

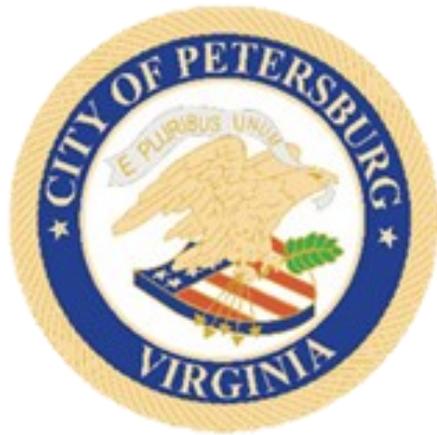
City of Petersburg VIRGINIA *Embracing The Dawn of a New Day*



GENERAL FUND REVENUE MANUAL



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GENERAL REVENUE

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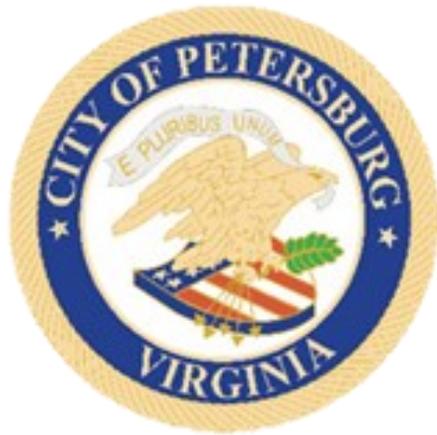
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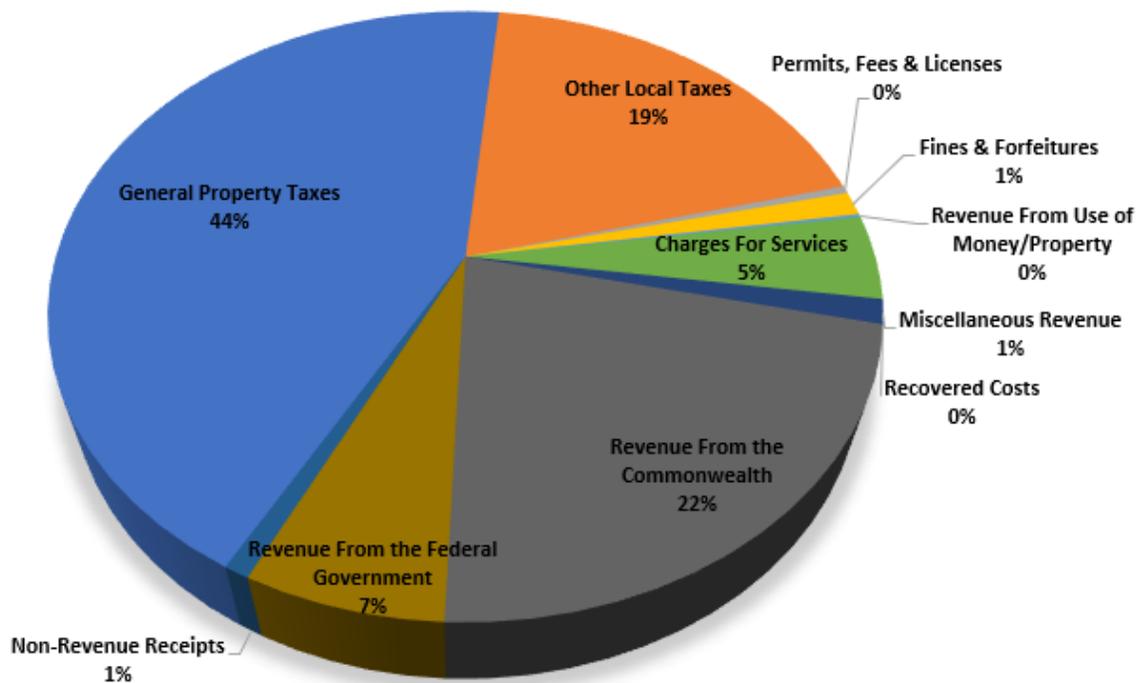
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ABOUT REVENUES

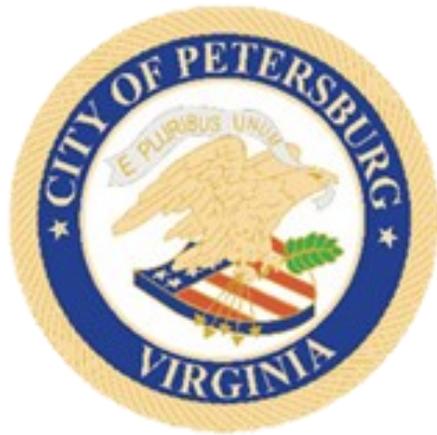
- The General Fund Revenue = \$76 Million
- The top 3 sources of revenue for the General Fund come from:
 - General Property Taxes (44%)
 - This is primarily made up of Real Estate Tax and Personal Property Tax
 - Revenue From the Commonwealth (22%)
 - This is primarily made up of Public Assistant and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

FY 2019-20 General Fund Revenue



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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: December 13, 2016

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: December 13, 2016

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

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

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

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

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

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

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

CURRENT RATE: 10% APR interest monthly

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

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

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

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

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

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

CURRENT RATE: 1% of the amount purchased

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

DATE CURRENT RATE ESTABLISHED: April 3, 2013

PRINCIPAL PAYERS: The customers of retail sales

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

COLLECTION DATE(S): Bi-Annually

DATE CURRENT RATE ESTABLISHED: March 10, 2006

PRINCIPAL PAYERS: Comcast

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: November 18, 2003

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): June 10th

DATE CURRENT RATE ESTABLISHED: March 18, 2014

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

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

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

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

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

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

COLLECTION DATE(S): June 1st

DATE CURRENT RATE ESTABLISHED: April 20, 2016

PRINCIPAL PAYERS: Each bank within the city

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: June 3, 2004

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

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

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

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

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

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

COLLECTION DATE(S): Monthly (beginning)

DATE CURRENT RATE ESTABLISHED: March 16, 2003

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

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

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

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

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

CURRENT RATE: \$0.90 per package

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

DATE CURRENT RATE ESTABLISHED: September 6, 2016

PRINCIPAL PAYERS: Citizens of Petersburg who buy or cell cigarettes

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: November 4, 1997

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

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

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

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

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

CURRENT RATE: 10% of the total amount paid

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

DATE CURRENT RATE ESTABLISHED: September 6, 2016

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

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

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

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

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

CURRENT RATE: 7% of the charge made

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

DATE CURRENT RATE ESTABLISHED: September 16, 2016

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

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

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

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

AUTHORIZATION: (Ord. No. 03-10)

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: February 4, 2003

PRINCIPAL PAYERS: Any citizen of Petersburg that owns a canine

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: March 18, 2014

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

AUTHORIZATION: (Ord. No. 17-30)

CURRENT RATE:

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

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: July 11, 2017

PRINCIPAL PAYERS: Owners of all vehicles licensed under this division

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

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

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

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

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

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

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: November 18, 2008

PRINCIPAL PAYERS: Property Owners and General Contractors

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: February 20, 2013

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: March 2013

PRINCIPAL PAYERS: General Public, Businesses and Government

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

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

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

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

CURRENT RATE: \$50.00

COLLECTION DATE(S): Prior to approval

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

AUTHORIZATION: (Ord. No. 03-79)

CURRENT RATE: \$100.00

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

DATE CURRENT RATE ESTABLISHED: November 18, 2003

PRINCIPAL PAYERS: Any business within the city limits

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

AUTHORIZATION: (Ord. No. 13-38)

CURRENT RATE: \$100.00 annually

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

DATE CURRENT RATE ESTABLISHED: May 21, 2013

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

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

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

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

AUTHORIZATION: (Ord. No. 07-53)

CURRENT RATE: \$25.00 per handbook

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

AUTHORIZATION: (Ord. No. 07-53)

CURRENT RATE: \$10.00

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

DATE CURRENT RATE ESTABLISHED: June 19, 2007

PRINCIPAL PAYERS: Owners of rental property located within the city

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: July 2017

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

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

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

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

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

CURRENT RATE:

Fees for Permit Issuance

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

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

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

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

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

CURRENT RATE (CONTINUED):

Permit Maintenance Fees

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

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

COLLECTION DATE(S): Project by project basis

DATE CURRENT RATE ESTABLISHED: July 1, 2014

PRINCIPAL PAYERS: Property owners and General Contractors

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

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

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

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

CURRENT RATE:

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

CURRENT RATE (CONTINUED):

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

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

PRINCIPAL PAYERS: Anyone who must go to court in Petersburg

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

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

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: December 6, 1996

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

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

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

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

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

CURRENT RATE: \$25.00

COLLECTION DATE(S): After citation is received

DATE CURRENT RATE ESTABLISHED: April 12, 2010

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: January 5, 1999

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

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

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

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

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

CURRENT RATE: \$50.00 per fine

COLLECTION DATE(S): After citation is received

DATE CURRENT RATE ESTABLISHED: May 15, 2012

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Monthly

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

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

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

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

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

CURRENT RATE:

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

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

CURRENT RATE (CONTINUED):

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

COLLECTION DATE(S): Prior to the event

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

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

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

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

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

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

CURRENT RATE: \$150.00 per day

COLLECTION DATE(S): Prior to the event

DATE CURRENT RATE ESTABLISHED: March 30, 2018

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

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

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

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

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

CURRENT RATE: \$500.00 per month

COLLECTION DATE(S): Monthly (beginning)

DATE CURRENT RATE ESTABLISHED: 2018

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

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

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

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

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

CURRENT RATE:

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

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

CURRENT RATE (CONTINUED):

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

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

CURRENT RATE (CONTINUED):

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

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

DATE CURRENT RATE ESTABLISHED: October 1, 2019

PRINCIPAL PAYERS: Those that use the Circuit Court in Petersburg

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: March 21, 2019

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: March 27, 2009

PRINCIPAL PAYERS: The Supreme Court of Virginia

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: June 18, 2019

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

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

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

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

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

CURRENT RATE: Not to exceed \$10.00

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

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

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

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

COLLECTION DATE(S): Upon transfer of property

DATE CURRENT RATE ESTABLISHED: April 22, 1998

PRINCIPAL PAYERS: The buyer of the real estate property

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

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

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

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

CURRENT RATE: \$5.00

COLLECTION DATE(S): Upon filing

DATE CURRENT RATE ESTABLISHED: March 26, 2015

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

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

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

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

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

CURRENT RATE: \$10.00

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

DATE CURRENT RATE ESTABLISHED: March 22, 2019

PRINCIPAL PAYERS: Anyone who needs to be fingerprinted

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon filing

DATE CURRENT RATE ESTABLISHED: February 23, 2017

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: March 22, 2019

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

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: September 5, 2017

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

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

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

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

AUTHORIZATION: (Code 1981, § 6-67)

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: February 4, 2003

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

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: September 6, 2016

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

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

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

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

AUTHORIZATION: (Ord. No. 13-06)

CURRENT RATE:

Description	Amount
Up to 2 cubic yards	\$75.00 minimum
Greater than 2 cubic yards	\$35.00 per yard
Appliance Collection Fee	\$25.00 per appliance
Furniture Collection Fee	\$20.00 per piece of furniture
Large items that the city will not collect should not be left on the curb, the person who generated such matter will be responsible for disposal	
First violation	\$50.00
Subsequent violations not arising from the same set of operative facts within 12 months of the first violation	\$200.00 per violation (not exceeding \$3,000.00 in 12-month time frame)

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

DATE CURRENT RATE ESTABLISHED: January 22, 2013

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

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: March 30, 2018

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

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: May 7, 2013

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: March 8, 2004

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Daily

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

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

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

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

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

CURRENT RATE: 30% below the original retail cost

COLLECTION DATE(S): When a sale is made

DATE CURRENT RATE ESTABLISHED: August 1, 2019

PRINCIPAL PAYERS: Library Customers

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: 1996

PRINCIPAL PAYERS: USAC

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

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

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

AUTHORIZATION: (Ord. No. 07-53)

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 19, 2007

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

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

DATE CURRENT RATE ESTABLISHED: June 15, 2004

PRINCIPAL PAYERS: Property owners

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Upon request

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

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

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

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

CURRENT RATE: \$2,000.00 per quarter

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

PRINCIPAL PAYERS: Appomattox Regional Governor School

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

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

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

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

CURRENT RATE: 3% of amount paid

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

DATE CURRENT RATE ESTABLISHED: October 1, 2019

PRINCIPAL PAYERS: Those who pay online with credit cards

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: April 12, 1998

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

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

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

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

CURRENT RATE: \$20.00

COLLECTION DATE(S): Periodically

PRINCIPAL PAYERS: Delinquent Taxpayers

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Every two weeks

DATE CURRENT RATE ESTABLISHED: April 5, 2017

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: 1993

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

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

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

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

CURRENT RATE: Varies

COLLECTION DATE(S): Monthly

PRINCIPAL PAYERS: Utilities Fund

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

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

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

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

CURRENT RATE: Up to \$5,000.00

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: June 6, 2012

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

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

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

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

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

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

PRINCIPAL PAYERS: Gov Deals

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: May 7, 2013

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

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Quarterly

PRINCIPAL PAYERS: Redevelopment Housing Authority and Petersburg School Maintenance Department

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

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

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

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

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

COLLECTION DATE(S): Periodically

DATE CURRENT RATE ESTABLISHED: February 23, 2017

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

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

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

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

CURRENT RATE: Varies

COLLECTION DATE(S): Periodically

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

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

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

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

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

COLLECTION DATE(S): Case by Case

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: July 1, 2019

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

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

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

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

CURRENT RATE: Varies per claim/situation

COLLECTION DATE(S): Case by Case

PRINCIPAL PAYERS: Insurance Companies

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

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

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

CURRENT RATE:

**11TH JUDICIAL COURT SERVICES
ALLOCATION**

TYPE	DESCRIPTION	EXPENDITURES (YEARLY)
Administrator	Salary	\$49,309.00
	Fringe Benefits	\$16,765.25
	Total Personnel Services	\$66,074.25
Operating	Repairs Office	\$0.00
	Equipment	\$0.00
	Postage	\$1,200.00
	Telephone	\$723.59
	Office Supplies	\$622.73
	Total Operating	\$2,546.32
	TOTAL	\$68,620.57
CO/CITY	SHARED PERCENTAGE	AMOUNT
Petersburg	50%	\$25,192.34
Amelia	12.50%	\$6,298.08
Dinwiddie	12.50%	\$6,298.08
Nottoway	12.50%	\$6,298.08
Powhatan	12.50%	\$6,298.08
	TOTAL	\$50,384.67

COLLECTION DATE(S): Quarterly

DATE CURRENT RATE ESTABLISHED: June 30, 2019

PRINCIPAL PAYERS: Amelia, Dinwiddie, Nottoway and Powhatan

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

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

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

CURRENT RATE: Based off gross receipts

COLLECTION DATE(S): Upon titling

PRINCIPAL PAYERS: Owners of Mobile Home parks

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

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

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

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

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

COLLECTION DATE(S): At closing

DATE CURRENT RATE ESTABLISHED: April 1, 2016

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

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

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

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

CURRENT RATE: Based off gross receipts

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

PRINCIPAL PAYERS: Owners of rental car establishments

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

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

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

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

CURRENT RATE: 5%

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

DATE CURRENT RATE ESTABLISHED: January 1, 2007

PRINCIPAL PAYERS: State

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

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

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

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

CURRENT RATE: 48%

COLLECTION DATE(S): Periodically

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: July 11, 2017

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

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

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

EXPLANATION: This salary is reimbursed by the Compensation Board.

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

CURRENT RATE:

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

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

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

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

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

EXPLANATION: This salary is reimbursed by the Compensation Board.

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

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

Law Enforcement and Jail Responsibility

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

Law Enforcement or Jail Responsibility

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

No Law Enforcement or Jail Responsibility

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

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

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

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

EXPLANATION: This salary is reimbursed by the Compensation Board.

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

CURRENT RATE:

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

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

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

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

EXPLANATION: This salary is reimbursed by the Compensation Board.

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

CURRENT RATE:

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

COLLECTION DATE(S): Monthly

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

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

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

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

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

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

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

PRINCIPAL PAYERS: State

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

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

EXPLANATION: This salary is reimbursed by the Compensation Board.

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: July 1, 2019

PRINCIPAL PAYERS: State

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

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

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

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

CURRENT RATE:

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

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

CURRENT RATE (CONTINUED):

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

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

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: State government

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

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

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

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

CURRENT RATE:

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

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

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

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: Library of Virginia (State)

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

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

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

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

CURRENT RATE:

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

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

DATE CURRENT RATE ESTABLISHED: March 22, 2011

PRINCIPAL PAYERS: State

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: June 2019

PRINCIPAL PAYERS: State

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

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

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

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

CURRENT RATE: \$30 daily per person

COLLECTION DATE(S): Annually (May)

DATE CURRENT RATE ESTABLISHED: April 22, 1998

PRINCIPAL PAYERS: State

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

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

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

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

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

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

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

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

DATE CURRENT RATE ESTABLISHED: February 21, 2019

PRINCIPAL PAYERS: State

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

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

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

CURRENT RATE:

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

COLLECTION DATE(S): Quarterly

PRINCIPAL PAYERS: Federal Government

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

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

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

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

CURRENT RATE: The table below shows the split funding

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

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

CURRENT RATE (CONTINUED):

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

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

DATE CURRENT RATE ESTABLISHED: September 2019

PRINCIPAL PAYERS: Federal government

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

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

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

CURRENT RATE: Varies

COLLECTION DATE(S): When the property is sold

PRINCIPAL PAYERS: Whoever buys the property

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