



**City of Petersburg
Virginia**
www.petersburgva.gov

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

**Special City Council
Meeting**

May 19, 2020

12:00 PM

City Manager

Aretha R. Ferrell-Benavides

-
1. **Roll Call**
 2. **Prayer**
 3. **Closed Session**
 - a. A motion to convene in closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of special legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney.
 4. **Moment of Silence**
 5. **Pledge of Allegiance**
 6. **Determination of the Presence of a Quorum**
 7. **Proclamations/Recognitions**
 8. **Reports/responses to previous public information period**
 - a. City Council Meeting Questions & Answers- April 28th Meeting
 9. **Communication/Special Reports**
 - a. Presentation of the General Fund Revenue Manual
 - b. Presentation of the City of Petersburg's FY 2021 Capital Budget & 5-Year Capital Plan
 - c. A presentation regarding the Coronavirus Pandemic Response and allocation of Community Development Block Grant (CDBG-CV) Funds.
 10. **Consent Agenda (to include minutes of previous meetings):**
 - a. Minutes of Petersburg City Council Meetings
 - b. Consideration of an appropriation for Coronavirus Aid, Relief, and Economic Recovery Act (CARES) Federal Transportation Administration funding for FY 20 operating expenditures. 1st reading

ATTACHMENTS:

1. REVENUE MANUAL
2. General Fund Revenue Manual Presentation



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11. Official Public Hearings

- a. A public hearing for an amendment to the Tourism and Economic Development sections of the City of Petersburg Comprehensive Plan.
- b. A public hearing for the proposed allocation of Community Development Block Grant (CDBG) funds for the program year 2020-2021 and Fiscal Year 2021.
- c. Consideration of authorization to execute a Development Agreement regarding the development of the Harbor Area and amend the ordinance previously adopted.

12. Public Information Period

A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- a. **First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,**
- b. **Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting removed from consent agenda**

13. Business or reports from the Mayor or other Members of City Council

14. Items removed from Consent Agenda

15. Unfinished Business

16. Standing Committee Reports

17. New Business

- a. Consideration of an Appropriation of the Coronavirus Emergency Supplement Grant - \$98,689
- b. Consideration of an appropriation from the Virginia Department of Rail and Public Transportation.
- c. Consideration of an appropriation of Federal Grant VA-95-105-02.
- d. Consideration of an appropriation of Federal Grant VA-90-x286.
- e. Consideration of an appropriation of Federal Grant VA-90-x433.
- f. Consideration of an appropriation grant VA-2018-0006
- g. Consideration of an appropriation of Capital State Grant 73018-88
- h. Consideration of the FY2020-2021 Budget Appropriation Ordinance
- i. Consideration of FY2020-2021 Proposed Schools Operating Budget Appropriation Ordinance.
- j. Consideration of re/appointments to the Planning Commission.

18. City Manager's Agenda

19. Business or reports from the Clerk

20. Business or reports from the City Attorney

21. Adjournment



April 28, 2020 City Council Meeting Q&A Follow-up

May 12, 2020

- 1) Q. What is the date that the Petersburg annexed the area of Prince George along 460? -Councilwoman Wilson-Smith
A. City staff is still researching this item. However, early indications are in the early 1970s.

- 2) Q. Can you please provide us an update on the extent of the mold problem and projected cost to remediate it? - Councilman Cuthbert
A. A mold company has been contacted to conduct mold testing this week (week of May 4th), depending on the findings of the mold company would determine the degree of possible remediation and timetables.

- 3) Q. Can you please check and provide the public safety and training numbers check? I would like to know the total numbers of average hours worked, for education, fighting fires and the number of hours doing other things? - Councilman Cuthbert
A. Emergency Reporting System is the new records management system used by the fire department to account and document activities. This system does not track that information specifically. The following is the weekly operations schedule for all weeks:
 - Monday- Apparatus Maintenance (all companies)
 - Tuesday- Station Maintenance Station 2 and 4
 - Tuesday- Company Training station 3 and 5
 - Wednesday- Station Maintenance Station 3 and 5
 - Wednesday- Company Training Station 2 and 4
 - Thursday- District training/ Building walk-thru and Battalion Commander training
 - Friday- District Training/ Building Walk-thru and Officer Training
 - Saturday- Battalion Commander and Officer Training
 - Sunday- Battalion Commander and Officer Training
 - Public Education is mainly done on Saturday and Sunday
 - 90 minutes-Daily time allotted for Physical Training all companies
 - Other events are public education, hydrants, hose testing, smoke alarm installations, SCBA repair, etc.

- 4) Q. I would like to see an SOP for landlocked properties for City Council consideration? – Councilman Cuthbert
A. City staff has begun working on this request to create a standard operating procedure and will bring back to City Council for consideration.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Robert Floyd

RE: **Presentation of the General Fund Revenue Manual**

PURPOSE: To present the General Fund Revenue Manual to City Council.

REASON: The Budget & Procurement Office, under the guidance of the City Manager, has developed a revenue manual for the General Fund in an effort to better understand the funding sources within the City of Petersburg as it relates to the General Fund. The Budget & Procurement Office wants to provide City Council with an update on this document as well as provide them with a copy of the document.

RECOMMENDATION: Receive the presentation of the Revenue Manual.

BACKGROUND: The General Fund accounts for 70% of the Operating Budget for the City of Petersburg and understanding the revenues within is extremely crucial. The turnover of staff within the budget and finance areas of the City of Petersburg has been an ongoing issue, so developing the revenue manual will allow for the learning curve for new staff to be less steep than it has been in the past. The Revenue Manual will serve as a guide for staff, City Council and citizens alike.

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:

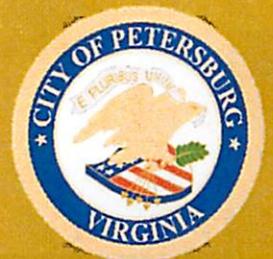
1. REVENUE MANUAL
2. General Fund Revenue Manual Presentation

City of Petersburg VIRGINIA

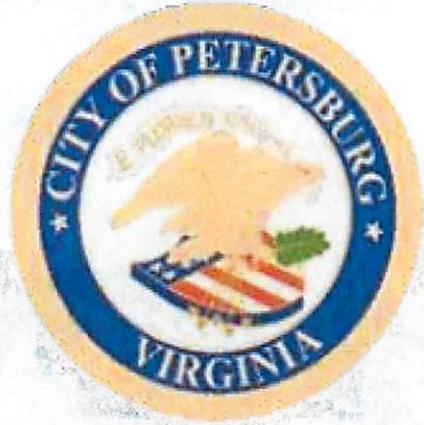
Embracing The Dawn of a New Day



GENERAL FUND REVENUE MANUAL



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GENERAL REVENUE

<u>OBJECT CODE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
GENERAL PROPERTY TAXES		
11010-9000	REAL ESTATE TAXES CURRENT	1
11020-0001	PUBLIC SERVICES CORPORATION TAXES	2
11031-9000	PERSONAL PROPERTY TAXES CURRENT	3
11032-9000	MOBILE HOME TAXES CURRENT	4
11040-9000	MACHINERY & TOOLS TAXES CURRENT	5
11040-9999	MACHINERY & TOOLS TAXES PRIOR YEAR	6
11060-0001	PENALTIES ON ALL PROPERTY TAXES	7
11060-0002	INTEREST ON ALL PROPERTY TAXES	8
OTHER LOCAL TAXES		
12010-0001	LOCAL SALES AND USE TAXES	9
12020-0001	CONSUMER UTILITY TAXES	10
12020-0002	PEG FEE	11
12030-9000	BUSINESS LICENSE	12
12050-9000	MOTOR VEHICLE LICENSES CURRENT	13
12060-0001	BANK STOCK TAXES	14
12070-0001	RECORDATION TAXES TAX ON DEEDS	15
12070-0002	TAX ON WILLS	16
12080-9000	CIGARETTE TAXES CURRENT	17
12090-0001	ADMISSION AND AMUSEMENT TAXES	18
12100-0001	LODGING TAXES	19
12110-0001	MEALS TAXES	20
PERMITS, FEES AND LICENSES		
13010-0001	ANIMAL LICENSES	21
13030-0002	FALSE ALARM FEES	22
13030-0004	LAND USE APPLICATION FEES	23
13030-0008	BUILDING PERMITS	24
13030-0010	ELECTRICAL PERMITS	25
13030-0012	PLUMBING PERMITS	26
13030-0014	MECHANICAL PERMITS	27
13030-0015	FIRE PERMITS	28
13030-0019	SIGN PERMITS AND INSPECTION FEES	29
13030-0020	PUBLIC VEHICLE OPERATOR LICENSE FEES	30
13030-0023	OCCUPANCY PERMITS	31
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13030-0027	SOLICITOR PERMITS	33
13030-0039	RIGHT OF WAY PERMITS	34
13030-0040	HOME OCCUPATION FEES	35
13030-0041	BUSINESS LICENSE ZONING FEES	36
13030-0043	SITE PLAN FEES	37
13030-0055	VACANT PROPERTY REGISTRATION FEE	38
13030-0057	HISTORIC GUIDELINES FEE	39
13030-0058	RENTAL HOUSING INSPECTION FEES	40
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14010-0001	COURT FINES AND FORFEITURES	44-45
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14010-0003	INTEREST ON FINES AND FORFEITURES	47
14010-0004	DECAL VIOLATION FINES	48
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15020-0002	RENTAL OF RECREATIONAL PROPERTY	53-54
15020-0003	CONCESSION RENTALS AND COMMISSIONS	55
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16010-0003	SHERIFF'S FEES	60
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16010-0005	COURT APPOINTED ATTORNEY	62
16010-0006	COURTHOUSE MAINTENANCE FEES	63
16010-0007	COURTHOUSE SECURITY FEES	64
16010-0008	REAL ESTATE TRANSFER FEE	65

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16030-0003	FINGERPRINT FEES	67
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16030-0006	RECOVERY OF DNA SAMPLE COST	69

CHARGES FOR FIRE/RESCUE

16040-0002	EMS TRANSPORTATION FEES	70
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CHARGES FOR CORRECTING & DETENTION**CHARGES FOR OTHER PROTECTIONS**

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CHARGES FOR SANITATION

16080-0002	WASTE DISPOSAL CHARGES	72
16080-0003	BULK WASTE PAYMENT	73

CHARGES FOR PARKS & RECREATION

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16130-0002	CEMETERY ADMINISTRATIVE FEES	75

CHARGES FOR CULTURAL ENRICHMENT

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18990-0002	PILOT- NON FED/STATE	89
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18990-0012	SALE OF CEMETERY LOTS	92
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18990-0098	BAD CHECK FEE CHARGES	94
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CITY OF PETERSBURG, VIRGINIA

REVENUE FROM THE COMMONWEALTH

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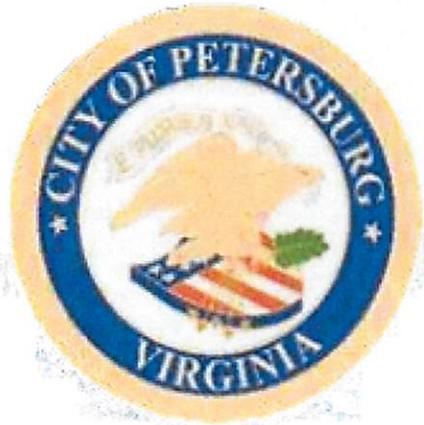
REVENUE FROM THE FEDERAL GOVERNMENT

33010-0049	POLICE-JOINT LAW ENFORCE TASK FORCE	120
33050-0099	FEDERAL PUBLIC ASSISTANCE SOCIAL SERVICE	121-122

SALE OF LAND AND PROPERTY

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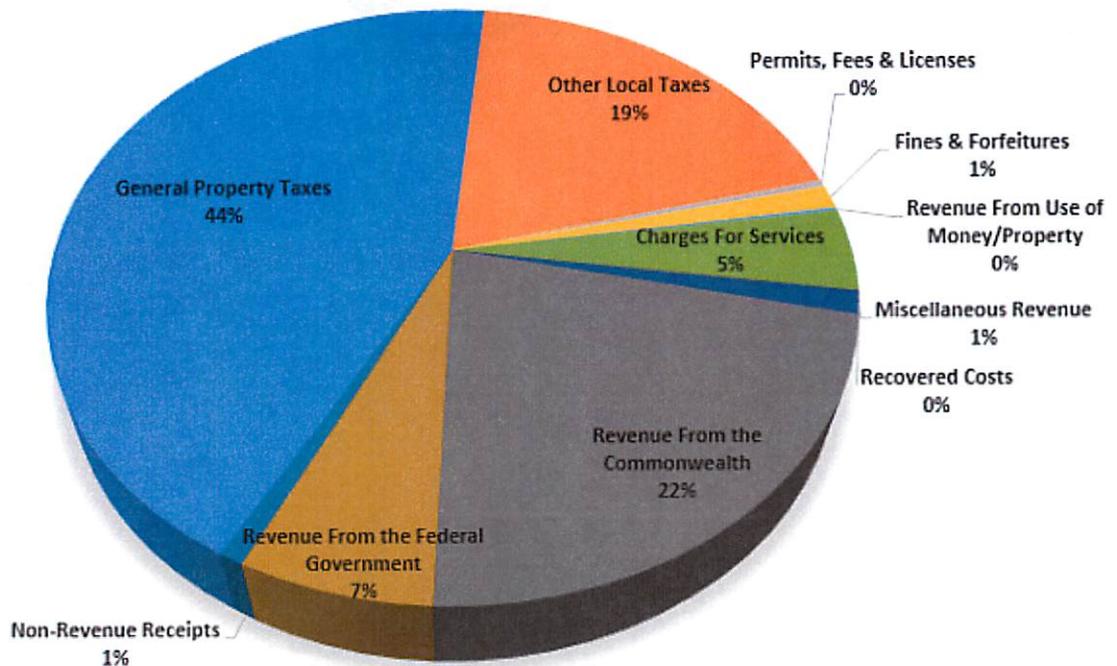
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ABOUT REVENUES

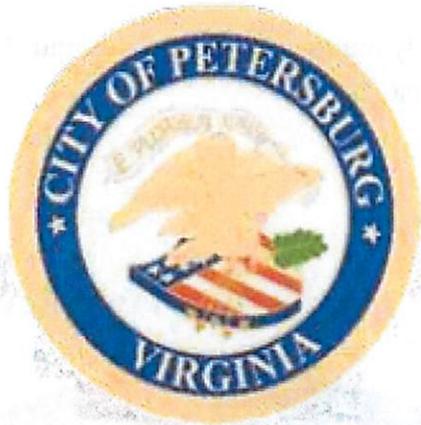
- The General Fund Revenue = \$76 Million
- The top 3 sources of revenue for the General Fund come from:
 - General Property Taxes (44%)
 - This is primarily made up of Real Estate Tax and Personal Property Tax
 - Revenue From the Commonwealth (22%)
 - This is primarily made up of Public Assistant and Welfare Administration, PPTRA and Comprehensive Services
 - Other Local Taxes (19%)
 - This is primarily made up of Local Sales and Use Tax, Meals Tax and Business License Tax

FY 2019-20 General Fund Revenue



****The above revenue numbers were derived from the 2019-2020 Adopted Budget****

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OBJECT CODE:	11010-9000
SOURCE OF REVENUE:	Real Estate Taxes Current
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: The locality is authorized to levy an annual property tax on real property within the city. This tax is used to support the general fund operation and to fund long-term bonded indebtedness. Taxes are due quarterly in the months of September, December, March and June.

AUTHORIZATION: (Code 1981, § 34-37; Ord. No. 19-10)

CURRENT RATE: \$1.35 per \$100 of Assessed Value

COLLECTION DATE(S): September 30th, December 31st, March 30th & June 30th

DATE CURRENT RATE ESTABLISHED: December 13, 2016

PRINCIPAL PAYERS: Owners of property that reside in the City of Petersburg

COLLECTION PROCEDURE: Payments can be received throughout the year through Billing & Collections. They can be paid online, mailed or in person by making a payment in Billing & Collections

OBJECT CODE:	11020-0001
SOURCE OF REVENUE:	Public Service Corporation Taxes
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: A tax is levied on the Public Service Companies to generate revenue for the general fund. This tax is based on an assessment made by the SCC.

AUTHORIZATION: (§ 58.1-2626, Code of Virginia)

CURRENT RATE: \$1.35 per \$100 of Assessed Value

COLLECTION DATE(S): November 15th, December 31st, March 31st & June 30th

DATE CURRENT RATE ESTABLISHED: December 13, 2016

PRINCIPAL PAYERS: Public Service Companies located in the city of Petersburg

COLLECTION PROCEDURE: The SCC sends localities the assessments for public service. The Commissioner of Revenue inputs that information into the system and once the book is completed sends a copy to Billing & Collections.

OBJECT CODE:	11031-9000
SOURCE OF REVENUE:	Personal Property Taxes Current
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: The City is authorized to levy a property tax on motor vehicles, trailers, semitrailers and boats which have been housed, stored or parked in the city in order to generate revenue for the city.

AUTHORIZATION: (§ 58.1-3516, Code of Virginia) (Code 1981, § 34-10; Ord. No. 97-12)

CURRENT RATE: \$4.90 per \$100 of Assessed Value

COLLECTION DATE(S): February 28th & June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Owners of motor vehicles, trailers, semitrailers and boats in the City of Petersburg

COLLECTION PROCEDURE: Payments are due bi-annually. The first is due February 28th of each year. The second is due June 10th of each year after being assessed by the Commissioner of Revenue. There are also monthly supplements due. These payments shall be sent to Billing & Collections.

OBJECT CODE:	11032-9000
SOURCE OF REVENUE:	Mobile Home Taxes Current
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: Any person who owns a mobile home is deemed responsible for paying a tax on that property. The city assessor will evaluate the home for local taxation in the city.

AUTHORIZATION: (§ 58.1-3507, Code of Virginia) (Code 1981, § 34-10; Ord. No. 97-12)

CURRENT RATE: \$1.35 per \$100 of Assessed Value

COLLECTION DATE(S): February 28th & June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Citizens of Petersburg who own mobile homes that reside in the city

COLLECTION PROCEDURE: Payments are due bi-annually. The first is due February 28th of each year. The second is due June 10th of each year after being assessed by the Commissioner of Revenue. These payments shall be sent to Billing & Collections.

OBJECT CODE:	11040-9000
SOURCE OF REVENUE:	Machinery and Tools Current
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: The city can levy tax on machinery and tools but cannot exceed the rate imposed upon the general class of tangible personal property.

AUTHORIZATION: (§ 58.1-3507, Code of Virginia)

CURRENT RATE: \$3.80 of \$100 of Assessed Value

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Citizens of Petersburg who own machinery and tools, excluding the owners defined in § 58.1-3507

COLLECTION PROCEDURE: Bills are sent out after being assessed by the Commissioner of Revenue. The payments shall be sent to Billing & Collections.

OBJECT CODE:	11040-9999
SOURCE OF REVENUE:	Machinery and Tools Taxes PY
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: The city can levy tax on machinery and tools but cannot exceed the rate imposed upon the general class of tangible personal property. These are the taxes that are from previous years that have not been paid yet.

AUTHORIZATION: (§ 58.1-3507, Code of Virginia)

CURRENT RATE: \$3.80 of \$100 of Assessed Value

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Citizens of Petersburg who own machinery and tools, excluding the owners defined in § 58.1-3507 and owe taxes from previous years

COLLECTION PROCEDURE: Bills are sent out after being assessed by the Commissioner of Revenue. The payments shall be sent to Billing & Collections.

OBJECT CODE:	11060-0001
SOURCE OF REVENUE:	Penalties All Property Taxes
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: A penalty is added to personal property taxes in order to promote a timely collection of taxes.

AUTHORIZATION: (§ 58.1-3916, Code of Virginia)

CURRENT RATE: 10% on the Gross Tax, one-time fee

COLLECITON DATE(S): When the late tax is paid

PRINCIPAL PAYERS: Anyone who is late making payment on their personal property tax

COLLECTION PROCEDURE: Payments are due bi-annually. The first is due February 28th of each year. The second is due June 10th of each year after being assessed by the Commissioner of Revenue. There are also monthly supplements due. If any of these payments are late a penalty will be added. These payments shall be sent to Billing & Collections.

OBJECT CODE:	11060-0002
SOURCE OF REVENUE:	Interest All Property Taxes
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: For taxes that are not paid on time interest is added.

AUTHORIZATION: (§ 58.1-3916, Code of Virginia)

CURRENT RATE: 10% APR interest monthly

COLLECTION DATE(S): February 28th & June 10th

PRINCIPAL PAYERS: Anyone who is late making payment on their personal property tax

COLLECTION PROCEDURE: Payments are due bi-annually. The first is due February 28th and the second is due June 10th, after being assessed by the Commissioner of Revenue. There are also monthly supplements due. If any of these payments are late, interest will be added. These payments shall be sent to Billing & Collections.

OBJECT CODE:	12010-0001
SOURCE OF REVENUE:	Local Sales and Use Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: This tax is used to provide revenue for the general fund, it is added to the state sales tax already imposed by the Code of Virginia.

AUTHORIZATION: (§58.1-600, Code of Virginia) (Code 1981, §34-90)

CURRENT RATE: 1% of the amount purchased

COLLECTION DATE(S): Monthly (around the 15th)

DATE CURRENT RATE ESTABLISHED: April 3, 2013

PRINCIPAL PAYERS: The customers of retail sales

COLLECTION PROCEDURE: These taxes are sent by the state once a month (around the 15th) for the previous month's sales and use tax collection. The funds gathered from this tax are collected by Billing & Collections.

OBJECT CODE:	12020-0002
SOURCE OF REVENUE:	Consumer Utilities Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: These taxes levied by the City are collected by the seller from the purchaser. The money composed is put into the general fund and used to maintain the City.

AUTHORIZATION: (Code 1981, §34-194, 202, 197,190, 191 Ord. No. 17-30, 96-56,00-67)

CURRENT RATE:

Description	Amount
Utility Service Tax for Residential Use:	20% of the charge made
Cable Television:	Not to exceed \$15.00
Local Telephone Service:	Not to exceed \$15.00
Water Utility Service:	Not to exceed \$15.00
Utility Service for Industrial or Commercial Use:	15% of the charge made
Cable Television:	Not to exceed \$15.00
Water Utility Service:	Not to exceed \$15.00
Mobile Telecommunication Services:	10% of charge (not to exceed \$30/month)
Electric Utility Tax	
Residential:	\$1.40 plus the rate of \$0.015063 on each kWh (not to exceed \$3/month)
Commercial/Industrial:	\$1.72 plus the rate of \$0.010533 on each kWh (not to exceed \$75/ month)
Natural Gas Utility Tax	
Residential:	\$2.45 plus the rate of \$0.0920 on each CCF (not to exceed \$3/ month)
Commercial/Industrial:	\$3.49 plus the rate of \$0.063 on each CCF (not to exceed \$7.50/ month)

COLLECTION DATE(S): Monthly (on or before the 15th)

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: The purchasers of the utilities mentioned above are the primary spenders for this tax.

COLLECTION PROCEDURE: It is the duty of the seller to collect the taxes from the purchaser for the City. They shall collect all the taxes imposed and shall report to Billing and Collections on or before the 15th day of each month. The only exception is if less than three percent of the tax is due which shall be retained by the seller for expenses related to the collection of tax.

OBJECT CODE:	12020-0002
SOURCE OF REVENUE:	PEG Fee
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: A fee is required for a cable operator to support the capital costs of public, educational and governmental channel facilities, including institutional networks.

AUTHORIZATION: (§15.2-2108.22, Code of Virginia)

CURRENT RATE: The PEG Capital Fee is imposed on a per subscriber or a percentage of gross revenue basis. The PEG Capital Grant Surcharge Fee on the new cable operator equal to the lower of (i) 1.5% of the new cable operator's gross revenues derived from the operation of its cable system in that locality or (ii) the lowest amount of capital contribution paid.

COLLECTION DATE(S): Bi-Annually

DATE CURRENT RATE ESTABLISHED: March 10, 2006

PRINCIPAL PAYERS: Comcast

COLLECTION PROCEDURE: A check is mailed from Comcast to Billing & Collections.

OBJECT CODE: 12030-9000
SOURCE OF REVENUE: Business License
REVENUE CLASSIFICATION: Other Local Taxes
FUNDS: General Fund-100

EXPLANATION: Every person or business is subject to licensure and required to pay annually. The rates vary by the amount of gross receipts as well as the type of business.

AUTHORIZATION: (Ord. No. 96-183a, § 16.1-9, 12-6-1996; Ord. No. 97-157, § 16.1-9, 12-2-1997; Ord. No. 00-78, § 16.1-9, 11-21-2000; Ord. No. 03-79)

CURRENT RATE:

Description	Tax Amount
For Gross Receipts less than: \$50,000	
Flat Rate of:	\$50.00
For Gross Receipts over the above threshold:	
Contractors:	\$0.16 per \$100
Retailers:	\$0.20 per \$100
Financial/ Real Estate/ Professional Services:	\$0.58 per \$100
Repair/Personal/Business Services:	\$0.32 per \$100
Carnivals/Circuses/Speedways:	\$240 for each performance (non-government/charity)
Fortune Tellers/ Practitioners of Palmistry:	\$800 per year
Itinerant Merchants:	\$500 per year (with exceptions)
Wholesalers:	
For purchases not over \$100,000:	\$0.25 per \$100
\$100,001-\$200,000:	The above rate plus \$0.15 per \$100 (not over \$100,000)
Over \$200,001:	The above rate plus \$0.10 per \$100

COLLECTION DATE(S): Annually (upon renewal which is due before March 1st)

DATE CURRENT RATE ESTABLISHED: November 18, 2003

PRINCIPAL PAYERS: Every person or business that receives money for goods or services in the City of Petersburg

COLLECTION PROCEDURE: All business licenses are mandatory upon the start up of a business and expire December 31st of each year. The license must be renewed with all fees paid to Billing & Collections by March 1st of the following year.

OBJECT CODE: 12050-9000
SOURCE OF REVENUE: Motor Vehicle Licenses- Current
REVENUE CLASSIFICATION: Other Local Taxes
FUNDS: General Fund-100

EXPLANATION: An annual licensing fee will apply to every person who shall own, have in their custody or control a motor vehicle, trailer or semitrailer that is normally garaged, stored or parked in the city.

AUTHORIZATION: (Ord. No. 96-183a, §16.1-98)

CURRENT RATE:

Type	Restrictions	Fee Amount
Private Passenger Motor Vehicle	4,000 pounds and under	\$23.00
Private Passenger Motor Vehicle	4,001 pounds and over	\$28.00
Truck (pickup or panel)	4,000 pounds gross weight and under	\$23.00
Truck (pickup or panel)	4,001 pounds gross weight to 6,500 pounds	\$28.00
Truck (pickup or panel)	6,501 pounds gross weight to 10,000 pounds	\$29.00
House Trailer	4,000 pounds and under	\$20.50
House Trailer	4,001 pounds and over	\$23.00
Boat Trailer		\$6.50
Utility Trailer	Not exceeding 1,500 pounds	\$6.50
Wet Drill		\$15.00
Bus (used for divine worship)	4,000 pounds and under	\$23.00
Bus (used for divine worship)	4,001 pounds and over	\$28.00
Semitrailer, "TR" license	6,500 pounds and under	\$17.00
Semitrailer, "TR" license	6,501 and over	\$22.00
Semitrailer, "TRH" license	6,500 pounds and under	\$17.00
Semitrailer, "TRH" license	6,501 pounds and over	\$22.00
Motorcycle	With or without sidecar	\$16.00
Taxicab or Other Motor Vehicle	Used for transporting passengers for hire	\$100.00
One-Horse Wagon (like kind)	Not Motorized	\$5.00

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: March 18, 2014

PRINCIPAL PAYERS: Those who own or have custody of a motor vehicle, trailer or semitrailer that is housed in the city

COLLECTION PROCEDURE: All money collected through these taxes are gathered in Billing & Collections.

OBJECT CODE:	12060-0001
SOURCE OF REVENUE:	Bank Stock Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: Between January 1st and March 1st of any such year, all banks whose principal offices are located within the city shall prepare and file with the Commissioner of Revenue a return, which shall set forth the tax on net capital.

AUTHORIZATION: (§58.1-1204, Code of Virginia) (Code 1981, §34-129; Ord. No. 17-30)

CURRENT RATE: \$1.00 on each \$100.00 of net capital, the total tax liability per taxpayer shall not exceed \$18 million annually. If at least 5 banks pay such maximum amount of franchise tax for three consecutive years starting in 2018 then such maximum amount shall increase to \$20 million immediately following the third consecutive year.

COLLECTION DATE(S): June 1st

DATE CURRENT RATE ESTABLISHED: April 20, 2016

PRINCIPAL PAYERS: Each bank within the city

COLLECTION PROCEDURE: On or before June 1st of each year, all banks within the city shall pay the amount due to Billing & Collections.

OBJECT CODE:	12070-0001
SOURCE OF REVENUE:	Recordation Taxes/Tax on Deeds
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: This is a tax that collects revenue from the first recordation admitted to record, except a document exempt from taxation by law. These documents are held in the Clerk's office of the Circuit Court.

AUTHORIZATION:(§ 58.1-3800, Code of Virginia) (Code 1981, § 34-211)

CURRENT RATE: 1/3 of the amount of the state recordation tax, the state collects \$0.25 per \$100.00

COLLECTION DATE(S): Before the deed can be admitted to record

DATE CURRENT RATE ESTABLISHED: June 3, 2004

PRINCIPAL PAYERS: Anyone who has filed records with the Clerk of Circuit Courts office in the City of Petersburg

COLLECTION PROCEDURE: This is collected in the Clerk's office of the Circuit Court of the city. The Clerk puts everything into a report and sends it to Billing & Collections monthly with payment.

OBJECT CODE:	12070-0002
SOURCE OF REVENUE:	Tax on Wills
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: A tax will be imposed on the probate of every will or grant of administration in the city.

AUTHORIZATION: (§58.1-1712, Code of Virginia) (Code 1981, §34-223)

CURRENT RATE: 1/3 of the amount of probate state tax which is \$0.10 per \$100.00 on estates valued at more than \$15,000.00

COLLECTION DATE(S): Monthly (beginning)

DATE CURRENT RATE ESTABLISHED: March 16, 2003

PRINCIPAL PAYERS: Any citizen redeeming a will or grant of administration

COLLECTION PROCEDURE: All these taxes are collected in Billing & Collections at the beginning of the month.

OBJECT CODE:	12080-9000
SOURCE OF REVENUE:	Cigarette Taxes Current
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: Any person who sells or uses cigarettes within the city is subject to pay a city tax on each package sold or used.

AUTHORIZATION: (Code 1981, § 34-231; Ord. No. 16-36)

CURRENT RATE: \$0.90 per package

COLLECTION DATE(S): As needed, before packages may be sold

DATE CURRENT RATE ESTABLISHED: September 6, 2016

PRINCIPAL PAYERS: Citizens of Petersburg who buy or cell cigarettes

COLLECTION PROCEDURE: The tax is paid by the seller by purchasing stamps from the Commissioner of Revenue to place on the cigarette packages.

OBJECT CODE:	12090-0001
SOURCE OF REVENUE:	Admission and Amusement Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: The city levies taxes on events to which admission is charged, it is divided into five different classes for taxation purposes. The five classes are as follows:

1. Admissions charged for attendance at any event, the gross receipts of which go wholly to a charitable purpose or purposes.
2. Admissions charged for attendance at public private elementary, secondary, and college school-sponsored events, including school-recognized student organizations.
3. Admissions charged for entry into museums, botanical or similar gardens and zoos.
4. Admissions charged to participants in order to participate in sporting events.
5. All other admissions.

AUTHORIZATION: (§ 58.1-3817, Code of Virginia) (Ord. No. 97-145, § 34-102)

CURRENT RATE: There is a 5% tax of the gross admission charged to any event included in class 5. There shall be no tax on admission charges for any event included in classes 1,2,3 and 4.

COLLECTION DATE(S): Monthly (last day of the month)

DATE CURRENT RATE ESTABLISHED: November 4, 1997

PRINCIPAL PAYERS: Anyone who holds an event that charges admission that isn't in class 1,2,3 or 4 in the City of Petersburg

COLLECTION PROCEDURE: Every person receiving any payment for admission shall collect the amount of tax imposed and then shall fill out a report created by the Commissioner of Revenue. The form will show the amount of admission charges collected, the tax from admissions that they owe and their signature. They will then deliver the form with payment to the Commissioner of Revenue.

OBJECT CODE:	12100-0001
SOURCE OF REVENUE:	Lodging Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: A tax is levied for any private or public hotel, inn, hostelry, tourist home, motel, rooming house or other lodging place within the city that offers lodging for compensation to any transient.

AUTHORIZATION: (Code 1981, § 34-143; Ord. No. 16-34)

CURRENT RATE: 10% of the total amount paid

COLLECTION DATE(S): Monthly (on the 20th)

DATE CURRENT RATE ESTABLISHED: September 6, 2016

PRINCIPAL PAYERS: Any person who pays to lodge at any hotel for a period less than 90 consecutive days

COLLECTION PROCEDURE: The person collecting the tax should make a report including the amount of lodging charges collected, the tax required to be collected, and their signature. They shall deliver this report and the payment to Billing & Collections. The remittance and report shall be collected at least once in every 30-day period.

OBJECT CODE:	12110-0001
SOURCE OF REVENUE:	Meals Taxes
REVENUE CLASSIFICATION:	Other Local Taxes
FUNDS:	General Fund-100

EXPLANATION: A tax is levied on every purchase of a meal within the city and used to help promote and develop tourism.

AUTHORIZATION: (Code 1981, §34-177; Ord. No. 16-35)

CURRENT RATE: 7% of the charge made

COLLECTION DATE(S): Monthly (on the 20th)

DATE CURRENT RATE ESTABLISHED: September 16, 2016

PRINCIPAL PAYERS: The purchaser of the meal pays the seller, who in return pays the city the taxes collected

COLLECTION PROCEDURE: The taxes collected during each calendar month shall be reported and remitted by each seller to the Commissioner of Revenue, on or before the 20th day of each month. The seller shall provide the report requested from the Commissioner of Revenue with payment. The Commissioner of Revenue shall then turn this collection over to Billing & Collections.

OBJECT CODE: 13010-0001
SOURCE OF REVENUE: Animal Licenses
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: The city levies a fee to license animals in order to track the number of animals and ensure that they are properly vaccinated. This license fee also provides funds for the shelters and staff that help take care of the animals.

AUTHORIZATION: (Ord. No. 03-10)

CURRENT RATE:

Description	Amount
Intact Dog License	\$10.00
Spayed/Neutered Dog License	\$5.00
Dangerous Dog License	\$50.00
Breeders Permit	\$100.00

COLLECTION DATE(S): Annually (by January 31st)

DATE CURRENT RATE ESTABLISHED: February 4, 2003

PRINCIPAL PAYERS: Any citizen of Petersburg that owns a canine

COLLECTION PROCEDURE: All money collected by animal control officers shall be by checks or money orders (they do not take in any cash). They use pay in vouchers to list each item for deposit and take all to Billing & Collections. They collect spay and neuter fees from the pet adopters in the form of money orders made out to Loving Spay Clinic and take them to the clinic each Friday.

OBJECT CODE: 13030-0002
SOURCE OF REVENUE: False Alarm Fees
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: The purpose of this fee is to reduce the number of false alarms, to protect public safety and minimize the use of the city's limited law enforcement resources. A fee shall originate after the second false alarm violation (from any premise within any 180-day period) and shall be paid within 30 days of receiving the citation.

AUTHORIZATION: (§15.2-911, Code of Virginia) (Code 1981, §24-59; Ord. No. 14-17)

CURRENT RATE:

Description	Fee Amount
First and Second False Alarm	No Penalty
Third False Alarm	\$25.00
Fourth False Alarm	\$50.00
Fifth False Alarm	\$75.00
Sixth and Subsequent False Alarms	\$100.00

COLLECTION DATE(S): Within 30 days of the service or penalty

DATE CURRENT RATE ESTABLISHED: March 18, 2014

PRINCIPAL PAYERS: Owners or Tenants of Residential, Commercial or Industrial premises protected by an alarm system

COLLECTION PROCEDURE: All service fees or civil penalties by the Chief of Police or his officers, shall be paid to the Director of Finance. The failure of a permit holder to pay any service fee or civil penalty within 30 days after its assessed, shall constitute grounds for the revocation of an alarm system permit by the Chief of Police.

OBJECT CODE: 13030-0004
SOURCE OF REVENUE: Land Use Application Fees
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: These fees are used to control and regulate the use of land and help provide the funds necessary for the staff, and any other costs associated with the regulation.

AUTHORIZATION: (§§ 58.1-3233,3240, Code of Virginia) (Code 1981, § 34-55; Ord. No. 17-30) (§36-105, Code of Virginia) (Ord. No. 07-53) (§15.2, Code of Virginia)

CURRENT RATE:

Description	Amount
Special Use Permit	\$1,500.00
Special Use Exception	\$500.00
Rezoning Fees	\$1,500.00
Plan Amendment	\$1,500.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anyone that owns land within the City of Petersburg and request special uses and rezoning of property

COLLECTION PROCEDURE: These fees are collected in Planning and taken to Billing & Collections daily.

OBJECT CODE:	13030-0008
SOURCE OF REVENUE:	Building Permits
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: Building permits are required for all work done to a building except routine repairs. Routine repairs are listed on the city's website.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:

Description	Amount
1&2 Family Residential (garages, gazebos, decks, pools, residential demolition and construction included)	.63% of estimated cost + \$25.00 base fee
Commercial (hospitals, hotel/motels, radio towers, apartments, commercial demolition and construction included)	1% of estimated cost + \$75.00 base fee
Beginning Work Without a Permit Fee	\$50.00
Re-inspection Fee (due to negligence on the part of the permit holder)	\$50.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anybody who is going to perform routine repairs to a commercial building or a family residence

COLLECTION PROCEDURE: Payment should not be sent in with permit applications. They should be paid to the Planning Department when the fee is tabulated, and the permits are issued. The permit will not be issued until the permit fee is paid.

OBJECT CODE: 13030-0010
SOURCE OF REVENUE: Electrical Permits
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: Electrical permits are required for all work done that is not classified as a routine repair. Routine repairs are listed on the city's website.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:

Description	Amount
1&2 Family Residential (garages, gazebos, decks, pools, residential demolition and construction included)	1% of estimated cost + \$25.00 base fee
Commercial (hospitals, hotel/motels, radio towers, apartments, commercial demolition and construction included)	1% of estimated cost + \$75.00 base fee
Beginning Work Without a Permit	\$50.00
Re-Inspection Fee (due to negligence on the part of the permit holder)	\$50.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anybody who is going to perform non-ordinary electrical repairs to a commercial building or a family residence

COLLECTION PROCEDURE: Payment should not be sent in with permit applications. They should be paid to Code Compliance when the fee is tabulated, and then permits are issued. The permit will not be issued until the permit fee is paid.

OBJECT CODE: 13030-0012
SOURCE OF REVENUE: Plumbing Permits
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: Plumbing permits are required for all work done that is not classified as an routine repair. Routine repairs are listed on the city's website.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:

Description	Amount
1&2 Family Residential (garages, gazebos, decks, pools, residential demolition and construction included)	1% of estimated cost + \$25.00 base fee
Commercial (hospitals, hotel/motels, radio towers, apartments, commercial demolition and construction included)	1% of estimated cost + \$75.00 base fee
Beginning Work Without a Permit	\$50.00
Re-Inspection Fee (due to negligence on the part of the permit holder)	\$50.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anybody who is going to perform non-ordinary plumbing repairs on any commercial or residential building.

COLLECTION PROCEDURE: Payment should not be sent in with permit applications. They should be paid to Billing & Collections when the fee is tabulated, and the permits are issued. The permit will not be issued until the permit fee is paid.

OBJECT CODE: 13030-0014
SOURCE OF REVENUE: Mechanical Permits
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: Mechanical permits are required for all work done that is not classified as an routine repair. Routine repairs are listed on the city's website.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:

Description	Amount
1&2 Family Residential (garages, gazebos, decks, pools, residential demolition and construction included)	1% of estimated cost + \$25.00 base fee
Commercial (hospitals, hotels/motels, radio towers, apartments, commercial demolition and construction included)	1% of estimated cost + \$75.00 base fee
Beginning Work Without a Permit	\$50.00
Re-Inspection Fee (due to negligence on the part of the permit holder)	\$50.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anybody that is going to do non-ordinary mechanical repairs on a commercial building or family residence.

COLLECTION PROCEDURE: Payment should not be sent in with permit applications. They should be paid to Billing & Collections when the fee is tabulated, and the permits are issued. The permit will not be issued until the permit fee is paid.

OBJECT CODE:	13030-0015
SOURCE OF REVENUE:	Fire Permits
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: In order to prevent uncontrolled fires, all activities that require a fire permit will have to pay a fee.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE: \$25.00 for each permit obtained, this permit shall expire upon completion of the activity for which the permit was issued or one year after the issuance or renewal date of the permit, whichever occurs first. Renewals may be obtained for \$5.00.

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Any fire permit holder or holder's agent

COLLECTION PROCEDURE: The required fees are due before any permits will be given. Payment can be taken/sent to Billing & Collections. All receipts are copied in Planning and kept for a monthly report that is put together and given to Finance.

OBJECT CODE: 13030-0019
SOURCE OF REVENUE: Sign Permit and Inspection Fees
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: Sign permits and inspection fees provide funds to ensure that all signage posted are authorized. It offsets the administrative cost to issue these permits and inspections.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:

Description	Amount
Temporary Sign Permit (30 days or less)	\$75.00
Permanent Sign Permit (31 days or more)	\$150.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Any person that needs to publicly display information that's presented in the form of words, symbols and/or pictures and is designed to advertise your business. Businesses, Churches, Schools and other Commercial Operators

COLLECTION PROCEDURE: All permits are issued through the Planning Department. All fees and receipts are collected by the Planning Department and given to Billing & Collections daily.

OBJECT CODE: 13030-0020
SOURCE OF REVENUE: Public Vehicle Operator License Fees
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: This fee was established in order to administer decals for vehicles housed in the city.

AUTHORIZATION: (Ord. No. 17-30)

CURRENT RATE:

Type	Restrictions	Fee Amount
Truck (pickup or panel)	4,000 pounds gross weight and under	\$23.00
Truck (pickup or panel)	4,001 pounds gross weight to 6,500 pounds	\$28.00
Truck (pickup or panel)	6,501 pounds gross weight to 10,000 pounds	\$29.00
House Trailer	4,000 pounds and under	\$20.50
House Trailer	4,001 pounds and over	\$23.00
Boat Trailer		\$6.50
Utility Trailer	Not exceeding 1,500 pounds	\$6.50
Wet Drill		\$15.00
Bus (used for divine worship)	4,000 pounds and under	\$23.00
Bus (used for divine worship)	4,001 pounds and over	\$28.00
Semitrailer, "TR" license	6,500 pounds and under	\$17.00
Semitrailer, "TR" license	6,501 and over	\$22.00
Semitrailer, "TRH" license	6,500 pounds and under	\$17.00
Semitrailer, "TRH" license	6,501 pounds and over	\$22.00
Motorcycle	With or without sidecar	\$16.00
Taxicab or Other Motor Vehicle	Used for transporting passengers for hire	\$100.00
One-Horse Wagon (like kind)	Not Motorized	\$5.00

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Owners of all vehicles licensed under this division

COLLECTION PROCEDURE: The Commissioner of Revenue's office will collect the money for these license fees and issue a decal. The money collected will be turned into Billing & Collections for further processing.

OBJECT CODE:	13030-0023
SOURCE OF REVENUE:	Occupancy Permits
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: The purpose of this permit is to sanction the use of the property. It provides proof that a building or structure has been inspected and has passed safety and health code requirements. The funds collected for this permit help pay for the inspection and other administrative fees that are associated with it.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE: \$25.00 for existing buildings, if building is new it is included in the Building Fee

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Anyone who owns a building/home that people will be living/working in

COLLECTION PROCEDURE: All permits are issued through Planning, but before a permit is given out the customer must pay all fees with Billing & Collections. A copy of the receipt will be kept in Planning and added to a report that is given to Finance monthly.

OBJECT CODE:	13030-0024
SOURCE OF REVENUE:	Erosion and Sediment Control Permit
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: The purpose of this permit is to help with administrative costs regarding processing ESC/Land Disturbance Permits.

AUTHORIZATION: (§10.1-560, Code of Virginia) (Ord. No. 08-103 §1)

CURRENT RATE: \$250.00, plus \$50.00 for every acre or part thereof in excess of one acre

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: November 18, 2008

PRINCIPAL PAYERS: Property Owners and General Contractors

COLLECTION PROCEDURE: These fees are collected as a part of the Land Disturbance Permit Application Package and submitted to Billing & Collections by PIV form and Transmittal memo.

OBJECT CODE: 13030-0027
SOURCE OF REVENUE: Solicitor Permits
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: The purpose of this permit fee is to aid in defraying the cost involved in considering the application for the permit and acting with respect thereto. The fee shall not be refunded.

AUTHORIZATION: (§57, Code of Virginia) (Code 1981, §§29-31, 29-62)

CURRENT RATE:

Description	Amount
Charitable Solicitations	\$10.00 per certificate
Religious Solicitations	\$4.00 per certificate

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: February 20, 2013

PRINCIPAL PAYERS: Any person/business/agency that wants to engage in any land-disturbing activity in the City of Petersburg

COLLECTION PROCEDURE: All permits are issued through Planning, but before a permit is given out the customer must pay all fees with Billing & Collections. A copy of the receipt will be kept in Planning and added to a report that is given to Finance monthly.

OBJECT CODE: 13030-0039
SOURCE OF REVENUE: Right of Way Permits
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: These permits are used to ensure that any work in the city's right-of-way is handled according to the city code. It is also to provide funds for the staff needed to distribute these permits and enforce the code for the city.

AUTHORIZATION: (§ 15.2-2013, Code of Virginia)

CURRENT RATE:

Description	Amount
Permit Application Processing Fee	\$100.00 (each)
Road Closures	\$500.00 per day
Lane Closures and Alley Ways	\$225.00 per day
Sidewalk or Shoulder Closures	\$100.00 per day
Private Entrances	\$40.00 (each)
Commercial or Institutional Split Entrances	\$150.00 (each)
Construction Fence, Scaffolding, Canopy or Barricades	\$80.00 (each)
Temporary Construction Entrance	\$40.00 (each)
Sidewalk or Curb and Gutter Repairs, Replacement or Installation	\$10.00 per linear foot
Temporary Signs, Banners and Structures (excludes temporary traffic control signs)	\$80.00 (each)
Temporary Striping or Street Markings	\$30.00 (each)
Landscaping or Plantings in Right-of-Way	\$10.00 per linear foot
Staging Equipment, Dumpster, Storage or Stockpiled Materials	\$80.00 per day
Drainage/Stormwater Management Systems	\$10.00 per linear foot
Utility Repairs/ Installation and Fire Hydrants	\$100.00 (each)
Test Bores, Pilot Holes and Emergency Openings	\$10.00 (each)
Cranes or Heavy Equipment	\$60.00 per day
Hauling Oversize/Overweight Loads Thru the City	\$25.00 (each)
Working Without a Permit Investigation (plus associated fees)	\$150.00 (each)
Special Events/Parades on City Right-of-Way	\$250.00 per day
Filming on City Right-of-Way (Amount not to exceed \$5,000.00/month)	\$500.00 per day
Inspections for Traffic Control, Erosion and Sediment Control and Final Acceptance of Right-of-Way	\$50.00 (each)
One Time 30-day Extension Added to 90-day Permits	\$50.00 (each)

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: March 2013

PRINCIPAL PAYERS: General Public, Businesses and Government

COLLECTION PROCEDURE: A PIV is generated for payers to bring to the Billing & Collections Department to pay before a permit can be issued.

OBJECT CODE:	13030-0040
SOURCE OF REVENUE:	Home Occupation Fees
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: These fees are collected to permit a home-based business and to protect the residential quality, health, and safety of the property.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE: \$50.00

COLLECTION DATE(S): Prior to approval

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Anyone who lives in the City of Petersburg and works out of their home

COLLECTION PROCEDURE: These fees are paid to the Planning Department. All receipts are documented in Planning and then given to the office of Billing & Collections daily.

OBJECT CODE:	13030-0041
SOURCE OF REVENUE:	Business License Zoning Fees
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: Zoning approval is required to verify that a user is permitted prior to the issuance of a business license. Fees generate revenue for the local government.

AUTHORIZATION: (Ord. No. 03-79)

CURRENT RATE: \$100.00

COLLECTION DATE(S): After the Planning department's review of approval

DATE CURRENT RATE ESTABLISHED: November 18, 2003

PRINCIPAL PAYERS: Any business within the city limits

COLLECTION PROCEDURE: Planning is step one in the business license process. The fees are paid directly to the Planning Department and receipts are given to Billing & Collections on a daily basis.

OBJECT CODE: 13030-0043
SOURCE OF REVENUE: Site Plan Fees
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

EXPLANATION: The purpose of this fee is to ensure that development complies with the zoning ordinances and other city codes. The money goes to the general fund for the Planning Departments administrative costs associated with the review.

AUTHORIZATION: (§36-105, Code of Virginia) (Ord. No. 07-53)

CURRENT RATE:	
Description	Amount
1 st acre	\$800.00
Every acre thereafter	\$50.00 (each)

COLLECTION DATE(S): When plans are submitted and then again for the 3rd review

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Any person/business/agency that develops land in the city

COLLECTION PROCEDURE: All fees are collected by the Planning Department and are taken to Billing & Collections daily.

OBJECT CODE:	13030-0055
SOURCE OF REVENUE:	Vacant Property Registration Fee
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: The purpose of this fee is to generate revenue for the general fund and ensure that vacant buildings are being properly maintained.

AUTHORIZATION: (Ord. No. 13-38)

CURRENT RATE: \$100.00 annually

COLLECTION DATE(S): Annually (at registration of the vacant property then within 15 days of the anniversary date of the building's initial registration)

DATE CURRENT RATE ESTABLISHED: May 21, 2013

PRINCIPAL PAYERS: Any owner of a building which has been continuously vacant for a period of 12 months or more

COLLECTION PROCEDURE: The owner shall pay this fee at the time that the building is initially registered and for each subsequent year that the building remains vacant. The fee shall be paid within 15 days of the anniversary date of the building's initial registration. The fee shall be paid to the Code Department and then processed with Billing & Collections.

OBJECT CODE:	13030-0057
SOURCE OF REVENUE:	Historic Guideline Fees
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: These fees are used to help reserve the history of the city and to provide funds for the upkeep of it.

AUTHORIZATION: (Ord. No. 07-53)

CURRENT RATE: \$25.00 per handbook

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Anyone who plans to build or modify a building/place within the city

COLLECTION PROCEDURE: These guidelines go through the Planning Department, but before they must be paid for in Billing & Collections. All receipts are kept in Planning and added to a report that is given to the Finance Department monthly.

OBJECT CODE:	13030-0058
SOURCE OF REVENUE:	Rental Housing Inspection Fees
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: The purpose of this is to inspect rental properties to make sure they comply before being rented. Regular scheduled inspections will protect public health, safety and welfare in residential rental dwelling units located within the city.

AUTHORIZATION: (Ord. No. 07-53)

CURRENT RATE: \$10.00

COLLECTION DATE(S): At initial inspection and then every 4 years after

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Owners of rental property located within the city

COLLECTION PROCEDURE: These guidelines go through the Code Department. However, first they must be paid for in Billing & Collections. All receipts are kept in Code and are added to a report that is given to the Finance Department monthly.

OBJECT CODE:	13030-0060
SOURCE OF REVENUE:	Grass/Vegetation NOVS Public Works
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: These fees are used to generate money for the general revenue fund for the department for right of way maintenance.

AUTHORIZATION: (§ 15.2-1115, Code of Virginia) (Ord. No. 13-06)

CURRENT RATE: \$150.00 plus work order amount for work performed

COLLECTION DATE(S): Upon receipt of notice for violation

DATE CURRENT RATE ESTABLISHED: July 2017

PRINCIPAL PAYERS: General Public, Businesses and Government (in-house and out)

COLLECTION PROCEDURE: Billing submittals are given to the IT department to bill out and then all payments are received through Billing & Collections.

OBJECT CODE:	13030-0064
SOURCE OF REVENUE:	VSMP Permit Fees
REVENUE CLASSIFICATION:	Permits, Fees and Licenses
FUNDS:	General Fund-100

EXPLANATION: The costs associated with this fee are used for local administration/plan review/inspection and enforcement activities for stormwater management facilities installed on a specific development plan.

AUTHORIZATION: (§58.1-15, Code of Virginia) (Ord. No. 14-67)

CURRENT RATE:

Fees for Permit Issuance

Total Fee= amount paid by applicant including the VSMP authority and department portions where applicable.
Department Portion= portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)

Name/Type	Number of Acres	Total Fee Amount	Department Portion Amount
Chesapeake Bay Preservation Act Land-Disturbing Activity	Equal to or greater than 2,500 square feet and less than 1 acre	\$290.00	\$0.00
General/Stormwater Management			
Small Construction activity/land clearing	Less than 1 acre	\$290.00	\$81.00
Small Construction activity/land clearing	Equal to or greater than 1 acre and less than 5 acres	\$2,700.00	\$756.00
Large Construction activity/land clearing	Equal to or greater than 5 acres and less than 10 acres	\$3,400.00	\$952.00
Large Construction activity/land clearing	Equal to or greater than 10 acres and less than 50 acres	\$4,500.00	\$1,260.00
Large Construction activity/land clearing	Equal to or greater than 50 acres and less than 100 acres	\$6,100.00	\$1,708.00
Large Construction activity/land clearing	Equal to or greater than 100 acres	\$9,600.00	\$2,688.00

Fees for the Modification or Transfer of Registration Statements for the General Permit for Discharges of Stormwater from Construction Activities

Name/Type	Number of acres	Fee Amount
General Stormwater Management		
Small Construction activity/land clearing	Less than 1 acre	\$20.00
Small Construction activity/land clearing	Equal to or greater than 1 acre and less than 5 acres	\$200.00
Large Construction activity/land clearing	Equal to or greater than 5 acres and less than 10 acres	\$250.00
Large Construction activity/land clearing	Equal to or greater than 10 acres and less than 50 acres	\$300.00
Large Construction activity/land clearing	Equal to or greater than 50 acres and less than 100 acres	\$450.00
Large Construction activity/land clearing	Equal to or greater than 100 acres	\$700.00

OBJECT CODE: 13030-0064
SOURCE OF REVENUE: VSMP Permit Fees (Continued)
REVENUE CLASSIFICATION: Permits, Fees and Licenses
FUNDS: General Fund-100

CURRENT RATE (CONTINUED):**Permit Maintenance Fees**

Name/Type	Number of Acres	Fee Amount
Chesapeake Bay Preservation Act Land-Disturbing Activity	Equal to or greater than 2,500 square feet and less than 1 acre	\$50.00
General Stormwater Management		
Small Construction activity/land clearing	Less than 1 acre	\$50.00
Small Construction activity/land clearing	Equal to or greater than 1 acre and less than 5 acres	\$400.00
Large Construction activity/land clearing	Equal to or greater than 5 acres and less than 10 acres	\$500.00
Large Construction activity/land clearing	Equal to or greater than 10 acres and less than 50 acres	\$650.00
Large Construction activity/land clearing	Equal to or greater than 50 acres and less than 100 acres	\$900.00
Large Construction activity/land clearing	Equal to or greater than 100 acres	\$1,400.00

****A ten percent late fee shall be charged to any delinquent (over 90 days past due) account. ****

COLLECTION DATE(S): Project by project basis

DATE CURRENT RATE ESTABLISHED: July 1, 2014

PRINCIPAL PAYERS: Property owners and General Contractors

COLLECTION PROCEDURE: Permit Maintenance Fees are collected as a part of the VSMP Permit Application Package and submitted to the Utility Billing and Collections Manager with the transmittal memo requesting funds be deposited under the correct code. If/when modification/transfer and maintenance fees are collected, they will also be submitted to the Utility Billing and Collections Manager with a revenue code.

OBJECT CODE:	14010-0001
SOURCE OF REVENUE:	Court Fines and Forfeitures
REVENUE CLASSIFICATION:	Fines and Forfeitures
FUNDS:	General Fund-100

EXPLANATION: The Courts collect money from fines and forfeitures and that money is put into the general fund.

AUTHORIZATION: (§ 19.2-354, Code of Virginia)

CURRENT RATE:

Description	Amount
Abandoned Vehicle Costs	Actual Expenses
Jury Costs	\$30.00/day/juror Commonwealth pays felonies/misdemeanors unless local warrant or summons Grand jurors paid by locality Multi-jurisdiction paid by Commonwealth
Drug Offender Fee	\$150.00 for each felony conviction/disposition
Blood Withdrawal Fee (DUI)	Not to exceed \$25.00
Ignition Interlock Device Costs	\$20.00
HIV Blood Test	Analysis by Consolidated Labs-amount for testing conducted varies. Amount varies for blood withdrawal
Jail Admission Fee	Not to exceed \$25.00
Reimbursement of Medical Fees	Varies
Local Criminal Justice Training Academy Fee	Amount Set by Local Ordinance
Driving Under the Influence Fee	\$100.00
Certificate of Analysis Fee	\$50.00 for appearance of analyst at trial or hearing when requested
Appellant Costs	Varies, as mandated by court order
ASAP- Alcohol Safety Action Program Fee	No less that \$250.00 but no more than \$300.00
Blood Test Fee	Alcohol Only: Not to exceed \$25.00 Consolidate Lab Analysis (1 st vial)-\$25.00 Private Lab Analysis (2 nd vial) requested by defendant- Not to exceed \$50.00 Drug or Drug and Alcohol: Not to exceed \$25.00 State Lab Analysis (1 st vial)- \$25.00 Private Lab Analysis (2 nd vial) requested by defendant- Not to exceed \$50.00
HIV & Hepatitis B or C Testing	Amount varies
HLA (Paternity Cases)	Varies
Boating Education Civil Penalty	\$100.00
Certificate of Analysis Fee	\$50.00
Child Safety Restraint Device Penalty	\$50.00 for violation \$20.00 penalty for failure to carry a statement of exemption For a 2 nd or subsequent violation of a penalty up to \$500.00
Clerk's Processing Fee (District Court Clerk)	\$51.00 per charge (Traffic Infraction) \$61.00 per charge (Misdemeanor-Criminal/Traffic) \$136.00 per charge (Misdemeanor Drug)

CURRENT RATE (CONTINUED):

Description	Amount
Computer Analysis Fee	Not to exceed \$100.00 for each computer analyzed
Concealed Handgun Permit	\$25.00
Confiscated Monies/Property	Amount varies
Courthouse Construction Fee	Not to exceed \$3.00
Court Reporter Costs	Amount established through a schedule of fees approved by the judge for preparation of transcripts
Criminal Justice Training Academy Fund	Varies per Local Ordinance
Driver Improvement Clinic Fee	Not to exceed \$100.00
Drug Offender Assessment Fund	\$150 for each felony drug conviction/disposition
Electronic Summons	Not to exceed \$5.00
Extradition Costs	Actual costs and expenses
Failure to Pay Fare	Not to exceed \$100.00
Highway Litter	No less than \$250.00 but no more than \$2,500.00 as ordered by court
Game Replacement	Based on approximate replacement value of animal, bird or fish taken illegally
Global Positioning System (GPS)	As determined and ordered by the Court
Increase Rate Fee	17% on delinquent debt referred to collection agents on or after July 1 st
Internet Crimes against Children Fee	\$15.00 on each felony and misdemeanor conviction
Legal Aid Services Fund	Not to exceed \$500.00 for 1 st violation Not to exceed \$1,000.00 for 2 nd or subsequent violation
Liquidated Damages/Overweight Violations	Liquidated damage amounts are set by statute and ordered by the judge Weighing Costs, if applicable \$2.00 Weighing Fee Circuit Court Clerk's Fee (if ordered by Court)
Medical Costs for Gathering Evidence	Varies- the Commonwealth attorney submits invoice with appropriate supporting documentation to the Supreme Court of Virginia for payment
Methamphetamine Site Cleanup	Court will award estimated/actual expense, or \$1,000.00 if it cannot determine expenses
Pen Register, Wire Trap or Tracing Device	Amount varies, no clerk fee applies
Restitution	Determined by Judge
Transcript Fee	Varies
Toll Roads Penalties-Failure to Pay Toll/HOT Lane Violations	In addition to the unpaid toll, all accrued administrative fees, and applicable court costs in each case, a civil penalty may be assessed
Transportation Trust Fund	Civil penalty not to exceed \$2,750.00 against the driver Civil penalty not to exceed \$11,000.00 against motor carrier
Trauma Center Fund	\$50.00
Virginia Stormwater Management Fund	Up to \$10,000.00 as directed by the Court
Weighing Costs	Expenses incurred
Weighing Fee	\$2.00

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

PRINCIPAL PAYERS: Anyone who must go to court in Petersburg

COLLECTION PROCEDURE: The Clerk of Circuit Court's office collects all the money and then creates a monthly report and gives both to Billing & Collections.

OBJECT CODE: 14010-0002
SOURCE OF REVENUE: Parking Fines
REVENUE CLASSIFICATION: Fines and Forfeitures
FUNDS: General Fund-100

EXPLANATION: The purpose of this fine is to generate revenue for the general fund and to enforce any rules and regulations that are placed by the city and state.

AUTHORIZATION: (Code 1981, §18-152; Ord. No. 17-30)

CURRENT RATE:

Description	Amount
Any Vehicle parked or stopped in an illegal area	\$20.00
Overtime Parking	\$20.00
Within 15ft of Fire Hydrants and in Fire Lanes	\$50.00
In Reserved Spaces for Disabled Persons	\$150.00
Parking on or Driving Over a City Curb to Park on Public/Private Property	\$50.00
If not paid within 10 days of citation	Double the Fine Amount
Parking in Metered Spaces	\$0.10 per hour

COLLECTION DATE(S): Within 10 days of the parking citation

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Any person who is illegally parked within the city of Petersburg

COLLECTION PROCEDURE: All citations written by the Commissioner of Revenue are to be paid within ten days of the date issued. This can be paid in person, or by mailing a check or money order to Billing & Collections.

OBJECT CODE: 14010-0001
SOURCE OF REVENUE: Interest on Fines and Forfeitures
REVENUE CLASSIFICATION: Fines and Forfeitures
FUNDS: General Fund-100

EXPLANATION: The purpose of this fine is to cover the costs of management of the defendant's account, until such account is paid in full.

AUTHORIZATION: (§ 17.1-275.1, Code of Virginia) (Code 1981, §1-14)

CURRENT RATE:

Description	Amount
If convicted of a traffic infraction or a violation of any criminal activity	\$10.00 if not paid ten days after sentencing
When 40 days have passed since final judgment or the defendant's release from incarceration	
7/1/04 to Present	6%
7/1/91 to 6/30/04	9%
7/1/87 to 6/30/91	8%
1/1/85 to 6/30/87	12%
7/1/81 to 6/30/83	10%
10/1/77 to 6/30/81	8%

COLLECTION DATE(S): When the fine or forfeiture is paid

PRINCIPAL PAYERS: Any person who has an unpaid balance of fines, costs and restitution

COLLECTION PROCEDURE: This is collected by the Clerk of Circuit Court's office and added to a monthly report which is given to Billing & Collections with a check.

OBJECT CODE: 14010-0004
SOURCE OF REVENUE: Decal Violation Fines
REVENUE CLASSIFICATION: Fines and Forfeitures
FUNDS: General Fund-100

EXPLANATION: The purpose of this fine was to ensure that drivers are paying their license tax. It is no longer implemented but previous penalties are still being collected.

AUTHORIZATION: (Code 1981, §§§§§16.1-101, 16.1-102, 16.1-103, 16.1-104, 16.1-105; Ord. No. 96-183a)

CURRENT RATE:

Description	Amount
Replacement of Lost, Mutilated, Etc. Decal	\$1.00 each
Transfer of Decal	\$1.00 each
Replacement of Lost Tag	\$1.00 each
Failure to Attain Decal/Tag	\$5.00-\$200.00 for every offense and every week of such failure shall constitute as a separate offense

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: December 6, 1996

PRINCIPAL PAYERS: Any Petersburg citizen that operators motor vehicles and must replace, transfer or attain a vehicle decal

COLLECTION PROCEDURE: All penalties will be paid to Billing & Collections.

OBJECT CODE:	14010-0005
SOURCE OF REVENUE:	Seatbelt Penalty Local Costs
REVENUE CLASSIFICATION:	Fines and Forfeitures
FUNDS:	General Fund-100

EXPLANATION: A seatbelt penalty fee is used for local law enforcement to ensure the safety of citizens.

AUTHORIZATION: (§46.2-1094, Code of Virginia)

CURRENT RATE: \$25.00

COLLECTION DATE(S): After citation is received

DATE CURRENT RATE ESTABLISHED: April 12, 2010

PRINCIPAL PAYERS: Any person who is caught not wearing a seatbelt while a vehicle is in motion

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month ending the previous month including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE: 14010-0006
SOURCE OF REVENUE: Administrative Fees Treasurer's Office
REVENUE CLASSIFICATION: Fines and Forfeitures
FUNDS: General Fund-100

EXPLANATION: The purpose of these fees is to cover the administrative costs associated with the collection of delinquent taxes.

AUTHORIZATION: (Code 1981, §34-27; Ord. No. 99-05)

CURRENT RATE:

Description	Fee Amount
For taxes collected subsequent to the filing of a warrant but prior to judgment	\$20.00
For taxes collected subsequent to judgment	\$25.00
To cover the reasonable attorney's collection agency's fees	Not to exceed 20% of the taxes or other charges collected

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: January 5, 1999

PRINCIPAL PAYERS: Any person who is fined and is over ten days late on payment

COLLECTION PROCEDURE: These fees will be collected by Billing & Collections since taxes are periodically billed throughout the year.

OBJECT CODE:	14010-0009
SOURCE OF REVENUE:	Red Light Fines Police
REVENUE CLASSIFICATION:	Fines and Forfeitures
FUNDS:	General Fund-100

EXPLANATION: The city established a traffic signal enforcement program to assist in the enforcement of traffic laws.

AUTHORIZATION: (§15.2-968.1, Code of Virginia) (Ord. No. 12-50, §1)

CURRENT RATE: \$50.00 per fine

COLLECTION DATE(S): After citation is received

DATE CURRENT RATE ESTABLISHED: May 15, 2012

PRINCIPAL PAYERS: Operators of vehicles in the City of Petersburg who do not accurately comply with traffic signals

COLLECTION PROCEDURE: The vehicle operator will receive a ticket in the mail that depict the violation. The vehicle operator will have choices regarding how to pay the ticket or fight the violation. They can send a check by mail, pay online or bring it in person to the third party vendor that sent the citation. Then they will send all paid citations to Billing & Collections monthly.

OBJECT CODE: 15020-0001
SOURCE OF REVENUE: Rental of General Property
REVENUE CLASSIFICATION: Revenue from Use of Money/Property
FUNDS: General Fund-100

EXPLANATION: Rental fees are collected when the City allows someone to use their property temporarily. The City rents out parking lots and uses the revenue for the general fund.

AUTHORIZATION: (§ 15.2-1811, Code of Virginia)

CURRENT RATE:

Description	Amount
Monroe St. W. Lot	\$15.00 monthly
Odd Fellow (per City agreement/Monroe St. W. Lot)	\$600.00 monthly
All Other Lots	\$10.00 monthly

COLLECTION DATE(S): Monthly

PRINCIPAL PAYERS: Those people or businesses that rent out parking lot space from the City

COLLECTION PROCEDURE: The bills for the rental property are sent out monthly by the Information Technology department, as a part of the miscellaneous billing process . Then payments are received by Billing & Collections.

OBJECT CODE:	15020-0002
SOURCE OF REVENUE:	Rental of Recreational Property
REVENUE CLASSIFICATION:	Revenue from Use of Money/Property
FUNDS:	General Fund-100

EXPLANATION: Recreational fees are collected to help offset the city expenses associated with youth, adult and senior recreation programming.

AUTHORIZATION: (§ 15.2-1811, Code of Virginia)

CURRENT RATE:

Recreation Site	Amenities	Rental Fees
Albert Jones Football Field- District Park (806 August Avenue Petersburg, VA 23803)	Multi-purpose Football/Soccer Fields, Walking Track Electronic Scoreboard, Restrooms, Bleachers and Field Lights	\$300.00 Football/Soccer Game \$10.00 per hour (Lights) \$50.00 per day (Practice Site) Non-Profit (fee waived)
Appomattox River Park- District Park (Ferndale Avenue Dinwiddie, VA)	Large Pavilion and 4 small pavilions	\$80.00 Large Pavilion \$25.00 Small Pavilions Non-Profit (fee waived)
Berkley Manor Vest Pocket- Neighborhood Park (Normandy Drive)	Small Pavilion, Playground Area, Tee ball Field	\$40.00 Pavilion Rental Non-Profit (fee waived)
Cameron Field- Outdoor Sports Venue (425 Graham Road Petersburg, VA 23805)	Multipurpose Football/Soccer Field, Concession Stand, Restrooms and NO LIGHTS	\$300.00 Football/Soccer Game Special Event to be discussed based on requested services Non-Profit (fee-waived)
Flank Road- Football/Soccer/Softball Fields	Football Field, Soccer and Softball Fields (NO LIGHTS and NO RESTROOMS)	
Glenn Spratley Pavilion- Farmer Street Playground/Pool-District Park (1216 Farmer Street)	1 Large Pavilion, Restrooms and Municipal Swimming Pool	\$80.00 for 4 hours (Pavilion Rental) Non-Profit (fee waived)
Jefferson Street Playground Vest Pocket – Neighborhood Park (129 South Jefferson Street Petersburg, VA 23803)	Small Pavilion, Playground and Basketball Court	\$40.00 for 4 hours (Pavilion Rental) Non-Profit (fee waived)
Lee Memorial Park (District Park) Active Area- (Johnson & South Blvd. Petersburg, VA 23805) Passive Area- (1614 Defense Road Petersburg, VA 23805)	Large Pavilion, Restrooms, Trails, Wilcox Lake, Meadow, Bird Sanctuary, (1) Softball Field, Tennis Courts, Basketball Area and Picnic Area	\$80.00 for Large Pavilion \$50.00 for (1) Softball field per day \$25.00 for 2 hours (Tennis Courts) \$25.00 for 4 hours (Picnic Table Rental) Non-Profit (fee waived) Free Fishing (with license)
Lee Memorial Park- Cooperfield	Softball Field and Restrooms	\$50.00 per day Non-Profit (fee waived)
Lee Memorial Park- Dayfield	Baseball Field and Restrooms	\$50.00 per day
Lowe Street Park Vest Pocket Neighborhood Park (N. Market and Low Street Petersburg, VA 23803)	Small Pavilion, Playground Area and Restrooms	\$40.00 for 4 hours (Pavilion Rental) Non-Profit (fee waived)

OBJECT CODE: 15020-0002
SOURCE OF REVENUE: Rental of Recreational Property (Continued)
REVENUE CLASSIFICATION: Revenue from Use of Money/Property
FUNDS: General Fund-100

CURRENT RATE (CONTINUED):

Recreation Site	Amenities	Rental Fees
McKenzie Street Field Vest Pocket-Neighborhood Park (822 McKenzie Street Petersburg, VA 23803)	Soccer Field, Pavilion, Walking Track, Restrooms, Playground Area and Basketball Area	\$300.00 for Special Event \$40.00 for 4 hours (Pavilion Rental) Non-Profit (fee waived)
Oakhurst Playground Vest Pocket Neighborhood Park (Blackwater Drive Petersburg, VA 23805)	Small Pavilion, Playground Area, Softball Field, Restrooms and Limited Parking	\$40.00 for 4 hours (Pavilion Rental) Non-Profit (fee waived)
Peabody/Carter Little League Complex-Outdoor Sports Venue (725 Wesley Street Petersburg, VA 23803)	2 Little League Baseball Fields	\$25.00 per field per day Non-Profit (fee waived)
Petersburg Sports Complex-District Park (100 Ball Park Road Petersburg, VA 23805)	4 Softball Fields, Restrooms, Concession Stand, Softball - Large Pavilion, 1 Baseball Diamond, Concession Stand, Bathrooms, Clubhouse Baseball diamond, 6 Small Pavilions, 2 Retention Ponds	Softball Field Rentals \$100.00 per field/day \$15.00 per game (field prep) \$10.00 per hour/field (lights) Baseball Diamond \$400.00 per day \$25.00 field prep Other \$25.00 Small Pavilion Rental \$80.00 Large Pavilion Rental Pavilion Rentals (4 hours) Non-Profit (fee waived)
Virginia Avenue Playground Vest Pocket Neighborhood Park (Off of Inventory List)	Playground Area, Small Pavilion, Softball Field Hours of Operation (8am-11pm, Monday thru Thursday Only)	\$40.00 Pavilion Rental (4hrs) \$50.00 Softball Field Non-Profit (fee waived) \$575.00 for 4 hours \$50.00 per every additional hour \$575.00 Non-Profit
Union Train Station	Trash Removal (Per Request)	**Wants to increase to \$700.00 regular rate** \$150.00

COLLECTION DATE(S): Prior to the event

DATE CURRENT RATE ESTABLISHED: 1997 it was established in Virginia Code... unsure of Petersburg established date

PRINCIPAL PAYERS: Anyone who wants to rent a recreational park for an event

COLLECTION PROCEDURE: These fees are collected by Parks and Leisure Services and taken to Billing & Collections.

OBJECT CODE:	15020-0003
SOURCE OF REVENUE:	Concession Rentals and Commissions
REVENUE CLASSIFICATION:	Revenue from Use of Money/Property
FUNDS:	General Fund-100

EXPLANATION: In order to generate revenue for the general fund, a fee was established for concession stands. Recreational fees are collected to help offset the city expenses associated with youth, adult and senior recreation programming.

AUTHORIZATION: (§ 15.2-1806, Code of Virginia)

CURRENT RATE: \$150.00 per day

COLLECTION DATE(S): Prior to the event

DATE CURRENT RATE ESTABLISHED: March 30, 2018

PRINCIPAL PAYERS: Anyone who uses a recreational facility and wants to operate the concession stands

COLLECTION PROCEDURE: All recreation fees are collected in the Recreation Office by check or credit card only. These transactions are logged in and sent to Billing & Collections weekly.

OBJECT CODE:	15020-0010
SOURCE OF REVENUE:	Library Café Rent
REVENUE CLASSIFICATION:	Revenue from Use of Money/Property
FUNDS:	General Fund-100

EXPLANATION: A venue is available in the Library that will help generate revenue which will provide the Library with funds to offset costs for employees, upgrades and etc.

AUTHORIZATION: (§ 64.2-1013, Code of Virginia)

CURRENT RATE: \$500.00 per month

COLLECTION DATE(S): Monthly (beginning)

DATE CURRENT RATE ESTABLISHED: 2018

PRINCIPAL PAYERS: Whoever rents out the café space in the library

COLLECTION PROCEDURE: The rent is collected monthly and taken to Billing & Collections.

OBJECT CODE: 16010-0001
SOURCE OF REVENUE: Fees of Clerk of Circuit Court
REVENUE CLASSIFICATION: Charges for Court Cost
FUNDS: General Fund-100

EXPLANATION: These fees were established to help offset the cost of the staffing of the Clerk's office and all other administrative fees involved.

AUTHORIZATION: (§ 17.1-275, Code of Virginia)

CURRENT RATE:

Description	Amount
Recording and indexing in the proper book all writing and other matters	\$16.00 for document with 10 or fewer pages \$30.00 for document consisting of 11-30 pages \$50.00 for document with 31 or more pages
Pages larger than eight and one-half inches by 14 inches	\$15.00 per page
Preserving the permanent records of circuit court fee	\$1.50
For appointing any personal representative, committee, trustee, guardian, or other fiduciary	\$20.00 for estates not exceeding \$50,000.00 \$25.00 for estates not exceeding \$100,000.00 \$30.00 for estates exceeding \$100,000.00 NO fee shall be charged for estates of \$5,000.00 or less
For entering, granting and issuing any license (except fishing and marriage)	\$10.00
For Issuing a marriage license, attaching certificate, administering or receiving all necessary oaths, indexing and recording	\$10.00
For making out any bond	\$3.00
For all services rendered by the clerk in any garnishment or attachment proceeding	\$15.00 in cases not exceeding \$500.00 \$25.00 in all other cases
For making a copy of any paper, record or electronic record to go out of the office	\$0.50 per page or if an electronic record, each image
For annexing the seal of the court to any paper and writing the certificate of the clerk accompanying	\$2.00 \$0.50 additionally if the certificate of the judge is requested
Felony Conviction of a Controlled Substance	\$150.00 each (Drug Offender Assessment and Treatment Fund)
Civil actions that include one or more claims for the award of monetary damages	\$100.00 for cases less than \$49,999.00 \$200.00 for cases exceeding \$49,999.00 but not exceeding \$100,000.00 \$250.00 for cases exceeding \$100,000.00 but not exceeding \$500,000.00 \$300.00 for cases exceeding \$500,000.00 NO fee charged for filing of a cross claim or setoff in any pending action
For the filing of any petition seeking court approval of a settlement where no action has been filed yet	\$50.00
For qualifying public notaries, including making the bond and any copies, administering any necessary oaths and entering the order	\$10.00

OBJECT CODE:	16010-0001
SOURCE OF REVENUE:	Fees of Clerk of Circuit Court (Continued)
REVENUE CLASSIFICATION:	Charges for Court Cost
FUNDS:	General Fund-100

CURRENT RATE (CONTINUED):

Description	Amount
For each habeas corpus proceeding	\$10.00
For docketing and indexing a judgment from any other court of the Commonwealth, a judgment in the new name of a judgment debtor but not when incident to a divorce and for noting and filing the assignment of a judgment	\$5.00
For issuing an abstract of any recorded judgment	\$5.00
For filing, docketing, indexing and mailing notice of a foreign judgment	\$20.00
For all services rendered by the clerk in any court proceeding for which no specific fee is provided by law	\$10.00
For making the endorsements on a forthcoming bond and recording the matters relating to such bond	\$1.00
For all services rendered by the clerk in any proceeding in accordance to the appointment of trustees and the proceedings of trustees or members for similar purposes	\$10.00
For preparation and issuance of a subpoena duces tecum	\$5.00
For all services rendered by the clerk in matters relating to a change of name (not applicable if divorce)	\$20.00
For providing court records or documents on microfilm	\$0.50 per frame
In all divorce, separate maintenance proceedings and civil actions that do not include one or more claims for the award of monetary damages	\$60.00 (\$10.00 goes to the Courts Technology Fund)
For all services rendered in an adoption proceeding	\$20.00
For each petition for adoption filed	\$50.00 filing fee (Virginia Birth Father Registry Fund)
For issuing a duplicate license for one lost or destroyed	Same amount as original license
For the filing of any petition as provided in 33.2-1023, 33.2-1024 and 33.2-1027	\$5.00
For making up, certifying and transmitting original record pursuant to the Rules of the Supreme Court, including all papers necessary to be copied and other services rendered, except in cases in which costs are assessed	\$20.00
For filing the appointment of a resident agent for a non-resident property owner	\$10.00
For recordation of certificate and registration of names of nonresident owners	\$10.00
For lodging, indexing and preserving a will	\$2.00
For filing a financing statement	\$20.00
For filing a termination statement	\$20.00
For filing assignment of security interest	\$20.00

OBJECT CODE:	16010-0001
SOURCE OF REVENUE:	Fees of Clerk of Circuit Court (Continued)
REVENUE CLASSIFICATION:	Charges for Court Cost
FUNDS:	General Fund-100

CURRENT RATE (CONTINUED):

Description	Amount
For filing a petition, jurisdiction, instructions to be provided and standby guardianship or conservatorship for incapacitated persons	\$10.00
For issuing any execution and recording the return	\$1.50
For the preparation and issuance of a summons for interrogation by an execution creditor	\$5.00 \$1.50 if no outstanding execution and one is requested
Fixed Felony Fee	0.0867733 of the collected amounts
Fixed Felony Fee Reduced to Misdemeanor	0.0867733 of the collected amounts
Fixed Felony Revocation Fee	0.2071519 of the collected amounts
Fixed Misdemeanor Reduced from Felony Revocation Fee	0.2838428 of the collected amounts
Fixed Misdemeanor Fee	0.2500000 of the collected amounts
Fixed Drug Misdemeanor Fee	0.0674536 of collected amount
Fixed Misdemeanor Revocation Fee	0.2597403 of collected amount
Fee for providing secure remote access to land records	\$50.00 (not to exceed)
Convenience Fee for remote access to land records	\$2.00 per transaction

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: October 1, 2019

PRINCIPAL PAYERS: Those that use the Circuit Court in Petersburg

COLLECTION PROCEDURE: The Clerk of Circuit Court's office collects all monies and creates a report monthly which is given to Billing & Collections with a check.

OBJECT CODE: 16010-0003
SOURCE OF REVENUE: Sheriff's Fees
REVENUE CLASSIFICATION: Charges for Court Costs
FUNDS: General Fund-100

EXPLANATION: These fees were established to pay for the Sheriff's office to conduct court business.

AUTHORIZATION: (§ 17.1-272, Code of Virginia)

CURRENT RATE:

Description	Amount
Service on any person, firm or corporation, an order, notice, summons or any other civil process	\$12.00
Summoning a witness or garnishee on an attachment	\$12.00
Service on any person of an attachment or other process under which the body is taken and making a return	\$12.00
Service of any order of court not otherwise provided for, except that no fees shall be charged for protective orders issued pursuant to Chapter 11 of Title 16.1	\$12.00
Making a return of a writ of fieri facias where no levy is made, or forthcoming bond is taken	\$12.00
Summoning a witness in any case in which custody or visitation of a minor child or children is at issue	\$12.00
Service and publication of any notice of a publicly advertised public sale	\$25.00
Service of a writ of possession or eviction	\$25.00 plus an additional fee of \$12.00 for each additional defendant
Levying upon current money, bank notes, goods or chattels of a judgment debtor pursuant to §8.01-478	\$25.00
Service of a declaration in ejectment on any person, firm or corporation	\$25.00 plus an additional fee of \$12.00 for each additional defendant
Levying distress warrant or an attachment	\$25.00
Levying an execution	\$25.00
Process and service fee for serving any papers returnable out of state	\$75.00

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: March 21, 2019

PRINCIPAL PAYERS: Anyone who needs to go to court in the City of Petersburg

COLLECTION PROCEDURE: The fees are collected in the Clerk of Circuit Court's office and added to a report that is given monthly to Billing & Collections with a check.

OBJECT CODE:	16010-0004
SOURCE OF REVENUE:	Law Library Fees
REVENUE CLASSIFICATION:	Charges for Court Costs
FUNDS:	General Fund-100

EXPLANATION: The city has established a fee for any civil action filed in any court in Petersburg. Due to the high demand of storage space, some of the records have to be sent to the law library for keeping. These fees will help fund the law library and compensate the necessary staff.

AUTHORIZATION: (§42.1-70, Code of Virginia) (Code 1981, Ord. No. 17-30, §1-16)

CURRENT RATE: \$2.00 for each civil action filed in any court located within the city

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Any person associated with a civil action filed within the city of Petersburg

COLLECTION PROCEDURE: These assessments are collected by the Clerk of Court when the civil action is filed and then remits them to the Treasurer, who then takes it to Billing & Collections.

OBJECT CODE: 16010-0005
SOURCE OF REVENUE: Court Appointed Attorney
REVENUE CLASSIFICATION: Charges for Court Costs
FUNDS: General Fund-100

EXPLANATION: In order to ensure everyone is given a fair opportunity in court, The Supreme Court provides money to offset the cost to provide a court appointed attorney.

AUTHORIZATION: (§ 19.2-163, Code of Virginia)

CURRENT RATE:

Court	Charge	Statutory Fee	Supplemental Statutory Waiver Amount	Fee for Additional Waiver
Juvenile and Domestic Relations District	Misdemeanor	\$120.00	Up to \$120.00	Discretion of Court
Juvenile and Domestic Relations District	Delinquency-Equivalent to Misdemeanor or Felony, Class III to VI	\$120.00	Up to \$120.00	Discretion of Court
District	Felony, Class III to VI, resolved in District Court	\$445.00	Up to \$155.00	Discretion of Court
District	Felony, Class II, resolved in District Court	\$1,235.00	Up to \$850.00	Discretion of Court
Circuit	Misdemeanor	\$158.00	Not Available	Discretion of Court
Circuit	Delinquency	\$158.00	Not Available	Discretion of Court
Circuit	Felony, Class III to VI	\$445.00	Up to \$155.00	Discretion of Court
Circuit	Felony, Class II	\$1,235.00	Up to \$850.00	Discretion of Court

COLLECTION DATE(S): Monthly (1st business day)

DATE CURRENT RATE ESTABLISHED: March 27, 2009

PRINCIPAL PAYERS: The Supreme Court of Virginia

COLLECTION PROCEDURE: Every time there is a case it is assessed by the Supreme Court and put into COIN for reimbursement. Once approved and accepted the money is sent. The Circuit Court Clerk's office writes a check to the locality each month, ending the previous month, including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE: 16010-0006
SOURCE OF REVENUE: Courthouse Maintenance Fees
REVENUE CLASSIFICATION: Charges for Court Costs
FUNDS: General Fund-100

EXPLANATION: The purpose of this fee is to generate revenue to defray increases in the cost of heating, cooling, electricity and ordinary maintenance in any city courthouse, jail and court-related facility. It also provides disbursements for construction, renovation and maintenance in such facilities.

AUTHORIZATION: (§ 17.1-281(c), Code of Virginia) (Code 1981, §§ 34-224, 34-225; Ord. No. 19-33)

CURRENT RATE:

Description	Amount
Each Civil Action and Each Defendant in Each Criminal and Traffic Case in the District/Circuit Courts	\$2.00
Each Civil Action Where the Amount in Controversy exceeds \$500.00	\$3.00 (additionally)

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: June 18, 2019

PRINCIPAL PAYERS: Each person who is in a civil action as well as each defendant in each criminal and traffic case in the city of Petersburg

COLLECTION PROCEDURE: The assessment for these fees will be collected by the Clerk of Court and remitted to Billing & Collections.

OBJECT CODE:	16010-0007
SOURCE OF REVENUE:	Courthouse Security Fees
REVENUE CLASSIFICATION:	Charges for Court Costs
FUNDS:	General Fund-100

EXPLANATION: These fees are used to ensure that the courthouses and courtrooms within the Sheriff's jurisdiction are secure from violence and disruption. Deputies are designated for this purpose and the fees help compensate the costs associated with this job.

AUTHORIZATION: (§53.1-120, Code of Virginia) (Ord. No. 17-30)

CURRENT RATE: Not to exceed \$10.00

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Anyone who is convicted of a violation of any statute or ordinance in any criminal or traffic case in the City of Petersburg's Circuit Court

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month, ending the previous month, including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	16010-0008
SOURCE OF REVENUE:	Real Estate Transfer Fee
REVENUE CLASSIFICATION:	Charges for Court Costs
FUNDS:	General Fund-100

EXPLANATION: This fee is levied by the state and city where the property is located whenever it changes hands.

AUTHORIZATION: (§ 15.2-1636.4, Code of Virginia)

CURRENT RATE: 1/3 of the state transfer tax, \$0.25 for every \$100 in sale price is the rate of the state tax

COLLECTION DATE(S): Upon transfer of property

DATE CURRENT RATE ESTABLISHED: April 22, 1998

PRINCIPAL PAYERS: The buyer of the real estate property

COLLECTION PROCEDURE: These fees are collected in the Clerk of Circuit Court's office and are added to a report that is submitted monthly to Billing & Collections with a check.

OBJECT CODE:	16030-0002
SOURCE OF REVENUE:	Accident Report Fee
REVENUE CLASSIFICATION:	Charges for Commonwealth Attorney
FUNDS:	General Fund-100

EXPLANATION: Report fees are used to generate revenue for the city and to compensate the funds that are used on paper and administration to produce those documents.

AUTHORIZATION: (§17.1-279.1, Code of Virginia)

CURRENT RATE: \$5.00

COLLECTION DATE(S): Upon filing

DATE CURRENT RATE ESTABLISHED: March 26, 2015

PRINCIPAL PAYERS: Anyone who needs to attain an accident/crash report or an incident report

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month, ending the previous month, including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	16030-0003
SOURCE OF REVENUE:	Fingerprint Fees
REVENUE CLASSIFICATION:	Charges for Commonwealth Attorney
FUNDS:	General Fund-100

EXPLANATION: This fee was created to offset the costs of fingerprinting and provide all supplies and staff needed.

AUTHORIZATION: (§ 19.2-392, Code of Virginia)

CURRENT RATE: \$10.00

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: March 22, 2019

PRINCIPAL PAYERS: Anyone who needs to be fingerprinted

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month that includes all fees collected the previous month. It is delivered to Billing & Collections where it is added to the general fund.

OBJECT CODE: 16030-0004
SOURCE OF REVENUE: Weapons Permits
REVENUE CLASSIFICATION: Charges for Commonwealth Attorney
FUNDS: General Fund-100

EXPLANATION: The funds created by this permit are used to cover the costs associated with the Clerk consulting with law enforcement agencies, conducting background investigations and processing the applications.

AUTHORIZATION: (§18.2-308, Code of Virginia)

CURRENT RATE:

Description	Amount
Application/Permit	\$10.00
Background Investigation	\$35.00 (Not to exceed)
Processing Application	\$5.00 (Not to exceed)
TOTAL COST OF PERMIT	\$50.00 (Not to exceed)

COLLECTION DATE(S): Upon filing

DATE CURRENT RATE ESTABLISHED: February 23, 2017

PRINCIPAL PAYERS: Citizens of Petersburg who want to own a weapon

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month, ending the previous month, including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	16030-0006
SOURCE OF REVENUE:	Recovery of DNA Sample Cost
REVENUE CLASSIFICATION:	Charges for Commonwealth Attorney
FUNDS:	General Fund-100

EXPLANATION: This cost is used to compensate the collecting and storing of DNA for the state and local government.

AUTHORIZATION: (§ 19.2-310.2, Code of Virginia)

CURRENT RATE: \$53.00 is the total fee amount, but \$38.00 goes to the state treasury and the leftover \$15.00 goes to the general fund

COLLECTION DATE(S): Fees are assessed upon conclusion of court and are mailed out within 30 days, all fees shall be paid upon receipt of the mailed citation.

DATE CURRENT RATE ESTABLISHED: March 22, 2019

PRINCIPAL PAYERS: Every person that must have a DNA sample taken

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month ending the previous month including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	16040-0002
SOURCE OF REVENUE:	EMS Transportation Fees
REVENUE CLASSIFICATION:	Charges for Fire/Rescue
FUNDS:	General Fund-100

EXPLANATION: The purpose of this fee is to generate revenue to provide disbursements for staff, vehicle maintenance, fuel and other necessary costs involved with this service.

AUTHORIZATION: (Code 1981, § 4-11; Ord. No. 17-38)

CURRENT RATE:

Description	Amount
Basic Life Support	\$500.00 per person
Advance Life Support 1 (ALS-1)	\$600.00 per person
Advance Life Support 2 (ALS-2)	\$825.00 per person
Transportation Charge (while patient is in vehicle)	\$12.50 per mile

COLLECTION DATE(S): When service is requested/needed

DATE CURRENT RATE ESTABLISHED: September 5, 2017

PRINCIPAL PAYERS: Any Petersburg citizen who needs to use EMS transportation.

COLLECTION PROCEDURE: All calls are sent to Cornerstone Adminisystems, a medical billing service out of Pennsylvania. Once the call is reviewed it is marked ready for billing then an invoice is sent out. Once the person/insurance company makes the payment to Cornerstone Adminisystems, a small percentage is taken out for the company and the rest is electronically submitted into the general fund.

OBJECT CODE: 16060-0001
SOURCE OF REVENUE: Animal Protection
REVENUE CLASSIFICATION: Charges for Other Protections
FUNDS: General Fund-100

EXPLANATION: The purpose of these fees are to ensure safety within the city for people and animals. It helps offset the money needed for Animal Control staff and other costs associated with it.

AUTHORIZATION: (Code 1981, § 6-67)

CURRENT RATE:

Description	Amount
Pick up Fee (at request of the owner)	\$30.00
Pick up Fee (animal running at large)	\$30.00
Daily Board Fee (dogs)	\$12.00
Court Orders Medical Fee Imbursements	As expended by City
Court Ordered Fines	As decreed by Judge
Promissory Note Fees (pick up fees, board, medical any other)	As agreed, upon by obligator to City
Donations	As given

COLLECTION DATE(S): Annually (by January 31st)

DATE CURRENT RATE ESTABLISHED: February 4, 2003

PRINCIPAL PAYERS: Any Petersburg citizen who owns or cares for an animal that Animal Control picks up, seizes or otherwise takes into custody of, or the cost of the care/board of their pet while in the shelter

COLLECTION PROCEDURE: All money collected by animal control officers must be in the form of checks or money orders. They use pay in vouchers to list each item for deposit and take all to Billing & Collections. They collect spay and neuter fees from the pet adopters in the form of money orders made out to Loving Spay Clinic and take them to the clinic each Friday.

OBJECT CODE: 16080-0002
SOURCE OF REVENUE: Waste Disposal Charges
REVENUE CLASSIFICATION: Charges for Sanitation
FUNDS: General Fund-100

EXPLANATION: Fees will be collected for providing solid waste collection and disposal services available to the citizens, residents and commercial establishments located within the city.

AUTHORIZATION: (Code 1981, §30-40; Ord. No. 16-38)

CURRENT RATE:

Description	Amount
Standard Fee	\$20.00 per month
One additional Trash cart	\$58.00
One additional Recycling cart	\$58.00
Fee for carts provided	\$2.25 (each) per month
Penalty for untimely removal of receptacles	\$50.00 for each calendar day and for each receptacle that remains on city property

COLLECTION DATE(S): Monthly (typically between the 1st and the 5th)

DATE CURRENT RATE ESTABLISHED: September 6, 2016

PRINCIPAL PAYERS: The owners/occupants of the premises that are using solid waste collection and disposal

COLLECTION PROCEDURE: These fees shall be paid on the same schedule as the water and sewage charges. They are to be collected in the office of the Billing & Collections.

OBJECT CODE: 16080-0003
SOURCE OF REVENUE: Bulk Waste Payment
REVENUE CLASSIFICATION: Charges for Sanitation
FUNDS: General Fund-100

EXPLANATION: The city will remove items that will not fit inside a trash cart/can, unbundled brush debris, construction debris and excessive appliances that are left on the edge of the street, but a fee will be charged.

AUTHORIZATION: (Ord. No. 13-06)

CURRENT RATE:

Description	Amount
Up to 2 cubic yards	\$75.00 minimum
Greater than 2 cubic yards	\$35.00 per yard
Appliance Collection Fee	\$25.00 per appliance
Furniture Collection Fee	\$20.00 per piece of furniture

****Large items that the city will not collect should not be left on the curb, the person who generated such matter will be responsible for disposal****

First violation	\$50.00
Subsequent violations not arising from the same set of operative facts within 12 months of the first violation	\$200.00 per violation (not exceeding \$3,000.00 in 12-month time frame)

COLLECTION DATE(S): Monthly (typically between the 1st and the 5th)

DATE CURRENT RATE ESTABLISHED: January 22, 2013

PRINCIPAL PAYERS: The owners/occupants of the premises that are using solid waste collection and disposal but have items that are too large for the trash cart/can

COLLECTION PROCEDURE: This service is provided on an on-call basis and the residents need to schedule a pick-up prior to placing the material at the street edge. The payment will be collected with the waste disposal bill and received by Billing & Collections.

OBJECT CODE:	16130-0002
SOURCE OF REVENUE:	Recreation Fees
REVENUE CLASSIFICATION:	Charges for Parks & Recreation
FUNDS:	General Fund-100

EXPLANATION: Recreational fees are collected to help offset the city expenses associated with youth, adult and senior recreation programming.

AUTHORIZATION: (§ 15.2-1806, Code of Virginia)

CURRENT RATE:

Description	Amount
Youth Baseball Program	\$40.00 per player
	\$400.00 team sponsorship
	\$60.00 non-residents
	\$10.00 late fee
Youth Basketball Program	\$40.00 per player
	\$400.00 team sponsorship
	\$60.00 non-residents
	\$10.00 late fee

COLLECTION DATE(S): Prior to participation in the program(s)

DATE CURRENT RATE ESTABLISHED: March 30, 2018

PRINCIPAL PAYERS: The responsible party for the children that are going to participate in the youth baseball/basketball programs

COLLECTION PROCEDURE: All recreation fees are collected at the Recreation Office via check or credit card. All transactions are logged in and sent to Billing & Collections weekly.

OBJECT CODE: 16130-0002
SOURCE OF REVENUE: Cemetery Administrative Fees
REVENUE CLASSIFICATION: Charges for Parks and Recreation
FUNDS: General Fund-100

EXPLANATION: The city charges for services in connection with an interment which must be paid prior to or at the time of the request.

AUTHORIZATION: (§ 15.2-1121, Code of Virginia) (Code 1981, §§§ 8-10, 8-19, 8-40; Ord. No. 17-30)

CURRENT RATE:

Description	Amount
Recording (Administrative) fee	\$150.00
Opening/Closing Grave for Cremains	\$75.00
Tent Setup with Chairs/Urn Table	\$125.00

COLLECTION DATE(S): Upon request (for interment)

DATE CURRENT RATE ESTABLISHED: May 7, 2013

PRINCIPAL PAYERS: The people who are having a service in the cemeteries located in Petersburg

COLLECTION PROCEDURE: The payment for these fees are collected by the cemetery administration prior to or at the time of a request for interment.

OBJECT CODE: 16140-0009
SOURCE OF REVENUE: Special Event Fees
REVENUE CLASSIFICATION: Charges for Cultural Enrichment
FUNDS: General Fund-100

EXPLANATION: Recreational fees are collected to help offset the city expenses associated with youth, adult and senior recreation programming.

AUTHORIZATION: (§ 10.1-200, Code of Virginia)

CURRENT RATE:

Description	Amount
Application Fee	\$50.00 (Non-Profit fee waived)
Vendor Booth Rental (Merchandise Vendor)	\$100.00
Vendor Booth Rental (Resource or Non-Profit)	\$50.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: March 8, 2004

PRINCIPAL PAYERS: Anyone who wants to host a special event on city property

COLLECTION PROCEDURE: All recreation fees are collected at the Recreation Office via check or credit card. All transactions are logged in and sent over to Billing & Collections weekly.

OBJECT CODE: 16150-0001
SOURCE OF REVENUE: Library Fees and Fines
REVENUE CLASSIFICATION: Charges for Library
FUNDS: General Fund-100

EXPLANATION: Customers must pay a fine when checked out materials are not returned on the due date. These fees help provide funds for the staff and upkeep of the Library.

AUTHORIZATION: (§ 42.1-74, Code of Virginia)

CURRENT RATE:

Description	Amount
Books, Periodicals, Audio Books and Music Compact Discs	\$0.05 per day (not to exceed \$2.00)
DVDs	\$1.00 per day (not to exceed \$10.00)
Hotspots	\$1.00 per day (not to exceed \$10.00)
Lost Items	Whatever the replacement cost shall be

COLLECTION DATE(S): Daily

PRINCIPAL PAYERS: Library Customers who do not return library items in a timely manner.

COLLECTION PROCEDURE: The staff at the customer service desk collect the fines which accrue within the TLC software. Then those fees are delivered to Billing & Collections weekly.

OBJECT CODE:	16150-0002
SOURCE OF REVENUE:	Gift Shop Receipts
REVENUE CLASSIFICATION:	Charges for Library
FUNDS:	General Fund-100

EXPLANATION: Items, purchased for re-sale, are sold in the Library Gift Shop. These items generate revenue for the library and its staff.

AUTHORIZATION: (§ 42.1-34, Code of Virginia)

CURRENT RATE: 30% below the original retail cost

COLLECTION DATE(S): When a sale is made

DATE CURRENT RATE ESTABLISHED: August 1, 2019

PRINCIPAL PAYERS: Library Customers

COLLECTION PROCEDURE: The staff in the Gift Shop collects the cost of the items the customer wants to purchase and keep a detailed collection of purchases and then the Library staff collects the appropriate sum of money and delivers it to Billing & Collections.

OBJECT CODE:	16150-0003
SOURCE OF REVENUE:	E-Rate Reimbursement
REVENUE CLASSIFICATION:	Charges for Library
FUNDS:	General Fund-100

EXPLANATION: E-Rate is a federal program administered by the Universal Service Administrative Company (USAC) which provides discounts to assist schools and libraries to obtain affordable telecommunications and Internet access. Funding supports four categories of service: telecommunications, Internet access, internal connections and basic maintenance of internal connections. Discounts depend on the level of poverty and can range from 20% to 90% of the costs of eligible services.

AUTHORIZATION: (§ 42.1-52, Code of Virginia)

CURRENT RATE: 10% (telephone services); 90% (internet access); Current Rate is \$337.41, Monthly

COLLECTION DATE(S): Monthly (as a credit on the Comcast bill)

DATE CURRENT RATE ESTABLISHED: 1996

PRINCIPAL PAYERS: USAC

COLLECTION PROCEDURE: The Library staff has to file several federal forms with USAC who then issues the reimbursements to the City's telecommunications company.

OBJECT CODE:	16160-0001
SOURCE OF REVENUE:	Demolition Fees
REVENUE CLASSIFICATION:	Charges for Planning
FUNDS:	General Fund-100

EXPLANATION: In order to ensure that demolition work performed within the city is regulated a fee is charged. This helps offset the cost for staff to enforce the regulations and for administrative costs.

AUTHORIZATION: (Ord. No. 07-53)

CURRENT RATE: Every such person holding a Class "C" or Class "B" contractor's license to give good and sufficient bond in the sum of \$5,000.00 to be approved by the city attorney or his designee. Class "A" contractors are exempt from the requirements of this section.

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Any contractor with a Class "B" or Class "C" license that is working on a demolition project in the city of Petersburg

COLLECTION PROCEDURE: All permits are given out through the Planning Department, but before they are issued all fines/fees must be paid through Billing & Collections.

OBJECT CODE: 16160-0007
SOURCE OF REVENUE: Boundary Line Adjustment Fees
REVENUE CLASSIFICATION: Charges for Planning
FUNDS: General Fund-100

EXPLANATION: A fee is paid when a property owner requests to adjust their property line.

AUTHORIZATION: (Code 1981, § 9.5-10; Ord. No. 04-51)

CURRENT RATE:

Description	Amount
Boundary Line Adjustment Fee	\$25.00
Subdivision Plat Review	\$25.00

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 15, 2004

PRINCIPAL PAYERS: Property owners

COLLECTION PROCEDURE: The fee is collected in Planning and given to the office of Billing & Collections daily.

OBJECT CODE: 16160-0009
SOURCE OF REVENUE: Zoning Confirmation Letter Fee
REVENUE CLASSIFICATION: Charges for Planning
FUNDS: General Fund-100

EXPLANATION: This letter provides confirmation that a particular land use is authorized at a specific address.

AUTHORIZATION: (§ 15.2-2280, Code of Virginia)

CURRENT RATE:

Description	Amount
Zoning Certificate Letter	\$100.00
Zoning Confirmation Letter (Expedited- 15 Day Return)	\$500.00
Zoning Confirmation Letter (Standard- 30 Day Return)	\$100.00

COLLECTION DATE(S): Upon request

PRINCIPAL PAYERS: Architects, Engineers, Property Owners, Real Estate Brokers/ Agents

COLLECTION PROCEDURE: The owner shall pay this fee when they request a confirmation letter. The fee shall be paid directly to the Planning department. Once they receive payment they will submit to Billing & Collections their funds on a daily basis.

OBJECT CODE:	16160-0010
SOURCE OF REVENUE:	Grass Cutting Service Fees- School
REVENUE CLASSIFICATION:	Charges for Planning
FUNDS:	General Fund-100

EXPLANATION: The City is offered contracts with some of the local schools for grass cutting services and snow removal.

CURRENT RATE: \$2,000.00 per quarter

COLLECTION DATE(S): Quarterly (September, December, March & June)

PRINCIPAL PAYERS: Appomattox Regional Governor School

COLLECTION PROCEDURE: This is billed by Utilities. When the check is received it goes to Billing & Collections.

OBJECT CODE:	16170-0001
SOURCE OF REVENUE:	Credit Card Processing Fee
REVENUE CLASSIFICATION:	Charges for Misc. Services
FUNDS:	General Fund-100

EXPLANATION: This fee was generated to add money to the general fund to pay for the upkeep of the e-treasurer website that it is paid on and to staff Billing and Collections.

AUTHORIZATION: (§ 17.1-275, Code of Virginia)

CURRENT RATE: 3% of amount paid

COLLECTION DATE(S): Anytime a credit card is used on the City's website

DATE CURRENT RATE ESTABLISHED: October 1, 2019

PRINCIPAL PAYERS: Those who pay online with credit cards

COLLECTION PROCEDURE: This fee is collected on our website and transferred into the general fund by Billing & Collections.

OBJECT CODE: 16170-0002
SOURCE OF REVENUE: Copying Fee
REVENUE CLASSIFICATION: Charges for Misc. Services
FUNDS: General Fund-100

EXPLANATION: Customers must pay a fee to print/copy/fax documents forms, letters etc. These fees are used for the cost of paper, ink and keeping the printers in good working condition.

AUTHORIZATION: (§42.1-12, Code of Virginia)

CURRENT RATE:

Description	Amount
Print/Copy (Black and White)	\$0.15 per page
Print/Copy (Color)	\$1.00 per page
Send a Fax	\$2.00 for first page \$1.00 for each additional page

COLLECTION DATE(S): Before the copier/printer is used

DATE CURRENT RATE ESTABLISHED: April 12, 1998

PRINCIPAL PAYERS: Library customers who want to print/copy/fax documents from their email or websites

COLLECTION PROCEDURE: Customers send materials to be printed to the printer. The customer, using their library card number or their pass, access the document and then pay at the printer by the number of pages in the document. For copying, the customer punches in the number of copies wanted, pays at the copier according to the number of pages punched in. Staff collects the fees for the faxed materials after the material is faxed. These fees are collected and taken to Billing & Collections.

OBJECT CODE:	16170-0004
SOURCE OF REVENUE:	Treasurer Advertising Fees Collect
REVENUE CLASSIFICATION:	Charges for Misc. Services
FUNDS:	General Fund-100

EXPLANATION: The Treasurer's office collected a fee for placing all delinquent taxes in the local paper. This fee was created to recoup the fee for having that section in the Sunday's paper created.

CURRENT RATE: \$20.00

COLLECTION DATE(S): Periodically

PRINCIPAL PAYERS: Delinquent Taxpayers

COLLECTION PROCEDURE: The money for this fee is collected when the delinquent tax is collected in Billing & Collections. This fee was issued 2 years ago, so it should be dwindling down because it is no longer in effect.

OBJECT CODE: 16170-0005
SOURCE OF REVENUE: Freedom of Info Act
REVENUE CLASSIFICATION: Charges for Misc. Services
FUNDS: General Fund-100

EXPLANATION: These fees are used when an FOIA is requested in order to help pay for the reproduction of documents and administrative costs associated.

AUTHORIZATION: (§ 2.2-3704, Code of Virginia)

CURRENT RATE:

Description	Amount
Administrative Fee	\$12.80 per hour
CD	\$2.00
Reproduction of Documents	\$0.15 per page

COLLECTION DATE(S): Every two weeks

DATE CURRENT RATE ESTABLISHED: April 5, 2017

PRINCIPAL PAYERS: Anyone who requests access to records from any federal agency

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month ending the previous month including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	18990-0001
SOURCE OF REVENUE:	Primary Fees
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: The city charges a fee for each candidate running for a position as an elected official.

AUTHORIZATION: (§ 24.2-523, Code of Virginia)

CURRENT RATE: 2% of one year's minimum salary attached to the office for which the candidate is running for, if no salary or fee is attached to the office the primary expenses shall be \$5.00

COLLECTION DATE(S): Prior to any declaration of candidacy

DATE CURRENT RATE ESTABLISHED: 1993

PRINCIPAL PAYERS: Every Candidate for nomination for any office in Petersburg

COLLECTION PROCEDURE: These fees are paid to Billing & Collections before filing their declaration of candidacy.

OBJECT CODE:	18990-0002
SOURCE OF REVENUE:	PILOT- Non Fed/State
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: Payment in Lieu of Taxes, a payment made by Public Works/ Utilities instead of paying tax to the city.

CURRENT RATE: Varies

COLLECTION DATE(S): Monthly

PRINCIPAL PAYERS: Utilities Fund

COLLECTION PROCEDURE: These payments are made to Billing & Collection by way of Journal Entry.

OBJECT CODE:	18990-0003
SOURCE OF REVENUE:	Gifts and Donations
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: The City Manager can accept gifts/donations/etc. for the city which will be part of the revenue fund.

AUTHORIZATION: (Code 1981, §§1 Ord. No. 17-30)

CURRENT RATE: Up to \$5,000.00

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: June 6, 2012

PRINCIPAL PAYERS: Anyone who offers gifts, donations, bequests or grants of money, securities, personally or in-kind services of value.

COLLECTION PROCEDURE: The City Manager is authorized to accept these gifts and within 30 days of the end of each fiscal quarter shall furnish City Council with a report describing all money accepted. This report shall include the identity of the donor/grantor, the amount of the gift/donation/grant, and any conditions, including requirements for matching funds, placed upon the gift, donation, or grant.

OBJECT CODE:	18990-0006
SOURCE OF REVENUE:	Sale of Salvage/Surplus
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: The city uses a website called Gov Deals in order to place surplus property; for example, vehicles, equipment, furniture and other things of that are no longer needed in the city up for auction. The purpose of this is to generate extra revenue for the general fund.

CURRENT RATE: Winning bid price minus 2.5% of that price that goes back to Gov Deals

COLLECTION DATE(S): Weekly (once item is picked up)

PRINCIPAL PAYERS: Gov Deals

COLLECTION PROCEDURE: The Purchasing Office receives a check from Gov Deals and when it is delivered, they take it to Billing & Collections to be put into the general fund.

OBJECT CODE: 18890-0012
SOURCE OF REVENUE: Sale of Cemetery Lots
REVENUE CLASSIFICATION: Miscellaneous
FUNDS: General Fund-100

EXPLANATION: In order to reserve a grave space, the person purchasing the space must pay for the lot.

AUTHORIZATION: (§ 15.2-1121, Code of Virginia) (Code 1981, §§8-10,8-19; Ord. No. 17-30)

CURRENT RATE:

Description	Amount
Charges of Lots Purchased by Residents	
Whole lot or Square	\$3,000.00 (\$1,000.00 p.c. included)
Half Square	\$1,500.00 (\$500.00 p.c. included)
One Single Grave	\$600.00 (\$100.00 p.c. included)
Charges for Lots Purchased by Non-Residents	
Whole lot or Square	\$5,000.00 (\$1,000.00 p.c. included)
Half Square	\$3,500.00 (\$1,000.00 p.c. included)
One Single Grave	\$1,000.00 (\$200.00 p.c. included)

COLLECTION DATE(S): Prior to reserving a grave space

DATE CURRENT RATE ESTABLISHED: May 7, 2013

PRINCIPAL PAYERS: The people who are purchasing a grave space in a cemetery located in the City of Petersburg

COLLECTION PROCEDURE: The payment for these spaces shall be paid in full at the time of purchase by cash, check or money order. No debit, credit cards or payment plans are an option for payment. All payment is collected by the Cemetery Administration. Once the Cemetery Administration collects these charges they shall be paid to Billing & Collections within 30 days.

OBJECT CODE: 18990-0020
SOURCE OF REVENUE: Sale of Fuel
REVENUE CLASSIFICATION: Miscellaneous
FUNDS: General Fund-100

EXPLANATION: The City develops a fuel invoice based upon the monthly usage from various users within the city and is reimbursed for the cost.

CURRENT RATE:

Description	Amount
Fuel	\$2.15 per gallon
Diesel	\$2.35 per gallon

COLLECTION DATE(S): Quarterly

PRINCIPAL PAYERS: Redevelopment Housing Authority and Petersburg School Maintenance Department

COLLECTION PROCEDURE: Transit sends out an invoice monthly and then Billing & Collections receives payment.

OBJECT CODE:	18990-0098
SOURCE OF REVENUE:	Bad Check Fee Charges
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: This fee was created to help prevent people from remitting bad checks/credit cards for payment and to add money to the general revenue fund.

AUTHORIZATION: (§17.1-275(A) 28, Code of Virginia)

CURRENT RATE: \$50.00 or 10% of the amount to be paid, whichever is greater

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: February 23, 2017

PRINCIPAL PAYERS: Anyone who uses a check or credit card that does not have the funds to support the charge

COLLECTION PROCEDURE: The Circuit Court Clerk's office writes a check to the locality each month, ending the previous month, including all fees collected with the report. It is delivered to Billing & Collections with a report listing all revenue codes.

OBJECT CODE:	18990-0099
SOURCE OF REVENUE:	Miscellaneous Other
REVENUE CLASSIFICATION:	Miscellaneous
FUNDS:	General Fund-100

EXPLANATION: This revenue is basically money that comes into the general fund that does not fit into any other object code.

CURRENT RATE: Varies

COLLECTION DATE(S): Periodically

COLLECTION PROCEDURE: The collection procedure varies for this as well because we cannot identify where every miscellaneous revenue is coming from.

OBJECT CODE:	19000-0001
SOURCE OF REVENUE:	Restitution Recoveries
REVENUE CLASSIFICATION:	Recovered Costs
FUNDS:	General Fund-100

EXPLANATION: These funds are incurred when someone has a judgment placed on them for an incident where they have been ordered to repay the city. The money collected goes into the general fund and is used to help fix the damage caused by the incident.

AUTHORIZATION: (§ 19.2-305.2, Code of Virginia)

CURRENT RATE: This amount is based on what the Judge deems to be a fair restitution amount

COLLECTION DATE(S): Case by Case

PRINCIPAL PAYERS: Those who are ordered to pay restitution to the City

COLLECTION PROCEDURE: A check is made out and sent to the city. A PIV is completed and sent to Billing & Collections.

OBJECT CODE: 19001-0001
SOURCE OF REVENUE: Staples/BOA Rebates
REVENUE CLASSIFICATION: Recovered Costs
FUNDS: General Fund-100

EXPLANATION: Rebates are offered by some retailers when you use their services. These companies offer a percentage of the amount paid back and that money is collected and added to the general fund.

CURRENT RATE:

Name	Description	Amount
Staples	\$0.00-\$179,999.00 (Janitorial Supplies)	3% of Net Sales
	\$180,000.00-\$279,999.00 (Janitorial Supplies and Furniture)	4% of Net Sales
	\$280,000.00 or more (Janitorial Supplies and Furniture)	5% of Net Sales
Bank of America	Purchase Card Program- rebate is based on overall program (Commonwealth of Virginia entities)	1.835% of Net Sales approximately

COLLECTION DATE(S): Annually (BOA in September & Staples in December)

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: Bank of America and Staples Commercial and Contract Sales dba Staples Advantage

COLLECTION PROCEDURE: Bank of America and Staples issue an ACH payment yearly to the City account. ACH payment is handled by the Treasurer's Office and funds are transferred to the appropriate fund.

OBJECT CODE:	19001-0002
SOURCE OF REVENUE:	Insurance Recoveries
REVENUE CLASSIFICATION:	Recovered Costs
FUNDS:	General Fund-100

EXPLANATION: These recoveries are checks from the insurance companies for payment of an insurance claim or an overpayment of a paid premium invoice.

CURRENT RATE: Varies per claim/situation

COLLECTION DATE(S): Case by Case

PRINCIPAL PAYERS: Insurance Companies

COLLECTION PROCEDURE: These checks go directly to the Finance Department from the insurance company. A PIV form is completed and then the check is sent to Billing & Collections for further processing. Risk Management is tasked with making sure that the money is processed and submitted to Billing & Collections.

OBJECT CODE: 19010-0002
SOURCE OF REVENUE: Other Payments from Other Co/City
REVENUE CLASSIFICATION: Other Payments from Other Co/City
FUNDS: General Fund-100

EXPLANATION: The judges and the jurisdictions of the 11th Judicial Circuit of Virginia are provided clerical support by a Court Administrator who's main office resides in Petersburg. The City of Petersburg is reimbursed for the salary and office expenses incurred for Clerical Support each quarter and for each locality's allocated share.

CURRENT RATE:

11TH JUDICIAL COURT SERVICES
ALLOCATION

TYPE	DESCRIPTION	EXPENDITURES (YEARLY)
Administrator	Salary	\$49,309.00
	Fringe Benefits	\$16,765.25
	Total Personnel Services	\$66,074.25

Operating	Repairs Office	\$0.00
	Equipment	\$0.00
	Postage	\$1,200.00
	Telephone	\$723.59
	Office Supplies	\$622.73
	Total Operating	\$2,546.32
	TOTAL	\$68,620.57

CO/CITY	SHARED PERCENTAGE	AMOUNT
Petersburg	50%	\$25,192.34
Amelia	12.50%	\$6,298.08
Dinwiddie	12.50%	\$6,298.08
Nottoway	12.50%	\$6,298.08
Powhatan	12.50%	\$6,298.08
TOTAL		\$50,384.67

COLLECTION DATE(S): Quarterly

DATE CURRENT RATE ESTABLISHED: June 30, 2019

PRINCIPAL PAYERS: Amelia, Dinwiddie, Nottoway and Powhatan

COLLECTION PROCEDURE: The Treasurer sends each locality an invoice quarterly and the payment is sent back to the Treasurer with the reference number (3-100-19010-0002).

OBJECT CODE:	22010-0005
SOURCE OF REVENUE:	Mobile Home Titling Taxes
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: The City issues business licenses for mobile home parks in order to generate revenue for the general fund.

CURRENT RATE: Based off gross receipts

COLLECTION DATE(S): Upon titling

PRINCIPAL PAYERS: Owners of Mobile Home parks

COLLECTION PROCEDURE: This tax is collected in the Clerk of Circuit Court's office and added to a report that is submitted to Billing & Collections with a check monthly.

OBJECT CODE:	22010-0006
SOURCE OF REVENUE:	Grantors Tax/Tax on Deeds
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: A tax is levied on each deed, instrument, or writing by which lands, tenements, or other realty sold is granted, assigned, transferred or otherwise conveyed to.

AUTHORIZATION: (§ 58.1-802, Code of Virginia)

CURRENT RATE: When the consideration or value of the interest, whichever is greater, exceeds \$100.00... shall be \$0.50 for each \$500.00 or fraction thereof.

COLLECTION DATE(S): At closing

DATE CURRENT RATE ESTABLISHED: April 1, 2016

PRINCIPAL PAYERS: Grantors or any person who signs on behalf of the grantor

COLLECTION PROCEDURE: This tax is collected in the Clerk of Circuit Court's office and added to a report that is submitted to Billing & Collections with a check monthly.

OBJECT CODE:	22010-0010
SOURCE OF REVENUE:	Auto Rental Tax
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: The city issues business licenses to rental car establishments to generate revenue for the general fund.

CURRENT RATE: Based off gross receipts

COLLECTION DATE(S): Annually (upon renewal which is due before March 1st)

PRINCIPAL PAYERS: Owners of rental car establishments

COLLECTION PROCEDURE: The Commissioner of Revenue issues these business licenses and collects the tax generated by it, then takes it to Billing & Collections for processing.

OBJECT CODE:	22010-0013
SOURCE OF REVENUE:	Communications Sales and Use Tax
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: The State charges a telecommunication tax for landline, wireless and satellite telephone services, teleconferencing services, push to talk service, pager and beeper services, cable television, satellite television, satellite radio and etc. The localities are then reimbursed a percentage of that tax that is used in their area.

AUTHORIZATION: (§ 58.1-648, Code of Virginia)

CURRENT RATE: 5%

COLLECTION DATE(S): Monthly (around the 20th)

DATE CURRENT RATE ESTABLISHED: January 1, 2007

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The state sends an ACH deposit into our SunTrust General Demand account monthly. The Treasurer's office gets a notification from EDI and then it is keyed into the General Fund in BAI.

OBJECT CODE:	22010-0014
SOURCE OF REVENUE:	PPTRA
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: This is a personal property tax relief for those who cannot make the original payment.

AUTHORIZATION: (§58.1-3524, Code of Virginia)

CURRENT RATE: 48%

COLLECTION DATE(S): Periodically

PRINCIPAL PAYERS: Those that owe personal property tax for their vehicle and can receive the tax relief

COLLECTION PROCEDURE: The Commissioner of Revenue collects this tax and submits it to Billing & Collections.

OBJECT CODE:	22010-0015
SOURCE OF REVENUE:	Recreational Vehicles Sales Tax
REVENUE CLASSIFICATION:	Revenue from the Commonwealth
FUNDS:	General Fund-100

EXPLANATION: The city is authorized to levy a property tax on recreational motor vehicles, trailers, semitrailers and boats which have been housed, stored or parked in the city in order to generate revenue for the city.

AUTHORIZATION: (§ 58.1-3516, Code of Virginia) (Code 1981, § 34-10; Ord. No. 97-12)

CURRENT RATE: \$4.90 per \$100 of Assessed Value

COLLECTION DATE(S): February 28th & June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Owners of recreational motor vehicles, trailers, semitrailers and boats in the City of Petersburg

COLLECTION PROCEDURE: Payments are due bi-annually, on February 28th and June 10th after being billed by the Commissioner of Revenue. There are also monthly supplements due. These payments shall be sent to Billing & Collections.

OBJECT CODE: 23010-0001
SOURCE OF REVENUE: Commonwealth's Attorney
REVENUE CLASSIFICATION: State Shared Exp-Categorical
FUNDS: General Fund-100

EXPLANATION: This salary is reimbursed by the Compensation Board.

AUTHORIZATION: (§15.2-1636.12, Code of Virginia)

CURRENT RATE:

The highlighted sections are based on the City's current population.

Population	July 1, 2019- June 30, 2020
Less than 10,000	\$57,070.00
10,000-19,999	\$63,420.00
20,000-39,999	\$69,760.00
40,000-69,999	\$125,563.00
70,000-99,999	\$139,512.00
100,000-249,999	\$144,745.00
250,000 and above	\$149,980.00

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Commonwealth Attorney's office submits their personnel expenses the 1st week of the month, prior to the month they are applying for. Budget & Procurement signs off on it and then the State sends the funds electronically to the Treasurer. This is collected on a monthly basis.

OBJECT CODE: 23020-0001
SOURCE OF REVENUE: Sheriff
REVENUE CLASSIFICATION: State Share Sheriff
FUNDS: General Fund-100

EXPLANATION: This salary is reimbursed by the Compensation Board.

AUTHORIZATION: (§15.2-1609.2, Code of Virginia)

CURRENT RATE: Our City has Law Enforcement Responsibility (limited) and an Accreditation Program

Law Enforcement and Jail Responsibility

Population	July 1, 2019- June 30, 2020	Sheriffs w/ Accreditation Program
Less than 10,000	\$71,522.00	\$78,184.00
10,000-19,999	\$82,207.00	\$89,852.00
20,000-39,999	\$90,339.00	\$98,741.00
40,000-69,999	\$98,195.00	\$107,327.00
70,000-99,999	\$109,105.00	\$119,252.00
100,000-174,999	\$121,230.00	\$132,504.00
175,000-249,999	\$127,609.00	\$139,477.00
250,000 and above	\$141,787.00	\$154,973.00

Law Enforcement or Jail Responsibility

Population	July 1, 2019- June 30, 2020	Sheriffs w/ Accreditation Program
Less than 10,000	\$70,089.00	\$76,607.00
10,000-19,999	\$80,564.00	\$88,056.00
20,000-39,999	\$88,531.00	\$96,764.00
40,000-69,999	\$96,231.00	\$105,180.00
70,000-99,999	\$106,923.00	\$116,867.00
100,000-174,999	\$118,803.00	\$129,852.00
175,000-249,999	\$125,057.00	\$136,687.00
250,000 and above	\$139,661.00	\$152,649.00

No Law Enforcement or Jail Responsibility

Population	July 1, 2019- June 30, 2020	Sheriffs w/ Accreditation Program
Less than 10,000	\$65,858.00	\$71,983.00
10,000-19,999	\$73,175.00	\$79,980.00
20,000-39,999	\$81,304.00	\$88,865.00
40,000-69,999	\$90,339.00	\$98,741.00
70,000-99,999	\$100,378.00	\$109,713.00
100,000-174,999	\$111,529.00	\$121,901.00
175,000-249,999	\$117,397.00	\$128,315.00
250,000 and above	\$131,862.00	\$144,125.00

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Sheriff's office submits their personnel expenses the 1st week of the month, prior to the month they are applying for. Budget & Procurement signs off on it and then the State sends the funds electronically to the Treasurer monthly.

OBJECT CODE: 23030-0001
SOURCE OF REVENUE: Commissioner of Revenue
REVENUE CLASSIFICATION: State Share Commissioner of Revenue
FUNDS: General Fund-100

EXPLANATION: This salary is reimbursed by the Compensation Board.

AUTHORIZATION: (§ 15.2-1636.1, Code of Virginia)

CURRENT RATE:

Population	July 1, 2019- June 30, 2020	Commissioners w/Certification Program
Less than 10,000	\$64,399.00	\$70,388.00
10,000-19,999	\$71,557.00	\$78,212.00
20,000-39,999	\$79,509.00	\$86,903.00
40,000-69,999	\$88,340.00	\$96,556.00
70,000-99,999	\$98,157.00	\$107,286.00
100,000-174,999	\$109,059.00	\$119,201.00
175,000-249,999	\$114,803.00	\$125,480.00
250,000 and above	\$130,459.00	\$142,592.00

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Commissioner of Revenue’s office submits their personnel expenses the 1st week of the month, prior to the month they are applying for. Budget & Procurement signs off on it and then the State sends the funds electronically to the Treasurer. This is collected on a monthly basis.

OBJECT CODE: 23040-0001
SOURCE OF REVENUE: Treasurer
REVENUE CLASSIFICATION: State Share Treasurer
FUNDS: General Fund-100

EXPLANATION: This salary is reimbursed by the Compensation Board.

AUTHORIZATION: (§ 15.2-1608.1, Code of Virginia)

CURRENT RATE:

Population	July 1, 2019- June 30, 2020	Treasurers w/Certification Program
Less than 10,000	\$64,399.00	\$70,388.00
10,000-19,999	\$71,557.00	\$78,212.00
20,000-39,999	\$79,509.00	\$86,903.00
40,000-69,999	\$88,340.00	\$96,556.00
70,000-99,999	\$98,157.00	\$107,286.00
100,000-174,999	\$109,059.00	\$119,201.00
175,000-249,999	\$114,803.00	\$125,480.00
250,000 and above	\$130,459.00	\$142,592.00

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Treasurer's office submits their personnel expenses the 1st week of the month , prior to the month they are applying for. Budget & Procurement signs off on it and then the State sends the funds electronically to the Treasurer. This is collected on a monthly basis.

OBJECT CODE:	23060-0001
SOURCE OF REVENUE:	Registrar/Electoral Boards
REVENUE CLASSIFICATION:	Registrar/Electoral Boards
FUNDS:	General Fund-100

EXPLANATION: The state will reimburse the City for some funding for the Registrar and Electoral Boards.

AUTHORIZATION: (§ 24.2-111, Code of Virginia)

CURRENT RATE: \$42,000.00 is currently the reimbursement amount at 69%, an additional \$30,000.00-\$35,000.00 is given for the presidential primary which only occurs every 4 years.

COLLECTION DATE(S): Annually (late April or early May)

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Registrar submits a yearly reimbursement request form that comes out in late April/early May for a year's end June 30th receipt of funds. Once the Department of Elections for the State received our reimbursement request form, they electronically submit the check into a queue to each locality. The same format will occur after the March 3rd Presidential Primary for the reimbursement of next year.

OBJECT CODE: 23070-0001
SOURCE OF REVENUE: Clerk of the Circuit Court
REVENUE CLASSIFICATION: State Share Clerk of the Court
FUNDS: General Fund-100

EXPLANATION: This salary is reimbursed by the Compensation Board.

AUTHORIZATION: (§15.2-1634, Code of Virginia)

CURRENT RATE:

Population	July 1, 2019- June 30, 2020	Clerks w/ Certification Program
Less than 10,000	\$80,910.00	\$88,435.00
10,000-19,999	\$99,699.00	\$108,971.00
20,000-39,999	\$114,150.00	\$124,766.00
40,000-69,999	\$119,928.00	\$131,081.00
70,000-99,999	\$130,039.00	\$142,133.00
100,000-174,999	\$141,600.00	\$154,769.00
175,000-249,999	\$145,994.00	\$159,571.00
250,000 and above	\$150,273.00	\$164,248.00

COLLECTION DATE(S): Monthly (end of the month)

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The Clerk of Circuit Court's office submits their personnel expenses the 1st week of the month, prior to the month they are applying for. Budget & Procurement signs off on it and then the State sends the funds electronically to the Treasurer. This is collected on a monthly basis.

OBJECT CODE:	24010-0002
SOURCE OF REVENUE:	Public Assistance and Welfare Admin.
REVENUE CLASSIFICATION:	Social Welfare State Aid
FUNDS:	General Fund-100

EXPLANATION: The state reimburses localities for the federal and state shares of program and administrative expenditures associated with administering social service programs.

AUTHORIZATION: (§ 63.2-520, Code of Virginia)

CURRENT RATE:

Description	Federal %	State %	Local %
S & O- Medicaid	50.00	50.00	0.00
Adult Foster Care-Blind	0.00	80.00	20.00
Adult Foster Care-Aged	0.00	80.00	20.00
Adult Foster Care-Disabled	0.00	80.00	20.00
Assisted Living Facilities-Aged	0.00	80.00	20.00
Assisted Living Facilities-Blind	0.00	80.00	20.00
Assisted Living Facilities-Disabled	0.00	80.00	20.00
TANF- Manual Checks	51.00	49.00	0.00
Emergency Assistance-TANF	51.00	49.00	0.00
Children's Residential Facility (CRF)	50.00	50.00	0.00
Licensed Child Placing Agency-Basic Maintenance	50.00	50.00	0.00
Local Agency Foster Homes- Basic Maintenance	50.00	50.00	0.00
Licensed Child Placing Agency- Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Local Agency Foster Homes- Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Federal Adoption Assistance-Basic Maintenance	50.00	50.00	0.00
Non-Recurring Adoption Assistance	50.00	50.00	0.00
Federal Adoption Assistance-Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Fostering Futures Licensed Child Placing Agency-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Local Agency Foster Homes-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Independent Living Arrangement-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Licensed Child Placing Agency-Enhanced Maintenance	50.00	50.00	0.00
Fostering Futures Local Agency Foster Homes-Enhanced Maintenance	50.00	50.00	0.00
State Adoption Assistance-Purchase of Service	75.00	25.00	0.00
State Adoption Assistance-Basic Maintenance	0.00	100.00	0.00
State Adoption Assistance-Enhanced Maintenance for Additional Daily Supervision	0.00	100.00	0.00
Refugee Cash Assistance	100.00	0.00	0.00
Adoption Incentives	100.00	0.00	0.00
Family Support (SSBG)	84.00	0.50	15.50
Family Preservation (SSBG)	84.00	0.50	15.50
Family Preservation & Support (Petersburg Projects)	100.00	0.00	0.00
Child Welfare Substance Abuse Services	0.00	84.50	15.50
Child Welfare Supplemental Services	0.00	84.50	15.50
Home Based Chore (State Supplement)	80.00	0.00	20.00
Adult Day Services (State Supplement)	80.00	0.00	20.00
Home Based Companion (State Supplement)	80.00	0.00	20.00

OBJECT CODE: 24010-0002
SOURCE OF REVENUE: Public Assistance and Welfare Admin. (Continued)
REVENUE CLASSIFICATION: Social Welfare State Aid
FUNDS: General Fund-100

CURRENT RATE (CONTINUED):

Description	Federal %	State %	Local %
Prevention Services	80.00	0.00	20.00
TANF-UP-Manual Checks	0.00	100.00	0.00
S & O Base Budget	75.00	9.50	15.50
Chafee Education and Training Vouchers	80.00	20.00	0.00
Independent Living Program-Basic Allocation	80.00	20.00	0.00
Respite Care for Foster Families	35.64	64.36	0.00
Family Support	75.00	9.50	15.50
Family Preservation	75.00	9.50	15.50
Family Reunification	75.00	9.50	15.50
Adoption	75.00	9.50	15.50
Family Preservation DJJ	75.00	9.50	15.50
Monthly Caseworker Contacts	75.00	9.50	15.50
VIEW Component and Component-Related Activities	25.00	59.50	15.50
VIEW Support Services	25.00	59.50	15.50
VIEW-Transitional Transportation	25.00	59.50	15.50
VIEW Transportation	25.00	59.50	15.50
VIEW Transitional Employment & Training (TET) Component Activities	25.00	59.50	15.50
VIEW Transitional Supportive Services	25.00	59.50	15.50
VIEW Other Activities and Materials	25.00	59.50	15.50
Title IV-E Approved Foster/Adoptive Parent and Volunteer Training	56.40	0.00	43.60
Title IV-E Approved Foster/Adoptive Child Welfare Worker training	56.40	0.00	43.60
Title IV-E Approved Employee Educational Assistance Program	56.40	0.00	43.60
Foster/Adoptive Provider Administrative Costs	37.60	0.00	62.40
Title IV-E Approved Child Welfare Worker Training	37.60	0.00	62.40
Adult Protective Services	84.50	0.00	15.50

COLLECTION DATE(S): Monthly (last day of the month)

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: State government

COLLECTION PROCEDURE: Virginia Department of Social Services-Division of Finance uses the Locality Automated System for Expenditure Reimbursement (LASER) to process local agency expenditures for reimbursement. To assure accuracy of expenditures being reported for reimbursement and compliance with federal and state requirements and regulations, a monthly certification and reconciliation of expenditures is required. The certification process is performed by the specified deadline each month, once the State approves the reconciliation a notification is received indicating federal and state reimbursement amounts. Social Services prepares and forwards a Pay In Voucher to City Finance, Billing & Collections and Budget & Procurement. An electronic funds transfer is wired to the City around the last day of the month.

OBJECT CODE: 24010-0004
SOURCE OF REVENUE: Comprehensive Services
REVENUE CLASSIFICATION: Social Welfare State Aid
FUNDS: General Fund-100

EXPLANATION: The Children's Services Act is the name for a law that establishes a single state pool of funds to purchase services for at-risk youth and their families.

AUTHORIZATION: (§ 63.2-410, Code of Virginia)

CURRENT RATE:

Expenditure Description	Local Match Rate
CONGREGATE CARE/MANDATED AND NON-MANDATED RESIDENTIAL SERVICES	
Foster Care- IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (ie: non room-and-board)	\$0.4419
Foster Care-all others in Licensed Residential Congregate Care	\$0.4419
Residential Congregate Care- CSA Parental Agreements; DSS Noncustodial Agreements	\$0.4419
Non-Mandated Services/Residential/Congregate	\$0.4419
Educational Services- Congregate Care	\$0.3535
OTHER MANDATED SERVICES	
Treatment Foster Care- IV-E	\$0.3535
Treatment Foster Care	\$0.3535
Treatment Foster Care- CSA Parental Agreements; DSS Noncustodial Agreements	\$0.3535
Specialized Foster Care	\$0.3535
Family Foster Care-IV-E; Community Based Services	\$0.1768
Family Foster Care Maintenance Only	\$0.3535
Family Foster Care- Children receiving maintenance and basic activity payments; independent living stipend/arrangements	\$0.3535
Community- Based Services	\$0.1768
Community Transition Services-Direct Family Services to Transition from Residential to Community	\$0.1768
Special Education Private Day Placement	\$0.3535
Wrap-Around Services for Students with Disabilities	\$0.3535
Psychiatric Hospitals/Crisis Stabilization Units	\$0.3535
Non-Mandated Services/Community-Based	\$0.1768

COLLECTION DATE(S): Monthly (end of the month)

PRINCIPAL PAYERS: State Department of Education and the State of Virginia

COLLECTION PROCEDURE: The city must incur the expenditure before requesting reimbursement from the State. This data is maintained in a local system and is reviewed and approved at the local level. Localities must submit their expenditure data into the OCS Local Expenditure and Data Reimbursement System (LEDRS) monthly. LEDRS does a validation check of the expenditure data submitted, if there are no errors a Pool Reimbursement Request is generated showing the state share of allowable CSA costs. If there are insufficient funds LEDRS will provide an error and stop the request. This will require the city to submit a request for additional funds.

OBJECT CODE: 24040-0009
SOURCE OF REVENUE: Library State Aid
REVENUE CLASSIFICATION: Other Categorical Aid State
FUNDS: General Fund-100

EXPLANATION: In order to encourage the maintenance and development of proper standards of libraries and more economical units of service, grants of state aid shall be made to any qualifying free public library.

AUTHORIZATION: (§ 42.1-48, Code of Virginia)

CURRENT RATE: FY 2020 Amount- \$156,433.00

Description	Amount
Local Effort	40% of every local dollar expended by the political subdivision in the system. (Not to exceed \$250,000)
Per Capita	Based on population of area served and number of participating municipalities
First 600,000 persons served (county or city library)	30 cents plus 10 cents per capita for each additional jurisdiction (regional)
Libraries serving in excess of 600,000	10 cents per capita for remaining population
Square Mileage	\$10.00 per square mile for single jurisdiction (county or city) libraries plus an additional \$20.00 per square mile for libraries serving more than one political jurisdiction (regional)

COLLECTION DATE(S): July 10th, October 10th, January 10th & April 10th

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: Library of Virginia (State)

COLLECTION PROCEDURE: The Library of Virginia uses the formula above to create an amount that should be given to each locality. The payments are wired directly to the city (Billing & Collections) on a quarterly basis.

OBJECT CODE: 24040-0045
SOURCE OF REVENUE: E911 State Aid
REVENUE CLASSIFICATION: Other Categorical Aid State
FUNDS: General Fund-100

EXPLANATION: These E-911 taxes and surcharges appear on your bill and are distributed to Virginia localities.

AUTHORIZATION: (§ 56-484.14, Code of Virginia)

CURRENT RATE:

Description	Amount
Communications Sales Tax on Telecommunication Services	5%
State E-911 tax for Landline and Voice Over Internet Protocol Phones	\$0.75
Prepaid Wireless E-911 tax for Mobile Phones	\$0.50
Landline Telephone and Cable TV Franchise Right of Way Fees	\$1.20

COLLECTION DATE(S): Monthly (by the 25th)

DATE CURRENT RATE ESTABLISHED: March 22, 2011

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The revenues are distributed to the city by the 25th day of the month following the month in which the return is due. Virginia Tax distribute the funds in the same way retail sales and use tax is distributed.

OBJECT CODE:	24040-0059
SOURCE OF REVENUE:	HB599 Police State Aid
REVENUE CLASSIFICATION:	Other Categorical Aid State
FUNDS:	General Fund-100

EXPLANATION: The state provides financial assistance to localities with police departments.

AUTHORIZATION: (§9.1-165, Code of Virginia)

CURRENT RATE: FY 2019 \$2,164,576.00, this was a 3.7% increase from the previous year's allocations.

COLLECTION DATE(S): Quarterly (end of August, November, February & May)

DATE CURRENT RATE ESTABLISHED: June 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: In order to maintain eligibility for funds, the city must submit accurate, up-to-date crime reports to the State Police in accord with their requirements and schedule. They must also register sex offenders and notify the State Police that they have done so. When the funds are approved, they will be sent in quarterly payments via electronic funds transfers.

OBJECT CODE:	24040-0078
SOURCE OF REVENUE:	Jury Duty State Reimbursement
REVENUE CLASSIFICATION:	Other Categorical Aid State
FUNDS:	General Fund-100

EXPLANATION: A reimbursement is issued for every person summoned as a juror in a civil or criminal case to cover the expenses for travel and any other necessary and reasonable costs as the court may direct.

AUTHORIZATION: (§17.1-618, Code of Virginia)

CURRENT RATE: \$30 daily per person

COLLECTION DATE(S): Annually (May)

DATE CURRENT RATE ESTABLISHED: April 22, 1998

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The finance department receives this reimbursement then takes it to Billing & Collections for deposit into the general fund.

OBJECT CODE:	24040-0079
SOURCE OF REVENUE:	VJCCA Aid
REVENUE CLASSIFICATION:	Other Categorical Aid State
FUNDS:	General Fund-100

EXPLANATION: The Commonwealth provides financial assistance to localities to establish a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs.

AUTHORIZATION: (§ 16.1-309.6-7, Code of Virginia)

CURRENT RATE: \$84,000.00 is the current rate and it hasn't changed in 10 years
The formula to establish this rate is:

1. For Community Diversion Services, $\frac{1}{2}$ of the calculated costs as determined by:
 - The statewide daily average costs for predispositional nonresidential services
 - The total number of children in need of services and children in need of supervision complaints diverted at intake by the locality in the previous year and the total number of children who have been screened for needing community diversion or community-based services using an evidence-based assessment protocol
2. For Predispositional Community-Based Services, $\frac{1}{4}$ of the calculated costs as determined by:
 - The statewide daily average cost evenly divided for predispositional community-based residential and nonresidential services
 - The number of arrests of juveniles based on the locality's most recent year available Uniform Crime Reports for $\frac{1}{3}$ of all Part 1 crimes against property, $\frac{1}{3}$ of all drug offenses and all remaining part 2 arrests
3. For Postdispositional Community-Based Services for Adjudicated Juveniles, $\frac{1}{2}$ of the calculated costs as determined by:
 - The statewide average daily costs for postdispositional community-based nonresidential services
 - The locality's total number of juveniles who were adjudicated delinquent for the first time in the previous year
4. For Postdispositional Community-Based Services for Juveniles Adjudicated Delinquent for a Second or Subsequent Offense, $\frac{1}{2}$ of the calculated costs as determined by:
 - The statewide average daily costs evenly divided for postdispositional community-based residential and nonresidential services
 - The locality's total number of court dispositions which in the previous year adjudicated juveniles as delinquent for a second or subsequent offense, children in need of services, or children in need of supervision

Note: Money distributed by the Commonwealth under this article which are unexpended at the end of each fiscal year within a biennium shall be retained by the county, city or combination thereof and subsequently expended for operating expenses of Juvenile Community Crime Control Act Programs. Any surplus funds remaining at the end of the biennium shall be returned to the state treasury.

COLLECTION DATE(S): Quarterly (July, October, January & April)

DATE CURRENT RATE ESTABLISHED: February 21, 2019

PRINCIPAL PAYERS: State

COLLECTION PROCEDURE: The annual appropriation for each locality shall be disbursed on a quarterly basis, the money will be disbursed by EFT if applicable or via check.

OBJECT CODE: 33010-0049
SOURCE OF REVENUE: Police-Joint Law Enforce Task Force
REVENUE CLASSIFICATION: Revenue from the Federal Government
FUNDS: General Fund-100

EXPLANATION: The Police Department has task force officers that are assigned to federal agencies, when those police officers acquire overtime the federal government will reimburse the city for those hours.

CURRENT RATE:

Name	Hourly Overtime Rate
Reginald Ferguson	\$36.61
Christopher Ayers	\$33.96
David Dean	\$33.96

COLLECTION DATE(S): Quarterly

PRINCIPAL PAYERS: Federal Government

COLLECTION PROCEDURE: The federal government will provide funds for overtime hours of these three specific employees when applicable.

OBJECT CODE:	33050-0099
SOURCE OF REVENUE:	Federal Public Assistance Social Service
REVENUE CLASSIFICATION:	Social Welfare-Federal
FUNDS:	General Fund-100

EXPLANATION: The State reimburses localities for the federal and state shares of program and administrative expenditures associated with administering social service programs.

AUTHORIZATION: (§ 63.2-401, Code of Virginia)

CURRENT RATE: The table below shows the split funding

Description	Federal %	State %	Local %
S & O- Medicaid	50.00	50.00	0.00
Adult Foster Care-Blind	0.00	80.00	20.00
Adult Foster Care-Aged	0.00	80.00	20.00
Adult Foster Care-Disabled	0.00	80.00	20.00
Assisted Living Facilities-Aged	0.00	80.00	20.00
Assisted Living Facilities-Blind	0.00	80.00	20.00
Assisted Living Facilities-Disabled	0.00	80.00	20.00
TANF- Manual Checks	51.00	49.00	0.00
Emergency Assistance-TANF	51.00	49.00	0.00
Children's Residential Facility (CRF)	50.00	50.00	0.00
Licensed Child Placing Agency-Basic Maintenance	50.00	50.00	0.00
Local Agency Foster Homes- Basic Maintenance	50.00	50.00	0.00
Licensed Child Placing Agency- Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Local Agency Foster Homes- Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Federal Adoption Assistance-Basic Maintenance	50.00	50.00	0.00
Non-Recurring Adoption Assistance	50.00	50.00	0.00
Federal Adoption Assistance-Enhanced Maintenance for Additional Daily Supervision	50.00	50.00	0.00
Fostering Futures Licensed Child Placing Agency-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Local Agency Foster Homes-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Independent Living Arrangement-Basic Maintenance	50.00	50.00	0.00
Fostering Futures Licensed Child Placing Agency-Enhanced Maintenance	50.00	50.00	0.00
Fostering Futures Local Agency Foster Homes-Enhanced Maintenance	50.00	50.00	0.00
State Adoption Assistance-Purchase of Service	75.00	25.00	0.00
State Adoption Assistance-Basic Maintenance	0.00	100.00	0.00
State Adoption Assistance-Enhanced Maintenance for Additional Daily Supervision	0.00	100.00	0.00
Refugee Cash Assistance	100.00	0.00	0.00
Adoption Incentives	100.00	0.00	0.00
Family Support (SSBG)	84.00	0.50	15.50
Family Preservation (SSBG)	84.00	0.50	15.50
Family Preservation & Support (Petersburg Projects)	100.00	0.00	0.00
Child Welfare Substance Abuse Services	0.00	84.50	15.50
Child Welfare Supplemental Services	0.00	84.50	15.50
Home Based Chore (State Supplement)	80.00	0.00	20.00
Adult Day Services (State Supplement)	80.00	0.00	20.00
Home Based Companion (State Supplement)	80.00	0.00	20.00
Guardianship Support Services	80.00	0.00	20.00

OBJECT CODE: 33050-0099
SOURCE OF REVENUE: Federal Public Assistance Social Service
(Continued)
REVENUE CLASSIFICATION: Social Welfare-Federal
FUNDS: General Fund-100

CURRENT RATE (CONTINUED):

Description	Federal %	State %	Local %
Prevention Services	80.00	0.00	20.00
TANF-UP-Manual Checks	0.00	100.00	0.00
S & O Base Budget	75.00	9.50	15.50
Chafee Education and Training Vouchers	80.00	20.00	0.00
Independent Living Program-Basic Allocation	80.00	20.00	0.00
Respite Care for Foster Families	35.64	64.36	0.00
Family Support	75.00	9.50	15.50
Family Preservation	75.00	9.50	15.50
Family Reunification	75.00	9.50	15.50
Adoption	75.00	9.50	15.50
Family Preservation DJJ	75.00	9.50	15.50
Monthly Caseworker Contacts	75.00	9.50	15.50
VIEW Component and Component-Related Activities	25.00	59.50	15.50
VIEW Support Services	25.00	59.50	15.50
VIEW-Transitional Transportation	25.00	59.50	15.50
VIEW Transportation	25.00	59.50	15.50
VIEW Transitional Employment & Training (TET) Component Activities	25.00	59.50	15.50
VIEW Transitional Supportive Services	25.00	59.50	15.50
VIEW Other Activities and Materials	25.00	59.50	15.50
Title IV-E Approved Foster/Adoptive Parent and Volunteer Training	56.40	0.00	43.60
Title IV-E Approved Foster/Adoptive Child Welfare Worker training	56.40	0.00	43.60
Title IV-E Approved Employee Educational Assistance Program	56.40	0.00	43.60
Foster/Adoptive Provider Administrative Costs	37.60	0.00	62.40
Title IV-E Approved Child Welfare Worker Training	37.60	0.00	62.40
Adult Protective Services	84.50	0.00	15.50

COLLECTION DATE(S): Monthly (last day of the month)

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: Federal government

COLLECTION PROCEDURE: Virginia Department of Social Services-Division of Finance uses LASER to process local agency expenditures for reimbursement. To assure the accuracy of expenditures being reported, a monthly certification and reconciliation of expenditures is required. The certification process is performed by the specified deadline each month, once the State approves the reconciliation a notification is received indicating federal and state reimbursement amounts. Social Services prepares and forwards a PIV to Finance, Billing & Collections and Budget & Procurement then an electronic funds transfer is wired to the city.

OBJECT CODE:	41020-0001
SOURCE OF REVENUE:	Sale of Land & Property
REVENUE CLASSIFICATION:	Sale of Land & Property
FUNDS:	General Fund-100

EXPLANATION: There are a number of properties that are currently owned by the city that may be sold for profit. The sale of land and property in the city go through the Economic Development department.

CURRENT RATE: Varies

COLLECTION DATE(S): When the property is sold

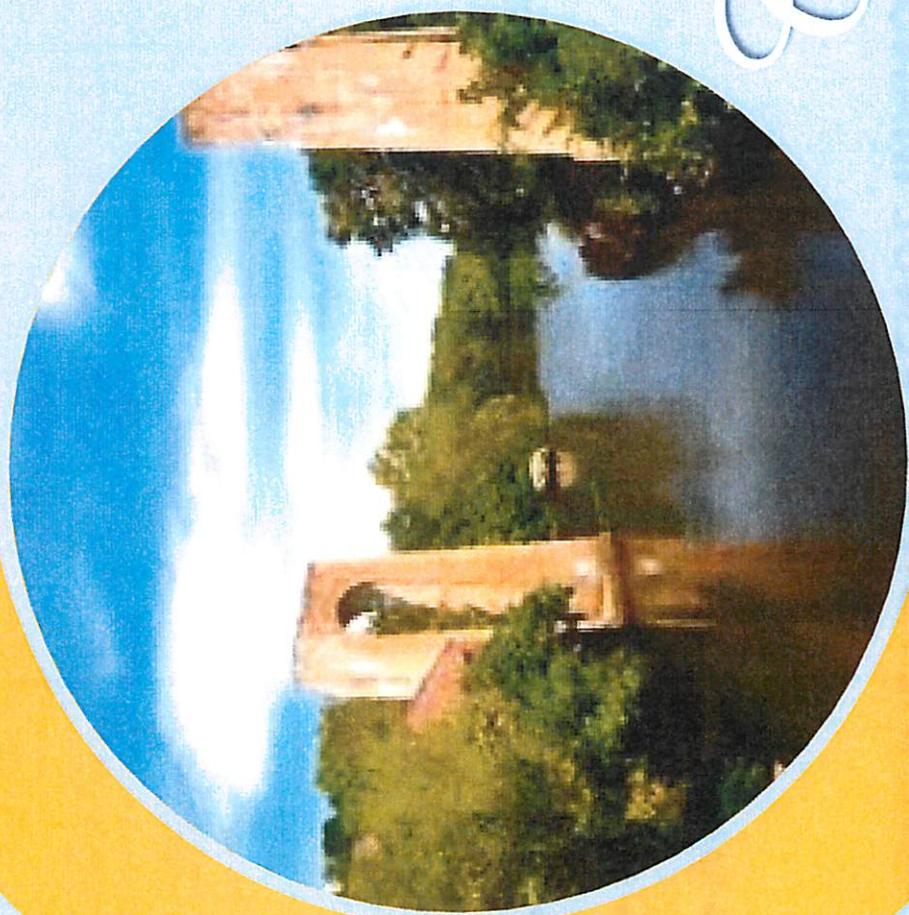
PRINCIPAL PAYERS: Whoever buys the property

COLLECTION PROCEDURE: The money gathered from these sales are collected in Billing & Collections.



GENERAL FUND REVENUE MANUAL

EMBRACING THE DAWN OF A NEW DAY

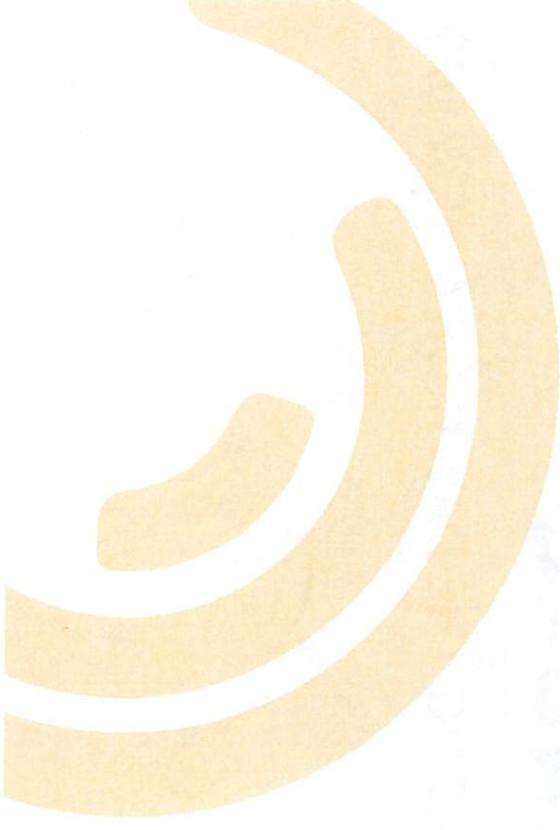


City of Petersburg
VIRGINIA



GENERAL FUND REVENUE MANUAL

- What is a revenue manual?
- Why do we need one?
- What does a revenue manual consist of?



GENERAL FUND REVENUE MANUAL

OBJECT CODE	*****
SOURCE OF REVENUE:	Description
REVENUE CLASSIFICATION:	Category within the General Fund
FUNDS:	General Fund-100

EXPLANATION: This describes what the revenue source is and why the City of Petersburg would receive these funds

AUTHORIZATION: Lists the statute that authorizes the revenue source

CURRENT RATE: The most current rate

COLLECTION DATE(S): When the revenue is collected or received

DATE CURRENT RATE ESTABLISHED: When the current rate was implemented

PRINCIPAL PAYERS: Who pays into this revenue source

COLLECTION PROCEDURE: Shows the process in which the revenue is collected or received

OBJECT CODE	11010-9000
SOURCE OF REVENUE:	Real Estate Taxes Current
REVENUE CLASSIFICATION:	General Property Taxes
FUNDS:	General Fund-100

EXPLANATION: The locality is authorized to levy an annual property tax on real property within the city. This tax is used to support the general fund operation and to fund long-term bonded indebtedness. Taxes are due quarterly in the months of September, December, March and June.

AUTHORIZATION: (Code 1981, § 34-37; Ord. No. 19-10)

CURRENT RATE: \$1.35 per \$100 of Assessed Value

COLLECTION DATE(S): September 30th, December 31st, March 30th & June 30th

DATE CURRENT RATE ESTABLISHED: December 13, 2016

PRINCIPAL PAYERS: Owners of property that reside in the City of Petersburg

COLLECTION PROCEDURE: Payments can be received throughout the year through Billing & Collections. They can be paid online, mailed or in person by making a payment in Billing & Collections



NEXT STEPS

- The Budget & Procurement Office will post this document to its departmental page on the City of Petersburg's website
- Staff has already begun the process of creating revenue manuals for all funds within the City of Petersburg's Operating Budget
- Once these other manuals are created, the Budget & Procurement Office will present them to City Council as we are today with this one.





Thank you to the following!

- Aretha R. Ferrell-Benavides, City Manager
- Logan Tollison, Budget Analyst
- Brittany Flowers, Commissioner of Revenue
- Maytee Parham, Clerk of Circuit Court
- All the department heads that assisted in this process



9.b.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Robert Floyd, Director of Budget and Procurement

FROM: Randall Williams

RE: **Presentation of the City of Petersburg's FY 2021 Capital Budget & 5-Year Capital Plan**

PURPOSE: To present the City's FY 2021 Capital Budget & FY 2021-2025 Capital Improvement Plan (CIP).

REASON: This Capital Budget & Capital Improvement Plan is a fiscal management tool that is used to plan the timing of and funding of capital improvements over a 5 year period. Once it has gone through the approval process it should be managed throughout the year and updated on an as needed basis while communicating with City's management team.

RECOMMENDATION: Recommend that Council review the FY 2021 Capital Budget & FY 2021 - 2025 CIP.

BACKGROUND: The City of Petersburg has not had a comprehensive Capital Improvement Plan (CIP) prepared since FY 2017 which was done by the Robert Bobb Group. This is essential item that will assist the City of Petersburg with preparing for it's future. Over the past several years the City has worked hard to improve it's financial position. FY17 & FY18 audits have been completed thereby increasing the City'[s bond rating. Currently the FY19 audit is in progress.

COST TO CITY: FY 2021 \$9.6 million, FY 2021-2025 68.4 million

BUDGETED ITEM: Yes

REVENUE TO CITY: No **CITY COUNCIL HEARING DATE:** 5/19/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: VRA, DEQ

AFFECTED AGENCIES: Facilities , Petersburg Public Schools, Fire/EMS, Street Operatioins, Stormwater, Utilities (Water & Wastewater), & Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: No

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REQUIRED CHANGES TO WORK PROGRAMS: No

ATTACHMENTS:

1. FY 2021 Capital Budget & FY 2021-2025 CIP



FY 2021 Capital Budget &

2021-2025 Capital Improvement Plan (CIP)

- Capital Budget Definitions
- List of Funding Sources
- Assumptions
- FY 2021 Capital Budget Totals
- FY 2021 Capital Budget Projects by Department
- FY 2021 – 2025 Capital Improvement Plan Totals
- FY 2021 – 2025 Capital Improvement Plan by Department



FY 2021 Capital Budget Definitions

Capital Projects include the acquisition, design, construction, replacement, renovation or extension of the useful life of a capital asset.

Capital Assets include:

- Land
- Buildings
- Water and Wastewater Utility Infrastructure
- Technology Systems
- Streets
- Parks
- Schools
- Buses
- Fire Apparatus
- Stormwater Infrastructure

Capital Expenditures eligible for inclusion in Capital Budget include:

- Architectural design, engineering, planning, programming and contract management services
- Major maintenance projects costing more than \$25,000 with a useful life of at least 10 years
- Major vehicles such as buses and fire apparatus with a useful life of at least 10 years
- New construction, renovation, expansion or replacement projects costing in excess of \$50,000
- Land acquisition for public purposes
- Major equipment, such as radio systems and information technology systems



2021 -2025 Funding Sources

General Obligation Bonds – Payments from the proceeds of the sale of General Obligation Bonds, which pledge the full faith and credit of the City for their repayment.

Utility Revenue Bonds – Payments from the proceeds of the sale of revenue bonds which pledge the revenue generating potential of the Utility System.

Stormwater Utility Fee – Dedicated source of funding for stormwater projects that is collected on the utility bills.

Virginia Resource Authority Bonds (VRA) – Funding that is provided through debt issuances of this state agency on behalf of counties, cities and towns.

Qualified Zone Academy Bonds (QZAB) – U.S. Government debt instruments created under the Tax Relief Act of 1997 that allows qualified schools to borrow at below market interest rates (as low as zero percent) for equipment, renovation and rehabilitation projects.

Pay-Go- Revenues available from the General Fund annually dedicated to fund capital projects with cash rather than debt, often referred to as “pay-as-you-go” funding.

Federal Transit Administration (FTA) – Grant funds provided by the Federal Government for eligible transit projects.

State Transit Grant – Grant funds provided by the Commonwealth of Virginia for transit projects.

DEQ Loan – Loan funds provided to localities for eligible purposes by the Virginia Department of Environmental Quality at below market interest rates.



Capital Budget & CIP Assumptions

- There are a limited number of Capital projects in the FY 2021 & FY 2022 due to the national COVID-19 pandemic & uncertainty of revenue streams.
- Many of the projects contained in the presentation are not new but over the years they have been pushed out for several years.
- The City's credit rating will continue to improve as a result of the FY19 & FY20 audits which will improve the City's ability to borrow in the future.
- The timing of projects can be moved (forward or back) based on new and more accurate information in the future.
- The timing of projects can be moved (forward or back) based on new and more accurate information in the future.
- Other funding sources are needed to ensure projects can be completed.
- Included the Park & Ride project with Transit for purposes of this presentation.
- Current capital funding for the Southside Depot project will be re-appropriated from FY 2020 to FY 2021.
- The Wilcox Lake-Hydroturf project will be performed in FY 2022.



Proposed FY 2021 Capital Program

Department	FY 2021
Facilities	\$ 250,000
Fire / EMS	\$ 627,000
Streets	\$ 2,600,000
Utilities	\$ 3,620,000
Transit	\$ 2,500,000
Total	<u>\$ 9,597,000</u>

FY 2021 Facilities Capital Budget

(various funding sources)



Proposed Fire/EMS Capital Program

PROJECT	FY 2021 Budget
Facilities Management	
Petersburg Public Library Conference/Event Center AV System	\$ 50,000
Southside Depot	\$ 200,000
FACILITIES MANAGEMENT SUBTOTAL	\$ 250,000

Petersburg Public Library/Event Center

- Consists of **CDBG funding** for Phase II addition of the Library's Event Center.

Southside Depot

- Current available funding remaining from VRA refunding in FY2017 (\$100k) plus funds received from the American Battlefield Trust (\$100k). The asbestos contract has been awarded.

FY 2021 Fire/EMS Capital Budget

(funding source General Fund)



Proposed Fire/EMS Capital Program

PROJECT	FY 2021 Budget
Fire / EMS	
Handheld Public Safety Radios	\$ 383,000
800 MHz Radio System Upgrades	\$ 143,000
Computer Aided Dispatch (CAD) Replacement / Upgrade	\$ 101,000
FIRE / EMS TOTAL	\$ 627,000

Handheld Public Safety Radios

- The current handheld portable radios used by Public Safety are well beyond their useful life and **extended support from the vendor will terminate in November 2020.**

800 MHz Radio System Upgrade

- This project upgrades the current system Core, RF sites, Dispatch equipment & Network Management terminals to the latest shipping release. **This project also includes a multi year system upgrade agreement (SUA) to keep the system current.**

Computer Aided Dispatch (CAD) Replacement/Upgrade

- The current CAD System no longer meets our growing technological needs in public safety. Data tracking and storage is critical to meet the mission of all public safety entities in the City. **This CAD "enhancement/upgrade" would include geographical information systems (GIS), and NextGen 911 (data/video transmission) technology.**

FY 2021 Streets Capital Budget

(funding source Urban Highway Funds)



Proposed Streets Capital Program

PROJECT	FY 2021 Budget
Street Operations	
St. Andrews Street Bridge Replacement	\$ 1,100,000
LED City Street Light Replacement	\$ 500,000
Street Paving	\$ 1,000,000
STREET OPERATIONS TOTAL	\$ 2,600,000

St. Andrews Street Bridge Replacement

- The pre-bid meeting and pre-bid conference have been held & bids are due on June 11, 2020.

LED City Street Light Replacement

- Dominion

Annual Street Paving

- The City has secured a two-year paving contract with Colony Construction.

FY 2021 Utilities Capital Budget

(funded by VRA Revenue Bonds)



Proposed Capital Program

PROJECT	FY 2021 Budget
Water Utility	
Large Water & Sewer Meter Replacement Incl Lids	\$ 400,000
Locks Water Line Replacement	\$ 1,995,000
Water Master Plan, Engineering and Modeling	\$ 75,000
WATER SUBTOTAL	\$ 2,470,000
Wastewater Utility	
Equipment	\$ 225,000
Flow Monitoring	\$ 350,000
Infiltration and Reduction Projects (Relining and Repairs)	\$ 150,000
Poor Creek Force Main (Design)	\$ 350,000
Sewer Master Plan Phase 3-Engineering & Modeling	\$ 75,000
WASTEWATER SUBTOTAL	\$ 1,150,000
UTILITIES (WATER & WASTEWATER) TOTAL	\$ 3,620,000

VRA Revenue Bonds 4-30-20 Bal.	\$ 5,278,000
Utilities CIP FY21 Total	\$ (3,620,000)
Remaining Balance End of FY21	\$ 1,658,000

Water Utility

- Complete replacement of larger water meters that also includes replacing meter lids.
- **Construction** phase of the Locks Water Line Replacement project.
- The Water Master Plan provides for Capital engineering, design, and planning efforts for future growth & development.

Wastewater Utility

- Camera truck (CCTV) for inspection & repairing sanitary & storm sewer drain lines.
- Flow monitoring project to monitor the amount of infiltration and inflow into the sanitary sewer system.
- Infiltration & reduction projects include relining & replacing sewer pipes that have reached the end of their useful life.
- **Design** costs for the Poor Creek Force Main project.
- The Sewer Master Plan provides for Capital engineering, design, and planning efforts for future growth & development.

FY 2021 Transit Capital Budget

(funded by Federal & State Grants)



Proposed Capital Program

PROJECT	FY 2021 Budget
Petersburg Area Transit	
Purchase Passenger Bus Shelters	\$ 40,000
Bus Stop Benches	\$ 17,000
Bus Stop Signs	\$ 33,000
Purchase Shop Equipment	\$ 50,000
Purchase Surveillance / Security Equipment	\$ 10,000
5307 SUBTOTAL	\$ 150,000
Purchase Replacement Bus < 30-ft	\$ 400,000
Purchase Replacement Bus > 30-ft	\$ 450,000
5339 SUBTOTAL	\$ 850,000
Park and Ride Project	\$ 1,500,000
PARK AND RIDE PROJECT TOTAL	\$ 1,500,000
TRANSIT TOTAL	\$ 2,500,000

Project Description

- Replace passenger bus shelters with benches.
- Replace benches.
- Replace bus stop signs.
- Purchase shop equipment.
- Purchase & install surveillance & security equipment.
- Replace 3 buses (< 30 ft).
- Replace 1 bus (> 30 ft.)
- Year 1 of the Park & Ride Project.



Proposed FY 2021-2025 CIP Program

Department	FY 2021-2025
Facilities	\$ 1,020,000
Schools	\$ 4,752,900
Fire / EMS	\$ 6,135,000
Streets	\$ 6,600,000
Stormwater	\$ 4,135,000
Utilities	\$ 39,035,000
Transit	\$ 6,731,000
Total	<u>\$ 68,408,900</u>



Proposed Facilities Capital Program

City of Petersburg, VA
FY 2021 - 2025 Proposed CIP

PROJECT	Total Project	Proposed Budget				
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Facilities Management						
Animal Shelter Fence and Interior Repairs	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -
City Hall Window & Door Restoration	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -
Petersburg Public Library Conference/Event Center AV System	\$ 250,000	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -
Roof Replacement Gen. District & Juv. Domestic Relations Courts	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -
Siege Museum Major Repairs	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Southside Depot	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Union Station Window Replacement & Restoration	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -
Wilcox Lake Irrigation System	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
FACILITIES MANAGEMENT SUBTOTAL	\$ 1,020,000	\$250,000	\$ 200,000	\$ 200,000	\$ 300,000	\$ 70,000

Funding Sources – General Obligation Bonds (GOB's) & VRA Refunding 2017, & Community Development Block Grant (CDBG).



Proposed Schools Capital Program

City of Petersburg, VA
FY 2021 - 2025 Proposed CIP

PROJECT	Total Project		Proposed Budget			
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Schools						
Cool Spring Elementary School Window Replacement	\$ 356,000	\$ -	\$ -	\$ 356,000	\$ -	\$ -
Cool Spring Elementary School Replace 10 Fan Coil Units	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Lakemont Elementary School Roof Replacement	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Lakemont Elementary School Window Replacement	\$ 266,400	\$ -	\$ -	\$ -	\$ 266,400	\$ -
Petersburg High School Exterior Door Replacement	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -
Petersburg High School Roof Replacement	\$ 682,000	\$ -	\$ -	\$ -	\$ 682,000	\$ -
Petersburg High School Replace Gym Floor	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ -	\$ -
Pleasants Lane Elementary School Window Replacement	\$ 211,000	\$ -	\$ -	\$ 211,000	\$ -	\$ -
Pleasants Lane Elementary School Up Grade Bathrooms	\$ 71,500	\$ -	\$ -	\$ 71,500	\$ -	\$ -
Pleasants Lane Elementary School Replace 10 Fan Coil Unit	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000	\$ -
Walnut Hill Repoint/Repair/Replace Brickwork/Stills	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Westview Early Childhood E C Parent Drop Off Loop	\$ 262,000	\$ -	\$ -	\$ 262,000	\$ -	\$ -
Westview Early Childhood E C Window Replacement	\$ 356,000	\$ -	\$ -	\$ -	\$ 356,000	\$ -
18 Replacement School Buses	\$ 1,728,000	\$ -	\$ -	\$ 576,000	\$ 576,000	\$ 576,000
SCHOOLS TOTAL	\$ 4,752,900	\$ -	\$ -	\$ 1,826,500	\$ 2,040,400	\$ 886,000

Funding Source – Qualified Zone Academy Bonds (QZAB's).



Proposed Fire & EMS Capital Program

City of Petersburg, VA
FY 2021 - 2025 Proposed CIP

PROJECT	Total Project	Proposed Budget				
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Fire / EMS						
100' Fire Aerial Apparatus Replacement	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -
800 MHz Radio System Upgrades	\$ 715,000	\$ 143,000	\$ 143,000	\$ 143,000	\$ 143,000	\$ 143,000
Ambulance Purchase	\$ 375,000	\$ -	\$ -	\$ 375,000	\$ -	\$ -
Computer Aided Dispatch (CAD) Replacement / Upgrade (ID Networks)	\$ 505,000	\$ 101,000	\$ 101,000	\$ 101,000	\$ 101,000	\$ 101,000
Fire Administration Emergency Power Backup Generator	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Fort Bross Fire Admin. Training Facility- Water & Sewer Study	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ -
Handheld Public Safety Radios	\$ 1,915,000	\$ 383,000	\$ 383,000	\$ 383,000	\$ 383,000	\$ 383,000
Market Street Fire Station Driveway / Apron Replacement	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -
New Fire Station Design - South End	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000	\$ -
New Fire Station Design - East End	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
FIRE / EMS TOTAL	\$ 6,135,000	\$ 627,000	\$ 627,000	\$ 1,227,000	\$ 2,577,000	\$ 1,077,000

Funding Source – General Obligation Bonds (GOB's).



Proposed Streets Capital Program

City of Petersburg, VA
FY 2021 - 2025 Proposed CIP

PROJECT	Total Project Budget	Proposed Budget				
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Street Operations						
St. Andrews Street Bridge Replacement	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
LED City Street Light Replacement	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Street Paving	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
STREET OPERATIONS TOTAL	\$ 6,600,000	\$2,600,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

Funding Source – Urban Highway Funds.



Proposed Stormwater Capital Program

City of Petersburg, VA FY
2021 - 2025 Proposed CIP

PROJECT	Total Project					Proposed Budget				
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2023	FY 2024	FY 2025	FY 2025
Stormwater Management										
Neighborhood Drainage Studies & Improvement Projects	\$ 3,035,000	\$ -	\$ -	\$ 640,000	\$ 1,200,000	\$ 1,195,000				
Wilcox Lake - Hydroturf	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -				
STORMWATER MANAGEMENT SUBTOTAL	\$ 4,135,000	\$ -	\$ 1,100,000	\$ 640,000	\$ 1,200,000	\$ 1,195,000				

Funding Source – Stormwater Fees

Note – Assumes construction phase of Wilcox Lake – Hydroturf project occurs in FY 2022.



Proposed Utilities Capital Program

City of Petersburg, VA
FY2021 - 25 Proposed CIP

PROJECT	FY 2021	Proposed Budget				
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
WATER UTILITY						
Equipment	\$ 260,000	\$ -	\$ -	\$ 160,000		\$ 100,000
Halifax Tank Rehabilitation (Tank)	\$ 785,000	\$ -	\$ -		\$ 35,000	\$ 750,000
Infrastructure (unanticipated failures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jamestown Tank Rehabilitation	\$ 785,000	\$ -	\$ 35,000	\$ 750,000	\$ -	\$ -
Large Water & Sewer Meter Replacement Incl Lids	\$ 550,000	\$ 400,000	\$ 150,000	\$ -	\$ -	\$ -
Locks Booster Station Rehab & Upgrade (New Pump)	\$ 550,000	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ -
Locks Water Line Replacement	\$ 1,995,000	\$ 1,995,000	\$ -	\$ -	\$ -	\$ -
Mercury Street Tank Rehabilitation	\$ 535,000		\$ 35,000	\$ 500,000	\$ -	\$ -
Mount Vernon Pump Station Rehab and Upgrade	\$ 750,000		\$ 50,000	\$ 700,000	\$ -	\$ -
Mount Vernon Tank Painting (Tank)	\$ 800,000	\$ -		\$ 50,000	\$ 750,000	\$ -
Replace Distribution Mains	\$ 4,500,000	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Replace Water Transmission Mains	\$ 8,000,000	\$ -	\$ -	\$ 3,000,000	\$ 2,500,000	\$ 2,500,000
Walnut Hill Tank Rehabilitation	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Water Master Plan, Engineering and Modeling	\$ 150,000	\$ 75,000	\$ 75,000		\$ -	\$ -
WATER SUBTOTAL	\$20,060,000	\$2,470,000	\$ 345,000	\$ 7,110,000	\$5,285,000	\$4,850,000

Funding Source – VRA Revenue Bonds



Proposed Utilities Capital Program

City of Petersburg, VA
FY2021 - 25 Proposed CIP

PROJECT	FY 2021	Proposed Budget				
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
WASTEWATER UTILITY						
Equipment	\$ 375,000	\$ 225,000	\$ -	\$ -	\$ 150,000	\$ -
Flow Monitoring	\$ 350,000	\$ 350,000	\$ -		\$ -	\$ -
Infiltration and Reduction Projects (Relining and Repairs)	\$ 1,800,000	\$ 150,000	\$ 150,000	\$ 500,000	\$ 500,000	\$ 500,000
Manhole Inserts	\$ 375,000	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000
Poor Creek Force Main (Design)	\$ 8,350,000	\$ 350,000	\$ 1,725,000	\$ 6,275,000	\$ -	\$ -
Poor Creek Force Main - Pump Station Upgrade (Design & Const.)	\$ 1,575,000	\$ -	\$ -	\$ 75,000	\$ 1,500,000	\$ -
Pump Station Rehabilitations	\$ 3,000,000	\$ -		\$ 1,250,000	\$ 625,000	\$ 1,125,000
Conveyance System Rehabilitation	\$ 3,000,000			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Sewer Master Plan Phase 3-Engineering & Modeling	\$ 150,000	\$ 75,000	\$ 75,000		\$ -	\$ -
WASTEWATER SUBTOTAL	\$18,975,000	\$1,150,000	\$1,950,000	\$ 9,225,000	\$3,900,000	\$2,750,000
TOTAL	\$39,035,000	\$3,620,000	\$2,295,000	\$16,335,000	\$9,185,000	\$7,600,000

FY 2021	
VRA Rev. Bonds 4-30-20 Bal.	\$ 5,278,000
Utilities CIP FY21 Total	\$ (3,620,000)
Remaining Balance End of FY21	\$ 1,658,000

FY 2022	
\$ 1,658,000	Beg VRA Revenue Bond Balance FY22
\$ (2,295,000)	Utilities CIP FY22 Total
\$ (637,000)	Deficit Supplemented by Utilities Operating Funds

Funding Source – VRA Revenue Bonds

* Additional funding is needed in the outlying years. Utilities operating funds will be utilized to supplement FY22 deficit.



Proposed Transit Capital Program

City of Petersburg, VA
FY2021 - 25 Proposed CIP

PROJECT	Total Project		Proposed Budget			
	Budget	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Petersburg Area Transit						
Purchase Passenger Shelters (Bus Shelters)	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Bus Stop Amenities (benches)	\$ 74,000	\$ 17,000	\$ -	\$ 20,000	\$ -	\$ 37,000
Bus Stop Amenities (bus stop signs)	\$ 33,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -
Purchase Radios	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Purchase Shop Equipment	\$ 230,000	\$ 50,000	\$ -	\$ 90,000	\$ -	\$ 90,000
Purchase Support Vehicles	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Purchase Surveillance / Security Equipment	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
ADP Hardware	\$ 60,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Rehab/Renovation of Admin Building	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Feasibility study for Maintenance Facility	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -
Design & Engineering for Maint Facility	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Construction for Maint Facility	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
5307 SUBTOTAL	\$ 4,232,000	\$ 150,000	\$ 130,000	\$ 275,000	\$ 520,000	\$ 3,157,000
Purchase Replacement Bus < 30-ft	\$ 943,000	\$ 400,000	\$ 407,000	\$ -	\$ 68,000	\$ 68,000
Purchase Replacement Bus > 30-ft	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -
5339 SUBTOTAL	\$ 1,393,000	\$ 850,000	\$ 407,000	\$ -	\$ 68,000	\$ 68,000
Park and Ride Project	\$ 6,731,000	\$ 1,500,000	\$ 2,504,000	\$ 2,727,000	\$ -	\$ -
PARK AND RIDE PROJECT TOTAL	\$ 6,731,000	\$ 1,500,000	\$ 2,504,000	\$ 2,727,000	\$ -	\$ -
TRANSIT TOTAL	\$ 12,356,000	\$ 2,500,000	\$ 3,041,000	\$ 3,002,000	\$ 588,000	\$ 3,225,000

Note: Funding Source – Federal & State Grants.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha R. Ferrell-Benavides, City Manager

FROM: Darnetta Tyus, Deputy City Manager, Community Affairs

RE: **A PRESENTATION REGARDING THE CORONAVIRUS PANDEMIC RESPONSE AND ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV) FUNDS**

PURPOSE: To provide a presentation on the City’s Coronavirus Pandemic response and the Resiliency Project, the City’s effort to prepare, prevent and respond to the Coronavirus Pandemic.

REASON: To provide a presentation on strategies and plans to prepare, prevent and respond to the Coronavirus Pandemic in Petersburg, developed in partnership with the Crater Health District and other relevant resource and service providers.

RECOMMENDATION: Receipt of the presentation.

BACKGROUND: The City of Petersburg has partnered with the Crater Health District and other relevant resource and service providers to develop strategies and plans to prepare, prevent and respond to the Coronavirus Pandemic in Petersburg.

Also, as a participant in the U.S. Department of Housing and Community Development (HUD), Department of Community Planning Development’s Community Development Block Grant Entitlement Program, the City of Petersburg, Virginia is the recipient of CDBG-CV funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$371,969.00. The City of Petersburg will amend the most recently approved Annual Action Plan (2019-2020) on or about May 19, 2020 to include the allocation of additional funding. All CDBG-CV funds will be allocated to prepare, prevent and respond to the Coronavirus Pandemic.

The City of Petersburg CDBG-CV funding will be allocated to support the Petersburg Coronavirus Resiliency Project. Project activities will include the following:

- Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
- Provide testing, diagnosis or other services at a fixed or mobile location.
- Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
- Provide equipment, supplies, and materials necessary to carry-out a public service.

The Coronavirus Resiliency Project will be managed in partnership with subrecipients of Petersburg CDBG-CV funding.

The initial partner and subrecipient will be the Petersburg Health Department. The allocation will total \$275,000 and focused activities will include testing, contact tracing and other critical services for low- and moderate-income citizens in the greater Petersburg area. The City will allocate the remaining \$96,969.00 in funding for the Coronavirus Resiliency Project efforts including alternative housing strategies for self-isolating and quarantining when necessary.

Due to the Coronavirus Pandemic, the City of Petersburg has amended the most recent Citizens Participation Plan. The City will accept public comment for five (5) days via telephone messaging at (804) 733-2338, or in writing with submissions sent to the City of Petersburg CDBG Program Coordinator, Department of Planning and Community Development, City Hall, Suite 304, 135 N. Union Street, Petersburg, Virginia, 23803. The Public Comment period shall end at 5:00 p.m. on May 18, 2020.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: Yes

CITY COUNCIL HEARING DATE: May 19, 2020

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: N/A

STAFF: Darnetta Tyus, Deputy City Manager, Community Affairs



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Aretha Ferrell-Benavides, City Manager
FROM: Nykesha Jackson
RE: **Minutes of Petersburg City Council Meetings**

PURPOSE: Minutes of City Council Meetings

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. February 18, 2020 Closed Session Meeting Minutes
2. April 14, 2020 Closed Session Meeting Minutes

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, February 18, 2020, at the Union Train Station. Mayor Parham called the Special Called Closed Session Meeting to order at 6:00p.m.

1. **ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr
Council Member Annette Smith-Lee
Council Member Darrin Hill
Council Member W. Howard Myers
Mayor Samuel Parham

Absent: Council Member Treska Wilson- Smith (arrived at 6:18pm)
Vice Mayor John A. Hart

Present from City Administration:

City Attorney Anthony Williams
City Manager Aretha R. Ferrell-Benavides
Clerk of Council Nykesha D. Jackson

2. **CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney.

Mayor Parham. The motion was seconded by Council Member Myers. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, and Parham; Absent: Wilson-Smith and Hart

City Council entered closed session at 6:04 p.m.

CERTIFICATION:

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Hill made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Myers. There was no discussion on the motion.

*Audio available upon request.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

- 20-R-10 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to opened session at 6:42pm.

3. ADJOURNMENT:

City Council adjourned at 6:43 p.m.

Clerk of City Council

APPROVED:

Mayor

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, April 14, 2020, on live stream. Mayor Parham called the Special Called Closed Session Meeting to order at 11:00a.m.

1. **ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr
Council Member Treska Wilson-Smith
Council Member Annette Smith-Lee
Council Member Darrin Hill
Council Member W. Howard Myers
Mayor Samuel Parham

Absent: Vice Mayor John A. Hart (arrived during closed session)

Present from City Administration:

City Attorney Anthony Williams
City Manager Aretha R. Ferrell-Benavides
Clerk of Council Nykesha D. Jackson

2. **CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney.

Council Member Myers moved that the City Council go into closed session for the purposes noted by Mayor Parham. The motion was seconded by Council Member Hill. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

City Council entered closed session at 11:05 a.m.

CERTIFICATION:

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Myers made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Wilson-Smith. There was no discussion on the motion.

The motion was approved on roll call vote.

*Audio available upon request.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, Hart, and Parham

- 20-R-13 **A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to opened session at 12:04 p.m.

3. **ADJOURNMENT:**

City Council adjourned at 12:07 p.m.

Clerk of City Council

APPROVED:

Mayor



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development

FROM: Charles L. Koonce

RE: **Consideration of an appropriation for Coronavirus Aid, Relief, and Economic Recovery Act (CARES) Federal Transportation Administration funding for FY 20 operating expenditures. 1st reading**

PURPOSE: To appropriate Federal CARES grant funding.

REASON: Petersburg Area Transit received 3.5 million dollars from the Federal Transportation Administration which may be used for operating expenditures beginning January 20, 2020. This funding must be appropriated prior to expenditure.

RECOMMENDATION: Recommend City Council approve the attached appropriation ordinance for \$300,000.

BACKGROUND:

FTA granted \$3.5 million to Petersburg Area Transit at a 100-percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. Petersburg Area Transit will appropriate \$300,000 for Fiscal Year 2020 and the remainder of the allocation in FY 21.

COST TO CITY: 0

BUDGETED ITEM: No

REVENUE TO CITY: \$300,000

CITY COUNCIL HEARING DATE: 5/19/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord CARES

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$300,000
Total Expenses	\$5,242,039

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: CARES GRANT [Federal]	\$300,000
Total Resources	\$5,242,039



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: **A public hearing for an amendment to the Tourism and Economic Development sections of the City of Petersburg Comprehensive Plan.**

PURPOSE: To hold a public hearing to receive citizen comments on the proposed amendments to the City of Petersburg Comprehensive Plan, specifically the Tourism and Economic Development sections of the plan.

REASON: Council is required to schedule and conduct a public hearing, upon receiving a recommendation from the Planning commission, before it takes legislative action on an amendment to the Comprehensive Plan.

RECOMMENDATION:

It is recommended that the City Council adopts the Ordinance amending the Tourism and Economic Development sections of the City of Petersburg Comprehensive Plan.

BACKGROUND:

The City of Petersburg has an adopted Comprehensive Plan in accordance with the Code of Virginia Section 15.2-2223. In accordance with the Code of Virginia, the adopted Comprehensive Plan is general in nature and shows long-range recommendations for the general development of the City.

The current adopted City of Petersburg Comprehensive Plan does not include language regarding hospitality businesses, which are assets necessary to address tourism, business and resident demand for guest rooms and banquet facilities. The proposed amendment identifies the need for such businesses in the Comprehensive Plan.

During the May 13, 2020 meeting of the City of Petersburg Planning Commission, the Commission unanimously approved the amendments and the recommendation to forward the item to the City Council for consideration.

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. 0519_2020OrdinanceRECompPlanAmendment

**AN ORDINANCE OF THE CITY OF PETERSBURG CITY COUNCIL
AMENDING THE CITY OF PETERSBURG COMPREHENSIVE PLAN**

WHEREAS, the Code of Virginia, 15.2-2223. Requires that “The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction”; and

WHEREAS, the Code of Virginia, 15.2-2223, also states that “The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities”; and

WHEREAS, the current City of Petersburg Comprehensive Plan does not include language regarding hospitality businesses and the current and future needs for hospitality accommodations and services within the City; and

WHEREAS, the City of Petersburg Planning Commission voted on May 13, 2020 to recommend to the City Council approval of the amendments to the Comprehensive Plan to include language regarding hospitality businesses and the current and future needs for hospitality accommodations and services within the City.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Petersburg approves an amendment to the City of Petersburg Comprehensive Plan Cultural Affairs, Arts, Tourism and Economic Development Section, and the Economic Issues Section as follows:

1. Adding the title of “Tourism-Hospitality” to page 60 of the plan.
2. Adding under the title the following language “Within the limits of the City of Petersburg there are currently twenty (20) businesses that offer hospitality accommodations, including hotels, motels, Inns, and Bed and Breakfast establishments, and other hospitality establishments. None of the existing hospitatlity offerings have facilities to accommodate larger events (banquets, reunions, weddings, business meetings and conferences) and the demand for larger accommodations is being met outside the City.”
3. Adding under the Economic Issues section of the plan, page 98, an additional bullet with the language “There is a lack of hospitality options to accommodate larger group events (banquets, reunions, weddings, business meetings and conferences). Also, demand for accommodations to meet the needs of visitors and tourists is not met by current offerings.”
4. Adding an Objective 10 to the Policy Goal II section on page 99: “Objective 10: Identify and support efforts to provide diversified hotel options to accommodate larger events, business travelers and tourists.”



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: A public hearing for the proposed allocation of Community Development Block Grant (CDBG) funds for the program year 2020-2021 and Fiscal Year 2021.

PURPOSE:

To hold a public hearing to receive citizen comment on the proposed allocation of Community Development Block Grant funds for FY 2020-2021.

REASON: The U.S. Department of Housing and Urban Development (HUD) requires that a public hearing be held before the City Council approves the proposed allocation of CDBG funds.

RECOMMENDATION: It is recommended that the City Council approves the proposed allocation of Community Development Block Grant funds for FY 2020-2021.

BACKGROUND: The City of Petersburg is a U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) entitlement jurisdiction. As an entitlement jurisdiction, the City receives annual funding from the CDBG program directly. To receive the funds, the City is required to submit a Consolidated Plan that specifies the proposed uses of the funds to be received in Program Year 2020-2021. CDBG Funds may be used to address one or more of the three national objectives: 1. Benefit of low and moderate income persons, 2. Aid in the prevention or removal of blight or 3. Urgent needs.

COST TO CITY: N/A

BUDGETED ITEM: Yes

REVENUE TO CITY: \$617,244

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: U.S. Department of Housing and Urban Development (HUD)

AFFECTED AGENCIES: Budgeting, Finance, Planning and Community Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. CDBGAllocations

CDBG Reprogrammed and Allocation Funding for PY 2020-2021 and FY21

Funding Source	Amount	Allocated
Commercial Rahab	\$ 51,021.55	
Lockes Waterline	\$ 195,008.24	
Total of Funds to be Reprogrammed	\$ 246,029.79	
Grant anticipated funds PY2020-2021	\$ 617,244.00	
Funds Reprogrammed from previous program years	\$ 246,029.79	
Total Funds to allocate for Program Year 2020-2021	\$ 863,273.79	
Proposed Allocated Funding for PY2020-2021		
Ross Court Development (In-fill housing development)		
St. Joseph Villa-Youth Action Board (Resource fair for youth population not attached to an adult/family)		
Enhancing Education (Afterschool Program)		
FLITE Foundation (Interior Building renovations)		
Pathways (Employment Program)		\$ 10,000.00
Project Homes (Housing Rehab Program)		\$100,000.00
Rebuilding Together (Housing Rehab Program)		\$ 25,000.00
Restoration of Petersburg CDC (Infrastructure)		\$200,000.00
Petersburg Redevelopment and Housing Authority (Infrastructure)		\$ 50,000.00
City of Petersburg Administration (CDBG Program)		\$ 120,000.00
Fair Housing (Analysis of Impediments)		\$ 33,273.79
Code Enforcement		\$ 200,000.00
River Street Education, Inc. (River Street Market)		\$ 5,000.00
YMCA		\$ 15,000.00
Hope Center (Feeding program)		\$ 25,000.00
Friday for the Arts (Old Towne beautification and Arts program)		\$ 5,000.00
CARES, Inc.		\$ 25,000.00
Petersburg Public Library		\$ 50,000.00
Total		\$ 863,273.79



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development

FROM: Carthan Currin

RE: **Consideration of authorization to execute a Development Agreement regarding the development of the Harbor Area and amend the ordinance previously adopted.**

PURPOSE:

For the City Council to approve and authorize the execution of a Development Agreement regarding the development of the Harbor Area and amend the Ordinance previously adopted.

REASON:

To obtain authorization to execute a Development Agreement and to amend the ordinance previously adopted to remove a scrivener's error.

RECOMMENDATION:

It is recommended that the City Council considers authorizing the City Manager to execute the development agreement for the development of the City-owned property referred to as the Harbor Area on the south side of the Appomattox River.

The City Council held a public hearing on October 15, 2019, and subsequently adopted an ordinance authorizing the City Manager to execute a purchase agreement and proceed with the sale of City-owned property in accordance with applicable legal requirements.

BACKGROUND:

The City received a proposal from Waukeshaw Development, Inc. whose Principal is Dave McCormack, to purchase parcels of property owned by the City of Petersburg, and bounded by River Street to the South, Joseph Jenkins Roberts St to the West, the Harbor to the North, and Interstate 95 to the East, including the following City-owned properties:

<i>Parcel</i>	<i>Property</i>	<i>Size</i>	<i>Zoning</i>	<i>Acquisition</i>
<i>ID</i>	<i>Address</i>			

011-020006	275	River Street	2.64 ac	M-2	12/16/1988
011-020002	209 Rear	River Street	1.01 ac	M-2	02/25/1987
011-020004	209	River Street	.06 ac	M-2	12/16/1988
011-030001	429	Fifth Street	.73 ac	R-4	06/14/1991
012-010001	433	River Street	.67 ac	M-2	
011-020801	501	Second Street	.30 ac	M-2	5/31/1995
011-040002	236	River Street	.17 ac	M-2	12/16/1988
011-040003	240	River St	.55 ac	M-2	04/15/2014

Portions of the parcels are within the floodway of the Appomattox River and the remainder of the parcels is within the floodplain. A 2015 appraisal of five of the properties estimates the value of five of the properties at \$20,000. The proposed purchase price is \$100,000.

There are major water and sewer lines beneath the surface of the property and associated vents above grade. Easements will be required to provide access to the infrastructure.

The proposed use for the property is an outdoor event space. The proposed use is in conformance with the Zoning, M-2.

The Development Agreement includes the final scope, budget, source and uses of funding, and construction schedule for the development.

Following a public hearing, the City Council previously adopted Ordinance 19-ORD-52 authorizing the City Manager to execute a Purchase Agreement. A reference to a lease was included in the Ordinance and should be removed, which is proposed in this ordinance.

Following a due diligence period, the Development Agreement was drafted and is presented for City Council consideration.

OST TO CITY: Conveyance of Real Property

BUDGETED ITEM: N/A

REVENUE TO CITY: Revenue from the sale of property and associated fees and taxes.

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: City Manager, Economic Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: 19-ORD-52

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. 0519_2020Harborpropertiesproposal
2. 0519_2020OrdinanceHarborProperties
3. 0519_2020DevelopmentAgreementHarborProperties

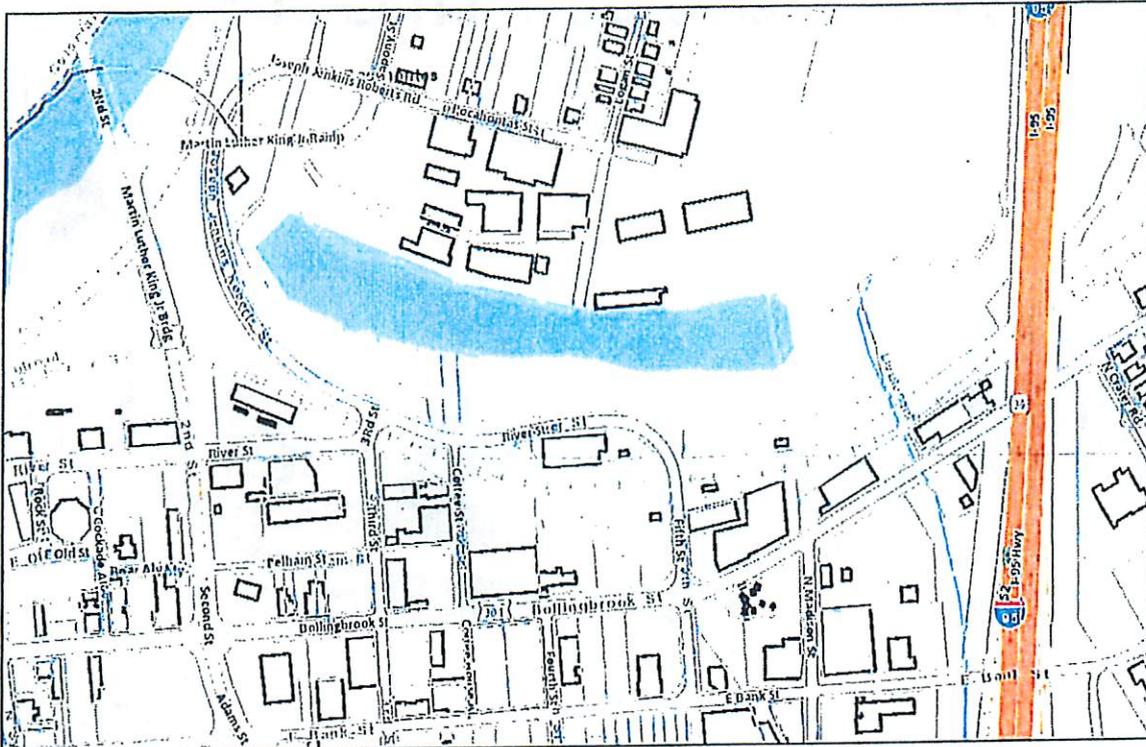
Proposal to Purchase City-Owned Property



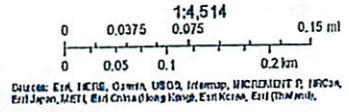
Purchaser	
Project Name	Harbor Development
Property Address	209, 209 Rear, 236, 240, 275 and 433 River Street, 429 Fifth Street, and 501 Second Street
Parcel Number	011-020004, 011-020002, 011-040002 Acreage <u>6.13</u> Bldg SF _____ 011-040003, 011-020006, 012-010001, 011-030001, 011-020801
Project Developer	Waukeshaw Development, Inc.
Contact Name	Dave McCormack
Address	245 E Bank St Phone _____ Petersburg, VA 23803
Email	hello@waukeshaw.com
Experience/Qualifications	Extensive Experience with mixed use redevelopment projects
Development Description	The development proposal includes a festival event space and a passive recreation area
Offered Purchase Price	\$ <u>100,000.00</u> Total Investment \$ <u>250,000.00</u>
Description of Financing (%)	Equity 100%
Community Benefit	New Outdoor Event Space, Revenue from activities in the space
Due Diligence Period (months)	3
Construction Start Date	Completion Date _____
Number of Projected Jobs	Temp/Const. Jobs _____ Permanent Jobs _____
Average Wage	_____
Contingencies	

City Assessment	
Outstanding Obligations	
Proposed Land Use	Recreation
Comp Plan Land Use	
Zoning	M-2
Enterprise Zone	
Rehab/Abatement	
New Construction	
Historic District	
Assessed Value	\$ 493,200.00 Appraised Value \$20,000 (5 Properties) Date 10/15/15
City Revenue from Sale	\$ (393,200.00)
Projected Tax Revenue	Abatement Year 1 Year 5 Year 20
Real Estate Tax	\$ - \$ 6,658.20 \$ 33,658.20 \$ 134,908.20
Personal Property Tax	\$ - \$ - \$ - \$ -
Machinery and Tools Tax	\$ - \$ - \$ - \$ -
Sales and Use Tax	\$ - \$ - \$ TBD \$ -
Business License Fee	\$ - \$ - \$ TBD \$ -
Lodging Tax	\$ - \$ - \$ - \$ -
Meals Tax	\$ - \$ - \$ TBD \$ -
Other Taxes or Fees	\$ - \$ - \$ - \$ -
Total Tax Abatement	\$ - \$ - \$ - \$ -
Total Tax Revenue	\$ - \$ - \$ - \$ 134,908.20
Costs to the City	\$ - \$ - \$ - \$ -
City ROI (Revenue - Cost)	\$ - \$ - \$ - \$ -
Staff Recommendation	_____
Committee Recommendation	_____ Comm. Review Date _____
Last Use (Public)	_____
Council Decision	_____ Council Review Date _____
Disposition Ord #	_____ Ord Date _____

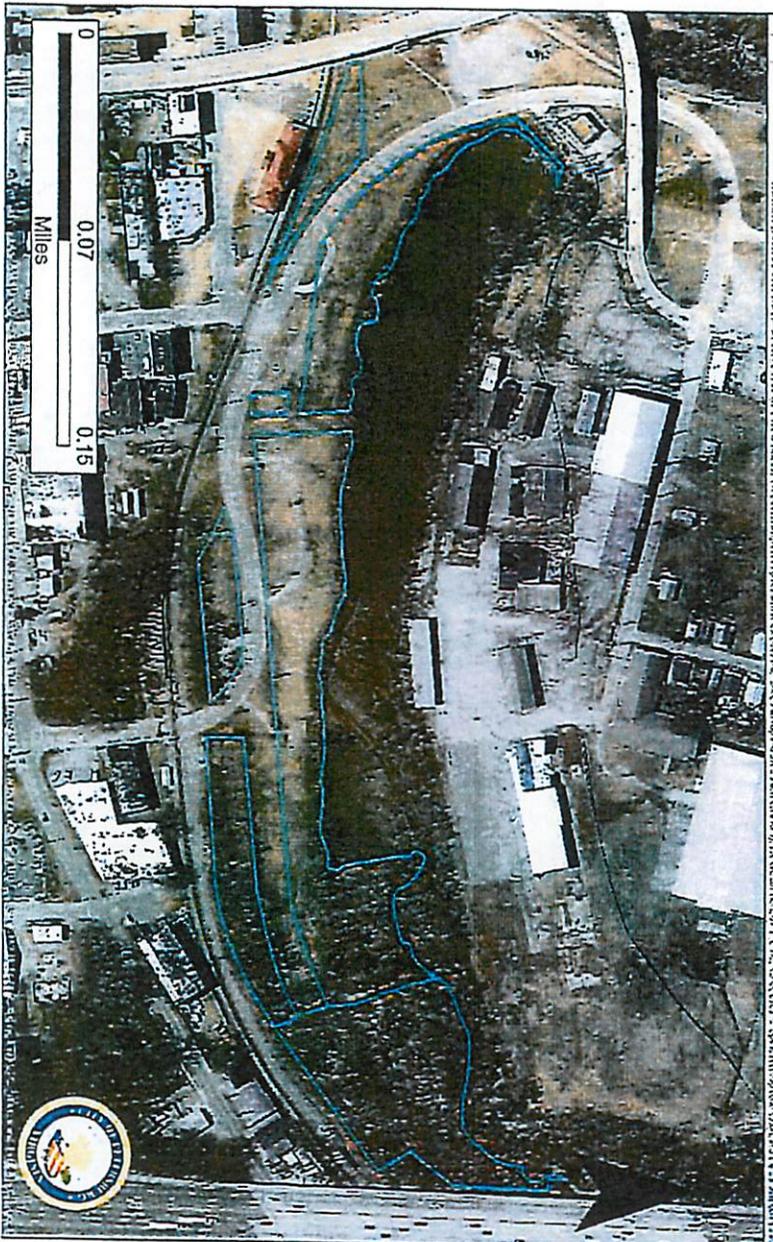
South River Parcels



April 17, 2019



River Street Parcels





National Flood Hazard Layer FIRMette



Legend

- SEE THIS REPORT FOR DETAILED LEGEND AND INFORMATION FOR THIS PANEL LAYOUT
- SPECIAL FLOOD HAZARD AREAS**
- Without Data Flood Elevation (BFE) Zone AE, AE1
 - With BFE of Depth Zone AE, AE1, AE2, AE3, AE4
 - Regulatory Floodway
- OTHER AREAS OF FLOOD HAZARD**
- 0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
 - Future Conditions 1% Annual Chance Flood Hazard Zone X
 - Areas with Reduced Flood Risk due to Levees. See Notes. Zone X
 - Area with Flood Risk due to Levees. Zone X
- OTHER AREAS**
- Area of Minimal Flood Hazard Zone X
 - Effective LOMs
 - Area of Undetermined Flood Hazard Zone X
- GENERAL STRUCTURES**
- Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- OTHER FEATURES**
- Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transect
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary
 - Coastal Transect Maxline
 - Profile Database
 - Hydrographic Features
- MAP PANELS**
- Digital Data Available
 - No Digital Data Available
 - Unmapped
- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps as it is not used as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the National Flood Hazard Layer (NFHL) web services provided by FEMA. This map was updated on 10/05/2019 at 10:21:05 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map is not to be used in the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FEMA panel number, and FEMA effective date. Map images for unmapped and undetermined areas cannot be used for regulatory purposes.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-040003	Account Number Vacant Parcel
Prior Parcel ID -	Property Location 240 RIVER ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N UNION ST	Most Recent Sale Date 5/19/2014
City PETERSBURG	Legal Reference 2014-1109
Mailing State VA Zip 23803	Grantor EGGLESTONELSIE H
Parcel Zoning M-2	Sale Price 0
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 30,600	Total Value 30,600
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Building Description

Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

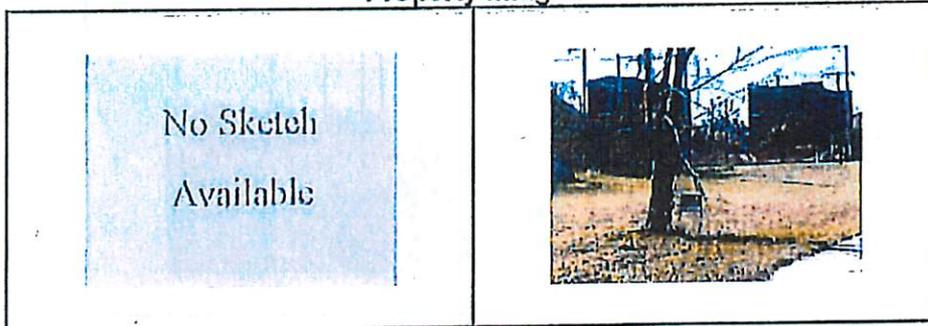
Legal Description

240 X 100-53 INCLUDES 4TH ST

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) **N/A** style building, built about **N/A**, having **N/A** exterior and **N/A** roof cover, with **N/A** unit(s), **0** room(s), **0** bedroom(s), **0** bath(s), **half** bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-040002	Account Number Vacant Parcel - Harbor Area
Prior Parcel ID -	Property Location 238 RIVER ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 12/22/1988
City Petersburg	Legal Reference 459-175
Mailing State VA Zip 23803	Grantor
Parcel Zoning M-2	Sale Price 160,000
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 4,300	Total Value 4,300
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Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Basement Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

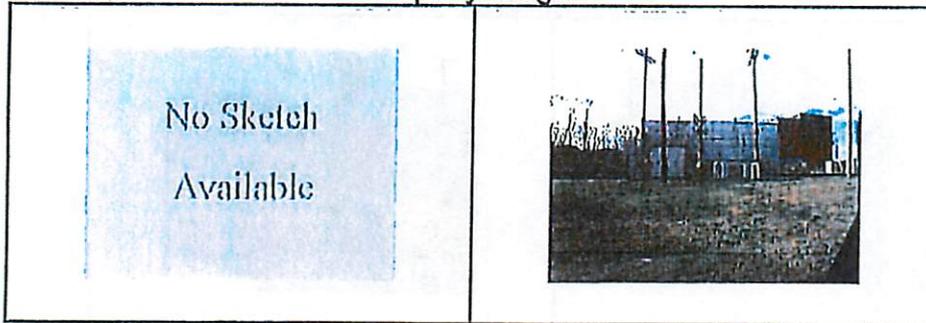
Legal Description

PARCEL 1161.7-169.25X48.24-0

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) **NONE** style building, built about **N/A**, having exterior and roof cover, with **0** unit(s), **0** room(s), **0** bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-020801	Account Number Harbor Area
Prior Parcel ID -	Property Location 501 SECOND ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 7/13/1995
City Petersburg	Legal Reference 541-439
Mailing State VA Zip 23803	Grantor
Parcel Zoning M-2	Sale Price 0
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 28,200	Total Value 28,200
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Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

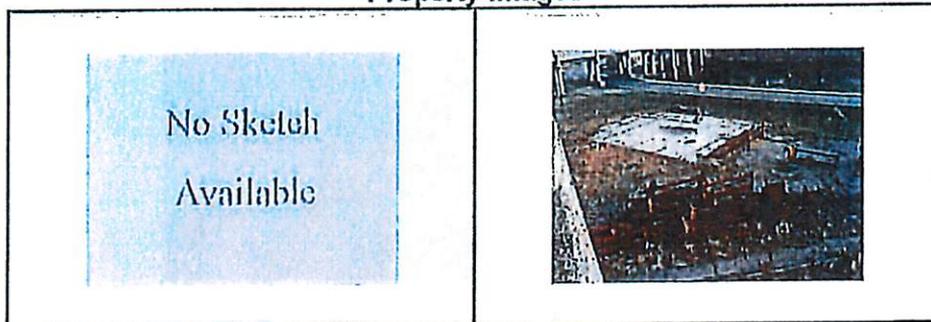
Legal Description

PT PARCEL 17

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) NONE style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 012-010001	Account Number Harbor Area
Prior Parcel ID -	Property Location 433 RIVER ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 12:00:00 AM
City Petersburg	Legal Reference 0-0
Mailing State VA Zip 23803	Grantor
Parcel Zoning M-2	Sale Price 0
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 13,400	Total Value 13,400
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Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Sliding	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

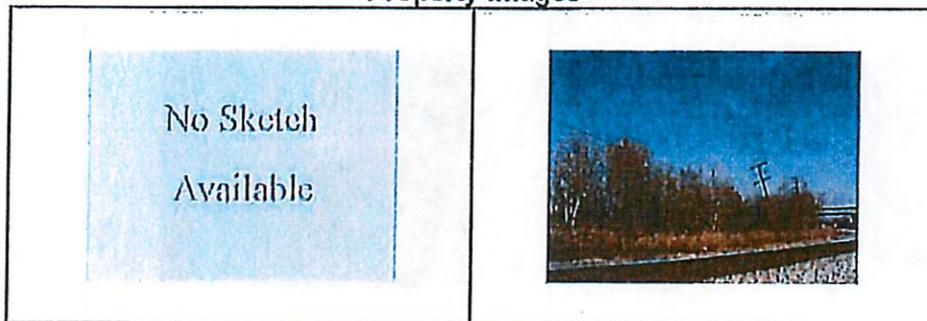
Legal Description

215 X 90 REAR 401-31 & 325 X 30

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) **NONE** style building, built about **N/A**, having exterior and roof cover, with **0** unit(s), **0** room(s), **0** bedroom(s), **0** bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-030001	Account Number Vacant Lot - Harbor Area
Prior Parcel ID --	Property Location 429 FIFTH ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 6/17/1991
City Petersburg	Legal Reference 488-192
Mailing State VA Zip 23803	Grantor
Parcel Zoning R-4	Sale Price 125,000
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 68,900	Total Value 68,900
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Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Sliding	Air Conditioning
Finished Area (\$F)	Interior Walls N/A	# of Bsm't Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

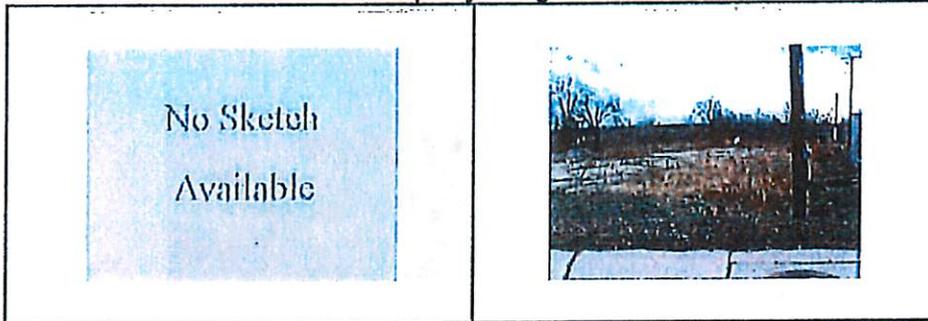
Legal Description

TWO PARCELS, 0.735 ACRES

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) NONE style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-020004	Account Number Vacant Parcel - Harbor Area
Prior Parcel ID -	Property Location 209 RIVER ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 12/22/1988
City Petersburg	Legal Reference 459-175
Mailing State VA Zip 23803	Grantor
Parcel Zoning M-2	Sale Price 150,000
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 6,300	Total Value 6,300
--------------------------------------	------------------------------	-------------------------	--------------------------

Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Sliding	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Bsm't Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

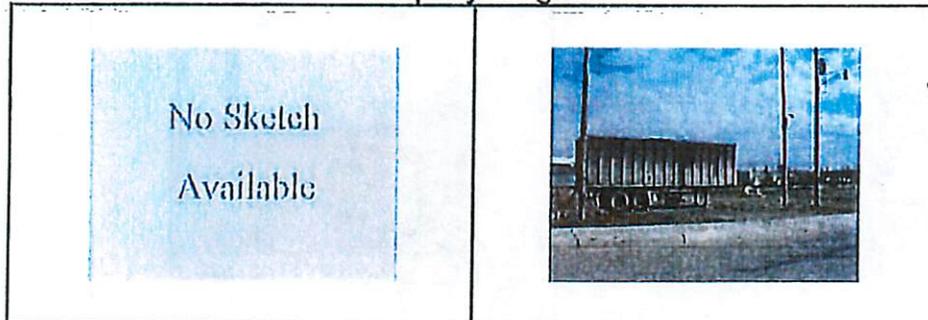
Legal Description

PARCEL 240-40.54X61.81-60

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) NONE style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID 011-020002	Account Number Harbor Area
Prior Parcel ID --	Property Location 209 REAR RIVER ST
Property Owner CITY OF PETERSBURG	Property Use CIP
Mailing Address 135 N. Union St	Most Recent Sale Date 3/2/1987
City Petersburg	Legal Reference 434-690
Mailing State VA Zip 23803	Grantor
Parcel Zoning M-2	Sale Price 70,000
	Land Area acres

Current Property Assessment

Card 1 Value Building Value 0	Xtra Features Value 0	Land Value 94,600	Total Value 94,600
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Building Description

Building Style NONE	Foundation Type	Flooring Type CARPET
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type NONE
Building Grade EXCELLENT	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning
Finished Area (SF)	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

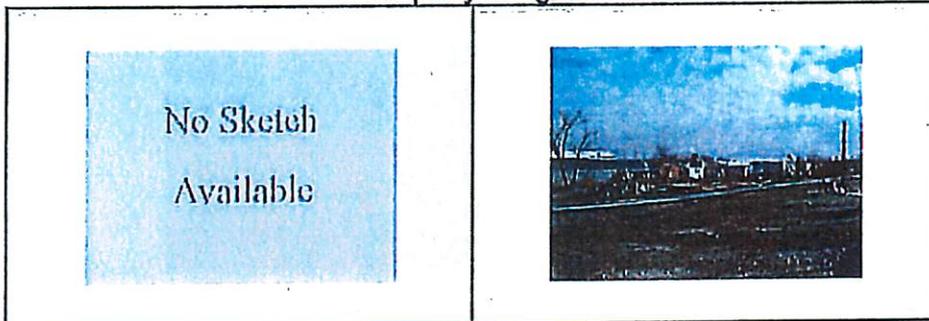
Legal Description

PARCEL 19 PART 21 B & PARCEL

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) NONE style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

Property Record Card - Petersburg, VA

General Property Data

Parcel ID	011-020006	Account Number	Harbor Area
Prior Parcel ID	-	Property Location	275 RIVER ST
Property Owner	CITY OF PETERSBURG	Property Use	CIP
Mailing Address	135 N. Union St	Most Recent Sale Date	12/22/1988
City	Petersburg	Legal Reference	175-175
Mailing State	VA	Grantor	
Zip	23803	Sale Price	160,000
Parcel Zoning	M-2	Land Area	acres

Current Property Assessment

Card 1 Value	Building Value	0	Xtra Features Value	0	Land Value	247,700	Total Value	247,700
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Building Description

Building Style	N/A	Foundation Type	N/A	Flooring Type	N/A
# of Living Units	N/A	Frame Type	N/A	Basement Floor	N/A
Year Built	N/A	Roof Structure	N/A	Heating Type	N/A
Building Grade	N/A	Roof Cover	N/A	Heating Fuel	N/A
Building Condition	N/A	Sliding	N/A	Air Conditioning	
Finished Area (SF)		Interior Walls	N/A	# of Bsmt Garages	0
Number Rooms	0	# of Bedrooms	0	# of Full Baths	
# of 3/4 Baths		# of 1/2 Baths		# of Other Fixtures	

Legal Description

PARCEL 3PT 16NC & PARCEL

Narrative Description of Property

This property contains acres of land mainly classified as CIP with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

An Ordinance Authorizing The City Manager to Develop and Execute A Purchase Agreement for the Sale of City-owned property 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, and 240 River St

WHEREAS, The City of Petersburg owns the property at 275 River Street, Parcel 011-020006; 209 Rear River Street, Parcel 011-020002; 209 River Street, Parcel 011-020004; 429 Fifth Street, Parcel 011-030001; 433 River Street, Parcel 012-010001; 501 Second Street, Parcel 011-020801; 236 River Street, Parcel 011-040002; and 240 River St, Parcel 011-040003; and

WHEREAS, The City has received a proposal from Waukeshaw Development, Inc. to purchase parcels of property owned by the City of Petersburg, and bounded by River Street to the South, Joseph Jenkins Roberts St to the West, the Harbor to the North, and Interstate 95 to the East, including the above listed City-owned properties to establish an outdoor event and festival space; and

WHEREAS, Currently, there is not a designated outdoor event and festival space within the City of Petersburg; and

WHEREAS, Portions of the parcels are within the floodway of the Appomattox River and the remainder of the parcels is within the floodplain; and

WHEREAS, There are major water and sewer lines beneath the surface of the property and associated vents above grade.; and

WHEREAS, A 2015 appraisal estimated the value of five of the properties at \$20,000.

WHEREAS, A separate Development Agreement will be developed to define the final scope, budget, source and uses of funding, and construction schedule for the development; and

WHEREAS, An agreement to establish operational aspects and responsibilities of the outdoor event space including but not limited to access, liability, maintenance, and vending will developed; and

WHEREAS, In accordance with legal requirements, the lease may not extend beyond a period of 5 years, after which time it may be renewed.

NOW THEREFORE, the City Council of the City of Petersburg hereby authorizes the City Manager Develop and Execute A Purchase Agreement for the Sale of City-owned property 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, and 240 River Street.

Revised 10/15/2019

An Ordinance Authorizing The City Manager to Develop and Execute A Purchase Agreement for the Sale of City-owned property 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, and 240 River St

WHEREAS, The City of Petersburg owns the property at 275 River Street, Parcel 011-020006; 209 Rear River Street, Parcel 011-020002; 209 River Street, Parcel 011-020004; 429 Fifth Street, Parcel 011-030001; 433 River Street, Parcel 012-010001; 501 Second Street, Parcel 011-020801; 236 River Street, Parcel 011-040002; and 240 River St, Parcel 011-040003; and

WHEREAS, The City has received a proposal from Waukeshaw Development, Inc. to purchase parcels of property owned by the City of Petersburg, and bounded by River Street to the South, Joseph Jenkins Roberts St to the West, the Harbor to the North, and Interstate 95 to the East, including the above listed City-owned properties to establish an outdoor event and festival space: and

WHEREAS, Currently, there is not a designated outdoor event and festival space within the City of Petersburg; and

WHEREAS, Portions of the parcels are within the floodway of the Appomattox River and the remainder of the parcels is within the floodplain; and

WHEREAS, There are major water and sewer lines beneath the surface of the property and associated vents above grade.; and

WHEREAS, A 2015 appraisal estimated the value of five of the properties at \$20,000.

WHEREAS, A separate Development Agreement will be developed to define the final scope, budget, source and uses of funding, and construction schedule for the development; and

WHEREAS, An agreement to establish operational aspects and responsibilities of the outdoor event space including but not limited to access, liability, maintenance, and vending will developed.

NOW THEREFORE, the City Council of the City of Petersburg hereby authorizes the City Manager Develop and Execute A Purchase Agreement for the Sale of City-owned property 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, and 240 River Street, subject to terms that include City Council approval of a Development Agreement prior to closing that defines the scope, design, layout, budget, sources and uses of funding and the development schedule.

Revised 10/15/2019

The following information is provided for your information. It is not intended to be a substitute for professional advice. Please consult your attorney for more information.

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DEVELOPMENT AGREEMENT

DEVELOPMENT AGREEMENT FOR THE DEVELOPMENT OF VACANT PROPERTIES AT 275 RIVER STREET, 209 REAR RIVER STREET, 209 RIVER STREET, 429 FIFTH STREET, 433 RIVER STREET, 501 SECOND STREET, 236 RIVER STREET, 240 RIVER STREET, PETERSBURG, AS AN OUTDOOR EVENT SPACE

On this _____ day of _____, 2020 came the parties, WAUKESHAW DEVELOPMENT INC, and/or its assigns, a Virginia corporation ("Purchaser"), whose business address is 398-300 4th Street, Petersburg, VA 23803 and the City of Petersburg, VA, a municipal corporation formed and operating under the laws of the Commonwealth of Virginia ("the City"), hereinafter collectively referred to as "the Parties," and did enter into this Development Agreement for the development of vacant properties at 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, 240 River Street, Petersburg, as an outdoor event space ("the Agreement") to wit:

RECITALS

The City is authorized to enter into binding purchase and development agreements for the purpose of disposing of City-owned property.

The City approved a purchase agreement for properties along the Appomattox River to facilitate and stimulate development and economic growth in the riverfront area, and the prospective purchaser intends to create a dedicated festival and events site, with the overall goal to increase area tourism, popularize Old Town Petersburg, and to increase visitation to local businesses.

The Purchaser has presented to Petersburg City Council and the City's Administration "project summary documents" herein attached as **(Exhibit A)** outlining specific information regarding the project that is the subject of this Agreement, which documents are hereby incorporated into this Agreement as if set forth fully herein.

The project summary documents describe the intentions of The Purchaser with regard to the purchase and development of property located at at 275 River Street, 209 Rear River Street, 209 River Street, 429 Fifth Street, 433 River Street, 501 Second Street, 236 River Street, 240 River Street, Petersburg ("the Property"). The requirements of the project summary documents are deemed by the Parties to supplement but not supplant all requirements described in this Agreement and shall be binding upon The Purchaser with regard to the development of the property.

Upon presentation of these documents to the City by The Purchaser, Petersburg City Council did authorize the sale of the Property to The Purchaser contingent upon the execution of this Development Agreement which shall be referenced in the recorded deed for the property and include a reverter requirement for noncompliance with the terms described herein.

AGREEMENT

In consideration of the City's conveyance of the Property to The Purchaser, The Purchaser shall perform the development of the Property strictly in compliance with the project summary documents and in accordance with the following terms:

- A. The Purchaser shall be solely responsible for the development of the Property in accordance with the project summary documents, and shall comply with all Code, Zoning, and other legal requirements associated with the development.
- B. The Purchaser shall be solely responsible for obtaining all applicable permits and inspections required for the development.
- C. The City makes no representations or warranties regarding the property or its development and shall be responsible only for conveyance of the Property as described herein, which is conveyed in "as is" condition with no warranties of title or condition.
- D. The period of time described in the project summary documents during which The Purchaser is required to complete the development of the Property shall be known as the "Development Period."
- E. The Purchaser shall not be permitted to convey the property during the Development Period. Upon completion of the development of the property, The Purchaser shall notify the City who shall determine compliance and upon making such determination, certify in writing completion of the development in accordance with the project summary documents. A copy of said certification shall be provided to The Purchaser. Upon such certification, this Agreement shall cease to be effective and become null and void.
- F. Extensions to the time schedule described in the project summary documents will not be authorized except by the written consent of the City as approved by Petersburg City Council.

- G. The failure of The Purchaser to timely comply with all requirements of the project summary documents shall be considered a material breach of this Agreement.
- H. Upon material breach of this Agreement, the City shall provide The Purchaser with written Notice describing the breach. Upon receipt of written Notice of Breach, The Purchaser shall have thirty days to cure. The failure to cure the material breach within the thirty-day period shall result in default.
- I. All Notices and other correspondence sent pursuant to this Agreement shall be sent to the following persons and addresses:

	To the City:
	City Manager (with copy to City Attorney)
	135 North Union Street
	Petersburg, VA 23803

Notices may be sent via Hand Delivery, Courier, First Class Mail, Certified Mail, Registered Mail or other similar standard business delivery service and shall be effective upon receipt.

- J. This Agreement shall be referenced as if set forth fully in the deed of conveyance of the Property from the City to The Purchaser. The deed shall include provisions for the reverter described herein. In addition, Purchaser agrees that easements for utilities, harbor maintenance, and dredging shall be included in the deed of conveyance as deemed necessary by the City. “Purchaser agrees that easements for utilities, harbor maintenance, and dredging shall be included in the deed of conveyance as deemed necessary by the City”
- K. The “original purchase price” for the Property shall be defined as the amount paid by The Purchaser to the City to facilitate the transfer of the property one hundred thousand and 00/100 dollars (\$100,000.00).
- L. Upon Default by The Purchaser, the City may, at its sole discretion, repay The Purchaser its original purchase price for the property less one thousand and 00/100 dollars (\$1,000.00), and record the Notice of Default which shall cause the Property to automatically revert to the City.

- M. This Agreement shall be binding upon The Purchaser and successors in interest until such time that the obligations are concluded and the Agreement is declared to be null and void in accordance with the terms described herein.
- N. This Agreement shall be construed under the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of any requirement described herein shall be litigated solely in the Circuit Court for the City of Petersburg, Virginia.
- O. If any provision of this document is deemed by a Court to be contrary to applicable law, the remaining terms shall continue in full force and effect.

By signing below, the undersigned parties represent that they have the authority to bind and do hereby bind their respective entity to all terms of this Agreement.

Approved as to form:

Anthony C. Williams, City Attorney

CITY OF PETERSBURG, VIRGINIA

By: _____
Aretha Ferrell-Benavaides

COMMONWEALTH OF VIRGINIA
City of Petersburg

On this _____ day of _____, 2020, Aretha Ferrell-Benavaides, City Manager for the City of Petersburg, Virginia, whose identity was confirmed by valid photographic identification, did appear before me, a notary public for the Commonwealth of Virginia, and affix her signature to the foregoing DEVELOPMENT AGREEMENT FOR

DEVELOPMENT OF 275 RIVER STREET, 209 REAR RIVER STREET, 209 RIVER STREET, 429 FIFTH STREET, 433 RIVER STREET, 501 SECOND STREET, 236 RIVER STREET, 240 RIVER STREET, PETERSBURG, VIRGINIA.

Notary

Notary ID No.: _____
My Commission Expires: / /

By: _____

COMMONWEALTH OF VIRGINIA
City of Petersburg

On this _____ day of _____, 2020, _____,
whose identity was confirmed by valid photographic identification, did appear before me, a
notary public for the Commonwealth of Virginia, and affix her signature to the foregoing
DEVELOPMENT AGREEMENT FOR DEVELOPMENT OF
_____ PETERSBURG, VIRGINIA.

Notary

Notary ID No.: _____
My Commission Expires: / /

Exhibit A

I. Project Premises

The Purchased Premises shall include the following parcels:

PARCEL ID	PROPERTY ADDRESS	SIZE
011-020006	275 River Street	2.64 ac
011-020002	209 Rear River Street	1.01 ac
011-020004	209 River Street	.06 ac
011-030001	429 Fifth Street	.73 ac
012-010001	433 River Street	.67 ac
011-020801	501 Second Street	.30 ac
011-040002	236 River Street	.17 ac
011-040003	240 River Street	.55 ac
	Total	6.13 ac

II. Project Definition

A. Project Scope

The scope of the development project includes generally beautifying the property and establishing a festival site for organized, promoted and/or hosted events. Installations would include fencing, landscaping, and signage.

B. Project Cost

The initial cost of the development project is estimated to be \$50,000 to bring the property to functional use.

Uses		
Item	Total	
1 Land Purchase	100,000	
2 Closing Costs	10,000	
3 Design & Engineering	15,000	
4 Permits Licenses & Fees	5,000	
5 Signage	5,000	
6 Fencing	15,000	
Total Costs	\$ 150,000	

C. Project Sources and Uses of Project Development Funds

a. The initial investment of \$50,000, will be sourced through Owner equity.

	Use	TOTAL	Source	TOTAL
1	Land	100,000	Equity	100,000
2	Closing Costs	10,000	Equity	10,000
3	Design & Engineering	15,000	Equity	15,000
4	Permits Licenses & Fees	5,000	Equity	5,000
5	Signage	5,000	Equity	5,000
6	Fencing	15,000	Equity	15,000
7	Other	0		0
	Total Costs	\$ 150,000		\$ 150,000

D. Operational Proforma including projected revenue and expenditures

a. Income Assumptions

	SOURCE	PER EVENT	# EVENTS/ YEAR	GROSS ANNUAL
1	Lease	1	4	4
2	Concessions	17,500	4	70,000
3	Other	5,000	4	20,000
	Total Income	\$ 20,001		\$ 90,004

b. Operating Expenses

	EXPENSE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1	Administration	15,000	15,450	15,900	16,300	16,800
2	Ad. & Marketing	15,000	15,450	15,900	16,300	16,800
3	Security	12,000	12,360	12,720	13,100	13,500
4	Insurance	5,000	5,150	5,300	5,450	5,650
5	Landscaping	10,000	10,000	10,500	10,500	11,000
6	Licenses	3,000	3,000	3,000	3,000	3,000
7	Mgt. Fees					
8	Entertainment	20,000	25,000	28,000	30,000	35,000
9	Maintenance	10,000	10,000	10,000	10,000	10,000
10	Property Tax	1,500	1,545	1,590	1,630	1,680
11	Trash	1,200	1,250	1,300	1,350	1,400
12	Utilities	5,000	5,100	5,200	5,300	5,400
13	Water & Sewage	2,000	2,100	2,200	2,600	2,400

14	Miscellaneous	3,000	3,300	3,600	3,900	4,200
	TOTAL	\$102,700	\$109,665	\$115,240	\$119,130	\$126,830

c. Income - Expenses

	EXPENSE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1	Gross Income	90,000	103,000	115,000	126,500	139,000
2	Total Expenses	102,700	109,665	115,240	119,130	126,830
3	Income - Expenses	(\$12,700)	(\$6,665)	(\$240)	\$7,370	\$12,170

E. Projected Job Creation including the number of jobs by type and wages

Generally, site development work will be contracted. Anticipated Operational jobs include:

	TYPE	QUANTITY
Event Planning, Coordination and Liaison	full time	1-2
Event Staff	Part-time	5

F. Project Construction Schedule

The project development schedule would cover a 12-month period, with rolling implementation (all timelines below are approximate, and will depend somewhat on environmental findings and determinations).

JUNE 2020 – AUGUST, 2020	Environmental problems, possible remediation/capping:
SEPTEMBER, 2020	Removal of Dumping, Trash on Site
OCTOBER, 2020	Seeding, Landscaping, Select Groundwork/ Tree Work
DECEMBER, 2020	Install Fencing and Signage
2021	Events Will Begin (Potentially Grapes and Hops, Fall 2020)



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Aretha Ferrell-Benavides, City Manager
FROM: Gregory Geist
RE: Consideration of an Appropriation of the Coronavirus Emergency Supplement Grant - \$98,689

PURPOSE:

Requesting approval from City Council to accept the Coronavirus Emergency Supplement Grant in the amount of \$98,689, awarded to the City of Petersburg from the Department of Justice.

REASON:

Petersburg Bureau of Police has applied for, and been awarded, grant funding from the Department of Justice. Per City policy, grants must be authorized by City Council prior to acceptance by the agencies.

RECOMMENDATION:

Recommend that Council accept and appropriate the grant funds to be spent in the FY 2019-20 and FY 2020-21.

BACKGROUND:

The Coronavirus Emergency Supplement Grant is awarded to local units of government to be utilized to prevent, prepare for, and respond to the coronavirus. Petersburg has applied for funding and the Department of Justice has accepted the application and awarded funding in the amount of \$98,689. There is no local match to these funds.

COST TO CITY: \$98,689

BUDGETED ITEM: N/A

REVENUE TO CITY: \$98,689

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: City of Petersburg

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. AWARD_REPORT
2. Coronavirus Supplemental Grant



Department of Justice (DOJ)
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

April 28, 2020

Ms. Aretha Ferrell-Benavides
City of Petersburg
135 N. Union Street
Petersburg, VA 23803-3267

Dear Ms. Ferrell-Benavides:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Petersburg for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is \$98,689. These funds are for the project entitled City of Petersburg Coronavirus Emergency Supplemental Funding Grant.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Petersburg accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Kathy Manning, Program Manager at (202) 616-8241; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at ask.ocfo@usdoj.gov.

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sullivan", is written over a horizontal line.

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Encl.



Department of Justice (DOJ)
Office of Justice Programs
Office of Civil Rights

Washington, DC 20531

April 28, 2020

Ms. Aretha Ferrell-Benavides
City of Petersburg
135 N. Union Street
Petersburg, VA 23803-3267

Dear Ms. Ferrell-Benavides:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Alston".

Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 16

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Petersburg 135 N. Union Street Petersburg, VA 23803-3267		4. AWARD NUMBER: 2020-VD-BX-0157	
		5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022 BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022	
2a. GRANTEE IRS/VENDOR NO. 546001501		6. AWARD DATE 04/28/2020	7. ACTION Initial
2b. GRANTEE DUNS NO. 066004375		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE City of Petersburg Coronavirus Emergency Supplemental Funding Grant		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 98,689	
		11. TOTAL AWARD \$ 98,689	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.034 - Coronavirus Emergency Supplemental Funding Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Aretha Ferrell-Benavides City Manager	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B VD 80 00 00 98689		21. VVDUGT0262	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



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2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.



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5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



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8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



Department of Justice (DOJ)
Office of Justice Programs
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**AWARD CONTINUATION
SHEET**
Grant

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PROJECT NUMBER 2020-VD-BX-0157

AWARD DATE 04/28/2020

SPECIAL CONDITIONS

28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.



Department of Justice (DOJ)
Office of Justice Programs
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**AWARD CONTINUATION
SHEET**
Grant

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PROJECT NUMBER 2020-VD-BX-0157

AWARD DATE 04/28/2020

SPECIAL CONDITIONS

33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2020-VD-BX-0157

AWARD DATE 04/28/2020

SPECIAL CONDITIONS

39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at [https:// bja.gov/ Funding/ nepa.html](https://bja.gov/Funding/nepa.html), for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account(including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2020-VD-BX-0157

AWARD DATE 04/28/2020

SPECIAL CONDITIONS

42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File
From: Orbin Terry, NEPA Coordinator
Subject: Categorical Exclusion for City of Petersburg

The Coronavirus Emergency Supplemental Funding (CESF) Program allows eligible states, local units of government, and tribes to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

All recipients of CESF funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a sub-grantee or third party.

BJA's expectation is that none of the following activities will be conducted whether under this federal award or a related third party action:

- (1) New construction
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
- (5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories) other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

If, however, award funds are proposed to be used for any of the enumerated projects or activities above, grant recipients must contact their grant manager, and receive written approval prior to commencing that project or activity.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for BJA.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER

2020-VD-BX-0157

PAGE 1 OF 1

This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

1. STAFF CONTACT (Name & telephone number)

Kathy Manning
(202) 616-1722

2. PROJECT DIRECTOR (Name, address & telephone number)

Gregory Geist
Captain
37 E. Tabb Street
Petersburg, VA 23803-4518
(804) 732-4222 ext.2708

3a. TITLE OF THE PROGRAM

BJA FY 20 Coronavirus Emergency Supplemental Funding Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

City of Petersburg Coronavirus Emergency Supplemental Funding Grant

5. NAME & ADDRESS OF GRANTEE

City of Petersburg
135 N. Union Street
Petersburg, VA 23803-3267

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 01/20/2020 TO: 01/31/2022

8. BUDGET PERIOD

FROM: 01/20/2020 TO: 01/31/2022

9. AMOUNT OF AWARD

\$ 98,689

10. DATE OF AWARD

04/28/2020

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

NCA/NCF

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
FOR THE GRANTS FUND.**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$0.00
ADD:	
3-200-*****-**** Coronavirus Supplemental Grant	<u>98,689.00</u>
Total Revenues	<u>\$98,689.00</u>

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously adopted	\$0.00
ADD:	
4-200-*****-**** Coronavirus Supplemental Grant	\$98,689.00
Total Expenses	<u>\$98,689.00</u>



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development

FROM: Charles L. Koonce

RE: **Consideration of an appropriation from the Virginia Department of Rail and Public Transportation.**

PURPOSE: To appropriate emergency funding

REASON: Funding must be appropriated prior to expending.

RECOMMENDATION: Recommend City Council Approve the attached appropriation ordinance for \$84,711 from the Department of Rail and Public Transportation.

BACKGROUND: Petersburg Area Transit was awarded the equivalent of one month of revenue to offset costs and lost revenue associated with the COVID-19 pandemic.

COST TO CITY: 0

BUDGETED ITEM: No

REVENUE TO CITY: \$84,711

CITY COUNCIL HEARING DATE: 5/19/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Department of Rail and Public Transportation

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. 2020_4494_StateContractFinal
2. Emergency Offset Funding Appro Ord. 84711

**Project Agreement for Use of
Commonwealth Transportation Funds
Fiscal Year 2020
Grant Number 72120-29**

This Project Agreement, effective March 17, 2020, by and between the Virginia Department of Rail and Public Transportation (“Department”) and the City of Petersburg (“Grantee”) (collectively, the “Parties”) is for the provision of additional funding for Fiscal Year 2020 transit operating costs.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia in response to the continued spread of novel coronavirus, or COVID-19; and,

WHEREAS, a national state of emergency was declared by President Donald J. Trump on March 13, 2020; and,

WHEREAS, Virginia’s transit agencies have been on the front lines of responding to the onset of COVID-19, ensuring their employees are prepared and their capital assets are cleaned frequently to help reduce the potential spread of disease while ensuring the public has access to critical transportation services; and,

WHEREAS, Virginia’s transit agencies are also incurring significant economic impacts associated with reductions in service, losses in ridership, and diminished revenue which will impact recovery and service restoration efforts following the COVID-19 pandemic; and,

WHEREAS, public transportation provides vital transportation connections to health care, jobs, education, and community which are essential to Virginia’s recovery from the impacts of the COVID-19 pandemic; and

WHEREAS, on March 17, 2020, the Commonwealth Transportation Board (“CTB”) authorized funding to offset costs and lost revenue associated with the COVID-19 pandemic (“Offset Funding”); and

WHEREAS, the amount of funding per transit agency is equivalent to one month of operating revenue known as the operating assistance formula for the agencies that receive funding under [Section 33.2-1526.1.C.1](#) of the Code of Virginia; and

WHEREAS, the Parties wish to define the extent of the Offset Funding, the responsibilities of the Parties, the manner of performing the necessary work, the method and time of payment, and other terms and conditions associated with the Offset Funding (“Project”).

NOW, THEREFORE, in consideration of the covenants and agreements set forth, and other good and valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

ARTICLE 1. SCOPE OF WORK, TERM AND BUDGET

1. Under the terms of this Project Agreement, the Grantee shall:
 - a. Continue to provide Fiscal Year 2020 transit operations.
2. The Department agrees to provide funding as detailed below:
 - a. State grant funding in the amount of \$84,211 for the Offset Funding. Details concerning this funding are contained in Appendix 1, which is attached and made a part of this Offset Funding Agreement.
3. The Agreement may be amended only upon written agreement of the Parties prior to the Expiration Date identified in Appendix 1.

4. The Grantee acknowledges that state grant funding for this grant is subject to appropriation by the General Assembly and allocation by the CTB.

**ARTICLE 2. INCORPORATION OF MASTER AGREEMENT
FOR USE OF COMMONWEALTH FUNDS**

The Master Agreement for Use of Commonwealth Mass Transportation Funds agreed and executed by the Parties dated June 17, 2015 ("Master Agreement"), is hereby incorporated by reference as if set out in full herein.

Appendix 1

Grantee: City of Petersburg

**Project: Fiscal Year 2020 Operating Assistance for
the Grantee's Transit Operations**

State Project Agreement

Project Number: 72120-29

Project Start Date: March 17, 2020

Project Expiration Date: June 30, 2020

Operating Assistance Payment Schedule

Payment No.	Estimated Payment Date	Payment Amount
1	April 1, 2020	\$84,211
TOTAL GRANT AMOUNT		\$84,211

In no event shall this grant exceed \$84,211.

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$84,711
Total Expenses	\$5,026,750

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: Other State Revenue	\$84,711
Total Resources	\$5,026,750



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Lionel Lyons, Deputy City Manager of Development
FROM: Charles Koonce
RE: Consideration of an appropriation of Federal Grant VA-95-105-02.

PURPOSE: The purpose of this agenda item is to appropriate expiring grant dollars for the purchase of rolling stock.

REASON: Petersburg Area Transit has a number of expiring Federal Grants which must be appropriated in the FY 20 budget.

RECOMMENDATION: Recommend City Council approve the attached appropriation for \$51,094

BACKGROUND: Petersburg Area Transit has a number older grants which are set to expired. This grant appropriation is for the purchase of a para-transit vehicle.

COST TO CITY: \$12,774 Previously Budgeted in FY 20 Budget

BUDGETED ITEM: YES

REVENUE TO CITY: \$51,094

CITY COUNCIL HEARING DATE: 5/19/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord VA-95-105-02

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$51,095
Total Expenses	\$4,993,134

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: VA-95-105-02 [Federal]	\$51,095
Total Resources	\$4,993,134



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Lionel Lyons, Deputy City Manager of Development
FROM: Charles Koonce
RE: Consideration of an appropriation of Federal Grant VA-90-x286.

PURPOSE: The purpose of this agenda item is to appropriate expiring grant dollars for the purchase of Landscaping services and furniture.

REASON: Petersburg Area Transit has a number of expiring Federal Grants which must be appropriated in the FY 20 budget.

RECOMMENDATION: Recommend City Council approve the attached appropriation for \$2737

BACKGROUND: Petersburg Area Transit has a number older grants which are set to expire. This grant appropriation is for the purchase of Furniture and Landscaping.

COST TO CITY: \$684 Previously Budgeted in FY 20 Budget

BUDGETED ITEM: YES

REVENUE TO CITY: \$2737

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord VA-90-x286 (2)

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$2,737
Total Expenses	\$4,944,776

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: VA-90-x286 [Federal]	\$2,737
Total Resources	\$4,944,776



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Lionel Lyons, Deputy City Manager of Development
FROM: Charles Koonce
RE: Consideration of an appropriation of Federal Grant VA-90-x433.

PURPOSE: The purpose of this agenda item is to appropriate expiring grant dollars for the purchase of Landscaping.

REASON: Petersburg Area Transit has a number of expiring Federal Grants which must be appropriated in the FY 20 budget.

RECOMMENDATION: Recommend City Council approve the attached appropriation for \$10,672

BACKGROUND: Petersburg Area Transit has a number older grants which are set to expire. This grant appropriation is for the purchase of Landscaping.

COST TO CITY: \$2,668 Previously Budgeted in FY 20 Budget

BUDGETED ITEM: YES

REVENUE TO CITY: \$10,672

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord VA-90-x433

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$10,672
Total Expenses	\$4,952,711

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: VA-90-x433 [Federal]	\$10,672
Total Resources	\$4,952,711



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Lionel Lyons, Deputy City Manager of Development
FROM: Charles Koonce
RE: Consideration of an appropriation grant VA-2018-0006

PURPOSE: To appropriate funding for grant funding which is set to expire.

REASON: Funding must be appropriated prior to expenditure.

RECOMMENDATION: Recommend City Council approve the attached appropriation ordinance for \$54,284.

BACKGROUND: Petersburg Area Transit has a number of grants which are set to expire prior to the end of the fiscal year. This appropriation will provide 80% funding for a Para-Transit vehicle. Sixty-eight percent (16%) of the cost will be provided in a subsequent appropriation from the Commonwealth of Virginia. The 4% local match will be a part of the original City Appropriation in the FY 20 budget.

COST TO CITY: \$2,714

BUDGETED ITEM: Yes

REVENUE TO CITY: \$54,284

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration, Department of Rail and Public Transportation

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord VA-2018-006

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$54,284
Total Expenses	\$4,996,323

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: VA-2018-006 [Federal]	\$54,284
Total Resources	\$4,996,323



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Lionel Lyons, Deputy City Manager of Development
FROM: Charles Koonce
RE: Consideration of an appropriation of Capital State Grant 73018-88

PURPOSE: To appropriate lapsing funds for the purchase of a para-transit vehicle.

REASON: Funding must be appropriated prior to expenditures.

RECOMMENDATION: Recommend City Council Approve the attached appropriation for \$10,857.

BACKGROUND: Petersburg Area Transit has a number of grants which are set to expire prior to the end of the fiscal year. This appropriation will provide 16% funding for a Para-Transit vehicle. Eighty percent (80%) of the cost will be provided in a subsequent appropriation from the Federal Government. The 4% local match will be a part of the original City Appropriation in the FY 20 budget.

COST TO CITY: \$2,714

BUDGETED ITEM: YES

REVENUE TO CITY: \$10,857

CITY COUNCIL HEARING DATE: 5/19/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration, Department of Rail and Public Transportation

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Appropriation Ord Capital-73018-88 - State

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
IN THE MASS TRANSIT FUND**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Mass Transit Fund made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

Previously adopted	\$4,942,039
Mass Transit Fund	\$10,857
Total Expenses	\$4,952,896

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

Previously Adopted	\$4,942,039
ADD: Capital 73018-88 [State]	\$10,857
Total Resources	\$4,952,896



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 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. There were two readings of the appropriation ordinance that took place on May 5th and May 12th.

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. FY 2020-21 Proposed Operating Budget
3. Petersburg FY 2020-21 Proposed Budget

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

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
Total Revenue	\$104,325,053

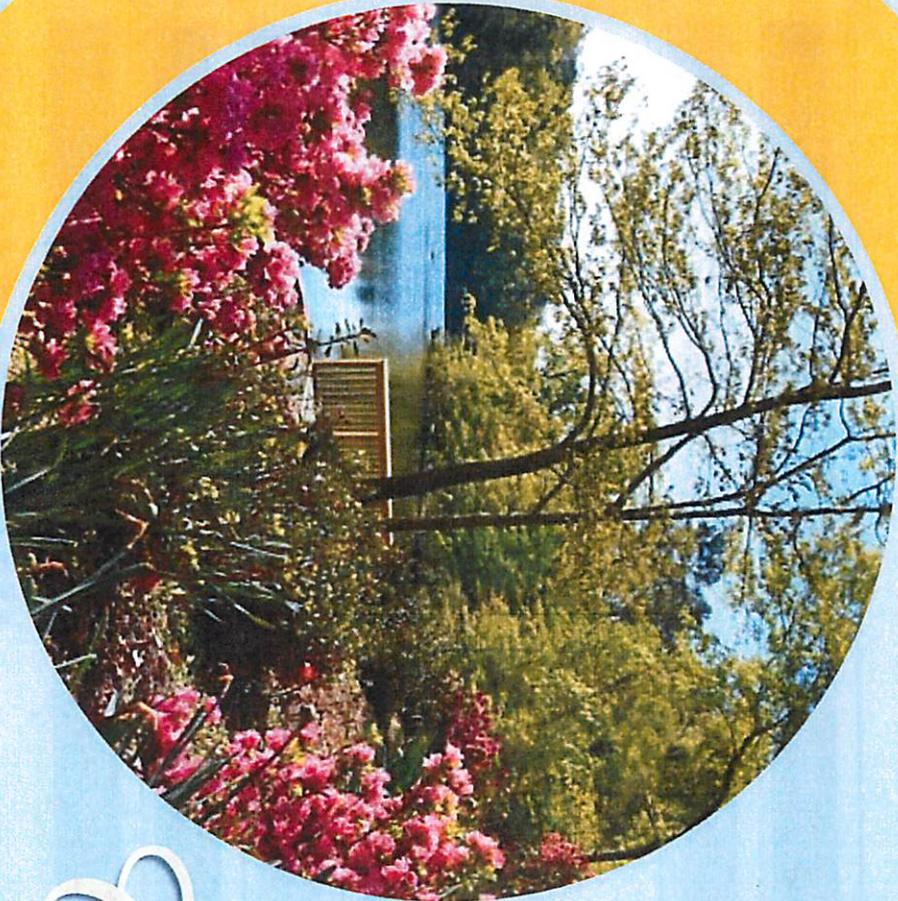
- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing on July 1, 2020 and ending June 30, 2021 the following sums for the purposes mentioned:

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
Total Expenses	\$104,325,053

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.



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
Revenues	73,069,844	74,271,696	75,423,193	76,120,754	73,338,140
Expenditures	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
Revenues					
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
Total Revenues	\$5,496,180	\$7,164,933	\$4,174,062	\$9,500,511	\$9,819,282
Expenditures					
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
Total Expenditures	\$4,210,708	\$7,261,410	\$4,782,671	\$9,500,511	\$9,819,282



ENTERPRISE FUNDS

	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED
Revenues					
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
	\$12,926,241	\$17,274,336	\$20,863,137	\$20,973,914	\$21,183,341
Expenditures					
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
	\$13,727,962	\$18,297,214	\$16,541,609	\$20,973,914	\$21,183,341



BUDGET CALENDAR



March

31st Distribute Proposed Budget Calendar to Council



April

14th Formal Presentation of FY 2020-21 Budget to Council

28th Public Hearing on FY 2020-21 Proposed Operation Budget

30th Council Submits recommended changes to City Manager



MEMORIAL DAY

May

3rd City Manager distributes Operating Budget with Any Changes to Council

4th Citizen Budget Sessions

5th City Council Presents final draft of FY 2020-21 Operating Budget and Ordinance 1st Reading

12th City Council 2nd Reading of Operating Budget Ordinance

19th City Council Vote on FY 2021 Operating Budget



IT'S SUMMER!

June

30th End of Fiscal Year



July

1st 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 19, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Robert Floyd

RE: **Consideration of FY2020-2021 Proposed Schools Operating Budget Appropriation Ordinance.**

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 the 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. Attachment A Memo to City Manager - School Board Revised
3. FY2021 Revised Budget 05-06-2020

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:

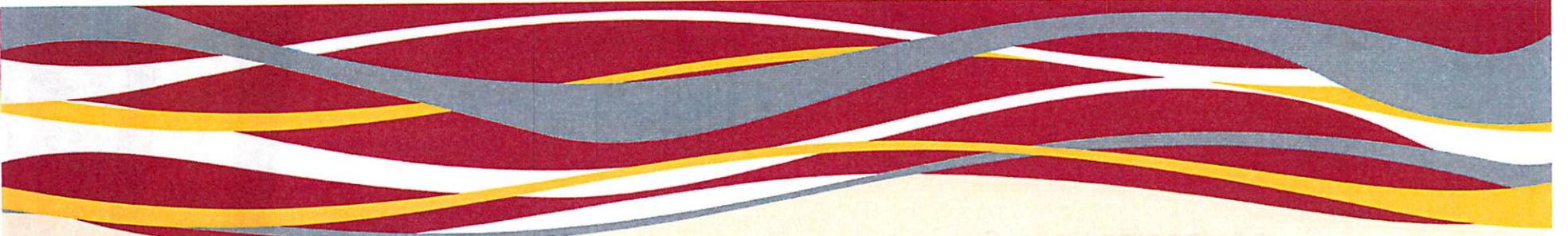
Requirements:

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

- 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
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>
Total Operating	43,131,027	45,308,474	2,177,447
Food Service	2,799,350	2,993,100	193,750
Special Revenue	7,301,200	8,508,918	1,207,718
Total All Funds	<u>53,231,577</u>	<u>56,810,492</u>	<u>3,578,915</u>



Petersburg City Public Schools Revised FY2020-2021 Budget

Maria Pitre-Martin, Ph.D.
Superintendent

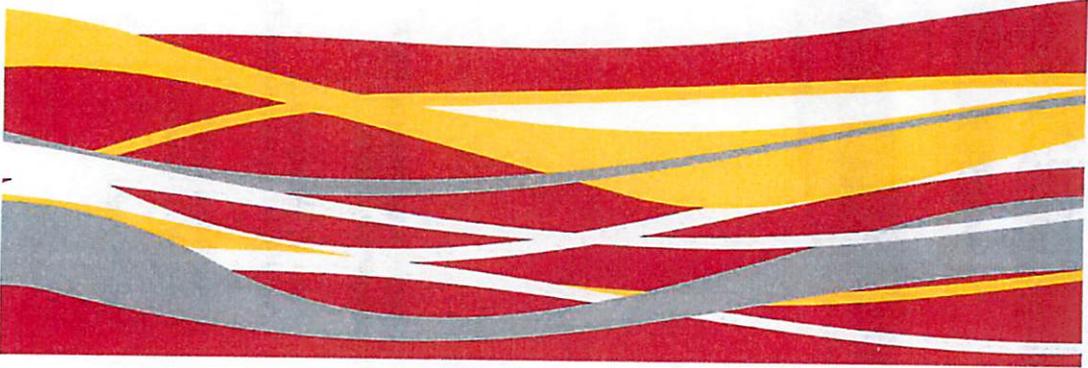
John L. Mayo, Ed.D.
Deputy Superintendent, Division Operations

Debbie Halloway
Director of Finance

May 6, 2020



Petersburg City
Public Schools



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.

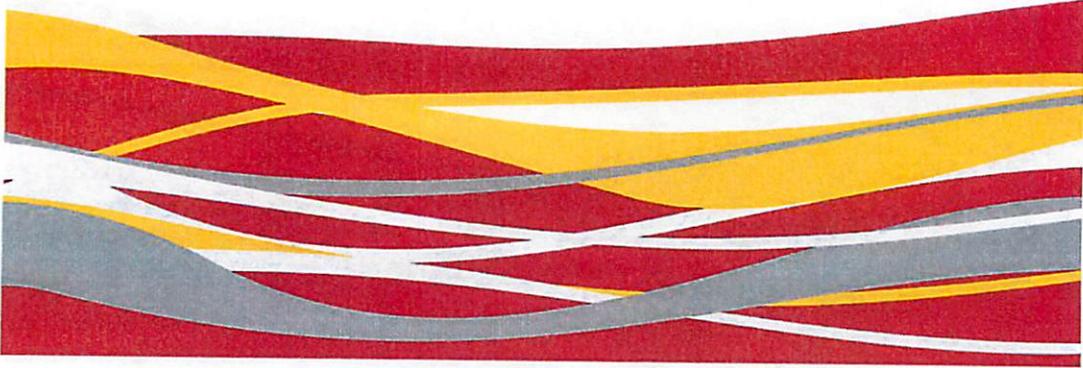
Along with the state changes, the City has informed us that they plan to transfer \$10,000,000 for FY2021. The original presented budget included \$11,000,000 from the city. This results in no increase from the City for FY2021.

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

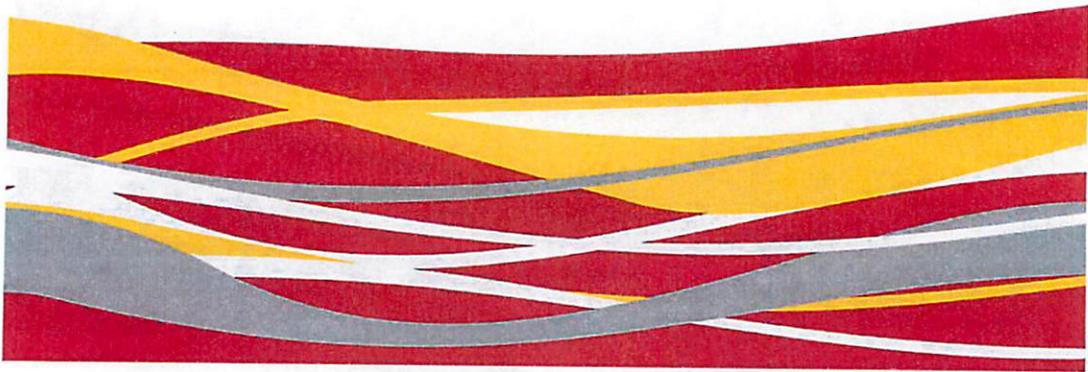
- Remove the 2% COLA increase of \$679,062
- Remove the SOQ additional School Counselors of \$208,233
- Remove the 1.5% Step increase for all employees of \$509,202
- Remove the Vernon Johns Middle School Grade Level Teaming of \$254,611
- Remove the elementary start time bus driver initiative for \$120,000
- 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
Total All Funds	\$53,231,577	\$56,810,492	\$3,578,915

Questions?





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 19, 2020
TO: The Honorable Mayor and Members of City Council
THROUGH: Aretha Ferrell-Benavides, City Manager
FROM: Nykesha Jackson
RE: Consideration of re/appointments to the Planning Commission.

PURPOSE: To consider re/appointments to the Planning Commission.

REASON: The term of one member term expired and there are two vacancies.

RECOMMENDATION: Recommend Council make re/appointments to the Planning Commission.

BACKGROUND: The Planning Commission consists of a 4 at-large members and 7 members appointed by City Council.

The duties if the Board include, but are not limited to, the following: Promote the orderly development of the City and its environs; serves primarily in an advisory capacity to the City Council in matters pertaining to land use, future development, and capital improvements.

COST TO CITY: None

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/19/2020

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. Planning Commission 2020 updated

2020 Boards and Commissions

PLANNING COMMISSION					
	Number of members: 11				
TERMS	APPOINTMENTS	WARDS	Appointed	NEW APPLICANTS	WARDS
10/20/15 - 09/30/18	Tammy L. Alexander, 110 Liberty Street	Ward 5		Gianna Grier, 614 High Street	Ward 5
04/28/202-09/30/2024	Marie Vargo, 410 Grove Avenue	Ward 4	4/28/2020	Cynthia Richardson, 3300 Johnson Road	Ward 7
09/30/16 - 09/30/20	Conrad Gilliam, 1200 Woodland Road	Ward 3	6/20/2017	Gerry Rawlinson, 1749 S. Sycamore Street	Ward 3
02/02/2020 - 09/30/24	Thomas S. Hairston, 1201 Halifax Street	Ward 6	2/2/2020	Michael Edwards, 409 Grove Street	Ward 4
04/28/202-09/30/2024	Ronald Moore, 307 N. Boulevard	At-Large	4/28/2020	David Coleman, 1213 Hamilton Street	Ward 6
11/14/06 - 09/30/10		Ward 1			Ward 4
02/03/15 - 09/30/19	Patricia Miller, 1732 S. Halcun Drive	Ward 7	6/20/2017	Chloe N. Carter, 250 E. Bank Street	Ward 5
09/30/16 - 09/30/20		Ward 2		Brenda Henderson, 936 Cool Springs Drive	
04/28/202-09/30/2024	Michael Edwards, 409 Grove Avenue	At-Large	4/28/2020	Patricia Miller, 1732 S. Halcun Drive	
02/02/2020 - 09/30/24	James Norman, 3201 Hastings Road	At-Large	2/2/2020	Danny Seymour, 215 S. Jackson	Ward 4
02/02/2020 - 09/30/24	William Irvin, 26 Perry Street	At-Large	2/2/2020	Bruce Donald, 533 High Street	Ward 5
				Elizabeth M. McCormack, 1566 Brandon Avenue	Ward 3
				Fenton Bland, 1840 South Westchester	Ward 2
	AUTHORITY:				
	Code of Virginia, Title 15.1, Chapter 11; City Code, Section 2-156 (City Council Ordinance #2630 adopted January 1937) Amended 9/5/95 - Ordinance #95-32 - Increasing membership to eleven.				
	MEETING DATE AND TIME: Monthly, first Wednesday, 6pm at the Petersburg Public Library.			Nine (11) voting members, one from each of the seven (7) wards and four (4) at large appointed by the City Council; Director of Planning, Director of Public Works, ex officio members.	
	STAFF LIAISON:				
	Michelle Peters, Director of Planning and Community Development (804)733-2312			TERMS:	
	135 North Union Street			Four (4) years	
	Petersburg, VA 23803				