

City Assessor's Report

October 15, 2019



CITY ASSESSOR'S OFFICE

Brian E. Gordineer, AAS – City Assessor

NOTICE OF CHANGE IN ASSESSMENT

§ 58.1-3330. Notice of change in assessment.

A. Whenever in any county, city or town there is a reassessment of real estate, or any change in the assessed value of any real estate, notice shall be given by mail directly to each property owner, as shown by the land books of the county, city or town whose assessment has been changed. Such notice shall be sent by postpaid mail at least fifteen days prior to the date of a hearing to protest such change to the address of the property owner as shown on such land books. The governing body of the county, city or town shall require the officer of such county, city or town charged with the assessment of real estate to send such notices or it shall provide funds or services to the persons making such reassessment so that such persons can send such notices.



CITY ASSESSOR'S OFFICE

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New Construction / Additions / Demolitions
Splits / Combinations / Acreage Changes
Rezoning / Special Use Permits
Biennial Reassessment



CITY ASSESSOR'S OFFICE

Brian E. Gordineer, AAS – City Assessor

City Assessor's Office, Petersburg, Virginia

NOTICE OF CHANGE IN ASSESSMENT

Assessed as of July 1, 2019 for Fiscal Year 2020 (Effective 7/1/2019-6/30/2020)

Parcel 052-010001
Property Address 1416 Custer St
Legal Description LT 44 STRATTON PLAT
Reason for Change Assessment Correction. Added Det. Rear Garage.

| | Previous FY 2020 | Revised FY 2020 |
|-------------|------------------|-----------------|
| Land | \$8,100 | \$8,100 |
| Improvement | \$39,700 | \$43,700 |
| Total | \$47,800 | \$51,800 |

APPEAL DEADLINE TO THE CITY ASSESSOR'S OFFICE: No later than thirty (30) days after the mailing date of the change of assessment notice.

APPEAL DEADLINE TO THE BOARD OF EQUALIZATION: No later than 60 days after the mailing date of the change of assessment notice. Appeal forms are available at <http://www.petersburg-va.org/148/City-Assessor> and may be submitted at CityAssessor@petersburg-va.org. Taxpayers may request to examine appraisal cards, working papers and other information regarding the methodology employed in calculating the assessed value. Please contact us with any Questions 804-733-2333

Memo Number: 18487

Date Printed 10/08/2019



CITY ASSESSOR'S OFFICE

Brian E. Gordineer, AAS – City Assessor

Billing and Collections Report

City of Petersburg VIRGINIA



Billing & Collections Overview



Information Technology

Billing & Collections Operation

Patrice Elliott
Director of Finance

Paul Mullin
Interim Manager

K. Dixon – UTB Supervisor
M. Spratley – UBT Spec.
L. Fisher – UBT Spec.
C. Randolph - CSR

K. Freeman - CS Supervisor
T. Yerby – Collections Cord.
M. Lucas- Admin Asst. I
K. Baskerville – CSR
A. Washington CSR

City Assessor

Commissioner of Revenue

Public Works Utilities

Treasurer

Operational Elements

Budget &
Procurement

Finance

Human Resources



Utilities Collections

| <u>Sept</u> | | | <u>Storm Water</u> | | |
|----------------|------------------|--------|--------------------|---------------------|---------------|
| <u>Billed</u> | <u>Collected</u> | | <u>Billed</u> | <u>Collected</u> | |
| \$1,604,204.80 | \$1,577,169.56 | 98.31% | \$454,436.33 | Water \$446,260.21 | 98.20% |
| | | | \$116,530.63 | Sewer \$993,140.62 | 104.81% |
| | | | \$202,215.44 | Refuse \$137,406.24 | 67.95% |
| | | | \$1,604,204.80 | \$1,576,807.07 | 98.29% |

\$5,510.18 Water
 \$(30,342.99) Sewer
 \$ (294.00) Refuse
 \$(25,126.81) ADJ Amount

\$1,579,077.99 Total Minus ADJ

Bill Error Accuracy Rate -1.5%

Utilities Collections



FY 2019 (to include 1-month accrual period)*

- Water & Sewer – Commercial
 - Billed¹: \$4,722,841.92
 - Collected²: \$4,355,098.37
 - Rate: 92.21%
- Water & Sewer – Industrial
 - Billed¹: \$749,752.89
 - Collected²: \$735,986.82
 - Rate: 98.16%
- Water & Sewer – Residential
 - Billed¹: \$12,073,948.00
 - Collected²: \$10,820,943.80
 - Rate: 89.62%

* July 1, 2018-July 31, 2019
(include delinquent payments)
1 Source: Summary charges report
2 Source: General Ledger

*OVER ALL RATE 90%

Utilities Collections



FY 2020 (1st Quarter)*

- Water & Sewer – Commercial
 - Billed¹: \$1,100,628.95
 - Collected²: \$1,021,309.21
 - Rate: 92.79%
- Water & Sewer – Industrial
 - Billed¹: \$149,741.61
 - Collected²: \$131,932.82
 - Rate: 88.11%
- Water & Sewer – Residential
 - Billed¹: \$2,689,781.06
 - Collected²: \$2,134,756.57
 - Rate: 79.37%

*OVER ALL RATE 83%

* July 1, 2019-September 30, 2019
(include delinquent payments)
1 Source: Summary charges report
2 Source: General Ledger

Collection & Rates



Revenue Collections

Real Estate

| Quarter | Billed | Collected | Net A/A | % Collected |
|--------------------|-------------------------|---------------------------|------------------------|---------------|
| 1 | \$ 6,145,516.20 | \$ (5,815,797.58) | \$ 329,718.62 | 94.63% |
| 2 | \$ 6,166,282.15 | \$ (5,783,156.87) | \$ 383,125.28 | 93.79% |
| 3 | \$ 6,189,721.86 | \$ (5,692,822.20) | \$ 496,899.66 | 91.97% |
| 4 | \$ 6,230,706.51 | \$ (5,698,903.41) | \$ 531,803.10 | 91.46% |
| | | | | |
| DEPT TOTAL: | \$ 24,732,226.72 | \$ (22,990,680.06) | \$ 1,741,546.66 | 92.96% |

Collections & Rates



Revenue Collections

Personal Property

| | Billed | Collected | NET A/R | % Collected |
|--------------|------------------|--------------------|-----------------|-------------|
| PP2019 1 | \$ 3,378,512.04 | \$ (2,806,969.09) | \$ 571,542.95 | 83.08% |
| 1 MH | \$ 12,642.59 | \$ (8,655.10) | \$ 3,987.49 | 68.46% |
| 1 MT | \$ 9,932.70 | \$ (3,772.60) | \$ 6,160.10 | 37.98% |
| HALF TOTALS= | \$ 3,401,087.33 | \$ (2,819,396.79) | \$ 581,690.54 | 82.90% |
| | | | | |
| 2 | \$ 7,266,047.28 | \$ (6,076,294.39) | \$ 1,189,752.89 | 83.63% |
| 2 MH | \$ 14,540.79 | \$ (10,379.06) | \$ 4,161.73 | 71.38% |
| 2 MT | \$ 1,647,044.39 | \$ (1,469,626.16) | \$ 177,418.23 | 89.23% |
| HALF TOTALS= | \$ 8,927,632.46 | \$ (7,556,299.61) | \$ 1,371,332.85 | 84.64% |
| | | | | |
| DEPT TOTALS= | \$ 12,328,719.79 | \$ (10,375,696.40) | \$ 1,953,023.39 | 84.16% |

City of Petersburg

Comprehensive Approach to Eradicate and Prevent Blight in the
City of Petersburg Part II-Code, Zoning and Fire.



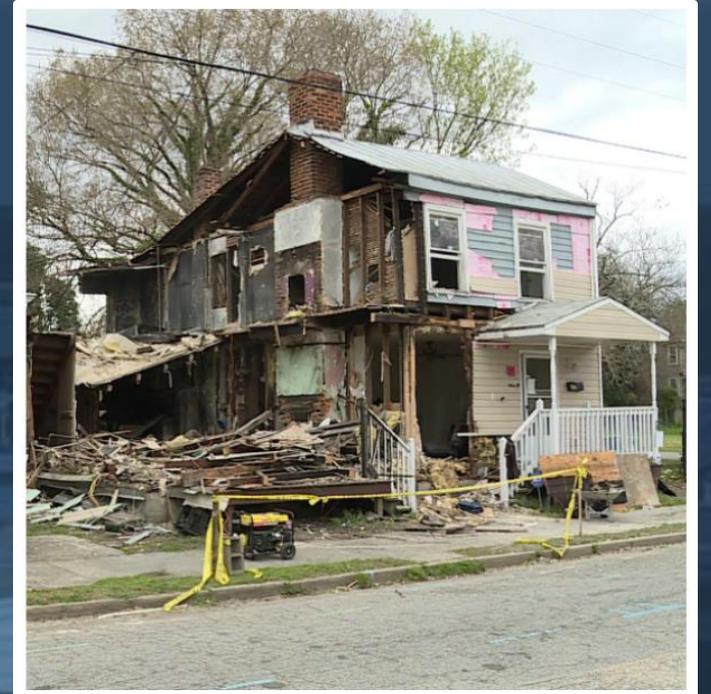
Blight is a major challenge for the City of Petersburg

- ❖ Code Compliance operations has reported to different departments over the years – resulting in a lack of focus and leadership. The department will now be its own division with clear expectations on the compliance process. Expectations are to be aggressive in code enforcement and bring violators, especially repeat offenders, through the court process.
- ❖ New systems have been put into place, with new technology ordered, so that code inspectors can better track notice of violations and compliance actions.
- ❖ The goal is to maintain the housing stock, and other structures before they require demolition while protecting the health, safety, and welfare of the residents of Petersburg.
- ❖ Seeking to add the position of program manager with the approval of the City Manager using existing resources to better organize and manage initiatives.



What's Changing

- ❖ Re-issued summonses on all burned out properties in the city.
- ❖ Will be rotating code staff to different areas of the City so as not to get too familiar with any one area and potentially lapse on following through with the court process.



Fire Damaged Properties Update

We are currently working on:

18 fire damaged properties

Of those:

1 has finished and is back on the market for rent

4 owners are actively making repairs

2 have been demolished by the Fire Marshal's Office

2 owners last week stated they are going to demolish on their own

1 has pulled the demo permit

4 we have an active summons needing to be served

1 has been served and the owner is actively working to repair so the case has been continued



Problems Encountered with Criminal Summons (Our Current Method)

PROBLEM #1

Property Owner has to be served in person.

PROBLEM #2

Criminal Summons not effective for property owners who live out of State



THIS IS WHY THE CURRENT METHOD IS DIFFICULT



As a Result...

Code Enforcement has a total number of **36** unissued summons from 2017- to present.

After 3 years, all summons become expired.

POLICE, SHERIFF, FIRE HAVE ALL TRIED TO SERVE.
THIS IS A MAJOR PROBLEM IN CODE ENFORCEMENT!



There's Another Way – Civil Penalties

TAKE OUT SUMMONS
AND
PERSONALLY SERVE
PROCESS **OR** BY
SUBSTITUTED SERVICE



| Certified Mail Fee | |
|--------------------------------------------------------------|----|
| Basic Services & Fees (check box, and fee as appropriate) | |
| <input type="checkbox"/> Return Receipt (hardcopy) | \$ |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ |
| <input type="checkbox"/> Adult Signature Required | \$ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ |
| Postage | \$ |
| Total Postage and Fees | \$ |

Substituted service is far easier than personal service. This is a choice for a code inspector. They can use either for enforcement.

THIS MAKES ENFORCEMENT EASIER



Civil Penalties Quick Summary

- ❖ Currently, Maintenance Code violations may only be prosecuted criminally unless City Council otherwise authorizes.
- ❖ Civil penalties will likely promote greater cooperation from judges and prosecutors, who disfavor the exclusive use of criminal penalties for “minor” building issues.
- ❖ Civil penalties are an alternative to the criminal sanctions.
- ❖ The City will choose whether to enforce criminally or civilly and need not take an across-the-board approach.



Civil Penalties Continued

- ❖ Civil penalties are capped at \$100 for a first violation and \$350 for a subsequent violation, with a \$4,000 liability cap for the lifetime of a single unabated violation.
- ❖ Civil violations may be cited once every ten days.
- ❖ Violators may voluntarily pay civil fines and avoid going to court or harming their credit or criminal histories.
- ❖ Civil proceedings allow the City to bypass personal service if none can be made, alleviate the burden of proof, and reduce appeal options.
- ❖ The Department of Billing and Collections will directly receive payments for all fines and have full control over the enforcement of civil judgments.



A Little Known Fact

- Code Compliance does not just deal with vacant, blighted properties.
 - They also resolve landlord/tenant issues.
 - Some homes that look fine on the outside are crumbling on the inside.
-

Currently, the number of open cases are

454

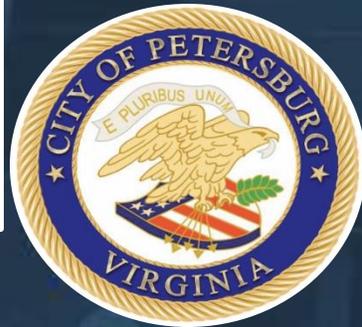
BUT

689

Cases have been successfully closed from
January 2019 to date.



Fine on the Outside, Big Problems Inside



Collaboration

In addition, Code Enforcement is taking proactive initiatives to tackle neglect and work with outside agencies to abate violations in Petersburg with the Poplar Lawn Neighborhood Renewal Initiative, Rebuild Together, and the Cameron Foundation.



In Summary...

- Code is getting more aggressive in enforcement.
- Code will continue to provide for the health and safety of its citizens in landlord/tenant disputes.
- Code will further seek out more ways to collaborate with the community.
- By City Council enacting civil penalties, it will provide two ways by which to enforce city codes (civil or criminal).



Zoning Enforcement

- Enforces violations of the Zoning Ordinance.
- Currently enforcement is done on a complaint driven basis and this is more reactive than proactive.
- Notice of Violations are not timely and the follow-up is inconsistent.
- The Zoning Administrator is primarily responsible for enforcement activities.
- Current workload with deadlines required prioritization.





What's Changing



The newly hired Zoning Administrator has fully assumed the duties of the position and the Director is redirecting her attention to Planning activities.

Instituting the plan to be proactive versus reactive to zoning violations.

Two teams will be performing site inspections for the purpose of surveying and citing property owners with zoning violations and referring to the appropriate department any other violations (i.e., Commissioner of Revenue, Code Compliance, Public Works, Police Department, Animal Control).



What's Changing

- Updated office space to provide an efficient work environment for both employees and citizens.
- Established new process for citing violations.
- No more friendly notices and citations.
- Notice of Violation and Correction order sent initially with timeline of when the violation must be abated, and a date provided for staff's follow-up.
- Follow-up is managed through Office outlook calendar.
- Court action initiated after property owner fails to comply or makes no contact with the Planning staff.



UNIFIED EARTH GOVERNMENT
NOTICE OF VIOLATION

| | |
|---------------------------------------------------------------------------|-----------------------------------|
| ISSUE NO: 6499187999 | TIME: 04:21PM |
| OFFICER NAME: O'CONNOR | OFFICER ID: 926 |
| AGENCY: INNER TERRITORIES TRANSPORTATION ADMINISTRATION | LOCATION: FLIGHT # 56AD |

Violation

CODE:
14.40.09(2) - CIVIL PENALTIES FOR IN-FLIGHT INCIDENT

DATE NOW:
CR 50,000 Delay will result in higher penalty

Remarks

**UNRULY AND UNCOOPERATIVE BEHAVIOR
WILL NOT BE TOLERATED.**



What's Changing

Utilizing a current position for more enforcement activities and less administrative duties. This allows us to have two inspectors focusing on being proactive in the abatement of violations.

The Planning Department has taken on a new outlook in performing Planning activities.

- Utilizing the skills of the Planning Commissioners
- Utilizing the skills of the Architectural Review Board
- Utilizing the skills of the Board of Zoning Appeals



FIRE MARSHAL'S OFFICE

- Provides support and assistance to the Property Maintenance Official for property maintenance violations on commercial properties.
- Inspects commercial properties for compliance with the Fire Code, and assists in enforcement of property maintenance issues.
- Investigates fires. Once the investigation is completed and posted with the appropriate (red or yellow) tag, then property maintenance will issue a notice to repair or demolish.



Fire Marshal – Inspection/Enforcement Program

- Apartment and school inspections by Fire Marshal staff and In-service fire companies.
- Four smoke alarm blitzes per year.
- Fire Marshal's office implemented the community risk reduction program.
- Conducts inspections for new businesses opening in the City of Petersburg through the business license application process.
- State mandated fire prevention inspections.

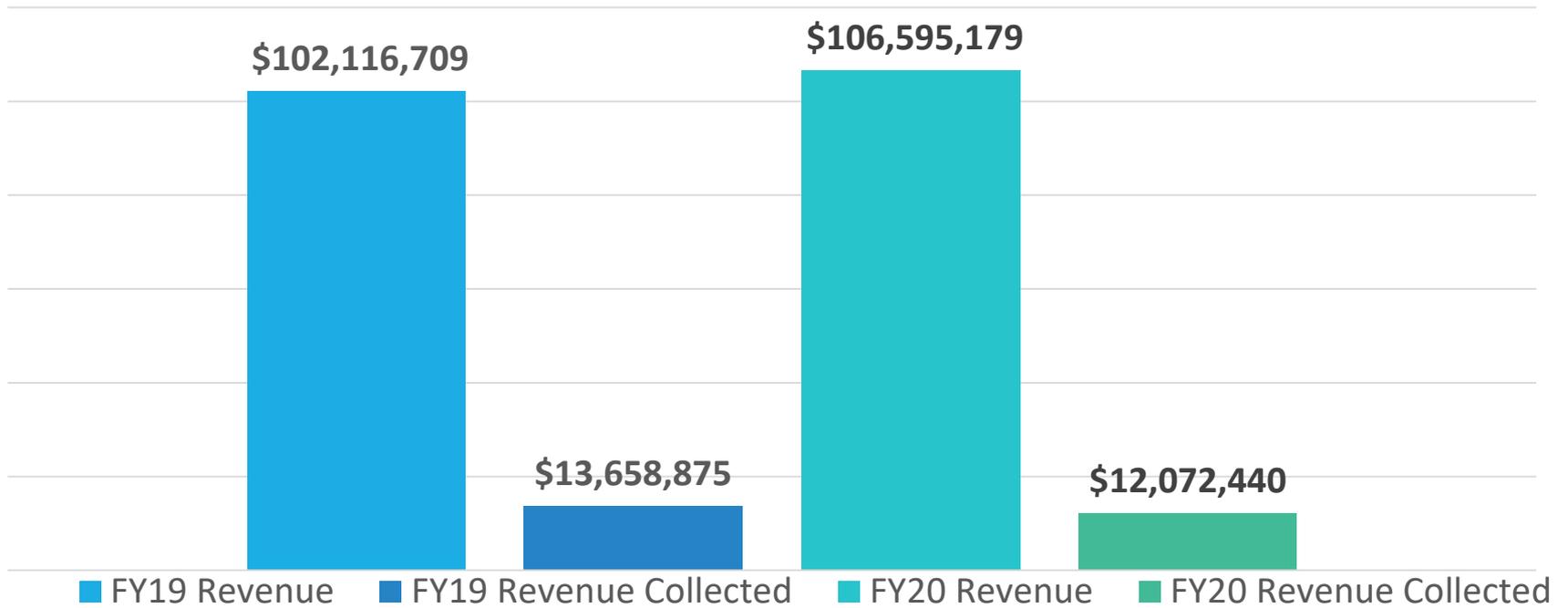


QUESTIONS?

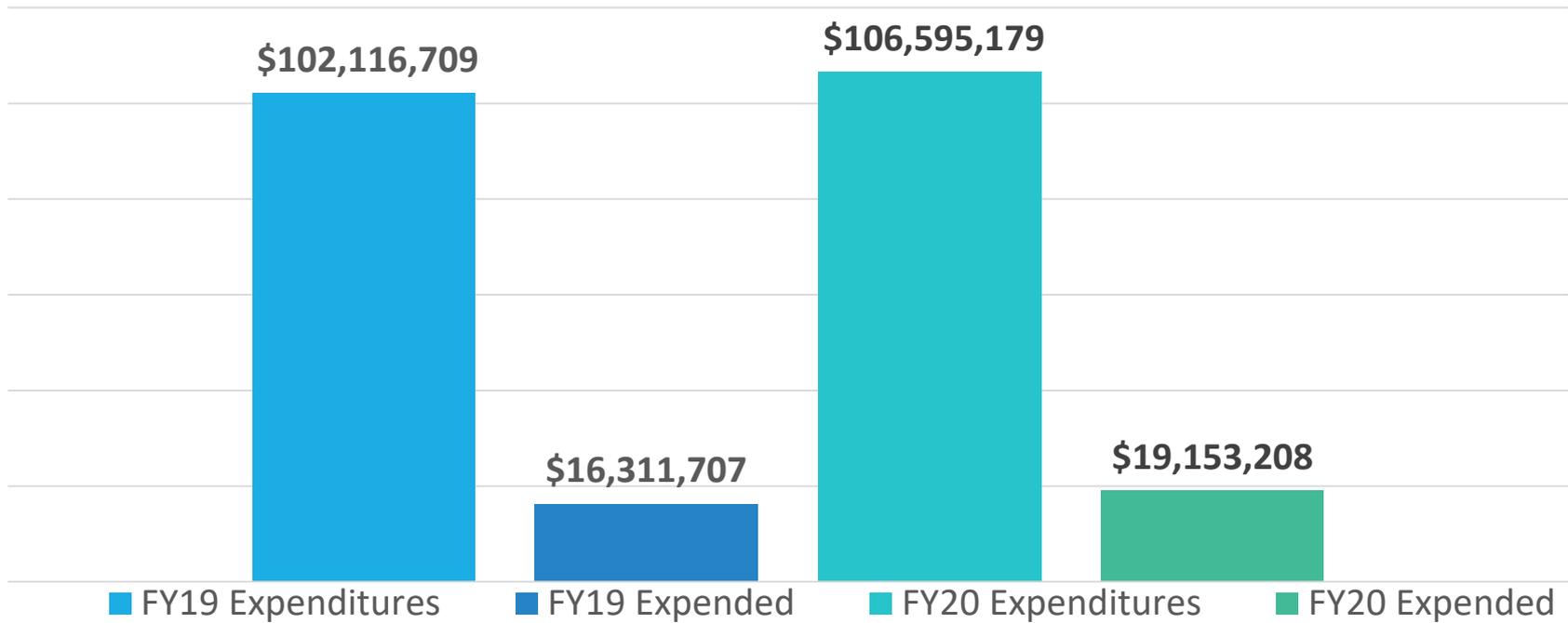




City of
Petersburg
FY 2019-20
1st Quarter
Operating
Budget Report



Total Operating Revenue Comparison (As of September 30, 2019)



Total Operating Expenditure Comparison (As of September 30, 2019)

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | % of APPROVED BUDGET |
|-----------------------|-----------------------|------------------------|------------------------|----------------------------|
| TOTAL REVENUES | \$76,120,754 | \$8,663,136 | \$8,019,746 | 10.54% |
| TOTAL EXPENDITURES | \$76,120,754 | \$12,683,287 | \$15,016,220 | 19.73% |

Total General Fund Budget Summary

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|----------------------------------------|-----------------------|------------------------|------------------------|----------------------|
| General Property Taxes | 33,111,379 | 4,231,086 | 3,033,408 | 9.2% |
| Other Local Taxes | 14,769,180 | 1,096,675 | 2,021,931 | 13.7% |
| Permits, Fees & Licenses | 313,750 | 111,305 | 87,613 | 27.9% |
| Fines & Forfeitures | 952,493 | (27,895) | 148,710 | 15.6% |
| Revenue From Use of Money/Property | 127,481 | 17,829 | 28,900 | 22.7% |
| Charges for Service | 3,397,977 | 327,405 | 582,957 | 17.2% |
| Miscellaneous Revenue | 987,240 | 65,314 | 234,624 | 23.8% |
| Recovered Costs | - | 2,730 | 56,264 | 100.0% |
| Revenue From the Commonwealth | 16,829,996 | 2,138,439 | 1,334,501 | 7.9% |
| Revenue From the Federal Government | 4,981,258 | 700,248 | 391,269 | 7.9% |
| Non-Revenue Receipts | 650,000 | - | 99,570 | 15.3% |
| TOTAL GENERAL FUND REVENUE | \$76,120,754 | \$8,663,136 | \$8,019,746 | 10.54% |

General Fund Revenue Summary

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|--------------------------------------------|-----------------------|------------------------|------------------------|---------------------|
| General Government | 6,274,288 | 2,042,892 | 2,287,897 | 36.5% |
| Constitutional Offices | 4,573,115 | 951,064 | 1,119,877 | 24.5% |
| Public Safety | 18,343,991 | 3,912,402 | 3,810,481 | 20.8% |
| Courts & Other Public Safety | 282,775 | 76,791 | 69,859 | 24.7% |
| Public Works | 4,562,466 | 737,394 | 886,021 | 19.4% |
| Social Services | 15,049,538 | 2,883,208 | 3,311,996 | 22.0% |
| Leisure & Cultural Affairs | 2,010,603 | 507,618 | 543,447 | 27.0% |
| Development Services | 1,863,716 | 375,651 | 330,997 | 17.8% |
| Debt Service | 3,854,208 | 56,993 | 21,283 | 0.6% |
| Schools | 10,000,000 | - | 1,666,667 | 16.7% |
| Transfers | 1,366,594 | - | - | 0.0% |
| Non-Departmental | 7,939,460 | 1,139,275 | 967,695 | 12.2% |
| TOTAL GENERAL FUND EXPENDITURES | \$76,120,754 | \$12,683,287 | \$15,016,220 | 19.73% |

General Fund Expenditure Summary

| | FY 2019-20 ADOPTED | YTD AS OF 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|---------------------------------|-----------------------|------------------------|------------------------|---------------------|
| City Council | 347,142 | 36,439 | 37,745 | 10.87% |
| City Manager | 507,889 | 119,840 | 136,077 | 26.79% |
| City Attorney | 409,086 | 88,071 | 76,715 | 18.75% |
| Human Resources | 370,189 | 56,443 | 100,761 | 27.22% |
| City Assessor | 554,954 | 101,277 | 115,082 | 20.74% |
| Finance | 736,498 | 201,402 | 340,994 | 46.30% |
| Billing & Collections | 556,732 | 116,239 | 188,306 | 33.82% |
| Risk Management | 1,247,428 | 1,016,884 | 1,039,682 | 83.35% |
| Budget & Procurement | 446,286 | 133,157 | 67,333 | 15.09% |
| Central Store Room | 55,000 | 17,030 | 5,086 | 9.25% |
| Information Technology | 1,043,084 | 156,111 | 180,115 | 17.27% |
| General Government Total | \$6,274,288 | \$2,042,892 | \$2,287,897 | 36.46% |

General Government

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|------------------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Commissioner of Revenue | 401,291 | 77,815 | 80,407 | 20.04% |
| Treasurer | 198,092 | 46,812 | 39,102 | 19.74% |
| Registrar | 394,154 | 57,687 | 206,736 | 52.45% |
| Clerk of Circuit Court | 715,573 | 153,281 | 153,516 | 21.45% |
| Commonwealth Attorney | 1,229,249 | 240,448 | 268,894 | 21.87% |
| Sheriff | 1,634,756 | 374,991 | 371,222 | 22.71% |
| Constitutional Officers Total | \$4,573,115 | \$951,064 | \$1,119,877 | 24.49% |

Constitutional Offices

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-----------------------------|-----------------------|------------------------|------------------------|---------------------|
| Police | 8,643,187 | 1,686,014 | 1,860,579 | 21.53% |
| Emergency Communications | 2,097,632 | 416,312 | 365,332 | 17.42% |
| Animal Control | 297,016 | 56,929 | 66,574 | 22.41% |
| Fire | 7,084,702 | 1,710,990 | 1,482,682 | 20.93% |
| VJCCCA | 221,454 | 42,157 | 35,314 | 15.95% |
| Public Safety Total | \$18,343,991 | \$3,912,402 | \$3,810,481 | 20.77% |

Public Safety

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-------------------------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Circuit Court Judges & Administration | 97,937 | 21,511 | 21,296 | 21.74% |
| General District Court | 55,500 | 14,114 | 11,813 | 21.28% |
| Magistrate | 25,000 | 13,503 | 7,200 | 28.80% |
| Juvenile & Domestic Relations District Court | 7,750 | 150 | 1,227 | 15.84% |
| 11th District Court Services Unit | 96,588 | 27,513 | 28,323 | 29.32% |
| Courts And Other Public Safety Total | \$282,775 | \$76,791 | \$69,859 | 24.70% |

Courts & Other Public Safety

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-------------------------------------------------|-----------------------|------------------------|------------------------|---------------------|
| ***Public Works*** | - | 42,316 | 17,616 | N/A |
| Public Works Administration | 269,926 | 42,500 | 21,083 | 7.81% |
| Facilities, Cemeteries & Grounds Maintenance | 2,767,540 | 485,415 | 580,841 | 20.99% |
| ***Grounds*** | - | 45,067 | 52,360 | N/A |
| Refuse Collection | 1,525,000 | 122,096 | 264,106 | 17.32% |
| Public Works & Utilities Total | \$4,562,466 | \$737,394 | \$886,021 | 19.42% |

Public Works & Utilities

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|----------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Department of Social Services | 10,744,309 | 1,971,327 | 2,348,303 | 21.86% |
| Comprehensive Act | 4,305,299 | 911,881 | 963,603 | 22.38% |
| Social Services Total | \$15,049,538 | \$2,883,208 | \$3,311,996 | 22.01% |

Social Services

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-----------------------------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Recreation & Community Engagement | 884,187 | 222,460 | 294,881 | 33.35% |
| Library | 1,090,968 | 277,377 | 229,568 | 21.04% |
| Workforce Development | - | - | 11,506 | N/A |
| Cemeteries Administration | 35,448 | 7,781 | 7,493 | 21.14% |
| Leisure & Community Engagement Total | \$2,010,603 | \$507,618 | 543,447 | 27.03% |

Leisure & Community Engagement

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-----------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Planning | 461,389 | 68,762 | 87,176 | 18.89% |
| Economic Development | 377,005 | 28,373 | 64,266 | 17.05% |
| Code & Inspections | 712,173 | 247,887 | 138,423 | 19.44% |
| Freedom Support Center | 103,929 | 9,744 | 23,246 | 22.37% |
| Museums & Visitor Services | 209,220 | 20,885 | 17,885 | 8.55% |
| Development Services Total | \$1,863,716 | \$376,651 | \$330,997 | 17.76% |

Development Services

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|-------------------------|-------------------------------|--------------------------------|--------------------------------|-----------------------------|
| Debt Service | \$3,854,208 | \$56,993 | \$21,283 | 0.55% |
| Schools | \$10,000,000 | \$- | \$1,666,667 | 16.67% |
| Transfers | \$1,366,594 | \$- | \$- | 0.00% |
| Non-Departmental | \$7,939,460 | \$1,139,275 | \$967,695 | 12.19% |

Debt Service, Schools, Transfers & Non-Departmental

Special Revenue Funds

Grants Fund Recently created to centralize most state, federal and other grant programs

Streets Fund This is a dedicated fund created to centralized the Virginia Department of Transportation Urban Allocation Funds

CDBG Fund Community Development Block Grant Fund is a Federal Development Program that provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities

Stormwater Fund On April 2, 2013, the City of Petersburg approved the implementation of a Stormwater Utility to fund the City's stormwater management program.

Transit fund Accounts for all funds associated with the Petersburg Area Transit both revenue and expenditures

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | % of APPROVED BUDGET |
|--------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------------|
| TOTAL REVENUES | \$14,473,356 | \$996,729 | \$1,255,696 | 8.68% |
| TOTAL EXPENDITURES | \$14,473,356 | \$1,612,095 | \$1,255,693 | 13.64% |

Total Special Revenue Funds Summary

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|--------------------------------------------|-----------------------|------------------------|------------------------|----------------------|
| Recovered Costs | 38,000 | 5,627 | 6,336 | |
| VA Foundation for Healthy Youth | - | - | 7,960 | |
| MOU CAPUP | 50,000 | - | 37,500 | |
| State Revenue – Victim Witness | 73,529 | - | - | |
| State Revenue – Community Corrections | 322,805 | - | - | |
| Federal Revenue – Community Corrections | 220,589 | - | 21,000 | |
| DMV Selective Enforcement | - | 15,216 | 17,878 | |
| Transfer from General Fund | 48,640 | - | - | |
| FM Global Fire Prevention Grant | - | 2,000 | 2,000 | |
| Additional Grants | - | 41,255 | - | |
| Total Revenues | \$753,563 | \$64,098 | \$92,674 | |

Grants Fund Revenues

| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|---------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Victim Witness | 294,118 | 61,077 | 72,477 | |
| DMV Selective Enforcement | - | 16,436 | 2,062 | |
| Community Corrections | 409,445 | 83,113 | 99,230 | |
| Office on Youth | 50,000 | 47,200 | 60,058 | |
| VA Foundation for Healthy Youth | - | - | 279 | |
| Additional Grants | - | 65,682 | - | |
| Total Expenditures | \$753,563 | \$273,508 | \$234,105 | 31.07% |

Grants Fund Expenditures

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|---------------------------|-----------------------|------------------------|------------------------|----------------------|
| Local Revenue | 2,686 | 7,399 | 1,253 | |
| State Revenue | 5,979,013 | 249,744 | - | |
| Federal Revenue | - | - | - | |
| Total Revenues | \$5,981,699 | \$257,143 | \$1,253 | 0.02% |
| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
| Street Operations | 5,981,699 | 495,957 | 683,043 | |
| Total Expenditures | \$5,981,699 | \$495,957 | \$683,043 | 11.42% |

Streets Fund Summary

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|---------------------------|-----------------------|------------------------|------------------------|----------------------|
| Federal Revenue | 805,000 | - | 58,625 | |
| Total Revenues | \$805,000 | \$- | \$58,625 | 7.25% |
| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
| Programs/Projects | 805,000 | 33,268 | 18,931 | |
| Total Expenditures | \$805,000 | \$33,268 | \$18,931 | 2.35% |

CDBG Fund Revenues

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|--------------------------------|-----------------------|------------------------|------------------------|----------------------|
| Stormwater Fee Charges | 1,960,249 | 348,871 | 255,318 | |
| Total Revenues | \$1,960,249 | \$348,871 | \$255,318 | 13.02% |
| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
| Stormwater Management Services | 1,812,479 | 60,466 | 91,980 | |
| Debt Service | 147,770 | - | - | |
| Total Expenditures | \$1,960,249 | \$60,466 | \$91,980 | 4.69% |

Stormwater Fund Summary

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|-----------------------|-----------------------|------------------------|------------------------|----------------------|
| Local Revenue | 1,717,627 | 165,259 | 108,259 | |
| State Revenue | 1,380,025 | 161,358 | 183,954 | |
| Federal Revenue | 1,875,193 | - | 555,613 | |
| Total Revenues | \$4,972,845 | \$326,617 | \$847,826 | 17.05% |

Mass Transit Fund Revenues

| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|---------------------------|-----------------------|------------------------|------------------------|---------------------|
| Administrative Operating | 2,789,400 | 700,984 | 714,692 | |
| Capital VA-90-X286 | - | 1,185 | 3,423 | |
| Paratransit | 174,690 | - | - | |
| Capital VA-95-X105-02 | 72,393 | - | 63,868 | |
| Capital VA-2019-006 | 915,351 | - | - | |
| Capital VA-90-X415 | 77,179 | - | - | |
| Capital VA-34-0005 | 21,989 | 110 | 3,244 | |
| New Freedom | 210,000 | - | - | |
| Capital VA-90-X433 | - | - | 13,339 | |
| Greyhound Line Services | 43,032 | 9,067 | 9,072 | |
| Preventive Maintenance | 668,811 | 37,550 | 139,169 | |
| Total Expenditures | \$4,972,845 | \$748,896 | \$946,807 | 19.04% |

Mass Transit Fund Summary

Golf Course Fund

- Accounts for all funding associated with the City's Golf Course

Utilities Fund

- Accounts for all revenue and expenditures associated with the Water and Wastewater Services

Enterprise Funds

| | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | % of APPROVE D BUDGET |
|-----------------------|-----------------------|------------------------|------------------------|-----------------------------|
| TOTAL REVENUES | \$16,001,069 | \$3,999,010 | \$2,796,998 | 17.48% |
| TOTAL EXPENDITURES | \$16,001,069 | \$2,016,325 | \$2,161,122 | 13.51% |

Total Enterprise Funds Summary

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|----------------------------|-----------------------|------------------------|------------------------|----------------------|
| Green Fees | 452,417 | 124,284 | 116,404 | |
| Cart Rental | 214,750 | 78,143 | 67,292 | |
| Pro Shop | 52,000 | 10,453 | 10,031 | |
| Concession Sales | - | 3,237 | 30,593 | |
| Sales Tax | 14,221 | 4,711 | 5,543 | |
| E-Gift Card Revenue | - | - | 256 | |
| Meals Tax | 8,400 | - | - | |
| Food Sales | 171,000 | - | - | |
| Beverage Sales | 38,200 | - | - | |
| Cash Over & Short | - | (192) | 76 | |
| Transfer From General Fund | 327,327 | - | - | |
| Total Revenues | \$1,278,315 | \$220,830 | \$231,440 | 18.11% |

Golf Course Fund Revenues

| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|---------------------------|-----------------------|------------------------|------------------------|---------------------|
| Golf Course Operations | 977,889 | 139,054 | 232,923 | |
| Debt Service | 300,426 | - | - | |
| Total Expenditures | \$1,278,315 | \$139,054 | \$232,923 | 18.22% |

Golf Course Fund Expenditures

| Revenues | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Collected |
|-------------------------------------|-----------------------|------------------------|------------------------|----------------------|
| Recoveries & Rebates | - | 31,096 | 25,212 | |
| Sewer & Water Connection Fees | 90,000 | 47,267 | 80,676 | |
| Cutoff Fees | 125,000 | 10,500 | (45,909) | |
| Delinquent Charges | - | - | 410,946 | |
| Sale of Water & Sewer - Residential | 10,402,847 | 2,711,999 | 1,069,171 | |
| Sale of Water & Sewer - Industrial | 625,947 | 109,393 | 150,521 | |
| Sale of Water & Sewer - Commercial | 3,411,346 | 867,978 | 880,346 | |
| Utilities - Lockbox | - | - | (5,405) | |
| Rebates and Refunds/Miscellaneous | 67,614 | 140 | - | |
| Total Revenues | \$14,722,754 | \$3,778,373 | \$2,565,558 | |

Utilities Fund Revenues

| Expenditures | FY 2019-20 ADOPTED | YTD as of 9/30/2018 | YTD as of 9/30/2019 | Percent Expended |
|---------------------------|-----------------------|------------------------|------------------------|---------------------|
| Wastewater Operations | 7,405,550 | 1,348,521 | 1,341,699 | |
| Water Operations | 6,009,055 | 413,866 | 538,026 | |
| Debt Service | 1,308,149 | 114,884 | 49,474 | |
| Total Expenditures | \$1,278,315 | \$1,877,271 | \$232,923 | 13.10% |

Utilities Fund Expenditures

QUESTIONS?

City of Petersburg

VIRGINIA



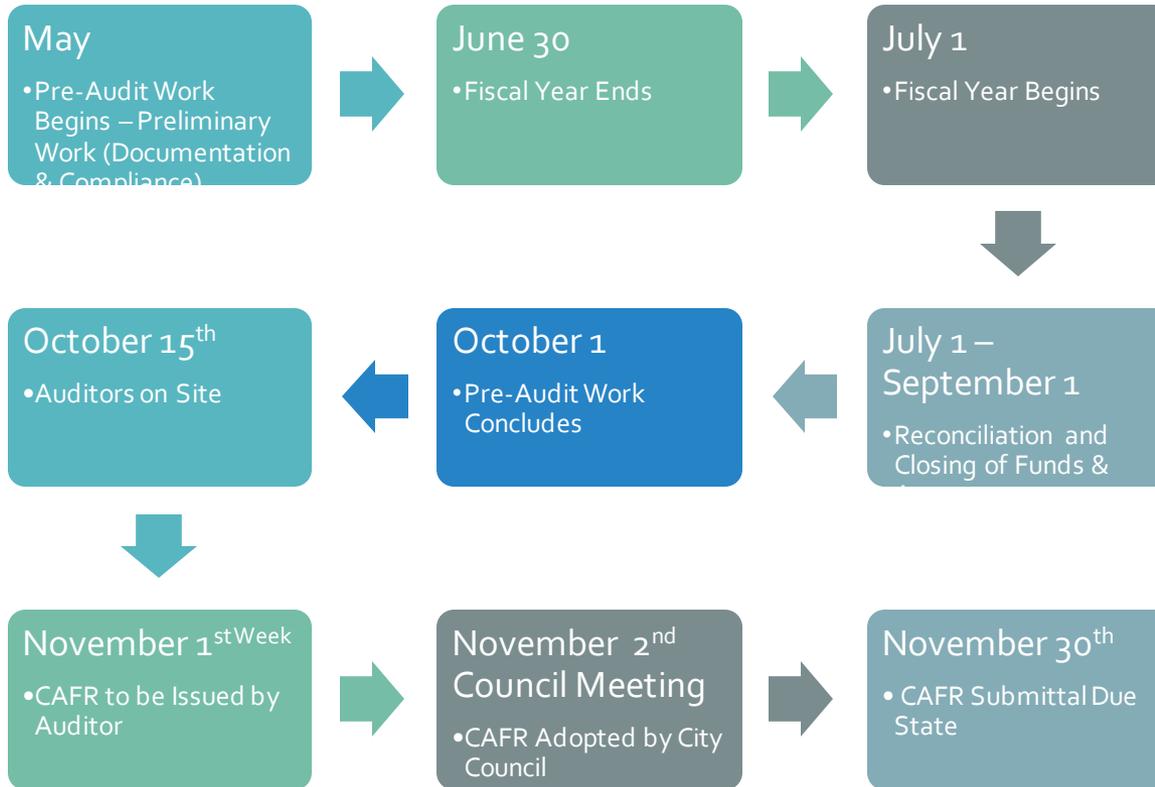
Comprehensive Annual Financial Report (CAFR) Briefing

*Bridging our Path to
a Brighter Future*

What is CAFR?



- Comprehensive Annual Financial Report.
- An independent overview of the City's financial conditions as well as review of the procedures and processes.
- It is a set of financial statements for a state, municipality, or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Boards (GASB).



Traditional Comprehensive Annual Financial Report (CAFR)- Business Cycle

Key Considerations for CAFR



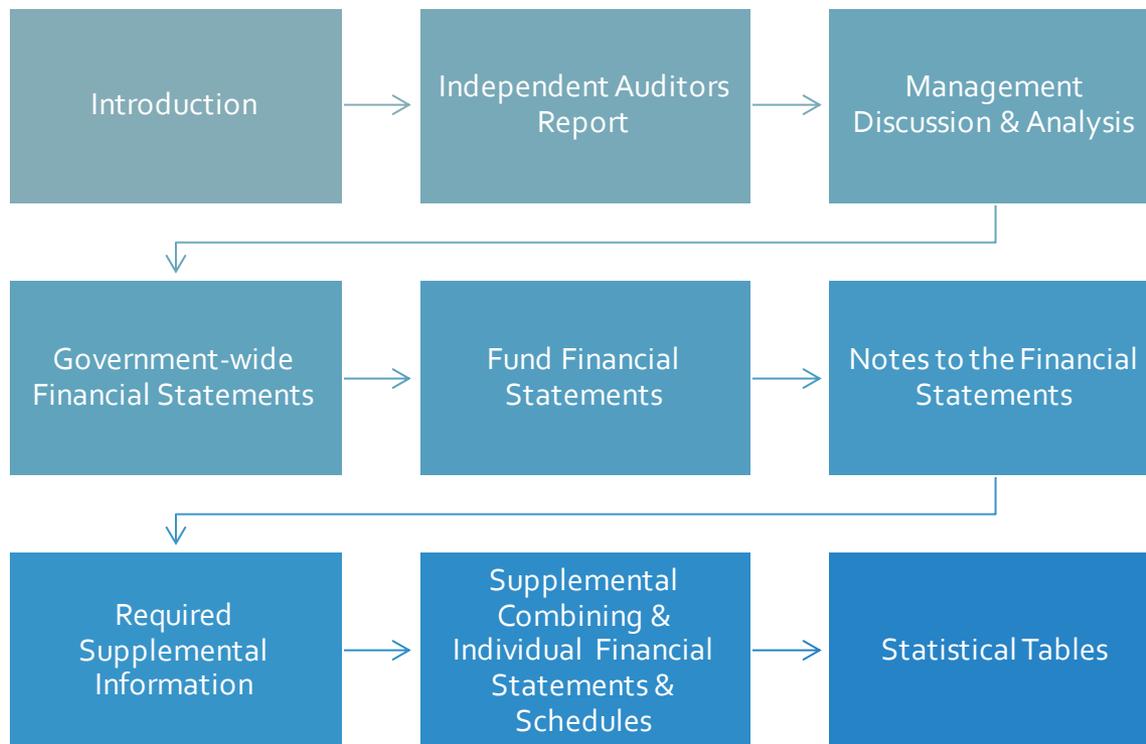
COMPLIANCE

- Intergovernmental Agreements with Regional Partners (Riverside, ARWA, SCWWA)
- List of Inventories (Fleet, Equipment)
- Policy Compliance Documentation (Hiring and Exit Documentations)
- Review Davis Bacon Wage Report (CDBG)

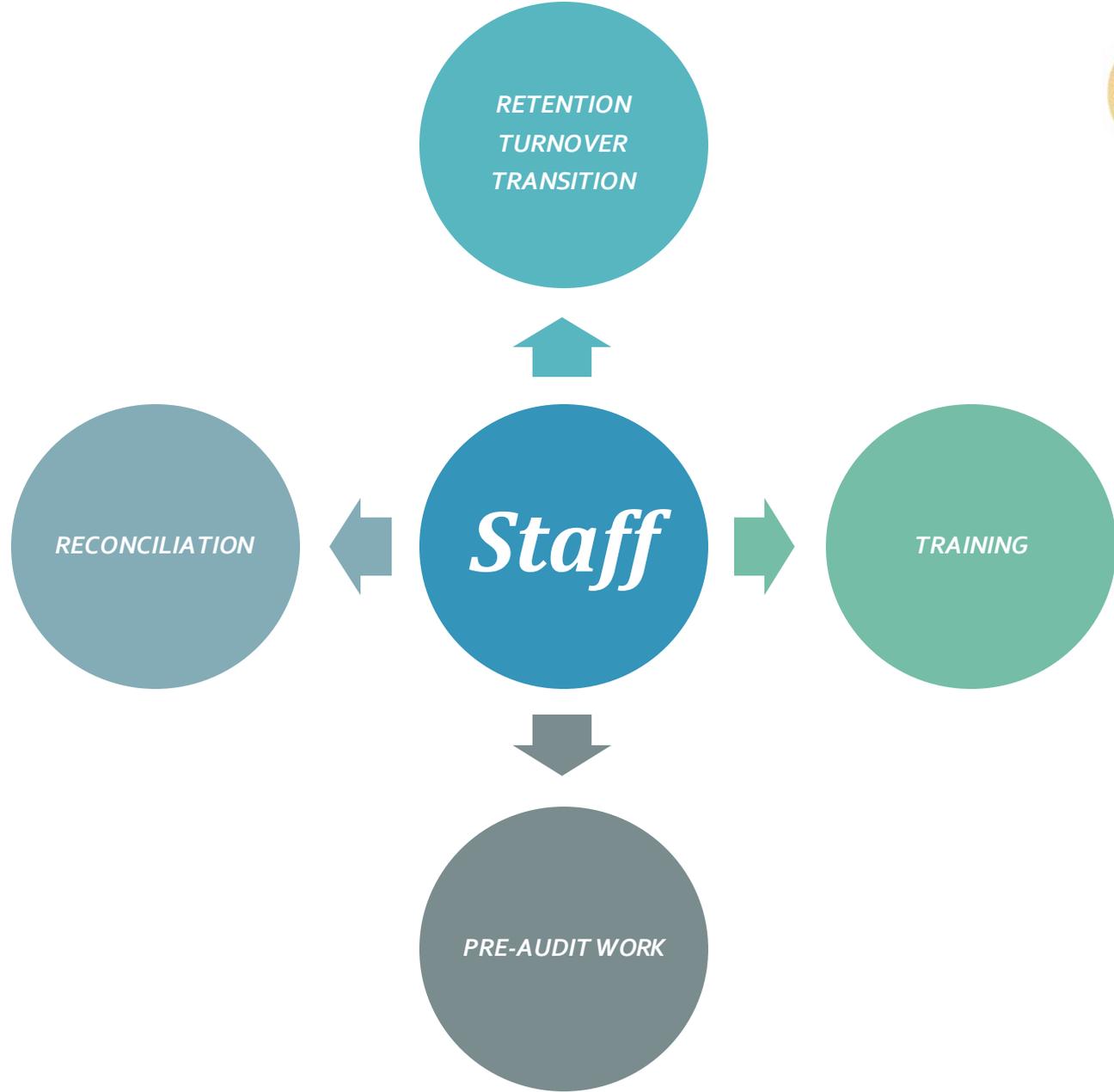
FINANCIALS

- Expenditures & Revenues Summaries for All Funds
- Review Bank Reconciliations & Balance Sheet
- Review Supplemental Appropriations
- Review Debt and Depreciation Schedules
- Review Daily Cash Sheets

What's in the Comprehensive Annual Financial Report (CAFR)



Challenges- FY17/18



Staff Transition, Turnover and Retention - Challenge



- Finance Department
 - As of July 1, 2017 – Only 1 Full-Time Finance Employee in the Finance Office (All Contractual Employees from Robert Half Managing Office and 1 Detailed Employee from Public Works).
 - December 2017 – All 8 Budgeted Position Filled with limited technical accounting staff however turnover is still a problem.
- Treasurer's Office
 - Staff Reduced to 3 from 7 Full-Time Employees in FY 2016-2017 (Treasurer and 2 Deputy Treasurers).
 - Collections functions transitioned from Treasurers Office to Collector of Taxes as well as staff.
 - New Treasurer Elected.
 - Resignation of Deputy Responsible for Reconciliation.
- Other Departments
 - Since January 2017 (13) New Department Heads.
 - Result in Loss of Institutional Knowledge.

Staff Transition, Turnover and Retention - Action

- ACTION
 - In FY19/20 City Manager and Finance Director will focus on rebuilding and recruitment of all finance positions; which will include Accounting Division Manager (1 FTE, budgeted), Accounting Specialist (1 FTE, budgeted), Accountants (2 FTEs, unbudgeted).
 - Execute effective VML/VACO knowledge transfer to City staff.
 - Increase mutual accountability and coordination with Treasurer's Office.



- Financial System (Bright)
 - The BRIGHT/BAI system was installed nearly 25 years ago and is still currently in use by roughly 89 localities in Virginia.
 - Due to the age of the system, many newer employees and those who haven't worked with the system have difficulty using the system.
 - There is steep learning curve and there aren't many controls to catch user errors like newer systems.
- Policy Process & Procedure
 - During the beginning of the CAFR process, City staff recognized certain processes to ensure the City's readiness for an audit had not be completed.
 - Although the City was able to complete the previous CAFR no documentation was created to define the critical processes for future completion of the CAFR.

Training

- ACTION
 - Working with BRIGHT for training for key Financial and City Staff.
 - Attend BAI (Bright System) training and BAI User Group meetings.
 - Staff is working on developing an RFP for a new system; however, the general consensus is we are 2-3 years away from migrating to a new system .
 - Documenting and Training all staff on individual roles in the annual CAFR process.
 - Creation & Revision of Citywide Financial Policies.

Pre-Audit Work - Challenge



- Pre-Audit function has historically been a major part of the Audit process.
- During the FY 17-18 Budget the pre-audit functions were eliminated.
- Staff was not trained on Pre-Audit work requirements.

Pre-Audit Work - Action

- ACTION
 - City Contracted with VML/VACO to manage City's Pre-Audit Functions.
 - Internal Staff person identified to serve as internal Compliance Coordinator.
 - Staff created a SharePoint site for annual CAFR to insure future access of required documentation of Created a more efficient and effective method to track the tasks and associated items for delivery to preaudit and audit teams.

Reconciliation - Challenge



- From November 2017 – June 2018 no Bank Reconciliation occurred via the Treasures Office with the departure of the Chief Deputy Treasurer.
- The Chief Deputy has not been filled since January 2018.
- Finance Department hired Consultants (2 Former Treasurer) have worked to assist with Reconciliation.
- Audit team Robinson, Farmer, Cox determined we were not prepared for full audit; key finance staff left the city.

Reconciliation - Action

- **ACTION**

- Finance Department have hired additional staff to facilitate the reconciliation process (although still a treasurer function).
- Recruit/retain/train staff to improve quality of data in the financial system and reconciliation of accounts and closing of fiscal periods on a timely (quarterly/monthly) basis.



The City of Petersburg will need to establish CAFR preparation as a strategic priority.

Budget the necessary resources to ensure its completion. Encourage each City department/office contributes towards the accuracy of the financials and success of the audit.



Staff is a critical element in the successful financial management. Greater attention will need to be placed on the recruitment and retention of qualified accounting personnel in both the Finance and Treasurers Office



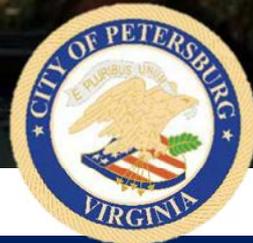
The development and maintenance Financial and City-wide Policy and Procedures to include documentation of all actions will be key

CONCLUSION

City Manager Report – October 15, 2019

City of Petersburg VIRGINIA

Aretha R. Ferrell-Benavides, City Manager





Update: Short Term Grass Plan

**Training
Workshop held at
Petersburg Public
Library on
September 19th and
20th**





A brief kickoff was held on Monday, September 23rd.

The eight (8) teams began canvassing the City to revisit the 323 prior violations and cite additional violations on properties.



☐ Canvassing ended on September 26, 2019

☐ Teams cited 98 additional grass/vegetation violations and 33 additional bulk/debris violations



☐ Approximate total of violations: 454

Next Steps

- ❑ During the week of September 30th – October 4th the four Administrative Processing Teams processed all citations through the Government Outreach System
- ❑ This processing identified all cited properties and dispatched the four bulk removal teams and four grass cutting contractors to the appropriate locations.
- ❑ Bulk removal was conducted during the week of October 7th.





Watermain Repairs

- 10/11/19: A significant leak was identified on Graham Road. The issue was identified as a leaking service saddle (a water meter connection to the main).
- During the repair, two additional issues were identified on Graham Road. The crew (including on-call staff from the sewer crew) worked through the night to repair a large break towards the intersection of Graham and Clinton.
- Staff returned early Saturday morning to address the break at the intersection of Graham and Jefferson Place and finished the repair in the late afternoon.
- Early Sunday morning (10/13/19), staff responded to main break on S. Crater, not far from the earlier Graham Rd. main breaks. The repair was made by early afternoon.



Public Works – Streets Division

During the week of October 16th, the Streets Division will conduct Dry Runs of all snow equipment in preparation the Winter season.

Upcoming Events



Petersburg Citywide Clean-Up "Trash, Grass and Leaf Removal"

SATURDAY, OCTOBER 26, 2019

The City of Petersburg would like for you & your community group, church, school or business to join us in cleaning up litter, removal of leaves & cutting grass throughout the Petersburg Community. Bring your lawn mowers, rakes, weed eaters and join our team, Saturday, October 26, 2019, 8:00-12noon. City will supply trash bags, gloves and safety vests. To register call 804.324.4014 or email ambassadors@petersburg-va.org



Staging Areas

Pleasants Lane Elementary School

TEAM A - Ward 7

Peabody Site

TEAM B - Wards 5 & 6

Lakemont School & Old VEC Parking Area

TEAM C - Wards 1 & 4

Walnut Hill Elementary School

TEAM D - Wards 2 & 3

To sign-up: please call
804.324.4014

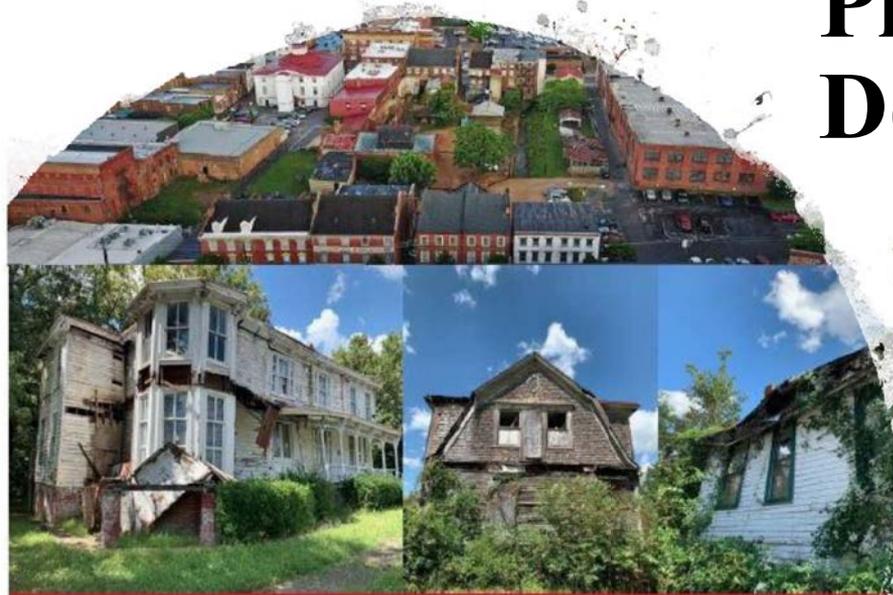
or email:

ambassadors@petersburg-va.org

Clean-Up Time: 8:00-12:00PM
Cook-Out Celebration
at the Petersburg Sport Complex
immediately following, 12:30PM.
Announcement of the 1000
Pounds City of Petersburg
Challenge 2019

Rebuilding our Foundation for a Brighter Future

Planning and Community Development



A CALL TO ACTION

October 17, 2019 @ 5:30 p.m. - 7:30 p.m.

The City of Petersburg, in response to citizen concerns, will host a community meeting to address the deteriorating condition of the city's housing stock and blight.

meeting.

❑ Office of Planning and Community Development will host a Call to Action community meeting to discuss blight in the City.

❑ **Meeting: Thursday, October 17th**

5:30pm – 7:30pm

Petersburg Public Library

Budget and Procurement



- ❑ GovDeals has assisted in selling \$72,315 in City assets from 7/1/2019 – 10/3/2019.
- ❑ Updated P-Card schedule is still on track to roll out on November 1, 2019



- The City has received 270 FOIA requests YTD

Public Safety



- ❑ 2 inoperable vehicles towed and 23 tagged
- ❑ Police Operation: No Guns, Safe Streets - 226 illegal guns have been removed from Petersburg streets in 2019.
- ❑ *Pictured: Petersburg Bureau of Police assisted Fort Lee at the USO by providing free bread to support the families and soldiers on base. Thank you to the officers and all of those that donated in supporting our troops!*

City of Petersburg

South Crater Road Signal Coordination Project (UPC 101039)



Kimley»Horn

Agenda

- South Crater Road Signal Coordination Project (UPC 101039)
 - Project History and Description
 - Project Scope
 - Budget and Type of Funding
 - Schedule
 - Questions



S. Crater Road - Project History

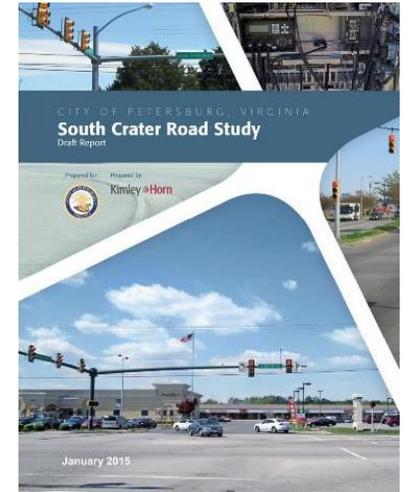
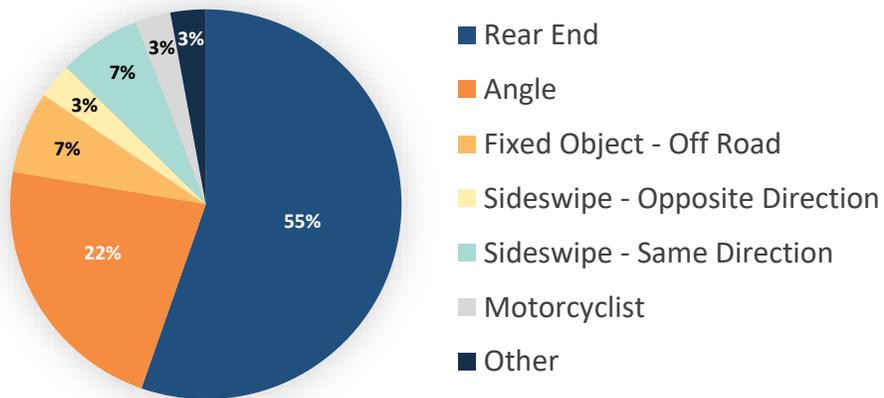
- The South Crater Road Signal Coordination Project was originally funded through CMAQ funds procured by the City of Petersburg from the Tri-Cities Metropolitan Planning Commission.
- April 2014– City of Petersburg hires Kimley-Horn to study the S. Crater Road, optimize and implement improved signal timings.
- December 2014– Kimley-Horn retimes signals in the field with City personnel along the S. Crater Road Corridor.
- January 2015– Kimley-Horn completed the South Crater Road Corridor Study dated January 2015.
- July 2019 – City of Petersburg and VDOT partner together to increase funding and scope.



S. Crater Road – Project Description

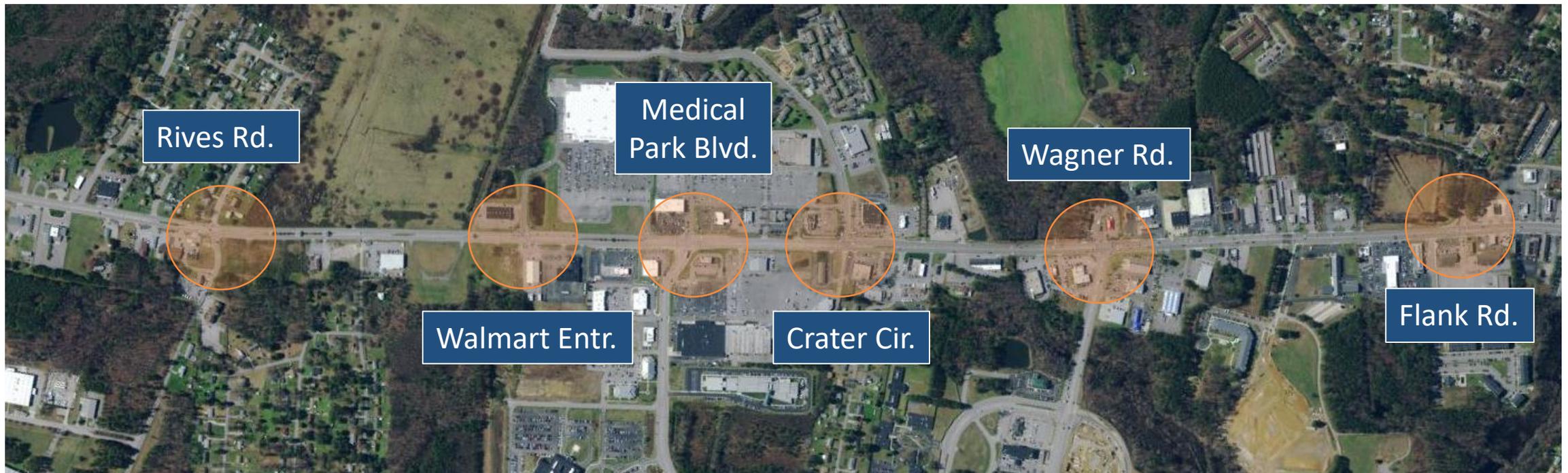
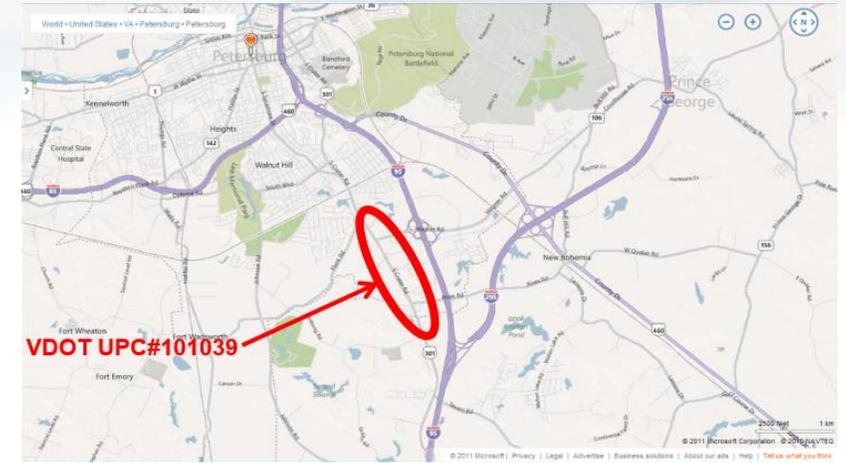


Crash Type – Wagner Rd.



S. Crater Road - Project Scope

- S. Crater Road Signal Coordination Project Location
 - From: Flank Road
 - To: Rives Road
- Project Purpose
 - Improve Signal Operation
 - Reduce Travel Times
 - Modernizing Signal Equipment



S. Crater Road – Existing Budget

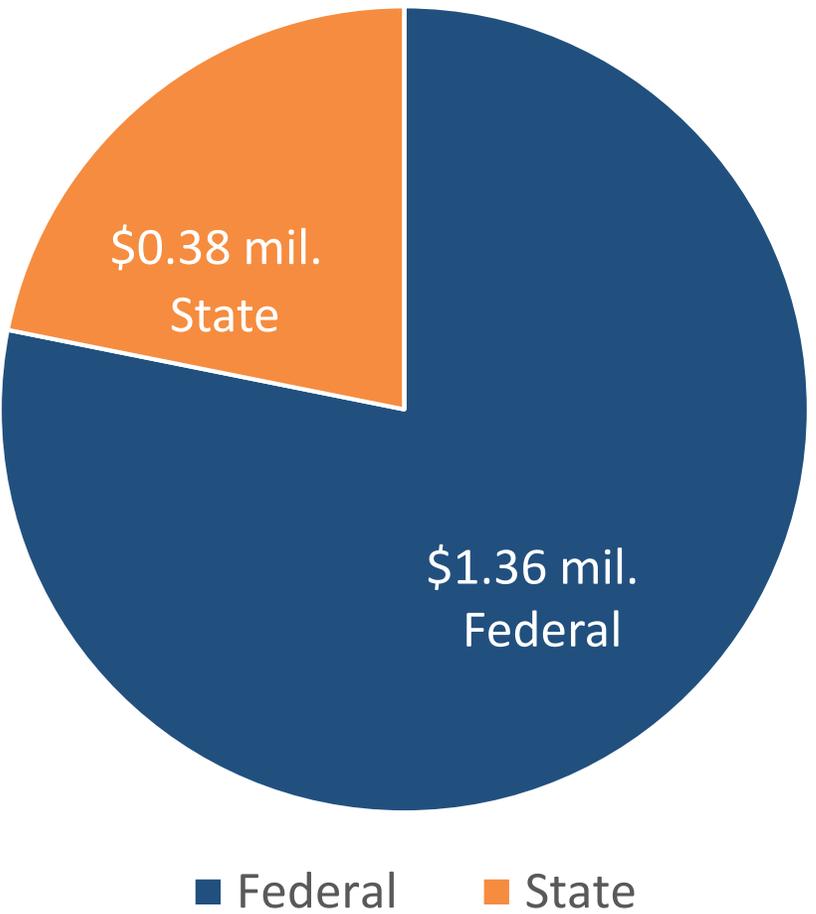
- This project is funded with federal Congestion Management and Air Quality (CMAQ) funds. As of August of 2019, the funding available in the current VDOT Six Year Improvement Program is as follows:

| Project Phase/Line Item Description | Six Year Improvement Program (2019) |
|-------------------------------------------|-------------------------------------|
| Preliminary Engineering | \$152,177 |
| Right of Way (ROW) and Utility Relocation | \$155,000 |
| Construction | \$1,435,000 |
| Total Cost | \$1,742,177 |



S. Crater Road – Project Funding

Project Cost Split of \$1.74 mil Total Cost



City pays 100% of total project cost, but receives \$1 on every \$1 in reimbursements from the Commonwealth and Federal Highway Administration.

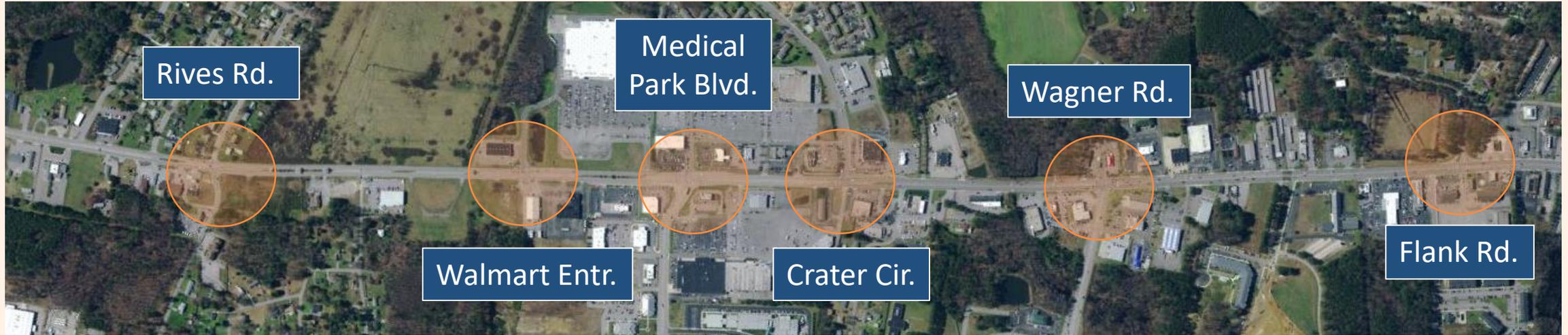


S. Crater Rd. – Schedule and Next Steps

| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|-------------------------------------------------|------|------|------|------|------|------|------|------|------|
| Start Development (Report and Signal Timing) | | | | | | | | | |
| Project On Hold | | | | | | | | | |
| Project Rescoping | | | | | | | | | |
| Project Design | | | | | | | | | |
| Right-of-Way Acquisition | | | | | | | | | |
| Advertise for Construction Bids | | | | | | | | | |
| Construction | | | | | | | | | |



Questions



Proposal to Lease City Property

37 River Street for a Dog Park



OCTOBER 15, 2019

Background

- During an initial meeting to discuss the Dog Park proposal, the proposed developers requested a list of potential sites for the Dog Park.

- Staff provided the following list of potential locations:
 1. Patton Park (501 Piamingo Alley) – Part of the Appomattox River Trail (ART) – A Dog Park is included in the Park Master Plan
 2. Poplar Lawn/Central Park (243 S Sycamore St)
 3. 37 River Street
 4. 39 River Street (Rear)
 5. 150 Spony Street
 6. 800 Magazine Road

Bajalo Group Proposal

- After inspecting the sites, the developer decided on 37 River Street primarily because of its proximity to downtown dwellers who may need access to the park.
- The City has received a proposal from Bajalo Group, whose Principal is Mr. James Floyd, to lease a 1-acre portion of the outdoor space that is included in the following City-owned parcel to establish a Dog Park:
- The proposed lease amount is \$1.00 annually.

| Parcel ID | Premise | Street | Proposed Use |
|------------|---------|--------------|--------------|
| 011-010002 | 37 | River Street | Dog Park |

The Bajalo Group has developed an initial plan of action that spans 4 phases:

Phase 1: Cleanup/Fencing

Phase 2: Site Analysis

Phase 3: Site Build

Phase 4: Final Development

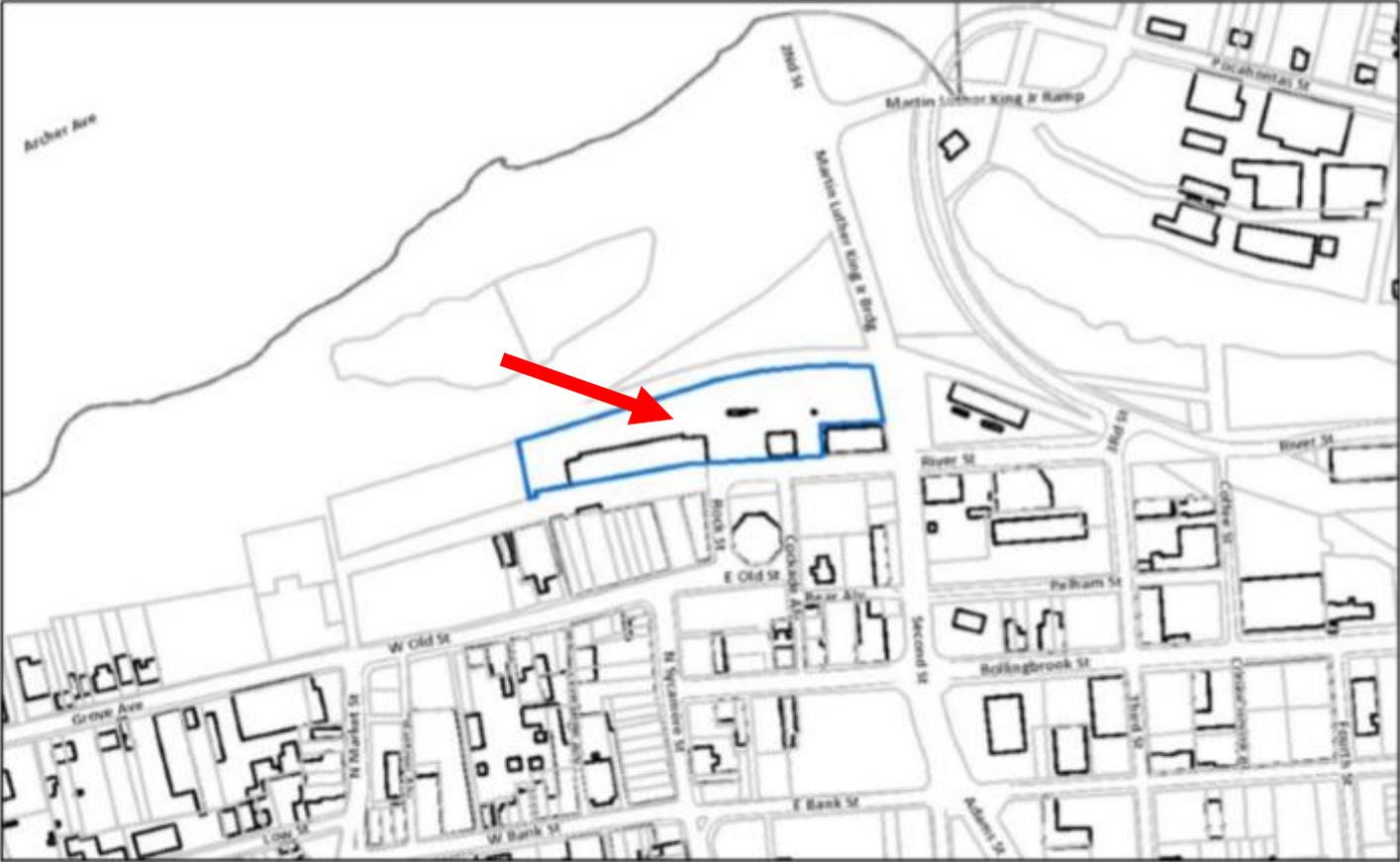
The projected project timeline spans 90 days.

Potential Impact

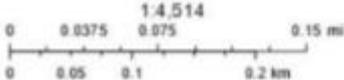
- Health and Well-Being Benefits for dogs and their owners
- Social and Community Connections
- Safe and healthy location for dog exercise
- Revenue from Sales of treats and accessories
- Support of local Businesses by Dog Owners

Site

37 River Street - Proposed Dog Park



October 10, 2019

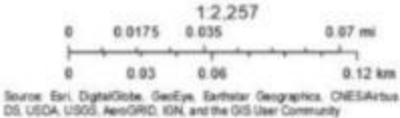


Site

37 River Street - Proposed Dog Park



October 10, 2019





Approach from the East looking West



Approach from the East looking West



Approach from the East looking West



Existing Equipment



Approach from the West looking East



Approach from the West looking East



Approach from the West looking East
Existing Fencing and Railroad Tracks



Approach from the West looking East



Approach from the West looking East



Equipment Samples



Amenities Samples

Considerations

Additional issues to be considered in the development of the final plan and layout:

- Railroad
- Southside Depot Building
- Appomattox River Trail
- Separate Fenced areas for Large and Small Dogs
- Fencing
- Landscaping
- Flood Zone

FEMA Floodways and Floodplains

- FEMA defines a Regulatory **Floodway** as the **channel of a river** or other watercourse and the **adjacent land areas that must be reserved** in order to **discharge the base flood without cumulatively increasing the water surface elevation** more than a designated height.
- **Communities must regulate development in these floodways** to ensure that there are **no increases in upstream or downstream flood elevations** due to construction activities.
- **Floodplains** are recognized on the FEMA's Flood Insurance Rate Maps (FIRMs) as **Special Flood Hazard Areas (SFHAs)**.
- **SFHAs** are defined as the area that will be inundated by a flood event having a **1-percent chance of being equaled or exceeded** in any given **year**. The 1-percent annual chance flood is also referred to as the base flood or **100-Year Flood**.

Considerations

A separate Agreement will be developed to establish operational aspects of the Dog Park including but not limited to:

- potential limited to access through memberships,
- construction
- Equipment and Amenities purchase, installation and maintenance
- liability
- maintenance
- Vending and sales

Next Steps

| 1 | Within 1 Day | Email List of 5 Sites in Downtown | Complete |
|----|----------------|------------------------------------------------|------------------|
| 2 | Within 3 Days | Tour Potential Sites | Complete |
| 3 | Within 7 Days | Identify Location | Complete |
| 4 | Within 40 Days | City Council Presentation | October 15, 2019 |
| 5 | Within 14 Days | Address Legal and Liability Issues and Options | |
| 6 | Within 30 Days | Approval and Execution of Lease Agreement | |
| 7 | Within 30 Days | Develop Organization and Campaign | |
| 8 | 45 Days | Lease Agreement Execution | |
| 9 | 45 Days | Marketing and Media plan | |
| 10 | 60 Days | Construction Begins | |
| 11 | 90 Days | Construction Complete and Grand Opening Event | |

Thank you!

Questions?

Proposal to Purchase City Property

Harbor Area Properties on River, 2nd and Fifth Streets



OCTOBER 15, 2019

Waukeshaw Proposal

- The City has received a proposal from Waukeshaw Development, Inc. whose Principal is Dave McCormack, to purchase parcels of property owned by the City of Petersburg, and bounded by River Street to the South, Joseph Jenkins Roberts St to the West, the Harbor to the North, and Interstate 95 to the East, including the following City-owned properties of eight parcels
- The proposed use for the property is an outdoor festival and event space.
- The proposed use is in conformance with the Zoning, M-2.
- Waukeshaw has more than 13 years of experience with development projects in Petersburg totaling \$Millions in private investment.

Prior Lease Proposal

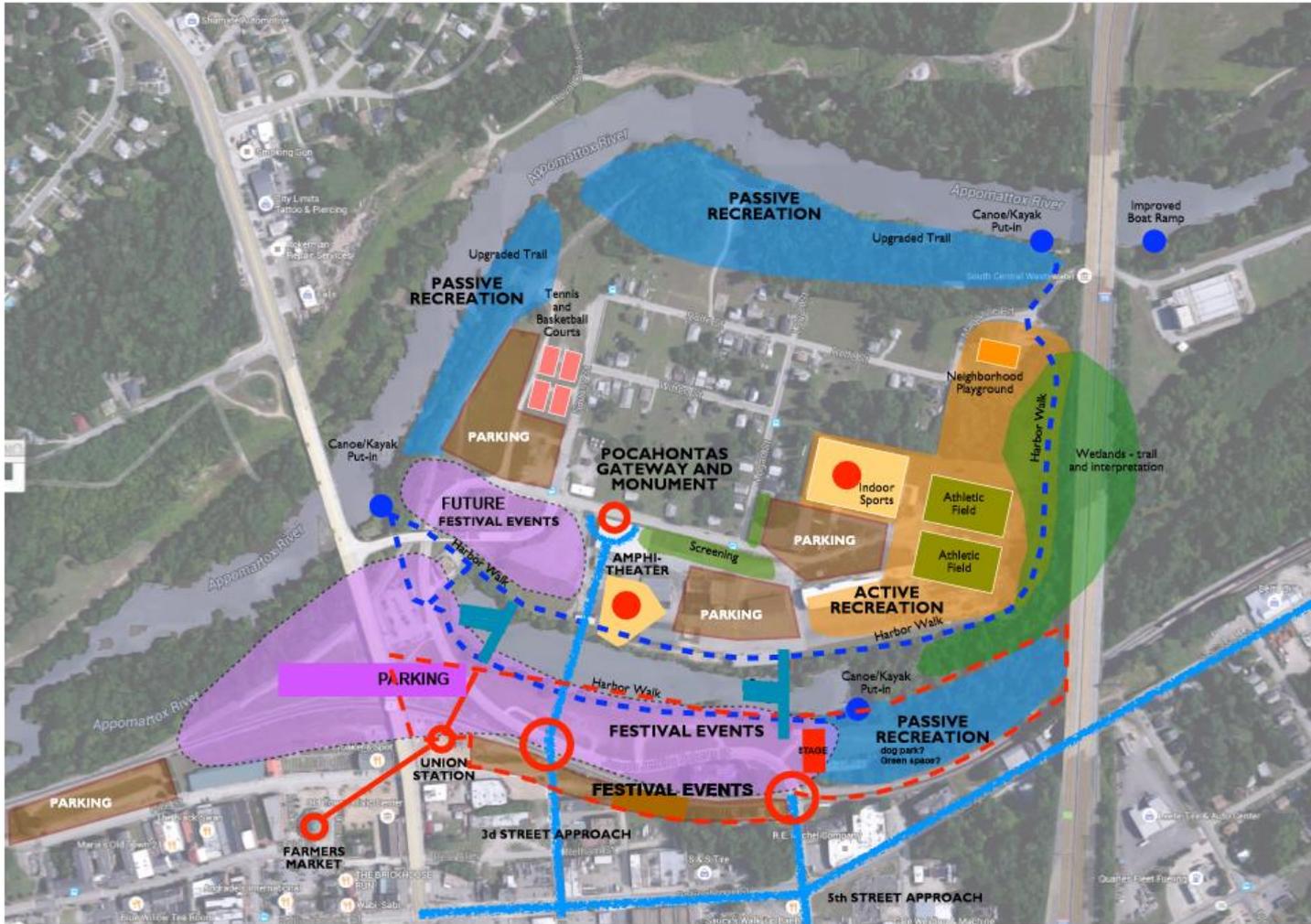
- Previously, Waukeshaw requested, and the City Council approved 17-Ord-24 on May 16, 2017, authorizing a lease of the property at 275 River Street, that can be terminated on short notice and thereby not interfere with the sale of the property in question.
- The lease included only the parcel at 275 River Street and the Developer expressed concern regarding the termination clause.
- Since that time, the prospective Lessee has requested to purchase eight parcels rather than lease to assume control and have oversight of the property for a festival event space development.

Potential Impact

- New Outdoor Event Space
- Revenue from activities in the space
- Increased Visitors for Events
- Increased Patrons of Local Businesses

PETERSBURG HARBOR PLAN

Waukeshaw Development
250 E. Bank St.
Petersburg, VA 23803



Signifies subject purchase area

Property Summary

- Seven parcels were acquired for a total \$52 dollars.
- The purchase price and date of the property at 433 River Street, totaling .67 acres is unknown as the deed for this parcel could not be located in the Court Clerk's Office nor the City Assessor's Office.
- The properties were acquired at various dates between 1987 and 2014, as indicated in the chart above.
- A 2015 appraisal estimates the value of five of the properties at \$20,000.
- The current total assessed value of all eight parcels is \$493,200.
- The proposed purchase offer for the eight parcels is \$100,000.
- The developer has estimated that \$250,000 of site improvements will be necessary.

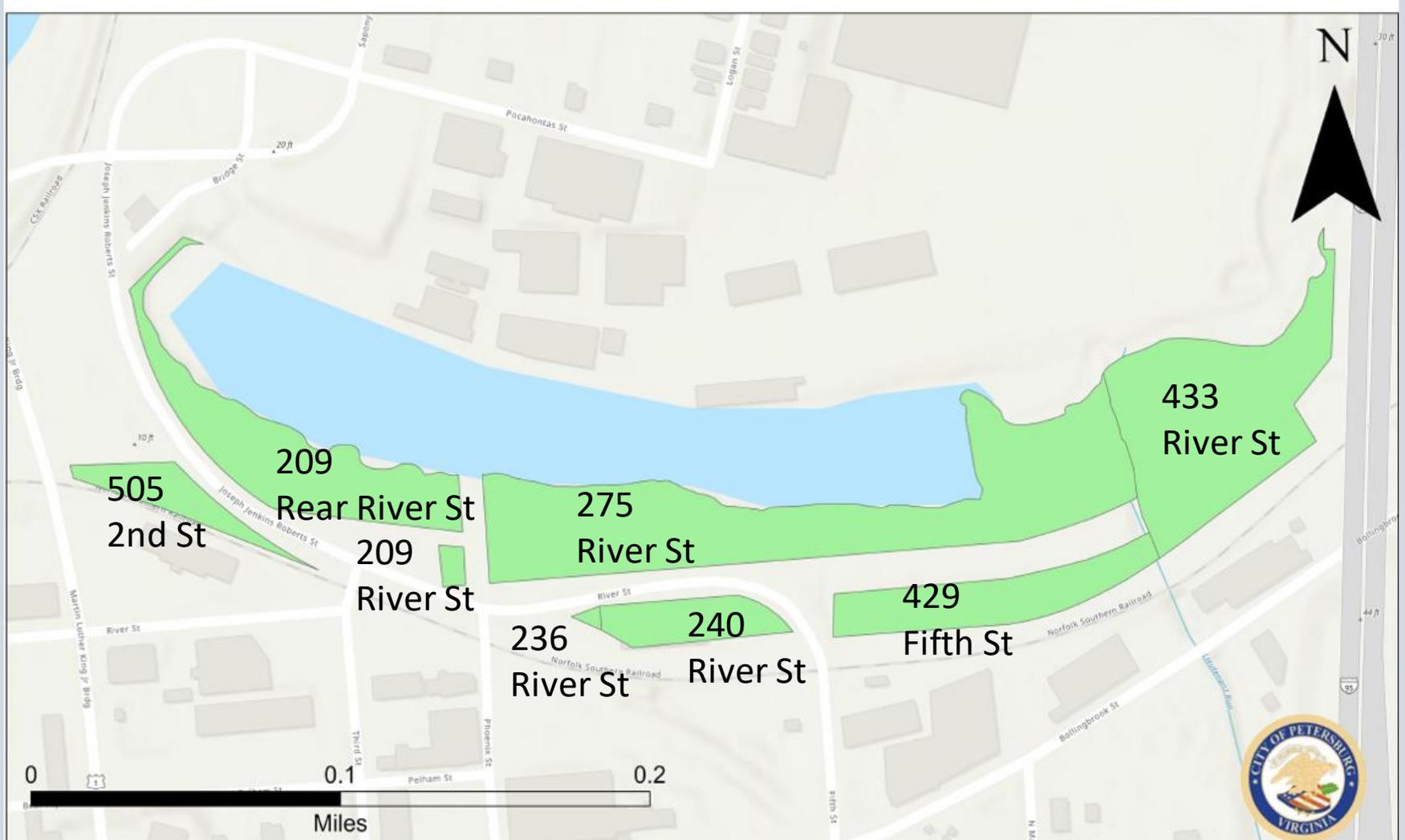
The Harbor Area Site



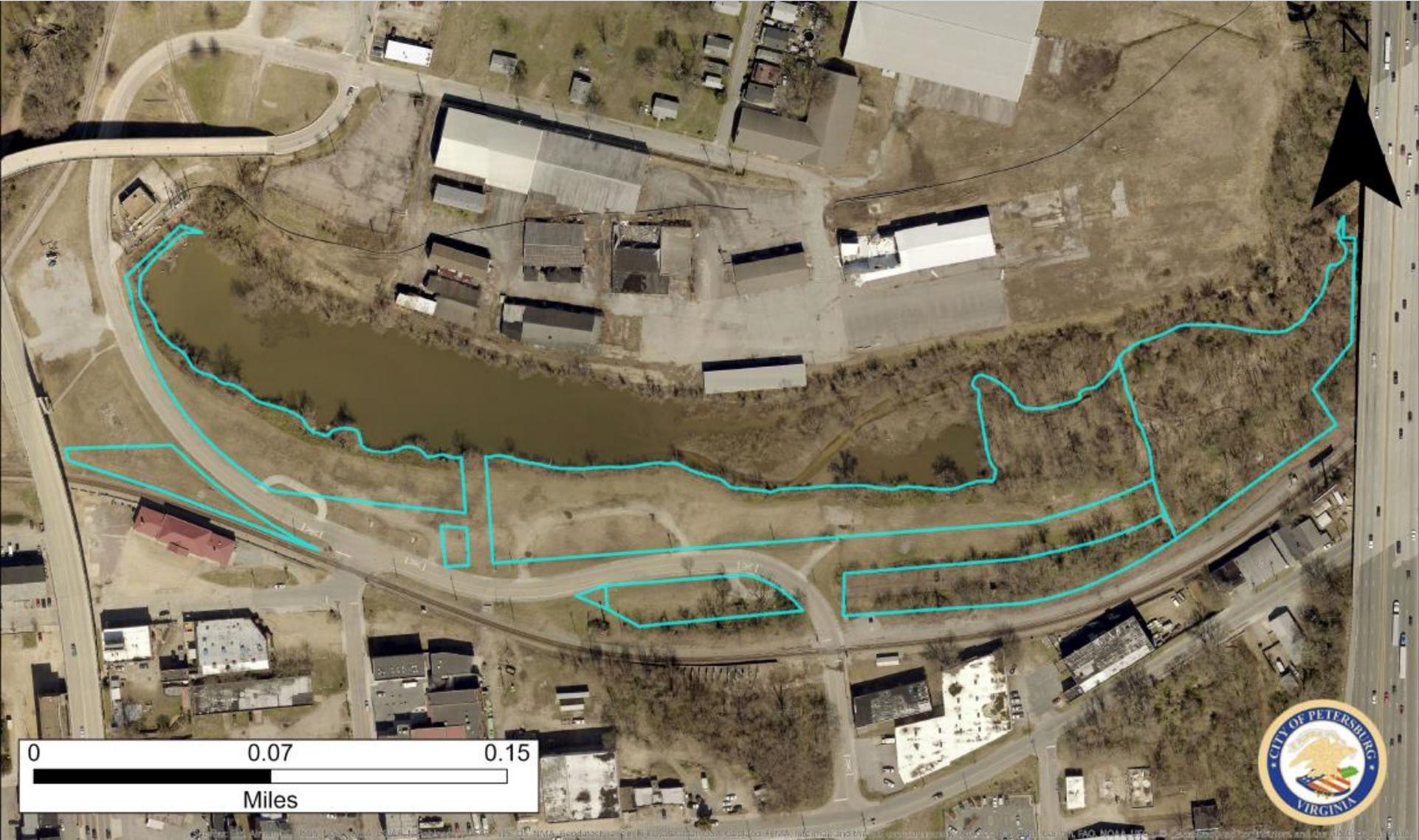
The Harbor Area Site



Parcel Map



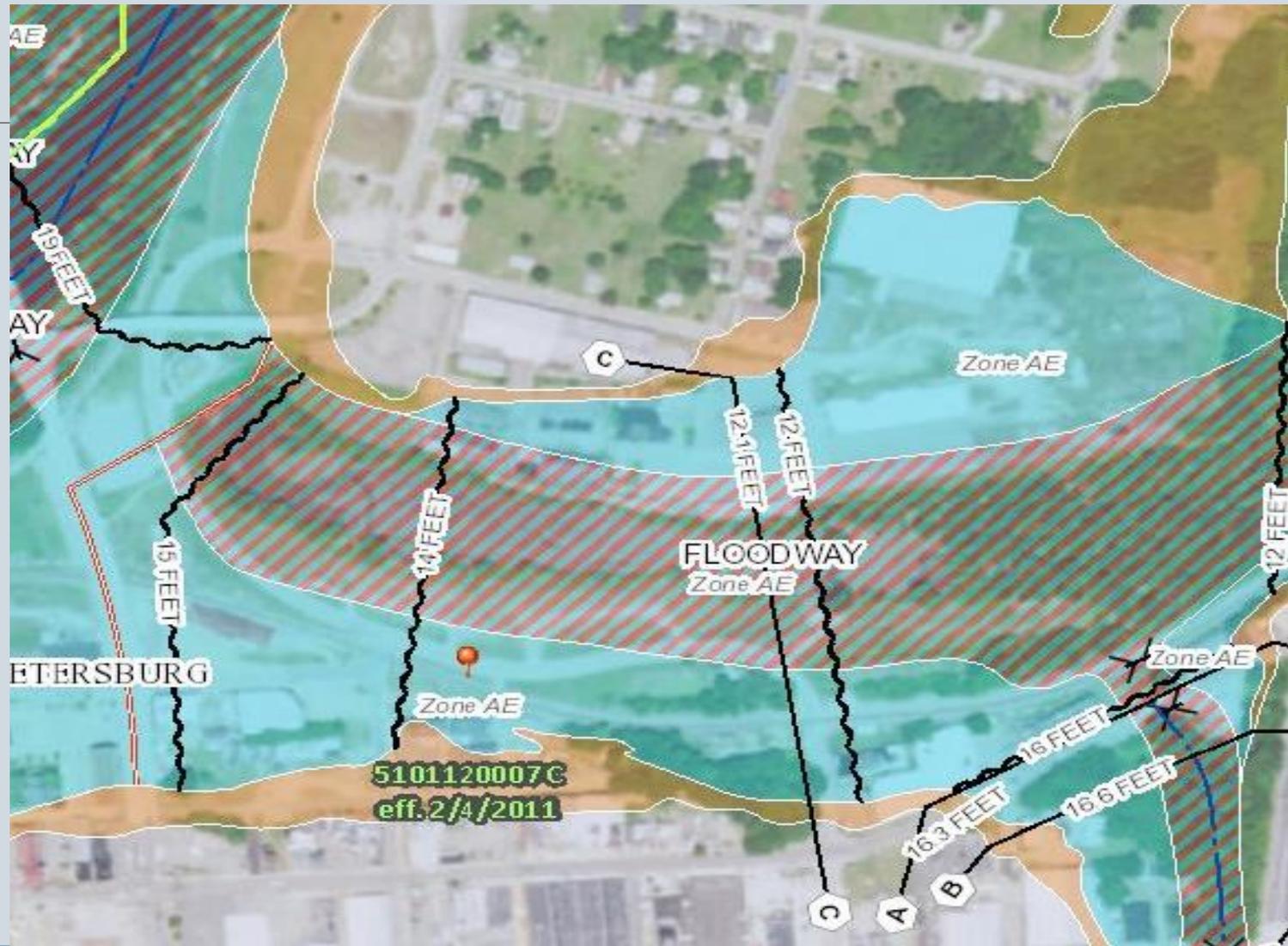
Parcel Map



Flood Zones and Utilities

- Portions of the parcels are within the floodway of the Appomattox River and the remainder of the parcels is within the floodplain.
- There are major water and sewer lines beneath the surface of the property and associated vents above grade.

FEMA Flood Map



Utilities Map



City-Owned Property (2nd, 5th, & River Streets)
Public Utilities

Date: 10/9/15
Scale: 1" = 150'
Drawn: AJE

San, Water, and Sewer Utility Map for the City of San Diego. Source: City of San Diego, SanGIS, Esri, and other contributors. © 2015 City of San Diego. All rights reserved.

FEMA Floodways and Floodplains

- FEMA defines a Regulatory **Floodway** as the **channel of a river** or other watercourse and the **adjacent land areas that must be reserved** in order to **discharge the base flood without cumulatively increasing the water surface elevation** more than a designated height.
- **Communities must regulate development in these floodways** to ensure that there are **no increases in upstream or downstream flood elevations** due to construction activities.
- **Floodplains** are recognized on the FEMA's Flood Insurance Rate Maps (FIRMs) as **Special Flood Hazard Areas (SFHAs)**.
- **SFHAs** are defined as the area that will be inundated by a flood event having a **1-percent chance of being equaled or exceeded** in any given **year**. The 1-percent annual chance flood is also referred to as the base flood or **100-Year Flood**.



Looking East



Looking North



Looking West

Summary

- This is a request to authorize the City Manager to complete and execute a Purchase Agreement with Waukeshaw Development, Inc. to establish an outdoor festival and event space.
- The sale is contingent upon approval of a Development Agreement that defines the Scope, Design, Layout, Budget, Sources and Uses of Funding, and Development Schedule.

| | |
|----------------------------------------|-----------|
| The Assessed Value of the property is: | \$493,200 |
| Appraisal 2015 (5 Properties) | \$20,000 |
| The Proposed Purchase Price is: | \$100,000 |
| The 10% deposit is: | \$10,000 |

Next Steps

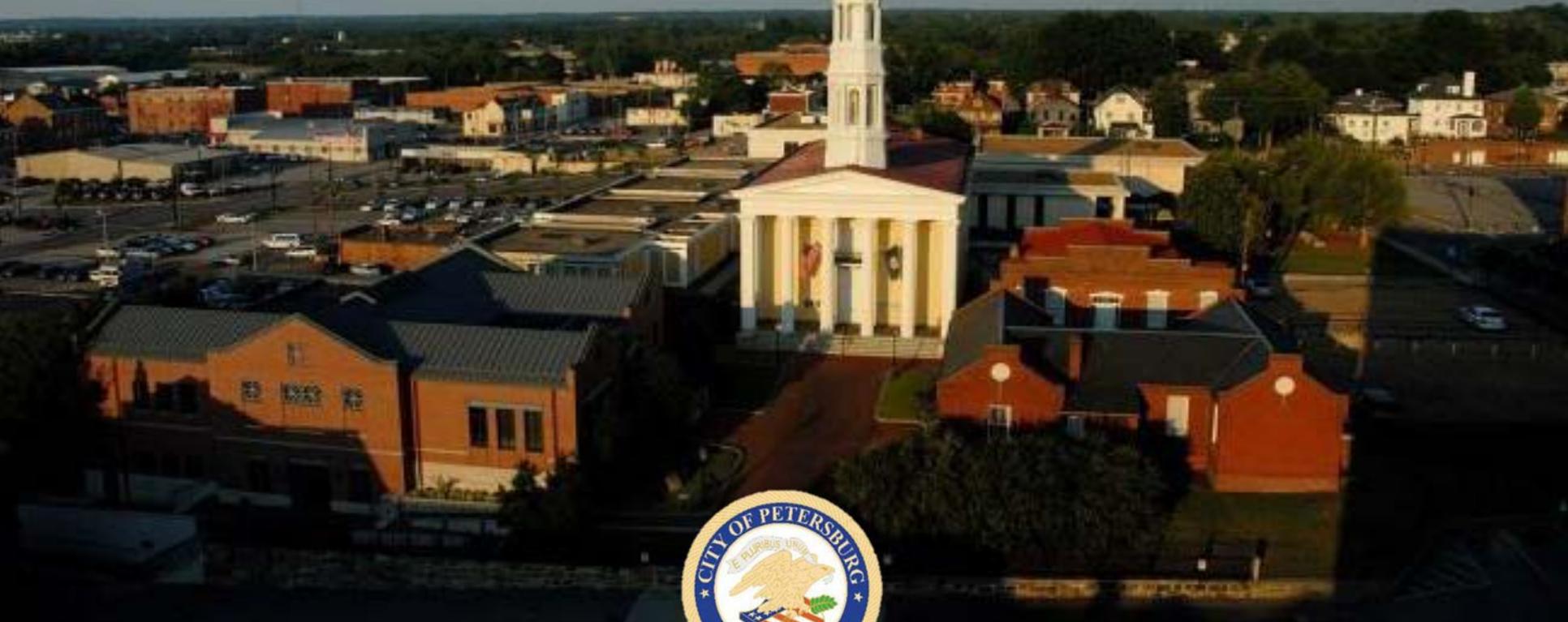
- Following approval of the Ordinance, the City Manager will develop and execute a Purchase Agreement and receive the deposit.
- A Due Diligence Period not to exceed 120 Days will begin.
- During Due Diligence, a separate Development Agreement will be developed to define the final scope, budget, source and uses of funding, and construction schedule for the development.
- The Development Agreement will be presented to City Council for approval.
- Also, an agreement will be developed to establish operational aspects and responsibilities of the outdoor event space including but not limited to access, liability, maintenance, and vending.
- Once the Agreements are executed, closing on the sale of the property will occur.

Thank you!

Questions?

Policy, Procedures, & Regulations Review

City of Petersburg VIRGINIA



Policy Review Team



- India Adams-Jacobs, Assistant to the City Manager
- Twan Bridges, Risk Manager
- Kemi Osoba, Public Information Officer
- Tyrus Yerby, Billing & Collections
- Kate Sangregorio, Historic Preservation Planner

Why?



- 2014/2015- Last updates to City's HR policies and procedures
- Comprehensive updates to policies that are outdated, drafted but never approved, and need to be added



Policy Categories

Legislative Policies

- Must be approved by City Council
- Often passed via resolution or ordinance

Administrative Policy/ Regulations

- These regulations and procedures only require City Manager approval
- Some include Federal mandates and policies due to federal grant funding



- 1) HR Personnel & Procedures
- 2) Administrative Regulations
- 3) Financial Policies
- 4) Departmental Policies



Policy Review Methodology

Initial review or creation

DRAFT review by policy team

DRAFT review by affected department(s)

Edits for final document

City Attorney & City Manager Review

City Council or City Manager approval



Intro to HR Personnel Policy & Procedures Manual



I. General Provisions

(No proposed changes or additions at this time)

1.1 Definitions

1.2 Applications

1.3 Director of Human Resources

1.4 Appointing Authority or Department Head

1.5 Department Rules/Policies/Directives

1.6 Federal Fund Regulations

1.7 Publication of Policies

1.8 Amendment of Policies

II. Classification & General Salary Administration



2.1 General Purpose of the Classification

2.2 Position Types

2.3 Composition of the Classification Plan

2.4 Maintenance of the Classification Plan

2.5 General Purpose of the Pay Plan

2.6 Pay Plan Administration

2.7 Payment at a Listed Rate

2.8 Employment Within the Pay Range

2.9 Use of Pay Ranges

2.10 Pay for Part-time Employment

2.11 Pay of a Reallocated/Reclassified Employees

2.12 Effective Date of Pay Adjustments

2.13 Overtime and Compensatory Time Guidelines

2.14 Payroll Deductions

2.15 Final Paychecks



III. RECRUITMENT, CERTIFICATION AND EMPLOYMENT

(Addition of 3.20)

3.1 Recruitment

3.2 Types of Recruitment

3.3 Position Announcement

3.4 Applications

3.5 Basic Requirements

3.6 Background Investigations

3.7 Applicant Screening and Review
(Examinations)

3.8 Applicant Screening Eligibility for
Examination

3.9 Examination Results

3.10 Establishment of Eligibility Lists

3.11 Veteran's Preference

3.12 Removal of Names from Eligibility
Lists

3.13 Duration of Eligibility Lists

3.14 Names to be Certified

3.15 Interview and Record of Action

3.16 Probationary Period

3.17 Adjustment Period

3.18 Effect on Reinstatement

3.19 Broken Service Extension

3.20 Recruitment/Relocation Expenses



IV. GENERAL EMPLOYMENT PRACTICES

(No proposed changes or additions at this time)

4.1 Department Initiated Reassignment

4.2 Transfers

4.3 Transfers between Legislative Departments

4.4 Promotions

4.5 Performance Promotions

4.6 Temporary Interim (Acting) Assignments

V. DISCIPLINARY ACTIONS, DEMOTIONS, DISMISSALS AND SEPARATIONS



(No proposed changes or additions at this time)

5.1 Policy

5.2 Grounds

5.3 Types of Discipline

5.4 Documentation

5.5 Verbal Reprimand

5.6 Written Reprimand

5.7 Suspension

5.8 Disciplinary Demotion

5.9 Dismissal

5.10 Forfeiture

5.11 Separation from City
Service

5.12 Reduction In Force

5.13 Reinstatement



VI. WORKING CONDITIONS AND BENEFITS

(No proposed changes or additions at this time)

6.1 Hours of Work

6.2 Holidays

6.3 Annual Leave

6.4 Sick Leave

6.5 Bereavement Leave

6.6 Leave Share Program

6.7 Military Leave

6.8 Leave Without Pay

6.9 Leave for Victims of a Crime

6.10 Civil Leave

6.11 Unauthorized Leave

6.12 Absence Due to Arrest or Incarceration

6.13 Holding Two City Positions

6.14 Nepotism

6.15 Outside Employment



(No proposed changes or additions at this time)

7.1 Policy

7.2 Purpose

7.3 Applicability

7.4 Definition of a Grievance

7.5 Determination of Grievability

7.6 Compliance

7.7 Standard/Burden of Proof

7.8 Grievance Procedure

7.9 Representation During the
Grievance Management Steps



(No proposed changes or additions at this time)

8.1 Panel Hearing

8.2 Conduct of the Hearings

8.3 Cost of Representation

8.4 Remedies

8.5 Panel Decisions



(No proposed changes or additions at this time)

9.1 Political Activity



NEW POLICY ADDITIONS- 2019

- Anti-Harassment
- Time & Leave
- City Business Hours of Operation

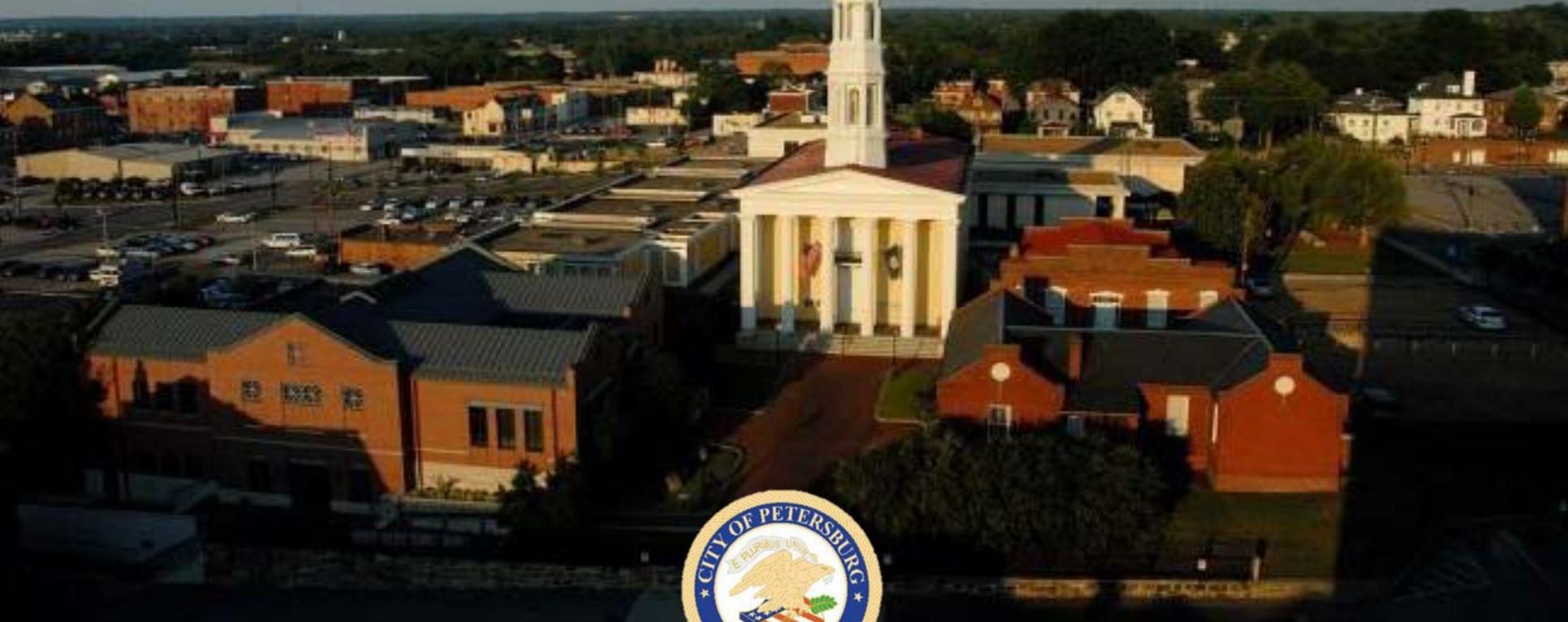


PROPOSED POLICY/REGULATION ADDITIONS

- Substance Abuse
- Anti-Discrimination
- Military leave
- Family medical leave
- Compensatory time
- Social Media policy
- Firearms
- Ethics
- Workplace Safety

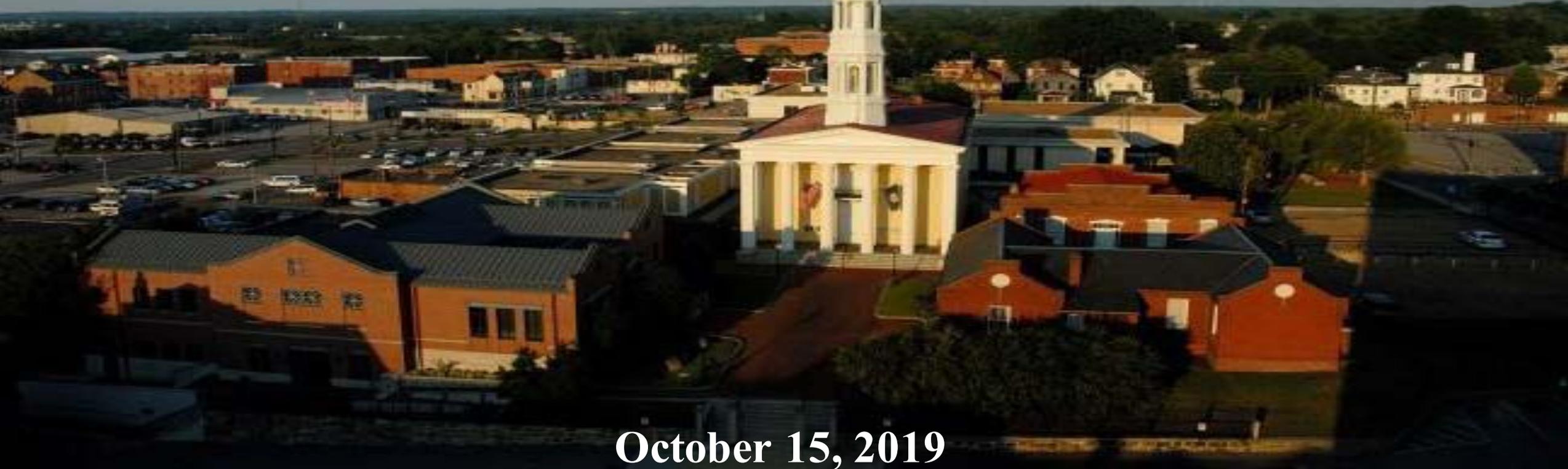
Policy, Procedures, & Regulations Review

City of Petersburg VIRGINIA



Department of Public Works
and Utilities

City of Petersburg
VIRGINIA



October 15, 2019



Short Term Action Plan Notice of Violations (NOV) and Citywide Grass - Update

By
Darnetta Tyus,
Deputy City Manager Community Affairs
&
Tangela Innis,
Director of General Services



This presentation provides an update on the 1st three (3) weeks of the short-term grass initiative to address the City's grass challenges.

NOV & Citywide Grass

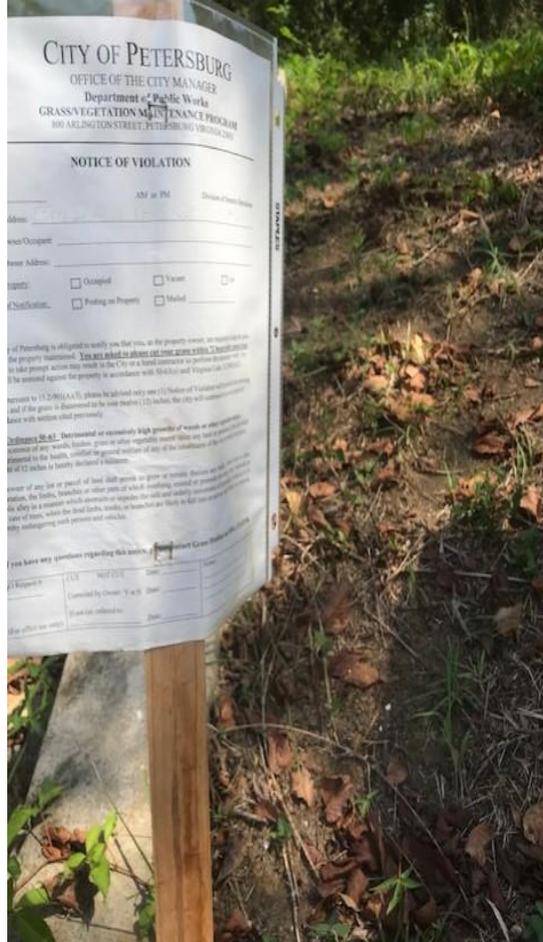


The City had a brief kickoff at 800 Arlington Street at 10 am on Monday, September 23rd which was hosted by the Mayor Samuel Parham. The eight (8) teams began canvassing the entire city to revisit the 323 prior violations and cite an additional (99) grass & (32) bulk trash violations on properties throughout the City resulting in a total of (454). *During the canvassing period 95 residents rectified their cited violations.*





Canvassing



NOV & Citywide Grass



During the week of September 30th – October 4th the four (4) Administrative Processing Teams processed all citations through the Government Outreach System. Which resulted in a finalized list of addresses with concerns of overgrown grass (326) and bulk trash (32) resulting in a final total of 359 violations.

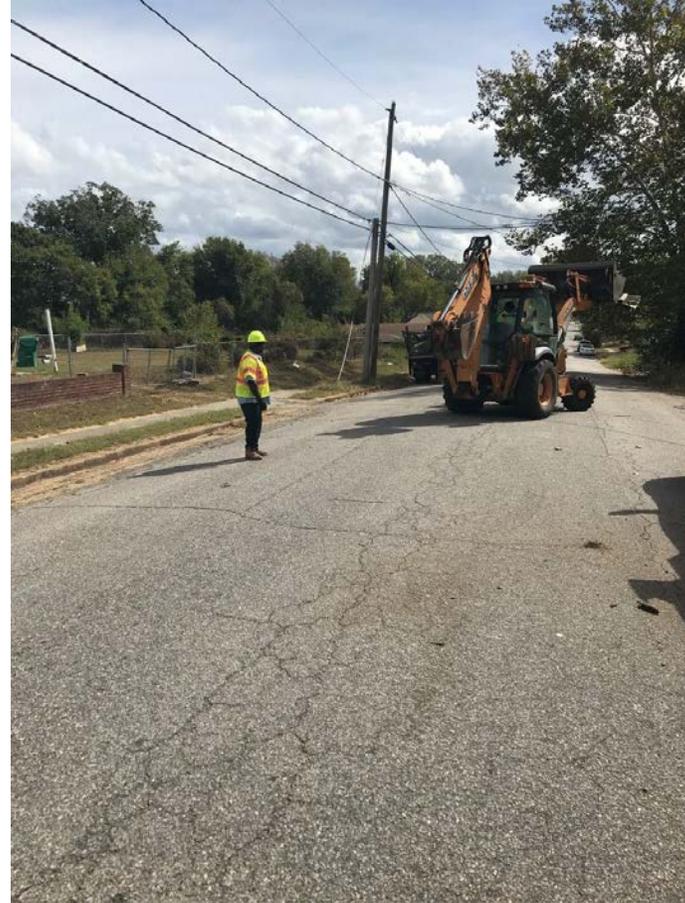
NOV & Citywide Grass



Our Street Operations Interim General Manager and Assistant General Manager of Facilities Management has identified the following staff to address bulk removal from 32 properties (52.7 tons) which were conducted from October 07th – October 11th.

| Team 1 | Team 2 | Team 3 | Team 4 |
|---------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|
| Motor Equipment Operator II - Backhoe Operator | Motor Equipment Operator III - Backhoe | Crew Supervisor II - Knuckle boom Truck | Motor Equipment Operator II - Backhoe Operator |
| Motor Equipment Operator II – Stake body truck operator | Motor Equipment Operator II – Stake body truck operator | Motor Equipment Operator I – ROW Debris Pickup | Crew Leader– Dump Truck Operator & Debris Pick (ROW & Private) |
| Motor Equipment Operator I – ROW Debris Pickup | Crew Leader– ROW Debris Pickup | Motor Equipment Operator II – Private Debris Pickup | |
| Construction Worker – Private Debris Pickup | Crew Leader– Private Debris Pickup | | |
| Wards 1, 2, 3, 4 (8 Properties) | Wards 5, 6 (8 Properties) | Ward 6 (8 Properties) | Wards 6, 7 (8 Properties) |

Bulk removal



NOV & Citywide Grass



The City has identified four (4) contractors for grass cutting and small debris removal. Each company has been assigned an area of properties throughout the City of Petersburg. The contractor’s responsibilities includes the following: labor, supervision, supplies, materials, tools, equipment, and incidentals necessary to satisfactorily remove bulk, mow grass, pick-up litter, leaves, and debris, trim around sidewalks, trees, buildings, parking areas, driveways and fences within the identified areas in the City of Petersburg. Grass cutting services commenced on October 15th.

| A Lawn Beautician | | Next Opportunity | | Elite Professional Services | | Brooks Lawn Care | |
|-------------------|-----------|------------------|-----------|-----------------------------|-----------|------------------|-----------|
| Ward 1 | 22 | Ward 5 | 44 | Ward 6 | 61 | Ward 5 | 84 |
| Ward 2 | 6 | Ward 6 | 40 | Ward 7 | 23 | | |
| Ward 3 | 19 | | | | | | |
| Ward 4 | 27 | | | | | | |
| | | | | | | | |
| Total | 74 | Total | 84 | Total | 84 | Total | 84 |

NOV & Citywide Grass



Grass Cutting Contractors



NOV & Citywide Grass



Grass Cutting Contractors and Administration



QUESTIONS????

