



City of Petersburg Virginia

www.petersburgva.gov

City Council Meeting

May 20, 2025
Petersburg Library
201 W. Washington Street
Petersburg, VA 23803
5:00 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. **Proclamations/Recognitions/Presentation of Ceremonial Proclamations**
 - a. Emergency Medical Services Week Proclamation - Page 3
 - b. Recognition of Petersburg Firefighter of the Year, Captain Jerren Lucas, Sr.
 6. **Responses to Previous Public Information Posted**
 7. **Approval of Consent Agenda (to include minutes of previous meetings):**
 - a. Minutes of Previous Meetings: - Pages 4-31
 - May 6, 2025 Closed Session Minutes
 - May 6, 2025 City Council Work Session Minutes
 - December 17, 2024 City Council Regular Meeting Minutes
 - b. Consideration of an Update of the Title VI Program and Adoption of the Resolution for Petersburg Area Transit Title VI Program - Pages 5-65
 8. **Official Public Hearings**
 - a. A Public Hearing for Consideration of an Amendment to the FY25 Grants Fund - Pages 66-70
 - b. A Public Hearing for Consideration of the Approval of the Proposed Petersburg City Public Schools FY26 Budget - Pages 71-74
 - c. A Public Hearing for Consideration of the Approval of the Proposed City of Petersburg FY26 Operating Budget - Pages 75-97
 - d. A Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund - Pages 98-99
 - e. A Public Hearing for the Consideration of an Ordinance Adopting the FY26 Tax Rate - Pages 100-101
 - f. A Public Hearing for the Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the

9. Public Information Period

A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- a. First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,**
- b. Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting removed from consent agenda**

10. Business or reports from the Mayor or other Members of City Council

11. Items removed from Consent Agenda

12. Finance and Budget Report

13. Unfinished Business

- a. FY25 PCPS Budget Amendment Complete Ordinance - Pages 131-132**

14. New Business

- a. Consideration of Appointments to the Community Development Block Grant Advisory Board - Pages 133-135**
- b. Consideration of Appointment to the Architectural Review Board - Pages 136-138**
- c. Consideration of Recommendations to the Board of Zoning Appeals - Pages 139-141**
- d. Consideration of Appointments to the Petersburg Arts Council - Pages 142-145**

15. City Manager's Report and Special Reports

16. Business or reports from the Clerk

17. Business or reports from the City Attorney

18. Adjournment

Office of the Mayor

Petersburg



Virginia

Proclamation

FORMALLY ADOPTING MAY 18-24, 2025, AS EMERGENCY MEDICAL SERVICES WEEK AND RECONGNIZING THE DEDICATION OF OUR EMERGENCY MEDICAL SERVICES PERSONNEL

WHEREAS, the City Council of Petersburg, Virginia, recognizes the vital role played by Emergency Medical Services (EMS) personnel in providing timely and essential care to our community; and

WHEREAS, Emergency Medical Services personnel, including EMTs, paramedics, and other support staff, tirelessly serve the citizens of Petersburg, responding to a wide range of emergencies with professionalism and dedication; and

WHEREAS, the week of May 18-24, 2025, has been designated as National Emergency Medical Services Week, a time to recognize the contributions of EMS personnel and celebrate their commitment to public health and safety; and

WHEREAS, the City Council of Petersburg, Virginia wishes to express its heartfelt appreciation for the invaluable service and dedication of our local EMS professionals; and

WHEREAS, the City Council of Petersburg, Virginia, encourages the community to acknowledge and support our EMS personnel during EMS Week.

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of Petersburg, Virginia, officially recognizes the week of May 18-24, 2025, as EMS Week in Petersburg; and

BE IT FURTHER PROCLAIMED, that the City Council of Petersburg, Virginia, expresses its sincere gratitude to all EMS personnel for their unwavering commitment to serving the citizens of Petersburg; and

BE IT FURTHER PROCLAIMED, that the City Council of Petersburg, Virginia, encourages all residents to show their appreciation for EMS personnel during this special week by participating in community events, sharing words of thanks, and recognizing their invaluable contributions; and

BE IT FURTHER PROCLAIMED, that copies of this proclamation will be forwarded to the Petersburg Fire and Rescue Department, the Virginia Department of Health, and other appropriate entities.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Petersburg to be affixed, this the 20th day of May in the year of our Lord two thousand and twenty-five.



Mayor

ATTEST:



Clerk of Council



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: **Minutes of Previous Meetings: - Pages 4-31**
 - May 6, 2025 Closed Session Minutes
 - May 6, 2025 City Council Work Session Minutes
 - December 17, 2024 City Council Regular Meeting Minutes

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. 05062025 Closed Session Minutes
2. Petersburg_CC.2025.05.06
3. Petersburg CC 121724

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, May 6, 2025, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:04 p.m. The meeting link is <https://petersburgva.new.swagit.com/videos/341894>.

1. ROLL CALL

Present:

Council Member Charles Cuthbert
Council Member Howard Myers
Council Member Annette Smith-Lee
Mayor Samuel Parham

Absent:

Council Member Marlow Jones (Late)
Council Member Arnold Westbrook (Late)
Vice Mayor Darrin Hill (Late)

Present from City Administration:

City Manager John March Altman, Jr.
City Attorney Anthony Williams

2. CLOSED SESSION

The purpose of this meeting is to convene in the closed session pursuant to:

- a. §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
- b. §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 Regarding Actual or Probable Litigation; and
- c. §2.2-3711(A)(29) of the Code of Virginia for the Purpose of Discussion Regarding the Subject of Award of a Public Contract Involving the Expenditure of Public Funds, 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 Public Body; and
- d. §2.2-3711(A)(1) of the Code of Virginia for the Purpose of Discussion Pertaining to Performance, Assignment, and Appointment of Specific Public Employees of the City of Petersburg, Specifically Including But Not Limited to Discussion of the Performance, Assignment, and Appointment of a Specific Public Officer of the City of Petersburg

Council Member Myers made a motion to enter into Closed Session for the purpose stated. 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, Myers, Smith-Lee, and Parham; No: N/A; abstain: N/A.

The Council entered Closed Session at 3:06 p.m.

Council Member Westbrook arrived at 3:08 p.m.

Council Member Jones and Vice Mayor Hill arrived at 3:27 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."

Council Member Smith-Lee made a motion to return the City Council to the open session and certify the purposes of the closed session. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved on a roll call vote.

On a roll call vote, voting Yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; No: N/A; abstain: N/A.

25-RES-022 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

The City Council returned to the open session at 5:31 p.m.

3. ADJOURNMENT:

City Council adjourned at 5:32 p.m.

The work session meeting of the Petersburg City Council was held on Tuesday, May 6, 2025, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:00 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/341897>

1. ROLL CALL:

Present:

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

Absent:

Present from City Administration:

City Manager John “March” Altman, Jr.
City Attorney Anthony C. Williams

2. PRAYER:

Vice Mayor Hill led the Council meeting in prayer.

3. PLEDGE OF ALLEGIANCE:

Mayor Parham led the Council and the citizens in the pledge of allegiance.

4. DETERMINATION OF THE PRESENCE OF A QUORUM:

A quorum was present.

5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATION

a. National Police Week Proclamation

Mayor Parham presented the proclamation to proclaim May 11-17, 2025, as National Police Week and May 15, 2025, as Peace Officers’ Memorial Day.

Travis Christian, Chief of Police, accepted the proclamation.

b. The Petersburg Garden Club Proclamation celebrating the 100th Anniversary of the Petersburg Garden Club.

Mayor Parham presented the proclamation.

The membership of the Petersburg Garden Club accepted the proclamation.

c. Petersburg Learning Collaborative Healthy Hearts Initiative Proclamation

Mayor Parham presented the proclamation proclaiming Petersburg as a Healthy Hearts City.

Victoria Sanders, Cardiovascular Coordinator for the Virginia Department of Health, along with other executive leadership of the Petersburg Healthy Hearts Initiative Learning Collaborative

accepted the proclamation.

6. **PRESENTATIONS**

a. Crater Area Coalition Homelessness (CACH) Continuum of Care

Dawn Scott, Homeless Systems Navigator for Flagler with St. Joseph's Villa, and she collaborated with Ms. Shaskia Weathers, Director of CACH, and Ms. Katie Chlan, Senior Director of Flagler. She explained that they would provide an overview of CACH and the services they offered. She stated that Flagler serves as the lead agency for the CACH region, which comprises 10 localities: Colonial Heights, Dinwiddie, Emporia, Hopewell, Petersburg, Prince George, Surrey, Sussex, Wakefield, and Waverly.

Ms. Scott stated that their objective is to prevent, reduce, and eliminate homelessness through coordinated community-wide efforts and services. CACH is comprised of multiple agencies and organizations that provide rapid rehousing, youth and non-youth outreach, prevention and intervention, mental health skill-building, Housing and Urban Development (HUD) Veterans Affairs Supportive Housing (VASH) vouchers specifically for veterans, emergency and cold-weather shelters, and domestic and intimate partner violence shelters.

Ms. Scott stated that these agencies work together to create a customized plan for individuals to end homelessness through their own actions. Utilizing the Housing First approach, their goal is to house individuals regardless of their life circumstances. This means that families are offered housing as a fundamental human right.

Shaskia Weathers, Director of the Crater Area Coalition on Homelessness, stated that CACH is one of the 12 local planning groups in the Virginia Balance of State Continuum of Care. CACH covers nine localities, as shared by Ms. Scott, the homeless service system navigator. She explained that the sole mission of CACH is to fulfill the responsibilities of a local planning group, as defined by the U.S. Department of Housing and Urban Development. This includes establishing and operating a centralized or coordinated assessment system that provides an initial comprehensive assessment of individuals and families for housing services.

Ms. Weathers stated that additional responsibilities include establishment and consistent following of fair, equitable, written standards for screening, evaluating eligibility, and administering assistance for individuals and families at risk of or experiencing homelessness across the geographic area, to designate a homeless management system, known as the Homeless Management Information System (HMIS), to coordinate and implement a system to meet the needs of at-risk populations and subpopulations within the area.

Ms. Weathers explained that membership in CACH will be composed of individuals and agencies concerned with the development and coordination of homeless assistance programs. This membership includes, but is not limited to, individuals with lived experience of homelessness, housing developers, property owners, landlords, neighborhood groups, nonprofit organizations, representatives of businesses and financial institutions, representatives of private foundations and funding organizations, social service providers, federal, state, and local government agencies, and school systems.

Katie Chlan, Senior Director of Flagler House, stated that she will present the data, which is also included on the third page of the Council's handout. First, she would explain what these numbers represent and how they are collected. The programs that operate under CACH and this data are mandated by HUD, their primary funder, to follow HUD guidelines. One of those guidelines includes the specific definition of homelessness that they must use.

Ms. Chlan explained that she will review today the numbers that represent individuals who meet this definition, which includes those living on the streets, in a shelter, or in a place not meant for human habitation. She asked that they please note that these numbers do not include individuals who are unstably housed, couch surfing, or living in hotels if they are paying for the hotel. She acknowledged that these numbers are low and do not provide a full picture of homelessness in their community.

Ms. Chlan stated that additionally, these numbers only represent individuals who received services from a HUD-funded provider during the specified time frame. It is essential to recognize that their system and numbers are not comprehensive, as other agencies in the community are doing valuable work, but their data is not mandated to be included in their system. The numbers provided are specific to Petersburg City during the last fiscal year.

Ms. Chlan stated that they were able to exclude data from other sources, so these numbers only reflect services provided within the City limits. She would like to highlight that St. Joseph's Villa, their agency, and Commonwealth Catholic Charities, which provides outreach, are included in these numbers. Furthermore, veteran-specific services are not included in these numbers, as they have their own separate services and data.

Ms. Chlan said that despite these exclusions from other sources of data, last year, they served 330 households, including a total of 555 people. Of those, 215 were children under the age of 18. This year, as of April 25, 2025, they have served 123 households with minor children, 489 people, including 276 adults, 213 children, and 118 households with minor children. She emphasized that these numbers only reflect those who have been able to access services.

Ms. Chlan explained that the chronic homeless data point captures individuals who have been homeless for an extended period, also with a diagnosed disability related to physical health, mental health, substance use, or a combination of these. She said that this data is one way they track chronic homelessness. The other method is through a point-in-time count, mandated by HUD, involves an actual, real-time count of individuals on a specific night, usually the third Wednesday night in January. This year, in Petersburg, the temperature was 19 degrees, with a wind chill of 9 degrees, and they found six individuals living and sleeping outside on that night.

Ms. Chlan noted that although six may seem like a low number, it is essential to consider the extreme weather conditions. Because HUD allows them to conduct a summer point-in-time count, they will pilot that initiative in Petersburg this summer. This will provide them with a number and help them understand what the situation looks like in the summer. They are expecting it to be significantly different from what it looked like in the winter, which will allow them to track trends between data points. They can begin by conducting an actual count, where they go out and about on the streets to gather data.

Ms. Chlan stated that they will be partnering with community organizations, focusing on the faith community and individuals experiencing homelessness, to ensure the most accurate count possible. This will also serve as a lead in ways to get involved. If anyone is interested in volunteering for the point-in-time count, she would request that they email Ms. Weathers, whose email included in the handout. Everyone in attendance is invited to become a member of CACH.

Ms. Chlan said that although their website is currently under design, it will be available soon. She urged all members of Council and the public to advocate on a federal level for housing and homeless services. There are proposed changes that will greatly impact their work, and the numbers they see will likely be different next year. For those interested in following federal-level advocacy, a website is available for them to utilize. She would like to take this opportunity to thank the Council for their partnership. Their office is located just down the street, and they were grateful to be here in Petersburg, working together to address this human rights issue.

Council Member Myers emphasized that all members of Council are dedicated to helping their homeless population find housing in the City. He expressed his appreciation to Ms. Scott, Ms. Weathers, and Ms. Chlan for being part of a sustainable entity in the community and for continuing to do this great work in service to the people of Petersburg.

Council Member Jones noted that there have been a lot of requests from caring people in the community who want to see a homeless shelter in the City. He emphasized that it should not be only Petersburg's responsibility to provide such a facility because their taxpayers are limited in what they can pay for, especially considering homelessness extends beyond the boundaries of the City. He explained that because CACH served nine different localities, he sees that as an opportunity for a regional coordination to provide a community homeless shelter for all of CACH's partner localities to utilize. He stated that he sees a lot of potential through CACH's organization to ensure everyone can find stable housing, which he agrees is a basic human right. He expressed his gratitude to CACH for their dedication to this very important work.

Vice Mayor Hill thanked CACH for their inspiring service to the community. He noted that it is important not to assume anything about anyone's situation, so it is important to provide a spectrum of services to meet community members' housing needs as they see fit for themselves. He acknowledged that Petersburg is eager to partner with CACH, but the other localities, as well as the state government, must be willing to equally share the responsibility for them to be the most effective in providing wrap-around services.

Council Member Smith-Lee thanked CACH for their service. She recalled that last year, she and Mayor Parham's wife had provided assistance to a homeless individual in the City, and she was so grateful to be part of a caring community such as theirs. She acknowledged there are many people in their community who fall victim to circumstances, and it is essential they all understand the importance of helping the needy.

Council Member Jones gave encouragement to Ms. Scott, Ms. Weathers, and Ms. Chlan to prevail in their work, partner with concerned community members, and ask the City of Petersburg to do their part in ending homelessness in the City.

- b. Crater PDC Community Identity and Assets: Foundations for Future Branding and Economic Development

Mayor Parham noted that this item was moved to be addressed at another meeting.

- c. Planning Commission Compensation Presentation and Discussion

Naomi Siodmok, Planning Director, said the Planning Commission was interested in considering compensation for their time and efforts. She said that many of them had been pursuing additional training and reviewing documentation related to the items that would come before the Council. She said that as a result, they could expect to see short-term rentals, data center language, and other topics on the agenda soon.

Ms. Siodmok had also gathered information with her team about neighboring localities and their compensation practices. For example, she mentioned that Hopewell paid its planning commissioners \$50 every two weeks, although most of them had declined this payment. Colonial Heights did not pay its planning commission, Chesterfield County paid its planning commissioners \$25,000 annually, Dinwiddie County paid \$150 per month after taxes, and Prince George County paid \$200 per meeting, based on attendance.

Ms. Siodmok said the budget for the planning department included funding for potentially paying planning commissioners at a rate of \$75 per meeting, which was based on attendance. This amount

was intended to serve as a cushion in case there was interest in moving forward with compensation. She said that staff was seeking feedback from the Council on whether they were interested in compensating the planning commissioners. She said that she had also shared information about other localities' compensation practices.

Ms. Siodmok said if there was interest in moving forward, they would propose a text amendment to ensure that planning commissioners were eligible for compensation, as per state code. She would also like to introduce the Chair of the Planning Commission, Marshall Ford, who was present and available to answer any questions the Council may have.

Council Member Hill said he did not have a problem with compensation for the Planning Commission.

Council Member Jones expressed concerns about where the funding for compensation would come from. He noted that commissioners took the role knowing it was not compensated. He did not support the request because people should not be taking the position for the money.

Mayor Parham asked if attendance was a problem with the Planning Commission due to work or transportation constraints.

Ms. Siodmok said that to her knowledge, they had generally been successful in achieving a quorum. She said that at the most recent meeting, they struggled to get a quorum, and they were on the verge of calling the meeting.

Mayor Parham asked how long the average Planning Commission meeting was.

Ms. Siodmok said that typically, the Planning Commission's meetings lasted two and a half hours, and they were held once a month. They had also begun to engage with the zoning ordinance updates, which would take place over the next five months, adding an additional meeting.

Mayor Parham said he did not have an issue with compensation if the funds were available in the budget. He asked what the next steps would be.

Mr. Altman said that their goal was to achieve consensus among Council. If the Council agreed, the ordinance would be sent back to the Planning Commission, they would hold a public hearing to amend the code, and then it would come back to the Council for a decision. Assuming it was scheduled for the June Planning Commission meeting, it would be presented to Council in July.

d. Petersburg Area Transit Disadvantaged Business Enterprise "DBE" Program

Queenie Byrd, Transit Program Manager/DBE Liaison, stated she would address the Petersburg Area Transit's updated Disadvantaged Business Enterprise Program (DBE). She explained that the DBE program was designed for small, for-profit businesses that were at least 51% owned and controlled by socially and economically disadvantaged individuals. As a recipient of federal funds, the Federal Transit Administration (FTA) required that they update their program every three years. She said that the program had been last updated in 2022.

Ms. Byrd stated that over the past six years, Petersburg Area Transit had not had any major projects, which allowed them to submit a questionnaire explaining the federal funds they received. In the new program, they had set a goal of 5% using race-conscious measures. She said that these measures often included contract goals that required a certain percentage of DBE participation on projects. She noted the projects they had coming up, including the design, and engineering of the

maintenance facility and the actual construction of the maintenance facility, would be cited in the new program.

Ms. Byrd stated that Council had reviewed the program, and staff requested approval to submit it to the Federal Transit Administration and have it posted on the City's website.

Council Member Jones asked for clarification about the DBE program.

Ms. Byrd explained that the DBE program was designed by the FTA to support disadvantaged individuals who own businesses. When they considered projects, they set aside 5% of federal funding for DBE participation. This process did not typically occur in transit, as their standard practice was to award contracts to the lowest bidder. Instead, contractors often subcontracted with DBE businesses, who were then eligible for the 5%. This required additional paperwork, as the subcontractor had to submit hours worked, time sheets, and other documentation to the FTA.

7. **PUBLIC COMMENTS**

Patty Griffiths, 1152 Oak Ridge Road, said last year, she developed an outdoor music program that was free to the public, running all summer. She said the Declaration of Independence reminded them that they had a right to pursue happiness, and that summer, from 6:30 to 8:30 p.m., the residents of Petersburg got to pursue happiness.

Ms. Griffiths said that she had the whole town dancing in front of the stage. She said that it showed her that Petersburg wanted to create a safe, central location where residents could gather, share common ground, and have fun with local music. This could include DJs, dancing, and the support of local merchants and restaurateurs.

Ms. Griffiths said that tonight, she wanted to let Council know that the energy was building. A team had formed, and with the help of Ajani Sekou, who ran the arteXchange on Old Street, he had taken over the ironworks for Fridays, Saturdays, and Sundays from June to September from 5 to 9 p.m. She said that she was bringing her program, a free live music event, to the Ironworks on Friday nights.

Ms. Griffiths said she had gathered a team of people who wanted to support this initiative. Last year, her musicians played for free, and they were thrilled to return this year. She said that if she offered each musician who played last year \$100, it would have cost \$2,500. She asked how much money had been spent on events that had provided a similar experience, addressed the needs of constituents and bringing fun to the City.

Ms. Griffiths said she could tell them that Petersburg was hungry for this kind of space, and it had received such support that Corey Branch was there tonight, and the Branch brothers were the driving force behind this initiative. She said that Plunky was planning to come to the City over the summer.

Corey Harris, 2316 Anderson Street, said that one year ago, he had spoken to a woman who was friends with Dr. Farley and was from Roanoke, Virginia. He said that Dr. Farley's greatest desire was to focus on African American history in the City. He said that there was so much about their history that they did not know. He said that for example, they celebrated the former president of Liberia. He said that the Jarrett family also went to Liberia and became mayors of cities. Numerous presidents of different countries resided in the City. He said that during the late 1800s, African Americans were quite wealthy.

Mr. Harris said that the problem he had was that the City did not prioritize technology. He said that this was the only way they could build generational wealth in this City. He said that the poverty rate had been over 20% for decades, with jobs constantly coming and going, yet the poverty rate remained stagnant. He said that the issue was that they did not embrace technology. He said that his nonprofit

had helped approximately 500 young people start their own businesses online, and they saw remarkable results. He said that one-third of those young people are now making over \$50,000 a year. It took him roughly six months to achieve this.

Mr. Harris said that he was here to announce that he would no longer be a resident of the City of Petersburg. He said that the reason for this decision was the excessive chaos and negativity in the City. He had witnessed the criticism of a young man and his family, and he saw how they were often judgmental without understanding the struggles they faced. He said that there were numerous issues in this City that required attention.

Mr. Harris said that before he concluded, he would like to express two things. He said that he intended to assist someone in the City, Bobby Beverly. He wanted to thank Council Member Cuthbert, who may not be aware that over the past couple of years, he had faced significant challenges, particularly following the loss of his father. He said that his mother had struggled to cope with the situation for years. However, when his father passed away, Council Member Cuthbert had sent him a card, which was a surprise to him. He said that Council Member Cuthbert also took a chance on her talents, and he appreciated that. However, he could no longer remain in a city that ignored the suffering of its residents, which had been ongoing for decades. They could not continue to ignore the fact that corporate America was not prioritizing them.

Barb Rudolph Barb Rudolph, 1675 Mount Vernon Street, said she was there to discuss the budget. She said that she hoped that, despite the lack of an agenda item, they might learn more about the budget process tonight. It was the beginning of May, and the Council had to pass a budget by the end of June. With only a few more meetings left, she had yet to hear any information about community meetings or other relevant discussions. She believed those on Council had individual meetings with the City Manager and finance staff, which was a good start. However, this did not provide the citizens with insight into their priorities and interests.

Ms. Rudolph said that as of today, May 6, they did not have a clear understanding of the Council's overarching vision for the budget, particularly when considering the upcoming fiscal year and the potential revenue from the casino deal. The City was expected to receive money from the casino deal starting July 1, including incentive payments and possibly revenue if the casino opened in October or November. She wanted to suggest the establishment of a citizen commission to oversee the allocation of casino funds, which Danville had done.

Ms. Rudolph agreed with Council Member Jones' comments regarding compensation for the Planning Commission. She said that she believed the desire for public service existed in many of their citizens and could be found. She said that another consideration was the precedent of this set. They had numerous boards and commissions in the City, and it was only fair that they be compensated, just as the Planning Commission would be.

8. APPROVAL OF CONSENT AGENDA (TO INCLUDE MINUTES OF PREVIOUS MEETINGS)

a. Minutes of Previous Meetings

- April 15, 2025, City Council Closed Session
- April 15, 2025, City Council Meeting
- April 17, 2025, City Council Special Closed Session Meeting
- April 23, 2025, City Council Special Joint Meeting with the Petersburg City Schools Board

- b. FY25 PCPS Budget Amendment Complete Ordinance
- c. First Read & Schedule a Public Hearing for Consideration of an Amendment to the FY25 Grants Fund
- d. First Read & Schedule a Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund
- e. First Read & Schedule a Public Hearing for Consideration of Approval of the Proposed FY26 Petersburg City Schools Budget
- f. First Read & Schedule A Public Hearing for Consideration of the FY26 Operating Budget
- g. First Read & Schedule a Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street Located in Petersburg, VA
- h. First Read & Schedule a Public Hearing for Consideration of an Ordinance Adopting the FY26 Tax Rate

Council Member Myers made a motion to adopt the consent agenda as presented. Council Member Smith-Lee seconded the motion.

Council Member Cuthbert asked for staff to provide clarification on Item 8G via the inclusion of a map, plat, or other visual of the property footprint when it was presented at the next meeting.

On a roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; no: N/A; Abstain: N/A.

Council Member Westbrook made a motion to amend the consent agenda with the addition of Item I, authorizing appropriation of \$300,000 towards the Stadium Enhancement Committee. Council Member Smith-Lee seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: Parham.

Council Member Myers made a motion to adopt the consent agenda as amended. Council Member Westbrook seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: Parham.

9. SPECIAL REPORTS

There was no report.

10. MONTHLY REPORTS

There was no report.

11. FINANCE AND BUDGET REPORT

Garry Cozier, Budget Manager, reported that the first community meeting for the budget was scheduled for Thursday at 5:00 p.m., and it would be held virtually on Zoom. He said that the Zoom link would be posted on the City website. He said that the following Thursday, May 15, at 4:00 p.m., they would hold an in-person budget meeting in the Transit Conference Room. He said that there would also be an official public hearing related to the budget on May 20. He said that these updates were available on the City website.

12. CAPITAL PROJECTS UPDATE

Brian Copple, City Engineer, stated that he would provide a brief update on the public works report, which will be expanded upon in subsequent meetings. He reported that one of the key initiatives they were working on was the tank raising for the two million gallon tank, which was scheduled for next month and would be well publicized, including a potential appearance by the governor. He said that he would also like to highlight the public utilities and wastewater projects, which had received approximately \$49 million in grant funding through the public works department.

Mr. Copple said that this amount was in addition to other capital projects, such as the Oak Hill Bridge kickoff meeting, which was set to begin next week. He said that the courthouse project was nearing the final schematic design, and they had also scheduled a kickoff meeting for the animal shelter, with a planned groundbreaking ceremony at a later date. These updates would be added to the report to inform the Council of the progress and administration of the funding and grants they received.

Mayor Parham asked about the status of the Farmer Street police station project.

Mr. Copple said that the Farmer Street Police Station project was nearing completion. He said that they were currently finalizing the space needs and programming requirements, and the next step was for the contractor to provide them with a final estimate of the cost. He said that they expected to receive this estimate this week, which would allow them to move forward with entering into a contract.

Council Member Jones said he did not see the mention of traffic signals on Old Wagner Road at the new section of Berkley Manor where flooding was occurring.

Mr. Altman said that the section was located down from the new entrance which ran along Route 895. He said that he believed that was correct. They were aware that the subdivision had a lighting request in that section. He said that if he recalled correctly, the section that was developed did not have a Council requirement for lighting, but future sections were required to provide lighting within the neighborhood. He said that as a result, lighting was installed in the area that was cleared. He said that there was an issue with Dominion Power restoring the light on Old Wagner Road when approaching the railroad tracks.

Council Member Jones said that they were aware that one of the existing lights was not yet restored to service. He said that the pole was removed, and the light was not replaced. He said that this issue had been a concern for constituents since he had been on Council. He said that the lighting in the Berkley Manor division was also in need of attention. He said that with increased traffic in the City, this dark road was a prime target for burglaries.

Council Member Jones said that without adequate lighting, it was easy for perpetrators to enter and exit without being seen. He said that he appreciated their efforts to address the drainage issue. However, he would like to bring up the retention pond located nearby. He said that this was a relatively new feature, constructed when the subdivision was built, and he had never seen the road flood until now.

13. UTILITIES

There was no report.

14. STREETS

There was no report.

15. FACILITIES

There was no report.

16. ECONOMIC DEVELOPMENT

There was no report.

17. CITY MANAGER'S AGENDA

March Altman, City Manager, stated that he would like to extend an apology to the community. He said that unfortunately, they experienced an error in their customer care and collections process, resulting in the incorrect use of an updated file when sending out real estate bills. Approximately 500 bills were affected, and they would be reissuing those bills to the community. He said that if a resident received a bill for a property they no longer owned, they did not need to pay it. If there was a change of address, they would work to correct those issues. He said that they would issue a press release and post the information on their website, and if a resident has any questions, please contact the Customer Care Division. They would reissue the bills within the next week or two. He wanted to assure the community that they took full responsibility for the mistake and were working to rectify the issue from a process and procedure perspective, with the goal of preventing similar errors in the future.

18. BUSINESS OR REPORTS FROM THE CLERK

Tangi Hill, City Clerk, was absent from the meeting.

19. BUSINESS OR REPORTS FROM THE CITY ATTORNEY

Anthony Williams, City Attorney, stated that he had nothing to report this evening.

20. ADJOURNMENT

Mayor Parham made a motion to adjourn. All members of the Council present voted in the affirmative. Meeting adjourned.

The City Council adjourned at 6:57 p.m.

The regular meeting of the Petersburg City Council was held on Tuesday, December 17, 2024, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:00 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/322936>.

1. ROLL CALL:

Present:

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
Arnold Westbrook, Jr., Councilor – Ward 7

Absent:

Annette Smith-Lee, Councilor - Ward 6

Present from City Council Administration:

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

2. PRAYER:

Vice Mayor Hill led the Council meeting in prayer.

3. PLEDGE OF ALLEGIANCE:

Mayor Parham led the Council and the citizens in the pledge of allegiance.

4. DETERMINATION OF THE PRESENCE OF A QUORUM:

A quorum was present.

5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATION

a. Proclamation Recognizing Chair Tammy Alexander for Over a Decade of Service with the Planning Commission

Mayor Parham read a proclamation recognizing Tammy Alexander for her years of service with the Petersburg City Planning Commission. Ms. Tammy Alexander accepted the recognition.

b. Proclamation in Memory of Curtis Lyons

Mayor Parham read a proclamation in memory of Curtis Lyons. Family members accepted the proclamation.

c. Proclamation in Memory of Mr. Howard and Mrs. Patricia Fitzgerald, Sr.

Mayor Parham read a proclamation in memory of Howard and Patricia Fitzgerald. Family members accepted the proclamation.

d. Presentation of Certificate of Appreciation to the Petersburg Chapter of The Links, Inc.

City Council recognized the Petersburg Chapter of The Links, Inc. and presented a certificate of appreciation to the chapter president.

6. PRESENTATIONS

a. Presentation by Christa Donohue, Executive Director, Read to Them

Ms. Christa Donohue, Executive Director of Read to Them, gave a presentation on the organization and its 20-year history. She mentioned Dolly Parton's Imagination Library, which provides free, brand new, age-appropriate books to any child aged 0-5. She stated that the organization has been doing this program in Richmond since the previous summer, and there were 4,000 kids registered in that city. She noted that there were already 100 kids registered in Petersburg, with the program only opening Dec 1.

b. Presentation of 2024 Annual Comprehensive Financial Report (ACFR) by Robinson, Farmer & Cox

Mr. Altman stated that the presentation was postponed until their January meeting, as one of the auditors had a family medical emergency. He confirmed that the audit was still on track to be submitted by December 31.

7. RESPONSES TO PREVIOUS PUBLIC INFORMATION POSTED

There were none presented.

8. APPROVAL OF CONSENT AGENDA (TO INCLUDE MINUTES OF PREVIOUS MEETINGS):

a. Minutes of Previous Meetings:

November 19, 2024, Closed Session

b. Adoption of the 2025 Petersburg City Council Meeting Calendar

c. Appointment of Afton Pryor to the Capital Area's Community Action Agency "CAPUP" Board of Directors

Vice Mayor Hill made a motion to approve the Consent Agenda as presented. Council Member Westbrook seconded the motion.

Council Member Cuthbert stated that he would like to remove Item c from the Consent Agenda for further discussion, at Item 12.

Vice Mayor Hill made a motion to approve the Consent Agenda as amended, removing Item c. Council Member Westbrook seconded the motion.

The motion to approve the Consent Agenda as amended was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A.

9. OFFICIAL PUBLIC HEARINGS

a. Public Hearing of an Ordinance to Amend and Readopt Article 3, Definitions, Article 14, B-1 Shopping Center District Regulations, and Article 23, Supplementary Use Regulations – Special

Uses, as Set Forth in the Zoning Ordinance of the City of Petersburg Pertaining to Gathering and Event Uses, Including Nightclubs

Naomi Siodmak, Director of Planning, stated they have been working on this ordinance for some time now and have determined that clarification is needed on some definitions in the City's zoning ordinance related to events and gathering spaces. She said that this has been an ongoing discussion with the Planning Commission since May, involving multiple staff members including the City Attorney. Ms. Siodmak explained they are introducing additional definitions for gathering entertainment and events, specify when a special use permit is required for added Planning Commission and council review, and establish specific standards for nightclub uses.

She noted that some definitions remain unchanged, while others were modified. Ms. Siodmak highlighted that definition of "nightclub" remains unchanged to avoid creating nonconforming uses. She emphasized the importance of special use permit standards required for new nightclubs. Ms. Siodmak pointed out that nightclubs currently require a special use permit, which allows additional council review before approval. She stated that nightclubs are allowed in B2, B3, and M-1 districts.

Ms. Siodmak clarified that the proposed amendment specifies that alcoholic beverages cannot be served between 2 a.m. and 6 a.m. She said the dance floor maximum requirement was removed and instead, nightclub applicants must provide a management program that included staffing levels, floor plan, and total occupant load. She said the proposal requires nightclubs to have a security plan with licensed personnel for crowd control and conflict resolution. She said that the recommendation is for soundproofing measures to ensure noise within the establishment is not audible beyond the property line when doors are closed. She added that nightclub special use permits would be subject to rereview after two years.

Ms. Siodmak mentioned that event uses other than nightclubs will be allowed by right in B1, B2, B3, and industrial districts. She referenced the comprehensive plan, noting spaces for gathering and entertainment uses are important and desired in non-residential areas of the City. She stated the goal is to regulate these uses clearly.

Ms. Siodmak said that staff recommended approval of the ordinance amendment and was supported by the Planning Commission. She provided a sample motion to approve, deny, or amend the proposed text amendment. Ms. Siodmak noted some conversation about possibly addressing the noise ordinance simultaneously but emphasized the importance of regulating these uses now.

Mayor Parham opened the public hearing and asked if there were members from the public to speak on the ordinance amendment. Seeing none, the Mayor closed the public hearing.

Council Member Jones commented that there seems to be a sense of urgency with this and asked Ms. Siodmak if there had been issues and problems that required additional regulation.

Ms. Siodmak mentioned that noise has been the biggest concerns with these establishments, but the issue from a zoning perspective was lack of clarity. She said the City was seeing a greater diversity of proposed uses that were not a nightclub or a restaurant, and the primary issue is how to classify different establishments, determine their appropriate locations within the City, and ensure their compliance with zoning standards. She said this is the most significant concern from a zoning perspective, and it was important to propose standards for nightclubs to address potential issues. Ms. Siodmak further said that they want to ensure that any new nightclubs have a safety management plan and implement noise mitigation measures to accommodate concerns and address new concerns before they arise.

Council member Jones stated that when they talk about nightclubs, the main concern was noise. He said he did not know of any nightclubs in the City, but he had yet to see a quiet nightclub anywhere and did not see how that concern fits in with a nightclub because they are always noisy—whether it's people or music.

Ms. Siodmak responded that she does have a list of nightclubs and would pull that up. She said that requiring the special use permit, detailing the standards required, having a process, and clarifying additional definitions would help address noise and better identify what is and isn't a nightclub. She said there is a special use permit for the civic center to have a nightclub, and that's the only SP of which she is aware. She said there are establishments working together with other departments to keep an eye on those that may be operating close to a nightclub but were approved as a restaurant. She said that if they are violating the zoning definition of a restaurant, they will move forward with requiring a special use permit or requiring them to comply with the definition.

Council Member Jones said that regarding the civic center, they don't operate as nightclubs on a daily basis—it's only when people rent it out or things of that nature. He said that he doesn't think of that as a nightclub like Copper Mine, which was operational every weekend. He stated that the civic center doesn't operate like that every weekend and there are other places that don't operate like that every weekend, only every so often. He said that they can't label these places as nightclub special use permits. Council Member Jones said that his next question concerns the 2 a.m. to 6 a.m. timeframe for alcohol, asking where that timeframe came from.

Anthony Williams, City Attorney, stated that those are the hours at which establishments can serve alcohol. He said that he was aware of the 2 a.m. limitation in Virginia but not the 6 a.m. parameter.

Council Member Jones asked if the City had talked to any of the other business owners or so-called nightclubs to see how this would affect them.

Ms. Siodmak said they had a ward meeting recently where people potentially affected by the ordinance attended and heard a presentation on the nightclub ordinance. She said it was made clear that those operating under the old nightclub definition could continue to do so, which stated that if a restaurant had less than 250 square feet of dance floor, it was still considered a restaurant. Ms. Siodmak stated that some establishments are grandfathered in under that old definition and can continue to operate under those requirements.

Council Member Jones asked if you had to have live entertainment to be considered a nightclub.

Ms. Siodmak clarified that it is live entertainment, an establishment open past 11 p.m. that serves alcohol and has dancing—with all of those requirements needing to be met for the classification.

Vice Mayor Hill said the tricky part is when you have restaurants that stay open past 11 and sort of turn into nightclubs. He asked if the main problem was them being a nightclub, a restaurant or both.

Ms. Siodmak said the main concern is ensuring the standards are met, such as noise regulations and safety management plans, whenever they operate as a nightclub. She stated that if a restaurant operates as a nightclub after 11:00 p.m. and meets certain criteria, they should obtain a special use permit. She also noted that the City is looking into businesses that are approved as restaurants but may be operating as nightclubs.

Vice Mayor Hill asked if someone operated a restaurant that transformed into a nightclub at 11:00

whether they could charge at the door.

Ms. Siodmak responded that they have to come in for a special use permit if they're meeting the City's nightclub definition, and she confirmed that they would only have to do that one time.

Vice Mayor Hill asked for confirmation that anyone renting out a banquet facility would have to get a permit for that particular day.

Ms. Siodmak said that they were creating an entirely different definition for event facilities and banquet halls, so they're not blurred with what a nightclub is. She said they were clarifying that they shouldn't be rented out for like a day party and should be private events, weddings, banquets, and so forth. She emphasized that this is what an event facility was, and if you meet that definition, you're allowed that use by-right in certain districts.

Vice Mayor Hill said that many organizations rent out facilities to raise money to give back to the community. He stated that fraternities and sororities often hold parties and sell tickets or accept donations, with the proceeds returned to the community, as they do not have staff to pay. He said they needed to be careful with the wording so these groups can continue to hold special events, and he asked about the dance space, and whether it is being considered a restaurant.

Ms. Siodmak stated that the previous definition of nightclub had an exception for establishments with dance floors smaller than a certain square footage, which allowed them to be classified as restaurants. She said that the current definition of nightclub addresses this issue. Ms. Siodmak stated that the proposed standards ensure that nightclubs are better neighbors in the community.

Vice Mayor Hill asked if everything needed to shut down by 2:00 a.m.

Ms. Siodmak clarified that alcohol cannot be served past 2:00 a.m., so the impression is that things would be winding down at that time.

Vice Mayor Hill asked about a possible admissions tax and whether the Commissioner of Revenue could speak about that.

Mr. Williams clarified for Council Member Jones that the provision mentioned earlier for 2–6 a.m. alcohol sales align with Virginia Administrative Code Section 3-VAC5-50-30, so what's reflected here is what the state allows.

Commissioner of Revenue Brittany Flowers explained that any event selling tickets in advance or at the door pays an admissions tax of 5% for each event.

Vice Mayor Hill asked how that would work with restaurants.

Ms. Flowers responded that they would still pay admission taxes and confirmed that this was also the case with the civic center.

Council Member Cuthbert asked how this should be handled procedurally.

Mr. Altman responded that there were certainly some remaining questions out there, including a further look at fundraisers as posed by the Vice Mayor. He said that as Ms. Siodmak mentioned earlier, there was concern raised during the ward meeting about the noise aspect and how to address it, including a conversation about tying the noise ordinance to the uses. He said Council

had previously tabled the noise ordinance discussion in November or October to allow for the ward meeting. He said many concerns center around businesses in downtown, so there may be an opportunity to tie these together. He stated that citizens are looking at it as one issue, though planning staff are viewing it from both a use and noise perspective, and it may be helpful for these two matters to be discussed simultaneously.

Council Member Cuthbert made a motion to table this item until Council held a public hearing on the noise ordinance that is currently working through the Planning Commission before coming to Council, so they could vote on both the nightclub ordinance and noise ordinance at the same time.

Council Member Myers seconded the motion.

Council Member Westbrook asked how this might apply to motorcycle clubs and how they were labeled, as they rent out warehouse space and have music as well as serving alcohol.

Ms. Siodmak responded that anytime you meet the criteria of open past 11 p.m., dance floor, music, and alcohol, you meet the definition of nightclub.

Council Member Westbrook said that he travels a lot and sees how thriving localities are using available warehouse space, as well as having one in his district on West Washington and another off of South Street.

Ms. Siodmak stated that they would be required to come before the Commission and Board for a special use permit. She also clarified that the noise ordinance had gone to Planning Commission, which had made a recommendation. She noted that the ordinance was still disliked, so they could go back to the Commission since there are a few new members—but she didn't want to run this in the same circle, and there was an earlier suggestion to hold community meetings.

Mayor Parham stated that in light of the new casino and entertainment district coming online in 2025, they should be mindful of how this overlay with that. He also stated that they need to be clear on how enforcement will be in that district and whether there would be flexibility there.

Vice Mayor Hill stated that they did not want to arbitrarily allow activities in one area but not another, and they also didn't need to be running things at 4 a.m. He said that it was fine to have entertainment establishments that bring in revenue, but they also needed to be mindful that there are apartments and residences nearby.

Council Member Cuthbert asked when the noise ordinance would be coming before Council and how the two ordinances can be coordinated to come before them simultaneously. He also asked if they needed to have another public hearing before they could vote on the noise ordinance.

Mr. Altman responded that Council could make changes and adopt it without sending it back, but if they send it back to the Commission and they make changes, there will need to be another public hearing. He said that the best approach would probably be to send them both back and bring them back to Council at the same time.

Mr. Williams suggested that they put them both on the second meeting agenda for January. He said that Council could send them both back, adopt them, or revise them from the floor without further input from the Planning Commission—but they would both come before them at the same time.

Council Member Cuthbert suggested that they get input from the Planning Commission as to how to

proceed with both items, reflecting the comments made at Council tonight and setting a public hearing for the revised ordinances.

Council Member Cuthbert restated his motion to table this decision until the Council has held a hearing on a noise ordinance and that both ordinances come before Council at their business session on January 21 for Council to consider sending them both back to the Planning Commission, with the clarification that the noise ordinance is the current version the Commission had considered. Council Member Myers seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

- b. Public Hearing of an Ordinance to Amend and Readopt the Zoning Ordinance of the City of Petersburg Pertaining to the Regulation of Alternative Financial Institution/Short-Term Loan Establishment and Small Box Discount Store Uses Within the City

Ms. Siodmak reported that Council had tasked Planning staff with examining short-term loan establishments, which had already been addressed in 2021 but with no provisions adopted in their entirety. She stated that an ordinance was passed requiring a special use permit for these establishments and small-box discount stores, but it was not codified properly. She noted that they aimed to clarify special use permit requirements for both short-term loan establishments and small-box discount stores.

Ms. Siodmak explained that short-term loan establishments emphasize small-dollar, short-term, high-interest loans rather than traditional financial institutions. She said this included check-cashing establishments, payday loans, money transmissions, and vehicle loans, while financial institutions like banks and credit unions were excluded. She noted that the definition of financial institutions should be clarified to exclude pawnshops and short-term loan establishments, and a new definition for pawnshops should be added.

She said that small-box discount stores are retail establishments with a floor area of less than 12,000 square feet, offering goods for less than \$10 per item, and these stores often concentrate in areas with low-income and minority populations. Ms. Siodmak stated that new discount stores should be located at least two miles from the existing ones and should dedicate 10% of their floor area to fresh food.

Ms. Siodmak stated that the proposal calls for short-term loan establishments to be limited to B2 commercial and M1 industrial districts, and be located at least 2,000 feet from adult entertainment, residential uses, schools, parks, religious assembly, and other short-term loan establishments. She noted that negative effects of these lending practices impact the City's fair housing, workforce development, and community wealth goals. She said the proposed amendment aims to reduce predatory lending practices and ensure healthy food access in discount stores.

Ms. Siodmak said that staff recommended approval, supported by the Planning Commission, and she presented a sample motion to approve, deny, or amend the ordinance.

Mayor Parham opened the public hearing and asked if there were members of the public to speak on this item.

Julian Green, 1625 Blair Road, said that the current ordinance wording is not clear to the citizens and those who use the services, stating that it is important to explain how regulations will affect the residents of Petersburg. He expressed concern about the noise ordinance, operating hours, and alcohol regulations, particularly regarding Virginia State University's annual homecoming event, which attracts visitors from across the country. He noted that people come from different states with various expectations and that restrictions may impact their experience.

Mr. Green urged the council to consider younger residents who frequent stores like \$5 and below, which he learned from his granddaughter. He applauded Council for tabling previous concerns and requested that they do the same for the current proposal until it can be clearly communicated to the public. He emphasized the importance of allowing citizens to understand and see the benefits of the regulations. Mr. Green concluded by thanking the Council for their efforts.

There being no further speakers, the Mayor closed the public hearing.

Council Member Jones said that Council's goal is to protect the people from prolonged indebtedness. He stated that he grew up in a community where renting from places like Rent-A-Center was common and that some families are still in debt to these businesses, even though they have long gone out of business. He said that this ordinance is in place to protect the citizens. Council Member Jones stated that the loan sharks are coming because they see Petersburg on the rise and are targeting those with lower incomes. He said that although people say Petersburg is poor, businesses still want to set up shop there, indicating that there is money to be made. He stated that the Council will keep trying their best to protect the citizens and if this ordinance does not work, they will come back to the drawing board. He said that the goal is to protect the interests of the citizens, who may not be aware of what is happening. He stated that it is the Council's job to educate the public, sometimes by implementing measures like this ordinance.

Vice Mayor Hill stated that the item was one they wholeheartedly supported. He said that many people ask why the City doesn't have certain amenities seen in other neighborhoods and why there are so many discount stores. He stated that while such stores have been good for the community, there comes a time when the City needs to aim for better options. He said that some financial institutions were akin to loan sharks, causing people to lose their cars due to predatory practices. He stated that Council members are protecting the community from these entities, which care nothing for them.

Vice Mayor Hill said that there are too many small discount stores and that the City has become a food desert, making it difficult to attract grocery stores. He stated that the Council was aware of the issues, and that the general public sometimes brings them up. He said they want change to start in Petersburg, noting that many people are trying to set up shop in the City for various reasons. He stated that although homes and blighted properties are being reconstructed, not all intentions are good, and policies and procedures were being set up to address these concerns.

Vice Mayor Hill stated that there was a mechanism for obtaining a special use permit for events, allowing people to have a good time and then return home. He said that this process needed to be followed to ensure proper governance.

Vice Mayor Hill made a motion to adopt the ordinance to amend and readopt the zoning ordinance of the City of Petersburg pertaining to the regulation of alternative financial institution/short-term loan establishment and small box discount store uses within the City. Council Member Jones seconded the motion.

Council Member Cuthbert mentioned census tract data that indicates 33.8% of the population is in poverty, referencing Page 114 of the agenda packet.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

- c. Public Hearing to Amend and Readopt the Zoning Ordinance of the City of Petersburg Pertaining to the Regulation of Tire Sale and Service Uses Within the City

Ms. Siodmak said that the council directed them to examine tire establishments in the City and its commercial and industrial areas, particularly concerning the storage and esthetic impacts of tires. She said that tire sales and services, including vulcanizing, are currently allowed by right in commercial districts B2 and B3, and in industrial districts M1 and M2. She stated that operations involving shredding, cutting, processing, and sales of discarded tires are allowed in industrial districts, and a special use permit is required for establishments storing over 200 tires.

Ms. Siodmak said that they focused on regulating used tires more than new tires. She stated that sales and services of new tires would be allowed in B2 and B3 districts, excluding vulcanizing, while sales and services of used tires would be limited to industrial districts, with a special use permit required regardless of the number of tires stored.

Ms. Siodmak said the comprehensive plan emphasizes visually appealing streetscapes and that automotive uses are less appropriate as primary uses in community mixed-use and corridor commercial areas. She stated that their comprehensive plan should mitigate negative esthetics where possible. Ms. Siodmak said they are updating the zoning ordinance to emphasize form and design of establishments, but currently, there are no codes in place for tire establishments regarding enclosure, street proximity, and landscaping. She stated that special use permits help mitigate negative impacts when other codes are not in place.

Ms. Siodmak said the proposed language allows oversight of used tire establishments while permitting new tire sales and services by right in commercial districts. She stated this oversight is intended to avoid unintended consequences related to larger retail establishments that include tire sale and service as accessory uses. She said that staff recommended approval, and the Planning Commission also recommended approval.

Mayor Parham opened the public hearing and asked if there were members from the public to speak on the ordinance. Seeing none, the Mayor closed the public hearing.

Council Member Jones said that the usage, changes, and vulcanization had been discussed, but disposal of tires was not mentioned. He stated that there were no guidelines on tire storage under the new fire code, which include storage limits, location requirements, separation distances, fire department access, fire suppression, and maintenance of tire facilities. He said these existing codes should be included in the new regulations and praised the fire marshals for their enforcement efforts. He concluded by stating that they could move forward because these codes already exist.

Vice Mayor Hill made a motion to amend and readopt the zoning ordinance of the City of Petersburg pertaining to the regulation of tire sale and service uses within the City. Council Member Smith-Lee seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

- d. Public Hearing for the Consideration of an Ordinance to Amend and Reenact Section 86-31, Limitation on the Number of Pawn Shops, Article II - Pawnbrokers, and of Chapter 8, Secondhand Goods, of the Petersburg City Code

Mr. Altman stated that this was an item that Council Member Jones had asked staff to look into, so they prepared this amendment. He said that currently, Chapter 86, Secondhand Goods, of the Petersburg City code allows for five pawnshops, and this amendment reduces that number to two.

Mayor Parham opened the public hearing.

Roland Stokes Jr., 6100 Dawes Drive, North Chesterfield, confirmed with the Mayor that you must be a resident to speak at a public hearing. Mr. Williams suggested that he pose a question to the City Manager to relay it to Council.

There being no further public comment, the Mayor closed the public hearing.

Council Member Jones said there was a time in Petersburg when riding down any street, particularly Crater Road and Washington Street, one would see numerous pawnshops. He stated that as a child, people used these places to sell sentimental items. This motion aims to protect the citizens because the City has good and bad things coming its way. Council Member Jones said the loan sharks are coming, and more pawnshops would increase crime by providing criminals an avenue to sell stolen items. He emphasized that the ordinance would help protect the community, especially with the upcoming casino—which would bring both benefits and bad actors—and allowing 5–10 pawnshops would make it difficult to track stolen goods.

Council Member Jones made a motion to amend and reenact Section 86-31, Limitation on the Number of Pawn Shops, Article II – Pawnbrokers; and of Chapter 8, Secondhand Goods, of the Petersburg City Code, reducing the number from five to two. Vice Mayor Hill seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

- e. Public Hearing for the Consideration of an Ordinance to Amend the City Charter to Add Section 2-1.2 to Provide for Non-Partisan Elections of Members of Council

Mr. Williams reported that Council had requested consideration of this item. He said that many localities like Petersburg have wards that are comparatively small compared to statewide elections. He stated that dividing the wards into partisan groups, either Republican or Democrat, is often not conducive to the operation of local government, and the issues dealt with at the local level are concentrated and specific to the population served. He stated that this ordinance simply offers the opportunity to present a request to the General Assembly to amend the charter, removing any partisan requirements from future Council elections.

Mayor Parham opened the public hearing.

Barb Rudolph, 1675 Mount Vernon Street, said she saw this covered in the Progress Index recently, and she supported the comments that Mayor Parham and Council Member Jones had

made. She stated that partisan elections were not positive and ended up with the voters actually having fewer choices. She urged Council to send this forward as a charter change.

Kenneth Lewis, 503 Mistletoe Street, stated that he served on the School Board for more than eight years, does not want partisan politics, and fully supports this ordinance.

Mr. Julian Green, 1625 Blair Road, stated that the reason things became partisan is so that people could have equal representation on Council, and he supported the ward system.

There being no further public comment, the Mayor closed the public hearing.

Vice Mayor Hill stated that since he has been on Council, this is the first time they ran as a Democrat, Republican, or Independent—but when voters go to the polls, that is not indicated next to candidates' names. He mentioned former Delegate Donald McEachin, who encouraged the City to work collaboratively with the state and not get into partisan politics.

Mayor Parham also recalled Delegate McEachin as an inspiration for their work and said that Petersburg was on the rise, but it would not get there by working in opposition.

Council Member Jones stated that Petersburg is on the rise, and if they worked together, they would all join in success together at all levels.

Vice Mayor Hill made a motion to approve the ordinance to amend the City's charter to amend the City Charter to add Section 2-1.2 to provide for non-partisan elections of members of Council. Council Member Jones seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

f. Public Hearing for the Consideration of an Ordinance to Amend Chapter 3-16 of the City Charter Concerning the Powers and Duties of the Collector of Taxes

Mr. Williams reported that this ordinance enables the City Charter to be amended to enable him to conduct bank reconciliations. He said in June, City Council authorized the City Manager to execute an MOU with the treasurer; at that time, the manager had presented to Council that they've been spending \$300,000 a year to supplement staff of the treasurer to enable to assist in getting bank reconciliations done that enable the City to get its CAFR in on time along with similar required processes. He said that the manager proposed if they were going to pay that much money, they should do it in house and save money. He stated that they hoped this ordinance would enable current and future treasurers to perform that work to ensure their financials were properly reconciled annually for the first time.

Mayor Parham opened the public hearing.

Barb Rudolph, 1675 Mount Rudolph Street, said the intent behind this is to improve financial management performance and get the reconciliations done in a timely manner, which was commendable. She said that Mr. Williams oversimplified the pluses and minuses of the costs involved, but the point is that they would save by bringing this in house.

Vice Mayor Hill made a motion to approve the ordinance to amend Chapter 3-16 of the City Charter

concerning the powers and duties of the collector of taxes. Council Member Westbrook seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

- g. Public Hearing for Consideration of an Appropriation/Grant from the VA Department of Housing and Community Development (DHCD)/Main Street Program

Joanne Williams, Director of Communications, stated that this item was for Council to accept a \$435,000 grant from DHCD for the Main Street Program, as well as a resolution for the project, which would include a citywide wayfinding plan, façade assessments, and landscaping.

Mayor Parham opened the public hearing.

There being no speakers, the Mayor closed the public hearing.

Vice Mayor Hill made a motion to accept the appropriation from DHCD for the Main Street Program. Council Member Westbrook seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

10. **PUBLIC INFORMATION PERIOD**

Leonard Curry, 2014 Woodland Road, said the issue he wanted to raise was related to the data center. He said the City Council has set a January date to consider legislation to allow a data center to set up operations on a 74-acre site at 2255 Jamestown Drive. Mr. Curry thanked Council Member Myers for his motion to defer the issue until January at the last meeting. He said he had done research on data centers and found that they generate high revenue. He stated that Northern Virginia Community College and MIT have studies showing that data centers generate lots of money for state and local government, delivering between \$13 and \$21 in taxes for every \$1 in services.

Mr. Curry said the average family contributes \$1 in taxes and takes \$2 in benefits, indicating the City would profit from the data center. He stated data centers generate lots of sound, equivalent to a jet plane taking off, and operate 24/7/365, and the City has no noise ordinance to stop their sound. Mr. Curry stated the MIT study found data centers consume as much water as a City of 30,000 people, raising concerns about doubling the City's water supply. He said the MIT study also found that data centers demand wastewater treatment, doubling the City's capacity for wastewater treatment. He stated Prince William County and Fairfax County have adopted regulations dealing with data centers, suggesting the City consult with them.

Barb Rudolph, 1675 Mount Rudolph Street, said she would be present in the spirit of Christmas. She recognized librarian Wayne Crocker for his outstanding demeanor and work ethic, and School Board Chair Ken Pritchett, who helped schools create and decorate trees for the holidays, which she hoped would become a tradition.

Paula Chester, 1013 Oakmont Drive, stated that she was requesting consideration for power washing of the building façades along North Sycamore Street, adding that the sidewalks there are also broken in

some places and the replanting promised several years ago still hasn't happened, leaving empty squares of soil.

Mr. Bobby Beverly, 2305 Dundee Drive, claimed that an incident occurred with the Mayor on November 19, 2024, here at the public library. He also claimed that the Mayor entices people to attack them so he can then become the victim. Mr. Beverly touted his own education and credentials, further stating that the Mayor should be removed from his position.

11. BUSINESS OR REPORTS FROM THE MAYOR OR OTHER MEMBERS OF CITY COUNCIL

Council Member Cuthbert reported that he had held a Ward 4 meeting on December 4th to discuss the nightclub ordinance. He said that Mr. Altman, Ms. Siodmak, Mr. Marks, and Mr. Cruz had attended, and their contributions helped to dispel public misunderstandings. He stated the meeting was constructive and led to a non-controversial public hearing on the ordinance. He thanked the City Manager and administration for the street sweeper he had seen on the streets, noting that he had seen it earlier that day and at a different location within the last week. He said it had been decades since he had seen a street sweeper in Petersburg, and it improves morale and helps residents feel proud of their City. He thanked the City Manager and staff for their efforts to keep the streets clean.

Council Member Jones reported that there would be a Ward 1 community meeting the following day from 5 to 8 p.m., and everyone was invited. Council Member Jones said that refreshments would be provided, and the event would be an opportunity to share visions for a better Ward 1 and Petersburg. He emphasized the need to protect Petersburg at all costs and said that the City is on the rise. Council Member Jones stated that outside influences should not dictate how residents live, adding that outsiders would start moving in and buying property. He encouraged members of the public to contact the Clerk or City Manager, noting that there are many properties for sale.

Council Member Westbrook recognized the Helping Hands nonprofit, stating that they did their toy drive this past Saturday, providing toys to more than 550 children. He also stated that the VSU graduation was also held Saturday and had over 300 graduates. He recognized Terry Smith from the Petersburg school system, stating that her recent speech and debate tournament featured 303 students from 30 schools—from Northern Virginia down to the Norfolk area. He stated that Taylor Thomas placed first in prose and Kiani Donahue placed first in poetry; they are both Petersburg High School students. He also thanked Marquis Allen for the holiday parade and illumination and noted that the PHS alumni holiday party was this upcoming Saturday, 9 p.m. to 2 a.m. at the civic center.

Council Member Myers thanked City Administration for everything they do, with a special recognition to Richard Harris in the Public Works Department. He wished everyone a happy holiday season.

Council Member Smith-Lee recognized Scott Fisher for feeding the homeless at Hope Center on Thanksgiving Day. She said they also took about 80 meals to the hotel on Crater Road and another on Route 460. She reported that Ward 6 would be holding a ward meeting on January 29 at Cool Spring Elementary School at 6 p.m. Council Member Smith-Lee asked public service workers to stand and be recognized, specifically fire and law enforcement officials.

Vice Mayor Hill thanked the fire department for their response to a fire across the street from him the previous Thursday, which turned out to be a grease fire that started in the kitchen. He also asked Mr. Altman to begin looking into contract workers to help public works pick up trash, as it is an issue all around the City. He recognized Marquis Allen for the Christmas event and all he was doing. He also recognized Council Member Jones for putting 804 Skate in Ward 2 and encouraged residents to go out and support that business. He thanked Corey Harris for operating a nonprofit that gives to area seniors.

Mayor Parham recognized City staff for everything they do and wished all a Merry Christmas and a Happy New Year.

12. ITEMS REMOVED FROM CONSENT AGENDA

- c. Appointment of Afton Pryor to the Capital Area's Community Action Agency "CAPUP" Board of Directors

Council Member Cuthbert stated that his reason for removing this item from the Consent Agenda was his concern that this nonprofit would be in competition with other organizations for Community Development Block Grant (CDBG) funding, but he has learned that is not the case.

Council Member Cuthbert moved to approve the appointment of Afton Pryor to the CAPUP Board of Directors. Council Member Myers seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

13. FINANCE AND BUDGET REPORT

- a. Department of Finance Monthly Update

Garry Cozier, Budget Manager, stated that the City was tracking pretty much where it should be. He noted one highlighted interest, which has yielded a total of \$1,025,381 in interest since July.

14. UNFINISHED BUSINESS

- a. Consideration of an Ordinance to Amend and Re-Adopt the FY25 Petersburg City Public Schools Budget to Allocate Additional Funds for Food Service Upgrades, to Include Capital & Operational Improvements

Mr. Altman reported that at their October meeting, Council conducted a public hearing to amend the budget and provide the schools with an additional allocation of \$1.5 million from the unspent funds from their previous fiscal years, which were returned to the City to help the schools address some of capital needs in the cafeterias throughout their system.

Mr. Cozier also noted that the schools were also amending their own budget, the food service budget, in the amount of \$2 million, for a total amendment of \$3.5 million.

Mayor Parham opened the public hearing. There being no speakers, he closed the public hearing.

Vice Mayor Hill made a motion to amend and re-adopt the FY25 Petersburg City Public Schools budget to allocate additional funds for food service upgrades, to include capital & operational improvements. Council Member Westbrook seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

15. NEW BUSINESS

- a. Resolution Accepting the Donation of Trees from Virginia State University for Farmer Street Park.

Ms. Siodmak reported that Virginia State University wanted to donate \$15,000 worth of trees and tree protection for a planting in Farmer Street Park. She attributed the start of this initiative to Craig and Nicole, who began the connection with VSU and helped form a wider collaboration with the Green Infrastructure Center and the City. She noted that the trees would be significant, ranging from one and a half to three inches in size, which would result in a nice planting from the outset. She said they planned to begin planting as early as Thursday, pending the removal of some dead trees in the park.

Council Member Smith-Lee made a motion to accept the donation of trees from Virginia State University for Farmer Street Park. Vice Mayor Hill seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

16. CITY MANAGER'S REPORT AND SPECIAL REPORTS

Mr. Altman thanked Riverside Regional Jail and their staff for volunteering and feeding the homeless and hungry in the City. He thanked staff at Parks and Recreation, Public Works, and the Police Department for their hard work and success with the parade. Mr. Altman reported that the City's bond rating had increased from A-plus to AA-minus, which was a big step forward for the community's financial stability. He said there was potential for further increases from Moody's and Fitch, hoping that this upward trend would continue into the spring or summer of the next year. He said the bond sale for the second half of the courthouse, police station, and animal shelter was completed on the 12th, with the funds now gaining interest in a SNAP account, as required by state regulations. Mr. Altman thanked his team and all City employees for their hard work throughout the year and for the improvements made to help the City. He said the City was on the right path, and things were only going to get better.

Council Member Myers made a motion to give City employees the days of December 23, 24, and 25 off as holidays. Vice Mayor Hill seconded the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Hill, Smith-Lee, and Parham; no: N/A; Abstain: N/A; Absent: N/A.

17. BUSINESS OR REPORTS FROM THE CLERK

Tangi Hill, City Clerk, wished everyone a Merry Christmas and Happy New Year.

18. BUSINESS OR REPORTS FROM THE CITY ATTORNEY

Mr. Williams said he had no report.

19. ADJOURNMENT

Mayor Parham made a motion to adjourn the meeting. Council Member Jones seconded the motion.

All members of the Council present voted in the affirmative. Meeting adjourned.

The City Council adjourned at 7:48 p.m.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Darius Mason

RE: **Consideration of an Update of the Title VI Program and Adoption of the Resolution for Petersburg Area Transit Title VI Program - Pages 5-65**

PURPOSE: The City of Petersburg’s Title VI Plan Update details how Petersburg Area Transit complies with the *U.S. Civil Rights Act of 1964* and related federal legislation. The plan was updated to reflect the new City Manager, new Director of Mass Transit and the elimination of the Hispanic Liaison office in the City.

REASON: The Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. For State DOTs, the appropriate governing entity is the State’s Secretary of Transportation or equivalent. For the City of Petersburg, City Council is this governing body.

RECOMMENDATION: Recommend the City Council adopt the updated Title VI program and attached resolution approving Petersburg Area Transit’s updated Title VI Program.

BACKGROUND: In order to receive federal assistance through the FTA, Petersburg Area Transit (PAT) must comply with the guidelines of the Title VI of the Civil Rights ACT of 1964 and carry out the U.S. Department of Transportation (“DOT” or “the Department”) Title VI regulations (49 CFR part 21). PAT’s Title VI document is intended to integrate programs and activities, based on the considerations expressed in the Department’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (“LEP”) Persons (70 FR 74087, December 14, 2005). PAT will as a commitment to civil rights ensure that “No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Petersburg Area Transit

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: None

ATTACHMENTS:

1. 2025-Title VI Resolution
2. Updated Title VI Program for FTA

**A RESOLUTION ADOPTING THE PETERSBURG
AREA TRANSIT TITLE VI PROGRAM**

WHEREAS, the City Council of the City of Petersburg, Virginia does hereby find as follows:

WHEREAS, the Management in Petersburg Area Transit ("PAT"), directed by the Petersburg City Manager through the agreement with the Federal Transit Administration to develop and administer a Title VI Civil Rights Program, which would provide a consistent approach for 49 CFR and the Federal Transit Administration to work together more effectively and efficiently to ensure equal opportunity to all who are impacted by funding provided to PAT as a funding recipient; and

WHEREAS, the collective input and guidance from City Council has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive Title VI Program; and

WHEREAS, it is necessary and desirable that all City agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of equal opportunity; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical to utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, uniform personnel and contract qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities for reporting complaints; and

WHEREAS, the Title VI procedures for managing personnel, communications, local services, maintain equitable programs, and streamline incident management processes;

WHEREAS, the Petersburg Area Transit components of Title VI Program are already an integral part of various city management activities, including transit services, and public participation; and

WHEREAS, the Federal Transit Administration recommended adoption of a standardized program for reporting and adherence to Title 49 of the Code of Federal Regulations.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Petersburg, that the Petersburg Area Transit Title VI Program is established as the City standard for operation citing that:

Petersburg Area Transit, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat, 252 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federal-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders/proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Adopted by the Council of Petersburg, Virginia this day of _____

Samuel Parham, Mayor

Tangi R. Hill, CMC Clerk to the City Council



100 W. Washington Street

Petersburg, Virginia 23803

Phone 804.733.2450 • Fax 804.733.2468

Petersburg Area Transit

TITLE VI PROGRAM UPDATE

REVISED
April 16, 2025

TABLE of CONTENTS

PAGE

▶ INTRODUCTION	
✓ PAT Assurances to the Title VI Program	2
✓ Timely Submission	3
✓ Title VI Compliance History	4
▶ GENERAL REQUIREMENTS	
✓ Notice to the Public	5
✓ Discrimination Complaint Procedures	8
✓ The Complaint Form and Process	8
▶ DECISION MAKING BODIES	14
▶ SERVICE AREA AND DEMOGRAPHICS	15
▶ SERVICE STANDARDS AND POLICIES	
✓ Vehicle Load	17
✓ Vehicle Headway (Frequency)	18
✓ On-Time Performance	18
✓ Service Availability - Access to the Bus	18
✓ Distribution of Transit Amenities for each mode	18
✓ Vehicle Assignment for each mode	18
	19
	19
▶ PUBLIC PARTICIPATION PLAN	
✓ Key Principles and Goals	18
✓ Public Participation Process - Meetings, Media, Signage	20
Summary of Public Participation	21
▶ LANGUAGE ASSISTANCE PLAN	
✓ Improving Access for People with Limited English Proficiency	
	22

INTRODUCTION

Petersburg Area Transit, hereafter called PAT, hereby certifies that, as a condition of receiving Federal Financial Assistance under the Urban Mass Transportation Act of 1964, as amended, PAT will ensure its compliance to the Title VI Program outlined by Code of Federal Regulations.

PAT acknowledges that, at the discretion of the FTA, information other than that which is required by FTA C4702.1B, may be requested in writing of PAT to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

PAT ASSURANCES TO THE TITLE VI PROGRAM

PAT shall submit on an annual basis their Title VI Assurance, as part of their annual Certification and Assurance submission to the FTA.

PAT will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.7.

PAT will as a commitment to civil rights ensure that "No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance."

- None shall, on the basis of race, color or national origin is to be subjected to discrimination in the level and quality of transportation services and transit-related benefits provided by PAT.
- PAT will make it known to the public that those persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, the U.S. Department of Transportation and the City of Petersburg as described in Section II.

PAT does not pass FTA funds through sub-recipients.

PAT as a recipient of federal funding will examine its services and identify any need for services to those with limited English proficiency and develop and implement systems to provide services so LEP persons can have meaningful access to these services. Section IV of this plan explains and identifies the action of PAT.

TIMELY SUBMISSION

PAT acknowledges that, at the discretion of the FTA, information other than that which is required by FTA C 4702.1B, may be required in writing of the FTA, to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

- A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.
- PAT process for persons with Limited English Proficiency (LEP).
- Title VI Complaint and Tracking procedures.
- A list of Title VI investigations, complaints or lawsuits filed since the last submission: and
- A copy of PAT public notice regarding Title VI compliance and public access and instructions to PA Title VI complaint procedures.

Portions of the Plan which have not changed since the last submission will not be resubmitted, however, PAT shall include a statement to this effect in lieu of copies of the original documents in order to eliminate redundancy in resubmissions.

The person whose signature appears below is authorized to sign on behalf of the grant applicant or recipient.

Date : April 28, 2025

Darius L. Mason



Director of Mass Transit

TITLE VI COMPLIANCE HISTORY

PAT has no issues of non-compliance and makes necessary corrections when identified:

- There are no outstanding lawsuits or complaints naming PAT which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.
- There are no pending applications for Federal Financial Assistance and there is no Federal financial assistance currently being provided to PAT other than that being supplied by the Federal Transit Administration (FTA). Currently, PAT is applying for Section 5307 and 5339 funding through the FTA.
- During the course of the last three (3) years, there have not been any civil rights compliance review activities conducted with respect to PAT, and, to the best of our knowledge, there are not presently any ongoing civil rights compliance review activities being conducted with respect to PAT.
- There are currently no pending construction projects which would negatively impact minority communities being performed by PAT.

GENERAL REQUIREMENTS

Notice to the Public

Petersburg Area Transit (PAT) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation will comply with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S. C. 2000d- 42 U. S. C. 2000d-4 U.S.C. 2000d-4 (hereinafter reference as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary , Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation

- Implementation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to the "Regulations") and other pertinent directives, to the end and that in accordance with the Act of 1964, Regulations, and other pertinent directives.

PAT will thereby maintain notice to the public identifying this compliance using all available manners of address from the design of its program, training of its staff and providing notice using available media reinforcing the assurances stated on page 3.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Transit Administration Program:

- That the Recipient agrees that each "program" and each "facility" as defined in sub 21.23(a) and 21.23 (b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
- That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection will all Federal Transit Administration Programs and, in adapted form in all proposals or negotiated agreements:

Petersburg Area Transit, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat., 252 U. S. C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federal-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders/proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- That the Recipient shall insert the clauses contained herein every contract subject to this Act and the Regulations.
- That the Recipient shall insert the clauses contained herein as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures or improvements thereon, or interest herein.
- Where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
- Where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
- The Recipient shall include the appropriate clauses contained herein as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:
 - ✓ for the subsequent transfer of real property acquired or improved under the Federal Transit Administration Programs; and
 - ✓ for the construction or use of or access to, space on, over, or under real property acquired, or improved under the Federal Transit Administration Programs.
- That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
 - ✓ the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - ✓ The period during which the Recipient retains ownership or possession of the property.
- The Recipient shall provide for such methods of administration for program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other interest, and other participants of Federal Financial Assistance under such programs will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

- ✓ The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.
- ✓ The Recipient assures us that the level and quality of transit service and related benefits are provided in a manner consistent with Title VI of the Civil Rights Act of 1964.

THESE ASSURANCES are given in consideration of, and for the purpose of, obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Transit Administration and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Transit Administration Programs.

INSTRUCTIONS FOR COMPLETING COMPLAINT FORM

You may either type your complaint or hand write it so long as it can be easily read. If needed, attach additional sheets of paper to provide additional information and indicate that you have done so on the complaint form.

- ✓ Section 1 - Provide personal identifying information as requested.
- ✓ Section 2 - Advise if you are the complainant or assisting the complainant. If assisting, identify yourself in section 2 or go to section 3 if you are the complainant.
- ✓ Section 3 - Identify the basis for discrimination; provide date and time of the incident, then explain the circumstances with as much detail as you can. Remember to add sheets if needed as state in the section if attachments have been included.
- ✓ Section 4 - please advise if there has been any previous complaint with Petersburg Area Transit or the City of Petersburg.
- ✓ Section 5 - Advise if you have previous complaints with any other Federal, State, or local agency or with any Federal or State court. Identify any other representatives or third parties subject to your complaint name of Agency, contact name, address, and phone number.
- ✓ Your signature and the date of completion is required on the form as indicated by the statement that the complaint is true to the best of knowledge.

A complaint must meet the following criteria for acceptance:

- ✓ The Complaint must be filed within 180 days of the alleged occurrence.
- ✓ You must sign the complaint. You may not sign for anyone else.
- ✓ Mail or provide your completed complaint to:

Petersburg Area Transit
100 West Washington Street
Petersburg, Virginia 23803
Attention: Transit Program Manager

Discrimination Complaint Form and Process



TITLE VI COMPLAINT FORM Petersburg Area Transit (PAT)

PAT is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator, by calling (804) 733-2452. The completed form must be returned to PAT Customer Service Office, Title VI Coordinator, 100 West Washington Street, Petersburg, Virginia 23803.

Section I:	
Name:	
Address:	
Telephone (Home):	Telephone (Work):
Electronic Mail Address:	
Section II:	
Are you filing this complaint for yourself?	Yes* (if yes, go to Section III) No
If not, please supply the name and relationship of the person for who you are filing the complaint.	
Please explain why you have filed for a third-party:	
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third- party.	Yes No
Section III:	
I believe the discrimination I experienced was based on (check all that apply):	
Race Color National Origin	
Date of the Alleged Discrimination (Month, Day, Year):	Time of Day:
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person (s) who discriminated against you (if known) as well as names and contact information for any witnesses. If more space is needed, please use the back of this form.	

Section IV:	
Have you previously filed a Title VI complaint with this agency? Please explain.	
	Yes No
Section V:	
Have you filed this complaint with any other Federal, State, or local agency or with any	
	Yes No
If you have filed this complaint with another entity, please provide the information below:	
Agency:	Contact Name:
Address:	Telephone Number:
Agency:	Contact Name:
Address:	Telephone Number:

You may attach any written material or other information that you think is relevant to your complaint. I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainant's Signature _____

Date _____

Please submit this complaint form to:
 PAT Customer Service Office, Title VI Coordinator, 100 West Washington Street,
 Petersburg, Virginia 23803

Title VI Public Notice of Rights/Complaint Process

Public Notice of Rights

The following statement shall be posted on site at both PAT office locations, on the PAT website (www.petersburg-va.gov); permanently displayed on public transit vehicles; and other appropriate materials made available to the public. (Documents will be translated into languages other than English, upon request.)

Non-Discrimination- Your Rights under Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title VI Information, Limited English Proficient (LEP) Information and Complaint Process (for printed materials, website, and other mediums upon request)

PAT grants all citizens equal access to all its transportation services. It is further the intent of PAT that all citizens are aware of their rights to such access. This is designed to serve as an educational tool for citizens so that they may understand one of the civil rights laws that protect their benefit of the PAT programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

What is Title VI?

Title VI of the Civil Rights Act of 1964, is the Federal Law that protects individuals from discrimination on the basis of their race, color or national origin in programs that receive Federal Financial Assistance.

Petersburg Area Transit supports this law and posts this information on its Transit Buses, City owned website, and at the Transit Station offices where patrons may be notified. The following statement and instructions are provided:

- *"No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service furnished by PAT on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.*

How can I file a discrimination complaint?

Any person who believes that they have, individually, or as a member of any specific class of people, been subjected to discrimination on the basis of race, color, or national origin may file a complaint with PAT, Queenie Byrd, Transit Program Manager at (804) 733-2452.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and PAT may be utilized for resolution. Any individual, group or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint.

The following measures will be taken to resolve Title VI complaints:

- A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address, and telephone number; number of alleged discriminating official, basis of complaint (race, color, national origin) and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.

Petersburg Area Transit strongly encourages the use of the attached PAT Title VI Complaint Form when filing official complaints.

The preferred method is to file your complaint in writing using the PAT Title VI Complaint Form and send it to:

Title VI Coordinator
Petersburg Area Transit
100 West Washington Street
Petersburg, Virginia 23803

- In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to PAT Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the PAT Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) days by registered mail.

- If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided sixty (60) business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- Within fifteen (15) business days from receipt of a complete complaint, PAT will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Transit Administrative Manager or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
 - ✓ If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - ✓ If the complaint is to be investigated, the notification shall state the grounds of PAT jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- When PAT does not have sufficient jurisdiction, the Transit Program Manager or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- If the complaint has investigative merit, the Transit Administrative Manager or his/her designee will instruct the Title VI Coordinator to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Transit Program Manager within sixty (60) days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed and a finding with recommendations and conciliatory measures when appropriate. If the investigation is delayed for any reason, the Title VI Coordinator will notify the appropriate authorities, and an extension will be requested.
- The Transit Administration Program Manager or his/her authorized designee will issue letters of findings to the Complainant and Respondent within ninety (90) days from receipt of the complaint.
- If the Complainant is dissatisfied with PAT's resolution of the complaint, he/she has the right to file a complaint with

Office of Civil Rights
 ATTN: Title VI Program Coordinator
 East Building, 5th Floor- TCR,
 1200 New Jersey Avenue, SE
 Washington, D.C. 20590

PUBLIC PARTICIPATION PLAN

KEY PRINCIPLES and GOALS

To improve public participation resulting in a more effective program under Title VI, PAT shall establish a plan for public participation under the following key principles:

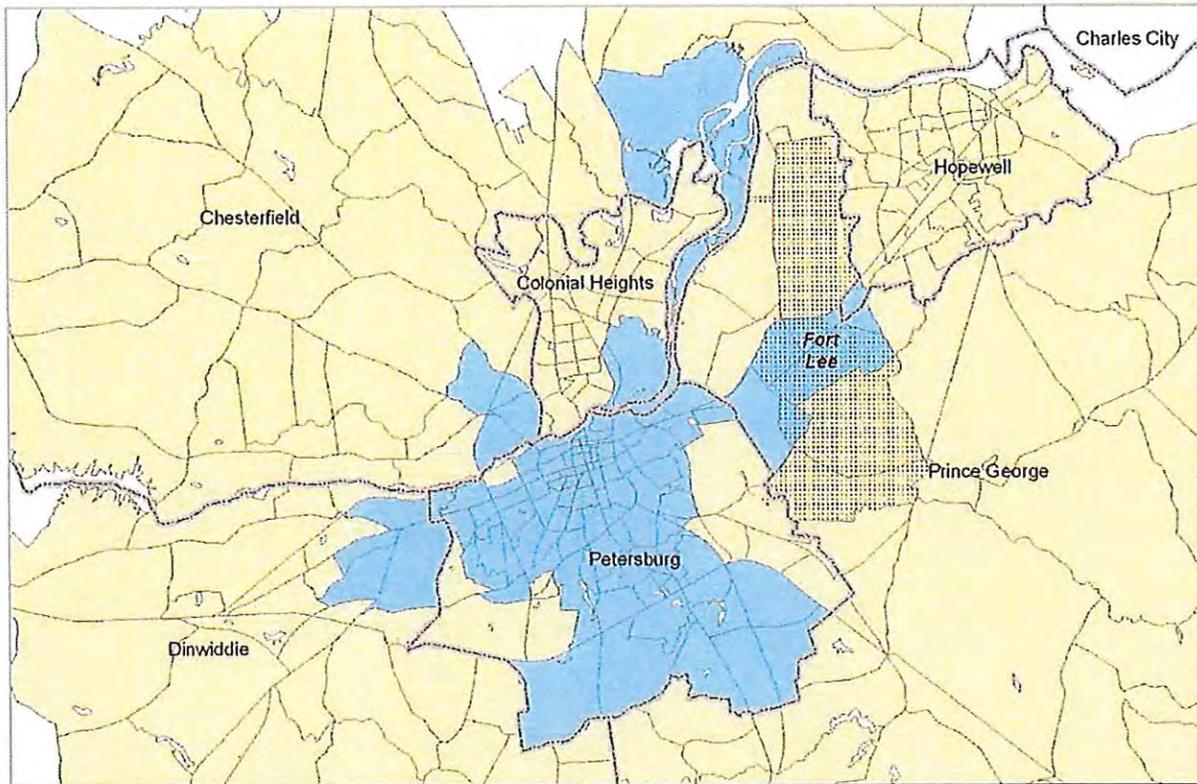
- Coordination with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
- Provision of opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Utilization of locations, facilities and meeting times that are convenient and accessible to low-income and minority communities.
- Utilization of different meeting sizes or formats, or varying the type and number of news media used to announce public participation opportunities; and
- Implementation of DOT's policy guidance regarding PAT responsibilities to LEP persons.

DECISION MAKING BODIES

PAT engages three decision making bodies to support its role in city government, operational efficiency, and public participation. These bodies are necessary to maintain sound programs for all Title VI requirements. These bodies are:

- The City of Petersburg's Mayor and City Council sets policies for the city. The City Manager John M. Altman Jr. implements policies set by the council and manages the daily operations of the city.
- While PAT doesn't have a formal Board, City Council currently acts as the Board. We are still working on a process of putting together a Committee. The PAT Committee will include the Director of Mass Transit, Pat's Safety Coordinator, The cities Risk Manager, and the Lead Purchasing Agent this Committee will engage, review, and approve all PAT contracting and operational actions.

Service Area Geography and Demographic Data



PETERSBURG AREA TRANSIT SERVICE AREA

PETERSBURG AREA TRANSIT SERVICE AREA includes primary routes servicing the cities of Petersburg, Colonial Heights, Hopewell, and Fort Gregg Adams (Army installation). Limited service to the City of Richmond is available for employment-related travel.

The level of service provided to all areas is based on operating factors that provide ridership based on populations, area employment, popular destinations, and other economic factors. PAT participates in many area organizations, such as the Metropolitan Planning Organization and city and civic meetings to ensure meeting the needs of the service area.

Census data and other civic information help shape the levels of service. Demographic data identifies population and race.

Demographic Characteristics	Population Estimate	%by Jurisdiction
White	5338	16% Petersburg
Black	25357	76% Petersburg
American Indian/Alaskan Native	0	0% Petersburg
Asian	334	1% Petersburg
Hispanic	2336	4.9% Petersburg
Total	33365	100% Petersburg
White	10,326	45% Hopewell
Black	10,035	44% Hopewell
American Indian/Alaskan Native	229	1% Hopewell
Asian	344	1.5% Hopewell
Hispanic	1,950	8.5% Hopewell
Total	22,944	100% Hopewell
White	12,815	69.6% Colonial Heights
Black	3,361	18.2% Colonial Heights
American Indian/Alaskan Native	147	0.8% Colonial Heights
Asian	625	3.4% Colonial Heights
Hispanic	1,445	7.8% Colonial Heights
Total	18,393	100% Colonial Heights

SERVICE STANDARDS AND POLICIES

► Vehicle Load

Measure: Provides service levels to prevent overcrowding and standees.

PAT system-wide goal is to have an average maximum load factor for local service not to exceed 1.0, as measured by a ratio of total passengers to seats on board the vehicles. This equates to a maximum of approximately 1 standee on a 29'-40' vehicle.

PAT works closely with its Para-transit section to ensure passengers are not left behind due to overcrowding or overloads. Overcrowding is monitored on all routes; no route in PAT system is overloaded.

Buses in PAT's fleet currently used have seating capacities of:

Type Vehicle	Make	Model	Seats	Standing	Totals
21' Mini Bus	Ford	-E450	9	0	9
24' Mini Bus		E-450 (4)	21	0	21
StarCraft Allstar XL	Ford	E-550	26	0	26
35' Standard Bus	Gillig BRT	Low Floors (4)	32	0	32
40' Standard Bus	Gillig	Low Floors (4)	38	0	38
30' Low Floor Bus	Eldorado	EZ-rider	32	0	32
30' Trolley	Hometown	Villager (1)	32	0	32
28' Standard Bus	Chevy	ARBOC	22	0	22

➤ Vehicle Headway

Measure: Provides adequate service frequency based on the corridor of operation and ridership demand.

PAT's system-wide goal is to provide service every 30 and 60 minutes during the peak and off-peak times along all primary transportation corridors in the Petersburg Transit Service Areas. As some routes provide overlapping service within a given corridor, corridor frequencies are typically the same. The vehicle headway standard is designed to ensure that passengers have equitable wait times for transit vehicles. Vehicle headways are measured as the amount of time between the departure of two subsequent buses along the same route or service corridor.

PAT differentiates between three types of bus service as defined below:

Service Type	Bus Routes
Petersburg Service Area	NA
South Park Mall (City of Colonial Heights	NA
Etrick's Chesterfield County	NA
Demand Responsive	CSH/SVTC

➤ On-time Performance

Measure: Provides accessible and reliable transit services to the service area 3

To ensure reliable services, PAT aims to have a 95% on-time performance target at major stops and transfer stations and an 85% on-time performance target at minor time- point stops for fixed route operations. In addition, PAT's standard is less than 1% of fixed-route trips missed or removed from the daily schedule. For Para transit services, the standard for on-time performance is at least 90% of all Para-transit trips arriving within the fifteen-minute pick-up window.

➤ Service Availability

Measure: Provides accessible and reliable transit services to City of Petersburg, City of Colonial Heights, City of Hopewell, and Dinwiddie County.

PAT's goal is to provide transit service to major origins within the Petersburg Area Transit Service Area and surrounding localities.

This goal includes providing transit within 1/4 miles of 90% all City of Petersburg residents by census, 90% of major employers and other large trip generators, and 95% of large multifamily housing developments as well as ensuring that 75% and 75% of middle and high schools are within 1/2 mile and 1/2 mile, respectively, of transit service.

➤ Distribution of Transit Amenities for Each Mode

The transit amenities policy is designed to provide the framework for the distribution of bus stop amenities equitably throughout the system. When resources allow for improvements at multiple stop locations, PAT will prioritize resources based on passenger activity and transfer opportunities. PAT will also recognize the amount of observed boarding versus alighting activity when sitting amenities such as shelters, benches, and real-time.

In situations where PAT has the authority and available resources to site new amenities at multiple bus stops, amenities will be programmed for placement at those stops based on need and ridership. Amenities may include, but are not limited to, shelters, seating, trash receptacles, and transit information displays. Amenities are based on passenger boarding's, transfer opportunities, and access to major activity connection areas. While PAT will use need and ridership to determine installation of amenities, external factors (e.g., site limitations do exist, such as regulations of local jurisdictions, etc.) may dictate that amenities be installed out of order or not at all.

➤ Vehicle Assignment for Each Mode

The vehicle assignment policy is designed to provide the framework for the distribution of buses in an equitable fashion throughout the system. All vehicles used in transit service will be ADA accessible and accommodate at least two wheelchairs and two bicycle racks.

Vehicle size and capacity will be assigned based on demand and passenger load factors. The route with the lowest passenger demand will be assigned to a 21'-24' mini-bus, those with medium demand will be assigned a 29' vehicle and those with the highest demand will be assigned a 35' vehicle.

PUBLIC PARTICIPATION PROCESS

Processes and actions developed to address public participation are set to provide reinforcement of the Title VI objectives. These efforts include:

- Meetings will be held in locations which are fully accessible and welcoming to all area residents, including, but not limited to, low-income and minority members of the public and in locations relevant to the topics being presented and discussed.
- Meetings when considering fare changes, elimination, addition, or modifications to routes and schedule and other transit planning projects are held as formal public city council sessions.
- Schedule meetings that are convenient to patrons, minority and LEP communities that permit roundtable discussion and enhance participation.
- Coordinate with community organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities through churches, nearby university leadership, clubs, and other civic organizations.
- Uses media and signage to support the process as follows:
 - ✓ Print- Newspapers and other periodicals.
 - ✓ Outdoor Advertising on board buses (interior/exterior) and in bus shelters.
 - ✓ Website - PAT has assembled a comprehensive website with the City of Petersburg.
 - ✓ PAT also has developed a website for passengers concerning route destinations and time points www.ridepat.com
 - ✓ On Board - PAT provides riders with details of service changes, schedules of public meetings and notifications including Title VI requirements.
 - ✓ On-board scrolling messages - PAT buses provide messages of pertinent and relevant data.

SUMMARY OF PUBLIC PARTICIPATION ACTIVITIES

PAT public outreach is primarily accomplished through City Council meetings. The meetings are held twice a month and are open to the public. Dates, times, agendas, and minutes for City Council meetings are posted on the City of Petersburg website. PAT service and policy changes, such as changes to routes or fares, are discussed at these meetings and public comments are welcomed. The City of Petersburg website and social media is another additional platform from which PAT and the City Council communicate PAT service and policy changes with the public. The public can also view bus routes and information at www.ridepat.com another source of information can be found with the Transit Strategic Plan.

LANGUAGE ASSISTANCE PLAN

The demographics for Petersburg, Virginia as provided by the U.S. Census indicate that the city is 76% Black or African American, 16% White, 5% Hispanic and 6% other. This make-up supports that the Hispanic community is its largest minority. Several programs (Appendix B and C) to support this community along with concerns of limited English proficiency have been instituted to make Petersburg Area Transit inclusive to all.

- Improving Access for People with Limited English Proficiency (LEP)

PAT shall take steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). PAT will assist persons with Limited English Proficiency to participate in the transportation planning process. PAT Staff will make every effort to provide translators and document translation, where feasible, upon request. PAT Limited English Proficiency (LEP) Plan is contained herein as Appendix B.

- Actions and Tools Supporting Riders With LEP

To support the Title VI program, PAT has completed many actions and tools to accommodate the LEP population. Actions taken include the following:

- ✓ Established a transit route to support the community where a predominance of LEP persons reside.
- ✓ The use of multi-lingual signage on transit vehicles and websites.
- ✓ Work is completed for the translation of other documents to support Title VI progress.

The City of Petersburg has several offices including Social Services, Police, Fire and Rescue that offer multilingual personnel to assist when issues arise. The City of Petersburg's website (which includes Transit data) is multilingual into many languages using Microsoft Translator.

Limited English Proficiency Plan (LEP)

- INTRODUCTION

The purpose of this Limited English Proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U. S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance, and;

- EXECUTIVE ORDER 13166

Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency, "reprinted at 65 FR 50121 (August 16, 2000), directs each

Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964-National Origin Discrimination against Persons with Limited English Proficiency." (See 65 FR 50123, August 16, 2000, DOJ's General LRP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination. Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies such as Petersburg Area Transit (PAT), and governments, private and non-profit entities, and sub-recipient.

- PLAN SUMMARY

PAT has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to PAT services are required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff how to notify LEP people that assistance is available, and information for future plan updates.

In developing the plan, and reviewing the City of Petersburg's statistics, PAT determines the extent of obligation to provide LEP services. PAT used a U.S. Department of Transportation four factor LEP analysis which considers the following:

- ✓ The number or proportion of LEP people eligible in PAT's service area who may be served or likely to encounter a PAT program, activity, or service.
- ✓ The frequency with which LEP individuals come in contact with PAT services.
- ✓ The nature and importance of the program, activity or service provided by PAT to the LEP population.
- ✓ The resources available to PAT and overall cost to provide LEP assistance. A brief description of these considerations is provided in the next section.

FOUR FACTOR ANALYSIS

The number or proportion of LEP persons eligible in the PAT service area who may be served or likely to encounter a PAT program, activity or service are 99.9% Hispanic.

PAT assessed the frequency at which staff and drivers have or could possibly have a contact with LEP person. The majority of LEP persons are Hispanic. Many have mastered the English language, however if the need arise for assistance PAT is able to assist. PAT has a bus route designated to ensure we are servicing the Hispanic communities. The ridership for that area is about 3 to 5% monthly.

In the PAT service area, the overwhelming majority of the population (95.4%) speaks English only, however because the LEP community is concentrated, PAT has established a route that assist the LEP community with access to hospital and medical offices, work locations, banking, and food and other shopping. Other programs provided training on ridership for shopping and work-related travel, such as social services, health and wellness centers, and local employment commission. Based on these actions' ridership by LEP persons has not increased. Use of multilingual signage satisfies most scenarios. These actions and resources are important to allow LEP persons equal opportunity to mainstream living.

PAT assessed its available resources that could be used for providing LEP assistance. This included identifying translation companies for signage, and news media to provide route information. After analyzing these four areas, PAT developed the plan outlined in the following section for assisting persons of limited English proficiency.

LIMITED ENGLISH PROFICIENCY PLAN OUTLINE

Below are tools to help identify people who may need language assistance:

- ✓ All transit vehicles carry Title VI notification signage in Spanish.
- ✓ The website www.ridepat.com also has the schedule in Spanish by clicking on the Us flag in the lower left side under service hours.
- ✓ A PAT Office is located in the area of concentration to enhance community outreach.
- ✓ An electronic Language translator is available on staff.
- ✓ PAT website provides translation in many languages using Microsoft Translator.
- ✓ Conduct necessary meetings to support the LEP community, i.e., continued participation in cultural fairs and information sharing meetings.

Language Assistance Measures

PAT employs language assistance measures to assist local and traveling persons as mentioned above in the LEP proficiency plan.

PAT Staff Training

All PAT staff will be provided with the LEP Plan and educated on procedures to follow. This information will also be part of the PAT staff orientation process for new hires.

Outreach Techniques

PAT employs outreach techniques using the following options when and/or if the need arises for LEP outreach:

- ✓ If staff know that they will present a topic that could be of potential importance to an LEP person, or its' staff will be hosting a meeting or a
- ✓ workshop in a geographic location with a known concentration of LEP persons, meeting, notices, fliers, advertisements, and agendas will be printed in an alternative language, based on known LEP population in the area.
- ✓ When holding a public meeting, staff will insert the clause, based on the LEP population and when relevant, translates into an alternative Language, a translator will be available.
- ✓ Key print materials, including bus limited to schedules and maps will be translated and made available at Petersburg Station, on board vehicles and in communities when a specific and concentrated LEP population is identified, or a request is made.

Monitoring and Updating the LEP Plan

This plan is designed to be flexible and is one that can be easily updated. At a minimum, PAT will follow the Title VI Program update schedule for the LEP Plan. However, major updates are released or when socio-political actions bring change to our attention.

Each update should examine all plan components such as:

- ✓ How many LEP people were encountered? And were their needs met?
- ✓ What is the current LEP population in PAT service area?
- ✓ Has there been a change in the types of languages where translation services are needed?
- ✓ Is there still a need for continued language assistance for previously identified PAT programs? Are there other programs that should be included?
- ✓ Have the PAT available resources, such as technology, staff and financial costs covered?
- ✓ Has PAT fulfilled the goals of the LEP Plan? And were any complaints received?

Dissemination of PAT Limited English Proficiency Plan

PAT includes the LEP Plan with its Title VI Policy and Complaint Procedures. PAT's Notice of Rights under Title VI to the public is posted in both PAT offices, on the website at www.petersburgva.gov and on all vehicles.

Any person, including social service, non-profit, and law enforcement agencies along with other community partners with internet access will be able to access the plan.

Copies of the LEP Plan will be provided upon request, to any person(s) requesting the document via telephone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to PAT Title VI Coordinator.

Transit Administration Program Manager
100 West Washington Street
Petersburg, Virginia 23803
Telephone - 804.733.2452 Fax - 804.733.2468
mail: gbyrd@petersburg-va.org

Petersburg Area Transit (PAT) Title VI Program

English

The City of Petersburg, Virginia operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Petersburg, Virginia.

- A claimant may file directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights.
- Please write: Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR, 1200 New Jersey Ave SE Washington, DC 20590

For Title VI Complaint Forms please go to P.A.T. Customer Service 100 West Washington Street, Petersburg, Virginia

For more information on the City of Petersburg, Virginia Civil Rights Program, and the procedures to file a complaint, please contact: Queenie Byrd at qbyrd@Petersburg-VA.org or 804.733.2460.



Programa de Título VI de Tránsito del Área de Petersburg (PAT)

Espanol

La ciudad de Petersburg, Virginia, opera sus programas y servicios sin distinción de raza, color y origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Ciudad de Petersburg, Virginia.

- Un reclamante puede presentar una queja directamente ante la Administración Federal de Tránsito (FTA, por sus siglas en inglés) ante la Oficina de Derechos Civiles.
-
- Por favor escriba: Atención: Coordinador del Programa del Título VI
Edificio Este, 5º Piso-TCR, 1200 New Jersey Ave
SE Washington, DC 20590

Para obtener formularios de queja del Título VI, visite P.A.T. Customer Service, 100 West Washington Street, Petersburg, Virginia.

Para obtener más información sobre el Programa de Derechos Civiles de la Ciudad de Petersburg, Virginia, y los procedimientos para presentar una queja, comuníquese con: Queenie Byrd al qbyrd@Petersburg-VA.org o al 804.733.2460.





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **A Public Hearing for Consideration of an Amendment to the FY25 Grants Fund - Pages 66-70**

PURPOSE: The Clerk of Circuit Court's Office has been awarded grants from the Library of Virginia

REASON: The Clerk of Circuit Court's Office has been awarded grants from the Library of Virginia

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND: The Clerk of Circuit Court's Office has been awarded grants from the Library of Virginia for Item Conservation

COST TO CITY: \$71,863

BUDGETED ITEM: Grant

REVENUE TO CITY: \$71,863

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Clerk of Circuit Court's Office

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Petersburg City - 2024FY-119 - Approval Letter
2. Grant Ordinance - Item Conservation 2024
3. Petersburg City - 2025FY-136 - Award Letter
4. Grant Ordinance - Item Conservation 2025



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

Feb. 21, 2024

Grant Agreement Number: 2024FY-119

The Honorable Maytee Romero de Parham
Clerk of the Circuit Court
City of Petersburg
7 Courthouse Avenue
Petersburg, VA 23803

Dear Ms. Parham,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, Feb. 13th, 2024 to consider 124 applications submitted from 101 localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the reduced amount of \$49,048.00**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Deed Book 66, 1902-1903; Deed Book 75, 1909; Plat Book 2, 1939-1953.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with this year in preparation for the 2025FY grant cycle.

Sincerely,

Gregory E. Crawford
State Archivist

Teresa Hash Dobbins
President, Virginia Court Clerks' Association

AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025, FOR THE GRANTS FUND

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

- I. That appropriations for the fiscal year commencing July 1, 2024, in the Grants Fund, are made for the following resources and revenues of the City, for the fiscal year ending June 30, 2025.

Previously adopted Revenues	\$0.00
ADD:	
2024FY-119 Item Conservation Grant	
Total Revenue	\$49,048

- 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:

Previously adopted Expenditures	\$0.00
ADD:	
2024FY-119 Item Conservation Grant	
Total Expense	\$49,048



LIBRARY OF VIRGINIA

Dennis T. Clark
Librarian of Virginia

Feb. 25, 2025

Grant Agreement Number: 2025FY-136

The Honorable Maytee Romero de Parham
Clerk of the Circuit Court
City of Petersburg
7 Courthouse Avenue
Petersburg, VA 23803

Dear Ms. Parham,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, Feb. 25th, 2025 to consider 140 applications submitted from 105 localities. \$2,000,000 was budgeted for this grant cycle, while grant requests totaled just over \$3,030,000. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the reduced amount of \$22,815.00**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Deed Book 10, 1836-1839; Deed Book 7, 1821-1826; Deed Book 8, 1826-1832**. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with this year in preparation for the 2026FY grant cycle.

Sincerely,

Gregory E. Crawford
State Archivist

Kelly L. Flannagan
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *tty*

AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025, FOR THE GRANTS FUND

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

- I. That appropriations for the fiscal year commencing July 1, 2024, in the Grants Fund, are made for the following resources and revenues of the City, for the fiscal year ending June 30, 2025.

Previously adopted Revenues	\$0.00
ADD:	
2025FY-136 Item Conservation Grant	
Total Revenue	\$22,815

- 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:

Previously adopted Expenditures	\$0.00
ADD:	
2025FY-136 Item Conservation Grant	
Total Expense	\$22,815



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: Petersburg City Public Schools

RE: **A Public Hearing for Consideration of the Approval of the Proposed Petersburg City Public Schools FY26 Budget - Pages 71-74**

PURPOSE: A Public Hearing for Consideration of Approval of the proposed FY26 Petersburg City Public Schools Budget

REASON: Annual budget approval is required by state law and city ordinance to ensure proper funding for school operations in the upcoming fiscal year.

RECOMMENDATION: Approve the Petersburg City Public Schools FY26 budget as presented, including the requested local funding allocation.

BACKGROUND: The Petersburg City Public Schools FY26 budget addresses critical educational needs while maintaining fiscal responsibility. The budget includes funding for teacher salary increases to remain competitive with neighboring districts, expansion of the early literacy program, technology infrastructure upgrades, and facility maintenance projects. The budget development process included input from school administrators, teachers, parents, and community stakeholders through public hearings held in February and March 2025.

COST TO CITY: \$12,977,018

BUDGETED ITEM: To be included in the City's FY26 Budget

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Petersburg City Public Schools

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. PCPS FY26 Budget Ordinance
2. PCPS FY 2026 City Adoption

AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026, FOR PETERSBURG CITY PUBLIC SCHOOLS

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

- I. That appropriations for the fiscal year commencing July 1, 2024, for Petersburg Public Schools are made for the following resources and revenues, for the fiscal year ending June 30, 2025.

Total Revenue **\$89,018,327**

- 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:

Total Expense **\$89,018,327**

Petersburg City Public Schools

	FY 2025 Adopted	FY 2026 Proposed	YOY Change
Operating Fund			
Local Fees	269,408	240,749	(28,659)
Erate	225,000	225,000	-
Sales Tax	5,872,886	6,481,023	608,137
State	46,163,889	50,569,750	4,405,861
City Transfer	12,361,478	12,977,018	615,540
Total Operating	<u>64,892,661</u>	<u>70,493,540</u>	<u>5,600,879</u>
Food Service	3,100,000	3,300,000	200,000
Special Revenue (Grants)	11,565,663	15,224,787	3,659,124
Total all funds	<u><u>79,558,324</u></u>	<u><u>89,018,327</u></u>	<u><u>9,460,003</u></u>



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **A Public Hearing for Consideration of the Approval of the Proposed City of Petersburg FY26 Operating Budget - Pages 75-97**

PURPOSE: A Public Hearing for Consideration of the Approval of the Proposed City of Petersburg FY26 Operating Budget

REASON: Consideration of the Approval of the Proposed City of Petersburg FY26 Operating Budget

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND: The City of Petersburg All Funds Budget is balanced and proposed at \$144,338,153 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

- General Fund - \$106,947,573
- Grants Fund - \$845,567
- Streets Fund - 10,641,039
- CDBG Fund - 583,723
- Utilities Fund - \$15,874,619
- Stormwater Fund - \$1,410,564
- Golf Fund - \$1,515,186
- Transit Fund - \$6,519,882

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. FY26 Proposed Budget Ordinance

2. FY26 Proposed Operating Budget Presentation

AN ORDINANCE PROPOSING APPROPRIATIONS IN THE ALL FUNDS BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2025 AND ENDING JUNE 30, 2026

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

- I. That appropriations for the fiscal year commencing July 1, 2025, and ending June 30, 2026, in the All Funds Budget are proposed from the following resources and revenues of the City, for the fiscal year ending June 30, 2026:

Revenues

General Fund Revenue	\$106,947,573
Grants Fund Revenue	\$845,567
Streets Fund Revenue	\$10,641,039
Community Development Block Grant Revenue	\$583,723
Stormwater Fund Revenue	\$1,410,564
Utilities Fund Revenue	\$15,874,619
Golf Course Fund Revenue	\$1,515,186
Mass Transit Revenue	\$6,519,882

TOTAL REVENUES **\$144,338,153**

- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2025, and ending June 30, 2026, the following sums for the purposes mentioned:

Expenditures

General Fund	\$106,947,573
Grants Fund	\$845,567
Streets Fund	\$10,641,039
Community Development Block Grant	\$583,723
Stormwater Fund	\$1,410,564
Utilities Fund	\$15,874,619
Golf Course Fund	\$1,515,186
Mass Transit Fund	\$6,519,882

TOTAL EXPENSES **\$144,338,153**

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.

FY25-FY26 Proposed Operating Budget



Department of Finance

ALL FUNDS SUMMARY

REVENUES		
FUND	2024-2025 AMENDED	2025-2026 PROPOSED
General Fund	96,578,090	106,947,573
Grants Fund	10,746,733	845,567
Streets Fund	8,037,703	10,641,039
CDBG Fund	582,410	583,723
Utilities Fund	15,134,073	15,874,619
Stormwater Fund	1,452,283	1,410,564
Golf Fund	1,197,550	1,515,186
Transit Fund	7,478,965	6,519,882
TOTAL	141,207,807	144,338,153

EXPENDITURES		
FUND	2024-2025 AMENDED	2025-2026 PROPOSED
General Fund	96,578,090	106,947,573
Grants Fund	10,746,733	845,567
Streets Fund	8,037,703	10,641,039
CDBG Fund	582,410	583,723
Utilities Fund	15,134,073	15,874,619
Stormwater Fund	1,452,283	1,410,564
Golf Fund	1,197,550	1,515,186
Transit Fund	7,478,965	6,519,882
TOTAL	141,207,807	144,338,153



FY26 BUDGET INITIATIVES

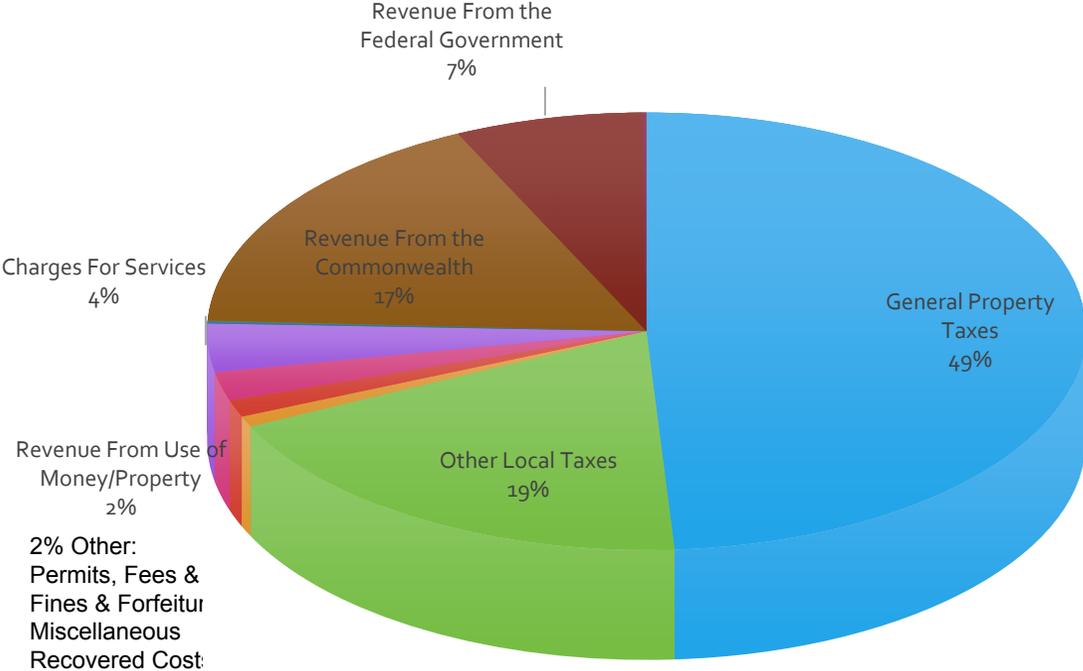
- The proposed budget includes funding for two major items that will enhance the city's position.
 - Public Safety & General Employee Class & Comp Study Implementation (\$3M)
 - Debt Service Payments for Bonded Debt (\$7.3M)
- In addition, this budget will pilot a vacancy savings method across all departments as a cost savings method.



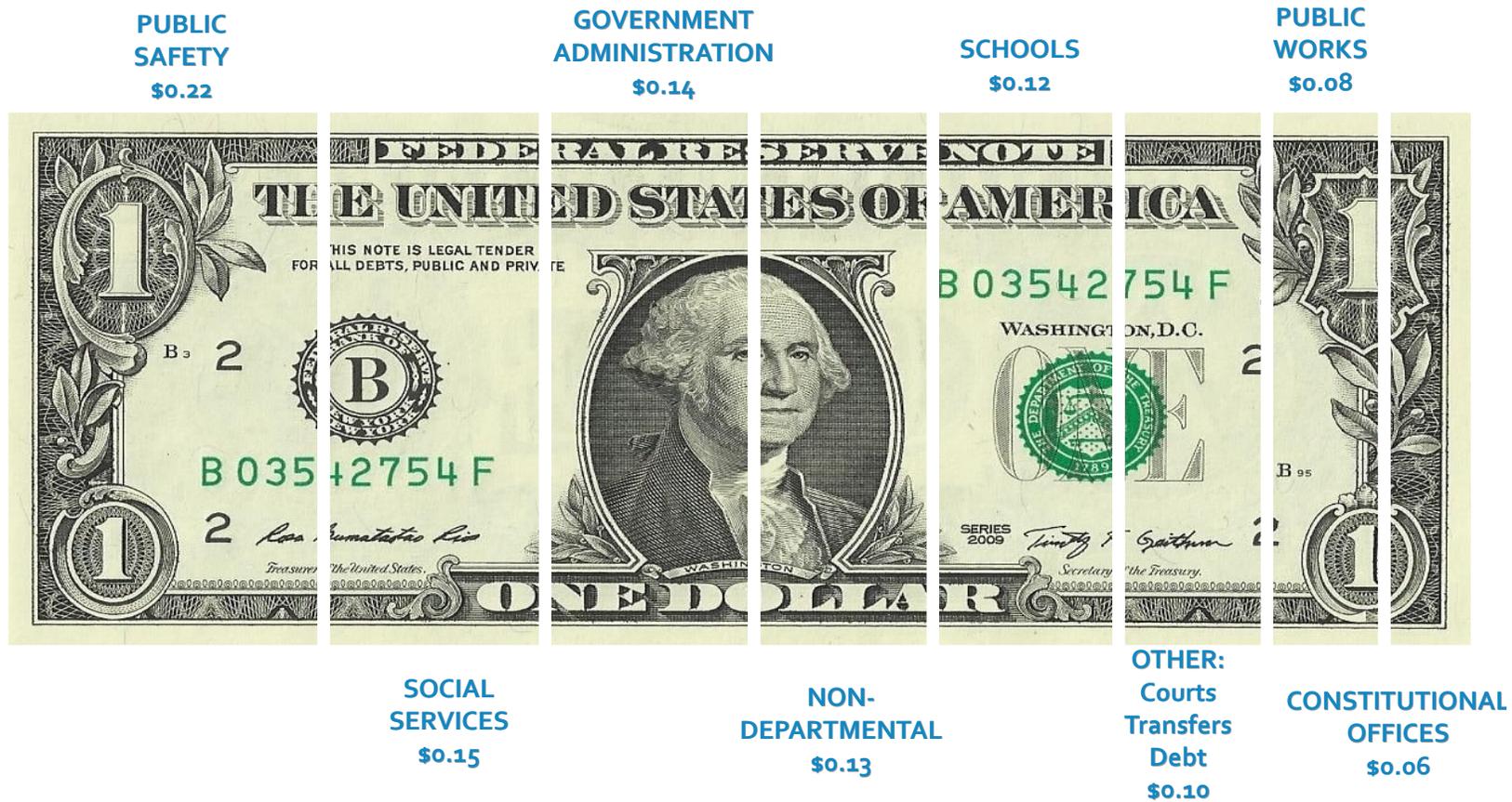
GENERAL FUND REVENUE SUMMARY

General Fund Revenues	2024-2025 Amended	2025-2026 Proposed
General Property Taxes	44,402,071	52,380,053
Other Local Taxes	18,152,000	20,163,000
Permits, Fees & Licenses	800,075	839,050
Fines & Forfeitures	1,097,500	1,350,250
Revenue From Use of Money/Property	2,264,827	2,276,000
Charges For Services	3,776,793	3,804,167
Miscellaneous Revenue	320,500	176,500
Recovered Costs	38,500	60,750
Revenue From the Commonwealth	16,985,824	18,348,747
Revenue From the Federal Government	8,700,000	7,389,056
Non-Revenue Receipts	40,000	160,000
TOTAL	96,578,090	106,947,573

2026 REVENUE SUMMARY



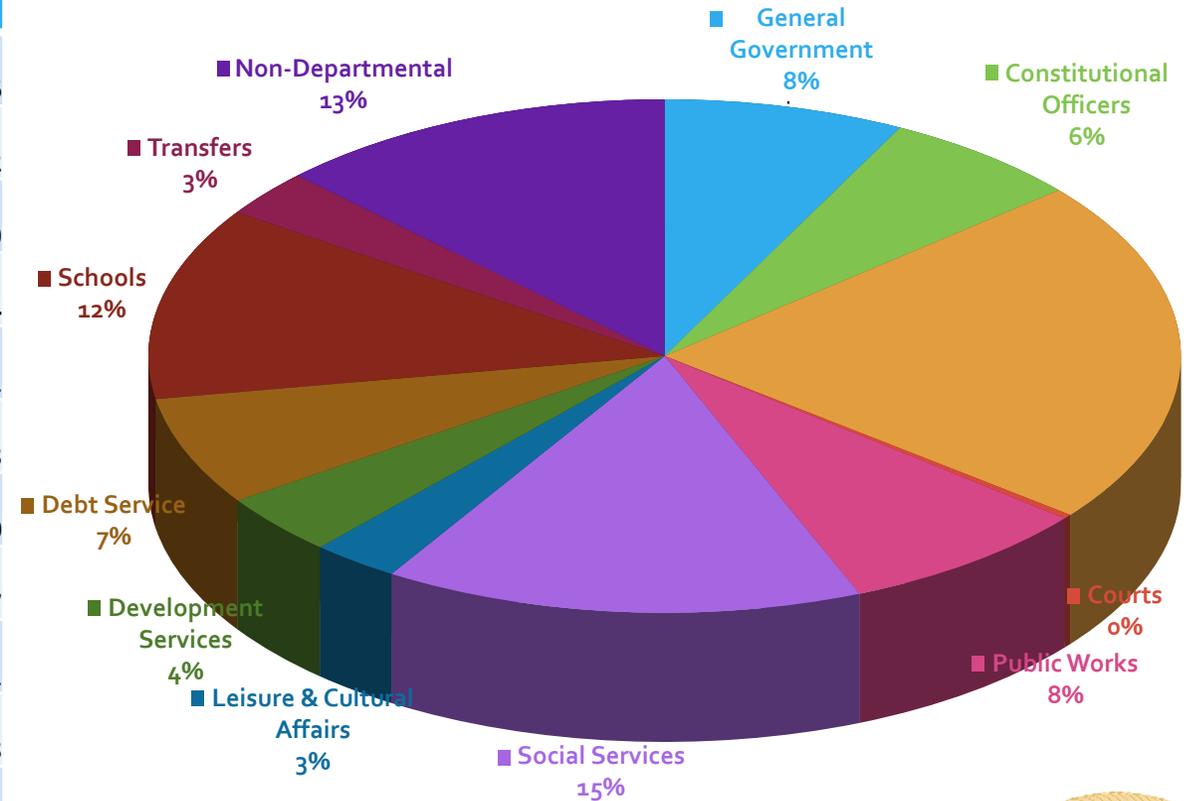
HOW IS YOUR TAX DOLLAR SPENT?



GENERAL FUND EXPENDITURE SUMMARY

General Fund Expenditures	2024-2025 Amended	2025-2026 Proposed
General Government	7,055,140	8,060,136
Constitutional Officers	6,648,453	6,722,412
Public Safety	22,191,136	23,308,280
Courts	298,878	302,644
Public Works	8,759,823	8,497,831
Social Services	15,542,478	16,067,518
Leisure & Cultural Affairs	2,786,475	2,950,480
Development Services	3,816,628	4,134,737
Debt Service	4,181,099	7,295,881
Schools	12,361,478	12,977,018
Transfers	2,541,226	3,169,286
Non-Departmental	10,395,276	13,461,350
TOTAL	96,578,090	106,947,573

2025-2026 GENERAL FUND EXPENDITURES



PROPOSED EXPENDITURE SUMMARY

GENERAL GOVERNMENT	2024-2025 Amended	2025-2026 Proposed	INCREASE %
City Council	390,765	362,216	-7%
City Clerk	-	418,563	-
City Manager	1,055,165	1,120,183	6%
City Attorney	483,217	511,900	6%
Human Resources	924,098	1,233,781	34%
Assessor	604,870	683,469	13%
Finance	1,136,311	1,142,027	1%
Customer Care & Collections	872,196	900,283	3%
Procurement	355,680	356,476	0%
Information Technology	1,232,838	1,331,238	8%
TOTALS	7,055,140	8,060,136	+14%



PROPOSED EXPENDITURE SUMMARY

CONSTITUTIONAL OFFICERS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Commissioner of Revenue	485,966	494,408	2%
Treasurer	326,823	415,964	27%
Registrar	604,892	657,371	9%
Clerk of Circuit Court	995,167	1,093,879	10%
Commonwealth Attorney	1,788,485	1,809,675	1%
Sheriff	2,447,120	2,251,115	-8%
TOTALS	6,648,453	6,722,412	1%



PROPOSED EXPENDITURE SUMMARY

PUBLIC SAFETY	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Police	10,313,674	10,679,312	4%
911 Emergency Communications	2,117,415	2,010,963	-5%
Animal Control	333,215	334,714	0%
Fire/EMS	9,009,509	9,777,976	9%
VJCCCA Services	216,725	253,830	17%
City Funds- Community Corrections	44,802	118,783	165%
Victim Witness	26,286	26,286	0%
Community Policing Outreach Center	129,510	106,416	-18%
TOTALS	22,191,136	23,308,280	5%



PROPOSED EXPENDITURE SUMMARY

COURTS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Circuit Court Judges & Admin.	93,991	96,667	3%
General District Court	53,300	79,400	33%
Magistrate	30,600	3,000	-920%
11th District Court Services Unit	112,237	114,827	2%
Juvenile Domestic Relations Court	8,750	8,750	0%
TOTALS	298,878	302,644	1%



PROPOSED EXPENDITURE SUMMARY

PUBLIC WORKS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Engineering	1,248,003	1,316,511	5%
Facilities Management	3,633,235	3,354,128	-8%
Grounds	1,505,625	1,433,192	-5%
Refuse Collection	2,372,960	2,394,000	1%
TOTALS	8,759,823	8,497,831	-3%



PROPOSED EXPENDITURE SUMMARY

SOCIAL SERVICES	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Social Services	11,235,878	11,589,663	3%
Children's Services Act	4,306,600	4,477,855	4%
TOTALS	15,542,478	16,067,518	3%



PROPOSED EXPENDITURE SUMMARY

LEISURE & COMMUNITY AFFAIRS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Recreation & Leisure Services	806,878	913,237	13%
Library	1,474,049	1,487,380	1%
Cemeteries Administration	85,040	82,013	-4%
Turf Division	420,508	467,850	11%
TOTALS	2,786,475	2,950,480	6%



PROPOSED EXPENDITURE SUMMARY

DEVELOPMENT SERVICES	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Planning	868,363	891,713	3%
Economic Development	520,454	564,423	8%
Government Relations	1,017,300	1,316,540	29%
Code Enforcement	1,410,511	1,362,061	-3%
TOTALS	3,816,628	4,134,737	8%



DEBT

DEBT SERVICE	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Bonded Debt/Notes Interest	2,365,492	4,989,994	111%
Bonded Debt/Notes Principal	1,815,607	2,305,887	27%
TOTALS	4,181,099	7,295,881	74%

SCHOOLS

SCHOOL OPERATIONS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Petersburg City Public Schools	12,361,478	12,977,018	5%



TRANSFERS

TRANSFERS TO OTHER FUNDS	2024-2025 Amended	2025-2026 Proposed	INCREASE %
Transfer to Grants Fund	48,172	-	-
Transfer to Capital Fund	500,000	765,000	53%
Transfer to Golf Fund	355,275	254,286	-28%
Transfer to Mass Transit Fund	887,779	1,400,000	58%
Transfer to Courts Fund	750,000	750,000	-
TOTALS	2,541,226	3,169,286	25%



NON-DEPARTMENTAL & OUTSIDE AGENCIES

NON-DEPARTMENTAL	2024-2025 Amended	2025-2026 Proposed
Accounting & Auditing Services	275,000	275,000
American Red Cross	5,000	-
Appomattox River Soil & Water	3,000	3,000
Battersea Foundation	-	100,000
Brightpoint Community College	4,750	4,750
Crater Health District (Central Virginia Health Services)	600,000	270,000
Central Virginia Legal Aid Society	-	10,000
Christmas Decorations	-	27,000
CivicPlus	11,076	13,000
Class & Comp Study Implementation	-	3,000,000
Cooperative Extension	50,000	55,000
Crater Criminal Justice	110,124	110,124
Crater Distr Area Agency On Aging	12,000	20,000
Crater Juvenile Detention Services (Crater Youth Care Commission)	403,000	507,181
Crater Planning District Commission	31,748	33,000
District 19 Mental Health Services	228,349	365,800
DocuSign	25,000	28,000
Environmental Systems Research Institute	39,700	42,000
ERP/Software	97,746	-



NON-DEPARTMENTAL & OUTSIDE AGENCIES

NON-DEPARTMENTAL	2024-2025 Amended	2025-2026 Proposed
Friends of the Lower Appomattox River (FOLAR)	-	9,900
General Liability Insurance	920,000	975,000
GovernmentJobs.com	50,000	-
Insurance Increase	429,050	-
Hopewell-Petersburg Healthy Start Loving Steps	25,000	30,000
iWorQ Software System	-	29,000
Lease/Rent of Building	-	27,600
Line of Duty Insurance	158,000	166,000
Longwood University SBDC	9,500	9,500
McKenney Foundation	100,000	100,000
Metropolitan Business League	65,000	65,000
National League of Cities	3,772	4,000
Other Contractual Services	-	65,000
Petersburg Arts Council	50,000	100,000
Petersburg Area Regional Tourism (PART)	100,000	100,000
Petersburg Cavaliers	-	25,000
Petersburg Symphony Orchestra	4,500	4,500
Pictometry International Corporation	16,472	18,000
Richard Bland College	1,500	100,000



NON-DEPARTMENTAL & OUTSIDE AGENCIES

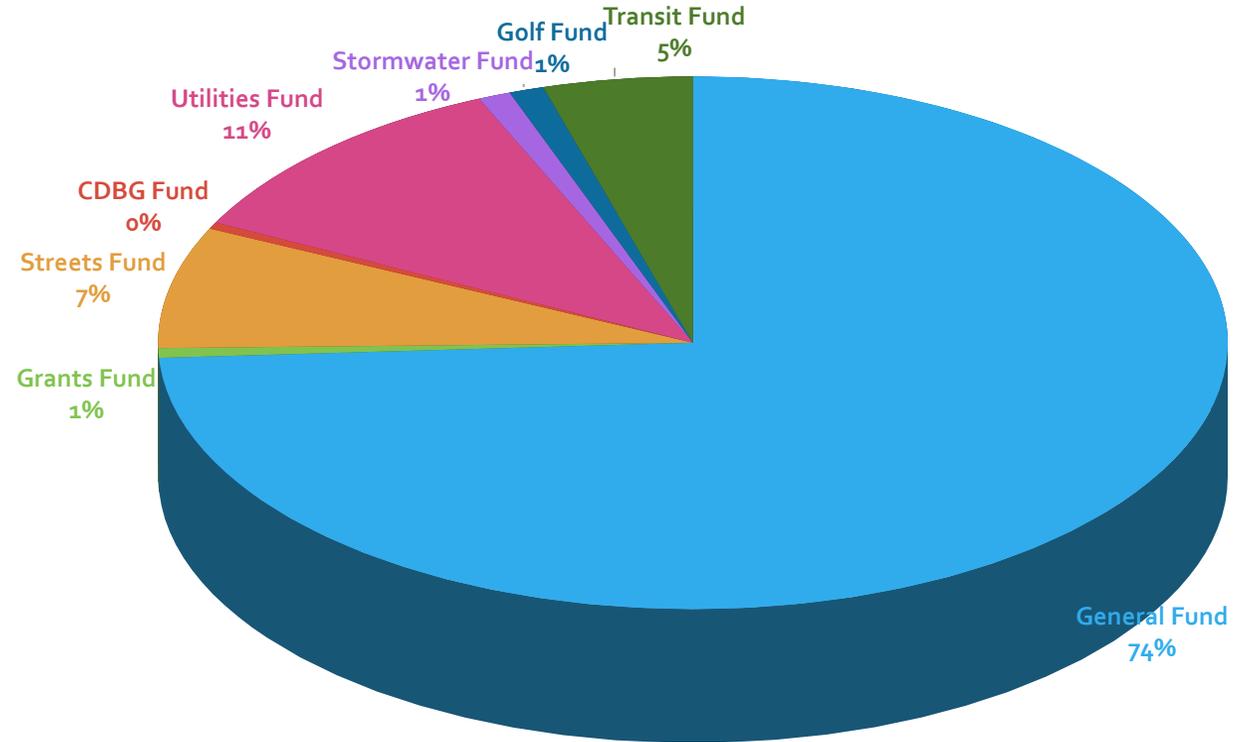
NON-DEPARTMENTAL	2024-2025 Amended	2025-2026 Proposed
Riverside Regional Jail Authority	3,300,000	3,546,522
Southeast 4-H Educational Center	-	5,000
Southside VA Emergency Crew	650,000	650,000
SOVA Regional Chamber of Commerce	7,000	7,000
Special Projects	140,800	165,500
Team Loaded Foundation	-	250,000
TimeClock Plus	29,292	36,000
Unemployment Insurance	20,000	20,000
US Conference of Mayors	4,000	4,000
Vehicle Leasing	374,194	350,000
Virginia Crossroads (VA Retreat)	4,500	-
Virginia First Cities Coalition	15,624	15,671
Virginia Gateway Region Economic Development	86,823	86,823
Virginia Municipal League	15,092	16,000
Worker's Compensation	1,030,145	1,030,145
YMCA Power Scholars Academy	273,519	273,519
Operational Resources	615,000	312,815
TOTALS	10,395,276	13,461,350



ALL FUNDS SUMMARY

FUND	2024-2025 AMENDED	2025-2026 PROPOSED
General Fund	96,578,090	106,947,573
Grants Fund	10,746,733	845,567
Streets Fund	8,037,703	10,641,039
CDBG Fund	582,410	583,723
Utilities Fund	15,134,073	15,874,619
Stormwater Fund	1,452,283	1,410,564
Golf Fund	1,197,550	1,515,186
Transit Fund	7,478,965	6,519,882
TOTAL	141,207,807	144,338,153

2025-2026 PROPOSED OPERATING BUDGET





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **A Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund - Pages 98-99**

PURPOSE: A Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund

REASON: A Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND: The wall behind City Hall is failing and has been for some time. A request to use the BSF is being made as this is an emergency that could endanger the citizens and or property of the City of Petersburg. Funding is needed to complete the project.

COST TO CITY: \$300,000

BUDGETED ITEM: No

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Ordinance - Emergency Use BSF

**AN ORDINANCE TO UTILIZE THE BUDGET STABILIZATION FUND FOR
TWO EMERGENCY REPAIRS**

WHEREAS, there is a pressing emergency situation within the City that has caused or has threatened to cause injury, damage and suffering to the persons and property of the City; and

WHEREAS, the events have endangered the health, welfare and safety of a number of persons residing in the municipality; and

WHEREAS, the retaining wall behind City Hall that has failed after heavy rains and requires repair (\$300,000); and

WHEREAS, emergency measures are required to reduce the severity of this disaster and to protect the health, welfare and safety of the City and its residents.

NOW THEREFORE BE IT ORDAINED that City Council does hereby approve the use of the Budget Stabilization Fund to fund this emergency repair.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: March Altman, Jr.

RE: **A Public Hearing for the Consideration of an Ordinance Adopting the FY26 Tax Rate - Pages 100-101**

PURPOSE: A Public Hearing for Consideration of an Ordinance Adopting the FY26 Tax Rate

REASON: A Public Hearing for Consideration of an Ordinance Adopting the FY26 Tax Rate

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND: City Council revisits section 106.1 of the Petersburg City Code in correlation with reviewing budget options for the impending fiscal year and amends the aforementioned tax rate to accomplish Council's priorities in the City of Petersburg's next fiscal year budget.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Ordinance - FY26 Tax Rate

AN ORDINANCE TO IMPLEMENT THE ANNUAL AMENDMENT TO THE TAX RATE

WHEREAS, the City of Petersburg Code has a codified section that depicts a real property tax for all tracts of land, lots and improvements thereon; and

WHEREAS, this aforementioned tax is referenced in Section 106.1 of the Petersburg City Code; and

WHEREAS, the City of Petersburg City Council revisits this section of the Petersburg City Code in correlation with reviewing budget options for the impending fiscal year and amends the aforementioned tax rate to accomplish Council's priorities in the City of Petersburg next fiscal year's budget.

NOW THEREFORE BE IT ORDAINED that City Council does hereby adopt this ordinance and implement no change to the real estate tax rate of \$1.27 per \$100 of assessed value.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Brian Moore

RE: **A Public Hearing for the Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street Located in Petersburg, VA - Pages 102-130**

PURPOSE: A Public Hearing for Consideration of An Ordinance Authorizing The City Manager To Execute the Purchase Option Agreement Between The City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street located in Petersburg, VA.

REASON: To present an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street Located in Petersburg, VA - Pages 101-115

RECOMMENDATION: The Department of Economic Development recommends approval of the Ordinance approving the Purchase Option Agreement and authorizing the City Manager and the City Attorney to execute all documents to facilitate the sale of City-owned property in accordance with applicable legal requirements.

BACKGROUND: The City of Petersburg City Council considered an Ordinance authorizing the City Manager to execute the purchase agreement related to the sale of city-owned property located at 130 N. Union Street and 122-124 West Tabb Street located in Petersburg, VA.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. 3.24.25 euterra easement lot line - Public Hearing Presentation
2. Item 8.d. -
3. 130 N Union Lot Line Adj-Purchase Agreement-3-24-2025
4. Boundary Line Adjustment and Easement_v.3

City Owned Parking Lot - 130 N Union Street

Access Easement & Minor Lot Line Adjustment

Prepared by euterra, LLC - Corey & Lori Bullock - 3.24.2025

Need access easement & minor lot line
adjustment for ADA access
and purveyor delivery for **euterra**

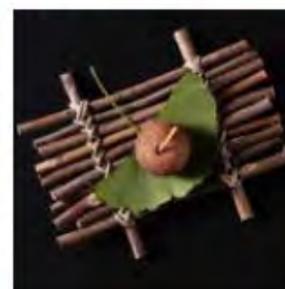
What is **euterra**?

euterra – Food and Wine establishment



- Cozy neighborhood food & wine establishment
- Featuring technique-driven, all from scratch, cooking and unique select wines
- Nightly fare at accessible price points

euterra – Chef's Table pop-up experience



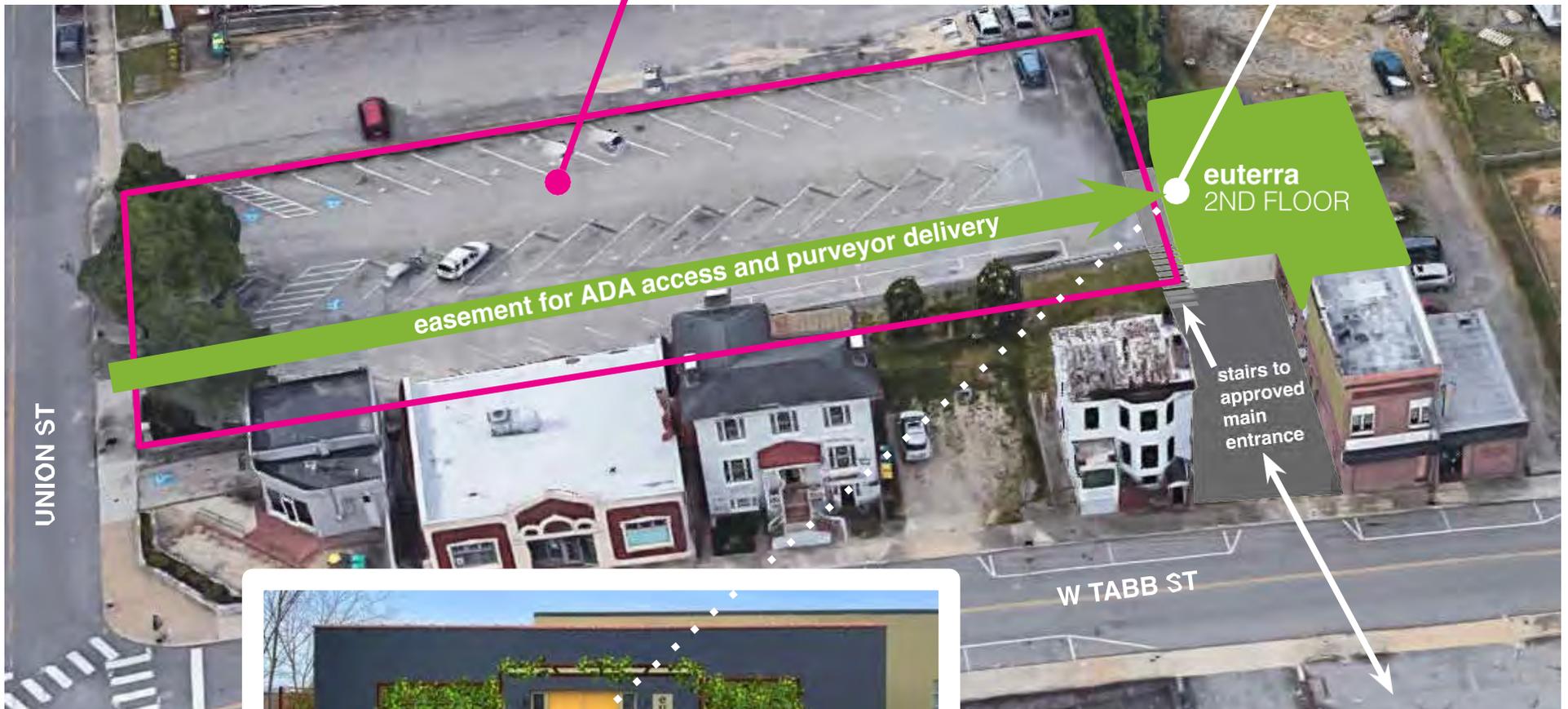
- Immersive tasting menu with Petersburg's first open kitchen concept and communal dining
- Wild edible foods of the region
- Mixing art, craft, food, wine & spirits
- Featuring guest chefs, sommeliers and artists from across the country
- Proven concept

1. Need recorded access easement for ADA access and purveyor delivery

Access Easement

Union Street Parking Lot
City of Petersburg

euterra, LLC
Corey and Lori Bullock



*euterra main entrance from W Tabb Street via stairs
Parking across the street on W Tabb*

This entrance has been the ONLY entrance to this building for 60+ years

- Restaurant is located on the second floor of this building (*This is and has always been the only entrance*)
- This entrance has been approved as the entrance to restaurant by the city and the ARB.
- Final updated survey drawing has been created and reviewed by the city of Petersburg

Access Easement - **ADA Compliance**



City approved ADA ramp

City approved main entrance

City approved ADA drop-off

2. Need minor lot line adjustment
for ADA ramp and main entrance stairs
from city approved patio

Minor Lot Line Adjustment

Union Street Parking Lot
City of Petersburg

euterra, LLC
Corey and Lori Bullock



This entrance has been the ONLY entrance to this building for 60+ years

- Restaurant is located on the second floor of this building (*This is and has always been the only entrance*)
- Final updated survey drawing has been created and reviewed by the city of Petersburg

Minor Lot Line Adjustment

Union Street Parking Lot
City of Petersburg

euterra, LLC
Corey and Lori Bullock



Minor Lot Line Adjustment



- Location at the back of the parking lot, behind the guardrail and fence
- Maintained for years by 120 -124 W Tabb St. property owners
- Lot line adjustment will have no impact on the city parking lot



Unused portion of city lot

- Unimproved, unpaved land not maintained by the city
- Portion of unused city land = 529 sqft.



Minor Lot Line Adjustment **Purchase Proposal**



- Back portion of 130 N Union Street parking lot = **529 sqft**
- Based on city assessment, valuation = \$2,688
- euterra project expenditure = \$3,500 (\$1,200 Survey + 2,500 Legal Fees)
- Survey complete and reviewed by the city

Propose: Substrate, LLC to purchase sliver of city owned land due to minor lot line adjustment.

\$1,344 (50% of assessment valuation)

We ask for your approval of both
the access easement and
minor lot line adjustment

Thank You

AN ORDINANCE TO AUTHORIZE THE CITYMANAGER TO EXECUTE AN OPTION AGREEMENT AND CONVEY PROPERTY UPON SATISFACTION OF TERMS

WHEREAS, the City is the fee simple owner of approximately .538 acres of land and improvements upon the property known as 130 N. Union Street Petersburg, VA – Parcel ID No.: 011240011; and

WHEREAS, SUBSTRATE LLC has expressed an interest in obtaining an Option to Purchase a portion of the said property from the City for the purpose of adding to their property of 112 –124 West Tabb Street to facilitate the development of their business; and

WHEREAS, SUBSTRATE LLC has proposed the terms for such acquisition in the attached draft Purchase Option Agreement (**Exhibit A**); and

WHEREAS, § 5.2-1800 of the Code of Virginia requires that in order for the City to convey an interest property owned by the locality, it must adopt an Ordinance after first holding an duly noticed public hearing ; and

WHEREAS, prior to adoption of this Ordinance, Council complied with § 15.2-1800 of the Code of Virginia after publishing proper Notice in accordance with the requirements of the Code of Virginia; and

WHEREAS, City Council believes that authorizing the City Manager and City Attorney to execute the Purchase Option Agreement on behalf of the City and effectuate the sale of a portion of the property and authorizing the easement of the Purchase Option Agreement is in the best interests of the City of Petersburg.

NOW, therefore be it ORDAINED, that Council does hereby authorize the City Manager and City Attorney to execute the Purchase Option Agreement an easement authorization on behalf of the City and effectuate the sale of the property.

**CITY OF PETERSBURG
REAL ESTATE PURCHASE AGREEMENT**

Assessment Valuation: \$2,688.00

Consideration: \$1,344.00

Tax Map No.: # 011240011

This Commercial Real Estate Purchase Agreement (the "Agreement") is dated March 24th, 2025, between the CITY OF PETERSBURG, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to a "Seller" and party of the first part, SUBSTRATE, LLC, hereinafter referred to as "Purchaser" and party of the second part, recites and provides the following:

RECITALS:

The Seller owns certain parcel(s) of property and all improvements thereon and appurtenances thereto located in Petersburg, Virginia, commonly known as: 130 N Union Street, Petersburg, Virginia, Tax Map Number: # 011240011 and further described as **Book ???, Page ??? as indicated in the recorded deed for the property (Attachment A)** which is herein adopted and incorporated as if set forth fully herein (hereinafter "Property").

Purchaser desires a minor lot line adjustment and thus, to purchase a 529 square foot portion of the Property as indicated on the updated survey and Seller agrees to sell this portion of Property subject to the following terms and provisions of this Agreement:

1. **Sale and Purchase:** Subject to the terms and conditions hereof, Seller shall sell and Purchaser shall purchase, the Property. The last date upon which this Agreement is executed shall be hereinafter referred to as the "Effective Date".
2. **Purchase Price:** The purchase price for the Property is ONE-THOUSAND, THREE- HUNDRED, FORTY-FOUR and 00/100 dollars (\$1,344.00) (the "Purchase Price"). The Purchase Price shall be payable in cash by wired transfer or immediately available funds at Closing.
3. **Closing:** Closing shall take place on or before ninety (90) business days after the completion of the Due Diligence Period described in Section 5. Purchaser may close on the Property prior to completion of the Due Diligence Period with reasonable advance notice to Seller. At Closing, Seller shall convey to Purchaser, by Deed without warranty, good and marketable title to the Property in fee simple, subject to any and all easements, covenants, and restrictions of record and affecting the Property and current taxes.

In the event a title search done by Purchaser during the Due Diligence Period reveals any title defects that are not acceptable to the Purchaser, Purchaser shall have the right, by giving written notice to the Seller within the Due Diligence Period, to either (a) terminate this Agreement, in which event this Agreement shall be null and void, and none of the parties hereto shall then have any further obligation to any other party hereto or to any third party and the entire Deposit is refunded to the Purchaser or (b) waive the title objections and proceed as set

forth in this Agreement. Seller agrees to cooperate with Purchaser to satisfy all reasonable requirements of Purchaser's title insurance carrier.

4. **Due Diligence Period:** Not to exceed one hundred twenty (120) calendar days after the Effective Date. The Purchaser and its representatives, agents, employees, surveyors, engineers, contractors and subcontractors shall have the reasonable right of access to the Property for the purpose of inspecting the Property, making engineering, boundary, topographical and drainage surveys, conducting soil test, planning repairs and improvements, and making such other tests, studies, inquires and investigations of the Property as the Purchaser may deem necessary. The Purchaser agrees that each survey, report, study, and test report shall be prepared for the benefit of, and shall be certified to, the Purchaser and Seller (and to such other parties as the Purchaser may require). A duplicate original of each survey, report, study, test report shall be delivered to Seller's counsel at the notice address specified in Section 15 hereof within ten (10) days following Purchaser's receipt thereof.

Purchaser shall be responsible for paying all closing costs associated with the purchase including but not limited to any real estate commission, Seller's attorney fees, applicable grantor's tax (if any), and the cost associated with preparation of the deed and other Seller's documents required hereunder.

5. **Termination Prior to Conclusion of Due Diligence Phase:**

- a. If Purchaser determines that the project is not feasible during the Due Diligence Period, then, after written notice by Purchaser delivered to Seller, nine percent (9%) of the Purchase Deposit shall be returned to the Purchaser and one percent (1%) of the Purchase Deposit shall be disbursed to Seller from the Deposit held by Escrow Agent and the Purchaser waives any rights or remedies it may have at law or in equity.

6. **Seller's Representations and Warranties: Seller represents and warrants as follows:**

- a. To the best of Seller's knowledge, there is no claim, action, suit, investigation or proceeding, at law, in equity or otherwise, now pending or threatened in writing against Seller relating to the Property or against the Property. Seller is not subject to the terms of any decree, judgment or order of any court, administrative agency or arbitrator which results in a material adverse effect on the Property or the operation thereof.
- b. To the best of Seller's knowledge, there are no pending or threatened (in writing) condemnation or eminent domain proceedings which affect any of the Property.
- c. To the best of Seller's knowledge, neither the execution nor delivery of the Agreement or the documents contemplated hereby, nor the consummation of the conveyance of the Property to Purchaser, will conflict with or cause a breach of any of the terms and conditions of, or constitute a default under, any agreement, license, permit or other instrument or obligation by which Seller or the Property is bound.
- d. Seller has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder. The party executing this Agreement on behalf of Seller is fully authorized to do so, and no additional signatures are required.

- e. The Property has municipal water and sewer lines and has gas and electric lines at the line. Seller makes no representation as to whether the capacities of such utilities are sufficient for Purchaser's intended use of Property.
- f. Seller has not received any written notice of default under, and to the best of Seller's knowledge, Seller and Property are not in default or in violation under, any restrictive covenant, easement or other condition of record applicable to, or benefiting, the Property.
- g. Seller currently possesses and shall maintain until Closing general liability insurance coverage on the Property which policy shall cover full or partial loss of the Property for any reason in an amount equal to or exceeding the Purchase Price.

As used in this Agreement, the phrase "to the best of Seller's knowledge, or words of similar import, shall mean the actual, conscious knowledge (and not constructive or imputed knowledge) without any duty to undertake any independent investigation whatsoever. Seller shall certify in writing at the Closing that all such representations and warranties are true and correct as of the Closing Date, subject to any changes in facts or circumstances known to Seller.

7. Purchaser's Representations and Warranties:

- a. There is no claim, action, suit, investigation or proceeding, at law, in equity or otherwise, now pending or threatened in writing against Purchaser, nor is Purchaser subject to the terms of any decree, judgment or order of any court, administrative agency or arbitrator, that would affect Purchaser's ability and capacity to enter into this Agreement and transaction contemplated hereby.
 - b. Purchaser has full power, authorization, and approval to enter into this Agreement and to carry out its obligation hereunder. The party executing this Agreement on behalf of Purchaser is fully authorized to do so, and no other signatures are required.
- 8. Condition of the Property:** Purchaser acknowledges that, except as otherwise set forth herein, the Property is being sold "AS IS, WHERE IS AND WITH ALL FAULTS", and Purchaser has inspected the Property and determined whether or not the Property is suitable for Purchaser's use. Seller makes no warranties or representations regarding the condition of the Property, including without limitation, the improvements constituting a portion of the Property or the systems therein.
- 9. Insurance and Indemnification:** Purchaser shall indemnify Seller from any loss, damage or expense (including reasonable attorney's fees and costs) resulting from Purchaser's use of, entry upon, or inspection of the Property during the Due Diligence Period. This indemnity shall survive any termination of this Agreement. Notwithstanding any other provision of this Agreement, Purchaser's entry upon the subject property and exercise of due diligence is performed at Purchaser's sole risk. Purchaser assumes the risk and shall be solely responsible for any injuries to Purchaser, its employees, agents, assigns and third parties who may be injured or suffer

damages arising from Purchaser's entry upon the property and the exercise of Purchaser's due diligence pursuant to this Agreement.

10. **Risk of Loss:** All risk of loss or damage to the Property by fire, windstorm, casualty or other cause is assumed by Seller until Closing. Except for damages proximately caused by Purchaser, its employees, agents, or assigns, in the event of a loss or damage to the Property or any portion thereof before Closing, Purchaser shall have the option of either (a) terminating this Agreement, in which event the Deposit shall be returned to Purchaser and this Agreement shall then be deemed null and void and none of the parties hereto shall then have any further obligation to any other party hereto or to any third party, or (b) affirming this Agreement, in which event Seller shall assign to Purchaser all of Seller's rights under any applicable policy or policies of insurance and pay over to Purchaser any sums received as a result of such loss or damage. Seller agrees to exercise reasonable and ordinary care in the maintenance and upkeep of the Property between the Effective Date and Closing. Purchaser and its representatives shall have the right to make an inspection at any reasonable time during the Due Diligence Period or prior to Closing.
11. **Condemnation:** If, prior to Closing, all of any part of the Property shall be condemned by governmental or other lawful authority, Purchaser shall have the right to (1) complete the purchase, in which event all condemnation proceeds or claims thereof shall be assigned to Purchaser, or (2) terminate this Agreement, in which event the Deposit shall be returned to Purchaser and this Agreement shall be terminated, and this Agreement shall be deemed null and void and none of the parties hereto shall then have any obligation to any other party hereto or to any third party, except as otherwise provided in this Agreement.
12. **Notices:** All notices and demands which, under the terms of this Agreement must or may be given by the parties hereto shall be delivered in person or sent by Federal Express or other comparable overnight courier, or certified mail, postage prepaid, return receipt requested, to the respective hereto as follows:

SELLER:

The City of Petersburg
March Altman, City Manager
135 North Union Street
Petersburg, VA 23803

(copy) The City of Petersburg
Anthony C. Williams, City Attorney
135 N. Union Street
Petersburg, VA 23803

PURCHASER:

SUBSTRATE, LLC
c/o Corey Bullock
124 W Tabb Street
Petersburg, VA 23803

Notices shall be deemed to have been given when (a) delivered in person, upon receipt thereof by the person to whom notice is given, (b) as indicated on applicable delivery receipt, if sent by Federal Express or other comparable overnight courier, two (2) days after deposit with such courier, courier fee prepaid, with receipt showing the correct name and address of the person to whom notice is to be given, and (c) as indicated on applicable delivery receipt if sent via certified mail or similar service.

13. **Attorneys' Fees and Costs:** Except as otherwise provided in this Agreement, should either party hereto incur costs, including attorney's fees, to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to recover all such costs and attorney's fees from the non-substantially prevailing party.
14. **Modification:** The terms of this Agreement may not be amended, waived or terminated orally, but only by an instrument in writing signed by the Seller and Purchaser.
15. **Assignment; Successors:** This Agreement may not be transferred or assigned without the prior written consent of both parties. In the event such transfer or assignment is consented to, this Agreement shall inure to the benefit of and bind the parties hereto and their respective successors and assigns.
16. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one of the same instrument.
17. **Survival:** All of the representations, warranties, covenants and agreements made in or pursuant to this Agreement made by Seller shall survive the Closing and shall not merge into the Deed or any other document or instrument executed and delivered in connection herewith.
18. **Captions and Counterparts:** The captions and paragraph headings contained herein are for convenience only and shall not be used in construing or enforcing any of the provisions of this Agreement.
19. **Governing Law; Venue:** This Agreement and all documents and instruments referred to herein shall be governed by, and shall be construed according to, the laws of the Commonwealth of Virginia. Any dispute arising out of performance or non-performance of any term of this Agreement shall be brought in the Circuit Court for the City of Petersburg, Virginia.
20. **Entire Agreement:** This Agreement contains the entire agreement between Seller and Purchaser, and there are no other terms, conditions, promises, undertakings, statements or representations, expressed or implied, concerning the sale contemplated by this Agreement. Any and all prior or subsequent agreements regarding the matters recited herein are hereby declared to be null and void unless reduced to a written addendum to this Agreement signed by all parties in accordance with Section 16.
21. **Copy or Facsimile:** Purchaser and Seller agree that a copy or facsimile transmission of any original document shall have the same effect as an original.

22. **Days:** Any reference herein to “day” or “days” shall refer to calendar days unless otherwise specified. If the date of Closing or the date for delivery of a notice or performance of some other obligation of a party falls on a Saturday, Sunday or legal holiday in the Commonwealth of Virginia, then the date for Closing or such notice of performance shall be postponed until the next business day.

23. **Title Protection** – deed to his property is conveyed without warranty. During the due diligence period, purchaser may research title issues associated with the property and may purchase title insurance at his own expense or terminate the agreement in accordance with the provisions of this contract in the event that issues regarding title are discovered.

24. **Compliance with Zoning, land use and Development requirements** – Execution of this document shall not be construed to affect in any way the obligation of the purchaser to comply with all legal requirements pertaining to zoning, land use, and other applicable laws.
a. The purchaser agrees the property, which is currently used as a parking lot, will remain a parking lot. No buildings or improvements will be developed on the property.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and years first written.

PURCHASER:

Substrate, LLC

By: _____, Corey Bullock

Title: Member/Manager

Date: _____

SELLER:

The City of Petersburg, Virginia

By: _____, John M. Altman, Jr.,

Title: City Manager

Date: _____

Approved as to form: Date: _____

By: _____, Anthony Williams

Title: City Attorney

Prepared by:
George W. Gray, III, Esquire (VSB #87578)
Kerns & Kastenbaum, PLC
4900 Radford Avenue
Richmond, VA 23230

Consideration: \$1,343.78.00
Assessment: \$2,687.55 (portion)

Tax Parcel Nos.: Portion of 011240011,
130 N. Union Street, Petersburg, VA 23803 (Grantor’s Parcel), and
Portion of 011240004,
122-124 W. Tabb Street, Petersburg, VA 23803 (Grantee’s Parcel)

This deed is exempt from the tax imposed by Virginia § 58.1-802 and the fee imposed by §§ 58.1-802.3, 58.1-802.4 and 58.1-802.5, pursuant to Virginia Code §58.1-811(C)(3).

THIS DEED OF BOUNDARY LINE ADJUSTMENT AND EASEMENT AGREEMENT is dated this _____ day of _____, 2025, by and between the **CITY OF PETERSBURG**, a Municipal corporation (hereinafter “**Grantor**”); and **SUBSTRATE LLC**, a Virginia limited liability company (hereinafter “**Grantee**”):

WITNESSETH:

WHEREAS, Grantor is the fee simple owner of a certain parcel of land described on **Exhibit A** attached hereto (“**Grantor’s Parcel**”).

WHEREAS, Grantee is the fee simple owner of a certain parcel of land described on **Exhibit B** attached hereto (“**Grantee’s Parcel**”).

WHEREAS, Grantor and Grantee desire to adjust the location of the common boundary between the Grantor’s Parcel and the Grantee’s Parcel as shown on that certain plat of survey prepared by Baseline Land Surveying, dated January 2, 2025, revised January 30, 2025, entitled “Plat Showing a Boundary Line Adjustment/Lot Line Vacation AND Access Easement Between # 120 Tabb Street & # 130 N. Union Street” (the “**Plat**”).

WHEREAS, Grantor and Grantee also desire to establish a certain easement over and across

the entire area of the existing asphalt parking lot located on Grantor's Parcel and as further shown and identified on the Plat (the "**Easement Area**").

NOW, THEREFORE, FOR AND IN CONSIDERATION of the premises and mutual agreement herein contained, Grantor and Grantee hereby agree (i) that the existing boundary lines between Grantor's Parcel and Grantee's Parcel, each identified on the Plat as an "Old Line" (collectively, the "**Old Lines**"), are hereby adjusted and shall now exist as shown on the Plat such that the new boundary line between Grantor's Parcel and Grantee's Parcel shall now exist in the location of the line shown on the Plat as "New Line Along Western Guard Rail" (the "**New Line**"), (ii) that Grantor's Parcel, formerly 0.530 acres, shall now be 0.518 acres, and Grantee's Parcel, formerly 0.072 acres, shall now be 0.084 acres, and (ii) that the Old Lines are hereby vacated.

AND FURTHER, to confirm the aforesaid boundary line adjustment, Grantor does hereby grant and convey, with General Warranty and English Covenants of Title, unto the Grantee the real estate area shown on the Plat as being 0.012 acres and bounded by the Old Lines, New Line, and certain other existing lines of adjacent parcels, all as shown on the Plat.

AND FURTHER, Grantor does hereby grant and convey unto Grantee, her successors and assigns, a perpetual, non-exclusive easement over, under, through and across the Easement Area (the "**Easement**") for the purposes of (i) ingress and egress, by any mode of travel, to and from Grantee's Parcel, (ii) parking by Grantee's agents, employees, contractors, guests and/or invitees of no less than six (6) motor vehicles at any given time, and (ii) loading and unloading trucks and other deliveries to and from Grantee's Parcel.

Grantee shall have no obligation whatsoever to contribute to the maintenance and upkeep of the Easement Area.

The conveyance made herein is subject, however, to all easements, conditions, restrictions and reservations appearing of record insofar as the same may lawfully affect the property herein conveyed.

The Easement granted and the covenants set forth herein shall run with the land and shall be binding upon the heirs, executors, administrators, successors in title, and assigns of the parties hereto.

NO TITLE SEARCH HAS BEEN REQUESTED OR DONE REGARDING THE PROPERTY REFLECTED IN THIS DEED AND THE ATTORNEY DRAWING THE SAME MAKES NO WARRANTIES OF TITLE.

WITNESS the following signatures and seals:

GRANTOR:

CITY OF PETERSBURG,
a Municipal corporation

By: _____

Name: _____

Its: _____

STATE OF VIRGINIA
COUNTY/CITY OF _____, to-wit;

This foregoing instrument was acknowledged and signed before me this _____ day of _____, 20____, by the City of Petersburg, a municipal corporation, by _____ its _____.

Notary Public

(Additional signature follows)

GRANTEE:

SUBSTRATE LLC,
a Virginia limited liability company

By: _____
Name: _____
Its: _____

STATE OF VIRGINIA
COUNTY/CITY OF _____, to-wit;

This foregoing instrument was acknowledged and signed before me this _____ day of _____, 20____, by **substrate llc**, a Virginia limited liability company, by _____ its _____.

Notary Public

GRANTEE ADDRESS:

122-124 W TABB ST
PETERSBURG, VA 23803

Exhibit A

All that certain lot or parcel of land with the improvements thereon and appurtenances thereto belonging, lying and being on the west side of Union Street in the City of Petersburg, Virginia, fronting thereon ninety-eight (98) feet, mor or less, and running back two hundred and thirty eight and eight tenths (238.8) feet on its northern line, the metes and bounds thereof being fully shown on a plat made by J. A. N., June 23, 1919, attached to a certain deed of trust from said Y. M. C. A. to the Virginia Trust Co., Trustee, dated July 1, 1924, and recorded in the Clerk's Office of the Hustings Court of the City of Petersburg, Virginia, in Deed Book 107 at page 3.

Being the same property conveyed to City of Petersburg, a Municipal corporation, by deed from Young Men's Christian Association of Petersburg, Virginia, a non-stock corporation, dated September 28, 1967, recorded February 9, 1972, in the Clerk's Office of the Hustings Court of the City of Petersburg, Virginia in Deed Book 311, Page 402.

Exhibit B

PARCEL ONE: All that certain lot or parcel of land, lying, being and situate on the south side of Tabb Street in the City of Petersburg, Virginia, fronting on said Tabb Street 30 feet, more or less, and bounded as follows: on the north by Tabb Street on the west by property now or formerly belonging to S. B. Leath, on the south by property now or formerly belonging to Petersburg Classical Institute and on the property now or formerly belonging to D.D. Wilcox (120 W. Tabb St.)

Subject to that certain Boundary Line Agreement between R. Gatland Brockwell and Mabel A. Brockwell and Plummer Printing Company, Incorporated, a Virginia corporation, dated February 5, 1976, recorded February 23, 1976, in the aforesaid Clerk's Office in Deed Book 339, Page 747. Together with that certain lot or parcel of land, lying, being and situate in the City of Petersburg, Virginia, being the extreme rear or western portion of the property belonging to the Y.M.C.A. of Petersburg and more particularly described as follows:

Beginning at a point 251 feet, more or less, West of Union Street at the intersection of the northern boundary and the rear property line of the present Y.M.C.A. property, thence in an Easterly direction 21 feet, more or less, to a point thence in a Northerly direction along what would be an extension of a portion of the rear line of the Y.M.C.A. property approximately 50 feet to a point on the aforementioned Northern boundary of the Y.M.C.A. property, then in a Westerly direction along said boundary line approximately 21 feet to the point of beginning, all in which is more clearly shown by applying the description set out above to a plat of the Y.M.C.A. property made by J.A.N. under date of 23 June, 1919, recorded in Deed Book 107, page 11, in the Clerk's Office of the Circuit Court (formerly Hustings court) of the City of Petersburg, Virginia.

BEING a portion of the same property conveyed to substrate llc, a Virginia limited liability company, by deed from Robert E. Lynch and Hope L. Helton, dated February 23, 2022, recorded February 25, 2022 in the Clerk's Office of the Circuit Court of the City of Petersburg, Virginia as Instrument Number 202200789.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: Garry Cozier - Budget Manager
FROM: Petersburg City Public Schools
RE: **FY25 PCPS Budget Amendment Complete Ordinance - Pages 131-132**

PURPOSE: To show full spending authority for FY25 for Petersburg City Public Schools

REASON: To show full spending authority for FY25 for Petersburg City Public Schools

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Petersburg City Public Schools

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. PCPS FY25 Amendment Full

AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025, FOR PETERSBURG CITY PUBLIC SCHOOLS

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

- I. That appropriations for the fiscal year commencing July 1, 2024, for Petersburg Public Schools are made for the following resources and revenues, for the fiscal year ending June 30, 2025.

Previously adopted Revenues	\$79,558,324
ADD:	
Amendment	\$1,500,000
Amendment	\$2,000,000
Amendment	\$1,900,000
Amendment	\$4,523,723
Total Revenue	\$89,482,047

- 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:

Previously adopted Expenditures	\$79,558,324
ADD:	
Amendment	\$1,500,000
Amendment	\$2,000,000
Amendment	\$1,900,000
Amendment	\$4,523,723
Total Expense	\$89,482,047



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Tangi Hill

RE: **Consideration of Appointments to the Community Development Block Grant Advisory Board - Pages 133-135**

PURPOSE: To make appointments to the Community Development Block Grant Advisory Board

REASON: There are currently 3 At-Large vacancies and 3 Ward vacancies (Ward 1, 5, and 7).

RECOMMENDATION: Adopt a resolution making appointments to fill the vacant At-Large (3) and (3) seats in Wards 1, 5, and 7. Please note that the Ward 5 appointment is an unexpired term.

The following applicants are requesting consideration for appointment:

Corey Wesson	Ward 1
Melissa Boyd	Ward 2
Sonja Holt	Ward 2
Leonard Curry	Ward 3
Kera Chambers	Ward 4
Marcus Squires	Ward 4
Taurean Morrow	Ward 4
Letisha White	Ward 4
Genevieve Lohr	Ward 5
Michelle Murrills	Ward 5
Theodore Jones, Jr.	Ward 5
Andre Perez	Ward 5
Tonya Brown	Ward 6
	(At-
	Large)
Quiera Jones	Ward 6
Maisha Henry	Ward 6
Kameko Coleman	Ward 7
Wanda Taliaferro	Ward 7

BACKGROUND:

Serves in an advisory capacity to the City Council. Reviews, conducts public hearings, and makes recommendations for City Council action regarding requests for projects to be funded from the city's annual CDBG entitlement under this federal program. The City Council makes final approval of project allocations.

Four Year Terms.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Appointment to CDBG 2025 Resolution

**A RESOLUTION APPOINTING
_____ WITH A TERM
ENDING _____, TO THE
COMMUNITY DEVELOPMENT BLOCK GRANT
ADVISORY BOARD**

BE IT RESOLVED, by the City Council of the City of Petersburg, that it hereby appoints _____, with a term ending _____, to the Community Development Block Grant Advisory Board.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: March Altman, Jr., City Manager
FROM: Tangi Hill
RE: **Consideration of Appointment to the Architectural Review Board - Pages 136-138**

PURPOSE: To make an appointment to the Architectural Review Board.

REASON: There is currently 1 unexpired term vacancy.

RECOMMENDATION: Adopt a resolution making an appointment to fill the unexpired term seat, with the term ending on September 30, 2025.

The following applicants are requesting consideration for appointment:

- Calvin Phelps, Jr.
- Xiomara Wilson
- Corey Wesson
- Quiera Jones
- Andre Perez

BACKGROUND: The Architectural Review Board consists of 7 qualified residents and or business owners of the City of Petersburg appointed by Council; except that the City Council may appoint, as one of the seven qualified members, a licensed architect who is not a resident of the City, and one to be a federally defined minority. The vacant position is one that did not reside within the City of Petersburg.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Appointment to ARB 2025 Resolution

A RESOLUTION APPOINTING
_____ **WITH A TERM**
ENDING _____, TO THE
ARCHITECTURAL REVIEW BOARD

BE IT RESOLVED, by the City Council of the City of Petersburg, that it hereby appoints _____, with a term ending _____, to the Architectural Review Board.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: March Altman, Jr., City Manager
FROM: Tangi Hill
RE: **Consideration of Recommendations to the Board of Zoning Appeals - Pages 139-141**

PURPOSE: To make recommendation for appointment of an alternate member and consider recommendation of reappointment of Thomas Carwile, Jeffrey Clark, and Brenda Henderson for a 5 year term to the Board of Zoning Appeals.

REASON: Staff request an alternate and consideration of reappointment be recommended for appointment to the Board of Zoning Appeals.

RECOMMENDATION: Adopt a resolution making a recommendation to appoint an alternate member and consider recommending the reappointment/appointment of 3 members for a 5 year term to the Board of Zoning Appeals.

The following applicants are asking to be considered for recommendation of reappointment/appointment of 3 regular members and 1 alternate:

Thomas L. Carwile
 Term Expiration: 4/27/2025

Jeffrey S. Clark
 Term Expiration: 4/27/2025

Brenda R. Henderson, Chair
 Term Expiration: 4/27/2025

New Applicants
 Victor Terwilliger
 Andre Perez
 Corey Wesson
 Quiera Jones
 1338 Custer Street
 Petersburg, VA 23803

BACKGROUND: After a recent recusal of one of our BZA members, staff discovered that the BZA does not currently have an alternate member. The BZA members are typically appointed by the court. However, the City Attorney advised that the City would be able to choose its own alternate member.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Appointment to BZA 2025 Resolution

**A RESOLUTION RECOMMENDING APPOINTMENT OF
_____ AND
_____ AS AN ALTERNATE MEMBER WITH
A TERM ENDING _____, TO THE BOARD OF
ZONING APPEALS**

BE IT RESOLVED, by the City Council of the City of Petersburg, that it hereby recommends appointments of _____, with a term ending _____, to the Board of Zoning Appeals.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 20, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: March Altman, Jr., City Manager
FROM: Tangi Hill
RE: **Consideration of Appointments to the Petersburg Arts Council - Pages 142-145**

PURPOSE: To make appointments to fill the unexpired terms of 2 At-Large members and 1 member.

REASON: There are currently 2 At-Large unexpired term vacancies (1 ending on September 30, 2026 and the other on September 30, 2025) and 1 unexpired term vacancy(ending on September 30, 2026) on the Petersburg Arts Council.

RECOMMENDATION: Adopt a resolution making appointments to fill the 2 unexpired terms At-Large and 1 unexpired term seats.

The following applicants are asking to be considered for appointment of unexpired terms of 1 At-Large expiring September 30, 2026, 1 At-Large expiring September 30, 2025, and 1 unexpired term ending September 30, 2026:

Amber A. Salter

Keelyn M. Graves

Ximara Wilson

Tonya Brown

Yewande Austin

Quiera Jones

Andre Perez

Corey Wesson

BACKGROUND:

The purpose of the public arts council is to make recommendations to city council and city management on the acquisition, donation, commission and/or funding of public art and the acceptance of gifts and loans of public art and the deaccession of public art from the city's collection.

The members of the PAAC shall be appointed by the city council and shall serve two-year terms. Members are eligible for re-appointment and may serve up to three consecutive terms (for a total of six years of service on PAAC). The first appointments will be staggered with one at-large member appointed for one year and the other at-large member appointed for two years. The remaining seven members shall be appointed one for each ward based either upon their residence or business location in the respective ward that they serve. The public arts council members must be residents of the city or represent a business or an arts non-profit located in the city. The public art council shall consist of nine members and be composed of the following representatives: at least three practicing artists, at least two members belonging to an arts or culture organization, at least two members associated with design and historical architecture. No member who has served three complete terms shall be eligible for reappointment until after the lapse of an intervening period of one year.

The Arts Council is composed of nine (9) members and two (2) ex-officio members appointed by the City Council.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Appointment to Arts 2025 Resolution

A RESOLUTION APPOINTING
_____ **WITH A TERM**
ENDING _____, TO THE
PETERSBURG ARTS COUNCIL

BE IT RESOLVED, by the City Council of the City of Petersburg, that it hereby appoints _____, with a term ending _____, to the Petersburg Arts Council.