Total Proposed Expenditures for All Municipal Funds & Departments

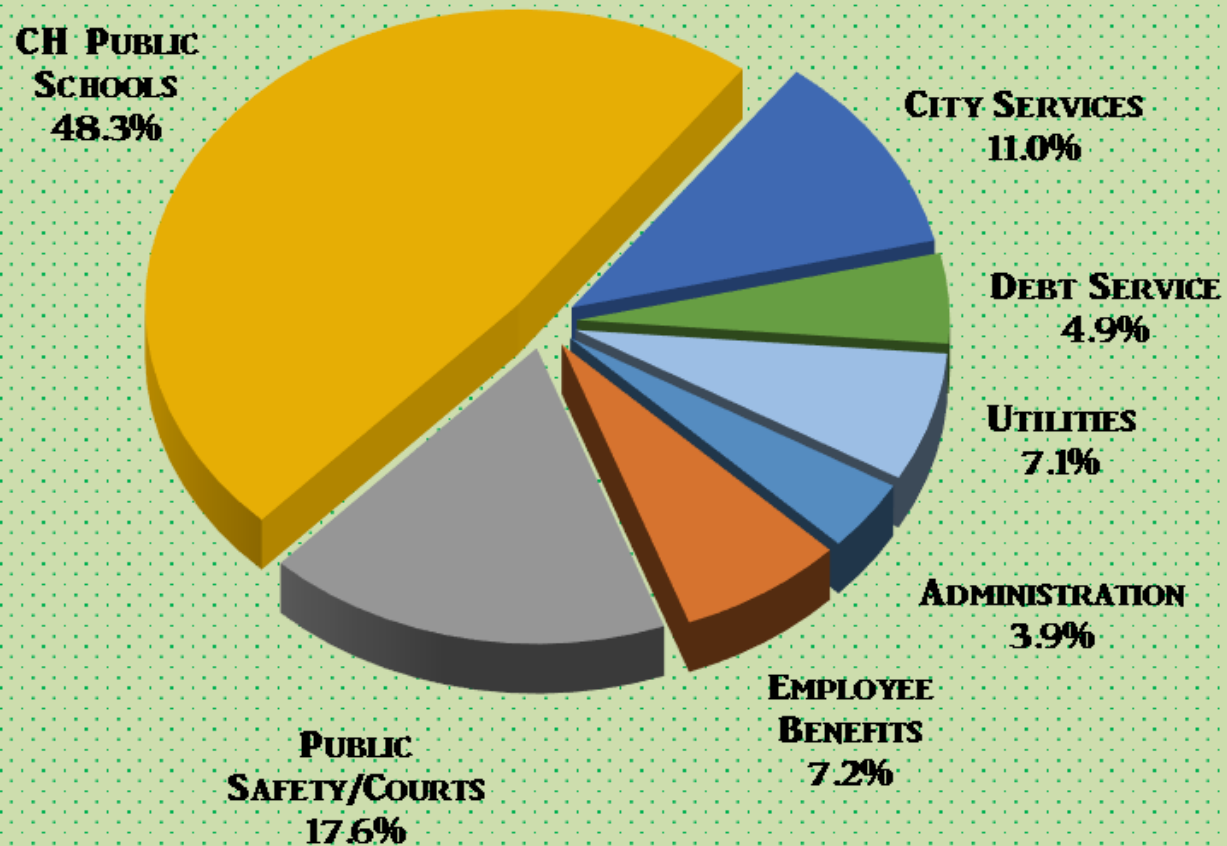
\$75,267,336

(less than 1% increase over prior year)



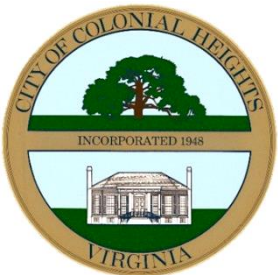
FY2015-16 ANNUAL OPERATING BUDGET

CITY OF COLONIAL HEIGHTS PROPOSED FY15-16 ANNUAL BUDGET DISTRIBUTION OF TOTAL APPROPRIATIONS



TOTAL APPROPRIATIONS

General Fund.....	\$52,990,146
<i>Less Transfers.....</i>	<i>(19,443,447)</i>
Rec Activity Fund.....	160,000
Stormwater Mgt Fund.....	450,100
Water & Sewer Fund.....	4,443,298
School Fund.....	36,319,920

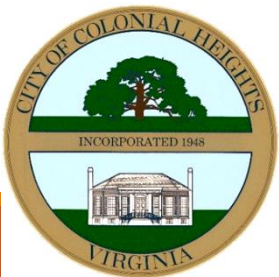


FY2015-16 ANNUAL OPERATING BUDGET

***Full-year funding for all existing and/or
previously authorized positions***

351 Total City Employees

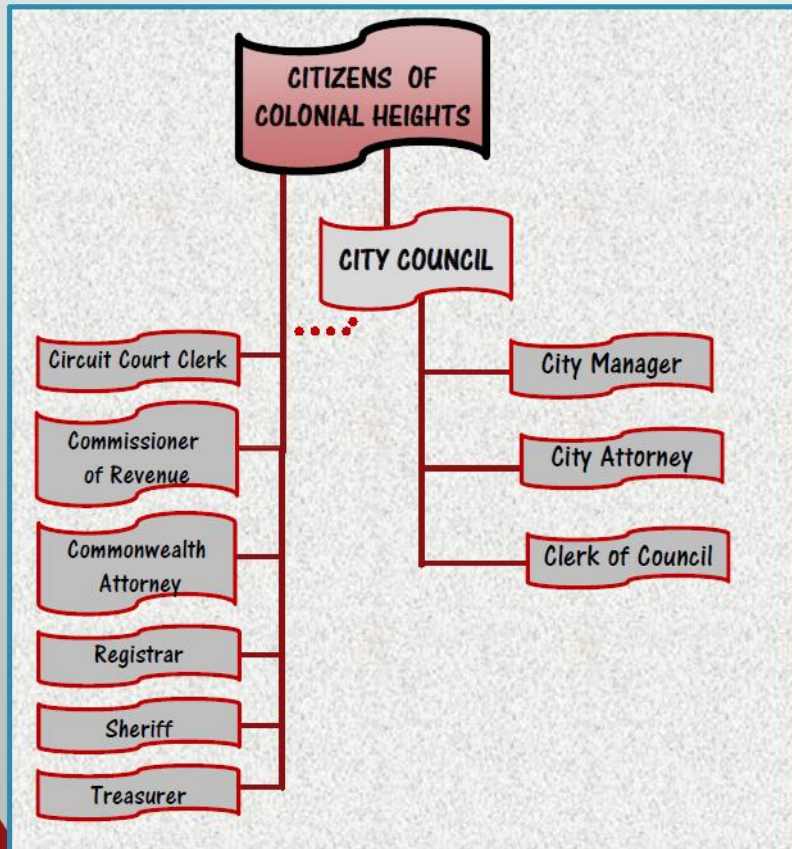
255-Full-time, 50-Part-time, & 46-Seasonal



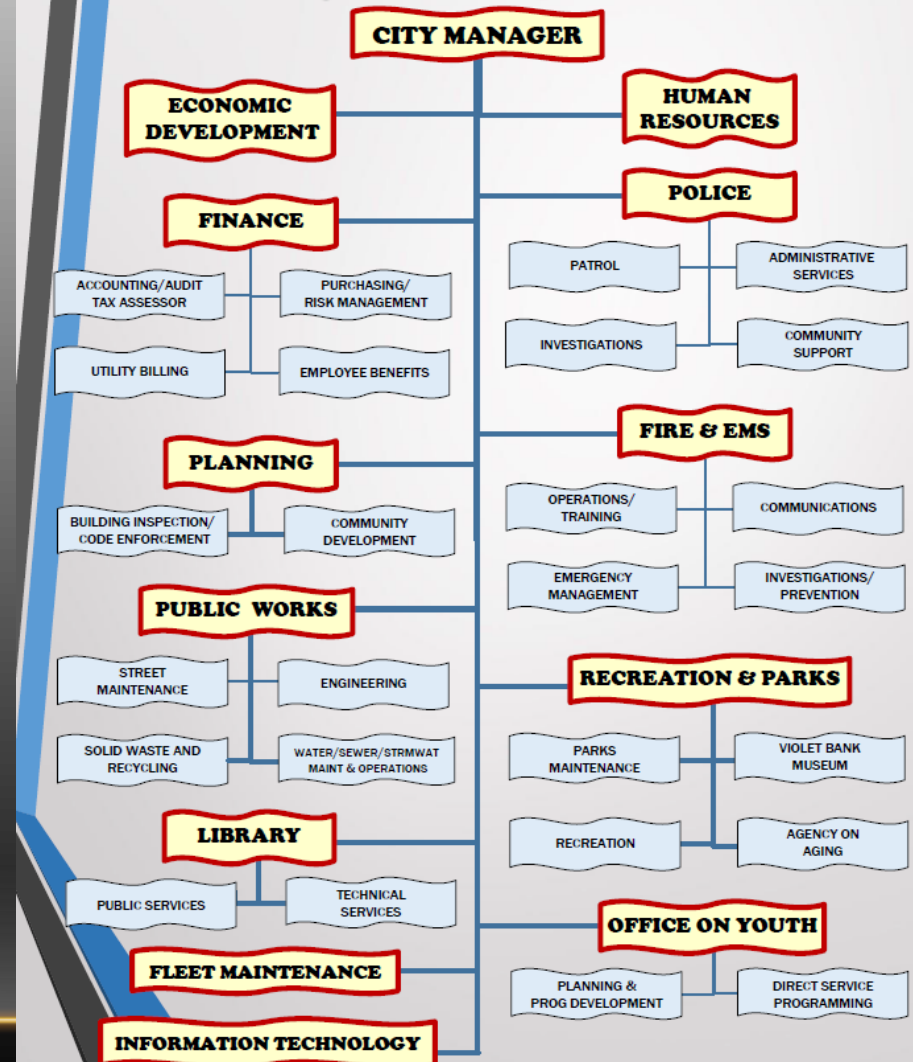
FY2015-16 ANNUAL OPERATING BUDGET



City of Colonial Heights Organization Chart

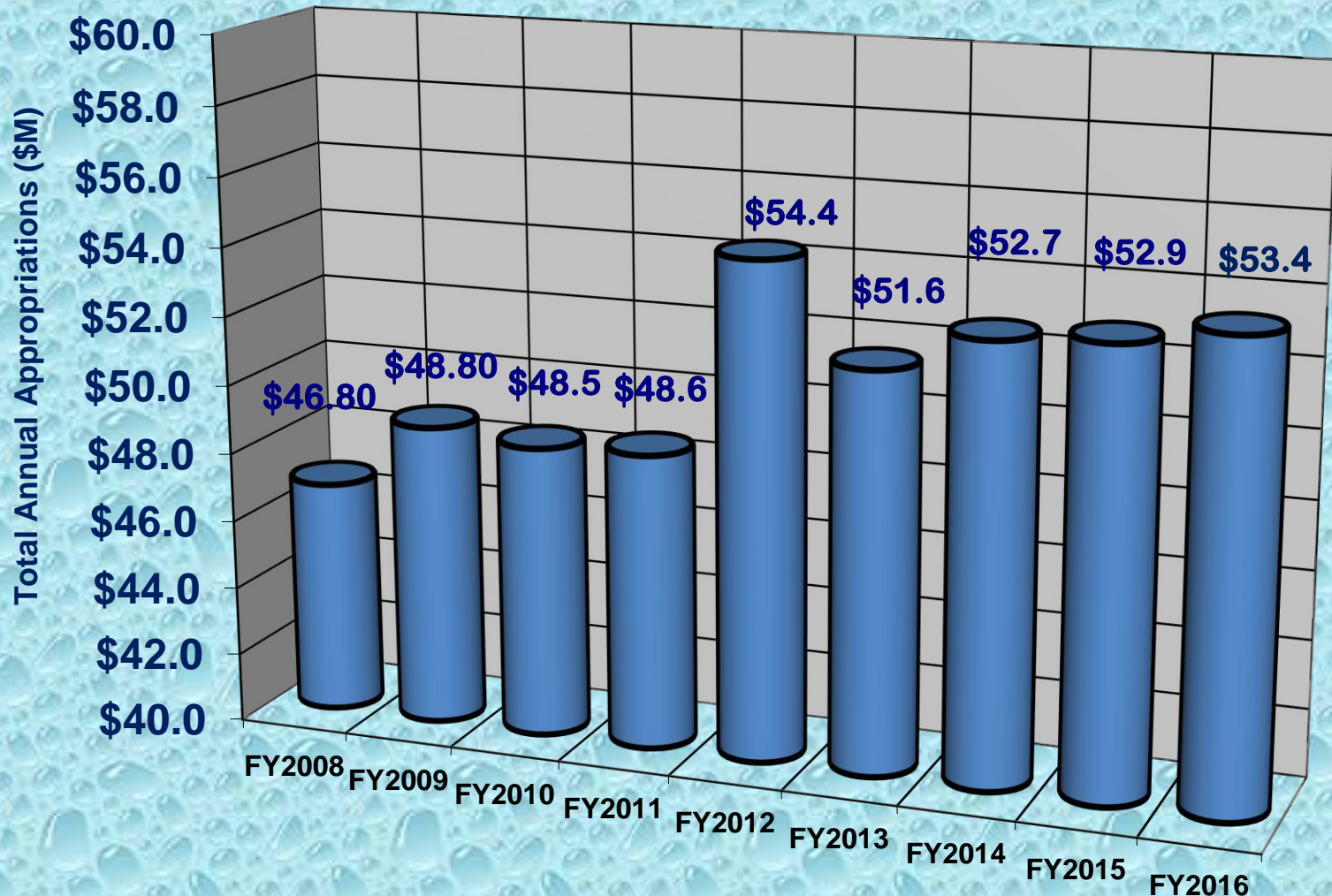


City of Colonial Heights 2015-16 Operations Organization Chart



GENERAL FUND ANNUAL GROWTH

Historical Costs & FY15-16 Budget Projections



GENERAL FUND

Grand Total.....\$53,448,622

Less Transfers..... (19,973,172)

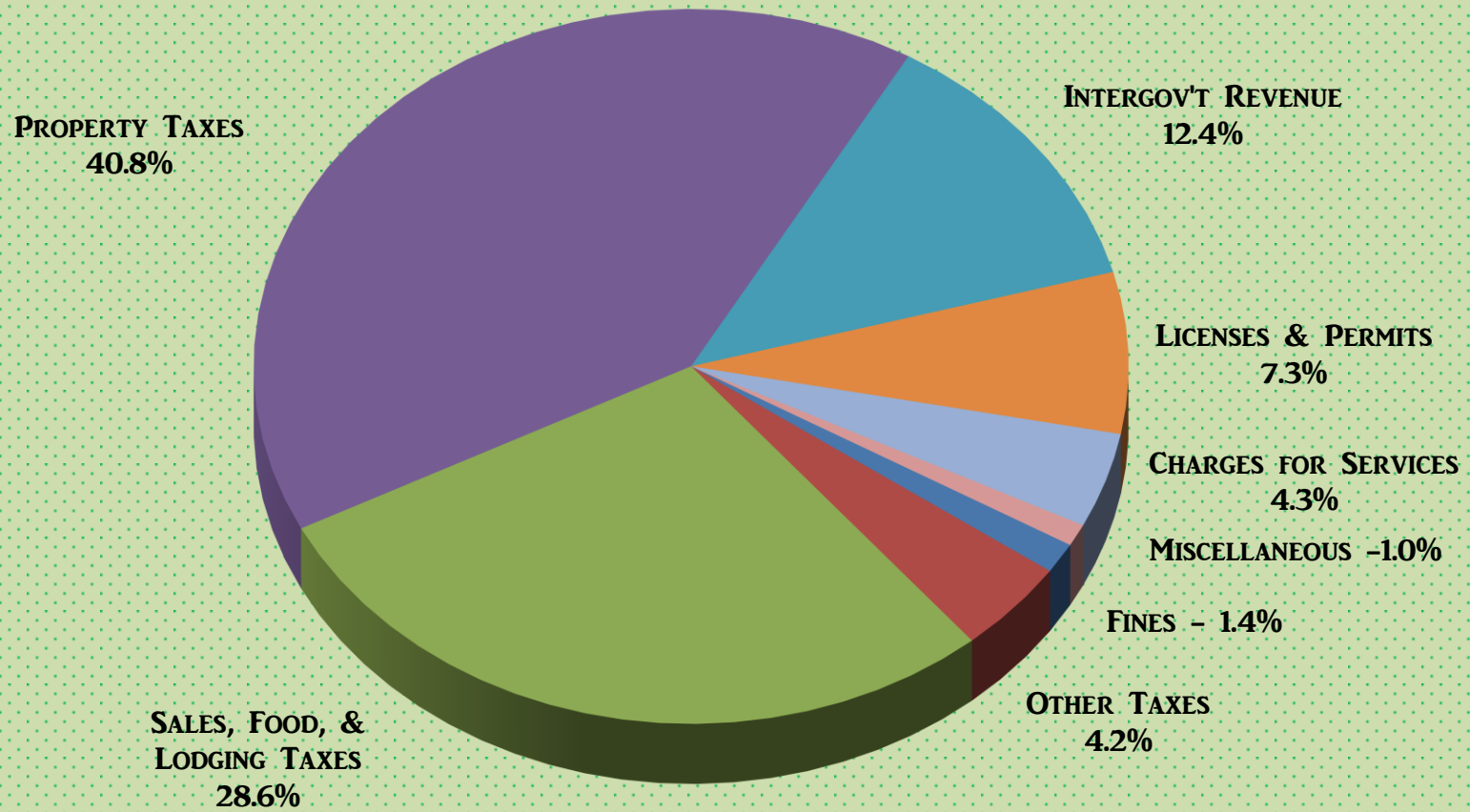
Net General Fund Operating

..... \$33,475,450



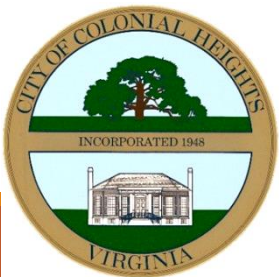
FY2015-16 ANNUAL OPERATING BUDGET

City of Colonial Heights
Proposed FY15-16 Annual Budget
GENERAL FUND OPERATING REVENUES



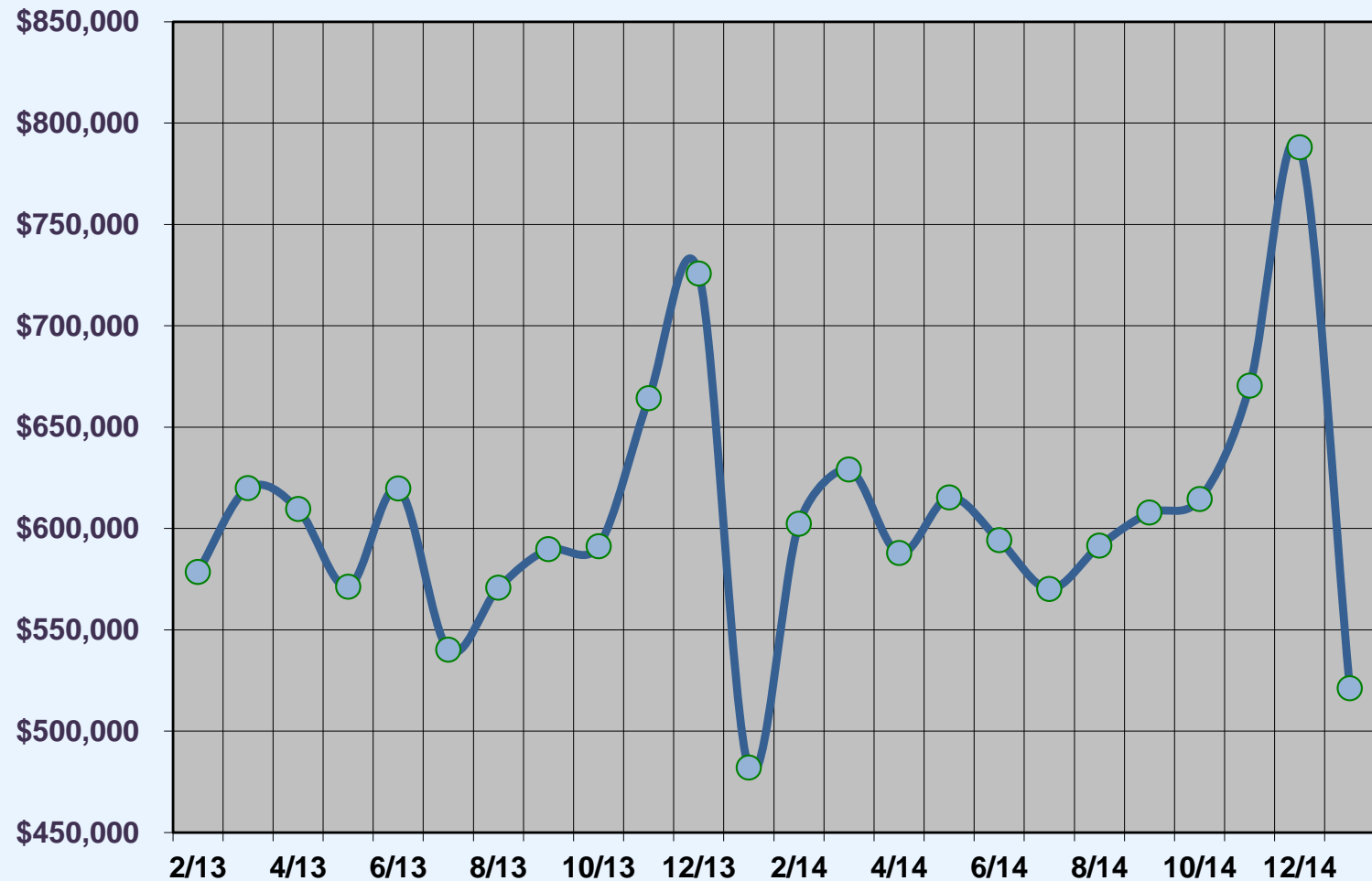
General Fund Revenue

- ★ The proposed budget projects a moderate, overall increase by **1.72%** over current-year budget (increased gross revenue of approximately \$910,000)
- ★ Additional funding will be provided to CH Public Schools in excess of \$407,000 and one-time reserve funds of \$374,000 in the current-year budget will be funded. *These two items alone will essentially offset any net increase in overall resources*
- ★ **Real Estate Taxes** - The Annual Budget as proposed for FY15-16 is predicated upon a continuation of the total current real estate tax rate of \$1.14/\$100 valuation – throughout the entire fiscal year
- ★ **Personal Property Taxes** – Projected increase of nearly \$200,000 over the current-year budget. Timing of this particular tax revenue typically occurs too late in the fiscal year to be included in the proposed budget; and projections are based on actual collections from prior years.
- ★ **Refuse Fees** - Also included in the proposed budget is a decrease (\$1.85 per month) in rates for curbside collection of residential household solid waste and recyclables – or Refuse Fees. This decrease is proposed to offset the planned increase in utility rates to minimize overall impact on customer's bi-monthly bills – but resulting impact on the General Fund is an anticipated loss of \$150,000
- ★ **Variable Local Taxes (Retail Sales & Use Tax, Food Tax, and Lodging Tax)** – Although the City has experienced very moderate overall growth in this combined revenue over the past four years, a conservative analysis of recent trends warrant an anticipated increase of nearly 5% in FY15-16; creating increased gross income of a little over \$828,000.

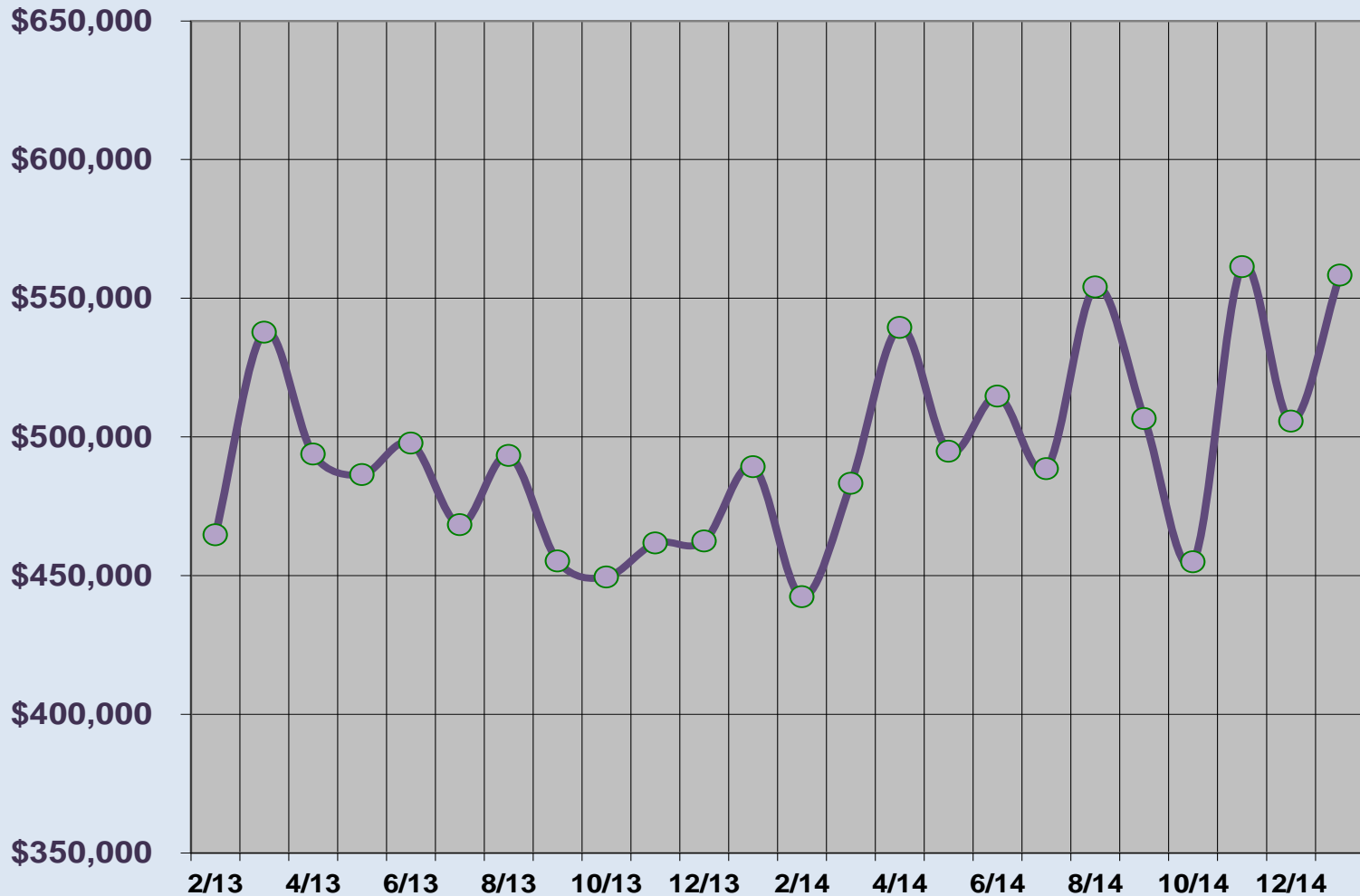


FY2015-16 ANNUAL OPERATING BUDGET

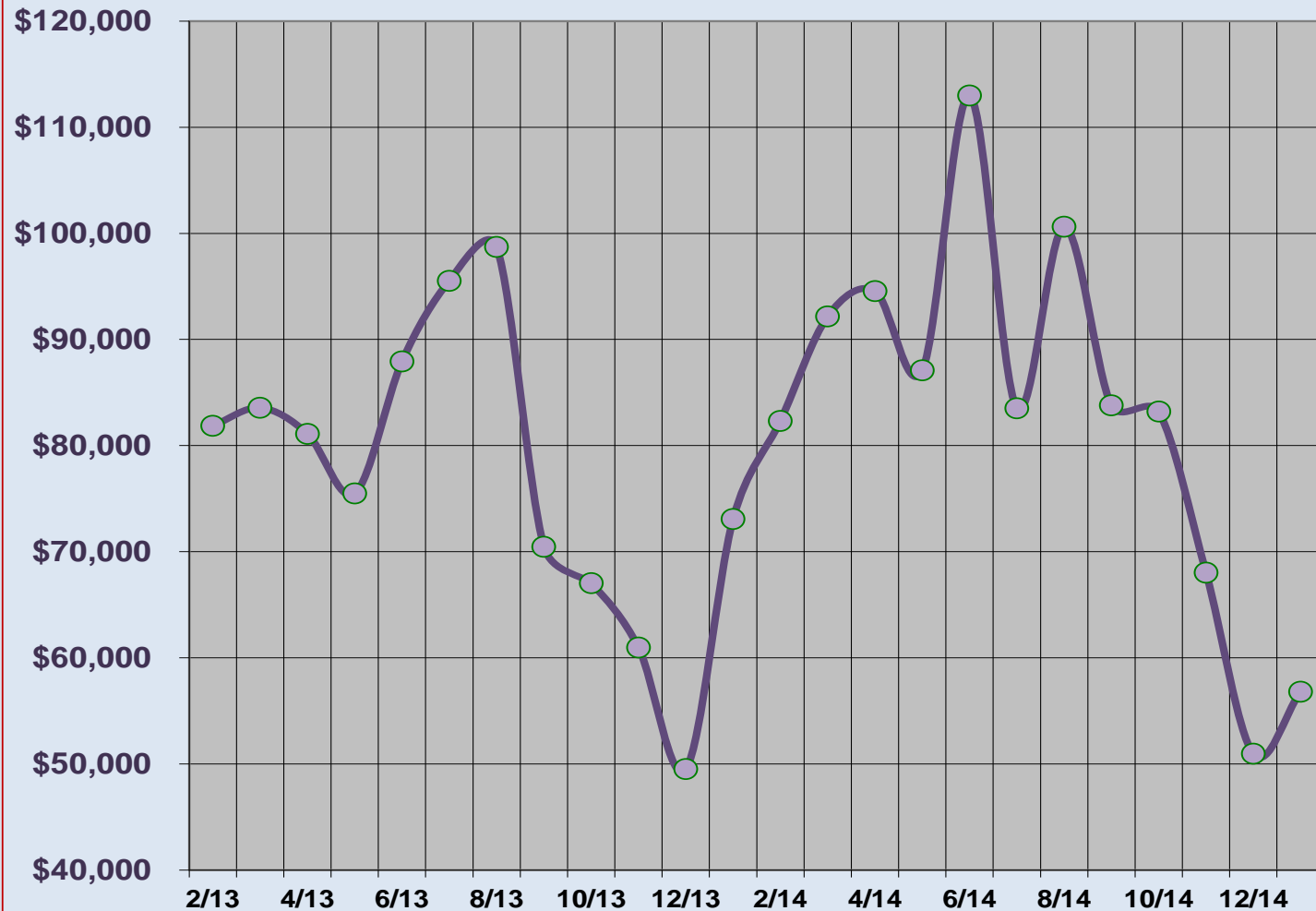
RETAIL SALES & USE TAX MONTHLY REVENUE FEBRUARY, 2013 THROUGH JANUARY, 2015



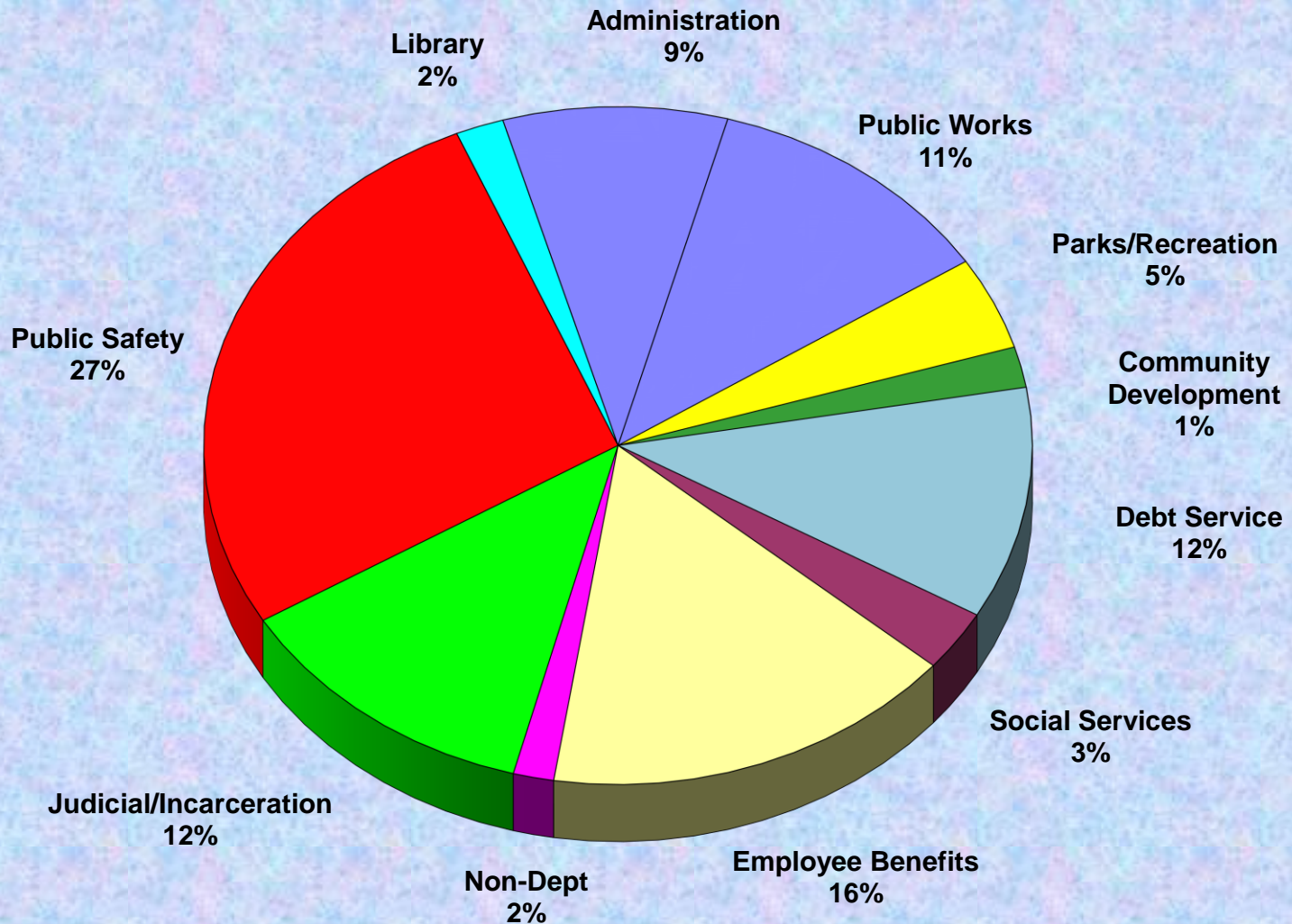
FOOD TAX
MONTHLY REVENUE
FEBRUARY, 2013 THROUGH JANUARY, 2015



LODGING TAX
MONTHLY REVENUE
FEBRUARY, 2013 THROUGH JANUARY, 2015



City of Colonial Heights Proposed FY15-16 Annual Budget GENERAL FUND OPERATING EXPENDITURES



General Fund Expenditures

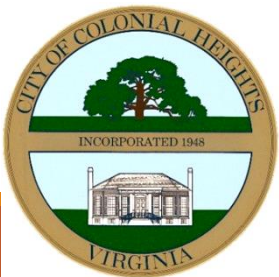
- ***No deficit spending or reserves for operating expense***
- ***No layoffs, staffing reductions***
- ***No unpaid holidays***
- ***No reduction in services***
- ***No major policy changes***
- ***Consistent with 5YRCP***



FY2015-16 ANNUAL OPERATING BUDGET

General Fund Expenditures

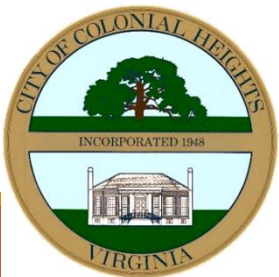
- ★ **Employee Compensation** – The proposed budget includes a Cost of Living Adjustment (COLA) of **2.0%** in base salaries for all FTEs – effective **September 1, 2015**. Increase carries a projected overall cost of just over \$250,000 in FY15-16 and future full-year costs of just over \$300,000.
- ★ **Employee Health Insurance Costs** – General conditions and current marketplace issues make it an appropriate time for reassessment of insurance benefits with an eye towards future cost containment. The proposed budget includes an overall cost savings that is anticipated through a partial adjustment to employee health insurance benefits. The City has provided comprehensive dental coverage through its group health insurance plan; but will now give employees the option to choose to continue with that plan or move to a preventative and diagnostic plan with no copayment or deductible. Employees wishing to maintain the current comprehensive coverage will now be required to contribute a greater amount to its costs (\$18.00 per month for the highest/family coverage). Employees with Dual or Family coverage choosing the preventative option, however, will actually see their current monthly costs *reduced* – and in the end, the City will save approximately **\$25,000** in overall annual costs.
- ★ **Courthouse Operation & Maintenance Costs** - The new Courthouse opened in late 2013 and has quickly become a local civic landmark that has greatly enhanced court services. Given the uniqueness of this project, the ongoing maintenance and upkeep of this facility is also a work in progress. Not only has the City not had a facility of this size to maintain before, we are also committed to an overall upgrade in courthouse operations and services. As such, we enter the next fiscal year still assessing and defining on-going maintenance costs for this part of the operation. Overall, the proposed budget includes increased costs of over **\$55,000** associated with courthouse operations.



FY2015-16 ANNUAL OPERATING BUDGET

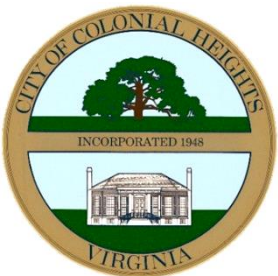
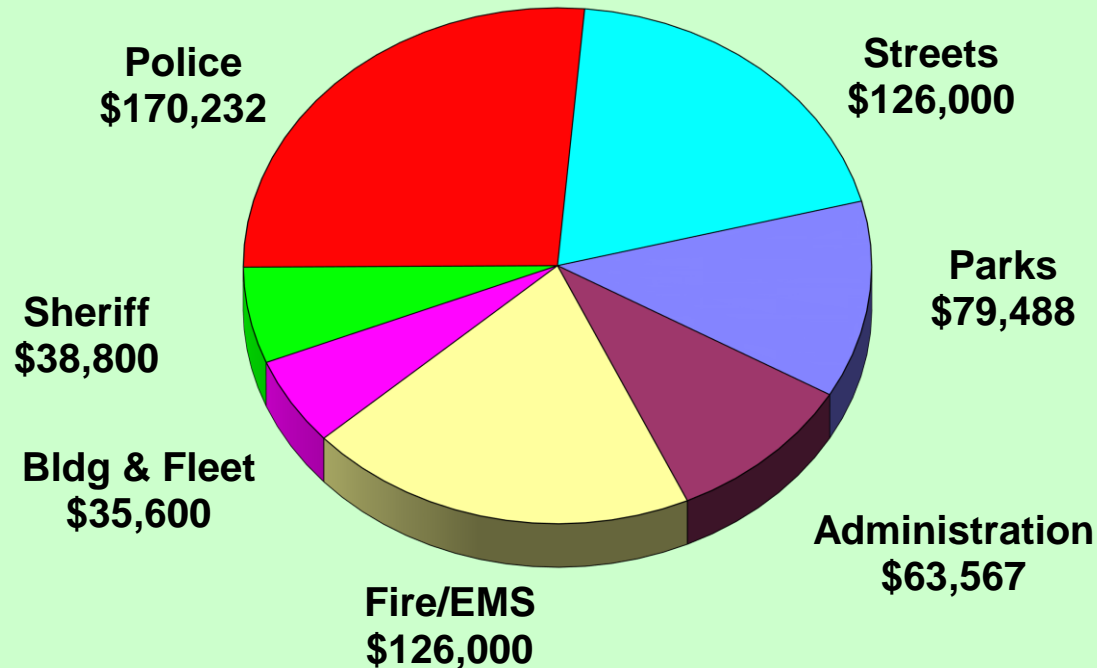
General Fund Expenditures

- ★ **Public Safety Career Development** - The City has encountered growing difficulty in recent years funding and maintaining its Career Development Program (CDP) for public safety employees. The CDP supports certain Police Officers and Firefighter/EMS staff to improve job skills, knowledge, and performance; and provides an alternative to the supervisory/management career paths that have traditionally been their only means of professional advancement. Qualified employees who participate in the CDP achieve professional development and recognition – as well as increased compensation. The City's CDP was initiated in 2006 and has provided a 5% increase in base salary to each participating employee for each performance threshold achieved. While the CDP is professionally – and financially – rewarding for existing employees, it has also been viewed as an important enhancement in the recruitment and retention of new employees.
 - ❑ The CDP has been very successful in achieving its goals – so successful, in fact, that overall costs have increased to a challenging level. Continued at current funding, the City would project costs exceeding \$100,000 over a 2-year period ending in 2016.
 - ❑ While the CDP is somewhat commonplace among public safety agencies within our region, many such localities do not fund their CDP at the 5% level – and some are having difficulty continuing to afford the program at all.
 - ❑ The *FY15-16 Annual Budget* as proposed includes continued funding for the City's CDP, but at a lower compensation level of **three (3%) percent** for qualifying employees. Next year alone, this change will save the City over **\$27,000** – and will provide greater stability and assurance that such funding can continue into the future. In addition, this program change will also help address salary “compression issues” that have been a concern of both departments for some time.



FY2015-16 ANNUAL OPERATING BUDGET

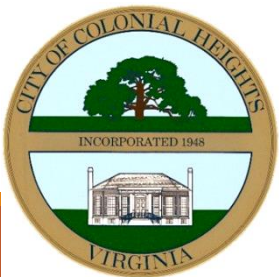
**CITY OF COLONIAL HEIGHTS - FY2015-16 PROPOSED BUDGET
GENERAL FUND OPERATING - CAPITAL OUTLAY,**



FY2015-16 ANNUAL OPERATING BUDGET

Other Miscellaneous Issues

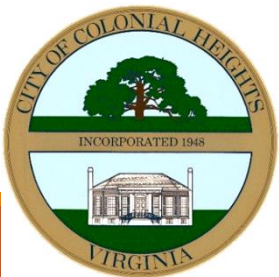
- **Riverside Regional Jail Costs**
- **Public Safety Building Roof**



FY2015-16 ANNUAL OPERATING BUDGET

Distribution of GF-Operating Expenditures

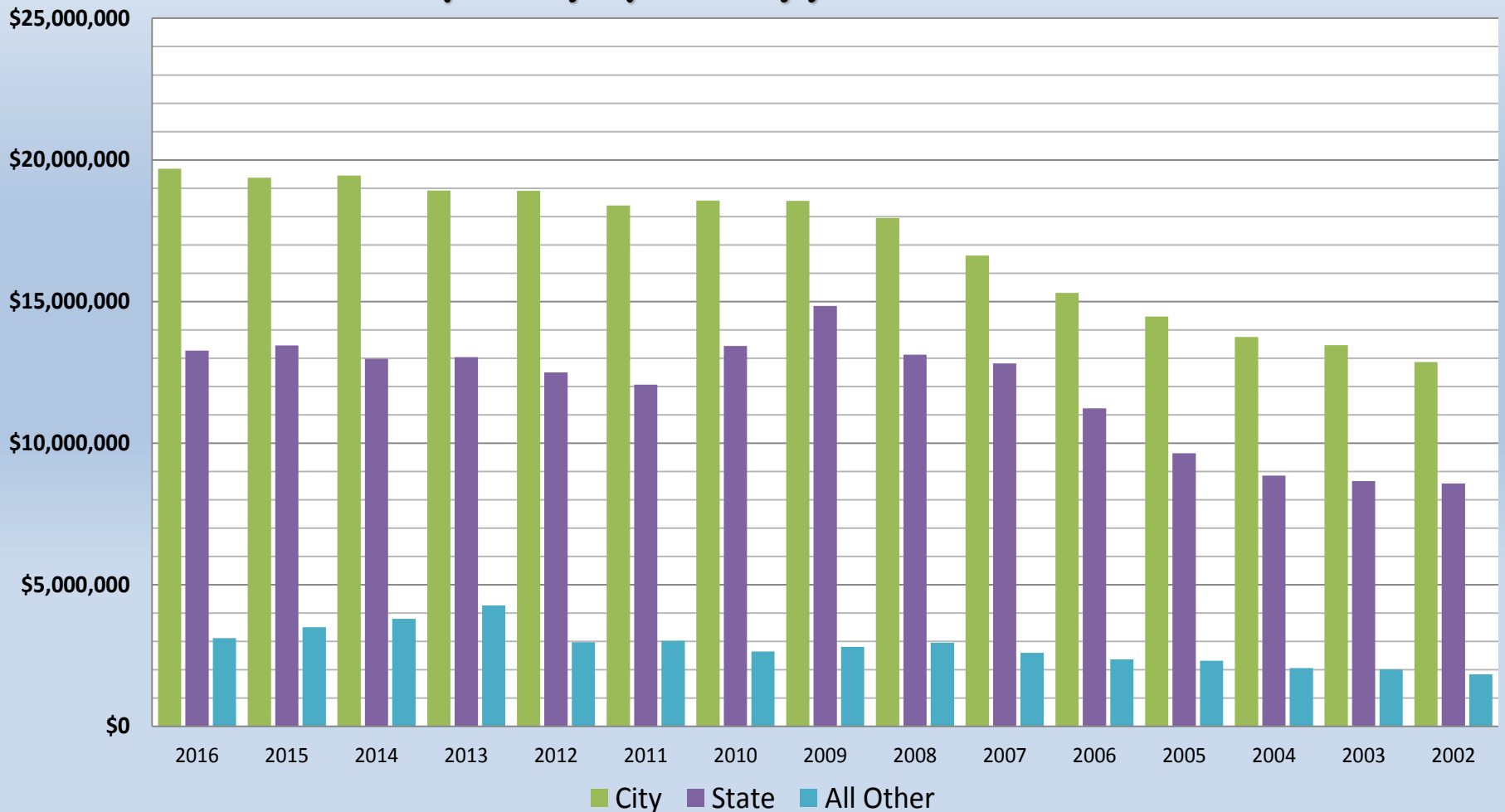
- ✓ **57%** -- Personnel
- ✓ **27%** -- Supplies, Services, etc.
- ✓ **11%** -- Debt Service
- ✓ **2%** -- Contributions/Contingencies
- ✓ **3%** -- Capital Outlay



FY2015-16 ANNUAL OPERATING BUDGET

Historical Funding - Colonial Heights Public Schools

City Taxpayer Support 2002-16



Historical Funding - Colonial Heights Public Schools

City Taxpayer Support 2002-16

Over the past 14 years:

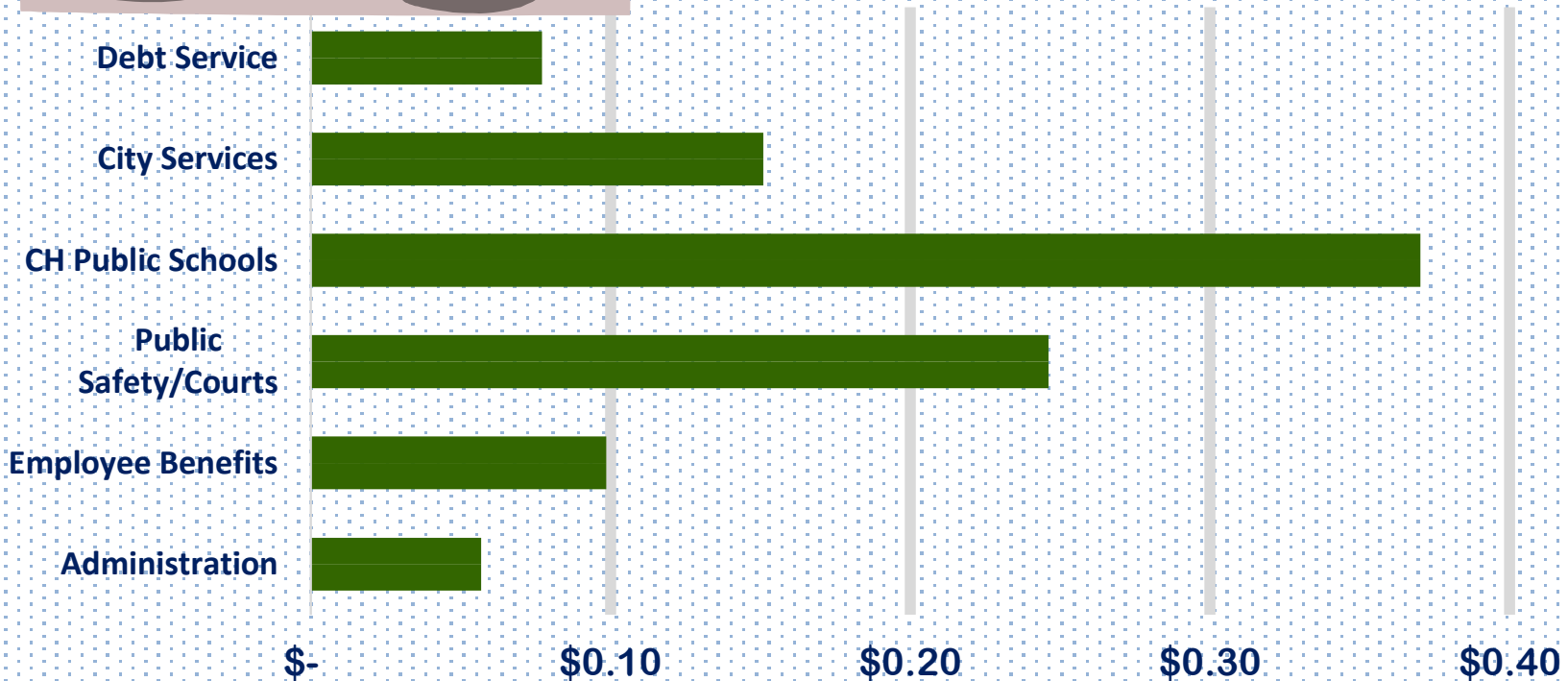
- ✓ CHPS funding from city tax dollars has increased an average of **\$487,739** per year, every year
- ✓ The high one-year increase of **\$1.3M** (2008 & 2009); and the low “increase” of **(\$179,000)** (2011)
- ✓ Total annual funding has increased by **\$6.23M (46%)** (from \$13.46M-2003 to \$19.69M-2016)



FY2015-16 ANNUAL OPERATING BUDGET



Where do my City Tax Dollars go?



BUDGET ADOPTION CALENDAR

☐ **Tuesday, April 21**City Council Budget Review
(Regular Work Session)

☐ **Tuesday, April 28**.....Public Hearing on Proposed
(Special Council Meeting) FY13-14 Annual Budget
.....First Reading-School Division
Annual Budget
.....First Reading – Appropriations
Ordinance/City Budget
.....City Council Budget Review



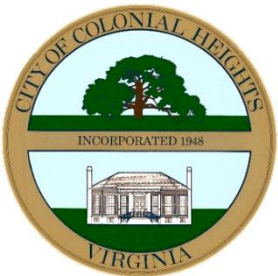
FY2015-16 ANNUAL OPERATING BUDGET

BUDGET ADOPTION CALENDAR

☐ **Tuesday, May 5** City Council Budget Review
(Special Work Session) - if necessary

☐ **Tuesday, May 12** Second Reading and Final
(Regular Council Meeting) Adoption of FY15-16
School Division Annual
Budget

..... Second Reading-Appropriations
Ordinance & Final Adoption
of **FY2015-16 City Annual
Operating Budget**



FY2015-16 ANNUAL OPERATING BUDGET

Questions?

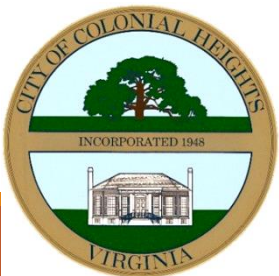
City of Colonial
Heights
(proposed)
FY2015-16
Annual Operating
Budget

April 14, 2015



Thomas L. Mattis
City Manager

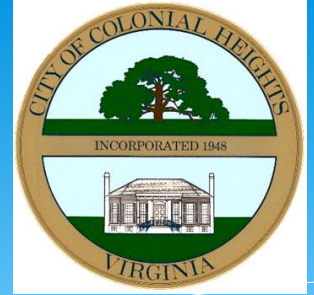
William E. Johnson
Director of Finance



FY2015-16 ANNUAL OPERATING BUDGET

Colonial Heights City Council Meeting

April 14, 2015

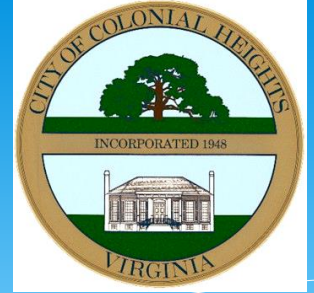


8. Reading of Manner Addressing Council

ANY MEMBER OF THE PUBLIC ADDRESSING THE COUNCIL SHALL APPROACH THE LECTERN, GIVE HIS NAME AND ADDRESS IN AN AUDIBLE TONE OF VOICE FOR THE RECORD, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. UNLESS FURTHER TIME IS GRANTED BY COUNCIL, ANY MEMBER OF THE PUBLIC SHALL ADDRESS THE COUNCIL FOR A MAXIMUM OF FIVE (5) MINUTES, REGARDLESS OF THE NUMBER OF ISSUES HE DESIRES TO DISCUSS. PROVIDED HOWEVER, THAT THE MAIN PROPONENT OF ANY APPLICATION, PETITION, OR PLAN THAT IS THE SUBJECT OF A PUBLIC HEARING SHALL BE ALLOWED TO ADDRESS THE COUNCIL INITIALLY FOR A MAXIMUM OF TEN (10) MINUTES AND LATER IN REBUTTAL FOR A MAXIMUM OF THREE (3) MINUTES.

Colonial Heights City Council Meeting

April 14, 2015



9. Written Petitions and Communications

**None*

Colonial Heights City Council Meeting

April 14, 2015

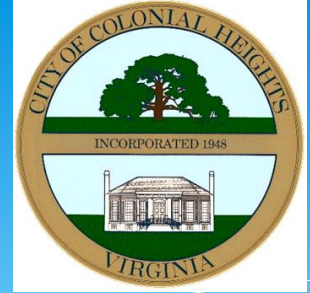


10. Advertised Public Hearing

A. The Proposed 2015 Five-Year Capital Program

Colonial Heights City Council Meeting

April 14, 2015

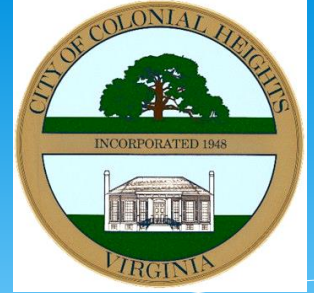


10. Advertised Public Hearing

B. AN ORDINANCE NO 15-5(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment for the Community/Economic Development Specialist.

Colonial Heights City Council Meeting

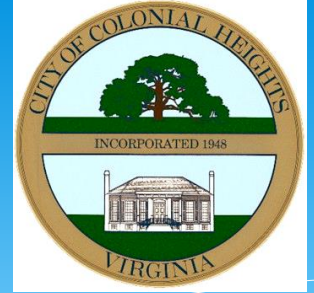
April 14, 2015



11. Hearing of Citizens Generally on Non-Agenda Items

Colonial Heights City Council Meeting

April 14, 2015



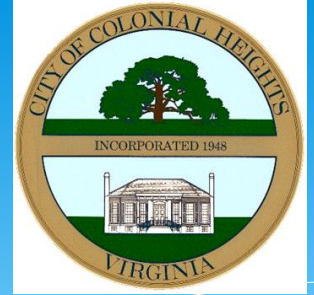
12. Consent Agenda

**A. Regular Meeting Minutes
October 21, 2014**

**B. Special Meeting Minutes
December 16, 2014**

Colonial Heights City Council Meeting

April 14, 2015



13. Introduction and Consideration of Ordinances and Resolutions

***A. A RESOLUTION NO 15-13 Adopting the
2015 City Council Goals for the City of
Colonial Heights.***

Proposed

2015 CITY COUNCIL GOALS

Planning and Code Enforcement

- Strive to enforce applicable code provisions to assure proper maintenance and appearance of properties throughout the city, giving top priority to grass & weeds and inoperable vehicles; and providing a specific focus where needed to address these problems.
- Continue to exercise fair judgment relating to code enforcement rules and requirements; focusing on achieving the spirit of the law; yet employing a more aggressive approach to all code enforcement efforts.
- Effectively manage the appropriate reduction in resources devoted to Building Inspection services in a manner consistent with - and more responsive to - Council's new priorities for the Planning & Community Development department.

Proposed

2015 CITY COUNCIL GOALS

Planning and Code Enforcement (continued)

- Facilitate and monitor the indefinite suspension of the City's Rental Inspection Program, preparing a report to Council as to the impact of same in early 2016
- Working through the *Southern Gateway Land Use Planning Committee*, develop an effective long-term land use planning strategy for the Boulevard corridor in the area of the new Courthouse and adjacent neighborhoods thereto.
- Develop an effective long-term land use planning strategy for the Dupuy Avenue corridor, recognizing the coming impacts of the improved roadway and Virginia State University Multi-Purpose Center.

Proposed

2015 CITY COUNCIL GOALS

Finance

- Review and consider establishing a city tobacco tax.
- Approve a new Five-Year Capital Program– Capital Projects for 2015, establishing Council's revised priorities for major capital improvement projects.

Public Safety

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

Proposed

2015 CITY COUNCIL GOALS

Personnel

- 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

- Strive to enhance and improve partnerships with and opportunities for utilization of citizen volunteers wherever possible throughout city operations.
- 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.

Proposed

2015 CITY COUNCIL GOALS

Economic Development

- Continue to support creation of the Economic Development Strategic Plan, providing required policy direction to the staff, including formal adoption of the Plan's Vision Statement no later than May 15
- Continue efforts to support re-development and/or enhancement of the central business district through the Boulevard Revitalization Project, the *Southern Gateway Land Use Planning Committee*, and planning strategy for the new Dupuy Avenue corridor.

Proposed

2015 CITY COUNCIL GOALS

Kroger Development Project

- Complete sale of city-owned property to Kroger under the terms and conditions of the previously-approved *Purchase, Sale and Development Agreement*; and facilitate the start of project construction by the end of the year.
- As final plans on the project are developed, engage property owners on MacArthur Avenue adjacent to the southern boundary of the Kroger Project and consult with them on final screening/landscaping plans for that area.

Proposed

2015 CITY COUNCIL GOALS

Transportation/Mobility

- Continue support of VDOT's Temple Avenue Interstate Interchange Project as appropriate.
- Complete construction of the Boulevard Modernization Project.
- Continue development of the Dupuy Avenue and Lakeview Avenue modernization projects, moving forward with final planning and right-of-way acquisition while striving to minimize adverse impact on existing neighborhoods and property owners.
- Continue on-going work to effectively access external funds and complete various road improvement projects.

Proposed

2015 CITY COUNCIL GOALS

Water, Wastewater, and Stormdrainage

- Continue development and initiate construction of the Bruce Avenue Drainage Project, Phases III and IV upgrading stormwater drainage and collections systems in the southwest quadrant of the city.

Proposed

2015 CITY COUNCIL GOALS

Parks and Recreation

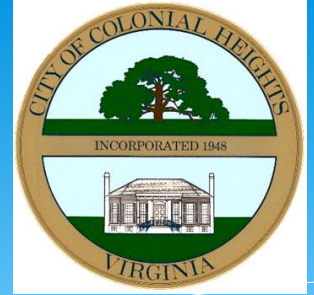
- Complete construction of Phase IV - *Appomattox River Greenway Trail* Project.
- Initiate Phase 3 of the five-year Capital Improvements Master Plan for *Shepherd Stadium* to preserve and rehabilitate that facility.

Communications

- Continue to seek new ways to enhance all forms of communication with the public as to various city issues and/or projects.

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13. Introduction and Consideration of Ordinances and Resolutions

B. AN ORDINANCE NO 15-FIN-8 (First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015, to appropriate funds in the amount of \$2,301, which consists of donations for the purchase of a tracking canine and supporting costs; and for the return of funds reallocated to the telephone system and data lines budget back to Contingencies.

Ordinance No. 15-FIN-8

Telephone Reallocation

- Upon review, staff discovered additional costs for there departments that should be adjusted as part of the overall reallocation of telephone charges and services. The net result will be **\$15,200** returned to Contingencies

Police – Tracking Canine Fund

- CHP raised \$26,484 through donations for the acquisition of their new tracking canine; and have now requested appropriations of \$24,182 of said funds for purposes related to said canine.

Colonial Heights City Council Meeting

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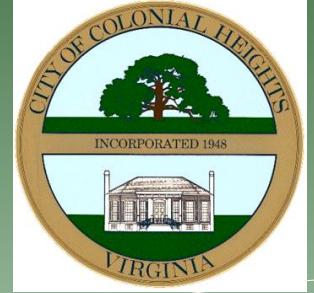


14. Unfinished Business, Contested Ordinances and Resolutions, and Items Removed from the Consent Agenda

****None***

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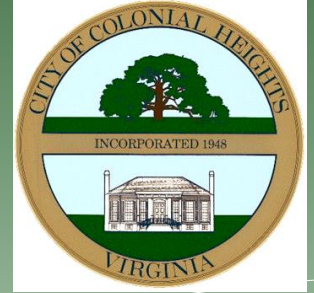
15. Reports of Officers and Documents Related Thereto

A. *City Manager*

1. Update on Boulevard Modernization Project

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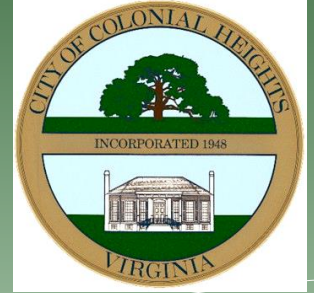
15. Reports of Officers and Documents Related Thereto

A. *City Manager*

2. General Activity Report and/or Project Update

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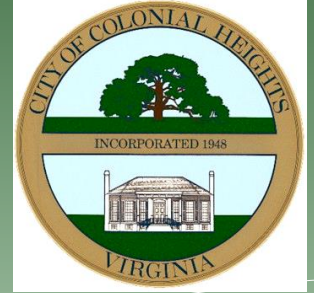


15. Reports of Officers and Documents Related Thereto

B. City Attorney

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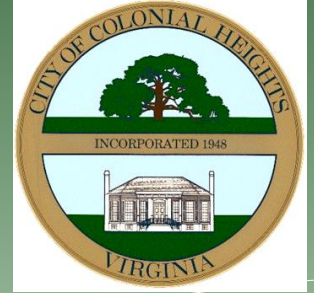


15. Reports of Officers and Documents Related Thereto

C. *Director of Planning and Community Development*

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16. Consideration of Claims.

17. Adjournment

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