PROPOSED OPERATING BUDGET

Embracing the Dawn of a New Day

Fiscal Year 2020-21

City of Petersburg

Presented to the Council of the City of Petersburg
March 31, 2020—Modified on April 10, 2020
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Honorable Mayor and Members of City Council:

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

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

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

- Promote Economic Development to Attract New Businesses and Strengthen the City’s Tax Base
- Support Community Development Activities to Enhance Neighborhoods and Improve Housing
- Provide Good Governance for Efficient, Effective, and Equitable Services Delivery, Productive Citizen Engagement, and Community Improvement
- Celebrate Petersburg’s History and Culture
Highlights:
FY 2020-21 Proposed Total Operating Revenue and Expenditures

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<thead>
<tr>
<th>Fund</th>
<th>Proposed FY2020-21 Revenue</th>
<th>Proposed FY2020-21 Expenditures</th>
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<td>Grants Fund</td>
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<td>Streets Fund</td>
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<td>CDBG Fund</td>
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<tr>
<td>Stormwater Fund</td>
<td>1,460,249</td>
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<tr>
<td>Golf Course Fund</td>
<td>1,204,850</td>
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<tr>
<td>Mass Transit Fund</td>
<td>4,843,163</td>
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<tr>
<td>TOTAL</td>
<td>104,325,053</td>
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GENERAL FUND
The FY 2020-21 General Fund revenue for the City of Petersburg is $73,338,140 which represents a $2.78 million, or a –3.7%, reduction from the FY 2019-20 Adopted Budget. The FY 2020-21 General Fund budget is 70.3% of the total Operating Budget.

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Aretha R. Ferrell-Benavides

Aretha R. Ferrell-Benavides
City Manager
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COMMUNITY PROFILE

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

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

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

True to its history, Petersburg is rife with opportunity and an innovative, industrial spirit. The heart of Petersburg lies in an appreciation and celebration of its rich history while continually pushing into the future. The City also offers a dozen parks and outdoor recreation facilities including Lee Memorial Park and Wilcox Lake, which is listed in the National Register of Historic Places.
Petersburg’s modern history began with English colonists who settled along the Appomattox River. The establishment of Fort Henry marked the beginning of the westward expansion and exploration of the United States. When the fort commander opened a trading post at Peter’s Point, Petersburg saw its beginning as a commercial center.

After distinguishing itself in the American Revolution during the Siege of Fort Miegs, Petersburg’s influence continued to increase. With the proximity of the Appomattox River, the Port of Petersburg became renowned as a processing center for cotton, tobacco, and metal, marking Petersburg as an industrial center in a state that was largely agricultural. The railroad center established in the 19th century not only helped continue the City’s tradition as a substantial business community, it strengthened it. Flour mills and banking were added to tobacco and cotton as Petersburg’s successes. Due to the availability of jobs, many free people of color migrated to the City. The railroads that passed through the City made it a shipping center and a lifeline to Richmond during the Civil War.

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

Until the 1980s, commerce and industry flourished. As an independent City, Petersburg was limited geographically. Then, as happened in numerous older industrial cities in the region, manufacturing jobs were lost to the growth of industries outside the U.S., Petersburg’s core began to decline. The expansion of the economy in the Richmond metro area in fields of financial and retail services also took some of Petersburg’s population. Suburbs grew around the City and many of the downtown merchants moved to the Southpark Mall. Additionally, in 1993, a major tornado severely damaged Petersburg’s downtown. As Petersburg’s economy weakened in the 20th century, its population declined. As upper and middle classes fled to the suburbs, the City was left with a high percentage of low income residents. The increase in demand for public services seriously strained limited financial resources.
The population of Petersburg peaked in 1980 at 41,000 and has been declining since then. In 2015, the estimated population of was 32,123. The median age was 39.5, compared to a national median age of 37.4. Nearly 78 percent of Petersburg residents have at least a high school diploma, though only 16 percent have a Bachelor’s degree or higher. According to the U.S. Census, the poverty rate in 2015 was 28 percent – more than double the Commonwealth of Virginia’s poverty rate. The tables shown illustrate the distribution of Petersburg’s population by age group and gender.

The median home value in Petersburg is $112,825, with higher valued homes ranging between $200,000 and $300,000. The average monthly rent is under $1,000 a month. While the housing market has some variety, it leans more toward single-family homes (over apartments or complexes).
Petersburg is in South Central Virginia, 24 miles south of the City of Richmond, 132 miles south of Washington D.C. and 73 miles west of the Chesapeake Bay. Petersburg is situated at the Falls of the Appomattox, on the boundary between the Tidewater and the Piedmont, between the Chesapeake and Albemarle basins.

Petersburg has a total area of 23.2 square miles and is one of 13 jurisdictions that comprise the Richmond Petersburg Metropolitan Statistical Area. Colonial Heights and Chesterfield County are its neighbors to the north, along with Dinwiddie County to the west and south and Prince George County to the east and southeast.
Petersburg has a long history as an economic center of the Commonwealth of Virginia. The City began as a trading post on the Appomattox River in the 18th Century and in the 19th Century became a major transportation hub and tobacco processing center. In the 20th Century, the City became a regional industrial and retail hub. In the 21st Century, the City of Petersburg has become the healthcare center for our South Central Virginia region. Industrial businesses like Amsted Rail, International Paper and Boar’s Head continue to be major contributors to the local economy. Recently, small retail establishments, restaurants and breweries have opened to serve as economic draws and contributors to the economic vitality of Petersburg. The table on the next page illustrates the major employers in the City by industry, number of employees and percentage of total of city employment.
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<tr>
<th>Rank</th>
<th>Employer</th>
<th>Industry</th>
<th>Employees</th>
<th>% of Total City Employment</th>
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<tr>
<td>1</td>
<td>Southside Regional Medical Center/ Bon Secours</td>
<td>Healthcare</td>
<td>1000+</td>
<td>7.19%</td>
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<td>2</td>
<td>Amsted Rail Company, Inc.</td>
<td>Roller Bearings</td>
<td>250-499</td>
<td>2.52%</td>
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<td>3</td>
<td>Horizon Mental Health Management, Inc.</td>
<td>Healthcare</td>
<td>250-499</td>
<td>2.52%</td>
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<td>4</td>
<td>Wal-Mart</td>
<td>Retail</td>
<td>250-499</td>
<td>2.52%</td>
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<tr>
<td>5</td>
<td>Quality Plus Service</td>
<td>Engineering/ Construction</td>
<td>250-499</td>
<td>2.52%</td>
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<td>6</td>
<td>McDonald's</td>
<td>Food Services</td>
<td>100-249</td>
<td>1.32%</td>
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<tr>
<td>7</td>
<td>Beverly Home Care</td>
<td>Healthcare</td>
<td>100-249</td>
<td>1.08</td>
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<td>8</td>
<td>Virginia Linen</td>
<td>Linen processing</td>
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*Source: City of Petersburg, VA 2017 CAFR*
Petersburg is an independent City, or a City that is not in the territory of any county, and utilizes the council-manager form of government. The Council has seven members, each representing a ward (or geographic portion of the City). Council members must reside in their wards. Members serve staggered, four year terms with elections being held in even numbered years. The mayor is selected from among the council members.
The Council appoints the City Manager, who serves as the Chief Administrative Officer for the City. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City.

Aretha R. Ferrell-Benavides  
City Manager

Anthony Williams  
City Attorney

Brian Gordineer  
City Assessor

Nykesha Jackson  
City Clerk

**EXECUTIVE TEAM**

Lionel D. Lyons  
Deputy City Manager  
Development & Operations

Kenneth Miller  
Deputy City Manager  
Public Safety

Darnetta K. Tyus  
Deputy City Manager  
Community Affairs

**FISCAL MANAGEMENT TEAM**

Robert A. Floyd  
Director  
Budget & Procurement

Patrice Elliott  
Director  
Finance

Monte Evans  
Manager  
Billing & Collections

Brittney Flowers  
Commissioner of Revenue

Kenneth Pritchett  
City Treasurer

**DEPARTMENT DIRECTOR**

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

Folakemi Osoba  
Public Information Officer

Kelly Evko  
Assistant to the City Manager  
Development

Wayne Crocker  
Director  
Library Services

Carthan F. Currin, III  
Director  
Economic Development

Jamie Fagan  
General Manager  
Dogwood Trace

Margo Hardy  
Program Manager  
PJCCP

Tangela Innis  
Director  
Public Utilities

Charles Koonce  
Director  
Mass Transit

Nicole Loving  
Director  
Community Corrections

Michele Peters  
Director  
Planning & Development Services

Francis “Frank” Poulin  
Director  
Neighborhood Services

Kimberly Robinson  
Director  
Human Resources

Gerrit VanVoorhees  
Director  
Information Technology

Norris Stevenson  
Director  
Social Services

Reginald Tabor  
Interim Director  
Planning & Development Services

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

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

The calendar below illustrates the schedule for reviewing, discussing and adopting the FY 2020-21 budget.
3rd City Manager Distributes Operating Budget With Any Changes to City Council

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

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

19th City Council Votes to Approve the Proposed

30th End of Fiscal Year

1st Beginning of New Fiscal Year
## Personnel Summary

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## Personnel Summary

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## PERSONNEL SUMMARY

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## PERSONNEL SUMMARY

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

**Total Revenues and Expenditures by Fund:**

### REVENUES

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<td>General Fund</td>
<td>73,069,844</td>
<td>74,271,696</td>
<td>75,423,193</td>
<td>76,120,754</td>
<td>73,338,140</td>
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<td>Grants Fund</td>
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<td>1,082,409</td>
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<td>785,302</td>
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<td>12,969,976</td>
<td>16,645,087</td>
<td>14,722,754</td>
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<td>4,843,163</td>
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<td>TOTAL</td>
<td>91,492,264</td>
<td>98,710,966</td>
<td>100,460,392</td>
<td>106,595,179</td>
<td>104,325,053</td>
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### EXPENDITURES

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<tr>
<td>TOTAL</td>
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<td>94,530,476</td>
<td>106,595,179</td>
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</table>
The General Fund supports functions and activities that are traditionally provided by local government. Included are general administration, community services, public safety and social services. Revenue to finance these programs are derived principally from real estate and property taxes, local sales taxes and revenue for charges for services. Other sources of revenue include building permit fees and municipal court fines.
### GENERAL FUND REVENUE SUMMARY

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<td><strong>Total</strong></td>
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<td><strong>74,271,696</strong></td>
<td><strong>75,423,193</strong></td>
<td><strong>76,120,754</strong></td>
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### GENERAL FUND EXPENDITURE SUMMARY

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<td>6,137,982</td>
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<tr>
<td>Constitutional Offices</td>
<td>4,375,008</td>
<td>4,330,681</td>
<td>4,240,383</td>
<td>4,573,115</td>
<td>4,563,344</td>
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<tr>
<td>Public Safety</td>
<td>15,364,821</td>
<td>18,458,003</td>
<td>16,467,864</td>
<td>18,343,990</td>
<td>17,281,539</td>
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<tr>
<td>Courts &amp; Other Public Safety</td>
<td>258,490</td>
<td>246,658</td>
<td>286,346</td>
<td>282,775</td>
<td>283,275</td>
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<tr>
<td>General Services</td>
<td>3,699,178</td>
<td>4,385,142</td>
<td>4,677,377</td>
<td>4,562,466</td>
<td>4,534,086</td>
</tr>
<tr>
<td>Social Services</td>
<td>11,757,522</td>
<td>12,651,715</td>
<td>13,095,477</td>
<td>15,049,539</td>
<td>14,896,559</td>
</tr>
<tr>
<td>Leisure &amp; Cultural Affairs</td>
<td>1,633,556</td>
<td>1,893,593</td>
<td>1,819,521</td>
<td>2,010,603</td>
<td>1,677,495</td>
</tr>
<tr>
<td>Development Services</td>
<td>874,232</td>
<td>1,221,170</td>
<td>1,360,917</td>
<td>1,863,715</td>
<td>1,682,501</td>
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<tr>
<td>Debt Service</td>
<td>6,721,585</td>
<td>3,094,502</td>
<td>6,464,780</td>
<td>3,854,208</td>
<td>3,531,889</td>
</tr>
<tr>
<td>Schools</td>
<td>8,254,730</td>
<td>8,650,998</td>
<td>9,345,976</td>
<td>10,000,000</td>
<td>10,000,000</td>
</tr>
<tr>
<td>Transfers</td>
<td>88,350</td>
<td>1,469,715</td>
<td>1,321,738</td>
<td>1,366,594</td>
<td>1,227,805</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>6,118,330</td>
<td>5,849,182</td>
<td>7,493,144</td>
<td>7,942,460</td>
<td>7,521,665</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>65,861,110</strong></td>
<td><strong>69,788,800</strong></td>
<td><strong>73,206,195</strong></td>
<td><strong>76,120,754</strong></td>
<td><strong>73,338,140</strong></td>
</tr>
</tbody>
</table>
TAX SUMMARY

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

Current and Adopted Tax Rates and Regional Tax Rate Comparison

| REAL ESTATE RATES PER $100 of ASSESSED VALUE: |
| Hopewell | Colonial Heights | Petersburg Current | Cap per State Code |
| $1.13 | $1.20 | $1.35 | N/A |

| PERSONAL PROPERTY-VEHICLES/EQUIPMENT PER $100 of ASSESSED VALUE: |
| Hopewell | Colonial Heights | Petersburg Current | Cap per State Code |
| $3.50 | $3.50 | $4.90 | N/A |

| PERSONAL PROPERTY - MACHINERY & TOOLS PER $100 of ASSESSED VALUE: |
| Hopewell | Colonial Heights | Petersburg Current | Cap per State Code |
| $3.05 | $2.00 | $3.80 | N/A |

| BUSINESS LICENSE: |
| Hopewell | Colonial Heights | Petersburg Current | Cap per State Code |
| $20,000 | $20,000 | $50,000 | $50,000 |
| $30.00 | $30.00 | $50.00 | $50.00 |

| For gross receipts p/$100 over the above threshold: |
| Hopewell | Colonial Heights | Petersburg Current | Cap per State Code |
| Professional | $0.58 | $0.57 | $0.58 | $0.58 |
| Financial Services | $0.58 | $0.57 | $0.32 | $0.58 |
| Personal, Business, & Repair Services | $0.36 | $0.35 | $0.32 | $0.36 |
| Retail Merchants | $0.20 | $0.20 | $0.20 | $0.20 |
| Contractors | $0.16 | $0.15 | $0.16 | $0.16 |
| Wholesale Merchants | $0.25 Gross Receipts | $0.05 Purchase | $250 flat | $0.05 |
### TAX SUMMARY

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

<table>
<thead>
<tr>
<th>Cap per State Code</th>
<th>Hopewell</th>
<th>Colonial Heights</th>
<th>Petersburg</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7.50</td>
<td>$18.00</td>
<td>$6.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20.00</td>
<td>$33.00</td>
<td>$23.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20.00</td>
<td>$38.00</td>
<td>$28.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various</td>
<td>Various</td>
<td>Various</td>
<td></td>
<td>Various</td>
</tr>
</tbody>
</table>

#### MOTOR VEHICLE LICENSE:

A Motor Vehicle License is required for vehicles registered with DMV in the City. The rates vary by the weight and type of vehicle and are due annually. The current year estimated tax to be collected is $422,000 after adjustment by the 27% non-collection rate based on historic experience.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hopewell</th>
<th>Colonial Heights</th>
<th>Petersburg</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycles</td>
<td>$7.50</td>
<td>$18.00</td>
<td>$6.50</td>
<td></td>
</tr>
<tr>
<td>Less than 4,000 pounds</td>
<td>$20.00</td>
<td>$33.00</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>4,000 - 6,000 pounds</td>
<td>$20.00</td>
<td>$38.00</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td>Tiers beyond 6,000 pounds</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
</table>

#### CIGARETTE:

The Cigarette Tax is assessed on each pack of cigarettes sold in the City. Current taxes are expected to generate $700,000 based upon the revised rate established in September 2016. (58.1-3830, 58.1-3840)

<table>
<thead>
<tr>
<th>Description</th>
<th>Hopewell</th>
<th>Colonial Heights</th>
<th>Petersburg</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee per pack</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.90</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>5%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### LODGING:

The Lodging Tax is a percent on the room charge. The current tax estimate is $500,000 from the 20 registered lodging facilities located in the City and the adjusted tax rate ADOPTED in September 2016. (58.1-3840)

<table>
<thead>
<tr>
<th>Description</th>
<th>Hopewell</th>
<th>Colonial Heights</th>
<th>Petersburg</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee per pack</td>
<td>8%</td>
<td>8%</td>
<td>10%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### MEALS:

The Meals Tax is levied on all prepared food and beverages sold by business' in the City. The current tax estimate is $3.5M to be generated by the 100+ registered vendors in the City and new tax rate ADOPTED in September, 2016. (58.1-3840)

<table>
<thead>
<tr>
<th>Description</th>
<th>Hopewell</th>
<th>Colonial Heights</th>
<th>Petersburg</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee per pack</td>
<td>6%</td>
<td>6%</td>
<td>7%</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## GENERAL FUND REVENUE

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sales &amp; Use Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Sales &amp; Use Taxes</td>
<td>3,663,381</td>
<td>3,870,538</td>
<td>4,068,757</td>
<td>3,850,000</td>
<td>3,555,000</td>
</tr>
<tr>
<td><strong>Total Local Sales &amp; Use Taxes</strong></td>
<td><strong>3,663,381</strong></td>
<td><strong>3,870,538</strong></td>
<td><strong>4,068,757</strong></td>
<td><strong>3,850,000</strong></td>
<td><strong>3,555,000</strong></td>
</tr>
<tr>
<td>Consumer Utility Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumer Utility Taxes</td>
<td>1,734,839</td>
<td>1,623,801</td>
<td>1,872,995</td>
<td>1,800,000</td>
<td>1,800,000</td>
</tr>
<tr>
<td>PEG Fee</td>
<td>23,799</td>
<td>11,248</td>
<td>5,532</td>
<td>10,200</td>
<td>10,200</td>
</tr>
<tr>
<td><strong>Total Consumer Utility Taxes</strong></td>
<td><strong>1,758,638</strong></td>
<td><strong>1,635,049</strong></td>
<td><strong>1,878,527</strong></td>
<td><strong>1,810,200</strong></td>
<td><strong>1,810,200</strong></td>
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<tr>
<td>Business License Taxes</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Business License - Current</td>
<td>2,399,428</td>
<td>2,901,955</td>
<td>2,831,900</td>
<td>2,900,000</td>
<td>2,730,000</td>
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<tr>
<td>Business License - Prior Year</td>
<td>513,212</td>
<td>124,569</td>
<td>85,686</td>
<td>150,000</td>
<td>85,000</td>
</tr>
<tr>
<td><strong>Total Business License Taxes</strong></td>
<td><strong>2,912,640</strong></td>
<td><strong>3,026,524</strong></td>
<td><strong>2,917,586</strong></td>
<td><strong>3,050,000</strong></td>
<td><strong>2,815,000</strong></td>
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<tr>
<td>Motor Vehicle Licenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Licenses - Current</td>
<td>323,139</td>
<td>508,914</td>
<td>307,964</td>
<td>450,000</td>
<td>400,000</td>
</tr>
<tr>
<td>Motor Vehicle Licenses - Prior Year</td>
<td>48,986</td>
<td>25,458</td>
<td>22,944</td>
<td>42,000</td>
<td>20,000</td>
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<tr>
<td><strong>Total Motor Vehicle Licenses</strong></td>
<td><strong>372,125</strong></td>
<td><strong>534,372</strong></td>
<td><strong>330,908</strong></td>
<td><strong>492,000</strong></td>
<td><strong>420,000</strong></td>
</tr>
<tr>
<td>Bank Stock Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Stock Taxes</td>
<td>185,959</td>
<td>225,169</td>
<td>241,921</td>
<td>200,000</td>
<td>225,000</td>
</tr>
<tr>
<td><strong>Total Bank Stock Taxes</strong></td>
<td><strong>185,959</strong></td>
<td><strong>225,169</strong></td>
<td><strong>241,921</strong></td>
<td><strong>200,000</strong></td>
<td><strong>225,000</strong></td>
</tr>
<tr>
<td>Taxes on Recordation &amp; Wills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recordation Taxes Tax On Deeds</td>
<td>245,788</td>
<td>254,351</td>
<td>282,194</td>
<td>200,000</td>
<td>260,000</td>
</tr>
<tr>
<td>Tax on Wills</td>
<td>4,827</td>
<td>4,471</td>
<td>3,852</td>
<td>4,980</td>
<td>4,980</td>
</tr>
<tr>
<td><strong>Total Taxes on Recordation &amp; Wills</strong></td>
<td><strong>250,615</strong></td>
<td><strong>258,822</strong></td>
<td><strong>286,045</strong></td>
<td><strong>204,980</strong></td>
<td><strong>264,980</strong></td>
</tr>
<tr>
<td>Cigarette Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cigarette Taxes - Current</td>
<td>628,805</td>
<td>1,036,633</td>
<td>851,851</td>
<td>1,100,000</td>
<td>850,000</td>
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<tr>
<td>Cigarette Taxes - Prior Year</td>
<td>427,224</td>
<td>15,559</td>
<td>107,019</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Total Cigarette Taxes</strong></td>
<td><strong>1,056,029</strong></td>
<td><strong>1,052,192</strong></td>
<td><strong>958,869</strong></td>
<td><strong>1,100,000</strong></td>
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## GENERAL FUND REVENUE

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<td><strong>127,481</strong></td>
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### GENERAL FUND REVENUE

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<td>5,497</td>
<td>4,000</td>
<td>4,000</td>
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</tbody>
</table>
# General Fund Revenue

|--------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
## Charges for Other Protections

- **Animal Protection**
  - 2016-2017: $2,709
  - 2017-2018: $3,210
  - 2018-2019: $5,040
  - 2019-2020: $3,000
  - 2020-2021: $3,000

- **Total Charges for Other Protections**
  - 2016-2017: $2,709
  - 2017-2018: $3,210
  - 2018-2019: $5,040
  - 2019-2020: $3,000
  - 2020-2021: $3,000

## Charges for Sanitation & Waste Removal

- **Waste Disposal Charges**
  - 2016-2017: $2,497,201
  - 2017-2018: $2,348,999
  - 2018-2019: $2,218,273
  - 2019-2020: $2,400,000
  - 2020-2021: $2,300,000

- **Bulk Waste Payment**
  - 2016-2017: -
  - 2017-2018: $3,365
  - 2018-2019: $9,417
  - 2019-2020: $5,000
  - 2020-2021: $5,000

- **Landfill Host Fees**
  - 2016-2017: $238,008
  - 2017-2018: -
  - 2018-2019: $657,154
  - 2019-2020: $180,000
  - 2020-2021: -

- **Landfill Liaison Reimbursement**
  - 2016-2017: $41,251
  - 2017-2018: -
  - 2018-2019: -
  - 2019-2020: $50,000
  - 2020-2021: -

- **Total Charges for Sanitation & Waste Removal**
  - 2016-2017: $2,776,460
  - 2017-2018: $2,352,365
  - 2018-2019: $2,884,844
  - 2019-2020: $2,635,000
  - 2020-2021: $2,305,000

## Charges for Parks & Recreations

- **Recreation Fees**
  - 2016-2017: $11,342
  - 2017-2018: $10,937
  - 2019-2020: $11,000
  - 2020-2021: $35,000

- **Cemetery Admin. Fees**
  - 2016-2017: $7,550
  - 2018-2019: $15,307
  - 2019-2020: $9,774
  - 2020-2021: $15,000

- **Total Charges for Parks & Recreations**
  - 2016-2017: $18,892
  - 2017-2018: $34,543
  - 2018-2019: $50,564
  - 2019-2020: $20,774
  - 2020-2021: $50,000

## Charges for Cultural Enrichment

- **Admission Charges**
  - 2016-2017: $12,123
  - 2017-2018: -
  - 2018-2019: -
  - 2019-2020: $14,000
  - 2020-2021: -

- **Sales Gift Shop**
  - 2016-2017: $7,764
  - 2017-2018: $86
  - 2018-2019: $(86)
  - 2019-2020: -
  - 2020-2021: -

- **Sales-Central Store Room**
  - 2016-2017: $67,082
  - 2017-2018: $59,671
  - 2018-2019: $48,723
  - 2019-2020: $46,361
  - 2020-2021: $45,000

- **Special Events Charges**
  - 2016-2017: -
  - 2017-2018: $16,595
  - 2018-2019: $6,005
  - 2019-2020: $30,000
  - 2020-2021: $30,000

- **Total Charges for Cultural Enrichment**
  - 2016-2017: $86,969
  - 2017-2018: $76,352
  - 2018-2019: $54,728
  - 2019-2020: $90,361
  - 2020-2021: $75,000

## Charges for Library

- **Library Fees and Fines**
  - 2016-2017: $39,881
  - 2017-2018: $34,750
  - 2018-2019: $27,646
  - 2019-2020: $35,000
  - 2020-2021: $25,000

- **Gift Shop Receipts Library**
  - 2016-2017: -
  - 2017-2018: $695
  - 2018-2019: $341
  - 2019-2020: $1,000
  - 2020-2021: -

- **E-Rate Reimbursement (Library)**
  - 2016-2017: -
  - 2017-2018: $3,314
  - 2018-2019: $3,669
  - 2019-2020: $3,000
  - 2020-2021: $3,668

- **Total Charges for Library**
  - 2016-2017: $39,881
  - 2017-2018: $38,759
  - 2018-2019: $31,656
  - 2019-2020: $39,000
  - 2020-2021: $28,668
### GENERAL FUND REVENUE

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<td>Demolition Fees</td>
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<td>Grass Cutting Fees</td>
<td>45,010</td>
<td>72,514</td>
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<td>3rd Submittal Review Fees</td>
<td>4,877</td>
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<td>Subdivision Final</td>
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<tr>
<td>Zoning Confirmation Letter Fee</td>
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<td>Boundary Line Adjustment Fee</td>
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<td>Street Name Change Fee</td>
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<td>Zoning Confirmation Fee</td>
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<td>1,900</td>
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**Total Charges for Planning & Development**  
56,911 97,956 89,836 105,525 43,075

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<td>Credit Card Processing Fee</td>
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<td>52,041</td>
<td>42,109</td>
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<td>Copying Fee</td>
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<td>Vending Machine Commission</td>
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<td>69</td>
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<td>Treasurer Collection Fees</td>
<td>292,208</td>
<td>9,745</td>
<td>4,173</td>
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<td>Freedom of Info Act</td>
<td>-</td>
<td>299</td>
<td>240</td>
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**Total Charges for Misc. Other Services**  
292,208 74,937 66,820 55,100 43,360

**Total Charges For Services**  
3,610,716 3,294,611 3,661,063 3,397,977 3,016,083
### GENERAL FUND REVENUE

#### MISCELLANEOUS REVENUE

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<td>Rebates and Refunds</td>
<td>25,156</td>
<td>165,687</td>
<td>50,670</td>
<td>33,000</td>
<td>45,000</td>
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<td>QSCB Interest Subsidy</td>
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<tr>
<td>Local CSA/VPA Refunds</td>
<td>-</td>
<td>60,733</td>
<td>-</td>
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<tr>
<td><strong>Total Expenditure Refunds</strong></td>
<td><strong>25,156</strong></td>
<td><strong>226,420</strong></td>
<td><strong>81,167</strong></td>
<td><strong>33,000</strong></td>
<td><strong>45,000</strong></td>
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<td>Primary Fees</td>
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<td>PILOT</td>
<td>35,498</td>
<td>735,030</td>
<td>498,344</td>
<td>850,000</td>
<td>843,972</td>
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<td>Gifts and Donations</td>
<td>3,369</td>
<td>6,586</td>
<td>5,845</td>
<td>6,540</td>
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<td>Sale of Salvage/Surplus</td>
<td>86,708</td>
<td>24,133</td>
<td>100,136</td>
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<td>75,000</td>
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<td>Sale of Real Estate</td>
<td>140,281</td>
<td>-</td>
<td>500</td>
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<tr>
<td>Sale of Cemetery Lots</td>
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<td>10,800</td>
<td>800</td>
<td>5,000</td>
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<td>Sale of Fuel</td>
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<td>41,714</td>
<td>35,706</td>
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<td>Treasurer Revenue Holding Acct</td>
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<td>Cash Over &amp; Short</td>
<td>(463)</td>
<td>(173)</td>
<td>168</td>
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<td>Bad Check Fee Charges</td>
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<td>1,522</td>
<td>1,200</td>
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<td>Miscellaneous Other</td>
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<td>521,120</td>
<td>12,521</td>
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<td>Worfforce Development Reimbursement</td>
<td>-</td>
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<td>102,825</td>
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<td><strong>Total Miscellaneous</strong></td>
<td><strong>296,185</strong></td>
<td><strong>1,377,650</strong></td>
<td><strong>656,256</strong></td>
<td><strong>954,240</strong></td>
<td><strong>1,064,737</strong></td>
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<tr>
<td><strong>Total Miscellaneous Revenue</strong></td>
<td><strong>321,341</strong></td>
<td><strong>1,604,070</strong></td>
<td><strong>737,423</strong></td>
<td><strong>987,240</strong></td>
<td><strong>1,109,737</strong></td>
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#### RECOVERED COSTS

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<tr>
<td>Restitution Recoveries</td>
<td>-</td>
<td>-</td>
<td>12,231</td>
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<td>Staples/BOA Rebates</td>
<td>17,173</td>
<td>876</td>
<td>1,090</td>
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<td>Insurance Recoveries</td>
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<td>136,180</td>
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<td><strong>Total Recovered Costs</strong></td>
<td><strong>17,173</strong></td>
<td><strong>876</strong></td>
<td><strong>149,502</strong></td>
<td><strong>-</strong></td>
<td><strong>50,000</strong></td>
</tr>
<tr>
<td><strong>Total Recovered Costs from Other Localities</strong></td>
<td><strong>709,906</strong></td>
<td><strong>73,417</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Total Recovered Costs</strong></td>
<td><strong>866,150</strong></td>
<td><strong>97,042</strong></td>
<td><strong>170,495</strong></td>
<td><strong>-</strong></td>
<td><strong>80,500</strong></td>
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</table>

### Other Payments From Another Co/City

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<tr>
<td><strong>Other Pymts From Another Co/City</strong></td>
<td><strong>139,071</strong></td>
<td><strong>22,750</strong></td>
<td><strong>20,993</strong></td>
<td><strong>-</strong></td>
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### Recovered Costs from Other Localities

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<tbody>
<tr>
<td><strong>Total Recovered Costs from Other Localities</strong></td>
<td><strong>709,906</strong></td>
<td><strong>73,417</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Total Recovered Costs</strong></td>
<td><strong>866,150</strong></td>
<td><strong>97,042</strong></td>
<td><strong>170,495</strong></td>
<td><strong>-</strong></td>
<td><strong>80,500</strong></td>
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## GENERAL FUND REVENUE

### REVENUE FROM THE COMMONWEALTH

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<tr>
<td><strong>NonCategorical Aid</strong></td>
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<tr>
<td>ABC Profits</td>
<td>-</td>
<td>139</td>
<td>-</td>
<td>705</td>
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<tr>
<td>Wine Taxes</td>
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<td>32</td>
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<td>Mobile Home Titling Taxes</td>
<td>750</td>
<td>240</td>
<td>10,347</td>
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<td>67,134</td>
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<td>Railroad Rolling Stock Taxes</td>
<td>76,382</td>
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<td>142,569</td>
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<td>Auto Rental Tax</td>
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<td>104,539</td>
<td>115,663</td>
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<td>Communications Sales &amp; Use Tax</td>
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<td>1,681,300</td>
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<td>PPTRA</td>
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<td><strong>State Shared Expenses Categorical</strong></td>
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<td>Commonwealth Attorney</td>
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<td>609,972</td>
<td>620,940</td>
<td>634,724</td>
<td>655,468</td>
<td>660,289</td>
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<td>Commissioner of Revenue</td>
<td>143,779</td>
<td>147,045</td>
<td>195,390</td>
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<td>Registrar/Electoral Boards</td>
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<td>Clerk of the Circuit Court</td>
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<td>Year End Settlement (YES) VDOH</td>
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## GENERAL FUND REVENUE

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<tr>
<td>Social Welfare State Aid</td>
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<tr>
<td>Comprehensive Services</td>
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<td>2,652,441</td>
<td>3,117,728</td>
<td>2,719,984</td>
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<td>Total Social Welfare State Aid</td>
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<td>Other Categorical Aid State</td>
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<td>Library State Aid</td>
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<td>114,812</td>
<td>149,229</td>
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<td>Petty Juror Fees</td>
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<td>E911 State Aid</td>
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<td>370,000</td>
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<td>Fire Program Funds</td>
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<td>HB599 Police State Aid</td>
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<td>2,087,344</td>
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<td>Dept of Health-Fire Squad Asst Grnt</td>
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<td>Jury Duty State Reimbursement</td>
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<td>26,070</td>
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<td>84,000</td>
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<td>Emergency Fin. &amp; Op. Restructuring</td>
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<td>5,008,901</td>
<td>4,981,258</td>
<td>4,931,163</td>
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<td>Total Revenue From the Federal Government</td>
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<td>4,931,163</td>
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### GENERAL FUND REVENUE

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<td>600,000</td>
<td>233,700</td>
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<td><strong>Total Sale of Property Non-Recurring</strong></td>
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<td><strong>73,338,140</strong></td>
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</table>
Revenue that is derived primarily from grant funds is not allocated to the General Fund but rather is accounted for in Special Revenue Funds. As such, this revenue is derived from a specific source and must be used to finance specific activities. In addition to revenue from external sources, some revenue derived from charges and fees for services are also accounted for in Special Revenue Funds.

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

### GRANTS FUND

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<td><strong>753,563</strong></td>
<td><strong>785,302</strong></td>
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## SPECIAL REVENUE FUNDS

### GRANTS FUND

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<td>Victim Witness</td>
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<td><strong>785,302</strong></td>
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## SPECIAL REVENUE FUNDS

### STREETS FUND SUMMARY

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<td>2,801,381</td>
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<tr>
<td><strong>TOTAL STREETS EXPENDITURES</strong></td>
<td>1,681,091</td>
<td>2,523,834</td>
<td>2,801,381</td>
<td>5,981,699</td>
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## SPECIAL REVENUE FUNDS

### CDBG REVENUES

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<td>Federal Grant Revenue</td>
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<td>446,356</td>
<td>615,138</td>
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<td>1,592,032</td>
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<td><strong>TOTAL CDBG REVENUES</strong></td>
<td><strong>852,535</strong></td>
<td><strong>446,356</strong></td>
<td><strong>615,138</strong></td>
<td><strong>805,000</strong></td>
<td><strong>1,592,032</strong></td>
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### CDBG EXPENDITURES

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### SPECIAL REVENUE FUNDS

#### STORMWATER FUND SUMMARY

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<tr>
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<td>1,336,918</td>
<td>1,525,113</td>
<td>1,503,320</td>
<td>1,460,249</td>
<td>1,460,249</td>
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<tr>
<td>VSMP Permit Issuance Fees</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Miscellaneous Other</td>
<td>31</td>
<td>27</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Draw from Fund Balance</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Proceeds from Indebtness</td>
<td>-</td>
<td>2,230,000</td>
<td>-</td>
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<tr>
<td>Transfer from General Fund</td>
<td>-</td>
<td>58,333</td>
<td>-</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>1,336,973</td>
<td>3,813,497</td>
<td>1,515,834</td>
<td>1,960,249</td>
<td>1,460,249</td>
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</table>

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Operations</td>
<td>886,834</td>
<td>2,796,688</td>
<td>456,373</td>
<td>1,960,249</td>
<td>1,460,249</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>886,834</td>
<td>2,796,688</td>
<td>456,373</td>
<td>1,960,249</td>
<td>1,460,249</td>
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</tbody>
</table>
Enterprise Funds are used to account for operations that are financed in a manner similar to private business enterprises with the intent that costs of providing services to the general public on a continuing basis be financed primarily through user charges. The City of Petersburg has three funds that are classified as Enterprise Funds. These three funds are the Utilities Fund, Mass Transit and the Dogwood Trace Golf Course Fund. Typically to be classified as an enterprise fund the revenue collected is utilized to cover the cost associated with the expenditures. Petersburg supplements one of these funds to cover the debt service payments.
## UTILITIES FUND

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<tr>
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</thead>
<tbody>
<tr>
<td>Local Revenue</td>
<td>9,623,526</td>
<td>12,969,976</td>
<td>16,645,087</td>
<td>14,722,754</td>
<td>15,119,619</td>
</tr>
<tr>
<td>State Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>9,623,526</strong></td>
<td><strong>12,969,976</strong></td>
<td><strong>16,645,087</strong></td>
<td><strong>14,722,754</strong></td>
<td><strong>15,119,619</strong></td>
</tr>
</tbody>
</table>

<table>
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<tbody>
<tr>
<td>Public Utilities</td>
<td>-</td>
<td>1,280,619</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Water/Wastewater PPEA</td>
<td>-</td>
<td>2,493</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Wastewater Operations</td>
<td>4,898,809</td>
<td>6,127,567</td>
<td>6,569,649</td>
<td>7,405,550</td>
<td>7,314,228</td>
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<tr>
<td>Water Operations</td>
<td>3,698,564</td>
<td>5,190,461</td>
<td>4,771,438</td>
<td>7,317,204</td>
<td>7,805,391</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>8,597,372</strong></td>
<td><strong>12,601,140</strong></td>
<td><strong>11,341,087</strong></td>
<td><strong>14,722,754</strong></td>
<td><strong>15,119,619</strong></td>
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## ENTERPRISE FUNDS

### DOGWOOD TRACE GOLF COURSE FUND

#### REVENUE

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<tr>
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</thead>
<tbody>
<tr>
<td>Local Revenue</td>
<td>703,735</td>
<td>1,088,270</td>
<td>949,945</td>
<td>1,278,315</td>
<td>1,204,850</td>
</tr>
<tr>
<td>State Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>703,735</strong></td>
<td><strong>1,088,270</strong></td>
<td><strong>949,945</strong></td>
<td><strong>1,278,315</strong></td>
<td><strong>1,204,850</strong></td>
</tr>
</tbody>
</table>

#### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Golf Course Operations</td>
<td>771,228</td>
<td>1,015,809</td>
<td>1,010,706</td>
<td>1,278,315</td>
<td>1,204,850</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>771,228</strong></td>
<td><strong>1,015,809</strong></td>
<td><strong>1,010,706</strong></td>
<td><strong>1,278,315</strong></td>
<td><strong>1,204,850</strong></td>
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</tbody>
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# Enterprise Funds

## Mass Transit Fund

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Local Revenue</td>
<td>990,242</td>
<td>1,730,022</td>
<td>1,706,875</td>
<td>1,717,627</td>
<td>1,648,776</td>
</tr>
<tr>
<td>State Revenue</td>
<td>632,660</td>
<td>764,117</td>
<td>991,731</td>
<td>1,380,025</td>
<td>1,076,572</td>
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<tr>
<td>Federal Revenue</td>
<td>976,078</td>
<td>721,951</td>
<td>569,499</td>
<td>1,875,193</td>
<td>2,117,815</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>2,598,980</strong></td>
<td><strong>3,216,090</strong></td>
<td><strong>3,268,105</strong></td>
<td><strong>4,972,845</strong></td>
<td><strong>4,843,163</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>4,359,362</td>
<td>4,491,665</td>
<td>2,885,360</td>
<td>2,789,400</td>
<td>3,023,949</td>
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<tr>
<td>Preventive Maintenance</td>
<td>-</td>
<td>134,083</td>
<td>678,985</td>
<td>668,811</td>
<td>806,451</td>
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<tr>
<td>Greyhound Services</td>
<td>-</td>
<td>17,188</td>
<td>41,551</td>
<td>43,032</td>
<td>43,032</td>
</tr>
<tr>
<td>ParaTransit</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>174,690</td>
<td>224,870</td>
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<tr>
<td>New Freedom</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>210,000</td>
<td>42,000</td>
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<tr>
<td>Capital</td>
<td>-</td>
<td>37,329</td>
<td>583,920</td>
<td>1,086,912</td>
<td>702,861</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>4,359,362</strong></td>
<td><strong>4,680,265</strong></td>
<td><strong>4,189,816</strong></td>
<td><strong>4,972,845</strong></td>
<td><strong>4,843,163</strong></td>
</tr>
</tbody>
</table>
PROGRAM BUDGETS

FISCAL YEAR 2020-2021
GENERAL GOVERNMENT
CITY COUNCIL & CITY CLERK

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

PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>Position</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Clerk</td>
<td>1</td>
</tr>
<tr>
<td>Deputy Clerk</td>
<td>1</td>
</tr>
<tr>
<td>Mayor</td>
<td>1</td>
</tr>
<tr>
<td>Vice-Mayor</td>
<td>1</td>
</tr>
<tr>
<td>Council Member</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Positions</strong></td>
<td><strong>9</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages Regular</td>
<td>48,918</td>
<td>62,434</td>
<td>63,086</td>
<td>119,500</td>
<td>119,500</td>
</tr>
<tr>
<td>Part Time Regular</td>
<td>45,518</td>
<td>61,620</td>
<td>53,385</td>
<td>50,250</td>
<td>50,250</td>
</tr>
<tr>
<td>FICA</td>
<td>6,543</td>
<td>9,895</td>
<td>7,805</td>
<td>12,776</td>
<td>12,776</td>
</tr>
<tr>
<td>VRS</td>
<td>5,491</td>
<td>7,598</td>
<td>7,776</td>
<td>14,352</td>
<td>14,352</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>21,171</td>
<td>19,181</td>
<td>19,479</td>
<td>31,299</td>
<td>31,469</td>
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<tr>
<td>Health Insurance Waiver Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,832</td>
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<tr>
<td>VRS Group Life</td>
<td>599</td>
<td>829</td>
<td>845</td>
<td>1,565</td>
<td>1,565</td>
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<tr>
<td>Other Professional Services</td>
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<td>17,884</td>
<td>4,038</td>
<td>15,000</td>
<td>6,000</td>
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<td>Other Contractual Services</td>
<td>23,747</td>
<td>7,229</td>
<td>44,229</td>
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<td>20,600</td>
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<td>Advertising</td>
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<td>9,983</td>
<td>12,447</td>
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<td>12,000</td>
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<tr>
<td>Postal Services</td>
<td>89</td>
<td>59</td>
<td>87</td>
<td>400</td>
<td>200</td>
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<tr>
<td>Telecommunications</td>
<td>1,837</td>
<td>2,910</td>
<td>2,605</td>
<td>3,000</td>
<td>1,080</td>
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<td>Mileage &amp; Transportation</td>
<td>15</td>
<td>-</td>
<td>2,779</td>
<td>36,000</td>
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<tr>
<td>Meals &amp; Lodging</td>
<td>-</td>
<td>-</td>
<td>5,612</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Registration &amp; Training</td>
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<td>-</td>
<td>2,178</td>
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<td>-</td>
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<tr>
<td>Conference, Travel &amp; Training</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Conference Travel &amp; Training Mayor</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Conference Travel &amp; Training Vice Mayor</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>250</td>
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<tr>
<td>Conference Travel &amp; Training Ward 1</td>
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<td>1,500</td>
</tr>
<tr>
<td>Conference Travel &amp; Training Ward 2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
</tr>
<tr>
<td>Conference Travel &amp; Training Ward 3</td>
<td>-</td>
<td>-</td>
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<td>1,500</td>
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<tr>
<td>Conference Travel &amp; Training Ward 4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
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<tr>
<td>Conference Travel &amp; Training Ward 5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
</tr>
<tr>
<td>Conference Travel &amp; Training Ward 6</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>1,500</td>
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<tr>
<td>Conference Travel &amp; Training Ward 7</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>1,500</td>
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<tr>
<td>Dues and Association Memberships</td>
<td>225</td>
<td>235</td>
<td>1,684</td>
<td>3,000</td>
<td>500</td>
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<td>6,672</td>
<td>2,968</td>
<td>12,000</td>
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<tr>
<td><strong>Total City Council</strong></td>
<td><strong>172,401</strong></td>
<td><strong>206,530</strong></td>
<td><strong>234,244</strong></td>
<td><strong>344,142</strong></td>
<td><strong>293,874</strong></td>
</tr>
</tbody>
</table>
CITY MANAGER

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

PERSONNEL SUMMARY

<table>
<thead>
<tr>
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</thead>
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<tr>
<td>City Manager</td>
<td>111,303</td>
<td>356,824</td>
<td>312,060</td>
<td>340,000</td>
<td>324,933</td>
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<tr>
<td>Assistant to the City Manager/Audit Manager</td>
<td>41,538</td>
<td>80,924</td>
<td>24,870</td>
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<tr>
<td>Executive Assistant to the City Manager</td>
<td>10,803</td>
<td>35,288</td>
<td>18,624</td>
<td>26,010</td>
<td>24,857</td>
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<td>VRS</td>
<td>11,009</td>
<td>40,121</td>
<td>35,324</td>
<td>50,834</td>
<td>49,024</td>
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<td>19,358</td>
<td>12,986</td>
<td>16,000</td>
<td>9,318</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>VRS Group Life</td>
<td>1,203</td>
<td>4,291</td>
<td>3,834</td>
<td>4,454</td>
<td>4,257</td>
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<td>Doctors &amp; Phy Exam Fees</td>
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<td>110</td>
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<td>Other Contractual Services</td>
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<td>10,603</td>
<td>14,899</td>
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<td>80</td>
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<td>4,466</td>
<td>2,981</td>
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<td>1,440</td>
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<td>Lease/Rent of Equipment</td>
<td>4,878</td>
<td>494</td>
<td>-</td>
<td>3,500</td>
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<td>2,206</td>
<td>2091</td>
<td>-</td>
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<td>Meals and Lodging</td>
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<td>8,722</td>
<td>19,881</td>
<td>4,500</td>
<td>-</td>
</tr>
<tr>
<td>Registration &amp; Training</td>
<td>3,719</td>
<td>8,950</td>
<td>13,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Dues and Association Memberships</td>
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<td>2,800</td>
<td>12,845</td>
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<td>5,000</td>
</tr>
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<td>5,182</td>
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<td>799</td>
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<tr>
<td>Vehicles</td>
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<td><strong>435,930</strong></td>
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The City Attorney performs general duties such as prepare all bonds, contracts, deeds, and instruments in writing whatsoever, which may be required by any ordinance or order of the City Council, or when, by law, usage or agreement, the preparation of such instrument is to be at the expense of the City. Whenever required, the City Attorney will give to the City Council and other officers and employees of the City, any and all necessary legal counsel and advice concerning their duties and matters and questions pertaining to the defense of any and all suits or proceedings instituted against the City. The City Attorney is to institute and prosecute all suits or proceedings commenced by the City and render such other legal service as the City Council may require.

### PERSONNEL SUMMARY

<table>
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<tbody>
<tr>
<td>City Attorney</td>
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<tr>
<td>Paralegal (NEW)</td>
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### CITY ATTORNEY

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<td>750</td>
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<td><strong>510,397</strong></td>
<td><strong>298,565</strong></td>
<td><strong>409,086</strong></td>
<td><strong>304,469</strong></td>
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</table>
The role of City Assessor is to conduct an annual reassessment program on real estate parcels throughout the City. The Assessor serves as a primary adviser on state and local laws, as well as policies which are applicable to the assessment and appraisal of real property. The Assessor assesses real property, approves all property tax abatements and supplements, reviews and Codes all real estate transfers, and coordinates proper designation of land uses and ownership. Lastly, the assessor reviews assessment appeals by property owners; and assists the Board of Equalization with appeals.

### Personnel Summary

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<thead>
<tr>
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<td>City Assessor</td>
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<tr>
<td>Appraiser</td>
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<tr>
<td>Real Estate Data Analyst</td>
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<td>Real Estate Assessment Clerk</td>
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<tr>
<td>GIS Analyst</td>
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<td><strong>Total Positions</strong></td>
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### Salaries & Wages

- **Regular**
  - **City Assessor**: $250,274, $107,152, $315,155, $375,000, $375,000
  - **Appraiser**: $17,808, $12,016, $21,253, $28,688, $28,688
  - **Real Estate Data Analyst**: $29,008, $7,106, $38,331, $45,038, $45,038
  - **Real Estate Assessment Clerk**: $22,901, $12,581, $28,638, $38,995, $36,429
  - **GIS Analyst**: $3,165, $660, $4,165, $4,913, $4,913
  - **Other Contractual Services**: $34,743, $117,326, $41,555, $50,000, $50,000
  - **Repairs - Vehicles**: $145, $823, $447, $900, $500
  - **Advertising**: $146, $2,811, $660, $4,165, $4,913
  - **Postal Services**: $190, $538, $8,439, $7,000, $7,000
  - **Telecommunications**: $408, $832, $1,388, $500, $720
  - **Mileage & Transportation**: $560, $678, $1,388, $500, $720
  - **Meals and Lodging**: $190, $538, $8,439, $7,000, $7,000
  - **Conference Travel & Training**: $190, $2,950, $2,950, $371, $1,000
  - **Office Supplies**: $682, $432, $3,558, $750, $750
  - **Vehicle and Powered Equipment Fuels**: $855, $85, $359, $2,500, $2,000
  - **Books and Subscriptions**: $190, $2,950, $2,950, $371, $1,000
  - **Computer Software under $5,000**: $682, $432, $3,558, $750, $750

### Total City Assessor

- **2016-2017 Actuals**: $361,075
- **2017-2018 Actuals**: $338,842
- **2018-2019 Unaudited**: $471,188
- **2019-2020 Adopted**: $554,954
- **2020-2021 Proposed**: $554,236
The mission of the Human Resources office is to deliver a comprehensive human resources management system which includes attracting, developing, and retaining a highly qualified, and continuously learning workforce. As a strategic partner to the City Manager, the department reviews and revises policies and procedures to enhance the efficiency of government operations; manages a pay/classification plan that promotes advancement and skill development; offers training programs to provide employees with the knowledge and skills necessary to work collaboratively and deliver results; and maintains accurate personnel records.

**PERSONNEL SUMMARY**

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<tr>
<td>Human Resources Director</td>
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<tr>
<td>Risk Control Coordinator (NEW)</td>
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<tr>
<td>Human Resources Specialist</td>
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**HUMAN RESOURCES**

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<tbody>
<tr>
<td>Salaries &amp; Wages Regular</td>
<td>230,734</td>
<td>264,212</td>
<td>142,826</td>
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<tr>
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<td>17,550</td>
<td>22,555</td>
<td>15,045</td>
<td>17,476</td>
<td>20,110</td>
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<td>24,271</td>
<td>25,321</td>
<td>15,155</td>
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<td>27,968</td>
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<td>27,861</td>
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<td>-</td>
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<td>2,730</td>
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<td>550</td>
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<tr>
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<td>861</td>
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<td>Registration &amp; Training</td>
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<td>Travel Expense (Relocation)</td>
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<td>4,651</td>
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<td>Conference Travel &amp; Training</td>
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<td><strong>TOTAL HUMAN RESOURCES</strong></td>
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<td><strong>370,189</strong></td>
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Finance is responsible for the maintenance of the general ledger, accounting, payroll, accounts payable, accounts receivable, financial reporting, issuance of bonds, debt management, and grant administration.

### PERSONNEL SUMMARY

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<td>Finance Director</td>
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<td>Accounting Supervisor (NEW)</td>
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<td>Accounting Clerk III</td>
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<td>Accountant III</td>
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<td>Administrative Manager</td>
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<td>Payroll Coordinator</td>
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### FINANCE

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<td>Computer Hardware under $5,000</td>
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<td>893</td>
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<td><strong>924,210</strong></td>
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</table>
The Billing & Collections department was developed in November 2017 pursuant to City Council approval. The department is responsible for the collection and accounting for all taxes, fees, and utility payments due to the City of Petersburg. In partnership with the Commissioner of Revenue, the department is also responsible for the quarterly printing and mailing of all real estate taxes as well as the bi-annual printing and mailing of the personal property taxes.

### BILLING & COLLECTIONS

#### PERSONNEL SUMMARY

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<tr>
<td>Assistant Manager of Billing &amp; Collections</td>
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<tr>
<td>Customer Service Representative</td>
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<tr>
<td>Customer Service Representative (P/T)</td>
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**TOTAL POSITIONS**

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### BILLING & COLLECTIONS

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

### RISK MANAGEMENT

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<tr>
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### CENTRAL STORE ROOM

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<td><strong>62,347</strong></td>
<td><strong>69,605</strong></td>
<td><strong>55,000</strong></td>
<td><strong>55,000</strong></td>
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As a result of restructuring and re-organization, the Office of Budget & Procurement was created. Budgeting is responsible for the development and administration of the operating, capital, enterprise and special revenue budgets. The Office serves as the centralized office responsible for the management of public funds expended for the procurement/purchase/acquisition of materials, supplies, equipment, professional contracting services through the requisition of a purchase order or contract via the competitive pricing practice.

### PERSONNEL SUMMARY

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<tr>
<td>Assistant Director</td>
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<td>Budget Analyst</td>
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<tr>
<td>Purchasing Specialist</td>
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<td>Assistant Purchasing Agent</td>
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<tr>
<td>Store Room/Print Shop Clerk (P/T)</td>
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### BUDGET & PROCUREMENT

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

### PERSONNEL SUMMARY

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<tr>
<td>Help Desk Specialist</td>
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### INFORMATION TECHNOLOGY

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

### PERSONNEL SUMMARY

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### COMMISSIONER OF REVENUE

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**TOTAL COMMISSIONER OF REVENUE** | **352,563** | **356,717** | **341,790** | **401,291** | **367,856**
The City Treasurer is an elected official responsible for managing the revenues for the City. Specifically, the Treasurer handles all actions regarding the cash and cash equivalent deposits, reconciles bank statements; maintains state income tax files; manage City investment of funds. Many of the billing and collection functions once under the auspice of the Treasurer have been reassigned to the Billing & Collections department (i.e., collects personal property taxes, real estate taxes permit fees, utility bills, stormwater fees, etc.).

**PERSONNEL SUMMARY**

<p>| | |</p>
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<tr>
<td>Deputy Clerk II</td>
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<td>TOTAL POSITIONS</td>
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**TREASURER**

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

### PERSONNEL SUMMARY

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<th>Position</th>
<th>Actuals</th>
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<td>Assistant Registrar</td>
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<td><strong>TOTAL POSITIONS</strong></td>
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### REGISTRAR

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<td>960</td>
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</table>
The Circuit Court is the trial court of general jurisdiction in Virginia and the court has authority to try a full range of both civil and criminal cases. The Circuit Court Clerk is a constitutional officer elected to an eight-year term by the voters of Petersburg. The Clerk handles administrative matters for the court and has authority to probate wills, grant administration of estates, and appoint guardians. The Clerk is the custodian of the court’s records, and the Clerk’s office is where deeds are recorded and marriage licenses are issued.

### PERSONNEL SUMMARY

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</thead>
<tbody>
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<td>425,294</td>
<td>424,280</td>
<td>454,639</td>
<td>451,187</td>
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<td>37,355</td>
<td>35,752</td>
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<td>Deputy Clerk II</td>
<td>33,153</td>
<td>37,035</td>
<td>30,514</td>
<td>37,151</td>
<td>36,887</td>
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<tr>
<td>Deputy Clerk I</td>
<td>48,839</td>
<td>52,191</td>
<td>52,086</td>
<td>54,602</td>
<td>54,188</td>
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<tr>
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<td>51,662</td>
<td>54,294</td>
<td>65,078</td>
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### CLERK OF CIRCUIT COURT

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<td>424,280</td>
<td>454,639</td>
<td>451,187</td>
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<tr>
<td>Part Time Regular</td>
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<td>35,752</td>
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<td>31,000</td>
</tr>
<tr>
<td>FICA</td>
<td>33,153</td>
<td>37,035</td>
<td>30,514</td>
<td>37,151</td>
<td>36,887</td>
</tr>
<tr>
<td>VRS</td>
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<td>52,086</td>
<td>54,602</td>
<td>54,188</td>
</tr>
<tr>
<td>Health Insurance</td>
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<td>69,678</td>
<td>51,662</td>
<td>54,294</td>
<td>65,078</td>
</tr>
<tr>
<td>Health Insurance Waiver Expense</td>
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<td>-</td>
<td>2,400</td>
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<tr>
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<tr>
<td>Conference Travel &amp; Training</td>
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<tr>
<td>Dues and Association Memberships</td>
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</table>
The primary responsibilities of the Commonwealth Attorney include the criminal prosecution of criminal offenses in the three courts in the City of Petersburg, on both misdemeanor and felony levels. In addition, the office occasionally prosecutes violations of City ordinances and special prosecutions in other jurisdictions. The attorneys in the office are also responsible for preparing and answering pleadings on cases appealed to the Court of Appeals and the Supreme Court. Criminal prosecutions require case preparation with witness interviewing, production of documents such as

### PERSONNEL SUMMARY

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<td>Attorney II</td>
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### COMMONWEALTH ATTORNEY

<table>
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**TOTAL COMMONWEALTH ATTORNEY** | **1,017,346**       | **1,055,134**      | **1,068,390**       | **1,229,249**      | **1,240,363**      |
The mission of the Petersburg Sheriff’s Office is to safely and securely maintain the inmates at the Petersburg City Jail and Jail Annex, thus ensuring the safety of the inmates, deputies, and the public. It is also the mission of the Sheriff’s Office to make certain that all court operations are safe and secure, and to guarantee timely and accurate service of civil and criminal warrants. The City will continue to invest in Court security provided by Deputy Sheriffs.

<table>
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<th>Personnel Summary</th>
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<td>Sheriff</td>
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<td>Sergeant</td>
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<td>Corporal</td>
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<td>Deputy Sheriff (P/T)</td>
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**TOTAL POSITIONS** 25
## SHERIFF’S OFFICE

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<td>150</td>
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<td>Furniture &amp; Fixtures under $5,000</td>
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<td><strong>1,591,843</strong></td>
<td><strong>1,634,756</strong></td>
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### CITY JAIL

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*These expenditures were erroneously charged to unbudgeted line items in FY 2017-18.
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PUBLIC SAFETY
The Petersburg Bureau of Police protects persons and property by providing essential law enforcement and public safety services, while promoting officer engagement and community involvement, stability and order through service, assistance and visibility.

### PERSONNEL SUMMARY

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<td>Deputy Chief</td>
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<tr>
<td>Captain</td>
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</tr>
<tr>
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<tr>
<td>Sergeant (1 Unfunded)</td>
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<td>Crossing Guard (P/T)</td>
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<td>Office Supplies</td>
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<tr>
<td><strong>TOTAL POLICE</strong></td>
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Emergency Communications is the central point for both emergency and non-emergency communications. The division facilitates around-the-clock communications services, channeling information and service requests to appropriate units. Emergency Communications answers 4,000 incoming E911 phone calls each month and processes and dispatches 5,000 public safety calls for service.

PERSONNEL SUMMARY

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<tr>
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<td>Telecommunicator II</td>
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<tr>
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<tr>
<td>Telecommunicator/Receptionist</td>
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</tr>
<tr>
<td>Telecommunicator/Receptionist (P/T)</td>
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<tr>
<td><strong>TOTAL POSITIONS</strong></td>
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911 EMERGENCY COMMUNICATIONS

<table>
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<tbody>
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<tr>
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<td><strong>1,951,785</strong></td>
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</tbody>
</table>
ANIMAL CONTROL

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

PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Animal Warden</td>
<td>1</td>
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<tr>
<td>Animal Control Officer</td>
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<tr>
<td>Animal Control Assistant (P/T)</td>
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<tr>
<td><strong>TOTAL POSITIONS</strong></td>
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ANIMAL CONTROL

<table>
<thead>
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<tbody>
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<td>Salaries &amp; Wages Regular</td>
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<td>148,074</td>
<td>163,280</td>
<td>159,723</td>
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<td>13,627</td>
<td>13,379</td>
<td>15,922</td>
<td>14,834</td>
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<tr>
<td>VRS</td>
<td>15,055</td>
<td>16,142</td>
<td>18,967</td>
<td>18,290</td>
<td>14,064</td>
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<td>Health Insurance</td>
<td>30,211</td>
<td>33,491</td>
<td>20,025</td>
<td>23,299</td>
<td>13,978</td>
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<td>Health Insurance Waiver Expense</td>
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<tr>
<td>VRS Group Life</td>
<td>1,628</td>
<td>1,760</td>
<td>2,055</td>
<td>2,092</td>
<td>1,608</td>
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<td>Worker's Compensation</td>
<td>1,245</td>
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<tr>
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<td>14,143</td>
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<td>Conference Travel &amp; Training</td>
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<tr>
<td>Dues and Association Memberships</td>
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<td>Food Supplies</td>
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<td>Cleaning Materials &amp; Supplies</td>
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<td>1,768</td>
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<td>Uniforms &amp; Wearing Apparel</td>
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<td>491</td>
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<td>870</td>
<td>870</td>
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<td>Other Operating Supplies</td>
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<td>2,665</td>
<td>1,478</td>
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<td>Machinery &amp; Equipment under $5,000</td>
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<td><strong>TOTAL ANIMAL CONTROL</strong></td>
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<td><strong>260,680</strong></td>
<td><strong>267,841</strong></td>
<td><strong>297,016</strong></td>
<td><strong>268,877</strong></td>
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</table>
The Fire, Rescue and Emergency Services department provides emergency services to protect lives, property, and the economic well-being of the community. This includes special operations, such as hazardous material response and technical rescue, as well as response, mitigation and recovery to natural and manmade disasters. The department is committed to community risk reduction; fire response, suppression and support functions; public fire and life safety education; and advance life support emergency medical services.

### PERSONNEL SUMMARY

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<tr>
<th>Position</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Chief</td>
<td>1</td>
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<tr>
<td>Division Chief</td>
<td>2</td>
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<tr>
<td>Battalion Chief</td>
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<tr>
<td>Captain</td>
<td>15</td>
</tr>
<tr>
<td>Sergeant</td>
<td>16</td>
</tr>
<tr>
<td>Firefighter</td>
<td>30</td>
</tr>
<tr>
<td>Fire Marshal/Deputy Chief</td>
<td>1</td>
</tr>
<tr>
<td>Deputy Fire Marshal</td>
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</tr>
<tr>
<td>Account Clerk II</td>
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**TOTAL POSITIONS** 70
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<tbody>
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<td>665,000</td>
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<td>357,535</td>
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<td>43,876</td>
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<td>65,000</td>
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<td>2,000</td>
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<td>Machinery &amp; Equipment under $5,000</td>
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<td>10,000</td>
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<tr>
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<td><strong>6,602,444</strong></td>
<td><strong>7,084,702</strong></td>
<td><strong>6,780,062</strong></td>
</tr>
</tbody>
</table>
Petersburg Community Corrections provides services mandated by the state Department of Criminal Justice Services, including pretrial investigations and pretrial supervision for Petersburg, and local probation supervision for six courts between Petersburg and Dinwiddie. Pretrial services promotes community safety with impartial bail investigations and recommendations to the court, based on the risk of non-appearance and/or danger to the community using a validated risk assessment. Local probation enhances public safety by providing alternatives to incarceration, delivering evidence-based supervision, and facilitating viable interventions and treatment options, which reduce recidivism and improve the lives of the citizens in our communities. PCC is a collaborative member of the Mental Health Docket. The Community Corrections division is funded primarily by non-General Fund sources.

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
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<tr>
<td>Pre-Trial Investigator</td>
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</tr>
<tr>
<td>Pretrial/Probation Officer</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL POSITIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### COMMUNITY CORRECTIONS

- **Salaries & Wages Regular**
  - 2016-2017: $200,896
  - 2017-2018: $250,156
  - 2018-2019: $253,719
  - 2019-2020: $272,030
  - 2020-2021: $278,198

- **Part Time Regular**
  - 2016-2017: $5,471
  - 2017-2018: $19,955
  - 2018-2019: $17,515
  - 2019-2020: $20,810
  - 2020-2021: $21,282

- **FICA**
  - 2016-2017: $14,969
  - 2017-2018: $19,955
  - 2018-2019: $17,515
  - 2019-2020: $20,810
  - 2020-2021: $21,282

- **VRS**
  - 2016-2017: $22,631
  - 2018-2019: $29,008
  - 2019-2020: $33,422
  - 2020-2021: $33,643

- **Health Insurance**
  - 2016-2017: $23,625
  - 2018-2019: $19,017
  - 2019-2020: $23,229
  - 2020-2021: $22,593

- **Health Insurance Waiver Expense**
  - 2016-2017: $2,453
  - 2017-2018: $3,006
  - 2018-2019: $3,355
  - 2019-2020: $3,644
  - 2020-2021: $3,669

- **Unemployment Insurance**
  - 2016-2017: $-89
  - 2017-2018: $89
  - 2018-2019: $-89
  - 2019-2020: $-89
  - 2020-2021: $-89

- **Worker’s Compensation**
  - 2016-2017: $212
  - 2017-2018: $-89
  - 2018-2019: $-89
  - 2019-2020: $-89
  - 2020-2021: $-89

- **Other Contractual Services**
  - 2016-2017: $2,213
  - 2017-2018: $3,547
  - 2018-2019: $5,887
  - 2019-2020: $24,238
  - 2020-2021: $24,238

- **Repairs - Equipment**
  - 2016-2017: $4,076
  - 2017-2018: $3,157
  - 2018-2019: $3,159
  - 2019-2020: $3,180
  - 2020-2021: $3,180

- **Postal Services**
  - 2016-2017: $648
  - 2017-2018: $296
  - 2018-2019: $300
  - 2019-2020: $500
  - 2020-2021: $500

- **Telecommunications**
  - 2016-2017: $3,400
  - 2017-2018: $1,396
  - 2018-2019: $1,190
  - 2019-2020: $3,600
  - 2020-2021: $3,600

- **Lease/Rent of Equipment**
  - 2016-2017: $15,600
  - 2017-2018: $630
  - 2018-2019: $490
  - 2019-2020: $500
  - 2020-2021: $500

- **Lease/Rent of Buildings**
  - 2016-2017: $-2,400
  - 2017-2018: $9,600
  - 2018-2019: $14,400
  - 2019-2020: $14,400
  - 2020-2021: $-2,400

- **Mileage & Transportation**
  - 2016-2017: $338
  - 2017-2018: $199
  - 2018-2019: $435
  - 2019-2020: $2,816
  - 2020-2021: $-2,816

- **Meals and Lodging**
  - 2016-2017: $875
  - 2017-2018: $-625
  - 2018-2019: $-625
  - 2019-2020: $-625
  - 2020-2021: $-625

- **Registration & Training**
  - 2016-2017: $1,425
  - 2017-2018: $60
  - 2018-2019: $1,500
  - 2019-2020: $1,500
  - 2020-2021: $1,500

- **Conference Travel & Training**
  - 2016-2017: $-125
  - 2017-2018: $120
  - 2018-2019: $150
  - 2019-2020: $150
  - 2020-2021: $150

- **Dues & Association Memberships**
  - 2016-2017: $2,173
  - 2017-2018: $3,002
  - 2018-2019: $7,388
  - 2019-2020: $4,800
  - 2020-2021: $4,800

**TOTAL COMMUNITY CORRECTIONS**

- 2016-2017: $301,003
- 2017-2018: $347,453
- 2018-2019: $351,182
- 2019-2020: $409,445
- 2020-2021: $419,294
The Juvenile Community Crime Control Program (JCCCP) strives to provide youth and families a safe, nurturing community that will provide for their needs, recognize their strengths, and support their success. The office provides services for youth that are Court ordered into the program or diverted at Juvenile Intake. Programs and services include Outreach Detention, Electronic Monitoring, Surveillance Services, and Community Services.

### PERSONNEL SUMMARY

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<tr>
<th>Position</th>
<th>2020-2021 Proposed</th>
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<tr>
<td>Program Manager, PJCCCP</td>
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<tr>
<td>Community Juvenile Officer</td>
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### VJCSCCC SERVICES

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

### PERSONNEL SUMMARY

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<td>Legal Administrative Assistant (P/T)</td>
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### CIRCUIT COURT JUDGES & ADMIN.

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<tr>
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<td><strong>97,937</strong></td>
<td><strong>97,937</strong></td>
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</table>
The General District Court handles criminal, traffic and civil cases. The court’s Clerk’s office serves as the administrative arm of the court and is mandated by the Supreme Court of Virginia, Office of the Executive Secretary. The clerk develops, implements and administers procedures necessary for the efficient operation of the office and supervises non-judicial personnel. It also ensures compliance with statutory requirements to properly process, retain, store, dispose and secure court records.

### GENERAL DISTRICT COURT

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### MAGISTRATE

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

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

### 11TH DISTRICT COURT SERVICES UNIT

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### JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

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

### JUVENILE DOMESTIC RELATIONS COURT

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

### PERSONNEL SUMMARY

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<tr>
<td>Victim Witness Program Assistant</td>
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### VICTIM WITNESS

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GENERAL SERVICES

&

PUBLIC UTILITIES
# Public Utilities Revenue

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## Stormwater Revenues

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<td>Interest Earned</td>
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<td>Draw from Fund Balance</td>
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## Streets Revenue

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<td>Overweight Permit Fees</td>
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<td>State Grant Revenue</td>
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The primary mission of the Department of General Services is to provide reliable and efficient delivery of essential infrastructure services to the residents of Petersburg. General Services protects and promotes the general health, safety and welfare of the community by monitoring, managing and maintaining public infrastructure and properties.

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

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

### Personnel Summary

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<tbody>
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<td>Deputy City Manager</td>
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<td>102,672</td>
<td>72,002</td>
<td>83,172</td>
<td>132,252</td>
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<tr>
<td>Director of General Services</td>
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<td>11,043</td>
<td>3,380</td>
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<td>9,399</td>
<td>4,683</td>
<td>6,363</td>
<td>10,117</td>
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<tr>
<td><strong>TOTAL POSITIONS</strong></td>
<td><strong>993</strong></td>
<td><strong>1,275</strong></td>
<td><strong>859</strong></td>
<td><strong>1,078</strong></td>
<td><strong>1,711</strong></td>
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### General Services

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<tbody>
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<td>102,672</td>
<td>72,002</td>
<td>83,172</td>
<td>132,252</td>
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<tr>
<td>Part Time Regular</td>
<td>13,379</td>
<td>11,043</td>
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<td>-</td>
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<tr>
<td>FICA</td>
<td>6,750</td>
<td>9,399</td>
<td>4,683</td>
<td>6,363</td>
<td>10,117</td>
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<tr>
<td>Group Insurance</td>
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<td>859</td>
<td>1,078</td>
<td>1,711</td>
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<td>Doctors &amp; Phys Exam Fees</td>
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Facilities Management is responsible for the repairs and maintenance for all municipal buildings

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<td>HVAC Mechanic</td>
<td>1</td>
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<td>Facility Maintenance Specialist</td>
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<td>Custodial Worker I (P/T)</td>
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<td><strong>TOTAL POSITIONS</strong></td>
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## FACILITIES MANAGEMENT

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<td>Repairs - Vehicles</td>
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# Grounds

## Personnel Summary

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<tbody>
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<td>Assistant General Manager</td>
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<tr>
<td>General Supervisor I</td>
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<tr>
<td>Crew Supervisor II</td>
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## Grounds

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<td>Conference Travel &amp; Training</td>
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## Refuse Collection

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## STORMWATER OPERATIONS

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### EXPENDITURES

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## PUBLIC UTILITIES

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<td>Director of Utilities &amp; Capital Projects</td>
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<tr>
<td>Assistant Director/Engineer</td>
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<td>Assistant General Manager</td>
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<tr>
<td>Engineer</td>
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<tr>
<td>Operations Manager</td>
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<td>Administrative Assistant</td>
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<td>Chief Meter Reader</td>
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<td>Pump Station Equipment Mechanic</td>
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<td>General Supervisor</td>
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### PERSONNEL SUMMARY

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### WASTEWATER OPERATIONS

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

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**TOTAL STREETS FUND EXPENDITURES** 1,681,091 2,523,834 2,801,381 5,981,699 5,981,699
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SOCIAL SERVICES
Petersburg Department of Social Services:
- Promotes the safety, permanency and well-being for children, families and individuals through adoption, child protective services, foster care and other programs.
- Provides applications for customers applying for benefit services ensuring timely processing in accordance with established local, state, and federal guidelines.
- Investigates reports of abuse, neglect, and exploitation of adults 60 years of age or older and incapacitated adults age 18 or older.
- Screens individuals entering nursing homes or assisted living facilities and provides companion services to the elderly to keep them in their own homes.
- Provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend education or training programs.
- Identifies, assesses and provides services to children and families to protect children, preserve families, and prevent further maltreatment.

**PERSONNEL SUMMARY**

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**TOTAL POSITIONS** | **112**
### SOCIAL SERVICES

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# SOCIAL SERVICES

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<td>-</td>
<td>133</td>
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<td><strong>9,003,382</strong></td>
<td><strong>10,744,309</strong></td>
<td><strong>10,596,893</strong></td>
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</table>
The mission of the CSA, as defined by the Commonwealth, is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

**PERSONNEL SUMMARY**

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<th>16-17</th>
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<th>18-19</th>
<th>19-20</th>
<th>20-21</th>
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**COMPREHENSIVE SERVICES ACT**

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<th>2017-18 ACTUALS</th>
<th>2018-19 UNAUDITED</th>
<th>2019-20 ADOPTED</th>
<th>2020-2021 PROPOSED</th>
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<td>4,090</td>
<td>5,636</td>
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<td>753</td>
<td>753</td>
<td>753</td>
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THIS PAGE WAS INTENTIONALLY LEFT BLANK
LEISURE & COMMUNITY ENGAGEMENT
RECREATION & COMMUNITY ENGAGEMENT

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

PERSONNEL SUMMARY

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<thead>
<tr>
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<tr>
<td>Director of Recreation &amp; Community Engagement</td>
<td>1</td>
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<tr>
<td>Executive Assistant</td>
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<td>Recreation Program Coordinator</td>
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<tr>
<td>Secretary II</td>
<td></td>
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RECREATION & COMMUNITY ENGAGEMENT

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<tr>
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<td>2,929</td>
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<td>4,869</td>
<td>3,989</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Dues and Association Memberships</td>
<td>-</td>
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<td>2,000</td>
<td>-</td>
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<td>Uniforms &amp; Wearing Apparel</td>
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<td>2,784</td>
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<td>551,778</td>
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The Petersburg Public Library aims to provide citizens equitable access to evolving information and resources that will enable them to enhance their quality of life. The Library offers programming and services to ensure that children and teens develop and maintain a life-long love of reading and learning and that adults have the services information and resources they need.

**PERSONNEL SUMMARY**

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<thead>
<tr>
<th>Position</th>
<th>Count</th>
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<tbody>
<tr>
<td>Director of Library Services</td>
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<tr>
<td>Library Assistant</td>
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## LIBRARY

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WORKFORCE DEVELOPMENT

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

PERSONNEL SUMMARY

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<td>VRS</td>
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## Tourism & Special Events

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

## Cemeteries Administration

### Personnel Summary

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<tr>
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<tr>
<td>Office Assistant III (P/T)</td>
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</table>

--- | --- | --- | --- | ---
Salaries & Wages Regular | 35,715 | (328) | - | -
Part Time Regular | 30,382 | 29,749 | 32,236 | 32,000 | 32,000
FICA | 4,981 | 2,338 | 2,466 | 2,448 | 2,448
VRS | 2,507 | 106 | - | - | -
VRS Group Life | 274 | 12 | - | - | -
Other Contractual Services | - | 75 | - | - | -
Postal Services | 5 | 13 | 2 | - | -
Telecommunications | 454 | - | - | - | -
Conference Travel & Training | - | - | - | - | -
Dues and Association Memberships | - | 486 | 490 | 500 | 500
Office Supplies | 27 | 743 | 433 | 500 | 500
Cleaning Materials & Supplies | - | - | - | - | -
Vehicle and Powered Equipment Fuels | - | 26 | - | - | -
**TOTAL CEMETERIES ADMINISTRATION** | **74,345** | **33,218** | **35,627** | **35,448** | **35,448**
Dogwood Trace is the City of Petersburg’s public municipal golf course. While providing recreational entertainment to the citizens of the city, the golf course also attracts many tourists, vacationers and other visitors from neighboring localities. Ultimately it supports the City’s efforts towards community engagement, tourism and economic growth.

PERSONNEL SUMMARY

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<td>1</td>
<td>1</td>
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<tr>
<td>Superintendent</td>
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REVENUES

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<td>Green Fees</td>
<td>433,185</td>
<td>383,920</td>
<td>375,249</td>
<td>452,417</td>
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<td>233,954</td>
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<td>25,808</td>
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<td>171,000</td>
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<td>Beverage Sales</td>
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<td>-</td>
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<td>38,200</td>
<td>41,100</td>
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<td>Cash Over &amp; Short</td>
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<td>(138)</td>
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<td><strong>1,278,315</strong></td>
<td><strong>1,204,850</strong></td>
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<td>32,245</td>
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<td><strong>1,010,706</strong></td>
<td><strong>1,278,315</strong></td>
<td><strong>1,204,850</strong></td>
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</tbody>
</table>
Petersburg Area Transit (PAT) is committed to improving the riding experience and availability of public transportation in the Southside region for local residents, businesses and visitors of Petersburg, Hopewell, Colonial Heights and the surrounding counties. PAT transports an average of 57,000 passengers a month, aiming to connect people, jobs, and communities. PAT is also responsible for overseeing the implementation of federally funded transit programs and ensuring compliance with grant regulations. PAT ensures assured that transit facilities and vehicles are safe and properly maintained.

### PERSONNEL SUMMARY

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<tr>
<th>Position</th>
<th>Full-Time</th>
<th>Part-Time</th>
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**TOTAL POSITIONS**: 63
### MASS TRANSIT REVENUE

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## MASS TRANSIT REVENUE

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# Mass Transit Expenditures

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# MASS TRANSIT EXPENDITURES

## PREVENTIVE MAINTENANCE

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## MASS TRANSIT EXPENDITURES

### NEW FREEDOM OPERATIONS

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**TOTAL NEW FREEDOM OPERATIONS**

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### CAPITAL VA-90-X286

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**TOTAL CAPITAL VA-90-X286**

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**TOTAL CAPITAL VA-90-X415**

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### CAPITAL VA-34-0005

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**TOTAL CAPITAL VA-34-0005**

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## MASS TRANSIT EXPENDITURES

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**TOTAL MASS TRANSIT EXPENDITURES**: 4,359,362, 4,680,265, 4,189,816, 4,972,845, 4,843,163
DEVELOPMENT SERVICES
### PERSONNEL SUMMARY

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### PLANNING

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## ECONOMIC DEVELOPMENT

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### NEIGHBORHOOD SERVICES

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#### NEIGHBORHOOD SERVICES

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## TOURISM

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## FREEDOM SUPPORT CENTER

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### TOTAL POSITIONS

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<td>-</td>
<td>6,636</td>
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<td>-</td>
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<td>6,912</td>
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<td>Health Insurance</td>
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<td>Health Insurance Waiver Expense</td>
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<td>VRS Group Life</td>
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<td>717</td>
<td>751</td>
<td>720</td>
<td>720</td>
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<td>TOTAL FREEDOM SUPPORT CENTER</td>
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<td>99,388</td>
<td>103,929</td>
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## DEBT SERVICE

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<td>Bonded Debt/Notes Interest</td>
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<td>3,786,954</td>
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<td>Capital Leases Principal</td>
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<td>216,577</td>
<td>73,459</td>
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<td>Capital Leases Interest</td>
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<td>27,513</td>
<td>2,790</td>
<td>726</td>
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<td>Other Debt Expenses</td>
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<td>260,653</td>
<td>-</td>
<td>-</td>
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<td>Bond Issuance Cost</td>
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<td><strong>Total Debt Service</strong></td>
<td>6,721,585</td>
<td>3,094,502</td>
<td>6,464,780</td>
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## SCHOOL OPERATIONS

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<tr>
<td>Transfer to Schools</td>
<td>8,254,730</td>
<td>8,650,998</td>
<td>9,345,976</td>
<td>10,000,000</td>
<td>10,000,000</td>
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<tr>
<td><strong>Total School Operations</strong></td>
<td>8,254,730</td>
<td>8,650,998</td>
<td>9,345,976</td>
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## TRANSFERS

<table>
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<td>Transfer to Grants Fund</td>
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<td>48,640</td>
<td>48,640</td>
<td>48,640</td>
<td>44,749</td>
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<td>Transfer to Capital Projects Fund</td>
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<td>93,333</td>
<td>-</td>
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<td>Transfer to Stormwater Fund</td>
<td>-</td>
<td>58,333</td>
<td>-</td>
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<tr>
<td>Transfer to Mass Transit Fund</td>
<td>-</td>
<td>980,248</td>
<td>980,248</td>
<td>990,627</td>
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<td>Transfer to Golf Course</td>
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<td>289,158</td>
<td>292,850</td>
<td>327,327</td>
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<td>General Fund Transfer to School Gen</td>
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<td>2</td>
<td>-</td>
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<td><strong>Total Transfers</strong></td>
<td>88,350</td>
<td>1,469,715</td>
<td>1,321,738</td>
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</table>
The Non-Departmental budget encompasses expenditures and initiatives that are not specifically related to any department or have Citywide impacts including anticipated costs for leave compensation, unemployment payments, and transfers to other funds. Where possible, expenditures have been moved to department budgets to allow for greater accountability and management of the funds.

<table>
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<td>Riverside Regional Jail Authority</td>
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<td>Crater Juvenile Detention Services</td>
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<td>432,619</td>
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<td>Central Virginia Health Services</td>
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<td>591,547</td>
<td>591,547</td>
<td>594,023</td>
<td>610,000</td>
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<td>District 19 Mental Health Services</td>
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<td>209,185</td>
<td>263,050</td>
<td>209,185</td>
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<td>Richard Bland Community College</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
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<tr>
<td>John Tyler Community College</td>
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<td>5,449</td>
<td>5,300</td>
<td>5,350</td>
<td>5,108</td>
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<td>Petersburg Area Regional Tourism</td>
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<td>(16,250)</td>
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<td>Cooperative Extension</td>
<td>211,659</td>
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<td>50,000</td>
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<td>Repairs-Courthouse</td>
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<td>Dues &amp; Associations Memberships</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>243,305</td>
<td>314,783</td>
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<td>Crater Distr Area Agency On Aging</td>
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<td>Other Professional Services</td>
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<td>RBG Contract</td>
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<td>US Conference of Mayors</td>
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<td>-</td>
<td>-</td>
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<td>Virginia Municipal League</td>
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<td>12,264</td>
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<td>National League of Cities</td>
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<td>Unemployment Insurance</td>
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<td>Work-Force Development Forensic Audit</td>
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<td>Banking Analysis Fees</td>
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<td>-</td>
<td>(9,300)</td>
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<td>Real Property Tax Reimbursement</td>
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<td>Fund Balance Replenishment</td>
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<td>Contingency</td>
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<td>480,330</td>
<td>644,826</td>
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<td><strong>NONDEPARTMENTAL</strong></td>
<td><strong>6,118,330</strong></td>
<td><strong>5,849,182</strong></td>
<td><strong>7,493,144</strong></td>
<td><strong>7,942,460</strong></td>
<td><strong>7,521,665</strong></td>
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Appendix A. Council Process for Council Changes to City Manager’s Adopted Budget

PROCESS FOR COUNCIL CHANGES TO CITY MANAGER’S ADOPTED BUDGET

DATE: ___________________________  CITY COUNCIL SPONSOR: ___________________________

CO-SPONSORS (REQUIRES 3 ADDITIONAL SPONSORS):

<table>
<thead>
<tr>
<th>Mayor Parham</th>
<th>Councilmember Hill</th>
<th>Councilmember Smith-Lee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Mayor Hart</td>
<td>Councilmember Myers</td>
<td>Councilmember Wilson-Smith</td>
</tr>
<tr>
<td>Councilmember Cuthbert</td>
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</tr>
</tbody>
</table>

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

REVENUE ENHANCEMENT: EXPLAIN:

REMOVAL FROM OTHER AREA: EXPLAIN:

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

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

B. ADD TO FUND BALANCE

C. CONTRIBUTE TO TAX/FEE REDUCTION; EXPLAIN:
The City of Petersburg’s financial policies described in this section were adopted by City Council in September 2014 with additional changes adopted by motion in January 2017. During the budget process, City leadership will bring forward ordinances for Council to adopt related to these policies.

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

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

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

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

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

1. The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.

2. Current revenues will fund current expenditures. One-time or other special revenues will not be used to finance continuing City operations but instead will be used for funding special projects.

3. The City will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the City.

4. The City will prepare and annually update a long range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenue, expenditures, capital improvements with related debt service and operating costs, and fund balance levels.

5. Expenditure and revenue projections will be developed quarterly and reviewed with Departmental Directors, the City Manager, and City Council. The City Manager, through the Finance Department, will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.

6. The City will budget for operating subsidies, if any, to its golf, mass transit or other funds requiring annual support from the General Fund.

7. Once the City Manager proposes his/her budget, the City Council can only make recommended changes that keep the budget in balance and that are Adopted with at least four members of City Council’s prior approval.

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

DEBT POLICIES

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

1. The City will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
3. Direct Net Debt as a percentage of estimated market value of all taxable property shall not exceed a range of 4.0% to 4.5%. Direct Net Debt is defined as any and all debt that is tax-supported. This ratio will be measured annually.

4. The ratio of Direct Net Debt Service expenditures as a percent of Total Governmental Fund Expenditures should not exceed 10%. Direct Net Debt Service is defined as any and all debt service that is tax-supported. Utility Fund debt service that is self-supporting shall be excluded. Total Governmental Fund Expenditures includes the General Fund and School Component Unit Expenditures less the local government transfer. This ratio will be measured annually.

5. Payout of aggregate outstanding tax-supported Direct Net Debt principal shall be no less than 50% repaid in 10 years.

6. The City recognizes the importance of underlying and overlapping debt in analyzing financial condition. The City will regularly analyze total indebtedness including underlying and overlapping debt.

7. Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.

8. The City will retire tax anticipation debt, if any, annually.

RESERVE POLICIES

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

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

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

A. Non-spendable Fund Balance: These are fund balance amounts that are not in a readily spendable form, such as inventories or prepayments, or trust or endowment funds where the balance must remain intact.

B. Restricted Fund Balance: These are amounts that have constraints placed on their use for a specific purpose by external sources such as creditors, or legal or constitutional provisions.

C. Committed Fund Balances: These amounts are designated for a specific purpose or constraints have been placed on the resources by City Council. Amounts within this category require City Council action to commit or to release the funds from their commitment.

D. Assigned Fund Balances: These are amounts set aside with the intent that they be used for specific purposes. The expression of intent can be by City Council or their designee and does not necessarily require City Council action to remove the constraint on the resources.

E. Unassigned Fund Balances: These are amounts not included in the previously defined categories. The City General Fund is the only fund that should report a positive Unassigned Fund Balance. Amounts in this classification represent balances available for appropriation at the discretion of City Council. However, City Council recognizes that the Unassigned Fund Balance needs to be sufficient and comprised of liquid cash and investments to meet the City’s cyclical cash flow requirements and allow the City to avoid the need for short term tax anticipation borrowing. The Unassigned Fund Balance should also allow for a margin of safety against unforeseen expenditures that could include, but not be limited to, natural disasters, severe economic downturns, and economic development opportunities. Unassigned Fund Balance shall not be used for annual recurring expenditures, except for unforeseen emergency circumstances.

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

After the Minimum Initial Target has been reached, the City shall adopt a plan to increase the Unassigned Fund Balance to a balance that is not less than 10% of the combined budgeted expenditures of the City General Fund and the City of Petersburg Public Schools Operating Fund, net of the City’s local contribution (the “Policy Goal”).
City Council recognizes that if amounts above the 10% Policy Goal exist, City Council could contemplate strategically utilizing these amounts, if appropriate. However, City Council also recognizes that maintaining an Unassigned Fund Balance above the minimum policy level may beneficial to the overall wellbeing of the City. Should any amounts above the 10% policy exist they should only be appropriated for non-recurring expenditures as they represent prior year surpluses that may or may not materialize in subsequent fiscal years. Amounts above the 10% policy minimum could be used for the following purposes (listed in order of priority):

i. Increase Restricted Fund Balances as necessary.

ii. Fund an additional reserve for use during an emergency or during periods of economic uncertainty or budget adversity. Such additional reserves shall be determined by City Council.

iii. Allocating such amounts toward equity funding of the Capital Improvement Plan or transfer to the Capital Improvement Fund.

2. Prioritization of Fund Balances: As indicated, the fund balance classifications outlined above are based on the level of restriction. In the event expenditures qualify for disbursement from more than one fund balance category, it shall be the policy of City of Petersburg that the most constrained or limited fund balance available will be used first. Unassigned fund balance will be used last.

3. Accounting for Encumbrances: Amounts set aside for encumbered purchase orders may be either restricted, committed or assigned fund balance depending upon the resources to be used to fund the purchases. Amounts set aside for encumbrances may not be classified as unassigned since the creation of an encumbrance signifies a specific purpose for the use of the funds.

4. Replenishment of the Unassigned Fund Balance: Upon the use of any Unassigned Fund Balance, which causes such fund balance to fall below either the Policy Goal and/or Minimum Initial Target levels, City Council must approve and adopt a plan to restore amounts used within 24 months. If restoration of the reserve cannot be accomplished within such period without severe hardship to the City, then the City Council will establish a different time period.
Appendix C. Standard Operating Procedures for Grant Processing

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<td>Page 1 of 2</td>
</tr>
<tr>
<td></td>
<td>Date: April 1, 2017</td>
</tr>
<tr>
<td></td>
<td>Supersedes: n/a</td>
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I. Background and Purpose

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

II. Procedures:

Application for Grant Funding

1. The applying department completes the Grant Application and forwards to the Grant Accountant in Finance for review (complete and accurate capture of all personnel related expenses; inclusion of in-kind contributions; and availability of any requested local cash match).

2. Upon review and approval by the Grant Accountant, the Grant Accountant obtains the authorizing signature of the City Manager and retains a copy for the grant file and returns the original to the department for submission of the application.

Award of Grant Funding

1. Upon receipt of the “Notification of Grant Award”, the Grant Accountant compares the Award to the Application (if applicable) and files by fiscal year noting award name and consistent General Ledger naming convention as prescribed by Finance.

2. The Grant Accountant prepares a budget amendment ordinance on behalf of the City Manager’s office for approval by City Council. The proposed ordinance includes the General ledger account naming and coding structure for budget supplement processing.

3. Additionally, when a local cash match is required, the award ordinance must reference same to authorize the transfer of local matching funds to the grant account.

4. The approved Ordinance and related Budget Amendment is processed to the financial system with a copy retained in the Grant file and a copy provided to the managing department as notification of funding availability.

5. The department may begin spending the funds according to the grant award and against the newly established grant account codes.

Effective Date: April 1, 2017
APPENDICES

### Standard Operating Procedure

<table>
<thead>
<tr>
<th>Standard Operating Procedure</th>
<th>Number:</th>
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</thead>
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<tr>
<td>Grant Processing</td>
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<tr>
<td>(Consolidated Grants Fund)</td>
<td></td>
</tr>
<tr>
<td>City of Petersburg</td>
<td></td>
</tr>
</tbody>
</table>

#### Quarterly Financial Reporting

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

1. The programmatic reporting is submitted by the program manager to the Grant Accountant two (2) weeks in advance of the reporting deadline.

2. All financial reporting is prepared by the Grant Accountant in Finance.

3. Financial reporting and drawdown requests for expenditures are submitted at the same time as the program reporting by the Grant Accountant with a copy drawdown request maintained in the grant file.

4. A summary of grant reimbursement requests anticipated with revenue codes and amounts is provided to the Treasurer for processing revenue received.

#### Accounting Requirements

1. Grant reimbursements are received by the Treasurer's Office, electronically. The Treasurer's Office records the revenue as instructed by the Grant Accountant. The Grant Accountant reviews the G/L at least quarterly to insure that grant revenue has been received and posted into the General Ledger correctly.

2. At year-end, the Grant Accountant prepares a schedule of all grants receivable and deferred revenue along with appropriate journal entries for the Consolidated Grants Fund.

3. The Grant Accountant prepares a spreadsheet of all federal grant expenditures maintained in the Consolidated Grants Fund that indicates by Function and Federal grant #, all moneys spent and what has been reimbursed. This information is used to prepare the City's Schedule of Federal Expenditures.

City Manager Approved: [Signature]

Date: 3/23/17

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

Department/Agency Head: ________________________________

Date: ________________________________

Effective Date: April 1, 2017