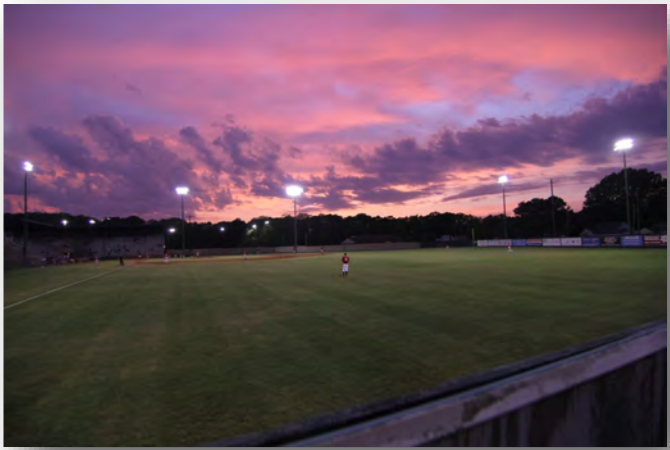
City of Colonial Heights

FY2015-16 Annual Operating Budget



April 14, 2015

Thomas L. Mattis
City Manager

William E. Johnson
Director of Finance

2015-2016
ANNUAL OPERATING BUDGET
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ANNUAL OPERATING BUDGET
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City of Colonial Heights

Elected Officials and Senior Management

July 1, 2015

CITY COUNCIL

T. Gregory Kochuba ....Mayor

Diane H. Yates.............Vice Mayor

Milton E. Freeland, Jr. ...Councilmember

W. Joe Green, Jr............Councilmember

Kenneth B. Frenier..........Councilmember

John E. Piotrowski........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

Karen T. Epps...Director of Economic Development

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

C. Scott Davis *(Interim)*...............................Director of Planning/Community Development

Craig R. Skalak..Director of Parks & Recreation

Pam Wallace................ ....Clerk of Council

CONSTITUTIONAL OFFICERS

William B. Bray..Commonwealth's Attorney

Bill Feasenmyer...Commissioner of Revenue

Joy W. Moore...Treasurer

Susan Redford..Registrar

Donna Slade...Clerk of General District Court

Stacy L. Stafford..Clerk of Circuit Court

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

- VIRGINIA'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
- CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
- CENTRAL VIRGINIA FILM OFFICE BOARD OF DIRECTORS

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 14, 2015

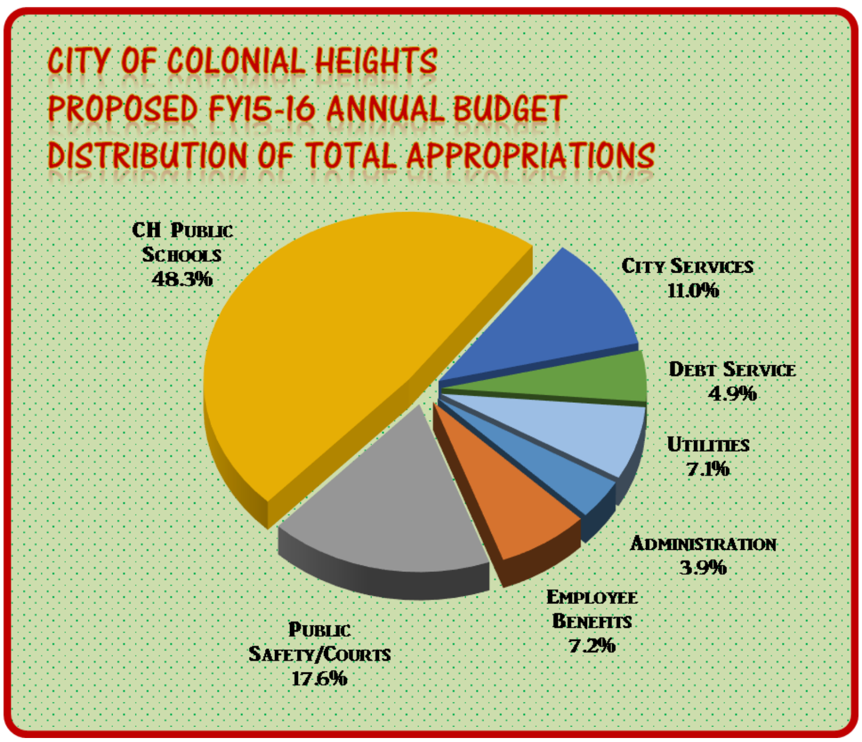
Mayor and City Council
City of Colonial Heights
201 James Avenue
Colonial Heights, Virginia 23834

Re: **FY2015-16 Proposed Annual Budget Message**

Dear Mayor Kochuba 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, 2015 through June 30, 2016, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2015-16 Annual Budget* is **$75,267,336**; to be generally distributed as described below:



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. It was created with input from all departments' head and includes a comprehensive review of all existing programs, operations, and services.

The proposed budget 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 proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

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

- **General Fund** – **($33.5M)** revenues and expenditures related to the provision of primary and/or traditional city services whose main financial support comes from tax dollars.
- **School Fund – ($36.3M)** revenues and expenditures related to operations and services of the Colonial Heights Public Schools.
- **Recreation Fund*** – **($.16M)** revenues and expenditures relating to certain recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc.
- **Stormwater Management Fund*** – **($.42M)** all financial transactions relating to the provision of stormwater management services and programs.
- **Water and Sewer Fund*** – **($4.8M)** all financial transactions relating to the provision of potable water and sanitary sewer 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.

FY2015-16 ANNUAL BUDGET - *Budget Highlights and Issues*

The City of Colonial Heights has maintained a consistent practice of effectively responding to recent financial challenges through the appropriate management of available resources. Unlike most 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 during that time.

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 preceding chart which shows that more than **65%** of total projected appropriations next year are devoted to public schools and 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.

General Fund Revenue

From a broad perspective, the proposed *FY15-16 Annual Budget* projects a moderate, overall increase in total General Fund Revenue for the coming fiscal year. Total income for the General Fund is anticipated to increase by **1.72%** over the current-year budget; resulting in increased gross revenue of approximately $910,000. It is important to note, however, that from this increased revenue (a) additional funding will be provided to Colonial Heights Public Schools in excess of $407,000 and (b) one-time reserve funds of $374,000 in the current-year budget will be funded. As such, these two items alone will essentially offset any net increase in overall resources.

General Fund Revenue *(continued)*

- **Real Estate Taxes**

Although the City's annual budget in Colonial Heights continues to be uniquely supported by our retail business community, Real Estate and/or Property Taxes still provide the basic foundation for revenue generation in support of the General Fund – similar to nearly all local governments. This stable source of revenue provides assurance as to funding each year for the most basic and essential city services – public safety, basic services, mobility, asset maintenance, schools, etc.

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.

It is important to note that a complete a reassessment of property values will be completed by January 1, 2016. It is currently projected that the reassessment will not have an adverse effect on overall revenues for next year; however, if necessary, the tax rate will be adjusted to address any such shortfall at that time.

- **Personal Property Taxes**

The proposed *FY15-16 Budget* projects an increase of nearly $200,000 in Personal Property Taxes 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. As such, the projected increase for next year is not based on any significant change in tax base, but simply represents a more accurate projection based on updated information.

- **Refuse Fees**

Also included in the proposed budget is a decrease ($1.85 per month) in rates charged to citizens 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. However, the resulting impact on the General Fund is an anticipated revenue loss of $150,000.

- **Variable Local Taxes**

While property taxes provide financial stability in annual support of basic services, variable local taxes – primarily Retail Sales & Use Tax, Food Tax, and Lodging Tax – typically provide the City with funding opportunities for new and/or enhanced services or capital investment.

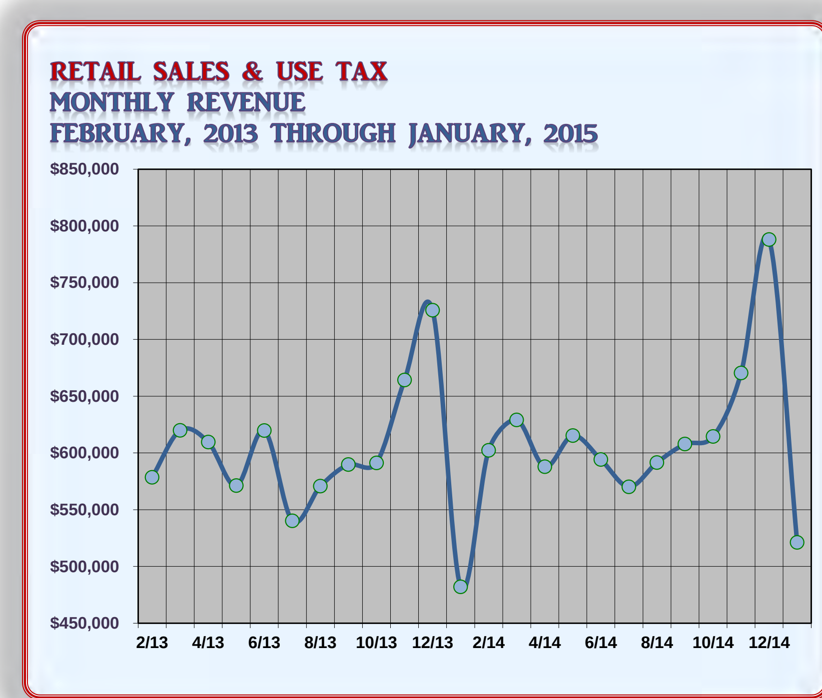
As the market center for the Tri-Cities Region and Fort Lee, such tax revenues are primarily driven by the retail business community located in the Southpark Mall area and along the Boulevard corridor. In fact, the City has typically ranked among the top Virginia localities for annual taxable sales per capita (the average amount of taxable sales per city resident).

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.

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).*

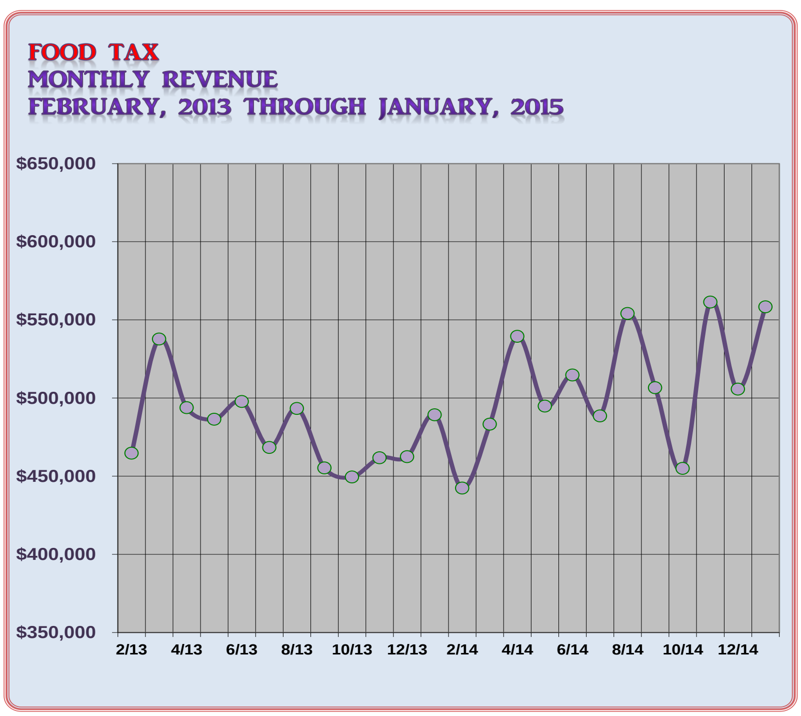
As depicted by the following graph, Retail Sales Tax collections over the past twenty-four months have followed a consistent pattern – including spikes during the holiday season. By comparison, however, collections for the most recent 12-month period were consistently higher than the preceding 12 months; and it is anticipated this general trend will continue through the next fiscal year.

General Fund Revenue - Variable Local Taxes (continued)



***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.*

Revenue from Food Tax has also followed a fairly consistent pattern over the past two years (as shown in the following graph) and has also followed a trend of consistently increased revenue in calendar year 2014 over 2013. For FY15-16, revenue growth from Food Tax is expected to continue; and is projected to exceed $6M in total collections for the first time in the City's history.

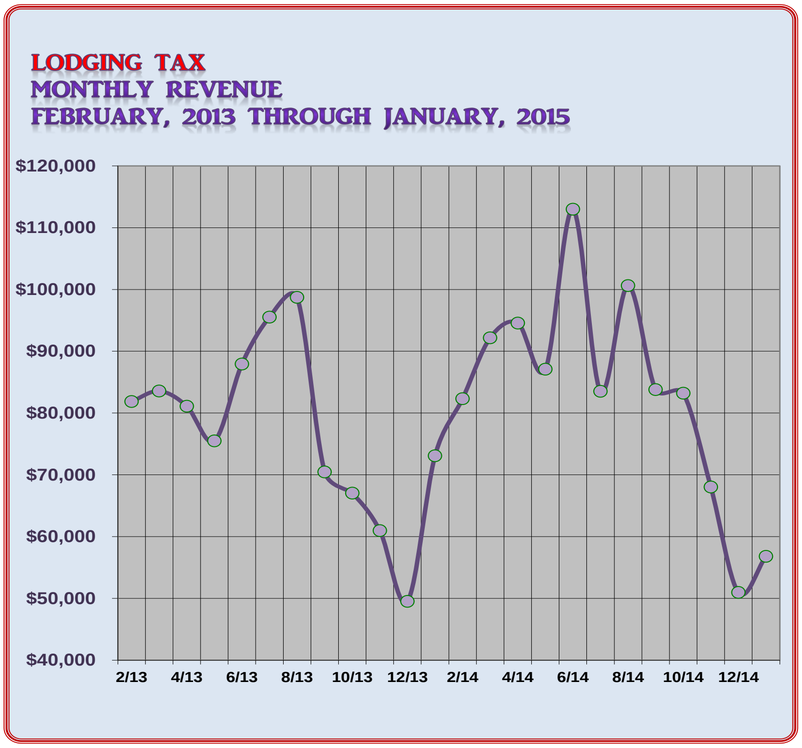


General Fund Revenue - Variable Local Taxes (continued)

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

Although an important source of annual revenue for the General Fund, income from this tax has been very sporadic in recent years – and has been adversely affected for various reasons. In the 28-month period from July, 2011 through October, 2013, Lodging Tax averaged $93,919 per month. In the 28 months since then (through February, 2015) average monthly revenue is $79,496 – an income decrease of more $14,423 per month – which equates to decreased revenue of more than $173,000 per year.

Nonetheless, a comparison of collections over the past two years again indicates a stabilizing, if not increasing, revenue stream that is anticipated to also continue through the next fiscal year.



Staffing

The proposed budget includes full-year funding in FY15-16 for up to **three hundred fifty-one (351) total city employees**: two hundred fifty-five (255) full-time positions, fifty (50) part-time positions, and forty-six (46) seasonal positions. This represents a slight decrease in total overall, although total full-time positions proposed for funding *increased* by two positions:

(1) A new support staff position of Community/Economic Development Specialist has been added and will be shared between the Planning & Community Development and Economic Development departments. Costs associated with this new position will be partially offset by the elimination of a similar part-time position previously funded in the Planning & Community Development budget.

(2) The Recreation and Parks department has added one full-time position of Recreation Specialist 1 in the Recreation budget for next year. To fund this position, departmental appropriations for Temporary & Seasonal Help will be reduced by over $32,000 – and the job functions performed by said temporary staff will now be performed by the new full-time employee. This additional full-time staff should enhance overall service delivery; and the costs associated with same will be budget neutral.

Employee Compensation

As one of its Annual Goals for 2015, 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 *FY15-16 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 – effective **September 1, 2015**. This pay increase carries a projected overall cost of just over $250,000 in FY15-16 and future full-year, on-going costs of just over $300,000.

Employee Health Insurance Costs

Although the City has maintained a history of providing excellent health insurance benefits to its employees at a reasonable costs, general conditions and issues within the current marketplace make this an appropriate time for reassessment of the benefits provided with an eye towards future cost containment. With this in mind, the proposed *FY15-16 Annual Budget* includes an overall costs savings that is anticipated through a partial adjustment to employee health insurance benefits.

For a number of years, the City has provided a comprehensive dental coverage through its group health insurance plan. The City's provider will now give employees the option to choose to continue with its current comprehensive plan; or move to a preventative and diagnostic plan with no copayment or deductible (which historically is the basic services accessed by most employees on an annual basis).

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.

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 for approximately forty-five (45) employees 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.

Courthouse Operation and Maintenance Costs

The new City of Colonial Heights Courthouse opened in late 2013 and has quickly become a local civic landmark that has greatly enhanced court services. The facility has proven to be a one-of-a-kind venture, as it is the single largest building project ever accomplished in the City's history. It is also simply the nicest commercial/government building in Colonial Heights.

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 *FY15-16 Annual Budget* includes increased costs of over **$55,000** associated with courthouse operations. This is not to fund upgrades, but represents a more accurate reflection of costs associated with operating the facility as it exists today.

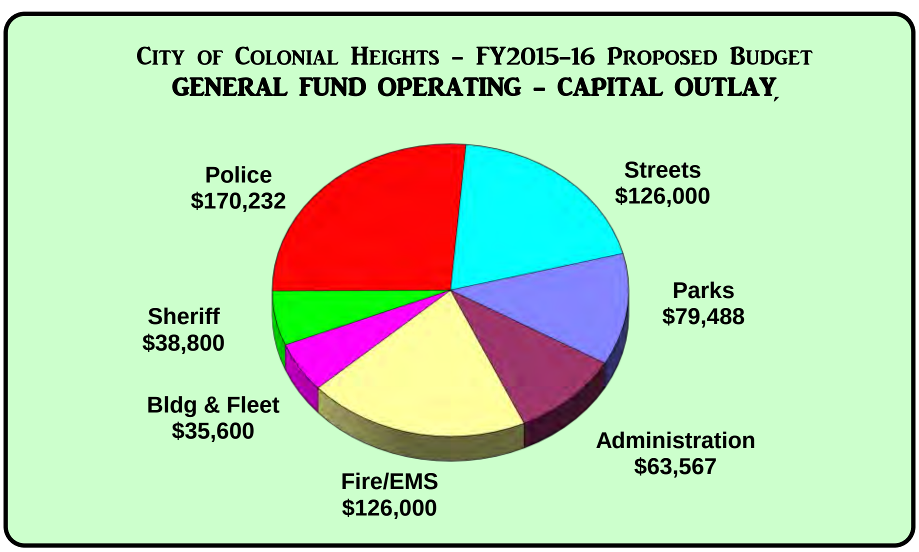
Utility Increase/Capital Charge

The City has also encountered difficulty in recent years in securing the necessary financial resources to properly address capital improvements needs with its water distribution and wastewater collection systems. In addition, due to emergency needs in recent years, the City has significantly depleted its unencumbered cash reserves previously available to address these issues.

To properly address this situation and to financially position the City to preemptively achieve necessary capital improvements in the coming years, the proposed *FY15-16 Annual Budget* recommends the creation of a monthly "Capital Charge" of **$1.50 per month** – for both water and wastewater customers (a total flat rate increase of $3.00 per month or $6.00 per bi-monthly bill). This new charge is projected to create up to $268,000 per year for water and wastewater capital projects. These funds will remain segregated and will be expended at the exclusive discretion of the City Council; on a project-by-project basis.

Operations-Capital Outlay

Total capital reinvestment into General Fund Operations for FY15-16 (vehicles, equipment, furniture & fixtures, etc.) is proposed at over **$640,000**. Combined with the planned investment in street reconstruction and/or resurfacing, the *FY15-16 Annual Budget* as proposed anticipates a total reinvestment in capital assets of total of **$1.05M** during the coming year.



Cuts in Departmental Requests for Funding in FY15-16

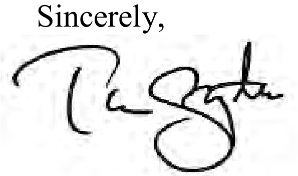
As part of the administration's commitment to keep overall costs as low as possible, continuing emphasis was given this year to producing a lean budget proposal that included special attention to all line-item expenditures. As such, not only were all new costs kept to an absolute minimum, a final review by Director of Finance and City Manager resulted in cuts of more than $740,000 from the total amount of funding requested by staff in the proposed *FY15-16 Annual Budget.*

Other Miscellaneous Issues

- **Riverside Regional Jail Costs –** Various issues have come together at this time that warrant an upward adjustment in anticipated costs for incarceration in the coming year - including consistent trends over the past two years and a number of changes in the local judiciary. As such, the proposed *FY15-16 Annual Budget* includes an increase in projected incarceration costs of **$90,000** over the current year budget.
- **Public Safety Building Roof –** The city building at 100 Highland Avenue that is home to the Colonial Heights Police Department and Fire Department (and also serves as Fire Station No. 1) was originally built in 1957 and is still heavily utilized by city operations. In similar situations, consideration would now be typically given to building a new facility. It is recognized, however, that prioritization of such a project nor the resources to fund same is unlikely in the foreseeable future. So, a focus needs to be given to building upkeep and reinvestment to effectively prolong its useful life. As such, a three-year plan has been proposed to complete much-needed roof repairs that are currently projected to cost a total of $80,000. The proposed *FY15-16 Annual Budget* includes the first phase of such funding of **$30,000**.

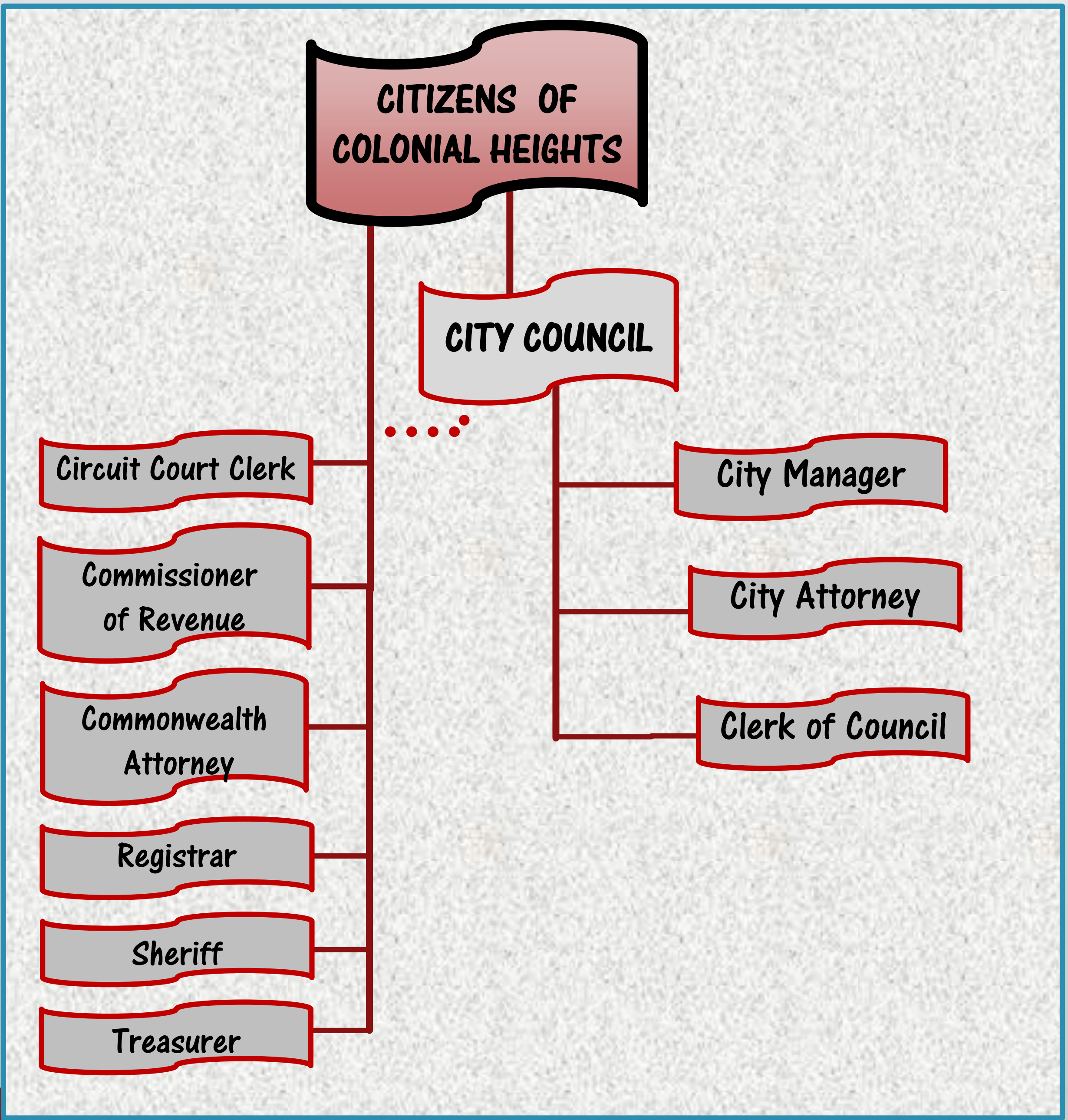
The coming year should be a very rewarding one for the city of Colonial Heights administration and staff as we continue to provide a high level of services to our residents and taxpayers, achieve the completion of a number of major capital projects, and support the growth and development of local businesses. On behalf of the city staff, I wish to thank the Mayor and City Council for their past support and this opportunity to serve the citizens of Colonial Heights.

Sincerely,

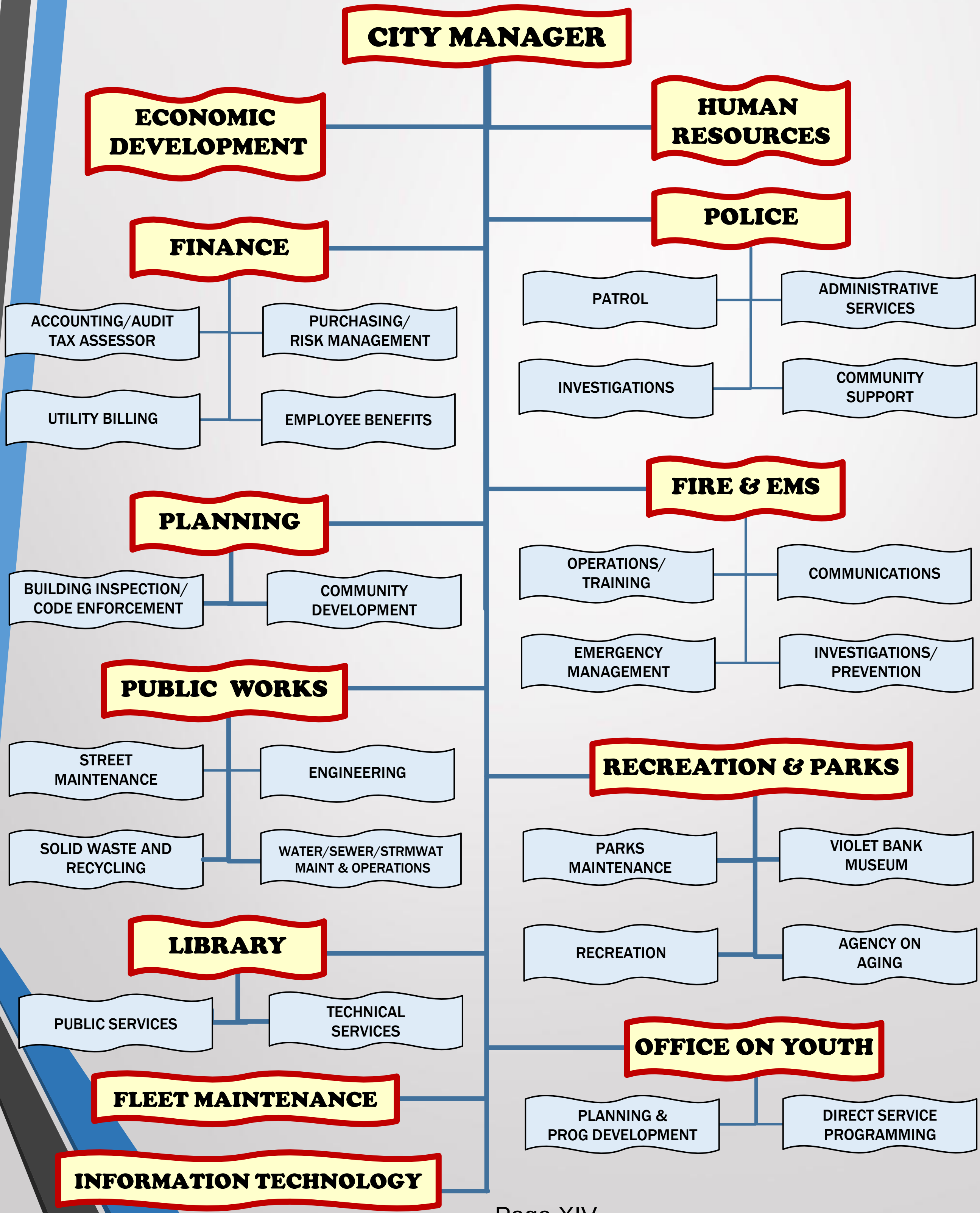


Thomas L. Mattis
City Manager

City of Colonial Heights Organization Chart



City of Colonial Heights
2015-16 Operations Organization Chart



City of Colonial Heights
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.
- 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.

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.

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.

City of Colonial Heights
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.

Kroger Development Project

- Complete sale of city-owned property to Kroger under the terms and conditions of the previsosuly-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.

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.

Water, Wastewater, and Stormdrainage

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

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.

Memorandum

Date: December 16, 2014

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of FY2015-16 Annual Operating Budget and Five-Year Capital Program

Following is a projected schedule relating to the development and formal adoption of the *2015 Five-Year Capital Program* and the *FY2015-16 Annual Operating Budget* for the City of Colonial Heights in accordance with standard practices and the requirements of the City Charter:

DECEMBER

Tuesday, December 23, 2014……….…....Distribution of information to Department Heads and Constitutional Officers regarding departmental submissions/requests for the proposed ***2015 Five-Year Capital Program (5YRCP***)

JANUARY

Monday, January 12, 2015……….......... Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed ***FY2015-16 Annual Operating Budget***

Tuesday, January 13, 2015 ....Deadline for submission of all requests for inclusion in the proposed *2015 5YRCP*

Friday, January 16 and
Saturday, January 17, 2015.…….…....Annual planning retreat of City Council to define city goals and objectives for coming year; and provide budget priorities for FY2015-16

FEBRUARY

Monday, February 2 through
Friday, February 27, 2015.…….….......Review of Departmental 5YRCP and Annual Budget Requests by City Manager, Director of Finance, and applicable Department Heads and/or Constitutional Officers (as needed)

Thursday, February 12, 2015.…….…..... Deadline for submission of all requests for funding within the proposed *FY2015-16 Annual Operating Budget*

MARCH

Tuesday, March 10, 2015……….………**Presentation of Proposed 2015 Five-Year Capital Program to Mayor and City Council by City Manager**
(Regular Council Meeting)

Tuesday, March 17, 2015…....………...City Council 5YRCP Review/Work Session *(tentative*)*
(Regular Council Work Session)

Monday, March 30 through Friday, April 3, 2015……………..Preliminary Annual Operating Budget Briefings with City Councilmembers by City Manager and Director of Finance

APRIL

Tuesday, April 14, 2015……….………**Presentation of Proposed FY2015-16 Annual Operating Budget to Mayor & City Council by City Manager**
(Regular Council Meeting)

…………..…Public Hearing on Proposed 2015 5YR-Capital Program

Sunday, April 19, 2015…...……….Publish General Budget Summary and Notice of Public Hearing on April 28

Tuesday, April 21, 2015…………….. City Council Budget Review/Work Session *(tentative*)*
(Regular Council Work Session)

Tuesday, April 28, 2015…………....Public Hearing on Proposed FY2015-16 Annual Budget (City Charter requirement)
(Special Council Meeting)

…………..…First Reading of Ordinance – FY2015-16 **School Division** Annual Budget

…………..First Reading of Appropriations Ordinance Adopting FY2015-16 Annual Operating Budget

MAY

Tuesday, May 5, 2015……………….City Council Budget Review/Work Session *(tentative*)*
(Special Council Work Session)

Tuesday, May 12, 2015.…………..….**Second Reading** of Appropriations Ordinance and **Final Adoption** of FY2015-16 Annual Operating Budget
(Regular Council Meeting)

…………Second Reading of Ordinance and Final Adoption of FY2015-16 **School Division** Annual Budget

JUNE

Tuesday, June 30, 2015**…………….**Deadline established by City Charter for final adoption of *FY2015-16 Annual Operating Budget* ("not later than the last day of the last month of the fiscal year")

JULY

Wedness day, July 1, 2015……………….....Beginning of FY2015-16 Fiscal Year

Please let me know if you have any questions, problems, or suggestions; or need additional information relative to this schedule.

Thomas L. Mattis
City Manager

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

§ 6.1. Fiscal and Tax Years.

The fiscal year of the City of Colonial Heights shall begin on the first day of July and shall end on the thirtieth day of June of the succeeding year. Unless and until otherwise provided by council by ordinance, the tax year for taxes levied on real estate, tangible personal property, machinery and tools shall begin on the first day of January and end on the thirty-first day of December following, and the tax year for all other taxes shall be fixed by the council by ordinance. Unless and until otherwise provided by council by ordinance, the rates of all taxes and levies, except on new sources of tax revenue, shall be fixed before the beginning of the tax year. The council shall have the power and may by ordinance provide for the tax year for taxes levied on real estate, or tangible personal property, or machinery and tools, or all other taxes to begin on the first day of July and end on the thirtieth day of June of the succeeding year. The council shall also have the power to fix the rates or levies on real estate, or tangible personal property, or machinery and tools, or all other taxes at the time of adoption of the general fund budget. (1960, c. 213; 1966, c. 232)

§ 6.3. Submission of Budgets.

The city manager, at least sixty (60) days prior to the beginning of each budget year, shall submit to the council a general budget. As used in this charter, the term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered. (1960, c. 213)

§ 6.4. Preparation of Budgets.

It shall be the duty of the head of each department, each board or commission and each other office or agency supported in whole or in part by the city, including the commissioner of revenue, city attorney, commonwealth attorney, and the city sergeant, to file with the city manager or with the director of finance designated by him, at such time as the city manager may prescribe, estimates of revenue and expenditure for that department, board, commission, office or agency for the ensuing fiscal year. Such estimates shall be submitted on the forms furnished by the director of finance and it shall be the duty of the head of each such department, judge, board, commission, office or agency to supply all the information which the city manager may require to be submitted thereon. The director of finance shall assemble and compile these estimates and supply such additional information relating to the financial transaction of the city as may be necessary or valuable to the city manager in the preparation of the budgets. The city manager shall hold such hearings as he may deem advisable and with the assistance of the director of finance shall review the estimates and other data pertinent to the preparation of the budgets and make such revisions in such estimates as he may deem proper, subject to the laws of the Commonwealth relating to obligatory expenditures for any purpose. The school board shall furnish a copy of its budget to the city manager. (1960, c. 213)

§ 6.5. Scope of the General Budget.

In respect to the public schools there shall be included only the total amount to be appropriated by the city for their support. The general fund budget shall be prepared in accordance with accepted principles of municipal accounting and budgetary procedures and techniques and shall contain:

(a) An estimate of such portion of the general fund cash surplus, if any, at the end of the current fiscal year as it is proposed to use for meeting expenditures in the general budget.

(b) An estimate of the receipts from current ad valorem taxes on real estate and personal property during the ensuing fiscal year.

(c) An estimate of receipts from all other sources of revenue.

(d) A statement to be furnished by the director of finance of the debt service requirements for the ensuing year.

(e) An estimate of the city's cash deficit, if any, at the end of the current fiscal year and of any other obligations required by this charter to be budgeted for the ensuing fiscal year.

(f) An estimate of expenditures for all other purposes to be met in the ensuing year.

All the estimates shall be in detail, showing receipts by sources and expenditures by operating units, so arranged as to show receipts and expenditures as estimated for the current fiscal year and actual receipts/expenditures for the last preceding fiscal year in comparison with estimated receipts and recommended expenditures for the ensuing year. At the head of the budget there shall appear a summary of the budget, stating separately the amount to be raised by property tax, and by departments and kinds of expenditures, in such a manner as to present a simple and clear summary of the detailed estimates of the budget. (1960, c. 213)

§ 6.6. A Balanced Budget.

In no event shall the expenditures recommended by the city manager in the general budget exceed the receipts estimated, taking into account the estimated cash surplus or deficit at the end of the current fiscal year, as provided in the preceding section, unless property assessments have been raised or unless the city manager shall recommend an increase in the rate of ad valorem taxes on real estate and tangible personal property or other new or increased taxes or licenses within the power of the city to levy and collect in the ensuing fiscal year the receipts from which, estimated on the basis of the average experience with the same or similar taxes during the three tax years last past, will make up the difference. If estimated receipts exceed estimated expenditures the city manager may recommend revisions in the tax and license ordinances of the city, in order to bring the general fund budget into balance.

§ 6.7. Budget Message.

The budget message submitted by the city manager to the council shall be explanatory of the budget, shall contain an outline of the proposed financial policies of the city for the budget year and shall describe in connection therewith the important features of the budget plan. It shall set forth the reasons for salient changes from the previous year in cost and revenue items and shall explain any major changes in financial policy. As a part of the budget message, with relation to the proposed expenditures for down payments and other proposed expenditures for capital projects stated in the budget, the city manager shall include a statement of pending capital projects and proposed new capital projects, relating the respective amounts proposed to be raised therefor by appropriations in the budget and the respective amounts, if any, proposed to be raised therefor by the issuance of bonds during the budget year. (1960, c. 213)

§ 6.8. Appropriation and Additional Tax Ordinances.

At the same time that he submits the general fund budget the city manager shall present to the council a general appropriation ordinance. The appropriation ordinance shall be based on the general fund budget but need not be itemized further than by departments and the major operating units thereof, and by courts, bureaus, boards, commissions, offices and agencies submitting separate budget estimates, and by the principal object of expenditures. At the same time the city manager shall also present any ordinance or ordinances altering the tax rate on real estate and personal property or levying a new tax or altering the rate of any other tax necessary to balance the general fund budget as hereinbefore provided. (1960, c. 213)

§ 6.9. Budget a Public Record.

The budget and budget message and all supporting schedules shall be a public record in the office of the city manager open to public inspection after the budget has been submitted to the council and made public by it; provided, however, that no department or agency, head or judge or board or commission, manager, or director of finance shall divulge details of the proposed budget or make public statements regarding budget estimates until the budget has been submitted to the council and made public by it. The city manager on authorization from the council shall cause sufficient copies of the budget and budget message to be prepared for distribution to interested persons. (1960, c. 213)

§ 6.10. Publication of Notice of Public Hearing.

At the meeting of the council at which the budget and budget messages are submitted, the council shall determine the place and time of the public hearing on the budget, which time shall be at least thirty days prior to the beginning of each budget year, and shall cause to be published a notice of the place and time, not less than seven days prior to the date of the public hearing. (1960, c. 213)

§ 6.11. Public Hearing on Budget.

At the time and place so advertised, or at any time and place to which such public hearing shall from time to time be adjourned, the council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard, for or against the estimates or any item thereof. (1960, c. 213)

§ 6.12. Action by the Council on the General Budget.

After the conclusion of the public hearing on the general budget the council may insert new items of expenditures or may increase, decrease or strike out items of expenditure in the general fund budget, except that no item of expenditure for debt service as required by law shall be reduced or stricken out. The council shall in no event adopt a general budget in which the total of expenditures exceeds the receipts, estimated as hereinbefore provided, unless at the same time it adopts measures for providing additional revenue in the ensuing fiscal year, estimated as hereinbefore provided, sufficient to make up the difference. (1960, c. 213)

§ 6.13. Adoption of Budget.

The budget shall be adopted by the votes of at least a majority of all the members of the council. The budget shall be finally adopted not later than the last day of the last month of the fiscal year. Should the council take no final action on or prior to such day, the budget, as submitted, shall be deemed to have been finally adopted by the council. (1960, c. 213)

§ 6.14. Effective Date of General Fund Budget; Certification; Copies Made Available.

Upon final adoption, the general fund budget shall be in effect for the ensuing fiscal year. A copy of such budget as finally adopted shall be certified by the city manager and city clerk and filed in the office of the director of finance. The general fund budget so certified shall be printed, mimeographed or otherwise reproduced and sufficient copies thereof shall be made available for the use of all departments, courts, boards, commissions, offices and agencies and for the use of interested persons and organizations. (1960, c. 213)

§ 6.16. School Budget.

It shall be the duty of the school board to file its budget estimates with the city manager at the same time as other departments and in the form prescribed by the city manager. The action of the city manager and council on the school budget shall relate to its total only and the school board shall have authority to expend in its discretion the sum appropriated for its use, provided that if it receives an appropriation greater or less than its original request, it shall forthwith revise its estimates of expenditure and adopt appropriations in accordance therewith. The school board shall before the beginning of the fiscal year file with the city manager its budget as finally revised and its appropriations based on said revised budget, which need not be itemized further than by operating units and principal objects of expenditure. They shall have power to order during the course of the fiscal year transfers from one item of appropriation to another, notice of which shall be immediately transmitted to the city manager. The school board, notwithstanding the provisions contained in § 6.9 of this charter, may hold a public hearing on the school board budget at any time after the school board has filed its budget estimates with the city manager and prior to the adoption of the general fund budget of the city by council. (1960, c. 213; 1962, c. 467; 1968, c. 474)

§ 6.19. Certification of Funds.

No payment shall be made and no obligation incurred by or on behalf of the city except in accordance with an appropriation duly made; provided that the council shall have the power to authorize and direct and making of expenditures and contracts for the expenditure of funds not appropriated in any budget for the then current fiscal year. No payment shall be made from or obligation incurred against any allotment or appropriation, except those of the School Board, unless the director of finance shall first certify that there is a sufficient unexpended and unencumbered balance in such allotment or appropriation to meet the same; provided that nothing herein shall be taken to prevent the advance authorization of expenditures for small purchases as provided in this charter. Every payment made in violation of the provisions of this charter shall be deemed illegal and every official who shall knowingly authorize or make such payment or knowingly take part therein and every person who shall knowingly receive such payment or any part thereof shall be jointly and severally liable to the city for the full amount so paid or received. If any officer, member of a board or commission, or employee of the city shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this charter or knowingly take part therein, such action shall be cause for his removal. (1960, c. 213; 1980, c. 206)

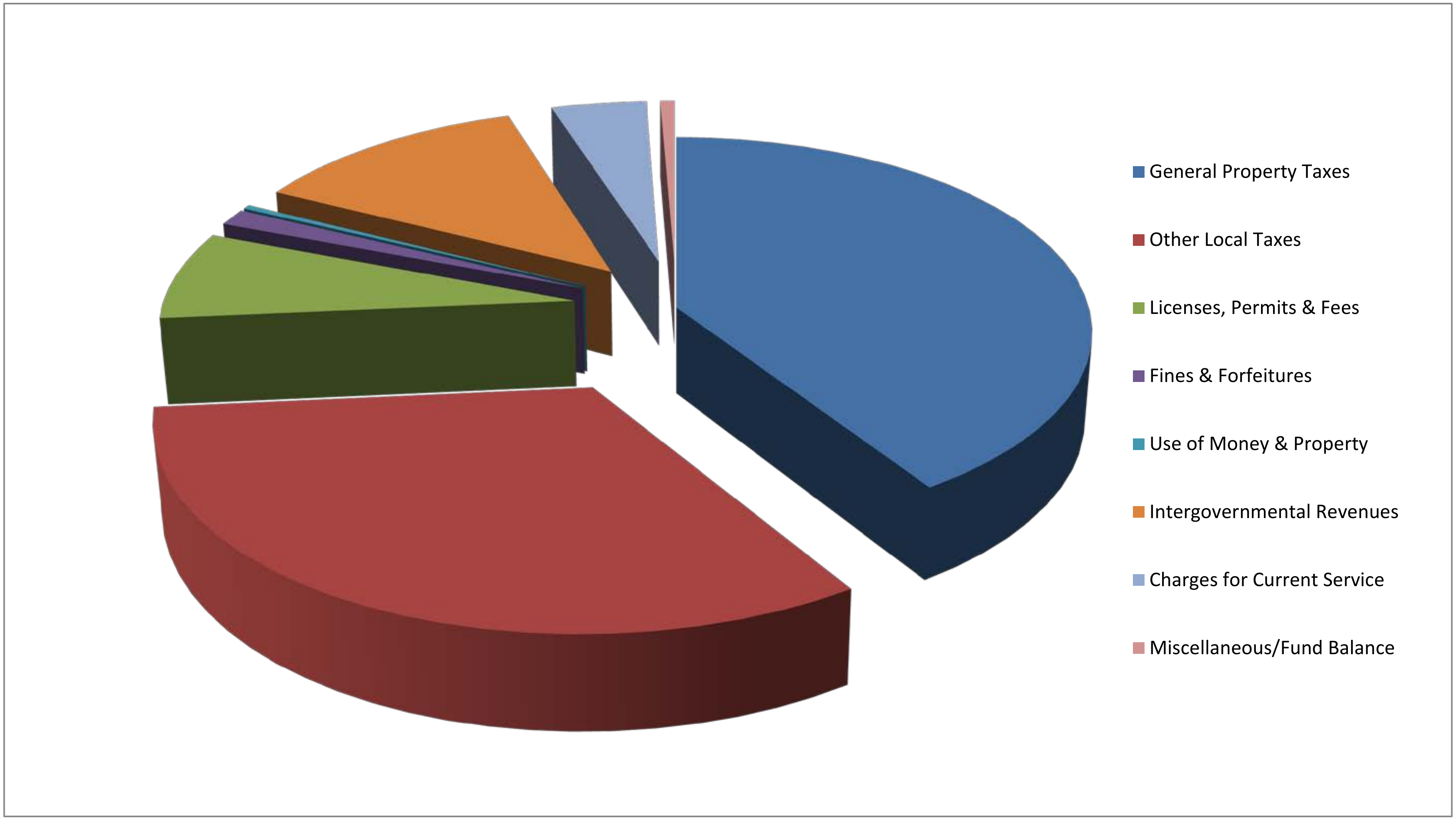
§ 6.20. Reserve for Permanent Public Improvements.

The council may, by ordinance, establish a reserve fund for permanent public improvements and may appropriate thereto any portion of the general fund cash surplus not otherwise appropriated at the close of any fiscal year. It may likewise assign to the said fund a specified portion of the ad valorem tax on real estate and tangible property not to exceed ten cents on $100 of the assessed valuation thereof or the whole or part of the proceeds of any other tax. Appropriations from the said fund shall be made only to finance permanent public improvements. (1960, c. 213)

GENERAL FUND

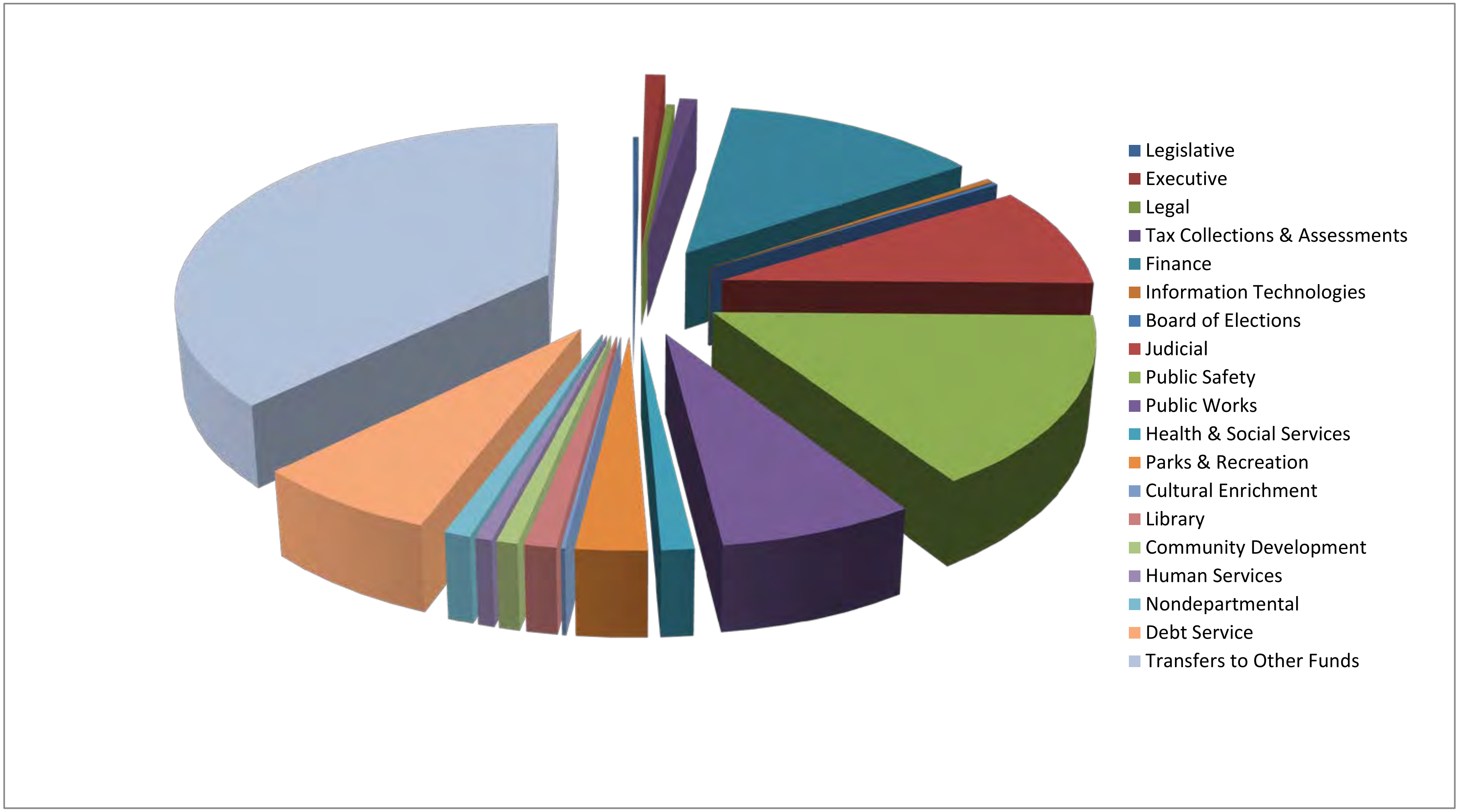
City of Colonial Heights FY2015-16 Annual Operating Budget

GENERAL FUND REVENUES



TOTAL REVENUES $53,448,622

GENERAL FUND EXPENDITURES



TOTAL EXPENDITURES $53,448,622

RECAPITULATION

City of Colonial Heights FY2015-16 Annual Operating Budget

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	REVENUE							
4100	General Property Taxes	$21,405,217	$21,434,626	$21,309,427	$21,613,580	$21,791,222	0.8%	$21,791,222
4200	Other Local Taxes	14,948,684	16,309,625	16,267,037	16,703,419	17,531,744	5.0%	17,531,744
4300	Licenses, Permits & Fees	3,384,895	3,633,853	3,509,526	3,913,842	3,897,518	-0.4%	3,897,518
4400	Fines & Forfeitures	718,053	729,979	540,368	732,800	732,800	0.0%	732,800
4500	Use of Money & Property	173,253	191,112	169,099	189,500	190,000	0.3%	190,000
4600	Intergovernmental Revenue	6,280,683	6,433,617	6,645,421	6,552,576	6,665,530	1.7%	6,665,530
4700	Charges for Current Services	1,229,013	2,381,586	2,362,654	2,469,250	2,298,750	-6.9%	2,298,750
4800	Miscellaneous	438,772	425,368	1,028,103	363,142	341,058	-6.1%	341,058
	Reserve Sheriff Fees				119,344			
	Lease Purchase				155,000			
	Reserve Telephone				100,000			
	TOTAL	$48,578,570	$51,539,766	$51,831,636	$52,912,453	$53,448,622	1.0%	$53,448,622

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	LEGISLATIVE							
1011	City Council	73,037	67,470	80,031	78,492	80,424	1.3%	79,544
1012	Clerk of Council	60,786	44,113	43,456	47,408	53,959	12.7%	53,409
	EXECUTIVE							
1051	City Manager	207,704	218,328	230,643	222,923	221,481	-0.6%	221,481
1052	Human Resources	95,790	94,014	97,558	101,650	105,184	2.5%	104,184
1053	Economic Development			73,425	140,290	237,823	58.4%	222,207
	LEGAL							
1101	City Attorney	198,056	202,025	202,640	221,043	221,976	-0.6%	219,684
	TAX COLLECTIONS							
1152	Commissioner of Revenue	191,501	194,302	207,078	200,612	228,832	0.3%	201,118
1153	City Treasurer	238,525	245,568	258,108	263,184	286,310	-1.3%	259,834
	FINANCE							
1201	Financial Administration	484,417	503,226	507,381	562,335	565,123	0.4%	564,383
1204	Auditing	148,061	125,927	152,989	94,300	94,800	0.5%	94,800
1205	Employee Benefits	4,841,494	4,968,429	5,333,625	5,191,452	5,209,026	4.7%	5,436,238
1206	Purchasing	92,807	114,807	367,543	120,262	148,622	23.6%	148,610
1207	Insurance & Risk Management	482,032	510,124	526,224	554,252	539,302	-8.2%	508,934
1208	Real Estate Assessor	130,458	134,837	141,541	145,798	142,715	-2.5%	142,215
	INFORMATION TECHNOLOGIES							
1253	Information Technologies	184,279	168,700	167,076	189,062	198,376	4.4%	197,376
	BOARD OF ELECTIONS							
1301	Electoral Board	25,026	23,640	23,458	25,194	26,294	2.4%	25,794
1302	Registrar	102,787	104,194	99,869	111,061	112,182	-0.1%	110,982

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	JUDICIAL							
1351	Circuit Court	383,944	399,995	438,749	420,241	474,429	6.1%	446,073
1355	Commonwealth's Attorney	516,022	529,881	542,509	547,035	664,326	3.5%	566,303
1356	Sheriff	565,539	560,618	740,667	763,045	812,350	5.4%	803,900
1357	Incarceration Cost	2,417,695	2,844,110	2,801,009	2,710,500	2,844,337	2.1%	2,767,500
1353	General District Courts	102,285	90,918	107,643	91,961	90,250	-14.7%	78,450
1354	Probation	5,653	5,743	5,887	6,050	6,200	-2.7%	5,884
1358	Community Diversion Services	54,708	54,696	58,708	58,800	58,800	0.0	58,800
1359	Community Correction Services	98,800	98,800	98,800	98,800	102,340	3.6%	102,340
1360	Victim Witness	65,567	68,832	71,144	75,327	126,361	-4.5%	71,908
1361	Juvenile & Domestic Court					26,550		20,800
	PUBLIC SAFETY							
1401	Police	3,669,579	3,985,559	3,791,878	3,894,521	3,994,799	1.5%	3,952,566
1402	Fire/EMS	2,928,702	3,016,655	3,273,883	3,212,343	3,334,851	1.0%	3,244,205
1403	Emergency Management	556,761	58,891	41,753	52,297	41,785	-27.6%	37,885
1404	Communications	1,106,438	1,135,386	1,186,603	1,158,596	1,151,289	-6.2%	1,086,911
	PUBLIC WORKS							
1451	Public Works Administration	212,720	236,265	238,486	238,939	242,835	1.3%	242,013
1453	Street Maintenance	1,288,991	1,259,215	1,496,108	1,278,436	1,284,565	0.1%	1,279,265
1456	Engineering	632,887	672,573	645,363	815,001	720,596	-15.3%	690,096
1457	Building Maintenance	486,744	513,445	561,430	548,400	590,621	8.1%	592,935
1458	Fleet Maintenance	261,218	259,554	270,915	284,756	282,810	-0.9%	282,154
1459	Solid Waste	954,137	612,644	484,913	565,000	565,000	-3.5%	545,000
1460	Recycling	271,897	280,076	278,613	299,401	247,935	-17.2%	247,913
	HEALTH & SOCIAL SERVICES							
1501	Health	172,864	181,058	185,662	190,000	222,839	17.3%	222,839
1502	Social Services	234,016	303,491	274,720	265,000	300,000	0.0%	265,000
1503	Comprehensive Services Act	239,364	270,055	159,604	155,000	155,000	0.0%	155,000

ACCOUNT NAME - GENERAL FUND EXPENDITURES ACCOUNT NUMBER 10

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PARKS & RECREATION							
1601	Recreation	447,267	453,878	523,656	539,817	548,404	1.1%	545,820
1602	Community Center	269,044	252,602	246,286	255,866	253,501	-0.6%	254,293
1603	Horticulture	71,667	73,091	69,861	86,892	87,892	-0.5%	86,484
1604	Parks & Grounds	503,068	505,794	491,639	513,346	523,139	1.5%	520,967
	CULTURAL ENRICHMENT							
1651	Violet Bank Museum	84,038	73,120	73,129	83,146	83,498	-2.7%	80,882
	LIBRARY							
1701	Public Library	604,253	620,531	625,061	621,942	632,121	1.3%	629,853
	COMMUNITY DEVELOPMENT							
1751	Planning	164,526	184,784	208,371	214,158	226,800	0.3%	214,800
1752	Building Inspections	203,818	214,341	217,346	222,933	215,757	-4.4%	213,057
	Human Services							
1801	Office on Youth & Human Services	140,330	140,504	167,513	135,249	135,927	-0.6%	134,447
1802	Better Beginnings Grant	2,614	1,591	2,225	2,600	2,600	0.0%	2,600
1803	Juvenile Crime Grant	117,504	137,678	116,940	103,159	101,078	-2.6%	100,448
1807	KAP Program	29,542	26,502	23,168	28,100	29,136	0.5%	28,250
1808	Community Development Block Grant	78,399	69,239	75,144	75,577	65,772	-13.0%	65,772
	NONDEPARTMENTAL							
1901	Contributions & Subsidies	193,351	202,618	205,753	207,619	184,600	-14.0%	178,633
1902	Contingencies & Miscellaneous	175,231	99,606	43,255	321,800	356,800	9.3%	351,800
	DEBT SERVICE							
1951	Principal Retirement	5,998,330	2,546,199	2,839,657	2,620,487	2,873,301	6.2%	2,783,779
1952	Interest & Fiscal Charges	1,100,427	1,511,054	1,220,379	1,437,548	993,120	-35.5%	927,032
	OPERATING TRANSFERS OUT							
2001	Transfers to Other Funds	19,443,130	19,351,419	19,122,568	19,443,447	19,888,172	2.7%	19,973,172
	TOTAL	$54,409,830	$51,622,715	$52,539,645	$52,912,453	$54,014,915	1.0%	$53,448,622

REVENUE

City of Colonial Heights FY2015-16 Annual Operating Budget

ACCOUNT NAME - GENERAL FUND REVENUE | ACCOUNT NUMBER 4100

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	GENERAL PROPERTY TAXES							
4101	Current Real Estate 1st Half	$8,853,722	$9,061,563	$8,472,320	$8,532,839	$8,545,533		$8,545,533
	Courthouse Increase			$329,082	$331,433	$319,976		$319,976
4102	Current Real Estate 2nd Half	8,783,795	8,812,867	8,427,049	8,626,312	8,567,451		8,567,451
	Courthouse Increase			314,350	321,783	327,804		327,804
4105	Current Public Service Tax 1st Half	208,535	204,557	192,336	201,826	202,372		202,372
4106	Current Public Service Tax 2nd Half	203,034	209,214	200,507	207,880	208,443		208,443
4110	Machinery & Tools Tax	170,219	114,234	105,510	150,000	130,000		130,000
4112	Current Personal Property Tax	2,180,647	2,061,915	2,399,063	2,346,821	2,545,166		2,545,166
4113	Delinquent Real Estate	456,623	369,861	351,304	314,686	369,477		369,477
4114	Delinquent Personal Property	335,755	440,058	356,815	380,000	390,000		390,000
4120	Penalties & Interest	212,887	160,357	161,090	200,000	185,000		185,000
	TOTAL	$21,405,217	$21,434,626	$21,309,427	$21,613,580	$21,791,222	0.8%	$21,791,222

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4200

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OTHER LOCAL TAXES							
4201	Utility Consumer Tax	$937,901	$964,068	$1,037,652	$975,000	$1,025,000		$1,025,000
4202	Bank Stock Taxes	306,387	282,070	311,350	300,000	315,000		315,000
4203	Retail Sales & Use Taxes	7,066,137	7,174,334	7,192,330	7,498,400	7,779,044		7,779,044
4204	Recordation Taxes	228,812	246,952	183,751	255,000	200,000		200,000
4205	Food Tax	5,227,900	5,857,112	4,881,228	4,973,430	5,366,776		5,366,776
	1% Courthouse Portion			976,246	994,686	1,073,355		1,073,355
4207	Lodging Tax	1,110,313	1,072,957	984,478	984,903	1,062,569		1,062,569
4208	Communications Tax	71,234	712,132	700,002	722,000	710,000		710,000
	TOTAL	$14,948,684	$16,309,625	$16,267,038	$16,703,419	$17,531,744	5.0%	$17,531,744

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4300

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	LICENSES, PERMITS & FEES							
4301	Business & Occupational License	$2,782,455	$2,974,530	$2,813,068	$3,109,722	$3,086,498		$3,086,498
4302	Bicycle Tags	14	21	24	20	20		20
4303	Motor Vehicle License Fees	386,041	463,987	489,643	520,000	515,000		515,000
4305	Erosion Control Permits							
4307	Animal License Fees	14,324	11,992	10,826	13,000	13,000		13,000
4308	Zoning Fees	8,115	13,949	11,626	12,000	12,000		12,000
4311	Electrical Permits	13,284	11,997	15,520	20,000	20,000		20,000
4312	Plumbing Permits	23,909	17,497	19,660	20,000	25,000		25,000
4313	Building Permits	58,088	55,918	75,723	125,000	125,000		125,000
4315	Court Fees	22,415	24,343	17,060	24,000	24,000		24,000
4316	Miscellaneous Fees	27,427	30,787	32,689	30,000	35,000		35,000
4318	Development Fees	5,095	3,352	3,175	5,000	4,000		4,000
4320	Rental Inspection Fees				100			
4321	Administrative Fees	43,072	22,349	15,715	30,000	30,000		30,000
4325	Credit Card Fees	656	3,131	3,535	5,000	8,000		8,000
4326	Attorney Fees			1,263				
	TOTAL	$3,384,895	$3,633,853	$3,509,526	$3,913,842	$3,897,518	-0.4%	$3,897,518

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4400

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FINES & FORFEITURES							
4401	Fines & Forfeitures	$584,396	$590,148	$443,531	$595,000	$595,000		$595,000
4402	Parking Fines & Fees	20,536	17,360	10,459	20,500	20,500		20,500
4403	Alarm Fines & Fees	8,510	6,123	2,928	6,500	6,500		6,500
4405	Jail Administrative Fees	11,167	11,699	11,006	12,000	12,000		12,000
4406	Courthouse Security Fees	93,431	104,583	72,444	98,800	98,800		98,800
4407	Other Jail Fees	13	66					
	TOTAL	$718,053	$729,979	$540,368	$732,800	$732,800	0.0%	$732,800

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4500

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	USE OF MONEY & PROPERTY							
4501	Interest on Investments	$1,603	$2,722	($2,544)	$5,000	$5,000		$5,000
4502	Rent of Property	15,340	10,338	16,273	12,500	15,000		15,000
4503	Sales of Surplus & Scrap	14,000	31,148	2,950	22,000	20,000		20,000
4506	Rental Fees	142,310	146,904	147,879	150,000	150,000		150,000
4507	Courthouse Sales			4,541				
	TOTAL	$173,253	$191,112	$169,099	$189,500	$190,000	0.3%	$190,000

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4600

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	INTERGOVERNMENTAL REVENUE							
4603	Rolling Stock Taxes	$4,160	$5,328	$5,701	$5,700	$5,563		$5,563
4604	Street Construction & Maintenance	2,247,324	2,290,207	2,357,649	2,386,068	2,422,085		2,422,085
4606	Library Funds - State	113,947	124,907	135,527	149,080	141,521		141,521
4608	Probation Recoveries	58	64		100	100		100
4609	Anti-Litter Grant	5,000	7,216	6,366	6,300	6,357		6,357
4610	Commissioner of Revenue - Recoveries	79,736	79,908	84,434	84,844	86,768		86,768
4611	Treasurer - Recoveries	74,352	74,556	88,248	88,588	90,212		90,212
4612	Circuit Court - Recoveries	264,278	267,129	281,273	261,196	291,926		291,926
4613	Sheriff - Recoveries	275,248	275,584	291,626	291,859	297,150		297,150
4614	Commonwealth's Attorney - Recoveries	428,754	433,633	458,105	474,530	494,399		494,399
4615	State Board of Election - Reimbursement	42,960	33,549	36,640	36,800	36,800		36,800
4616	Health Department Reimbursement	27,043	25,153	9,050	20,000	20,000		20,000
4619	Department of Fire Programs	39,966	48,466	51,791	51,800	52,290		52,290
4620	Emergency Medical Service Funds (D.M.V.)			17,253	17,384	17,252		17,252
4621	Law Enforcement Recoveries (H.B. 599)	530,510	535,673	561,784	561,786	582,182		582,182
4622	LEMP Grant		5,000	7,500	7,500	7,500		7,500
4624	Juvenile Crime Act	65,234	83,139	69,080	72,000	72,000		72,000
4625	Victim Witness Grant	54,645	54,645	67,345	54,645	56,284		56,284
4626	Miscellaneous Grants	7,845	7,640	1,715				
4630	Animal Sterilization Fee			29				
4633	School Resource Grant			27,760	35,000	60,000		60,000
4635	FEMA Reimbursement	599,543						
4642	VA Wireless Board	77,276	98,717	96,201	103,000	106,000		106,000
4643	Personal Property Tax Relief	1,173,369	1,753,369	1,753,369	1,753,369	1,753,369		1,753,369
4645	Community Development Block Grant	78,399	69,234	73,769	75,577	65,772		65,772
4647	Federal Pass Thru Grants	59,740	95,607	(8,811)				
4648	State Grants	31,296	64,893	52,268				
4653	CCP Grant			8,200	15,450			
	911 Switch Grant			111,550				
	TOTAL	$6,280,683	$6,433,617	$6,645,421	$6,552,576	$6,665,530	1.7%	$6,665,530

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4700

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES FOR CURRENT SERVICES							
4704	Recreation Use Charges & Fees	18,893	14,833	15,897	15,000	17,000		17,000
4705	Administrative Service Charges							
	Water	153,786	127,441	130,565	140,000	135,000		135,000
	Sewer	132,919	123,245	131,480	130,000	133,000		133,000
	Utility Billing	21,784	27,250	24,644	25,000	27,500		27,500
	Storm Water	37,965	40,173	35,116	42,000	38,000		38,000
4706	Animal Control Charges	3,986	4,603	3,946	7,500	7,500		7,500
4707	Law Library Fees	4,776	5,052	3,678	5,000	5,000		5,000
4708	Sheriff's Fees	2,983	23,885	3,986				
4709	Freon Charges	190	110	140				
4710	Fare Care Subscriptions	39,880	37,976	40,375	42,000	42,000		42,000
4711	EMS Transport Fees	811,151	872,127	864,974	920,000	900,000		900,000
4742	Dishonored Check Fee	700	455	536	750	750		750
4702	Refuse fees		1,104,436	1,090,372	1,125,000	975,000		975,000
4740	Late Payment Penalties			16,947	17,000	18,000		18,000
	TOTAL	$1,229,013	$2,381,586	$2,362,654	$2,469,250	$2,298,750	-6.9%	$2,298,750

ACCOUNT NAME - GENERAL FUND REVENUE ACCOUNT NUMBER 4800

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	MISCELLANEOUS							
4801	Contributions & Other Sources	$3,881	$11,500	$1,084	$9,000	$9,000		$9,000
4802	Recoveries & Rebates	7,610	8,933	34,518	10,000	10,000		10,000
4803	Recoveries - Damages to Property	6,174	961	625	1,000	1,000		1,000
4805	Sale of Books & Materials	850		392	10,000	10,000		10,000
4807	Transfers In School Fund - Debt	315,449	323,897	335,160				
	Transfers In School Fund - School Officers				139,816	130,880		130,880
	Transfers In School Fund - Tussing Debt				189,326	176,178		176,178
4809	Transfers in CIP			549,198				
4810	Sale of Containers		3,910	1,825	4,000	4,000		4,000
4812	Donations	13,650	29,980	21,685				
4824	Miscellaneous Revenue	91,158	46,187	83,617				
	TOTAL	$438,772	$425,368	$1,028,103	$363,142	$341,058	-6.1%	$341,058

DEPARTMENTAL BUDGETS

City of Colonial Heights FY2015-16 Annual Operating Budget

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	FY12-13 Actual	FY 13-14 Actual	FY 14-15 Projected	FY 15-16 Projected
City Council Meetings Held	33	33	34	34
Appointments to Boards, Commissions, and Committees	40	63	97	91
Resolutions, Ordinances, and Financial Ordinances Considered	75	60	65	65

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014–15	FY 2015–16 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
2015-16 BUDGET

ACCOUNT NAME - CITY COUNCIL ACCOUNT NUMBER 1011

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$47,454	$46,000	$46,000	$46,000	$46,000		$46,000
	Total Personal Services	47,454	46,000	46,000	46,000	46,000	0.0%	46,000
	OPERATING EXPENSES							
5201	Advertising	6,077	5,666	3,237	5,500	6,200		6,000
5203	Professional & Special Services		1,511	10,035	3,500	4,000		4,000
5206	Dues & Subscriptions	1,489	1,489	1,489	1,575	1,575		1,575
5209	Maintenance - Electronics	324	324	373	324	324		324
5221	Postage	320	393	447	625	625		625
5223	Telephone	3,407	4,584	5,124	5,000	5,000		4,320
5225	Travel & Vocational Training	7,458	4,717	6,761	8,168	8,500		8,500
5242	Printing, Supplies & Materials	4,177	1,808	4,132	3,800	4,200		4,200
5254	Contingencies & Reserve	2,331	978	2,433	4,000	4,000		4,000
	Total Operating Expenses	25,583	21,470	34,031	32,492	34,424	3.2%	33,544
	TOTAL	$73,037	$67,470	$80,031	$78,492	$80,424	1.3%	$79,544

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - CITY COUNCIL

ACCOUNT NUMBER - 1011

Position Title	Salary Grade Number	Number of Employees Current Budget	Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Mayor	U	1	1	$6,999.98	$6,999.98
Vice-Mayor	U	1	1	6,500.00	6,500.00
Councilmen	U	5	5	32,500.00	32,500.00
TOTAL		7	7	$45,999.98	$45,999.98

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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15-16 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	21	21	22	22
City Council Documents Prepared	13	10	15	15
Letters of Appointment to Boards, Commissions, and Committees	40	63	97	91
Resolutions/ Ordinances Considered	75	60	65	65

Personnel Resources

City Clerk's Office

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 Proposed	Diff.
Clerk of Council	F	Salary	1.00	1.00	0.00
F = Full Time PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER 1012

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$53,200	$34,818	$34,340	$34,680	$36,414		$36,414
5103	Temporary & Seasonal Help	383	1,450	432	1,900	1,900		1,900
	Total Personal Services	53,583	36,268	34,772	36,580	38,314	4.7%	38,314
	OPERATING EXPENSES							
5203	Professional & Special Services		489		2,199	5,550		5,000
5206	Dues & Subscriptions	165	165	180	175	200		200
5209	Maintenance - Electronics	324	324	324	324	324		324
5212	Rent of Equipment							1,310
5216	Maintenance - Office Equipment		552		500	500		500
5221	Postage	133	135	98	525	525		525
5223	Telephone	1,680	1,860	1,860	1,925	1,956		1,956
5225	Travel & Vocational Training	1,840	1,402	2,682	2,000	2,200		2,200
5242	Printing, Supplies & Materials	508	1,501	1,218	2,880	2,880		2,880
5248	Books & Publications		94		100	200		200
5254	Contingencies & Reserves			8				
	Total Operating Expenses	4,650	6,522	6,370	10,828	14,335	39.4%	15,095
	CAPITAL OUTLAY							
5510	Office Equipment	804			0			
5516	Electronic Equipment	1,749	1,323	2,315		1,310		
	Total Operating Expenses	2,553	1,323	2,315	2,000	1,310	-100.0%	
	TOTAL	$60,786	$44,113	$43,457	$47,408	$53,959	12.7%	$53,409

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CLERK OF COUNCIL

ACCOUNT NUMBER - 1012

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
City Clerk	U	1	1	$34,679.84	$36,413.78
TOTAL		1	1	$34,679.84	$36,413.78

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.

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
City Council Meetings Held	33	33	34	34
Parade/Demonstration Permits	14	13	12	12
City Council Goals/Achieved	36/92%	26/92%	26/100%	24/100%

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 Proposed	Diff.
City Manager	FT	Salary	1.00	1.00	0.00
Executive Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			**2.00**	**2.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CITY MANAGER ACCOUNT NUMBER 1051

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$179,451	$190,673	$207,702	$199,487	$199,487		$199,487
5103	Temporary & Seasonal Help	1,053	2,912	0	800	500		500
		468						
	Total Personal Services	180,972	193,585	207,702	200,287	199,987	-0.1%	199,987
	OPERATING EXPENSES							
5201	Advertising	721	544	722	700	750		750
5206	Dues & Subscriptions	2,708	1,766	1,893	2,300	2,300		2,300
5209	Maintenance - Electronics	636	636	636	636	650		650
5221	Postage	66	110	111	100	100		100
5223	Telephone	4,108	4,137	4,678	5,456	4,300		4,300
5225	Travel & Vocational Training	5,802	2,686	5,073	4,000	4,000		4,000
5226	Automobile Allowance	6,000	6,000	6,000	6,000	6,000		6,000
5242	Printing, Supplies, & Materials	1,314	1,076	826	1,500	1,500		1,500
5248	Books & Publications				200			
5254	Contingencies & Reserve	735	430	635	500	650		650
5276	Relocation	4,642	7,358					
	Total Operating Expenses	26,732	24,743	20,574	21,392	20,250	-5.3%	20,250
	CAPITAL OUTLAY							
5516	Electronic Equipment			2,368	1,244	1,244		1,244
	Total Operating Expenses			2,368	1,244	1,244		1,244
	TOTAL	$207,704	$218,328	$230,644	$222,923	$221,481	-0.6%	$221,481

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER - 1051

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
City Manager	U	1	1	$144,401.40	$144,401.40
Executive Assistant	14	1	1	50,085.10	50,085.10
Deferred Compensation				5,000.00	5,000.00
TOTAL		2	2	$199,486.50	$199,486.50

CITY OF COLONIAL HEIGHTS

EQUIPMENT REQUEST

ACCOUNT NAME - CITY MANAGER

ACCOUNT NUMBER - 1051

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years).	1	1,244	1,244

ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT AUTHORITY

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

The City of Colonial Heights Economic Development Authority, formerly the Industrial Development Authority, was established in 1977 through Ord. No 77-51 and Adopted 11-21-1977, to promote balanced economic growth by encouraging new capital investment and job creation. The primary duties of the EDA are to provide economic development related policy consultation, and to review the issuance of bond financing.

Performance Indicators	FY 12– 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15-16 Projected
Existing Business Visits	0	3	10	14
Site Submissions	0	2	4	
Prospect Requests	0	6	12	16
Economic Dev. Authority Mtgs.	0	0	4	4
Trade Shows/Marketing Missions	0	0	1	2

Personnel Resources

Economic Development

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014–15	FY 2015–16 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
			1.00	**1.00**	**0.00**

FT = Full Time

ACCOUNT NAME - ECONOMIC DEVELOPMENT ACCOUNT NUMBER 1053

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages			$10,231	$75,600	$102,000		$87,500
	Total Personal Services			10,231	75,600	102,000	15.7%	87,500
	OPERATING EXPENSES							
5201	Advertising			5,000	3,406	10,000		10,000
5203	Professional & Special Services			4,471	4,000	33,460		32,460
5206	Dues & Subscriptions			902	2,300	2,000		2,000
5209	Maintenance - Electronics			180	1,031	1,200		1,200
5221	Postage				350	350		350
5223	Telephone			235	2,103	2,000		1,884
5225	Travel & Vocational Training			1,967	4,000	6,500		6,500
5226	Automobile Allowance			554		3,600		3,600
5242	Printing, Supplies, & Materials			2,651	2,500	3,500		3,500
5270	Tourism Matching Funds			45,000	45,000	45,000		45,000
5805	Virginia Gateway Region					28,213		28,213
	Total Operating Expenses			60,960	64,690	135,823	108.2%	134,707
	CAPITAL OUTLAY							
5504	Furniture & Equipment			2,234				
	Total Operating Expenses			2,234				
	TOTAL			$73,425	$140,290	$237,823	58.4%	$222,207

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER - 1053

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Economic Development Director	EXEC	1	1	$75,599.94	$76,000.08
Community / Economic Development Specialist	14		1		11,500.06
TOTAL		1	2	$75,599.94	$87,500.14

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 fifty-three (253) 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 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected	FY 15 - 16 Projected
Total Recruitments	23	22	26	23
Total Applicants	2,265	2,264	2,450	2,193
Total Workers' Compensation Reports	23	29	19	22
OSHA Summary Log Totals	9	13	10	10

Personnel Resources

Human Resources Dept.

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2014–15	FY 2015–16 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
2015-16 BUDGET

ACCOUNT NAME - HUMAN RESOURCES ACCOUNT NUMBER 1052

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$72,252	$76,378	$77,141	$77,905	$77,905		$77,905
	Total Personal Services	72,252	76,378	77,141	77,905	77,905	0.0%	77,905
	OPERATING EXPENSES							
5201	Advertising	11,653	9,110	9,446	10,235	12,000		11,000
5203	Professional & Special Services	7,765	4,765	4,765	5,565	5,565		5,565
5206	Dues & Subscriptions	1,148	399	470	2,758	3,208		3,208
5209	Maintenance - Electronics	324	324	324	324	324		324
5221	Postage	130	137	219	350	350		350
5223	Telephone	1,320	1,320	1,860	2,103	2,076		2,076
5225	Travel & Vocational Training	292	294	943	600	700		700
5242	Printing, Supplies, & Materials	906	1,166	1,144	1,425	1,425		1,425
5248	Books & Publications		121		385	385		385
	Total Operating Expenses	23,538	17,636	19,171	23,745	26,033	5.4%	25,033
	CAPITAL OUTLAY							
5504	Furniture & Equipment			1,246		1,246		1,246
	Total Operating Expenses			1,246		1,246		1,246
	TOTAL	$95,790	$94,014	$97,558	$101,650	$105,184	2.5%	$104,184

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - HUMAN RESOURCES

ACCOUNT NUMBER - 1052

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Human Resources	EXEC	1	1	$77,905.10	$77,905.10
TOTAL		1	1	$77,905.10	$77,905.10

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - HUMAN RESOURCES ACCOUNT NUMBER - 1052

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years).	1	1,244	1,244

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 on any question of law; prepares and/or examines any ordinance contemplated for consideration or adoption by the City Council; prepares or approves all bonds, deeds, leases, contracts or other legal instruments considered by the City Council or School Board; and institutes all proceedings deemed necessary or proper to protect the interest of the City 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, environmental law, and local government taxation. The City Attorney also supervises work performed by outside legal counsel and updates the Colonial Heights City Code on a semi-annual basis.

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

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Drafting of Council Ordinances & Resolutions	129	108	130	130
Attending School Board Meetings (includes School Board Agenda Meetings)	30	30	27	27
Preparation or Recordation of Deeds and Easements	36	35	64	50

Personnel Resources

City Attorney's Office			Authorized Positions		
Classification Title	**Status ***	**Hr./Sal.**	**FY 2014-15**	**FY 2015-16 Proposed**	**Diff.**
City Attorney	FT	Salary	1.00	1.00	0.00
Legal Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			**2.00**	**2.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CITY ATTORNEY ACCOUNT NUMBER 1101

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$173,313	$181,756	$188,526	$188,373	$191,126		$191,126
5103	Temporary & Seasonal Help	2,122			800	800		800
	Total Personal Services	175,435	181,756	188,526	189,173	191,926	1.5%	191,926
	OPERATING EXPENSES							
5203	Professional & Special Services	11,292	6,610	2,533	11,664	11,500		10,000
5206	Dues & Subscriptions	3,686	4,165	2,815	5,200	5,500		5,500
5209	Maintenance - Electronics	636	791	636	650	650		650
5216	Maintenance & Equipment			80	200	200		200
5221	Postage	156	150	113	300	250		250
5223	Telephone	2,732	2,859	2,859	2,856	3,500		3,027
5224	Other Services & Charges	161	64	116	500	300		300
5225	Travel & Vocational Training	2,178	3,040	2,734	3,200	3,500		3,500
5242	Printing, Supplies, & Materials	1,707	2,022	1,906	2,200	2,200		2,200
5248	Books & Publications	73	71		200	200		200
	Total Operating Expenses	22,621	19,772	13,792	26,970	27,800	-4.2%	25,827
	CAPITAL OUTLAY							
5504	Furniture & Equipment		497	322	4,500	700		687
5516	Electronic Equipment				400	1,550		1,244
	Total Operating Expenses		497	322	4,900	2,250	-60.6%	1,931
	TOTAL	$198,056	$202,025	$202,640	$221,043	$221,976	-0.6%	$219,684

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER - 1101

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
City Attorney	U	1	1	$137,653.36	$140,406.50
Legal Assistant/Deputy City Clerk	14	1	1	50,719.50	50,719.50
TOTAL		2	2	$188,372.86	$191,126.00

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - CITY ATTORNEY

ACCOUNT NUMBER - 1101

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Desktop Computer	Replacement of current computer at recommend IT lifecycle management (5 Years).	1	1,244	1,244
2	5516	Office Furniture	General upgrade of office furniture.	3	229	687

COMMISSIONER OF REVENUE

The Commissioner of the Revenue is an elected city official responsible for administering the assessments, licenses, and permits for businesses and individuals in the City. These include personal and business property taxes, business licenses, local excise taxes such as meals and lodging, machinery and tool taxes, bank franchise and public services taxes and others as required by City Council and in accordance with the laws and statutes of the City and Commonwealth. The Commissioner's office also assists citizens with completing and forwarding their state income taxes. Applications for real estate tax relief by the elderly, disabled, and veterans are also handled by the Commissioner's office.

The Commissioner of the Revenue also prepares and submits such reports as are required by City Council, the Director of Finance, and state agencies regarding the assessment of real and personal property and licenses issued on behalf of the City.

In addition to these primary responsibilities, the Commissioner of the Revenue's Office also supports and interacts with other city offices on a regular basis (Treasurer, Finance, Assessors) by providing data and information pertinent to property and new businesses.

The Commissioner's office has daily interaction with citizens and business owners, and maintains a wide range of public records in support of the above duties.

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
PP Transactions	26,300	26,804	28,300	27,300
Business License	1,800	1,555	1,652	1,675
Food/Lodging Tax	125	118	121	122
State Income Tax	1,998	1,017	1021	1000

Personnel Resources

Commissioner of Revenue

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 Proposed	Diff.
Commissioner	FT	Salary	1.00	1.00	0.00
Deputy III	FT	Salary	1.00	1.00	0.00
Deputy II	FT	Salary	1.00	1.00	0.00
Deputy I	FT	Salary	1.00	1.00	0.00
FT = Full Time			**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
2015-16 BUDGET

ACCOUNT NAME - COMMISSIONER OF REVENUE | ACCOUNT NUMBER 1152

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$161,895	$168,689	$169,253	$159,283	$167,247		$159,283
5103	Temporary & Seasonal Help	3,248	2,944	5,056	5,040	5,040		5,040
5105	Overtime			384	3,500	3,500		3,000
5601	Accumulated Leave Pay			6,278				
	Total Personal Services	165,143	171,633	180,971	167,823	175,787	-0.3%	167,323
	OPERATING EXPENSES							
5201	Advertising	577	577	722	750	750		750
5203	Professional & Special Services	705	418	767	2,651	4,651		4,651
5206	Dues & Subscriptions	410	165	470	650	650		650
5209	Maintenance - Electronics	1,125	1,060	960	1,000	2,300		2,300
5214	Maintenance - Motor Vehicles					250		
5221	Postage	8,204	6,786	6,782	9,000	8,000		8,000
5223	Telephone	4,946	5,113	5,068	6,000	6,444		6,444
5225	Travel & Vocational Training	561		165	1,000	2,000		1,500
5242	Printing, Supplies, & Materials	9,074	7,521	7,655	9,000	9,000		9,000
5247	Motor Fuels & Lubricants					500		
	Total Operating Services	25,602	21,640	22,589	30,051	34,545	10.8%	33,295
	CAPITAL OUTLAY							
5501	Motor Vehicles					18,000		
5504	Furniture & Equipment				500	500		500
5516	Electronic Equipment	756	1,029	3,518	2,488			
	Total Capital Outlay	756	1,029	3,518	2,988	18,500	-83.3%	500
	TOTAL	$191,501	$194,302	$207,078	$200,862	$228,832	0.1%	$201,118

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMISSIONER OF REVENUE | ACCOUNT NUMBER - 11+

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Commissioner of Revenue - State	U	1	1	$57,262.66	$57,262.66
Local				12,680.98	12,680.98
Deputy III - State	13	1	1	13,435.50	13,435.50
Local				20,520.50	20,520.50
Deputy II - State	12	1	1	7,135.18	7,135.18
Local				22,251.58	22,251.58
Deputy I - State	11	1	1	0.00	0.00
Local				25,996.62	25,996.62
TOTAL		4	4	$159,283.02	$159,283.02

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - COMMISSIONER OF REVENUE ACCOUNT NUMBER - 1152

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5504	Furniture & Equipment	Replacement of departmental desk chairs	2	250	500

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 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected	FY 15 - 16 Projected
RE Transactions	18,033	18,200	17,461	16,640
PP transactions	70,526	69,132	75,212	70,754
Utility transactions	44,832	46,111	45,046	45,330
Other City Transactions	15,521	16,259	13,583	15,121
State Income Tax	187	153	181	174
State Estimated Tax	756	611	819	741

Personnel Resources

Treasurer's Office			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2014 - 15**	**FY 2015 - 16 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
FT = Full Time PT = Part Time			**5.00**	**5.00**	**0.00**

ACCOUNT NAME - TREASURER ACCOUNT NUMBER 1153

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$182,684	$192,649	$191,989	$203,710	$203,710		$203,710
5103	Temporary & Seasonal Help	1,506	1,465	6,608	3,000	5,000		3,000
5105	Overtime	1,810	1,616	2,813	1,000	2,000		1,000
	Total Personal Services	186,000	195,730	201,410	207,710	210,710	0.0%	207,710
	OPERATING EXPENSES							
5201	Advertising	1,633	1,674	1,907	2,500	2,700		2,000
5203	Professional & Special Services	2,898	(1,694)	1,669	2,000	2,500		2,000
5206	Dues & Subscriptions	404	565	624	600	1,000		700
5209	Maintenance - Electronics	2,232	2,232	2,382	2,400	2,400		2,400
5216	Maintenance - Equipment	1,276	673	1,045	1,300	4,900		1,200
5221	Postage	20,865	24,262	24,678	22,000	24,000		24,000
5223	Telephone	7,320	7,320	7,320	7,500	4,400		4,450
5224	Other Services & Charges	2,119	364	841	2,000	2,100		1,000
5225	Travel & Vocational Training	3,858	4,506	2,937	2,886	8,000		2,886
5242	Printing, Supplies, & Materials	9,920	7,539	8,750	9,000	13,000		9,000
	Total Operating Services	52,525	47,441	52,153	52,186	65,000	-4.9%	49,636
	CAPITAL OUTLAY							
5510	Office Equipment		1,240	3,946	800	2,000		
5516	Electronic Equipment		1,157	599	2,488	8,600		2,488
	Total Capital Outlay		2,397	4,545	3,288	10,600	-24.3%	2,488
	TOTAL	$238,525	$245,568	$258,108	$263,184	$286,310	8.8%	$259,834

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER - 1153

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Treasurer - State	U	1	1	$63,566.62	$63,566.62
Local				13,067.60	13,067.60
Assistant Treasurer - State	14	1	1	13,334.62	13,334.62
Local				27,758.12	27,758.12
Deputy II - State	12	2	2	4,607.98	4,607.98
Local				54,818.92	54,818.92
Staff Aide - Local	11	1	1	26,555.62	26,555.62
TOTAL		5	5	$203,709.48	$203,709.48

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - TREASURER

ACCOUNT NUMBER - 1153

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5510	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years)	2	$1,244	$2,488

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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15-16 Projected
A/P Checks Issued	5,906	5,904	6,000	6,000
Payroll Checks and Direct Deposits Processed	8,483	8,712	8,800	8,900
Purchase Orders and Check Requests Issued	4,152	4,607	4,500	4,500
Sealed Bids/Proposals Issued	9	12	13	14
New Construction & Growth	5,969,200	2,649,100	4,500,000	5,000,000
Transfers in Property Ownership	520	494	540	550

Personnel Resources

Finance Department

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2014-2015**	**FY 2015-16 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
Customer Service Rep.	FT	Salary	1.00	1.00	0.00
Meter Readers	FT	Salary	2.00	2.00	0.00
			14.00	**14.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - FINANCIAL ADMINISTRATION　　　　ACCOUNT NUMBER 1201

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$387,828	$397,416	$390,670	$461,111	$460,380		$460,380
5103	Temporary & Seasonal Help	$2,309	$3,581	$2,595	800	1,400		1,400
5105	Overtime	558	959	360	400	400		400
5601	Accumulated Leave Payable		2,290	29				
	Total Personal Services	390,695	404,246	393,654	462,311	462,180	0.0%	462,180
	OPERATING EXPENSES							
5203	Professional & Special Services	505	906	6,425	750	750		750
5206	Dues & Subscriptions	769	721	1,091	900	1,100		1,100
5209	Maintenance - Electronics	1,908	1,908	1,908	2,135	2,135		2,135
5221	Postage	2,876	2,626	3,238	3,335	3,450		3,450
5223	Telephone	6,456	6,467	6,468	8,190	7,080		7,080
5225	Travel & Vocational Training	3,953	7,082	6,486	3,400	3,600		3,600
5242	Printing, Supplies, & Materials	6,598	9,544	11,627	9,000	9,600		9,600
5260	Software Maintenance	66,832	68,231	69,684	71,314	72,740		72,000
	Total Operating Services	89,897	97,485	106,927	99,024	100,455	1.4%	99,715
	CAPITAL OUTLAY							
5516	Electronic Equipment	3,825	1,495	6,800	1,000	2,488		2,488
	Total Capital Outlay	3,825	1,495	6,800	1,000	2,488	148.8%	2,488
	TOTAL	$484,417	$503,226	$507,381	$562,335	$565,123	0.5%	$564,383

ACCOUNT NAME - FINANCIAL ADMINISTRATION ACCOUNT NUMBER - 1201

Position Title	Salary Grade Number	Number of Employees Current Budget	Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Finance	EXEC	1	1	$126,628.32	$126,628.32
Deputy Director of Finance	18	1	1	76,500.06	76,500.06
Financial Specialist I	14	2	2	92,466.92	91,735.80
Financial Specialist II	15	2	2	112,374.08	112,374.08
Administrative Assistant	13	1	1	53,141.40	53,141.40
TOTAL		7	7	$461,110.78	$460,379.66

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - FINANCIAL ADMINISTRATION

ACCOUNT NUMBER - 1201

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Replacement Computers	Replacement of current computer at recommended IT lifecycle management (5 Years).	2	$1,244	$2,488

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - AUDITING ACCOUNT NUMBER 1204

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$51,215	$54,140	$54,681				
	Total Personal Services	51,215	54,140	54,681				
	OPERATING EXPENSES							
5202	Annual Audit Fee	94,485	69,300	94,700	94,000	94,500		94,500
5209	Maintenance - Electronics	324	324	324				
5221	Postage	112	156	140				
5223	Telephone	1,690	1,690	1,690				
5224	Other Services & Charges							
5225	Travel & Vocational Training	20	18	35				
5242	Printing, Supplies, & Materials	215	299	1,418	300	300		300
	Total Operating Services	96,846	71,787	98,307	94,300	94,800	0.5%	94,800
	TOTAL	$148,061	$125,927	$152,988	$94,300	$94,800	0.5%	$94,800

ACCOUNT NAME - EMPLOYEE BENEFITS ACCOUNT NUMBER 1205

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5203	Professional & Special Services	$27,480	$18,065	$24,727	$25,000	$25,000		$25,000
5210	Insurance Premiums - Other	(4,135)	11,142	(16,003)	15,000	15,000		15,000
5601	Accumulated Leave Pay	29,216	27,508	6,402	30,000	30,000		5,000
5602	Employer FICA Taxes	911,996	978,681	978,167	945,478	959,412		959,412
5605	VRS Retirement Contributions	1,990,005	1,958,008	1,995,965	1,894,056	1,959,139		1,959,139
5607	Group Life Insurance	30,547	137,120	141,250	138,996	144,089		144,089
5608	Line of Duty Act Fund	28,944	34,696	45,600	45,000	63,000		61,640
5610	Hospitalization Insurance	1,784,132	1,763,608	2,121,864	2,054,274	1,978,139		1,978,578
5612	Virginia Employment Commission	30,967	26,616	21,551	28,648	20,248		20,248
5615	Employee Events	12,342	12,985	14,102	15,000	15,000		15,000
	Total Fixed Charges	4,841,494	4,968,429	5,333,625	5,191,452	5,209,026	-0.2%	5,183,105
	2% COL 9/1/2015							253,134
	TOTAL	$4,841,494	$4,968,429	$5,333,625	$5,191,452	$5,209,026	4.7%	$5,436,238

CITY OF COLONIAL HEIGHTS

2015-16 BUDGET

ACCOUNT NAME - PURCHASING | ACCOUNT NUMBER 1206

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$109,967	$116,248	$117,410	$118,572	$118,572		$118,572
5105	Overtime	$627	$217		$300	$300		$300
	Total Personal Services	110,594	116,465	117,410	118,872	118,872	0.0%	118,872
	OPERATING EXPENSES							
5201	Advertising	852	719	738	800	800		800
5203	Professional & Special Services			295	100	100		100
5206	Dues & Subscriptions	140	255	285	300	300		300
5209	Maintenance - Electronics	636	636	636	649	650		650
5216	Maintenance - Equipment	18,202	17,379	14,376	18,900	18,900		18,900
5221	Postage	107	101	116	250	200		200
5223	Telephone	(45,624)	(31,821)	228,669	3,300	1,500		1,488
5224	Other Services & Charges	5,383	8,083	726	3,000	3,000		3,000
5225	Travel & Vocational Training		300	104	800	800		800
5242	Printing, Supplies, & Materials	2,517	2,690	4,188	3,291	3,500		3,500
	Total Operating Expenses	(17,787)	(1,658)	250,133	31,390	29,750	-5.2%	29,738
	Phone Reallocation				(30,000)			
	TOTAL	$92,807	$114,807	$367,543	$120,262	$148,622	23.6%	$148,610

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PURCHASING

ACCOUNT NUMBER - 1206

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Purchasing Agent	16	1	1	$80,210.78	$80,210.78
Procurement Specialist	14	1	1	$38,361.70	$38,361.70
TOTAL		2	2	$118,572.48	$118,572.48

ACCOUNT NAME - INSURANCE & RISK MANAGEMENT | ACCOUNT NUMBER 1207

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$3,638	$4,498	$4,809	$5,000	$5,000		$5,000
5210	Insurance Premiums - Other	9,689	9,729	9,523	11,000	11,000		10,000
5211	Insurance Premiums - Workman's Comp.	158,414	174,423	200,192	195,200	221,800		206,315
5220	Insurance Deductibles	4,865	6,313	(9,887)	8,000	8,000		8,000
5290	General Liability	147,130	149,281	136,848	140,000	116,771		138,080
5291	Property & Casualty Insurance	36,734	37,967	60,142	63,148	51,646		47,314
5292	Vehicle Insurance	121,562	127,913	124,597	131,904	125,085		94,225
	Total Operating Services	482,032	510,124	526,224	554,252	539,302	-2.7%	508,934
	TOTAL	$482,032	$510,124	$526,224	$554,252	$539,302	-2.7%	$508,934

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - REAL ESTATE ASSESSOR | ACCOUNT NUMBER 1208

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$102,355	$108,341	$109,187	$110,269	$110,269		$110,269
5103	Temporary & Seasonal Help		2,075	2,695		500		500
	Total Personal Services	102,355	110,416	111,882	110,269	110,769	0.5%	110,769
	OPERATING EXPENSES							
5201	Advertising	577		361	0	600		600
5203	Professional & Special Services	6,081	2,024	5,075	1,983	5,500		5,100
5206	Dues & Subscriptions	1,129	1,815	1,900	1,700	1,800		1,800
5209	Maintenance - Electronics	1,596	1,596	1,596	1,596	1,596		1,596
5216	Maintenance - Equipment	8,641	8,800	8,800	9,000	9,000		9,000
5221	Postage	2,519	149	2,740	200	2,900		2,900
5223	Telephone	2,527	2,527	2,527	2,600	2,600		2,600
5225	Travel & Vocational Training	1,422	3,893	1,736	2,800	2,800		2,800
5226	Automobile Allowance	3,020	3,020	3,250	3,150	3,250		3,250
5242	Printing, Supplies, & Materials	591	597	1,674	500	1,900		1,800
	Total Operating Expenses	28,103	24,421	29,659	23,529	31,946	35.8%	31,446
	CAPITAL OUTLAY							
5510	Office Equipment							
5516	Electronic Equipment				12,000			
	Total Capital Outlay				12,000			
	TOTAL	$130,458	$134,837	$141,541	$145,798	$142,715	-2.1%	$142,215

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - REAL ESTATE ASSESSOR

ACCOUNT NUMBER - 1208

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
		Current Budget	Request		
City Assessor	17	1	1	$60,672.04	$60,672.04
Assessor's Office Technician	14	1	1	49,596.56	49,596.56
TOTAL		2	2	$110,268.60	$110,268.60

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 telephones, desktop computers, laptop computers, servers, printers, mobile devices, and other computer peripherals.

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

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

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Computers	215	216	218	220
Servers	18	18	20	20
Laptops & iPads	115	120	123	125
Website Visitors	814,891	739,846	750,000	750,000
Citizen Electronic Requests *(GovQA)*	3,370	4,369	4,500	4,700
Social Media Subscribers *(Facebook,Twitter & E-Newsletter)*	6,465	7,087	7,500	8,000
IT Service Ticket Hours *(Proactive Information Management)*	872	917	900	900

Personnel Resources

Information Technology			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2014–15**	**FY 2015–16 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
2015-16 BUDGET

ACCOUNT NAME - INFORMATION TECHNOLOGIES | ACCOUNT NUMBER 1253

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$119,473	$140,650	$142,057	$143,463	$143,463		$143,463
5105	Overtime	$939						
	Total Personal Services	120,412	140,650	142,057	143,463	143,463	0.0%	143,463
	OPERATING EXPENSES							
5203	Professional & Special Services	2,905	5,889	222	5,200	5,200		5,200
5206	Dues & Subscriptions	119	4,593	4,642	6,700	8,250		8,250
5209	Maintenance - Electronics	(2,696)	6,118	5,850	10,000	10,000		10,000
5216	Maintenance - Equipment	2,096	2,249	1,568	5,000	12,500		11,500
5221	Postage		66	42	75	75		75
5223	Telephone	2,253	2,763	2,724	3,580	3,288		3,288
5225	Travel & Vocational Training	3,196	1,539	288	2,500	2,500		2,500
5242	Printing, Supplies, & Materials	777	549	993	1,000	1,000		1,000
5248	Books & Publications	40	284	90	300	300		300
	Total Operating Services	8,690	24,050	16,419	34,355	43,113	22.6%	42,113
	CAPITAL OUTLAY							
5514	Technology Plan Implantation	34,015	4,000	(2,230)	10,000	10,000		10,000
5516	Electronic Equipment	21,162		10,830	1,244	1,800		1,800
	Total Capital Outlay	55,177	4,000	8,600	11,244	11,800	4.9%	11,800
	TOTAL	$184,279	$168,700	$167,076	$189,062	$198,376	4.4%	$197,376

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - INFORMATION TECHNOLOGIES

ACCOUNT NUMBER - 1253

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Information Technology Administrator	18	1	1	$78,552.24	78,552.24
Information Systems Coordinator	16	1	1	64,910.82	64,910.82
TOTAL		2	2	$143,463.06	$143,463.06

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - INFORMATION TECHNOLOGIES ACCOUNT NUMBER - 1253

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5514	Backup Server	Upgrade of backup server system for entire City-wide network; backup storage requirements continue to increase; will replace current equipment at recommended lifecycle (5 years).	1	$10,000	$10,000
2	5516	Laptop Computer	Laptop computer for general use by department staff in routine operations, training and maintenance activities; essential for maintaining existing service levels; will negatively impact service without upgrade.	1	1,800	1,800

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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Voter Registration	12,389	12,050	12,100	12,100
Absentee Balloting	1,109	397	525	700
Voting Equip. P & M	49	49	49	49
Candidate Processing-local	9	7	8	5
Campaign Finance-local	9	7	8	5

Personnel Resources

Registrar

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	Authorized Positions FY 2015-16 Proposed	Authorized Positions 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**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - ELECTORAL BOARD ACCOUNT NUMBER 1301

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$7,512	$6,014	$6,179	$6,194	$6,194		$6,194
	Total Personal Services	7,512	6,014	6,179	6,194	6,194	0.0%	6,194
	OPERATING EXPENSES							
5206	Dues & Subscriptions	125	125	125	125	125		125
5216	Maintenance - Equipment	9,865	9,865	9,865	10,000	10,000		10,000
5221	Postage	66	104	155	500	600		600
5224	Other Services & Charges	70	72	74	75	75		75
5225	Travel & Vocational Training	1,538	1,570	1,598	2,300	2,300		2,300
5242	Printing, Supplies, & Materials	5,850	5,890	5,462	6,000	7,000		6,500
	Total Operating Services	17,514	17,626	17,279	19,000	20,100	3.2%	19,600
	TOTAL	$25,026	$23,640	$23,458	$25,194	$26,294	2.4%	$25,794

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ELECTORAL BOARD | ACCOUNT NUMBER - 1301

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Chairman	U	1	1	$1,548.48	$1,548.48
Vice Chairman	U	1	1	1,548.48	1,548.48
Secretary	U	1	1	3,096.96	3,096.96
Set and Reimbursed by the State					
TOTAL		3	3	$6,193.92	$6,193.92

ACCOUNT NAME - REGISTRAR ACCOUNT NUMBER 1302

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$76,508	$82,523	$83,034	$84,953	$84,818		$84,818
5103	Temporary & Seasonal Help	14,630	11,180	6,114	13,700	13,700		12,700
5105	Overtime		463					
	Total Personal Services	91,138	94,166	89,148	98,653	98,518	-1.2%	97,518
	OPERATING EXPENSES							
5201	Advertising	735	1,020	528	1,060	1,440		1,440
5206	Dues & Subscriptions	189	170	170	300	300		300
5209	Maintenance - Electronics	960	960	960	960	960		960
5221	Postage	919	1,299	851	1,800	2,000		1,800
5223	Telephone	3,525	3,525	3,525	3,565	3,264		3,264
5225	Travel & Vocational Training	236	102	312	1,000	1,200		1,200
5242	Printing, Supplies, & Materials	5,085	2,952	4,375	3,723	4,500		4,500
	Total Operating Services	11,649	10,028	10,721	12,408	13,664	8.5%	13,464
	TOTAL	$102,787	$104,194	$99,869	$111,061	$112,182	-0.1%	$110,982

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - REGISTRAR

ACCOUNT NUMBER - 1302

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Registrar	U	1	1	$43,363.06	$44,664.10
Supplement				7,385.04	6,084.00
Deputy Registrar	12	1	1	31,144.88	31,144.88
Assistant Registrar	U	1	1	2,400.00	2,925.00
TOTAL		3	3	$84,292.98	$84,817.98

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 2012 Actual	CY 2013 Actual	CY 2014 Actual	CY 2015 Projected
Total Cases (Criminal/Civil)	1,527	1,627	1,532	1,750
Wills/Estates Initiated	84	106	104	120
Judgments/Liens/Notices	2,143	1,945	1,932	2,100
Deeds Recorded	2,833	2,574	1,872	2,300
Marriage Licenses	291	302	289	335
Restitution	466	502	606	750
Concealed Handgun Permits	155	357	263	400

Personnel Resources

Circuit Court Clerk

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 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**

Deputy I	PT	Daily	0.00	2.00	2.00
PT = Part Time			**0.00**	**2.00**	**2.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CIRCUIT COURT | ACCOUNT NUMBER 1351

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$272,886	$289,108	$299,031	$297,359	$297,359		$297,359
5103	Temporary & Seasonal Help	709	1,250	1,152	2,000	24,960		2,000
5105	Overtime			1,378				
5601	Accumulated Leave Pay			7,080				
	Total Personal Services	273,595	290,358	308,641	299,359	322,319	0.0%	299,359
	OPERATING EXPENSES							
5203	Professional & Special Services	57,980	58,892	65,795	62,221	109,070		104,064
5206	Dues & Subscriptions	1,191	986	1,300	1,000	1,375		1,375
5209	Maintenance - Electronics	2,232	2,232	2,232	2,232	2,232		2,232
5216	Maintenance - Equipment	26,259	27,648	29,385	33,239	9,543		9,543
5221	Postage	4,183	4,831	3,049	4,500	4,500		4,500
5223	Telephone	5,573	4,929	4,929	5,000	12,200		12,200
5224	Other Services & Charges	1,953	2,359	1,522	3,190	3,190		2,800
5242	Printing, Supplies, & Materials	7,193	7,760	9,406	9,500	10,000		10,000
	Total Operating Services	106,564	109,637	117,618	120,882	152,110	21.4%	146,714
	CAPITAL OUTLAY							
5516	Electronic Equipment	3,785		12,490				
	Total Capital Outlay	3,785		12,490				
	TOTAL	$383,944	$399,995	$438,749	$420,241	$474,429	6.1%	$446,073

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - CIRCUIT COURT

ACCOUNT NUMBER - 1351

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Clerk of Court - State	U	1	1	$93,036.06	$93,036.06
Local				4,651.40	4,651.40
Chief Deputy/Bookkeeper - State	14	1	1	31,244.98	31,244.98
Local				16,799.90	16,799.90
Administrative Assistant	13	1	1	24,434.54	24,434.54
Local				25,206.22	25,206.22
Deputy II - State	12	1	1	26,711.88	26,711.88
Local				7,674.42	3,288.22
Deputy I - State	11	2	2	49,947.04	49,947.04
Local				17,652.18	22,038.38
TOTAL		6	6	$297,358.62	$297,358.62

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 conducting 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 police 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	CY 2013 Actual	CY 2014 Actual	CY 2015 Projected	CY 2016 Projected
Circuit Court-felony cases	706	745	786 (5.5%)	800
Circuit Ct-misdemeanor cases	470	381	425	470
GDCT Total Criminal Cases*	2,702	2,944	3,055	3,150
GDCT traffic (criminal)**	1,824	1,543	1,700	1,850
Jury Trials (circuit court)	7	7	12 (8 set by 4.7.15)	8
Juvenile Cases***	660	617	650	670

*Used category of cases concluded
**This does not include category of traffic infractions (5,679)
***Adult criminal cases plus juvenile felony and misdemeanor cases

Personnel Resources

Commonwealth's Attorney			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2014-15**	**FY 2015-16 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
Victim Witness Director	FT	Salary	1.00	1.00	0.00
			9.00	**9.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY ACCOUNT NUMBER 1355

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$459,393	$489,118	$484,640	$504,118	$524,306		$504,118
5103	Temporary & Seasonal Help	12,812	4,518	7,099	6,507	9,500		6,507
5601	Accumulated Leave		117	2,493				
	Total Personal Services	472,205	493,753	494,232	510,625	533,806	0.0%	510,625
	OPERATING EXPENSES							
5203	Professional & Special Services		960		1,000	1,000		1,000
5206	Dues & Subscriptions	2,538	3,325	2,527	3,426	4,364		4,364
5209	Maintenance - Electronics	4,776	4,776	4,776	6,183	6,183		6,183
5216	Maintenance - Equipment	4,441	4,553	3,692	5,124	5,124		5,124
5221	Postage	93	841	2,272	1,750	1,800		1,800
5223	Telephone	5,691	5,582	5,971	6,000	12,096		11,964
5225	Travel & Vocational Training	10,725	6,394	11,027	5,543	5,543		5,543
5242	Printing, Supplies, & Materials	13,577	9,272	17,545	6,400	17,837		11,500
5248	Books & Publications			389	984	3,354		1,500
5261	Asset Forfeiture	100	425	78				
	Total Operating Services	41,941	36,128	48,277	36,410	57,301	34.5%	48,978
	CAPITAL OUTLAY							
5516	Electronic Equipment	1,876				73,219		6,700
	Total Capital Outlay	1,876				73,219		6,700
	TOTAL	$516,022	$529,881	$542,509	$547,035	$664,326	3.5%	$566,303

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMONWEALTH'S ATTORNEY | ACCOUNT NUMBER - 1355

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Commonwealth's Attorney	U	1	1	$117,172.64	$117,172.64
Local				5,859.88	5,859.88
Assistant Commonwealth's Attorney	17	4	4	218,725.00	231,957.44
Local				42,552.12	26,078.00
Legal Secretary	11	3	3	93,087.02	93,087.02
Local				25,651.60	25,715.56
TOTAL		8	8	$504,117.64	$504,117.64

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - COMMONWEALTH ATTORNEY

ACCOUNT NUMBER - 1355

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	File Server	Upgrade of computer server utilized and shared by entire department; utilized for storage of data generated by case management system; will replace existing equipment at recommended IT lifecycle management (5 years).	1	$6,700	$6,700

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - VICTIM WITNESS ACCOUNT NUMBER 1360

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$42,873	$45,321	$45,774	$46,227	$79,249		$46,227
5108	Fringe Benefits	15,643	18,892	18,829	21,000	38,512		18,829
	Total Personal Services	58,516	64,213	64,603	67,227	117,761	-3.2%	65,056
	OPERATING EXPENSES							
5206	Dues & Subscriptions	50			275	275		275
5209	Maintenance - Electronics	324	324	324	375	375		375
5215	Maintenance - Furniture & Equipment	92		450	500	500		500
5221	Postage	45	172	42	450	450		450
5223	Telephone	2,554	2,924	2,926	3,000	3,000		1,452
5224	Other Services & Charges	91		68	500	500		500
5225	Travel & Vocational Training	781	50		1,500	1,700		1,500
5242	Printing, Supplies, & Materials	3,114	1,149	2,730	1,500	1,800		1,800
	Total Operating Expenses	7,051	4,619	6,540	8,100	8,600	-15.4%	6,852
	TOTAL	$65,567	$68,832	$71,143	$75,327	$126,361	-4.5%	$71,908

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - VICTIM WITNESS

ACCOUNT NUMBER - 1360

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Victim Witness Director	U	1	1	$46,227.22	$46,227.22
TOTAL		1	1	$46,227.22	$46,227.22

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 these 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" in the Spring annually for the citizens of the City of Colonial Heights.

Performance Indicators	FY 12 -13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Court Security Days	430	435	430	440
Inmate/Prisoner Count	1,640	1,789	1,750	1,790
Prisoner Transports	718	679	680	700
Civil Papers Served	10,268	11,350	11,440	11,550
Courthouse Patron Count	109,298	74,678	80,050	83,000

Personnel Resources

Sheriff

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 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	5.00	5.00	2.00
Administrative Assistant	FT	Salary	1.00	1.00	0.00
FT = Full Time			**10.00**	**10.00**	**0.00**

Deputy Sheriff	PT	Hourly	5.00	5.00	0.00
PT = Part Time			**9.00**	**9.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - SHERIFF ACCOUNT NUMBER 1356

ACCT #		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$428,568	$436,555	$501,172	$537,016	$537,016		$537,016
5103	Temporary & Seasonal Help	16,978	21,072	24,282	82,000	82,000		82,000
5105	Overtime	27,922	25,377	32,171	34,000	34,500		34,500
5601	Accumulated Leave	452	921	2,240				
	Total Personal Services	473,920	483,925	559,865	653,016	653,516	0.1%	653,516
	OPERATING EXPENSES							
5203	Professional & Special Services	4,168	4,386	39,472	5,797	6,089		6,089
5206	Dues & Subscriptions	926	879	968	1,098	1,130		1,130
5209	Maintenance - Electronics	3,816	3,816	3,816	3,816	3,816		3,816
5214	Maintenance - Motor Vehicles	5,166	3,370	4,971	4,000	7,000		7,000
5216	Maintenance - Equipment	6,806	6,797	5,510	7,076	27,173		27,173
5221	Postage	983	885	930	1,200	1,200		1,000
5223	Telephone	9,564	9,675	10,043	10,200	14,976		14,976
5225	Travel & Vocational Training	1,427	2,784	3,404	3,500	3,500		3,500
5242	Printing, Supplies & Materials	13,774	17,785	32,850	32,242	29,000		29,000
5247	Motor Fuels & Lubricants	13,509	13,878	13,750	12,500	14,300		14,000
5250	Small Tools & Equipment	539	2,482		3,900	3,900		3,900
5263	Grant Funds		3,812	1,455				
5275	Donated Funds	3,941	1,500	500				
	Total Operating Services	64,619	72,049	117,669	85,329	112,084	30.8%	111,584
	CAPITAL OUTLAY							
5501	Motor Vehicles	27,000	4,644	58,728		39,000		38,800
5516	Electronic Equipment			4,405	24,700	7,750		
	Total Capital Outlay	27,000	4,644	63,133	24,700	46,750	57.1%	38,800
	TOTAL	$565,539	$560,618	$740,667	$763,045	$812,350	5.4%	$803,900

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - SHERIFF ACCOUNT NUMBER - 1356

Position Title	Salary Grade Number	Number of Employees Current Budget	Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Sheriff - State	U	1	1	$68,285.10	$68,285.10
Local				3,579.94	3,579.94
Chief Deputy Sheriff - State	15	1	1	39,766.22	39,766.22
Local				11,373.96	11,373.96
Lieutenant Deputy Sheriff - State	14	1	1	31,787.86	31,787.86
Local				17,635.28	17,635.28
Deputy - State	13	6	6	68,090.88	68,090.88
Local				169,023.14	169,023.14
Administrative Assistant	13	1	1	29,195.92	29,195.92
Local				10,277.54	10,277.54
Permanent Part-time Designation by Sheriff				88,000.00	88,000.00
TOTAL		8	10	$537,015.84	$537,015.84

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - SHERIFF

ACCOUNT NUMBER - 1356

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Marked Vehicle	Upgrade of departmental multi-purpose marked vehicle for prisoner transport and general departmental use; essential for meeting increased court activity and related service demand; crucial to maintaining existing deputy safety/service levels; will negatively impact service & increase maintenance costs without replacement	1	$28,500	$28,500
2	5501	Equipment Package	Vehicle equipment package for new vehicle; includes light bar, siren, push bumper, cage, speakers, lettering and mobile radio (existing radios not interchangeable).	1	10,300	10,300

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - INCARCERATION　　　　ACCOUNT NUMBER 1357

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5228	Adult Incarceration	$2,224,280	$2,605,640	$2,625,663	$2,500,000	$2,630,587		$2,590,000
5229	Youth Incarceration	183,045	226,825	170,481	200,000	200,000		170,000
5284	Video Arraignment	10,370	11,645	4,865	10,500	13,750		7,500
	Total Operating Services	2,417,695	2,844,110	2,801,009	2,710,500	2,844,337	2.1%	2,767,500
	TOTAL	$2,417,695	$2,844,110	$2,801,009	$2,710,500	$2,844,337	2.1%	$2,767,500

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - GENERAL DISTRICT COURTS | ACCOUNT NUMBER 1353

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$90,469	$79,510	$89,514	$75,000	$75,000		$66,000
5206	Dues & Subscriptions	120	120	140	500	500		250
5212	Rent of Equipment	2,064	2,124	3,755	4,000	2,500		2,500
5216	Maintenance - Equipment	437			750	500		250
5221	Postage		57	42				
5223	Telephone	5,266	4,882	4,881	5,000	5,000		5,100
5225	Travel & Vocational Training	1,599	638	3,320	2,111	3,000		1,500
5242	Printing, Supplies, & Materials	1,448	2,110	5,437	4,000	3,000		2,500
5248	Books & Publications			172	100	250		100
5251	Clothing & Personal Supplies	198	622	380	500	500		250
	Total Operating Services	101,601	90,063	107,641	91,961	90,250	-14.7%	78,450
	CAPITAL OUTLAY							
5516	Electronic Equipment	684	855					
	Total Capital Outlay	684	855					
	TOTAL	$102,285	$90,918	$107,641	$91,961	$90,250	-14.7%	$78,450

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PROBATION — ACCOUNT NUMBER 1354

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5214	Maintenance - Motor Vehicles	$226	$230	$9	$300	$300		$300
5221	Postage		2,623	147	200	200		200
5223	Telephone	2,623	1,998	2,623	2,800	2,800		2,484
5225	Travel & Vocational Training	166	777	884	500	650		650
5242	Printing, Supplies & Materials	2,317	115	2,210	2,000	2,000		2,000
5247	Motor Fuels & Lubricants	7		13	250	250		250
5248	Books & Publications	314						
	Total Operating Services	5,653	5,743	5,886	6,050	6,200	-2.7%	5,884
	TOTAL	$5,653	$5,743	$5,886	$6,050	$6,200	-2.7%	$5,884

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - COMMUNITY DIVERSION SERVICES ACCOUNT NUMBER 1358

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$1,708	$1,696	$1,708	$1,800	$1,800		$1,800
5257	Adult Drug Court Program	32,000	32,000	36,000	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	54,708	54,696	58,708	58,800	58,800	0.0%	58,800
	TOTAL	$54,708	$54,696	$58,708	$58,800	$58,800	0.0%	$58,800

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - COMMUNITY CORRECTIONS SERVICES ACCOUNT NUMBER 1359

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$73,800	$73,800	$73,800	$73,800	$73,800		$73,800
5223	Telephone					$3,540		$3,540
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	102,340	3.6%	102,340
	TOTAL	$98,800	$98,800	$98,800	$98,800	$102,340	3.6%	$102,340

ACCOUNT NAME - JUVENILE & DOMESTIC COURT ACCOUNT NUMBER 1361

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services					$10,000		$9,000
5206	Dues & Subscriptions					150		150
5212	Rent of Equipment					2,000		2,000
5216	Maintenance - Equipment					1,000		250
5223	Telephone					4,200		5,000
5225	Travel & Vocational Training					5,000		1,500
5242	Printing, Supplies, & Materials					3,500		2,500
5248	Books & Publications					200		150
5251	Clothing & Personal Supplies					500		250
	Total Operating Services					26,550		20,800
	TOTAL					$26,550		$20,800

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	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Police Reports	4,081	4,137	4,109	4,123
Self-initiated Police Activity	21,799	22,669	22,234	22,451
Traffic Citations	7,414	7,085	7,249	7,167
Traffic Crashes	983	1,035	1,009	1,022
Total Arrests	3,897	4,258	4,077	4,167

Personnel Resources

Executive Legislative

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	FY 2015-16 Proposed	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	4.00	4.00	0.00
Police Officers	FT	Salary	30.00	30.00	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 PT = Part Time			**55.00**	**55.00**	**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**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - POLICE | ACCOUNT NUMBER 1401

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,619,389	$2,846,018	$2,968,656	$3,079,781	$3,131,836		$3,116,345
5103	Temporary & Seasonal Help	37,477	30,396	44,826	45,000	48,963		45,000
5105	Overtime	347,597	389,012	175,530	175,000	175,000		175,000
5110	Sick Bank Pay			3,536				
	Total Personal Services	3,004,463	3,265,426	3,192,548	3,299,781	3,355,799	1.1%	3,336,345
	OPERATING EXPENSES							
5203	Professional & Special Services	5,685	7,754	5,826	7,741	7,741		7,741
5206	Dues & Subscriptions	3,800	3,792	5,520	5,475	15,653		15,653
5209	Maintenance - Electronics	17,496	17,496	17,496	17,846	17,846		17,846
5212	Rent of Equipment	4,534	5,240	5,937	7,320	7,320		7,320
5214	Maintenance - Motor Vehicles	59,478	59,613	49,363	53,000	54,600		53,600
5216	Maintenance - Equipment	17,144	10,133	8,743	15,155	14,170		14,170
5217	Maintenance - Buildings & Grounds							
5218	Maintenance - Miscellaneous	6,397	6,882	7,549	13,081	22,010		22,010
5221	Postage	1,252	985	1,067	1,500	1,500		1,500
5223	Telephone	45,188	42,591	43,022	44,602	42,552		42,552
5224	Other Services & Charges	546		2,102	2,500	2,500		2,500
5225	Travel & Vocational Training	22,022	18,957	13,442	19,500	19,500		18,500
5242	Printing, Supplies, & Materials	87,404	85,429	77,059	85,679	116,447		89,000
5246	Animal Control	13,466	15,372	15,830	20,000	20,000		20,000
5247	Motor Fuels & Lubricants	143,634	143,164	129,802	141,118	141,118		128,000
5248	Books & Publications	65	338	372	597	597		597
5261	Forfeited Assets	1,628	56,520	19,628				
5263	Grant Funds	28,968	26,388	17,261				
5266	K-9 Funds	292	(475)	(1,561)				
5274	Controlled Drug Buy Money	999	5,000	10,000	5,000	10,000		5,000
5275	Donated Funds	1,001	4,249	(1,635)				
5409	Adopt-A-Cop	500		500				
	Total Operating Services	461,499	509,428	427,323	440,114	493,554	1.3%	445,989
	CAPITAL OUTLAY							
5501	Motor Vehicles	175,142	170,030	160,575	123,000	118,626		155,200
5506	Court Restitution			(25)				
5516	Electronic Equipment		17,211	11,456	14,976	21,220		11,232
5520	Other Equipment	28,475	23,464		16,650	5,600		3,800
	Total Capital Outlay	203,617	210,705	172,006	154,626	145,446	10.1%	170,232
	TOTAL	$3,669,579	$3,985,559	$3,791,877	$3,894,521	$3,994,799	1.5%	$3,952,566

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - POLICE ACCOUNT NUMBER - 1401

Position Title	Salary Grade Number	Number of Employees Current Budget	Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Chief of Police	EXEC	1	1	$117,138.84	$117,138.84
Police Captain	18	2	2	165,488.96	170,453.66
Police Lieutenant	17	5	5	351,573.56	360,093.24
Police Sergeant	16	7	7	444,600.26	455,716.30
Detective	14	4	4	196,836.64	196,836.64
Police Officer (Includes SRO & DARE Officers)	14	29	30	1,487,231.46	1,493,101.48
Animal Control Officer	13	2	2	88,342.28	94,056.04
Administrative Assistant	13	1	1	52,880.36	52,880.36
Records Technician	12	2	2	80,767.96	80,767.96
Staff Assistant	11	1	1	37,063.78	37,063.78
Turnover					
Career Development				22,857.00	23,236.80
Advance Skill Stipends				35,000.00	35,000.00
TOTAL		54	55	$3,079,781.10	$3,116,345.10

CITY OF COLONIAL HEIGHTS

EQUIPMENT REQUEST

ACCOUNT NAME - POLICE

ACCOUNT NUMBER - 1401

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Police Vehicles	Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage: includes in-car video cameras.	4	$28,500	$114,000
2	5501	Equipment Package	Vehicle equipment package for new patrol vehicle	4	10,300	41,200
3	5516	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years) and includes required software to Microsoft 2010.	3	1,244	3,732
4	5516	Laptop Computer	Replacement of current data laptop at recommended IT lifecycle management (5 Years)	3	2,500	7,500
5	5520	Tasers	Upgrade of officer safety equipment and capabilities IT lifecycle management (5 Years)	3	1,000	3,000
6	5520	Stop Sticks	Upgrade of vehicle pursuit deterrent devices in patrol vehicles. Will replace current spike strips equipment	2	400	800

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. During peak load intervals (8am-6pm) a 4th ambulance is staffed. When available, career staff is supplemented by volunteer membership in both operational and administrative roles.

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

In addition to being responsible for fire and 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 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected	FY 15 - 16 Projected
Total incidents	4,460	4,723	4,711	4,717
Fire incidents	1,212	1,309	1,293	1,301
EMS incidents	3,248	3,414	3,418	3,416
Fire response time < 7 minutes	64.7%	76.9%	73.2%	75.0%
EMS response time < 7 minutes	77.8%	85.5%	84.7%	85.1%
Fire Mutual Aid received	56	41	31	36
EMS Mutual Aid received	69	58	57	57
Total property loss	$240,850	$660,738	$202,200	$431,469

Personnel Resources

Fire & EMS

Classification Title	Status *	Hr./Sal.	Authorized Positions FY 2014–15	FY 2015–16 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	3.00
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	10.00	10.00	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			**12.00**	**12.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - FIRE/EMS ACCOUNT NUMBER 1402

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$2,206,763	$2,312,690	$2,458,184	$2,470,303	$2,535,216		$2,473,637
5103	Temporary & Seasonal Help	49,441	51,587	95,036	100,000	126,890		100,000
5105	Overtime	178,871	152,033	138,715	110,000	112,177		110,000
	Total Personal Services	2,435,075	2,516,310	2,691,935	2,680,303	2,774,283	0.1%	2,683,637
	OPERATING EXPENSES							
5203	Professional & Special Services	72,194	74,018	86,388	79,096	79,610		79,610
5206	Dues & Subscriptions	1,779	1,233	1,764	2,172	2,172		2,172
5209	Maintenance - Electronics	12,408	12,408	12,408	12,408	12,408		12,408
5214	Maintenance - Motor Vehicles	66,174	65,269	55,286	67,000	67,000		67,000
5216	Maintenance - Equipment	39,750	45,553	36,173	40,297	40,281		40,281
5221	Postage	850	2,837	2,809	4,865	4,865		4,865
5223	Telephone	35,999	33,993	34,091	33,111	35,832		35,832
5224	Other Services & Charges	6,374	8,262	10,184	10,000	10,000		10,000
5225	Travel & Vocational Training	18,439	16,978	23,239	28,500	28,500		28,500
5242	Printing, Supplies, & Materials	61,238	75,441	67,173	78,335	78,335		78,335
5247	Motor Fuels & Lubricants	64,626	64,535	65,629	67,000	67,000		65,000
5248	Books & Publications	1,175	1,863	873	2,000	2,000		2,000
5250	Small Tools & Equipment	2,987	5,577	4,356	5,165	5,165		5,165
5263	Grant Funds	25,183	35,604	175				
5281	Heat, Lights & Power			11,313				
	Total Operating Services	409,176	443,571	411,861	429,949	433,168	0.3%	431,168
	CAPITAL OUTLAY							
5501	Motor Vehicles				24,362	30,000		
5502	Fire Equipment	61,208	52,979	96,114	77,729	89,400		89,400
5506	Court Restitution	180	(937)	142				
5515	Buildingfs & Fixed Equipment							25,000
5516	Electronic Equipment		4,732	73,831		8,000		15,000
5520	Other Equipment	23,063						
	Total Capital Outlay	84,451	56,774	170,087	102,091	127,400	26.7%	129,400
	TOTAL	$2,928,702	$3,016,655	$3,273,883	$3,212,343	$3,334,851	1.0%	$3,244,205

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - FIRE/EMS | ACCOUNT NUMBER - 1402

Position Title	Salary Grade Number	Number of Employees: Current Budget	Number of Employees: Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Chief of Fire & EMS	EXEC	1	1	$117,138.94	$117,138.84
Deputy Chief of Fire & EMS	18	1	1	83,297.76	85,796.62
Battalion Chief	17	3	3	219,685.70	226,276.44
Fire Lieutenant	16	7	7	437,718.32	454,008.62
EMS Firefighter/Paramedic	14	12	17	850,124.34	831,469.34
EMS Firefighter/Intermediate	14	13	11	519,049.96	514,627.62
Deputy Fire Marshall	16	1	1	69,058.34	71,130.02
EMS Firefighter/EMT	14	5	2	92,706.12	94,853.46
Administrative Assistant	13	1	1	53,657.50	53,657.50
Career Development				17,806.37	17,912.38
Career Certifications				9,256.57	6,766.37
TOTAL		44	44	$2,469,499.92	$2,473,637.21

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - FIRE/EMS

ACCOUNT NUMBER - 1402

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5502	Cardiac Monitor*	Upgrade in cardiac monitors that are an essential part of an ALS ambulance.	1	$37,000	$37,000
2	5502	Replacement Fire Hose *	Regular replacement schedule to keep hose inventory at acceptable level.	1	5,000	5,000
3	5502	Turn-out Gear *	To replace worn out gear from normal use as required by NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.	13	2,000	25,000
4	5516	Mobile Data Computer	Upgrade of departmental mobile computers that are located in vehicles to allow for electronic reporting EMS & fire incident run reports, provide secondary communication to dispatch.	2	3,500	7,000
5	5502	Thermal Imaging Camera *	Allows crews to locate victims through smoke and identify hot spots in walls without tearing walls apart	2	10,000	20,000
6	5516	Records Server	Replacement of current server at recommended IT lifecycle management (5 Years) and includes required software.	1	8,000	8,000
7	5502	Streamlights*	Upgrade of rechargeable personal lighting for interior firefighting.	24	100	2,400
8	5515	Fire Station Improvements	(1st of two-year funding) General building improvements and upgrades to CHFD Station 1; miscellaneous improvements to structure interior primary focused on staff living quarters; current facilities outdated and past life; reinvestment in a priority facility designed to serve the City for many years into the future; essential for providing proper living conditions for 24-hour shift personnel.	1	25,000	25,000
		*** Grant Funded**				

EMERGENCY MANAGEMENT

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

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

The Emergency Management Department also coordinates the CERT Program that is based on the neighbors helping neighbors 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 12 - 13 Actual	FY 13 - 14 Actual	FY 14 - 15 Projected	FY 15 - 16 Projected
Citizens trained in CERT	32	11	14	0
Total Snow (Richmond official)	4.81”	7”	10”	10”
Monitored Atlantic tropical events	19	13	8	10
Severe thunderstorm warnings	6	3	5	5
Tornado warnings	1	1	1	1

Personnel Resources

Emergency Management			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2014–15	FY 2015–16 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

2015-16 BUDGET

ACCOUNT NAME - EMERGENCY MANAGEMENT

ACCOUNT NUMBER 1403

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$21,798	$16,125	$18,434	$18,100	$18,100		$14,200
	Total Personal Services	21,798	16,125	18,434	18,100	18,100	-21.5%	14,200
	OPERATING EXPENSES							
5203	Professional & Special Services	19,373	19,284	15,324	18,967	19,005		19,005
5216	Maintenance - Equipment	582	684	2,228	1,000	2,000		2,000
5221	Postage		59	72	50	50		50
5225	Travel & Vocational Training							
5242	Printing, Supplies & Materials	545	2,073	629	2,030	2,030		2,030
5247	Motor Fuels & Lubricant	315	890		600	600		600
5263	Grant Funds	13,785	18,071	4,618	11,550			
5263	Hurricane Expenses	500,363	1,705	448				
	Total Operating Services	534,963	42,766	23,319	34,197	23,685	-30.7%	23,685
	TOTAL	$556,761	$58,891	$41,753	$52,297	$41,785	-27.6%	$37,885

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. The center continues to improve on services using Quality Assurance review that is required of Emergency Medical Dispatching (EMD) that was implemented in 2012. The center has also invested more time and energy in developing in-house instructors to teach EMD, CPR, and Virginia Criminal Information Network training.

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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Actual	FY 15 – 16 Projected
Number of Calls	100,033	99,490	91,484	100,000
Wireline 911 Calls	3,180	2,669	5,661	2,500
Wireless 911 Calls	9,896	9,923	9,707	10,000
Warrants Entered	2,059	2,500	3,883	3,000
Lobby Calls Handled	3,164	2,981	5,112	4,000

Personnel Resources

Communications

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014–15	FY 2015–16 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
2015-16 BUDGET

ACCOUNT NAME - COMMUNICATIONS ACCOUNT NUMBER 1404

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$671,368	$634,499	$640,568	$660,784	$714,663		$660,498
5103	Temporary & Seasonal Help	22,217	31,332	12,492	13,000	13,000		13,000
5105	Overtime	99,270	101,534	88,937	80,000	88,983		80,000
	Total Personal Services	792,855	767,365	741,997	753,784	816,646	0.0%	753,498
	OPERATING EXPENSES							
5203	Professional & Special Services	12,050	61,409	16,732	12,862	12,862		12,862
5206	Dues & Subscriptions	46	92	92	276	276		276
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5212	Rent of Equipment	578		293	3,168	3,168		3,168
5214	Maintenance - Motor Vehicles	723	907	763	500	500		500
5216	Maintenance - Equipment	225,875	225,175	243,201	244,435	266,056		266,056
5221	Postage	62	219	116	200	200		200
5222	E 9-1-1 and CAD System	16,382	16,339	14,621	18,303	18,303		18,303
5223	Telephone	7,882	7,906	9,016	10,850	13,136		12,636
5225	Travel & Vocational Training	467	2,960	2,819	1,000	1,500		1,500
5242	Printing, Supplies, & Materials	7,267	14,401	4,184	6,500	6,730		6,250
5247	Motor Fuels & Lubricants	1,004	1,313	1,638	1,500	1,540		1,540
5248	Books & Publications		641	500	50	50		50
5250	Small Tools & Equipment			50	50	50		50
5281	Heat, Light and Power	8,867	8,352	8,261	8,750	9,000		8,750
	Total Operating Services	282,475	340,986	303,558	309,716	334,643	7.7%	333,413
	CAPITAL OUTLAY							
5510	Office Equipment		5,876					
5516	Electronic Equipment	31,108	21,159	141,048	95,096			
	Total Capital Outlay	31,108	27,035	141,048	95,096		-100.0%	
	TOTAL	$1,106,438	$1,135,386	$1,186,603	$1,158,596	$1,151,289	-6.2%	$1,086,911

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - COMMUNICATIONS

ACCOUNT NUMBER - 1404

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Communication Supervisor	15	4	4	187,052.58	185,617.12
Telecommunicator	14	12	12	473,730.92	474,881.68
TOTAL		16	16	$660,783.50	$660,498.80

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, 27 traffic signals and 3000 traffic signs.

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Private development submittals reviewed	48	54	36	30
Street miles resurfaced	7	2.4	3.8	5
Street miles swept	215	216	215	215
Maintenance work orders completed (in GovQA)	2,981	3,485	2,500	2,500
Construction projects completed	3	4	5	4

Personnel Resources

Department of Public Works

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014-15	Authorized Positions FY 2015-16 Proposed	Authorized Positions 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**

Recycling Center Technician	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION   ACCOUNT NUMBER 1451

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$199,558	$221,930	$224,150	$226,369	$226,441		$226,369
5105	Overtime	$487						
	Total Personal Services	200,045	221,930	224,150	226,369	226,441	0.0%	226,369
	OPERATING EXPENSES							
5206	Dues & Subscriptions	561	762	733	740	740		740
5209	Maintenance - Electronics	960	960	960	960	960		960
5216	Maintenance - Equipment		28					
5221	Postage	9	99	73	100	100		100
5223	Telephone	2,838	2,960	2,735	2,420	5,244		5,244
5225	Travel & Vocational Training	3,375	4,449	3,410	3,250	4,000		3,250
5226	Automobile Allowance	4,800	4,800	4,800	4,800	4,800		4,800
5242	Printing, Supplies, & Materials	132	277	337	300	300		300
5248	Books & Publications					250		250
	Total Operating Services	12,675	14,335	13,048	12,570	16,394	24.5%	15,644
	CAPITAL OUTLAY							
5516	Electronic Equipment			1,289				
	Total Capital Outlay			1,289				
	TOTAL	$212,720	$236,265	$238,487	$238,939	$242,835	1.3%	$242,013

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER - 1451

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Public Works	EXEC	1	1	$126,442.42	$126,442.42
Assistant Director of Public Works	18	1	1	80,528.50	80,528.50
Public Works Superintendent	17	0.25	0.25	19,398.08	19,398.08
TOTAL		2.25	2.25	$226,369.00	$226,369.00

CITY OF COLONIAL HEIGHTS

2015-16 BUDGET

ACCOUNT NAME - STREET MAINTENANCE | ACCOUNT NUMBER 1453

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$475,748	$502,916	$507,945	$514,976	$497,873		$497,873
5103	Temporary & Seasonal Help				500	500		500
5105	Overtime	16,004	10,313	8,147	13,000	13,000		13,000
5106	Overtime - Snow	6	3,991	7,857	3,000	3,000		3,000
5110	Sick Bank	1,924						
	Total Personal Services	493,682	517,220	523,949	531,476	514,373	-3.2%	514,373
	OPERATING EXPENSES							
5201	Advertising	329		92	700	700		700
5203	Professional & Special Services Paving	437,895	496,938	766,564	437,000	437,000		437,000
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5212	Rent of Equipment	564	554	517	2,500	2,500		1,500
5214	Maintenance - Motor Vehicles	29,552	24,898	18,949	27,000	27,000		26,000
5216	Maintenance - Equipment	46,816	17,333	21,455	32,300	32,300		30,000
5217	Maintenance - Buildings & Grounds	250	250	533	1,500	1,500		1,500
5219	Maintenance - Bridges	717	809		9,000	9,000		9,000
5221	Postage	8	67	42	100	100		100
5223	Telephone	3,742	3,836	3,838	5,000	2,232		2,232
5225	Travel & Vocational Training	1,420	1,448	896	3,000	3,000		3,000
5242	Printing, Supplies, & Materials	14,706	10,886	14,752	19,000	19,000		18,000
5247	Motor Fuels & Lubricants	37,019	35,037	37,409	35,000	35,000		35,000
5249	Road Materials & Equipment	51,623	46,688	39,393	61,000	61,000		61,000
5250	Small Tools & Equipment	3,744	722	1,219	2,588	2,588		2,588
5252	Snow Removal - Supplies & Materials	8,973	8,912	50,585	10,000	10,000		10,000
	Total Operating Services	638,630	649,650	957,516	646,960	644,192	-1.2%	638,892
	CAPITAL OUTLAY							
5501	Motor Vehicles	96,679						
5503	Machinery & Tools		92,345	12,550	100,000	126,000		126,000
5516	Electronic Equipment			2,094				
	Total Capital Outlay	96,679	92,345	14,644	100,000	126,000	26.0%	126,000
	TOTAL	$1,228,991	$1,259,215	$1,496,109	$1,278,436	$1,284,565	0.1%	$1,279,265

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - STREET MAINTENANCE | ACCOUNT NUMBER - 1453

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Streets Foreman	14	2	2	94,750.76	81,660.28
Streets Heavy Equipment Operator	12	3	3	94,910.14	91,521.82
Concrete Foreman	14	1	1	49,418.46	49,418.46
Concrete Technician	12	2	2	61,427.34	61,427.34
Public Works Technician	11	6	6	172,260.40	170,173.12
Administrative Assistant	13	1	1	40,206.92	40,206.92
On-call stipend				2,002.00	3,465.00
TOTAL		15	15	$514,976.02	$497,872.94

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - STREET MAINTENANCE

ACCOUNT NUMBER - 1453

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Backhoe	Routine upgrade of departmental maintenance equipment heavily utilized in general performance of department duties. Replaces current backhoe that is twenty years old (#306); designed to maintain current service and meet anticipated demands generated by system growth.	1	$100,000	$100,000
2	5503	Chemical Spreader (stainless steel)	Routine upgrade of departmental operations and maintenance spreader utilized in winter program of snow removal and de-icing programs; current equipment over 15 years old; frame/body rusting and replacement parts hard to find; will negatively impact service and increase maintenance costs without replacement.	1	14,000	14,000
3	5503	Zero Turn Mower	Routine upgrade of departmental ground maintenance equipment; will replace 9-year old mower used daily during mowing season; allows for effective equipment rotation with addition of warrantied mowers; essential for maintaining existing service levels; will increase maintenance costs without replacement.	1	12,000	12,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - ENGINEERING — ACCOUNT NUMBER 1456

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$309,115	$333,639	$298,551	$326,402	$330,402		$330,402
5105	Overtime	20,820	20,489	23,911	16,500	22,000		16,500
5106	Overtime - Snow	250	489	205	500	500		500
	Total Personal Services	330,185	354,617	322,667	343,402	352,902	1.2%	347,402
	OPERATING EXPENSES							
5203	Professional & Special Services	20,846	28,102	33,708	39,000	27,000		27,000
5206	Dues & Subscriptions	1,620	1,788	1,935	1,849	2,000		2,000
5209	Maintenance - Electronics	3,816	4,764	3,816	5,000	4,500		4,500
5214	Maintenance - Motor Vehicles	2,820	4,847	3,675	4,000	4,500		4,500
5216	Maintenance - Equipment	489	520	1,124	700	700		700
5221	Postage	54	131	123	500	150		150
5223	Telephone	11,018	9,980	10,151	11,000	13,344		13,344
5225	Travel & Vocational Training	4,843	3,405	2,198	4,500	3,500		3,500
5242	Printing, Supplies, & Materials	34,736	27,726	19,215	33,500	30,000		30,000
5247	Motor Fuels & Lubricants	10,990	10,257	9,975	10,750	10,750		10,750
5248	Books & Publications	500	500	146	700	800		800
5250	Small Tools & Equipment	612	1,740	45	700	700		700
5281	Heat, Lights & Power	199,508	203,506	211,351	204,400	222,000		222,000
	Total Operating Services	291,852	297,266	297,462	316,599	319,944	1.1%	319,944
	CAPITAL OUTLAY							
5501	Motor Vehicles			21,733	155,000	22,000		22,000
5515	Building & Fixed Equipment		20,690	3,500				
5516	Electronic Equipment	10,850				750		750
5517	Pavement Markings					25,000		
	Total Capital Outlay	10,850	20,690	25,233	155,000	47,750	-85.3%	22,750
	TOTAL	$632,887	$672,573	$645,362	$815,001	$720,596	-15.3%	$690,096

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER - 1456

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Senior Engineering Technician	15	2	2	100,000.00	104,000.00
Engineering Technician	14	1	1	41,774.72	41,774.72
Senior Traffic Technician	14	1	1	56,919.46	56,919.46
Construction Inspector	14	1	1	49,509.46	49,509.46
Traffic Technician	13	1	1	46,413.12	46,413.12
Project Coordinator (MS4/VDOT)	17	0.5	0.5	27,769.82	27,769.82
On Call				4,015.00	4,015.00
TOTAL		6.5	6.5	$326,401.58	$330,401.58

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - ENGINEERING

ACCOUNT NUMBER - 1456

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Pickup Truck	Routine upgrade of departmental (Traffic) operations and maintenance vehicle heavily utilized in performance of department duties; 1/2 ton/4X4; will replace current vehicle that nearly 20 years old with 150,000+ miles.	1	$ 22,000	$ 22,000
2	5516	Laser Printer	Routine replacement of departmental computer printer shared and utilized by entire staff; current equipment is past the recommended IT lifecycle management (5 years).	1	750	750

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 12– 13 Actual	FY 13– 14 Actual	FY 14– 15 Projected	FY 15 – 16 Projected
Total Vehicles Maintained	250	250	260	265
Total Equipment Maintained	39	39	45	45
Work Orders Completed	864	887	925	925
Total Repair Costs	$253,807.06	$240,938.00	$250,000.00	$250,000.00
Total Sublet Repairs	$14,890.29	$14,972.55	<$30,000.00	<$16,000.00

Personnel Resources

Fleet Maintenance Shop

Classification Title	Status *	Hourly/ Salary	Authorized Positions: FY 2014–15	FY 2015–16 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
2015-16 BUDGET

ACCOUNT NAME - FLEET MAINTENANCE — ACCOUNT NUMBER 1458

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$236,058	$246,231	$248,693	$251,156	$251,155		$251,155
5105	Overtime	2,504	2,117	1,430	2,500	2,500		2,500
5106	Overtime - Snow	431		1,097	750	1,500		1,000
	Total Personal Services	238,993	248,348	251,220	254,406	255,155	0.1%	254,655
	OPERATING EXPENSES							
5203	Professional & Special Services	1,145	(311)	2,024				
5209	Maintenance - Electronics	1,272	1,272	1,272	1,500	1,750		1,500
5214	Maintenance - Motor Vehicles	1,353	1,923	1,593	2,000	2,200		2,200
5216	Maintenance - Equipment	969	1,995	3,267	2,200	2,400		2,200
5221	Postage	3	59	42	5	5		5
5223	Telephone	1,769	1,769	1,769	1,800	1,800		2,544
5225	Travel & Vocational Training		842		750	1,000		750
5242	Printing, Supplies, & Materials	8,459	7,776	7,198	9,000	9,000		9,000
5247	Motor Fuels & Lubricants	4,681	(7,957)	(3,313)	1,195	1,500		1,200
5248	Books & Publications	180	135		200	300		300
5250	Small Tools & Equipment	2,394	2,178	2,083	2,200	2,500		2,200
	Total Operating Services	22,225	9,681	15,935	20,850	22,455	5.0%	21,899
	CAPITAL OUTLAY							
5503	Machinery & Tools		1,525	3,759	9,500			
5516	Electronic Equipment					5,200		5,600
	Total Capital Outlay		1,525	3,759	9,500	5,200	-41.1%	5,600
	TOTAL	$261,218	$259,554	$270,914	$284,756	$282,810	-0.9%	$282,154

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - FLEET MAINTENANCE ACCOUNT NUMBER - 1458

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Auto Maintenance Superintendent	17	1	1	$80,062.84	$80,062.84
Senior Automotive Mechanic	14	2	2	109,638.88	109,638.88
Emergency Equipment Technician	14	1	1	61,454.12	61,454.12
TOTAL		4	4	$251,155.84	$251,155.84

CITY OF COLONIAL HEIGHTS

EQUIPMENT REQUEST

ACCOUNT NAME - FLEET MAINTENANCE

ACCOUNT NUMBER - 1458

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5503	Tall Jack Stands	Portable 9-ton stands that will be utilized to help free up mobile lifts so that they can be used in maintenance of other vehicles; on certain occasions vehicles must remain elevated and disassembled for days and/or while waiting on parts or repairs; these will allow other work to continue.	1	$9,500	$9,500

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - SOLID WASTE ACCOUNT NUMBER 1459

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	<u>OPERATING EXPENSES</u>							
5230	Solid Waste Collection	$773,764	$505,390	$434,360	$440,000	$440,000		$440,000
5235	Landfill Monitoring	83,275	81,682	27,401	95,000	95,000		80,000
5236	Commercial Container Service	48,963	25,572	23,152	30,000	30,000		25,000
5242	Printing, Supplies, & Materials	1,642						
	Total Operating Services	907,644	612,644	484,913	565,000	565,000	-3.5%	545,000
	<u>INTERNAL SERVICES</u>							
5260	Administrative Service Charges	46,493						
	Total Internal Services	46,493						
	TOTAL	$954,137	$612,644	$484,913	$565,000	$565,000	-3.5%	$545,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - RECYCLING ACCOUNT NUMBER 1460

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$7,200	$6,498	$7,341	7,871	7,871		7,871
5108	Fringe Benefits	561						
	Total Personal Services	7,761	6,498	7,341	7,871	7,871	0.0%	7,871
	OPERATING EXPENSES							
5217	Maintenance - Buildings & Grounds	167			200	200		200
5223	Telephone	234	227	243	250	250		228
5233	Container Rent & Transportation	5,371	4,208	3,537	5,000	5,000		5,000
5238	CFC Removal			869	1,300	1,300		1,300
5231	Curbside Recycling	227,882	242,082	239,623	257,000	205,534		205,534
5237	Drop-off Container Maintenance	665	883	1,442				
5240	Equipment Rental - Transfer Station	17,913	17,004	16,811	18,000	18,000		18,000
5242	Printing, Supplies, & Materials	3,504	817	389	1,000	1,000		1,000
5244	Central Virginia Waste Management Authority	8,400	8,357	8,357	8,780	8,780		8,780
	Total Operating Services	264,136	273,578	271,271	291,530	240,064	-17.7%	240,042
	TOTAL	$271,897	$280,076	$278,612	$299,401	$247,935	-17.2%	$247,913

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - HEALTH   ACCOUNT NUMBER 1501

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5268	Health Department Services	$172,864	$181,058	$185,662	$190,000	$222,839		$222,839
	Total Operating Services	172,864	181,058	185,662	190,000	222,839	17.3%	222,839
	TOTAL	$172,864	$181,058	$185,662	$190,000	$222,839	17.3%	$222,839

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - SOCIAL SERVICES ACCOUNT NUMBER 1502

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$234,016	$303,491	$274,720	$265,000	$300,000		$265,000
	Total Operating Services	234,016	303,491	274,720	265,000	300,000	0.0%	265,000
	TOTAL	$234,016	$303,491	$274,720	$265,000	$300,000	0.0%	$265,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - COMPREHENSIVE SERVICES ACCOUNT NUMBER 1503

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$239,364	$270,055	$159,604	$155,000	$155,000		$155,000
	Total Operating Services	239,364	270,055	159,604	155,000	155,000	0.0%	155,000
	TOTAL	$239,364	$270,055	$159,604	$155,000	$155,000	0.0%	$155,000

PARKS AND 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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Athletic Program Participants	3,153	3,116	3,100	3,100
Non-Athletic Program Participants	4,403	3,184	4,000	5,000
Senior Center Citizens Participants	31,802	30,193	32,000	32,000
Teen Center Attendance	2,786	4,635	2,500	4,000
Facility Rentals (Parks/Community Center)	622	584	615	615
Facility Attendance (Parks/Community Center/Violet Bank)	38,258	37,452	38,000	38,000

Personnel Resources

Executive Legislative

			Authorized Positions		
Classification Title	**Status ***	**Hourly/ Salary**	**FY 2014-15**	**FY 2015-16 Proposed**	**Diff.**
Director	FT	Salary	1.00	1.00	0.00
Recreation Staff	FT	Salary	3.00	4.00	1.00
Parks/B&G/Horticulture	FT	Salary	10.00	10.00	0.00
Community Center Staff	FT	Salary	5.00	5.00	0.00
Museum Curator	FT	Salary	1.00	1.00	0.00
FT = Full Time PT = Part Time			**20.00**	**21.00**	**1.00**

Program Staff	PT	Hourly	48.00	46.00	-2.00
PT = Part Time			**48.00**	**46.00**	**-2.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - RECREATION ACCOUNT NUMBER 1601

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$214,788	$227,003	$229,333	$231,543	$261,732		$261,732
5103	Temporary & Seasonal Help	76,501	81,009	78,686	96,887	64,285		64,285
5105	Overtime	479		225	250	250		250
	Total Personal Services	291,768	308,012	308,244	328,680	326,267	-0.7%	326,267
	OPERATING EXPENSES							
5201	Advertising	1,693	2,600	1,405	2,000	2,000		2,000
5203	Professional & Special Services	30,153	29,587	36,000	32,375	32,375		32,375
5206	Dues & Subscriptions	1,383	1,513	1,548	1,116	1,116		1,116
5209	Maintenance - Electronics	1,659	2,489	1,746	1,596	1,596		1,596
5212	Rent of Equipment	465						
5214	Maintenance - Motor Vehicles	20	39	258	750	750		750
5216	Maintenance - Equipment	1,471	86	56	1,000	1,000		1,000
5217	Maintenance - Buildings & Grounds	4,098	1,550		2,000	2,000		2,000
5221	Postage	692	688	532	1,100	1,100		1,100
5223	Telephone	8,812	9,132	9,324	9,500	9,500		8,916
5224	Other Services & Charges	25,061	25,197	27,709	28,000	34,000		32,000
5225	Travel & Vocational Training	1,528	1,794	3,264	2,000	2,000		2,000
5226	Automobile Allowance	4,200	4,200	4,200	4,200	4,200		4,200
5242	Printing, Supplies, & Materials	51,605	43,227	57,394	51,000	51,000		51,000
5247	Motor Fuels & Lubricants	2,249	2,099	1,587	2,500	2,500		2,500
5250	Small Tools & Equipment	84						
5281	Heat, Lights & Power	20,326	21,665	20,442	22,000	22,000		22,000
	Total Operating Services	155,499	145,866	165,465	161,137	167,137	2.1%	164,553
	CAPITAL OUTLAY							
5506	Court Restitution							
5520	Other Equipment			49,947	50,000	55,000		55,000
	Total Capital Outlay			49,947	50,000	55,000	10.0%	55,000
	TOTAL	$447,267	$453,878	$523,656	$539,817	$548,404	1.1%	$545,820

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - RECREATION | ACCOUNT NUMBER - 16 01

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Parks & Recreation	EXEC	1	1	$91,559.78	$91,559.78
Recreation Superintendent	17	1	1	61,094.02	61,094.02
Recreation Specialist II	14	2	2	78,889.20	75,122.58
Recreation Specialist I	13		1		33,956.00
TOTAL		4	5	$231,543.00	$261,732.38

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - RECREATION

ACCOUNT NUMBER - 1601

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5520	Stadium Improvements	(1st of two year funding) General upgrade and enhancement of stadium aesthetics and structural appearance; 1st phase will cover all grandstand and backstop block with 1/4" brick veneer and identify the main entrance with two lit brick arches signage, paved walkway and landscaping; will greatly enhance stadium appearance and convert facility into an attraction for residents & visitors.	1	$50,000	$50,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - BUILDING MAINTENANCE — ACCOUNT NUMBER 1457

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$45,488	$46,236	$48,196	$49,047	$49,047		$49,047
5103	Temporary & Seasonal	$132						
5105	Overtime		537	1,126	1,000	1,000		1,000
	Total Personal Services	45,620	46,773	49,322	50,047	50,047	0.0%	50,047
	OPERATING EXPENSES							
5203	Professional & Special Services	128,370	124,946	161,022	168,800	180,000		180,000
5209	Maintenance - Electronics	324	324	324	324	324		324
5213	Maintenance - Court Fees	12,859	5,576	10,648	24,000	24,000		24,000
5214	Maintenance - Motor Vehicles	582	460	276	500	500		500
5216	Maintenance - Equipment	34,552	40,693	39,097	27,000	27,000		27,000
5217	Maintenance - Building & Grounds	54,601	63,325	72,666	58,979	60,000		60,000
5223	Telephone	275	190	273	350	350		2,664
5242	Printing, Supplies, & Materials	5,304	1,435	4,102	6,000	6,000		6,000
5243	Construction Materials	320			500	500		500
5247	Motor Fuels & Lubricants	1,245	1,183	954	1,400	1,400		1,400
5250	Small Tools & Equipment	136	266		500	500		500
5281	Heat, Lights & Power	202,556	209,881	222,745	210,000	210,000		210,000
	Total Operating Services	441,124	448,279	512,107	498,353	510,574	2.9%	512,888
	CAPITAL OUTLAY							
5501	Motor Vehicles		18,393					
5515	Building & Fixed Equipment					30,000		30,000
	Total Capital Outlay		18,393			30,000		30,000
	TOTAL	$486,744	$513,445	$561,429	$548,400	$590,621	8.1%	$592,935

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER - 1457

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
		Current Budget	Request		
Building Maintenance Supervisor	14	1	1	$49,046.92	$49,046.92
TOTAL		1	1	$49,046.92	$49,046.92

CITY OF COLONIAL HEIGHTS

EQUIPMENT REQUEST

ACCOUNT NAME - BUILDING MAINTENANCE

ACCOUNT NUMBER - 1457

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5515	Public Safety Building Roofing	Phase 1 of re-roofing of the 7,200 square feet of the Public Safety Building. Includes reroofing over existing with insulation & membrane system, flashing of walls, penetration & HVAC units, 3 retrofit drains.	1	$30,000	$30,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - COMMUNITY CENTER

ACCOUNT NUMBER 1602

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$181,653	$192,027	$187,591	$180,867	$178,502		$178,502
5103	Temporary & Seasonal Help	36,252	35,682	34,803	38,500	38,500		38,500
	Total Personal Services	217,905	227,709	222,394	219,367	217,002	-1.1%	217,002
	OPERATING EXPENSES							
5206	Dues & Subscriptions	1,230	874	1,249	1,033	1,033		1,033
5209	Maintenance - Electronics	3,180	3,180	3,180	3,180	3,180		3,180
5214	Maintenance - Motor Vehicles	900	549		900	900		900
5217	Maintenance - Buildings & Grounds	125	263	85	500	500		500
5221	Postage	206		379	500	500		500
5223	Telephone	2,084	2,073	2,136	4,000	4,000		5,292
5224	Other Services & Charges	7,965	5,279	5,879	9,651	9,651		9,651
5225	Travel & Vocational Training	520	289	241	800	800		800
5241	Senior Citizens Activities	2,960	2,088	2,427	3,800	3,800		3,800
5242	Printing, Supplies, & Materials	13,631	10,298	8,317	12,000	12,000		11,500
5247	Motor Fuels & Lubricants				135	135		135
	Total Operating Services	32,801	24,893	23,893	36,499	36,499	2.2%	37,291
	CAPITAL OUTLAY							
5501	Motor Vehicles	18,338						
	Total Capital Outlay	18,338						
	TOTAL	$269,044	$252,602	$246,287	$255,866	$253,501	-0.6%	$254,293

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - COMMUNITY CENTER | ACCOUNT NUMBER - 1602

Position Title	Salary Grade Number	Number of Employees: Current Budget	Number of Employees: Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Recreation Specialist III - Senior Center	15	1	1	$59,750.08	$59,750.08
Recreation Specialist II	13	1	1	36,513.10	36,513.10
Transportation Coordinator	12	1	1	30,336.28	27,971.06
Van Driver	11	2	2	54,267.46	54,267.46
TOTAL		5	5	$180,866.92	$178,501.70

ACCOUNT NAME - HORTICULTURE ACCOUNT NUMBER 1603

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$36,368	$38,339	$38,723	$39,106	$39,106		$39,106
5103	Temporary & Seasonal Help	18,872	19,735	18,510	27,500	27,500		27,500
5105	Overtime	1,807	1,217	666	1,000	1,000		1,000
	Total Personal Services	57,047	59,291	57,899	67,606	67,606	0.0%	67,606
	OPERATING EXPENSES							
5203	Professional & Special Services		328					
5206	Dues & Subscriptions				200	200		200
5209	Maintenance - Electronics	636	636	636	636	636		636
5214	Maintenance - Motor Vehicles	850	203	1,097	1,000	1,000		1,000
5216	Maintenance - Equipment		67		500	500		500
5217	Maintenance - Buildings & Grounds	8,158	8,701	6,097	10,000	11,000		10,000
5223	Telephone	275	200	205	500	500		192
5225	Travel & Vocational Training	326			400	400		400
5242	Printing, Supplies, & Materials	1,065	478	425	1,700	1,700		1,700
5247	Motor Fuels & Lubricants	3,034	2,892	2,823	3,100	3,100		3,000
5250	Small Tools & Equipment	276	295	679	1,250	1,250		1,250
	Total Operating Services	14,620	13,800	11,962	19,286	20,286	-2.1%	18,878
	TOTAL	$71,667	$73,091	$69,861	$86,892	$87,892	-0.5%	$86,484

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - HORTICULTURE ACCOUNT NUMBER - 1603

Position Title	Salary Grade Number	Number of Employees Current Budget	Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Horticulturist	14	1	1	$39,106.08	$39,106.08
TOTAL		1	1	$39,106.08	$39,106.08

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PARKS & GROUNDS ACCOUNT NUMBER 1604

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$276,045	$291,809	$269,934	$289,978	$291,527		$291,527
5103	Temporary & Seasonal Help	26,902	26,625	24,700	34,000	34,000		33,000
5105	Overtime	34,909	36,685	43,198	40,000	40,000		40,000
5601	Accumulated Leave Pay			18,359				
	Total Personal Services	337,856	355,119	356,191	363,978	365,527	0.2%	364,527
	OPERATING EXPENSES							
5203	Professional & Spec Services			912				
5206	Dues & Subscriptions	324	60		300	300		300
5209	Maintenance - Electronics		324	324	324	324		324
5212	Rent of Equipment	552	841	343	500	500		500
5214	Maintenance - Motor Vehicles	5,267	3,641	5,195	4,000	4,000		4,000
5216	Maintenance - Equipment	19,306	17,650	10,811	17,000	17,000		17,000
5217	Maintenance - Buildings & Grounds	67,709	63,199	51,104	68,500	68,500		67,500
5223	Telephone	527	417	1,107	1,000	1,000		1,000
5225	Travel & Vocational Training			1,034	1,000	1,000		828
5242	Printing, Supplies, & Materials	9,086	11,615	6,844	8,000	8,000		8,000
5247	Motor Fuels & Lubricants	15,372	16,106	14,337	16,000	16,000		16,000
5250	Small Tools & Equipment	2,664	2,099	1,054	2,500	2,500		2,500
5281	Heat, Lights & Power	11,780	11,755	10,724	14,000	14,000		14,000
	Total Operating Services	132,587	127,707	103,789	133,124	133,124	-0.9%	131,952
	CAPITAL OUTLAY							
5501	Motor Vehicle	21,105		23,683				
5516	Electronic Equipment			782	1,244	2,488		2,488
5520	Other Equipment	11,520	22,968	7,194	15,000	22,000		22,000
	Total Capital Outlay	32,625	22,968	31,659	16,244	24,488	50.8%	24,488
	TOTAL	$503,068	$505,794	$491,639	$513,346	$523,139	1.5%	$520,967

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PARKS & GROUNDS | ACCOUNT NUMBER - 1604

Position Title	Salary Grade Number	Number of Employees: Current Budget	Number of Employees: Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Recreation Facilities Superintendent	17	1	1	55,246.88	55,246.88
Facilities/Groundkeeper III	13	1	1	49,217.22	49,217.22
Facilities/Groundkeeper II	12	4	4	134,382.04	134,534.92
Facilities/Groundkeeper I	11	2	2	51,001.60	52,527.54
TOTAL		8	8	$289,847.74	$291,526.56

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - PARKS & GROUNDS ACCOUNT NUMBER - 1604

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5520	60" Zero Turn Mower	Routine upgrade of departmental ground maintenance equipment; Will replace 13 year old diesel mower; allows for effective equipment rotation with addition of warrantied mowers; essential for maintaining existing service levels.	1	$ 14,000	$ 14,000
2	5520	Aerator	Acquisition of a stand-on turf aerator to be utilized by both Parks and Building & Grounds divisions at ball fields, buildings and other City facilities; essential to maintaining safe and playable ball fields and high quality lawns at City buildings & facilities.	1	8,000	8,000
3	5516	Desktop Computer	Replacement of current computer at recommended IT lifecycle management (5 Years) and includes required software to Microsoft 2010.	2	1,244	2,488

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - VIOLET BANK MUSEUM ACCOUNT NUMBER 1651

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$50,231	$53,100	$53,678	$54,162	$54,162		$54,162
5103	Temporary & Seasonal Help	9,860	9,614	10,768	10,000	10,000		10,000
5105	Overtime	438	268					
	Total Personal Services	60,529	62,982	64,446	64,162	64,162	0.0%	64,162
	OPERATING EXPENSES							
5201	Advertising	3,507	2,228	1,460	3,000	3,000		3,000
5203	Professional & Special Services	1,556	413	2,213	2,148	2,500		2,500
5206	Dues & Subscriptions	275	275	275	300	300		300
5209	Maintenance - Electronics	636	636	636	636	636		636
5217	Maintenance - Buildings & Grounds	3,721	4,303	873	9,000	9,000		8,000
5221	Postage	9	57	42	150	150		150
5223	Telephone	2,104	2,138	2,138	2,000	2,000		384
5225	Travel & Vocational Training				500	500		500
5242	Printing, Supplies, & Materials	11,701	88	1,046	1,250	1,250		1,250
	Total Operating Services	23,509	10,138	8,683	18,984	19,336	-11.9%	16,720
	TOTAL	$84,038	$73,120	$73,129	$83,146	$83,498	-2.7%	$80,882

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - VIOLET BANK MUSEUM | ACCOUNT NUMBER - 1651

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Museum Curator	14	1	1	$53,630.85	$54,161.90
TOTAL		1	1	$53,630.85	$54,161.90

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 12 – 13 Actual	FY 13 – 14 Actual	FY 14 -15 Projected	FY 15-16 Projected
Circulation	260,540	225,310	228,500	215,000
Books	168,118	135,720	140,000	130,000
Videos	56,251	50,658	48,000	45,000
Audios	14.331	12,139	12,000	11,000
Computers	21,840	22,261	22,000	21,000
Ebooks	254	3553	5000	6000
Kindles	0	979	1500	1800
Circulation Per Staff FTE	37,220	31,539	31,000	29,000
Library Cards Issued	2,298	1954	2,000	2,000
Registered Borrowers	11,480	9,944	10,000	10,000
Patron Visit Count	215,713	217,033	210,000	200,000
Interlibrary Loans	534	302	350	350
Story Hour Participants	2,215	3,651	3700	3,700
Volumes Added to Collection	5,616	5,843	5500	5000
Meeting Room Groups	1,018	1,901	1,900	1,900

Personnel Resources

Library

			Authorized Positions		
Classification Title	**Status ***	**Hr./Sal.**	**FY 2014–15**	**FY 2015–16 Proposed**	**Diff.**
Library Director	F	Salary	1.00	1.00	0.00
Library Associate	F	Salary	2.00	2.00	0.00
Library Assistant	F	Salary	3.00	3.00	0.00
F = Full Time PT = Part Time			**6.00**	**6.00**	**0.00**

Library Assistant	PT	Hourly	1.00	1.00	0.00
PT = Part Time			**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PUBLIC LIBRARY ACCOUNT NUMBER 1701

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$321,384	$335,506	$337,890	$341,922	$341,922		$341,922
5103	Temporary & Seasonal Help	44,614	46,867	43,043	46,867	46,867		46,867
	Total Personal Services	365,998	382,373	380,933	388,789	388,789	0.0%	388,789
	OPERATING EXPENSES							
5203	Professional & Special Services	2,166	3,019	1,603	5,550	5,550		5,550
5206	Dues & Subscriptions	540	185	50	425	425		425
5209	Maintenance - Electronics	11,448	11,523	11,448	11,448	11,448		11,448
5212	Rent of Equipment	1,133	1,209	1,205	1,310	1,310		1,310
5216	Maintenance - Equipment	630	1,002	1,272	1,400	1,400		1,400
5221	Postage	2,139	2,342	2,399	2,396	2,468		2,468
5223	Telephone	3,587	3,707	4,248	3,789	22,668		22,668
5224	Other Services & Charges	6,220	6,900	5,033	6,840			
5225	Travel & Vocational Training	539	1,065	193	850	850		850
5242	Printing, Supplies, & Materials	26,239	26,562	44,122	24,720	24,720		24,720
5248	Books & Publications	114,334	117,237	116,915	116,493	116,493		115,293
5281	Heat, Lights & Power	53,643	50,378	43,590	48,000	48,000		45,000
	Total Personal Services	222,618	225,129	232,078	223,221	235,332	3.5%	231,132
	CAPITAL OUTLAY							
5510	Office Equipment			1,800	1,200	1,200		1,200
5516	Electronic Equipment	15,637	13,029	10,248	8,732	6,800		8,732
	Total Capital Outlay	15,637	13,029	10,248	9,932	8,000	0.0%	9,932
	TOTAL	$604,253	$620,531	$624,159	$621,942	$632,121	1.3%	$629,853

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PUBLIC LIBRARY | ACCOUNT NUMBER - 1701

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Library Director	EXEC	1	1	$113,748.44	$113,748.44
Library Associate	15	2	2	89,667.50	89,667.50
Library Assistant	14	3	3	120,012.36	120,012.36
Library Assistant (P/T)	14	1	1	18,493.80	18,493.80
TOTAL		7	7	$341,922.10	$341,922.10

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - PUBLIC LIBRARY ACCOUNT NUMBER - 1701

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Public Computers *	Routine upgrade of Library computer center's base which contains 20 computers for public use	5	$1,000	$5,000
2	5516	Staff Computers *	Routine upgrade of staff computers that also includes circulation desk, filters and etc.	3	1,244	3,732
3	5510	Reupholster Public Seating	Routine upgrade of various chairs and public seating	1	1,200	1,200
		* Funding provided by private donations				

PLANNING & COMMUNITY DEVELOPMENT

The department currently consists of three operating divisions (Planning, Code Enforcement, and Building Inspections). 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, enforcement of property maintenance, code enforcement, and other ordinances.

The City's Comprehensive Plan update was completed in early 2014 and public meetings were held. The City's Planning Commission approved the Plan at their July 1, 2014 meeting. City Council approved the City's Comprehensive Plan at their January 13, 2015. Phase 3 of The Appomattox River Greenway Trail Project occurred during 2014 and was celebrated with a ribbon cutting in October. Phase 4 is under review and construction should begin in late spring or early summer.

After City Council's retreat in January of 2015 and with a reorganization of the department, code enforcement is a priority with a phased approach. The first phase will include aggressive inspections and enforcement of tall grass and inoperable motor vehicles while still being cognizant of other code and zoning violations. Compliance with the Virginia Uniform Statewide Building Code (USBC) in an efficient manner continues with permitting for residential and commercial construction through the Building Inspections Division. The department conducts on-site inspections of projects at different phases of construction to insure compliance and issues certificates of occupancy. The Division also inspects and enforces issues under the USBC Property Maintenance Codes which includes rental properties.

Performance Indicators	FY 12 – 13 Actual	FY 13 – 14 Actual	FY 14 – 15 Projected	FY 15 – 16 Projected
Sign Permits Issued	103	110	115	120
CDBG $ Expended	$79,555	$75,144	$78,219	$78,219
Planning Commission Mtgs	7	11	10	10
Building Inspections	2,566*	1,942	2,200	2,400
Tall Grass Violations	736	N/A	N/A	N/A
Code Enforcement Violations	402	1,038**	1,000**	1,200**

***records indicate that prior numbers were CY instead of FY and did not fully use Gov QA**
****code enforcement includes tall grass, inoperable vehicles, fence, signs, and other zoning violations**

Personnel Resources

Planning/Building Inspection

Classification Title	Status *	Hourly/ Salary	Authorized Positions FY 2014–15	FY 2015–16 Proposed	Diff.
Director	FT	Salary	1.00	1.00	0.00
Neighborhood Revitalization Planner	FT	Salary	1.00	0.00	-1.00
Assistant Director of Planning	FT	Salary	N/A	1.00	1.00
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	0.00	-1.00
Code Enforcement Inspector	FT	Salary	N/A	1.00	1.00
Community/Economic Dev. Specialist	FT	Salary	0.00	1.00	1.00
FT = Full Time PT = Part Time			**5.00**	**6.00**	**1.00**

Administrative Assistant	PT	Hourly	1.00	0.00	-1.00
FT = Full Time PT = Part Time			**1.00**	**1.00**	**-1.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PLANNING ACCOUNT NUMBER 1751

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$148,003	$156,513	$160,800	$162,392	$205,000		$193,500
5103	Temporary & Seasonal Help		1,875	12,487	21,112			
5105	Overtime			1,286				
	Total Personal Services	148,003	158,388	174,573	183,504	205,000	5.4%	193,500
	OPERATING EXPENSES							
5201	Advertising	2,368	3,163	3,012	3,800	3,500		3,500
5203	Professional & Special Services	2,168	2,021	8,156	9,294	6,000		5,500
5206	Dues & Subscriptions	1,000	995	1,140	1,000	1,000		1,000
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5216	Maintenance - Equipment	1,123	1,122	1,160	1,200	1,200		1,200
5221	Postage	595	2,040	2,188	800	900		900
5223	Telephone	2,865	3,104	3,105	6,000	2,628		2,628
5225	Travel & Vocational Training	1,201	2,250	2,135	2,500	3,000		3,000
5242	Printing, Supplies, & Materials	2,131	2,619	3,001	1,800	1,800		1,800
5248	Books & Publications	321	250		500	500		500
5263	Grant Funds		7,560	3,037				
	Total Operating Services	15,044	26,396	28,206	28,166	21,800	-24.4%	21,300
	CAPITAL OUTLAY							
5516	Electronic Equipment	1,479		5,592	2,488			
	Total Capital Outlay	1,479		5,592	2,488		-100.0%	
	TOTAL	$164,526	$184,784	$208,371	$214,158	$226,800	0.3%	$214,800

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - PLANNING & COMMUNITY DEVELOPMENT ACCOUNT NUMBER - 1751

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Planning & Community Development	EXEC	1	1	$108,338.10	$95,000.10
Neighborhood Revitalization Planner	16	1	0	54,053.48	
Assistant Director of Planning & Community Development	18		1		64,000.04
Community / Economic Development Specialist	14		1		$34,499.92
TOTAL		2	2	$162,391.58	$193,500.06

CITY OF COLONIAL HEIGHTS

2015-16 BUDGET

ACCOUNT NAME - BUILDING INSPECTIONS | ACCOUNT NUMBER 1752

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$164,647	$174,005	$179,377	$177,485	$177,485		$177,485
5103	Temporary & Seasonal Help	21,421	20,100					
5105	Overtime & Career Development				1,500	2,000		1,500
	Total Personal Services	186,068	194,105	179,377	178,985	179,485	0.0%	178,985
	OPERATING EXPENSES							
5203	Professional & Special Services		2,771	2,131	2,600	3,500		3,000
	Grass Service - Code Enforcement					6,000		5,000
5206	Dues & Subscriptions	297	297	297	500	500		500
5209	Maintenance - Electronics	1,272	1,272	1,272	1,272	1,272		1,272
5214	Maintenance - Motor Vehicles	1,085	1,802	829	2,056	2,500		2,000
5221	Postage	999	431	70	1,000	500		500
	Code Enforcement					2,000		1,800
5223	Telephone	4,322	4,538	4,486	5,000	4,512		4,512
5225	Travel & Vocational Training	2,513	1,233	1,215	2,000	2,000		2,000
5242	Printing, Supplies, & Materials	3,311	3,424	4,212	4,320	1,000		1,000
	Code Enforcement					4,000		4,000
5247	Motor Fuels & Lubricants	2,443	2,844	2,339	3,000	3,000		3,000
5248	Books & Publications	180	869	3,088	2,500	2,500		2,500
5250	Small Tools & Equipment	500	520	500	500	500		500
5283	1% State Fee	(772)	235					
	Total Operating Services	16,150	20,236	20,439	24,748	33,784	27.6%	31,584
	CAPITAL OUTLAY							
5501	Motor Vehicle			16,050	19,200			
5516	Electronic Equipment	1,600		1,479		2,488		2,488
	Total Capital Outlay	1,600		17,529	19,200	2,488	-87.0%	2,488
	TOTAL	$203,818	$214,341	$217,345	$222,933	$215,757	-4.4%	$213,057

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - BUILDING INSPECTIONS | ACCOUNT NUMBER - 1752

Position Title	Salary Grade Number	Number of Employees		Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
		Current Budget	Request		
Building Official	18	1	1	$89,800.10	$89,800.10
Senior Building Inspector	15	1	1	46,040.80	46,040.80
Building Inspector	14	1	1	41,644.46	41,644.46
TOTAL		3	3	$177,485.36	$177,485.36

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - BUILDING INSPECTIONS ACCOUNT NUMBER - 1752

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Replacement Computers	Replacement of current computer at recommended IT lifecycle management (5 Years).	2	$1,244	$2,488

OFFICE ON YOUTH & HUMAN SERVICES

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

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 12th District Court Services Unit, social services, health and mental health, and other city departments to create opportunities for enhancing services for our youth and families. The Virginia Juvenile Community Crime Control Act diversion programs, funded in part by the Department of Juvenile Justice, offer an opportunity for first-time offenders to receive 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 12 - 13 Actual	FY 13 - 14 Actual	FY 14- - 15 Projected	FY 15 - 16 Projected
# Served by Diversion Programs (VJCCCA)	513	307	300	350
# Served Community Prevention/Education	951	907	850	850
Kids After-School Program	84	77	80	80

Personnel Resources

Office On Youth & Human Services			Authorized Positions		
Classification Title	Status *	Hourly/ Salary	FY 2014–15	FY 2015–16 Proposed	Diff.
Department Director	F	Salary	1.00	1.00	0.00
Youth Program Manager	F	Salary	1.00	1.00	0.00
Youth Prevention Specialist	F	Salary	1.00	1.00	0.00
F = Full Time PT = Part Time			**3.00**	**3.00**	**0.00**

VJCCCA – Youth Spec.	PT	Hourly	1.00	1.00	0.00
Site Supervisors	PT	Hourly	4.00	4.00	0.00
PT = Part Time			**3.00**	**3.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

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

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$112,131	$115,562	$119,519	$120,702	$122,157		$120,702
5103	Temporary & Seasonal Help	6,596	1,380					
	Total Personal Services	118,727	116,942	119,519	120,702	122,157	0.0%	120,702
	OPERATING EXPENSES							
5203	Professional & Special Services	10,075	11,500	11,500				
5206	Dues & Subscriptions	75	75	75	275	300		275
5209	Maintenance - Electronics	1,596	2,229	1,618	2,000	1,750		1,750
5216	Maintenance - Equipment				300	200		200
5221	Postage	514	432	529	550	300		300
5223	Telephone	3,249	3,152	3,152	3,800	4,620		4,620
5224	Other Services & Charges	370	790	208	400	500		500
5225	Travel & Vocational Training	1,013	1,564	1,808	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	4,122	2,218	2,564	3,428	3,600		3,600
5247	Motor Fuels & Lubricants	589	1,517	786	850	800		800
5248	Books & Publications		85	107	200	200		200
	Total Operating Services	21,603	23,562	22,347	13,303	13,770	3.3%	13,745
	CAPITAL OUTLAY							
5501	Motor Vehicle			24,480				
5516	Electronic Equipment			1,167	1,244			
	Total Capital Outlay			25,647	1,244		-100.0%	
	TOTAL	$140,330	$140,504	$167,513	$135,249	$135,927	-0.6%	$134,447

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

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

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Director of Office on Youth & Human Services	EXEC	1	1	$84,335.42	$84,335.42
Administrative Assistant	13	1	1	36,366.98	36,366.98
TOTAL		2	2	$120,702.40	$120,702.40

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - BETTER BEGINNINGS GRANT | ACCOUNT NUMBER 1802

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$398	$800	$180	$800			
5108	Fringe Benefits	76						
	Total Personal Services	474	800	180	800		-100.0%	
	OPERATING EXPENSES							
5221	Postage	26	57	42				
5224	Other Services & Charges	765		1,083	1,000	400		400
5225	Travel & Vocational Training					300		300
5242	Printing, Supplies, & Materials	1,349	734	919	800	1,900		1,900
	Total Operating Expenses	2,140	791	2,045	1,800	2,600	44.4%	2,600
	TOTAL	$2,614	$1,591	$2,225	$2,600	$2,600	0.0%	$2,600

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - JUVENILE CRIME GRANT | ACCOUNT NUMBER 1803

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$77,891	$83,270	$69,008	$41,328	$41,328		$41,328
5103	Temporary & Seasonal Help			$5,760	$31,751	$29,120		$29,120
5108	Fringe Benefits	36,515	50,940	33,931	26,130	26,130		25,500
5601	Accumulated Leave Pay			5,251				
	Total Personal Services	114,406	134,210	113,950	99,209	96,578	-3.3%	95,948
	OPERATING EXPENSES							
5203	Professional & Special Services					2,500		2,500
5209	Maintenance - Electronics	324	324	324	500	300		300
5214	Maintenance - Motor Vehicles				100			
5221	Postage	73	57	42	100	300		300
5223	Telephone	1,644	1,644	1,644	1,700			
5224	Other Services & Charges	47	515	55	350	300		300
5225	Travel & Vocational Training	28	464	519	300	200		200
5242	Printing, Supplies, & Materials	982	464	406	500	500		500
5247	Motor Fuels & Lubricants				200	200		200
5248	Books & Publications				200	200		200
	Total Operating Expenses	3,098	3,468	2,990	3,950	4,500	13.9%	4,500
	TOTAL	$117,504	$137,678	$116,940	$103,159	$101,078	-2.4%	$100,448

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - JUVENILE CRIME GRANT

ACCOUNT NUMBER - 1803

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Youth Specialist	U	1	1	41,328.04	41,328.04
TOTAL		1	1	$41,328.04	$41,328.04

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - KIDS AFTER SCHOOL PROGRAM　　　ACCOUNT NUMBER 1807

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$26,348	$22,591	$21,162	$26,800	$27,336		$27,000
5108	Fringe Benefits	2,499	1,300	258		550		
	Total Personal Services	28,847	23,891	21,420	26,800	27,886	0.7%	27,000
	OPERATING EXPENSES							
5203	Professional & Special Services							
5224	Other Services & Charges	124	1,827	705	600	650		650
5225	Travel & Vocational Training	571	90					
5242	Printing, Supplies, & Materials		694	1,043	700	600		600
	Total Operating Expenses	695	2,611	1,748	1,300	1,250	-3.8%	1,250
	TOTAL	$29,542	$26,502	$23,168	$28,100	$29,136	0.5%	$28,250

ACCOUNT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT NUMBER 1808

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$78,399	$69,239	$75,144	$75,577	$65,772		$65,772
	Total Operating Services	78,399	69,239	75,144	75,577	65,772	-13.0%	65,772
	TOTAL	$78,399	$69,239	$75,144	$75,577	$65,772	-2.4%	$65,772

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CONTRIBUTIONS & SUBSIDIES

ACCOUNT NUMBER 1901

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	City Memberships & Programs							
5801	Youth Advisory Council	$2,250	$2,250	$2,250	$2,250	$2,250		$2,250
5804	John Tyler Community College	3,853	3,872	3,975	3,975	4,096		4,096
5805	Virginia Gateway Region	28,213	28,213	28,213	28,213			
5806	Crater Planning District Commission	11,115	11,317	11,317	11,317	11,317		11,317
5807	Virginia Municipal League		8,247	8,511	8,377	8,425		8,425
5808	Fort Clifton Arts & Crafts Festival	300	600	600	600	600		600
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	4,000		2,000
5810	Crater Agency on Aging	465	465	465	465	465		465
5811	Mental Health Board	68,000	68,000	68,000	70,000	73,967		72,000
5812	Criminal Justice Academy	22,805	23,500	24,072	24,072	21,130		21,130
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
5825	Richard Bland College	3,000	3,000	3,000	3,000	5,000		3,000
5827	Virginia State University	3,000	3,000	3,000	3,000	3,000		3,000
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450		9,450
5829	American Legion - Flags	300	300	300	300	300		300
5835	Colonial Heights Educational Foundation	200	200	200	200	200		200
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500		4,500
	Total City Memberships & Programs	164,951	174,414	175,353	177,219	154,200	-16.4%	148,233
	Contributions							
5802	Retired Senior Volunteer Program	4,000	4,000	4,000	4,000	4,000		4,000
5813	Legal Aid Justice Center, Inc.	3,600	3,600	3,600	3,600	3,600		3,600
5814	CARES	2,000	2,000	2,000	2,000	2,600		2,600
5815	Petersburg Foster Grandparents	1,800	1,800	1,800	1,800			
5826	CCHASM	3,000	3,000	3,000	3,000	3,600		3,600
5837	Meals on Wheels - Feed More	6,000	5,804	6,000	6,000	6,600		6,600
5839	Colonial Heights Food Pantry	6,000	6,000	8,000	8,000	8,000		8,000
5840	American Red Cross	2,000	2,000	2,000	2,000	2,000		2,000
	Total Contributions	28,400	28,204	30,400	30,400	30,400	0.0%	30,400
	TOTAL	$193,351	$202,618	$205,753	$207,619	$184,600	-14.0%	$178,633

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CONTINGENCIES & MISCELLANEOUS   ACCOUNT NUMBER 1902

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5203	Professional & Special Services	$136,564	$51,931	$23,555	$40,000	$40,000		$35,000
5224	Other Services & Charges	7,389	7,525	7,092	5,000	5,000		5,000
5253	Litter Control Grant	2,665	9,060	3,500	6,300	6,300		6,300
5254	Contingencies & Reserve	35,000			265,000	300,000		300,000
5255	Refunds - Rebates	(13,777)	22,113	(8,328)	500	500		500
5269	Law Library	7,390	8,977	11,425	5,000	5,000		5,000
5273	Credit Card Fees			6,012				
	Total Operating Expenses	175,231	99,606	43,255	321,800	356,800	9.3%	351,800
	TOTAL	$175,231	$99,606	$43,255	$321,800	$356,800	1.5%	$351,800

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - PRINCIPAL RETIREMENT ACCOUNT NUMBER 1951

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5620	Redemption of Bonds	$5,998,330	$2,546,199	$2,839,657	$2,600,487	$2,849,737		$2,760,215
5621	Notes Payable				20,000	23,564		23,564
	Total Fixed Charges	5,998,330	2,546,199	2,839,657	2,600,487	2,873,301	7.0%	2,783,779
	TOTAL	$5,998,330	$2,546,199	$2,839,657	$2,610,487	$2,873,301	6.6%	$2,783,779

2015-16 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2015			$37,739	$37,739	$89,522	$165,000
Refunding 2004	$373,338	$43,735	$12,217	$44,509		473,799
Refunding 2007	$14,976	$46,225				61,201
2012	875,000					875,000
2010	834,970	96,971	43,777	44,282		1,020,000
2007	116,237	358,763				475,000
TOTAL	2,214,521	545,694	93,733	126,530	89,522	3,070,000
5621- Notes Payable	23,564					$23,564
TOTAL	23,564	0	0	0	0	23,564
GRAND TOTAL	**$2,238,085**	**$545,694**	**$93,733**	**$126,530**	**$89,522**	**$3,093,564**
PERCENTAGE	72.35%	17.64%	3.03%	4.09%		97.11%
	1,391,145	507,884	132,494	136,571	38,739	2,206,833

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - INTEREST & FISCAL CHARGES | ACCOUNT NUMBER 1952

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds	$788,734	$1,508,279	$1,217,829	$1,127,548	$980,530		$916,942
5641	Interest on Notes				250,000	2,590		2,590
5648	Other Debt Service Costs	311,693	2,775	2,550	60,000	10,000		7,500
	Total Fixed Charges	1,100,427	1,511,054	1,220,379	1,437,548	993,120	-35.5%	927,032
	TOTAL	$1,100,427	$1,511,054	$1,220,379	$1,437,548	$993,120	-35.5%	$927,032

2015-16 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Redemption - Bonds						
2015		$	$26,806	$26,806	$63,588	$53,612
Refunding 2004	152,859	17,907	5,002	18,224		193,992
Refunding 2007	6,132	18,926				25,058
2012	628,350					628,350
2010	48,173	5,595	2,526	2,556		58,850
2007	9,544	29,456				39,000
Less 2015 Accrued Interest			(515)	(1,130)		(1,645)
Plus 2016 Accrued Interest			3,133	4,763		7,896
TOTAL	845,058	71,884	36,952	51,219		1,005,113
5641 - Interest - Notes	2,590					2,590
TOTAL	2,590				0	2,590
5648 - Other Debt Service Cost	10,000					10,000
TOTAL	10,000					10,000
GRAND TOTAL	**$857,648**	**$71,884**	**$36,952**	**$51,219**	**$0**	**$1,017,703**

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - TRANSFERS TO OTHER FUNDS ACCOUNT NUMBER 2001

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING EXPENSES							
5654	Transfer to Capital Projects Fund	$366,197	$55,000	$108,000				
5655	Transfer to School Fund	18,996,933	19,296,419	19,014,568	19,228,440	19,635,760		19,635,760
	Transfer to School Fund - Debt Surplus				215,007	252,412		252,412
5657	Transfer to Solid Waste Management Fund	80,000						
5658	Transfer to Storm Water Management Fund							85,000
	Total Operating Expenses	19,443,130	19,351,419	19,122,568	19,443,447	19,888,172	2.7%	19,973,172
	TOTAL	$19,443,130	$19,351,419	$19,122,568	$19,443,447	$19,888,172	2.7%	$19,973,172

RECREATION ACTIVITY FUND

City of Colonial Heights
FY2015-16
Annual
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Budget

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND | ACCOUNT NUMBER 40

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES - CURRENT SERVICES							
4504	Concessions	$5,606	$5,769	$2,349	$6,000	$6,000		$6,000
4704	Recreation Use Charges & Fees			(20)				
4721	Youth Sport Sponsorships	5,010	22,636	16,229	14,200	14,200		14,200
4722	Special Interest Classes	8,575	10,895	14,565	11,000	11,000		11,000
4723	Special Events	49,307	66,984	68,749	61,800	61,800		61,800
4724	Adult Athletic Leagues	12,517	13,622	12,590	13,000	13,000		13,000
4743	Active Net			(40)				
4745	Senior Citizen Classes/ Special Events	53,013	52,974	50,372	54,000	54,000		54,000
4752	Youth Center Fees	1,727	753	5,352				
	Total Charges - Current Services	135,755	173,633	170,146	160,000	160,000	0.0%	160,000
	MISCELLANEOUS							
4726	Violet Bank Museum	200						
4728	Beautification Committee	1,260	62					
4812	Donations			312				
4815	Park Donations	70						
	Total - Miscellaneous	1,530	62	312				
	TOTAL	$137,285	$173,695	$170,458	$160,000	$160,000	0.0%	$160,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND   ACCOUNT NUMBER 4280

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5103	Temporary & Seasonal Help	$3,436	$3,223	$3,693	$3,500	$3,500		$3,500
5108	Fringe Benefits	263	176		300	300		300
	Total Personal Services	3,699	3,399	3,693	3,800	3,800	0.0%	3,800
	OPERATING EXPENSES							
5201	Advertising							
5203	Professional & Special Services	46,686	56,306	42,253	59,200	59,200		59,200
5224	Other Services & Charges	884	1,819	455				
5242	Printing, Supplies, & Materials	34,270	71,788	85,628	75,000	75,000		75,000
5245	Concession	2,795	3,441	4,201	4,000	4,000		4,000
5302	Violet Bank Museum				2,000	2,000		2,000
5305	Beautification Committee	1,173	188	796				
5662	Senior Citizen Classes/Special Events	15,294	13,425	7,370	16,000	16,000		16,000
	Total Operating Services	101,102	146,967	140,703	156,200	156,200	0.0%	156,200
	TOTAL	$104,801	$150,366	$144,396	$160,000	$160,000	0.0%	$160,000

STORMWATER FUND

City of Colonial Heights
FY2015-16
Annual
Operating
Budget

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - STORM WATER FUND ACCOUNT NUMBER 75

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES -CURRENT SERVICES							
4744	Stormwater Charges	$374,357	$368,829	$375,465	$375,000	$375,000		$375,000
4740	Late Payment Penalties	3,619	3,483	3,623	3,600	3,700		3,700
4746	VSMP Program Administration							25,000
	MISCELLANEOUS							
	Operating Transfer In - General Fund					85,000		85,000
	Unrestricted Net Position				71,500			
	TOTAL	$377,976	$372,312	$379,088	$450,100	$463,700	5.4%	$488,700

CITY OF COLONIAL HEIGHTS

2015-16 BUDGET

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$110,206	$115,059	$117,495	$117,124	$117,162		$117,162
5105	Overtime	2,899	2,541	1,509	3,000	3,000		3,000
5106	Overtime - Snow	507	1,007	2,172				
5602	Employers FICA Taxes	8,747	9,964	5,672	9,189	9,192		9,192
5605	VRS Retirement Contribution	19,717	19,209	19,209	19,677	19,683		19,683
5607	Group Life Insurance	303	1,361	1,361	1,394	1,394		1,394
5610	Hospitalization	20,487	29,257	25,116	30,480	27,258		23,718
5612	Virginia Employment Commission	239	212	157	309	260		260
5613	OPEB			751				
	Total Personal Services	163,105	178,610	173,442	181,173	177,949	-3.7%	174,409
	OPERATING EXPENSES							
5203	Professional & Special Services	12,570	1,408	54,789	61,200	61,200		59,000
5206	Dues & Subscriptions				300	300		
5209	Maintenance - Electronics	324	324	378	324	324		324
5292	Insurance Premiums - Auto				1,000	1,000		500
5210	Insurance Premiums - Other				500	500		500
5211	Insurance Premiums - Workman's Comp.				2,000	2,000		1,000
5212	Rent of Equipment	518	67	585	750	750		750
5214	Maintenance - Motor Vehicles	717	712	471	1,500	1,500		1,250
5216	Maintenance - Equipment	301			500	500		250
5218	Maintenance - Miscellaneous				500	500		250
5221	Postage		27	62	250	250		250
5223	Telephone	290	227	243	500	228		228
5225	Travel & Vocational Training	935		271	1,000	1,000		750
5242	Printing, Supplies, & Materials	2,505	1,592	1,854	2,500	2,500		2,250
5247	Motor Fuels & Lubricants	4,024	3,688	4,133	4,000	4,000		4,000
5249	Road Materials & Supplies	3,522	2,949	3,373	10,000	10,000		9,000
5250	Small Tools & Equipment	3,670	1,330	1,384	2,000	1,500		1,500
5297	State Permit Maintenance Fees							25,000
	Total Operating Services	29,376	12,324	67,543	88,824	88,052	20.2%	106,802

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - STORM WATER -MS4 ACCOUNT NUMBER 7500

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds							63,588
5641	Interest on Notes	3,972	2,344	1,441	2,429			
5401	Depreciation	22,112	22,112	22,112	32,674	27,216		27,216
	Total Fixed Assets	26,084	24,456	23,553	35,103	27,216	158.7%	90,804
	INTERNAL SERVICES							
5408	Administrative Service Charges	37,965	40,173	35,116	45,000	40,000		38,000
	Total Internal Services	37,965	40,173	35,116	45,000	40,000	-15.6%	38,000
	CAPITAL OUTLAY							
5503	Motor Vehicles				100,000	9,000		9,000
5516	Electronic Equipment					3,000		3,000
	Total Capital Outlay				100,000	12,000	-88.0%	12,000
	COL							2,381
	TOTAL	$256,530	$255,563	$299,653	$450,100	$345,217	-5.7%	$424,396

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME -STORMWATER/MS4 ACCOUNT NUMBER - 7500

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Project Coordinator (MS4/VDOT)	17	0.5	0.5	$27,770.08	$27,770.08
Storm Water Foreman	14	1	1	39,964.08	39,964.08
Utility Heavy Equipment Operator	12	1	1	29,491.80	29,491.80
Public Works Superintendent	17	0.25	0.25	19,397.04	19,397.04
On call stipend				501.00	501.00
TOTAL		2.75	2.75	$117,124.00	$117,124.00

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - STORM WATER - MS4

ACCOUNT NUMBER - 7500

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Utility Vehicle (Shared Funding)	Routine replacement of departmental operations and maintenance vehicle utilized in general performance of departmental duties; will replace SUV that is 16 years old (#212); vehicle needed for Superintendent and to transport employees to training seminars and other functions. Cost to be split with other enterprise services.	1	$9,000	$9,000
2	5516	GIS Software	Update of departmental computer software used to locate and map stormwater facilities throughout the City; mapping is required under MS4 agreement; current software for Thimble GeoXT is outdated; essential for maintaining existing service levels	1	3,000	3,000

WATER & SEWER FUND

City of Colonial Heights FY2015-16 Annual Operating Budget

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - WATER & SEWER FUND — ACCOUNT NUMBER 80

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Budget	Departmental Request	% Chg.	Manager Proposed
	CHARGES FOR CURRENT SERVICES							
4732	Water User Charges	$1,315,687	$1,282,587	$1,317,402	$1,424,646	$1,460,113		$1,669,113
4733	Sewage User Charges	$2,417,662	$2,414,132	$2,453,102	$2,534,657	$2,577,290		$2,876,495
4734	Sewage User Charges - Chesterfield	53,321	58,274	59,601	61,224	62,755		62,755
4735	Sewage User Charges - Virginia State	160,954	193,201	160,872	202,981	153,750		153,750
4736	Water Connection Charges	26,000	57,500	19,500	65,000	30,000		30,000
4737	Sewer Connection Charges	22,400	29,500	47,200	39,500	30,000		30,000
4738	Water Turn On Fees	9,036	9,897	9,256	11,000	11,000		11,000
4739	Water Reconnection Fees	29,294	30,228	29,160	31,000	36,000		36,000
4740	Late Payment Penalties	53,194	57,411	52,812	58,000	64,814		64,814
4741	Construction Fee	7,150	6,800	7,800	8,000	7,500		7,500
4742	Dishonored Check Fee	2,205	2,552	3,026	3,400	3,600		3,600
4743	Meter Testing Fee			15	30	30		30
	NONOPERATING REVENUE							
4503	Sale of Salvage & Scrap							
4705	Administrative Service Charges	127,851						
4901	Interest on Investments	(36)		(127)	100			
4902	Sale of Outside Meters	3,227	3,082	4,694	4,000	3,000		3,000
	TOTAL	$4,227,945	$4,145,164	$4,164,311	$4,443,538	$4,439,852	11.4%	$4,948,057

ACCOUNT NAME - WATER & SEWER FUND ACCOUNT NUMBER 80

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	OPERATING BUDGETS							
8127	Water Distribution & Transmission	$1,349,203	$1,355,905	$1,430,957	$1,461,316	$1,594,794		$1,516,219
8128	Wastewater Treatment	$2,677,327	$2,570,860	$2,513,163	$2,731,978	$3,001,158		$2,900,966
8129	Utility Billing	241,474	236,032	269,819	248,760	256,894		259,092
	TOTAL OPERATIONS	$4,268,004	$4,162,797	$4,213,939	$4,442,054	$4,852,846	5.3%	$4,676,277
	CAPITAL OUTLAY							
8127	Water Distribution & Transmission	$23,500	$11,000	$10,914	$100,000	$174,000		$174,000
8128	Wastewater Treatment		10,000	91,590	110,000	468,000		468,000
8129	Utility Billing				1,244	20,000		20,000
	TOTAL CAPITAL OUTLAY	$23,500	$21,000	$102,504	$211,244	$662,000	213.4%	$662,000

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER 8127

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$283,371	$322,928	$328,258	$330,044	$329,708		$325,178
5105	Overtime	29,957	30,957	36,953	28,000	28,000		28,000
5602	Employers FICA Taxes	19,063	18,548	25,731	27,390	27,365		26,018
5605	VRS Retirement Contribution	51,260	53,345	53,345	53,005	55,391		52,224
5607	Group Life Insurance	787	3,779	3,779	3,928	3,924		3,924
5610	Hospitalization	66,520	111,066	88,971	89,448	118,224		118,224
5612	Virginia Employment Commission	955	779	574	878	779		779
	Total Personal Services	451,913	541,402	537,611	532,693	563,391	4.1%	554,347
	OPERATING EXPENSES							
5201	Advertising		268	391	500	500		500
5203	Professional & Special Services	27,740	25,304	33,139	43,000	43,000		43,000
5206	Dues & Subscriptions	437	347	405	700	700		700
5209	Maintenance - Electronic	1,272	1,392	1,550	1,272	1,272		1,272
5292	Insurance Premiums - Auto	5,955	6,264	6,103	6,500	6,500		4,800
5210	Insurance Premiums - Other	3,027	3,129	4,386	4,400	4,400		4,000
5211	Insurance Premiums - Workman's Comp.	9,851	9,025	9,025	9,500	9,500		10,100
5212	Rent of Equipment				250	250		250
5214	Maintenance - Motor Vehicles	8,523	9,397	6,203	10,000	10,000		10,000
5216	Maintenance - Equipment	4,530	4,830	4,830	7,500	7,500		7,500
5217	Maintenance - Building & Grounds				1,500	1,500		1,500
5218	Maintenance - Miscellaneous				250	250		250
5221	Postage	800	642	650	700	700		700
5223	Telephone	5,963	5,596	5,600	5,500	3,024		3,024
5225	Travel & Vocational Training	309	314	619	1,500	500		500
5242	Printing, Supplies, & Materials	50,362	40,961	61,505	50,000	61,400		61,400
5247	Motor Fuels & Lubricants	18,736	18,931	17,293	17,000	17,000		17,000
5249	Road Materials & Supplies	7,273	7,006	5,141	8,000	800		800
5250	Small Tools & Equipment	925	1,554	312	500	500		500
5281	Heat, Lights & Power	6,921	5,000	5,000	5,000	5,000		5,000
5402	Materials Purchased for Resale	471,100	412,489	470,525	490,394	561,844		487,233
5503	Machinery & Tools			379				
5516	Electronic Equipment			1,244	2,488	2,000		2,000
	Total Operating Services	623,724	552,449	634,298	666,454	738,140	-0.7%	662,029

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION ACCOUNT NUMBER 8127

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds	13,253	10,769	8,321	6,388	30,986		30,986
5648	Other Debt Service Costs			(618)				
5401	Depreciation	128,311	123,844	120,781	120,781	127,277		127,277
	Total Fixed Assets	141,564	134,613	128,484	127,169	158,263	24.5%	158,263
	INTERNAL SERVICES							
5408	Administrative Service Charges	132,002	127,441	130,565	135,000	135,000		135,000
	Total Internal Services	132,002	127,441	130,565	135,000	135,000	0.0%	135,000
	COL							6,580
	TOTAL	$1,349,203	$1,355,905	$1,430,957	$1,461,316	$1,594,794	3.8%	$1,516,219

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION   ACCOUNT NUMBER - 8127

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Public Works Superintendent 25%	17	0.25	0.25	19,398.08	19,398.08
Utility Foreman	14	1	1	44,168.54	$44,168.54
Cross Connection Control Technician	14	1	1	45,675.50	45,675.50
Utility Maintenance Specialist	13	1	1	38,642.24	33,776.08
Waterworks Distribution Technician	13	1	1	35,962.68	35,962.68
Utility Heavy Equipment Operator	12	1	1	37,268.14	37,268.14
Administrative Assistant	13	1	1	42,948.88	42,948.88
Utility Technicians	11	2	2	59,820.28	59,820.28
On-call stipend				6,160.00	6,160.00
TOTAL		8.25	8.25	$330,044.34	$325,178.18

ACCOUNT NAME - WASTEWATER TREATMENT ACCOUNT NUMBER 8128

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$207,478	$241,151	$245,328	$243,714	$242,760		$242,760
5105	Overtime	35,593	40,498	42,457	35,000	35,000		35,000
5601	Accumulated Vacation Pay	529						
5602	Employers FICA Taxes	19,674	15,550	20,105	21,322	21,249		21,249
5605	VRS Retirement Contribution	39,741	39,837	39,837	39,140	40,784		39,784
5607	Group Life Insurance	612	2,821	2,822	2,900	2,889		2,889
5610	Hospitalization	52,144	64,438	51,010	49,968	68,736		57,540
5612	Virginia Employment Commission	665	590	435	665	566		566
	Total Personal Services	356,436	404,885	401,994	392,709	411,984	1.8%	399,788
	OPERATING EXPENSES							
5203	Professional & Special Services	45,340	39,561	7,528	50,000	50,000		50,000
5206	Dues & Subscriptions	180	312	333	400	400		400
5292	Insurance Premiums - Auto	7,278	7,657	7,459	8,250	8,250		5,800
5209	Maintenance - Electronics	636	756	742	650	650		650
5210	Insurance Premiums - Other	3,027	3,128	4,386	3,400	3,400		4,000
5211	Insurance Premiums - Workman's Comp.	5,645	5,267	5,267	5,000	5,000		5,900
5212	Rent of Equipment	1,229			2,000	2,000		2,000
5214	Maintenance - Motor Vehicles	8,412	5,725	6,206	10,000	10,000		10,000
5216	Maintenance - Equipment	4,530	7,763	6,720	10,000	10,000		10,000
5217	Maintenance - Buildings & Grounds	120	1,069	1,844	3,000	3,000		3,000
5218	Maintenance - Miscellaneous	407			500	500		500
5223	Telephone	5,686	5,296	5,354	6,000	8,496		8,496
5225	Travel & Vocational Training	1,509	1,308	1,337	1,500	1,500		1,500
5242	Printing, Supplies, & Materials	38,532	28,618	47,676	45,000	45,000		45,000
5247	Motor Fuels & Lubricants	21,165	21,116	25,828	15,000	15,000		15,000
5249	Road Materials & Supplies	7,371	7,006	9,078	11,500	11,500		11,500
5250	Small Tools & Equipment	447			1,000	1,000		1,000
5281	Heat, Lights & Power	74,235	82,686	79,627	75,000	75,000		75,000
5405	Wastewater Treatment	1,146,766	1,130,780	1,103,757	1,293,323	1,541,398		1,449,398
5406	Wastewater Improvements			(4,126)				
5503	Machinery & Tools			370				
5516	Electronic Equipment				1,244			
	Total Operating Services	1,372,515	1,348,048	1,309,386	1,542,767	1,792,094	10.1%	1,699,144

ACCOUNT NAME - WASTEWATER TREATMENT ACCOUNT NUMBER 8128

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	FIXED CHARGES							
5640	Interest on Bonds		13,848	10,214	13,163	35,386		35,386
5641	Interest on Sewer Notes	92,205	52,916	29,911	26,880			
5648	Other Debt Service Costs			(631)				
5401	Depreciation	620,110	627,918	630,809	630,459	628,694		628,694
	Total Fixed Assets	712,315	694,682	670,303	670,502	664,080	-1.0%	664,080
	INTERNAL SERVICES							
5408	Administrative Service Charges							
	General Fund	236,061	123,245	131,480	126,000	133,000		133,000
	Total Internal Services	236,061	123,245	131,480	126,000	133,000	5.6%	133,000
	COL							4,954
	TOTAL	$2,677,327	$2,570,860	$2,513,163	$2,731,978	$3,001,158	6.2%	$2,900,966

CITY OF COLONIAL HEIGHTS
PERSONNEL RECAP

ACCOUNT NAME - WASTEWATER TREATMENT ACCOUNT NUMBER - 8128

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Public Works Superintendent 25%	17	0.25	0.25	19,398.08	19,398.08
Utility Foreman	14	1	1	61,454.12	61,454.12
Utility Maintenance Specialist	13	1	1	32,595.16	32,595.16
Utility Heavy Equipment Operator	12	2	2	70,583.24	70,583.24
Utility Technician	11	2	2	57,835.70	56,545.06
Projected Salary Increase					
TOTAL		6.25	6.25	$241,866.30	$240,575.66

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - UTILITY BILLING — ACCOUNT NUMBER 8129

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	PERSONAL SERVICES							
5101	Salaries & Wages	$106,931	$103,832	$105,519	$104,027	$104,027		$104,027
5103	Temporary & Seasonal Help	2,333	1,622	2,559	4,000	4,000		4,000
5105	Overtime	422	317		200	200		200
5602	Employers FICA Taxes	8,541	5,662	8,161	8,264	8,264		8,264
5605	VRS Retirement Contribution	18,656	17,134	17,134	16,728	16,728		16,728
5607	Group Life Insurance	286	1,214	1,214	1,238	1,238		1,238
5610	Hospitalization	23,493	29,180	28,128	28,575	28,572		28,572
5612	Virginia Employment Commission	371	283	209	289	289		289
5601	Accumulated Leave	7,813						
5613	OPEB			11,983		13,500		14,900
	Total Personal Services	168,846	159,244	174,907	163,321	176,818	8.3%	178,218
	OPERATING EXPENSES							
5203	Professional & Special Services	70	450	20,853	200	200		200
5209	Maintenance - Electronic	960	960	1,120	980	980		980
5211	Insurance Premiums - Workman's Comp.	167	167	167	175	196		190
5214	Maintenance - Motor Vehicles	850	1,005	568	1,000	1,100		1,100
5216	Maintenance - Equipment	1,116	1,116	1,116	1,600	1,600		1,600
5221	Postage	21,965	23,563	21,563	26,500	26,000		26,000
5223	Telephone	4,384	4,384	4,384	4,384	1,900		1,900
5225	Travel & Vocational Training	833	885	894	1,000	1,100		1,100
5242	Printing, Supplies, & Materials	8,165	7,630	8,893	9,000	9,000		9,000
5247	Motor Fuels & Lubricants	4,140	4,438	4,259	4,600	4,100		4,100
5292	Insurance Premiums - Auto	1,323	1,392	1,356	1,500	1,400		1,100
5403	Outside Water Meters	4,871	1,548	3,095	3,000	3,000		3,000
5660	Dishonored Debts				1,000	1,000		1,000
	Total Operating Services	48,844	47,538	68,268	54,939	51,576	-6.1%	51,270
	INTERNAL SERVICES							
5401	Depreciation	2,000	2,000	2,000	2,000			
5408	Administrative Service Charges	21,784	27,250	24,644	28,500	28,500		27,500
	Total Internal Services	23,784	29,250	26,644	30,500	28,500	-6.6%	27,500
	COL							2,104
	TOTAL	$241,474	$236,032	$269,819	$248,760	$256,894	3.3%	$259,092

CITY OF COLONIAL HEIGHTS

PERSONNEL RECAP

ACCOUNT NAME - UTILITY BILLING | ACCOUNT NUMBER - 8129

Position Title	Salary Grade Number	Number of Employees Current Budget	Number of Employees Request	Appropriation Fiscal Year 2014-15	Requested Fiscal Year 2015-16
Customer Service Representative	12	1	1	$47,077.94	$47,077.94
Meter Reader	11	2	2	56,948.84	56,948.84
TOTAL		3	3	$104,026.78	$104,026.78

CITY OF COLONIAL HEIGHTS
2015-16 BUDGET

ACCOUNT NAME - CAPITAL OUTLAY FROM REVENUE　　　　ACCOUNT NUMBER 80

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
8127	WATER DISTRIBUTION & TRANSMISSION							
5501	Vehicles				$100,000	$38,000		$38,000
5503	Machinery & Tools	$23,500	$11,000	$10,914				
5516	Electronic Equipment					2,000		500
5406	Water/Sewer Improvements					134,000		134,000
8128	WASTEWATER OPERATIONS							
5406	Water & Sewer Improvements				60,000			
5501	Vehicles					9,000		9,000
5503	Machinery & Tools		10,000	91,590	50,000	325,000		325,000
5406	Water/Sewer Improvements					134,000		134,000
8129	UTILITY BILLING							
5516	Electronic Equipment				1,244	20,000		20,000
	TOTAL	$23,500	$21,000	$102,504	$211,244	$662,000	213.4%	$660,500

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - WATER DISTRIBUTION & TRANSMISSION | ACCOUNT NUMBER - 8127

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5501	Utility Vehicle (Shared Funding)	Routine replacement of departmental operations and maintenance vehicle utilized in general performance of departmental duties; will replace SUV that is 16 years old (#212); vehicle needed for Superintendent and to transport employees to training seminars and other functions. Cost to be split with other enterprise services.	1	$9,000	$9,000
2	5501	Pickup Truck (4x4)	Routine replacement of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#302); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.	1	$29,000	$29,000
3	5516	Utility Locating Equipment	Radar/Sonar utility locating equipment; to increase service level and complete functions in Miss Utility program; equipment will locate concrete, AC, plastic, and other non-metal utility lines; will save City dollars in time, material and excavations.	1	$500	$500
4	5406	Water/Sewer Improvements	To initiate a programs of Infrastructure repair in the utility infrastructure system.	1	134,000	134,000

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - WASTE WATER TREATMENT ACCOUNT NUMBER - 8128

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Sewer Line Vacuum Truck	Routine replacement of departmental operations and maintenance vehicle utilized in general performance of departmental duties; self-contained vacuum truck utilized to clean sewer lines; current vehicle is 20 years old; replacement will prevent costly operation and maintenance costs; vital in daily maintenance of storm and sewer systems; will negatively impact service without replacement.	1	$ 325,000	$ 325,000
2	5501	Utility Vehicle (Shared Funding)	Routine replacement of departmental operations and maintenance vehicle utilized in general performance of departmental duties; will replace SUV that is 16 years old (#212); vehicle needed for Superintendent and to transport employees to training seminars and other functions. Cost to be split with other enterprise services.	1	9,000	9,000
3	5406	Water/Sewer Improvements	To initiate a programs of Infrastructure repair in the utility infrastructure system.	1	134,000	134,000

CITY OF COLONIAL HEIGHTS
EQUIPMENT REQUEST

ACCOUNT NAME - UTILITY BILLING

ACCOUNT NUMBER - 8129

Priority	Object Code	Equipment Description	Describe and Explain Necessity. List Any Equipment That Will Be Replaced By This Acquisition	Number Of Units	Unit Cost	Total Cost
1	5516	Hand Held Readers	Replacement of current original handhelds(3) & Software which are now 10 years old. If funds are available, looking to test the use of electronically readable meters.	1	$20,000	$20,000

SCHOOL FUND

City of Colonial Heights FY2015-16 Annual Operating Budget

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	Federal Funds	$2,207,602	$1,739,155	$1,730,187	$1,630,675	$1,834,896		$1,834,896
	State Funds	12,422,623	12,804,451	12,877,712	13,447,661	13,266,951		13,266,951
	Other Funds	748,500	675,949	594,187	544,508	499,571		499,571
	Operating Transfers In							
	City	18,996,934	19,296,419	19,461,176	19,373,430	19,688,574		19,688,574
	Fund Balance				1,323,646	774,157		774,157
	TOTAL	$34,375,659	$34,515,974	$34,663,262	$36,319,920	$36,064,149	-0.7%	$36,064,149

ACCOUNT NAME - SCHOOL FUND

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	Departmental Request	% Chg.	Manager Proposed
	Instruction	$25,612,233	$26,943,575	$27,699,331	$28,693,379	$28,548,178		$28,548,178
	Administration, Attendance & Health Services	1,638,671	1,642,057	1,634,866	1,684,007	1,712,847		1,712,847
	Transportation	788,502	811,569	767,019	823,479	850,263		850,263
	Operation and Maintenance of Plant	4,237,471	3,094,097	3,255,010	3,259,992	3,176,080		3,176,080
	Food Service & Noninstructional Operations	1,303,629	982,613	1,035,533	1,042,017	1,024,930		1,024,930
	Textbooks	168,174	35,783	341,114	150,435	84,709		84,709
	Capital Outlay	419,746	402,267	422,247	179,341	179,817		179,817
	Operating Transfers Out	189,427	191,691	636,537	189,326	191,086		191,086
	Contingency Fund				297,944	296,239		296,239
	CIP Reserve							
	TOTAL	$34,357,853	$34,103,652	$35,791,657	$36,319,920	$36,064,149	-0.7%	$36,064,149

Colonial Heights Public Schools
SCHOOL ADMINISTRATION OFFICES
512 Boulevard
COLONIAL HEIGHTS, VIRGINIA 23834-3798
(804) 524-3400
Fax Number (804) 526-4524
www.colonialhts.net

Dr. Joseph O. Cox, Jr.
Superintendent

March 26, 2015

RECEIVED
MAR 27 2015
City Manager's Office

Thomas Mattis, City Manager
City of Colonial Heights
201 James Avenue
P. O. Box 3401
Colonial Heights, VA 23834

Dear ~~Mr. Mattis~~: Tom

The School Board approved the enclosed Colonial Heights School budget for 2015-2016 at its March 24, 2015 meeting.

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

Sincerely,

Joe

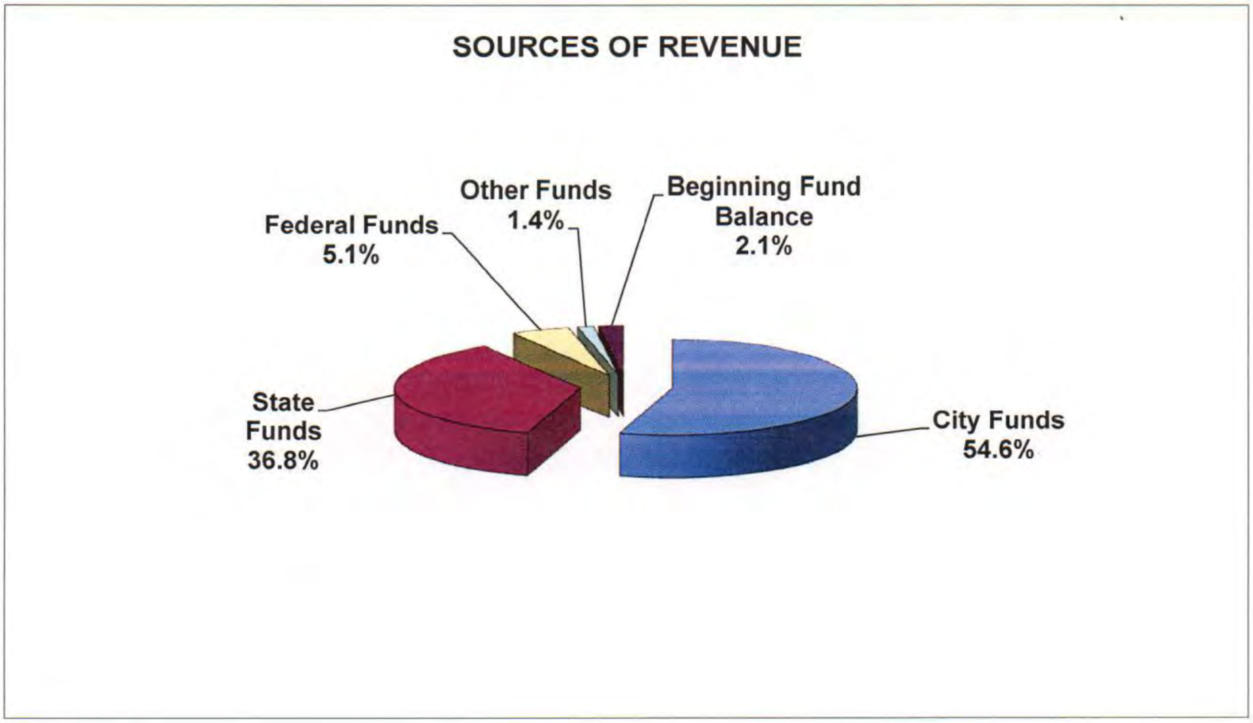
Dr. Joseph O. Cox, Jr.
Superintendent

"The City of Colonial Heights where quality education is a step ahead"

Colonial Heights Public Schools
2015-2016
Sources of Revenue
(Superintendent's Proposal)

(See Detailed Budget)

	FY 2016 BUDGET	FY 2015 BUDGET	Increase (Decrease)	% CHANGE
City Funds	$19,688,574	$19,373,430	315,144	1.63%
State Funds	13,266,951	13,447,661	(180,710)	-1.34%
Federal Funds	1,834,896	1,630,675	204,221	12.52%
Other Funds	499,571	544,508	(44,937)	-8.25%
Beginning Fund Balance	774,157	1,323,646	(549,489)	-41.51%
	$36,064,149	36,319,920	(255,771)	-0.70%



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

The School Operating Fund revenue for FY 2016, included in this financial plan, totals $36,064,149 a decrease of $255,771 or .70% over the approved operating budget for FY 2015. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 54.6% of its operating fund revenue from the City government. The City appropriates 50.73% of the revenue generated from sales tax, real estate taxes, personal property taxes, BPOL taxes and food and lodging taxes. This percentage reflects the City government's commitment to education in view of increasing demands in other public service sectors and highlights the need to become more efficient. Total revenue from the City is anticipated to be $20,462,731 a decrease of $234,345 over the FY 2015 approved budget of $20,697,076 or 1.13%. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 36.8% of the funds for FY 2016. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Adult Education and Homebound Instruction. Total State revenue for FY 2016 is expected to decrease $180,710 or 1.34% to $13,266,951.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2016, included above, is projected to be $2,748,086 an increase of $12,048 or .44%.

Federal - Federal revenue (5.1% of total revenue) is derived from various grants such as the No Child Left Behind (NCLB) and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (1.4% of total revenue) is obtained predominately from amounts charged for lunch and breakfast. Miscellaneous income includes a return from the insurance company in the form of a dividend and amounts received as reimbursement from school activity funds for our payments to staff for working at athletic events.

Colonial Heights School Board
2015-2016
Sources of Revenue
(Superintendent's Proposal)

See Summary

LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	19,453,964		19,453,964	19,461,176	19,149,524	5
City Appropriation - Debt Surplus	234,610		234,610		223,906	5
Beginning Fund Balance	774,157		774,157		1,323,646	5
Total Local Funds	20,462,731	0	20,462,731	19,461,176	20,697,076	

OTHER FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Rental of Facilities	15,000		15,000	15,070	15,000	6
Cafeteria Receipts: NSLP		302,257	302,257	257,184	331,892	7
Cafeteria Receipts: High School NSLP		78,314	78,314	115,225	82,973	7
Fees from Students	20,000		20,000	19,536	25,000	9
Transportation of Pupils	9,000		9,000	9,047	9,000	10
Refunds and Miscellaneous Income	75,000		75,000	109,344	25,000	11
Vision Program Local Tuition		0	0	68,780	51,893	12
Vision Program State Grant - VDVB		0	0	0	3,750	13
Total Other Funds	119,000	380,571	499,571	594,187	544,508	

FEDERAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
NCLB - Title I, Part A		425,800	425,800	342,927	318,308	13
NCLB - Title II, Part A		70,000	70,000	87,132	70,000	13
NCLB - Title II, Part D		0	0	0	0	13
NCLB - Title III, Part A		9,500	9,500	4,062	8,000	13
Impact Aid	17,000		17,000	18,040	17,000	14
DMAS - Medicaid	50,000		50,000	96,812	0	14
National School Lunch Program		511,850	511,850	477,230	500,816	7
National School Breakfast Program		117,479	117,479	101,497	115,363	7
Special Ed Flow Thru		580,095	580,095	550,349	549,048	15
Flow Thru - Preschool A		13,362	13,362	13,365	13,365	16
Vocational Education - Federal Funds		39,810	39,810	38,775	38,775	17
Total Federal Funds	67,000	1,767,896	1,834,896	1,730,187	1,630,675	

Colonial Heights School Board
2015-2016
Sources of Revenue
(Superintendent's Proposal)

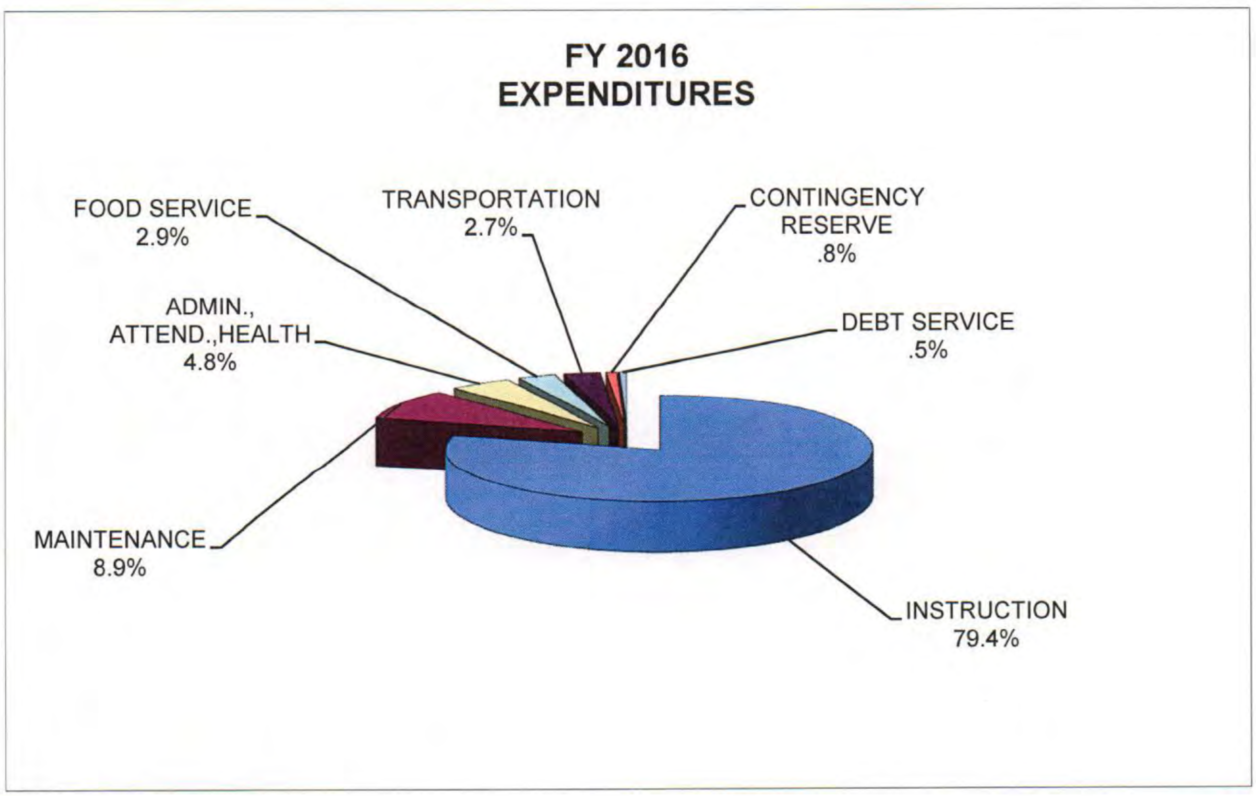
See Summary

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	2,748,086		2,748,086	2,638,707	2,736,038	19
Basic Aid - SOQ	6,741,638		6,741,638	6,593,568	6,714,576	19
Foster Care	4,809		4,809	33,457	62,058	19
Gifted Education - SOQ	74,576		74,576	72,614	74,189	19
Prevention, Intervention & Remediation - SOQ	188,820		188,820	165,313	187,840	19
Special Education - SOQ	1,072,624		1,072,624	934,715	1,067,055	19
Remedial Summer School	0		0	51,209	0	19
Textbooks	152,674		152,674	138,631	151,882	19
School Food Service		19,583	19,583	21,967	21,914	8
Vocational Education - SOQ	199,927		199,927	145,228	198,889	19
Vocational Education - CATEGORICAL		36,538	36,538	40,026	42,545	19
Adult Education- Categorical		7,859	7,859	7,859	10,934	19
Special Education - CAT - Homebound		33,823	33,823	37,546	39,704	19
Soc. Security - INSTRUCTIONAL	444,282		444,282	418,690	441,976	19
Retirement - INSTRUCTIONAL	879,044		879,044	698,332	907,628	19
Group Life - INSTRUCTIONAL	28,561		28,561	26,265	29,991	19
Early Reading Intervention	27,000		27,000	31,201	32,406	19
Additional Assistance w/ Retirement, Inflation & Pres	0		0	110,181	0	19
Compensation Supplement	0		0	157,875	0	19
Mentor Teacher	0		0	1,817	0	19
SOL Algebra Readiness	27,724		27,724	23,029	27,638	19
Technology		180,000	180,000	180,000	180,000	19
At Risk Students	138,694		138,694	112,009	138,091	19
Virginia Preschool Initiative	61,312		61,312	59,962	64,729	19
K-3 Primary Class Size Reduction	147,920		147,920	131,827	267,646	19
English-as-a-Second-Language	51,457		51,457	45,683	49,932	19
Total State Funds	12,989,148	277,803	13,266,951	12,877,712	13,447,661	
TOTAL BUDGET	33,637,879	2,426,270	36,064,149	34,663,262	36,319,920	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2015-2016
(Superintendent's Proposal)

Details

	FY 2016 BUDGET	FY 2015 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	$28,632,887	28,671,141	(38,254)	-0.13%
MAINTENANCE	3,218,345	3,312,337	(93,992)	-2.84%
ADMIN., ATTEND.,HEALTH	1,712,847	1,684,007	28,840	1.71%
FOOD SERVICE	1,029,482	1,052,958	(23,476)	-2.23%
TRANSPORTATION	983,263	918,479	64,784	7.05%
CONTINGENCY RESERVE	296,239	491,672	(195,433)	-39.75%
CIP RESERVE	0	0	0	0.00%
DEBT SERVICE	191,086	189,326	1,760	0.93%
	$36,064,149	36,319,920	(255,771)	-0.70%



Approach to expenditure budgeting:

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

Colonial Heights School Board
2015-2016
FUNCTION & LINE ITEM EXPENDITURES
(Superintendent's Proposal)
INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
INSTRUCTIONAL SUPERVISORS	498,465		498,465	481,264	479,528	26
INFORMATION TECHNOLOGY SALARIES	414,327		414,327	418,772	409,676	27
SCHOOL SOCIAL WORKER	70,031		70,031	68,625	68,625	28
SCHOOL SECRETARIES & BOOKKEEPERS	492,818		492,818	478,024	479,215	29
RETIREMENT - SICK LEAVE PAYOUT	60,000		60,000	115,751	60,000	30
SUBSTITUTE AIDES	60,000		60,000	61,198	60,000	31
SUBSTITUTE SECRETARIES	35,000		35,000	63,026	35,000	32
SOCIAL SECURITY	1,338,291		1,338,291	1,317,438	1,315,416	33
RETIREMENT & GROUP LIFE	2,781,736		2,781,736	2,360,798	2,866,991	33
MEDICAL AND DENTAL PLANS	2,811,820		2,811,820	2,520,541	3,007,825	36
UNEMPLOYMENT INSURANCE VEC	26,000		26,000	26,703	33,000	37
WORKER'S COMPENSATION INSURANCE - INSTRUCTION	58,480		58,480	51,935	53,600	38
TESTING	42,000		42,000	86,548	75,000	39
STAFF DEVELOPMENT	30,000		30,000	29,673	40,000	40
TUITION- ALL PROGRAMS	260,050		260,050	246,268	337,553	41
TRAVEL- MILEAGE, LODGING, MEALS	23,500		23,500	16,322	23,500	43
OFFICE SUPPLIES - SAO INSTRUCTION	4,250		4,250	7,906	4,250	44
ATHLETIC TRAINERS	11,200		11,200	9,600	11,200	46
LIBRARY SUPPLIES - SAO INSTRUCTION	1,000		1,000	561	3,000	47
EDUC. SUPPLIES - SAO INSTRUCTION	70,650		70,650	79,682	97,650	48
TEXTBOOKS	84,709		84,709	341,114	150,435	50
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	10,430		10,430	10,430	10,430	52
INSTRUCTION CAPITAL EXPENDITURES- MINOR	36,779		36,779	137,899	86,477	53
TECHNOLOGY EXPENDITURES- MAJOR (> $5,000)	77,572		77,572	62,268	66,061	55
TECHNOLOGY EXPENDITURES- MINOR (< $5,000)	335,271		335,271	241,110	213,269	57
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	59
LIBRARIAN- ELEM.	146,459		146,459	164,829	164,829	60
GUIDANCE COUN.-ELEM.	159,566		159,566	150,504	154,827	61
PRINCIPAL- ELEM.	265,840		265,840	259,704	259,529	62
ASSIST. PRINCIPAL- ELEM.	0		0	78,896	0	63
OFFICE SUPPLIES- NORTH	2,295		2,295	990	2,295	44
LIBRARY SUPPLIES- NORTH	7,035		7,035	5,313	5,980	47
EDUC. SUPPLIES- NORTH	23,800		23,800	21,260	23,800	64
COPIER COSTS & PAPER- NORTH	15,055		15,055	17,872	15,055	65
OFFICE SUPPLIES- LAKEVIEW	2,380		2,380	2,371	2,380	44
LIBRARY SUPPLIES- LAKEVIEW	8,300		8,300	6,837	7,480	47
EDUC. SUPPLIES- LAKEVIEW	27,275		27,275	28,157	27,500	64
COPIER COSTS & PAPER - LAKEVIEW	19,825		19,825	15,186	19,825	65
OFFICE SUPPLIES- TUSSING	3,740		3,740	1,857	3,740	44
LIBRARY SUPPLIES- TUSSING	12,049		12,049	12,032	12,049	47
EDUC. SUPPLIES- TUSSING	57,900		57,900	45,669	62,900	64
COPIER COSTS & PAPER - TUSSING	27,173		27,173	26,849	27,173	65
LIBRARIAN- SEC.	99,323		99,323	91,905	100,684	66
GUIDANCE COUN.-SEC.	324,896		324,896	323,143	326,790	67
PRINCIPAL- SEC.	180,633		180,633	174,321	174,321	68
ASSIST. PRINCIPAL- SEC.	228,720		228,720	219,252	219,252	69
OFFICE SUPPLIES- MID SCH	5,100		5,100	3,686	5,100	44
LIBRARY SUPPLIES- MID SCH	23,750		23,750	8,165	8,500	47
EDUC. SUPPLIES- MID SCH	66,350		66,350	50,787	66,350	70
COPIER COSTS & PAPER - MID SCH	33,679		33,679	30,418	33,679	65
OFFICE SUPPLIES- SR HI	8,500		8,500	5,423	8,500	44
LIBRARY SUPPLIES- SR HI	20,000		20,000	15,047	17,000	47
EDUC. SUPPLIES- SR HI	64,200		64,200	98,578	114,349	71
COPIER COSTS & PAPER - SR HI	30,800		30,800	30,908	30,800	65
BAND - CLINICIANS	22,250		22,250	0	22,250	72
BAND - MUSIC, EQUIPMENT, SUPPLIES	41,000		41,000	63,352	41,000	72

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BAND - EQUIPMENT MAINTENANCE	2,000		2,000	0	2,000	72
SECRETARY FOR DIRECTORS	45,707		45,707	45,707	45,707	73
PARAPROFES: TECHNOLOGY	175,757		175,757	199,015	170,597	74
TEACHER- ELEM.- REGULAR	4,923,080		4,923,080	5,004,007	4,893,721	75
PARAPROFESSIONAL- ELEM.	468,067		468,067	381,840	447,456	76
TEACHER: SUBSTITUTE- ELEM.	130,000		130,000	132,530	130,000	77
TEACHER- SEC.- REGULAR	4,365,278		4,365,278	4,303,450	4,346,771	78
EXTRA DUTY SUPPLEMENTS	290,839		290,839	284,476	297,911	79
PARAPROFESSIONAL- SEC.	246,948		246,948	187,987	255,233	82
TEACHER: SUBSTITUTE- SEC.	150,000		150,000	153,903	150,000	83
TEACHER- HOMEBOUND	88,300	33,823	122,123	97,282	122,123	84
TEACHER- ELEM.- SP ED	845,811		845,811	818,389	828,407	85
PARAPROFES: SP ED- ELEM.	496,739		496,739	478,387	477,418	86
TEACHER- SEC.- SP ED	994,367		994,367	986,997	1,021,653	87
PARAPROFES: SP ED- SEC.	427,028		427,028	442,545	420,374	88
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	6,500		6,500	6,055	6,500	89
SPECIAL Ed FLOW THRU TEACHER		176,540	176,540	175,415	173,002	90
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		75,740	75,740	67,448	72,584	90
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		67,543	67,543	62,519	64,394	90
SPECIAL Ed FLOW THRU SOCIAL SECURITY		30,072	30,072	27,639	29,319	90
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		64,115	64,115	50,991	65,154	90
SPECIAL Ed FLOW THRU HOSPITAL PLANS		66,495	66,495	70,504	71,316	90
SPECIAL Ed FLOW THRU SUPPLIES		0	0	0	0	90
PRESCHOOL A CONTRACTUAL SERVICES		13,362	13,362	13,365	13,365	91
SECRETARY OSS	124,964		124,964	91,414	77,612	92
OSS CONTRACTUAL SERV.-PARA.	0		0	0	0	N/A
OSS NON GRANT SUPPLIES	359,004		359,004	347,073	176,000	93
COPIER & PAPER COSTS - OSS	6,167		6,167	3,113	3,613	65
RESOURCE OFFICERS	182,232		182,232	145,231	164,850	94
VISION PROGRAM TEACHER		0	0	57,947	57,947	95
VISION PROGRAM FICA		0	0	4,302	4,433	95
VISION PROGRAM VRS & GROUP LIFE		0	0	8,089	9,851	95
VISION PROGRAM MEDICAL & DENTAL		0	0	7,806	7,884	95
VISION PROGRAM SUPPLIES		0	0	3,875	6,000	95
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		39,810	39,810	38,775	38,775	96
TEACHER- PRESCHOOL- SP ED	141,472		141,472	96,094	95,412	97
TEACHER- SEC.- VOC ED	886,265		886,265	897,741	921,931	98
VOC. SUPPLIES- MID SCH	12,304		12,304	10,300	12,304	99
COPIER & PAPER COSTS - CAREER & TECH CENTER	6,552		6,552	6,308	6,552	65
VOC. SUPPLIES- SR HI	32,631	44,397	77,028	43,264	77,028	100
PARAPROFES: VOC ED	22,654		22,654	21,579	21,579	101
TEACHER- ELEM.- GIFTED	105,791		105,791	103,548	103,548	102
GIFTED EDUC. EXPENDITURES	8,735		8,735	8,521	8,500	103
TEACHER-SEC.- GIFTED	170,658		170,658	174,087	173,887	102
NCLB: TITLE I TEACHER		206,728	206,728	227,430	208,260	104
NCLB: TITLE I - SOCIAL SECURITY		15,815	15,815	16,527	15,932	104
NCLB: TITLE I - RETIREMENT & GROUP LIFE		33,717	33,717	31,749	35,404	104
NCLB: TITLE I - MEDICAL & DENTAL		20,049	20,049	22,438	21,502	104
NCLB: TITLE I - SUPPLIES		149,492	149,492	44,782	37,210	104
TEACHER - SUM. SCH	52,566		52,566	177,838	71,484	105
ADULT EDUCATION	5,000	0	5,000	2,205	5,000	106
NCLB: TITLE II STAFF DEV.		70,000	70,000	87,132	70,000	107
NCLB: TITLE II, PART D TECHNOLOGY		0	0	0	0	107
NCLB: TITLE III, PART A		9,500	9,500	4,062	8,000	108
SUB TOTAL INSTRUCTION	27,335,689	1,297,198	28,632,887	28,040,445	28,671,141	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BOARD MEMBERS	24,300		24,300	24,300	24,300	109
ATTORNEY FEES	15,000		15,000	6,224	15,000	110
SOCIAL SECURITY	75,181		75,181	70,291	75,486	34
RETIREMENT & GROUP LIFE	156,324		156,324	133,688	163,616	34
MEDICAL & DENTAL	133,658		133,658	133,262	143,349	36
UNEMPLOYMENT INSURANCE	2,000		2,000	0	2,000	37
WORKER'S COMPENSATION INSURANCE	4,300		4,300	3,848	4,000	38
CONSULTANT FEES	4,000		4,000	0	16,000	111
SCHOOL ACTIVITY FUND AUDIT EXPENSES	4,700		4,700	4,500	4,700	112
GENERAL INSURANCE	90,727		90,727	56,972	56,971	113
BANK SERVICE CHARGES	100		100	0	100	114
ADMINISTRATIVE STAFF	201,972		201,972	198,817	198,817	115
SUPERINTENDENT	138,095		138,095	138,095	138,095	116
BUSINESS OFFICE STAFF	278,032		278,032	273,948	270,074	117
COMPUTER SERVICES	27,000		27,000	29,741	25,000	118
POSTAGE	7,500		7,500	3,456	7,500	119
TRAVEL, MILEAGE, LODGING, MEALS	12,000		12,000	17,891	12,000	43
ASSOCIATION DUES	28,475		28,475	26,225	28,725	120
COMMUNITY RELATIONS	5,000		5,000	5,832	5,000	N/A
OFFICE SUPPLIES	11,900		11,900	12,154	11,900	44
COPIER & PAPER COSTS - SAO	17,290		17,290	15,883	17,290	65
BACKGROUND CHECKS & DRUG TESTS	10,345		10,345	10,286	10,345	121
NURSE	236,463		236,463	232,891	230,806	122
NURSING SUPPLIES	25,000		25,000	16,075	25,000	93
PSYCHOLOGIST	103,895		103,895	124,655	124,655	123
OCCUPATIONAL THERAPIST, FLOW THRU		73,279	73,279	73,279	73,278	90
CONTRACTED THERAPY, FLOW THRU		26,311	26,311	22,555	0	90
SUB TOTAL ADMINISTRATION	1,613,257	99,590	1,712,847	1,634,866	1,684,007	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
BUS DRIVERS	309,309		309,309	320,767	313,002	124
SOCIAL SECURITY	41,801		41,801	36,239	39,360	34
RETIREMENT & GROUP LIFE	7,769		7,769	2,131	7,786	34
MEDICAL & DENTAL	60,480		60,480	64,882	64,866	36
WORKER'S COMPENSATION INSURANCE	8,600		8,600	7,696	8,000	38
BUS INSURANCE	34,196		34,196	33,614	32,958	113
BUS COORDINATOR	47,632		47,632	42,543	45,800	125
CAPITAL OUTLAY - MAJOR	133,000		133,000	94,105	95,000	126
BUS PARAPROFESSIONAL	69,476		69,476	31,901	35,707	127
SUBSTITUTES AND EXTRA TRIPS	120,000		120,000	94,974	120,000	128
FUEL AND SUPPLIES	146,000		146,000	130,214	146,000	129
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	90
PAYMENTS TO PARENTS & PRIVATE VENDORS	5,000		5,000	2,058	10,000	130
SUB TOTAL TRANSPORTATION	983,263	0	983,263	861,124	918,479	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
SOCIAL SECURITY	101,610		101,610	98,556	102,599	35
RETIREMENT & GROUP LIFE	121,434		121,434	144,299	120,356	35
MEDICAL & DENTAL	218,864		218,864	255,117	234,734	36
UNEMPLOYMENT INSURANCE	4,000		4,000	0	4,000	37
WORKER'S COMPENSATION INSURANCE	13,760		13,760	11,916	12,000	38
ELECTRICAL SERVICE	600,000		600,000	585,592	600,000	131
FUEL FOR UTILITIES	72,650		72,650	74,091	72,650	132
WATER, SEWAGE, REFUSE	35,000		35,000	27,497	70,350	133
TELEPHONE & INTERNET SERVICE	165,100		165,100	156,573	175,000	134
CAPITAL EXPENDITURES- MAJOR	32,765		32,765	317,692	63,900	135
CAPITAL EXPENDITURES- MINOR	9,500		9,500	9,500	9,500	137
CUSTODIANS - FULL TIME	695,695		695,695	680,479	674,451	138
MAINTENANCE WORKERS - FULL TIME	427,325		427,325	418,882	416,487	139
DIRECTOR	84,219		84,219	84,219	84,219	140
CUSTODIANS - PART & OVERTIME	100,000		100,000	96,191	145,000	141
MAINTENANCE WORKERS: PART & OVERTIME	21,000		21,000	24,745	21,000	142
MAINTENANCE SERVICES	205,000		205,000	274,295	205,000	143
OFFICE SUPPLIES	1,700		1,700	1,700	1,700	44
MAINTENANCE SUPPLIES	259,832		259,832	281,619	250,500	144
OPERATION OF VEHICLES	46,750		46,750	37,397	46,750	145
COPIER & PAPER COSTS - OPERATION & MAINTENANCE	2,141		2,141	1,841	2,141	65
SUB TOTAL OPERATIONS	3,218,345	0	3,218,345	3,582,202	3,312,337	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
SOCIAL SECURITY		6,770	6,770	5,568	6,812	35
RETIREMENT & GROUP LIFE		10,673	10,673	10,221	11,023	35
MEDICAL & DENTAL		30,073	30,073	33,370	30,462	36
WORKERS' COMP: OTHER		860	860	1,564	1,600	38
FOOD SERVICE BANK CHARGES-OTHER		3,838	3,838	761	500	146
CAPITAL OUTLAY - MAJOR		4,552	4,552	950	10,941	147
CAPITAL OUTLAY - MINOR		0	0	0	0	N/A
SECRETARY		32,525	32,525	32,884	32,525	148
FULL TIME WORKERS		55,974	55,974	56,860	56,523	149
COORDINATOR		0	0	0	0	150
PART TIME WORKERS		0	0	0	0	151
FOOD		0	0	1,092	0	152
SUPPLIES		5,035	5,035	5,830	4,759	153
CONTRACTUAL SERVICES		869,104	869,104	870,423	884,181	154
FOOD SERVICE SECRETARY - HIGH SCHOOL		8,131	8,131	8,221	8,131	155
FULL TIME WORKERS - HIGH SCHOOL		0	0	0	0	156
COORDINATOR - HIGH SCHOOL		0	0	0	0	157
PART TIME WORKERS - HIGH SCHOOL		0	0	0	0	158
SOCIAL SECURITY: HIGH SCHOOL		622	622	623	622	35
RETIREMENT & GROUP LIFE: HIGH SCHOOL		1,326	1,326	1,447	1,382	35
HOSPITAL PLANS: HIGH SCHOOL		0	0	3,250	1,792	36
WORKERS' COMP: HIGH SCHOOL		0	0	0	800	38
FOOD SERVICE BANK CHARGES- HIGH SCHOOL		0	0	0	0	159
FOOD: HIGH SCHOOL		0	0	280	0	160
SUPPLIES: HIGH SCHOOL		0	0	3,140	905	161
CAPITAL OUTLAY - MAJOR-HIGH SCHOOL		0	0	0	0	N/A
SUB TOTAL FOOD SERVICE	0	1,029,482	1,029,482	1,036,483	1,052,958	

DEBT SERVICE & FUND TRANSFERS

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
DEBT SERVICE TO CITY	191,086		191,086	189,929	189,326	162
TRANSFER TO CITY		0	0	446,608	0	162
SUB TOTAL DEBT SERVICE	191,086	0	191,086	636,537	189,326	

CONTINGENCY RESERVE

0.82%

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
CONTINGENCY RESERVE	296,239		296,239		491,672	163
CIP RESERVE	0		0		0	163

	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget
TOTAL EXPENDITURE BUDGET	33,637,879	2,426,270	36,064,149	35,791,657	36,319,920

ORDINANCES & RESOLUTIONS

City of Colonial Heights
FY2015-16
Annual
Operating
Budget

AN ORDINANCE NO. 15-FIN-3

Adopting the General Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	$ 132,953
Executive(City Manager)	547,872
Legal (City Attorney)	219,684
Tax Collections	460,952
Finance	6,895,180
Information Technologies	197,376
Board of Elections	136,776
Judicial	4,921,958
Public Safety	8,321,567
Public Works	3,879,376
Health and Social Services	642,839
Parks and Recreation	1,407,564
Cultural Enrichment	80,882
Library	629,853
Community Development	427,857
Human Services	331,517
Nondepartmental	530,433
Debt Service	3,710,811
Operating Transfers Out	19,973,172
TOTAL	$53,448,622

2. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2015:

General Property Taxes	$21,791,222
Other Local Taxes	17,531,744
Licenses, Permits & Fees	3,897,518
Fines and Forfeitures	732,800
Use of Money & Property	190,000
Intergovernmental Revenues	6,665,530
Charges for Current Services	2,298,750

Miscellaneous	341,058
TOTAL	$53,448,622

3. That all legal outstanding encumbrances (purchase orders and contracts) as of June 30, 2015, be offset by an equal amount of reserved Fund Balance for subsequent year expenditures; and if performance of a contract or purchase order is complete, or virtually complete, an expenditure and estimated liability should be recorded in lieu of an expenditure.

4. That the unencumbered balance of the annual appropriation standing on the books of the City as of June 30, 2015, shall be canceled.

5. That the payment and settlement of claims of any kind heretofore and hereafter asserted against the City and final judgments with interest and costs heretofore obtained against the City shall be paid upon the approval and order of the City Attorney from the funds herein appropriated for defraying the expenses of performing the functions of the department, board, bureau, office, agency or court involved in the subject matter of the claim or judgment.

6. That this ordinance shall be in full force and effect on and after the first day of July, 2015, and shall constitute the General Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 15-FIN-4

Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, and approving such budget.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the School Fund Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016 is hereby adopted.

2. That the sum of $36,064,149 is hereby appropriated from the resources and revenues of the City of Colonial Heights School Fund for the fiscal year beginning July 1, 2015.

School Expenditures	$36,064,149
TOTAL	$36,064,149

3. That the foregoing appropriation is based upon the following estimates of revenues and transfers for the fiscal year beginning July 1, 2015:

Federal Funds	$ 1,834,896
State Funds	13,266,951
City Funds	19,688,574
Other Funds	499,571
Fund Balance	744,157
TOTAL	$36,064,149

4. That this ordinance shall be in full force and effect on and after the first day of July, 2015 and shall constitute the School Fund.

AN ORDINANCE NO. 15-FIN-5

Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, is hereby adopted.

2. That the sum of $160,000 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Recreation Activity Fund Budget as follows:

REVENUES

Charges for Current Services	$160,000.00
TOTAL	$160,000.00

EXPENDITURES

Operating Expenses	$160,000.00
TOTAL	$160,000.00

3. That this ordinance shall be in full force and effect on and after the first day of July, 2015, and shall constitute the Recreation Activity Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 15-FIN-6

Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the operating expenses stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, is hereby adopted.

2. That the sum of $4,948,057 be, and the same is hereby, appropriated from the estimated revenues from all existing sources as shown in the Water and Sewer Fund Budget for the ensuing fiscal year, which shall be used for operating expenses as follows:

REVENUES

Estimated Accrued Revenues, July 1, 2015, through June 30, 2016	$4,948,057
TOTAL REVENUES	$4,948,057

OPERATING EXPENSES
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Water Distribution	$1,516,219
Wastewater Treatment	2,900,966
Utility Billing	259,092
TOTAL EXPENSES	$4,676,277

3. That a capital outlay in the amount of $662,000 from the resources of the Water and Sewer Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of such assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2015, and shall constitute the Water and Sewer Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 15-FIN-7

Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the budget designated the Storm Water Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, is hereby adopted.

2. That the sum of $488,700 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Storm Water Fund Budget as follows:

REVENUES

Charges for Current Services		$403,700
0perating Transfers In		$ 85,000
	TOTAL	$488,700

EXPENDITURES
(INCLUDING AMORTIZED CAPITAL OUTLAY)

Operating Expenses		$283,592
Fixed Charges		90,804
Internal Services		$ 38,000
	TOTAL	$412,396

3. That a capital outlay in the amount of $12,000 from the resources of the Storm Water Fund be, and the same is hereby, authorized during the ensuing fiscal year and such purchases shall be amortized over the anticipated useful life of such assets in accordance with generally accepted accounting principles.

4. That this ordinance shall be in full force and effect on and after the first day of July, 2015, and shall constitute the Storm Water Fund Appropriation Ordinance for the fiscal year beginning on that date.

AN ORDINANCE NO. 15-7

Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2015, and ending December 31, 2015; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2016, and ending December 31, 2016, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year beginning January 1, 2015, and ending December 31, 2015, a tax on all real estate located in the City not exempt from taxation of one dollar and fourteen cents (\$1.14) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year beginning January 1, 2016, and ending December 31, 2016, a tax on all real estate located in the City not exempt from taxation of one dollar and fourteen cents (\$1.14) on each one hundred dollars (\$100) of assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2015; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-8

Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2015; and for the tax year commencing January 1, 2016, and ending December 31, 2016; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2015, a tax on all tangible personal property in the general class and the classes designated in subsections 1, 6, 9, 11, 12, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless otherwise exempt from taxation, of three dollars and fifty cents ($3.50) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year ending December 31, 2015, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as classified in Va. Code § 58.1-3506.A.10, of one dollar and fourteen cents ($1.14) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

3. That there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a tax on all tangible personal property in the general class and the classes designated in subsections 1, 6, 9, 11, 12, 16, 17, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 37 of Va. Code § 58.1-3506.A, unless otherwise exempt from taxation, of three dollars and fifty cents ($3.50) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

4. That there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a tax on all vehicles without motive power, used or designed to be used as manufactured homes (as defined in Va. Code § 36-85.3), as

classified in Va. Code § 58.1-3506.A.10, of one dollar and fourteen cents ($1.14) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

5. That Sections 1 and 2 of this ordinance shall be in full force and effect for the tax year 2015 and that Sections 3 and 4 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-9

Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2015; and for the tax year commencing January 1, 2016, and ending December 31, 2016, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2015, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar ($1.00), for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a tax on one motor vehicle owned by each member of a volunteer rescue squad or volunteer fire department, and each person appointed to serve as an auxiliary police officer, as classified in Va. Code § 58.1-3506.A.15 and 20, and City Code §§ 258-23 and 258-23.1, of one dollar ($1.00), for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2015; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-10

Providing for a personal property levy of one dollar ($1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2015, and ending December 31, 2015; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2016, and ending December 31, 2016, for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Va. Code § 58.1-3506.A.14, and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2015, and ending December 31, 2015, a personal property tax of one dollar ($1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

2. That pursuant to Va. Code § 58.1-3506.A.14 and City Code § 258-23.2, there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a personal property tax of one dollar ($1.00) for general municipal purposes on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2015; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-11

Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 59% is established for the tax year ending December 31, 2015.

2. That pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief"), a rate of 59% is established for the tax year ending December 31, 2016.

3. That Sections 1 of this ordinance shall be in full force and effect for the tax year 2015 and that Section 2 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-12

Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2015; and for the tax year commencing January 1, 2016, and ending December 31, 2016; for general municipal purposes.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That there is hereby levied and shall be collected for the tax year ending December 31, 2015, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers, and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars ($2.00) on each one hundred dollars ($100) of assessed valuation thereof, for general municipal purposes.

2. That there is hereby levied and shall be collected for the tax year commencing January 1, 2016, and ending December 31, 2016, a tax on all: (a) machinery and tools as classified in Va. Code § 58.1-3507, as amended; (b) tangible personal property used in a research and development business, as classified in Va. Code § 58.1-3506.A.7; (c) generating equipment, as classified in Va. Code § 58.1-3506.A.9; (d) personal property used in manufacturing, testing or operating satellites, as classified in Va. Code § 58.1-3506.A.21; and (e) motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as classified in Va. Code § 58.1-3506.A.25; of two dollars ($2.00) on each one hundred dollars ($100) of

assessed valuation thereof, for general municipal purposes.

3. That Section 1 of this ordinance shall be in full force and effect for the tax year 2015; and that Section 2 of this ordinance shall be in full force and effect for the tax year 2016.

AN ORDINANCE NO. 15-13

To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, to increase charges for sewer service.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 238-8. Sewer service charges; metering.

A. There shall be added to the bimonthly bill for all premises inside the City having a connection, directly or indirectly, to the City sanitary or storm drainage system a bimonthly sewer service and sewage treatment charge in the amount of ~~$20.85~~ *$26.98* plus ~~$2.40~~ *$2.55* per 100 cubic feet of water metered up to 100,000 cubic feet, and for all over 100,000 cubic feet, ~~$2.89~~ *$3.06* per 100 cubic feet of water metered.

B. The *bimonthly* amount charged water takers outside the City limits shall be ~~$26.87~~ *$31.50* plus ~~$3.12~~ *$3.30* per 100 cubic feet of water metered or supplied.

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2. That this ordinance shall be in full force and effect for all bills rendered on and after July 1, 2015.

AN ORDINANCE NO. 15-14

To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code, to increase charges for water service.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 277-9 of Chapter 277, Water, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 277-9. Water rates and charges; computation of amount.

A. The charges for City water supplied to water takers within the City through meters shall be as follows:

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less	$ ~~17.49~~ *22.33*
Next 4,000	$ ~~16.00~~ *16.05*
Next 20,000	$ ~~13.30~~ *14.47*
Next 100,000	$ ~~11.94~~ *13.95*
All over 125,000	$ ~~12.72~~ *15.04*

B. The charge for City water supply to water takers outside the City through meters shall be as follows:

Bimonthly Water Rates

Amount (cubic feet)	Charge per 1,000 Cubic Feet
1,000 or less (minimum charge)	$ ~~23.42~~ *26.42*
All over 1,000	$ ~~16.41~~ *16.46*

C. All bills for water, or for water including sewer service charge, may be rendered in multiples of $0.05. If the actual amount of the bill shall exceed by $0.01 or $0.02 a number divisible by five, such $0.01 or $0.02 shall be disregarded; if such excess number of cents shall be $0.03 or $0.04, the number of cents on such bill shall be the next highest number divisible by five.

2. That this ordinance shall be in full force and effect for all bills rendered on and after July 1, 2015.

AN ORDINANCE NO. 15-15

To amend and reordain § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code, to increase the fees the City charges residential and commercial establishments for solid waste collection and disposal or recycling.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code, be, and is hereby, amended and reordained as follows:

§ 244-13. City to provide collection, disposal and recycling services; charges; billing; independent disposal.

A.

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C. The rates or fees to be charged by the City for solid waste collection and disposal or recycling shall be as follows:

(1) For the collection and disposal of solid waste once a week, and the separate collection and recycling of recyclable material once a week, from each single-family unit, each duplex unit and each apartment unit, there shall be a monthly charge of ~~$13.25~~ *$11.40* for one can per pickup; and there shall be an additional monthly charge of $2.10 for each additional can per pickup at each such residence.

(2) For the collection and disposal of solid waste once a week, and the separate collection and recycling of recyclable material once a week, from each commercial establishment, there shall be a monthly charge of ~~$13.25~~ *$11.40* for one can per pickup; and there shall be an additional monthly charge of $2.10 for each additional can per pickup at each commercial establishment.

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2. That this ordinance shall be in full force and effect for all bills rendered on and after July 1, 2015.