COLONIAL HEIGHTS CITY COUNCIL AGENDA

SPECIAL MEETING
CITY HALL

Council Members
Michael A. Cherry
Kenneth B. Frenier
W. Joe Green, Jr.
John E. Piotrowski
John T. Wood
Elizabeth G. Luck, Vice-Mayor
T. Gregory Kochuba, Mayor

April 21, 2020 | 201 James Avenue, Colonial Heights, VA | 6:00 PM

1. Call To Order
2. Roll Call
3. Declarations Of Personal Interest
4. Work Session On The Following Items:

   A. Review And Discussion Of The Proposed FY 2020-2021 Annual Operating Budget

      Documents:

      EX SUMMARY FY20-21 PROPOSED BUDGET.PDF
      FY21 PROPOSED BUDGET.PDF
      PROPOSED BUDGET PRESENTATION FY21 REVISED.PDF

   B. AN ORDINANCE NO 20-11
      (*Second Reading*) Amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills; and by amending Chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to City Code §27-10.

      Documents:

      EX SUMMARY ORD 20-11.PDF
      AN ORDINANCE NO 20-11.PDF

5. Adjournment

Colonial Heights City Council Meeting
Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting (Budget Work Session)

MEETING DATE: April 21, 2020

ITEM: FY 2020-2021 Proposed Operating Budget Discussion

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: This item is for discussion of the proposed operating budget.

BACKGROUND: An overview presentation for the City Manager's Proposed FY 2020-2021 Operating Budget was provided to City Council at the April 14, 2020 Regular Council meeting (attached for reference). This agenda item provides an opportunity for City Council to discuss the proposed budget and ask questions of staff.

BUDGET/FINANCIAL IMPACT:
Funding for this item was: ☐ included ☐ not included in the current-year budget ☒ N/A

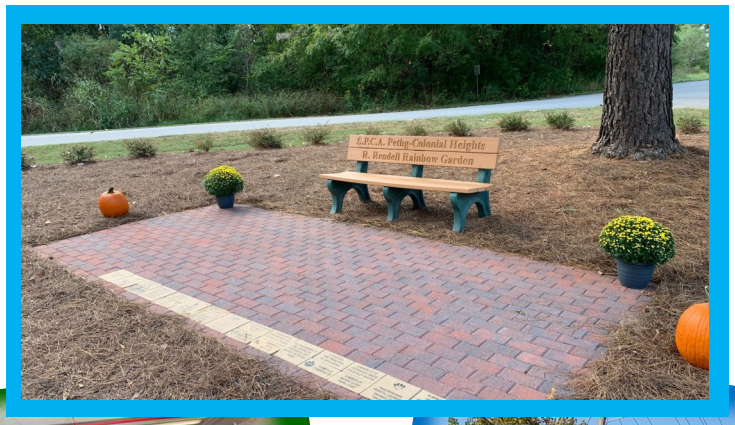
RECOMMENDATION: Council discussion with staff regarding the proposed budget.

ATTACHMENTS:
FY 2020-2021 Proposed Operating Budget
FY 2020-2021 Proposed Operating Budget Presentation – April 14, 2020

☐Staff will be making a detailed presentation on this agenda item at the meeting.
☒Staff will provide brief comments and answer questions on this item at the meeting.
☐This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

City of Colonial Heights
FY2020-21 Proposed
Annual Operating Budget



April 14, 2020

Douglas E. Smith,
City Manager

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City of Colonial Heights
Elected Officials and Senior Management
April 1, 2020

CITY COUNCIL

T. Gregory Kochuba.....Mayor

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

Michael A. Cherry.....Councilmember

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

Kenneth B. Frenier.....Councilmember

John E. Piotrowski.....Councilmember

John T. Wood.....Councilmember

SENIOR MANAGEMENT

Douglas E. Smith..... City Manager
Sheila S. Minor..... Director of Finance
Andrew J. Blais..... Director of Information Technology
Jennifer N. Carpenter..... Director of Human Resources
Jeffrey W. Faries..... Chief of Police
Hugh P. Fisher, III ..... City Attorney
Todd B. Flippen.....Acting Director of Public Works/ Engineering
Kelly M. Hall.....Director of Planning/Community Development
Bruce N. Hansen..... Library Director
A.G. Moore, Jr..... Chief of Fire & EMS
Craig R. Skalak ..... Director of Recreation & Parks
Pamela B. Wallace..... Clerk of Council

CONSTITUTIONAL OFFICERS

Alfred Gray Collins, III..... Commonwealth's Attorney
Bill Feasenmyer..... Commissioner of Revenue
Harriet Frenier..... Treasurer
Stacy L. Stafford..... Clerk of Circuit Court
Todd B. Wilson..... Sheriff

Jennifer W. Schott.....Registrar

CITY BOARDS AND COMMISSIONS

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

- ADVISORY BOARD TO CITY COUNCIL
- ADVISORY BOARD TO RECREATION AND PARKS
- APPOMATTOX RIVER WATER AUTHORITY
- ARCHITECTUAL REVIEW BOARD
- BOARD OF ZONING APPEALS
- CENTRAL VIRGINIA FILM OFFICE BOARD OF DIRECTORS
- CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
- CHESTERFIELD-COLONIAL HEIGHTS BOARD OF SOCIAL SERVICES
- CITY WETLANDS BOARD
- CVWMA CITIZEN ADVISORY COMMITTEE
- COMMUNITY CRIMINAL JUSTICE BOARD
- CRATER DISTRICT AREA AGENCY ON AGING BOARD OF DIRECTORS
- CRATER PLANNING DISTRICT COMMISSION
- DISTRICT 19 COMMUNITY SERVICES BOARD
- ECONOMIC DEVELOPMENT AUTHORITY
- FIRE PREVENTION BOARD OF APPEALS
- FRIENDS OF THE LOWER APPOMATTOX RIVER
- HENRICUS FOUNDATION BOARD
- HISTORICAL COMMISSION
- JOHN TYLER ASAP POLICY BOARD
- JOHN TYLER COMMUNITY COLLEGE BOARD OF TRUSTEES
- PERSONNEL BOARD
- PETERSBURG AREA REGIONAL TOURISM CORPORATION
- PLANNING COMMISSION
- REGIONAL BUILDING CODE APPEALS BOARD
- RIVERSIDE REGIONAL JAIL AUTHORITY
- SENIOR CITIZENS ADVISORY COMMITTEE
- SOUTH CENTRAL WASTEWATER AUTHORITY
- TRANSPORTATION SAFETY COMMISSION
- VIRGINIA'S GATEWAY REGION
- YOUTH SERVICES COMMISSION

City of Colonial Heights
Office of the City Manager

Douglas E. Smith
City Manager

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

Nancy Bosher
Executive Assistant

April 14, 2020

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

Mayor and Council Members,

In accordance with the provisions of Chapter 6, Sections 6.1 through 6.20 of the Colonial Heights City Charter, I hereby present the proposed annual Operating Budget for the City of Colonial Heights for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, for your consideration.

This budget comes to you in unprecedented times. In response to the world-wide Covid-19 pandemic, City Hall has been closed to the public for weeks, many employees are teleworking and on reduced staffing shifts, many businesses are closed, and gatherings of ten or more people have been banned. As of the release of this proposed budget, there is no way to predict when daily life will return to a normal state. With such unusual circumstances, City Management has implemented financial controls in anticipation of reduced revenue through the remainder of fiscal year 2019-2020. These controls include: requiring City Manager approval for filling vacant positions and freezing capital outlay and non-essential spending unless approved by the City Manager. Finance staff have developed multiple scenarios estimating the impact of this situation on the City's revenue streams, and as the impact unfolds, they will be updating those models to provide information for future decisions.

Proposing a budget for the next three to fifteen months is difficult, given this level of uncertainty. Much flexibility is needed to respond to the changing economic landscape. While I am proposing much the same budget that was developed before the Covid-19 impact, it is with the caveat that spending controls will be in place, as needed, to adjust for revenue shortfalls by delaying or deferring certain expenditures. These spending controls categories will include limiting hiring and non-essential spending as well as placing funds originally intended for cost-of-living adjustments for staff in contingency until the revenue situation stabilizes and staff can assess the City's financial ability to fund those pay adjustments. During the presentation of this budget and the budget work session to follow, staff will outline additional spending control options for FY 2020-21.

The total appropriation included in this FY2020-21 Annual Budget, net of the transfer to schools, is $93,598,777 which is 5.8% larger than the current fiscal year adopted budget. Significant changes between the current year adopted budget and this proposed budget are the increased appropriations in the Stormwater Fund (54.5%), Capital Projects Fund (18.8%), and Schools Fund (6.7%) as compared to the current adopted budget. The Stormwater and Capital Projects Fund increases are largely attributable to appropriations for capital projects, with the bulk of the increase funded through use of accumulated fund balances in utility funds. Likewise, the school division had increases in CIP reserves (233%), contingency fund, (67.5%) and instruction (7.2%). The overall budget by fund is shown in the graph on the next page.

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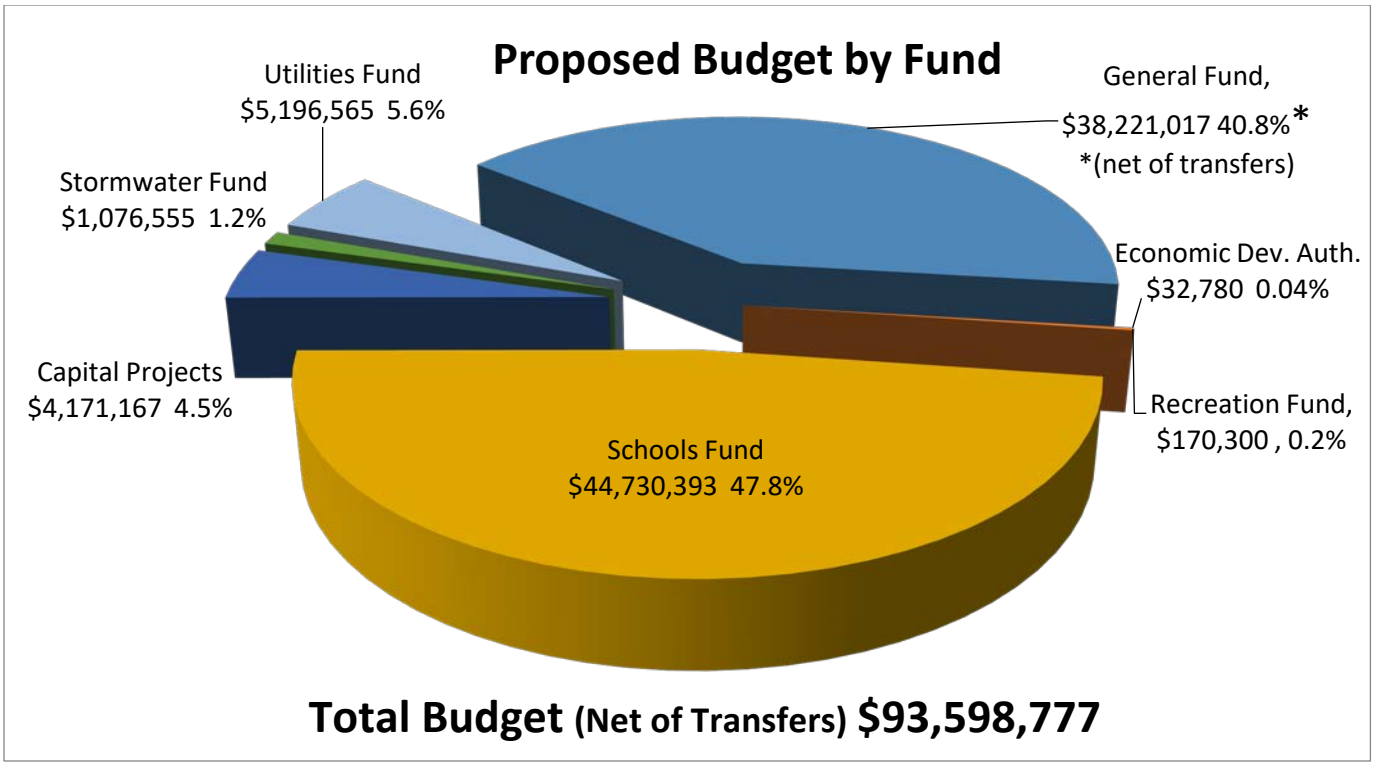


The City's total proposed General Fund budget for the upcoming fiscal year of $61,700,077 is an increase of 4.1% from the original FY 2019-20 General Fund budget of $59,271,136 (the proposed General Fund Budget net of interfund transfers is $38,221,017 as shown in the graph above). Of the $2.4 million increase, $909,153 is increased funding for Colonial Heights Public Schools through the Memorandum of Understanding (MOU) between the School Board and City Council. Under this MOU, the School division receives 50.73% of the City's top six revenue sources as the local contribution to schools. The City's transfer is adjusted to the actual revenue received from these six sources. This proposed general fund budget also includes funding for a 2.5% cost of living adjustment for City employees (held in contingency), additional funding for street maintenance (held in contingency), increases in health insurance and Virginia Retirement System employer rates, and various service enhancements and equipment replacements.

The budget for Colonial Heights Public Schools totals $44,730,393, which is 47.8% of the total budget and an increase of $2.8 million over the current year. The line item detail of the proposed school budget is found in the back of this document, including a narrative from the Superintendent.

Transfers from the General Fund to other funds represent the largest expenditure of the General Fund budget. The General Fund transfer to the Colonial Heights School system is budgeted at $22,475,558, a 4.22% increase from the current fiscal year. The General Fund also includes a transfer to the Capital Projects Fund of $1,003,502, of which $230,000 is current year revenue and $773,502 is use of assigned fund balances. The current year budget provided a $912,370 transfer to the Capital Projects Fund, of which $154,412 was current year, "pay-go", revenue and $256,000 was lease proceeds for a mass computer upgrade.

The FY20-21 Budget, as proposed, continues the City's practice of being a zero-based, balanced, financial plan. All ongoing operating expenditures are supported by revenue generated during the fiscal year. It was created with input from all department heads and included itemized expenditure justifications.

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

The City's budget is comprised of seven (7) funds:

- ***General Fund* – ($38.2, net of $23.5M transfers)** The General Fund provides for the majority of city services; the funding of the General Fund comes from taxes, charges for services, fines and forfeitures, and intergovernmental revenue, among others. All functions not included in one of the other six funds are provided through the General Fund.
- ***School Fund* – ($44.7M)** This fund accounts for revenues and expenditures related to the operation of the Colonial Heights Public School System (CHPS). The City makes a lump-sum transfer of funds to the school division each month based on a formula as set in a Memorandum of Understanding (MOU) between the School Division and the City. While the school funds are appropriated by City Council in total, the School Board allocates and manages these funds.
- ***Economic Development Authority Fund* – ($32,780)** This fund is the newest addition to the City, having started in FY2018. The fund receives administrative fees from the issuance of debt on behalf of specific economic entities. These funds are appropriated for use by the Colonial Heights Economic Development Authority in the promotion of economic development in the City.
- ***Recreation Fund* – ($0.17M)** The Recreation fund holds revenues and expenditures relating to specialized recreation services including athletic leagues, community events, youth sport sponsorships, classes, etc. Salaries of the Recreation and Parks staff and basic activities of the department are funded through the General Fund.
- ***Capital Projects Fund*– ($4.2M)** Large capital purchases (over $50,000) are planned through the City's Capital Improvement Plan, which is a supplemental document to this Operating Budget and integral part of the City's budgeting process. The Capital Projects Fund accounts for expenditures related to the purchase, construction, and installation of capital projects as included in the City's Capital Improvement Plan. Revenue sources include transfers from other funds, debt proceeds, or capital grants used to fund these large-scale projects.
- ***Stormwater Management Fund** – ($1.1M)** Stormwater management activities are funded through a monthly stormwater fee on City utility bills. The stormwater fees are deposited to the Stormwater Management Fund and used to maintain stormwater infrastructure and fund related capital improvement projects.
- ***Water and Sewer Fund** – ($5.2M)** The City's potable water and sanitary sewer services are recorded in the Water and Sewer Fund.

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

The FY20-21 budget document is presented in a format similar to prior years. Preceding most departmental budgets is a title page that includes a brief narrative with information as to departmental activities, duties, and responsibilities. Also, on this page are performance indicators providing statistical data of that department's volume of work and a summary of personnel resources. As was included in the current year budget, this document includes a five-year plan for equipment, furnishings, fixtures, vehicles and other one-time capital outlays in each department.

FY2020-21 ANNUAL BUDGET - *Budget Highlights and Issues*

The City of Colonial Heights continues to respond to financial challenges through the effective management of its available resources. For the uncertainty of FY20-21, this will include implementing spending controls to mitigate anticipated impacts of a significant economic downturn.

As we look into the future, infrastructure replacement, increased demands for services, and general increases in costs will continue to stretch current financial resources. Efforts have been made to review operating budgets and to enhance revenue projections. This proposed budget does not anticipate deficit spending and/or utilization of fund balance for operating expenses.

The following is a brief discussion of the primary issues impacting the proposed FY20-21 Annual Budget:

Economic Uncertainty

As mentioned in the opening paragraphs of this letter, this is a time of unprecedented economic uncertainty. While this proposed budget includes revenue estimates at their pre-Covid-19 levels, management is expecting that specific revenue sources will be severely impacted through a large portion of the fiscal year. Specifically, meals, lodging, and sales taxes, which comprise twenty-seven percent (27%) of general fund revenue, are anticipated to incur losses in comparison to the prior fiscal year. Finance staff has created a model with projected impacts of moderate, difficult, and severe revenue loss in each of the City's revenue sources. As this fluid situation stabilizes, staff will continue to monitor actual revenue collections, assessments, and overall economic activity and adjust the model as needed, providing that information to City Council and management as part of the City's ongoing response to its economic situation.

Funding of Joint and Regional Services

The City's residents benefit from several services provided in regional and inter-locality agreements between Colonial Heights and neighboring jurisdictions in the region. These regional services benefit participating localities through economies of scale and concentration of expertise that they may not be able to provide on their own. The City's cost for some of these regional services has increased in recent years. Chesterfield County provides Comprehensive Services Act administration, Community Corrections, Juvenile Detention, Social Services, the Child Advocacy Center, Drug Courts, radio maintenance and a Circuit Court Law Clerk for the City of Colonial Heights, and the City reimburses the County for these services. For several of these services, Colonial Heights' contribution had remained unchanged for a number of years. In FY2019, the County recalculated Colonial Heights' contributions for these services, which resulted in significant increases. The FY21 budget provides for increased funding for shared services with Chesterfield County.

Likewise, the City participates in the Riverside Regional Jail with the localities of Charles City, Chesterfield, Prince George, and Surry Counties and the Cities of Hopewell and Petersburg. In recent years, the total population of the jail has declined as operating expenses such as medical services have significantly increased, requiring increases in the per diem rate the City and other participating localities pay for the incarceration of their inmates. The City of Colonial Heights remains committed to this facility and its regional partners; and this budget fully supports the operational per diem for FY21.

Capital Project Funding

As mentioned earlier, the FY20-21 operating budget supports various capital projects through the transfer of funds from the General and Utilities Funds. The City plans the one-time utilization of $773,502 in assigned General Fund balances resulting from prior year surpluses for specific capital projects. These projects include:

- Appomattox Greenway Trail Phase V (local match)
- Ridge Road Improvements (local match)
- Insulation Replacement at Fire Station #2
- Replacement of Medic Unit #4 (grant match)
- Uninterrupted Power Supply Replacement for the Public Safety Building

Three of these five projects are anticipated to receive partial funding from state and federal transportation and public safety grants, and the City proposes to use fund balances previously reserved for these purposes to fund all five projects.

This proposed budget also utilizes $500,000 in existing bond proceeds and $111,916 in current "pay-go" utility revenue to be combined with $178,084 in available CIP funds from prior utility projects for the remaining costs of the Hrouda pump station replacement and repairs on the City's water towers in the CIP fund. The Capital Projects Fund also includes $2.1 million in funds from sources outside the City, such as $125,000 in anticipated grant revenue and $1,916,311 in state and federal transportation funds.

Fees and Rates

The FY20-21 budget includes an overall 5% increase in utility service charges. A utility rate study was undertaken during the current fiscal year, and results of the study will be presented to Council as part of the proposed budget process. This study has assessed the condition of the City's current water and wastewater infrastructure, and a long-term plan for infrastructure replacement has been developed. The consultant has created a model, with staff input, to fund this required capital investment and update the City's water and sewer rates over the next ten years. No other adjustments to fees or tax rates are proposed in this budget.

Specific Personnel Needs/ Staffing

For several years, the addition of a full-time position for maintenance and support of the City's Geographic Information System (GIS) has been requested by department staff. GIS is an invaluable software tool that portrays the City's parcels, topography, roads, infrastructure, and a multitude of other spatial information. The GIS system has become a critical component of the City's E911 response, as GIS data now serves as the primary identifier of locations for emergency services. This budget replaces existing outsourcing funding with the funds necessary for a full-time position to maintain this important, intra-departmental tool.

This budget also funds the conversion of two part-time positions to full-time: a legal secretary in the Commonwealth's Attorney's office and a Human Resources Specialist in the Human Resources Department. The Human Resources Specialist position addresses a need to separate benefits functions from payroll functions and address workload issues. A vacant Administrative Assistant position in Finance was reduced to part-time status to completely offset the additional costs of the Human Resources Specialist full-time position.

The proposed budget includes funding in FY20-21 for two hundred seventy-one (271) full-time positions, in addition to multiple part-time and seasonal positions (based on available funding). This is an increase of nine positions from the adopted budget for FY20, as shown below:

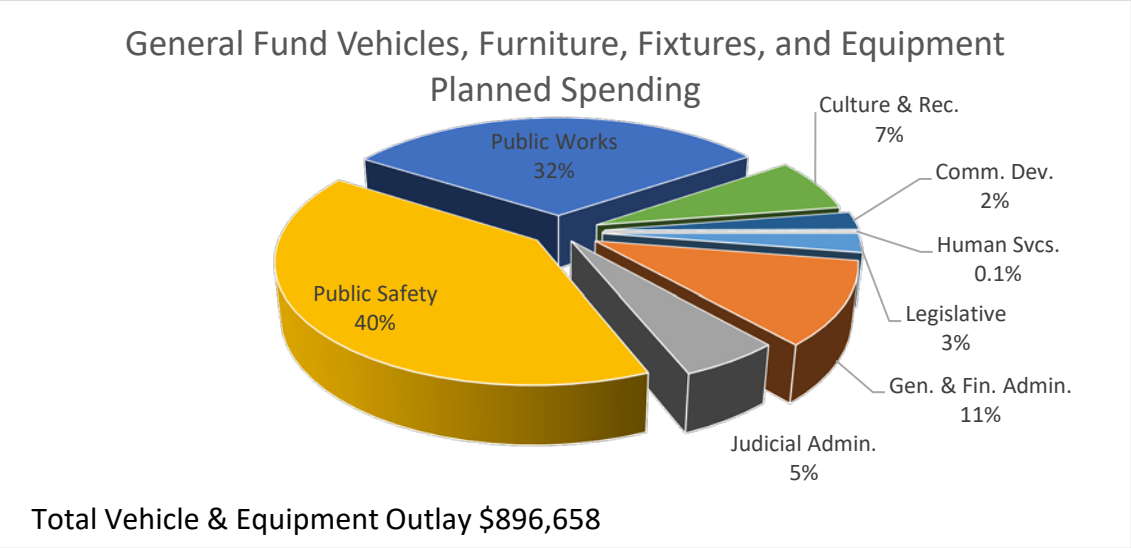
6 Firefighters added during FY20 with award of SAFER grant
1 Police Officer added during FY20 with award of School Resource Officer Grant
1 Human Resource Specialist added in Proposed FY21 budget
-1 Administrative Assistant (Finance) removed in Proposed FY21 budget
1 GIS Coordinator (Information Technology) added in Proposed FY21 budget
1 Legal Secretary (Commonwealth's Attorney) added in Proposed FY21 budget

Reductions in Departmental Requests for Funding in FY 20-21

As part of the administration's continued commitment to keep overall costs as efficient as possible, particular emphasis is given to producing a lean budget proposal that includes special attention to line-item expenditures. As such, this budget review resulted in significant reductions from the funding requested by staff. This is not to suggest that any departmental request was unreasonable, but more an illustration that difficult decisions had to be made to ensure the financial integrity of the proposed FY20-21 budget in light of limited resources.

Vehicles, Furniture, Fixtures & Equipment

Planned replacement and acquisitions of vehicles, furniture, fixtures, and equipment in the General Fund for FY20-21 is proposed at a total of $896,658. This is an increase of 27% over the FY19-20 figure of $705,574. The current FY20 budget provided for the mass replacement of many of the City's desktop computers with the announcement that Microsoft would no longer support operating systems older than Windows 10. For FY21, staff has established a Technology Replacement Fund within the Information Technology budget for the future replacement of desktop computers for staff. This will provide better management of the technology replacement cycle and ensure that computers are deployed in a cost-efficient manner by IT staff. The initial Technology Replacement fund is budgeted at $30,000, and if not used in the current year, the remaining balance will be assigned by staff and carried forward for use in future years.



Capital Improvement Plan FY2021-FY2025

The budget process included the development of a separate five-year Capital Improvement Plan (CIP). The City's capacity for issuing new debt over the period of the CIP was analyzed and funding alternatives for capital projects were identified.

Colonial Heights is a dynamic and vibrant community, and will need to renovate and replace core infrastructure and facilities to continue the service levels enjoyed by its citizens. By planning for these needs over the long term and matching them to the available resources over that same term, City Council and City Management can proactively address community needs in a systematic and planned manner that maintains a stable tax base and allows for continued excellence in our services to the public.

The following projects are included and recommended for funding in the first year of the Capital Improvement Plan. They will be appropriated in the Capital Projects Fund as part of this Budget:

- City Facilities Security Placeholder
- Health Department Building Renovations
- TMDL Project Placeholder
- Appomattox River Greenway Trail - Phase V
- Lakeview Avenue Modernization Phase I
- Branders Bridge Right Turn Lane Extension
- Boulevard at Temple Ave. Intersection Improvements
- Ridge Road Improvements & Culvert Replacement
- Conduit Road Sidewalks - Pleasant Dale to Riveroaks (Engineering only)
- Hrouda Pump Station
- Water Tower Repairs
- Charles Dimmock Site Development
- Insulation Replacement at Dunlop Fire Station
- Medic-4 Replacement
- Uninterrupted Power Supply (UPS) Replacement (Public Safety Building)

For additional information on all capital projects, included those proposed for funding in future years, please see the City's Fiscal Years 2021-2025 Capital Improvement Plan.

Other Miscellaneous Items

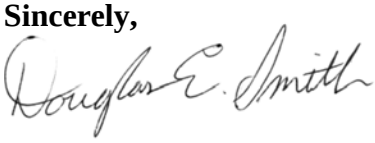
- **Employee Health Insurance**– Premiums for FY20-21 will increase a modest 2.5%, after remaining the same for two years, thanks to continued lower than expected claims activity. This is the second year the City is offering a High Deductible Health Insurance Plan with a Health Savings Account as an option for employees.
- **Virginia Retirement System-** The VRS Board of Trustees reduced the assumption for the System's long-term rate of return. This decision increased the contribution rates for many participants across the state, including the City of Colonial Heights. The City's employer contribution rate for VRS increased from 13.48% to 14.39%.

- **Financial Policies–** The City of Colonial Heights' financial management policies are also included in this document.

In summation, the FY20-21 budget shows an increase in the General Fund budget, but spending will be tightly controlled as the City assesses the changing economic situation. The overall budget is showing an increase as well, but likewise will be impacted by the economy as we move through the coming months.

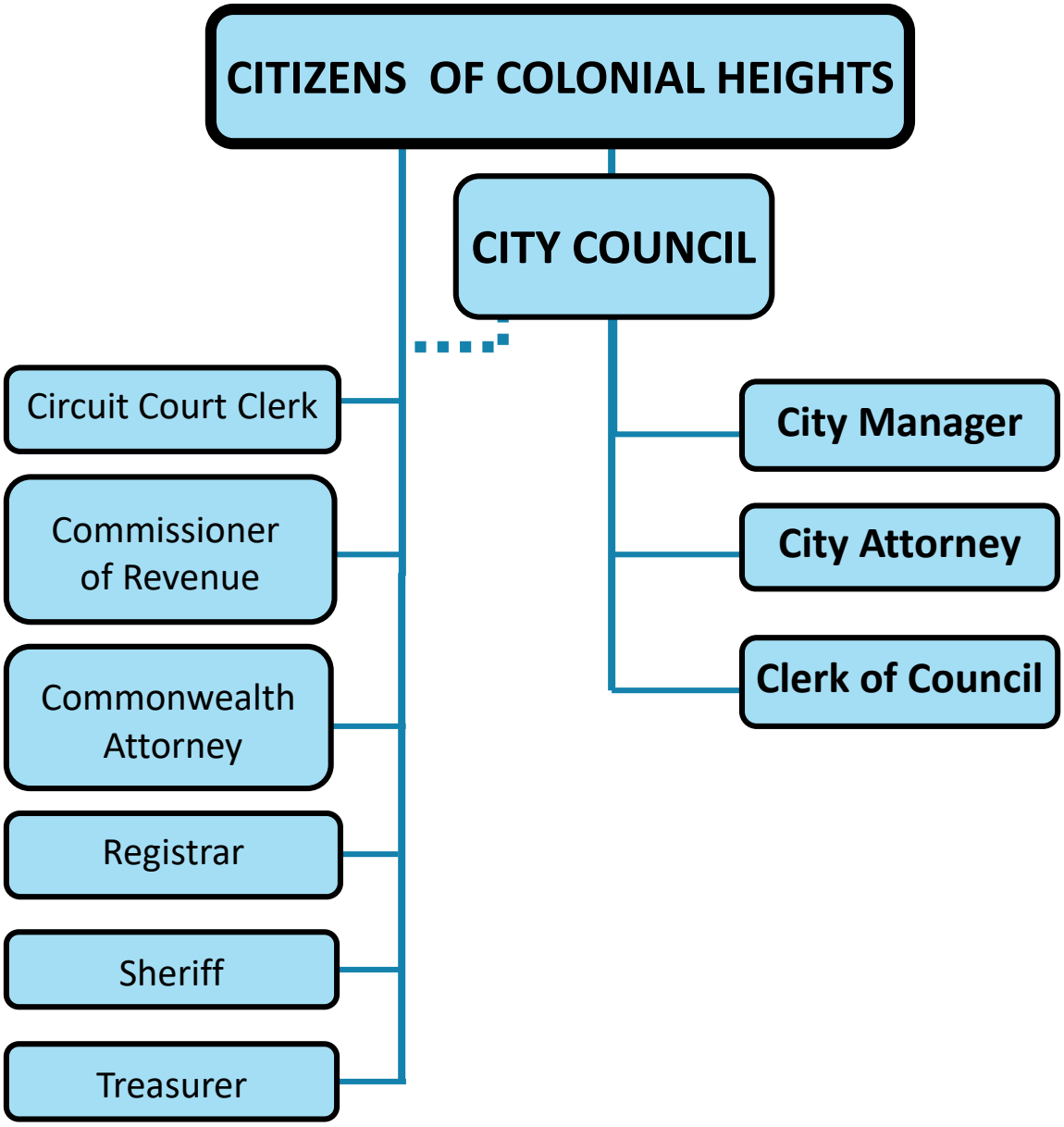
While our current circumstances are unprecedented, this budget demonstrates that the City of Colonial Heights is committed to moving forward beyond this crisis. We continue to focus on the long-term prosperity of our City and our region. On a personal note, I must commend the staff of the City of Colonial Heights for their resiliency through this challenging time in continuing to provide core services to our community despite building closures, social distancing, and the numerous other changes that have become part of our new normal. They have been inventive, responsive, committed, and truly stepped up to the situation at hand. On behalf of the City staff, I wish to thank the Mayor and City Council for their ongoing support and continued service to the citizens of Colonial Heights.

Sincerely,

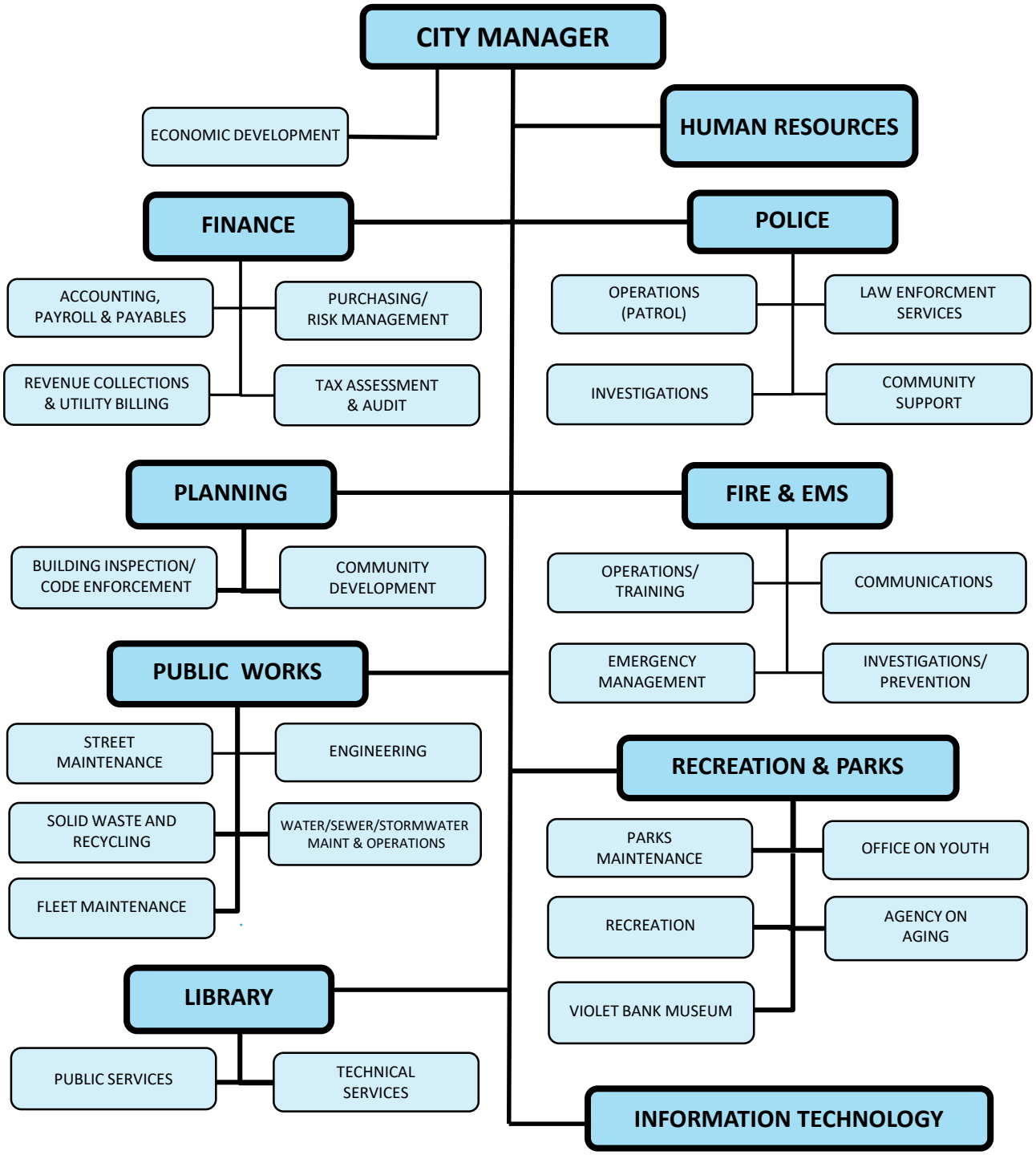


Douglas E. Smith
City Manager

2020-21 City of Colonial Heights Leadership Organization Chart



2020-21 City of Colonial Heights Administrative Organization Chart



CITY OF COLONIAL HEIGHTS, VIRGINIA
FINANCIAL MANAGEMENT POLICIES

OPERATING BUDGET POLICIES:

The budget is the City's plan to identify and allocate its annual resources. The objective is to provide the needed services with efficiency and at the desired level within allocated resources.

A. The annual budget will be prepared under the guidelines provided by the Code of Virginia and the City Code.

B. The budget will provide for current expenditures with current revenues. It will provide for the adequate maintenance and orderly replacement of capital plant and equipment, and the adequate funding of all retirement systems.

C. The City administration will maintain a budget control system, and prepare monthly reports of actual revenues and expenditures vs. adopted budget.

D. If deficits are anticipated in any fiscal year, spending will be proportionally reduced to eliminate current year shortfalls.

E. Priority will be given to maintaining current service levels. New or reallocated resources will fund Service expansions. Proposed new services require detailed justification and budgetary requirements.

F. Transfers between Divisions and line item expenditures within a Department can be approved by the City administration. Transfers between expenditure accounts in different departments or funds must be approved by City Council.

G. The City will appropriate a Contingency Budget to provide for unanticipated expenditures that arise during the year. This budget will be established at a minimum of one half of one percent of the estimated General Fund revenues. Use of these funds will require the approval of Council.

H. The City will not budget using Undesignated General Fund Balance to finance current operations.

CAPITAL PROJECT POLICIES:

A. The City will make all capital improvements in accordance with an adopted capital improvement program.

B. The City will establish and update annually a five-year Capital Improvement Program with recommendations from the Planning Commission that are consistent with identifiable needs of the City.

C. The City will coordinate the capital improvement budget with the development of the

general operating budget. Projected funding sources will be identified along with the projected capital expenditures.

REVENUE POLICIES:

The City's goal is a budget, based on revenue balanced between real estate, personal property, sales taxes, and other revenue sources.

A. Real Property will be reassessed every two years, as mandated by State statutes.

B. The City will adhere to sound appraisal procedures to keep property values current. The goal is to achieve an assessment to sales ratio of at least 95% when the assessment is compared with sales in the succeeding calendar year.

C. The City will estimate all revenue sources by an objective and analytical method.

D. The City will monitor all revenue sources to insure that they are equitably administrated and collections are timely and accurate.

FUND BALANCE:

Fund Balance is the difference between City assets and liabilities. Its purpose is to provide a stable financial environment for the City's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

A. At the end of each fiscal year, the portion of the fund balance that is not in spendable form will be reported as Non-spendable Fund Balance on the financial statements.

B. At the end of each fiscal year, the portion of the fund balance that has applicable legal restrictions per GASB #54 will be reported as "restricted" fund balance. In addition, encumbrances or funds restricted by enabling legislation will be reported as "restricted".

C. Prior to the end of each fiscal year, the City will report "committed" fund balance for long-term receivables such as advances and similar accounts.

D. At the end of each fiscal year, the portion of the fund balance that has been assigned by the Director of Finance will be reported as assigned fund balance on the financial statements.

E. It is not the policy of the City to use General Fund unassigned equity to normally finance current operations.

F. The City will establish and maintain a minimum unassigned fund balance of 10% of

the City's General Fund budget with the desired goal of 12%. Any excess amount will be considered for one-time capital expenditures or for the use of maintaining a rainy day fund.

G. In the event that amounts designated for unassigned fund balance fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning their use. It is the policy of the City that such excess funds will be, by council action, reported in the spendable unassigned category of this policy.

DEBT POLICIES:

It is the City's policy to only finance capital improvements or projects that cannot be financed by current revenues, unless approved justification is provided.

A. Ratio of General Fund supported long-term debt to assessed value should not exceed 4%.

B. The ratio of General Fund supported debt service expenditures, as a percent of governmental fund expenditures should not exceed 10%.

C. The minimum amortization of total General Fund supported long-term debt will be 50% within 10 years.

INVESTMENT:

A. Objectives

It will be the City Policy that the Director of Finance will meet or exceed all statutes controlling the investment of public funds in Virginia. The following objectives will govern the investment of any City monies (in priority order):

1. Safety - Preservation of principal through selection and diversification is the primary objective of the investment policy.

2. Liquidity - The availability of sufficient cash when needed, without interest forfeiture, to meet operational needs as known or reasonably anticipated.

3. Yield - The attainment of a market rate of return, consistent with the safety, liquidity, and legal constraints.

B. Allowable Investments

The City in the investment of public funds approves the following investments for use:

1. Only in the investment of types approved by state statutes. These currently include obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, commercial paper rated A-1 by Standard and Poor's or P-1 by Moody's Investors Service, bankers acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

2. The City will not invest in derivatives, even if they comply with state statutes concerning investment requirements.

3. The City will not invest in securities that have a maturity of over one year.

C. Additional Requirements

1. Where permitted by law, cash will be pooled from available funds for investment purposes.

2. Where applicable, financial institutions within City limits will be given preference on same investment vehicles.

3. Listing of all individuals authorized to transfer funds, or conduct investment transactions for the City, shall be maintained and communicated to all affected parties.

4. Monthly listing of all investments, including a rate and maturity date, will be provided to City Council.

City of Colonial Heights
Budget Calendar
For Fiscal Year 2020-2021

NOVEMBER

Monday, November 25, 2019 ..... Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2021-FY2025 Capital Improvements Plan (CIP)

Monday, November 25, 2019 ..... Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2020-21 Annual Operating Budget (Budget)

Monday, November 25, 2019..... Distribution of forms and information to Outside Agencies for budget requests

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DECEMBER

Tuesday, December 31, 2019..... Outside Agency requests for funding due back to Finance Department

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JANUARY

Monday, January 6, 2020..... Deadline for submission of all CIP requests for inclusion within the proposed CIP

Monday, January 6, 2020..... Deadline for submission of all operating requests for funding within the proposed annual operating budget

Tuesday, January 21 through
Friday, February 7, 2020 ..... Review of Departmental CIP and Budget requests by City Manager, Finance Department, and Department Heads/ Constitutional Officers (as needed)

Thursday, January 23, 2020..... Council Advisory Committee meeting to review Outside Agency requests

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FEBRUARY

Tuesday, February 4, 2020..... Presentation of CIP to Planning Commission

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MARCH

Monday, March 2 through
Friday, March 6, 2020 ..... Preliminary Budget Briefings with City Council members by City Manager and Finance Department

Tuesday, March 3, 2020 ..... Approval of CIP by Planning Commission

Planned budget calendar for FY 2020-2021; actual scheduled dates may vary

Tuesday, March 10, 2020 ..... Presentation of Proposed CIP to City Council
(Regular Council Meeting)

Tuesday, March 17, 2020 ..... City Council CIP Review/ Work Session
(Regular Council Work Session) Decision on Tax Rate Advertisement

Sunday, March 22, 2020 ..... Publish Notice of Proposed Tax Rates Public Hearing for April 28 and CIP Public Hearing April 14

APRIL

Tuesday, April 14, 2020 ..... Presentation of Proposed Operating Budget to City Council
(Regular Council Meeting) & Public Hearing on Proposed CIP

Sunday, April 19, 2020 ..... Publish General Budget Summary and Notice of Public Hearings on April 28 on the Proposed FY2020-21 Annual Operating Budget

Tuesday, April 21, 2020 ..... City Council Budget Review/Work Session *(tentative*)*
(Regular Council Work Session)

Tuesday, April 28, 2020 ..... Public Hearing on the:
(Special Council Work Session)

- Proposed FY2020-21 Annual Operating Budget
- Proposed 2020 and 2021 Real and Personal Property tax rates

Adoption of FY21-FY25 CIP
First Reading of Appropriations Ordinances

MAY

Tuesday, May 5, 2020 ..... City Council Budget Review/Work Session *(tentative*)*
(Special Council Work Session)

Tuesday, May 12, 2020 ..... Second Reading of Appropriations Ordinances
(Regular Council Meeting)

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

Planned budget calendar for FY 2020-2021; actual scheduled dates may vary

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

BUDGET SUMMARIES

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CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	GENERAL FUND							
4100	General Property Taxes	$22,375,525	$23,231,130	$23,324,758	$23,721,544	$23,790,977	$25,036,661	5.2%
4200	Other Local Taxes	17,627,431	18,110,884	18,162,026	19,048,358	19,146,275	19,720,112	3.0%
4300	Licenses, Permits & Fees	3,487,901	3,873,679	3,677,215	3,974,668	3,707,262	4,005,832	8.1%
4400	Fines & Forfeitures	341,560	415,893	331,720	342,061	375,077	361,843	-3.5%
4500	Use of Money & Property	293,874	298,233	282,958	259,260	322,738	167,200	-48.2%
4600	Intergovernmental Revenue	7,130,419	7,048,409	7,190,749	7,507,759	7,199,786	7,855,300	9.1%
4700	Charges for Current Services	2,283,602	2,458,467	2,522,157	2,490,463	2,577,996	2,533,100	-1.7%
4800	Miscellaneous	12,060,403	881,050	1,023,260	1,350,432	2,151,025	2,020,029	-6.1%
	TOTAL GENERAL FUND	$65,600,715	$56,317,744	$56,514,843	$58,694,545	$59,271,136	$61,700,077	4.1%
	ECON. DEV. AUTHORITY FUND							
4300	Licenses, Permits & Fees		64,000		66,406	31,250		-100.0%
4500	Use of Money & Property				5			
4800	Miscellaneous						32,780	N/A
	TOTAL ECON. DEV. AUTH. FUND		$64,000		$66,411	$31,250	$32,780	4.9%
	RECREATION FUND							
4300	Licenses, Permits & Fees		(343)					
4700	Charges for Current Services	173,430	179,407	161,300	153,951	161,300	161,300	0.0%
4800	Miscellaneous	269	48,573		4,029	181,000	9,000	-95.0%
	TOTAL RECREATION FUND	$173,699	$227,638	$161,300	$157,980	$342,300	$170,300	-50.2%
	CAPITAL PROJECTS FUND							
4500	Use of Money & Property		142,300		222,927			
4600	Intergovernmental Revenue		1,606,437	427,482	775,277	2,255,144	2,086,311	-7.5%
4800	Miscellaneous		754,666	4,941,870	6,202,758	1,256,931	2,084,856	65.9%
	TOTAL CAPITAL PROJECTS FUND		$2,503,404	$5,369,352	$7,200,962	$3,512,075	$4,171,167	18.8%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - REVENUE SUMMARY

ACCT #	Account Description	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	STORMWATER FUND							
4700	Charges for Current Services	388,088	434,958	735,000	718,645	696,996	719,500	3.2%
4800	Miscellaneous			50,000			357,055	N/A
	TOTAL STORMWATER FUND	$388,088	$434,958	$785,000	$718,645	$696,996	$1,076,555	54.5%
	WATER & SEWER FUND							
4700	Charges for Current Services	4,824,131	5,079,418	5,056,300	4,927,220	5,147,083	5,192,565	0.9%
4800	Nonoperating Revenue	477,995	286,376	604,000	406,602	4,000	4,000	0.0%
	TOTAL WATER & SEWER FUND	$5,302,126	$5,365,794	$5,660,300	$5,333,822	$5,151,083	$5,196,565	0.9%
	SCHOOL FUNDS							
	Federal Funds	$2,214,470	$2,367,588	$2,125,933	$2,332,659	$2,206,795	$2,372,685	7.5%
	State Funds	14,623,781	15,081,802	15,576,792	16,239,904	16,595,556	18,219,031	9.8%
	Other Funds	524,697	452,938	479,207	548,069	462,300	458,398	-0.8%
	City Transfer	20,289,595	24,530,154	21,121,071	24,204,644	21,566,405	22,475,558	4.2%
	Fund Balance			874,620		1,073,807	1,204,721	12.2%
	TOTAL SCHOOL FUNDS	$37,652,543	$42,432,482	$40,177,623	$43,325,276	$41,904,863	$44,730,393	6.7%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	GENERAL FUND								
	LEGISLATIVE								
1011	City Council	70,620	97,111	111,403	117,311	111,837	130,593	130,593	16.8%
1012	Clerk of Council	52,229	56,001	91,001	91,744	90,164	96,151	94,528	4.8%
	GENERAL & FINANCIAL ADMIN.								
1051	City Manager	209,340	219,298	296,007	296,254	305,612	314,767	308,438	0.9%
1052	Human Resources	102,391	103,508	134,325	130,372	152,425	209,990	205,984	35.1%
1053	Economic Development	190,240	196,280	273,371	239,768	281,895	313,491	293,323	4.1%
1101	City Attorney	229,561	229,187	310,934	300,057	350,451	360,548	354,068	1.0%
1152	Commissioner Of Revenue	196,142	193,963	286,594	272,231	289,190	301,525	295,995	2.4%
1153	Treasurer	90,545	91,884	131,794	132,448	136,134	141,531	138,791	2.0%
1201	Financial Administration	571,811	528,618	759,652	751,191	781,583	813,590	740,158	-5.3%
1204	Auditing	102,800	100,300	104,500	108,400	107,500	110,000	110,000	2.3%
1205	Employee Benefits	5,180,122	5,480,761	134,290	231,407	185,463	201,436	205,564	10.8%
1206	Purchasing	134,961	133,561	201,009	171,095	194,689	203,462	201,385	3.4%
1207	Insurance & Risk Management	446,535	480,745	522,723	510,896	507,793	574,650	578,263	13.9%
1208	Real Estate Assessor	151,359	151,566	196,011	194,866	213,572	216,833	212,858	-0.3%
1209	Billing & Collections	177,085	181,358	262,015	267,009	301,646	298,127	293,575	-2.7%
1253	Information Technology	213,858	183,408	425,851	278,277	387,921	512,722	505,513	30.3%
1301	Electoral Board	18,608	19,012	28,251	23,956	32,779	33,124	33,124	1.1%
1302	Registrar	105,762	202,723	170,248	142,259	152,827	167,120	164,600	7.7%
	JUDICIAL ADMINISTRATION								
1351	Circuit Court Clerk	435,403	436,523	594,627	569,955	609,654	633,717	620,976	1.9%
1353	General District Court	41,464	34,332	86,400	34,408	76,900	94,848	63,700	-17.2%
1354	Probation	4,957	3,676	5,884	4,397	5,584	5,584	5,584	0.0%
1355	Commonwealth's Attorney	617,139	640,204	833,556	830,638	926,580	1,007,949	980,501	5.8%
1356	Sheriff	785,371	792,895	1,078,163	1,031,135	1,089,095	1,139,546	1,113,323	2.2%
1357	Incarceration	2,527,136	2,504,838	2,578,000	2,692,467	2,747,500	2,564,384	2,564,384	-6.7%
1358	Drug Courts	57,000	57,000	57,000	57,000	62,700	64,581	64,581	3.0%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	JUDICIAL ADMIN. CONT.								
1359	Community Corrections	120,515	120,549	188,500	192,079	207,350	306,000	306,000	47.6%
1360	Victim Witness	117,239	117,644	128,472	122,320	126,545	129,862	127,293	0.6%
1361	Juvenile & Domestic Relations Court	3,890	4,711	13,850	4,216	15,350	21,309	14,850	-3.3%
	PUBLIC SAFETY								
1401	Police	4,058,680	4,038,676	5,520,799	5,424,778	5,644,344	5,771,186	5,650,146	0.1%
1402	Fire & EMS	3,236,345	3,593,709	4,493,476	4,465,526	4,562,067	5,153,839	4,919,505	7.8%
1403	Emergency Management	40,158	38,232	41,315	41,588	41,835	45,999	45,999	10.0%
1404	Communications	1,228,372	1,094,684	1,476,545	1,393,943	1,487,626	1,551,837	1,588,428	6.8%
	PUBLIC WORKS								
1451	Public Works Administration	168,057	202,740	322,423	319,130	330,916	318,240	311,354	-5.9%
1453	Street Maintenance	1,634,457	1,503,691	1,964,238	988,761	2,025,205	2,401,327	2,018,480	-0.3%
1456	Engineering	642,048	572,926	805,697	844,350	845,328	971,051	960,688	13.6%
1457	Building Maintenance	656,417	609,626	597,944	568,459	633,192	681,791	680,172	7.4%
1458	Fleet Maintenance	297,624	286,779	415,844	378,196	429,247	484,565	434,137	1.1%
1459	Solid Waste	466,726	642,587	708,776	653,067	715,797	685,469	685,469	-4.2%
1460	Recycling	215,804	243,321	249,020	275,864	307,473	299,450	299,450	-2.6%
	HEALTH & SOCIAL SERVICES								
1501	Health	236,144	238,718	256,214	257,831	260,000	276,408	276,408	6.3%
1502	Social Services	271,339	347,084	337,260	260,397	387,849	400,000	400,000	3.1%
1503	CSA	565,507	516,777	375,000	442,608	450,000	615,000	575,000	27.8%
1504	Mental Health	72,000	72,000	79,953	79,953	82,352	87,425	87,425	6.2%
	CULTURE & RECREATION								
1601	Recreation	481,579	574,162	631,866	620,756	643,892	666,136	662,928	3.0%
1602	Community Center	241,638	197,986	314,671	286,657	310,683	323,908	318,641	2.6%
1603	Horticulture	79,298	81,187	125,283	106,860	115,774	127,773	122,130	5.5%
1604	Parks & Grounds	490,824	525,404	673,925	601,406	708,402	746,509	728,262	2.8%
1651	Violet Bank	74,517	77,032	109,024	82,149	81,678	83,481	82,274	0.7%
1701	Library	83,346	641,412	775,043	804,080	794,748	812,055	801,745	0.9%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	COMMUNITY DEVELOPMENT								
1751	Planning	219,409	170,646	270,004	265,830	276,385	300,146	272,510	-1.4%
1752	Building Inspections	220,145	206,238	310,162	237,754	298,943	332,868	326,951	9.4%
	HUMAN SERVICES								
1801	Office On Youth	148,540	155,624	212,071	225,266	218,066	222,556	196,042	-10.1%
1802	Better Beginnings	2,295	2,492	2,600	1,446	2,600	2,600	2,600	0.0%
1803	Juvenile Crime Grant	90,128	82,802	98,753	91,560	102,310	100,381	98,989	-3.2%
1807	Kids After School	30,501	34,257	36,486	42,321	45,716	45,841	45,841	0.3%
1808	Community Dev. Block Grant	80,298	82,985	87,108	78,661	90,000	92,000	92,000	2.2%
	NONDEPARTMENTAL								
1901	Contributions & Subsidies	107,523	127,874	81,704	56,962	81,039	93,659	88,659	9.4%
1902	Contingencies & Miscellaneous	157,130	105,055	289,800	94,055	627,015	421,807	1,138,544	81.6%
	DEBT & TRANSFERS								
1951	Principal	2,398,191	2,997,480	2,551,685	2,551,685	2,618,534	2,543,662	2,543,662	-2.9%
1952	Interest	1,227,076	1,086,667	1,102,782	1,116,082	1,122,606	1,038,626	1,038,626	-7.5%
2001	Transfers to Other Funds	31,943,739	21,815,083	21,192,941	22,407,609	22,478,775	23,479,060	23,479,060	4.4%
	TOTAL GENERAL FUND	64,894,456	56,327,587	56,514,843	55,863,746	59,271,136	62,144,095	61,700,077	4.1%
	ECON. DEV. AUTH. FUND								
2553	Economic Development Authority					31,250	32,780	32,780	4.9%
	TOTAL ECON. DEV. AUTH. FUND					31,250	32,780	32,780	4.9%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	RECREATION FUND								
4280	Recreation Activities	159,148	184,316	161,300	146,209	342,300	161,383	170,300	-50.2%
	TOTAL RECREATION FUND	159,148	184,316	161,300	146,209	342,300	161,383	170,300	-50.2%
	CAPITAL PROJECTS FUND								
6010	Enterprise Resource Planning System			1,300,000	338,316				
6015	Fire Apparatus		204,895	1,100,000	946,899		300,000	300,000	
6017	City Wide Communication System				52,759				
6030	Public Safety Bldg Generator			300,000	290,143				
6031	Computer Aided Dispatch Repl.			1,200,000	46,101				
6035	Computer Replacements					256,000			
6036	City Hall HVAC					72,000			
6037	911 Phone System Hardware Refresh					180,000			
	City Facilities Security Placeholder						100,000	100,000	
	Health Department Building Renov.						50,000	50,000	
	Charles Dimmock Site Development						70,000	70,000	
	Insulation Repl. at Fire Station #2						105,000	105,000	
	UPS Replacement						70,000	70,000	
6111	Violet Bank Restoration Phase I					172,519			
6105	Restrooms/Concession Facilities				24,900				
6113	Appomattox Greenway Trail- Ph. IV					627,000			
6114	Appomattox Greenway Trail- Ph. V			90,000	72,245	140,500	415,000	415,000	
6115	Transfer to School CIP Program				2,399,523				
6118	All Inclusive/ Barrier Free Playground					50,000			
6156	CHMS Tennis Court Replacement				517,038	131,000			
6220	Stormwater Drainage Improvement				15,463				
6233	Safe Route to School				58,867				
6234	Boulevard Resurfacing				25,084				
6235	Conduit/Ellerslie Intersection				105,726				
6237	Boulevard Enh.- A to Temple			120,000	29,683	75,600			
6236	Gateway Roundabout					50,000			
6238	Boulevard Enhancement- James to A			74,352		155,961			

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
6239	Holly Ave./ Jamestown Road			30,000	1,500	712,000			
6240	City Bridges			185,000	114,192	674,495			
6241	Animal Shelter Entrance			370,000		65,000			
6242	Boulevard at Westover Intersection					125,000			
6243	Branders Bridge- Blvd Rt. Turn Lane					25,000	101,000	101,000	
6257	Dupuy Ave. Modern				735,795				
6258	Lakeview Ave. Modern				13,897		828,107	828,107	
6262	Temple Sig Cord UPC				79,563				
6265	Urban Cons't Program				432,976				
6266	Temple Ave. Resurfacing #113513				176,913				
6267	Temple Ave. Resurfacing #113441				566,837				
6268	Boulevard at Temple Ave. Intersection						340,000	340,000	
6269	Ridge Road Improvements						660,706	660,706	
6270	Conduit Road Sidewalks						50,000	50,000	
6303	Hrouda Pump Station			600,000	5,250		735,000	556,916	
6304	Water Tower Repairs						55,000	55,000	
	TMDL Project Placeholder						400,000	400,000	
	Ridge Road Culvert Replacement						69,438	69,438	
	TOTAL CAP. PROJECTS FUND		204,895	5,369,352	7,049,670	3,512,075	4,349,251	4,171,167	18.8%
	STORMWATER FUND								
7500	Stormwater - MS4	342,443	376,513	785,000	357,461	696,996	1,079,115	1,076,555	54.5%
	TOTAL STORMWATER FUND	342,443	376,513	785,000	357,461	696,996	1,079,115	1,076,555	54.5%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - EXPENDITURE SUMMARY

DEPT #	Department	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	WATER & SEWER OPERATING								
8127	Water Transmission & Distribution	1,538,956	1,555,812	1,661,625	1,656,274	1,720,246	1,773,663	1,751,400	1.8%
8128	Wastewater Treatment	3,221,954	3,299,114	3,114,540	3,193,466	3,155,086	3,173,921	3,162,929	0.2%
8129	Utility Billing	266,242	252,170	284,135	250,990	275,751	290,211	282,236	2.4%
	TOTAL WATER & SEWER FUND	5,027,152	5,107,097	5,060,300	5,100,730	5,151,083	5,237,795	5,196,565	0.9%
	SCHOOL FUNDS								
	Instruction	28,224,746	29,051,186	30,666,100	29,407,442	31,881,617	34,167,949	34,167,949	7.2%
	Admin., Att., & Health	1,775,899	2,095,622	1,865,980	2,222,179	1,992,112	2,101,356	2,101,356	5.5%
	Transportation	958,290	1,217,871	1,228,767	1,240,946	1,490,586	1,448,896	1,448,896	-2.8%
	Operation & Maint.	3,329,488	4,220,235	3,593,022	4,235,377	3,648,906	3,886,539	3,886,539	6.5%
	Food Service	990,633	1,252,797	1,092,127	1,152,293	1,129,043	1,234,641	1,234,641	9.4%
	Textbooks	114,047		246,150		124,000			-100.0%
	Capital Outlay	190,036		240,269		456,748			-100.0%
	Debt Service	326,060	907,818	583,446	994,495	626,186	711,433	711,433	13.6%
	Contingency Fund			511,762		405,665	679,579	679,579	67.5%
	CIP Reserve			150,000	3,288,971	150,000	500,000	500,000	233.3%
	TOTAL SCHOOL FUNDS	35,909,199	38,745,529	40,177,623	42,541,703	41,904,863	44,730,393	44,730,393	6.7%
	WATER & SEWER CAPITAL								
8127	Water Transmission & Distribution		66,535	171,000		171,500	302,100	247,100	44.1%
8128	Wastewater Treatment	232,621	27,254	884,000	24,280	209,500	505,300	217,216	3.7%
8129	Utility Billing	21,592	20,000	20,000		21,592	25,000	20,000	-7.4%
	TOTAL WATER & SEWER CAPITAL	254,213	113,790	1,075,000	24,280	402,592	832,400	484,316	20.3%

SHOP & DINE

Colonial HEIGHTS VIRGINIA

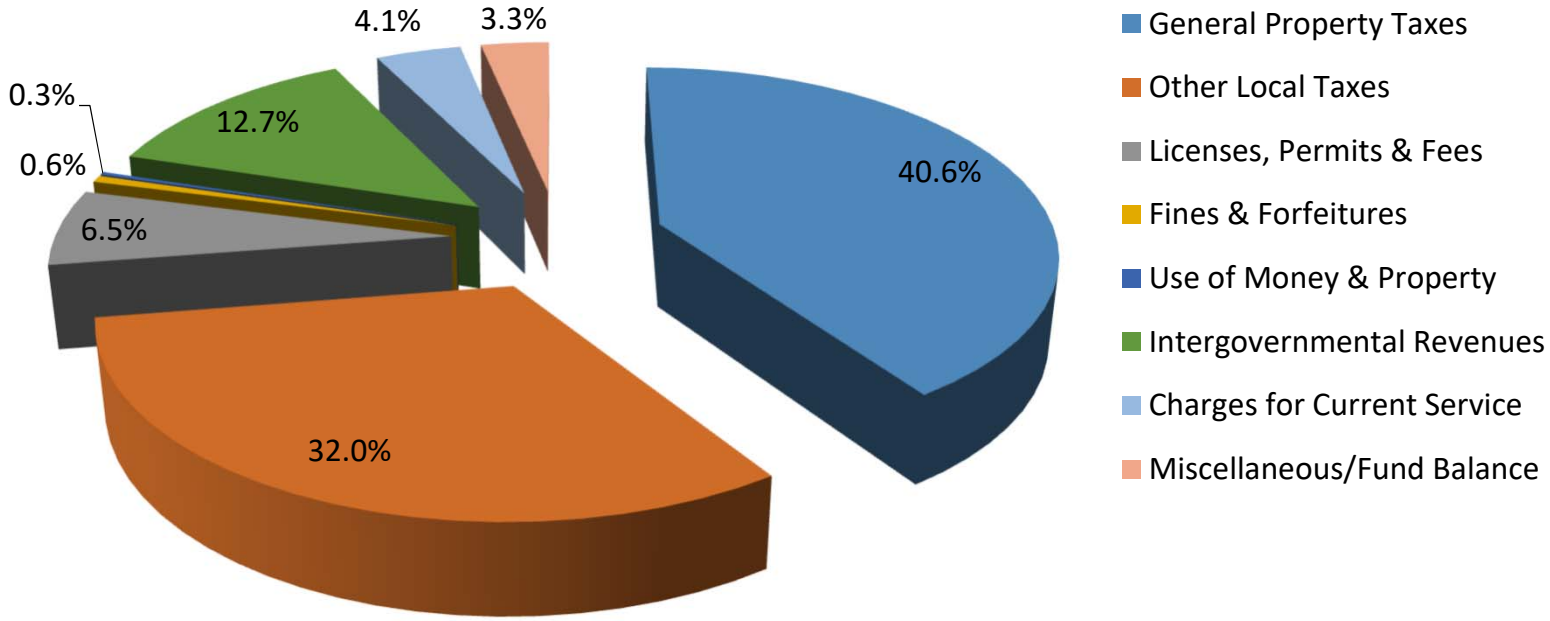
City of Colonial Heights

FY2020-21

Annual Operating Budget

GENERAL FUND REVENUE

GENERAL FUND REVENUES



TOTAL FY2020-21 GENERAL FUND BUDGET $61,700,077

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - GENERAL PROPERTY TAXES CATEGORY NUMBER 4100

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	GENERAL PROPERTY TAXES							
4101	Current Real Estate 1st Half	$8,932,014	$9,217,769	$9,515,502	$9,402,481	$9,556,504	$10,090,279	5.6%
	Courthouse Increase	324,800	317,854	328,121	324,223	329,535	347,941	5.6%
4102	Current Real Estate 2nd Half	9,026,997	9,395,610	9,541,584	9,530,009	9,841,149	10,131,617	3.0%
	Courthouse Increase	328,254	323,987	329,020	328,621	339,350	349,366	3.0%
4105	Current Public Service Tax 1st Half	470,460	483,542	223,077	413,745	242,500	225,000	-7.2%
4106	Current Public Service Tax 2nd Half			223,077		242,500	225,000	-7.2%
4110	Machinery & Tools Tax	58,619	121,878	70,000	105,480	96,349	101,700	5.6%
4112	Current Personal Property Tax	2,586,855	2,828,375	2,534,999	3,071,044	2,601,250	3,050,246	17.3%
4113	Delinquent Real Estate	286,541	237,522	109,168	210,385	110,792	210,896	90.4%
4114	Delinquent Personal Property	200,641	119,048	282,449	121,167	246,048	96,616	-60.7%
4120	Penalties & Interest	160,344	185,545	167,761	214,389	185,000	208,000	12.4%
	TOTAL	$22,375,525	$23,231,130	$23,324,758	$23,721,544	$23,790,977	$25,036,661	5.2%

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - OTHER LOCAL TAXES CATEGORY NUMBER 4200

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	OTHER LOCAL TAXES							
4201	Utility Consumer Tax	$959,147	$977,892	$936,765	$973,796	$963,838	$963,838	0.0%
4202	Bank Stock Taxes	393,488	419,004	388,465	465,094	410,000	483,698	18.0%
4203	Retail Sales & Use Taxes	7,567,072	7,847,364	7,803,463	8,171,187	8,218,214	8,061,260	-1.9%
4204	Recordation Taxes	237,753	251,957	246,186	189,178	205,252	218,513	6.5%
4205	Food Tax	5,502,328	5,662,008	5,739,121	6,073,921	5,794,468	6,071,133	4.8%
	1% Courthouse Portion	1,100,466	1,132,402	1,147,824	1,214,784	1,158,894	1,214,227	4.8%
4207	Lodging Tax	1,210,380	1,183,988	1,268,225	1,235,791	1,280,483	1,279,296	-0.1%
4208	Communications Tax	656,797	636,269	631,977	590,262	655,126	565,305	-13.7%
4209	Cigarette Tax				134,345	460,000	862,843	87.6%
	TOTAL	$17,627,431	$18,110,884	$18,162,026	$19,048,358	$19,146,275	$19,720,112	3.0%

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - LICENSES AND PERMITS CATEGORY NUMBER 4300

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	LICENSES, PERMITS & FEES							
4301	Business & Occupational License	$2,684,636	$3,054,424	$2,895,481	$3,148,433	$2,920,442	$3,179,917	8.88%
4302	Bicycle Tags	10	18	15	6	15	15	0.00%
4303	Motor Vehicle License Fees	510,019	517,134	514,100	505,649	516,810	510,000	-1.32%
4307	Animal License Fees	10,130	9,389	22,274	8,068	10,534	8,500	-19.31%
4308	Zoning Fees	18,990	21,565	11,368	25,565	16,060	21,000	30.76%
4311	Electrical Permits	23,511	21,492	17,140	21,714	19,248	21,000	9.10%
4312	Plumbing Permits	47,848	47,094	31,473	40,760	36,925	42,000	13.74%
4313	Building Permits	81,322	118,294	73,018	113,972	92,669	115,000	24.10%
4315	Courthouse Maintenance Fees	15,576	18,459	15,987	17,048	16,663	17,000	2.02%
4316	Miscellaneous Fees	51,562	18,389	46,324	37,138	36,139	36,000	-0.38%
4318	Development Fees	5,921	11,904	4,146	6,674	4,146	8,000	92.96%
4321	Administrative Fees	26,183	22,050	36,106	26,953	25,402	25,400	-0.01%
4325	Credit Card Fees	12,404	14,265	9,783	22,108	12,209	22,000	80.19%
4326	Attorney Fees	(210)	(798)		580			
	TOTAL	$3,487,901	$3,873,679	$3,677,215	$3,974,668	$3,707,262	$4,005,832	8.1%

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - FINES AND FORFEITURES CATEGORY NUMBER 4400

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	FINES & FORFEITURES							
4401	Fines & Forfeitures	$257,032	$323,983	$238,330	$262,721	$281,820	$281,800	0.0%
4402	Parking Fines & Fees	8,792	5,354	7,432	7,043	6,646	7,043	6.0%
4403	Alarm Fines & Fees	4,303	5,900	5,248	2,960	5,248	3,000	-42.8%
4405	Jail Administrative Fees	11,588	11,635	10,809	9,686	11,462	10,000	-12.8%
4406	Courthouse Security Fees	59,220	69,020	69,901	58,406	69,901	60,000	-14.2%
4407	Other Jail Fees	626						
4409	Local Sheriff Fees				1,245			
	TOTAL	$341,560	$415,893	$331,720	$342,061	$375,077	$361,843	-3.5%

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - REVENUE FROM THE USE OF MONEY & PROPERTY CATEGORY NUMBER 4500

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	USE OF MONEY & PROPERTY							
4501	Interest on Investments	$37,281	$63,187	$58,995	$191,164	$75,000	$100,000	33.3%
4502	Rent of Property	16,717	20,457	16,049	22,396	16,049	31,200	94.4%
4503	Sales of Surplus & Scrap	44,134	360	1,000	895	1,000	1,000	0.0%
4506	Rental Fees	195,743	214,229	206,914	37,206	230,689	35,000	-84.8%
4507	Courthouse Sales							
4508	Health Department Rent				7,600			
	TOTAL	$293,874	$298,233	$282,958	$259,260	$322,738	$167,200	-48.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - INTERGOVERNMENTAL REVENUE CATEGORY NUMBER 4600

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	INTERGOVERNMENTAL REVENUE							
4603	Rolling Stock Taxes	$5,148	$4,878	$5,383	$5,432	$6,340	$5,200	-18.0%
4604	Street Construction & Maint.	2,611,356	2,651,566	2,731,113	2,743,998	2,826,318	2,826,000	0.0%
4606	Library Funds - State	145,797	144,981	146,431	146,609	153,744	165,500	7.6%
4609	Anti-Litter Grant	6,192	6,038	6,038	6,207	6,207	6,207	0.0%
4610	Comm. of Revenue - Recoveries	86,205	88,255	90,984	88,448	92,804	96,500	4.0%
4611	Treasurer - Recoveries	80,036	67,025	84,259	93,530	96,433	96,400	0.0%
4612	Circuit Court - Recoveries	290,897	292,391	296,087	258,756	281,520	260,000	-7.6%
4613	Sheriff - Recoveries	293,713	311,083	313,539	319,352	326,310	319,400	-2.1%
4614	Comm. Attorney - Recoveries	488,196	508,550	508,626	523,376	518,798	520,800	0.4%
4615	Board of Election - Reimb.	37,029	37,339	38,242	37,500	38,242	49,256	28.8%
4616	Health Dept. Reimbursement	25,058	7,600	24,232	34,779	24,600	35,000	42.3%
4617	State Recordation Tax				48,735	44,750	48,800	9.1%
4619	Department of Fire Programs	50,851	58,207	56,487		56,501	56,000	-0.9%
4621	Law Enforcement H.B. 599	579,872	579,872	615,186	601,328	579,872	628,300	8.4%
4622	LEMP Grant	7,500	7,500	7,500	7,500	7,500	7,500	0.0%
4624	Juvenile Crime Act	69,080	69,080	69,080	69,080	69,080	69,080	0.0%
4625	State Victim Witness Grant	116,341	107,898	121,300	23,274	121,300	23,300	-80.8%
4626	Miscellaneous Grants		59,358					
4627	Federal Victim Witness Grant				86,782		87,000	N/A
4628	Rescue Squad Assistance Grant				35,550			
4630	Animal Sterilization Fee		520		452			
4633	School Resource Grant	87,270	58,180	58,080	24,860	29,090	24,860	-14.5%
4642	VA Wireless Board	109,044	112,740	77,008	81,231	77,008	81,000	5.2%
4643	Personal Property Tax Relief	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	1,753,369	0.0%
4645	Community Dev.Block Grant	80,432		87,108	82,963	90,000	92,000	2.2%
4647	Federal Pass Thru Grants	28,179	27,942		71,484		323,928	N/A
4648	State Grants	28,855	45,336		86,765		12,900	N/A
4653	CCP Grant	150,000						
4654	911 Grants			100,697				
4657	State Asset Forfeiture		48,151		9,249			
4658	Federal Asset Forfeiture		551					
4659	Vehicle Rental Tax				267,150		267,000	N/A
	TOTAL	$7,130,419	$7,048,409	$7,190,749	$7,507,759	$7,199,786	$7,855,300	9.1%

CITY OF COLONIAL HEIGHTS
2020-2021 BUDGET

ACCOUNT NAME - CHARGES FOR CURRENT SERVICES CATEGORY NUMBER 4700

ACCT #	Account Number	2016-17 Actual	2016-17 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	CHARGES FOR SERVICES							
4702	Refuse fees	$972,808	$1,151,497	$1,195,461	$1,183,184	$1,221,360	$1,220,000	-0.1%
4704	Recreation Use Charges & Fees	5,632	12,330	7,039	20,625	12,940	15,000	15.9%
4705	Administrative Service Charges							
	Water	104,658	127,104	145,000	343,181	135,000	135,000	0.0%
	Sewer	105,192	118,308	135,000		125,000	125,000	0.0%
	Utility Billing	42,814	31,048	30,000		32,800	32,800	0.0%
	Storm Water	49,256	43,314	53,000		48,300	48,300	0.0%
4706	Animal Control Charges	3,196	3,289	3,236	1,972	3,280	2,000	-39.0%
4707	Law Library Fees	3,878	5,963	4,874	6,344	10,000	6,300	-37.0%
4708	Sheriff's Fees	3,309	(2,125)		2,364			
4709	Freon Charges	160	190	100	250	100	100	0.0%
4710	Fare Care Subscriptions	33,082	30,435	50,000	29,917	40,000	30,000	-25.0%
4711	EMS Transport Fees	944,354	918,990	882,325	883,181	931,672	900,000	-3.4%
4740	Late Payment Penalties	15,054	17,635	15,822	18,495	17,144	17,600	2.7%
4742	Dishonored Check Fee	210	490	300	950	400	1,000	150.0%
	TOTAL	$2,283,602	$2,458,467	$2,522,157	$2,490,463	$2,577,996	$2,533,100	-1.7%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - MISCELLANEOUS REVENUE CATEGORY NUMBER 4800

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	FY18-19 Budget	FY18-19 Actual	FY19-20 Budget	Manager Proposed	% Chg.
	MISCELLANEOUS							
4802	Recoveries & Rebates	$18,793	$24,881	$25,000	$48,080	$25,000		-100.0%
4803	Recoveries- Damaged Property						$40,000	N/A
4805	Sale of Books & Materials		4,744	10,000	6,570	7,500	6,500	-13.3%
4807	Transf from Schools - Debt	456,688	587,246	583,446	994,495	626,186	711,436	13.6%
	Transf from Schools - School Officers		243,167	248,323		278,091	278,091	0.0%
	Transf from Schools - CSA			140,000		140,000	175,000	25.0%
	Transf from Schools - CA Reimb					20,000	20,000	0.0%
4810	Sale of Containers	1,150	1,820	1,301	1,865	1,500	1,500	0.0%
4812	Donations - Library	4,082	8,738	12,000	14,926	12,000	12,000	0.0%
4813	Police Donations	21	2,000		26,347			
4815	Rec & Park Donations		5,008		240			
4817	Grass Cutting Admin Fees	2,660	2,250	3,190	1,860	2,790	2,000	-28.3%
4818	Donations Animal Shelter	250						
4824	Miscellaneous Revenue	342,641	1,195		1,139			
4825	Bond Proceeds	10,285,000						
4826	Sale of Property	30,450						
4828	Bond Premium	918,669						
4830	Capital Note Proceeds							
4836	Lease Proceeds					256,000		-100.0%
4841	Recoveries & Rebates - RRJA				302,990	200,000		-100.0%
4990	Use of Fund Balance					581,958	773,502	32.9%
	TOTAL	$12,060,403	$881,050	$1,023,260	$1,350,432	$2,151,025	$2,020,029	-6.1%

SHOP & DINE

Colonial HEIGHTS VIRGINIA

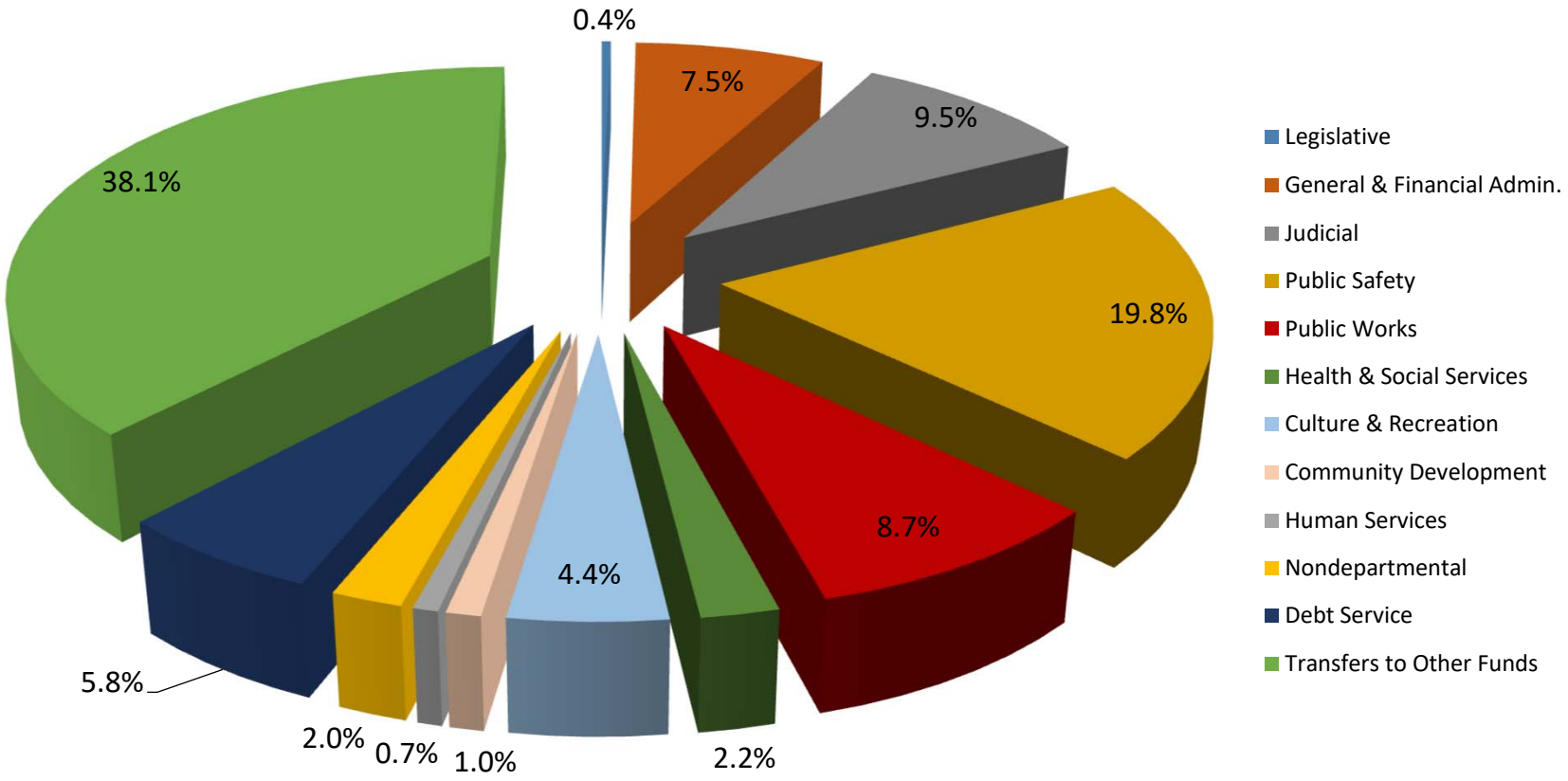
City of Colonial Heights

FY2020-21

Annual Operating Budget

GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES



TOTAL FY2020-21 GENERAL FUND BUDGET $61,700,077

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

LEGISLATIVE

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City Council

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

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

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
City Council Meetings Held	35	38	37	37
Appointments to Boards, Commissions, and Committees	54	69	54	54
Resolutions, Ordinances, and Financial Ordinances Considered	113	119	115	115

Personnel Resources

Executive Legislative

Classification Title	Status *	Authorized Positions FY 19-20	FY 20-21	Diff.
Mayor	L	1.00	1.00	0.00
Vice Mayor	L	1.00	1.00	0.00
Councilmember	L	5.00	5.00	0.00
		7.00	**7.00**	**0.00**

L=Legislative

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CITY COUNCIL DEPARTMENT NUMBER 1011

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$46,000	$71,001	$71,001	$71,211	$71,001	$71,001	$71,001	
5125	FICA			5,432	5,432	5,432	5,432	5,432	
5170	Unemployment Insurance				191	140	140	140	
	Total Personal Services	46,000	71,001	76,433	76,834	76,573	76,573	76,573	0.0%
	OPERATING EXPENSES								
5201	Advertising	3,949	4,752	6,000	8,419	6,000	8,000	8,000	
5203	Professional & Special Services	1,808	4,871	4,000	3,682	4,000	4,000	4,000	
5206	Dues & Subscriptions	1,489	1,489	1,575	1,534	1,575	1,575	1,575	
5209	Maintenance - Electronics	690	360	500	360	500	500	500	
5221	Postage	304	1,587	625	348	625	625	625	
5223	Telephone	4,199	4,164	4,320	6,772	4,320	4,320	4,320	
5225	Travel & Vocational Training	6,710	3,703	8,500	6,449	8,500	8,500	8,500	
5242	Printing, Supplies & Materials	5,471	4,184	4,200	2,141	4,200	4,200	4,200	
5254	Contingencies & Reserve			4,300	4,313	4,300	4,300	4,300	
	Total Operating Expenses	24,620	25,110	34,020	34,017	34,020	36,020	36,020	5.9%
	CAPITAL OUTLAY								
5504	Office Equipment		1,000		6,460		18,000	18,000	
5516	Electronic Equipment			950		1,244			
	Total Operating Expenses		1,000	950	6,460	1,244	18,000	18,000	1346.9%
	TOTAL	$70,620	$97,111	$111,403	$117,311	$111,837	$130,593	$130,593	16.8%

CITY COUNCIL

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Audio Equipment	18,000		18,000

Replacement; Upgrade of existing audio equipment to improve sound in the Council Chambers. This upgrade will complete improvements to ensure quality presentations during Council and other City meetings.

Total Capital Outlay - FY2020-21 ... . $ 18,000

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
iPad Tablets (3)	450	480	$ 1,350

Replacement; Routine upgrade of ipads for Council members Green, Cherry, and Frenier; provides digital/mobile technology to access information and improves communications.

Total Capital Outlay - FY2021-22 ... . $ 1,350

Annual Maintenance & Operations Cost ..... $ 480

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
iPad Tablets (3)	450	480	$ 1,350

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

Total Capital Outlay - FY2022-23 ... . $ 1,350

Annual Maintenance & Operations Cost ..... $ 480

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY COUNCIL

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
iPad Tablet	450	160	$ 450

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

Total Capital Outlay - FY2023-24 ... . $ 450

Annual Maintenance & Operations Cost ... . $ 160

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
iPad Tablets (3)	450	480	$ 1,350

Replacement; Routine upgrade of ipads for Council members Frenier, Green, and Cherry; provides digital/mobile technology to access information and improves communications.

Total Capital Outlay - FY2024-25 ... . $ 1,350

Annual Maintenance & Operations Cost ..... $ 480

City Clerk

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

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

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

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Regular City Council Meetings	12	12	12	12
Special City Council Meetings	23	26	25	25
City Council Documents Prepared	20	10	15	15
Letters of Appointment to Boards, Commissions, and Committees	54	69	54	54
Resolutions/ Ordinances Considered	113	119	115	115

Personnel Resources

City Clerk's Office

Classification Title	Status *	Authorized Positions FY 19-20	FY 20-21	Diff.
Clerk of Council	FT	1.00	1.00	0.00
		1.00	**1.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CITY CLERK DEPARTMENT NUMBER 1012

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$46,885	$49,648	$51,357	$51,528	$52,641	$53,957	$52,641	
5103	Temporary & Seasonal Help			1,500	400	1,500	400	400	
5125	FICA			4,044	3,600	4,142	4,158	4,058	
5130	VRS			6,923	6,923	7,096	7,764	7,575	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			673	673	690	723	705	
5150	Health Insurance			11,400	11,400	11,400	12,204	12,204	
5160	Disability Insurance								
5170	Unemployment Insurance			34	20	20	20	20	
	Total Personal Services	46,885	49,648	75,931	74,544	77,489	79,226	77,603	0.1%
	OPERATING EXPENSES								
5203	Professional & Special Services			3,000	2,638	1,500	2,500	2,500	
5206	Dues & Subscriptions	415	240	315	195	350	350	350	
5209	Maintenance - Electronics	360	360	324	360	324	324	324	
5216	Maintenance - Office Equipment			500		500	500	500	
5221	Postage	113	197	525	925	525	525	525	
5223	Telephone	1,886	1,911	1,956	2,221	1,956	1,956	1,956	
5225	Travel & Vocational Training	1,254	1,238	4,500	3,878	4,500	3,500	3,500	
5242	Printing, Supplies & Materials	1,316	2,119	2,500	2,058	2,500	2,500	2,500	
5248	Books & Publications			200		200	200	200	
5254	Contingencies & Rserve				3,607				
	Total Operating Expenses	5,344	6,064	13,820	15,880	12,355	12,355	12,355	0.0%
	CAPITAL OUTLAY								
5510	Office Equipment				1,320		4,570	4,570	
5516	Electronic Equipment		289	1,250		320			
	Total Capital Outlay Expenses		289	1,250	1,320	320	4,570	4,570	1328.1%
	TOTAL	$52,229	$56,001	$91,001	$91,744	$90,164	$96,151	$94,528	4.8%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY CLERK

Fiscal Year:

FY2020-21

Chambers Recording Software 4,570 $ 4,570

Replace existing FTR recording software used to record Council meetings. The current software has become obsolete and is not compatible with Microsoft 10.

Total Capital Outlay - FY2020-21 ... . $ 4,570

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost ..... $ -

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SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

GENERAL & FINANCIAL ADMINISTRATION

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City Manager

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

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

Among a wide range of duties, the City Manager is responsible for implementing city policies adopted by City Council; enforcing City of Colonial Heights laws and ordinances; and appointing and supervising the heads of departments 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 for the coming year. The City Manager is also responsible for keeping the City Council advised and up-to-date as to the overall financial status of the city.

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

Performance Indicators	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
City Council Meetings Held	37	37	37
Parade/Demonstration Permits	11	8	15

Personnel Resources

City Manager's Office		Authorized Positions		
Classification Title	**Status ***	**FY 19-20**	**FY 20-21 Proposed**	**Diff.**
City Manager	FT	1.00	1.00	0.00
Executive Assistant	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		**2.00**	**2.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CITY MANAGER

DEPARTMENT NUMBER 1051

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$173,870	$202,512	$207,060	$207,749	$212,237	$217,543	$212,237	
5105	Overtime	$118	59						
5125	FICA			14,441	14,581	14,882	15,346	15,180	
5130	VRS			27,912	7,562	28,609	31,304	30,541	
5135	VRS- Hybrid				15,066				
5140	ICMA- Defined Contribution				4,529				
5145	Group Life Insurance			2,712	2,712	2,780	2,915	2,844	
5150	Health Insurance			25,662	24,837	25,662	26,238	26,238	
5160	Disability Insurance			906	890	913	936	913	
5170	Unemployment Insurance			69	40	40	40	40	
	Total Personal Services	173,988	202,571	278,762	277,966	285,123	294,322	287,993	1.0%
	OPERATING EXPENSES								
5201	Advertising	258		650	418	650	650	650	
5203	Prof & Special Services	325	498	500		500			
5206	Dues & Subscriptions	1,664	1,588	2,400	2,237	2,400	2,500	2,500	
5209	Maintenance - Electronics	720	720	720	720	720	720	720	
5221	Postage	75	62	75	43	75	75	75	
5223	Telephone	3,917	4,146	4,200	4,181	3,400	4,000	4,000	
5225	Travel & Vocational Training	8,438	3,494	5,000	6,765	7,300	8,000	8,000	
5226	Automobile Allowance	1,000							
5242	Printing, Supplies, & Materials	3,287	3,681	2,700	2,723	2,700	3,000	3,000	
5254	Contingencies & Reserve	541	937	1,000	1,202	1,500	1,500	1,500	
5276	Relocation	11,675							
	Total Operating Expenses	31,900	15,126	17,245	18,289	19,245	20,445	20,445	6.2%
	CAPITAL OUTLAY								
5510	Office Equipment		1,525						
5516	Electronic Equipment	3,452	76			1,244			
	Total Capital Expenses	3,452	1,601			1,244			-100.0%
	TOTAL	$209,340	$219,298	$296,007	$296,254	$305,612	$314,767	$308,438	0.9%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY MANAGER

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay ……. … $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay ……. … $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay ……. … $ -

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay ……. … $ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year.

Total Capital Outlay ……. … $ -

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Human Resources

The City of Colonial Heights Human Resources Department works under the direction of the City Manager, providing services and programs to all departments and the City's workforce of 271 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 one Director position, and a part-time Administrative Assistant position is reclassified to a full-time Human Resources Specialist as part of the FY20-21 budget.

Performance Indicators	FY 17 - 18 Actual	FY 18 - 19 Actual	FY 19 - 20 Projected	FY 20 - 21 Projected
Total Recruitments	38	36	32	34
Total Applicants	1,492	1,541	1,516	1,590
Total Workers' Compensation Reports	36	35	33	30
OSHA Summary Log Totals	12	15	11	12

Personnel Resources

Human Resources Dept.

Classification Title	Status *	Authorized Positions FY 19-20	FY 20-21	Diff.
Director of Human Resources	FT	1.00	1.00	0.00
Human Resources Specialist	FT	0.00	1.00	1.00
FT = Full Time		**1.00**	**2.00**	**1.00**
Administrative Assistant	PT	1.00	0.00	-1.00
PT = Part Time		**1.00**	**0.00**	**-1.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - HUMAN RESOURCES DEPARTMENT NUMBER 1052

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$81,053	$81,863	$82,674	$82,949	$84,741	$132,984	$129,741	
5103	Temporary & Seasonal Help					13,000			
5125	FICA			6,325	6,215	7,477	10,173	9,925	
5130	VRS			11,144	11,144	11,423	19,136	18,670	
5145	Group Life Insurance			1,083	1,083	1,110	1,782	1,739	
5150	Health Insurance			8,400	8,400	8,400	16,980	16,980	
5160	Disability Insurance						272	266	
5170	Unemployment Insurance			34	20	20	40	40	
	Total Personal Services	81,053	81,863	109,660	109,811	126,171	181,367	177,361	40.6%
	OPERATING EXPENSES								
5201	Advertising	7,505	5,916	10,000	6,110	10,000	10,000	10,000	
5203	Professional & Special Services	4,765	4,765	5,565	4,765	5,565	7,000	7,000	
5206	Dues & Subscriptions	2,388	3,827	3,525	3,510	3,720	3,848	3,848	
5209	Maintenance - Electronics	360	360	324	360	324	720	720	
5221	Postage	84	87	350	285	400	400	400	
5223	Telephone	2,006	2,031	2,076	2,111	2,076	2,800	2,800	
5225	Travel & Vocational Training	519	2,941	1,000	1,095	1,100	1,500	1,500	
5242	Printing, Supplies, & Materials	3,442	1,419	1,425	2,324	1,425	1,925	1,925	
5248	Books & Publications	269	299	400		400	430	430	
	Total Operating Expenses	21,338	21,644	24,665	20,560	25,010	28,623	28,623	14.4%
	CAPITAL OUTLAY								
5516	Electronic Equipment					1,244			
	Total Operating Expenses					1,244			-100.0%
	TOTAL	$102,391	$103,508	$134,325	$130,372	$152,425	$209,990	$205,984	35.1%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

HUMAN RESOURCES

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer	400	-	$ 400

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

Total Capital Outlay - FY2024-25 ... . $ 400

Annual Maintenance & Operations Cost..... $ -

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Economic Development/Economic Development Authority

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

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

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

Performance Indicators	FY 17– 18 Actual	FY 18 – 19 Actual	FY 19 – 20 Projected	FY 20-21 Projected
Existing Business Visits	8	12	14	14
Site/Bldg. Submissions	6	6	9	10
Prospect Requests	11	15	16	16
Economic Dev. Authority Mtgs.	4	7	6	6
Cold Calls		79	67	85
Trade Shows/Marketing Missions	1	2	2	3

Personnel Resources

Economic Development		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21**	**Diff.**
Director	FT	1.00	0.00	-1.00
Administrator	FT	0.00	1.00	1.00
Economic Dev. Specialist	FT#	.50	.50	0.00
FT = Full Time PT = Part Time		**1.50**	**1.50**	**0.00**

Position shared with Planning Department

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT DEPARTMENT NUMBER 1053

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$89,995	$90,895	$102,937	$85,298	$105,511	$105,222	$102,656	
5125	FICA			7,875	6,646	8,072	8,049	7,853	
5130	VRS			13,876	10,872	14,223	15,141	14,772	
5135	VRS- Hybrid				514				
5140	ICMA- Defined Contribution				51				
5145	Group Life Insurance			1,348	1,111	1,382	1,410	1,376	
5150	Health Insurance			14,370	8,649	14,370	9,405	9,405	
5160	Disability Insurance				25		121	118	
5170	Unemployment Insurance			52	28	30	30	30	
5601	Accumulated Leave Pay				108				
	Total Personal Services	89,995	90,895	140,458	113,302	143,588	139,378	136,210	-5.1%
	OPERATING EXPENSES								
5201	Advertising	5,884	7,767	8,000	11,215	9,500	11,000	10,000	
5203	Professional & Special Services	1,917	431	20,000	5,862	22,000	54,000	38,000	
5206	Dues & Subscriptions	2,173	1,628	2,400	3,344	2,500	3,000	3,000	
5209	Maintenance - Electronics	360	360	800	360	800	800	800	
5221	Postage	61	47	200	40	250	200	200	
5223	Telephone	1,861	1,832	2,000	1,838	2,000	2,000	2,000	
5225	Travel & Vocational Training	5,369	5,115	5,500	6,955	6,000	8,500	8,500	
5226	Automobile Allowance	3,600	3,600	3,600	3,611	3,600	4,200	4,200	
5242	Printing, Supplies, & Materials	807	1,391	2,200	2,129	2,200	2,200	2,200	
5270	Tourism Matching Funds	45,000	45,000	45,000	45,000	45,000	45,000	45,000	
5805	Virginia Gateway Region	33,213	38,213	43,213	43,213	43,213	43,213	43,213	
	Total Operating Expenses	100,245	105,385	132,913	123,567	137,063	174,113	157,113	14.6%
	CAPITAL OUTLAY								
5516	Electronic Equipment				2,899	1,244			
	Total Capital Outlay				2,899	1,244			-100.0%
	TOTAL	$190,240	$196,280	$273,371	$239,768	$281,895	$313,491	$293,323	4.1%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

ECONOMIC DEVELOPMENT

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost..... $ -

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City Attorney

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

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

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

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

The City Attorney's Office includes support staff in the form of one Paralegal position and one part-time Administrative Assistant, added in FY19-20.

Performance Indicators	FY 17 – 18 Actual	FY 18 – 19 Actual	FY 19 – 20 Projected	FY 20 – 21 Projected
Council Ordinances & Resolutions Drafted	113	120	110	110
School Board Meetings Attended (includes School Board Agenda Meetings)	30	30	30	30
Deeds and Easements Prepared	62	24	25	25

Personnel Resources

City Attorney's Office

Classification Title	Status *	Authorized Positions FY 19-20	FY 20-21	Diff.
City Attorney	FT	1.00	1.00	0.00
Paralegal	FT	1.00	1.00	0.00
FT = Full Time		**2.00**	**2.00**	**0.00**
Administrative Assistant	PT	1.00	1.00	0.00
PT = Part Time		**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CITY ATTORNEY DEPARTMENT NUMBER 1101

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$206,422	$212,561	$208,526	$213,805	$213,739	$220,865	$217,036	
5103	Temporary & Seasonal Help		120	800		15,600	15,600	15,600	
5125	FICA			14,551	14,068	16,126	16,727	16,579	
5130	VRS			28,109	28,109	28,812	31,782	31,231	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			2,732	2,731	2,800	2,960	2,908	
5150	Health Insurance			27,360	25,620	23,880	24,408	24,408	
5160	Disability Insurance								
5170	Unemployment Insurance			69	40	40	40	40	
	Total Personal Services	206,422	212,681	282,147	284,373	300,997	312,382	307,802	2.3%
	OPERATING EXPENSES								
5203	Professional & Special Services	7,331	4,512	7,000	5,780	25,500	25,500	25,500	
5206	Dues & Subscriptions	4,273	3,563	5,600	5,041	5,650	5,790	5,790	
5209	Maintenance - Electronics	750	720	720	720	1,080	1,080	1,080	
5216	Maintenance & Equipment			200		200	200	200	
5221	Postage	133	131	250	100	250	250	250	
5223	Telephone	2,916	2,957	3,520	3,274	3,520	3,520	3,520	
5224	Other Services & Charges	112	392	300	32	300	2,200	300	
5225	Travel & Vocational Training	3,490	1,901	6,866	2,013	6,866	6,866	6,866	
5242	Printing, Supplies, & Materials	3,165	2,179	2,200	1,135	2,200	2,200	2,200	
5248	Books & Publications	104	150	200	87	200	200	200	
5254	Contingencies & Reserve				(3,607)				
	Total Operating Expenses	22,274	16,506	26,856	14,575	45,766	47,806	45,906	0.3%
	CAPITAL OUTLAY								
5504	Furniture & Equipment			687		1,200			
5516	Electronic Equipment	865		1,244	1,109	2,488	360	360	
	Total Operating Expenses	865		1,931	1,109	3,688	360	360	-90.2%
	TOTAL	$229,561	$229,187	$310,934	$300,057	$350,451	$360,548	$354,068	1.0%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CITY ATTORNEY

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer	360		360

Replacement; Current printer is over seven years old and not properly functioning.

Total Capital Outlay - FY2020-21 ... . $ 360

Annual Maintenance & Operations Cost..... $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

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Commissioner of the Revenue

The Commissioner of the Revenue is an elected city official responsible for administering the assessments, licenses, and permits for businesses and individuals in the city. These include personal and business property taxes, business licenses, machinery & tools, bank franchise and public service taxes, and local excise taxes such as meals and lodging 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 filing of their state income taxes. In addition, all applications for real estate tax exemption and relief are administered by the Commissioner's office, to include 100% veteran, elderly and disabled.

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

In addition to these primary responsibilities, the Commissioner of the Revenue's Office also supports and interacts with other city offices on a regular basis (Treasurer, Finance and Billings & Collections, Real Estate Assessor, Police and Inspections) by providing data and information pertinent to all of the above noted departments.

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

Performance Indicators	CY 2017 Actual	CY 2018 Actual	CY 2019 Actual	CY 2020 Projected
Taxable Personal Property Items	18,922	19,066	19,915	20,000
Number of Business Licenses	1,572	1,515	1,426	1,500
Food/Lodging Tax Monthly Returns	120	116	122	120
State Income Taxes Filed	775	488	391	350

Personnel Resources

Commissioner of Revenue		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21**	**Diff.**
Commissioner	FT	1.00	1.00	0.00
Deputy Commissioner	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		**4.00**	**4.00**	**0.00**
Clerk	PT	.30	.30	0.00
FT = Full Time PT = Part Time		**.30**	**.30**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMISSIONER OF THE REVENUE | DEPARTMENT NUMBER 1152

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$168,771	$166,743	$172,148	$172,755	$176,452	$183,225	$178,756	
5103	Temporary & Seasonal Help	5,268	1,824	5,040	112	3,000	2,000	2,000	
5105	Overtime	523	866	3,000	2,067	2,000	3,000	3,000	
5601	Accumulated Leave Pay		3,494						
5125	FICA			13,784	12,297	13,881	14,399	14,057	
5130	VRS			23,206	9,430	23,786	26,366	25,723	
5135	VRS- Hybrid				11,644				
5140	ICMA- Defined Contribution				2,845				
5145	Group Life Insurance			2,255	2,278	2,312	2,455	2,395	
5150	Health Insurance			37,410	37,688	35,760	38,214	38,214	
5160	Disability Insurance			613	607	539	636	620	
5170	Unemployment Insurance			138	87	60	80	80	
	Total Personal Services	174,562	172,926	257,594	251,811	257,790	270,375	264,845	2.7%
	OPERATING EXPENSES								
5201	Advertising	245	200	750	200	750	750	750	
5203	Professional & Special Services	2,855	2,288	3,000	2,918	3,000	3,000	3,000	
5206	Dues & Subscriptions	550	448	650	550	650	650	650	
5209	Maintenance - Electronics	1,080	1,305	2,600	1,391	3,000	3,000	3,000	
5221	Postage	4,898	4,977	6,500	5,088	7,500	7,500	7,500	
5223	Telephone	4,802	4,827	5,500	4,894	5,500	5,500	5,500	
5225	Travel & Vocational Training	980	507	2,000	167	2,000	2,000	2,000	
5242	Printing, Supplies, & Materials	4,989	4,793	7,500	5,213	7,500	8,000	8,000	
	Total Operating Services	20,399	19,345	28,500	20,420	29,900	30,400	30,400	1.7%
	CAPITAL OUTLAY								
5504	Furniture & Equipment			500		500			
5516	Electronic Equipment	1,181	1,691			1,000	750	750	
	Total Capital Outlay	1,181	1,691	500		1,500	750	750	-50.0%
	TOTAL	$196,142	$193,963	$286,594	$272,231	$289,190	$301,525	$295,995	2.4%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMISSIONER OF THE REVENUE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Network Printer	750		$ 750

Replacement; Current printer has reached end of useful life. Printer is used heavily by all departmental staff.

Total Capital Outlay - FY2020-21 ..... $ 750

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

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Treasurer

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Sheriff Fees Transactions	42	44	40	40
State Income Tax Transactions	114	143	120	120
State Estimated Tax Transactions	468	420	460	450

Personnel Resources

Treasurer's Office

Classification Title	Status *	Authorized Positions FY 19-20	FY 20-21	Diff.
Treasurer	FT	1.00	1.00	0.00
Asst. Treasurer / Deputy III	FT	1.00	1.00	0.00
		2.00	**2.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - TREASURER

DEPARTMENT NUMBER 1153

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$84,779	$86,133	$86,263	$86,557	$88,851	$91,073	$88,851	
5103	Temporary & Seasonal Help	57					1,000	1,000	
5125	FICA			6,599	6,306	6,797	7,044	6,874	
5130	VRS			11,628	11,628	11,977	13,105	12,786	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,130	1,130	1,164	1,220	1,191	
5150	Health Insurance			20,340	21,440	21,540	21,984	21,984	
5160	Disability Insurance								
5170	Unemployment Insurance			69	41	40	40	40	
	Total Personal Services	84,836	86,133	126,029	127,101	130,369	135,466	132,726	1.8%
	OPERATING EXPENSES								
5206	Dues & Subscriptions	311	653	600	445	600	600	600	
5209	Maintenance - Electronics	720	720	750	720	750	750	750	
5221	Postage	35	41	15	39	15	15	15	
5223	Telephone	1,826	1,851	1,900	1,879	1,900	1,900	1,900	
5224	Other Services & Charges	280							
5225	Travel & Vocational Training	1,476	524	1,500	1,649	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	784	753	700	348	700	700	700	
5285	Cash Over/Short								
	Total Operating Services	5,432	4,542	5,465	5,079	5,465	5,465	5,465	0.0%
	CAPITAL OUTLAY								
5516	Electronic Equipment	277	1,209	300	267	300	600	600	
	Total Capital Outlay	277	1,209	300	267	300	600	600	100.0%
	TOTAL	$90,545	$91,884	$131,794	$132,448	$136,134	$141,531	$138,791	2.0%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

TREASURER

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer/Scanner/Copier/Fax	600	-	$ 600
Replacement; Existing printer is over 5 years old			

Total Capital Outlay - FY2020-21 ..... $ 600

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Paper Shredder	300	-	$ 300
New; Individual Shredder at desk			

Total Capital Outlay - FY2021-22 ..... $ 300

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Calculator	200		$ 200
Replacement: Replace a calculator over 15 years old			

Total Capital Outlay - FY2022-23 ..... $ 200

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

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Finance

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

The Department of Finance is organizationally structured into eight operational categories: Financial Administration, Auditing, Employee Benefits, Purchasing, Insurance & Risk Management, Real Estate Assessor, Billing & Collections, and the Utility Billing Office. All employees and operations within the Department of Finance are led and directed by the Director of Finance.

The day-to-day duties of the Department of Finance include procurement of goods and services; processing accounts payable and payroll functions for all departments; providing monthly and yearly financial statements; administering cash management and investment programs; administering all City billing and collection processes; and maintaining the records of the City's fixed assets. Other duties include maintaining financial accounting records in an accurate and efficient manner and the preparation of annual audit reports. The Department of Finance also coordinates the issuance of debt as needed for capital projects and is responsible for assessment and equalization of assessments of all real estate, taxable and tax-exempt, located within the corporate limits of the City.

Performance Indicators	FY 17–18 Actual	FY 18-19 Actual	FY 19-20 Estimated	FY 20-21 Estimated
A/P Checks Issued	5,723	5,239	5,500	5,600
Payroll Checks and Direct Deposits Processed	8,798	8,784	9,000	9,000
Purchase Orders and Check Requests Issued	3,683	3,837	3,800	3,775
Sealed Bids/Proposals Issued	11	19	18	15
Value of New Construction	$10,247,174	$7,369,350	$10,300,000	$3,000,000
Transfers in Property Ownership	623	605	629	600

Personnel Resources

Finance Department		Authorized Positions		
Classification Title	**Status** *	**FY 19-20**	**FY 20-21**	**Diff.**
Director of Finance	FT	1.00	1.00	0.00
Deputy Director of Finance	FT	1.00	1.00	0.00
Accountant	FT	1.00	1.00	0.00
Financial Specialists	FT	4.00	4.00	0.00
Financial Technicians	FT	3.00	3.00	0.00
Purchasing Agent	FT	1.00	1.00	0.00
Procurement Specialist	FT	1.00	1.00	0.00
Administrative Assistant	FT	1.00	0.00	-1.00
City Assessor	FT	1.00	1.00	0.00
Revenue Supervisor	FT	1.00	1.00	0.00
Customer Billing Supervisor	FT	1.00	1.00	0.00
Meter Readers	FT	2.00	2.00	0.00
*FT = Full Time		**18.00**	**17.00**	**-1.00**
Accountant	PT	1.00	1.00	0.00
Administrative Assistant	PT	0.00	1.00	1.00
*PT = Part Time		**1.00**	**2.00**	**1.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - FINANCIAL ADMINISTRATION DEPARTMENT NUMBER 1201

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$382,145	$414,041	$477,976	$456,670	$489,928	$494,656	$424,791	
5103	Temporary & Seasonal Help	23,264	1,593	1,000	15,815	1,000	2,700	22,200	
5105	Overtime	241		400	231	400	1,800	1,800	
5601	Accumulated Leave Pay	31,665	1,579		519				
5125	FICA			35,941	34,661	37,587	38,185	34,333	
5130	VRS			63,787	49,649	65,382	69,757	59,904	
5135	VRS- Hybrid				9,199				
5140	ICMA- Defined Contribution				750				
5145	Group Life Insurance			6,261	4,942	6,418	6,496	5,578	
5150	Health Insurance			60,974	58,690	62,845	81,556	73,147	
5160	Disability Insurance				442		600	585	
5170	Unemployment Insurance			275	270	140	140	120	
	Total Personal Services	437,315	417,213	646,614	631,838	663,700	695,890	622,458	-6.2%
	OPERATING EXPENSES								
5201	Advertising	10	394	250		250	250	250	
5203	Professional & Special Services	2,356	1,296	500	1,412	500	500	500	
5206	Dues & Subscriptions	450	519	1,000	883	1,025	1,400	1,400	
5209	Maintenance - Electronics	2,520	2,520	2,600	3,420	2,520	3,450	3,450	
5221	Postage	2,841	2,422	3,000	2,849	3,200	3,200	3,200	
5223	Telephone	7,066	7,390	7,300	7,280	7,300	7,300	7,300	
5225	Travel & Vocational Training	2,415	2,313	4,200	6,083	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	8,257	13,023	10,500	11,861	11,000	11,000	11,000	
5260	Software Maintenance	77,022	79,899	81,200	83,535	83,600	86,100	86,100	
	Total Operating Services	102,937	109,776	110,550	117,323	113,595	117,400	117,400	3.3%
	CAPITAL OUTLAY								
5504	Furniture & Fixtures					1,800	300	300	
5516	Electronic Equipment	31,559	1,629	2,488	2,030	2,488			
	Total Capital Outlay	31,559	1,629	2,488	2,030	4,288	300	300	-93.0%
	TOTAL	$571,811	$528,618	$759,652	$751,191	$781,583	$813,590	$740,158	-5.3%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FINANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Replacement Chairs (2)	150	-	$ 300

Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present a employee safety hazard.

Total Capital Outlay - FY2020-21 ..... $ 300

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Replacement Chairs (2)	150	-	$ 300

Replacement; Desk chairs in the department are aged and some are not fully functioning. Older chairs present a employee safety hazard.

Total Capital Outlay - FY2022-23 ..... $ 300

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - AUDITING

DEPARTMENT NUMBER 1204

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5202	Annual Audit Fee	$102,800	$100,300	$104,500	$108,400	$107,500	$110,000	$110,000	
5242	Printing, Supplies, & Materials	300							
	Total Operating Services	103,100	100,300	104,500	108,400	107,500	110,000	110,000	2.3%
	TOTAL	$103,100	$100,300	$104,500	$108,400	$107,500	$110,000	$110,000	2.3%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - EMPLOYEE BENEFITS

DEPARTMENT NUMBER 1205

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	FIXED CHARGES								
5203	Professional & Special Services	$23,094	$24,074	$25,000	$24,046	$25,000	$25,000	$25,000	
5208	Employee Award Programs					2,000	2,000	2,000	
5210	Insurance Premiums - Other	(11,304)	23,287		6,779				
5221	Postage	(1,406)							
5602	Employer FICA Taxes	1,013,457	1,009,612						
5605	VRS Retirement Contributions	1,757,487	1,777,960		9,380				
5607	Group Life Insurance	160,011	160,643						
5608	Line of Duty Act Fund	79,984	89,988	94,290	89,290	119,463	125,436	129,564	
5610	Hospitalization Insurance	2,132,762	2,372,138		88,863	24,000	34,000	34,000	
5612	Virginia Employment Commission	10,839	9,146						
5615	Employee Events	15,198	13,914	15,000	13,048	15,000	15,000	15,000	
	Total Fixed Charges	5,180,122	5,480,761	134,290	231,407	185,463	201,436	205,564	10.8%
	TOTAL	$5,180,122	$5,480,761	$134,290	$231,407	$185,463	$201,436	$205,564	10.8%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - PURCHASING

DEPARTMENT NUMBER 1206

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$123,363	$124,596	$125,830	$126,249	$128,976	$132,200	$128,976	
5105	Overtime								
5125	FICA			9,626	9,523	9,867	10,113	9,867	
5130	VRS			16,962	16,962	17,386	19,024	18,560	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,648	1,648	1,690	1,771	1,728	
5150	Health Insurance			16,800	17,390	16,800	20,784	20,784	
5160	Disability Insurance								
5170	Unemployment Insurance			69	40	40	40	40	
	Total Personal Services	123,363	124,596	170,935	171,812	174,759	183,932	179,955	3.0%
	OPERATING EXPENSES								
5201	Advertising	702	595	800	1,678	1,100	1,300	1,300	
5203	Professional & Special Services		0	100		100	100	100	
5206	Dues & Subscriptions	285	285	300	265	300	300	300	
5209	Maintenance - Electronics	720	720	700	720	700	700	700	
5216	Maintenance - Equipment	5,524	5,597	14,000	7,965	9,030	9,030	9,030	
5221	Postage	55	79	200	118	200	100	100	
5223	Telephone	1,673	1,380	1,500	(11,384)	1,500	1,500	1,500	
5224	Other Services & Charges		995	2,000		2,000	2,000	3,900	
5225	Travel & Vocational Training			1,800	890	1,800	1,500	1,500	
5242	Printing, Supplies, & Materials	2,639	(687)	3,500	(1,572)	3,200	3,000	3,000	
	Total Operating Expenses	11,598	8,965	24,900	(1,320)	19,930	19,530	21,430	7.5%
	CAPITAL OUTLAY								
5516	Electronic Equipment			5,174	603				
	Total Capital Outlay			5,174	603				
	TOTAL	$134,961	$133,561	201,009	171,095	194,689	$203,462	$201,385	3.4%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PURCHASING

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ..... $ -

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - INSURANCE & RISK MANAGEMENT DEPARTMENT NUMBER 1207

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services	$5,498	$3,520	$4,500	$4,480	$4,500	$5,000	$5,000	
5206	Dues & Subscriptions			1,000	975	1,000	1,000	1,000	
5210	Insurance Premiums - Other	6,926	6,450	6,550	6,548	6,786	7,193	9,233	
5211	Insurance Premiums - Workman's Comp.	184,053	247,094	265,450	257,221	254,783	270,070	278,370	
5220	Insurance Deductibles	6,004	6,428	10,000	13,111	10,000	50,000	50,000	
5224	Other Services			2,000					
5242	Printing, Supplies, & Materials			6,855	2,117	3,000			
5290	General Liability	103,117	100,703	106,718	106,718	101,033	107,095	109,262	
5291	Property & Casualty Insurance	47,807	34,417	40,000	39,984	43,387	45,990	39,740	
5292	Vehicle Insurance	93,130	82,133	79,650	79,509	83,304	88,302	85,658	
5520	Other Equipment				234				
	Total Operating Services	446,535	480,745	522,723	510,896	507,793	574,650	578,263	13.9%
	TOTAL	$446,535	$480,745	$522,723	$510,896	$507,793	$574,650	$578,263	13.9%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - REAL ESTATE ASSESSOR DEPARTMENT NUMBER 1208

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$117,818	$122,405	$123,616	$124,060	$126,707	$132,112	$128,890	
5103	Temporary & Seasonal Help	80	70	600	60	600	600	600	
5125	FICA			9,503	9,967	9,739	10,152	9,906	
5130	VRS			16,664	16,663	17,080	19,011	18,547	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,619	1,619	1,660	1,770	1,727	
5150	Health Insurance			13,590	17,277	18,102	18,498	18,498	
5160	Disability Insurance								
5170	Unemployment Insurance			69	40	40	40	40	
	Total Personal Services	117,898	122,475	165,661	169,686	173,928	182,183	178,208	2.5%
	OPERATING EXPENSES								
5201	Advertising		115	450		600	300	300	
5203	Professional & Special Services	1,500	4,582	3,000		8,500	3,000	3,000	
5206	Dues & Subscriptions	1,295	730	3,000	720	3,000	3,000	3,000	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	1,800	2,700	2,700	
5216	Maintenance - Equipment	8,800	9,240	9,900	9,240	10,000	12,000	12,000	
5221	Postage	50	3,133	200	71	3,700	200	200	
5223	Telephone	2,570	2,595	2,600	2,623	2,600	2,700	2,700	
5225	Travel & Vocational Training	2,762	3,503	3,200	3,744	4,000	4,250	4,250	
5226	Automobile Allowance	3,250	3,250	3,600	3,629	3,600	4,000	4,000	
5242	Printing, Supplies, & Materials	577	144	600	601	600	700	700	
	Total Operating Expenses	22,604	29,092	28,350	22,427	38,400	32,850	32,850	-14.5%
	CAPITAL OUTLAY								
5510	Office Equipment			2,000	1,852	1,244	1,800	1,800	
5516	Electronic Equipment	10,857			900				
	Total Operating Expenses	10,857		2,000	2,752	1,244	1,800	1,800	44.7%
	TOTAL	$151,359	$151,566	$196,011	$194,866	$213,572	$216,833	$212,858	-0.3%

REAL ESTATE ASSESSOR

Fiscal Year:

FY2020-21

	Unit Cost	Annual M&O Cost	Total Cost
Printer/Scanner/Copier/Fax	1,800	-	$ 1,800

The main duplexing printer in the Assessor`s office is at least 8-9 years old. It should be replaced with a similar product to prevent interruption of service to staff and citizens needing printouts of properties. The estimate for a similar product may run slightly higher. The duplexing printer is at the end of its typical life span. The amount requested is from a requested estimate to Purchasing for a product that is of commercial grade and has the necessary requirements to print data for the staff and public use.

Total Capital Outlay - FY2020-21 ... . $ 1,800

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - BILLING & COLLECTIONS DEPARTMENT NUMBER 1209

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$135,534	$140,658	$142,050	$142,545	$145,601	$150,804	$147,126	
5103	Temporary & Seasonal Help	1,552	1,058	3,000	2,483	3,500	3,500	3,500	
5105	Overtime			500		500			
5125	FICA			11,135	10,617	11,444	11,804	11,523	
5130	VRS			19,148	6,684	19,627	21,701	21,171	
5135	VRS- Hybrid				10,770				
5140	ICMA- Defined Contribution				1,988				
5145	Group Life Insurance			1,861	1,860	1,907	2,021	1,972	
5150	Health Insurance			37,140	37,140	37,140	37,944	37,944	
5160	Disability Insurance			555	545	559	573	559	
5170	Unemployment Insurance			138	93	80	80	80	
	Total Personal Services	137,086	141,715	215,527	214,726	220,358	228,427	223,875	1.6%
	OPERATING EXPENSES								
5201	Advertising	761	1,175	1,400	321	1,500	1,500	1,500	
5203	Professional & Special Services	400	900	1,200	628	1,200	1,200	1,200	
5206	Dues & Subscriptions			500	225	1,000	1,000	1,000	
5209	Maintenance - Electronics	2,084	1,800	2,100	1,900	2,100	2,100	2,100	
5216	Maintenance - Equipment	1,287	2,170	2,200	1,847	2,200	3,400	3,400	
5221	Postage	23,726	23,995	22,000	23,800	25,200	26,000	26,000	
5223	Telephone	4,069	4,178	3,800	3,886	4,100	4,200	4,200	
5224	Other Services & Charges			1,000	64				
5225	Travel & Vocational Training	661	667	1,000	895	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	6,958	4,798	8,000	18,716	40,000	24,400	24,400	
5285	Cash Over/Short	53	(40)						
	Total Operating Services	39,999	39,643	43,200	52,283	78,800	65,300	65,300	-17.1%
	CAPITAL OUTLAY								
5516	Electronic Equipment			3,288		2,488	4,400	4,400	
	Total Capital Outlay			3,288		2,488	4,400	4,400	76.8%
	TOTAL	$177,085	$181,358	$262,015	$267,009	$301,646	$298,127	$293,575	-2.7%

BILLING & COLLECTIONS

Fiscal Year:

FY2020-21

	Unit Cost	Annual M&O Cost	Total Cost
Heavy Duty Copier/Scanner	4,400	-	$ 4,400

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

Total Capital Outlay - FY2020-21 ... . $ 4,400

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

Information Technology

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

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Computers	222	231	244	254
Servers	17	12	32	36
iPhones & iPads	125	125	146	156
Website Visitors	310,000	680,229	703,662	750,000
Citizen Electronic Maintenance & Inquiry Requests *(GovQA)*	4,420	4,006	4,215	4,450
Social Media Subscribers *(Facebook, Twitter & E-Newsletter)*	9,205	9,433	9,847	10,000
IT Service Ticket Hours *(Proactive Information Management)*	625	889	1,057	800

Personnel Resources

Information Technology

		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21**	**Diff.**
Director of IT	FT	1.00	1.00	0.00
Info Systems Coordinator	FT	1.00	1.00	0.00
GIS Coordinator	FT	0.00	1.00	1.00
		2.00	**3.00**	**1.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - INFORMATION TECHNOLOGY DEPARTMENT NUMBER 1253

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$154,162	$101,663	$157,246	$153,622	$165,931	$238,754	$232,931	
5601	Accumulated Leave Pay		1,420						
5125	FICA			12,029	10,529	12,694	18,265	17,819	
5130	VRS			21,197	9,286	22,367	34,357	33,519	
5135	VRS- Hybrid				9,672				
5140	ICMA- Defined Contribution				775				
5145	Group Life Insurance			2,060	1,917	2,174	3,199	3,121	
5150	Health Insurance			23,820	15,420	17,070	25,830	25,830	
5160	Disability Insurance				457		982	958	
5170	Unemployment Insurance			69	71	40	60	60	
	Total Personal Services	154,162	103,084	216,421	201,748	220,276	321,447	314,238	42.7%
	OPERATING EXPENSES								
5203	Professional & Special Services	10,023	10,908	116,567	4,239	55,870			
5206	Dues & Subscriptions	20,100	14,750	47,000	41,361	47,000			
5209	Maintenance - Electronics	3,240	3,240	10,000	9,675	17,000	94,100	94,100	
5216	Maintenance - Equipment	19,029	18,313	18,700	18,227	18,700			
5221	Postage			75		75	75	75	
5223	Telephone	3,005	2,757	3,288	2,308	3,300	3,300	3,300	
5225	Travel & Vocational Training	1,146	2,694	2,500		2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	700	986	1,000	718	1,000	1,000	1,000	
5248	Books & Publications		-	300		300	300	300	
	Total Operating Services	57,243	53,649	199,430	76,528	145,745	101,275	101,275	-30.5%
	CAPITAL OUTLAY								
5514	Technology Plan Implementation	963	23,507						
5511	Software						60,000	60,000	
5516	Electronic Equipment	1,490	3,169	10,000		21,900	30,000	30,000	
	Total Capital Outlay	2,453	26,676	10,000		21,900	90,000	90,000	311.0%
	TOTAL	$213,858	183,408	$425,851	$278,277	$387,921	$512,722	$505,513	30.3%

INFORMATION TECHNOLOGY

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Sharepoint \ Password Portal \ Office 365	60,000	51,708	$ 60,000

Replace SharePoint, city's internal website and internal communication manager (lifecycle management ends Oct 2020); total cost includes labor for installation, licensing and migration. Essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement. Security patches and updates will no longer be available.

Technology Replacement Fund	30,000		$ 30,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

Total Capital Outlay - FY2020-21 . . . . . $ 90,000

Annual Maintenance & Operations Cost . . . . . $ 51,708

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Technology Replacement Fund	40,000	-	$ 40,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

Total Capital Outlay - FY2021-22 . . . . . $ 40,000

Annual Maintenance & Operations Cost . . . . . $ -

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Technology Replacement Fund	50,000	-	$ 50,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

Total Capital Outlay - FY2022-23 . . . . . $ 50,000

Annual Maintenance & Operations Cost . . . . . $ -

INFORMATION TECHNOLOGY

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Technology Replacement Fund	50,000	-	$ 50,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

Total Capital Outlay - FY2023-24 . ..... $ 50,000

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Technology Replacement Fund	50,000		$ 50,000

Funding required for replacement of computers and laptops in all operating departments. Costs may include basic software, accessories and peripherals. Increased costs associated with software licensing, VOIP phones, and monitors needed throughout the year.

Total Capital Outlay - FY2024-25 . ..... $ 50,000

Annual Maintenance & Operations Cost ..... $ -

Board of Elections
Electoral Board and Registrar

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

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Number of Registered Voters	12,240	12,112	12,500	12,750
NVRA Transactions	6,779	7,137	6,500	7,500
Persons Voting Absentee	572	686	750	4,000*
Persons Voting on Election Day	5,597	6,042	6,750	7,000
Voting Equip. P & M	49	28	28	28
Candidate Processing-local	6	1	15	10
Campaign Finance-local	6	1	15	10

A* = Per Code of VA § 24.2-700.B, Absentee is No-Excuse/Early Voting beginning with November 2020 General Election.

Personnel Resources

Registrar		Authorized Positions		
Classification Title	**Status** *	**FY 19-20**	**FY 20-21**	**Diff.**
General Registrar	FT	1.00	1.00	0.00
Deputy Registrar	FT	1.00	1.00	0.00
FT = Full Time		**2.00**	**2.00**	**0.00**
Electoral Board Chairman	B	1.00	1.00	0.00
Electoral Board Vice-Chair	B	1.00	1.00	0.00
Electoral Board Secretary	B	1.00	1.00	0.00
Assistant Registrar	Temp.	1.00	3.00	2.00
B = Board Member, Temp. = Temporary		**4.00**	**6.00**	**2.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - ELECTORAL BOARD DEPARTMENT NUMBER 1301

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$6,318	$6,425	$6,318	$6,983	$6,607	$6,639	$6,639	
5125	FICA			483	493	505	508	508	
5170	Unemployment Insurance				17	17	17	17	
	Total Personal Services	6,318	6,425	6,801	7,493	7,129	7,164	7,164	0.5%
	OPERATING EXPENSES								
5206	Dues & Subscriptions	180	180	180	180	180	180	180	
5216	Maintenance - Equipment	5,304	1,625	5,660	3,972	5,660	5,660	5,660	
5221	Postage	532	372	1,000	313	1,200	1,500	1,500	
5224	Other Services & Charges	101	102	110	118	110	120	120	
5225	Travel & Vocational Training	179	101	2,500	147	2,500	2,500	2,500	
5242	Printing, Supplies, & Materials	5,994	10,207	12,000	11,734	16,000	16,000	16,000	
	Total Operating Services	12,290	12,587	21,450	16,463	25,650	25,960	25,960	1.2%
	TOTAL	$18,608	$19,012	$28,251	$23,956	$32,779	$33,124	$33,124	1.1%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - REGISTRAR DEPARTMENT NUMBER 1302

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$81,588	$99,608	$87,175	$78,351	$84,379	$83,415	$81,381	
5103	Temporary & Seasonal Help	12,460	9,610	12,000	8,560	16,000	24,000	24,000	
5105	Overtime								
5125	FICA			7,587	6,328	7,679	8,217	8,062	
5130	VRS			11,357		10,970	12,003	11,711	
5135	VRS- Hybrid				9,350				
5140	ICMA- Defined Contribution				2,016				
5145	Group Life Insurance			1,104	642	1,066	1,118	1,091	
5150	Health Insurance			10,050	9,225	10,050	10,230	10,230	
5160	Disability Insurance			182	468	184	492	480	
5170	Unemployment Insurance			69	60	47	40	40	
	Total Personal Services	94,048	109,218	129,524	115,001	130,375	139,515	136,995	5.1%
	OPERATING EXPENSES								
5201	Advertising	530	445	1,400	400	1,400	1,400	1,400	
5206	Dues & Subscriptions	170	170	300	170	300	300	300	
5209	Maintenance - Electronics	1,080	1,080	960	1,080	1,000	1,080	1,080	
5221	Postage	1,760	1,388	3,000	1,870	3,500	9,000	9,000	
5223	Telephone	3,317	3,269	3,264	3,325	3,264	3,325	3,325	
5225	Travel & Vocational Training	0	60	1,200	503	1,500	3,500	3,500	
5242	Printing, Supplies, & Materials	4,857	7,793	5,600	1,674	9,000	9,000	9,000	
	Total Operating Services	11,714	14,205	15,724	9,022	19,964	27,605	27,605	38.3%
	CAPITAL OUTLAY								
5516	Electronic Equipment		79,300	25,000	18,237	2,488			
	Total Operating Expenses		79,300	25,000	18,237	2,488			-100.0%
	TOTAL	$105,762	$202,723	$170,248	$142,259	$152,827	$167,120	$164,600	7.7%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

REGISTRAR & ELECTORAL BOARD

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ..... $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

JUDICIAL ADMINISTRATION

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Circuit Court Clerk

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

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

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

The Clerk also serves as the City's Register of Deeds; and is responsible for recording all deeds, deeds of trust, powers of attorney, and real estate liens and releases. Other transactions and recordings processed by the Clerk's Office include judgments, financing statements, 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 2017 Actual	CY 2018 Actual	CY 2019 Actual	CY 2020 Projected
Total Cases (Criminal/Civil)	1,680	1,716	1,535	1,750
Wills/Estates Initiated	118	184	135	140
Judgments/Liens/Notices	2,278	2,005	1,963	2,300
Deeds Recorded	2,133	2,026	2,126	2,500
Marriage Licenses	241	217	189	250
Restitution	782	844	835	900
Concealed Handgun Permits	274	351	287	450

Personnel Resources

Circuit Court Clerk		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21 Proposed**	**Diff.**
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
Deputy II	FT	1.00	1.00	0.00
Deputy I	FT	3.00	3.00	0.00
		6.00	**6.00**	**0.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CIRCUIT COURT CLERK DEPARTMENT NUMBER 1351

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$307,145	$311,059	$313,287	$311,762	$321,119	$330,489	$322,428	
5103	Temporary & Seasonal Help	1,092		4,000	45	4,000	4,000	4,000	
5105	Overtime								
5125	FICA			23,793	23,231	24,872	25,588	24,972	
5130	VRS			41,809	33,304	42,854	47,557	46,397	
5135	VRS- Hybrid				7,933				
5140	ICMA- Defined Contribution				993				
5145	Group Life Insurance			4,104	4,137	4,207	4,429	4,321	
5150	Health Insurance			56,905	56,940	56,905	61,812	61,812	
5160	Disability Insurance			397	390	400	651	635	
5170	Unemployment Insurance			206	123	120	120	120	
5601	Accumulated Leave Pay								
	Total Personal Services	308,237	311,059	444,501	438,859	454,477	474,646	464,685	2.2%
	OPERATING EXPENSES								
5203	Professional & Special Services	63,961	63,865	79,200	57,717	79,200	78,200	78,200	
5205	Law Clerk	26,564	30,824	30,824	30,824	31,018	31,508	31,508	
5206	Dues & Subscriptions	1,329	1,373	1,375	1,475	1,519	1,749	1,749	
5209	Maintenance - Electronics	2,520	2,520	2,520	2,520	2,520	2,520	2,520	
5216	Maintenance - Equipment	5,957	1,568	6,507	7,163	11,232	9,614	9,614	
5221	Postage	4,532	5,282	4,500	5,586	4,500	10,780	8,000	
5223	Telephone	11,856	12,126	12,200	12,055	12,200	12,200	12,200	
5224	Other Services & Charges			2,500		2,500	2,500	2,500	
5225	Travel & Vocational Training		413						
5242	Printing, Supplies, & Materials	10,447	7,493	8,000	9,205	8,000	10,000	10,000	
	Total Operating Services	127,166	125,464	147,626	126,545	152,689	159,071	156,291	2.4%
	CAPITAL OUTLAY								
5516	Electronic Equipment			2,500	4,550	2,488			
	Total Capital Outlay			2,500	4,550	2,488			-100.0%
	TOTAL	$435,403	$436,523	$594,627	$569,955	$609,654	$633,717	$620,976	1.9%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

CLERK OF CIRCUIT COURT

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - GENERAL DISTRICT COURT DEPARTMENT NUMBER 1353

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries and Wages						$15,000		
5125	FICA						1,148		
	Total Personal Services						16,148		
	OPERATING EXPENSES								
5203	Professional & Special Services	$30,329	$22,961	$65,000	$21,077	$60,000	60,000	$45,000	
5206	Dues & Subscriptions			300	125	300	300	300	
5212	Rent of Equipment	450	631	5,500	2,908	2,000	3,000	3,000	
5216	Maintenance - Equipment	945	814	1,300		1,200	1,200	1,200	
5221	Postage	50	42	50	36		50	50	
5223	Telephone	7,634	7,972	8,600	8,114	8,600	8,600	8,600	
5225	Travel & Vocational Training			1,600	374	1,000	1,500	1,500	
5242	Printing, Supplies, & Materials	1,913	1,913	3,500	1,773	3,500	3,500	3,500	
5248	Books & Publications	143		300		300	300	300	
5251	Clothing & Personal Supplies			250			250	250	
	Total Operating Services	41,464	34,332	86,400	34,408	76,900	78,700	63,700	-17.2%
	TOTAL	$41,464	$34,332	$86,400	$34,408	$76,900	$94,848	$63,700	-17.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - JUVENILE PROBATION DEPARTMENT NUMBER 1354

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5214	Maintenance - Motor Vehicles			$300					
5221	Postage	$727		200		$200	$200	$200	
5223	Telephone	2,016	$2,315	2,484	2,085	2,484	2,484	2,484	
5225	Travel & Vocational Training			650		750	600	600	
5242	Printing, Supplies & Materials	2,214	1,361	2,000	2,312	2,150	2,300	2,300	
5247	Motor Fuels & Lubricants			250					
	Total Operating Services	4,957	3,676	5,884	4,397	5,584	5,584	5,584	0.0%
	TOTAL	$4,957	$3,676	$5,884	$4,397	$5,584	$5,584	$5,584	0.0%

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Commonwealth's Attorney

The City of Colonial Heights Commonwealth's Attorney and staff includes 5 attorneys to prosecute state and local crimes and offenses. Prosecution includes felonies, misdemeanors and selected traffic offenses. The state provides staffing only for our felony caseload, and we are not required to handle misdemeanor trials. Nonetheless, we prosecute many misdemeanor cases for the good of the community.

The Office of the Commonwealth's Attorney (OCA) prosecutes all felonies, appeals of misdemeanors and juvenile violations in circuit court, and misdemeanor, traffic and serious juvenile delinquency matters in other courts. The OCA is also responsible for having witness subpoenas issued. We prepare indictments for the grand jury, prosecute probation violations, and review police body camera video to prepare for cases.

In addition to answering citizen questions about criminal cases and providing guidance to police officers when needed during the course of investigations, the OCA also provides police training on criminal law, obtains criminal and driving records, issues subpoenas for documents, interviews witnesses and conducts legal research. The OCA also files Show Cause actions to collect restitution for crime victims and files civil asset forfeiture actions that bring additional funds to the police and OCA. By agreement with the City Attorney, the OCA also prosecutes violations of local Colonial Heights ordinances.

Performance Indicators	2017 Actual	2018 Actual	2019 Actual	2020 Projected
Circuit Court-felony cases	745	718	708	818
Circuit Ct-misdemeanor cases	400	533	379	679
GDCT Total Criminal Cases	2900	6821	7699	7997
GDCT traffic (criminal)	1400	2685	2453	2753
Jury Trials (circuit court)	10	5	10	13
Juvenile Cases	520	1669	1570	1870

Personnel Resources

Commonwealth's Attorney		Authorized Positions		
Classification Title	**Status** *	**FY 19-20**	**FY 20-21**	**Diff.**
Commonwealth's Attorney	FT	1.00	1.00	0.00
Other Attorneys	FT	5.00	5.00	0.00
Legal Secretary	FT	3.00	4.00	1.00
FT = Full Time		**9.00**	**10.00**	**1.00**
Legal Secretary	PT	1.00	0.00	-1.00
PT = Part Time		**1.00**	**0.00**	**-1.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMONWEALTH'S ATTORNEY DEPARTMENT NUMBER 1355

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$516,562	$525,451	$522,615	$533,988	$583,581	$644,294	$622,067	
5103	Temporary & Seasonal Help	1,144	4,493	32,000	20,577	32,000	2,000	2,000	
5113	Phone Allowance					2,000			
5601	Accumulated Leave	3,074	14,101						
5125	FICA			41,628	38,235	47,245	49,441	47,741	
5130	VRS			69,744	51,486	69,452	92,714	89,515	
5135	VRS- Hybrid				18,998				
5140	ICMA- Defined Contribution				1,711				
5145	Group Life Insurance			6,846	7,015	6,750	8,634	8,336	
5150	Health Insurance			90,140	97,296	101,828	129,420	129,420	
5160	Disability Insurance			893	906	1,014	979	955	
5170	Unemployment Insurance			310	174	180	200	200	
	Total Personal Services	520,780	544,045	764,176	770,386	844,050	927,682	900,234	6.7%
	OPERATING EXPENSES								
5203	Professional & Special Services	527	92	500		500	500	500	
5206	Dues & Subscriptions	4,614	8,275	11,673	9,606	11,673	12,336	12,336	
5209	Maintenance - Electronics	5,400	5,400	6,300	5,400	6,300	6,300	6,300	
5216	Maintenance - Equipment	3,761	8,293	10,015	3,488	10,015	10,015	10,015	
5221	Postage	1,782	1,510	4,120	3,763	4,120	4,200	4,200	
5223	Telephone	11,410	11,038	12,516	10,389	12,516	12,516	12,516	
5225	Travel & Vocational Training	2,981	5,557	6,000	2,130	6,000	6,000	6,000	
5242	Printing, Supplies, & Materials	16,110	11,284	11,500	16,034	11,500	12,500	12,500	
5248	Books & Publications	1,358	1,444	4,112	1,845	4,112	2,700	2,700	
5261	Asset Forfeiture	21,412	15,045		619				
5269	Law Library	1,541	10,893		5,783	10,000	10,000	10,000	
	Total Operating Services	70,896	78,831	66,736	59,058	76,736	77,067	77,067	0.4%
	CAPITAL OUTLAY								
5504	Furniture & Fixtures					2,750	2,000	2,000	
5516	Electronic Equipment	22,389	3,227	2,644	1,194	3,044	1,200	1,200	
	Total Capital Outlay	22,389	3,227	2,644	1,194	5,794	3,200	3,200	-44.8%
	TOTAL	$614,065	$626,103	$833,556	$830,638	$926,580	$1,007,949	$980,501	5.8%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer (3)	400		$ 1,200
Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.			
Desk Chairs (2)	400		$ 800
Side Chairs (2)	250		$ 500
Conference Room Chairs (2)	350		$ 700
Total Capital Outlay - FY2020-21			**$ 3,200**
Annual Maintenance & Operations Cost			$ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Printers (2)	400		$ 800
Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.			
Desk Chairs (2)	400		$ 600
Side Chairs (2)	250		$ 500
Conference Room Chairs (2)	350		$ 700
Total Capital Outlay - FY2021-22			**$ 1,800**
Annual Maintenance & Operations Cost			$ -

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

COMMONWEALTH'S ATTORNEY

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Shredder	1,500		$ 1,500
Replacement; Routine upgrade of document shredder shared by all departmental staff; utilized primarily for mandated destruction of records.			
Printers (2)	400		$ 800
Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels.			
Printer(1);	600		$ 600
Printer(1); Replacement for VCIN terminal printer			
Desk Chairs (2)	400		$ 800
Total Capital Outlay - FY2022-23			$ 3,700
Annual Maintenance & Operations Cost			$ 800

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Desk Chairs (2)	250		$ 500
Side Chairs (3)	250		$ 750
Total Capital Outlay - FY2023-24			$ 1,250
Annual Maintenance & Operations Cost			$ -

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer (3)*; upgrade departmental desktop printers for staff.*	400		$ 1,200
Shredder	1,500		$ 1,500
Conference Room Chairs (3)	350		$ 1,050
Desk Chairs (1)	400		$ 400
Side Chairs (3) for staff offices	250		$ 750
Total Capital Outlay - FY2024-25			$ 4,900
Annual Maintenance & Operations Cost			$ -

Sheriff

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

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

Our Sheriff's Office is a fully accredited office, through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Each year the Sheriff partners with our City's Police Officers, Fire Fighters, School Board and Community Leaders to provide public safety education programs and events like; Project Life Saver, Child Safety Seat Inspections, Drug Turn-In, and Senior Citizen Education Classes on 'Avoiding Scams' and 'Identity Theft'. Other proud projects include; Christmas "Bikes for Kids" and delivering Thanksgiving Dinner Gift Baskets to deserving families within our City.

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

Performance Indicators	FY 17 –18 Actual	FY 18 – 19 Actual	FY 19 – 20 Projected	FY 20 – 21 Projected
Court Security Dockets	405	390	399	388
Inmate/Prisoner Count	1,703	1,850	1,800	1,790
Prisoner Transports	569	641	700	820
Civil Papers Served	9,583	9,700	9,900	10,100
Courthouse Patron Count	64,324	59,349	58,000	59,200

Personnel Resources

Sheriff's Office		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21**	**Diff.**
Sheriff	FT	1.00	1.00	0.00
Chief Deputy Sheriff	FT	1.00	1.00	0.00
Lt. Deputy Sheriff	FT	1.00	1.00	0.00
Sgt. Deputy Sheriff	FT	1.00	1.00	0.00
Deputy Sheriff	FT	6.00	6.00	0.00
Administrative Assistant	FT	1.00	1.00	0.00
FT = Full Time		**11.00**	**11.00**	**0.00**
Deputy Sheriff	PT	7.00	7.00	0.00
PT = Part Time		**7.00**	**7.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - SHERIFF

DEPARTMENT NUMBER 1356

ACCT #		2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$614,152	$637,945	$620,788	$640,707	$636,622	$656,606	$638,945	
5103	Temporary & Seasonal Help	14,071	11,465	36,000	13,404	35,000	46,500	42,000	
5105	Overtime	28,307	28,127	36,000	28,839	36,000	36,000	36,000	
5601	Accumulated Leave	149	565						
5125	FICA			52,048	50,338	54,133	56,542	54,846	
5130	VRS			68,900	67,973	71,522	79,003	76,839	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			6,763	6,982	7,021	7,357	7,155	
5150	Health Insurance			109,148	91,315	93,882	93,333	93,333	
5160	Disability Insurance								
5170	Unemployment Insurance			619	455	333	220	220	
	Total Personal Services	656,679	678,102	930,266	900,013	934,513	975,561	949,338	1.6%
	OPERATING EXPENSES								
5203	Professional & Special Services	6,827	7,871	7,881	7,880	8,117	8,685	8,685	
5206	Dues & Subscriptions	1,193	1,045	1,400	2,830	4,305	4,365	4,365	
5209	Maintenance - Electronics	4,320	4,320	3,816	4,320	3,816	4,320	4,320	
5214	Maintenance - Motor Vehicles	2,920	5,475	5,000	6,606	6,000	6,000	6,000	
5216	Maintenance - Equipment	22,137	14,333	26,300	13,411	22,100	23,215	23,215	
5221	Postage	1,044	786	1,200	1,625	1,200	1,200	1,200	
5223	Telephone	14,451	14,317	15,400	13,673	15,400	15,400	15,400	
5225	Travel & Vocational Training	5,770	7,417	5,000	3,906	6,000	7,200	7,200	
5242	Printing, Supplies & Materials	28,741	15,232	33,000	32,089	33,000	33,000	33,000	
5247	Motor Fuels & Lubricants	9,039	11,057	13,000	11,788	13,000	13,000	13,000	
5250	Small Tools & Equipment	782	1,608	3,900	-	3,900	3,000	3,000	
5275	Donated Funds		(1,407)		994				
	Total Operating Services	97,224	82,053	115,897	99,122	116,838	119,385	119,385	2.2%
	CAPITAL OUTLAY								
5501	Motor Vehicles	31,468	31,532	32,000	32,000	35,000	41,000	41,000	
5516	Electronic Equipment		1,208			1,244			
5520	Other Equipment					1,500	3,600	3,600	
	Total Capital Outlay	31,468	32,740	32,000	32,000	37,744	44,600	44,600	18.2%
	TOTAL	$785,371	$792,895	$1,078,163	$1,031,135	$1,089,095	$1,139,546	$1,113,323	2.2%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Fleet Vehicle	36,000	500	$ 36,000
Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Equipment Package	5,000	500	$ 5,000
Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Taser	1,800	100	$ 1,800
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			
Office Desk and Chair	1,800	100	$ 1,800
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			

Total Capital Outlay - FY2020-21 … …….. … $ 44,600

Annual Maintenance & Operations Cost … …… … $ 1,100

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Fleet Vehicle	36,000	500	$ 36,000
Replacement; of current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Equipment Package	7,000	500	$ 7,000
Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Taser	1,800	100	$ 1,800
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			

Total Capital Outlay - FY2021-22 ... . $ 44,800

Annual Maintenance & Operations Cost ... . $ 1,100

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Fleet Vehicle	37,000	500	$ 37,000
Replacement; Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Equipment Package	7,000	500	$ 7,000
Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Taser	1,800	100	$ 1,500
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			

Total Capital Outlay - FY2022-23 ..... $ 45,500

Annual Maintenance & Operations Cost ... . $ 1,100

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Fleet Vehicle	37,000	500	$ 37,000
Replacement; Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Equipment Package	10,000	500	$ 5,000
Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Taser	1,800	100	$ 1,500
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			
X-Ray Machine	48,000	5,500	$ 48,000
Replacement; replaces courthouse public entrance x-ray machine, which is essential in maintaining public and court staff safety and required to maintain current service levels.			
Total Capital Outlay - FY2023-24 … …….. …			**$ 91,500**
Annual Maintenance & Operations Cost … …… …			**$ 6,600**

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

SHERIFF

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Fleet Vehicle	37,000	500	$ 37,000
Replacement; Replaces current multi-purpose fleet vehicle for prisoner transport and general office use; essential for meeting court activity related service demand; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Equipment Package	10,000	500	$ 5,000
Replacement; vehicle equipment package for new fleet vehicle; includes radio, speaker, siren, light bar, etc. to properly equip vehicle with emergency response equipment; essential for maintaining existing deputy safety and service levels; will negatively impact service and increase maintenance costs without replacement.			
Taser	1,500	100	$ 1,500
Replacement; upgrade of deputy safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force by deputies; program to provide all deputies with own unit; maintain increased deputy safety/service levels.			
Total Capital Outlay - FY2023-24 … …….. …			$ 43,500
Annual Maintenance & Operations Cost … …… …			$ 1,100

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - INCARCERATION DEPARTMENT NUMBER 1357

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5225	Travel & Vocational Training				($15,778)				
5228	Adult Incarceration	$2,408,480	$2,267,400	$2,420,000	2,409,749	$2,670,000	$2,424,384	$2,424,384	
5229	Youth Incarceration	108,085	68,135	145,000	125,865	67,500	130,000	130,000	
5255	Refunds/ Rebates		164,580		167,901				
5284	Video Arraignment	10,571	4,723	13,000	4,730	10,000	10,000	10,000	
	Total Operating Services	2,527,136	2,504,838	2,578,000	2,692,467	2,747,500	2,564,384	2,564,384	-6.7%
	TOTAL	$2,527,136	$2,504,838	$2,578,000	$2,692,467	$2,747,500	$2,564,384	$2,564,384	-6.7%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - DRUG COURTS (COMMUNITY DIVERSION SERVICES) DEPARTMENT NUMBER 1358

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services								
5257	Adult Drug Court Program	$36,000	$36,000	$36,000	$36,000	$39,600	$40,500	$40,500	
5258	Juvenile Drug Court Program	21,000	21,000	21,000	21,000	23,100	24,081	24,081	
	Total Operating Services	57,000	57,000	57,000	57,000	62,700	64,581	64,581	3.0%
	TOTAL	$57,000	$57,000	$57,000	$57,000	$62,700	$64,581	$64,581	3.0%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMUNITY CORRECTIONS SERVICES DEPARTMENT NUMBER 1359

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services	$92,000	$92,000	$163,500	$163,500	$179,850	$274,921	$274,921	
5223	Telephone	395	3,549		3,579		3,579	3,579	
5224	Other Services & Charges	28,120	25,000	25,000	25,000	27,500	27,500	27,500	
	Total Operating Services	120,515	120,549	188,500	192,079	207,350	306,000	306,000	47.6%
	TOTAL	$120,515	$120,549	$188,500	$192,079	$207,350	$306,000	$306,000	47.6%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - VICTIM WITNESS DEPARTMENT NUMBER 1360

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$75,975	$80,408	$81,204	$81,474	$83,234	$85,315	$83,234	
5125	FICA	31,677	32,489	6,212	6,065	6,367	6,527	6,367	
5130	VRS			10,946	10,946	11,220	12,277	11,977	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,064	1,063	1,090	1,143	1,115	
5150	Health Insurance			20,340	16,800	16,800	17,160	17,160	
5160	Disability Insurance			193		194			
5170	Unemployment Insurance			69	42	40	40	40	
	Total Personal Services	107,652	112,897	120,028	116,392	118,945	122,462	119,893	0.8%
	OPERATING EXPENSES								
5206	Dues & Subscriptions		100	275	200	275	275	275	
5209	Maintenance - Electronics	360	360	375	360	375	375	375	
5215	Maintenance - Furniture & Equipment			500	0	500	500	500	
5221	Postage	424	400	450	476	450	450	450	
5223	Telephone	1,431	1,400	1,600	1,412	1,500	1,500	1,500	
5224	Other Services & Charges		145	500	354	500	500	500	
5225	Travel & Vocational Training			1,700	810	1,700	1,700	1,700	
5242	Printing, Supplies, & Materials	1,487	2,341	1,800	1,069	1,800	1,800	1,800	
	Grant Increase	5,885							
	Total Operating Expenses	9,587	4,747	7,200	4,681	7,100	7,100	7,100	0.0%
	CAPITAL OUTLAY								
5516	Electronic Equipment			1,244	1,248				
5510	Office Equipment					500	300	300	
	Total Capital Outlay			1,244	1,248	500	300	300	-40.0%
	TOTAL	$117,239	$117,644	$128,472	$122,320	$126,545	$129,862	$127,293	0.6%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

VICTIM WITNESS

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Printer (1)	300	-	$ 300

Replacement; Routine upgrade of departmental computer printers shared and utilized by staff; will replace current equipment at recommended IT lifecycle management (5 years); essential for maintaining service levels

Total Capital Outlay - FY2020-21 .... $ 300

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	M&O Cost	Total Cost
Printer (1)	300	-	$ 300

Replacement; Routine upgrade of printer

Total Capital Outlay - FY2021-22 .... $ 300

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - JUVENILE & DOMESTIC COURT DEPARTMENT NUMBER 1361

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages						$6,000		
5125	FICA						459		
	Total Personal Services						6,459		
	OPERATING EXPENSES								
5203	Professional & Special Services			$2,000		$2,000	1,500	$1,500	
5206	Dues & Subscriptions	$50	$50	150	$50	150	150	150	
5212	Rent of Equipment	1,762	2,185	2,000	1,906	2,000	2,000	2,000	
5216	Maintenance - Equipment			1,000		1,000	1,000	1,000	
5223	Telephone	973	1,165	1,500	1,121	1,500	1,500	1,500	
5225	Travel & Vocational Training	162	164	4,000	386	5,000	5,000	5,000	
5242	Printing, Supplies, & Materials	916	937	2,500	653	2,500	2,500	2,500	
5248	Books & Publications			200		200	200	200	
5251	Clothing & Personal Supplies	27	209	500	100	1,000	1,000	1,000	
	Total Operating Services	3,890	4,711	13,850	4,216	15,350	14,850	14,850	-3.3%
	TOTAL	$3,890	$4,711	$13,850	$4,216	$15,350	$21,309	$14,850	-3.3%

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SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

PUBLIC SAFETY

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Police

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

The **Operations Division** consists primarily of the Patrol Division and is the most visible, 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 squads. Officers work permanent shifts with rotating days and weekends off.

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

The **Investigations Division** has the primary responsibility in the investigation of serious or serial crimes. Crimes commonly assigned to the division include rape, robbery, homicide, burglary, sex offenses, missing persons, and fraud-related incidents. CHPD also has officers assigned to the Special Operations Unit, which falls under the Investigations Division. This is a specialty unit comprised of police officers who concentrate on quality-of-life crimes, such as disorderly conduct, public intoxication, prostitution; narcotics violations; gang activity; and/or any other assignment as necessary.

Performance Indicators	CY 2018 Actual	CY 2019 Projected	CY 2019 Actual	CY 2020 Projected
Police Reports	3,757	3,848	3,802	3,779
Self-initiated Police Activity	20,929	22,544	22,821	21,875
Traffic Citations	6,292	5,927	5,541	5,516
Traffic Crashes	1,125	1,139	1,110	1,117
Total Arrests	4,260	4,376	4,153	4,206

Personnel Resources

Police Department

Classification Title	Status*	FY 19-20	FY 20-21	Diff.
Police Chief	FT	1.00	1.00	0.00
Major	FT	0.00	1.00	1.00
Captains	FT	3.00	2.00	-1.00
Lieutenants	FT	4.00	4.00	0.00
Sergeants	FT	6.00	6.00	0.00
Detectives	FT	4.00	4.00	0.00
Police Officers	FT	34.00[#]	34.00	0.00
Clerical Staff	FT	4.00	4.00	0.00
Animal Control Officers	FT	2.00	2.00	0.00
		58.00	**58.00**	**0.00**

*FT = Full Time PT= Part-Time

[#]One School Resource Officer added during FY20

Police (continued)

Classification Title	Status *	FY 2019-20	FY 2020-21	Diff.
Animal Control Aides	PT	3.00	3.00	0.00
School Crossing Guards	PT	5.00	4.00	-1.00
FOIA Specialist	PT	1.00	1.00	0.00
		9.00	**8.00**	**-1.00**

*FT = Full Time PT= Part-Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - POLICE | DEPARTMENT NUMBER 1401

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$3,157,142	$3,120,043	$3,200,547	$3,163,750	$3,291,197	$3,375,608	$3,283,454	
5103	Temporary & Seasonal Help	52,658	56,643	87,223	69,367	87,223	83,982	83,982	
5105	Overtime	162,211	195,700	200,000	182,853	200,000	200,000	200,000	
5110	Sick Bank Pay								
5601	Accumulated Leave	44,710			8,599				
5125	FICA			266,814	248,185	271,012	279,959	272,909	
5130	VRS			429,771	415,793	443,653	477,369	459,029	
5135	VRS- Hybrid				3,564				
5140	ICMA- Defined Contribution				446				
5145	Group Life Insurance			41,766	42,456	43,115	44,453	42,745	
5150	Health Insurance			577,110	589,132	605,856	579,708	580,644	
5160	Disability Insurance			179	175	180	184	180	
5170	Unemployment Insurance			1,961	1,368	1,140	1,200	1,200	
	Total Personal Services	3,416,721	3,372,386	4,805,371	4,725,689	4,943,376	5,042,463	4,924,143	-0.4%
	OPERATING EXPENSES								
5203	Professional & Special Services	9,508	5,941	5,741	4,668	7,741	14,400	14,400	
5206	Dues & Subscriptions	15,303	14,879	15,678	15,925	15,928	16,482	16,482	
5209	Maintenance - Electronics	19,080	19,080	17,846	19,080	17,846	17,846	17,846	
5212	Rent of Equipment	7,963	6,694	8,000	5,934	9,000	10,000	9,000	
5214	Maintenance - Motor Vehicles	50,127	45,361	54,672	55,363	55,772	55,772	55,772	
5216	Maintenance - Equipment	9,916	12,747	22,055	14,180	22,055	19,830	19,830	
5218	Maintenance - Miscellaneous	2,092	52,764	55,328	51,834	55,328	52,268	52,268	
5221	Postage	1,168	1,653	1,500	1,522	2,000	2,000	2,000	
5223	Telephone	41,486	43,771	43,527	46,026	43,527	44,833	44,833	
5224	Other Services & Charges	1,650	1,388	2,500	1,309	2,500	2,500	2,500	
5225	Travel & Vocational Training	14,974	48,684	51,093	46,538	53,511	58,720	58,000	
5242	Printing, Supplies, & Materials	96,687	76,626	93,833	76,929	92,833	93,833	92,833	
5246	Animal Control	22,356	24,732	32,000	25,940	32,000	32,000	32,000	
5247	Motor Fuels & Lubricants	75,433	89,262	81,600	85,891	83,232	87,394	87,394	
5248	Books & Publications	118	879	575		575	575	575	
5261	Forfeited Assets	41,347	36,176		7,885				
5263	Grant Funds	3,192	12,451		5,788				
5266	K-9 Funds	(1,252)	4,546		665				
5274	Controlled Drug Buy Money		5,000	5,000	(5,570)	5,000	5,000	5,000	

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - POLICE DEPARTMENT NUMBER 1401

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
5275	Donated Funds	2,550	1,314		(150)				
5279	Operation Bloodhound	450	144						
5409	Adopt-A-Cop	(150)			(50)				
	Total Operating Services	413,998	504,091	490,948	459,706	498,848	513,453	510,733	2.4%
	CAPITAL OUTLAY								
5501	Motor Vehicles	178,044	112,684	177,000	199,071	168,000	193,600	193,600	
5506	Court Restitution								
5516	Electronic Equipment	43,617	25,850	14,700	4,466	14,620	21,670	21,670	
5520	Other Equipment	6,300	23,665	32,780	35,846	19,500			
	Total Capital Outlay	227,961	162,199	224,480	239,384	202,120	215,270	215,270	6.5%
	TOTAL	$4,058,680	$4,038,676	$5,520,799	$5,424,778	$5,644,344	5,771,186	5,650,146	0.1%

POLICE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Patrol Vehicles and Equipment Packages (4)	42,900	2,000	$171,600

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents $36,400.00 cost for each vehicle, plus $6,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (4) Golden Eagle radar units. This figure also includes the $500.00 installation cost for new radios.]

Administrative Vehicle and Equipment Package (1)	22,000	1,200	$22,000

Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the $500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Speed-Monitoring System (1)	3,200	-	$3,200

New; To be placed unannounced at various and undisclosed locations throughout the city. This unit addresses speeding complaints and employ traffic calming measures. It would provide an accurate reading of traffic flow and identify times and locations so that supervisors can focus on problem areas and assign patrol officers accordingly.

Tasers (4)	1,200	400	$4,800

Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Radar Unit (1)	1,700	-	$1,700

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

L-Tron System (1)	11,970	-	$11,970

New; This is a two-part, multi-use system designed and built for public safety. It is a paired system that includes software and a 360 degree spherical image capture kit used for documenting various scenes ranging from vehicle crashes to crime scene investigations.

Total Capital Outlay - FY2020-21 ..... $ 215,270

Annual Maintenance & Operations Cost $3,600

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

POLICE

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Patrol Vehicles and Equipment Packages (4)	42,900	2,000	$171,600

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents $36,400.00 cost for each vehicle, plus $6,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (4) Golden Eagle radar units. This figure also includes the $500.00 installation cost for new radios.]

Administrative Vehicle and Equipment Package (1)	22,000	1,200	$22,000

Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the $500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Tasers (4)	1,200	400	$4,800

Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Radar Unit (1)	1,700		$1,700

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

Utility Terrain Vehicle	14,000		$14,000

New/Replacement; Our current UTV (Kawasaki Mule) is 20 years old. This vehicle is used for patrolling the Appomattox River Walk and White Bank Park, as well as events such as the annual Christmas Parade; July 4th festivities; Celebrate Safe Communities Night; 5K Run, etc.

Total Capital Outlay - FY2021-22 ..... $ 214,100

Annual Maintenance & Operations Cost $3,600

POLICE

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Patrol Vehicles and Equipment Packages (4)	42,900	2,000	$171,600

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents $36,400.00 cost for each vehicle, plus $6,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (4) Golden Eagle radar units. This figure also includes the $500.00 installation cost for new radios.]

Administrative Vehicle and Equipment Package (1)	22,000	1,200	$22,000

Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the $500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Tasers (4)	1,200	400	$4,800

Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Radar Unit (1)	1,700	-	$1,700

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

Tracking K-9 (1)	10,000		$10,000

Replacement; Acquisition of new tracking K-9 to replace an aging bloodhound that we acquired in 2014. This canine is utilized to locate lost and missing persons, as well as fleeing criminals. Before K-9 Rose joined our ranks, we had occasions of missing persons in the community where we had to request and then wait for outside agencies to respond. Having our own trained animal lessens the dependency on other agencies and increases the likelihood of capturing criminals who are a threat to our citizenry. The cost includes training of canine and handler.

POLICE

Fiscal Year:

FY2022-23 (cont.)

Property Room Upgrades 35,000 - $35,000

New; Installation of space-saving property bins and upgrading of security measures. Our Property Room is currently overburdened with the influx of evidence to be stored. This is an effort to be more efficient with use of the space that is available and alleviate the need for an entirely new addition to the building.

Total Capital Outlay - FY2022-23 ..... $ 245,100

Annual Maintenance & Operations Cost $3,600

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Patrol Vehicles and Equipment Packages (4)	42,900	2,000	$171,600

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents $36,400.00 cost for each vehicle, plus $6,000.00 each for (4) equipment packages (sirens, consoles, push bumpers, transport cage, exterior lights, marking packages) and (4) Golden Eagle radar units. This figure also includes the $500.00 installation cost for new radios.]

Administrative Vehicle and Equipment Package (1)	22,000	1,200	$22,000

Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the $500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Tasers (4)	1,200	400	$4,800

Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Radar Units (1)	1,700	0	$1,700

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

POLICE

Fiscal Year:

FY2023-24 (cont.)

Building Security 20,000 - $20,000

New; Upgrade camera systems throughout the building; install more advanced entrance system for staff, possibly going from proximity cards to eye recognition; enhance security in the sally port.

Furniture 10,000 - $10,000

New/Replacement; General upgrade of desks, chairs, tables, filing cabinets, etc., throughout CHPD headquarters. The existing furniture is outdated and approaching end of life or not conducive to efficiency and productivity.

Total Capital Outlay - FY2023-24 ..... $ 230,100

Annual Maintenance & Operations Cost $3,600

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Patrol Vehicles and Equipment Packages (4)	42,900	2,000	$171,600

New/Replacement; Routine annual upgrade of departmental patrol vehicles consistent with replacement schedule for vehicles with high mileage; updating vehicle pool essential to meeting increased demand for police/patrol services and for maintaining existing officer safety and service levels; will negatively impact service and increase maintenance costs without replacement. These vehicles have all-wheel-drive capability essential during snow and bad weather events. [Price represents $36,400.00 cost for each vehicle, plus $6,000.00 each for (4) equipment packages and (4) Golden Eagle radar units.

Administrative Vehicle and Equipment Package (1)	22,000	1,200	$22,000

Replacement; Routine upgrade of unmarked departmental passenger vehicle to be utilized for investigatory and administrative purposes. Cost includes equipment package for unmarked vehicles and the $500.00 installation cost for new radios at RCV. The existing vehicle is past useful life. Updating the vehicle pool is essential to meeting increased demand for police services and will negatively impact service and increase maintenance costs without replacement.

Tasers (4)	1,200	400	$4,800

Replacements; In accordance with current replacement cycle. Upgrade of officer safety equipment and capabilities; provides opportunities for use of effective but less than lethal force by officers. This purchase would replace our current taser equipment, which is no longer being supported by Taser International.

Radar Units (1)	1,700	-	$1,700

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

POLICE

Fiscal Year:				
FY2024-25 (cont.)	Command Post (1)	125,000	-	$125,000

New/Replacement; To replace an outdated 25-year-old Sprinter used as a command post in the event of a catastrophic emergency. We also use this vehicle for search and rescue missions and major crime scene incidents. This unit has out-lived its use and is no longer functional. The technology is outdated and it does not conform to current needs.

Total Capital Outlay - FY2024-25 ..... $ 325,100

Annual Maintenance & Operations Cost $3,600

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, 2 fire units and 3 ambulances are cross staffed by the same personnel. When available, career staff is supplemented by volunteer membership in both operational and administrative roles.

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected
Total incidents	5,383	5,299	5,244	5428
Fire incidents	1,438	1,452	1,384	1,434
EMS incidents	3,954	3,847	3,860	3,994
Fire response time < 7 minutes	74.9%	74.4%	71.1%	73.1%
EMS response time < 7 minutes	84.6%	84.4%	81.3%	82.1%
Fire Mutual Aid received	71	73	52	76
EMS Mutual Aid received	85	130	86	110
Total property loss	$325,470	377,255	$515,760	$396,230

Personnel Resources

Fire & EMS		Authorized Positions		
Classification Title	**Status ***	**FY 19-20**	**FY 20-21**	**Diff.**
Chief of Fire & EMS	FT	1	1	0.00
Deputy Chief of Fire & EMS	FT	1	1	0.00
Battalion Chief	FT	4	3	-1.00
Fire Lieutenant	FT	7	7	0.00
Deputy Fire Marshal	FT	1	1	0.00
EMS Firefighter	FT	36	36	0.00
Administrative Assistant	FT	1	1	0.00
FT = Full Time		**51**	**51**	**-1.00**
EMS-FF Int or Paramedic	PT	8	10	2.00
Logistics Coordinator	PT	1	1	0.00
Office Assistant	PT	1	1	0.00
PT = Part Time		**10**	**12**	**2**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$2,480,780	$2,469,811	$2,562,351	$2,354,109	$2,586,278	$2,992,500	$2,818,732	
5103	Temporary & Seasonal Help	125,259	133,341	128,627	139,020	136,341	136,341	136,341	
5105	Overtime	123,914	198,115	138,094	369,977	139,496	144,808	144,808	
5601	Accumulated Leave	1,644	8,244		26,081				
5125	FICA			216,424	207028.35	216,762	250,434	237,141	
5130	VRS			340,928	310,657	345,118	430,621	405,616	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			33,132	33,925	33,539	40,100	37,771	
5150	Health Insurance			490,020	436,665	492,070	513,489	500,070	
5160	Disability Insurance								
5170	Unemployment Insurance			1,548	1,227	880	1,020	1,000	
	Total Personal Services	2,731,597	2,809,512	3,911,124	3,878,688	3,950,484	4,509,313	4,281,479	8.4%
	OPERATING EXPENSES								
5203	Professional & Special Services	66,575	77,594	83,608	67,080	85,357	102,732	102,732	
5206	Dues & Subscriptions	1,952	2,792	2,172	116	3,437	3,437	3,437	
5209	Maintenance - Electronics	14,040	14,040	14,040	14,040	14,040	14,040	14,040	
5214	Maintenance - Motor Vehicles	95,916	80,703	95,000	110,721	95,000	95,000	95,000	
5216	Maintenance - Equipment	45,640	47,112	46,281	42,638	50,881	50,881	50,881	
5221	Postage	2,394	2,654	4,865	2,037	5,000	5,000	5,000	
5223	Telephone	35,377	35,734	36,936	36,380	36,936	36,936	36,936	
5224	Other Services & Charges	11,939	8,018	10,000	8,740	10,000	10,000	10,000	
5225	Travel & Vocational Training	26,982	38,791	38,700	31,856	38,700	40,000	39,000	
5242	Printing, Supplies, & Materials	83,369	80,992	85,000	91,879	83,500	91,500	88,000	
5247	Motor Fuels & Lubricants	37,491	49,821	54,000	47,970	54,000	54,000	54,000	
5248	Books & Publications	99	1,957	2,000	2,387	2,000	2,000	2,000	
5250	Small Tools & Equipment	3,763	9,271	10,000	6,521	10,000	10,000	10,000	
5263	Grant Funds	10,058	103,609		784				
	Total Operating Services	435,595	553,088	482,602	463,146	488,851	515,526	511,026	4.5%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - FIRE & EMS

DEPARTMENT NUMBER 1402

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	CAPITAL OUTLAY								
5501	Motor Vehicles	0	39,908				49,000	47,000	
5502	Fire Equipment	53,723	185,258	92,000	124,867	91,000	80,000	80,000	
5506	Court Restitution	(367)	(215)		(1,465)				
5515	Buildings & Fixed Equipment	7,474							
5516	Electronic Equipment	8,323	6,159	7,750	289	31,732			
5520	Other Equipment								
	Total Capital Outlay	69,153	231,109	99,750	123,691	122,732	129,000	127,000	3.5%
	TOTAL	$3,236,345	$3,593,709	$4,493,476	$4,465,526	$4,562,067	$5,153,839	$4,919,505	7.8%

FIRE & EMS

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Fire Hose	5,000	-	$ 5,000

Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*

Turnout Gear	25,000	-	$ 25,000

Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately $2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*

Extrication Equipment	25,000	500	$ 25,000

Replacement; Routine upgrade of extrication tool (Jaws of life) on Engine-1 with newer self contained battery powered unit rather than gas powered engine tethered to tool by hydraulic hoses, battery unit will be able to be deployed quicker and at unlimited distance from a hydraulic power source. will negatively impact firefighter safety without regular replacement.#

Firefighting Nozzles & Appliances	25,000	1,500	$ 25,000

Replacement; Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *

Primary Staff Vehicle	47,000	100	$ 47,000

Replacement; Upgrade to Battalion 914's vehicle utilized for emergency response and general performance of duties. This vehicle is 18+ years old. This vehicle will negatively impact services and increase maintenance costs without replacement.

Total Capital Outlay - FY2020-21 ..... $ 127,000

Annual Maintenance & Operations Cost ... . $ 2,100

* *Grant Funded* # *Partially grant funded*

FIRE & EMS

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost		Total Cost
Fire Hose	5,000	-	$	5,000

*Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.**

Firefighting Nozz. & Appl.	25,000	1,500	$	25,000

Replacement; Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *

Workout Equipment	25,000	1,500	$	25,000

Replacement; Upgrade and replacement of treadmills, elliptical, and other worn physical fitness equipment at the public safety building and Fire Station #2. CHFD policy requires physical training for a minimum of 30 minutes per day to keep firefighters physically fit and able to perform strenuous duties associated with the job; will negatively impact firefighter safety without regular replacement.

Turnout Gear	25,000	-	$	25,000

New and Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; additionally to complete the issuance of a second set of turnout gear for all interior firefighters to allow for proper decontamination procedure after each use; full set of turnout gear including helmet and boots costs approximately $2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement. #

Primary Tow Vehicle	50,000	500	$	50,000

Replacement; Upgrade to Utility 981 utilized as the departments primary one ton tow vehicle; vehicle will tow emergency response trailers to emergency and non-emergency incidents. Trailers include Hazardous material, mass casualty, water rescue, child safety seat, CERT, and the life safety house; also provides hauling capabilities for supplies, transportation of staff, and various other errands for station personnel that do not require an ambulance or Fire apparatus.

Total Capital Outlay - FY2021-22 ..... $ 130,000

Annual Maintenance & Operations Cost ... . $ 3,500

* *Grant Funded* # *Partially grant funded*

FIRE & EMS

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost		Total Cost
Fire Hose	5,000	-	$	5,000

*Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.**

Firefighting Nozz. & Appl.	25,000	1,500	$	25,000

Replacement; Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *

Records Management Server	12,000	500	$	12,000

Replacement; Upgrade of departmental records management server. Maintains all department Fire, inspection, and investigation records. Server will be 7 years old. Essential for maintaining compliance with proper secure reporting and records retention; will negatively impact service and increase maintenance without replacement.

Turnout Gear	35,000	-	$	35,000

Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately $2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*

Primary Staff Vehicle	50,000	500	$	50,000

Replacement; Upgrade to Prevention-4 vehicle utilized for emergency response and general performance of duties as department investigator and inspector; also allows the prevention Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 ..... $ 127,000

Annual Maintenance & Operations Cost ... . $ 2,500

* *Grant Funded* # *Partially grant funded*

FIRE & EMS

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Cardiac Monitor	37,000	1,250	$ 37,000

Replacement; Upgrade in cardiac monitors that are an essential part of an ALS ambulance, allowing providers to perform EKGs, cardiac defibrillation, cardiac pacing, monitor pulse oximetry, and capnography; units are portable so as to perform all tasks wherever needed; upgrade essential for maintaining service levels.#

Fire Hose	5,000	-	$ 5,000

Replacement; Routine hose replacement to maintain effective supply of fire hose for 3 front line fire apparatus, reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*

Turnout Gear	50,000	-	$ 50,000

Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately $2,000; life span of gear is anticipated to be less than 10 years; this year will require additional funds than previous years because additional turnout gear funds will be needed for SCBA replacement; will negatively impact firefighter safety without regular replacement.*

Firefighting Nozz. & Appl.	25,000	1,500	$ 25,000

Replacement; Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *

Fire Hose	5,000	-	$ 5,000

*Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.**

Total Capital Outlay - FY2023-24 ..... $ 122,000

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

* *Grant Funded* # *Partially grant funded*

FIRE & EMS

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Fire Hose	5,000	-	$ 5,000

Replacement; Routine hose replacement to maintain effective supply of fire hose for front line fire apparatus and reserve units, as well as spare hose to rotate while servicing hose used during firefighting activities; will negatively impact firefighting safety without regular replacement.*

Turnout Gear	25,000	-	$ 25,000

Replacement; Routine turnout gear upgrade to maintain proper equipment for approximately 75 firefighters including career and volunteer personnel; full set of turnout gear including helmet and boots costs approximately $2,000; life span of gear is anticipated to be less than 10 years; will negatively impact firefighter safety without regular replacement.*

Extrication Equipment	25,000	500	$ 25,000

Replacement; Routine upgrade of extrication tool (Jaws of life) on Quint 942 with newer self contained battery powered unit rather than gas powered engine tethered to tool by hydraulic hoses, battery unit will be able to be deployed quicker and at unlimited distance from a hydraulic power source. will negatively impact firefighter safety without regular replacement.#

Firefighting Nozzles & Appliances	25,000	1,500	$ 25,000

Replacement; Replacement; Routine upgrade of firefighting nozzles, appliances and adapters on front line apparatus and reserve units; will negatively impact firefighter safety without regular replacement. *

Primary Staff Vehicle	49,000	100	$ 49,000

Replacement; Upgrade to Safety-1 vehicle utilized for emergency response and general performance of duties as department Training and Safety Officer; also allows the Safety Officer to respond to necessary incidents while off-duty; will retire a staff vehicle with over 15 years of service and 100,000 miles; will negatively impact services and increase maintenance costs without replacement.

Total Capital Outlay - FY2024-25 ..... $ 129,000

Annual Maintenance & Operations Cost ... . $ 2,100

* *Grant Funded* # *Partially grant funded*

Emergency Management

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

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

The Emergency Management Department also coordinates the CERT Program that is based on the "neighbors helping neighbors" concept. Experience shows 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 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Projected
Citizens trained in CERT	10	15	15	15
Total Snow (Richmond official)	7	10	10	12
Monitored Atlantic tropical events	16	19	21	21
Severe thunderstorm warnings	6	5	5	6
Tornado warnings	0	1	1	1

Personnel Resources

Emergency Management		Authorized Positions		
Classification Title	**Status ***	**FY 19-20**	**FY 20-21 Proposed**	**Diff.**
Emergency Manager	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - EMERGENCY MANAGEMENT DEPARTMENT NUMBER 1403

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5103	Temporary & Seasonal Help	$15,175	$15,312	$22,373	$22,772	$22,373	$25,684	$25,684	
5125	FICA			1,712	1,781	1,712	1,965	1,965	
5170	Unemployment Insurance				33				
	Total Personal Services	15,175	15,312	24,085	24,586	24,085	27,649	27,649	14.8%
	OPERATING EXPENSES								
5203	Professional & Special Services	11,670	11,787	12,000	12,154	12,000	12,600	12,600	
5216	Maintenance - Equipment		1,159	2,000	1,916	2,000	2,000	2,000	
5225	Travel & Vocational Training	756							
5242	Printing, Supplies & Materials	1,478	2,391	2,230	1,898	2,750	2,750	2,750	
5247	Motor Fuels & Lubricant	528	220	1,000	1,034	1,000	1,000	1,000	
5263	Grant Funds	13,135	7,362						
5263	Hurricane Expenses	(2,584)							
	Total Operating Services	24,983	22,919	17,230	17,002	17,750	18,350	18,350	3.4%
	TOTAL	$40,158	$38,232	$41,315	$41,588	$41,835	$45,999	$45,999	10.0%

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 deaf and hard of hearing. The ECC continues to use state-of-the-art technology to provide fast and effective emergency communication services. Using sophisticated radio communication, mobile computers and a Computer Aided Dispatch (CAD) System, the ECC is able to process requests and expedite the dispatch of police and fire personnel in an emergency. The center continues to receive Text to 911 and continues to improve on this new technology. This service enhances access for individuals that have difficulty speaking and hearing along with allowing access when a caller is unable to make a call due to their personal safety. The Quality Improvement program in place for Emergency Medical Dispatching (EMD) that was implemented in 2012 continues to raise the bar of service the center provides.

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 (wireline and wireless) from the public, as well as outgoing communications to personnel in the field. The facility is the true "nerve center," incorporating a cooperative interaction of cutting edge technology and a highly trained work force. This combination ensures that our citizens can expect an efficient and professional response to any emergency-related contingency.

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Number of Calls	78,081	76,381	77,500	79,000
Wireline 911 Calls	4,715	3,571	4,000	4,800
Wireless 911 Calls	10,997	9,543	10,200	11,000
Warrants Entered	4,417	5,303	5,500	6,000
Lobby Calls Handled	4,720	5,676	5,800	6,200

Personnel Resources

Communications

Classification Title	Status*	Authorized Positions		
		FY 19-20	FY 20-21 Proposed	Diff.
Emer. Comm. Center Mgr.	FT	0.00	1.00	1.00
Communications Supervisor	FT	4.00	4.00	0.00
Communications Officer	FT	12.00	12.00	0.00
		16.00	**17.00**	**1.00**

FT = Full Time PT = Part Time

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMUNICATIONS DEPARTMENT NUMBER 1404

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$639,545	$621,464	$654,983	$645,017	$673,648	$696,631	$731,813	
5103	Temporary & Seasonal Help	13,801	16,007	20,000	13,937	20,000	24,200	24,200	
5105	Overtime	114,738	101,573	101,500	104,004	103,000	113,100	108,100	
5601	Accumulated Leave Pay	6,455	2,469		1624				
5125	FICA			59,401	55,246	60,334	63,796	66,105	
5130	VRS			88,292	42,908	90,808	100,245	105,306	
5135	VRS- Hybrid				39,519				
5140	ICMA- Defined Contribution				3,399				
5145	Group Life Insurance			1,330	9,567	8,825	9,335	9,806	
5150	Health Insurance			144,324	127,171	151,221	136,602	143,454	
5160	Disability Insurance			1,810	2,104	1,842	2,200	2,146	
5170	Unemployment Insurance			550	421	320	320	340	
	Total Personal Services	774,539	741,514	1,072,190	1,044,918	1,109,998	1,146,429	1,191,270	7.3%
	OPERATING EXPENSES								
5203	Professional & Special Services	12,962	12,962	13,062	10,181	13,462	14,387	14,387	
5206	Dues & Subscriptions	92	92	276	368	276	7,228	7,228	
5209	Maintenance - Electronics	1,440	1,440	1,272	1,440	1,440	1,440	1,440	
5212	Rent of Equipment	2,877	3,002	3,242	2,968	0	2,050	2,050	
5214	Maintenance - Motor Vehicles	2	2	1,000	1,424	1,000	1,000	1,000	
5216	Maintenance - Equipment	253,344	248,913	274,100	234,715	265,000	279,300	271,050	
5221	Postage	143	142	200	159	250	250	250	
5222	E 9-1-1 and CAD System	12,165	12,214	18,303	12,330	15,000	18,303	18,303	
5223	Telephone	16,304	17,244	24,310	23,002	25,310	25,310	25,310	
5225	Travel & Vocational Training	2,152	2,804	8,000	8,087	11,000	16,000	16,000	
5242	Printing, Supplies, & Materials	8,407	6,629	7,000	6,241	7,500	9,200	9,200	
5247	Motor Fuels & Lubricants	603	751	1,540	500	1,640	1,640	1,640	
5248	Books & Publications			200	200	200	200	200	
5250	Small Tools & Equipment			50		50	200	200	
5263	Grant Funds		2,133						
5281	Heat, Light and Power	8,584	8,553	9,000	9,572	10,500	10,500	10,500	
	Total Operating Services	319,075	316,881	361,555	311,187	352,628	387,008	378,758	7.4%
	CAPITAL OUTLAY								
5510	Office Equipment		7,766						
5516	Electronic Equipment	134,758	28,523	42,800	37,838	25,000	18,400	18,400	
	Total Capital Outlay	134,758	36,289	42,800	37,838	25,000	18,400	18,400	-26.4%
	TOTAL	$1,228,372	$1,094,684	$1,476,545	$1,393,943	$1,487,626	$1,551,837	$1,588,428	6.8%

COMMUNICATIONS

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Dispatch Computers (4)	2,200	1,200	$ 8,800

Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels. These items will not be in Information Technology Computer replacement fund as they are specialized for dispatch operations.

Computer Monitors (24)	400	-	$ 9,600

Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.

Total Capital Outlay - FY2020-21 ... . $ 18,400

Annual Maintenance & Operations Cost ... . $ 1,200

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
TV/Security Monitors(2)	2,000	-	$ 4,000

Replacement; Upgrade 80" large TV/Security Monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, school cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ... . $ 4,000

Annual Maintenance & Operations Cost ... . $ -

COMMUNICATIONS

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Dispatch Computers (3)	2,200	900	$ 6,600

Replacement; Upgrade of dispatch center computers that operate 24-7; replacement scheduled at recommended lifecycle (4 years); software will be included with upgrade to allow dispatchers to complete other work-related tasks at their console; essential for maintaining existing service levels. These items will not be in Information Technology Computer replacement fund as they are specialized for dispatch operations.

Computer Monitors (18)	400	-	$ 7,200

Replacement; Upgrade of approx. half of the monitors at dispatch consoles; each console currently has six (6) monitors that run 24-hours per day; replacement scheduled at recommended lifecycle (4 years); essential for maintaining existing service levels.

TV/Security Monitors (2)	2,000	-	$ 4,000

Replacement; Upgrade 80" large TV/Security monitors in dispatch center; current units are over 5 years old, run continuously, used to monitor front police lobby phone, police sally port, lockup and magistrate camera; used to monitor VDOT cameras, school cameras, and Court House cameras; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Console Chairs (6)	2,400	-	$ 14,400

Replacement; Upgrade current console chairs in dispatch work area; dispatchers often remain seated for entire 12-hour shift; chairs are ergonomically designed not only for comfort but to protect the dispatcher's back; current chairs will be 5 years old.

Total Capital Outlay - FY2022-23 ... . $ 32,200

Annual Maintenance & Operations Cost ... . $ 900

COMMUNICATIONS

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Primary Staff Vehicle	40,000	1,000	$ 40,000

Replacement: Upgrade the Battalion Chief vehicle utilized for emergency response and general performance of duties as Emergency Communications Chief; also allows the Battalion Chief to respond to necessary incidents while off-duty; will replace Battalion 911 vehicle. One vehicle will be retired after the purchase of this new vehicle (2002 Expedition 120,000 miles); will negatively impact services and increase maintenance cost without replacement.

Voice Recorder Server	30,000	-	$ 30,000

Replacement: Upgrade of Voice Recorder that operates 24-hours per day, increasing the number of recorded channels for all radio and telephone calls into Communications Center; law requires that all 9-1-1 calls received are recorded and maintained for 6 months; also utilized to maintain departmental quality assurance and in support of legal proceedings; total cost includes labor for installation and network configuration; essential for maintaining existing service levels.

UPS Batteries	35,000	-	$ 35,000

Replacement: Upgrade of battery providing uninterruptable power supply to maintain constant electrical power during outages to Public Safety Building; also cleans the power so it will be appropriate for electronic devices and directly controls power to the Communications Center, the EOC, and multiple office electronics; manufacturer's recommended replacement schedule; lack of appropriate maintenance schedule in past resulted in a significant fire in the electrical room; essential for maintaining existing service levels.

Total Capital Outlay - FY2023-24 ... . $ 105,000

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

COMMUNICATIONS

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
9-1-1 Phone System Refresh	200,000	-	$ 200,000

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

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

Annual Maintenance & Operations Cost ... . $ -

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

PUBLIC WORKS

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Public Works

The City of Colonial Heights Department of Public Works provides a wide range of essential services relating to city facilities and infrastructure for: capital improvements, site development, 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 approximately 89 miles of streets, 101 miles of sanitary sewer mains, 115 miles of water mains, 26 traffic signals and 3000 traffic signs.

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Private development submittals reviewed	34	42	31	35
Street miles resurfaced	3.82	3.18	3.25	4.25
Street miles swept	100.3	80.5	200	200
Maintenance work orders completed	3,914	3,581	3,000	3,000
Construction projects completed	5	5	8	7

Personnel Resources

Department of Public Works		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY 20-21**	**Diff.**
Director of Public Works	FT	1.00	1.00	0.00
Asst. Director of Public Works	FT	1.00	1.00	0.00
Construction Inspector	FT	1.00	1.00	0.00
Administrative Assistant	FT	2.00	2.00	0.00
Engineering/Traffic Technician	FT	5.00	5.00	0.00
Project Coordinator	FT	1.00	1.00	0.00
Public Works Superintendent	FT	1.00	1.00	0.00
Public Works Foreman	FT	6.00	6.00	0.00
Heavy Equipment Operator	FT	7.00	7.00	0.00
Utility Maintenance Specialist	FT	2.00	2.00	0.00
Public Works Technician	FT	14.00	14.00	0.00
FT = Full Time		**41.00**	**41.00**	**0.00**
Engineering Intern	PT	0.20	0.20	0.00
Recycling Center Technician	PT	0.40	0.40	0.00
PT = Part Time		**.60**	**.60**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - PUBLIC WORKS ADMINISTRATION DEPARTMENT NUMBER 1451

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$151,732	$186,923	$234,358	$235,145	$240,217	$228,786	$223,205	
5105	Overtime								
5125	FICA			17,928	17,146	18,377	17,502	17,075	
5130	VRS			31,591	31,591	32,381	32,922	32,119	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			3,070	3,070	3,147	3,066	2,991	
5150	Health Insurance			19,905	19,080	19,905	20,319	20,319	
5160	Disability Insurance								
5170	Unemployment Insurance			77	45	45	45	45	
	Total Personal Services	151,732	186,923	306,929	306,077	314,072	302,640	295,754	-5.8%
	OPERATING EXPENSES								
5206	Dues & Subscriptions	660	780	700	619	800	800	800	
5209	Maintenance - Electronics	1,080	1,080	1,000	1,080	1,000	1,000	1,000	
5221	Postage	37	1	100	38	100	100	100	
5223	Telephone	5,320	5,455	5,244	5,541	5,250	5,250	5,250	
5225	Travel & Vocational Training	2,917	3,229	3,250	656	3,250	3,250	3,250	
5226	Automobile Allowance	4,800	4,800	4,800	4,814	4,800	4,800	4,800	
5242	Printing, Supplies, & Materials	62	222	100	304	100	100	100	
5248	Books & Publications		250	300		300	300	300	
	Total Operating Services	14,876	15,817	15,494	13,053	15,600	15,600	15,600	0.0%
	CAPITAL OUTLAY								
5516	Electronic Equipment	1,449				1,244			
	Total Capital Outlay	1,449				1,244			-100.0%
	TOTAL	$168,057	$202,740	$322,423	$319,130	$330,916	$318,240	$311,354	-5.9%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PUBLIC WORKS - ADMINISTRATION

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ... . $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ... . $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE DEPARTMENT NUMBER 1453

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$543,186	$528,223	$525,595	$503,811	$530,511	$547,182	$533,836	
5103	Temporary & Seasonal Help		320	2,000		2,000	2,000	2,000	
5105	Overtime	12,844	12,042	15,000	11,296	15,000	15,000	15,000	
5106	Overtime - Snow	7,926	8,243	10,335	10,002	10,335	10,335	10,335	
5110	Sick Bank								
5112	Clothing Allowance				2,800	2,800	2,800	2,800	
5601	Accumulated Leave				89				
5125	FICA			42,299	39,407	42,889	44,165	43,144	
5130	VRS			70,850	62,508	71,513	78,740	76,819	
5135	VRS- Hybrid				7,139				
5140	ICMA- Defined Contribution				773				
5145	Group Life Insurance			6,885	6,975	6,950	7,332	7,153	
5150	Health Insurance			156,930	159,259	152,391	136,828	136,828	
5160	Disability Insurance			328	367	330	512	499	
5170	Unemployment Insurance			516	372	300	300	300	
	Total Personal Services	563,956	548,827	830,738	804,796	835,019	845,194	828,714	-0.8%
	OPERATING EXPENSES								
5201	Advertising	445	185	700	190	700	500	500	
5203	Professional & Special Services	769,725	669,581	850,000	32,180	850,000	1,144,867	850,000	
5209	Maintenance - Electronics	1,440	1,440	1,272	1,440	1,272	1,440	1,440	
5212	Rent of Equipment			1,500		1,500	1,500	1,500	
5214	Maintenance - Motor Vehicles	43,558	18,484	26,000	34,875	26,000	30,000	30,000	
5216	Maintenance - Equipment	20,264	37,148	30,000	21,710	30,000	30,000	30,000	
5217	Maintenance - Buildings & Grounds	197		1,500		1,500	1,500	1,500	
5219	Maintenance - Bridges			10,000		10,000	10,000	10,000	
5221	Postage	32	40	100	38	100	100	100	
5223	Telephone	2,099	1,720	2,928	2,524	2,928	3,540	3,540	
5225	Travel & Vocational Training	2,390	3,048	3,000	2,801	3,000	3,000	3,000	
5242	Printing, Supplies, & Materials	10,253	14,548	18,000	13,559	21,186	21,186	21,186	
5247	Motor Fuels & Lubricants	19,441	21,969	25,000	21,451	25,000	25,000	25,000	
5249	Road Materials & Equipment	37,482	38,304	61,000	3,084	60,000	60,000	60,000	
5250	Small Tools & Equipment	1,327	1,318	2,500	1,433	2,000	2,000	2,000	
5252	Snow Removal - Supplies & Materials	47,848	45,642	20,000	778	20,000	20,000	20,000	
	Total Operating Services	956,501	853,427	1,053,500	136,065	1,055,186	1,354,633	1,059,766	0.4%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - STREET MAINTENANCE DEPARTMENT NUMBER 1453

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	CAPITAL OUTLAY								
5501	Motor Vehicles	107,000	94,530	30,000		90,000	31,500		
5503	Machinery & Tools	7,000	6,905	50,000	47,900	45,000	170,000	130,000	
5516	Electronic Equipment								
	Total Capital Outlay	114,000	101,436	80,000	47,900	135,000	201,500	130,000	-3.7%
	TOTAL	$1,634,457	$1,503,691	$1,964,238	$988,761	$2,025,205	$2,401,327	$2,018,480	-0.3%

STREET MAINTENANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Front End Wheel Loader (1/2)	150,000	500	$ 75,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2000 Kawasaki Wheel Loader; Loader has had several expensive repairs over the past years and is rusting out in places. Loader is used by the Stormwater & Street Maintenance Divisions. This would be a shared cost.

Steel Spreader Rack	55,000	250	$ 55,000

Replacement; Upgrade of our current spreader rack that is constructed of telegraph poles. Rack is continually degrading and requires constant repairs. New rack will improve safety of our employees and allow all spreaders to be stored properly. Total cost of engineered steel spreader rack was underestimated for FY 19/20. Funds will be used from FY 19/20 and 20/21.

Total Capital Outlay - FY2020-21 ..... $ 130,000

Annual Maintenance & Operations Cost..... $ 750

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Backhoe	105,000	750	$ 105,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 1998 backhoe; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.

Asphalt Hot Box	40,000	250	$ 40,000

Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace asphalt hot-box that is 20+ years old designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Pickup Truck 4 X 4 -2500	31,500	500	$ 31,500

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 18 years old (#200); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

STREET MAINTENANCE

Fiscal Year:

FY2021-22 (cont.)

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

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 1998 truck (#216); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ..... $ 266,500

Annual Maintenance & Operations Cost..... $ 2,250

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost		Total Cost
Street Sweeper	150,000	750	$	150,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2004 Street Sweeper; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.

Leaf Loader	35,000	2,000	$	35,000

Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2022-23 ..... $ 185,000

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

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost		Total Cost
Pickup (4X4 Crew Cab)	30,000	500	$	30,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 20 years old (#208); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Chemical Spreader	15,000	250	$	15,000

Replacement; Routine upgrade of departmental operations and maintenance spreader utilized in winter maintenance program of snow removal and de-icing programs; current equipment 13 years old; frame/body rusting and replacement parts hard to find; will negatively impact service and increase maintenance costs without replacement; to be replaced w/stainless steel unit.

STREET MAINTENANCE

Fiscal Year:

FY2023-24 (cont.)

Leaf Loader 35,000 2,000 $ 35,000

Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1997 leaf loader (#283); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

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

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2000 truck (#217); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2023-24 ..... $ 170,000

Annual Maintenance & Operations Cost..... $ 3,500

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Leaf Loader	35,000	2,000	$ 35,000

Replacement; Routine upgrade of departmental operations and maintenance leaf collector utilized in annual leaf removal program; will replace 1996 leaf loader (#282); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Pickup (4X4 Crew Cab) 30,000 500 $ 30,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace truck that is 19 years old (#206); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Roller, Vibratory 20,000 500 $ 20,000

Replacement; Routine upgrade of departmental operations and maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2008 roller designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2024-25 ..... $ 85,000

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - ENGINEERING DEPARTMENT NUMBER 1456

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$340,067	$342,917	$318,945	$300,620	$326,918	$344,321	$335,923	
5103	Temporary & Seasonal Help					5,184	5,184	5,184	
5105	Overtime	12,155	15,538	15,000	16,473	15,000	20,000	20,000	
5106	Overtime - Snow	631	810	1,000	1,455	1,000	1,500	1,500	
5112	Clothing Allowance				780	838	900	900	
5601	Accumulated Leave Pay	1,190	223		1,823				
5125	FICA			25,623	24,550	26,694	28,451	27,808	
5130	VRS			42,453	15,225	43,514	48,557	47,372	
5135	VRS- Hybrid				23,024				
5140	ICMA- Defined Contribution				2,478				
5145	Group Life Insurance			4,126	4,126	4,229	4,522	4,411	
5150	Health Insurance			48,285	50,490	56,877	52,946	52,946	
5160	Disability Insurance			1,116	1,122	1,222	1,065	1,039	
5170	Unemployment Insurance			224	130	130	130	130	
	Total Personal Services	354,043	359,487	456,772	442,295	481,606	507,576	497,213	3.2%
	OPERATING EXPENSES								
5203	Professional & Special Services	5,073	5,741	57,000	83,678	35,000	30,000	30,000	
5206	Dues & Subscriptions	2,145	2,244	2,500	2,370	2,500	2,500	2,500	
5209	Maintenance - Electronics	2,880	(100,000)	4,500	2,880	16,500	18,000	18,000	
5214	Maintenance - Motor Vehicles	2,109	2,887	4,500	15,506	4,500	4,500	4,500	
5216	Maintenance - Equipment	604	1,179	700	346	700	700	700	
5221	Postage	157	118	175	125	175	175	175	
5223	Telephone	14,115	14,585	13,500	14,940	14,015	14,500	14,500	
5225	Travel & Vocational Training	5,805	4,761	6,000	6,144	7,000	7,500	7,500	
5242	Printing, Supplies, & Materials	34,904	24,628	30,000	20,463	29,100	29,100	29,100	
5247	Motor Fuels & Lubricants	5,933	7,749	9,000	7,484	9,000	9,000	9,000	
5248	Books & Publications		168	800	668	800	800	800	
5250	Small Tools & Equipment	80		700	0	700	700	700	
5281	Heat, Lights & Power	214,200	215,260	215,000	242,611	215,000	245,000	245,000	
	Total Operating Services	288,005	179,319	344,375	397,215	334,990	362,475	362,475	8.2%
	CAPITAL OUTLAY								
5501	Motor Vehicles		25,221			25,000			
5515	Building & Fixed Equipment		6,899				80,000	80,000	
5516	Electronic Equipment		1,999	4,550	4,840	3,732	21,000	21,000	
	Total Capital Outlay		34,119	4,550	4,840	28,732	101,000	101,000	251.5%
	TOTAL	$642,048	$572,926	$805,697	$844,350	$845,328	$971,051	$960,688	13.6%

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
City Bridge Inspections	40,000	-	$ 40,000

In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occuring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek.

Pavement inventory data collection	40,000	100	$ 40,000

Update of infrastructure asset inventory data (pavement condition, traffic signs, fire hydrants, water meters, etc.); ensures that pavement management system and GIS maps are based on the most up to date information; data collection essential to effective evaluation of pavement conditions; accurate data required to continue receipt of annual state maintenance funding; information used to objectively prioritize street resurfacing, replacement, and rehabilitation projects; essential to maintaining existing service levels. Inventory is required by VDOT in order to maintain State maintenance funding. *This item was removed from the previous year's request*

UPS Power Supply (3)	7,000	500	$ 21,000

New; Additional power supply for traffic signals at (1) Temple and Boulevard, (2) Ellerslie and Boulevard, and (3) Dimmock and Southpark; existing signals currently do not have battery back-up or the ability to connect to a generator in the event of a power failure; UPS System is identical to battery back up system that were installed on the traffic signals for the Boulevard Project; project is a service and safety level enhancement.

Total Capital Outlay - FY2020-21 ..... $ 101,000

Annual Maintenance & Operations Cost..... $ 600

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

	Unit Cost	Annual M&O Cost	Total Cost
City Bridge Inspections	40,000	-	$40,000

In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occuring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek.

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

Annual Maintenance & Operations Cost..... $ -

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Pavement inventory data collection	40,000	100	$ 40,000

Update of infrastructure asset inventory data (pavement condition, traffic signs, fire hydrants, water meters, etc.); ensures that pavement management system and GIS maps are based on the most up to date information; data collection essential to effective evaluation of pavement conditions; accurate data required to continue receipt of annual state maintenance funding; information used to objectively prioritize street resurfacing, replacement, and rehabilitation projects; essential to maintaining existing service levels.

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

Annual Maintenance & Operations Cost..... $ -

PUBLIC WORKS - ENGINEERING/TRAFFIC

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
City Bridge Inspections	40,000		$40,000

In order to be eligible for Federal Highway Funds, the Federal Highway Administration (FHWA) mandates that each state establish a methodology to inspect and report bridge and culvert deterioration in compliance with the National Bridge Inspection Standards (NBIS). State and Federal laws and VDOT policies mandate frequencies of inspections ranging from a monthly cycle to once every four years with the typical bridge or culvert inspection occuring every two years. The following bridge/culvert are required to be inspected during this fiscal year: Conduit Road culvert along Old Town Creek, Temple Avenue culvert, Ellerslie Avenue bridge over CSX tracks, Sherwood Drive bridge and Boulevard culvert along Old Town Creek.

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

Annual Maintenance & Operations Cost..... $ -

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - BUILDING MAINTENANCE DEPARTMENT NUMBER 1457

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$47,795	$50,503	$51,003	$51,177	$52,278	$53,841	$52,528	
5105	Overtime	145		500	0	500	500	500	
5125	FICA		18	3,940	3,885	4,038	4,157	4,057	
5130	VRS			6,875	6,875	7,047	7,748	7,559	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			668	668	685	721	704	
5150	Health Insurance			8,400	8,400	8,400	8,580	8,580	
5160	Disability Insurance								
5170	Unemployment Insurance			34	20	20	20	20	
	Total Personal Services	47,940	50,521	71,420	71,025	72,968	75,567	73,948	1.3%
	OPERATING EXPENSES								
5203	Professional & Special Services	175,601	178,295	180,000	178,628	180,000	210,000	210,000	
5209	Maintenance - Electronics	360	360	360	360	360	360	360	
5213	Maintenance - Court Fees	20,320	24,521	20,000	31,971	25,000	25,000	25,000	
5214	Maintenance - Motor Vehicles	489	176	500	141	500	500	500	
5216	Maintenance - Equipment	30,226	37,270	32,000	24,460	32,000			
5217	Maintenance - Building & Grounds	75,827	48,425	75,000	55,842	76,500	108,500	108,500	
5223	Telephone	2,405	1,539	2,664	1,545	2,664	2,664	2,664	
5242	Printing, Supplies, & Materials	1,045	6,221	4,000	4,658	4,000	4,000	4,000	
5243	Construction Materials								
5247	Motor Fuels & Lubricants	726	929	1,000	1,056	1,000	1,000	1,000	
5250	Small Tools & Equipment	326	500	500		500	500	500	
5281	Heat, Lights & Power	204,192	213,998	205,000	194,113	210,000	210,000	210,000	
	Total Operating Services	511,517	512,232	521,024	492,773	532,524	562,524	562,524	5.6%
	CAPITAL OUTLAY								
5515	Building & Fixed Equipment	96,960	46,872	5,500	4,661	27,700	43,700	43,700	
	Total Capital Outlay	96,960	46,872	5,500	4,661	27,700	43,700	43,700	57.8%
	TOTAL	$656,417	$609,626	$597,944	$568,459	$633,192	$681,791	$680,172	7.4%

BUILDING MAINTENANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Community Center HVAC Replacement	15,600	300	$ 16,000

Replacement; Replace two existing units at the Community Center. Current units only provide A/C, of which one does not work. New units will heat and cool, and the 30+ year boiler will be removed. New units are more efficient and reduces maintenance costs related to the boiler system.

Multi Purpose Room Dehumidifier	6,000	100	$ 6,500

New; Addition of a stand alone ceiling dehumidifier at the Community Center Multi-Purpose Room. Equipment will remedy the significant moisture issues being experienced in the multi-purpose room, fitness room and common areas.

Courthouse Carpet Replacement	10,600	100	$ 10,600

Replacement; Replace current carpet with 20MIL vinyl flooring in Sheriff Department's breakroom, Probation lobby and Juvenile Probation lobby. Current carpeted areas have been damaged by spills and public accidents. New vinyl flooring will alleviate sanitary concerns, is easier maintained, and is warrantied for 20 years.

Courthouse Sally Port Gate Replacement	10,600	300	$ 10,600

Replacement; Replace the two current sally port gates.Limiter switch that controls the positioning of the door has gone bad on both doors and part is no longer available.

Total Capital Outlay - FY2020-21 ..... $ 43,700

Annual Maintenance & Operations Cost ... . $ 800

BUILDING MAINTENANCE

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
HVAC Replacement	12,000	300	$ 12,000

Replacement; Replace current window A/C units and tanked propane heating system at Sign Shop with two (2) mini-split units -higher in efficiency and less electrical requirements.

Total Capital Outlay - FY2021-22 ..... $ 12,000

Annual Maintenance & Operations Cost ... . $ 300

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

Annual Maintenance & Operations Cost ... . $ 600

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Fleet Maintenance

The 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 17-18 Actual	FY 18-19 Actual	FY19-20 Projected	FY 20-21 Projected
Total Vehicles Maintained	250	250	265	265
Pieces of Equipment Maintained	39	39	45	45
Work Orders Completed	1,036	901	900	925
Total Repair Costs	$317,693	$333,049	$350,000	$300,000
Total Subcontracted Repairs	$43,534	$85,308	$65,000	<$40,000

Personnel Resources

Fleet Maintenance Shop

Classification Title	Status *	Authorized Positions FY 19-20	FY 20–21	Diff.
Automotive Maint. Super.	FT	1.00	1.00	0.00
Sr. Automotive Mechanic	FT	1.00	1.00	0.00
Emergency Equip. Tech.	FT	1.00	1.00	0.00
Heavy Truck / Bus Tech.	FT	1.00	1.00	0.00
FT = Full Time PT = Part Time		**4.00**	**4.00**	**0.00**
Sr. Automotive Mechanic	PT	1.00	1.00	0.00
PT = Part Time		**1.00**	**1.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - FLEET MAINTENANCE DEPARTMENT NUMBER 1458

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$264,838	$249,341	$251,810	$252,648	$258,105	$315,808	$258,105	
5103	Temporary & Seasonal Help			29,120	17,505	32,400	5,000	32,400	
5105	Overtime	1,048	1,676	3,000	1,045	3,000	3,200	3,200	
5106	Overtime - Snow	1,502	240	3,000	368	3,000	3,200	3,200	
5125	FICA			21,950	20,372	22,683	25,031	22,713	
5130	VRS			33,944	27,481	34,793	45,445	37,141	
5135	VRS- Hybrid				5,743				
5140	ICMA- Defined Contribution				719				
5145	Group Life Insurance			3,299	3,321	3,381	4,232	3,459	
5150	Health Insurance			37,140	37,140	37,140	46,344	37,944	
5160	Disability Insurance			288	283	290	600	290	
5170	Unemployment Insurance			138	100	100	100	80	
	Total Personal Services	267,388	251,257	383,689	366,724	394,892	448,960	398,532	0.9%
	OPERATING EXPENSES								
5203	Professional & Special Services	2,765	12,818		(4,393)				
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,600	1,600	
5214	Maintenance - Motor Vehicles	1,679	2,328	2,500	2,296	2,500	3,000	3,000	
5216	Maintenance - Equipment	815	460	3,000	1,891	3,000	3,300	3,300	
5221	Postage	32		5	155	5	5	5	
5223	Telephone	2,544	2,544	2,600	2,544	2,600	2,700	2,700	
5225	Travel & Vocational Training			750	0	750	900	900	
5242	Printing, Supplies, & Materials	9,838	5,338	11,000	5,921	11,000	12,000	12,000	
5247	Motor Fuels & Lubricants	1,636	(82)	2,000	(6,073)	2,000	2,200	2,200	
5248	Books & Publications		40	300	267	400	400	400	
5250	Small Tools & Equipment	2,087	2,136	2,500	1,789	2,600	2,700	2,700	
	Total Operating Services	22,836	27,022	26,155	5,837	26,355	28,805	28,805	9.3%
	CAPITAL OUTLAY								
5503	Machinery & Tools	7,400	8,500	6,000	5,635	8,000	6,800	6,800	
5516	Electronic Equipment								
	Total Capital Outlay	7,400	8,500	6,000	5,635	8,000	6,800	6,800	-15.0%
	TOTAL	$297,624	$286,779	$415,844	$378,196	$429,247	$484,565	$434,137	1.1%

FLEET MAINTENANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Tall Jack Stands (4)	1,700	-	$ 6,800

New; Portable 9-ton stands that will be utilized to help free up mobile lifts so that they can be used in maintenance of other vehicles; on certain occasions, vehicles must remain elevated and disassembled for days and/or while waiting on parts or repairs; jack stands will allow other work to continue during such times; service level enhancement.

Total Capital Outlay - FY2020-21 ... . $ 6,800

Annual Maintenance & Operations Cost..... $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Tire Balancer	5,000	100	$ 5,000

Replacement; Upgrade of equipment used to balance tires for all city vehicles; machine is heavily utilized by staff in routine maintenance of vehicles; current equipment will be over 20 years old and beyond useful life; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ... . $ 5,000

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

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Storage Building	10,000	-	$ 10,000

New; we are in desperate need of more storage space to include things as seats from police vehicles that have to be reinstalled when taken out of service more inventory required for the school buses, storage of camera systems and light bars and oil drums.

Total Capital Outlay - FY2022-23 ... . $ 10,000

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

FLEET MAINTENANCE

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Mobile Lifts - (2)	10,000	100	$ 20,000

New; to be used with our other 4 lifts to so we may be able to service the Quint and Rescue 942 plus the new Quint that has been order. All 3 of these trucks will require six (6) lifts to raise up

Total Capital Outlay - FY2023-24 ... ……..….. $ 20,000

Annual Maintenance & Operations Cost $ 100

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 $ -

Annual Maintenance & Operations Cost….……..….. $ -

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - SOLID WASTE

DEPARTMENT NUMBER 1459

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5230	Solid Waste Collection	$438,677	$603,933	$657,301	$618,895	$665,181	$640,792	$640,792	
5235	Landfill Monitoring	5,253	7,233	15,000	3,544	15,000	15,000	15,000	
5236	Commercial Container Service	22,796	31,421	36,475	30,628	35,616	29,677	29,677	
	Total Operating Services	466,726	642,587	708,776	653,067	715,797	685,469	685,469	-4.2%
	TOTAL	$466,726	$642,587	$708,776	$653,067	$715,797	$685,469	$685,469	-4.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - RECYCLING

DEPARTMENT NUMBER 1460

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5103	Temporary & Seasonal Help	$6,993	$7,961	$8,320	$8,053	$8,320	$8,528	$8,528	
5125	FICA			636	612	636	652	652	
5170	Unemployment Insurance				25				
	Total Personal Services	6,993	7,961	8,956	8,690	8,956	9,180	9,180	2.5%
	OPERATING EXPENSES								
5217	Maintenance - Buildings & Grounds			200	0	200	200	200	
5223	Telephone	228	225	240	230	240	240	240	
5231	Curbside Recycling	184,031	193,066	199,331	246,686	252,041	254,516	254,516	
5233	Container Rent & Transportation	4,839	1,621	5,734	737	4,222	4,384	4,384	
5238	CFC Removal	1,442	791	1,000	457	1,000	1,000	1,000	
5240	Equipment Rental - Transfer Station	9,800	31,300	24,000	10,295	31,000	21,000	21,000	
5242	Printing, Supplies, & Materials	180		1,000	460	500	500	500	
5244	Central Virginia Waste Management Authority	8,291	8,357	8,559	8,310	9,314	8,430	8,430	
	Total Operating Services	208,811	235,360	240,064	267,175	298,517	290,270	290,270	-2.8%
	TOTAL	$215,804	$243,321	$249,020	$275,864	$307,473	$299,450	$299,450	-2.6%

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

HEALTH & SOCIAL SERVICES

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Health and Social Services

Health and Social Services are provided to Colonial Heights citizens through collaborative partnerships with other localities and the Commonwealth of Virginia. This grouping of departments includes the Health Department, which is the local branch of a state agency to which the City contributes, Social Services, which is a department of Chesterfield County which serves both localities, Comprehensive Services Act, which is also a department of Chesterfield County serving both localities, and Mental Health, which is provided by the District 19 Community Services Board (CSB) serving Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry, and Sussex.

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Estimated	FY 20-21 Estimated
# Served by Comprehensive Services Act	49	19	35	30

Personnel Resources

Health and Social Services		Authorized Positions		
Classification Title	**Status**	**FY 19-20**	**FY 20-21**	**Diff.**
State, County, & CSB Employees	N/A	N/A	N/A	

The employees providing services in the health and social services areas of the City's budget are employed by their respective home organizations (Commonwealth of Virginia, Chesterfield County, and District 19 CSB) and are not employees of the City of Colonial Heights.

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - HEALTH

DEPARTMENT NUMBER 1501

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5268	Health Department Services	$236,144	$238,718	$256,214	$257,831	$260,000	$276,408	$276,408	
	Total Operating Services	236,144	238,718	256,214	257,831	260,000	276,408	276,408	6.3%
	TOTAL	$236,144	$238,718	$256,214	$257,831	$260,000	$276,408	$276,408	6.3%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - SOCIAL SERVICES DEPARTMENT NUMBER 1502

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services	$271,339	$347,084	$337,260	$260,397	$387,849	$400,000	$400,000	
	Total Operating Services	271,339	347,084	337,260	260,397	387,849	400,000	400,000	3.1%
	TOTAL	$271,339	$347,084	$337,260	$260,397	$387,849	$400,000	$400,000	3.1%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMPREHENSIVE SERVICES DEPARTMENT NUMBER 1503

ACCT #	Account Number	2016-17 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Administrative Services						$60,000	$60,000	
5203	Professional & Special Services	$565,507	$516,777	$375,000	$442,608	$450,000	555,000	515,000	
	Total Operating Services	565,507	516,777	375,000	442,608	450,000	615,000	575,000	27.8%
	TOTAL	$565,507	$516,777	$375,000	$442,608	$450,000	$615,000	$575,000	27.8%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - MENTAL HEALTH

DEPARTMENT NUMBER 1504

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services	$72,000	$72,000	$79,953	$79,953	$82,352	$87,425	$87,425	
5203	Additional School Based Therapist								
	Total Operating Services	72,000	72,000	79,953	79,953	82,352	87,425	87,425	6.2%
	TOTAL	$72,000	$72,000	$79,953	$79,953	$82,352	$87,425	$87,425	6.2%

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SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

CULTURE & RECREATION

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Recreation and Parks

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

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

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

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

Performance Indicators	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Athletic Program Participants	3,129	2,830	3,000	2,900
Non-Athletic Program Participants	4,908	5,578	4,500	4,650
Senior Center Citizens Participants	26,806	33,627	28,000	29,500
Facility Rentals (Parks/Community Center/Fields)	1,096	1,004	1,100	1,050
Facility Attendance (Parks/Community Center/Fields/Violet Bank)	109,340	102,423	109,000	115,000

Personnel Resources

Recreation & Parks		Authorized Positions		
Classification Title	**Status ***	**FY 19-20**	**FY 20-21**	**Diff.**
Director	FT	1.00	1.00	0.00
Recreation Staff	FT	4.00	4.00	0.00
Parks/B&G/Horticulture	FT	10.00	10.00	0.00
Community Center Staff	FT	5.00	5.00	0.00
Museum Curator	FT	1.00	1.00	0.00
FT = Full Time		**21.00**	**21.00**	**0.00**
Program Staff	PT	46.00	47.00	1.00
PT = Part Time		**46.00**	**47.00**	**1.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$265,645	$271,147	$276,974	$282,113	$283,899	$293,128	$290,534	
5103	Temporary & Seasonal Help	49,667	57,782	64,285	61,236	64,285	87,985	87,985	
5105	Overtime	1,318		250	(21)	250	250	250	
5125	FICA			26,125	26,598	26,655	29,174	28,976	
5130	VRS			37,336	22,274	38,270	41,337	40,972	
5135	VRS- Hybrid				18,222				
5140	ICMA- Defined Contribution				1,558				
5145	Group Life Insurance			3,628	3,903	3,719	3,849	3,815	
5150	Health Insurance			58,560	74,440	62,040	49,363	49,363	
5160	Disability Insurance			670	783	676	684	667	
5170	Unemployment Insurance			172	397	100	100	100	
	Total Personal Services	316,630	328,929	468,000	491,503	479,894	505,870	502,662	4.7%
	OPERATING EXPENSES								
5201	Advertising	1,086	1,515	2,000	1,918	2,000	2,000	2,000	
5203	Professional & Special Services	27,985	27,267	29,000	23,196	29,000	29,000	29,000	
5206	Dues & Subscriptions	1,204	1,370	1,400	1,025	1,400	1,400	1,400	
5209	Maintenance - Electronics	1,800	1,800	1,800	1,800	1,800	1,800	1,800	
5214	Maintenance - Motor Vehicles	47	4	750	0	750	750	750	
5216	Maintenance - Equipment			400	0	400	400	400	
5217	Maintenance - Building & Grounds	11,255	(995)	2,000	175	2,000	2,000	2,000	
5221	Postage	398	365	800	357	800	800	800	
5223	Telephone	8,198	7,885	8,916	7,984	8,916	8,916	8,916	
5224	Other Services & Charges	29,444	20,579	31,000	19,351	31,000	31,000	31,000	
5225	Travel & Vocational Training	2,425	2,881	4,000	3,309	4,000	4,000	4,000	
5226	Automobile Allowance	4,200	4,200	4,200	4,212	4,200	4,200	4,200	
5242	Printing, Supplies, & Materials	42,151	37,817	51,000	47,743	51,000	51,000	51,000	
5247	Motor Fuels & Lubricants	577	825	1,000	369	1,000	1,000	1,000	
5281	Heat, Lights & Power	20,796	19,719	22,000	16,614	22,000	22,000	22,000	
	Total Operating Services	151,566	125,232	160,266	128,053	160,266	160,266	160,266	0.0%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - RECREATION

DEPARTMENT NUMBER 1601

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	CAPITAL OUTLAY								
5501	Motor Vehicles	10,833							
5515	Building & Fixed Equipment								
5520	Other Equipment	2,550	120,000	3,600	1,200	3,732			
	Total Capital Outlay	13,383	120,000	3,600	1,200	3,732			-100.0%
	TOTAL	$481,579	$574,162	$631,866	$620,756	$643,892	$666,136	$662,928	3.0%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION

Fiscal Year:

FY2020-21

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2020-21 ..... $ -

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMUNITY CENTER DEPARTMENT NUMBER 1602

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$164,538	$166,277	$167,923	$153,951	$168,147	$174,246	$169,997	
5103	Temporary & Seasonal Help	23,038	4,214	23,000	17,723	23,000	26,000	26,000	
5105	Overtime								
5601	Accumulated Leave	17,194			6,016				
5125	FICA			14,606	12,811	14,623	15,319	14,994	
5130	VRS			22,636	4,641	22,666	25,074	24,463	
5135	VRS- Hybrid				13,244				
5140	ICMA- Defined Contribution				2,348				
5145	Group Life Insurance			2,200	1,696	2,203	2,335	2,278	
5150	Health Insurance			44,160	36,690	38,790	39,414	39,414	
5160	Disability Insurance			582	665	762	1,028	1,003	
5170	Unemployment Insurance			172	166	100	100	100	
	Total Personal Services	204,770	170,491	275,279	249,951	270,291	283,516	278,249	2.9%
	OPERATING EXPENSES								
5201	Advertising	550							
5206	Dues & Subscriptions	1,828	2,218	1,800	1,085	1,800	1,800	1,800	
5209	Maintenance - Electronics	3,600	3,600	3,600	3,600	3,600	3,600	3,600	
5214	Maintenance - Motor Vehicles		5	500	0	500	500	500	
5217	Maintenance - Buildings & Grounds	997	300	3,000	433	3,000	3,000	3,000	
5221	Postage	228	122	400	98	400	400	400	
5223	Telephone	5,354	5,493	5,292	5,656	5,292	5,292	5,292	
5224	Other Services & Charges	6,482	1,949	7,000	6,667	7,000	7,000	7,000	
5225	Travel & Vocational Training	952	2,054	1,000	1,140	2,000	2,000	2,000	
5241	Senior Citizens Activities	3,806	3,800	3,800	3,800	3,800	3,800	3,800	
5242	Printing, Supplies, & Materials	13,071	7,954	13,000	14,227	13,000	13,000	13,000	
	Total Operating Services	36,868	27,495	39,392	36,706	40,392	40,392	40,392	0.0%
	TOTAL	$241,638	$197,986	$314,671	$286,657	$310,683	$323,908	$318,641	2.6%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - HORTICULTURE

DEPARTMENT NUMBER 1603

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$40,686	$41,093	$41,500	$41,646	$42,537	$44,164	$43,087	
5103	Temporary & Seasonal Help	23,847	24,385	40,500	29,858	30,500	39,000	35,000	
5105	Overtime	1,037	1,305	1,000	1,006	1,000	1,000	1,000	
5125	FICA			6,349	5,500	5,664	6,439	6,050	
5130	VRS			5,594	5,594	5,734	6,355	6,200	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			544	559	557	592	577	
5150	Health Insurance			8,400	8,400	8,400	8,580	8,580	
5160	Disability Insurance						261	254	
5170	Unemployment Insurance			34	121	20	20	20	
	Total Personal Services	65,570	66,783	103,921	92,683	94,412	106,411	100,768	6.7%
	OPERATING EXPENSES								
5203	Professional & Special Services								
5206	Dues & Subscriptions	65		200	150	200	200	200	
5209	Maintenance - Electronics	720	720	720	720	720	720	720	
5214	Maintenance - Motor Vehicles	335	526	1,000	272	1,000	1,000	1,000	
5216	Maintenance - Equipment		125	500	287	500	500	500	
5217	Maintenance - Buildings & Grounds	8,283	9,017	13,000	7,789	13,000	13,000	13,000	
5223		190	187	192	207	192	192	192	
5225	Travel & Vocational Training		18	400	13	400	400	400	
5242	Printing, Supplies, & Materials	1,184	727	1,700	1,570	1,700	1,700	1,700	
5247	Motor Fuels & Lubricants	1,659	2,228	2,400	2,085	2,400	2,400	2,400	
5250	Small Tools & Equipment	1,292	856	1,250	1,082	1,250	1,250	1,250	
	Total Operating Services	13,728	14,404	21,362	14,177	21,362	21,362	21,362	0.0%
	TOTAL	$79,298	$81,187	$125,283	$106,860	$115,774	$127,773	$122,130	5.5%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - PARKS & GROUNDS DEPARTMENT NUMBER 1604

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$277,901	$274,035	$312,140	$299,477	$302,309	$307,643	$300,140	
5103	Temporary & Seasonal Help	30,049	20,285	33,000	25,117	33,000	33,000	33,000	
5105	Overtime	29,839	37,503	40,000	34,016	40,000	40,000	40,000	
5601	Accumulated Leave Pay		501						
5125	FICA			29,463	22,113	28,711	29,119	28,545	
5130	VRS			42,076	29,282	40,751	43,384	42,326	
5135	VRS- Hybrid				3,384				
5140	ICMA- Defined Contribution				417				
5145	Group Life Insurance			4,089	3,662	3,960	4,040	3,941	
5150	Health Insurance			64,260	51,588	84,222	91,175	91,175	
5160	Disability Insurance			162	180	329	528	515	
5170	Unemployment Insurance			275	206	160	160	160	
	Total Personal Services	337,789	332,324	525,465	469,443	533,442	549,049	539,802	1.2%
	OPERATING EXPENSES								
5203	Professional & Spec Services		49,975						
5206	Dues & Subscriptions	250	365	300	344	300	300	300	
5209	Maintenance - Electronics	360	360	360	360	360	360	360	
5212	Rent of Equipment	167	227	500	379	500	500	500	
5214	Maintenance - Motor Vehicles	3,903	3,842	4,000	4,552	4,000	4,000	4,000	
5216		16,446	5,754	17,000	11,497	17,000	17,000	17,000	
5217	Maintenance - Buildings & Grounds	71,696	62,684	67,500	58,417	67,500	67,500	67,500	
5223	Telephone	799	784	1,000	1,360	1,000	1,000	1,000	
5225	Travel & Vocational Training			400	1,390	400	400	400	
5242	Printing, Supplies, & Materials	6,967	9,783	9,000	10,880	9,000	9,000	9,000	
5247	Motor Fuels & Lubricants	8,581	10,045	12,000	11,074	12,000	12,000	12,000	
5250	Small Tools & Equipment	1,797	1,048	2,400	3,188	2,400	2,400	2,400	
5281	Heat, Lights & Power	11,019	11,314	12,000	9,870	12,000	12,000	12,000	
	Total Operating Services	121,985	156,180	126,460	113,311	126,460	126,460	126,460	0.0%
	CAPITAL OUTLAY								
5501	Motor Vehicle	27,655				48,500			
5515	Building & Fixed Equipment						41,000	32,000	
5520	Other Equipment	3,395	36,900	22,000	18,652		30,000	30,000	
	Total Capital Outlay	31,050	36,900	22,000	18,652	48,500	71,000	62,000	27.8%
	TOTAL	$490,824	$525,404	$673,925	$601,406	$708,402	$746,509	$728,262	2.8%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Diesel Tractor, Trailer & Attachments	30,000	500	$ 30,000

Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; 38 horse power diesel tractor will replace current equipment that will be over 22 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.

Shepherd Stadium Handrails	32,000	200	$32,000

New; Addition of grandstand handrails and grandstand barrier posts. New handrails and posts will significantly increase spectator safety.

Total Capital Outlay - FY2020-21 … …….. … $ 62,000

Annual Maintenance & Operations Cost … ……. … $ 700

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Ford F150 Pick-up Truck	32,000	200	$ 32,000

Replacement; Routine upgrade of departmental operations and maintenance equipment; heavily utilized in general performance of departmental duties; truck will replace current equipment that will be over 20 years old; designed to maintain current service and meet anticipated service demands generated by system growth; will negatively impact service and increase maintenance without replacement.

Zero Turn Mower	12,000	100	$ 12,000

Replacement;

Gas Powered Paint Machine	5,000	100	$ 5,000

Replacement;

Shepherd Stadium Field Renovation	135,000	100	$ 135,000

Replacement; Removal of current infield/outfield turf, laser grading, soil amendments, new sod installation, mound building, home plate construction, warning track replacement and infield drainage.

Total Capital Outlay - FY2021-22 … …….. … $ 184,000

Annual Maintenance & Operations Cost … ……. … $ 500

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PARKS & GROUNDS

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - VIOLET BANK MUSEUM

DEPARTMENT NUMBER 1651

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$56,350	$56,914	$57,477	$44,341	$38,936	$39,910	$38,936	
5103	Temporary & Seasonal Help	9,488	9,472	13,000	4,011	13,000	13,000	13,000	
5105	Overtime								
5601	Accumulated Leave				9027.54				
5125	FICA			5,392	5,003	3,973	4,048	3,973	
5130	VRS			7,748	4,694	5,249	5,743	5,603	
5135	VRS- Hybrid				198				
5140	ICMA- Defined Contribution				16				
5145	Group Life Insurance			753	508	510	535	522	
5150	Health Insurance			8,400	825	1,650	1,650	1,650	
5160	Disability Insurance				9		235	230	
5170	Unemployment Insurance			34	51	20	20	20	
	Total Personal Services	65,838	66,385	92,804	68,684	63,338	65,141	63,934	0.9%
	OPERATING EXPENSES								
5201	Advertising	1,024	1,775	2,500	1,125	2,500	2,500	2,500	
5203	Professional & Special Services	1,508	1,706	2,500	2,863	2,500	2,500	2,500	
5206	Dues & Subscriptions	275	470	450	545	450	450	450	
5209	Maintenance - Electronics	720	720	720	720	720	720	720	
5217	Maintenance - Buildings & Grounds	4,341	4,846	8,000	3,843	8,000	8,000	8,000	
5221	Postage			150		150	150	150	
5223	Telephone	661	720	384	865	720	720	720	
5225	Travel & Vocational Training			300	0	300	300	300	
5242	Printing, Supplies, & Materials	150	410	1,216	3,504	3,000	3,000	3,000	
	Total Operating Services	8,679	10,647	16,220	13,465	18,340	18,340	18,340	0.0%
	TOTAL	$74,517	$77,032	$109,024	$82,149	$81,678	$83,481	$82,274	0.7%

Library

The Public Library provides a wide range of library services to the community, serving the educational, informational, and recreational reading needs of over 245,000 visitors each year. 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, new virtual reality center and wireless network. The Library building also contains meeting rooms that are heavily utilized by civic clubs, small independent groups, tutors and organizations, as well as other city departments.

Performance Indicators	FY17-18 Actual	FY18-19 Actual	FY 19-20 Projected	FY 20-21 Projected
Circulation	239,604	227,163	210,000	210,000
Books	90,078	104,168	110,000	110,000
Videos	45,089	31,532	25,000 [1]	23,000
Audiobooks	8,250	12,459	14,000 [2]	14,000
Computers	20,168	18,476	19,000	18,000
Ebooks	67,997	19,380 [3]	25,000	26,000
Misc. items circulated (VR headsets, paperbacks and magazines)	37,734	41,148	43,000	43,000
Library Cards Issued	1,342	1,464	1,400	1,400
Registered Borrowers	9,533	10,242	10,500	10,500
Patron Visit Count	240,104	238,963	240,000	240,000
Interlibrary Loans	89	67	60	60
Story Hour Participants	3571	3,203	3,400	3,400
Volumes Added to Collection	4984	4,285	4,000	4,000
Meeting Room Groups	1,236	1,482	1,500	1,500

1. The Colonial Heights Public Library will continue to experience a mild circulation decline in the coming years as fewer and fewer residents check out DVDs, and migrate to Amazon, Netflix and other streaming services.
2. Audiobook downloads from the library's eBook services, Hoopla, and Amazon, continue to grow in popularity according to Hoopla/Amazon monthly reports.
3. The sharp contrast in figures for FY 17-18 and FY 18-19 represent a staff calculating error/misunderstanding of how to figure Kindle circulations.

Personnel Resources

Library		Authorized Positions		
Classification Title	**Status***	**FY 19-20**	**FY20-21**	**Diff.**
Library Director	FT	1.00	1.00	0.00
Sr. Digital Resources Specialist	FT	2.00	2.00	0.00
Digital Resources Specialist	FT	3.00	3.00	0.00
Digital Resources Specialist	PT	1.00	1.00	0.00
FT = Full Time PT = Part Time		**7.00**	**7.00**	**0.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - LIBRARY DEPARTMENT NUMBER 1701

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$354,338	$358,273	$361,315	$370,399	$370,348	$373,051	$363,952	
5103	Temporary & Seasonal Help	44,772	42,460	46,867	45,150	46,867	46,867	46,867	
5125	FICA			30,673	31,883	31,917	32,124	31,428	
5130	VRS			45,599	38,455	46,739	52,608	51,325	
5135	VRS- Hybrid				6,131				
5140	ICMA- Defined Contribution				696				
5145	Group Life Insurance			4,476	4,400	4,588	4,899	4,779	
5150	Health Insurance			46,718	61,292	46,739	63,722	63,722	
5160	Disability Insurance			228	224	230	471	459	
5170	Unemployment Insurance			241	308	140	140	140	
	Total Personal Services	399,110	400,734	536,117	558,939	547,568	573,882	562,672	2.8%
	OPERATING EXPENSES								
5203	Professional & Special Services	4,807	2,438	4,500	5,545	6,600	7,200	7,200	
5206	Dues & Subscriptions	219	400	715	724	715	700	700	
5209	Maintenance - Electronics	12,960	12,960	11,448	12,960	11,448	11,448	12,348	
5212	Rent of Equipment	240	284	1,430	573	1,550	1,550	1,550	
5216	Maintenance - Equipment	315	422	900	424	900	960	960	
5218	Maintenance - Misc.	4,320							
5221	Postage	2,332	1,084	1,200	207	1,200	1,200	1,200	
5223	Telephone	22,706	22,934	23,472	23,644	23,472	23,472	23,472	
5225	Travel & Vocational Training	416	336	850	331	850	850	850	
5242	Printing, Supplies, & Materials	31,432	26,504	25,718	30,439	26,000	26,000	26,000	
5248	Books & Publications	117,064	118,066	116,293	114,817	116,293	116,293	116,293	
5281	Heat, Lights & Power	44,581	47,500	44,000	39,426	47,000	47,000	47,000	
	Total Operating Services	241,392	232,929	230,526	229,090	236,028	236,673	237,573	0.7%
	CAPITAL OUTLAY								
5510	Office Equipment	1,200	800	1,200	2,955	1,200	1,500	1,500	
5516	Electronic Equipment	16,799	6,950	7,200	13,097	9,952			
	Total Capital Outlay	17,999	7,750	8,400	16,051	11,152	1,500	1,500	-86.5%
	TOTAL	$658,501	$641,412	$775,043	$804,080	$794,748	$812,055	$801,745	0.9%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Reupholster Public Seating	1,500	-	$ 1,500

Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2020-21 ..... $ 1,500

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Reupholster Public Seating	1,500		$ 1,500

Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ..... $ 1,500

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Reupholster Public Seating	1,500		$ 1,500

Replacement; Routine upgrade of various chairs and public seating; high volume of daily library patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

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

Annual Maintenance & Operations Cost ..... $ -

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

LIBRARY

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Reupholster Public Seating	1,500		$ 1,500

Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

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

Annual Maintenance & Operations Cost ..... $ -

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Reupholster Public Seating	1,500		$ 1,500

Replacement; Routine upgrade of various chairs and public seating; high volume of patrons causes excessive wear and tear on library furniture; funding provides for regular program of reupholstering/replacing at least 2 pieces each year; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

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

Annual Maintenance & Operations Cost ..... $ -

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

COMMUNITY DEVELOPMENT

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Planning and Community Development

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

#1 To guide development, redevelopment, and growth of the City through the application of professional planning principles and zoning practices;
#2 To ensure the health and safety of the citizens of the city through enforcement of codes and regulations related to construction of residential and commercial developments and enforcement of property maintenance and other ordinances; and,
#3 To maintain a quality of service to the citizens and businesses of Colonial Heights by promptly and efficiently responding to questions and concerns in a courteous and professional manner.

Fiscal Year 2018-19 was a year of training as new hires were filled for four out of the seven total positions. The Planning Department welcomed a new Assistant Director, two new Code Enforcement Inspectors, and a new Community/ Economic Development Specialist.

The Emergency Home Repair Program funded through the Community Development Block Grant is implemented through the subrecipient Project: HOMES with close coordination and supervision by planning staff. In FY18-19, the Emergency Home Repair program repaired 7 homes.

Code Enforcement Division has (2) two part-time code enforcement inspectors that work 28 hours a week each, each with their own zone in the City. The division continues proactive code enforcement, driving by each home or business at least twice a month, while balancing reactive code enforcement from complaints and re-inspections for compliance.

Building Inspections Division continues to ensure residential and commercial construction is in compliance with the Virginia Uniform Statewide Building Code (USBC). Additionally, the division provides Tenant Property Maintenance Complaint service to ensure that any reported property maintenance issues are remedied by the property owner. Building Inspections staff takes pride in providing the best possible customer service and continues to be respected by contractors and residents for their knowledge and integrity.

Performance Indicators	FY 17 – 18 Actual	FY 18 – 19 Actual	FY 19 – 20 Projected	FY 20 –21 Projected
CDBG Funds Received	$87,108	$94,495	$104,899	$90,000
Planning Commission Mtgs	6	8	8	7
Building Inspections	1,649	1,453	1,450	1,400
Code Enforcement Cases*	1,297	1,321	1,400	1,400

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

Personnel Resources

Planning/Building Inspection

Classification Title	Status	Authorized Positions FY 19-20	FY 20-21	Diff.
Director	FT	1.00	1.00	0.00
Assistant Director of Planning	FT	1.00	1.00	0.00
Building Official	FT	1.00	1.00	0.00
Senior Building Inspector	FT	1.00	1.00	0.00
Building Inspector**	FT	1.00	1.00	0.00
Community/Economic Development Specialist***	FT	0.50	0.50	0.00
FT = Full Time PT = Part Time		**5.50**	**5.50**	**0.00**

**position filled with (2) part-time code enforcement inspectors ***split funding 50% with Economic Development Department

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - PLANNING DEPARTMENT NUMBER 1751

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$196,489	$135,538	$184,111	$156,682	$187,072	$209,310	$184,217	
5103	Temporary & Seasonal Help	9,648	14,329		36,923			4,000	
5105	Overtime								
5601	Accumulated Leave Pay		8,396		325				
5125	FICA			14,085	14,330	14,311	16,012	14,399	
5130	VRS			24,818		25,217	30,120	26,509	
5135	VRS- Hybrid				17,929				
5140	ICMA- Defined Contribution				3,871				
5145	Group Life Insurance			2,412	2,037	2,451	2,805	2,469	
5150	Health Insurance			22,770	18,646	25,770	21,894	21,069	
5160	Disability Insurance			1,105	917	1,104	1,235	1,087	
5170	Unemployment Insurance			103	149	60	60	50	
	Total Personal Services	206,137	158,262	249,404	251,810	255,985	281,436	253,800	-0.9%
	OPERATING EXPENSES								
5201	Advertising	2,460	1,751	3,000	4,102	3,000	3,000	3,000	
5203	Professional & Special Services	325	60	2,000	1,477	2,000	2,000	2,000	
5206	Dues & Subscriptions	1,127	500	1,600	160	1,600	1,795	1,795	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,500	1,500	
5216	Maintenance - Equipment	1,089	1,513	3,200	1,638	3,500	1,600	1,600	
5221	Postage	283	271	600	615	600	615	615	
5223	Telephone	2,860	1,857	3,200	1,488	2,700	2,700	2,700	
5225	Travel & Vocational Training	2,292	1,211	3,500	1,253	3,500	3,500	3,500	
5242	Printing, Supplies, & Materials	1,396	1,306	1,500	1,848	1,500	1,500	1,500	
5248	Books & Publications			500		500	500	500	
5263	Grant Funds								
	Total Operating Services	13,272	9,910	20,600	14,020	20,400	18,710	18,710	-8.3%
	CAPITAL OUTLAY								
5516	Electronic Equipment		2,474						
	Total Capital Outlay		2,474						
	TOTAL	$219,409	$170,646	$270,004	$265,830	$276,385	$300,146	$272,510	-1.4%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - BUILDING INSPECTIONS DEPARTMENT NUMBER 1752

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$141,329	$140,996	$192,530	$149,354	$197,343	$202,279	$197,345	
5103	Temporary & Seasonal Help	31,482	27,154						
5105	Overtime			1,500		1,500			
5601	Accumulated Leave Pay		6,685						
5125	FICA			14,843	11,280	15,211	15,474	15,097	
5130	VRS			25,953	12,922	20,496	22,426	21,879	
5135	VRS- Hybrid				6,619				
5140	ICMA- Defined Contribution				530				
5145	Group Life Insurance			2,522	1,950	1,992	2,088	2,037	
5150	Health Insurance			28,740	20,340	20,340	20,784	20,784	
5160	Disability Insurance			583	313	321	329	321	
5170	Unemployment Insurance			103	40	40	80	80	
	Total Personal Services	172,811	174,835	266,774	203,349	257,243	263,460	257,543	0.1%
	OPERATING EXPENSES								
5203	Professional & Special Services	9,590	9,419	4,000	12,375	4,000	4,000	4,000	
5203	Grass Service - Code Enforcement			12,500		12,500	18,000	18,000	
5206	Dues & Subscriptions	410	490	500	200	500	500	500	
5209	Maintenance - Electronics	1,440	1,440	1,500	1,440	1,500	1,500	1,500	
5214	Maintenance - Motor Vehicles	523	1,113	1,200	1,010	1,200	1,200	1,200	
5217	Maintenance - Buildings & Grounds		(63)						
5221	Postage	3,516	4,991	300	5,005	300	300	300	
5221	Code Enforcement			4,800		5,200	5,200	5,200	
5223	Telephone	5,091	6,056	6,200	6,026	6,200	6,200	6,200	
5225	Travel & Vocational Training	360	36	1,500	1,369	1,500	1,500	1,500	
5242	Printing, Supplies, & Materials	1,881	2,730	500	3,059	500	500	500	
	Code Enforcement			3,200		3,200	3,200	3,200	
5247	Motor Fuels & Lubricants	2,145	2,213	2,200	2,483	2,300	3,200	3,200	
5248	Books & Publications		1,500	2,000	436	2,000	2,000	2,000	
5250	Small Tools & Equipment	627	1,555	500	160	800	800	800	
5283	1% State Fee	(266)	(77)		570				
	Total Operating Services	25,317	31,402	40,900	34,133	41,700	48,100	48,100	15.3%
	CAPITAL OUTLAY								
5501	Motor Vehicle	20,693					21,308	21,308	
5516	Electronic Equipment	1,324		2,488	272				
	Total Capital Outlay	22,017		2,488	272		21,308	21,308	N/A
	TOTAL	$220,145	$206,238	$310,162	$237,754	$298,943	$332,868	$326,951	9.4%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:

FY2020-21

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

Replacement; CRITICAL upgrade of code enforcement division vehicle that will replace the 2003 Ford Crown Victoria; during maintenance staff completes job duties on foot; additionally the Chevy Cavalier that broke in 2018 for planning/zoning division was never replaced requiring staff to ask another employee in the office to return so they may use their vehicle. The ongoing maintenance slows down enforcement times and increases volume at the office.

Total Capital Outlay - FY2020-21 ..... $ 21,308

Annual Maintenance & Operations Cost ... . $ 500

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

PLANNING/BUILDING INSPECTION

Fiscal Year:
FY2024-25

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

Replacement; Routine upgrade of departmental operations vehicle heavily utilized in general performance of departmental duties; will replace 2013 vehicle; current vehicle well past useful life; designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement

Total Capital Outlay - FY2024-25 ..... $ 21,308

Annual Maintenance & Operations Cost ... . $ 500

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Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

HUMAN SERVICES

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Office on Youth & Human Services

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

The Office on Youth, guided by the City Council-appointed Youth Services Commission, focuses on partnering with the schools, civic organizations, 12th District Court Services Unit, social services, health and mental health, and other city departments to create opportunities for enhancing services for our youth and families. The Virginia Juvenile Community Crime Control Act diversion programs, funded in part by the Department of Juvenile Justice, offer an opportunity for first-time offenders to receive consequences with education.

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

The Kid's Achieving Progress Afterschool Program (KAP) serves the City's youth in grades 4th-8th with afterschool tutoring and skill building.

Performance Indicators	FY 18 - 19 Projected	FY 18 - 19 Actual	FY 19 - 20 Projected	FY 20-21 Projected
# Served by Diversion Programs (VJCCCA)	285	152	200	200
# Served Community Prevention/Education	800	741	1200	800
Kid's Achieving Progress (KAP)	60	47	60	60

Personnel Resources

Office On Youth & Human Services		Authorized Positions		
Classification Title	**Status** *	**FY 19-20**	**FY 20-21**	**Diff.**
Director	FT	1.00	0.00	-1.00
Administrator	FT	0.00	1.00	1.00
Youth Program Manager	FT	1.00	1.00	0.00
Youth Program Manager	FT	1.00	1.00	0.00
FT = Full Time		**3.00**	**3.00**	**0.00**
VJCCCA – Youth Specialist	PT	1.00	1.00	0.00
KAP (Supervisors, Support)	PT	10.00	12.00	2.00
PT = Part Time		**11.00**	**13.00**	**2.00**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

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

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$126,349	$127,965	$129,232	$129,662	$132,463	$112,750	$108,000	
5103	Temporary & Seasonal Help								
5125	FICA			9,886	9,422	10,133	8,625	8,262	
5130	VRS			17,421	17,420	17,856	16,225	15,541	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			1,693	1,693	1,735	1,511	1,447	
5150	Health Insurance			26,820	26,820	26,820	20,448	20,448	
5160	Disability Insurance						260	254	
5170	Unemployment Insurance			69	40	40	40	40	
	Total Personal Services	126,349	127,965	185,121	185,057	189,047	159,859	153,992	-18.5%
	OPERATING EXPENSES								
5203	Professional & Special Services	11,400	12,306		22,629		12,900	12,900	
5203	Chesterfield Child Advocacy Center			10,000		10,000	10,000	10,000	
5206	Dues & Subscriptions		245	275	50	300	300	300	
5209	Maintenance - Electronics	1,846	1,800	1,600	1,800	1,600	1,800	1,800	
5216	Maintenance - Equipment-Vehicle			200		200	200	200	
5221	Postage	669	351	500	338	550	550	550	
5223	Telephone	4,550	4,452	4,600	4,320	4,700	4,700	4,700	
5224	Other Services & Charges	443	160	300	77	400	400	400	
5225	Travel & Vocational Training	2,055	2,503	1,500	1,506	1,800	2,000	2,000	
5226	Automobile Allowance			3,600	3,611	3,600	3,600	3,600	
5242	Printing, Supplies, & Materials	2,614	3,071	3,600	3,111	3,800	3,800	3,800	
5247	Motor Fuels & Lubricants	614	339	675	754	725	900	900	
5248	Books & Publications		100	100		100	100	100	
5298	Power Program								
5299	Go Lead Program	(2,000)	1,461		2,013				
	Total Operating Services	22,191	26,786	26,950	40,209	27,775	41,250	41,250	48.5%
	CAPITAL OUTLAY								
5516	Electronic Equipment		872			1,244	800	800	
5501	Motor Vehicles						20,647		
	Total Capital Outlay		872			1,244	21,447	800	-35.7%
	TOTAL	$148,540	$155,624	$212,071	$225,266	$218,066	$222,556	$196,042	-10.1%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

OFFICE ON YOUTH & HUMAN SERVICES

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
IPAD 2 Wi-Fi 3g	800	-	$ 800

Replacement for Director usage (current iPad is 2012 model)

Total Capital Outlay - FY2020-21 ... . $ 800

Annual Maintenance & Operations Cost..... $ -

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Vehicle	40,000	1,000	$ 40,000

Replacement of Vehicle 704 (2002 Model): Routine upgrade of departmental all purpose transport vehicle used primarily for VJCCCA (Virginia Community Crime Control Act, managed by the Department of Juvenile Justice) and other programming; replacing high-mileage vehicle that will be over 15 years old; essential for maintaining existing service levels; will negatively impact service and increase maintenance costs without replacement.

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

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

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year.

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

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year.

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year.

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - BETTER BEGINNINGS GRANT DEPARTMENT NUMBER 1802

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5103	Temporary & Seasonal Help								
	Total Personal Services								
	OPERATING EXPENSES								
5203	Professional & Special Services	$975	$375	$700	$623	$700	$700	$700	
5221	Postage				23				
5224	Other Services & Charges	688	165	600		600	600	600	
5225	Travel & Vocational Training		500	500	180	500	500	500	
5242	Printing, Supplies, & Materials	632	1,452	800	620	800	800	800	
	Total Operating Expenses	2,295	2,492	2,600	1,446	2,600	2,600	2,600	0.0%
	TOTAL	$2,295	$2,492	$2,600	$1,446	$2,600	$2,600	$2,600	0.0%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - JUVENILE CRIME GRANT DEPARTMENT NUMBER 1803

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$42,998	$43,428	$43,858	$47,350	$44,954	46,023	44,900	
5103	Temporary & Seasonal Help	27,531	16,178	29,000	18,417	29,000	29,000	29,000	
5601	Accumulated Leave Pay								
5125	FICA	17,936	18,420	5,574	4,565	5,657	5,739	5,653	
5130	VRS			5,912	5,912	6,060	6,623	6,461	
5135	VRS- Hybrid								
5140	ICMA- Defined Contribution								
5145	Group Life Insurance			575	575	1,694	591	576	
5150	Health Insurance			11,400	11,400	11,400	8,400	8,400	
5160	Disability Insurance						260	254	
5170	Unemployment Insurance			34	50	20	20	20	
	Total Personal Services	88,465	78,026	96,353	88,269	98,785	96,656	95,264	-3.6%
	OPERATING EXPENSES								
5203	Professional & Special Services		1,920	250	1,200	1,200	1,200	1,200	
5209	Maintenance - Electronics	360	360	350	360	350	350	350	
5214	Maintenance - Motor Vehicles			200		200	200	200	
5221	Postage	139	72	300	4	350	350	350	
5224	Other Services & Charges	138	347	200	144	200	200	200	
5225	Travel & Vocational Training	99	158	200	275	300	400	400	
5242	Printing, Supplies, & Materials	817	1,770	600	1,309	600	700	700	
5247	Motor Fuels & Lubricants	110	150	300		325	325	325	
5248	Books & Publications								
	Total Operating Expenses	1,663	4,776	2,400	3,292	3,525	3,725	3,725	5.7%
	TOTAL	$90,128	$82,802	$98,753	$91,560	$102,310	100,381	98,989	-3.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - KIDS AFTER SCHOOL PROGRAM DEPARTMENT NUMBER 1807

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5103	Temporary & Seasonal Help	$26,540	$29,205	$32,500	$36,389	$39,680	39,680	39,680	
5125	FICA	116	119	2,486	2,754	3,036	3,036	3,036	
5170	Unemployment Insurance				119				
	Total Personal Services	26,656	29,324	34,986	39,263	42,716	42,716	42,716	0.0%
	OPERATING EXPENSES								
5224	Other Services & Charges	1,374	985	1,000	720	1,500	1,500	1,500	
5225	Travel & Vocational Training					500	500	500	
5242	Printing, Supplies, & Materials	2,471	3,949	500	2,338	1,000	1,125	1,125	
	Total Operating Expenses	3,845	4,933	1,500	3,059	3,000	3,125	3,125	4.2%
	TOTAL	$30,501	$34,257	$36,486	$42,321	$45,716	$45,841	$45,841	0.3%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - COMMUNITY DEVELOPMENT BLOCK GRANT DEPARTMENT NUMBER 1808

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5201	Advertising				$898				
5203	Professional & Special Services	$80,298	$82,985	$87,108	78,661	$90,000	$92,000	$92,000	
	Total Operating Services	80,298	82,985	87,108	79,559	90,000	92,000	92,000	2.2%
	TOTAL	$80,298	$82,985	$87,108	$79,559	$90,000	$92,000	$92,000	2.2%

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Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

NON-DEPARTMENTAL

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CONTRIBUTIONS & SUBSIDIES — DEPARTMENT NUMBER 1901

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	City Memberships & Programs								
5801	Youth Advisory Council	$2,250	$2,250	$2,250	$2,250	$2,250	$2,250	$2,250	
5804	John Tyler Community College	4,085	3,946	3,946	3,838	3,946	3,892	3,892	
5806	Crater Planning District Commission	11,317	11,317	11,317	11,317	11,317	11,317	11,317	
5807	Virginia Municipal League	8,580	8,776	8,776	9,042	8,776	9,000	9,000	
5808	Fort Clifton Arts & Crafts Festival	500	600	600	600	600	600	600	
5809	Social Services Christmas Committee	2,000	2,000	2,000	2,000	2,000	4,000	4,000	
5810	Crater Agency on Aging	465	(465)	465	465		5,000		
5812	Criminal Justice Academy	22,376	moved to 1401-5225						
5818	After Prom Committee	500	500	500	500	500	500	500	
5819	Virginia Institute of Government	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5825	Richard Bland College	3,000	500	3,000		3,000	3,000	3,000	
5827	Virginia State University	3,000	3,000	3,000	(6,000)	3,000	3,000	3,000	
5828	Chamber of Commerce	9,450	9,450	9,450	9,450	9,450	12,000	12,000	
5829	American Legion - Flags	300	300	300	300	300	300	300	
5835	Colonial Heights Educational Foundation	(200)	(200)	200					
5841	Small Business Development Center	4,500	4,500	4,500	4,500	4,500	4,800	4,800	
5845	Petersburg Area Transit		50,000						
	Total City Memberships & Programs	73,123	97,474	51,304	39,262	50,639	60,659	55,659	9.9%
	Contributions								
5813	Legal Aid Justice Center	1,500	1,500	1,500		1,000			
5814	CARES	3,600	3,600	4,000	4,000	3,600	4,000	4,000	
5816	Petersburg Symphony	4,000			4,000				
5826	CCHASM	4,600	4,600	4,600	(4,600)	4,600	5,000	5,000	
5837	Feed More (Meals on Wheels)	7,600	7,600	7,900	7,900	7,900	9,000	9,000	
5839	Colonial Heights Food Pantry	9,100	9,100	9,400	9,400	9,800	11,000	11,000	
5840	American Red Cross	3,000	3,000	3,000	(3,000)	2,500	2,500	2,500	
5821	Ridefinders	1,000	1,000						
5822	Friends of the Lower Appomattox River					1,000	1,500	1,500	
	Swift Creek Mill								
	Total Contributions	34,400	30,400	30,400	17,700	30,400	33,000	33,000	8.6%
	TOTAL	$107,523	$127,874	$81,704	$56,962	$81,039	$93,659	$88,659	9.4%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CONTINGENCIES & MISCELLANEOUS DEPARTMENT NUMBER 1902

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5203	Professional & Special Services	$123,112	$71,694	$50,000	$61,813	$70,000	$75,000	$66,900	
5224	Other Services & Charges	3,012	1,542	4,000	2,390	3,000	4,000	4,000	
5225	Travel & Vocational Travel	88	6		(2,060)				
5253	Litter Control Grant	6,629	6,007	6,038	5,726	6,207	6,207	6,207	
5254	Contingencies & Reserve			215,762		530,808	309,000	1,033,837	
5255	Refunds - Rebates	(700)	6,555	1,000	3,925	3,000	3,000	3,000	
5269	Law Library	11,527	2,671				2,600	2,600	
5273	Credit Card Fees	12,625	15,331	13,000	22,260	14,000	22,000	22,000	
5288	Historical Committee Courthouse	837	1,250						
	Total Operating Expenses	157,130	105,055	289,800	94,055	627,015	421,807	1,138,544	81.6%
	TOTAL	$157,130	$105,055	$289,800	$94,055	$627,015	$421,807	$1,138,544	81.6%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - PRINCIPAL RETIREMENT DEPARTMENT NUMBER 1951

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	FIXED CHARGES								
5620	Redemption of Bonds	$2,374,672	$2,973,209	$2,526,638	$2,526,638	$2,599,224	$2,469,099	$2,469,099	
5621	Notes Payable	23,519	24,271	25,047	25,047	19,310	74,563	74,563	
	Total Fixed Charges	2,398,191	2,997,480	2,551,685	2,551,685	2,618,534	2,543,662	2,543,662	-2.9%
	TOTAL	$2,398,191	$2,997,480	$2,551,685	$2,551,685	$2,618,534	$2,543,662	$2,543,662	-2.9%

2020-21 Principal Retirement

	General	School	Water	Sewer	Stormwater	Total
5620 - Redemption - Bonds						
2018	$ 202,146	$ 66,953		$ 30,902		$ 300,001
2016	300,000	300,000				600,000
2015 (New)			$ 41,170	66,075	$ 72,757	180,002
Refunding 2007	140,708	434,292				575,000
2012	1,025,000					1,025,000
TOTAL	1,667,854	801,245	41,170	96,977	72,757	2,680,003
5621- Notes Payable	74,563					$74,563
TOTAL	74,563					74,563
GRAND TOTAL	**$1,742,417**	**$801,245**	**$41,170**	**$96,977**	**$72,757**	**$2,754,566**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - INTEREST & FISCAL CHARGES DEPARTMENT NUMBER 1952

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	FIXED CHARGES								
5640	Interest on Bonds	$1,101,867	$1,081,934	$1,091,675	$1,112,751	$1,112,351	$1,031,961	$1,031,961	
5641	Interest on Notes	2,635	1,883	1,107	1,107	255	3,165	3,165	
5648	Other Debt Service Costs	122,574	2,850	10,000	2,225	10,000	3,500	3,500	
	Total Fixed Charges	1,227,076	1,086,667	1,102,782	1,116,082	1,122,606	1,038,626	1,038,626	-7.5%
	TOTAL	$1,227,076	$1,086,667	$1,102,782	$1,116,082	$1,122,606	$1,038,626	$1,038,626	-7.5%

2020-21 Interest & Fiscal Charges

	General	School	Water	Sewer	Stormwater	Total
5640 - Interest - Bonds						
2018	$ 130,855	$ 43,340		$ 20,003		$ 194,198
2016	122,982	122,982				245,964
2015			$22,918	31,193	$46,090	100,201
Refunding 2007	32,462	100,190				132,652
2012	479,150					479,150
Less 2020 Accrued Interest			(1,910)	(4,322)	(3,832)	(10,064)
Plus 2021 Accrued Interest			1,808	4,090	3,628	9,526
TOTAL	765,449	266,512	22,816	50,964	45,886	1,151,627
5641 - Interest - Notes	3,165					3,165
TOTAL	3,165					3,165
5648 - Other Debt Service Cost	3,500					3,500
TOTAL	3,500					3,500
GRAND TOTAL	**$772,114**	**$266,512**	**$22,816**	**$50,964**	**$45,886**	**$1,158,292**

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - TRANSFERS TO OTHER FUNDS

DEPARTMENT NUMBER 2001

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5652	Transfer to Recreation Fund		$44,573						
5654	Transfer to Capital Projects Fund	$11,735,993	754,666	71,870	577,758	912,370	$1,003,502	$1,003,502	
5655	Transfer to School Fund	20,207,746	21,015,844	20,825,549	21,829,850	21,260,309	22,126,963	22,126,963	
5655	Transfer to School Fund - Debt Surplus			295,522		306,096	348,595	348,595	
5658	Transfer to Storm Water Management Fund								
	Total Operating Expenses	31,943,739	21,815,083	21,192,941	22,407,609	22,478,775	23,479,060	23,479,060	4.4%
	TOTAL	$31,943,739	$21,815,083	$21,192,941	$22,407,609	$22,478,775	$23,479,060	$23,479,060	4.4%

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

ECONOMIC DEVELOPMENT AUTHORITY

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - ECONOMIC DEVELOPMENT AUTHORITY REVENUE ACCOUNT NUMBER 25

ACCT #	Account Number	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	LICENSE PERMITS & FEES							
4321	Admin Fees		$64,000		$66,406	$31,250		
	Total License Permits & Fees		64,000		66,406	31,250		
	CHARGES - CURRENT SERVICES							
4501	Interest				$5			
	Total Charges - Current Services				5			
	MISCELLANEOUS							
4990	Use Of Fund Balance						$32,780	
	Total - Miscellaneous						32,780	
	TOTAL	$0	$64,000	$0	$66,411	$31,250	$32,780	4.9%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - ECONOMIC DEVELOPMENT AUTHORITY EXPENDITURES DEPARTMENT NUMBER 2553

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES								
5201	Advertising					$5,000	$3,000	$3,000	
5203	Professional & Special Services					5,000	7,000	7,000	
5206	Dues & Subscriptions					200	200	200	
5221	Postage					50	30	30	
5225	Travel & Vocational Training					1,500	2,500	2,500	
5242	Printing, Supplies, & Materials					50	50	50	
5909	Reserve for future Capital Projects					19,450	20,000	20,000	
	Total Operating Expenses					31,250	32,780	32,780	4.9%
	TOTAL					$31,250	$32,780	$32,780	4.9%

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Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

RECREATION ACTIVITY FUND

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - RECREATION ACTIVITY FUND REVENUE — ACCOUNT NUMBER 40

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	LICENSE PERMITS & FEES							
4325	Credit Card Fees		($343)					
	Total License Permits & Fees		(343)					
	CHARGES - CURRENT SERVICES							
4504	Concessions	$324						
4704	Recreation Use Charges & Fees		(20)		$500			
4721	Youth Sport Sponsorships	15,325	25,345	$19,300	32,075	$19,300	$19,300	
4722	Special Interest Classes	1,604	6,453	2,000	3,114	2,000	2,000	
4723	Special Events	56,469	40,482	65,000	50,141	65,000	65,000	
4724	Adult Athletic Leagues	19,503	19,970	16,000	4,999	16,000	16,000	
4743	Active Net							
4745	Senior Citizen Classes/ Special Events	77,680	85,077	55,000	58,797	55,000	55,000	
4752	Youth Center Fees							
4753	Christmas Parade	2,525	2,100	4,000	4,325	4,000	4,000	
4755	Youth World Series							
	Total Charges - Current Services	173,430	179,407	161,300	153,951	161,300	161,300	0.0%
	MISCELLANEOUS							
4726	Violet Bank Museum		1,140		776			
4728	Beautification Committee	30	6					
4807	Transfer from Schools					30,000		
4812	Donations	166	491		334			
4815	Park Donations	73	50					
4821	Transfer from General Fund		44,573					
4842	Transportation Donations - CAA Van		2,313		2,919			
4990	Use Of Fund Balance					151,000	9,000	
	Total - Miscellaneous	269	48,573		4,029	181,000	9,000	-95.0%
	TOTAL	$173,699	$227,638	$161,300	$157,980	$342,300	$170,300	-50.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - RECREATION ACTIVITY FUND EXPENDITURES DEPARTMENT NUMBER 4280

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5103	Temporary & Seasonal Help	$5,214	$5,242	$5,000	$1,455	$5,000	$5,000	$5,000	
5108	Fringe Benefits	10		300		300			
5125	FICA				144		383	383	
	Total Personal Services	5,225	5,242	5,300	1,598	5,300	5,383	5,383	1.6%
	OPERATING EXPENSES								
5201	Advertising								
5203	Professional & Special Services	3,152							
5224	Other Services & Charges								
5242	Printing, Supplies, & Materials	88,367	110,467	110,000	95,173	110,000	110,000	109,917	
5245	Concession	2,164							
5305	Beautification Committee	172	85		89				
5307	Christmas Parade	5,364	3,271	6,000	4,013	6,000	6,000	6,000	
5654	Transfer to CIP					181,000			
5662	Senior Citizen Classes/Special Events	54,704	65,250	40,000	45,335	40,000	40,000	40,000	
	Total Operating Services	153,924	179,074	156,000	144,611	337,000	156,000	155,917	-53.7%
	CAPITAL OUTLAY								
5520	Other Equipment							9,000	
	Total Capital Outlay							9,000	N/A
	TOTAL	$159,148	$184,316	$161,300	$146,209	$342,300	$161,383	$170,300	-50.2%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

RECREATION FUND

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Relamping of Shepherd Stadium Lights	9,000	500	$9,000

Replacement; Relamping of 94 field lights and lens cleaning at Shepherd Stadium, expected 5% failed ballasts, lift rental and labor.

Total Capital Outlay - FY2020-21 … …… $ 9,000

Annual Maintenance & Operations Cost … …… … $ 500

Fiscal Year:

FY2021-22

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2021-22 … …… $ -

Fiscal Year:

FY2022-23

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2022-23 … …… $ -

Fiscal Year:

FY2023-24

No Equipment Needs Currently Identified for this Fiscal Year

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

Fiscal Year:

FY2024-25

No Equipment Needs Currently Identified for this Fiscal Year

Total Capital Outlay - FY2024-25 … …… $ -

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Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

CAPITAL PROJECTS FUND

ACCOUNT NAME - CAPITAL PROJECTS FUND REVENUE

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	USE OF MONEY & PROPERTY							
4501	Interest on Investments		$142,300		$222,927			
	Total - Use of Money & Property		142,300		222,927			
	INTERGOVERNMENTAL REVENUE							
4636	CAD Grant					$150,000		
4655	VDOT Projects			$427,482	$775,277	2,105,144	$1,961,311	
4667	ST Scpe Gov't Center UPC 78222		(9,247)					
4673	Dupuy Ave Modernization UPC 101287		74,997					
4674	Lakeview Ave Improvements UPC 101288		99,373					
4676	Fire Grant		134,512				$125,000	
4679	Greenway Trails UPC 91208		349,400					
4683	Urban Construction Program		76,952					
4685	Stratford Drive UPC 107092		50,700					
4686	Mallard Drive UPC 107093		261					
4690	Conduit/Ellerslie Intersection		29,303					
4691	Boulevard Resurfacing UPC 111947		800,185					
	Total - Intergovernmental Revenue		1,606,437	427,482	775,277	2,255,144	2,086,311	-7.5%
	MISCELLANEOUS							
4814	Private Grants					98,561		
4819	Transfer from Recreation Fund					181,000		
4820	Transfer from School Board				400,000			
4821	Transfer from General Fund		754,666	71,870	577,758	912,370	1,003,502	
4822	Transfer from Water/ Sewer			600,000			111,916	
	Transfer from Stormwater						469,438	
4826	Sale of Property			370,000		65,000		
4830	Note proceeds			3,900,000	5,225,000			
4990	Use of Fund Balance						500,000	
	Total Miscellaneous		754,666	4,941,870	6,202,758	1,256,931	2,084,856	65.9%
	TOTAL		$2,503,404	$5,369,352	$7,200,962	$3,512,075	$4,171,167	18.8%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES DEPARTMENT NUMBER 60XX

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	GENERAL GOVERNMENT								
6010	Enterprise Resource Planning System			$1,300,000	$338,316				
6015	Fire Apparatus		$204,895	1,100,000	946,899		300,000	300,000	
6017	City Wide Communication System				52,759				
6030	Public Safety Bldg Generator			300,000	290,143				
6031	Computer Aided Dispatch Repl.			1,200,000	46,101				
6035	Computer Replacements					$256,000			
6036	City Hall HVAC					72,000			
6037	911 Phone System Hardware Refresh					180,000			
	City Facilities Security Placeholder						100,000	100,000	
	Health Department Building Renov.						50,000	50,000	
	Charles Dimmock Site Development						70,000	70,000	
	Insulation Repl. at Fire Station #2						105,000	105,000	
	UPS Replacement						70,000	70,000	
	RECREATIONAL FACILITIES								
6111	Violet Bank Restoration Phase I					172,519			
6105	Restrooms/Concession Facilities				24,900				
6113	Appomattox Greenway Trail- Ph. IV					627,000			
6114	Appomattox Greenway Trail- Ph. V			90,000	72,245	140,500	415,000	415,000	
6115	Transfer to School CIP Program				2,399,523				
6118	All Inclusive/ Barrier Free Playground					50,000			
	EDUCATIONAL FACILITIES								
6156	CHMS Tennis Court Replacement				517,038	131,000			

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - CAPITAL PROJECTS FUND EXPENDITURES — DEPARTMENT NUMBER 60XX

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	STREETS & BRIDGES								
6220	Stormwater Drainage Improvement				15,463				
6233	Safe Route to School				58,867				
6234	Boulevard Resurfacing				25,084				
6235	Conduit/Ellerslie Intersection				105,726				
6237	Boulevard Enh.- A to Temple			120,000	29,683	75,600			
6236	Gateway Roundabout					50,000			
6238	Boulevard Enhancement- James to A			74,352		155,961			
6239	Holly Ave./ Jamestown Road			30,000	1,500	712,000			
6240	City Bridges			185,000	114,192	674,495			
6241	Animal Shelter Entrance			370,000		65,000			
6242	Boulevard at Westover Intersection					125,000			
6243	Branders Bridge- Blvd Rt. Turn Lane					25,000	101,000	101,000	
6257	Dupuy Ave. Modern				735,795				
6258	Lakeview Ave. Modern				13,897		828,107	828,107	
6262	Temple Sig Cord UPC				79,563				
6265	Urban Cons't Program				432,976				
6266	Temple Ave. Resurfacing #113513				176,913				
6267	Temple Ave. Resurfacing #113441				566,837				
	Boulevard at Temple Ave. Intersection						340,000	340,000	
	Ridge Road Improvements						660,706	660,706	
	Conduit Road Sidewalks						50,000	50,000	
	UTILITY IMPROVEMENT								
6303	Hrouda Pump Station			600,000	5,250		735,000	556,916	
	Water Tower Repairs						55,000	55,000	
	STORMWATER PROJECTS								
	TMDL Project Placeholder						400,000	400,000	
	Ridge Road Culvert Replacement						69,438	69,438	
	TOTAL		$204,895	$5,369,352	$7,049,670	$3,512,075	$4,349,251	$4,171,167	18.8%

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

STORMWATER FUND

ACCOUNT NAME - STORM WATER FUND REVENUE ACCOUNT NUMBER 75

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	CHARGES -CURRENT SERVICES							
4740	Late Payment Penalties	$3,974	$3,630	$3,500	$6,572	$3,500	$4,500	
4744	Stormwater Charges	384,115	431,328	731,500	712,073	693,496	715,000	
4746	VSMP Program Administration							
	Total - Charges- Current Services	388,088	434,958	735,000	718,645	696,996	719,500	3.2%
	MISCELLANEOUS							
4821	Operating Transfer In - General Fund							
4990	Use of Fund Balance			50,000			357,055	
	Total - Miscellaneous			50,000			357,055	N/A
	TOTAL	$388,088	$434,958	$785,000	$718,645	$696,996	$1,076,555	54.5%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - STORMWATER -MS4 EXPENSES — DEPARTMENT NUMBER 7500

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$112,573	$117,728	$126,797	$129,215	$129,967	$137,518	$134,164	
5105	Overtime	700	764	2,100	2,045	1,500	2,000	2,000	
5106	Overtime - Snow	1,371	1,713		1,912	1,500	2,000	2,000	
5112	Clothing Allowance				460	400	400	400	
5601	Accumulated Leave Pay	737							
5125	FICA	8,317	8,788	9,861	9,406	10,203	10,857	10,600	
5602	Employer FICA Taxes				199				
5130	VRS	17,073	10,716	17,007	12,710	17,433	19,789	19,306	
5135	VRS- Hybrid				3,978				
5605	VRS Retirement Contribution				(12,772)				
5140	ICMA- Defined Contribution				319				
5145	Group Life Insurance	1,547	1,630	1,653	1,691	1,694	1,843	1,798	
5150	Health Insurance	20,184	22,537	28,020	28,020	28,020	28,548	28,548	
5160	Disability Insurance				190				
5170	Unemployment Insurance				55		55	55	
5610	Hospitalization				413				
5612	Virginia Employment Commission	112	108	95		80			
5613	OPEB	1,630	714	1,135	1,954	800	2,000	2,000	
	Total Personal Services	164,244	164,698	186,668	179,796	191,597	205,010	200,871	4.8%
	OPERATING EXPENSES								
5203	Professional & Special Services	27,700	27,623	90,000	3,000	90,000	140,000	140,000	
5209	Maintenance - Electronics	360	360	324	360	360	360	360	
5210	Insurance Premiums - Other						2,560	2,560	
5211	Insurance Prem. - Workman's Comp.	1,912	2,385	2,550	2,530	2,428	2,428	2,654	
5212	Rent of Equipment			500		2,550	2,000	2,000	
5214	Maintenance - Motor Vehicles	277	12,723	1,000	1,446	500	500	500	
5216	Maintenance - Equipment			250		1,000	1,000	1,000	
5218	Maintenance - Miscellaneous			200	75	250	250	250	
5221	Postage			50		200	200	200	
5223	Telephone	228	225	612	494	75	612	612	
5225	Travel & Vocational Training	593	175	1,000		612	1,000	1,000	
5242	Printing, Supplies, & Materials	753	1,058	2,000	961	1,500	3,000	3,000	
5247	Motor Fuels & Lubricants	2,352	2,531	3,500	2,899	2,600	2,850	2,850	
5249	Road Materials & Supplies	3,561	768	6,000	4,106	3,250	6,000	6,000	
5250	Small Tools & Equipment	200		1,000	183	6,000	1,500	1,500	
5254	Contingencies & Reserve							4,139	
5292	Insurance Premiums - Auto	919	826	1,125	1,106	1,157	1,157	1,287	
5297	State Permit Maintenance Fees			5,000		5,000	5,000	2,084	
	Total Operating Services	38,855	48,674	115,111	17,161	117,482	170,417	171,996	46.4%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - STORMWATER -MS4 EXPENSES

DEPARTMENT NUMBER 7500

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	FIXED CHARGES								
5640	Interest on Bonds	14,329	54,446	58,004	48,776	47,550	46,100	46,100	
5641	Interest on Notes	980	240						
5648	Other Debt Service Costs	32,907							
5909	Reserve for future Capital Projects			280,217		227,667			
5401	Depreciation	41,872	65,142	42,000	65,206	65,150	65,600	65,600	
	Total Fixed Assets	90,088	119,827	380,221	113,982	340,367	111,700	111,700	-67.2%
	INTERNAL SERVICES								
5408	Administrative Service Charges	49,256	43,314	53,000	46,522	47,550	47,550	47,550	
5654	Transfer to CIP Fund						469,438	469,438	
	Total Internal Services	49,256	43,314	53,000	46,522	47,550	516,988	516,988	987.3%
	CAPITAL OUTLAY								
5503	Swift Creek Dam - Electrical Repair			50,000					
5503	Wheel Loader (split cost w/1453)						75,000	75,000	
5516	Electronic Equipment								
	Total Capital Outlay			50,000			75,000	75,000	N/A
	TOTAL	$342,443	$376,513	$785,000	$357,461	$696,996	$1,079,115	$1,076,555	54.5%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

STORMWATER

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Front End Wheel Loader (1/2)	150,000	500	$ 75,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace a 2000 Kawasaki Wheel Loader; Loader has has had several expensive repairs over the past years and is rusting out in places. Loader is used by the Stormwater & Street Maintenance Divisions. This would be a shared cost.

Total Capital Outlay - FY2020-21 ..... $ 75,000

Fiscal Year:

FY2021-22

No Equipment Needs Identified for This Fiscal Year.

Total Capital Outlay - FY2021-22 ..... $ -

Fiscal Year:

FY2022-23

No Equipment Needs Identified for This Fiscal Year.

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

Fiscal Year:

FY2023-24

No Equipment Needs Identified for This Fiscal Year.

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

Fiscal Year:

FY2024-25

No Equipment Needs Identified for This Fiscal Year.

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

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

WATER & SEWER FUND

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - WATER & SEWER FUND REVENUE ACCOUNT NUMBER 80

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	CHARGES FOR CURRENT SERVICES							
4732	Water User Charges	$1,487,188	$1,557,856	$1,580,454	$1,470,651	$1,562,158	$1,592,220	
4733	Sewage User Charges	2,775,943	2,887,421	2,873,846	2,814,473	2,911,518	2,993,445	
4734	Sewage User Charges - Chesterfield	69,296	73,985	69,000	65,461	72,000	24,000	
4735	Sewage User Charges - Virginia State	87,531	117,920	100,000	110,244	110,000	105,000	
4736	Water Connection Charges	18,000	38,200	21,000	21,602	40,000	34,000	
4737	Sewer Connection Charges	21,200	35,200	24,000	24,300	38,000	26,000	
4738	Water Turn On Fees	9,741	9,874	10,000	22,948	20,000	20,000	
4739	Water Reconnection Fees	30,149	32,418	32,000	69,438	60,000	64,000	
4740	Late Payment Penalties	62,868	64,830	64,000	64,342	64,000	64,500	
4741	Construction Fee	5,200	4,850	6,000	6,350	5,500	5,500	
4742	Dishonored Check Fee	2,265	1,189	4,000	1,444	2,000	2,000	
4743	Meter Testing Fee		15		15			
4747	Capital - Water	128,431	128,950	137,000	129,255	132,057	132,100	
4748	Capital - Sewer	126,319	126,710	135,000	126,697	129,850	129,800	
	Total - Charges- Current Services	4,824,131	5,079,418	5,056,300	4,927,220	5,147,083	5,192,565	0.9%
	NONOPERATING REVENUE							
4802	Recoveries & Rebates		334,627		398,143			
4803	Recoveries	223,872	808					
4830	Note Proceeds			600,000				
4835	Transfer from Cap Projects	250,044						
4845	Gain/Loss on Sale of Assets		(52,828)					
4705	Administrative Service Charges							
4901	Interest on Investments							
4902	Sale of Outside Meters	4,079	3,769	4,000	8,459	4,000	4,000	
	Total - Nonoperating Revenue	477,995	286,376	604,000	406,602	4,000	4,000	0.0%
	TOTAL	$5,302,126	$5,365,794	$5,660,300	$5,333,822	$5,151,083	$5,196,565	0.9%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

ACCOUNT NAME - WATER & SEWER FUND EXPENSES

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING BUDGETS								
8127	Water Distribution & Transmission	$1,538,956	$1,555,812	$1,661,625	$1,656,274	$1,720,246	$1,773,663	$1,751,400	
8128	Wastewater Treatment	3,221,954	3,299,114	3,114,540	3,193,466	3,155,086	3,173,921	3,162,929	
8129	Utility Billing	266,242	252,170	284,135	250,990	275,751	290,211	282,236	
	TOTAL OPERATIONS	5,027,152	5,107,097	5,060,300	5,100,730	5,151,083	5,237,795	5,196,565	0.9%
	CAPITAL OUTLAY								
8127	Water Distribution & Transmission		66,535	171,000		171,500	302,100	247,100	
8128	Wastewater Treatment	232,621	27,254	884,000	24,280	209,500	505,300	217,216	
8129	Utility Billing	21,592	20,000	20,000		21,592	25,000	20,000	
	TOTAL CAPITAL OUTLAY	254,213	113,790	1,075,000	24,280	402,592	832,400	484,316	20.3%
	TOTAL	$5,281,365	$5,220,886	$6,135,300	$5,125,010	$5,553,675	$6,070,195	$5,680,881	2.3%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION DEPARTMENT NUMBER 8127

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$307,665	$335,203	$342,181	$322,029	$350,736	$361,945	$345,127	
5105	Overtime	26,793	42,106	30,200	40,056	30,000	38,190	38,190	
5106	Overtime Snow	2,160	3,420		3,976	3,000	3,000	3,000	
5112	Clothing Allowance				1,200	1,400	1,400	1,400	
5601	Accumulated Leave	1,471			3,134				
5125	FICA	19,704	23,669	27,964	24,936	29,463	30,947	29,660	
5602	Employer FICA Taxes				99				
5130	VRS	42,656	25,443	44,586	36,675	45,700	49,887	48,670	
5135	VRS- Hybrid				5,760				
5605	VRS Retirement Contribution				(35,090)				
5140	ICMA- Defined Contribution				1,307				
5145	Group Life Insurance	3,995	4,116	4,377	4,687	4,486	4,646	4,532	
5150	Health Insurance	84,363	93,534	88,016	100,578	102,836	104,261	104,261	
5160	Disability Insurance			372	325	375	375	366	
5170	Unemployment Insurance	249	261	284	162	165	165	165	
5613	OPEB	10,825	3,160	6,750	8,319	4,000	8,000	8,000	
	Total Personal Services	499,881	530,912	544,730	518,153	572,161	602,816	583,371	2.0%
	OPERATING EXPENSES								
5201	Advertising			400	80	400	200	200	
5203	Professional & Special Services	86,904	29,943	52,000	35,086	76,270	75,000	75,000	
5206	Dues & Subscriptions	834	555	700	595	700	700	700	
5209	Maintenance - Electronic	1,440	1,440	1,440	1,560	1,440	1,440	1,440	
5292	Insurance Premiums - Auto	4,596	4,130	3,400	3,318	3,471	3,471	3,860	
5210	Insurance Premiums - Other	2,888	3,214	1,350	1,322	1,435	1,435	1,241	
5211	Insurance Premiums - Workman's Comp.	5,671	7,076	7,550	7,506	2,428	7,550	7,872	
5212	Rent of Equipment								
5214	Maintenance - Motor Vehicles	9,525	7,597	10,000	7,300	10,000	10,000	10,000	
5216	Maintenance - Equipment	4,644	6,693	7,500	4,266	7,500	7,500	7,500	
5217	Maintenance - Building & Grounds			1,200		1,000	1,000	1,000	
5218	Maintenance - Miscellaneous			250					
5221	Postage	337	782	500	865	800	800	800	
5223	Telephone	3,528	3,691	5,000	4,529	5,000	5,000	5,000	
5225	Travel & Vocational Training	587	1,343	1,000	1,359	1,450	1,500	1,500	
5242	Printing, Supplies, & Materials	54,021	61,539	65,000	44,226	65,000	65,000	62,665	
5247	Motor Fuels & Lubricants	8,985	11,090	10,000	12,017	10,000	10,000	10,000	
5249	Road Materials & Supplies	8,424	7,717	8,000	31,329	10,000	10,000	10,000	
5250	Small Tools & Equipment	624	312	500		500	500	500	

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - WATER TRANSMISSION & DISTRIBUTION DEPARTMENT NUMBER 8127

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	OPERATING EXPENSES (cont.)								
5281	Heat, Lights & Power	11,965	5,038	5,000	11,712	5,000	5,000	5,000	
5402	Materials Purchased for Resale	550,337	549,670	607,000	629,043	622,693	640,435	640,435	
5503	Machinery & Tools								
5516	Electronic Equipment								
	Total Operating Services	755,310	701,829	787,790	796,113	825,087	846,531	844,713	2.4%
	FIXED CHARGES								
5640	Interest on Bonds	27,532	32,588	29,605	36,797	26,748	22,816	22,816	
5648	Other Debt Service Costs	(1,278)	3,668		2,421	1,500	1,500	1,500	
5401	Depreciation	152,853	159,712	154,500	163,547	159,750	165,000	164,000	
	Total Fixed Assets	179,107	195,967	184,105	202,765	187,998	189,316	188,316	0.2%
	INTERNAL SERVICES								
5408	Administrative Service Charges	104,658	127,104	145,000	139,243	135,000	135,000	135,000	
	Total Internal Services	104,658	127,104	145,000	139,243	135,000	135,000	135,000	0.0%
	CAPITAL OUTLAY								
5406	Water/Sewer Improvements		63,436	140,000		140,000	132,100	132,100	
5501	Vehicles			31,000		31,500			
5503	Machinery & Tools		2,014				115,000	60,000	
5516	Electronic Equipment		1,085						
5654	Transfer to CIP Fund						55,000	55,000	
	Total Capital Outlay		66,535	171,000		171,500	302,100	247,100	44.1%
	TOTAL	$1,538,956	$1,622,348	$1,832,625	$1,656,274	$1,891,746	$2,075,763	$1,998,500	5.6%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Tank Inspections	60,000	1,000	$ 60,000

Inspection; 5 year schedule to inspect three (3) elevated water storage tanks as outlined by the Virginia Department of Health and the American Water Works Association. Last inspection October, 2015.

Total Capital Outlay - FY2020-21 ... . $ 60,000

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

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Insta-Valve	55,000	50	$ 55,000

New; To install an Insta-Valve on 16" water line that feeds the SouthPark Water Tower. This will allow isolation of the altitude valve vault if replacement is required and will not interrupt water service to the business in the area.

Mower, Zero Turn	15,000	1,000	$ 15,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 15 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ... . $ 70,000

Annual Maintenance & Operations Cost.....$ 1,050

WATER - DISTRIBUTION & MAINTENANCE

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Mower, Zero Turn	15,000	1,000	$ 15,000

Replacement; Routine upgrade of departmental maintenance equipment heavily utilized in general performance of departmental duties; will replace mower that is 16 years old and utilized daily during grass cutting season; designed to maintain current service and meet anticipated demands generated by system growth; will negatively impact service and increase maintenance costs without replacement.

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

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

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Utility Service Truck	43,000	500	$ 43,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a Utility Service Truck that is 20 years old (#327); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2023-24 ... . $ 43,000

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

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Backhoe	110,000	2,000	$ 110,000

Replacement; Routine upgrade of departmental operations and maintenance equipment; Will replace 2006 backhoe that is utilized in water and waster line repairs, etc.

Total Capital Outlay - FY2019-20 ... . $ 110,000

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

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES DEPARTMENT NUMBER 8128

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$244,373	$254,596	$253,849	$255,819	$260,195	265,016	258,552	
5105	Overtime	30,153	33,388	35,800	40,631	35,000	37,730	37,730	
5106	Overtime Snow	1,996	3,296		3,153	3,000	3,000	3,000	
5112	Clothing Allowance				1,200	1,200	1,200	1,200	
5601	Accumulated Vacation Pay								
5125	FICA	19,418	20,230	21,770	20,887	22,904	23,481	22,987	
5602	Employer FICA Taxes				108				
5130	VRS	35,372	19,138	33,498	26,325	34,336	37,373	36,461	
5135	VRS- Hybrid				6,675				
5605	VRS Retirement Contribution				(28,938)				
5140	ICMA- Defined Contribution				836				
5145	Group Life Insurance	3,204	3,227	3,288	3,809	3,370	3,480	3,395	
5150	Health Insurance	69,605	77,205	74,087	71,835	82,566	64,659	64,659	
5160	Disability Insurance			334	346	187	341	332	
5170	Unemployment Insurance	208	180	215	136	125	125	125	
5613	OPEB	6,603	2,179	6,000	6,249	3,500	6,300	6,300	
	Total Personal Services	410,932	413,438	428,841	409,072	446,383	442,705	434,741	-2.6%
	OPERATING EXPENSES								
5203	Professional & Special Services	27,963	17,662	40,000	36,318	64,619	65,000	65,000	
5206	Dues & Subscriptions	4,914	100	400		400	400	400	
5292	Insurance Premiums - Auto	3,677	3,304	4,450	4,425	4,629	4,629	4,288	
5209	Maintenance - Electronics	720	904	600	720	600	720	720	
5210	Insurance Premiums - Other	2,888	3,214	1,900	1,860	2,018	2,020	1,879	
5211	Insurance Premiums - Workman's Comp.	2,554	3,187	3,400	3,381	3,245	3,246	3,546	
5212	Rent of Equipment	2,306		500		500	500	500	
5214	Maintenance - Motor Vehicles	10,689	15,124	11,000	13,642	11,000	11,000	11,000	
5216	Maintenance - Equipment	5,622	9,920	10,000	6,293	10,000	10,000	8,654	
5217	Maintenance - Buildings & Grounds	62	697	3,000	1,723	3,000	3,000	3,000	
5218	Maintenance - Miscellaneous			500		500	500	500	
5223	Telephone	8,150	8,640	8,610	8,947	8,610	12,000	12,000	
5225	Travel & Vocational Training	1,958	2,893	1,500	1,528	2,000	2,500	2,500	
5242	Printing, Supplies, & Materials	34,395	28,788	35,000	30,700	35,508	35,500	35,500	
5247	Motor Fuels & Lubricants	12,170	16,729	14,000	19,698	14,000	14,000	14,000	
5249	Road Materials & Supplies	11,486	12,247	11,500	31,329	11,500	11,500	11,500	
5250	Small Tools & Equipment	834		1,000	450	1,000	1,000	1,000	
5281	Heat, Lights & Power	68,479	82,939	70,000	81,532	70,000	70,000	70,000	
5405	Wastewater Treatment	1,708,689	1,707,986	1,659,788	1,659,788	1,622,291	1,641,237	1,641,237	
5406	Wastewater Improvements	112,725	173,118		35,714				
	Total Operating Services	2,020,281	2,087,451	1,877,148	1,938,044	1,865,420	1,888,752	1,887,224	1.2%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - WASTEWATER TREATMENT EXPENSES DEPARTMENT NUMBER 8128

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	FIXED CHARGES								
5640	Interest on Bonds	24,108	11,507	29,551	40,263	$54,583	50,964	50,964	
5648	Other Debt Service Costs	19,053	1,258			1,500	1,500		
5401	Depreciation	642,388	667,152	644,000	675,500	667,200	670,000	670,000	
	Total Fixed Assets	685,549	679,917	673,551	715,764	723,283	722,464	720,964	-0.3%
	INTERNAL SERVICES								
5408	Administrative Service Charges	105,192	118,308	135,000	130,587	120,000	120,000	120,000	
	Total Internal Services	105,192	118,308	135,000	130,587	120,000	120,000	120,000	0.0%
	CAPITAL OUTLAY								
5406	Water & Sewer Improvements	112,725		138,000		138,000	129,800	129,800	
5501	Vehicles					30,500	140,500	30,500	
5503	Machinery & Tools	119,896	27,254	146,000	24,280	41,000			
5516	Electronic Equipment								
5654	Transfer to CIP Fund			600,000			235,000	56,916	
	Total Capital Outlay	232,621	27,254	884,000	24,280	209,500	505,300	217,216	3.7%
	TOTAL	$3,454,575	$3,326,368	$3,998,540	$3,217,746	$3,364,586	$3,679,221	$3,380,145	0.5%

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Pickup Truck (4X4) Ext. Cab	30,500	500	$ 30,500

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#300); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2020-21 ... . $ 30,500

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

Fiscal Year:

FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Dump Truck	110,000	750	$ 110,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace a 2001 truck (#311); designed to maintain current service and meet anticipated service demands generated by growth; will negatively impact service and increase maintenance costs without replacement.

Van (Small Camera Truck)	30,000	500	$ 30,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#328); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ... . $ 140,000

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

SEWER - COLLECTION & MAINTENANCE

Fiscal Year:

FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Pump, By-Pass	50,000	500	$ 50,000

Replacement; Routine upgrade of departmental operations and maintenance vehicle heavily utilized in general performance of departmental duties; will replace unit that is over 20 years old (#336); designed to maintain current service and meet anticipated service demands; will negatively impact service and increase maintenance costs without replacement.

Total Capital Outlay - FY2021-22 ... . $ 50,000

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

Fiscal Year:

FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Pump (Reserve) (2)	20,000	150	$ 40,000

Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.

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

Annual Maintenance & Operations Cost..... $ 150

Fiscal Year:

FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Pump (Reserve) (2)	20,000	150	$ 40,000

Replacement; Periodic routine upgrade of operations equipment utilized in general performance of departmental duties; backup pump for pump stations; needed to alleviate overflows of raw sewage; stand-by unit utilized for emergency replacement as needed.

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

Annual Maintenance & Operations Cost..... $ 150

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES DEPARTMENT NUMBER 8129

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	PERSONAL SERVICES								
5101	Salaries & Wages	$ 110,704	$ 114,311	$ 111,474	$ 112,866	$ 114,261	119,796	116,874	
5103	Temporary & Seasonal Help	1,968	2,795	4,000	4,615	21,840	21,840	21,840	
5105	Overtime	88	121	200		200	200	200	
5112	Clothing Allowance				400				
5125	FICA	7,738	7,997	8,849	8,380	10,427	10,850	10,627	
5602	Employer FICA Taxes				75				
5130	VRS	15,803	8,569	15,027	11,235	15,402	17,239	16,818	
5135	VRS- Hybrid				3,370				
5605	VRS Retirement Contribution				(12,930)				
5140	ICMA- Defined Contribution				422				
5145	Group Life Insurance	1,432	1,444	1,460	1,460	1,497	1,605	1,566	
5150	Health Insurance	27,906	33,070	24,990	16,483	20,676	23,634	23,634	
5160	Disability Insurance			185	166	187	176	172	
5170	Unemployment Insurance	112	113	103	70	60	60	60	
5601	Accumulated Leave								
5613	OPEB		144		2,774	150			
	Total Personal Services	165,751	168,564	166,288	149,385	184,700	195,400	191,791	3.8%
	OPERATING EXPENSES								
5203	Professional & Special Services	80		40,200	120	200	200	200	
5209	Maintenance - Electronic	1,389	1,080	1,300	1,170	1,300	1,300	1,300	
5211	Insurance Premiums - Workman's Comp.	65	82	100	86	83	83	91	
5214	Maintenance - Motor Vehicles	1,232	431	1,100	859	1,100	1,100	1,100	
5216	Maintenance - Equipment	5,015	4,927	2,200	4,862	5,700	7,320	5,000	
5221	Postage	21,626	21,589	22,000	22,656	25,300	25,300	25,102	
5223	Telephone	1,852	2,443	1,897	2,562	1,897	3,337	3,337	
5225	Travel & Vocational Training	960	1,018	1,000	927	1,000	2,500	2,500	
5242	Printing, Supplies, & Materials	9,007	9,138	9,500	9,651	9,500	13,000	11,000	
5247	Motor Fuels & Lubricants	1,664	1,575	2,000	2,088	2,000	2,700	2,700	
5292	Insurance Premiums - Auto	919	826	750	737	771	771	961	
5403	Outside Water Meters	5,547	3,300	5,000	2,928	5,000	5,000	4,954	
5516	Electronic Equipment				19,966		1,000	1,000	
5660	Dishonored Debts								
	Total Operating Services	49,356	46,409	87,047	68,611	53,851	63,611	59,245	10.0%

CITY OF COLONIAL HEIGHTS
2020-21 BUDGET

DEPARTMENT NAME - UTILITY BILLING EXPENSES DEPARTMENT NUMBER 8129

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	INTERNAL SERVICES								
5401	Depreciation		6,150	800	6,165	6,200	6,200	6,200	
5408	Administrative Service Charges	42,814	31,048	30,000	26,829	31,000	25,000	25,000	
5640	Interest on Bonds	8,321							
	Total Internal Services	51,135	37,198	30,800	32,994	37,200	31,200	31,200	-16.1%
	CAPITAL OUTLAY								
5501	Vehicles	21,592				21,592			
5516	Electronic Equipment		20,000	20,000			25,000	20,000	
	Total Capital Outlay	21,592	20,000	20,000		21,592	25,000	20,000	-7.4%
	TOTAL	$287,834	$272,170	$304,135	$250,990	$297,343	315,211	302,236	1.6%

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:
FY2020-21

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (160)	125		$ 20,000

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

Total Capital Outlay - FY2020-21 ..... $ 20,000

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:
FY2021-22

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (200)	125		$ 25,000

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

Total Capital Outlay - FY2021-22 ..... $ 25,000

Annual Maintenance & Operations Cost ... . $ -

Fiscal Year:
FY2022-23

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (200)	125		$ 25,000

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

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

Annual Maintenance & Operations Cost..... $ -

Fiscal Year:
FY2023-24

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (200)	125		$ 25,000

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

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

Annual Maintenance & Operations Cost ... . $ -

City of Colonial Heights, Virginia
FY21-FY25 Five Year Projection- Vehicles, Equipment, Furniture, and Fixtures

UTILITY BILLING

Fiscal Year:
FY2024-25

Item	Unit Cost	Annual M&O Cost	Total Cost
Water Meters (200)	125		$ 25,000

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

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

Annual Maintenance & Operations Cost ... . $ -

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SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

SCHOOL FUND

ACCOUNT NAME - SCHOOL FUND REVENUE

ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Manager Proposed	% Chg.
	Federal Funds	$2,214,470	$2,367,588	$2,125,933	$2,332,659	$2,206,795	$2,372,685	7.5%
	State Funds	14,623,781	15,081,802	15,576,792	16,239,904	16,595,556	18,219,031	9.8%
	Other Funds	524,697	452,938	479,207	548,069	462,300	458,398	-0.8%
	Operating Transfers In							
	City	20,289,595	24,530,154	21,121,071	24,204,644	21,566,405	22,475,558	4.2%
	Fund Balance			874,620		1,073,807	1,204,721	12.2%
	TOTAL	$37,652,543	$42,432,482	$40,177,623	$43,325,276	$41,904,863	$44,730,393	6.7%

ACCOUNT NAME - SCHOOL FUND EXPENDITURES

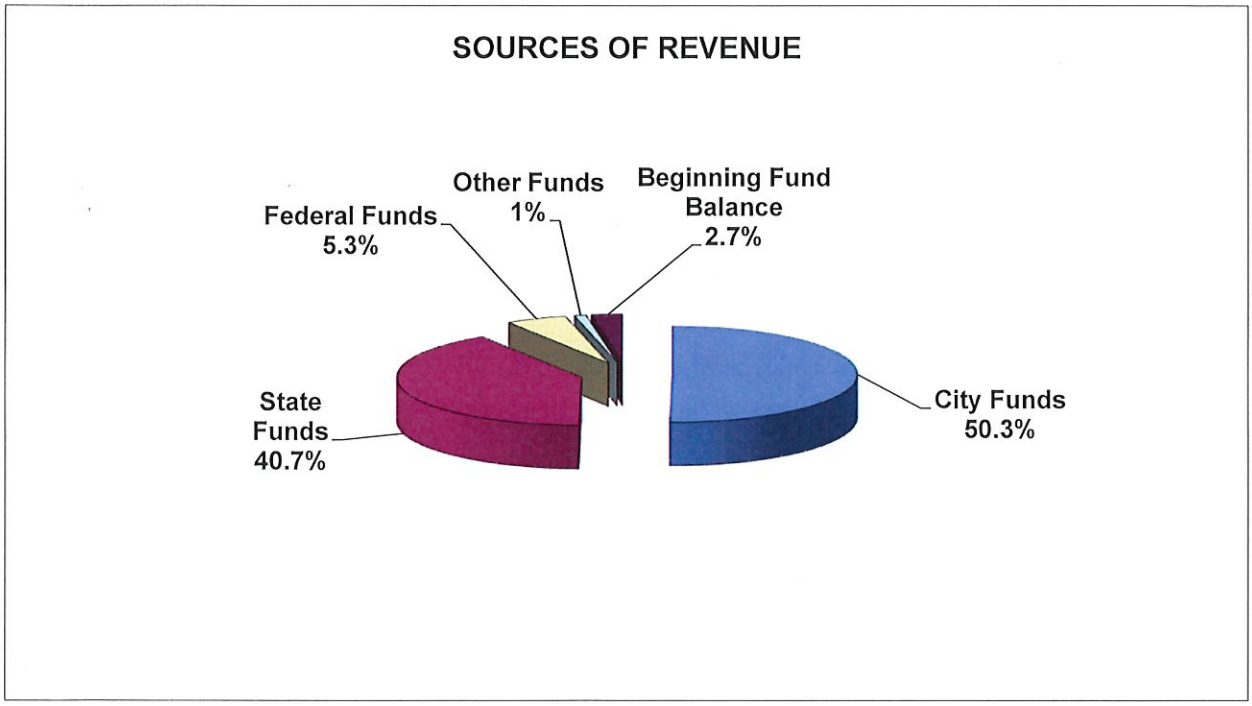
ACCOUNT NUMBER SUMMARY

ACCT #	Account Number	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	Department Request	Manager Proposed	% Chg.
	Instruction	$28,224,746	$29,051,186	$30,666,100	$29,407,442	$31,881,617	$34,167,949	$34,167,949	7.2%
	Administration, Attendance & Health Services	1,775,899	2,095,622	1,865,980	2,222,179	1,992,112	2,101,356	2,101,356	5.5%
	Transportation	958,290	1,217,871	1,228,767	1,240,946	1,490,586	1,448,896	1,448,896	-2.8%
	Operation and Maintenance	3,329,488	4,220,235	3,593,022	4,235,377	3,648,906	3,886,539	3,886,539	6.5%
	Food Service	990,633	1,252,797	1,092,127	1,152,293	1,129,043	1,234,641	1,234,641	9.4%
	Textbooks	114,047		246,150		124,000			-100.0%
	Capital Outlay	190,036		240,269		456,748			-100.0%
	Debt Service	326,060	907,818	583,446	994,495	626,186	711,433	711,433	13.6%
	Contingency Fund			511,762		405,665	679,579	679,579	67.5%
	CIP Reserve			150,000	3,288,971	150,000	500,000	500,000	233.3%
	TOTAL	$35,909,199	$38,745,529	$40,177,623	$42,541,703	$41,904,863	$44,730,393	$44,730,393	6.7%

Colonial Heights Public Schools
2020-2021
Sources of Revenue
(Superintendent's Proposal)

(See Detailed Budget)

	FY 2021 BUDGET	FY 2020 BUDGET	Increase (Decrease)	% CHANGE
City Funds	$22,475,558	$21,566,405	909,153	4.22%
State Funds	18,219,031	16,595,556	1,623,475	9.78%
Federal Funds	2,372,685	2,206,795	165,890	7.52%
Other Funds	458,398	462,300	(3,902)	-0.84%
Beginning Fund Balance	1,204,721	1,073,807	130,914	12.19%
	$44,730,393	41,904,863	2,825,530	6.74%



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 2021 included in this financial plan, totals $44,730,393, an increase of $2,825,530 or 6.74% over the approved operating budget for FY 2020. The primary sources of revenue are outlined in the following paragraphs:

Local - Colonial Heights Public Schools derives 50.3% 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 $23,680,279 an increase of $1,040,067 over the FY 2020 approved budget of $22,640,212 or 4.59%. (Includes City Basic and Fund Balance Carryover).

State - State revenue (including state sales tax) is projected to contribute 40.7% of the funds for FY 2021. The General Assembly establishes, for each school division, a per pupil amount representing Basic Operations Cost. The projection is based on the number of instructional positions required by the Standards of Quality for Virginia, support costs (non-instructional positions) and other prevailing costs attributable to administration, instructional support, transportation, maintenance and fringe benefits. State aid is then equalized using the composite index or ability to pay formula for each locality.

The General Assembly also provides support for the Standards of Quality in areas of special education, vocational education, gifted education, textbooks, and remedial education. Revenue is distributed to localities in the form of categorical aid for specific programs such as Homebound Instruction. Total State revenue for FY 2021 is expected to increase $1,623,475 or 9.78% to $18,219,031.

A portion of the state sales tax is returned to the City for education. Sales tax revenue for FY2021, included above, is projected to be $3,396,130 an increase of $218,310 or 6.86%.

Federal - Federal revenue (5.3% of total revenue) is derived from various grants such as Title I, Part A, Title II, Part A and Flow Through grants for special education and preschool. Revenue is also obtained to operate the National School Lunch and Breakfast programs.

Other - Other revenue (1% 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
2020-2021
Sources of Revenue
(Superintendent's Proposal)

See Summary

LOCAL FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
City Appropriation	22,126,963		22,126,963	21,829,850	21,260,309	5
City Appropriation - Debt Surplus	348,595		348,595		306,096	5
Beginning Fund Balance	1,204,721		1,204,721		1,073,807	5
Total Local Funds	23,680,279	0	23,680,279	21,829,850	22,640,212	

OTHER FUNDS						
Rental of Facilities	6,500		6,500	6,507	15,000	6
Cafeteria Receipts		308,898	308,898	338,395	314,300	6
Fees from Students	21,000		21,000	23,306	21,000	6
Transportation of Pupils	7,000		7,000	6,875	7,000	6
Donations & Private Grants	5,000		5,000	14,797	10,000	6
Refunds and Miscellaneous Income	110,000		110,000	158,189	95,000	6
Total Other Funds	149,500	308,898	458,398	548,068	462,300	

FEDERAL FUNDS						
Title I, Part A		564,148	564,148	515,300	538,510	7
Title II, Part A		97,266	97,266	97,268	91,400	7
Title III, Part A		8,021	8,021	5,458	7,700	7
Impact Aid	3,000		3,000	3,148	5,000	7
DMAS - Medicaid	125,000		125,000	154,274	100,000	7
National School Lunch Program		663,381	663,381	626,151	638,480	7
National School Breakfast Program		220,255	220,255	154,581	149,500	7
Special Ed Flow Thru		622,664	622,664	617,795	612,720	7
Flow Thru - Preschool A		14,934	14,934	14,569	14,569	7
Vocational Education - Federal Funds		54,016	54,016	56,060	48,916	7
Total Federal Funds	128,000	2,244,685	2,372,685	2,244,604	2,206,795	

Colonial Heights School Board
2020-2021
Sources of Revenue
(Superintendent's Proposal)

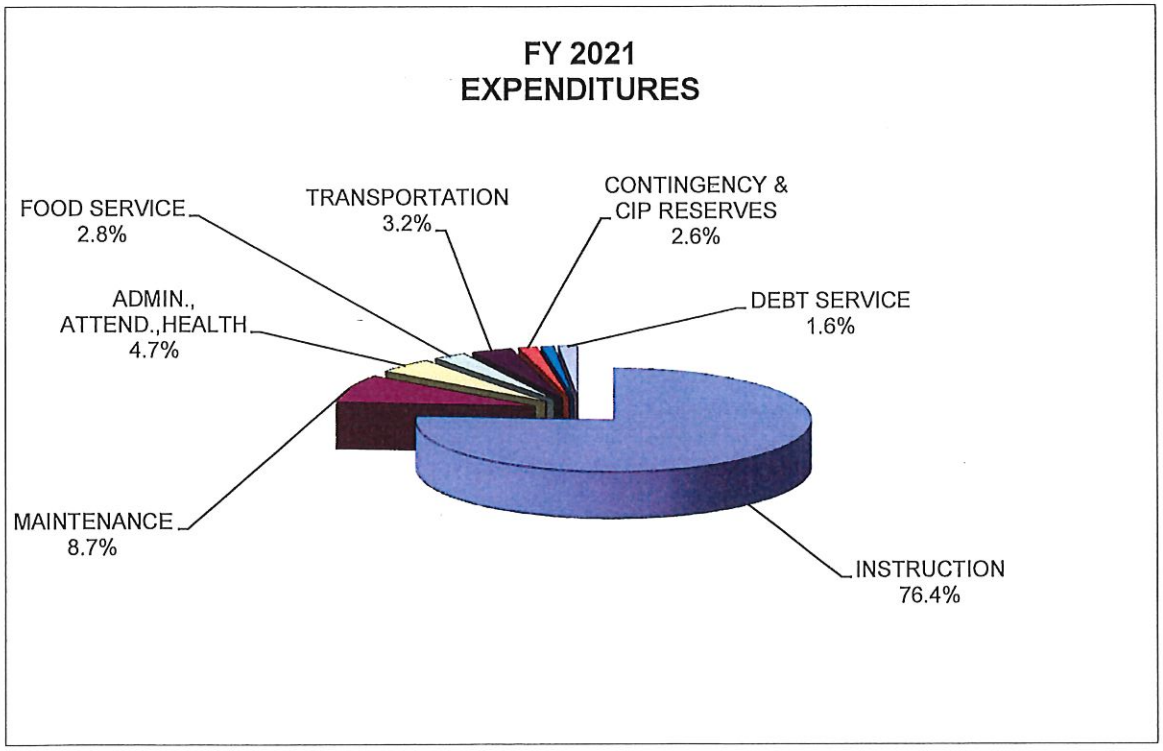
See Summary

STATE FUNDS	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
Sales Tax	3,396,130		3,396,130	2,990,921	3,177,820	9
Basic Aid - SOQ	7,907,575		7,907,575	7,483,750	7,353,867	9
Foster Care	0		0	0	406	9
Gifted Education - SOQ	84,633		84,633	79,312	80,621	9
Prevention, Intervention & Remediation - SOQ	315,745		315,745	265,452	264,436	9
Special Education - SOQ	1,329,712		1,329,712	1,315,930	1,312,507	9
Special Education - Regional Tuition	295,800		295,800	228,137	0	9
Infrastructure & Operations Per Pupil Fund	606,931		606,931	589,417	599,920	9
Security Equipment Grant	0		0	68,132	0	9
Textbooks	174,913		174,913	162,978	162,354	9
School Food Service		42,107	42,107	25,403	26,763	9
Vocational Education - SOQ	242,506		242,506	250,885	249,925	9
Vocational Education - CATEGORICAL		40,889	40,889	44,382	38,975	9
ISAEP-Vocational Education - CATEGORICAL		8,386	8,386	8,355	8,355	9
Special Education - CAT - Homebound		42,000	42,000	33,377	33,545	9
Soc. Security - INSTRUCTIONAL	533,838		533,838	500,151	501,462	9
Retirement - INSTRUCTIONAL	1,243,451		1,243,451	1,105,511	1,104,506	9
Group Life - INSTRUCTIONAL	37,434		37,434	33,991	33,861	9
Early Reading Intervention	51,939		51,939	48,643	48,643	9
Mentor Teacher	0		0	2,064	0	9
SOL Algebra Readiness	39,825		39,825	31,657	31,657	9
Project Graduation	3,846		3,846	3,846	4,178	9
Technology		180,000	180,000	180,000	180,000	9
Compensation Supplement	223,267		223,267	0	482,745	9
At Risk Students	593,312		593,312	247,730	271,174	9
Community Provider Add-on Funds	32,500		32,500	0	0	9
Games of Skill	0		0	0	0	9
Virginia Preschool Initiative	292,812		292,812	132,565	198,848	9
K-3 Primary Class Size Reduction	384,577		384,577	338,449	370,246	9
English-as-a-Second-Language	114,903		114,903	56,784	58,742	9
Total State Funds	17,905,649	313,382	18,219,031	16,227,821	16,595,556	
TOTAL BUDGET	41,863,428	2,866,965	44,730,393	40,850,344	41,904,863	

COLONIAL HEIGHTS PUBLIC SCHOOLS
EXPENDITURES 2020-2021
(Superintendent's Proposal)

Details

	FY2021 BUDGET	FY 2020 BUDGET	Increase (Decrease)	% CHANGE
INSTRUCTION	$34,167,949	32,005,617	2,162,332	6.76%
MAINTENANCE	3,886,539	4,105,654	(219,115)	-5.34%
ADMIN., ATTEND.,HEALTH	2,101,356	1,992,112	109,244	5.48%
FOOD SERVICE	1,234,641	1,129,043	105,598	9.35%
TRANSPORTATION	1,448,896	1,490,586	(41,690)	-2.80%
CONTINGENCY RESERVE	679,579	405,665	273,914	67.52%
CIP RESERVE	500,000	150,000	350,000	233.33%
DEBT SERVICE	711,433	626,186	85,247	13.61%
	$44,730,393	41,904,863	2,825,530	6.74%



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
2020-2021
FUNCTION & LINE ITEM EXPENDITURES
(Superintendent's Proposal)

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
INSTRUCTIONAL ADMINISTRATION						
INSTRUCTIONAL SUPERVISORS	613,338		613,338	537,783	553,703	15
TESTING	45,570		45,570	24,707	43,070	18
STAFF DEVELOPMENT	42,000		42,000	49,383	30,000	18
TUITION- ALL PROGRAMS	433,630		433,630	293,506	408,140	18
TRAVEL- MILEAGE, LODGING, MEALS	29,300		29,300	19,808	29,300	18-25
OFFICE SUPPLIES - SAO INSTRUCTION	6,000		6,000	3,719	6,000	18
LIBRARY SUPPLIES - SAO INSTRUCTION	0		0	0	0	18
EDUC. SUPPLIES - SAO INSTRUCTION	113,150		113,150	104,914	105,650	18
TEXTBOOKS	240,090		240,090	120,220	124,000	18
GIFTED EDUC. EXPENDITURES	10,950		10,950	11,205	10,950	18
ADULT EDUCATION	3,200		3,200	2,205	3,200	18
INSTRUCTIONAL SECONDARY						
PRINCIPAL- SEC.	207,993		207,993	203,218	205,805	15
ASSIST. PRINCIPAL- SEC.	319,196		319,196	248,212	255,740	15
LIBRARIAN- SEC.	111,052		111,052	105,676	107,703	15
GUIDANCE COUN.-SEC.	362,319		362,319	340,896	342,237	15
TEACHER- SEC.- REGULAR	4,594,898		4,594,898	4,174,963	4,400,469	15
PARAPROFESSIONAL- SEC.	295,606		295,606	288,092	277,043	15
TEACHER- SEC.- SP ED	1,181,077		1,181,077	1,057,980	1,031,894	15
PARAPROFES: SP ED- SEC.	541,370		541,370	471,387	502,479	15
TEACHER- SEC.- VOC ED	944,338		944,338	972,570	988,647	15
PARAPROFES: VOC ED	29,108		29,108	24,738	25,957	15
TEACHER-SEC.- GIFTED	165,751		165,751	157,451	159,620	15
TEACHER: SUBSTITUTE- SEC.	190,000		190,000	234,970	190,000	15
OFFICE SUPPLIES- MID SCH	9,000		9,000	4,077	8,000	23
LIBRARY SUPPLIES- MID SCH	25,000		25,000	23,356	25,750	23
EDUC. SUPPLIES- MID SCH	81,900		81,900	66,434	69,255	23
VOC. SUPPLIES- MID SCH	15,000		15,000	14,233	15,000	23
COPIER COSTS & PAPER - MID SCH	37,555		37,555	35,739	35,178	23
OFFICE SUPPLIES- SR HI	19,000		19,000	12,284	19,000	24
LIBRARY SUPPLIES- SR HI	20,000		20,000	15,416	20,000	24
EDUC. SUPPLIES- SR HI	162,298		162,298	157,896	163,291	24
VOC. SUPPLIES- SR HI	65,702	49,275	114,977	63,102	100,990	24
CAREER AND TECH PROGRAMS - FEDERAL FUNDS		54,016	54,016	56,060	48,916	17
COPIER COSTS & PAPER - SR HI	43,055		43,055	47,256	41,555	24
COPIER & PAPER COSTS - CAREER & TECH CENTER	11,600		11,600	9,242	7,753	24
BAND - CLINICIANS	40,345		40,345	29,173	40,225	24
BAND - MUSIC, EQUIPMENT, SUPPLIES	38,350		38,350	44,709	37,544	24
BAND - EQUIPMENT MAINTENANCE	4,000		4,000	0	4,000	24
INSTRUCTIONAL ELEMENTARY						
PRINCIPAL- ELEM.	297,335		297,335	280,339	287,904	15
LIBRARIAN- ELEM.	158,436		158,436	148,531	151,645	15
ASSIST. PRINCIPAL- ELEM.	154,495		154,495	64,862	76,497	15
GUIDANCE COUN.-ELEM.	169,870		169,870	161,451	164,152	15
TEACHER- ELEM.- REGULAR	5,213,083		5,213,083	4,774,938	4,987,914	15
PARAPROFESSIONAL- ELEM.	628,671		628,671	547,310	583,645	15
TEACHER- ELEM.- SP ED	1,032,703		1,032,703	900,854	972,448	15
PARAPROFES: SP ED- ELEM.	536,379		536,379	460,684	531,928	15
TEACHER- ELEM.- GIFTED	113,693		113,693	107,141	109,208	15
TEACHER- PRESCHOOL- SP ED	209,735		209,735	150,018	151,947	15
TEACHER: SUBSTITUTE- ELEM.	125,000		125,000	124,428	125,000	15
OFFICE SUPPLIES- NORTH	5,000		5,000	1,482	5,000	21
LIBRARY SUPPLIES- NORTH	7,100		7,100	4,521	7,100	21
EDUC. SUPPLIES- NORTH	29,000		29,000	24,729	26,000	21
COPIER COSTS & PAPER- NORTH	29,800		29,800	24,894	26,410	21
OFFICE SUPPLIES- LAKEVIEW	3,800		3,800	3,293	3,800	20
LIBRARY SUPPLIES- LAKEVIEW	8,000		8,000	7,999	8,000	20
EDUC. SUPPLIES- LAKEVIEW	30,850		30,850	27,980	28,050	20
COPIER COSTS & PAPER - LAKEVIEW	22,077		22,077	21,728	20,112	20
OFFICE SUPPLIES- TUSSING	4,000		4,000	3,234	4,000	22
LIBRARY SUPPLIES- TUSSING	15,000		15,000	19,465	15,000	22
EDUC. SUPPLIES- TUSSING	64,596		64,596	63,052	64,596	22
COPIER COSTS & PAPER - TUSSING	47,275		47,275	46,875	36,508	22

INSTRUCTION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
OFFICE OF SUPPORT SERVICES						
SCHOOL SOCIAL WORKER	136,969		136,969	133,911	135,390	15
SPECIAL Ed ASSISTIVE TECH. EXPENDITURES	10,000		10,000	5,942	10,000	25
SPECIAL Ed FLOW THRU TEACHER		191,005	191,005	180,365	182,172	15
SPECIAL Ed FLOW THRU SUPPORT SERV. SPEC.		86,809	86,809	86,059	87,780	15
SPECIAL Ed FLOW THRU PARAPROFESSIONAL		79,031	79,031	74,646	76,813	15
SPECIAL Ed FLOW THRU SOCIAL SECURITY		33,189	33,189	30,635	32,418	16
SPECIAL Ed FLOW THRU RETIREMENT & GROUP LIFE		82,879	82,879	75,883	76,808	16
SPECIAL Ed FLOW THRU HOSPITAL PLANS		72,749	72,749	64,268	78,406	16
SPECIAL Ed FLOW THRU SUPPLIES		0	0	2,650	0	25
PRESCHOOL A CONTRACTUAL SERVICES		14,934	14,934	14,569	14,569	25
SECRETARY OSS	157,607		157,607	140,338	149,644	15
OSS NON GRANT SUPPLIES	368,500		368,500	300,160	368,500	25
COPIER & PAPER COSTS - OSS	4,584		4,584	3,831	5,638	25
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY SALARIES	551,730		551,730	499,994	517,217	15
PARAPROFES: TECHNOLOGY	92,055		92,055	137,869	134,137	15
TECHNOLOGY EXPENDITURES- MAJOR (> $5,000)	167,500		167,500	279,477	279,800	19
TECHNOLOGY EXPENDITURES- MINOR (< $5,000)	499,380		499,380	404,630	479,630	19
SOL TECHNOLOGY INITIATIVE		180,000	180,000	180,000	180,000	19
INSTRUCTIONAL SUPPORT						
SCHOOL SECRETARIES & BOOKKEEPERS	557,555		557,555	523,097	540,016	15
SECRETARY FOR DIRECTORS	41,254		41,254	47,087	48,029	15
SUBSTITUTE SECRETARIES	30,000		30,000	19,036	30,000	15
EMPLOYEE BENEFITS						
RETIREMENT - SICK LEAVE PAYOUT	65,000		65,000	30,264	65,000	17
SOCIAL SECURITY	1,565,976		1,565,976	1,349,812	1,482,136	16
RETIREMENT & GROUP LIFE	3,666,126		3,666,126	3,179,664	3,314,448	16
MEDICAL AND DENTAL PLANS	3,525,165		3,525,165	2,735,152	3,089,383	16
UNEMPLOYMENT INSURANCE VEC	7,000		7,000	5,481	10,000	17
WORKER'S COMPENSATION INSURANCE - INSTRUCTIC	112,200		112,200	95,635	88,400	17
PROGRAM SUPPORT						
EXTRA DUTY SUPPLEMENTS	365,658		365,658	341,617	335,405	15
RESOURCE OFFICERS	363,000		363,000	269,958	250,000	17
ATHLETIC TRAINERS	0		0	0	0	17
TEACHER- HOMEBOUND	58,000	42,000	100,000	148,273	100,000	15
TEACHER - SUM. SCH	142,000		142,000	57,257	100,900	15
SUBSTITUTE AIDES	100,000		100,000	86,398	100,000	15
INSTRUCTIONAL CAPITAL						
INSTRUCTION CAPITAL EXPENDITURES- MAJOR	19,223		19,223	117,785	94,108	24
INSTRUCTION CAPITAL EXPENDITURES- MINOR	47,505		47,505	13,796	86,331	20-24
EVERY STUDENT SUCCEEDS ACT						
TITLE I TEACHER		343,944	343,944	335,344	352,130	15
TITLE I PARAPROFESSIONAL		24,146	24,146	21,940	32,960	15
TITLE I - SOCIAL SECURITY		28,159	28,159	25,629	29,459	16
TITLE I - RETIREMENT & GROUP LIFE		70,302	70,302	59,591	70,048	16
TITLE I - MEDICAL & DENTAL		44,419	44,419	44,425	50,155	16
TITLE I - SUPPLIES		53,179	53,179	28,371	3,758	17
TITLE II STAFF DEV.		97,266	97,266	97,268	91,400	17
TITLE III, PART A		8,021	8,021	5,458	7,700	17
SUB TOTAL INSTRUCTION	32,612,628	1,555,322	34,167,949	30,249,953	32,005,617	

ADMINISTRATION, ATTENDANCE, & HEALTH SERVICES

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
ADMININSTRATION						
BOARD MEMBERS	29,300		29,300	29,300	29,300	15
SUPERINTENDENT	149,940		149,940	146,029	143,298	15
ADMINISTRATIVE STAFF	222,222		222,222	212,233	213,600	15
BUSINESS OFFICE STAFF	377,888		377,888	305,062	339,321	15
HEALTH SERVICES						
NURSE	260,838		260,838	248,862	257,603	15
PSYCHOLOGIST	112,510		112,510	105,963	109,645	15
OCCUPATIONAL THERAPIST, FLOW THRU		77,002	77,002	77,002	77,002	15
EMPLOYEE BENEFITS						
SOCIAL SECURITY	88,181		88,181	74,346	83,597	16
RETIREMENT & GROUP LIFE	214,826		214,826	179,206	193,017	16
MEDICAL & DENTAL	177,675		177,675	137,287	162,700	16
UNEMPLOYMENT INSURANCE	500		500	0	1,000	17
WORKER'S COMPENSATION INSURANCE	8,250		8,250	7,032	6,500	17
CONTRACTED SERVICES						
ATTORNEY FEES	42,000		42,000	9,325	45,000	17
CONSULTANT FEES	9,000		9,000	4,672	9,000	17
SCHOOL ACTIVITY FUND AUDIT EXPENSES	5,200		5,200	4,865	4,900	17
GENERAL INSURANCE	72,512		72,512	79,173	87,465	17
BANK SERVICE CHARGES	10,687		10,687	7,916	5,000	17
COMPUTER SERVICES	83,800		83,800	19,376	65,100	17
BACKGROUND CHECKS & DRUG TESTS	15,000		15,000	11,998	15,000	17
CONTRACTED THERAPY, FLOW THRU		0	0	23,862	1,321	25
OPERATIONAL COSTS						
POSTAGE	8,000		8,000	6,810	8,000	17
TRAVEL, MILEAGE, LODGING, MEALS	21,000		21,000	33,334	21,000	17
ASSOCIATION DUES	31,475		31,475	19,331	30,600	17,24,25
COMMUNITY RELATIONS	15,000		15,000	20,667	15,000	17
OFFICE SUPPLIES	27,000		27,000	27,234	27,000	17
COPIER & PAPER COSTS - SAO	11,550		11,550	11,152	11,143	17
NURSING SUPPLIES	30,000		30,000	22,657	30,000	25
SUB TOTAL ADMINISTRATION	2,024,354	77,002	2,101,356	1,824,693	1,992,112	

TRANSPORTATION

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
TRANSPORTATION STAFF						
BUS COORDINATOR	66,935		66,935	62,204	63,748	16
BUS DRIVERS	356,053		356,053	375,922	347,630	16
BUS SECRETARY	44,026		44,026	43,995	43,163	16
BUS PARAPROFESSIONAL	159,623		159,623	49,567	146,576	16
SUBSTITUTES AND EXTRA TRIPS	137,000		137,000	112,368	127,000	16
EMPLOYEE BENEFITS						
SOCIAL SECURITY	58,418		58,418	46,084	55,701	16
RETIREMENT & GROUP LIFE	21,271		21,271	18,111	19,447	16
MEDICAL & DENTAL	177,675		177,675	125,337	141,051	16
WORKER'S COMPENSATION INSURANCE	16,500		16,500	14,064	13,000	17
CONTRACTED SERVICES						
SPECIAL Ed FLOW THRU CONTRACTUAL TRANS. SERV.		0	0	0	0	17
PAYMENTS TO PARENTS & PRIVATE VENDORS	20,000		20,000	8,700	20,000	26
OPERATIONAL COSTS						
BUS INSURANCE	25,132		25,132	32,016	42,000	17
CAPITAL OUTLAY - MAJOR	197,955		197,955	213,072	294,788	26
FUEL AND SUPPLIES	168,308		168,308	139,507	176,482	26
SUB TOTAL TRANSPORTATION	1,448,896	0	1,448,896	1,240,946	1,490,586	

OPERATION & MAINTENANCE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
MAINTENANCE STAFF						
DIRECTOR	92,434		92,434	88,497	89,247	16
CUSTODIANS - FULL TIME	761,545		761,545	742,585	726,588	16
MAINTENANCE WORKERS - FULL TIME	548,987		548,987	459,955	535,854	16
CUSTODIANS - PART & OVERTIME	65,000		65,000	63,812	65,000	16
MAINTENANCE WORKERS: PART & OVERTIME	100,000		100,000	111,412	100,000	16
EMPLOYEE BENEFITS						
SOCIAL SECURITY	119,949		119,949	109,664	116,027	16
RETIREMENT & GROUP LIFE	103,301		103,301	99,621	97,283	16
MEDICAL & DENTAL	355,350		355,350	263,838	304,337	16
UNEMPLOYMENT INSURANCE	1,500		1,500	0	2,000	17
WORKER'S COMPENSATION INSURANCE	26,400		26,400	22,502	20,800	17
UTILITIES						
ELECTRICAL SERVICE	645,000		645,000	644,452	616,000	27
FUEL FOR UTILITIES	76,000		76,000	47,985	75,000	27
WATER, SEWAGE, REFUSE	55,000		55,000	51,513	46,000	27
TELEPHONE & INTERNET SERVICE	287,336		287,336	307,532	279,336	19
OPERATIONAL COSTS						
CAPITAL EXPENDITURES- MAJOR	42,686		42,686	606,934	446,748	27
CAPITAL EXPENDITURES- MINOR	10,000		10,000	10,000	10,000	27
MAINTENANCE SERVICES	260,000		260,000	197,263	257,000	27
OFFICE SUPPLIES	1,800		1,800	1,600	1,700	27
MAINTENANCE SUPPLIES	277,200		277,200	297,653	264,000	27
OPERATION OF VEHICLES	51,750		51,750	36,149	47,750	27
COPIER & PAPER COSTS - OPERATION & MAINTENANC	5,300		5,300	4,970	4,984	27
SUB TOTAL OPERATIONS	3,886,539	0	3,886,539	4,167,937	4,105,654	

FOOD SERVICE

Description	General Budget	Restricted Budget	Total Budget	Prior Year Actual	Current Year Budget	Page Number
FOOD SERVICE STAFF						
COORDINATOR		73,310	73,310	67,929	70,122	16
SECRETARY		36,351	36,351	33,373	34,861	16
FULL TIME WORKERS		112,492	112,492	105,987	108,514	16
PART TIME WORKERS		287,509	287,509	233,572	280,556	16
EMPLOYEE BENEFITS						
SOCIAL SECURITY		38,989	38,989	31,175	37,795	16
RETIREMENT & GROUP LIFE		28,690	28,690	25,533	26,063	16
MEDICAL & DENTAL		88,837	88,837	94,057	95,721	16
WORKERS' COMP: OTHER		1,650	1,650	1,406	1,300	17
OPERATIONAL COSTS						
FOOD SERVICE BANK CHARGES-OTHER		7,303	7,303	4,869	3,000	28
CAPITAL OUTLAY - MAJOR		22,497	22,497	0	9,972	28
CAPITAL OUTLAY - MINOR		0	0	0	0	28
FOOD		435,258	435,258	399,998	416,789	28
SUPPLIES		101,756	101,756	71,921	44,350	28
CONTRACTUAL SERVICES		0	0	1,806	0	28
SUB TOTAL FOOD SERVICE	0	1,234,641	1,234,641	1,071,627	1,129,043	

DEBT SERVICE & FUND TRANSFERS

DEBT SERVICE TO CITY	711,433		711,433	610,877	626,186	17
TRANSFER TO CITY		0	0	0	0	17
SUB TOTAL DEBT SERVICE	711,433	0	711,433	610,877	626,186	

CONTINGENCY RESERVE

1.52%

CONTINGENCY RESERVE	679,579		679,579		405,665	17
CIP RESERVE	500,000		500,000		150,000	17

TOTAL EXPENDITURE BUDGET	41,863,428	2,866,965	44,730,393	39,166,032	41,904,863

SHOP & DINE

Colonial HEIGHTS VIRGINIA

City of Colonial Heights

FY2020-21

Annual Operating Budget

PERSONNEL INFORMATION

PAYROLL DATES FOR FISCAL YEAR 2020-2021

JULY	1	JANUARY	13
	15		27
	29		
		FEBRUARY	10
AUGUST	12		24
	26		
		MARCH	10
SEPTEMBER	9		24
	23		
		APRIL	7
OCTOBER	7		21
	21		
		MAY	5
NOVEMBER	4		19
	18		
		JUNE	2
DECEMBER	2		16
	16		30
	30		

CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 2020

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		
	MINIMUM		MAXIMUM
11	$28,000		$44,816
		Deputy I	
		Facilities/Groundskeeper I	
		Meter Reader	
		Public Works Technician	
		Staff Assistant	
		Van Driver	
12	$29,828		$51,210
		Concrete Technician	
		Deputy II	
		Deputy Registrar	
		Facilities/Groundskeeper II	
		Financial Technician I	
		Legal Secretary	
		Public Works Heavy Equipment Operator	
		Senior Meter Reader	
		Transportation Coordinator	
13	$34,078		$58,500
		Animal Control Officer	
		Cross-Connection Control Technician	
		Deputy III	
		Deputy Sheriff* (Starting salary: $40,600)	
		Facilities/Groundskeeper III	
		Financial Technician II	
		Police Records Technician	
		Recreation Specialist I	
		Traffic Technician	
		Utility Maintenance Specialist	
		Waterworks Distribution Technician	

*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is $66,846.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	$38,937	$66,846
		Administrative Assistant
		Administrative Services Deputy (Starting salary: $43,600)
		Building Inspector
		Building Maintenance Technician
		Community/Economic Development Specialist
		Construction Inspector
		Chief Deputy Commissioner of Revenue
		Digital Resource Specialist
		Emergency Equipment Technician
		Engineering Technician (Starting salary: $42,572)
		Financial Specialist I
		Heavy Truck/Bus Technician
		Horticulturist
		Museum Curator
		Procurement Specialist
		Public Works Foreman
		Recreation Specialist II
		Senior Automotive Mechanic
		Senior Traffic Technician
		Communications Officer (Starting salary: $39,600)
		Youth Program Coordinator
15	$44,481	$76,365
		Combination Inspector
		Chief Deputy Circuit Court Clerk
		Communications Supervisor (Starting salary: $45,000)
		Firefighter-EMT (Starting salary: $45,000)
		Firefighter-Intermediate (Starting salary: $47,250)
		Firefighter-Paramedic (Starting salary: $49,613)
		Executive Assistant
		Financial Specialist II
		Human Resources Specialist
		Lieutenant Deputy Sheriff (Starting salary: $46,600)
		Paralegal/Deputy City Clerk
		Police Detective (Starting salary: $45,000)
		Police Officer (Starting salary: $45,000)
		Recreation Specialist III Senior Center
		Senior Digital Resources Specialist
		Senior Engineering Technician (Starting salary: $48,500)
		Utility Billing Supervisor

GENERAL PAY PLAN CLASS AND SALARY RANGE
Effective July 1, 2020

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	**MAXIMUM**
16	$50,823	$87,248
	Accountant	
	Animal Control Supervisor	
	Chief Deputy Sheriff	
	Deputy Fire Marshall	
	Fire Lieutenant	
	Geographic Information System (GIS) Coordinator	
	Police Sergeant	
	Purchasing Agent	
	Revenue Supervisor	
17	$57,760	$99,684
	Assistant Commonwealth's Attorney	
	Automotive Maintenance Superintendent	
	Battalion Chief	
	City Assessor	
	Emergency Communications Center Manager	
	Facilities Superintendent	
	Information Systems Coordinator	
	Office on Youth & Human Services Administrator	
	Police Lieutenant	
	Project Coordinator	
	Public Works Superintendent	
18	$66,342	$113,889
	Assistant Director of Planning & Community Development	
	Assistant Director of Public Works – Engineering	
	Assistant Director of Recreation & Parks	
	Building Official	
	Deputy Chief of Fire & EMS	
	Deputy Director of Finance	
	Economic Development Administrator	
	Police Captain	
EXEC	$80,000	$137,739
	Chief of Fire & EMS	
	Chief of Police	
	Director of Finance	
	Director of Human Resources	
	Director of Information Technology	
	~~Director of Office on Youth & Human Services~~	
	Director of Recreation & Parks	
	Director of Planning & Community Development	
	Director of Public Works/City Engineer	
	Library Director	

GENERAL PAY PLAN CLASS AND SALARY RANGE
Effective July 1, 2020

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE		
	MINIMUM		MAXIMUM
UNCLASSIFIED	N/A		N/A
		City Attorney	
		City Clerk	
		City Manager	
		Clerk of Circuit Court	
		Commissioner of Revenue	
		Commonwealth's Attorney	
		Registrar	
		Sheriff	
		Treasurer	

GENERAL PAY PLAN CLASS AND SALARY RANGE
Effective July 1, 2020

PART-TIME/SEASONAL/TEMPORARY POSITIONS

Position Title	Hourly Rate
Administrative Assistant	$10.00 - $15.00
Animal Control Aide	$10.00 - $15.00
Code Enforcement Inspector	$15.00 - $20.00
Deputy Sheriff	$16.00 - $19.00
Digital Resources Assistant	$7.25 - $9.50
Digital Resources Specialist	$15.00 - $20.00
Emergency Management Assistant	$15.00 - $20.00
EMS Firefighter*	$15.00 - $20.00
Fire Logistics Officer	$15.00 - $20.00
FOIA Specialist	$20.00
Groundskeeper Assistant	$10.00 - $12.00
Landscaping Technician	$10.00 - $12.00
Meter Reader	$10.00 - $12.00
Recreation Assistant I	$7.25 - $8.25
Recreation Assistant II	$8.25 - $9.00
Recreation Assistant III	$9.00 - $10.00
Recreation Assistant IV	$10.00 - $15.00
Recycling Center Attendant	$9.00 - $11.00
Senior Automotive Mechanic	$20.00 - $23.00
Site Supervisor	$10.00 - $12.00
Support Worker	$7.50 - $9.50
Communications Officer	$14.00 - $17.00
Van Driver	$10.00 - $12.00
Temporary/Seasonal	$7.25 - $15.00
Youth Specialist	$12.00 - $20.00
Youth Workforce Specialist	$15.00 - $18.00

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

All Full-Time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
CITY COUNCIL						
MAYOR	1 PT	1 PT	N/A	1011	11,000	11,000
VICE-MAYOR	1 PT	1 PT	N/A	1011	10,000	10,000
COUNCIL MEMBER	5 PT	5 PT	N/A	1011	50,000	50,000
	0	**0**		**1011 Total**	**71,000**	**71,000**
CITY CLERK						
CITY CLERK	1	1	U	1012	52,641	52,641
	1	**1**		**1012 Total**	**52,641**	**52,641**
CITY MANAGER						
CITY MANAGER	1	1	U	1051	154,734	154,734
EXECUTIVE ASSISTANT	1	1	15	1051	57,502	57,502
	2	**2**		**1051 Total**	**212,237**	**212,237**
HUMAN RESOURCES						
DIR OF HUMAN RESOURCES	1	1	EXEC	1052	84,741	84,741
HUMAN RESOURCES SPECIALIST	0	1	15	1052	N/A	45,000
	1	**2**		**1052 Total**	**84,741**	**129,741**
ECONOMIC DEVELOPMENT						
ECO DEV ADMINSTRATOR	1	1	18	1053	82,668	82,668
COMMUNITY/ECONOMIC DEV SP (50%)	0.5	0.5	14	1053	19,988	19,988
	1.5	**1.5**		**1053 Total**	**102,656**	**102,656**
CITY ATTORNEY						
CITY ATTORNEY	1	1	U	1101	155,780	155,780
PARALEGAL/DEPUTY CITY CLERK	1	1	15	1101	59,698	59,698
	2	**2**		**1101 Total**	**215,478**	**215,478**
COMMISSIONER OF THE REVENUE						
COMMISSIONER OF THE REVENUE	1	1	U	1152	75,135	75,135
DEPUTY COMM OF REV	1	1	14	1152	40,722	40,722
DEPUTY II	1	1	12	1152	32,924	32,924
DEPUTY I	1	1	11	1152	29,975	29,975
	4	**4**		**1152 Total**	**178,756**	**178,756**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
TREASURER						
TREASURER	1	1	U	1153	53,668	53,668
DEPUTY III	1	1	13	1153	35,184	35,184
	2	**2**		**1153 Total**	**88,851**	**88,851**
FINANCE						
DIRECTOR OF FINANCE	1	1	EXEC	1201	123,369	123,369
DEP DIRECTOR OF FINANCE	1	1	18	1201	83,200	83,200
ACCOUNTANT	1	1	16	1201	61,500	61,500
FINANCIAL SPECIALIST II	2	2	15	1201	117,000	117,000
FINANCIAL SPECIALIST I	1	1	14	1201	39,719	39,719
ADMIN ASSIST	1	0	14	1201	57,804	-
	7	**6**		**1201 Total**	**482,592**	**424,788**
PURCHASING						
PURCHASING AGENT	1	1	16	1206	87,248	87,248
PROCUREMENT SPECIALIST	1	1	14	1206	41,728	41,728
	2	**2**		**1206 Total**	**128,976**	**128,976**
REAL ESTATE ASSESSOR						
CITY ASSESSOR	1	1	17	1208	74,942	74,942
FINANCIAL SPECIALIST I	1	1	14	1208	53,947	53,947
	2	**2**		**1208 Total**	**128,890**	**128,890**
BILLING & COLLECTIONS						
REVENUE SUPERVISOR	1	1	16	1209	52,348	52,348
FINANCIAL TECHNICIAN II	1	1	13	1209	34,108	34,108
FINANCIAL TECHNICIAN I	2	2	12	1209	60,670	60,670
	4	**4**		**1209 Total**	**147,126**	**147,126**
INFORMATION TECHNOLOGY						
DIR OF INFORMATION TECH	1	1	EXEC	1253	95,325	95,325
INFO SYSTEMS COORD	1	1	16	1253	70,606	70,606
GIS COORDINATOR	0	1	16	1253	N/A	67,000
	2	**3**		**1253 Total**	**165,931**	**232,931**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
ELECTORAL BOARD						
ELECTORAL BOARD CHAIR	1 PT	1 PT	U	1301	3,286	3,286
ELECTORAL BOARD VICE-CHAIR	1 PT	1 PT	U	1301	1,644	1,644
ELECTORAL BOARD SECRETARY	1 PT	1 PT	U	1301	1,644	1,644
	0	**0**		**1301 Total**	**6,574**	**6,574**
REGISTRAR						
REGISTRAR	1	1	U	1302	50,225	50,225
DEPUTY REGISTRAR	1	1	12	1302	31,156	31,156
	2	**2**		**1302 Total**	**81,381**	**81,381**
CLERK OF CIRCUIT COURT						
CLERK OF CIRCUIT COURT	1	1	U	1351	104,683	104,683
DEPUTY CLERK OF CIR COURT	1	1	14	1351	64,925	64,925
DEPUTY II	2	2	12	1351	84,540	84,540
DEPUTY I	2	2	11	1351	68,280	68,280
	6	**6**		**1351 Total**	**322,428**	**322,428**
COMMONWEALTH'S ATTORNEY						
COMMONWEALTH'S ATTY	1	1	U	1355	128,702	128,702
ASST COMMONWEALTH ATTY	5	5	17	1355	329,105	329,105
LEGAL SECRETARY	3	4	12	1355	134,432	164,260
	9	**10**		**1355 Total**	**592,239**	**622,067**
SHERIFF						
SHERIFF	1	1	U	1356	83,980	83,980
CHIEF DEPUTY SHERIFF	1	1	15	1356	60,725	60,725
ADMINISTRATIVE ASSISTANT	1	1	14	1356	40,883	40,883
ADMIN. SVCS. DEPUTY	1	1	14	1356	45,882	45,882
LIEUTENANT DEP SHERIFF	1	1	14	1356	53,858	53,858
MASTER DEPUTY SHERIFF	2	2	14	1356	89,796	89,796
DEPUTY SHERIFF	4	4	13	1356	163,870	163,870
DEPUTY SHERIFFS (PART- TIME)	7 PT	7 PT	13	1356	107,113	107,113
SALARY ADJUSTMENT ALLOCATION				1356		5,879
2% VACANCY SAVINGS					(12,922)	(13,040)
	11	**11**		**1356 Total**	**633,184**	**638,946**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
VICTIM WITNESS						
GRANT/VICTIM WITNESS DIR	1	1	U	1360	50,283	50,283
PROG ASST	1	1	U	1360	32,951	32,951
	2	**2**		**1360 Total**	**83,234**	**83,234**
POLICE						
CHIEF OF POLICE	1	1	EXEC	1401	127,417	127,417
DEPUTY CHIEF OF POLICE	1	1	18	1401	94,343	94,343
POLICE CAPTAIN	2	2	18	1401	169,343	169,343
POLICE LIEUTENANT	4	4	17	1401	266,786	266,786
POLICE SERGEANT	6	6	16	1401	380,026	380,026
ANIMAL CONTROL SUPERVISOR	1	1	16	1401	52,941	52,941
ADMINISTRATIVE ASSISTANT	1	1	14	1401	57,520	57,520
POLICE DETECTIVE	4	4	14	1401	199,635	199,635
POLICE OFFICER	34	34	16	1401	1,734,893	1,734,893
ANIMAL CONTROL OFFICER	1	1	13	1401	35,456	35,456
POLICE RECORDS TECHNICIAN	2	2	12	1401	86,163	86,163
STAFF ASSISTANT	1	1	11	1401	30,495	30,495
SALARY ADJUSTMENTS				1401	20,000	20,000
PROMOTIONS RESERVE				1401	40,412	40,412
CAREER DEVELOPMENT				1401	20,034	20,034
SPECIAL STIPENDS				1401	35,000	35,000
2% VACANCY SAVINGS				1401	(67,009)	(67,009)
	58	**58**		**1401 Total**	**3,283,454**	**3,283,454**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
FIRE & EMS						
CHIEF OF FIRE & EMS	1	1	EXEC	1402	120,000	120,000
DEPUTY CHIEF OF FIRE/EMS	1	1	18	1402	95,585	95,585
BATTALION CHIEF	4	3	17	1402	282,728	214,748
DEPUTY FIRE MARSHALL	1	1	16	1402	79,692	79,692
FIRE LIEUTENANT	7	7	16	1402	444,892	444,892
ADMINISTRATIVE ASSISTANT	1	1	14	1402	40,885	40,885
FIREFIGHTER - EMT	16	16	14	1402	747,113	747,113
FIREFIGHTER EMT/INTERMED	4	4	14	1402	192,104	192,104
FIREFIGHTER - PARAMEDIC	16	16	14	1402	868,777	868,777
CAREER DEVELOPMENT				1402	31,961	31,961
CERTIFICATIONS				1402	40,500	40,500
2% VACANCY SAVINGS				1402	(57,525)	(57,525)
	51	**50**		**1402 Total**	**2,886,712**	**2,818,732**
COMMUNICATIONS						
EMERGENCY COMM. CENTER MANAGER	0	1	17	1404	-	57,760
COMMUNICATIONS SUPERVISOR	4	4	15	1404	185,023	185,023
COMMUNICATIONS OFFICER	12	12	14	1404	493,745	493,745
PROMOTIONS/CAREER DEV				1404	-	10,220
2% VACANCY SAVINGS					(14,935)	(14,935)
	16	**17**		**1404 Total**	**663,833**	**731,813**
PUBLIC WORKS						
DIR OF PUBLIC WORKS/ ENG	1	1	EXEC	1451	120,000	120,000
ASST DIRECTOR OF PUB WORK	1	1	18	1451	81,930	81,930
STREETS SUPERINTENDENT (25%)	0.25	0.25	17	1451	21,275	21,275
	2.25	**2.25**		**1451 Total**	**223,205**	**223,205**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
STREET MAINTENANCE						
ADMINISTRATIVE ASSISTANT	1	1	14	1453	47,059	47,059
CONCRETE FOREMAN	1	1	14	1453	54,454	54,454
STREETS FOREMAN	2	2	14	1453	90,225	90,225
CONCRETE TECHNICIAN	2	2	12	1453	68,067	68,067
PUBLIC WORKS TECH	6	6	12	1453	184,056	184,056
STREETS HVY EQUIP OPER	3	3	12	1453	100,870	100,870
2% VACANCY SAVINGS					(10,895)	(10,895)
	15	**15**		**1453 Total**	**533,837**	**533,837**
ENGINEERING						
PROJECT COORDINATOR (50%)	0.5	0.5	17	1456	35,939	35,939
SENIOR TRAFFIC TECH	1	1	15	1456	62,613	62,613
CONSTRUCTION INSPECTOR	1	1	14	1456	54,553	54,553
ENGINEERING TECHNICIAN	2	2	14	1456	85,394	85,394
SENIOR ENGINEERING TECH	1	1	14	1456	55,000	55,000
TRAFFIC TECHNICIAN	1	1	13	1456	42,423	42,423
	6.5	**6.5**		**1456 Total**	**335,923**	**335,923**
BUILDING MAINTENANCE						
BUILDING MAIN TECHNICIAN	1	1	14	1457	52,528	52,528
	1	**1**		**1457 Total**	**52,528**	**52,528**
FLEET MAINTENANCE						
AUTO MAINTENANCE SUPT	1	1	17	1458	87,088	87,088
EMERGENCY EQUIP TECH	1	1	14	1458	66,846	66,846
SR. AUTOMOTIVE MECHANIC	1	1	14	1458	55,033	55,033
HEAVY TRUCK/BUS TECHNICIA	1	1	14	1458	49,138	49,138
	4	**4**		**1458 Total**	**258,105**	**258,105**
RECREATION & PARKS						
DIRECTOR OF PARKS & REC	1	1	EXEC	1601	99,593	99,593
ASST DIR OF REC & PARKS	1	1	17	1601	73,266	73,266
RECREATION SPEC II	2	2	14	1601	79,042	79,042
RECREATION SPEC I	1	1	13	1601	34,077	34,077
SALARY ADJUSTMENT ALLOCATION				1601		4,556

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
	5	**5**		**1601 Total**	**285,978**	**290,534**
COMMUNITY CENTER						
REC SPEC III SR CENTER	1	1	15	1602	44,882	44,882
RECREATION ASSISTANT II	1	1	14	1602	38,937	38,937
TRANSPORTATION COORD	1	1	12	1602	29,828	29,828
VAN DRIVER	2	2	11	1602	56,350	56,350
	5	**5**		**1602 Total**	**169,997**	**169,997**
HORTICULTURE						
HORTICULTURIST	1	1	14	1603	43,087	43,087
	1	**1**		**1603 Total**	**43,087**	**43,087**
PARKS & GROUNDS						
FACILITIES SUPRTNDENT	1	1	17	1604	63,799	63,799
FACILITIES/GRNDS KEEP III	1	1	13	1604	54,236	54,236
FACILITIES/GRNDS/KEEPER II	4	4	12	1604	124,705	124,705
FACILITIES/GRNDS/KEEPER I	2	2	11	1604	57,400	57,400
	8	**8**		**1604 Total**	**300,139**	**300,139**
VIOLET BANK MUSEUM						
MUSEUM CURATOR	1	1	14	1651	38,936	38,936
	1	**1**		**1651 Total**	**38,936**	**38,936**
LIBRARY						
LIBRARY DIRECTOR	1	1	EXEC	1701	123,728	123,728
SR DIGITAL RESOURCE SPEC	2	2	15	1701	97,534	97,534
DIGITAL RESOURCE SPEC	3	3	14	1701	122,573	122,573
DIGITAL RESOURCE SPEC - PART TIME	1 PT	1 PT	14	1701	20,116	20,116
	6	**6**		**1701 Total**	**363,952**	**363,952**
PLANNING						
DIR OF PLANNING/COMM DEV	1	1	EXEC	1751	97,888	97,888
ASST DIRECTOR OF PLANNING	1	1	18	1751	66,342	66,342
COMMUNITY/ECONOMIC DEV SP (50%)	0.5	0.5	14	1751	19,988	19,988
	2.5	**2.5**		**1751 Total**	**184,217**	**184,217**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
BUILDING INSPECTIONS						
BUILDING OFFICIAL	1	1	18	1752	97,679	97,679
COMBINATION INSPECTOR	1	1	15	1752	54,366	54,366
BUILDING INSPECTOR	1	1	14	1752	45,300	45,300
	3	**3**		**1752 Total**	**197,345**	**197,345**
OFFICE ON YOUTH						
YOUTH ADMINISTATOR	1	1	17	1801	65,000	65,000
YOUTH PROGRAM COORDINATOR	1	1	14	1801	43,000	43,000
	2	**2**		**1801 Total**	**108,000**	**108,000**
JUVENILE CRIME GRANT						
GRANT/ YOUTH SPECIALIST	1	1	U	1803	44,900	44,900
	1	**1**		**1803 Total**	**44,900**	**44,900**
STORMWATER						
STREETS SUPERINTENDENT (25%)	0.25	0.25	17	7500	21,275	21,275
PROJECT COORDINATOR (50%)	0.5	0.5	17	7500	35,939	35,939
STORMWATER FOREMAN	1	1	14	7500	44,170	44,170
STORMWATER HVY EQUIP OPR	1	1	12	7500	32,779	32,779
	2.75	**2.75**		**7500 Total**	**134,164**	**134,164**
WATER DISTRIBUTION						
STREETS SUPERINTENDENT (25%)	0.25	0.25	17	8127	21,275	21,275
ADMINISTRATIVE ASSISTANT	1	1	14	8127	50,220	50,220
UTILITY FOREMAN-WATER	1	1	14	8127	48,744	48,744
CROSS-CONN CONTROL TECH	1	1	13	8127	50,383	50,383
WATERWORKS DIST TECH-WATER	1	1	13	8127	39,818	39,818
UTILITY MAIN SPECIALIST	1	1	13	8127	34,077	34,077
UT HVY EQUIP OPR-WATER	1	1	12	8127	41,238	41,238
UTILITY TECHNICIAN-WATER	2	2	11	8127	59,371	59,371
	8.25	**8.25**		**8127 Total**	**345,126**	**345,126**

CITY OF COLONIAL HEIGHTS
PERSONNEL DETAIL

	FY 20 NUMBER OF POSITIONS	FY 21 NUMBER OF POSITIONS	GRADE	LOCATION	CURRENT SALARY	PROPOSED SALARY
WASTEWATER TREATMENT						
STREETS SUPERINTENDENT (25%)	0.25	0.25	17	8128	21,275	21,275
UTILITY FOREMAN-SEWER	1	1	14	8128	66,846	66,846
UTILITY MAIN SPECIALIST	1	1	13	8128	36,055	36,055
UT HVY EQUIP OPR-SEWER	2	2	12	8128	78,026	78,026
PUBLIC WORKS TECH	2	2	11	8128	56,350	56,350
	6.25	**6.25**		**8128 Total**	**258,552**	**258,552**
UTILITY BILLING						
UTILITY BILLING SUPERVISOR	1	1	14	8129	55,382	55,382
METER READER	2	2	11	8129	61,492	61,492
	3	**3**		**8129 Total**	**116,874**	**116,874**
	269	271		**Grand Total**	14,607,778	14,702,119

FY2020-2021 City Manager's Proposed Budget

Presentation to Council

April 14, 2020

Response to Current Economic Situation

- COVID-19 response will have a significant impact on remainder of FY20 and planning for FY21.
- Spending control measures in anticipation of reduced revenue for remainder of FY20
- Proposing "Flexible budgeting" in anticipation of FY21 impacts
  - Adopt FY21 budget at pre-COVID levels
  - Implement and adjust spending controls as revenue situation dictates.

Anticipated Revenue Shortfalls?

- 3 scenarios: Moderate, Difficult, Severe
  - Various levels of revenue loss for top 6 revenue sources:
    - Real Estate: Collection impacts only (1/1/20 book)
    - Personal Property: Collection impacts 2020, possible AV loss in 2021
    - Sales Tax: 20%, 30%, 40%
    - Meals tax: 20%, 40%, 60%
    - BPOL: FY20 no impact, FY21 30%, 40%, 50%
    - Lodging: 40%, 60%, 75%

Anticipated Revenue Shortfalls?

	FY20 Budget	FY20 Projections		
		Moderate	Difficult	Severe
Real Estate	$20,066,538	$20,166,593	$19,864,094	$19,268,171
Sales Tax	8,218,214	7,334,747	6,417,904	5,348,039
Meals Tax	6,953,362	6,625,244	5,521,037	4,140,778
BPOL	2,920,442	2,920,442	2,920,442	2,891,238
Personal Property	2,601,250	2,961,619	2,872,770	2,729,132
Lodging Tax	1,280,483	1,026,080	769,560	529,073
Total	$42,040,289	$41,034,725	$38,365,807	$34,906,431
Revenue Loss (From Budget)		($1,005,564)	($3,674,482)	($7,133,858)

Anticipated Revenue Shortfalls?

	FY21 Budget	FY21 Projections		
		Moderate	Difficult	Severe
Real Estate	$20,919,203	$20,500,819	$20,082,435	$19,664,051
Sales Tax	8,061,260	7,255,134	6,852,071	6,449,008
Meals Tax	7,285,359	6,556,823	5,828,287	5,099,751
BPOL	3,179,917	2,464,436	2,225,942	1,987,448
Personal Property	3,050,246	2,989,241	2,897,734	2,745,221
Lodging Tax	1,279,296	895,507	703,613	559,692
Total	$43,775,281	$40,661,960	$38,590,082	$36,505,171
Revenue Loss (From Budget)		($3,113,321)	($5,185,199)	($7,270,110)

FY20 Economic Response – Budgetary Controls

- Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis
- Freeze on unspent capital outlay in department budgets, unless approved by City Manager
- Non-essential spending freeze, unless approved by City Manager
- Hold on pavement preservation program
- Discussion with schools on revenue projections and anticipated adjustments to monthly transfers

FY21 Economic Response – Budgetary Control Options

COLA raises moved to contingency	$420,000
Additional Street maintenance to contingency	295,000
Freeze on approved capital outlay	897,000
Freeze on upgraded positions	43,000
Freeze on General Fund transfer to CIP	220,000
Base contingency amount	309,000
Freeze certain new initiatives/contrib. to FY20 levels	44,000
	$2,228,000

- Hiring freeze for vacant positions unless approved by City Manager on a case-by-case basis
- Non-essential spending freeze, unless approved by City Manager
- Hold on implementation of Pavement Preservation Program for FY 21

Proposed Budget Highlights

PERSONNEL

- Full Year 2.5% COLA Increase for FT Employees ($419,000)
- 2.5% Health Insurance Increase ($61,000)
- VRS Employer rate increase from 13.48% to 14.39% ($130,000)
- Three upgraded positions ($43,000):
  - GIS Coordinator, IT (replacing professional services)
  - Legal Secretary, Comm Attny (PT to FT)
  - HR Specialist (Finance Admin Assist. to PT)
- SAFER grant year 2 match (Cigarette taxes, $108,000)
- Additional staffing for community center (revenue funded, $25,000)
- Increased funding for PT horticulture staff ($9,000) & sheriff's deputies ($8,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

OPERATING- SERVICES

- Phase II RRJA increase
- Phase II Shared Services increase
- Increases estimate for CSA- now $515,000 ($65,000)
- Richmond Regional Tourism membership ($20,000)
- Downtown Revitalization Study ($18,000)
- Utilities for city buildings ($11,400)
- Increases in insurance premiums ($70,000)
- Outsourced assistance for buildings & grounds ($20,000)
- Increase in Contributions, including Chamber of Commerce and Christmas Mother ($7,600)
- Increased school funding per MOU ($909,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL

- Uses selected reserves & fund balances for specific capital projects in CIP
- Sharepoint/ Office 365 Upgrade ($60,000)
- Technology Fund for computer purchases ($30,000)
- Pavement inventory data collection ($40,000)
- City Bridge Inspections ($40,000)
- UPS power supply for traffic signals at Temple & Boulevard, Ellerslie & Boulevard, and Dimmock & Southpark ($21,000)
- Shepherd Stadium Handrails ($32,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- Courthouse carpet replacement ($10,600)
- Courthouse Sally Port Gate replacement ($10,600)
- Increased street maintenance (Cigarette taxes) ($295,000)
- Equipment:
  - Council Audio equipment & recording software upgrades ($23,000)
  - Balance of Steel Spreader Rack for Street Maintenance ($55,000)
  - Front End Wheel Loader (Streets & Stormwater, $75,000 each)
  - Community Center HVAC replacement ($16,000)
  - Four jack stands for fleet maintenance ($6,800)
  - Diesel Tractor, trailer & attachments for Parks & Grounds ($30,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

EQUIPMENT/ CAPITAL (cont.)

- Equipment:
  - LTRON crime scene system ($12,000)
  - Fire Equipment ($80,000) (largely grant funded)
- Vehicles:
  - Sheriff's Office Vehicle ($41,000)
  - Police Vehicles ($194,000)
  - Fire Staff Vehicle ($47,000)
  - Code Enforcement Vehicle ($21,000)

* Items in purple are subject to temporary hold in response to economic conditions

Proposed Budget Highlights

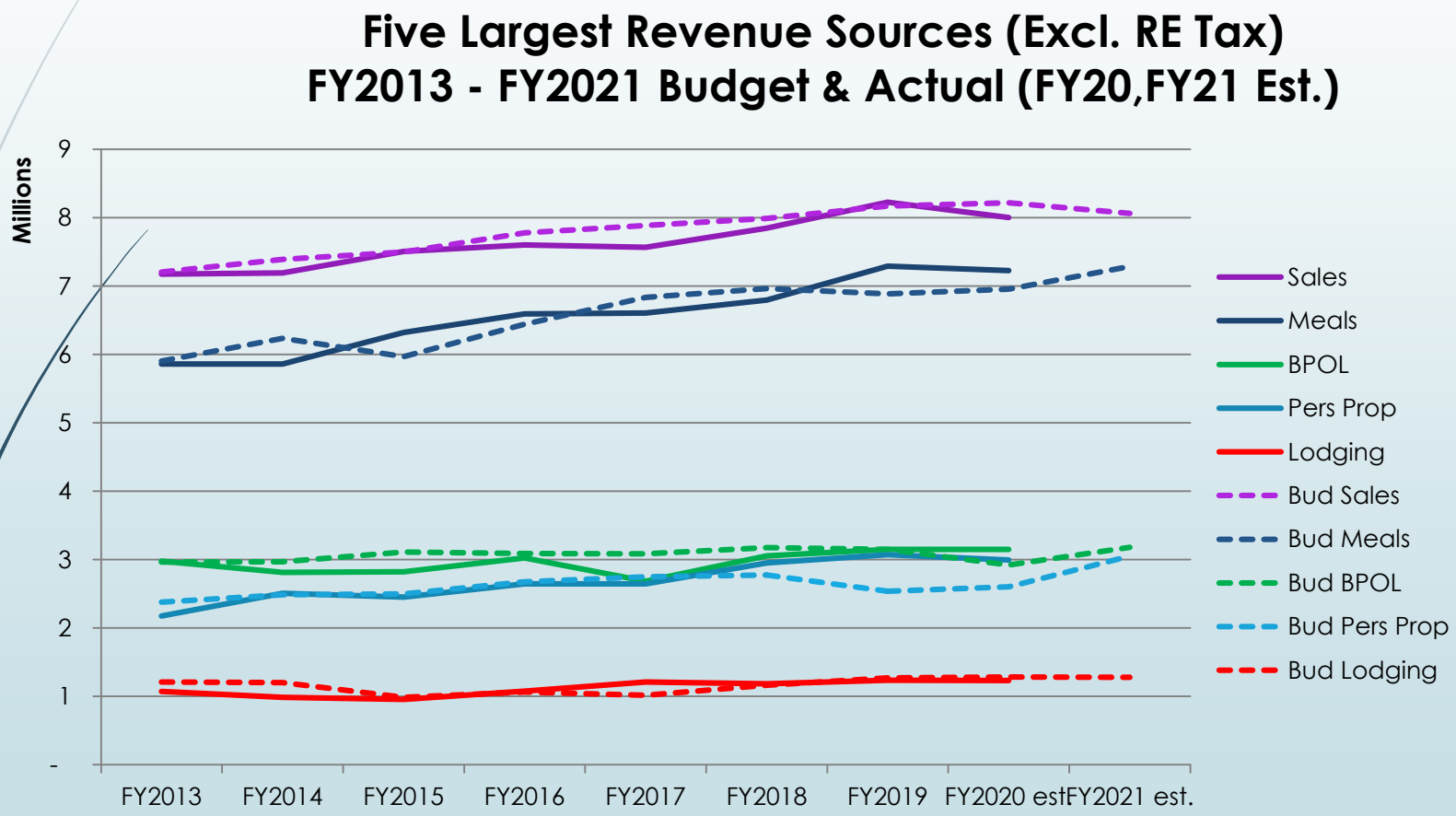
REVENUE CHANGES

- 5% Increase in Utility Rates & Restructuring

DEPARTMENTAL ORGANIZATIONAL CHANGES

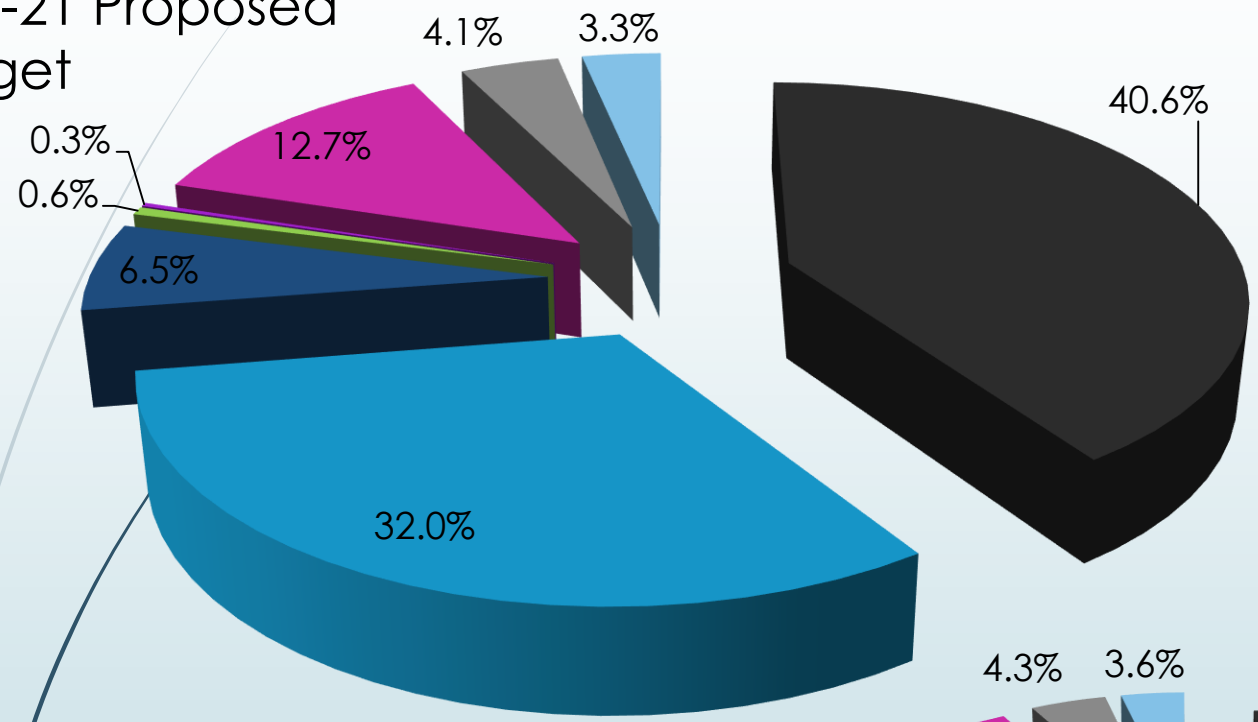
- Fleet Maintenance moved under Public Works as a Division
- Office on Youth moved under Recreation and Parks as a Division
- Economic Development moved under the City Manager's Office as a Division

General Fund Revenue Trends



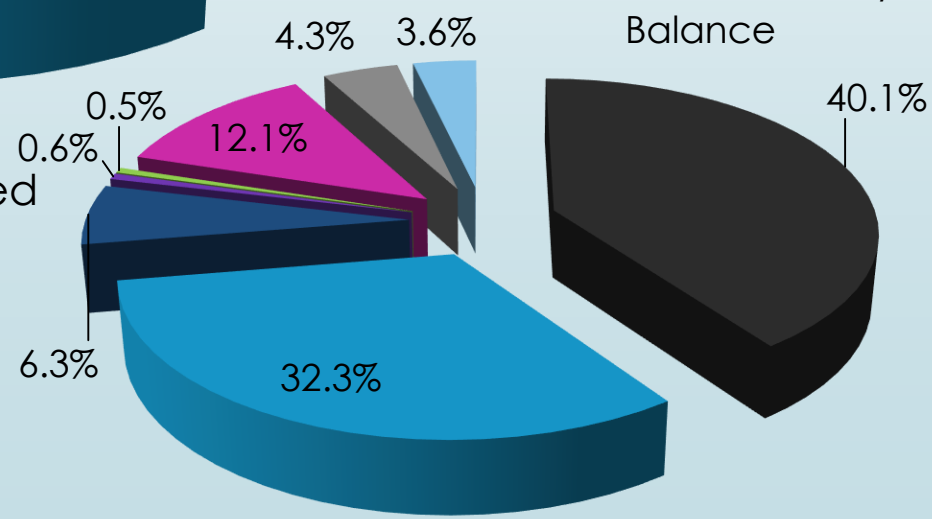
General Fund Revenue

FY20-21 Proposed Budget

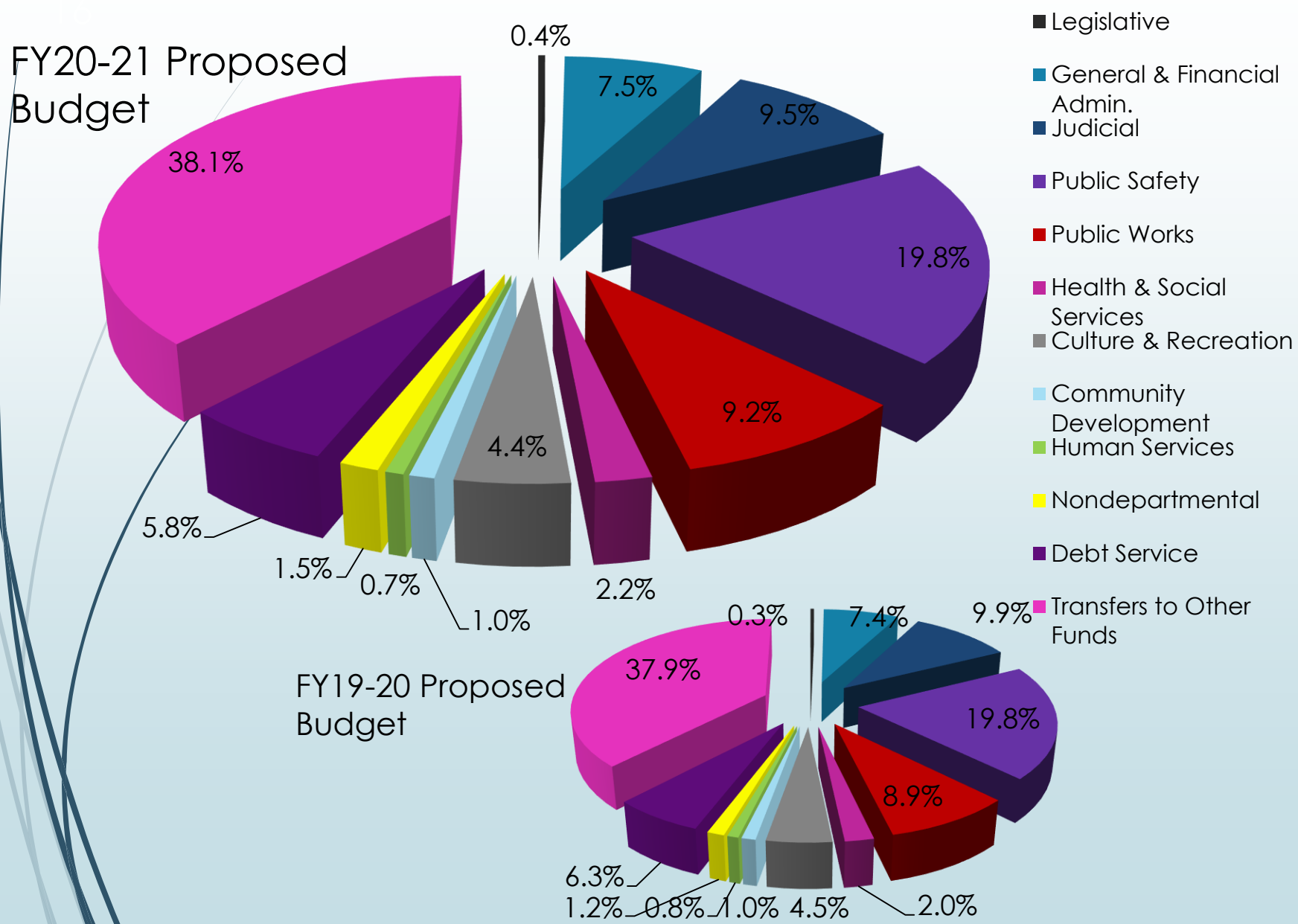


- General Property Taxes
- Other Local Taxes
- Licenses, Permits & Fees
- Fines & Forfeitures
- Use of Money & Property
- Intergovernmental Revenues
- Charges for Current Service
- Miscellaneous/Fund Balance

FY19-20 Proposed Budget



General Fund Expenditures



Chesterfield Shared Services

Service	FY20 Adopted Budget	FY21 Chesterfield Request	FY21 Proposed Budget	Difference
Child Advocacy Center	**$10,000**	$10,000	$10,000	$0
Community Corrections	**$207,350**	$309,300	$306,000	$3,300
CSA Administration	**$57,500**	$60,000	$60,000	$0
Circuit Court	**$31,018**	$31,000	$31,949	-$949
Drug Courts	**$62,700**	$85,800	$64,581	$21,219
Juvenile Detention Home	**$67,500**	$76,300	$67,500	$8,800
Social Services	**$387,849**	$415,700	$400,000	$15,700
Radio Shop	**$200,000**	$220,300	$200,000	$20,300
Total	**$1,023,917**	**$1,208,400**	**$1,140,030**	**$68,370**

City estimates based on anticipated actual expenditures in each service; County request based on County's proposed budget.

Overview – All Funds

	FY19-20 Adopted	FY20-21 Proposed	Change	Percent
General Fund (net)	37,704,731	39,224,519	1,519,788	4.0%
Economic Dev. Auth.	31,250	32,780	1,530	4.9%
Recreation Fund	342,300	170,300	(172,000)	-50.2%
Schools Fund	41,904,863	41,904,863	-	0.0%
Capital Projects	3,512,075	4,349,251	837,176	23.8%
Stormwater Fund	696,996	1,076,555	379,559	54.5%
Utilities Fund	5,151,083	5,196,565	45,482	0.9%
Total (net of school transfer)	89,343,298	91,954,833	2,611,535	2.9%

Year to Year Change- General Fund

General Fund Increase		$2.4M
➨ CIP Transfer (230k Operating, 774 FB)	100,000	
➨ Transfer to schools	909,000	
➨ 2.5% COLA(in contingency)	419,000	
➨ CSA Direct Costs	125,000	
➨ New Equipment	164,000	
➨ Upgraded Personnel	43,000	
➨ Health Insurance Increase	61,000	
➨ VRS Increase	130,000	
➨ Street Maint. (Cigarette Taxes)	295,000	
➨ Chesterfield Shared Services	68,000	
		$2.3M

Year to Year Change- Other Funds

Recreation Fund Decrease $(172,000)

- CIP (one time use of reserves in FY20)

Capital Projects Increase 837,176

- Large one-time projects funded through assigned fund balances & state assistance

Year to Year Change- Other Funds

21

Stormwater Increase 379,559

- Use of Fund Balance for TMDL remediation & Ridge Road culvert
- 50% of cost of wheel loader (split with streets)

Utilities Increase 45,482

- 5% increase in rates
- Decrease in sewer charges from Chesterfield
- Water tank inspections
- Pickup truck

Unfunded Requests

General

- Stand alone Economic Development website
- Salary supplements for General District and Juvenile Courts
- Asphalt hot box for streets
- Pickup truck for streets
- Sedan for Office on Youth

Utility Funds

- Insta-valve for water line for Southpark Water Tower
- Dump truck for wastewater transmission

Questions

Colonial Heights City Council Meeting
Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: April 21, 2020

ITEM: Ordinance No. 20-11

DEPARTMENT: City Attorney

PROPOSED ACTION: Approve Ordinance No. 20-11 on second reading.

BACKGROUND: Due to the Director of Emergency Services' disaster declaration caused by the COVID-19 outbreak, the City Manager requests that the 8% penalty, the $10 charge, and the $50 administrative fee for unpaid utility bills be discontinued for up to 30 days after the end of the declared disaster. The City Manager also requests that because of the current disaster, water service not be disconnected due to non-payment of charges for up to 60 days after the end of the City's declared disaster. Ordinance No. 20-11 authorizes – but does not mandate – the City Manager to provide such relief during, and for a finite time after, the period of a local disaster.

BUDGET/FINANCIAL IMPACT:
Funding for this item was: ☐ included ☒ not included in the current-year budget ☐ N/A

RECOMMENDATION: Act on Ordinance No. 20-11.

ATTACHMENTS: n/a

☐Staff will be making a detailed presentation on this agenda item at the meeting.
☐Staff will provide brief comments and answer questions on this item at the meeting.
☒This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

AN ORDINANCE NO. 20-11

Amending § 277-8 of Chapter 277, Water, of the Colonial Heights City Code by providing under certain circumstances for discontinuance of penalties and charges for unpaid utility bills; and by amending Chapter 277 by adding a § 277-18.1, authorizing the City Manager to impose a moratorium on disconnections of water service, due to non-payment of charges, during a declared disaster and for up to 60 days after the end of a City disaster declared pursuant to City Code §27-10.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. Section 277-8 of Chapter 277, Water, of the Colonial Heights City Code is amended, and Chapter 277 is amended by adding a § 277-18.1, as follows:

§ 277-8. Reading meters; payment of bills; penalties for late payment; renewal of service charges*; discontinuance of penalties and charges*.

A. Meters shall be read every two months by the properly authorized personnel, and utility bills shall be prepared therefrom by the Department of Finance and deposited in the United States mail not later than the first working day of the month after the meters are read. Such bills so rendered shall be due and payable by cash, check or money order in the office of the Director of Finance on or before 5:00 p.m. of the 25th calendar day of the month in which rendered; and, if not so paid, a penalty of 8% shall be added thereon. If such bill is not paid on or before 5:00 p.m. seven days subsequent to due date notice, the utility service to the delinquent customer shall be discontinued, except that the City Manager may extend the delinquent period of service for 15 additional calendar days with a charge of $10. At the end of any granted extension periods, the utility service shall be discontinued if the delinquent amount plus any penalties remains unpaid. Any utility service delinquent under this section shall only be returned to active status after all delinquent amounts, penalties and a $50 administrative fee have been paid.

B. Notwithstanding the provisions of subsection A of this section, once the Director of Emergency Services declares a City disaster pursuant to City Code § 27-10, the City Manager is authorized to discontinue the imposition of the 8% penalty, the $10 charge, and the $50 administrative fee

referred to in subsection A during the declared disaster and for up to 30 days after the end of the declared disaster.

§ 277-18.1. Moratorium on disconnections.

A. Notwithstanding any other provision in this Chapter, once the Director of Emergency Services declares a City disaster pursuant to City Code § 27-10, the City Manager is authorized to impose a moratorium on disconnections of water service, due to non-payment of charges, during the declared disaster and for up to 60 days after the end of the declared disaster.

B. Nothing in subsection A of this section shall be interpreted to prevent disconnection of water service when a property owner voluntarily requests the disconnection.

2. This ordinance shall be in full force and effect upon approval on second reading.

Approved:

_____
Mayor

Attest:

_____
City Clerk

****

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Michael A. Cherry, Councilman: _____.

The Honorable Kenneth B. Frenier, Councilman: _____.

The Honorable W. Joe Green, Jr., Councilman: _____.

The Honorable, John E. Piotrowski, Councilman: _____.

The Honorable John T. Wood, Councilman: _____.

The Honorable Elizabeth G. Luck, Vice Mayor: _____.

The Honorable T. Gregory Kochuba, Mayor: _____.

_____
City Clerk

Approved as to form:

_____
City Attorney