



# City of Petersburg Virginia

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## Special City Council Meeting

**May 12, 2020  
Live Stream  
12:00 PM**

### City Council

Samuel Parham, Mayor – Ward 3  
John A. Hart, Sr., Vice-Mayor – Ward 7  
Treska Wilson-Smith, Councilor – Ward 1  
Darrin Hill, Councilor – Ward 2  
Charlie Cuthbert, Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Annette Smith-Lee, Councilor – Ward 6

### City Manager

Aretha R. Ferrell-Benavides

- 
1. **Call to Order**
  2. **Roll Call**
  3. **Consideration**
    - a. Consideration of the FY2020-2021 Budget Appropriation Ordinance
    - b. Consideration of amendments to the Citywide Classification & Compensation System for 2020.
    - c. Petersburg Fire Station Update
    - d. Consideration of Petersburg Public Schools Budget Appropriation Ordinance - 1st Reading
    - e. Consideration of a resolution for Hotel Petersburg.
    - f. A request to schedule a public hearing for an ordinance for a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing.
  4. **Adjournment**



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Robert Floyd

**RE:** **Consideration of the FY2020-2021 Budget Appropriation Ordinance**

**PURPOSE:** To adopt and appropriate the All Funds Budget for Fiscal Year Ending June 30, 2021 in the amount of \$104,325,053.

**REASON:** A Public Hearing was held in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended, on the proposed budgets of the various funds, known as All Funds, in the amount of \$104,325,053. The All Funds Budget for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021 needs to be approved, adopted and appropriated by City Council

**RECOMMENDATION:** Recommend City Council adopt and appropriate the All Funds Budget for Fiscal Year 2020-21.

**BACKGROUND:** The City Manager proposed an All Funds Budget to the City Council on March 31, 2020. After several weeks of analyzing the economic impacts of the Covid-19 Pandemic, the City Manager adjusted the originally proposed budget and subsequently distributed the changes to the City Council. There was a public hearing held on April 28, 2020. This is the second reading of the All Funds budget ordinance.

**COST TO CITY:** \$104,325,053

**BUDGETED ITEM:** Yes

**REVENUE TO CITY:** \$104,325,053

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** All departments

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. All Funds Appopriation FY20-21 Budget
2. Petersburg FY 2020-21 Proposed Budget
3. FY 2020-21 Proposed Operating Budget Ordinance Reading

AN ORDINANCE MAKING APPROPRIATIONS IN  
THE ALL FUNDS BUDGET  
FOR THE FISCAL YEAR COMMENCING ON  
JULY 1, 2020 AND ENDING JUNE 30, 2021.

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BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

- I. That appropriations for the fiscal year commencing July 1, 2020 and ending June 30, 2021, in the All Funds Budget are made from the following resources and revenues of the City, for the fiscal year ending June 30, 2021.

**Revenue**

General Fund Revenue	\$73,338,140
General Property Taxes	\$32,697,309
Other Local Taxes	\$13,496,877
Licenses, Permits and Fees	\$363,600
Fines and Forfeitures	\$858,643
Revenue from Use of Money and Property	\$122,000
Revenue from Other Agencies	\$21,359,691
Charges for Services	\$3,016,083
Recovered Costs	\$80,500
Miscellaneous Revenues	\$1,109,737
Non-Revenue Receipts	\$233,700
Grants Fund Revenue	\$785,302
Community Development Block Grant	\$1,592,032
VDOT Highway Maintenance Urban Allocation	\$5,981,699
Utilities	\$15,119,619
Mass Transit	\$4,843,163
Dogwood Trace Golf Course	\$1,204,850
Stormwater	\$1,460,249
<b>Total Revenue</b>	<b>\$104,325,053</b>

- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing on July 1, 2020 and ending June 30, 2021 the following sums for the purposes mentioned:

**Expenses**

General Fund Expenditures	\$73,338,140
General Government	\$6,146,167
Constitutional Offices	\$4,574,487
Public Safety	\$17,302,539
Courts & Other Public Safety	\$283,275
General Services	\$4,498,541
Social Services	\$14,905,559
Recreation & Community Engagement	\$1,626,268

Development Services	\$1,683,001
Debt Service	\$3,531,889
Fund Balance Restoration	\$1,000,000
Schools Transfer	\$10,000,000
Non-Departmental	\$6,558,609
Transfers to other Funds	\$1,227,805
Grants Fund Revenue	\$785,302
Community Development Block Grant	\$1,592,032
VDOT Highway Maintenance Urban Allocation	\$5,981,699
Utilities	\$15,119,619
Mass Transit	\$4,843,163
Dogwood Trace Golf Course	\$1,204,850
Stormwater	\$1,460,249
<b>Total Expenses</b>	<b>\$104,325,053</b>

This budget recommends no increase in the Real Estate Tax Rate of \$1.35: the Personal Property Tax Rate of \$4.90: the Machinery & Tools Tax Rate of \$3.80.

# PROPOSED OPERATING BUDGET

## Embracing the Dawn of a New Day

Fiscal Year 2020-21



*City of Petersburg*  
VIRGINIA



Presented to the Council of the City of Petersburg  
March 31, 2020—Modified on April 10, 2020

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# CITY MANAGER'S BUDGET MESSAGE



Samuel Parham, Mayor-Ward 3  
John A. Hart, Vice-Mayor-Ward 7  
Treska Wilson-Smith, Councilmember-Ward 1  
Darrin Hill, Councilmember-Ward 2  
Charlie Cuthbert, Councilmember-Ward 4  
W. Howard Myers, Councilmember-Ward 5  
Annette Smith-Lee, Councilmember-Ward 6

Honorable Mayor and Members of City Council:

I am pleased to present the City of Petersburg's Fiscal Year 2020-21 Annual Operating Budget beginning July 1, 2020 and ending June 30, 2021. Unlike prior budgets, the emphasis on this budget has been reassessing our operations and making the necessary adjustments in light of the current COVID-19 Pandemic. This FY **2020-21 Operating Budget is \$104,324,053** which represents a **\$2,270,126 (2.1%) decrease** from the previous fiscal year. We have developed the budget ensuring a minimum of \$1 million in Fund Balance replenishment. This goal has been achieved by reductions throughout the budget to address the likely revenue loss due to the current pandemic and potential economic downturn from this crisis. The theme selected for this year's budget is, "**Embracing the Dawn of a New Day.**" This theme was selected by our Senior Staff at our retreat held in December 2019. This was selected as we feel it is a new day in Petersburg with new possibilities for our future. What was not anticipated, is that the new day would come, with the unique challenges that we now face from the COVID-19 virus.

Although this fiscal year's budget marks the third year in a row our projected revenues have exceeded our expenditures, we have made many sharp cuts and budget re-balancing to achieve this goal. We announced at the completion of the FY 17-18 CAFR, that we now have a \$2.8 Million unassigned fund balance which represents our first positive fund balance in over the past 10 years. We were also fortunate to receive an extremely positive increase in the City's bond rating from BB+ to BBB-, taking us out of junk bond status. To maintain this positive stride we must continue to make careful and sound fiscal decisions in the year ahead.

## SUMMARY

The annual budget is the most important collaborative responsibility of the City Council, City Manager and City staff. The budget is a plan of revenue and expense activities for the fiscal year. It is intended to provide clear, concise, and coordinated financial programs to achieve City Council's agreed upon policies, goals, and objectives. Last year, Council identified a new vision for the city, "Petersburg is a vibrant, welcoming and engaged community for all." Council also identified the following strategic priorities:

- Promote Economic Development to Attract New Businesses and Strengthen the City's Tax Base
- Support Community Development Activities to Enhance Neighborhoods and Improve Housing
- Provide Good Governance for Efficient, Effective, and Equitable Services Delivery, Productive Citizen Engagement, and Community Improvement
- Celebrate Petersburg's History and Culture

**Highlights:**

FY 2020-21 Proposed Total Operating Revenue and Expenditures

Fund	Proposed FY2020-21 Revenue	Proposed FY2020-21 Expenditures
General Fund	73,338,140	73,338,140
Grants Fund	785,302	785,302
Streets Fund	5,981,699	5,981,699
CDBG Fund	1,592,032	1,592,032
Utilities Fund	15,119,619	15,119,619
Stormwater Fund	1,460,249	1,460,249
Golf Course Fund	1,204,850	1,204,850
Mass Transit Fund	4,843,163	4,843,163
<b>TOTAL</b>	<b>104,325,053</b>	<b>104,325,053</b>

**GENERAL FUND**

The FY 2020-21 General Fund revenue for the City of Petersburg is **\$73,338,140** which represents a \$2.78 million, or a -3.7%, reduction from the FY 2019-20 Adopted Budget. The FY 2020-21 General Fund budget is **70.3%** of the total Operating Budget.

General Fund revenues are derived from general taxes paid by citizens and businesses. The largest sources of revenue to the General Fund are property taxes, representing 44.8%, followed by state funding at 22.1% and the local tax category at 18.6%. Although the projected revenue for General Property Tax represented a slight increase, we are projecting a decrease in Personal Property Taxes. Another area we anticipate major reductions are Local Sales and Use Taxes, Business Licenses, Motor Vehicle Licenses, Cigarette Taxes and Meal Taxes. With the closure of the landfill the City's budget was reduced by approximately \$230 thousand for the upcoming fiscal year and beyond.

The FY 2020-21 expenditures include the City's annual \$1 Million commitment toward its fund balance replenishment, but also represents a 3.7% reduction in expenditures to address the reduced revenue projection for the City. Approximately 75% of government expenditures are associated with personnel, therefore, the bulk of the departmental reductions were in personnel and includes a city-wide hiring freeze until January 2021, the elimination of positions, and defunding of select positions for the full fiscal year.

The City issued an RFP for health care services which resulted in a 10% cost reduction over the past fiscal year. This reduction will result in the elimination of the health care stipend for dual and family coverage. However, given the cost of family coverage, we have increased the City's contribution amount for families from \$8,000 to \$10,000 to address the increase this group will face. These reductions, along with decreases associated with health care costs, became the basis for fulfilling our objectives of a structurally sound budget.

## **SPECIAL REVENUE FUNDS**

### ***Grants Fund***

The Grants Fund was created in FY 2017-18 to centralize the grants received from local, state, and federal sources. The City's major grant programs are: Victim Witness and Community Corrections. For other grants, in FY 2017-18, City Council adopted a grant policy that requires departments to present grants to Council for their approval prior to acceptance. Consultation with Budget and Finance is also required to ensure any required local match is sustainable. This policy is meant to deter departments from accepting grant funds which may incur an unsustainable financial obligation. This Budget includes only the programs that are consistently funded by the Commonwealth and the Federal Government. The remaining grant programs will be taken before Council for appropriation once the award letters have been received. The Grants Fund amount in this Adopted Operating Budget is \$785,302, a slight increase from the FY 2019-20 Adopted Budget amount of \$753,563, representing a 4% total increase.

### ***Streets Fund***

The Streets Fund was created in FY 2017-18 to isolate the Virginia Department of Transportation Urban Allocation funds. VDOT allocates funds to municipalities based on a set rate for every lane mile within their jurisdictions. Funds are dispersed quarterly and can only be used for VDOT authorized activities, such as street repairs and maintenance, snow and ice control, structure maintenance and specified equipment and material for these functions. FY 2020-21 Operating Budget is showing the Streets Fund to account for \$5,981,699 of revenue and expenditures which is the same as the previous fiscal year.

### ***CDBG Fund***

The Community Development Block Grant (CDBG) Fund is a federal program that provides annual grants on a formula basis to entitled cities and counties. This grant is used to develop viable urban communities through improving housing environments and expanding economic opportunities. It is also intended for low and moderate-income persons. The CDBG has specific purposes for which municipalities are authorized to expend. For example, the acquisition of land, relocation and demolition, rehabilitation of residential and non-residential structures and activities related to energy conservation and renewable energy resources. In Petersburg, the specific projects are brought before the City Council for approval once the funding has been identified. In this Adopted operating budget, the CDBG Fund is expected to expense \$1,592,032. This amount accounts for new program funding and projects that were started in previous fiscal years. Typically, municipalities should complete these projects within two years or sooner to ensure they will receive additional funding. This amount is an increase of over \$787,032 from the FY 2019-20 Adopted Budget which represents a 98% increase.

### ***Stormwater Fund***

The Stormwater Fund is used for the management of the stormwater infrastructure. Revenue is received from each parcel containing impervious surfaces included in utility bills. Unmanaged stormwater can cause erosion, flooding and can carry excess nutrients, sediment and other contaminants into rivers and streams. Properly managed stormwater can recharge groundwater and protect land and streams from erosion, flooding and pollutants.

The Stormwater Fund has a Budget of \$1,460,249 for revenues and expenditures. The previous Budget included a draw from the Stormwater fund balance in the amount of \$500,000 to go towards projects that the City Council has prioritized and requested. The Stormwater Budget this fiscal year was decreased from the 2019-20 Adopted Budget amount of \$1,960,249, which represents a 26% total reduction.

## ENTERPRISE FUNDS

### ***Dogwood Trace Golf Course Fund***

This enterprise fund is Petersburg's municipal golf course. All revenues and expenditures are a result of activities related to the golf course operations. Dogwood Trace Budget decreased from \$1,278,315 in FY 2019-20 to \$1,204,850 in FY 2020-21 which represents a 6% total reduction.

### ***Utilities Fund***

The Utilities Fund accounts for revenues and expenditures associated with the operating system, utility debt services and utility capital projects. Revenues to support the Utilities Fund are derived from users' fees billed to commercial, industrial and residential customers in the City. The Budget accounts for a 3.7% increase from the FY 2019-20 Adopted Budget. The total revenue and expenditures for the Utility Fund are \$15,119,619.

### ***Mass Transit Fund***

The Mass Transit Fund is where the City's regional transit operations are located. Mass Transit receives revenue from the Commonwealth, the Federal Transit Administration, the City of Petersburg, and revenue generated through operations. Mass Transit provides services to the citizens of Petersburg and other localities including Richmond and Hopewell. The Mass Transit's Budget decreased from \$4,972,845 in FY 2019-20 to \$4,843,163 in FY 2020-21 which represents a 2.61% total reduction.

## CONCLUSION

As the City of Petersburg navigates through the new worldwide pandemic which has created a potential economic crisis, we are striving to ensure our continuity of operations and quality services to our citizens and business community. We will press to continue our internal momentum that has been gained and truly begin "**Embracing the Dawn of a New Day.**" It is prudent that we continue to look at our past and make any and all necessary decisions to protect the future of this great City.

I would like to acknowledge the tireless work of our Budget team, the City Council, and City staff for their partnership, collaboration, patience, and time that has allowed us to effectively prepare the FY 2020-21 Operating Budget. We will continue to pave the way forward as we face the challenges that will surely confront us as we progress as a community.

Sincerely,

*Aretha R. Ferrell-Benavides*

Aretha R. Ferrell-Benavides  
City Manager



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## COMMUNITY PROFILE

Formally incorporated as a City in 1748, Petersburg, Virginia is rich in history and character. Rising from the banks of the Appomattox River, Petersburg was once in the forefront of industry and commercial opportunity and the second largest City in Virginia.

Petersburg boasts history, geography and beautifully intact historic districts. Visible reminders of Petersburg's prominent role in the emergence of the country are evident in the rich range of architecture and the unique character of the neighborhoods. The Petersburg Old Towne Historic District is on the National Register of Historic Places, offering architectural variety, restaurants, shops, and housing. Historical sites range from battlefields to old houses, including the Petersburg National Battlefield Park (which preserves the sites of the Civil Wars' Siege of Petersburg and the Battle of Crater), Pamplin Historical Park, Blandford Church and Cemetery, National Museum of the Civil War, Centre Hill Mansion, and the Exchange Museum. One of the most architecturally refined properties is the Battersea, a Palladian-style house from the 1700s along the Appomattox River.



Petersburg has more to offer than just history. The downtown area includes an up-and-coming Old Towne neighborhood. Old warehouses have been converted into lofts and mixed-use developments and numerous restaurants and shopping options have opened. The Petersburg Area Art League (PAAL) and feature shows, live music and cabaret performances. On the second Friday of each month, the City celebrates "Friday for the Arts," which fills the City with local artwork and live music. The City also offers nearly a dozen parks and recreational facilities including Wilcox Lake.

True to its history, Petersburg is rife with opportunity and an innovative, industrial spirit. The heart of Petersburg lies in an appreciation and celebration of its rich history while continually pushing into the future. The City also offers a dozen parks and outdoor recreation facilities including Lee Memorial Park and Wilcox Lake, which is listed in the National Register of Historic Places.



**PETERSBURG, VIRGINIA COMMUNITY PROFILE**

## HISTORY

Petersburg's modern history began with English colonists who settled along the Appomattox River. The establishment of Fort Henry marked the beginning of the westward expansion and exploration of the United States. When the fort commander opened a trading post at Peter's Point, Petersburg saw



its beginning as a commercial center.

After distinguishing itself in the American Revolution during the Siege of Fort Mifflin, Petersburg's influence continued to increase. With the proximity of the Appomattox River, the Port of Petersburg became renowned as a processing center for cotton, tobacco, and metal, marking

Petersburg as an industrial center in a state that was largely agricultural. The railroad center established in the 19th century not only helped continue the City's tradition as a substantial business community, it strengthened it. Flour mills and banking were added to tobacco and cotton as Petersburg's successes. Due to the availability of jobs, many free people of color migrated to the City. The railroads that passed through the City made it a shipping center and a lifeline to Richmond during the Civil War.

After the Civil War, Petersburg saw an influx of churches, businesses, and institutions. The City continued to prosper, but so did segregation in Virginia. In the 1960s, Dr. Wyatt Tee Walker served as the pastor of Petersburg's Gillfield Baptist Church. While in graduate school, he met Dr. Martin Luther King, Jr., and was one of the founders of the Southern Christian Leadership Conference. According to him and other close associates of Dr. King, Petersburg had played an important role, a kind of blueprint for the national civil rights movement.

Until the 1980s, commerce and industry flourished. As an independent City, Petersburg was limited geographically. Then, as happened in numerous older industrial cities in the region, manufacturing jobs were lost to the growth of industries outside the U.S., Petersburg's core began to decline. The expansion of the economy in the Richmond metro area in fields of financial and retail services also took some of Petersburg's population. Suburbs grew around the City and many of the downtown merchants moved to the Southpark Mall. Additionally, in 1993, a major tornado severely damaged Petersburg's downtown. As Petersburg's economy weakened in the 20th century, its population declined. As upper and middle classes fled to the suburbs, the City was left with a high percentage of low income residents. The increase in demand for public services seriously strained limited financial resources.

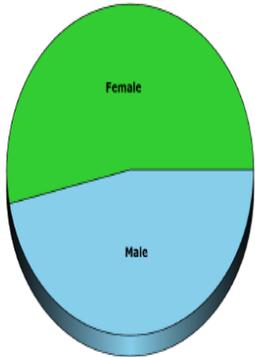
# PETERSBURG, VIRGINIA HISTORY

# DEMOGRAPHICS

The population of Petersburg peaked in 1980 at 41,000 and has been declining since then. In 2015, the estimated population of was 32,123. The median age was 39.5, compared to a national median age of 37.4. Nearly 78 percent of Petersburg residents have at least a high school diploma, though only 16 percent have a Bachelor’s degree or higher. According to the U.S. Census, the poverty rate in 2015 was 28 percent – more than double the Commonwealth of Virginia’s poverty rate. The tables shown illustrate the distribution of Petersburg’s population by age group and gender.

The median home value in Petersburg is \$112,825, with higher valued homes ranging between \$200,000 and \$300,000. The average monthly rent is under \$1,000 a month. While the housing market has some variety, it leans more toward single-family homes (over apartments or complexes).

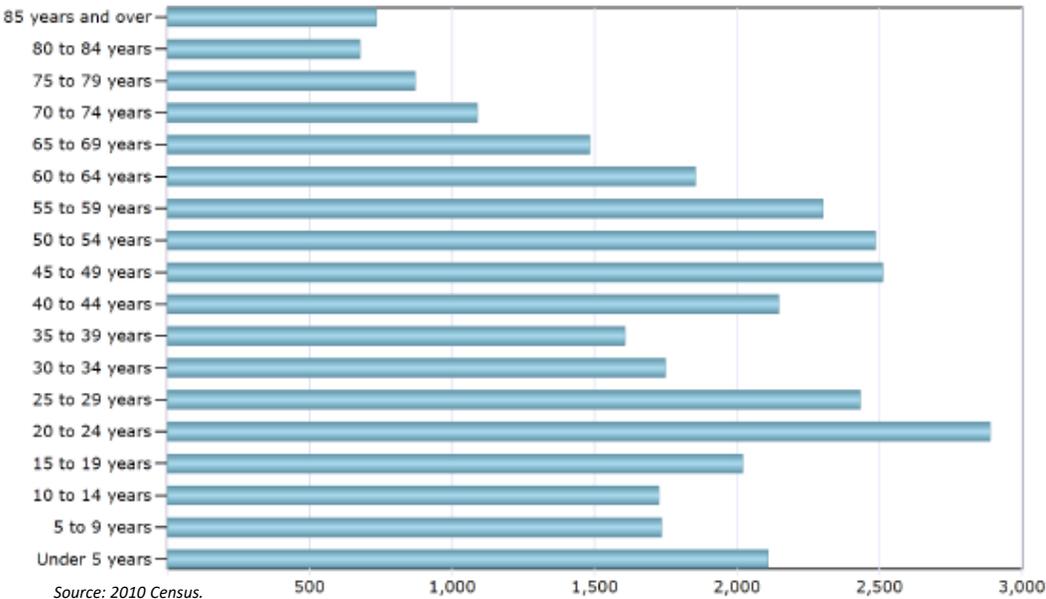
Population by Gender



	Petersburg city	Virginia	United States
Male	15,147	3,925,983	151,781,326
Female	17,273	4,075,041	156,964,212
	32,420	8,001,024	308,745,538

Source: 2010 Census.

Population by Age

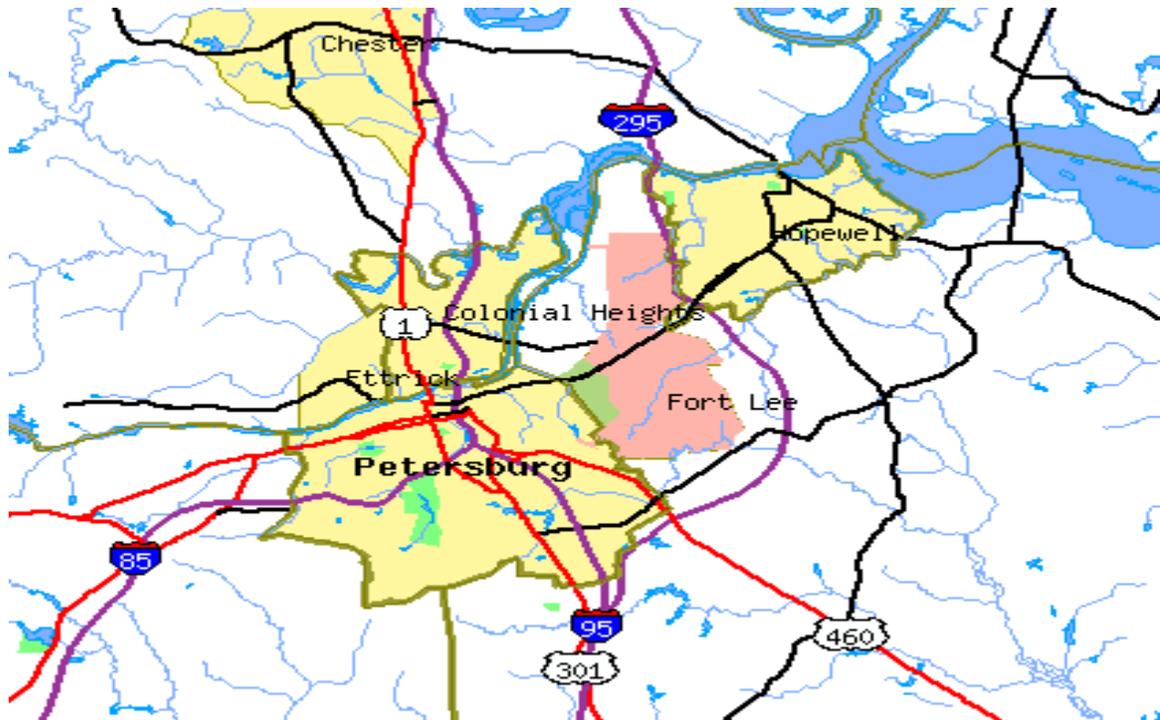


Source: 2010 Census.

# GEOGRAPHY

Petersburg is in South Central Virginia, 24 miles south of the City of Richmond, 132 miles south of Washington D.C. and 73 miles west of the Chesapeake Bay. Petersburg is situated at the Falls of the Appomattox, on the boundary between the Tidewater and the Piedmont, between the Chesapeake and Albemarle basins.

Petersburg has a total area of 23.2 square miles and is one of 13 jurisdictions that comprise the Richmond Petersburg Metropolitan Statistical Area. Colonial Heights and Chesterfield County are its neighbors to the north, along with Dinwiddie County to the west and south and Prince George County to the east and southeast.



## TRANSPORTATION

Petersburg is located at the juncture of Interstates 95 and 85 with easy access to Interstate 295, US Route 460, 301 and 1. CSX and Norfolk Southern rail lines run through the City. Amtrak passenger services operate trains along these lines and there is an Amtrak station just outside the City limits, providing connections north to Richmond and the northeast corridor, as well as southeast to Norfolk. There is also a Transit station with a Greyhound desk and an active regional bus between Petersburg and downtown Richmond. Richmond International Airport, located less than 30 miles north of City, that serves passengers from Petersburg.



## COMMERCE

Petersburg has a long history as an economic center of the Commonwealth of Virginia. The City began as a trading post on the Appomattox River in the 18th Century and in the 19th Century became a major transportation hub and tobacco processing center. In the 20th Century, the City became a regional industrial and retail hub. In the 21st Century, the City of Petersburg has become the healthcare center for our South Central Virginia region. Industrial businesses like Amsted Rail, International Paper and Boar's Head continue to be major contributors to the local economy. Recently, small retail establishments, restaurants and breweries have opened to serve as economic draws and contributors to the economic vitality of Petersburg. The table on the next page illustrates the major employers in the City by industry, number of employees and percentage of total of city employment.



Rank	Employer	Industry	Employees	% of Total City Employment
1	Southside Regional Medical Center/ Bon Secours	Healthcare	1000+	7.19%
2	Amsted Rail Company, Inc.	Roller Bearings	250-499	2.52%
3	Horizon Mental Health Management, Inc.	Healthcare	250-499	2.52%
4	Wal-Mart	Retail	250-499	2.52%
5	Quality Plus Service	Engineering/ Construction	250-499	2.52%
6	McDonald's	Food Services	100-249	1.32%
7	Beverly Home Care	Healthcare	100-249	1.08
8	Virginia Linen	Linen processing	100-249	1.08%
9	Rehabilitation Hospital, Inc	Medical services	100-249	1.08%
10	District 19 Mental Health and Retardation Services	Medical services	100-249	1.08%

Source: City of Petersburg, VA 2017 CAFR

## ELECTED OFFICIALS

Petersburg is an independent City, or a City that is not in the territory of any county, and utilizes the council-manager form of government. The Council has seven members, each representing a ward (or geographic portion of the City). Council members must reside in their wards. Members serve staggered, four year terms with elections being held in even numbered years. The mayor is selected from among the council members.



**Mayor**  
**Samuel Parham**  
Ward 3

**Vice Mayor**  
**John A. Hart, Sr.**  
Ward 7

**Councilmember**  
**Charlie Cuthbert**  
Ward 4

**Councilmember**  
**Treska Wilson-Smith**  
Ward 1

**Councilmember**  
**W. Howard Myers**  
Ward 5

**Councilmember**  
**Darrin Hill**  
Ward 2

**Councilmember**  
**Annette Smith-Lee**  
Ward 6

## DEPARTMENT HEADS

The Council appoints the City Manager, who serves as the Chief Administrative Officer for the City. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City.

**Aretha R. Ferrell-Benavides**  
City Manager

**Anthony Williams**  
City Attorney

**Brian Gordineer**  
City Assessor

**Nykesha Jackson**  
City Clerk

### EXECUTIVE TEAM

**Lionel D. Lyons**  
Deputy City Manager  
Development & Operations

**Kenneth Miller**  
Deputy City Manager  
Public Safety

**Darnetta K. Tyus**  
Deputy City Manager  
Community Affairs

### FISCAL MANAGEMENT TEAM

**Robert A. Floyd**  
Director  
Budget & Procurement

**Patrice Elliott**  
Director  
Finance

**Monte Evans**  
Manager  
Billing & Collections

**Brittney Flowers**  
Commissioner of Revenue

**Kenneth Pritchett**  
City Treasurer

### DEPARTMENT DIRECTOR

**India Adams-Jacobs**  
Assistant to the City Manager  
Policy & Audit

**Folakemi Osoba**  
Public Information Officer

**Kelly Evko**  
Assistant to the City Manager  
Development

**Wayne Crocker**  
Director  
Library Services

**Carthan F. Currin, III**  
Director  
Economic Development

**Jamie Fagan**  
General Manager  
Dogwood Trace

**Margo Hardy**  
Program Manager  
PJCCP

**Tangela Innis**  
Director  
Public Utilities

**Charles Koonce**  
Director  
Mass Transit

**Nicole Loving**  
Director  
Community Corrections

**Michele Peters**  
Director  
Planning & Development Services

**Francis "Frank" Poulin**  
Director  
Neighborhood Services

**Kimberly Robinson**  
Director  
Human Resources

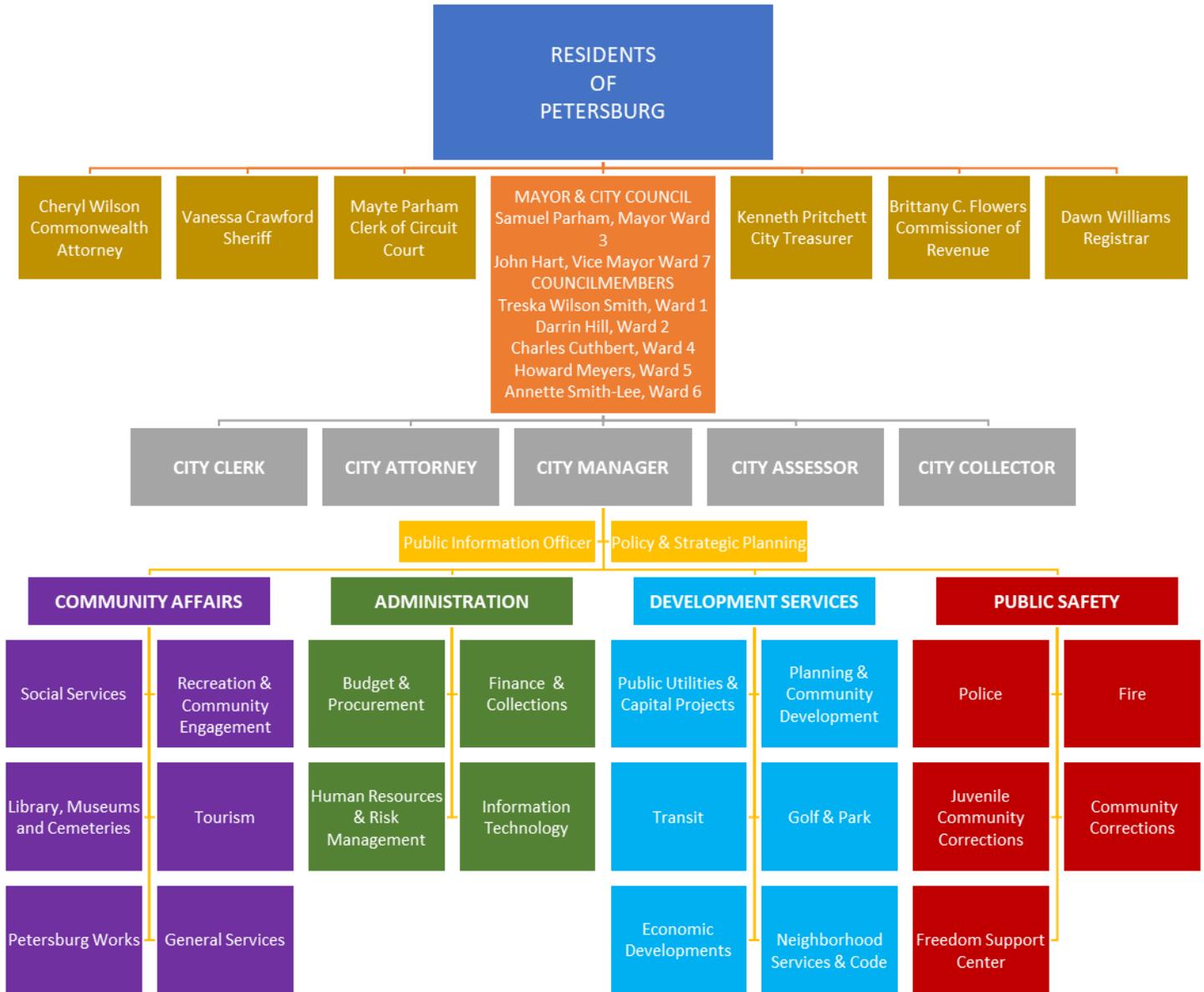
**Norris Stevenson**  
Director  
Social Services

**Reginald Tabor**  
Interim Director  
Planning & Development Services

**Gerrit VanVoorhees**  
Director  
Information Technology

**Tami Yerby**  
Director  
Recreation & Community  
Engagement

# FUNCTIONAL ORGANIZATIONAL CHART



**BUDGET CALENDAR**

To request changes to the Proposed Budget, a Council Member must have support from three additional Members. If an addition is proposed, the Council Member must propose a revenue enhancement or a reduction from another part of the budget. If a reduction is requested, the Council Member must propose a use for the funds saved. See Appendix A, for the form Council Members will use to request a budget modification.

The FY 2020-21 Budget is scheduled for adoption on May 19th at a regular scheduled City Council Meeting.

The calendar below illustrates the schedule for reviewing, discussing and adopting the FY 2020-21 budget.

March 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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31<sup>st</sup> City Manager Delivers Proposed Budget to City Council

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April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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14<sup>th</sup> Presentation of Budget to Council

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28<sup>th</sup> Budget Hearing

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30<sup>th</sup> Council Submits Recommended Changes to City Manager

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# May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3<sup>rd</sup> City Manager Distributes Operating Budget With Any Changes to City Council

4<sup>th</sup> Citizen Budget Sessions

5<sup>th</sup> City Manager Presents Final Proposed Budget to City Council and 1<sup>st</sup> Reading of Proposed Operating Budget

12<sup>th</sup> Public Hearing and 2<sup>nd</sup> Reading of Proposed Operating Budget

19<sup>th</sup> City Council Votes to Approve the Proposed Operating Budget

# June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

30<sup>th</sup> End of Fiscal Year

# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1<sup>st</sup> Beginning of New Fiscal Year

# BUDGET CALENDAR

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>City Council</b>				
City Clerk	1	1	1	1
Deputy Clerk	0	0	1	1
<b>Total City Council</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>City Manager</b>				
City Manager	1	1	1	1
Deputy City Manager	2	0	0	0
Executive Assistant	1	1	1	1
Public Affairs Coordinator	1	1	1	1
Assistant to the City Manager/Audit Manager	1	0	1	1
<b>Total City Manager</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>City Attorney</b>				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	0
Legal Administrative Assistant	1	1	1	0
Paralegal	0	0	0	1
<b>Total City Attorney</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
<b>Human Resources</b>				
Human Resources Director	1	1	1	1
Risk Control Coordinator	0	0	0	1
Human Resources Administrator	2	1	1	0
Fiscal Manager	1	0	0	0
Human Resources Specialist	1	2	2	2
<b>Total Human Resources</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Assessor</b>				
City Assessor	1	1	1	1
Appraiser	0	2	2	2
Real Estate Data Analyst	0	1	1	1
Real Estate Assessment Clerk	1	1	1	1
Administrative Officer	1	0	0	0
GIS Analyst	0	0	1	1
<b>Total Assessor</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>Finance</b>				
Chief Operating Officer	1	1	1	0
Director of Finance	1	1	1	1
Accounting Manager	0	0	0	1
Accounting Supervisor	0	0	0	1
Accounting Clerk III	1	1	1	1
Accountant III	2	2	2	2
Payroll Coordinator	1	1	1	1
Administrative Assistant	1	0	0	0
Administrative Manager	0	1	1	1
<b>Total Finance</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Billing &amp; Collections</b>				
Billing & Collections Manager	1	1	1	1
Assistant Manager of Billing & Collections	0	0	0	1
Customer Service Supervisor	1	1	1	0
Customer Service Representative	4	4	7	7
<b>Total Billing &amp; Collections</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>9</b>
<b>Budget &amp; Procurement</b>				
Director of Budget & Procurement	1	1	1	1
Assistant Director	0	0	1	1
Budget Analyst	0	2	1	1
Purchasing Specialist	1	1	1	1
Assistant Purchasing Agent	1	1	1	1
<b>Total Budget &amp; Procurement</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Risk Management</b>				
Risk Control Coordinator	0	1	1	0
<b>Total Risk Management</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Information Technology</b>				
Information Technology Director	1	1	1	1
Assistant IT Director	0	0	1	1
Computer Systems & Network Manager	1	1	1	1
IT Analyst	0	1	0	1
Network Engineer	1	1	1	0
Help Desk Specialist	1	1	1	1
<b>Total Information Technology</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Commissioner of Revenue</b>				
Commissioner of Revenue	1	1	1	1
Chief Deputy Commissioner of Revenue	1	1	1	1
Business License Inspector	1	1	1	1
General Clerk	1	0	0	0
Deputy Clerk IV	0	0	1	1
Deputy Clerk III	2	3	1	1
Deputy Clerk I	0	0	1	1
<b>Total Commissioner of Revenue</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>City Treasurer</b>				
Treasurer	1	1	1	1
Deputy Clerk II	1	1	1	1
Administrative Assistant I	1	1	1	1
<b>Total City Treasurer</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Registrar</b>				
Registrar	1	1	1	1
Assistant Registrar	2	2	2	2
<b>Total Registrar</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Clerk of Circuit Court</b>				
Clerk of Circuit Court	1	1	1	1
Assistant Chief Deputy	1	1	1	1
Deputy Clerk II	1	1	2	2
Deputy Clerk I	7	7	6	6
Jury Management	0	0	0	0
Liaison Officer	1	1	1	1
<b>Total Clerk of Circuit Court</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Commonwealth Attorney</b>				
Commonwealth Attorney	1	1	1	1
Attorney II	2	2	3	3
Attorney III	3	3	3	3
Attorney IV	1	1	1	1
Administrative Assistant II	3	3	2	2
Administrative Assistant I	0	0	1	1
Secretary	1	1	1	1
Paralegal	1	1	1	1
<b>Total Commonwealth Attorney</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>
<b>Sheriff's Office</b>				
Sheriff	1	1	1	1
Lt. Colonel	0	0	1	1
Major	0	0	2	2
Captain	4	4	1	1
Lieutenant	0	0	0	0
Sergeant	5	5	4	4
Corporal	1	1	7	7
Deputy Sheriff	9	9	5	5
Administrative Assistant II	2	2	2	2
Courthouse Camera Monitor	1	0	0	0
<b>Total Sheriff's Office</b>	<b>23</b>	<b>22</b>	<b>23</b>	<b>23</b>
<b>Police</b>				
Deputy City Manager, Public Safety	1	1	1	1
Deputy Chief	1	1	1	1
Captain	3	3	3	3
Lieutenant (2 Unfunded)	6	6	6	4
Sergeant (1 Unfunded)	12	12	12	11
Police Officer (13 Unfunded)	97	88	80	75
Secretary III	1	1	1	1
Fiscal Coordinator	1	1	1	1
Police Records Supervisor	1	1	1	1
Data Entry Operator	0	0	0	2
Public Safety IT Manager	0	1	0	0
<b>Total Police</b>	<b>125</b>	<b>117</b>	<b>108</b>	<b>100</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>911 Emergency Communications</b>				
Telecommunications Coordinator	1	1	1	1
Telecommunicator II	5	5	5	5
Telecommunicator I (3 Unfunded)	12	12	12	10
Telecommunicator/Receptionist	2	2	2	2
<b>Total 911 Emergency Communications</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>18</b>
<b>Animal Control</b>				
Animal Warden	1	1	1	1
Animal Control Officer	3	3	3	2
<b>Total Animal Control</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>Fire/EMS</b>				
Fire Chief	1	1	0	1
Deputy Chief (Unfunded)	1	0	1	0
Division Chief (1Unfunded)	3	4	3	2
Battalion Chief	3	3	3	3
Captain	14	15	15	15
Sergeant (2 Unfunded)	18	18	18	16
Firefighter (3 Unfunded)	33	33	33	30
Fire Apparatus Mechanic	1	0	0	0
Administrative Assistant II	1	1	1	0
Fire Marshal/Deputy Chief	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Assistant Fire Marshal (Unfunded)	2	1	1	0
Account Clerk II	1	1	1	1
<b>Total Fire/EMS</b>	<b>80</b>	<b>79</b>	<b>78</b>	<b>70</b>
<b>Circuit Court Judges &amp; Administration</b>				
Court Administrator	1	1	1	1
<b>Total Circuit Court Judges &amp; Administration</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>General Services</b>				
Deputy City Manager	0	1	1	1
Director of General Services	1	1	1	1
Assistant Director of Public Works/Engineer	1	1	0	0
Right of Ways Permits Manager	1	1	0	0
Account Clerk II	1	1	0	0
Fleet Specialist	1	1	0	0
CIP Manager	1	1	1	0
Administrative Assistant II	1	2	2	1
Operations Manager	0	1	1	0
Administrative Services Manager	0	1	1	0
Administrative Assistant I	1	0	0	0
<b>Total General Services</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>3</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Facilities Management</b>				
General Manager	1	1	1	1
Assistant General Manager	1	1	1	0
HVAC Technician Supervisor	1	1	1	1
General Supervisor II	1	1	1	1
Administrative Assistant	1	2	2	2
HVAC Mechanic	1	1	1	1
Facility Maintenance Specialist	5	5	6	5
Construction Worker	4	4	4	2
Maintenance Worker I (2 Unfunded)	0	0	0	0
General Supervisor I	1	1	1	1
Custodial Worker	0	0	0	1
<b>Total Facilities Management</b>	<b>22</b>	<b>25</b>	<b>27</b>	<b>15</b>
<b>Grounds</b>				
General Supervisor I	0	0	0	1
Assistant General Manager	0	0	0	1
Crew Supervisor II	0	0	0	1
Crew Leader	0	0	0	3
Motor Equipment Operator II	0	0	0	1
Construction Worker	0	0	0	2
<b>Total Grounds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Stormwater Operations</b>				
Program Manager	1	1	1	1
Engineering Construction Manager	0	0	1	1
Inspector	1	1	2	2
<b>Total Stormwater Operations</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Streets Operations</b>				
General Manager Street Operations	1	1	1	0
Assistant General Manager Street Operations	1	1	1	1
Crew Supervisor	3	3	3	4
Construction Worker	2	2	2	2
General Supervisor	2	2	2	2
Motor Equipment Operator	13	13	13	13
Crew Leader	8	8	9	8
Senior Traffic Signal/Street Light	1	1	1	1
Electronics Technician	1	1	1	1
Administrative Assistant	1	1	1	1
Account Clerk	2	1	2	2
Right of Ways Permit Manager	0	0	1	1
Automotive Services Superintendent	0	0	1	1
<b>Total Street Operations</b>	<b>35</b>	<b>34</b>	<b>38</b>	<b>37</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Utilities (Water/Wastewater)</b>				
Deputy City Manager	0	0	0	1
Director of Utilities & Capital Projects	0	0	0	1
Assistant Director/Engineer	0	0	0	1
General Manager Utilities	1	0	1	0
Assistant General Manager	1	1	1	1
Engineer	0	0	0	1
Operations Manager	0	0	0	1
Office Assistant	1	0	0	0
General Supervisor	5	5	3	3
Chief Meter Reader	1	1	1	1
Pump Station Equipment Mechanic	4	4	4	4
Water Service Technician	4	6	6	6
Crew Supervisor (1 Unfunded)	4	4	4	3
Data Analyst	1	0	0	0
Motor Equipment Operator (1 Unfunded)	12	9	7	7
Safety Locator	3	2	2	2
Administrative Assistant	1	2	4	5
Budget Analyst	1	0	0	0
Water Quality Technician	3	0	0	0
Inventory Clerk	1	1	1	1
CIP Manager	0	0	0	1
CAD/GIS Coordinator	0	1	0	0
<b>Total Utilities</b>	<b>43</b>	<b>36</b>	<b>34</b>	<b>39</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Social Services</b>				
Director	1	1	1	1
Family Services Manager	1	1	1	1
Family Services Supervisor	5	5	5	6
Family Services Spec	25	20	24	25
Office Associate	11	11	6	6
Benefits Program Manager	1	1	1	1
Benefits Program Supervisor	6	6	6	6
Benefit Programs Specialist	33	33	30	36
Human Resources Specialist	0	0	2	1
Administrative Policy Analyst	0	0	1	0
Program Coordinator	1	1	1	0
Human Services Assistant	11	11	12	12
Administrative Service Manager	1	1	1	1
Administrative Program Assistant	1	1	1	1
Information System Support Supervisor	0	0	1	1
Information System Support Specialist	1	1	1	1
Fiscal Manager	1	1	1	1
Fiscal Assistant Supervisor	0	0	1	0
Fiscal Assistant	5	5	5	4
Secretary	1	1	0	0
Fraud Investigator	1	1	1	1
Self-Sufficiency Supervisor	1	1	1	1
Self-Sufficiency Specialist	5	5	5	3
Security Guard/Facility Manager	1	1	1	1
Training Specialist	2	2	2	0
Office Assistant	0	0	0	0
<b>Total Social Services</b>	<b>115</b>	<b>115</b>	<b>111</b>	<b>110</b>
<b>Child Services (CSA)</b>				
Coordinator	1	1	1	1
<b>Total Child Services (CSA)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>VJCCCA Services</b>				
Program Manager, PJCCCP	1	1	1	1
Pre/Post Trial Officer	1	1	1	1
Surveillance Officer	1	1	1	1
<b>Total VJCCCA Services</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Recreation &amp; Community Engagement</b>				
Deputy City Manager	1	1	1	0
Director of Recreation & Community Engagement	1	1	1	1
Executive Assistant	1	1	1	1
Recreation Program Coordinator	2	1	1	1
Secretary II	1	1	1	1
<b>Total Recreation &amp; Community Engagement</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>4</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Library</b>				
Director	1	1	1	1
Librarian	3	2	2	2
Library Assistant	5	5	5	5
Administrative Assistant	1	1	1	1
<b>Total Library</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Workforce Development</b>				
Executive Director	0	0	0	1
<b>Total Workforce Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Planning</b>				
Director	1	1	1	1
Assistant Director (Unfunded)	1	0	0	0
Zoning Administrator	1	1	1	1
Planning/Zoning Technician	1	1	1	1
Preservation Planner	1	1	1	1
<b>Total Planning</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Economic Development</b>				
Economic Development Director	1	0	1	1
Economic Development Manager (Unfunded)	1	1	1	0
Economic Development Program Coordinator	0	1	1	1
Assistant to City Manager/Development	0	0	1	1
<b>Total Economic Development</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>3</b>
<b>Neighborhood Services</b>				
Director of Neighborhood Services	0	0	0	1
Administrative Services Manager	0	1	0	0
Building & Property Maintenance Official	1	1	1	1
CDBG Administrator	0	0	0	1
Neighborhood Services Coordinator (3 Unfunded)	0	0	0	1
Property Maintenance Official	1	1	1	1
Rental Housing Inspector	1	1	1	1
Building Maintenance Inspector (1 Unfunded)	3	3	3	2
Building Inspector	1	1	1	1
Permit Technician	1	1	1	1
Plans Reviewer	1	1	1	1
Account Clerk II	1	1	1	2
Plumbing Mechanical Inspector (Unfunded)	1	1	1	0
Electrical Mechanical Inspector	0	0	0	1
<b>Total Neighborhood Services</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>14</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Freedom Support Center</b>				
Executive Director	1	1	1	1
<b>Total Freedom Support Center</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Victim Witness</b>				
Director	1	1	1	1
Assistant Director	1	1	1	1
Program Assistant	1	1	1	1
Advocate	1	1	1	1
<b>Total Victim Witness</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Community Corrections</b>				
Director	1	1	1	1
Senior Probation Officer	0	0	0	0
Local Probation Officer/Pretrial	3	4	5	5
Investigator	1	1	0	0
<b>Total Community Corrections</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Dogwood Trace Golf Course</b>				
General Manager	1	1	1	1
Assistant Golf Pro	1	1	2	2
Superintendent	0	0	1	1
Assistant Superintendent	0	0	1	1
Golf Shop Attendant	2	2	0	0
Construction Worker	1	1	1	1
Restaurant Manager	0	0	1	1
Executive Chef	0	0	1	1
Facility Maintenance Specialist	1	1	0	0
<b>Total Dogwood Trace Golf Course</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>8</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Mass Transit Operations</b>				
Transit Director	1	1	1	1
Deputy Director	0	1	1	1
Operations Manager	1	1	1	1
Administrative Services Manager	1	1	1	1
Facility Manager	1	1	1	1
Administrative Assistant	1	1	0	0
Transit Operator	19	17	18	19
Transit Supervisor	2	2	2	2
Para-Transit Operator	2	2	0	2
Para-Transit Supervisor	1	1	2	1
Para-Transit Assistant	0	0	1	0
Para-Transit Operator/Customer Service	0	0	0	1
Dispatch	0	0	0	1
New Freedom Operator	1	1	2	2
Diesel Mechanic	4	4	4	5
Grant Specialist	1	1	1	1
Accounts Specialist	1	1	1	1
Safety Coordinator	1	1	1	1
Payroll & Revenue Specialist	1	1	1	1
Maintenance/Fleet Manager	1	1	1	1
Custodial Worker	2	2	2	2
Customer Service Representative	2	2	3	3
Cook	1	0	0	0
<b>Total Mass Transit Operations</b>	<b>43</b>	<b>42</b>	<b>44</b>	<b>48</b>
<b>Total Full-Time Positions (21 Unfunded)</b>	<b>644</b>	<b>631</b>	<b>632</b>	<b>619</b>

## PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>City Council</b>				
Mayor	1	1	1	1
Vice-Mayor	1	1	1	1
Council Members	5	5	5	5
<b>Total City Council</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Human Resources</b>				
High School Intern (P/T)	0	20	0	0
<b>Total Human Resources</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>
<b>Assessor</b>				
Assessor (P/T)	1	0	0	0
Appraiser II (P/T)	2	0	0	0
<b>Total Assessor</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance</b>				
<b>Total Finance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Billing &amp; Collections</b>				
Customer Service Representative (P/T)	2	6	1	1
<b>Total Billing &amp; Collections</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>1</b>
<b>Budget &amp; Procurement</b>				
Store Room/Print Shop Clerk	0	1	1	1
<b>Total Budget &amp; Procurement</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Clerk of Circuit Court</b>				
Network Support Specialist (P/T)	1	1	1	1
<b>Total Clerk of Circuit Court</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Commonwealth Attorney</b>				
Investigator (P/T)	1	1	1	1
Office Assistant (P/T)	1	1	2	2
<b>Total Commonwealth Attorney</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Sheriff's Office</b>				
Deputy Sheriff (P/T)	1	1	1	1
Courthouse Camera Monitor (P/T)	1	1	1	1
<b>Total Sheriff's Office</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Police</b>				
Parking Enforcement Specialist (P/T)	0	0	0	1
Records Clerk (P/T)	3	3	3	3
Crossing Guard (P/T)	6	6	6	6
<b>Total Police</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>
<b>911 Emergency Communications</b>				
Telecommunicator	0	0	2	3
<b>Total 911 Emergency Communications</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>
<b>Animal Control</b>				
Animal Control Assistant (P/T)	2	2	2	3
<b>Total Animal Control</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Fire/EMS</b>				
Medic (P/T)	15	0	0	0
<b>Total Fire/EMS</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Circuit Court Judges &amp; Administration</b>				
Legal Administrative Assistant (P/T)	1	1	1	1
<b>Total Circuit Court Judges &amp; Administration</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Facilities Management</b>				
Custodial Worker (P/T)	9	9	8	7
Maintenance Worker I (P/T)	2	2	2	0
<b>Total Facilities Management</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>7</b>
<b>Grounds</b>				
Maintenance Worker (P/T) (1 Unfunded)	0	0	0	1
<b>Total Grounds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Social Services</b>				
Benefits Program Specialist	0	0	0	2
Custodial Worker (P/T)	3	3	3	0
<b>Total Social Services</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
<b>Child Services (CSA)</b>				
Office Assistant (P/T)	1	1	1	1
<b>Total Child Services (CSA)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>VJCCCA Services</b>				
Surveillance Officer (P/T)	1	1	1	1
<b>Total VJCCCA Services</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Library</b>				
Library Assistant (P/T)	4	5	5	4
Custodial Worker (P/T)	2	2	2	2
Marketing Specialist (P/T)	0	1	1	1
Office Assistant	0	0	0	1
<b>Total Library</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Cemeteries Administration</b>				
Office Assistant (P/T)	2	2	2	2
<b>Total Cemeteries Administration</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2017-2018 AMENDMENT	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Economic Development</b>				
Total Economic Development	0	0	0	0
<b>Permits &amp; Inspections</b>				
Total Permits & Inspections	0	0	0	0
<b>Museums</b>				
Program Coordinator	0	0	1	1
Museum Interpreter	2	2	2	2
	2	2	3	3
<b>Freedom Support Center</b>				
Office Assistant (P/T)	2	2	2	1
Total Freedom Support Center	2	2	2	1
<b>Street Operations</b>				
Motor Equipment Operator (P/T)	1	1	1	1
Office Assistant	1	0	0	0
Maintenance Worker (P/T)	2	2	1	1
Total Street Operations	4	3	2	2
<b>Mass Transit Operations</b>				
Transit Operator (P/T)	5	4	5	4
Para-Transit Operator (P/T)	6	6	6	2
Security Officer (P/T)	1	1	1	1
Lead Custodial Worker (P/T)	1	1	0	0
Custodial Worker (P/T)	3	3	5	6
New Freedom Operator (P/T)	1	0	1	0
Customer Service Representative (P/T)	1	1	1	1
Transit Worker (P/T)	1	1	1	1
Total Mass Transit Operations	19	17	20	15
<b>Wastewater Operations</b>				
Total Wastewater Operations	0	0	0	0
<b>Water Operations</b>				
Total Water Operations	0	0	0	0
<b>Total Part-Time Positions</b>	<b>93</b>	<b>99</b>	<b>79</b>	<b>75</b>



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## ALL FUNDS BUDGET SUMMARY

The following section details revenue and expenditures (for the General Fund, Special Revenue Funds, and Enterprise Funds).

**Total Revenues and Expenditures by Fund:**

REVENUES					
FUND	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
General Fund	73,069,844	74,271,696	75,423,193	76,120,754	73,338,140
Grants Fund	746,749	1,417,349	1,082,409	753,563	785,302
Streets Fund	2,559,923	1,487,732	960,680	5,981,699	5,981,699
CDBG Fund	852,535	446,356	615,138	805,000	1,592,032
Utilities Fund	9,623,526	12,969,976	16,645,087	14,722,754	15,119,619
Stormwater Fund	1,336,973	3,813,497	1,515,834	1,960,249	1,460,249
Golf Fund	703,735	1,088,270	949,945	1,278,315	1,204,850
Transit Fund	2,598,980	3,216,090	3,268,105	4,972,845	4,843,163
<b>TOTAL</b>	<b>91,492,264</b>	<b>98,710,966</b>	<b>100,460,392</b>	<b>106,595,179</b>	<b>104,325,053</b>
EXPENDITURES					
FUND	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
General Fund	65,861,110	69,788,800	73,206,195	76,120,754	73,338,140
Grants Fund	812,522	1,341,423	1,044,137	753,563	785,302
Streets Fund	1,681,091	2,523,834	2,801,381	5,981,699	5,981,699
CDBG Fund	830,261	599,465	480,779	805,000	1,592,032
Utilities Fund	8,597,372	12,601,140	11,341,087	14,722,754	15,119,619
Stormwater Fund	886,834	2,796,688	456,373	1,960,249	1,460,249
Golf Fund	771,228	1,015,809	1,010,706	1,278,315	1,204,850
Transit Fund	4,359,362	4,680,265	4,189,816	4,972,845	4,843,163
<b>TOTAL</b>	<b>83,799,781</b>	<b>95,347,424</b>	<b>94,530,476</b>	<b>106,595,179</b>	<b>104,325,053</b>

## GENERAL FUND



The General Fund supports functions and activities that are traditionally provided by local government. Included are general administration, community services, public safety and social services. Revenue to finance these programs are derived principally from real estate and property taxes, local sales taxes and revenue for charges for services. Other sources of revenue include building permit fees and municipal court fines.

## GENERAL FUND REVENUE SUMMARY

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
General Property Taxes	33,735,254	33,025,417	34,285,112	33,111,379	32,697,309
Other Local Taxes	13,486,416	14,573,067	14,776,311	14,769,180	13,496,877
Permits, Fees & Licenses	514,189	272,177	364,217	313,750	363,600
Fines & Forfeitures	765,982	931,690	286,168	952,493	858,643
Revenue From Use of Money/ Property	133,102	125,481	102,834	127,481	122,000
Charges For Services	3,610,716	3,294,611	3,661,063	3,397,977	3,016,083
Miscellaneous Revenue	321,341	1,604,070	737,423	987,240	1,109,737
Recovered Costs	866,150	97,042	170,495	-	80,500
Revenue From the Commonwealth	15,222,229	14,933,725	16,011,618	16,829,996	16,428,528
Revenue From the Federal Government	4,414,465	4,552,865	5,008,901	4,981,258	4,931,163
Non-Revenue Receipts	-	861,551	19,050	650,000	233,700
	<b>73,069,844</b>	<b>74,271,696</b>	<b>75,423,193</b>	<b>76,120,754</b>	<b>73,338,140</b>

## GENERAL FUND EXPENDITURE SUMMARY

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
General Government	6,715,308	7,537,441	6,632,672	6,271,289	6,146,167
Constitutional Offices	4,375,008	4,330,681	4,240,383	4,573,115	4,574,487
Public Safety	15,364,821	18,458,003	16,467,864	18,343,990	17,302,539
Courts & Other Public Safety	258,490	246,658	286,346	282,775	283,275
General Services	3,699,178	4,385,142	4,677,377	4,562,466	4,498,541
Social Services	11,757,522	12,651,715	13,095,477	15,049,539	14,905,559
Leisure & Cultural Affairs	1,633,556	1,893,593	1,819,521	2,010,603	1,626,268
Development Services	874,232	1,221,170	1,360,917	1,863,715	1,683,001
Debt Service	6,721,585	3,094,502	6,464,780	3,854,208	3,531,889
Schools	8,254,730	8,650,998	9,345,976	10,000,000	10,000,000
Transfers	88,350	1,469,715	1,321,738	1,366,594	1,227,805
Non-Departmental	6,118,330	5,849,182	7,493,144	7,942,460	7,558,609
	<b>65,861,110</b>	<b>69,788,800</b>	<b>73,206,195</b>	<b>76,120,754</b>	<b>73,338,140</b>

## TAX SUMMARY

The General Fund is comprised of tax revenue and other sources, as illustrated in the table above. The FY 2020-21 Operating Budget maintains all General Fund tax rates at the current rates. A description of the various taxes, the current and adopted tax rates, and comparison to neighboring jurisdictions is provided in the table below.

### Current and Adopted Tax Rates and Regional Tax Rate Comparison

	Hopewell	Colonial Heights	Petersburg Current	Cap per State Code
<b>REAL ESTATE RATES PER \$100 of ASSESSED VALUE:</b>				
Current Real Estate Tax is estimated to generate \$24.3M after adjustment for the delinquent collection rate of 8% with an equivalent of \$156,000 per penny of the tax rate. (58.1-3200)				
	\$1.13	\$1.20	\$1.35	N/A
<b>PERSONAL PROPERTY-VEHICLES/EQUIPMENT PER \$100 of ASSESSED VALUE:</b>				
Current Vehicle and Business Equipment Personal Property is estimated to generate \$5.5M with an equivalent of \$12,400 per penny of tax rate. This category includes Business Personal Property, Vehicles, and Mobile Homes. (58.1-3507)				
	\$3.50	\$3.50	\$4.90	N/A
<b>PERSONAL PROPERTY - MACHINERY &amp; TOOLS PER \$100 of ASSESSED VALUE:</b>				
Current Machinery & Tools Tax is estimated to generate \$2.1M (58.1-3507)				
	\$3.05	\$2.00	\$3.80	N/A
<b>BUSINESS LICENSE:</b>				
Current Business License Tax is levied upon those doing business in the City. The rates vary by the amount of gross receipts and the type of business. Current year tax is estimated at \$3M from 1,925 businesses registered in the City. (58.1-3700)				
For gross receipts less than:	\$20,000	\$20,000	\$50,000	\$50,000
Flat rate of:	\$30.00	\$30.00	\$50.00	\$50.00
For gross receipts p/\$100 over the above threshold:				
Professional	\$0.58	\$0.57	\$0.58	\$0.58
Financial Services	\$0.58	\$0.57	\$0.32	\$0.58
Personal, Business, & Repair Services	\$0.36	\$0.35	\$0.32	\$0.36
Retail Merchants	\$0.20	\$0.20	\$0.20	\$0.20
Contractors	\$0.16	\$0.15	\$0.16	\$0.16
Wholesale Merchants	\$.25 Gross Receipts	\$.05 Purchase	\$250 flat	\$0.05

# TAX SUMMARY

## Current and Adopted Tax Rates and Regional Tax Rate Comparison (cont.)

	Hopewell	Colonial Heights	Petersburg	Cap per State Code
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### MOTOR VEHICLE LICENSE:

A Motor Vehicle License is required for vehicles registered with DMV in the City. The rates vary by the weight and type of vehicle and are due annually. The current year estimated tax to be collected is \$422,000 after adjustment by the 27% non-collection rate based on historic experience.

Motorcycles	\$7.50	\$18.00	\$6.50	
Less than 4,000 pounds	\$20.00	\$33.00	\$23.00	
4,000 - 6,000 pounds	\$20.00	\$38.00	\$28.00	
Tiers beyond 6,000 pounds	various	various	various	

### CIGARETTE:

The Cigarette Tax is assessed on each pack of cigarettes sold in the City. Current taxes are expected to generate \$700,000 based upon the revised rate established in September 2016. (58.1-3830, 58.1-3840)

Fee per pack	N/A	N/A	\$0.90	N/A
	N/A	N/A	5%	N/A

### LODGING:

The Lodging Tax is a percent on the room charge. The current tax estimate is \$500,000 from the 20 registered lodging facilities located in the City and the adjusted tax rate ADOPTED in September 2016. (58.1-3840)

	8%	8%	10%	N/A
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### MEALS:

The Meals Tax is levied on all prepared food and beverages sold by business' in the City. The current tax estimate is \$3.5M to be generated by the 100+registered vendors in the City and new tax rate ADOPTED in September, 2016. (58.1-3840)

	6%	6%	7%	N/A
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## GENERAL FUND REVENUE

GENERAL PROPERTY TAXES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Real Property Taxes</b>					
Real Estate Taxes - Current	22,274,117	20,930,509	23,089,779	21,638,872	22,499,632
Real Property - Lockbox	-	-	74,835	-	-
Real Estate Taxes Prior Year	1,568,007	2,672,229	442,292	1,800,000	1,800,000
<b>Total Real Property Taxes</b>	<b>23,842,124</b>	<b>23,602,738</b>	<b>23,606,906</b>	<b>23,438,872</b>	<b>24,299,632</b>
<b>Public Service Corporation Taxes</b>					
PSC RE Current	1,706,074	2,088,727	1,886,602	2,080,000	1,000,000
<b>Total Public Service Corporation Taxes</b>	<b>1,706,074</b>	<b>2,088,727</b>	<b>1,866,602</b>	<b>2,080,000</b>	<b>1,000,000</b>
<b>Personal Property Taxes - Vehicles</b>					
Personal Property Taxes - Current	4,303,748	3,634,576	5,329,677	4,100,000	4,100,000
Personal Property - Lockbox	-	-	28,319	-	-
Personal Property Taxes Prior Year	1,307,651	795,109	483,093	750,000	525,587
<b>Total Personal Property Taxes - Vehicles</b>	<b>5,611,399</b>	<b>4,429,685</b>	<b>5,841,090</b>	<b>4,850,000</b>	<b>4,625,587</b>
<b>Mobile Home Taxes</b>					
Mobile Home Taxes - Current	14,492	14,123	16,829	15,000	16,000
Mobile Home Taxes Prior Year	2,609	2,009	387	-	-
<b>Total Mobile Home Taxes</b>	<b>17,101</b>	<b>16,131</b>	<b>17,216</b>	<b>15,000</b>	<b>16,000</b>
<b>Farm Machinery &amp; Livestock</b>					
Farm Machinery & Livestock - Current	-	-	-	-	-
Farm Machinery & Livestock Prior Year	-	-	-	-	-
<b>Total Farm Machinery &amp; Livestock</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Machinery &amp; Tools Taxes</b>					
Machinery & Tools Taxes - Current	1,289,820	1,574,183	1,598,591	1,575,000	1,598,590
Machinery & Tools Taxes Prior Year	8,514	8,148	7,623	2,507	7,500
<b>Total Machinery &amp; Tools Taxes</b>	<b>1,298,334</b>	<b>1,582,331</b>	<b>1,606,214</b>	<b>1,577,507</b>	<b>1,606,090</b>
<b>Merchant's Capital Taxes</b>					
Merchants' Capital Taxes - Current	-	-	-	-	-
Merchants' Capital Taxes Prior Year	-	-	-	-	-
<b>Total Merchant's Capital Taxes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Penalties &amp; Interest</b>					
Penalties All Property Taxes	551,631	748,715	699,402	600,000	600,000
Interest All Property Taxes	708,591	557,090	627,683	550,000	550,000
<b>Total Penalties &amp; Interest</b>	<b>1,260,222</b>	<b>1,305,805</b>	<b>1,327,085</b>	<b>1,150,000</b>	<b>1,150,000</b>
<b>Total General Property Taxes</b>	<b>33,735,254</b>	<b>33,025,417</b>	<b>34,285,112</b>	<b>33,111,379</b>	<b>32,697,309</b>

## GENERAL FUND REVENUE

OTHER LOCAL TAXES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Local Sales &amp; Use Taxes</b>					
Local Sales & Use Taxes	3,663,381	3,870,538	4,068,757	3,850,000	3,555,000
<b>Total Local Sales &amp; Use Taxes</b>	<b>3,663,381</b>	<b>3,870,538</b>	<b>4,068,757</b>	<b>3,850,000</b>	<b>3,555,000</b>
<b>Consumer Utility Taxes</b>					
Consumer Utility Taxes	1,734,839	1,623,801	1,872,995	1,800,000	1,800,000
PEG Fee	23,799	11,248	5,532	10,200	10,200
<b>Total Consumer Utility Taxes</b>	<b>1,758,638</b>	<b>1,635,049</b>	<b>1,878,527</b>	<b>1,810,200</b>	<b>1,810,200</b>
<b>Business License Taxes</b>					
Business License - Current	2,399,428	2,901,955	2,831,900	2,900,000	2,730,000
Business License - Prior Year	513,212	124,569	85,686	150,000	85,000
<b>Total Business License Taxes</b>	<b>2,912,640</b>	<b>3,026,524</b>	<b>2,917,586</b>	<b>3,050,000</b>	<b>2,815,000</b>
<b>Motor Vehicle Licenses</b>					
Motor Vehicle Licenses - Current	323,139	508,914	307,964	450,000	400,000
Motor Vehicle Licenses - Prior Year	48,986	25,458	22,944	42,000	20,000
<b>Total Motor Vehicle Licenses</b>	<b>372,125</b>	<b>534,372</b>	<b>330,908</b>	<b>492,000</b>	<b>420,000</b>
<b>Bank Stock Taxes</b>					
Bank Stock Taxes	185,959	225,169	241,921	200,000	225,000
<b>Total Bank Stock Taxes</b>	<b>185,959</b>	<b>225,169</b>	<b>241,921</b>	<b>200,000</b>	<b>225,000</b>
<b>Taxes on Recordation &amp; Wills</b>					
Recordation Taxes Tax On Deeds	245,788	254,351	282,194	200,000	260,000
Tax on Wills	4,827	4,471	3,852	4,980	4,980
<b>Total Taxes on Recordation &amp; Wills</b>	<b>250,615</b>	<b>258,822</b>	<b>286,045</b>	<b>204,980</b>	<b>264,980</b>
<b>Cigarette Taxes</b>					
Cigarette Taxes - Current	628,805	1,036,633	851,851	1,100,000	850,000
Cigarette Taxes - Prior Year	427,224	15,559	107,019	-	50,000
<b>Total Cigarette Taxes</b>	<b>1,056,029</b>	<b>1,052,192</b>	<b>958,869</b>	<b>1,100,000</b>	<b>900,000</b>
<b>Admissions &amp; Amusement Taxes</b>					
Admission & Amusement Taxes	7,189	7,490	17,339	12,000	7,000
<b>Total Admissions &amp; Amusement Taxes</b>	<b>7,189</b>	<b>7,490</b>	<b>17,339</b>	<b>12,000</b>	<b>7,000</b>
<b>Lodging Taxes</b>					
Lodging Taxes	436,032	541,498	578,420	550,000	500,000
<b>Total Lodging Taxes</b>	<b>436,032</b>	<b>541,498</b>	<b>578,420</b>	<b>550,000</b>	<b>500,000</b>
<b>Meals Taxes</b>					
Meals Taxes	2,843,808	3,421,414	3,494,500	3,500,000	2,999,697
Rebates and Refunds	-	-	3,436	-	-
<b>Total Meals Taxes</b>	<b>2,843,808</b>	<b>3,421,414</b>	<b>3,497,937</b>	<b>3,500,000</b>	<b>2,999,967</b>
<b>Total Other Local Taxes</b>	<b>13,486,416</b>	<b>14,573,067</b>	<b>14,776,311</b>	<b>14,769,180</b>	<b>13,496,877</b>

## GENERAL FUND REVENUE

PERMITS, FEES & LICENSES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Animal Licenses</b>					
Animal Licenses	2,656	2,415	1,499	2,700	1,400
<b>Total Animal Licenses</b>	<b>2,656</b>	<b>2,415</b>	<b>1,499</b>	<b>2,700</b>	<b>1,400</b>
<b>Permits &amp; Other Licenses</b>					
False Alarm Fees					
Land Use Application Fees	-	7,450	11,030	-	11,000
Transfer Fees	-	800	100	-	50
Zoning and Subdivision Permits	-	25	-	-	-
Building Permits	139,846	78,142	94,418	70,000	90,000
Electrical Permits	24,973	22,700	35,327	25,000	35,000
Electrical Re-Inspection Fee	100	-	-	50	50
Plumbing Permits	15,976	8,609	12,922	12,000	12,000
Mechanical Permits	32,780	15,703	26,097	22,000	25,000
Reinspection Fees	50	-	50	-	-
Fire Permits	2,305	1,755	2,483	2,000	2,300
Special Use Permits	4,650	1,500	4,500	4,000	4,000
Sign Permits and Inspection Fees	-	6,725	7,150	4,000	5,000
Pub Veh Oper Lic Fees	650	459	583	1,000	200
Erosion and Sediment Control Permit	-	1,200	2,250	800	-
Burial Permits	16,050	3,800	--	-	-
Solicitor Permits	1,345	1,619	3,308	1,500	1,500
Demolition Fees	3,924	-	-	-	-
Occupancy Permits	-	-	2,470	-	2,400
Grass Cutting Fees	45,010	-	-	-	-
Parking Lot Rental	23,020	-	-	-	-
Fuel	46,012	-	-	-	-
Right of Way Permits	110,910	74,005	106,525	110,000	110,000
Home Occupation Fees	3,800	3,050	3,600	4,000	3,000
Business License Zoning Fees	9,750	10,000	12,100	10,000	11,000
Rezoning Fees	3,000	-	-	1,500	1,500
Site Plan Fees	-	1,727	-	3,200	3,200
Special Uses Exceptions	500	-	-	-	-
Sign Permits	7,950	-	-	7,500	7,500
Approved Plan Admendment Fee	-	1,050	-	-	-
3rd Submittal Review Fees	4,877	-	-	-	-
Zoning Confirmation Fee	3,100	-	-	-	-
Boundary Line Adjustment Fee	50	-	-	-	-
Subdivision Preliminary	106	-	-	-	-
Vacant Property Registration Fee	9,900	7,800	10,500	12,000	12,000
Property Easement Fees	-	100	-	-	-
Historic Guidelines Fees	75	50	25	-	-
Rental Housing Inspection Fees	160	-	-	500	500
Grass/Vegetation NOVS Public Works	-	21,493	27,156	20,000	25,000
Amusement Device Permit Fees	664	-	-	-	-
<b>Total Permits &amp; Other Licenses</b>	<b>511,533</b>	<b>346,758</b>	<b>269,762</b>	<b>339,211</b>	<b>362,200</b>
<b>Total Permits, Fees &amp; Licenses</b>	<b>514,189</b>	<b>349,518</b>	<b>272,177</b>	<b>341,911</b>	<b>363,600</b>

## GENERAL FUND REVENUE

FINES & FORFEITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Fines &amp; Forfeitures</b>					
Court Fines and Forfeitures	458,091	537,609	447,140	577,381	474,143
Parking Fines	11,191	10,325	10,781	9,500	9,500
Interest on Fines and Forfeitures	17,769	23,694	23,770	18,000	20,000
Decal Violation Fines	56,650	41,321	16,662	25,000	15,000
Seatbelt Penalty Local Costs	-	2,394	-	2,500	-
Administrative Fees Treasurer Off	-	150,476	(546,027)	15,000	15,000
DMV Stop Fee (fine related)	17,964	6,574	5,333	5,112	5,000
Red Light Fines Police	204,317	159,297	328,508	300,000	320,000
<b>Total Fines &amp; Forfeitures</b>	<b>765,982</b>	<b>931,690</b>	<b>286,168</b>	<b>952,493</b>	<b>858,643</b>
<b>Total Fines &amp; Forfeitures</b>	<b>765,982</b>	<b>931,690</b>	<b>286,168</b>	<b>952,493</b>	<b>858,643</b>
REVENUE FROM USE OF MONEY/PROPERTY	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Revenue From Use of Money</b>					
Interest Earned	250	651	-	-	-
<b>Total Revenue From Use of Money</b>	<b>250</b>	<b>651</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenue From Use of Property</b>					
Rental of General Property	132,852	120,421	97,747	120,000	120,000
Rental of Recreational Property	-	1,595	1,568	1,595	1,500
Concession Rentals and Commissions	-	664	2,570	1,200	500
Public Works Special Event Fee	-	-	(50)	2,400	-
Library Café Rent	-	2,150	1,000	2,286	-
<b>Total Revenue From Use of Property</b>	<b>132,852</b>	<b>124,830</b>	<b>102,834</b>	<b>127,481</b>	<b>122,000</b>
<b>Total Revenue From Use of Money/Property</b>	<b>133,102</b>	<b>125,481</b>	<b>102,834</b>	<b>127,481</b>	<b>122,000</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Charges for Court Costs</b>					
Fees of Clerk of Circuit Court	7,274	2,585	1,582	7,000	7,000
Sheriff's Fees	8,993	4,473	-	4,500	4,500
Law Library Fees	35,803	1,541	20,113	1,500	1,500
Court Appointed Attorney	2,999	11,948	12,680	8,500	8,500
Courthouse Maintenance Fees	-	123,916	91,550	100,000	100,000
Courthouse Security Fees	95,198	141,257	100,328	125,000	125,000
Real Estate Transfer Fees	-	1,168	731	800	800
Misc. Local Court Cost (All Courts)	8,448	3,541	39,353	6,630	6,630
<b>Total Charges for Court Costs</b>	<b>158,715</b>	<b>290,429</b>	<b>266,338</b>	<b>253,930</b>	<b>253,930</b>
<b>Charges for Commonwealth Attorney</b>					
Commonwealth Atty Service Fees	5,118	6,621	5,944	5,600	5,600
<b>Total Charges for Commonwealth Attorney</b>	<b>5,118</b>	<b>6,621</b>	<b>5,944</b>	<b>5,600</b>	<b>5,600</b>
<b>Charges for Law Enforcement/Traffic Control</b>					
Accident Report Fees	6,266	7,531	9,433	7,000	9,000
City Sheriff Fees	-	-	-	2,500	-
Fingerprint Fees	610	5,510	5,274	3,500	5,000
Weapon Permits	698	-	-	700	-
Recovery of DNA Sample Cost	-	841	898	450	450
Security Services	-	86,507	72,413	48,000	70,000
<b>Total Charges for Law Enforce./ Traffic Control</b>	<b>7,575</b>	<b>100,389</b>	<b>88,018</b>	<b>62,150</b>	<b>84,450</b>
<b>Charges for Fire/Rescue</b>					
Fire Protection Services	-	-	-	500	-
EMS Transportation Fees	165,278	220,578	150,192	200,000	120,000
<b>Total Charges for Fire/Rescue</b>	<b>165,278</b>	<b>220,578</b>	<b>150,192</b>	<b>200,500</b>	<b>120,000</b>
<b>Charges for Correction &amp; Detention</b>					
Home Incarceration Program	-	6,594	5,497	4,000	4,000
<b>Total Charges for Correction &amp; Detention</b>	<b>-</b>	<b>6,594</b>	<b>5,497</b>	<b>4,000</b>	<b>4,000</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Charges for Other Protections</b>					
Animal Protection	2,709	3,210	5,040	3,000	3,000
<b>Total Charges for Other Protections</b>	<b>2,709</b>	<b>3,210</b>	<b>5,040</b>	<b>3,000</b>	<b>3,000</b>
<b>Charges for Sanitation &amp; Waste Removal</b>					
Waste Disposal Charges	2,497,201	2,348,999	2,218,273	2,400,000	2,300,000
Bulk Waste Payment	-	3,365	9,417	5,000	5,000
Landfill Host Fees	238,008	-	657,154	180,000	-
Landfill Liaison Reimbursement	41,251	-	-	50,000	-
<b>Total Charges for Sanitation &amp; Waste Removal</b>	<b>2,776,460</b>	<b>2,352,365</b>	<b>2,884,844</b>	<b>2,635,000</b>	<b>2,305,000</b>
<b>Charges for Parks &amp; Recreations</b>					
Recreation Fees	11,342	10,937	35,257	11,000	35,000
Cemetery Admin. Fees	7,550	23,606	15,307	9,774	15,000
<b>Total Charges for Parks &amp; Recreations</b>	<b>18,892</b>	<b>34,543</b>	<b>50,564</b>	<b>20,774</b>	<b>50,000</b>
<b>Charges for Cultural Enrichment</b>					
**CHARGES FOR CULTURAL ENRICHMENT**	-	-	86	-	-
Admission Charges	12,123	-	-	14,000	-
Sales Gift Shop	7,764	86	(86)	-	-
Sales-Central Store Room	67,082	59,671	48,723	46,361	45,000
Special Events Charges	-	16,595	6,005	30,000	30,000
<b>Total Charges for Cultural Enrichment</b>	<b>86,969</b>	<b>76,352</b>	<b>54,728</b>	<b>90,361</b>	<b>75,000</b>
<b>Charges for Library</b>					
Library Fees and Fines	39,881	34,750	27,646	35,000	25,000
Gift Shop Receipts Library	-	695	341	1,000	-
E-Rate Reimbursement (Library)	-	3,314	3,669	3,000	3,668
<b>Total Charges for Library</b>	<b>39,881</b>	<b>38,759</b>	<b>31,656</b>	<b>39,000</b>	<b>28,668</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Charges for Planning &amp; Development</b>					
Demolition Fees	3,924	10,391	49,271	3,000	40,000
Sales of Publication	-	(6)	-	-	-
Grass Cutting Fees	45,010	72,514	-	20,000	-
3rd Submittal Review Fees	4,877	800	-	500	-
Subdivision Preliminary	-	2,037	-	2,037	-
Subdivision Final	-	-	250	-	-
Zoning Confirmation Letter Fee	3,100	-	-	-	-
Boundary Line Adjustment Fee	-	100	-	25	75
Street Name Change Fee	-	500	-	-	-
Zoning Confirmation Fee	-	3,500	1,900	3,000	3,000
<b>Total Charges for Planning &amp; Development</b>	<b>56,911</b>	<b>97,956</b>	<b>89,836</b>	<b>105,525</b>	<b>43,075</b>
<b>Charges for Misc. Other Services</b>					
Credit Card Processing Fee	-	52,041	42,109	50,000	40,000
Copying Fee	-	12,782	19,298	-	10
Vending Machine Commission	-	69	1,000	100	50
Treasurer Collection Fees	292,208	9,745	4,173	5,000	3,000
Freedom of Info Act	-	299	240	-	300
<b>Total Charges for Misc. Other Services</b>	<b>292,208</b>	<b>74,937</b>	<b>66,820</b>	<b>55,100</b>	<b>43,360</b>
<b>Total Charges For Services</b>	<b>3,610,716</b>	<b>3,294,611</b>	<b>3,661,063</b>	<b>3,397,977</b>	<b>3,016,083</b>

## GENERAL FUND REVENUE

MISCELLANEOUS REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Expenditure Refunds</b>					
Rebates and Refunds	25,156	165,687	50,670	33,000	45,000
QSCB Interest Subsidy	-	-	30,497	-	-
Local CSA/VPA Refunds	-	60,733	-	-	-
<b>Total Expenditure Refunds</b>	<b>25,156</b>	<b>226,420</b>	<b>81,167</b>	<b>33,000</b>	<b>45,000</b>
<b>Miscellaneous</b>					
Primary Fees	16,952	-	713	-	-
PILOT	35,498	735,030	498,344	850,000	845,098
Gifts and Donations	3,369	6,586	5,845	6,540	6,540
Sale of Salvage/Surplus	86,708	24,133	100,136	50,000	75,000
Sale of Real Estate	140,281	-	500	-	-
Sale of Cemetery Lots	11,900	10,800	800	5,000	-
Sale of Fuel	-	41,714	35,706	34,000	28,875
Treasurer Revenue Holding Acct	-	38,345	-	-	-
Cash Over & Short	(463)	(173)	168	-	-
Bad Check Fee Charges	1,315	95	1,522	1,200	400
Miscellaneous Other	624	521,120	12,521	7,500	6,000
WorForce Development Reimbursement	-	-	-	-	102,825
<b>Total Miscellaneous</b>	<b>296,185</b>	<b>1,377,650</b>	<b>656,256</b>	<b>954,240</b>	<b>1,064,737</b>
<b>Total Miscellaneous Revenue</b>	<b>321,341</b>	<b>1,604,070</b>	<b>737,423</b>	<b>987,240</b>	<b>1,109,737</b>
RECOVERED COSTS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Recovered Costs</b>					
Restitution Recoveries	-	-	12,231	-	-
Staples/BOA Rebates	17,173	876	1,090	-	-
Insurance Recoveries	-	-	136,180	-	50,000
<b>Total Recovered Costs</b>	<b>17,173</b>	<b>876</b>	<b>149,502</b>	<b>-</b>	<b>50,000</b>
<b>Other Payments From Another Co/City</b>					
Other Pymts From Another Co/City	139,071	22,750	20,993	-	30,500
<b>Total Other Payments From Another Co/City</b>	<b>139,071</b>	<b>22,750</b>	<b>20,993</b>	<b>-</b>	<b>30,500</b>
<b>Recovered Costs from Other Localities</b>					
Recoveries of Jail Costs	-	73,417	-	-	-
Home Incarceration Program	4,825	-	-	-	-
Recovery of DNA Sample Cost	730	-	-	-	-
E-Rate Reimbursement (Library)	4,729	-	-	-	-
Professional Services	49,750	-	-	-	-
Insurance Recoveries	649,872	-	-	-	-
<b>Total Recovered Costs from Other Localities</b>	<b>709,906</b>	<b>73,417</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Recovered Costs</b>	<b>866,150</b>	<b>97,042</b>	<b>170,495</b>	<b>-</b>	<b>80,500</b>

## GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>NonCategorical Aid</b>					
ABC Profits	-	139	-	705	-
Wine Taxes	-	32	-	-	-
Mobile Home Titling Taxes	750	240	10,347	-	3,000
Grantors Tax/Tax on Deeds	52,748	67,134	58,648	65,000	50,000
Railroad Rolling Stock Taxes	76,382	-	142,569	75,000	75,000
Auto Rental Tax	117,806	104,539	115,663	100,000	100,000
Communications Sales & Use Tax	1,735,558	1,681,300	1,694,243	1,783,847	1,694,000
Special Appropriation	420,000	-	-	-	-
PPTRA	2,726,040	2,726,040	2,726,040	2,726,040	2,726,040
Recreational Vehicle Sales Tax	-	-	111	-	-
<b>Total NonCategorical Aid</b>	<b>5,129,284</b>	<b>4,579,425</b>	<b>4,747,621</b>	<b>4,750,592</b>	<b>4,648,040</b>
<b>State Shared Expenses Categorical</b>					
Commonwealth Attorney	722,941	724,774	699,695	822,898	798,425
Sheriff	609,972	620,940	634,724	655,468	660,289
Commissioner of Revenue	143,779	147,045	195,390	156,249	159,532
Treasurer	112,848	100,382	99,911	111,749	114,089
Registrar/Electoral Boards	45,546	42,321	42,668	40,000	42,000
Clerk of the Circuit Court	324,659	341,778	349,284	355,345	392,976
Year End Settlement (YES) VDOH	-	48,712	-	-	-
<b>Total State Shared Expenses Categorical</b>	<b>1,959,746</b>	<b>2,025,951</b>	<b>2,021,672</b>	<b>2,141,709</b>	<b>2,167,311</b>

## GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Social Welfare State Aid</b>					
Public Assistance and Welfare Admin.	2,994,236	3,013,181	3,414,722	4,532,635	4,123,184
Comprehensive Services	2,359,837	2,652,441	3,117,728	2,719,984	2,719,984
<b>Total Social Welfare State Aid</b>	<b>5,354,073</b>	<b>5,665,622</b>	<b>6,532,450</b>	<b>7,252,619</b>	<b>6,843,168</b>
<b>Other Categorical Aid State</b>					
Library State Aid	148,257	114,812	149,229	151,077	156,433
Petty Juror Fees	33,061	-	-	-	-
E911 State Aid	376,744	375,516	370,000	360,000	360,000
Fire Program Funds	102,751	-	-	-	-
HB599 Police State Aid	2,084,664	2,087,344	2,164,576	2,085,000	2,164,576
Dept of Healt-Fire Squad Asst Grnt	32,544	-	-	-	-
Jury Duty State Reimbursement	-	845	26,070	5,000	5,000
Virginia Commission on the Arts	1,106	-	-	-	-
VJCCCA Aid	-	84,000	-	84,000	84,000
Emergency Fin. & Op. Restructuring	-	210	-	-	-
<b>Total Other Categorical Aid State</b>	<b>2,779,127</b>	<b>2,662,727</b>	<b>2,709,875</b>	<b>2,685,077</b>	<b>2,770,009</b>
<b>Total Revenue From Commonwealth</b>	<b>15,222,229</b>	<b>14,933,725</b>	<b>16,011,618</b>	<b>16,829,996</b>	<b>16,428,528</b>
REVENUE FROM THE FEDERAL GOVERNMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Categorical Aid Federal</b>					
Police-Joint Law Enforce Task Force	-	3,590	1,583	-	-
Federal Public Assistance Soc. Serv.	4,301,237	4,443,770	5,007,319	4,959,777	4,931,163
Federal CSA	113,228	105,504	-	21,481	-
<b>Total Categorical Aid Federal</b>	<b>4,414,465</b>	<b>4,552,865</b>	<b>5,008,901</b>	<b>4,981,258</b>	<b>4,931,163</b>
<b>Total Revenue From the Federal Government</b>	<b>4,414,465</b>	<b>4,552,865</b>	<b>5,008,901</b>	<b>4,981,258</b>	<b>4,931,163</b>

## GENERAL FUND REVENUE

NON-REVENUE RECEIPTS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Insurance Recoveries</b>					
Recovery from Property & Casualty Claims	-	213	-	25,000	-
Recovery from Insurance Claims	-	-	19,050	-	-
Recovery from Workers Compensation Claims	-	50,000	-	25,000	-
<b>Total Insurance Recoveries</b>	-	<b>50,213</b>	<b>19,050</b>	<b>50,000</b>	-
<b>Sale of Property Non-Recurring</b>					
Sale of Land, Vehicles, Equipment or Buildings	-	776,568	-	600,000	233,700
<b>Total Sale of Property Non-Recurring</b>	-	<b>776,568</b>	-	<b>600,000</b>	<b>233,700</b>
<b>Fund Transfers</b>					
Transfer from Community Dev.	-	34,770	-	-	-
<b>Total Fund Transfers</b>	-	<b>34,770</b>	-	-	-
<b>Total Non-Revenue Receipts</b>	-	<b>861,551</b>	<b>19,050</b>	<b>650,000</b>	<b>233,700</b>
<b>Total General Fund Revenues</b>	<b>73,069,844</b>	<b>74,271,696</b>	<b>75,423,193</b>	<b>76,120,754</b>	<b>73,338,140</b>

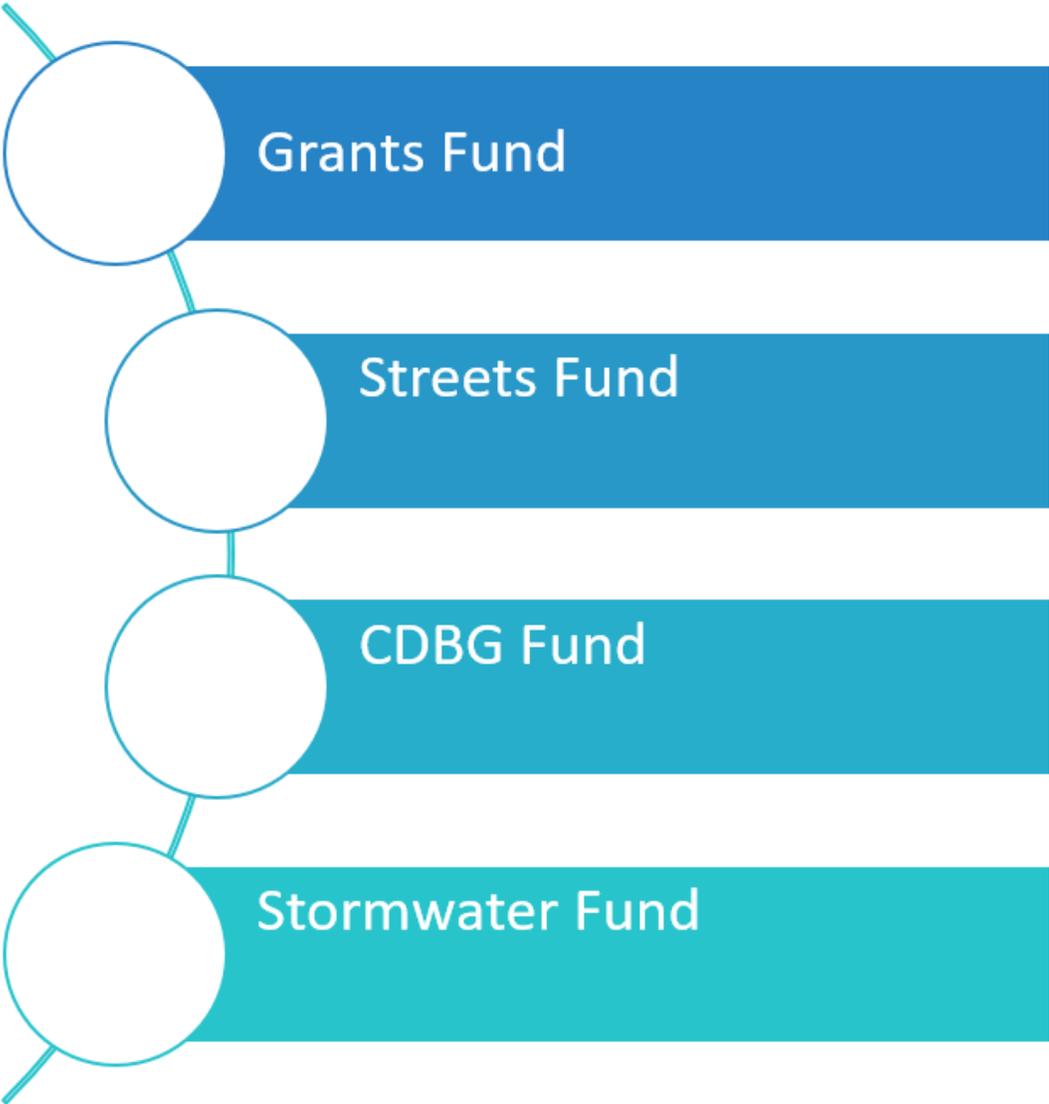
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# SPECIAL REVENUE FUNDS

Revenue that is derived primarily from grant funds is not allocated to the General Fund but rather is accounted for in Special Revenue Funds. As such, this revenue is derived from a specific source and must be used to finance specific activities. In addition to revenue from external sources, some revenue derived from charges and fees for services are also accounted for in Special Revenue Funds.

In FY 2017-18, the City changed its process for how it budgets, appropriates and accounts for grant funds. Beginning that year the City's process was not to assume the revenue from a grant unless a grant award is received. At the time of the grant award, the City will seek approval from Council to appropriate the funds and will add the spending authority to the Special Revenue Fund budget. Historically, there are numerous examples where the City overspent grant funds due to a grant award projection that never materialized and expenditures were not brought in line with the grant award or actual revenues. The process has eliminated overbudgeting.



## SPECIAL REVENUE FUNDS

### GRANTS FUND

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Local Revenue	23,131	343,687	163,028	86,640	86,005
State Revenue	459,841	789,903	798,760	446,334	478,708
Federal Revenue	263,777	283,759	120,621	220,588	220,588
<b>TOTAL REVENUES</b>	<b>746,749</b>	<b>1,417,349</b>	<b>1,082,409</b>	<b>753,563</b>	<b>785,302</b>

## SPECIAL REVENUE FUNDS

### GRANTS FUND

Expenditures	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Victim Witness	240,378	260,396	282,459	294,118	294,118
Sheriff Triad	2,245	2,344	-	-	-
DMV Selective Enforcement	31,848	76,060	62,552	-	-
Edward Byrne Memorial Grant	-	22,864	-	-	-
State Grant - Fire (4forlife)	-	20,906	3,800	-	-
Fire Program Fund Aid	-	103,586	179,351	-	-
Fire Local Emer Magt Perf GrantLEMP	-	-	8,552	-	-
FM Global Fire Prevention Grant	-	137,270	-	-	-
Community Corrections	301,003	347,453	351,182	409,445	416,184
Afro-American Adoption Grant	-	52,625	1,500	-	-
Business Ready Sites Grant	-	-	5,000	-	-
MOU CAPUP	25,388	42,919	62,251	50,000	75,000
VJCCCA Services	211,659	-	-	-	-
VA Foundation for Healthy Living Grant	-	-	24,040	-	-
Library VA Comm for the Arts Grant	-	-	4,500	-	-
Cameron Foundation—Jarratt House Grant	-	-	58,950	-	-
VA Brownfields Restoration	-	275,000	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>812,522</b>	<b>1,341,423</b>	<b>1,044,137</b>	<b>753,563</b>	<b>785,302</b>

## SPECIAL REVENUE FUNDS

### STREETS FUND SUMMARY

STREETS REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Local Revenue	-	8,942	12,450	2,686	2,686
State Revenue	2,559,923	1,478,790	948,230	5,979,013	5,979,013
Federal Revenue	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>2,559,923</b>	<b>1,487,732</b>	<b>960,680</b>	<b>5,981,699</b>	<b>5,981,699</b>

STREETS EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Street Operations	1,681,091	2,523,834	2,801,381	5,981,699	5,981,699
<b>TOTAL STREETS EXPENDITURES</b>	<b>1,681,091</b>	<b>2,523,834</b>	<b>2,801,381</b>	<b>5,981,699</b>	<b>5,981,699</b>

### CDBG FUND SUMMARY

CDBG REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
State Grant Revenue	852,535	-	-	-	-
Federal Grant Revenue	-	446,356	615,138	805,000	1,592,032
<b>TOTAL CDBG REVENUES</b>	<b>852,535</b>	<b>446,356</b>	<b>615,138</b>	<b>805,000</b>	<b>1,592,032</b>

## SPECIAL REVENUE FUNDS

CDBG EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Administration	32,307	-	-	90,000	120,000
Code Enforcement	13,409	-	-	200,000	200,000
Salaries & Wages Regular	17,842	18,026	25,437	-	-
FICA	-	1,286	1,766	-	-
VRS	-	1,692	3,135	-	-
Health Insurance	-	693	1,302	-	-
VRS Group Life	-	185	341	-	-
Other Professional Services	37,652	44,087	42,573	-	-
Other Contractual Services	-	459	11,316	-	-
Advertising	431	98	-	-	-
Meals and Lodging	-	-	584	-	-
Mileage & Transportation	-	259	-	-	-
McKenney Street Sewers	-	2,118	7,147	-	-
Jarratt House	23,796	55,524	4,650	200,000	106,035
Freedom Support Center	27,894	-	-	-	-
Project Homes	192,902	195,648	-	120,000	100,000
Sycamore Towers	179,232	17,768	-	-	-
Sidewalks	235,569	-	-	-	-
Riverstreet Market	-	-	-	-	5,000
Main Street	30	345	-	-	5,000
YMCA	14,000	14,552	4,967	20,000	15,000
CARES	12,597	19,124	-	20,000	25,000
Serenity	4,800	4,811	-	-	-
Salvation Army	14,000	-	-	-	-
Fairhousing Assessment of Impediments	-	-	-	-	33,266
Rebuilding Together	23,800	-	24,555	25,000	25,000
Hope Center	-	-	-	-	25,000
Petersburg Library Foundation	-	-	-	-	50,000
Gressett and Poerterville Streets Infrastructure	-	-	-	-	200,000
Commercial Improvement Grants	-	-	3,000	-	-
Petersburg RHA	-	-	-	-	50,000
Pathways	-	-	-	-	10,000
Sidewalks (Crater Rd. and High St)	-	184,766	39,697	-	-
ARC (Camp Baker)	-	-	27,000	-	-
Pegram Street Sidewalks	-	-	-	120,000	-
Unallocated Public Service Reserve	-	-	-	10,000	-
FY19 Lockes Waterline	-	-	11,588	-	-
FY19 Home Repairs Abatement	-	-	37,824	-	-
FY19 CARES	-	-	30,695	-	1,305
FY19 YMCA	-	-	26,726	-	5,400
FY19 HOPE Center	-	-	16,000	-	-
FY19 Freedom Support Center	-	-	10,663	-	5,341
FY19 Rebuilding Together	-	-	12,116	-	5,113
FY19 Project Homes	-	-	137,444	-	-
FY19 N Whitehill Sewer	-	-	-	-	128,005
FY20/PY19 CDBG Administration	-	-	-	-	49,057
FY20/PY19 Code Enforcement	-	-	-	-	89,851
FY20/PY19 Rebuilding Together	-	-	-	-	24,500
FY20/PY19 Jarratt House	-	-	-	-	197,395
FY20/PY19 Project Homes	-	-	-	-	116,764
Transfer to General Fund	-	38,024	255	-	-
<b>TOTAL CDBG EXPENDITURES</b>	<b>830,261</b>	<b>599,465</b>	<b>480,779</b>	<b>805,000</b>	<b>1,592,032</b>

## SPECIAL REVENUE FUNDS

### STORMWATER FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Interest Earned	24	24	24	-	-
Stormwater Fee Charges On	1,336,918	1,525,113	1,503,320	1,460,249	1,460,249
VSMP Permit Issuance Fees	-	-	12,490	-	-
Miscellaneous Other	31	27	-	-	-
Draw from Fund Balance	-	-	-	500,000	-
Proceeds from Indebtness	-	2,230,000	-	-	-
Transfer from General Fund	-	58,333	-	-	-
<b>TOTAL REVENUE</b>	<b>1,336,973</b>	<b>3,813,497</b>	<b>1,515,834</b>	<b>1,960,249</b>	<b>1,460,249</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Stormwater Operations	886,834	2,796,688	456,373	1,960,249	1,460,249
<b>TOTAL EXPENDITURES</b>	<b>886,834</b>	<b>2,796,688</b>	<b>456,373</b>	<b>1,960,249</b>	<b>1,460,249</b>

## ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed in a manner similar to private business enterprises with the intent that costs of providing services to the general public on a continuing basis be financed primarily through user charges. The City of Petersburg has three funds that are classified as Enterprise Funds. These three funds are the Utilities Fund, Mass Transit and the Dogwood Trace Golf Course Fund. Typically to be classified as an enterprise fund the revenue collected is utilized to cover the cost associated with the expenditures. Petersburg supplements one of these funds to cover the debt service payments.



## ENTERPRISE FUNDS

### UTILITIES FUND

REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Local Revenue	9,623,526	12,969,976	16,645,087	14,722,754	15,119,619
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>9,623,526</b>	<b>12,969,976</b>	<b>16,645,087</b>	<b>14,722,754</b>	<b>15,119,619</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Public Utilities	-	1,280,619	-	-	-
Water/Wastewater PPEA	-	2,493	-	-	-
Wastewater Operations	4,898,809	6,127,567	6,569,649	7,405,550	7,313,040
Water Operations	3,698,564	5,190,461	4,771,438	7,317,204	7,806,579
<b>TOTAL EXPENDITURES</b>	<b>8,597,372</b>	<b>12,601,140</b>	<b>11,341,087</b>	<b>14,722,754</b>	<b>15,119,619</b>

## ENTERPRISE FUNDS

### DOGWOOD TRACE GOLF COURSE FUND

REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Local Revenue	703,735	1,088,270	949,945	1,278,315	1,204,850
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>703,735</b>	<b>1,088,270</b>	<b>949,945</b>	<b>1,278,315</b>	<b>1,204,850</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Golf Course Operations	771,228	1,015,809	1,010,706	1,278,315	1,204,850
<b>TOTAL EXPENDITURES</b>	<b>771,228</b>	<b>1,015,809</b>	<b>1,010,706</b>	<b>1,278,315</b>	<b>1,204,850</b>

## ENTERPRISE FUNDS

### MASS TRANSIT FUND

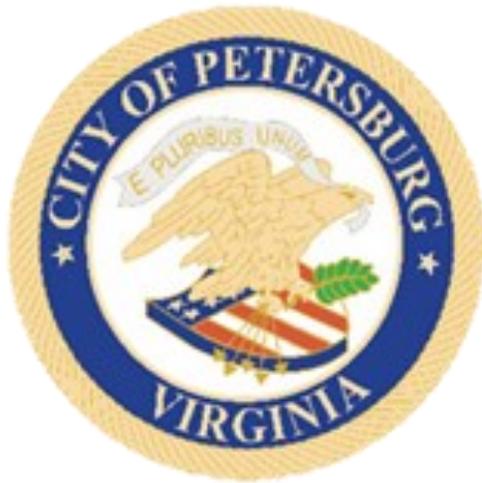
REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Local Revenue	990,242	1,730,022	1,706,875	1,717,627	1,648,776
State Revenue	632,660	764,117	991,731	1,380,025	1,076,572
Federal Revenue	976,078	721,951	569,499	1,875,193	2,117,815
<b>TOTAL REVENUE</b>	<b>2,598,980</b>	<b>3,216,090</b>	<b>3,268,105</b>	<b>4,972,845</b>	<b>4,843,163</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Operating	4,359,362	4,491,665	2,885,360	2,789,400	3,023,949
Preventive Maintenance	-	134,083	678,985	668,811	806,451
Greyhound Services	-	17,188	41,551	43,032	43,032
ParaTransit	-	-	-	174,690	224,870
New Freedom	-	-	-	210,000	42,000
Capital	-	37,329	583,920	1,086,912	702,861
<b>TOTAL EXPENDITURES</b>	<b>4,359,362</b>	<b>4,680,265</b>	<b>4,189,816</b>	<b>4,972,845</b>	<b>4,843,163</b>

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# PROGRAM BUDGETS

# FISCAL YEAR 2020-2021



# GENERAL GOVERNMENT



## CITY COUNCIL & CITY CLERK

The City Council is the governing body and legislative arm of the City of Petersburg. It is comprised of seven members, one from each ward and elected by qualified voters from each ward. City Council Members' salaries are established based on population in accordance with Virginia state law. The City Council selects a Mayor and Vice Mayor from its membership every other year at their reorganization meeting. The City Council meets on the 1st and 3rd Tuesday of each month with other special meetings as needed.

### PERSONNEL SUMMARY

City Clerk	1
Deputy Clerk	1
Mayor	1
Vice-Mayor	1
Council Member	5
<b>TOTAL POSITIONS</b>	<b>9</b>

CITY COUNCIL	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	48,918	62,434	63,086	119,500	119,500
Part Time Regular	45,518	61,620	53,385	50,250	50,250
FICA	6,543	9,895	7,805	12,776	12,776
VRS	5,491	7,598	7,776	14,352	14,352
Health Insurance	21,171	19,181	19,479	31,299	31,969
Health Insurance Waiver Expense	-	-	-	-	3,832
VRS Group Life	599	829	845	1,565	1,565
Other Professional Services	430	17,884	4,038	15,000	6,000
Other Contractual Services	23,747	7,229	44,229	30,000	20,600
Advertising	10,944	9,983	12,447	15,000	12,000
Postal Services	89	59	87	400	200
Telecommunications	1,837	2,910	2,605	3,000	1,080
Mileage & Transportation	15	-	2,779	36,000	-
Meals & Lodging	-	-	5,612	-	-
Registration & Training	-	-	2,178	-	-
Conference, Travel & Training	-	-	-	-	500
Conference Travel & Training Mayor	-	-	-	-	500
Conference Travel & Training Vice Mayor	-	-	-	-	250
Conference Travel & Training Ward 1	-	-	-	-	1,500
Conference Travel & Training Ward 2	-	-	-	-	1,500
Conference Travel & Training Ward 3	-	-	-	-	1,500
Conference Travel & Training Ward 4	-	-	-	-	1,500
Conference Travel & Training Ward 5	-	-	-	-	1,500
Conference Travel & Training Ward 6	-	-	-	-	1,500
Conference Travel & Training Ward 7	-	-	-	-	1,500
Dues and Association Memberships	225	235	1,684	3,000	500
Special Events	-	-	3,240	-	-
Office Supplies	6,873	6,672	2,968	12,000	8,000
<b>TOTAL CITY COUNCIL</b>	<b>172,401</b>	<b>206,530</b>	<b>234,244</b>	<b>344,142</b>	<b>294,374</b>

## CITY MANAGER

The City Manager is hired to serve City Council and the community. The Manager supports, oversees and coordinates executive branch departments, ensuring efficient and high-quality delivery of projects and services. Also, the City Manager's office plays a key role in developing policy initiatives and monitoring department performance and is responsible for ensuring seamless collaboration across executive branch departments.

### PERSONNEL SUMMARY

City Manager	1
Assistant to the City Manager/Audit Manager	1
Executive Assistant to the City Manager	1
Public Affairs Coordinator	1
<b>TOTAL POSITIONS</b>	<b>4</b>

CITY MANAGER	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	111,303	356,824	312,060	340,000	324,933
Part Time Regular	41,538	80,924	24,870	-	-
FICA	10,803	35,288	18,624	26,010	24,857
VRS	11,009	40,121	35,324	50,834	49,024
Health Insurance	16,989	19,358	12,986	16,000	9,318
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	1,203	4,291	3,834	4,454	4,257
Unemployment Insurance	5,014	-	-	-	-
Doctors & Phy Exam Fees	55	110	-	110	-
Other Contractual Services	658,062	60,474	10,603	14,899	3,000
Repairs - Vehicles	-	-	291	3,000	1,500
Postal Services	25	80	26	200	200
Telecommunications	1,400	4,466	2,981	3,000	1,440
Lease/Rent of Equipment	4,878	494	-	3,500	-
Conference Travel & Training	-	2,706	2,091	1,000	1,000
Meals and Lodging	-	8,722	19,881	4,500	-
Registration & Training	-	3,719	8,950	13,000	-
Dues and Association Memberships	332	2,800	12,845	8,500	5,000
Special Events	-	3,000	1,194	5,182	2,500
Office Supplies	2,407	5,963	3,898	5,000	2,500
Food Supplies	-	1,991	799	-	-
Vehicle and Powered Equipment Fuels	61	172	2,278	4,200	3,000
Computer Software under \$5,000	356	-	-	4,500	1,000
Vehicles	-	27,200	-	-	-
<b>TOTAL CITY MANAGER</b>	<b>865,434</b>	<b>658,703</b>	<b>473,536</b>	<b>507,889</b>	<b>435,930</b>

## CITY ATTORNEY

The City Attorney performs general duties such as prepare all bonds, contracts, deeds, and instruments in writing whatsoever, which may be required by any ordinance or order of the City Council, or when, by law, usage or agreement, the preparation of such instrument is to be at the expense of the City. Whenever required, the City Attorney will give to the City Council and other officers and employees of the City, any and all necessary legal counsel and advice concerning their duties and matters and questions pertaining to the defense of any and all suits or proceedings instituted against the City. The City Attorney is to institute and prosecute all suits or proceedings commenced by the City and render such other legal service as the City Council may require.

### PERSONNEL SUMMARY

City Attorney	1
Paralegal (NEW)	1
<b>TOTAL POSITIONS</b>	<b>2</b>

CITY ATTORNEY	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	166,398	198,953	211,986	284,090	198,550
FICA	12,405	14,405	13,886	21,733	15,189
VRS	18,484	23,920	20,905	29,425	24,020
Health Insurance	13,874	21,389	13,832	23,533	14,580
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	2,016	2,609	2,272	3,209	2,620
Unemployment Insurance	1,890	2,646	-	-	-
Doctors & Phy Exam Fees	110	-	-	-	-
Other Contractual Services	350,774	239,107	21,829	40,000	50,000
Postal Services	141	63	140	150	150
Telecommunications	503	588	578	600	360
Meals and Lodging	18	114	3,167	500	-
Conference Travel & Training	-	-	310	-	1,000
Dues and Association Memberships	6,656	6,237	5,136	5,096	1,500
Office Supplies	110	365	410	750	1,000
Vehicle and Powered Equipment Fuels	-	-	4,113	-	-
<b>TOTAL CITY ATTORNEY</b>	<b>573,380</b>	<b>510,397</b>	<b>298,565</b>	<b>409,086</b>	<b>308,969</b>

## CITY ASSESSOR

The role of City Assessor is to conduct an annual reassessment program on real estate parcels throughout the City. The Assessor serves as a primary adviser on state and local laws, as well as policies which are applicable to the assessment and appraisal of real property. The Assessor assesses real property, approves all property tax abatements and supplements, reviews and Codes all real estate transfers, and coordinates proper designation of land uses and ownership. Lastly, the assessor reviews assessment appeals by property owners; and assists the Board of Equalization with appeals.

### PERSONNEL SUMMARY

City Assessor	1
Appraiser	2
Real Estate Data Analyst	1
Real Estate Assessment Clerk	1
GIS Analyst	1
<b>TOTAL POSITIONS</b>	<b>6</b>

CITY ASSESSOR	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	250,274	107,152	315,155	375,000	375,000
Part Time Regular	-	76,634	-	-	-
FICA	17,808	12,016	21,253	28,688	28,688
VRS	29,008	7,106	38,331	45,038	45,038
Health Insurance	22,901	12,581	28,638	38,995	36,429
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	3,165	660	4,165	4,913	4,913
Other Contractual Services	34,743	117,326	41,555	50,000	50,000
Repairs - Vehicles	145	823	447	900	500
Advertising	146	2,811	-	-	-
Postal Services	190	538	8,439	7,000	7,000
Telecommunications	408	-	150	300	720
Mileage & Transportation	560	678	1,388	500	-
Meals and Lodging	-	-	1,985	-	-
Conference Travel & Training	-	-	2,161	-	1,000
Dues and Association Memberships	190	-	2,950	371	1,000
Office Supplies	682	432	3,558	750	750
Vehicle and Powered Equipment Fuels	855	85	359	2,500	2,000
Books and Subscriptions	-	-	476	-	-
Computer Software under \$5,000	-	-	180	-	-
<b>TOTAL CITY ASSESSOR</b>	<b>361,075</b>	<b>338,842</b>	<b>471,188</b>	<b>554,954</b>	<b>554,236</b>

# HUMAN RESOURCES

The mission of the Human Resources office is to deliver a comprehensive human resources management system which includes attracting, developing, and retaining a highly qualified, and continuously learning workforce. As a strategic partner to the City Manager, the department reviews and revises policies and procedures to enhance the efficiency of government operations; manages a pay/classification plan that promotes advancement and skill development; offers training programs to provide employees with the knowledge and skills necessary to work collaboratively and deliver results; and maintains accurate personnel records.

## PERSONNEL SUMMARY

Human Resources Director	1
Risk Control Coordinator (NEW)	1
Human Resources Specialist	2
<b>TOTAL POSITIONS</b>	<b>4</b>

HUMAN RESOURCES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	230,734	264,212	142,826	228,449	232,873
Salaries & Wages Overtime	-	-	10,482	-	-
Part Time Regular	-	68,847	53,207	-	30,000
FICA	17,550	22,555	15,045	17,476	20,110
VRS	24,271	25,321	15,155	27,089	27,968
Health Insurance	23,590	27,861	11,473	31,533	22,387
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	2,633	2,730	1,647	2,993	3,051
Unemployment Insurance	-	9,214	-	-	-
Doctors & Phys Exam Fees	165	110	-	550	550
Other Contractual Services	61,585	43,652	35,361	33,000	45,000
Advertising	-	-	-	1,000	750
Postal Services	461	861	1,556	1,000	500
Telecommunications	712	1,004	1,070	1,100	720
Mileage & Transportation	-	3,754	-	8,000	-
Registration & Training	-	-	-	1,000	-
Travel Expense (Relocation)	7,822	4,651	-	7,500	-
Conference Travel & Training	-	-	-	-	500
Dues and Association Memberships	350	-	-	1,500	150
Special Events	-	-	681	5,000	2,500
Office Supplies	2,647	1,477	1,852	2,000	2,000
Computer Hardware under \$5,000	-	-	-	1,000	1,000
<b>TOTAL HUMAN RESOURCES</b>	<b>372,521</b>	<b>476,249</b>	<b>290,354</b>	<b>370,189</b>	<b>391,259</b>

# FINANCE

Finance is responsible for the maintenance of the general ledger, accounting, payroll, accounts payable, accounts receivable, financial reporting, issuance of bonds, debt management, and grant administration.

## PERSONNEL SUMMARY

Finance Director	1
Accounting Manager (NEW)	1
Accounting Supervisor (NEW)	1
Accounting Clerk III	1
Accountant III	2
Administrative Manager	1
Payroll Coordinator	1
<b>TOTAL POSITIONS</b>	<b>8</b>

FINANCE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	97,007	299,210	391,339	448,896	513,335
Salaries & Wages Overtime	-	399	2,590	-	-
Part Time Regular	66,244	70,653	81,274	-	-
FICA	12,147	29,569	32,499	34,341	39,270
VRS	9,584	34,887	46,926	53,634	61,373
Health Insurance	13,120	37,699	36,083	55,299	46,467
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	1,041	3,550	5,021	5,881	6,725
Unemployment Insurance	8,422	3,810	-	-	-
Workman's Compensation	288	-	-	-	-
Accounting and Auditing Services	23,746	163,713	45,719	90,000	240,000
Other Contractual Services	545,029	512,363	182,343	25,000	-
Repairs - Equipment	-	110	-	-	-
Advertising	258	385	-	-	-
Printing & Binding	-	-	773	-	-
Postal Services	4,546	5,167	4,798	5,200	5,200
Telecommunications	1,007	1,958	1,429	1,248	1,440
Mileage & Transportation	77	-	875	-	-
Meals and Lodging	-	208	3,248	-	-
Registration & Training	-	-	4,785	-	-
Conference, Travel & Training	-	-	-	-	1,000
Dues and Association Memberships	16,407	27,546	3,665	10,500	3,000
Office Supplies	7,762	4,449	4,894	5,500	5,500
Computer Hardware under \$5,000	-	2,577	893	1,000	-
<b>TOTAL FINANCE</b>	<b>806,685</b>	<b>1,198,251</b>	<b>849,154</b>	<b>736,498</b>	<b>925,710</b>

## BILLING & COLLECTIONS

The Billing & Collections department was developed in November 2017 pursuant to City Council approval. The department is responsible for the collection and accounting for all taxes, fees, and utility payments due to the City of Petersburg. In partnership with the Commissioner of Revenue, the department is also responsible for the quarterly printing and mailing of all real estate taxes as well as the bi-annual printing and mailing of the personal property taxes.

### PERSONNEL SUMMARY

Billing & Collections Manager	1
Assistant Manager of Billing & Collections (NEW)	1
Customer Service Representative	7
Customer Service Representative (P/T)	1
<b>TOTAL POSITIONS</b>	<b>10</b>

BILLING & COLLECTIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages, Regular	-	87,688	278,123	301,600	278,160
Salaries and Wages, Overtime	-	232	10,334	-	-
Part time Regular	-	27,151	73,203	22,277	21,840
Part time Overtime	-	-	-	-	-
FICA	-	9,834	23,842	24,777	22,950
VRS	-	7,551	32,073	36,222	33,407
Health Insurance	-	13,093	30,900	31,533	40,632
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	-	824	3,484	3,924	3,619
Other Contractual Services	-	17,057	158,205	20,000	32,000
Printing and Binding	-	-	4,386	2,000	9,500
Advertising	-	-	59	2,400	1,000
Postal Services	-	19,402	88,366	95,000	95,000
Telecommunications	-	-	557	-	-
Mileage and Transportation	-	-	847	-	-
Registration & Training	-	-	530	2,000	500
Conference Travel & Training	-	-	-	-	500
Office Supplies	-	8,947	18,649	15,000	7,500
<b>TOTAL BILLING &amp; COLLECTIONS</b>	<b>-</b>	<b>191,778</b>	<b>723,558</b>	<b>556,732</b>	<b>549,008</b>

## RISK MANAGEMENT

The Risk Management office is responsible for administering the City's Loss Control/Safety Program, ensuring adequate risk transfer through the purchase of the appropriate insurance coverage, and facilitating the reporting and resolution of insurance claims.

RISK MANAGEMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	65,417	3,019	43,615	63,000	-
FICA	-	335	3,343	4,820	-
VRS	-	-	5,065	7,566	-
VRS Group Life	5,022	-	550	825	-
Unemployment Insurance	-	1,512	-	-	-
Workman's Compensation	146,666	344,097	614,520	300,000	950,000
Other Contractual Services	23,900	48,523	43,707	50,418	-
Repairs - Equipment	-	486	-	-	-
Postal Services	-	-	9	-	-
Telecommunications	-	50	302	550	-
Property Insurance	12,245	44,488	103,000	224,122	-
Auto Insurance	788,508	248,090	292,678	204,117	-
Surety Bonds	-	-	-	800	-
General Liability Insurance	238,673	1,330,756	233,673	238,673	110,000
Line of Duty Insurance	289,920	135,159	175,031	144,537	190,000
Contingency	653,651	279,761	317,597	-	-
Registration & Training	-	-	-	3,000	-
Office Supplies	-	-	288	5,000	-
<b>TOTAL RISK MANAGEMENT</b>	<b>2,224,003</b>	<b>2,436,276</b>	<b>1,833,381</b>	<b>1,247,428</b>	<b>1,250,000</b>

## CENTRAL STORE ROOM

CENTRAL STORE ROOM	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Merchandise for Resale	68,839	62,347	69,605	55,000	55,000
<b>TOTAL CENTRAL STORE ROOM</b>	<b>68,839</b>	<b>62,347</b>	<b>69,605</b>	<b>55,000</b>	<b>55,000</b>

## BUDGET & PROCUREMENT

As a result of restructuring and re-organization, the Office of Budget & Procurement was created. Budgeting is responsible for the development and administration of the operating, capital, enterprise and special revenue budgets. The Office serves as the centralized office responsible for the management of public funds expended for the procurement/purchase/acquisition of materials, supplies, equipment, professional contracting services through the requisition of a purchase order or contract via the competitive pricing practice.

### PERSONNEL SUMMARY

Director of Budget & Procurement	1
Assistant Director	1
Budget Analyst	1
Purchasing Specialist	1
Assistant Purchasing Agent	1
Store Room/Print Shop Clerk (P/T)	1

**TOTAL POSITIONS** **6**

BUDGET & PROCUREMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	159,150	179,840	230,033	317,594	252,740
Salaries & Wages Overtime	-	114	-	-	-
Part time Regular	5,251	228	20,172	23,296	23,296
FICA	12,096	14,709	16,973	26,078	21,117
VRS	18,542	20,189	27,886	38,609	29,312
Health Insurance	12,926	15,117	9,997	16,000	15,689
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	2,028	1,753	3,030	4,210	3,196
Other Contractual Services	36,707	35,795	3,804	5,000	3,000
Printing and Binding	-	-	897	1,500	1,000
Advertising	2,163	658	1,319	1,000	1,000
Postal Services	1,364	823	1,427	1,000	1,000
Telecommunications	224	182	126	1,500	-
Meals and Lodging	41	751	1,746	-	-
Registration & Training	1,099	1,049	1,225	6,000	-
Travel Expense	200	-	-	-	-
Conference Travel & Training	-	-	-	-	1,000
Dues and Association Memberships	840	423	981	1,500	500
Office Supplies	6,252	1,634	1,795	3,000	3,000
Doctor & Phys Exam Fees	-	55	-	-	-
Contractual Services	-	2,925	-	-	-
<b>TOTAL BUDGET &amp; PROCUREMENT</b>	<b>258,884</b>	<b>276,245</b>	<b>321,413</b>	<b>446,286</b>	<b>358,250</b>

## INFORMATION TECHNOLOGY

The Information Technology office plays a vital role in the City's day to day operations. The IT department serves as an internal service provider that accounts for the revenue and expenses associated with providing information technology. IT provides hardware, software, and network support, telephone (e.g., wireless, mobile and landline), and other communications; supports web and electronic services. IT has begun to evaluate several project management technology initiatives; and to plan for adequate disaster recovery, continuity of operations, and future technology needs.

### PERSONNEL SUMMARY

Information Technology Director	1
Assistant IT Director	1
Computer Systems & Network Manager	1
IT Analyst (NEW)	1
Help Desk Specialist	1
<b>TOTAL POSITIONS</b>	<b>5</b>

INFORMATION TECHNOLOGY	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	236,620	263,355	272,402	359,831	337,000
FICA	16,438	20,858	17,920	27,527	25,781
VRS	26,894	31,656	33,596	37,220	37,220
Health Insurance	33,945	40,101	29,796	39,299	25,623
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	2,935	3,452	3,650	4,059	4,059
Maintenance Contracts	30,227	35,532	50,786	42,000	42,000
Other Contractual Services	96,246	290,911	260,469	193,000	202,000
Repairs - Vehicles	1,374	-	131	800	800
Telecommunications	565,423	456,944	382,468	325,000	340,000
Mileage & Transportation	-	183	-	1,000	500
Conference Travel & Training	-	-	-	-	-
Office Supplies	775	936	2,669	2,000	2,000
Vehicle and Powered Equipment Fuels	172	46	107	248	248
Computer Software Under \$5,000	1,039	731	1,952	-	-
Machinery & Equipment over \$5,000	-	6,306	11,730	11,100	5,000
Computer Software over \$5,000	-	30,811	-	-	-
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>1,012,087</b>	<b>1,181,824</b>	<b>1,067,675</b>	<b>1,043,084</b>	<b>1,023,430</b>

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# CONSTITUTIONAL OFFICERS



## COMMISSIONER OF REVENUE

The Commissioner of Revenue prepares the land book and has the responsibility of assessing various City and state taxes, including: personal property, business, professional license and occupational license; meals and lodging; public service tax; and real estate exemption for elderly and handicapped. In addition to assessing taxes, the Commissioner of Revenue establishes an enforcement system and brings into compliance all of the taxation functions it administers. The office also assists residents in the preparation of state income filings.

### PERSONNEL SUMMARY

Commissioner of Revenue	1
Chief Deputy Commissioner of Revenue	1
Business License Inspector	1
Deputy Clerk IV	1
Deputy Clerk III	1
Deputy Clerk I	1
<b>TOTAL POSITIONS</b>	<b>6</b>

COMMISSIONER OF REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	243,839	238,458	240,094	268,783	250,825
Part Time Regular	-	-	-	-	-
FICA	17,064	19,302	15,685	20,562	19,188
VRS	27,731	29,637	29,134	32,281	30,124
Health Insurance	38,512	39,363	30,082	39,066	34,253
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	3,025	3,095	3,190	3,521	3,286
Other Contractual Services	2,753	7,856	6,670	6,000	6,000
Repairs - Equipment	693	567	63	-	-
Postal Services	10,007	1,986	2,512	6,524	6,524
Mileage & Transportation	72	299	-	305	-
Meals and Lodging	-	439	-	750	-
Registration & Training	150	850	-	2,700	-
Conference Travel & Training	-	-	-	-	3,000
Dues and Association Memberships	640	732	1,040	3,800	1,900
Office Supplies	4,689	5,642	1,604	5,000	5,000
Cigarette Stamp Purchase	3,388	8,491	11,717	12,000	12,000
<b>TOTAL COMMISSIONER OF REVENUE</b>	<b>352,563</b>	<b>356,717</b>	<b>341,790</b>	<b>401,291</b>	<b>374,499</b>

## CITY TREASURER

The City Treasurer is an elected official responsible for managing the revenues for the City. Specifically, the Treasurer handles all actions regarding the cash and cash equivalent deposits, reconciles bank statements; maintains state income tax files; manage City investment of funds. Many of the billing and collection functions once under the auspice of the Treasurer have been reassigned to the Billing & Collections department (i.e., collects personal property taxes, real estate taxes permit fees, utility bills, stormwater fees, etc. ).

### PERSONNEL SUMMARY

Treasurer	1
Deputy Clerk II	1
Administrative Assistant I	1
<b>TOTAL POSITIONS</b>	<b>3</b>

TREASURER	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	245,707	145,639	92,996	136,308	137,501
Part Time Regular	-	-	20,360	-	-
FICA	16,560	11,444	7,105	10,428	12,412
VRS	27,950	18,250	11,469	16,371	16,514
Health Insurance	43,467	28,989	8,000	16,000	18,500
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	3,049	1,990	1,222	1,786	1,801
Unemployment Insurance	213	4,686	-	-	-
Legal Services	-	(1,131)	(1,885)	-	-
Credit Card Processing Fees	47	5,141	4,905	-	-
Other Contractual Services	7,995	47,134	86,120	10,000	10,000
Contractual Services-Adm Fees	1,507	-	-	-	-
Printing & Binding	9,958	6,201	-	1,500	1,500
Advertising	293	493	743	-	-
Postal Services	323,898	19,052	23	1,000	1,000
Registration & Training	-	-	590	2,000	-
Mileage & Transportation	-	-	903	150	-
Meals and Lodging	-	264	2,735	-	-
Conference Travel & Training	-	-	-	-	1,150
Dues and Association Memberships	585	80	900	550	550
Office Supplies	5,511	4,484	5,014	2,000	2,000
<b>TOTAL TREASURER</b>	<b>686,739</b>	<b>292,716</b>	<b>241,200</b>	<b>189,092</b>	<b>204,129</b>

# REGISTRAR

The Registrar’s Office ensures the integrity of the election process by maintaining an accurate voter registration list and conducting elections with federal and state laws. To conduct fair and accurate elections, the office recruits and trains over 100 officers of election, establishes a Central Absentee Voting Precinct for the 45 days preceding each general election, develops and delivers election materials, tests and distributes election equipment, and provides information and assistance to candidates. In addition, for each election, the Registrar prepares and manages eight polling locations located throughout the City, which serves 1,800 to 3,000 people each day. The office also educates the public and encourages voter registration.

## PERSONNEL SUMMARY

Registrar	1
Assistant Registrar	2
<b>TOTAL POSITIONS</b>	<b>3</b>

REGISTRAR	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	108,692	122,414	125,932	142,643	142,643
Salaries & Wages Overtime	3,023	1,902	3,197	6,000	6,000
FICA	7,480	9,502	8,978	10,912	10,912
VRS	12,350	14,027	15,395	17,131	17,131
Health Insurance	20,486	16,016	11,950	15,533	13,978
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	1,347	1,530	1,673	1,869	1,869
Electoral Board Compensation	7,278	12,130	9,587	9,750	9,750
Other Contractual Services	34,041	54,926	49,132	50,000	50,000
Repairs- Machinery & Tools	-	-	10,740	-	-
Repairs - Equipment	8,340	6,300	6,230	28,680	28,680
Printing & Binding	-	5,139	19,147	33,075	33,075
Advertising	357	1,817	1,795	2,200	2,200
Postal Services	7,817	5,598	6,551	8,500	8,500
Telecommunications	710	1,057	901	960	960
Lease/Rent of Equipment	23,444	5,096	-	5,150	5,150
Lease/Rent of Buildings	35,515	30,050	32,782	32,782	32,782
Mileage & Transportation	-	593	682	1,120	-
Meals and Lodging	807	1,577	1,036	1,700	-
Registration & Training	330	799	625	1,580	-
Conference Travel & Training	-	-	-	-	2,760
Dues and Association Memberships	200	380	380	380	380
Office Supplies	23,439	20,615	9,472	9,389	9,389
Food Supplies	658	1,780	2,366	4,200	4,200
Furniture & Fixtures under \$5,000	-	2,642	-	2,600	2,600
Computer Software under \$5,000	29,880	5,302	10,272	8,000	8,000
<b>TOTAL REGISTRAR</b>	<b>326,194</b>	<b>321,192</b>	<b>328,825</b>	<b>394,154</b>	<b>392,159</b>

## CLERK OF CIRCUIT COURT

The Circuit Court is the trial court of general jurisdiction in Virginia and the court has authority to try a full range of both civil and criminal cases. The Circuit Court Clerk is a constitutional officer elected to an eight-year term by the voters of Petersburg. The Clerk handles administrative matters for the court and has authority to probate wills, grant administration of estates, and appoint guardians. The Clerk is the custodian of the court's records, and the Clerk's office is where deeds are recorded and marriage licenses are issued.

### PERSONNEL SUMMARY

Clerk of Circuit Court	1
Assistant Chief Deputy	1
Deputy Clerk II	2
Deputy Clerk I	6
Liaison Officer	1
Network Support Specialist (P/T)	1
<b>TOTAL POSITIONS</b>	<b>12</b>

CLERK OF CIRCUIT COURT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	424,143	425,294	424,280	454,639	451,187
Part Time Regular	39,365	37,355	35,752	31,000	31,000
FICA	33,153	37,035	30,514	37,151	36,887
VRS	48,839	52,191	52,086	54,602	54,188
Health Insurance	49,027	69,678	51,662	54,294	66,578
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	5,289	5,479	5,625	5,956	5,911
Unemployment Insurance	1,862	-	-	-	-
Accounting and Auditing Services	-	3,500	3,178	3,500	3,500
Jury Duty	39,709	45,298	49,149	39,830	39,830
Other Contractual Services	9,655	8,512	5,667	8,000	8,000
Printing & Binding	-	-	-	500	500
Postal Services	3,129	3,454	4,034	8,800	8,800
Lease/Rent of Equipment	-	7,109	1,265	10,500	10,500
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	-	300	300
Office Supplies	1,227	1,908	5,122	6,500	6,500
<b>TOTAL CLERK OF CIRCUIT COURT</b>	<b>655,396</b>	<b>696,813</b>	<b>668,334</b>	<b>715,573</b>	<b>726,081</b>

## COMMONWEALTH ATTORNEY

The primary responsibilities of the Commonwealth Attorney include the criminal prosecution of criminal offenses in the three courts in the City of Petersburg, on both misdemeanor and felony levels. In addition, the office occasionally prosecutes violations of City ordinances and special prosecutions in other jurisdictions. The attorneys in the office are also responsible for preparing and answering pleadings on cases appealed to the Court of Appeals and the Supreme Court. Criminal prosecutions require case preparation with witness interviewing, production of documents such as subpoenas, and transportation and lodging of witnesses and victims for trials.

### PERSONNEL SUMMARY

Commonwealth Attorney	1
Attorney II	3
Attorney III	3
Attorney IV	1
Administrative Assistant	3
Secretary	1
Paralegal	1
Investigator (P/T)	1
Office Assistant P/T)	2
<b>TOTAL POSITIONS</b>	<b>16</b>

COMMONWEALTH ATTORNEY	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	695,298	686,917	740,569	843,076	855,903
Part Time Regular	29,491	39,068	21,328	33,124	33,124
FICA	50,498	59,043	50,262	67,029	68,011
VRS	77,918	82,225	90,999	101,253	102,794
Health Insurance	72,378	77,003	70,542	86,131	84,423
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	8,499	8,851	9,898	11,044	11,212
Unemployment Insurance	-	1,005	-	-	-
Workers Compensation	592	-	-	-	-
Other Contractual Services	49,527	20,237	27,915	24,747	24,747
Repairs - Vehicles	147	64	208	500	500
Postal Services	2,607	1,682	2,000	2,000	2,000
Mileage & Transportation	-	5,349	3,524	10,000	10,000
Meals and Lodging	-	16,060	6,378	23,900	23,900
Registration & Training	-	4,998	4,494	4,790	-
Travel Expense	497	-	-	-	-
Conference Travel & Training	-	-	-	-	2,396
Dues and Association Memberships	12,867	10,413	9,780	12,000	12,000
Office Supplies	16,685	41,675	29,959	8,500	8,500
Vehicle and Powered Equipment Fuels	342	545	534	1,154	1,154
<b>TOTAL COMMONWEALTH ATTORNEY</b>	<b>1,017,346</b>	<b>1,055,134</b>	<b>1,068,390</b>	<b>1,229,249</b>	<b>1,241,863</b>

# SHERIFF'S OFFICE

The mission of the Petersburg Sheriff's Office is to safely and securely maintain the inmates at the Petersburg City Jail and Jail Annex, thus ensuring the safety of the inmates, deputies, and the public. It is also the mission of the Sheriff's Office to make certain that all court operations are safe and secure, and to guarantee timely and accurate service of civil and criminal warrants. The City will continue to invest in Court security provided by Deputy Sheriffs.

## PERSONNEL SUMMARY

Sheriff	1
Lt. Colonel	1
Major	2
Captain	1
Lieutenant	0
Sergeant	4
Corporal	7
Deputy Sheriff	5
Administrative Assistant II	2
Courthouse Security Monitor (P/T)	1
Deputy Sheriff (P/T)	1
<b>TOTAL POSITIONS</b>	<b>25</b>

## SHERIFF'S OFFICE

SHERIFF	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	917,237	1,002,236	1,083,804	1,157,490	1,147,157
Salaries and Wages, Overtime	635	354	-	-	-
Part Time Regular	29,025	11,812	13,996	34,944	34,944
FICA	67,142	79,815	74,641	91,221	90,431
VRS	103,353	118,915	127,964	139,014	137,774
Health Insurance	102,489	115,560	91,648	101,664	103,877
Health Insurance Waiver Expense	-	-	-	-	10,800
VRS Group Life	11,274	12,692	14,449	15,163	15,028
Unemployment Insurance	1,098	(407)	-	-	-
Cleaning Services	-	47	137	150	150
Other Contractual Services	5,566	13,477	13,024	14,000	13,000
Courthouse Security	43,153	-	-	-	-
Repairs - Vehicles	4,147	19,444	13,073	8,500	8,500
Repairs - Equipment	4,095	-	-	750	750
Utility Service	18,178	33,872	34,458	21,000	19,845
Water & Sewer Service	-	346	3,133	1,000	1,000
Postal Services	1,601	2,087	1,673	2,000	2,000
Telecommunications	6,866	5,913	5,504	6,000	6,900
Lease/Rent of Equipment	3,165	7,676	6,227	8,000	8,000
Mileage & Transportation	-	322	120	1,314	-
Meals and Lodging	-	12	1,442	2,000	-
Registration & Training	-	646	1,090	1,000	-
Conference Travel & Training	-	-	-	-	4,000
Dues and Association Memberships	1,417	1,342	1,227	1,700	1,700
Office Supplies	10,643	6,445	4,811	4,000	3,500
Food Supplies	75	59	-	1,500	1,200
Cleaning Materials & Supplies	-	47	-	750	750
Vehicle and Powered Equipment Fuels	4,024	12,085	11,276	5,500	6,428
Ammunition	1,342	492	1,275	1,500	1,500
Uniforms & Wearing Apparel	80	6,475	18,788	3,000	3,000
Other Operating Supplies	28	5,208	10,445	2,500	2,500
Furniture & Fixtures under \$5,000	-	-	-	1,000	1,000
Computer Hardware under \$5,000	-	-	2,477	-	-
Local Grant Match	-	-	-	225	-
Crater Criminal Justice Services	-	7,871	8,807	7,871	10,023
Vehicles	65,325	63,710	46,355	-	-
<b>TOTAL SHERIFF</b>	<b>1,336,633</b>	<b>1,528,552</b>	<b>1,591,843</b>	<b>1,634,756</b>	<b>1,635,756</b>

## CITY JAIL

CITY JAIL	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	-	50,252	-	-	-
Part-Time Salaries & Wages-Regular	-	2,317	-	-	-
FICA	-	5,733	-	-	-
VRS	-	9,951	-	-	-
Hospitalization/Medical Plans	-	10,273	-	-	-
Group Insurance	-	1,085	-	-	-
Other Contractual Services	-	38	-	-	-
Repairs - Motor Vehicles	-	(190)	-	-	-
Mileage-Allowance	-	51	-	-	-
Travel Expense	-	162	-	-	-
Office Supplies	-	(115)	-	-	-
<b>TOTAL CITY JAIL</b>	-	<b>79,556</b>	-	-	-

\*These expenditures were erroneously charged to unbudgeted line items in FY 2017-18.

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# PUBLIC SAFETY



# POLICE

The Petersburg Bureau of Police protects persons and property by providing essential law enforcement and public safety services, while promoting officer engagement and community involvement, stability and order through service, assistance and visibility.

## PERSONNEL SUMMARY

Deputy City Manager, Public Safety	1
Deputy Chief	1
Captain	3
Lieutenant (2 Unfunded)	4
Sergeant (1 Unfunded)	11
Police Officer (13 Unfunded)	75
Secretary III	1
Fiscal Coordinator	1
Police Records Supervisor	1
Data Entry Operator	2
Parking Enforcement Specialist (P/T) (NEW)	1
Records Clerk (P/T)	3
Crossing Guard (P/T)	6
<b>TOTAL POSITIONS</b>	<b>110</b>

# POLICE

POLICE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	4,660,207	5,204,895	5,085,586	5,583,636	5,167,633
Clothing Allowance	9,499	11,000	9,841	11,000	11,000
Salaries & Wages Overtime	264,504	263,663	263,923	288,200	288,200
Part Time Regular	140,223	56,275	86,435	92,430	92,430
FICA	375,806	440,466	360,890	456,266	424,442
VRS	472,541	573,348	573,329	670,595	620,633
Health Insurance	655,834	726,508	476,423	638,474	602,715
Health Insurance Waiver Expense	-	-	-	-	21,600
VRS Group Life	51,508	61,971	62,181	73,146	67,696
Unemployment Insurance	74	8,872	-	-	-
Workman's Compensation	372,226	-	-	-	-
Doctors & Phys Exam Fees	6,521	3,411	4,789	4,800	4,800
Credit Card Fees	4,490	-	-	-	-
Other Contractual Services	218,185	215,316	303,346	172,341	150,000
Repairs - Vehicles	79,304	98,366	107,352	85,000	85,000
Postal Services	1,606	1,443	1,101	400	400
Telecommunications	47,025	56,586	31,814	38,000	38,000
Lease/Rent of Equipment	-	141	454	-	-
Lease/Rent of Buildings	-	6,500	2,000	6,500	6,500
Mileage & Transportation	2,529	1,135	1,392	4,900	4,900
Meals and Lodging	7	4,552	9,742	5,000	2,500
Registration & Training	470	4,121	11,981	18,000	9,000
Conference Travel & Training	-	-	-	-	-
Due and Association Memberships	-	-	90	-	-
Office Supplies	1,649	3,067	3,126	3,500	3,500
Cleaning Materials & Supplies	-	117	536	2,500	2,500
Vehicle and Powered Equipment Fuels	102,705	165,332	133,938	169,000	201,000
Ammunition	28,118	37,981	42,948	49,500	49,500
Uniforms & Wearing Apparel	8,484	73,181	62,608	50,000	50,000
Other Operating Supplies	59,940	157,181	93,887	113,000	100,000
Furniture & Fixtures over \$5,000	-	4,278	1,979	15,000	5,000
Machinery & Equipment over \$5,000	130	87,267	-	80,000	70,000
Vehicles	-	37,660	-	12,000	-
Crater Criminal Justice Services	-	59,034	-	-	-
<b>TOTAL POLICE</b>	<b>7,563,585</b>	<b>8,363,668</b>	<b>7,731,690</b>	<b>8,643,187</b>	<b>8,078,949</b>

## 911 EMERGENCY COMMUNICATIONS

Emergency Communications is the central point for both emergency and non-emergency communications. The division facilitates around-the-clock communications services, channeling information and service requests to appropriate units. Emergency Communications answers 4,000 incoming E911 phone calls each month and processes and dispatches 5,000 public safety calls for service.

### PERSONNEL SUMMARY

Telecommunications Coordinator	1
Telecommunicator II	5
Telecommunicator I (3 Unfunded)	10
Telecommunicator/Receptionist	2
Telecommunicator/Receptionist (P/T)	3
<b>TOTAL POSITIONS</b>	<b>21</b>

911 EMERGENCY COMMUNICATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	647,851	829,715	731,273	888,785	767,394
Salaries & Wages Overtime	294,581	209,483	185,475	290,082	290,082
Part Time Regular	11,162	28,743	12,287	25,000	25,000
FICA	67,775	84,950	63,609	92,096	82,809
VRS	63,204	95,177	82,712	108,777	104,329
Health Insurance	103,287	117,943	74,904	134,061	125,424
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	6,870	10,008	8,909	11,862	11,377
Doctors & Phys Exam Fees	330	220	-	220	220
Other Contractual Services	306,267	263,973	498,237	494,001	494,001
Repairs - Equipment	260	22,946	16,376	45,000	45,000
Telecommunications	-	214,144	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	-	276	276
Office Supplies	-	1,186	1,741	2,572	2,572
Furniture & Fixtures under \$5,000	-	94	1,618	1,600	1,600
Machinery & Equipment under \$5,000	-	1,432	2,390	3,300	3,300
<b>TOTAL 911 EMERGENCY COMMUNICATIONS</b>	<b>1,501,587</b>	<b>1,880,013</b>	<b>1,679,529</b>	<b>2,097,632</b>	<b>1,955,785</b>

# ANIMAL CONTROL

Animal Control is an open door public shelter that houses and cares for animals and partners with many venues to get maximum exposure for adoptable animals. The division also enforces laws regarding the proper housing and care of animals and investigates cases of neglect or cruelty.

## PERSONNEL SUMMARY

Animal Warden	1
Animal Control Officer	2
Animal Control Assistant (P/T)	3
<b>TOTAL POSITIONS</b>	<b>6</b>

ANIMAL CONTROL	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	139,454	148,074	163,280	159,723	122,762
Salaries & Wages Overtime	2,771	7,258	13,844	10,000	10,000
Part Time Regular	28,930	18,980	15,017	38,409	61,152
FICA	11,834	13,627	13,379	15,922	14,834
VRS	15,055	16,142	18,967	18,290	14,064
Health Insurance	30,211	33,491	20,025	23,299	13,978
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	1,628	1,760	2,055	2,092	1,608
Worker's Compensation	1,245	-	-	-	-
Other Contractual Services	7,576	11,347	14,143	15,000	15,000
Repairs - Equipment	-	770	-	2,545	2,545
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	200	215	215
Office Supplies	970	-	56	1,200	1,200
Food Supplies	-	-	-	2,400	2,400
Cleaning Materials & Supplies	382	3,159	1,768	1,800	1,800
Vehicle and Powered Equipment Fuels	2,340	2,918	2,853	3,050	3,050
Uniforms & Wearing Apparel	-	491	776	870	870
Other Operating Supplies	315	2,665	1,478	2,200	2,200
Machinery & Equipment under \$5,000	854	-	-	-	-
<b>TOTAL ANIMAL CONTROL</b>	<b>243,564</b>	<b>260,680</b>	<b>267,841</b>	<b>297,016</b>	<b>268,877</b>

## FIRE RESCUE & EMERGENCY SERVICES

The Fire, Rescue and Emergency Services department provides emergency services to protect lives, property, and the economic well-being of the community. This includes special operations, such as hazardous material response and technical rescue, as well as response, mitigation and recovery to natural and manmade disasters. The department is committed to community risk reduction; fire response, suppression and support functions; public fire and life safety education; and advance life support emergency medical services.

### PERSONNEL SUMMARY

Chief	1
Division Chief	2
Battalion Chief	3
Captain	15
Sergeant	16
Firefighter	30
Fire Marshal/Deputy Chief	1
Deputy Fire Marshal	1
Account Clerk II	1
<b>TOTAL POSITIONS</b>	<b>70</b>

## FIRE RESCUE & EMERGENCY SERVICES

FIRE/EMS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	3,436,009	3,791,613	3,968,535	4,123,661	3,884,239
Salaries & Wages Overtime	826,146	1,236,177	602,833	550,000	665,000
Part Time Regular	113,760	265,942	44,312	-	-
FICA	311,117	419,256	304,253	357,535	348,017
VRS	376,704	438,007	482,647	495,252	466,497
Health Insurance	513,244	588,559	425,331	528,291	503,588
Health Insurance Waiver Expense	-	-	-	-	12,000
VRS Group Life	41,162	47,177	52,523	54,020	50,884
Unemployment Insurance	-	83	-	-	-
Workman's Compensation	39,338	-	-	-	-
DOL/PT Lawsuit	-	-	19,487	-	-
Doctors & Phys Exam Fees	11,440	11,902	5,072	15,000	15,000
Other Contractual Services	210,681	306,874	341,527	325,000	355,000
Repairs - Vehicles	90,529	162,599	141,782	150,000	150,000
Repairs - Machinery & Tools	995	302	524	3,000	3,000
Repairs - Equipment	754	17,740	13,786	14,500	14,000
Repairs - Radio Equipment	4,583	-	-	-	-
Repairs - Buildings	104	44,735	13,475	21,540	18,000
Postal Services	1,545	722	220	700	700
Telecommunications	12,060	14,480	13,515	10,000	10,000
Lease/Rent of Equipment	100	11,695	-	-	-
Lease/Rent of Buildings	-	13,000	4,000	10,000	10,000
Mileage & Transportation	-	159	-	200	200
Meals and Lodging	-	4,283	869	4,285	2,413
Registration & Training	-	5,880	575	6,540	3,270
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	5,670	1,519	170	2,270	500
Office Supplies	3,802	11,440	3,019	12,500	8,000
Cleaning Materials & Supplies	-	12,863	11,448	15,000	15,000
Repair and Maintenance Supplies	6,154	12,181	1,611	33,005	33,005
Vehicle and Powered Equipment Fuels	29,965	82,096	43,876	77,500	65,000
Uniforms & Wearing Apparel	4,371	61,702	32,013	57,000	45,000
Books and Subscriptions	-	75	-	-	-
Other Operating Supplies	789	114,087	69,746	200,000	100,000
Chemical Supplies	6,864	-	-	-	-
Tires and Tubes	5,844	-	-	-	-
Misc. & Kitchen Supplies	2,286	-	-	-	-
Furniture & Fixtures under \$5,000	-	2,000	2,000	2,000	2,000
Machinery & Equipment under \$5,000	68	22,742	3,295	15,903	10,000
Vehicles	-	61,091	-	-	-
<b>TOTAL FIRE/EMS</b>	<b>6,056,085</b>	<b>7,762,981</b>	<b>6,602,444</b>	<b>7,084,702</b>	<b>6,790,312</b>

## COMMUNITY CORRECTIONS

Petersburg Community Corrections provides services mandated by the state Department of Criminal Justice Services, including pretrial investigations and pretrial supervision for Petersburg, and local probation supervision for six courts between Petersburg and Dinwiddie. Pretrial services promotes community safety with impartial bail investigations and recommendations to the court, based on the risk of non-appearance and/or danger to the community using a validated risk assessment. Local probation enhances public safety by providing alternatives to incarceration, delivering evidence-based supervision, and facilitating viable interventions and treatment options, which reduce recidivism and improve the lives of the citizens in our communities. PCC is a collaborative member of the Mental Health Docket. The Community Corrections division is funded primarily by non-General Fund sources.

### PERSONNEL SUMMARY

Pre-Trial Investigator	1
Pretrial/Probation Officer	5
<b>TOTAL POSITIONS</b>	<b>6</b>

COMMUNITY CORRECTIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	200,896	250,156	253,719	272,030	278,198
Part Time Regular	5,471	-	-	-	-
FICA	14,969	19,955	17,515	20,810	21,282
VRS	22,631	28,424	29,008	33,422	33,643
Health Insurance	23,625	31,011	19,017	23,229	22,593
Health Insurance Waiver Expense	-	-	-	-	3,600
VRS Group Life	2,453	3,006	3,355	3,644	3,669
Unemployment Insurance	-	89	-	-	-
Worker's Compensation	212	-	-	-	-
Other Contractual Services	2,213	3,547	5,887	24,238	24,238
Repairs - Equipment	4,076	3,157	3,159	3,180	3,180
Postal Services	648	296	300	500	500
Telecommunications	3,400	1,396	1,190	3,600	3,600
Lease/Rent of Equipment	15,600	630	490	500	500
Lease/Rent of Buildings	-	2,400	9,600	14,400	14,400
Mileage & Transportation	338	199	435	2,816	-
Meals and Lodging	875	-	-	625	-
Registration & Training	1,425	60	-	1,500	-
Conference Travel & Training	-	-	-	-	831
Dues & Association Memberships	-	125	120	150	150
Office Supplies	2,173	3,002	7,388	4,800	4,800
<b>TOTAL COMMUNITY CORRECTIONS</b>	<b>301,003</b>	<b>347,453</b>	<b>351,182</b>	<b>409,445</b>	<b>416,184</b>

# VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

The Juvenile Community Crime Control Program (JCCCP) strives to provide youth and families a safe, nurturing community that will provide for their needs, recognize their strengths, and support their success. The office provides services for youth that are Court ordered into the program or diverted at Juvenile Intake. Programs and services include Outreach Detention, Electronic Monitoring, Surveillance Services, and Community Services.

## PERSONNEL SUMMARY

Program Manager, PJCCCP	1
Community Juvenile Officer	1
Surveillance Officer	1
Surveillance Officer (P/T)	1
<b>TOTAL POSITIONS</b>	<b>4</b>

VJCCCA SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	-	120,747	108,291	137,671	137,671
Part Time Regular	-	5,436	13,253	5,000	5,000
FICA	-	9,892	7,726	10,914	10,914
VRS	-	12,761	9,367	15,870	15,870
Hospitalization/Medical Plans	-	23,227	8,458	23,766	16,989
Health Insurance Waiver Expense	-	-	-	-	-
Group Life	-	1,256	1,035	1,731	1,731
Doctors & Phys Exam Fees	-	-	-	100	100
Other Contractual Services	-	9,241	10,839	11,700	11,700
Repairs - Vehicles	-	-	-	1,500	1,500
Advertising	-	-	-	1,000	-
Postal Services	-	16	15	-	-
Telecommunications	-	3,251	2,708	2,500	1,440
Mileage & Transportation	-	-	265	1,000	-
Meals and Lodging	-	859	911	2,000	-
Registration & Training	-	213	266	1,000	-
Conference Travel & Training	-	-	-	-	1,500
Office Supplies	-	382	1,138	1,750	1,750
Food Supplies	-	158	132	500	500
Vehicle and Powered Equipment Fuels	-	592	3,753	450	450
Other Operating Supplies	-	-	21	-	-
Furniture & Fixtures under \$5,000	-	-	-	3,000	1,500
Computer Hardware under \$5,000	-	2,629	-	-	-
Replace Motor Vehiles	-	-	18,183	-	-
<b>TOTAL VJCCCA SERVICES</b>	<b>-</b>	<b>190,661</b>	<b>186,360</b>	<b>221,454</b>	<b>208,616</b>

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# COURTS & OTHER PUBLIC SAFETY



# CIRCUIT COURT JUDGES & ADMINISTRATION

The office of the Circuit Court Judges provides the necessary administrative support to the three Circuit Court judges of the 11th Judicial Circuit and any designated judges who may assist in the circuit. In June 2010, the judicial assistant in Petersburg was named Court Administrator for the 11th Judicial Circuit. Together, the governing bodies in the localities of the 11th Circuit (Petersburg, Amelia, Dinwiddie, Nottoway, and Powhatan) fund the salary, benefits, and office expenses of the Court Administrator. The City of Petersburg, as host jurisdiction, pays these expenses and is partially reimbursed by the other localities, based on an agreed upon funding formula.

## PERSONNEL SUMMARY

Court Administrator	1
Legal Administrative Assistant (P/T)	1
<b>TOTAL POSITIONS</b>	<b>2</b>

CIRCUIT COURT JUDGES & ADMIN.	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	50,695	48,633	48,228	49,309	49,309.00
Part Time Regular	19,225	20,546	19,995	22,500	22,500.00
FICA	4,804	5,630	4,808	5,493	5,493.39
VRS	5,675	5,922	5,945	5,922	5,922.01
Health Insurance	9,835	6,394	6,508	7,766	7,766.40
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	619	646	646	646	645.95
Other Contractual Services	-	1,050	711	200	200
Repairs - Equipment	-	-	-	850	850
Postal Services	961	1,033	1,200	1,350	1,350
Telecommunications	4,373	1,726	724	2,500	2,500
Office Supplies	121	945	623	1,200	1,200
Cleaning Materials & Supplies	-	-	-	200	200
<b>TOTAL CIRCUIT COURTS JUDGES &amp; ADMIN.</b>	<b>96,309</b>	<b>92,523</b>	<b>89,387</b>	<b>97,937</b>	<b>97,937</b>

## GENERAL DISTRICT COURT

The General District Court handles criminal, traffic and civil cases. The court's Clerk's office serves as the administrative arm of the court and is mandated by the Supreme Court of Virginia, Office of the Executive Secretary. The clerk develops, implements and administers procedures necessary for the efficient operation of the office and supervises non-judicial personnel. It also ensures compliance with statutory requirements to properly process, retain, store, dispose and secure court records.

GENERAL DISTRICT COURT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Legal Services	14,525	28,226	71,358	40,000	40,000
Other Contractual Services	542	1,035	1,045	1,200	1,200
Postal Services	1,375	610	2,000	6,000	6,000
Lease/Rent of Equipment	3,931	3,363	915	2,500	2,500
Mileage & Transportation	-	-	-	600	600
Dues and Association Memberships	569	389	614	1,000	1,000
Office Supplies	310	753	1,115	1,800	1,800
Uniforms & Wearing Apparel	-	-	-	200	200
Furniture & Fixtures under \$5,000	-	131	-	1,000	1,000
Machinery & Equipment under \$5,000	-	362	-	1,200	1,200
<b>TOTAL GENERAL DISTRICT COURT</b>	<b>21,252</b>	<b>34,869</b>	<b>77,046</b>	<b>55,500</b>	<b>55,500</b>

## MAGISTRATE

The Magistrate's office takes citizen and criminal complaints, issues warrants or summons, holds bond hearings, sets bond, commits and releases criminals to and from jail. The office is responsible for issuing emergency custody orders and emergency protective orders for domestic abuse cases.

MAGISTRATE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Other Contractual Services	-	-	-	1,400	1,400
Lease/Rent of Buildings	38,852	37,842	31,055	21,600	21,600
Office Supplies	-	361	493	2,000	2,000
<b>TOTAL MAGISTRATE</b>	<b>38,852</b>	<b>38,203</b>	<b>31,547</b>	<b>25,000</b>	<b>25,000</b>

## 11TH DISTRICT COURT SERVICES UNIT

The 11th District Court Service Unit (CSU) provides services mandated by the state Department of Juvenile Justice, including intake, pre/post dispositional social histories, court-ordered reports, and probation and parole supervision. CSU is represented on the four Petersburg Family Assessment & Planning Treatment Teams and the Community Policy & Management Team. The CSU works collaboratively with Virginia State University for intern placement and is a collaborative partner with the state in the Juvenile Detention Alternative Initiative.

11TH DISTRICT COURT SERVICES UNIT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Other Contractual Services	2,400	3,900	4,439	4,700	4,700
Telecommunications	14,497	-	-	8,000	8,000
Lease/Rent of Buildings	82,588	73,252	81,682	82,888	82,888
Furniture & Fixtures under \$5,000	-	916	841	1,000	1,000
<b>TOTAL 11TH DISTRICT COURT SERVICES UNIT</b>	<b>99,485</b>	<b>78,068</b>	<b>86,962</b>	<b>96,588</b>	<b>96,588</b>

## JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

The Juvenile and Domestic Relations District Court handles juvenile delinquencies and status offenses, custody and visitation, abuse and neglect, support petitions and domestic related disputes involving adults. Each juvenile and domestic relations district court has a clerk's office that processes all case papers, keeps court records and provides information to the people involved in a case (to the extent permitted by law).

JUVENILE DOMESTIC RELATIONS COURT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Cleaning Services	-	-	-	100	100
Other Contractual Services	102	218	-	1,000	1,000
Repairs - Buildings	-	-	-	200	200
Lease/Rent of Equipment	2,100	1,919	600	2,200	2,200
Mileage & Transportation	240	-	-	300	800
Meals and Lodging	-	-	106	1,000	500
Dues and Association Memberships	150	150	150	300	300
Office Supplies	-	357	344	500	1,000
Cleaning Materials & Supplies	-	52	-	500	500
Books and Subscriptions	-	-	-	200	200
Other Operating Supplies	-	-	-	450	450
Furniture & Fixtures under \$5,000	-	-	203	1,000	1,000
Contractual Services	-	300	-	-	-
<b>TOTAL JUVENILE DOMESTIC RELATIONS COURT</b>	<b>2,592</b>	<b>2,995</b>	<b>1,403</b>	<b>7,750</b>	<b>8,250</b>

## Victim Witness

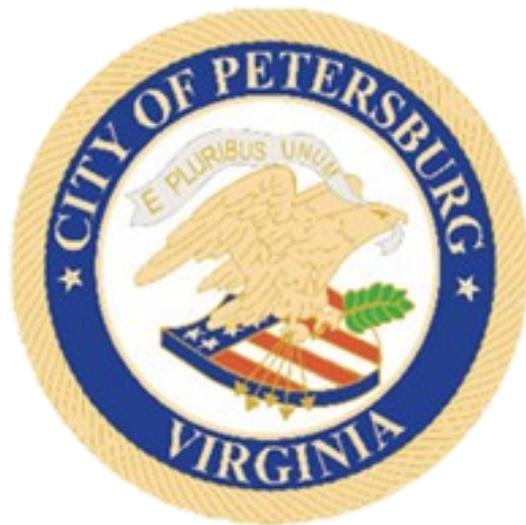
Petersburg's Victim Witness program supports crime victims, families and witnesses throughout the court process. The Victim Witness program ensures that victims are advised of their rights and feel empowered to testify. The program is fully funded by the Commonwealth and expenditures are budgeted as special revenue funds.

### PERSONNEL SUMMARY

Victim Witness Director	1
Victim Witness Assistant Director	1
Victim Witness Advocate	1
Victim Witness Program Assistant	1
<b>TOTAL POSITIONS</b>	<b>4</b>

VICTIM WITNESS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	156,307	171,017	188,801	193,000	193,000
FICA	11,187	14,129	12,795	14,765	14,765
VRS	17,651	20,497	23,273	23,179	23,179
Health Insurance	20,658	24,242	26,032	31,066	31,066
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	1,925	2,236	2,495	2,528	2,528
Worker's Compensation	75	-	-	-	-
Other Contractual Services	1,961	-	-	2,231	2,231
Printing & Binding	-	3,129	3,916	3,679	3,679
Postal Services	2,499	2,196	2,570	2,766	2,766
Telecommunications	5,474	6,445	3,467	7,200	7,200
Lease/Rent of Equipment	-	1,068	2,754	-	-
Mileage & Transportation	-	101	1,817	1,981	1,981
Meals and Lodging	1,145	1,030	4,868	5,325	5,325
Registration & Training	670	2,190	3,523	3,175	3,175
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	850	820	950	1,000	1,000
Office Supplies	9,172	5,059	5,199	1,989	1,989
Other Operating Supplies	-	1,508	-	234	234
Furniture & Fixtures under \$5,000	10,806	4,729	-	-	-
<b>TOTAL VICTIM WITNESS</b>	<b>240,378</b>	<b>260,396</b>	<b>282,459</b>	<b>294,118</b>	<b>294,118</b>

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# GENERAL SERVICES & PUBLIC UTILITIES



## PUBLIC UTILITIES REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Interest Earned	-	7,596	12,083	-	-
Recoveries & Rebates	-	-	161,885	-	-
Miscellaneous Revenue	24,873	1,324	-	-	-
Sewer & Water Connection Fees	886,651	91,688	119,817	90,000	250,000
Sewer and Water Connection Fees	-	(5,291)	44,459	-	-
Cut Off Fees	-	2,360	68,778	125,000	-
Delinquent Charges	-	99	537,323	-	450,000
Sale of Water & Sewer Charges-Res	5,346,915	8,533,456	10,625,189	10,402,847	10,382,326
Sale of Water & Sewer - Industrial	481,906	654,559	634,511	625,947	625,947
Sale of Water & Sewer - Commercial	2,883,181	3,567,279	3,834,523	3,411,346	3,411,346
Sale of Salvage & Scrap	-	-	-	-	-
Street Opening/Street Repair	-	354	-	-	-
Utilities - Lockbox	-	46,187	34,660	-	-
Rebates and Refunds	-	67,614	77	67,614	-
Miscellaneous Revenue	-	-	827	-	-
Miscellaneous Other	-	2,750	570,866	-	-
Emergency Fin & Op Restructuring	-	-	-	-	-
<b>TOTAL UTILITY FUND REVENUES</b>	<b>9,623,526</b>	<b>12,969,976</b>	<b>16,645,087</b>	<b>14,722,754</b>	<b>15,119,619</b>

## STORMWATER REVENUES

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Interest Earned	24	24	24	-	-
Stormwater Fee Charges On	1,336,918	1,525,113	1,503,320	1,460,249	1,460,249
VSMP Permit Issuance Fees	-	-	12,490	-	-
Miscellaneous Other	31	27	-	-	-
Draw from Fund Balance	-	-	-	500,000	-
Proceeds from Indebtness	-	2,230,000	-	-	-
Transfer from General Fund	-	58,333	-	-	-
<b>TOTAL STORMWATER REVENUES</b>	<b>1,336,973</b>	<b>3,813,497</b>	<b>1,515,834</b>	<b>1,960,249</b>	<b>1,460,249</b>

## STREETS REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Miscellaneous Revenue	-	701	-	-	-
Miscellaneous Other	-	8,240	12,450	-	-
Overweight Permit Fees	-	-	-	2,686	2,686
State Grant Revenue	2,559,923	1,478,790	948,230	5,979,013	5,979,013
<b>TOTAL STREETS FUND REVENUES</b>	<b>2,559,923</b>	<b>1,487,732</b>	<b>960,680</b>	<b>5,981,699</b>	<b>5,981,699</b>

## GENERAL SERVICES

The primary mission of the Department of General Services is to provide reliable and efficient delivery of essential infrastructure services to the residents of Petersburg. General Services protects and promotes the general health, safety and welfare of the community by monitoring, managing and maintaining public infrastructure and properties.

PUBLIC WORKS*	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	-	3,395	121,557	-	-
Salaries & Wages Overtime	-	-	264	-	-
Part Time Regular	-	14,908	34,786	-	-
FICA	-	2,566	11,001	-	-
VRS	-	550	15,858	-	-
Health Insurance	-	638	17,105	-	-
VRS Group Life	-	60	1,706	-	-
Office Supplies	-	-	376	-	-
<b>TOTAL PUBLIC WORKS</b>	-	<b>22,118</b>	<b>202,654</b>	-	-

\*These expenditures were erroneously charged to unbudgeted line items in FY 2017-18 AND FY 2018-19.

## FLEET

FLEET*	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Repair and Maintenance Supplies	-	(2,851)	-	-	-
<b>TOTAL FLEET</b>	-	<b>(2,851)</b>	-	-	-

\* Fleet was an independent Public Works division in FY 2017-18, but has since been moved into the Streets Division.

## GENERAL SERVICES

### PERSONNEL SUMMARY

Deputy City Manager	1
Director of General Services	1
Administrative Assistant II	1
<b>TOTAL POSITIONS</b>	<b>3</b>

GENERAL SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	79,851	102,672	72,002	83,172	118,227
Part Time Regular	13,379	11,043	3,380	-	-
FICA	6,750	9,399	4,683	6,363	9,044
VRS	9,104	11,686	7,962	9,888	14,004
Hospitalization/Medical Plans	14,932	11,472	6,675	8,371	8,821
Health Insurance Waiver Expense	-	-	-	-	-
Group Insurance	993	1,275	859	1,078	1,527
Doctors & Phys Exam Fees	-	55	-	-	-
Other Contractual Services	16,902	41,020	64,726	150,000	-
Repairs - Vehicles	-	1,817	2,555	5,455	1,000
Repairs - Equipment	-	-	-	100	100
Advertising	-	60	-	-	-
Postal Services	229	421	1,082	675	100
Telecommunications	1,572	2,322	1,863	2,000	360
Lease/Rent of Equipment	-	33	-	-	-
Meals and Lodging	-	-	84	-	-
Registration & Training	-	225	289	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	251	225	744	225	225
Office Supplies	657	1,207	3,877	1,000	500
Vehicle and Powered Equipment Fuels	1,758	899	3,171	1,500	500
Uniforms & Wearing Apparel	-	-	310	-	-
Other Operating Supplies	91	574	400	100	100
Machinery & Equipment under \$5,000	-	-	400	-	-
Computer Software under \$5,000	-	-	499	-	-
Computer Hardware under \$5,000	-	-	1,360	-	-
<b>TOTAL GENERAL SERVICES</b>	<b>146,470</b>	<b>196,404</b>	<b>176,921</b>	<b>269,926</b>	<b>154,508</b>

# FACILITIES MANAGEMENT

Facilities Management is responsible for the repairs and maintenance for all municipal buildings

## PERSONNEL SUMMARY

General Manager	1
HVAC Technician Supervisor	1
General Supervisor II	1
Administrative Assistant	2
HVAC Mechanic	1
Facility Maintenance Specialist	5
General Supervisor I	1
Construction Worker	2
Maintenance Worker I (2 Unfunded)	0
Custodial Worker II	1
Custodial Worker I (P/T)	7
<b>TOTAL POSITIONS</b>	<b>22</b>

## FACILITIES MANAGEMENT

FACILITIES MANAGEMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	490,233	442,868	801,377	1,032,557	529,095
Salaries & Wages Overtime	6,922	6,889	9,223	8,000	8,000
Part Time Regular	83,396	39,593	96,674	138,404	94,171
FICA	41,017	39,851	61,903	90,191	48,292
VRS	51,814	47,049	90,770	124,010	63,544
Health Insurance	68,275	59,744	121,907	193,670	72,944
Health Insurance Waiver Expense	-	-	-	-	4,800
VRS Group Life	5,694	4,949	9,793	13,526	6,931
Unemployment Insurance	-	4,816	-	-	-
Doctors & Phys Exam Fees	-	55	-	-	-
Other Contractual Services	22,173	371,939	647,245	344,556	200,000
Repairs - Vehicles	3	9,176	61,187	42,689	32,000
Repairs - Machinery & Tools	40	-	8,019	12,832	12,832
Repairs - Equipment	-	3,454	87	-	6,000
Repairs - Heat & Cool Equipment	45,979	18,471	26,284	44,152	44,152
Repairs - Buildings	61,126	1,789	45,328	29,086	29,086
Courthouse Maintenance	11,645	14,161	28,041	24,000	-
Pest Control	11,645	428	4,287	4,015	4,015
Advertising	-	360	267	-	-
Utility Service	6,099	469,717	534,191	417,155	445,000
Water & Sewer Service	419,252	160,496	223,871	119,658	255,000
Postal Services	175,800	11	2	401	401
Telecommunications	2,471	5,290	5,457	6,256	6,256
Lease/Rent of Equipment	-	-	1,179	1,179	1,179
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	4,660	-	-	-	-
Office Supplies	-	463	4,485	4,492	4,492
Food Supplies	2,864	-	-	-	-
Cleaning Materials & Supplies	117	22,072	20,494	18,467	18,467
Vehicle and Powered Equipment Fuels	17,403	19,255	17,215	12,122	12,122
Uniforms & Wearing Apparel	7,123	1,095	9,643	9,025	9,025
Other Operating Supplies	2,211	-	6,344	6,339	6,339
Building Materials & Supplies	36	1,881	7,045	9,071	9,071
Machinery & Equipment under \$5,000	11,621	134	12,571	8,822	8,822
Computer Software under \$5,000	-	-	53	95	95
Machinery & Equipment over \$5,000	228	-	-	-	-
Computer Software over \$5,000	-	-	-	6,095	-
Heat & Cool Equipment	-	-	27,808	46,676	46,676
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>1,549,844</b>	<b>1,746,005</b>	<b>2,882,750</b>	<b>2,767,540</b>	<b>1,978,807</b>

# GROUNDS

## PERSONNEL SUMMARY

Assistant General Manager	1
General Supervisor I	1
Crew Supervisor II	1
Crew Leader	3
Motor Equipment Operator II	1
Construction Worker	2
Maintenance Worker (P/T) (1 Unfunded)	1
<b>TOTAL POSITIONS</b>	<b>10</b>

GROUNDS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	283,340	311,004	24,001	-	311,978
Salaries & Wages Overtime	2,018	826	-	-	-
Part Time Regular	92,075	41,711	799	-	14,356
FICA	26,042	28,747	(1,387)	-	24,965
VRS	31,205	36,588	4,018	-	37,469
Health Insurance	76,891	80,465	6,740	-	61,955
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	3,404	3,956	438	-	4,087
Unemployment Insurance	-	116	-	-	-
Worker's Compensation	41,126	-	-	-	-
Doctor's & Physicians Fee	55	55	-	-	-
Other Contractual Services	10,677	106,556	2,044	-	304,717
Repairs - Vehicles	40,087	13,680	2,025	-	15,000
Repairs - Machinery & Tools	1,821	5,804	2,706	-	5,000
Repairs - Buildings	4,338	-	-	-	-
Telecommunications	197	322	-	-	3,000
Lease/Rent of Equipment	-	-	-	-	1,000
Conference Travel & Training	-	-	-	-	-
Office Supplies	3,636	1,326	76	-	-
Food Supplies	75	-	-	-	-
Cleaning Materials & Supplies	-	631	-	-	-
Vehicle and Powered Equipment Fuels	21,023	38,451	30,360	-	6,000
Uniforms & Wearing Apparel	4,651	7,493	170	-	2,500
Other Operating Supplies	3,060	5,268	752	-	2,000
Machinery & Equipment under \$5,000	228	4,910	3,173	-	4,000
Computer Software over \$5,000	-	-	-	-	1,000
<b>TOTAL GROUNDS</b>	<b>645,949</b>	<b>687,908</b>	<b>75,914</b>	<b>-</b>	<b>800,226</b>

REFUSE COLLECTION	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Other Contractual Services	1,356,916	1,735,557	1,339,139	1,525,000	1,565,000
<b>TOTAL REFUSE COLLECTION</b>	<b>1,356,916</b>	<b>1,735,557</b>	<b>1,339,139</b>	<b>1,525,000</b>	<b>1,565,000</b>

# STORMWATER OPERATIONS

## PERSONNEL SUMMARY

Stormwater Program Manager	1
Engineering Construction Manager	1
Stormwater Inspector	2
<b>TOTAL POSITIONS</b>	<b>4</b>

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	140,719	140,516	182,207	303,361	401,364
FICA	10,033	11,559	12,470	23,207	30,704
VRS	15,825	16,801	22,276	36,710	48,204
Health Insurance	16,597	18,390	19,680	36,837	45,629
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	1,728	1,832	2,419	3,974	5,258
Doctors & Phys Exam Fees	-	-	-	-	-
Other Contractual Services	3,022	222,960	203,026	1,357,752	752,851
Repairs - Vehicles	-	262	2,479	-	2,500
Advertising	-	35	-	1,000	1,000
Postal Services	-	0	14	-	100
Telecommunications	499	1,183	1,103	1,210	1,350
Lease/Rent of Equipment	-	142	-	-	-
Meals and Lodging	-	-	21	-	-
Registration & Training	-	220	145	2,500	2,500
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	3,000	3,570	580	4,000	4,000
State Permits - Licenses	-	-	3,000	-	4,000
Office Supplies	215	2,949	3,334	3,790	3,790
Food Supplies	-	-	-	500	500
Vehicle and Powered Equipment Fuels	21	43	204	1,000	1,000
Uniforms & Wearing Apparel	-	-	-	2,000	2,000
Other Operating Supplies	190	80	-	100	100
Computer Hardware under \$5,000	-	70	-	4,538	4,538
VSMP Permit Issuance Fees	-	-	3,416	-	-
Vehicles	-	-	-	30,000	-
Bonded Debt/Notes Interest	65,653	128,571	-	90,270	88,861
Bonded Debt/Notes Principal	629,332	1,946,531	-	57,500	60,000
Bond Issuance Costs	-	300,975	-	-	-
<b>TOTAL STORMWATER EXPENDITURES</b>	<b>886,834</b>	<b>2,796,688</b>	<b>456,373</b>	<b>1,960,249</b>	<b>1,460,249</b>

## PUBLIC UTILITIES

### PERSONNEL SUMMARY

Crew Supervisor I	1
General Supervisor	2
Motor Equipment Operator (1 Unfunded)	1
Pump Station Equipment Mechanic	3
<b>TOTAL WASTEWATER POSITIONS</b>	<b>7</b>

### PERSONNEL SUMMARY

Deputy City Manager	1
Director of Utilities & Capital Projects	1
Assistant Director/Engineer	1
Assistant General Manager	1
Engineer	1
Operations Manager	1
Administrative Assistant	5
Chief Meter Reader	1
Crew Supervisor (1 Unfunded)	2
Inventory Clerk	1
Motor Equipment Operator	6
Pump Station Equipment Mechanic	1
Water Service Technician	6
Safety Locator	2
CIP Manager	1
General Supervisor	1
<b>TOTAL WATER POSITIONS</b>	<b>32</b>

## WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	-	248,512	243,326	473,404	594,553
Salaries & Wages Overtime	-	26,760	19,946	25,361	25,361
Part Time Regular	-	-	-	-	-
FICA	-	23,078	17,575	38,154	47,423
VRS	-	25,390	24,007	56,856	71,406
Health Insurance	-	43,311	31,817	68,133	81,945
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	-	6,886	7,144	6,202	7,789
Unemployment Insurance	-	415	-	7,500	7,500
Doctors & Phys Exam Fees	-	247	-	1,300	1,300
Engineer and Architecture Services	-	63,534	-	7,500	7,500
Wastewater Treatment Services	4,898,809	4,513,759	5,096,881	4,791,000	5,063,007
Other Professional Services	-	7,942	1,451	3,500	3,500
Credit Card Processing Fees	-	-	23	-	-
Other Contractual Services	-	220,035	484,620	292,000	292,000
Repairs - Vehicles	-	48,363	19,616	37,500	37,500
Repairs - Machinery & Tools	-	26,396	8,360	10,300	10,300
Repairs - Equipment	-	16,964	888	6,200	6,200
Repairs - Heating & Cooling Equipment	-	-	-	-	-
Repairs - Streets & Sidewalks	-	16,387	3,295	8,900	8,900
Repairs - Buildings	-	3,392	-	5,100	5,100
Printing & Binding	-	4,538	-	10,000	10,000
Advertising	-	210	-	500	500
Utility Service	-	127,920	180,884	103,300	103,300
Postal Services	-	45,002	-	55,000	55,000
Telecommunications	-	14,173	7,622	15,200	15,200
Property Insurance	-	-	-	4,000	4,000
Auto Insurance	-	-	-	1,200	1,200
Lease/Rent of Equipment	-	80,588	130,196	102,600	102,600
Mileage & Transportation	-	-	108	-	-
Meals and Lodging	-	-	1,580	-	-
Registration & Training	-	55	1,470	-	-
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	-	593	408	18,350	18,350
State Permits/License	-	-	5,350	-	-
Office Supplies	-	12,396	1,738	10,000	10,000
Food Supplies	-	45	20	-	-
Cleaning Materials & Supplies	-	3,276	-	3,500	3,500
Repair and Maintenance Supplies	-	123,945	5,183	100,464	100,464
Vehicle and Powered Equipment Fuels	-	5,892	54,602	8,000	8,000

## WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Uniforms & Wearing Apparel	-	10,426	3,314	5,000	5,000
Other Operating Supplies	-	2,104	210	350	350
Construction Materials	-	51,144	27,172	75,000	75,000
Service Connection & Materials	-	-	-	25,000	25,000
First Aid Supplies	-	-	46	250	250
Water & Sewer Materials & Supplies	-	2,375	46,069	50,000	50,000
Furniture & Fixtures under \$5,000	-	-	1,262	-	-
Machinery & Equipment under \$5,000	-	6,621	4,208	1,900	1,900
Computer Hardware under \$5,000	-	-	858	-	-
Vehicles	-	-	88,354	-	-
Capital Lease Interest	-	-	50,047	-	-
Bonded Debt/Notes Interest	-	7,390	-	-	-
Bonded Debt/Notes Principal	-	17,209	-	-	-
SWWA Payback	-	197,218	-	500,000	-
Fund Balance Replenishment	-	123,077	-	469,526	443,443
Contingency	-	-	-	7,500	7,500
<b>TOTAL WASTEWATER OPERATIONS</b>	<b>4,898,809</b>	<b>6,127,567</b>	<b>6,569,649</b>	<b>7,405,550</b>	<b>7,313,040</b>

# WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Public Utilities Water Service	-	69	-	-	-
Salaries & Wages Regular	877,901	753,589	907,230	1,041,413	1,175,844
Salaries & Wages Overtime	63,374	57,648	50,501	43,000	43,000
Part Time Regular	31,467	37,850	33,767	-	-
FICA	68,473	66,575	65,985	82,956	93,242
VRS	41,151	80,449	102,911	125,074	141,219
Health Insurance	166,541	111,721	110,561	177,646	162,698
Health Insurance Waiver Expense	-	-	-	-	9,600
VRS Group Life	11,949	8,568	11,048	13,643	15,404
Workman's Compensation	2,817	-	-	12,000	12,000
Doctors & Phys Exam Fees	550	353	1,146	1,300	1,300
Engineer and Architecture Services	-	-	26,444	-	-
Other Professional Services	-	6,272	1,671	-	-
Credit Card Processing Fees	-	-	30	-	-
Other Contractual Services	360,979	762,259	350,972	844,047	844,047
Repairs - Vehicles	-	30,757	45,181	24,100	24,100
Repairs - Machinery & Tools	-	26,293	4,431	92,000	92,000
Repairs - Equipment	-	1,179	9,964	1,200	1,200
Repairs - Streets & Sidewalks	-	7,838	74,888	1,500	1,500
Repairs - Buildings	-	11,324	18	-	-
Pest Control	-	-	-	350	350
Printing & Binding	-	609	-	-	-
Advertising	-	210	1,931	500	500
Utility Service	-	76,995	40,259	66,500	66,500
Natural Gas	-	641	1,790	3,000	3,000
Water & Sewer Service	-	788	1,967	2,000	2,000
Postal Services	-	2,842	231	5,000	5,000
Telecommunications	-	9,320	8,153	9,000	9,000
Insurance Premiums - Fire	-	-	-	2,000	2,000
Property Insurance	-	-	-	4,000	4,000
Auto Insurance	-	-	-	1,200	1,200
Lease/Rent of Equipment	5,250	95	4,253	7,500	7,500
Lease/Rent of Buildings	4,171	10,396	4,800	9,600	9,600
Mileage & Transportation	-	-	6,214	-	-
Meals and Lodging	-	-	4,951	-	-
Registration & Training	4,554	195	3,871	2,000	2,000
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	299	291	218	350	350
State Permits/License	33,601	-	5,045	18,000	18,000
Office Supplies	11,830	6,234	3,640	2,550	2,550
Food Supplies	-	190	596	-	-
Cleaning Materials & Supplies	4,780	399	712	3,500	3,500

## WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Repair and Maintenance Supplies	-	226,131	62,840	245,000	241,448
Vehicle and Powered Equipment Fuels	21,971	4,112	6,638	10,000	10,000
Uniforms & Wearing Apparel	5,207	11,303	17,298	8,000	8,000
Other Operating Supplies	2,395	6,194	6,390	7,750	7,750
Merchandise for Resale	1,910,879	1,615,966	1,675,187	1,690,000	1,804,836
Construction Materials	-	73,428	25,173	13,000	13,000
Service Connection & Materials	13,901	-	13,417	60,000	60,000
First Aid Supplies	-	-	1,680	250	250
Water & Sewer Materials & Supplies	54,486	109,103	180,863	50,000	50,000
Machinery & Equipment under \$5,000	37	4,686	737	3,600	3,600
Computer Software under \$5,000	-	278	1,150	3,000	3,000
Computer Hardware under \$5,000	-	1,788	2,746	2,000	2,000
Machinery & Equipment over \$5,000	-	-	-	-	-
Vehicles	-	-	88,354	-	-
Depreciation Expense	-	-	-	-	-
Bonded Debt/Notes Interest	-	298,783	-	503,533	580,280
Bonded Debt/Notes Principal	-	(17,209)	-	409,730	457,365
Capital Leases Principal	-	(0)	189,908	141,292	362,780
Capital Leases Interest	-	157,743	124,678	253,594	130,147
Other Debt Expenses	-	(24,612)	-	-	-
Debt Issuance Cost	-	145,024	-	-	-
PILOT Payment to General Fund	-	489,000	489,000	850,000	845,098
Fund Balance Replenishment	-	16,794	-	469,526	472,823
<b>TOTAL WATER OPERATIONS</b>	<b>3,698,564</b>	<b>5,190,461</b>	<b>4,771,438</b>	<b>7,317,204</b>	<b>7,806,579</b>

# STREETS OPERATIONS

The Streets division is responsible for maintaining 365 lane-miles of the City’s street system. The division’s maintenance functions include vacuum leaf collection; snow removal; street sweeping; repairs to curbs, gutters, storm drains; installation and maintenance of street signs, street lights, and roadway markings; pothole repair; pavement preservation; and response to hazardous material spills. This division is funded 100 percent from urban allocation funds from the Commonwealth and are not included in the General Fund.

## PERSONNEL SUMMARY

Assistant General Manager	1
Senior Traffic Signal/Street Light Technician	1
General Supervisor	2
Crew Supervisor	4
Electronics Technician	1
Crew Leader	8
Motor Equipment Operator	13
Administrative Assistant	1
Account Clerk	2
Automotive Services Superintendent	1
Right of Ways Permit Manager	1
Construction Worker	2
Motor Equipment Operator (P/T)	1
Maintenance Worker (P/T)	1
<b>TOTAL POSITIONS</b>	<b>39</b>

## STREET OPERATIONS

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2019-2020 ADOPTED
Street Operations	-	70	154	-	-
Salaries & Wages Regular	794,498	1,023,077	1,051,062	1,541,599	1,486,558
Salaries & Wages Overtime	22,234	28,867	35,249	30,000	30,000
Part Time Regular	20,256	27,364	47,228	35,614	35,614
FICA	58,776	86,805	72,668	122,952	118,741
VRS	88,174	116,417	123,867	184,888	178,536
Health Insurance	140,627	190,818	170,840	284,957	251,686
Health Insurance Waiver Expense	-	-	-	-	9,600
VRS Group Life	9,609	12,538	13,478	20,165	19,474
Unemployment Insurance	-	693	-	-	-
Workman's Compensation	5,056	-	-	-	-
Tuition Assistance	-	-	-	2,500	2,500
Doctors & Phys Exam Fees	-	655	-	3,000	3,000
Engineer and Architecture Services	345	-	-	70,000	62,800
Other Professional Services	-	25	-	-	-
Other Contractual Services	455,571	273,360	447,584	1,539,526	2,619,072
Snow Removal Services	-	-	-	100,000	100,000
Repairs - Vehicles	17,978	56,926	27,368	20,000	125,000
Repairs - Machinery & Tools	-	3,362	14,401	-	13,500
Repairs - Equipment	24,400	3,555	38,555	1,500	5,000
Repairs - Buildings	-	12	5,801	-	2,500
Advertising	-	360	-	1,000	1,000
Utility Service	-	582,376	578,417	525,607	525,607
Postal Services	34	65	67	200	950
Telecommunications	5,840	14,981	13,956	7,500	14,700
Lease/Rent of Equipment	-	7,335	-	-	-
Mileage & Transportation	-	1,211	26	1,500	1,500
Meals and Lodging	-	441	2,736	-	-
Registration & Training	225	5,445	5,944	2,500	2,500
Conference Travel & Training	-	-	-	-	-
Dues & Subscriptions	302	-	-	-	-
Office Supplies	2,683	7,243	5,014	5,000	5,000
Food Supplies	-	977	257	2,500	2,501
Cleaning Materials & Supplies	890	3,403	1,532	2,500	2,501
Repair and Maintenance Supplies	-	2,981	45,008	170,000	170,000
Vehicle and Powered Equipment Fuels	27,535	10,536	38,447	50,000	50,000
Uniforms & Wearing Apparel	5,058	10,917	17,785	10,000	12,500
Books and Subscriptions	-	370	760	1,000	300
Other Operating Supplies	-	19,554	32,381	3,000	16,000
Furnitures & Fixtures under \$5,000	-	2,066	396	-	7,500
Machinery & Equipment under \$5,000	1,001	5,419	694	2,500	100,000
Computer Hardware under \$5,000	-	-	1,906	-	-
Machinery & Equipment over \$5,000	-	17,681	453	100,000	-
Vehicles	-	-	-	1,140,191	-
Contingency	-	-	140	-	-
Litter Grant	-	5,931	7,210	-	5,559
<b>TOTAL STREETS FUND EXPENDITURES</b>	<b>1,681,091</b>	<b>2,523,834</b>	<b>2,801,381</b>	<b>5,981,699</b>	<b>5,981,699</b>

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# SOCIAL SERVICES



## SOCIAL SERVICES

Petersburg Department of Social Services:

- ◆ Promotes the safety, permanency and well-being for children, families and individuals through adoption, child protective services, foster care and other programs.
- ◆ Provides applications for customers applying for benefit services ensuring timely processing in accordance with established local, state, and federal guidelines.
- ◆ Investigates reports of abuse, neglect, and exploitation of adults 60 years of age or older and incapacitated adults age 18 or older.
- ◆ Screens individuals entering nursing homes or assisted living facilities and provides companion services to the elderly to keep them in their own homes.
- ◆ Provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend education or training programs.
- ◆ Identifies, assesses and provides services to children and families to protect children, preserve families, and prevent further maltreatment.

### PERSONNEL SUMMARY

Social Services Director	1	Information System Support Specialist	1
Family Services Manager	1	Fiscal Assistant	4
Administrative Services Manager	1	Self-Sufficiency Specialist	3
Fiscal Manager	1	Human Services Assistant	12
Benefits Program Manager	1	Fraud Investigator	1
Family Services Supervisor	6	Human Resources Specialist	1
Self-Sufficiency Supervisor	1	Security Guard/Facilities Manager	1
Benefits Program Supervisor	6	Office Associate	6
Family Services Specialist	25	Administrative Program Assistant	1
Benefits Program Specialist	36	Benefits Program Specialist (P/T)	2
Information System Support Supervisor	1		
<b>TOTAL POSITIONS</b>			<b>112</b>

## SOCIAL SERVICES

SOCIAL SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	2,887,241	2,941,292	3,355,672	4,514,243	4,422,694
Salaries & Wages Overtime	5,388	20,372	57	28,000	23,000
Part Time Regular	33,096	158,837	100,199	46,421	46,421
FICA	204,501	250,193	230,389	351,033	338,336
VRS	323,302	339,824	393,759	542,161	531,165
Health Insurance	457,538	478,584	414,164	696,823	504,693
Health Insurance Waiver Expense	-	-	-	-	50,400
VRS Group Life	34,241	35,385	42,180	59,137	57,937
Security	-	-	-	-	77,000
Doctors & Phys Exam Fees	1,560	-	-	2,090	-
Legal Services	1,540	87,021	51,465	85,500	49,000
Other Contractual Services	57,599	20,541	84,362	89,600	113,000
Repairs - Vehicles	14,272	13,295	7,307	10,000	9,840
Repairs - Equipment	3,221	862	309,679	2,310	-
Repairs - Buildings	-	259,892	-	-	236,900
Utility Service	-	33,158	5,662	-	-
Water and Sewer Service	-	-	164	-	-
Postal Services	31,365	10,428	9,349	30,680	9,680
Telecommunications	9,464	22,320	37,154	45,000	45,000
Surety Bonds	-	1,911	3,822	2,550	2,550
Lease/Rent of Equipment	7,003	8,723	2,334	12,000	3,000
Lease/Rent of Buildings	40,011	-	416,000	384,000	384,000
Mileage & Transportation	774	7,159	1,423	3,540	1,770
Meals and Lodging	-	2,022	8,193	5,000	5,000
Registration & Training	-	575	1,756	5,283	2,642
Auxiliary Grants Aged	222,260	523,171	592,422	131,880	257,400
Auxiliary Grants Disabled	320,455	28,347	(2,377)	408,445	321,480
TANF Manual Checks	-	(4,987)	(610)	3,000	2,000
TANF Foster Care	1,045,788	822,840	816,697	1,032,047	871,496
Emergency Utility Assistance	-	3,124	526	-	500
Overpayment Collections	-	(3,633)	(199)	-	-
Food Stamps Overpayment	-	(1,185)	(3,704)	-	-
Federal Adoption Subsidy	-	-	-	-	913,224
Fostering Futuresd Foster Care Assistance	-	-	-	-	25,200
Emergency Services	1,987	-	-	3,500	3,500
Child Welfare Serv & Adoption	1,622,620	1,682,581	1,705,156	1,682,270	783,886
Independent Living Program	937	20,695	10,500	4,106	4,106
Companion Program	47,574	38,152	32,287	30,000	37,500
Prevention Allocation	3,194	14,798	2,630	19,941	-
View Welfare Reform	197,440	189,728	210,463	366,883	297,175
Foster Parent Adoptive	109	4,769	667	4,000	1,000
Education & Training Vouchers	-	-	-	-	3,791

## SOCIAL SERVICES

SOCIAL SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Foster Parent Respite Care	-	-	-	-	1,350
FC Approved Child Welfare Training	-	-	1,499	-	2,000
Day Care Quality Enhancement	-	-	-	-	-
Healthy Families	18,283	2,104	25,598	42,417	36,452
Refugee Assistance	-	1,870	-	-	500
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	20	2,540	1,830	2,500	2,500
Family Preservation	-	-	250	-	5,578
Child Welfare Substance Abuse Prevention	-	-	133	-	6,646
IV-E App Foster/Adopt Prt. Vol & WC	-	-	500	-	1,000
Adult Protective Services	-	-	7,281	-	9,971
Office Supplies	3,780	132,645	43,259	55,000	29,200
Cleaning Materials & Supplies	749	3,363	3,275	15,000	3,000
Vehicle and Powered Equipment Fuels	1,674	893	433	27,950	9,200
Uniforms & Wearing Apparel	-	1,124	185	-	500
Books & Subscriptions	-	-	141	-	1,000
Other Operating Supplies	-	-	1,854	-	1,160
Furniture and Fixtures Under \$5000	-	8,849	24,591	-	800
Computer Software under \$5,000	-	1,725	99	-	-
Computer Hardware under \$5,000	-	-	5,774	-	500
Machinery & Equipment Over \$5000	-	5,182	-	-	800
Vehicles	-	42,534	47,130	-	57,450
<b>TOTAL SOCIAL SERVICES</b>	<b>7,598,985</b>	<b>8,213,620</b>	<b>9,003,382</b>	<b>10,744,309</b>	<b>10,605,893</b>

## JUVENILE & CHILDREN OUTREACH (CSA)

The mission of the CSA, as defined by the Commonwealth, is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

### PERSONNEL SUMMARY

Comprehensive Services Act Director	1
Office Assistant III (P/T)	1
<b>TOTAL POSITIONS</b>	<b>2</b>

COMPREHENSIVE SERVICES ACT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	58,205	57,068	56,185	58,593	58,593
Part Time Regular	11,686	11,733	3,098	15,084	16,016
FICA	5,069	5,589	4,090	5,636	5,708
VRS	6,612	6,899	6,925	6,899	6,899
Health Insurance	6,087	6,394	5,861	7,766	-
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	721	753	753	753	753
Other Contractual Services	-	(801)	-	-	-
Pool Funds	4,070,157	4,348,501	4,014,615	4,207,248	4,207,248
Mileage & Transportation	-	30	-	750	750
Meals and Lodging	-	500	404	-	-
Conference Travel & Training	-	-	165	-	-
Office Supplies	-	1,430	-	2,000	2,000
Machinery & Equipment under \$5,000	-	-	-	500	500
<b>TOTAL COMPREHENSIVE SERVICES ACT</b>	<b>4,158,537</b>	<b>4,438,095</b>	<b>4,092,095</b>	<b>4,305,229</b>	<b>4,299,666</b>

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# LEISURE & COMMUNITY ENGAGEMENT



## RECREATION & COMMUNITY ENGAGEMENT

The Department of Parks & Leisure Services has been reorganized and changed to Recreation & Community Engagement. The functions of this department are to provide recreational activities to the citizens of Petersburg and engage with them.

### PERSONNEL SUMMARY

Director of Recreation & Community Engagement	1
Executive Assistant	1
Recreation Program Coordinator	1
Secretary II	1
<b>TOTAL POSITIONS</b>	<b>4</b>

RECREATION & COMMUNITY ENGAGEMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	252,861	326,384	367,665	378,285	260,535
Part Time Regular	176,426	182,970	129,748	210,571	60,000
FICA	30,660	40,505	33,396	45,048	24,521
VRS	26,848	38,102	44,888	61,847	47,399
Health Insurance	36,303	34,792	28,323	31,533	27,483
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	2,929	4,074	4,886	4,869	3,413
Unemployment Insurance	104	1,514	-	-	-
Other Contractual Services	78,732	93,458	81,624	83,000	45,000
Postal Services	-	15	23	-	-
Telecommunications	1,329	-	100	500	500
Meals and Lodging	-	-	2,656	-	-
Registration and Training	-	-	245	-	-
Special Events	-	5,147	11,005	15,500	5,000
Office Supplies	784	3,176	2,003	5,000	2,500
Food Supplies	-	4,200	2,562	7,000	5,000
Vehicle and Powered Equipment Fuels	3,319	15,335	415	10,000	5,000
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	-	2,000	-
Uniforms & Wearing Apparel	2,534	4,468	2,784	5,000	2,000
Other Operating Supplies	-	28,199	29,846	24,034	10,000
<b>TOTAL RECREATION &amp; COMMUNITY ENGAGEMENT</b>	<b>612,828</b>	<b>782,340</b>	<b>742,170</b>	<b>884,187</b>	<b>499,551</b>

# LIBRARY

The Petersburg Public Library aims to provide citizens equitable access to evolving information and resources that will enable them to enhance their quality of life. The Library offers programming and services to ensure that children and teens develop and maintain a life-long love of reading and learning and that adults have the services information and resources they need.

## PERSONNEL SUMMARY

Director of Library Services	1
Library Assistant	5
Librarian	2
Administrative Assistant	1
Marketing Specialist (P/T)	1
Library Assistant (P/T)	4
Custodial Worker (P/T)	2
Office Assistant (P/T)	1
<b>TOTAL POSITIONS</b>	<b>17</b>

# LIBRARY

LIBRARY	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	290,768	296,335	333,769	389,973	352,782
Part Time Regular	103,562	94,311	81,932	115,414	115,414
FICA	28,151	31,336	28,075	38,662	35,817
VRS	32,455	36,501	42,159	45,241	42,373
Health Insurance	50,541	51,450	48,191	62,294	54,447
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	3,479	3,785	4,581	4,934	4,621
Doctors & Phys Exam Fees	-	55	-	-	-
Other Contractual Services	86,034	103,372	118,149	81,519	81,519
Repairs - Vehicles	-	1,631	1,143	3,010	3,000
Repairs - Equipment	-	-	7,599	-	-
Printing and Binding	-	-	50	-	-
Advertising	-	-	849	1,000	1,000
Utility Service	-	75,370	80,942	81,797	81,797
Postal Services	475	38	36	1,100	800
Telecommunications	21,461	17,011	23,880	23,087	23,087
Property Insurance	-	6,320	10,606	10,895	10,895
Lease/Rent of Equipment	11,297	6,574	-	-	-
Lease/Rent of Buildings	96,000	88,000	96,000	118,000	96,000
Mileage & Transportation	-	450	588	1,866	1,866
Meals and Lodging	-	378	6,534	-	-
Registration & Training	-	216	2,526	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	550	958	880	1,000	1,000
Special Events	-	2,432	5,996	7,318	5,000
Office Supplies	2,598	3,676	5,840	4,500	4,500
Cleaning Materials & Supplies	-	2,980	-	-	-
Vehicle and Powered Equipment Fuels	614	815	665	1,100	1,100
Books and Subscriptions	67,257	79,233	71,085	64,096	64,096
Other Operating Supplies	-	4,929	14,002	4,130	4,130
Merchandise for Resale	-	78	-	2,000	2,000
Furniture & Fixtures under \$5,000	624	1,511	-	-	-
Machinery & Equipment under \$5,000	-	21,090	-	-	-
New - Motor Vehicle	-	-	27,616	-	-
Contingency	-	35,002	28,031	28,031	-
<b>TOTAL LIBRARY</b>	<b>795,867</b>	<b>965,838</b>	<b>1,041,724</b>	<b>1,090,968</b>	<b>988,444</b>

# WORKFORCE DEVELOPMENT

The Crater Workforce authorized the Executive Director to become an employee of the City of Petersburg during FY 2019-20 therefore the personnel costs associated with this employee is being charged to the City. The personnel expenses associated with the employee are to be reimbursed to the City by the organization.

## PERSONNEL SUMMARY

Executive Director	1
<b>TOTAL POSITIONS</b>	<b>1</b>

WORKFORCE DEVELOPMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	-	-	-	-	85,000
FICA	-	-	-	-	6,503
VRS	-	-	-	-	10,209
Health Insurance	-	-	-	-	-
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	-	-	-	-	1,114
<b>TOTAL WORKFORCE DEVELOPMENT</b>	-	-	-	-	<b>102,825</b>

## TOURISM & SPECIAL EVENTS

TOURISM & SPECIAL EVENTS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	56,697	19,636	-	-	-
Part Time Regular	56,625	6,463	-	-	-
FICA	8,375	2,034	-	-	-
VRS	5,745	2,242	-	-	-
Health Insurance	7,268	3,730	-	-	-
VRS Group Life	627	244	-	-	-
Unemployment Insurance	-	3,174	-	-	-
Other Contractual Services	9,451	7,295	-	-	-
Repairs - Vehicles	1,464	-	-	-	-
Advertising	1,406	38,500	-	-	-
Utility Service	-	437	-	-	-
Telecommunications	2,085	468	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	19,250	-	-	-
Special Events	586	5,940	-	-	-
Office Supplies	29	3	-	-	-
Vehicle and Powered Equipment Fuels	158	354	-	-	-
Merchandise for Resale	-	2,425	-	-	-
<b>TOTAL TOURISM &amp; SPECIAL EVENTS</b>	<b>150,517</b>	<b>112,196</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CEMETERIES ADMINISTRATION

### PERSONNEL SUMMARY

Office Assistant III (P/T)					2
<b>TOTAL POSITIONS</b>					<b>2</b>
CEMETERIES ADMINISTRATION	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	35,715	(328)	-	-	-
Part Time Regular	30,382	29,749	32,236	32,000	32,000
FICA	4,981	2,338	2,466	2,448	2,448
VRS	2,507	106	-	-	-
VRS Group Life	274	12	-	-	-
Other Contractual Services	-	75	-	-	-
Postal Services	5	13	2	-	-
Telecommunications	454	-	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	486	490	500	500
Office Supplies	27	743	433	500	500
Cleaning Materials & Supplies	-	-	-	-	-
Vehicle and Powered Equipment Fuels	-	26	-	-	-
<b>TOTAL CEMETERIES ADMINISTRATION</b>	<b>74,345</b>	<b>33,218</b>	<b>35,627</b>	<b>35,448</b>	<b>35,448</b>

## DOGWOOD TRACE GOLF COURSE

Dogwood Trace is the City of Petersburg's public municipal golf course. While providing recreational entertainment to the citizens of the city, the golf course also attracts many tourists, vacationers and other visitors from neighboring localities. Ultimately it supports the City's efforts towards community engagement, tourism and economic growth. .

### PERSONNEL SUMMARY

General Manager/PGA Golf Pro	1
Superintendent	1
Assistant Superintendent	1
Assistant Golf Pro	2
Construction Worker	1
Restaurant Manager	1
Executive Chef	1
<b>TOTAL POSITIONS</b>	<b>8</b>

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Green Fees	433,185	383,920	375,249	452,417	457,115
Cart Rental	153,181	233,954	200,842	214,750	235,250
Pro Shop	33,979	25,808	29,461	52,000	52,000
Food Sales	-	-	-	171,000	116,000
Beverge Sales	-	-	-	38,200	41,100
Concession Sales	10,993	14,850	47,240	-	-
Sales Tax Golf Course	9,885	89	(121)	14,221	14,220
E-Gift Card Revenue	-	-	2,345	-	-
Meals Tax	-	-	2,217	8,400	8,400
Cash Over & Short	-	(208)	(138)	-	-
Miscellaneous Other	62,512	2,085	-	-	-
Transfer from General Fund	-	427,772	292,850	327,327	280,765
<b>TOTAL DOGWOOD TRACE REVENUES</b>	<b>703,735</b>	<b>1,088,270</b>	<b>949,945</b>	<b>1,278,315</b>	<b>1,204,850</b>

## DOGWOOD TRACE GOLF COURSE

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Grounds Maintenance	-	1,309	-	-	-
Fuel	-	2,048	-	-	-
Water and Sewer Services	-	410	-	-	-
Rent-Golf Carts	-	4,504	-	-	-
Concession Resale	-	(9,162)	-	-	-
Pro-Shop Resale	-	1,763	-	-	-
Depreciation Expense	-	136,279	-	-	-
Salaries & Wages Regular	221,503	276,321	291,759	383,142	395,600
Part Time Regular	59,721	45,418	57,503	80,004	80,004
FICA	20,050	26,400	24,099	35,431	36,384
VRS	14,923	35,605	34,172	46,015	47,512
Health Insurance	27,553	39,511	32,245	46,294	36,455
Health Insurance Waiver Expense	-	-	-	-	3,600
VRS Group Life	2,749	3,667	3,710	5,019	5,182
Doctors & Phys Fees	440	-	-	-	-
Other Professional Services	22,030	-	-	-	-
Credit Card Processing Fees	9,091	9,380	10,876	6,000	6,000
Other Contractual Services	102,881	50,223	60,569	87,950	73,775
Repairs - Buildings	-	1,600	-	-	-
Advertising	210	-	2,459	2,100	2,100
Marketing	-	359	1,433	1,800	2,100
Utility Service	23,863	26,708	24,347	21,600	21,600
Water & Sewer Service	11,877	12,482	12,017	13,000	13,000
Telecommunications	4,952	7,636	3,592	4,560	4,560
Property Insurance	-	-	-	-	-
Lease/Rent of Equipment	65,795	75,095	77,664	82,152	82,152
Mileage & Transportation	-	232	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	17,272	6,346	10,158	8,400	8,400
Office Supplies	1,834	2,796	2,390	3,900	3,900
Food Supplies	-	-	22,050	48,000	40,000
Cleaning Materials & Supplies	130	742	1,704	3,900	3,900
Vehicle and Powered Equipment Fuels	20,128	20,172	17,733	21,600	17,950
Merchandise for Resale	27,371	28,960	27,845	36,400	27,231
Beverage for Resale	-	-	-	18,000	13,850
VA Sales Tax	-	-	-	14,221	14,221
Petersburg Meals Tax	-	-	1,313	8,400	8,400
Machinery & Equipment over \$5,000	-	8,332	-	-	-
Depreciation Expense	116,856	-	-	-	-
Bonded Debt/Notes Interest	-	200,674	184,792	188,003	152,722
Bonded Debt/Notes Principal	-	-	106,273	112,423	104,252
<b>TOTAL DOGWOOD TRACE EXPENDITURES</b>	<b>771,228</b>	<b>1,015,809</b>	<b>1,010,706</b>	<b>1,278,315</b>	<b>1,204,850</b>

# MASS TRANSIT

Petersburg Area Transit (PAT) is committed to improving the riding experience and availability of public transportation in the Southside region for local residents, businesses and visitors of Petersburg, Hopewell, Colonial Heights and the surrounding counties. PAT transports an average of 57,000 passengers a month, aiming to connect people, jobs, and communities. PAT is also responsible for overseeing the implementation of federally funded transit programs and ensuring compliance with grant regulations. PAT ensures assured that transit facilities and vehicles are safe and properly maintained.

## PERSONNEL SUMMARY

Director	1	New Freedom Operator	2
Deputy Director	1	Diesel Mechanic	5
Operations Manager	1	Grant Specialist	1
Administrative Services Manager	1	Accounts Specialist	1
Facility Manager	1	Safety Coordinator	1
Transit Operator	19	Payroll & Revenue Specialist	1
Transit Supervisor	2	Maintenance/Fleet Manager	1
Para-Transit Supervisor	1	Custodial Worker	2
Para-Transit Operator/Customer Service	1	Customer Service Representative	3
Transit Operator P/T	4	Para-Transit Operator P/T	2
Security Officer P/T	1	Customer Service Representative P/T	1
Custodial Worker P/T	6	Transit Worker P/T	1
Dispatch	1	Para-Transit Operator	2
<b>TOTAL POSITIONS</b>		<b>63</b>	

## MASS TRANSIT REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
**Mass Transit Revenue**	-	-	55,500	-	-
Rental of General Property	-	-	1,472	-	-
Revenue From Use of Property	18,845	-	-	-	-
Sale of Bus Tickets	393,543	3341,170	353,218	400,000	400,000
Hopewell	31,535	243,891	163,221	220,000	218,000
Colonial Heights	433,130	50,000	53,000	-	-
Greyhound Commission Tickets	20,870	27,663	13,840	30,000	30,000
Greyhound Revenue	47,071	32,210	42,169	43,032	43,032
Riverside Revenue	9,696	21,331	25,210	23,268	23,268
Concession Sales	655	20,208	144	600	600
Cash Sales Tax Café	-	771	12	-	-
Meals Tax Café	-	612	14	-	-
Sales Tax Café	-	36	-	-	-
Sale of Bus Tickets-Flite Foundation	-	70	145	-	-
New Freedom Farebox	-	-	-	-	-
Charges for Services	27,351	-	-	-	20,000
Vending Machine Commission	-	341	931	-	600
Sale of Salvage/Surplus	-	-	-	100	4,096
Miscellaneous Other - [Advertising On Bus]	-	10,529	15,374	10,000	10,000
Miscellaneous Other - [Non-Advertising]	-	-	342	-	-
Recovered Cost [Insurance Claims]	-	-	-	-	-
Recovered Cost	7,546	7,943	2,006	-	-
Recoveries & Rebates	-	-	29	-	-
Other State Revenue	-	-	107,572	-	-
State Operating DRPT	632,660	764,117	161,355	645,432	711,439
State Grant Revenue-Monthly Op Allot	-	-	388,718	-	-
New Freedom Program-Operating State	-	-	51,711	172,137	21,000
New Freedom Program Mgr. [State]	-	-	-	-	-
New Freedom Program-Operating [Federal] (5310)	-	-	-	84,000	-
Federal Grant Revenue -Operating (5307)	976,078	522,484	-	730,000	976,830
Federal Grant Revenue -Preventive Maintenance (5307)	-	76,941	247,091	502,664	825,057
Federal Grant Revenue (5310)	-	-	-	105,000	-
VA-90-X516 [Federal]	-	-	19,087	-	15,655
VA-90-X415 [Federal]	-	4,828	75,566	61,743	12,308
VA-90-X286 [Federal]	-	-	7,024	-	-
VA-34-0005 [Federal]	-	29,065	19,776	17,591	7,648
VA-90-X363 [Federal]	-	3,671	4,171	-	-
VA-90-X105-02 [Federal]	-	-	-	57,914	-
New Freedom Federal	-	-	46,607	-	16,800
VA-16-X042 [New Freedom Mgr. Federal]	-	84,962	-	-	-
VA-2018-0006 [Federal]	-	-	150,177	-	55,194

## MASS TRANSIT REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Capital VA-2019-006 (5339) [Federal]	-	-	-	276,281	-
Capital VA-2019-006 (5307) [Federal]	-	-	-	40,000	-
VA-2020 Capital Federal	-	-	-	-	141,702
VA-2019-0914 [Federal]	-	-	-	-	66,621
VA-2018-0009 [State]	-	-	282,375	-	-
Capital VA-2019-006 (5339) [State]	-	-	-	554,456	-
Capital VA-2019-006 (5307) [State]	-	-	-	8,000	-
Capital State 2020 Grant [5339]	-	-	-	-	344,133
Transfer from General Fund	-	980,248	980,248	-	-
Local Match - Operating [Fund 5307]	-	-	-	730,000	629,117
Local Match -Preventive Maintenance [Fund 5307]	-	-	-	168,700	206,264
Local Match -Capital	-	-	-	31,915	39,356
Local Match - [Fund 5310]	-	-	-	21,00	4,200
Local Match - Capital [Fund 5339]	-	-	-	39,012	20,243
<b>TOTAL MASS TRANSIT REVENUES</b>	<b>2,598,980</b>	<b>3,216,090</b>	<b>3,268,105</b>	<b>4,972,845</b>	<b>4,843,163</b>

## MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	1,385,866	1,323,032	1,271,354	1,306,594	1,462,157
Salaries and Wages - Overtime	84,049	160,715	82,842	40,000	75,000
Part-time Salaries & Wages-Regular	130,297	212,491	150,569	112,944	100,100
FICA	122,416	136,486	103,174	111,655	124,932
VRS	131,441	158,130	153,956	156,922	175,605
Hospitalization/Medical Plans	108,276	218,022	179,935	201,552	214,742
Group Insurance	7,511	16,175	16,022	17,116	19,100
Health Insurance Waiver Expense	-	-	-	-	9,000
Unemployment Insurance	10,550	3,842	-	-	-
Employee Liability-Workers'Comp	38,126	-	-	6,000	-
Doctors & Phys Exam Fees	2,511	2,244	5,068	5,000	5,000
Auditing	-	-	-	-	-
PAT Bus Passes Credit Card Fees	26,720	4,961	5,140	3,000	3,000
Other Professional Services	-	-	505	-	-
Other Contractual Services	473,249	193,436	114,086	126,987	136,207
Sale Tax Cafe	1,099	-	-	-	-
Other-GRTC	266,668	-	-	-	-
Repairs - Vehicles	-	79,683	997	-	-
Repairs - Office Equipment	-	3,653	-	-	-
Repairs - Buildings	7,045	24,006	966	-	-
Repairs-Other	728	-	-	-	-
Pest Control	152	-	-	-	-
Printing & Binding	-	-	667	2,500	2,500
Advertising	2,133	913	1,227	2,000	2,000
Laundry and Dry Cleaning Services - Mats	1,625	-	-	-	-
Utility Service	49,849	72,936	98,276	105,000	105,000
Propane Gas	12,643	-	-	-	-
Water and Sewer Service	11,967	4,798	26,454	37,000	37,000
Postal Services	195	390	174	780	780
Telecommunications	40,363	55,504	30,352	81,000	81,000
Communications Maintenance Agreements	-	-	-	-	-
Property Insurance	-	-	-	-	-
Auto Insurance	6,606	-	-	-	-
Lease/Rent of Equipment	-	242	-	-	-
Mileage & Transportation	105	3,825	2,211	2,500	2,500
Meals and Lodging	-	2,666	11,916	3,000	3,000
Registration & Training	-	-	2,202	5,000	4,000
Dues & Associations Memberships	1,883	2,258	4,240	2,000	2,000
Office Supplies	5,523	3,736	6,843	5,686	5,686
Food Supplies	431	4,896	4	300	300
Cleaning Materials & Supplies	-	10,796	20,621	15,000	-
Repairs and Maintenance Supplies	-	1,806	1,022	-	-

## MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 ADOPTED
Vehicle and Powered Equipment Fuels	230,274	247,754	316,220	185,714	185,000
Uniforms & Wearing Apparel	2,536	10,000	11,356	6,000	10,000
Books & Subscriptions	-	-	-	5,000	3,000
Other Operating Supplies	-	4,606	8,544	4,000	4,000
Merchandise for Resale	-	3,849	-	-	-
First Aid Supplies	555	-	2,706	2,500	2,500
Tires and Tubes	86,446	-	-	53,500	53,500
Small Tools	399	-	-	-	-
Computer Hardware over \$5,000	-	-	-	-	-
Depreciation Expense	1,109,127	-	-	-	-
Local Match - Operating [Fund 5307]	-	33,038	-	-	-
PILOT Payment to General fund	-	246,000	-	-	-
Contingency	-	200	-	-	-
Greater Richmond Transit Co. [Contingency]	-	200,006	200,000	200,000	200,000
<b>TOTAL ADMINISTRATIVE OPERATING</b>	<b>4,359,362</b>	<b>2,966,706</b>	<b>3,529,874</b>	<b>2,896,403</b>	<b>3,023,949</b>
GREYHOUND LINE SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Greyhound Ticket Sales/GPX	-	-	41,551	43,032	43,032
Contingency	-	13,559	-	-	-
<b>TOTAL GREYHOUND LINE SERVICES</b>	<b>-</b>	<b>13,559</b>	<b>41,551</b>	<b>43,032</b>	<b>43,032</b>
PARATRANSIT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	-	-	-	56,992	136,864
Part-time Salaries & Wages-Regular	-	-	-	84,302	32,240
FICA	-	-	-	10,809	12,936
VRS	-	-	-	6,845	16,437
Hospitalization/Medical Plans	-	-	-	14,995	23,400
Health Insurance Waiver Expense	-	-	-	-	1,200
Group Insurance	-	-	-	747	1,793
<b>TOTAL PARATRANSIT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>174,690</b>	<b>224,870</b>

## MASS TRANSIT EXPENDITURES

PREVENTIVE MAINTENANCE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	-	(759)	208,790	277,202	339,602
Salaries and Wages - Overtime	-	-	16,620	20,000	25,000
Part-time Salaries & Wages-Regular	-	-	95,719	64,501	90,180
Part-time Salaries & Wages-Overtime	-	-	-	-	-
FICA	-	-	19,710	27,670	34,790
VRS	-	-	24,033	33,292	40,786
Hospitalization/Medical Plans	-	-	30,976	39,766	43,444
Health Insurance Waiver Expense	-	-	-	-	1,200
Group Insurance	-	-	2,794	3,631	4,449
Doctors & Phys Exam Fees	-	-	-	-	-
Other Contractual Services	-	1,422	-	-	-
Repairs - Vehicles	-	106,873	142,612	135,360	140,000
Repairs - Machinery & Tools	-	984	-	7,500	7,500
Repairs - Equipment	-	-	4,916	5,000	5,000
Repairs - Grounds	-	2,341	62,114	34,889	35,000
Maintenance - Vehicles	-	-	4,898	6,000	6,000
Maintenance - Machinery & Tools	-	-	-	2,500	2,500
Maintenance - Equipment	-	-	2,039	1,500	1,500
Maintenance - Buildings	-	-	858	10,000	10,000
Laundry Services	-	-	-	-	-
Telecommunications	-	8,982	2,443	-	-
Lease/Rent of Equipment	-	-	855	-	-
Office Supplies	-	-	116	-	-
Cleaning Materials & Supplies	-	199	906	-	19,500
Repair and Maintenance Supplies	-	2,391	8,663	-	-
Vehicle and Powered Equipment Fuels	-	1,812	-	-	-
Uniforms & Wearing Apparel	-	737	-	-	-
Books and Subscriptions	-	-	-	-	-
First Aid Supplies	-	-	-	-	-
Other Operating Supplies	-	-	412	-	-
Tires & Tubes	-	-	49,511	-	-
Machinery & Equipment under \$5,000	-	897	-	-	-
Computer Hardware under \$5,000	-	630	-	-	-
Local Match Preventive Maintenance [Fund	-	5,630	-	-	-
<b>TOTAL PREVENTIVE MAINTENANCE</b>	-	<b>132,139</b>	<b>678,985</b>	<b>668,811</b>	<b>806,450</b>

## MASS TRANSIT EXPENDITURES

NEW FREEDOM OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries and Wages - Regular	-	-	-	59,072	16,328
Part-time Salaries & Wages-Regular	-	-	-	15,600	-
FICA	-	-	-	5,712	1,249
VRS	-	-	-	7,095	1,961
Hospitalization/Medical Plans	-	-	-	8,000	7,600
Health Insurance Waiver Expense	-	-	-	-	1,200
Group Insurance	-	-	-	774	214
Repairs - Motor Vehicles	-	-	-	10,000	10,000
Repairs - Machinery & Tools	-	-	-	-	-
Vehicle and Powered Equipment Fuels	-	-	-	40,000	-
Advertising	-	-	-	2,000	-
Uniforms & Wearing Apparel	-	-	-	2,000	-
Training & Public Ed Supplies	-	-	-	7,675	-
Tires & Tubes	-	-	-	37,600	-
Other Operating Supplies	-	-	-	14,472	3,448
<b>TOTAL NEW FREEDOM OPERATIONS</b>	-	-	-	<b>210,000</b>	<b>42,000</b>
CAPITAL VA-90-X286	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Repairs Building & Grounds -Landscaping	-	-	8,780	-	-
Rehab/Renovate Admin/Maint Facility	-	-	1,185	-	-
Furniture & Fixtures over \$5,000	-	-	-	-	-
Furniture & Fixtures under \$5,000	-	-	-	-	-
Repairs - Motor Vehicles	-	-	199	-	-
<b>TOTAL CAPITAL VA-90-X286</b>	-	-	<b>10,164</b>	-	-
CAPITAL VA-90-X415	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Telecommunications (Vehicle Location System)	-	-	-	12,269	8,170
Shop Equipment	-	12,859	138	-	-
Replacement Motor Vehicles	-	-	82,953	64,910	7,215
<b>TOTAL CAPITAL VA-90-X415</b>	-	<b>12,859</b>	<b>83,091</b>	<b>77,179</b>	<b>15,385</b>
CAPITAL VA-34-0005	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Telecommunications [Vehicle Locator System]	-	-	-	21,989	-
Computer Hardware under \$5,000	-	5,300	4,573	-	-
Shop Equipment	-	18,383	1,926	-	2,144
Purchase Radios	-	-	-	-	1,494
Rehab/Renovate Admin/Maint Facility[LED lighting]	-	-	-	-	5,922
<b>TOTAL CAPITAL VA-34-0005</b>	-	<b>23,683</b>	<b>6,499</b>	<b>21,989</b>	<b>9,560</b>

## MASS TRANSIT EXPENDITURES

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>CAPITAL VA-90-X363</b>					
Acquire Mobil Surv/Security Equip	-	788	-	-	-
<b>TOTAL CAPITAL VA-90-X363</b>	-	788	-	-	-
<b>CAPITAL VA-90-X516</b>					
Repairs-Building and Grounds [Bus Shelter]	-	-	-	-	19,569
<b>TOTAL CAPITAL VA-90-X516</b>	-	-	-	-	19,569
<b>CAPITAL VA-2018-0006</b>					
Shop Equipment	-	-	89,007	-	993
Replacement Motor Vehicles	-	-	395,160	-	68,000
<b>TOTAL CAPITAL VA-2018-0006</b>	-	-	484,166	-	68,993
<b>CAPITAL VA-95-X105-02</b>					
Replacement Motor Vehicles	-	-	-	65,104	-
Purchase Fare Boxes	-	-	-	7,289	-
<b>TOTAL CAPITAL VA-95-X105-02</b>	-	-	-	72,393	-
<b>CAPITAL VA-2019-006 (5339)</b>					
Replacement Motor Vehicles	-	-	-	865,351	83,276
<b>TOTAL CAPITAL VA-2019-006 (5339)</b>	-	-	-	865,351	83,276
<b>CAPITAL VA-2019-006 (5307)</b>					
Acquire Mobile Surveillance/Security Equipment	-	-	-	50,000	-
<b>TOTAL CAPITAL VA-2019-006 (5307)</b>	-	-	-	50,000	-
<b>CAPITAL VA-2021</b>					
Replacement Rolling Stock	-	-	-	-	395,878
Suvelliance Cameras	-	-	-	-	10,000
Shop Equipment	-	-	-	-	50,000
Passenger Amenities	-	-	-	-	33,200
Passenger Benches	-	-	-	-	17,000
<b>TOTAL CAPITAL VA-2021</b>	-	-	-	-	506,078
<b>TOTAL MASS TRANSIT EXPENDITURES</b>	<b>4,359,362</b>	<b>4,680,265</b>	<b>4,189,816</b>	<b>4,972,845</b>	<b>4,843,163</b>

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# DEVELOPMENT SERVICES



# PLANNING

## PERSONNEL SUMMARY

Director of Planning & Development Services	1
Planning/Zoning Technician	1
Zoning Administrator	1
Preservation Planner	1
<b>TOTAL POSITIONS</b>	<b>4</b>

PLANNING	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	188,575	202,279	166,433	256,655	216,150
Salaries & Wages Overtime			77		
Part Time Regular	-	13,037	43,394	2,000	-
FICA	15,454	17,582	14,816	19,787	16,535
VRS	23,458	22,939	20,439	30,241	25,960
Health Insurance	12,175	11,295	11,714	23,533	28,418
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	2,558	2,525	2,221	3,362	2,832
Other Contractual Services	5,230	19,667	31,360	90,000	75,000
Demolition Services	-	-	-	-	-
Repairs - Vehicles	-	172	353	5,010	5,010
Printing & Binding	-	125	131	700	700
Advertising	1,510	2,999	-	6,000	3,000
Postal Services	605	310	501	400	400
Telecommunications	560	3,521	2,904	2,400	1,800
Lease/Rent Equipment	-	-	-	-	-
Mileage & Transportation	-	97	152	1,500	-
Meals and Lodging	-	1,823	51	2,000	-
Registration & Training	-	43	212	1,500	-
Conference Travel & Training	-	-	-	-	500
Dues and Association Memberships	-	522	-	1,000	250
Special Events	-	-	-	1,500	500
Office Supplies	71	1,342	1,347	3,500	1,000
Cleaning Materials & Supplies	1,497	-	-	-	-
Vehicle and Powered Equipment Fuels	41	138	27	500	500
Uniforms & Wearing Apparel	-	-	-	-	-
Books and Subscriptions	-	143	-	200	200
Other Operating Supplies	-	15	705	2,600	500
Computer Software under \$5,000	-	-	31	4,500	1,000
Computer Hardware under \$5,000	-	-	-	-	500
Local Grant Match	-	-	250	2,500	-
<b>TOTAL PLANNING</b>	<b>251,733</b>	<b>300,572</b>	<b>297,118</b>	<b>461,389</b>	<b>380,755</b>

# ECONOMIC DEVELOPMENT

## PERSONNEL SUMMARY

Economic Development Director	1
Economic Development Program Coordinator	1
Assistant to City Manager/Development	1
<b>TOTAL POSITIONS</b>	<b>3</b>

ECONOMIC DEVELOPMENT	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	152,675	81,458	100,508	255,000	234,500
Part Time Regular	2,230	-	24,757	-	-
FICA	11,467	6,407	9,176	19,508	17,939
VRS	17,214	10,018	12,040	30,626	28,163
Health Insurance	11,377	6,394	6,508	27,766	13,978
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	1,879	1,092	1,308	3,341	3,072
Unemployment Insurance	131	7,182	-	-	-
Other Contractual Services	32,788	12,088	25,334	20,000	10,000
Printing & Binding	-	-	393	750	750
Advertising	2,274	674	-	-	-
Marketing & Advertising	-	-	600	8,500	8,500
Postal Services	13	39	10	115	115
Telecommunications	1,246	-	507	1,400	1,080
Mileage & Transportation	-	-	21	1,000	-
Meals and Lodging	-	-	930	2,500	-
Registration & Training	-	125	-	2,500	-
Conference Travel & Training	-	-	-	-	1,000
Dues and Association Memberships	555	7,651	250	1,500	500
Office Supplies	99	241	1,433	2,500	1,000
Books and Subscriptions	-	-	199	-	-
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>233,950</b>	<b>133,370</b>	<b>183,974</b>	<b>377,005</b>	<b>320,597</b>

# NEIGHBORHOOD SERVICES

## PERSONNEL SUMMARY

Director of Neighborhood Services	1	Building Inspector	1
Account Clerk	2	Permit Technician	1
Neighborhood Services Coordinator (3 Unfunded) NEW	1	Plans Reviewer	1
Building & Property Maintenance Official	1	CDBG Administrator	1
Property Maintenance Official	1	Building Maintenance Inspector (1 Unfunded)	2
Rental Housing Inspector	1	Electrical Mechanical Inspector	1
<b>TOTAL POSITIONS</b>			<b>14</b>

NEIGHBORHOOD SERVICES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Salaries & Wages Regular	265,139	333,211	400,574	384,234	486,474
FICA	20,376	27,106	27,568	29,394	37,215
VRS	31,465	38,134	47,587	42,600	61,578
Health Insurance	28,954	27,467	31,634	31,299	54,433
Health Insurance Waiver Expense	-	-	-	-	2,400
VRS Group Life	3,462	4,026	5,315	4,646	6,465
Other Contractual Services	31,028	4,444	4,408	5,000	2,500
Demolition Services	4,800	129,438	141,508	177,000	100,000
Postal Services	-	1,791	5,486	1,500	750
Telecommunications	-	446	1,457	5,000	5,040
Lease/Rent of Equipment	-	-	-	3,000	1,500
Mileage & Transportation	-	363	-	1,000	-
Meals and Lodging	-	282	-	1,500	-
Registration & Training	-	1,025	5,224	5,000	-
Conference Travel & Training	-	-	-	-	600
Dues and Association Memberships	-	-	-	1,000	500
Office Supplies	216	1,519	951	2,000	1,000
Vehicle and Powered Equipment Fuels	-	8,348	2,229	9,000	4,500
Uniforms & Wearing Apparel	-	1,661	1,141	4,000	2,000
Other Operating Supplies	1,243	1,077	2,254	1,500	750
Machinery & Equipment under \$5,000	-	-	-	500	250
Computer Software under \$5,000	-	-	-	3,000	1,000
Computer Hardware under \$5,000	-	-	-	-	2,500
<b>TOTAL NEIGHBORHOOD SERVICES</b>	<b>386,682</b>	<b>580,339</b>	<b>677,336</b>	<b>712,173</b>	<b>770,955</b>

# TOURISM

## PERSONNEL SUMMARY

Program Coordinator P/T						1
Museum Interpreter P/T						2
<b>TOTAL POSITIONS</b>						<b>3</b>
TOURISM	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED	
Salaries & Wages - Part-Time	-	16,212	23,693	71,120	71,120	
FICA	-	1,240	1,813	5,441	5,441	
Other Contractual Services	-	21,916	21,156	85,717	12,500	
Utility Service	-	64,541	53,346	16,652	32,000	
Water & Sewer Service	-	-	-	17,200	-	
Postal Services	-	2	-	200	100	
Telecommunications	-	99	1,980	3,000	360	
Special Events	-	-	267	500	250	
Conference Travel & Training	-	-	-	-	1,500	
Dues and Association Memberships	-	-	-	1,340	1,000	
Meals and Lodging	-	-	-	1,000	-	
Registration & Training	-	-	-	4,550	-	
Cleaning Materials & Supplies	-	225	805	1,000	1,000	
Vehicle and Powered Equipment Fuels	-	139	-	1,000	250	
Other Operating Supplies	-	-	39	-	-	
Machinery & Equipment under \$5,000	-	-	-	500	-	
<b>TOTAL TOURISM</b>	<b>-</b>	<b>104,375</b>	<b>103,100</b>	<b>209,220</b>	<b>125,521</b>	

# FREEDOM SUPPORT CENTER

## PERSONNEL SUMMARY

Executive Director						1
Office Assistant P/T						2
<b>TOTAL POSITIONS</b>						<b>3</b>
FREEDOM SUPPORT CENTER	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED	
Salaries & Wages Regular	1,867	54,127	56,487	55,000	55,000	
Part Time Regular	-	28,064	23,676	28,798	16,200	
FICA	-	6,636	5,701	6,411	5,447	
VRS	-	6,578	6,912	6,606	6,606	
Health Insurance	-	6,394	5,861	6,394	-	
Health Insurance Waiver Expense	-	-	-	-	1,200	
VRS Group Life	-	717	751	720	720	
<b>TOTAL FREEDOM SUPPORT CENTER</b>	<b>1,867</b>	<b>102,516</b>	<b>99,388</b>	<b>103,929</b>	<b>85,173</b>	

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## DEBT SERVICE

DEBT SERVICE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Bonded Debt/Notes Interest	1,378,563	1,501,575	2,192,274	1,561,909	1,476,151
Bonded Debt/Notes Principal	4,063,566	680,138	3,786,954	1,968,114	1,850,738
Capital Leases Principal	677,785	653,430	216,577	73,459	-
Capital Leases Interest	8,733	27,513	2,790	726	-
Other Debt Expenses	60,248	-	260,653	-	-
Bond Issuance Cost	532,690	231,845	5,533	250,000	205,000
<b>TOTAL DEBT SERVICE</b>	<b>6,721,585</b>	<b>3,094,502</b>	<b>6,464,780</b>	<b>3,854,208</b>	<b>3,531,889</b>

## SCHOOL OPERATIONS

SCHOOL OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Transfer to Schools	8,254,730	8,650,998	9,345,976	10,000,000	10,000,000
<b>TOTAL SCHOOL OPERATIONS</b>	<b>8,254,730</b>	<b>8,650,998</b>	<b>9,345,976</b>	<b>10,000,000</b>	<b>10,000,000</b>

## TRANSFERS

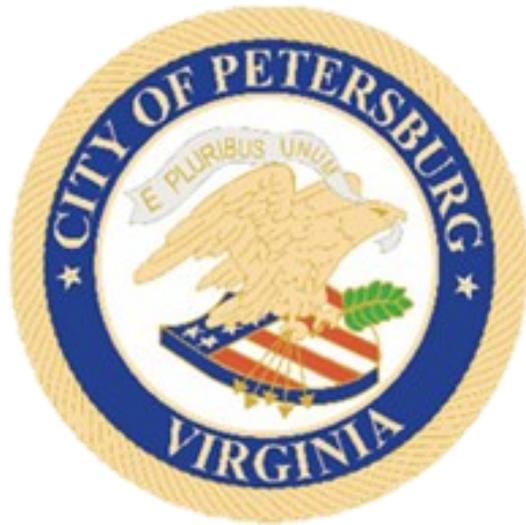
TRANSFERS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Transfer to Grants Fund	88,350	48,640	48,640	48,640	44,749
Transfer to Capital Projects Fund	-	93,333	-	-	-
Transfer to Stormwater Fund	-	58,333	-	-	-
Transfer to Mass Transit Fund	-	980,248	980,248	990,627	899,181
Transfer to Golf Course	-	289,158	292,850	327,327	283,875
General Fund Transfer to School Gen	-	2	-	-	-
<b>TOTAL TRANSFERS</b>	<b>88,350</b>	<b>1,469,715</b>	<b>1,321,738</b>	<b>1,366,594</b>	<b>1,227,805</b>

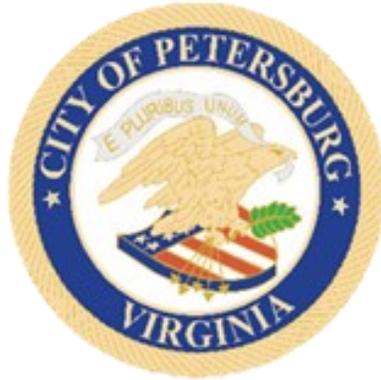
## NON-DEPARTMENTAL

The Non-Departmental budget encompasses expenditures and initiatives that are not specifically related to any department or have Citywide impacts including anticipated costs for leave compensation, unemployment payments, and transfers to other funds. Where possible, expenditures have been moved to department budgets to allow for greater accountability and management of the funds.

NON-DEPARTMENTAL	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Riverside Regional Jail Authority	3,404,557	3,532,200	4,931,294	4,381,302	4,714,080
Crater Juvenile Detention Services	541,392	440,453	432,619	441,601	432,000
Central Virginia Health Services	412,706	591,547	591,547	594,023	610,000
District 19 Mental Health Services	209,185	209,185	263,050	209,185	228,349
Richard Bland Community College	-	-	-	-	1,500
John Tyler Community College	-	5,449	5,300	5,350	5,108
Petersburg Area Regional Tourism	-	(16,250)	-	-	-
Cooperative Extension	211,659	30,000	50,000	53,845	53,845
Repairs-Courthouse	-	-	-	-	100,000
Dues & Associations Memberships	-	-	-	243,305	314,783
Crater Distr Area Agency On Aging	1,925	-	-	10,000	12,000
Other Professional Services	99,237	29,817	5,000	-	-
RBG Contract	282,119	289,500	-	-	-
US Conference of Mayors	-	-	-	-	3,500
Virginia Municipal League	-	12,264	-	12,300	12,300
National League of Cities	-	3,258	-	3,500	3,500
Unemployment Insurance	-	20,623	28,709	120,249	76,944
Work-Force Development Forensic Audit	-	-	126,757	-	-
Health Care Stipend	-	-	328,724	867,800	-
Banking Analysis Fees	-	98,360	67,577	-	-
Spousal Surcharge	-	-	(1,050)	-	(9,300)
2% Levy - Building Permits	-	-	4,351	-	-
Real Property Tax Reimbursement	-	-	14,439	-	-
Fund Balance Replenishment	-	122,447	-	1,000,000	1,000,000
Contingency	955,551	480,330	644,826	-	-
<b>NONDEPARTMENTAL</b>	<b>6,118,330</b>	<b>5,849,182</b>	<b>7,493,144</b>	<b>7,942,460</b>	<b>7,558,609</b>

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## APPENDICES

# APPENDICES

## Appendix A. Council Process for Council Changes to City Manager's Adopted Budget

### PROCESS FOR COUNCL CHANGES TO CITY MANAGER'S ADOPTED BUDGET

DATE:

CITY COUNCIL SPONSOR:

CO-SPONSORS (REQUIRES 3 ADDITIONAL SPONSORS):

<input type="checkbox"/>	Mayor Parham	<input type="checkbox"/>	Councilmember Hill	<input type="checkbox"/>	Councilmember Smith-Lee
<input type="checkbox"/>	Vice Mayor Hart	<input type="checkbox"/>	Councilmember Myers	<input type="checkbox"/>	Councilmember Wilson-Smith
<input type="checkbox"/>	Councilmember Cuthbert				

FOR BUDGET ENHANCEMENTS (ADDITIONS), HOW DO YOU PLAN TO OFFSET THE ADDITIONAL COSTS?

REVENUE ENHANCEMENT: EXPLAIN:

REMOVAL FROM OTHER AREA: EXPLAIN:

IF YOU WANT TO DELETE FROM BUDGET, WHAT DO YOU PLAN TO DO WITH THE SAVINGS?

A. ADD TO ANOTHER AREA OF THE BUDGET; EXPLAIN:

B. ADD TO FUND BALANCE

C. CONTRIBUTE TO TAX/FEE REDUCTION; EXPLAIN:

# APPENDICES

## Appendix B. Financial Polices

### FINANCIAL POLICIES

The City of Petersburg's financial policies described in this section were adopted by City Council in September 2014 with additional changes adopted by motion in January 2017. During the budget process, City leadership will bring forward ordinances for Council to adopt related to these policies.

Financial policies are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The policies are guidelines for both the financial planning and internal financial management of the City. The City is accountable to its citizens for the use of public dollars. These funds must be carefully used and managed to ensure adequate funding for the programs, services, and infrastructure needed to meet the community's current and future needs.

### FINANCIAL POLICY OBJECTIVES

The City's financial management policy objective is to provide written guidance that prescribes procedures and standards governing the revenue and expenditure recognition of funds. The guidelines will serve as a measure for justifying, managing, and influencing the management of the City of Petersburg, Virginia.

Financial Policy Guidelines that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. Effective financial policy guidelines:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis;
- Enhance short-term and long-term financial credit of the City by helping to achieve the highest credit and bond ratings possible;
- Promote long-term financial stability by establishing clear and consistent guidelines;
- Direct attention to the total financial picture of the City rather than single issue areas;
- Promote the view of linking long-run financial planning with day to day operations, and;
- Provide the City Council and the citizens with a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

While adherence to this policy is expected, the City understands that changes in the capital markets, City programs, or other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve the policy goals. In these cases, the City's management may act, provided specific authorization from the City Council is obtained. These Financial Policy Guidelines shall be reviewed at least every two years by the CFO and Director of Finance, who shall in turn report his findings to the City Manager and City Council.

## APPENDICES

### BUDGET DEVELOPMENT POLICIES

The City's operating budget will be developed adhering to the following policies:

1. The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.
2. Current revenues will fund current expenditures. One-time or other special revenues will not be used to finance continuing City operations but instead will be used for funding special projects.
3. The City will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the City.
4. The City will prepare and annually update a long range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenue, expenditures, capital improvements with related debt service and operating costs, and fund balance levels.
5. Expenditure and revenue projections will be developed quarterly and reviewed with Departmental Directors, the City Manager, and City Council. The City Manager, through the Finance Department, will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.
6. The City will budget for operating subsidies, if any, to its golf, mass transit or other funds requiring annual support from the General Fund.
7. Once the City Manager proposes his/her budget, the City Council can only make recommended changes that keep the budget in balance and that are Adopted with at least four members of City Council's prior approval.

### CAPITAL IMPROVEMENT BUDGET

The City will develop a five-year Capital Improvement Plan which will serve as the basis for planning and prioritizing the City's capital improvement needs based on affordability and compliance with Debt and Reserve Policies. The Capital Improvement Plan will only include projects with identified and known realistic funding sources. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.

## APPENDICES

### CAPITAL IMPROVEMENT BUDGET

1. The City will consider all capital improvements in accordance with an adopted Capital Improvement Plan.
2. The City, in consultation with the City of Petersburg Public School System, will develop a five-year Capital Improvement Plan that includes funding sources and uses and review and update the plan annually.
3. The City will enact an Annual Capital Budget based on the five-year Capital Improvement Plan. The first year of the Capital Improvement Plan will be used as the basis for the Annual Capital Budget.
4. The City will coordinate development of the Annual capital Budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
6. The City will project its equipment replacement and maintenance needs in conjunction with the five- year Capital Improvement Plan and will develop a maintenance and replacement schedule to be followed.
7. The City will attempt to determine the least costly and most flexible financing method for all new projects.
8. The City will target a minimum amount of equity (e.g. cash pay-as-you- go) funding of 5% of the General Fund supported Capital Improvement Plan on a five-year rolling average after reaching the Unassigned Fund Balance Policy Goal.

### DEBT POLICIES

The City will take on, manage and repay debt according to the following debt policies:

1. The City will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.

## APPENDICES

### DEBT POLICIES (CONT)

3. Direct Net Debt as a percentage of estimated market value of all taxable property shall not exceed a range of 4.0% to 4.5%. Direct Net Debt is defined as any and all debt that is tax-supported. This ratio will be measured annually.
4. The ratio of Direct Net Debt Service expenditures as a percent of Total Governmental Fund Expenditures should not exceed 10%. Direct Net Debt Service is defined as any and all debt service that is tax-supported. Utility Fund debt service that is self-supporting shall be excluded. Total Governmental Fund Expenditures includes the General Fund and School Component Unit Expenditures less the local government transfer. This ratio will be measured annually.
5. Payout of aggregate outstanding tax-supported Direct Net Debt principal shall be no less than 50% repaid in 10 years.
6. The City recognizes the importance of underlying and overlapping debt in analyzing financial condition. The City will regularly analyze total indebtedness including underlying and overlapping debt.
7. Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
8. The City will retire tax anticipation debt, if any, annually.

### RESERVE POLICIES

The City believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain fund balance reserves sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated or emergency expenditures and/or revenue shortfalls, and to provide funds for all existing encumbrances.

The purpose of this policy is to specify the composition of the City's financial reserves, set minimum levels for certain reserve balances, and to identify certain requirements for replenishing any fund balance reserves utilized.

1. **Fund Balance Categories:** For documentation of the City's fund balance position, communication with interested parties and general understanding, a clear and consistent system of classification of the components of the City's fund balances is necessary. The City's reporting and communication relating to fund balance reserves will utilize the classifications outlined in generally accepted accounting principles (GAAP). GAAP dictates the following hierarchical fund balance classification structure based primarily on the extent to which the City is restricted in its use of resources.

## APPENDICES

### RESERVE POLICIES (CONT)

- A. **Non-spendable Fund Balance:** These are fund balance amounts that are not in a readily spendable form, such as inventories or prepayments, or trust or endowment funds where the balance must remain intact.
- B. **Restricted Fund Balance:** These are amounts that have constraints placed on their use for a specific purpose by external sources such as creditors, or legal or constitutional provisions.
- C. **Committed Fund Balances:** These amounts are designated for a specific purpose or constraints have been placed on the resources by City Council. Amounts within this category require City Council action to commit or to release the funds from their commitment.
- D. **Assigned Fund Balances:** These are amounts set aside with the intent that they be used for specific purposes. The expression of intent can be by City Council or their designee and does not necessarily require City Council action to remove the constraint on the resources.
- E. **Unassigned Fund Balances:** These are amounts not included in the previously defined categories. The City General Fund is the only fund that should report a positive Unassigned Fund Balance. Amounts in this classification represent balances available for appropriation at the discretion of City Council. However, City Council recognizes that the Unassigned Fund Balance needs to be sufficient and comprised of liquid cash and investments to meet the City's cyclical cash flow requirements and allow the City to avoid the need for short term tax anticipation borrowing. The Unassigned Fund Balance should also allow for a margin of safety against unforeseen expenditures that could include, but not be limited to, natural disasters, severe economic downturns, and economic development opportunities. Unassigned Fund Balance shall not be used for annual recurring expenditures, except for unforeseen emergency circumstances.

As of the date of this policy document, City Council recognizes that it does not have any liquid Unassigned Fund Balance (e.g. cash and investments). To the extent that the City has any remaining operating surplus after all expenditures (including the Annual Budgeted Amount) have been satisfied, the City shall apply at a minimum 50% of such remaining operating surplus to further accelerate the build-up of the Unassigned Fund Balance.

After the Minimum Initial Target has been reached, the City shall adopt a plan to increase the Unassigned Fund Balance to a balance that is not less than 10% of the combined budgeted expenditures of the City General Fund and the City of Petersburg Public Schools Operating Fund, net of the City's local contribution (the "Policy Goal").

## APPENDICES

### RESERVE POLICIES (CONT)

City Council recognizes that if amounts above the 10% Policy Goal exist, City Council could contemplate strategically utilizing these amounts, if appropriate. However, City Council also recognizes that maintaining an Unassigned Fund Balance above the minimum policy level may be beneficial to the overall wellbeing of the City. Should any amounts above the 10% policy exist they should only be appropriated for non-recurring expenditures as they represent prior year surpluses that may or may not materialize in subsequent fiscal years. Amounts above the 10% policy minimum could be used for the following purposes (listed in order of priority):

- i. Increase Restricted Fund Balances as necessary.
  - ii. Fund an additional reserve for use during an emergency or during periods of economic uncertainty or budget adversity. Such additional reserves shall be determined by City Council.
  - iii. Allocating such amounts toward equity funding of the Capital Improvement Plan or transfer to the Capital Improvement Fund.
2. **Prioritization of Fund Balances:** As indicated, the fund balance classifications outlined above are based on the level of restriction. In the event expenditures qualify for disbursement from more than one fund balance category, it shall be the policy of City of Petersburg that the most constrained or limited fund balance available will be used first. Unassigned fund balance will be used last.
3. **Accounting for Encumbrances:** Amounts set aside for encumbered purchase orders may be either restricted, committed or assigned fund balance depending upon the resources to be used to fund the purchases. Amounts set aside for encumbrances may not be classified as unassigned since the creation of an encumbrance signifies a specific purpose for the use of the funds.
4. **Replenishment of the Unassigned Fund Balance:** Upon the use of any Unassigned Fund Balance, which causes such fund balance to fall below either the Policy Goal and/or Minimum Initial Target levels, City Council must approve and adopt a plan to restore amounts used within 24 months. If restoration of the reserve cannot be accomplished within such period without severe hardship to the City, then the City Council will establish a different time period.

# APPENDICES

## Appendix C. Standard Operating Procedures for Grant Processing

<b>CITY OF PETERSBURG</b>	<b>STANDARD OPERATING PROCEDURE</b>	<b>NUMBER:</b>
		<b>PAGE 1 OF 2</b>
	<b>GRANT PROCESSING (CONSOLIDATED GRANTS FUND)</b>	<b>DATE: APRIL 1, 2017</b>
		<b>SUPERSEDES: N/A</b>

### I. Background and Purpose

Periodically the City makes application for grant funding to support needs of the City. The budget and financial functions related to grant application and award are reviewed and approved by the Grant Accountant. Programmatic reporting and/or compliance monitoring is the responsibility of the departmental project manager. The following procedures are to be applied to grant application and award processing to support appropriate budgetary control, financial management and reporting .

### II. Procedures:

#### Application for Grant Funding

1. The applying department completes the Grant Application and forwards to the Grant Accountant in Finance for review (complete and accurate capture of all personnel related expenses; inclusion of in-kind contributions; and availability of any requested local cash match).
2. Upon review and approval by the Grant Accountant, the Grant Accountant obtains the authorizing signature of the City Manager and retains a copy for the grant file and returns the original to the department for submission of the application.

#### Award of Grant Funding

1. Upon receipt of the "Notification of Grant Award", the Grant Accountant compares the Award to the Application (if applicable) and files by fiscal year noting award name and consistent General Ledger naming convention as prescribed by Finance.
2. The Grant Accountant prepares a budget amendment ordinance on behalf of the City Manager's office for approval by City Council. The proposed ordinance includes the General ledger account naming and coding structure for budget supplement processing.
3. Additionally, when a local cash match is required, the award ordinance must reference same to authorize the transfer of local matching funds to the grant account.
4. The approved Ordinance and related Budget Amendment is processed to the financial system with a copy retained in the Grant file and a copy provided to the managing department as notification of funding availability.
5. The department may begin spending the funds according to the grant award and against the newly established grant account codes.

Effective Date: April 1, 2017

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 Grant Processing SOP

# APPENDICES

CITY OF PETERSBURG	STANDARD OPERATING PROCEDURE	NUMBER:
		PAGE 2 OF 2
	GRANT PROCESSING (CONSOLIDATED GRANTS FUND)	DATE: APRIL 1, 2017
		SUPERSEDES: N/A

## Quarterly Financial Reporting

Most of the grants received in the Consolidated Grants Fund require some form of financial or programmatic reporting to the awarding agency.

1. The programmatic reporting is submitted by the program manager to the Grant Accountant two (2) weeks in advance of the reporting deadline.
2. All financial reporting is prepared by the Grant Accountant in Finance.
3. Financial reporting and drawdown requests for expenditures are submitted at the same time as the program reporting by the Grant Accountant with a copy drawdown request maintained in the grant file.
4. A summary of grant reimbursement requests anticipated with revenue codes and amounts is provided to the Treasurer for processing revenue received.

## Accounting Requirements

1. Grant reimbursements are received by the Treasurer's Office, electronically. The Treasurer's Office records the revenue as instructed by the Grant Accountant. The Grant Accountant reviews the G/L at least quarterly to insure that grant revenue has been received and posted into the General Ledger correctly.
2. At year-end, the Grant Accountant prepares a schedule of all grants receivable and deferred revenue along with appropriate journal entries for the Consolidated Grants Fund.
3. The Grant Accountant prepares a spreadsheet of all federal grant expenditures maintained in the Consolidated Grants Fund that indicates by Function and Federal grant #, all moneys spent and what has been reimbursed. This information is used to prepare the City's Schedule of Federal Expenditures.

City Manager Approved: 

3/23/17  
Date

I have read and understand the above note Grant Management Standard Operating Procedures effective April 1, 2017 and agree to comply with same effective immediately.

Department/Agency Head: \_\_\_\_\_

\_\_\_\_\_  
Date

Effective Date: April 1, 2017

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Grant Processing SOP





# FY 2020-21 PROPOSED OPERATING BUDGET

EMBRACING THE DAWN OF A NEW DAY

*City of Petersburg*  
VIRGINIA

# FY 2020-21 PROPOSED OPERATING BUDGET EXECUTIVE SUMMARY

Total Proposed Operating Budget \$104,325,053

Overall Budget Reduction - \$2,270,127 (-2.1%)

General Fund Reduction -2,782,615 (-3.7%)

## Key Areas of Reductions

- Hiring Freezes in current year continued until January 1, 2021
- Unfunded positions for full Fiscal Year
- Elimination of Positions and Merger of Functions
- Reduction of Conference & Training Budgets
- City Freeze on City Sponsored Travel and Training
- 10% Reduction in overall Health Care Cost

No Reductions made to Petersburg Public School Funding (\$10,000,000)

Adhered to City Financial Policy of budgeting \$1 Million toward fund balance



# GENERAL FUND

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Revenues</b>	73,069,844	74,271,696	75,423,193	76,120,754	73,338,140
<b>Expenditures</b>	65,860,973	69,788,800	73,208,356	76,120,754	73,338,140



# SPECIAL REVENUE FUNDS

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Revenues</b>					
Grants Fund	746,749	1,417,349	1,082,409	753,563	785,302
Streets Fund	2,559,923	1,487,732	960,680	5,981,699	5,981,699
CDBG Fund	852,535	446,356	615,138	805,000	1,592,032
Stormwater Fund	1,336,973	3,813,497	1,515,834	1,960,249	1,460,249
<b>Total Revenues</b>	<b>\$5,496,180</b>	<b>\$7,164,933</b>	<b>\$4,174,062</b>	<b>\$9,500,511</b>	<b>\$9,819,282</b>
<b>Expenditures</b>					
Grants Fund	812,522	1,341,423	1,044,137	753,563	785,302
Streets Fund	1,681,091	2,523,834	2,801,381	5,981,699	5,981,699
CDBG Fund	830,261	599,465	480,779	805,000	1,592,032
Stormwater Fund	886,834	2,796,688	456,373	1,960,049	1,460,249
<b>Total Expenditures</b>	<b>\$4,210,708</b>	<b>\$7,261,410</b>	<b>\$4,782,671</b>	<b>\$9,500,511</b>	<b>\$9,819,282</b>



# ENTERPRISE FUNDS

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
<b>Revenues</b>					
Golf Course Fund	703,735	1,088,270	949,945	1,278,315	1,204,850
Transit Fund	2,598,980	3,216,090	3,268,105	4,972,845	4,843,163
Utilities Fund	9,623,526	12,969,976	16,645,087	14,722,754	15,135,328
	<b>\$12,926,241</b>	<b>\$17,274,336</b>	<b>\$20,863,137</b>	<b>\$20,973,914</b>	<b>\$21,183,341</b>
<b>Expenditures</b>					
Golf Course Fund	771,228	1,015,809	1,010,706	1,278,315	1,204,850
Transit Fund	4,359,362	4,680,265	4,189,816	4,972,845	4,843,163
Utilities Fund	8,597,372	12,601,140	11,341,087	14,722,754	15,135,328
	<b>\$13,727,962</b>	<b>\$18,297,214</b>	<b>\$16,541,609</b>	<b>\$20,973,914</b>	<b>\$21,183,341</b>



# BUDGET CALENDAR



## March

**31<sup>st</sup>** Distribute Proposed Budget Calendar to Council



## April

**14<sup>th</sup>** Formal Presentation of FY 2020-21 Budget to Council

**28<sup>th</sup>** Public Hearing on FY 2020-21 Proposed Operation Budget

**30<sup>th</sup>** Council Submits recommended changes to City Manager



## May

**3<sup>rd</sup>** City Manager distributes Operating Budget with Any Changes to Council

**4<sup>th</sup>** Citizen Budget Sessions

**5<sup>th</sup>** City Council Presents final draft of FY 2020-21 Operating Budget and Ordinance 1st Reading

**12<sup>th</sup>** City Council 2nd Reading of Operating Budget Ordinance

**19<sup>th</sup>** City Council Vote on FY 2021 Operating Budget



## June

**30<sup>th</sup>** End of Fiscal Year



## July

**1<sup>st</sup>** Beginning of new Fiscal Year



# Thank you!

I want to say a special thank you to the following:

- City Council for their support guidance
- City Manager for her guidance and leadership during these tough times
- Budget Team
  - Randall K. Williams
  - Logan Tollison
- Commissioner of Revenue for her assistance on the revenue projections





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Kim Robinson

**RE:** **Consideration of amendments to the Citywide Classification & Compensation System for 2020.**

**PURPOSE:** Review and update of the City's current classification and compensation system to accommodate organizational realignment; external competitiveness; and internal equity in pay and responsibilities.

**REASON:** The City employs a wide range of jobs and work responsibilities that are the same in the public and private sector. The City's current pay plan and classification system was developed in 2015 based on a comprehensive citywide study. Adjustments are needed to the compensation system structure to accommodate organizational alignment; external competitiveness; and internal equity in pay and responsibilities. The City seeks to update its pay plan in order to recruit and retain professional and skilled workforce that will continue to grow our city, as a locality of choice.

**RECOMMENDATION:** Recommend City Council revise the listed classifications and corresponding job descriptions to the City's pay plan to place each classification in the compensation system, accordingly:

Assistant Manager, Billing & Collections  
 Director of Public Utilities and Capital Projects  
 IT Analyst  
 Paralegal

**BACKGROUND:** The City hired a consultant firm, Management Advisory Group, Inc. (MAG), to conduct a compensation and classification study for the City's classifications. The goal of the project was to provide a foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public-sector employers, municipalities, and local market competitors.

The study resulted in the development of an updated classification plan and the development of a compensation system and pay plan. In December 2015, City Council agreed with the study results and adopted the new Classification & Compensation system. The new system addressed internal/external equity by granting salary adjustments to over 100 employees; eliminated certain outdated classifications; and revised/updated job descriptions

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 5/12/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** All City Agencies

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** August 18, 2019's Consideration of amendment to the Citywide Classification & Compensation System

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. ASSISTANT MANAGER BILLING COLLECTIONS
2. Director of Public Utilities Capital Projects
3. INFORMATION TECHNOLOGY ANALYST 05 2020
4. PARALEGAL 05 2020



## Class Description

**Class Title: ASSISTANT MANAGER, BILLING & COLLECTIONS**

**Class Code: 57**

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.**

The purpose of the class is to assist the manager in the accurate billing and collection of all revenue due to the City. The class is responsible for ensuring the accurate & timely billing for various taxes, and public service bills to achieve maximum revenue collection for the City.

Ensure compliance with City and State tax laws and regulations, and maintenance of the City's tax roll. This position reports to the Manager of Billing and Collections.

### **Essential Functions:**

Assists the Manager in the planning, management, organizing and directing the staff and functions of the Collections, Delinquent Collections, Tax Enforcement, Utility Billing collections and Customer Care.

Supervises staff who are directly involved in the collection of current and delinquent utility revenues and property taxes in accordance with the policies and procedures set forth by the Department.

Assists in the printing and mailing real estate and personal property utility bills according to established schedules including scheduling the sequence of printing of utility bills with data processing and resolving any production.

Assists in the administration of state and local laws relating to the assessment, billing and collection of City taxes, other than real estate.

Assists the Manager in process improvement initiatives to streamline the customer payment process.

Receives customer service complaints, determines facts and resolves issues ensuing that the City ordinances are properly administered





## Class Description

Keeps track of hours allowed within the budget of all part time and regular employees assuring overtime and regular hours do not exceed time budgeted.

Runs quarterly, monthly, weekly, daily reports as needed to monitor external and internal conditions of the City's revenue.

Assists in the preparation and execution of delinquent account disconnects; may negotiate customer payment plans.

Assists in the coordination of all customer service projects.

Performs a bi-weekly edit check to verify the accuracy or inaccuracy of peaks in utility services.

May request special meter readings when needed for high bills, suspected leaks or etc.

Assists the Manager in creation and maintenance of the departmental budget.

### **Additional Duties:**

Maintains complete and accurate customer billing and collection records.

Advises the Manager on policies and procedures of collection and administrative activities.

Serves as acting Manager Director in the absence of the Manager of Billing and Collections.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

#### **People Responsibility:**





## Class Description

*People include co-workers, workers in other areas or agencies and the general public.*

Negotiates, exchanges ideas, information and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions or solutions.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the overall revenue of the City.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*





## Class Description

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving both people and work-related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is extremely serious -- affects work unit and affect other units or citizens and impacts other activities/organizations and the general public. The loss of life could occur, but probability is low.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses computers, office equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**





## Class Description

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires no responsibility for the safety and health of others.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's degree in business administration, business management or accounting or a related field or an equivalent to four years of college education.

Requires a minimum of three years of related experience with at least two of those in a supervisory capacity.

An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.

### **Special Certifications and Licenses:**

None.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.





## Class Description

**Class Title: DIRECTOR OF PUBLIC UTILITIES & CAPITAL PROJECTS**  
**Class Code: 134**

### General Description

The purpose of this job within the organization is to manage the operation of the Department of Public Utilities and Capital Projects. This job formulates long-range goals for the organization, develop policy and position papers and reports to the Deputy City Manager and serves at the pleasure of the City Manager.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.**

### Essential Functions:

Serves as a member of the City Manager's executive management team.

Provides leadership and strategic direction for the department's priorities, goals and objectives.

Plans, organizes and coordinates complex project activities and assessments for the Water Utility and Capital Projects (Engineering and Construction).

Plans and supervises the development of the city's capital projects.

Negotiates, reviews and approves all engineering drawings and construction documents.

Coordinate capital project activities with the Department of Planning in accordance with the City's master plan.

Responsible for the fiscal management of a utility fund budget.

Develops and administers the departmental budget in accordance with program goals and objectives.

Administers the department's expense, revenue and capital budgets within budgetary





## Class Description

guidelines to contribute to the cost-effective operation of the city.

Monitors and analyzes information and reports, such as financial statements to determine any necessary modifications to water rate schedules; assumes responsibility for the growth and profitability of the water utility.

Represents the department in dealings with Councilmembers, administration, outside organizations, vendors, the news media and the public.

Manages personnel issues and procedures to assign work, handles project management, trains and makes appropriate disciplinary action.

Receives and responds to requests, inquires, or complaints from the public and internal customers pertaining to staff, service or programs; confers with those affected and addresses situation as appropriate.

Provides leadership and strategic direction for determining the department's priorities, goals and objectives.

### **Additional Duties:**

Plans, organizes and coordinates complex project activities.

Handles correspondence, prepares a wide variety of administrative reports on departmental activities.

Makes field inspections of capital projects to ascertain status.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.





## Class Description

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Counsels or instructs/trains others through explanation, demonstration and supervised practice or make recommendations based on technical expertise.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a large department or through interpreting policy as legal counsel.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics applying such functions as frequency, distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*





## Class Description

Decision-making is a major part of the job, affecting a major segment of the organization and the general public; works in a dynamic environment; Responsible for developing policies and practices.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is extremely serious -- affects entire organization and impacts other activities/organizations and the general public.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Develops and implements long-range capital plans and programs to support the goals and objective of the organization.

### **Unavoidable Hazards:**





## Class Description

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in civil engineering or a related field.

A Master's Degree in public administration is desirable.

Seven (7) years of progressively responsible management experience in public utility management with at least three (3) years of responsible managerial experience in directing staff and programs of a major multi-faceted local government public utility agency.

Requires the ability to exhibit outstanding customer service skills.

An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Preferred Qualifications: Previous experience as a Director or Deputy Director of Public Utilities.

### **Special Certifications and Licenses:**

Valid Virginia Driver's License.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities.





## Class Description

Prospective and current employees are encouraged to discuss ADA accommodations with management.





## Class Description

**Class Title: INFORMATION TECHNOLOGY ANALYST**

**Class Code: 63**

### **General Description**

The purpose of this class within the organization is to maintain and create complete life cycle data generation and project requirements for business needs.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Investigates errors in our billing and collections data sets.

Uses statistical methods to analyze data and generate useful business reports.

Collaborates with management team to create a prioritized list of needs for each business segment.

Identifies and recommends cost savings measures by streamlining business processes.

Uses data to create models that depict trends in the customer base and the consumer population.

Works with departmental managers to outline the specific data needs for each business method analysis project.

Performs problem diagnosis and resolutions for customers using the City's mainframe and network computer systems.

Responds to requests for information and troubleshoots problems experienced by users.





## Class Description

Maintains a working knowledge of the latest technical procedures and practices related to systems operation and performance, capacity issues, and telecommunications techniques.

Learns diagnostic and error messages for common problems and routine operations on PC, network, and mainframe platforms.

Updates and documents new solutions in databases.

### **Additional Duties:**

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**





## Class Description

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Errors:**





## Class Description

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses computers, office equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Bright/dim light; Dusts and pollen electrical shock; heights; dust on equipment, shelves or desks; plugging/ unplugging computers or other office equipment.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**





## Class Description

Requires an Associate's Degree in Mathematics, Computer Engineering, Information Systems, or related field.

Requires two years of data mining experience and two years in a Data Analyst or related role.

Preferred Qualifications:

Bachelor's Degree in Mathematics, Computer Engineering, Information Systems, or related field.

Advanced skill in Excel, Access, and other data platforms.

Familiarity with BAI Municipal software is a plus.

### **Special Certifications and Licenses:**

None.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.





## Class Description

**Class Title: PARALEGAL**

**Class Code: 30**

### General Description

The Paralegal performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department and does other related work as required. In accordance with Section 2-112 192 of the City Code, this position reports directly to and serves at the pleasure of the City Attorney.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this job. The City Attorney may assign additional functions related to the type of work of the job, as necessary.**

### Essential Functions:

The primary function the Paralegal for the Office of the City Attorney is to provide support to the City Attorney in his provision of legal services to the City.

Receives all incoming calls and requests for legal services.

Serves as the main conduit for the receipt and dissemination of information from the Office of the City Attorney.

Researches and manages case files and other legal documents of the City.

Drafts deeds, affidavits, briefs, discovery, and other documents related to legal matters being handled by the Office of the City Attorney.

Assists the City Attorney or his designee in handling case investigative work.

Assists in interviews of witnesses and complainants to prepare the attorneys for trial.

May be called upon to attend trials and hearings.

Assists with case investigations and document searches.

Prepares exhibit books and other materials.



## Class Description

Maintains incoming and outgoing mail logs and ensures that all incoming and outgoing documents are property date stamped and logged.

Handles all docketing and scheduling of hearings, meetings, and other matters and maintains the office calendar.

Prepares subpoenas witnesses for trials.

Schedules court reporters for trials and hearings.

Assists in the preparation of monthly and annual budgets and prepares payment vouchers.

Performs desktop publishing of the City Code to update all adopted ordinance and upload and maintain the City Code on the City webpage.

Manages law library in the office and orders legal publications for attorneys.

Submits timesheets for office personnel.

Enters payment vouchers for payment.

Reviews court dockets makes necessary scheduling updates to the office calendar.

Coordinates and schedules appointments for the city Attorney with groups of City Officials.

Tracks office supply inventory and places necessary orders for replenishing supplies.

Coordinates Council Agenda Items with Clerk of Council.

May supervise additional support staff and department assigned interns.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*





## Class Description

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information. Maintain complex records, prepare detailed reports from such records and maintain confidentiality of materials.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percent.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Ability to read and comprehend. Ability to speak and communicate effectively using correct English. Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*



## Class Description

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in the work unit.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses computer, technology equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*



## Class Description

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Any combination of education and experience equivalent to an Associate Degree or Certification as a Paralegal from an accredited college or university, and considerable experience in progressively responsible paralegal work.

Two or more years' experience as a paralegal for a municipality or private firm that practices municipal government law is required.

Knowledge of the Virginia legal system, criminal litigation, legal case management techniques and terminology.

### **Certificates, Licenses, Registrations:**

Possession of a valid Virginia driver's license or the ability to obtain it.

Membership in a Local Government Paralegal's Association

Paralegal certification preferred.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires The City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Samuel Parham

**RE:** Petersburg Fire Station Update

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**PURPOSE:** To make a motion

**REASON:** To put a motion on the floor regarding fire station

**RECOMMENDATION:** To approve motion request.

**BACKGROUND:** N/A

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 2020-5-5 revised motion re Walnut Hill Fire Station

## Motion

By this motion Council asks the City Manager to give Council the following documents before Tuesday June 2, 2020:

1. A written plan itemizing the labor and materials required to remove all mold from the Walnut Hill Fire Station and otherwise to make this station safe for those who may work there. Such plan should include an itemized estimate of costs and an achievable timetable for performing the work.
2. Each study, previously done, mentioning mold in this station.

In addition, by this motion Council asks the City Manager to move forward with a study to determine the best locations for fire stations City-wide, for Council's consideration in planning and funding future capital improvement projects.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Robert Floyd

**RE:** **Consideration of Petersburg Public Schools Budget Appropriation Ordinance - 1st Reading**

**PURPOSE:** To approve the ordinance appropriating the Petersburg City Public Schools Budget for FY2020-21.

**REASON:** The City of Petersburg City Council must appropriate the budget for Petersburg City Public Schools.

**RECOMMENDATION:** Recommend City Council appropriate Petersburg City Public Schools Budget for Fiscal Year 2020-21.

**BACKGROUND:** The total Proposed Budget for Petersburg City Public Schools is \$56,810,492.

This includes the following breakdown of revenue and expenses:

Revenues:

State Standards of Quality, Lottery Proceeds, Incentive,  
and Categorical funding \$29,911,571

State Sales and Use Tax 4,971,203  
 Food Service 2,993,100  
 Federal Revenue (JROTC) 47,000  
 Special Revenue (State and Federal Grants) 8,508,918  
 Transfer from City General Fund 10,000,000  
 Local Funding 378,700

Expenses:

Operating Fund \$45,308,474  
 Food Service Fund 2,993,100  
 Special Revenue Fund 8,508,918

**COST TO CITY:** \$10,000,000

**BUDGETED ITEM:** Yes

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Petersburg City Public Schools

**AFFECTED AGENCIES:** Petersburg City Public Schools

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. Schools appropriation
2. FY2021 Revised Budget 05-06-2020
3. Attachment A Memo to City Manager - School Board Revised

AN ORDINANCE MAKING APPROPRIATIONS  
FOR THE FISCAL YEAR COMMENCING ON  
JULY 1, 2020, AND ENDING ON JUNE 30, 2021,  
IN THE SCHOOL OPERATING, FOOD SERVICE, AND SPECIAL REVENUE FUNDS

BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

- I. That appropriation for the fiscal year commencing July 1, 2020, and ending June 30, 2021, are made from the following resources and revenues anticipated for the fiscal year.

**Resources**

Revenue:

State Standards of Quality, Lottery Proceeds, Incentive, and Categorical funding	\$29,911,571
State Sales and Use Tax	4,971,203
Food Service	2,993,100
Federal Revenue (JROTC)	47,000
Special Revenue (State and Federal Grants)	8,508,918
Transfer from City General Fund	10,000,000
Local Funding	<u>378,700</u>

**Total Revenue** \$56,810,492

**Total Resources** **\$56,810,492**

- II. That there shall be appropriated from the resources and revenue of the City of Petersburg for the fiscal year commencing July 1, 2020 and ending June 30, 2021, the following sums for the purposes mentioned:

**Requirements:**

Operating Fund	\$45,308,474
Food Service Fund	2,993,100
Special Revenue Fund	<u>8,508,918</u>
<b>Total Requirements</b>	<b><u>\$56,810,492</u></b>

- III. That approved legal purchase orders outstanding at June 30, 2020 are hereby carried forward and re-appropriated as of July 1, 2020.
- IV. That all unencumbered balances for the annual appropriation standing on the books of the Finance Director as of June 30, 2020 shall be cancelled; and subject to audit., shall be re-appropriated into FY2021.
- V. That this ordinance shall be in force from and after July 1, 2020 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.





# Petersburg City Public Schools Revised FY2020-2021 Budget

**Maria Pitre-Martin, Ph.D.**  
Superintendent

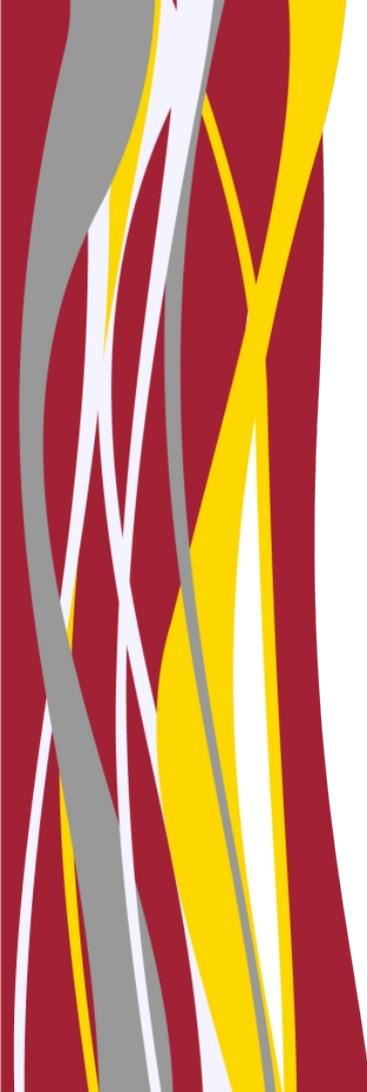
**John L. Mayo, Ed.D.**  
Deputy Superintendent, Division Operations

**Debbie Halloway**  
Director of Finance

**May 6, 2020**



Petersburg City  
Public Schools  
Page 203 of 228



On April 1, 2020, the School Board adopted an operating budget for FY2020-2021 that totaled **\$47,268,615**. Since that approval, Governor Northam has revised his annual financial plan for the state, which forces Petersburg City Public Schools to make changes to our budget as well.

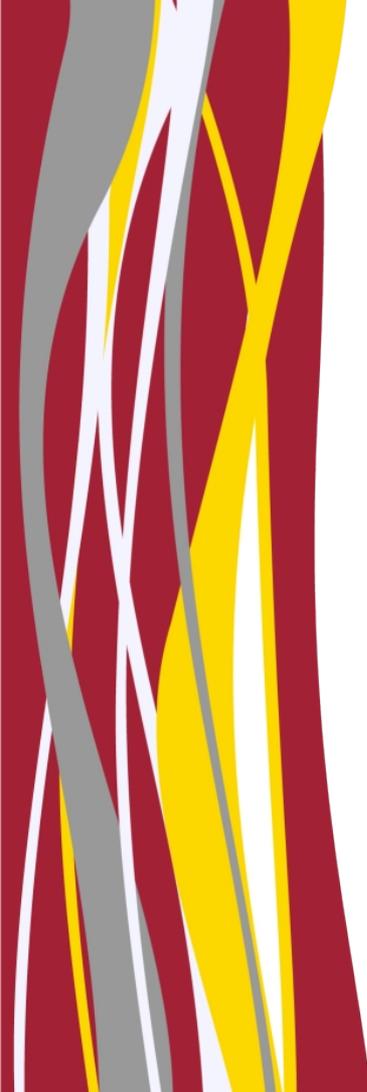
The approved budget included \$30,871,712 in state revenue (not including sales tax), however the governor's revisions will now provide PCPS \$29,911,571, a loss of \$960,141.

Along with the state changes, the City has informed us that they plan to transfer \$10,000,000 for FY2021. The original presented budget included \$11,000,000 from the city. This results in no increase from the City for FY2021.

Due to these revisions, PCPS has to reduce the FY2020-2021 financial plan by \$1,960,141, making the new total for the operating fund **\$45,308,474**.

# Revenue Changes

The revenue line items that are changing are as follows:

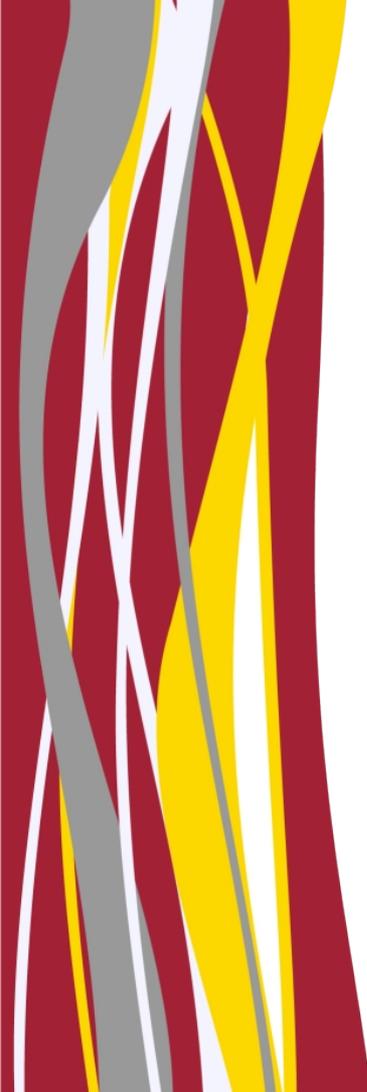


# Expenditure Changes

- Remove the 2% COLA increase of \$679,062
- Remove the SOQ additional School Counselors of \$208,233
- Remove the 1.5% Step increase for all employees of \$509,202
- Remove the Vernon Johns Middle School Grade Level Teaming of \$254,611
- Remove the elementary start time bus driver initiative for \$120,000
- Reduce the fund balance by \$189,033
- Total reduction **\$1,960,141**

# Revenues – All Funds

	FY20 Adopted	FY21 Proposed	Difference
Operating			
Local Fees	81,450	104,700	23,250
Erate	350,000	274,000	(76,000)
Sales Tax	4,767,200	4,971,203	204,003
State	27,862,377	29,911,571	2,049,194
Federal	70,000	47,000	(23,000)
City Transfer	10,000,000	10,000,000	0
Total Operating	43,131,027	45,308,474	2,177,447
Food Service	2,799,350	2,993,100	193,750
Grant Funds	7,301,200	8,508,918	1,207,718
<b>Total All Funds</b>	<b>\$53,231,577</b>	<b>\$56,810,492</b>	<b>\$3,578,915</b>



# Questions?

**Petersburg City Public Schools  
FY2020 - 2021 School Board  
Revised Adopted Budget**

	FY20 Adopted	FY21 School Board Adopted	Difference FY20 to FY21
Operating			
Local Fees	81,450	104,700	23,250
ERATE	350,000	274,000	(76,000)
Sales Tax	4,767,200	4,971,203	204,003
State	27,862,377	29,911,571	2,049,194
Federal	70,000	47,000	(23,000)
City Transfer	<u>10,000,000</u>	<u>10,000,000</u>	<u>-</u>
<b>Total Operating</b>	<b>43,131,027</b>	<b>45,308,474</b>	<b>2,177,447</b>
Food Service	2,799,350	2,993,100	193,750
Special Revenue	7,301,200	8,508,918	1,207,718
<b><u>Total All Funds</u></b>	<b><u>53,231,577</u></b>	<b><u>56,810,492</u></b>	<b><u>3,578,915</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:**

**RE:** Consideration of a resolution for Hotel Petersburg.

**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. HOTEL PETERSBURG VTC HANDOUT revised 1 6 2020



# HOTEL PETERSBURG

- Opened, May 1915
- Adjacent to Route 1 in Old Towne Petersburg
- Grand Hotel - Center of Social Life, Business & Leisure Travel
- Closed in 1960's - Interstate Travel With Exit Motels

# HOTEL PETERSBURG

- Boutique Upscale Hotel Offering Local Experience
- 68 Luxurious Rooms
- Exquisite Dining & Exceptional Customer Service
- Meeting/Banquet Space
- Outdoor Courtyard for Special Events
- Walkable to Old Towne Attractions, Dining, Nightlife, River



# HOTEL PETERSBURG

- Rooftop Dining & Bar Overlooking Old Towne
- Perfect Recipe for Relaxation While Visiting

## Regions Many Attractions:

- Virginia Motorsports Park
- Petersburg National Battlefield
- Fort Lee / Fort Pickett
- Virginia State University
- Pamplin Historical Park
- Keystone Truck & Tractor Museum
- Old Towne
- Blandford Church, Centre Hill, Dogwood Trace Golf Course, Sports Complex & more



# HOTEL PETERSBURG



20 W. Tabb St., Petersburg

## LOCATION

---

- ✓ Enterprise Zone
- ✓ Historic District
- ✓ Petersburg Tourism Zone
- ✓ Opportunity Zone (federally designated)

# FACILITY PROGRESS



- ✓ Architectural Schematics/Development Designed – Completed
- ✓ DHR Parts 1&2 Tax Credit Application – Submitted
- ✓ Market Feasibility Studies – Completed
- ✓ Hotel Development Consultant – Hired
- ✓ Statement of Interest/Affiliation with National Soft Brand - Obtained
  
- ✓ Interior Paint Analysis – Completed
- ✓ Interior Environmental Abatement – 80% Complete
- ✓ Window Restoration – In Progress
- ✓ Ornamental Plaster Conservation – In Progress



# Smith Travel Accommodations Report for Petersburg Region

Chesterfield (Willis Rd./South), Colonial Heights, Dinwiddie,  
Hopewell, Prince George, Petersburg

## DEMAND FOR HOTEL ROOMS

(running 12 months, 2019 – AAA 3-Diamond & Below)

### Occupancy

65.8

### ADR

(Average Daily Rate)

87.88

### RevPAR

(Revenue Per Available Room)

57.81

### SUPPLY

(Rooms Available)

1,381,675

### DEMAND

(# Rooms Sold)

908,935

### REVENUE

(Total Room Revenue Generated)

79,875,180

**1,000 Room Fort Lee Hotel Not Included (full occupancy daily)**

**160 Airbnb's Listed from Chesterfield (Route 10) South to North Dinwiddie**

# LOVE happens in the Best PART of Virginia

Chesterfield Colonial Heights Dinwiddie  
Hopewell Petersburg Prince George

## HOTEL PETERSBURG WILL BE A REGIONAL ASSET

Over 1.5 Million Visitors to Petersburg Region Each Year





## MUSEUM & VISITOR SERVICES

# LOCAL TOURISM FUNDING

Staff, Marketing, O&M (Yearly)  
\$1,186,590

Petersburg Area Regional Tourism (Yearly)  
Marketing  
\$273,000 – Region  
\$38,500 - Petersburg's Contribution

Virginia's Crossroads (Yearly)  
Marketing  
\$4,500 – Petersburg's Contribution

# HOTEL PETERSBURG

## VISITOR SURVEY

**95% Out-of-Town Participants  
Indicated They Would Stay at  
Historic Boutique Hotel in  
Petersburg**

**95%**

657 Visitors Surveyed at Petersburg Historic Attractions  
& Regional Events Between August and October, 2019

# BUDGET

TOTAL

**\$13,500,000**

PROJECTED GROSS REVENUE (yearly)

**\$5,275,770**

PROJECTED SALES TAX (year 3)

**\$279,615**

PROJECTED LODGING/MEALS TAX (year 3)

**\$454,327**



# RETRO HOSPITALITY PORTFOLIO

Retro will align HOTEL PETERSBUG with its portfolio of upscale, boutique Virginia hotels including the Quirk Hotel Richmond, The Clifton Inn, The Blackburn Inn-Staunton, The Hotel Weyanoke & soon-to-open Quirk Hotel Charlottesville to create co-marketing and referral business opportunities.



# RETRO HOSPITALITY APPROACH

1

Deliver authentic, Virginia hospitality at deeply personal level. True hands-on operator that maintains consistent presence at its properties. Build relationships with hotel associates & guests.

2

Extremely “hyper-local” approach. Develop long-lasting and mutually beneficial partnerships within communities. Accomplished by being present in community & supporting neighbors.

3

**WE KNOW VIRGINIA.** Based on years of working and establishing well-respected hotel company in Central Virginia, Retro is in strong position to leverage market knowledge and many relationships to bring talented staff and deliver business to its hotels.

4

Specializes in small, historic, independent, boutique hotels. As advisor & operator, Retro understands that these hotels have many inherent challenges. We know how to find solutions and execute on expectations.

5

Undertake methodical approach to business. Associates, corporate staff and owners know the plan and transparency maintained at every level. Accountability and measured results.

6

**WE LOVE HOSPITALITY.** Energetic, noticeable and personal passion. In business of delivering memorable, lifetime experiences.

# TOUCHSTONE BANK LOAN TERMS

- \$4,320,000 Construction Perm Loan
- Max LTV 75%
- 2-Year Construction Term With IO Payments Variable Rate Based on Prime Rate + 0%
- 3-Year Permanent Term at Loan Conversion Rate Estimated at 4.29% With 25- Year Amortization, or 5-Year Permanent Loan Term at Loan Conversion Rate Estimated at 4.37% With a 25-year amortization
- Loan Contingent on Project Generating Tax Credit Equity of \$4.8 million and VTC GAP Financing of \$3.8 million

The logo for Hotel Petersburg is displayed in a dark, rectangular box with a blurred, warm-toned background. The text "HOTEL PETERSBURG" is written in a bold, white, sans-serif font with a slight drop shadow, giving it a three-dimensional appearance.

**HOTEL  
PETERSBURG**



# THE TIME IS NOW FOR HOTEL PETERSBURG

**City of Petersburg has only  
1 Hotel with AAA Rating**

**There are NO Hotels in Petersburg  
Region with 4 AAA Diamonds**

**Demand For Hotel Rooms/No  
Boutique Hotel in Region**



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** May 12, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Aretha Ferrell-Benavides

**RE:** **A request to schedule a public hearing for an ordinance for a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing.**

**PURPOSE:** To request a public hearing for an ordinance on a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing.

**REASON:** This ordinance will formally endorse the Hotel Development Project at 20 West Tabb Street as a tourism project for the purposes of allowing the project to qualify for the Commonwealth of Virginia Tourism Development Financing program.

**RECOMMENDATION:** To schedule a public hearing.

### **BACKGROUND:**

The City of Petersburg City Council established the Petersburg Tourism Zone pursuant to the Virginia Code Section 58.1-3851 by adopting 16-ORD-6 on February 2, 2016. This ordinance is in furtherance of the goals set forth in the City's Comprehensive Plan, Vision 20/20. Compliance with the Virginia Code Section 58.1-3851 requires approval and certification by the Comptroller of the Commonwealth of Virginia, and the execution of a Performance agreement between the Developer and the City of Petersburg.

A Tourism Development Financing Program, administered by the Virginia Tourism Corporation, is a two-tiered gap financing program for qualified tourism development projects in Virginia. The Tourism Development Financing Program provides gap financing to support tourism-related development in designated Tourism Zones through a partnership between a Project Developer, the Locality and the Commonwealth of Virginia. The program requires a Performance Agreement between Commonwealth of Virginia, the Locality and the Developer, as well as a Tourism Development Plan.

Once the Project is completed and generating income, the Locality with the Virginia Department of Taxation performs quarterly reviews of Sales and Use taxes collected from the Tourism Development Project. One percent of the quarterly Sales and Use tax revenue generated from the Development Project is the amount each of the three partners contributes toward the debt service of the project until the debt is fully paid.

The Hotel Development Project at 20 West Tabb Street is a qualified tourism development project seeking to participate in the Virginia Tourism Development Financing Program. The total cost fo the project is approximately \$ \_\_\_\_\_, and it will generate approximately \_\_\_\_\_ part-time and \_\_\_\_\_ full-time jobs. As a qualified Tourism Development Project, the Developer is eligible to apply for up to 30% of the total project costs for gap financing.

**COST TO CITY:** 1% of the quarterly sales and use tax generated by the project until the gap financing is repaid. The Developer and the Commonwealth of Virginia will also pay 1% of the quarterly sales and use tax generated by the project until the gap financing is repaid.

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** New sales and use tax revenue beginning with the opening of the Hotel Development Project, associated other revenue from the project including meals, lodging and increases real estate taxes.

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Virginia Tourism Corporation, the Virginia Resources Authority and the Commonwealth of Virginia Comptroller.

**AFFECTED AGENCIES:** City of Petersburg Department of Finance, City Assessor, The Commissioner of Revenue, the Office of Economic Development

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** 16-ORD-06

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 0121\_2020Ordinance (Carthan Currin)

## **ORDINANCE**

### **AN ORDINANCE TO ENDORSE A PROPOSED TOURISM PROJECT, AND TO AUTHORIZE OTHER ACTIONS CONSISTENT WITH VIRGINIA TOURISM GAP FINANCING**

**WHEREAS**, the Code of Virginia Section 58.1-3851, as amended authorizes localities to establish one or more tourism zones; and

**WHEREAS**, the city of Petersburg adopted Ordinance 16-ORD-06 on February 2, 2016 which established the Downtown Petersburg Tourism Zone pursuant to Code of Virginia Section 58.1-3851; and

**WHEREAS**, the City has determined that it would be advantageous to support economic activity that capitaliz3es on the City's locational advantages and economic assets by promoting downtown as the business, financial, and cultural center of the region and support efforts to promote Petersburg as a tourist destination; and

**WHEREAS**, the City has received an application from \_\_\_\_\_ (the Developer), requesting gap financing assistance pursuant to the Code of Virginia Section 58.1-3851.1, as amended for the Hotel Development Project at 20 West Tabb Street; and

**WHEREAS**, the property at 20 West Tabb Street is located within the City of Petersburg Tourism Zone; and

**WHEREAS**, the City finds that the Hotel Development Project will increase employment, fill a void identified in the Tourism Development Plan, and the Developer ha submitted proof of the need for gap financing to the satisfaction of the city; and

**WHEREAS**, the City has submitted the Petersburg Tourism Development Plan to the Virginia Tourism Corporation, as required by the Code of Virginia Section 58.1-3851.1; and

**WHEREAS**, the City of Petersburg, the Petersburg Economic Development Authority, and the Developer, \_\_\_\_\_ will be required to enter into a performance agreement.

**NOW THEREFORE BE IT ORDAINED**, that the City Council of the City of Petersburg endorses the Hotel Development Project at 20 West Tabb Street as a project that purposes of the Code of Virginia Section 58.1-3851.1, and accordingly, the City Council finds that the Hotel Development Project fills a void described in the Petersburg Tourism Development Plan.

**BE IT FURTHER ORDAINED**, that subject to the approval and certification of the State Comptroller of the Commonwealth of Virginia, and conditioned upon the execution of a performance Agreement between the Developer, the City of Petersburg and the Petersburg Economic Development Authority, the City Council hereby designates to the Hotel Development

Project at 20 West Tabb Street and directs, subject to appropriation of such funds, that an amount equal to the revenues generated by one percent (1%) of local sales and use tax generated by transactions on the premises of the Hotel Development Project, as allocated between the Hotel Development Project pursuant to the Performance Agreement to be entered into, be applied to the payment of principal and interest of the qualified gap financing for the Hotel Development Project for the duration and purposes set forth in the Code of Virginia Section 58.1-3851.1.

**BE IT FURTHER ORDAINED**, that this Ordinance shall be in effect immediately.