

ADOPTED OPERATING BUDGET

Embracing the Dawn of a New Day

Fiscal Year 2020-21



City of Petersburg
VIRGINIA



Adopted by the Council of the City of Petersburg
May 19, 2020

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CITY MANAGER'S BUDGET MESSAGE



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

Honorable Mayor and Members of City Council:

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

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

SUMMARY

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

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

Highlights:

FY 2020-21 Proposed Total Operating Revenue and Expenditures

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

GENERAL FUND

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

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

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

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

SPECIAL REVENUE FUNDS

Grants Fund

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

Streets Fund

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

CDBG Fund

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

Stormwater Fund

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

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

ENTERPRISE FUNDS

Dogwood Trace Golf Course Fund

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

Utilities Fund

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

Mass Transit Fund

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

CONCLUSION

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

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

Sincerely,

Aretha R. Ferrell-Benavides

Aretha R. Ferrell-Benavides
City Manager

STRATEGIC PRIORITIES



PROMOTE ECONOMIC
DEVELOPMENT TO ATTRACT
NEW BUSINESSES AND
STRENGTHEN THE CITY'S TAX
BASE



SUPPORT COMMUNITY
DEVELOPMENT ACTIVITIES
TO ENHANCE
NEIGHBORHOODS AND
IMPROVE HOUSING



PROVIDE GOOD
GOVERNANCE FOR
EFFICIENT, EFFECTIVE, AND
EQUITABLE SERVICE
DELIVERY, PRODUCTIVE
CITIZEN ENGAGEMENT, AND
COMMUNITY
IMPROVEMENT



CELEBRATE PETERSBURG'S
HISTORY AND CULTURE

The City of Petersburg is currently in the midst of developing a new Strategic Plan. This process began with the City Council Retreat that took place in December of 2019. The next steps in the process are to develop the strategic goals and objectives that are necessary to meet the strategic priorities. Furthermore, the City of Petersburg will incorporate performance measures that will ensure the strategic goals, objectives and priorities are aligned to the budget and budget process. This process will be reflected in the FY2021-22 Operating Budget as well as any amendments to the FY2020-21 Operating Budget.

COVID-19 CHALLENGES

The Covid-19 Pandemic has taken a major toll on many lives across the world, country, the Commonwealth of Virginia and the City of Petersburg. As the FY2020-21 Operating Budget was being developed on the verge of being submitted to the City of Petersburg City Council, the Covid-19 pandemic became prevalent. This resulted in the City of Petersburg facing many challenges from a budgetary standpoint as well as an operation standpoint.

The City of Petersburg, like many other localities nationwide, had to adjust its operations in an effort to maintain the health and wellness of the employees and citizenry alike. City offices were closed to the public and many departments were tasked with creating alternative work schedules in order to maintain the safe keeping of the employees. Many departments began working remotely to sustain the service levels that expected. Furthermore, the City Council meetings were no longer conducted as they had in the past. These meetings began being virtual meetings to ensure the safety and well-being of the City Council, City staff and the citizenry.

Aside, from the operations being impacted by Covid-19, the budget and budget process was drastically altered in effort to provide a balanced budget to the City Council. The City Manager implemented many directives to ensure that the City of Petersburg not revert back to previous years when Petersburg was in fiscal crisis. There were many cost cutting measures implemented that drastically impacted the FY2020-21 Operating Budget.

Some of these cutting measures included:

- Implemented a hiring freeze for vacant positions through January 1, 2021
- Unfunded vacant positions in areas where recruitment has been a struggle
- Elimination of redundant positions as well as merging many functions to reduce redundancy
- Freezing City sponsored travel and training through January 1, 2021
- 10% reduction in overall health care cost to the City of Petersburg
- No new capital projects

These cost cutting measures, as well as proposing conservative revenues for FY2020-21, allowed the City Manager to submit a balanced budget. The plan is that the City will closely monitor the revenues and expenditures to see the short-term and long-term impacts of the Covid-19 pandemic with hopes that once the situation subsides, there can be a budget amendment of some sort to address the everchanging needs of the City of Petersburg.



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COMMUNITY PROFILE

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

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



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

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



HISTORY

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



its beginning as a commercial center.

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

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

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

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

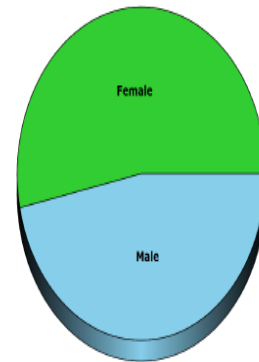
PETERSBURG, VIRGINIA HISTORY

DEMOGRAPHICS

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

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

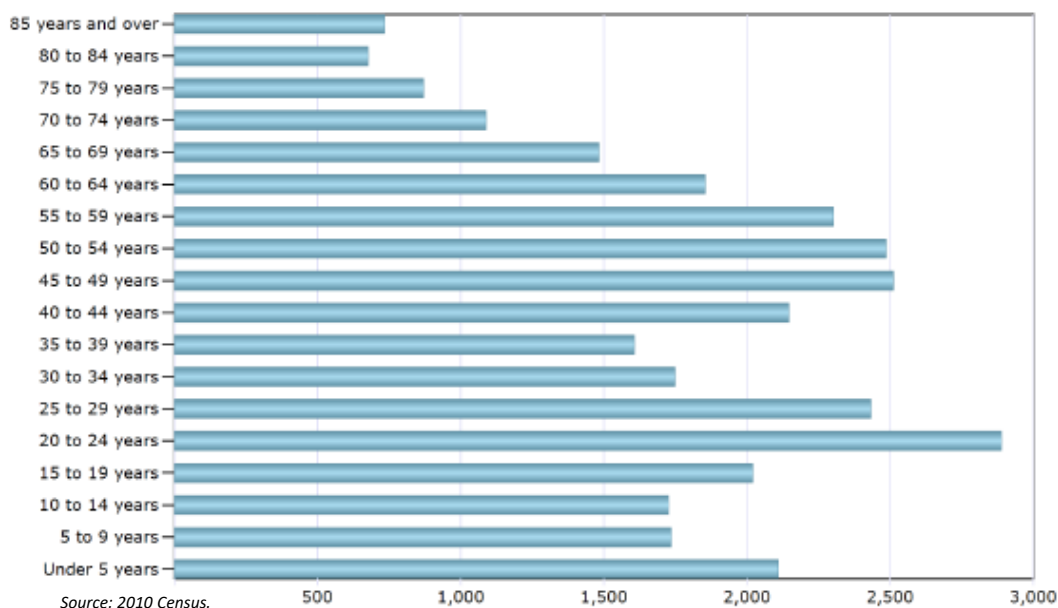
Population by Gender



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

Source: 2010 Census.

Population by Age

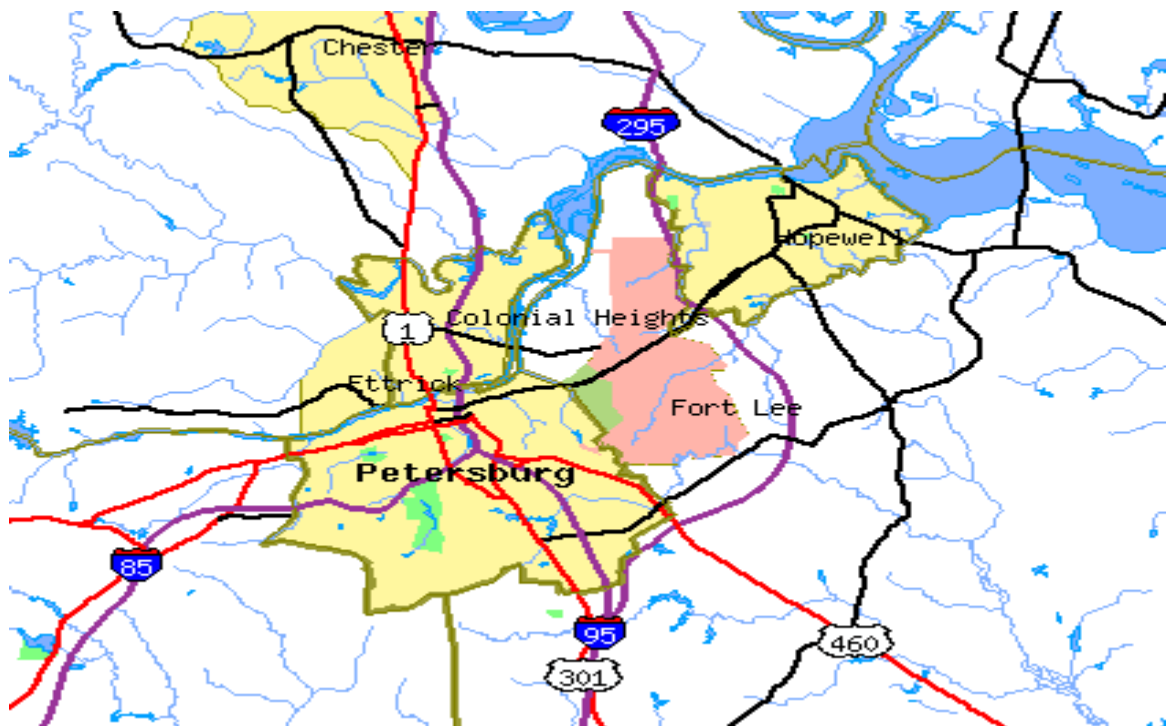


Source: 2010 Census.

GEOGRAPHY

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

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



TRANSPORTATION

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



COMMERCE

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



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

Source: City of Petersburg, VA 2017 CAFR

ELECTED OFFICIALS

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



Mayor
Samuel Parham
Ward 3

Vice Mayor
John A. Hart, Sr.
Ward 7

Councilmember
Treska Wilson-Smith
Ward 1

Councilmember
Darrin Hill
Ward 2

Councilmember
Charlie Cuthbert
Ward 4

Councilmember
W. Howard Myers
Ward 5

Councilmember
Annette Smith-Lee
Ward 6

DEPARTMENT HEADS

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

Aretha R. Ferrell-Benavides
City Manager

Anthony Williams
City Attorney

Brian Gordineer
City Assessor

Nykesha Jackson
City Clerk

EXECUTIVE TEAM

Lionel D. Lyons
Deputy City Manager
Development & Operations

Kenneth Miller
Deputy City Manager
Public Safety

Darnetta K. Tyus
Deputy City Manager
Community Affairs

FISCAL MANAGEMENT TEAM

Robert A. Floyd
Director
Budget & Procurement

Patrice Elliott
Director
Finance

Monte Evans
Manager
Billing & Collections

Brittney Flowers
Commissioner of Revenue

Kenneth Pritchett
City Treasurer

DEPARTMENT DIRECTOR

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

Folakemi Osoba
Public Information Officer

Kelly Evko
Assistant to the City Manager
Development

Wayne Crocker
Director
Library Services

Carthan F. Currin, III
Director
Economic Development

Jamie Fagan
General Manager
Dogwood Trace

Margo Hardy
Program Manager
PJCCP

Tangela Innis
Director
Public Utilities

Charles Koonce
Director
Mass Transit

Nicole Loving
Director
Community Corrections

Michele Peters
Director
Planning & Development Services

Francis "Frank" Poulin
Director
Neighborhood Services

Kimberly Robinson
Director
Human Resources

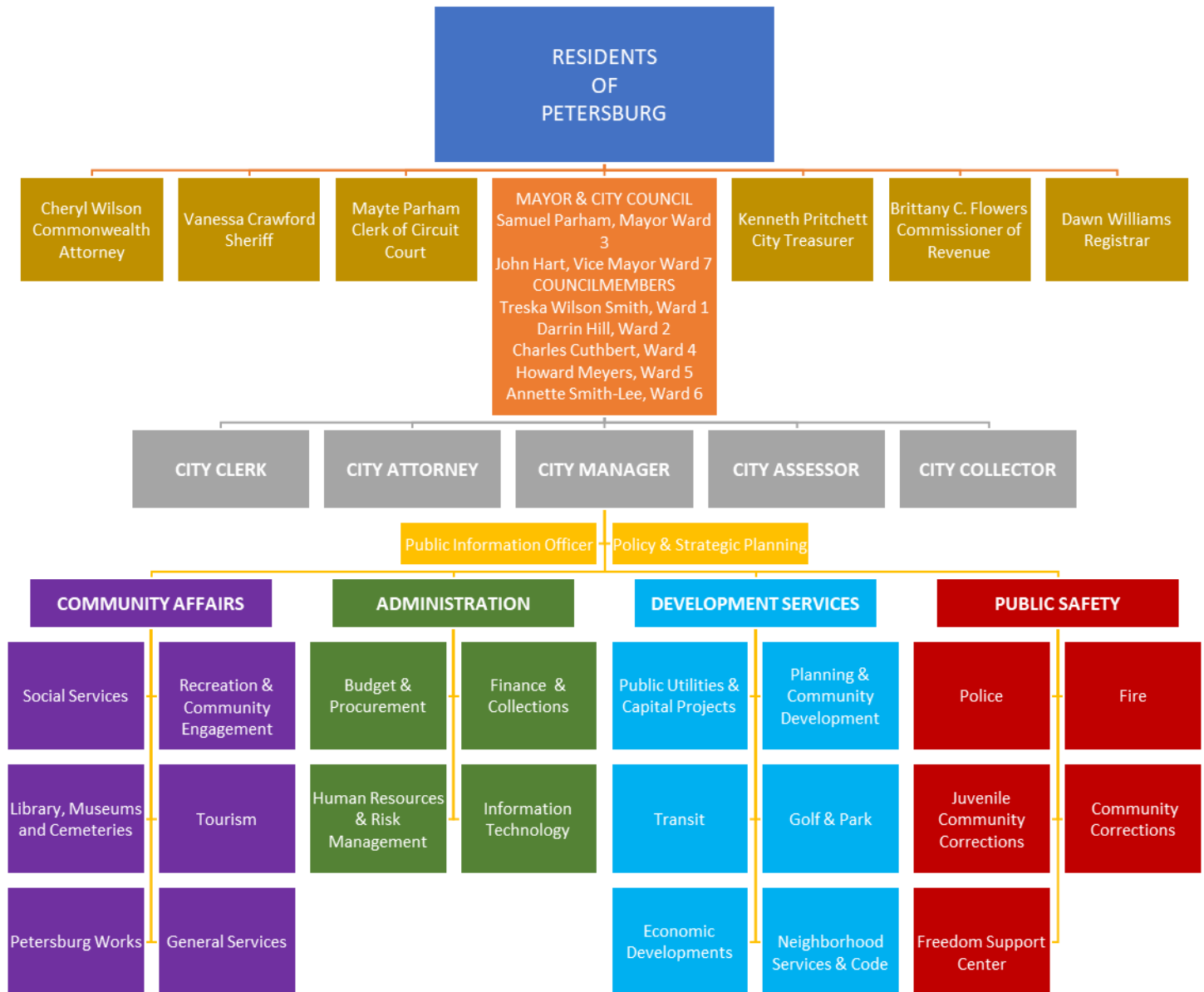
Norris Stevenson
Director
Social Services

Reginald Tabor
Interim Director
Planning & Development Services

Gerrit VanVoorhees
Director
Information Technology

Tami Yerby
Director
Recreation & Community
Engagement

FUNCTIONAL ORGANIZATIONAL CHART



BUDGET CALENDAR

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

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

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

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

31st City Manager Delivers Proposed Budget to City Council

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

14th Presentation of Budget to Council

28th Budget Hearing

30th Council Submits Recommended Changes to City Manager

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

3rd City Manager Distributes Operating Budget With Any Changes to City Council

4th Citizen Budget Sessions

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

12th Public Hearing and 2nd Reading of Proposed Operating Budget

19th City Council Votes to Approve the Proposed Operating Budget

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

30th End of Fiscal Year

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

1st Beginning of New Fiscal Year

BUDGET CALENDAR

BUDGET PROCESS

The City of Petersburg's method for creating this FY2020-21 Operating Budget started in July of 2019 as the new fiscal year began. The Budget and Procurement Office monitored and analyzed departmental budgets each month and monthly financial reports were presented to the City Council in an effort to express where each department's spending was at each month. The City Manager identified budget priorities and outlined challenging areas for the departments and the City of Petersburg as a whole. There were budget trainings and review sessions scheduled and an appointed team conducted training and work sessions with all departments to assist them in developing their budgets. The financial and debt-related policies passed in a motion by City Council on September 2, 2014 also served as guidance for the development of the FY2019 budget (See the City's Financial Policies Section).

Revenue Projections

The budget revenue projections for the new fiscal year began December 2018. The projections are made by the departments responsible for the revenue with help from the Finance Director. Projections are based upon consultations with the Commissioner of Revenue, Assessor's Office, other state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information that derives.

Budget Analysis/Compilation

Once the revenue figures were provided, the Director of Budget & Procurement worked closely with the City Manager to determine how the available funds would be allocated. Unfortunately, as the Operating Budget was close to being completed, the Covid-19 Pandemic hit the country. At this time, the Budget & Procurement Office, under the guidance of the City Manager, essentially restarted the budget process with major reductions in the revenue. The major revenue decreases were made to the following revenue streams.

- Personal Property Tax (Decreased by 4.62%)
- Local Sales Tax (Decreased by 7.66%)
- Business License (Decreased by 7.70%)
- Meals Tax (Decreased by 14.29%)

Overall the Covid-19 Pandemic resulted in a \$2.27 million reduction for the Operating Budget with a \$2.78 million reduction in the General Fund. The City Manager incorporated many reductions across the board for all departments to ensure that a balanced budget would be presented. The many reductions included the following:

- Hiring Freeze during the current fiscal year to continue through January 1, 2021
- Unfunded vacant positions in areas where recruitment has been a struggle
- Elimination of redundant positions as well as merging many functions to reduce redundancy
- Freezing City sponsored travel and training through January 1, 2021
- 10% reduction in overall health care cost to the City of Petersburg
- No new capital projects

BUDGET PROCESS

Budget Development

The City Manager and the Budget Team prepared and submitted to the City Council the FY2020-21 Operating Budget covering the next fiscal year on March 31, 2020. The City Manager's FY2020-21 Proposed Operating Budget included for each fund, operating revenue and resources that are equal to, or exceed, operating expenditures. The City Manager's Budget message provides a breakdown of the departments' individual budgets and the significant revisions that were implemented. It also summarizes the overall funding requirements, major changes in all programs and alternatives for funding within the City.

City Council Budget Presentation/Citizen Presentations

The City Manager presented to FY2020-21 Proposed Operating Budget to the City Council on April 14, 2020. Members of the public were invited to the City Council meeting to hear the presentation. In addition to the City Council presentations there were two Citizen Budget Sessions that took place on May 4, 2020 that allowed the Budget & Procurement team to guide the citizenry through the FY2020-21 Operating Budget and allow for questions to be asked for more clarity and understanding.

Public Hearing/Budget Adoption

A Public Hearing on the FY2020-21 Proposed Operating Budget was held on April 28, 2020 to allow for public comments on the proposed budget. At the public hearing on April 28th, input from the public was heard, reviewed and considered by City Council and the City Manager. There were two readings of the Budget Appropriation Ordinance that took place on May 5th and May 12th. The FY2020-21 Proposed Operating Budget was voted on and subsequently adopted by City Council at the regularly scheduled Council Meeting on May 19, 2020.

Budget Amendment Process

A Budget Amendment is not an annual event. The decision to complete a Budget Amendment is based on a variety of factors that are considered material by the City Manager. The Budget Amendment process begins in January which allows the Budget department to begin the Budget Amendment process with six month year to date actual financial results. Next the second half of the fiscal year is projected. The process involves meetings with City management, utilizing historical trends, and revising financial data and the related assumptions that were made when the previous Operating Budget was prepared. The City Manager then presents the Proposed Operating Budget Amendment to the City Council and members of the public are invited to attend. A Public Hearing on the Proposed Operating Budget Amendment is then scheduled to allow for public comments on the proposed budget amendment. Input from the public hearing is heard, reviewed and considered by City Council and the City Manager. The last steps are two readings of the Budget Amendment Appropriation Ordinance followed by a vote and subsequent adoption by City Council at a regularly scheduled Council Meeting.

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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



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ALL FUNDS BUDGET SUMMARY

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

Total Revenues and Expenditures by Fund:

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

GENERAL FUND



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

GENERAL FUND REVENUE SUMMARY

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

GENERAL FUND EXPENDITURE SUMMARY

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

TAX SUMMARY

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

Current and Adopted Tax Rates and Regional Tax Rate Comparison

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

TAX SUMMARY

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

	Hopewell	Colonial Heights	Petersburg	Cap per State Code
MOTOR VEHICLE LICENSE:				
A Motor Vehicle License is required for vehicles registered with DMV in the City. The rates vary by the weight and type of vehicle and are due annually. The current year estimated tax to be collected is \$422,000 after adjustment by the 27% non-collection rate based on historic experience.				
Motorcycles	\$7.50	\$18.00	\$6.50	
Less than 4,000 pounds	\$20.00	\$33.00	\$23.00	
4,000 - 6,000 pounds	\$20.00	\$38.00	\$28.00	
Tiers beyond 6,000 pounds	various	various	various	
CIGARETTE:				
The Cigarette Tax is assessed on each pack of cigarettes sold in the City. Current taxes are expected to generate \$700,000 based upon the revised rate established in September 2016. (58.1-3830, 58.1-3840)				
Fee per pack	N/A	N/A	\$0.90	N/A
	N/A	N/A	5%	N/A
LODGING:				
The Lodging Tax is a percent on the room charge. The current tax estimate is \$500,000 from the 20 registered lodging facilities located in the City and the adjusted tax rate ADOPTED in September 2016. (58.1-3840)				
	8%	8%	10%	N/A
MEALS:				
The Meals Tax is levied on all prepared food and beverages sold by business' in the City. The current tax estimate is \$3.5M to be generated by the 100+registered vendors in the City and new tax rate ADOPTED in September, 2016. (58.1-3840)				
	6%	6%	7%	N/A

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

GENERAL FUND REVENUE

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

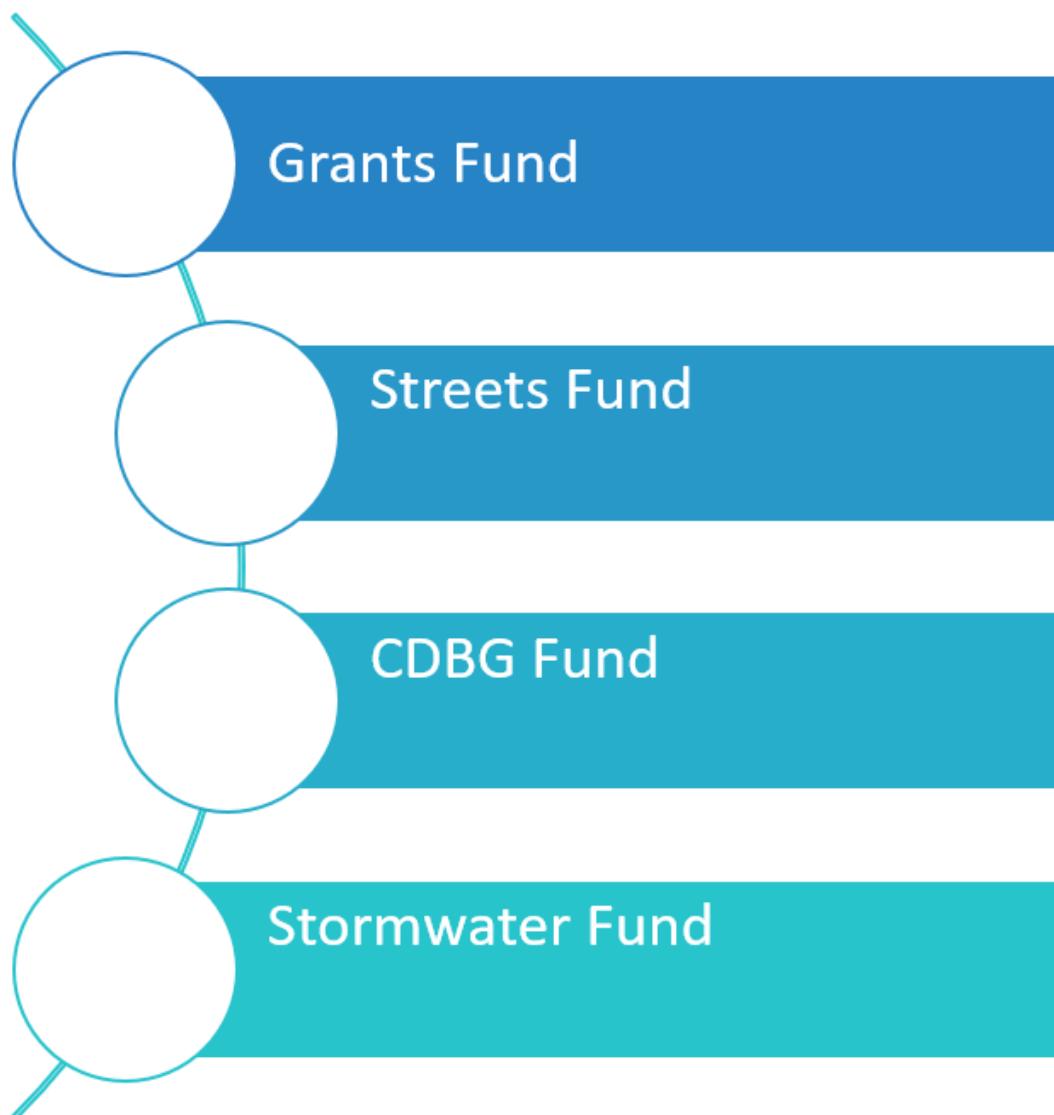
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SPECIAL REVENUE FUNDS

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

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



SPECIAL REVENUE FUNDS

GRANTS FUND

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

SPECIAL REVENUE FUNDS

GRANTS FUND

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

SPECIAL REVENUE FUNDS

STREETS FUND SUMMARY

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

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

CDBG FUND SUMMARY

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

SPECIAL REVENUE FUNDS

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

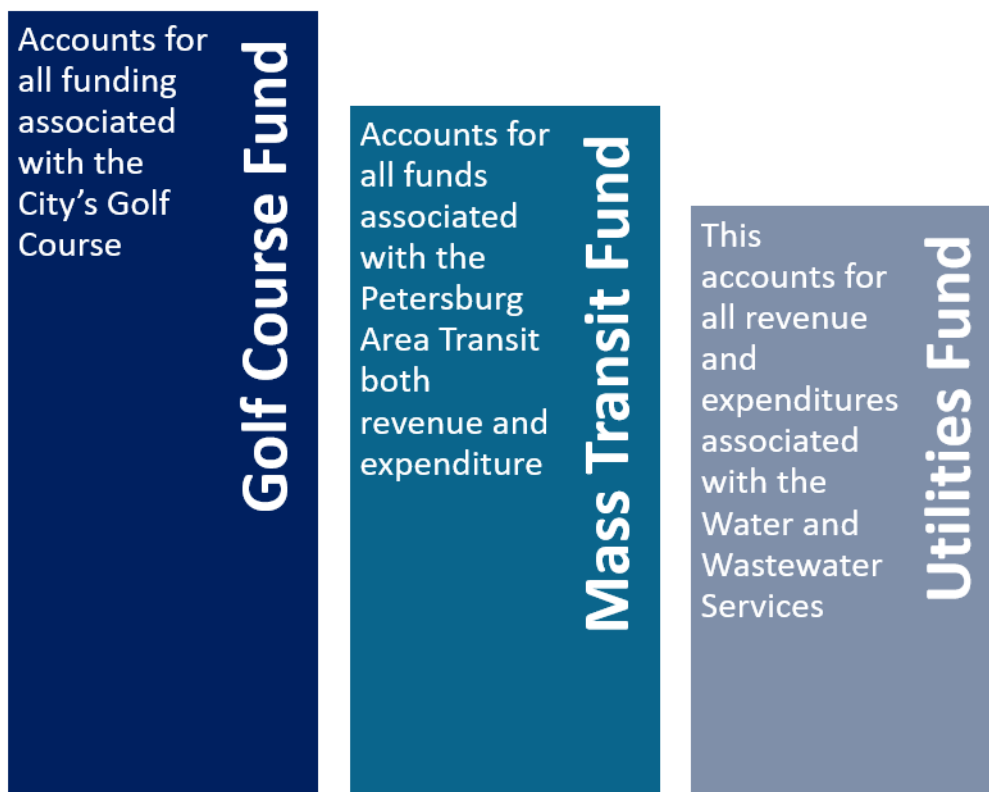
SPECIAL REVENUE FUNDS

STORMWATER FUND SUMMARY

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

ENTERPRISE FUNDS

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



ENTERPRISE FUNDS

UTILITIES FUND

REVENUE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Local Revenue	9,623,526	12,969,976	16,645,087	14,722,754	15,119,619
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
TOTAL REVENUE	9,623,526	12,969,976	16,645,087	14,722,754	15,119,619
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Public Utilities	-	1,280,619	-	-	-
Water/Wastewater PPEA	-	2,493	-	-	-
Wastewater Operations	4,898,809	6,127,567	6,569,649	7,405,550	7,338,164
,Water Operations	3,698,564	5,190,461	4,771,438	7,317,204	7,781,455
TOTAL EXPENDITURES	8,597,372	12,601,140	11,341,087	14,722,754	15,119,619

ENTERPRISE FUNDS

DOGWOOD TRACE GOLF COURSE FUND

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

ENTERPRISE FUNDS

MASS TRANSIT FUND

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

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PROGRAM BUDGETS

FISCAL YEAR 2020-2021



GENERAL GOVERNMENT



CITY COUNCIL & CITY CLERK

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

PERSONNEL SUMMARY

City Clerk	1
Deputy Clerk	1
Mayor	1
Vice-Mayor	1
Council Member	5
TOTAL POSITIONS	9

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

CITY MANAGER

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

PERSONNEL SUMMARY

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

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

CITY ATTORNEY

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

PERSONNEL SUMMARY

City Attorney	1
Paralegal (NEW)	1
TOTAL POSITIONS	2

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

CITY ASSESSOR

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

PERSONNEL SUMMARY

City Assessor	1
Appraiser	2
Real Estate Data Analyst	1
Real Estate Assessment Clerk	1
GIS Analyst	1
TOTAL POSITIONS	6

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

HUMAN RESOURCES

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

PERSONNEL SUMMARY

Human Resources Director	1
Risk Control Coordinator (NEW)	1
Human Resources Specialist	2
TOTAL POSITIONS	4

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

FINANCE

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

PERSONNEL SUMMARY

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

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

BILLING & COLLECTIONS

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

PERSONNEL SUMMARY

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

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

RISK MANAGEMENT

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

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

CENTRAL STORE ROOM

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

BUDGET & PROCUREMENT

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

PERSONNEL SUMMARY

Director of Budget & Procurement	1
Assistant Director	1
Budget Analyst	1
Purchasing Specialist	1
Assistant Purchasing Agent	1
Store Room/Print Shop Clerk (P/T)	1
TOTAL POSITIONS	6

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

INFORMATION TECHNOLOGY

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

PERSONNEL SUMMARY

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

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

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CONSTITUTIONAL OFFICERS



COMMISSIONER OF REVENUE

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

PERSONNEL SUMMARY

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

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

CITY TREASURER

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

PERSONNEL SUMMARY

Treasurer	1
Deputy Clerk II	1
Administrative Assistant I	1
TOTAL POSITIONS	3

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

REGISTRAR

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

PERSONNEL SUMMARY

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

CLERK OF CIRCUIT COURT

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

PERSONNEL SUMMARY

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

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

COMMONWEALTH ATTORNEY

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

PERSONNEL SUMMARY

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

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

SHERIFF'S OFFICE

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

PERSONNEL SUMMARY

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

SHERIFF'S OFFICE

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

CITY JAIL

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

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

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PUBLIC SAFETY



POLICE

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

PERSONNEL SUMMARY

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

POLICE

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

911 EMERGENCY COMMUNICATIONS

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

PERSONNEL SUMMARY

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

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

ANIMAL CONTROL

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

PERSONNEL SUMMARY

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

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

FIRE RESCUE & EMERGENCY SERVICES

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

PERSONNEL SUMMARY

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

FIRE RESCUE & EMERGENCY SERVICES

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

COMMUNITY CORRECTIONS

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

PERSONNEL SUMMARY

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

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

VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

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

PERSONNEL SUMMARY

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

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

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COURTS & OTHER PUBLIC SAFETY



CIRCUIT COURT JUDGES & ADMINISTRATION

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

PERSONNEL SUMMARY

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

CIRCUIT COURT JUDGES & ADMIN.	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Salaries & Wages Regular	50,695	48,633	48,228	49,309	49,309
Part Time Regular	19,225	20,546	19,995	22,500	22,500
FICA	4,804	5,630	4,808	5,493	5,493
VRS	5,675	5,922	5,945	5,922	5,922
Health Insurance	9,835	6,394	6,508	7,766	7,766
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	619	646	646	646	645
Other Contractual Services	-	1,050	711	200	200
Repairs - Equipment	-	-	-	850	850
Postal Services	961	1,033	1,200	1,350	1,350
Telecommunications	4,373	1,726	724	2,500	2,500
Office Supplies	121	945	623	1,200	1,200
Cleaning Materials & Supplies	-	-	-	200	200
TOTAL CIRCUIT COURTS JUDGES & ADMIN.	96,309	92,523	89,387	97,937	97,937

GENERAL DISTRICT COURT

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

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

MAGISTRATE

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

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

11TH DISTRICT COURT SERVICES UNIT

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

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

JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

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

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

Victim Witness

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

PERSONNEL SUMMARY

Victim Witness Director	1
Victim Witness Assistant Director	1
Victim Witness Advocate	1
Victim Witness Program Assistant	1
TOTAL POSITIONS	4

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

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GENERAL SERVICES & PUBLIC UTILITIES



PUBLIC UTILITIES REVENUE

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

STORMWATER REVENUES

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

STREETS REVENUE

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

GENERAL SERVICES

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

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

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

FLEET

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

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

GENERAL SERVICES

PERSONNEL SUMMARY

Deputy City Manager	1
Director of General Services	1
Administrative Assistant II	1
TOTAL POSITIONS	3

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

FACILITIES MANAGEMENT

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

PERSONNEL SUMMARY

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

FACILITIES MANAGEMENT

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

GROUND S

PERSONNEL SUMMARY

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

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

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

STORMWATER OPERATIONS

PERSONNEL SUMMARY

Stormwater Program Manager	1
Engineering Construction Manager	1
Stormwater Inspector	2
TOTAL POSITIONS	4

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Salaries & Wages Regular	140,719	140,516	182,207	303,361	441,364
FICA	10,033	11,559	12,470	23,207	33,764
VRS	15,825	16,801	22,276	36,710	53,008
Health Insurance	16,597	18,390	19,680	36,837	49,879
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	1,728	1,832	2,419	3,974	5,782
Doctors & Phys Exam Fees	-	-	-	-	-
Other Contractual Services	3,022	222,960	203,026	1,357,752	700,213
Repairs - Vehicles	-	262	2,479	-	2,500
Advertising	-	35	-	1,000	1,000
Postal Services	-	0	14	-	100
Telecommunications	499	1,183	1,103	1,210	1,350
Lease/Rent of Equipment	-	142	-	-	-
Meals and Lodging	-	-	21	-	-
Registration & Training	-	220	145	2,500	2,500
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	3,000	3,570	580	4,000	4,000
State Permits - Licenses	-	-	3,000	-	4,000
Office Supplies	215	2,949	3,334	3,790	3,790
Food Supplies	-	-	-	500	500
Vehicle and Powered Equipment Fuels	21	43	204	1,000	1,000
Uniforms & Wearing Apparel	-	-	-	2,000	2,000
Other Operating Supplies	190	80	-	100	100
Computer Hardware under \$5,000	-	70	-	4,538	4,538
VSMP Permit Issuance Fees	-	-	3,416	-	-
Vehicles	-	-	-	30,000	-
Bonded Debt/Notes Interest	65,653	128,571	-	90,270	88,861
Bonded Debt/Notes Principal	629,332	1,946,531	-	57,500	60,000
Bond Issuance Costs	-	300,975	-	-	-
TOTAL STORMWATER EXPENDITURES	886,834	2,796,688	456,373	1,960,249	1,460,249

PUBLIC UTILITIES

PERSONNEL SUMMARY

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

PERSONNEL SUMMARY

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

WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Salaries & Wages Regular	-	248,512	243,326	473,404	631,803
Salaries & Wages Overtime	-	26,760	19,946	25,361	25,361
Part Time Regular	-	-	-	-	-
FICA	-	23,078	17,575	38,154	50,273
VRS	-	25,390	24,007	56,856	75,880
Health Insurance	-	43,311	31,817	68,133	84,445
Health Insurance Waiver Expense	-	-	-	-	1,200
VRS Group Life	-	6,886	7,144	6,202	8,277
Unemployment Insurance	-	415	-	7,500	7,500
Doctors & Phys Exam Fees	-	247	-	1,300	1,300
Engineer and Architecture Services	-	63,534	-	7,500	7,500
Wastewater Treatment Services	4,898,809	4,513,759	5,096,881	4,791,000	5,063,007
Other Professional Services	-	7,942	1,451	3,500	3,500
Credit Card Processing Fees	-	-	23	-	-
Other Contractual Services	-	220,035	484,620	292,000	292,000
Repairs - Vehicles	-	48,363	19,616	37,500	37,500
Repairs - Machinery & Tools	-	26,396	8,360	10,300	10,300
Repairs - Equipment	-	16,964	888	6,200	6,200
Repairs - Heating & Cooling Equipment	-	-	-	-	-
Repairs - Streets & Sidewalks	-	16,387	3,295	8,900	8,900
Repairs - Buildings	-	3,392	-	5,100	5,100
Printing & Binding	-	4,538	-	10,000	10,000
Advertising	-	210	-	500	500
Utility Service	-	127,920	180,884	103,300	103,300
Postal Services	-	45,002	-	55,000	55,000
Telecommunications	-	14,173	7,622	15,200	15,200
Property Insurance	-	-	-	4,000	4,000
Auto Insurance	-	-	-	1,200	1,200
Lease/Rent of Equipment	-	80,588	130,196	102,600	102,600
Mileage & Transportation	-	-	108	-	-
Meals and Lodging	-	-	1,580	-	-
Registration & Training	-	55	1,470	-	-
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	-	593	408	18,350	18,350
State Permits/License	-	-	5,350	-	-
Office Supplies	-	12,396	1,738	10,000	10,000
Food Supplies	-	45	20	-	-
Cleaning Materials & Supplies	-	3,276	-	3,500	3,500
Repair and Maintenance Supplies	-	123,945	5,183	100,464	100,464
Vehicle and Powered Equipment Fuels	-	5,892	54,602	8,000	8,000

WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Uniforms & Wearing Apparel	-	10,426	3,314	5,000	5,000
Other Operating Supplies	-	2,104	210	350	350
Construction Materials	-	51,144	27,172	75,000	75,000
Service Connection & Materials	-	-	-	25,000	25,000
First Aid Supplies	-	-	46	250	250
Water & Sewer Materials & Supplies	-	2,375	46,069	50,000	50,000
Furniture & Fixtures under \$5,000	-	-	1,262	-	-
Machinery & Equipment under \$5,000	-	6,621	4,208	1,900	1,900
Computer Hardware under \$5,000	-	-	858	-	-
Vehicles	-	-	88,354	-	-
Capital Lease Interest	-	-	50,047	-	-
Bonded Debt/Notes Interest	-	7,390	-	-	-
Bonded Debt/Notes Principal	-	17,209	-	-	-
SWWA Payback	-	197,218	-	500,000	-
Fund Balance Replenishment	-	123,077	-	469,526	421,005
Contingency	-	-	-	7,500	7,500
TOTAL WASTEWATER OPERATIONS	4,898,809	6,127,567	6,569,649	7,405,550	7,338,164

WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Public Utilities Water Service	-	69	-	-	-
Salaries & Wages Regular	877,901	753,589	907,230	1,041,413	1,195,844
Salaries & Wages Overtime	63,374	57,648	50,501	43,000	43,000
Part Time Regular	31,467	37,850	33,767	-	-
FICA	68,473	66,575	65,985	82,956	94,772
VRS	41,151	80,449	102,911	125,074	143,621
Health Insurance	166,541	111,721	110,561	177,646	165,198
Health Insurance Waiver Expense	-	-	-	-	9,600
VRS Group Life	11,949	8,568	11,048	13,643	15,666
Workman's Compensation	2,817	-	-	12,000	12,000
Doctors & Phys Exam Fees	550	353	1,146	1,300	1,300
Engineer and Architecture Services	-	-	26,444	-	-
Other Professional Services	-	6,272	1,671	-	-
Credit Card Processing Fees	-	-	30	-	-
Other Contractual Services	360,979	762,259	350,972	844,047	844,047
Repairs - Vehicles	-	30,757	45,181	24,100	24,100
Repairs - Machinery & Tools	-	26,293	4,431	92,000	92,000
Repairs - Equipment	-	1,179	9,964	1,200	1,200
Repairs - Streets & Sidewalks	-	7,838	74,888	1,500	1,500
Repairs - Buildings	-	11,324	18	-	-
Pest Control	-	-	-	350	350
Printing & Binding	-	609	-	-	-
Advertising	-	210	1,931	500	500
Utility Service	-	76,995	40,259	66,500	66,500
Natural Gas	-	641	1,790	3,000	3,000
Water & Sewer Service	-	788	1,967	2,000	2,000
Postal Services	-	2,842	231	5,000	5,000
Telecommunications	-	9,320	8,153	9,000	9,000
Insurance Premiums - Fire	-	-	-	2,000	2,000
Property Insurance	-	-	-	4,000	4,000
Auto Insurance	-	-	-	1,200	1,200
Lease/Rent of Equipment	5,250	95	4,253	7,500	7,500
Lease/Rent of Buildings	4,171	10,396	4,800	9,600	9,600
Mileage & Transportation	-	-	6,214	-	-
Meals and Lodging	-	-	4,951	-	-
Registration & Training	4,554	195	3,871	2,000	2,000
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	299	291	218	350	350
State Permits/License	33,601	-	5,045	18,000	18,000
Office Supplies	11,830	6,234	3,640	2,550	2,550
Food Supplies	-	190	596	-	-
Cleaning Materials & Supplies	4,780	399	712	3,500	3,500

WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Repair and Maintenance Supplies	-	226,131	62,840	245,000	241,448
Vehicle and Powered Equipment Fuels	21,971	4,112	6,638	10,000	10,000
Uniforms & Wearing Apparel	5,207	11,303	17,298	8,000	8,000
Other Operating Supplies	2,395	6,194	6,390	7,750	7,750
Merchandise for Resale	1,910,879	1,615,966	1,675,187	1,690,000	1,804,836
Construction Materials	-	73,428	25,173	13,000	13,000
Service Connection & Materials	13,901	-	13,417	60,000	60,000
First Aid Supplies	-	-	1,680	250	250
Water & Sewer Materials & Supplies	54,486	109,103	180,863	50,000	50,000
Machinery & Equipment under \$5,000	37	4,686	737	3,600	3,600
Computer Software under \$5,000	-	278	1,150	3,000	3,000
Computer Hardware under \$5,000	-	1,788	2,746	2,000	2,000
Machinery & Equipment over \$5,000	-	-	-	-	-
Vehicles	-	-	88,354	-	-
Depreciation Expense	-	-	-	-	-
Bonded Debt/Notes Interest	-	298,783	-	503,533	580,280
Bonded Debt/Notes Principal	-	(17,209)	-	409,730	457,365
Capital Leases Principal	-	(0)	189,908	141,292	362,780
Capital Leases Interest	-	157,743	124,678	253,594	130,147
Other Debt Expenses	-	(24,612)	-	-	-
Debt Issuance Cost	-	145,024	-	-	-
PILOT Payment to General Fund	-	489,000	489,000	850,000	845,098
Fund Balance Replenishment	-	16,794	-	469,526	421,005
TOTAL WATER OPERATIONS	3,698,564	5,190,461	4,771,438	7,317,204	7,781,455

STREETS OPERATIONS

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

PERSONNEL SUMMARY

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

STREET OPERATIONS

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Street Operations	-	70	154	-	-
Salaries & Wages Regular	794,498	1,023,077	1,051,062	1,541,599	1,486,558
Salaries & Wages Overtime	22,234	28,867	35,249	30,000	30,000
Part Time Regular	20,256	27,364	47,228	35,614	35,614
FICA	58,776	86,805	72,668	122,952	118,741
VRS	88,174	116,417	123,867	184,888	178,536
Health Insurance	140,627	190,818	170,840	284,957	251,686
Health Insurance Waiver Expense	-	-	-	-	9,600
VRS Group Life	9,609	12,538	13,478	20,165	19,474
Unemployment Insurance	-	693	-	-	-
Workman's Compensation	5,056	-	-	-	-
Tuition Assistance	-	-	-	2,500	2,500
Doctors & Phys Exam Fees	-	655	-	3,000	3,000
Engineer and Architecture Services	345	-	-	70,000	62,800
Other Professional Services	-	25	-	-	-
Other Contractual Services	455,571	273,360	447,584	1,539,526	2,619,072
Snow Removal Services	-	-	-	100,000	100,000
Repairs - Vehicles	17,978	56,926	27,368	20,000	125,000
Repairs - Machinery & Tools	-	3,362	14,401	-	13,500
Repairs - Equipment	24,400	3,555	38,555	1,500	5,000
Repairs - Buildings	-	12	5,801	-	2,500
Advertising	-	360	-	1,000	1,000
Utility Service	-	582,376	578,417	525,607	525,607
Postal Services	34	65	67	200	950
Telecommunications	5,840	14,981	13,956	7,500	14,700
Lease/Rent of Equipment	-	7,335	-	-	-
Mileage & Transportation	-	1,211	26	1,500	1,500
Meals and Lodging	-	441	2,736	-	-
Registration & Training	225	5,445	5,944	2,500	2,500
Conference Travel & Training	-	-	-	-	-
Dues & Subscriptions	302	-	-	-	-
Office Supplies	2,683	7,243	5,014	5,000	5,000
Food Supplies	-	977	257	2,500	2,501
Cleaning Materials & Supplies	890	3,403	1,532	2,500	2,501
Repair and Maintenance Supplies	-	2,981	45,008	170,000	170,000
Vehicle and Powered Equipment Fuels	27,535	10,536	38,447	50,000	50,000
Uniforms & Wearing Apparel	5,058	10,917	17,785	10,000	12,500
Books and Subscriptions	-	370	760	1,000	300
Other Operating Supplies	-	19,554	32,381	3,000	16,000
Furnitures & Fixtures under \$5,000	-	2,066	396	-	7,500
Machinery & Equipment under \$5,000	1,001	5,419	694	2,500	100,000
Computer Hardware under \$5,000	-	-	1,906	-	-
Machinery & Equipment over \$5,000	-	17,681	453	100,000	-
Vehicles	-	-	-	1,140,191	-
Contingency	-	-	140	-	-
Litter Grant	-	5,931	7,210	-	5,559
TOTAL STREETS FUND EXPENDITURES	1,681,091	2,523,834	2,801,381	5,981,699	5,981,699

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SOCIAL SERVICES



SOCIAL SERVICES

Petersburg Department of Social Services:

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

PERSONNEL SUMMARY

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

SOCIAL SERVICES

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

SOCIAL SERVICES

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

JUVENILE & CHILDREN OUTREACH (CSA)

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

PERSONNEL SUMMARY

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

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

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LEISURE & COMMUNITY ENGAGEMENT



RECREATION & COMMUNITY ENGAGEMENT

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

PERSONNEL SUMMARY

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

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

LIBRARY

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

PERSONNEL SUMMARY

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

LIBRARY

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

WORKFORCE DEVELOPMENT

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

PERSONNEL SUMMARY

Executive Director	1
TOTAL POSITIONS	1

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

TOURISM & SPECIAL EVENTS

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

CEMETERIES ADMINISTRATION

PERSONNEL SUMMARY

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

DOGWOOD TRACE GOLF COURSE

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

PERSONNEL SUMMARY

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

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

DOGWOOD TRACE GOLF COURSE

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

MASS TRANSIT

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

PERSONNEL SUMMARY

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

MASS TRANSIT REVENUE

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

MASS TRANSIT REVENUE

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

MASS TRANSIT EXPENDITURES

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

MASS TRANSIT EXPENDITURES

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

MASS TRANSIT EXPENDITURES

PREVENTIVE MAINTENANCE	2016-2017 ACTUALS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED
Salaries and Wages - Regular	-	(759)	208,790	277,202	339,602
Salaries and Wages - Overtime	-	-	16,620	20,000	25,000
Part-time Salaries & Wages-Regular	-	-	95,719	64,501	90,180
Part-time Salaries & Wages-Overtime	-	-	-	-	-
FICA	-	-	19,710	27,670	34,790
VRS	-	-	24,033	33,292	40,786
Hospitalization/Medical Plans	-	-	30,976	39,766	43,444
Health Insurance Waiver Expense	-	-	-	-	1,200
Group Insurance	-	-	2,794	3,631	4,449
Doctors & Phys Exam Fees	-	-	-	-	-
Other Contractual Services	-	1,422	-	-	-
Repairs - Vehicles	-	106,873	142,612	135,360	140,000
Repairs - Machinery & Tools	-	984	-	7,500	7,500
Repairs - Equipment	-	-	4,916	5,000	5,000
Repairs - Grounds	-	2,341	62,114	34,889	35,000
Maintenance - Vehicles	-	-	4,898	6,000	6,000
Maintenance - Machinery & Tools	-	-	-	2,500	2,500
Maintenance - Equipment	-	-	2,039	1,500	1,500
Maintenance - Buildings	-	-	858	10,000	10,000
Laundry Services	-	-	-	-	-
Telecommunications	-	8,982	2,443	-	-
Lease/Rent of Equipment	-	-	855	-	-
Office Supplies	-	-	116	-	-
Cleaning Materials & Supplies	-	199	906	-	19,500
Repair and Maintenance Supplies	-	2,391	8,663	-	-
Vehicle and Powered Equipment Fuels	-	1,812	-	-	-
Uniforms & Wearing Apparel	-	737	-	-	-
Books and Subscriptions	-	-	-	-	-
First Aid Supplies	-	-	-	-	-
Other Operating Supplies	-	-	412	-	-
Tires & Tubes	-	-	49,511	-	-
Machinery & Equipment under \$5,000	-	897	-	-	-
Computer Hardware under \$5,000	-	630	-	-	-
Local Match Preventive Maintenance [Fund 5307]	-	5,630	-	-	-
TOTAL PREVENTIVE MAINTENANCE	-	132,139	678,985	668,811	806,450

MASS TRANSIT EXPENDITURES

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

MASS TRANSIT EXPENDITURES

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

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DEVELOPMENT SERVICES



PLANNING

PERSONNEL SUMMARY

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

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

ECONOMIC DEVELOPMENT

PERSONNEL SUMMARY

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

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

NEIGHBORHOOD SERVICES

PERSONNEL SUMMARY

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

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

TOURISM

PERSONNEL SUMMARY

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

FREEDOM SUPPORT CENTER

PERSONNEL SUMMARY

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

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DEBT SERVICE

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

SCHOOL OPERATIONS

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

TRANSFERS

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

NON-DEPARTMENTAL

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

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

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APPENDICES AND GLOSSARY

APPENDICES

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

PROCESS FOR COUNCL CHANGES TO CITY MANAGER’S ADOPTED BUDGET

DATE:

CITY COUNCIL SPONSOR:

CO-SPONSORS (REQUIRES 3 ADDITIONAL SPONSORS):

	Mayor Parham		Councilmember Hill		Councilmember Smith-Lee
	Vice Mayor Hart		Councilmember Myers		Councilmember Wilson-Smith
	Councilmember Cuthbert				

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

REVENUE ENHANCEMENT: EXPLAIN:

REMOVAL FROM OTHER AREA: EXPLAIN:

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

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

B. ADD TO FUND BALANCE

C. CONTRIBUTE TO TAX/FEE REDUCTION; EXPLAIN:

APPENDICES

Appendix B. Financial Polices

FINANCIAL POLICIES

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

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

FINANCIAL POLICY OBJECTIVES

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

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

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

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

APPENDICES

BUDGET DEVELOPMENT POLICIES

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

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

CAPITAL IMPROVEMENT BUDGET

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

APPENDICES

CAPITAL IMPROVEMENT BUDGET

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

DEBT POLICIES

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

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

APPENDICES

DEBT POLICIES (CONT)

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

RESERVE POLICIES

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

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

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

APPENDICES

RESERVE POLICIES (CONT)

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

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

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

APPENDICES

RESERVE POLICIES (CONT)

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

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

APPENDICES

Appendix C. Standard Operating Procedures for Grant Processing

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

I. Background and Purpose

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

II. Procedures:

Application for Grant Funding

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

Award of Grant Funding

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

Effective Date: April 1, 2017

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Grant Processing SOP

APPENDICES

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

Quarterly Financial Reporting

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

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

Accounting Requirements

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

City Manager Approved: 

3/23/17
Date

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

Department/Agency Head: _____

Date

Effective Date: April 1, 2017

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Grant Processing SOP

APPENDICES

Appendix D. Health Care Rates

Dated -May 2020

City of Petersburg HEALTHCARE RATES
FY 2020 - 2021
July 1, 2020 - June 30, 2021



Key Advantage 500 - Comprehensive Dental

	Bi-weekly Employee Cost (Premium)	Monthly Employee Cost	Monthly City Cost	Combined Monthly Total	Monthly COBRA Rate
EE only	72.80	145.60	582.40	728.00	742.56
EE + one	320.40	640.80	706.20	1,347.00	1,373.94
EE + Family	568.00	1,136.00	830.00	1,966.00	2,005.32

Key Advantage 500 - Preventive Dental

	Bi-weekly Employee Cost (Premium)	Monthly Employee Cost	Monthly City Cost	Combined Monthly Total	Monthly COBRA Rate
EE only	71.10	142.20	568.80	711.00	725.22
EE + one	312.70	625.40	689.60	1,315.00	1,341.30
EE + Family	554.70	1,109.40	810.60	1,920.00	1,958.40

Key Advantage 1000 - Comprehensive Dental

	Bi-weekly Employee Cost (Premium)	Monthly Employee Cost	Monthly City Cost	Combined Monthly Total	Monthly COBRA Rate
EE only	69.20	138.40	553.60	692.00	705.84
EE + one	304.80	609.60	671.40	1,281.00	1,306.62
EE + Family	539.60	1,079.20	788.80	1,868.00	1,905.36

Key Advantage 1000 - Preventive Dental

	Bi-weekly Employee Cost (Premium)	Monthly Employee Cost	Monthly City Cost	Combined Monthly Total	Monthly COBRA Rate
EE only	67.50	135.00	540.00	675.00	688.50
EE + one	297.10	594.20	654.80	1,249.00	1,273.98
EE + Family	526.70	1,053.40	769.60	1,823.00	1,859.46

Retirees (less than 15 years service & less than age 65) - Monthly COBRA Rate

Retirees (more than 15 years service & less than age 65) - Combined Monthly Total

Disability Retirees (up to age 65) - Combined Monthly Total

Medicare Retirees Complimentary (age 65 and up) - \$134 / month

GLOSSARY

Adopted Budget	A plan of financial operations approved by City Council highlighting major changes made to the City's Fiscal Plan. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures, transfers and departmental goals and objectives.
Appropriation	An authorization granted by City Council to a specified organization to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.
Asset	Resources which have monetary value that are owned or held by a government.
Balanced Budget	A term used to describe a budget in which the total revenues equal the total expenditures, reserves and unassigned fund balance for a given time period.
Basis of Accounting	The timing of recognition of transactions or events for financial statement reporting purposes.
Basis of Budgeting	The method used to determine when revenues and expenditures are recognized for budgetary purposes.
Bond Rating	An evaluation performed by an independent rating service of the credit quality of bonds issued. Ratings measure the probability of timely repayment of principal and interest on municipal securities.
Budget	An annual financial plan that identifies a plan of operation for the fiscal year. It states expenditures required and identified revenues necessary to finance the plan.
Budget Calendar	A schedule of key dates a government follows to prepare and adopt its budget.
Comprehensive Annual Financial Report (CAFR)	A report compiled annually which provides detailed information on an organization's financial status at year end.
Community Development Block Grant (CDBG)	Community Development Block Grant provides funding to eligible units of local government to redevelop blighted structures in support of the location of a new industry or expansion of an existing industry.
Capital Improvement Program (CIP)	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the citizens of the City. The CIP reflects the physical development policies of the City and typically encompasses a five-year period and includes projects exceeding \$100,000.
Constitutional Officers	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Treasurer, Sheriff, Commonwealth's Attorney, Commissioner of Revenue and Clerk of Circuit Court).

GLOSSARY CONTINUED

Contingency	A budgetary assignment established for emergencies or unforeseen expenditures.
Contractual Services	An object series that includes services rendered to private firms, individuals, or other governmental entities; examples include utilities, rent, maintenance agreements and professional consulting services.
Debt Service	The payment of principal and interest on borrowed funds through instruments such as bonds.
Department	An organizational unit of government functionally unique in its delivery of service.
Depreciation	The decrease in value of physical assets due to use and the passage of time.
Encumbrance	A carry over of funds for an anticipated expenditure prior to payment for the item. Funds usually are assigned or encumbered once a contract has been signed.
Enterprise Fund	A self-supporting fund designed to account for activities provided to external customers that is supported by user charges; examples include the Golf Course, Transit and Utilities funds.
Financial Management	Budget, payroll, procurement, accounts payable, accounts receivable, grants and other financial functions.
Fines & Forfeitures	Revenue received from forfeitures and authorized fines such as library and parking violation fines.
Fiscal Year	The twelve-month period of time used by the City for budgeting and accounting purposes. The City's fiscal year begins on July 1st and ends the following June 30th.
Fixed Assets	Assets of a long-term nature that continue to be held or used, such as land, buildings, machinery, furniture and equipment.
Fringe Benefits	Job-related benefits provided for employees as a part of their total compensation, such as employer's portion of FICA taxes, retirement and
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balances, retained earnings, revenues and expenditures.
Fund Balance	The accumulated revenues and other financing sources in excess of expenditures and other uses.
General Fund	The primary operating fund which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day to day operations of the City.

GLOSSARY CONTINUED

General Property Taxes	A category of City revenue from taxes levied on property located in or owned by the residents and businesses of the City of Petersburg.
Goal	An organization's aim, desired result(s), or intended outcomes.
Grant	An amount provided by a governmental unit or other type of organization in aid or support of a particular governmental function or program.
Healthcare Fund	Records the collection of the City's contributions towards health care costs as well as the employee's contributions and payments to vendors and for claims to manage rate increases at a reasonable level.
Human Resources	Department within the City of Petersburg that deals with the hiring, administration and training of personnel.
Infrastructure	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems and similar assets that are immovable and are only of value to the governmental unit.
Internal Service Fund	A proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost reimbursement basis.
Land Book Value	The value assigned to property located within the City; prepared based on the Assessor's assessments, as exchanged by the board of equalization of assessments and certified by the Commissioner of Revenue.
Licenses & Permits	Fees collected for the issuance of licenses and permits such as business licenses and sign permits.
Line-item Budget	A departmental budget that specifies types of expenditures planned for the fiscal year.
Long-Term Debt	Debt that has a maturity of more than one year from date of issuance.
Miscellaneous Revenue	All revenue received, not otherwise classified into another line item, such as interest, concessions and rental of property/equipment.
Non-Departmental	Expenditures and initiatives that are not specific to any department or have citywide impacts.
Objective	Action oriented statements of what must be focused on over a continuous basis to achieve the strategic result.
Operating Budget	The City's annual financial plan of the operating expenditures of the general fund, enterprise funds and internal service funds, as well as the proposed means of financing them.
Ordinance	A formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.
Penalties & Interest	Fees collected for violations or delinquent payments.

GLOSSARY CONTINUED

Performance Measure	Specific quantitative or qualitative measures of the work performed within an activity or program. An example of a quantitative measure would be the number of miles of streets paved. An example of a qualitative measure would be 80% of streets have been repaired.
Personal Property	A category of property, other than real estate, identified for purposes of taxation.
Personnel Services	Compensation for direct labor of persons in the employment of the City; salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime, shift differential and similar compensation. This account group also includes the portion of employee fringe benefits paid by the City.
Program	A set of activities undertaken in accordance with a plan of action organized to
Property Tax Rate	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually
Proposed Budget	The budget formally submitted to Council for consideration, these are also
Proprietary Funds	To account for a government's ongoing organization and activities that are similar to those found in the private sector. There are two types of proprietary funds:
Real Property	Real estate, including land and improvements (building, fencing and paving)
Reserve	Budgetary terminology used by the City to indicate the portion of the fund
Revenue	The yield from various sources of income, such as taxes, that the City collects and
Service	A service is defined as a specific work function or combination of activities that is
Special Revenue Fund	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific
Stormwater Utility Fund	A special revenue fund used to operate, maintain and improve the City's
Taxes	Compulsory charges levied by a government to finance services performed for
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.

