

City of Petersburg VIRGINIA

Bridging Our Pathway to the Future



FISCAL YEAR 2019-20 PROPOSED BUDGET

Proposed to the Council of
the City of Petersburg
April 2, 2019



THIS PAGE WAS INTENTIONALLY
LEFT BLANK



CITY MANAGER'S BUDGET MESSAGE



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



Honorable Mayor and Members of City Council:

I am pleased to present the City of Petersburg's Proposed Fiscal Year 2019-2020 Annual Operating Budget beginning July 1, 2019 and ending June 30, 2020. Today, once again I present to you a structurally balanced budget with an emphasis on re-building our fund balance while continuing to provide our residents with customer-focused services. The theme selected for this year's Budget is **Bridging Our Pathway to a Brighter Future**. While we remain mindful of the future, we are committed to addressing the City's daily challenges and opportunities.

July 10, 2017 was not only the beginning of my tenure as City Manager, but the beginning of a partnership between our City Council, Staff, Residents, and Business Community. This partnership was necessary to repair our systems, re-establish our relationships and rejuvenate our community by providing them with hope. I am pleased that as I complete my second year serving as City Manager, we can begin to see the significant progress that has occurred in the City of Petersburg. We understand that transformation is not an instant process, but the pace of advancement in Petersburg is steadily revving up.

Although there is certainly still work to be done, we can clearly see the impact of our efforts. For the 2nd year in a row, our projected revenues have exceeded our estimation and expenditures have simultaneously been lower than projected. We have eliminated the remaining previous years' debt and created a positive fund balance for the first time in almost 10 years. The City's bond rating has been upgraded from a S&P historic low 'BB-', in 2014, to an initial 'BB' and as of today, our current rating of 'BB+'. The outlook on our bond rating increased from 'stable' to 'positive.' With continued focus on building our fund balance, we believe that in the future, we will return to the A+ rating of 2012.

Our financial strengthening efforts are moving full steam ahead. We have a highly skilled financial team who are active on all levels of organizing and securing our City's financial future. The momentum toward tapping into all of Petersburg's power is strong. As we round out this fiscal year and look to FY 2019-20, our goals and priorities will continue to build upon our progress in FY 2018-19.

SUMMARY

The annual budget is the most important collaborative responsibility of the City Council, City Manager and City staff. The budget is a plan of revenue and expense activities for the fiscal year. It is intended to provide clear, concise, and coordinated financial programs to achieve City Council's agreed upon policies, goals, and objectives. The City Manager's identified strategic priorities below are aligned accordingly:

- Operations and Administrative Services
- Budget and Fiscal Management
- Economic Development
- Neighborhood Revitalization
- Community Engagement & Neighborhood Support

This budget lays the groundwork toward a fiscally healthy City through controlled and decreased spending, as well as replenishing the fund balance. It will also create a catalyst for economic development to create jobs, retain current businesses, attract new businesses, and encourage investment in our community.

I am very optimistic for the future of the City of Petersburg, however, we must continue to make tough decisions, educate the community, and come together as we move toward fiscal solvency. This is not just my budget, it is more than anything the citizens' budget. The budget is not a "one-person show". It truly is a team effort.

Highlights:

FY 2019-20 Proposed Total Operating Revenue and Expenditures

Fund	Proposed FY2019-20 Revenue	Proposed FY2019-20 Expenditures
General Fund	75,840,994	75,840,994
Grants Fund	753,563	753,563
Streets Fund	5,981,699	5,981,699
CDBG Fund	805,000	805,000
Utilities Fund	14,722,754	14,722,754
Stormwater Fund	1,960,249	1,960,249
Golf Course Fund	1,278,315	1,278,315
Mass Transit Fund	4,972,845	4,972,845
TOTAL	106,315,419	106,315,419

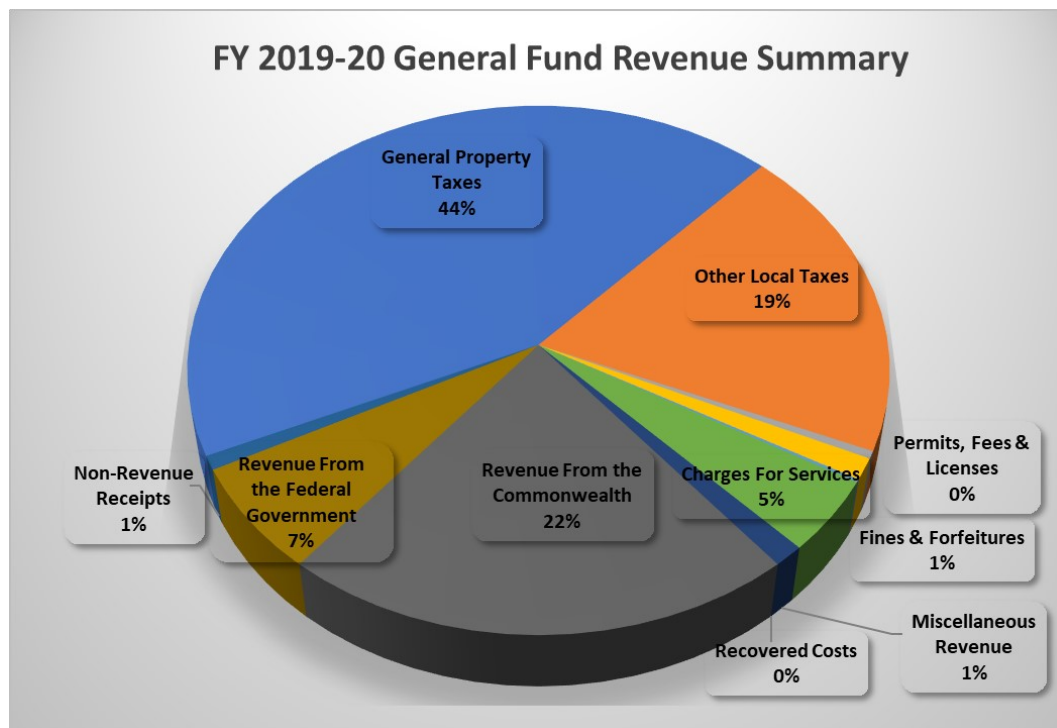
GENERAL FUND REVENUE

The FY 2019-20 Proposed General Fund revenue for the City of Petersburg is **\$75,840,994** which represents a \$2.4 million, or a **3.2%**, increase from the FY 2018-19 Adopted Budget. The Proposed FY 2019-20 General Fund budget is **71%** of the total Proposed Operating Budget.

General fund revenues are derived from general taxes paid by citizens and businesses. The largest sources of revenues to the General Fund are property taxes, representing 44%, followed by state funding at 22% and the third largest source of revenue of the General Fund is the other local tax category at 19%.

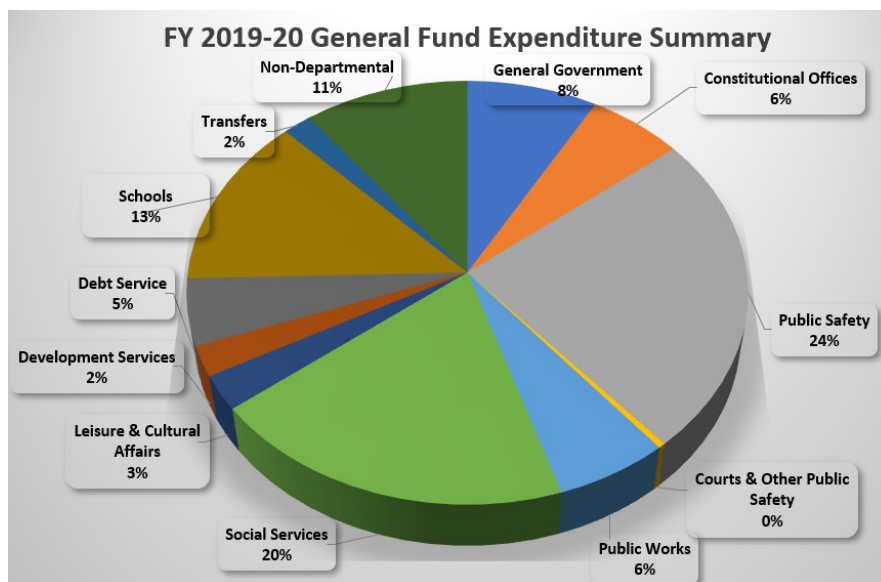
The Proposed FY 2019-20 Budget is balanced and has been prepared based on conservative revenue estimates for property and sales taxes.

- **Property Tax:** Property taxes are the largest revenue source, accounting for 46% of total General Fund revenue. The FY 2019-20 tax rate for the City is \$1.35 per hundred dollars valuation.
- **Sales and Use Tax:** This is a cyclical tax category and difficult to predict due to its historical volatility. The overall health of the national economy tends to be a driver of this source. Staff has projected a slight increase of \$136,940 to the overall level of sales tax from the FY 2018-19 Adopted amount.
- **Permit Fees:** Building permit fees will remain constant due to slow growth or no growth in businesses coming to the city which would result in total permit revenue remaining the same at \$341,911.
- **Service Fees:** Sanitation revenue will show an increase of \$284,381 from the Adopted amount in FY 2018-19.
- **Court Fines and Forfeitures:** These fees increased by \$89,500 to reflect an increased volume in traffic violations and an increased collection from the red-light camera fines.



GENERAL FUND EXPENDITURES

Total Proposed FY 2019-20 General Fund Expenditures are **\$75,840,994** which reflects a **3.2%** increase from the Adopted FY 2018-19 Budget. The FY 2019-20 Expenditures include the City's annual \$1 Million commitment toward its fund balance, as well as funding to offset the additional health care cost to our employees via a continued supplement. All Departments, except Constitutional Offices and grant funded agencies, were required to reduce their full-year projected overall budget by 4%. As 75% of government expenditures are associated with personnel, the bulk of the departmental reductions were personnel related to include the elimination of positions, or the delayed hiring of staff and the subsequent benefits associated with their reduction. These reductions, along with decreases associated with health care costs, became the basis for fulfilling our objectives of a structurally sound budget.



SPECIAL REVENUE FUNDS

Grants Fund

The Grants Fund was created in FY 2017-18 to centralize the grants received from local, state, and federal sources. The City's major grant programs are: Victim Witness, Community Corrections and the CapUp. For other grants, in FY 2017-18, City Council adopted a grant policy that requires departments to present grants to Council for their approval prior to acceptance. Consultation with Budget and Finance is also required to ensure any required local match is sustainable. This policy is meant to deter departments from accepting grant funds which may incur an unsustainable financial obligation.

This Proposed Budget includes only the programs that are consistently funded by the Commonwealth and the Federal Government. The remaining grant programs will be taken before Council for appropriation once the award letters have been received. The Grants Fund amount in this Adopted Operating Budget is \$753,563, which is a slight increase from the FY 2018-19 Adopted Budget amount of \$742,950.

Streets Fund

The Streets Fund was created in FY 2017-18 to isolate the Virginia Department of Transportation Urban Allocation funds. VDOT allocates funds to municipalities based on a set rate for every lane mile within their jurisdictions. Funds are dispersed quarterly and can only be used for VDOT authorized activities such as street repairs and maintenance, snow and ice control, structure maintenance and specified equipment and material for these functions. Currently VDOT only reimburses the City for the personnel costs associated with the Streets Operations Division. The remaining non-personnel costs are paid for directly by VDOT using a “set aside.” This set aside is a temporary protocol until the end of FY 2019-20. The Proposed FY 2019-20 Operating Budget is showing the Streets Fund to account for \$5,981,699 of revenue and expenditures. This is a slight increase of \$147,462 from the Adopted FY 2018-19 Budget.

CDBG Fund

The Community Development Block Grant (CDBG) Fund is a federal program that provides annual grants on a formula basis to entitled cities and counties. This grant is used to develop viable urban communities through improving housing environments and expanding economic opportunities. IT is also intended for low and moderate -income persons. The CDBG has specific purposes for which municipalities are authorized to expend, for example, the acquisition of land, relocation and demolition, rehabilitation of residential and non-residential structures and activities related to energy conservation and renewable energy resources. In Petersburg, the specific projects are brought before the City Council for approval once the funding has been identified. In this Adopted operating budget, the CDBG Fund is expected to expense \$805,000. This amount accounts for new program funding as well as for projects that were started in previous fiscal years. Typically, municipalities should complete these projects within two years or sooner to ensure they will receive additional funding. This amount is a 15% decrease from the FY 2018-19 Adopted Budget.

Stormwater Fund

The Stormwater Fund is used for the management of the stormwater infrastructure. Revenue is received from each parcel containing impervious surfaces included in utility bills. Unmanaged stormwater can cause erosion and flooding. It also can carry excess nutrients, sediment and other contaminants into rivers and streams. Properly managed stormwater can recharge groundwater and protect land and streams from erosion, flooding and pollutants. The Stormwater Fund has a Proposed Budget of \$1,960,249 for revenues and expenditures. This Budget includes a draw from the Stormwater fund balance in the amount of \$500,000 to go towards projects that the City Council has prioritized and requested. The Stormwater Proposed Budget is a 34% increase from the FY 2018-19 Adopted Budget amount of \$1,460,249.

Mass Transit

The Mass Transit Fund is where the City’s regional transit operations are located. Mass Transit receives revenue from the Commonwealth, the Federal Transit Administration and the City of Petersburg, and revenue generated through operations. Mass Transit provides services to the citizens of Petersburg and other localities including Richmond and Hopewell. The highest percentage of the funding for the operations comes from the Federal Government. In the FY 2019-20 Proposed Budget, the City of Petersburg is allocating \$990,627 as a local match for the grant funding that Mass Transit receives from State and Federal funding. Mass Transit’s Proposed Budget decreased by 4.9% from the FY 2018-19 Adopted Budget. The staff in Transit and the Budget Office have been working diligently to ensure that the City has a firm understanding of the intricacies of Transit’s funding sources.

ENTERPRISE FUNDS

Dogwood Trace Golf Course Fund

This enterprise fund is Petersburg's municipal golf course. All revenues and expenditures are a result of activities related to the golf course operations. The revenues also include a transfer from the General Fund in the amount of \$327,327 which covers the cost of the debt service and the increased health insurance cost. In previous fiscal years, and prior to the FY2017-18 Budget Amendment, the debt service was not charged to this fund. When the restructuring of the debt was completed earlier in FY 2017-18, the debt was moved to reflect the correct placement in the Golf Course Fund. The operations of the golf course generate \$1,278,315 in revenue and account for \$1,278,315 in expenditures. During FY 2018-19, Dogwood Trace took over the operations of the café which is reflected in 24% increase from the FY 2018-19 Adopted Budget.

Utility Fund

The Utility Fund accounts for revenues and expenditures associated with the operating system, utility debt services and utility capital projects. Revenues to support the Utility Fund are derived from users' fees billed to commercial, industrial and residential customers in the City. The FY 2017-18 Adopted Budget created a new department separate from the Department of Public Works. During the fiscal year, it was determined that by creating the new department there was an increase in staffing and redundant positions within the City. The FY 2018-19 Adopted Budget moved Utilities back into Public Works. By merging the functions under the same umbrella of authority, it allowed for flexibility in hiring and took away the personnel redundancies. The two divisions in the Utility Fund are Water Operations and Waste Water Operations. Collectively, these divisions manage the maintenance and repairs of all water lines in the City, as well as all the waste water infrastructure. This Proposed Budget accounts for the 12.2% rate increase that was recommended by the Utility Rate Study conducted in late 2018 and finalized in early 2019. The Proposed Budget accounts for a 9.02% increase from the FY 2018-19 Adopted Budget. The total proposed revenue and expenditures for the Utility Fund are \$14,722,754.

CONCLUSION

As the City of Petersburg navigates through its prolonged economic restructuring, we are striving to maintain the momentum that has been gained and truly begin **"Bridging Our Pathway to a Brighter Future."** It is prudent that we continue to take a balanced approach and plan strategically to allow for reestablishing and constantly reassessing the fiscal blueprint for the City of Petersburg. We will continue to provide the highest level of customer service and transparency desired and deserved by our citizens.

I would like to acknowledge the tireless work of our Budget team, the City Council, and City staff for their partnership, collaboration, patience, and time that has allowed us to effectively prepare the FY 2019-20 Proposed Budget. We will continue to pave the way forward as we face the challenges that will surely confront us as we progress as a community.

Sincerely,

Aretha R. Ferrell-Benavides

Aretha R. Ferrell-Benavides

City Manager



TABLE OF CONTENTS

	Page
Petersburg Virginia Community Profile	5
Elected Officials	11
Department Heads	12
City of Petersburg Functional Organizational Chart	13
Budget Development Process	14
Budget Calendar	16
Personnel Summary	18
All Funds Summary	31
GENERAL FUND	32
Summary Table	33
Revenue Breakdown	36
SPECIAL REVENUE FUNDS	48
GRANTS FUND	49
Revenue and Expenditures Summary	
STREETS FUND	51
Revenue and Expenditures Summary	
CDBG FUND	52
Revenue and Expenditures Summary	
STORMWATER FUND	53
Revenue and Expenditures Summary	
MASS TRANSIT FUND	54
Revenue and Expenditures Summary	
ENTERPRISE FUNDS	55
UTILITIES FUND	56
Revenue and Expenditures Summary	
DOGWOOD TRACE GOLF COURSE FUND	57
Revenue and Expenditures Summary	
PROGRAM BUDGETS	59
GENERAL GOVERNMENT	60
City Council	61
City Manager	62
City Attorney	63
City Assessor	64
Human Resources	65
Finance	66
Billing & Collections	67
Risk Management	68
Central Store Room	68
Budget & Procurement	69
Information Technology	70

TABLE OF CONTENTS (Continued)

	Page
CONSTITUTIONAL OFFICERS	72
Commissioner of Revenue	73
Treasurer	74
Registrar	75
Clerk of Circuit Court	76
Commonwealth Attorney	77
Sheriff's Office	78
PUBLIC SAFETY	81
Police	82
911 Emergency Communications	84
Animal Control	85
Fire Rescue & Emergency Services	86
Community Corrections	88
Virginia Community Crime Control Act	89
COURTS & OTHER PUBLIC SERVICES	91
Circuit Court Judges & Administration	92
General District Court	93
Magistrate	93
11th District Court Services Unit	94
Juvenile & Domestic Relations District Court	94
Victim Witness	95
PUBLIC WORKS & UTILITIES	97
Public Utilities Revenue	98
Public Works Administration	100
Facilities, Cemeteries & Grounds	101
Grounds	103
Refuse Collection	103
Stormwater Operations	104
Water Operations	105
Wastewater Operations	118
Street Operations	110
SOCIAL SERVICES	113
Social Services	114
Juvenile and Children's Outreach Comprehensive Services Act	116
LEISURE & COMMUNITY ENGAGEMENT	118
Recreation & Community Engagement	119
Library	120
Tourism & Special Events	122
Cemeteries Administration	122
Dogwood Trace Golf Course	123
Mass Transit	125

TABLE OF CONTENTS (Continued)

	Page
DEVELOPMENT SERVICES	135
Planning	136
Economic Development	137
Code & Inspection	138
Museums & Visitor Services	139
Freedom Support Center	139
DEBT SERVICE	141
SCHOOL OPERATIONS	141
TRANSFERS	141
NON-DEPARTMENTAL	141
APPENDICES	144
Appendix A: Council Process for Council Changes to City Manager's Adopted Budget	145
Appendix B: Financial Policies	146
Appendix C: Standard Operating Procedures for Grant Processing	152
Appendix D: Health Care Coverage	154

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



COMMUNITY PROFILE

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

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



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

True to its history, Petersburg is rife with opportunity and an innovative, industrial spirit. The heart of Petersburg lies in an appreciation and celebration of its rich history while continually pushing into the future.



HISTORY

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



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

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

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

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

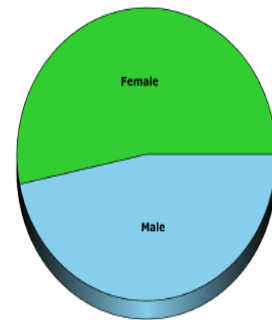
PETERSBURG, VIRGINIA HISTORY

DEMOGRAPHICS

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

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

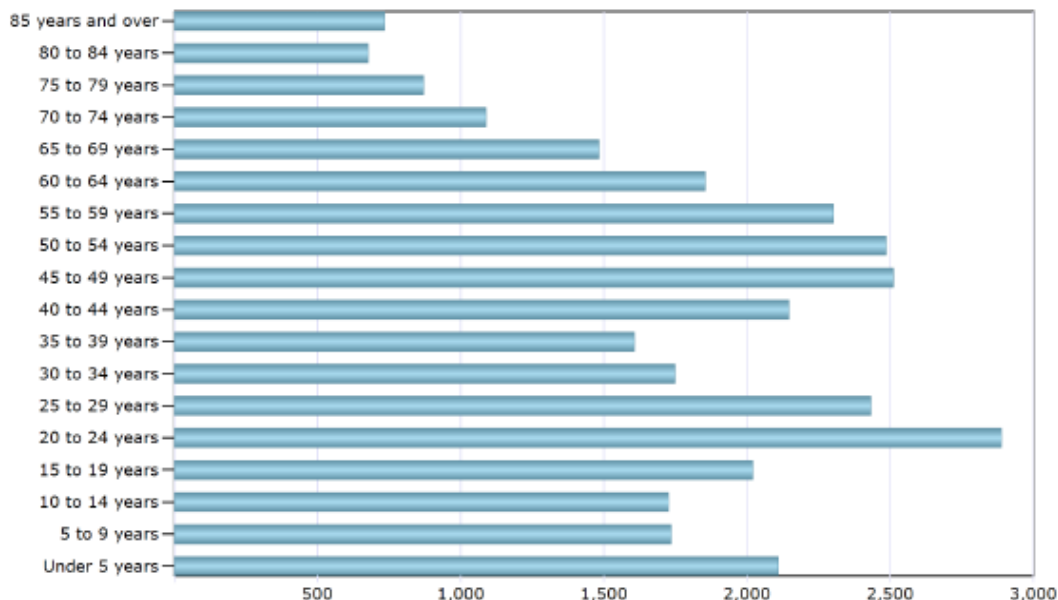
Population by Gender



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

Source: 2010 Census.

Population by Age

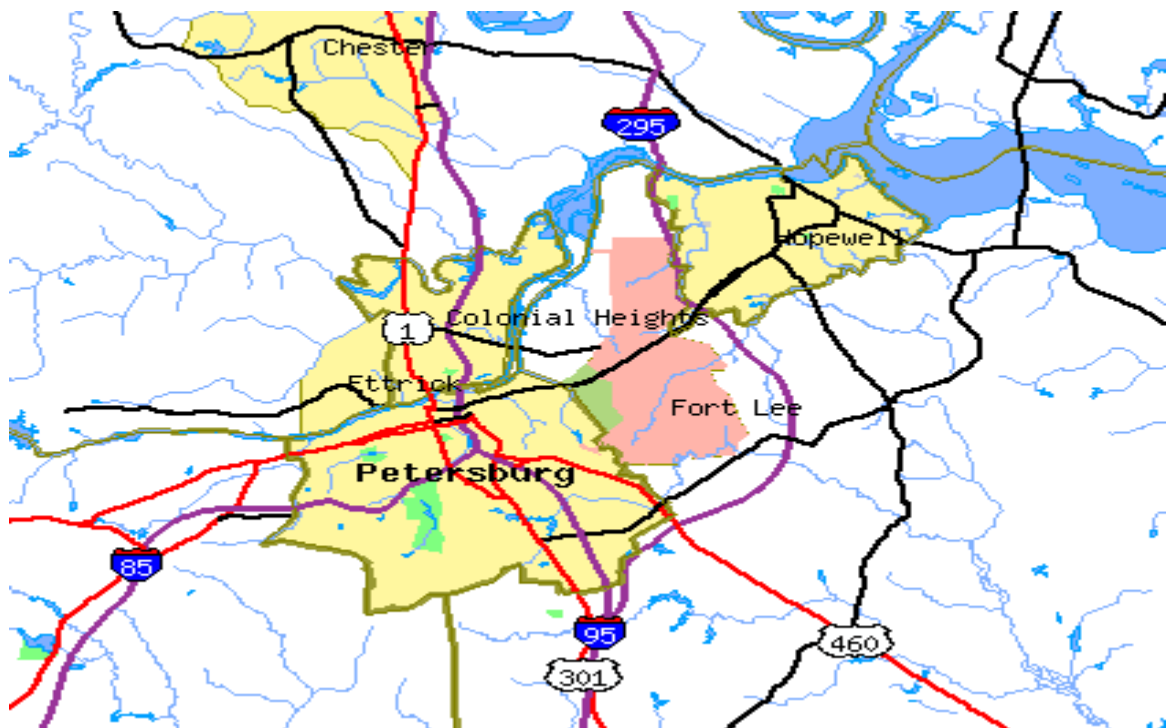


Source: 2010 Census.

GEOGRAPHY

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

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



TRANSPORTATION

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



COMMERCE

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



Rank	Employer	Industry	Employees	% of Total City Employment
1	Southside Regional Medical Center	Healthcare	1000 +	7.19%
2	Amsted Rail Company, Inc.	Roller Bearings	250-499	2.52%
3	Horizon Mental Health Management, Inc.	Healthcare	250-499	2.52%
4	Wal-Mart	Retail	250-499	2.52%
5	Quality Plus Service	Engineering/Construction	250-499	2.52%
6	Beverly Home Care	Healthcare	100-249	1.08
7	Virginia Linen	Linen processing	100-249	1.08%
8	Rehabilitation Hospital, Inc	Medical services	100-249	1.08%
9	District 19 Mental Health and Retardation Services	Medical services	100-249	1.08%
10	McDonald's	Food Services	100-249	1.32%
Source: City of Petersburg, VA 2017 CAFR				

ELECTED OFFICIALS

Petersburg is an independent City, or a City that is not in the territory of any county, and utilizes the council-manager form of government. The Council has seven members, each representing a ward (or geographic portion of the City). Council members must reside in their wards. Members serve staggered four year terms with elections being held in even numbered years. The mayor is selected from among the council members. Of the seven council members, one has served as mayor in the past and one is currently serving as mayor. Two council members were elected in the fall of 2016, three are in their fourth year, and two members have served for over six years.



Mayor
Samuel Parham
Ward 3

Vice Mayor
John A. Hart, Sr.
Ward 7

Councilmember
Treska Wilson-Smith
Ward 1

Councilmember
Darrin Hill
Ward 2

Councilmember
Charlie Cuthbert
Ward 4

Councilmember
W. Howard Myers
Ward 5

Councilmember
Annette Smith-Lee
Ward 6

DEPARTMENT HEADS

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

Aretha R. Ferrell-Benavides
City Manager

Anthony Williams
City Attorney

Brian Gordineer
City Assessor

Nykesha Jackson
City Clerk

Darnetta K. Tyus
Deputy City Manager
Community Affairs

Lionel D. Lyons
Deputy City Manager
Development

Kenneth Miller
Managing Director
Public Safety

Michael C. Rogers
Chief Operating Officer

Robert A. Floyd
Director
Budget & Procurement

Patrice Elliott
Director
Finance

Margo Hardy
Program Manager
PJCCCP

Charles Koonce
Director
Mass Transit

Michelle Peters
Director
Planning & Development Services

Tami Yerby
Director
Recreation & Community
Engagement

Jamie Fagan
General Manager/PGA Golf Pro

Wayne Crocker
Director
Library Services

Norris Stevenson
Director
Social Services

Nicole Loving
Director
Community Corrections

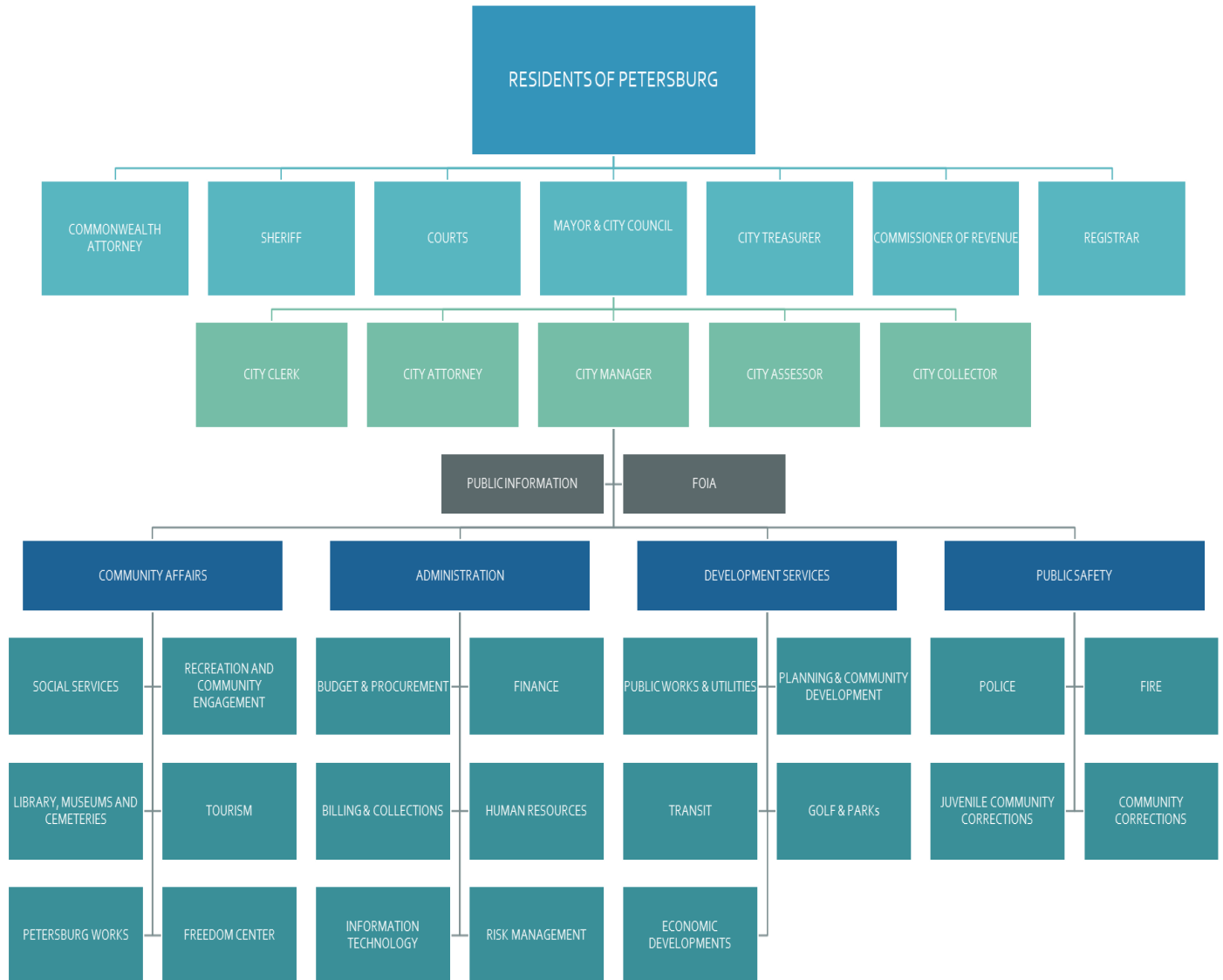
Jay Baxter
Manager
Billing & Collections

Gerrit VanVoorhees
Director,
Information Technology

Kim Robinson
Director
Human Resources

Tangela Innis
Director
Public Works
& Utilities

FUNCTIONAL ORGANIZATIONAL CHART



BUDGET DEVELOPMENT

The City of Petersburg's method for creating this FY 2019-20 Proposed Budget started in July as the new fiscal year began. The Budget & Procurement Office monitored and analyzed departmental budgets each month and monthly financial reports were presented to the City Council in an effort to express where each department's spending was at each month. The City Manager identified budget priorities and outlined challenging areas for the departments and the City of Petersburg as a whole. There were budget trainings and review sessions scheduled and an appointed team conducted trainings and work sessions with all departments to assist them in developing their budgets. The financial and debt-related policies passed in a motion by City Council on September 2, 2014 also served as guidance for the development of the FY 2019 budget (See the City's Financial Policies Section).

Revenue Projection

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

Proposed Budget Analysis/Compilation

Once the revenue figures were provided, the Director of Budget & Procurement worked closely with the City Manager to determine how the available funds would be allocated. Unfortunately, as the expenditures were being calculated the City received notification that there would be several significant increases in FY 2019-20. The City's health insurance provider informed us that there would be a rate increase across the board for health coverage starting in July 2019. The increase resulted in an increase of approximately \$420,000 to the budget. Other significant increases were:

- Riverside Regional Jail Authority increased by \$925,000
- Social Services' employee costs increased by \$966,000, but with the State's reimbursement of 85% the City only saw an increase of \$145,000
- CSA received an increase of \$620,000
-

Upon hearing of these major increases, the City Manager requested that all departments develop a plan to reduce their budgets by up to 4%. The City Manager, the Executive team, the Director of Budget & Procurement, and the Finance Director then met with every department head and worked through decreasing their budgets to balance the Proposed Budget.

Adopted Budget Development

The City Manager and the Budget Team shall prepare and submit to the City Council the Adopted Operating Budget covering the next fiscal year. The City Manager's Adopted Budget should assume, for each fund, operating revenue and resources that are equal to, or exceed, operating expenditures. The City Manager's Budget Message provides a breakdown of the departments' individual budgets and the significant revisions that were implemented. It also summarizes the overall funding requirements, major changes in all programs and alternatives for funding within the City.

City Council Budget Study

A budget retreat or work session is held with the City Council to review and discuss the Proposed Budget. Members of the public will be invited to attend and observe these work sessions. City Council will hear public input on the FY 2019-20 Proposed Budget at the first of two public hearings and additional study of the Proposed Budget may follow at subsequent work sessions up until budget adoption. In addition to the budget retreat, there will be individual Ward Budget Meetings to allow members of the community to come hear the discussions and directly ask questions as they arise.

Public Hearing/Budget Adoption

Public hearings on the Proposed Budget are held in June prior to the final budget consideration. At the public hearing on June 5th, input from the public is heard, reviewed and considered by City Council and the City Manager. City Council will discuss those changes at its regularly scheduled June 11th Council meeting. The FY 2019-20 Proposed Budget is voted on and subsequently adopted by City Council at the regularly scheduled Council Meeting on June 11, 2019.

BUDGET CALENDAR

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

The FY 2019-20 Budget is scheduled for adoption on May 7th at a regular scheduled City Council Meeting.

The calendar below illustrates the schedule for reviewing, discussing and adopting the FY 2019-20 budget.

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1st Budget Forecast & Priority Overview

25th Joint School & Council Meeting: Proposed School Budget Presentation

28th Council Budget Work Session

2nd Present City Manager's Adopted Budget

11th Council Budget Workshop

13th Community Budget Workshop

16th Council Meeting

1st Reading of the Budget

Public Hearing on the Budget

26th Council Submits Recommended Changes to City

30th Changes due back to Council

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2nd Council Changes presented back to Council

7th Council Meeting

2nd Reading of Budget

Public Hearing on Budget

Approval of Budget

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

30th End of Fiscal Year

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st Beginning of New Fiscal Year

BUDGET CALENDAR

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
City Council				
City Clerk	1	1	1	1
Total City Council	1	1	1	1
City Manager				
City Manager	1	1	1	1
Deputy City Manager	0	2	0	0
Executive Assistant	1	1	1	1
Public Affairs Coordinator	0	1	1	1
Assistant to the City Manager/FOIA Officer	0	1	0	1
Total City Manager	2	6	3	4
City Attorney				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Legal Administrative Assistant	1	1	1	1
Total City Attorney	3	3	3	3
Human Resources				
Human Resources Director	1	1	1	1
Human Resources Administrator	1	2	1	1
Human Resources Technician	1	0	0	0
Fiscal Manager	1	1	0	0
Human Resources Specialist	0	1	2	2
Total Human Resources	4	5	4	4
Assessor				
City Assessor	1	1	1	1
Appraiser	1	0	2	2
Real Estate Data Analyst	1	0	1	1
Real Estate Assessment Clerk	1	1	1	1
Administrative Officer	0	1	0	0
GIS Analyst	0	0	0	1
Total Assessor	4	3	5	6
Finance				
Chief Operating Officer	1	1	1	1
Director of Finance	0	0	1	1
Assistant Director of Finance	1	1	0	0
Accountant	1	0	0	0
Grants Accountant	1	0	0	0
Account Clerk III	1	1	1	1
Account Clerk II	1	0	0	0
Accountant III	0	2	2	2
Budget Analyst	0	1	0	0
Deputy CFO	0	1	0	0
Payroll Coordinator	0	0	1	1
Administrative Assistant	0	1	1	0
Administrative Manager	0	0	0	1
Total Finance	6	8	7	7

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Billing & Collections				
Billing & Collections Manager	0	1	1	1
Customer Service Supervisor	0	1	1	1
Customer Service Representative	0	4	4	8
Total Billing & Collections	0	6	6	10
Budget & Procurement				
Director of Budget & Procurement	0	1	1	1
Assistant Director	0	0	0	1
Budget Analyst	0	0	2	1
Operations Manager/Purchasing Agent	1	0	0	0
Purchasing Specialist	1	1	1	1
Assistant Purchasing Agent	1	1	1	1
Total Budget & Procurement	3	3	5	5
Risk Management				
Risk Control Coordinator	0	0	1	1
Total Risk Management	0	0	1	1
Information Technology				
Information Technology Director	0	1	1	1
Information Systems Manager	1	0	0	0
Computer Systems & Network Manager	1	1	1	1
Network Support Specialist	1	0	0	0
Data Analyst	0	0	1	1
Network Engineer	0	1	1	1
Help Desk Specialist	1	1	1	1
Total Information Technology	4	4	5	5
Commissioner of Revenue				
Commissioner of Revenue	1	1	1	1
Chief Deputy Commissioner of Revenue	1	1	1	1
Business License Inspector	1	1	1	1
General Clerk	1	1	0	0
Deputy Clerk IV	0	0	0	1
Deputy Clerk III	2	2	3	1
Deputy Clerk I	0	0	0	1
Total Commissioner of Revenue	6	6	6	6
City Treasurer				
Treasurer	1	1	1	1
Deputy Clerk II	5	1	1	1
Administrative Assistant I	1	1	1	1
Total City Treasurer	7	3	3	3
Registrar				
Registrar	1	1	1	1
Assistant Registrar	2	2	2	2
Total Registrar	3	3	3	3

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Clerk of Circuit Court				
Clerk of Circuit Court	1	1	1	1
Assistant Chief Deputy	1	1	1	1
Deputy Clerk II	1	1	1	2
Deputy Clerk I	6	7	7	6
Jury Management	1	0	0	0
Liaison Officer	0	1	1	1
Total Clerk of Circuit Court	10	11	11	11
Commonwealth Attorney				
Commonwealth Attorney	1	1	1	1
Attorney II	2	2	2	3
Attorney III	3	3	3	3
Attorney IV	1	1	1	1
Administrative Assistant II	1	3	3	2
Administrative Assistant I	0	0	0	1
Secretary II	1	1	1	1
Secretary I	2	0	0	0
Paralegal	1	1	1	1
Total Commonwealth Attorney	12	12	12	13
Sheriff's Office				
Sheriff	1	1	1	1
Lt. Colonel	0	0	0	1
Major	0	0	0	2
Captain	4	4	4	1
Lieutenant	1	0	0	0
Sergeant	4	5	5	4
Corporal	0	1	1	7
Deputy Sheriff	12	9	9	5
Administrative Assistant II	1	2	2	2
Courthouse Camera Monitor	0	1	0	0
Total Sheriff's Office	23	23	22	23
Police				
Chief	1	1	1	1
Deputy Chief	0	1	1	1
Captain	2	3	3	3
Lieutenant	3	6	6	6
Sergeant	9	12	12	12
Police Officer (8 Unfunded for FY2019-20)	90	97	88	80
Secretary III	1	1	1	1
Office Assistant	1	0	0	0
Surveillance Officer	1	0	0	0
Data Entry Operator	0	2	2	2
Police Information Analyst	2	0	0	0
Fiscal Coordinator	0	1	1	1
Police Records Supervisor	0	1	1	1
Public Safety IT Manager	0	0	1	1
Total Police (3 Unfunded for FY2019-20)	110	125	117	109

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
911 Emergency Communications				
Telecommunications Coordinator	1	1	1	1
Telecommunicator II	3	5	5	5
Telecommunicator I (2 Unfunded)	16	12	12	12
Telecommunicator/Receptionist	2	2	2	2
Total 911 Emergency Communications	22	20	20	20
Animal Control				
Animal Warden	1	1	1	1
Animal Control Officer	4	3	3	3
Total Animal Control	5	4	4	4
Fire/EMS				
Fire Chief (1 Unfunded)	1	1	1	0
Deputy Chief	1	1	0	1
Division Chief	3	3	4	3
Battalion Chief	3	3	3	3
Captain	17	14	15	15
Sergeant	18	18	18	18
Firefighter	25	33	33	33
Fire Apparatus Mechanic	1	1	0	0
Administrative Assistant II	1	1	1	1
Fire Marshall	1	1	1	1
Deputy Fire Marshall	1	1	1	1
Assistant Fire Marshall	1	2	1	1
Account Clerk II	1	1	1	1
Total Fire/EMS	74	80	79	78
Circuit Court Judges & Administration				
Court Administrator	0	1	1	1
Total Circuit Court Judges & Administration	0	1	1	1
Public Works Administration				
Deputy City Manager	0	0	1	1
Director of Public Works	1	1	1	1
Assistant Director of Public Works/Engineer	1	1	1	0
Right of Ways Permits Manager	1	1	1	0
Account Clerk II	0	1	1	0
Fleet Specialist	1	1	1	0
CIP Manager	1	1	1	1
Administrative Assistant II	0	1	2	2
Operations Manager	0	0	1	1
Administrative Services Manager	0	0	1	1
Administrative Assistant I	1	1	0	0
Total Public Works Administration	6	8	11	7

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Facilities, Cemeteries & Grounds Management				
General Manager	1	1	1	1
Assistant General Manager	0	1	1	1
HVAC Technician Supervisor	1	1	1	1
General Supervisor II	1	1	1	1
Administrative Assistant	1	1	2	2
HVAC Mechanic	1	1	1	1
Facility Maintenance Specialist	0	5	5	6
Construction Worker	5	4	4	4
General Supervisor I	1	1	1	1
Crew Supervisor II	5	5	1	1
Crew Leader	0	1	5	5
Motor Equipment Operator II	0	0	1	1
Maintenance Worker I	0	0	1	2
Total Facilities, Cemeteries & Grounds Management	13	22	25	27
Social Services				
Director	1	1	1	1
Deputy Director (1 Unfunded for FY2019-20)	0	0	0	0
Family Services Manager	1	1	1	1
Family Services Supervisor	5	5	5	5
Family Services Spec	17	25	20	24
Social Worker	6	0	0	0
Office Associate (1 Unfunded for FY2019-20)	10	11	11	6
Benefits Program Manager	1	1	1	1
Benefits Program Supervisor	6	6	6	6
Benefit Programs Specialist	30	33	33	30
Human Resources Specialist	0	0	0	2
Administrative Policy Analyst	0	0	0	1
Program Coordinator	1	1	1	1
Human Services Assistant	9	11	11	12
Administrative Service Manager	1	1	1	1
Administrative Program Assistant	1	1	1	1
Information System Support Supervisor	0	0	0	1
Information System Support Specialist	1	1	1	1
Custodial Worker	1	0	0	0
Fiscal Manager	1	1	1	1
Fiscal Assistant Supervisor	0	0	0	1
Fiscal Assistant (1 Unfunded for FY2019-20)	3	5	5	5
Secretary	2	1	1	0
Fraud Investigator	1	1	1	1
Self-Sufficiency Supervisor	1	1	1	1
Self-Sufficiency Specialist	5	5	5	5
Security Guard	0	1	1	1
Training Specialist	2	2	2	2
Total Social Services	106	115	115	111

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Child Services (CSA)				
Coordinator	1	1	1	1
Total Child Services (CSA)	1	1	1	1
VJCCCA Services				
Program Manager, PJCCCP	1	1	1	1
Pre/Post Trial Officer	1	1	1	1
Surveillance Officer	1	1	1	1
Total VJCCCA Services	3	3	3	3
Recreation & Community Engagement				
Deputy City Manager	0	1	1	1
Director of Recreation & Community Engagement	1	1	1	1
Executive Assistant	0	1	1	1
Recreation Program Coordinator	3	2	1	1
Secretary II	1	1	1	1
Total Recreation & Community Engagement	5	6	5	5
Library				
Director	1	1	1	1
Librarian	3	3	2	2
Library Assistant	5	5	5	5
Administrative Assistant	1	1	1	1
Total Library	10	10	9	9
Tourism & Special Events				
Program Coordinator	1	1	0	0
Total Tourism & Special Events	1	1	0	0
Cemeteries Administration				
Total Cemeteries Administration	0	0	0	0
Planning				
Director	1	1	1	1
Assistant Director (1 Unfunded)	1	1	0	0
Zoning Administrator	1	1	1	1
Planning/Zoning Technician	1	1	1	1
Preservation Planner	1	1	1	1
Total Planning	5	5	4	4
Economic Development				
Economic Development Director	1	1	0	1
Economic Development Projects Manager	1	1	1	1
Accreditation Manager/Grants Writer	1	0	0	0
Economic Development Program Coordinator	0	0	1	1
Total Economic Development	3	2	2	3

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Permits & Inspections				
Administrative Services Manager	0	0	1	0
Building & Property Maintenance Official	1	1	1	1
Property Maintenance Official	0	1	1	1
Rental Housing Inspector	1	1	1	1
Building Maintenance Inspector	2	3	3	3
Building Inspector	1	1	1	1
Permit Technician	1	1	1	1
Plans Reviewer	1	1	1	1
Account Clerk II	0	1	1	1
Plumbing Mechanical Inspector	0	1	1	1
Electrical Inspector	1	0	0	0
Total Permits & Inspections	8	11	12	11
Freedom Support Center				
Executive Director	1	1	1	1
Total Freedom Support Center	1	1	1	1
Victim Witness				
Director	1	1	1	1
Assistant Director	1	1	1	1
Program Assistant	1	1	1	1
Advocate	1	1	1	1
Total Victim Witness	4	4	4	4
Community Corrections				
Director	1	1	1	1
Senior Probation Officer	1	0	0	0
Local Probation Officer/Pretrial	3	3	4	5
Investigator	0	1	1	0
Total Community Corrections	5	5	6	6
Street Operations				
General Manager Street Operations	1	1	1	1
Assistant General Manager Street Operations	1	1	1	1
Crew Supervisor	4	3	3	3
Construction Worker	4	2	2	2
General Supervisor	1	2	2	2
Motor Equipment Operator	6	13	13	13
Crew Leader	12	8	8	9
Senior Traffic Signal/Street Light	1	1	1	1
Electronics Technician	1	1	1	1
Administrative Assistant	1	1	1	1
Account Clerk	2	1	1	2
Office Assistant	0	1	0	0
Right of Ways Permit Manager	0	0	0	1
Fleet Specialist	0	0	0	1
Total Street Operations	34	35	34	38

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Stormwater Operations				
Program Manager	1	1	1	1
Construction Inspector	1	0	0	0
Engineering Construction Manager Inspector	0	0	0	1
	1	1	1	2
Total Stormwater Operations	3	2	2	4
Dogwood Trace Golf Course				
General Manager	1	1	1	1
Assistant Golf Pro	1	1	1	2
Superintendent	1	0	0	1
Assistant Superintendent	1	0	0	1
Golf Shop Attendant	0	2	2	0
Construction Worker	0	1	1	1
Restaurant Manager	0	0	0	1
Executive Chef	0	0	0	1
Facility Maintenance Specialist	0	1	1	0
Total Dogwood Trace Golf Course	4	6	6	8
Mass Transit Operations				
Transit Director	1	1	1	1
Deputy Director	0	0	1	1
Operations Manager	2	1	1	1
Systems Manager	1	0	0	0
Administrative Services Manager	2	1	1	1
Facility Manager	1	1	1	1
Administrative Assistant	1	1	1	0
Transit Operator	19	19	17	18
Transit Supervisor	1	2	2	2
Para-Transit Operator	2	2	2	0
Para-Transit Supervisor	0	1	1	2
Para-Transit Assistant	0	0	0	1
New Freedom Operator	1	1	1	2
Account Manager	1	0	0	0
Diesel Mechanic	4	4	4	4
Grant Specialist	0	1	1	1
Budget Analyst	1	0	0	0
Accounts Specialist	0	1	1	1
Safety Coordinator	0	1	1	1
Payroll & Revenue Specialist	0	1	1	1
Maintenance/Fleet Manager	0	1	1	1
Custodial Worker	0	2	2	2
Customer Service Representative	0	2	2	3
Cook	0	1	0	0
Administrative Assistant	1	0	0	0
Secretary	1	0	0	0
Total Mass Transit Operations	38	43	42	44

PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Utilities (Water/Wastewater)				
General Manager Utilities	1	1	0	1
Assistant General Manager	1	1	1	1
Office Assistant	1	1	0	0
General Supervisor	3	5	5	3
Chief Meter Reader	1	1	1	1
Pump Station Equipment Mechanic	2	4	4	4
Water Service Technician	3	4	6	6
Crew Supervisor	4	4	4	4
Construction Worker	6	0	0	0
Crew Leader	3	0	0	0
Data Analyst	0	1	0	0
Utility Engineer Assistant	1	0	0	0
Stock Control Clerk	1	0	0	0
Motor Equipment Operator (1 Unfunded)	2	12	9	7
Safety Locator	1	3	2	2
Administrative Assistant	2	1	2	4
Budget Analyst	1	1	0	0
Pump Station Supervisor	1	0	0	0
Customer Service Representative	3	0	0	0
Operator— Wastewater	0	0	0	0
Water Quality Technician	0	3	0	0
Utility Billing Supervisor	1	0	0	0
Education Training Coordinator	.5	0	0	0
Inventory Clerk	0	1	1	1
CAD/GIS Coordinator	0	0	1	0
Total Utilities	38.5	43	36	34
Total Full-Time Positions (16 Unfunded)	586.5	649	636	637

PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
City Council				
Mayor	1	1	1	1
Vice-Mayor	1	1	1	1
Council Members	5	5	5	5
Total City Council	7	7	7	7
City Manager				
Total City Manager	0	0	0	0
City Attorney				
Total City Attorney	0	0	0	0
Human Resources				
High School Intern (P/T)	0	0	20	0
Total Human Resources	0	0	20	0
Assessor				
Assessor (P/T)	0	1	0	0
Appraiser II (P/T)	0	2	0	0
Total Assessor	0	3	0	0
Finance				
Total Finance	0	0	0	0
Billing & Collections				
Customer Service Representative (P/T)	0	2	6	1
Total Billing & Collections	0	2	6	1
Budget & Procurement				
Store Room/Print Shop Clerk	0	0	1	1
Total Budget & Procurement	0	0	1	1
Information Technology				
Total Information Technology	0	0	0	0
Commissioner of Revenue				
Total Commissioner of Revenue	0	0	0	0
City Treasurer				
Total City Treasurer	0	0	0	0
Registrar				
Total Registrar	0	0	0	0
Clerk of Circuit Court				
Network Support Specialist (P/T)	0	1	1	1
Total Clerk of Circuit Court	0	1	1	1
Commonwealth Attorney				
Investigator (P/T)	0	1	1	1
Office Assistant (P/T)	0	1	1	2
Total Commonwealth Attorney	0	2	2	3
Sheriff's Office				
Deputy Sheriff (P/T)	0	1	1	1
Courthouse Camera Monitor (P/T)	0	1	1	1
Total Sheriff's Office	0	2	2	2

PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Police				
Records Clerk (P/T)	0	3	3	3
Crossing Guard (P/T)	0	6	6	6
Total Police	0	9	9	9
911 Emergency Communications				
Telecommunicator	0	0	0	2
Total 911 Emergency Communications	0	0	0	2
Animal Control				
Animal Control Assistant (P/T)	0	2	2	2
Total Animal Control	0	2	2	2
Fire/EMS				
Medic (P/T)	9	15	0	0
Total Fire/EMS	9	15	0	0
Circuit Court Judges & Administration				
Legal Administrative Assistant (P/T)	1	1	1	1
Total Circuit Court Judges & Administration	1	1	1	1
Public Works Administration				
Total Public Works Administration	0	0	0	
Facilities, Cemeteries & Grounds Management				
Custodial Worker (P/T)	0	9	9	8
Maintenance Worker I (P/T)	0	2	2	2
Total Facilities, Cemeteries & Grounds Management	0	11	11	10
Social Services				
Custodial Worker (P/T)	0	3	3	3
Total Social Services	0	3	3	3
Child Services (CSA)				
Office Assistant (P/T)	0	1	1	1
Total Child Services (CSA)	0	1	1	1
VJCCCA Services				
Surveillance Officer (P/T)	0	1	1	1
Total VJCCCA Services	0	1	1	1
Recreation & Community Engagement				
Total Recreation & Community Engagement*	0	0	0	0
* Recreation and Community Engagement houses the seasonal part-time personnel for summer programs				
Library				
Library Assistant (P/T)	0	4	5	5
Custodian (P/T)	0	2	2	2
Marketing Specialist (P/T)	0	0	1	1
Total Library	0	6	8	8
Cemeteries Administration				
Office Assistant (P/T)	0	2	2	2
Total Cemeteries Administration	0	2	2	2

PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 AMENDED	2018-2019 ADOPTED	2019-2020 PROPOSED
Economic Development				
Total Economic Development	0	0	0	0
Permits & Inspections				
Total Permits & Inspections	0	0	0	0
Museums				
Program Coordinator	0	0	0	1
Museum Interpreter	2	2	2	2
	2	2	2	3
Freedom Support Center				
Office Assistant (P/T)	0	2	2	2
Total Freedom Support Center	0	2	2	2
Victim Witness				
Total Victim Witness	0	0	0	0
Community Corrections				
Total Community Corrections	0	0	0	0
Street Operations				
Engineering Construction Manager	0.5	0	0	0
Education Training Coordinator	0.5	0	0	0
Motor Equipment Operator (P/T)	0	1	1	1
Office Assistant	0	1	0	0
Maintenance Worker (P/T)	0	2	2	1
Total Street Operations	0	4	3	2
Stormwater Operations				
Total Stormwater Operations	0	0	0	0
Dogwood Trace Golf Course				
Total Dogwood Trace Golf Course	0	0	0	0
Mass Transit Operations				
Transit Operator (P/T)	0	5	4	5
Para-Transit Operator (P/T)	0	6	6	6
Security Officer (P/T)	2	1	1	1
Lead Custodial Worker (P/T)	0	1	1	0
Custodial Worker (P/T)	0	3	3	5
New Freedom Operator (P/T)	0	1	0	1
Customer Service Representative (P/T)	0	1	1	1
Transit Worker (P/T)	0	1	1	1
Total Mass Transit Operations	2	19	17	20
Wastewater Operations				
Total Wastewater Operations	0	0	0	0
Water Operations				
Total Water Operations	0	0	0	0
Total Part-Time Positions	19	93	99	81



THIS PAGE WAS INTENTIONALLY LEFT BLANK

PROPOSED ALL FUNDS BUDGET SUMMARY

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

Total Revenues and Expenditures by Fund:

REVENUES					
FUND	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
General Fund	73,069,844	74,804,958	75,056,722	73,440,122	75,840,994
Grants Fund	746,749	1,239,822	1,196,993	742,950	753,563
Streets Fund	2,559,923	5,859,254	1,487,732	5,834,237	5,981,699
CDBG Fund	852,535	1,213,763	446,356	944,987	805,000
Utilities Fund	9,623,526	12,765,978	15,569,510	13,478,695	14,722,754
Stormwater Fund	1,336,973	1,450,035	1,537,438	1,460,249	1,960,249
Golf Fund	703,735	1,018,815	949,657	1,030,507	1,278,315
Transit Fund	2,598,980	4,518,875	3,194,349	5,184,962	4,972,845
TOTAL	91,492,264	102,871,501	99,438,756	102,116,709	106,315,419
EXPENDITURES					
FUND	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
General Fund	65,861,125	74,804,958	72,463,468	73,440,122	75,840,994
Grants Fund	812,522	1,239,822	1,204,152	742,950	753,563
Streets Fund	1,681,091	5,859,254	2,523,834	5,834,237	5,981,699
CDBG Fund	830,261	1,213,763	599,465	944,987	805,000
Utilities Fund	8,597,372	12,765,978	11,773,645	13,478,695	14,722,754
Stormwater Fund	886,834	1,450,035	566,688	1,460,249	1,960,249
Golf Fund	771,228	1,018,815	1,016,622	1,030,507	1,278,315
Transit Fund	4,359,362	4,518,875	3,725,129	5,184,962	4,972,845
TOTAL	83,799,796	102,871,501	93,873,003	102,116,709	106,315,419

GENERAL FUND



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

GENERAL FUND REVENUE SUMMARY

	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
General Property Taxes	33,735,254	33,628,557	33,474,446	33,582,924	33,111,379
Other Local Taxes	13,486,416	14,434,623	14,524,351	13,907,300	14,699,180
Permits, Fees & Licenses	514,189	349,518	272,177	341,911	341,911
Fines & Forfeitures	765,982	806,942	933,815	895,612	985,112
Revenue From Use of Money/ Property	133,102	157,947	125,481	115,500	127,481
Charges For Services	3,610,716	3,086,687	3,400,157	3,033,642	3,407,197
Miscellaneous Revenue	321,341	683,556	1,612,285	844,740	987,240
Recovered Costs	866,150	876	97,042	-	-
Revenue From the Commonwealth	15,222,229	14,959,278	14,720,318	14,822,110	16,550,236
Revenue From the Federal Government	4,414,465	4,899,973	4,682,536	4,896,383	4,981,258
Non-Revenue Receipts	-	1,797,000	1,214,113	1,000,000	650,000
	73,069,844	74,804,958	75,056,722	73,440,122	75,840,994

GENERAL FUND EXPENDITURE SUMMARY

	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
General Government	6,715,323	7,091,009	7,535,727	6,496,355	6,263,785
Constitutional Offices	4,375,008	4,208,240	4,294,955	4,346,869	4,573,115
Public Safety	15,364,821	19,162,163	18,252,270	18,830,180	18,483,928
Courts & Other Public Safety	258,490	279,083	246,098	284,870	282,775
Public Works	3,699,178	4,899,084	4,367,359	4,746,639	4,562,466
Social Services	11,757,522	13,342,112	12,651,875	13,291,463	14,769,779
Leisure & Cultural Affairs	1,633,556	2,010,123	1,884,314	1,988,567	2,010,603
Development Services	874,232	1,743,314	1,213,443	1,709,912	1,749,183
Debt Service	6,721,585	3,495,834	3,658,690	3,474,516	3,854,208
Schools	8,254,730	9,474,762	10,415,473	9,745,976	10,000,000
Transfers	88,350	1,578,046	1,469,713	1,481,738	1,366,594
Non-Departmental	6,118,330	7,521,185	6,473,549	7,043,038	7,924,557
	65,861,125	74,804,958	72,463,468	73,440,122	75,840,994

TAX SUMMARY

The General Fund is comprised of tax revenue and other sources, as illustrated in the table above. The FY 2019-20 Proposed Operating Budget maintains all General Fund tax rates at the current rates. A description of the various taxes, the current and adopted tax rates, and comparison to neighboring jurisdictions is provided in the table below.

Current and Adopted Tax Rates and Regional Tax Rate Comparison

	Hopewell	Colonial Heights	Petersburg Current	Cap per State Code
REAL ESTATE RATES PER \$100 of ASSESSED VALUE:				
Current Real Estate Tax is estimated to generate \$23.1M after adjustment for the delinquent collection rate of 8% with an equivalent of \$156,000 per penny of the tax rate. (58.1-3200)				
	\$1.13	\$1.20	\$1.35	N/A
PERSONAL PROPERTY-VEHICLES/EQUIPMENT PER \$100 of ASSESSED VALUE:				
Current Vehicle and Business Equipment Personal Property is estimated to generate \$5.5M with an equivalent of \$12,400 per penny of tax rate. This category includes Business Personal Property, Vehicles, and Mobile Homes. (58.1-3507)				
	\$3.50	\$3.50	\$4.90	N/A
PERSONAL PROPERTY - MACHINERY & TOOLS PER \$100 of ASSESSED VALUE:				
Current Machinery & Tools Tax is estimated to generate \$2.1M (58.1-3507)				
	\$3.05	\$2.00	\$3.80	N/A
BUSINESS LICENSE:				
Current Business License Tax is levied upon those doing business in the City. The rates vary by the amount of gross receipts and the type of business. Current year tax is estimated at \$3M from 1,925 business' registered in the City. (58.1-3700)				
For gross receipts less than:	\$20,000	\$20,000	\$50,000	\$50,000
Flat rate of:	\$30.00	\$30.00	\$50.00	\$50.00
For gross receipts p/\$100 over the above threshold:				
Professional	\$0.58	\$0.57	\$0.58	\$0.58
Financial Services	\$0.58	\$0.57	\$0.32	\$0.58
Personal, Business, & Repair Services	\$0.36	\$0.35	\$0.32	\$0.36
Retail Merchants	\$0.20	\$0.20	\$0.20	\$0.20
Contractors	\$0.16	\$0.15	\$0.16	\$0.16
Wholesale Merchants	\$.25 Gross Receipts	\$.05 Purchase	\$250 flat	\$0.05

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

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

GENERAL FUND REVENUE

GENERAL PROPERTY TAXES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Real Property Taxes					
Real Estate Taxes - Current	22,274,117	21,912,158	21,003,071	21,638,872	21,638,872
Real Estate Taxes Prior Year	1,568,007	2,467,441	2,813,774	1,493,155	1,800,000
Total Real Property Taxes	23,842,124	24,379,599	23,816,845	23,132,027	23,438,872
Public Service Corporation Taxes					
PSC RE Current	1,706,074	1,761,577	2,088,727	1,859,439	2,080,000
Total Public Service Corporation Taxes	1,706,074	1,761,577	2,088,727	1,859,439	2,080,000
Personal Property Taxes - Vehicles					
Personal Property Taxes - Current	4,303,748	4,103,293	4,020,043	4,739,421	4,100,000
Personal Property Taxes Prior Year	1,307,651	941,104	798,497	800,000	750,000
Total Personal Property Taxes - Vehicles	5,611,399	5,044,397	4,818,539	5,539,421	4,850,000
Mobile Home Taxes					
Mobile Home Taxes - Current	14,492	13,765	14,123	14,618	15,000
Mobile Home Taxes Prior Year	2,609	800	2,012	-	-
Total Mobile Home Taxes	17,101	14,565	16,135	14,618	15,000
Farm Machinery & Livestock					
Farm Machinery & Livestock - Current	-	-	-	-	-
Farm Machinery & Livestock Prior Year	-	-	-	-	-
Total Farm Machinery & Livestock	-	-	-	-	-
Machinery & Tools Taxes					
Machinery & Tools Taxes - Current	1,289,820	1,728,419	1,573,631	2,130,189	1,575,000
Machinery & Tools Taxes Prior Year	8,514	-	2,507	-	2,507
Total Machinery & Tools Taxes	1,298,334	1,728,419	1,576,138	2,130,189	1,577,507
Merchant's Capital Taxes					
Merchants' Capital Taxes - Current	-	-	-	-	-
Merchants' Capital Taxes Prior Year	-	-	-	-	-
Total Merchant's Capital Taxes	-	-	-	-	-
Penalties & Interest					
Penalties All Property Taxes	551,631	350,000	600,472	438,364	600,000
Interest All Property Taxes	708,591	350,000	557,590	468,866	550,000
Total Penalties & Interest	1,260,222	700,000	1,158,062	907,230	1,150,000
Total General Property Taxes	33,735,254	33,628,557	33,474,445	33,582,924	33,111,379

GENERAL FUND REVENUE

OTHER LOCAL TAXES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Sales & Use Taxes					
Local Sales & Use Taxes	3,663,381	3,622,498	3,856,711	3,713,060	3,850,000
Total Local Sales & Use Taxes	3,663,381	3,622,498	3,856,711	3,713,060	3,850,000
Consumer Utility Taxes					
Consumer Utility Taxes	1,734,839	1,795,666	1,642,231	1,800,000	1,800,000
PEG Fee	23,799	14,924	11,248	10,200	10,200
Total Consumer Utility Taxes	1,758,638	1,810,590	1,653,479	1,810,200	1,810,200
Business License Taxes					
Business License - Current	2,399,428	2,580,877	2,901,955	2,592,560	2,900,000
Business License - Prior Year	513,212	350,000	124,569	300,000	150,000
Total Business License Taxes	2,912,640	2,930,877	3,026,524	2,892,560	3,050,000
Motor Vehicle Licenses					
Motor Vehicle Licenses - Current	323,139	342,176	509,446	380,000	450,000
Motor Vehicle Licenses - Prior Year	48,986	41,598	25,720	42,000	42,000
Total Motor Vehicle Licenses	372,125	383,774	535,167	422,000	492,000
Bank Stock Taxes					
Bank Stock Taxes	185,959	179,367	225,169	180,000	190,000
Total Bank Stock Taxes	185,959	179,367	225,169	180,000	190,000
Taxes on Recordation & Wills					
Recordation Taxes Tax On Deeds	245,788	186,867	200,237	183,000	200,000
Tax on Wills	4,827	4,867	4,471	4,980	4,980
Total Taxes on Recordation & Wills	250,615	191,734	204,708	187,980	204,980
Cigarette Taxes					
Cigarette Taxes - Current	628,805	1,040,000	1,036,633	700,000	1,040,000
Cigarette Taxes - Prior Year	427,224	2,762	15,559	-	-
Total Cigarette Taxes	1,056,029	1,042,762	1,052,192	700,000	1,040,000
Admissions & Amusement Taxes					
Admission & Amusement Taxes	7,189	3,022	7,490	1,500	12,000
Total Admissions & Amusement Taxes	7,189	3,022	7,490	1,500	12,000
Lodging Taxes					
Lodging Taxes	436,032	500,000	541,498	500,000	550,000
Total Lodging Taxes	436,032	500,000	541,498	500,000	550,000
Meals Taxes					
Meals Taxes	2,843,808	3,770,000	3,421,414	3,500,000	3,500,000
Total Meals Taxes	2,843,808	3,770,000	3,421,414	3,500,000	3,500,000
Total Other Local Taxes	13,486,416	14,434,623	14,524,351	13,907,300	14,699,180

GENERAL FUND REVENUE

PERMITS, FEES & LICENSES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Animal Licenses					
Animal Licenses	2,656	2,761	2,415	2,700	2,700
Total Animal Licenses	2,656	2,761	2,415	2,700	2,700
Permits & Other Licenses					
Land Use Application Fees	-	4,900	7,450	-	-
Transfer Fees	-	-	800	-	-
Zoning and Subdivision Permits	-	-	25	-	-
Building Permits	139,846	100,000	78,142	70,000	70,000
Electrical Permits	24,973	30,000	22,700	25,000	25,000
Electrical Re-Inspection Fee	100	-	-	50	50
Plumbing Permits	15,976	12,000	8,609	12,000	12,000
Mechanical Permits	32,780	22,000	15,703	22,000	22,000
Reinspection Fees	50	-	-	-	-
Fire Permits	2,305	4,800	1,755	2,000	2,000
Special Use Permits	4,650	6,746	1,500	4,000	4,000
Sign Permits and Inspection Fees	-	6,000	6,725	4,000	4,000
Pub Veh Oper Lic Fees	650	1,000	459	1,000	1,000
Erosion and Sediment Control Permit	-	500	1,200	800	800
Burial Permits	16,050	18,000	3,800	18,000	18,000
Solicitor Permits	1,345	1,500	1,619	1,500	1,500
Demolition Fees	3,924	-	-	-	-
Grass Cutting Fees	45,010	-	-	-	-
Parking Lot Rental	23,020	-	-	22,661	22,661
Fuel	46,012	-	-	-	-
Right of Way Permits	110,910	101,930	74,005	110,000	110,000
Home Occupation Fees	3,800	4,000	3,050	4,000	4,000
Business License Zoning Fees	9,750	10,000	10,000	10,000	10,000
Rezoning Fees	3,000	3,000	-	1,500	1,500
Site Plan Fees	-	1,727	1,727	3,200	3,200
Special Uses Exceptions	500	700	-	-	-
Sign Permits	7,950	4,315	-	7,500	7,500
Approved Plan Admendment Fee	-	-	1,050	-	-
3rd Submittal Review Fees	4,877	-	-	-	-
Zoning Confirmation Fee	3,100	-	-	-	-
Boundary Line Adjustment Fee	50	41	-	-	-
Subdivision Preliminary	106	93	-	-	-
Vacant Property Registration Fee	9,900	10,000	7,800	12,000	12,000
Property Easement Fees	-	100	100	-	-
Historic Guidelines Fees	75	74	50	-	-
Rental Housing Inspection Fees	160	52	-	500	500
Grass/Vegetation NOVS Public Works	-	3,281	21,493	7,500	7,500
Amusement Device Permit Fees	664	-	-	-	-
Total Permits & Other Licenses	511,533	346,758	269,762	339,211	339,211
Total Permits, Fees & Licenses	514,189	349,518	272,177	341,911	341,911

GENERAL FUND REVENUE

FINES & FORFEITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Fines & Forfeitures					
Court Fines and Forfeitures	458,091	507,847	537,609	650,000	560,000
Parking Fines	11,191	13,090	10,325	9,500	9,500
Interest on Fines and Forfeitures	17,769	19,101	23,694	18,000	18,000
Decal Violation Fines	56,650	47,485	41,321	-	25,000
Seatbelt Penalty Local Costs	-	2,500	2,394	3,000	2,500
Administrative Fees Treasurer Off	-	15,000	152,601	10,000	15,000
DMV Stop Fee (fine related)	17,964	14,888	6,574	5,112	5,112
Red Light Fines Police	204,317	187,031	159,297	200,000	300,000
Legal Fees Revenue Delq Real Estate	-	-	-	-	-
Sheriff Traffic Enforcement	-	-	-	-	50,000
Total Fines & Forfeitures	765,982	806,942	933,815	895,612	985,112
Total Fines & Forfeitures	765,982	806,942	933,815	895,612	985,112
REVENUE FROM USE OF MONEY/PROPERTY	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Revenue From Use of Money					
Interest Earned	250	651	651	-	-
Total Revenue From Use of Money	250	651	651	-	-
Revenue From Use of Property					
Rental of General Property	132,852	150,844	120,421	100,000	120,000
Rental of Recreational Property	-	1,595	1,595	3,000	1,595
Concession Rentals and Commissions	-	1,200	664	2,500	1,200
Rental of Library Meeting Room	-	-	-	-	-
Public Works Special Event Fee	-	-	-	5,000	2,400
Library Café Rent	-	3,658	2,150	5,000	2,286
Total Revenue From Use of Property	132,852	157,296	124,830	115,500	127,481
Total Revenue From Use of Money/Property	133,102	157,947	125,481	115,500	127,481

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Charges for Court Costs					
Fees of Clerk of Circuit Court	7,274	1,881	2,585	8,847	7,000
Sheriff's Fees	8,993	-	4,473	4,500	4,500
Law Library Fees	35,803	1,541	1,541	720	720
Court Appointed Attorney	2,999	9,721	11,948	8,500	8,500
Courthouse Maintenance Fees	-	55,756	123,916	35,000	100,000
Courthouse Security Fees	95,198	94,000	141,257	94,135	125,000
Real Estate Transfer Fees	-	487	1,168	800	800
Misc. Local Court Cost (All Courts)	8,448	6,630	3,541	6,630	6,630
Total Charges for Court Costs	158,715	170,016	290,429	159,132	253,150
Charges for Commonwealth Attorney					
Commonwealth Atty Service Fees	5,118	5,500	6,621	5,600	5,600
Total Charges for Commonwealth Attorney	5,118	5,500	6,621	5,600	5,600
Charges for Law Enforcement/Traffic Control					
Lock up Fees	-	-	-	-	-
Accident Report Fees	6,266	5,000	7,531	5,000	7,000
City Sheriff Fees	-	4,635	-	2,500	2,500
Fingerprint Fees	610	3,500	5,510	3,500	3,500
Weapon Permits	698	500	-	700	700
Recovery of DNA Sample Cost	-	450	841	450	450
Security Services	-	52,500	86,507	-	48,000
Total Charges for Law Enforce./ Traffic Control	7,575	66,585	100,388.6	12,150	62,150
Charges for Fire/Rescue					
Fire Protection Services	-	-	-	500	500
EMS Transportation Fees	165,278	235,756	220,578	224,736	200,000
Total Charges for Fire/Rescue	165,278	235,756	220,578	225,236	200,500
Charges for Correction & Detention					
Nonconsecutive jail time	-	-	-	-	-
Electronic Monitoring Surveillance	-	-	-	-	-
Home Incarceration Program	-	3,219	6,594	4,000	4,000
Jail Weekenders	-	-	-	-	-
Work Release	-	-	-	-	-
Dollar A Day from Inmates	-	-	-	-	-
Total Charges for Correction & Detention	-	3,219	6,594	4,000	4,000

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Charges for Other Protections					
Animal Protection	2,709	3,000	3,210	3,000	3,000
Total Charges for Other Protections	2,709	3,000	3,210	3,000	3,000
Charges for Sanitation & Waste Removal					
Waste Disposal Charges	2,497,201	2,100,000	2,454,775	2,135,619	2,300,000
Bulk Waste Payment	-	5,000	3,365	5,000	5,000
Landfill Host Fees	238,008	180,000	-	180,000	180,000
Landfill Liaison Reimbursement	41,251	40,000	-	40,000	160,000
Recycling Fees	-	-	-	-	-
Special Events Charges	-	-	-	-	-
Total Charges for Sanitation & Waste Removal	2,776,460	2,325,000	2,458,141	2,360,619	2,645,000
Charges for Parks & Recreations					
Recreation Fees	11,342	12,539	10,937	11,000	11,000
Cemetery Admin. Fees	7,550	10,772	23,606	9,774	9,774
Total Charges for Parks & Recreations	18,892	23,311	34,543	20,774	20,774
Charges for Cultural Enrichment					
Admission Charges	12,123	13,776	-	14,000	14,000
Sales Gift Shop	7,764	14,358	86	16,006	-
Sales-Central Store Room	67,082	50,502	59,473	-	46,361
Special Events Charges	-	20,000	16,595	30,000	30,000
Total Charges for Cultural Enrichment	86,969	98,635	76,154	60,006	90,361
Charges for Library					
Library Fees and Fines	39,881	34,489	34,750	35,000	35,000
Gift Shop Receipts Library	-	1,000	695	1,000	1,000
E-Rate Reimbursement (Library)	-	2,100	3,314	3,000	3,000
PPL Library	-	-	-	-	-
Total Charges for Library	39,881	37,589	38,759	39,000	39,000

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Charges for Planning & Development					
Demolition Fees	3,924	3,808	10,391	3,000	3,000
Sales of Publication	-	-	(6)	-	-
Grass Cutting Fees	45,010	20,000	72,514	35,000	20,000
Grass Cutting Service Fees (Schools)	-	64,000	-	64,000	-
3rd Submittal Review Fees	4,877	6,699	800	500	500
Subdivision Preliminary	-	-	2,037	-	2,037
Subdivision Final	-	-	-	-	-
Zoning Confirmation Letter Fee	3,100	-	-	-	-
Boundary Line Adjustment Fee	-	50	100	25	25
Street Name Change Fee	-	400	500	-	-
Zoning Confirmation Fee	-	3,000	3,500	3,000	3,000
Total Charges for Planning & Development	56,911	97,956	89,836	105,525	28,562
Charges for Misc. Other Services					
Credit Card Processing Fee	-	30,000	52,009	35,000	50,000
Copying Fee	-	6,319	12,782	-	-
Vending Machine Commission	-	-	69	100	100
Treasurer Collection Fees	292,208	10,000	9,745	3,500	15,000
Freedom of Info Act	-	-	299	-	-
Total Charges for Misc. Other Services	292,208	46,319	74,904	38,600	55,100
Technical Adjustment		(26,198)	-		
Total Charges For Services	3,610,716	3,086,687	3,400,157	3,033,642	3,407,197

GENERAL FUND REVENUE

MISCELLANEOUS REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Expenditure Refunds					
Rebates and Refunds	25,156	35,000	165,687	33,000	33,000
Local CSA/VPA Refunds	-	-	60,733	-	-
Total Expenditure Refunds	25,156	35,000	226,420	33,000	33,000
Miscellaneous					
Primary Fees	16,952	-	-	-	-
Indirect Cost Allocation	35,498	526,000	735,030	735,000	850,000
Gifts and Donations	3,369	7,058	6,586	6,540	6,540
Sale of Salvage/Surplus	86,708	10,000	24,133	25,000	25,000
Sale of Real Estate	140,281	-	-	-	-
Sale of Cemetery Lots	11,900	10,000	10,800	10,000	5,000
Sale of Fuel	-	34,000	41,714	34,000	34,000
Treasurer Revenue Holding Acct	-	-	53,661	-	-
Cash Over & Short	(463)	(25)	(173)	-	-
Bad Check Fee Charges	1,315	1,705	95	1,200	1,200
Miscellaneous Other	624	59,818	514,020	-	7,500
Total Miscellaneous	296,185	648,556	1,385,865	811,740	954,240
Total Miscellaneous Revenue	321,341	683,556	1,612,285	844,740	987,240
RECOVERED COSTS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Recovered Costs					
Staples/BOA Rebates	17,173	876	876	-	-
Total Recovered Costs	17,173	876	876	-	-
Other Payments From Another Co/City					
Other Pymts From Another Co/City	139,071	-	22,750	-	-
Total Other Payments From Another Co/City	139,071	-	22,750	-	-
Recovered Costs from Other Localities					
Recoveries of Jail Costs	-	-	73,417	-	-
Home Incarceration Program	4,825	-	-	-	-
Recovery of DNA Sample Cost	730	-	-	-	-
E-Rate Reimbursement (Library)	4,729	-	-	-	-
Professional Services	49,750	-	-	-	-
Insurance Recoveries	649,872	-	-	-	-
Total Recovered Costs from Other Localities	709,906	-	73,417	-	-
Total Recovered Costs	866,150	876	97,042	-	-

GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Payments In Lieu of Taxes State					
Payment in Lieu of Taxes State	-	-	-	-	-
Total Payments In Lieu of Taxes State	-	-	-	-	-
NonCategorical Aid					
ABC Profits	-	-	139	705	705
Wine Taxes	-	-	32	-	-
Mobile Home Titling Taxes	750	315	315	-	-
Grantors Tax/Tax on Deeds	52,748	72,112	114,410	55,000	55,000
Railroad Rolling Stock Taxes	76,382	75,345	-	75,000	75,000
Motor Vehicle Carriers Taxes	-	-	-	-	-
Auto Rental Tax	117,806	100,000	104,539	100,000	100,000
Communications Sales & Use Tax	1,735,558	1,690,000	1,832,136	1,690,000	1,783,847
Special Appropriation	420,000	-	-	-	-
PPTRA	2,726,040	2,726,040	2,726,040	2,726,040	2,726,040
Total NonCategorical Aid	5,129,284	4,663,812	4,777,611	4,646,745	4,750,592
State Shared Expenses Categorical					
Commonwealth Attorney	722,941	704,880	594,296	700,000	822,898
Sheriff	609,972	611,100	620,940	612,000	655,468
Commissioner of Revenue	143,779	151,244	247,526	151,244	156,249
Treasurer	112,848	108,624	100,382	107,098	111,749
Registrar/Electoral Boards	45,546	40,000	44,143	40,000	40,000
Clerk of the Circuit Court	324,659	323,328	341,778	350,000	355,345
Year End Settlement (YES) VDOH	-	-	48,712	-	-
Total State Shared Expenses Categorical	1,959,746	1,939,175	1,997,778	1,960,342	2,141,709

GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Social Welfare State Aid					
Public Assistance and Welfare Admin.	2,994,236	3,550,037	2,795,136	3,550,037	4,252,875
Comprehensive Services	2,359,837	1,979,909	2,192,181	1,979,909	2,719,984
Total Social Welfare State Aid	5,354,073	5,529,946	4,987,317	5,529,946	6,972,859
Other Categorical Aid State					
Library State Aid	148,257	140,000	110,696	151,077	151,077
Petty Juror Fees	33,061	-	-	-	-
E911 State Aid	376,744	360,000	375,516	360,000	360,000
Fire Program Funds	102,751	-	-	-	-
HB599 Police State Aid	2,084,664	2,087,344	2,087,344	2,085,000	2,085,000
Dept of Healt-Fire Squad Asst Grnt	32,544	-	-	-	-
Jury Duty State Reimbursement	-	30,000	845	5,000	5,000
Virginia Commission on the Arts	1,106	-	-	-	-
VJCCCA Aid	-	84,000	63,000	84,000	84,000
Emergency Fin. & Op. Restructuring	-	125,000	320,210	-	-
Total Other Categorical Aid State	2,779,127	2,826,344	2,957,611	2,685,077	2,685,077
Total Revenue From Commonwealth	15,222,229	14,959,278	14,720,318	14,822,110	16,550,236
REVENUE FROM THE FEDERAL GOVERNMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Categorical Aid Federal					
Police-Joint Law Enforce Task Force	-	3,590	3,590	-	-
Federal Public Assistance Soc. Serv.	4,301,237	4,874,902	4,678,946	4,874,902	4,959,777
Federal CSA	113,228	21,481	-	21,481	21,481
Library Federal Assistance	-	-	-	-	-
Total Categorical Aid Federal	4,414,465	4,899,973	4,682,536	4,896,383	4,981,258
Total Revenue From the Federal Government	4,414,465	4,899,973	4,682,536	4,896,383	4,981,258

GENERAL FUND REVENUE

NON-REVENUE RECEIPTS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Insurance Recoveries					
Recovery from Property & Casualty Claims	-	15,000	213	-	25,000
Recovery from Workers Compensation Claims	-	50,000	50,000	-	25,000
Total Insurance Recoveries	-	65,000	50,213	-	50,000
Sale of Property Non-Recurring					
Sale of Land, Vehicles, Equipment or Buildings	-	1,500,000	1,129,130	1,000,000	600,000
Total Sale of Property Non-Recurring	-	1,500,000	1,129,130	1,000,000	600,000
Fund Transfers					
Transfer from Community Dev.	-	200,000	34,770	-	-
Transfer From Perpetual Care Fund	-	32,000	-	-	-
Total Fund Transfers	-	232,000	34,770	-	-
Total Non-Revenue Receipts	-	1,797,000	1,214,113	1,000,000	650,000
Total General Fund Revenues	73,069,844	74,804,958	75,056,722	73,440,122	75,840,994

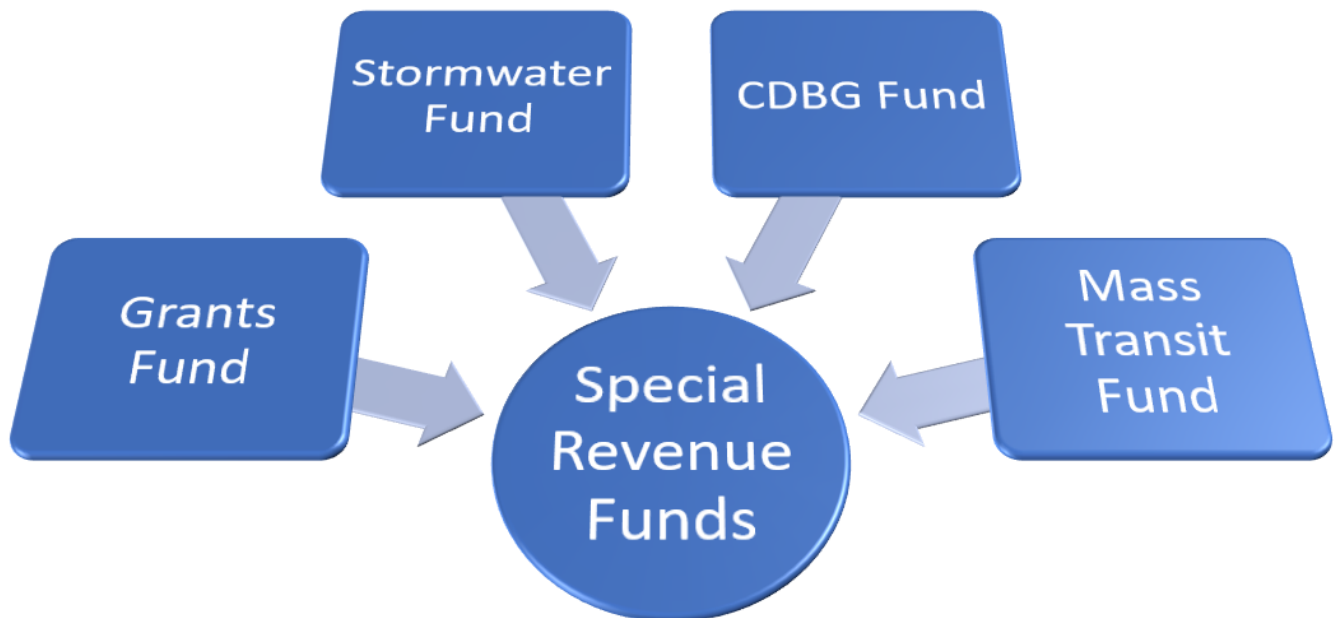
THIS PAGE WAS INTENTIONALLY
LEFT BLANK



SPECIAL REVENUE FUNDS

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

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



SPECIAL REVENUE FUNDS

GRANTS FUND

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Recovered Cost-Petg Comm Corr	21,131	40,185	35,083	38,000	38,000
MOU CAPUP	25,388	50,000	50,000	50,000	50,000
State Grant Revenue- Victim Witness	57,372	70,876	70,876	70,876	73,529
State Grant Revenue- PETRG Comm Corr	277,872	322,411	302,409	322,805	322,805
Afro-American Adoption Grant	-	59,082	35,583	-	-
State Grant Revenue - Fire (4forlif	-	26,266	26,266	-	-
Fire Program Fund Aid	-	316,343	108,385	-	-
Fire Local Emer Mgmt Perf GrantLEMP	-	10,675	10,407	-	-
Edward Byrne Memorial Grant (JAG)	-	-	64,548	-	-
Sheriff TRIAD Grant	2,245	2,245	2,250	-	-
Federal Grant Revenue -Victim Witness	231,929	212,629	404,831	212,629	220,588
DMV Selective Enforcement	31,848	80,470	34,575	-	-
VJCCA	96,964	-	-	-	-
Transfer from General Fund	-	48,640	48,640	48,640	48,640
Miscellaneous Revenue	-	-	3,139	-	-
TOTAL REVENUES	746,749	1,239,822	1,196,993	742,950	753,563

SPECIAL REVENUE FUNDS

GRANTS FUND

Expenditures	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Victim Witness	240,378	283,505	260,396	283,505	294,118
MOU CAPUP	25,388	50,000	42,919	50,000	50,000
Community Corrections	301,003	411,236	347,453	409,445	409,445
Afro-American Adoption Grant	-	59,082	52,625	-	*_
State Grant - Fire (4forlife)	-	26,266	20,906	-	*_
Fire Program Fund Aid	-	316,343	103,586	-	*_
Fire Local Emer Mgmt Perf GrantLEMP	-	10,675	-	-	*_
Edward Byrne Memorial Grant (JAG)	-	-	22,864	-	*_
Sheriff TRIAD Grant	2,245	2,245	2,344	-	*_
DMV Selective Enforcement	31,848	80,470	76,060	-	*_
VJCCA	211,659	-	-	-	*_
VA Brownfields Restoration	-	-	275,000	-	*_
TOTAL Expenditures	812,522	1,239,822	1,204,152	742,950	753,563

*These grant funded programs are not included in the FY 2019-20 Proposed Budget. Per the City Council approved grants policy, the remaining grant funded programs will need to be brought before City Council for appropriation once there is an award letter delivered to the City of Petersburg.

SPECIAL REVENUE FUNDS

STREETS FUND SUMMARY

STREETS REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Revenue	-	43,848	8,941	25,950	2,686
State Revenue	2,559,923	5,815,406	1,478,790	5,808,287	5,979,013
Federal Revenue	-	-	-	-	-
TOTAL REVENUE	2,559,923	5,859,254	1,487,732	5,834,237	5,981,699
STREETS EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Street Operations		5,859,254	2,523,834	5,834,237	5,981,699
TOTAL STREETS EXPENDITURES	1,681,091	5,859,254	2,523,834	5,834,237	5,981,699

SPECIAL REVENUE FUNDS

CDBG REVENUES		2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
	State Grant Revenue	852,535	10,601	40,581	-	-
	Federal Grant Revenue	-	1,203,062	405,775	944,987	805,000
	Draw from Fund Balance	-	100	-	-	-
TOTAL CDBG REVENUES		852,535	1,213,763	446,356	944,987	805,000
CDBG EXPENDITURES		2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
	Administration	32,307	-	-	102,090	50,000
	Code Enforcement	13,409	-	-	297,164	160,000
	Salaries & Wages Regular	17,842	84,021	18,026	-	-
	FICA	-	-	1,286	-	-
	VRS	-	-	1,692	-	-
	Health Insurance	-	-	693	-	-
	VRS Group Life	-	-	185	-	-
	Other Professional Services	37,652	48,000	44,087	-	-
	Other Contractual Services	-	-	459	-	-
	Advertising	431	2,000	98	-	-
	Mileage & Transportation	-	-	259	-	-
	McKenney Street Sewers	-	10,357	2,118	10,357	-
	Projects	-	-	-	-	595,000
	Jarratt House	23,796	164,854	55,524	164,854	-
	Freedom Support Center	27,894	-	-	-	-
	Project Homes	192,902	197,538	195,648	-	-
	Sycamore Towers	179,232	17,768	17,768	17,768	-
	Sidewalks	235,569	-	-	100,000	-
	Main Street	30	63,614	345	-	-
	YMCA	14,000	19,644	14,552	-	-
	CARES	12,597	19,644	19,124	-	-
	Serenity	4,800	4,911	4,811	-	-
	Salvation Army	14,000	-	-	-	-
	Rebuilding Together	23,800	24,555	-	24,555	-
	Comm. Improvement Grants	-	54,021	-	54,021	-
	Develop Petersburg Prog Grants	-	24,555	-	24,555	-
	Tech. Assistance to Businesses	-	-	-	63,644	-
	Sidewalks (Crater Rd. & High St)	-	224,479	184,766	58,979	-
	University Boulevard Gateway	-	-	-	-	-
	ARC (Camp Baker)	-	27,000	-	27,000	-
	Contingency	-	14,771	-	-	-
	Transfer to General Fund	-	212,032	38,024	-	-
TOTAL CDBG EXPENDITURES		830,261	1,213,763	599,465	944,987	805,000

SPECIAL REVENUE FUNDS

STORMWATER FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Revenue	1,336,918	1,450,035	1,537,438	1,460,249	1,960,249
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
TOTAL REVENUE	1,336,918	1,450,035	1,537,438	1,460,249	1,960,249
EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Stormwater Operations	886,834	1,450,035	566,688	1,460,249	1,960,249
TOTAL EXPENDITURES	886,834	1,450,035	566,688	1,460,249	1,960,249

SPECIAL REVENUE FUNDS

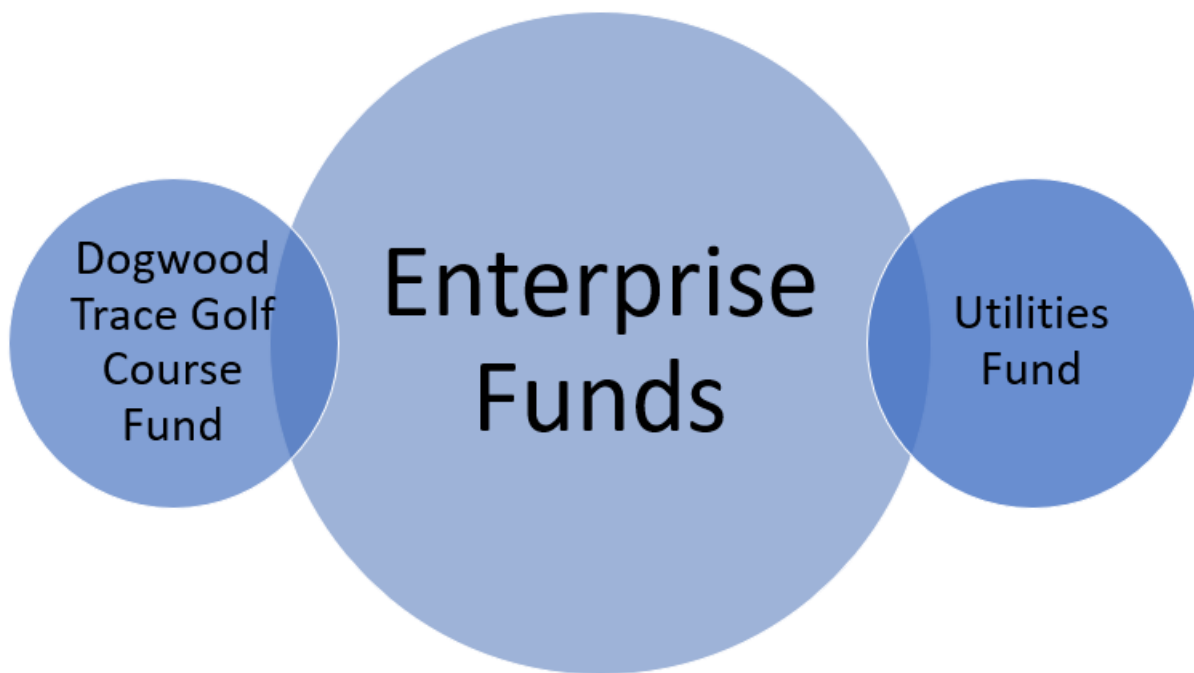
MASS TRANSIT FUND

REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Revenue	990,242	2,022,591	1,708,281	1,820,887	1,717,627
State Revenue	632,660	623,479	840,618	1,230,345	1,380,025
Federal Revenue	976,078	1,872,805	645,450	2,133,730	1,875,193
TOTAL REVENUE	2,598,980	4,518,875	3,194,349	5,184,962	4,972,845
EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Operations	4,359,362	2,966,706	3,529,874	2,896,403	2,789,400
Mobility Manager	-	58,840	-	-	-
Greyhound	-	29,290	17,188	43,032	43,032
Bus Stop Café	-	53,147	-	-	-
Preventive Maintenance	-	925,000	135,713	910,838	668,811
ParaTransit	-	-	-	-	174,690
New Freedom	-	96,800	-	96,800	210,000
Capital	-	389,092	42,354	1,237,889	1,086,912
TOTAL EXPENDITURES	4,359,362	4,518,875	3,725,129	5,184,962	4,972,845

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed in a manner similar to private business enterprises with the intent that costs of providing services to the general public on a continuing basis be financed primarily through user charges.

The City of Petersburg has two funds that are classified as Enterprise Funds. These three funds are the Utilities Fund and the Dogwood Trace Golf Course Fund. Typically to be classified as an enterprise fund the revenue collected is utilized to cover the cost associated with the expenditures. Petersburg supplements one of these funds to cover the debt service payments.



ENTERPRISE FUNDS

UTILITIES FUND

REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Revenue	12,334,213	12,746,303	15,469,510	13,478,695	14,722,754
State Revenue	-	19,675	100,000	-	-
Federal Revenue	-	-	-	-	-
TOTAL REVENUE	12,334,213	12,765,978	15,569,510	13,478,695	14,722,754
EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Wastewater Operations	4,898,809	7,326,716	6,154,603	7,163,016	7,405,550
Water Operations	7,435,404	5,439,262	5,543,039	6,315,679	7,317,204
TOTAL EXPENDITURES	12,334,213	12,765,978	11,773,645	13,478,695	14,722,754

ENTERPRISE FUNDS

DOGWOOD TRACE GOLF COURSE FUND

REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Local Revenue	703,735	1,018,815	949,657	1,030,507	1,278,315
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
TOTAL REVENUE	703,735	1,018,815	949,657	1,030,507	1,278,315
EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Golf Course Operations	712,228	1,018,815	1,016,622	1,030,507	1,278,315
TOTAL EXPENDITURES	771,228	1,018,815	1,016,622	1,030,507	1,278,315

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



PROGRAM BUDGETS

FISCAL YEAR 2019-2020



GENERAL GOVERNMENT



CITY COUNCIL & CITY CLERK

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

Per the City Charter, the City Council established the position of Clerk of Council, who is appointed by Council and serves at their pleasure. The Clerk of Council is the custodian of the City Seal, serves as the official records manager for all City Council documents, prepares the City Council meeting agenda, prepares the minutes from the City Council meetings, and provides assistance to City Council, citizens and other departments as needed.

PERSONNEL SUMMARY

City Clerk	1
Mayor	1
Vice-Mayor	1
Council Member	5
TOTAL POSITIONS	8

CITY COUNCIL	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	48,918	64,500	62,434	64,500	92,000
Part Time Regular	45,518	50,250	61,620	50,250	50,250
FICA	6,543	8,778	9,895	8,568	10,672
VRS	5,491	7,746	7,598	7,746	11,049
Health Insurance	21,171	19,182	19,181	12,787	27,299
VRS Group Life	599	845	829	845	1,205
Other Professional Services	430	30,000	17,884	20,000	15,000
Other Contractual Services	23,747	5,000	7,229	106,000	40,000
Advertising	10,944	15,000	9,983	15,000	15,000
Postal Services	89	400	59	400	400
Telecommunications	1,837	3,000	2,910	3,000	3,000
Mileage & Transportation	15	3,000	-	3,000	3,000
Meals and Lodging	15	3,000	-	3,000	36,000
Dues and Association Memberships	225	3,000	235	3,000	3,000
Office Supplies	6,873	12,000	6,672	12,000	12,000
TOTAL CITY COUNCIL	172,416	225,701	206,530	310,097	319,875

CITY MANAGER

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

PERSONNEL SUMMARY

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

CITY MANAGER	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	111,303	436,759	356,824	282,000	312,500
Part Time Regular	41,538	-	80,924	-	-
FICA	10,803	33,482	35,288	21,573	23,906
VRS	11,009	58,865	40,121	43,868	47,531
Health Insurance	16,989	26,825	19,358	8,000	12,000
VRS Group Life	1,203	4,758	4,291	3,694	4,094
Unemployment Insurance	5,014	-	-	-	-
Doctors & Phy Exam Fees	55	110	110	110	110
Other Contractual Services	658,062	98,582	60,474	13,500	13,500
Repairs - Vehicles	-	2,240	-	3,000	3,000
Postal Services	25	200	80	200	200
Telecommunications	1,400	3,000	4,466	3,000	3,000
Lease/Rent of Equipment	4,878	3,000	494	3,500	3,500
Mileage & Transportation	-	1,000	2,706	1,000	1,000
Meals and Lodging	-	1,500	8,722	1,500	1,500
Registration & Training	-	8,000	3,719	12,500	12,500
Dues and Association Memberships	332	5,000	2,800	7,500	7,500
Special Events	-	5,000	3,000	2,500	5,182
Office Supplies	2,407	5,000	5,963	5,000	5,000
Food Supplies	-	-	1,991	-	-
Vehicle and Powered Equipment Fuels	61	3,200	172	4,200	4,200
Computer Software under \$5,000	356	6,600	-	4,500	4,500
Vehicles	-	27,200	27,200	-	-
TOTAL CITY MANAGER	865,434	730,319	658,703	421,145	464,723

CITY ATTORNEY

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

PERSONNEL SUMMARY

City Attorney	1
Assistant City Attorney	1
Legal Administrative Assistant	1
TOTAL POSITIONS	3

CITY ATTORNEY	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	166,398	200,000	198,953	274,090	284,090
FICA	12,405	15,300	14,405	20,968	21,733
VRS	18,484	24,020	23,920	32,918	29,425
Health Insurance	13,874	21,389	21,389	22,394	23,533
VRS Group Life	2,016	2,620	2,609	3,598	3,209
Unemployment Insurance	1,890	2,646	2,646	-	-
Doctors & Phy Exam Fees	110	-	-	-	-
Other Contractual Services	350,774	145,000	239,107	53,902	45,000
Postal Services	141	120	63	150	150
Telecommunications	503	600	588	600	600
Meals and Lodging	18	100	114	500	500
Dues and Association Memberships	6,656	5,096	6,237	5,096	5,096
Office Supplies	110	550	365	750	750
TOTAL CITY ATTORNEY	573,380	417,441	510,397	414,966	414,086

CITY ASSESSOR

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

PERSONNEL SUMMARY

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

ASSESSOR	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	250,274	143,572	107,152	334,500	381,500
Part Time Regular	-	54,281	76,634	-	-
FICA	17,808	15,136	12,016	25,589	29,185
VRS	29,008	6,149	7,106	40,174	45,818
Health Insurance	22,901	16,241	12,581	40,000	38,995
VRS Group Life	3,165	671	660	4,382	4,998
Other Contractual Services	34,743	144,000	117,326	50,000	50,000
Repairs - Vehicles	145	-	823	900	900
Advertising	146	-	2,811	-	-
Postal Services	190	7,000	538	7,000	7,000
Telecommunications	408	600	-	300	300
Mileage & Transportation	560	500	678	500	500
Dues and Association Memberships	190	371	-	371	371
Office Supplies	682	500	432	750	750
Vehicle and Powered Equipment Fuels	855	-	85	2,500	2,500
TOTAL ASSESSOR	361,075	389,022	338,842	506,966	562,817

HUMAN RESOURCES

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

PERSONNEL SUMMARY

Human Resources Director	1
Human Resources Administrator	1
Human Resources Specialist	2
TOTAL POSITIONS	4

HUMAN RESOURCES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	230,734	253,100	264,212	238,548	225,501
Part Time Regular	-	70,000	68,847	32,000	-
FICA	17,550	24,717	22,555	20,697	17,251
VRS	24,271	24,609	25,321	28,656	27,089
Health Insurance	23,590	31,534	27,861	28,787	31,533
VRS Group Life	2,633	2,778	2,730	3,125	2,954
Unemployment Insurance	-	15,000	9,214	-	-
Doctors & Phys Exam Fees	165	550	110	550	550
Other Contractual Services	61,585	90,000	43,652	33,000	33,000
Advertising	-	5,500	-	1,000	1,000
Postal Services	461	1,000	861	1,000	1,000
Telecommunications	712	1,100	1,004	1,100	1,100
Mileage & Transportation	-	15,000	3,754	8,000	8,000
Registration & Training	-	1,000	-	1,000	1,000
Travel Expense	7,822	15,000	4,651	7,500	7,500
Dues and Association Memberships	350	1,500	-	1,500	1,500
Special Events	-	1,500	-	1,500	5,000
Office Supplies	2,647	2,000	1,477	2,000	2,000
Computer Hardware under \$5,000	-	1,000	-	1,000	1,000
TOTAL HUMAN RESOURCES	372,521	556,889	476,249	410,963	366,977

FINANCE

The Finance office is responsible for the direction, coordination, control and administration of the fiscal management of the City. Finance is responsible for the maintenance of the general ledger, accounting, payroll, accounts payable, accounts receivable, financial reporting, issuance of bonds, debt management, and grant administration.

PERSONNEL SUMMARY

Chief Operating Officer	1
Finance Director	1
Account Clerk III	1
Accountant III	2
Administrative Manager	1
Payroll Coordinator	1
TOTAL POSITIONS	7

FINANCE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	97,007	361,796	299,210	494,900	534,729
Salaries & Wages Overtime	-	-	399	-	-
Part Time Regular	66,244	-	70,653	-	-
FICA	12,147	27,678	29,569	37,860	40,907
VRS	9,584	38,283	34,887	59,147	63,943
Health Insurance	13,120	30,500	37,699	54,394	55,299
VRS Group Life	1,041	5,172	3,550	6,483	7,005
Unemployment Insurance	8,422	-	3,810	-	-
Workman's Compensation	288	10,000	-	-	-
Accounting and Auditing Services	23,746	163,713	163,713	90,000	90,000
Other Contractual Services	545,029	500,000	512,383	50,000	25,000
Repairs - Equipment	-	-	110	-	-
Advertising	258	-	385	-	-
Postal Services	4,546	4,608	5,167	5,200	5,200
Telecommunications	1,007	1,500	1,958	1,248	1,248
Mileage & Transportation	77	-	-	-	-
Meals and Lodging	-	-	208	-	-
Dues and Association Memberships	16,407	27,500	27,546	10,500	10,500
Office Supplies	7,762	5,500	4,449	5,500	5,500
Computer Hardware under \$5,000	-	2,577	2,577	1,000	1,000
TOTAL FINANCE	806,685	1,178,826	1,198,271	816,232	840,331

BILLING & COLLECTIONS

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

PERSONNEL SUMMARY

Billing & Collections Manager	1
Customer Service Supervisor	1
Customer Service Representative	8
Customer Service Representative (P/T)	1
TOTAL POSITIONS	11

BILLING & COLLECTIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages, Regular	-	73,875	87,688	121,500	301,600
Salaries and Wages, Overtime	-	-	232	-	-
Part time Regular	-	21,840	27,151	65,520	22,277
Part time Overtime	-	-	-	-	-
FICA	-	7,322	9,834	14,307	24,777
VRS	-	12,871	7,551	14,892	36,222
Health Insurance	-	12,027	13,093	12,476	31,533
VRS Group Life	-	586	824	1,624	3,924
Other Contractual Services	-	97,000	17,057	35,000	20,000
Printing and Binding	-	2,000	-	2,000	2,000
Advertising	-	2,400	-	2,400	2,400
Postal Services	-	100,000	19,402	100,000	95,000
Registration & Training	-	2,000	-	2,000	2,000
Office Supplies	-	28,000	8,947	26,000	15,000
TOTAL BILLING & COLLECTIONS	-	359,921	191,778	397,719	556,732

RISK MANAGEMENT

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

PERSONNEL SUMMARY

Risk Control Coordinator	1
TOTAL POSITIONS	1

RISK MANAGEMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	65,417	4,373	3,019	32,000	63,000
FICA	-	-	335	2,448	4,820
VRS	-	-	-	3,843	7,566
Health Insurance	-	-	-	3,200	-
VRS Group Life	5,022	335	-	419	825
Unemployment Insurance	-	-	1,512	-	-
Workman's Compensation	146,666	400,000	344,097	591,179	300,000
Other Contractual Services	23,900	50,418	48,523	50,418	50,418
Repairs - Equipment	-	-	486	-	-
Telecommunications	-	50	50	550	550
Property Insurance	12,245	224,122	44,488	224,122	224,122
Auto Insurance	788,508	300,117	248,090	300,117	204,117
Surety Bonds	-	-	-	800	800
General Liability Insurance	238,673	238,673	1,330,756	238,673	238,673
Line of Duty Insurance	289,920	144,537	135,159	144,537	144,537
Contingency	653,651	400,000	279,761	155,000	-
Registration & Training	-	-	-	-	3,000
Office Supplies	-	-	-	-	5,000
TOTAL RISK MANAGEMENT	2,224,003	1,762,624	2,436,276	1,747,305	1,247,428

CENTRAL STORE ROOM

CENTRAL STORE ROOM	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Merchandise for Resale	68,839	70,000	60,613	55,000	55,000
TOTAL CENTRAL STORE ROOM	68,839	70,000	60,613	55,000	55,000

BUDGET & PROCUREMENT

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

PERSONNEL SUMMARY

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

BUDGET & PROCUREMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	159,150	177,296	179,840	284,344	346,344
Salaries & Wages Overtime	-	-	114	-	-
Part time Regular	5,251	-	228	23,296	23,296
FICA	12,096	13,563	14,709	23,534	28,277
VRS	18,542	20,778	20,189	30,944	38,609
Health Insurance	12,926	15,957	15,117	20,000	16,000
VRS Group Life	2,028	2,375	1,753	3,374	4,210
Other Contractual Services	36,707	58,880	35,795	5,000	5,000
Printing and Binding	-	-	-	1,500	1,500
Advertising	2,163	1,000	658	1,000	1,000
Postal Services	1,364	750	823	1,000	1,000
Telecommunications	224	719	182	1,500	1,500
Meals and Lodging	41	-	751	-	-
Registration & Training	1,099	750	1,049	6,000	6,000
Travel Expense	200	-	-	-	-
Dues and Association Memberships	840	700	423	1,500	1,500
Office Supplies	6,252	2,500	1,633.51	3,000	3,000
Doctor & Phys Exam Fees	-	-	55	-	-
Contractual Services	-	-	2,925	-	-
TOTAL BUDGET & PROCUREMENT	258,884	295,268	276,245	405,992	477,236

INFORMATION TECHNOLOGY

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

PERSONNEL SUMMARY

Information Technology Director	1
Computer Systems & Network Manager	1
Network Engineer	1
Data Analyst	1
Help Desk Specialist	1
TOTAL POSITIONS	5

INFORMATION TECHNOLOGY	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	236,620	290,831	263,355	325,831	284,831
FICA	16,438	22,249	20,858	24,926	21,790
VRS	26,894	34,713	31,656	37,220	37,220
Health Insurance	33,945	46,262	40,101	36,787	35,533
VRS Group Life	2,935	3,812	3,452	4,059	4,059
Maintenance Contracts	30,227	35,021	35,532	42,000	42,000
Other Contractual Services	96,246	243,263	290,911	199,000	193,000
Repairs - Vehicles	1,374	-	-	800	800
Telecommunications	565,423	427,765	456,944	325,000	325,000
Mileage & Transportation	-	-	183	1,000	1,000
Office Supplies	775	1,082	936	2,000	2,000
Vehicle and Powered Equipment Fuels	172	-	46	248	248
Computer Software Under \$5,000	1,039	-	731	-	-
Machinery & Equipment over \$5,000	-	-	6,306	11,100	11,100
Computer Software over \$5,000	-	-	30,811	-	-
TOTAL INFORMATION TECHNOLOGY	1,012,087	1,104,998	1,181,824	1,009,971	958,580

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



CONSTITUTIONAL OFFICERS



COMMISSIONER OF REVENUE

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

PERSONNEL SUMMARY

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

COMMISSIONER OF REVENUE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	243,839	247,553	238,458	241,943	268,783
FICA	17,064	18,938	19,302	18,509	20,562
VRS	27,731	29,355	29,637	29,057	32,281
Health Insurance	38,512	46,284	39,363	41,574	39,066
VRS Group Life	3,025	3,243	3,095	3,169	3,521
Other Contractual Services	2,753	6,000	7,856	6,000	6,000
Repairs - Equipment	693	500	567	-	-
Postal Services	10,007	1,644	1,986	6,524	6,524
Mileage & Transportation	72	305	299	305	305
Meals and Lodging	-	750	439	750	750
Registration & Training	150	1,225	850	1,225	2,700
Dues and Association Memberships	640	784	732	3,800	3,800
Office Supplies	4,689	6,771	5,642	3,500	5,000
Cigarette Stamp Purchase	3,388	8,495	8,491	12,000	12,000
TOTAL COMMISSIONER OF REVENUE	352,563	371,847	356,717	368,357	401,291

CITY TREASURER

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

PERSONNEL SUMMARY

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

TREASURER	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	245,707	159,650	145,639	122,592	136,308
Salaries and Wages, Overtime	137	-	-	-	-
FICA	16,560	12,213	11,444	9,378	10,428
VRS	27,950	19,174	18,250	14,724	16,371
Health Insurance	43,467	22,607	28,989	16,000	16,000
VRS Group Life	3,049	2,091	1,990	1,606	1,786
Unemployment Insurance	213	12,000	4,686	-	-
Legal Services	-	-	(1,131)	-	-
Credit Card Processing Fees	47	2,500	5,141	-	-
Other Contractual Services	7,995	30,000	47,134	15,000	10,000
Contractual Services-Adm Fees	1,507	-	-	-	-
Printing & Binding	9,958	7,000	6,201	7,000	1,500
Advertising	293	300	] 493	300	-
Postal Services	323,898	18,000	19,052	10,000	1,000
Registration & Training	-	-	-	-	2,000
Mileage & Transportation	-	-	-	-	150
Meals and Lodging	-	-	264	-	-
Dues and Association Memberships	585	-	] 80	-	550
Office Supplies	5,511	3,000	] 4,484	3,000	2,000
TOTAL TREASURER	686,876	288,535	292,716	199,600	198,092

REGISTRAR

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

PERSONNEL SUMMARY

Registrar	1
Assistant Registrar	2
TOTAL POSITIONS	3

REGISTRAR	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	108,692	118,503	122,414	133,640	142,643
Salaries & Wages Overtime	3,023	1,326	1,902	-	6,000
FICA	7,480	9,065	9,502	10,224	10,912
VRS	12,350	14,232	14,027	16,050	17,131
Health Insurance	20,486	16,890	16,016	12,787	15,533
VRS Group Life	1,347	1,552	1,530	1,751	1,869
Electoral Board Compensation	7,278	9,750	12,130	9,750	9,750
Other Contractual Services	34,041	50,000	54,926	50,000	50,000
Repairs - Equipment	8,340	20,584	6,300	20,584	28,680
Printing & Binding	-	33,075	5,139	33,075	33,075
Advertising	357	2,200	1,817	2,200	2,200
Postal Services	7,817	8,500	5,598	8,500	8,500
Telecommunications	710	960	1,057	960	960
Lease/Rent of Equipment	23,444	5,150	5,096	5,150	5,150
Lease/Rent of Buildings	35,515	32,782	30,050	32,782	32,782
Mileage & Transportation	-	1,120	593	1,120	1,120
Meals and Lodging	807	1,700	1,577	1,700	1,700
Registration & Training	330	1,580	799	1,580	1,580
Dues and Association Memberships	200	380	380	380	380
Office Supplies	23,439	9,389	20,615	9,389	9,389
Food Supplies	658	4,200	1,780	4,200	4,200
Furniture & Fixtures under \$5,000	-	2,600	2,642	2,600	2,600
Computer Software under \$5,000	29,880	12,665	5,302	12,665	8,000
TOTAL REGISTRAR	326,194	358,203	321,192	371,087	394,154

CLERK OF CIRCUIT COURT

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

PERSONNEL SUMMARY

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

CLERK OF CIRCUIT COURT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	424,143	420,259	425,294	441,397	454,639
Part Time Regular	39,365	31,000	37,355	31,000	31,000
FICA	33,153	34,521	37,035	36,138	37,151
VRS	48,839	53,927	52,191	53,012	54,602
Health Insurance	49,027	77,869	69,678	63,622	54,294
VRS Group Life	5,289	5,657	5,479	5,782	5,956
Unemployment Insurance	1,862	-	-	-	-
Accounting and Auditing Services	-	3,500	3,500	3,500	3,500
Jury Duty	39,709	39,830	45,238	39,830	39,830
Other Contractual Services	9,655	13,000	8,512	13,000	8,000
Printing & Binding	-	500	-	500	500
Postal Services	3,129	3,800	3,454	3,800	8,800
Lease/Rent of Equipment	-	10,500	7,109	10,500	10,500
Dues and Association Memberships	-	300	-	300	300
Office Supplies	1,227	6,500	1,908	6,500	6,500
TOTAL CLERK OF CIRCUIT COURT	655,396	701,163	696,753	708,882	715,573

COMMONWEALTH ATTORNEY

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

PERSONNEL SUMMARY

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

COMMONWEALTH ATTORNEY	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	695,298	680,442	686,917	767,333	843,076
Part Time Regular	29,491	34,580	39,068	33,124	33,124
FICA	50,498	54,699	59,043	61,235	67,029
VRS	77,918	68,710	82,225	89,213	101,253
Health Insurance	72,378	55,252	77,003	79,590	86,131
VRS Group Life	8,499	7,495	8,851	9,731	11,044
Unemployment Insurance	-	1,005	1,005	-	-
Workers Compensation	592	-	-	-	-
Other Contractual Services	49,527	16,875	21,639	24,747	24,747
Repairs - Vehicles	147	500	64	500	500
Postal Services	2,607	1,600	1,682	2,000	2,000
Mileage & Transportation	-	12,500	5,349	12,500	10,000
Meals and Lodging	-	25,000	16,060	25,000	25,000
Registration & Training	-	4,190	4,998	4,790	4,790
Travel Expense	497	-	-	-	-
Dues and Association Memberships	12,867	11,035	10,413	14,443	14,443
Office Supplies	16,685	5,000	11,679	10,000	8,500
Vehicle and Powered Equipment Fuels	342	1,154	545	1,154	1,154
TOTAL COMMONWEALTH ATTORNEY	1,017,346	980,035	1,026,540	1,135,360	1,229,249

SHERIFF'S OFFICE

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

PERSONNEL SUMMARY

Sheriff	1
Lt. Colonel	1
Major	2
Captain	1
Lieutenant	0
Sergeant	4
Corporal	7
Deputy Sheriff (1 P/T)	6
Administrative Assistant II	2
Courthouse Security Monitor (P/T)	1
TOTAL POSITIONS	25

SHERIFF'S OFFICE

SHERIFF	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	917,237	1,011,285	1,002,236	1,060,172	1,157,490
Salaries and Wages, Overtime	635	-	354	-	-
Part Time Regular	29,025	34,944	11,812	34,944	34,944
FICA	67,142	78,226	79,815	83,776	91,221
VRS	103,353	122,979	118,915	127,327	139,014
Health Insurance	102,489	120,250	115,560	115,117	101,664
VRS Group Life	11,274	13,084	12,692	13,888	15,163
Unemployment Insurance	1,098	-	(407)	-	-
Coroner Services	-	1,000	-	1,000	-
Cleaning Services	-	300	47	300	150
Other Contractual Services	5,566	15,800	13,477	15,800	14,000
Courthouse Security	43,153	-	-	-	-
Repairs - Vehicles	4,147	8,500	19,444	8,500	8,500
Repairs - Equipment	4,095	750	-	750	750
Utility Service	18,178	21,000	33,872	21,000	21,000
Water & Sewer Service	-	2,100	346	2,100	1,000
Postal Services	1,601	4,800	2,087	4,800	2,000
Telecommunications	6,866	7,000	5,913	7,000	6,000
Lease/Rent of Equipment	3,165	8,000	7,676	8,000	8,000
Mileage & Transportation	-	1,314	322	1,314	1,314
Meals and Lodging	-	2,000	12	2,000	2,000
Registration & Training	-	1,000	646	1,000	1,000
Dues and Association Memberships	1,417	1,700	1,342	1,700	1,700
Office Supplies	10,643	4,000	6,445	4,000	4,000
Food Supplies	75	1,500	59	1,500	1,500
Cleaning Materials & Supplies	-	750	47	750	750
Vehicle and Powered Equipment Fuels	4,024	20,600	5,013	20,600	5,500
Ammunition	1,342	2,000	492	2,000	1,500
Uniforms & Wearing Apparel	80	4,000	6,475	4,000	3,000
Other Operating Supplies	28	4,450	5,208	4,450	2,500
Furniture & Fixtures under \$5,000	-	7,030	-	7,700	1,000
Local Grant Match	-	225	-	225	225
Crater Criminal Justice Services	-	7,871	7,871	7,871	7,871
Vehicles	65,325	-	63,710	-	-
TOTAL SHERIFF	1,336,633	1,508,457	1,521,480	1,563,584	1,634,756

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



PUBLIC SAFETY



POLICE

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

PERSONNEL SUMMARY

Chief	1
Deputy Chief	1
Captain	3
Lieutenant	6
Sergeant	12
Police Officer (8 Unfunded)	80
Secretary III	1
Data Entry Operator	2
Fiscal Coordinator	1
Police Records Supervisor	1
Public Safety IT Manager	1
Records Clerk (P/T)	3
Crossing Guard (P/T)	6
TOTAL POSITIONS	118

POLICE

POLICE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	4,660,207	5,236,808	5,161,922	5,831,481	5,646,089
Clothing Allowance	9,499	11,000	11,000	11,000	11,000
Salaries & Wages Overtime	264,504	288,200	263,663	288,200	288,200
Part Time Regular	140,223	92,430	56,275	92,430	92,430
FICA	375,806	429,734	440,466	475,226	461,044
VRS	472,541	628,941	573,348	700,361	678,095
Health Insurance	655,834	791,272	726,508	709,680	650,474
VRS Group Life	51,508	68,602	61,971	76,392	73,964
Unemployment Insurance	74	14,000	8,872	-	-
Workman's Compensation	372,226	50,000	-	-	-
Doctors & Phys Exam Fees	6,521	4,800	3,411	4,800	4,800
Credit Card Fees	4,490	-	-	-	-
Other Contractual Services	218,185	222,341	215,381	172,341	172,341
Repairs - Vehicles	79,304	71,247	98,366	70,000	85,000
Postal Services	1,606	800	1,443	800	400
Telecommunications	47,025	48,000	56,586	48,000	38,000
Lease/Rent of Equipment	-	-	141	-	-
Lease/Rent of Buildings	-	6,500	6,500	6,500	6,500
Mileage & Transportation	2,529	4,900	1,135	4,900	4,900
Meals and Lodging	7	14,000	4,552	14,000	5,000
Registration & Training	470	12,019	4,121	12,000	18,000
Office Supplies	1,649	3,443	3,067	3,500	3,500
Cleaning Materials & Supplies	-	117	117	2,500	2,500
Vehicle and Powered Equipment Fuels	102,705	169,200	65,814	169,000	169,000
Ammunition	28,118	49,500	37,981	49,500	49,500
Uniforms & Wearing Apparel	8,484	68,585	73,181	68,000	50,000
Other Operating Supplies	59,940	189,147	157,181	113,000	113,000
Furniture & Fixtures over \$5,000	-	21,860	4,278	15,000	15,000
Machinery & Equipment over \$5,000	130	87,432	87,267	80,000	80,000
Vehicles	-	-	37,660	12,000	12,000
Crater Criminal Justice Services	-	59,034	59,034	-	-
TOTAL POLICE	7,563,585	8,643,912	8,221,241	9,030,609	8,730,737

911 EMERGENCY COMMUNICATIONS

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

PERSONNEL SUMMARY

Telecommunications Coordinator	1
Telecommunicator II	5
Telecommunicator I (2 Unfunded)	12
Telecommunicator/Receptionist	2
Telecommunicator/Receptionist (P/T)	2
TOTAL POSITIONS	22

911 EMERGENCY COMMUNICATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	647,851	863,639	829,715	909,514	888,785
Salaries & Wages Overtime	294,581	225,000	209,483	290,082	290,082
Part Time Regular	11,162	22,166	28,743	25,000	25,000
FICA	67,775	67,764	84,950	93,682	92,096
VRS	63,204	99,882	95,177	108,781	108,777
Health Insurance	103,287	129,059	117,943	123,153	134,061
VRS Group Life	6,870	10,408	10,008	11,862	11,862
Doctors & Phys Exam Fees	330	-	220	-	220
Other Contractual Services	306,267	500,239	263,973	494,001	494,001
Repairs - Equipment	260	46,471	22,946	45,000	45,000
Telecommunications	-	204,015	214,144	-	-
Dues and Association Memberships	-	276	-	276	276
Office Supplies	-	1,678	1,186	2,572	2,572
Furniture & Fixtures under \$5,000	-	1,594	94	1,600	1,600
Machinery & Equipment under \$5,000	-	3,300	1,432	3,300	3,300
TOTAL 911 EMERGENCY COMMUNICATIONS	1,501,587	2,175,491	1,880,013	2,108,822	2,097,632

ANIMAL CONTROL

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

PERSONNEL SUMMARY

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

ANIMAL CONTROL	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	139,454	152,108	148,074	154,408	159,723
Salaries & Wages Overtime	2,771	5,000	7,258	10,000	10,000
Part Time Regular	28,930	35,847	18,980	36,051	38,409
FICA	11,834	14,379	13,627	15,335	15,922
VRS	15,055	18,268	16,142	18,369	18,290
Health Insurance	30,211	38,279	33,491	36,787	23,299
VRS Group Life	1,628	1,993	1,760	2,023	2,092
Worker's Compensation	1,245	-	-	-	-
Other Contractual Services	7,576	15,428	11,347	15,000	15,000
Repairs - Equipment	-	2,545	770	2,545	2,545
Dues and Association Memberships	-	215	-	215	215
Office Supplies	970	1,200	-	1,200	1,200
Food Supplies	-	-	-	2,400	2,400
Cleaning Materials & Supplies	382	1,809	3,159	1,800	1,800
Vehicle and Powered Equipment Fuels	2,340	3,050	1,396	3,050	3,050
Uniforms & Wearing Apparel	-	870	491	870	870
Other Operating Supplies	315	2,250	2,665	2,200	2,200
Machinery & Equipment under \$5,000	854	-	-	-	-
TOTAL ANIMAL CONTROL	243,564	293,241	259,159	302,253	297,016

FIRE RESCUE & EMERGENCY SERVICES

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

PERSONNEL SUMMARY

Deputy Chief	1
Division Chief	3
Battalion Chief	3
Captain	15
Sergeant	18
Firefighter	33
Administrative Assistant II	1
Fire Marshal	1
Deputy Fire Marshal	1
Assistant Fire Marshall	1
Account Clerk II	1
TOTAL POSITIONS	78

FIRE RESCUE & EMERGENCY SERVICES

FIRE/EMS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	3,436,009	3,653,865	3,791,613	4,343,730	4,163,661
Salaries & Wages Overtime	826,146	1,210,641	1,236,177	425,000	550,000
Part Time Regular	113,760	189,598	265,942	-	-
FICA	311,117	438,829	419,256	364,808	360,595
VRS	376,704	438,646	438,007	521,682	500,056
Health Insurance	513,244	600,376	588,559	546,202	532,291
VRS Group Life	41,162	47,866	47,177	56,903	54,544
Unemployment Insurance	-	-	83	-	-
Workman's Compensation	39,338	-	-	-	-
Doctors & Phys Exam Fees	11,440	5,000	11,902	15,000	15,000
Other Contractual Services	210,681	264,090	306,874	244,000	325,000
Repairs - Vehicles	90,529	150,000	162,651	125,000	150,000
Repairs - Machinery & Tools	995	3,000	302	3,000	3,000
Repairs - Equipment	754	14,500	17,740	14,500	14,500
Repairs - Radio Equipment	4,583	-	-	-	-
Repairs - Buildings	104	21,540	44,735	21,540	21,540
Postal Services	1,545	700	722	700	700
Telecommunications	12,060	14,000	14,480	14,000	10,000
Lease/Rent of Equipment	100	50,708	11,695	25,708	-
Lease/Rent of Buildings	-	13,000	13,000	13,000	10,000
Mileage & Transportation	-	200	159	200	200
Meals and Lodging	-	4,285	4,283	4,285	4,285
Registration & Training	-	6,540	5,880	6,540	6,540
Dues and Association Memberships	5,670	2,270	1,519	2,270	2,270
Office Supplies	3,802	12,500	11,440	12,500	12,500
Cleaning Materials & Supplies	-	15,000	12,359	15,000	15,000
Repair and Maintenance Supplies	6,154	33,005	12,181	33,005	33,005
Vehicle and Powered Equipment Fuels	29,965	87,500	19,950	87,500	77,500
Uniforms & Wearing Apparel	4,371	84,700	61,684	62,000	57,000
Books and Subscriptions	-	-	75	-	-
Other Operating Supplies	789	329,950	114,087	200,000	200,000
Chemical Supplies	6,864	-	-	-	-
Tires and Tubes	5,844	-	-	-	-
Misc. & Kitchen Supplies	2,286	-	-	-	-
Furniture & Fixtures under \$5,000	-	2,000	2,000	2,000	2,000
Machinery & Equipment under \$5,000	68	18,450	22,742	15,903	15,903
Vehicles	-	125,000	61,091	-	-
TOTAL FIRE/EMS	6,056,085	7,837,759	7,700,365	7,175,975	7,137,090

COMMUNITY CORRECTIONS

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

PERSONNEL SUMMARY

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

COMMUNITY CORRECTIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	200,896	276,626	250,156	272,030	272,030
Part Time Regular	5,471	-	-	-	-
FICA	14,969	21,161	19,955	20,810	20,810
VRS	22,631	33,223	28,424	33,422	33,422
Health Insurance	23,625	33,209	31,011	22,048	23,229
VRS Group Life	2,453	3,652	3,006	3,644	3,644
Unemployment Insurance	-	-	89	-	-
Worker's Compensation	212	-	-	-	-
Other Contractual Services	2,213	8,400	3,547	8,400	24,238
Repairs - Equipment	4,076	3,180	3,157	3,180	3,180
Postal Services	648	500	296	500	500
Telecommunications	3,400	3,600	1,396	3,600	3,600
Lease/Rent of Equipment	15,600	5,000	630	500	500
Lease/Rent of Buildings	-	14,400	2,400	14,400	14,400
Mileage & Transportation	338	1,210	199	1,210	2,816
Meals and Lodging	875	625	-	625	625
Registration & Training	1,425	1,500	60	1,500	1,500
Dues & Association Memberships	-	150	125	150	150
Office Supplies	2,173	4,800	3,002	23,426	4,800
TOTAL COMMUNITY CORRECTIONS	301,003	411,236	347,453	409,445	409,445

VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

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

PERSONNEL SUMMARY

Program Manager, PJCCCP	1
Pre/Post Trial Officer	1
Surveillance Officer	1
Surveillance Officer (P/T)	1
TOTAL POSITIONS	4

VJCCCA SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	-	139,051	120,747	132,143	137,671
Part Time Regular	-	4,000	5,436	5,000	5,000
FICA	-	10,637	9,892	10,491	10,914
VRS	-	11,595	12,761	15,870	15,870
Hospitalization/Medical Plans	-	21,713	23,227	20,787	23,766
Group Life	-	1,265	1,256	1,731	1,731
Doctors & Phys Exam Fees	-	100	-	100	100
Other Contractual Services	-	11,700	10,073	11,700	11,700
Repairs - Vehicles	-	1,500	-	1,500	1,500
Advertising	-	1,000	-	1,000	1,000
Postal Services	-	-	16	-	-
Telecommunications	-	2,500	3,251	2,500	2,500
Mileage & Transportation	-	1,000	-	1,000	1,000
Meals and Lodging	-	2,000	859	2,000	2,000
Registration & Training	-	1,000	213	1,000	1,000
Office Supplies	-	1,750	382	1,750	1,750
Food Supplies	-	500	158	500	500
Vehicle and Powered Equipment Fuels	-	450	592	450	450
Furniture & Fixtures under \$5,000	-	-	-	3,000	3,000
Computer Hardware under \$5,000	-	-	2,629	-	-
TOTAL VJCCCA SERVICES	-	211,760	191,492	212,523	221,454

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



COURTS & OTHER PUBLIC SAFETY



CIRCUIT COURT JUDGES & ADMINISTRATION

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

PERSONNEL SUMMARY

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

CIRCUIT COURT JUDGES & ADMIN.	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	50,695	49,309	48,633	49,309	49,309
Part Time Regular	19,225	22,500	20,546	22,500	22,500
FICA	4,804	5,493	5,630	5,493	5,493
VRS	5,675	5,922	5,922	5,922	5,922
Health Insurance	9,835	6,394	6,394	6,394	7,766
VRS Group Life	619	646	646	646	646
Other Contractual Services	-	200	1,050	200	200
Repairs - Equipment	-	850	-	850	850
Postal Services	961	1,200	1,033	1,200	1,350
Telecommunications	4,373	2,500	1,726	2,500	2,500
Office Supplies	121	1,200	945	1,200	1,200
Cleaning Materials & Supplies	-	200	-	200	200
TOTAL CIRCUIT COURT JUDGES & ADMIN.	96,309	96,414	92,523	96,414	97,937

GENERAL DISTRICT COURT

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

GENERAL DISTRICT COURT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Legal Services	14,525	24,000	28,226	24,000	40,000
Other Contractual Services	542	800	475	800	1,200
Postal Services	1,375	4,500	610	6,000	6,000
Lease/Rent of Equipment	3,931	4,000	3,363	4,000	2,500
Mileage & Transportation	-	800	-	800	600
Dues and Association Memberships	569	1,000	389	1,000	1,000
Office Supplies	310	1,800	753	1,800	1,800
Uniforms & Wearing Apparel	-	200	-	200	200
Furniture & Fixtures under \$5,000	-	1,000	131	1,000	1,000
Machinery & Equipment under \$5,000	-	1,200	362	1,200	1,200
TOTAL GENERAL DISTRICT COURT	21,252	39,300	34,309	40,800	55,500

MAGISTRATE

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

MAGISTRATE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Other Contractual Services	-	1,400	-	1,400	1,400
Lease/Rent of Buildings	38,852	39,918	37,842	39,918	21,600
Office Supplies	-	2,000	361	2,000	2,000
TOTAL MAGISTRATE	38,852	43,318	38,203	43,318	25,000

11TH DISTRICT COURT SERVICES UNIT

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

11TH DISTRICT COURT SERVICES UNIT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Other Contractual Services	2,400	3,600	3,900	4,700	4,700
Telecommunications	14,497	8,000	-	8,000	8,000
Lease/Rent of Buildings	82,588	79,701	73,252	82,888	82,888
Furniture & Fixtures under \$5,000	-	1,000	916	1,000	1,000
TOTAL 11TH DISTRICT COURT SERVICES UNIT	99,485	92,301	78,068	96,588	96,588

JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

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

JUVENILE DOMESTIC RELATIONS COURT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Cleaning Services	-	100	-	100	100
Other Contractual Services	102	1,000	518	1,000	1,000
Repairs - Buildings	-	200	-	200	200
Lease/Rent of Equipment	2,100	2,200	1,919	2,200	2,200
Mileage & Transportation	240	1,300	-	1,300	300
Meals and Lodging	-	-	-	-	1,000
Dues and Association Memberships	150	300	150	300	300
Office Supplies	-	500	357	500	500
Cleaning Materials & Supplies	-	500	52	500	500
Books and Subscriptions	-	200	-	200	200
Other Operating Supplies	-	450	-	450	450
Furniture & Fixtures under \$5,000	-	1,000	-	1,000	1,000
TOTAL JUVENILE DOMESTIC RELATIONS COURT	2,592	7,750	2,995	7,750	7,750

Victim Witness

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

PERSONNEL SUMMARY

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

VICTIM WITNESS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	156,307	180,996	171,017	181,000	193,000
FICA	11,187	13,847	14,129	13,847	14,765
VRS	17,651	26,100	20,497	21,738	23,179
Health Insurance	20,658	25,776	24,242	27,181	31,066
VRS Group Life	1,925	2,154	2,236	2,371	2,528
Worker's Compensation	75	-	-	-	-
Other Contractual Services	1,961	-	-	-	2,231
Printing & Binding	-	3,159	3,129	3,159	3,679
Postal Services	2,499	2,201	2,196	2,201	2,766
Telecommunications	5,474	8,850	6,445	8,850	7,200
Lease/Rent of Equipment	-	2,228	1,068	2,228	-
Mileage & Transportation	-	996	101	996	1,981
Meals and Lodging	1,145	5,208	1,030	5,208	5,325
Registration & Training	670	2,880	2,190	2,880	3,175
Dues & Association Memberships	850	1,000	820	1,000	1,000
Office Supplies	9,172	1,782	5,059	1,782	1,989
Other Operating Supplies	-	1,438	1,508	6,277	234
Furniture & Fixtures under \$5,000	10,806	4,890	4,729	2,788	-
TOTAL VICTIM WITNESS	240,378	283,505	260,396	283,505	294,118

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



PUBLIC WORKS & UTILITIES



PUBLIC UTILITIES REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Interest Earned	-	2,072	7,596	-	-
Miscellaneous Revenue	24,873	-	1,324	-	-
Sewer & Water Connection Fees	886,651	56,225	86,397	-	90,000
Cut Off Fees	-	59,816	142,082	125,000	125,000
Delinquent Charges	-	(1,116)	(1,116)	-	-
Sale of Water & Sewer Charges-Res	5,346,915	6,522,600	8,641,887	9,157,203	10,402,848
Sale of Water & Sewer - Industrial	481,906	573,300	519,988	536,144	625,947
Sale of Water & Sewer - Commercial	2,883,181	5,165,300	2,833,884	3,592,734	3,592,734
Sale of Salvage & Scrap	-	-	-	-	-
Street Opening/Street Repair	-	-	800	-	-
Utilities - Lockbox	-	-	46,187	-	-
Rebates and Refunds	-	366,108	83,557	67,614	67,614
Miscellaneous Other	-	1,998	2,480	-	-
Emergency Fin & Op Restructuring	-	19,675	100,000	-	-
TOTAL UTILITY FUND REVENUES	9.623.526	12.765.978	12.465.065	13.478.695	14.722.754

STORMWATER REVENUES

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Interest Earned	24	8	24	-	-
Stormwater Fees	1,336,918	1,350,000	1,479,053	1,460,249	1,460,249
Miscellaneous Other	31	27	27	-	-
Draw from Fund Balance	-	-	-	-	500,000
Transfer from General Fund	-	100,000	58,333	-	-
TOTAL STORMWATER REVENUES	1,336,973	1,450,035	1,537,438	1,460,249	1,960,249

STREETS REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Miscellaneous Revenue	-	-	701	-	-
Miscellaneous Other	-	43,848	8,240	25,950	-
Overweight Permit Fees	-	-	-	-	2,686
State Grant Revenue	2,559,923	5,815,406	1,478,790	5,808,287	5,979,013
TOTAL STREETS FUND REVENUES	2,559,923	5,859,254	1,487,732	5,834,237	5,981,699

PUBLIC WORKS

The primary mission of the Department of Public Works (DPW) is to provide reliable and efficient delivery of essential infrastructure services to the residents of Petersburg. DPW protects and promotes the general health, safety and welfare of the community by monitoring, managing and maintaining public infrastructure and properties. DPW no longer has the responsibility for grounds/cemeteries, stormwater, the contract for refuse collection or utilities. However, DPW will provide a wide range of essential services including infrastructure implementation and maintenance, management of City fleet and facilities, all engineering needs including street lights and traffic signals, and street and right-of-way management.

DPW is responsible for approximately 395 lane miles of streets, 32 structures, 47 signalized intersections, and 90 Buildings.

Services provided by the Department of Public Works are funded by General Fund revenue; permit fees; and state and federal financial assistance for street maintenance.

PUBLIC WORKS *	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	-	-	3,395	-	-
Part Time Regular	-	-	14,908	-	-
FICA	-	-	2,566	-	-
VRS	-	-	550	-	-
Health Insurance	-	-	638	-	-
VRS Group Life	-	-	60	-	-
TOTAL PUBLIC WORKS	-	-	22,118	-	-

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

FLEET

FLEET *	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDIT- ED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	-	10,400	-	-	-
FICA	-	796	-	-	-
VRS	-	1,249	-	-	-
Health Insurance	-	3,830	-	-	-
VRS Group Life	-	136	-	-	-
Vehicle and Powered Equipment Fuels	-	-	-	-	-
TOTAL FLEET	-	16,411	-	-	-

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

PUBLIC WORKS ADMINISTRATION

PERSONNEL SUMMARY

Deputy City Manager	1
Director of Public Works	1
CIP Manager	1
Administrative Assistant II	2
Operations Manager	1
Administrative Services Manager	1
TOTAL POSITIONS	7

PUBLIC WORKS ADMINISTRATION	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	79,851	108,041	102,672	185,734	83,172
Part Time Regular	13,379	12,038	11,043	18,928	-
FICA	6,750	9,186	9,399	15,657	6,363
VRS	9,104	11,805	11,686	22,182	9,888
Hospitalization/Medical Plans	14,932	11,236	11,472	21,861	8,371
Group Insurance	993	1,296	1,275	2,422	1,078
Doctors & Phys Exam Fees	-	-	55	-	-
Other Contractual Services	16,902	50,000	41,503	91,692	150,000
Repairs - Vehicles	-	6,680	1,817	6,680	5,455
Repairs - Equipment	-	100	-	100	100
Advertising	-	-	60	-	-
Postal Services	229	175	421	175	675
Telecommunications	1,572	2,000	2,322	2,000	2,000
Lease/Rent of Equipment	-	-	33	-	-
Registration & Training	-	-	225	-	-
Dues and Association Memberships	251	-	225	-	225
Office Supplies	657	1,000	1,207	1,000	1,000
Vehicle and Powered Equipment Fuels	1,758	1,500	899	1,500	1,500
Other Operating Supplies	91	100	574	100	100
TOTAL PUBLIC WORKS ADMINISTRATION	146,470	215,157	196,888	370,031	269,926

FACILITIES, CEMETERIES & GROUNDS

Facilities, Cemeteries & Grounds is a mixture of Facilities Management, Cemeteries Management and Grounds Management. The employees in this division will be responsible for the repairs and maintenance for all municipal buildings, cemeteries and grounds maintenance. The merger of these functions will allow for a central organizational structure and provides for the opportunities for cross-training to maximize resources.

PERSONNEL SUMMARY

General Manager	1
Assistant General Manager	1
HVAC Technician Supervisor	1
General Supervisor II	1
Administrative Assistant	2
HVAC Mechanic	1
Facility Maintenance Specialist	6
Construction Worker	4
General Supervisor I	1
Crew Supervisor II	1
Crew Leader	5
Motor Equipment Operator II	1
Maintenance Worker I	2
Maintenance Worker I (P/T)	2
Custodial Worker I (P/T)	8
TOTAL POSITIONS	37

FACILITIES, CEMETERIES & GROUNDS

FACILITIES, CEMETERIES & GROUNDS MANAGEMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	490,233	448,130	442,868	963,802	1,032,557
Salaries & Wages Overtime	6,922	7,000	6,889	7,400	8,000
Part Time Regular	83,396	45,000	39,593	51,000	138,404
FICA	41,017	37,724	39,851	78,198	90,191
VRS	51,814	53,820	47,049	115,753	124,010
Health Insurance	68,275	71,846	59,744	175,435	193,670
VRS Group Life	5,694	5,871	4,949	12,625	13,526
Unemployment Insurance	-	-	4,816	-	-
Doctors & Phys Exam Fees	-	-	55	-	-
Other Contractual Services	22,173	325,000	381,484	460,000	344,556
Repairs - Vehicles	3	-	9,176	3,689	42,689
Repairs - Machinery & Tools	40	-	-	12,832	12,832
Repairs - Equipment	-	-	3,454	-	-
Repairs - Heat & Cool Equipment	45,979	75,000	18,478	60,152	44,152
Repairs - Buildings	61,126	40,000	1,789	34,086	29,086
Courthouse Maintenance	11,645	40,000	9,882	40,000	24,000
Pest Control	11,645	11,240	428	9,015	4,015
Advertising	-	-	360	-	-
Utility Service	6,099	570,416	469,717	457,155	417,155
Water & Sewer Service	419,252	130,000	160,496	104,264	119,658
Postal Services	175,800	500	11	401	401
Telecommunications	2,471	6,800	5,290	6,256	6,256
Lease/Rent of Equipment	-	-	-	-	1,179
Dues and Association Memberships	4,660	-	-	-	-
Office Supplies	-	3,250	463	4,492	4,492
Food Supplies	2,864	-	-	-	-
Cleaning Materials & Supplies	117	32,000	22,072	26,467	18,467
Vehicle and Powered Equipment Fuels	17,403	20,000	10,684	48,122	12,122
Uniforms & Wearing Apparel	7,123	7,000	1,095	10,025	9,025
Other Operating Supplies	2,211	-	-	5,775	6,339
Building Materials & Supplies	36	35,000	1,881	28,071	9,071
Machinery & Equipment under \$5,000	11,621	1,000	134	8,822	8,822
Computer Software under \$5,000	-	-	-	-	95
Machinery & Equipment over \$5,000	228	-	-	-	-
Computer Software over \$5,000	-	7,600	-	6,095	6,095
Heat & Cool Equipment	-	58,197	-	46,676	46,676
Vehicles	-	-	-	-	-
TOTAL FACILITIES, CEMETERIES & GROUNDS MANAGEMENT	1,549,844	2,032,395	1,742,707	2,776,608	2,767,540

GROUNDS

The Grounds Division has been merged with Facilities Management and Cemeteries Management to form Facilities, Cemeteries and Grounds Management. Merging these functions allows the Department of Public Works to maximize the resources available and maintain the high level of service required.

GROUNDS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	283,340	321,927	311,004	-	-
Salaries & Wages Overtime	2,018	400	826	-	-
Part Time Regular	92,075	45,000	41,711	-	-
FICA	26,042	28,070	28,747	-	-
VRS	31,205	38,663	36,588	-	-
Health Insurance	76,891	84,533	80,465	-	-
VRS Group Life	3,404	4,217	3,956	-	-
Unemployment Insurance	-	-	116	-	-
Worker's Compensation	41,126	-	-	-	-
Doctor's & Physicians Fee	55	-	55	-	-
Other Contractual Services	10,677	100,000	106,556	-	-
Repairs - Vehicles	40,087	4,600	13,680	-	-
Repairs - Machinery & Tools	1,821	16,750	5,804	-	-
Repairs - Buildings	4,338	2,500	-	-	-
Telecommunications	197	1,000	322	-	-
Dues and Association Memberships	-	100	-	-	-
Office Supplies	3,636	2,000	1,326	-	-
Food Supplies	75	250	-	-	-
Cleaning Materials & Supplies	-	1,000	631	-	-
Vehicle and Powered Equipment Fuels	21,023	40,000	20,631	-	-
Uniforms & Wearing Apparel	4,651	5,600	7,493	-	-
Other Operating Supplies	3,060	7,200	5,268	-	-
Machinery & Equipment under \$5,000	228	10,000	4,910	-	-
TOTAL GROUNDS	645,949	713,811	670,089	-	-

REFUSE COLLECTION

REFUSE COLLECTION	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Other Contractual Services	1,356,916	1,921,311	1,735,557	1,600,000	1,525,000
TOTAL REFUSE COLLECTION	1,356,916	1,921,311	1,735,557	1,600,000	1,525,000

STORMWATER OPERATIONS

PERSONNEL SUMMARY

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

EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	140,719	152,488	140,516	240,317	303,361
FICA	10,033	11,665	11,559	18,384	23,207
VRS	15,825	18,314	16,801	28,790	36,710
Health Insurance	16,597	21,099	18,390	26,203	36,837
VRS Group Life	1,728	1,998	1,832	3,136	3,974
Doctors & Phys Exam Fees	-	200	-	200	-
Other Contractual Services	3,022	369,743	222,960	350,000	1,357,752
Repairs - Vehicles	-	-	262	-	-
Advertising	-	1,000	35	1,000	1,000
Postal Services	-	-	-	-	-
Telecommunications	499	1,210	1,183	1,210	1,210
Lease/Rent of Equipment	-	-	142	-	-
Registration & Training	-	2,500	220	2,500	2,500
Dues & Association Memberships	3,000	4,000	3,570	4,000	4,000
Office Supplies	215	3,790	2,949	3,790	3,790
Food Supplies	-	500	-	500	500
Vehicle and Powered Equipment Fuels	21	1,000	43	1,000	1,000
Uniforms & Wearing Apparel	-	2,000	-	2,000	2,000
Other Operating Supplies	190	100	80	100	100
Computer Hardware under \$5,000	-	4,000	70	4,538	4,538
Contingency	-	708,351	-	639,444	-
Vehicles	-	-	-	-	30,000
Bonded Debt/Notes Interest	65,653	89,871	69,415	121,136	90,270
Bonded Debt/Notes Principal	629,332	56,206	76,662	12,000	57,500
TOTAL STORMWATER EXPENDITURES	886,834	1,450,035	566,688	1,460,249	1,960,249

WATER OPERATIONS

The FY 2017-18 Adopted Budget created a separate Department of Public Utilities from the Department of Public Works based largely on the approved sell of the water system. After further consideration and a review of the operating cost the Departments were merged back under one Director. The department consists of services that are self-funded through user charges, including water and wastewater fees. In addition to providing essential services every day, this department will have a major infrastructure investment responsibility as well as a very important billing and revenue collection function. The City of Petersburg is a member of the Appomattox River Water Authority (ARWA). The City purchases approximately 1.7 billion gallons of water annually from ARWA and has rights to 16.7 percent of the ARWA water purification plant capacity, or a maximum of 14.1 million gallons per day (MGD). Petersburg has an average daily use of 4.54 MGD. Petersburg also is a member of the South Central Wastewater Authority (SCWWA) which treats all of Petersburg's wastewater. The City has an allocation of 52.5 percent of the plant capacity, or 12.1 MGD. Petersburg operates a water distribution and wastewater collection system consisting of 260 miles of water mains, 6 water storage tanks, 2 water pump stations, 1,378 fire hydrants, 195 miles of sanitary sewer lines, and 19 wastewater pump stations. The City has approximately 23,000 accounts, about half of which are water and half are sewer.

PERSONNEL SUMMARY

General Manager	1
Assistant General Manager	1
General Supervisor	1
Administrative Assistant	4
Chief Meter Reader	1
Safety/Locator	2
Crew Supervisor	3
Inventory Clerk	1
Motor Equipment Operator	6
Pump Station Equipment Mechanic	1
Water Service Technician	6
TOTAL POSITIONS	27

WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Public Utilities Water Service	-	-	69	-	-
Salaries & Wages Regular	877,901	829,817	753,350	1,032,065	1,049,063
Salaries & Wages Overtime	63,374	43,000	57,648	43,000	43,000
Part Time Regular	31,467	24,100	37,850	32,760	-
FICA	68,473	69,645	66,575	81,459	83,543
VRS	41,151	96,763	80,449	135,809	125,992
Health Insurance	166,541	208,424	111,721	176,025	179,646
VRS Group Life	11,949	10,438	8,568	14,811	13,743
Workman's Compensation	2,817	8,000	-	12,000	12,000
Doctors & Phys Exam Fees	550	1,300	353	1,300	1,300
Other Professional Services	-	9,838	6,272	-	-
Other Contractual Services	360,979	489,000	657,877	489,000	844,047
Repairs - Vehicles	-	24,100	32,218	24,100	24,100
Repairs - Machinery & Tools	-	92,000	45,293	92,000	92,000
Repairs - Equipment	-	1,200	1,942	1,200	1,200
Repairs - Streets & Sidewalks	-	1,500	7,838	1,500	1,500
Repairs - Buildings	-	-	11,324	-	-
Pest Control	-	350	-	350	350
Printing & Binding	-	-	609	-	-
Advertising	-	500	210	500	500
Utility Service	-	66,500	76,995	66,500	66,500
Natural Gas	-	3,000	641	3,000	3,000
Water & Sewer Service	-	2,000	788	2,000	2,000
Postal Services	-	5,000	2,842	5,000	5,000
Telecommunications	-	9,000	9,320	9,000	9,000
Insurance Premiums - Fire	-	2,000	-	2,000	2,000
Property Insurance	-	4,000	-	4,000	4,000
Auto Insurance	-	1,200	-	1,200	1,200
Lease/Rent of Equipment	5,250	7,500	95	7,500	7,500
Lease/Rent of Buildings	4,171	9,600	10,396	9,600	9,600
Mileage & Transportation	-	-	21	-	-
Meals and Lodging	-	-	-	-	-
Registration & Training	4,554	2,000	195	2,000	2,000
Dues & Association Memberships	299	350	291	350	350
State Permits/License	33,601	18,000	-	18,000	18,000
Office Supplies	11,830	2,550	7,145	2,550	2,550
Food Supplies	-	-	190	-	-
Cleaning Materials & Supplies	4,780	3,500	1,228	3,500	3,500
Repair and Maintenance Supplies	-	245,000	226,227	245,000	245,000
Vehicle and Powered Equipment Fuels	21,971	10,000	4,112	10,000	10,000

WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Uniforms & Wearing Apparel	5,207	8,000	11,303	8,000	8,000
Other Operating Supplies	2,395	7,750	7,153	7,750	7,750
Merchandise for Resale	1,910,879	1,525,000	1,615,966	1,525,000	1,690,000
Construction Materials	-	13,000	73,711	13,000	13,000
Service Connection & Materials	13,901	60,000	-	60,000	60,000
First Aid Supplies	-	250	-	250	250
Water & Sewer Materials & Supplies	54,486	50,000	110,675	50,000	50,000
Machinery & Equipment under \$5,000	37	3,600	4,686	3,600	3,600
Computer Software under \$5,000	-	3,000	278	3,000	3,000
Computer Hardware under \$5,000	-	2,000	1,788	2,000	2,000
Depreciation Expense	1,058,454	-	-	-	-
Bonded Debt/Notes Interest	516,586	508,245	340,157	503,533	503,533
Bonded Debt/Notes Principal	(24,612)	468,243	180,000	409,730	409,730
Capital Leases Principal	-	-	321,059	-	141,292
Capital Leases Interest	-	-	170,787	-	253,594
Other Debt Expenses	-	-	(24,612)	-	-
PILOT Payment to General Fund	-	489,000	489,000	489,000	850,000
Fund Balance Replenishment	2,186,413	-	20,434	687,508	458,271
TOTAL WATER OPERATIONS	7,435,404	5,439,262	5,543,039	6,291,450	7,317,204

WASTEWATER OPERATIONS

PERSONNEL SUMMARY

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

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	-	273,648	248,512	498,968	481,054
Salaries & Wages Overtime	-	25,361	26,760	25,361	25,361
Part Time Regular	-	-	-	-	-
FICA	-	25,000	23,078	40,677	38,741
VRS	-	32,395	25,390	71,784	57,775
Health Insurance	-	54,068	43,311	74,166	70,133
VRS Group Life	-	5,580	6,886	7,831	6,302
Unemployment Insurance	-	3,000	415	7,500	7,500
Doctors & Phys Exam Fees	-	600	247	1,300	1,300
Engineer and Architecture Services	-	15,000	63,534	15,000	7,500
Wastewater Treatment Services	4,898,809	4,800,000	4,513,759	4,800,000	4,791,000
Other Professional Services	-	9,838	7,942	-	3,500
Other Contractual Services	-	292,000	174,160	292,000	292,000
Repairs - Vehicles	-	37,500	48,363	37,500	37,500
Repairs - Machinery & Tools	-	10,300	70,374	10,300	10,300
Repairs - Equipment	-	6,200	16,964	6,200	6,200
Repairs - Heating & Cooling Equipment	-	-	-	-	-
Repairs - Streets & Sidewalks	-	8,900	16,387	8,900	8,900
Repairs - Buildings	-	5,100	3,392	5,100	5,100
Printing & Binding	-	10,000	4,538	10,000	10,000
Advertising	-	500	210	500	500
Utility Service	-	103,300	127,920	103,300	103,300
Postal Services	-	55,000	45,002	55,000	55,000
Telecommunications	-	15,200	14,173	15,200	15,200
Property Insurance	-	4,000	-	4,000	4,000
Auto Insurance	-	1,200	-	1,200	1,200
Lease/Rent of Equipment	-	102,600	80,588	102,600	102,600
Registration & Training	-	-	55	-	-
Dues & Association Memberships	-	350	593	18,350	18,350
State Permits/License	-	18,000	-	-	-
Office Supplies	-	10,000	12,396	10,000	10,000
Food Supplies	-	-	45	-	-

WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Cleaning Materials & Supplies	-	3,500	3,276	3,500	3,500
Repair and Maintenance Supplies	-	100,500	124,021	100,500	100,464
Vehicle and Powered Equipment Fuels	-	8,000	5,892	8,000	8,000
Uniforms & Wearing Apparel	-	5,000	10,426	5,000	5,000
Other Operating Supplies	-	350	2,104	350	350
Contraction Materials	-	75,000	51,144	75,000	75,000
Service Connection & Materials	-	25,000	-	25,000	25,000
First Aid Supplies	-	250	-	250	250
Water & Sewer Materials & Supplies	-	50,000	2,375	50,000	50,000
Machinery & Equipment under \$5,000	-	1,900	6,621	1,900	1,900
Vehicles	-	32,500	28,857	-	-
Bonded Debt/Notes Interest	-	7,390	7,390	-	-
Bonded Debt/Notes Principal	-	17,209	17,209	-	-
SWWA Payback	-	513,036	197,218	-	500,000
Fund Balance Replenishment	-	554,942	123,077	687,508	458,271
Contingency	-	7,500	-	7,500	7,500
TOTAL WASTEWATER OPERATIONS	4,898,809	7,326,716	6,154,603	7,187,245	7,405,550

STREET OPERATIONS

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

PERSONNEL SUMMARY

General Manager	1
Assistant General Manager	1
Senior Traffic Signal/Street Light Technician	1
General Supervisor	2
Crew Supervisor	3
Electronics Technician	1
Crew Leader	9
Motor Equipment Operator	13
Administrative Assistant	1
Account Clerk	2
Motor Equipment Operator	2
Fleet Specialist	1
Right of Ways Permit Manager	1
Construction Worker	2
Motor Equipment Operator (P/T)	1
Maintenance Worker (P/T)	1
TOTAL POSITIONS	40

STREET OPERATIONS

EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Street Operations	-	-	70	-	-
Salaries & Wages Regular	794,498	1,055,941	1,023,077	1,505,292	1,541,599
Salaries & Wages Overtime	22,234	25,000	28,867	25,000	30,000
Part Time Regular	20,256	35,000	27,364	35,000	35,614
FICA	58,776	81,699	86,805	119,026	122,952
VRS	88,174	117,922	116,417	180,595	184,888
Health Insurance	140,627	219,976	190,818	238,392	284,957
VRS Group Life	9,609	13,406	12,538	19,810	20,165
Unemployment Insurance	-	-	693	-	-
Workman's Compensation	5,056	75,000	-	-	-
Tuition Assistance	-	2,500	-	2,500	2,500
Doctors & Phys Exam Fees	-	3,000	655	3,000	3,000
Engineer and Architecture Services	345	120,576	-	70,000	70,000
Other Professional Services	-	-	25	-	-
Other Contractual Services	455,571	2,523,294	273,360	2,393,997	1,539,526
Snow Removal Services	-	150,000	-	100,000	100,000
Repairs - Vehicles	17,978	20,000	56,926	20,000	20,000
Repairs - Machinery & Tools	-	-	3,362	-	-
Repairs - Equipment	24,400	1,500	3,555	1,500	1,500
Repairs - Buildings	-	-	12	-	-
Advertising	-	1,000	360	1,000	1,000
Utility Service	-	375,607	582,376	525,607	525,607
Postal Services	34	200	65	200	200
Telecommunications	5,840	7,500	14,981	7,500	7,500
Lease/Rent of Equipment	-	-	7,335	-	-
Mileage & Transportation	-	1,500	1,211	1,500	1,500
Meals and Lodging	-	-	441	-	-
Registration & Training	225	2,500	5,445	2,500	2,500
Dues & Subscriptions	302	-	-	-	-
Office Supplies	2,683	5,000	7,243	5,000	5,000
Food Supplies	-	2,500	977	2,500	2,500
Cleaning Materials & Supplies	890	2,500	3,403	2,500	2,500
Repair and Maintenance Supplies	-	547,500	2,981	170,000	170,000
Vehicle and Powered Equipment Fuels	27,535	50,000	10,536	50,000	50,000
Uniforms & Wearing Apparel	5,058	10,000	10,917	10,000	10,000
Books and Subscriptions	-	1,000	370	1,000	1,000
Other Operating Supplies	-	3,000	19,554	3,000	3,000
Furnitures & Fixtures under \$5,000	-	-	2,066	-	-
Machinery & Equipment under \$5,000	1,001	2,500	5,419	2,500	2,500
Machinery & Equipment over \$5,000	-	100,000	17,681	100,000	100,000
Vehicles	-	100,000	-	100,000	1,140,191
Contingency	-	202,134	-	135,317	-
Litter Grant	-	-	5,931	-	-
TOTAL STREETS FUND EXPENDITURES	1,681,091	5,859,254	2,523,834	5,834,237	5,981,699

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



SOCIAL SERVICES



SOCIAL SERVICES

Petersburg Social Services:

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

PERSONNEL SUMMARY

Social Services Director	1	Administrative Services Manager	1
Family Services Manager	1	Administrative Program Assistant	1
Family Services Supervisor	5	Information System Support Supervisor	1
Family Services Specialist	24	Information System Support Specialist	1
Office Associate	6	Fiscal Manager	1
Benefits Program Manager	1	Fiscal Assistant Supervisor	1
Benefits Program Supervisor	6	Fiscal Assistant	5
Benefits Program Specialist	30	Fraud Investigator	1
Human Resources Specialist	2	Self-Sufficiency Supervisor	1
Administrative Policy Analyst	1	Self-Sufficiency Specialist	5
Program Coordinator	1	Security Guard	1
Human Services Assistant	12	Training Specialist	2
		Custodian Worker I (P/T)	3
TOTAL POSITIONS		114	

SOCIAL SERVICES

SOCIAL SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	2,887,241	3,885,855	2,941,292	3,797,053	4,514,243
Salaries & Wages Overtime	5,388	28,000	20,372	28,000	28,000
Part Time Regular	33,096	27,634	158,837	35,000	46,421
FICA	204,501	288,131	250,193	295,239	351,033
VRS	323,302	445,665	339,824	456,026	542,161
Health Insurance	457,538	572,860	478,584	708,300	696,823
VRS Group Life	34,241	48,611	35,385	49,741	59,137
Doctors & Phys Exam Fees	1,560	-	-	2,090	2,090
Legal Services	1,540	85,500	87,021	85,500	85,500
Other Contractual Services	57,599	89,600	20,541	89,600	89,600
Repairs - Vehicles	14,272	10,000	13,295	10,000	10,000
Repairs - Equipment	3,221	2,310	862	2,310	2,310
Repairs - Buildings	-	-	259,892	-	-
Utility Service	-	35,650	33,158	35,650	35,650
Postal Services	31,365	30,300	10,428	30,680	30,680
Telecommunications	9,464	42,315	22,320	45,000	45,000
Surety Bonds	-	2,550	1,911	2,550	2,550
Lease/Rent of Equipment	7,003	12,000	8,723	12,000	12,000
Lease/Rent of Buildings	40,011	68,590	-	68,590	68,590
Mileage & Transportation	774	3,540	7,159	3,540	3,540
Meals and Lodging	-	5,000	2,022	5,000	5,000
Registration & Training	-	5,283	575	5,283	5,283
Auxiliary Grants Aged	222,260	546,925	523,171	131,880	131,880
Auxiliary Grants Disabled	320,455	-	28,347	408,445	408,445
TANF Manual Checks	-	3,000	(4,987)	3,000	3,000
TANF Foster Care	1,045,788	1,032,047	822,840	1,032,047	1,032,047
Emergency Utility Assistance	-	-	3,124	-	-
Overpayment Collections	-	-	(3,633)	-	-
Food Stamps Overpayment	-	-	(1,185)	-	-
Emergency Services	1,987	500	-	3,500	3,500
Child Welfare Serv & Adoption	1,622,620	1,682,270	1,682,581	1,682,270	1,682,270
Independent Living Program	937	4,106	20,695	4,106	4,106
Companion Program	47,574	30,000	38,152	30,000	30,000
Prevention Allocation	3,194	19,941	14,798	19,941	19,941
View Welfare Reform	197,440	366,883	189,888	366,883	366,883
Foster Parent Adoptive	109	31,308	4,769	4,000	4,000
Day Care Quality Enhancement	-	-	-	-	-
Healthy Families	18,283	42,417	2,104	42,417	42,417
Refugee Assistance	-	-	1,870	-	-
Dues and Association Memberships	20	-	2,540	2,500	2,500
Family Preservation	-	100,000	-	-	-
Office Supplies	3,780	55,000	132,645	55,000	55,000
Cleaning Materials & Supplies	749	115 15,000	3,363	15,000	15,000

SOCIAL SERVICES

SOCIAL SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Vehicle and Powered Equipment Fuels	1,674	27,950	893	27,950	27,950
Uniforms & Wearing Apparel	-	-	1,124	-	-
Furniture and Fixtures Under \$5000	-	-	8,849	-	-
Computer Software under \$5,000	-	-	1,725	-	-
Machinery & Equipment Over \$5000	-	-	5,182	-	-
Vehicles	-	-	42,534	-	-
TOTAL SOCIAL SERVICES	7,598,985	9,646,741	8,213,780	9,596,091	10,464,549

JUVENILE & CHILDREN OUTREACH (CSA)

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

PERSONNEL SUMMARY

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

COMPREHENSIVE SERVICES ACT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	58,205	57,444	57,068	57,444	58,593
Part Time Regular	11,686	15,084	11,733	15,084	15,084
FICA	5,069	5,548	5,589	5,548	5,636
VRS	6,612	6,899	6,899	6,899	6,899
Health Insurance	6,087	6,394	6,394	6,394	7,766
VRS Group Life	721	753	753	753	753
Other Contractual Services	-	-	(801)	-	-
Pool Funds	4,070,157	3,600,000	4,348,501	3,600,000	4,207,248
Mileage & Transportation	-	750	30	750	750
Meals and Lodging	-	-	500	-	-
Office Supplies	-	2,000	1,430	2,000	2,000
Machinery & Equipment under \$5,000	-	500	-	500	500
TOTAL COMPREHENSIVE SERVICES ACT	4,158,537	3,695,371	4,438,095	3,695,372	4,305,229

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



LEISURE & COMMUNITY ENGAGEMENT



RECREATION & COMMUNITY ENGAGEMENT

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

PERSONNEL SUMMARY

Deputy City Manager	1
Director of Parks & Leisure Services	1
Accreditation Manager/Grant Writer	1
Recreation Program Coordinator	1
Secretary II	1
TOTAL POSITIONS	5

RECREATION & COMMUNITY ENGAGEMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	252,861	302,733	326,384	377,035	378,285
Part Time Regular	176,426	250,091	182,970	210,571	210,571
FICA	30,660	42,261	40,505	44,952	45,048
VRS	26,848	35,961	38,102	61,697	61,847
Health Insurance	36,303	36,978	34,792	28,787	31,533
VRS Group Life	2,929	3,117	4,074	4,853	4,869
Unemployment Insurance	104	1,127	1,514	-	-
Other Contractual Services	78,732	83,000	93,458	83,000	83,000
Postal Services	-	-	15	-	-
Telecommunications	1,329	-	-	-	500
Special Events	-	12,050	5,147	12,050	15,500
Office Supplies	784	5,000	3,176	5,000	5,000
Food Supplies	-	7,000	4,200	7,000	7,000
Vehicle and Powered Equipment Fuels	3,319	16,000	7,692	15,000	10,000
Dues and Association Memberships	-	-	-	2,000	2,000
Uniforms & Wearing Apparel	2,534	5,000	4,468	5,000	5,000
Other Operating Supplies	-	28,200	28,199	24,034	24,034
TOTAL RECREATION & COMMUNITY ENGAGEMENT	612,828	828,518	774,697	880,979	884,187

LIBRARY

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

PERSONNEL SUMMARY

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

LIBRARY

LIBRARY	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	290,768	361,259	296,335	390,169	389,973
Part Time Regular	103,562	105,063	94,311	115,414	115,414
FICA	28,151	35,674	31,336	38,677	38,662
VRS	32,455	43,391	36,501	45,265	45,241
Health Insurance	50,541	75,475	51,450	65,229	62,294
VRS Group Life	3,479	4,739	3,785	4,937	4,934
Doctors & Phys Exam Fees	-	-	55	-	-
Other Contractual Services	86,034	61,983	104,682	81,519	81,519
Repairs - Vehicles	-	3,010	1,631	3,010	3,010
Advertising	-	1,000	-	1,000	1,000
Utility Service	-	81,797	75,370	81,797	81,797
Postal Services	475	1,100	38	1,100	1,100
Telecommunications	21,461	17,665	17,011	23,087	23,087
Property Insurance	-	10,895	6,320	10,895	10,895
Lease/Rent of Equipment	11,297	2,000	6,574	-	-
Lease/Rent of Buildings	96,000	96,000	88,000	96,000	118,000
Mileage & Transportation	-	1,650	450	1,866	1,866
Meals and Lodging	-	-	378	-	-
Registration & Training	-	-	216	-	-
Dues and Association Memberships	550	955	958	1,000	1,000
Special Events	-	7,318	1,912	7,318	7,318
Office Supplies	2,598	4,500	3,676	4,500	4,500
Cleaning Materials & Supplies	-	-	2,980	-	-
Vehicle and Powered Equipment Fuels	614	1,125	815	1,100	1,100
Books and Subscriptions	67,257	78,000	79,233	64,096	64,096
Other Operating Supplies	-	6,000	4,929	4,130	4,130
Merchandise for Resale	-	2,000	78	2,000	2,000
Furniture & Fixtures under \$5,000	624	7,500	1,511	-	-
Machinery & Equipment under \$5,000	-	16,706	21,090	-	-
Contingency	-	28,031	35,002	28,031	28,031
TOTAL LIBRARY	795,867	1,054,835	966,628	1,072,139	1,090,968

TOURISM & SPECIAL EVENTS

Tourism & Special Events was the division that was responsible for planning the major special events within the City of Petersburg. This division was absorbed into Recreation & Community Engagement in the Fiscal Year 2018-2019 Adopted Budget

TOURISM & SPECIAL EVENTS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	56,697	18,787	19,636	-	-
Part Time Regular	56,625	-	6,463	-	-
FICA	8,375	1,437	2,034	-	-
VRS	5,745	2,256	2,242	-	-
Health Insurance	7,268	3,996	3,730	-	-
VRS Group Life	627	246	244	-	-
Unemployment Insurance	-	-	3,174	-	-
Other Contractual Services	9,451	10,000	7,295	-	-
Repairs - Vehicles	1,464	1,000	-	-	-
Advertising	1,406	1,500	38,500	-	-
Utility Service	-	-	437	-	-
Telecommunications	2,085	800	468	-	-
Dues and Association Memberships	-	38,500	19,250	-	-
Special Events	586	6,000	5,940	-	-
Office Supplies	29	2,000	3	-	-
Vehicle and Powered Equipment Fuels	158	800	354	-	-
TOTAL TOURISM & SPECIAL EVENTS	150,517	87,322	109,771	-	-

CEMETERIES ADMINISTRATION

PERSONNEL SUMMARY

Office Assistant III (P/T)	2
TOTAL POSITIONS	2

CEMETERIES ADMINISTRATION	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	35,715	-	(328)	-	-
Part Time Regular	30,382	32,000	29,749	32,000	32,000
FICA	4,981	2,448	2,338	2,448	2,448
VRS	2,507	-	106	-	-
VRS Group Life	274	-	12	-	-
Other Contractual Services	-	-	75	-	-
Postal Services	5	-	13	-	-
Telecommunications	454	1,000	-	-	-
Dues and Association Memberships	-	2,000	486	500	500
Office Supplies	27	1,500	743	500	500
Cleaning Materials & Supplies	-	500	-	-	-
Vehicle and Powered Equipment Fuels	-	-	26	-	-
TOTAL CEMETERIES ADMINISTRATION	74,345	39,448	33,218	35,448	35,448

DOGWOOD TRACE GOLF COURSE

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

PERSONNEL SUMMARY

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

	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
REVENUES					
Green Fees	433,185	488,350	383,920	488,350	452,417
Cart Rental	153,181	175,000	233,954	166,000	214,750
Pro Shop	33,979	35,000	25,808	52,000	52,000
Food Sales	-	-	-	-	171,000
Beverge Sales	-	-	-	-	38,200
Concession Sales	10,993	16,750	14,850	16,750	-
Sales Tax Golf Course	9,885	-	89	-	14,221
Meals Tax	-	-	-	-	8,400
Cash Over & Short	-	-	(208)	-	-
Miscellaneous Other	62,512	14,557	2,085	14,557	-
Transfer from General Fund	-	289,158	289,158	292,850	327,327
TOTAL DOGWOOD TRACE REVENUES	703,735	1,018,815	949,657	1,030,507	1,278,315

DOGWOOD TRACE GOLF COURSE

EXPENDITURES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	221,503	286,267	280,544	286,267	383,142
Part Time Regular	59,721	45,315	45,418	45,315	80,004
FICA	20,050	25,366	26,400	25,366	35,431
VRS	14,923	36,049	35,605	36,193	46,015
Health Insurance	27,553	40,548	39,511	33,229	46,294
VRS Group Life	2,749	3,750	3,667	3,750	5,019
Doctors & Phys Fees	440	-	-	-	-
Other Professional Services	22,030	2,500	-	2,500	-
Credit Card Processing Fees	9,091	10,250	9,380	10,250	6,000
Other Contractual Services	102,881	87,950	51,532	87,950	87,950
Repairs - Buildings	-	-	1,600	-	-
Advertising	210	1,500	-	1,500	2,100
Marketing	-	1,500	359	1,500	1,800
Utility Service	23,863	21,000	26,708	21,000	21,600
Water & Sewer Service	11,877	13,000	12,892	13,000	13,000
Telecommunications	4,952	1,140	7,636	1,140	4,560
Property Insurance	-	7,500	-	7,500	-
Lease/Rent of Equipment	65,795	65,200	79,599	80,200	82,152
Mileage & Transportation	-	-	232	-	-
Dues & Association Memberships	17,272	8,650	6,456	8,650	8,400
Office Supplies	1,834	3,000	2,796	3,000	3,900
Cleaning Materials & Supplies	130	3,500	742	3,500	3,900
Vehicle and Powered Equipment Fuels	20,128	21,000	23,050	21,600	21,600
Merchandise for Resale	27,371	36,400	31,445	37,600	36,400
Food for Resale	-	-	-	-	48,000
Beverage for Resale	-	-	-	-	18,000
VA Sales Tax	-	-	-	-	14,221
Petersburg Meals Tax	-	-	-	-	8,400
Machinery & Equipment over \$5,000	-	-	33,622	-	-
Contingency	-	-	-	-	-
Depreciation Expense	116,856	-	-	-	-
Bonded Debt/Notes Interest	-	185,813	195,547	193,224	188,003
Bonded Debt/Notes Principal	-	111,617	101,883	106,273	112,423
TOTAL DOGWOOD TRACE EXPENDITURES	771,228	1,018,815	1,016,622	1,030,507	1,278,315

MASS TRANSIT

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

PERSONNEL SUMMARY

Director	1	New Freedom Operator	2
Deputy Director	1	Diesel Mechanic	4
Operations Manager	1	Grant Specialist	1
Administrative Services Manager	1	Accounts Specialist	1
Facility Manager	1	Safety Coordinator	1
Transit Operator	18	Payroll & Revenue Specialist	1
Transit Supervisor	2	Maintenance/Fleet Manager	1
Para-Transit Supervisor	2	Custodial Worker	2
Para-Transit Assistant	1	Customer Service Representative	3
Transit Operator P/T	5	Para-Transit Operator P/T	6
Security Officer P/T	1	New Freedom Operator P/T	1
Custodial Worker P/T	5	Customer Service Representative P/T	1
		Transit Worker P/T	1
TOTAL POSITIONS	64		

MASS TRANSIT REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Revenue From Use of Property	18,845	-	-	-	-
Sale of Bus Tickets	393,543	400,000	365,465	400,000	400,000
Hopewell	31,535	216,000	136,891	248,000	220,000
Colonial Heights	433,130	50,000	50,000	-	-
Greyhound Commission Tickets	20,870	30,000	27,663	30,000	30,000
Greyhound Revenue	47,071	20,000	32,210	43,032	43,032
Riverside Revenue	9,696	20,000	21,331	23,400	23,268
Concession Sales	655	18,000	20,208	-	600
Cash Sales Tax Café	-	225	771	-	-
Meals Tax Café	-	50	612	-	-
Sale of Bus Tickets-Flite Foundation	-	-	70	-	-
Charges for Services	27,351	-	54,000	-	-
Vending Machine Commission	-	300	341	-	-
Sale of Salvage/Surplus	-	-	-	-	100
Miscellaneous Other - [Advertising On Bus]	-	10,000	10,528	10,000	10,000
Recovered Cost	7,546	7,500	7,943	-	-
Recoveries & Rebates	-	-	-	-	-
State Operating DRPT	632,660	614,065	840,618	653,065	645,432
New Freedom Program-Operating [State] (5307)	-	38,720	-	48,400	172,137
New Freedom Program Mgr. [State]	-	9,414	-	-	-
New Freedom Program-Operating [Federal]	-	-	-	-	84,000
73116-10 LED Lighting	-	3,105	-	-	-
73116-11 Computer Hardware	-	1,356	-	-	-
73116-12 Purchase Radios	-	1,352	-	-	-
73116-14 Surveillance/Security Equipment	-	734	-	-	-
71416-07 TMP - Petersburg	-	20,820	-	-	-
Federal Grant Revenue -Operating (5307)	976,078	702,123	522,484	770,928	730,000
Federal Grant Revenue -Preventive Maintenance	-	740,000	76,941	740,000	502,664
Federal Grant Revenue (5310)	-	-	-	-	105,000
VA-90-X516 [Federal]	-	34,742	-	-	-
VA-90-X433 [Federal]	-	15,253	-	-	-
VA-90-X415 [Federal]	-	159,427	4,828	131,956	61,743
VA-90-X286 [Federal]	-	28,974	-	22,722	-
VA-34-0005 [Federal]	-	80,084	29,065	29,324	17,591
VA-90-X363 [Federal]	-	7,842	3,671	-	-
VA-90-X380 [Federal]	-	7,723	-	-	-
VA-90-X105-02 [Federal]	-	57,917	-	-	57,914
VA-16-X042 [New Freedom Operating Federal]	-	48,400	-	-	-
VA-16-X042 [New Freedom Mgr. Federal]	-	47,072	8,461	-	-
VA-2018-0006 [Federal]	-	-	-	238,400	-
Capital 73117-03 [Federal]	-	-	-	112,000	-

MASS TRANSIT REVENUE

REVENUES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Capital 73018-89 [Federal]	-	-	-	16,000	-
Capital 73018-91 [Federal]	-	-	-	8,000	-
Capital VA-2019-006 (5339) [Federal]	-	-	-	16,000	276,281
Capital VA-2019-006 (5307) [Federal]	-	-	-	-	40,000
VA-2018-0009 [State]	-	-	-	297,280	-
Capital 73117-03 [State]	-	-	-	272,000	-
Capital 73018-89 [State]	-	-	-	3,200	-
Capital 73018-91 [State]	-	-	-	1,600	-
Capital 73018-92 [State]	-	-	-	3,200	-
Capital VA-2019-006 (5339) [State]	-	-	-	-	554,456
Capital VA-2019-006 (5307) [State]	-	-	-	-	8,000
Transfer from General Fund	-	980,248	980,248	980,248	-
Local Match - Operating	-	19,087	-	-	730,000
Local Match -Preventive Maintenance	-	-	-	-	168,700
Local Match -Capital [Fund 5307]	-	82,334	-	-	31,915
Local Match - [Fund 5310]	-	12,034	-	-	21,000
Local Match - Capital [Fund 5339]	-	24,729	-	-	39,012
Local Match - State Projects	-	9,245	-	86,207	-
TOTAL MASS TRANSIT REVENUES	2,598,980	4,518,875	3,194,349	5,184,962	4,972,845

MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	1,385,866	1,033,311	1,327,518	1,225,885	1,306,594
Salaries and Wages - Overtime	84,049	52,005	160,715	80,000	40,000
Part-time Salaries & Wages-Regular	130,297	82,820	212,491	108,091	112,944
FICA	122,416	85,384	136,486	108,169	111,655
VRS	131,441	124,101	158,130	147,608	156,922
Hospitalization/Medical Plans	108,276	72,332	218,022	202,366	201,552
Group Insurance	7,511	13,640	16,175	15,713	17,116
Unemployment Insurance	10,550	-	3,842	-	-
Employee Liability-Workers'Comp	38,126	30,000	-	36,000	6,000
Doctors & Phys Exam Fees	2,511	2,500	2,244	2,500	5,000
Auditing	-	-	-	-	-
PAT Bus Passes Credit Card Fees	26,720	5,000	4,961	5,000	3,000
Other Contractual Services	473,249	98,380	193,436	57,718	126,987
Sale Tax Cafe	1,099	-	-	-	-
Other-GRTC	266,668	-	-	-	-
Repairs - Motor Vehicles	-	-	79,683	-	-
Repairs - Office Equipment	-	-	3,653	-	-
Repairs - Bldg & Grounds	7,045	-	24,006	-	-
Repairs-Other	728	-	-	-	-
Pest Control	152	-	-	-	-
Printing & Binding	-	-	-	7,000	2,500
Advertising	2,133	2,500	913	2,500	2,000
Laundry and Dry Cleaning Services - Mats	1,625	-	-	-	-
Utility Service [Electric & Gas]	49,849	60,000	72,936	83,771	105,000
Propane Gas	12,643	-	-	30,000	-
Water and Sewer Service	11,967	16,999	4,798	16,000	37,000
Postal Services	195	337	390	780	780
Telecommunications	40,363	34,486	55,504	61,913	81,000
Communications Maintenance Agreements	-	-	-	26,189	-
Property Insurance	-	-	-	4,000	-
Auto Insurance	6,606	500	-	4,000	-
Lease/Rent of Equipment	-	-	242	-	-
Mileage-Allowance	105	-	3,825	2,500	2,500
Meals and Lodging	-	-	2,666	2,500	3,000
Registration & Training	-	500	-	5,000	5,000
Dues & Associations Memberships	1,883	2,500	2,258	2,000	2,000
Office Supplies	5,523	2,663	3,736	2,186	5,686
Food Supplies	431	-	4,896	300	300
Cleaning Materials & Supplies	-	15,000	10,796	10,000	15,000
Garage - Repairs and Maintenance Supplies	-	-	1,806	-	-

MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Vehicle and Powered Equipment Fuels	230,274	247,754	316,220	185,714	164,865
Uniforms & Wearing Apparel	2,536	10,000	11,356	6,000	10,000
Training & Public Ed Supplies	-	-	-	5,000	5,000
Other Operating Supplies	-	4,196	4,606	3,000	4,000
Merchandise for Resale	-	-	3,849	-	-
First Aid Supplies	555	-	-	1,000	2,500
Tires and Tubes	86,446	-	-	-	53,500
Small Tools	399	-	-	-	-
Computer Hardware over \$5,000	-	-	8,473	-	-
Depreciation Expense	1,109,127	-	-	-	-
Local Match - Operating [Fund 5307]	-	523,798	33,038	-	-
PILOT Payment to General fund	-	246,000	246,000	246,000	-
Contingency	-	-	200	-	-
Greater Richmond Transit Co. [Contingency]	-	200,000	200,006	200,000	200,000
TOTAL ADMINISTRATIVE OPERATING	4,359,362	2,966,706	3,529,874	2,896,403	2,789,400
MOBILITY MANAGER - NEW FREEDOM	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages - Regular	-	45,895	-	-	-
FICA	-	3,461	-	-	-
VRS	-	4,959	-	-	-
Hospitalization Insurance	-	3,238	-	-	-
Group Insurance	-	1,287	-	-	-
TOTAL MOBILITY MANAGER - NEW FREEDOM	-	58,840	-	-	-
GREYHOUND LINE SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Greyhound Ticket Sales/GPX	-	-	3,629	43,032	43,032
Contingency	-	29,290	13,559	-	-
TOTAL GREYHOUND LINE SERVICES	-	29,290	17,188	43,032	43,032
BUS STOP CAFÉ	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Wages & Salaries	-	30,377	-	-	-
FICA	-	2,324	-	-	-
VRS [New Coding Sting]	-	3,648	-	-	-
Hospitalization Insurance	-	1,397	-	-	-
Group Life	-	401	-	-	-
Merchandise for Resale	-	15,000	-	-	-
TOTAL BUS STOP CAFÉ	-	53,147	-	-	-

MASS TRANSIT EXPENDITURES

PREVENTIVE MAINTENANCE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	-	348,075	(759)	267,654	277,202
Salaries and Wages - Overtime	-	40,000	-	40,000	20,000
Part-time Salaries & Wages-Regular	-	123,060	-	188,751	64,501
Part-time Salaries & Wages-Overtime	-	-	-	-	-
FICA	-	36,042	-	37,975	27,670
VRS	-	41,804	-	33,189	33,292
Hospitalization/Medical Plans	-	24,365	-	45,501	39,766
Group Insurance	-	4,595	-	3,533	3,631
Doctors & Phys Exam Fees	-	2,059	165	2,500	-
Other Contractual Services	-	-	1,807	-	-
Repairs - Motor Vehicles	-	96,000	108,478	100,351	135,360
Repairs - Machinery & Tools	-	1,000	984	10,000	7,500
Repairs-Office Equipment	-	5,000	-	5,000	5,000
Repairs-Bldg and Grounds	-	18,000	2,496	113,884	34,889
Maintenance - Motor Vehicles	-	-	-	-	6,000
Maintenance - Machinery & Tools	-	-	-	-	2,500
Maintenance-Office Equipment	-	-	-	-	1,500
Maintenance-Bldg and Grounds	-	-	-	-	10,000
Laundry Services	-	-	236	-	-
Telecommunications	-	-	9,102	-	-
Office Supplies	-	-	910	-	-
Cleaning Materials & Supplies	-	-	199	-	-
Repair and Maintenance Supplies	-	-	2,391	-	-
Vehicle and Powered Equipment Fuels	-	-	1,812	-	-
Uniforms & Wearing Apparel	-	-	737	4,000	-
Training & Public Ed Supplies	-	-	-	5,000	-
First Aid Supplies	-	-	-	-	-
Tires & Tubes	-	-	-	53,500	-
Machinery & Equipment under \$5,000	-	-	897	-	-
Computer Hardware under \$5,000	-	-	630	-	-
Local Match Preventive Maintenance [Fund 5307]	-	185,000	5,630	-	-
TOTAL PREVENTIVE MAINTENANCE	-	925,000	135,713	910,838	668,811
PARATRANSIT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	-	-	-	-	56,992
Part-time Salaries & Wages-Regular	-	-	-	-	84,302
FICA	-	-	-	-	10,809
VRS	-	-	-	-	6,845
Hospitalization/Medical Plans	-	-	-	-	14,995
Group Insurance	-	-	-	-	747
TOTAL PARATRANSIT	-	-	-	-	174,690

MASS TRANSIT EXPENDITURES

NEW FREEDOM OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries and Wages - Regular	-	27,040	-	27,040	59,072
Part-time Salaries & Wages-Regular	-	-	-	-	15,600
FICA	-	2,069	-	2,069	5,712
VRS	-	3,248	-	3,248	7,095
Hospitalization/Medical Plans	-	1,893	-	1,893	8,000
Group Insurance	-	357	-	357	774
Repairs - Motor Vehicles	-	35,000	-	35,000	10,000
Repairs - Machinery & Tools	-	15,000	-	15,000	-
Vehicle and Powered Equipment Fuels	-	12,193	-	12,193	40,000
Advertising	-	-	-	-	2,000
Uniforms & Wearing Apparel	-	-	-	-	2,000
Training & Public Ed Supplies	-	-	-	-	7,675
Tires & Tubes	-	-	-	-	37,600
Other Operating Supplies	-	-	-	-	14,472
TOTAL NEW FREEDOM OPERATIONS	-	96,800	-	96,800	210,000
CAPITAL VA-90-X286	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Repairs Building & Grounds	-	9,934	-	9,934	-
Rehab/Renovate Admin/Maint Facility	-	12,219	-	12,219	-
Furniture & Fixtures over \$5,000	-	6,250	-	6,250	-
Furniture & Fixtures under \$5,000	-	7,812	-	-	-
TOTAL CAPITAL VA-90-X286	-	36,215	-	28,403	-
CAPITAL VA-90-X415	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Contractual Services [Strategic Plan]	-	64,225	-	64,225	-
Repairs-Building and Grounds [Landscaping & Walkway]	-	20,440	-	-	-
Telecommunications	-	12,350	-	12,350	12,269
Acquired Shop Equipment	-	13,893	12,859	-	-
Replacement Motor Vehicles	-	79,119	-	79,119	64,910
Rehab/Renovate Admin/Maint Facility	-	9,251	-	9,251	-
TOTAL CAPITAL VA-90-X415	-	199,278	12,859	164,945	77,179
CAPITAL VA-34-0005	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Telecommunications	-	21,989	-	21,989	21,989
Computer Hardware under \$5,000 [ADP Hardware]	-	23,025	5,300	14,552	-
Acquire Shop Equipment [ASE] [nuts , bolts fasteners]	-	18,974	18,383	-	-
Purchase Radios	-	9,948	-	-	-
Replace-Auto Passenger Counters	-	590	-	-	-
Rehab/Renovate Admin/Maint Facility	-	30,287	-	-	-
TOTAL CAPITAL VA-34-0005	-	104,813	23,683	36,541	21,989

MASS TRANSIT EXPENDITURES

CAPITAL VA-90-X433	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Ground Maintenance-Landscaping	-	19,067	-	-	-
TOTAL CAPITAL VA-90-X433	-	19,067	-	-	-
CAPITAL VA-90-X363	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Acquire Mobil Surv/Security Equip	-	10,149	5,813	-	-
TOTAL CAPITAL VA-90-X363	-	10,149	5,813	-	-
CAPITAL VA-90-X516	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Repairs-Building and Grounds [Bus Shelter]	-	19,570	-	-	-
TOTAL CAPITAL VA-90-X516	-	19,570	-	-	-
CAPITAL VA-2018-0006	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Shop Equipment	-	-	-	90,000	-
Replacement Motor Vehicles	-	-	-	468,000	-
TOTAL CAPITAL VA-2018-0006	-	-	-	558,000	-
CAPITAL 73117-03	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Replacement Motor Vehicles	-	-	-	400,000	-
TOTAL CAPITAL 73117-03	-	-	-	400,000	-
CAPITAL 73018-89	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Purchase Radios	-	-	-	20,000	-
TOTAL CAPITAL 73018-89	-	-	-	20,000	-
CAPITAL 73018-91	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Rehab/Renovate Admin/Maint Facility	-	-	-	10,000	-
TOTAL CAPITAL 73018-91	-	-	-	10,000	-
CAPITAL 73018-92	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Acquire Mobil Surv/Security Equip	-	-	-	20,000	-
TOTAL CAPITAL 73018-92	-	-	-	20,000	-
CAPITAL VA-95-X105-02	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Replacement Motor Vehicles	-	-	-	-	65,104
Purchase Fare Boxes	-	-	-	-	7,289
TOTAL CAPITAL VA-95-X105-02	-	-	-	-	72,393
CAPITAL VA-2019-006 (5339)	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Replacement Motor Vehicles	-	-	-	-	865,351
TOTAL CAPITAL VA-2019-006 (5339)	-	-	-	-	865,351

MASS TRANSIT EXPENDITURES

CAPITAL VA-2019-006 (5307)	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Acquire Mobile Surveillance/Security Equipment	-	-	-	-	50,000
TOTAL CAPITAL VA-2019-006 (5307)	-	-	-	-	50,000
TOTAL MASS TRANSIT EXPENDITURES	4,359,362	4,518,875	3,725,129	5,184,962	4,972,845

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



DEVELOPMENT SERVICES



PLANNING

The Planning department encourages and promotes the orderly use of land for redevelopment and growth through intermediate and long range comprehensive and strategic planning. In Fiscal Year 2019-20, the department will update and implement the City's Zoning Ordinance, Subdivision Ordinance and other land use regulations and policies. The department will also strive to offer greater opportunities for citizen participation and involvement in the planning process.

PERSONNEL SUMMARY

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

PLANNING	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	188,575	269,115	202,279	248,196	248,196
Part Time Regular	-	-	13,037	2,000	2,000
FICA	15,454	20,587	17,582	19,140	19,140
VRS	23,458	29,109	22,939	29,702	29,702
Health Insurance	12,175	28,106	11,295	20,787	23,533
VRS Group Life	2,558	3,765	2,525	3,251	3,251
Other Contractual Services	5,230	170,000	19,667	108,000	90,000
Repairs - Vehicles	-	5,010	172	5,010	5,010
Printing & Binding	-	750	125	700	700
Advertising	1,510	6,000	2,999	6,000	6,000
Postal Services	605	565	310	400	400
Telecommunications	560	1,400	3,521	2,400	2,400
Mileage & Transportation	-	1,000	97	1,500	1,500
Meals and Lodging	-	1,750	1,823	2,000	2,000
Registration & Training	-	1,000	43	1,500	1,500
Dues and Association Memberships	-	1,000	522	1,000	1,000
Special Events	-	1,500	-	1,500	1,500
Office Supplies	71	3,500	1,342	3,500	3,500
Cleaning Materials & Supplies	1,497	-	-	-	-
Vehicle and Powered Equipment Fuels	41	500	138	500	500
Books and Subscriptions	-	200	143	200	200
Other Operating Supplies	-	2,600	15	2,600	2,600
Computer Software under \$5,000	-	3,500	-	4,500	4,500
Local Grant Match	-	2,500	-	2,500	2,500
TOTAL PLANNING	251,733	553,458	300,572	466,886	451,632

ECONOMIC DEVELOPMENT

Economic Development was reestablished in Fiscal Year 2017-2018 to bolster the investment into Petersburg. The primary focus for Economic Development is to promote and encourage responsible residential, desirable commercial and retail development.

PERSONNEL SUMMARY

Economic Development Director	1
Economic Development Projects Manager	1
Economic Development Program Coordinator	1
TOTAL POSITIONS	3

ECONOMIC DEVELOPMENT	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	152,675	79,869	81,458	137,500	175,000
Part Time Regular	2,230	-	-	-	-
FICA	11,467	6,108	6,407	10,519	13,388
VRS	17,214	9,589	10,018	16,514	21,018
Health Insurance	11,377	12,777	6,394	14,394	19,766
VRS Group Life	1,879	1,046	1,092	1,801	2,293
Unemployment Insurance	131	-	7,182	-	-
Other Contractual Services	32,788	95,000	12,088	50,000	20,000
Printing & Binding	-	750	-	750	750
Advertising	2,274	1,500	674	1,500	-
Marketing & Advertising	-	10,000	-	10,000	8,500
Postal Services	13	115	39	115	115
Telecommunications	1,246	1,400	-	1,400	1,400
Mileage & Transportation	-	1,000	-	1,000	1,000
Meals and Lodging	-	750	-	750	2,500
Registration & Training	-	750	125	750	2,500
Dues and Association Memberships	555	85,000	7,651	1,500	1,500
Office Supplies	99	2,500	241	2,500	2,500
TOTAL ECONOMIC DEVELOPMENT	233,950	308,152	133,370	250,992	272,229

PERMITS & INSPECTIONS

Code Compliance was changed to Permits & Inspections in the Fiscal Year 2018-19 Fiscal Year Adopted Budget. The division ensures compliance with building construction standards of buildings to help protect the public's health, safety and welfare. The division determines permit application requirements, reviews construction documents, issues construction, building, electrical, mechanical and plumbing permits, and performs inspections for compliance.

PERSONNEL SUMMARY

Building & Property Maintenance Official	1
Property Maintenance Official	1
Rental Housing Inspector	1
Building Maintenance Inspector	1
Building Inspector	3
Permit Technician	1
Plans Reviewer	1
Account Clerk II	1
Plumbing Mechanical Inspector	1
TOTAL POSITIONS	11

PERMITS & INSPECTIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	265,139	401,103	333,211	451,133	384,234
FICA	20,376	23,163	27,106	34,512	29,394
VRS	31,465	36,375	38,134	42,385	42,600
Health Insurance	28,954	23,284	27,467	44,788	31,299
VRS Group Life	3,462	3,971	4,026	5,670	4,646
Other Contractual Services	31,028	45,000	4,444	5,000	5,000
Demolition Services	4,800	130,000	129,438	177,000	177,000
Postal Services	-	1,500	1,791	1,500	1,500
Telecommunications	-	5,000	446	5,000	5,000
Lease/Rent of Equipment	-	3,000	-	3,000	3,000
Mileage & Transportation	-	1,000	363	1,000	1,000
Meals and Lodging	-	550	282	1,500	1,500
Registration & Training	-	5,250	1,025	5,000	5,000
Dues and Association Memberships	-	1,000	-	1,000	1,000
Office Supplies	216	2,000	1,519	2,000	2,000
Vehicle and Powered Equipment Fuels	-	9,000	849	9,000	9,000
Uniforms & Wearing Apparel	-	4,000	1,661	4,000	4,000
Other Operating Supplies	1,243	1,500	1,077	1,500	1,500
Machinery & Equipment under \$5,000	-	500	-	500	500
Computer Software under \$5,000	-	3,000	-	3,000	3,000
TOTAL PERMITS & INSPECTIONS	386,682	700,196	572,840	798,488	712,173

MUSEUMS & VISITOR SERVICES

PERSONNEL SUMMARY

Program Coordinator P/T	1
Museum Interpreter P/T	2
TOTAL POSITIONS	3

MUSEUMS & VISITOR SERVICES	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages - Part-Time	-	29,120	16,212	29,120	71,120
FICA	-	2,228	1,240	2,228	5,441
Other Contractual Services	-	26,880	21,688	18,717	85,717
Utility Service	-	16,652	64,541	16,652	16,652
Water & Sewer Service	-	-	-	17,200	17,200
Postal Services	-	200	2	200	200
Telecommunications	-	-	99	3,000	3,000
Special Events	-	500	-	500	500
Dues and Association Memberships	-	-	-	-	1,340
Meals and Lodging	-	-	-	-	1,000
Registration & Training	-	-	-	-	4,550
Cleaning Materials & Supplies	-	1,000	225	1,000	1,000
Vehicle and Powered Equipment Fuels	-	1,000	139	1,000	1,000
Machinery & Equipment under \$5,000	-	-	-	-	500
TOTAL MUSEUMS & VISITOR SERVICES	-	77,580	104,147	89,617	209,220

FREEDOM SUPPORT CENTER

PERSONNEL SUMMARY

Executive Director	1
Office Assistant P/T	2
TOTAL POSITIONS	3

FREEDOM SUPPORT CENTER	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Salaries & Wages Regular	1,867	55,000	54,127	55,000	55,000
Part Time Regular	-	28,798	28,064	28,798	28,798
FICA	-	6,411	6,636	6,411	6,411
VRS	-	6,606	6,578	6,606	6,606
Health Insurance	-	6,394	6,394	6,394	6,394
VRS Group Life	-	720	717	720	720
TOTAL FREEDOM SUPPORT CENTER	1,867	103,928	102,516	103,929	103,929

THIS PAGE WAS INTENTIONALLY
LEFT BLANK



DEBT SERVICE

DEBT SERVICE	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Bonded Debt/Notes Interest	1,378,563	1,467,670	1,508,153	1,551,862	1,561,909
Bonded Debt/Notes Principal	4,063,566	1,289,866	1,186,497	1,453,287	1,968,114
Capital Leases Principal	677,785	494,164	703,204	215,141	73,459
Capital Leases Interest	8,733	12,289	28,991	4,225	726
Other Debt Expenses	60,248	-	-	-	-
Bond Issuance Cost	532,690	231,845	231,845	250,000	250,000
TOTAL DEBT SERVICE	6,721,585	3,495,834	3,658,690	3,474,516	3,854,208

SCHOOL OPERATIONS

SCHOOL OPERATIONS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Transfer to Schools	8,254,730	9,474,762	10,415,473	9,745,976	10,000,000
TOTAL SCHOOL OPERATIONS	8,254,730	9,474,762	10,415,473	9,745,976	10,000,000

TRANSFERS

TRANSFERS	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Transfer to Grants Fund	88,350	48,640	48,640	48,640	48,640
Transfer to Capital Projects Fund	-	160,000	93,333	160,000	-
Transfer to Stormwater Fund	-	100,000	58,333	-	-
Transfer to Mass Transit Fund	-	980,248	980,248	980,248	990,627
Transfer to Golf Course	-	289,158	289,158	292,850	327,327
TOTAL TRANSFERS	88,350	1,578,046	1,469,713	1,481,738	1,366,594

NON-DEPARTMENTAL

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

NON-DEPARTMENTAL	2016-2017 ACTUALS	2017-2018 AMENDMENT	2017-2018 UNAUDITED	2018-2019 ADOPTED	2019-2020 PROPOSED
Riverside Regional Jail Authority	3,404,557	3,455,481	4,190,955	3,455,481	4,381,302
Crater Juvenile Detention Services	541,392	440,454	440,453	440,454	441,601
Central Virginia Health Services	412,706	591,547	591,547	591,547	594,023
District 19 Mental Health Services	209,185	209,185	209,185	209,185	209,185
John Tyler Community College	-	5,361	5,449	5,350	5,350
Appomattox River Soil & Water	-	4,000	-	4,400	-
Other Contractual Services	211,659	48,950	30,000	53,845	53,845
Dues & Associations Memberships	-	-	-	-	340,000
Crater Distr Area Agency On Aging	1,925	1,925	-	1,925	10,000
Other Professional Services	99,237	100,000	29,817	-	-
RBG Contract	282,119	289,500	289,500	-	-
Virginia Municipal League	-	12,300	12,264	12,300	12,300
National League of Cities	-	3,500	3,258	3,500	3,500
Virginia Retirement System Payback	-	1,485,186	-	-	-
VDOT Urban Allocation Payback	-	100,000	-	-	-
Compensation Incr. - Comp Board	-	67,022	-	-	-
Unemployment Insurance	-	-	20,623	150,000	104,651
Health Care Stipend	-	-	-	450,000	768,800
Banking Analysis Fees	-	-	98,360	-	-
Fund Balance Replenishment	-	306,775	122,447	1,000,000	1,000,000
Contingency	955,551	400,000	429,693	665,051	-
NONDEPARTMENTAL	6,118,330	7,521,185	6,473,549	7,043,038	7,924,557

THIS PAGE WAS INTENTIONALLY
LEFT BLANK





APPENDICES

APPENDICES

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

PROCESS FOR COUNCIL CHANGES TO CITY MANAGER'S ADOPTED BUDGET

DATE:

CITY COUNCIL SPONSOR:

CO-SPONSORS (REQUIRES 3 ADDITIONAL SPONSORS):

	Mayor Parham		Councilmember Hill		Councilmember Smith-Lee
--	--------------	--	--------------------	--	-------------------------

	Vice Mayor Hart		Councilmember Myers		Councilmember Wilson-Smith
--	-----------------	--	---------------------	--	----------------------------

	Councilmember Cuthbert
--	------------------------

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

REVENUE ENHANCEMENT: EXPLAIN:

REMOVAL FROM OTHER AREA: EXPLAIN:

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

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

B. ADD TO FUND BALANCE

C. CONTRIBUTE TO TAX/FEE REDUCTION; EXPLAIN:

APPENDICES

Appendix B. Financial Polices

FINANCIAL POLICIES

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

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

FINANCIAL POLICY OBJECTIVES

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

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

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

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

APPENDICES

BUDGET DEVELOPMENT POLICIES

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

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

CAPITAL IMPROVEMENT BUDGET

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

APPENDICES

CAPITAL IMPROVEMENT BUDGET

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

DEBT POLICIES

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

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

DEBT POLICIES (CONT)

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

RESERVE POLICIES

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

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

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

APPENDICES

RESERVE POLICIES (CONT)

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

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

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

APPENDICES

RESERVE POLICIES (CONT)

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

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

Appendix C. Standard Operating Procedures for Grant Processing

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

I. Background and Purpose

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

II. Procedures:

Application for Grant Funding

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

Award of Grant Funding

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

Effective Date: April 1, 2017

Page 1 of 2
Grant Processing SOP

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

Quarterly Financial Reporting

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

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

Accounting Requirements

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

City Manager Approved: 

3/23/17
Date

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

Department/Agency Head: _____

Date

Effective Date: April 1, 2017

Page 2 of 2
Grant Processing SOP

APPENDICES

Appendix D. Health Care Coverage

Plan	FY2019 (July 1, 2018- June 30, 2019)								
	Biweekly	Monthly				Annual			
	Employee Cost	Employee Cost	City Cost	Combined Total	COBRA Rate	Employee Cost	City Cost	Combined Total	COBRA Rate
Key Advantage 500 - Comprehensive Dental									
EE only	66.60	133.20	532.80	666.00	679.32	1,598.40	6,393.60	7,992.00	8,151.84
EE + one	282.67	565.34	666.66	1,232.00	1,256.64	6,784.00	8,000.00	14,784.00	15,079.68
EE + Family	565.67	1,131.34	666.66	1,798.00	1,833.96	13,576.00	8,000.00	21,576.00	22,007.52
Key Advantage 500 - Preventive Dental									
EE only - Preventive Dental	58.60	117.20	532.80	650.00	663.00	1,406.40	6,393.60	7,800.00	7,956.00
EE + one	268.17	536.44	666.66	1,203.00	1,227.06	6,436.00	8,000.00	14,436.00	14,724.72
EE + Family	544.17	1,088.34	666.66	1,755.00	1,790.10	13,060.00	8,000.00	21,060.00	21,481.20
Key Advantage 1000 - Comprehensive Dental									
EE only	63.00	126.00	504.00	630.00	642.60	1,512.00	6,048.00	7,560.00	7,711.20
EE + one	249.67	499.34	666.66	1,166.00	1,189.32	5,992.00	8,000.00	13,992.00	14,271.84
EE + Family	517.17	1,034.34	666.66	1,701.00	1,735.02	12,412.00	8,000.00	20,412.00	20,820.24
Key Advantage 1000 - Preventive Dental									
EE only	55.00	110.00	504.00	614.00	626.28	1,320.00	6,048.00	7,368.00	7,515.36
EE + one	234.67	469.34	666.66	1,136.00	1,158.72	5,632.00	8,000.00	13,632.00	13,904.64
EE + Family	495.67	991.34	666.66	1,658.00	1,691.16	11,896.00	8,000.00	19,896.00	20,293.92

Plan	FY2020 (July 1, 2019- June 30, 2020)								
	Biweekly	Monthly				Annual			
	Employee Cost	Employee Cost	City Cost ^{A/B}	Combined Total	COBRA Rate	Employee Cost	City Cost ^{A/C}	Combined Total	COBRA Rate
Key Advantage 500 - Comprehensive Dental									
EE only	80.90	161.80	647.20	809.00	825.18	1,941.60	7,766.40	9,708.00	9,902.16
EE + one	415.17	830.34	666.66	1,497.00	1,526.94	9,964.00	8,000.00	17,964.00	18,323.28
EE + Family	758.67	1,517.34	666.66	2,184.00	2,227.68	18,208.00	8,000.00	26,208.00	26,732.16
Key Advantage 500 - Preventive Dental									
EE only - Preventive Dental	79.30	158.60	634.40	793.00	808.86	1,903.20	7,612.80	9,516.00	9,706.32
EE + one	400.17	800.34	666.66	1,467.00	1,496.34	9,604.00	8,000.00	17,604.00	17,956.08
EE + Family	737.17	1,474.34	666.66	2,141.00	2,183.82	17,692.00	8,000.00	25,692.00	26,205.84
Key Advantage 1000 - Comprehensive Dental									
EE only	76.90	153.80	615.20	769.00	784.38	1,845.60	7,382.40	9,228.00	9,412.56
EE + one	378.17	756.34	666.66	1,423.00	1,451.46	9,076.00	8,000.00	17,076.00	17,417.52
EE + Family	704.67	1,409.34	666.66	2,076.00	2,117.52	16,912.00	8,000.00	24,912.00	25,410.24
Key Advantage 1000 - Preventive Dental									
EE only	75.30	150.60	602.40	753.00	768.06	1,807.20	7,228.80	9,036.00	9,216.72
EE + one	363.17	726.34	666.66	1,393.00	1,420.86	8,716.00	8,000.00	16,716.00	17,050.32
EE + Family	683.17	1,366.34	666.66	2,033.00	2,073.66	16,396.00	8,000.00	24,396.00	24,883.92

A = City Cost is 80% of Total Cost for Employee

B = City Cost is flat and capped at \$666.66/month for both Dual (EE + one) and Family (EE + Family)

C = City Cost is capped at \$8000/year for both Dual (EE + one) and Family (EE + Family)

D = COBRA is calculated at 2% more than Combined Total (FY2019 rate)

