

# City of Petersburg

VIRGINIA

Rebuilding Our Foundation for a Brighter Future



## FISCAL YEAR 2018-2019 ADOPTED BUDGET

Adopted by the Council of  
the City of Petersburg  
June 5, 2018





# CITY MANAGER'S BUDGET MESSAGE



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



Honorable Mayor and Members of City Council:

I am pleased to present the City of Petersburg Adopted Fiscal Year 2018-19 Annual Operating Budget beginning July 1, 2018 and ending June 30, 2019. Today, I present to you a structurally balanced budget that maintains continuity, with conservative revenue growth and reduced spending which embodies this year's budgetary theme — ***Rebuilding Our Foundation for a Brighter Future***. Our goal is to establish Petersburg as a structurally stable organization with a greater focus on customer service, efficiency, accountability and transparency. All of which will help create a bright future for our City.

Upon accepting the position as City Manager in July 2017, I recognized that the journey ahead would be arduous. Over the course of many years the City has steadily depleted its cash balance. Spending consistently exceeded revenue collections creating the inability to meet financial obligations which left the City vulnerable to financial shocks. At the same time the necessary reductions in personnel resulted in a negative impact on employee moral as well as a rapid departure in personnel. Faced with both financial and operational challenges, I was tasked with assisting the Council in restoring the public trust in our government by implementing sound fiscal and management practices. I was simultaneously tasked with building a highly qualified and dedicated team ready to move the City into the future.

Fortunately, prior to my arrival, starting in 2016 with assistance from the Robert Bobb Group and the Commonwealth of Virginia, the City was able to carefully restructure its debt and significantly reduce the City's expenditures. This resulted in drastically reducing the deficit from \$7.5 million to just \$143,000 and laying the foundation for the City to meet all of its past due financial obligations. Despite these and other challenges, Petersburg, Virginia is a city rich in history, dedicated to providing superior services and promoting community pride.

## SUMMARY

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

The budget is a plan of revenue and expense activities for the fiscal year and is intended to provide Clear, Concise and Coordinated financial programs to attain the City Council's policies, goals and objectives aligned with the City Manager's Identified Strategic Priorities:

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

Shortly after arriving, the budget office began a thorough analysis of the previous year’s budget which resulted in a mid-year amendment. This analysis also revealed the potential for a severe funding deficit for future fiscal years when we included full funding for personnel. Revenue projections for the General Fund were stable at \$73 million following the elimination of many one-time funding events from prior years. The estimation for expenditures, accounting for a fully staffed City, was approximately \$78 million. To develop a fiscally sound budget, we knew we would need to make significant reductions to the operating budget. Early projections identified the need to reduce the budget by at least 15% to ensure the necessary increase in funding for schools, funding to replenish the City’s fund balance and to cover the cost of current staffing.

Ultimately, to achieve our funding and expenditure targets, the following actions were taken and included in the Adopted budget:

- At least a 10% reduction within all departments under the direction of the City Manager
- Reduction in the City’s contribution paid to the dependent health care plans
- Consolidation of functions resulting in expenditure reductions

This budget lays the groundwork toward a fiscally healthy City through controlled and decreased spending, as well as replenishing the depleted fund balance. It will also create a catalyst for economic development to create jobs, retain current businesses, attract new businesses, and encourage investment in our community. And it goes without saying that this budget serves as a policy document that provides information about the policies, goals and objectives for how we operate.

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

**Highlights:**

FY 2018-19 Adopted Total Operating Revenue and Expenditures

Fund	Adopted FY 2018-19 Revenue	Adopted FY 2018-19 Expenditures
General Fund	73,440,122	73,440,122
Grants Fund	742,950	742,950
Streets Fund	5,834,237	5,834,237
CDBG Fund	944,987	944,987
Utilities Fund	13,478,695	13,478,695
Stormwater Fund	1,460,249	1,460,249
Golf Course Fund	1,030,507	1,030,507
Mass Transit Fund	5,184,962	5,184,962
<b>TOTAL</b>	<b>\$102,116,709</b>	<b>\$102,116,709</b>

**GENERAL FUND REVENUE**

The FY 2018-19 Adopted General Fund revenue for the City of Petersburg is \$73,440,122 which represents a \$1.1M, or a 1.5%, decrease from the FY 2017-18 Amended Budget and \$620k, or .08%, increase over FY17 actuals. Revenues are expected to show a below-trend growth rate. The Adopted FY 2018-19 General Fund budget is 71% of the total Adopted Operating Budget.

General fund revenues are derived from general taxes paid by citizens and businesses. The largest sources of revenues to the General Fund are property taxes, representing 46%, followed by state and federal funding at 26% and the third largest source of revenue of the General Fund is the other local tax category at 19%.

The key to our success is ensuring the City is poised for positive-growth by establishing a plan to restore our fund balance and reduce our debt. The City continues to have challenges with cash flow and relies upon receiving annual cash infusions from the sale of Revenue Anticipation Notes (RAN). The Adopted budget is structured toward building a fund reserve balance of about \$750k annually that will start to diminish our dependency on RANs.

The Adopted FY 2018-19 budget is balanced and has been prepared based on conservative revenue estimates for property and sales taxes. Overall, the financial and economic outlook for FY 2018-19 indicates that the Adopted budget can be supported by stabilizing revenues and expenditures.

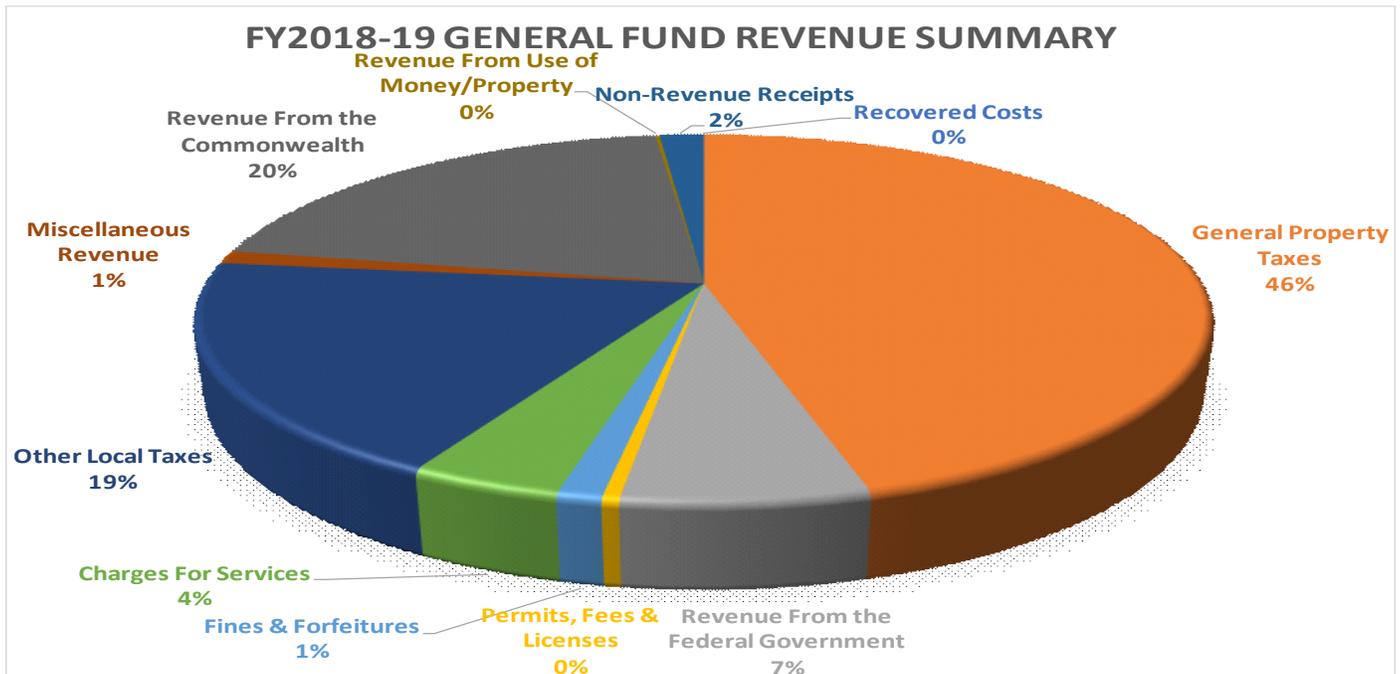
**Property Tax:** Property taxes are the largest revenue source, accounting for 46% of total General Fund revenue. The FY 2018-2019 tax rate for the City is \$1.35 per hundred dollars valuation.

**Sales and Use Tax:** This is a cyclical tax category and difficult to predict due to its historical volatility. The overall health of the national economy tends to be a driver of this source. Staff has projected a modest increase to the overall level of sales tax in the amount of \$49k above the FY 2017 actuals and \$90k over FY18 projected year-end amount.

**Permit Fees:** Building permit fees will show a reduction due to slow growth or no growth in businesses coming to the city which would result in a total permit revenue decrease of 17%.

**Service Fees:** Sanitation revenue will show a modest increase.

**Court Fines and Forfeitures:** These fees increased to reflect an increased volume in traffic violations.



## **GENERAL FUND EXPENDITURES**

Total Adopted FY 2018-19 General Fund Expenditures are \$73,440,122, a 1.5% decrease from the FY 2017-18 Amended Budget amount of \$74,804,958. All Departments, except Constitutional Offices and grant funded agencies, were required to reduce their full-year projected overall budget by 10%. As 80% of government expenditures are associated with personnel, the bulk of the departmental reductions were personnel related to include the elimination of positions, or the delayed hiring of staff and the subsequent benefits associated with their reduction. These reductions, along with decreases associated with health care costs, became the basis for fulfilling our objectives of a structurally sound budget. The total health care benefits portion of the General Fund is \$4.1M which is a \$1.6M reduction from FY 2017-18.

## **SPECIAL REVENUE FUNDS**

### ***Grants Fund***

The Grants Fund was created in FY 2017-18 to reflect decentralization of the grants received from local, state, and federal sources. The City's major grant programs that are budgeted for are: Victim Witness, Community Corrections and the Office on Youth. For other grants, in FY 2017-18, City Council adopted a grant policy that requires departments to present grants to Council for their approval before the City accepts the grant. Consultation with Budget and Finance is strongly encouraged to ensure any required local match is sustainable. This policy is meant to deter departments from applying for a grant that could potentially cause the City to incur a financial obligation that is not sustainable and without the City Council knowing about the implications. This Adopted 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 once the award letters have been received, but not yet accepted. The Grants Fund amount in this Adopted Operating Budget is \$742,950, which is a slight decrease from the FY 2017-18 Adopted Budget amount of \$743,760.

### ***Streets Fund***

The Streets Fund was created in FY 2017-18 to segregate the Virginia Department of Transportation Urban Allocation funds. VDOT allocates funds to municipalities based on a set rate for every lane mile within their jurisdictions. Funds are dispersed quarterly and can only be used for VDOT authorized activities such as street repairs and maintenance, snow and ice control, structure maintenance and specified equipment and material for these functions. Currently VDOT only reimburses Petersburg for the personnel costs associated with the Streets Operations Division. The remaining non-personnel costs are paid for directly by VDOT using a "set aside." This set aside is a temporary protocol until the end of FY19.

### ***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 by providing decent housing environments and expanding economic opportunities and is 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 \$944,987. This amount accounts for approximately \$350,000 in new program funding and \$600,000 for projects that were started in previous fiscal years. Typically, municipalities want to complete these projects within two years or sooner to ensure they will receive additional funding. This amount is a 22% decrease from the FY 2017-18 Budget Amendment.

### ***Stormwater Fund***

The Stormwater Fund receives its revenue from each parcel containing impervious surfaces included in citizens' utility bills and it accounts for the management of the stormwater infrastructure. Unmanaged stormwater can cause erosion and flooding. It also can carry excess nutrients, sediment and other contaminants into rivers and streams. Properly managed stormwater can recharge groundwater and protect land and streams from erosion, flooding and pollutants. The Stormwater Fund has an Adopted Budget of \$1,460,249 for revenues and expenditures. Approximately \$800,000 will be for four current projects that are either underway or will soon be underway with anticipated completion dates in May 2019. The Stormwater Adopted Budget is a .7% increase from the FY18 Budget Amendment amount of \$1,450,035.

## **ENTERPRISE FUNDS**

### ***Dogwood Trace Golf Course Fund***

This enterprise fund is Petersburg's municipal golf course. All revenues and expenditures are a result of revenues earned by the golf course operations. The revenues also include a transfer from the General Fund in the amount of \$292,850 to essentially cover the cost of the debt service. In previous fiscal years, and prior to the FY2017-18 Budget Amendment, the debt service was not charged to this fund. When the restructuring of the debt was completed earlier this fiscal year, the debt was moved to reflect the correct placement in the Golf Course Fund. The operations of the golf course generate \$737,657 in revenue and account for \$731,010 in expenditures. This shows that without including debt service, the golf course can maintain and generate enough revenue to operate independently. The Adopted budget reflects a 1% increase from the FY18 Budget Amendment

### ***Mass Transit***

The Mass Transit Fund is where the City's regional transit operations are located. Mass Transit receives revenue from a multitude of sources including the Commonwealth, the Federal Government and the City of Petersburg, as well as customers on a local level. Mass Transit provides services to the citizens of Petersburg and other localities including Richmond and Hopewell. The highest percentage of the funding for the operations comes from the Federal Government. In the FY 2018-19 Adopted budget, the City of Petersburg is allocating \$980,248 as a local match for the grant funding that Mass Transit receives from State and Federal funding. Mass Transit's Adopted Budget increased by 14.74% from the FY 2017-18 Budget Amendment. The rationale behind this increase is that there are many grants that Mass Transit applied for to cover capital projects. Such projects include purchasing new buses, radios and surveillance equipment. Mass Transit was able to increase their budget without increasing the City's match amount.

### ***Utility Fund***

The Utility Fund accounts for revenues and expenses associated with the operating system, utility debt services and utility capital projects. Revenues to support the Utility Fund are derived from users' fees billed to commercial, industrial and residential customers in the City. The FY 2017-18 Adopted Budget created a new department separate from the Department of Public Works. During the fiscal year, it was determined that by creating the new department there was an increase in staffing and redundant positions within the City. The Adopted Budget moves Utilities back into Public Works. By merging the functions under the same umbrella of authority, it allows for flexibility in hiring and takes away the redundancy in positions. The two divisions in the Utility Fund are Water Operations and Waste Water Operations. Collectively, these divisions manage the maintenance and repairs of all water lines in the City, as well as all the waste water infrastructure. The Adopted Budget accounts for a 6.37% increase from the FY 2017-18 Budget Amendment. The total revenue and expenditures for the Utility Fund are \$13,478,695.

## CONCLUSION

As the City of Petersburg navigates through its prolonged economic restructuring, we are striving to maintain the momentum toward “Rebuilding Our Foundation for a Brighter Future”. It is prudent that we continue to take a balanced approach and strategically plan which allows for re-establishing and constantly re-assessing the fiscal blueprint for the City of Petersburg. We will continue to provide the highest level of customer service and transparency desired and deserved by our citizens.

I would like to acknowledge the tireless work of our Budget team, the City Council and City staff for their partnerships, collaboration, patience, and time that has allowed us to effectively prepare the FY 2018-19 Adopted Budget and pave the way forward as we meet the challenges that will surely confront as we move forward as a community.

*Sincerely,*

*Aretha R. Ferrell-Benavides*

*Aretha R. Ferrell-Benavides*  
*City Manager*



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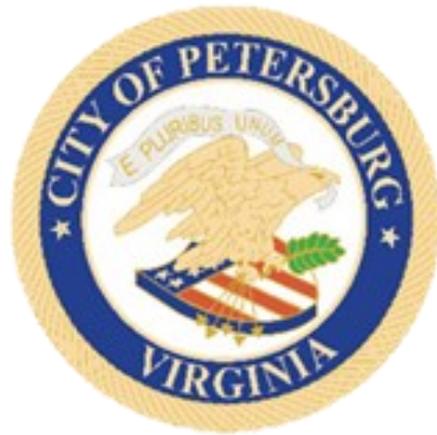
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## COMMUNITY PROFILE

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 Siege Museum. One of the most architecturally refined properties is the Battersea, a Palladian-style house from the 1700s along the Appomattox River.

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

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



## HISTORY

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

After distinguishing itself in the American Revolution during the Siege of Fort Mifflin, Petersburg's influence continued to increase. With the proximity of the Appomattox River, the Port of Petersburg became renowned as a processing center for cotton, tobacco, and metal, marking Petersburg as an industrial center in a state that was largely agricultural. The railroad center established in the 19th century not only helped continue the City's tradition as a substantial business community, it strengthened it. Flour mills and



banking were added to tobacco and cotton as Petersburg's successes. Due to the availability of jobs, many free people of color migrated to the City. The railroads that passed through the City made it a shipping center and a lifeline to Richmond during the Civil War.

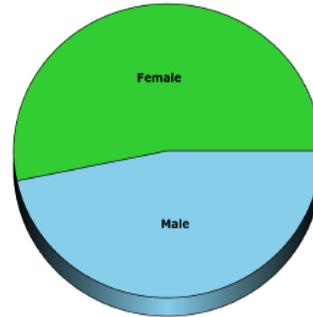
After the Civil War, Petersburg saw an influx of churches, businesses, and institutions. The City continued to prosper, but so did segregation in Virginia. In the 1960s, Dr. Wyatt Tee Walker served as the pastor of Petersburg's Gillfield Baptist Church. While in graduate school, he met Dr. Martin Luther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

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

# DEMOGRAPHICS

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

Population by Gender

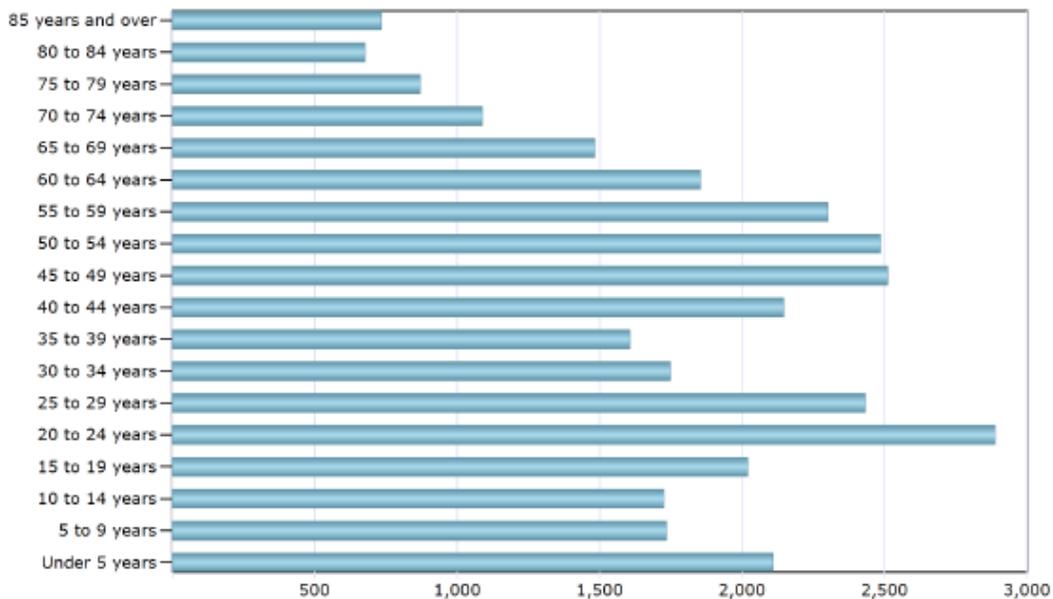


	Petersburg city	Virginia	United States
Male	15,147	3,925,983	151,781,326
Female	17,273	4,075,041	156,964,212
	32,420	8,001,024	308,745,538

Source: 2010 Census.

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

Population by Age

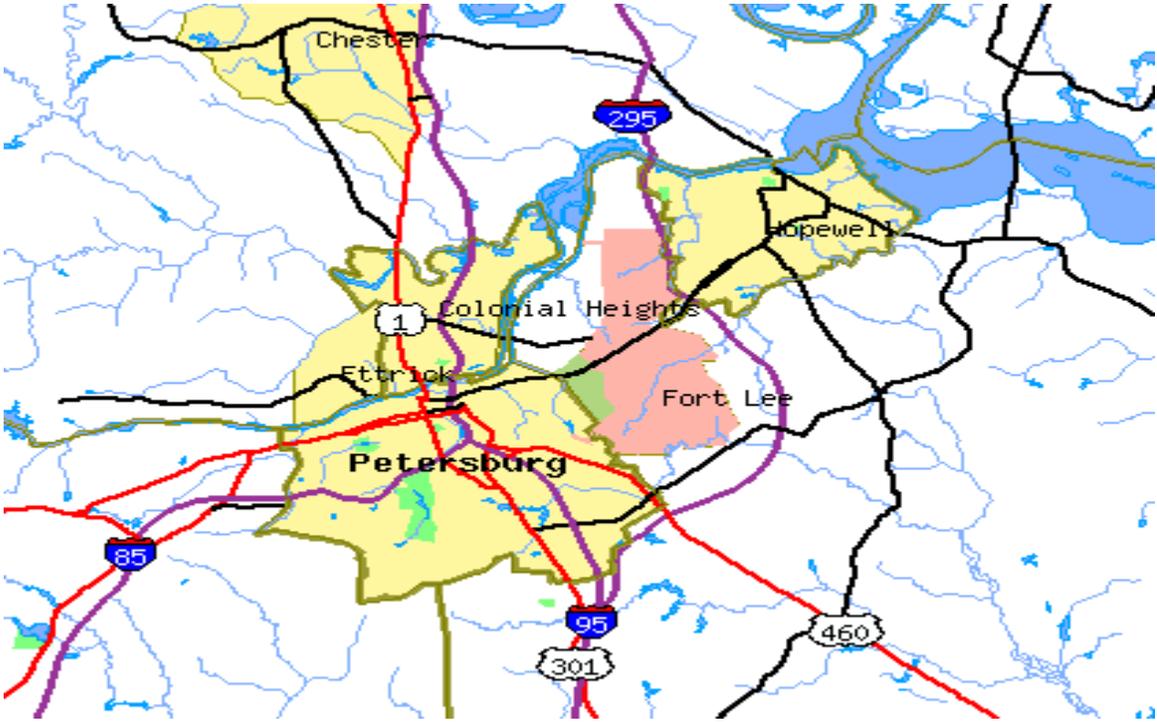


Source: 2010 Census.

# GEOGRAPHY

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

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



## TRANSPORTATION

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



## COMMERCE

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



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

Source: City of Petersburg, VA 2017 CAFR

## ELECTED OFFICIALS

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



**Mayor**  
**Samuel Parham**  
Ward 3

**Vice Mayor**  
**John A. Hart, Sr.**  
Ward 7

**Councilmember**  
**Treska Wilson-Smith**  
Ward 1

**Councilmember**  
**Darrin Hill**  
Ward 2

**Councilmember**  
**Charlie Cuthbert**  
Ward 4

**Councilmember**  
**W. Howard Myers**  
Ward 5

**Councilmember**  
**Annette Smith-Lee**  
Ward 6

## DEPARTMENT HEADS

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

**Aretha R. Ferrell-Benavides**  
City Manager

**Joe Preston**  
City Attorney

**Brian Gordineer**  
City Assessor

**Nykesha Jackson**  
City Clerk

**Darnetta K. Tyus**  
Deputy City Manager,  
Community Affairs

**Michael C. Rogers**  
Chief Operating Officer

**Lionel D. Lyons**  
Deputy City Manager,  
Development

**Robert A. Floyd**  
Director,  
Budget & Procurement

**Tangela Innis**  
Director of Public Works  
& Utilities

**Maisha Beasley**  
Interim Director of Finance

**Kim Robinson**  
Interim Director,  
Human Resources

**Gerrit VanVoorhees**  
Director,  
Information Technology

**Folakemi Osoba**  
Public Affairs Coordinator

**Margo Hardy**  
Program Manager, PJCCCP

**Charles Koonce**  
Mass Transit Director

**Kenneth Miller**  
Chief of Police

**Tami Yerby**  
Director of Recreation &  
Community Engagement

**Jamie Fagan**  
General Manager/PGA Golf Pro

**Dennis Rubin**  
Fire Chief

**W. Renea Evans-House**  
Interim Social Services Director

**Reginald Tabor**  
Economic Development  
Projects Manager

**Wayne Crocker**  
Director of Library Services

**Tara Anderson**  
Executive Director,  
Freedom Support Center

**Michelle Peters**  
Director of Planning &  
Development Services

**Nicole Loving**  
Director of Community Corrections

**Jay Baxter**  
Interim Billing & Collections  
Manager

# FUNCTIONAL ORGANIZATIONAL CHART



# BUDGET DEVELOPMENT

The City of Petersburg's method for creating this FY 2018-19 Adopted Budget started in December 2017 at the end of the mid-year review and amending of the current FY 2017-18 Adopted Budget. That amendment was adopted by the City of Petersburg's Council in March 2018. This created a baseline and was a kick start for next year's budget planning & creation process. The City of Petersburg uses a Program-Based Budgeting method where each department/division was given a target or "baseline" funding level based upon the current year's adopted amendment. The City Manager identified budget priorities and outlined challenging areas for the departments and the City of Petersburg as a whole. There were budget trainings and review sessions scheduled and an appointed team conducted trainings and work sessions with all departments to assist them in developing their budgets. The City Manager mandated all department heads to identify 5%-10% costs saving measures and efficiencies and to adjust service levels in order to propose a balanced budget. The financial and debt-related policies passed in a motion by City Council on September 2, 2014 also served as guidance for the development of the FY 2019 budget (See the City's Financial Policies Section).

As the budget reduction plans began to come and were reviewed by the budget team and City Manager, it became apparent that a closer look at the City's current number of vacant and part-time positions and the City's overall Healthcare Costs was needed. When compared to the total revenue, the numbers revealed a significant expenditure deficit so, this budget proposes several of those vacancies be unfunded and/or delayed in hiring. Furthermore, the impact of Healthcare costs, after further review, was also a huge challenge to our goal of a balanced budget. An alternative Healthcare plan and process was Adopted as a reduction in city costs to the current existing plan. In totality, the new Adopted vacancy, part-time services and Health Care costs reductions project a costs savings of \$1.6m. These total savings will afford the city the ability to contribute \$1,000,000 towards the replenishment of its' Fund Balance.

## **Revenue Projection**

The budget revenue projections for the new fiscal year began December 2017. The projections are made by the departments responsible for the revenue with help from the Interim Finance Director. Projections are based upon consultations with the Commissioner of Revenue, Assessor's Office, other state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information that derives.

## **Adopted Budget Analysis/Compilation**

The Budget team reviews and compiles a preliminary draft of departmental budgets to present to the Management Team, which is comprised of the City Manager, Deputy City Manager, and department directors. During the Management Team discussions, each department director answers questions from the entire group concerning their budget.

Given revenue projections, five and ten percent reduction budget plans, and baseline funding requirements, all budget revisions are made according to necessity and priority. A total recommended funding level is determined and weighed against available resources by the City Manager.

### **Adopted Budget Development**

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

### **City Council Budget Study**

A budget retreat or work session is held with the City Council to review and discuss the Adopted Budget. Members of the public will be invited to attend and observe these work sessions. City Council will hear public input on the FY 2018-19 Adopted Budget at the first of two public hearings and additional study of the Adopted budget may follow at subsequent work sessions up until budget adoption. In addition to the budget retreat, there will be individual Ward Budget Meetings to allow members of the community to come hear the discussions and directly ask questions as they arise.

### **Public Hearing/Budget Adoption**

Public hearings on the Adopted Budget are held in June prior to the final budget consideration. At the public hearing on June 5th, input from the public is heard, reviewed and considered by City Council and the City Manager. City Council will discuss those changes at its regularly scheduled June 12th Council meeting. The FY 2018-19 Adopted Budget is voted on and subsequently adopted by City Council at the regularly scheduled Council Meeting on June 12, 2018.

To request changes to the Adopted Budget, a Council Member must have support from three additional Members. If an addition is Adopted, 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 2018-19 Budget is scheduled for adoption on June 12 at a Special City Council Meeting. The FY 2018-19 tax rate is established with the adoption of the budget based on a projected real estate assessment figure. The real estate reassessment impact results will not be available until after the landbook is finalized in September. If the assessment is more than a 1 percent increase in revenue, the City must hold a public hearing, which is currently scheduled for October 16th.

The calendar below illustrates the schedule for reviewing, discussing and adopting the FY 2018-19 budget.

**BUDGET CALENDAR**

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 6<sup>th</sup> Budget Forecast & Priority Overview

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- 26<sup>th</sup> Council Retreat

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April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3<sup>rd</sup> Present City Manager’s Adopted Budget

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- 17<sup>th</sup> Budget Workshop General Fund

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- 24<sup>th</sup> Schools, Special Revenue & Enterprise Funds

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- 26<sup>th</sup> Wards 6 & 7 Budget Meeting

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**BUDGET CALENDAR**

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1<sup>st</sup> Council Meeting
- 3<sup>rd</sup> Wards 2 & 3 Budget Meeting
- 7<sup>th</sup> Wards 1 & 4 Budget Meeting
- 10<sup>th</sup> Ward 5 Budget Meeting
- 15<sup>th</sup> Council Meeting/Public Hearing on Budget
- 22<sup>nd</sup> Council Submits Recommended Changes to City Manager
- 31<sup>st</sup> Submit Final Budget to Council

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5<sup>th</sup> Approval of Budget
- 30<sup>th</sup> End of Fiscal Year

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1<sup>st</sup> Beginning of New Fiscal Year
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## PERSONNEL SUMMARY

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

## PERSONNEL SUMMARY

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

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Clerk of Circuit Court</b>				
Clerk of Circuit Court	1	1	1	1
Assistant Deputy Clerk	1	1	1	1
Deputy Clerk II	1	1	1	1
Deputy Clerk I	6	7	7	7
Jury Management	1	1	0	0
Liaison Officer	0	0	1	1
<b>Total Clerk of Circuit Court</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Commonwealth Attorney</b>				
Commonwealth Attorney	1	1	1	1
Attorney II	2	2	2	2
Attorney III	3	3	3	3
Attorney IV	1	1	1	1
Administrative Assistant II	1	1	3	3
Secretary II	1	1	1	1
Secretary I	2	2	0	0
Paralegal	1	1	1	1
<b>Total Commonwealth Attorney</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Sheriff's Office</b>				
Sheriff	1	1	1	1
Captain	4	4	4	4
Lieutenant	1	0	0	0
Sergeant	4	4	5	5
Corporal	0	0	1	1
Deputy Sheriff	12	14	9	9
Administrative Assistant II	1	1	2	2
Courthouse Camera Monitor	0	0	1	0
<b>Total Sheriff's Office</b>	<b>23</b>	<b>24</b>	<b>23</b>	<b>22</b>
<b>Police</b>				
Chief	1	1	1	1
Deputy Chief	0	0	1	1
Captain	2	2	3	3
Lieutenant	3	3	6	6
Sergeant	9	9	12	12
Police Officer	90	90	97	88
Secretary III	1	1	1	1
Office Assistant	1	1	0	0
Surveillance Officer	1	1	0	0
Data Entry Operator	0	0	2	2
Police Information Analyst	2	2	0	0
Fiscal Coordinator	0	1	1	1
Police Records Supervisor	0	0	1	1
Public Safety IT Manager	0	0	0	1
<b>Total Police</b>	<b>110</b>	<b>111</b>	<b>125</b>	<b>117</b>

## PERSONNEL SUMMARY

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

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Facilities, Cemeteries &amp; Grounds Management</b>				
General Manager	1	1	1	1
Assistant General Manager	0	0	1	1
HVAC Technician Supervisor	1	0	1	1
General Supervisor II	1	0	1	1
Administrative Assistant II	0	0	0	1
Administrative Assistant I	1	0	1	1
HVAC Mechanic	1	1	1	1
Facility Maintenance Specialist	0	0	5	5
Construction Worker	5	3	4	4
General Supervisor I	1	2	1	1
Crew Supervisor II	5	6	5	1
Crew Leader	0	1	1	5
Motor Equipment Operator II	0	0	0	1
Maintenance Worker I	0	0	0	1
<b>Total Facilities, Cemeteries &amp; Grounds Management</b>	<b>13</b>	<b>14</b>	<b>22</b>	<b>25</b>
<b>Social Services</b>				
Social Services Director	1	1	1	1
Family Services Spec Manager	1	1	1	1
Family Services Spec Supervisor	5	5	5	5
Family Services Spec I	17	24	25	20
Social Worker III	5	0	0	0
Office Associate III	5	0	8	8
Office Associate II	0	0	1	1
Office Associate I	2	1	2	2
Benefits Program Manager	1	1	1	1
Benefit Programs Specialist I	24	34	27	27
Human Services Assistant II	9	11	11	11
Administrative Service Manager	1	1	1	1
Benefits Programs Specialist III	6	0	6	6
Administrative Program Assistant	1	1	1	1
Clerk I/Receptionist	1	1	0	0
Information System Support Specialist	1	1	1	1
Office Associate I	2	1	0	0
Office Associate II/III	1	6	0	0
Custodial Worker II	1	1	0	0
Benefit Program Supervisor	6	6	6	6
Fiscal Manager	1	1	1	1
Fiscal Assistant III	3	3	5	5
Secretary I	1	1	1	1
Fraud Investigator I/II	1	1	1	1
Self-Sufficiency Supervisor	1	1	1	1
Self-Sufficiency Specialist I	5	5	5	5
Program Coordinator	1	1	1	1
Security Guard	0	0	1	1
Case Manager Welfare Reform	1	0	0	0
Training Specialist	2	2	2	2
<b>Total Social Services</b>	<b>106</b>	<b>111</b>	<b>115</b>	<b>115</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Child Services (CSA)</b>				
Coordinator	1	1	1	1
<b>Total Child Services (CSA)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>VJCCCA Services</b>				
Program Manager, PJCCCP	1	1	1	1
Pre/Post Trial Officer	1	1	1	1
Surveillance Officer	1	1	1	1
<b>Total VJCCCA Services</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Recreation &amp; Community Engagement</b>				
Deputy City Manager	0	0	1	1
Director of Recreation & Community Engagement	1	0	1	1
Executive Assistant	0	0	1	1
Recreation Program Coordinator	3	2	2	1
Secretary II	1	0	1	1
<b>Total Recreation &amp; Community Engagement</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>5</b>
<b>Library</b>				
Director	1	1	1	1
Librarian I	3	3	3	2
Library Assistant II	4	4	1	1
Library Assistant I	1	1	4	4
Administrative Assistant	1	1	1	1
<b>Total Library</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9</b>
<b>Tourism &amp; Special Events</b>				
Program Coordinator	1	1	1	0
<b>Total Tourism &amp; Special Events</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Cemeteries Administration</b>				
<b>Total Cemeteries Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Planning</b>				
Director	1	1	1	1
Assistant Director	1	0	1	0
Zoning Administrator	1	1	1	1
Senior Planner	0	0	0	0
Planning/Zoning Technician	1	1	1	1
Preservation Planner	1	1	1	1
Accreditation Manager/Grants Writer	1	1	0	0
Projects Manager	1	1	0	0
<b>Total Planning</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>
<b>Economic Development</b>				
Economic Development Director (Unfunded)	0	0	1	0
Economic Development Projects Manager	0	0	1	1
Economic Development Program Coordinator	0	0	0	1
<b>Total Economic Development</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Code &amp; Inspections</b>				
Administrative Services Manager	0	0	0	1
Building & Property Maintenance Official	1	1	1	1
Property Maintenance Official	0	1	1	1
Rental Housing Inspector	1	1	1	1
Building Maintenance Inspector	2	3	3	3
Building Inspector	1	1	1	1
Permit Technician	1	1	1	1
Plans Reviewer	1	1	1	1
Account Clerk II	0	1	1	1
Plumbing Mechanical Inspector	0	1	1	1
Maintenance Worker	0	1	0	0
Electrical Inspector	1	1	0	0
<b>Total Code &amp; Inspections</b>	<b>8</b>	<b>13</b>	<b>11</b>	<b>12</b>
<b>Freedom Support Center</b>				
Executive Director	1	1	1	1
<b>Total Freedom Support Center</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Victim Witness</b>				
Director	1	1	1	1
Assistant Director	1	1	1	1
Program Assistant	1	1	1	1
Advocate	1	1	1	1
<b>Total Victim Witness</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Community Corrections</b>				
Director	1	1	1	1
Senior Probation Officer	1	1	0	0
Local Probation Officer/Pretrial	3	3	3	4
Investigator	0	0	1	1
<b>Total Community Corrections</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
<b>Street Operations</b>				
General Manager Street Operations	1	1	1	1
Assistant General Manager Street Operations	1	1	1	1
Crew Supervisor II	4	4	3	3
Construction Worker	4	4	2	2
General Supervisor II	1	1	2	2
Motor Equipment Operator III	6	6	2	2
Motor Equipment Operator II	0	0	9	9
Motor Equipment Operator I	0	0	2	2
Crew Leader	12	12	8	8
Senior Traffic Signal/Street Light	1	1	1	1
Electronics Technician	1	1	1	1
Engineering Construction Manager	0.5	0.5	0	0
Education Training Coordinator	0.5	0.5	0	0
Administrative Assistant I	1	1	1	1
Account Clerk III	1	1	1	1
Account Clerk II	1	1	0	0
Office Assistant II (Unfunded)	0	0	1	0
<b>Total Street Operations</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>34</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Stormwater Operations</b>				
Program Manager	1	1	1	1
Construction Inspector	1	1	0	0
Inspector	1	1	1	1
<b>Total Stormwater Operations</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Dogwood Trace Golf Course</b>				
General Manager	1	1	1	1
Assistant Golf Pro	1	2	1	1
Laborer	0	1	0	0
Superintendent	1	1	0	0
Assistant Superintendent	1	1	0	0
Maintenance Worker	0	1	0	0
Golf Shop Attendant	0	0	1	1
Construction Worker	0	0	1	1
Operations Manager	0	0	1	1
Facility Maintenance Specialist	0	0	1	1
<b>Total Dogwood Trace Golf Course</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>6</b>
<b>Mass Transit Operations</b>				
Transit Operations Manager	2	0	0	1
Assistant General Manager	0	0	0	0
Deputy Director of Mass Transit	0	0	0	1
Systems Manager	1	1	0	0
Administrative Manager	2	3	1	1
Transit Director	1	1	1	1
Facility Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Transit Operator (2 Unfunded)	19	19	19	17
Transit Supervisor	1	0	2	2
Para-Transit Operator	2	1	2	2
Para-Transit Supervisor	0	0	1	1
Account Manager	1	1	0	0
Diesel Mechanic II	3	3	3	3
Diesel Mechanic I	1	0	1	1
Grant Specialist	0	0	1	1
Budget Analyst	1	1	0	0
Accounts Specialist	0	0	1	1
Safety Coordinator	0	0	1	1
Payroll & Revenue Specialist	0	0	1	1
Fleet Manager	0	1	1	1
Operations Manager	0	1	1	0
Custodial Worker II	0	1	2	2
Customer Service Representative	0	1	2	2
Cook	0	1	1	0
Administrative Assistant II	1	1	0	0
Secretary II	1	0	0	0
New Freedom Operator	1	1	1	1
<b>Total Mass Transit Operations</b>	<b>38</b>	<b>38</b>	<b>43</b>	<b>42</b>

## PERSONNEL SUMMARY

FULL-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Utilities (Water/Wastewater)</b>				
General Manager Utilities	1	1	1	0
Assistant General Manager - Wastewater	1	1	1	1
Office Assistant	1	1	1	0
General Supervisor II	2	3	5	5
Chief Meter Reader	1	1	1	1
Pump Station Equipment Mechanic	2	3	4	4
Water Service Technician I	1	0	2	4
Water Service Technician II	2	2	2	2
Crew Supervisor I	2	2	0	0
Crew Supervisor II	2	1	4	4
Construction Worker	6	3	0	0
Crew Leader	3	1	0	0
Data Analyst	0	1	1	0
Utility Engineer Assistant	1	0	0	0
Stock Control Clerk	1	0	0	0
Motor Equipment Operator II	2	1	1	1
Motor Equipment Operator I	0	1	11	8
Utilities Locator (1 Unfunded)	1	0	3	2
Administrative Assistant II	1	2	1	1
Administrative Assistant I	1	0	0	1
Budget Analyst	1	1	1	0
Motor Equipment Operator III	0	1	0	0
General Supervisor I	1	0	0	0
Pump Station Supervisor	1	1	0	0
Customer Service Representative	3	0	0	0
Operator—Wastewater	0	3	0	0
Water Quality Technician	0	2	3	0
Utility Billing Supervisor	1	1	0	0
Education Training Coordinator	.5	0	0	0
Inventory Clerk	0	0	1	1
CAD/GIS Coordinator	0	0	0	1
<b>Total Utilities</b>	<b>38.5</b>	<b>33</b>	<b>43</b>	<b>36</b>
<b>Total Full-Time Positions (10 Unfunded)</b>	<b>587</b>	<b>596</b>	<b>637</b>	<b>636</b>

## PERSONNEL SUMMARY

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

## PERSONNEL SUMMARY

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

## PERSONNEL SUMMARY

PART-TIME TITLE BREAKDOWN	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 AMENDED	2018-2019 ADOPTED
<b>Economic Development</b>				
Total Economic Development	0	0	0	0
<b>Code &amp; Inspections</b>				
Total Code & Inspections	0	0	0	0
<b>Freedom Support Center</b>				
Office Assistant I (P/T)	0	0	2	2
Total Freedom Support Center	0	0	2	2
<b>Victim Witness</b>				
Total Victim Witness	0	0	0	0
<b>Community Corrections</b>				
Total Community Corrections	0	0	0	0
<b>Street Operations</b>				
Motor Equipment Operator I (P/T)	0	0	1	1
Office Assistant II	0	0	1	0
Maintenance Worker II (P/T)	0	0	2	2
Total Street Operations	0	0	4	3
<b>Stormwater Operations</b>				
Total Stormwater Operations	0	0	0	0
<b>Dogwood Trace Golf Course</b>				
Total Dogwood Trace Golf Course	0	0	0	0
<b>Mass Transit Operations</b>				
Transit Operator (P/T)	0	0	5	4
Para-Transit Operator (P/T)	0	0	6	6
Security Officer (P/T)	2	0	1	1
Lead Custodial Worker (P/T)	0	0	1	1
Custodial Worker I (P/T)	0	0	3	3
New Freedom Operator (P/T)	0	0	1	0
Customer Service Representative (P/T)	0	0	1	1
Transit Worker (P/T)	0	0	1	1
Total Mass Transit Operations	2	0	19	17
<b>Wastewater Operations</b>				
Total Wastewater Operations	0	0	0	0
<b>Water Operations</b>				
Total Water Operations	0	0	0	0
<b>Total Part-Time Positions</b>	<b>19</b>	<b>17</b>	<b>93</b>	<b>99</b>



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## ADOPTED ALL FUNDS BUDGET SUMMARY

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

### Total Revenues and Expenditures by Fund:

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
General Fund	73,069,844	78,225,499	74,804,958	73,440,122
Grants Fund	746,749	743,760	1,239,822	742,950
Streets Fund	2,559,923	5,697,247	5,859,254	5,834,237
CDBG Fund	852,535	923,419	1,213,763	944,987
Utilities Fund	12,334,213	12,639,291	12,765,978	13,478,695
Stormwater Fund	1,336,973	1,281,967	1,450,035	1,460,249
Golf Course Fund	703,735	737,657	1,018,815	1,030,507
Mass Transit Fund	2,598,980	3,253,206	4,518,875	5,184,962
<b>TOTALS</b>	<b>\$94,202,951</b>	<b>\$103,502,046</b>	<b>\$102,871,501</b>	<b>\$102,116,709</b>

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
General Fund	65,861,125	78,225,499	74,804,958	73,440,122
Grants Fund	812,522	743,760	1,239,822	742,950
Streets Fund	1,681,091	5,697,247	5,859,254	5,834,237
CDBG Fund	830,261	923,419	1,213,763	944,987
Utilities Fund	12,334,213	12,639,291	12,765,978	13,478,695
Stormwater Fund	886,834	1,281,967	1,450,035	1,460,249
Golf Course Fund	771,228	737,657	1,018,815	1,030,507
Mass Transit Fund	4,359,362	3,199,206	4,518,875	5,184,962
<b>TOTALS</b>	<b>\$87,536,636</b>	<b>\$103,448,046</b>	<b>\$102,871,501</b>	<b>\$102,116,709</b>

## GENERAL FUND

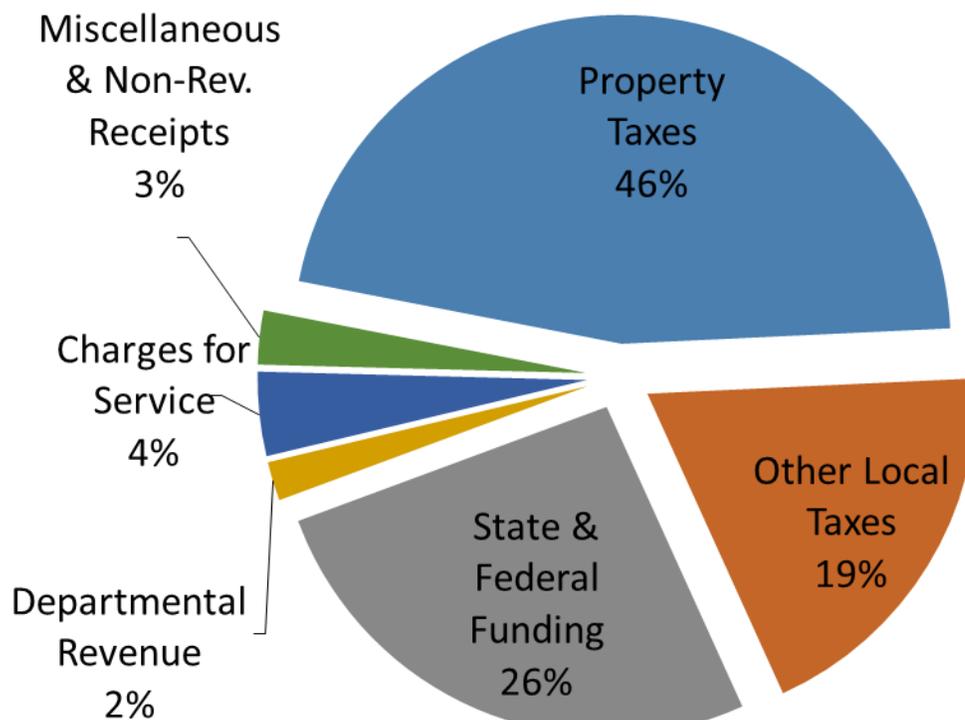


The General Fund supports functions and activities that are traditionally provided by local government. Included are general administration, community services, public safety and social services. Revenue to finance these programs are derived principally from real estate and property taxes, local sales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

## GENERAL FUND REVENUE SUMMARY

	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
General Property Taxes	33,735,254	34,864,542	33,628,557	33,582,924
Other Local Taxes	13,486,416	13,729,000	14,434,623	13,907,300
Permits, Fees & Licenses	514,189	358,700	349,518	341,911
Fines & Forfeitures	765,982	683,000	806,942	895,612
Revenue From Use of Money/Property	133,102	158,612	157,947	115,500
Charges For Services	3,610,716	2,580,020	3,086,687	3,033,642
Miscellaneous Revenue	321,341	620,000	683,556	844,740
Recovered Costs	866,150	30,000	876	-
Revenue From the Commonwealth	15,222,229	14,728,440	14,959,278	14,822,110
Revenue From the Federal Government	4,414,465	4,226,185	4,899,973	4,896,383
Non-Revenue Receipts	-	6,247,000	1,797,000	1,000,000
	<b>\$ 73,069,844</b>	<b>\$ 78,225,499</b>	<b>\$74,804,958</b>	<b>\$ 73,440,122</b>

### Total Proposed Revenue



# TAX SUMMARY

The General Fund is comprised of tax revenue and other sources, as illustrated in the table above. The FY 2018-19 Adopted Operating Budget maintains all General Fund tax rates at the current rates. A description of the various taxes, the current and adopted tax rates, and comparison to neighboring jurisdictions is provided in the table below.

## Current and Adopted Tax Rates and Regional Tax Rate Comparison

	Hopewell	Colonial Heights	Petersburg Current	Cap per State Code
<b>REAL ESTATE RATES PER \$100 of ASSESSED VALUE:</b>				
Current Real Estate Tax is estimated to generate \$23.1M after adjustment for the delinquent collection rate of 8% with an equivalent of \$156,000 per penny of the tax rate. (58.1-3200)				
	\$1.13	\$1.14	\$1.35	N/A
<b>PERSONAL PROPERTY-VEHICLES/EQUIPMENT PER \$100 of ASSESSED VALUE:</b>				
Current Vehicle and Business Equipment Personal Property is estimated to generate \$5.5M with an equivalent of \$12,400 per penny of tax rate. This category includes Business Personal Property, Vehicles, and Mobile Homes. (58.1-3507)				
	\$3.50	\$3.50	\$4.90	N/A
<b>PERSONAL PROPERTY - MACHINERY &amp; TOOLS PER \$100 of ASSESSED VALUE:</b>				
Current Machinery & Tools Tax is estimated to generate \$2.1M (58.1-3507)				
	\$3.05	\$2.00	\$3.80	N/A
<b>BUSINESS LICENSE:</b>				
Current Business License Tax is levied upon those doing business in the City. The rates vary by the amount of gross receipts and the type of business. Current year tax is estimated at \$3M from 1,925 business' registered in the City. (58.1-3700)				
For gross receipts less than:	\$20,000	\$20,000	\$50,000	\$50,000
Flat rate of:	\$30.00	\$30.00	\$50.00	\$50.00
For gross receipts p/\$100 over the above threshold:				
Professional	\$0.58	\$0.57	\$0.58	\$0.58
Financial Services	\$0.58	\$0.57	\$0.32	\$0.58
Personal, Business, & Repair Services	\$0.36	\$0.35	\$0.32	\$0.36
Retail Merchants	\$0.20	\$0.20	\$0.20	\$0.20
Contractors	\$0.16	\$0.15	\$0.16	\$0.16
Wholesale Merchants	\$.25 Gross Receipts	\$.05 Purchase	\$250 flat	\$0.05

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

	Hopewell	Colonial Heights	Petersburg	Cap per State Code
<b>MOTOR VEHICLE LICENSE:</b>				
A Motor Vehicle License is required for vehicles registered with DMV in the City. The rates vary by the weight and type of vehicle and are due annually. The current year estimated tax to be collected is \$422,000 after adjustment by the 27% non-collection rate based on historic experience.				
Motorcycles	\$7.50	\$18.00	\$6.50	
Less than 4,000 pounds	\$20.00	\$33.00	\$23.00	
4,000 - 6,000 pounds	\$20.00	\$38.00	\$28.00	
Tiers beyond 6,000 pounds	various	various	various	
<b>CIGARETTE:</b>				
The Cigarette Tax is assessed on each pack of cigarettes sold in the City. Current taxes are expected to generate \$700,000 based upon the revised rate established in September 2016. (58.1-3830, 58.1-3840)				
Fee per pack	N/A	N/A	\$0.90	N/A
	N/A	N/A	5%	N/A
<b>LODGING:</b>				
The Lodging Tax is a percent on the room charge. The current tax estimate is \$500,000 from the 20 registered lodging facilities located in the City and the adjusted tax rate ADOPTED in September 2016. (58.1-3840)				
	8%	8%	10%	N/A
<b>MEALS:</b>				
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)				
	5.5%	6%	7%	N/A

## GENERAL FUND REVENUE

GENERAL PROPERTY TAXES		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Real Property Taxes</b>					
	Real Estate Taxes - Current	22,274,117	21,912,158	21,912,158	21,638,872
	Real Estate Taxes Prior Year	1,568,007	518,870	2,467,441	1,493,155
<b>Total Real Property Taxes</b>		<b>23,842,124</b>	<b>22,431,028</b>	<b>24,379,599</b>	<b>23,132,027</b>
<b>Public Service Corporation Taxes</b>					
	PSC RE Current	1,706,074	2,000,000	1,761,577	1,859,439
<b>Total Public Service Corporation Taxes</b>		<b>1,706,074</b>	<b>2,000,000</b>	<b>1,761,577</b>	<b>1,859,439</b>
<b>Personal Property Taxes - Vehicles</b>					
	Personal Property Taxes - Current	4,303,748	6,684,773	4,103,293	4,739,421
	Personal Property Taxes Prior Year	1,307,651	300,000	941,104	800,000
<b>Total Personal Property Taxes - Vehicles</b>		<b>5,611,399</b>	<b>6,984,773</b>	<b>5,044,397</b>	<b>5,539,421</b>
<b>Mobile Home Taxes</b>					
	Mobile Home Taxes - Current	14,492	15,897	13,765	14,618
	Mobile Home Taxes Prior Year	2,609	-	800	-
<b>Total Mobile Home Taxes</b>		<b>17,101</b>	<b>15,897</b>	<b>14,565</b>	<b>14,618</b>
<b>Farm Machinery &amp; Livestock</b>					
	Farm Machinery & Livestock - Current	-	-	-	-
	Farm Machinery & Livestock Prior Year	-	-	-	-
<b>Total Farm Machinery &amp; Livestock</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Machinery &amp; Tools Taxes</b>					
	Machinery & Tools Taxes - Current	1,289,820	2,732,844	1,728,419	2,130,189
	Machinery & Tools Taxes Prior Year	8,514	-	-	-
<b>Total Machinery &amp; Tools Taxes</b>		<b>1,298,334</b>	<b>2,732,844</b>	<b>1,728,419</b>	<b>2,130,189</b>
<b>Merchant's Capital Taxes</b>					
	Merchants' Capital Taxes - Current	-	-	-	-
	Merchants' Capital Taxes Prior Year	-	-	-	-
<b>Total Merchant's Capital Taxes</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Penalties &amp; Interest</b>					
	Penalties All Property Taxes	551,631	350,000	350,000	438,364
	Interest All Property Taxes	708,591	350,000	350,000	468,866
<b>Total Penalties &amp; Interest</b>		<b>1,260,222</b>	<b>700,000</b>	<b>700,000</b>	<b>907,230</b>
<b>Total General Property Taxes</b>		<b>\$ 33,735,254</b>	<b>\$ 34,864,542</b>	<b>\$ 33,628,557</b>	<b>\$33,582,924</b>

## GENERAL FUND REVENUE

OTHER LOCAL TAXES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Local Sales &amp; Use Taxes</b>				
Local Sales & Use Taxes	3,663,381	3,500,000	3,622,498	3,713,060
<b>Total Local Sales &amp; Use Taxes</b>	<b>3,663,381</b>	<b>3,500,000</b>	<b>3,622,498</b>	<b>3,713,060</b>
<b>Consumer Utility Taxes</b>				
Consumer Utility Taxes	1,734,839	1,800,000	1,795,666	1,800,000
PEG Fee	23,799	-	14,924	10,200
<b>Total Consumer Utility Taxes</b>	<b>1,758,638</b>	<b>1,800,000</b>	<b>1,810,590</b>	<b>1,810,200</b>
<b>Business License Taxes</b>				
Business License - Current	2,399,428	3,000,000	2,580,877	2,592,560
Business License - Prior Year	513,212	350,000	350,000	300,000
<b>Total Business License Taxes</b>	<b>2,912,640</b>	<b>3,350,000</b>	<b>2,930,877</b>	<b>2,892,560</b>
<b>Motor Vehicle Licenses</b>				
Motor Vehicle Licenses - Current	323,139	400,000	342,176	380,000
Motor Vehicle Licenses - Prior Year	48,986	42,000	41,598	42,000
<b>Total Motor Vehicle Licenses</b>	<b>372,125</b>	<b>442,000</b>	<b>383,774</b>	<b>422,000</b>
<b>Bank Stock Taxes</b>				
Bank Stock Taxes	185,959	190,000	179,367	180,000
<b>Total Bank Stock Taxes</b>	<b>185,959</b>	<b>190,000</b>	<b>179,367</b>	<b>180,000</b>
<b>Taxes on Recordation &amp; Wills</b>				
Recordation Taxes Tax On Deeds	245,788	135,000	186,867	183,000
Tax on Wills	4,827	5,000	4,867	4,980
<b>Total Taxes on Recordation &amp; Wills</b>	<b>250,615</b>	<b>140,000</b>	<b>191,734</b>	<b>187,980</b>
<b>Cigarette Taxes</b>				
Cigarette Taxes - Current	628,805	800,000	1,040,000	700,000
Cigarette Taxes - Prior Year	427,224	100,000	2,762	-
<b>Total Cigarette Taxes</b>	<b>1,056,029</b>	<b>900,000</b>	<b>1,042,762</b>	<b>700,000</b>
<b>Admissions &amp; Amusement Taxes</b>				
Admission & Amusement Taxes	7,189	7,000	3,022	1,500
<b>Total Admissions &amp; Amusement Taxes</b>	<b>7,189</b>	<b>7,000</b>	<b>3,022</b>	<b>1,500</b>
<b>Lodging Taxes</b>				
Lodging Taxes	436,032	500,000	500,000	500,000
<b>Total Lodging Taxes</b>	<b>436,032</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Meals Taxes</b>				
Meals Taxes	2,843,808	2,900,000	3,770,000	3,500,000
<b>Total Meals Taxes</b>	<b>2,843,808</b>	<b>2,900,000</b>	<b>3,770,000</b>	<b>3,500,000</b>
<b>Total Other Local Taxes</b>	<b>\$ 13,486,416</b>	<b>\$ 13,729,000</b>	<b>\$ 14,434,623</b>	<b>\$13,907,300</b>

## GENERAL FUND REVENUE

PERMITS, FEES & LICENSES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Animal Licenses</b>				
Animal Licenses	2,656	7,700	2,761	2,700
<b>Total Animal Licenses</b>	<b>2,656</b>	<b>7,700</b>	<b>2,761</b>	<b>2,700</b>
<b>Permits &amp; Other Licenses</b>				
Land Use Application Fees	-	-	4,900	-
Building Permits	139,846	100,000	100,000	70,000
Electrical Permits	24,973	30,000	30,000	25,000
Electrical Re-Inspection Fee	100	-	-	50
Plumbing Permits	15,976	12,000	12,000	12,000
Mechanical Permits	32,780	22,000	22,000	22,000
Reinspection Fees	50	-	-	-
Fire Permits	2,305	4,800	4,800	2,000
Special Use Permits	4,650	8,000	6,746	4,000
Sign Permits and Inspection Fees	-	6,000	6,000	4,000
Pub Veh Oper Lic Fees	650	1,000	1,000	1,000
Erosion and Sediment Control Permit	-	500	500	800
Burial Permits	16,050	18,000	18,000	18,000
Solicitor Permits	1,345	1,500	1,500	1,500
Demolition Fees	3,924	-	-	-
Grass Cutting Fees	45,010	-	-	-
Parking Lot Rental	23,020	-	-	22,661
Fuel	46,012	-	-	-
Right of Way Permits	110,910	120,000	101,930	110,000
Home Occupation Fees	3,800	4,000	4,000	4,000
Business License Zoning Fees	9,750	10,000	10,000	10,000
Rezoning Fees	3,000	3,000	3,000	1,500
Site Plan Fees	-	-	1,727	3,200
Special Uses Exceptions	500	-	700	-
Sign Permits	7,950	-	4,315	7,500
3rd Submittal Review Fees	4,877	-	-	-
Zoning Confirmation Fee	3,100	-	-	-
Boundary Line Adjustment Fee	50	-	41	-
Subdivision Preliminary	106	-	93	-
Vacant Property Registration Fee	9,900	10,000	10,000	12,000
Property Easement Fees	-	-	100	-
Historic Guidelines Fees	75	-	74	-
Rental Housing Inspection Fees	160	200	52	500
Grass/Vegetation NOVS Public Works	-	-	3,281	7,500
Amusement Device Permit Fees	664	-	-	-
<b>Total Permits &amp; Other Licenses</b>	<b>511,533</b>	<b>351,000</b>	<b>346,758</b>	<b>339,211</b>
<b>Total Permits, Fees &amp; Licenses</b>	<b>\$ 514,189</b>	<b>\$ 358,700</b>	<b>\$ 349,518</b>	<b>\$ 341,911</b>

## GENERAL FUND REVENUE

FINES & FORFEITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Fines &amp; Forfeitures</b>				
Court Fines and Forfeitures	458,091	400,000	507,847	650,000
Parking Fines	11,191	8,000	13,090	9,500
Interest on Fines and Forfeitures	17,769	20,000	19,101	18,000
Decal Violation Fines	56,650	25,000	47,485	-
Seatbelt Penalty Local Costs	-	-	2,500	3,000
Administrative Fees Treasurer Off	-	10,000	15,000	10,000
DMV Stop Fee (fine related)	17,964	20,000	14,888	5,112
Red Light Fines Police	204,317	200,000	187,031	200,000
Legal Fees Revenue Delq Real Estate	-	-	-	-
<b>Total Fines &amp; Forfeitures</b>	<b>765,982</b>	<b>683,000</b>	<b>806,942</b>	<b>895,612</b>
<b>Total Fines &amp; Forfeitures</b>	<b>\$ 765,982</b>	<b>\$ 683,000</b>	<b>\$ 806,942</b>	<b>\$ 895,612</b>
REVENUE FROM USE OF MONEY/ PROPERTY	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Revenue From Use of Money</b>				
Interest Earned	250	-	651	-
<b>Total Revenue From Use of Money</b>	<b>250</b>	<b>-</b>	<b>651</b>	<b>-</b>
<b>Revenue From Use of Property</b>				
Rental of General Property	132,852	152,112	150,844	100,000
Rental of Recreational Property	-	-	1,595	3,000
Concession Rentals and Commissions	-	1,500	1,200	2,500
Rental of Library Meeting Room	-	-	-	-
Public Works Special Event Fee	-	-	-	5,000
Library Café Rent	-	5,000	3,658	5,000
<b>Total Revenue From Use of Property</b>	<b>132,852</b>	<b>158,612</b>	<b>157,296</b>	<b>115,500</b>
<b>Total Revenue From Use of Money/Property</b>	<b>\$ 133,102</b>	<b>\$ 158,612</b>	<b>\$ 157,947</b>	<b>\$ 115,500</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Charges for Court Costs</b>				
Fees of Clerk of Circuit Court	7,274	-	1,881	8,847
Sheriff's Fees	8,993	-	-	4,500
Law Library Fees	35,803	-	1,541	720
Court Appointed Attorney	2,999	10,000	9,721	8,500
Courthouse Maintenance Fees	-	33,000	55,756	35,000
Courthouse Security Fees	95,198	94,000	94,000	94,135
Real Estate Transfer Fees	-	-	487	800
Misc. Local Court Cost (All Courts)	8,448	-	6,630	6,630
<b>Total Charges for Court Costs</b>	<b>158,715</b>	<b>137,000</b>	<b>170,016</b>	<b>159,132</b>
<b>Charges for Commonwealth Attorney</b>				
Commonwealth Atty Service Fees	5,118	5,500	5,500	5,600
<b>Total Charges for Commonwealth Attorney</b>	<b>5,118</b>	<b>5,500</b>	<b>5,500</b>	<b>5,600</b>
<b>Charges for Law Enforcement/Traffic Control</b>				
Lock up Fees	-	-	-	-
Accident Report Fees	6,266	5,000	5,000	5,000
City Sheriff Fees	-	-	4,635	2,500
Fingerprint Fees	610	-	3,500	3,500
Weapon Permits	698	-	500	700
Recovery of DNA Sample Cost	-	-	450	450
Security Services	-	-	52,500	-
<b>Total Charges for Law Enforce./Traffic Control</b>	<b>7,575</b>	<b>5,000</b>	<b>66,585</b>	<b>12,150</b>
<b>Charges for Fire/Rescue</b>				
Fire Protection Services	-	-	-	500
EMS Transportation Fees	165,278	100,000	235,756	224,736
<b>Total Charges for Fire/Rescue</b>	<b>165,278</b>	<b>100,000</b>	<b>235,756</b>	<b>225,236</b>
<b>Charges for Correction &amp; Detention</b>				
Nonconsecutive Jail Time	-	-	-	-
Electronic Monitoring Surveillance	-	-	-	-
Home Incarceration Program	-	-	3,219	4,000
Jail Weekenders	-	-	-	-
Work Release	-	-	-	-
Dollar A Day from Inmates	-	-	-	-
<b>Total Charges for Correction &amp; Detention</b>	<b>-</b>	<b>-</b>	<b>3,219</b>	<b>4,000</b>
<b>Charges for Other Protections</b>				
Animal Protection	2,709	3,000	3,000	3,000
<b>Total Charges for Other Protections</b>	<b>2,709</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Charges for Sanitation &amp; Waste Removal</b>				
Waste Disposal Charges	2,497,201	1,888,520	2,100,000	2,135,619
Bulk Waste Payment	-	5,000	5,000	5,000
Landfill Host Fees	238,008	180,000	180,000	180,000
Landfill Liaison Reimbursement	41,251	40,000	40,000	40,000
Recycling Fees	-	-	-	-
Special Events Charges	-	5,000	-	-
<b>Total Charges for Sanitation &amp; Waste Removal</b>	<b>2,776,460</b>	<b>2,118,520</b>	<b>2,325,000</b>	<b>2,360,619</b>
<b>Charges for Parks &amp; Recreations</b>				
Recreation Fees	11,342	14,000	12,539	11,000
Cemetery Admin. Fees	7,550	10,000	10,772	9,774
<b>Total Charges for Parks &amp; Recreations</b>	<b>18,892</b>	<b>24,000</b>	<b>23,311</b>	<b>20,774</b>
<b>Charges for Cultural Enrichment</b>				
Admission Charges	12,123	17,000	13,776	14,000
Sales Gift Shop	7,764	15,000	14,358	16,006
Sales-Central Store Room	67,082	-	50,502	-
Special Events Charges	-	20,000	20,000	30,000
<b>Total Charges for Cultural Enrichment</b>	<b>86,969</b>	<b>52,000</b>	<b>98,635</b>	<b>60,006</b>
<b>Charges for Library</b>				
Library Fees and Fines	39,881	40,000	34,489	35,000
Gift Shop Receipts Library	-	1,000	1,000	1,000
E-Rate Reimbursement (Library)	-	-	2,100	3,000
PPL Library	-	-	-	-
<b>Total Charges for Library</b>	<b>39,881</b>	<b>41,000</b>	<b>37,589</b>	<b>39,000</b>
<b>Charges for Planning &amp; Development</b>				
Demolition Fees	3,924	4,000	3,808	3,000
Sales of Publication	-	-	-	-
Grass Cutting Fees	45,010	40,000	20,000	35,000
Grass Cutting Service Fees (Schools)	-	-	64,000	64,000
3rd Submittal Review Fees	4,877	7,000	6,699	500
Subdivision Preliminary	-	-	-	-
Subdivision Final	-	-	-	-
Zoning Confirmation Letter Fee	3,100	-	-	-
Boundary Line Adjustment Fee	-	-	50	25
Street Name Change Fee	-	-	400	-
Zoning Confirmation Fee	-	3,000	3,000	3,000
<b>Total Charges for Planning &amp; Development</b>	<b>56,911</b>	<b>54,000</b>	<b>97,956</b>	<b>105,525</b>

## GENERAL FUND REVENUE

CHARGES FOR SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Charges for Misc. Other Services</b>				
Credit Card Processing Fee	-	30,000	30,000	35,000
Copying Fee	-	-	6,319	-
Vending Machine Commission	-	-	-	100
Treasurer Collection Fees	292,208	10,000	10,000	3,500
<b>Total Charges for Misc. Other Services</b>	<b>292,208</b>	<b>40,000</b>	<b>46,319</b>	<b>38,600</b>
Technical Adjustment			(26,198)	
<b>Total Charge For Services</b>	<b>\$ 3,610,716</b>	<b>\$ 2,580,020</b>	<b>\$ 3,086,687</b>	<b>\$ 3,033,642</b>
MISCELLANEOUS REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Expenditure Refunds</b>				
Rebates and Refunds	25,156	30,000	35,000	33,000
Local CSA/VPA Refunds	-	-	-	-
<b>Total Expenditure Refunds</b>	<b>25,156</b>	<b>30,000</b>	<b>35,000</b>	<b>33,000</b>
<b>Miscellaneous</b>				
Primary Fees	16,952	-	-	-
Indirect Cost Allocation	35,498	526,000	526,000	735,000
Gifts and Donations	3,369	8,000	7,058	6,540
Sale of Salvage/Surplus	86,708	10,000	10,000	25,000
Sale of Real Estate	140,281	-	-	-
Sale of Cemetery Lots	11,900	10,000	10,000	10,000
Sale of Fuel	-	34,000	34,000	34,000
Treasurer Revenue Holding Acct	-	-	-	-
Cash Over & Short	(463)	-	(25)	-
Bad Check Fee Charges	1,315	2,000	1,705	1,200
Miscellaneous Other	624	-	59,818	-
<b>Total Miscellaneous</b>	<b>296,185</b>	<b>590,000</b>	<b>648,556</b>	<b>811,740</b>
<b>Total Miscellaneous Revenue</b>	<b>\$ 321,341</b>	<b>\$ 620,000</b>	<b>\$ 683,556</b>	<b>\$ 844,740</b>

## GENERAL FUND REVENUE

RECOVERED COSTS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Recovered Costs</b>				
Staples/BOA Rebates	17,173	-	876	-
<b>Total Recovered Costs</b>	<b>17,173</b>	<b>-</b>	<b>876</b>	<b>-</b>
<b>Other Payments From Another Co/City</b>				
Other Pymts From Another Co/City	139,071	-	-	-
<b>Total Other Payments From Another Co/ City</b>	<b>139,071</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Recovered Costs from Other Localities</b>				
Recoveries of Jail Costs	-	30,000	-	-
Home Incarceration Program	4,825	-	-	-
Recovery of DNA Sample Cost	730	-	-	-
E-Rate Reimbursement (Library)	4,729	-	-	-
Professional Services	49,750	-	-	-
Insurance Recoveries	649,872	-	-	-
<b>Total Recovered Costs from Other Localities</b>	<b>709,906</b>	<b>30,000</b>	<b>-</b>	<b>-</b>
<b>Total Recovered Costs</b>	<b>\$ 866,150</b>	<b>\$ 30,000</b>	<b>\$ 876</b>	<b>\$ -</b>

## GENERAL FUND REVENUE

REVENUE FROM THE COMMONWEALTH	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Payments In Lieu of Taxes State</b>				
Payment in Lieu of Taxes State	-	30,000	-	-
<b>Total Payments In Lieu of Taxes State</b>	-	<b>30,000</b>	-	-
<b>NonCategorical Aid</b>				
ABC Profits	-	-	-	705
Wine Taxes	-	-	-	-
Mobile Home Titling Taxes	750	-	315	-
Grantors Tax/Tax on Deeds	52,748	80,000	72,112	55,000
Railroad Rolling Stock Taxes	76,382	75,000	75,345	75,000
Motor Vehicle Carriers Taxes	-	-	-	-
Auto Rental Tax	117,806	100,000	100,000	100,000
State Indirect Costs	-	-	-	-
Reduction in State Aid to Localities	-	-	-	-
Communications Sales & Use Tax	1,735,558	1,690,000	1,690,000	1,690,000
Special Appropriation	420,000	-	-	-
PPTRA	2,726,040	2,726,040	2,726,040	2,726,040
<b>Total NonCategorical Aid</b>	<b>5,129,284</b>	<b>4,671,040</b>	<b>4,663,812</b>	<b>4,646,745</b>
<b>State Shared Expenses Categorical</b>				
Commonwealth Attorney	722,941	748,070	704,880	700,000
Sheriff	609,972	611,100	611,100	612,000
Commissioner of Revenue	143,779	151,244	151,244	151,244
Treasurer	112,848	115,608	108,624	107,098
Medical Examiner	-	4,472	-	-
Registrar/Electoral Boards	45,546	40,000	40,000	40,000
Clerk of the Circuit Court	324,659	340,000	323,328	350,000
<b>Total State Shared Expenses Categorical</b>	<b>1,959,746</b>	<b>2,010,494</b>	<b>1,939,175</b>	<b>1,960,342</b>
<b>Social Welfare State Aid</b>				
Public Assistance and Welfare Admin.	2,994,236	2,988,195	3,550,037	3,550,037
Comprehensive Services	2,359,837	2,327,367	1,979,909	1,979,909
<b>Total Social Welfare State Aid</b>	<b>5,354,073</b>	<b>5,315,562</b>	<b>5,529,946</b>	<b>5,529,946</b>
<b>Other Categorical Aid State</b>				
Library State Aid	148,257	140,000	140,000	151,077
Petty Juror Fees	33,061	-	-	-
E911 State Aid	376,744	360,000	360,000	360,000
Fire Program Funds	102,751	-	-	-
HB599 Police State Aid	2,084,664	2,087,344	2,087,344	2,085,000
Dept of Healt-Fire Squad Asst Grnt	32,544	-	-	-
Jury Duty State Reimbursement	-	30,000	30,000	5,000
Virginia Commission on the Arts	1,106	-	-	-
VJCCCA Aid	-	84,000	84,000	84,000
Emergency Fin. & Op. Restructuring	-	-	125,000	-
<b>Total Other Categorical Aid State</b>	<b>2,779,127</b>	<b>2,701,344</b>	<b>2,826,344</b>	<b>2,685,077</b>
<b>Total Revenue From Commonwealth</b>	<b>\$ 15,222,229</b>	<b>\$ 14,728,440</b>	<b>\$ 14,959,278</b>	<b>\$14,822,110</b>

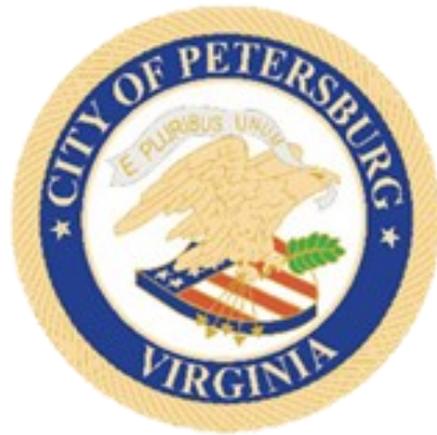
## GENERAL FUND REVENUE

REVENUE FROM THE FEDERAL GOVERNMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Categorical Aid Federal</b>				
Police-Joint Law Enforce Task Force	-	-	3,590	-
Federal Public Assistance Soc. Serv.	4,301,237	4,183,223	4,874,902	4,874,902
Federal CSA	113,228	42,962	21,481	21,481
Library Federal Assistance	-	-	-	-
<b>Total Categorical Aid Federal</b>	<b>4,414,465</b>	<b>4,226,185</b>	<b>4,899,973</b>	<b>4,896,383</b>
<b>Total Revenue From the Federal Government</b>	<b>\$ 4,414,465</b>	<b>\$ 4,226,185</b>	<b>\$ 4,899,973</b>	<b>\$ 4,896,383</b>
NON-REVENUE RECEIPTS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>Proceeds From Indebtness</b>				
Local Bond Issues	-	-	-	-
Proceeds from Bond Anticipation Notes	-	-	-	-
Proceeds from Temporary Loans	-	-	-	-
Proceeds from Capital Leases	-	-	-	-
<b>Total Proceeds From Indebtness</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance Recoveries</b>				
Recovery from Property & Casualty Claims	-	15,000	15,000	-
Recovery from Workers Compensation Claims	-	-	50,000	-
<b>Total Insurance Recoveries</b>	<b>-</b>	<b>15,000</b>	<b>65,000</b>	<b>-</b>
<b>Sale of Property Non-Recurring</b>				
Sale of Land, Vehicles, Equipment or Buildings	-	6,000,000	1,500,000	1,000,000
<b>Total Sale of Property Non-Recurring</b>	<b>-</b>	<b>6,000,000</b>	<b>1,500,000</b>	<b>1,000,000</b>
<b>Fund Transfers</b>				
Transfer from Community Dev.	-	200,000	200,000	-
Transfer From Gen. Construction Fund	-	-	-	-
Transfer from Public Utilities	-	-	-	-
Transfer From Mass Transit Fund	-	-	-	-
Transfer From Perpetual Care Fund	-	32,000	32,000	-
Transfer from Hospital Trust	-	-	-	-
<b>Total Fund Transfers</b>	<b>-</b>	<b>232,000</b>	<b>232,000</b>	<b>-</b>
<b>Total Non-Revenue Receipts</b>	<b>\$ -</b>	<b>\$ 6,247,000</b>	<b>\$ 1,797,000</b>	<b>\$ 1,000,000</b>
<b>Total General Fund Revenue</b>	<b>73,069,844</b>	<b>78,225,499</b>	<b>74,804,958</b>	<b>73,440,122</b>

## GENERAL FUND EXPENDITURE SUMMARY

	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
General Government	6,715,323	6,201,587	7,091,009	6,496,355
Constitutional Offices	4,375,008	4,457,933	4,208,240	4,346,869
Public Safety	15,364,821	18,336,072	18,950,403	18,617,657
Courts & Other Public Safety	258,490	284,250	279,083	284,870
Public Works	3,699,178	4,441,275	4,899,084	4,746,639
Social Services	11,757,522	12,513,118	13,553,873	13,503,502
Leisure & Community Engagement	1,633,556	2,006,298	2,010,123	1,988,567
Development Services	874,232	1,894,633	1,743,314	1,709,912
Debt Service	6,721,585	5,432,520	3,495,834	3,474,516
Schools	8,254,730	8,474,762	9,474,762	9,745,976
Transfers	88,350	608,640	1,578,046	1,481,738
Non-Departmental	6,118,330	13,574,411	7,521,186	7,043,516
<b>TOTAL</b>	<b>\$ 65,861,125</b>	<b>\$ 78,225,499</b>	<b>\$ 74,804,958</b>	<b>\$ 73,440,122</b>

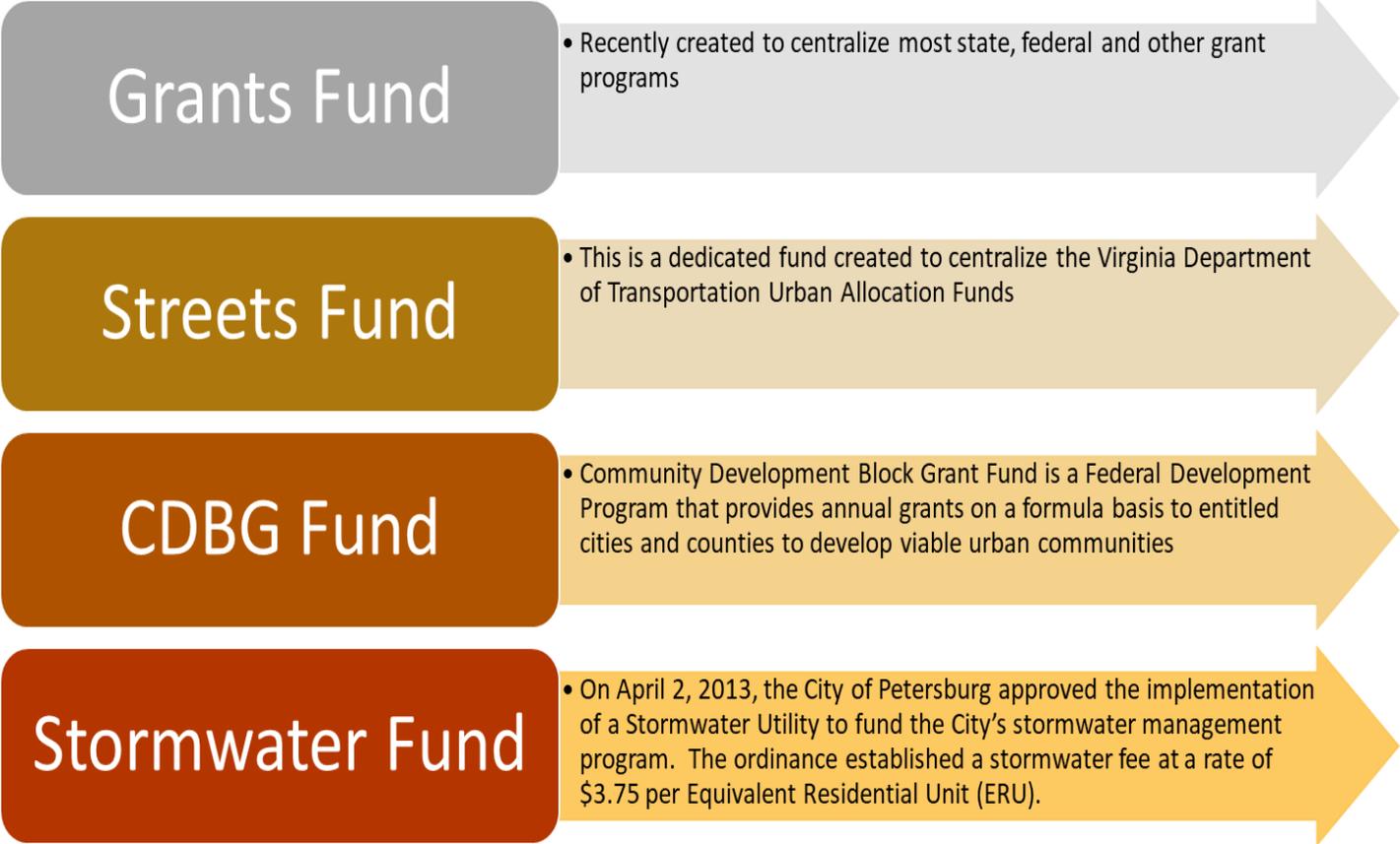
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# SPECIAL REVENUE FUNDS

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

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



## SPECIAL REVENUE FUNDS

### GRANTS FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Recovered Cost-Petg Comm Corr	-	40,185	40,185	38,000
MOU CAPUP	-	50,000	50,000	50,000
State Grant Revenue-Victim Witness	-	57,372	70,876	70,876
State Grant Revenue-PETRG Comm Corr	-	318,072	322,411	322,805
Afro-American Adoption Grant	-	-	59,082	-
State Grant Revenue - Fire (4forlife)	-	-	26,266	-
Fire Program Fund Aid	-	-	316,343	-
Fire Local Emer Mgmt Perf GrantLEMP	-	-	10,675	-
Sheriff TRIAD Grant	-	-	2,245	-
Federal Grant Revenue-Victim Witness	-	229,491	212,629	212,629
DMV Selective Enforcement	-	-	80,470	-
Transfer from General Fund	-	48,640	48,640	48,640
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$743,760</b>	<b>\$ 1,239,822</b>	<b>\$ 742,950</b>

EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
VICTIM WITNESS	240,378	286,863	283,505	283,505
SHERIFF TRIAD	2,245	-	2,245	-
DMV SELECTIVE ENFORCEMENT	31,848	-	80,470	-
STATE GRANT FIRE 4FOR LIFE	-	-	26,266	-
FIRE PROGRAMS FUND AID GRANT	-	-	316,343	-
FIRE LOCAL EMER MAGT PERF GRANTLEMP	-	-	10,675	-
COMMUNITY CORRECTIONS	301,003	406,897	411,236	409,445
AFRO-AMERICAN ADOPTION	-	-	59,082	-
OFFICE ON YOUTH	25,388	50,000	50,000	50,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,863</b>	<b>\$743,760</b>	<b>\$ 1,239,822</b>	<b>\$ 742,950</b>

# SPECIAL REVENUE FUNDS

<b>STREETS FUND SUMMARY</b>				
<b>REVENUE</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Local Revenue	-	-	43,848	25,950
State Revenue	2,559,923	5,697,247	5,815,406	5,808,287
Federal Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$2,559,923</b>	<b>\$ 5,697,247</b>	<b>\$ 5,859,254</b>	<b>\$ 5,834,237</b>
<b>EXPENDITURES</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Street Operations	1,681,091	5,697,247	5,859,254	5,834,237
<b>TOTAL EXPENDITURES</b>	<b>\$1,681,091</b>	<b>\$ 5,697,247</b>	<b>\$ 5,859,254</b>	<b>\$ 5,834,237</b>

## SPECIAL REVENUE FUNDS

<b>CDBG FUND SUMMARY</b>				
<b>REVENUE</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
State Grant Revenue	852,535	723,419	10,601	-
Federal Grant Revenue	-	-	1,203,062	944,987
Draw from Fund Balance	-	200,000	100	-
<b>TOTAL CDBG REVENUE</b>	<b>\$ 852,535</b>	<b>\$ 923,419</b>	<b>\$ 1,213,763</b>	<b>\$ 944,987</b>
<b>EXPENDITURES</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Administration	32,307	118,419	-	102,090
Code Enforcement	13,409	95,000	-	297,164
Salaries & Wages Regular	17,842	-	84,021	-
Other Professional Services	37,652	-	48,000	-
Advertising	431	-	2,000	-
McKenney Street Sewers	-	-	10,357	10,357
Jarratt House	23,796	-	164,854	164,854
Freedom Support Center	27,894	-	-	-
Project Homes	192,902	200,000	197,538	-
Sycamore Towers	179,232	-	17,768	17,768
Sidewalks	235,569	-	-	100,000
Main Street	30	-	63,614	-
YMCA	14,000	20,000	19,644	-
CARES	12,597	20,000	19,644	-
Serenity	4,800	5,000	4,911	-
Salvation Army	14,000	20,000	-	-
Rebuilding Together	23,800	25,000	24,555	24,555
Commercial Improvement Grants	-	55,000	54,021	54,021
Develop Petersburg Program Grants	-	25,000	24,555	24,555
Technical Assistance to Businesses	-	20,000	-	63,644
CIP/Utilities	-	120,000	-	-
Infrastructure Reserve	-	-	-	-
Sidewalks (Crater Rd. and High St)	-	-	224,479	58,979
ARC (Camp Baker)	-	-	27,000	27,000
Contributions	-	-	-	-
Contingency	-	-	14,771	-
Transfer to General Fund	-	200,000	212,032	-
<b>TOTAL CDBG EXPENDITURES</b>	<b>\$ 830,261</b>	<b>\$ 923,419</b>	<b>\$ 1,213,763</b>	<b>\$ 944,987</b>

## SPECIAL REVENUE FUNDS

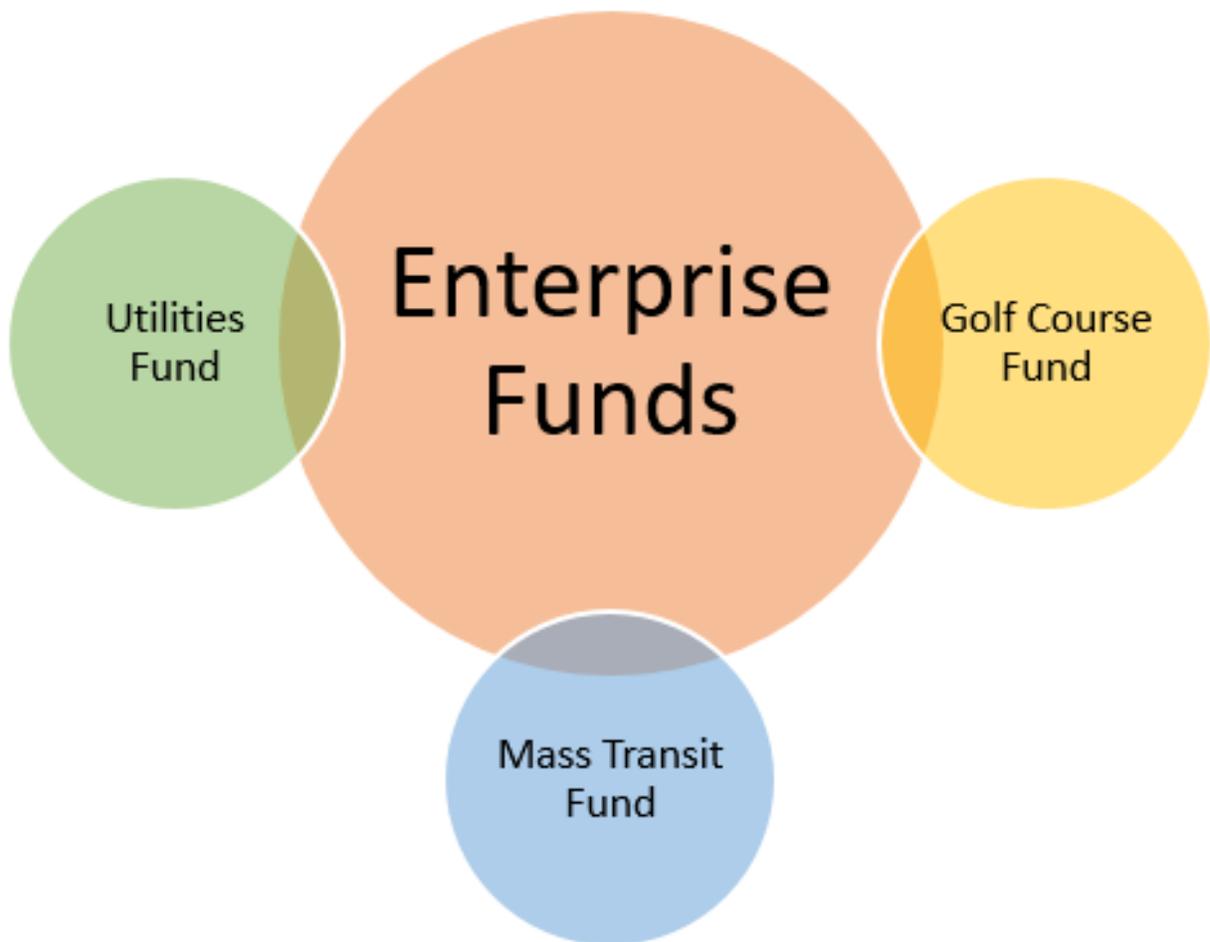
### STORMWATER FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Local Revenue	1,336,973	1,281,967	1,450,035	1,460,249
State Revenue	-	-	-	-
Federal Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,336,973</b>	<b>\$ 1,281,967</b>	<b>\$ 1,450,035</b>	<b>\$ 1,460,249</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Stormwater Operations	886,834	1,281,967	1,450,035	1,460,249
<b>TOTAL EXPENDITURES</b>	<b>\$ 886,834</b>	<b>\$ 1,281,967</b>	<b>\$ 1,450,035</b>	<b>\$ 1,460,249</b>

## ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed in a manner familiar 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, the Golf Course Fund and the Mass Transit Fund. Typically to be classified as an enterprise fund the revenue collected is utilized to cover the cost associated with the expenditures. Petersburg supplements some of these funds to cover debt service as well as fulfill the local match that is required by the granting authority.



# ENTERPRISE FUNDS

## UTILITIES FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Local Revenue	12,334,213	12,639,291	12,746,303	13,478,695
State Revenue	-	-	19,675	-
Federal Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 12,334,213</b>	<b>\$ 12,639,291</b>	<b>\$ 12,765,978</b>	<b>\$ 13,478,695</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Wastewater Operations	4,898,809	7,361,047	7,326,716	7,163,016
Water Operations	7,435,405	5,278,244	5,439,262	6,315,679
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,334,213</b>	<b>\$ 12,639,291</b>	<b>\$ 12,765,978</b>	<b>\$ 13,478,695</b>

## ENTERPRISE FUNDS

### DOGWOOD TRACE GOLF FUND SUMMARY

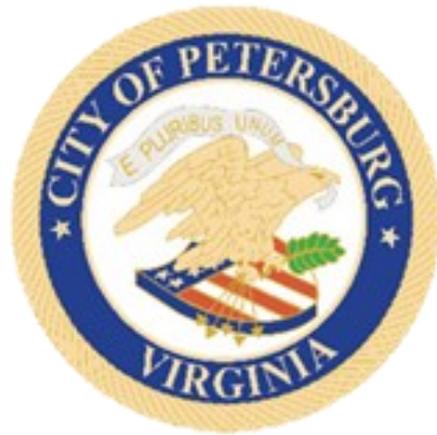
REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Local Revenue	703,735	737,657	1,018,815	1,030,507
State Revenue	-	-	-	-
Federal Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 703,735</b>	<b>\$ 737,657</b>	<b>\$ 1,018,815</b>	<b>\$ 1,030,507</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Golf Course Operations	771,228	737,657	1,018,815	1,030,507
<b>TOTAL EXPENDITURES</b>	<b>\$ 771,228</b>	<b>\$ 737,657</b>	<b>\$ 1,018,815</b>	<b>\$ 1,030,507</b>

## ENTERPRISE FUNDS

### MASS TRANSIT FUND SUMMARY

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Local Revenue	962,891	1,197,018	2,022,591	1,820,887
State Revenue	632,660	614,065	623,479	1,230,345
Federal Revenue	976,078	1,442,123	1,872,805	2,133,730
<b>TOTAL REVENUE</b>	<b>\$ 2,571,629</b>	<b>\$ 3,253,206</b>	<b>\$ 4,518,875</b>	<b>\$ 5,184,962</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Operations	4,359,362	3,199,206	2,966,706	2,896,403
Preventive Maintenance	-	-	925,000	910,838
Capital	-	-	627,169	1,377,721
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,359,362</b>	<b>\$ 3,199,206</b>	<b>\$ 4,518,875</b>	<b>\$ 5,184,962</b>

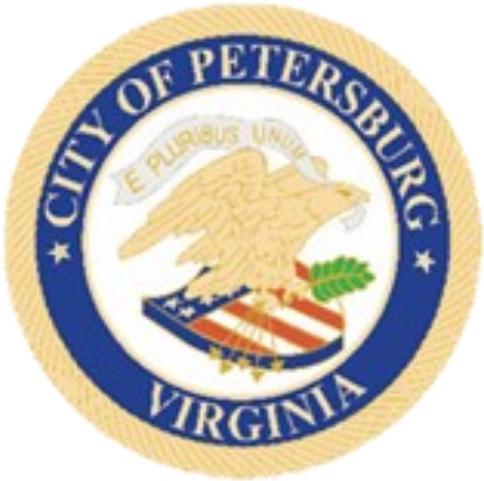
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# PROGRAM BUDGETS

# FISCAL YEAR 2018-2019



# GENERAL GOVERNMENT



## CITY COUNCIL & CITY CLERK

### DESCRIPTION & HIGHLIGHTS

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

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

The budget includes a reduction in health care cost as well as continuation of funding for Council professional development.

### PERSONNEL SUMMARY

City Clerk	1
Mayor	1
Vice-Mayor	1
Council Member	5
<b>TOTAL POSITIONS</b>	<b>8</b>

CITY COUNCIL	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	48,918	52,250	64,500	64,500
Part Time Regular	45,518	50,250	50,250	50,250
FICA	6,543	7,841	8,778	8,568
VRS	5,491	6,275	7,746	7,746
Health Insurance	21,171	5,256	19,182	12,787
VRS Group Life	599	1,353	845	845
Other Professional Services	430	5,000	30,000	20,000
Other Contractual Services	23,747	5,000	5,000	106,000
Advertising	10,944	15,000	15,000	15,000
Postal Services	89	400	400	400
Telecommunications	1,837	3,000	3,000	3,000
Mileage & Transportation	15	3,000	3,000	3,000
Meals and Lodging	15	3,000	3,000	3,000
Dues and Association Memberships	225	3,000	3,000	3,000
Office Supplies	6,873	12,000	12,000	12,000
<b>TOTAL CITY COUNCIL</b>	<b>\$172,416</b>	<b>\$ 172,625</b>	<b>\$ 225,701</b>	<b>\$310,097</b>

# CITY MANAGER

**DESCRIPTION & HIGHLIGHTS**

The City Manager is hired to serve City Council and the community. The City Manager supports, oversees and coordinates executive branch departments, ensuring efficient and high-quality delivery of projects and services. The City Manager’s office also plays a key role in developing policy initiatives and monitoring department performance. The City Manager is responsible for ensuring seamless collaboration across executive branch departments. The City Manager’s budget is in compliance with the 10% reduction with the reduced funding for contractual services.

<b>PERSONNEL SUMMARY</b>	
City Manager	1
Executive Assistant to the City Manager	1
Public Affairs Coordinator	1
Assistant to the City Manager (Unfunded)	0
<b>TOTAL POSITIONS</b>	<b>3</b>

## CITY MANAGER

CITY MANAGER		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		111,303	588,062	436,759	282,000
Part Time Regular		41,538	-	-	-
FICA		10,803	44,987	33,482	21,573
VRS		11,009	70,626	58,865	43,868
Health Insurance		16,989	36,789	26,825	8,000
VRS Group Life		1,203	7,704	4,758	3,694
Unemployment Insurance		5,014	-	-	-
Doctors & Phy Exam Fees		55	-	110	110
Other Contractual Services		658,062	98,582	98,582	13,500
Repairs - Vehicles		-	3,340	2,240	3,000
Postal Services		25	200	200	200
Telecommunications		1,400	3,000	3,000	3,000
Lease/Rent of Equipment		4,878	6,000	3,000	3,500
Mileage & Transportation		-	1,000	1,000	1,000
Meals and Lodging		-	1,500	1,500	1,500
Registration & Training		-	-	8,000	12,500
Dues and Association Memberships		332	5,000	5,000	7,500
Special Events		-	5,000	5,000	2,500
Office Supplies		2,407	5,000	5,000	5,000
Food Supplies		-	-	-	-
Vehicle and Powered Equipment Fuels		61	4,200	3,200	4,200
Computer Software under \$5,000		356	6,600	6,600	4,500
Vehicles			-	27,200	-
<b>TOTAL CITY MANAGER</b>		<b>\$865,434</b>	<b>\$ 887,590</b>	<b>\$ 730,319</b>	<b>\$421,145</b>

# CITY ATTORNEY

## DESCRIPTION & HIGHLIGHTS

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.

The City Attorney's budget includes a reduction in Contractual Services due to the projection of hiring the Assistant City Attorney.

## PERSONNEL SUMMARY

City Attorney	1
Assistant City Attorney	1
Legal Administrative Assistant	1
<b>TOTAL POSITIONS</b>	<b>3</b>

CITY ATTORNEY		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		166,398	274,090	200,000	274,090
FICA		12,405	20,968	15,300	20,968
VRS		18,484	32,918	24,020	32,918
Health Insurance		13,874	15,767	21,389	22,394
VRS Group Life		2,016	3,618	2,620	3,598
Unemployment Insurance		1,890	-	2,646	-
Doctors & Phy Exam Fees		110	-	-	-
Other Contractual Services		350,774	101,600	145,000	53,902
Postal Services		141	300	120	150
Telecommunications		503	600	600	600
Meals and Lodging		18	500	100	500
Dues and Association Memberships		6,656	5,096	5,096	5,096
Office Supplies		110	1,500	550	750
<b>TOTAL CITY ATTORNEY</b>		<b>\$573,380</b>	<b>\$ 456,957</b>	<b>\$ 417,441</b>	<b>\$414,966</b>

# HUMAN RESOURCES

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes a decrease in Contractual Services as well as adding in 20 high school interns from Petersburg. These interns will be dispersed across the City and will have the opportunity to learn about local government by performing tasks related to the departments that they will be assigned.

## PERSONNEL SUMMARY

Human Resources Director	1
Human Resources Administrator	1
Human Resources Specialist	2
High School Intern (P/T)	20
<b>TOTAL POSITIONS</b>	<b>24</b>

# HUMAN RESOURCES

HUMAN RESOURCES		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		230,734	253,100	253,100	238,548
Part Time Regular		-	-	70,000	32,000
FICA		17,550	19,362	24,717	20,697
VRS		24,271	30,397	24,609	28,656
Health Insurance		23,590	31,534	31,534	28,787
VRS Group Life		2,633	3,316	2,778	3,125
Unemployment Insurance		-	-	15,000	-
Doctors & Phys Exam Fees		165	-	550	550
Other Contractual Services		61,585	174,980	90,000	33,000
Advertising		-	1,000	5,500	1,000
Postal Services		461	500	1,000	1,000
Telecommunications		712	600	1,100	1,100
Mileage & Transportation		-	8,000	15,000	8,000
Registration & Training		-	1,000	1,000	1,000
Travel Expense		7,822	-	15,000	7,500
Dues and Association Memberships		350	750	1,500	1,500
Special Events		-	1,500	1,500	1,500
Office Supplies		2,647	1,000	2,000	2,000
Computer Hardware under \$5,000		-	1,000	1,000	1,000
<b>TOTAL HUMAN RESOURCES</b>		<b>\$372,521</b>	<b>\$ 528,039</b>	<b>\$ 556,889</b>	<b>\$410,963</b>

# CITY ASSESSOR

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes funding for a full-time Assessor, two full-time appraisers, a Real Estate Clerk and a Real Estate Data Analyst to oversee the administrative functions of the department. An emphasis was placed on staffing in this department to meet the needs of the City.

## PERSONNEL SUMMARY

City Assessor	1
Appraiser	2
Real Estate Data Analyst	1
Real Estate Assessment Clerk	1
<b>TOTAL POSITIONS</b>	<b>5</b>

CITY ASSESSOR	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	250,274	267,683	143,572	334,500
Part Time Regular	-	-	54,281	-
FICA	17,808	20,478	15,136	25,589
VRS	29,008	32,149	6,149	40,173
Health Insurance	22,901	26,278	16,241	40,000
VRS Group Life	3,165	3,507	671	4,382
Other Contractual Services	34,743	64,050	144,000	50,000
Repairs - Vehicles	145	900	-	900
Advertising	146	-	-	-
Postal Services	190	7,000	7,000	7,000
Telecommunications	408	600	600	300
Mileage & Transportation	560	1,000	500	500
Dues and Association Memberships	190	371	371	371
Office Supplies	682	1,500	500	750
Vehicle and Powered Equipment Fuels	855	2,500	-	2,500
<b>TOTAL CITY ASSESSOR</b>	<b>\$361,075</b>	<b>\$ 428,016</b>	<b>\$ 389,022</b>	<b>\$506,966</b>

# FINANCE

## DESCRIPTION & HIGHLIGHTS

The Finance office is responsible for the direction, coordination, control and administration of the fiscal management of the City. Finance is responsible for the maintenance of the general ledger, accounting, payroll, accounts payable, accounts receivable, financial reporting, issuance of bonds, debt management, and grant administration. The FY 2018-19 Adopted Budget includes reclassing the Chief Financial Officer position to Chief Operating Officer, reclassing the Deputy Chief Financial Officer position to Finance Director, decreasing Auditing Services to align with what will be expensed for the fiscal year, as well as a major decrease in Contractual Services as a result of the department no longer having contract employees performing any functions.

## PERSONNEL SUMMARY

Chief Operating Officer	1
Finance Director	1
Account Clerk III	1
Accountant III	2
Administrative Assistant	1
Payroll Coordinator	1
<b>TOTAL POSITIONS</b>	<b>7</b>

FINANCE	2016-2017	2017-2018	2017-2018	2018-2019
Salaries & Wages Regular	97,007	480,100	361,795.67	494,900
Salaries & Wages Overtime	-	-	-	-
Part Time Regular	66,244	-	-	-
FICA	12,147	36,728	27,677.50	37,860
VRS	9,584	57,660	38,283.00	59,147
Health Insurance	13,120	42,045	30,500.00	54,394
VRS Group Life	1,041	6,289	5,172.00	6,483
Unemployment Insurance	8,422	50,000	-	-
Workman's Compensation	288	50,000	10,000	-
Accounting and Auditing Services	23,746	90,000	163,713	90,000
Other Contractual Services	545,029	94,000	500,000	50,000
Advertising	258	500	-	-
Postal Services	4,546	5,200	4,608	5,200
Telecommunications	1,007	-	1,500	1,248
Mileage & Transportation	77	250	-	-
Meals and Lodging	-	500	-	-
Dues and Association Memberships	16,407	24,050	27,500	10,500
Office Supplies	7,762	5,500	5,500	5,500
Computer Hardware under \$5,000	-	750	2,577	1,000
<b>TOTAL FINANCE</b>	<b>\$806,685</b>	<b>\$ 943,572</b>	<b>\$1,178,826</b>	<b>\$816,232</b>

# BILLING & COLLECTIONS

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes an additional four part-time Customer Service Representatives to ensure the timely and efficient service to the public.

## PERSONNEL SUMMARY

Billing & Collections Manager	1
Customer Service Supervisor	1
Customer Service Representative	4
Customer Service Representative (P/T)	6
<b>TOTAL POSITIONS</b>	<b>12</b>

BILLING & COLLECTIONS		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries and Wages, Regular		-	-	73,875	121,500
Salaries and Wages, Overtime		-	-	-	-
Part time Regular		-	-	21,840	65,520
Part time Overtime		-	-	-	-
FICA		-	-	7,322	14,307
VRS		-	-	12,871	14,892
Health Insurance		-	-	12,027	12,476
VRS Group Life		-	-	586	1,624
Other Contractual Services		-	-	97,000	35,000
Printing and Binding		-	-	2,000	2,000
Advertising		-	-	2,400	2,400
Postal Services		-	-	100,000	100,000
Registration & Training		-	-	2,000	2,000
Office Supplies		-	-	28,000	26,000
<b>TOTAL BILLING &amp; COLLECTIONS</b>		\$ -	\$-	\$ 359,921	\$397,719

# RISK MANAGEMENT

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes additional funding for Worker's Compensation based on trends within the City of Petersburg. The Adopted Budget also includes a reduction in Contingency as this is the last fiscal year that the City is to pay a settlement that began in FY 2016-17.

## PERSONNEL SUMMARY

Risk Control Coordinator	1
<b>TOTAL POSITIONS</b>	<b>1</b>

RISK MANAGEMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	65,417	-	4,373	32,000
FICA	5,022	-	335	2,448
VRS	-	-	-	3,843
Health Insurance	-	-	-	3,200
VRS Group Life	-	-	-	419
Workman's Compensation	146,666	252,615	400,000	591,179
Other Contractual Services	23,900	50,000	50,418	50,418
Telecommunications	-	-	50	-
Property Insurance	12,245	224,122	224,122	224,122
Auto Insurance	788,508	300,117	300,117	300,117
Surety Bonds	-	800	-	800
General Liability Insurance	238,673	238,673	238,673	238,673
Line of Duty Insurance	289,920	144,537	144,537	144,537
Contingency	653,651	300,000	400,000	155,000
<b>TOTAL RISK MANAGEMENT</b>	<b>\$ 2,224,003</b>	<b>\$ 1,510,864</b>	<b>\$1,762,624</b>	<b>\$1,747,306</b>

CENTRAL STORE ROOM	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Merchandise for Resale	68,839	-	70,000	55,000
<b>TOTAL CENTRAL STORE ROOM</b>	<b>\$ 68,839</b>	<b>\$-</b>	<b>\$ 70,000</b>	<b>\$ 55,000</b>

# BUDGET & PROCUREMENT

## DESCRIPTION & HIGHLIGHTS

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

The FY 2018-19 Adopted Budget for Budget and Procurement follows the priorities that the City Manager stated as it pertains to Budget and Fiscal Management. This Adopted Budget includes two budget analysts who will be responsible for ensuring that the revenues and expenditures align with the Adopted Budget.

## PERSONNEL SUMMARY

Director of Budget & Procurement	1
Budget Analyst	2
Purchasing Specialist	1
Assistant Purchasing Agent	1
Store Room/Print Shop Clerk (P/T)	1
<b>TOTAL POSITIONS</b>	<b>6</b>

BUDGET & PROCUREMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	159,150	177,926	177,296	284,344
Part time Regular	5,251	-	-	23,296
FICA	12,096	13,611	13,563	23,534
VRS	18,542	21,369	20,778	30,944
Health Insurance	12,926	15,767	15,957	20,000
VRS Group Life	2,028	2,331	2,375	3,374
Other Contractual Services	36,707	58,880	58,880	5,000
Advertising	2,163	1,000	1,000	1,000
Printing & Binding	-	-	-	1,500
Postal Services	1,364	1,000	750	1,000
Telecommunications	224	719	719	1,500
Meals and Lodging	41	800	-	-
Registration & Training	1,099	1,700	750	6,000
Travel Expense	200	-	-	-
Dues and Association Memberships	840	700	700	1,500
Office Supplies	6,252	2,500	2,500	3,000
<b>TOTAL BUDGET &amp; PROCUREMENT</b>	<b>258,884</b>	<b>\$ 298,303</b>	<b>\$ 295,268</b>	<b>\$405,992</b>

# INFORMATION TECHNOLOGY

## DESCRIPTION & HIGHLIGHTS

The Information Technology office plays a vital role in the City's day to day operations. The IT department serves as an internal service fund 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 planning for adequate disaster recovery, continuity of operations, and future technology needs.

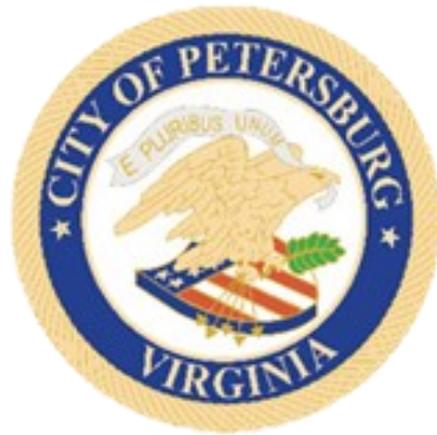
The FY 2018-19 Adopted Budget includes a reduction in maintenance contracts (Microsoft licensing costs) as well as a reduction in Telecommunications based on the department auditing their telecommunications usage across the City.

## PERSONNEL SUMMARY

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

INFORMATION TECHNOLOGY		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		236,620	315,352	290,831	325,831
FICA		16,438	24,124	22,249	24,926
VRS		26,894	37,874	34,713	37,220
Health Insurance		33,945	21,022	46,262	36,787
VRS Group Life		2,935	4,131	3,812	4,059
Maintenance Contracts		30,227	55,000	35,021	42,000
Other Contractual Services		96,246	150,933	243,263	199,000
Repairs - Vehicles		1,374	1,670	-	800
Telecommunications		565,423	295,450	427,765	325,000
Mileage & Transportation		-	1,000	-	1,000
Office Supplies		775	2,000	1,082	2,000
Vehicle and Powered Equipment Fuels		172	250	-	248
Computer Software Under \$5,000		1,039	1,875	-	-
Machinery & Equipment over \$5,000		-	29,940	-	11,100
Computer Software over \$5,000		-	35,000	-	-
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>\$ 1,012,087</b>	<b>\$ 975,621</b>	<b>\$1,104,998</b>	<b>\$1,009,971</b>

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# CONSTITUTIONAL OFFICERS



# COMMISSIONER OF REVENUE

## DESCRIPTION & HIGHLIGHTS

The Commissioner of Revenue prepares the land book and has the responsibility of assessing various City and state taxes, including: personal property, business, professional license and occupational license; meals and lodging; public service tax; and real estate exemption for elderly and handicapped.

In addition to assessing taxes, the Commissioner of Revenue establishes an enforcement system and brings into compliance all of the taxation functions it administers. The office also assists residents in the preparation of state income filings.

## PERSONNEL SUMMARY

Commissioner of Revenue	1
Chief Deputy Commissioner of Revenue	1
Business License Inspector	1
Deputy Clerk III	3
<b>TOTAL POSITIONS</b>	<b>6</b>

COMMISSIONER OF REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	243,839	240,670	247,553	241,943
Part Time Regular	-	7,546	-	-
FICA	17,064	18,989	18,938	18,509
VRS	27,731	28,904	29,355	29,057
Health Insurance	38,512	31,534	46,284	41,574
VRS Group Life	3,025	3,177	3,243	3,169
Other Contractual Services	2,753	-	6,000	6,000
Repairs - Equipment	693	500	500	-
Postal Services	10,007	6,524	1,644	6,524
Mileage & Transportation	72	275	305	305
Meals and Lodging	-	-	750	750
Registration & Training	150	875	1,225	1,225
Dues and Association Memberships	640	3,800	784	3,800
Office Supplies	4,689	3,500	6,771	3,500
Cigarette Stamp Purchase	3,388	5,000	8,495	12,000
<b>TOTAL COMMISSIONER OF REVENUE</b>	<b>\$ 352,563</b>	<b>\$ 351,294</b>	<b>\$ 371,847</b>	<b>\$ 368,357</b>

# CITY TREASURER

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Treasurer	1
Deputy Clerk II	1
Administrative Assistant I	1
<b>TOTAL POSITIONS</b>	<b>3</b>

CITY TREASURER	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	245,707	211,432	159,650	122,592
Salaries and Wages, Overtime	137	-	-	-
FICA	16,560	16,175	12,213	9,378
VRS	27,950	25,393	19,174	14,723
Health Insurance	43,467	36,789	22,607	16,000
VRS Group Life	3,049	2,770	2,091	1,606
Unemployment Insurance	213	-	12,000	-
Legal Services	-	2,500	-	-
Credit Card Processing Fees	47	720	2,500	-
Other Contractual Services	7,995	229,559	30,000	15,000
Contractual Services-Adm Fees	1,507	-	-	-
Printing & Binding	9,958	-	7,000	7,000
Advertising	293	2,400	300	300
Postal Services	323,898	-	18,000	10,000
Mileage & Transportation	-	500	-	-
Dues and Association Memberships	585	-	-	-
Office Supplies	5,511	25,000	3,000	3,000
<b>TOTAL CITY TREASURER</b>	<b>\$ 686,876</b>	<b>\$ 553,238</b>	<b>\$ 288,535</b>	<b>\$199,600</b>

# REGISTRAR

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Registrar	1
Assistant Registrar	2
<b>TOTAL POSITIONS</b>	<b>3</b>

REGISTRAR	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	108,692	118,503	118,503	133,640
Salaries & Wages Overtime	3,023	-	1,326	-
FICA	7,480	9,065	9,065	10,223
VRS	12,350	14,232	14,232	16,050
Health Insurance	20,486	15,767	16,890	12,787
VRS Group Life	1,347	1,787	1,552	1,751
Electoral Board Compensation	7,278	9,750	9,750	9,750
Other Contractual Services	34,041	50,000	50,000	50,000
Repairs - Equipment	8,340	19,759	20,584	20,584
Printing & Binding	-	-	33,075	33,075
Advertising	357	2,200	2,200	2,200
Postal Services	7,817	8,500	8,500	8,500
Telecommunications	710	960	960	960
Lease/Rent of Equipment	23,444	5,150	5,150	5,150
Lease/Rent of Buildings	35,515	32,782	32,782	32,782
Mileage & Transportation	-	1,194	1,120	1,120
Meals and Lodging	807	1,700	1,700	1,700
Registration & Training	330	1,580	1,580	1,580
Dues and Association Memberships	200	380	380	380
Office Supplies	23,439	42,464	9,389	9,389
Food Supplies	658	4,200	4,200	4,200
Furniture & Fixtures under \$5,000	-	2,600	2,600	2,600
Computer Software under \$5,000	29,880	12,665	12,665	12,665
<b>TOTAL REGISTRAR</b>	<b>\$ 326,194</b>	<b>\$ 355,238</b>	<b>\$ 358,203</b>	<b>\$371,087</b>

## CLERK OF CIRCUIT COURT

### DESCRIPTION & HIGHLIGHTS

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

### PERSONNEL SUMMARY

Clerk of Circuit Court	1
Assistant Deputy Clerk	1
Deputy Clerk II	1
Deputy Clerk I	7
Liaison Officer	1
Network Support Specialist (P/T)	1
<b>TOTAL POSITIONS</b>	<b>12</b>

CLERK OF CIRCUIT COURT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	424,143	433,281	420,259	441,397
Part Time Regular	39,365	-	31,000	31,000
FICA	33,153	33,146	34,521	36,138
VRS	48,839	52,037	53,927	53,012
Health Insurance	49,027	57,812	77,869	63,622
VRS Group Life	5,289	5,676	5,657	5,782
Unemployment Insurance	1,862	-	-	-
Accounting and Auditing Services	-	3,500	3,500	3,500
Jury Duty	39,709	39,830	39,830	39,830
Other Contractual Services	9,655	13,000	13,000	13,000
Printing & Binding	-	-	500	500
Postal Services	3,129	3,800	3,800	3,800
Lease/Rent of Equipment	-	10,500	10,500	10,500
Dues and Association Memberships	-	300	300	300
Office Supplies	1,227	6,500	6,500	6,500
<b>TOTAL CLERK OF CIRCUIT COURT</b>	<b>\$ 655,396</b>	<b>\$ 659,382</b>	<b>\$ 701,163</b>	<b>\$ 708,881</b>

# COMMONWEALTH ATTORNEY

## DESCRIPTION

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

## PERSONNEL SUMMARY

Commonwealth Attorney	1
Attorney II	2
Attorney III	3
Attorney IV	1
Administrative Assistant II	3
Secretary II	1
Paralegal	1
Investigator (P/T)	1
Office Assistant III (P/T)	1
<b>TOTAL POSITIONS</b>	<b>14</b>

## COMMONWEALTH ATTORNEY

COMMONWEALTH ATTORNEY	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	695,298	780,999	680,442	767,333
Part Time Regular	29,491	33,124	34,580	33,124
FICA	50,498	62,280	54,699	61,235
VRS	77,918	93,798	68,710	89,213
Health Insurance	72,378	57,812	55,252	79,590
VRS Group Life	8,499	10,231	7,495	9,731
Unemployment Insurance	-	-	1,005	-
Workers Compensation	592	-	-	-
Other Contractual Services	49,527	16,875	16,875	24,747
Repairs - Vehicles	147	500	500	500
Postal Services	2,607	1,600	1,600	2,000
Mileage & Transportation	-	12,500	12,500	12,500
Meals and Lodging	-	25,000	25,000	25,000
Registration & Training	-	4,190	4,190	4,790
Travel Expense	497	-	-	-
Dues and Association Memberships	12,867	11,035	11,035	14,443
Office Supplies	16,685	5,000	5,000	10,000
Vehicle and Powered Equipment Fuels	342	1,154	1,154	1,154
<b>TOTAL COMMONWEALTH ATTORNEY</b>	<b>\$ 1,017,346</b>	<b>\$1,116,098</b>	<b>\$ 980,035</b>	<b>\$ 1,135,360</b>

# SHERIFF'S OFFICE

## DESCRIPTION

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

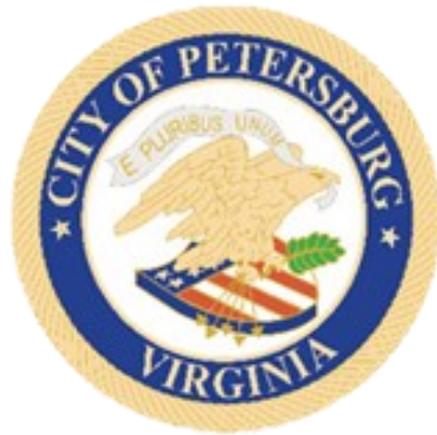
## PERSONNEL SUMMARY

Sheriff	1
Captain	4
Sergeant	5
Deputy Sheriff (1 P/T)	10
Administrative Assistant II	2
Corporal	1
Courthouse Security Monitor (P/T)	1
<b>TOTAL POSITIONS</b>	<b>24</b>

## SHERIFF'S OFFICE

SHERIFF'S OFFICE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	917,237	953,137	1,011,285	1,060,172
Salaries and Wages, Overtime	635	-	-	-
Part Time Regular	29,025	39,000	34,944	34,944
FICA	67,142	75,898	78,226	83,776
VRS	103,353	119,156	122,979	127,327
Health Insurance	102,489	99,856	120,250	115,117
VRS Group Life	11,274	13,096	13,084	13,888
Unemployment Insurance	1,098	-	-	-
Coroner Services	-	1,000	1,000	1,000
Cleaning Services	-	300	300	300
Other Contractual Services	5,566	15,800	15,800	15,800
Courthouse Security	43,153	-	-	-
Repairs - Vehicles	4,147	8,500	8,500	8,500
Repairs - Equipment	4,095	750	750	750
Utility Service	18,178	18,000	21,000	21,000
Water & Sewer Service	-	2,100	2,100	2,100
Postal Services	1,601	4,800	4,800	4,800
Telecommunications	6,866	7,000	7,000	7,000
Lease/Rent of Equipment	3,165	5,850	8,000	8,000
Mileage & Transportation	-	1,314	1,314	1,314
Meals and Lodging	-	2,000	2,000	2,000
Registration & Training	-	1,000	1,000	1,000
Dues and Association Memberships	1,417	1,000	1,700	1,700
Office Supplies	10,643	4,000	4,000	4,000
Food Supplies	75	1,500	1,500	1,500
Cleaning Materials & Supplies	-	750	750	750
Vehicle and Powered Equipment Fuels	4,024	20,600	20,600	20,600
Ammunition	1,342	2,000	2,000	2,000
Uniforms & Wearing Apparel	80	4,000	4,000	4,000
Other Operating Supplies	28	4,450	4,450	4,450
Furniture & Fixtures under \$5,000	-	7,730	7,030	7,700
Local Grant Match	-	225	225	225
Crater Criminal Justice Services	-	7,871	7,871	7,871
Vehicles	65,325	-	-	-
<b>TOTAL SHERIFF'S OFFICE</b>	<b>\$ 1,336,633</b>	<b>\$1,422,683</b>	<b>\$1,508,457</b>	<b>\$ 1,563,584</b>

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# PUBLIC SAFETY



# POLICE

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes delaying the hiring of a police officer for three months and an additional five police officers for six months. The Adopted Budget also includes a reduction in Contractual Services and Equipment.

## PERSONNEL SUMMARY

Chief	1
Deputy Chief	1
Captain	3
Lieutenant	6
Sergeant	12
Police Officer	88
Secretary III	1
Data Entry Operator	2
Fiscal Coordinator	1
Police Records Supervisor	1
Public Safety IT Manager	1
Records Clerk (P/T)	3
Crossing Guard (P/T)	6
<b>TOTAL POSITIONS</b>	<b>126</b>

# POLICE

POLICE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	4,660,207	5,236,808	5,236,808	5,831,481
Clothing Allowance	9,499	9,500	11,000	11,000
Salaries & Wages Overtime	264,504	288,200	288,200	288,200
Part Time Regular	140,223	92,430	92,430	92,430
FICA	375,806	429,734	429,734	475,226
VRS	472,541	628,941	628,941	700,361
Health Insurance	655,834	672,717	791,272	709,680
VRS Group Life	51,508	68,602	68,602	76,392
Unemployment Insurance	74	-	14,000	-
Workman's Compensation	372,226	125,000	50,000	-
Doctors & Phys Exam Fees	6,521	4,800	4,800	4,800
Credit Card Fees	4,490	-	-	-
Other Contractual Services	218,185	141,412	222,341	172,341
Repairs - Vehicles	79,304	57,000	71,247	70,000
Postal Services	1,606	750	800	800
Telecommunications	47,025	48,000	48,000	48,000
Lease/Rent of Buildings	-	-	6,500	6,500
Mileage & Transportation	2,529	3,600	4,900	4,900
Meals and Lodging	7	13,100	14,000	14,000
Registration & Training	470	9,320	12,019	12,000
Office Supplies	1,649	3,620	3,443	3,500
Cleaning Materials & Supplies	-	5,000	117	2,500
Vehicle and Powered Equipment Fuels	102,705	168,000	169,200	169,000
Ammunition	28,118	49,649	49,500	49,500
Uniforms & Wearing Apparel	8,484	45,464	68,585	68,000
Other Operating Supplies	59,940	270,784	189,147	113,000
Furniture & Fixtures over \$5,000	-	10,000	21,860	15,000
Machinery & Equipment over \$5,000	130	97,432	87,432	80,000
Vehicles	-	54,000	-	12,000
Crater Criminal Justice Services	-	59,034	59,034	-
<b>TOTAL POLICE</b>	<b>\$7,563,585</b>	<b>\$ 8,592,897</b>	<b>\$ 8,643,912</b>	<b>\$ 9,030,611</b>

# 911 EMERGENCY COMMUNICATIONS

## DESCRIPTION & HIGHLIGHTS

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

The FY 2018-19 Adopted Budget includes un-funding of 2 Telecommunicator positions for the entire fiscal year as well as completely eliminating the Telecommunications funding due to the project associated to this line being completed in FY 2017-18.

## PERSONNEL SUMMARY

Telecommunications Coordinator	1
Telecommunicator II	5
Telecommunicator I (2 Unfunded)	12
Telecommunicator I/ Receptionist	2
<b>TOTAL POSITIONS</b>	<b>20</b>

911 EMERGENCY COMMUNICATIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	647,851	981,382	863,639	909,514
Salaries & Wages Overtime	294,581	134,296	225,000	290,082
Part Time Regular	11,162	8,000	22,166	25,000
FICA	67,775	99,856	67,764	93,682
VRS	63,204	117,864	99,882	108,780
Health Insurance	103,287	52,656	129,059	123,153
VRS Group Life	6,870	9,854	10,408	11,862
Doctors & Phys Exam Fees	330	-	-	-
Other Contractual Services	306,267	508,865	500,239	494,001
Repairs - Equipment	260	13,800	46,471	45,000
Telecommunications	-	236,942	204,015	-
Dues and Association Memberships	-	276	276	276
Office Supplies	-	1,075	1,678	2,572
Furniture & Fixtures under \$5,000	-	1,600	1,594	1,600
Machinery & Equipment under \$5,000	-	3,300	3,300	3,300
<b>TOTAL 911 EMERGENCY COMMUNICATIONS</b>	<b>\$1,501,587</b>	<b>\$ 2,169,766</b>	<b>\$ 2,175,491</b>	<b>\$ 2,108,822</b>

# ANIMAL CONTROL

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget shows level funding from what was amended in FY 2017-18. The Police Department was able to reduce its other divisions enough to allow for the level funding.

## PERSONNEL SUMMARY

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

ANIMAL CONTROL	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	139,454	167,036	152,108	154,408
Salaries & Wages Overtime	2,771	2,500	5,000	10,000
Part Time Regular	28,930	38,424	35,847	36,051
FICA	11,834	15,909	14,379	15,335
VRS	15,055	20,061	18,268	18,369
Health Insurance	30,211	21,022	38,279	36,787
VRS Group Life	1,628	2,188	1,993	2,023
Worker's Compensation	1,245	-	-	-
Other Contractual Services	7,576	7,880	15,428	15,000
Repairs - Equipment	-	2,545	2,545	2,545
Dues and Association Memberships	-	215	215	215
Office Supplies	970	1,731	1,200	1,200
Food Supplies	-	2,406	-	2,400
Cleaning Materials & Supplies	382	2,500	1,809	1,800
Vehicle and Powered Equipment Fuels	2,340	3,600	3,050	3,050
Uniforms & Wearing Apparel	-	870	870	870
Other Operating Supplies	315	6,300	2,250	2,200
Machinery & Equipment under \$5,000	854	380	-	-
<b>TOTAL ANIMAL CONTROL</b>	<b>\$ 243,564</b>	<b>\$295,567</b>	<b>\$293,241</b>	<b>\$ 302,253</b>

# FIRE RESCUE & EMERGENCY SERVICES

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes the following reductions:

- Elimination of one Fire-Rescue Captain position
- Elimination of one Fire-Safety Education Specialist position
- Elimination of one Fire-Rescue Apparatus Mechanic position
- Elimination of all part-time positions
- Reduction of Contractual Services line
- Reduction of Vehicle Repairs line
- Reduction of Emergency Lease/Rent Equipment line
- Reduction of Other Operating Supplies line

The reductions Adopted satisfy the 10% reduction that was requested during the budget development process.

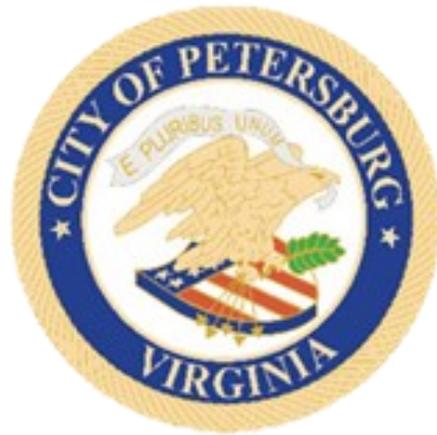
## PERSONNEL SUMMARY

Fire Chief	1
Deputy Chief (Unfunded)	0
Division Chief	4
Battalion Chief	3
Captain	15
Medic (P/T)	0
Sergeant	18
Firefighter	33
Administrative Assistant II	1
Fire Marshal	1
Deputy Fire Marshal	1
Assistant Fire Marshall (1 Unfunded)	1
Account Clerk II	1
<b>TOTAL POSITIONS</b>	<b>79</b>

## FIRE RESCUE & EMERGENCY SERVICES

FIRE/EMS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	3,436,009	4,125,797	3,653,865	4,343,730
Salaries & Wages Overtime	826,146	300,000	1,210,641	425,000
Part Time Regular	113,760	80,000	189,598	-
FICA	311,117	344,694	438,829	364,808
VRS	376,704	495,508	438,646	521,682
Health Insurance	513,244	441,470	600,376	546,202
VRS Group Life	41,162	54,048	47,866	56,903
Workman's Compensation	39,338	135,500	-	-
Doctors & Phys Exam Fees	11,440	25,718	5,000	15,000
Other Contractual Services	210,681	314,810	264,090	244,000
Repairs - Vehicles	90,529	150,000	150,000	125,000
Repairs - Machinery & Tools	995	3,000	3,000	3,000
Repairs - Equipment	754	14,500	14,500	14,500
Repairs - Radio Equipment	4,583	-	-	-
Repairs - Buildings	104	21,540	21,540	21,540
Repairs - Other	-	-	-	-
Postal Services	1,545	3,350	700	700
Telecommunications	12,060	-	14,000	14,000
Lease/Rent of Equipment	100	50,708	50,708	25,708
Lease/Rent of Buildings	-	-	13,000	13,000
Mileage & Transportation	-	-	200	200
Meals and Lodging	-	4,284	4,285	4,285
Registration & Training	-	6,540	6,540	6,540
Dues and Association Memberships	5,670	2,270	2,270	2,270
Office Supplies	3,802	12,500	12,500	12,500
Cleaning Materials & Supplies	-	15,000	15,000	15,000
Repair and Maintenance Supplies	6,154	33,005	33,005	33,005
Vehicle and Powered Equipment Fuels	29,965	87,500	87,500	87,500
Uniforms & Wearing Apparel	4,371	62,700	84,700	62,000
Books and Subscriptions	-	-	-	-
Other Operating Supplies	789	347,950	329,950	200,000
Chemical Supplies	6,864	-	-	-
Tires and Tubes	5,844	-	-	-
Misc. & Kitchen Supplies	2,286	-	-	-
Furniture & Fixtures under \$5,000	-	2,000	2,000	2,000
Machinery & Equipment under \$5,000	68	18,450	18,450	15,903
Vehicles	-	125,000	125,000	-
<b>TOTAL FIRE/EMS</b>	<b>\$6,056,085</b>	<b>\$ 7,277,842</b>	<b>\$ 7,837,759</b>	<b>\$ 7,175,975</b>

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# COURTS & OTHER PUBLIC SAFETY



# CIRCUIT COURT JUDGES & ADMINISTRATION

## DESCRIPTION

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

## PERSONNEL SUMMARY

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

CIRCUIT COURT JUDGES & ADMIN.	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	50,695	49,309	49,309	49,309
Part Time Regular	19,225	22,500	22,500	22,500
FICA	4,804	5,493	5,493	5,493
VRS	5,675	5,922	5,922	5,922
Health Insurance	9,835	4,761	6,394	6,394
VRS Group Life	619	646	646	646
Other Contractual Services	-	200	200	200
Repairs - Equipment	-	850	850	850
Postal Services	961	1,200	1,200	1,200
Telecommunications	4,373	4,000	2,500	2,500
Office Supplies	121	1,000	1,200	1,200
Cleaning Materials & Supplies	-	200	200	200
<b>TOTAL CIRCUIT COURTS JUDGES &amp; ADMIN.</b>	<b>\$ 96,309</b>	<b>\$ 96,081</b>	<b>\$96,414</b>	<b>\$ 96,414</b>

## GENERAL DISTRICT COURT

### DESCRIPTION

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

GENERAL DISTRICT COURT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Legal Services	14,525	24,000	24,000	24,000
Other Contractual Services	542	800	800	800
Postal Services	1,375	6,000	4,500	6,000
Lease/Rent of Equipment	3,931	4,000	4,000	4,000
Mileage & Transportation	-	800	800	800
Dues and Association Memberships	569	1,000	1,000	1,000
Office Supplies	310	1,800	1,800	1,800
Uniforms & Wearing Apparel	-	200	200	200
Furniture & Fixtures under \$5,000	-	1,000	1,000	1,000
Machinery & Equipment under \$5,000	-	1,200	1,200	1,200
<b>TOTAL GENERAL DISTRICT COURT</b>	<b>\$ 21,252</b>	<b>\$ 40,800</b>	<b>\$39,300</b>	<b>\$ 40,800</b>

## MAGISTRATE

### DESCRIPTION

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

MAGISTRATE		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Other Contractual Services	-	1,400	1,400	1,400
	Lease/Rent of Buildings	38,852	39,918	39,918	39,918
	Office Supplies	-	2,000	2,000	2,000
<b>TOTAL MAGISTRATE</b>		<b>\$ 38,852</b>	<b>\$ 43,318</b>	<b>\$43,318</b>	<b>\$ 43,318</b>

## 11TH DISTRICT COURT SERVICES UNIT

### DESCRIPTION

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

11TH DISTRICT COURT SERVICES UNIT		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Other Contractual Services	2,400	3,600	3,600	4,700
	Telecommunications	14,497	12,000	8,000	8,000
	Lease/Rent of Buildings	82,588	79,701	79,701	82,888
	Furniture & Fixtures under \$5,000	-	1,000	1,000	1,000
<b>TOTAL 11TH DISTRICT COURT SERVICES UNIT</b>		<b>\$ 99,485</b>	<b>\$ 96,301</b>	<b>\$92,301</b>	<b>\$ 96,588</b>

# JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

## DESCRIPTION

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

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

# COMMUNITY CORRECTIONS

## DESCRIPTION

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

## PERSONNEL SUMMARY

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

COMMUNITY CORRECTIONS	2016-2017	2017-2018	2017-2018	2018-2019
Salaries & Wages Regular	200,896	406,897	276,626	272,030
Part Time Regular	5,471	-	-	-
FICA	14,969	-	21,161	20,810
VRS	22,631	-	33,223	33,422
Health Insurance	23,625	-	33,209	22,048
VRS Group Life	2,453	-	3,652	3,644
Worker's Compensation	212	-	-	-
Other Contractual Services	2,213	-	8,400	8,400
Repairs - Equipment	4,076	-	3,180	3,180
Postal Services	648	-	500	500
Telecommunications	3,400	-	3,600	3,600
Lease/Rent of Equipment	15,600	-	5,000	500
Lease/Rent of Buildings	-	-	14,400	14,400
Mileage & Transportation	338	-	1,210	1,210
Meals and Lodging	875	-	625	625
Registration & Training	1,425	-	1,500	1,500
Dues & Association Memberships	-	-	150	150
Office Supplies	2,173	-	4,800	23,426
<b>TOTAL COMMUNITY CORRECTIONS</b>	<b>\$301,003</b>	<b>\$406,897</b>	<b>\$411,236</b>	<b>\$409,445</b>

## Victim Witness

### DESCRIPTION

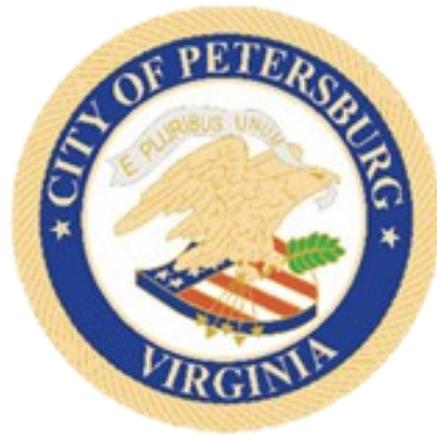
Petersburg's Victim Witness program supports crime victims, families and witnesses throughout the court process. The Victim Witness program ensures that victims are advised of their rights and feel empowered to testify. The program is fully funded by the Commonwealth and expenditures are budgeted as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

### PERSONNEL SUMMARY

Victim Witness Director	1
Victim Witness Assistant Director	1
Victim Witness Advocate	1
Victim Witness Program Assistant	1
<b>TOTAL POSITIONS</b>	<b>4</b>

VICTIM WITNESS		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		156,307	286,863	180,996	181,000
FICA		11,187	-	13,847	13,847
VRS		17,651	-	26,100	21,738
Health Insurance		20,658	-	25,776	27,181
VRS Group Life		1,925	-	2,154	2,371
Worker's Compensation		75	-	-	-
Other Contractual Services		1,961	-	-	-
Printing & Binding		-	-	3,159	3,159
Postal Services		2,499	-	2,201	2,201
Telecommunications		5,474	-	8,850	8,850
Lease/Rent of Equipment		-	-	2,228	2,228
Mileage & Transportation		-	-	996	996
Meals and Lodging		1,145	-	5,208	5,208
Registration & Training		670	-	2,880	2,880
Dues & Association Memberships		850	-	1,000	1,000
Office Supplies		9,172	-	1,782	1,782
Other Operating Supplies		-	-	1,438	6,277
Furniture & Fixtures under \$5,000		10,806	-	4,890	2,788
<b>TOTAL VICTIM WITNESS</b>		<b>\$240,378</b>	<b>\$286,863</b>	<b>\$283,505</b>	<b>\$283,505</b>

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# PUBLIC WORKS & UTILITIES



## Public Utilities Revenue

	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Interest Earned	-	-	2072	-
Miscellaneous Revenue	24,873	-	-	-
Sewer & Water Connection Fees	886,651	-	56,225	-
Cut Off Fees	-	59,816	59,816	125,000
Delinquent Charges	-	250,000	(1,116)	-
Sale of Water & Sewer—Residential	7,010,575	6,522,600	6,522,600	9,157,203
Sale of Water & Sewer—Industrial	631,848	573,300	573,300	536,144
Sale of Water & Sewer—Commercial	3,780,266	5,165,300	5,165,300	3,592,734
Rebates & Refunds	-	68,275	366,108	67,614
Miscellaneous Other	-	-	1,998	-
Emergency Fin & Op Restructuring	-	-	19,675	-
<b>TOTAL PUBLIC UTILITIES REVENUE</b>	<b>\$ 12,334,213</b>	<b>\$ 12,639,921</b>	<b>\$ 12,765,978</b>	<b>\$13,478,695</b>

### DESCRIPTION & HIGHLIGHTS

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

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

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

The FY 2018-19 Adopted Budget includes moving the Fleet Specialist into Public Works Administration as well as centralizing all major department positions, such as Public Works Director and Assistant Director of Public Works/Engineer, and placing them in this division.

# PUBLIC WORKS ADMINISTRATION

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## PERSONNEL SUMMARY

Deputy City Manager	1
Director of Public Works	1
Assistant Director of Public Works/Engineer	1
Right of Ways Permits Manager	1
Account Clerk II	1
Fleet Specialist	1
CIP Manager	1
Administrative Assistant II	2
Operations Manager	1
Administrative Services Manager	1
<b>TOTAL POSITIONS</b>	<b>11</b>

## PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries and Wages - Regular		79,851	102,364	108,041	185,734
Part Time Regular		13,379	12,000	12,038	18,928
FICA		6,750	8,749	9,186	15,657
VRS		9,104	12,294	11,805	22,182
Hospitalization/Medical Plans		14,932	12,323	11,236	21,861
Group Insurance		993	1,341	1,296	2,422
Other Contractual Services		16,902	50,000	50,000	91,692
Repairs - Vehicles		-	6,680	6,680	6,680
Repairs - Equipment		-	100	100	100
Postal Services		229	175	175	175
Telecommunications		1,572	2,000	2,000	2,000
Dues and Association Memberships		251	-	-	-
Office Supplies		657	1,000	1,000	1,000
Vehicle and Powered Equipment Fuels		1,758	1,500	1,500	1,500
Other Operating Supplies		91	100	100	100
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>		<b>\$146,470</b>	<b>\$210,626</b>	<b>\$ 215,157</b>	<b>\$370,031</b>

# FACILITIES, CEMETERIES & GROUNDS

## DESCRIPTION & HIGHLIGHTS

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

The FY 2018-19 Adopted Budget merges Facilities Management, Cemeteries Management and Grounds Maintenance into one division as they all perform similar functions. By merging these functions together, it allows for centralized management while being efficient with the resources available.

## PERSONNEL SUMMARY

General Manager	1
Assistant General Manager	1
HVAC Technician Supervisor	1
General Supervisor II	1
Administrative Assistant II	1
Administrative Assistant I	1
HVAC Mechanic	1
Facility Maintenance Specialist	5
Construction Worker	4
Custodial Worker I (P/T)	9
General Supervisor I	1
Crew Supervisor II	1
Crew Leader	5
Motor Equipment Operator II	1
Maintenance Worker I	1
Maintenance Worker I (P/T)	2
<b>TOTAL POSITIONS</b>	<b>36</b>

## FACILITIES, CEMETERIES & GROUNDS

FACILITIES, CEMETERIES & GROUNDS MANAGEMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	490,233	112,493	448,130	963,802
Salaries & Wages Overtime	6,922	-	7,000	7,400
Part Time Regular	83,396	-	45,000	51,000
FICA	41,017	8,606	37,724	78,198
VRS	51,814	13,510	53,820	115,753
Health Insurance	68,275	18,343	71,846	175,435
VRS Group Life	5,694	1,474	5,871	12,625
Unemployment Insurance	-	-	-	-
Other Contractual Services	22,173	561,822	325,000	460,000
Repairs - Vehicles	3	-	-	3,689
Repairs - Machinery & Tools	40	-	-	12,832
Repairs - Equipment	-	80,000	-	-
Repairs - Heat & Cool Equipment	45,979	-	75,000	60,152
Repairs - Buildings	61,126	40,856	40,000	34,086
Courthouse Maintenance	11,645	-	40,000	40,000
Pest Control	11,645	-	11,240	9,015
Utility Service	6,099	518,400	570,416	457,155
Water & Sewer Service	419,252	130,000	130,000	104,264
Postal Services	175,800	-	500	401
Telecommunications	2,471	1,200	6,800	6,256
Dues and Association Memberships	4,660	-	-	80
Office Supplies	-	1,500	3,250	4,211
Food Supplies	2,864	-	-	201
Cleaning Materials & Supplies	117	-	32,000	26,467
Vehicle and Powered Equipment Fuels	17,403	60,000	20,000	48,122
Uniforms & Wearing Apparel	7,123	-	7,000	10,025
Other Operating Supplies	2,211	-	-	5,775
Building Materials & Supplies	36	-	35,000	28,071
Machinery & Equipment under \$5,000	11,621	500	1,000	8,822
Machinery & Equipment over \$5,000	228	20,000	-	-
Computer Software over \$5,000	-	7,600	7,600	6,095
Heat & Cool Equipment	-	-	58,197	46,676
<b>TOTAL FACILITIES, CEMETERIES &amp; GROUNDS MANAGEMENT</b>	<b>\$ 1,549,844</b>	<b>\$ 1,576,304</b>	<b>\$ 2,032,395</b>	<b>\$2,776,608</b>

## GROUNDS

### DESCRIPTION & HIGHLIGHTS

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

GROUNDS		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		283,340	415,220	321,927	-
Salaries & Wages Overtime		2,018	-	400	-
Part Time Regular		92,075	36,500	45,000	-
FICA		26,042	31,765	28,070	-
VRS		31,205	43,828	38,663	-
Health Insurance		76,891	24,925	84,533	-
VRS Group Life		3,404	4,783	4,217	-
Worker's Compensation		41,126	-	-	-
Doctor's & Physicians Fee		55	-	-	-
Other Contractual Services		10,677	72,720	100,000	-
Repairs - Vehicles		40,087	2,000	4,600	-
Repairs - Machinery & Tools		1,821	5,500	16,750	-
Repairs - Buildings		4,338	2,500	2,500	-
Telecommunications		197	1,000	1,000	-
Dues and Association Memberships		-	100	100	-
Office Supplies		3,636	2,000	2,000	-
Food Supplies		75	250	250	-
Cleaning Materials & Supplies		-	1,000	1,000	-
Vehicle and Powered Equipment Fuels		21,023	20,000	40,000	-
Uniforms & Wearing Apparel		4,651	5,600	5,600	-
Other Operating Supplies		3,060	9,100	7,200	-
Machinery & Equipment under \$5,000		228	10,000	10,000	-
<b>TOTAL GROUNDS</b>		<b>\$645,949</b>	<b>\$688,791</b>	<b>\$ 713,811</b>	<b>\$ -</b>

## REFUSE COLLECTION

REFUSE COLLECTION		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Other Contractual Services		1,356,916	1,921,311	1,921,311	1,600,000
<b>TOTAL REFUSE COLLECTION</b>		<b>\$ 1,356,916</b>	<b>\$ 1,921,311</b>	<b>\$ 1,921,311</b>	<b>\$ 1,600,000</b>

## STORMWATER OPERATIONS

REVENUES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Interest Earned	24	-	8	-
Stormwater Fee Charges On	1,336,918	1,181,967	1,350,000	1,460,249
Miscellaneous Other	31	-	27	-
Transfer from General Fund	-	100,000	100,000	-
<b>TOTAL STORMWATER REVENUES</b>	<b>\$ 1,336,973</b>	<b>\$ 1,281,967</b>	<b>\$ 1,450,035</b>	<b>\$ 1,460,249</b>
EXPENDITURES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	140,719	166,221	152,488	240,317
FICA	10,033	12,720	11,665	18,384
VRS	15,825	19,970	18,314	28,790
Health Insurance	16,597	11,640	21,099	26,203
VRS Group Life	1,728	2,180	1,998	3,136
Doctors & Phys Exam Fees	-	200	200	200
Other Contractual Services	3,022	307,411	369,743	350,000
Advertising	-	1,000	1,000	1,000
Telecommunications	499	-	1,210	1,210
Registration & Training	-	2,500	2,500	2,500
Dues & Association Memberships	3,000	4,000	4,000	4,000
Office Supplies	215	5,000	3,790	3,790
Food Supplies	-	500	500	500
Vehicle and Powered Equipment Fuels	21	1,000	1,000	1,000
Uniforms & Wearing Apparel	-	2,000	2,000	2,000
Other Operating Supplies	190	100	100	100
Computer Hardware under \$5,000	-	4,000	4,000	4,538
Contingency	-	100,000	708,351	639,444
Bonded Debt/Notes Interest	65,653	45,681	89,871	121,136
Bonded Debt/Notes Principal	629,332	595,844	56,206	12,000
<b>TOTAL STORMWATER EXPENDITURES</b>	<b>\$ 886,834</b>	<b>\$ 1,281,967</b>	<b>\$ 1,450,035</b>	<b>\$ 1,460,249</b>

### PERSONNEL SUMMARY

Stormwater Program Manager	1
Stormwater Inspector	1
<b>TOTAL POSITIONS</b>	<b>2</b>

# WATER OPERATIONS

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Assistant General Manager	1
General Supervisor II	3
Administrative Assistant II	1
Chief Meter Reader	1
Safety/Locator (1 Unfunded)	2
Crew Supervisor II	3
Inventory Clerk	1
Motor Equipment Operator I	6
Motor Equipment Operator II	1
Pump Station Equipment Mechanic	1
Water Service Technician II	2
Water Service Technician I	4
<b>TOTAL POSITIONS</b>	<b>26</b>

## WATER OPERATIONS

WATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	877,901	989,883	829,817	1,103,965
Salaries & Wages Overtime	63,374	80,000	43,000	43,000
Part Time Regular	31,467	3,500	24,100	32,760
FICA	68,473	71,822	69,645	86,960
VRS	41,151	112,756	96,763	141,471
Health Insurance	166,541	65,720	208,424	182,071
VRS Group Life	11,949	12,299	10,438	15,427
Workman's Compensation	2,817	25,000	8,000	12,000
Doctors & Phys Exam Fees	550	1,300	1,300	1,300
Other Professional Services	-	-	9,838	-
Other Contractual Services	360,979	92,282	489,000	489,000
Repairs - Vehicles	-	26,500	24,100	24,100
Repairs - Machinery & Tools	-	70,000	92,000	92,000
Repairs - Equipment	-	1,200	1,200	1,200
Repairs - Streets & Sidewalks	-	-	1,500	1,500
Repairs - Buildings	-	30,000	-	-
Pest Control	-	-	350	350
Printing & Binding	-	5,000	-	-
Advertising	-	500	500	500
Utility Service	-	70,000	66,500	66,500
Natural Gas	-	-	3,000	3,000
Water & Sewer Service	-	6,000	2,000	2,000
Postal Services	-	30,250	5,000	5,000
Telecommunications	-	11,000	9,000	9,000
Insurance Premiums - Fire	-	-	2,000	2,000
Property Insurance	-	4,000	4,000	4,000
Auto Insurance	-	1,200	1,200	1,200
Lease/Rent of Equipment	5,250	20,000	7,500	7,500
Lease/Rent of Buildings	4,171	-	9,600	9,600
Registration & Training	4,554	4,000	2,000	2,000
Dues & Association Memberships	299	18,350	350	350

## WATER OPERATIONS

WATER OPERATIONS CONTINUED	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
State Permits/License	33,601	-	18,000	18,000
Office Supplies	10,738	10,000	2,550	2,550
Food Supplies	1,092	1,000	-	-
Cleaning Materials & Supplies	4,780	3,500	3,500	3,500
Repair and Maintenance Supplies	-	245,000	245,000	245,000
Vehicle and Powered Equipment Fuels	21,971	35,500	10,000	10,000
Uniforms & Wearing Apparel	5,207	8,000	8,000	8,000
Other Operating Supplies	2,395	7,750	7,750	7,750
Merchandise for Resale	1,910,879	1,525,000	1,525,000	1,525,000
Construction Materials	-	-	13,000	13,000
Service Connection & Materials	13,901	-	60,000	60,000
First Aid Supplies	-	-	250	250
Water & Sewer Materials & Supplies	54,486	-	50,000	50,000
Machinery & Equipment under \$5,000	37	3,000	3,600	3,600
Computer Software under \$5,000	-	6,000	3,000	3,000
Computer Hardware under \$5,000	-	2,000	2,000	2,000
Depreciation Expense	1,058,454	-	-	-
Bonded Debt/Notes Interest	516,586	497,538	508,245	503,533
Bonded Debt/Notes Principal	(24,612)	583,303	468,243	409,730
PILOT Payment to General Fund	-	280,000	489,000	489,000
Fund Balance Replenishment	2,186,413	318,091	-	622,011
<b>TOTAL WATER OPERATIONS</b>	<b>\$ 7,435,405</b>	<b>\$ 5,278,244</b>	<b>\$ 5,439,262</b>	<b>\$ 6,315,679</b>

# WASTEWATER OPERATIONS

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Assistant General Manager	1
Crew Supervisor II	1
General Supervisor II	2
Motor Equipment Operator I	2
Pump Station Equipment Mechanic	3
CAD/GIS Coordinator	1
<b>TOTAL POSITIONS</b>	<b>10</b>

## WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	-	317,339	273,648	534,118
Salaries & Wages Overtime	-	40,000	25,361	25,361
Part Time Regular	-	3,500	-	-
FICA	-	26,067	25,000	43,366
VRS	-	40,924	32,395	73,033
Health Insurance	-	23,852	54,068	76,212
VRS Group Life	-	4,464	5,580	7,965
Unemployment Insurance	-	-	3,000	7,500
Doctors & Phys Exam Fees	-	1,300	600	1,300
Engineer and Architecture Services	-	15,000	15,000	15,000
Wastewater Treatment Services	4,898,809	4,800,000	4,800,000	4,800,000
Other Professional Services	-	-	9,838	-
Other Contractual Services	-	168,776	292,000	292,000
Repairs - Vehicles	-	45,000	37,500	37,500
Repairs - Machinery & Tools	-	95,000	10,300	10,300
Repairs - Equipment	-	6,200	6,200	6,200
Repairs - Heating & Cooling Equipment	-	-	-	-
Repairs - Streets & Sidewalks	-	-	8,900	8,900
Repairs - Buildings	-	30,000	5,100	5,100
Printing & Binding	-	5,000	10,000	10,000
Advertising	-	500	500	500
Utility Service	-	98,000	103,300	103,300
Postal Services	-	30,250	55,000	55,000
Telecommunications	-	11,000	15,200	15,200
Property Insurance	-	4,000	4,000	4,000
Auto Insurance	-	1,200	1,200	1,200
Lease/Rent of Equipment	-	102,556	102,600	102,600
Dues & Association Memberships	-	18,350	350	18,350
Office Supplies	-	10,000	10,000	10,000
Food Supplies	-	1,000	-	-
Cleaning Materials & Supplies	-	3,500	3,500	3,500
Repair and Maintenance Supplies	-	81,965	100,500	100,500
Vehicle and Powered Equipment Fuels	-	33,500	8,000	8,000
Uniforms & Wearing Apparel	-	8,000	5,000	5,000
Other Operating Supplies	-	250	350	350

## WATER OPERATIONS

WASTEWATER OPERATIONS CONTINUED	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Contraction Materials	-	-	75,000	75,000
Service Connection & Materials	-	-	25,000	25,000
First Aid Supplies	-	-	250	250
Water & Sewer Materials & Supplies	-	-	50,000	50,000
Machinery & Equipment under 5,000	-	3,500	1,900	1,900
Vehicles	-	32,500	32,500	-
Bonded Debt/Notes Interest	-	-	7,390	-
Bonded Debt/Notes Principal	-	37,500	17,209	-
SWWA Payback	-	513,036	513,036	-
Fund Balance Replenishment	-	740,518	554,942	622,011
Contingency	-	7,500	7,500	7,500
<b>TOTAL WASTEWATER OPERATIONS</b>	<b>\$ 4,898,809</b>	<b>\$ 7,361,047</b>	<b>\$ 7,326,716</b>	<b>\$ 7,163,016</b>

# STREET OPERATIONS

## DESCRIPTION & HIGHLIGHTS

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

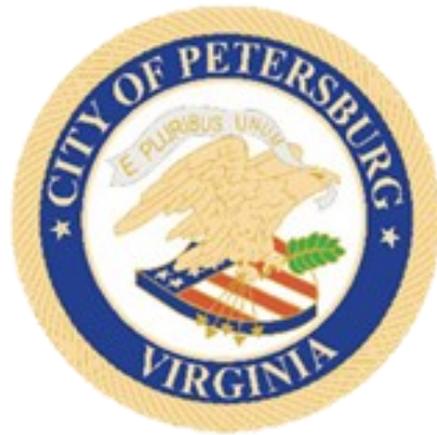
## PERSONNEL SUMMARY

General Manager - Street Operations	1
Assistant General Manager - Street Operations	1
Senior Traffic Signal/Street Light Technician	1
General Supervisor II	2
Crew Supervisor II	3
Electronics Technician	1
Crew Leader	8
Motor Equipment Operator II	9
Motor Equipment Operator III	2
Administrative Assistant I	1
Account Clerk III	1
Motor Equipment Operator I	2
Motor Equipment Operator I (P/T)	1
Construction Worker	2
Office Assistant II (Unfunded)	0
Maintenance Worker II (P/T)	2
<b>TOTAL POSITIONS</b>	<b>37</b>

## STREET OPERATIONS

STREET OPERATIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	794,498	1,137,020	1,055,941	1,505,292
Salaries & Wages Overtime	22,234	25,000	25,000	25,000
Part Time Regular	20,256	-	35,000	35,000
FICA	58,776	75,627	81,699	119,026
VRS	88,174	118,728	117,922	180,595
Health Insurance	140,627	37,608	219,976	238,392
VRS Group Life	9,609	12,950	13,406	19,810
Workman's Compensation	5,056	340,000	75,000	-
Tuition Assistance	-	2,500	2,500	2,500
Doctors & Phys Exam Fees	-	3,000	3,000	3,000
Engineer and Architecture Services	345	120,576	120,576	70,000
Other Contractual Services	455,571	2,494,953	2,523,294	2,393,997
Snow Removal Services	-	150,000	150,000	100,000
Repairs - Vehicles	17,978	20,000	20,000	20,000
Repairs - Equipment	24,400	1,500	1,500	1,500
Advertising	-	1,000	1,000	1,000
Utility Service	-	320,000	375,607	525,607
Postal Services	34	200	200	200
Telecommunications	5,840	5,000	7,500	7,500
Mileage & Transportation	-	1,500	1,500	1,500
Registration & Training	225	2,500	2,500	2,500
Dues & Subscriptions	302	-	-	-
Office Supplies	2,683	5,000	5,000	5,000
Food Supplies	-	2,500	2,500	2,500
Cleaning Materials & Supplies	890	2,500	2,500	2,500
Repair and Maintenance Supplies	-	550,000	547,500	170,000
Vehicle and Powered Equipment Fuels	27,535	50,000	50,000	50,000
Uniforms & Wearing Apparel	5,058	10,000	10,000	10,000
Books and Subscriptions	-	1,000	1,000	1,000
Other Operating Supplies	-	3,000	3,000	3,000
Machinery & Equipment under \$5,000	1,001	2,500	2,500	2,500
Machinery & Equipment over \$5,000	-	100,000	100,000	100,000
Vehicles	-	100,000	100,000	100,000
Contingency	-	1,085	202,134	135,317
<b>TOTAL STREET OPERATIONS</b>	<b>\$ 1,681,091</b>	<b>\$ 5,697,247</b>	<b>\$ 5,859,254</b>	<b>\$ 5,834,237</b>

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# SOCIAL SERVICES



# SOCIAL SERVICES

## DESCRIPTION

The department:

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

## PERSONNEL SUMMARY

Social Services Director	1	Benefit Program Specialist I	27
Fiscal Manager	1	Family Services Specialist I	20
Benefits Program Manager	1	Information System Support Specialist	1
Family Services Manager	1	Benefit Program Specialist III	6
Administrative Services Manager	1	Program Coordinator	1
Family Services Supervisor	5	Human Services Assistant II	11
Family Services Specialist III	5	Security Guard (DSS)	1
Self-Sufficiency Supervisor	1	Administrative Program Assistant	1
Fraud Investigator I/II	1	Office Assistant III	8
Fiscal Assistant III	5	Office Assistant II	1
Benefit Programs Supervisor	6	Office Assistant I	2
Training Specialist	2	Secretary I	1
Self-Sufficiency Specialist I	5	Custodian Worker I (P/T)	3
<b>TOTAL POSITIONS</b>			<b>118</b>

## SOCIAL SERVICES

SOCIAL SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	2,887,241	3,710,784	3,885,855	3,797,053
Salaries & Wages Overtime	5,388	28,000	28,000	28,000
Part Time Regular	33,096	27,634	27,634	35,000
FICA	204,501	288,131	288,131	295,239
VRS	323,302	445,665	445,665	456,026
Health Insurance	457,538	572,860	572,860	708,300
VRS Group Life	34,241	48,611	48,611	49,741
Doctors & Phys Exam Fees	1,560	-	-	2,090
Legal Services	1,540	85,500	85,500	85,500
Other Contractual Services	57,599	89,600	89,600	89,600
Repairs - Vehicles	14,272	10,000	10,000	10,000
Repairs - Equipment	3,221	2,310	2,310	2,310
Utility Service	-	35,650	35,650	35,650
Postal Services	31,365	30,300	30,300	30,680
Telecommunications	9,464	42,315	42,315	45,000
Surety Bonds	-	2,550	2,550	2,550
Lease/Rent of Equipment	7,003	12,000	12,000	12,000
Lease/Rent of Buildings	40,011	68,590	68,590	68,590
Mileage & Transportation	774	3,540	3,540	3,540
Meals and Lodging	-	5,000	5,000	5,000
Registration & Training	-	2,500	5,283	5,283
Auxiliary Grants Aged	222,260	539,000	546,925	131,880
Auxiliary Grants Disabled	320,455	-	-	408,445
TANF Manual Checks	-	2,000	3,000	3,000
TANF Foster Care	1,045,788	619,275	1,032,047	1,032,047
Emergency Services	1,987	2,400	500	3,500
Child Welfare Serv & Adoption	1,622,620	1,436,000	1,682,270	1,682,270
Independent Living Program	937	8,260	4,106	4,106
Companion Program	47,574	27,030	30,000	30,000
Prevention Allocation	3,194	40,090	19,941	19,941
View Welfare Reform	197,440	257,000	366,883	366,883
Foster Parent Adoptive	109	3,680	31,308	4,000
Day Care Quality Enhancement		12,000	-	-
Healthy Families	18,283	48,500	42,417	42,417
Dues and Association Memberships	20	2,500	-	2,500
Family Preservation		-	100,000	-
Office Supplies	3,780	55,000	55,000	55,000
Cleaning Materials & Supplies	749	15,000	15,000	15,000
Vehicle and Powered Equipment Fuels	1,674	27,950	27,950	27,950
<b>TOTAL SOCIAL SERVICES</b>	<b>\$7,598,985</b>	<b>\$8,607,225</b>	<b>\$ 9,646,741</b>	<b>\$9,596,091</b>

## JUVENILE & CHILDREN OUTREACH (CSA)

### DESCRIPTION

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

### PERSONNEL SUMMARY

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

COMPREHENSIVE SERVICES ACT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	58,205	57,444	57,444	57,444
Part Time Regular	11,686	15,084	15,084	15,084
FICA	5,069	5,548	5,548	5,548
VRS	6,612	6,899	6,899	6,899
Health Insurance	6,087	5,256	6,394	6,394
VRS Group Life	721	753	753	753
Other Contractual Services	-	3,600,000	-	-
Pool Funds	4,070,157	-	3,600,000	3,600,000
Mileage & Transportation	-	750	750	750
Office Supplies	-	2,000	2,000	2,000
Machinery & Equipment under \$5,000	-	500	500	500
<b>TOTAL COMPREHENSIVE SERVICES ACT</b>	<b>\$4,158,537</b>	<b>\$3,694,234</b>	<b>\$ 3,695,371</b>	<b>\$3,695,372</b>

# VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

## DESCRIPTION & HIGHLIGHTS

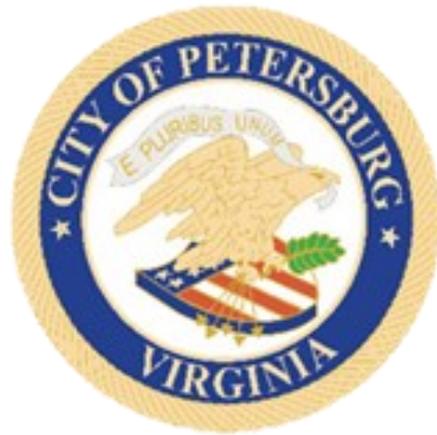
The Juvenile Community Crime Control Program (JCCCP) strives to provide youth and families a safe, nurturing community that will provide for their needs, recognize their strengths, and support their success. The office provides services for youth that are Court ordered into the program or diverted at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

## PERSONNEL SUMMARY

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

VJCCCA SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries and Wages - Regular	-	132,143	139,051	132,143
Part Time Regular	-	4,000	4,000	5,000
FICA	-	10,415	10,637	10,491
VRS	-	15,870	11,595	15,870
Hospitalization/Medical Plans	-	22,000	21,713	20,787
Group Life	-	1,731	1,265	1,731
Doctors & Phys Exam Fees	-	100	100	100
Other Contractual Services	-	11,700	11,700	11,700
Repairs - Vehicles	-	1,500	1,500	1,500
Advertising	-	1,000	1,000	1,000
Telecommunications	-	2,500	2,500	2,500
Mileage & Transportation	-	1,000	1,000	1,000
Meals and Lodging	-	2,000	2,000	2,000
Registration & Training	-	1,000	1,000	1,000
Office Supplies	-	1,750	1,750	1,750
Food Supplies	-	500	500	500
Vehicle and Powered Equipment Fuels	-	450	450	450
Furniture & Fixtures under \$5,000	-	2,000	-	3,000
<b>TOTAL VJCCCA SERVICES</b>	<b>\$-</b>	<b>\$211,659</b>	<b>\$211,760</b>	<b>\$ 212,523</b>

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# LEISURE & COMMUNITY ENGAGEMENT



# RECREATION & COMMUNITY ENGAGEMENT

## DESCRIPTION & HIGHLIGHTS

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. A major initiative in FY 2017-18 was the Volunteerism effort via the Ambassador's Program. The FY 2018-19 Adopted Budget includes eliminating one Program Coordinator position as well as decreasing part-time salaries by \$39,520 for the fiscal year.

## PERSONNEL SUMMARY

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

RECREATION & COMMUNITY ENGAGEMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	252,861	228,339	302,733	377,035
Part Time Regular	176,426	250,091	250,091	210,571
FICA	30,660	36,600	42,261	44,952
VRS	26,848	27,424	35,961	61,697
Health Insurance	36,303	24,000	36,978	28,787
VRS Group Life	2,929	2,991	3,117	4,853
Unemployment Insurance	104	-	1,127	-
Other Contractual Services	78,732	80,000	83,000	83,000
Telecommunications	1,329	-	-	-
Special Events	-	8,800	12,050	12,050
Office Supplies	784	3,000	5,000	5,000
Food Supplies	-	7,000	7,000	7,000
Vehicle and Powered Equipment Fuels	3,319	15,000	16,000	15,000
Dues and Association Memberships	-	-	-	2,000
Uniforms & Wearing Apparel	2,534	5,000	5,000	5,000
Other Operating Supplies	-	28,200	28,200	24,034
<b>TOTAL RECREATION &amp; COMMUNITY ENGAGEMENT</b>	<b>\$612,828</b>	<b>\$716,445</b>	<b>\$ 828,518</b>	<b>\$880,979</b>

# LIBRARY

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget includes un-funding a Librarian I position for the entire fiscal year as well as decreasing the Books & Subscriptions line.

## PERSONNEL SUMMARY

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

# LIBRARY

LIBRARY	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	290,768	414,986	361,259	390,169
Part Time Regular	103,562	119,238	105,063	115,414
FICA	28,151	40,868	35,674	38,677
VRS	32,455	49,840	43,391	45,265
Health Insurance	50,541	42,045	75,475	65,229
VRS Group Life	3,479	5,436	4,739	4,937
Other Contractual Services	86,034	61,983	61,983	81,519
Repairs - Vehicles	-	5,010	3,010	3,010
Advertising	-	1,000	1,000	1,000
Utility Service	-	81,797	81,797	81,797
Postal Services	475	1,100	1,100	1,100
Telecommunications	21,461	17,665	17,665	23,087
Property Insurance	-	10,895	10,895	10,895
Lease/Rent of Equipment	11,297	12,718	2,000	-
Lease/Rent of Buildings	96,000	96,000	96,000	96,000
Mileage & Transportation	-	1,250	1,650	1,866
Dues and Association Memberships	550	955	955	1,000
Special Events	-	7,318	7,318	7,318
Office Supplies	2,598	4,500	4,500	4,500
Vehicle and Powered Equipment Fuels	614	1,125	1,125	1,100
Books and Subscriptions	67,257	78,000	78,000	64,096
Other Operating Supplies	-	6,000	6,000	4,130
Merchandise for Resale	-	2,000	2,000	2,000
Furniture & Fixtures under \$5,000	624	7,500	7,500	-
Machinery & Equipment under \$5,000	-	16,706	16,706	-
Contingency	-	28,031	28,031	28,031
<b>TOTAL LIBRARY</b>	<b>\$ 795,867</b>	<b>\$ 1,113,966</b>	<b>\$ 1,054,835</b>	<b>\$1,072,139</b>

## TOURISM & SPECIAL EVENTS

### DESCRIPTION

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

TOURISM & SPECIAL EVENTS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	56,697	32,206	18,787	-
Part Time Regular	56,625	-	-	-
FICA	8,375	2,464	1,437	-
VRS	5,745	3,868	2,256	-
Health Insurance	7,268	2,254	3,996	-
VRS Group Life	627	422	246	-
Other Contractual Services	9,451	10,000	10,000	-
Repairs - Vehicles	1,464	1,000	1,000	-
Advertising	1,406	38,000	1,500	-
Telecommunications	2,085	800	800	-
Dues and Association Memberships	-	38,500	38,500	-
Special Events	586	6,000	6,000	-
Office Supplies	29	2,000	2,000	-
Vehicle and Powered Equipment Fuels	158	425	800	-
<b>TOTAL TOURISM &amp; SPECIAL EVENTS</b>	<b>\$ 150,517</b>	<b>\$137,939</b>	<b>\$87,322</b>	<b>\$ -</b>

# CEMETERIES ADMINISTRATION

## DESCRIPTION & HIGHLIGHTS

Cemeteries Administration consists of part-time employees that are responsible for running the office and operations at Blandford Church and the cemetery. Cemeteries Administration reports to the Director of Library. There were no major changes to this division in the FY 2018-19 Adopted Budget compared to The FY 2017-18 Amended Budget.

## PERSONNEL SUMMARY

Office Assistant III (P/T)	2
<b>TOTAL POSITIONS</b>	<b>2</b>

CEMETERIES ADMINISTRATION	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	35,715	-	-	-
Part Time Regular	30,382	32,000	32,000	32,000
FICA	4,981	2,448	2,448	2,448
VRS	2,507	-	-	-
VRS Group Life	274	-	-	-
Postal Services	5	-	-	-
Telecommunications	454	1,000	1,000	-
Dues and Association Memberships	-	2,000	2,000	500
Office Supplies	27	-	1,500	500
Cleaning Materials & Supplies	-	500	500	-
<b>TOTAL CEMETERIES ADMINISTRATION</b>	<b>\$ 74,345</b>	<b>\$ 37,948</b>	<b>\$ 39,448</b>	<b>\$ 35,448</b>

# DOGWOOD TRACE GOLF COURSE

## DESCRIPTION & HIGHLIGHTS

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. The FY 2018-19 Adopted Budget shows level funding from the FY 2017-18 Amended Budget as the revenue and expenditures are projected to be essentially the same.

## PERSONNEL SUMMARY

General Manager/PGA Golf Pro	1
Operations Manager	1
Facility Maintenance Specialist	1
Assistant Golf Pro	1
Golf Shop Attendant	1
Construction Worker	1
<b>TOTAL POSITIONS</b>	<b>6</b>

## DOGWOOD TRACE GOLF COURSE

REVENUES		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Green Fees		433,185	488,350	488,350	488,350
Cart Rental		153,181	166,000	175,000	166,000
Pro Shop		33,979	52,000	35,000	52,000
Concession Sales		10,993	16,750	16,750	16,750
Sales Tax Golf Course		9,885	-	-	-
Cash Over & Short		-	-	-	-
Miscellaneous Other		62,512	14,557	14,557	14,557
Transfer from General Fund		-	-	289,158	292,850
<b>TOTAL DOGWOOD TRACE REVENUES</b>		<b>\$ 703,735</b>	<b>\$ 737,657</b>	<b>\$1,018,815</b>	<b>\$ 1,030,507</b>

EXPENDITURES		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular		221,503	280,525	286,267	286,267
Part Time Regular		59,721	47,303	45,315	45,315
FICA		20,050	25,079	25,366	25,366
VRS		14,923	33,691	36,049	36,193
Health Insurance		27,553	36,789	40,548	33,229
VRS Group Life		2,749	3,675	3,750	3,750
Doctors & Phys Fees		440	-	-	-
Other Professional Services		22,030	2,500	2,500	2,500
Credit Card Processing Fees		9,091	10,250	10,250	10,250
Other Contractual Services		102,881	85,950	87,950	87,950
Advertising		210	1,284	1,500	1,500
Marketing		-	1,000	1,500	1,500
Utility Service		23,863	21,000	21,000	21,000
Water & Sewer Service		11,877	13,000	13,000	13,000
Telecommunications		4,952	5,140	1,140	1,140
Property Insurance		-	7,500	7,500	7,500
Lease/Rent of Equipment		65,795	80,200	65,200	80,200
Dues & Association Memberships		17,272	8,650	8,650	8,650
Office Supplies		1,834	3,000	3,000	3,000
Cleaning Materials & Supplies		130	3,500	3,500	3,500
Vehicle and Powered Equipment Fuels		20,128	21,000	21,000	21,600
Merchandise for Resale		27,371	32,400	36,400	37,600
Contingency		-	14,221	-	-
Depreciation Expense		116,856	-	-	-
Bonded Debt/Notes Interest		-	-	185,813	193,224
Bonded Debt/Notes Principal		-	-	111,617	106,273
<b>TOTAL DOGWOOD TRACE EXPENDITURES</b>		<b>\$ 771,228</b>	<b>\$ 737,657</b>	<b>\$1,018,815</b>	<b>\$ 1,030,507</b>

# MASS TRANSIT

## DESCRIPTION & HIGHLIGHTS

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.

The FY 2018-19 Adopted Budget shows a moderate increase compared to the FY 2017-18 Amended Budget due to many of the grants rolling forward into the next fiscal year. The General Fund's obligation to Transit remains the same as it was in the Amended Budget. One source of revenue is being projected as zero due to the locality not committing to paying for the services rendered thus explaining why the Colonial Heights revenue amount went from \$50,000 to \$0.

## PERSONNEL SUMMARY

Mass Transit Director	1	Transit Operator (2 Unfunded)	17
Deputy Director of Mass Transit	1	Maintenance/Fleet Manager	1
Operations Manager	1	Diesel Mechanic I	1
Facility Manager	1	Diesel Mechanic II	3
Administrative Services Manager	1	Para-Transit Operator	2
Transit Program Grants Specialist	1	Lead Custodial Worker (P/T)	1
Payroll & Revenue Specialist [Transit]	1	Custodial Worker I (P/T)	3
Safety Coordinator	1	Transit Worker I (P/T)	1
Custodial Worker II	2	New Freedom Operator	1
Customer Service	2	Para-Transit Operator (P/T)	6
Para-Transit Supervisor	1	Security (P/T)	1
Transit Accounts Specialists	1	Customer Service Representative (P/T)	1
Para-Transit Administrative Assistant	1	Transit Operator (P/T)	4
Transit Supervisor	2		
<b>TOTAL POSITIONS</b>			<b>59</b>

## MASS TRANSIT REVENUE

REVENUE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Interest Earned	-	-	-	-
Rental of General Property	-	-	-	-
Revenue From Use of Property	18,845	-	-	-
Sale of Bus Tickets	393,543	476,400	400,000	400,000
Hopewell	31,535	216,000	216,000	248,000
Colonial Heights	433,130	50,000	50,000	-
Greyhound Commission Tickets	20,870	25,210	30,000	30,000
Greyhound Revenue	47,071	-	20,000	43,032
Riverside Revenue	9,696	23,400	20,000	23,400
Concession Sales	655	25,000	18,000	-
Cash Sales Tax Café	-	-	225	-
Meals Tax Café	-	-	50	-
Charges for Services	27,351	-	-	-
Credit Card Processing Fee	-	-	-	-
Credit Card Processing Fee	-	-	-	-
Vending Machine Commission	-	-	300	-
Sale of Salvage/Surplus	-	-	-	-
Cash Over & Short	-	-	-	-
Miscellaneous Other - [Advertising On Bus]	-	81,008	10,000	10,000
Recovered Cost	7,546	-	7,500	-
Recoveries & Rebates	-	-	-	-
State Grant Revenue - Monthly Operating Allotment	632,660	614,065	614,065	653,065
New Freedom Program-Operating [Federal]	-	-	38,720	48,400
New Freedom Program Mgr. [State]	-	-	9,414	-
TMP Grant [State]	-	-	-	-
TDP [State]	-	-	-	-
73116-10 LED Lighting	-	-	3,105	-
73116-11 Computer Hardware	-	-	1,356	-
73116-12 Purchase Radios	-	-	1,352	-
73116-14 Surveillance/Security Equipment	-	-	734	-
71317-04 -TDP	-	-	-	-
71416-07 TMP - Petersburg	-	-	20,820	-
Federal Grant Revenue -Operating	976,078	1,442,123	702,123	770,928
Federal Grant Revenue -Preventive Maintenance	-	-	740,000	740,000
VA-90-X516 [Federal]	-	-	34,742	-
VA-90-X433 [Federal]	-	-	15,253	-

## MASS TRANSIT REVENUE

REVENUE CONTINUED	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
VA-90-X415 [Federal]	-	-	159,427	131,956
VA-90-X286 [Federal]	-	-	28,974	22,722
VA-34-0005 [Federal]	-	-	80,084	29,324
VA-90-X363 [Federal]	-	-	7,842	-
VA-90-X380 [Federal]	-	-	7,723	-
VA-90-X105-02 [Federal]	-	-	57,917	-
VA-16-X042 [New Freedom Operating Federal]	-	-	48,400	-
VA-16-X042 [New Freedom Mgr. Federal]	-	-	47,072	-
VA-2018-0009 [Federal]	-	-	-	238,400
Capital 73117-03 [Federal]	-	-	-	112,000
Capital 73018-89 [Federal]	-	-	-	16,000
Capital 73018-91 [Federal]	-	-	-	8,000
Capital 73018-92 [Federal]	-	-	-	16,000
VA-2018-0009 [State]	-	-	-	297,280
Capital 73117-03 [State]	-	-	-	272,000
Capital 73018-89 [State]	-	-	-	3,200
Capital 73018-91 [State]	-	-	-	1,600
Capital 73018-92 [State]	-	-	-	3,200
Transfer from General Fund	-	300,000	980,248	980,248
Local Match - Operating [Fund 5307]	-	-	19,087	-
Local Match -Preventive Maintenance [Fund 5307]	-	-	-	-
Local Match -Capital [Fund 5307]	-	-	82,334	-
Local Match - [Fund 5310]	-	-	12,034	-
Local Match - Capital [Fund 5339]	-	-	24,729	-
Local Match - State Projects	-	-	9,245	86,207
<b>TOTAL MASS TRANSIT REVENUES</b>	<b>\$ 2,598,980</b>	<b>\$ 3,253,206</b>	<b>\$ 4,518,875</b>	<b>\$ 5,184,962</b>

## MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries and Wages - Regular	1,385,866	1,422,296	1,033,311	1,245,885
Salaries and Wages - Overtime	84,049	25,005	52,005	60,000
Part-time Salaries & Wages-Regular	130,297	199,969	82,820	108,091
Part-time Salaries & Wages-Overtime	-	-	-	-
FICA	122,416	124,104	85,384	108,169
VRS	131,441	170,818	124,101	147,608
Hospitalization/Medical Plans	108,276	99,561	72,332	202,366
Group Insurance	7,511	18,774	13,640	15,713
Unemployment Insurance	10,550	30,000	-	-
Employee Liability-Worker's Comp	38,126	-	30,000	36,000
Tuition	-	500	-	-
Doctors & Phys Exam Fees	2,511	5,000	2,500	2,500
Auditing	-	-	-	-
PAT Bus Passes Credit Card Fees	26,720	6,298	5,000	5,000
Other Contractual Services	473,249	80,000	98,380	57,718
Transit Development Plan [TDP]	-	-	-	-
Sale Tax Cafe	1,099	-	-	-
Other-GRTC	266,668	-	-	-
TMP- PAT Marketing Implementation	-	-	-	-
Repairs - Motor Vehicles	-	41,000	-	-
Repairs - Machinery & Tools	-	5,000	-	-
Repairs - Office Equipment	-	5,000	-	-
Repairs - Bldg & Grounds	7,045	14,000	-	-
Repairs-Other	728	-	-	-
Pest Control	152	250	-	-
Printing & Binding	-	-	-	7,000
Advertising	2,133	2,500	2,500	2,500
Laundry and Dry Cleaning Services - Mats	1,625	-	-	-
Utility Service [Electric & Gas]	49,849	60,000	60,000	83,771
Propane Gas	12,643	-	-	30,000
Water and Sewer Service	11,967	16,999	16,999	16,000
Postal Services	195	300	337	780
Telecommunications	40,363	41,913	34,486	61,913
Communications Maintenance Agreements	-	-	-	26,189
Property Insurance	-	10,000	-	4,000
Auto Insurance	6,606	5,000	500	4,000
Lease/Rent of Equipment	-	-	-	-
Mileage-Allowance	105	500	-	2,500
Meals and Lodging	-	-	-	2,500

## MASS TRANSIT EXPENDITURES

ADMINISTRATIVE OPERATING CONTINUED	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Registration & Training	-	200	500	5,000
Dues & Associations Memberships	1,883	2,000	2,500	2,000
Special Events	-	-	-	-
Office Supplies	5,523	1,500	2,663	2,186
Food Supplies	431	500	-	300
Cleaning Materials & Supplies	-	15,000	15,000	10,000
Garage - Repairs and Maintenance Supplies	-	-	-	-
Vehicle and Powered Equipment Fuels	230,274	260,523	247,754	185,714
Uniforms & Wearing Apparel	2,536	20,000	10,000	6,000
Training & Public Ed Supplies	-	-	-	5,000
Other Operating Supplies	-	3,000	4,196	3,000
Merchandise for Resale	-	10,000	-	-
First Aid Supplies	555	696	-	1,000
Tires and Tubes	86,446	55,000	-	-
Small Tools	399	-	-	-
Furniture & Fixtures under \$5,000	-	-	-	-
Machinery & Equipment under \$5,000	-	-	-	-
Computer Software under \$5,000	-	-	-	-
Computer Hardware under \$5,000	-	-	-	-
Furniture & Fixtures over \$5,000	-	-	-	-
Machinery & Equipment over \$5,000	-	-	-	-
Computer Software over \$5,000	-	-	-	-
Computer Hardware over \$5,000	-	-	-	-
Radio Equipment over \$5,000	-	-	-	-
Depreciation Expense	1,109,127	-	-	-
Local Match - Operating [Fund 5307]	-	-	523,798	-
PILOT Payment to General fund	-	246,000	246,000	246,000
Contingency	-	-	-	-
Greater Richmond Transit Co. [Contingency]	-	200,000	200,000	200,000
<b>TOTAL ADMINISTRATIVE OPERATING</b>	<b>\$ 4,359,362</b>	<b>\$ 3,199,206</b>	<b>\$ 2,966,706</b>	<b>\$ 2,896,403</b>

CAPITAL VA-90-X286	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Repairs Building & Grounds -Landscaping	-	-	9,934	9,934
Rehab/Renovate Admin/Maint Facility	-	-	12,219	12,219
Furniture & Fixtures over \$5,000	-	-	6,250	6,250
Furniture & Fixtures under \$5,000	-	-	7,812	-
<b>TOTAL CAPITAL VA-90-X286</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,215</b>	<b>\$ 28,403</b>

## MASS TRANSIT EXPENDITURES

PREVENTIVE MAINTENANCE - CAPITAL OPERATING	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries and Wages - Regular	-	-	348,075	267,654
Salaries and Wages - Overtime	-	-	40,000	40,000
Part-time Salaries & Wages-Regular	-	-	123,060	188,751
Part-time Salaries & Wages-Overtime	-	-	-	-
FICA	-	-	36,042	37,975
VRS	-	-	41,804	33,189
Hospitalization/Medical Plans	-	-	24,365	45,501
Group Insurance	-	-	4,595	3,533
Unemployment Insurance	-	-	-	-
Employee Liability-Worker's Comp	-	-	-	-
Doctors & Phys Exam Fees	-	-	2,059	2,500
Repairs - Motor Vehicles	-	-	96,000	100,351
Repairs - Machinery & Tools	-	-	1,000	10,000
Repairs-Office Equipment	-	-	5,000	5,000
Repairs-Bldg and Grounds	-	-	18,000	113,884
Lease/Rent of Equipment	-	-	-	-
Office Supplies	-	-	-	-
Cleaning Materials & Supplies	-	-	-	-
Uniforms & Wearing Apparel	-	-	-	4,000
Training & Public Ed Supplies	-	-	-	5,000
First Aid Supplies	-	-	-	-
Tires & Tubes	-	-	-	53,500
Small Tools	-	-	-	-
Local Match Preventive Maintenance	-	-	185,000	-
<b>TOTAL PREVENTIVE MAINTENANCE - CAPITAL OPERATING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 925,000</b>	<b>\$ 910,838</b>

CAPITAL VA-90-X415	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Contractual Services [Strategic Plan]	-	-	64,225	64,225
Repairs-Building and Grounds	-	-	20,440	-
Telecommunications	-	-	12,350	12,350
Acquired Shop Equipment	-	-	13,893	-
Replacement Motor Vehicles	-	-	79,119	79,119
Rehab/Renovate Admin/Maint Facility	-	-	9,251	9,251
<b>TOTAL CAPITAL VA-90-X415</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,278</b>	<b>\$ 164,945</b>

## MASS TRANSIT EXPENDITURES

<b>CAPITAL VA-34-0005</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Telecommunications [Vehicle Locator System]	-	-	21,989	21,989
Computer Software under \$5,000	-	-	-	-
Computer Hardware under \$5,000	-	-	23,025	14,552
Cleaning Materials & Supplies	-	-	-	-
Acquire Shop Equipment	-	-	18,974	-
Garage Supplies	-	-	-	-
Small Tools	-	-	-	-
Acquire Support Vehicle	-	-	-	-
Purchase Radios	-	-	9,948	-
Replace-Auto Passenger Counters	-	-	590	-
Rehab/Renovate Admin/Maint Facility	-	-	30,287	-
<b>TOTAL CAPITAL VA-34-0005</b>	<b>\$</b>	<b>- \$</b>	<b>- \$</b>	<b>104,813 \$</b>
				<b>36,541</b>

<b>MOBILITY MANAGER - NEW FREEDOM</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Salaries & Wages - Regular	-	-	45,895	-
Salaries & Wages - Overtime	-	-	-	-
FICA	-	-	3,461	-
VRS	-	-	4,959	-
Hospitalization Insurance	-	-	3,238	-
Group Insurance	-	-	1,287	-
Unemployment Insurance	-	-	-	-
<b>TOTAL MOBILITY MANAGER - NEW FREEDOM</b>	<b>\$</b>	<b>- \$</b>	<b>- \$</b>	<b>58,840 \$</b>

<b>NEW FREEDOM OPERATIONS</b>	<b>2016-2017 ACTUALS</b>	<b>2017-2018 ADOPTED</b>	<b>2017-2018 AMENDMENT</b>	<b>2018-2019 ADOPTED</b>
Salaries and Wages - Regular	-	-	27,040	27,040
FICA	-	-	2,069	2,069
VRS	-	-	3,248	3,248
Hospitalization/Medical Plans	-	-	1,893	1,893
Group Insurance	-	-	357	357
Doctors & Phys Exam Fees	-	-	-	-
Repairs - Motor Vehicles	-	-	35,000	35,000
Repairs - Machinery & Tools	-	-	15,000	15,000
Vehicle and Powered Equipment Fuels	-	-	12,193	12,193
Uniforms & Wearing Apparel	-	-	-	-
Garage Supplies	-	-	-	-
First Aid Supplies	-	-	-	-
Tires & Tubes	-	-	-	-
<b>TOTAL NEW FREEDOM OPERATIONS</b>	<b>\$</b>	<b>- \$</b>	<b>- \$</b>	<b>96,800 \$</b>
				<b>96,800</b>

## MASS TRANSIT EXPENDITURES

CAPITAL VA-90-X433		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Ground Maintenance-Landscaping	-	-	19,067	-
<b>TOTAL CAPITAL VA-90-X433</b>		\$ -	\$ -	\$ 19,067	\$ -

GREYHOUND LINE SERVICES		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Greyhound Ticket Sales/GPX	-	-	20,000	43,032
	Contingency	-	-	9,290	-
<b>TOTAL GREYHOUND LINE SERVICES</b>		\$ -	\$ -	\$ 29,290	\$ 43,032

BUS STOP CAFÉ		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Wages & Salaries	-	-	30,377	-
	Overtime	-	-	-	-
	FICA	-	-	2,324	-
	VRS	-	-	3,648	-
	Hospitalization Insurance	-	-	1,397	-
	Group Life	-	-	401	-
	Cafe Credit Card Fees	-	-	-	-
	Sale Tax Cafe	-	-	-	-
	Merchandise for Resale	-	-	15,000	-
<b>TOTAL BUS STOP CAFÉ</b>		\$ -	\$ -	\$ 53,147	\$ -

CAPITAL VA-90-X363		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Acquire Mobil Surv/Security Equip	-	-	10,149	-
<b>TOTAL CAPITAL VA-90-X363</b>		\$ -	\$ -	\$ 10,149	\$ -

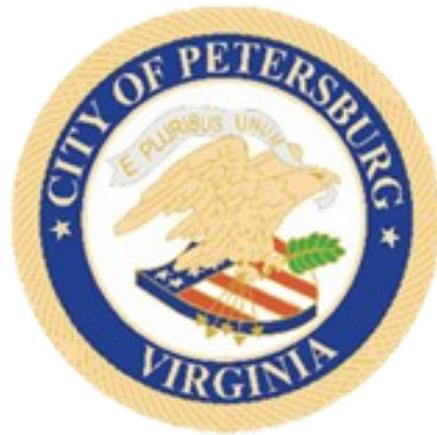
CAPITAL VA-90-X516		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Repairs-Building and Grounds [Bus Shelter]	-	-	19,570	-
<b>TOTAL CAPITAL VA-90-X516</b>		\$ -	\$ -	\$ 19,570	\$ -

CAPITAL VA-2018-0006		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Shop Equipment	-	-	-	90,000
	Replacement Motor Vehicles	-	-	-	468,000
<b>TOTAL CAPITAL VA-2018-0006</b>		\$ -	\$ -	\$ -	\$ 558,000

## MASS TRANSIT EXPENDITURES

	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
<b>CAPITAL 73117-03</b>				
Replacement Motor Vehicles	-	-	-	400,000
<b>TOTAL CAPITAL 73117-03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>CAPITAL 73018-89</b>				
Purchase Radios	-	-	-	20,000
<b>TOTAL CAPITAL 73018-89</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
<b>CAPITAL 73018-91</b>				
Rehab/Renovate Admin/Maint Facility	-	-	-	10,000
<b>TOTAL CAPITAL 73018-91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>CAPITAL 73018-92</b>				
Acquire Mobil Surv/Security Equip	-	-	-	20,000
<b>TOTAL CAPITAL 73018-92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
<b>TOTAL MASS TRANSIT EXPENDITURES</b>	<b>\$ 4,359,362</b>	<b>\$ 3,199,206</b>	<b>\$ 4,518,875</b>	<b>\$ 5,184,962</b>

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# DEVELOPMENT SERVICES



# PLANNING

## DESCRIPTION & HIGHLIGHTS

The Planning department encourages and promotes the orderly use of land for redevelopment and growth through intermediate and long range comprehensive and strategic planning. In Fiscal Year 2018-2019, the department will update and implement the City's Zoning Ordinance, Subdivision Ordinance and other land use regulations and policies. The department will also strive to offer greater opportunities for citizen participation and involvement in the planning process.

The FY 2018-19 Adopted Budget includes a reduction in Contractual Services and an increase in Telecommunications to allow for their staff to be provided with work cell phones while they are in the field conducting their business.

## PERSONNEL SUMMARY

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

# PLANNING

PLANNING		2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
	Salaries & Wages Regular	188,575	395,317	269,115	248,196
	Part Time Regular	-	-	-	2,000
	FICA	15,454	30,242	20,587	19,140
	VRS	23,458	47,478	29,109	29,702
	Health Insurance	12,175	26,278	28,106	20,787
	VRS Group Life	2,558	5,179	3,765	3,251
	Other Contractual Services	5,230	254,000	170,000	108,000
	Repairs - Vehicles	-	5,010	5,010	5,010
	Printing & Binding	-	1,500	750	700
	Advertising	1,510	7,500	6,000	6,000
	Marketing	-	10,000	-	-
	Postal Services	605	700	565	400
	Telecommunications	560	2,800	1,400	2,400
	Mileage & Transportation	-	2,000	1,000	1,500
	Meals and Lodging	-	2,500	1,750	2,000
	Registration & Training	-	1,200	1,000	1,500
	Dues and Association Memberships	-	64,178	1,000	1,000
	Special Events	-	1,500	1,500	1,500
	Office Supplies	71	6,000	3,500	3,500
	Cleaning Materials & Supplies	1,497	400	-	-
	Vehicle and Powered Equipment Fuels	41	500	500	500
	Books and Subscriptions	-	200	200	200
	Other Operating Supplies	-	2,600	2,600	2,600
	Computer Software under \$5,000	-	3,500	3,500	4,500
	Local Grant Match	-	2,500	2,500	2,500
<b>TOTAL PLANNING</b>		<b>\$251,733</b>	<b>\$873,082</b>	<b>\$ 553,458</b>	<b>\$466,886</b>

# ECONOMIC DEVELOPMENT

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Economic Development Director (Unfunded)	0
Economic Development Projects Manager	1
Economic Development Program Coordinator	1
<b>TOTAL POSITIONS</b>	<b>2</b>

ECONOMIC DEVELOPMENT	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	152,675	-	79,869	137,500
Part Time Regular	2,230	-	-	-
FICA	11,467	-	6,108	10,519
VRS	17,214	-	9,589	16,514
Health Insurance	11,377	-	12,777	14,394
VRS Group Life	1,879	-	1,046	1,801
Unemployment Insurance	131	-	-	-
Other Contractual Services	32,788	-	95,000	50,000
Printing & Binding	-	-	750	750
Advertising	2,274	-	1,500	1,500
Marketing & Advertising	-	-	10,000	10,000
Postal Services	13	-	115	115
Telecommunications	1,246	-	1,400	1,400
Mileage & Transportation	-	-	1,000	1,000
Meals and Lodging	-	-	750	750
Registration & Training	-	-	750	750
Dues and Association Memberships	555	-	85,000	1,500
Office Supplies	99	-	2,500	2,500
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 233,950</b>	<b>\$ -</b>	<b>\$308,152</b>	<b>\$250,992</b>

# CODE & INSPECTIONS

## DESCRIPTION & HIGHLIGHTS

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

## PERSONNEL SUMMARY

Administrative Services Manager	1
Building & Property Maintenance Official	1
Property Maintenance Official	1
Building Maintenance Inspector	1
Building Inspector	1
Permit Technician	1
Plans Reviewer	1
Account Clerk II	1
Plumbing Mechanical Inspector	1
<b>TOTAL POSITIONS</b>	<b>9</b>

## CODE & INSPECTIONS

CODE & INSPECTIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	265,139	431,103	401,103	451,133
FICA	20,376	32,979	23,163	34,512
VRS	31,465	51,775	36,375	42,385
Health Insurance	28,954	63,067	23,284	44,788
VRS Group Life	3,462	5,647	3,971	5,670
Other Contractual Services	31,028	60,000	45,000	5,000
Demolition Services	4,800	130,000	130,000	177,000
Postal Services	-	1,500	1,500	1,500
Telecommunications	-	5,000	5,000	5,000
Lease/Rent of Equipment	-	3,000	3,000	3,000
Mileage & Transportation	-	1,000	1,000	1,000
Meals and Lodging	-	550	550	1,500
Registration & Training	-	10,550	5,250	5,000
Dues and Association Memberships	-	1,000	1,000	1,000
Office Supplies	216	2,500	2,000	2,000
Vehicle and Powered Equipment				
Fuels	-	13,500	9,000	9,000
Uniforms & Wearing Apparel	-	4,250	4,000	4,000
Other Operating Supplies	1,243	3,000	1,500	1,500
Machinery & Equipment under \$5,000	-	700	500	500
Computer Software under \$5,000	-	3,000	3,000	3,000
<b>TOTAL CODE &amp; INSPECTIONS</b>	<b>\$386,682</b>	<b>\$824,121</b>	<b>\$ 700,196</b>	<b>\$ 798,488</b>

## MUSEUMS & VISITOR SERVICES

### PERSONNEL SUMMARY

Museum Interpreter (P/T) 2

**TOTAL POSITIONS** 2

MUSEUMS & VISITOR SERVICES	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages - Part-Time	-	-	29,120	29,120
FICA	-	-	2,228	2,228
Other Contractual Services	-	26,880	26,880	18,717
Utility Service	-	48,000	16,652	16,652
Water & Sewer Service	-	17,200	-	17,200
Postal Services	-	200	200	200
Telecommunications	-	3,000	-	3,000
Special Events	-	500	500	500
Cleaning Materials & Supplies	-	1,000	1,000	1,000
Vehicle and Powered Equipment Fuels	-	4,100	1,000	1,000
<b>TOTAL MUSEUMS &amp; VISITOR SERVICES</b>	<b>\$-</b>	<b>\$ 100,880</b>	<b>\$ 77,580</b>	<b>\$89,617</b>

## FREEDOM SUPPORT CENTER

### PERSONNEL SUMMARY

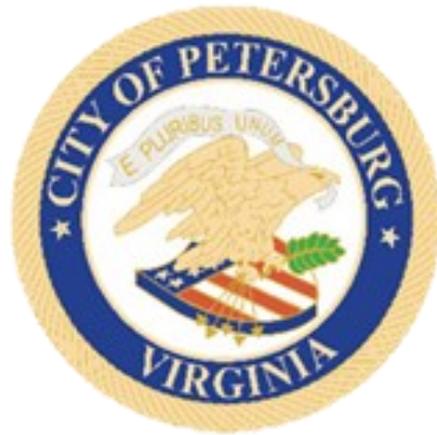
Executive Director/Freedom Support Center 1

Office Assistant I (P/T) 2

**TOTAL POSITIONS** 3

FREEDOM SUPPORT CENTER	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Salaries & Wages Regular	1,867	55,000	55,000	55,000
Part Time Regular	-	23,000	28,798	28,798
FICA	-	5,967	6,411	6,411
VRS	-	6,606	6,606	6,606
Health Insurance	-	5,256	6,394	6,394
VRS Group Life	-	721	720	720
<b>TOTAL FREEDOM SUPPORT CENTER</b>	<b>\$1,867</b>	<b>\$ 96,550</b>	<b>\$ 103,928</b>	<b>\$ 103,929</b>

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## DEBT SERVICE

DEBT SERVICE	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Bonded Debt/Notes Interest	1,378,563	1,358,012	1,467,670	1,551,862
Bonded Debt/Notes Principal	4,063,566	4,074,508	1,289,866	1,453,287
Capital Leases Principal	677,785	-	494,164	215,141
Capital Leases Interest	8,733	-	12,289	4,225
Other Debt Expenses	60,248	-	-	-
Bond Issuance Cost	532,690	-	231,845	250,000
<b>TOTAL DEBT SERVICE</b>	<b>\$ 6,721,585</b>	<b>\$5,432,520</b>	<b>\$ 3,495,834</b>	<b>\$3,474,516</b>

## SCHOOL OPERATIONS

SCHOOL OPERATIONS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Transfer to Schools	8,254,730	8,474,762	9,474,762	9,745,976
<b>TOTAL SCHOOL OPERATIONS</b>	<b>\$ 8,254,730</b>	<b>\$8,474,762</b>	<b>\$ 9,474,762</b>	<b>\$9,745,976</b>

## TRANSFERS

TRANSFERS	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Transfer to Grants Fund	88,350	48,640	48,640	48,640
Transfer to Capital Projects Fund	-	160,000	160,000	160,000
Transfer to Stormwater Fund	-	100,000	100,000	-
Transfer to Mass Transit Fund	-	300,000	980,248	980,248
Transfer to Golf Course	-	-	289,158	292,850
<b>TOTAL TRANSFERS</b>	<b>\$ 88,350</b>	<b>\$ 608,640</b>	<b>\$ 1,578,046</b>	<b>\$ 1,481,738</b>

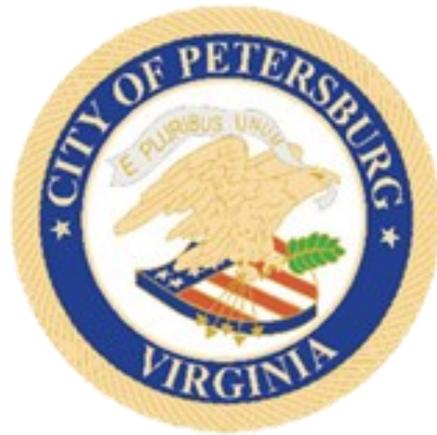
# NON-DEPARTMENTAL

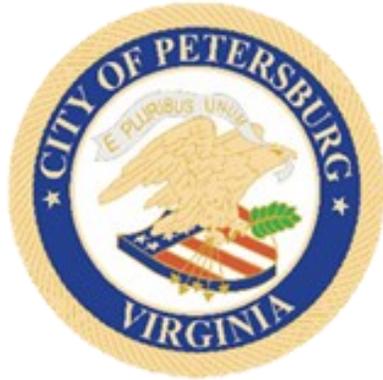
## DESCRIPTION & HIGHLIGHTS

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. For example: Moving the expenditures associated with debt service to its own Debt Service Fund.

NON-DEPARTMENTAL	2016-2017 ACTUALS	2017-2018 ADOPTED	2017-2018 AMENDMENT	2018-2019 ADOPTED
Riverside Regional Jail Authority	3,404,557	3,455,481	3,455,481	3,455,481
Crater Juvenile Detention Services	541,392	440,454	440,454	440,454
Central Virginia Health Services	412,706	591,547	591,547	591,547
District 19 Mental Health Services	209,185	209,185	209,185	209,185
John Tyler Community College	-	5,361	5,361	5,350
Appomattox River Soil & Water	-	4,000	4,000	4,400
Other Contractual Services	211,659	48,950	48,950	53,845
Crater Distr Area Agency On Aging	1,925	1,925	1,925	1,925
Other Professional Services	99,237	-	100,000	-
RBG Contract	282,119	289,500	289,500	-
Virginia Municipal League	-	12,300	12,300	12,300
National League of Cities	-	3,500	3,500	3,500
Virginia Retirement System Payback	-	1,485,186	1,485,186	-
VDOT Urban Allocation Payback	-	100,000	100,000	-
Compensation Incr. - Comp Board	-	67,022	67,022	-
Unemployment Insurance	-	-	-	150,000
Health Care Stipend	-	-	-	450,000
Fund Balance Replenishment	-	6,750,000	306,775	1,000,000
Contingency	955,551	110,000	400,000	664,529
<b>NONDEPARTMENTAL</b>	<b>\$6,118,330</b>	<b>\$ 13,574,411</b>	<b>\$7,521,186</b>	<b>\$ 7,043,516</b>

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## APPENDICES

# APPENDICES

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

### PROCESS FOR COUNCL CHANGES TO CITY MANAGER’S ADOPTED BUDGET

DATE:

CITY COUNCIL SPONSOR:

### CO-SPONSORS (REQUIRES 3 ADDITIONAL SPONSORS):

<input type="checkbox"/>	Mayor Parham	<input type="checkbox"/>	Councilmember Hill	<input type="checkbox"/>	Councilmember Smith-Lee
<input type="checkbox"/>	Vice Mayor Hart	<input type="checkbox"/>	Councilmember Myers	<input type="checkbox"/>	Councilmember Wilson-Smith
<input type="checkbox"/>	Councilmember Cuthbert				

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

REVENUE ENHANCEMENT: EXPLAIN:

REMOVAL FROM OTHER AREA: EXPLAIN:

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

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

B. ADD TO FUND BALANCE

C. CONTRIBUTE TO TAX/FEE REDUCTION; EXPLAIN:

# APPENDICES

## Appendix B. Financial Polices

### FINANCIAL POLICIES

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

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

### FINANCIAL POLICY OBJECTIVES

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

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

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

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

# APPENDICES

## BUDGET DEVELOPMENT POLICIES

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

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

## CAPITAL IMPROVEMENT BUDGET

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

# APPENDICES

## CAPITAL IMPROVEMENT BUDGET

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

## DEBT POLICIES

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

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

# APPENDICES

## DEBT POLICIES (CONT)

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

## RESERVE POLICIES

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

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

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

# APPENDICES

## RESERVE POLICIES (CONT)

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

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

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

# APPENDICES

## RESERVE POLICIES (CONT)

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

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

# APPENDICES

## Appendix C. Standard Operating Procedures for Grant Processing

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

### 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

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 Grant Processing SOP

# APPENDICES

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

## Quarterly Financial Reporting

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

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

## Accounting Requirements

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

**City Manager Approved:** \_\_\_\_\_

3/23/17  
Date

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

**Department/Agency Head:** \_\_\_\_\_

\_\_\_\_\_  
Date

Effective Date: April 1, 2017

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Grant Processing SOP

# APPENDICES

## Appendix D. Health Care Coverage

	Current Monthly Premium	New Monthly Premium	Deductible
<b>Key Advantage 500 Comprehensive Dental</b>			
EE Only	\$133.20	\$133.20	\$500
EE + One	\$357.28	\$565.34	\$500
<b>EE + Family*</b>	<b>\$521.42</b>	<b>\$1,131.34*</b>	\$500
<b>Key Advantage 500 Preventive Dental</b>			
EE Only	\$119.20	\$117.20	\$500
EE + One	\$349.74	\$536.34	\$500
<b>EE + Family*</b>	<b>\$510.40</b>	<b>\$1,088.34*</b>	\$500
<b>Key Advantage 1000 Comprehensive Dental</b>			
EE Only	\$126.00	\$126.00	\$1,000
EE + One	\$338.14	\$499.34	\$1,000
<b>EE + Family*</b>	<b>\$493.30</b>	<b>\$1,034.34*</b>	\$1,000
<b>Key Advantage 1000 Preventive Dental</b>			
EE Only	\$112.00	\$122.80	\$1,000
EE + One	\$330.60	\$469.34	\$1,000
<b>EE + Family*</b>	<b>\$482.28</b>	<b>\$991.34*</b>	\$1,000

\*For all employees who are enrolled in EE + Family health care coverage prior to the beginning of Fiscal Year 2018-19 the City will be providing a \$400/month stipend to assist with the increase in the premium.

