

**2011-2012
ANNUAL OPERATING BUDGET
SUPPLEMENT
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CITY OF COLONIAL HEIGHTS
2011-12 BUDGET

ACCOUNT NAME - POLICE		ACCOUNT NUMBER 1401			
ACCT #	Account Number	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Budget
	<u>PERSONAL SERVICES</u>				
5101	Salaries & Wages	\$2,191,783	\$2,529,535	\$2,528,951	\$2,618,080
5103	Temporary & Seasonal Help	46,247	36,651	41,771	49,623
5105	Overtime	299,757	284,167	294,751	255,000
	Total Personal Services	2,537,787	2,850,353	2,865,473	2,922,703
	<u>OPERATING EXPENSES</u>				
5203	Professional & Special Services	10,906	5,144	2,395	5,675
5206	Dues & Subscriptions	7,147	6,094	3,676	3,792
5209	Maintenance - Electronics	4,730	7,072	14,392	17,496
5212	Rent of Equipment	9,652	10,801	5,367	6,100
5214	Maintenance - Motor Vehicles	42,184	38,423	37,573	45,450
5216	Maintenance - Equipment	30,556	23,380	16,071	15,500
5217	Maintenance - Buildings & Grounds	1,857	2,179	7,204	7,069
5218	Maintenance - Miscellaneous	1,247	1,328	1,367	1,800
5221	Postage	37,445	39,736	43,399	46,340
5223	Telephone	5,370	1,480	2,313	8,000
5224	Other Services & Charges	14,215	12,959	8,448	12,000
5225	Travel & Vocational Training	126,192	91,281	93,074	101,013
5242	Printing, Supplies, & Materials	8,726	15,270	10,392	15,630
5246	Animal Control	101,591	89,131	94,168	98,247
5247	Motor Fuels & Lubricants	1,986	2,375	1,581	685
5248	Books & Publications	24,769	2,600	36,163	6,562
5263	Grant Funds				
5266	K-9 Funds				
5274	Controlled Drug Buy Money				
5409	Adopt-A-Cop				
	Total Operating Services	428,573	349,253	385,569	384,797
	<u>CAPITAL OUTLAY</u>				
5501	Motor Vehicles	205,763	130,057	128,450	124,000
5516	Electronic Equipment	18,037	18,827	15,400	15,900
5520	Other Equipment	12,083	7,848	12,491	4,703
	Total Capital Outlay	235,883	156,732	156,341	144,603
	TOTAL	\$3,202,243	\$3,356,338	\$3,407,383	\$3,452,103

Proposed Utility Increase
Effective 9/1/2011

	Current	Proposed	Bi-Monthly Increase
Usage 0 cubic feet			
Water	16.32	16.73	2.5%
Sewer	18.72	19.84	6%
Refuse	26.00	26.50	50 Cent
Storm Water	4.00	4.00	None
Total	65.04	67.07	2.03

Usage 1,000 cubic feet

Water	16.32	16.73	2.5%
Sewer	40.22	42.63	6%
Refuse	26.00	26.50	50 Cent
Storm Water	4.00	4.00	None
Total	86.54	89.86	3.32

Usage 1,500 cubic feet

Water	23.80	24.40	2.5%
Sewer	50.97	54.03	6%
Refuse	26.00	26.50	50 Cent
Storm Water	4.00	4.00	None
Total	104.77	108.92	4.15

From Recommended Operating Budget and UB Rate Schedule

WATER Bi-monthly**BI-MONTHLY AMT**

	<u>9/1/1999</u>		<u>9/1/2001</u>		<u>7/1/2003</u>		<u>7/1/2008</u>
<u>Inside city</u>		% Increase		% Increase		% Increase	
1000 CFT	13.85	2.97%	14.27	3.03%	14.84	3.99%	16.32
4000 CFT	12.69	3.00%	13.07	2.99%	13.59	3.98%	14.95
20000 CFT	9.79	3.05%	10.08	2.96%	10.48	3.97%	11.53
100000 CFT	8.00	2.96%	8.24	3.00%	8.57	4.00%	9.43
125000 CFT	8.39	2.94%	8.64	2.98%	8.99	4.05%	9.89
<u>Outside City</u>							
1000 CFT	18.54	3.00%	19.10	3.02%	19.86	3.98%	21.85
over 1000	13.01	3.01%	13.40	3.00%	13.94	4.03%	15.33

From Recommended Operating Budget and UB Rate Schedule

SEWER Bi-Monthly

BI-MONTHLY AMT

From Recommended Operating Budget and UB Rate Schedule

REFUSE - Monthly**MONTHLY AMT**

	<u>7/1/1999</u> same as prior	<u>7/1/2005</u>	<u>7/1/2006</u>	<u>7/1/2008</u>	<u>10/1/2009</u>
Residential					
base rate Mo	7.00	9.75	12.50	12.50	13.00
additional can	1.25	1.75	2.00	2.00	2.10
Commercial					
base rate Mo	7.00	9.75	12.50	12.50	13.00
additional can	1.25	1.75	2.00	2.00	2.10

BI-MONTHLY AMT

base rate Mo	14.00	19.50	25.00	25.00	26.00
additional can					
Commercial					
base rate Mo	14.00	19.50	25.00	25.00	26.00
additional can					

DEPARTMENTAL SUMMARY

GENERAL GOVERNMENT

Provides for the general policy direction and administration of all City government operations. This includes the offices of City Council, Clerk of Council, City Manager, Human Resources and City Attorney, which represents 1.3 % of the 2011-12 General Fund Budget. The proposed budget of \$627,473 reflects a 1.0% decrease from Fiscal Year 2011.

City Council:

This budget reflects no change. Provides for current level of operating expenditures.

Clerk of Council:

This budget reflects a decrease of 4.3%. Provides for 3.6% increase in current level of operating expenditures and maintains cost of lease purchase of copier. Reduction reflects turnover in personnel.

City Manager:

This budget is increased by 1.1%. Provides for 6.7% increase in current level of operating expenditures due to increase in automobile allowance.

Human Resources:

This budget reflects a decrease of 0.1%. Provides for 0.2% reduction in current level of operating expenditures.

City Attorney:

This budget reflects a decrease of 2.5%. Decrease of 27.0% in current level of operating expenditures reflects decreased code printing costs due to anticipated completion of new zoning ordinance in current year. Carryover of current year appropriation may be required depending on completion of this project.

TAX COLLECTIONS

Provides for the general assessment of personal properties and associated City taxes in addition to overall revenue collection responsibilities for the City. This includes the offices of Commissioner of Revenue and City Treasurer, which represents .9% of the 2011-12 General Fund Operating Budget. The proposed budget of \$428,851 reflects a .8% increase over Fiscal Year 2011.

Commissioner of Revenue:

This budget is increased by 1.4%. Provides for 5.6% increase in current level of operating expenditures due in part to software improvements to DMV personal property listings.

Treasurer:

This budget is increased by .3%. Provides for 1.3% increase in current level of operating expenditures, includes tax software improvements requested and increase in Temporary & Seasonal help to assist in delinquent collections.

FINANCE

Provides for the fiscal administration of the City in accordance with legal, regulatory and professional requirements, including the administration of employee benefits. This division also provides a variety of functions that provide auxiliary and daily operational support to all City departments. This includes the offices of Financial Administration, Auditing, Employee Benefits, Purchasing, Insurance & Risk Management and now includes City Real Estate assessments, which represent 13.1% of the 2011-12 General Fund Operating Budget. The proposed budget of \$6,318,401 reflects a 9.2% increase over Fiscal Year 2011.

Financial Administration:

This budget is increased by .2%. Provides for 4.1% increase in current level of operating expenditures, including increases in software maintenance and decrease in personnel costs due to turnover.

Auditing:

This budget reflects a decrease of 9.3%. Provides for 14.1% decrease in current level of operating expenditures that reflects a 14.4% decrease in the annual audit fee due to new auditing contract.

Employee Benefits:

This budget is increased by 9.4%. Includes sufficient funds for fringe benefits for all permanent and part-time positions for 2011-12. Funds are provided for employee health insurance coverage at current City percentages. The City health insurance coverage has a 4.8% rate increase for the upcoming year. VRS reflects prior year increases received after the passage of the 2010-11 fiscal budget.

Purchasing:

This budget is increased by 2.8%. Provides for 0.1% reduction in current level of operating expenditures. Contains the purchase of a heavy duty shredder for all departmental users in City Hall.

Insurance & Risk Management:

This budget reflects a decrease of 1.1%. Provides for projected changes in General Liability, Vehicle and Workers Compensation insurance costs.

City Assessor:

This budget reflects a decrease of 17.1%. Increase in operating expenditures is result of normal increases in reassessment year. Personal savings are the result of personnel turnover.

INFORMATION TECHNOLOGIES

Provides for dedicated information technologies function. This division is responsible for the City's design and implantation of future technologies, which represents .3% of the 2011-12 General Fund Operating Budget. The proposed budget of \$120,734 reflects a 16.6% decrease over Fiscal Year 2011. One position was eliminated to during Fiscal Year 2011 and the current year funding reflects this partial year reduction.

BOARD OF ELECTIONS

Provides all facets of the electoral process to the citizens of Colonial Heights. This includes the offices of Electoral Board and Registrar, which represents .3% of the 2011-12 General Fund Operating Budget. The proposed budget of \$127,349 reflects a 2.7% decrease over Fiscal Year 2011 and reduced funding of capital outlay projects.

Electoral Board:

This budget is increased by 1.8%. Provides for 2.6% increase in current level of operating expenditures.

Registrar:

This budget reflects a decrease of 3.8%. Provides for elections in the 2011-12 fiscal year. A 24.4% decrease in the current level of operating expenditures reflects prior year funding of postage needed to reissue new voter registration cards City-wide, if required. A possible redistricting may require this to be appropriated along with expenses for a possible 4th election.

JUDICIAL

Provides for the administration of all phases of the justice system in the City. This includes the processing of all criminal and civil cases coming before the Courts, providing legal representation in prosecution of all cases, fulfilling and monitoring court orders and sentencing, in addition to related community-based programs. This includes the offices of Circuit Court, Magistrates, General District Court, Probation, Commonwealth's Attorney, Sheriff, Incarceration, Community Diversion Services and Community Correction Services, which represents 9.0% of the 2011-12 General Fund Operating Budget. The proposed budget of \$4,370,185 reflects a 3.9% decrease over Fiscal Year 2011.

Circuit Court:

This budget is increased by 15.9%. Land records management project and web hosting of land records have been continued with use of State Technology Trust Funds. Provides for 13.5% increase in current level of operating expenditures and a elimination of Temporary and Seasonal Help, while providing for a new State authorized funded position and includes increased local funding for this position.

Commonwealth's Attorney:

This budget reflects a decrease of 8.0%. Provides for elimination of Commonwealth funded position and 9.6% increase in current level of operating expenditures.

Sheriff:

This budget is increased by 14.4%. This budget has been subsidized by \$88,000 of funds collected for courthouse security. Provides for the replacement of a 14 year old vehicle.

Incarceration:

This budget reflects a decrease of 9.2%. Provides for funding of Riverside Regional Jail and youth incarceration costs. Also includes monthly line charges and maintenance for video arraignment equipment. Adult incarceration has been decreased to reflect current inmate patterns at a daily rate that has been increased 8.1 %. Debt service obligation of joint juvenile detention home with Chesterfield County was fulfilled.

General District Court:

This budget is increased by 12.9%. Provides for 12.9% increase in required court trial costs in operating expenditures while maintaining State funded systems.

Probation:

This budget reflects no increase. This budget only contains operating expenditures.

Community Diversion Services:

This budget reflects no increase. This budget only contains operating expenditures. Provides for the continuation of adult drug court and juvenile drug court efforts with Chesterfield County.

Community Correction Services:

This budget reflects no increase. Provides for Community Corrections Services, Pretrial Release Program and a joint day reporting center with Chesterfield.

Victim Witness Grant:

This budget is increased by 2.0%. Provides for 2.2% increase in current level of operating expenditures. Additional local funding is required to continue this program with most funding coming from the Commonwealth.

PUBLIC SAFETY

Provides for the protection of lives and property of all citizens and visitors to the City. This includes the offices of Police, Fire & Emergency Medical Services, Emergency Preparedness (Civil Defense) and Communications, which represents 15.5 % of the 2011-12 General Fund Operating Budget. The proposed budget of \$7,437,724 reflects a 2.1% increase over Fiscal Year 2011.

Police:

This budget is increased by 1.1%. Provides for 6 (six) replacement vehicles and street operations equipment. Provides continued funding for development of career development

program. Provides for 3.5% increase in current level of operating expenditures. Temporary and Seasonal Help has been increased.

Fire/EMS:

This budget is increased by 3.3%. Equipment funded by continuing grants has been included. Provides continued funding for development of career development program. Provides for 4.9% increase in current level of operating expenditures. Temporary and Seasonal Help has been increased.

Emergency Preparedness (Civil Defense):

This budget is increased by 185.5%. Maintains limited funding for the continued part-time employment of an Emergency Management Assistant. This account is used for preparedness activities, but primarily during weather occurrences. The appropriation for the outbound notification system has been moved to this account for reporting purposes.

Communications:

This budget is increased by 0.2%. Provides for 3.5% increase in current level of operating expenditures. The Communications Coordinators position has been eliminated as of October 1, with supervision of this operation being supported by Fire/Ems Personnel. Replacement of digital recorder has been included.

PUBLIC WORKS

Provides for the maintenance and development of the road system, public property and safe, efficient and essential services to the citizens. This includes the offices of Public Works Administration, Street Maintenance, Traffic Engineering, Engineering, Building Maintenance and Fleet Maintenance, which represent 5.8% of the 2011-12 General Fund Operating Budget. The proposed budget of \$2,782,798 reflects a 2.1% increase from Fiscal Year 2011.

Public Works Administration:

This budget reflects a decrease of 0.4%. Provides for 5.5% reduction in current level of operating expenditures.

Street Maintenance:

This budget is increased by 5.9%. Provides for 1.2% increase in current level of operating expenditures and maintains the current level of the street paving program. Provides for the replacement of a 1990 dump truck.

Engineering:

This budget is increased by 0.4%. Provides for level funding of operating expenditures, and replacement of two traffic loop detectors and the purchase of a traffic signal conflict monitor tester.

Building Maintenance:

This budget reflects a decrease of 1.9%. Provides for 2.1% reduction in current level of operating expenditures to reflect current utility trends.

Fleet Maintenance:

This budget reflects a decrease of 0.3%. Provides for 4.0% reduction in current level of operating expenditures.

HEALTH & SOCIAL SERVICES

Provides for the coordination and direction of the health and welfare programs and services to our citizens. This includes the offices of Health, Social Services and Comprehensive Services, which represent 1.4% of the 2011-12 General Fund Operating Budget. The proposed budget of \$647,559 reflects a 1.7% decrease from Fiscal Year 2011.

Health Department:

This budget is increased by 20.0%. This increase is due to turnover of state employees.

Social Services:

This budget reflects no increase. Provides for the City's prorated share of the administration and matching locality funds under the joint administration of services with Chesterfield County.

Comprehensive Services:

This budget reflects a decrease of 21.1%. Provides for current level of services.

PARKS, RECREATION & CULTURAL

Provides for a balanced program and support facilities to provide basic leisure activities for our citizens. This includes the offices of Recreation, Agency on Aging, Horticulture, Parks & Grounds, Violet Bank Museum and Public Library, which represents 4.1 % of the 2011-12 General Fund Operating Budget. The proposed budget of \$1,983,666 reflects a 1.5% decrease over Fiscal Year 2011.

Recreation:

This budget reflects a decrease of 6.9%. Provides for 7.4% increase in operating expenditures for additional funding for enhancements/maintenance of skate park and ball fields, with an offsetting reduction in skate park personnel expenses.

Community Center:

This budget reflects a decrease of 3.2%. Personal savings are the result of personnel turnover. Provides for 1.2% reduction in current level of operating expenditures.

Horticulture:

This budget reflects a decrease of 8.9%. Personal savings are the result of personnel turnover. Provides for current level of operating expenditures.

Parks & Grounds:

This budget is increased by 5.0%. Personal savings are the result of personnel turnover. Provides for 4.3% increase in current level of operating expenditures, replacement reel mover and midsize SUV Vehicle.

Violet Bank Museum:

This budget reflects a decrease of 6.2%. Provides for 18.1% reduction in current level of operating expenditures.

Public Library:

This budget is increased by 0.3%. Provides for 0.2% reduction in current level of operating expenditures. Increase in Temporary and Seasonal Help has been included, but not back to previous levels.

COMMUNITY DEVELOPMENT

Provides for administration of zoning ordinance, subdivision regulations, land use planning, economic development and enforcement of statewide building codes. This includes the offices of Planning, Building Inspections and Economic Development, which represents 1.0% of the 2011-12 General Fund Operating Budget. The proposed budget of \$462,804 reflects a 2.8% decrease over Fiscal Year 2011.

Planning:

This budget reflects a decrease of 11.2%. One position was eliminated during Fiscal Year 2011 and the current year funding reflects this partial year reduction. Provides for requested software upgrades.

Building Inspections:

This budget is increased by 4.0%. Provides for \$6,900 increase in Temporary & Seasonal help for additional administrative and lawn complaint help and a 5.4% increase in current level of operating expenditures, which includes increased funding for lawn cutting.

Economic Development:

This budget reflects no increase.

HUMAN SERVICES

Provides for Human service programs and services including grant-supported activities that are included in the following categories: The Office on Youth & Human Services, Better Beginnings Grant, Juvenile Crime Grant and KAP Program, which represents 0.6% of the 2011-12 General Fund Operating Budget. The proposed budget of \$270,208 reflects a 0.1% decrease from Fiscal Year 2011.

Office on Youth:

This budget reflects no increase

Better Beginnings Grant:

This budget reflects no increase.

Juvenile Crime Grant:

This budget reflects a decrease of 0.3%. Provides for 8.0% reduction in current level of operating expenditures.

KAP Program:

This budget reflects a decrease of 0.1%. This program is fully locally funded.

NONDEPARTMENTAL & OTHER

Provides for programs and services including grant-supported activities that are included in Contributions & Subsidies and Contingencies & Miscellaneous, which represents 1.2% of the 2011-12 General Fund Operating Budget. The proposed budget of \$569,671 reflects a 9.9% increase from Fiscal Year 2011.

Contributions & Subsidies:

This budget reflects a decreased of 3.6%. Institutes 2011-12 recommendations of the City Council's Citizen Advisory Board. Increases in City memberships for Police Training at the Crater Criminal Justice Academy, and for economic development at Virginia's Gateway Region.

Contingencies & Miscellaneous:

This budget is increased by 19.3% due to the inclusion of two unpaid holidays for all City employees to offset overall revenue reductions last fiscal year. The outbound notification system appropriation has been transferred to the emergency services budget for reporting purposes.

DEBT SERVICES

Provides for payment of long-term debt. This includes Principal Retirement and Interest & Fiscal Charges, which represents 6.0% of the 2011-12 General Fund Operating Budget. The proposed budget of \$2,843,192 reflects a minor increase over Fiscal Year 2011.

Principal Retirement:

This budget reflects a decrease of 3.0%. Provides for current debt expenditures. Reduction due in part to refinancing of 1996, 1998, 2000, 2002 General Obligation Bonds and final payment of the 2003 General Obligation Bonds in the prior fiscal year.

Interest & Fiscal Charges:

This budget reflects a decrease of 6.7%. Provides for current interest requirements and minor debt maintenance costs. Reduction due in part to refinancing of 1996, 1998, 2000, 2002 General Obligation Bonds in the prior fiscal year.

OPERATING TRANSFERS OUT

Provides for the movement of appropriations from one operating fund to another. This includes Transfers to Other Funds, which represents 39.7% of the 2011-12 General Fund Operating Budget. The proposed budget of \$19,043,934 reflects a 2.7% increase over Fiscal Year 2011.

Transfers to Other Funds:

This budget reflects an increase of 2.7%. Provides School funding based on 50.73% of current Real Estate, Personal Property, Sales Tax, Meals Tax, Lodging Tax and Business License revenue. The Storm Water Management Fund transfer has been eliminated due to stormwater fees currently charged. This budget also discontinues the annual funding of a capital reserve for Fire/EMS vehicles in the Capital Projects Fund. The City obligation for trail matching funds has been maintained at \$55,000 to reflect estimated obligation.

RECREATION ACTIVITY FUND

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

SOLID WASTE MANAGEMENT FUND

Solid Waste:

This budget is increased by 2.2%. Provides for current level of services and includes cost allocation of General Fund indirect costs.

Transfer Station:

This budget reflects a decrease of 5.9%. Provides for current level of services.

Recycling:

This budget reflects a decreased of 0.3%. Provides for current level of services.

STORM WATER

Storm Water – MS4:

This budget is increased by 24.6%. Reflects the fourth year of a separate Fund to account for storm water activities and employees. Includes continued purchase for vacuum and jetting vehicle required for maintaining City drainage lines and a new pick-up truck. Includes first full year of storm water utility charges to fund this operation and includes cost allocation of General Fund indirect costs

WATER FUND

Water Distribution & Transmission:

This budget is increased by 0.3%. Provides for current level of services at increased rates and includes cost allocation of General Fund indirect costs. Purchase of light-weight trench boxes and joint purchase of Mini-Excavator has been included.

Utility Billing:

This budget reflects a decrease of 4.3%. Provides for current level of services and includes reduction of cost allocation of General Fund indirect costs. No capital outlay has been included

SEWER FUND

Wastewater Treatment:

This budget is increased by 6.1%. Provides for current level of services at increased rates due to increased costs of wastewater treatment. Also includes cost allocation of General and Water Fund indirect costs. Purchase of pickup truck and joint purchase of Mini-Excavator has been included.

CITY OF COLONIAL HEIGHTS - FY2011-12 PROPOSED ANNUAL BUDGET - GENERAL FUND CAPITAL INVESTMENT

<u>DEPARTMENT</u>	<u>FY11-12 REQUEST</u>	<u>FY11-12 PROPOSED</u>	<u>ITEM</u>	<u>JUSTIFICATION</u>	<u>FY10-11 BUDGET</u>
<u>Public Safety</u>					
Police	139,899	139,899	Vehicles	<i>Replacement; Annual upgrade of six (6) departmental vehicles (3 marked patrol vehicles, 3 unmarked)</i>	144,603
Police	4,704	4,704	Taser	<i>New; Four (4) tasers w/equipment; promotes opportunities for use of effective, but less lethal force by officers</i>	
Sheriff	27,000	27,000	Vehicle	<i>New; Unmarked vehicle w/police package for prisoner transport & general use (will replace obsolete marked unit)</i>	
Fire/EMS	2,100	2,100	Docking Stations	<i>New; Three (3) computer mobile docking stations for ambulance units to enhance EMS records management</i>	26,000
Fire/EMS	25,000	25,000	Air Compressor	<i>New; air compressor primarily to support firefighter self-contained breathing apparatus at Station No. 2</i>	
Fire/EMS	16,000	16,000	Turnout Gear	<i>Replacement; Routine upgrade of general fire personnel safety equipment - helmets, boots, gloves, etc.</i>	
Fire/EMS	5,600	5,600	Hose	<i>Replacement; Routine annual upgrade of inadequate and/or obsolete fire hose</i>	
Fire/EMS	14,800	14,800	Training/Misc	<i>Anticipated grant fund reimbursement for training and certification of four (4) Paramedics</i>	
Communications	37,000	37,000	Digital Recorder	<i>New; Digital recorder to record telephone calls and radio traffic by dispatch center (will replace obsolete dictaphone unit)</i>	
	<i>Subtotal-Public Safety</i>	<i>\$ 272,103</i>			<i>\$ 170,603</i>
<u>General Services</u>					
Street Maintenance	99,015	99,015	Dump Truck	<i>Replacement; Upgrade of general maintenance vehicle pool supporting various activities (will replace 21-year old truck)</i>	39,000
Engineering	6,000	6,000	Traffic Loop Detectors	<i>Replacement; Routine upgrade of traffic signal actuators at various/TBD locations throughout the city</i>	
Engineering	10,000	10,000	Turnout Gear	<i>New; acquisition of testing equipment to ensure proper operation and sequencing of traffic signals</i>	
Parks & Grounds	43,000	27,000	Reel Mower (72")	<i>Replacement; Upgrade of grass mower primarily utilized in athletic field maintenance (current unit 18- yrs old & obsolete)</i>	
Parks & Grounds	22,500	22,500	Vehicle	<i>Replacement; Mid-size SUV; upgrade of general-use dept vehicle (current vehicle will be transferred to Horticulture)</i>	
Horticulture	-	-			
Building Inspections	1,600	1,600	Software	<i>New; Annual fee for GovQ&A community development module</i>	1,600
	<i>Subtotal-Public Safety</i>	<i>\$ 182,115</i>			<i>\$ 40,600</i>

CITY OF COLONIAL HEIGHTS - FY2011-12 PROPOSED ANNUAL BUDGET - GENERAL FUND CAPITAL INVESTMENT

DEPARTMENT	FY11-12 REQUEST	FY11-12 PROPOSED	ITEM	JUSTIFICATION	
				FY10-11 BUDGET	2,300
<u>Administration</u>					
Clerk of Council	2,300	2,300	Copier contract	Replacement; Annual lease-purchase payment for copier	
Clerk of Council	1,200	1,200	Computer	Replacement; One (1) computer tower for general staff operations	
Commissioner of Revenue	1,000	1,000	Computer	Replacement; One (1) desktop office computer for general staff operations	
Financial Administration	2,000	2,000	Computers	Replacement; Two (2) desktop office computer for general staff operations	
Purchasing	4,000	4,000	Document Shredder	New; Document shredder to be made available to and shared by all City Hall staff and operations (will also be utilized to replace obsolete unit in Treasurer's office)	
Planning	2,458	2,458	Software	New; Annual fee for (a) GovQ&A community development module, (b) comp plan upgrade, and (c) GIS upgrade	
Public Library	-	-			
Information Technologies	22,500	20,000	Software	New; Implementation of content management system for advancement/upgrade of city website and e-govt tools	
Subtotal-Administration	\$ 35,458	\$ 32,958			\$ 38,100
Transfers to Other Funds	-	-			-
TOTAL	\$489,676	\$471,176			\$249,303

City of Colonial Heights

Retail Sales and Use Tax

Revenue Tracking and FY 2011-12 Projections

Monthly

	2006-07	2007-08		2008-09		2009-10		2010-11		Difference	2011-12 Projected
		Actual	Actual	Actual	Actual	Estimate	Actual	\$ Amount	% Above/ (Below) PY		
July	\$ 554,219	\$ 536,325	\$ 596,698	\$ 525,667	\$ 527,980	\$ 532,486	\$ 6,819	1.3%	\$ 543,839	2.1%	
August	\$ 550,310	\$ 591,238	\$ 598,162	\$ 527,413	\$ 529,734	\$ 512,756	\$ (14,657)	-2.8%	\$ 523,688	2.1%	
September	\$ 586,492	\$ 577,983	\$ 558,722	\$ 548,419	\$ 550,832	\$ 554,108	\$ 5,689	1.0%	\$ 565,922	2.1%	
October	\$ 566,768	\$ 556,045	\$ 556,577	\$ 533,934	\$ 536,283	\$ 574,828	\$ 40,894	7.7%	\$ 587,083	2.1%	
November	\$ 651,161	\$ 672,070	\$ 602,204	\$ 555,781	\$ 568,226	\$ 581,781	\$ 26,000	4.7%	\$ 594,185	2.1%	
December	\$ 904,502	\$ 845,631	\$ 809,864	\$ 754,470	\$ 757,790	\$ 759,103	\$ 1,313	0.2%	\$ 775,287	2.1%	
January	\$ 536,178	\$ 505,208	\$ 497,850	\$ 449,166	\$ 451,142	\$ 465,046	\$ 13,904	3.1%	\$ 474,961	2.1%	
February	\$ 578,409	\$ 560,243	\$ 539,686	\$ 493,563	\$ 495,735	\$ 506,472	\$ 10,738	2.2%	\$ 517,270	2.1%	
March	\$ 625,633	\$ 612,377	\$ 581,631	\$ 599,197	\$ 601,833	\$ 614,869	\$ 13,036	2.2%	\$ 627,978	2.1%	
April	\$ 582,527	\$ 593,932	\$ 545,439	\$ 560,801	\$ 563,269	\$ 575,469	\$ 12,200	2.2%	\$ 587,738	2.1%	
May	\$ 594,790	\$ 600,557	\$ 551,329	\$ 580,966	\$ 583,522	\$ 596,161	\$ 12,639	2.2%	\$ 608,872	2.1%	
June	\$ 619,253	\$ 595,576	\$ 560,659	\$ 557,675	\$ 560,154	\$ 572,287	\$ 12,133	2.2%	\$ 584,488	2.1%	

Cumulative Total by Month

	2006-07	2007-08		2008-09		2009-10		2010-11		Difference	2011-12 Projected
		Actual	Actual	Actual	Actual	Estimate	Actual	\$ Amount	% Above/ (Below) Est.		
July	\$ 554,219	\$ 536,325	\$ 596,698	\$ 525,667	\$ 527,980	\$ 532,486	\$ 4,506	0.9%	\$ 543,839	2.1%	
August	\$ 1,104,529	\$ 1,127,563	\$ 1,194,860	\$ 1,053,080	\$ 1,057,714	\$ 1,045,242	\$ (12,472)	-1.2%	\$ 1,067,527	2.1%	
September	\$ 1,691,021	\$ 1,705,546	\$ 1,753,582	\$ 1,601,499	\$ 1,608,546	\$ 1,599,350	\$ (9,196)	-0.6%	\$ 1,633,448	2.1%	
October	\$ 2,257,789	\$ 2,261,591	\$ 2,310,159	\$ 2,135,433	\$ 2,144,829	\$ 2,174,178	\$ 29,349	1.4%	\$ 2,220,531	2.1%	
November	\$ 2,908,950	\$ 2,933,661	\$ 2,912,363	\$ 2,691,214	\$ 2,703,055	\$ 2,755,959	\$ 52,904	2.0%	\$ 2,814,716	2.1%	
December	\$ 3,813,452	\$ 3,779,292	\$ 3,722,227	\$ 3,445,684	\$ 3,460,845	\$ 3,515,062	\$ 54,217	1.6%	\$ 3,590,003	2.1%	
January	\$ 4,349,630	\$ 4,284,500	\$ 4,220,077	\$ 3,894,850	\$ 3,911,987	\$ 3,980,108	\$ 68,120	1.7%	\$ 4,064,964	2.1%	
February	\$ 4,928,039	\$ 4,844,743	\$ 4,759,763	\$ 4,388,413	\$ 4,407,722	\$ 4,486,580	\$ 78,858	1.8%	\$ 4,582,234	2.1%	
March	\$ 5,553,672	\$ 5,457,120	\$ 5,341,394	\$ 4,987,610	\$ 5,009,555	\$ 5,101,449	\$ 91,894	1.8%	\$ 5,210,212	2.1%	
April	\$ 6,136,199	\$ 6,051,052	\$ 5,886,833	\$ 5,548,411	\$ 5,572,824	\$ 5,676,918	\$ 104,094	1.9%	\$ 5,797,950	2.1%	
May	\$ 6,730,989	\$ 6,651,609	\$ 6,438,162	\$ 6,129,377	\$ 6,156,346	\$ 6,273,080	\$ 116,733	1.9%	\$ 6,406,822	2.1%	
June	\$ 7,350,242	\$ 7,247,185	\$ 6,998,821	\$ 6,687,052	\$ 6,716,500	\$ 6,845,366	\$ 128,866	1.9%	\$ 6,991,311	2.1%	
%Y-T-Date increase over prior year		-1.4%	-3.4%	-4.5%	-0.4%	2.4%	2.1%		4-Year Avg Annual Increase.....	-1.73%	
											\$ 274,811

Increased available funding: FY10-11 Budget vs. FY11-12 Budget.....

City of Colonial Heights

Food Tax

Revenue Tracking and FY 2011-12 Projections

Monthly

	2006-07		2007-08		2008-09		2009-10		2010-11		Difference	% Above/ (Below) PY	\$ Amount	2011-12 Projected
	Actual	Actual	Actual	Actual	Estimate	Actual	Actual	Actual	Actual	Actual				
July	\$ 306,360	\$ 329,465	\$ 352,112	\$ 337,535	\$ 346,927	\$ 369,067	\$ 31,532	9.3%	\$ 380,139	3.0%				
August	\$ 315,193	\$ 358,565	\$ 379,139	\$ 354,119	\$ 363,972	\$ 373,774	\$ 19,655	5.6%	\$ 384,987	3.0%				
September	\$ 309,283	\$ 324,119	\$ 337,852	\$ 334,158	\$ 343,456	\$ 375,928	\$ 41,770	12.5%	\$ 387,206	3.0%				
October	\$ 291,476	\$ 326,037	\$ 338,139	\$ 338,518	\$ 347,937	\$ 351,311	\$ 12,793	3.8%	\$ 361,850	3.0%				
November	\$ 318,828	\$ 321,807	\$ 337,457	\$ 325,489	\$ 334,546	\$ 357,939	\$ 32,450	10.0%	\$ 368,677	3.0%				
December	\$ 351,591	\$ 363,146	\$ 347,123	\$ 344,214	\$ 353,792	\$ 345,972	\$ 1,758	0.5%	\$ 356,351	3.0%				
January	\$ 304,018	\$ 322,094	\$ 322,101	\$ 353,052	\$ 362,876	\$ 369,439	\$ 16,387	4.6%	\$ 380,522	3.0%				
February	\$ 319,408	\$ 344,252	\$ 393,343	\$ 341,549	\$ 351,053	\$ 351,274	\$ 9,725	2.8%	\$ 361,812	3.0%				
March	\$ 358,597	\$ 383,702	\$ 375,610	\$ 414,987	\$ 426,534	\$ 452,734	\$ 26,200	6.1%	\$ 466,316	3.0%				
April	\$ 342,286	\$ 350,705	\$ 366,756	\$ 350,821	\$ 360,583	\$ 382,732	\$ 22,149	6.1%	\$ 394,214	3.0%				
May	\$ 314,353	\$ 362,547	\$ 349,022	\$ 369,019	\$ 379,287	\$ 402,585	\$ 23,298	6.1%	\$ 414,663	3.0%				
June	\$ 362,104	\$ 365,024	\$ 334,660	\$ 369,067	\$ 379,336	\$ 402,637	\$ 23,301	6.1%	\$ 414,717	3.0%				

Cumulative Total by Month

	2006-07		2007-08		2008-09		2009-10		2010-11		Difference	% Above/ (Below) Est.	\$ Amount	2011-12 Projected
	Actual	Actual	Actual	Actual	Estimate	Actual	Actual	Actual	Actual	Actual				
July	\$ 306,360	\$ 329,465	\$ 352,112	\$ 337,535	\$ 346,927	\$ 369,067	\$ 22,140	6.4%	\$ 380,139	3.0%				
August	\$ 621,553	\$ 688,030	\$ 731,251	\$ 691,654	\$ 710,899	\$ 742,841	\$ 31,942	4.5%	\$ 765,126	3.0%				
September	\$ 930,836	\$ 1,012,149	\$ 1,069,103	\$ 1,025,812	\$ 1,054,355	\$ 1,118,769	\$ 64,414	6.1%	\$ 1,152,332	3.0%				
October	\$ 1,222,312	\$ 1,338,186	\$ 1,407,242	\$ 1,364,330	\$ 1,402,292	\$ 1,470,080	\$ 67,788	4.8%	\$ 1,514,183	3.0%				
November	\$ 1,541,140	\$ 1,659,993	\$ 1,744,699	\$ 1,689,819	\$ 1,736,838	\$ 1,828,019	\$ 91,181	5.2%	\$ 1,882,860	3.0%				
December	\$ 1,892,731	\$ 2,023,139	\$ 2,091,822	\$ 2,034,033	\$ 2,090,630	\$ 2,173,991	\$ 83,361	4.0%	\$ 2,239,211	3.0%				
January	\$ 2,196,749	\$ 2,345,233	\$ 2,413,923	\$ 2,387,085	\$ 2,453,506	\$ 2,543,430	\$ 89,925	3.7%	\$ 2,619,733	3.0%				
February	\$ 2,516,157	\$ 2,689,485	\$ 2,807,266	\$ 2,728,634	\$ 2,804,558	\$ 2,894,705	\$ 90,146	3.2%	\$ 2,981,546	3.0%				
March	\$ 2,874,754	\$ 3,073,187	\$ 3,182,876	\$ 3,143,621	\$ 3,231,092	\$ 3,347,439	\$ 116,347	3.6%	\$ 3,447,862	3.0%				
April	\$ 3,217,040	\$ 3,423,892	\$ 3,549,632	\$ 3,494,442	\$ 3,591,675	\$ 3,730,171	\$ 138,496	3.9%	\$ 3,842,076	3.0%				
May	\$ 3,531,393	\$ 3,786,439	\$ 3,898,654	\$ 3,863,461	\$ 3,970,962	\$ 4,132,756	\$ 161,794	4.1%	\$ 4,256,738	3.0%				
June	\$ 3,893,497	\$ 4,151,463	\$ 4,233,314	\$ 4,232,528	\$ 4,350,300	\$ 4,535,393	\$ 185,093	4.3%	\$ 4,671,455	3.0%				
% Y-T Date increase over prior year		6.6%	2.0%	0.0%	2.8%	7.2%	3.0%							
4-Year Avg Annual Increase.....														3.93%
														\$ 321,155

Increased available funding: FY10-11 Budget vs. FY11-12 Budget.....

City of Colonial Heights

Lodging Tax Revenue Tracking and FY 2011-12 Projections

Monthly

	2006-07		2007-08		2008-09		2009-10		2010-11		Difference	2011-12 Projected
	Actual	Actual	Actual	Actual	Estimate	Actual	\$ Amount	% Above/ (Below) PY	\$ Amount	% Variance Prior Year		
July	\$ 38,901	\$ 45,919	\$ 45,870	\$ 56,689	\$ 46,971	\$ 97,169	\$ 40,480	71.4%	\$ 102,999	6.0%		
August	\$ 37,862	\$ 47,142	\$ 46,687	\$ 48,953	\$ 40,561	\$ 96,305	\$ 47,352	96.7%	\$ 102,083	6.0%		
September	\$ 36,938	\$ 43,276	\$ 48,467	\$ 57,232	\$ 47,421	\$ 100,422	\$ 43,190	75.5%	\$ 106,447	6.0%		
October	\$ 41,641	\$ 45,187	\$ 55,792	\$ 84,009	\$ 69,607	\$ 83,308	\$ (701)	-0.8%	\$ 88,306	6.0%		
November	\$ 27,382	\$ 33,327	\$ 39,015	\$ 64,446	\$ 53,398	\$ 106,371	\$ 41,925	65.1%	\$ 112,753	6.0%		
December	\$ 27,428	\$ 25,503	\$ 43,542	\$ 50,313	\$ 41,688	\$ 88,280	\$ 46,592	92.6%	\$ 93,576	6.0%		
January	\$ 30,829	\$ 30,677	\$ 37,366	\$ 65,008	\$ 53,864	\$ 56,679	\$ 2,815	4.3%	\$ 60,079	6.0%		
February	\$ 33,785	\$ 33,646	\$ 38,083	\$ 68,554	\$ 56,802	\$ 81,532	\$ 24,730	36.1%	\$ 86,424	6.0%		
March	\$ 44,410	\$ 47,092	\$ 51,838	\$ 95,331	\$ 78,988	\$ 122,514	\$ 43,525	55.1%	\$ 129,865	6.0%		
April	\$ 41,600	\$ 42,402	\$ 56,303	\$ 81,429	\$ 67,470	\$ 104,648	\$ 37,178	55.1%	\$ 110,927	6.0%		
May	\$ 39,504	\$ 40,781	\$ 52,085	\$ 90,488	\$ 74,976	\$ 116,290	\$ 41,314	55.1%	\$ 123,267	6.0%		
June	\$ 41,667	\$ 36,099	\$ 56,689	\$ 97,169	\$ 80,511	\$ 124,876	\$ 44,365	55.1%	\$ 132,368	6.0%		

Cumulative Total by Month

	2006-07		2007-08		2008-09		2009-10		2010-11		Difference	2011-12 Projected
	Actual	Actual	Actual	Actual	Estimate	Actual	\$ Amount	% Above/ (Below) Est.	\$ Amount	% Variance Prior Year		
July	\$ 38,901	\$ 45,919	\$ 45,870	\$ 56,689	\$ 46,971	\$ 97,169	\$ 50,198	106.9%	\$ 102,999	6.0%		
August	\$ 76,763	\$ 93,061	\$ 92,557	\$ 105,642	\$ 87,532	\$ 193,474	\$ 105,942	121.0%	\$ 205,082	6.0%		
September	\$ 113,701	\$ 136,337	\$ 141,024	\$ 162,874	\$ 134,953	\$ 293,896	\$ 158,943	117.8%	\$ 311,530	6.0%		
October	\$ 155,342	\$ 181,524	\$ 196,816	\$ 246,883	\$ 204,560	\$ 377,203	\$ 172,644	84.4%	\$ 399,836	6.0%		
November	\$ 182,724	\$ 214,851	\$ 235,831	\$ 311,329	\$ 257,958	\$ 483,574	\$ 225,617	87.5%	\$ 512,589	6.0%		
December	\$ 210,152	\$ 240,354	\$ 279,373	\$ 361,642	\$ 299,646	\$ 571,854	\$ 272,208	90.8%	\$ 606,165	6.0%		
January	\$ 240,981	\$ 271,031	\$ 316,739	\$ 426,650	\$ 353,509	\$ 628,533	\$ 275,023	77.8%	\$ 666,245	6.0%		
February	\$ 274,766	\$ 304,677	\$ 354,822	\$ 495,204	\$ 410,311	\$ 710,065	\$ 299,753	73.1%	\$ 752,668	6.0%		
March	\$ 319,176	\$ 351,769	\$ 406,660	\$ 590,535	\$ 489,300	\$ 832,578	\$ 343,279	70.2%	\$ 882,533	6.0%		
April	\$ 360,776	\$ 394,171	\$ 462,963	\$ 671,964	\$ 556,769	\$ 937,226	\$ 380,457	68.3%	\$ 993,460	6.0%		
May	\$ 400,280	\$ 434,952	\$ 515,048	\$ 762,452	\$ 631,745	\$ 1,053,516	\$ 421,771	66.8%	\$ 1,116,727	6.0%		
June	\$ 441,947	\$ 471,051	\$ 571,737	\$ 859,621	\$ 712,250	\$ 1,178,392	\$ 466,142	65.4%	\$ 1,249,095	6.0%		
% Y-T-Date increase over prior year		6.6%	21.4%	50.4%	-17.1%	37.7%	6.0%				4-Year Avg Annual Increase.....	28.85%
												\$ 536,845

Increased available funding: FY10-11 Budget vs. FY11-12 Budget.....