



City of Petersburg Virginia

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Special City Council Meeting

January 19, 2021

12:00 PM

City Council

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

City Manager

Aretha R. Ferrell-Benavides

-
1. **Roll Call**
 2. **Prayer**
 3. **Closed Session**
 4. **Moment of Silence**
 5. **Pledge of Allegiance**
 6. **Determination of the Presence of a Quorum**
 7. **Proclamations/Recognitions**
 8. **Reports/responses to previous public information period**
 9. **Communication/Special Reports**
 - a. City Manager's Report- Aretha R. Ferrell-Benavides, City Manager
 - b. COVID-19 Update
 10. **Consent Agenda (to include minutes of previous meetings):**
 - a. Minutes of Closed Session Meeting of January 4, 2021, Closed Session of January 5, 2021, Organizational City Council Meeting of January 5, 2021 and January 5, 2021 Special Regular City Council Meeting
 - b. To have a public hearing to incorporate a fee schedule within the appendix of the City's Code of Ordinances and amend the fees for the building permit fees.
 11. **Official Public Hearings**
 - a. A public hearing to receive public comments on the amendment to the FY2020-21 General Fund Budget.
 - b. Consideration to appropriate the balance of Urban Highway Set-Aside Funds in the amount of \$2,601,761.50 from the Virginia Department of Transportation (VDOT).
 - c. Consideration to approve the supplemental appropriation in the amount of \$7,397,181 for Petersburg Public Schools for the current fiscal year -2nd Reading

- d. Public hearing for consideration of an ordinance authorizing the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue, Parcel ID: 014010001, related to a 15' Sewer easement on the property.
- e. Public Hearing and consideration for adoption of an ordinance to amend and re-adopt Chapter 1 Sections 1-1 through 1-19 of the Petersburg City Code in furtherance of the city's Comprehensive Code update.

12. Public Information Period

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

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

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

14. Items removed from Consent Agenda

15. Unfinished Business

- a. City Council Rules of Council

16. New Business

- a. Consideration to appropriate funding in the amount of \$382,494.45 for the COVID-19 Municipal Utility Relief Program that was awarded to the City of Petersburg by the Virginia Department of Housing & Urban Development. (2nd Reading).
- b. Consideration of an appropriation in the amount of \$84,105.00 for Right-of-Way Acquisition Services for the South Crater Road Traffic Signal Improvement Project being conducted by Kimberly Horn. (2nd Reading)
- c. Consideration of an appropriation for a grant from the Historic African American Cemetery and Graves Grant in the amount of \$1,865.00. (2nd Reading)
- d. Consideration of an appropriation for a grant in the amount of \$80,926.00 for the expansion funding for the Comprehensive Community Corrections Act & Pretrial Services Act. (2nd Reading)
- e. Consideration of the carrying forward of the FY2019-20 amount \$371,969 for the CDBG-CVI Cares Act to be appropriated for FY2020-21 for the Coronavirus Pandemic due to the City of Petersburg.
- f. Consideration of a nomination to the Crater Regional Workforce Development Board.

17. City Manager's Agenda

- 18. Business or reports from the Clerk**
- 19. Business or reports from the City Attorney**
- 20. Adjournment**



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM: Aretha Ferrell-Benavides

RE: **City Manager's Report- Aretha R. Ferrell-Benavides, City Manager**

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS: None



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Darnetta Tyus

RE: COVID-19 Update

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS: None



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: Minutes of Closed Session Meeting of January 4, 2021, Closed Session of January 5, 2021, Organizational City Council Meeting of January 5, 2021 and January 5, 2021 Special Regular City Council Meeting

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. January 4, 2021 Closed Session Meeting Minutes
2. January 5, 2021 Closed Session Meeting Minutes
3. January 5, 2021 Organizational Meeting Minutes
4. January 5, 2021 Special Regular City Council Meeting Minutes

The Special Called Closed Session Meeting of the Petersburg City Council was held on Monday, January 4, 2021, on live stream. Council Member Parham called the Special Called Closed Session Meeting to order at 4:09p.m.

1. ROLL CALL:

Present:

Council Member Charles H. Cuthbert, Jr
Council Member Treska Wilson-Smith
Council Member Annette Smith-Lee
Council Member W. Howard Myers
Council Member John A. Hart, Sr.
Council Samuel Parham

Absent: Council Member Darrin Hill

Present from City Administration:

City Attorney Anthony Williams
Clerk of Council Nykesha D. Jackson

2. CLOSED SESSION:

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(1) of the Code of Virginia for the purpose of discussions pertaining to performance, assignment, and appointment of specific public employees of the City of Petersburg specifically including but not limited to discussion of the assignment, appointment, and performance of specific public employees.

Council Member Myers made a motion that the City Council go into closed session for the purposes noted by Council Member Parham. The motion was seconded by Council Member Wilson-Smith. There was no discussion on the motion, which was approved on roll call vote.

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

City Council entered closed session at 4:10p.m.

CERTIFICATION:

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

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

The motion was approved on roll call vote.

*Audio available upon request.

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

21-R-1 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.

City Council returned to opened session at 5:46 p.m.

3. ADJOURNMENT:

City Council adjourned at 5:46 p.m.

Clerk of City Council

APPROVED:

Mayor

*Audio available upon request.

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, January 5, 2021, on live stream. Council Member Parham called the Special Called Closed Session Meeting to order at 11:17a.m.

1. ROLL CALL:

Present:

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

Absent: Council Member John A. Hart, Sr.

Present from City Administration:

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

2. CLOSED SESSION:

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(1) of the Code of Virginia for the purpose of discussions pertaining to performance, assignment, and appointment of specific public employees of the City of Petersburg specifically including but not limited to discussion of the assignment, appointment, and performance of specific public employees; and pursuant to §2.2-3711(A)(7) and (8) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to a discussion regarding Petersburg Circuit Court Case CL2000800-00 and discussion of COIA Advisory Council Opinion dated 11/2/2020 from G. Stewart Petoe.

Council Member Cuthbert stated, "I would also like for us to discuss the Ramada Inn and get an update on that from staff."

Mayor Parham stated, "Mr. Williams can you give us the terminology to add an item to this agenda."

Mr. Williams stated, "Mayor, I had emailed that to you. It can fall under consultation of legal counsel and add it to the end of the motion. Just say 'and the discussion of the Ramada Inn.' If you do not have the email."

Mayor Parham stated, "Right now I will entertain a motion to add the discussion of the Ramada Inn under consultation with legal counsel."

Council Member Hill made a motion to add the discussion of the Ramada Inn under the consultation with legal counsel. The motion was seconded by Council Member Cuthbert. There was no discussion on the motion, which was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Hill, Smith-Lee and Parham; Absent: Hart

Council Member Myers made a motion that the City Council go into closed session for the purposes noted. The motion was seconded by Council Member Hill. There was no discussion on the motion, which was

*Audio available upon request.

approved on roll call vote.

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

City Council entered closed session at 11:18a.m.

CERTIFICATION:

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

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

The motion was approved on roll call vote.

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

21-R-5 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.

City Council returned to opened session at 12:28 p.m.

Council Member Wilson-Smith made a motion to accept the resignation of the City Manager, Mrs. Aretha Ferrell-Benavides, and that council offers the position of Interim City Manager to retired Chief Kenneth Miller. And that the proposed terms of employment will be negotiated by the Mayor working with the City Attorney as the Mayor deems advisable. And that the proposed terms of employment be presented to council for council's consideration, modification and/or adoption. The motion was seconded by Council Member Myers. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Hill, Smith-Lee and Parham; Absent: Hart

3. ADJOURNMENT:

City Council adjourned at 12:32 p.m.

Clerk of City Council

APPROVED:

*Audio available upon request.

Mayor

*Audio available upon request.

The Organizational meeting of the Petersburg City Council was held on Tuesday, January 5, 2021, on Live Stream. Ms. Jackson called the meeting to order at 10:09a.m.

1. **CALL TO ORDER:**

Ms. Jackson called the meeting to order.

Reelected council Member Hill, Smith-Lee and Cuthbert all took oath of office.

2. **ROLL CALL:**

Present: Council Member Charles H. Cuthbert, Jr
Council Member Treska Wilson-Smith
Council Member W. Howard Myers
Council Member Annette Smith-Lee
Council Member Darrin Hill
Council Member John A. Hart, Sr.
Council Member Samuel Parham

Absent: None

Present from City Administration:
City Manager Aretha R. Ferrell-Benavides
City Attorney Anthony Williams
Clerk of Council Nykesha D. Jackson, CMC

Ms. Jackson stated, "Before we begin the meeting can I get Council Member Hill, Smith-Lee and Cuthbert to state that you have taken Oath of Office."

All three members of council stated that they have taken Oath of Office.

3. **BUSINESS OR REPORTS FOR/FROM THE MAYOR AND OTHER MEMBERS OF CITY COUNCIL:**

a. Nomination and appointment of Mayor

Ms. Jackson stated, "We are going to be taking nominations and considerations for the approval of the Mayor. This is how we are going to do it. You can raise your hands and speak up and let me know who is the nomination that you would like to choose. And once we have the nominations on the floor, whichever is the first nomination, we are going to go down that line and we are going to take the vote for it. If we receive all votes or at least four 'yes's' then that will be our vote. And then the other nominations we will not have to do because we would have already made a vote to choose for the majority of that person. Is that clear for everyone?"

Council Member Cuthbert stated that he nominates Sam Parham for Mayor and Darrin Hill for Vice Mayor.

Ms. Jackson recognized Council Member Smith-Lee.

Council Member Smith-Lee stated, "Is this the appropriate time to ask if we can go into closed session for a personnel issue."

Ms. Jackson stated, "We can go into closed session. Mr. Williams."

Mr. Williams stated, "I need to know what the personnel item is. If you want to discuss the decorum and process, I think the Mayor has the language for that. If it is something else, I need to know the specific substance is. If it is just discussing the process and decorum of the Rules of Council pertaining this matter and you are seeking legal advice on that subject, I think that that Mayor has that information that he can provide closed session for."

Council Member Smith-Lee stated, "I really think we should go into closed session because of some matters that I think that we should discuss before we make this decision."

Mr. Williams stated, "Mayor, if you do not have that email that I sent you I can read it for you."

Council Member Parham stated, "I do not have the email. Mr. Williams if you can read it please."

Mr. Williams stated, "The Mayor would entertain a motion to add a closed session for the purpose of consultation of legal counsel. I would need someone to add it then it would have to be a unanimous vote and then I will read the actual motion if it passes by unanimous vote."

Council Member Smith-Lee made a motion to go into closed session for the reasons noted by the City Attorney. The motion was seconded by Council Member Myers. The motion was approved by voice vote. On voice vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, Hart, Parham

Mr. Williams stated, "The Mayor would entertain a motion to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney. Specifically including but not limited to the discussion of matters requiring legal advice from the City Attorney including legal requirements of Section 7 Article 5 of the Rules of Council."

Council Member Hill made a motion to go into closed session for reason noted by the City Attorney. The motion was seconded by Council Member Smith-Lee. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, Hart and Parham

City Council entered closed session at 10:21a.m.

CERTIFICATION:

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

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

The motion was approved on roll call vote.

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

21-R-2 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.

City Council returned to opened session at 10:40a.m.

Council Member Cuthbert made a nomination for Samuel Parham to be Mayor and Darrin Hill to be Vice Mayor. The nomination was not approved on roll call. On roll call vote, voting yes: Cuthbert, Hill and Parham; Voting No: Myers, Wilson-Smith and Smith-Lee; Absent: Hart

Council Member Myers made a motion to adopt the agenda as presented for the order of the meeting. The motion was seconded by Council Member Wilson-Smith. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

Council Member Cuthbert, Myers, Smith-Lee and Hill nominated Council Member Parham to be the Mayor.

Council Member Parham stated, “I just want to thank everyone for having faith in my leadership at this point in time. I have continued to help lead the council and move the City to the next phase of council’s desire to make this City better for everybody. Thank you.”

The nomination was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Wilson-Smith, Smith-Lee, Hill and Parham; Absent: Hart

21-R-3 A RESOLUTION APPOINTING SAMUEL PARHAM AS MAYOR OF THE CITY OF PETERSBURG FOR A TERM ENDING DECEMBER 31, 2022.

b. Nomination and appointment of Vice Mayor

Council Member Cuthbert nominated Council Member Hill.

Council Member Myers nomination Council Member Smith-Lee and himself.

Mayor Parham asked Ms. Jackson to call the roll call for the nomination on Council Member Darrin Hill.

The motion was not approved on roll call for the nomination of Darrin Hill as Vice Mayor. On roll call vote, voting yes: Cuthbert, Hill and Parham; Voting No: Wilson-Smith, Myers and Smith-Lee; Absent: Hart

The nomination for Council Member Hill failed.

Mayor Parham stated, “Next, we will move on the Annette Smith-Lee as Vice Mayor. Madam Clerk please call the roll.”

The motion was approved on roll call for the nomination of Annette Smith-Lee as Vice Mayor. On roll call vote, voting yes: Wilson-Smith, Myers, Smith-Lee, and Parham; Voting No: Cuthbert and Hill; Absent: Hart

21-R-4 A RESOLUTION APPOINTING ANNETTE SMITH-LEE AS VICE MAYOR OF THE CITY OF PETERSBURG FOR A TERM ENDING DECEMBER 31, 2022.

Vice Mayor Smith-Lee stated, "Thank you so much."

- c. Review and Adoption of City Council Rules of Council and Procedure.

Mayor Parham stated, "At this time all council members have been given the opportunity to submit changes to the Rules of Council. We also have a PowerPoint here. Mrs. Benavides you want to run this through."

Mrs. Benavides stated, "Mayor and council. What you have before you is that we did something a little different this time. We tried to go through and ask for comments. We had the City Attorney to review it and we had staff to review it and to make recommendations. I think moving forward in the future this would be a great way to run through what is in the Rules of Council and give some cleanup with the assistance of the City Attorney as we go through some of it."

Mrs. Benavides presented a PowerPoint with suggestions on the Rules of Council.

There was discussion among City Council and staff.

Mayor Parham stated, "Being that we are operating under the emergency order right now would council want to have a separate meeting to go through these Rules of Council before we make any changes and continue operating the way we are. To give everyone a chance to digest the presentation. And we will schedule it for the first of next week. That will give everyone time to digest this. I will entertain a motion to table."

Council Member Myers made a motion to table. The motion was seconded by Council Member Hill. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Hill, Smith-Lee and Parham; Absent: Hart

4. ADJOURNMENT:

City Council adjourned at 11:15 a.m.

Clerk of City Council

APPROVED:

Mayor

The special regular meeting of the Petersburg City Council was held on Tuesday, January 5, 2021, live streamed. Mayor Parham called the meeting to order at 12:33p.m.

1. ROLL CALL:

Present:

Council Member Charles H. Cuthbert, Jr.
Council Member Treska Wilson-Smith
Council Member W. Howard Myers (left at 12:49pm) (returned at 2:21pm)
Council Member Darrin Hill
Vice Mayor Annette Smith-Lee
Mayor Samuel Parham

Absent: Council Member John A. Hart, Sr.

Present from City Administration:

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

2. PRAYER:

Mayor Parham stated, "Councilman Hill will lead us in our opening prayer."

Council Member Hill led the council meeting in prayer.

3. CLOSED SESSION:

*No items for this portion of the agenda.

4. MOMENT OF SILENCE:

Mayor Parham led council and citizens in the moment of silence.

5. PLEDGE OF ALLEGIANCE:

Mayor Parham led council and the citizens in the pledge of allegiance.

6. DETERMINATION OF THE PRESENCE OF A QUORUM:

A quorum was determined with the presence of all City Council Members except Council Member Hart.

7. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS:

*No items for this portion of the agenda.

Mayor Parham stated, "I just want to open up with a Positive Petersburg Moment for Tuesday January 5th. First Good Afternoon and Happy New Year Everyone. For our Positive Petersburg moment today, I just want to give a brief highlight of the Petersburg Public Library's new conference and event center. Construction officially began on November 29th. The steel work currently taking place is scheduled to be complete by the end of next week, weather permitting. This project remains on schedule to be complete for this summer 2021."

*Audio available upon request.

8. REPORTS/RESPONSES TO PREVIOUS PUBLIC INFORMATION PERIOD:

Folakemi Osoba, Public Information Officer, stated, "Good afternoon Mayor and Members of Council. Happy New Year. I just have a response from a question at the last meeting. There was a question about an update from the fountain in Old Towne that was unfortunately vandalized last year. Petersburg's Facility Maintenance Division has located a replacement fountain for the Old Towne fountain. This fountain that they have found with the assistance from tourism requires adjustments to the base and the nozzle to ensure that the fountain will remain stabilized and the water will shoot at a higher velocity. So, it took some time to find a fountain that would appropriately fit site that would match the Old Towne ecstatic and included a base that it could rest on above the waterline. So, due to it being late in the winter season and with cooler temperatures arising adjustments will be made now during the winter and installation of the new fountain will take place in the spring. That concludes my report. Thank you."

9. COMMUNICATIONS/SPECIAL REPORTS:

a. City Manager's Report – Aretha R. Ferrell-Benavides, City Manager

[City-Managers-report-1521 \(petersburgva.gov\)](https://www.petersburgva.gov/city-managers-report-1521)

Mrs. Benavides stated, "Mayor and council you should have been provided a copy of the City Manager's Report. And for the sake of time, if there are questions on anything on the report, I can respond to it. But each of you should have a copy of the report."

Mayor Parham stated, "Any questions from members of council?"

Council Member Cuthbert stated, "When were we sent the report? It was not in my package."

Mrs. Benavides stated, "That is a good question. I will have to find out. Let me find out. If you do not have it then I should not report on it. Let me make sure that it goes out to eat of you. I have a copy in front of me. So, I don't know the answer to that if it wasn't in your packet. But I will find out and make that each of you have it and then I can report on it once you have it in hand."

Council Member Cuthbert stated, "Thank you."

b. COVID-19 Update

Ms. Tyus stated, "Good afternoon Mayor and Council. Let me say congratulations Mayor Parham and Vice Mayor Annette Smith-Lee."

Ms. Tyus gave an overview and update on COVID-19.

Key points:

- At the last meeting, the list of deaths was at 33 before the holidays and now they are at 36 deaths with COVID. This has been the number for the last two weeks.
- The number of cases is going to continue to go up because testing is being done throughout the Crater District.
- As of January 4th, the City of Petersburg had 1,340 cases. Of that number 1,295 have been cleared. The City has continued to have less than 100 active cases. There was an escalation of 96 cases in the last week. The number is likely high because the lab closed down because of the holidays.
- Thanked Council for support for Contact Tracing within the Health Department from January through June 30th.

*Audio available upon request.

- Southside Regional Medical Center started their vaccine to healthcare providers the week of December 21st and they continued to have those teams vaccinated.
 - The City is scheduled to have testing start on the 9th with the first responders of the City of Petersburg. This would include police, fire and EMS works. They will start vaccinating them on January 9th.
 - There is drive-thru testing going on at Fire Station 4 on this Thursday from 5pm to 6:30pm. The City is taking walk-ups and are encouraging anyone that may have been around anyone exposed to COVID-19.
- c. Update on 2020 U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement funding and sub-recipient allocation.

Reginald Tabor, Interim Director of Planning and Community Development, gave briefing on the 2020 U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement funding and sub-recipient allocation.

Key points:

- An action plan was submitted to HUD to begin the plan of drawing down funding for the sub-recipients.
- HUD informed the City that the five-year plan needed to be submitted and approved before any funding can be available to the sub-recipients.
- Staff went through the process of developing a DRAFT Consolidated Plan. It went through the public hearing process with public comments that is required for the process and then submitted document to HUD for approval.
- Currently, the City is waiting for approval from HUD. Between now and then they will execute agreements with the sub-recipients for funding.
- January 1st was the last day of employment for the CDBG Coordinator.
- Currently working with HUD to expedite the process.

There was discussion among City Council and staff.

d. Budget Update

Robert Floyd gave an update on the budget.

[Budget update.pdf](#)

Key points:

- The budget was adopted at \$73.3 million.
- On the surface it looks like the City is behind on revenues.
- The revenue manual does a great job of breaking things down.

There was discussion among City Council Members and staff.

10. APPROVAL OF CONSENT AGENDA (to include minutes of previous meeting/s)

- a. Minutes of Closed Session of December 8, 2020 and Special Regular City Council Meeting of December 8, 2020 and December 14, 2020, Special Closed Session Meeting.
- b. Consideration of an appropriation in the amount of \$84,105 for Right-of-Way Acquisition Services for the South Crater Road Traffic Signal Improvement Project being conducted by Kimberly Horn (1st Reading)

*Audio available upon request.

- c. Consideration of an appropriation for a grant from the Historic African American Cemetery and Graves Grant in the amount of \$1,865– 1st Reading
- d. Schedule a public hearing on an ordinance to amend and re-adopt Chapter 1 Sections 1-1 through 1-19 of the Petersburg City Code in furtherance of the City’s Comprehensive Code update.
- e. Consideration to appropriate funding in the amount of \$382,494.45 for the COVID-19 Municipal Utility Relief Program that was awarded to the City of Petersburg by the Virginia Department of Housing & Urban Development -1st Reading
- f. Consideration of an appropriation for grant in the amount of \$80,926 for the expansion funding for the Comprehensive Community Corrections Act & Pretrial Services Act.
- g. Consideration of the carry forward FY2020 amount of \$371,969 for the CDBG-CVI Cares Act to be appropriated for FY2021 for the Coronavirus Pandemic due to the City of Petersburg behind a HUD CDBG Entitlement Jurisdiction.
- h. Schedule a public hearing to receive public comments on the amendment to the FY2020-21 General Fund Budget.

Council Member Wilson-Smith made a motion to approve the consent agenda as read by the Mayor. The motion was seconded by Vice Mayor Smith-Lee. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill, and Parham; Absent: Myers and Hart

11. **OFFICIAL PUBLIC HEARINGS:**

- a. A public hearing for consideration of an ordinance authorizing the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue, Parcel ID:014010001, related to a 15” Sewer easement on the property.

BACKGROUND: The plat entitled “Pin Oak, Petersburg, Virginia” dated October 5, 1971, duly recorded in the Clerk’s office of the Circuit Court of the City of Petersburg, in Plat Book 3 at Page 262 ½ (the “Plat”), a 15” sewer easement was dedicated to the City of Petersburg (“Easement”).

To facilitate the development of the property encumbered by the Easement, the City is requested to vacate and release its interest in a portion of the easement.

The existing sewer line will be realigned to facilitate construction and encumbered by a new easement.

RECOMMENDATION: It is recommended that the City Council approves the ordinance authorizing the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue.

Mrs. Benavides stated, “Mayor, given that we are in a holding path do you think we should move beyond this one and come back to this item.”

Mayor Parham stated, “Alright, we will move on and circle back once Mr. Barnes and Mrs. Innis are available.”

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

- a) First, in chronological order of the notice, persons who have notified the Clerk no later than

*Audio available upon request.

12:00 noon of the day of the meeting,

- b) Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

Barbara Rudolph, 1675 Mt. Vernon Street, stated, "Good afternoon. Happy New Year to you all. First of all, I think that is an excellent choice that you made for the Interim City Manager. Congratulations Chief Miller. I hope that you will be able to keep things going and do great things. Second comment also referring to an earlier meeting. At your organizational meeting you begin talking about the Rules of Council and the City Manager, Ferrell-Benavides, was giving a briefing about some recommended changes. I think the idea of having a separate work session and business meeting is excellent. I am saying that as a concerned citizen and also former Petersburg School Board member. And that was the model that the school board used to have a work session meeting, a general business meeting each month. And it was very effective. So, I understand that not everyone is one over to this. But I hope that this will be considered further. I would love to see more of the briefing. So, when you schedule that meeting to talk about, I am very interested, and I hope that all the materials will be available to the public. Thank you."

Patrick Ingram, 836 South Gillfield Street, stated, "Good afternoon and Happy New Year. First, I would like to shout out Madam Commissioner Flowers. I noticed a post that she had earlier today in regard to having two businesses and have their business licenses being giving the green light and being good to go. So, I just thank her for her continuous focus on bringing new and small businesses to the City of Petersburg. I did notice two meetings ago that we had a political candidate for governor. And based off that door being opened I also would like to know when we would see opportunities for Sam Rasoul, Sean Perryman, Hala Ayala, Terry McAuliffe, Jennifer McClellan even Kirk Cox and Kirk Santini II be provided those same opportunities to speak to Petersburg residents to relay their case on why they should be elected in those respected offices that they are running for. I would also like to congratulate Madam Vie Mayor. I am relieved that we have Ward 6 at the forefront. Therefore, I hope we can address the influx of violent crimes in our ward. The first shooting of 2021 was in Ward 6 in Pecan Acres. And then in December I heard gunshots, 13 of those fired right outside of my home. Which woke me out of bed at 4:00am in the morning. Yet even since then we have had the lack of police presence in our neighborhood since. I see speeding in areas like Hinton Street and homes and roads that are still in disrepair and a lack of long-term fixed salaries for City employees. Which I may add would benefit from a \$15 minimum wage. A lack of focus on the future such as things like contributions and appropriations of funding to our school board or really our schools so that we can focus on modernizations of our facilities. I just hope that you and your colleagues can really address these issues. I also want to know about the update on the Ward 6 cleanup. I know that it was slated for December. But I have not seen anything about it. I do have individuals in the community who live in Ward 6 who are ready to get out there and see our communities clean. It would be advantageous now more than ever to involve community as we deal with these issues in our City firsthand. And that is all that I have thank you."

Mayor Parham stated, "Next we will circle back. Mrs. Benavides is Mrs. Innis or Mr. Barnes available?"

Mrs. Benavides stated, "Mr. Barnes is unavailable, and Mrs. Innis is not familiar with this item. We have no one here. So, if we can pull this for the next meeting."

Mayor Parham stated, "Okay. We will table item '11a' for the next meeting. I will entertain a motion to table item '11a.'"

Council Member Hill made a motion to table item "11a" to the second meeting in the month of January. The motion was seconded by Vice Mayor Smith-Lee. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Hill, Smith-Lee and Parham; Absent: Myers and Hart

13. BUSINESS OR REPORTS FROM THE MAYOR OR OTHER MEMBERS OF CITY COUNCIL:

*Audio available upon request.

Council Member Cuthbert stated, "I want to thank our Department of Public Works starting with Mr. Lyons and working down to Mrs. Innis and Mr. Barnes for their responsiveness to a great inconvenience to a number of 4th Ward residents. In the 1700 block of Crater Road for reasons that were not readily apparent the water failed. And for several weeks they had no water. I invite you to drive up Crater Road and you will see the temporary fix that the Department of Public Works, led by Mrs. Innis and Mr. Barnes and Mr. Lyons, had been able to put together while we work on a permanent fix. But we can all, but maybe we cannot all imagine what it would be like to go week after week with no water. That is what the people in the 1700 block were suffering from. Drive by there and you will see the work around that the Department of Public Works is installed. It is a series of pipes about ground leading to these houses. And of course, pipes have to be protected from freezing. So, it is something of an undertaking while the City is working on a permanent fix. All of this illustrates a couple of things. One, the resourcefulness of the Department of Public Works and two, the seriousness of our failing water infrastructure. Which is why we send out water bills and why we collect water revenues. Wish we did not have to do it but if we are going to keep the water flowing, we got to. In any event I invite you to drive up South Crater Road and look over on the westside of the street and you will see these white pipes running along the ground and that is the work around of the Department of Public Works has been able to design while the City is working on a permanent fix. Thank you, Mr. Mayor."

Council Member Wilson-Smith stated, "At the last council meeting I brought up the possibility of council having a quarterly meeting with the school board. It was tabled until this meeting. Therefore, I would like to make that motion again. So, the motion reads for us, the City Council, to start having quarterly meetings with Petersburg Public School System effective March 2021."

Council Member Wilson-Smith made a motion for City Council to start having quarterly meetings with the Petersburg Public School System effective March 2021. The motion was seconded by Vice Mayor Smith-Lee. There was discussion on the motion.

Council Member Cuthbert stated, "I am going to vote yes. But one of the topics that I would like the school board to bring us up to speed on is the literacy rate of our third graders. What has been done during the COVID crisis to help prevent deterioration of that literacy of our third graders. And so, I would ask that the school board be prepared to share that information with City Council. I think that in the long-term there is a direct connection between lack of easy reading ability on the one hand and crime rate that we see in Petersburg. Fixing our literacy rate is not a quick fix to our crime rate but I think that it will be a substantial contribution. I know when Chief Miller was police chief, I heard him say that he had observed the correlation between the violent crimes and murders that were taking place in Petersburg on the one hand and deficiency and the ability to read on the other. And I am convinced that he was absolutely right. So, in any event I vote yes."

The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill and Parham; Absent: Myers and Hart

Council Member Wilson-Smith stated, "I would like to say that the purpose of us meeting is to formulate a relationship and come to the conclusions that we can work together for the good of the whole. And the good of the whole would be the children. The information that Cuthbert has shared about the correlation between crime and the schools or the children learning is nothing new. There is a lot of literature out which prepares the children. So, none of that is new but I do appreciate you supporting the motion. I did want to ask the City Attorney for the second thing. You had sent us an email out earlier or should I say later in 2019 which talked about redistricting. At what point does council address this Mr. Williams?"

Mr. Williams stated, "That information is in the hands of the planning director. They are going to be gathering information to present to you. It is going to be after the census come out so I am thinking it would be

*Audio available upon request.

in April of this year. They will be presenting you with a number of options. They are going to be working with trying to obtain the software that I mentioned in that email. I know that there is a price associated with it. But like I said with my former jurisdiction we were able to borrow or share that software with another jurisdiction and I think that they are exploring that now. I think that the person that is going to be heading that up is Jeremy Tennant. At least that is the last person that I spoke to about it.”

Council Member Wilson-Smith stated, “Okay thank you. And my last thing and this is just an FYI. When we first started our meeting today, I want us to look at and think about, it took us about an hour or a little bit over to choose a Mayor and a Vice Mayor from among us. A little bit over an hour to choose between seven people as we look at who likes who and who doesn’t like who and who wants who and all of that. This could have all been avoided if you let the citizens, the people that we work for, make a decision as to what they want and not what we want. And that is all that I have.”

Vice Mayor Smith-Lee stated, “I just want to say thank you to the city manager for the great work that she has done in the City of Petersburg. And also, her team that I know that they are going to continue her legacy that she continuing to leave behind. Also, I would like to say that the cleanup will be done on January 23rd. I will have some information in reference to a zoom meeting so that we can get all of the logistics straight. And I would like to thank my fellow council members for allowing me to serve as vice mayor. Thank you.”

Council Member Hill stated, “I want to congratulate the new vice mayor and current mayor for their leadership to be. I know you all will do great things. First, I would like to thank my Lord and Savior, Jesus Christ, for allowing me yet again to serve one more time on City Council. This has been a toiling task these past few months to getting to this day. So, I want to thank the Lord for this opportunity, and I want to thank my family who have prayed for me and my friends who have supported me. Even members of community who have voted for me and even those who did not vote for me I would also like to try and win their support. All the observers on both sides at the recount on yesterday, I want to thank them for being there. I really want to give special shout out to the registrar’s office, Mrs. Dawn and her team, did an outstanding job on yesterday. They tried to keep everybody as safe as possible. You know that it is a small building to have that many people in that one building. I pray that we do not find out later on that somebody contacted COVID or anything. Because we were pretty much on each other, but you know that the work has to be done. So, I just want to thank everybody for getting me to this point. I look to continue to do great things for the citizens and the City of Petersburg to take us to higher heights and deeper depths as we move the City forward. I want to thank the council as well for those who were encouraging me along the way. And I do understand that we may have disagreements as leaders, and it is nothing personal. We all look through different lenses and we see things differently than any other person. So, it is not a thing where anybody don’t like anybody. I should hope that it is not that, but it is just that we see things differently. I am pretty sure that our Mayor and Vice Mayor will do an excellent job and we are here to support each other. Most of the things we do we do collectively as a team. I want to thank the city manager for her leadership. We are going to miss you and we bid you Godspeed while you make your transition back home to your community. So, we thank you for all your leadership and what you brought to the City of Petersburg. And mostly I want to thank the citizens for their votes that helped me win. Although it was slim, but I did have a worthy opponent. I will not take anything from Mr. Jones. He was a worthy opponent, and he is just like me. He was born and bred here. He played sports like I did. He has a business here like I do. So, I know that it is going to be close. So, I don’t take this win lightly. All the opponents that ran here recently he is the only one that is really other than Mr. Cuthbert and Mrs. Annette Smith-Lee that was from Petersburg. Everybody else was transited into the City. So, I did have a worthy opponent. So, I do not take anything from him or his team. Some things could have been done and said differently but we will leave that in the past. Also, so thank you for indulging me Mr. Mayor and thank you for putting me on last. I do know that we are kind of behind on our leaf removal. So, I would like to get an update on where we are with our leaf removal as opposed to when we came out with it. I know in the second ward I think you all may be done. I have been getting some phone calls from citizens in Ward 2 that leaves have not been picked up and they have been sitting on the side for a while. So, I would like to see that done. I have been seeing the white

*Audio available upon request.

trucks go through the neighborhoods and spotting and picking up trash. And speaking of trash, the City can clean up the whole City everyday in which they do. But as citizens I am really appealing to the citizens at this point. We have to do better as citizens. I have seen things and I have been riding behind cars on Crater Road and people are just throwing cups out the window and things of that nature. And it is more citizens than there are employees. So, that makes for a lot of trash on the exits. So, people just come off the exits and throw trash everywhere. And you would go to another community, but you will not throw trash there. So, I am really appealing to the citizens. If you live beside someone and you know that they are like that and you have a relationship with them and you can go to them and say I can help you then do so. Back in the day where I grew up at in Birdsville that is what we did. We cut our neighbor yard for a whole two or three years because he couldn't cut his grass and we didn't charge him. So, we do things like that. So, we have to get back to those type of morals and being our brother's keepers. So, that has been a really big pet peeve of all of ours. I just look for greater things in the years to come. For those people that put things on Facebook about me I am still here, and I am not going anywhere. The Lord has saw fit to put me here although close. I am the winner of this Ward 2 and I thank God for it. And last and not least, I would like to wish a Happy Founder's Day to the Distinguished Men of Kappa Alpha Psi Inc. Today is our Founder's Day, 110 years of the bond. Thank you, Mr. Mayor."

Mayor Parham stated, "I look forward to our 2021 year together. Thank everyone again for your support and also for Councilwoman Smith-Lee for stepping out to be Vice Mayor. There are some challenging times in the City of Petersburg. But this council is used to dealing with those trying times. We have gotten through the financial crisis together and we are moving through this COVID-19 crisis. And we have been leadership changes various times and I plan on helping the council get to the next level to keep the City of Petersburg valuable and growing. Councilwoman Smith-Lee I appreciate you sharing in some of the heavy lifting which is helping carry council and doing council business. And it is a sacrifice of love and it's another 40-hour week job on top of your regular job. You noticed that the calls and meetings are definitely demanding, and I thank you for stepping up to take some of those. But it goes back to something that was talked about earlier as far as the citizens voting in a Mayor and Vice Mayor and those sorts of things. I still feel that if that is to be done, I think that in order to be fair you have certain people who have full-time jobs. I have one but I have the availability of working for myself that I can adjust hours and get to meetings and things of that nature. And if we are going to look at changing the structure to supplement that it comes to another space and time to look at that. We will keep moving forward with what we have been doing for the last 50 plus years. At this time, I would like to thank one of one of my Ward 3 icons. And that is Mr. Phil Philips. He has cut hair in Petersburg at the Walnut Hill barbershop for over 67 years. And he has gave many of our citizens and kids their firsts haircut. The people in Ward 3 and also in Petersburg will definitely miss you Phil and we really appreciate all that you have done for the City of Petersburg in being one of our iconic businesses and adding tremendous legacy here in Petersburg. So, again I am wishing everyone a Happy New Year and I look forward to a productive 2021."

14. ITEMS REMOVED FROM CONSENT AGENDA:

*No items for this portion of the agenda.

15. UNFINISHED BUSINESS:

*No items for this portion of the agenda.

16. NEW BUSINESS:

- a. Consideration to appropriate the balance of Urban Highway Set-Aside funds in the amount of \$2,601,761.50 from the Virginia Department of Transportation (VDOT) (2nd Reading).

BACKGROUND: In fiscal year 2018, the City's Urban Maintenance funds were set aside and

*Audio available upon request.

managed by VDOT due to the City's financial crisis. In order to ensure compliance, the City met and worked with VDOT representatives for approximately two fiscal years. Activity codes were changed to align with the VDOT Urban Construction and Maintenance Program Manual, Street Operations and Grounds personnel were trained on the changes, and delinquent outstanding Weldon Cooper Highway Survey Reports were completed to bring the City back into compliance. In fiscal year 2020, the set aside program ended and the set aside funds were back to the City where it was deposited into a new bank account.

RECOMMENDATION: Recommend City Council approve the attached appropriation ordinance in the amount of \$2,601,761.50 to be added to Street Operations for fiscal year 2021.

Mr. Williams stated, "Mr. Mayor, before you begin this item a council member brought to my attention today that item '16a' and '16d'. I always recommend an ordinance for any appropriation. And the state code expressly requires a hearing a notice be for any appropriation that comprises of up to 1% or more of the currently adopted budget. With '16a' and '16d' I would recommend that those two items be tabled so that a public hearing can be scheduled at our next meeting for their consideration and adoption."

Mayor Parham stated, "Alright. So, I will entertain a motion to table '16a' and '16d' under new business."

Council Member Cuthbert made a motion to table item "16a" and "16d" and schedule a public hearing on the items to be held at the meeting on January 19, 2021. The motion was seconded by Vice Mayor Smith-Lee. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Hill, Smith-Lee and Parham; Absent: Myers and Hart

- b. Consideration for City Council to approve the CARES Act of 2020 funding for the Petersburg Registrar's Office in the amount of \$60,665 – 2nd Reading

BACKGROUND: The Virginia Department of Elections today announced the distribution of \$9 million in Coronavirus Aid, Relief and Economic Security (CARES) Act funding, granted specifically to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 federal election cycle.

The Department of Elections is notifying local voter registration offices that CARES Act funding may be used for a number of expenses related to COVID-19 for the November 2020 federal elections only. These funds may be used toward any expenditures related to the protection of the health and safety of poll workers, staff, and voters during the federal election as well as those resulting from anticipated increased demand for absentee ballots by mail costs (e.g., printing ballots, printing envelopes, postage, etc.), equipment and temporary staff. Local voter registration offices may also utilize the funding for voter outreach to include mailings, public service announcements, etc. Funds cannot be utilized for items that would be needed regardless of the COVID-19 pandemic.

RECOMMENDATION: Recommend that City Council approve the appropriation of the CARES Act of 2020 funding for the Petersburg Registrar's Office.

Mr. Floyd stated, "This is just a grant that the registrar's office received. The money has come in and we are going through the process of actually appropriating it. This is for their CARES funding to get them through the election process for this fiscal year. So, this is going through the formal appropriation process."

Council Member Hill made a motion to approve the CARES Act of 2020 funding for the Petersburg Registrar's Office in the amount of \$60,665. The motion was seconded by Vice Mayor Smith-Lee.

Mayor Parham opened the floor for public comments.

*Audio available upon request.

Seeing no hands, Mayor Parham closed public comments.

The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill, and Parham; Absent: Myers and Hart

21-ORD-1 AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021 FOR THE GRANTS FUND IN THE AMOUNT OF \$60,665.

- c. Consider appropriation of an additional \$1,339 received from the Virginia Department of Environmental Quality (DEQ) for the City of Petersburg's Litter Grant for Prevention and Recycling Program Activities for the period of July 1, 2020 to June 30, 2021 – 2nd Reading

BACKGROUND: The City has applied for & been awarded this Litter Grant over the last several fiscal years. Also, the City has met the requirement by completing Performance & Accounting reports that were due to DEQ by the submission date.

RECOMMENDATION: Recommend Council approve the additional \$1,339 to be added to the fiscal year 2021 budget.

Vice Mayor Smith-Lee made a motion to approve the additional \$1,339 to be added to the fiscal year 2021 budget. The motion was seconded by Council Member Wilson-Smith.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed public comments.

There was discussion among City Council and staff. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill, and Parham; Absent: Myers and Hart

21-ORD-2 AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATION FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020 AND ENDING JUNE 30, 2021 IN LITTER CONTROL SECTION OF THE STREET OPERATIONS FUND IN THE AMOUNT OF \$1,339.

- d. Consideration to approve the supplemental appropriation in the amount of \$7,397,181 for Petersburg Public Schools for the current fiscal year – 2nd Reading

***This item has been moved to the January 19, 2021 council meeting for a public hearing.**

- e. Consideration of a resolution appointing Wayne Crocker as a member of the "Friends of the Lower Appomattox River" for an indefinite term.

RECOMMENDATION: Recommend City Council appoint Wayne Crocker to the "Friends of the Lower Appomattox River" (FOLAR) for an indefinite term.

Council Member Hill made a motion to approve the resolution appointing Wayne Crocker to the "Friends of the Lower Appomattox River" (FOLAR) for an indefinite term. The motion was seconded by Vice Mayor Smith-Lee.

The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill, and Parham; Absent: Myers Hart

*Audio available upon request.

21-R-6 A RESOLUTION APPOINTING WAYNE CROCKER AS A MEMBER OF THE “FRIENDS OF THE LOWER APPOMATTOX RIVER” FOR AN INDEFINITE TERM.

- f. Request to adopt an ordinance amending the City of Petersburg Building and Permits fee schedule.

BACKGROUND: The City of Petersburg previously amended the building permit fee schedule in 2007.

RECOMMENDATION: It is recommended that the City Council approves the amendments to the fee schedule.

Ms. Jackson stated, “I have a question in regard to this item. If this is an ordinance amending the building permits fee schedule shouldn’t we be scheduling a public hearing to amend the ordinance?”

Mayor Parham stated, “Yes, we should.”

Ms. Jackson stated, “So, does this item need to be moved to the next council meeting to schedule a public hearing?”

Council Member Hill made a motion to move this item to the next City Council meeting of January 19th. The motion was seconded by Vice Mayor Smith-Lee. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Smith-Lee, Hill, and Parham; Absent: Myers and Hart

- g. Request for City Council to adopt a resolution for the approval of Resiliency Pay Program.

BACKGROUND: On Thursday, March 12, 2020, Governor Ralph Northam issued Executive Order 51 which begin the “Temporary Stay at Home Order Due to Novel Coronavirus (COVID-19).” On Monday, March 16, 2020, the City of Petersburg implemented the temporary stay at home order with essential personnel required to report onsite.

Part of the Executive Order, the CARES ACT was created. This act included hazard pay for public safety workers which were identified as police officers, animal control, sheriff office, firefighters and water staff. The City Manager is requesting that staff who did not receive hazard pay while working during the COVID-19 pandemic receive incentive pay.

RECOMMENDATION: It is recommended that City Council adopt a resolution for the approval of the Resiliency Pay Program to all full-time and part-time staff who did not receive hazard pay through the CARES ACT.

There was discussion among City Council Members and staff.

Council Member Hill made a motion to approve a resolution for the approval of the Resiliency Pay Program to all full-time and part-time staff who did not receive hazard pay through the CARES ACT. The motion was seconded by Vice Mayor Smith-Lee.

Mayor Parham opened the floor for public comments.

Barbara Rudolph, 1675 Mt. Vernon Street, stated, “I believe that this seems to me like an extravagance in tough times to be doing this. You already know that I am a strong advocate for hazard pay from the CARES

*Audio available upon request.

ACT. The resiliency pay program I am not so certain about. I think that maybe you all would be advised to hold off on this until you discuss the broader budget amendment that Robert Floyd referenced several times and in looking at all of the different needs that the City has. That is my recommendation. Thank you.”

Michael Edwards, 409 Grove Avenue, stated, “As a City employee and a citizen of the City I want to thank each and every one of you for looking out for those of us that have fought this fight alongside with the citizens. I cannot speak for all my coworkers, but I can speak for the group that I am sitting beside on my break. We thank you all for thinking of us at transit. And we thank the City Manager for putting this program forward. We are sitting here patiently waiting for your vote. Thank you.”

Seeing no further hands, Mayor Parham closed public comments.

There was discussion among City Council and staff.

Council Member Wilson-Smith made a substitute motion to table action until the next council meeting. The motion was seconded by Council Member Cuthbert.

Council Member Cuthbert stated, “I would like the City Manager to bring back at the next meeting an alternative way to distribute the \$350,000 in the form of a raise. And maybe it can be only a half of a percent or maybe it is going to be $\frac{3}{4}$ of a percent. I would feel a lot more comfortable with this if it was in the form of a raise. I agree that our employees are grossly under paid in many cases. And I want them to be fairly compensated. I do not begrudge spreading this \$350,000 over their paychecks. But I would like to see at least an alternative way for a very modest mid fiscal year raise.”

The substitute motion was not approved on roll call vote. On roll call vote, voting yes: Cuthbert and Wilson-Smith; Voting No: Myers, Hill, Smith-Lee and Parham; Absent: Hart

The original motion goes back on the floor for vote.

The original motion made by Council Member Hill was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Myers, Hill, Smith-Lee and Parham; Voting No: Wilson-Smith; Absent: Hart

21-R-7 A RESOLUTION FOR THE RESILIENCY PAY PROGRAM.

- h. A resolution to initiate review and amendment of the Petersburg Zoning Ordinance to address Small Box Discount Stores and Alternative Financial Institutions.

BACKGROUND: During the December 8, 2020 City Council Meeting, the City Council discussed a Zoning Ordinance text amendment to be initiated by City Council to address concerns with Dollar Store type establishments.

Within the draft resolution, reference is made to a 2019 report from the Urban and Regional Studies Planning Division of Virginia Commonwealth University indicates that “the City of Petersburg, Virginia has long suffered with issues of limited access to food and food insecurity” which resulted in the City being ranked last of Virginia’s 133 cities in counties in the Robert Wood Johnson Foundation annual health rankings. Also, the report indicates that “small box discount stores” (convenience and dollar stores) make up 67 percent of the food retailers in Petersburg and that small box discount stores are most commonly recognized for providing food of low nutritional value in low wealth communities. Therefore, these stores negatively impact the health, safety, and welfare of our citizens and subsequent low health rankings

Also, payday and title loan companies (“alternative financial institutions”) provide short-term high interest loans

*Audio available upon request.

to individuals and tend to be concentrated in areas with disproportionately low income and disproportionately minority populations. Studies such as the May 14, 2019 study by S. Ilan Guedj, PhD of Bates White Economic Consulting conclude that the use of alternative financial institutions has a tendency to perpetuate debt and poverty by creating a dependency by borrowers upon such loans. The report indicates that in addition to prolonged indebtedness, the use of alternative financial institutions can increase financial delinquency and borrower delinquency, and exacerbate instances of default by borrowers.

The City Attorney informed the City Council that he was working on some draft language, and he subsequently received a request from a Council Member to add Payday/Title Lenders to the draft legislation.

This item includes the draft Resolution and upon adoption, the proposal would be forwarded to the Planning Commission for a public hearing (as required by statute) and recommendation to Council. Once considered by the Planning Commission, their recommendation will be included in an item to be presented to the City Council in the form of an Ordinance for consideration for adoption.

RECOMMENDATION: It is recommended that the City Council adopt the resolution.

Reginald Tabor, Interim Director of Planning and Community Development, gave an update on the resolution and recommendation.

Council Member Hill made a motion to approve a resolution and amendment of the Petersburg Zoning Ordinance to address Small Box Discount Stores and Alternative Financial Institutions. The motion was seconded by Vice Mayor Hart.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed public comments.

The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

21-R-8 A RESOLUTION TO INITIATE REVIEW AND AMENDMENT OF THE PETERSBURG ZONING ORDINANCE TO ADDRESS SMALL BOX DISCOUNT STORES AND ALTERNATIVE FINANCIAL INSTITUTION.

- i. Consideration of Enterprise Resource Planning (ERP) System.

BACKGROUND: Since 1998, the City has used a software package from Bright and Associates (“BAI”) that has served the City well. The BAI Municipal software system includes core financial, human resources, and other systems and runs on the AS/400 server environment. Also, the BAI system is not particularly user friendly. Because many localities have already migrated to newer systems, it has become increasingly difficult to recruit staff familiar with the system. Many of the most skilled users are now retiring and leaving the workforce. And those new staff who are hired must attend specialized training from the vendor either in Tennessee, or a trainer must be brought on-site, all of which is inefficient, costly, and has become more of a challenge during the COVID-19 pandemic.

As the City has been evaluating its current processes, it has become apparent that many processes rely upon paper, e-mail, and Excel to manage various transactions. During the City staff retreat in 2019, staff identified our antiquated and labor-intensive ERP system as a significant organizational weakness. Subsequently, City Council members have also indicated that the City needs to move forward with acquiring a new ERP system.

When the need initially arose, it was not financially feasible for the City to move forward with this endeavor.

*Audio available upon request.

Now, given the increases in fund balance and upgrades in our bond rating, it is financially feasible for the City to formally begin the process to begin acquiring a new ERP system. City staff understands that a new ERP system is needed, and it is imperative to begin the process as soon as possible.

RECOMMENDATION: Recommend City Council consider formally directing staff to identify potential funding sources and leverage an appropriate procurement process to move forward with obtaining a new ERP software system and project management services for implementation.

Mrs. Ferrell-Benavides and Mr. VanVoorhees gave an update on the Enterprise Resource Planning (ERP) System.

There was discussion among City Council Members and staff.

Council Member Cuthbert made a motion to formally direct staff to identify potential funding sources and leverage an appropriate procurement process to move forward with obtaining a new ERP software system and project management services for implementation to be completed by January 1, 2025. The motion was seconded by Council Member Hill. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

Council Member Hill stated, "Very quickly, I know that we are going to be talking about the Rules of Council at our workshop. One thing that I want to kind of address is that we need to find a way to streamline our meetings. And one thing I noticed is that whenever we make our motions, Mr. Mayor may be when someone makes the motion and they second it you may call for the question so that you may have all of our conversation out the way and then just call for the vote. Because what I am noticing is that certain members of council when they do their vote, they talk a lot when they do their vote. And it takes the vote longer and it takes more time for us to get on to the next subject. And I believe that we have three items on our agenda that we have to table until the next meeting. So, whoever is in the agenda review meeting really needs to be looking at what is on this docket before we even put it on there. This should not come to us like this. That we have to take three major items and put them on for the next meeting. I have been noticing that a lot and I just wanted to express my concerns. Thank you, Mr. Mayor and Members of Council."

Council Member Wilson-Smith stated, "Before you adjourn, we did not go over item '16d' to approve the supplemental appropriation for the schools."

Mayor Parham stated, "Yes, item '16d' was moved. Council Member Cuthbert put a motion on the floor to table it until the next meeting."

Council Member Wilson-Smith stated, "I am sorry I probably left the computer then. Can you tell me why we are moving it?"

Mr. Williams stated, "Those two items were brought to my attention by a Council Member. And he was correct that the state code requires a notice and public hearing for appropriations that meet or exceed 1% of your current adopted budget. Because those items are that large it must have a public hearing and there has not been one scheduled."

Council Member Wilson-Smith stated, "Thank you."

17. **CITY MANAGER'S AGENDA:**

*No items for this portion of the agenda.

*Audio available upon request.

18. **BUSINESS OR REPORTS FROM THE CLERK:**

*No items for this portion of the agenda.

19. **BUSINESS OR REPORTS FROM CITY ATTORNEY:**

*No items for this portion of the agenda.

20. **ADJOURNMENT:**

City Council adjourned at 3:09 p.m.

Clerk of City Council

APPROVED:

Mayor

*Audio available upon request.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: To have a public hearing to incorporate a fee schedule within the appendix of the City’s Code of Ordinances and amend the fees for the building permit fees.

PURPOSE: Request to adopt an ordinance amending the City of Petersburg Building and Permits fee schedule.

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. City of Petersburg Building Permit Fee Schedule
2. Building Permit Council Item_01192021

Building Permit/Inspection Fees	
Residential	
New Construction	.63 (5/8) % of estimated cost + \$25.00 base fee (this includes garages, gazebos, decks, swimming pools, residential, demolition and all other residential construction)
Mechanical	1% + \$25.00 of estimated cost (this includes garages, gazebos, decks, swimming pools, residential, demolition and all other residential construction)
Electrical	1% + \$25.00 of estimated cost (this includes garages, gazebos, decks, swimming pools, residential, demolition and all other residential construction)
Plumbing	1% + \$25.00 of estimated cost (this includes garages, gazebos, decks, swimming pools, residential, demolition and all other residential construction)
Temporary Certificate of Occupancy	\$50.00
Commercial	
New Construction	1% of estimated cost + \$75.00 base fee (this includes hospitals, hotel/motels, radio towers, apartments, commercial demolition and all other commercial construction)
Mechanical	1% + \$75.00 of estimated cost (this includes hospitals, hotel/motels, radio towers, apartments, commercial demolition and all other commercial construction)
Electrical	1% + \$75.00 of estimated cost (this includes hospitals, hotel/motels, radio towers, apartments, commercial demolition and all other commercial construction)
Plumbing	1% + \$75.00 of estimated cost (this includes hospitals, hotel/motels, radio towers, apartments, commercial demolition and all other commercial construction)
Temporary Certificate of Occupancy	\$50.00
Reinspection Fee	\$50.00 per each inspection (due to negligence on the part of permit holder); includes: scheduled inspection and work not ready for inspection; site secured and inspected; dangerous conditions
State Tax	Additional 2% of total permit cost (building, mechanical, electrical, plumbing)
Work w/o Permit	\$50.00
Mobile Home	.63% + \$25.00 of estimated cost
Fee Refund	25% of the permit fee when the application is cancelled within 6 months of the application date or within 12 months of the issue date
Public Service Requests	At cost + cost of staff time hourly
Outside Reviews & Inspections	Applicant pays all costs for the outside review and inspection + the cost per hour of staff time to review outside review and inspections

Other Inspection Fees	At cost + cost of staff time hourly
Re-submittals	\$35.00



City of Petersburg

To Schedule a Public Hearing for an Amendment to the Permit Fee Schedule

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development
Frank Poulin, Director of Neighborhood Services
Jeremy Tennant, Assistant to the City Manager

FROM: Department of Neighborhood Services

RE: Request to schedule a public hearing to adopt an ordinance amending the City of Petersburg Building and Permits fee schedule.

PURPOSE: To schedule a public hearing to incorporate a fee schedule within the appendix of the City's Code of Ordinances and amend the fees for the building permit fees.

REASON: To amend current building permit fees established in 2007 to allow third party companies to inspect projects and establish a section within the City's Code of Ordinances to locate all the fees for the benefit of potential developers and allow the City to recoup its costs for reviewing the third party inspectors on an hourly basis.

RECOMMENDATION: It is recommended that the City Council approves the public hearing to amend.

BACKGROUND: The City of Petersburg previously amended the building permit fee schedule in 2007.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: Revenue generated by building permit fees.

CITY COUNCIL HEARING DATE: January 19, 2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: City Manager, Commissioner of the Revenue, Department of Neighborhood Services

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS: Draft Ordinance

RESOLUTION FOR THE ADOPTION OF NEW AND UPDATED POLICIES AND PROCEDURES FOR BUILDING PERMITS IN THE CITY OF PETERSBURG

WHEREAS, the City of Petersburg Department of Neighborhood Services is establishing an amended fee schedule for building permits, both commercial and residential, in the City.

WHEREAS, The Department of Neighborhood Services has shown need for the adoption of new and updated policies and procedures for the building fee schedules, both commercial and residential, in the City of Petersburg.

WHEREAS, the Department of Neighborhood Services recommends the adoption of the new and updated fee schedule for building permits, both commercial and residential, in the City of Petersburg.

THEREFORE BE IT RESOLVED, that the City Council adopts and authorizes the City Manager to implement the new and updated policies and procedures for the amended building permit fee schedule, both commercial and residential, in the City of Petersburg.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Robert Floyd

RE: **A public hearing to receive public comments on the amendment to the FY2020-21 General Fund Budget.**

PURPOSE: A public hearing on the amendment to the FY2020-21 General Fund Budget.

REASON: City Council must schedule a public hearing as required in accordance with Section 15.2-2507 of the Code of Virginia of 1950, as amended on the proposed General Fund Budget.

RECOMMENDATION: Recommend City Council schedule a public hearing on January 19, 2021.

BACKGROUND: The City requests City Council schedule a public hearing on the amended FY2020-21 General Fund Budget. This amendment will adjust the budget to address current revenue, expenditures and operational changes in light of the COVID-19 pandemic.

COST TO CITY: N/A

BUDGETED ITEM: Yes

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Budget & Procurement

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Petersburg FY 2020-21 General Fund Amendment
2. FY 2020-21 General Fund Budget Amendment Ordinance

3. FY2020-21 General Fund Budget Amendment

GENERAL FUND BUDGET AMENDMENT

Embracing the Dawn of a New Day

Fiscal Year 2020-21



City of Petersburg
VIRGINIA



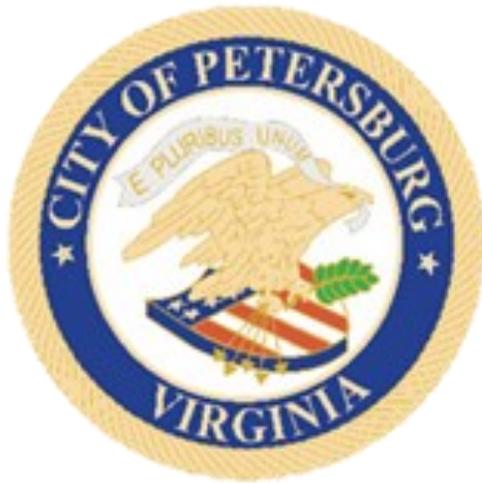
GENERAL FUND REVENUE SUMMARY

	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
General Property Taxes	33,025,417	34,285,112	33,111,379	32,697,309	34,197,809
Other Local Taxes	14,573,067	14,776,311	14,769,180	13,496,877	13,603,680
Permits, Fees & Licenses	272,177	364,217	313,750	363,600	377,900
Fines & Forfeitures	931,690	286,168	952,493	858,643	593,230
Revenue From Use of Money/ Property	125,481	102,834	127,481	122,000	99,000
Charges For Services	3,294,611	3,661,063	3,397,977	3,016,083	3,033,170
Miscellaneous Revenue	1,604,070	737,423	987,240	1,109,737	1,073,208
Recovered Costs	97,042	170,495	-	80,500	158,326
Revenue From the Commonwealth	14,933,725	16,011,618	16,829,996	16,428,528	16,415,232
Revenue From the Federal Government	4,552,865	5,008,901	4,981,258	4,931,163	5,030,677
Non-Revenue Receipts	861,551	19,050	650,000	233,700	-
	74,271,696	75,423,193	76,120,754	73,338,140	74,582,232

GENERAL FUND EXPENDITURE SUMMARY

	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
General Government	7,537,441	6,632,672	6,271,289	6,146,167	6,874,336
Constitutional Offices	4,330,681	4,240,383	4,573,115	4,574,487	4,711,686
Public Safety	18,458,003	16,467,864	18,343,990	17,302,539	17,242,841
Courts & Other Public Safety	246,658	286,346	282,775	283,275	284,949
General Services	4,385,142	4,677,377	4,562,466	4,498,541	4,708,508
Social Services	12,651,715	13,095,477	15,049,539	14,905,559	14,850,431
Leisure & Cultural Affairs	1,893,593	1,819,521	2,010,603	1,626,268	1,408,551
Development Services	1,221,170	1,360,917	1,863,715	1,683,001	1,902,290
Debt Service	3,094,502	6,464,780	3,854,208	3,531,889	3,531,889
Schools	8,650,998	9,345,976	10,000,000	10,000,000	10,000,000
Transfers	1,469,715	1,321,738	1,366,594	1,227,805	1,227,805
Non-Departmental	5,849,182	7,493,144	7,942,460	7,558,609	7,838,946
	69,788,800	73,206,195	76,120,754	73,338,140	74,592,348

AMENDED GENERAL FUND REVENUE FISCAL YEAR 2020-2021



GENERAL FUND REVENUE

GENERAL PROPERTY TAXES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Real Property Taxes					
Real Estate Taxes - Current	20,930,509	23,089,779	21,638,872	22,499,632	22,499,632
Real Property - Lockbox	-	74,835	-	-	-
Real Estate Taxes Prior Year	2,672,229	442,292	1,800,000	1,800,000	1,800,000
Total Real Property Taxes	23,602,738	23,606,906	23,438,872	24,299,632	24,299,632
Public Service Corporation Taxes					
PSC RE Current	2,088,727	1,886,602	2,080,000	1,000,000	2,500,000
Total Public Service Corporation Taxes	2,088,727	1,866,602	2,080,000	1,000,000	2,500,000
Personal Property Taxes - Vehicles					
Personal Property Taxes - Current	3,634,576	5,329,677	4,100,000	4,100,000	4,100,000
Personal Property - Lockbox	-	28,319	-	-	-
Personal Property Taxes Prior Year	795,109	483,093	750,000	525,587	525,587
Total Personal Property Taxes - Vehicles	4,429,685	5,841,090	4,850,000	4,625,587	4,625,587
Mobile Home Taxes					
Mobile Home Taxes - Current	14,123	16,829	15,000	16,000	16,000
Mobile Home Taxes Prior Year	2,009	387	-	-	500
Total Mobile Home Taxes	16,131	17,216	15,000	16,000	16,500
Farm Machinery & Livestock					
Farm Machinery & Livestock - Current	-	-	-	-	-
Farm Machinery & Livestock Prior Year	-	-	-	-	-
Total Farm Machinery & Livestock	-	-	-	-	-
Machinery & Tools Taxes					
Machinery & Tools Taxes - Current	1,574,183	1,598,591	1,575,000	1,598,590	1,598,590
Machinery & Tools Taxes Prior Year	8,148	7,623	2,507	7,500	7,500
Total Machinery & Tools Taxes	1,582,331	1,606,214	1,577,507	1,606,090	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	748,715	699,402	600,000	600,000	600,000
Interest All Property Taxes	557,090	627,683	550,000	550,000	550,000
Total Penalties & Interest	1,305,805	1,327,085	1,150,000	1,150,000	1,150,000
Total General Property Taxes	33,025,417	34,285,112	33,111,379	32,697,309	34,197,809

GENERAL FUND REVENUE

OTHER LOCAL TAXES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Local Sales & Use Taxes					
Local Sales & Use Taxes	3,870,538	4,068,757	3,850,000	3,555,000	4,000,000
Total Local Sales & Use Taxes	3,870,538	4,068,757	3,850,000	3,555,000	4,000,000
Consumer Utility Taxes					
Consumer Utility Taxes	1,623,801	1,872,995	1,800,000	1,800,000	1,800,000
PEG Fee	11,248	5,532	10,200	10,200	10,200
Total Consumer Utility Taxes	1,635,049	1,878,527	1,810,200	1,810,200	1,810,200
Business License Taxes					
Business License - Current	2,901,955	2,831,900	2,900,000	2,730,000	2,730,000
Business License - Prior Year	124,569	85,686	150,000	85,000	85,000
Total Business License Taxes	3,026,524	2,917,586	3,050,000	2,815,000	2,815,000
Motor Vehicle Licenses					
Motor Vehicle Licenses - Current	508,914	307,964	450,000	400,000	350,000
Motor Vehicle Licenses - Prior Year	25,458	22,944	42,000	20,000	120,000
Total Motor Vehicle Licenses	534,372	330,908	492,000	420,000	470,000
Bank Stock Taxes					
Bank Stock Taxes	225,169	241,921	200,000	225,000	200,000
Total Bank Stock Taxes	225,169	241,921	200,000	225,000	200,000
Taxes on Recordation & Wills					
Recordation Taxes Tax On Deeds	254,351	282,194	200,000	260,000	200,000
Tax on Wills	4,471	3,852	4,980	4,980	4,980
Total Taxes on Recordation & Wills	258,822	286,045	204,980	264,980	204,980
Cigarette Taxes					
Cigarette Taxes - Current	1,036,633	851,851	1,100,000	850,000	800,000
Cigarette Taxes - Prior Year	15,559	107,019	-	50,000	-
Total Cigarette Taxes	1,052,192	958,869	1,100,000	900,000	800,000
Admissions & Amusement Taxes					
Admission & Amusement Taxes	7,490	17,339	12,000	7,000	3,500
Total Admissions & Amusement Taxes	7,490	17,339	12,000	7,000	3,500
Lodging Taxes					
Lodging Taxes	541,498	578,420	550,000	500,000	500,000
Total Lodging Taxes	541,498	578,420	550,000	500,000	500,000
Meals Taxes					
Meals Taxes	3,421,414	3,494,500	3,500,000	2,999,697	2,800,000
Rebates and Refunds	-	3,436	-	-	-
Total Meals Taxes	3,421,414	3,497,937	3,500,000	2,999.967	2,800,000
Total Other Local Taxes	14,573,067	14,776,311	14,769,180	13,496,877	13,603,680

GENERAL FUND REVENUE

PERMITS, FEES & LICENSES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Animal Licenses					
Animal Licenses	2,415	1,499	2,700	1,400	1,400
Total Animal Licenses	2,415	1,499	2,700	1,400	1,400
Permits & Other Licenses					
False Alarm Fees	-	-	-	-	500
Land Use Application Fees	7,450	11,030	-	11,000	7,000
Transfer Fees	800	100	-	50	50
Zoning and Subdivision Permits	25	-	-	-	-
Building Permits	78,142	94,418	70,000	90,000	122,600
Electrical Permits	22,700	35,327	25,000	35,000	24,000
Electrical Re-Inspection Fee	-	-	50	50	50
Plumbing Permits	8,609	12,922	12,000	12,000	12,000
Mechanical Permits	15,703	26,097	22,000	25,000	25,000
Reinspection Fees	-	50	-	-	-
Fire Permits	1,755	2,483	2,000	2,300	7,500
Special Use Permits	1,500	4,500	4,000	4,000	6,000
Sign Permits and Inspection Fees	6,725	7,150	4,000	5,000	5,000
Pub Veh Oper Lic Fees	459	583	1,000	200	200
Erosion and Sediment Control Permit	1,200	2,250	800	-	500
Burial Permits	3,800	--	-	-	-
Solicitor Permits	1,619	3,308	1,500	1,500	1,500
Demolition Fees	-	-	-	-	-
Occupancy Permits	-	2,470	-	2,400	2,400
Grass Cutting Fees	-	-	-	-	-
Parking Lot Rental	-	-	-	-	-
Fuel	-	-	-	-	-
Right of Way Permits	74,005	106,525	110,000	110,000	75,000
Home Occupation Fees	3,050	3,600	4,000	3,000	3,000
Business License Zoning Fees	10,000	12,100	10,000	11,000	11,000
Rezoning Fees	-	-	1,500	1,500	-
Site Plan Fees	1,727	-	3,200	3,200	3,200
Special Uses Exceptions	-	-	-	-	-
Sign Permits	-	-	7,500	7,500	-
Approved Plan Amendment Fee	1,050	-	-	-	-
3rd Submittal Review Fees	-	-	-	-	-
Zoning Confirmation Fee	-	-	-	-	-
Boundary Line Adjustment Fee	-	-	-	-	-
Subdivision Preliminary	-	-	-	-	-
Vacant Property Registration Fee	7,800	10,500	12,000	12,000	15,000
Property Easement Fees	100	-	-	-	-
Historic Guidelines Fees	50	25	-	-	-
Rental Housing Inspection Fees	-	-	500	500	-
Grass/Vegetation NOV'S Public Works	21,493	27,156	20,000	25,000	55,000
Amusement Device Permit Fees	-	-	-	-	-
Total Permits & Other Licenses	346,758	269,762	339,211	362,200	376,500
Total Permits, Fees & Licenses	349,518	272,177	341,911	363,600	377,900

GENERAL FUND REVENUE

FINES & FORFEITURES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Fines & Forfeitures					
Court Fines and Forfeitures	537,609	447,140	577,381	474,143	260,000
Parking Fines	10,325	10,781	9,500	9,500	12,000
Interest on Fines and Forfeitures	23,694	23,770	18,000	20,000	20,000
Decal Violation Fines	41,321	16,662	25,000	15,000	15,000
Seatbelt Penalty Local Costs	2,394	-	2,500	-	-
Administrative Fees Treasurer Off	150,476	(546,027)	15,000	15,000	26,230
DMV Stop Fee (fine related)	6,574	5,333	5,112	5,000	60,000
Red Light Fines Police	159,297	328,508	300,000	320,000	200,000
Total Fines & Forfeitures	931,690	286,168	952,493	858,643	593,230
Total Fines & Forfeitures	931,690	286,168	952,493	858,643	593,230
REVENUE FROM USE OF MONEY/PROPERTY	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Revenue From Use of Money					
Interest Earned	651	-	-	-	-
Total Revenue From Use of Money	651	-	-	-	-
Revenue From Use of Property					
Rental of General Property	120,421	97,747	120,000	120,000	99,000
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	124,830	102,834	127,481	122,000	99,000
Total Revenue From Use of Money/Property	125,481	102,834	127,481	122,000	99,000

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Charges for Court Costs					
Fees of Clerk of Circuit Court	2,585	1,582	7,000	7,000	1,000
Sheriff's Fees	4,473	-	4,500	4,500	750
Law Library Fees	1,541	20,113	1,500	1,500	20,000
Court Appointed Attorney	11,948	12,680	8,500	8,500	8,500
Courthouse Maintenance Fees	123,916	91,550	100,000	100,000	75,000
Courthouse Security Fees	141,257	100,328	125,000	125,000	50,000
Real Estate Transfer Fees	1,168	731	800	800	800
Misc. Local Court Cost (All Courts)	3,541	39,353	6,630	6,630	20,000
Total Charges for Court Costs	290,429	266,338	253,930	253,930	176,050
Charges for Commonwealth Attorney					
Commonwealth Atty Service Fees	6,621	5,944	5,600	5,600	3,000
Total Charges for Commonwealth Attorney	6,621	5,944	5,600	5,600	3,000
Charges for Law Enforcement/Traffic Control					
Accident Report Fees	7,531	9,433	7,000	9,000	9,000
City Sheriff Fees	-	-	2,500	-	-
Fingerprint Fees	5,510	5,274	3,500	5,000	1,000
Weapon Permits	-	-	700	-	-
Recovery of DNA Sample Cost	841	898	450	450	450
Security Services	86,507	72,413	48,000	70,000	65,000
Total Charges for Law Enforce./ Traffic Control	100,389	88,018	62,150	84,450	75,450
Charges for Fire/Rescue					
Fire Protection Services	-	-	500	-	-
EMS Transportation Fees	220,578	150,192	200,000	120,000	55,000
Total Charges for Fire/Rescue	220,578	150,192	200,500	120,000	55,000
Charges for Correction & Detention					
Home Incarceration Program	6,594	5,497	4,000	4,000	35,000
Total Charges for Correction & Detention	6,594	5,497	4,000	4,000	35,000

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Charges for Other Protections					
Animal Protection	3,210	5,040	3,000	3,000	3,000
Total Charges for Other Protections	3,210	5,040	3,000	3,000	3,000
Charges for Sanitation & Waste Removal					
Waste Disposal Charges	2,348,999	2,218,273	2,400,000	2,300,000	2,470,000
Bulk Waste Payment	3,365	9,417	5,000	5,000	8,600
Landfill Host Fees	-	657,154	180,000	-	10,717
Landfill Liaison Reimbursement	-	-	50,000	-	4,945
Total Charges for Sanitation & Waste Removal	2,352,365	2,884,844	2,635,000	2,305,000	2,494,262
Charges for Parks & Recreations					
Recreation Fees	10,937	35,257	11,000	35,000	2,500
Cemetery Admin. Fees	23,606	15,307	9,774	15,000	15,000
Total Charges for Parks & Recreations	34,543	50,564	20,774	50,000	17,500
Charges for Cultural Enrichment					
CHARGES FOR CULTURAL ENRICHMENT	-	86	-	-	-
Admission Charges	-	-	14,000	-	-
Sales Gift Shop	86	(86)	-	-	-
Sales-Central Store Room	59,671	48,723	46,361	45,000	45,000
Special Events Charges	16,595	6,005	30,000	30,000	-
Total Charges for Cultural Enrichment	76,352	54,728	90,361	75,000	45,000
Charges for Library					
Library Fees and Fines	34,750	27,646	35,000	25,000	5,000
Gift Shop Receipts Library	695	341	1,000	-	100
E-Rate Reimbursement (Library)	3,314	3,669	3,000	3,668	3,668
Total Charges for Library	38,759	31,656	39,000	28,668	8,768

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Charges for Planning & Development					
Demolition Fees	10,391	49,271	3,000	40,000	9,000
Sales of Publication	(6)	-	-	-	-
Grass Cutting Fees	72,514	-	20,000	-	-
3rd Submittal Review Fees	800	-	500	-	-
Subdivision Preliminary	2,037	-	2,037	-	-
Subdivision Final	-	250	-	-	-
Zoning Confirmation Letter Fee	-	-	-	-	-
Boundary Line Adjustment Fee	100	-	25	75	75
Street Name Change Fee	500	-	-	-	-
Zoning Confirmation Fee	3,500	1,900	3,000	3,000	3,000
Total Charges for Planning & Development	97,956	89,836	105,525	43,075	12,075
Charges for Misc. Other Services					
Credit Card Processing Fee	52,041	42,109	50,000	40,000	105,000
Copying Fee	12,782	19,298	-	10	50
Vending Machine Commission	69	1,000	100	50	15
Treasurer Collection Fees	9,745	4,173	5,000	3,000	3,000
Freedom of Info Act	299	240	-	300	-
Total Charges for Misc. Other Services	74,937	66,820	55,100	43,360	118,065
Total Charges For Services	3,294,611	3,661,063	3,397,977	3,016,083	3,033,170

GENERAL FUND REVENUE

MISCELLANEOUS REVENUE	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Expenditure Refunds					
Rebates and Refunds	165,687	50,670	33,000	45,000	60,000
QSCB Interest Subsidy	-	30,497	-	-	30,497
Local CSA/VPA Refunds	60,733	-	-	-	-
Total Expenditure Refunds	226,420	81,167	33,000	45,000	90,497
Miscellaneous					
Primary Fees	-	713	-	-	-
PILOT	735,030	498,344	850,000	845,098	845,097
Gifts and Donations	6,586	5,845	6,540	6,540	8,000
Sale of Salvage/Surplus	24,133	100,136	50,000	75,000	25,000
Sale of Real Estate	-	500	-	-	8,760
Sale of Cemetery Lots	10,800	800	5,000	-	7,900
Sale of Fuel	41,714	35,706	34,000	28,875	32,000
Treasurer Revenue Holding Acct	38,345	-	-	-	-
Cash Over & Short	(173)	168	-	-	-
Bad Check Fee Charges	95	1,522	1,200	400	880
Miscellaneous Other	521,120	12,521	7,500	6,000	18,000
WorForce Development Reimbursement	-	-	-	102,825	37,074
Total Miscellaneous	1,377,650	656,256	954,240	1,064,737	982,711
Total Miscellaneous Revenue	1,604,070	737,423	987,240	1,109,737	1,073,208
RECOVERED COSTS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Recovered Costs					
Restitution Recoveries	-	12,231	-	-	4,500
Staples/BOA Rebates	876	1,090	-	-	-
Insurance Recoveries	-	136,180	-	50,000	10,000
Total Recovered Costs	876	149,502	-	50,000	14,500
Other Payments From Another Co/City					
Other Pymts From Another Co/City	22,750	20,993	-	30,500	30,500
Total Other Payments From Another Co/City	22,750	20,993	-	30,500	30,500
Recovered Costs from Other Localities					
Recoveries of Jail Costs	73,417	-	-	-	113,326
Home Incarceration Program	-	-	-	-	-
Recovery of DNA Sample Cost	-	-	-	-	-
E-Rate Reimbursement (Library)	-	-	-	-	-
Professional Services	-	-	-	-	-
Insurance Recoveries	-	-	-	-	-
Total Recovered Costs from Other Localities	73,417	-	-	-	113,326
Total Recovered Costs	97,042	170,495	-	80,500	158,326

GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
NonCategorical Aid					
ABC Profits	139	-	705	-	(19,801)
Wine Taxes	32	-	-	-	-
Mobile Home Titling Taxes	240	10,347	-	3,000	3,000
Grantors Tax/Tax on Deeds	67,134	58,648	65,000	50,000	50,000
Railroad Rolling Stock Taxes	-	142,569	75,000	75,000	70,000
Auto Rental Tax	104,539	115,663	100,000	100,000	100,000
Communications Sales & Use Tax	1,681,300	1,694,243	1,783,847	1,694,000	1,400,000
Special Appropriation	-	-	-	-	-
PPTRA	2,726,040	2,726,040	2,726,040	2,726,040	2,726,040
Recreational Vehicle Sales Tax	-	111	-	-	270
Games of Skill	-	-	-	-	50,000
Total NonCategorical Aid	4,579,425	4,747,621	4,750,592	4,648,040	4,379,509
State Shared Expenses Categorical					
Commonwealth Attorney	724,774	699,695	822,898	798,425	798,425
Sheriff	620,940	634,724	655,468	660,289	660,289
Commissioner of Revenue	147,045	195,390	156,249	159,532	159,532
Treasurer	100,382	99,911	111,749	114,089	114,089
Registrar/Electoral Boards	42,321	42,668	40,000	42,000	60,665
Clerk of the Circuit Court	341,778	349,284	355,345	392,976	392,976
Year End Settlement (YES) VDOH	48,712	-	-	-	-
Total State Shared Expenses Categorical	2,025,951	2,021,672	2,141,709	2,167,311	2,185,976

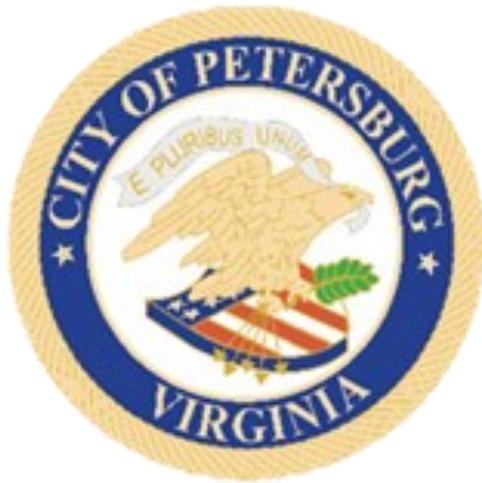
GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Social Welfare State Aid					
Public Assistance and Welfare Admin.	3,013,181	3,414,722	4,532,635	4,123,184	4,123,184
Comprehensive Services	2,652,441	3,117,728	2,719,984	2,719,984	2,719,984
Total Social Welfare State Aid	5,665,622	6,532,450	7,252,619	6,843,168	6,843,168
Other Categorical Aid State					
Library State Aid	114,812	149,229	151,077	156,433	156,433
Petty Juror Fees	-	-	-	-	-
E911 State Aid	375,516	370,000	360,000	360,000	360,000
HB599 Police State Aid	2,087,344	2,164,576	2,085,000	2,164,576	2,248,996
Jury Duty State Reimbursement	845	26,070	5,000	5,000	2,500
VJCCCA Aid	84,000	-	84,000	84,000	84,000
Work-Force Development Forensic Audit	-	-	-	-	154,651
Emergency Fin. & Op. Restructuring	210	-	-	-	-
Total Other Categorical Aid State	2,662,727	2,709,875	2,685,077	2,770,009	3,006,580
Total Revenue From Commonwealth	14,933,725	16,011,618	16,829,996	16,428,528	16,415,232
REVENUE FROM THE FEDERAL GOVERNMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 PROPOSED	2020-2021 AMENDED
Categorical Aid Federal					
Police-Joint Law Enforce Task Force	3,590	1,583	-	-	7,573
Federal Public Assistance Soc. Serv.	4,443,770	5,007,319	4,959,777	4,931,163	4,931,163
Federal CSA	105,504	-	21,481	-	-
Crater Rd Signal Coord	-	-	-	-	53,590
Sycamore St Bridge	-	-	-	-	38,350
Total Categorical Aid Federal	4,552,865	5,008,901	4,981,258	4,931,163	5,030,677
Total Revenue From the Federal Government	4,552,865	5,008,901	4,981,258	4,931,163	5,030,677

GENERAL FUND REVENUE

NON-REVENUE RECEIPTS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
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	74,271,696	75,423,193	76,120,754	73,338,140	74,582,232

AMENDED GENERAL FUND PROGRAM BUDGETS FISCAL YEAR 2020-2021



GENERAL GOVERNMENT



CITY COUNCIL & CITY CLERK

CITY COUNCIL	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	62,434	63,086	119,500	119,500	119,500
Part Time Regular	61,620	53,385	50,250	50,250	50,250
FICA	9,895	7,805	12,776	12,776	12,986
VRS	7,598	7,776	14,352	14,352	13,730
Health Insurance	19,181	19,479	31,299	31,969	38,659
Health Insurance Waiver Expense	-	-	-	3,832	-
VRS Group Life	829	845	1,565	1,565	1,601
Other Professional Services	17,884	4,038	15,000	6,000	6,000
Other Contractual Services	7,229	44,229	30,000	20,600	32,350
Advertising	9,983	12,447	15,000	12,000	12,000
Postal Services	59	87	400	200	200
Telecommunications	2,910	2,605	3,000	1,080	1,080
Mileage & Transportation	-	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	235	1,684	3,000	500	500
Special Events	-	3,240	-	-	-
Office Supplies	6,672	2,968	12,000	8,000	8,000
TOTAL CITY COUNCIL	206,530	234,244	344,142	294,374	295,857

CITY MANAGER

CITY MANAGER	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	356,824	312,060	340,000	324,933	384,149
Part Time Regular	80,924	24,870	-	-	35,000
FICA	35,288	18,624	26,010	24,857	25,156
VRS	40,121	35,324	50,834	49,024	50,893
Health Insurance	19,358	12,986	16,000	9,318	8,650
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	4,291	3,834	4,454	4,257	5,950
Unemployment Insurance	-	-	-	-	-
Doctors & Phy Exam Fees	110	-	110	-	-
Other Contractual Services	60,474	10,603	14,899	3,000	110,000
Repairs - Vehicles	-	291	3,000	1,500	1,500
Postal Services	80	26	200	200	200
Telecommunications	4,466	2,981	3,000	1,440	4,227
Lease/Rent of Equipment	494	-	3,500	-	-
Conference Travel & Training	2,706	2,091	1,000	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	2,800	12,845	8,500	5,000	5,000
Special Events	3,000	1,194	5,182	2,500	2,500
Office Supplies	5,963	3,898	5,000	2,500	2,500
Food Supplies	1,991	799	-	-	-
Vehicle and Powered Equipment Fuels	172	2,278	4,200	3,000	3,000
Computer Software under \$5,000	-	-	4,500	1,000	1,000
Vehicles	27,200	-	-	-	-
TOTAL CITY MANAGER	658,703	473,536	507,889	435,930	640,724

CITY ATTORNEY

CITY ATTORNEY	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	198,953	211,986	284,090	198,550	194,319
FICA	14,405	13,886	21,733	15,189	11,792
VRS	23,920	20,905	29,425	24,020	22,292
Health Insurance	21,389	13,832	23,533	14,580	12,487
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	2,609	2,272	3,209	2,620	2,599
Unemployment Insurance	2,646	-	-	-	-
Doctors & Phy Exam Fees	-	-	-	-	-
Other Contractual Services	239,107	21,829	40,000	50,000	50,000
Postal Services	63	140	150	150	300
Telecommunications	588	578	600	360	857
Meals and Lodging	114	3,167	500	-	-
Conference Travel & Training	-	310	-	1,000	1,000
Dues and Association Memberships	6,237	5,136	5,096	1,500	1,590
Office Supplies	365	410	750	1,000	2,333
Vehicle and Powered Equipment Fuels	-	4,113	-	-	153
Computer Software under \$5,000	-	-	-	-	1,500
TOTAL CITY ATTORNEY	510,397	298,565	409,086	308,969	301,221

CITY ASSESSOR

CITY ASSESSOR	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	107,152	315,155	375,000	375,000	375,000
Part Time Regular	76,634	-	-	-	-
FICA	12,016	21,253	28,688	28,688	28,688
VRS	7,106	38,331	45,038	45,038	45,038
Health Insurance	12,581	28,638	38,995	36,429	36,429
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	660	4,165	4,913	4,913	4,913
Other Contractual Services	117,326	41,555	50,000	50,000	50,000
Repairs - Vehicles	823	447	900	500	500
Advertising	2,811	-	-	-	-
Postal Services	538	8,439	7,000	7,000	500
Telecommunications	-	150	300	720	720
Mileage & Transportation	678	1,388	500	-	-
Meals and Lodging	-	1,985	-	-	-
Conference Travel & Training	-	2,161	-	1,000	1,000
Dues and Association Memberships	-	2,950	371	1,000	1,960
Office Supplies	432	3,558	750	750	1,261
Vehicle and Powered Equipment Fuels	85	359	2,500	2,000	2,000
Books and Subscriptions	-	476	-	-	576
Computer Software under \$5,000	-	180	-	-	-
TOTAL CITY ASSESSOR	338,842	471,188	554,954	554,236	548,586

HUMAN RESOURCES

HUMAN RESOURCES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	264,212	142,826	228,449	232,873	308,011
Salaries & Wages Overtime	-	10,482	-	-	990
Part Time Regular	68,847	53,207	-	30,000	53,751
FICA	22,555	15,045	17,476	20,110	27,346
VRS	25,321	15,155	27,089	27,968	33,504
Health Insurance	27,861	11,473	31,533	22,387	23,455
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	2,730	1,647	2,993	3,051	3,908
Unemployment Insurance	9,214	-	-	-	-
Doctors & Phys Exam Fees	110	-	550	550	550
Other Contractual Services	43,652	35,361	33,000	45,000	45,000
Advertising	-	-	1,000	750	750
Postal Services	861	1,556	1,000	500	1,137
Telecommunications	1,004	1,070	1,100	720	720
Mileage & Transportation	3,754	-	8,000	-	-
Registration & Training	-	-	1,000	-	-
Travel Expense (Relocation)	4,651	-	7,500	-	-
Conference Travel & Training	-	-	-	500	500
Dues and Association Memberships	-	-	1,500	150	150
Special Events	-	681	5,000	2,500	2,500
Office Supplies	1,477	1,852	2,000	2,000	2,000
Computer Hardware under \$5,000	-	-	1,000	1,000	1,000
TOTAL HUMAN RESOURCES	476,249	290,354	370,189	391,259	505,271

RISK MANAGEMENT

RISK MANAGEMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	3,019	43,615	63,000	-	-
FICA	335	3,343	4,820	-	-
VRS	-	5,065	7,566	-	-
VRS Group Life	-	550	825	-	-
Unemployment Insurance	1,512	-	-	-	-
Workman's Compensation	344,097	614,520	300,000	950,000	271,759
Other Contractual Services	48,523	43,707	50,418	-	-
Repairs - Equipment	486	-	-	-	-
Postal Services	-	9	-	-	-
Telecommunications	50	302	550	-	-
Property Insurance	44,488	103,000	224,122	-	-
Auto Insurance	248,090	292,678	204,117	-	-
Surety Bonds	-	-	800	-	-
General Liability Insurance	1,330,756	233,673	238,673	110,000	788,241
Line of Duty Insurance	135,159	175,031	144,537	190,000	190,000
Contingency	279,761	317,597	-	-	-
Registration & Training	-	-	3,000	-	-
Office Supplies	-	288	5,000	-	-
TOTAL RISK MANAGEMENT	2,436,276	1,833,381	1,247,428	1,250,000	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

BUDGET & PROCUREMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	179,840	230,033	317,594	252,740	252,740
Salaries & Wages Overtime	114	-	-	-	-
Part time Regular	228	20,172	23,296	23,296	23,296
FICA	14,709	16,973	26,078	21,117	21,117
VRS	20,189	27,886	38,609	29,312	29,312
Health Insurance	15,117	9,997	16,000	15,689	15,654
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	1,753	3,030	4,210	3,196	3,387
Other Contractual Services	35,795	3,804	5,000	3,000	3,000
Printing and Binding	-	897	1,500	1,000	1,518
Advertising	658	1,319	1,000	1,000	1,000
Postal Services	823	1,427	1,000	1,000	1,000
Telecommunications	182	126	1,500	-	352
Meals and Lodging	751	1,746	-	-	-
Registration & Training	1,049	1,225	6,000	-	-
Travel Expense	-	-	-	-	-
Conference Travel & Training	-	-	-	1,000	500
Dues and Association Memberships	423	981	1,500	500	1,280
Office Supplies	1,634	1,795	3,000	3,000	3,727
Doctor & Phys Exam Fees	55	-	-	-	-
Contractual Services	2,925	-	-	-	-
TOTAL BUDGET & PROCUREMENT	276,245	321,413	446,286	358,250	357,883

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	263,355	272,402	359,831	337,000	337,000
FICA	20,858	17,920	27,527	25,781	25,781
VRS	31,656	33,596	37,220	37,220	37,220
Health Insurance	40,101	29,796	39,299	25,623	25,625
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	3,452	3,650	4,059	4,059	4,059
Maintenance Contracts	35,532	50,786	42,000	42,000	59,488
Other Contractual Services	290,911	260,469	193,000	202,000	250,000
Repairs - Vehicles	-	131	800	800	800
Telecommunications	456,944	382,468	325,000	340,000	340,000
Mileage & Transportation	183	-	1,000	500	500
Conference Travel & Training	-	-	-	-	-
Office Supplies	936	2,669	2,000	2,000	2,510
Vehicle and Powered Equipment Fuels	46	107	248	248	250
Computer Software Under \$5,000	731	1,952	-	-	-
Machinery & Equipment over \$5,000	6,306	11,730	11,100	5,000	11,500
Computer Software over \$5,000	30,811	-	-	-	-
TOTAL INFORMATION TECHNOLOGY	1,181,824	1,067,675	1,043,084	1,023,430	1,094,733

FINANCE

FINANCE	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	299,210	391,339	448,896	513,335	513,335
Salaries & Wages Overtime	399	2,590	-	-	-
Part Time Regular	70,653	81,274	-	-	-
FICA	29,569	32,499	34,341	39,270	39,270
VRS	34,887	46,926	53,634	61,373	61,373
Health Insurance	37,699	36,083	55,299	46,467	49,467
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	3,550	5,021	5,881	6,725	6,725
Unemployment Insurance	3,810	-	-	-	-
Workman's Compensation	-	-	-	-	-
Accounting and Auditing Services	163,713	45,719	90,000	240,000	613,125
Other Contractual Services	512,363	182,343	25,000	-	-
Repairs - Equipment	110	-	-	-	-
Advertising	385	-	-	-	-
Printing & Binding	-	773	-	-	-
Postal Services	5,167	4,798	5,200	5,200	4,500
Telecommunications	1,958	1,429	1,248	1,440	1,440
Mileage & Transportation	-	875	-	-	-
Meals and Lodging	208	3,248	-	-	-
Registration & Training	-	4,785	-	-	-
Conference, Travel & Training	-	-	-	1,000	100
Dues and Association Memberships	27,546	3,665	10,500	3,000	3,000
Office Supplies	4,449	4,894	5,500	5,500	5,500
Computer Hardware under \$5,000	2,577	893	1,000	-	-
TOTAL FINANCE	1,198,251	849,154	736,498	925,710	1,294,835

BILLING & COLLECTIONS

BILLING & COLLECTIONS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries and Wages, Regular	87,688	278,123	301,600	278,160	278,160
Salaries and Wages, Overtime	232	10,334	-	-	13,243
Part time Regular	27,151	73,203	22,277	21,840	47,209
Part time Overtime	-	-	-	-	-
FICA	9,834	23,842	24,777	22,950	25,904
VRS	7,551	32,073	36,222	33,407	33,407
Health Insurance	13,093	30,900	31,533	40,632	24,000
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	824	3,484	3,924	3,619	3,619
Other Contractual Services	17,057	158,205	20,000	32,000	32,000
Printing and Binding	-	4,386	2,000	9,500	9,500
Advertising	-	59	2,400	1,000	1,000
Postal Services	19,402	88,366	95,000	95,000	50,000
Telecommunications	-	557	-	-	1,500
Mileage and Transportation	-	847	-	-	-
Registration & Training	-	530	2,000	500	500
Conference Travel & Training	-	-	-	500	500
Office Supplies	8,947	18,649	15,000	7,500	8,685
TOTAL BILLING & COLLECTIONS	191,778	723,558	556,732	549,008	529,227

CONSTITUTIONAL OFFICERS



COMMISSIONER OF REVENUE

COMMISSIONER OF REVENUE	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	238,458	240,094	268,783	250,825	250,825
Part Time Regular	-	-	-	-	-
FICA	19,302	15,685	20,562	19,188	19,188
VRS	29,637	29,134	32,281	30,124	30,124
Health Insurance	39,363	30,082	39,066	34,253	34,253
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	3,095	3,190	3,521	3,286	3,286
Other Contractual Services	7,856	6,670	6,000	6,000	6,000
Repairs - Equipment	567	63	-	-	-
Postal Services	1,986	2,512	6,524	6,524	6,524
Mileage & Transportation	299	-	305	-	-
Meals and Lodging	439	-	750	-	-
Registration & Training	850	-	2,700	-	-
Conference Travel & Training	-	-	-	3,000	3,000
Dues and Association Memberships	732	1,040	3,800	1,900	1,900
Office Supplies	5,642	1,604	5,000	5,000	5,000
Cigarette Stamp Purchase	8,491	11,717	12,000	12,000	17,965
TOTAL COMMISSIONER OF REVENUE	356,717	341,790	401,291	374,499	378,065

CITY TREASURER

TREASURER	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	145,639	92,996	136,308	137,501	137,501
Part Time Regular	-	20,360	-	-	39,836
FICA	11,444	7,105	10,428	12,412	13,566
VRS	18,250	11,469	16,371	16,514	16,514
Health Insurance	28,989	8,000	16,000	18,500	9,960
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	1,990	1,222	1,786	1,801	1,801
Unemployment Insurance	4,686	-	-	-	-
Legal Services	(1,131)	(1,885)	-	-	(171)
Credit Card Processing Fees	5,141	4,905	-	-	2,796
Other Contractual Services	47,134	86,120	10,000	10,000	10,000
Contractual Services-Adm Fees	-	-	-	-	-
Printing & Binding	6,201	-	1,500	1,500	1,500
Advertising	493	743	-	-	-
Postal Services	19,052	23	1,000	1,000	1,000
Registration & Training	-	590	2,000	-	-
Telecommunications	-	-	-	-	352
Mileage & Transportation	-	903	150	-	-
Meals and Lodging	264	2,735	-	-	-
Conference Travel & Training	-	-	-	1,150	1,150
Dues and Association Memberships	80	900	550	550	550
Office Supplies	4,484	5,014	2,000	2,000	2,000
TOTAL TREASURER	292,716	241,200	189,092	204,129	238,356

REGISTRAR

REGISTRAR	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	122,414	125,932	142,643	142,643	142,643
Salaries & Wages Overtime	1,902	3,197	6,000	6,000	10,265
FICA	9,502	8,978	10,912	10,912	11,697
VRS	14,027	15,395	17,131	17,131	17,131
Health Insurance	16,016	11,950	15,533	13,978	13,978
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	1,530	1,673	1,869	1,869	1,869
Electoral Board Compensation	12,130	9,587	9,750	9,750	9,861
Other Contractual Services	54,926	49,132	50,000	50,000	50,000
Repairs- Machinery & Tools	-	10,740	-	-	-
Repairs - Equipment	6,300	6,230	28,680	28,680	28,680
Printing & Binding	5,139	19,147	33,075	33,075	33,075
Advertising	1,817	1,795	2,200	2,200	220
Postal Services	5,598	6,551	8,500	8,500	8,500
Telecommunications	1,057	901	960	960	960
Lease/Rent of Equipment	5,096	-	5,150	5,150	5,150
Lease/Rent of Buildings	30,050	32,782	32,782	32,782	32,782
Mileage & Transportation	593	682	1,120	-	-
Meals and Lodging	1,577	1,036	1,700	-	-
Registration & Training	799	625	1,580	-	-
Conference Travel & Training	-	-	-	2,760	2,760
Dues and Association Memberships	380	380	380	380	380
Office Supplies	20,615	9,472	9,389	9,389	6,785
Food Supplies	1,780	2,366	4,200	4,200	4,200
Furniture & Fixtures under \$5,000	2,642	-	2,600	2,600	2,600
Computer Software under \$5,000	5,302	10,272	8,000	8,000	7,000
TOTAL REGISTRAR	321,192	328,825	394,154	392,159	390,536

CLERK OF CIRCUIT COURT

CLERK OF CIRCUIT COURT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	425,294	424,280	454,639	451,187	451,187
Part Time Regular	37,355	35,752	31,000	31,000	42,623
FICA	37,035	30,514	37,151	36,887	37,776
VRS	52,191	52,086	54,602	54,188	54,188
Health Insurance	69,678	51,662	54,294	66,578	66,578
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	5,479	5,625	5,956	5,911	5,678
Unemployment Insurance	-	-	-	-	-
Accounting and Auditing Services	3,500	3,178	3,500	3,500	3,500
Jury Duty	45,298	49,149	39,830	39,830	38,830
Other Contractual Services	8,512	5,667	8,000	8,000	8,000
Printing & Binding	-	-	500	500	500
Postal Services	3,454	4,034	8,800	8,800	8,800
Lease/Rent of Equipment	7,109	1,265	10,500	10,500	10,500
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	300	300	300
Office Supplies	1,908	5,122	6,500	6,500	6,500
TOTAL CLERK OF CIRCUIT COURT	696,813	668,334	715,573	726,081	735,961

COMMONWEALTH ATTORNEY

COMMONWEALTH ATTORNEY	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	686,917	740,569	843,076	855,903	855,903
Part Time Regular	39,068	21,328	33,124	33,124	33,124
FICA	59,043	50,262	67,029	68,011	68,011
VRS	82,225	90,999	101,253	102,794	102,794
Health Insurance	77,003	70,542	86,131	84,423	84,423
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	8,851	9,898	11,044	11,212	11,212
Unemployment Insurance	1,005	-	-	-	-
Workers Compensation	-	-	-	-	-
Other Contractual Services	20,237	27,915	24,747	24,747	24,747
Repairs - Vehicles	64	208	500	500	500
Postal Services	1,682	2,000	2,000	2,000	2,000
Mileage & Transportation	5,349	3,524	10,000	10,000	10,000
Meals and Lodging	16,060	6,378	23,900	23,900	23,900
Registration & Training	4,998	4,494	4,790	-	-
Travel Expense	-	-	-	-	-
Conference Travel & Training	-	-	-	2,396	2,395
Dues and Association Memberships	10,413	9,780	12,000	12,000	12,000
Office Supplies	41,675	29,959	8,500	8,500	8,500
Vehicle and Powered Equipment Fuels	545	534	1,154	1,154	1,154
TOTAL COMMONWEALTH ATTORNEY	1,055,134	1,068,390	1,229,249	1,241,863	1,240,663

SHERIFF'S OFFICE

SHERIFF	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	1,002,236	1,083,804	1,157,490	1,147,157	1,234,365
Salaries and Wages, Overtime	354	-	-	-	-
Part Time Regular	11,812	13,996	34,944	34,944	-
FICA	79,815	74,641	91,221	90,431	92,258
VRS	118,915	127,964	139,014	137,774	131,252
Health Insurance	115,560	91,648	101,664	103,877	64,385
Health Insurance Waiver Expense	-	-	-	10,800	-
VRS Group Life	12,692	14,449	15,163	15,028	15,311
Unemployment Insurance	(407)	-	-	-	-
Cleaning Services	47	137	150	150	150
Other Contractual Services	13,477	13,024	14,000	13,000	10,241
Courthouse Security	-	-	-	-	-
Repairs - Vehicles	19,444	13,073	8,500	8,500	10,830
Repairs - Equipment	-	-	750	750	261
Utility Service	33,872	34,458	21,000	19,845	24,374
Water & Sewer Service	346	3,133	1,000	1,000	-
Postal Services	2,087	1,673	2,000	2,000	2,124
Telecommunications	5,913	5,504	6,000	6,900	3,439
Lease/Rent of Equipment	7,676	6,227	8,000	8,000	4,065
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	180
Dues and Association Memberships	1,342	1,227	1,700	1,700	1,700
Office Supplies	6,445	4,811	4,000	3,500	4,206
Food Supplies	59	-	1,500	1,200	372
Cleaning Materials & Supplies	47	-	750	750	183
Vehicle and Powered Equipment Fuels	12,085	11,276	5,500	6,428	4,887
Ammunition	492	1,275	1,500	1,500	-
Uniforms & Wearing Apparel	6,475	18,788	3,000	3,000	3,000
Other Operating Supplies	5,208	10,445	2,500	2,500	14,373
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	63,710	46,355	-	-	106,149
TOTAL SHERIFF	1,528,552	1,591,843	1,634,756	1,635,756	1,728,105

PUBLIC SAFETY



POLICE

POLICE	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	5,204,895	5,085,586	5,583,636	5,167,633	5,167,633
Clothing Allowance	11,000	9,841	11,000	11,000	10,902
Salaries & Wages Overtime	263,663	263,923	288,200	288,200	400,000
Part Time Regular	56,275	86,435	92,430	92,430	30,000
FICA	440,466	360,890	456,266	424,442	428,219
VRS	573,348	573,329	670,595	620,633	620,633
Health Insurance	726,508	476,423	638,474	602,715	602,715
Health Insurance Waiver Expense	-	-	-	21,600	-
VRS Group Life	61,971	62,181	73,146	67,696	67,696
Unemployment Insurance	8,872	-	-	-	-
Workman's Compensation	-	-	-	-	-
Doctors & Phys Exam Fees	3,411	4,789	4,800	4,800	8,699
Credit Card Fees	-	-	-	-	-
Other Contractual Services	215,316	303,346	172,341	150,000	275,170
Repairs - Vehicles	98,366	107,352	85,000	85,000	85,000
Postal Services	1,443	1,101	400	400	416
Telecommunications	56,586	31,814	38,000	38,000	30,026
Lease/Rent of Equipment	141	454	-	-	227
Lease/Rent of Buildings	6,500	2,000	6,500	6,500	1,666
Mileage & Transportation	1,135	1,392	4,900	4,900	4,900
Meals and Lodging	4,552	9,742	5,000	2,500	3,689
Registration & Training	4,121	11,981	18,000	9,000	3,000
Conference Travel & Training	-	-	-	-	-
Due and Association Memberships	-	90	-	-	-
Office Supplies	3,067	3,126	3,500	3,500	2,223
Cleaning Materials & Supplies	117	536	2,500	2,500	2,500
Vehicle and Powered Equipment Fuels	165,332	133,938	169,000	201,000	150,000
Ammunition	37,981	42,948	49,500	49,500	49,500
Uniforms & Wearing Apparel	73,181	62,608	50,000	50,000	45,000
Other Operating Supplies	157,181	93,887	113,000	100,000	100,000
Furniture & Fixtures over \$5,000	4,278	1,979	15,000	5,000	7,446
Machinery & Equipment over \$5,000	87,267	-	80,000	70,000	70,000
Vehicles	37,660	-	12,000	-	-
Crater Criminal Justice Services	59,034	-	-	-	-
TOTAL POLICE	8,363,668	7,731,690	8,643,187	8,078,949	8,167,260

911 EMERGENCY COMMUNICATIONS

911 EMERGENCY COMMUNICATIONS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	829,715	731,273	888,785	767,394	767,394
Salaries & Wages Overtime	209,483	185,475	290,082	290,082	155,000
Part Time Regular	28,743	12,287	25,000	25,000	25,000
FICA	84,950	63,609	92,096	82,809	71,060
VRS	95,177	82,712	108,777	104,329	104,329
Health Insurance	117,943	74,904	134,061	125,424	125,424
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	10,008	8,909	11,862	11,377	11,377
Doctors & Phys Exam Fees	220	-	220	220	220
Other Contractual Services	263,973	498,237	494,001	494,001	544,309
Repairs - Equipment	22,946	16,376	45,000	45,000	45,000
Telecommunications	214,144	-	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	276	276	276
Office Supplies	1,186	1,741	2,572	2,572	2,500
Furniture & Fixtures under \$5,000	94	1,618	1,600	1,600	1,600
Machinery & Equipment under \$5,000	1,432	2,390	3,300	3,300	4,700
TOTAL 911 EMERGENCY COMMUNICATIONS	1,880,013	1,679,529	2,097,632	1,955,785	1,858,190

ANIMAL CONTROL

ANIMAL CONTROL	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	148,074	163,280	159,723	122,762	126,908
Salaries & Wages Overtime	7,258	13,844	10,000	10,000	5,000
Part Time Regular	18,980	15,017	38,409	61,152	30,000
FICA	13,627	13,379	15,922	14,834	12,386
VRS	16,142	18,967	18,290	14,064	14,033
Health Insurance	33,491	20,025	23,299	13,978	13,978
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	1,760	2,055	2,092	1,608	1,650
Worker's Compensation	-	-	-	-	-
Other Contractual Services	11,347	14,143	15,000	15,000	15,000
Repairs - Equipment	770	-	2,545	2,545	2,796
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	200	215	215	100
Office Supplies	-	56	1,200	1,200	1,200
Food Supplies	-	-	2,400	2,400	2,400
Cleaning Materials & Supplies	3,159	1,768	1,800	1,800	1,800
Vehicle and Powered Equipment Fuels	2,918	2,853	3,050	3,050	4,546
Uniforms & Wearing Apparel	491	776	870	870	870
Other Operating Supplies	2,665	1,478	2,200	2,200	2,200
Machinery & Equipment under \$5,000	-	-	-	-	-
TOTAL ANIMAL CONTROL	260,680	267,841	297,016	268,877	234,867

FIRE RESCUE & EMERGENCY SERVICES

FIRE/EMS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	3,791,613	3,968,535	4,123,661	3,884,239	3,844,239
Salaries & Wages Overtime	1,236,177	602,833	550,000	665,000	665,000
Part Time Regular	265,942	44,312	-	-	-
FICA	419,256	304,253	357,535	348,017	348,017
VRS	438,007	482,647	495,252	466,497	451,497
Health Insurance	588,559	425,331	528,291	503,588	478,588
Health Insurance Waiver Expense	-	-	-	12,000	-
VRS Group Life	47,177	52,523	54,020	50,884	50,884
Unemployment Insurance	83	-	-	-	-
Workman's Compensation	-	-	-	-	-
DOL/PT Lawsuit	-	19,487	-	-	-
Doctors & Phys Exam Fees	11,902	5,072	15,000	15,000	10,000
Other Contractual Services	306,874	341,527	325,000	355,000	475,000
Repairs - Vehicles	162,599	141,782	150,000	150,000	150,000
Repairs - Machinery & Tools	302	524	3,000	3,000	3,000
Repairs - Equipment	17,740	13,786	14,500	14,000	14,000
Repairs - Radio Equipment	-	-	-	-	450
Repairs - Buildings	44,735	13,475	21,540	18,000	18,000
Postal Services	722	220	700	700	700
Telecommunications	14,480	13,515	10,000	10,000	9,500
Lease/Rent of Equipment	11,695	-	-	-	-
Lease/Rent of Buildings	13,000	4,000	10,000	10,000	10,000
Mileage & Transportation	159	-	200	200	200
Meals and Lodging	4,283	869	4,285	2,413	2,413
Registration & Training	5,880	575	6,540	3,270	3,270
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	1,519	170	2,270	500	500
Office Supplies	11,440	3,019	12,500	8,000	5,000
Cleaning Materials & Supplies	12,863	11,448	15,000	15,000	15,000
Repair and Maintenance Supplies	12,181	1,611	33,005	33,005	33,005
Vehicle and Powered Equipment Fuels	82,096	43,876	77,500	65,000	65,000
Uniforms & Wearing Apparel	61,702	32,013	57,000	45,000	45,000
Books and Subscriptions	75	-	-	-	-
Other Operating Supplies	114,087	69,746	200,000	100,000	80,000
Chemical Supplies	-	-	-	-	-
Tires and Tubes	-	-	-	-	-
Misc. & Kitchen Supplies	-	-	-	-	-
Furniture & Fixtures under \$5,000	2,000	2,000	2,000	2,000	2,000
Machinery & Equipment under \$5,000	22,742	3,295	15,903	10,000	10,000
Vehicles	61,091	-	-	-	-
TOTAL FIRE/EMS	7,762,981	6,602,444	7,084,702	6,790,312	6,790,263

COMMUNITY CORRECTIONS

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

VJCCCA SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries and Wages - Regular	120,747	108,291	137,671	137,671	71,181
Part Time Regular	5,436	13,253	5,000	5,000	71,490
FICA	9,892	7,726	10,914	10,914	10,914
VRS	12,761	9,367	15,870	15,870	6,988
Hospitalization/Medical Plans	23,227	8,458	23,766	16,989	6,989
Health Insurance Waiver Expense	-	-	-	-	-
Group Life	1,256	1,035	1,731	1,731	815
Doctors & Phys Exam Fees	-	-	100	100	100
Other Contractual Services	9,241	10,839	11,700	11,700	11,700
Repairs - Vehicles	-	-	1,500	1,500	1,500
Advertising	-	-	1,000	-	-
Postal Services	16	15	-	-	15
Telecommunications	3,251	2,708	2,500	1,440	2,817
Mileage & Transportation	-	265	1,000	-	-
Meals and Lodging	859	911	2,000	-	-
Registration & Training	213	266	1,000	-	-
Conference Travel & Training	-	-	-	1,500	1,500
Office Supplies	382	1,138	1,750	1,750	1,750
Food Supplies	158	132	500	500	500
Vehicle and Powered Equipment Fuels	592	3,753	450	450	2,500
Other Operating Supplies	-	21	-	-	-
Furniture & Fixtures under \$5,000	-	-	3,000	1,500	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	192,259

COURTS & OTHER PUBLIC SAFETY



CIRCUIT COURT JUDGES & ADMINISTRATION

CIRCUIT COURT JUDGES & ADMIN.	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	48,633	48,228	49,309	49,309	49,309
Part Time Regular	20,546	19,995	22,500	22,500	22,500
FICA	5,630	4,808	5,493	5,493	5,494
VRS	5,922	5,945	5,922	5,922	5,922
Health Insurance	6,394	6,508	7,766	7,766	7,766
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	646	646	646	646	646
Other Contractual Services	1,050	711	200	200	200
Repairs - Equipment	-	-	850	850	850
Postal Services	1,033	1,200	1,350	1,350	1,350
Telecommunications	1,726	724	2,500	2,500	2,500
Office Supplies	945	623	1,200	1,200	1,200
Cleaning Materials & Supplies	-	-	200	200	200
TOTAL CIRCUIT COURTS JUDGES & ADMIN.	92,523	89,387	97,937	97,937	97,937

General District Court

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

MAGISTRATE

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

11TH DISTRICT COURT SERVICES UNIT

11TH DISTRICT COURT SERVICES UNIT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Other Contractual Services	3,900	4,439	4,700	4,700	4,700
Telecommunications	-	-	8,000	8,000	8,000
Lease/Rent of Buildings	73,252	81,682	82,888	82,888	84,563
Furniture & Fixtures under \$5,000	916	841	1,000	1,000	1,000
TOTAL 11TH DISTRICT COURT SERVICES UNIT	78,068	86,962	96,588	96,588	98,263

JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

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

GENERAL SERVICES & PUBLIC UTILITIES



GENERAL SERVICES

GENERAL SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries and Wages - Regular	102,672	72,002	83,172	118,227	118,227
Part Time Regular	11,043	3,380	-	-	-
FICA	9,399	4,683	6,363	9,044	9,044
VRS	11,686	7,962	9,888	14,004	14,004
Hospitalization/Medical Plans	11,472	6,675	8,371	8,821	8,821
Health Insurance Waiver Expense	-	-	-	-	-
Group Insurance	1,275	859	1,078	1,527	1,527
Doctors & Phys Exam Fees	55	-	-	-	-
Other Contractual Services	41,020	64,726	150,000	-	21,197
South Crater Road	-	-	-	-	46,470
Sycamore Street Bridge	-	-	-	-	38,350
Repairs - Vehicles	1,817	2,555	5,455	1,000	1,000
Repairs - Equipment	-	-	100	100	100
Advertising	60	-	-	-	-
Postal Services	421	1,082	675	100	280
Telecommunications	2,322	1,863	2,000	360	1,483
Lease/Rent of Equipment	33	-	-	-	-
Meals and Lodging	-	84	-	-	-
Registration & Training	225	289	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	225	744	225	225	225
Office Supplies	1,207	3,877	1,000	500	500
Vehicle and Powered Equipment Fuels	899	3,171	1,500	500	500
Uniforms & Wearing Apparel	-	310	-	-	-
Other Operating Supplies	574	400	100	100	100
Machinery & Equipment under \$5,000	-	400	-	-	-
Computer Software under \$5,000	-	499	-	-	-
Computer Hardware under \$5,000	-	1,360	-	-	-
TOTAL GENERAL SERVICES	196,404	176,921	269,926	154,508	261,830

FACILITIES MANAGEMENT

FACILITIES MANAGEMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	442,868	801,377	1,032,557	529,095	557,628
Salaries & Wages Overtime	6,889	9,223	8,000	8,000	6,958
Part Time Regular	39,593	96,674	138,404	94,171	39,984
FICA	39,851	61,903	90,191	48,292	43,749
VRS	47,049	90,770	124,010	63,544	59,735
Health Insurance	59,744	121,907	193,670	72,944	58,649
Health Insurance Waiver Expense	-	-	-	4,800	-
VRS Group Life	4,949	9,793	13,526	6,931	6,963
Unemployment Insurance	4,816	-	-	-	-
Doctors & Phys Exam Fees	55	-	-	-	-
Tuition Assistance	-	-	-	-	93
Other Contractual Services	371,939	647,245	344,556	200,000	470,000
Repairs - Vehicles	9,176	61,187	42,689	32,000	22,000
Repairs - Machinery & Tools	-	8,019	12,832	12,832	5,832
Repairs - Equipment	3,454	87	-	6,000	3,000
Repairs - Heat & Cool Equipment	18,471	26,284	44,152	44,152	25,570
Repairs - Buildings	1,789	45,328	29,086	29,086	75,561
Courthouse Maintenance	14,161	28,041	24,000	-	56,714
Pest Control	428	4,287	4,015	4,015	4,015
Advertising	360	267	-	-	-
Utility Service	469,717	534,191	417,155	445,000	383,087
Water & Sewer Service	160,496	223,871	119,658	255,000	125,000
Postal Services	11	2	401	401	401
Telecommunications	5,290	5,457	6,256	6,256	6,256
Lease/Rent of Equipment	-	1,179	1,179	1,179	1,179
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	-	-	-
Office Supplies	463	4,485	4,492	4,492	9,692
Food Supplies	-	-	-	-	-
Cleaning Materials & Supplies	22,072	20,494	18,467	18,467	18,467
Vehicle and Powered Equipment Fuels	19,255	17,215	12,122	12,122	12,122
Uniforms & Wearing Apparel	1,095	9,643	9,025	9,025	9,025
Other Operating Supplies	-	6,344	6,339	6,339	6,339
Building Materials & Supplies	1,881	7,045	9,071	9,071	9,071
Machinery & Equipment under \$5,000	134	12,571	8,822	8,822	8,822
Computer Software under \$5,000	-	53	95	95	95
Machinery & Equipment over \$5,000	-	-	-	-	-
Computer Software over \$5,000	-	-	6,095	-	-
Heat & Cool Equipment	-	27,808	46,676	46,676	18,000
TOTAL FACILITIES MANAGEMENT	1,746,005	2,882,750	2,767,540	1,978,807	2,044,007

GROUNDS

GROUNDS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	311,004	24,001	-	311,978	265,775
Salaries & Wages Overtime	826	-	-	-	14
Part Time Regular	41,711	799	-	14,356	-
FICA	28,747	(1,387)	-	24,965	18,704
VRS	36,588	4,018	-	37,469	30,382
Health Insurance	80,465	6,740	-	61,955	41,744
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	3,956	438	-	4,087	3,542
Unemployment Insurance	116	-	-	-	-
Worker's Compensation	-	-	-	-	-
Doctor's & Physicians Fee	55	-	-	-	-
Other Contractual Services	106,556	2,044	-	304,717	445,000
Repairs - Vehicles	13,680	2,025	-	15,000	12,000
Repairs - Machinery & Tools	5,804	2,706	-	5,000	1,009
Telecommunications	322	-	-	3,000	3,000
Lease/Rent of Equipment	-	-	-	1,000	1,000
Office Supplies	1,326	76	-	-	-
Cleaning Materials & Supplies	631	-	-	-	-
Vehicle and Powered Equipment					
Fuels	38,451	30,360	-	6,000	5,000
Uniforms & Wearing Apparel	7,493	170	-	2,500	2,500
Other Operating Supplies	5,268	752	-	2,000	3,000
Machinery & Equipment under \$5,000	4,910	3,173	-	4,000	4,000
Computer Software over \$5,000	-	-	-	1,000	1,000
TOTAL GROUNDS	687,908	75,914	-	800,226	837,670

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

SOCIAL SERVICES



SOCIAL SERVICES

SOCIAL SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	2,941,292	3,355,672	4,514,243	4,422,694	4,422,694
Salaries & Wages Overtime	20,372	57	28,000	23,000	23,000
Part Time Regular	158,837	100,199	46,421	46,421	46,421
FICA	250,193	230,389	351,033	338,336	338,336
VRS	339,824	393,759	542,161	531,165	531,165
Health Insurance	478,584	414,164	696,823	504,693	504,693
Health Insurance Waiver Expense	-	-	-	50,400	-
VRS Group Life	35,385	42,180	59,137	57,937	57,937
Security	-	-	-	77,000	77,000
Doctors & Phys Exam Fees	-	-	2,090	-	-
Legal Services	87,021	51,465	85,500	49,000	49,000
Other Contractual Services	20,541	84,362	89,600	113,000	113,000
Repairs - Vehicles	13,295	7,307	10,000	9,840	9,840
Repairs - Equipment	862	309,679	2,310	-	-
Repairs - Buildings	259,892	-	-	236,900	228,900
Utility Service	33,158	5,662	-	-	4,800
Water and Sewer Service	-	164	-	-	-
Postal Services	10,428	9,349	30,680	9,680	11,680
Telecommunications	22,320	37,154	45,000	45,000	45,000
Surety Bonds	1,911	3,822	2,550	2,550	2,550
Lease/Rent of Equipment	8,723	2,334	12,000	3,000	3,000
Lease/Rent of Buildings	-	416,000	384,000	384,000	387,200
Mileage & Transportation	7,159	1,423	3,540	1,770	1,770
Meals and Lodging	2,022	8,193	5,000	5,000	5,000
Registration & Training	575	1,756	5,283	2,642	2,642
Auxiliary Grants Aged	523,171	592,422	131,880	257,400	257,400
Auxiliary Grants Disabled	28,347	(2,377)	408,445	321,480	321,480
TANF Manual Checks	(4,987)	(610)	3,000	2,000	2,000
TANF Foster Care	822,840	816,697	1,032,047	871,496	871,496
Emergency Utility Assistance	3,124	526	-	500	500
Overpayment Collections	(3,633)	(199)	-	-	-
Food Stamps Overpayment	(1,185)	(3,704)	-	-	-
Federal Adoption Subsidy	-	-	-	913,224	1,236,715
Fostering Futuresd Foster Care Assistance	-	-	-	25,200	25,200
Emergency Services	-	-	3,500	3,500	3,500
Child Welfare Serv & Adoption	1,682,581	1,705,156	1,682,270	783,886	453,232
Independent Living Program	20,695	10,500	4,106	4,106	6,269
Companion Program	38,152	32,287	30,000	37,500	37,500
Prevention Allocation	14,798	2,630	19,941	-	-
View Welfare Reform	189,728	210,463	366,883	297,175	302,175
Foster Parent Adoptive	4,769	667	4,000	1,000	1,000
Education & Training Vouchers	-	-	-	3,791	3,791

SOCIAL SERVICES

SOCIAL SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Foster Parent Respite Care	-	-	-	1,350	1,350
FC Approved Child Welfare Training	-	1,499	-	2,000	2,000
Day Care Quality Enhancement	-	-	-	-	-
Healthy Families	2,104	25,598	42,417	36,452	36,452
Refugee Assistance	1,870	-	-	500	500
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	2,540	1,830	2,500	2,500	2,500
Family Preservation	-	250	-	5,578	5,578
Child Welfare Substance Abuse Prevention	-	133	-	6,646	6,646
IV-E App Foster/Adopt Prt. Vol & WC	-	500	-	1,000	1,000
Adult Protective Services	-	7,281	-	9,971	9,971
Office Supplies	132,645	43,259	55,000	29,200	29,200
Cleaning Materials & Supplies	3,363	3,275	15,000	3,000	5,920
Vehicle and Powered Equipment Fuels	893	433	27,950	9,200	4,280
Uniforms & Wearing Apparel	1,124	185	-	500	500
Books & Subscriptions	-	141	-	1,000	1,000
Other Operating Supplies	-	1,854	-	1,160	1,160
Furniture and Fixtures Under \$5000	8,849	24,591	-	800	800
Computer Software under \$5,000	1,725	99	-	-	-
Computer Hardware under \$5,000	-	5,774	-	500	500
Machinery & Equipment Over \$5000	5,182	-	-	800	800
Vehicles	42,534	47,130	-	57,450	57,450
TOTAL SOCIAL SERVICES	8,213,620	9,003,382	10,744,309	10,605,893	10,555,493

JUVENILE & CHILDREN OUTREACH (CSA)

COMPREHENSIVE SERVICES ACT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	57,068	56,185	58,593	58,593	58,593
Part Time Regular	11,733	3,098	15,084	16,016	-
FICA	5,589	4,090	5,636	5,708	4,352
VRS	6,899	6,925	6,899	6,899	6,732
Health Insurance	6,394	5,861	7,766	-	13,977
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	753	753	753	753	785
Other Contractual Services	(801)	-	-	-	-
Pool Funds	4,348,501	4,014,615	4,207,248	4,207,248	4,207,248
Mileage & Transportation	30	-	750	750	750
Meals and Lodging	500	404	-	-	-
Conference Travel & Training	-	165	-	-	-
Office Supplies	1,430	-	2,000	2,000	2,000
Machinery & Equipment under \$5,000	-	-	500	500	500
TOTAL COMPREHENSIVE SERVICES ACT	4,438,095	4,092,095	4,305,229	4,299,666	4,294,937

LEISURE & COMMUNITY ENGAGEMENT



RECREATION & COMMUNITY ENGAGEMENT

RECREATION & COMMUNITY ENGAGEMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	326,384	367,665	378,285	260,535	260,636
Part Time Regular	182,970	129,748	210,571	60,000	35,000
FICA	40,505	33,396	45,048	24,521	22,616
VRS	38,102	44,888	61,847	47,399	31,302
Health Insurance	34,792	28,323	31,533	27,483	27,432
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	4,074	4,886	4,869	3,413	3,491
Unemployment Insurance	1,514	-	-	-	-
Other Contractual Services	93,458	81,624	83,000	45,000	25,000
Postal Services	15	23	-	-	-
Telecommunications	-	100	500	500	500
Meals and Lodging	-	2,656	-	-	-
Registration and Training	-	245	-	-	-
Special Events	5,147	11,005	15,500	5,000	12,625
Office Supplies	3,176	2,003	5,000	2,500	2,500
Food Supplies	4,200	2,562	7,000	5,000	5,000
Vehicle and Powered Equipment Fuels	15,335	415	10,000	5,000	5,695
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	-	-	2,000	-	-
Uniforms & Wearing Apparel	4,468	2,784	5,000	2,000	2,000
Other Operating Supplies	28,199	29,846	24,034	10,000	10,000
TOTAL RECREATION & COMMUNITY ENGAGEMENT	782,340	742,170	884,187	499,551	443,797

LIBRARY

LIBRARY	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	296,335	333,769	389,973	352,782	352,782
Part Time Regular	94,311	81,932	115,414	115,414	50,000
FICA	31,336	28,075	38,662	35,817	32,725
VRS	36,501	42,159	45,241	42,373	42,369
Health Insurance	51,450	48,191	62,294	54,447	43,073
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	3,785	4,581	4,934	4,621	4,621
Doctors & Phys Exam Fees	55	-	-	-	-
Other Contractual Services	103,372	118,149	81,519	81,519	50,000
Repairs - Vehicles	1,631	1,143	3,010	3,000	3,000
Repairs - Equipment	-	7,599	-	-	-
Printing and Binding	-	50	-	-	-
Advertising	-	849	1,000	1,000	1,300
Utility Service	75,370	80,942	81,797	81,797	75,000
Postal Services	38	36	1,100	800	800
Telecommunications	17,011	23,880	23,087	23,087	23,709
Property Insurance	6,320	10,606	10,895	10,895	10,895
Lease/Rent of Equipment	6,574	-	-	-	140,000
Lease/Rent of Buildings	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	-	-	-	-	1,866
Dues and Association Memberships	958	880	1,000	1,000	1,000
Special Events	2,432	5,996	7,318	5,000	5,000
Office Supplies	3,676	5,840	4,500	4,500	4,500
Cleaning Materials & Supplies	2,980	-	-	-	-
Vehicle and Powered Equipment Fuels	815	665	1,100	1,100	1,100
Books and Subscriptions	79,233	71,085	64,096	64,096	64,096
Other Operating Supplies	4,929	14,002	4,130	4,130	4,130
Merchandise for Resale	78	-	2,000	2,000	2,000
Furniture & Fixtures under \$5,000	1,511	-	-	-	-
Machinery & Equipment under \$5,000	21,090	-	-	-	-
New - Motor Vehicle	-	27,616	-	-	-
Contingency	35,002	28,031	28,031	-	-
TOTAL LIBRARY	965,838	1,041,724	1,090,968	988,444	913,966

WORKFORCE DEVELOPMENT

WORKFORCE DEVELOPMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	-	-	-	85,000	13,404
FICA	-	-	-	6,503	1,026
VRS	-	-	-	10,209	814
Health Insurance	-	-	-	-	-
Health Insurance Waiver Expense	-	-	-	1,200	-
VRS Group Life	-	-	-	1,114	95
TOTAL WORKFORCE DEVELOPMENT	-	-	-	102,825	15,339

CEMETERIES ADMINISTRATION

CEMETERIES ADMINISTRATION	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	(328)	-	-	-	-
Part Time Regular	29,749	32,236	32,000	32,000	31,589
FICA	2,338	2,466	2,448	2,448	2,448
VRS	106	-	-	-	-
VRS Group Life	12	-	-	-	-
Other Contractual Services	75	-	-	-	-
Postal Services	13	2	-	-	11
Telecommunications	-	-	-	-	-
Conference Travel & Training	-	-	-	-	-
Dues and Association Memberships	486	490	500	500	500
Office Supplies	743	433	500	500	900
Cleaning Materials & Supplies	-	-	-	-	-
Vehicle and Powered Equipment Fuels	26	-	-	-	-
TOTAL CEMETERIES ADMINISTRATION	33,218	35,627	35,448	35,448	35,448

DEVELOPMENT SERVICES



PLANNING

PLANNING	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	202,279	166,433	256,655	216,150	284,804
Salaries & Wages Overtime		77			397
Part Time Regular	13,037	43,394	2,000	-	52,085
FICA	17,582	14,816	19,787	16,535	25,689
VRS	22,939	20,439	30,241	25,960	33,291
Health Insurance	11,295	11,714	23,533	28,418	25,259
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	2,525	2,221	3,362	2,832	3,786
Other Contractual Services	19,667	31,360	90,000	75,000	75,000
Demolition Services	-	-	-	-	-
Repairs - Vehicles	172	353	5,010	5,010	5,010
Printing & Binding	125	131	700	700	700
Advertising	2,999	-	6,000	3,000	3,000
Postal Services	310	501	400	400	400
Telecommunications	3,521	2,904	2,400	1,800	2,651
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	500
Dues and Association Memberships	522	-	1,000	250	250
Special Events	-	-	1,500	500	500
Office Supplies	1,342	1,347	3,500	1,000	2,209
Cleaning Materials & Supplies	-	-	-	-	-
Vehicle and Powered Equipment Fuels	138	27	500	500	500
Uniforms & Wearing Apparel	-	-	-	-	-
Books and Subscriptions	143	-	200	200	200
Other Operating Supplies	15	705	2,600	500	500
Computer Software under \$5,000	-	31	4,500	1,000	1,000
Computer Hardware under \$5,000	-	-	-	500	500
Local Grant Match	-	250	2,500	-	-
TOTAL PLANNING	300,572	297,118	461,389	380,755	518,231

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	81,458	100,508	255,000	234,500	234,500
Part Time Regular	-	24,757	-	-	100,000
FICA	6,407	9,176	19,508	17,939	24,054
VRS	10,018	12,040	30,626	28,163	24,002
Health Insurance	6,394	6,508	27,766	13,978	11,065
Health Insurance Waiver Expense	-	-	-	-	-
VRS Group Life	1,092	1,308	3,341	3,072	2,798
Unemployment Insurance	7,182	-	-	-	-
Other Contractual Services	12,088	25,334	20,000	10,000	11,920
Printing & Binding	-	393	750	750	750
Advertising	674	-	-	-	-
Marketing & Advertising	-	600	8,500	8,500	8,500
Postal Services	39	10	115	115	115
Telecommunications	-	507	1,400	1,080	1,080
Mileage & Transportation	-	21	1,000	-	-
Meals and Lodging	-	930	2,500	-	-
Registration & Training	125	-	2,500	-	-
Conference Travel & Training	-	-	-	1,000	1,000
Dues and Association Memberships	7,651	250	1,500	500	500
Office Supplies	241	1,433	2,500	1,000	1,000
Books and Subscriptions	-	199	-	-	-
TOTAL ECONOMIC DEVELOPMENT	133,370	183,974	377,005	320,597	421,284

NEIGHBORHOOD SERVICES

NEIGHBORHOOD SERVICES	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	333,211	400,574	384,234	486,474	486,474
FICA	27,106	27,568	29,394	37,215	37,215
VRS	38,134	47,587	42,600	61,578	58,425
Health Insurance	27,467	31,634	31,299	54,433	54,433
Health Insurance Waiver Expense	-	-	-	2,400	-
VRS Group Life	4,026	5,315	4,646	6,465	6,465
Other Contractual Services	4,444	4,408	5,000	2,500	14,765
Demolition Services	129,438	141,508	177,000	100,000	87,986
Postal Services	1,791	5,486	1,500	750	2,750
Telecommunications	446	1,457	5,000	5,040	5,040
Lease/Rent of Equipment	-	-	3,000	1,500	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	1,610
Dues and Association Memberships	-	-	1,000	500	-
Office Supplies	1,519	951	2,000	1,000	1,000
Vehicle and Powered Equipment Fuels	8,348	2,229	9,000	4,500	4,500
Uniforms & Wearing Apparel	1,661	1,141	4,000	2,000	2,000
Other Operating Supplies	1,077	2,254	1,500	750	750
Machinery & Equipment under \$5,000	-	-	500	250	1,869
Computer Software under \$5,000	-	-	3,000	1,000	50
Computer Hardware under \$5,000	-	-	-	2,500	75
TOTAL NEIGHBORHOOD SERVICES	580,339	677,336	712,173	770,955	766,907

TOURISM

TOURISM	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages - Part-Time	16,212	23,693	71,120	71,120	50,000
FICA	1,240	1,813	5,441	5,441	5,441
Other Contractual Services	21,916	21,156	85,717	12,500	12,500
Utility Service	64,541	53,346	16,652	32,000	32,000
Water & Sewer Service	-	-	17,200	-	-
Postal Services	2	-	200	100	100
Telecommunications	99	1,980	3,000	360	1,500
Special Events	-	267	500	250	-
Conference Travel & Training	-	-	-	1,500	2,000
Dues and Association Memberships	-	-	1,340	1,000	1,000
Meals and Lodging	-	-	1,000	-	-
Registration & Training	-	-	4,550	-	-
Cleaning Materials & Supplies	225	805	1,000	1,000	1,000
Vehicle and Powered Equipment Fuels	139	-	1,000	250	250
Other Operating Supplies	-	39	-	-	-
Machinery & Equipment under \$5,000	-	-	500	-	-
TOTAL TOURISM	104,375	103,100	209,220	125,521	105,791

FREEDOM SUPPORT CENTER

FREEDOM SUPPORT CENTER	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Salaries & Wages Regular	54,127	56,487	55,000	55,000	55,000
Part Time Regular	28,064	23,676	28,798	16,200	21,000
FICA	6,636	5,701	6,411	5,447	5,819
VRS	6,578	6,912	6,606	6,606	6,319
Health Insurance	6,394	5,861	6,394	-	-
Health Insurance Waiver Expense	-	-	-	1,200	1,200
VRS Group Life	717	751	720	720	737
TOTAL FREEDOM SUPPORT CENTER	102,516	99,388	103,929	85,173	90,076

DEBT SERVICE

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

SCHOOL OPERATIONS

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

TRANSFERS

TRANSFERS	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Transfer to Grants Fund	48,640	48,640	48,640	44,749	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	899,181
Transfer to Golf Course	289,158	292,850	327,327	283,875	283,875
General Fund Transfer to School Gen	2	-	-	-	-
TOTAL TRANSFERS	1,469,715	1,321,738	1,366,594	1,227,805	1,227,805

NON-DEPARTMENTAL

NON-DEPARTMENTAL	2017-2018 ACTUALS	2018-2019 UNAUDITED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 AMENDED
Riverside Regional Jail Authority	3,532,200	4,931,294	4,381,302	4,714,080	4,000,000
Resiliency Pay	-	-	-	-	325,000
FICA	-	-	-	-	25,000
Payment to Library Foundation	-	-	-	-	150,000
Crater Juvenile Detention Services	440,453	432,619	441,601	432,000	450,000
Central Virginia Health Services	591,547	591,547	594,023	610,000	610,000
District 19 Mental Health Services	209,185	263,050	209,185	228,349	228,349
Richard Bland Community College	-	-	-	1,500	1,500
John Tyler Community College	5,449	5,300	5,350	5,108	5,108
Petersburg Area Regional Tourism	(16,250)	-	-	-	-
Cooperative Extension	30,000	50,000	53,845	53,845	53,845
Repairs-Courthouse	-	-	-	100,000	121,981
Dues & Associations Memberships	-	-	243,305	314,783	314,783
Crater Distr Area Agency On Aging	-	-	10,000	12,000	12,000
Other Professional Services	29,817	5,000	-	-	-
RBG Contract	289,500	-	-	-	-
US Conference of Mayors	-	-	-	3,500	3,500
Virginia Municipal League	12,264	-	12,300	12,300	12,723
National League of Cities	3,258	-	3,500	3,500	3,419
Unemployment Insurance	20,623	28,709	120,249	76,944	25,000
Work-Force Development Forensic Audit	-	126,757	-	-	-
Health Care Stipend	-	328,724	867,800	-	157,119
Banking Analysis Fees	98,360	67,577	-	-	-
Spousal Surcharge	-	(1,050)	-	(9,300)	(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	1,000,000
Contingency	480,330	644,826	-	-	349,920
NONDEPARTMENTAL	5,849,182	7,493,144	7,942,460	7,558,609	7,838,946

AN ORDINANCE MAKING AMENDMENTS IN
THE GENERAL FUND FOR THE FISCAL YEAR COMMENCING ON
JULY 1, 2020 AND ENDING JUNE 30, 2021.

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

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

Revenues

Previously Adopted **\$73,422,960.81**

Amended Increase **\$1,159,271.60**

General Fund

ADD: General Property Taxes	\$1,500,500
ADD: Other Local Taxes	\$106,803
ADD: Licenses, Permits and Fees	\$14,300
DECREASE: Fines and Forfeitures	(\$265,412.68)
DECREASE: Revenue from Use of Money and Property	(\$23,000)
ADD: Charges for Services	\$17,087.23
DECREASE: Miscellaneous Revenues	(\$36,529.03)
ADD : Recovered Costs	\$77,826
DECREASE : Revenue from the Commonwealth	(\$13,295.65)
ADD : Revenue from the Federal Government	\$14,692.73
DECREASE : Non-Revenue Receipts	(\$233,700)

Total Revenue **\$74,582,232.41**

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

Expenses

Previously Adopted **\$73,422,960.81**

Amended Increase **\$1,159,271.60**

General Fund

ADD: General Government	\$728,170.42
ADD: Constitutional Offices	\$137,198.87
DECREASE: Public Safety	(\$59,698.42)
ADD: Courts & Other Public Safety	\$1,674.92
ADD: General Services	\$125,146.05
DECREASE: Social Services	(\$55,129.28)
DECREASE: Leisure & Community Engagement	(\$217,716.65)
ADD: Development Services	\$219,289.47
NO CHANGE: Debt Service	\$-
NO CHANGE: Schools Transfer	\$-
ADD: Non-Departmental	\$280,336.22
NO CHANGE: Transfers to other Funds	\$-

Total Expenses **\$74,582,232.41**

**CITY OF
PETERSBURG
FY 2020-21 GENERAL
FUND BUDGET
AMENDMENT**

**EMBRACING THE DAWN OF
A NEW DAY**

City of Petersburg
VIRGINIA

Robert A. Floyd
Director of Budget & Procurement

THE BUDGET DOCUMENT

The annual budget process, along with the subsequent preparation of the budget, is the most important collaborative responsibility of the City Council, City Manager and City staff.



POLICY

Serves as a policy document that provides information about the policies, goals and objectives for the year.



PLAN

Serves as a financial plan that provides an explanation of the financial structure and operations of the City of Petersburg Virginia. The information included in this document provides projections for the current year's financial activity while also comparing this information to historical trends.



GUIDE

Serves as an operations guide for each department, linking resources to approved work plans.



COMMUNICATION

Is utilized to comprehensively communicate and provide transparency to the public about how the organization operates.

FY 2020-2021 BUDGET GOALS



BRACING the organization for the likely economic downturn



BALANCING the continuity of operations with reduced resources



BUILDING the Fund Balance by a minimum of \$1 Million Annually.

Budget Amendment Process

- Budget Team has completed a Mid-Year review of the FY 2020-21 General Fund Budget
 - Analyzed every Revenue Source
 - Analyzed every Expenditure Line Item
 - Analyzed budget to actual variances by department
 - Analyzed trends

Overview of the Amended Budget

- Structurally balanced
- Corrects significant errors and omissions
- Reflects recent trends and new information
- Based on 6 months of actual results
- Very conservative

Total General Fund Budget Summary

Adopted vs. Amended Budget

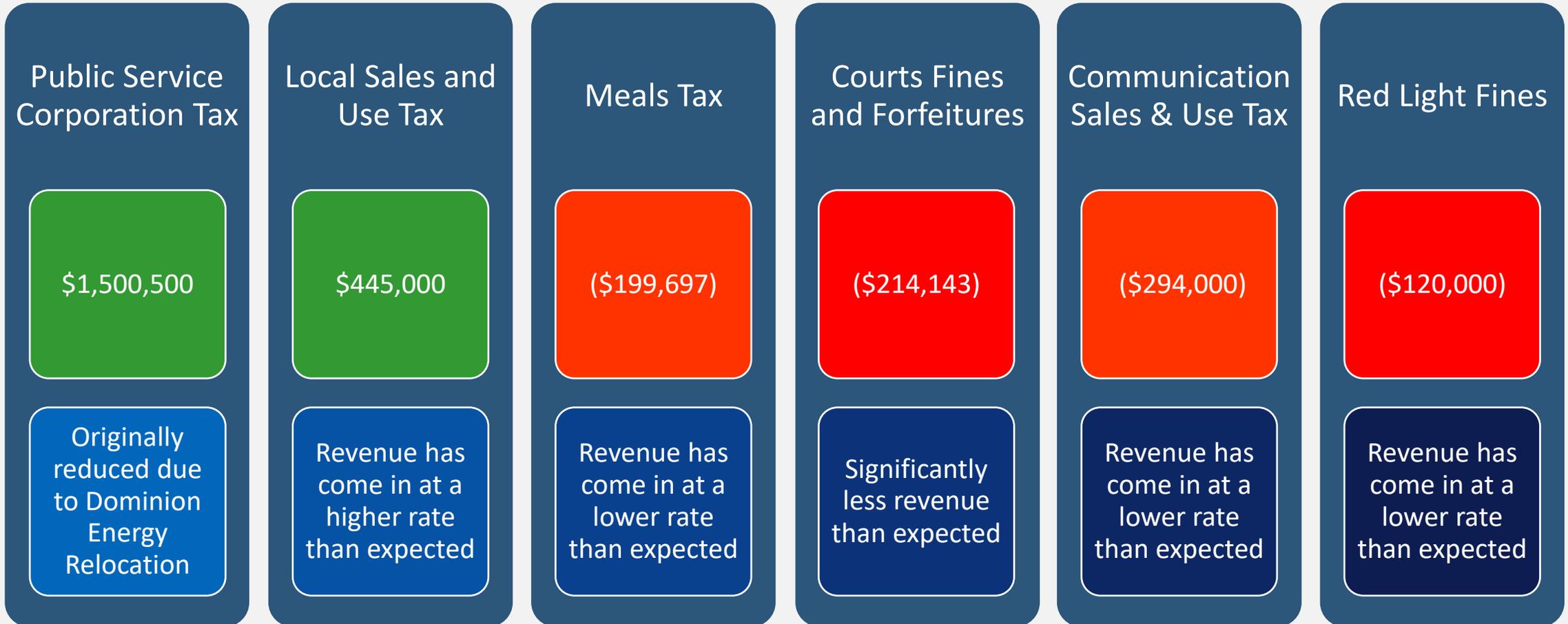
	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE	PERCENT CHANGE
TOTAL REVENUES	\$73,338,140	\$74,582,232	\$1,244,092	1.69%
TOTAL EXPENDITURES	\$73,338,140	\$74,582,232	\$1,244,092	1.69%

General Fund Budget - Revenue

Adopted vs. Amended

REVENUES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
General Property Taxes	32,697,309	34,197,809	1,500,500
Other Local Taxes	13,496,877	13,603,680	106,803
Permits, Fees & Licenses	363,000	377,900	14,300
Fines & Forfeitures	858,643	593,230	(265,413)
Revenue From Use of Money/Property	122,000	99,000	(23,000)
Charges For Services	3,016,083	3,033,170	17,087
Miscellaneous Revenue	1,109,737	1,073,208	(36,529)
Recovered Costs	80,500	158,326	77,826
Revenue From the Commonwealth	16,428,528	16,415,232	(13,296)
Revenue From the Federal Government	4,931,163	5,030,677	99,514
Non-Revenue Receipts	233,700	-	(233,700)
Total Revenues	\$73,338,140	\$74,582,232	\$1,244,092

Revised Revenue Projections to Reflect actuals through December 2020



General Fund Budget - Revenue

Adopted vs. Amended

General Property Taxes

GENERAL PROPERTY TAXES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Real Property Taxes	24,299,632	24,299,632	No Significant Change
Public Service Corp Taxes	1,000,000	2,500,000	Increased <ul style="list-style-type: none"> We have billed significantly more than we originally budgeted. The number was lowered this year out of caution due to relocation of Dominion Energy.
Personal Property Taxes - Vehicles	4,625,587	4,625,587	Significant Change
Mobile Home Taxes	16,000	16,500	No Significant Change
Machinery & Tools Taxes	1,606,090	1,606,090	No Significant Change
Penalties And Interest	1,150,000	1,150,000	No Significant Change
TOTAL GENERAL PROPERTY TAXES	\$32,697,309	\$34,197,809	\$1,500,500

General Fund Budget - Revenue

Adopted vs. Amended

Other Local Taxes

OTHER LOCAL TAXES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Local Sales And Use Taxes	3,555,000	4,000,000	Increased <ul style="list-style-type: none"> Revenue source has rebounded strong from the first few months of the pandemic
Consumer Utility Taxes	1,810,200	1,810,200	No Significant Change
Business License Taxes	2,815,00	2,815,000	No Significant Change
Motor Vehicle Licenses	420,000	470,000	Increased <ul style="list-style-type: none"> Prior year(s) collections has seen a drastic increase. Increased from \$20,000 to \$120,000. Adjustment made for the potential decrease for veteran's exemption
Bank Stock Taxes	225,000	200,000	Decreased <ul style="list-style-type: none"> Based on Year-to-Date revenue collection
Taxes On Recordation And Wills	264,980	204,980	Decreased <ul style="list-style-type: none"> Based on Year-to-Date revenue collection

CONTINUED ON THE NEXT PAGE

General Fund Budget - Revenue

Adopted vs. Amended

Other Local Taxes (cont.)

OTHER LOCAL TAXES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Cigarette Taxes	900,000	800,000	Decreased <ul style="list-style-type: none"> Based on Year-to-Date collections and previous year trend analysis.
Admission & Amusement Taxes	7,000	3,500	No Significant Change
Lodging Taxes	500,000	500,000	No Significant Change
Meals Taxes	2,999,697	2,800,000	Decreased <ul style="list-style-type: none"> Revenue source has not fully recovered from the impacts of the pandemic.
OTHER LOCAL TAXES TOTAL	\$13,496,877	\$13,603,680	\$106,803

General Fund Budget - Revenue

Adopted vs. Amended

Permits, Fees & Licenses - Fines & Forfeitures – Revenue from use of Money/Property

REVENUE	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
PERMITS, FEES & LICENSES			
Animal Licenses	1,400	1,400	No Significant Change
Permits And Other Licenses	362,200	376,500	No Significant Change
PERMITS, FEES & LICENSES TOTAL	\$363,600	\$377,900	\$14,300
FINES & FORFEITURES			
Court Fines and Forfeitures	474,143	260,000	Decreased • Significantly less than expected
Other Fines and Forfeitures	384,500	333,230	No Significant Change
FINES & FORFEITURES TOTAL	\$858,643	\$593,230	(\$265,413)
REVENUE FROM USE OF MONEY/PROPERTY			
Revenue From Use Of Money	-	-	No Significant Change
Revenue From Use Of General Property	122,000	99,000	No Significant Change
REVENUE FROM USE OF MONEY/PROPERTY TOTAL	\$122,000	\$99,000	(\$23,000)

General Fund Budget - Revenue

Adopted vs. Amended

Charges for Services

CHARGES FOR SERVICES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Charges for:			
Court Costs	253,900	176,050	Decreased <ul style="list-style-type: none"> Courthouse Security and Courthouse Maintenance Fees are lower than expected
Commonwealth Attorney	5,600	3,000	No Significant Change
Law/Traffic Control	84,450	75,450	No Significant Change
EMS Fire/Rescue	120,000	55,000	Decreased <ul style="list-style-type: none"> EMS transportation fees are lower than expected
Correction & Detention	4,000	35,000	Increased <ul style="list-style-type: none"> Home Incarceration Program has significant revenue receipt
Other Protections	3,000	3,000	No Significant Change

CONTINUED ON THE NEXT PAGE

General Fund Budget - Revenue

Adopted vs. Amended

Charges for Services (cont.)

CHARGES FOR SERVICES	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Charges for:			
Sanitation	2,305,00	2,494,262	Increased <ul style="list-style-type: none"> Revenue is being collected at a higher rate than expected.
Parks & Recreation	50,000	17,500	Decreased <ul style="list-style-type: none"> Recreation programs are on hold due to pandemic
Cultural Enrichment	75,000	45,000	Decreased <ul style="list-style-type: none"> Due to City buildings being closed to the public and lack of special events, the Special Events line is being zeroed out
Library	28,668	8,768	Decreased
Planning	43,075	12,075	Decreased <ul style="list-style-type: none"> Demolition Fees are lower than expected
Treasurer/Misc. Services	43,360	118,065	Increased <ul style="list-style-type: none"> Credit card processing fees
CHARGES FOR SERVICES	\$3,016,083	\$3,033,170	\$17,087

General Fund Budget - Revenue

Adopted vs. Amended

Miscellaneous Revenue & Recovered Costs

REVENUE	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
MISCELLANEOUS REVENUE			
Expenditure Refunds	45,000	90,497	Increased • Interest subsidy and rebates
Miscellaneous	1,064,737	982,711	Decreased • Sale of salvage
MISCELLANEOUS REVENUE TOTAL	\$1,109,737	\$1,073,208	(\$36,529)
RECOVERED COSTS			
Miscellaneous	50,000	14,500	Decreased • Insurance recoveries
Other Payment from Co/City	30,500	30,500	No Significant Change
Recovered from Localities	-	113,326	Increased • Recoveries of jail costs
RECOVERED COSTS TOTAL	\$80,500	\$158,326	\$77,826

General Fund Budget - Revenue

Adopted vs. Amended

Revenue from the Commonwealth

REVENUE FROM THE COMMONWEALTH	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Non Categorical Aid	4,648,040	4,379,509	Decreased <ul style="list-style-type: none"> Communications Sales & Use Tax has been significantly less than expected
State Shared Exp-categorical	2,167,131	2,185,976	No Significant Change
Social Welfare State Aid	6,843,168	6,843,168	No Significant Change
Other Categorical Aid State	2,770,009	3,006,580	Increased <ul style="list-style-type: none"> Police State Aid and Workforce Development Forensic Audit
REVENUE FROM THE COMMONWEALTH	\$16,428,528	\$16,415,232	(\$13,296)

General Fund Budget - Revenue

Adopted vs. Amended

Revenue From The Federal Government & Non-Revenue Receipts

REVENUE	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
REVENUE FROM THE FEDERAL GOVERNMENT			
Categorical Aid - Federal	-	99,514	Increased • Crater Rd Signal Project and Sycamore St Bridge Project
Social Welfare - Federal Aid	4,931,163	4,931,163	No Significant Change
REVENUE FROM THE FEDERAL GOVERNMENT TOTAL	\$4,931,163	\$5,030,677	\$99,514
NON-REVENUE RECEIPTS			
Sale Of Property Non-Recurring	233,700	-	Decreased • Sale of property was zeroed out
NON-REVENUE RECEIPTS TOTAL	\$233,700	-	(\$233,700)

General Fund Budget - Expenditure Adopted vs. Amended

EXPENDITURES	FY 2017-18 BUDGET	FY 2017-18 AMENDMENT	VARIANCE
General Government	6,146,167	6,874,336	728,169
Constitutional Offices	4,574,487	4,711,686	137,199
Public Safety	17,302,539	17,242,842	(59,697)
Courts & Other Public Safety	283,275	284,949	1,674
General Services	4,498,541	4,708,508	209,967
Social Services	14,905,559	14,850,431	(55,128)
Leisure & Cultural Affairs	1,626,268	1,408,551	(217,717)
Development Services	1,683,001	1,902,290	219,289
Debt Service	3,531,889	3,531,889	-
Schools	10,000,000	10,000,00	-
Transfers	1,227,805	1,227,805	-
Non-Departmental	7,558,609	7,838,946	280,337
TOTAL EXPENDITURES	\$73,338,140	\$74,582,233	\$1,244,093

Revised Expenditure Projections to Reflect New Information

City Manager's Office

\$204,794

Customer Service Center is housed in the City Manager's Office

Finance

\$369,125

Pre-Audit Services are higher than what was budgeted

Riverside Regional Jail Authority

(\$714,080)

New budget estimates show a significant decrease from original budgeted amount

Resiliency Pay

\$350,000

City Manager requested incentive pay for all employees who did not receive hazard pay

Non-Departmental

\$656,038

Health Insurance Stipend, Payment to Library Foundation, and Contingency

Total General Fund Budget Expenditures Adopted vs. Amended General Government

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
City Council	294,374	296,857	No Significant Change
City Manager	435,930	640,724	Increased <ul style="list-style-type: none"> • Customer Service Center is being housed within City Manager's Office
City Attorney	308,969	301,221	No Significant Change
Human Resources	391,259	505,271	Increased <ul style="list-style-type: none"> • ICMA Fellows are housed within Human Resources
City Assessor	554,236	548,586	No Significant Change
Finance	925,710	1,294,835	Increased <ul style="list-style-type: none"> • Pre-Audit Services are much higher than what was budgeted
GENERAL GOVERNMENT CONTINUE NEXT PAGE			

Total General Fund Budget Expenditures Adopted vs. Amended General Government (cont.)

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Billing & Collections	549,008	529,227	No Significant Change
Risk Management	1,250,000	1,250,000	No Significant Change
Budget & Procurement	358,250	357,883	No Significant Change
Central Store Room	55,000	55,000	No Significant Change
Information Technology	1,023,430	1,094,733	No Significant Change
General Government	\$6,161,166	\$6,874,336	\$728,170

General Fund Budget Expenditures Adopted vs. Amended Constitutional Offices

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Commissioner of Revenue	374,499	378,065	No Significant Change
Treasurer	204,129	238,356	Increased <ul style="list-style-type: none"> Accounted for part-time employee that is responsible for assisting on reconciliations
Registrar	392,159	390,536	No Significant Change
Clerk of Circuit Court	726,081	735,961	No Significant Change
Commonwealth Attorney	1,241,863	1,240,663	No Significant Change
Sheriff	1,635,756	1,728,105	Increased <ul style="list-style-type: none"> Comp board approved expenses that had/will have offsetting revenue
CONSTITUTIONAL OFFICES	\$4,574,487	\$4,711,686	\$137,199

General Fund Budget Expenditures

Adopted vs. Amended

Public Safety

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Police	8,078,949	8,167,261	Increased • Overtime and contractual services increased
Emergency Communication	1,955,785	1,858,190	Decreased • Overtime costs are much lower than expected
Animal Control	268,877	234,867	Decreased • Part-time costs are much lower than expected
Fire & EMS	6,790,312	6,790,263	No Significant Change
VJCCCA	208,616	192,259	Decreased • Full-time costs are much lower than expected
PUBLIC SAFETY	\$17,302,539	\$17,242,841	(\$59,698)

General Fund Budget Expenditures Adopted vs. Amended Courts & Other Public Safety

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Circuit Court Judges & Administration	97,936	97,936	No Significant Change
General District Court	55,500	55,500	No Significant Change
Magistrate	25,000	25,000	No Significant Change
Juvenile & Domestic Relations District Court	8,250	8,250	No Significant Change
11th District Court Services Unit	96,588	98,263	No Significant Change
COURTS & OTHER PUBLIC SAFETY	\$283,274	\$284,949	\$1,675

General Fund Budget Expenditures Adopted vs. Amended General Services

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
General Services	239,329	261,830	Increased <ul style="list-style-type: none"> Crater Road Project and Sycamore Street Bridge Project have been appropriated previously by City Council resulting in an increased amount
Facilities Maintenance	1,978,807	2,044,007	Increased <ul style="list-style-type: none"> Unanticipated repairs/upgrades to various buildings
Grounds Maintenance	800,226	837,671	Increased <ul style="list-style-type: none"> Contractual services for grass cutting was increased
Refuse Collection	1,565,000	1,565,000	No Significant Change
PUBLIC WORKS TOTAL	\$4,583,362	\$4,708,508	\$125,146

General Fund Budget Expenditures

Adopted vs. Amended

Social Services

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Department of Social Services	10,605,893	10,555,493	No significant change
Comprehensive Act	4,299,667	4,294,938	No significant change
Social Services	\$14,905,560	\$14,850,431	(\$55,129)

General Fund Budget Expenditures Adopted vs. Amended Leisure & Cultural Affairs

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Recreation & Community Engagement	499,551	443,798	Decreased <ul style="list-style-type: none"> Part-time costs decreased due to impacts of pandemic and lack of programming
Library Services	988,444	913,966	Decreased <ul style="list-style-type: none"> Part-time costs decreased due to impacts of pandemic and lack of programming
Workforce Development	102,825	15,340	Decreased <ul style="list-style-type: none"> City Council made decision to no longer have this function to be a part of the City's functions
Cemeteries Administration	35,448	35,448	No Significant Change
Leisure & Cultural Affairs	\$1,626,268	\$1,408,551	(\$217,717)

General Fund Budget Expenditures Adopted vs. Amended Development Services

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Planning	380,755	518,232	Increased <ul style="list-style-type: none"> Turnover has resulted in part-time(provisional) employment to increase. Addition of the position to aid with the AMPAC/Technology Zone project.
Economic Development	320,597	421,285	Increased <ul style="list-style-type: none"> This has been a City Council priority according to the Strategic Plan. The tourism employee and other part-time employees have been added to strengthen the department.
Neighborhood Services	770,955	766,907	No Significant Change
Freedom Support Center	85,173	90,076	No Significant Change
Museums & Visitor Services	125,521	105,791	No significant change
Planning, ED & Code	\$1,894,633	\$1,743,314	\$(151,319)

General Fund Budget Expenditures Adopted vs. Amended

	FY 2020-21 BUDGET	FY 2020-21 AMENDMENT	VARIANCE
Debt Service	\$3,531,889	\$3,531,889	-
			No Significant Change
Schools	\$10,000,000	\$10,000,000	-
			No Significant Change
Transfers	\$1,227,805	\$1,227,805	-
			No Significant Change
Other General Fund Uses	\$7,558,610	\$7,838,946	-
			Increased <ul style="list-style-type: none"> Riverside Regional Jail Authority decreased, Resiliency Pay, Health Insurance Stipend, Contingency

SPECIAL THANKS!!

- City Manager for her support and guidance
- Budget Team:
 - Randall Williams
 - Logan Tollison
 - Alesha Mann
- Ms. Brittany Flowers for support and assistance with the revenue projections



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Darnetta Tyus

RE: **Consideration to appropriate the balance of Urban Highway Set-Aside Funds in the amount of \$2,601,761.50 from the Virginia Department of Transportation (VDOT).**

PURPOSE: To re-appropriate set-aside funds in the amount of \$2,601,761.50 from VDOT to Street Operations.

REASON: These funds remained after the set-aside program ended with VDOT and were returned to the City after meeting VDOT requirements.

RECOMMENDATION:

Recommend City Council approve the attached appropriation ordinance in the amount of \$2,601,761.50 to be added to Street Operations for fiscal year 2021.

BACKGROUND: In fiscal year 2018 the City's Urban Maintenance funds were set-aside and managed by VDOT due to the City's financial crisis. In order to ensure compliance, the City met and worked with VDOT representatives for approximately two fiscal years. Activity codes were changed to align with the VDOT Urban Construction and Maintenance Program Manual, Street Operations and Grounds personnel were trained on the changes, and delinquent outstanding Weldon Cooper Highway Survey Reports were completed to bring the City back into compliance. In fiscal year 2020 the set-aside program ended and the set aside funds were sent back to the City where it was deposited into a new bank account.

COST TO CITY: N/A

BUDGETED ITEM: No

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Street Operations

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Street Operations Urban Highway Ordinance 10-29-20

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021
FOR THE STREET OPERATIONS FUND.**

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

I. That appropriations for the fiscal year commencing July 1, 2020, in the General Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

Previously adopted	\$ 5,981,699.00
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ADD:

Urban Maintenance Highway (3-204-024040-0615)	<u>2,601,761.50</u>
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Total Revenues	<u>\$ 8,583,460.50</u>
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II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2020 and ending June 30, 2021, the following sums for the purposes mentioned:

Previously adopted	\$ 5,981,699.00
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ADD:

Urban Maintenance Highway (4-204-041200-3190)	<u>2,601,761.50</u>
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Total Expenses	<u>\$ 8,583,460.50</u>
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City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Dr. Maria Pitre-Martin

RE: Consideration to approve the supplemental appropriation in the amount of \$7,397,181 for Petersburg Public Schools for the current fiscal year -2nd Reading

PURPOSE: To have City Council approve the supplemental appropriation for Petersburg Public Schools for the current fiscal year

REASON: When the fiscal year 2020-2021 budget was developed by Petersburg City Public Schools, the exact amounts for grant awards were unknown. Therefore, an estimated amount was placed in the budget for these grants.

RECOMMENDATION: Recommend that City Council approve the supplemental appropriation for Petersburg Public Schools.

BACKGROUND: Once we determined the amounts that would need to be carried over in our grants, and as we received grant awards for the exact totals, the School Board approved those amendments to the FY2021 appropriation. We are now requesting that Petersburg City Council formally approve and appropriate these budget amendments in accordance with State Code.

The summary of appropriations as of October 20, 2020 is as follows: Use of Food Services Reserves accounts for \$39,375 Amendments to existing grants and new grants adds an additional \$7,357,806 The supplemental appropriation totals \$7,397,381

COST TO CITY: N/A

BUDGETED ITEM: YES

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Petersburg City Public Schools

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Budget Supplements July and August 2020 (9-2-20)
2. Petersburg Public School Appropriation FY2020_21
3. Budget Supplements for City
4. Schools Budget Supplement Chart



Petersburg City Public Schools

Maria Pitre-Martin, Ph.D., Superintendent

To: Honorable School Board Members
From: Dr. Maria Pitre-Martin
 Superintendent
Date: September 2, 2020
Subject: FY2020-2021 Budget Supplements

This is a request to approve and appropriate revenue and expenditures revisions into the FY2020-2021 budget

New Grants	Amount	Use of Funds	Funding Source	Oversight
Loads of Love	\$ 5,000.00	Laundry equipment and supplies for Homeless families	Local	Dawn Rogers
Claude Moore	\$ 330,468.00	Health Science Program at CTE	Local	Terrie Allsbrooks
STEM Competition	\$ 5,000.00	Instructional Supplies for STEM competition	State	Decardra Jackson
	\$ 340,468.00	Total New Funds		
Grant Revisions				
IDEA SPED & CEIS	\$ 28,324.00	Additional amount to balance to state award	Federal	Torrey Manson
Title IV	\$ (10,950.75)	Reduction to amount to balance to state award	Federal	April Blunt
ESY	\$ (1,000,000.00)	Reduce ESY approved budget; will not apply for new	State	April Blunt
	\$ (982,626.75)	Total Revised grants		
Carry-Forward Grants				
Amazon STEM Donation	\$ 1,107.20	Carry Forward of funds not spent in FY20	Local	Decardra Jackson
Cameron Foundation	\$ 8,838.42	Carry Forward of funds not spent in FY20	Local	April Blunt
CARES Stimulus	\$ 2,509,597.04	Carry Forward of funds not spent in FY20	Federal	April Blunt
Claude Moore	\$ 19,666.00	Carry Forward of funds not spent in FY20	Local	Terrie Allsbrooks
ESY	\$ 1,780,412.13	Carry Forward of funds not spent in FY20	State	April Blunt
HeadStart	\$ 18,445.31	Carry Forward of funds not spent in FY20	Federal	Jamara Nelson
IDEA SPED & CEIS	\$ 356,266.93	Carry Forward of funds not spent in FY20	Federal	Torrey Manson
Loads of Love	\$ 2,607.90	Carry Forward of funds not spent in FY20	Local	Dawn Rogers
McKinney-Vento	\$ 18,775.87	Carry Forward of funds not spent in FY20	Federal	Dawn Rogers
Robins Strategic Partnership	\$ 40,000.00	Carry Forward of funds not spent in FY20	Local	April Blunt / Jason Sears
School Improvement 1003a	\$ 830,799.61	Carry Forward of funds not spent in FY20	Federal	April Blunt
School Improvement 1003g	\$ 784,114.12	Carry Forward of funds not spent in FY20	Federal	April Blunt
Title I	\$ 624,781.13	Carry Forward of funds not spent in FY20	Federal	April Blunt
Title II	\$ 157,503.20	Carry Forward of funds not spent in FY20	Federal	April Blunt
Title III	\$ 8,833.81	Carry Forward of funds not spent in FY20	Federal	April Blunt
Title IV	\$ 45,973.18	Carry Forward of funds not spent in FY20	Federal	April Blunt
T-Mobile Hot Spots	\$ 402.36	Carry Forward of funds not spent in FY20	Local	Nancy Alvarez
VTSS Grant	\$ 26,863.16	Carry Forward of funds not spent in FY20	State	Dawn Rogers
Windows to the World SIG	\$ 365,123.39	Carry Forward of funds not spent in FY20	Federal	April Blunt
VPSA Technology	\$ 426,764.80	Carry Forward of funds not spent in FY20	State	Nancy Alvarez
	\$ 8,026,875.56	Total Carry Forward grants		
	\$ 7,384,716.81	Total Appropriation Changes		

These revisions result in an appropriation increase of \$7,384,716.81

Recommendation / Action Requested: It is the Superintendent's recommendation that the Board approve the budget supplements as presented and increase the appropriation for FY2020-2021 by \$7,384,716.81

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021
FOR PETERSBURG PUBLIC SCHOOLS.**

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

I. That appropriations for the fiscal year commencing July 1, 2020, for Petersburg Public Schools are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

Previously adopted	\$56,810,492
ADD: Food Services Reserve	<u>39,375</u>
ADD: Amendments to existing grants and new grants	<u>7,357,806</u>
Total Expenses	<u>\$64,207,673</u>

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

Previously adopted	\$56,810,492
ADD: Petersburg Public Schools	<u>7,397,181</u>
Total Expenses	<u>\$64,207,673</u>



Petersburg City Public Schools

Maria Pitre-Martin, Ph.D., Superintendent

TO: Mr. Samuel Parham, Mayor and Members of City Council

THROUGH: Ms. Aretha R. Ferrell-Benavides, City Manager

FROM: Dr. Maria Pitre-Martin, Superintendent

M. Pitre-Martin

DATE: October 2, 2020

SUBJECT: FY2021 Budget Supplemental Appropriation #1

When the fiscal year 2020-2021 budget was developed by Petersburg City Public Schools, the financial plan totaled \$56,810,492. Because the exact amounts of grants are unknown at the time of budget development, we occasionally need to process budget supplements to increase the School Board's FY2021 appropriation.

We have one request for FY2021 thus far, in the amount of \$7,397,181.28. This amount includes carry over grants from FY2020 and new grants for FY2021, as well as grant award changes for FY2021. An itemized list is attached.

This additional appropriation will make our FY2020 Appropriation total **\$64,207,673.28.**

It is the request of the Superintendent and School Board that City Council approve and appropriate additional revenue in the amount of \$7,397,181.28 as presented for fiscal year 2020-2021.

Petersburg City Public Schools FY2020-FY2021

REVENUES: Operating Fund

	FY20 Adopted	Adjusments	FY21 Revised
LOCAL	104,700	-	104,700
RECOVERED COSTS	274,000	-	274,000
STATE REVENUE	29,911,571	-	29,911,571
STATE SALES TAX	4,971,203	-	4,971,203
FEDERAL	47,000	-	47,000
CITY TRANSFER	10,000,000	-	10,000,000
Total Funds for Operating Fund	45,308,474	-	45,308,474

REVENUES: School Food Service Fund

	FY20 Adopted	Adjusments	FY21 Revised
LOCAL	171,771	39,375	211,146
STATE REVENUE	72,179	-	72,179
FEDERAL	2,749,150	-	2,749,150
Total Funds for School Food Service Fund	2,993,100	39,375	3,032,475

REVENUES: School Grants Fund

	FY20 Adopted	Adjusments	FY21 Revised
LOCAL	77,843	533,090	610,933
STATE REVENUE	2,005,375	1,244,040	3,249,415
FEDERAL	6,425,700	5,580,676	12,006,376
Total Funds for School Grant Fund	8,508,918	7,357,806	15,866,724

Total PCPS Revenues	56,810,492	7,397,181	64,207,673
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City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development
Tangela Innis, Director of Public Works and Utilities

FROM: Andrew Barnes

RE: **Public hearing for consideration of an ordinance authorizing the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue, Parcel ID: 014010001, related to a 15' Sewer easement on the property.**

PURPOSE: Authorization to execute and record a deed of vacation and quitclaim of property at 37 Slagle Avenue, Parcel ID: 014010001, related to a 15' Sewer easement on the property.

REASON: Authorization to execute and record a deed of vacation and quitclaim of property requires an ordinance approved by the City Council.

RECOMMENDATION: It is recommended that the City Council approves the Ordinance authorizing the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue.

BACKGROUND: The plat entitled "Pin Oak, Petersburg, Virginia" dated October 5, 1971, duly recorded in the Clerk's office of the Circuit Court of the City of Petersburg, in Plat Book 3 at Page 262 1/2 (the "Plat"), a 15' sewer easement was dedicated to the City of Petersburg ("the Easement").

To facilitate the development of the property encumbered by the Easement, the City is requested to vacate and release its interest in a portion of the Easement.

The existing sewer line will be realigned to facilitate construction and encumbered by a new easement.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Petersburg Redevelopment and Housing Authority

AFFECTED AGENCIES: City Manager, Public Works & Utilities, Planning and Community Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Vacation of Easement with Exhibit 9-29-20
2. Ordinance- Pin Oaks Deed of Vacation and Quitclaim

Prepared by and return to

Delphine G. Carnes, Esq., VSB # 48661
Delphine Carnes Law Group, PLC
101 W. Main Street, Suite 440
Norfolk, VA 23510

Tax Parcel Numbers:

THIS DEED OF VACATION AND QUITCLAIM is made this ____ day of October, 2020, by **CITY OF PETERSBURG**, a municipal corporation of the Commonwealth of Virginia (the “City”), both as “Grantor” and “Grantee” for indexing purposes.

WHEREAS, by that certain plat entitle “PIN OAK, PETERSBURG, VIRGINIA” dated October 5, 1971, duly recorded in the Clerk’s Office of the Circuit Court of the City of Petersburg, in Plat Book 3 at Page 262 ½ (the “Plat”), a 15’ sewer easement was dedicated to the City of Petersburg (the “Easement”);

WHEREAS, to facilitate the development of the property encumbered by the Easement, the City has agreed to vacate and release its interest in a portion of the Easement; and

WHEREAS, it is in the interest and desire of the City to vacate a portion of the Easement;

NOW, THEREFORE, WITNESSETH, in consideration and for the reasons stated above, the City does hereby release, terminate, relinquish and vacate a portion of the Easement shown on the above referenced Plat, which shall include all of its right, title and interest in, under and to the property as shown on Exhibit A, attached hereto.

Signatures begin on following page

CITY OF PETERSBURG

By: _____

Name:

Title:

ATTEST:

City Clerk

COMMONWEALTH OF VIRGINIA

CITY OF NORFOLK, to-wit:

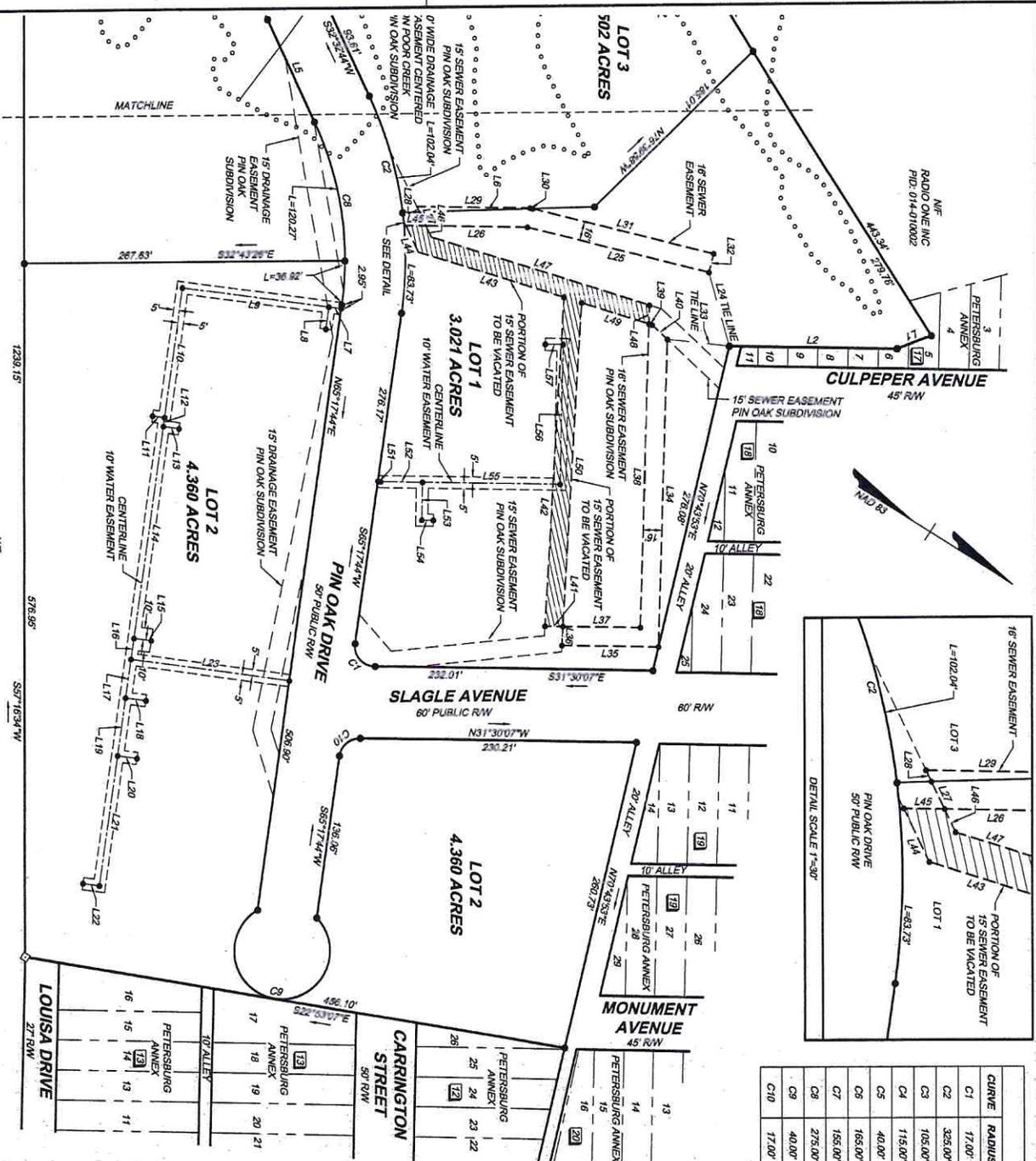
I, _____, a Notary Public in and for the City of Petersburg, in the Commonwealth of Virginia, do hereby certify that _____, City Manager, and _____, City Clerk, respectively, whose names as such are signed to the foregoing Deed of Vacation and Quitclaim, bearing date on the ____ day of _____, 2020, have acknowledged the same before me in my City and State aforesaid, this ____ day of _____, 2020.

My commission expires on the _____ day of _____, 20__.

[SEAL]

Notary Public

Notary ID No. _____



ABBREVIATION LEGEND
 RW - RIGHT OF WAY
 D.B. - DEED BOOK
 PG. - PAGE
 CL - CENTERLINE

SYMBOL LEGEND
 [] - CONCRETE MONUMENT FOUND
 ● - ROD SET

SCALE 1"=60'
 0 60 120

UNITED STATES OF AMERICA
 PETERSBURG NATIONAL BATTLEFIELD PARK
 N/F
 P.D. 033-060022



PIN OAK SUBDIVISION
 PETERSBURG, VIRGINIA

Instrument # 2020-0020
 Virginia In the Clerk's Office of the Circuit Court of the City of Petersburg, VA. This foregoing instrument was duly recorded in the Land Records Office of the Clerk of the Circuit Court of the City of Petersburg, VA on 08/20/20 at 10:30 AM.
 MANTIE E. BARRAL CLERK

LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
L1	S82°36'28"E	29.63'	L30	N10°24'07"W	2.31'
L2	S31°30'07"E	138.63'	L31	N16°24'07"W	158.93'
L3	N49°57'16"W	48.57'	L32	N71°55'53"E	16.00'
L4	S48°57'16"E	48.57'	L33	S26°12'46"E	82.11'
L5	N32°32'44"E	93.61'	L34	N59°01'12"E	254.65'
L6	N30°17'20"W	159.96'	L35	S31°30'07"E	81.39'
L7	S24°59'02"E	10.31'	L36	S60°29'20"W	16.03'
L8	N65°03'55"E	18.46'	L37	N31°20'04"W	64.93'
L9	S24°59'02"E	123.54'	L38	S59°01'12"W	251.00'
L10	N65°17'44"E	107.24'	L39	N15°06'38"W	3.17'
L11	S44°42'16"E	10.15'	L40	N10°16'29"E	17.23'
L12	N65°17'44"E	7.89'	L41	S31°29'04"E	15.01'
L13	N24°42'16"W	13.39'	L42	S60°29'20"W	272.41'
L14	N65°17'44"E	178.20'	L43	S15°06'38"E	128.86'
L15	N24°42'16"W	14.50'	L44	S22°07'05"W	24.62'
L16	N65°17'44"E	18.00'	L45	N31°20'07"W	16.74'
L17	N65°17'44"E	32.61'	L46	N22°07'05"E	10.63'
L18	N24°42'16"W	17.08'	L47	N15°06'38"W	15.56'
L19	N65°17'44"E	40.78'	L48	N69°01'12"E	15.56'
L20	N24°42'16"W	16.32'	L49	S15°06'38"E	58.63'
L21	N65°17'44"E	100.89'	L50	N60°29'20"E	288.04'
L22	S24°42'16"E	14.00'	L51	N20°14'59"W	2.37'
L23	N24°42'16"W	133.85'	L52	N31°20'07"W	34.66'
L24	S41°41'42"W	63.28'	L53	N69°29'53"E	31.66'
L25	S16°24'07"E	157.41'	L54	N31°20'07"W	8.22'
L26	S31°30'07"E	84.22'	L55	N31°20'07"W	114.54'
L27	S32°07'05"W	12.66'	L56	S69°29'53"W	114.48'
L28	S32°07'05"W	5.20'	L57	S31°20'07"E	14.94'
L29	N31°20'07"W	94.40'			

CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	17.00'	28.78'	19.21'	98°59'54"	S16°59'59"W	25.46'
C2	325.00'	185.77'	95.50'	32°46'01"	S48°59'13"W	183.25'
C3	105.00'	178.69'	119.73'	97°30'04"	N81°17'46"E	157.89'
C4	115.00'	82.25'	46.43'	43°59'08"	S27°29'13"E	66.10'
C5	40.00'	156.48'	32.72'	281°26'05"	S72°58'48"W	50.65'
C6	165.00'	116.82'	61.04'	40°35'00"	S29°36'16"E	114.49'
C7	155.00'	283.77'	178.25'	97°30'04"	N81°17'46"E	233.07'
C8	275.00'	157.19'	80.81'	32°46'01"	S48°59'13"W	155.06'
C9	40.00'	197.32'	32.03'	282°28'08"	N24°38'29"W	60.00'
C10	17.00'	24.89'	15.09'	63°12'09"	N73°06'12"W	22.57'

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AN ORDINANCE AUTHORIZING THE EXECUTION AND RECORDATION OF A DEED OF VACATION AND QUITCLAIM OF PROPERTY AT 37 SLAGLE AVENUE, PARCEL ID 014-010001, RELATED TO A 15' SEWER EASEMENT ON THE PROPERTY.

WHEREAS, The Petersburg Redevelopment and Housing Authority possesses property within the City of Petersburg that it wishes to improve; and

WHEREAS, that real property is formally identified as 37 Slagle Avenue, having Parcel Identification Number 014-010001; and

WHEREAS, the City of Petersburg has a 15' sewer easement on said property, as recorded in Plat Book 3, Page 262 ½, dated October 5, 1971; and

WHEREAS, the Petersburg Redevelopment and Housing Authority is constructing new sewer utilities within new easements, as recorded in Plat Book 7, Page 49, Instrument 202002306, dated September 11, 2020; and

WHEREAS, it is the opinion of the City's Administration that the currently recorded sewer easement is not needed in light of the construction of said new utilities; and

WHEREAS, it is the belief to City Council that the vacation and conveyance of such easement by Deed of Vacation and Quitclaim is in the best interests of the City of Petersburg.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Petersburg authorizes the execution and recordation of a deed of vacation and quitclaim of property at 37 Slagle Avenue, Parcel ID 014-010001, related to a 15' sewer easement on the property.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM: Anthony Williams

RE: **Public Hearing and consideration for adoption of an ordinance to amend and re-adopt Chapter 1 Sections 1-1 through 1-19 of the Petersburg City Code in furtherance of the city's Comprehensive Code update.**

PURPOSE: The City of Petersburg publishes its Code of Ordinances (“City Code”) through a company known as “Municode.” According to Municode, the last comprehensive review of the City Code was conducted in year 2001.

A number of the provisions of the City Code have been found to be outdated or otherwise contain errors. City Council has requested that the City Attorney conduct a comprehensive review of the City Code in order to update and correct deficiencies in the City Code.

The City Attorney has reviewed Chapter 1 Sections 1-1 through 1-19 of the City Code and recommends that City Council amend and readopt Chapter 1 Sections 1-1 through 1-19 as reflected in (Exhibit A) of the proposed Ordinance.

REASON: Part of the Comprehensive Code Update as requested by City Council.

RECOMMENDATION: Adopt the ordinance.

BACKGROUND: The City of Petersburg publishes its Code of Ordinances (“City Code”) through a company known as “Municode.” According to Municode, the last comprehensive review of the City Code was conducted in year 2001.

A number of the provisions of the City Code have been found to be outdated or otherwise contain errors. City Council has requested that the City Attorney conduct a comprehensive review of the City Code in order to update and correct deficiencies in the City Code.

The City Attorney has reviewed Chapter 1 Sections 1-1 through 1-19 of the City Code and recommends that City Council amend and readopt Chapter 1 Sections 1-1 through 1-19 as reflected in (Exhibit A) of the proposed Ordinance.

COST TO CITY: 0

BUDGETED ITEM: N/A

REVENUE TO CITY: UNK

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: ALL

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Amends and readopts Chapter 1 of the City Code.

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. ORDINANCE - CHAPTER 1
2. EXHIBIT A
3. Va. Code Ann. _ 15.2-1542
4. Va. Code Ann. _ 15.2-1627

AN ORDINANCE TO AMEND AND RE-ADOPT CHAPTER 1 SECTIONS 1-1 THROUGH 1-19 OF THE PETERSBURG CITY CODE IN FURTHERANCE OF THE CITY'S COMPREHENSIVE CODE UPDATE

WHEREAS, the City of Petersburg publishes its Code of Ordinances ("City Code") through a company known as "Municode;" and

WHEREAS, according to Municode, the last comprehensive review of the City Code was conducted in year 2001; and

WHEREAS, a number of the provisions of the City Code have been found to be outdated or otherwise contain errors; and

WHEREAS, City Council has requested that the City Attorney conduct a comprehensive review of the City Code in order to update and correct deficiencies in the City Code; and

WHEREAS, the City Attorney has reviewed Chapter 1 Sections 1-1 through 1-19 of the City Code and recommends that City Council amend and readopt Chapter 1 Sections 1-1 through 1-19 as reflected in (**Exhibit A**).

NOW therefore be it ORDAINED that City Council for the City of Petersburg does hereby AMEND and READOPT Chapter 1 Sections 1-1 through 1-19 of the City Code as identified in (**Exhibit A**) and does hereby direct the City Manager and City Attorney to take all necessary action to ensure that said provisions are updated in the City's published City Code through the City's publisher.

EXHIBIT A

Chapter 1 - GENERAL PROVISIONS^[1]

Footnotes:

--- (1) ---

Charter reference— General provisions, chs. 1, 7.

Sec. 1-1. - How Code designated and cited.

The ordinances embraced in this and the following chapters and sections shall constitute and be designated the "Code of the City of Petersburg, Virginia," and may be so cited. Such Code may also be cited as the "Petersburg City Code."

(Code 1981, § 1-1)

Charter reference— Ordinance publication requirements not applicable to ordinances embodied in general codification or revision of ordinances, § 1-5.

State Law reference— Authority for adoption of ordinances, Code of Virginia, § 15.2-1425; authority of city to codify and recodify its ordinances, Code of Virginia, § 15.2-1433.

Sec. 1-2. - Definitions and rules of construction.

In the construction of this Code and of all other ordinances of the city, the following definitions and rules shall be observed, unless they are inconsistent with the manifest intent of the city council:

Charter. The term "Charter" shall mean the Charter of the city as it now exists or as it may be amended in the future.

City. The term "city" shall be construed as if the words "of Petersburg" followed it.

City collector. The term "city collector" shall mean the collector of city taxes.

Code, this Code. Whenever the terms "Code" and "this Code" are used without further qualification, they shall mean the Code of the City of Petersburg, Virginia, as designated in section 1-1.

Computation of time. Whenever a notice is required to be given or an act to be done a certain length of time before any proceeding shall be had, the day on which such notice is given or such act is done shall be counted in computing the time, but the day on which such proceeding is to be had shall not be counted.

Council; city council. Wherever the terms "council" and "city council" are used, they shall be construed to mean the city council of the City of Petersburg.

Gender. A word importing the masculine gender only may extend and be applied to females and to firms, partnerships and corporations, as well as to males.

Joint authority. Words purporting to give authority to three or more public officers or other persons shall be construed as giving such authority to a majority of such officers or other persons.

EXHIBIT A

Keeper; proprietor. The terms "keeper" and "proprietor" shall mean and include persons, firms, associations, corporations, clubs and copartnerships, whether acting by themselves or a servant, agent or employee.

Month. The term "month" shall mean a calendar month.

Number. A term importing the singular number only may extend and be applied to several persons or things, as well as to one person or thing, and a term importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things.

Oath; swear; sworn. The term "oath" shall be construed to include an affirmation in all cases in which, by law, an affirmation may be substituted for an oath. And in such cases the terms "swear" and "sworn" shall be equivalent to the term "affirm" and "affirmed."

Officers, boards, agencies. Whenever reference is made to a particular officer, department, employee, board, commission or other agency, such reference shall be construed as if followed by the words "of the City of Petersburg, Virginia."

Official time standard. Whenever particular hours are referred to, the time applicable shall be official standard time or daylight saving time, whichever is in current use in the city.

Or; and. The term "or" may be read "and" and the term "and" may be read "or," if the sense requires it.

Owner. The term "owner," applied to a building or land, shall include any part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety, of the whole or of a part of such building or land.

Person. The term "person" shall include any individual, firm, corporation, partnership, association, company, business, trust, joint venture or organization of any kind or other legal entity.

State Law reference— Similar provisions, Code of Virginia, § 1-13.19.

Personal property. The term "personal property" includes every species of property, except real property, as herein defined.

Preceding; following. The terms "preceding" and "following" mean next before and next after, respectively.

Property. The term "property" shall include real and personal property.

Public place. The term "public place" shall mean any place open to the general public, including, but not limited to, any street, sidewalk, park, cemetery, school yard or open space adjacent thereto and any lake or stream.

Real property. The term "real property" shall include lands, tenements and hereditaments.

Shall; may. The term "shall" is mandatory; the term "may" is permissive.

Sidewalk. The term "sidewalk" shall mean any portion of a street between the curb line and the adjacent property line, intended for the use of pedestrians, excluding parkways.

Signature; subscription. The terms "signature" and "subscription" includes a mark when a person cannot write.

State; commonwealth. The terms "the state," "this state," "the commonwealth" and "this commonwealth" shall be construed as if followed by the words "of Virginia."

State Code. References to the "State Code" or "Code of Virginia" shall mean the Code of Virginia, 1950, as amended.

Street. The term "street" shall be construed to embrace streets, avenues, boulevards, roads, alleys, lanes, viaducts and all other public ways in the city.

EXHIBIT A

Sunday; holiday. Reports and payments required on the first day of the month shall, when such day falls on Sunday or on a legal holiday, be made on the day following; when required on the last day of the month, such reports and payments shall, when such day falls on Sunday or on a legal holiday, be made on the day preceding.

Tenant; occupant. The terms "tenant" and "occupant," applied to a building or land, shall include any person holding a written or oral lease of, or who occupies, the whole or a part of such building or land, either alone or with others.

Tense. Terms used in the past or present tense include the future, as well as the past and present.

Written; writing; writings; in writing. The terms "written," "writing," "writings," and "in writing" shall include any representation of words, letters, symbols, numbers, or figures, whether (i) printed or inscribed on a tangible medium or (ii) stored in an electronic or other medium and retrievable in a perceivable form and whether an electronic signature authorized by Code of Virginia, § 59.1-467 et seq., is or is not affixed.

State Law reference— Similar provisions, Code of Virginia, § 1-13.32.

Year. Unless otherwise expressed, the term "year" shall be construed to mean a calendar year; and the term "year" alone shall be equivalent to the expression "year of our Lord."

State Law reference— Similar provisions, Code of Virginia, § 1-13.33.

(Code 1981, § 1-2)

State Law reference— Similar definitions and rules of construction applicable to state law, Code of Virginia, § 1-13.3 et seq.

Sec. 1-3. - Section catchlines and other headings.

The catchlines of the several sections of this Code printed in boldface type are intended as mere catchwords to indicate the contents of the sections and shall not be deemed or taken to be titles of such sections, nor as any part of such sections, nor, unless expressly so provided, shall they be so deemed when any of such sections, including the catchlines, are amended or reenacted. No provision of this Code shall be held invalid by reason of deficiency in any such catchline or in any heading or title to any chapter, article, division or subdivision.

(Code 1981, § 1-3)

State Law reference— Similar provisions as to sections of State Code, Code of Virginia, § 1-13.9.

Sec. 1-4. - History notes.

The history notes appearing in parentheses after section in this Code are not intended to have any legal effect but are merely intended to indicate the source of matter contained in the sections.

EXHIBIT A

Sec. 1-5. - Editor's notes and references.

The editor's notes, charter references, cross references and state law references in this Code are not intended to have any legal effect but are merely intended to assist the user of this Code.

Sec. 1-6. - Provisions of Code considered as continuations of existing ordinances.

The provisions appearing in this Code, so far as they are the same as those of the Petersburg City Code adopted on October 5, 1981, and of ordinances adopted subsequent thereto, and included herein, shall be considered as continuations thereof and not as new enactments.

(Code 1981, § 1-4)

Sec. 1-7. - Miscellaneous ordinances not affected by Code.

Nothing in this Code or the ordinance adopting this Code shall affect:

- (1) Any ordinance promising or guaranteeing the payment of money by or for the city or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness or any contract or obligation assumed by the city;
- (2) Any ordinance granting any franchise or right;
- (3) Any ordinance appropriating funds, levying or imposing taxes or relating to an annual budget;
- (4) Any ordinance relating to salaries; compensation or bonds of city officers and employees or members of city boards or commissions or to compensation or pay plans or classification plans for such officers or employees;
- (5) Any ordinance relative to the retirement system for officers and employees of the city;
- (6) Any ordinance establishing, extending or contracting the corporate limits of the city;
- (7) Any ordinance authorizing, providing for or otherwise relating to any specific public improvement or making any assessment;
- (8) Any ordinance relative to zoning or to a zoning map;
- (9) Any ordinance relating to building lines or setback lines;
- (10) Any ordinance relating to the Petersburg Redevelopment and Housing Authority;
- (11) Any ordinance pertaining to the dedication or acceptance of any plat or subdivision;
- (12) Any ordinance adopted for purposes which have been consummated; or
- (13) Any ordinance which is temporary, although general in effect, or special, although permanent in effect;

and all such ordinances are hereby recognized as continuing in full force and effect to the same extent as if set out at length in this Code.

(Code 1981, § 1-5)

EXHIBIT A

Sec. 1-8. - Code does not affect prior offenses, rights, etc.

Nothing in this Code or the ordinance adopting this Code shall affect any offense or act committed or done, or any penalty or forfeiture incurred, or any contract or right established or accruing, or any prosecution, suit or proceeding pending or any judgment rendered, on or before the effective date of this Code.

(Code 1981, § 1-6)

Sec. 1-9. - New ordinances not to affect prior offenses, rights, etc.

No new ordinance or provision shall be construed to repeal a former one as to any offense committed against such former ordinance, nor as to any act done, any penalty, forfeiture or punishment incurred or any right accrued or claim arising under such former ordinance or provision.

(Code 1981, § 1-7)

Sec. 1-10. - Effect of repeal of ordinance which repealed another.

When an ordinance which repealed another shall itself be repealed, the previous ordinance shall not thereby be revived without express words to that effect.

(Code 1981, § 1-8)

Sec. 1-11. - Amendments or additions to Code.

- (a) All ordinances passed subsequent to this Code which amend, repeal or in any way affect this Code may be numbered in accordance with the numbering system of this Code and printed for inclusion in this Code. When subsequent ordinances repeal any chapter, section or subsection or any portion thereof, such repealed portions may be excluded from the Code by omission from reprinted pages.
- (b) Any and all additions and amendments to this Code, when passed in such form as to indicate the intention of the city council to make them a part of this Code, shall be deemed to be incorporated in this Code, so that reference to the Code shall be understood and intended to include such additions and amendments.
- (c) Amendments to any of the provisions of this Code may be made by amending such provisions by specific reference to the section number of this Code in the following language: "That section _____ of the Code of the City of Petersburg, Virginia, is hereby amended to read as follows:...." The new provisions shall then be set out in full as desired.
- (d) If a new section not heretofore existing in the Code is to be added, the following language shall be used: "That the Code of the City of Petersburg, Virginia, is hereby amended by adding a section, to be numbered _____, which section reads as follows:...." The new section shall then be set out in full as desired.
- (e) All sections, articles, chapters or other provisions of this Code desired to be repealed shall be specifically repealed by section, article or chapter number, as the case may be.

EXHIBIT A

Sec. 1-12. - Supplementation of Code.

- (a) By contract or by municipal personnel, supplements to this Code shall be prepared and printed whenever authorized or directed by the council. A supplement to the Code shall include all substantive permanent and general parts of ordinances adopted during the period covered by the supplement and all changes made thereby in the Code. The pages of a supplement shall be so numbered that they will fit properly into the Code and will, where necessary, replace pages which have become obsolete or partially obsolete, and the new pages shall be so prepared that, when they have been inserted, the Code will be current through the date of the adoption of the latest ordinance included in the supplement.
- (b) In preparing a supplement to this Code, all portions of the Code which have been replaced shall be excluded from the Code by the omission thereof from reprinted pages.
- (c) When preparing a supplement to this Code, the codifier (meaning the person, agency or organization authorized to prepare the supplement) may make formal, nonsubstantive changes in ordinances and parts of ordinances included in the supplement, insofar as it is necessary to do so to embody them into a unified code. For example, the codifier may:
 - (1) Organize the ordinance material into appropriate subdivisions;
 - (2) Provide appropriate catchlines, headings and titles for sections and other subdivisions of the Code printed in the supplement, and make changes in such catchlines, headings and titles;
 - (3) Assign appropriate numbers to sections and other subdivisions to be inserted in the Code and, where necessary to accommodate new material, change existing section or other subdivision numbers;
 - (4) Change the words "this ordinance" or words of the same meaning to "this chapter," "this article," "this division," etc., as the case may be, or to "sections _____ to _____" (inserting section numbers to indicate the sections of the Code which embody the substantive sections of the ordinance incorporated into the Code); and
 - (5) Make other nonsubstantive changes necessary to preserve the original meaning of ordinance sections inserted into the Code; but in no case shall the codifier make any change in the meaning or effect of ordinance material included in the supplement or already embodied in the Code.

(Code 1981, § 1-9)

State Law reference— Authority to supplement Code, Code of Virginia, § 15.2-1433.

Sec. 1-13. - Copies of Code and supplements to be available for public inspection.

At least three copies of this Code and at least three copies of every supplement thereto shall be kept in the office of the clerk of the city council and shall there be available for public inspection during normal business hours.

(Code 1981, § 1-10)

State Law reference— Similar provisions, Code of Virginia, § 15.2-1433.

EXHIBIT A

Sec. 1-14. - Classification of and penalties for violations; continuing violations.

- (a) Whenever in any provision of this Code or in any other ordinance or regulation adopted by the city council it is provided that a violation of any provision thereof shall constitute a class 1, 2, 3 or 4 misdemeanor, such violation shall be punished as follows:
- (1) *Class 1 misdemeanor.* By a fine of not more than \$2,500.00, or by confinement in jail for not more than 12 months, or by both such fine and confinement.
 - (2) *Class 2 misdemeanor.* By a fine of not more than \$1,000.00, or by confinement in jail for not more than six months, or by both such fine and confinement.
 - (3) *Class 3 misdemeanor.* By a fine of not more than \$500.00.
 - (4) *Class 4 misdemeanor.* By a fine of not more than \$250.00.
- (b) Whenever in any provision of this Code or in any other ordinance or regulation adopted by the city council any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or the doing of any act is required, or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, where no specific penalty is provided for the violation of such provision and such violation is not described as being of a particular class of misdemeanor, such violation shall constitute a class 1 misdemeanor punishable as prescribed in subsection (a)(1) of this section.
- (c) No penalty referred to in this section shall exceed the penalties prescribed by general law for a like offense. To the extent that any section of this Code prescribes a penalty in excess of a penalty prescribed by general law for a like offense, the penalty prescribed by the general law shall control.
- (d) Each day any violation of this Code or any other ordinance or regulation referred to in this section shall continue shall constitute a separate offense, except where otherwise provided.

(Code 1981, § 1-11)

Charter reference— Penalties for violation of ordinances, § 1-4.

State Law reference— Classification of misdemeanors and punishment therefor, Code of Virginia, §§ 18.2-9, 18.2-11; authority of city to provide penalties for violation of ordinances, Code of Virginia, § 15.2-1429; authority of court trying case, upon conviction, to require bond conditioned that the person convicted will not violate the ordinance for the breach of which he was convicted for a period of not more than one year, Code of Virginia, § 15.2-1430; injunctive relief against continuing violation of ordinance, Code of Virginia, § 15.2-1432.

Sec. 1-15. - Violations as nuisances.

In addition to any penalty provided therefor, any condition caused or permitted to exist in violation of any of the provisions of this Code, any ordinance of the city or any rule, regulation or order promulgated by any officer or agency of the city under authority duly vested in him or it shall be deemed a public nuisance and may be abated by the city as provided by law. Each day that such condition continues shall be regarded as a new and separate offense.

(Code 1981, § 1-12)

EXHIBIT A

State Law reference— Authority of city with reference to abatement of nuisances, Code of Virginia, §§ 15.2-900, 15.2-1115; nuisances generally, Code of Virginia, tit. 48.

Sec. 1-16. - Prosecution of violation by attorney for the commonwealth and his assistant.

- a. The attorney for the commonwealth and assistant attorney for the commonwealth shall be a part of the department of law enforcement of the city and shall have the duties and powers imposed upon him by general law, including the duty of prosecuting all warrants, indictments or informations charging a felony, and he may in his discretion, prosecute class 1, 2 and 3 misdemeanors, or any other violation, the conviction of which carries a penalty of confinement in jail, or a fine of \$500.00 or more, or, both such confinement and fine. The attorney for the commonwealth shall enforce all forfeitures, and carry out all duties imposed upon him by Code of Virginia, § 2.1-639.23.
- b. The City Attorney may prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code, and all other ordinances as may be agreed upon with the attorney for the Commonwealth. The City Attorney is authorized with the concurrence of the attorney for the commonwealth to prosecute criminal cases charging either the violation of city ordinances or the commission of misdemeanors within the city.

(Code 1981, § 1-13); 2021.

State Law reference— Similar provisions, Code of Virginia, § 15.2-1627; §15.2-1542.

Sec. 1-17. - Payment of fine, costs, forfeitures, penalties or restitution in installments or upon other terms and conditions; community work.

- (a) Whenever (i) a defendant, convicted of a traffic infraction or a violation of any criminal law of the commonwealth or of the city, or found not innocent in the case of a juvenile, is sentenced to pay a fine, restitution, forfeiture or penalty and (ii) the defendant is unable to make payment of the fine, restitution, forfeiture, or penalty and costs within ten days of sentencing, the court shall order the defendant to pay such fine, restitution, forfeiture or penalty and any costs which the defendant may be required to pay in deferred payments or installments. The court may authorize the clerk to establish and approve the conditions of all deferred or installment payment agreements, pursuant to guidelines established by the court. As a condition of every such agreement, a defendant who enters into an installment or deferred payment agreement shall promptly inform the court of any change of mailing address during the term of the agreement. If the defendant is unable to make payment within ten days of sentencing, the court may assess a one-time fee not to exceed \$10.00 to cover the costs of management of the defendant's account until such account is paid in full. This one-time fee shall not apply to cases in which costs are assessed pursuant to Code of Virginia, §§ 17.1-275.1, 17.1-275.2, 17.1-275.3 or 17.1-275.4. Installment or deferred payment agreements shall include terms for payment if the defendant participates in a program as provided in subsection (b) or subsection (c) of this section.
- (b) When a person, sentenced to a local correctional facility owes any fines, costs, forfeitures, restitution or penalties, he shall be required as a condition of participating in any work release,

EXHIBIT A

home/electronic incarceration or nonconsecutive days program as set forth in Code of Virginia, § 53.1-60, 53.1-131, 53.1-131.1 or 53.1-131.2, to either make full payment or make payments in accordance with his installment or deferred payment agreement while participating in such program. If, after the person has an installment or deferred payment agreement, the person fails to pay as ordered, his participation in the program may be terminated until all fines, costs, forfeitures, restitution and penalties are satisfied. The sheriff or other administrative head of any local correctional facility shall withhold such ordered payments from any amounts due to such person. Distribution of the money collected shall be made in the following order of priority to:

- (1) Meet the obligation of any judicial or administrative order to provide support and such funds shall be disbursed according to the terms of such order;
- (2) Pay any fines, restitution or costs as ordered by the court;
- (3) Pay travel and other such expenses made necessary by his work release employment or participation in an education or rehabilitative program, including the sums specified in Code of Virginia, § 53.1-150; and
- (4) Defray the offender's keep.

The balance shall be credited to the offender's account or sent to his family in an amount the offender so chooses. The board of corrections shall promulgate regulations governing the receipt of wages paid to persons participating in such programs, the withholding of payments and the disbursement of appropriate funds.

- (c) The court shall establish a program to provide an option to any person upon whom a fine and costs have been imposed to discharge all or part of the fine or costs by earning credits for the performance of community service work before or after imprisonment. The program shall specify the rate at which credits are earned and provide for the manner of applying earned credits against the fine or costs. The court shall have such other authority as is reasonably necessary for or incidental to carrying out this program.
- (d) The provisions of Code of Virginia, § 19.2-354 et seq. shall be applicable to this section.

(Code 1981, § 1-14)

State Law reference— Payment of fines and costs on installment basis, etc., Code of Virginia, §§ 15.2-1431, 19.2-354 et seq.

Sec. 1-18. - Disposition of fines.

All fines imposed under any provisions of this Code or other ordinance of the city shall go to the city.

(Code 1981, § 1-15)

Sec. 1-19. - Severability of parts of Code.

It is hereby declared to be the intention of the council that the sections, paragraphs, sentences, clauses and phrases of this Code are severable, and if any phrase, clause, sentence, paragraph or section of this Code, or its application to any person or circumstances, shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such decision shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Code or their application.

EXHIBIT A

(Code 1981, § 1-17)

[Va. Code Ann. § 15.2-1542](#)

Current through the 2020 Special Session I of the General Assembly.

VA - Code of Virginia (Annotated) > TITLE 15.2. COUNTIES, CITIES AND TOWNS > SUBTITLE II. POWERS OF LOCAL GOVERNMENT > CHAPTER 15. LOCAL GOVERNMENT PERSONNEL, QUALIFICATION FOR OFFICE, BONDS, DUAL OFFICE HOLDING AND CERTAIN LOCAL GOVERNMENT OFFICERS > ARTICLE 7. OTHER OFFICERS OF LOCAL GOVERNMENTS

§ 15.2-1542. Creation of office of county, city or town attorney authorized; appointment, salary and duties

A. Every county, city or town, not otherwise authorized to create the office, may create the office of county, city or town attorney. Such attorney shall be appointed by the governing body to serve at the pleasure of the governing body. He shall serve at a salary or at an hourly rate to be fixed by the governing body and shall be allowed to recover his reasonable costs expended. Any such attorney serving at an hourly rate shall provide the locality with an itemized list of fees and expenses. In the event of the appointment of such attorney, the attorney for the Commonwealth for such locality shall be relieved of any duty imposed upon him by law in civil matters of advising the governing body and all boards, departments, agencies, officials and employees of the locality, of drafting or preparing ordinances, of defending or bringing actions in which the local government or any of its boards, departments or agencies, or officials or employees, thereof, shall be a party, and in any other manner advising or representing the local government, its boards, departments, agencies, officials and employees, and all such duties shall be performed by the local government attorney. Nothing herein, however, shall relieve such attorney for the Commonwealth from any of the other duties imposed on him by law including those imposed by [§ 2.2-3126](#).

B. The county attorney may prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code and all other ordinances as may be agreed upon with the attorney for the Commonwealth. Such attorney shall be accountable to the governing body in the performance of his duties.

C. The county attorney of Montgomery, Fairfax or Prince William Counties may prosecute violations of county ordinances, except those ordinances which regulate, in a manner similar to State statute, the operation of motor vehicles on the highway.

D. City and town attorneys, if so authorized by their local governing bodies, and with the concurrence of the attorney for the Commonwealth for the locality, may prosecute criminal cases charging either the violation of city or town ordinances, or the commission of misdemeanors within the city or town, notwithstanding the provisions of [§ 15.2-1627](#).

History

1968, c. 695, § 15.1-9.1:1; 1974, c. 305; 1977, c. 584; 1979, c. 328, § 15.1-9.1:01; 1981, c. 122; 1982, c. 30; [1994, c. 357](#); [1995, c. 740](#), § 15.1-9.1:3; [1997, c. 587](#); [2002, c. 802](#).

Annotations

Case Notes

[APPLIED in *City of Va. Beach v. Hay*, 258 Va. 217, 518 S.E.2d 314 \(1999\).](#)

OPINIONS OF THE **ATTORNEY** GENERAL

PART-TIME TOWN ATTORNEY. --Since a town **attorney** receives pecuniary gain in return for service as a public official, a town **attorney** is barred from simultaneous membership on an electoral board by operation of Article II, §8 and [§ 24.2-119](#). See opinion of **Attorney** General to The Honorable Julia H. Sichol, Commonwealth's **Attorney**, Westmoreland County, 16-054, [2016 Va. AG LEXIS 24 \(9/26/16\)](#).

DE FACTO OFFICER DOCTRINE. --Where a member of a local governmental body vacates his position by acceptance of an incompatible office, the de facto officer doctrine applies to official acts taken by such an individual after he has vacated the first position and thus decisions made by an electoral board during the time of vacancy due to a member's acceptance of the position of part-time town **attorney** are valid. See opinion of **Attorney** General to The Honorable Julia H. Sichol, Commonwealth's **Attorney**, Westmoreland County, 16-054, [2016 Va. AG LEXIS 24 \(9/26/16\)](#).

Research References & Practice Aids

CROSS REFERENCES. --

As to exceptions from general early retirement provisions for certain local government officials, see [§ 51.1-155.2](#).

THE 2002 AMENDMENTS. --The 2002 amendment by c. 802, effective April 8, 2002, in the third sentence of subsection A, inserted "or at an hourly rate" following "salary," and inserted "and shall be allowed to recover his reasonable costs expended," and added the fourth sentence of subsection A.

LAW REVIEW. --

For essay, "The Will to Prevail: Inside the Legal Battle to Save Sweet Briar," see [51 U. Rich. L. Rev. 227 \(2016\)](#).

MICHIE'S JURISPRUDENCE REFERENCES. --

For related discussion, see [5A M.J. Counties, § 38](#).

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[Va. Code Ann. § 15.2-1627](#)

Current through the 2020 Special Session I of the General Assembly.

VA - Code of Virginia (Annotated) > TITLE 15.2. COUNTIES, CITIES AND TOWNS > SUBTITLE II. POWERS OF LOCAL GOVERNMENT > CHAPTER 16. LOCAL CONSTITUTIONAL OFFICERS, COURTHOUSES AND SUPPLIES > ARTICLE 4. ATTORNEY FOR THE COMMONWEALTH

§ 15.2-1627. Duties of attorneys for the Commonwealth and their assistants

A.No attorney for the Commonwealth, or assistant attorney for the Commonwealth, shall be required to carry out any duties as a part of his office in civil matters of advising the governing body and all boards, departments, agencies, officials and employees of his county or city; of drafting or preparing county or city ordinances; of defending or bringing actions in which the county or city, or any of its boards, departments or agencies, or officials and employees thereof, shall be a party; or in any other manner of advising or representing the county or city, its boards, departments, agencies, officials and employees, except in matters involving the enforcement of the criminal law within the county or city.

B.The attorney for the Commonwealth and assistant attorney for the Commonwealth shall be a part of the department of law enforcement of the county or city in which he is elected or appointed, and shall have the duties and powers imposed upon him by general law, including the duty of prosecuting all warrants, indictments or informations charging a felony, and he may in his discretion, prosecute Class 1, 2 and 3 misdemeanors, or any other violation, the conviction of which carries a penalty of confinement in jail, or a fine of \$ 500 or more, or both such confinement and fine. He shall enforce all forfeitures, and carry out all duties imposed upon him by [§ 2.2-3126](#). He may enforce the provisions of [§ 18.2-250.1](#), [18.2-268.3](#), [29.1-738.2](#), or [46.2-341.26:3](#).

History

1977, c. 584, § 15.1-8.1; 1978, c. 141; 1988, c. 389; [1997, c. 587](#); [2011, c. 210](#); [2017, c. 623](#), [2020, cc. 1285](#), [1286](#).

Annotations

Case Notes

AUTHORITY OF ASSISTANT COMMONWEALTH'S ATTORNEY OF COUNTY DOES NOT EXTEND beyond that county's boundaries. Therefore, the assistant Commonwealth's attorney for one county could not bind another jurisdiction by a plea agreement without consent from that jurisdiction. [Miller v. Commonwealth, 29 Va. App. 47, 509 S.E.2d 532 \(1999\)](#).

AUTHORITY TO QUASH SUBPOENAS. --Order quashing defendant's subpoenas for victim's medical records was proper because there was basis to conclude that Commonwealth lacked authority to move to quash requests for the subpoenas, standing to move to quash the subpoenas was part of basic duties of the office of Commonwealth's attorney under [§ 15.2-1627](#). [Harmon v. Commonwealth, No. 0694-11-4, 2012 Va. App. LEXIS 107 \(Ct. of Appeals Apr. 10, 2012\)](#).

STANDING TO FILE PETITION FOR WRIT OF MANDAMUS. --If the Commonwealth's Attorney has standing to file a petition for writ of mandamus in a particular matter, then the Chief Deputy Commonwealth's Attorney also has that same standing; thus, because the Commonwealth's Attorney would have had standing to file a petition for mandamus in an ongoing criminal prosecution, the Chief Deputy Commonwealth's Attorney also had standing to do so. [Kelley v. Stamos, 285 Va. 68, 737 S.E.2d 218, 2013 Va. LEXIS 10 \(2013\)](#).

APPOINTMENT OF ASSISTANT. --Trial court was authorized to appoint an attorney-at-law to fulfill the duties of the duly-elected Commonwealth's attorney while he was serving with his military unit in Iraq and, thus, petitioner's application for writ of mandamus and/or prohibition was denied; and this section provided that the attorney appointed to act in his absence had the power to carry out the duties of the office. [In re Hannett, 270 Va. 223, 619 S.E.2d 465 \(2005\)](#).

PROSECUTION FOR REFUSAL OF BREATH TEST. --Trial court properly denied defendant's motion to remove the Commonwealth of Virginia's Attorney from the trial of defendant's case for refusal of a breath test, in violation of [§ 18.2-268.3](#), because, despite the fact that first-offense refusal cases under [§ 18.2-268.3](#) were civil in nature, the Commonwealth and Assistant Commonwealth Attorneys were vested with the authority to prosecute them under [§ 18.2-268.4](#) in that the Virginia Legislature in subsection B directed that the procedure for appeal and trial under the code section was to be the same as provided by law for misdemeanors. Under subsection B of [§ 15.2-1627](#), misdemeanors were prosecuted by Commonwealth Attorneys and their assistants. [Kozmina v. Commonwealth, 281 Va. 347, 706 S.E.2d 860, 2011 Va. LEXIS 53 \(2011\)](#).

[APPLIED in Salmon v. Commonwealth, 32 Va. App. 586, 529 S.E.2d 815, 2000 Va. App. LEXIS 428 \(2000\); In re Brown, 295 Va. 202, 810 S.E.2d 444, 2018 Va. LEXIS 26 \(2018\)](#).

CIRCUIT COURT OPINIONS

DISCRETION OF COMMONWEALTH'S ATTORNEY. --Because the Commonwealth's Attorney, who had the discretion to prosecute misdemeanors, stated that he would not prosecute any presentment that could be returned for traffic infractions involving placing locks on a bridge, the circuit court would not interfere with that discretion. [In re Public Nuisance Complaint of Gregory, 98 Va. Cir. 104, 2018 Va. Cir. LEXIS 9 \(Norfolk Jan. 30, 2018\)](#).

OPINIONS OF THE ATTORNEY GENERAL

PROSECUTION OF CANDIDATES FOR LOCAL OFFICE. --A Commonwealth's attorney may prosecute candidates for local office who post campaign materials on state highway-owned rights-of-way. See opinion of Attorney General to The Honorable James L. Camblos III, Commonwealth's Attorney for Albemarle County, 00-001, [2000 Va. AG LEXIS 51 \(8/31/00\)](#).

DUTIES OF COMMONWEALTH'S ATTORNEY. -- A Commonwealth's attorney has no authority to provide representation for a toll facility operator in actions brought under [§ 46.2-819.1](#) or [§ 46.2-819.3](#) for unpaid tolls, administrative fees, and civil penalties. See opinion of Attorney General to The Honorable James E. Plowman, Loudoun County Commonwealth's Attorney, 09-068, [2010 Va. AG LEXIS 7 \(2/16/10\)](#).

QUESTIONING BY COUNTY DEPUTY SHERIFFS. --County deputy sheriffs may question individuals in independent cities located within the county regarding criminal offenses committed in the county. See opinion of Attorney General to The Honorable R. Steven Landes, Member, House of Delegates, 00-003 (3/16/00).

"HABITUAL DRUNKARD." --Commonwealth's Attorney should no longer seek new interdictions, criminal penalties, or criminal enhancements premised on the person being labeled "habitual drunkard." See opinion of Attorney General to Honorable Colette McEachin, Interim Commonwealth's Attorney for the City of Richmond, 19-048, 2019 Va. AG LEXIS] (9/13/19).

Research References & Practice Aids

CROSS REFERENCES. --

As to punishment for Class 1, 2, and 3 misdemeanors, see [§ 18.2-11](#).

THE 2011 AMENDMENTS. --The 2011 amendment by c. 210, effective March 16, 2011, added the last sentence in subsection B.

THE 2017 AMENDMENTS. --The 2017 amendment by c. 623, effective March 16, 2017, in the last sentence of subsection B, substituted "[§ 18.2-268.3](#), [29.1-738.2](#), or [46.2-341.26:3](#)" for "subsection D of [§ 18.2-268.3](#)."

The 2020 amendments by cc. 1285 and 1286 are identical, and inserted "18.2-250.1" in the last sentence in subsection B.

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City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM: Aretha Ferrell-Benavides

RE: **City Council Rules of Council**

PURPOSE: To update rules of council based on feedback from City Council meeting held on January 11th.

REASON: Annual update of rules of council.

RECOMMENDATION: That City Council approve the resolution of the Rules of Council with recommended changes.

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Update Rule of Council with changes included
2. Update Rule of Council with highlighted changes

A RESOLUTION ADOPTING THE RULES OF COUNCIL WITH APPROVED CHANGES.

RULE I. – MEETINGS

Section 1. Regular Meetings. Except as set forth in Section 8 of Rule I, Council shall hold regular meetings on the first and third Tuesdays of each month. Regular Meetings shall be comprised of Council “Work Sessions” and Council “Business Meetings.” Work Sessions shall be held for the purpose of allowing Council to receive information on proposals and other items of City business. No formal action of Council shall occur at a Work Session. Work sessions will be held on the first Tuesday of each month at a time and location properly noticed by the Clerk of Council in accordance with these Rules. Business Meetings shall be held on the third Tuesday of each month at a time and location properly noticed by the Clerk of Council in accordance with these Rules.

Section 2. Special Meetings. Special meetings of Council shall be held when called by the Mayor or requested by two or more Council Members. The call or request shall be made to the Clerk and shall specify the matters to be considered at the special meeting. Upon receipt of such call or request the Clerk, after consultation with the Mayor, shall immediately notify each Council Member and the City Attorney in writing. Such notice shall specify the matters to be considered at the special meeting. Only matters specified in the notice shall be considered at such meeting, unless all Council Members are present. The notice may be waived if all Council Members attend the special meeting or sign a waiver.

Section 3. Organizational Meeting. In January of every year, Council will hold an organizational meeting prior to the first regularly scheduled public meeting. The purpose of the organizational meeting will be to adopt the Rules. In odd-numbered years, Council will elect a Mayor and Vice Mayor. At least three days prior to the Organizational Meeting, Members of Council and/or City Staff shall provide draft copies of any proposed changes to these Rules to all Members of Council, the City Manager, the City Attorney, and the Clerk of Council, which draft changes shall be made available to the public upon receipt by the Clerk in conjunction with the Council Agenda for the Organizational Meeting. Any changes not submitted in accordance with this Section shall not be considered by Council.

Section 4. Quorum. A majority of Council shall constitute a quorum for the transaction of business, unless otherwise required by law or ordinance.

Section 5. Adjournment. If a quorum of Council fails to attend any meeting, whether regular or special, the presiding officer may adjourn the meeting to some later date and notice of such adjournment shall be given to each Council Member by the Clerk. The Clerk shall enter such adjournment on the journal.

Section 6. Presiding Officer. All meetings of Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Vice Mayor, or, in the absence of both, by some other Council Member to be designated by Council and entered of record on the journal. As used in these Rules of Council, the term “presiding officer” refers to the Mayor, or in the Mayor's absence, the Vice Mayor, or, in the absence of both, the Council Member designated by Council and entered of record on the journal.

Section 7. Length of Meetings. No meeting shall extend after the hour of 10:00 PM unless Council by an affirmative vote of the majority of Council Members present extends the length of the meeting. The Council Member so moving to extend the length of the meeting shall include in his or her motion the matters appearing on the docket for that meeting to be considered after the hour of 10:00 PM.

Section 8. Meeting Schedule. No regular meetings of Council will be held during the month of August of each year. Also, there shall be only one regular meeting in the month of December, and it shall be held on the second Tuesday of that month, unless otherwise scheduled by Council. If a regularly scheduled meeting shall fall on a holiday or the day of a general election, this meeting shall be held, instead, on the next Tuesday.

Section 9. Start Time of Meetings. All meetings of Council shall begin at 4:00 p.m. with a closed session with the regular meeting beginning at 5:00 PM, unless a majority of Council Members vote to schedule it at a different time or unless a majority of Council Members inform the Clerk otherwise in writing. Required legal notice shall be given of such change.

Section 10. Place of Meetings. All meetings of Council shall be held in the Union Train Station or Petersburg Public Library unless a majority of Council Members vote to schedule it elsewhere or unless a majority of Council Members inform the Clerk otherwise in writing. Required legal notice shall be given of each change.

Section 11. Virginia Freedom of Information Act. Council whole-heartedly concurs with the General Assembly of Virginia that the affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is the beneficiary of all action taken by its own government. Therefore, Council shall conduct its business in a way that promotes increased awareness, by all citizens, of Council's activities and affords every opportunity for citizens to witness the operations of Council except as authorized by the Virginia Freedom of Information Act, Virginia Code § 2.2-3700 et seq. Accordingly in addition to those notice and meeting requirements established by law, Council shall give no less than three (3) business days' prior notice of all special unless a majority of Council Members inform the Clerk otherwise in writing and all such meetings shall take place at the time and place indicated in Sections 9 and 10 of Rule I. Notwithstanding the foregoing, actions taken at meetings, where a quorum is present and in compliance with other minimum requirements of law, shall not be invalidated by any departure from this Section 11 of Rule I.

Section 12. Cancellation or Rescheduling of Meetings. Once the Clerk has notified the public of a meeting of Council, the meeting shall be held as noticed unless a majority of Council Members ask the Clerk in writing to cancel or re-schedule the meeting.

Section 13. Roundtable Format. The presiding officer may request that any regular or special meeting of Council be conducted in a roundtable format to create an environment that facilitates thorough and productive discussion. All Work Sessions shall be conducted in a roundtable format. The Clerk shall provide for the set-up of the meeting room to create the roundtable format.

RULE II – CLERK AND RECORDS

Section 1. Clerk of Council. Council shall elect a Clerk who shall keep a neat and accurate journal of Council proceedings and shall be the custodian thereof. After the minutes are read and approved, they shall be signed by the presiding officer.

Section 2. Docket. The Clerk shall prepare and present at each sitting of Council a docket of all matters requiring the attention of Council. The docket of all regular meetings shall be provided to all Council Members no later than five (5) days before Council is scheduled to meet.

Section 3. Form of Ordinances. Council shall comply with Virginia Code § 15.2-1426, which states that:

The object of every ordinance, except an ordinance approving a budget and annual appropriation ordinance or an ordinance which codifies ordinances, shall be clearly expressed in its title. All ordinances which repeal or amend existing ordinances shall identify by title the section to be repealed or amended.

Council shall comply with Virginia Code § 15.2-1427(B), which states that:

On final vote on any ordinance or resolution, the name of each member of the governing body voting and how he voted shall be recorded...[t]he governing body may adopt an ordinance or resolution by a recorded voice vote unless otherwise provided by law, or any member calls for a roll call vote.

Section 4. Records of Meetings. Except as provided herein, all meetings, whether open or closed, shall be recorded electronically. The electronic recording shall be produced and maintained by the Clerk; provided, that if a recording is not possible, detailed minutes of the meetings shall be kept by the Clerk. The Clerk shall maintain accurate and up-to-date Council records, including the journal described in Section 1 of Rule II, and shall make such records available to the public. Copies of the records shall be provided to the public or any requester at his or her expense. A copy of the minutes shall be made available to the public or requester no more than seven (7) business days after the meeting. A copy of the full record, including any recording or transcript, shall be made available no later than seven (7) business days after the meeting. This Section 4 of Rule II shall not apply to administrative meetings, breakfast meetings, open discussions, or other gathering of Council when no official action is expected to take place; provided, that no official action may be taken at such meetings.

Section 5. Notice of Ceremonial Proclamations. Each ceremonial proclamation shall be circulated and filed by 12:00 p.m. on the business day before the meeting at which it is to be considered.

RULE III. - ORDINANCES AND AMENDMENTS

Section 1 Introduction of Ordinances, Resolutions, and Motions. Only those proposed ordinances, resolutions, or motions that have been presented by the Clerk on the docket of a meeting in accordance with the requirements of Rule II, Section 2 shall be considered for action at such meeting. Each such proposed ordinance, resolution, or motion shall be presented on the docket in its intended written form. This Section shall not apply to procedural motions such as those listed in Rule VI, Section 6 A. Neither shall this Section apply to motions to amend or substitute that comply with Rule VI, Section 6 H. Items may be added to the Agenda of a Regular Meeting of Council only by unanimous vote of all Members present. Items may be added to the Agenda of a Special Meeting of Council only by unanimous vote of all Members elected to City Council.

Section 2. Recording Ordinances. All enacted and adopted ordinances and resolutions shall be recorded in a book to be kept for that purpose and shall be attested by the Clerk as having been enacted or adopted by Council. They shall then be signed by the Mayor.

Section 3. Approval Requirements for Certain Ordinances

Approval Requirements for Certain Ordinances. No ordinance appropriating money exceeding the sum of One Hundred Dollars (\$100.00), imposing taxes or authorizing the borrowing of money, shall be passed except by a recorded affirmative vote of a majority of Council Members. No ordinance appropriating money exceeding the sum of One Thousand Dollars (\$1,000.00), imposing taxes or authorizing the borrowing of money shall pass on the date of its introduction. The vote on such ordinance shall be taken by "ayes" and "nays" and shall be entered on the journal, and the affirmative vote of a majority of Council Members shall be necessary for its passage. No ordinance amending or changing the rate of license fees or taxes imposed by the City of Petersburg shall pass on the day of its introduction.

Section 4. Public Hearings. The presiding officer shall provide an opportunity for the public to be heard on each ordinance considered by Council. Where specific procedures for public hearing are established by law, such procedures shall be followed. In all other instances, public comment will be heard after a motion for adoption of the ordinance has been accepted by the presiding officer and prior to discussion by Council. Once Council has started discussing the motion, no further input from the public will be accepted

RULE IV. - RECONSIDERATION

No question decided by Council shall be again brought forward at any subsequent meeting during the period of thirty (30) days thence ensuing, unless there is a motion to reconsider it before Council adjourns. No such motion to reconsider shall be entertained unless it is made by a Council Member voting with the prevailing side at that meeting.

RULE V – ORDER OF BUSINESS

Section 1a. Order of Business Meeting. Unless otherwise provided in accordance with Section 4 of Rule VI, at every business meeting of Council, the order of business shall be as follows:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Determination of the Presence of a Quorum
5. Proclamations / Recognitions / Presentation of Ceremonial Proclamations
6. ~~Reports~~ / Responses to Previous Public Information Posted
3. Approval of Consent Agenda (to include minutes of previous meeting)
4. Official Public Hearings
5. Public Information Period
6. Business or Reports from Mayor or Council Members
7. Items Removed from Consent Agenda
8. Unfinished Business
12. New Business
13. City Manager's Report
14. Business or Reports from the Clerk
15. Business or Reports from the City Attorney
16. Adjournment

Section 1b. Order of Work Session. Unless otherwise provided in accordance with Section 4 of Rule VI, at every work session of Council, the order of business shall be as follows:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Determination of the Presence of a Quorum
5. Special Reports
6. Monthly Organizational Reports
7. City Manager Update
8. Administration
 - a. Human Resources Statistics and Special Reports
 - b. Finance Cash Balance & Special Reports
 - c. Billing and Collection Statistics and Special Reports
 - d. Budget & Procurement Monthly Budget Report & Special reports
 - e. Information Technology Update
 - f. Strategic Plan Update
9. Community Affairs
 - a. Library Statistics and Special Reports
 - b. Social Services Statistics and Special Reports
10. Development
 - a. Utilities Statistics and Special Reports
 - b. Facilities Updates
 - c. Capital Projects Update
 - d. Economic Development Projects and Proposals
 - e. Streets Statistics and Special Report
 - f. Neighborhood Services Permits and Code Monthly Report
11. Public Safety
 - a. Police Crime Monthly Call Report and Statistics & Special Reports
 - b. Fire Monthly Call and Statistics & Special Reports
 - c. Community Correction Update
 - d. Juvenile Crime Update
 - e. Freedom Support Center Update
12. City Clerk Board & Commission Update
13. City Attorney Statistics and Special Reports
14. Adjournment

Section 2. Closed Meetings.

- A. Council may hold closed meetings only for the purposes set forth in Virginia Code § 2.2-3711. No closed meeting shall be held unless Council has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in Virginia Code § 2.2-3707 or Virginia Code § 2.2- 3711(A). The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of the Virginia Freedom of Information Act, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.
- B. Council shall restrict its discussion during the closed meeting only to those matters specifically

exempted from the provisions of the Virginia Freedom of Information Act and identified in the motion required by Virginia Code § 2.2-3711(A).

- C. At the conclusion of any closed meeting, Council shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of Council, certifying that to the best of each Council Member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Council. Any Council Member who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place. The statement shall be recorded in the minutes of Council. Failure of the certification required above to receive the affirmative vote of a majority of Council Members present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of the Virginia Freedom of Information Act. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of the Virginia Freedom of Information Act.
- D. Council may permit non-members to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid Council in its consideration of a topic that is a subject of the meeting.
- E. To the extent legally permissible, a Council Member shall be permitted to attend and observe a closed meeting held by any Council Appointed Board or Commission in accordance with §2.2-3712(G) of the Code of Virginia
- F. Except as specifically authorized by law, in no event may Council take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by Virginia Code § 2.2-3707.
- G. The Clerk shall attend all closed meetings of Council. Minutes may be taken during closed meetings of Council but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

Section 3. Consent Agenda. The Clerk, with the approval of the presiding officer, is authorized to prepare a consent agenda for routine, non-controversial matters. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the Clerk and the presiding officer, will not require discussion and will be approved unanimously by Council. Prior to the consideration of a motion to approve the consent agenda, the presiding officer shall ask if any Council Member would like to have an item removed from the consent agenda for discussion, for further information, or in order to have a separate vote on that item. There may be a short discussion of consent agenda items to answer any questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item. Matters shall be removed from the consent agenda and placed on the regular docket for debate at the request of any Council Member, with the approval of the patron, or the presiding officer. In the discretion of the presiding officer, any item on the docket may be called out of the order as listed thereon. The consent agenda shall be introduced by a motion to approve and shall be considered by Council as a single item. The consent agenda shall include, by way of illustration but not limitation, the following:

- A. Approval of minutes;
- B. Routine ordinances or resolutions;
- C. Final/second readings of appropriations, ordinances or resolutions which received

unanimous approval upon introduction at a previous meeting; and

- D. Any item believed by the Clerk to be routine and non-controversial in nature.

Section 4. Public Information Period. A public information period, limited in time to thirty (30) minutes, shall be part of the Order of Business at the regular business meeting of Council. Each speaker shall be a resident or business owner of the City of Petersburg and shall be limited to three (3) minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- A. First, in chronological order of their notice, persons who have notified the Clerk no later than 12:00 p.m. on the day of the meeting, and
- B. Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

The sign-up sheet will be retrieved by the Clerk two (2) minutes prior to the commencement of the meeting. Only those persons who have notified the Clerk prior to the meeting in accordance with (A) above, or whose names appear on the sign-up sheet in accordance with (B) above, will be eligible to speak. In the event that more than ten (10) people so qualify to speak, Council, by majority vote, may increase the 30-minute period or decrease the three (3) minutes otherwise allotted to each person to speak. Any matter brought before the attention of Council during a public information period shall not be acted upon by Council at that meeting.

Section 5. Business and Reports from Council Members. Each Council Member shall have five (3) minutes to present to Council a business update and report from his or her ward. Information provided during these reports shall be limited to events occurring in the respective Member's ward and shall not include the proposal and presentation of any new action items by Members of Council. Information provided during these reports shall be limited to events occurring in the respective Member's ward/city and shall not include the proposal and presentation of any new action items by Members of Council.

Section 6. Decorum of Council Members. Council Members shall refrain from private discourse or other acts tending to distract the attention of Council from the business before it. In debate, a Council Member shall confine remarks to the pending question and avoid use of personalities. It is not the person but the measure that is the subject of debate, and it is not allowable to question or impugn the motives of a Council Member, but the nature or consequences of a measure may be condemned in strong terms.

Section 7 Decorum of Members of the Public. Persons appearing before Council will not be allowed to:

- A. Campaign for public office;
- B. Promote private business ventures;
- C. Use profanity or loud, vulgar, threatening or abusive language or gestures;
- D. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties; however, citizens have the right to comment on the performance, conduct and qualifications of public figures;
- E. Commit any act or disruptive behavior tending to impede or distract the attention of Council from the business before it, including interrupting other speakers, applauding, cheering or jeering;
- F. Make non-germane or frivolous statements; or
- G. Address Council on issues that do not concern the services, policies or affairs of the City of Petersburg.

The presiding officer shall preserve order and decorum at Council meetings. If the presiding officer determines that the removal of a person other than a Council Member is necessary to maintain order, after warning the person, the presiding officer may order the removal of the person. Unless permitted by the presiding officer, no person may enter the area designated as the dais of the Chamber during an official meeting of Council. No person, except a Council Member or staff, shall be allowed in the anterooms of the Chamber during the course of any hearing or other proceeding of Council except upon invitation of the presiding officer.

No attention-seeking devices of any kind or nature shall be carried or placed within Council hearing or meeting rooms, with the following exceptions:

1. Articles of clothing and items attached thereto (such as buttons).
2. Signs, placards, posters, and the like, provided that they are not attached to sticks.

No demonstrations are permitted in any area in which a Council proceeding or a public hearing is being conducted. This prohibition shall not apply to armbands, emblems, badges, or other articles worn on the personal clothing of individuals; provided, that such armbands, badges or emblems are of such a size and nature as not to interfere with the vision or hearing of other persons at a meeting and do not extend from the body as may cause injury to another. Any person who violates the provisions of this section or who willfully interrupts or disturbs Council proceedings, after a warning to desist, may be removed from the premises. Models, photographs, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person in testimony before Council shall be permitted without objection.

RULE VI – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 1. Robert's Rules of Order. The rules of parliamentary procedure set forth in the current edition of Robert's Rules of Order shall govern the conduct of meetings of Council, except where otherwise specified by these Rules of Council or otherwise mandated. The City Attorney shall serve as the parliamentarian for the purpose of advising Council when an interpretation on parliamentary procedures is required.

Section 2. Priority in Speaking. When two or more Council Members wish to speak at the same time, the presiding officer shall name the one to speak.

Section 3. Comments and Queries. Council Members are to observe the following rules during the discussion of agenda items:

- A. The presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.
- B. Council Members may address questions to the City Manager or staff present at the meeting in accordance with the procedures and time limits set forth in Section 5 of Rule VI. Staff members should be at a microphone when answering Council Members' questions. All legal questions should be addressed to the City Attorney.

Section 4. Action by Council; Proceeding Out of Order. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded. The presiding officer, without objection, or upon the vote of a majority of the Council Members

present and voting, may proceed on any item of business out of order.

Section 5. Rules of Discussion and Debate.

- A. Obtaining the Floor. A Council Member who wishes to speak, give notice, make a motion, submit a report, or obtain the floor for any other purpose, shall address and be recognized by the presiding officer before addressing Council.
- B. Time Limits. No Council Member may be recognized more than once to debate or make a motion relating to a pending matter until all Council Members who wish to speak have been recognized. A Council Member may speak no more than three (3) minutes during the first round of debate on a pending matter, and no more than two (2) minutes during a subsequent round. A Council Member may yield all or part of his or her time provided by this section to another Council Member. The presiding officer may in his or her discretion modify time limitations with respect to specific matters scheduled for debate.
- C. Personal Privilege. Any Council Member, as a matter of personal privilege, may speak no more than ten (10) minutes under new business concerning a matter outside of a meeting that may affect Council collectively, its rights, its dignity, or the integrity of its proceedings, or the rights, reputation, or conduct of its Council Members in their representative capacities only.
- D. Point of Order. A point of order is made when a Council Member raises the question to the presiding officer, and seeks a determination by the presiding officer, as to whether there has been a breach of order or Rule. A point of order is not debatable unless the presiding officer permits debate. If the presiding officer permits debate on a point of order, the presiding officer may limit debate.
- E. Appeal. An appeal may be taken from any decision of the presiding officer. A Council Member shall state the basis for appealing a decision, to which the presiding officer may respond. An appeal from a decision of the presiding officer must be made promptly and before other business has intervened. A majority or tie vote of the Council Members present and voting on the question (whether the decision of the presiding officer shall be sustained) sustains the decision. An appeal is not debatable; provided, that the presiding officer may explain the basis for the presiding officer's decision.
- F. Parliamentary Inquiry. A parliamentary inquiry is made when a Council Member raises a question to the presiding officer seeking information about the procedure or business before Council. The presiding officer shall direct the question to the City Attorney. A parliamentary inquiry is not debatable or appealable.
- G. Recognition of Non-Members. The presiding officer may recognize a person who is not a Council Member if the participation of the person would, in the judgment of the presiding officer, enhance the understanding of the matter under consideration by Council. Such person shall be permitted to speak no more than three (3)

minutes during the debate on the matter under consideration.

- H. Ceremonial Proclamations. A ceremonial proclamation that has been adopted by Council may be presented during a meeting by the Council Member who introduced the resolution, or another Council Member designated by the Council Member who introduced the resolution. Without objection, adopted ceremonial proclamations scheduled for presentation at a meeting may be presented at a regular meeting of Council scheduled for the same day. During a Council period, no Council Member may present more than eight (8) ceremonial proclamations, except that a Council Member may yield his or her right to present a ceremonial proclamation under this section to another Council Member. No Council Member may speak for more than two (2) minutes on each ceremonial proclamation. No recipient of a ceremonial proclamation may present a display or performance during a meeting. No more than one recipient for each ceremonial proclamation shall be permitted to speak during a meeting.

Section 6. Motions.

- A. Motions Allowed During Debate. When a question is under debate, the presiding officer may entertain only the following motions, which shall take precedence in the order listed:
1. To adjourn.
 2. To recess.
 3. To reconsider.
 4. To lay on the table.
 5. To move the previous question.
 6. To close debate.
 7. To postpone to a day certain.
 8. To amend or substitute.
 9. To postpone indefinitely.
- B. Withdrawal or Modification of Motions. Any motion may be withdrawn or modified by the mover at any time before it has been amended or voted on.
- C. Adjourn. The presiding officer shall adjourn a meeting when there is no more business before Council. A Council Member may move to adjourn at any time. A motion to adjourn is not debatable, but the presiding officer may inform the Council Members of any unfinished business requiring attention of Council.
- D. Recess. The presiding officer may, without a vote, recess a meeting of Council to another time, day, or place. A Council Member may move to recess a meeting. A Council Member may move to amend a pending motion to recess to set a different length of the recess. If a motion to recess does not specify

the time, day, or place at which the meeting will reconvene, the presiding officer may set a time, day, or place. Neither a motion to recess nor a motion to amend a pending motion to recess is debatable. A Council Member may move to recess a hearing or roundtable and reconvene the hearing or roundtable at a future time, day, or place. A recess may be taken under this section without a vote. If Council recesses a hearing or roundtable without specifying the future time, day, or place for the hearing or roundtable, the presiding officer must circulate notice of the new time, day or place.

E. Reconsider.

1. A Council Member recorded as having voted with the prevailing side on a question may move to reconsider the question at any time, except as limited by this section.
2. An act may be reconsidered before it has been approved, deemed approved, or vetoed by the presiding officer. A resolution may be reconsidered at any time before its implementation. A motion to reconsider a question considered at a different meeting shall not be in order unless the motion to reconsider has been properly noticed.
3. For the purpose of this rule, a Council Member who was present and voting on a question decided by a voice vote will be considered as having voted with the prevailing side on the question, unless the Council Member had asked to be recorded as voting against the prevailing side or recorded as "Present".
4. A motion to reconsider cannot be made by a Council Member who was absent during a voice or roll-call vote on a question.
5. A motion to reconsider requires the approval of a majority of the Council Members present and voting.
6. If the question to which a motion to reconsider applies is debatable, the motion to reconsider is debatable and the debate may go to the question. If the question to which a motion to reconsider applies is not debatable, the motion to reconsider is not debatable.
7. If a motion to reconsider fails, the motion cannot be repeated.
8. A motion to reconsider is not required to consider amendments accepted or rejected on a previous reading of a measure.
9. Votes to approve or amend these Rules of Council may not be reconsidered pursuant to this section.

F. Lay on the Table and to Postpone.

1. A Council Member may make an unqualified motion to lay a question on the table, which is not debatable and, if adopted by a majority of Council Members present and voting, shall immediately end debate on the question. If an amendment to a measure is pending before Council, a Council Member may make a motion to lay the amendment on the table, which is not debatable and, if adopted by a majority of Council Members present and voting, shall immediately end debate on the amendment.
2. A Council Member may move to postpone a question to a time certain, which shall be adopted by a majority of Council Members present and voting. A motion to postpone to a time certain is

debatable, though it is not in order to debate the merits of the underlying question.

3. A Council Member may move to postpone indefinitely any question pending before Council. A motion to postpone indefinitely is debatable, and it is in order to debate the merits of the underlying question. Upon adoption of a motion to postpone indefinitely, the question may not be reconsidered unless two-thirds (2/3) of Council Members present and voting agree to reconsider the question.
4. Both a motion to table and a motion to postpone may be applied to main motions only.

G. Motions to Limit Debate.

1. Debate may be limited by a motion to close debate or a motion to move the previous question. Neither a motion to close debate nor a motion to move the previous question is debatable.
2. A Council Member may move to close debate, which shall require approval of two-thirds (2/3) of the Council Members present and voting. If a motion to close debate carries, no further debate is in order, except that: (i) each Council Member who has not spoken on the pending question may speak for no more than two (2) minutes; and (ii) the presiding officer may recognize the maker of the pending motion.
3. A Council Member may make a motion to move the previous question, which shall require approval of two-thirds (2/3) of the Council Members present and voting. If a motion to move the previous question carries, no further debate is in order on the pending question, and no further amendments to the main motion are in order absent a motion to reconsider the motion to move the previous question.

Section 7. Investigative Powers. As provided by Virginia Code § 15.2-1409, Council may make such investigations relating to its government affairs as it deems necessary, may employ financial, legal and other personnel it deems necessary to assist in such investigations, may order the attendance of witnesses and the production of books and papers and may administer oaths. Council may apply to the Circuit Court of the City of Petersburg for a subpoena or subpoena duces tecum against any person refusing to appear and testify or refusing to produce books, papers or records as ordered Council and the judge of such court shall, upon good cause shown, cause the subpoenas to be issued. Any person failing to comply with any such subpoena shall be subject to punishment for contempt by the court issuing the subpoena.

RULE VII – COUNCIL -STAFF INTERACTION AND REQUESTS FOR INFORMATION, SERVICES, AND/OR WORK – DEFINING RESEARCH AND WORK

Discussion of matters of City Business by a member of Council with any member of the City's Administration shall be made through the City Manager or City Manager's designee. All requests for legal services and/or work (including legal research) from a Member of Council shall be made directly to the City Attorney. Upon determination by the City Manager or City Attorney at their discretion that such request for information, services (including legal services), and/or work will consume a substantial amount of time or resources, or upon the determination of the City Manager or City Attorney, at their discretion that such request for information, services (including legal services), and/or work may be of interest to other Members of Council in their official capacity, the City Manager or City Attorney may share the request and other associated information with all of Council, and may request confirmation by Council of its desire for completion before

proceeding or completion with the gathering of such information, the provision of such services and/or work.

RULE VIII – CHANGES AND SUSPENSIONS OF RULES

No Rule of Council shall be suspended or changed except upon the affirmative vote of a majority of Council Members, or as regulated by the City Charter or other controlling law.

A RESOLUTION ADOPTING THE RULES OF COUNCIL WITH APPROVED CHANGES.

RULE I. – MEETINGS

Section 1. Regular Meetings. Except as set forth in Section 8 of Rule I, Council shall hold regular meetings on the first and third Tuesdays of each month. Regular Meetings shall be comprised of Council “Work Sessions” and Council “Business Meetings.” Work Sessions shall be held for the purpose of allowing Council to receive information on proposals and other items of City business. No formal action of Council shall occur at a Work Session. Work sessions will be held on the first Tuesday of each month at a time and location properly noticed by the Clerk of Council in accordance with these Rules. Business Meetings shall be held on the third Tuesday of each month at a time and location properly noticed by the Clerk of Council in accordance with these Rules. ~~If a regularly scheduled meeting shall fall on the day of a general election, this meeting shall be held, instead, on the next Tuesday night following that election or any other holiday. This meeting shall be held instead on the next Tuesday night following that holiday.~~

Section 2. Special Meetings. Special meetings of Council shall be held when called by the Mayor or requested by two or more Council Members. The call or request shall be made to the Clerk and shall specify the matters to be considered at the special meeting. Upon receipt of such call or request the Clerk, after consultation with the Mayor, shall immediately notify each Council Member and the City Attorney in writing. Such notice shall specify the matters to be considered at the special meeting. Only matters specified in the notice shall be considered at such meeting, unless all Council Members are present. The notice may be waived if all Council Members attend the special meeting or sign a waiver.

Section 3. Organizational Meeting. In January of every year, Council will hold an organizational meeting prior to the first regularly scheduled public meeting. The purpose of the organizational meeting will be to adopt the Rules. In odd-numbered years, Council will elect a Mayor and Vice Mayor. At least three days prior to the Organizational Meeting, Members of Council and/or City Staff shall provide draft copies of any proposed changes to these Rules to all Members of Council, the City Manager, the City Attorney, and the Clerk of Council, which draft changes shall be made available to the public upon receipt by the Clerk in conjunction with the Council Agenda for the Organizational Meeting. Any changes not submitted in accordance with this Section shall not be considered by Council.

Section 4. Quorum. A majority of Council shall constitute a quorum for the transaction of business, unless otherwise required by law or ordinance.

Section 5. Adjournment. If a quorum of Council fails to attend any meeting, whether regular or special, the presiding officer may adjourn the meeting to some later date and notice of such adjournment shall be given to each Council Member by the Clerk. The Clerk shall enter such adjournment on the journal.

Section 6. Presiding Officer. All meetings of Council shall be presided over by the Mayor, or, in the Mayor's absence, by the Vice Mayor, or, in the absence of both, by some other Council Member to be designated by Council and entered of record on the journal. As used in these Rules of Council, the term "presiding officer" refers to the Mayor, or in the Mayor's absence, the Vice Mayor, or, in the absence of both, the Council Member designated by Council and entered of record on the journal.

Section 7. Length of Meetings. No meeting shall extend after the hour of ~~12-midnight~~ 10:00 PM unless Council by an affirmative vote of the majority of Council Members present extends the length of the meeting. The Council Member so moving to extend the length of the meeting shall include in his or her motion the matters appearing on the docket for that meeting to be considered after the hour of ~~12-midnight~~ 10:00 PM.

Section 8. Meeting Schedule. No regular meetings of Council will be held during the month of August of each year. Also, there shall be only one regular meeting in the month of December, and it shall be held on the second Tuesday of that month, unless otherwise scheduled by Council. ~~If a regularly scheduled meeting shall fall on a holiday or the day of a general election, this meeting shall be held, instead, on the next Tuesday.~~

Section 9. Start Time of Meetings. All meetings of Council shall ~~be~~ begin at ~~4:00 p.m. with a closed session with the regular meeting beginning at 5:00 PM,~~ unless a majority of Council Members vote to schedule it at a different time or unless a majority of Council Members inform the Clerk otherwise in writing. Required legal notice shall be given of such change.

Section 10. Place of Meetings. All meetings of Council shall be held in the Union Train Station ~~or Petersburg Public Library~~ unless a majority of Council Members vote to schedule it elsewhere or unless a majority of Council Members inform the Clerk otherwise in writing. Required legal notice shall be given of each change.

Section 11. Virginia Freedom of Information Act. Council whole-~~heartily~~ ~~heartedly~~ concurs with the General Assembly of Virginia that the affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is the beneficiary of all action taken by its own government. Therefore, Council shall conduct its business in a way that promotes increased awareness, by all citizens, of Council's activities and affords every opportunity for citizens to witness the operations of Council except as authorized by the Virginia Freedom of Information Act, Virginia Code § 2.2-3700 et seq. Accordingly in addition to those notice and meeting requirements established by law, Council shall give no less than three (3) business days' prior notice of all special ~~and emergency meetings~~ unless a majority of Council Members inform the Clerk otherwise in writing and all such meetings shall take place at the time and place indicated in Sections 9 and 10 of Rule I. Notwithstanding the foregoing, actions taken at meetings, where a quorum is present and in compliance with other minimum requirements of law, shall not be invalidated by any departure from this Section 11 of Rule I.

Section 12. Cancellation or Rescheduling of Meetings. Once the Clerk has notified the public of a meeting of Council, the meeting shall be held as noticed unless a majority of Council Members ask the Clerk in writing to cancel or re-schedule the meeting.

Section 13. Roundtable Format. The presiding officer may request that any regular or special meeting of Council be conducted in a roundtable format to create an environment that facilitates thorough and productive discussion. ~~All Work Sessions shall be conducted in a roundtable format.~~ ~~Council Members and The Clerk will assist~~ shall provide for ~~the assist in adjusting~~ the set-up of the meeting room to create the roundtable format.

RULE II – CLERK AND RECORDS

Section 1. Clerk of Council. Council shall elect a Clerk who shall keep a neat and accurate journal of Council proceedings and shall be the custodian thereof. After the minutes are read and approved, they shall be signed by the presiding officer.

Section 2. Docket. The Clerk shall prepare and present at each sitting of Council a docket of all matters requiring the attention of Council. The docket of all regular meetings shall be provided to all Council Members no later than five (5) days before Council is scheduled to meet.

Section 3. Form of Ordinances. Council shall comply with Virginia Code § 15.2-1426, which states that:

The object of every ordinance, except an ordinance approving a budget and annual appropriation ordinance or an ordinance which codifies ordinances, shall be clearly expressed in its title. All ordinances which repeal or amend existing ordinances shall identify by title the section to be repealed or amended.

Council shall comply with Virginia Code § 15.2-1427(B), which states that:

On final vote on any ordinance or resolution, the name of each member of the governing body voting and how he voted shall be recorded...[t]he governing body may adopt an ordinance or resolution by a recorded voice vote unless otherwise provided by law, or any member calls for a roll call vote.

Section 4. Records of Meetings. Except as provided herein, all meetings, whether open or closed, shall be recorded electronically. The electronic recording shall be produced and maintained by the Clerk; provided, that if a recording is not possible, detailed minutes of the meetings shall be kept by the Clerk. The Clerk shall maintain accurate and up-to-date Council records, including the journal described in Section 1 of Rule II, and shall make such records available to the public. Copies of the records shall be provided to the public or any requester at his or her expense. A copy of the minutes shall be made available to the public or requester no more than seven (7) business days after the meeting. A copy of the full record, including any recording or transcript, shall be made available no later than seven (7) business days after the meeting. This Section 4 of Rule II shall not apply to administrative meetings, breakfast meetings, open discussions, or other gathering of Council when no official action is expected to take place; provided, that no official action may be taken at such meetings.

Section 5.6. Notice of Ceremonial Proclamations. Each ceremonial proclamation shall be circulated and filed by 12:00 p.m. on the business day before the meeting at which it is to be considered.

RULE III. - ORDINANCES AND AMENDMENTS

Section 1 Introduction of Ordinances, Resolutions, and Motions. Only those proposed ordinances, resolutions, or motions that have been presented by the Clerk on the docket of a meeting in accordance with the requirements of Rule II, Section 2 shall be considered for action at such meeting. Each such proposed ordinance, resolution, or motion shall be presented on the docket in its intended written form. This Section shall not apply to procedural motions such as those listed in Rule VI, Section 6 A. Neither shall this Section apply to motions to amend or substitute that comply with Rule VI, Section

6 H. Items may be added to the Agenda of a Regular Meeting of Council only by unanimous vote of all Members present. Items may be added to the Agenda of a Special Meeting of Council only by unanimous vote of all Members elected to City Council.

Section 2. Recording Ordinances. All enacted and adopted ordinances and resolutions shall be recorded in a book to be kept for that purpose and shall be attested by the Clerk as having been enacted or adopted by Council. They shall then be signed by the Mayor.

Section 3. Approval Requirements for Certain Ordinances and Resolutions

Approval Requirements for Certain Ordinances and Resolutions. No ordinance ~~or resolution~~ appropriating money exceeding the sum of One Hundred Dollars (\$100.00), imposing taxes or authorizing the borrowing of money, shall be passed except by a recorded affirmative vote of a majority of Council Members. No ordinance ~~or resolution~~ appropriating money exceeding the sum of One Thousand Dollars (\$1,000.00), imposing taxes or authorizing the borrowing of money shall pass on the date of its introduction. The vote on such ordinance ~~or resolution~~ shall be taken by "ayes" and "nays" and shall be entered on the journal, and the affirmative vote of a majority of Council Members shall be necessary for its passage. No ordinance ~~or resolution~~ amending or changing the rate of license fees or taxes imposed by the City of Petersburg shall pass on the day of its introduction.

Section 4. Public Hearings. The presiding officer shall provide an opportunity for the public to be heard on each ordinance ~~or resolution~~ considered by Council. Where specific procedures for public hearing are established by law, such procedures shall be followed. In all other instances, public comment will be heard after a motion for adoption of the ordinance ~~or resolution~~ has been accepted by the presiding officer and prior to discussion by Council. Once Council has started discussing the motion, no further input from the public will be accepted

RULE IV. - RECONSIDERATION

No question decided by Council shall be again brought forward at any subsequent meeting during the period of thirty (30) days thence ensuing, unless there is a motion to reconsider it before Council adjourns. No such motion to reconsider shall be entertained unless it is made by a Council Member voting with the prevailing side at that meeting.

RULE V – ORDER OF BUSINESS

Section 1a. Order of Business Meeting. Unless otherwise provided in accordance with Section 4 of Rule VI, at every regular **business** meeting of Council, the order of business shall be as follows:

1. Roll Call
2. Prayer
- ~~3. Closed Meeting~~
- ~~4. Moment of Silence~~
3. Pledge of Allegiance
4. Determination of the Presence of a Quorum
5. Proclamations / Recognitions / Presentation of Ceremonial Proclamations
6. ~~Reports /~~ Responses to Previous Public Information Posted
- ~~5. Communications and Special Reports~~
6. Approval of Consent Agenda (to include minutes of previous meeting)
7. Official Public Hearings
8. Public Information Period
9. Business or Reports from Mayor or Council Members
10. Items Removed from Consent Agenda
11. Unfinished Business
- ~~12. -~~
12. New Business
- ~~13. -~~
13. City Manager's Report
14. Business or Reports from the Clerk
15. Business or Reports from the City Attorney
16. Adjournment

Section 1b. Order of Work Session. Unless otherwise provided in accordance with Section 4 of Rule VI, at every work session of Council, the order of business shall be as follows:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Determination of the Presence of a Quorum
5. Special Reports
6. Monthly Organizational Reports
7. City Manager Update
8. Administration
 - a. Human Resources Statistics and Special Reports
 - b. Finance Cash Balance & Special Reports
 - c. Billing and Collection Statistics and Special Reports
 - d. Budget & Procurement Monthly Budget Report & Special reports
 - e. Information Technology Update
 - f. Strategic Plan Update
9. Community Affairs
 - a. Library Statistics and Special Reports
 - b. Social Services Statistics and Special Reports

10. Development
 - a. Utilities Statistics and Special Reports
 - b. Facilities Updates
 - c. Capital Projects Update
 - d. Economic Development Projects and Proposals
 - e. Streets Statistics and Special Report
 - f. Neighborhood Services Permits and Code Monthly Report
11. Public Safety
 - a. Police Crime Monthly Call Report and Statistics & Special Reports
 - b. Fire Monthly Call and Statistics & Special Reports
 - c. Community Correction Update
 - d. Juvenile Crime Update
 - e. Freedom Support Center Update
12. City Clerk Board & Commission Update
13. City Attorney Statistics and Special Reports
14. Adjournment

Section 2. Closed Meetings.

- A. Council may hold closed meetings only for the purposes set forth in Virginia Code § 2.2-3711. No closed meeting shall be held unless Council has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in Virginia Code § 2.2-3707 or Virginia Code § 2.2-3711(A). The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of the Virginia Freedom of Information Act, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.
- B. Council shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of the Virginia Freedom of Information Act and identified in the motion required by Virginia Code § 2.2-3711(A).
- C. At the conclusion of any closed meeting, Council shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of Council, certifying that to the best of each Council Member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Council. Any Council Member who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place. The statement shall be recorded in the minutes of Council. Failure of the certification required above to receive the affirmative vote of a majority of Council Members present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of the Virginia Freedom of Information Act. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of the Virginia Freedom of Information Act.
- D. Council may permit non-members to attend a closed meeting if such persons are deemed necessary

or if their presence will reasonably aid Council in its consideration of a topic that is a subject of the meeting.

- E. To the extent legally permissible, a Council Member shall be permitted to attend and observe a closed meeting held by any Council Appointed Board or Commission in accordance with §2.2-3712(G) of the Code of Virginia
- F. Except as specifically authorized by law, in no event may Council take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by Virginia Code § 2.2-3707.
- G. The Clerk shall attend all closed meetings of Council. Minutes may be taken during closed meetings of Council but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

Section 3. Consent Agenda. The Clerk, with the approval of the presiding officer, is authorized to prepare a consent agenda for routine, non-controversial matters. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the Clerk and the presiding officer, will not require discussion and will be approved unanimously by Council. Prior to the consideration of a motion to approve the consent agenda, the presiding officer shall ask if any Council Member would like to have an item removed from the consent agenda for discussion, for further information, or in order to have a separate vote on that item. There may be a short discussion of consent agenda items to answer any questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item. Matters shall be removed from the consent agenda and placed on the regular docket for debate at the request of any Council Member, with the approval of the patron, or the presiding officer. In the discretion of the presiding officer, any item on the docket may be called out of the order as listed thereon. The consent agenda shall be introduced by a motion to approve, and shall be considered by Council as a single item. The consent agenda shall include, by way of illustration but not limitation, the following:

- A. Approval of minutes;
- B. Routine ordinances or resolutions;
- C. Final/second readings of appropriations, ordinances or resolutions which received unanimous approval upon introduction at a previous meeting; and
- D. Any item believed by the Clerk to be routine and non-controversial in nature.

Section 4. Public Information Period. A public information period, limited in time to thirty (30) minutes, shall be part of the Order of Business at each the regular business meeting of Council. Each speaker shall be a resident or business owner of the City of Petersburg and shall be limited to three (3) minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- A. First, in chronological order of their notice, persons who have notified the Clerk no later than 12:00 p.m. on the day of the meeting, and
- B. Second, in chronological order of their sign up, persons who have signed a sign- up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

The sign-up sheet will be retrieved by the Clerk two (2) minutes prior to the commencement of the meeting. Only those persons who have notified the Clerk prior to the meeting in accordance with (A) above, or whose

names appear on the sign-up sheet in accordance with (B) above, will be eligible to speak. In the event that more than ten (10) people so qualify to speak, Council, by majority vote, may increase the 30-minute period or decrease the three (3) minutes otherwise allotted to each person to speak. Any matter brought before the attention of Council during a public information period shall not be acted upon by Council at that meeting.

Section 5. Business and Reports from Council Members. Each Council Member shall have five (3) minutes to present to Council a business update and report from his or her ward. Information provided during these reports shall be limited to events occurring in the respective Member's ward and shall not include the proposal and presentation of any new action items by Members of Council. **Information provided during these reports shall be limited to events occurring in the respective Member's ward/city and shall not include the proposal and presentation of any new action items by Members of Council.**

Section 7.6. Decorum of Council Members. Council Members shall refrain from private discourse or other acts tending to distract the attention of Council from the business before it. In debate, a Council Member shall confine remarks to the pending question and avoid use of personalities. It is not the person but the measure that is the subject of debate, and it is not allowable to question or impugn the motives of a Council Member, but the nature or consequences of a measure may be condemned in strong terms.

Section 8.7 Decorum of Members of the Public. Persons appearing before Council will not be allowed to:

- A. Campaign for public office;
- B. Promote private business ventures;
- C. Use profanity or loud, vulgar, threatening or abusive language or gestures;
- D. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties; however, citizens have the right to comment on the performance, conduct and qualifications of public figures;
- E. Commit any act or disruptive behavior tending to impede or distract the attention of Council from the business before it, including interrupting other speakers, applauding, cheering or jeering;
- F. Make non-germane or frivolous statements; or
- G. Address Council on issues that do not concern the services, policies or affairs of the City of Petersburg.

The presiding officer shall preserve order and decorum at Council meetings. If the presiding officer determines that the removal of a person other than a Council Member is necessary to maintain order, after warning the person, the presiding officer may order the removal of the person. Unless permitted by the presiding officer, no person may enter the area designated as the dais of the Chamber during an official meeting of Council. No person, except a Council Member or staff, shall be allowed in the anterooms of the Chamber during the course of any hearing or other proceeding of Council except upon invitation of the presiding officer.

No attention-seeking devices of any kind or nature shall be carried or placed within Council hearing or meeting rooms, with the following exceptions:

- 1. Articles of clothing and items attached thereto (such as buttons).
- 2. Signs, placards, posters, and the like, provided that they are not attached to sticks.

No demonstrations are permitted in any area in which a Council proceeding or a public hearing is being conducted. This prohibition shall not apply to armbands, emblems, badges, or other articles worn on the personal clothing of individuals; provided, that such armbands, badges or emblems are of such a size and nature as not to interfere with the vision or hearing of other persons at a meeting and do not extend from the body as may cause injury to another. Any person who violates the provisions of this section or who willfully interrupts or disturbs Council proceedings, after a warning to desist, may be removed from the premises. Models, photographs, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person in testimony before Council shall be permitted without objection.

RULE VI – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 1. Robert’s Rules of Order. The rules of parliamentary procedure set forth in the current edition of Robert's Rules of Order shall govern the conduct of meetings of Council, except where otherwise specified by these Rules of Council or otherwise mandated. The City Attorney shall serve as the parliamentarian for the purpose of advising Council when an interpretation on parliamentary procedures is required.

Section 2. Priority in Speaking. When two or more Council Members wish to speak at the same time, the presiding officer shall name the one to speak.

Section 3. Comments and Queries. Council Members are to observe the following rules during the discussion of agenda items:

- A. The presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.
- B. Council Members may address questions to the City Manager or staff present at the meeting in accordance with the procedures and time limits set forth in Section 5 of Rule VI. Staff members should be at a microphone when answering Council Members’ questions. All legal questions should be addressed to the City Attorney.

Section 4. Action by Council; Proceeding Out of Order. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded. The presiding officer, without objection, or upon the vote of a majority of the Council Members present and voting, may proceed on any item of business out of order.

Section 5. Rules of Discussion and Debate.

- A. **Obtaining the Floor.** A Council Member who wishes to speak, give notice, make a motion, submit a report, or obtain the floor for any other purpose, shall address and be recognized by the presiding officer before addressing Council.
- B. **Time Limits.** No Council Member may be recognized more than once to debate or make a motion relating to a pending matter until all Council Members who wish to

speaking have been recognized. A Council Member may speak no more than three (3) minutes during the first round of debate on a pending matter, and no more than two (2) minutes during a subsequent round. A Council Member may yield all or part of his or her time provided by this section to another Council Member. The presiding officer may in his or her discretion modify time limitations with respect to specific matters scheduled for debate.

- C. Personal Privilege. Any Council Member, as a matter of personal privilege, may speak no more than ten (10) minutes under new business concerning a matter outside of a meeting that may affect Council collectively, its rights, its dignity, or the integrity of its proceedings, or the rights, reputation, or conduct of its Council Members in their representative capacities only.
- D. Point of Order. A point of order is made when a Council Member raises the question to the presiding officer, and seeks a determination by the presiding officer, as to whether there has been a breach of order or Rule. A point of order is not debatable unless the presiding officer permits debate. If the presiding officer permits debate on a point of order, the presiding officer may limit debate.
- E. Appeal. An appeal may be taken from any decision of the presiding officer. A Council Member shall state the basis for appealing a decision, to which the presiding officer may respond. An appeal from a decision of the presiding officer must be made promptly and before other business has intervened. A majority or tie vote of the Council Members present and voting on the question (whether the decision of the presiding officer shall be sustained) sustains the decision. An appeal is not debatable; provided, that the presiding officer may explain the basis for the presiding officer's decision.
- F. Parliamentary Inquiry. A parliamentary inquiry is made when a Council Member raises a question to the presiding officer seeking information about the procedure or business before Council. The presiding officer shall direct the question to the City Attorney. A parliamentary inquiry is not debatable or appealable.
- G. Recognition of Non-Members. The presiding officer may recognize a person who is not a Council Member if the participation of the person would, in the judgment of the presiding officer, enhance the understanding of the matter under consideration by Council. Such person shall be permitted to speak no more than three (3) minutes during the debate on the matter under consideration.
- H. Ceremonial Proclamations. A ceremonial proclamation that has been adopted by Council may be presented during a meeting by the Council Member who introduced the resolution, or another Council Member designated by the Council Member who introduced the resolution. Without objection, adopted ceremonial proclamations scheduled for presentation at a meeting may be presented at a regular meeting of Council scheduled for the same day. During a Council period, no Council Member may present more than eight (8) ceremonial proclamations, except

that a Council Member may yield his or her right to present a ceremonial proclamation under this section to another Council Member. No Council Member may speak for more than two (2) minutes on each ceremonial proclamation. No recipient of a ceremonial proclamation may present a display or performance during a meeting. No more than one recipient for each ceremonial proclamation shall be permitted to speak during a meeting.

Section 6. Motions.

- A. Motions Allowed During Debate. When a question is under debate, the presiding officer may entertain only the following motions, which shall take precedence in the order listed:
1. To adjourn.
 2. To recess.
 3. To reconsider.
 4. To lay on the table.
 5. To move the previous question.
 6. To close debate.
 7. To postpone to a day certain.
 8. To amend or substitute.
 9. To postpone indefinitely.
- B. Withdrawal or Modification of Motions. Any motion may be withdrawn or modified by the mover at any time before it has been amended or voted on.
- C. Adjourn. The presiding officer shall adjourn a meeting when there is no more business before Council. A Council Member may move to adjourn at any time. A motion to adjourn is not debatable, but the presiding officer may inform the Council Members of any unfinished business requiring attention of Council.
- D. Recess. The presiding officer may, without a vote, recess a meeting of Council to another time, day, or place. A Council Member may move to recess a meeting. A Council Member may move to amend a pending motion to recess to set a different length of the recess. If a motion to recess does not specify the time, day, or place at which the meeting will reconvene, the presiding officer may set a time, day, or place. Neither a motion to recess nor a motion to amend a pending motion to recess is debatable. A Council Member may move to recess a hearing or roundtable and reconvene the hearing or roundtable at a future time, day, or place. A recess may be taken under this section without a vote. If Council recesses a hearing or roundtable without specifying the future time, day, or place for the hearing or roundtable, the presiding officer must circulate notice of the new time, day or place.

E. Reconsider.

1. A Council Member recorded as having voted with the prevailing side on a question may move to reconsider the question at any time, except as limited by this section.
2. An act may be reconsidered before it has been approved, deemed approved, or vetoed by the presiding officer. A resolution may be reconsidered at any time before its implementation. A motion to reconsider a question considered at a different meeting shall not be in order unless the motion to reconsider has been properly noticed.
3. For the purpose of this rule, a Council Member who was present and voting on a question decided by a voice vote will be considered as having voted with the prevailing side on the question, unless the Council Member had asked to be recorded as voting against the prevailing side or recorded as "Present".
4. A motion to reconsider cannot be made by a Council Member who was absent during a voice or roll-call vote on a question.
5. A motion to reconsider requires the approval of a majority of the Council Members present and voting.
6. If the question to which a motion to reconsider applies is debatable, the motion to reconsider is debatable and the debate may go to the question. If the question to which a motion to reconsider applies is not debatable, the motion to reconsider is not debatable.
7. If a motion to reconsider fails, the motion cannot be repeated.
8. A motion to reconsider is not required to consider amendments accepted or rejected on a previous reading of a measure.
9. Votes to approve or amend these Rules of Council may not be reconsidered pursuant to this section.

F. Lay on the Table and to Postpone.

1. A Council Member may make an unqualified motion to lay a question on the table, which is not debatable and, if adopted by a majority of Council Members present and voting, shall immediately end debate on the question. If an amendment to a measure is pending before Council, a Council Member may make a motion to lay the amendment on the table, which is not debatable and, if adopted by a majority of Council Members present and voting, shall immediately end debate on the amendment.
2. A Council Member may move to postpone a question to a time certain, which shall be adopted by a majority of Council Members present and voting. A motion to postpone to a time certain is debatable, though it is not in order to debate the merits of the underlying question.
3. A Council Member may move to postpone indefinitely any question pending before Council. A motion to postpone indefinitely is debatable, and it is in order to debate the merits of the underlying question. Upon adoption of a motion to postpone indefinitely, the question may not be reconsidered unless two-thirds (2/3) of Council Members present and voting agree to reconsider

the question.

4. Both a motion to table and a motion to postpone may be applied to main motions only.

G. Motions to Limit Debate.

1. Debate may be limited by a motion to close debate or a motion to move the previous question. Neither a motion to close debate nor a motion to move the previous question is debatable.
2. A Council Member may move to close debate, which shall require approval of two-thirds (2/3) of the Council Members present and voting. If a motion to close debate carries, no further debate is in order, except that: (i) each Council Member who has not spoken on the pending question may speak for no more than two (2) minutes; and (ii) the presiding officer may recognize the maker of the pending motion.
3. A Council Member may make a motion to move the previous question, which shall require approval of two-thirds (2/3) of the Council Members present and voting. If a motion to move the previous question carries, no further debate is in order on the pending question, and no further amendments to the main motion are in order absent a motion to reconsider the motion to move the previous question.

Section 7. Investigative Powers. As provided by Virginia Code § 15.2-1409, Council may make such investigations relating to its government affairs as it deems necessary, may employ financial, legal and other personnel it deems necessary to assist in such investigations, may order the attendance of witnesses and the production of books and papers and may administer oaths. Council may apply to the Circuit Court of the City of Petersburg for a subpoena or subpoena duces tecum against any person refusing to appear and testify or refusing to produce books, papers or records as ordered Council and the judge of such court shall, upon good cause shown, cause the subpoenas to be issued. Any person failing to comply with any such subpoena shall be subject to punishment for contempt by the court issuing the subpoena.

RULE VII – COUNCIL -STAFF INTERACTION AND REQUESTS FOR INFORMATION, SERVICES, AND/OR WORK – DEFINING RESEARCH AND WORK

Discussion of matters of City Business by a member of Council with any member of the City's Administration shall be made through the City Manager or City Manager's designee. All requests for legal services and/or work (including legal research) from a Member of Council shall be made directly to the City Attorney. Upon determination by the City Manager or City Attorney at their discretion that such request for information, services (including legal services), and/or work will consume a substantial amount of time or resources, or upon the determination of the City Manager or City Attorney, at their discretion that such request for information, services (including legal services), and/or work may be of interest to other Members of Council in their official capacity, the City Manager or City Attorney may share the request and other associated information with all of Council, and may request confirmation by Council of its desire for completion before proceeding or completion with the gathering of such information, the provision of such services and/or work.

RULE VIII – CHANGES AND SUSPENSIONS OF RULES

No Rule of Council shall be suspended or changed except upon the affirmative vote of a majority of Council Members, or as regulated by the City Charter or other controlling law.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Tangela Innis, Patrice Elliott

RE: **Consideration to appropriate funding in the amount of \$382,494.45 for the COVID-19 Municipal Utility Relief Program that was awarded to the City of Petersburg by the Virginia Department of Housing & Urban Development. (2nd Reading).**

PURPOSE: To allow municipalities to set up relief programs for their customers impacted by COVID-19. The arrearage assistance covers March 1, 2020 - December 30, 2020.

REASON: Virginia has allocated additional federal Coronavirus Relief Funds (CRF) available pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES Act) for the purpose of allowing municipal utilities providing electric, gas, water and wastewater services to set up local utility relief programs for their customers impacted by COVID-19.

RECOMMENDATION: Staff recommends that City Council approves the appropriation.

BACKGROUND: Virginia has allocated additional federal Coronavirus Relief Funds (CRF) available pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES Act) for the purpose of allowing municipal utilities providing electric, gas, water and wastewater services to set up local utility relief programs for their customers impacted by COVID-19.

COST TO CITY: \$382,494.45

BUDGETED ITEM: No

REVENUE TO CITY: \$382,495.45

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Utilities

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. COVID Municipal Utility Relief Program Award Letter
2. VA Dept of HUD Municipal Utility Relief Program Ordinance
3. Utility Relief Assistance Program PPT_v4



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

VIA EMAIL

Tangela Innis
Director of Utilities and Capital Projects
City of Petersburg- Public Utlites

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Tangela Innis:

On behalf of Governor Northam, it gives me great pleasure to inform you that City of Petersburg- Public Utlites has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$382,494.45 to assist with municipal utility customer relief for all eligible customers of City of Petersburg- Public Utlites. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on City of Petersburg- Public Utlites and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at utility@dhcd.virginia.gov.

Sincerely,

Handwritten signature of Erik C. Johnston in black ink.

Erik Johnston
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM:

Guidance and Required Certification

Based on the response that the Virginia State Corporation Commission (SCC) received from your utility system in the Application for Coronavirus Relief Funds (Municipal Utilities), the SCC has determined your award amount which is reflected in your award letter. Accordingly, the award letter, guidance, and required certification will serve as the next steps in facilitating this program.

Fundamentally, the goal of this program is to assist municipal utility customers experiencing economic hardship due to the COVID-19 pandemic. As such, and because quick action is essential in order to address the public health needs of municipal utility customers, your award amount must be disbursed through a partnering county or city that will serve as the fiscal agent with the Department of Accounts (DOA) disbursing funds and having responsibility for sub recipient monitoring. Consequently, municipal utility systems, especially those that are not directly managed by a city or a county, will need to partner with a city or county to serve as the fiscal agent for this program. Cities and counties may serve as the fiscal agent for more than one municipal utility system. In order to receive your CRF funding for this program, the chief administrative officer for the partnering city or county and the authorized official representing the municipal utility will be required to certify their respective organization's participation in this program and its adherence to all associated CARES Act regulations. A standard certification for this program requiring signatures from both officials on behalf of their respective organizations has been included near the end of this document.

Please note that the U.S. Treasury guidance requires attestation by utility customers of the COVID-19 economic hardship, which means utilities will need to collect and save these customer attestations before forgiving eligible arrearages.

Any customer – with the exception of any government entity – shall be eligible for such arrearage assistance. Municipal utilities are encouraged to pay the full amount of arrearages owed by eligible customers that apply for arrearages owed from the March 1, 2020, through December 30, 2020 time period. Funds can only be used to provide direct assistance to customer accounts over 30 days in arrears during the covered period. Municipal utilities must prioritize assistance first to customers with accounts over 60 days in arrears and then for accounts 30 days in arrears. Municipal utilities are also encouraged to use their discretion to establish a maximum award amount for non-residential customers to ensure the majority of the available assistance awarded is not awarded to large customers. Arrearage assistance programs must strive for equity in program outreach to all customers and should focus outreach efforts on COVID-19 impacted customers.

The SCC has calculated the proportional share of available funding for each municipal utility system that applied by the SCC's November 30th application deadline. This information was forwarded to DHCD, which is facilitating the award letter and certification process for municipal utilities and their partnering city or county. These certifications will be accepted by DHCD on a

rolling basis after the date your award letter was distributed. **The awarded municipal utility and their city or county fiscal agent will be required to certify to abide by U.S. Treasury guidance and other regulatory matters concerning the use of CRF funds. The intent is for this allocation to pass through the county or city directly to the municipal utility to serve eligible municipal utility customers. The municipal utility as the customer utility relief program operator should develop a sub agreement with the county or city fiscal agent assuring the city or county fiscal agent that the municipal utility will be responsible for compliance with state and federal law. Upon receipt by DHCD of this certification and award letter from the county/city and municipal utility, the Department of Accounts (DOA) will then distribute funds directly to cities and counties, which will serve as the fiscal agent on behalf of their partner municipal utility(ies). DOA will also be the lead state agency working with the city or county and their partnered utility system(s) on monitoring to ensure compliance with the program and federal guidelines.**

All applicants must certify that all administrative expenses for direct program implementation and direct relief provided to eligible customer arrearages for the covered time period March 1, 2020 – December, 30 2020 will be expended and any unspent funds returned to DOA by COB Friday January 29, 2021.

Participating cities and counties may allow municipal utilities and their partners working directly to implement this program to utilize up to 5% of their allocation for direct administrative costs to support management of relief programs. **Proper recordkeeping on these administrative costs must also be maintained and made available for auditing purposes.**

Additionally, it is important for participating localities to refrain from providing dual benefit to customers who have already received some level of assistance through other existing programs funded by the CARES Act for the same months of arrearages. An example is to ensure business customers have not received utility relief for the same time period through the Rebuild Virginia Grant Fund or local CARES Act relief.

Please note that approval of a CRF allocation for purposes of this utility arrearage program does not represent any assurance, legal or otherwise, that the approved project complies with all federal guidelines related to the use of these funds. Cities and counties in addition to their partner municipal utility(ies) are strongly encouraged to consult their legal counsel prior to expending the federal CRF funds that have been awarded through this program.

Chiefly, municipal utilities must justify and document use of CRF funds by assisting customers who are experiencing economic hardship due to the COVID-19 pandemic. Therefore, such applications will require self-certification by municipal utility customers in order to be considered eligible for arrearage relief. A standard self-certification form/questionnaire is included near the end of this document that cities and counties and their partner municipal utility(ies) are encouraged to utilize. **Documentation of self-certification for all municipal utility customers participating in this program is required for state auditing purposes so please maintain accurate records for all customers receiving support from the program. This certification may also be collected through other means such as over the phone interviews or**

through an online form but should generally be harmonious with the form/questionnaire provided. Utility Customers may only receive a direct payment subsidy from this award once, per the state budget requirement. Utilities may not direct any funds provided to new deposits, down payments, fees, late fees, interest charges or penalties.

Federal CARES Act Guidance:

It is extremely important to know and comply with all of the federal conditions that exist for CRF allocations. To that end, please refer to the federal guidance and frequently asked questions:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

This information is routinely updated, so guidance may have changed since you last consulted it.

Compliance with the federal guidance is the responsibility of the city or county submitting the application on behalf of a municipal utility and failure to do so could result in disallowed expenses requiring repayment of the associated funds to the federal government. If the city or county fails to repay any funds spent for nonqualifying expenses on behalf of a municipal utility as required by the federal government, the State Comptroller will recover such amounts from future state payments to the locality via the State Aid Intercept Program. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) with their partner municipal utility system(s) to indemnify cities and counties in the event the municipal utility system does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

In addition to the revised federal guidance, on September 2, 2020, the U.S. Treasury's Office of the Inspector General issued information related to reporting and audit requirements. Information regarding the audit and reporting requirements can be found at the same link provided above. Further, the State Comptroller's office (DOA) has sub-recipient monitoring responsibilities that will necessitate evaluation and additional correspondence with cities and counties regarding the use of funds. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

As a reminder, the overarching federal guidance states that these funds must be used for qualifying expenses of state and local governments. Specifically, the CARES Act provides that payments from the CRF may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect

- to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and
 3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The federal guidance continues to state that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Furthermore, fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Any unspent funds must be returned to DOA no later than COB January 29, 2021, so cities and counties working on behalf of their partner municipal utility(ies) are strongly encouraged to factor that deadline into the administration of their local programs.

Required Certification

In order to receive the CRF funding amount calculated by SCC, each city and county and their partner municipal utility system(s) must complete a certification form (also at the end of this document). The certification form must be signed by the chief administrative officer for the city or county and the authorized official representing the municipal utility partner. In the event more than one municipal utility partners with a city or county, a separate certification will be needed for each partnership.

Before signing the certification, applicants are recommended to read and understand the federal guidance and the frequently asked questions contained in the links provided in Appendices A and B, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

and

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Please note that the certification statement includes an acknowledgment that recipients may not receive reimbursement or recipients may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. It is important to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the city or county working on behalf of the municipal utility. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

Awardees are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements. The State Comptroller is responsible for all sub-recipient monitoring and may require additional information in the future from each city or county and/or their partner municipal utility system(s) to address that responsibility.

If the federal government determines that awardees have used CRF funds for purposes that do not qualify, awardees must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, awardees agree that the Commonwealth can use State Aid Intercept to recover any funds from the corresponding city or county necessary for expenses that were not for a qualifying purpose or not for expenses incurred during the eligible time period. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) to indemnify cities and counties in the event the partner municipal utility system(s) does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

Submission of Certification

The certification form on the next page contains more specific details on the responsibilities of the city and county and partnered municipal utility.

The signed certification form should be submitted to DHCD through the following web portal: <https://survey.alchemer.com/s3/6053803/COVID-19-Municipal-Utility-Relief>. Certifications will be accepted on a rolling basis.

If you have any questions regarding the appropriate use of CRF funds, please refer to the U.S. Treasury Website and guidance linked above. For questions about this process or technical questions about the certification form or the distribution of the funds, please first refer to the FAQ documents provided and then send unresolved inquiries to: utility@dhcd.virginia.gov

Certification:

(Please update the yellow highlighted fields as it pertains to your circumstances)

CERTIFICATION for RECEIPT of CORONAVIRUS RELIEF FUND PAYMENTS

by

(CITY OR COUNTY NAME)

on behalf of

(MUNICIPAL UTILITY NAME)

We, the undersigned, represent **(CITY OR COUNTY NAME)** and are working in partnership with **(MUNICIPAL UTILITY NAME)** (the utility), and we certify that:

1. The intent is for this allocation to pass through the county or city directly to the municipal utility to serve all eligible Virginia municipal utility customers. The customer utility relief program operator should develop a subagreement with the county or city fiscal agent that ensures they will be responsible for compliance with state and federal law.
2. We have the authority to request direct payment, on behalf of the utility from the Commonwealth of Virginia, of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
3. We understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the city or county.
4. The city or county and municipal utility's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the utility; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 30, 2020, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than January 29, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.
6. We understand that customer attestations of the COVID-19 economic hardship must be obtained and saved by the utility relief program before forgiving arrearages.
7. We understand that the municipal utility will not receive continued funding beyond

December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.

8. Funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
9. Up to five percent of funds allocated to individual localities may be used for direct administrative costs to support management of the utility relief programs.
10. Any CRF funds expended by the municipal utility or its grantee(s) in any manner that does not adhere to official federal guidance or COVID-19 Municipal Utility Relief Program guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept on the city or county serving as fiscal agent to the partner municipal utility system to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
11. As a condition of receiving the CRF funds pursuant to this certification, the city or county on behalf of the municipal utility system shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, direct administrative costs, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
12. The city or county on behalf of the municipal utility system must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
13. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
14. Fund payments may not be used for government revenue replacement, including the replacement of unpaid municipal utility fees.
15. Any CRF funds received pursuant to this certification will not be used for expenditures for which the municipal utility and its subrecipients have received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

City or County Chief Administrative Officer (CAO)	Authorized Official Representing Municipal Utility Allocated Funds by SCC
Name of City or County:	Name of Municipal Utility:
Printed Name of CAO:	Printed Name of Municipal Utility Official:
Signature:	Signature:
Title:	Title:
Date:	Date:

Please provide city/county DUNS number: _____

Please provide municipal utility DUNS number: _____

Certification Addendum

(Please update the yellow highlighted fields as it pertains to your circumstances)

Federal Requirements for information to be included in agreement between county/city and municipal utility

§200.332 Requirements for pass-through entities.

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification. (Federal Coronavirus Aid, Relief and Economic Security Act (CARES ACT, Coronavirus Relief Fund))

(i) Subrecipient name (which must match the name associated with its unique entity identifier); (Name of Municipal Utility with SCC allocation)

(ii) Subrecipient's unique entity identifier; (Municipal Utility's DUNS number. If municipal utility does not have, please note)

(iii) Subaward Period of Performance Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(iv) Subaward Budget Period Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(v) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient; (Amount in final award letter)

(vi) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation; (Amount in allocation letter plus any other federal grant to from county/city to the utility)

(vii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity; (Amount in final award letter plus any other federal grant to from county/city to the utility)

(viii) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); (Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers)

(ix) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;(U.S. Treasury Department/County or City/Contact for County or City Awarding Official)

(x) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement; (CFDA Number and Title are 21.09, Coronavirus Relief Funds)

(xi) Identification of whether the award is R&D; and (This is not R&D award)

(xii) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414. (No indirect costs can be charged by county/city or municipal utility)

Appendix A is available at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

Appendix B is available at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM

Utility Arrearage Assistance

Model Customer Intake Form

GENERAL INFORMATION

1. Date of Customer's Application: _____
2. Account Number or Other Unique Identifier of the Customer Utility Bill: _____
3. Total Arrearage from March 1, 2020 – December 30, 2020 that is due (Provided by Municipal Utility with statement demonstrating amount attached): _____
4. Street Address (where utility service is provided): _____

5. City or County (where utility service is provided): _____
6. State (where utility service is provided): _____
7. ZIP Code (where utility service is provided): _____
8. Customer Phone Number: _____
9. Customer Type:
 Residential
 Non-Residential

RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION

1. Name of Residential Account Holder:

First M.I. Last (Maiden)

2. For residential customers: place mark beside the applicable cause of economic hardship if you or a person in your household has experienced a loss of income due to the COVID-19 pandemic (check all that apply):

_____ been laid off;

_____ place of employment has closed;

_____ have experienced a reduction in hours of work;

_____ must stay home to care for children due to closure of day care and/or school;

_____ lost child or spousal support;

_____ not been able to work or missed hours due to contracting COVID-19;

_____ unable to find work due to COVID-19;

_____ unwilling/unable to participate in previous employment due to high risk of severe illness from COVID-19

_____ other (describe) _____

NON-RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION

1. Name of Non-Residential Account Holder: _____
2. Property Name: _____
3. Is the utility fee arrearage due to economic hardship experienced by the customer as a result of the COVID-19 pandemic? (Check Y/N)
4. ____ YES (Eligible for relief; provide explanation below.)
5. ____ NO (Not eligible for relief.)
6. Provide an explanation of the COVID-19 related economic hardship:

CARES Act assistance application may:

- Assist for bills dated March 1, 2020, to December 30, 2020, and may not be used for past due amounts prior to this time period or after this time period.
- Funding is designed to be a one-time opportunity, with only one payment per household (for residential) or account holder and their successors (for non-residential).
- Funding can be used for the following bills:
 - _____ Water
 - _____ Wastewater
 - _____ Electric
 - _____ Gas

Applicant's Certification:

- I desire to receive any assistance to which I am legally entitled under this program and its specifications.
- I certify that the reason I am eligible for this CARES Act assistance is correct to the best of my knowledge and belief.
- I understand that my signature on this form gives permission for the staff at (insert name of city or county and municipal utility) to verify records as necessary to verify my eligibility for assistance.

- I declare to the best of my knowledge that:
 - o (1) for residential applicants: I am the only person living in the household at the address shown on this form who has applied for this assistance, or
 - o (2) for non-residential applicants: I am the only person who has applied for/on behalf of the non-residential account holder, including their successors, at the address shown on this form and that I am not a government account holder.
- I certify that this customer has not received CARES act relief for any of the arrearages I am applying for from any other source including Rebuild VA Grants.
- I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to or apply for assistance at more than one site, I can be prosecuted for fraud and/or denied assistance in the future.
- I understand that the agencies involved in this program may verify all of the information which I have provided.
- I understand and my signature on this form gives permission to (insert name of municipal utility) to which I am applying to verify information concerning my need for assistance.
- Others?

Printed Name

Signature

Title (for non-residential account holders)

Municipal Utility Intake Information:	ACTION TAKEN	Screener	Date

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATION
FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020 & ENDING ON JUNE 30,
2021 IN THE GRANTS FUND**

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

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

Revenue:

Previously Appropriated	\$ 0.00
COVID Municipal Utility Relief Program (MURP) Grant Account Code 3-200-024070-0001	<u>\$382,494.45</u>
Total Revenue	<u>\$382,494.45</u>

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

Expenditures:

Previously Appropriated	\$ 0.00
COVID Utility Relief Support Account Code 4-200-024070-5111	<u>\$382,494.45</u>
Total Expenditures	<u>\$382,494.45</u>

Utility Assistance in Petersburg, Virginia

UTILITY RELIEF ASSISTANCE PROGRAM

JANUARY 19, 2021

PROGRAM GUIDELINES FROM VIRGINIA HOUSING COMMUNITY DEVELOPMENT (VHCD)

- The City of Petersburg has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds for municipality utility relief to eligible Petersburg, VA customers from VHCD.
- These funds offer relief to utility customers who have been greatly impacted by the COVID-19 pandemic.
- This includes customers who have fallen behind on water and wastewater bill payment(s) due to economic hardship from the COVID-19 pandemic.
- The program will assist in covering water and wastewater bills that were 30-60+ days late between March 1, 2020 - December 30, 2020.
- Does not cover any penalties or fees assessed by locality.

CITY OF PETERSBURG PROGRAM CRITERIA

Eligibility requirements include:

- Those who have faced financial hardship during the COVID-19 pandemic.
- City of Petersburg resident with residential utility account.
- Past due water and/or wastewater balance that began between March 1, 2020 through December 30, 2020.
- Minimum of \$20 and a maximum \$1,500 past due bill.
- Must verify that you accept funding.

WHAT THIS PROGRAM DOES NOT DO

- Please note, this program only covers City utilities (water and wastewater); this program does **NOT** cover utility bills from other entities, such as **Dominion Power**.
- This does **NOT** cover City bills related to refuse (trash), stormwater and tax.
- Does **NOT** apply to cover any balances prior to March 1, 2020 or after December 31, 2020.
- Does **NOT** cover penalties or fees assessed by locality.

Applications Update & Program Deadlines

- Two methods- online applications and paper applications(mailed and City website)
- Approximately- 1,450 applications total online and paper application
 - 80% online applications
 - 20% paper applications

Deadlines:

- Friday, January 8th for online applications
- **Friday, January 29th – extended due to USPS delays**
- Please note that all award notifications will now be delayed due to this change, and **awardees should expect a notice no later than February 26, 2021.**



Program Funding Consideration & Equity – Option A

- Assistance will be awarded on a first-come, first-served basis based on established program criteria and submitted application completeness/accuracy.
- **Proposed funding allocation breakdown would be:**
 - **Approximately \$382,494 awarded on first come first served basis regardless of application type (online or paper).**

Pros	Cons
Can exhaust funds quicker	Less equitable
Easier to administer	Fewer residents will receive funding

Program Funding Consideration & Equity – Option B

- Assistance will be awarded on a first-come, first-served basis based on established program criteria and submitted application completeness/accuracy.
- **Proposed funding allocation breakdown would be:**
 - **Approximately \$306,000 awarded on first come first served basis to online applicants based on tiered system to attempt to spread funding as fairly and equitably as possible.**
 - **Approximately \$76,500 awarded on first come first served basis to paper applicants based on tiered system to attempt to spread funding as fairly and equitably as possible.**

Pros	Cons
More equitable; provides funding breakdown to online and paper applicants, which more than likely will assist residents who were unable to apply online (digital inequity)	More difficult to administer
More residents will receive funding	Residents may receive a lower award amount

COUNCIL ACTION NEEDED

Option A	Option B
<p>Proposed funding allocation breakdown:</p> <ul style="list-style-type: none">• Approximately \$382,494 awarded on first come first served basis regardless of application type (online or paper).	<p>Proposed funding allocation breakdown:</p> <ul style="list-style-type: none">• Approximately \$306,000 awarded on first come first served basis to online applicants based on tiered system to attempt to spread funding as fairly and equitably as possible.• Approximately \$76,500 awarded on first come first served basis to paper applicants based on tiered system to attempt to spread funding as fairly and equitably as possible.

NEXT STEPS

- Internal review of applications
- Awards applied to eligible applicant's accounts
- Award notifications sent to applicants
- Report to City Council-March

Special Thanks to:

- ❖ City Council
- ❖ City Staff- Utility Relief Assistant Program Staff
 - Aretha R. Ferrell-Benavides, CM
 - Lionel Lyons, DCM
 - Darnetta Tyus, DCM
 - India Adams-Jacobs, Asst. to the City Manager
 - Tangela Innis, Public Works & Utilities Director
 - Gerrit VanVoorhees, IT Director
 - Patrice Elliott, Finance Director
 - Monte Evans, Billing & Collections Manager
 - Alesha Mann, Management Fellow

THANK YOU



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Tangela Innis

RE: **Consideration of an appropriation in the amount of \$84,105.00 for Right-of-Way Acquisition Services for the South Crater Road Traffic Signal Improvement Project being conducted by Kimberly Horn. (2nd Reading)**

PURPOSE: To appropriate funds for right-of-way acquisition services that were not definable at the time of the original preliminary engineering work being completed by Kimberly-Horn

REASON: Improve traffic on South Crater Road.

RECOMMENDATION: Recommend City Council approve the attached appropriation ordinance in the amount of \$84,105.00. It should be noted that this project is being administered by the Engineering Division of the Department of Public Works using VDOT Congestion Mitigation & Air Quality (CMAQ) funds that will reimburse the City expenditures at a rate of 100%.

BACKGROUND: Kimley-Horn is working with the City of Petersburg to develop traffic signal design plans for six (6) intersections along South Crater Road (US Route 301) between Rives Road and Flank Road. Kimley-Horn submitted 90% Right-of-Way Plans for the six (6) project intersections to the City and the Virginia Department of Transportation (VDOT). The design requires right-of-way acquisition services that were not definable at the time of the original task order.

COST TO CITY: \$84,105.00

BUDGETED ITEM: No

REVENUE TO CITY: \$84,105.00

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Department of Public Utilities and Capital Projects

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. South Crater Road Traffic Improvements Ordinance
2. Kimberly-Horn

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021
FOR THE GENERAL FUND.**

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

I. That appropriations for the fiscal year commencing July 1, 2020, in the General Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

Previously adopted	\$ 0.00
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ADD:

3-100-033030-0104 South Crater Road Traffic Improvements (CMAQ)	<u>\$ 84,105.00</u>
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Total Revenues	<u>\$ 84,105.00</u>
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II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2020 and ending June 30, 2021, the following sums for the purposes mentioned:

Previously adopted	\$ 0.00
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ADD:

4-100-041150-3190 Other Contractual Services	<u>\$ 84,105.00</u>
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Total Expenses	<u>\$ 84,105.00</u>
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SCOPE OF WORK AND FEE PROPOSAL

**Change Order 1: Right-of-Way Phase Services for
Task 1: South Crater Road Traffic Signal Improvements
On-Call Engineering Services – Traffic and Transportation
Contract #18-0028 Group 6 (1)
City of Petersburg**

PROJECT UNDERSTANDING

Kimley-Horn is working with the City of Petersburg to develop traffic signal design plans for six (6) intersections along South Crater Road (US Route 301) between Rives Road and Flank Road.

Traffic signal improvements incorporated into the design include rebuilding existing span wire signals, modernizing existing traffic signals, installing pedestrian accommodations, and replacing existing communications equipment at the following intersections:

1. South Crater Road (US Route 301) at Rives Road (Route 629)
2. South Crater Road (US Route 301) at Wal-Mart Entrance
3. South Crater Road (US Route 301) at Medical Park Boulevard
4. South Crater Road (US Route 301) at Crater Circle
5. South Crater Road (US Route 301) at Wagner Road
6. South Crater Road (US Route 301) at Flank Road

Kimley-Horn submitted 90% Right-of-Way Plans for the six (6) project intersections to the City and the Virginia Department of Transportation (VDOT). The design requires right-of-way acquisition services that were not definable at the time of the original task order. The original task order for this project with the City of Petersburg is PO 0020130 (FY 19/20) and PO 0021069 (FY 20/21).

SCOPE OF SERVICES

Task 1 – Project Management

This task consists of effort required to administer the project including contracting, internal coordination and coordination with City staff, supervision and general quality control, and project management responsibilities consisting of project organization, project scheduling, and monthly invoicing. This task is budgeted for up to eight (8) months of activity.

Task 1 Deliverables

- Monthly progress reports to accompany monthly invoices

Task 2 – Right-of-Way Plats

Kimley-Horn and our subconsultant, **H&B Surveying and Mapping, LLC** (H&B), will prepare up to four (4) right-of-way and/or easement plats suitable for recordation in the Clerk's Office of City of Petersburg. The plats will be based on the 90% Right-of-Way Plans provided to H&B by Kimley-Horn and the City in AutoCAD format and electronic PDF format.

The following tasks will be performed as a part of the plat preparation:

- Research for ownership information will be updated and brought forward from the time H&B prepared design surveying for the project. No additional research for existing easements will be completed as a part of this proposal.
- H&B will provide up to six (6) signed copies of each easement on the final right-of-way plats.
- H&B will provide and deliver one (1) hard copy of each signed final right-of-way plat to the City.
- Written legal descriptions will not be prepared for each easement, but if requested can be added at an additional cost.

It is anticipated that the four (4) right-of-way and/or easement plats will be prepared for impacted parcels located at South Crater Road and Flank Road. Right-of-way plats at South Crater Road and Rives Road were included in the original task order.

Kimley-Horn will perform the following tasks:

- Coordinate with H&B regarding plat preparation
- Review preliminary plats drafted by H&B for consistency with 90% Right-of-Way Design Plans and provide one round of consolidated comments
- Review final plats drafted by H&B
- Complete the RW-301 VDOT Right of Way and Utilities Plan Review Checklist and coordinate with the City and VDOT regarding right-of-way phase authorization

Additional right-of-way and/or easement plats will be considered as an Additional Service.

Task 2 Deliverables

- Four (4) right-of-way and/or easement plats

Task 3 – Right-of-Way Acquisition Services

Kimley-Horn and our subconsultant, **KDR Real Estate Services** (KDR), will provide the following right-of-way acquisition services for the following six (6) parcels along the project corridor:

1. 2744 South Crater Road – Parcel ID/GPIN: 065-140005 – Poore Creek Holdings, LLC
2. 2795 South Crater Road – Parcel ID/GPIN: 065-120012 – English Hills Properties, LLC
3. 2793 South Crater Road – Parcel ID/GPIN: 065-110004 – BHY Investment 2, LLC
4. 100 North Plains Drive – Parcel ID/GPIN: 101-070013 – Delores Y. Randolph
5. 101 North Plains Drive – Parcel ID/GPIN: 101-06002 – Phillip C. Johnson
6. 3799 South Crater Road – Parcel ID/GPIN: 101-050020 – Elmar, LLLP

This scope of services does not include right-of-way acquisition services on City of Petersburg property, including but not limited to 2800 Crater Road – Parcel ID/GPIN: 081-030001 – City of Petersburg, a Municipal Corporation.

Scope Definitions, Assumptions, Conditions, and Qualifications

This fee may be modified if any assumptions, the number of parcels (currently assumed to be six (6)), the number of owners such as heirs in an estate, or any other material part of the scope of the assignment are altered including construction plan and/or plat revisions prior to the start of determination of just compensation and/or negotiation. If any additional parcels or ownership entities are added, any cited cost per parcel may or may not be applicable depending upon the complexity of title issues, inspection requirements, and scope of appraisal assignment.

This proposal is based upon a fixed price with KDR assuming risk for possible budget overruns with the express exception of the following events which, if they occur, KDR reserves the right to submit a request for additional services:

- Plan revisions: With the exception of title research, KDR will initiate the appraisal work and negotiations only when an electronic and two (2) hard copies of a full-size, complete set of construction plans approved by the City of Petersburg have been received. With the exception of minor changes in the descriptive data, all other changes, especially those that reflect new ownership or size alterations in the areas being acquired in fee or easements, are subject to additional fees dependent upon the additional work that may be required.
- Unrevealed multiple ownership entities: This proposal is based upon preliminary data provided by Kimley-Horn, namely a Preliminary Right-of-Way Data Sheet or list of the affected parcels including GPIN/tax map numbers and the names of all ownership entities. The quoted fees are based on the anticipated time required to research and negotiate the number of entities indicated by the ownership description provided. If after further investigation once the project has been awarded, additional ownership entities, defined as being separate and independent entities, are revealed that may require additional title research and negotiating efforts, such as, but not limited to, those involved with estates, condominium developments, commonly owned areas, cemeteries, and other forms of collective ownerships, additional fees may apply based upon the additional work required.
- Direct ancillary costs: Many of the associated costs that are passed through to the client without mark-up cannot be determined until incurred since they are calculated based upon final settlement amounts and fees charged by yet-to-be identified lien holders. The total estimate for these costs provided in this proposal is based upon what is believed to be reasonable expectations; however, it is not guaranteed. Reimbursement for these costs will be limited only to those line-item expenses identified in the proposal and for their actual amounts. However, should the estimated total be exceeded, KDR will notify Kimley-Horn and the City of the cost overrun. The work will not be provided by KDR until approved by both Kimley-Horn and the City.

It is assumed that KDR will be provided with and/or not responsible for the following:

- All required legal documents (or electronic samples thereof) including deeds that have been approved by a qualified licensed attorney in accordance with Virginia Code 17.1-223 Paragraph B, at least two (2) hard copies of full size sets of construction plans sufficient for

right-of-way and/or easement acquisition, and a sufficient number of recordable survey plats, if applicable.

- All required closing documents or templates thereof (may be electronic versions).
- Payment for the fee acquisitions and easements and all associated recording costs and fees required to clear objections to title (applicable allowances are included in Direct Ancillary Expenses) will be made by the City.
- No relocation services will be needed on this project. Once construction design has been approved, an additional cost will be applicable if it is determined that such services will be needed.

Title Research

This task will include a Current Owner Rundown to the last conveyance of General Warranty title for each parcel from which property rights are being acquired. It is noted that property encumbrances, such as utility easements, may have been recorded prior to the period of the title search requested and therefore will not be included in the title report or supporting documentation. If such information is desired by the City, a more extensive search can be provided for an additional fee.

Valuation

This task will involve the completion of a VDOT-styled Basic Administrative Report (BAR) for each impacted property. If after preliminary analysis an offer amount exceeds \$10,000 on any parcel, an appraisal report may be required to be prepared by an approved outsourced appraiser and reviewed by a qualified peer review appraiser or City employee. The costs of the appraiser and review appraiser is \$3,950 per appraisal report and \$1,500 per appraisal review and will be considered as Additional Services. KDR will notify Kimley-Horn and the City of the need for an appraisal report. The work will not be provided by KDR until approved by both Kimley-Horn and the City.

Negotiations

This task will include functions necessary in an attempt to obtain voluntary conveyance from each landowner in accordance with the City's guidelines. Included will be preparation of all necessary documents that will be assembled into an offer packet to be presented to the landowner, contacting the landowner, presenting and explaining to the landowner the appraisal or basis for offer amount, title report, and construction plans and profiles (and cross sections where appropriate), personal visits, if necessary, telephone and email communications, mailings as required for the completion of the transaction including the obtainment of all necessary and notarized signatures on all required documents, confirmation of title objections (i.e., mortgages or other liens, judgments, estate heirs, etc.) with the landowner, and preparation of a final negotiation report on all parcels in accordance with client's directive.

It is noted that if any unknown landowner interest, the identification of which was not available prior to it being discovered through title research upon execution of the service contract, results in additional negotiation efforts, an additional fee may be warranted. If such interest is discovered, such as additional heirs through intestate succession, KDR will notify Kimley-Horn and the City of the possibility of need for any supplemental funding for the additional services. No additional work shall be undertaken until approved by Kimley-Horn and the City.

Clearance of Title Objections and Settlement Procedures

This task includes preparing applicable deeds of partial release and/or subordination agreements, contacting lien holders and monitoring obtainment of executed documents. After clearance of all title objections, all necessary legal documents will be delivered to the City's designated legal counsel or other personnel for review and approval, if applicable and as directed by the City. Once approved, recordation of the executed documents including updating of title will be completed and proceeds checks will be delivered to the landowner and/or lien holder(s), if applicable.

The City will provide a template or previously recorded deed to serve as a basis for deed preparation. It is assumed that the template or previously recorded deed will include legal language that the City Attorney's Office and/or Clerk's Office of Petersburg has reviewed.

Once the conveyance instrument, whether by deed or certificate of take, has been recorded, KDR will no longer have any responsibilities regarding management of the acquired property.

If an offer is refused, KDR will file such parcel as a refusal and any further action, including the provision of additional appraisals and any condemnation consultation and/or testimony, shall be handled as additional services.

Kimley-Horn will perform the following tasks:

- Coordinate with KDR regarding right-of-way acquisition services for up to six (6) parcels
- Perform up to three (3) site visits with KDR to discuss and answer right-of-way design-related questions at the impacted parcels
- Prepare up to three (3) design revisions related to proposed right-of-way and/or easements at the impact parcels resulting from coordination with KDR
- Coordinate with the City and VDOT regarding right-of-way design revisions and finalize design plans based on one round of consolidated and reconciled City and VDOT comments
- Update the engineer's opinion of probable cost with updated right-of-way phase offers, negotiations, and damages

Task 3 Deliverables

- Right-of-way acquisition services as described above for up to six (6) parcels

ADDITIONAL SERVICES NOT INCLUDED

Any services not specifically provided for in the above Scope of Services, as well as any changes in the scope as requested by the City, will be considered Additional Services. No Additional Services will be performed without written authorization by the City, and compensation for Additional Services will be agreed to prior to their performance. Additional Services Kimley-Horn can provide, but are not limited to, the following:

- a. Additional right-of-way acquisition services beyond that described above
- b. Additional design services beyond that described above
- c. Support of condemnation
- d. Relocation services
- e. Appraisals
- f. Independent appraisal review

SCHEDULE

Kimley-Horn will perform the services described in Tasks 1-3 above on a mutually agreed upon schedule.

FEE

Kimley-Horn will perform the services described in Tasks 1-3 above for a lump sum fee as follows:

Task 1 – Project Management	\$ 3,541
Task 2 – Right-of-Way Plats	\$ 4,214
Task 3 – Right-of-Way Acquisition Services	\$ 15,445
Direct Expenses	
Kimley-Horn and Associates, Inc.	\$ 700
H&B Surveying and Mapping, Inc.	\$ 3,700
KDR Real Estate Services	\$ 56,505
Total Fee	\$ 84,105

INVOICING

Kimley-Horn will submit invoices monthly. Each monthly invoice will reflect the percent completion of Tasks 1-3 above. Direct expenses will be prorated to each task and billed according to the percent completion of the specific task. Each monthly invoice will be accompanied by a brief project status report, summarizing progress to date and providing background information for that invoice. Payment will be due within 30 days of the date of the invoice. Kimley-Horn reserves the right to stop all work if payment is not received within thirty (30) days.

APPROVED: _____ **DATE** _____

KIMLEY-HORN AND ASSOCIATES, INC.
CHANGE ORDER 1 - RIGHT-OF-WAY PHASE SERVICES FOR TASK 1 - SOUTH CRATER ROAD TRAFFIC SIGNAL IMPROVEMENTS
ON-CALL ENGINEERING SERVICES – TRAFFIC AND TRANSPORTATION
CONTRACT #18-0028 GROUP 6 (1)

LABOR		SENIOR PROFESSIONAL II	SENIOR PROFESSIONAL I	PROFESSIONAL II	PROFESSIONAL I	ANALYST	SUPPORT STAFF	TOTAL HOURS	TOTAL DOLLARS
		\$225.00	\$185.00	\$168.00	\$132.12	\$108.16	\$81.07		
TASK 1 - PROJECT MANAGEMENT									
1.1	Project Management	4		8			16	28	\$3,541
SUBTOTAL TASK 1		4	0	8	0	0	16	28	\$3,541
TASK 2 - RIGHT-OF-WAY PLATS									
2.1	Survey Plats	4		12		12		28	\$4,214
SUBTOTAL TASK 2		4	0	12	0	12	0	28	\$4,214
TASK 3 - RIGHT-OF-WAY ACQUISITION SERVICES									
3.1	Right-of-Way Acquisition Services	20		60		8		88	\$15,445
SUBTOTAL TASK 3		20	0	60	0	8	0	88	\$15,445
SUBTOTAL LABOR		28	0	80	0	20	16	144	\$23,200
EXPENSES									TOTAL DOLLARS
Bond Plots		200	\$3.50	Per Plat					\$700
TASK 2 - RIGHT-OF-WAY PLATS									
H&B Surveying & Mapping, LLC		1	Subconsultant Fee	\$3,700.00					\$3,700
SUBTOTAL TASK 2									\$3,700
TASK 3 - RIGHT-OF-WAY ACQUISITION SERVICES									
KDR Real Estate Services		1	Subconsultant Fee	\$56,505.00					\$56,505
SUBTOTAL TASK 3									\$56,505
SUBTOTAL EXPENSES									\$60,905
TOTAL LABOR AND EXPENSES									\$84,105

* Categories and Rates per Executed On-Call Engineering Services - Group 6 (1) Traffic and Transportation Engineering Services dated June 3, 2019 and Amendment No. 1 dated June 9, 2020



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Reginald Tabor

RE: **Consideration of an appropriation for a grant from the Historic African American Cemetery and Graves Grant in the amount of \$1,865.00. (2nd Reading)**

PURPOSE: To maintain the graves at the city's People's Memorial Cemetery located in the City of Petersburg.

REASON: These funds are managed by the Department of Historic Resources which allocates funding to qualified owners and managers of African American cemeteries throughout the commonwealth.

RECOMMENDATION: Recommend to approve and appropriate the \$1,865.00 grant that was awarded to the City to maintain the graves at the People's Memorial Cemetery.

BACKGROUND: At the beginning of each state fiscal year on July 1, Department of Historical Resources (DHR) announces the availability of funds for the care and maintenance of historical African American cemeteries and graves, defined by Virginia Code ([§ 10.1-2211.2](#)) as “a cemetery that was established prior to January 1, 1900, for the interment of African Americans.

COST TO CITY: \$1,865.00

BUDGETED ITEM: N/A

REVENUE TO CITY: \$1,865.00

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Planning & Development Services

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Historical African American Cemetery & Graves Grant Ordinance
2. Department of Historic Resources Award Letter

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATION
FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020 & ENDING ON JUNE 30,
2021 IN THE GRANTS FUND**

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

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

Revenue:

Previously Appropriated	\$ 0.00
Historic African American Cemetery /Graves Account Code 003-2-024040-0-0-204	<u>\$1,865.00</u>
Total Revenue	\$1,865.00

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

Expenditures:

Previously Appropriated	\$ 0.00
Historic African American Cemetery /Graves Account Code 4-200-040000-3190-0-101	<u>\$1,865.00</u>
Total Expenditures	\$1,865.00



COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Matt Strickler
Secretary of Natural Resources

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

December 9, 2020

Ms. Kate Sangregorio,
Preservation Planner
City of Petersburg
135 North Union Street,
Petersburg, VA 23803

Dear Ms. Sangregorio,

Congratulations! I am pleased to announce that the City of Petersburg has been awarded a grant of \$1.865 from the Historic African American Cemetery and Graves Fund to be used for maintenance of the graves at the city's People's Memorial Cemetery. The Fund is managed by the Department of Historic Resources, which allocates funding to qualified owners and managers of African American cemeteries throughout the Commonwealth.

If you have any questions concerning this grant or the program itself, please let me know.

Sincerely,
David Edwards

Director, Community Services Division
540-868-7030
david.edwards@dhr.virginia.gov

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Nicole Loving

RE: **Consideration of an appropriation for a grant in the amount of \$80,926.00 for the expansion funding for the Comprehensive Community Corrections Act & Pretrial Services Act. (2nd Reading)**

PURPOSE: To support the Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA) and the Pretrial Services Act (PSA) as discretionary grants to local units of government.

REASON: (CCCA) - To assist the City with providing alternatives to incarceration for persons convicted of certain misdemeanors or non-violent felonies for which sentences would be 12 months or less in a local or regional jail.

(PSA) - To provide information and investigative services to judicial officers (judges and magistrates) to help them decide whether persons charged with certain offenses and awaiting trial need to be held in jail or can be released to their communities subject to supervision.

RECOMMENDATION: Recommend City Council approve the funding from the Virginia Department of Criminal Justice Services for the CCCA & PSA.

BACKGROUND: Local community-based probation agencies were created in 1995 by the Comprehensive Community Corrections Act (CCCA, §9.1-173 COV). They were created to provide an alternative to incarceration for persons convicted of certain misdemeanors or non-violent felonies for which sentences would be 12 months or less in a local or regional jail. Local community-based probation services agencies provide the following services: community service; home incarceration with or without electronic monitoring; electronic monitoring; and substance abuse screening, assessment, testing and treatment.

Pretrial Services were first created in Virginia in 1989, pursuant to authorizing language in the Appropriations Act. In 1995, Pretrial Services Agencies were authorized by statute with the passage of the Pretrial Services Act (PSA, § 19.2-152.2 COV). Pretrial services agencies provide information and investigative services to judicial officers (judges and magistrates) to help them decide whether persons charged with certain offenses and awaiting trial need to be held in jail or can be released to their communities subject to supervision.

COST TO CITY: \$80,926.00

BUDGETED ITEM: N/A

REVENUE TO CITY: \$80,926.00

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Community Corrections

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Community Corrections & Pretrial Services Act Grant Ordinance
2. Community Corrections & Pretrial Services Act Grant Award Letter

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATION
FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020 & ENDING ON JUNE 30,
2021 IN THE GRANTS FUND**

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

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

Revenue:

Previously Appropriated	\$ 0.00
Community Corrections & Pretrial Services Grant	<u>\$80,926.00</u>
Total Revenue	<u>\$80,926.00</u>

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

Expenditures:

Previously Appropriated	\$ 0.00
Community Corrections & Pretrial Services Grant	<u>\$80,926.00</u>
Total Expenditures	<u>\$80,926.00</u>



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 4, 2020

Ms. Aretha R. Ferrell-Benavides
City Manager
City of Petersburg
135 North Union Street
Petersburg, VA 23803-3267

RE: Expansion Funding for Comprehensive Community Corrections Act and Pretrial Services Act

Dear Ms. Ferrell-Benavides:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number of **21-A5033CC21** and was approved for a total award of **\$80,926**. The project period is **01/01/2021** through **06/30/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are no longer included as part of the Grant Award Package. Instead, these documents have been combined and are now referred to as **Conditions and Requirements** and are posted online at: <https://www.dcjs.virginia.gov/grants/grant-requirements>.

In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. At this time, you are required to view these conditions online via the Grants Management Information System (GMIS) at: <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. If you have not previously done so, you must obtain a user name and password set up by your Finance Officer in order to use this web-based system.

Please be advised, we are in the final stages of finalizing the new and improved grants management system to replace GMIS. Beginning early next year, DCJS will transition to OGMS (On-line Grant Management System) to provide our subrecipients with a more comprehensive and user-friendly experience. DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone. Additional resources and training opportunities for the new system will be available soon.

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
 1100 Bank Street, 12th Floor
 Richmond, Virginia 23219

Expansion Funding for Comprehensive Community Corrections Act and Pretrial Services Act
--

Subgrantee: Petersburg DCJS Grant Number: 21-A5033CC21 Grant Start Date: 01/01/2021 Grant End Date: 06/30/2021

Indirect Cost Rate: _____% *If applicable
--

Federal Funds:	\$ 0
State General Funds:	\$80,926
State Special Funds:	\$ 0
Local Match:	<u>\$ 0</u>
Total Budget:	\$80,926

Project Director	Project Administrator	Finance Officer
Ms. Nicole Loving CCCA & PSA Director City of Petersburg 20 East Tabb Street, 3rd Floor Petersburg, VA 23803-4541 (804) 861-4348 nloving@petersburg-va.org	Ms. Aretha R. Ferrell-Benavides City Manager City of Petersburg 135 North Union Street Petersburg, VA 23803-3267 (804) 733-2301 city.manager@petersburg-va.org	Ms. Patrice Elliott Director of Finance City of Petersburg 144 North Sycamore Street Petersburg, VA 23803-3245 (804) 733-2432 pelliott@petersburg-va.org

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Darnetta Tyus

RE: **Consideration of the carrying forward of the FY2019-20 amount \$371,969 for the CDBG-CVI Cares Act to be appropriated for FY2020-21 for the Coronavirus Pandemic due to the City of Petersburg.**

PURPOSE: Appropriate the ending balance of FY 2019-20 in the amount of \$371,969.00 to FY 2020-21.

REASON: To ensure funds are available to be utilized in FY 2020-21.

RECOMMENDATION: Recommend that City Council approve the carry forward amount of \$371,969.00 to FY 2020-21.

BACKGROUND:

The City of Petersburg is a HUD CDBG entitlement jurisdiction. As an entitlement jurisdiction and due to the coronavirus pandemic, the City of Petersburg's CDBG entitlement program has received CDBG CV CARES Act funding totaling \$371,969.00. To receive these funds, the City is required by HUD to amend the PY2019 CDBG Annual Action Plan. These funds will be used to prepare, prevent, and respond to the pandemic in an expedited manner, while meeting CDBG national objectives. Project activities may include the following:

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

COST TO CITY: \$371,969.00

BUDGETED ITEM: No

REVENUE TO CITY: \$371,969.00

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Community Development Block Grant (CDBG)

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. CDBG Carry Forward FY 2020 Balance To FY 2021

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND.**

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

I. That appropriations for the fiscal year commencing July 1, 2020, in the Community Development Block Grant Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

Previously adopted	\$1,592,032.00
ADD:	
3-213-41050-0001 Draw from Fund Balance	<u>371,969.00</u>
Total Revenues	<u>\$1,964,001.00</u>

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

Previously adopted	\$ 1,592,032.00
ADD:	
4-213-81200-3190-0-40 CDBG-CVI	<u>371,969.00</u>
Total Expenses	<u>\$1,964,001.00</u>



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: January 19, 2021

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Mayor Samuel Parham, Nykesha Jackson

RE: **Consideration of a nomination to the Crater Regional Workforce Development Board.**

PURPOSE: The Crater Regional Workforce Development Board received a nomination for Ms. Amanda Habansky.

REASON: The City Clerk Office received information from the Crater Regional Workforce Development Board to approve a nomination to their board.

RECOMMENDATION: Recommend City Council Members approve the nomination of Ms. Amanda Habansky to the Crater Regional Workforce Development Board for a term of July 1, 2020-June 30, 2023.

BACKGROUND: Ms. Amanda Habansky is the Chief Operating Officer with People's Advantage Credit Union in Petersburg, VA.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 1/19/2021

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Board Nomination Form (002)

NOMINATION FORM

1-Name (First, MI, Last) Amanda Habansky		2-LWDA #	3-Date 1/11/2021
4-Street Address 110 Wagner Rd.		13-Nominee Characteristics	
5-City Petersburg	6-County City of Petersburg	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
7-State Virginia	8-ZIP 23805	Race:	
9-Home Phone (include area code) 804-543-8858	10-Work Phone (include area code) 804-748-3081 ext 723	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
11-FAX	12-E-Mail adhabansky@peoplesadvfcu.org	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWDA Name Peoples Advantage Federal Credit Union		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Organization Registered Apprenticeship <input type="checkbox"/>		14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title <u>Chief Operating Officer</u>		17-Private Sector (Business) <input type="checkbox"/>	
Business <u>Peoples Advantage FCU</u>		18-Education <input type="checkbox"/>	
Type of Business <u>Credit Union</u>		19-VEC <input type="checkbox"/>	
		20-Economic Development <input type="checkbox"/>	
		21-VDARS/VDBVI <input type="checkbox"/>	
		22-DSS <input type="checkbox"/>	
		23-Optional/Other <input type="checkbox"/>	
18-Education Representative		Minority-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/> Female-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees <u>36</u>	
Title _____ Institution _____ Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		19-VEC Representative	
20-Economic Development Representative		Title _____	
Title _____		21-VDARS/VDBVI Representative	
24-Nominator		Title _____	
<i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>  Signature _____ Date _____ Patsy Smith, Chief Executive Officer		22-DSS Representative	
Printed/Typed Name & Title of Nominator Peoples Advantage Federal Credit Union Nominator Organization 804-748-3081 ext 701		Title _____	
Phone <u>psmith@peoplesadvfcu.org</u> FAX _____ Email _____		23-Optional/ Other Representative	
		Title _____ Agency _____	
		25-Action by Chief Elected Official	
		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____	
		Signature of Chief Elected Official _____ Date _____	