



City of Petersburg Virginia

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City Council Special Meeting

June 25, 2024
Petersburg Library
201 W. Washington Street
Petersburg, VA 23803
3:30 PM

City Council

Samuel Parham, Mayor – Ward 3
Darrin Hill, Vice Mayor – Ward 2
Marlow Jones, Councilor – Ward 1
Charles Cuthbert, Jr., Councilor – Ward 4
W. Howard Myers, Councilor – Ward 5
Annette Smith-Lee, Councilor – Ward 6
Arnold Westbrook, Jr., Councilor – Ward 7

City Administration

John "March" Altman, Jr. - City Manager
Anthony Williams - City Attorney
Tangi R. Hill - City Clerk

-
1. **Roll Call**
 2. **Prayer**
 3. **Pledge of Allegiance**
 4. **Determination of the Presence of a Quorum**
 5. **Unfinished Business**
 - a. Approval of Revised May 7, 2024 City Council Closed Session Minutes - Pages 2-5
 - b. Approval of the City of Petersburg's FY2024-25 Proposed Revised Operating Budget and Appropriation Ordinance - Pages 6-136
 6. **New Business**
 - a. Authorize City Manager to Enter Into a Contract for Municipal Solid Waste Services - Pages 137-188
 7. **Adjournment**



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 25, 2024

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Tangi Hill

RE: Approval of Revised May 7, 2024 City Council Closed Session Minutes - Pages 2-5

PURPOSE: Approval of Revised Closed Session Meeting Minutes - May 7, 2024

REASON: Minutes revised to correct clerical error.

RECOMMENDATION: Approval.

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 6/25/2024

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

- 05072024 Closed Session Minutes

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, May 7, 2024, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:07 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/304454>.

1. ROLL CALL

Present:

Council Member Charles H. Cuthbert, Jr.
Council Member W. Howard Myers
Council Member Arnold Westbrook, Jr.
Council Member Annette Smith-Lee
Vice Mayor Darrin Hill
Mayor Samuel Parham

Absent: Council Member Marlow Jones (Late)

Present from City Administration:

City Manager John March Altman, Jr.
City Attorney Anthony Williams
City Clerk Tangi R. Hill

2. CLOSED SESSION

The purpose of this meeting is to convene in the closed session pursuant §2.2-3711(A)(7) and (8) of the Code of Virginia for the Purpose of Receiving Legal Advice and Status Update from the City Attorney and Legal Consultation Regarding the Subject of Actual or Probable Litigation and Specific Legal Matters Requiring the Provision of Legal Advice by the City Attorney, Specifically Including but not Limited to Discussion of a Disputed Claim Concerning Stormwater Utility Payments; the Legal Requirements of 58.1-4109 and 2.2-4300 ET. SEQ. of the Code of Virginia; Virginia Attorney General Opinion 2010 VA. AG Lexis 35 as it Relates to Fees and Penalties; Title 58.1 Chapter 39 of the Code of Virginia as it Relates to Collection of Delinquent Real Property Taxes; §58.1-4109 of the Code of Virginia Regarding the Process for Selection of a Preferred Gaming Operator; and §2.2-4600 ET. SEQ. as it Pertains to the Requirements of the Virginia Public Procurement Act and Other Matters Requiring the Legal Advice of the City Attorney; and Pursuant to 2.2-3711(A)(3) of the Code of Virginia for the Purpose of Discussion or Consideration of the Acquisition of Real Property for a Public Purpose and the Disposition of Publicly Held Real Property Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body, Specifically Including but not Limited to the Acquisition and Disposition of Real Property; and Pursuant to 2.2-3711(A)(29) of the Code of Virginia for the Purpose of Discussion of the Award of a Public Contract Involving the Expenditure of Public Funds Including Interviews of Bidders or Offerors, and Discussion of the Terms or Scope of Such Contract, Where Discussion in an Open Session Would Adversely Affect the Bargaining Position or Negotiating Strategy of the City.

Vice Mayor Hill made a motion that the City Council go into closed session for the purposes noted. Council Member Westbrook seconded the motion.

On roll call vote, voting yes: Cuthbert, Myers, Westbrook, Smith-Lee, Hill, and Parham; Absent: Jones; Abstain: N/A.

Council entered into Closed Session at 3:10 p.m.

Council Member Jones arrived at 4:15 p.m.

CERTIFICATION

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed, or considered. If any member believes that there was a departure from the foregoing requirements should state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor."

Vice Mayor Hill made a motion to return the City Council to open session and certify the purposes of the closed session. Council Member Smith-Lee seconded the motion. There was no discussion on the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; Absent: N/A; Abstain: N/A

24-RES-24 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.

City Council returned to open session at 5:00 p.m.

3. OLD BUSINESS

a. Consideration to Adopt the FY2025 Tax Rate Ordinance

Council Member Cuthbert made a motion to adopt the FY2025 Tax Rate Ordinance as presented after modifying it to adjust the real estate tax rate to \$1.20/100 to encourage job creation and economic development in Petersburg; and to be fair to our residents, many of whom we have heard from before in public hearings on this matter. Seeing no second. The motion died.

Mayor Parham passed the gavel to Vice Mayor Hill.

Mayor Parham made a motion that the tax rate be maintained at \$1.27/100.

Council Member Cuthbert protested the motion stating that not enough people

understood that there was a motion on the table. Council Member Westbrook seconded the initial motion.

Mayor Parham passed the gavel to Vice Mayor Hill. Mayor Parham made a substitute motion to maintain the current tax rate \$1.27/100 tax rate. Council Member Myers seconded the substitute motion.

City Attorney Williams stated for a point of order the motion is to adopt the ordinance maintaining the current tax rate of \$1.27/100 for FY2025. Mayor Parham stated that is his motion to adopt the ordinance maintaining the current tax rate of \$1.27/100 for FY2025.

The motion was approved on roll call vote.

On roll call vote, voting Yes: Myers, Smith-Lee, Parham, and Hill; No: Cuthbert and Westbrook; Abstain: Jones

4. NEW BUSINESS

a. City of Petersburg Special Audit

City Manager Altman stated the auditor was not able to attend the meeting tonight to present the annual audit. He asked that Council move this item to the Special Meeting on Monday.

Mayor Parham announced that Council will hold a Special Meeting on Monday, May 13, 2024.

5. ADJOURNMENT:

The City Council adjourned at 5:05 p.m.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 25, 2024

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Leon Glaster

RE: **Approval of the City of Petersburg's FY2024-25 Proposed Revised Operating Budget and Appropriation Ordinance - Pages 6-136**

PURPOSE: Motion to approve the City of Petersburg's FY2024-25 Proposed Revised Operating Budget

REASON: The "All Funds" in the amount of \$138,950,179. The All Funds budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025.

RECOMMENDATION: Adoption of the City of Petersburg's FY2024-25 Proposed Revised Operating Budget and approval of the appropriation ordinance.

BACKGROUND: The City Manager has proposed a revised operating budget across all funds of \$138,950,179. The final step is for the City Council to adopt the FY2024-25 Proposed Operating Budget and approve the appropriation ordinance.

COST TO CITY: \$138,950,179

BUDGETED ITEM:

REVENUE TO CITY: \$138,950,179

CITY COUNCIL HEARING DATE: 6/25/2024

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. FY24-25 Proposed Budget Presentation Revised
2. FY24-25 Proposed Operating Budget REVISED

3. FY25 Budget Ordinance - Revised

FY24-FY25 Proposed Operating Budget



All Funds Summary

REVENUES		
FUND	2023-2024 AMENDED	2024-2025 PROPOSED
General Fund	88,083,817	94,384,922
Grants Fund	1,829,951	10,746,733
Streets Fund	6,756,606	7,973,243
CDBG Fund	583,253	582,410
Utilities Fund	15,000,000	15,134,073
Stormwater Fund	1,322,156	1,452,283
Golf Fund	1,104,550	1,197,550
Transit Fund	6,472,267	7,478,965
TOTAL	121,152,600	138,950,179

EXPENDITURES		
FUND	2023-2024 AMENDED	2024-2025 PROPOSED
General Fund	88,083,817	94,384,922
Grants Fund	1,829,951	10,746,733
Streets Fund	6,756,606	7,973,243
CDBG Fund	583,253	582,410
Utilities Fund	15,000,000	15,134,073
Stormwater Fund	1,322,156	1,452,283
Golf Fund	1,104,550	1,197,550
Transit Fund	6,472,267	7,478,965
TOTAL	121,152,600	138,950,179

The City of Petersburg's Total Operating Budget has increased by 14%



Highlights

- **Turf Division**
 - Upkeep & beautification of Petersburg Sports Complex
 - Promote increased tourism & revenue for the city from enhanced amenities & tournaments
 - Also maintain Albert Jones Field, Cameron Field, Legend's Park, Blandford Church, & Centre Hill Museum
- **Public Safety Pay Increases**
- **Cost of Living Adjustment for all employees (COLA)**
- **Health care premium reductions to employees**



Impact of not having FY23 Annual Comprehensive Financial Report

- There was no impact on current FY25 revenue projections.
 - Tax collection rates & associated collection amounts were based on internal data from the City Assessor, Billing & Collections, & Treasurer.
 - Revenue projections were made using up to date figures & currently available information.
- Fund balance amount from FY23:

Fund Balance Category	Beginning Fund Balance July 1, 2022	Ending Fund Balance June 30, 2023	Increase (Decrease) In Fund Balance
Inventory and Land for Resale	4,046,092	3,963,243	(82,849)
Loans and Prepays	1,388,771	1,051,518	(337,253)
Restricted Debt Service	992,504	-	(992,504)
Unassigned	39,016,279	42,500,798	3,484,519
TOTALS	45,443,646	47,515,559	2,071,913

Personnel Summary

DEPARTMENT	FT	VACANCIES
CITY COUNCIL	1	0
CITY MANAGER	4	1
CITY ATTORNEY	3	1
CITY ASSESSOR	6	0
COLLECTIONS	8	1
FINANCE	11	4
PROCUREMENT	3	1
HUMAN RESOURCES	7	1
INFORMATION TECHNOLOGY	4	0
COMMISSIONER OF THE REVENUE	6	2
CITY TREASURER	4	2
CIRCUIT COURT	1	0
COMMONWEALTH ATTORNEY	15	2
CLERK OF CIRCUIT COURT	12	1
SHERIFF	25	3
REGISTRAR	3	0
SOCIAL SERVICES	112	43
CHILDRENS SERVICES ACT	1	0
POLICE	100	9
EMERGENCY COMMUNICATIONS	16	6
FIRE	77	18
CODE ENFORCEMENT	14	2
ANIMAL CONTROL	5	2
VJCCA	2	1
ENGINEERING	5	1
GROUNDS	13	1
FACILITY MANAGEMENT	18	4
PARKS & RECREATION	5	0
LIBRARY	9	1
PLANNING	9	3
ECONOMIC DEVELOPMENT	4	2
GOVERNMENT RELATIONS	3	0
TOTAL	506	112

The General Fund has 506 positions with 112 positions vacant.

Highlighted vacancies (78) cannot be used as a source of extra funding or to balance the budget.

- Constitutional Officer vacancies (8) are funded by the comp board.
- Social Services vacancies (43) are off limits due to state requirements.
- Police & Fire vacancies (27) are off limits due to ongoing recruitment efforts & training academies.

Other vacancies include new positions that have been created for FY25.



Personnel Summary

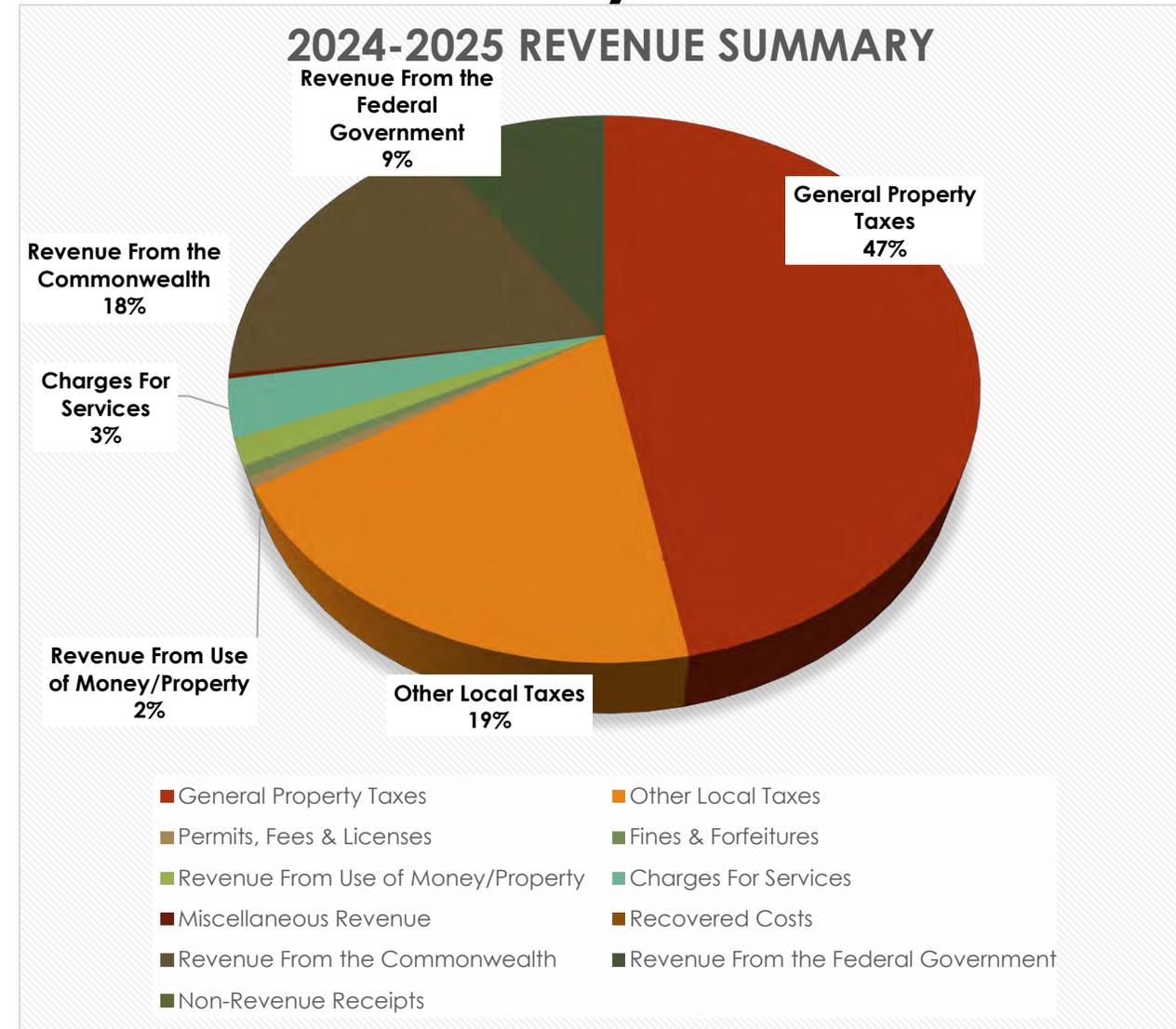
DEPARTMENT	FT	VACANCIES
STORMWATER	4	1
STREET OPERATIONS	38	10
CDBG	1	0
COMMUNITY CORRECTIONS	7	0
VICTIM WITNESS	4	1
UTILITIES	43	12
DOGWOOD GOLF COURSE	7	0
MASS TRANSIT	54	7
ALL FUNDS TOTAL	664	143

**Increase of 5 positions
from FY23-24**



General Fund Revenue Summary

General Fund Revenues	2023-2024 Amended	2024-2025 Proposed
General Property Taxes	40,440,253	44,402,071
Other Local Taxes	16,661,901	18,152,000
Permits, Fees & Licenses	369,490	559,820
Fines & Forfeitures	522,500	607,500
Revenue From Use of Money/Property	81,000	1,464,827
Charges For Services	3,112,450	3,183,880
Miscellaneous Revenue	1,455,500	250,500
Recovered Costs	36,500	38,500
Revenue From the Commonwealth	16,820,807	16,985,824
Revenue From the Federal Government	8,203,416	8,700,000
Non-Revenue Receipts	380,000	40,000
TOTAL	88,083,817	94,384,922



Proposed Expenditure Summary

	2023-2024 AMENDED	2024-2025 PROPOSED
GENERAL GOVERNMENT		
City Council	329,992	355,765
City Manager	823,115	930,165
City Attorney	460,916	483,217
Human Resources	909,878	783,774
Assessor	588,365	604,870
Finance	679,629	1,136,311
Billing & Collections	500,754	872,196
Procurement	339,231	355,680
Information Technology	1,168,326	1,232,838
TOTAL GENERAL GOVERNMENT	5,800,204	6,754,816

+16%

Return Accounting & Reconciliation Services
to City control

Realignment of HR department

Proposed Expenditure Summary

CONSTITUTIONAL OFFICERS	2023-2024 AMENDED	2024-2025 PROPOSED
Commissioner of Revenue	454,199	485,966
Treasurer	248,515	326,823
Registrar	550,739	604,892
Clerk of Circuit Court	841,893	995,167
Commonwealth Attorney	1,607,090	1,788,485
Sheriff	1,915,326	2,447,120
TOTAL CONSTITUTIONAL OFFICERS	5,617,762	6,648,453

+18%

Compensation Board increase

Return of comp board funded positions

Proposed Expenditure Summary

PUBLIC SAFETY	2023-2024 AMENDED	2024-2025 PROPOSED
Police	9,430,902	10,313,674
911 Emergency Communications	1,558,018	2,117,415
Animal Control	325,338	333,215
Fire/EMS	8,059,807	9,009,509
VJCCCA Services	218,383	216,725
City Funds- Community Corrections	-	44,802
Victim Witness	26,286	26,286
Community Policing Outreach Center	127,131	129,510
TOTAL PUBLIC SAFETY	19,745,865	22,191,136

+12%

10% pay increase for Police & Fire

Increase in Communications services
(Restore previous level)

Proposed Expenditure Summary

	2023-2024 AMENDED	2024-2025 PROPOSED
COURTS & OTHER PUBLIC SAFETY		
Circuit Court Judges & Admin.	91,510	93,991
General District Court	52,500	53,300
Magistrate	25,000	30,600
11th District Court Services Unit	104,583	112,237
Juvenile Domestic Relations Court	8,750	8,750
TOTAL COURTS & OTHER PUBLIC SAFETY	282,343	298,878

+6%

Inflation

Rent Increase

Proposed Expenditure Summary

	2023-2024 AMENDED	2024-2025 PROPOSED
GENERAL SERVICES		
Public Works (Engineering)	463,309	482,503
Facilities Management	2,865,291	3,258,851
Grounds	1,362,749	1,440,625
Refuse Collection	1,700,000	2,000,000
TOTAL GENERAL SERVICES	6,391,349	7,181,979

+12%

Refuse Increase

Proposed Expenditure Summary

	2023-2024 AMENDED	2024-2025 PROPOSED
SOCIAL SERVICES		
Social Services	10,555,957	11,235,878
Children's Services Act	4,303,460	4,306,600
TOTAL SOCIAL SERVICES	14,859,417	15,542,478

+5%

	2023-2024 AMENDED	2024-2025 PROPOSED
LEISURE & CULTURAL AFFAIRS		
Recreation & Community Engagement	854,053	806,878
Library	1,532,014	1,474,049
Cemeteries Administration	48,047	85,040
Turf Division	-	420,508
TOTAL LEISURE & CULTURAL AFFAIRS	2,434,114	2,786,475

+14%:
Addition of Turf Division

Proposed Expenditure Summary

DEVELOPMENT SERVICES	2023-2024 AMENDED	2024-2025 PROPOSED
Planning	880,125	868,363
Economic Development	504,271	520,454
Government Relations	895,462	1,017,300
Code Enforcement	977,695	1,410,511
TOTAL DEVELOPMENT SERVICES	3,257,553	3,816,628

+17%

Return of 4 positions from
CDBG back into General Fund

Proposed Expenditure Summary

Non-Departmental	FY24 Amended	FY25 Proposed
Accounting & Auditing Services	700,000	275,000
American Red Cross	5,000	5,000
Appomattox River Soil & Water	2,500	3,000
Brightpoint Community College	4,675	4,750
Central Virginia Health Services	610,000	600,000
CivicPlus	D&M	11,076
Cooperative Extension	40,000	40,000
Crater Criminal Justice	D&M	110,124
Crater Distr. Area Agency On Aging	12,000	12,000
Crater Juvenile Detention Services (Crater Youth Care Commission)	403,591	403,000
Crater Planning District Commission	D&M	31,748
District 19 Mental Health Services	228,349	228,349
Environmental Systems Research Institute	D&M	39,700
Public Safety & Officers	-	1,300,000
General Liability Insurance	920,000	920,000
GovernmentJobs.com	D&M	50,000
Health Insurance Increase	-	429,050
Hopewell-Petersburg Healthy Start Loving Steps	25,000	25,000
Line of Duty Insurance	158,000	158,000
Longwood University	D&M	9,500
McKenney Foundation	200,000	100,000
Metropolitan Business League	65,000	65,000

D&M: Figures formerly housed under Dues & Memberships

Proposed Expenditure Summary

NON-DEPARTMENTAL	2023-2024 AMENDED	2024-2025 PROPOSED
Accounting & Auditing Services	700,000	275,000
American Red Cross	5,000	5,000
Appomattox River Soil & Water	2,500	3,000
Brightpoint Community College	4,675	4,750
Central Virginia Health Services	610,000	600,000
CivicPlus	D&M	11,076
Cooperative Extension	40,000	50,000
Crater Criminal Justice	D&M	110,124
Crater Distr. Area Agency On Aging	12,000	12,000
Crater Juvenile Detention Services (Crater Youth Care Commission)	403,591	403,000
Crater Planning District Commission	D&M	31,748
District 19 Mental Health Services	228,349	228,349
DocuSign	D&M	25,000
Dues & Associations Memberships	789,281	-
Environmental Systems Research Institute	D&M	39,700
ERP/Software	-	97,746
General Liability Insurance	920,000	920,000
GovernmentJobs.com	D&M	50,000
Insurance Increase	-	429,050
Hopewell-Petersburg Healthy Start Loving Steps	25,000	25,000
Line of Duty Insurance	-	158,000
Longwood University	D&M	9,500
McKenney Foundation	200,000	100,000
Med-Flight Chesterfield County Fire & EMS	3,800	-
Metropolitan Business League	65,000	65,000
National League of Cities	3,550	3,772
Petersburg Arts Council	-	50,000

D&M: Figures formerly housed under Dues & Memberships

Proposed Expenditure Summary

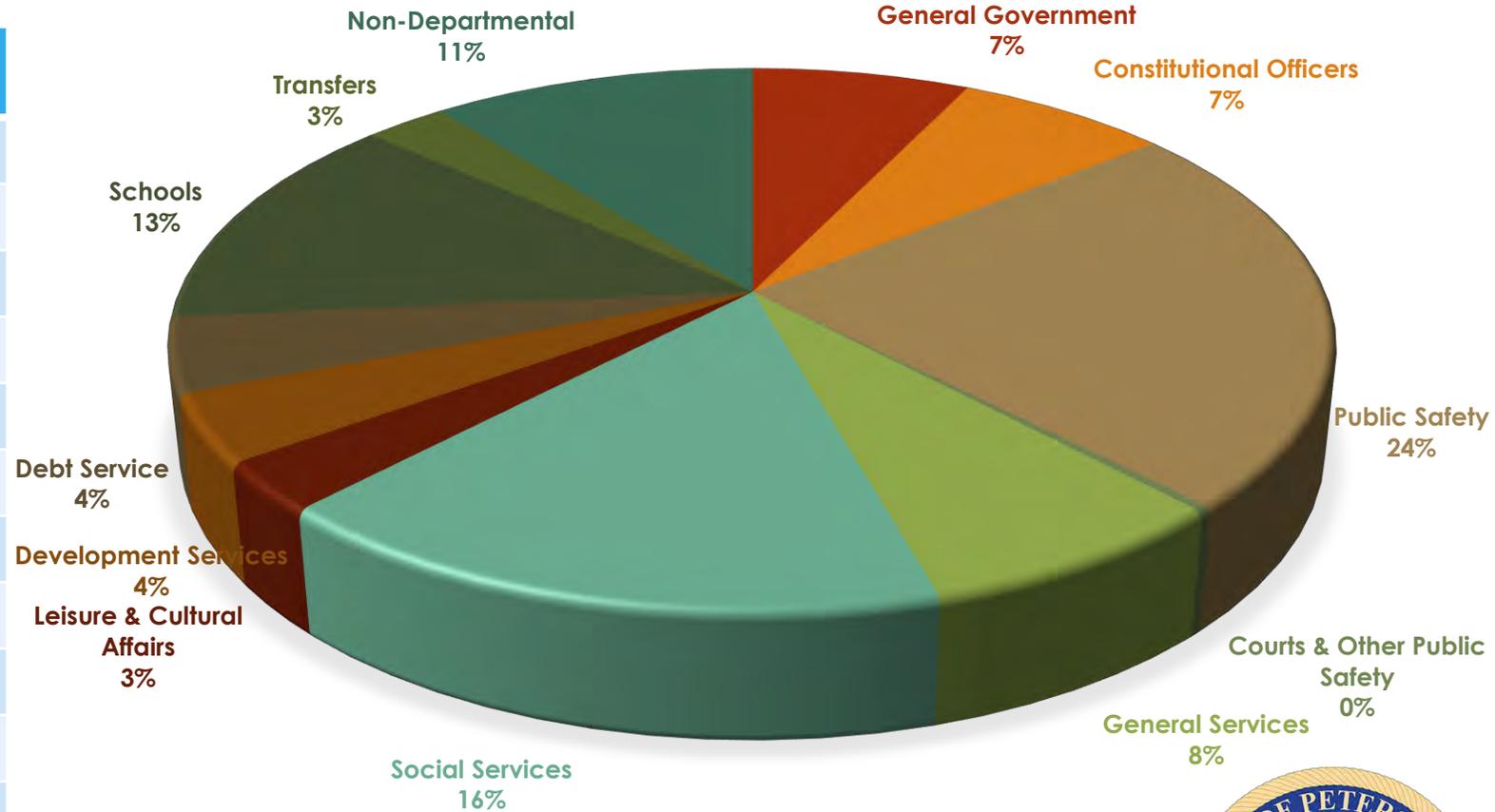
NON-DEPARTMENTAL	2023-2024 AMENDED	2024-2025 PROPOSED
Petersburg Area Regional Tourism (PART)	D&M	100,000
Petersburg HS Stadium Enhancement	500,000	-
Petersburg Mainstreet Exe. Director	40,000	-
Petersburg Symphony & Art League	4,500	4,500
Pictometry International Corporation	D&M	16,472
PPL Development Co	349,445	-
Richard Bland College	1,500	1,500
Riverside Regional Jail Authority	3,000,000	3,300,000
Southside VA Emergency Crew	650,000	650,000
SOVA Regional Chamber of Commerce	D&M	7,000
Special Projects	440,450	140,800
TimeClock Plus	D&M	29,292
Unemployment Insurance	20,000	20,000
US Conference of Mayors	-	4,000
Vehicle Leasing	-	374,194
Virginia Crossroads (VA Retreat)	D&M	4,500
Virginia First Cities Coalition	D&M	15,624
Virginia Gateway Region Economic Development	D&M	86,823
Virginia Municipal League	12,773	15,092
Worker's Compensation	1,030,145	1,030,145
YMCA Power Scholars Academy	200,508	273,519
Operational Resources	616,453	300,000
Fund Reserve	511,859	-
TOTAL NON-DEPARTMENTAL	11,390,379	10,080,276

**D&M: Figures formerly
housed under Dues &
Memberships**
2023-2024: \$789,281
2024-2025: \$515,631

General Fund Expenditure Summary

2024-2025 GENERAL FUND EXPENDITURES

EXPENDITURES	2023-2024 AMENDED	2024-2025 PROPOSED
General Government	5,800,204	6,754,816
Constitutional Officers	5,617,762	6,648,453
Public Safety	19,745,865	22,191,136
Courts & Other Public Safety	282,343	298,878
General Services	6,391,348	7,181,979
Social Services	14,859,417	15,542,478
Leisure & Cultural Affairs	2,434,114	2,786,475
Development Services	3,257,553	3,816,628
Debt Service	3,402,126	4,181,099
Schools	12,361,478	12,361,478
Transfers	2,541,226	2,541,226
Non-Departmental	11,390,379	10,080,276
TOTAL EXPENDITURES	88,083,817	94,384,922



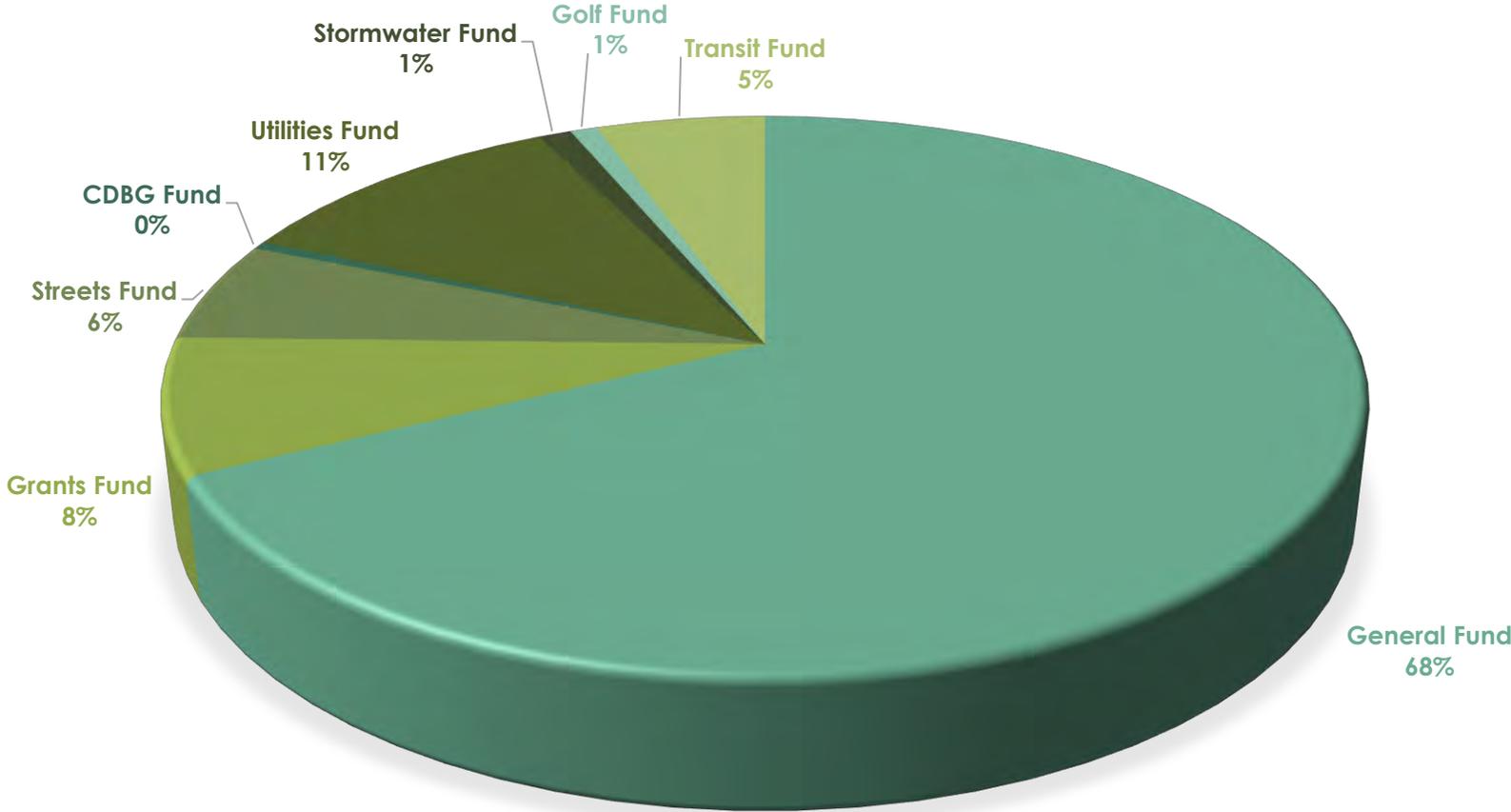
General Fund Expenditure Summary

	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
GENERAL FUND SUMMARY			
ALL GEN FUND DEPARTMENTS	59,938,753	58,388,608	65,220,843
DEBT SERVICE	3,002,126	3,402,126	4,181,099
SCHOOLS	12,361,478	12,361,478	12,361,478
TRANSFERS	2,541,226	2,541,226	2,541,226
NON-DEPARTMENTAL	6,358,886	11,390,379	10,080,276
TOTAL GENERAL FUND	84,202,469	88,083,817	94,384,922



All Funds Summary

2024-2025 PROPOSED OPERATING BUDGET



Special Revenue Funds

Grants Fund

- Created to centralize most state, federal and other grant programs.

Streets Fund

- This is a dedicated fund created to centralize the Virginia Department of Transportation Urban Allocation Funds.

CDBG Fund

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

Stormwater Fund

- The Stormwater Utility fund houses the City's stormwater management program.

REVENUES	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
GRANTS FUND	2,171,796	1,829,951	1,829,951	10,746,733
CDBG FUND	846,971	583,253	583,253	582,410
STORMWATER FUND	1,386,174	1,322,156	1,322,156	1,452,283
STREETS FUND	7,179,748	6,756,606	6,756,606	7,973,243
TOTAL REVENUES	11,584,690	10,491,967	10,491,967	20,754,669
EXPENDITURES	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
GRANTS FUND	3,218,446	1,829,951	1,829,951	10,746,733
CDBG FUND	1,007,935	583,253	583,253	582,410
STORMWATER FUND	388,084	1,322,156	1,322,156	1,452,283
STREETS FUND	5,315,603	6,756,606	6,756,606	7,973,243
TOTAL EXPENDITURES	9,930,068	10,491,967	10,491,967	20,754,669



Enterprise Funds

Golf Fund

- Accounts for all funding associated with the City's golf course.

Mass Transit Fund

- Accounts for all funding associated with the Petersburg Area Transit.

Utilities Fund

- Accounts for all funding associated with the Water & Wastewater Services for the City.

	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
REVENUES				
GOLF FUND	1,319,043	1,104,550	1,104,550	1,197,550
MASS TRANSIT FUND	4,929,052	6,472,267	6,472,267	7,478,965
UTILITIES FUND	16,531,266	15,000,000	15,000,000	15,134,073
TOTAL REVENUES	22,779,361	22,576,817	22,576,817	23,810,588
EXPENDITURES				
GOLF FUND	1,116,282	1,104,550	1,104,550	1,197,550
MASS TRANSIT FUND	5,789,279	6,472,267	6,472,267	7,478,965
UTILITIES FUND	11,674,476	15,000,000	15,000,000	15,134,073
TOTAL EXPENDITURES	18,580,036	22,576,817	22,576,817	23,810,588



Next Steps

- Once the budget is approved and adopted, the adopted budget book will be finalized.
- The adopted budget book will include
 - A detailed personnel summary
 - A detailed operating summary
 - The Capital Improvement Plan (CIP)
- It will be posted to the city website, available in the clerk's office, and available by email request.



THANK YOU!

Thanks to City Council & City Manager
John M. Altman for their support

Thanks to all who participated in the
development of the FY2024-2025 budget



FY 2024-25 PROPOSED OPERATING BUDGET



City of Petersburg
VIRGINIA

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ALL FUNDS BUDGET SUMMARY

The City's Budget is organized into separate funds, each of which are accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures where appropriate. The following section details the revenue and expenditures for the General Fund, Special Revenue Funds, and Enterprise Funds.

ALL FUNDS REVENUES

FUND	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
General Fund	88,643,098	97,517,309	84,202,469	88,083,817	94,384,922
Grants Fund	(9,341,739)	2,171,796	1,829,951	1,829,951	10,746,733
Streets Fund	6,262,816	7,179,748	6,756,606	6,756,606	7,973,243
CDBG Fund	801,995	846,971	583,253	583,253	582,410
Utilities Fund	12,347,358	16,531,266	15,000,000	15,000,000	15,134,073
Stormwater Fund	1,511,484	1,386,174	1,322,156	1,322,156	1,452,283
Golf Fund	1,112,170	1,319,043	1,104,550	1,104,550	1,197,550
Transit Fund	5,108,188	4,929,052	6,472,267	6,472,267	7,478,965
TOTAL	106,445,370	131,881,359	117,271,252	121,152,600	138,950,179

ALL FUNDS EXPENDITURES

FUND	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
General Fund	69,120,534	76,298,967	84,202,469	88,083,817	94,384,922
Grants Fund	974,611	3,209,446	1,829,951	1,829,951	10,746,733
Streets Fund	5,846,490	5,315,603	6,756,606	6,756,606	7,973,243
CDBG Fund	393,055	1,007,935	583,253	583,253	582,410
Utilities Fund	9,828,383	11,674,476	15,000,000	15,000,000	15,134,073
Stormwater Fund	579,529	388,084	1,322,156	1,322,156	1,452,283
Golf Fund	846,602	1,116,282	1,104,550	1,104,550	1,197,550
Transit Fund	5,330,299	5,789,279	6,472,267	6,472,267	7,478,965
TOTAL	92,919,504	104,800,071	117,271,252	121,152,600	138,950,179

GENERAL FUND REVENUE SUMMARY

GENERAL FUND REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
General Property Taxes	43,609,745	41,139,947	38,602,120	40,440,253	44,402,071
Other Local Taxes	17,672,509	18,507,921	16,661,901	16,661,901	18,152,000
Permits, Fees & Licenses	707,371	559,790	369,490	369,490	559,820
Fines & Forfeitures	355,679	621,822	522,500	522,500	607,500
Revenue From Use of Money/Property	69,194	64,827	81,000	81,000	1,464,827
Charges For Services	3,970,054	3,215,043	3,112,450	3,112,450	3,183,880
Miscellaneous Revenue	340,286	328,368	955,500	1,455,500	250,500
Recovered Costs	73,004	81,640	36,500	36,500	38,500
Revenue From the Commonwealth	15,303,690	23,122,516	15,277,592	16,820,807	16,985,824
Revenue From the Federal Government	6,593,188	9,418,987	8,203,416	8,203,416	8,700,000
Non-Revenue Receipts	(51,622)	456,449	380,000	380,000	40,000
TOTAL REVENUE	88,643,098	97,517,309	84,202,469	88,083,817	94,384,922

GENERAL FUND EXPENDITURE SUMMARY

EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
General Government	6,565,738	7,030,070	7,350,350	5,800,204	6,754,816
Constitutional Officers	4,367,319	5,008,344	5,617,762	5,617,762	6,648,453
Public Safety	17,347,625	17,077,208	19,745,865	19,745,865	22,191,136
Courts & Other Public Safety	207,845	222,215	282,343	282,343	298,878
General Services	4,873,322	5,582,723	6,391,348	6,391,348	7,181,979
Social Services	11,164,955	12,052,952	14,859,417	14,859,417	15,542,478
Leisure & Cultural Affairs	1,677,024	1,855,242	2,434,114	2,434,114	2,786,475
Development Services	1,243,887	5,117,079	3,257,553	3,257,553	3,816,628
Debt Service	3,257,952	3,572,792	3,002,126	3,402,126	4,181,099
Schools	10,000,000	10,000,000	12,361,478	12,361,478	12,361,478
Transfers	2,470,630	3,312,329	2,541,226	2,541,226	2,541,226
Non-Departmental	5,944,235	5,468,014	6,358,886	11,390,379	10,080,276
TOTAL EXPENDITURES	69,120,534	76,298,967	84,202,469	88,083,817	94,384,922

GENERAL FUND REVENUE

GENERAL PROPERTY TAXES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Real Property Taxes					
Real Estate Taxes - Current	12,873,590	24,668,493	23,340,511	24,978,644	28,882,796
Real Property - Lockbox	(14,727)	(1,536)	-	-	-
Real Estate Taxes Prior Year	15,259,562	2,976,372	1,800,000	2,000,000	2,000,000
Total Real Property Taxes	28,118,425	27,643,329	25,140,511	26,978,644	30,882,796
Public Service Corporation Taxes					
PSC RE Current	3,152,741	2,613,619	2,700,000	2,700,000	2,600,000
Total Public Service Corporation Taxes	3,152,741	2,613,619	2,700,000	2,700,000	2,600,000
Personal Property Taxes - Vehicles					
Personal Property Taxes - Current	6,222,575	6,899,759	7,000,000	7,000,000	7,000,000
Personal Property - Lockbox	(26)	(94)	-	-	-
Personal Property Taxes Prior Year	1,582,662	658,551	700,000	700,000	700,000
Total Personal Property Taxes - Vehicles	7,805,210	7,558,216	7,700,000	7,700,000	7,700,000
Mobile Home Taxes					
Mobile Home Taxes - Current	25,000	19,885	17,366	17,366	18,500
Mobile Home Taxes Prior Year	3,613	1,354	500	500	775
Total Mobile Home Taxes	28,613	21,239	17,866	17,866	19,275
Machinery & Tools Taxes					
Machinery & Tools Taxes - Current	2,196,279	1,594,753	1,348,254	1,348,254	1,484,511
Machinery & Tools Taxes Prior Year	290,887	(40,247)	15,489	15,489	15,489
Total Machinery & Tools Taxes	2,487,166	1,554,507	1,363,743	1,363,743	1,500,000
Penalties & Interest					
Penalties All Property Taxes	857,731	761,912	800,000	800,000	800,000
Interest All Property Taxes	1,159,859	987,125	880,000	880,000	900,000
Total Penalties & Interest	2,017,589	1,749,036	1,680,000	1,680,000	1,700,000
Total General Property Taxes	43,609,745	41,139,947	38,602,120	40,440,253	44,402,071

GENERAL FUND REVENUE

OTHER LOCAL TAXES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Local Sales & Use Taxes					
Local Sales & Use Taxes	5,670,901	7,040,887	5,000,000	5,000,000	6,500,000
Total Local Sales & Use Taxes	5,670,901	7,040,887	5,000,000	5,000,000	6,500,000
Consumer Utility Taxes					
Consumer Utility Taxes	2,265,440	776,918	2,100,000	2,100,000	1,450,000
PEG Fee	4,361	7,653	8,000	8,000	8,000
Total Consumer Utility Taxes	2,269,800	784,571	2,108,000	2,108,000	1,458,000
Business License Taxes					
Business License - Current	2,718,837	4,372,495	3,000,000	3,000,000	3,500,000
Business License - Prior Year	264,903	21,576	80,000	80,000	-
Total Business License Taxes	2,983,740	4,394,071	3,080,000	3,080,000	3,500,000
Motor Vehicle Licenses					
Motor Vehicle Licenses - Current	465,177	562,526	750,000	750,000	550,000
Motor Vehicle Licenses - Prior Year	369,205	158,803	100,000	100,000	150,000
Total Motor Vehicle Licenses	834,382	721,329	850,000	850,000	700,000
Bank Stock Taxes					
Bank Stock Taxes	207,780	198,562	200,000	200,000	200,000
Total Bank Stock Taxes	207,780	198,562	200,000	200,000	200,000
Taxes on Recordation & Wills					
Recordation Taxes Tax On Deeds	613,014	259,778	495,000	495,000	299,000
Tax on Wills	13,755	5,419	5,000	5,000	5,000
Total Taxes on Recordation & Wills	626,768	265,197	500,000	500,000	304,000
Cigarette Taxes					
Cigarette Taxes - Current	765,635	664,476	750,000	750,000	700,000
Cigarette Taxes - Prior Year	13,079	(610)	15,000	15,000	-
Total Cigarette Taxes	778,714	663,865	765,000	765,000	700,000
Admissions & Amusement Taxes					
Admission & Amusement Taxes	15,945	39,421	16,000	16,000	40,000
Total Admissions & Amusement Taxes	15,945	39,421	16,000	16,000	40,000
Lodging Taxes					
Lodging Taxes	753,088	781,889	700,000	700,000	750,000
Total Lodging Taxes	753,088	781,889	700,000	700,000	750,000
Meals Taxes					
Meals Taxes	3,526,757	3,618,060	3,442,901	3,442,901	4,000,000
Meals Tax Rebates and Refunds	4,633	67	-	-	-
Total Meals Taxes	3,531,390	3,618,128	3,442,901	3,442,901	4,000,000
Total Other Local Taxes	17,672,509	18,507,921	16,661,901	16,661,901	18,152,000

GENERAL FUND REVENUE

PERMITS, FEES & LICENSES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Animal Licenses					
Animal Licenses	1,760	1,170	1,740	1,740	1,200
Total Animal Licenses	1,760	1,170	1,740	1,740	1,200
Permits & Other Licenses					
False Alarm Fees	275	100	300	300	100
Land Use Application Fees	2,250	4,525	6,000	6,000	4,525
Transfer Fees	800	1,000	-	-	1,000
Zoning Advertising Fees	3,000	-	-	-	-
Zoning and Subdivision Permits	75	945	950	950	945
Building Permits	315,264	171,262	110,000	110,000	171,262
Building Inspection Fees	35	-	-	-	-
Electrical Permits	70,781	47,109	30,000	30,000	47,109
Electrical Re-Inspection Fee	-	-	-	-	-
Plumbing Permits	29,046	19,498	15,000	15,000	19,498
Mechanical Permits	41,662	38,374	30,000	30,000	38,374
Fire Permits	21,133	13,739	12,000	12,000	13,739
Special Use Permits	9,100	14,000	8,000	8,000	14,000
Sign Permits and Inspection Fees	2,550	6,695	3,500	3,500	6,745
Pub Veh Oper. Lic. Fees	319	-	200	200	-
Reinspection Fees	50	50	-	-	-
Demolition Fees	83	-	-	-	-
Occupancy Permits	400	2,151	1,000	1,000	2,151
Erosion and Sediment Control	2,900	650	2,000	2,000	650
Solicitor Permits	1,446	1,307	1,500	1,500	1,307
Securing Building	2,000	2,950	-	-	2,950
Right of Way Permits	100,725	63,796	50,000	50,000	63,796
Home Occupation Fees	7,700	2,720	3,000	3,000	2,720
Business License Zoning Fees	12,695	13,220	13,000	13,000	13,220
Rezoning Fees	1,500	-	-	-	-
Site Plan Fees	3,693	-	2,000	2,000	-
Approved Plan Amendment Fee	50	-	-	-	-
Boundary Line Adjustment Fee	25	-	-	-	-
Vacant Property Registration Fee	3,900	7,600	8,500	8,500	7,600
Property Easement Fees	600	-	800	800	-
Historic Guidelines Fees	50	25	-	-	25
Rental Housing Inspection Fees	10	-	-	-	-
Grass/Vegetation NOVS	71,494	146,860	70,000	70,000	146,860
Amusement Device Permit Fees	-	45	-	-	45
Total Permits & Other Licenses	705,611	558,620	367,750	367,750	558,620
Total Permits, Fees & Licenses	707,371	559,790	369,490	369,490	559,820

GENERAL FUND REVENUE

FINES & FORFEITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Fines & Forfeitures					
Court Fines and Forfeitures	186,009	217,013	215,000	215,000	216,500
Parking Fines	12,339	11,383	10,000	10,000	10,500
Interest on Fines and Forfeitures	14,701	18,233	20,000	20,000	18,000
Decal Violation Fines	5,303	2,722	2,500	2,500	2,500
Administrative Fees Treasurer Off	37,829	26,905	30,000	30,000	30,000
DMV Stop Fee (fine related)	35,731	30,412	45,000	45,000	50,000
Red Light Fines Police	63,767	315,154	200,000	200,000	280,000
Total Fines & Forfeitures	355,679	621,822	522,500	522,500	607,500
Total Fines & Forfeitures	355,679	621,822	522,500	522,500	607,500
REVENUE FROM USE OF MONEY/ PROPERTY	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Revenue From Use of Money					
Interest Earned		-	-	-	1,400,000
Total Revenue From Use of Money	-	-	-	-	1,400,000
Revenue From Use of Property					
Rental of General Property	70,334	63,547	80,000	80,000	63,547
Rental of Recreational Property	(1,140)	1,280	1,000	1,000	1,280
Total Revenue From Use of Property	69,194	64,827	81,000	81,000	64,827
Total Revenue From Use of Money/ Property	69,194	64,827	81,000	81,000	1,464,827

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Charges for Court Costs					
Fees of Clerk of Circuit Court	1,395	1,554	1,500	1,500	1,500
Sheriff's Fees	(150)		-	-	-
Law Library Fees	12,369	15,247	12,000	12,000	14,000
Court Appointed Attorney	7,850	9,134	8,000	8,000	8,500
Courthouse Maintenance Fees	49,704	74,970	58,000	58,000	68,000
Courthouse Security Fees	63,286	60,724	70,000	70,000	62,005
Real Estate Transfer Fees	1,385	1,355	1,000	1,000	1,250
Misc. Local Court Cost (All Courts)	23,017	28,744	23,000	23,000	26,000
Total Charges for Court Costs	158,855	191,728	173,500	173,500	181,255
Charges for Commonwealth Attorney					
Commonwealth Atty Service Fees	3,090	4,047	3,000	3,000	3,500
Total Charges for Commonwealth Attorney	3,090	4,047	3,000	3,000	3,500
Charges for Law Enforcement/Traffic Control					
Accident Report Fees	8,711	7,467	5,000	5,000	7,000
Fingerprint Fees	1,314	1,253	1,000	1,000	1,000
Recovery of DNA Sample Cost	785	864	950	950	750
Security Services	52,740	63,321	50,000	50,000	55,000
Total Charges for LE/Traffic Control	63,550	72,906	56,950	56,950	63,750
Charges for Fire/Rescue					
Fire Protection Services	45	-	-	-	-
EMS Transportation Fees	34,593	6,552	11,000	11,000	7,500
Total Charges for Fire/Rescue	34,638	6,552	11,000	11,000	7,500
Charges for Correction & Detention					
Home Incarceration Program	5,996	36,083	11,000	11,000	50,000
Total Charges for Correction & Detention	5,996	36,083	11,000	11,000	50,000
Charges for Sanitation & Waste Removal					
Waste Disposal Charges	3,068,723	2,327,577	2,500,000	2,500,000	2,500,000
Bulk Waste Payment	17,445	27,082	20,000	20,000	20,000
Landfill Host Fees	266,044	282,172	60,000	60,000	60,000
Landfill Liaison Reimbursement	114,246	37,969	20,000	20,000	20,000
Total Charges for Sanitation & Waste Removal	3,466,458	2,674,801	2,600,000	2,600,000	2,600,000

GENERAL FUND REVENUE

CHARGES FOR SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Charges for Parks & Recreation					
Recreation Fees	18,582	43,728	20,000	20,000	37,500
Cemetery Admin. Fees	15,811	13,666	13,000	13,000	13,000
Recreation - Rentals	-	3,815	-	-	1,500
Total Charges for Parks & Recreation	34,393	61,209	33,000	33,000	52,000
Charges for Cultural Enrichment					
Sales Gift Shop	-	7,574	3,500	3,500	5,000
Sales-Central Store Room	45,536	18,707	50,000	50,000	30,000
Special Events Charges	-	-	-	-	-
Total Charges for Cultural Enrichment	45,536	26,281	53,500	53,500	35,000
Charges for Library					
Library Fees and Fines	3,694	5,403	3,500	3,500	4,500
Total Charges for Library	3,694	5,403	3,500	3,500	4,500
Charges for Planning & Development					
Demolition Fees	39,931	34,508	8,000	8,000	26,000
Subdivision Preliminary	-	25	-	-	-
Subdivision Final	75	-	-	-	-
Boundary Line Adjustment Fee	825	275	200	200	200
Street Name Change Fee	200	200	-	-	-
Zoning Confirmation Fee	3,600	2,600	3,000	3,000	2,800
Zoning Confirmation Letter Fee	-	-	2,800	2,800	-
Total Charges for Planning & Development	44,631	37,608	14,000	14,000	29,000
Charges for Misc. Other Services					
Credit Card Processing Fee	103,213	87,889	150,000	150,000	150,000
Copying Fee	3,800	9,049	500	500	5,000
Vending Machine Commission	5	-	-	-	-
Treasurer Collection Fees	1,792	1,267	2,000	2,000	2,000
Freedom of Info Act	404	221	500	500	375
Miscellaneous Revenue	-	-	-	-	-
Total Charges for Misc. Other Services	109,214	98,425	153,000	153,000	157,375
Total Charges For Services	3,970,054	3,215,043	3,112,450	3,112,450	3,183,880

GENERAL FUND REVENUE

MISCELLANEOUS REVENUE	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Expenditure Refunds					
Rebates and Refunds	119,276	22,509	50,000	50,000	100,000
QSCB Interest Subsidy	61,299	61,319	-	-	-
Total Expenditure Refunds	180,575	83,827	50,000	50,000	100,000
Miscellaneous					
Payroll Deduction Refunds	-	601	-	-	-
Primary Fees	-	-	-	-	-
Staples/ BOA Rebates	60	1,073	-	-	-
PILOT/ Cost Allocation	2,370	24,036	867,000	867,000	-
Gifts and Donations	8,000	4,000	6,000	6,000	5,000
PHS Stadium Enhancement Donation	-	-	-	500,000	-
Sale of Salvage/Surplus	516	68,860	10,000	10,000	45,000
Sale of Cemetery Lots	3,980	18,263	10,000	10,000	15,000
Sale of Fuel	-	(3,545)	11,000	11,000	10,000
VSBFA- Bond Proceeds	140,750	943	-	-	-
Treasurer Revenue Holding Acct	-	25	-	-	-
Bad Check Fee Charges	3,197	2,953	1,500	1,500	2,500
Miscellaneous Other	838	127,331	-	-	73,000
Total Miscellaneous	159,711	244,540	905,500	1,405,500	150,500
Total Miscellaneous Revenue	340,286	328,368	955,500	1,455,500	250,500
RECOVERED COSTS					
Recovered Costs					
Restitution Recoveries	1,990	40,440	5,000	5,000	5,000
Staples/BOA Rebates	9,246	1,529	1,000	1,000	1,500
Insurance Recoveries	-	-	-	-	-
Total Recovered Costs	11,236	41,969	6,000	6,000	6,500
Other Payments From Another Co/City					
Other Pymts From Another Co/City	34,437	39,671	30,500	30,500	32,000
Amount Due from School Board	-	-	-	-	-
Total Other Payments From Another Co/City	34,437	39,671	30,500	30,500	32,000
Payment in Lieu of Taxes State					
Payment in Lieu of Taxes State	27,331	-	-	-	-
Total Payment in Lieu of Taxes State	27,331	-	-	-	-
Total Recovered Costs	73,004	81,640	36,500	36,500	38,500

GENERAL FUND REVENUE

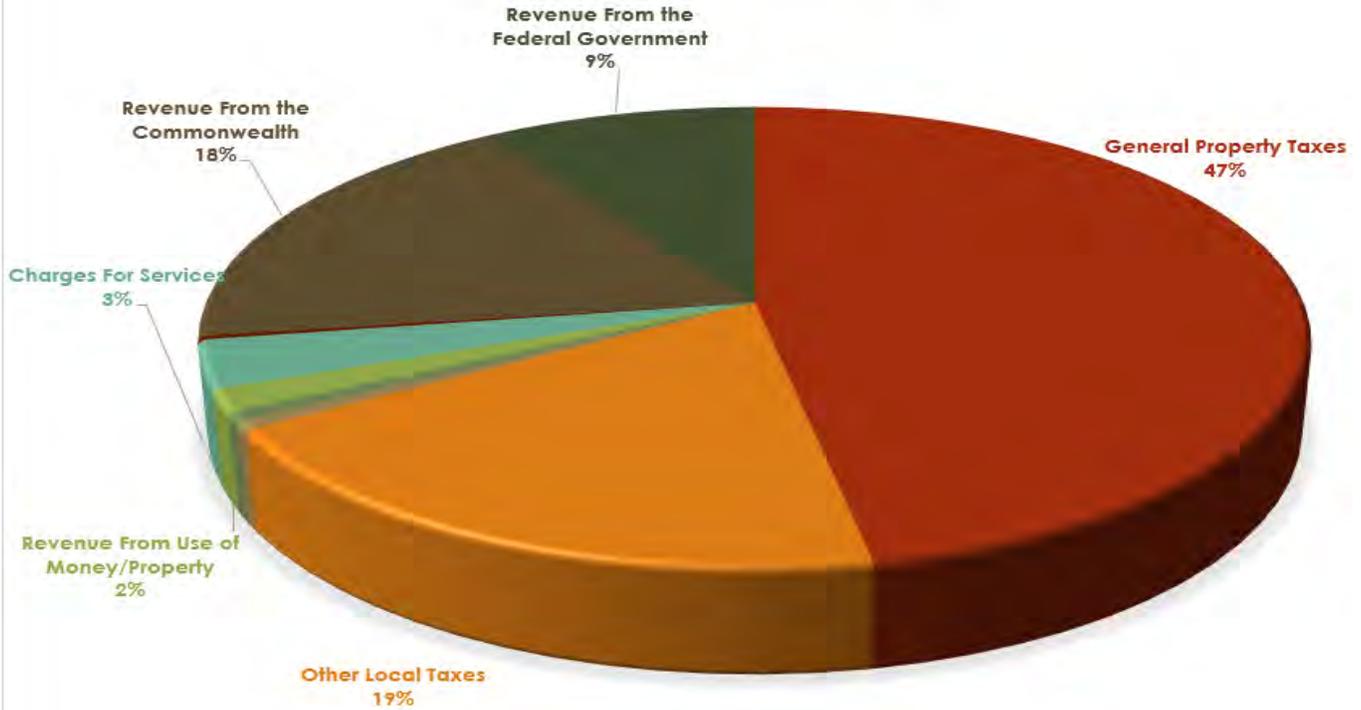
REVENUE FROM THE COMMONWEALTH	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Non-Categorical Aid					
ABC Profits	22,211	-	-	-	-
Wine Taxes	(39)	-	59	59	-
Mobile Home Titling Taxes	1,140	1,717	1,250	1,250	1,250
Grantors Tax/Tax on Deeds	144,659	128,050	80,000	80,000	110,000
Railroad Rolling Stock Taxes	148,804	228,116	80,000	80,000	150,000
Auto Rental Tax	131,223	194,834	90,000	90,000	150,000
Communications Sales & Use	1,525,188	1,688,673	800,000	1,500,000	1,500,000
PPTRA	2,726,040	7,314,702	2,726,040	2,726,040	2,726,040
Recreational Vehicle Sales Tax	355	319	150	150	250
Games of Skill	25,056	-	35,000	35,000	-
Total Non-Categorical Aid	4,724,637	9,556,411	3,812,499	4,512,499	4,637,540
State Shared Expenses					
Commonwealth Attorney	772,464	1,072,411	964,069	964,069	975,000
Sheriff	503,320	852,147	680,000	756,622	712,000
Commissioner of Revenue	149,512	193,485	182,248	182,248	182,500
Treasurer	98,291	134,411	130,306	130,306	150,000
Registrar/Electoral Boards	2,662	78,707	77,000	77,000	77,000
Clerk of the Circuit Court	351,304	600,101	458,810	458,810	500,000
Year End Settlement (YES)	-	29,028	-	-	-
Total State Shared Expenses	1,877,552	2,960,292	2,492,433	2,569,055	2,596,500
Social Welfare State Aid					
Public Assistance and Welfare	3,542,233	4,600,955	3,531,000	4,050,300	4,050,000
Children's Services	2,245,397	2,750,443	2,461,000	2,708,293	2,500,000
Total Social Welfare State Aid	5,787,630	7,351,398	5,992,000	6,758,593	6,550,000
Other Categorical Aid State					
Library State Aid	206,148	255,515	193,976	193,976	227,628
E911 State Aid	332,258	344,437	230,000	230,000	300,000
HB599 Police State Aid	2,249,211	2,472,682	2,472,684	2,472,684	2,472,682
Jury Duty State Reimbursement	27,420	-	-	-	-
VJCCCA Aid	98,834	64,308	84,000	84,000	84,000
National Opioid Settlement	-	117,474	-	-	117,474
Total Other Categorical Aid State	2,913,871	3,254,415	2,980,660	2,980,660	3,201,784
Total Revenue From	15,303,690	23,122,516	15,277,592	16,820,807	16,985,824

GENERAL FUND REVENUE

REVENUE FROM THE FEDERAL GOVERNMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Categorical Aid Federal					
Police-Joint Law Enforcement Task Force	4,559	4,676	-	-	-
Federal Public Assistance Soc. Serv.	2,663,628	5,986,214	5,029,001	5,029,001	5,100,000
Civil Penalty Fees	-	7,000	-	-	-
American Rescue Plan Act (ARPA)	3,925,001	3,421,097	3,174,415	3,174,415	3,600,000
Total Categorical Aid Federal	6,593,188	9,418,987	8,203,416	8,203,416	8,700,000
Total Revenue From the Federal Government	6,593,188	9,418,987	8,203,416	8,203,416	8,700,000
NON-REVENUE RECEIPTS					
Insurance Recoveries					
Recovery from Insurance Claims	-	33,755	30,000	30,000	40,000
Recovery from Workers Comp. Claims	-	893	-	-	-
Total Insurance Recoveries	-	34,648	30,000	30,000	40,000
Sale of Property Non-Recurring					
Sale of Land, Vehicles, Equip. or Buildings	(52,552)	409,365	350,000	350,000	-
Earnest Payment	930	-	-	-	-
Total Sale of Property Non-Recurring	(51,622)	409,365	350,000	350,000	-
Communications, Tourism & Museums					
Blandford Church	-	9,444	-	-	-
Centre Hill	-	2,992	-	-	-
Total Communications, Tourism & Museums	-	12,437	-	-	-
Total Non-Revenue Receipts	(51,622)	456,449	380,000	380,000	40,000
Total General Fund Revenues	88,643,098	97,517,309	84,202,469	88,083,817	94,384,922

GENERAL FUND REVENUE

2024-2025 REVENUE SUMMARY



47% GENERAL PROPERTY TAX

19% OTHER LOCAL TAXES

18% REVENUE FROM THE COMMONWEALTH

9% REVENUE FROM THE FEDERAL GOVERNMENT

3% CHARGES FOR SERVICES

2% REVENUE FROM USE OF MONEY/PROPERTY

2% OTHER:

- PERMITS, FEES & LICENSES
- FINES & FORFEITURES
- MISCELLANEOUS
- RECOVERED COSTS
- NON-REVENUE RECEIPTS

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SPECIAL REVENUE FUNDS

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



STREETS The Streets Fund was created in FY 2017-18 to isolate the Virginia Department of Transportation Urban Allocation funds. VDOT allocated 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 materials for these functions.



CDBG The Community Development Block Grant (CDBG) Fund is a federal program that provides annual grants on a formula basis to entitled cities and counties. This grant is used to develop viable urban communities through improving housing environments and expanding economic opportunities. The CDBG fund 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.



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



SPECIAL REVENUE FUNDS

GRANTS REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Recovered Cost-Petg Comm Corr	13,412	9,801			
VA Foundation for Healthy Youth	24,809	1,451			
Miscellaneous Revenue	718	457,035			
Historic African American Cemetery/ Graves Grant		2,400			
State Grant Revenue-Victim Witness	79,820	105,444			80,000
State Grant Revenue-PETRG Comm Cor- rections	454,696	475,112	88,235	88,235	484,892
Fire Program Fund Aid State	131,220	134,237	527,846	527,846	
Fire Local Emer Mgmt Perf Grant LEMP State		3,890			
Department of Emergency Management REPG		54,362			
EDA Build Back Better Grant					7,467,976
Edward Byrne Memorial Grant (JAG) State 2019		6,182			
Edward Byrne Memorial Grant (JAG) State 2020		4,448			
Edward Byrne Memorial Grant (JAG) State			10,675	10,675	
EPA Community Grant					2,432,000
Sheriff Covid-19 P&RG	26				
National Registration of Historic Places Grant	7,480				
DEQ Litter Grant	9,761	9,130			
Youth & Gang Violence Grant		24,900			
Library of Virginia Grant	3,193				
PGA Junior Equipment Grant	3,000				
VA Tourism Wanderlove Grant			268,000	268,000	
VEDP Development Opportunity Grant		128,700			
VEDP Harbor Project		50,000			
Federal Grant Revenue-Victim Witness	239,461	198,463			200,553
Edward Byrne Memorial Grant (JAG)		72,079			33,140
COVID-19 Supplemental Grant		97,361	749,900	749,900	
DMV Selective Enforcement Federal	27,341	76,256			
DCJS Promising Youth		9,844	185,295	185,295	
DCJS Gun Violence Intervention		7,750			
CSLRF Funds- City	(7,436,623)	18,422			
CSLRF Funds- County	(3,044,297)				
Operation Update Project Lifesaver	4,321	4,321			
IRF Grant- Exit 52 Project	70,500	260,986			
IRF Grant- 416 2nd St. Project	21,250				
Draw from Fund Balance		(428,951)			
Transfer from General Fund	48,172	48,172			48,172
VA Tourism - ARPA		30,000			
ARPA Group Violence Intervention		300,000			
VA Tourism Drive 2.0		10,000			
TOTAL REVENUES	(9,341,739)	2,171,796	1,829,951	1,829,951	10,746,733

SPECIAL REVENUE FUNDS

GRANTS EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Victim Witness	252,188	291,025	273,531	273,531	280,553
Comm Corrections	423,869	467,744	527,845	527,845	533,064
EDA Build Back Better Grant	-	511	-	-	7,467,976
Edward Byrne Memorial Grant (JAG) State	37,817	20,156	-	-	33,140
EPA Community Grant	-	-	-	-	2,432,000
Sheriff TRIAD	-	100	-	-	-
LVA Cares	359	149	-	-	-
DEQ Litter Grant	7,863	10,161	-	-	-
CARES Covid Relief	120,833	-	-	-	-
COVID MURP Grant	16,324	-	-	-	-
COVID-19 Supplemental Grant	10,281	21,004	-	-	-
DEQ Poor Creek	-	210,365	-	-	-
Youth & gang Violence Grant	12,450	12,450	-	-	-
Dept of Mines Minerals	46,800	-	-	-	-
State Grant 4ForLife	-	52,757	-	-	-
Fire Programs Fund	57,261	207,893	-	-	-
Fire LEMPG	8,958	-	10,675	10,675	-
DCJS PROMISING YOUTH OPP GRANT	-	12,513	-	-	-
DCJS GUN VIOLENCE INTERVENTION PROG	-	12,750	-	-	-
Comm Corr Expansion Funding	(170)	-	-	-	-
DCJS	1,945	-	749,900	749,900	-
VA CREATIVE COMM PARTNERSHIP GRANT	-	9,000	-	-	-
WIOA INTERNSHIP	-	2,610	-	-	-
Historic African American Cemetery/ Graves	1,040	-	-	-	-
OFFICE ON YOUTH	(73,164)	69,491	-	-	-
PGA JUNIOR EQUIPMENT GRANT	3,107	-	-	-	-
Juv Justice & Delinquency Prevention	-	39,000	-	-	-
VA Foundation for Healthy Youth	30,642	23,522	-	-	-
Library of VA ARPA	-	3,300	-	-	-
Library of VA	16,208	41,052	268,000	268,000	-
DCR Community Flood Preparedness Fund	-	96,462	-	-	-
DHCD Industrial Revital Fund Grant	-	600,000	-	-	-
ARPA Group Violence	-	18,776	-	-	-
ARPA Law Enforcement	-	368,111	-	-	-
Cameron Foundation Internship	-	810	-	-	-
Ramada Inn Project	-	626,738	-	-	-
TOTAL EXPENDITURES	974,611	3,218,448	1,829,951	1,829,951	10,746,733

SPECIAL REVENUE FUNDS

STREETS REVENUES		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	State Grant Revenue	6,224,206	7,189,543	6,756,606	6,756,606	7,973,243
TOTAL STREETS FUND		6,224,206	7,189,543	6,756,606	6,756,606	7,973,243
STREETS EXPENDITURES		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	STREETS EXPENDITURES	5,846,490	5,315,603	6,756,606	6,756,606	7,973,243
TOTAL STREETS FUND		5,846,490	5,315,603	6,756,606	6,756,606	7,973,243

State Grant Revenue is the revenue provided by the Virginia Department of Transportation (Urban Maintenance Program) to maintain the interstate system highways and secondary system of state highways for the City’s street maintenance. These funds are dispersed in quarterly payments and amount to about \$6 million annually.

STORMWATER REVENUES		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	Stormwater Fee Charges	1,511,484	1,386,174	1,322,156	1,322,156	1,452,283
TOTAL STORMWATER REVENUES		1,511,484	1,386,174	1,322,156	1,322,156	1,452,283
STORMWATER EXPENDITURES		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	Stormwater Operations	579,529	388,084	1,322,156	1,322,156	1,452,283
TOTAL STORMWATER EXPENDITURES		579,529	388,084	1,322,156	1,322,156	1,452,283

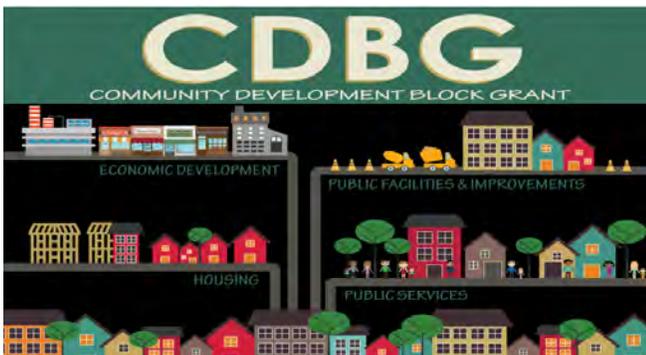
Stormwater Fee Charges are billed to residential and non-residential customers that use the City’s stormwater collection systems. The City is responsible for compliance with State and Federal regulations that are not funded. In order to install and maintain storm drains, inlets, ditches and erosion and sediment control these fees are charged. For residential customers a standard \$3.75 per month charge is added, for non-residential customers it is \$3.75 per ERU a month. ERU is the total impervious area of the property divided by 2,116 SF. These fees are added onto the utility bill

SPECIAL REVENUE FUNDS

The City of Petersburg receives funding from the United States Department of Housing and Urban Development. This funding aids in implementing projects that will most directly impact the greatest needs of the community. There are five primary project types under this funding source: comprehensive community development, business district revitalization, housing, community facility (infrastructure), and community service facility. For certain activities, subrecipients are selected to complete the projects.

CDBG REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Federal Grant Revenue	801,995	846,971	583,253	583,253	582,410
TOTAL CDBG REVENUES	801,995	846,971	583,253	583,253	582,410

CDBG EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
CDBG Expenditures	393,055	1,007,935	583,253	583,253	582,410
TOTAL CDBG EXPENDITURES	393,055	1,007,935	583,253	583,253	582,410



ENTERPRISE FUNDS

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



UTILITIES

The Utilities Fund accounts for revenues and expenditures associated with the operating system, utility debt services and utility capital projects. Revenues to support the Utilities Fund are derived from users' fees billed to commercial, industrial, and residential customers in the City.



DOGWOOD TRACE

This enterprise fund is Petersburg's municipal golf course. All revenues and expenditures are a result of activities related to the golf course operations.



PETERSBURG AREA TRANSIT

The Petersburg Area Transit Fund is where the City's regional transit operations are located. Transit receives revenue from the Commonwealth, the Federal Transit Administration, the City of Petersburg, and revenue generated through operations. Transit provides services to the citizens of Petersburg and other localities.

ENTERPRISE FUNDS

UTILITIES REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Interest Earned	1,433	19,796	-	-	-
Recoveries & Rebates	41,764	31,572	55,000	55,000	55,000
Sewer & Water Connec-	1,111,378	326,413	200,000	200,000	200,000
Sewer and Water Con-	8,623	1,037	-	-	-
Cut Off Fees	72,915	43,492	-	-	-
Delinquent Charges	(283)	(345)	175,000	175,000	-
Sale of Water & Sewer -	4,977,112	8,380,853	9,801,226	9,801,226	8,550,000
Sale of Water & Sewer -	395,594	561,874	487,000	487,000	495,000
Sale of Water & Sewer -	6,667,459	6,114,453	4,281,774	4,281,774	5,834,073
Street Opening/Street	3,359	1,120	-	-	-
Miscellaneous Revenue		(18,000)	-	-	-
Sale of Salvage/Surplus	512	1,970	-	-	-
Miscellaneous Other	3,152	824	-	-	-
Proceeds from Indebt-	(935,659)	(935,659)	-	-	-
Transfer from General		2,001,866	-	-	-
TOTAL UTILITIES	12,347,358	16,531,266	15,000,000	15,000,000	15,134,073
UTILITIES EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Public Utilities	-	1,595,149	-	-	-
Wastewater Operations	6,891,509	6,977,236	8,245,779	8,245,779	8,257,414
Water Operations	2,936,873	3,102,090	6,754,221	6,754,221	6,876,659
TOTAL UTILITIES	9,828,382	11,674,475	15,000,000	15,000,000	15,134,073

Interest Earned is the money accrued whenever a utility bill has not been paid in full within 25 days of the due date.

Sewer & Water Connection Fees are the costs associated with setting up an account and having a technician go on-site to connect a meter.

Cut Off Fees are the costs associated with canceling or turning off an account and having a technician go on-site to disconnect a meter.

Delinquent Charges are the costs customers with delinquent accounts pay if their utility bill is not paid within 25 days of the due date. These charges are 5% of the unpaid bill or \$1.50. Due to the pandemic, penalties and interest for delinquent utility bill were not included in monthly charges. This practice resumed May 1, 2022.

Sale of Water & Sewer-Residential is the largest source of revenue in the Utilities Fund at 68%. Residential sales make up about 88% of all water and sewer services. Although the rates between customer classes do not differentiate, prices vary based on the meter size.

ENTERPRISE FUNDS

DOGWOOD TRACE REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Green Fees	603,267	653,739	593,500	593,500	602,500
Cart Rental	285,931	333,421	300,500	300,500	371,500
Pro Shop	40,072	46,998	39,400	39,400	49,400
Sales Tax Golf Course	(2,544)	(2,261)	20,000	20,000	20,000
Range Fees		-	38,850	38,850	41,850
E-Gift Card Revenue	450	-	-	-	-
Meals Tax	3,687	2,222	4,200	4,200	4,200
Food Sales	60,028	61,547	67,000	67,000	67,000
Beverage Sales	42,689	47,976	41,100	41,100	41,100
Cash Over & Short	(200)	(287)	-	-	-
Proceeds from Indebtedness	(200,689)	(200,689)	-	-	-
Transfer from General Fund	279,479	376,378	-	-	-
TOTAL DOGWOOD REVENUES	1,112,170	1,319,043	1,104,550	1,104,550	1,197,550
DOGWOOD TRACE EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Golf Course Operations	846,602	1,116,282	1,104,550	1,104,550	1,197,550
TOTAL DOGWOOD EXPENDITURES	846,602	1,116,282	1,104,550	1,104,550	1,197,550

Green Fees are the daily usage charges the City implements for access to their municipal golf course. Currently the rates are \$30 on weekdays and \$37 on weekends. This is the biggest source of revenue for Dogwood Trace at 38.5%.

Cart Rentals create revenue for the Golf Course Fund by charging daily usage fees to rent a golf cart for a round of golf. The rates for these rentals are \$12 for a 9-hole round and \$20 for an 18-hole round.

Pro Shop income comes from the sales made in the Dogwood Trace retail store. These prices vary based on the type of product.

Food & Beverage Sales are earnings that are associated with the Grille restaurant. The Grille serves customers daily at the facility, but also provides catering services to businesses and non-profit entities throughout the Tri-Cities area.

Sales Tax Golf Course is the tax required by State law on all sales. This is currently set at 5.3% and is estimated to bring in around \$20,000 in revenue in FY 2023-24.



ENTERPRISE FUNDS

MASS TRANSIT REVENUES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Rental of General Property	-	(1,472)	21,600	21,600	18,624
Sale of Bus Tickets	-	2,800	-	-	-
Hopewell	218,000	220,000	220,000	220,000	220,000
Greyhound Commission Tickets	2,594	1,724	5,000	5,000	-
Greyhound Revenue	8,384	4,927	10,000	10,000	-
Riverside Revenue	11,635	-	23,280	23,280	-
Richard Bland College Revenue	-	-	-	-	23,280
Vending Machine Commission	1,925	550	600	600	600
Miscellaneous	-	29	-	-	-
Recovered Cost [Insurance Settlements]	90,255	12,532	-	-	500
Sale of Salvage/Surplus	-	327	-	-	-
Miscellaneous Other - [Advertising On Bus]	11,732	118,614	111,356	111,356	114,680
Recovered Cost	375	258	-	-	-
State Grant Revenue-Monthly Op Allot	1,252,745	1,438,238	810,685	810,685	1,224,167
New Freedom Program-Operating State	-	116,391	-	-	-
Capital State 2020 Grant [5339]	33,293	-	-	-	-
Capital State 2024 Grant [5339]	-	-	514,854	514,854	408,942
Capital State 2021 Grant [5339]	267,606	6,368	-	-	-
Capital State 2022 Grant [5339]	262,248	115,041	-	-	-
Capital State 2023 Grant [5339]	-	-	61,200	61,200	-
Bus Rodeo	-	57,242	-	-	-
Feasibility Study (Maint. Facility)	-	12,761	-	-	-
TRIP Zero Fare	-	716,959	-	-	235,276
Project [Demo/Technical Assistance] [State]	-	-	488,552	488,552	433,533
Federal Grant Revenue -Operating (5307)	-	-	1,225,448	1,225,448	1,331,382
Federal Grant Revenue -Preventive Maintenance	18,737	-	821,625	821,625	821,625
VA-90-X415 [Federal]	1,284	-	-	-	-
VA-34-0005 (Federal)	9,790	-	-	-	-
VA-2018-0006 [Federal]	1,400	-	-	-	-
Capital VA-2020 (5339) [Federal]	5,261	-	-	-	-
VA-2021 Capital Federal	107,484	-	-	-	-
VA-2022 Capital Federal	96,093	39,693	-	-	-
VA-2019-014 Capital PM	-	10,298	-	-	-
CRRSA Funding VA-2021-035 Operating	129,821	337,075	-	-	-
American Rescue Plan Act (ARPA)	-	830,918	-	-	-
CARES/ARPA	1,684,547	-	-	-	-
VA-2023 Capital Federal	-	-	25,200	25,200	-
Transfer from General Fund	892,979	887,779	-	-	-
Local Match - Operating [Fund 5307]	-	-	1,225,448	1,225,448	1,331,382
Local Match -Preventive Maintenance [Fund 5307]	-	-	205,406	205,406	205,406
Local Match - Capital [Fund 5339]	-	-	33,886	33,886	24,055
Local Match- Other Projects [State]	-	-	331,702	331,702	792,699
Local Match- State Operating	-	-	124,426	124,426	124,426
Capital Federal 2024 Grants [5339]	-	-	211,999	211,999	168,388
TOTAL MASS TRANSIT REVENUES	5,108,188	4,929,052	6,472,267	6,472,267	7,478,965

ENTERPRISE FUNDS

MASS TRANSIT EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Operating Expense	3,059,609	4,461,981	3,541,795	3,541,795	3,938,858
Greyhound Services	7,634	21,250	10,000	10,000	-
Maintenance	866,029	979,542	1,027,031	1,027,031	1,066,204
Para-Transit	193,511	234,794	226,049	226,049	246,630
Capital	1,203,515	91,712	1,667,392	1,667,392	2,227,273
TOTAL MASS TRANSIT EXPENDITURES	5,330,299	5,789,279	6,472,267	6,472,267	7,478,965

PROPOSED PROGRAM BUDGETS

FISCAL YEAR 2024-2025



GENERAL GOVERNMENT

CITY COUNCIL & CITY CLERK

	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
CITY COUNCIL					
Salaries & Wages Regular	67,577	70,217	70,346	70,346	70,346
Part Time Regular	48,627	47,500	85,000	85,000	85,000
FICA	7,773	8,225	11,884	11,884	11,884
VRS	7,782	8,597	8,631	8,631	8,631
Health Insurance	24,613	29,218	31,094	31,094	31,094
VRS Group Life	908	939	943	943	1,010
Other Professional Services	423	140	6,500	6,500	6,000
Other Contractual Services	55,351	109,970	67,000	67,000	100,000
Advertising	5,352	9,145	12,000	12,000	11,000
Postal Services	57	79	350	350	300
Telecommunications	1,497	3,082	2,244	2,244	3,500
Conference Travel & Training	-	481	25,000	25,000	20,000
Dues and Association	750	225	1,000	1,000	1,000
Special Events	-	55	-	-	-
Office Supplies	1,093	3,254	8,000	8,000	6,000
TOTAL CITY COUNCIL	221,805	291,127	329,992	329,992	355,765

CITY MANAGER

CITY MANAGER	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	459,431	421,502	469,518	469,518	475,129
Part Time Regular	45,179	9,627	-	-	-
FICA	37,301	33,770	35,918	35,918	35,918
VRS	45,455	49,491	57,610	57,610	58,298
Health Insurance	18,682	28,712	34,627	34,627	34,953
VRS Group Life	5,275	5,364	6,292	6,292	6,367
Other Contractual Services	101,269	256,284	75,000	75,000	100,000
Repairs - Vehicles	1,528	2,945	2,000	2,000	3,000
Advertising	1,075	4,596	3,000	3,000	4,000
Postal Services	150	47	600	600	500
Telecommunications	2,146	3,304	5,000	5,000	5,000
Mileage & Transportation	-	277	550	550	500
Conference Travel & Training	2,206	3,851	8,000	8,000	8,000
Meals and Lodging	1,128	2,898	2,500	2,500	3,000
Registration & Training	40	110	2,500	2,500	2,500
Dues and Association Member-	2,166	5,910	5,500	5,500	6,000
Special Events	40	1,098	3,000	3,000	25,000
Office Supplies	4,943	3,961	5,000	5,000	5,000
Food Supplies	1,130	724	2,500	2,500	2,500
Vehicle and Powered Equip-	1,727	4,118	3,000	3,000	3,500
Books and Subscriptions	200	86	-	-	-
Computer Software under	-	480	1,000	1,000	1,000
Computer Hardware under	-	2,063	-	-	-
Mayor's Youth Academy	-	2,500	100,000	100,000	150,000
TOTAL CITY MANAGER	731,069	843,717	823,115	823,115	930,165

CITY ATTORNEY

CITY ATTORNEY	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	225,500	236,353	296,787	296,787	308,627
FICA	14,901	16,261	22,704	22,704	22,704
VRS	25,916	28,945	36,416	36,416	37,868
Health Insurance	14,002	16,946	27,418	27,418	27,418
VRS Group Life	3,022	3,160	3,977	3,977	4,136
Other Contractual Services	5,649	5,838	60,000	60,000	65,000
Postal Services	94	84	350	350	400
Telecommunications	555	1,060	1,164	1,164	1,164
Meals and Lodging	300.28	-	-	-	-
Conference Travel & Training	3,618	3,808	5,000	5,000	7,500
Dues and Association Member-	745	1,039	1,600	1,600	2,400
Office Supplies	784	826	2,500	2,500	3,000
Vehicle and Powered Equip-	539.43	-	-	-	-
Computer Software under	-	2,539	3,000	3,000	3,000
TOTAL CITY ATTORNEY	295,625	316,860	460,916	460,916	483,217

HUMAN RESOURCES

HUMAN RESOURCES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	315,143	410,765	431,002	431,002	449,272
Salaries & Wages Overtime	19,414	9,704	-	-	-
Part Time Regular	34,527	11,429	-	-	-
FICA	26,495	30,280	32,972	32,972	32,972
VRS	24,952	48,639	52,884	52,884	55,126
Health Insurance	14,769	46,219	47,213	47,213	56,352
VRS Group Life	2,899	5,380	5,775	5,775	6,020
Workman's Compensation	-	32,307	280,145	-	-
Other Contractual Services	48,031	26,359	148,000	148,000	150,000
Printing and Binding		-	1,500	1,500	1,500
Advertising		1,224	9,000	9,000	9,000
Postal Services	195	786	500	500	500
Telecommunications	685	1,554	732	732	732
Insurance Premiums	1,385,710	-	-	-	-
General Liability Insurance	-	5,000	920,000	-	-
Line of Duty Insurance	-	-	158,000	158,000	-
Mileage & Transportation	36	-	1,500	1,500	1,500
Registration & Training	219	10	1,500	1,500	1,500
Conference Travel & Training	-	-	1,000	1,000	1,000
Dues and Association Member-	-	-	1,200	1,200	1,200
Special Events	-	317	8,000	8,000	8,000
Office Supplies	2,703	8,724	4,500	4,500	4,500
Furniture & Fixtures under	355	-	-	-	-
Uniforms & Wearing Apparel	-	-	300	300	300
Other Operating Supplies	-	309	1,800	1,800	1,800
Computer Hardware under		2,318	2,500	2,500	2,500
TOTAL HUMAN RESOURCES	1,876,134	641,324	2,110,023	909,878	783,774

Worker's Compensation, General Liability Insurance, & Line of Duty Insurance were all moved to Non-Departmental.



CITY ASSESSOR

ASSESSOR	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	310,000	298,632	377,520	377,520	380,649
FICA	23,199	22,232	28,880	28,880	28,880
VRS	35,619	35,103	46,322	46,322	46,706
Health Insurance	26,629	36,677	44,064	44,064	54,834
VRS Group Life	4,154	3,788	5,059	5,059	5,101
Other Contractual Services	61,197	62,927	35,000	35,000	35,000
Repairs - Equipment	-	-	1,500	1,500	1,500
Repairs - Vehicles	5	298	-	-	-
Printing and Binding	-	-	1,000	1,000	1,000
Advertising	-	-	1,000	1,000	1,000
Postal Services	4,827	799	11,000	11,000	11,000
Telecommunications	243	380	500	500	500
Meals and Lodging	3,263	-	1,000	1,000	1,000
Registration & Training	2,334	(855)	2,000	2,000	2,000
Conference Travel & Training	2,909	55	10,000	10,000	10,000
Dues and Association Member-	1,070	4,312	3,500	3,500	4,000
Office Supplies	526	3,152	1,500	1,500	2,500
Vehicle and Powered Equip-	37	85	2,500	2,500	2,500
Uniforms & Wearing Apparel	-	-	1,500	1,500	2,000
Laptops	588	-	-	-	-
Books and Subscriptions	1,820	174	7,320	7,320	7,500
Computer Software under	3,509	-	7,200	7,200	7,200
TOTAL ASSESSOR	481,927	467,759	588,365	588,365	604,870



FINANCE

FINANCE	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	432,882	465,072	484,222	484,222	717,265
FICA	31,061	33,989	37,043	37,043	40,027
VRS	49,830	56,572	59,414	59,414	79,215
Health Insurance	37,600	48,251	59,230	59,230	67,653
VRS Group Life	5,826	6,353	6,488	6,488	8,651
Accounting and Auditing Ser-	434,186	689,576	350,000	-	-
Other Contractual Services	2,157	5,413	10,000	10,000	200,000
Printing & Binding	1,573	-	3,000	3,000	2,000
Advertising	-	35	-	-	-
Postal Services	5,248	5,697	6,500	6,500	6,500
Telecommunications	484	669	732	732	1,000
Meals and Lodging	-	361	-	-	-
Registration & Training	30	450	500	500	500
Conference Travel & Training	506	837	1,000	1,000	1,000
Dues and Association Member-	200	2,200	3,000	3,000	3,000
Office Supplies	10,623	6,824	7,500	7,500	8,500
Computer Hardware under	-	36	1,000	1,000	1,000
TOTAL FINANCE	1,012,206	1,322,336	1,029,629	679,629	1,136,311

BILLING & COLLECTIONS

BILLING & COLLECTIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries and Wages, Regular	268,006	304,711	280,704	280,704	523,500
Salaries and Wages, Overtime	9,985	10,926	5,000	5,000	5,000
Part time Regular	18,593	-	-	-	21,000
FICA	21,972	23,282	21,856	21,856	32,457
VRS	30,733	36,737	34,442	34,442	64,234
Health Insurance	31,211	44,097	44,258	44,258	44,258
VRS Group Life	3,256	4,002	3,762	3,762	7,015
Other Contractual Services	160,895	(63,749)	50,000	50,000	55,000
Printing and Binding	8,388	4,019	8,000	8,000	8,000
Postal Services	54,702	43,586	40,000	40,000	100,000
Telecommunications	645	790	732	732	732
Registration & Training	255	-	-	-	-
Conference Travel & Training	374	-	1,000	1,000	1,000
Office Supplies	6,446	11,990	10,000	10,000	9,000
Computer Hardware under	-	-	1,000	1,000	1,000
Total Billing & Collections	615,462	420,389	500,754	500,754	830,742

***Contractual Services are made up of collection agencies, lease of printer and sealer machines, DMV stops and court.

RISK MANAGEMENT

RISK MANAGEMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	-	-	-	-	-
FICA	-	-	-	-	-
VRS	-	-	-	-	-
Health Insurance Waiver Ex-	-	-	-	-	-
VRS Group Life	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-
Workman's Compensation	-	697,391	-	-	-
Other Contractual Services	-	-	-	-	-
Repairs - Equipment	-	-	-	-	-
Postal Services	-	1	-	-	-
Telecommunications	-	-	-	-	-
Property Insurance	-	123,222	-	-	-
Auto Insurance	-	276,126	-	-	-
Surety Bonds	-	-	-	-	-
Public Official Liability Insur-	-	55,908	-	-	-
General Liability Insurance	-	171,080	-	-	-
Line of Duty Insurance	-	134,834	-	-	-
Computer Hardware under	-	375	-	-	-
Registration & Training	-	-	-	-	-
Office Supplies	-	-	-	-	-
TOTAL RISK MANAGEMENT	-	1,458,937	-	-	-

RISK MANAGEMENT DEPARTMENT WAS ABSORBED BY HUMAN RESOURCES

PROCUREMENT

PROCUREMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	219,834	139,375	191,749	191,749	204,622
Salaries & Wages Overtime	115	201	500	500	500
Part time Regular	19,340	18,520	20,500	20,500	21,525
FICA	17,173	12,122	16,275	16,275	16,275
VRS	23,346	16,345	23,528	23,528	25,107
Health Insurance	7,291	-	9,139	9,139	9,139
VRS Group Life	2,719	1,785	2,569	2,569	2,742
Other Contractual Services	267	35	250	250	250
Printing and Binding	-	-	-	-	-
Advertising	1,636	207	1,000	1,000	1,000
Postal Services	347	533	1,050	1,050	1,050
Telecommunications	353	278	400	400	300
Meals and Lodging	-	-	770	770	770
Mileage and Transportation	-	-	300	300	300
Registration & Training	-	-	1,000	1,000	1,500
Conference Travel & Training	1,784	2,298	1,100	1,100	1,500
Dues and Association Memberships	520	430	2,100	2,100	2,100
Office Supplies	2,511	2,025	3,500	3,500	3,500
Merchandise for Resale	64,746	11,313	62,000	62,000	62,000
Computer Hardware under \$5,000	-	494	1,500	1,500	1,500
TOTAL PROCUREMENT	361,980	205,962	339,231	339,231	355,680
Central Store Room	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Merchandise for Resale	521	-	-	-	-
TOTAL CENTRAL STORE ROOM	521	-	-	-	-

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	147,462	254,529	280,290	280,290	328,954
Salaries & Wages Overtime	27	-	-	-	-
Part time Regular	62,079	47,050	41,600	41,600	52,000
FICA	15,432	22,294	24,625	24,625	27,149
VRS	15,978	30,918	34,391	34,391	40,363
Health Insurance	12,845	21,504	31,094	31,094	31,094
VRS Group Life	1,869	3,375	3,756	3,756	4,408
Maintenance Contracts	80,185	119,047	136,500	136,500	140,000
Other Contractual Services	256,538	169,724	200,000	200,000	200,000
Repairs - Vehicles	295	-	-	-	-
Telecommunications	360,652	381,777	393,120	393,120	393,120
Mileage & Transportation	-	-	-	-	-
Conference Travel & Training	-	-	-	-	-
Office Supplies	1,798	1,710	2,000	2,000	2,000
Vehicle and Powered Equip-	45	356	750	750	750
Machinery & Equipment over	13,803	9,374	13,000	13,000	13,000
Vehicle Leasing	-	-	7,200	7,200	-
TOTAL INFORMATION	969,008	1,061,659	1,168,326	1,168,326	1,232,838

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CONSTITUTIONAL OFFICERS



Commissioner of Revenue
Brittany Flowers



Treasurer
Paul Mullin



Registrar
Dawn Wilmoth



Clerk of Circuit Court
Maytee Romero de Parham



Commonwealth Attorney
Tiffany Buckner



Sheriff
Vanessa Crawford

COMMISSIONER OF REVENUE

COMMISSIONER OF REVENUE	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	254,241	263,872	292,722	292,722	322,796
FICA	18,544	19,083	22,393	22,393	22,393
VRS	29,586	33,224	35,917	35,917	39,607
Health Insurance	33,440	37,333	40,233	40,233	40,233
VRS Group Life	3,450	3,606	3,922	3,922	4,325
Other Contractual Services	13,390	11,138	13,000	13,000	15,000
Postal Services	5,078	4,403	9,000	9,000	11,000
Telecommunications	403	558	612	612	612
Mileage & Transportation	726	1,360	750	750	1,000
Meals and Lodging	1,819	3,933	500	500	1,000
Registration & Training	2,000	300	2,500	2,500	-
Conference Travel & Training	45	2,800	2,750	2,750	3,000
Dues and Association Mem-	1,530	525	1,900	1,900	2,000
Office Supplies	5,545	3,897	8,000	8,000	8,000
Cigarette Stamp Purchase	10,358	7,314	20,000	20,000	15,000
TOTAL COMMISSIONER OF	380,156	393,344	454,199	454,199	485,966



CITY TREASURER

TREASURER	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	170,578	117,980	154,649	154,649	212,000
Salaries & Wages Overtime	6	-	-	-	-
Part Time Regular	1,224	-	-	-	-
FICA	12,125	7,664	11,831	11,831	13,144
VRS	18,248	14,876	18,975	18,975	26,012
Health Insurance	13,630	27,257	34,235	34,235	43,374
VRS Group Life	2,072	1,640	2,072	2,072	2,841
Legal Services	(1,834)	-	-	-	-
Credit Card Processing Fees	7,221	6,742	7,221	7,221	7,221
Other Contractual Services	9,506	4,363	10,000	10,000	10,000
Advertising	-	-	1,500	1,500	1,500
Postal Services	814	669	1,000	1,000	1,000
Telecommunications	273	601	731	731	731
Meals and Lodging	720	1,152	-	-	-
Registration & Training	688	206	-	-	-
Conference Travel & Training	447	1,601	3,000	3,000	5,000
Dues and Association Mem- berships	300	596	800	800	1,500
Office Supplies	2,094	(7,370)	2,500	2,500	2,500
TOTAL TREASURER	238,111	177,977	248,515	248,515	326,823



REGISTRAR

REGISTRAR	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	173,714	184,642	206,025	206,025	228,560
Salaries & Wages Overtime	3,546	7,930	12,000	12,000	12,000
Part Time Regular	-	39,543	38,880	38,880	42,840
FICA	13,400	14,595	19,653	19,653	17,485
VRS	19,963	22,486	25,279	25,279	27,450
Health Insurance	14,002	16,946	18,278	18,278	18,278
VRS Group Life	2,328	2,455	2,761	2,761	2,994
Electoral Board Compensation	10,394	10,388	11,000	11,000	11,000
Other Contractual Services	44,366	28,940	8,000	8,000	20,000
Officers of Election	-	49,055	45,000	45,000	46,844
Repairs - Equipment	16,862	41,276	28,680	28,680	30,000
Printing & Binding	19,880	28,865	35,000	35,000	40,000
Advertising	1,547	1,787	2,000	2,000	3,000
Postal Services	(91)	28,335	18,000	18,000	21,800
Telecommunications	440	801	1,000	1,000	1,200
Lease/Rent of Equipment	-	-	6,200	6,200	4,500
Lease/Rent of Buildings	30,050	30,050	32,782	32,782	34,441
Conference Travel & Training	-	3,454	3,200	3,200	3,500
Dues and Association Mem-	480	810	1,000	1,000	1,000
Office Supplies	4,985	8,023	12,000	12,000	13,000
Food Supplies	2,640	7,820	6,000	6,000	7,000
Furniture & Fixtures under	577	-	12,000	12,000	12,000
Computer Software under	635	601	6,000	6,000	6,000
TOTAL REGISTRAR	359,718	528,802	550,739	550,739	604,892



CLERK OF CIRCUIT COURT

CLERK OF CIRCUIT COURT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	434,617	446,411	532,160	532,160	594,443
Salaries & Wages Overtime	3,151	3,851	-	-	-
Part Time Regular	35,063	32,101	40,998	40,998	42,000
FICA	34,800	35,857	43,847	43,847	43,847
VRS	50,130	54,092	65,296	65,296	71,957
Health Insurance	26,124	36,578	58,512	58,512	58,512
VRS Group Life	5,846	5,979	7,131	7,131	7,858
Accounting and Auditing Ser-	3,989	-	4,000	4,000	4,000
Jury Duty	42,759	80,922	45,000	45,000	125,000
Jury Cost Fees	177	1,400	-	-	-
Jury Meals	-	2,579	6,000	6,000	6,000
Other Contractual Services	43,124	23,519	8,000	8,000	10,000
Advertising	-	157			-
Postal Services	6,864	4,850	8,000	8,000	8,000
Lease/Rent of Equipment	5,653	5,959	10,500	10,500	10,500
Conference Travel & Training	836	1,317	300	300	400
Dues and Association Mem-	320	320	350	350	350
Office Supplies	7,464	5,547	6,500	6,500	7,000
Other Operating Supplies	-	50			-
Computer Software under	-	-	300	300	300
Computer Hardware under	610	5,300	5,000	5,000	5,000
TOTAL CLERK OF CIRCUIT	701,526	746,789	841,893	841,893	995,167

COMMONWEALTH ATTORNEY

COMMONWEALTH ATTORNEY	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	850,053	920,634	1,125,607	1,125,607	1,275,906
Part Time Regular	21,347	23,393	40,950	40,950	45,000
FICA	63,995	70,441	89,242	89,242	89,242
VRS	96,421	113,745	138,112	138,112	156,554
Health Insurance	49,902	48,261	67,651	67,651	76,790
VRS Group Life	11,271	12,224	15,083	15,083	17,097
Other Contractual Services	30,183	31,978	33,000	33,000	39,000
Repairs - Vehicles	-	584	1,000	1,000	1,000
Postal Services	4,000	948	4,000	4,000	2,000
Telecommunications	880	1,840	1,549	1,549	2,000
Mileage & Transportation	3,001	2,283	10,000	10,000	10,000
Meals and Lodging	8,906	5,540	12,000	12,000	12,000
Registration & Training	-	-	15,000	15,000	10,000
Conference Travel & Training	1,200	3,153	12,396	12,396	12,396
Dues and Association Mem-	10,242	9,678	12,500	12,500	12,500
Office Supplies	26,203	37,175	27,000	27,000	25,000
Vehicle and Powered Equip-	397	529	2,000	2,000	2,000
TOTAL COMMONWEALTH	1,178,000	1,282,406	1,607,090	1,607,090	1,788,485

SHERIFF'S OFFICE

SHERIFF	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	1,209,127	1,239,520	1,339,694	1,339,694	1,568,634
Salaries and Wages, Overtime	-	271	-	-	-
Part Time Regular	8,400	75,706	43,680	43,680	100,000
FICA	89,309	98,130	105,828	105,828	105,828
VRS	131,779	147,447	164,381	164,381	192,471
Health Insurance	85,346	90,365	106,976	106,976	143,532
VRS Group Life	15,419	16,139	17,952	17,952	21,020
Cleaning Services	59	46	-	-	-
Other Contractual Services	4,147	4,891	13,000	13,000	97,635
Repairs - Vehicles	(38,704)	18,319	15,000	15,000	30,000
Repairs - Equipment	247	-	1,000	1,000	3,000
Utility Service	11,108	22,973	-	-	35,000
Postal Services	1,782	3,285	4,500	4,500	5,000
Telecommunications	3,266	4,373	5,000	5,000	7,000
Lease/Rent of Equipment	3,148	4,101	5,000	5,000	6,000
Lease/Rent of Buildings	-	151	-	-	-
Meals and Lodging	-	242	-	-	-
Registration & Training	2,000	110	-	-	-
Conference Travel & Training	6,778	10,241	10,000	10,000	15,000
Dues and Association Mem- berships	330	241	2,000	2,000	3,000
Office Supplies	(34,449)	7,141	15,000	15,000	15,000
Food Supplies	740	506	-	-	-
Cleaning Materials & Supplies	16	12	-	-	1,000
Vehicle and Powered Equip- ment Fuels	4,136	12,930	11,000	11,000	15,000
Ammunition	1,947	365	5,000	5,000	5,000
Uniforms & Wearing Apparel	8,897	11,235	15,000	15,000	20,000
Other Operating Supplies	3,088	8,002	15,000	15,000	20,000
Furniture & Fixtures under \$5,000	1,680	-	-	-	-
Computer Software under \$5,000	-	178	-	-	-
Computer Hardware under \$5,000	700	278	4,000	4,000	6,000
Vehicles	(19,358)	102,179	-	-	-
Local Grant Match	-	-	1,000	1,000	5,000
Crater Criminal Justice Ser- vices	8,873	(349)	15,315	15,315	27,000
TOTAL SHERIFF	1,509,809	1,879,026	1,915,326	1,915,326	2,447,120

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PUBLIC SAFETY



POLICE

POLICE	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	5,020,553	4,369,193	5,708,658	5,708,658	6,341,613
Clothing Allowance	-	6,996	11,000	11,000	11,000
Salaries & Wages Overtime	522,911	576,885	300,000	300,000	400,000
Sal & Wages - DMV Overtime	40,418	56,507	50,000	50,000	50,000
Sal & Wages - CIT Overtime	53,640	63,887	60,000	60,000	60,000
Sal & Wages - FED/JLEO Overtime	18,537	15,208	15,000	15,000	15,000
Part Time Regular	69,936	54,023	125,000	125,000	124,719
FICA	478,344	124,124	478,787	478,787	402,271
VRS	510,669	610,195	700,452	700,452	778,116
Health Insurance	757,855	732,420	780,509	780,509	780,509
VRS Group Life	59,200	66,025	76,496	76,496	76,496
Doctors & Phys Exam Fees	11,405	10,797	7,500	7,500	12,000
Other Contractual Services	177,775	293,910	175,000	175,000	250,000
VSU Parade	-	1,100	-	-	-
Repairs - Vehicles	196,203	218,955	200,000	200,000	300,000
Postal Services	1,339	1,133	1,500	1,500	1,500
Telecommunications	36,257	40,077	58,500	58,500	58,500
Lease/Rent of Equipment	-	(115,370)	-	-	-
Lease/Rent of Buildings	167	-	-	-	-
Meals and Lodging	466	277	1,500	1,500	1,500
Registration & Training	865	686	-	-	-
Conference Travel & Training	7,918	8,433	50,000	50,000	50,000
Due and Association Memberships	975	705	3,500	3,500	3,500
Office Supplies	3,635	4,661	5,000	5,000	7,500
Cleaning Materials & Supplies	45	-	-	-	-
Vehicle and Powered Equipment	321,002	262,392	144,000	144,000	144,000
Fuels	321,002	262,392	144,000	144,000	144,000
Ammunition	205	-	30,000	30,000	30,000
Uniforms & Wearing Apparel	34,555	60,415	75,000	75,000	75,000
Other Operating Supplies	60,007	53,466	65,000	65,000	65,000
Computer Software under \$5,000	-	-	5,250	5,250	-
Computer Hardware under \$5,000	-	-	750	750	-
Furniture & Fixtures over \$5,000	830	2,924	30,000	30,000	30,000
Machinery & Equipment over \$5,000	93,651	153,743	125,000	125,000	125,000
Tuition Reimbursement	-	-	-	-	20,000
Vehicles	-	-	147,500	147,500	100,000
TOTAL POLICE	8,479,362	7,673,766	9,430,902	9,430,902	10,313,674

EMERGENCY COMMUNICATIONS

911 EMERGENCY COMMUNICATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	550,005	670,235	767,876	767,876	800,971
Salaries & Wages Overtime	255,754	248,088	150,000	150,000	200,000
Part Time Regular	33,232	46,990	65,832	65,832	74,584
FICA	61,263	71,145	75,254	75,254	75,300
VRS	57,860	74,338	94,218	94,218	98,279
Health Insurance	66,961	89,669	125,048	125,048	125,048
VRS Group Life	6,764	8,184	10,290	10,290	10,733
Other Contractual Services	426,832	494,292	25,000	25,000	495,000
Repairs - Equipment	4,102	4,046	65,000	65,000	65,000
Lease / Rent of Buildings	-	17,000	30,000	30,000	30,000
Conference Travel & Training	530	350	4,000	4,000	4,000
Lease/Rent Towers	-	-	-	-	-
Dues and Association Memberships	1,278	1,360	1,500	1,500	1,500
Office Supplies	796	1,118	3,000	3,000	3,000
Uniforms & Wearing Apparel	-	-	2,500	2,500	2,500
Computer Software under \$5,000	-	-	7,000	7,000	-
Furniture & Fixtures under \$5,000	39	21	30,000	30,000	30,000
Machinery & Equipment under \$5,000	2,018	825	101,500	101,500	101,500
TOTAL 911 EMERGENCY COMMUNICATIONS	1,467,431	1,727,660	1,558,018	1,558,018	2,117,415

**Between the thin red line and the thin blue line lies the thinnest gold line.
 This gold line represents those who rarely are seen but mostly heard.
 The calm voices in the dark night; the golden glue that holds it all together.**

Dispatchers.

ANIMAL CONTROL

ANIMAL CONTROL	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	102,865	134,142	191,974	191,974	198,897
Salaries & Wages Overtime	10,814	4,662	8,500	8,500	8,500
Part Time Regular	6,223	18,312	21,600	21,600	21,600
FICA	9,175	11,749	16,989	16,989	14,500
VRS	10,261	16,681	23,555	23,555	24,405
Health Insurance	529	11,356	22,848	22,848	22,848
VRS Group Life	1,174	1,854	2,572	2,572	2,665
Other Contractual Services	10,194	10,927	19,000	19,000	19,000
Repairs - Equipment	-	145	-	-	2,500
Repairs- Vehicles	-	-	2,500	2,500	5,000
Telecommunications	-	279	650	650	650
Meals and Lodging	111	48	250	250	250
Office Supplies	-	283	1,000	1,000	1,000
Food Supplies	1,645	2,115	2,400	2,400	2,400
Cleaning Materials & Supplies	-	318	1,500	1,500	1,500
Vehicle and Powered Equip- ment Fuels	645	2,256	4,500	4,500	4,500
Uniforms & Wearing Apparel	-	1,800	2,000	2,000	2,000
Other Operating Supplies	-	1,125	1,000	1,000	1,000
Furniture & Fixtures under \$5,000	-	-	2,500	2,500	-
TOTAL ANIMAL CONTROL	153,636	218,051	325,338	325,338	333,215



FIRE RESCUE & EMERGENCY SERVICES

FIRE/EMS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	3,584,325	3,646,888	4,552,435	4,552,435	5,062,840
Salaries & Wages Overtime	859,926	1,241,999	450,000	450,000	500,000
FLSA	-	-	244,409	244,409	256,630
Part Time Regular	2,115	3,173	-	-	-
FICA	318,488	359,036	401,384	401,384	359,800
VRS	409,273	429,403	558,584	558,584	621,211
Health Insurance	1,016,592	493,549	694,216	694,216	694,216
VRS Group Life	47,645	46,897	61,003	61,003	67,842
Doctors & Phys Exam Fees	6,855	34,955	33,025	33,025	84,070
Other Contractual Services	369,922	346,989	24,999	24,999	81,200
Repairs - Vehicles	222,972	244,769	250,000	250,000	310,000
Repairs - Machinery & Tools	-	643	5,000	5,000	5,000
Repairs - Equipment	5,547	8,868	25,000	25,000	49,000
Repairs - Radio Equipment	-	-	5,000	5,000	5,000
Repairs - Buildings	293	-	35,000	35,000	35,000
Postal Services	60	29	500	500	750
Telecommunications	9,397	11,511	12,000	12,000	15,000
Lease/Rent of Buildings	333	-	-	-	-
Conference Travel & Training	-	9,248	17,700	17,700	20,000
Dues and Association Memberships	179	649	3,700	3,700	5,000
Office Supplies	2,728	645	6,000	6,000	7,000
Cleaning Materials & Supplies	9,979	8,567	13,000	13,000	20,000
Repair and Maintenance Supplies	4,901	5,017	15,000	15,000	17,000
Vehicle and Powered Equipment					
Fuels	121,808	88,281	50,000	50,000	68,250
Uniforms & Wearing Apparel	17,749	69,238	70,000	70,000	75,000
Books and Subscriptions	-	-	3,000	3,000	5,000
Other Operating Supplies	13,623	47,471	70,000	70,000	325,000
Replace EMS Supplies (Consumable)	-	-	15,000	15,000	-
Tires and Tubes	-	-	26,000	26,000	40,000
Training Supplies	-	-	35,000	35,000	-
Furniture & Fixtures under \$5,000	1,364	-	10,000	10,000	10,500
Machinery & Equipment under \$5,000	1,696	710	18,000	18,000	18,000
Computer Software under \$5,000	-	38	-	-	-
Computer Hardware under \$5,000	2,075	408	51,200	51,200	51,200
Vehicles/Leasing	-	10,750	150,477	150,477	200,000
Replace EMS Equipment (Non- Consumable)	-	-	7,175	7,175	-
Replacement - Fire Hose	-	-	35,000	35,000	-
Turnout Gear- Replacement	-	-	111,000	111,000	-
TOTAL FIRE/EMS	7,029,844	7,109,731	8,059,807	8,059,807	9,009,509

COMMUNITY CORRECTIONS

COMMUNITY CORRECTIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	318,327	350,523	350,750	350,750	375,750
Part Time Regular	-	-	-	-	15,000
FICA	24,535	26,209	26,832	26,832	28,444
VRS	34,411	41,745	43,037	43,037	46,227
Health Insurance	20,947	25,341	35,165	35,165	35,165
VRS Group Life	4,063	4,620	4,700	4,700	4,700
Unemployment Insurance	-	(7,182)	-	-	-
Other Contractual Services	1,909	4,502	15,000	15,000	15,000
Repairs - Equipment	2,364	3,246	4,709	4,709	4,709
Postal Services	224	142	701	701	701
Telecommunications	820	1,694	5,170	5,170	5,170
Lease/Rent of Equipment	437	-	7,800	7,800	-
Lease/Rent of Buildings	14,400	14,400	15,000	15,000	15,000
Conference Travel & Training	-	-	6,781	6,781	-
Dues & Association Memberships	-	30	200	200	-
Office Supplies	1,431	2,475	12,000	12,000	12,000
Vehicles	-	-	-	-	20,000
TOTAL COMMUNITY CORRECTIONS	423,869	467,744	527,845	527,845	577,866



VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

VJCCCA SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries and Wages - Regular	81,946	89,022	105,412	105,412	110,683
Part Time Regular	13,864	51,269	41,600	41,600	36,000
FICA	6,859	10,283	11,246	11,246	10,200
VRS	7,570	8,584	12,934	12,934	13,581
Health Insurance	7,001	8,473	18,278	18,278	18,278
Group Life	883	938	1,413	1,413	1,483
Doctors & Phys Exam Fees	-	-	-	-	-
Other Contractual Services	4,700	7,788	11,700	11,700	11,700
Repairs - Vehicles	20	1,055	2,500	2,500	2,500
Postal Services	-	-	-	-	-
Telecommunications	2,843	3,462	3,200	3,200	3,200
Meals and Lodging	-	1,693	1,500	1,500	1,000
Registration & Training	-	-	1,500	1,500	1,500
Conference Travel & Training	455	2,581	1,500	1,500	1,500
Office Supplies	633	1,696	1,500	1,500	1,000
Food Supplies	-	72	100	100	100
Vehicle and Powered Equip- ment Fuels	1,656	715	2,000	2,000	2,000
Furniture & Fixtures under \$5,000	-	-	1,000	1,000	1,000
Computer Hardware under \$5,000	714	-	1,000	1,000	1,000
TOTAL VJCCCA SERVICES	129,144	187,630	218,383	218,383	216,725



COMMUNITY POLICING OUTREACH CENTER

COMMUNITY POLICING OUTREACH CENTER	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	2,308	44,530	-	-	-
Part Time Regular	21,128	22,641	21,900	21,900	22,995
FICA	1,793	4,754	1,675	1,675	1,759
VRS	-	5,829	-	-	-
Health Insurance	-	9,212	-	-	-
VRS Group Life	-	603	-	-	-
Other Contractual Services	32,159	50,000	103,556	103,556	103,556
Telecommunications	-	-	-	-	1,200
TOTAL COMMUNITY POLICING OUTREACH CENTER	57,387	137,569	127,131	127,131	129,510

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COURTS & OTHER PUBLIC SAFETY



CIRCUIT COURT JUDGES & ADMINISTRATION

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

CIRCUIT COURT JUDGES & ADMIN.	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	52,599	62,888	63,003	63,003	66,153
Part Time Regular	11,801	4,720	-	-	-
FICA	4,814	7,706	4,820	4,820	4,646
VRS	6,078	8,169	7,730	7,730	8,117
Health Insurance	6,659	841	8,813	8,813	9,139
VRS Group Life	708	-	844	844	886
Other Contractual Services	180	-	200	200	-
Repairs - Equipment	-	1,350	850	850	-
Postal Services	1,350	1,076	1,350	1,350	1,350
Telecommunications	1,267	308	2,500	2,500	2,500
Office Supplies	128	-	1,200	1,200	1,200
Cleaning Materials & Supplies	-	-	200	200	-
TOTAL CIRCUIT COURTS JUDGES & ADMIN.	85,584	87,058	91,510	91,510	93,991

GENERAL DISTRICT COURT

The General District Court (GDC) is responsible for the adjudication of traffic, criminal and civil courts, as well as mental commitments, protective orders, bond hearings, pre-trials, and preliminary hearings. The General District Court Clerk's office is responsible for the execution of all court-ordered subsequent actions such as DMV suspensions, writs, evictions, dispositions, show-causes, and bond forfeitures. The GDC provides a platform for citizens to utilize court resources to work through legal processes. The GDC upholds the integrity of the Judiciary and the Commonwealth of Virginia while providing impartial and excellent customer service. One of the biggest challenges facing the Court continues to be an increasing workload with no increase in staffing levels. Maximizing access to new technology and seeking process improvements is imperative to the success

GENERAL DISTRICT COURT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Legal Services	9,162	6,583	40,000	40,000	40,000
Other Contractual Services	798	1,055	1,200	1,200	1,200
Postal Services	2,771	2,000	4,000	4,000	5,000
Lease/Rent of Equipment	642	1,127	1,200	1,200	1,200
Mileage & Transportation	-	-	200	200	-
Dues and Association Memberships	699	674	800	800	800
Office Supplies	315	865	1,600	1,600	1,600
Uniforms & Wearing Apparel	-	-	200	200	200
Furniture & Fixtures under \$5,000	-	1,845	2,500	2,500	2,500
Machinery & Equipment under \$5,000	-	463	800	800	800
TOTAL GENERAL DISTRICT COURT	14,386	14,612	52,500	52,500	53,300

MAGISTRATE

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

MAGISTRATE	2021-2022 ACTUALS	2022-2023 AC- TUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Other Contractual Services	-	-	1,400	1,400	1,000
Lease/Rent of Buildings	19,800	22,800	21,600	21,600	27,600
Office Supplies	875	1,162	2,000	2,000	2,000
TOTAL MAGISTRATE	20,675	23,962	25,000	25,000	30,600

11TH DISTRICT COURT SERVICES UNIT

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

11TH DISTRICT COURT SERVICES UNIT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Other Contractual Services	4,664	4,673	5,400	5,400	9,500
Telecommunications	-	-	8,000	8,000	8,000
Lease/Rent of Buildings	79,564	88,415	90,183	90,183	91,987
Furniture & Fixtures under \$5,000	565	-	1,000	1,000	2,000
Office Supplies	-	-	-	-	750
TOTAL 11TH DISTRICT COURT SERVICES UNIT	84,793	93,088	104,583	104,583	112,237

JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

The Juvenile and Domestic Relations (J&DR) District Court's mission is to provide a neutral and impartial forum for dispute resolution that provides equal access to justice, and inspires public trust, confidence, transparency and accountability in the judicial system. The J&DR District Court has jurisdiction of all juvenile matters relating to delinquency, traffic, custody, visitation, paternity, status offenses, and child welfare cases. The J&DR District Court handles adult criminal offenses involving family or household members, family abuse protective orders, and all matters related to child or spousal support. The J&DR District Court actively pursues technological enhancements and case processing initiatives which allow cases to be docketed and heard more efficiently.

JUVENILE DOMESTIC RELATIONS COURT	2021-2022 ACTUALS	2022-2023 AC- TUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Cleaning Services	-	-	100	100	100
Other Contractual Services	285	45	1,000	1,000	1,000
Repairs - Buildings	-	-	200	200	200
Lease/Rent of Equipment	719	539	2,200	2,200	2,200
Mileage & Transportation	-	213	800	800	800
Meals and Lodging	-	310	1,050	1,050	1,050
Dues and Association Memberships	150	290	300	300	300
Office Supplies	510	814	1,000	1,000	1,000
Cleaning Materials & Supplies	83	112	200	200	200
Books and Subscriptions	449	449	450	450	450
Other Operating Supplies	-	178	450	450	450
Furniture & Fixtures under \$5,000	210	545	1,000	1,000	1,000
TOTAL JDR COURT	2,407	3,495	8,750	8,750	8,750

VICTIM WITNESS

The Petersburg Victim Witness Assistance Program provides a variety of services and assistance to victims and witnesses of crime committed in the City of Petersburg, Virginia. One of the functions of the program is to provide education regarding the criminal justice process and its participants. Victim Witness staff can also notify victims and witnesses of case events, is able to provide courtroom orientation, and can accompany victims to court proceeding. The program serves all persons who become victims or witnesses of crime - including their close family and loved ones. Since each person's needs are uniquely different, services are not limited to those listed. The purpose of the Victim Witness Assistance Program is to help provide systems-based advocacy and support services for victims during investigation and prosecution of a crime. The Victim Witness Assistance program provides grants to county prosecutors for activities including, but not limited to crisis intervention, emotional support, protective orders, and referrals for medical, legal, and financial assistance. For the FY2023-24 budget \$33,372 will be covered by the General Fund due to a 10% decrease in Federal funding.

VICTIM WITNESS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	178,043	199,237	193,001	193,001	199,237
FICA	13,058	14,352	14,765	14,765	14,765
VRS	20,690	24,389	23,681	23,681	24,389
Health Insurance	25,839	37,052	39,498	39,498	40,233
VRS Group Life	2,413	2,664	2,586	2,586	2,664
Other Contractual Services	55	-	-	-	-
Printing & Binding	609	1,614	-	-	4,000
Postal Services	-	-	-	-	1,300
Telecommunications	2,142	2,603	-	-	2,500
Lease/Rent of Equipment	2,646	1,118	-	-	1,800
Mileage & Transportation	424	826	-	-	1,300
Meals and Lodging	1,663	2,559	-	-	4,500
Registration & Training	548	1,800	-	-	3,000
Conference Travel & Training	-	-	-	-	-
Dues & Association Memberships	150	-	-	-	1,500
Office Supplies	3,908	2,812	-	-	5,651
Other Operating Supplies	-	-	-	-	-
TOTAL VICTIM WITNESS	252,188	291,025	273,531	273,531	306,839



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PUBLIC WORKS & UTILITIES



ENGINEERING

ENGINEERING	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	-	92,634	275,002	275,002	294,201
Salaries & Wages Overtime	1,040	-	-	-	-
FICA	72	6,574	21,038	21,038	18,240
VRS	117	11,489	33,743	33,743	36,098
Health Insurance	143	11,021	29,840	29,840	30,022
VRS Group Life	14	1,255	3,685	3,685	3,942
Other Contractual Services	-	17,393	100,000	100,000	100,000
Postal Services	-	7	-	-	-
Telecommunications	-	5,764	-	-	-
Vehicle & Powered Equipment Fuels	-	1,390	-	-	-
TOTAL ENGINEERING	1,386	147,527	463,309	463,309	482,503

REFUSE COLLECTION

	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
REFUSE COLLECTION					
Other Contractual Services	1,527,425	1,416,631	1,700,000	1,700,000	2,000,000
TOTAL REFUSE COLLECTION	1,527,425	1,416,631	1,700,000	1,700,000	2,000,000

FACILITIES MANAGEMENT

FACILITIES MANAGEMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	679,734	774,384	824,487	824,487	879,365
Salaries & Wages Overtime	13,917	10,055	16,000	16,000	16,000
Part Time Regular	24,600	65,552	71,183	71,183	82,000
FICA	52,350	61,801	69,743	69,743	54,521
VRS	72,682	87,183	101,165	101,165	107,898
Health Insurance	71,006	106,387	143,116	143,116	143,116
VRS Group Life	8,491	9,513	11,047	11,047	11,783
Doctors & Phys Exam Fees	502	195	-	-	-
Other Contractual Services	295,985	544,765	400,000	400,000	425,000
Repairs - Vehicles	25,595	17,234	10,000	10,000	20,000
Repairs - Machinery & Tools	36	1,326	1,000	1,000	2,000
Repairs - Equipment	387	-	1,000	1,000	3,000
Repairs - Heat & Cool Equip- ment	41,932	35,077	40,000	40,000	100,000
Repairs - Buildings	92,577	128,643	109,000	109,000	150,000
Repairs- Courthouse	-	-	100,000	100,000	125,000
Pest Control	11,803	17,689	18,000	18,000	20,000
Utility Service	424,645	599,848	450,000	450,000	500,000
Water & Sewer Service	503,186	256,165	285,000	285,000	300,000
Postal Services	23	539	100	100	500
Telecommunications	6,712	8,313	14,000	14,000	14,000
Lease/Rent of Equipment	2,439	66,952	-	-	154,668
Conference Travel & Training	250	342	-	-	-
Office Supplies	8,578	3,860	1,600	1,600	3,750
Cleaning Materials & Sup- plies	18,980	13,409	13,000	13,000	15,000
Vehicle and Powered Equip- ment Fuels	3,802	11,626	5,000	5,000	15,000
Uniforms & Wearing Apparel	12,848	7,964	12,500	12,500	10,000
Other Operating Supplies	356	4,246	5,250	5,250	10,000
First Aid Supplies	-	227	100	100	-
Building Materials & Supplies	39,242	37,559	40,000	40,000	20,000
Machinery & Equipment under \$5,000	7,414	1,160	2,500	2,500	750
Computer Hardware under \$5,000	-	-	500	500	500
Vehicles	-	-	70,000	70,000	-
Heat & Cool Equipment	40,877	-	50,000	50,000	75,000
TOTAL FACILITIES	2,460,950	2,872,015	2,865,291	2,865,291	3,258,851

GROUNDS

GROUNDS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	268,789	464,236	536,697	536,697	583,779
Salaries & Wages Overtime	2,611	1,998	4,000	4,000	4,000
FICA	19,863	34,381	41,363	41,363	36,132
VRS	30,736	57,393	65,853	65,853	71,507
Health Insurance	27,997	51,206	69,442	69,442	69,442
VRS Group Life	3,565	6,239	7,192	7,192	7,809
Other Contractual Ser- vices	306,669	337,999	487,500	487,500	550,000
Repairs - Vehicles	14,199	18,788	7,500	7,500	10,000
Repairs - Machinery & Tools	4,097	8,358	4,250	4,250	20,000
Telecommunications	537	1,068	1,250	1,250	1,500
Lease/Rent of Equipment	10,274	32,132	23,752	23,752	15,956
Dues and Association Memberships	20	-	-	-	-
Office Supplies	415	1,688	100	100	1,500
Turf Division- Materials & Supplies	-	25,123	-	-	-
Cleaning Materials & Sup- plies	110	-	-	-	-
Vehicle and Powered Equipment Fuels	6,248	16,400	5,000	5,000	25,000
Turf Division- Fuel	-	8,920	-	-	-
Uniforms & Wearing Ap- parel	5,340	7,954	8,500	8,500	10,000
Other Operating Supplies	8,084	8,618	9,250	9,250	10,000
First Aid Supplies	-	23	100	100	-
Machinery & Equipment under \$5,000	23,998	3,551	4,000	4,000	3,500
Computer Hardware un- der \$5,000	-	130	2,000	2,000	500
Machinery & Equipment over \$5,000	72,792	8,183	55,000	55,000	20,000
Vehicles	-	-	30,000	30,000	-
TOTAL GROUNDS	806,344	1,094,389	1,362,749	1,362,749	1,440,625

STORMWATER OPERATIONS

EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	272,888	187,939	405,853	405,853	405,853
FICA	20,167	12,251	31,048	31,048	31,048
VRS	31,011	22,448	49,798	49,798	49,798
Health Insurance	29,839	23,874	62,716	62,716	62,716
VRS Group Life	3,615	2,501	5,438	5,438	5,438
Other Contractual Ser-	213,017	122,406	654,660	654,660	784,787
Repairs - Vehicles	188	19	6,252	6,252	6,252
Advertising	-	-	1,020	1,020	1,020
Postal Services	73	53	110	110	110
Telecommunications	567	781	1,400	1,400	1,400
Lease/Rent of Equipment	-	2,582	-	-	-
Conference Travel &	949	-	2,550	2,550	2,550
Dues & Association Mem-	1,230	106	4,080	4,080	4,080
State Permits - Licenses	3,000	3,000	12,500	12,500	12,500
Office Supplies	2,542	2,352	5,000	5,000	5,000
Food Supplies	-	-	510	510	510
Vehicle and Powered	190	460	1,020	1,020	1,020
Uniforms & Wearing Ap-	252	54	1,020	1,020	1,020
Other Operating Supplies	-	9,482	-	-	100
First Aid Supplies	-	23	100	100	-
Computer Software under	-	355	5,694	5,694	5,694
Computer Hardware un-	-	-	5,694	5,694	5,694
Computer Software over	-	-	5,693	5,693	5,693
Vehicles	-	-	60,000	60,000	60,000
Contingency	-	(2,600)	-	-	-
TOTAL STORMWATER	579,529	388,084	1,322,156	1,322,156	1,452,283

WASTEWATER OPERATIONS

WASTEWATER OPERATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	478,684	720,685	999,107	999,107	999,107
Salaries & Wages Overtime	11,911	9,667	30,000	30,000	30,000
FICA	31,095	53,825	78,727	78,727	78,727
VRS	43,788	84,386	122,590	122,590	122,590
Health Insurance	41,345	85,144	154,504	154,504	154,504
VRS Group Life	5,475	9,256	13,388	13,388	13,388
Doctors & Phys Exam Fees	32	409	500	500	500
Wastewater Treatment Services	5,325,145	5,265,512	5,694,066	5,694,066	5,779,367
Other Contractual Services	596,021	304,903	666,572	666,572	578,166
Repairs - Vehicles	22,316	33,857	32,500	32,500	33,475
Repairs - Machinery & Tools	5,192	7,561	10,500	10,500	10,815
Repairs - Equipment	2,751	1,761	5,000	5,000	5,150
Repairs - Streets & Sidewalks	38,262	58,064	40,800	40,800	42,024
Advertising		265	-	-	-
Utility Service	87,742	201,855	60,000	60,000	61,800
Telecommunications	3,779	13,951	15,500	15,500	15,965
Lease/Rent of Equipment	1,936	3,256	15,000	15,000	15,450
Conference Travel & Training	6,347	3,218	7,500	7,500	7,725
Dues & Association Memberships	90	(10,941)	600	600	618
State Permits/License	87	5	-	-	-
Office Supplies	3,058	1,426	3,825	3,825	3,940
Food Supplies		300	-	-	-
Cleaning Materials & Supplies		1,206	2,500	2,500	2,575
Repair and Maintenance Supplies	150	-	-	-	-
Vehicle and Powered Equipment Fuels	45,863	30,914	46,000	46,000	47,380
Uniforms & Wearing Apparel	7,969	10,620	12,500	12,500	12,875
First Aid Supplies	326	551	500	500	515
Water & Sewer Materials & Supplies	81,541	80,781	175,000	175,000	180,250
Machinery & Equipment under \$5,000	13,637	3,024	2,500	2,500	2,575
Computer Software under \$5,000	-	500	1,000	1,000	1,030
Computer Hardware under \$5,000	1,911	1,275	5,100	5,100	5,253
Machinery & Equipment over \$5,000	35,057	-	-	-	-
Vehicles		-	50,000	50,000	51,500
TOTAL WASTEWATER OPERATIONS	6,891,509	6,977,236	8,245,779	8,245,779	8,257,414

WATER OPERATIONS

WATER OPERATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	1,108,272	1,006,328	1,178,648	1,178,648	1,178,648
Salaries & Wages Overtime	51,120	18,521	65,000	65,000	65,000
Part Time Regular	14,854	8,024	-	-	-
FICA	89,753	79,655	95,139	95,139	95,139
VRS	127,743	120,505	144,620	144,620	144,620
Health Insurance	131,615	153,792	206,725	206,725	206,725
VRS Group Life	15,068	13,166	15,794	15,794	15,794
Unemployment Insurance		(182)			-
Doctors & Phys Exam Fees	32	204	1,320	1,320	1,360
Other Contractual Services	334,355	315,638	580,572	580,572	489,989
Repairs - Vehicles	39,058	54,705	50,000	50,000	51,500
Repairs - Machinery & Tools	15,059	4,684	12,250	12,250	12,618
Repairs - Equipment	837	4,300	2,040	2,040	2,101
Repairs - Streets & Sidewalks	66,392	49,140	40,800	40,800	42,024
Repairs - Buildings	-	216	-	-	-
Printing & Binding	7,319	3,326	36,037	36,037	37,118
Advertising	-	1,961	-	-	-
Utility Service	50,544	26,803	35,000	35,000	36,050
Natural Gas	130	-	1,000	1,000	1,030
Postal Services	54,655	70,465	71,000	71,000	73,130
Telecommunications	5,389	1,167	9,180	9,180	9,455
Lease/Rent of Equipment	-	27,747	23,321	23,321	24,021
Conference Travel & Training	9,540	15,644	25,000	25,000	25,750
Dues & Association Memberships	471	582	500	500	515
State Permits/License	70	5	-	-	-
Office Supplies	10,183	7,657	10,000	10,000	10,300
Food Supplies	874	1,028	1,000	1,000	1,030
Cleaning Materials & Supplies	-	2,364	5,100	5,100	5,253
Repair and Maintenance Supplies	53	-	-	-	-
Vehicle and Powered Equipment Fuels	19,290	52,828	30,676	30,676	31,597
Uniforms & Wearing Apparel	18,594	19,818	21,455	21,455	22,099

WATER OPERATIONS

WATER OPERATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Merchandise for Resale	1,322,795	1,620,032	1,818,833	1,818,833	1,995,117
Construction Materials	20,391	-	-	-	-
First Aid Supplies	296	576	500	500	515
Water & Sewer Materials	118,728	133,359	250,000	250,000	257,500
Furniture & Fixtures under	361	-	-	-	-
Machinery & Equipment	19,875	3,024	10,200	10,200	10,506
Computer Software un-	3,285	2,440	5,100	5,100	5,253
Computer Hardware	2,180	2,000	5,100	5,100	5,253
Machinery & Equipment	(23,657)	(12,166)	25,500	25,500	26,265
Computer Hardware	445	-	-	-	-
Vehicles	8,400	226	50,000	50,000	51,500
Bonded Debt/Notes In-	(24,612)	(24,612)	322,740	322,740	322,740
Bonded Debt/Notes	(800,500)	(800,500)	234,600	234,600	234,600
Capital Leases Principal	1,064	14,061	382,810	382,810	394,294
Capital Leases Interest	116,554	103,557	119,660	119,660	123,250
PILOT Payment to General Fund	-	-	867,000	867,000	867,000
TOTAL WATER	2,936,873	3,102,090	6,754,221	6,754,221	6,876,659

STREET OPERATIONS

EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	1,145,649	1,151,902	1,750,991	1,750,991	1,932,099
Salaries & Wages Overtime	40,838	20,194	41,000	41,000	43,000
Part Time Regular	46,641	62,302	47,000	47,000	44,000
Part Time Overtime	225	-	-	-	-
FICA	88,156	95,102	140,683	140,683	140,801
VRS	126,495	142,673	214,847	214,847	214,837
Health Insurance	147,086	193,224			-
VRS Group Life	14,595	15,564	23,463	23,463	23,463
Unemployment Insurance	-	15.48	-	-	-
Doctors & Phys Exam Fees	-	368	-	-	368
Engineer and Architecture Ser- vices	4,500	-	-	-	-
Other Contractual Services	2,195,487	1,792,868	2,148,697	2,148,697	2,649,750
Street Light LED Replacement	337,910	-	-	-	-
Snow Removal Services	1,859	352	75,000	75,000	75,000
Repairs - Vehicles	139,474	200,902	139,500	139,500	209,011
Repairs - Machinery & Tools	35,234	138,504	32,500	32,500	102,012
Repairs - Equipment	11,704	11,363	15,500	15,500	15,500
Repairs - Buildings	7,044	-	7,250	7,250	7,250
Advertising	390	-	1,050	1,050	1,050
Utility Service	408,181	422,714	475,000	475,000	475,000
Postal Services	105	38	1,000	1,000	1,000
Telecommunications	5,140	12,819	15,000	15,000	15,000
Lease/Rent of Equipment	5,120	-	-	-	-
Mileage & Transportation	-	-	1,550	1,550	1,550
Registration & Training	4,690	27,171	2,550	2,550	5,000
Conference Travel & Training	787	1,381	-	-	-
Office Supplies	8,953	4,324	9,000	9,000	9,000
Food Supplies	859	451	2,550	2,550	2,550
Cleaning Materials & Supplies	677	363	-	-	2,154
Repair and Maintenance Sup- plies	172,882	155,591	150,000	150,000	150,000
Vehicle and Powered Equip- ment Fuels	7,391	29,387	30,000	30,000	30,000
Uniforms & Wearing Apparel	17,181	19,111	17,250	17,250	20,516
Books and Subscriptions	-	396	325	325	432
Other Operating Supplies	15,815	24,700	16,250	16,250	16,250
First Aid Supplies		158			-
Furniture & Fixtures under \$5,000	2,415	260	7,650	7,650	7,650
Machinery & Equipment under \$5,000	26,088	10,692	16,000	16,000	16,000
Computer Hardware under \$5,000	-	475	-	-	3,000
Furniture & Fixtures over \$5,000		5,929			-
Machinery & Equipment over \$5,000	-	27,049	-	-	-
Vehicles	5	-	375,000	375,000	260,000
Contingency	-	(1,079)	-	-	-
St. Andrew Street Bridge	826,915	44,716	-	-	-
Annual Paving	-	703,624	1,000,000	1,000,000	1,500,000
TOTAL STREETS FUND EXPENDITURES	5,846,490	5,315,603	6,756,606	6,756,606	7,973,243

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SOCIAL SERVICES



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

SOCIAL SERVICES

SOCIAL SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	3,590,482	3,579,939	4,903,329	4,903,329	5,131,878
Salaries & Wages Overtime	3,371	11,892	24,150	24,150	20,000
Part Time Regular	32,677	33,064	23,211	23,211	25,000
FICA	258,616	268,296	378,728	378,728	318,176
VRS	408,535	438,048	601,638	601,638	629,681
Health Insurance	654,926	431,760	631,468	631,468	, 631,468
VRS Group Life	47,605	47,970	65,705	65,705	68,767
Security	49,799	63,854	77,000	77,000	, 77,000
Legal Services	50,540	57,095	49,000	49,000	, 49,000
Other Contractual Services	24,886	15,014	34,260	34,260	, 34,260
Repairs - Vehicles	4,499	458	4,640	4,640	, 6,000
Repairs - Equipment	-	757	-	-	, -
Repairs - Buildings	27,757	32,215	42,000	42,000	, 42,000
Maintenance - Vehicles	-	-	4,200	4,200	, 4,200
Utility Service	-	-	-	-	, -
Postal Services	6,918	7,562	11,680	11,680	, 11,680
Telecommunications	25,340	22,366	20,000	20,000	, 40,000
Surety Bonds	1,911	1,911	2,550	2,550	, 2,550
Lease/Rent of Buildings	-	415,194	400,000	400,000	, 420,000
Mileage & Transportation	47	85	1,770	1,770	, 1,770
Meals and Lodging	368	1,553	5,000	5,000	, 10,000
Registration & Training	200	1,020	2,642	2,642	, 5,000
Conference Travel & Training	100	(51,937)	-	-	, -
Auxiliary Grants Aged	155,630	89,313	282,260	282,260	, 282,260
Auxiliary Grants Disabled	475,426	621,434	359,239	359,239	, 450,000
TANF Manual Checks	(2,301)	(5,206)	-	-	, 1,000
TANF Foster Care	189,329	167,411	500,000	500,000	, 500,000
Emergency Utility Assistance	(1,337)	-	5,000	5,000	, 30,000
Overpayment Collections	(850)	76	-	-	, -
Food Stamps Overpayment	(594)	(868)	-	-	, -

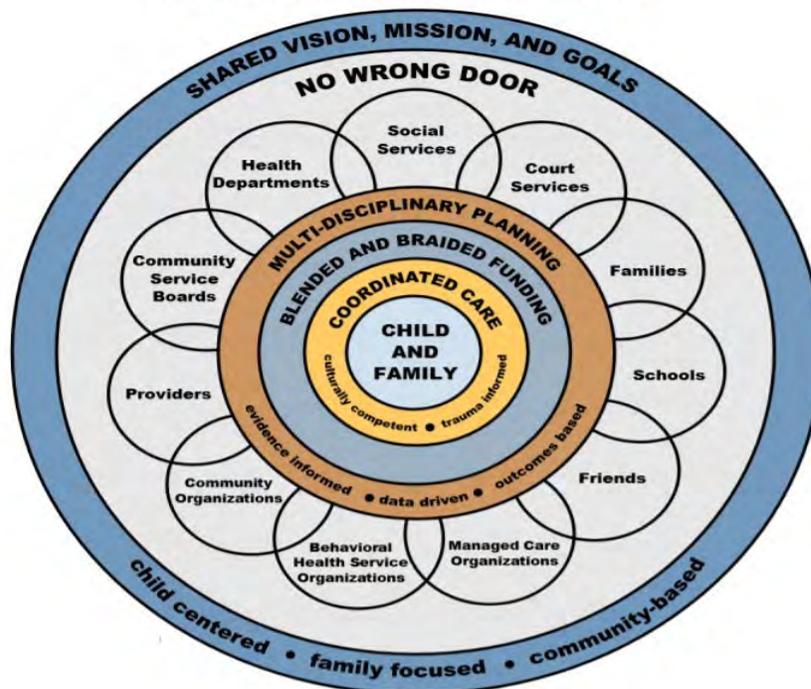
SOCIAL SERVICES

SOCIAL SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Federal Adoption Subsidy	1,566,080	1,690,612	1,354,440	1,354,440	1,354,440
Fostering Futures Foster Care Assistance	48,060	21,788	44,000	44,000	190,000
Daycare Supplemental	(1,725)	(595)	-	-	-
Child Welfare Serv & Adoption	340,797	299,552	250,000	250,000	250,000
Independent Living Program	2,205	28	5,000	5,000	10,000
Companion Program	22,654	18,787	26,000	26,000	135,000
View Welfare Reform	145,604	306,517	278,829	278,829	278,829
Foster Parent Adoptive	-	6,700	-	-	-
Education & Training Vouchers	950	-	1,500	1,500	1,500
Foster Parent Respite Care	-	270	1,350	1,350	1,350
FC Approved Child Welfare Training	96	-	5,960	5,960	10,000
Healthy Families	25,085	25,062	44,135	44,135	44,135
Dues and Association Memberships	1,697	635	2,500	2,500	2,500
Current Year Staff & Oper-No Local	7,004	-	-	-	-
Employee Training	-	7,124	-	-	-
Family Preservation	11,689	12,275	5,578	5,578	5,578
Family First	-	-	-	-	-
Child Welfare Substance Abuse Prevention	2,039	694	6,646	6,646	6,646
IV-E App Foster/Adopt Prt. Vol & WC	(400)	-	-	-	1,000
Adult Protective Services	8,462	4,826	11,079	11,079	40,000
Chafee Independent Living-COVID	13,335	10,663	-	-	2,200
APS COVID	6,602	771	-	-	8,000
Special Welfare Donations	(1)	-	-	-	-
Office Supplies	20,387	23,788	20,000	20,000	20,000
Cleaning Materials & Supplies	3,304	3,065	5,920	5,920	5,920
Vehicle and Powered Equipment Fuels	372	4,931	2,140	2,140	2,140
Uniforms & Wearing Apparel	-	-	1,500	1,500	2,000
Books & Subscriptions	-	-	-	-	-
Other Operating Supplies	1,877	1,258	1,160	1,160	9,000
Furniture and Fixtures Under \$5000	344	498	-	-	-
Computer Hardware under \$5,000	84	675	500	500	500
Machinery & Equipment Over \$5000	-	-	800	800	6,000
Vehicles	43,589	-	57,450	57,450	57,450
TOTAL SOCIAL SERVICES	8,274,070	8,690,203	10,555,957	10,555,957	11,235,878

CHILDRENS SERVICES (CSA)

CHILDREN'S SERVICES ACT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	61,439	64,250	69,127	69,127	72,583
Part Time Regular	-	-	-	-	-
FICA	4,575	4,802	5,288	5,288	4,500
VRS	7,070	7,896	8,482	8,482	8,906
Health Insurance	13,513	8,473	9,139	9,139	9,139
VRS Group Life	824	862	926	926	973
Pool Funds	2,803,450	3,274,085	4,207,248	4,207,248	4,207,249
Mileage & Transportation	-	35	750	750	750
Meals and Lodging	-	606	-	-	-
Local Only- CSA	-	1,741	-	-	-
Office Supplies	16	-	2,000	2,000	2,000
Machinery & Equipment under \$5,000	-	-	500	500	500
TOTAL CHILDREN'S SERVICES ACT	2,890,886	3,362,750	4,303,460	4,303,460	4,306,600

Virginia's Comprehensive System of Care



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LEISURE & COMMUNITY AFFAIRS



RECREATION & LEISURE SERVICES

RECREATION & LEISURE SERVICES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	220,567	286,775	340,819	340,819	368,360
Salaries & Wages Overtime	408	-	-	-	-
Part Time Regular	74,819	100,422	115,000	115,000	128,674
FICA	20,943	28,597	34,870	34,870	22,838
VRS	22,014	35,118	41,819	41,819	45,198
Health Insurance	19,327	28,860	40,233	40,233	40,233
VRS Group Life	2,525	3,874	4,567	4,567	4,936
Retirement	-	-	6,089	6,089	6,089
Other Contractual Services	92,785	103,741	84,000	84,000	97,250
Community Affairs & Volunteerism		12,025			-
Repairs - Vehicle	-	3,507	-	-	2,500
Repairs- Equipment	-	-	3,800	3,800	-
Repairs and Maintenance	14,880	-	-	-	-
Postal Services	-47		100	100	100
Telecommunications	951	3,125	2,556	2,556	2,300
Turf Division- Materials & Supplies	-	-	48,000	48,000	-
Turf Division- Fuel	-	-	48,000	48,000	-
Special Events	16,962	21,524	30,000	30,000	40,000
Office Supplies	333	2,403	1,200	1,200	900
Food Supplies	5,546	5,377	10,000	10,000	10,000
Repair & Maintenance Supplies	-	2,021	-	-	-
Vehicle and Powered Equipment Fuels	9,809	1,711	12,000	12,000	7,500
Uniforms & Wearing Apparel	1,360	1,136	3,000	3,000	4,000
Books and Subscriptions	-277		-	-	-
Other Operating Supplies	27,808	26,721	28,000	28,000	26,000
TOTAL RECREATION & LEISURE SERVICES	531,035	667,261	854,053	854,053	806,878

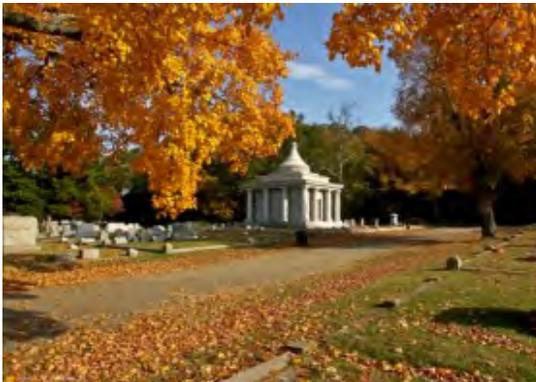
LIBRARY

LIBRARY	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	356,200	339,793	419,321	419,321	450,512
Part Time Regular	94,341	175,392	261,891	261,891	261,891
FICA	32,925	38,935	52,113	52,113	44,169
VRS	41,030	40,149	51,451	51,451	55,278
Health Insurance	37,813	42,061	63,648	63,648	54,509
VRS Group Life	4,779	4,519	5,619	5,619	6,037
Other Contractual Services	76,449	115,643	112,378	112,378	135,000
Repairs - Vehicles	167	2,180	-	-	3,000
Repairs - Equipment	78	-	3,000	3,000	-
Advertising	-	649	1,000	1,000	1,000
Utility Service	89,382	113,174	122,712	122,712	150,000
Postal Services	8	166	800	800	800
Telecommunications	24,688	26,833	32,003	32,003	35,000
Property Insurance	11,667	12,649	12,459	12,459	12,500
Lease/Rent of Buildings	128,333	128,333	140,000	140,000	140,000
Mileage & Transportation	-	-	1,866	1,866	-
Registration & Training	380	385	-	-	-
Conference Travel & Training	7,698	2,402	-	-	3,000
Dues and Association Memberships	1,651	1,203	1,520	1,520	1,520
Special Events	6,682	19,137	5,000	5,000	15,000
Office Supplies	8,362	4,861	4,500	4,500	5,000
Cleaning Materials & Supplies	-	507	-	-	4,000
Vehicle and Powered Equipment					
Fuels	1,289	1,263	1,100	1,100	1,200
Books and Subscriptions	68,198	64,347	73,581	73,581	75,581
Other Operating Supplies	13,686	6,690	4,500	4,500	7,500
Merchandise for Resale	2,212	-	-	-	-
Furniture & Fixtures under \$5,000	1,448	-	-	-	-
Computer Software under \$5,000	300	-	-	-	-
Computer Hardware under \$5,000	262	-	-	-	-
Computer Hardware over \$5,000	-	-	150,000	150,000	-
Contingency	11,893	5,817	11,552	11,552	11,552
TOTAL LIBRARY	1,021,919	1,147,090	1,532,014	1,532,014	1,474,049

CEMETERIES ADMINISTRATION

The Cemetery Office Operations mission is to provide services, on behalf of the City of Petersburg, that meet the diversity of its community by providing affordable and respectful services in a professional and dignified manner regarding the interment and maintenance of the historic cemeteries which serve as the center of local history. This office is responsible for the continuation and maintenance of accurate records for every burial that has taken place in Blandford and Peoples Cemeteries since 1843. Assistance is also offered for public genealogy research and funeral arrangements.

CEMETERIES ADMINISTRATION	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Part Time Regular	32,363	35,332	33,936	33,936	40,872
FICA	2,442	2,703	2,596	2,596	2,528
Other Contractual Services	900	1,238	-	-	-
Postal Services	8	18	15	15	20
Dues and Association Memberships	-	507	500	500	510
Office Supplies	955	857	1,000	1,000	1,200
Machinery & Equipment over \$5,000	-	-	10,000	10,000	40,000
TOTAL CEMETERIES ADMINISTRATION	36,669	40,654	48,047	48,047	85,040



TURF DIVISION

Turf Division	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	-	-	-	-	159,198
Part Time Regular	-	-	-	-	41,760
FICA	-	-	-	-	12,459
VRS	-	-	-	-	24,658
Health Insurance	-	-	-	-	17,190
VRS Group Life	-	-	-	-	2,693
Grounds Maintenance	-	-	-	-	95,350
Cleaning Materials & Supplies	-	-	-	-	9,000
Vehicle & Powered Equipment Fuels	-	-	-	-	58,200
TOTAL TURF DIVISION	-	-	-	-	420,508

DOGWOOD TRACE GOLF COURSE

EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Depreciation Expense	-	137,544	-	-	-
Salaries & Wages Regular	396,901	411,230	427,010	427,010	439,838
Part Time Regular	90,414	137,981	118,706	118,706	154,314
FICA	34,227	35,472	41,747	41,747	51,214
VRS	40,373	49,836	52,394	52,394	64,123
Health Insurance	29,625	46,471	56,908	56,908	66,999
VRS Group Life	4,706	5,440	5,722	5,722	6,100
Credit Card Processing Fees	25,430	27,486	15,000	15,000	15,000
Other Contractual Services	85,298	59,861	-	-	-
Petersburg Meals Tax	3,701	4,304	4,200	4,200	4,200
Beverage for Resale	16,938	21,898	22,600	22,600	-
VA Sales Tax	-	-	23,750	23,750	23,750
Concession Resale	2,657	-	28,350	28,350	-
Advertising	2,011	2,771	3,000	3,000	3,000
Public Relations	-	-	5,000	5,000	5,000
Marketing	356	4,808	-	-	-
Grounds Maintenance	-	28,622	86,100	86,100	86,100
Utility Service	15,820	21,699	-	-	-
Fuel	20,231	23,867	21,000	21,000	28,400
Water & Sewer Service	9,097	13,127	14,400	14,400	14,400
Telecommunications	2,346	3,693	3,600	3,600	3,600
Lease/Rent of Equipment	88,861	81,286	102,512	102,512	102,512
Dues & Association Member-	9,079	8,342	8,400	8,400	8,400
Office Supplies	2,864	4,142	6,000	6,000	6,000
Food Supplies	28,647	28,077	-	-	-
Cleaning Materials & Sup-	2,433	1,398	6,000	6,000	6,000
Merchandise for Resale	26,754	42,027	-	-	-
Electric Current	-	-	20,400	20,400	20,400
Pro-Shop Resale	-	-	31,750	31,750	37,250
Food Resale	-	-	-	-	28,350
Beverage Resale	-	-	-	-	22,600
Bonded Debt/Notes Interest	115,615	116,562	-	-	-
Bonded Debt/Notes Principal	(207,780)	(201,660)	-	-	-
TOTAL DOGWOOD TRACE	846,602	1,116,282	1,104,550	1,104,550	1,197,550

PETERSBURG AREA TRANSIT

MASS TRANSIT ADMINISTRATION	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries and Wages - Regular	1,487,364	1,543,616	1,770,662	1,770,662	1,947,728
Salaries and Wages - Overtime	123,149	85,858	120,000	120,000	126,000
Part-time Salaries & Wages-Regular	145,333	132,172	111,270	111,270	132,172
FICA	122,149	139,562	153,148	153,148	168,462
VRS	157,382	192,919	217,260	217,260	238,986
Health Insurance	155,202	175,336	222,691	222,691	244,960
VRS Group Life	17,506	20,365	23,727	23,727	26,100
Unemployment Insurance		(8,279)	-	-	-
Doctors & Phys Exam Fees	12,110	13,689	13,000	13,000	15,000
Credit Card Processing Fees		178	-	-	-
PAT Bus Passes Credit Card Fees	1,446	-	1,700	1,700	-
Other Contractual Services	91,713	188,777	142,450	142,450	200,000
Repairs - Vehicles	(17,564)	754	-	-	1,000
Printing & Binding	1,102	-	1,500	1,500	1,500
Advertising	375	-	1,500	1,500	1,500
Utility Service	77,536	93,923	76,000	76,000	95,000
Water and Sewer Service	46,315	2,266	47,000	47,000	47,000
Postal Services	254	143	500	500	250
Telecommunications	28,651	32,605	30,000	30,000	35,000
Mileage & Transportation		2,145	2,500	2,500	5,000
Meals and Lodging	2,755	5,731	3,000	3,000	6,500
Registration & Training	1,975	3,553	4,000	4,000	5,000
Conference, Travel & Training	-	68			-
Dues & Associations Memberships	3,083	850	5,000	5,000	5,000
Special Events	-	5,428			900
Office Supplies	6,656	15,412	9,635	9,635	15,000
Food Supplies	88	142	500	500	500
Cleaning Materials & Supplies	326	-	-	-	-
Vehicle and Powered Equipment Fuels	322,229	274,801	283,152	283,152	290,000
Uniforms & Wearing Apparel	26,591	38,109	29,300	29,300	45,000
Books & Subscriptions	697	1,862	1,400	1,400	2,000
Other Operating Supplies	10,432	26,049	25,000	25,000	36,000
First Aid Supplies	5,816	10,766	10,600	10,600	12,000
Tires and Tubes	28,941	23,804	35,300	35,300	35,300
Computer Hardware under \$5,000	-	1,727	-	-	-
Greater Richmond Transit Co. [Contingency]	200,000	184,418	200,000	200,000	200,000
TOTAL MASS TRANSIT ADMINISTRATION	3,059,609	3,208,751	3,541,795	3,541,795	3,938,858

PETERSBURG AREA TRANSIT

MASS TRANSIT MAINTENANCE	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries and Wages - Regular	456,734	530,435	544,398	544,398	571,618
Salaries and Wages - Overtime	15,410	14,591	25,000	25,000	25,000
Part-time Salaries & Wages-Regular	93,908	121,547	96,720	96,720	121,547
FICA	41,952	49,511	50,958	50,958	56,054
VRS	52,267	61,366	66,798	66,798	73,439
Health Insurance	42,230	46,729	66,763	66,763	8,023
VRS Group Life	5,937	6,729	7,294	7,294	8,023
Other Contractual Services	1,360	556	-	-	1,500
Repairs - Vehicles	76,138	77,482	113,100	113,100	130,500
Repairs - Machinery & Tools	8,398	5,321	2,500	2,500	5,000
Repairs - Equipment	494	6,509	1,000	1,000	3,500
Repairs - Buildings	-	7,120	-	-	7,500
Maintenance - Vehicles	17,595	16,272	8,000	8,000	10,000
Maintenance - Machinery & Tools	1,706	-	2,000	2,000	1,000
Maintenance - Equipment	1,047	49	5,000	5,000	500
Maintenance - Buildings	12,535	15,090	10,000	10,000	12,000
Repairs - Grounds	19,181	-	10,000	10,000	10,000
Water & Sewer Service	162	-	-	-	-
Cleaning Materials & Supplies	16,585	20,056	17,500	17,500	20,000
Vehicle and Powered Equipment Fuels	1,806	-	-	-	-
Uniforms & Wearing Apparel	-	179	-	-	500
Other Operating Supplies	586	-	-	-	500
TOTAL MASS TRANSIT MAINTENANCE	866,029	979,542	1,027,031	1,027,031	1,066,204
PARATRANSIT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries and Wages - Regular	138,211	146,380	147,951	147,951	155,349
Part Time Regular	18,968	45,860	34,840	34,840	45,860
FICA	11,870	14,571	13,983	13,983	14,682
VRS	15,653	17,593	18,153	18,153	19,061
Health Insurance	7,001	8,473	9,139	9,139	9,596
VRS Group Life	1,808	1,916	1,983	1,983	2,082
TOTAL PARATRANSIT	193,511	234,794	226,049	226,049	246,630

PETERSBURG AREA TRANSIT

	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
VA 2023-006 [5339]					
Shop Equipment	-	2,091	-	-	-
TOTAL VA 2023-006 [5339]	-	2,091	-	-	-
CAPITAL VA-34-0005					
Telecommunications [Vehicle Locator System]	12,540	-	-	-	-
TOTAL CAPITAL VA-34-0005	12,540	-	-	-	-
CAPITAL VA-2024					
Other Contractual Services	-	-	-	-	386,634
TOTAL CAPITAL VA-2018-0006	-	-	-	-	386,634
CAPITAL VA-2021					
Replacement Rolling Stock	387,171	6,164	-	-	-
Shop Equipment	11,408	-	-	-	-
TOTAL CAPITAL VA-2021	398,579	6,164	-	-	-
LOCAL CAPITAL PROJECTS					
Other Operating Supplies	5,884	(256)	-	-	-
Rolling Stock 30 Foot Bus	399,089	-	-	-	-
TOTAL LOCAL CAPITAL PROJECTS	404,973	(256)	-	-	-
5307 PROJECTS					
Other Operating Supplies	295	-	-	-	-
TOTAL 5307 PROJECTS	295	-	-	-	-
FEASIBILITY STUDY/MAINTENANCE FACILITY					
Replacement Rolling Stock	334,824	3,275	-	-	-
Rehab/RennovateAdmin/Maint Facility	30,485	3,849	-	-	-
ADP Hardware - Capital 2022	21,819	-	-	-	-
ADP Hardware - Capital 2023	-	-	90,000	90,000	-
TOTAL FEASIBILITY STUDY/MAINTENANCE FACILITY	387,128	7,124	90,000	90,000	-
CAPITAL VA [5339]					
Engineering & Design - Maintenance Facility	-	-	500,000	500,000	601,385
Radios	-	-	24,138	24,138	-
Rehab/Renovation of Admin. Facility	-	-	200,000	200,000	-
Other Vehicles (Golf Carts)	-	-	33,000	33,000	-
Contracted Armed Security	-	-	-	-	175,000
Security Cameras	-	-	-	-	280,000
TOTAL CAPITAL VA [5339]	-	-	757,138	757,138	1,056,385
STATE PROJECTS					
Trip Zero Fare	-	-	784,254	784,254	784,254
Bus Rodeo	-	51,069	-	-	-
Feasibility Study (Maintenance Facility)	-	25,520	36,000	36,000	-
TOTAL STATE PROJECTS	-	76,589	820,254	820,254	784,254

PETERSBURG AREA TRANSIT

GREYHOUND LINE SERVICES		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	Greyhound Ticket Sales/GPX	-	21,250	10,000	10,000	-
	Contractual Services	7,634	-	-	-	-
TOTAL GREYHOUND LINE SERVICES		7,634	21,250	10,000	10,000	-
MASS TRANSIT DEPRECIATION		2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
	Depreciation Expense	-	1,253,230	-	-	-
TOTAL MASS TRANSIT DEPRECIATION		-	1,253,230	-	-	-

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DEVELOPMENT SERVICES

PLANNING

PLANNING	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	208,612	242,772	553,531	553,531	542,366
Part Time Regular	19,990	-	-	-	-
FICA	17,016	18,058	42,345	42,345	33,627
VRS	24,052	29,704	67,918	67,918	66,548
Health Insurance	23,423	33,682	82,253	82,253	82,253
VRS Group Life	2,804	3,243	7,417	7,417	7,268
Other Contractual Services	15,892	12,722	75,000	75,000	50,000
Repairs - Vehicles	-	-	5,000	5,000	2,500
Printing & Binding	1,491	2,558	1,500	1,500	2,000
Advertising	5,607	3,617	4,000	4,000	4,000
Postal Services	424	279	400	400	400
Telecommunications	3,727	3,584	2,651	2,651	2,651
Lease/Building	-	-	30,000	30,000	-
Conference Travel & Training	104	-	1,000	1,000	43,000
Dues and Association Memberships	-	-	750	750	2,250
Office Supplies	398	5,840	2,210	2,210	5,000
Vehicle and Powered Equipment Fuels	26	248	500	500	500
Uniforms & Wearing Apparel	-	-	650	650	2,000
Other Operating Supplies	-	-	1,000	1,000	1,000
Computer Software under \$5,000	-	-	1,000	1,000	1,000
Computer Hardware under \$5,000	-	933	1,000	1,000	-
Grant Match	-	-	-	-	20,000
TOTAL PLANNING	323,568	357,239	880,125	880,125	868,363

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	140,081	256,007	299,484	299,484	302,560
Part Time Regular	39,460	2,950	-	-	-
FICA	13,464	19,365	22,910	22,910	18,759
VRS	15,711	30,437	36,747	36,747	37,124
Health Insurance	10,565	14,773	36,557	36,557	36,557
VRS Group Life	1,831	3,323	4,013	4,013	4,054
Other Contractual Services	15,546	19,847	25,000	25,000	40,000
Repairs - Vehicles	-	189	-	-	-
Repairs - Building					2,000
Printing & Binding	994	-	2,000	2,000	2,000
Marketing & Advertising	225	2,045	-	-	-
Postal Services	196	41	200	200	200
Telecommunications	1,561	2,504	1,560	1,560	2,500
Property Purchases - City		3,254,194			-
Lease/Building	-	45,900	61,200	61,200	61,200
Building Electric- 30 Franklin	-	-	9,000	9,000	-
Meals and Lodging	298	-	-	-	-
Registration & Training	55	-	-	-	-
Conference Travel & Training	1,326	20	1,000	1,000	4,000
Dues and Association Memberships	1,605	282	1,100	1,100	4,000
Office Supplies	1,003	670	1,500	1,500	1,500
Computer Software under \$5,000	-	1,169	1,000	1,000	1,000
Computer Hardware under \$5,000	-	-	1,000	1,000	3,000
TOTAL ECONOMIC DEVELOPMENT	243,920	3,653,717	504,271	504,271	520,454

GOVERNMENT RELATIONS

The Petersburg Public Information Officer (PIO) serves as the primary contact for the news media and serves as the public relations advisor to City Council, the City Manager and City Departments. News reporters seeking information or an interview with a city official and/or employee should contact the PIO. To keep the community informed, the PIO produces a broad variety of communications materials that includes press releases, newsletters, community announcements, and other publications. The PIO also informs the public through the City’s website and the City’s government access channel, Channel 15 (Comcast) in Petersburg.

GOVERNMENT RELATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	-	123,693	190,016	190,016	239,039
Part Time Regular	-	52,959	59,280	59,280	59,280
FICA	-	13,705	34,108	34,108	16,920
VRS	-	14,867	23,315	23,315	29,330
Health Insurance	-	9,246	18,278	18,278	18,278
VRS Group Life	-	1,558	2,546	2,546	3,203
Other Professional Services	-	16,852	64,000	64,000	64,000
Other Contractual Services	-	48,188	444,000	444,000	500,000
Advertising	-	-	-	-	50,000
Utility Service	-	47,476	-	-	2,000
Postal Services	-	-	36,000	36,000	13,000
Telecommunications	-	304	4,668	4,668	3,000
Rent/Lease of a Building	-	8,000	12,000	12,000	12,000
Conference Travel & Training	-	-	3,000	3,000	3,000
Dues and Association Memberships	-	600	2,000	2,000	2,000
Office Supplies	-	-	1,000	1,000	1,000
Cleaning Materials & Supplies	-	-	1,000	1,000	1,000
Vehicle and Powered Equipment Fuels	-	-	250	250	250
TOTAL GOVERNMENT RELATIONS	-	337,447	895,462	895,462	1,017,300

CODE ENFORCEMENT

CODE ENFORCEMENT	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Salaries & Wages Regular	461,089	449,463	578,082	578,082	835,599
FICA	33,713	33,534	44,223	44,223	51,807
VRS	51,747	55,905	70,931	70,931	102,528
Health Insurance	42,166	40,809	66,763	66,763	94,180
VRS Group Life	6,089	6,032	7,746	7,746	11,197
Other Contractual Services	15,294	25,880	25,000	25,000	30,000
Demolition Services	39,069	114,403	125,000	125,000	200,000
Repairs - Equipment	-	-	2,500	2,500	10,000
Printing & Binding	-	-	1,000	1,000	5,000
Advertising	-	-	1,000	1,000	3,000
Postal Services	3,213	5,066	7,750	7,750	10,000
Telecommunications	2,148	15,792	8,000	8,000	10,000
Lease/Rent of Equipment	265	-	-	-	-
Mileage & Transportation	3,680	4,655	-	-	4,000
Registration & Training	79	-	-	-	-
Conference Travel & Training	699	378	7,500	7,500	8,000
Dues and Association Memberships	295	135	1,200	1,200	1,200
Office Supplies	3,216	1,691	7,500	7,500	8,000
Vehicle and Powered Equipment Fuels	1,151	552	3,000	3,000	3,000
Uniforms & Wearing Apparel	2,338	2,200	5,500	5,500	7,000
Other Operating Supplies	9,532	3,674	5,000	5,000	6,000
Machinery & Equipment under \$5,000	600	-	-	-	-
Computer Software under \$5,000	15	240	10,000	10,000	10,000
Computer Hardware under \$5,000	-	8,266	-	-	-
TOTAL CODE ENFORCEMENT	676,399	768,676	977,695	977,695	1,410,511

COMMUNITY DEVELOPMENT BLOCK GRANT

EXPENDITURES	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Administration	-	600	-	-	-
Salaries & Wages Regular	23,058	34,208	82,602	82,602	88,587
FICA	1,756	2,345	6,319	6,319	6,603
VRS	2,700	4,008	10,135	10,135	10,591
Health Insurance	2,561	2,160	9,139	9,139	9,550
VRS Group Life	315	510	1,107	1,107	1,151
Other Contractual Services	550	69,055	-	-	-
Telecommunications	282	(967)	-	-	-
Office Supplies	-	507	-	-	-
FY20/PY19 HOPE Center	-	25,000	-	-	-
FY20/PY19 Rebuilding Together	-	55,355	-	-	-
Code Enforcement (CE)- Salaries & Wages- Regular	129,479	155,860	162,519	162,519	-
CE - Overtime	87	-	-	-	-
CE - FICA	9,152	11,432	12,433	12,433	-
CE - VRS	14,865	16,995	19,941	19,941	-
CE - Health Insurance	22,855	27,625	36,557	36,557	-
CE - VRS Group Life	1,705	1,901	2,178	2,178	-
CE - Other Professional Services	2,017	8,004	-	-	-
CE - Other Contractual Services	7,417	592	-	-	-
CE - Dues & Association Member- ships	-	45	-	-	-
CE - Uniform & Wearing Apparel	-	1,182	-	-	-
CE - Other Operating Supplies	-	30,912	-	-	-
Project Homes	-	188,273	-	-	113,931
Riverstreet Market	5,000	15,000	-	-	-
Comprehensive Plan	-	75,046	-	-	-
McKenney Building	-	44,641	-	-	-
Parks & Rec - Pool	-	15,490	-	-	-
Parks & Rec - Sports Complex	-	64,885	-	-	-
Parks & Rec - Summer Camps	-	140,973	-	-	-
Low Street Park Renovations	-	16,300	-	-	-
Freedom Support Center	5,341	-	-	-	-
Main Street	4,921	-	-	-	-
Rebuilding Together	4,105	-	-	-	-
Petersburg RHA	50,000	-	-	-	-
Unallocated Public Service Reserve	-	-	240,323	240,323	351,997
FY19 Project Homes	100,000	-	-	-	-
CDBG-CVI	4,891	-	-	-	-
TOTAL CDBG EXPENDITURES	393,055	1,007,935	583,253	583,253	582,410

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DEBT SERVICE

	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
DEBT SERVICE					
Bonded Debt/Notes Interest	1,535,620	1,354,409	1,409,179	1,409,179	2,365,492
Bonded Debt/Notes Principal	1,718,258	2,209,655	1,592,947	1,992,947	1,815,607
Other Debt Expenses	-	6,500	-	-	-
Bond Issuance Cost	4,074	2,227	-	-	-
TOTAL DEBT SERVICE	3,257,952	3,572,792	3,002,126	3,402,126	4,181,099

SCHOOL OPERATIONS

SCHOOL OPERATIONS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Transfer to Schools	10,000,000	10,000,000	12,361,478	12,361,478	12,361,478
TOTAL SCHOOL OPERATIONS	10,000,000	10,000,000	12,361,478	12,361,478	12,361,478

CITY OF PETERSBURG PUBLIC SCHOOLS



COOL SPRING ELEMENTARY



LAKEMONT ELEMENTARY



PLEASANTS LANE ELEMENTARY



WALNUT HILL ELEMENTARY



VERNON JOHNS MIDDLE



PETERSBURG HIGH



WESTVIEW EARLY CHILDHOOD EDUCATION CENTER



BLANDFORD ACADEMY ALTERNATIVE PROGRAM



TRANSFERS

TRANSFERS	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Transfer to Grants Fund	48,172	48,172	48,172	48,172	48,172
Transfer to Capital Projects Fund	500,000	500,000	500,000	500,000	500,000
Transfer to Golf Course	279,479	376,378	355,275	355,275	355,275
Transfer to Mass Transit Fund	892,979	887,779	887,779	887,779	887,779
TOTAL TRANSFERS	2,470,630	3,312,329	2,541,226	2,541,226	2,541,226

GRANTS

- This is funding for Community Corrections staffing that was originally approved in FY 2016-17 to fund one position using the General Fund.

CAPITAL PROJECTS

- According to the updated financial policies of 2020, \$500,000 has to be transferred to Capital Projects from the General Fund.

GOLF COURSE

- The transfer from the General Fund to the Golf Course fund is to provide the necessary funds to cover the debt service.

COURTS

- Per court order of December 2020, the City of Petersburg must set aside at least \$750,000 for construction of a new court building from the General Fund.

MASS TRANSIT

- This is funding to cover the local match for all operating, capital, and state grants. The operating match is \$575,043, the preventive maintenance is \$147,692, the state match is \$144,413, and for the new fiscal year grants a match of \$20,631 will be provided.

NON-DEPARTMENTAL

NON-DEPARTMENTAL	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Accounting & Auditing Services	-	-	-	700,000	275,000
American Red Cross	-	-	5,000	5,000	5,000
Appomattox River Soil & Water	-	2,500	2,500	2,500	3,000
Brightpoint Community College	4,945	4,713	4,675	4,675	4,750
Central Virginia Health Services	610,000	578,909	610,000	610,000	600,000
CivicPlus	-	-	-	-	11,076
Cooperative Extension	20,000	36,923	40,000	40,000	50,000
Crater Criminal Justice	-	-	-	-	110,124
Crater Distr. Area Agency On Aging	-	-	12,000	12,000	12,000
Crater Juvenile Detention Services (Crater Youth Care Commission)	417,751	402,471	403,591	403,591	403,000
Crater Planning District Commission	-	-	-	-	31,748
District 19 Mental Health Services	228,349	193,868	228,349	228,349	228,349
Dues & Associations Memberships	372,274	215,738	789,281	789,281	-
Environmental Systems Research Institute	-	-	-	-	39,700
General Liability Insurance	-	-	-	920,000	920,000
GovernmentJobs.com	-	-	-	-	50,000
Insurance Increase	-	-	-	-	429,050
Hopewell-Petersburg Healthy Start Loving Steps	-	-	25,000	25,000	25,000
Line of Duty Insurance	-	-	-	-	158,000
Longwood University	-	-	-	-	9,500
Mayor's Youth Academy	21,246	19,417	-	-	-
McKenney Foundation	-	-	200,000	200,000	100,000
Med-Flight Chesterfield County Fire & EMS	-	-	3,800	3,800	-
Metropolitan Business League	37,500	65,000	65,000	65,000	65,000
National League of Cities	-	-	3,550	3,550	3,772
Other Contractual Services	3,908	160,797	-	-	-
PCard & TCard Clearing Account	(53,486)	825	-	-	-
Petersburg Arts Council	-	-	-	-	50,000

NON-DEPARTMENTAL

NON-DEPARTMENTAL	2021-2022 ACTUALS	2022-2023 ACTUALS	2023-2024 ADOPTED	2023-2024 AMENDED	2024-2025 PROPOSED
Petersburg Area Regional Tourism (PART)	-	113,000	-	-	100,000
Petersburg HS Stadium Enhancement	-	-	-	500,000	-
Petersburg Mainstreet Exe. Director	-	-	40,000	40,000	-
Petersburg Symphony & Art League	-	-	4,500	4,500	4,500
Pictometry International Corporation	-	-	-	-	16,472
PPL Development Co	-	-	-	349,445	-
Repairs-Courthouse	21,650	-	-	-	-
Resiliency Pay	(1,500)	-	-	-	-
Richard Bland Community College	-	-	1,500	1,500	1,500
Riverside Regional Jail Authority	2,621,668	3,389,163	3,000,000	3,000,000	3,300,000
Southside VA Emergency Crew	-	-	-	650,000	650,000
SOVA Regional Chamber of Commerce	-	-	-	-	7,000
Special Projects	-	-	-	440,450	140,800
TimeClock Plus	-	-	-	-	29,292
Unemployment Insurance	-	(1,926)	20,000	20,000	20,000
US Conference of Mayors	-	(1,745)	-	-	4,000
VA Hotel Devel- Other Contractual Services	1,272,440	-	-	-	-
Vehicle Leasing	-	-	-	-	374,194
Virginia Crossroads (Va Retreat)	-	-	-	-	4,500
Virginia First Cities Coalition	-	-	-	-	15,624
Virginia Gateway Region Economic Development	-	-	-	-	86,823
Virginia Municipal League	-	-	12,773	12,773	15,092
Worker's Compensation	-	-	-	1,030,145	1,030,145
YMCA Power Scholars Academy	-	273,519	200,508	200,508	273,519
Operational Resources	23,674	(21,287)	175,000	616,453	300,000
Fund Reserve	-	-	511,859	511,859	-
Loss Revenue	343,897	36,127	-	-	-
TOTAL NON-DEPARTMENTAL	5,944,235	5,468,014	6,358,886	11,390,379	10,080,276

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GLOSSARY

Adopted Budget	A plan of financial operations approved by City Council highlighting major changes made to the City's Fiscal Plan. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures and transfers.
Appropriation	An authorization granted by City Council to a specified organization to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount and when it may be spent, usually expiring at the end of the fiscal year.
Asset	Resources which have monetary value that are owned or held by a government.
Balanced Budget	A term used to describe a budget in which the total revenues equal the total expenditures, reserves and unassigned fund balance for a given time period.
Basis of Accounting	The timing of recognition of transactions or events for financial statement reporting purposes.
Basis of Budgeting	The method used to determine when revenues and expenditures are recognized for budgetary purposes.
Bond Rating	An evaluation performed by an independent rating service of the credit quality of bonds issued. Ratings measure the probability of timely repayment of principal and interest on municipal securities.
Budget	An annual financial plan that identifies a plan of operation for the fiscal year. It states expenditures required and identified revenues necessary to finance the plan.
Budget Calendar	A schedule of key dates a government follows to prepare and adopt a budget.
Comprehensive Annual Financial Report	A report compiled annually which provides detailed information on an organization's financial status at year end.
Community Development Block Grant (CDBG)	Community Development Block Grant provides funding to eligible units of local government to redevelop blighted structures in support of the location of a new industry or expansion of an existing industry.
Capital Improvement Program (CIP)	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the citizens of the City. The CIP reflects the physical development policies of the City and typically encompasses a five-year period and includes projects exceeding \$100,000.
Constitutional Officers	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Treasurer, Sheriff, Commonwealth's Attorney, Commissioner of Revenue and Clerk of Circuit Court).

GLOSSARY CONTINUED

Contingency	A budgetary assignment established for emergencies or unforeseen expenditures.
Contractual Services	An object series that includes services rendered to private firms, individuals, or other governmental entities; examples include utilities, rent, maintenance agreements and professional consulting services.
Debt Service	The payment of principal and interest on borrowed funds through instruments such as bonds.
Department	An organizational unit of government functionally unique in its delivery of service.
Encumbrance	A carry over of funds for an anticipated expenditure prior to payment for the item. Funds usually are assigned or encumbered once a contract has been signed.
Enterprise Fund	A self-supporting fund designed to account for activities provided to external customers that is supported by user charges; examples include the Golf Course, Transit and Utilities funds.
Financial Management	Budget, payroll, procurement, accounts payable, accounts receivable, grants and other financial functions.
Fines & Forfeitures	Revenue received from forfeitures and authorized fines such as library and parking violation fines.
Fiscal Year	The 12-month period of time used by the City for budgeting and accounting purposes. The City's fiscal year begins on July 1st and ends the following June 30th.
Fixed Assets	Assets of a long-term nature that continue to be held or used, such as land, buildings, machinery, furniture and equipment.
Fringe Benefits	Job-related benefits provided for employees as a part of their total compensation, such as employer's portion of FICA taxes, retirement and insurance.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balances, retained earnings, revenues and expenditures.
Fund Balance	The accumulated revenues and other financing sources in excess of expenditures and other uses.
General Fund	The primary operating fund which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day to day operations of the City.

GLOSSARY CONTINUED

General Property Taxes	A category of City revenue from taxes levied on property located in or owned by the residents and businesses of the City of Petersburg.
Goal	An organization's aim, desired results, or intended outcomes.
Grant	An amount provided by a governmental unit or other type of organization in aid or support of a particular governmental function or program.
Healthcare Fund	Records the collection of the City's contributions towards health care costs as well as the employee's contributions and payments to vendors and for claims to manage rate increases at a reasonable level.
Human Resources	Department within the City of Petersburg that deals with the hiring, administration and training of personnel.
Infrastructure	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems and similar assets that are immovable and are only of value to the governmental unit.
Internal Service Fund	A proprietary fund type used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost reimbursement basis.
Land Book Value	The value assigned to property located within the City; prepared based on the Assessor's assessments, as exchanged by the board of equalization of assessments and certified by the Commissioner of Revenue.
Licenses & Permits	Fees collected for the issuance of licenses and permits such as business licenses and sign permits.
Line-item Budget	A departmental budget that specifies types of expenditures planned for the fiscal year.
Long-Term Debt	Debt that has a maturity of more than one year from date of issuance.
Miscellaneous Revenue	All revenue received, not otherwise classified into another line item, such as interest, concessions and rental of property/equipment.
Non-Departmental	Expenditures and initiatives that are not specific to any department or have citywide impacts.
Objective	Action oriented statements of what must be focused on over a continuous basis to achieve the strategic result.
Operating Budget	The City's annual financial plan of the operating expenditures of the general fund, enterprise funds and internal service funds, as well as the proposed means of financing them.
Ordinance	A formal legislative enactment by the City Council that has the full force and effect of law within the boundaries of the City.
Penalties & Interest	Fees collected for violations or delinquent payments.

GLOSSARY CONTINUED

Performance Measures	Specific quantitative or qualitative measures of the work performed within an activity or program. An example of a quantitative measure would be the number of miles of streets paved. An example of a qualitative measure would be 80% of streets have been repaired.
Personal Property	A category of property, other than real estate, identified for purposes of taxation. It includes resident owned items, corporate property and business equipment.
Personnel Services	Compensation for direct labor of persons in the employment of the City; salaries and wages paid to employees for full-time, part-time, and temporary work. This account group also includes the portion of employee fringe benefits paid by the City.
Program	A set of activities undertaken in accordance with a plan of action organized to realize one common purpose with an identifiable end result or outcome.
Property Tax Rate	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per \$100 of assessed valuation.
Proposed Budget	The budget formally submitted to Council for review, these are also available to the public.
Proprietary Funds	To account for a government's ongoing organization and activities that are similar to those found in the private sector. There are two types of proprietary funds: enterprise funds and internal service funds.
Real Property	Real estate, including land and improvements (building, fencing and paving) classified for purposes of tax assessment.
Reserve	Budgetary terminology used by the City to indicate the portion of the fund balance that is either restricted, committed or assigned.
Revenue	The yield from various sources of income, such as taxes, that the City collects and receives into the treasury for public use.
Service	A service is defined as a specific work function or combination of activities that is performed in support of a department, program, project or organizational unit.
Special Revenue Fund	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific purpose such as grants for specific programs.
Stormwater Utility Fund	A special revenue fund used to operate, maintain and improve the City's stormwater management system.
Taxes	Compulsory charges levied by a government to finance services performed for the common benefit of all people.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses .

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AN ORDINANCE MAKING APPROPRIATIONS IN THE ALL FUNDS BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2024 AND ENDING JUNE 30, 2025

BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

- I. That appropriations for the fiscal year commencing July 1, 2024, and ending June 30, 2025, in the All Funds Budget are made from the following resources and revenues of the City, for the fiscal year ending June 30, 2025:

Revenues

General Fund Revenue	\$94,384,922
Grants Fund Revenue	\$10,746,733
Streets Fund Revenue	\$7,973,243
Community Development Block Grant Revenue	\$582,410
Stormwater Fund Revenue	\$1,452,283
Utilities Fund Revenue	\$15,134,073
Golf Course Fund Revenue	\$1,197,550
Mass Transit Revenue	\$7,478,965

TOTAL REVENUES **\$138,950,179**

- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2024, and ending June 30, 2025, the following sums for the purposes mentioned:

Expenditures

General Fund	\$94,384,922
Grants Fund	\$10,746,733
Streets Fund	\$7,973,243
Community Development Block Grant	\$582,410
Stormwater Revenue	\$1,452,283
Utilities Revenue	\$15,134,073
Golf Course Revenue	\$1,197,550
Mass Transit Revenue	\$7,478,965

TOTAL EXPENSES **\$138,950,179**

This budget recommends no change to the Real Estate Tax Rate of \$1.27, no change to the Personal Property Tax Rate of \$4.90, & no change to the Machinery & Tools Tax Rate of \$3.80.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 25, 2024

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: March Altman, Jr.

RE: **Authorize City Manager to Enter Into a Contract for Municipal Solid Waste Services - Pages 137-188**

PURPOSE: The Virginia Public Procurement Act (VPPA) is set forth within §§2.2-4300 et seq. of the Code of Virginia. VPPA articulates Virginia's public policy relating to the purchase of goods and services by public bodies. The General Assembly specifies the following ends to be served by VPPA:

- That public bodies obtain high quality goods and services at reasonable cost;
- That all procurement procedures be conducted in a fair and impartial manner, with avoidance of any impropriety or appearance of impropriety; and
- That all qualified vendors have access to public business and that no vendor be arbitrarily or capriciously excluded.

The City of Petersburg Code Section 2.86 grants the City Manager power to make and execute all contracts on behalf of the City, except those where he may authorize, in writing, the purchasing agent.

The City of Petersburg advertised bids for Municipal Solid Waste Collection Services (RFP No. 67082) to establish a contract through competitive negotiation to enter into a contract with interested offerors to provide municipal solid waste collection services as set forth in the terms and conditions described in the RFP.

REASON: The contract with the Central Virginia Waste Management Authority (CVWMA) expires on June 30, 2024. The City of Petersburg decided to issue its own RFP for Municipal Solid Waste Collection Services. A contract must be executed to begin services on July 1, 2024.

RECOMMENDATION: Authorize the City Manager to enter into a contract for municipal solid waste services.

BACKGROUND: In the three (3) previous fiscal years (FY21-FY23), the City of Petersburg spent \$1.7, \$1.5, and \$1.4 million for waste services and recycling services respectively. It should be noted that the previous contract with Central Virginia Waste Management Authority (CVWMA) will expire on June 30, 2024. The CVWMA is a political subdivision of the Commonwealth of Virginia formed by 13 local government members

: the Cities of Colonial Heights, Hopewell, Richmond, and Petersburg, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George, and the Town of Ashland.

The City of Petersburg decided to issue its own RFP for Municipal Solid Waste Collection Services.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 6/25/2024

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. 67082 Municipal Solid Waste (MSW) Collection Services
2. 67082 Addendum #1
3. 67082 Addendum #2
4. 67082 Addendum #3



**CITY OF PETERSBURG, VIRGINIA
REQUEST FOR PROPOSAL**

RFP No. 67082

PROJECT TITLE: Municipal Solid Waste (MSW) Collection Services

ISSUE DATE: May 24, 2024

CONTRACT COMMENCEMENT AND EXPIRATION: The contract shall Commence on the Commencement Date set forth in the contract to provide a Municipal Solid Waste (MSW) Collection Services for the City in accordance with the provisions of this Contract and shall expire two (2) years later. The contract for this service shall start July 1, 2024.

EXTENSION OF CONTRACT: The City reserves the right to extend the Contract for any reason for a period or periods up to but not to exceed 12 months. This extension may be exercised when the City determines that an extension of the Contract is advantageous to the City.

RENEWAL: The City, at its sole option may renew this Contract for an additional two (2) year term by furnishing the Contractor with written notice of its decision to renew at least 180 calendar days before the expiration of the then-current term.

QUESTIONS: Questions must be submitted in writing to the Procurement Office no later than 12 noon, May 31, 2024. An electronic message may be submitted to purchasing@petersburg-va.org. If necessary, an addendum will be issued and posted on the City website at <http://www.petersburgva.gov/360/Procurement-Office>. It is the responsibility of the offeror to download any addenda.

SEALED PROPOSALS WILL BE RECEIVED UNTIL 2:30 P.M. prevailing local time June 7, 2024 in the Procurement Office, Fiscal Management Building, 125 N. Union Street, Petersburg VA 23803 for the services described herein.

Responses to this solicitation may also be submitted electronically through the Commonwealth of Virginia electronic procurement portal (eVA). For guidance on how to submit your proposal, go to <https://eva.virginia.gov/supplier-training-materials.html> and select the "Respond to IFBs-RFPs and more" PDF located under the heading "Find and Respond to Virginia Business Opportunities (VBO)".

If you are an individual with a disability and require reasonable accommodation, please notify: Procurement Office at (804) 733-2345 three (3) working days prior to need. Proposal packages are available in the Procurement Office or from the City's website at <http://www.petersburgva.gov/360/Procurement-Office>.

Lisa M. Scott

Lisa M. Scott, Purchasing Agent

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REQUEST FOR PROPOSAL No. 67082

Municipal Solid Waste (MSW) Collection Services

I. Purpose

The purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation to enter into contract with interested offerors to provide Municipal Solid Waste (MSW) Collection Services as set forth in the terms and conditions described herein. The contract will be awarded to one vendor.

II. Background

The City of Petersburg is an independent City Government within the Commonwealth of Virginia. Per the April 1, 2020 U.S. Census the population was 33,463.

In the three (3) previous fiscal years (FY21-FY23) the City of Petersburg spent \$1.7, \$1.5, & \$1.4 million for waste services and recycling services respectively. It should be noted that the previous contract was with the Central Virginia Waste Management Authority (CVWMA) and will expire on June 30, 2024. The CVWMA is a political subdivision of the Commonwealth of Virginia formed by 13 local government members: the Cities of Colonial Heights, Hopewell, Richmond, and Petersburg, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George and the Town of Ashland.

The City of Petersburg has decided to issue its own RFP for Municipal Solid Waste (MSW) Collection Services.

III. Scope of Work

The City requires Municipal Solid Waste (MSW) Collection Services for homes contained within its City limits. The equipment to be used, materials to be collected, service frequencies, and all other requirements are listed below. No demolition or construction debris will be required as a part of this agreement.

3.1. Municipal Solid Waste (MSW) Collection: The Contractor will be required to provide a cart of not less than ninety-five (95) gallons for each occupied home to be serviced on a weekly basis. The Proposer shall also explain the equipment and method to be employed for collection.

Cart Contents: Only bagged Municipal Solid Waste as defined by the Virginia Waste Management Act may be placed in the container for collection.

Cart Placement: Containers must be placed at the curb no later than 7:00 AM on the morning of collection and should be placed as close to the curb as is safely possible without interfering with the flow of traffic.

Cart Overflow: The Contractor is not required to remove additional bags or boxes adjacent to the cart. Additional carts may be requested for a fee for units generating greater quantities of waste.

3.2. Old Towne Petersburg MSW collection services shall be provided to residential units and each ERU in the Old Towne area (bound on the west my Market Street, on the south by Washington St, on the east by Madison St and on the north by the Appomattox River) Collection of MSW shall be made by the contractor three (3) times per week in the Old Towne area on Monday, Wednesday and Friday. There are approximately 200 ERU's. Routine Bulky Waste collections is also part of this specified service.

3.3. Bulk Waste: The Contractor shall collect and dispose of bulky waste such as items of furniture, including, but not limited to, toilets, sinks, bicycles, mattresses, carpet, fencing and large household furnishings. The quantity per collection shall not exceed the quantity that could safely be transported in a pickup truck bed (approximately 5 cubic yards). Bulk collection per unit shall occur no more than once per week. Bulk waste does not include any construction or demolition debris or any yard waste. The location of all collection shall be curbside.

3.4 Yard Waste: The Contractor will be required to provide once a week collection of properly prepared residential yard waste. Properly prepared yard waste includes vegetative items that are no longer that 4' in length, 18" in diameter and weigh no more than 50 lbs. All leaves and small debris must be bagged or containerized. Limbs meeting the size restrictions must be neatly stacked and/or tied. No tree trunks or stumps shall be collected. No commercially produced yard waste generated by a professional for hire shall be collected. The commercial yard waste contractor must remove and dispose of waste directly and pay all cost associated with collection and disposal. The location of all collection shall be curbside.

3.5. Commercial: The Contractor shall provide service for 2 yard up to 8 yard dumpsters for commercial accounts when needed for City facilities including schools located within the City limits. The current frequency of collection per week, container size and location of dumpsters is reflected in Exhibit B. In addition, Contractor shall provide pricing for City required roll off containers on an on-call basis.

3.6. Litter Baskets: The Contractor shall provide three times a week collection of the City's thirty-two (32) litter baskets located in the Olde Towne area of the City. The Contractor shall re-install clean liners upon each collection.

FURTHER REQUIREMENTS AND EXPECTATIONS OF THE CITY

3.7 Disposal Requirements: All MSW and bulk items shall be disposed at the Tri-City MRF located at 390 Industrial Drive, Petersburg, VA. All recyclables must be delivered to a Virginia DEQ permitted recyclable processing facility. The cost of yard waste and recycling disposal and/or processing shall be billed to and paid by the Contractor. Petersburg residential MSW disposal shall be at no cost to the Contractor if delivered to the Tri-City MRF during operating hours.

3.8 Collection Vehicles: Proposer is to furnish the necessary vehicles for the collection of solid waste. The vehicles must not leak and must be provided with tops or coverings to guard against spillage and shall conceal said contents from view; said vehicles are to be kept covered or closed at all times except when being loaded or unloaded. All vehicles shall be purchased, maintained and operated from a location within the City limits of Petersburg so as to allow the City to benefit

from the sales tax revenue stream. Alternatively, if the Contractor shall fail to relocate within the City of Petersburg by the effective date of July 1, 2024, the Contractor agrees to make a payment in lieu of taxes to be calculated as follows:

By January 31 of each year thereafter during the term this Agreement, the Contractor shall provide to the City the Personal Property Tax Assessment form that identifies all tangible personal property owned or maintained on July 1, 2024 and January 1 thereafter of such year at the division of the Contractor that provides services to the City under this Agreement along with a calculation showing the applicable City tax rate and the amount in City taxes that would be paid by the Contractor if such personal property were located in the City (the "Personal Property Tax Calculation").

The City and Contractor agree that if the Contractor were to relocate its primary business location, including its offices and truck and equipment storage and maintenance facilities, for the division of the Contractor that provides services under this Agreement to the City, the real-estate taxes that would be payable to the City would be at the then-published City tax rate for Business Personal property (the "Real Property Tax Calculation").

On or before December 31, 2024, and December 31 of each year thereafter during the term of the Agreement, the Contractor shall pay to the City a payment in lieu of taxes in an amount equal to the Real Property Tax Calculation. The City shall have the right to audit the Contractor's declaration of personal property and calculation of personal property calculation to ensure that the Contractor properly calculates the payments that are due to the City.

3.8 Customer Service Standards: The Contractor shall maintain an appropriate number of customer service representatives/dispatchers to accept and respond to City residential calls and/or inquiries. All complaints received by the Contractor, or the City shall be resolved by the same or next business day. The Contractor shall maintain a daily log of all complaints received and time that complaint was resolved. The Contractor shall provide a monthly report to the City, which will include copies of the daily reports for the prior month.

3.9 Customer Service Center: The Contractor will operate and maintain a Customer Service Center with the following minimum standards:

Open between the hours of 8:00 AM and 5:00 PM, Monday through Friday, during such time calls must be answered by a Customer Service Representative.

During all other times, calls to the Customer Service Center will be received by an answering service or machine.

The Contractor shall implement procedures approved by the City whereby complaints can be received via e-mail and website.

The contractor shall maintain a physical Customer Service Center within the City limits of Petersburg.

3.10. Routing and Software Requirements: The Contractor shall utilize routing software to create a routed service strategy that limits truck traffic through the community while maximizing productivity to minimize fuel consumption and the City's carbon footprint.

3.11. Collection Times: No collection shall be made before 7:00 AM or after 7:00 PM, except by express authorization of the City. No collections shall be made from any types of premises on Sundays. Saturdays will only be allowed for missed pickups and holiday weeks as described above.

3.12. Personnel: All personnel associated with the delivery of service shall be hired, trained, and receive on-going safety training through an organized human resource management process that includes, but is not limited to, background checks, driving record reviews, and a committed drug-free workplace program.

The Contractor shall ensure the following, regarding personnel:

- Must be in a company uniform (shirt, at least), to be defined by the Contractor in the bid-rfp submittal and must be recognizable as representative of the Contractor's company. The uniform must be maintained, clean, and in good repair.
- Personnel must maintain a clean appearance.
- The Contractor must maintain a courteous demeanor when dealing with the residents of the City.
- At no time will the Contractor or its personnel search through the solid waste that is collected in the City.

3.13. Cleanliness: In the collection of solid waste, the Proposer and its employees shall not place the same upon or suffer the same to be placed, or scattered upon any public place, or private street, alley, or drive, and agrees to replace any receptacle, can or lid damaged by it or its employees and upon collection leave the premises in a neat and clean condition. The Proposer will not be allowed to transfer solid waste from truck to truck in residential areas except where small pick-up trucks utilized in certain areas of the City and need to dispose their loads into a larger vehicle. In addition, the Proposer will not be allowed to store containers of any kind in common areas or in the City right-of-way.

3.14. Communications and Reporting: Contractor shall provide an internet/e-mail based system for the communication of all service requests from the to the Contractor. All requests shall be tracked, recorded, and reported monthly showing the date, type, and resolution of each request. It is the responsibility of the Contractor to have a sufficient number of customer service representatives to accept and respond to residential inquiries in addition to City staff inquiries by phone or by email/internet.

3.15. Volume Report: Prior to the fifteenth of the following month, the Contractor shall complete the MSW solid waste, yard waste and recycling monthly volume report.

3.16. Publicity: The Contractor shall provide information promoting the guidelines of the solid waste collection program and adequate publicity to all residential dwelling units within the City as to the change-over of collection service prior to the initiation of said service. This publicity shall include, but not be limited to, at least one mailing or delivery to each residential dwelling unit within the corporate limits area of the City indicating the date of change-over, the day of collection for the types of collections, what items are collected and how they are to be stored, and the telephone number, e-mail address and web site of the Proposer's office where questions or complaints can be handled.

3.17. Billing & Payments: The City will be responsible for billing each resident. The Proposer will invoice the City on a monthly basis and payments will be made no later than the fifteenth of the following month.

3.18. Dispute Resolution: Any dispute between Owner and Contractor, if possible, should be resolved between the two parties without resorting to litigation. In the event that the two parties cannot resolve the conflict, all dispute resolution actions must be pursued within the boundaries of the Commonwealth of Virginia.

IV. Contract Term

The initial contracted term of service shall begin on July 1, 2024 or a date to be determined by the City and Contractor based on discussions. The term of service shall be two (2) years. It will include a process for extending the contract for additional two (2) year term based on the performance of the Contractor and City's satisfaction.

V. Special Conditions

5.1. The successful Proposer and subsequent Contractor will conform to all Federal, State, and Local laws and ordinances regarding solid waste and recyclable collection services.

5.2. Exclusivity: The successful Proposer and subsequent Contractor will receive the exclusive right to solid waste & recycling collection services performed within the City limits for solid waste collection & recycling services. Material included in this exclusivity is residential solid waste collection as they have been defined in the Virginia Solid Waste Management Act.

5.3. Independent Proposer: The Proposer and subsequent Contractor hereby covenants and declares that it is an independent business and agrees to perform the work as an independent Contractor and not as the agent or employee of the City. The Contractor agrees to be solely responsible for its own matters relating to the time and place the services are performed; the instrumentalities, tools, supplies, and/or materials necessary to complete the work; hiring of consultants, agents or employees to complete the work; and the payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. The Proposer/Contractor agrees to be solely responsible for its own acts and those of its subordinates, employees, and sub-Proposer during the life of this Agreement. Any provisions of this Agreement that may appear to give the City the right to direct Proposer/Contractor to the details of the services to be performed by Proposer/Contractor or to exercise a measure of control over such services will be deemed to mean that Proposer shall follow the directions of the City with regard to the results of such services only.

5.4. Performance Bonds: A Performance Bond with a corporate surety, or cash, shall be provided to the City in the amount of 20% of the annual value of the contract. It shall be executed by a surety company licensed to do business in the Commonwealth of Virginia. A Surety letter must be included with proposal to provide proof of bond ability.

5.5. Prosecution of Work: The Contractor will begin work upon receipt and acknowledgement of the "Notice to Proceed" as disseminated by the City, within ten (10) working days of said notice. The Contractor will begin work with adequate labor, equipment, and material to allow for successful completion of the project in the allotted timeframe.

5.6 Coordination of Work: Within ten (10) working days following the "Notice to Proceed", the Contractor will provide a projected collections schedule.

5.7 Entire Agreement: The final resulting Contract, together with Exhibits, resulting from this RFP shall constitute the entire agreement between City and Contractor with respect to the subject matter herein and supersedes all prior discussions and written and oral agreements with respect hereto.

5.8 Definitions

Bags: Plastic sacks designed for refuse with sufficient wall strength (minimum 0.85 mils thick) to maintain physical integrity when lifted by top; securely tied at the top for collection, with a capacity not to exceed 30 gallons and a loaded weight not to exceed 35 lbs.

Cart: A receptacle with an approximate capacity of 65 or 95 gallons, having a hinged, tight-fitting lid. Carts shall also have wheels and be able to be emptied by Contractor's hydraulic lifting/tipping unit as part of the collection operation. Carts will be provided by the Contractor.

Bulky Waste - A large appliance, piece of furniture or other waste material from a residential source other than Construction Waste or non-Household Hazardous Waste, that cannot be placed in a cart or container due to size. Bagged leaves and/or grass clippings are considered Bulky Waste. If other Bulky Waste is placed at the curb, the bagged leaves/grass clippings are included in the calculation of the maximum to be collected. Bundled yard waste/brush shall be included in the calculation also.

Curb Collection: The Contractor shall provide solid waste & recycling collection, removal and processing \ disposal service to all residential dwellings within the corporate limits of the City. There shall be once a week collection of solid waste, yard waste and bulk waste and every other week collection of recycling from the curb of the premises. On collection days all refuse and recycling containers and items of refuse shall be placed at a designated collection point by 7:00 a.m. and placed within the Contractor-provided residential 95-gallon cart for MSW residential waste and recycling. The Contractor will not be required to collect refuse from the inside of the buildings or outside of the cart except for Bulk Waste.

The Contractor, at no additional cost, shall make available to customers that have a qualifying medical designation of handicapped with a side yard service. The qualification under this section shall be based on the customer providing the City with a certification from a physician, licensed in the Commonwealth of Virginia, and the City verifying the customer is handicapped.

Dwelling Unit: shall mean a Residential Unit or an Equivalent Residential Unit.

Litter Basket: containers owned and maintained by a local jurisdiction that are placed in public areas and used by the public for the deposit of litter.

Refuse: All solid waste products having the character of solids rather than liquids and that are composed wholly or partially of materials such as Garbage, Trash, Rubbish, Litter, residues from cleanup of spills or contamination, or other discarded materials as defined in 9 VAC 20-130-10, and shall not include Hazardous Waste as defined herein.

Residential Dwelling Unit: Any single home, two-family unit, four-family unit, all condominiums up to four units per building, and all apartment complexes up to four units per building.

Routine Bulky Waste Collection: The collection of an amount of Bulky Waste that does not exceed the quantity of material that could safely be placed in and transported by a one-half ton pick-up truck.

Solid Waste: All semi-solid and solid waste derived from and during the procurement, storage, processing, cooking, and consumption of food materials of animal, vegetable or synthetic origin which are intended for and are used by residents, for the refreshment or sustenance of human beings or animals. Solid waste shall not include dead animals, animal parts, and household hazardous waste such as wet paint, pesticides, strong clean air agents, tires, auto batteries, and combustibles of all kinds. Solid waste shall not include ashes stored in ash pits, parts of trees, bushes, and soil, mortar, plaster, concrete, bricks, stone, gravel, sand and all waste or leftover materials resulting from grading, excavation, construction, alteration, repair or wrecking of buildings, structures, walls, roofs, roads, streets, walks or other facilities and such items of rubbish whose weight, size, dimension, and shape require more than one man for removal.

5.10 Rate Adjustments:

Consumer Pricing Index: Rates shall be adjusted upward of each year effective July 1st upon the rate of inflation as reported by the Department of Labor's Consumer Pricing Index for All Urban Consumers - U.S. City Average - Garbage and Trash Collection.

Adjustable Fuel Surcharges: The base rate for fuel will be based on the average, on highway, price of diesel over the most recent 12-month period as reported by the U.S. Energy Information Administration for the Mid-Atlantic Region. In the event that the average cost of fuel increases over 10%, a fuel surcharge may be added. Once the rate drops below the 10% threshold the surcharge will be removed. Calculations and adjustments shall occur quarterly.

Unforeseen Increases: In the event that the Contractor's operational costs are increased due to changes in governmental regulations or disposal fees, the Contractor may submit a request for an increase including a cost analysis that demonstrates a proof of need.

5.11 Licenses, Permits, Etc.: The Proposer and subsequent Contractor covenants and declares

that it, as well as its employees, agents and sub-Proposer/Contractor (inclusive of sub-Proposer's/Contractor's employees and agents), have obtained and possess all diplomas, certificates, licenses, permits, or the like required of the Proposer/Contractor by any and all national, state, regional, county, local boards, agencies, commissions, committees or other regulatory bodies in order to perform the work contracted for under this Agreement. All work performed under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily expected of competent professionals.

5.12 Exception or Waivers: No failure by the City to enforce any right or power granted under this Agreement, or to insist upon strict compliance by Contractor with this Agreement, and no custom or practice of the City at variance with the terms and conditions of this Agreement shall constitute a general waiver of any future breach or default or affect the City's right to demand exact and strict compliance by Contractor with the terms and conditions of this Agreement.

5.13 Holiday Schedule: No collections shall be required on the six annual legal holidays. Each pick-up day of the holiday week after the holiday will be serviced one day late. The Contractor shall provide to the City a list of the holidays recognized by the Proposer.

5.14 Assignability: The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a sub-Contractor for the Proposer without the prior written consent of the City.

5.15 Complaint Resolution: Should the Contractor miss the collection of any of the services for a customer and fail to resolve the complaint on the same day as reported, then the Proposer shall take sole responsibility to ensure that corrective action takes place within the next business day. Additionally, the Contractor shall maintain complaint forms indicating the time and date a complaint or request is received, the nature of the complaint or request, the name and address of the persons making the complaint or request and the disposition of the same. Such records are to be transmitted to the City on a monthly basis.

5.16 Force Majeure: The Contractor shall not be liable for failure to perform for reasons beyond its control which may include, but are not limited to, acts of the government, fires, floods, strikes, epidemics, quarantine restriction, freight embargoes, unusually severe weather or other Acts of God.

5.17 Emergency Failure to Perform: In the event of an emergency or failure by the Contractor to be able to adequately perform residential waste collection services, the Proposer shall immediately contact the Mayor's office of the City. If a live voice-to-voice conversation is not possible, the Proposer shall contact the Police/Sheriff Department or the police provider for the City. The Proposer shall follow the instructions of the City to insure the public health, safety, and welfare of the City.

5.18 Damages: The Contractor shall be responsible for all damage or injuries to property of any character, resulting from any act, omission, negligence, or misconduct in the prosecution of the work or resulting from the materials used. When any direct or indirect damage or injury is

done to public property by or on account of any act, omission, negligence, or misconduct in the execution of the work, the Proposer shall either restore at its own expense such property to a condition similar, or equal to that existing before such damage or injury occurred; or shall make good such damage or injury in a manner acceptable to the owner of the damaged property, and to the owner's representative.

VI. Proposal Contents

1. Format of the Proposal

Offerors shall ensure that their proposals are as thorough and detailed as possible so that the City may properly evaluate the Offeror's ability to provide the required services. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume and pages numbered.

2. Contents of the Proposal

The Offeror is required to submit the following items as a complete proposal:

A. Title Page

Show the request for proposal number and subject, the name of the proposer's firm, local address, e-mail address, telephone number, name of contact and date of submission.

B. Table of Contents

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number. Cross reference to section and page number in the request for proposal will be helpful.

C. Transmittal Letter

Each proposal must include a letter of transmittal containing the signature of the representative authorized to enter into contracts for the prime contractor. The transmittal letter should not exceed two pages in length. It should also include a brief background of the firm in general including the size and organizational structure.

D. Signed Forms

This tab should include the completed and signed forms:

- a. Proposal Signature Sheet
- b. Offeror Data Sheet
- c. Virginia State Corporate Commission Registration Information Sheet (SCC)
- d. Proprietary/Confidential Information Identification

- e. Minority Business Report
- f. Small Purchase Card
- g. Non-Collusion/Lobbying Affidavit
- h. E-Verify Affidavit
- i. Proposal Pricing Form

E. Statement of the Scope

In concise terms, state the Offeror's understanding of the scope of work presented by the RFP. The Offeror should address each section of the scope of services with an indication of the response.

F. Executive Summary

This tab should provide a brief summary of the proposal's contents, emphasizing any unique aspects or strengths of the proposal. The Executive Summary should not exceed three pages. This tab should include a comprehensive narrative history of the firm, including the development of its experience in providing the requested services and the depth of resources to provide the services solicited by this Request for Proposals. Explain the size of your firm, including years in business, office locations and legal structure.

G. Key Personnel

This tab should include the résumés or curriculum vitae of the offeror's key staff members. Staff members shall at a minimum of five years' experience. It should identify the specific employees assigned to provide the services solicited by this Request for Proposals. For each key person identified by the offeror, this tab should include the following information, provided in résumé format:

- a. Name and title.
- b. Office location and city of residence.
- c. Project responsibilities and roles.
- d. Years of relevant experience.

H. Financial Information

This tab should contain a copy of the Proposer's Business License, Tax Identification From W-9, Proof of Insurance, and evidence of bond ability by insurer authorized to do business in the Commonwealth of Virginia with a A-rating or greater.

I. Experience and References

This section should contain a description of similar curbside solid waste collection experience by Proposer or subsidiaries of parent company. Include at least three (3) references for City/County contracts with the same or a greater population than Petersburg, VA. Each reference must include the number of homes served and a summary of the type and frequency of service. The section should also include an affirmative statement that the offeror grants its consent for the City to contact the offeror's references for purposes of evaluating the offeror for this Contract and acknowledges that any information obtained from the offeror's references will not be disclosed to the offeror. The client listing shall be from work the offeror has done in the last five years. Offerors may not use the City of Petersburg as one of their references.

J. Approach

This tab should describe the Proposer's approach to each of the required services including the type of equipment to be used, routing strategy, intended disposal site (2), customer service plan, implementation plan, and any operational standards related to hiring, training, and safety. This should also include details of the proposed method of electronic reporting and communications as well as adjustments to service on holidays.

K. Promotion and Education

This section should include a description of the Proposer's commitment to promoting, educating, and informing residents of program information and any changes in service. In addition, the proposer must outline its current ability to provide the required email and website-based receipt of complaints from residents. Sample of materials used in other cities and counties should be included.

L. Alternate Proposals and Exceptions: This section should contain a list of items from the standard service requirements that the Proposer is not capable of, or willing to, deliver. This section may also include alternative approaches to the management and service delivery of the City's solid waste program. Pricing for alternative proposals must also be included in this section. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub-section titled "Exceptions".

M. Cost

This tab should include all costs to provide the services described in this RFP. Proposer shall submit on Attachment J - Pricing Proposal Form with their RFP response.

VII. Evaluation Criteria

To be considered for selection, offerors must submit a complete and concise response to this Request for Proposal.

Failure to submit all information requested may result in the rejection of the incomplete proposal. An Evaluation Committee will evaluate the proposals using the following minimum criteria:

Evaluation Criteria		Points
1	Qualifications - This criterion shall include the credentials and experience of the Offeror's team members, including resumes of key personnel and those having direct involvement in performing the requested services.	25
2	Experience – This criterion shall include the Offerors past experience in undertaking similar services. References from work of a comparable size and nature.	30
3	Approach – This criterion shall include the offeror completeness and clarity of the Offeror's approach to providing the scope of services.	25
4	Rate – This criterion shall include the Offerors total cost of the services requested in this RFP.	20
Total		100

VIII. Proposal Submission Instructions and Preparation

1. GENERAL INSTRUCTIONS:

In order to be considered for selection, Offerors must submit a complete response to the RFP. Proposals may be submitted electronically through eVA or by U. S. Mail, overnight service or hand delivery.

A. Electronically through eVA

- a. For guidance on how to submit a proposal, go to <https://eva.virginia.gov/supplier-training-materials.html> and select the "Respond to IFBs-RFPs and more" PDF located under the heading "Find and Respond to Virginia Business Opportunities (VBO)".
- b. If the Offeror determines that part or parts of its proposal are trade secrets or proprietary information that is not be open to public inspection, the Offeror must submit an additional copy of its proposal that eliminates such part or parts. This copy shall be identified with the words "REDACTED COPY".

B. U. S. Mail, overnight service or hand delivery

All proposals must be sealed and labeled on the outside of an opaque envelope or package to show the following:

- a. Title of Proposal
- b. Name of Offeror
- c. Address of Offeror
- d. RFP Number
- e. Receipt and Closing Date

Responses received after the due date and time will be returned to the offeror unopened. One (1) original, marked "Original," five (5) copies, and one (1) copy on CD of their

proposal must be submitted to the Procurement Office. Proposals shall be open to public inspection only after award of the contract. The time proposals are received shall be determined with reference to the Procurement Office Official Clock. Offerors are responsible for insuring that their proposals are stamped by Procurement Office personnel by the deadline indicated. In the event the City offices are closed due to inclement weather and/or emergency situations at the time set aside for a pre-proposal conference and/or the advertised proposal receipt date, the conference and/or receipt date will default to the next open business day at the same time and location.

- a. A digital version of the proposal in PDF or DOC format on a CD or USB.
 - b. If the Offeror determines that part or parts of its proposal are trade secrets or proprietary information that is not be opened to public inspection, the Offeror must submit an additional digital copy of its proposal that eliminates such part or parts. This copy shall be identified with the words "REDACTED COPY" and should be submitted on the same CD or USB.
2. Proposal Preparation:
- A. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all the information requested may result in the Procurement Office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. The Procurement Office may reject proposals which are substantially incomplete or lack key information. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - B. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted in an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - D. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed

solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors proposal.

- E. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - F. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Procurement Office will schedule the time and location of these presentations. Oral presentations are an option of the City and may or may not be conducted.

IX. General Terms and Conditions

A. Definitions:

- 1. Acceptance: Acceptance shall mean approval of contractor's invoice for services by the Purchasing Agent's Technical Representative.
- 2. City: The City of Petersburg, its authorized representatives and employees.
- 3. Contract: The signed Contract, stating the Scope of the Contract wherein the Contractor shall provide the services to the City as set forth in the Contract Documents.
- 4. Contract Documents:
 - (a) The signed Contract;

- (b) This Request for Proposals;
 - (c) Any Addenda issued;
 - (d) The Proposal;
 - (e) The Negotiated Scope of Services to include the Cost Agreement; and
 - (f) Modifications and/or Change Orders issued subsequent to the execution of the Contract.
5. Contractor: The individual, firm or organization which contracts with the City to perform the Work. As employed herein, the term "contractor" may refer to an individual, an organization, or to the contractor's authorized representative.
 6. Contract Sum: The total amount payable to the contractor for performance of the Work. The Contract Sum is stated in the Proposal and shall include any adjustments granted by amendment.
 7. Final Payment: The payment of the balance of the Contract Sum, following the Acceptance of all Services delivered pursuant to this Contract.
 8. Notice: As defined in Section IX. paragraph F.
 9. Purchasing Agent: The City of Petersburg Purchasing Agent, or his designated representative, who shall serve as the City's contracting officer.
 10. Purchasing Agent's Technical Representative: The City official who serves as the Purchasing Agent's technical representative for purposes of administering the Contract.
 11. Time(s) for Performance: The date(s) on which Services are required to be provided, in accordance with the Contract Documents.
 12. Work: The Services required to be delivered by the Contractor pursuant to this Contract.

B. The City:

1. Authority of the Purchasing Agent: The Purchasing Agent shall be the contracting officer for the City, who is authorized to execute this Contract and any Change Orders issued pursuant to Section P. No Notice to the City shall be effective unless a copy is delivered to the Purchasing Agent in accordance with the terms of the Contract.
2. Authority of the Purchasing Agent's Technical Representative: The Contract shall be administered by Petersburg Public Library, or its designated representative, who shall be referred to in the Contract Documents as "the Purchasing Agent's Technical Representative."
3. Additional City Representatives: The Purchasing Agent's Technical Representative may designate one or more additional representatives to coordinate with the Contractor or to inspect the Work performed by the Contractor.

C. The Contractor:

1. Licensure: To the extent required by the City of Virginia or the City of Petersburg, the Contractor shall be duly licensed to perform the Services required to be delivered pursuant to this Contract.
2. Key Persons: If any "Key Persons" are identified in the Proposal, those Key Persons shall be directly involved in the performance of Contractor's Work hereunder. No Key Person shall be changed without the written consent of City unless such Key Person becomes unavailable to perform his or her duties because of death, disability or termination of employment; provided however, that a Key Person shall be removed at City's request. If a Key Person is no longer capable of performing in the capacity described in the Proposal, or is removed by the City, the City and the Contractor shall agree on a mutually acceptable substitute.

D. Terms for Performance:

1. The Work: The Services required to be delivered pursuant to this Contract shall be in strict accordance with the Specifications included as part of the Contract Documents. All persons performing Services pursuant to the Contract shall be duly qualified to perform those Services and shall hold any licenses required by law for persons performing such Services.
2. Time for Performance: Time is of the essence of this Contract. The Contractor shall perform all Services at the time(s) and in the manner(s) specified in the Contract Documents.

E. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the City of Virginia and any litigation with respect thereto shall be brought only in the courts of the City of Petersburg. The City and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia of 1950*, as amended, § 2.2-4366). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

F. Anti-Discrimination: By submitting their proposals, offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the City. (*Code of Virginia of 1950*, as amended, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- G. Ethics in Public Contracting: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- H. Immigration Reform and Control Act of 1986: By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- I. Debarment Status: By submitting their proposals, offerors certify that they are not currently debarred by the City from submitting proposals on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- J. Antitrust: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the City of Virginia, relating to the particular services purchased or acquired by the City under said contract.
- K. Clarification of Terms: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the Purchasing Agent no

later 12 noon on May 31, 2024. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent. Each offeror shall be responsible for determining that all addenda issued by the Procurement Office have been received before submitting a proposal.

L. Payment:

1. Payment for Services: The contractor shall submit its invoice for the services performed during the previous month. The invoice shall bill for the services at the fixed monthly rate specified in the Contract Documents or shall detail those services provided and bill at the rates specified in the Contract Documents. The Purchasing Agent's Technical Representative shall verify that the services have been performed in accordance with the Contract Documents and, if appropriate, will approve the invoice and initiate the process for payment.
2. Progress Payments: If authorized by the terms of the Contract, the contractor may submit requests for progress payments at such times or upon the occurrence of such events as the Contract Documents may provide. Upon submission of the request for progress payment, the Purchasing Agent's Technical Representative shall verify the Contractor's entitlement thereto and, if appropriate, shall approve the invoice and initiate the process for payment.
3. The contractor shall submit original invoices to the Purchasing Agent's Technical Representative which clearly describe and itemize the services provided. In addition, invoices shall contain, at a minimum, the following information:
 - (a) The date of the Contract;
 - (b) The Contract Number;
 - (c) The total cost for these itemized services.

The City reserves the right to determine whether the invoice is clear and properly itemized. However, if abbreviations or jargon are used on the invoice, the contractor shall provide a key printed directly on the invoice to explain the abbreviation or jargon.

4. Payment of Subcontractors: The Contractor agrees to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the City for work performed by a subcontractor under this contract:
 - (a) Pay the subcontractor for the proportionate share of the total payment received by the Contractor attributable to the work performed by the subcontractor under this contract; or
 - (b) Notify the City and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment with the reason for nonpayment.

The Contractor shall pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment for work performed by the subcontractor under this contract, except for amounts

withheld as allowed in (B) above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month. The interest charge shall not be deemed an obligation of the City, and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tiered subcontractor.

- M. Precedence of Terms: The following General Terms and Conditions: APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- N. Qualifications of Offerors: The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.
- O. Assignment of Contract: The contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
- P. Changes to the Contract: Changes can be made to the contract by mutual agreement in writing to modify the scope of the contract ("Modification"), or unilaterally by the Purchasing Agent directing the Contractor to make changes ("Change Order"). An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- Q. Insurance:
 - 1. The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City from claims which may arise out of or result from the Contractor's activities, whether such be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. Insurance shall remain in effect until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective work. All insurance coverages will be provided by insurance companies authorized by the Virginia State Corporation Commission to sell insurance in Virginia. The Contractor shall furnish as a minimum the hereinafter coverages and limits, and on forms and of companies which are acceptable to the City Attorney and/or Risk Management, and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this Contract.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:

- a. Workers' Compensation - Statutory requirements and benefits, irregardless of being subject to Title 65.2 of the *Code of Virginia of 1950* (Workers' Compensation). Coverage shall include an "all states" endorsement and shall be provided for any proprietor, partner, executive officer, or member.
- b. Employers' Liability - \$1,000,000 bodily injury by accident each accident
\$1,000,000 bodily injury by disease each employee, \$1,000,000 bodily injury by disease policy limit
- c. Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage, as well as contractual liability coverage. The City of Petersburg must be named as an additional insured and so endorsed on the policy.
- d. Commercial Automobile Liability - \$1,000,000 combined single limit each accident. Automobile Liability is to cover "any auto".
- e. Excess Umbrella Coverage - \$5,000,000.00 each occurrence

Self-Insured Retentions: Any self-insured retentions must be declared to and approved by the City so that the City may ensure the financial solvency of the Proposer; self-insured retentions should be included on the certificate of insurance.

2. Instructions Regarding Insurance Certificates: The Contractor and his insurance company should carefully review the insurance requirements applicable to this contract. All requirements must be met before the City will execute the contract. In particular, we would call your attention to the following:
 - a. Please note that the Insurance Certificate must state that the Commercial General Liability and the Umbrella Liability Insurance Policies, as applicable, name the "City of Petersburg" as an additional insured. Many Certificates have a space headed "Description" where the language may be inserted as follows: the "City of Petersburg is additional insured" *or that* the "City of Petersburg is additional insured with respects to General Liability; and/or Umbrella Liability policies".
 - b. The Certificate Holder should be listed as:
The City of Petersburg
c/o Procurement Office
125 N. Union Street
Petersburg, VA 23803
Contract No. **#TBD - Municipal Solid Waste (MSW) Collection Services**
 - c. The Contractor will provide an original, signed Certificate of Insurance, and

such endorsements as prescribed herein.

3. **Additional Insurance Requirements:** Any additional specific insurance coverages to be provided by the Contractor are stated in the Supplementary General Conditions.

R. **Drug-Free Workplace:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

S. **Nondiscrimination to Contractors:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the City has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the City shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

T. **Availability of Funds:** It is understood and agreed between the parties herein that the City shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

U. **Small Business, and Minority-, Women-, and Service Disabled Veteran-Owned Business:** The City of Petersburg actively solicits small, and minority-, women-, and service disabled veteran-owned businesses to respond to all Invitations for Bids and Requests for Proposals, and if not already on the City's Bidder's Mailing List, you may request application for inclusion on the list. Please contact the Procurement Office at (804) 733-2345 and request an application, or download one from the City's website www.petersburg-va.org.

V. **No Discrimination Against Faith-Based Organizations:** The City of Petersburg does not discriminate against faith-based organizations as that term is defined in § 2.2-4343.1 of the

Code of Virginia of 1950, as amended.

W. Taxes:

1. The Contractor shall pay all city, state and federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price between the City and the Contractor, as the taxes shall be an obligation of the Contractor and not of the City, and the City shall be held harmless for same by the Contractor.
2. The City is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

X. **Mandatory Use of City Forms and Terms and Conditions:** Failure to submit a proposal on the official city forms provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City has the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

Y. **Bankruptcy:** If contractor should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the contractor's insolvency, then the City may without prejudice to any other right or remedy, and after giving the contractor seven (7) calendar days written notice, terminate this contract and procure such goods or services from other sources. In such event, contractor shall be liable to the City for any additional cost occasioned by such failure or other default. In such cases, contractor shall not be entitled to receive any further payment. If the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the contractor shall pay the difference to the City.

Z. **SCC Identification Number:** Each bidder or offeror organized or authorized to transact business in the City pursuant to Title 13.1 (Corporations) or Title 50 (Partnerships) of the *Code of Virginia of 1950*, as amended, shall include in its bid or proposal the identification number issued to it by the Virginia State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the City as a foreign business entity under Title 13.1 or Title 50 or as otherwise authorized by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

AA. **Entire Agreement:** The Contract Documents constitute the entire agreement among the parties pertaining to the Work and supersede all prior and contemporaneous agreements and understandings of the parties in connection therewith.

BB. **Royalties and Patents:** The Contract Sum includes all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the Work. Whenever the Contractor is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Contractor shall indemnify and save harmless the City, its officers, agents and employees from any and all claims for infringement by reason of the use of any such

patented design, device, tool, material, equipment, or process to be performed under this Contract, and shall indemnify the City, its officers, agents, authorized representatives, and employees for any costs, expenses and damages which may be incurred by reason of any such infringement at any time during the prosecution and after the completion of the Work.

- CC. Severability: Should any provision of this Contract be declared invalid for any reason, such decision shall not affect the validity of any other provisions, which other provisions shall remain in force and effect as if this Contract had been executed with the invalid provision(s) eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this Contract without including therein such provision(s) which may for any reason hereafter be declared invalid.
- DD. Survival: Any provision of this Contract which contemplates performance subsequent to any termination or expiration of this Contract, including, without limitation, the provisions of Record Retention, Audit and Price Adjustment (VIII. A), and Indemnification (VIII. B) shall survive any termination or expiration of this Contract and shall remain in full force and effect according to their terms.
- EE. Non-Waiver: The failure of Contractor or the City to exercise any right, power or option arising under this Contract, or to insist upon strict compliance with the terms of this Contract, shall not constitute a waiver of the terms and conditions of this Contract with respect to any other or subsequent breach thereof, nor a waiver by Contractor or City of their rights at any time thereafter to require exact and strict compliance with all the terms thereof.
- FF. Headings: Numbered topical headings, articles, paragraphs, subparagraphs or titles in this Contract are inserted for the convenience of organization and reference and are not intended to affect the interpretation or construction of the terms thereof.

X. Special Terms and Conditions

A. Record Retention and Audit:

Audit: All records, reports and documents relating to this Contract shall be maintained by contractor for a period of five (5) years following Final Payment (the "Audit Period"). Such records, reports and documents shall be subject to review and audit by City and the City's consultants or auditors at mutually convenient times.

B. Indemnification: The contractor hereby assumes all liability for and agrees to indemnify and hold harmless the City and its officers, authorized representatives and employees against any and all claims, losses, costs, damages, penalties, liabilities and fees (including reasonable attorneys' fees) and expenses resulting from any material breach of the representations, warranties and covenants of the contractor contained in the Contract Documents or from any injuries to persons or property caused by the negligence or alleged negligence of the contractor or its subconsultant, employees, or authorized representatives, or in any other manner arising out of the performance of this Contract.

C. Right to Cancel or Reject: The City reserves the right to cancel this RFP and/or reject any or all proposals, to waive any informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the City,

determined to be in the best interest of the City.

D. Proposer Expenses: The City will not be responsible for any expenses incurred by an Offeror in preparing and submitting a proposal.

E. Assignment / Subcontracting: The services furnished by the Contractor shall be neither assigned nor subcontracted without prior written consent by the City.

F. Notice:

1. Written Notice: All Notices required by the terms of this Contract shall be in writing. For purposes of this Paragraph, "writing" shall include facsimile transmissions and electronic mail, provided that reasonable care is used to ensure that the Notice is received by its intended recipient.
2. Notice to Contractor: Written Notice may be served on the Contractor by mail, courier, facsimile transmission or electronic mail to the Contractor's business address as stated in the Proposal cover sheet.
3. Notice to City: Written Notice may be served on the City by mail, courier, facsimile transmission or electronic mail to the Purchasing Agent's Technical Representative, with a copy to the Purchasing Agent.

G. Termination or Suspension:

1. Termination for Convenience: The City shall have the right to terminate this Contract at its own convenience for any reason by giving thirty (30) days prior written Notice of termination to the Contractor. Each subcontract shall contain a similar termination provision for the benefit of the Contractor and the City. The City shall have the right to employ an independent accounting firm to verify any amounts claimed by the Contractor to be due under this Paragraph. The City shall have the right of audit (and Contractor shall have the obligations) stated in Section A, above, insofar as they pertain to amounts claimed to be due hereunder.
2. Termination for Default: The City of Petersburg may, by written Notice to the Contractor, terminate the whole or any part of the Contract in any one of the following circumstances:
 - (a) If the Contractor fails to perform the Services as specified in this Contract, and does not cure such failure within a period of ten (10) days after receipt of Notice from the Purchasing Agent or his designee;
 - (b) If the Contractor fails to perform any of the other provisions of this Contract, and does not cure such failure within a period of ten (10) days after receipt of Notice from the Purchasing Agent or his designee; or
 - (c) Without further notice, if the Contractor defaults in the performance of its duties pursuant to subsections (a) and/or (b) above more than twice within any

consecutive twelve (12) month period, whether or not the Contractor subsequently cures such earlier defaults.

3. **Non-Appropriation of Funds:** This Contract is conditioned upon an appropriation made by the City Council of the City of Petersburg of funds sufficient to pay the compensation due the Contractor under this Contract. If such an appropriation is not made in any fiscal year, and the City lacks funds from other sources to pay the compensation due under this Contract, the City will be entitled, at the beginning of or during such fiscal year, to terminate this Contract. In that event, the City will not be obligated to make any payments under this Contract beyond the amount properly appropriated for Contract payments in the immediately prior fiscal year. The City will provide the Contractor written Notice of Termination of this Contract due to the non-appropriation of funds at least fifteen (15) calendar days before the effective date of the termination. However, the City's failure to provide such Notice will not extend this Contract into a fiscal year in which funds for Contract payments have not been appropriated.
 4. **Force Majeure:** Except for defaults of subconsultants at any tier, the Contractor shall not be liable for any excess costs of failure to perform if the failure to perform this Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Excusable causes include, but are not limited to, acts of God or of the public enemy and acts of the federal or state government in either their sovereign or contractual capacities. If the failure to perform is caused by the default of a subconsultant at any tier, and if the cause of the default is beyond the control of both the Contractor and the subconsultant, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted Services were obtainable from other sources in sufficient time for the Contractor to meet the required Time(s) for Performance
- H. **Compensation:** The contractor shall be required to submit a complete itemized invoice on each delivery or service, which he may perform under the contract. Payment shall be rendered to the contractor for satisfactory compliance with the contract within forty-five (45) days after the receipt of the proper invoice.
- I. **Advertising:** In the event a contract is awarded for services resulting from this proposal, no indication of such sales or services to the City will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the City has purchased or uses any of its services, and the contractor shall not include the City in any client list in advertising and promotional materials.
- J. **Exceptions to the RFP:** Any exception to any provisions of the RFP shall be explicitly identified in a separate "Exceptions to RFP" section of the proposal for resolution before execution of the contract. In case of any conflict between the RFP and any other contract documents, the RFP shall control unless the contract documents provide otherwise. Please identify below, or under separate cover, any "Exceptions to the RFP".
- K. **Cooperative Procurement -** Unless specifically prohibited the offeror in the proposal, and any resultant contract of this solicitation may be extended to the Petersburg Public Schools or any

public agency or body in, but not necessarily limited to, the Central Virginia area to permit those public agencies or bodies to purchase at contract prices, in accordance with the terms, conditions and specifications of this solicitation. The successful vendor shall deal directly with each agency in regard to order placement, delivery, invoicing and payment.

- L. **Minority and Women-Owned Businesses** – It is the intent of the City of Petersburg to facilitate the establishment, preservation, and small businesses and businesses by women and minorities and to encourage their participation in the City’s procurement activities. Toward that end, the City of Petersburg encourages these firms to compete and encourages non-minority firms to provide for participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Offeror(s) are requested to include a statement indicating the planned use of such businesses in fulfilling this contract.
- M. **Small Purchase Charge Card Program:** Are you currently a VISA vendor and will you accept VISA credit cards for payment of goods and services on this contract. In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Payments maybe made using BOA Visa if the contractors accepts this form of payment.

XI. Attachments & Exhibits

- Attachment A: Proposal Signature Sheet (Return with Proposal)
- Attachment B: Offeror Data Sheet (Return with Proposal)
- Attachment C: Virginia State Corporation Commission Registration Information Sheet (SCC) (Return with Proposal)
- Attachment D: Proprietary/Confidential Information Identification (Return with Proposal)
- Attachment E: Minority Business Report (Return with Proposal)
- Attachment F: Small Purchase Card (Return with Proposal)
- Attachment G: Proposal Pricing Form (Return with Proposal)
- Attachment H: E-Verify Affidavit (Return with Proposal)
- Attachment I: Proposal Pricing Form (Return with Proposal)

Exhibit A: Current Customer Count as of May 22, 2024

Attachment A

PROPOSAL SIGNATURE SHEET

In compliance with this Request for Proposals and to all the terms and conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Receipt of Addenda(s) is acknowledged:
_____ (State Addendum #'s)

My signature certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2 Section 489.4 of the *Code of Virginia of 1950*, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and federal law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Petersburg, and that there are no principals, officers, agents, employees, or representatives of this firm that they have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Petersburg, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Petersburg. Furthermore, offeror is in compliance with the *State and Local Government Conflict of Interests Act*, Section 2.2-3100, supplemented by Sections 2.2-4367 – 69 of the *Code of Virginia of 1950*, as amended. Specifically, no city employee, city employee's partner, or any member of the city employee's immediate family holds a position with the offeror such as an officer, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction or owns or controls an interest of more than five percent.

To receive consideration for award, this signature sheet must be returned to the Procurement Office as it shall be a part of your response.

Complete Legal Name of Firm and address:

_____	Date: _____
_____	By: _____ (Signature in Ink)
_____	Name: _____ (Please Print)
_____ Zip Code: _____	Title: _____
FEIN No.: _____	Phone:(____) _____
E-mail: _____	Fax: (____) _____

Submit this form with Proposal

Attachment B

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may cause your proposal to be deemed non-responsive.

1. Qualifications: The offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. Offeror's Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of service, under the current name, as well as any prior names with dates:

Years: _____ Months: _____

4. Indicate below a listing of at least five (5) current or recent contracts in the last 5 years, either commercial or governmental, that your firm is servicing, has serviced, or has provided similar service. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: _____ Contact: _____
Phone: () _____ Fax: () _____
Project: _____
Dates of Service: _____ \$ Value: _____

B. Company: _____ Contact: _____
Phone: () _____ Fax: () _____
Project: _____
Dates of Service: _____ \$ Value: _____

C. Company: _____ Contact: _____
Phone: () _____ Fax: () _____
Project: _____
Dates of Service: _____ \$ Value: _____

D. Company: _____ Contact: _____
Phone: () _____ Fax: () _____
Project: _____
Dates of Service: _____ \$ Value: _____

F. Company: _____ Contact: _____
Phone: () _____ Fax: () _____
Project: _____
Dates of Service: _____ \$ Value: _____

5. Business Category (Check all that apply)

- Small Business
- Women Owned and Controlled
- Minority Owned and Controlled
- Service Disabled Veteran Owned and Controlled
- None of the above

Submit this form with Proposal Response

Attachment C

**VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION SHEET**

The Offeror:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, Offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidders out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the City of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

Submit this form with Proposal Response

Attachment D

Proprietary/Confidential Information Summary Sheet

NAME OF FIRM/OFFEROR: _____

Trade Secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4321 F in writing, either before or at the time of the date or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices and/or total prices or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Document or Section/Title	Specific Page Number(s)	Reason(s) for Withholding from Disclosure. See the Reason Codes listed below.

Identify the reason for withholding from disclosure by applying the applicable code from below and/or by written explanation.

- A = This page contains information relating to “trade secrets”, and “proprietary information” including possesses, operations, style of work, or apparatus, identify, confidential statistical data, amount or source of any income of nay person (or partnership. “See the Virginia Public Procurement Act, Section 11-52(D). Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B = This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See the Virginia Public Procurement Act, Section 11-52(D); 5U.S.C. 552 (b) (4); 12 C.F.R.309.5(c) (4).
- C = This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government’s ability to obtain necessary information from contractors in the future. 5 U.S.C. See the Virginia Public Procurement Act, Section 11-52 (D); 552 (b) (4); 12 C.F.R. 309 5 (c) (4).

Signature _____ Date: _____
 Name (Printed) _____ Title: _____

Submit this form with Proposal Response

Attachment E

MINORITY BUSINESS REPORT

It is the intent of the City to promote small business (SBE), minority business (MBE), and women-owned business (WBE), you are requested to report the total dollars that will be sub-contracted to each of the business classifications pertaining to this contract. If you should sub-contract with SBE's, MBE's, and WBE's, it is important that you list the dollar figures separately for each general classification.

The success of the City to track the amount of business received by SBE, MBE, and WBE Firms (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

Complete the following information and return this form with your proposal. IF you are a SBE, MBE or WEB, please check on of the following boxes:

SBE MBE WBE

If you are non-subcontracting, even if you are a S/M/WBE, put zeros in the spaces below.

Total SBE Dollars to be Sub-contracted \$ _____

Total MBE Dollars to be Sub-contracted \$ _____

Total WBE Dollars to be Sub-contracted \$ _____

If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract please state your reasons:

Submit this form with Proposal Response

Attachment F

SMALL PURCHASE CHARGE CARD PROGRAM

Are you currently a VISA vendor and will you accept VISA credit cards for payment of goods and services on this contract.

Yes No

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. Payments maybe made using BOA Visa if the contractors accepts this form of payment.

Signature:
Name (Print):
Title (Print):
Date:

Submit this form with Proposal Response

Attachment G

NON-COLLUSION/LOBBYING AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. The affiant further states as offeror, that they have not been a party to any collusion among offeror in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as offeror, that they have not been a party to any collusion with any officer of the City or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between offerors and any office of the City or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name _____

Signature _____

Title _____

Subscribed and sworn before me this _____ day of _____, 20_____.

My Commission expires: _____

Notary Public

SUBMIT WITH PROPOSAL RESPONSE

Attachment H

E-VERIFY AFFIDAVIT

E-VERIFY AFFIDAVIT

STATE OF _____

COUNTY OF _____

I, _____ (the individual attesting below), being duly authorized by
and on behalf of _____ (hereinafter "Employer") after first
being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark "Yes" or "No")
 - a. YES _____
 - b. NO _____
4. Employer's subcontractors will comply with E-Verify, and Employer will ensure compliance with E-Verify by any and all subcontractors subsequently hired by Employer.

This _____ day of _____, 20_____.

Signature of Affiant

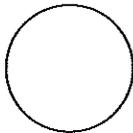
Print or Type Name: _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me, this
the _____ day of _____, 20_____.

My Commission Expires: _____



Seal

Notary Public

PROPOSAL PRICING FORM

Name of Offeror _____

Proposal for Curbside Collection Services – City bills customers and collects and pays Proposer.

BASE RATE

1. MSW Garbage Collection rate including one 95 gallon cart

Once a week collection, per unit, billed monthly, for Municipal Solid Waste (MSW) Collection Services

\$ _____

Rate per month, per additional cart, if opted by the customer.

\$ _____

2. Yard Waste Collection Rate

Once per week collection, per unit, billed monthly, for residential curbside Yard Waste Collection. Customer provided container or bags (max of 30 bags).

\$ _____

3. Bulky Waste Collection Rate

(Bulk that can be safely transport in a pickup truck (less than 5 cubic yards) is included)

Once a week collection, per unit, billed monthly, for residential curbside Bulk Waste Collection.

\$ _____

Additional Rates: (not to be included in the award total)

1. Special Bulky Waste Collection Rate

(Bulk that can be safely transport in a pickup truck (greater than 5 cubic yards) is included)

Once a week collection, per unit, billed monthly, for residential curbside Bulk Waste Collection.

\$ _____

4. Frontload Rate Matrix

Container Size	Collection 1x Week	Collection 2x Week	Collection 3x Week	Collection 4x Week	Collection 5x Week	Collection 6x Week
2 Yard						
4 Yard						
6 Yard						
8 Yard						

5. Roll Off Rate Matrix

Container Size	Haul Rate	Rental Rate	Delivery Rate	Disposal Rate
10 Yard Roll Off				
20 Yard Roll Off				
30 Yard Roll Off				
40 Yard Roll Off				

Complete Legal Name of Firm and address:

_____ Date: _____

_____ By: _____
(Signature in Ink)

_____ Name: _____
(Please Print)

_____ Zip Code: _____ Title: _____

FEIN No.: _____ Phone: (____) _____

E-mail: _____ Fax: (____) _____

Exhibit A

CURRENT CUSTOMER COUNT AS OF MAY 22, 2024

Residential Units: Approximately 12,406

Additional MSW 95-gallon Carts: TBD

City Facilities:

Front-end loading (FEL) containers and collection as specified below shall also be provided for the following public facilities located in the City (current collection sizes and frequency are subject to change):

LOCATION & SERVICE ADDRESS	QTY	DESCRIPTION	COLLECTION FREQUENCY
Animal Shelter - 1600 Johnson Rd	1	8 YD FRONT LOAD SVC	Weekly
Animal Shelter - 1600 Johnson Rd	1	8 YD EXTRA PICKUP	Pickup
Fire Department Training Center - 1151 Fort Cross Dr	1	8 YD FRONT LOAD SVC	Weekly
Fire Station #3 - 1320 Farmer St	1	8 YD FRONT LOAD SVC	Weekly
Fire Station #5 - 3321 Johnson Rd	1	8 YD FRONT LOAD SVC	Weekly
PAT Garage - 309 Fairgrounds Rd	2	8 YD FRONT LOAD SVC	2x/Week
Petersburg Sports Complex - 100 Ballpark Rd	2	8 YD FRONT LOAD SVC	Weekly
Main Pumping Station - 2-62 Joseph Jenkins Roberts St	1	2 YD FRONT LOAD SVC	Weekly
Union Station - 109 River St	1	4 YD FRONT LOAD SVC	Weekly
New Petersburg Public Library - 201 W Washington St	1	8 YD FRONT LOAD SVC	2x/Week
Social Services - 3811 Corporate Rd	1	8 YD FRONT LOAD SVC	2x/Week
General District Court - BLDG 35 E Tabb St	1	6YD F/L PICKUP	Pickup
Poor Creek Pump Station	1	4YD F/L EXTRA PICKUP	Pickup
Utilities Department - 1340 E Washington St	1	8 YD FRONT LOAD SVC	2x/Week



CITY OF PETERSBURG

PROCUREMENT OFFICE

125 N. UNION STREET

PETERSBURG, VIRGINIA 23803

(804) 733-2345

www.petersburg-va.org

ADDENDUM #1

DATE: June 7, 2024
REQUEST FOR PROPOSAL: 67082
TITLE: Municipal Solid Waste (MSW) Collection Services
DATED: May 24, 2024
DUE DATE: Wednesday, June 12, 2024, no later than 2:30 p.m. EST (**changed**)
SUBJECT: **Specification Modification, Questions and Answers
and Revised Attachment I – Proposal Pricing Form**

This Addendum supplements, modifies, deletes from or adds to the original Request For Proposal noted above in response to a question(s) received to date, and is made a part of the Request For Proposal and resulting contract documents.

I. Specification Modification

a. Section III Scope of Work, by deleting the following:

Cart Overflow: The Contractor is not required to remove additional bags or boxes adjacent to the cart. Additional carts may be requested for a fee for units generating greater quantities of waste.

And replace with:

Cart Overflow: The contractor is required to remove additional bagged waste and bulky waste including yard waste outside of the cart up to 5 cubic yards. Residents may request up to 2 additional carts for a fee. Businesses may request 2 additional carts and possibly more with approval from the Director of Public Works for a fee.

II. Questions and Answers

Q1. Can the City move the start date from 7/1/24 to 10/1/24? This is due to the amount of Capital needed to purchase in terms of carts, trucks, etc.

Response: No.

Q2. Currently, the Term is 2 years with the option of 2-1-year renewals. Would you change the Term to 5 years with option renewals? You would get a more competitive bid if the payback on capital was over 5 years.

Response: No.

- Q3. Who is the current hauler? What is the current rate?
Response: The current hauler is Meridian Waste through the Central Virginia Waste Management Authority (CVWMA). The current trash collection rate is \$11.28 per month for one cart. There is an additional charge of \$2.25 per month for an additional cart. The current roll off rate is \$135. The current weekly rates for once per week pickup for front end load containers are the following: 2 yard - \$26.25, 4 yard - \$38.12, 6 yard approx. - \$49.50, & 8 yard container - \$63.00.
- Q4. On page 37 you reference additional rates. What is the difference in the two bulky waste rates?
Response: Currently regular bulky waste collection is included in the base collection rate of \$11.28 per cart and bulky waste is collected if it's less than 10 cubic yards. Special bulky waste collection is currently considered to exceed 10 cubic yards. The rate for special bulky waste has not been used due to residents breaking up the special bulky waste into 2 or more weekly collections. It should be noted that some special bulky waste piles have been rejected and then are rectified over the course of several collection weeks.
- Q5. Could you provide historical data on bulk waste? How many bulk collections are there on an average per week? Do they have to call them in to be scheduled?
Response: No, the waste totals are not separated by category. Based on March – May 2024 data, there were 33 bulk collections on average per week. These were primarily routine bulk collections that were covered by the base rate of currently 10 cubic yards. For purposes of this RFP, special bulky waste must be called in by the resident when it exceeds 5 cubic yards.
- Q6. Can you give historical data on yard waste tonnages? How many waste collections are there on average week? Do they have to call them in to be scheduled?
Response: There is no historical data on yard waste tonnages specifically. Yard waste is currently collected with regular waste collection unless it exceeds 10 cubic yards. Calls were not always made to schedule yard waste when it exceeds 10 cubic yards. It should be known for this RFP, the revised limit of yard waste is 5 cubic yards.
- Q7. Would you consider bids that just bid on certain parts, i.e. trash only? Can we bid for example, on just the trash and not the other parts of the bid?
Response: No.
- Q8. What are the current service days for the weekly curbside collection?
Response: Thursday & Friday
- Q9. Would there be any restrictions on changing service days for curbside collection?
Response: No.
- Q10. Approximately how many residential carts have been replaced over the past 3 years due to damage or theft?
Response: 2021 - 358, 2022 - 249, & 2023 - 419
- Q11. The RFP states that the contractor would provide one cart for each occupied home. How many units currently use more than one cart?
Response: 206 per the information provided by CVWMA. The current provider has indicated that this number is higher, but the City does not have any documentation from 3rd party to substantiate.

- Q12. If a resident routinely has more waste than fits into a single container, could the contractor require the use of additional carts?
Response: No.
- Q13. Section 3.1 states that the contractor would not be responsible for removing additional waste, outside of the cart. How would such additional amounts be handled? Would residents be required to call and schedule this collection?
Response: The contractor is responsible for removing additional bagged waste or bulky waste outside of the cart up to 5 cubic yards. Residents are required to call and schedule a collection that exceeds 5 cubic yards.
- Q14. Who would be responsible for removing all old carts during the transition?
Response: The current carts are owned by the City and will be utilized for this RFP.
- Q15. Please provide a 3-year history of bulky collection requests so offerors know the extent of this effort.
Response: Refer to response in Question 5 of this Addendum.
- Q16. Please provide a 3-year disposal tonnage history for MSW collected, as well as bulky and yard waste.
Response: 2021 – 13,560 tons, 2022 – 11,519 tons, & 2023 – 12,237 tons
- Q17. Where is yard waste currently disposed of?
Response: Tri City Regional Landfill.
- Q18. Who is the current service provider and what are the current rates for this service?
Response: Refer to response in Question 3 of this Addendum.
- Q19. What are the current applicable tax rates for personal property and real property that would be required in lieu of contractor being located within the City limits?
Response: The current applicable tax rate for personal property is \$4.90 per \$100 and real property is \$1.257 per \$100 for a contractor located in the City limits of Petersburg.
- Q20. What amounts does the City currently receive for annual real estate and property taxes from the current service provider? Would the City agree to receive that same amount from a new service provider outside of the City, in lieu of the payment described in the RFP, so the evaluation is level?
Response: The current amount of property taxes that the City has assessed for the current provider for this FY is \$132,635. The FY24 real estate taxes based on the assessment is \$30,440. The City will not agree to receive that same amount from a new service provider outside of the City in lieu of the payment described in the RFP.
- Q21. Does the City have any restrictions (zoning or otherwise) on location and operation of a solid waste facility within the City Limits?
Response: The location must be zoned for such a business.
- Q22. Please confirm that solid waste collected in front-end loading (FEL) containers would also be disposed of at no charge at the City's MSW transfer station.
Response: No.

- Q23. The specifications at 3.8 require that vehicles be purchased from a location within the City of Petersburg. Would that requirement apply if the contractor already owns adequate number of vehicles to perform the services?
Response: There are no dealers within the city limits to purchase this type of equipment.
- Q24. Are there any heavy truck dealerships located within the City of Petersburg that sell solid waste collection vehicles?
Response: No.
- Q25. Section 5.2 provides for exclusive right to solid waste and recycling collection services within the City. What recycling services are included under this RFP? Does this exclusivity apply to any residential curbside collection services, and/or only those managed by the City? Does it apply to apartment buildings, condo associations, townhouses, etc?
Response: All references to recycling shall be removed from the RFP. Recycling is not a part of this contract.
- Q26. Would the yard waste collection rate and the bulky collection rate apply for all homes included in the program, billed every month, or would those be charged as used, and/or seasonally.
Response: Yes, the yard waste collection rate and the bulky collection rate apply for all homes included in the program more than 5 cubic yards all year. Routine collection of yard waste and bulky waste collection for up to 5 cubic yards is included in the base rate.
- Q27. Would bulky waste and/or yard waste collection require residents to call and schedule the collection, or would the contractor be required to drive entire routes each service day and collect anything placed out?
Response: Routine collection would not require residents to call & schedule the collection. For purposes of this RFP routine collection includes bulky waste and yard waste up to 5 cubic yards. The contractor is required to collect routine bulky waste and yard waste on the same day as the regular trash collection.
- Q28. Section 3.9 requires a physical location within the city limits for a customer call center. Would the City allow supporting or backup capacity for the call center to be located outside of the City?
Response: Yes.
- Q29. Does the City have the ability to extend the current service provider beyond the current expiration date, in order to provide for a transition period to the successful contractor?
Response: No.
- Q30. Please provide a 3-year history of call volumes from Petersburg residents to the current call center in order to determine staffing levels required to handle the calls.
Response: 2021 – 12,194, 2022 – 8,372, & 2023 – 7,492. These calls primarily consisted of missed pickups, new cart requests, service related, general complaints, & other information being requested.
- Q31. Section 3.7 states that the contractor must deliver all recyclables to a Virginia DEQ permitted processing facility and that the cost of recycling disposal shall be paid by the contractor. What recycling material would be collected under this contract to which this requirement would apply?
Response: All references to recycling shall be removed from the RFP. Recycling is not a part of this contract.

- Q32. Section 3.14 requires the contractor to report monthly on the volumes collected. The requirement includes recycling. What recycling material would be collected under this contract?
Response: All references to recycling shall be removed from the RFP. Recycling is not a part of this contract.
- Q33. Section 3.5 states that the contractor shall provide pricing for City required roll off containers on an on-call basis. Where would these roll off containers be located? Are you looking for a blanket rate for any location in the City?
Response: Roll-off containers may be located anywhere within the City limits of Petersburg including city property & private property. There should be a blanket rate for any location.
- Q34. Please provide an approximate number of temporary roll off containers used over the past 3 years.
Response: 2021 – approx. 30, 2022 – approx. 36, 2023 - approx. 70; it should be noted that the City uses temporary roll off containers from the current provider for projects that involve demolition, city wide cleanups, etc.
- Q35. Would we be able to submit follow-up questions once the initial questions are responded to?
Response: No.
- Q36. Due to the lead time required to procure necessary equipment, please provide 3-week extension of the due date.
Response: Refer to response in Question 1 of this addendum.
- Q37. Does the City require any specific signage/telephone number to be on the contractor provided carts?
Response: The current carts are owned by the City and will be utilized by contractor awarded for this RFP. The city, however, will require signage/telephone number to be on current containers and the contractor provided carts.
- Q37. It is my understanding that residential recycling is not a part of the RFP. Therefore, should any reference to residential recycling collection be removed? There are certain locations where recycling is referenced:
- 3.15 Volume Report
 - 5.1 Special Conditions
 - 5.2 Exclusivity
 - 5.8 Definitions-Curb Collection
- Response: Yes, that is correct. All references to recycling shall be removed from the RFP. Recycling is not a part of this contract.**
- Q38. Can you please clarify the length of extension and renewal of the contract on Page 1 and Sec. IV Contract Term? It would be preferred that the City allow for extensions and renewal terms of up to 24 months per extension for multiple two-year terms.
Response: The maximum length of the extension is 12 months and the renewal of the contract term. Sec. IV contract term is 2 years.
- Q39. Can the electronic copy of the response be on a USB instead of a CD?
Response: Yes, the city will accept the electronic version on a USB. Please ensure a redacted version of the RFP is also included on the USB.

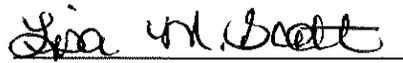
Q40. Can you please confirm that payment by the City to the Contractor shall be made no later than the 15th of the month following proper submission of the invoice as stated in 3.17 Billing & Payment vs. Section X Special Terms & Conditions Item H Compensation?

Response: Yes

Q41. Will the City consider removing Section G Item 1 Termination for Convenience due to the significant amount of capital committed to this contract if awarded?

Response: The termination for convenience is a standard term for all contacts.

The offeror must take due notice and be governed accordingly. This Addendum must be acknowledged, or your bid may not be considered.



Lisa M. Scott
Purchasing Agent

“REVISED” PROPOSAL PRICING FORM

Name of Offeror _____

Proposal for Curbside Collection Services – City bills customers and collects and pays Proposer.

BASE RATE

1. MSW Garbage Collection rate including one 95 gallon cart, Routine Yard Waste, & Routine Bulky Waste up to and including 5 cubic yards.

Once a week collection, per unit, billed monthly, for Municipal Solid Waste (MSW) Collection Services

\$ _____

Rate per month, per additional cart, if opted by the customer.

\$ _____

Additional Rates: (not to be included in the award total)

1. Special Bulky Waste Collection Rate (Bulky Waster greater than 5 yards)

Per cubic yard greater than 5 cubic yards

\$ _____

2. Frontload Rate Matrix

Container Size	Collection 1x Week	Collection 2x Week	Collection 3x Week	Collection 4x Week	Collection 5x Week	Collection 6x Week
2 Yard						
4 Yard						
6 Yard						
8 Yard						

Name of Offeror _____

3. Roll Off Rate Matrix

Container Size	Haul Rate	Rental Rate	Delivery Rate	Disposal Rate
10 Yard Roll Off				
20 Yard Roll Off				
30 Yard Roll Off				
40 Yard Roll Off				

4. Additional Residential Carts

Additional Carts		
Carts	Cost	Monthly Fee
+1 cart		
+2 cart		

Complete Legal Name of Firm and address:

_____ Date: _____

_____ By: _____
_____ (Signature in Ink)
_____ Name: _____
_____ (Please Print)
_____ Zip Code: _____ Title: _____
FEIN No.: _____ Phone:(____) _____
E-mail: _____ Fax: (____) _____

Submit with Proposal - Offerors shall submit the “Revised Attachment I - Proposal Pricing Form” with the proposal response.



CITY OF PETERSBURG

PROCUREMENT OFFICE

125 N. UNION STREET

PETERSBURG, VIRGINIA 23803

(804) 733-2345

www.petersburg-va.org

ADDENDUM #2

DATE: June 7, 2024
REQUEST FOR PROPOSAL: 67082
TITLE: Municipal Solid Waste (MSW) Collection Services
DATED: May 24, 2024
DUE DATE: Wednesday, June 12, 2024, no later than 2:30 p.m. EST (**changed**)
SUBJECT: **Correction to Question and Answer**

This Addendum supplements, modifies, deletes from or adds to the original Request For Proposal noted above in response to a question(s) received to date, and is made a part of the Request For Proposal and resulting contract documents.

I. Question and Answer

Q14. Who would be responsible for removing all old carts during the transition?

Response: The city is attempting to purchase the current carts from the current provider prior to June 30, 2024. If unsuccessful, the contractor will be responsible.

The offeror must take due notice and be governed accordingly. This Addendum must be acknowledged, or your bid may not be considered.

A handwritten signature in black ink that reads "Lisa M. Scott".

Lisa M. Scott
Purchasing Agent



CITY OF PETERSBURG

PROCUREMENT OFFICE

125 N. UNION STREET

PETERSBURG, VIRGINIA 23803

(804) 733-2345

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ADDENDUM #3

DATE: June 10, 2024
REQUEST FOR PROPOSAL: 67082
TITLE: Municipal Solid Waste (MSW) Collection Services
DATED: May 24, 2024
DUE DATE: Wednesday, June 12, 2024, no later than 2:30 p.m. EST (changed)
SUBJECT: Correction to Question and Answer; Update to Question Numbers

This Addendum supplements, modifies, deletes from or adds to the original Request For Proposal noted above in response to a question(s) received to date, and is made a part of the Request For Proposal and resulting contract documents.

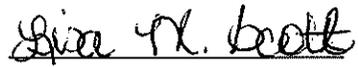
I. Question and Answer

- Q14. Who would be responsible for removing all old carts during the transition?
Response: The current municipal solid waste (MSW) carts are owned by the current contractor. As a result, the current contractor shall be responsible for removing all of the old carts.
- Q15. Section 3.14 requires the contractor to report monthly on the volumes collected. The requirement includes recycling. What recycling material would be collected under this contract?
Response: The contractor is required to report monthly on volumes collected. All references to recycling shall be removed from the RFP. Recycling is not a part of this contract.
- Q37. Does the City require any specific signage/telephone number to be on the contractor provided carts?
Response: Yes, the city does require specific signage/telephone number to be on the contractors provided carts.

II. Clarification to Question Numbers

In the addendums previously issued, there is a duplication in the numbering of the questions starting with Question #37. Change duplicate #37 to #38. Questions are re-numbered beginning now to be #38 - 42.

The offeror must take due notice and be governed accordingly. This Addendum must be acknowledged, or your offer may not be considered.



Lisa M. Scott
Purchasing Agent